

Traineeship Questionnaire: AIESEC Exchange

Instruction Page

Question 1—This is an explanation of what the position accomplishes for your company.

It can be based on increased diversity in the workplace, cost savings, project management, sales, technology management, etc.

Question 2—This part is not a job description; it lets the trainee know what they are going to learn (specific and general) from the work experience.

EXAMPLE:

- *Learn how to determine if an information systems audit is necessary and how to do an IS audit*
- *Develop skills in IS design, database programming and project management. Work with SQL databases and HTML.*
- *Learn the importance of IS within the corporate structure*
- *Learn how the IS department reacts and works with all other departments in a corporation.*

Question 3—This provides an understanding of daily tasks that the trainee will do to achieve their training.

EXAMPLE: The trainee will work in the IS department doing IS management for other departments in the company. He or she will communicate with non-technical coworkers to determine needs across the company in regards to IS. The trainee will also help non-technical employees implement systems into their department to assist these departments in business strategy, documentation and project management.

Question 4—Please complete a detailed training plan should for the traineeship. This is a government requirement for the J exchange program. The detailed training plan should be broken down into specific phases, with the objectives of each of the phases, and the various tasks the trainee would perform to meet those objectives. The phases presented must reflect progression of the training program. See the example below. A separate attachment may be used if more space is needed.

EXAMPLE

January: Objective: Basic training on US tax laws and procedures.

The trainees will be provided all necessary training with the objective to prepare for the role of tax specialist. The initial training course is an intense, formal 3-week program. The first 2 weeks are dedicated to an interactive self-learning online training module that familiarizes them with the company's custom tax software. This module also teaches the various aspects of US and international tax law the trainees must be familiar with to continue with their hands-on training. The third week consists of general training for new interns.

February: Objective: Implement basic training and progress to next training stage.

Trainees will begin utilizing their learned knowledge from January to understand and train on expatriate tax forms in a hands-on environment. An experienced senior associate who will review their output for accuracy and provide feedback to trainees will provide further instruction and supervision. This person will be their mentor for the duration of the training period. Training will be refined to cover those areas the trainees are having difficulty with.

March: Objective: Learn alien taxation laws and procedures

Trainees will be introduced to the area of alien taxation and tax return procedures. Basic international tax treaties and foreign expatriate tax laws will be covered. Supervision and feedback will be provided as in the February model.

April: Objective: Merge expatriate and alien taxation

Trainees will merge the two areas of taxation expertise they have been trained on. Evaluation of their learning will be based on accuracy and efficiency in completing client tax returns under the supervision of a senior associate. In addition, they will learn the process for filing tax return extension requests.

Traineeship Questionnaire

Company Information

Company:	Telephone:
Manager responsible for Trainee	Fax:
Mailing Address:	E-mail:
	Web Page:
	Type of Business:
	Number of employees at this location:

Traineeship Conditions

Minimum number of weeks:	Maximum number of weeks:
Earliest start date:	Latest start date:
Working hours:	Total hours per week: Are weekends free? Yes
Salary per month*:	Salary is payable (weekly, twice monthly, etc.): bi-weekly
Will the trainees be subject to a medical exam or drug test upon arrival?	
Any other benefits such as housing, insurance, etc. (optional):	

*Please note whether salary is before or after taxes have been taken out

Traineeship Information

Please use the following questions as a guideline to fully describe the traineeship on the next two pages. Please add additional information if you feel it will better describe the requirements of the traineeship. The more information provided the better.

1. Why is your company using the AIESEC program?

2. How will this traineeship improve the skills of your candidate?

3. What are the day-to-day responsibilities of the position and in which departments will the trainee work?

4. Please describe in detail what orientation, training, evaluation, and supervision that will be provided for the trainee. Please include specific detail on how the trainee will be oriented to the company, the department, how they will learn the skills indicated above and how successful learning of the skills will be measured. Please write the detailed training plan by breaking it down into phases (month-to-month), this is to demonstrate the traineeship quality and progression of skills for the duration of the traineeship. An example page is included in this packet; please use an additional sheet if necessary.

Part 4: Preferences

Please select which backgrounds are Required (R) and Preferred (P). Select a maximum of 6 in total.

Accounting

- Introductory Accounting
- Financial Accounting
- Managerial Accounting
- Cost Accounting
- Auditing
- Taxation
- Social and ethical auditing and reporting
- Social accounting

Business Administration

- Intro Mgt/ Business Administration
- Industrial Management
- Project Management
- Tourism
- International Management
- Hotel & Restaurant Management
- Law & Business Law
- Organizational Mgt & Planning
- Transportation & Distribution Mgt
- Corporate-community engagement
- Event management

Development studies

- Introductory development studies
- Advanced development studies

Economics

- Introductory Economics
- Microeconomics
- Macroeconomics
- Economic Research & Forecasting
- International Trade & Balance of Payment
- Developmental Economics
- Environmental Economics
- Monetary Economics/Public Finance
- Political Science
- Statistics

Education

- Introductory Education
- Advanced Education
- International Education
- Linguistics/Languages

R
P

Finance

- Introductory Finance
- Banking
- Insurance
- Financial planning & budgeting
- International Financial Management
- Investment & Security Analysis

Human Resources

- Introductory HR management
- Advanced HR management
- International HR Management
- Personnel Evaluation
- Recruitment and allocation
- Industrial relations
- Organizational behavior
- Training and development

Information Technology

- Database management
- Network mgt/data transmission
- Software development / programming
- System Analysis and Design
- Web development and management

Marketing

- Introductory Marketing
- International Marketing
- Advertising & Public Relations
- Market Evaluation & Research
- Consumer & Buyer Behavior
- Import & Export
- Retail & Sales Marketing
- Product Planning, Dev't & Control

Engineering

- Introductory Engineering
- Electrical engineering
- Electronic engineering
- Mechanical Engineering
- Industrial engineering
- Civil Engineering
- Chemical Engineering
- Introductory Mathematics

R
P

Please select which Skills are Required (R) and Preferred (P). You may select a maximum of 20.

	R	P		R	P
<u>Computer User skills</u>			<u>Operating System</u>		
Internet Users skills	<input type="checkbox"/>	<input type="checkbox"/>	AS/400	<input type="checkbox"/>	<input type="checkbox"/>
Mac User skills	<input type="checkbox"/>	<input type="checkbox"/>	DOS	<input type="checkbox"/>	<input type="checkbox"/>
PC User Skills	<input type="checkbox"/>	<input type="checkbox"/>	MS Win NT /2000	<input type="checkbox"/>	<input type="checkbox"/>
<u>Databases</u>			MacOS	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	Unix	<input type="checkbox"/>	<input type="checkbox"/>
DB/2	<input type="checkbox"/>	<input type="checkbox"/>	VAX/VMS	<input type="checkbox"/>	<input type="checkbox"/>
Informix	<input type="checkbox"/>	<input type="checkbox"/>	Windows 95/98	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft SQL Server	<input type="checkbox"/>	<input type="checkbox"/>	X-Windows	<input type="checkbox"/>	<input type="checkbox"/>
Oracle	<input type="checkbox"/>	<input type="checkbox"/>	<u>Personal Skills & Knowledge</u>		
Paradox	<input type="checkbox"/>	<input type="checkbox"/>	Community Development	<input type="checkbox"/>	<input type="checkbox"/>
Sybase	<input type="checkbox"/>	<input type="checkbox"/>	Drivers license	<input type="checkbox"/>	<input type="checkbox"/>
<u>Development Tools</u>			First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Database design tools	<input type="checkbox"/>	<input type="checkbox"/>	<u>Professional Skills</u>		
Delphi	<input type="checkbox"/>	<input type="checkbox"/>	Financial Management skills	<input type="checkbox"/>	<input type="checkbox"/>
Other development tools	<input type="checkbox"/>	<input type="checkbox"/>	<u>Leadership skills</u>		
Powerbuilder	<input type="checkbox"/>	<input type="checkbox"/>	Marketing / Selling skills	<input type="checkbox"/>	<input type="checkbox"/>
Visual Basic	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Management	<input type="checkbox"/>	<input type="checkbox"/>
Visual Studio	<input type="checkbox"/>	<input type="checkbox"/>	Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>
Visual/Borland C++	<input type="checkbox"/>	<input type="checkbox"/>	Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Web development tools	<input type="checkbox"/>	<input type="checkbox"/>	Team Management	<input type="checkbox"/>	<input type="checkbox"/>
<u>Enterprise Resource Planning (ERP)</u>			Training/ Facilitating skills	<input type="checkbox"/>	<input type="checkbox"/>
Baan	<input type="checkbox"/>	<input type="checkbox"/>	<u>Programming Skills</u>		
PeopleSoft	<input type="checkbox"/>	<input type="checkbox"/>	4GL	<input type="checkbox"/>	<input type="checkbox"/>
SAP	<input type="checkbox"/>	<input type="checkbox"/>	ASP	<input type="checkbox"/>	<input type="checkbox"/>
<u>Graphics</u>			C	<input type="checkbox"/>	<input type="checkbox"/>
3D Max	<input type="checkbox"/>	<input type="checkbox"/>	C++	<input type="checkbox"/>	<input type="checkbox"/>
Auto-CAD	<input type="checkbox"/>	<input type="checkbox"/>	COBOL	<input type="checkbox"/>	<input type="checkbox"/>
Corel Draw	<input type="checkbox"/>	<input type="checkbox"/>	FORTTRAN	<input type="checkbox"/>	<input type="checkbox"/>
Macromedia director	<input type="checkbox"/>	<input type="checkbox"/>	HTML	<input type="checkbox"/>	<input type="checkbox"/>
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	Java	<input type="checkbox"/>	<input type="checkbox"/>
Shockwave Flash	<input type="checkbox"/>	<input type="checkbox"/>	JavaScript	<input type="checkbox"/>	<input type="checkbox"/>
<u>Groupware</u>			Pascal	<input type="checkbox"/>	<input type="checkbox"/>
Lotus Notes/Domino	<input type="checkbox"/>	<input type="checkbox"/>	Perl	<input type="checkbox"/>	<input type="checkbox"/>
MS Exchange	<input type="checkbox"/>	<input type="checkbox"/>	SQL	<input type="checkbox"/>	<input type="checkbox"/>
Novell GroupWise	<input type="checkbox"/>	<input type="checkbox"/>	XML	<input type="checkbox"/>	<input type="checkbox"/>
<u>Network mgt and data transmission</u>					
IPX	<input type="checkbox"/>	<input type="checkbox"/>			
LAN (local area network)	<input type="checkbox"/>	<input type="checkbox"/>			
Novell Netware	<input type="checkbox"/>	<input type="checkbox"/>			
TCP/IP	<input type="checkbox"/>	<input type="checkbox"/>			
WAN (wide area network)	<input type="checkbox"/>	<input type="checkbox"/>			
WAP	<input type="checkbox"/>	<input type="checkbox"/>			

Geographical Requirements are: Required Preferred

<input type="checkbox"/> World (The Trainee Can come from any country) <i>If it is required that the Trainee come from a particular part of the world, please specify below.</i>		
<input type="checkbox"/> Africa <input type="checkbox"/> English speaking Africa	<input type="checkbox"/> North Africa <input type="checkbox"/> South East Africa	<input type="checkbox"/> West Africa English Speaking <input type="checkbox"/> West Africa French Speaking
<input type="checkbox"/> Americas <input type="checkbox"/> Caribbean	<input type="checkbox"/> Central America <input type="checkbox"/> Latin America <input type="checkbox"/> North America	<input type="checkbox"/> Northern South America <input type="checkbox"/> South America <input type="checkbox"/> Southern South America
<input type="checkbox"/> Asia-Pacific <input type="checkbox"/> English Speaking Asia	<input type="checkbox"/> Greater China <input type="checkbox"/> North Asia	<input type="checkbox"/> Oceania <input type="checkbox"/> South Asia Sub-Continent <input type="checkbox"/> Southeast Asia
<input type="checkbox"/> Europe <input type="checkbox"/> Balkans <input type="checkbox"/> Baltic Europe <input type="checkbox"/> Central Europe	<input type="checkbox"/> Western Europe <input type="checkbox"/> Eastern Europe <input type="checkbox"/> Former Soviet Union <input type="checkbox"/> French Speaking Europe	<input type="checkbox"/> German Speaking Europe <input type="checkbox"/> Greater Scandinavian <input type="checkbox"/> Mediterranean Region

By Language

<input type="checkbox"/> English Speaking World	<input type="checkbox"/> French Speaking World	<input type="checkbox"/> Spanish Speaking World
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By Trade Zone

<input type="checkbox"/> APEC <input type="checkbox"/> NAFTA	<input type="checkbox"/> Mercosur <input type="checkbox"/> ECOWAS	<input type="checkbox"/> ASEAN <input type="checkbox"/> European Union
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Additional Country Selection

Americas

<input type="checkbox"/> Argentina <input type="checkbox"/> Bolivia <input type="checkbox"/> Brazil <input type="checkbox"/> Canada <input type="checkbox"/> Colombia	<input type="checkbox"/> Costa Rica <input type="checkbox"/> Dominican Republic <input type="checkbox"/> Ecuador <input type="checkbox"/> El Salvador <input type="checkbox"/> Guatemala	<input type="checkbox"/> Mexico <input type="checkbox"/> Panama <input type="checkbox"/> Peru <input type="checkbox"/> Puerto Rico <input type="checkbox"/> United States	<input type="checkbox"/> Uruguay <input type="checkbox"/> Venezuela
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Europe

<input type="checkbox"/> Armenia <input type="checkbox"/> Austria <input type="checkbox"/> Belgium <input type="checkbox"/> Bosnia & Herzegovina <input type="checkbox"/> Bulgaria <input type="checkbox"/> Croatia <input type="checkbox"/> Czech Republic <input type="checkbox"/> Denmark <input type="checkbox"/> Estonia <input type="checkbox"/> Finland	<input type="checkbox"/> France <input type="checkbox"/> Germany <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Iceland <input type="checkbox"/> Ireland <input type="checkbox"/> Italy <input type="checkbox"/> Latvia <input type="checkbox"/> Lithuania	<input type="checkbox"/> Macedonia <input type="checkbox"/> Malta <input type="checkbox"/> Norway <input type="checkbox"/> Poland <input type="checkbox"/> Portugal <input type="checkbox"/> Romania <input type="checkbox"/> Russia <input type="checkbox"/> Slovakia <input type="checkbox"/> Slovenia	<input type="checkbox"/> Spain <input type="checkbox"/> Sweden <input type="checkbox"/> Switzerland <input type="checkbox"/> Netherlands <input type="checkbox"/> Turkey <input type="checkbox"/> Ukraine <input type="checkbox"/> United Kingdom <input type="checkbox"/> Yugoslavia
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Asia-Pacific

<input type="checkbox"/> Australia <input type="checkbox"/> Bangladesh <input type="checkbox"/> Hong Kong <input type="checkbox"/> India	<input type="checkbox"/> Indonesia <input type="checkbox"/> Japan <input type="checkbox"/> Korea <input type="checkbox"/> Malaysia	<input type="checkbox"/> New Zealand <input type="checkbox"/> Papua New Guinea <input type="checkbox"/> Philippines <input type="checkbox"/> Singapore	<input type="checkbox"/> Sri Lanka <input type="checkbox"/> Taiwan <input type="checkbox"/> Thailand
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Africa

<input type="checkbox"/> Botswana <input type="checkbox"/> Cameroon <input type="checkbox"/> Cote d'Ivoire <input type="checkbox"/> Egypt	<input type="checkbox"/> Ghana <input type="checkbox"/> Kenya <input type="checkbox"/> Morocco <input type="checkbox"/> Nigeria	<input type="checkbox"/> Liberia <input type="checkbox"/> South Africa <input type="checkbox"/> Senegal <input type="checkbox"/> Sierra Leone	<input type="checkbox"/> Togo <input type="checkbox"/> Uganda <input type="checkbox"/> Tunisia <input type="checkbox"/> Zimbabwe
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Degree of Trainee is: *Required* *Preferred*

Undergraduate Bachelor Masters

Language Requirements are: *Required* *Preferred*

Language(s) & language level required of the Trainee
The levels are: Native, Excellent, Good and Basic.

- | | |
|---|--|
| <input type="checkbox"/> Arabic, level: | <input type="checkbox"/> Japanese, level: |
| <input type="checkbox"/> Armenian, level: | <input type="checkbox"/> Kiswahili, level: |
| <input type="checkbox"/> Bahasa Indonesian, level: | <input type="checkbox"/> Korean, level: |
| <input type="checkbox"/> Bahasa Malaysian, level: | <input type="checkbox"/> Latvian, level: |
| <input type="checkbox"/> Bulgarian, level: | <input type="checkbox"/> Lithuanian, level: |
| <input type="checkbox"/> Chinese, level: | <input type="checkbox"/> Macedonian, level: |
| <input type="checkbox"/> Chinese, Mandarin, level: | <input type="checkbox"/> Portugese, level: |
| <input type="checkbox"/> Chinese, Cantonese, level: | <input type="checkbox"/> Romanian, level: |
| <input type="checkbox"/> Dutch, level: | <input type="checkbox"/> Russian, level: |
| <input type="checkbox"/> English, level: | <input type="checkbox"/> Scandinavian, level: |
| <input type="checkbox"/> Estonian, level: | <input type="checkbox"/> Setswana, level: |
| <input type="checkbox"/> Farsi, level: | <input type="checkbox"/> Slavic 1 (Bosnian, Serbian, Croatian), level: |
| <input type="checkbox"/> Finnish, level: | <input type="checkbox"/> Slavic 2 (Polish, Slovak, Czech), level: |
| <input type="checkbox"/> French, level: | <input type="checkbox"/> Slovene, level: |
| <input type="checkbox"/> German, level: | <input type="checkbox"/> Spanish, level: |
| <input type="checkbox"/> Greek, level: | <input type="checkbox"/> Thai, level: |
| <input type="checkbox"/> Hebrew, level: | <input type="checkbox"/> Turkish, level: |
| <input type="checkbox"/> Hungarian, level: | <input type="checkbox"/> Ukrainian, level: |
| <input type="checkbox"/> Irish, level: | <input type="checkbox"/> Other: , level: |
| <input type="checkbox"/> Italian, level: | |

This is an agreement between AIESEC United States, Inc. and _____ stipulates that AIESEC United States, Inc. is to provide sponsorship of the J-1 visa for a qualified candidate who will train in the above named company.

Company Responsibilities

For each trainee requested, the company agrees to:

- Provide a meaningful skill building and cultural experience for a foreign trainee for eight weeks to 18 months.
- Pay the tax-deductible administrative fee of \$2000 for a business traineeship or \$2500 for a technical or engineering traineeship
- Notify AIESEC United States, Inc. of any changes to the company’s training plan, office location or other status change to the traineeship.
- Provide a stipend to the trainee of at least the minimum stated on Page One to cover living expenses, based on the cost of living at location, traineeship responsibilities, and qualifications of the trainee
- Provide feedback to AIESEC United States, Inc. and the trainee via evaluations to be completed eight weeks after the beginning of the traineeship and within the last month of the traineeship
- Comply with the federal regulations, spirit and intent of the J-1 Visa program. This includes not offering trainees the option of converting to any other type of visa at the end of the traineeship.

AIESEC United States, Inc. Responsibilities

For each trainee, AIESEC United States, Inc. agrees to:

- Provide the paperwork needed for a trainee to apply for a J-1 Visa
- Provide support for the trainee in forms of answering questions, cultural adjustments, and communication
- Serve as a liaison between the United States Department of State, the company, and the trainee

Insurance

The company is not responsible for providing insurance to AIESEC trainees. AIESEC trainees are responsible for purchasing medical insurance and must furnish proof to AIESEC United States, Inc within one month of their traineeship.

Mandatory Traineeship Documentation

Upon initiation into the AIESEC program, the company must provide mandatory traineeship documentation. These documents will consist of: acceptance letter addressed to AIESEC Officer (template provided) signed on company letterhead stating the trainee’s name, nationality, specific start date and end date of the traineeship (not surpassing 18 months), supervisor’s name, type of training, monthly stipend and total amount of stipend to be paid for the duration of the traineeship; the completed Traineeship Questionnaire, including a detailed training plan for the trainee; contract signed and dated. All these documents must be sent to AIESEC United States, Inc.

Within one month of the traineeship, AIESEC United States must also receive the information of the Reception Verification Form (copies of Social Security card, visa in passport, I-94 and proof of health insurance)

Refund Policy

The company may only request a refund of the administrative fee for a specific traineeship prior to AIESEC United States, Inc. receipt of the acceptance letter described above. To request a refund before accepting a trainee, the company must write a letter on company letterhead, to AIESEC United States, Inc. stating the reason for the request. The administrative fee will not be refunded after a company receives the trainee in the United States.

Extensions or Early Termination of the Traineeship

Paperwork certifying eligibility to apply for a J-1 Visa will be issued to the trainee for the period offered in each letter of acceptance. To extend a trainee past that point, but for no more than **18 months total** for the traineeship, paperwork must be submitted to AIESEC United States approximately 90 days before the end of the traineeship along with a fee of \$198 payable to the United States Department of State. All extensions are reviewed by the United States Department of State and approved or denied by this department. AIESEC takes no responsibility for any extension requests that may be denied by the Department of State. To shorten or terminate a traineeship more than 30 days before the specified ending date, a letter stating the trainee’s name, the reason for shortening the traineeship and the new expiration date must be sent to AIESEC United States, Inc.

Agreement

The company hereby agrees to participate in the AIESEC exchange program and to fulfill the responsibilities stated herein; the company shall provide the position outlined in the details and requirements specified in the preceding pages and for the period of time specified. The company shall pay to AIESEC United States, Inc. a tax-deductible administrative fee of \$2000 for a business traineeship and/or \$2500 for a technical or engineering traineeship prior to the issuance of the paperwork needed to apply for a J-1 Visa. The company shall comply with the federal regulations, spirit and intent of the J-1 Visa program.

AIESEC United States, Inc. hereby undertakes the responsibility to sponsor this candidate for the company specified on these pages.

**This agreement shall expire after two years from the date below.

SIGNATURE OF COMPANY OFFICIAL

AIESEC SIGNATURE

NAME (Please print)
_____ of _____, 2001

NAME (Please print)