ADRIA-HUB PROJECT

Code 2° ord./0127

ADRIA-HUB PLATFORM

USER GUIDE FOR FIRMS

Enterprises

On the platform **international.almalaurea.it/adriahub**, click on the **"Enterprises"** area.

Registration

Click on "**Go to Registration**", on the left side.

Enter your company details in the form, and choose the **Contact Person**, who will be in charge of the main interactions on the platform. Make sure to write a correct email address, since all the information will be sent on this address.

> ➢ To pursue with the registration, you must give your consent for **processing of personal data** and for the **Use Agreement**.

To finalize the registration, you must check your email. **Your registration will be complete when it receives the approval from the Adria-Hub staff.** You will be notified by email as soon as your registration is approved ; you will be informed of the **maximum number of CV's** you can download in a year and the maximum number of job offers you can publish in 3 months.

> ➢ When the registration is over, you can **edit company data** and change your password at any moment from your company's reserved area.

In the **Users management area**, you can edit the contact person's data and **add other users** for your company's account.

Search a CV

Once entered in your company's reserved area, click on "**CV Search**".

You can **then search CVs in the database** according to a set of selection criteria such as *Personal Information, Education, Technical Competences, Language Skills, Work experiences*.

You can also use the "**free search**" field entering a keyword.

You can select a maximum of 4 technical competences and 5 language skills.

If you select *"Yes"* in the field **"Work experiences"**, you can further detail the work experience in the drop-down menu (company business sector, company area and country) and also choose the business function and the duration of work experience.

> ➢ Click **"search"** to see the results or **"Reset"** to clear all the fields.

On the **Results** page, you can save the criteria of your search clicking on **"Save this search"** and give a short description to that search, so as to be able to start it again easily next time. You will find it in the **Bookmark** area from the Home page of your reserved area (*Enterprises > Reserved Area > Bookmark*).

By clicking **"Search"** you are addressed to the "Search result" page that displays **the list of CV's that meets your selection criteria**. You can sort the list choosing the **sorting criteria** (*age, degree marks, graduation day, course title*).

> Clicking on **"Preview"**, you can visualize all the CV details, except the contact information. To visualize these fields, it is necessary to **download the CV**:
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> ❖ tick the **"Select"** box next to all the **CVs you wish to download**
> ❖ on the right side, in the **"Currently selected"** field, click on **"Download"**
> ❖ **save your selection**: remember to associate a description to your current selection, so you can locate it easily in the future, simply by entering the **"CV saved"** on your control panel.
> ❖ Confirm **download**

You will find your downloaded CVs in your reserved area (*Enterprises > Reserved Area > CV download list*). From that page, you can download the CV's on your computer in pdf format, individually or all together.

Publish a Job offer

> *Enterprises > Reserved Area > Job offers*

Add a new job offer

From the home page of your company's reserved area, click on "Job offers". You can write a new job offer clicking on "Add a new job offer".

Insert **company details**, **job description**, and details about the **candidate profile**. You can specify the **language** in which you want to publish your offer and to receive applications, and choose to enable or not the **video application**.

Finally, insert the name and information of the **contact person** who will be in charge of the selection (for example, your company's Human Resources director). All the applications will be sent automatically to this person. Then click **"Validate"**.

> ➢ Once you are finished, **your offer is still a draft**. You can visualize it in the **"Job Offers"** section (*Enterprises > Reserved Area > Job offers > My Job offer*).
> ➢ Clicking **"Preview"**, you can see the offer as it will be when published on the website.
> ➢ You can **edit it**, and when it is ready, **approve it** clicking on the corresponding button.

Your job offer is now waiting to be approved by the Adria-Hub staff. You will be notified by email as soon as it will be published online.

Visualize your job offers

From the home page of your company's reserved area, click on **"Job offers"** and then on "Your job offer" to visualize the applications for your job offer. Under the **folder** icon, you can see how many CV's were sent in response to your job offer. Clicking on it, the list of candidates will appear.

> ➢ Clicking on the **"envelope"** icon, you can see a preview of each candidate's cover letter.
> ➢ Clicking on the **"PDF"** icon, you can visualize and then **save the candidates' CV's**.

➢ You can **give a mark** to each CV (from 0 to 5 stars) and chose to put a filter to visualize only the CV's you are interested by.

By going to **"advanced search"**, you can **filter the candidates** within the CV's sent in response to your job offer by setting precise conditions (*Personal Information, Education, Technical Competences, Language Skills, Work experiences*). You can select a maximum of 4 technical competences and 5 language skills. If you select *"Yes"* in the field **"Work experiences"**, you can **further detail the working experience required** in the drop-down menu that will open.

Click **"search"** to see the results or **"Reset"** to clear all the fields.

Log out

Remember to **log out** once you finished all your operations on the Adria-Hub platform.