

AmCham Poland 30 Under 30 Program

10th Edition (2024/25) Recruitment Procedure



Timeline:

June 7, 2024	Application deadline
June 17 – June 28, 2024	Online interviews with selected Candidates (optional)
July 15, 2024	Announcement of accepted Candidates
September 2024	Start of the program
June 2025	Graduation Ceremony

Recruitment Documents:

The deadline for providing the complete set of recruitment documents is Friday, June 7th, 2024. Please, submit them via email to 30Under30@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 valid until July 15th 2024 (It's recommended to send a link to a YouTube private video; do not send video file please!)

➤ **Letter of recommendation from AmCham Member Company**

The letter may be an official, signed letter, or an email message, which clearly states that the member company support application of a candidate.

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, 2024
- Be fluent in Polish and English

A CV must contain candidates birth date (month/year or day/month/year) and candidate's contact data (phone and email)

➤ **Photo**

File requirements: Good quality headshot, a separate JPEG (.jpg) file

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 2024).

Before applying – please make sure you will be able to attend session in person. Absence at one session is acceptable (excluding the Kick-off meeting in Sept '24; and the Graduation Ceremony in June '25, during which a participant must be present). 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 only** in the AmCham Boardroom, Twarda 18, Warsaw or other location in Warsaw center on a selected day of the month* between September 2024 and June 2025. Each session lasts 2 – 2,5 hours and starts at 5 or 6 pm - exact session dates to be announced one month in advance.

*Sessions are organized mid-week afternoons/evenings, most often Tuesdays or Thursdays, 3rd or 4th week of each month
Sessions with different scenario/timing:

- December (2024) session will be held in the first or second week of December,
- March, April or May (2025) 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 (June 2025) time and scenario will be announced in April 2025.

Questions?

Contact Mateusz Jurczyk

Email: mateuszjurczyk@amcham.pl