

WELCOME KIT

MASA CAREER GUIDE



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INTRODUCTION

Dear Fellow,

We understand that relocating to a new country can come with its difficulties. Therefore, we've assembled the "Masa Career Guide" to help further your success while you're on your Masa program. In this guide, you will find tips, guidance, and insights from internship placements to visas, workplace culture, networking events, Leadership Summits, and more. We hope you find some answers to your questions and wish you lots of luck and success on your program.

Best wishes,

The Masa Career Team



MASA INTERNSHIP IN ISRAEL

Are you interested in an internship in Israel? Masa Israel Journey offers hands-on internship opportunities that put you to work directly with leaders in the Startup Nation. There's no better international experience than living like a local. Masa provides our Fellows with internship placement and offers logistical support, advisors, counselor staffing, and an immersive educational framework to help structure your new international life as a Masa Fellow. Whether you're seeking to get ahead in your current field or explore something new, our career advisors will help you find the perfect internship opportunity in Israel.

ABOUT MASA'S INTERNSHIPS IN ISRAEL

Masa helps place Jewish college students and graduates in a large variety of highly coveted, exclusive internships with leading Israeli companies and government organizations. Masa interns live in Israel for 4 – 10 months and gain valuable interning experience directly relevant to their industry.

In addition, Masa Career also offers paid programming. These include Fast Track Pro, Masa Remote, and MasaTech. These are available to fellows who already have work experience, as opposed to traditional Masa Career internship programs.



YOUR FIRST STEP IN FINDING YOUR INTERSHIP IN ISRAEL

Explore the many internship placements available today using the search engine below.

https://www.masaisrael.org/job_cat/internship-en/

When you find an internship that interests you, add it to your cart (you can choose up to 5 placements). When you are finished, click "Choose Your Internship Program," and you will be redirected to choose an internship program provider*.

After choosing your program provider, a placement coordinator will assist you in finding the right internship for you. Before being interviewed by your potential mentor, we suggest you prepare and use the "Interview Prep" guide attached to this document.

Remember, participating in the Masa Career program will help you in your future path. Try to be open-minded and flexible. We've witnessed over the years that the most powerful experiences for our fellows have happened for those who came willing to explore with an open mind.

After finding your placement, we encourage you to keep exploring and finding ways to perfect your experience. We are positive that your ideas and solutions will be welcomed at your chosen placement and that you will bring tangible value to your company.



THE INTERNSHIP PLACEMENT PROCESS:

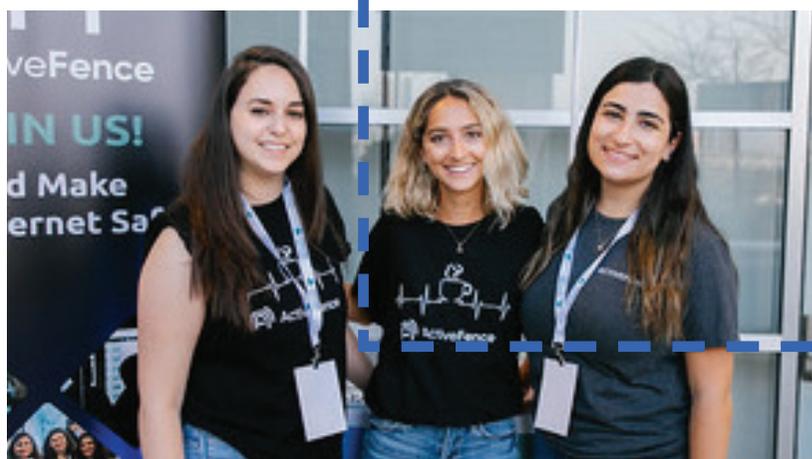
1. Once you're officially signed up for the program, your internship placement coordinator will connect with you if they haven't already done so. On the consultation call, let them know what you're looking for, and they will let you know how they can make your time in Israel as beneficial as possible. It might take some time in the beginning to find you an internship but don't worry because it will happen. :)
2. After your consultation call, your placement coordinator will send you a few internship options based on your discussion. The options might be exactly what you're looking for, or a little different. However, there might be a good reason why they sent it that you can inquire about. For example, a previous fellow might have had an excellent experience there before you, and your placement coordinator thinks it could also work for you. Ask them if you have any doubts! It will help them help you. Don't forget – you both have the same goal; to find you the best internship quickly and efficiently.
3. Flexibility and patience are key! The Israeli work environment is unique – it's fast and accomplished, but it might not always feel very organized. The concept of time is also different compared to other cultures. They might move around meetings more often than what you are used to. However, you should always try and be on time. In addition, connecting with a company or receiving an answer from a company after an interview may take some time too. Plus, don't forget - even if you don't see it, your internship placement coordinator also works behind the scenes to find you the right placement.
4. Interview stage – you will get connected with a company that sees potential in your CV and sees you suitable for their open internship position. Make sure to read the internship prep before your call!
5. During your placement process, you can also look for internships by contacting contacts through connections on LinkedIn and land an internship yourself! Masa loves connecting with new companies, and we will gladly add them to our pool of collaborators.
6. One of the beauties of the Startup Nation is that you can try yourself at a smaller, unknown startup and gain tremendous experience.
7. Once you've landed your internship, make sure to arrive on time on your first day.
8. Meet with your supervisor on your first day or in the first week! This is a good time to remind them of all upcoming Masa and organizer events, which may fall on a workday.
9. Use your placement coordinator's expertise to your advantage. They are there to help you solve any problem that might arise during your internship.

WHAT CAN I DO TO PREPARE MYSELF BEFORE MY ARRIVAL?

1. Connect with Israelis for more information about your job, work environment, and culture. Ask what you should prepare for. If you decide not to consult with others, just be open-minded and enjoy getting acclimated to a new culture.
2. You can reach out to your employer before your start date and inquire about a few things beforehand. For example:
 - What is the Dress code?
 - Who will be my contact person in the company?
 - Whether they have marketing material or YouTube videos, they suggest you watch them to familiarize yourself with the company.
3. Connect with Masa's Community on social media
<https://www.facebook.com/groups/346294312056467>.
4. Speak to Masa alumni! Your coordinator can connect you with one who speaks your language, works in the same field, or once was on the same program. Maybe even all three!

SEE HOW FORMER MASA FELLOWS MADE A DIFFERENCE!

<https://www.algemeiner.com/2020/07/30/young-global-jewry-at-forefront-of-fight-against-covid-19/>



WHAT TO EXPECT FROM YOUR INTERNSHIP

You can land an internship in any sector. Here are some of the descriptions of each:

- **NGO** | NGOs usually depend on funding and work with lower budgets. The number of employees will also most likely be less compared to a high-tech company. However, this way, you can really familiarize yourself with most of your colleagues and develop a nice working relationship with them. This will be to your advantage, and you will be able to inspire your own ideas and lead big projects. Your time will be valued and appreciated at your chosen organization.
- **High-tech** | Working in high-tech in Israel will allow you to experience the Israeli work mentality and culture from a different perspective. You will have the chance to work closely with your supervisor, learn from them, and be able to share your own ideas and experiences. A perk of working in Israel means a lesser emphasis on office hierarchies, which means you should feel comfortable sharing your ideas with your boss or his/her boss without having to go through "official" channels. Some days might be less intense compared to others, but here too, we encourage you to ride the wave, ask questions and try to soak in as much as you can. If you feel that your chosen internship isn't the right option for you after all, please contact your placement coordinator, who can help you figure out another solution.
- **Medical** | Internships in the medical field are usually focused on assisting staff members. You will be placed in a hospital and work closely with your supervisor. This is an excellent way for you to familiarize yourself with the complexities of Israel in an intense, challenging, but rewarding setting. We are positive that you will be able to gain much of this experience as you will experience what it's like to work in the Israeli health system.
- **Startups** | Startups are usually smaller and work differently than established companies. Since fewer people work for the company, you will probably find yourself doing many different tasks and exploring many different fields. This is a great way to gain hands-on work experience and try yourself in various fields. Working in a startup means that you might work at a desk with the company's managers and CEOs. Don't be afraid to come up with ideas and solutions. By joining the team, you'll learn how a young business operates and gain some invaluable experience.
- **Kindergartens/Education** | To a certain extent, schools and kindergartens work differently in every culture. However, ultimately, children are the same everywhere. They require lots of patience, good energy, and creativity. Working with children is also a great way to improve your Hebrew skills with the children.
- **Safety/security companies** | Whether it's a tech company, a governmental organization, or a law firm, you might be asked to sign a nondisclosure agreement. This is common and okay by Masa. However, you must be in touch with your internship coordinator first so that they can check the agreement and give advice if needed.
- **University research** | This is for those willing and excited to dive deep into their chosen field. It's a great chance to conduct research and gain internship experience at an Israeli university or laboratory while interacting with a community of Israeli and international researchers.

WORK VISA EXTENSION PROTOCOL FOR MASA ALUMNI

Following these steps will allow you to stay and work in Israel after your program.

1. The fellow should contact the Population Bureau (Misrad Hapnim) about two weeks before their visa expires.
2. Fill out the application online:
<https://govforms.gov.il/mw/forms/APP4A2VISA@piba.gov.il#!importantInfo>
3. One must bring one's passport and visa to the bureau during the application process.
4. In addition, the fellow will be asked to fill out an application for the new visa (step 2).
5. At the time of the application, a bureau representative should inform the fellow that they must confirm their eligibility under the Law of Return from the Jewish Agency/Nativ/Masa alumni (with a masa participation letter from your personal portal).
6. Once the confirmation of eligibility is received at the bureau, which can take several days, the fellow will be called to the bureau again to complete the process of issuing the new visa.
7. If the process is correct and approved, the candidate will receive a new visa valid for six months.
8. This process can be repeated up to 5 times.

LIST OF DOCUMENTS REQUIRED BY THE INTERIOR MINISTRY FOR THE B1 VISA:

The Interior Ministry usually requires these documents. However, it is important to note that the specific requirements may vary depending on each individual situation. For the most up-to-date information, please consult with your program organizer and they will help you move forward with the process.

- A valid passport for at least two years
- Official certificate of good conduct. (A letter from your police department/some private agencies also offer this)
- Original birth certificate with apostille or copy with apostille
- Medical certificate - This will come from the insurance company we sign you up with
- A copy of parents' passports or parents' birth certificates
- Original letter of eligibility according to the Law of Return (A letter from the Jewish Agency certifying your Jewish heritage. In your email, you can let them know you're a candidate for the MasaTech program and need the certificate for the B1 visa)
- The original letter from your Rabbi certifying your Jewish status
- Masa participation letter (It will be issued on your portal)

TIPS FOR WORKING IN ISRAEL

- **Connections** – are very important in Israel. You can use your professional or personal connections to get your CV submitted to companies. This is also where Masa can be of great help! We have connections to thousands of companies in Israel. Therefore, we can pass your information on to help you secure a job quickly.
- **LinkedIn** – is indispensable in Israel. Therefore, make sure to perfect it! Post anything relevant to your professional path and connect with at least 500 people. You can even find YouTube tutorials on how to improve your LinkedIn page.
- **CV** – keep updating it and perfecting it based on feedback. Make sure it represents you correctly. Please don't be lazy about it!
- **Look for other platforms that can be relevant for you** – For example, on Facebook, the NBN database, and communities that speak your native language. Often these connections can also be a key to a successful job hunt.
- **Follow the companies you would like to work with!** Go on their career page and look for a connection there. You will likely find some connections through one of your new Israeli connections or through your placement coordinator, even after your program ends! You can also connect to a key person from the company via LinkedIn – people love hearing that you believe in their product! They might want you to join the team if you are eager and professional!



INTERVIEW PREPARATION:

We recognize that the intercultural hiring process can be confusing, so we made this brief guide with a few essential tips!

Interviews in Israel usually feel more relaxed compared with other countries. However, it's important to take them just as seriously. The interviewer might ask a few personal questions to get to know who's sitting in front of them before they will jump into the formal interview process. However, this informality still means that you need to be on time, you need to be respectful, and dress appropriately, even if the interview is on Zoom. And most importantly, just be yourself :)

TIP: Only contact them via WhatsApp if they reach out to you first. Let them lead.

Business and pleasure are frequently blended in Israel, as are formal and informal relationships. So, your supervisor might ask you for friendship on Facebook or invite you to a Shabbat dinner. However, if they don't, don't be offended! They may want to keep the relationship more professional.

FOR THE INTERVIEW:

If you have a video interview, please join the call dressed as you'd come to an in-person interview. Show up on time with your camera on, ensure a good internet connection, and have a neutral background.

Respect their time – The Israeli work week is Sunday to Thursday. The work hours are between 9:00 am and 6:00 pm. Keep in mind not to reach out or expect an answer between Friday and Saturday. If you're in touch via WhatsApp, calculate the time difference, and don't reach out if it's not during work hours.

Tips:

1. Do pre-interview research about the company. You can go to their website and see what they do. They might ask you to tell them what their company does to see if you've done your research.
2. If you're on a MasaTech program or after your Masa program, know your salary expectations before your initial interview call! They will most likely ask you during the initial call.
3. Be prompt in your response time- The HR departments of our partner companies are currently inundated with applications. If they see that you are taking more than two days to respond to interview requests and follow-ups, they might move on to the next waiting candidate.
4. Certain personal information is considered legally protected during the interview process. Prospective employers should not ask direct questions about your age, marital status, children, disability status, or religious observance. If you want to volunteer this information, you are welcome to, but the interviewer is legally prohibited from bringing up these topics. If you feel uncomfortable for any reason during the interview, please discuss it with your placement coordinator to see if there is anything to be done about the situation.

CV EXAMPLE

[Click here to download- Masa CV example .pdf](#)

Full name

Title

Phone | Email | Address | LinkedIn | Social link

CAREER & SKILLS SUMMARY:

Five years of experience in software and web development gained hands-on programming experience in various fields of the web development industry (Web Applications, API, and Services). Obtained knowledge in all aspects of the software development life cycle (Planning, Design, Implementation, Deployment, and maintenance).

My core areas of expertise are web application architecture, **Aws, micro-services, Redis, RabbitMQ**, modern component-based user interfaces, agile methodologies, performance optimization, test-driven development, and continuous integration/development.

PROFESSIONAL EXPERIENCE:

From – To Position, Company (Location)

- Creative and Server team member, working with C#/ASP.NET building rich web applications for creating dynamic, responsive HTML5 ads.
- Development of complete features, from the design phase to the deployment phase (Front end with JS, jQuery, CSS, and HTML, Back-End with C# and DB with SQL)
- Extensive work with databases, building SQL Queries and stored procedures for data retrieval and manipulations.

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PROJECTS & INTERNSHIPS

From – To **Title internship, Company via Masa Israel Journey.**

- Lived and worked/studied/volunteered together with international peers
- Developed leadership, communication, and problem-solving skills
- Participated in career-development workshops and delegations throughout the program
- Learned Hebrew and contributed to Israeli culture and society
- Learned how to adapt and adjust to a new environment and solve complex problems, despite language barriers

EDUCATION & CERTIFICATIONS & AWARDS

Year Award

Graduation year, Filed of study, Institution (GPA)

Final Project: Smart, Multi-threaded "Smart-House" simulator – optimizing electricity usage for households with Programmable Controller dsd remote-control the smart house simulator.

With Smart Algorithm to detect device usage and provide reports and recommendations for the user about the monitored devices.

ADDITIONAL TOOLS AND FAMILIARITIES

Software: MATLAB, C++

OS: Windows (All versions), Linux

LANGUAGES

Click or tap here to enter text.