



# PIC MANAGEMENT

## GENERAL INFORMATION

### OUR RECRUITMENT PROCESS IN 3 STEPS



**Analysis** of your application and **validation of training missions** by your school



**Presentation** of the host company and organization of a **meeting by Skype or phone**



Presentation of the **confirmation of placement, Payment + activation of the internship agreement**

### OUR RATES

#### INTERNSHIP

FROM A PERIOD OF

**8 to 13 weeks: 370€**

15€ per additional week

### WHAT'S INCLUDED IN OUR PROGRAMS:

- Multilingual team:** English, French, Spanish, Italian and German
- Review and correction** of your resume and cover letter
- Organization and preparation of interviews**
- Payment service once confirmed the internship** (acceptance letter)
- Relocation in other processes** until to get an internship
- Administrative management** (internship agreement, information on all the necessary documentation by destination)
- Visa assistance and legal stay** in the country of destination
- Complete information** to prepare your travel and stay
- Monitoring and advice** during the internship
- Certificate of internship**

# FREQUENTLY ASKED QUESTIONS

**WHAT HAPPENS IF MY SCHOOL DOES NOT VALIDATE THE MISSIONS?**

1

First you have to check your school requirements before we start the recruitment process. If it's not accepted, we can propose you an offer that matches with the criteria of your school.

**WHAT HAPPENS IF I DO NOT WANT TO CONTINUE THE RECRUITMENT PROCESS AFTER RECEIVING THE NAME OF THE COMPANY?**

2

We cancel your bid. However, it will give us a good reason if you want us to proposing alternatives. No cost to you.

**DO I NEED TO GO TO THE COMPANY FOR THE INTERVIEW?**

3

No, interviews both with ourselves and with the host company are remotely via phone or Skype.

**WHAT HAPPENS IF I DECIDE TO CANCEL THE COURSE AFTER CONFIRMATION OF THE COMPANY?**

4

You can cancel the course by settling 50% of the total service fee.

**WHAT HAPPENS IF I AM NOT ACCEPTED TO THE INTERNSHIP?**

5

You have no expenses. You can choose to be introduced to another company, or to withdraw your application from our agency.

If you are interested in applying in our program, please register online:  
[www.pic-management.com](http://www.pic-management.com) or send your application to  
[students@pic-management.com](mailto:students@pic-management.com)