

GUIDELINE CAREER HUB – ACTIVATING AN INTERNSHIP

Register the company on the [Career Hub](#):

Enter your credentials to connect to the service
Remember that the credentials are specific for each University and AlmaLaurea.

Username

Password

Remember me on this computer

[Forgot your credentials? Retrieve them](#) [Help needed? Contact us](#)

You don't have your credentials yet? Register now!

You will receive a written notification from the Career Service regarding activation of your profile.

Access the Career Hub - section “Manage internships”:

Search graduates to hire

Selected CVs

Saved Search options

Job offer management

Internships management
Access to the management page of the internships

Company profile

After selecting the “Manage internships” option, you will reach the following view:

Internship platform [Back to AlmaScelta](#)

Agreements Internships Announcements

Here you choose either:

- **Agreement** (if you still have to draw up the internship agreement), or
- **Internship projects** (if you have already entered the agreement, it has been activated and you want to create an internship project for a specific unibz student).

N.B. To create an internship project (1), the intern must provide the following information:

- a) Name of the academic tutor (professor at unibz);
- b) Tax and student ID number (of the intern).

Via “save and send”, the internship project is then automatically sent to the academic tutor (for approval). You can also save the internship project as a draft at any time in order to enter missing data at a later time.

P.S. The **Announcements** area is used to publish general job advertisements or internship offers online.

After the internship project has been approved by the academic tutor and the Career Service, you can download the document from the Career Hub, in order for it to be signed by the company tutor and intern. You will be informed, step by step by means of automatic emails, also in this regard.

To activate the internship, the final action consists in uploading the following to the Career Hub:

- a signed copy of the internship project;
- a copy of the company tutor's ID card;
- a copy of the intern's ID card.

To complete this action, there is a specific function in "Document Management". It is available for approved internships in the Career Hub under the specific internship and this is where you can upload the above mentioned documents.

Documental management ?

Add Attachment



After completing the internship, the company tutor receives an automatic email containing the link to an online assessment form. This part also asks the company tutor to confirm the amount of internship hours completed by the intern.

Extensions and / or the early termination of an internship can be carried out by the company itself in the Career Hub before the internship ends.

Actions ?

Suspend


Extend

Close internship


Note (1) When creating the project, student / graduate data are automatically inserted by the system after the student's matriculation and tax number have been entered.

GENERAL INFORMATION


Status of internships and its meaning:

 To be approved

The internship project is awaiting approval (by the academic tutor and the Career Service).

 Approved not active

The internship project was approved but still needs to be activated in order to begin (all necessary requests must be fulfilled).

 Active

All necessary procedures have been completed correctly and all documents are correct. The internship can begin on the scheduled date.

Contents and objectives for the internship project in detail:

Other internship information

Internship duties foresee missions* No

Internship duties foresee the conduction of company vehicles* No

Objectives and contents of the internship project and duties of the intern*

Improve analytical skills through analysis of Real Estate utilization / supply and demand.
Learn how to maintain day-to-day management relationships.
Assist with creation of business cases.
Improve presentations / reporting skills.

146 remaining characters

- **Basic skills to develop:** This refers to general skills as well as general skills which prepare for the world-of-work. These skills are also transferable to other professions, for example: linguistic and foreign language skills, the ability to use Microsoft Office, knowledge of safety and accident prevention.
- **Specific professional skills to be developed:** specific professional skills are skills that must be acquired in a specific profession. They refer to particular subject areas and are fundamental to that profession.

- **Transversal skills to be developed:** These are general skills so that the trainee can operate in a team / company. They are not specific to a professional field. Some examples for transversal skills include the ability to interact in a team, creativity in solving problems, decision making skills stress management, and organizational skills.
- **Scheduled activities:** list the activities and duties that will be performed by the trainee.

CONTACTS

For questions and help in handling the processes described here, contact:

Career Service

cas@unibz.it or tel. 0471 012700