



**FOUNDED BY THE OFFICE OF DECLAN KELLY**

**SUPPORTED BY CATALYST INC AND THE AMERICAN IRELAND FUND**

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**APPLICATIONS FOR 2019 PLACEMENTS**

**APRIL 2018**

## **WELCOME FROM DECLAN KELLY**

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Thank you for your interest in the US – NI Mentorship Program. The program was established by my office with the support of The American Ireland Fund and the Northern Ireland Science Park to provide young people from Northern Ireland with the opportunity to work in the United States for one year and gain valuable experience in a US corporate environment.

From September 2009 until May 2011, I had the privilege of serving as the US Economic Envoy to Northern Ireland. In that role, my office worked to increase economic opportunities between the US and Northern Ireland, and to develop programs that would have a long-term impact on the region. One of the first things I discovered about Northern Ireland was the strength of the region's incredible young people. Northern Ireland's universities produce some of the highest quality graduates anywhere in the world, and these graduates play a key role in attracting foreign direct investment to the region.

When I announced my resignation as Envoy, it was important for me to continue to support the Mentorship Program. I am pleased to report that many of the world's leading corporations have once again signed up to support the program for its seventh year.

The goal of the program is for the participants to be able to return to Northern Ireland with the skills and experience to start businesses and become business leaders in their communities. Having had the opportunity to meet with many of the program participants, I can tell you that they will be well prepared to return to Northern Ireland to do just that.

For 2018-2019 the program intends to select graduates from across Northern Ireland, and place them in US corporations for a one-year work period. The graduates will include individuals who have demonstrated academic promise and have shown an interest in and potential to develop entrepreneurial and management skills.

In this document you will find detailed information on the mentorship program.

I hope you will apply for this unique opportunity and I wish you all the best in the application process.

Sincerely,

Declan Kelly

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# GENERAL TERMS AND CONDITIONS

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## PROGRAM OBJECTIVES

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The **US – NI Mentorship Program** is a planned one-year work placement program for residents of Northern Ireland, to work in a US-based corporation in the United States.

The objectives of the program are to:

- Develop the future business leaders and entrepreneurs of Northern Ireland.
- Develop the skills needed to grow the economy of Northern Ireland.
- Improve the essential business, management, and leadership skills of participants.
- Provide participants with first hand international experience.

Each year, qualified candidates will be selected to work with a mentor at a US-based firm and gain valuable experience in a corporate environment.

The US-NI Mentorship Program will enable the candidate to:

- Gain valuable experience in a corporate environment.
- Develop a range of essential business, management and leadership skills.
- Develop a strong network of contacts and business links within the United States.
- Develop an understanding of the international dimension to business.
- Experience a different culture.
- Have the opportunity to contribute to Northern Ireland's future prosperity.

The mentorship program is the vehicle for participating corporations to:

- Benefit from international members interacting with their teams.
- Access highly skilled and talented young professionals from Northern Ireland.
- Establish new links with Europe/Northern Ireland.

## EQUAL OPPORTUNITY PLEDGE

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The US – NI Mentorship Program is an equal opportunity program. Qualified candidates are considered without regard to race, color, religion, ethnicity, sex, sexual orientation, or disability. Assistance for candidates with disability is available upon request.

## SELECTION PROCESS

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Candidates must apply to be admitted to the program. All candidates will be selected into the program by an Independent Selection Panel that will evaluate the application and conduct candidate interviews. The Independent Panel will rank candidates in order of qualifications. The Independent Selection Panel will focus on academic achievement and business experience, one letter of recommendation (from the primary referee listed on your application) and personal qualities.

Should there be a large volume of applications, the Independent Selection Panel will rank the candidates in accordance with their academic performance, work experience, personal achievements, and needs of the US-based corporate positions. Once a candidate is selected into the program, the Program Coordinator will put forward the candidate's CV for consideration to a participating US-based corporation. **Important: All hiring decisions are based on the final approval of the participating corporation. Acceptance onto the US - NI Mentorship Program does not guarantee that the candidate will be offered a placement.**

Participating corporations may conduct phone interviews and background checks as required and may decline to offer the position to shortlisted candidates. All participants must meet all US visa requirements.

## **PARTICIPANT REQUIREMENTS**

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The program is open to undergraduate, graduate and early career professionals aged 21 and over who are permanent residents of Northern Ireland and who hold a UK or Irish passport. Candidates must secure a J-1 visa in order to participate and must be willing to reside in the United States for the duration of their placement.

**Note: permanent residents of Northern Ireland who also hold a U.S. passport are not eligible for this program.**

**Note:**

**Participants must hold a passport that will be valid until June 2020.**

**If you have previously travelled to the US on a J-1 visa you must include this detail on your application form and, if requested, include a copy of the visa on your passport.**

Candidates are selected based on scholastic achievement and business experience, demonstrated leadership, interest in obtaining international experience and ability to thrive in a high-pressure environment. Applicants must have a 2.1 honors degree or above in a Business, Finance, Marketing, Maths or Science, Information Systems/Computer Science or a related discipline.

**Applicants must apply online and will include**

1. A completed online application form
2. Academic transcripts (scanned or in electronic format)
3. A 500-word autobiographical statement that explains motivations for applying
4. One recommendation letter from primary referee (secondary referees may be contacted later)
5. An up-to-date copy of your CV

**DEADLINE FOR APPLICATIONS IS 6<sup>th</sup> JUNE 2018 AT 5PM. Applications must be submitted online at [www.usnmentorship.org/apply](http://www.usnmentorship.org/apply)**

**The selection panel will hold interviews between July 9<sup>th</sup> - July 10<sup>th</sup> 2018 in Belfast. Applicants should ensure that they will be available for interview on these dates should they be shortlisted.**

## PARTICIPANTS AGREEMENT

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By applying to the program, participants agree to the terms and conditions of the program, those of their employers and of the Council on International Educational Exchange (CIEE) – CIEE is the organization designated by the US Department of State to sponsor your internship program.

**Our expectation is that candidates will attend interviews to which they are invited. Given the highly competitive nature of the program, candidates are expected to accept placements that they are offered. Failure to do so may result in removal from the program. All participants must be prepared to commit to performing their roles and responsibilities with the utmost integrity.**

## ABOUT CIEE

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CIEE is the J-1 Visa sponsor for the US – NI Mentorship Program. CIEE is a non-for-profit, non-governmental organization that has been designated by the US Department of State to sponsor international interns under the J-1 Exchange Visitor Visa. Established in 1947, CIEE is a world leader in international exchange services. Each year, CIEE sponsors over 40,000 young professionals, university students, and high school students, helping them to grow personally and develop their potential through participation in a wide variety of exchange programs across the globe. As a legal sponsor, CIEE serves two major roles. First, CIEE ensures that all Interns, Host Organizations, and Overseas Agents comply with specific US Department of State regulations. Second, CIEE provides assistance and support to all of its sponsored participants throughout their stay in the US ([www.ciee.org](http://www.ciee.org))

*\*All candidates must comply with CIEE's requirements as specified in the CIEE Participant Handbook, please contact the Program Coordinator.*

## TIME EXPECTATIONS

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The placement is for a period of one year. In addition to the work placement, participants are expected to attend group meetings, social events and deliver regular reports to the US and NI organizers.

Upon completion of the program, participants are expected to return to Northern Ireland. There is also an expectation that each candidate, upon his/her return to Northern Ireland, will be prepared to share their experience and skills developed with other young people and businesses in Northern Ireland. This may be in the form of presentations, reports or interviews.

## WORK RELATED ACTIVITIES

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The US-based corporations employing the participants will agree to provide the participants with adequate time and opportunity to participate in program extra-curricular activities to participate in and complete the program.

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## **AMERICAN IRELAND FUND – THE YOUNG LEADERS**

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Where possible, each participant will be paired with an American Ireland Fund Young Leader for the duration of the one-year program.

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### **PEER MENTORING**

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The participants will be encouraged to work together and support each other through peer mentoring. As participants will have varying levels of experience, peer learning is a component of the program. Participants will attend peer presentations and prepare reports. Peers are encouraged to maintain open and ongoing dialog with other participants and graduates of the program. Upon returning to Northern Ireland, participants are encouraged to be available to new participants, before their departure to the US, to provide advice and tips about the experience.

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### **NETWORKING AND PROFESSIONAL DEVELOPMENT PROGRAM**

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US – NI Mentorship Program supporters are committed to ensuring mentorship program participants get the most out of their experience in the United States. To that end, we will offer a number of networking and professional development events to complement participants work placements. We will also work to create additional opportunities for your professional development throughout your year in the US.

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### **MONTHLY REPORTS**

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Participants will be required to submit monthly reports about their experience to the Program Coordinator. The reports should provide a brief overview of their work projects. Monthly reports should be between 1,000 and 2,000 words and provide details of projects, including the project objectives, activities, necessary skills, new skills acquired, and results.

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### **FINAL REPORTS**

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In addition, participants will be required to provide a final report on the experience, training and development received. The final report will consist of a maximum of ten-pages to be submitted at the end of the year period and may include content from the monthly reports. The final report may be the basis of a presentation to be delivered in NI to stakeholders.

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### **SUPERVISION OF PARTICIPANTS**

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Participants will be under the general supervision of the sponsoring US-based corporation. They will also be required to report to the Program Coordinator on a regular basis as well as to CIEE.

## ON THE GROUND SUPPORT

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Participants will have 24-hour support for questions relating to visas, social security cards and medical coverage. This is provided by CIEE and contact numbers are below.

While participants will have access to the Program Coordinators in Northern Ireland and in the US, it is important to note that this is an extremely challenging program and support is limited. Candidates will be expected to assume responsibility for their own living arrangements and for obtaining all documentation required by their host company.

If a participant does not perform to the standards of the US Corporation or program guidelines, they may be terminated from the program by the US Corporation, Program Coordinator or CIEE. Every effort will be made to give adequate assistance and opportunity to succeed.

### **CIEE Toll-Free Customer Service**

Trained CIEE support staff can help you answer any program- related question you might have. Simply call the Customer Service line at 1-888-268-6245.

### **24-Hour Emergency Support:**

In the event of an emergency, you can also reach CIEE at any time at 1-888-268-6245.

Any issues relating to the placement should be directed to program Directors:

#### **Executive Director – United States**

Therese O’Higgins

E: [therese.ohiggins@teneostrategy.com](mailto:therese.ohiggins@teneostrategy.com)

#### **Director – United States**

Gerard McGuigan

E: [gerard.mcguigan@teneostrategy.com](mailto:gerard.mcguigan@teneostrategy.com)

T: +1 (212) 886-1618 / +1 (917) 328-0939

## RECORD RETENTION

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Participants will be responsible for keeping a record of their experience, work, and related activities. You will be expected to keep a record of weekly hours, list of projects, educational opportunities, and any other relevant information as required by your host company.

## MAINTENANCE OF RECORDS

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The Program Coordinator will retain records of all participants. This will include records of the recruitment, employment placement details, application, selection, completion certificate, and any other relevant details. All records will be maintained in strict accordance with established privacy and confidentiality guidelines.

## CANCELLATION

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The US corporations and program sponsors reserve the right to terminate the program at any time. Participants wishing to terminate the program early must contact CIEE and the Program Coordinator.



## **COMPLAINT PROCEDURES**

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Any complaints by the participants or US corporations should be submitted in writing to Ms. Joanne Stuart, Chair of US – NI Mentorship Program, Therese O’Higgins, Executive Director, U.S. and Gerard McGuigan, Director, U.S.

## **RESPONSIBILITIES OF THE PARTICIPANTS**

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All participants must sign the application form. By signing, the participants agree to the following:

- Completing all paperwork required to obtain J-1 visa and social security number.
- Independently arranging transportation to and accommodation in US.
- Assume responsibility for all costs associated with travel, leisure and living expenses whilst on placement.
- Perform the job diligently, with integrity and to the highest possible standards
- Respect the employer and abide by the policies and regulations of the US corporate employer
- Respect the program and abide by the rules and regulations of the US – NI Mentorship Program
- Diligently complete the requirements of the US – NI Mentorship Program
- Participate in peer activities and mentoring
- Fully read all program details and information
- Inform the Program Coordinator of any personal changes that may affect the ability to perform duties as agreed upon acceptance to the program

## **CERTIFICATE OF COMPLETION**

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Upon completion of the one-year program, and the endorsement of the sponsoring US-based corporation, the candidate will be presented a certificate of completion of the program.