

Global Fellows Program Class of 2012-2013

Application Instructions

GENERAL INFORMATION

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

- + Background Information
- + 2 professional references
- + Your resume/CV (to be uploaded)
- + Short & long answer questions

This application will remain open until November 14, 2011 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 out an update 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 FAQ. If you are unable to find your answer in any of these places, please contact fellows@acumenfund.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 for the Global Fellows Program, 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. Please also be mindful of our character limits (they do include spaces) or you will not be able to submit your application in full. As a general rule, 5 characters = 1 word, so think of 150 characters as 30 words, and 500 characters as 100 words, and so on.
- + **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. Acumen Fund will not be responsible for any text that gets lost.

STEP 1 - 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 phone number will be used if you are selected for a phone interview which would take place in late November or early December of 2011.

Referral Source & Application History

The answers to these questions will help give us a sense of how you came to learn about the Global Fellows Program and what other types of opportunities you are interested in.

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 most relevant jobs and experiences. Your number of years of work experience refers to continuous full-time employment - internships do not count as work experience. For the work history section, please select only relevant positions to include that demonstrate how you would be a good fit for the Global Fellows Program.

Awards & Recognitions

Include here any awards or recognitions that you have received that are relevant to the Global Fellows Program.

International Experience

Since a large portion of the fellowship is 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. Often times, Fellows will be placed in a foreign country and in resource-constrained environments, and we seek out candidates who have a experience operating in these conditions. In this section, please let us know in which countries you have spent a significant amount of time (i.e. 2 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.

Professional References

You must provide the names and contact information of two professional references. They should be people who know you well and who are familiar with your work spanning a significant period of time. Generally, academic references are less useful; however, advisors or academic professionals who know you outside of the classroom environment are acceptable. **The selection committee reserves the right to contact your references at any stage of the application process**, so it would be wise to inform the individuals whose details you enter that you have used them as a reference for the Global Fellows Program.

For each person, please be prepared to provide:

- + Full Name
- + Title
- + Organization
- + Email Address
- + Phone Number (with correct country code)
- + Relationship

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 6-7 locations. Please let us know which locations are closest to you between January and February 2012. 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 Fund 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.

Field Placement - If you are selected to join the Global Fellows Program, you will take part in a 9-month field placement at one of Acumen Fund's investments 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 Fund 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 Fund's choosing.

Resume Upload

You will have an opportunity to upload a copy of your resume/CV with the application. We've designed the previous questions to extract the most important pieces of information from your background, but collecting resumes is helpful to answer any additional questions we may have. **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.

STEP 2 - ESSAY QUESTIONS

Directions

After completing the first page of the application, you will be asked to complete four short answer questions and four 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 character count feature. **You will need to limit each of your responses to 150, 1000, or 1500 characters (approx. 30, 200, or 250 words, respectively) or less.** You will not be able to go over this character limit; even if you copy and paste the text into the box your essay will be immediately truncated to fit in the box.

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 intentionally ambiguous in order to give you the space to open up about your passions, creativity, imagination, and sense of humor. Be sure to include not only how you think the fellowship will further your development as a leader, but also tell us about who you are as a person.

Short Answer Questions

1. *What do you consider to be your greatest achievement? Why?* (150 characters)
2. *What do you consider to be your greatest failure? Why?* (150 characters)
3. *What is the best advice you've ever received?* (150 characters)
4. *If you could be on the cover of any magazine in 10 years from now, which magazine would you choose & what would the headline be?* (150 characters)

Long Answer Questions

1. What would you do with \$100,000 USD? (1000 characters)

Help Text: There are no absolutely restrictions, and we will provide no guidance whatsoever. You can use this money however you deem fit. Tell us what you would do and explain why.

2. What is your greatest fear? (1000 characters)

Help Text: Everybody is afraid of something. What scares you most? Hint: Do NOT use the quote "There is nothing to fear but fear itself".

3. What matters most to you and why? (1000 characters)

Help Text: We want to learn more about you on a personal level, and we want to know what your values are. Tell us what is the most important to you in the world and explain why.

4. Tell us a story... (1500 characters)

Help Text: Acumen Fund believes that storytelling is an important aspect of leadership, especially when it comes to inspiring and motivating teams. You can write about absolutely anything, but be sure to demonstrate your ability as a storyteller.

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 deadline for applications is **Monday, November 14, 2011 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 contact us and we will help sort this problem out. The next time you hear from Acumen Fund regarding your application will likely be in late November or early 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 phone interview stage. Please check your inbox regularly.

Questions?

If your question is not answered here, you may contact fellows@acumenfund.org.