## Taking Responsibility on MyAIESEC.net — EP side for Members working in Exchange



## I start with... exchange module on The inter



MYAIESE(.NET

Home

Profile

Inbox

Groups

Networking

News

Classifieds

Wiki

Forums

Blogs

Files

Surveys

Partnership

Exchange

Statistics



Stage of @XP

**Certification** 

**Team** 

I am on TR stage in the system (or LR / X / H4TF later on..)

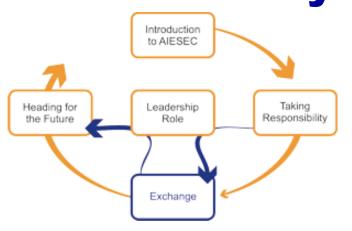
> I passed Exchange Certification Test

I am part of the Team & was assigned a role there



Once you complete these actions, you can access Exchange module

# I Take Responsibility and work in The interest in the interest in AIESEC.. & on MyAIESEC.net!



- 1. I check if my forms will be easy to match
- 2. I raise my EP form
- 3. I match my EP form
- 4. I build my X network
- 5. I know more about X ...

During training, we refer to 'You' as your own EP manager – but you may also be EP Manager of any other student

### I check if my EP form will be easy to intermediate match

I know general needs of my EP I check which internships are available in the system

I set final expectations

& base my first research on that...

I check on MyAIESEC.net, which TNs are currently looking for interns

...and now my EP form shall be easy to match!



I check if my EP form will be easy to The inter match

alent Management

available.

**1. Statistics** Exchange Managemen t - Available **Internships** 

> **Business administration** Corporate-community engagement

Interna\*

Hotel + Restaurant Management

MYAIESE(.NE

Profile

Teams.

Wildi

Forums

Blogs

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Surveys

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Networking

Academic Backgrounds Count Background 174 69 Social accounting and reporting 30 Taxation 147 Event management 82 Industrial Management Introductory Manag. / Business Adm 2. Find info ganisation Management + Planni about how ual and cross cultural educati many available uctory Education uctory Development Studies internships mic Research + Forecasting demand skills your EP has

1.Check TNs from region / country that you will look for

Support

Actions

Count

19

27

Exchange Quality Evaluation

Exchange Module Efficiency

Evolunge Performance Indicator

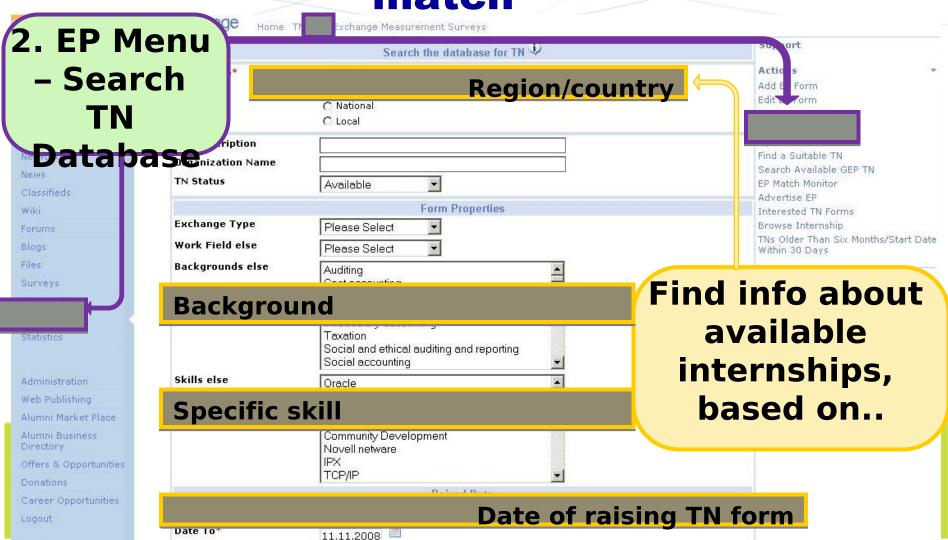
Form Status Duration

Make Your Own Report



I check if my EP form will be easy to

The inter



### I raise my EP form on MyAIESEC.netnter

I summed up my previous experiences I raise my EP form in the system

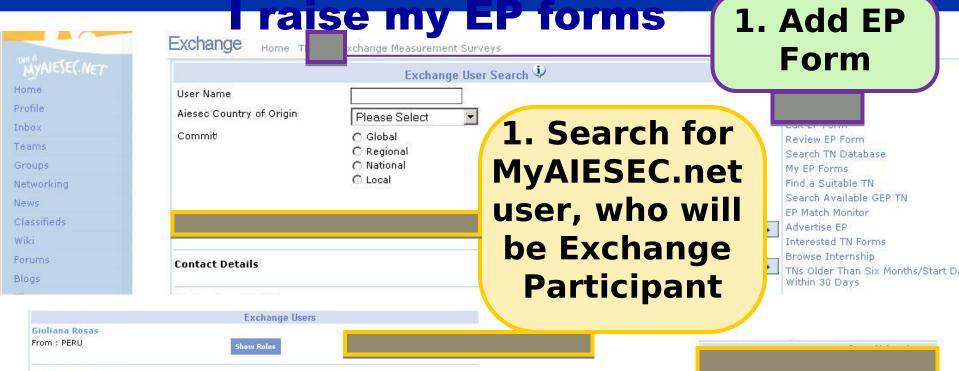
I change status of my form and start matching

..., prepared professional CV & set flexible expectations...

I make sure on MyAIESEC.net, all info in my EP form is correct & attractive for TN managers who look for interns

...as now my form is ready to be matched!





NIZAR BEN AMMAR From : SPAIN Alla Gavrilova Some info will From : LATVIA Show Roles Andres Martinez Alban be generated From : SPAIN Selecti Show Roles directly from Angel Mayorga From: GUATEMALA Show Roles user's Profile

#### I raise my EP torm

2. Select X er pool of EP **Form** 

- Development Internship -The student has the opportunity to work in a company, NGO, government and will spend the majority of his/her time working in areas related to community development issues. The children's rights, environmental issues, education, HIV/AIDS, rural development and social entrepreneurship
- Education Internship The student has the opportunity to work in a company, NGO, government, university or organisation and will spend the majority of his/her time working in areas related to Educe another subject in another language, curriculum development, cha/ perspective promotion in academic fields or sectors. The student

organisation and will spend the majority of his/her time wo accounting, marketing, project management, organisational

Technical Internship - The student has the opportunity will spend the majority of his/her time working in areas relat include web development and management, software develo management and database management. The engineering p electrical engineering. Technical skills, experience and exper

Remember that you may only select one type of internship. programme later on. And therefore you need to enter the for

After you hit "Create EP Form" a new EP Id will be generated completed.

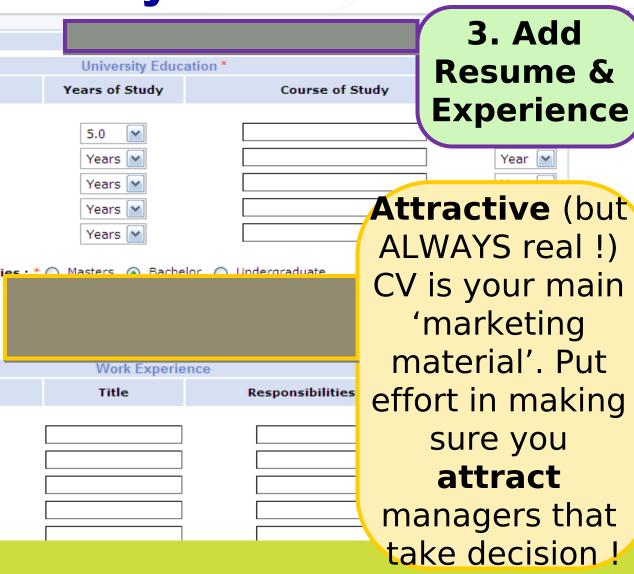
**Keep in mind!** 

Pools are used to support in grouping the exchange forms to better search & match

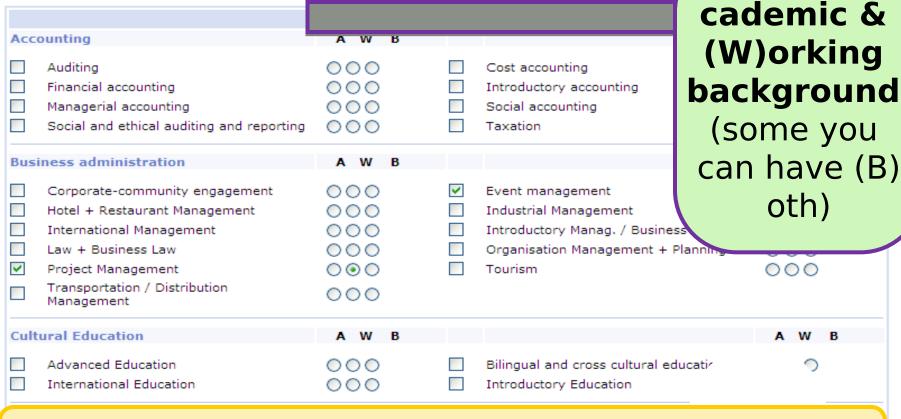
From an EP perspective, the pool determines the type of experience you as EP would like to have on your internship

**Fraise my EP form** 

Clear (but **ALWAYS** real!) description of your relevant work & study experience is base for how you can promote your EP form towards TN Managers. Put effort in making sure you attract them !



#### I raise my EP form



You can select up to 20 academic and working backgrounds



4. Add (A)

#### I raise my EP form

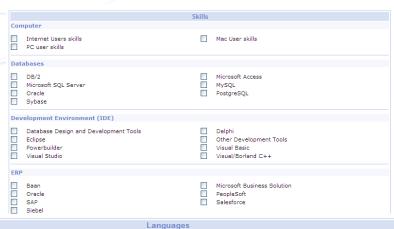
#### 5. Add skills

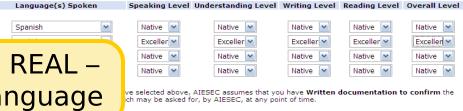
You can select up to 20 skills

### 6. Add languages

Make sure your language level is REAL – you might need to work in that language in future!

Now your EP form is 'New' in the system!
To start matching, your form needs to be 'Available'





Previous Save No



#### Note to the presenter:

Please explain, how in your LC you put forms into Available

### I match my EP form on MyAIESEGe inter

My EP form is correct & interesting in the system

I match my EP form in the system I finish my matching process fast

& when it is Available TN managers will be attracted to it... I make sure I promote my EP form on MyAIESEC.net in all places & approach actively relevant internships

...as I communicate with all possible TN Managers smoothly & don't set high expectations!

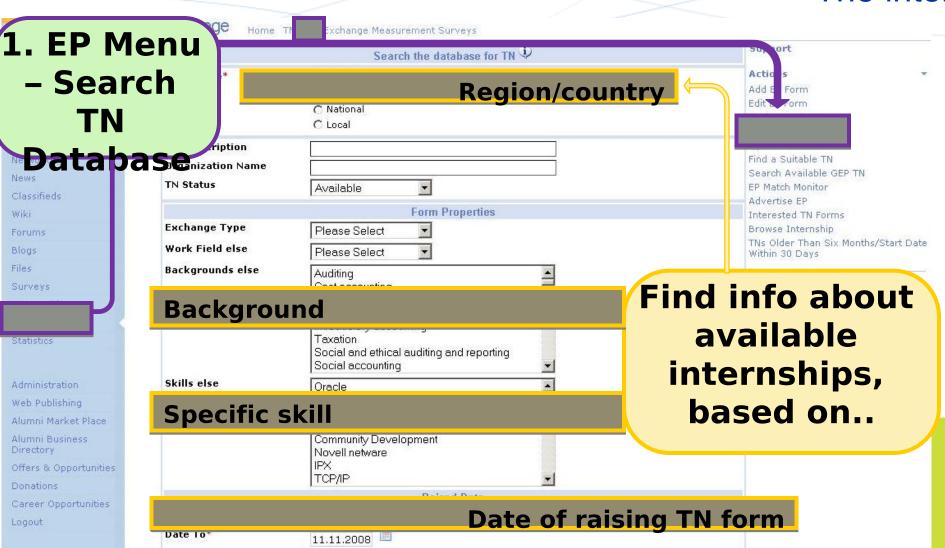


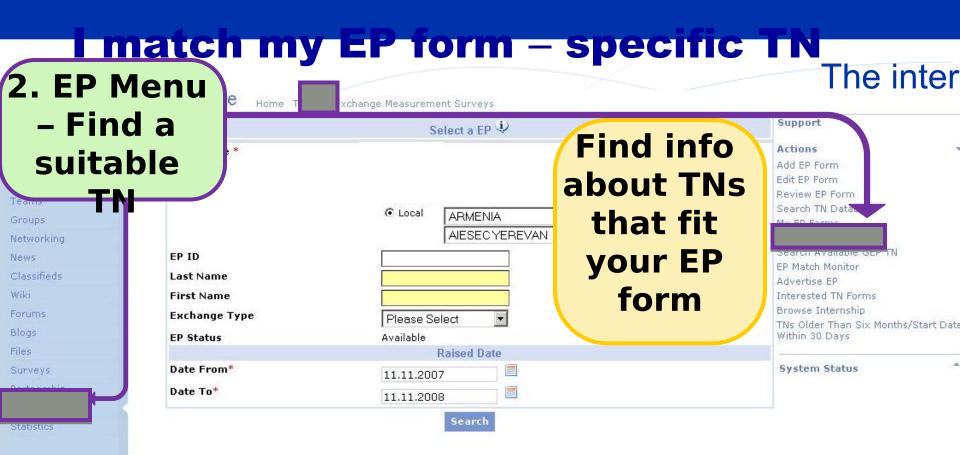
#### I match my EP form

You can decide to look for specific TN matching most of your criteria or look around for different opportunities or promote your EP form.... Most effective? Combine all!

Search for specific TN	Look around for opportunities	Promote your EP form
Search TN database	TNs older than 6 months / start date within 30 days	Advertise EP
Find suitable TN (Match/Search)	Available forms tracker	WIKIs / Search Tools
Browse Internship	Matching Manias / Search Tools	Networking
Global Exchange Partners TNs	WIKIs	
Networking	Advertised TNs	

The inter

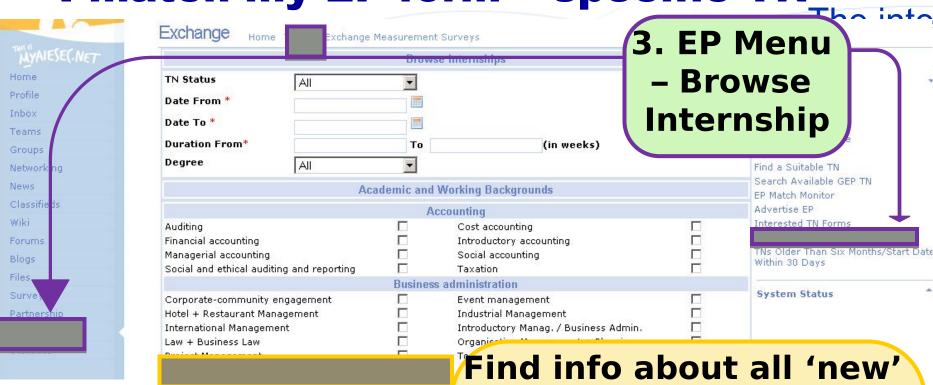




'Search' will find all TNs whose background / skills generally fit your EP

me Committee
an,Hakhnazaryan AIESEC YEP
vik,Vardanyan AIESEC YE
kuhi,Hovhannisyan AIESEC YE
nan,Razgoev AIESEC YE

'Match' will find 3
TNs whose
background / skills
fit your EP best



/ 'available' TNs that in their form require specific background / skill / language etc.



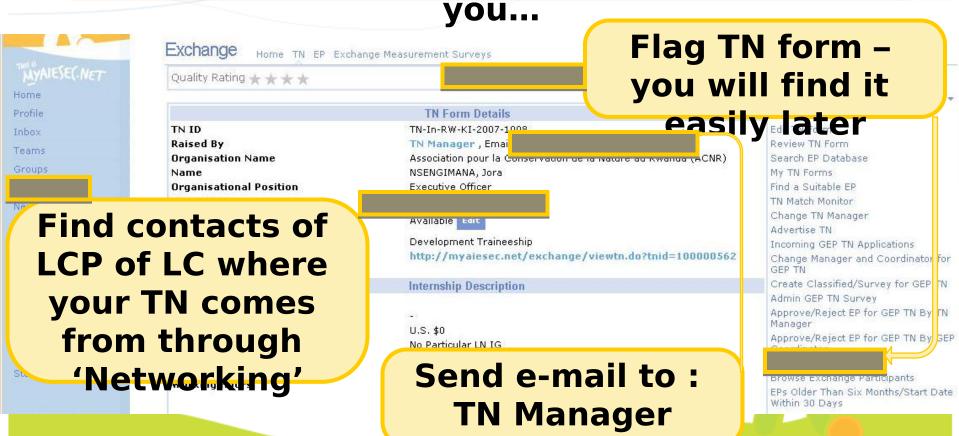
GEP (Global Exchange Partners) TNs are opportunities opened with Global Partners of AIESEC. Application process is very easy, but slightly different than for other TNs

Visit 'Global Exchange Partners' WIKI to learn all about GEP internships – they are available for ALL

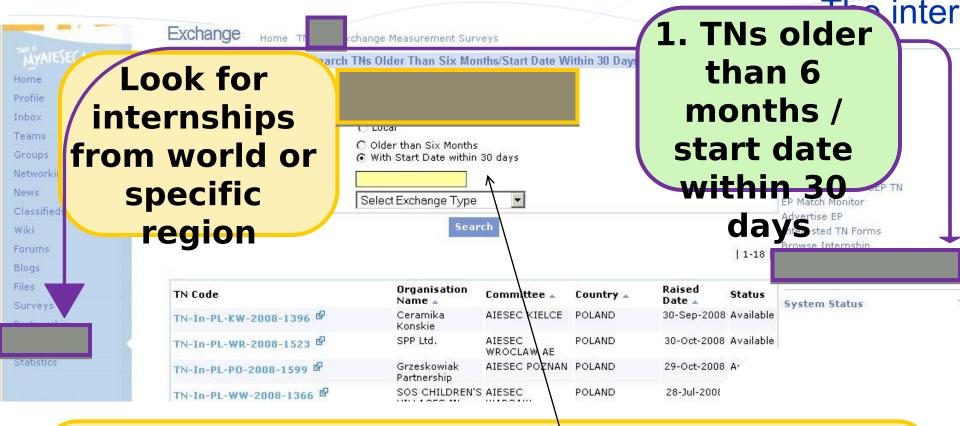
EPs!

If you found TN that looks interesting for

ter



I match my EP form — look around for TNs



### Here you will find all Available TNs, that shall most urgently look to be matched!

Their form is older than 6 months or their start date is within 30 next days

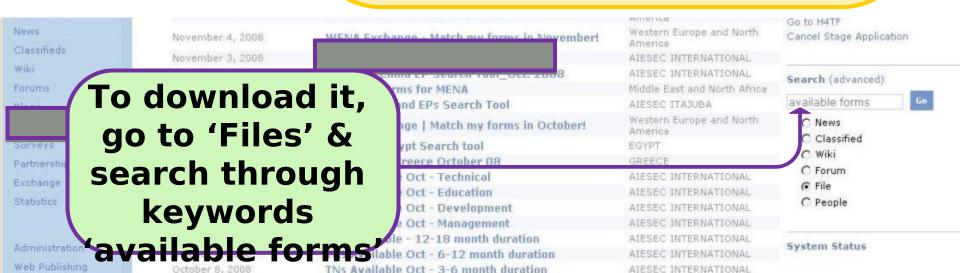
I match my EP form – look around for TNs

The inter

2. Available forms tracker

Another useful matching tool is 'Available forms tracker'

It is released every month by AIESEC International & contains lots info about all currently available forms!



I match my EP form – look around for TNs

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3. Search tools / Matching Manias

'matching mania'

Matching Mania is event organized by LC to match all their EP & TN forms!

Get to know about them from News / Classifieds / Newsletters... (& organize yours !)

forms from some country /

LC etc.



#### I match my EP form — look around for TNs

4. Exchange WIKIs

Exchange WIKIs provide all information about current global campaigns / initiatives to support you in matching!



To subscribe to most important exchange WIKIs, search WIKI through those keywords : ('Global' scope)

**Global Exchange** 

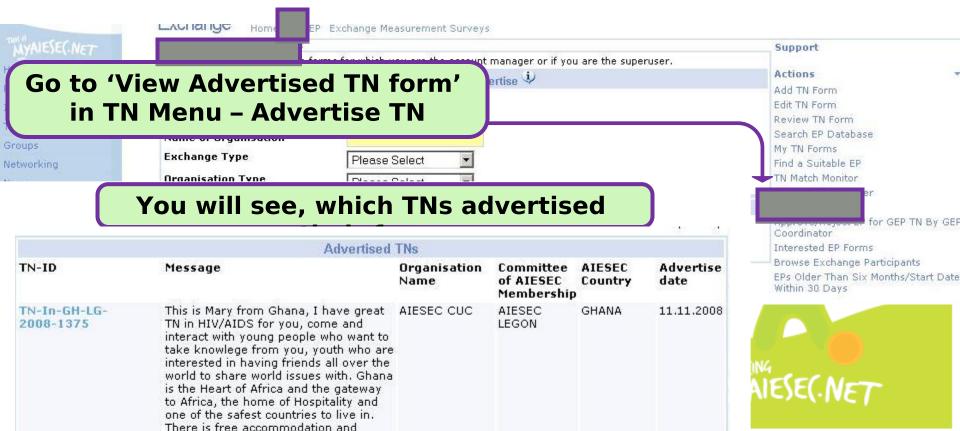
XMU (Global Exchange Management Unit)

TN, EP, Match etc.

I match my EP form – look around for TNs The inter

5. TN Menu -Advertise TNs

TNs that really want to find EP, can advertise their TN Form



### I match my TN forms – promote your TN The inter

	Advertise your EP with short		
WyAIESE(.NET	Exchange Home TI	Exchange Measurement Surveys  1. Adv	
me ofile	You can advertise only those forms for which you are the account manager or if you are the sup rus    Search EP to Advertise		Add EP Form
oox arns	Committee *	C Local	Edit EP Form Review EP Form Search TN Database
oups tworking	EP-ID Last Name		My EP Forms Find a Suitable TN Search Available GEP TN
ws ossifieds <i< td=""><td>First Name Exchange Type</td><td>Please Select ▼</td><td>ED Match Monitor</td></i<>	First Name Exchange Type	Please Select ▼	ED Match Monitor
rums	Raised Date		Browse Internship
rgs es	Date From*  Date To*	11.11.2007	TNs Older Than Six Months/Start Dat Within 30 Days
rveys +narekin		Search	System Status

Select your EP and write short advertisement of it to promote it to TN managers!



#### I match my EP form – establishing match

After you found TN interested in you, exchanged Acceptance notes & confirmed with organization and it's TN Manager they want You... you need to establish MATCH in the system!

Option 1. Ask your EB to 'Assign Quick Match'

Option 2. Follow process in 'EP Match Monitor'

Make sure you clarify with TN Manager, which way they want to follow



#### I build my X network

The inter

I understand power of AIESEC lies in personal networks

I build my own personal network

I use my network for matching

& want to build my own one...

I collect contacts
& build
friendships with
Exchangers from
all over the
world

...and become close friends with some of them!



I build my X network

### 1. Search TN Managers / LCPs / LCVPs through 'Networking'!



### 2. Find their contacts in 'Profile' (add yours in your profile as



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3. Add them to your e-mails, MSN, Skype -match with them there & become friends



### I know more about Exchange The inter

I understand power of exchange

I know more details about X in AIESEC I work in area that changes people lives

& want to understand it better...

I know how to check performance of my LC, can recognize X trends and mange my forms better!

...and live my great AIESEC experience!



Statistics -**Exchange Management**  Check all great 'Statistics' about our exchange performance!

**Exchange** -**Manage Forms** 

Manage forms to spot the trends & be up-to-date with X in vour LC!

**Exchange -Exchange** 

**Measure Exchange Experience** Satisfaction of your EPs & TNs!

Measurement

Learn by yourself!! For more information about all cool X things, visit:

- **Exchange WIKIs**
- **Global Information Management Education** WIKI



#### The inter

#### **eXchange**



