



**AIMS**

African Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE

## *AIMS Experiential Learning Platform (ELP)*

### *User Guide for Employer*

*Prepared by the AIMS Industry Initiative*

*25 January 2022*



# AIMS

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## 1. Background Information

As part of the efforts to consolidate its experiences in delivering AIMS Work-Integrated Learning (WIL) programs, AIMS developed partnerships with various academic institutions around the world including Canadian universities. In addition, AIMS conducted a number of consultations with WIL global leaders including the University of Waterloo and the University of Ottawa to learn from best practices and develop new strategies to execute impactful WIL programs across the AIMS network. As a result, AIMS organized the first WIL Institute workshop in Kigali last year. One of the key recommendations from this workshop was for AIMS to put in place new systems and tools including experiential learning platforms for a better management of WIL programs. Following these recommendations, AIMS secured funding and has indeed procured an Experiential Learning Platform from Orbis Communication. Through a network-wide campaign, over 2,500 AIMS alumni registered and have accounts on the platform. Moving forward, all WIL opportunities including the selection of candidates will be managed through this platform.

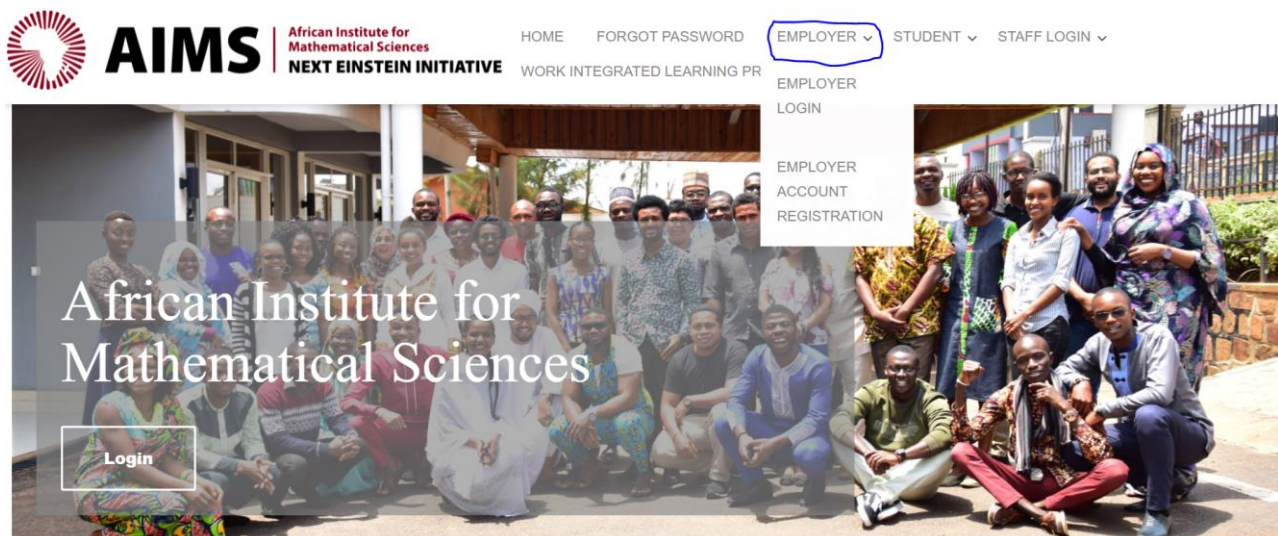
This guide provides AIMS industry partners, hereafter referenced to as Employers, with all required user-friendly workflow steps to access the **AIMS Experiential Learning Platform (AIMS-ELP)** and post WIL opportunities. The proposed workflow comprises of 3 main steps including: *Employer Account Registration, Posting a WIL Opportunity and Candidate Selection*. Each of these steps will be described in more detail in the sections below.

## 2. Employer Account Registration

For sign up and login purposes, employers must visit the following website: <https://wil.nexteinstein.org/home.htm>. A successful log in will lead to the home page shown below (**Figure 1**). New employers have to register and activate their accounts following the process described below.

- a. Click on the **Employer** menu and **Employer Account Registration** sub-menu as shown in **Figure 1**.

**Figure 1: Successful Login Page**



- b. The employer's account registration sub-menu will take users to a page shown below (**Figure 2**).

**Figure 2: Employer Account Registration**

Employer/Community Partner Accounts: The \* fields below are mandatory fields for your account to be created. We require your individual email address (e.g., johnsmith@abc.com) and full contact details for your account. You will be able to change or remove this information when you post a job.

For assistance, please contact [aim@nexteinstein.org](mailto:aim@nexteinstein.org).

### Employer Account Registration

#### Organization Information

Organization Name\*

**Copy field values from Organization**

#### Division Information

Company Name\*

Address 1\*

City\*

Country\*

-- Select --

**Copy field values from Division**

Email used for Login \*

Password \*

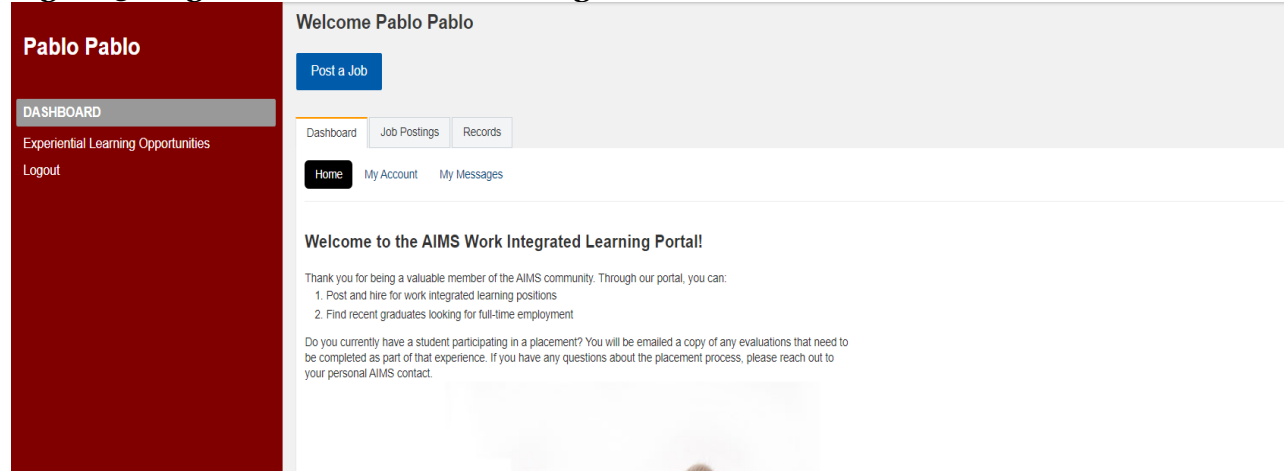
Users need to take time and complete the form shown above in **Figure 2**. Please note that the fields that are marked with \* are mandatory.

- c. After completing the form, users must click the **Continue** button to validate and submit their details. The account for the employer will be created automatically, which will lead to the next step (**Figure 3**).

### Important Note:

- The new employer's account must be validated/approved by the system administrator (AIMS) before he/she can move to the next steps. Following the approval, an email notification will be sent to the registered employer's email for confirmation.
- For additional program's collaborator registration, the host institution must send a request to AIMS to coordinate such a registration process. AIMS will need additional details of the collaborator(s) including names, email address(es), and job title(s) to the following system administrator email: [aims-ms4cr.internship@nexteinstein.org](mailto:aims-ms4cr.internship@nexteinstein.org). AIMS-ELP administration team will reach out for further guidance on the next steps.

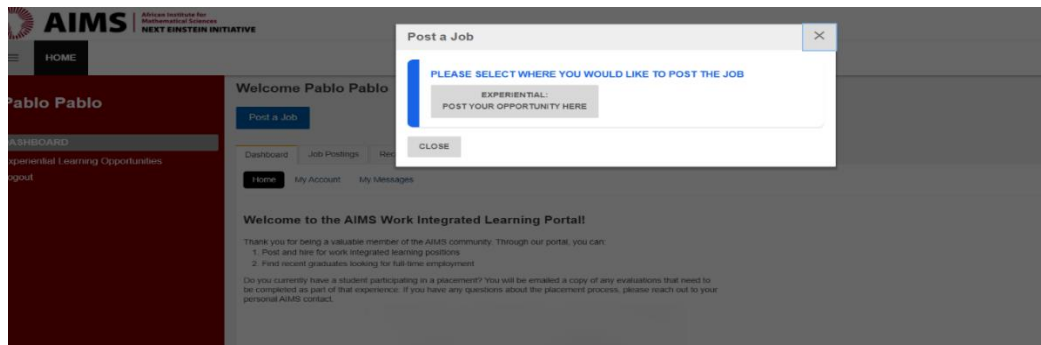
**Figure 3: Registration Confirmation Page**



### 3. Posting of a WIL Opportunity

- Posting a WIL opportunity on the AIMS-ELP is an important step in the process. This is done by a representative of the host institution who has access to the AIMS-ELP. The user will use his/her credentials to login into the AIMS-ELP in case he/she was not signed into the platform using the same website link provided in the above-mentioned section.
- After a successful login, the user must click on the **Post a job button** (on the top in blue colour), a pop-up message requesting to select where the job shall be posted will appear as shown in **Figure 4** below and click on **Experiential Post Your Opportunity Here**.

**Figure 4: Posting a job page**



- To select the program type, the user must click on the **Experience Type dropdown** list, then select in the proposed list, the name of the program (**Mathematical Sciences for Climate Resilience Program** in this case) under which the WIL opportunity will be posted and click on the **Next** button (in blue colour) to validate the process as demonstrated in **Figure 5**.



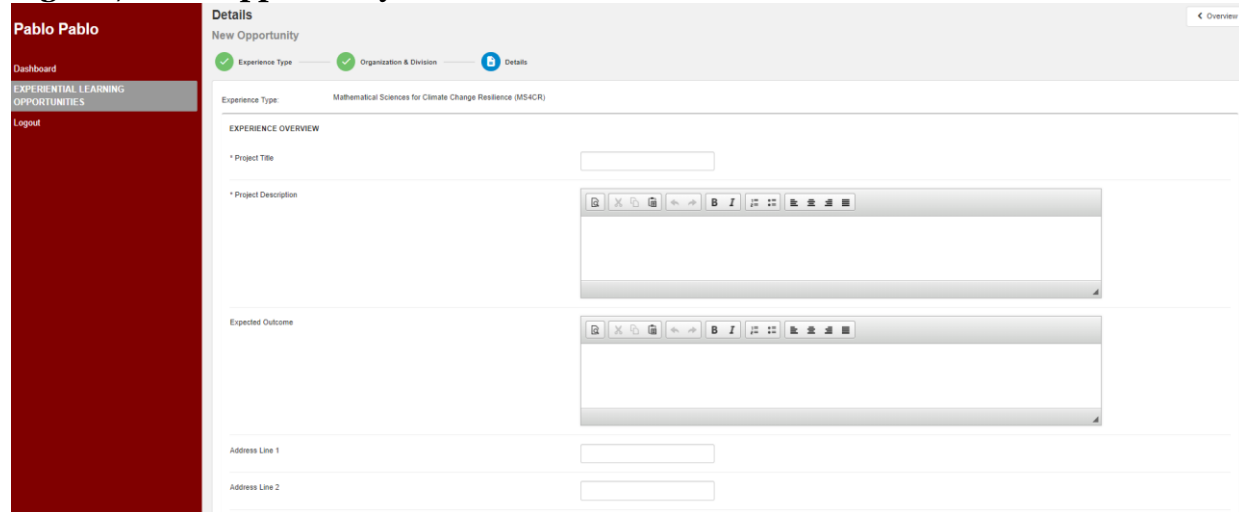
**Figure 5: Selection of Experience Type Page**

- d. Successful validation of the experience type will lead to a second validation. Users must click on the **Next** button as shown in **Figure 6** below to confirm and complete the process.

**Figure 6: Validation of Experience Type Page**

- e. After the user has confirmed the program type, the next step is to post the new opportunities (one or more) on the site. A form depicted in **Figure 7** must be filled out with information about the organization and the available opportunities.

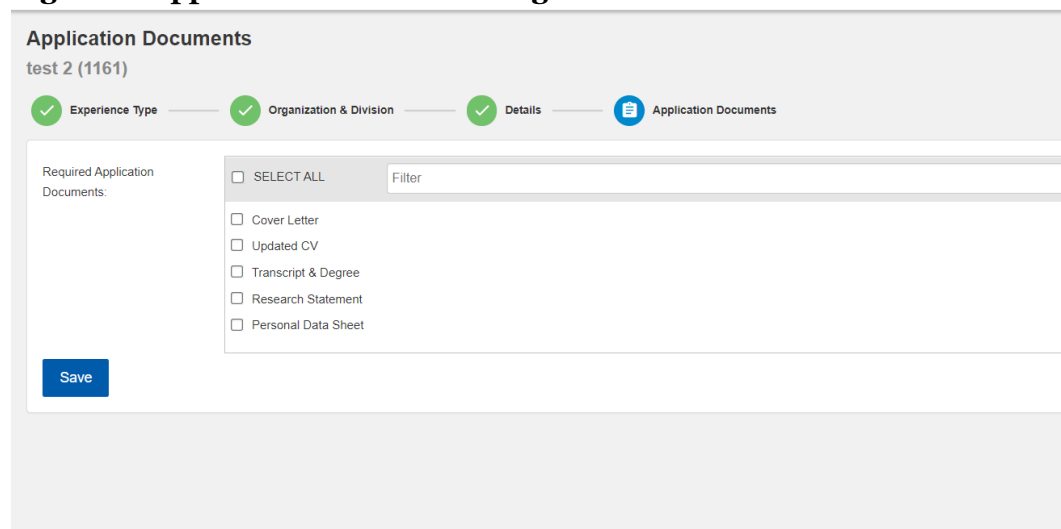
**Figure 7: New Opportunity Form**



To validate this process, users must click on the **Save** button at the bottom of the form.

- f. Users must choose among the proposed list of documents (**Application Documents**) that are required during the application process. To select a document, the user has to tick the boxes of the document types required. To confirm the required application documents, click the **Save** button as shown below in **Figure 8**.

**Figure 8: Application Documents Page**



#### 4. Candidate Selection

Interested individuals can begin applying for positions after they have been posted on the platform. The employer has the option of reviewing applications as they are submitted or after the deadline has passed. The steps for monitoring the applications are outlined below.

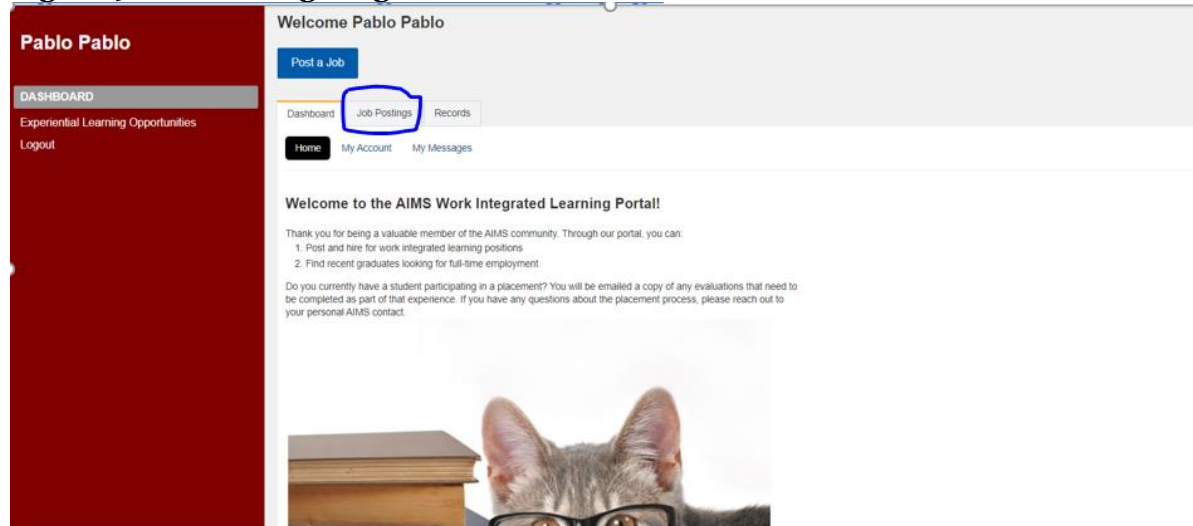
- a. Click on **Job Postings** Tab under the **Dashboard** menu to access the applications as shown in **Figure 9**.



# AIMS

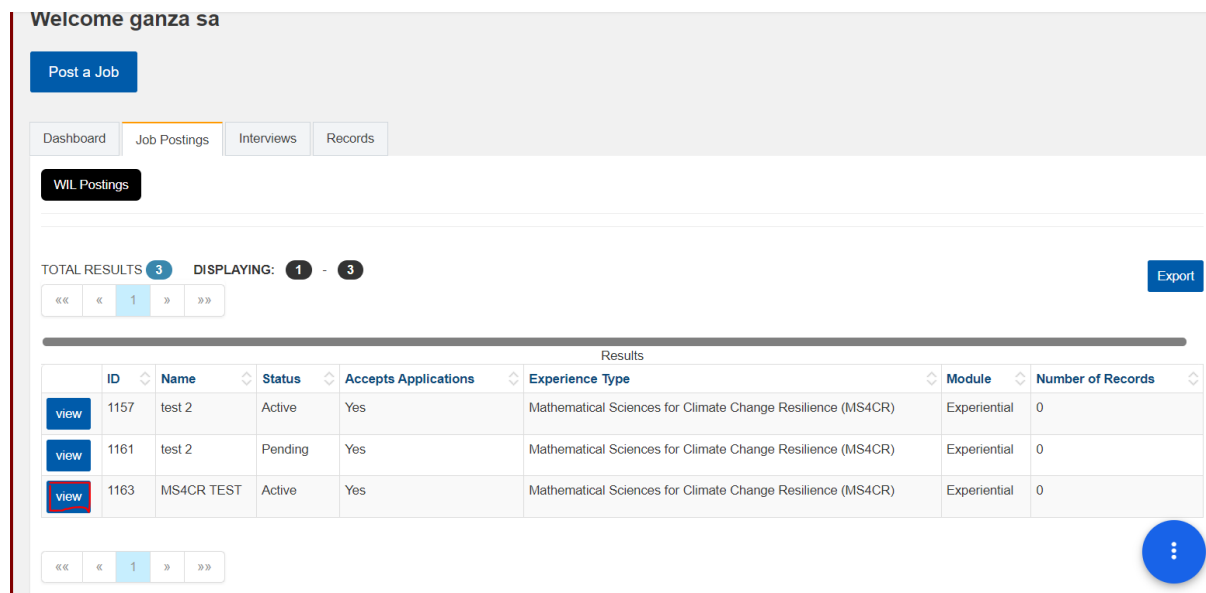
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**Figure 9: Job Postings Page**



- b. A list of WIL opportunities posted by the employer will be displayed, to check the details of the applications, users must click on the **View** button of each available WIL opportunity as shown on the screen in **Figure 10**.

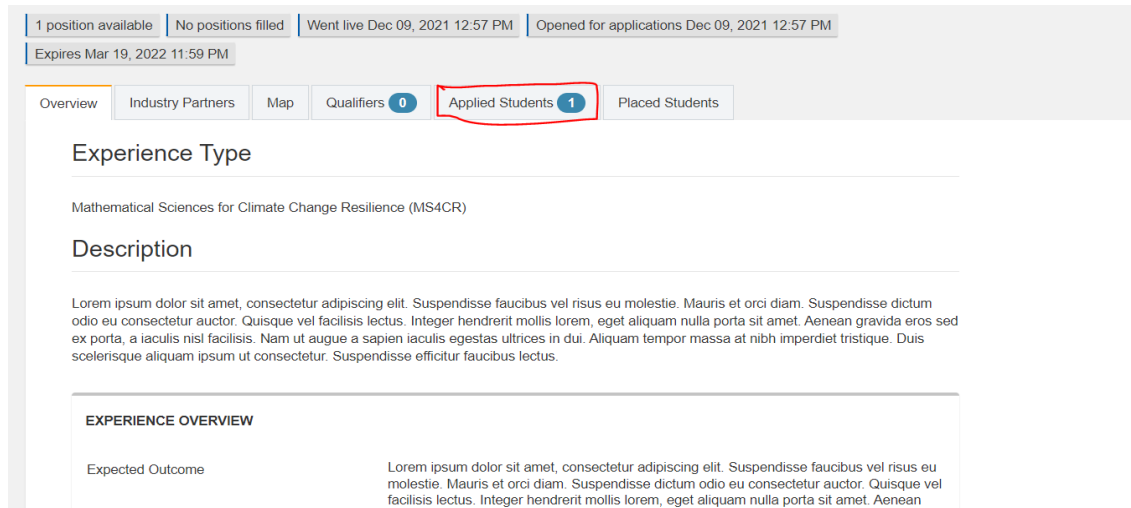
**Figure 10: Applications Monitoring Page**



- c. The next step is to check the details of applicants; the user clicks on the **Applied Students** Tab which also indicates the number of applications for each WIL opportunity; the applicants' details page is shown in **Figure 11**.

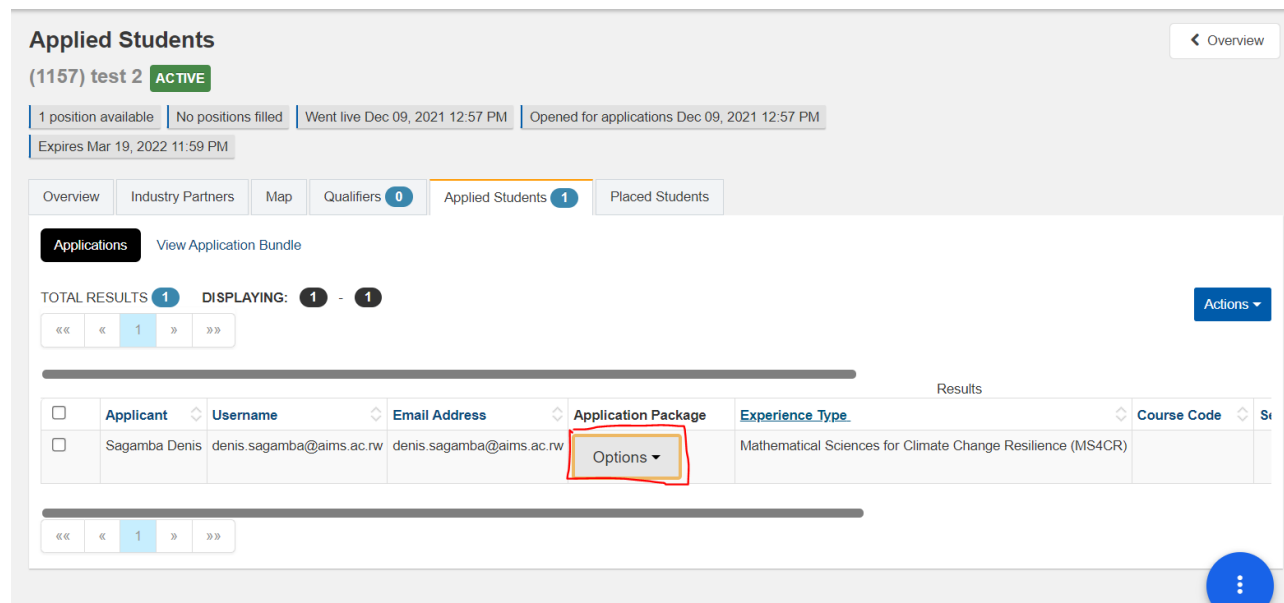


**Figure 11: Applications Details Page**



- d. Once users clicked on the **Applied students'** tab, all applications from interested candidates will be displayed. He/she will be able to see the candidates' details such as names, emails of applicants, application dates and all required application documentation submitted. To access the application documents, users must click on the **Options** button then **Download Package** as shown in **Figure 12**; a list of all required documents will be downloaded and saved to the user's local computer.

**Figure 12: Application Package Downloading Page**



## 5. Contact

The coordination team of the Mathematical Sciences for Climate Resilience Internship Program is available to provide any required support and assistance. All inquiries about this user guide should be sent to: [aims-ms4cr.internship@nexteinsteinst.org](mailto:aims-ms4cr.internship@nexteinsteinst.org). To facilitate follow up, all messages must be copied to these emails: [skayitaramirwa@nexteinsteinst.org](mailto:skayitaramirwa@nexteinsteinst.org) and [dsagamba@nexteinsteinst.org](mailto:dsagamba@nexteinsteinst.org).