

AmCham Poland 30 Under 30 Program

2021 Recruitment Procedure



Timeline:

June 11, 2021	Application deadline
June 28 – July 16, 2021	Online interviews with selected Candidates
July 16, 2021	Announcement of accepted Candidates
September 23, 2021	Start of the program
July 2022	Graduation Ceremony

Recruitment Documents:

The deadline for providing the complete set of recruitment documents is Friday, June 11th, 2021. Please, submit them via email to Mateusz Jurczyk: mateusz.jurczyk@amcham.pl. The recruitment documents must include:

Letter of recommendation from AmCham Member Company

Nomination from the employer should include the following information about the Candidate:

- Name
- Date of birth
- Company
- Position

The letter may be an official, signed letter, or an email message. In both cases, it must be sent as an attachment and must contain the identification of the person who provides the recommendation and his or her contact data (email and/or phone number)

Each Member Company can nominate up to 3 Candidates.

Essay of interest

A 300-word statement - discussing why the Candidates would like to participate in the AmCham 30 Under 30 Program, what they think they can gain, and contribute.

CV

One to two-page summary of the Candidate's experience and skills. Please, note that a successful candidate must:

- Be employed by an AmCham member company at the time of the recruitment and remain employed by an AmCham Member Company through the course of the program.
- Have at least 3 years of professional experience
- Be under 30 years of age on September 1, 2021
- Be fluent in Polish and English

Photo

File requirements:

- Headshot
- A separate JPEG (.jpg) file
- Good quality

All the accepted Candidates will be obliged to sign:

Commitment to attend the sessions and actively participate in the program

Attendance is critical to the success of the AmCham 30 Under 30 Program experience. All accepted Candidates will be asked to sign a letter of commitment. Participants' absences will be recorded from the first session of the program (September 2021).

Absence at one session is acceptable (excluding the Kick-off meeting in Sept '21; and the Graduation Ceremony in June '22). The consequences of missing two sessions will depend on the reasons for missing them and must contain reasonable

proof of the cause. Absence at three sessions, or the Kick-off meeting or the Graduation, will result in a failure mark, and the participant will not graduate from the program and won't receive the graduation diploma.

Sessions

Sessions are planned to be held live in the AmCham Boardroom, Twarda 18, Warsaw, on Tuesdays – Thursdays of the 3rd or 4th week of every month between September 2021 and June 2022 (2nd week in December). Each session lasts 2 – 2,5 hours and starts at 4 or 5 pm* - exact session dates to be announced to the accepted Candidates in July 2021.

In case restrictions get introduced, such as travel restrictions, limitations in meeting organizations by the Government or local authorities, and/or rise of the overall number of COVID infections, the AmCham management may take a decision at any time to hold live meetings. If restrictions are introduced, all planned meetings will be held online or in a hybrid mode, depending on the introduced limitations. Although we count on participants' flexibility with online sessions, rules of attendance will remain unchanged.

*Sessions with different scenario/timing:

- April or May (2022) session is planned to be held in Cracow on Friday (11 am – 7 pm) and Saturday (9 am – 1pm). Program participants are obliged to cover the cost of travel and accommodation (1 night). The session will have multiple speakers and locations in Cracow.
- Graduation Ceremony time and scenario will be announced in April 2022.

Questions?

Contact Mateusz Jurczyk

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