

# AmCham Poland 30 Under 30 Program

## 8th Edition (2022/23) Recruitment Procedure



### Timeline:

June 3, 2022	Application deadline
June 13 – July 1, 2022	Online interviews with selected Candidates (optional)
July 8, 2022	Announcement of accepted Candidates
September 2022	Start of the program
July 2023	Graduation Ceremony

### Recruitment Documents:

The deadline for providing the complete set of recruitment documents is Friday, June 3rd, 2022. Please, submit them via email to Mateusz Jurczyk: [mateusz.jurczyk@amcham.pl](mailto:mateusz.jurczyk@amcham.pl). The recruitment documents must include:

#### Essay of interest or short video

A **300-word statement** or a **link to 90 s. video\***- discussing why the Candidates would like to participate in the AmCham 30 Under 30 Program, what they think they can gain, and contribute.

\* the video should not be longer than 90 s., please provide link/online access (do not send video file)

#### Letter of recommendation from AmCham Member Company

- 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 2 candidates.

#### 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, 2022
- 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 2022).

Absence at one session is acceptable (excluding the Kick-off meeting in Sept '22; and the Graduation Ceremony in June '23). 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 3<sup>rd</sup> or 4<sup>th</sup> week of every month between September 2022 and June 2023. Each session lasts 2 – 2,5 hours and starts at 4 or 5 pm\* - exact session dates to be announced one month in advance.

Online sessions attendance will only be possible when any travel or meeting limitations are introduced by the Government or local authorities, and/or rise of the overall number of COVID infections. In such case AmCham management may take a decision at any time to hold live meetings.

\*Sessions with different scenario/timing:

- December (2022) session will be held in the first or second week of December,
- October (2022) or April (2023) session is planned to be held in Cracow or Wroclaw on Friday (11 am – 7 pm) and Saturday (9 am – 3 pm). Program participants are obliged to cover the cost of travel and accommodation (1 night). The session will have multiple speakers and locations in Cracow or Wroclaw.
- Graduation Ceremony time and scenario will be announced in April 2023.

## Questions?

Contact Mateusz Jurczyk

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