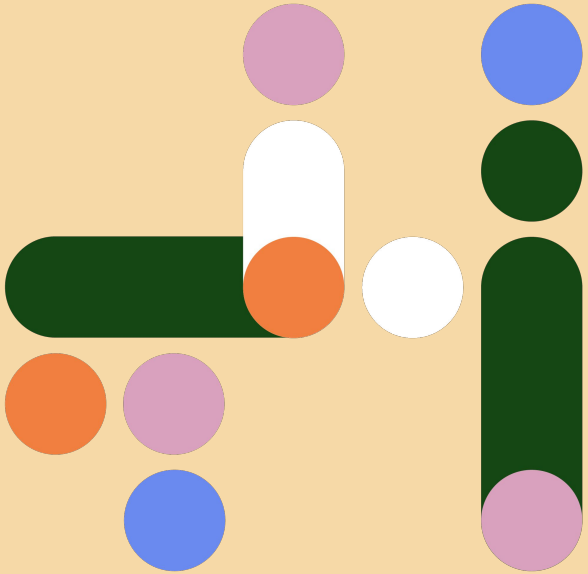
Forage formerly InsideSherpa

Referencing Policy

How to showcase your participation in Virtual Experience Programs on your CV and Linkedin.



Welcome to the Forage Referencing Policy! 👋

A great benefit of your participation in Virtual Experience Programs is

that upon completion, you can add each program to your CV and Linkedin profile!

Though remember...a condition of your participation in every Virtual Experience Program is that you agree to comply with this Referencing Policy.

This policy is broken into 3 sections:

1. CV Policy

2. Linkedin Policy

3. Social Media

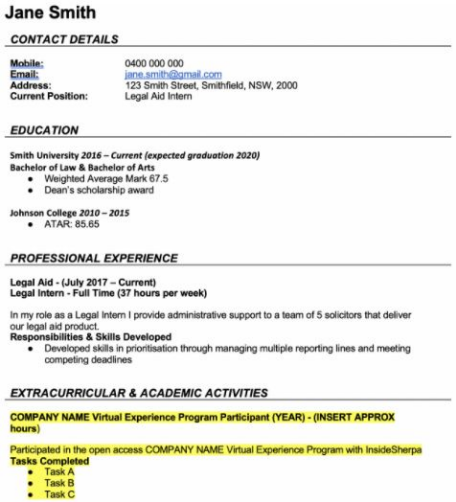
Section 1: CV Policy

Upon completion of a Virtual Experience Program, you may add it to your CV in accordance with this policy.

Include in ‘Extracurricular Activities’ section

If you decide to include your Virtual Experience Programs on your CV.

- Alternatively, you can identify it as a ‘Certification’ or ‘Achievement’
- You must refer to your Virtual Experience Programs using the wording provided below.
- We are working on updating your CV to have a new look and feel over the coming weeks



Jane Smith

CONTACT DETAILS

Mobile: 0400 000 000
Email: jane.smith@gmail.com
Address: 123 Smith Street, Smithfield, NSW, 2000
Current Position: Legal Aid Intern

EDUCATION

Smith University *2016 – Current (expected graduation 2020)*
Bachelor of Law & Bachelor of Arts
- Weighted Average Mark 67.5
- Dean’s scholarship award

Johnson College *2010 – 2015*
- ATAR: 85.65

PROFESSIONAL EXPERIENCE

Legal Aid - (July 2017 – Current)
Legal Intern - Full Time (37 hours per week)

In my role as a Legal Intern I provide administrative support to a team of 5 solicitors that deliver our legal aid product.
Responsibilities & Skills Developed
- Developed skills in prioritisation through managing multiple reporting lines and meeting competing deadlines

EXTRACURRICULAR & ACADEMIC ACTIVITIES

COMPANY NAME Virtual Experience Program Participant (YEAR) - (INSERT APPROX hours)

Participated in the open access COMPANY NAME Virtual Experience Program with InsideSherpa
Tasks Completed
- Task A
- Task B
- Task C

Extracurricular Activities
[Insert Company Name] Virtual Experience Program Participant
[Year of Completion] - [Insert Approximate hours]

Participated in the open access [Insert Company Name] Virtual Experience Program with Forage.

Tasks Completed include:
- Task A
- Task B
- Task C

❌ You must **not** include any Virtual Experience Program as work experience or employment on your CV.

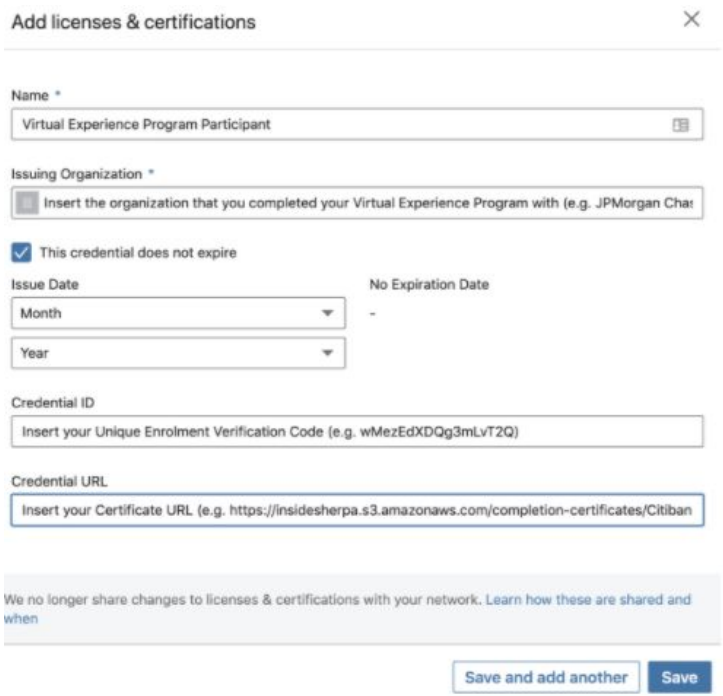
Forage

Section 2: LinkedIn Policy

Upon completion of a Virtual Experience Program, you may add it to your Linkedin Profile in accordance with this policy.

Include in ‘Licenses & Certifications’ section.

If you decide to include your Virtual Experience Program on your Linkedin Profile



Licenses & Certifications

Name: Virtual Experience Program Participant

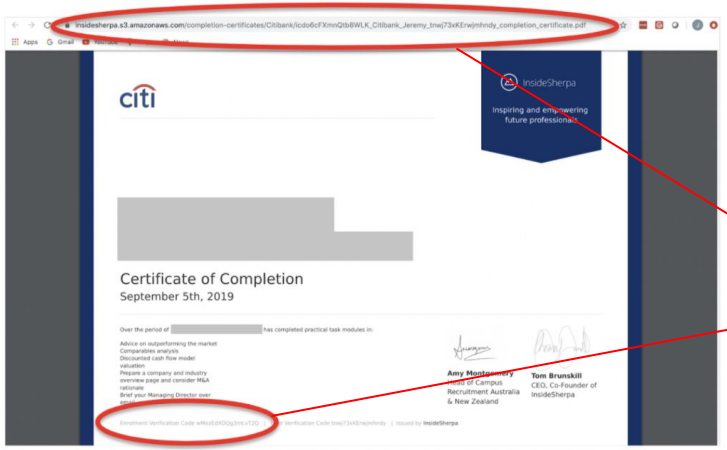
Issuing Organisation: [Insert the organisation that you completed your Virtual Experience Program with]

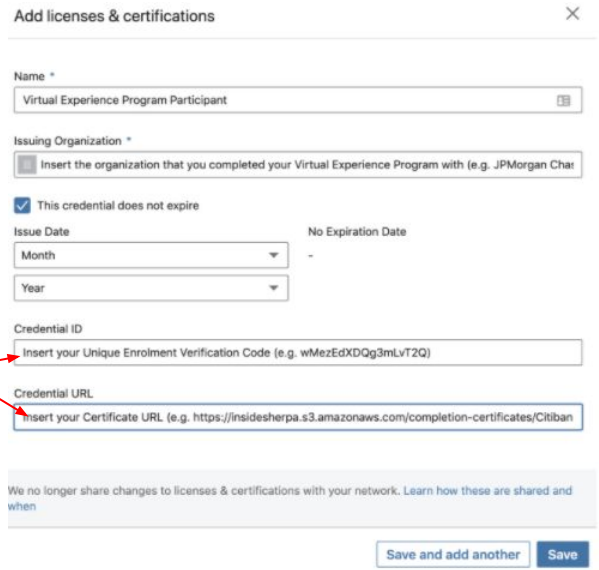
Credential ID: [Insert your Unique Enrolment Verification Code (e.g. wMezEdXDQg3mLvT22Q)]

Credential URL: [Insert your Certificate URL (e.g. https://insidesherpa.s3.amazonaws.com/completion-certificates/Citibank)]

❌ You must not include any Virtual Experience Program as work experience or employment on your Linkedin Profile.

You can find use your URL and Credential ID from your program completion certificate found here.

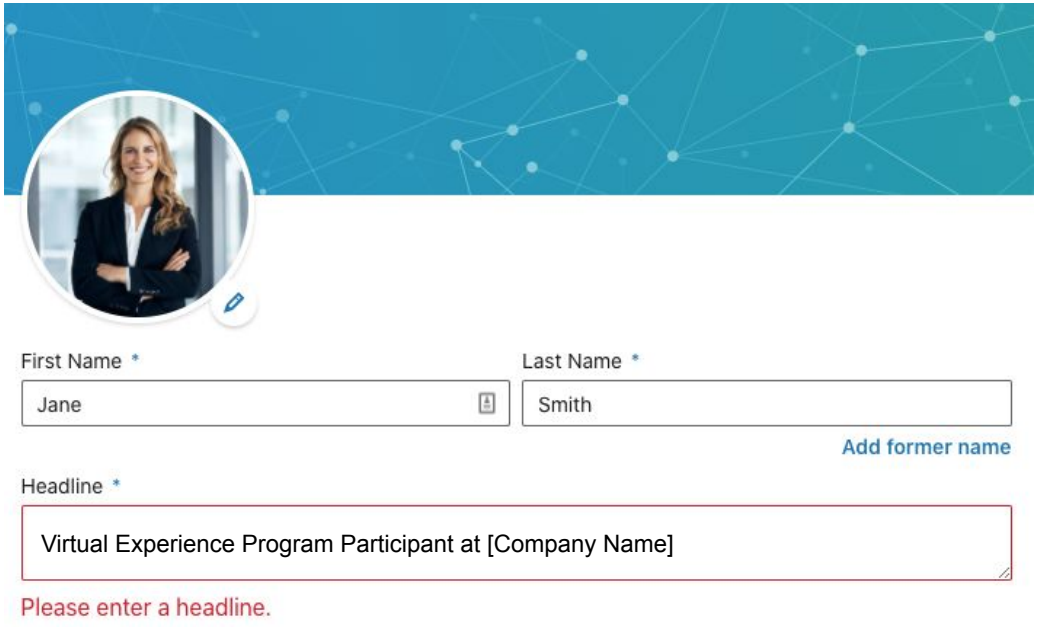




Note: We are working on updating our Completion Certificates and the credentials URL from 'InsideSherpa' to Forage over the new few weeks. However, rest assured, your InsideSherpa remains valid!

Refer yourself as “Virtual Experience Program Participant”.

If you want to include your participation in your Virtual Experience Program in your Linkedin profile headline.



Section 3: Social Media Policy

Upon completion of a Virtual Experience Program, you can post about the experience and share your story with your network however you wish!

Virtual Experience Programs are a fantastic way to get to know a particular organization and truly understand an industry. Organizations love seeing students sharing their achievements on social media and reading about your experience in their program.

Completing a Virtual Experience Program is something to be proud of!

It’s an experience to share with your network and one that deserves to be celebrated. So get creative with it!

Here’s how...

Social Media Platforms to post to

Here are 5 main ones:

Linkedin

Blog Posts

Twitter

TikTok

Instagram

We’ve provided a few ideas to help get the creative juices flowing. We always try to like, share and comment on as many posts as possible to expand your reach and help your posts be seen by our network of world leading organizations and recruiters.

LinkedIn

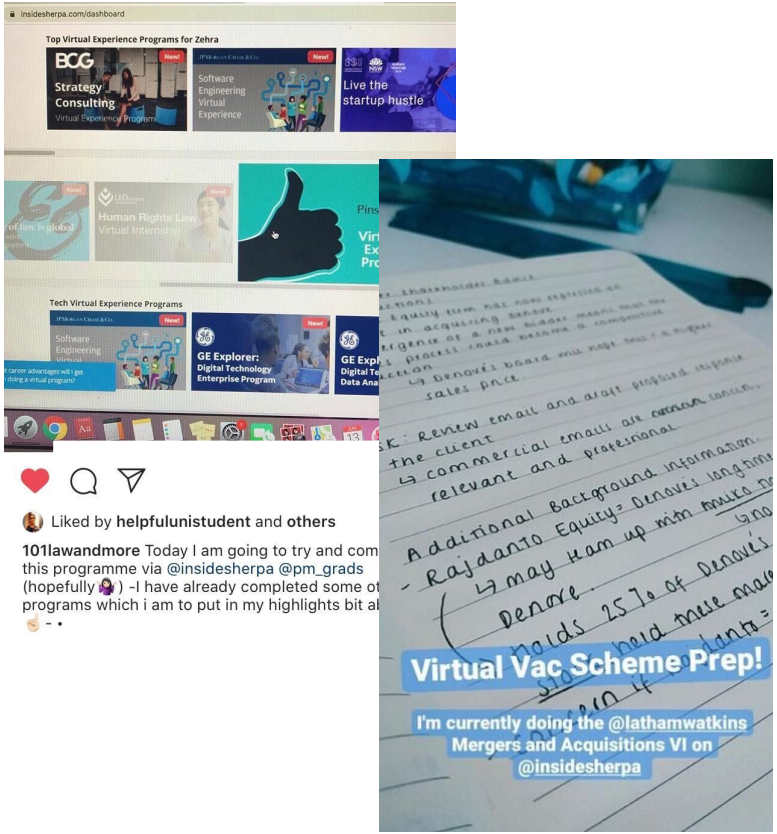
- Share your certificate and a story about your experience as a Linkedin post.
- Employers frequently use Linkedin, so this is a great way to highlight your interests, your skills and your motivation.
- Include a screenshot of your certificate and a link to the program so that people in your network can check out the program that you've completed.

Twitter

- A great way to share that positive feeling of completing a program is by tweeting about it.
- We challenge you to find a GIF that just perfectly captures the emotion.

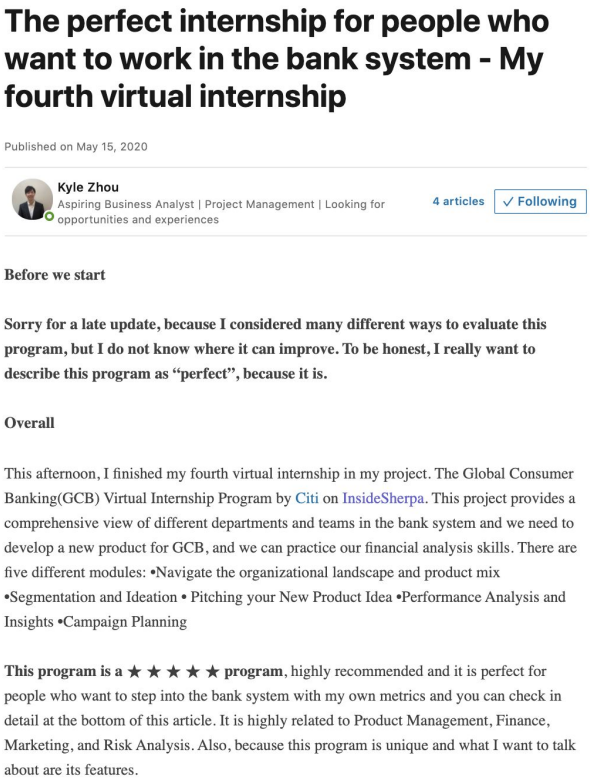
Instagram

- This is the place to go and really get creative with it.
- We've seen incredible posts and stories ranging from students laminating their certificates to doing a happy dance!



Blog Posts

Want to go a bit deeper and share your learnings from a Virtual Experience Program with your network? A blog post is the perfect way to go.



The perfect internship for people who want to work in the bank system - My fourth virtual internship

Published on May 15, 2020

Kyle Zhou
Aspiring Business Analyst | Project Management | Looking for opportunities and experiences

4 articles ✓ Following

Before we start

Sorry for a late update, because I considered many different ways to evaluate this program, but I do not know where it can improve. To be honest, I really want to describe this program as "perfect", because it is.

Overall

This afternoon, I finished my fourth virtual internship in my project. The Global Consumer Banking(GCB) Virtual Internship Program by Citi on InsideSherpa. This project provides a comprehensive view of different departments and teams in the bank system and we need to develop a new product for GCB, and we can practice our financial analysis skills. There are five different modules: •Navigate the organizational landscape and product mix •Segmentation and Ideation • Pitching your New Product Idea •Performance Analysis and Insights •Campaign Planning

This program is a ★ ★ ★ ★ ★ program, highly recommended and it is perfect for people who want to step into the bank system with my own metrics and you can check in detail at the bottom of this article. It is highly related to Product Management, Finance, Marketing, and Risk Analysis. Also, because this program is unique and what I want to talk about are its features.

TikTok

We’re newbies in the TikTok world, but we just love having a laugh and seeing the awesome content that students create about their Virtual Experience Programs.

Got more questions?

Reach out to help@theforage.com.

Forage formerly InsideSherpa

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