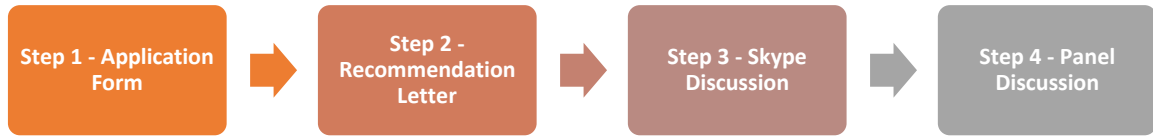


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## APPLICATION PROCESS HELP GUIDE



**Applicants who qualify at each step will be intimated via email for subsequent rounds.**

### I. GENERAL INFORMATION

1. Application form is online only (No offline submissions are allowed)
2. Read the Application Help Guide before you apply to the program. You can find the help guide in the below sections
  - <http://aritra.org/apply/> -> Application Process Tab
  - Applicant Details & Help Guide Tab once you login through the apply page
- 3. Last date of submission of online application is extended to 31 Dec 2016**
4. The application form should be completed in full. All details asked in the application form are mandatory. Incomplete applications will not be accepted.
5. **Application Process – Important Dates:**

Events	Dates	Pre-requisites
<b>Round 1</b> - Application Form Submission	10-Nov - 31-Dec-2016	
Announcement of Shortlisted Applicants who qualify to Step 2	6-Jan-2017	
<b>Round 2</b> - Deadline for submission of Recommendation letters	22-Jan-2017	
<b>Round 3</b> - Announcement - Skype Discussion & Shortlisting	23-Jan – 05-Feb -2017	
<b>Round 4</b> - Panel Discussion	6 Feb 2017 - 22-Feb-2017	Consent letter from parent organization will be required
<b>Announcement of final selected candidates</b>	<b>10-Mar-2017</b>	

## II. ROUND 1 - ONLINE APPLICATION HELP GUIDE

### A. How to apply

1. **Applications Open 10-Nov-2016**
2. Go to [www.aritra.org/apply/](http://www.aritra.org/apply/)
3. Click on the button “Apply Now” at the top of the page
4. If you are registering for the first time, click on “Register”
5. Fill out all the required details. Your username is your email id
6. Once you have registered, you will receive a confirmation email regarding activation of your account
7. Login with your email Id and password
8. The page will open up on the Applicant details tab which will contain your details and the application help guide.
9. Click on Application Form Tab to fill out the application form. **Note:** All fields with \* are mandatory
10. Once you have filled the application form in its entirety, click on **Submit**  
**Note: Once you have submitted the form, you will not be able to edit / revise the form.**

### B. How to fill the application form

1. **Section 1** seeks your personal and organization details
2. **Section 2** - Statement of purpose: **Maximum 500 words**
  - a. This section requires you to write a qualitative summary of your vision, your dreams and aspirations
  - b. Sharing examples, situations and the context of your vision / dream will strengthen the articulation of your vision
  - c. The Aritra program is a journey and a significant investment on your part and that of your organization. A strong and compelling statement of purpose should support your intent and reasons why you see yourself as a potential candidate for this program.
    - i. Describe your personal and professional vision/dream for yourself
    - ii. What is the progress you have made in achieving your vision/dream thus far?
    - iii. What is the support and development you need to achieve this vision?
    - iv. If selected for the Aritra program, how do you see the program helping you achieve your vision?
3. **Section 3** – Upload your CV in .pdf format –

Ensure you capture your **educational qualifications and work summary** in the templates provided in the instructions file provided in the application form.

#### Educational Qualifications

Qualifications - Diploma / Bachelors / Masters / Post Grad / Post Doc / Others – Please specify

Qualification	Specialization / Stream	Institution	Year of completion
<Qualification 1>			
<Qualification 2>			

<Qualification n>			

**Work Summary:**

- a. This section seeks to understand your accountabilities and the results you have delivered in the roles you have played thus far in your career
- b. Quantify the results you have achieved to the extent possible. Metrics and numbers where applicable will be useful. Qualitative results should also be highlighted
- c. Some indicative results could be in the area of number of beneficiaries touched, impact or outcome of your work on the community, internal and external stakeholders, your team, the organization etc.

**Work Summary Template**

**A. Provide a brief summary of the roles you have played across the organizations you have worked in so far, starting from the current role.**

Organization	Describe the role in 1-2 sentences	Tenure in the role (Years / months)	Accountabilities / Results / Outcomes met and /or contributed to
<Organization 1 Name>			
<Organization 2 Name>			
<Organization n Name>			

**B. Across the organizations and roles you have played, list your top 3 achievements.**

Qualify the achievement in no more than 1 to 2 sentences	Result / outcome achieved (provide quantitative and qualitative improvements / results)	Describe the context in which the achievement was accomplished (the complexity involved, the condition of the external and internal environment present etc.)

4. Once you have filled the application form, click on Submit. Upon successful submission,
  - a. A message will be displayed on the screen – **“Form has been successfully submitted. Thank you.”**
  - b. An email confirmation will also be sent you along with a copy of the application form and the CV that you uploaded

### III. ROUND 2 - RECOMMENDATION LETTER HELP GUIDE

#### READ AHEAD, IF YOU HAVE CLEARED STEP 1 AND HAVE BEEN SHORTLISTED FOR STEP 2 OF THE APPLICATION PROCESS

If you are shortlisted in Step 1 of the application process, you will be intimated to proceed to Step 2 of the application process. An email intimation will be sent to you informing you to submit 2 recommendation letters

#### Recommendation Letter

We require 2 people to write a recommendation letter for you:

- i. Letter 1 – From your immediate reporting manager and
- ii. Letter 2 - From a senior leader - The senior leader you choose, should have known you and seen your work for at least 18 to 24 months

The recommendation letter will need to capture the following:

- i. Observations and comments about your experience, quality of your contributions and achievements and areas of strengths
- ii. Reasons why your candidature for the program must be considered

We suggest that you intimate these people in advance letting them know of this requirement if you get shortlisted for Step 2 of the application process. You will have 15 days to complete Step 2. [Click here](#) for a sample template that you can use to request for a recommendation letter from your manager and senior leader.

#### I. Steps to request for recommendation letters

- a. Go to [www.aritra.org](http://www.aritra.org) -> Apply Now -> Login. Click on Tab Step 2 – Recommendation letter and Upload video
- b. Fill the section - **“Contact details for Recommendation letter”**
  - a. Provide the email ids of the 2 people from whom you will request the recommendation letter
  - b. Click on **Request for Recommendation letters**
  - c. An email will be sent directly to them with a link to fill/upload your recommendation letter.
- c. Once the recommendation letter has been submitted by your leaders, you will be receive an email confirmation of the same.
- d. If your nominated leaders have not submitted your recommendation letter, a reminder email with a copy to you will be sent to them closer to the deadline.
- e. **Note:** In the event that your reporting manager changes or you are unable to contact the senior leader, you can change these details until 15-Jan-2017 and request for the recommendation letters from the new leaders. Deadline for submitting these letters is 15-Jan-2017

## IV. ROUND 3 - SKYPE DISCUSSION

If you clear Step 2 of the application process, you will be intimated to appear for a one on one skype discussion.

If you clear the skype discussion round, you will be asked to submit a letter from your organization (CEO / HR Head) confirming their consent for you to participate in AriTra. This is to ensure that we have their support in making the program a success for you

## V. ROUND 4 - PANEL DISCUSSION

If you are shortlisted post the skype discussion, you will be intimated to appear in person for the panel discussion. You will be required to bring along the consent letter from the organization (CEO / HR Head) for this round.

## VI. ANNEXURE: Recommendation Letter Template

### REQUEST FOR A RECOMMENDATION LETTER

Sample template you can use to send to your reporting manager & senior leader for your recommendation letter

**Dear <Name>**

*I am writing to you to seek your recommendation in support of my candidature for a Leadership Accelerator Program – AriTra, that I wish to apply for.*

*AriTra is an 18-month leadership development program that aims to build 100 senior leaders over the next 5 to 7 years. The first batch of the program goes live in April 2017. It is being incubated by Indian Institute of Management, Bangalore, Phicus Social Solutions and Dr. Reddy's Foundation. It aims to prepare mid-career professionals in the social sector to take on senior leadership roles over the next few years.*

*The program has multiple components including an 18-day residential component at the IIMB campus, along with mentoring, coaching, peer exchanges, projects, assignments and exposures.*

*If I am shortlisted to the second round of selection process, I would like to nominate you to provide me with a recommendation, as I believe you have observed me closely and will be able to comment on my performance and achievements. You will receive an email with a link from the AriTra program management office where you can upload the recommendation letter. The deadline for submission of the recommendation letter is 22-Jan-2017.*

*The AriTra team has provided a set of areas that they would like you to cover in your recommendation letter for me.*

*Please use the below mentioned criteria as you record your inputs and feedback about me*

- 1. My ability to deliver results in my area of work*
- 2. My depth and breadth of knowledge in my area of work*

3. *My outlook and beliefs about the social sector and the work that I contribute to*
4. *My approach and ability to manage difficult and challenging situations*
5. *In your opinion, how am I perceived by my colleagues, peers and seniors at the work place?  
(Guiding point to complete this question – If you were to ask my colleagues, peers and seniors about me, what do you think they would say?)*
6. *My key strengths and areas of improvement if any*
7. *Why do you think I should be selected for this program?*

*Request you to also please include your contact details in the letter in case the AriTra team would like to reach out to you for additional data to validate my candidature – Organization, designation, email id and phone number*

*This letter from you will truly help bolster my candidature for this program. Thank you for your support!*

*Best Regards  
<Your Name>*