



# Leadership Fellows Proposal Form Questions

## Organization Overview

- Organization name
- Location of Headquarters
- Organization website
- Operating budget
- Founding date
- Number of employees
- Description of Organization (500-word limit)
- Demonstration of organization's status in sector; please provide statistics, grants or awards received, key partnerships, or community or national recognitions

## Position Details

- Position title, e.g. Director of Business Initiatives, Director of Strategy and Organizational Growth, Senior Director (This is very important in conveying the role of the graduate in the organization and should not include the term "Fellow")
- Function of position (please select one):
  - General Management
  - Operations
  - Finance
  - Marketing
  - Business Development
  - Strategic Planning
- Location of position: the expectation is for the Fellow to be located at headquarters with the supervisor. Please let us know if that is not the case. Note: if the Fellow or the supervisor is expected to work virtually, please share that detail here.
- Potential employment status. Note: The program encourages organizations to consider all candidates and will carefully consider potential employment status in selecting organizations. (Important Details: <https://www.hbs.edu/recruiting/hire-talent/finding-talent/Pages/hiring-international.aspx>)
  - All Candidates May Apply (Please note: almost all international students have full U.S. work authorization for 12-18 months after graduation)
  - U.S. Permanent Work Authorization Required (Please note: by selecting this option, you would not reach international students who represent one-third of HBS MBAs.)
  - Local (Non U.S.) Work Authorization Required (Indicate which country in job description)

## Position Description

*Note: If selected, this information will be made visible to students; please include all details that you feel are important.*



# Leadership Fellows Proposal Form Questions

## Job Description

Include how the position will leverage the MBA skillset. Address the key strategic initiatives and/or goals of the organization and how the Fellow will be aligned to this important work and those leading it. Be sure to focus your job description on:

- **ACCESS:** Focus on how the position will offer meaningful engagement with senior leaders in the organization and in the field via a direct reporting relationship to the CEO or another senior executive along with regular meetings with the CEO.
- **IMPACT:** Convey how the work of the Fellow will have an impact on the organization and those that it serves.
- Focus on how the Fellow will contribute to the senior leadership of the organization and projects of key strategic importance to the organization.
- **LEADERSHIP:** Focus on how the proposed experience involves management and leadership development activities distinct from a full-time position and tailored to advancing post-MBA skill sets for the benefit of the Fellow and the organization.

## Skills and experience required

Include any relevant skills and experiences required of candidates.

## Supervisor Information

- Supervisor name and contact details.
- If supervisor is not the CEO, please explain; include how the Fellow will be exposed to, and engage with, the CEO
- Identify additional senior leadership who will play a key role in supporting the Fellow Examples: other MBAs across the organization, day-to-day contacts that may support the Fellow.

## Recruiting Manager Information

- Recruiting manager name and contact information.
- Recruiting manager title and department.

## Additional Information for Committee Review

- Does your organization have any additional experience working with MBAs (current students or alumni) from HBS or other business schools? E.g.: previous Fellows or MBA level interns, MBA on staff, board members or trustees
- If you plan to hire from another business school this year, how will this position be differentiated?
- At this time, does the organization anticipate major changes in leadership? I.e., restructuring, new hire that will directly impact the Fellow before or during the Fellowship year? If yes, please explain