

## YTAP initiative

There are over 50 universities with a specific FM degree in Europe. Although some of them have connections with potential employers for their students, in most cases they have to find their path for the first job. Despite what happens in other disciplines, there is not a transnational system that links best students with the best companies.

In FMHOUSE we want to fill that gap, using our market position through our international clients and the relationships with universities and training centres. That is why we launched the YTAP initiative: Young Talent Acquisition Program is an international scheme with a double and win-win purpose:

- (i) to facilitate access to the professional market to FM graduated students.
- (ii) to bring the companies best-in-class candidates to fill in positions in their FM departments.

The different processes are tailor-made to cover the specific requirements from the different clients. There are several factors considered to elaborate each procedure: Type of position, short and long term objectives, industry and company culture, languages, etc. are some of the elements analysed to provide the most adequate evaluation in each scenario, reaching out for the different universities to offer their participation.

The selection process is carried out by FMHOUSE personnel, with the involvement of the client representatives in the final stages. The experience provides a unique field experience to the applicants and a good opportunity for networking and awareness of this type of selection procedure.

## YTAP for Roche

By the end of 2020 **Roche** took the top spot, as the biggest pharmaceutical company in the world. With a workforce of almost 100.000 and headquarters based in Basel Switzerland, the company is at the forefront of oncology, immunology, infectious diseases, ophthalmology and neuroscience. In 2019, sales of Roche's pharma segment rose by a healthy 16% to \$53bn.

**Roche** believes it is paramount to provide effective medical solutions in the present, while developing innovations that patients will need next. They are passionate about transforming patients' lives and they are fearless in both decision and action. Roche believes that good business means a better world and commit themselves to scientific rigor, unassailable ethics, and access to medical innovations for all. We do this today to build a better tomorrow.

With 260 offices in 104 countries, the Global Facility Management & Real Estate (DTR) has the objective to implement Facility Management & Real Estate solutions, that contribute to company performance, minimize the impact on the environment and provide a great place to work for a multicultural taskforce. **Roche** is looking for a motivated, engaged, mature, self-starting individual, keen to grow and prove capability to take on additional tasks beyond the core responsibilities outlined below.

## Open Position for internship

At this moment **Roche** has 1 new position for an “Intern Real Estate and Facility Management” located in Basel (Switzerland) for a period of 12 months, based on performance and mutual agreement between the parties.

The salary is set at 2500 CHF/month (around 2250€). There is accommodation support, paid if the journey from the intern's current place of residence to their place of work takes longer than 120 minutes by public transport. In this situation, **Roche** provides an entire or shared apartment to the intern, depending on availability. For interns whose work journey is shorter, **Roche** provides CHF 600 accommodation support per month.

Incorporation is expected in Q3 of 2021.

### The prototype of candidate:

- Proficiency in English is a requirement, a second language is an asset.
- Proficiency in MS Office as well as Google Suite.
- You have first work experience with operational FM, RE, or project management.
- You have good communication and interpersonal skills with proven ability to integrate well into different cultures and business settings as a great teammate.
- Someone with special care and attention to detail.
- You are self-motivated, have potential and ambition for further development with an enthusiastic can-do attitude.
- Proactive and with a good sense of responsibility and self-organization
- Ideally a strategic thinker, able to recognize the big picture and identify the elements required to achieve the best outcome.

### Main responsibilities / Tasks

- Liaise with global FM and other sites for regional and global projects.
- Analyse Facility Performance data to help draw conclusions on optimal site operations.
- Work with the global FM and Real Estate community to foster collaboration and exchange amongst them as well as across projects.
- Gather available FM site data and metrics on costs and operations to identify optimization potential and for use in various projects.
- Support project data management: gathering FM/RE project data, analysing it, creating charts and diagrams and outputs, integrating it into a presentation format.
- Identify possible FM/site management projects.
- Potentially support local and/or global project managers in running FM/Real Estate Management projects and give guidance on process, user involvement, timeframes, metrics, etc.
- Document FM and RE projects and build on the existing internal reporting frameworks.
- Collect best practice examples of FM and Real Estate projects and build the best practice example repository.
- Work with other scope areas in a wider team.
- Develop/amend document templates and presentations (in Excel, PowerPoint, google slides, google docs).

## Selection process

We have designed a 3-step route to ensure a proper selection, based on the requirements of the position. Selected universities will have the opportunity to recommend up to 4 students to enter the evaluation process.

### Stage 1 – “This is me”

Candidates must individually write and send an original 700-word essay in English on a given subject. They must also prepare a visual presentation (power point or similar) to be used during a 3-minute online presentation, based on the written content. After that, the interviewer will formulate 3 questions to the candidate to engage another 3 minutes of conversation. All the interaction will be held in English and will be recorded, so camera must be turned on during the conversation. We expect a maximum of 2 to 3 hours of dedication of the candidates to prepare this stage.

Evaluation inputs:

- Written document
- Visual document
- Performance on the presentation
- Interaction with the interviewer

Candidates accepted into the next stage, will be informed one week after their presentation.

### Stage 2 – “Problem solving”

Candidates will be grouped in teams with students from other universities for this stage. Groups will be asked to solve a given problem, justifying their solution and conclusions. Follow up will be a short presentations and progress check-ups will be made by the evaluators during the preparation. One joint report must be produced by the group and presented to the jury in a visual format. Several questions will be posed beforehand which have to be answered. We expect a maximum personal dedication of 6 to 8 hours per person to execute this task.

Groups will be evaluated as a unit, with everyone receiving the same mark on the following elements:

- Teamwork
- Self-management
- Data collection
- Feasibility of the responses

Preferred group to continue to the next stage, will be informed one week after the submission.

### Stage 3 – “Personal Interview”

Final candidates will be individually interviewed online. Representatives from **Roche** and FMHOUSE will ask questions about the executed tasks and other general subjects to analyse the responses. The interview will be held in English and will be recorded; thus, the camera must be turned on during the meeting.

The selected candidate will be informed one week after the interview.

## Calendar (version 2)

As mentioned before, the designated starting date is around Q3 of 2021. Incorporation could be effective earlier if selection process is completed early and both parties agree.

The initial dates are:

- Week 19: Invitation to participate and collecting applications.
- Week 25 (Thu 25<sup>th</sup> June) Assign initial personal task.
- Week 26 (Thu 29<sup>th</sup> June) collect first assignment · (1<sup>st</sup> July) Creation Groups and second task assignment.
- Week 27 (Tue 6<sup>th</sup> July) collecting second task · (Fri 9<sup>th</sup>) arranging interviews.
- Week 28 (Tue 13<sup>th</sup> – Thu 15<sup>th</sup>) personal interviews
- Week 29: Final decision and communication to candidates

Dates could vary based on the responses and level of participation. In that case all people involved will be informed accordingly.

## Registration

Candidates must send a message to [YTAP@fm-house.com](mailto:YTAP@fm-house.com) indicating “Roche” in the subject of the email, and including the following information:

- Nationality
- Name and surname
- Last course finalised, year and university.

In case you need to reach us for any enquiry, you can use the same email address.