

## Objective trainee programme

The graduate trainee programme is one of the tools of Elsevier to recruit and develop young high-potentials, who will be able to fill in key positions within the Elsevier organization in the future.

## Profile trainees

**Education:** Academic (graduated not longer than 12 month ago )

**Experience:** International internships as a student preferably within a profit organization;

**Personal:** Trainees should be really interested in both the process of scientific communication and the commercial characteristics of the Elsevier market.

## Key competencies trainees

Attitude:

- Ambitious and enthusiastic
- Drive, initiative, result oriented
- Creative, innovative
- Integrity, long term commitment
- 'Passion for Science'

Skills:

- Social / communication skills
- Fluent in Dutch and English
- Persuasive power / leadership qualities
- Analytical and strategic skills
- Organizational / project management skills
- Commercial insight

## Selection procedure

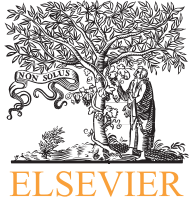
The selection procedure consists of three rounds:

1. An Interview with the trainee recruiter;
2. Two interviews with two senior managers plus an interview with an ex-trainee;
3. An interview with the Director Human Resources and an interview with one of the mentors.

## About Elsevier

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## Formula trainee programme

In principle, the trainee programme consists of five to six projects of three to four months each; so the total trainee programme lasts eighteen months. In this period the trainee should get acquainted with the Elsevier internal organization and processes, its market and its products. Interdisciplinary experience is essential for trainees. Assignments are possible in publishing, production, product development (like ScienceDirect) and Sales. The assignments are different for every trainee and can differ from market research or being a project manager for a specific project to taking over the role of a Publishing Editor. You are guaranteed at least one project abroad, often in New York, London or Singapore. During these international projects the trainee learns how to cope with different cultures. Each project has clear objectives and is evaluated with the trainee, supervisor, mentor and trainee coordinator.

## Counselling

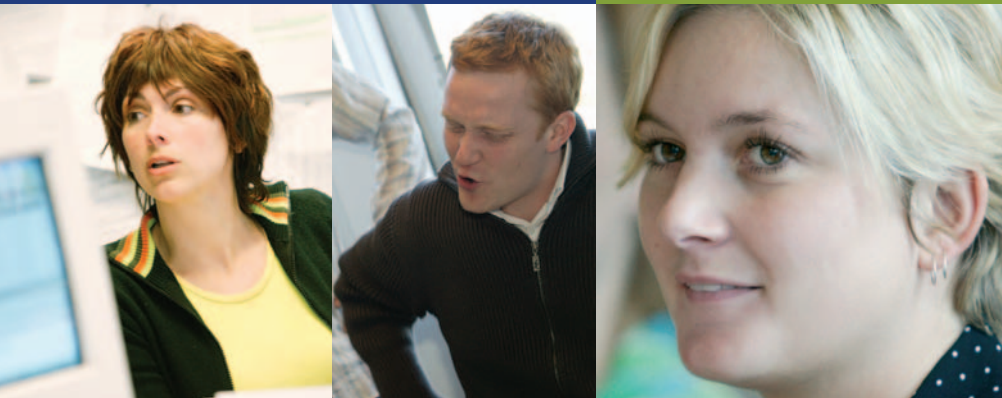
Besides the thorough evaluations during the Elsevier traineeship, we also make sure the right guidance is in place in order to assure maximum development. Three levels can be distinguished:

1. Supervisor: formulates together with the trainee a number of measurable and challenging objectives. Is responsible for the supervision of the trainee on a daily basis and the formal performance appraisal at the end of the project;
2. Trainee coordinator: is sparring partner for the trainee and coordinates: recruitment & selection procedures; contractual issues; assignment of mentors and supervisors; appraisals; practical issues for international assignments;
3. Mentor: at director's level. Main responsibility is monitoring and steering the (personal) development of the trainee.

## Interested?

Please email your letter of application and curriculum vitae to [careersams@elsevier.com](mailto:careersams@elsevier.com), attn S.Cooijmans, HR Manager.

At the moment Elsevier only hires trainees in Amsterdam, the Netherlands.



# The Elsevier **TRAINEE** programme

