**expression of interest**

**Company Profile**

Company Name: ­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANDIDATE DESCRIPTION**

Placement Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Placement location (full address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Placement Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of placement mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

% of time spent overseas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation

Allowance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provided by company to the graduate on a monthly basis, see company booklet for

 further information

**Is a Foreign Language Required**? Yes/No

*If yes please specify language required and why this language is required as part of their role*

Language Rating

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Ratings = A1 = Beginner; A2 = Elementary; B1 = Intermediate; B2 = Upper Intermediate*

*C1 = Advanced; C2 = Master (according to the European framework)*

**Driving License Requirements**?Full/Provisional/None

If a full license is required, please outline why:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLACEMENT DESCRIPTON**

Please answer the following questions:

1. **Please provide an introduction to your company:**
2. **Please specify why you need a graduate and in which department they will be based:**
3. **Purpose of the placement: Provide an overview of the placement and the graduates expected contribution:**
4. **Duties and placement responsibilities: Outline the main daily duties, tasks and responsibilities of the graduate:**
5. **Can you please clarify the training and development that will be provided throughout the 18 month period and how their role will progress**
6. **Special aptitudes required for this placement**

*Essential*

*Desirable*

1. **Please specify the type of undergraduate qualification you require the graduate to have i.e. Computer Science, Marketing and IT, Business etc.**
2. **Please select the most relevant competency skills:**

*Please rate by number in order of importance (1 being most important, 12 being least important):*

|  |  |
| --- | --- |
|  | Communication |
|  | Teamwork |
|  | Customer focused |
|  | Leadership  |
|  | Work on own initiative  |
|  | Problem solving |
|  | Creativity |
|  | Attention to detail |
|  | Decision making |
|  | Drive to commitment |
|  | Influencing |
|  | Results Driven |
|  | Other (Please give details) |

1. **Please select the most relevant ability skills:**

*Please rate by number in order of importance (1 being most important, 18 being least important):*

|  |  |
| --- | --- |
|  | Delegation |
|  | Financial Management |
|  | Logistics Planning |
|  | Negotiation |
|  | Analytical |
|  | Project Management |
|  | Risk Management |
|  | Strategy |
|  | Time Management |
|  | Networking |
|  | Business Development |
|  | Language |
|  | Logic |
|  | Marketing  |
|  | Sales |
|  | Programming |
|  | Reporting |
|  | Other (please specify) |

**Has your company previously sponsored a graduate on this programme?** Yes/No

If yes please provide further details

**Can we use your company logo for advertisement purpose:** Yes/No

If yes, please provide a jpeg of your company logo when returning your expression of interest.

Please ensure the expression of interest form is completed in full. The information provided in the expression of interest form will be used to advertise the position. The information provided will allow Ibec to find the best fit candidate for the position.

Please return to stella.lacken@ibec.ie