



Job Offer Process

1. Contact Initiation

Write us an email at kontakt@iaeste.dk to start the collaboration. We will then register your company with you as user on our internationally used exchange platform (EP) at www.iaeste.net. You will always have direct contact to IAESTE Denmark and will not have to contact the other countries' offices.

2. Job Offer Definition

Define what work you want to offer and fill in the information on the platform. The "company guide" on the help can be a great guidance in addition to what is mentioned below.

Offer Type:

- *Open*: Any suitable student can apply, we from IAESTE will sort the applications for you. No charge from our side for these offers.
- *Reserved*: You find a suitable student yourself and use our services for finding accommodation, handling paperwork and providing a social network once the trainee arrives. This is not the main aim of IAESTE and limits the exchange principle, so we charge DKK 4000 per reserved offer. If you also want to become our sponsor, you get reserved offers for free.

Exchange Type:

- *AC offer*: At our Annual Conference held yearly in January the main exchange happens. It is on a 1:1 bilateral basis. **Only one country** (decided by IAESTE) shares your offer with their students. You will receive **one nomination by 31.03** and if you reject it, the offer goes "unused" (see below what happens to these). **Starting time** for the internship should be **July earliest**, as paperwork needs time.
- *COBE offer*: Continuous exchange **all year around**. Generally published to **all countries** (unless specified otherwise) for two weeks from verification date. The nominations will be sorted by IAESTE and you receive the **three best nominations** to choose from. If all nominations are unsuitable, the offer goes "unused" (see below). Starting date should be **minimum 3 months from the nomination deadline** (if EU student it can be less).
- *FCFS offer*: First come first serve offer. Also operated as **year-round** exchange and published to **all countries** unless specified otherwise. Opposite to COBE we will not wait until the nomination deadline but send you the **first suitable nomination we receive**. If rejected, the offer goes "unused". Starting date should be **minimum 3 months from the nomination deadline** (if EU student it can be less).



Unused offers - 2 options, preferably the first:

1. The offer is republished on the platform. For all exchange types, a decision between COBE and FCFS needs to be made. It may vary from the initial type. The working period may need to be adapted or the offer description refined. Then the process starts anew.
2. The offer is cancelled.

In your description of study disciplines, language, study level and work offered, be **as precise as you can**. This makes it easier for interested students and involved IAESTE offices to see if applicants are suitable and you will receive **better nominations**.

“Other requirements” should list mandatory skills the trainee needs to have.

The internship can last anything from **6 weeks to 52 weeks**. If you are flexible you have the option to fill in a range. Gross pay needs to be **minimum DKK 12500** per month but higher salaries are most welcome.

If you are unsure of some information, leave it blank and we will help you with filling that in. Disregard the tab “Accommodation”, we will take care of it.

3. Offer Publication

We will publish and exchange the offer as well as contact you with nominations. You can also see them directly on the platform. You can choose if the offer is to be shared with all countries or if you want to make some restrictions/give preferences. One example could be only EU to decrease the waiting time as no visa will be needed.

4. Nomination Review

If not agreed otherwise you have **two weeks’** time to review a nomination and decide for an acceptance/rejection or further tests/interviews. In case of rejections you are expected to give a detailed reason, so the student can benefit from it and IAESTE can improve its proceedings. You can process the nomination on the EP according to your decision. Please keep us in the loop so we can communicate accordingly with the other IAESTE offices.

5. Decision

Acceptance: We will issue acceptance documents and help the students with all necessary steps. You get ready to welcome him/her on the first working day.

Rejection: The offer goes “unused” and decisions can be made from there.

6. After the Internship

Once the internship is concluded, you are expected to give a short review on the according tab on the EP.