

### KEY DATES

- November 10: Online application process opens
- December 8 at 11:59 PM EST: Online application process closes
- January: Skype/Phone interviews conducted with selected candidates
- February - March: In-person interviews conducted with selected candidates
- April - May: Final candidates selected and offers made

### GENERAL INFORMATION

The application for the Acumen Global Fellows Program consists of five major parts:

- Background Information
- Your Resume/CV
- Applicant Summary and Overview
- Two professional references
- Essay Questions

**This application will remain open until December 8<sup>th</sup>, 2015 at 11:59pm EST (Eastern Standard Time).** Only applications that are complete and submitted before the deadline will be considered. Fields marked with an \* are required before submission. We will send an acknowledgement email to all applicants by the end of November.

**You may save your application in draft mode at any time.** You do not need to complete the application all in one sitting. Once you click 'Submit' you cannot make any additional edits to the application.

**Most of the questions you have will be answered in this document.** If after reviewing this document you still have questions, you may also visit the Global Fellows Program [website](#), or **read the [FAQs](#)**. If you are unable to find your answer in any of these places, please contact [globalfellows@acumen.org](mailto:globalfellows@acumen.org).

### Beginning Your Application

Through our online application system (WizeHive), you will first need to create an application account by providing an email address and a password. Remember these two pieces of information as you will need them to return to the application. To begin your application now, click [here](#).

### Tips

Before you fill out your application, make sure you carefully read through these tips as they're designed to help you submit the best application possible:

- + **Be concise.** We're looking for as much information about you as possible, but we realize we don't give you a lot of space. We're more interested in what you have to say rather than how you say it.
- + **It's NOT based on academic performance.** The Global Fellows Program is not an academic fellowship. Your class rank or GPA will not determine selection. We're more

interested in your experience – what you’ve done, what you're currently doing, and what you want to do.

- + **Show off a little!** We understand it may be difficult for you to talk about your accomplishments, as it might not be polite. However, we need to understand why you’re different, exceptional and a mold-breaker.
- + **Apply early!** Applications are open for just one month – don't wait till the last day to submit your application! Submit your application well in advance to avoid any last-minute technical difficulties or connectivity problems.
- + **Save an offline copy.** We recommend you look at the application form first, and then spend time offline composing your answers in Google Docs or Microsoft Word or a similar word-processing program. Be sure to save an offline copy, in case of a broken connection or other error.

## BACKGROUND INFORMATION

### Name & Contact Information

We will use this information to communicate with you throughout the application process. The most important piece of information is your email address, so please be sure to give an email address that will remain valid for the duration of the recruitment process. Your Skype name or phone number will be used if you are selected for a Skype/phone interview which would take place in January 2016.

### Resume Upload

You will have an opportunity to upload a copy of your resume/CV with the application. **We can only accept files that are .doc, .docx, .pdf and .rtf formats, and file names with unusual characters (i.e. \* & % “) will not be recognized by the system and may be rejected.** In addition, you will need to have Flash installed in order to submit your resume – if it is not installed you will see text indicated that you need to install it as well as a link to download it.

Resume submissions should be no longer than 3 pages.

### Applicant Summary

Your summary of qualifications is a brief summary of your professional experience. This is also an opportunity to explain why you are applying to the Global Fellows Program and what you would bring if you were to join.

#### Applicant Summary Questions (50 words)

1. Why are you applying for the Global Fellows Program? Why now?
2. How have you demonstrated commitment to bringing about positive social change?
3. Provide a brief summary of your professional background and qualifications.
4. Describe your business skills that would be valuable to a company in Acumen’s ecosystem.

### Academic Experience

Please include only your highest or most significant educational achievement. We will learn about your other academic experiences from your resume/CV, so use this section to highlight the degree/certificate that is most relevant to the Global Fellows Program.

### **Work Experience**

Your summary of qualifications is a brief summary of your professional experience. This will give the recruitment team a high-level perspective of your background. Again, highlight the two most relevant job and experiences. To qualify, you need to have over 4 years of work experience. Your number of years of work experience refers to continuous full-time employment – **internships or fellowships do not count as work experience**. Provide two examples and explain how the job has prepared you to contribute to a company within Acumen’s ecosystem.

### ESSAY QUESTIONS

#### **Directions**

After completing the first page of the application, you will be asked to complete short answer questions and long answer questions. We suggest that you take some time to reflect and to write your essays in advance in a word processor with a word count feature. You will need to limit each of your responses to 50-200 words depending on the question. You will not be able to go over this word limit.

#### **A Bit of Guidance**

Please use the essay portion of the application as an opportunity to tell us more about yourself from a personal perspective. We already know about your skills and experience from your resume and application - now we want to get to know you on a deeper level. The questions are meant to give you the space to open up about your passions, creativity, imagination, and sense of humor.

#### **Short Answer Questions (100 words)**

1. Take a moment to read [our manifesto](#). Tell us a story about how you’ve seen one line of the Acumen Manifesto play out in your own life.
2. Describe Acumen's investing model in your own words; what makes it unique?
3. What do you want to do after the Fellowship and how does this fit into your long-term goals?

#### **Long Answer Questions (150 words)**

1. Tell us about a time when you have built effective relationships across lines of differences.
2. What is your greatest opportunity for growth?
3. What is the most significant challenge you’ve overcome? How did you overcome it?
4. What’s your story?

### ADDITIONAL INFORMATION

#### **Global Experience**

Since 9 months of the fellowship are spent in a field placement in an emerging market, a key aspect that we look for in applicants to the Global Fellows Program is the ability to excel in diverse cultural settings. Oftentimes, Fellows will be placed in a foreign country and in resource-constrained environments, and we seek out candidates who have experience operating in such conditions. In this section, please let us

know in which countries you have spent a significant amount of time (i.e. 3 months or more) and indicate approximately how much time you spent in each country. The first country will likely be the country where you grew up, and any other countries will likely be places that you have lived or worked.

### **Logistical Questions**

In-Person Interview Location – If you're selected to move onto the third and final stage of the recruitment process, you will attend an in-person group interview at one of the 6-7 locations. Please let us know which locations are closest to you between February and March 2016. Use the first box to indicate the first closest location to you, and the second box to indicate the second closest. You will not be able to enter the same city twice.

Financial Assistance - Acumen believes that all qualified candidates should be able to attend an in-person interview, regardless of financial concerns. As a result, we have allocated a limited amount of funds for scholarship grants to defray the costs of travel for candidates that would otherwise be unable to attend. To clarify, indicating that you would like to receive an application does NOT guarantee that you will receive any funds – only that you will receive an application for Financial Assistance if selected.

Field Placement - If you are selected to join the Global Fellows Program, you will take part in a 9-month field placement at a company in Acumen's ecosystem around the developing world. The placement process takes into account many factors – including the Fellow's experience, the company's needs, etc. – however it is ultimately Acumen who determines where Fellows are placed. In order to submit the application, you must acknowledge that if you are selected as a Fellow, you will be expected to spend your 9-month field placement in a location of Acumen's choosing.

## FINAL NOTES

### **Next → Review → Submit**

At the bottom of the essays page, one of the buttons reads 'Next'. Clicking this button does NOT submit the application, but rather it brings you to a page that allows you to review the application in its entirety prior to submission. Once you have reviewed the application, you can then send in the application by clicking the 'Submit' button on this last page. Once you press submit, you will not be able to edit your application.

### **Deadline**

The application will remain open until December 8<sup>th</sup>, 2015 at 11:59PM EST. Late submissions will NOT be accepted.

### **Next steps**

You should receive a confirmation email shortly after you submit your application. If you do not receive this email, please wait 24 hours before contacting us. If you still have not received a confirmation, you may contact us and we will help sort this problem out. The next time you hear from Acumen regarding your application will likely be in late December to either inform you that we are unable to select you at this time, or that you have been selected to move on the Skype/phone interview stage. Please check your inbox regularly.



# GLOBAL FELLOWS PROGRAM APPLICATION INSTRUCTIONS

## **Questions?**

**If your question is not answered here, you may contact [globalfellows@acumen.org](mailto:globalfellows@acumen.org).**