



LOVE UK  
WORK EXPERIENCE

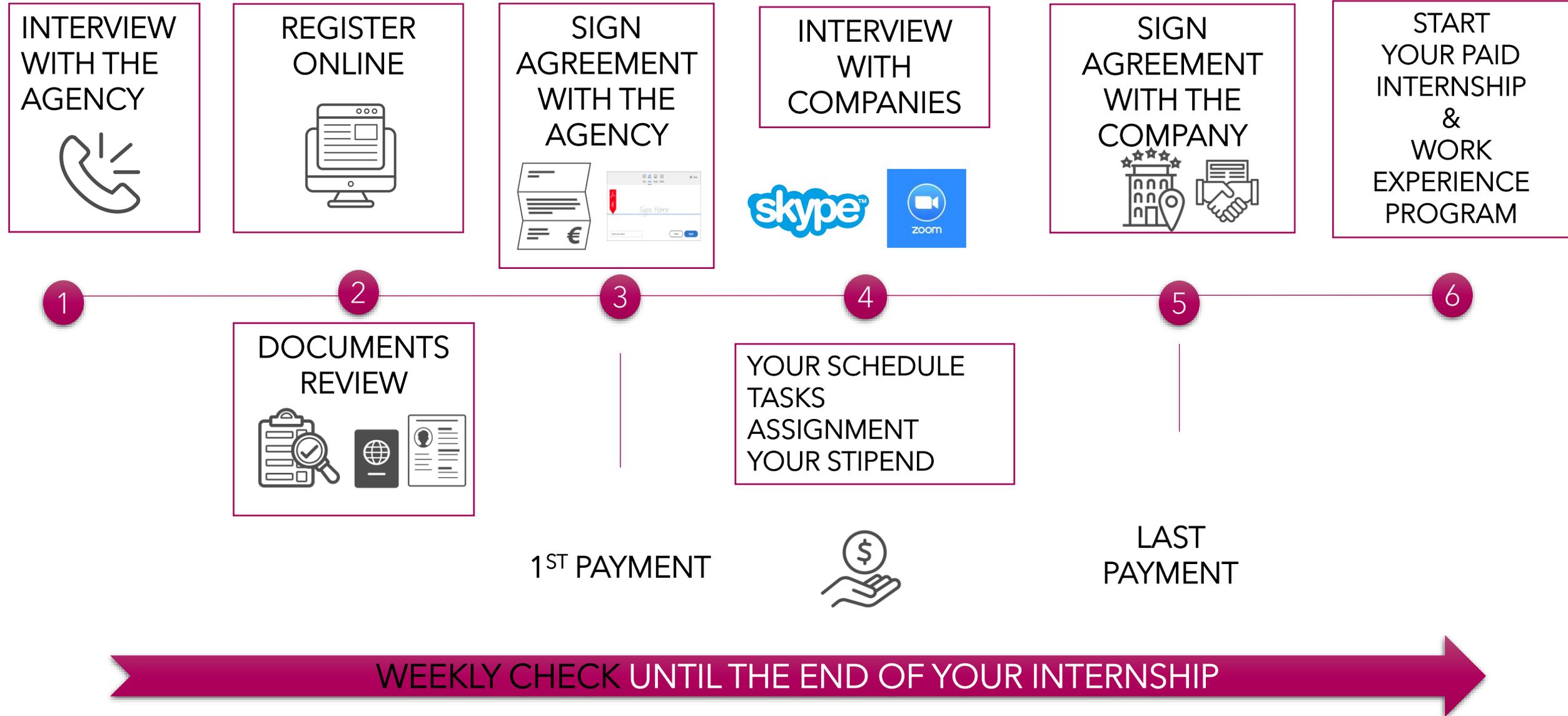
# ONBOARDING PROCESS

STEP BY STEP

# THANK YOU FOR CHOOSING US

WELCOME AND LET'S BEGIN YOUR  
ONBOARDING PROCESS

# ONBOARDING PROCESS





# PHASE 1 PREPARATION

# TELEPHONE INTERVIEW WITH THE AGENCY



Once we have received your online application. Please book your 1<sup>st</sup> interview to discuss about your application.

We will talk in-depth about your project on average 20 min to 30 min. We answer any questions you may have about the process.

# REGISTER ONLINE



We will ask you to register online and provide more information about the expectations about the internship or work experience. ( field, duration)

We will ask you to provide documents such as the CV in English, a copy of your ID and a proof of your current status if you are an international student.



# DOCUMENTS REVIEW



We will read and check carefully all documents.  
CV

Passport or ID card  
Visa status ( if needed)  
We will ask you more questions if necessary.



# SERVICE AGREEMENT

SIGN AGREEMENT WITH THE AGENCY



You have registered online. Now we send you our terms of service to read and sign electronically.

We send you via email our terms of service to sign with ADOBE SIGNATURE

## REFUND POLICY

100% refunded we fail to find a placement.



FIRST PAYMENT

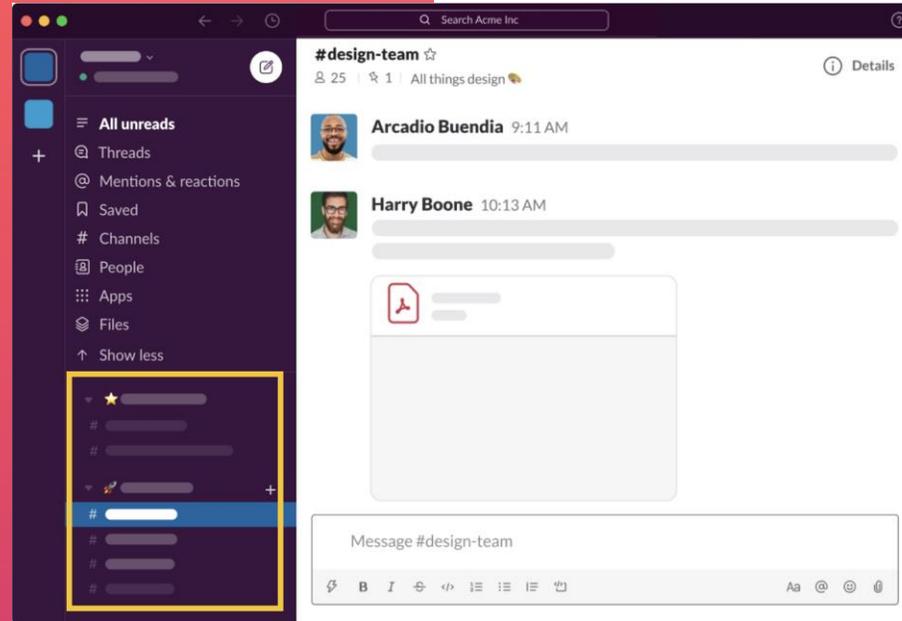
TO START  
THE  
PROCESS

TIME TO SET UP  
INTERVIEWS

# PHASE 2 ACTION



# NEW REGISTER ON SLACK FOR YOUR ONE ON ONE FOLLOW UP



- We will send you an invitation on slack. With your private space where you can share and connect with our team member in charge of the MATCH = the set up of interviews with companies. whenever you need to. You can upload documents.



# INTERVIEW WITH COMPANIES

## INTERVIEWS

We set up interviews with companies matching your profile **via SKYPE VIDEO OR ZOOM** ( We take part into the interviews, we discuss about your schedule, assignment and financial compensation which is on average between 100 to 600 euros per month.



# SIGN YOUR FINAL CONTRACT

- Once we agree on the terms of your internship/work experience. The Agreement is signed between you and the host company.

## LAST PAYMENT

**ONCE THE  
CONTRACT  
HAS BEEN  
SIGNED  
BETWEEN  
YOU AND  
YOUR HOST  
COMPANY**

7



TOGETHER

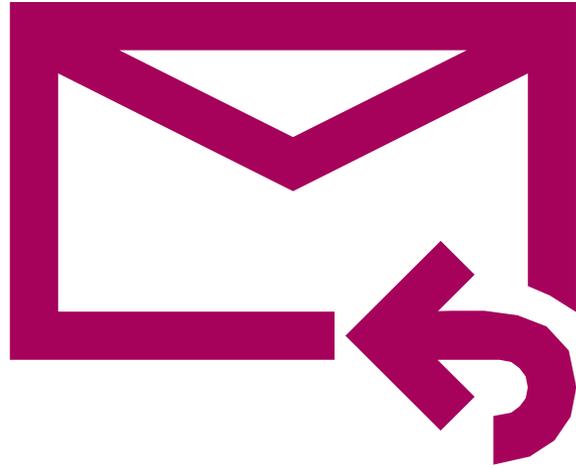
**PHASE 3  
FOLLOW-UP  
UNTIL THE  
END OF  
YOUR  
PLACEMENT**



ON FRIDAYS

**WEEKLY  
CHECK  
WE SEND  
YOU AN  
INVITATION  
FOR A CALL**





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**FOR MORE INFORMATION**