

ENGAGING ENTREPRENEURIAL ECOSYSTEMS FOR THE YOUTH

Match-making tool

Deliverable No.	4.1
Due date	31.07.2024
Type	Report
Dissemination level	Public (PU)
Status	Final
Lead beneficiary	IAT – WH GE
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This project has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement No. 101100432

About this report

This document is a deliverable for the Ecosys4you project as part of working package 4 “Internships,” Task 4.1: “Development of the internship programme” by the Institute for Work and Technology of the Westphalian University of Applied Sciences. It presents a match-making tool for selecting start-ups and interns for the cross-ecosystem internship programme. Ecosys4you has received funding from the European Union’s Horizon Europe research and innovation programme under Grant Agreement No. 101100432.

Suggested citation:

Butzin, A., Flögel, F. & Rabadjieva, M. (2024): Match-making tool. Deliverable 4.1 of the project Ecosys4you – Engaging Entrepreneurial Ecosystems for the Youth, funded by the European Union’s Horizon Europe Research and Innovation Programme. Gelsenkirchen: Institute for Work and Technology.

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Overview

This report briefly describes the match-making process through which the Ecosys4you interns came into contact with the startups of the Ruhr entrepreneurial ecosystem. It describes how interns and startups were enabled to make choices that matched their interests.

The first part (Match-making I) covers the phase from the application to the mutual agreement between the intern and the startup. The second part (Matchmaking II) begins with the agreement and ends with the intern's first day at the startup.

1 Match-Making I: Getting to know each other

The illustration below (Figure 1) summarises the first phase of the match-making process. The journey started with the interns submitting an application in which they could indicate their sectoral interests, accompanied by a CV (Figure 2). This was an important guideline for the Ecosys4you team to be able to approach suitable start-ups. In an initial introductory meeting between the start-ups and the Ecosys4you team, the focus was on explaining the internship programme and asking whether the start-ups would be interested in being supported by an intern.

This approach resulted in a pool of start-ups that had expressed interest and were informed about the framework and duration of the programme. In the next step, start-ups were selected based on the interns' preferences, and the interns' CVs were sent to them to confirm that their competencies matched.

The interns were then contacted. They were sent links to the start-ups' websites and could choose between two start-ups or say they did not consider either suitable.

A video call was organised so the start-up and intern could get to know each other. Once both confirmed their interest in the internship by email, the first phase of the match-making process ended.

Lessons learned from phase I

Four out of six candidates were matched with a start-up. The option for declaring sectors of preference proved very useful for pre-matching the candidates with suitable start-ups. Only one candidate initially declined the preselected start-ups; however, after clarifying his area of interest and competencies, the team quickly arranged a suitable internship. This experience underscored the need for clear communication of interest and competencies from the interns and requirements from the start-ups. Furthermore, depending on the candidates' age and previous experience, it could be beneficial to provide them with clear guidelines about the structure, content and necessary format for the CV. A dedicated contact person should constantly communicate with the candidates to ensure their commitment, answer their questions or get informed if they decide to drop out of the process. Two out of six candidates in the first round retracted their application during the start-up searching process. One was due to a different job opportunity, and the other was without feedback.

Figure 1. Match-Making I

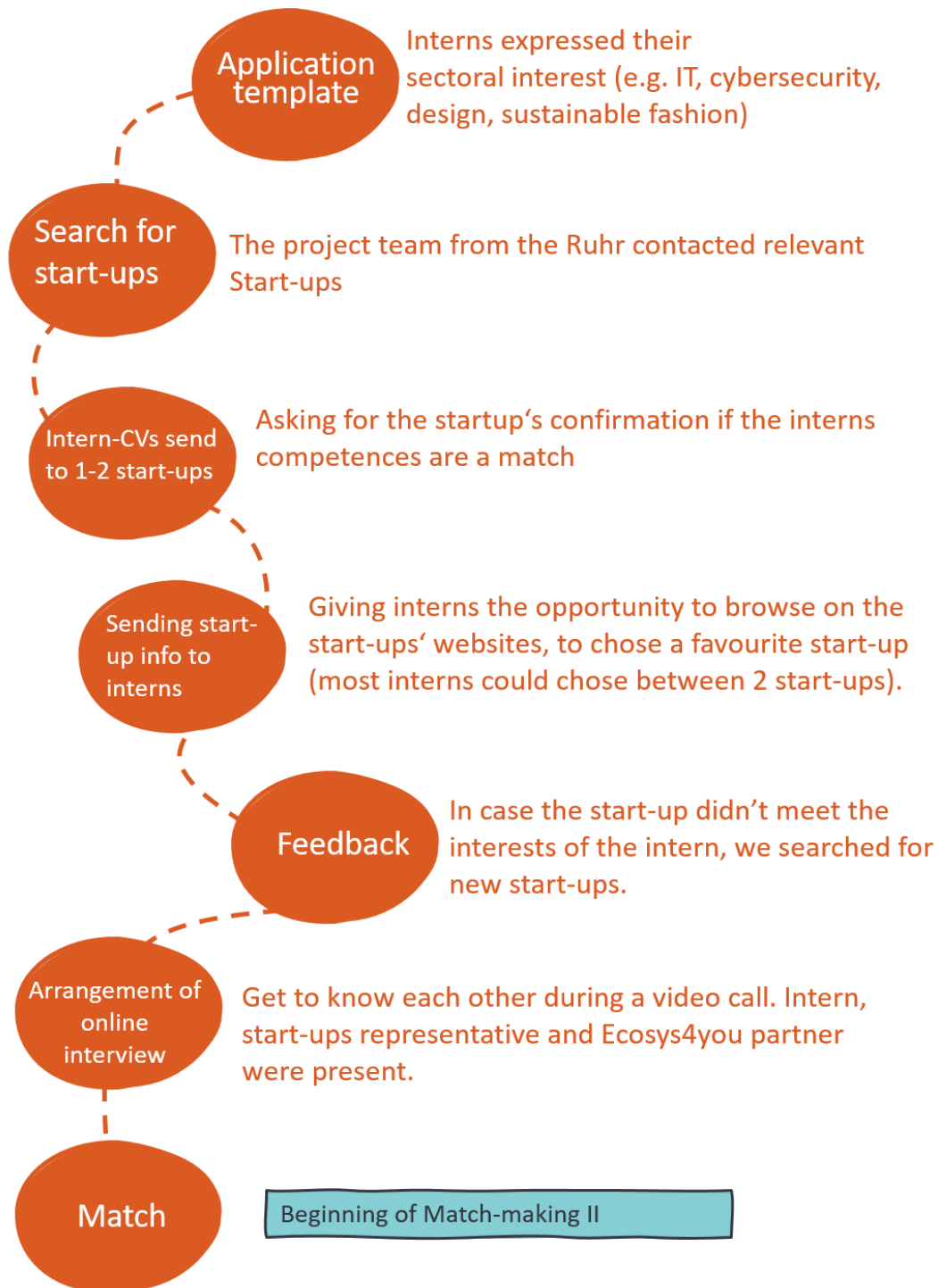





Figure 2. Application Form



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Application Form

We welcome students from Slovenia and the Varna Region in Bulgaria who are passionate about entrepreneurship, innovation, and making a positive impact on the world. English (and/or German) language is required.

Approximate desired internship period (min. 8 weeks, max. 12 weeks) starting August 1st to October 31st, 2024

Submit your expression of interest until **30 April 2024**.

Don't forget to include your **CV (resume)**, the preferred dates and duration of your stay, a brief statement on why you're passionate about entrepreneurship and click the box in which sector you would like to do the internship.

First name *

Surname *

E-mail address *

Name of university

Study programme


Age *


Choose your Sector (multiple answers possible)

- IT & Cybersecurity**
- Engineering**
- Design**
- Social Business**
- Sustainable fashion**

Not in list

Approximate desired internship period (min. 8 weeks, max. 12 weeks)

Start 

End 

Language Skills

English (required) *

- Native speaker**
- Business fluent**
- Good**

German (additional)

- Native speaker**
- Business fluent**
- Good**
- No Knowledge**

Cover letter with a brief statement on why you're passionate about entrepreneurship and the selected sector(s) (2000 letters)

CV / Resume

Further competencies (multiple answers possible)

- MSOffice Skills
- Social Media
- Web-Design
- Accounting
- Marketing & Sales
- Problem-solving
- Flexibility
- Team oriented
- Integrity & trust
- Business strategy knowledge (study in economics)
- Medical-tech background
- Administration knowledge

Comments and questions

Submit

2 Match-Making II: Tracklist and Ecosys4you agreement

Phase II focused on supporting the interns in finalising their trip to Germany and enabling a smooth internship start. The tracklist and the agreement were used for coordination. It was particularly important to record the communication between the intern, the company, the international offices of the universities, and the project partners. This ensured that all steps were taken and that all information could flow to the relevant people. The track sheet below was the core of the process.

Personal information of the intern

Name	
E-Mail	
Mobile phone	
Name of higher education institution (HEI)	

Step company I: Match-making confirmation

Name of the hosting company	
Contact person	
E-Mail	
Phone number	

Step company II: Internship contract with the hosting company

Duration of the internship	
Address of the internship location	
Working time	
Additional important arrangement	

Step ERASMUS + I: Application for the ERASMUS+ scholarship

Name of ERASMUS + coordinator	
Contact details	

Step ERASMUS + II: ERASMUS + learning agreement

Additional important arrangement	
----------------------------------	--

Step accommodation: Settlement of the accommodation



Address of the accommodation	
Date of arrival and departure	
Contact person upon arrival	

Step buddy: assignment of the buddy



Name of the Buddy	
Contact details	
Name of buddy's HEI	
Buddy's field of study	

Final step: Ecosys4you programme agreement



I hereby confirm that:

- *I will be present (in person) for the duration of the internship at the hosting company*
- *I have signed the necessary contracts (internship contract and ERASMUs+ learning agreement)*
- *the above-mentioned information is correct*
- *I have the necessary insurance [valid health insurance that covers Germany]*
- *I will participate in the side-programme of the Ecosys4you project, including the „Mind Mining Ruhr“ – Hackathon on 21 to 22.09.2024 and the Ruhrstartupweek opening event on 23.09.2024 in Gelsenkirchen*
- *I will provide feedback to the Ecosys4you internship team as a testimonial and for the scientific evaluation (for example, a written report, pictures and statements for the website).*

.....

.....

Place, Date

Place, Date

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.....

Signature Intern

Signature Ecosys4you

Imprint

Publisher and Contact

Grant number: 101100432

Project duration: Jun 2023 - Mai 2026

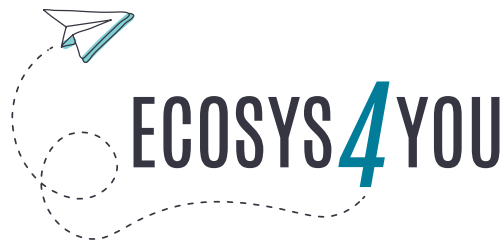
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Ecosys4you – Engaging Entrepreneurial Ecosystems for the Youth (2023-2026) strives to bridge the entrepreneurial ecosystems of the Ruhr, Germany, Varna, Bulgaria and Slovenia by connecting young founders, start-ups, HEIs and other ecosystem actors.

Consortium



Funded by



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