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**NSITE Sourcing Specialist Certificate Program**

**Open Enrollment  
In Partnership with Bristol Myers Squibb**

[NSITE](https://nsite.org/) and Bristol Myers Squibb offer for the third time the [NSITE Sourcing Specialist Certificate](https://nsite.org/training/sourcing-certificate-program/) virtual training program, a 20-week program that provides the education, training, and an integrated eight-week work experience with the Bristol Myers Squibb talent acquisition team that is needed to enter a career in Candidate Sourcing in the field of Talent Acquisition and Recruiting.

**Program Start Date: TBD apply now and get on the list**

**Program End Date: TBD apply now and get on the list**  
**Tuition: $5,500.00**

* If you are an **employee of an NIB associated Nonprofit Agency**, you may qualify for an NIB Training and Professional Development grant. NSITE will be able to provide additional guidance to qualified applicants.
* If you have an open case with a **State Vocational Rehabilitation Agency**, NSITE may be able to assist you in requesting tuition funding for this program through your VR Counselor.

**Tuition includes:**

* 12 weeks of blended virtual learning –
  + Self-paced online learning through Social Talent, an award-winning provider of Recruitment training
  + Weekly hour-long virtual instructor-led group sessions with a professional recruiter
* 8 weeks of Work Experience in Sourcing with Bristol Myers Squibb’s Talent Acquisition team
* Personal branding support (Resume and LinkedIn profile development)

**Achievement: After the successful completion of the 20-week program, graduates earn the NSITE Sourcing Specialist digital badge**

**Participants Learn: Sourcing skills such as basic, advanced, x-ray, and Boolean search techniques, conducting research, social sourcing, engaging talent, and automation in workflows.**

**Participants Require:**

* **Proficiency in the use of assistive technology (if applicable)**
* **Their own computer or laptop**
* **Good computer navigation skills**

**All NSITE programs are adapted for the learning styles of blind and low-vision learners.**

**All may apply. However, qualified applicants who are blind or have low vision receive enrollment preference.**

# Applicant information

Last Name:

First name:

Email address:

Street address:

City State:

Home Telephone:

Cell number:

Date of Birth put in mm/dd/yy format

# Employment information

Job Title

Manager/Supervisor Name:

Manager/Supervisor email :

Manager/Supervisor phone number:

Work hours

Work number (if one)

Do you have a Voc rehabilitation counselor?

Counselors' first name

Counselors' Last name

Counselors email

Counselors telephone number

# Applicant Background and Readiness

Why do you want to participate in the NSITE Sourcing Specialist Certificate Program?\*

Have you participated in remote training or classroom work similar? If so, please describe how you managed your time and responsibilities.

Explain how your interests and experience make you a good candidate for this program.

# Program Readiness

How are your skills with emails and Microsoft Office Suite, working with PDFs,Word, Excel? ( choose one)

* Basic
* Intermediate
* Experienced

How are your skills with emails and invites, i.e. google, outlook, yahoo other forms? ( choose one)

* Basic
* Intermediate
* Experienced

I am prepared to balance the responsibilities of my job/home and required coursework and turn in assignments on time, understanding that the class advances together based on everyone’s cooperation in adhering to due dates.

* Yes
* No

I am prepared to attend all online classes and events and meet the requirements of the program.\*

* Yes
* No
* Maybe

The program will meet as a group virtually with the instructor for at least one hour per week in the evening. Are you in agreement with that time commitment?

* Yes
* No
* Maybe

I am prepared to give the NSITE Sourcing Specialist Certificate Program my interest, effort and support for the duration of the program.

* Yes
* No

Do you have your own personal desktop or Laptop?

* Yes
* No
* Will need to acquire

# Assistive Technology

Do you require the use of assistive technology to navigate a computer or phone?

* Yes
* No

Which do you use more, the computer or a phone, for learning?

* Computer, Desktop, laptop
* Phone
* Both equally

What assistive technology do you use to read, work on a computer and navigate the internet?

* JAWS, Screen Reader, NVDA
* ZoomText
* Opensource
* CCTV
* Handheld Magnifier
* None

How would you rate your proficiency in using assistive technology?

* New User
* Intermediate
* Advanced
* Do not require assistive technology

Have you received any training on the use of your assistive technology within the past 2 years?

* Yes
* No

# Confirm and Apply

Please review and respond to each question below.

I have informed my vocational rehabilitation counselor about my application to this program.

* Yes
* No (please ensure that you contact them ASAP about your interest)
* Not applicable do not have a vocational rehabilitation counselor

Do you have a complete profile (including a resume) on the NSITE Connect job board?

* Yes
* No

Do you have a LinkedIn profile?

* Yes
* No

Please send a copy of your resume with this application (Please no ODT or ODS files)

## Voluntary Demographic Information

Gender

* Male
* Female
* Genderqueer/Non-binary
* I do not wish to self-identify

Race/Ethnicity

* White
* American Indian or Alaska Native
* Asian
* Black or African American
* Hispanic of Latino
* Native Hawaiian or Other Pacific Islander
* I do not wish to identify
* Other:

What is your highest Education level?

* High School or equivalent
* Some college, no degree
* Bachelor's degree
* Graduate degree
* Technical/Trade school
* I do not wish to identify

Please submit with resume to [rhowie@nsite.org](mailto:rhowie@nsite.org) no ODS or ODT files