

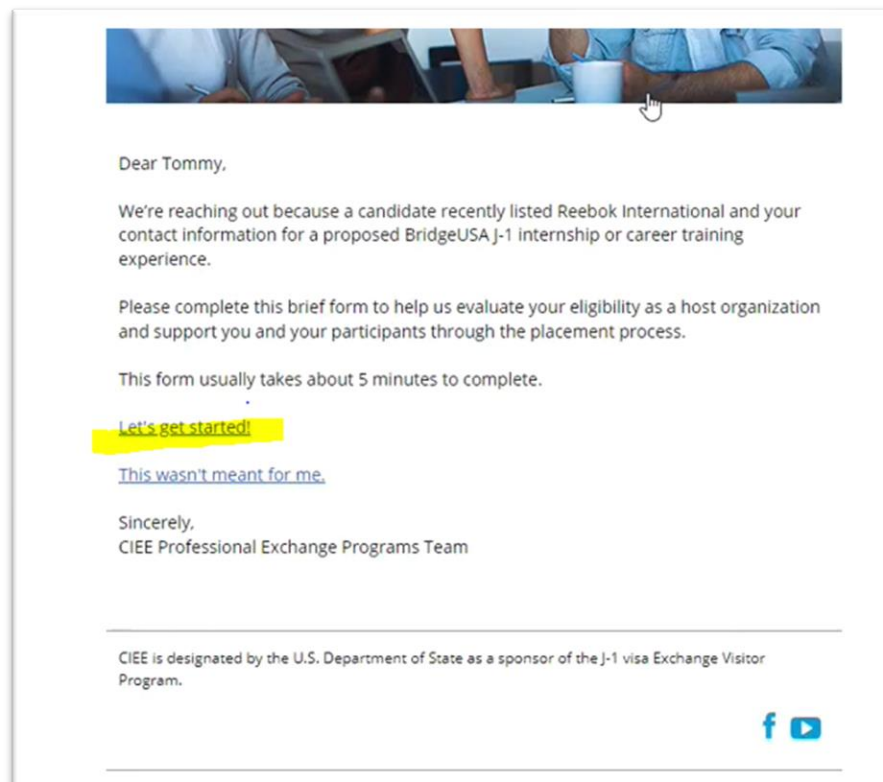


Beacon Host Portal User Guide for Host Organizations

Welcome to Beacon!

- a. The Participant and/or their International Representative have taken the first steps in Beacon and they will have added your contact information
- b. If you (the Host Organization (HO)) are new to Beacon, then you will be asked to complete a 5-minute Host Evaluation survey (received via e-mail). This e-mail is sent to the address that the participant or International Representative provided in Beacon when registering you as their Host.

Completing The Host Evaluation Survey



- a. You will receive an e-mail like the shown above. Please click “Let’s get Started.”
- b. Complete the Host Organization information
- c. Host Supervisor information should be pre-populated and the Host should be able to click “Confirm & Next”

The screenshot shows a web form titled "HOST SUPERVISOR" in blue. Below the title is a red instruction: "Please review the contact details provided by the candidate." The form contains several input fields with labels and asterisks indicating required fields:

- Host Contact First Name *: Input field containing "Tommy".
- Host Contact Last Name *: Input field containing "Settergren".
- Host Contact Email *: Input field containing "cleebeacontest+tommysettergren@gmail.com".
- Phone *: Input field containing "(717) 171-7171".
- Host Contact Title *: Input field containing "Cook".

At the bottom of the form are two orange buttons: "<< Back" and "Confirm & Next >>". The "Confirm & Next >>" button is highlighted with a red rectangular border.

- d. Host Organization Specifics will need to be completed as shown in the image below:
 - i. **Important:** Please note that if the Host has a parent company, that information will need to be listed on this page

HOST ORGANIZATION SPECIFICS

These questions help us understand your organization and the internship experience you would provide the candidate.

Industry *

Architecture and Design

Do you have an established commercial office space? *

☐ Yes ☒ No

Are you able to provide a commercial office space for at least 3 days per week for the duration of the program? *

☐ Yes ☐ No

Can you provide in-person, non-remote training (this is required for visa sponsorship)? *

☐ Yes ☒ No

How many full time employees work at your location? *

Does your company have a parent company? (example: CIEE Global versus CIEE Madrid) *

☐ Yes ☐ No

<< Back Confirm & Next >>

- e. You will then be asked to complete the Hosting Details page
 - i. **Important:** This information is not required, but will help CIEE staff gain a better understanding of the HO

HOSTING DETAILS

We'd love to learn more about your hosting interests, but none of the below information is required.

Are you interested in hosting other participants?

SELECT INTEREST

When would you like to begin hosting?

SELECT WHEN TO BEGIN HOSTING

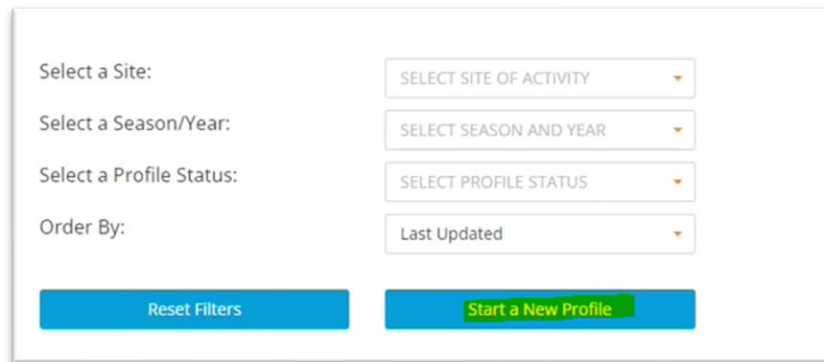
Any specific questions for CIEE?

- f. You can return to any of the previous screens during the evaluation survey to edit your responses if necessary.
- g. Once complete, you will then choose to "Submit to CIEE"

- ii. Responses to the Host Evaluation survey cannot be edited until after CIEE has reviewed the submitted survey
- h. Once accepted as a CIEE host, the Host Organization will receive a **second** e-mail asking them to create a password for Beacon
 - i. You are now able to access the Host Organization Profile and can begin completing that section!

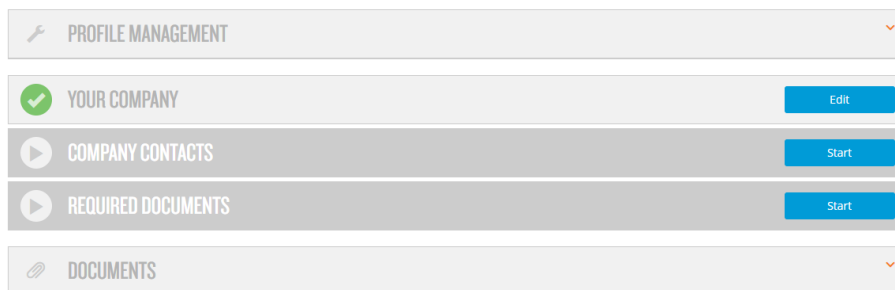
Creating The Host Organization Application in Beacon

- a. You will now be asked to login to Beacon and choose the option to “Start a New Profile”



The screenshot shows a web interface with four dropdown menus on the left and two buttons on the right. The dropdown menus are labeled: 'Select a Site:', 'Select a Season/Year:', 'Select a Profile Status:', and 'Order By:'. The corresponding dropdown options are: 'SELECT SITE OF ACTIVITY', 'SELECT SEASON AND YEAR', 'SELECT PROFILE STATUS', and 'Last Updated'. Below the dropdowns are two buttons: a blue 'Reset Filters' button and a green 'Start a New Profile' button.

- i. Adding a new Host Profile will allow the host to create a specific profile for the new Intern/Trainee product.
- b. You will then begin to complete the three different sections within the Beacon Host Profile



The screenshot shows a sidebar menu with five items: 'PROFILE MANAGEMENT' (with a wrench icon), 'YOUR COMPANY' (with a checkmark icon), 'COMPANY CONTACTS' (with a play icon), 'REQUIRED DOCUMENTS' (with a play icon), and 'DOCUMENTS' (with a paper icon). Each item has a corresponding button to its right: 'Edit' for 'YOUR COMPANY', and 'Start' for 'COMPANY CONTACTS', 'REQUIRED DOCUMENTS', and 'DOCUMENTS'.

- c. Each of the sections will expand by selecting them and you will be prompted to fill in the information. We recommend starting from the top (“Your Company”) and working down the profile
- d. Below is an example of how the sections expand and what type of information is asked to be completed

e. Once all of the categories are completed, you will now be able to submit the application for CIEE to review

Helpful Tips and Tricks

- I. It's important to note that the host experience photo will appear at the top of the Host application (ex. photo of the host location, group photo of staff, etc.) versus the company logo, which will be viewable at the top of the Beacon page adjacent to the CIEE logo
- II. Both images are uploaded in the tab entitled "Your Company"
- III. Each of the categories must be **Green** before the application is ready to be submitted to CIEE for review.

IV. Please note that the steps outlined above are separate from the Training Plan.

V. The Training Plan will require your attention **after** you have successfully submitted the Host Organization Profile in Beacon.

For any additional questions, please contact: INT-PCT@cjee.org