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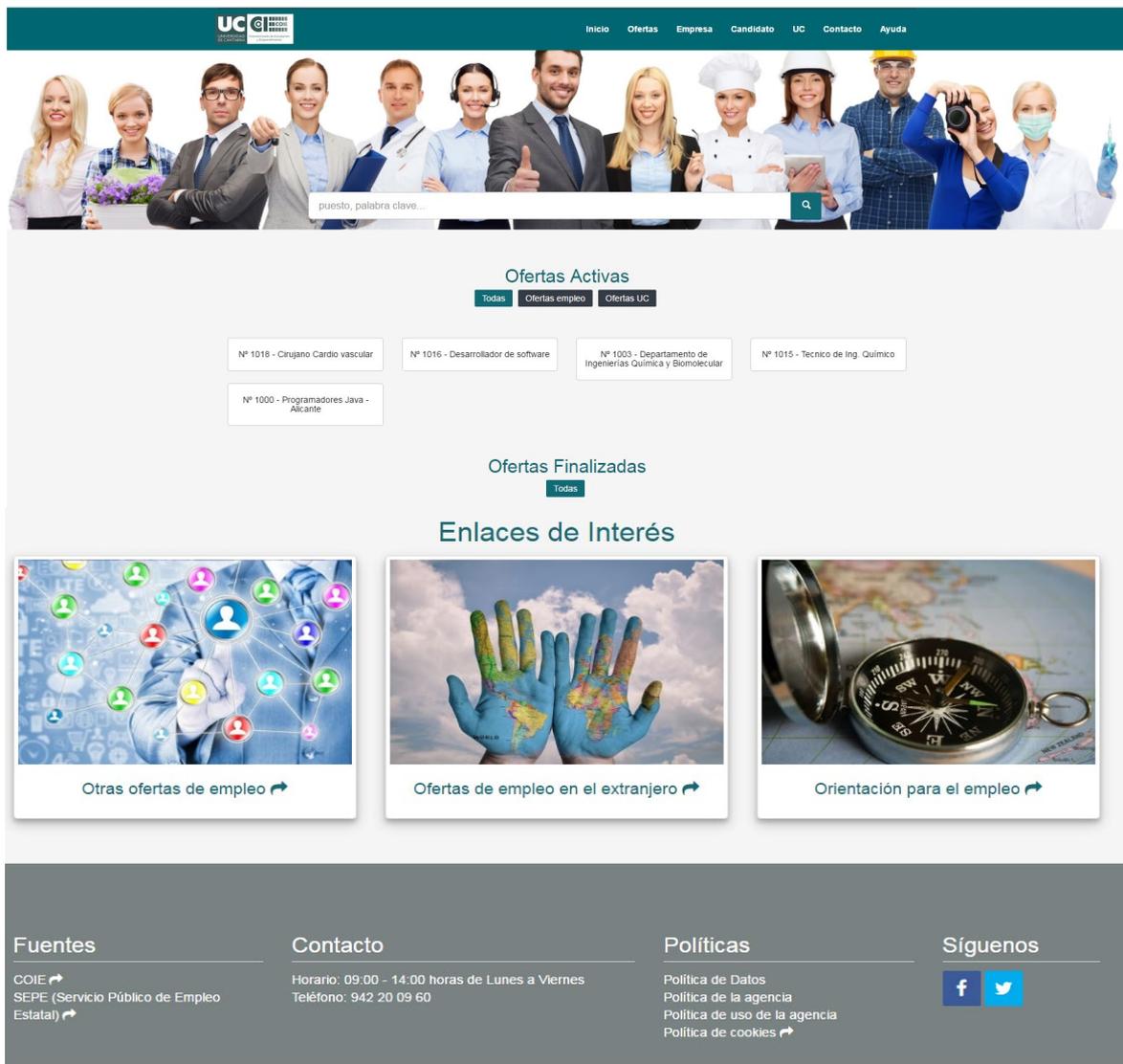
1. HOME PAGE

To access the Placement Agency application of the University of Cantabria (AC-UC) you have to go to this web site <https://campusvirtual.unican.es/coie/agenciacolocacion>

In the home page you can see:

- The active offers of both companies and researchers in the UC.
- Quick search of offers
- Search for completed offers
- And interesting links to job offers abroad, job orientation and other job offers not managed by the Agency.

You can return to this page by clicking on the "HOME" button at the top of the page.



The screenshot shows the website's interface. At the top, there is a navigation menu with links: Inicio, Ofertas, Empresa, Candidato, UC, Contacto, Ayuda. Below the menu is a banner image featuring a diverse group of professionals. A search bar is positioned over the banner with the placeholder text "puesto, palabra clave...".

The main content area is divided into sections:

- Ofertas Activas:** This section includes sub-tabs for "Todas", "Ofertas empleo", and "Ofertas UC". Below the tabs are five job offer cards:
 - Nº 1018 - Cirujano Cardio vascular
 - Nº 1016 - Desarrollador de software
 - Nº 1003 - Departamento de Ingenierías Química y Biomolecular
 - Nº 1015 - Técnico de Ing. Químico
 - Nº 1000 - Programadores Java - Alicante
- Ofertas Finalizadas:** This section has a "Todas" sub-tab.
- Enlaces de Interés:** This section contains three large image-based links:
 - "Otras ofertas de empleo" with an image of a person interacting with a network of icons.
 - "Ofertas de empleo en el extranjero" with an image of hands holding a globe.
 - "Orientación para el empleo" with an image of a compass and a map.

The footer is organized into four columns:

- Fuentes:** Links to COIE and SEPE (Servicio Público de Empleo Estatal).
- Contacto:** Provides the operating hours (09:00 - 14:00 hours de Lunes a Viernes) and the phone number (942 20 09 60).
- Políticas:** Links to Política de Datos, Política de la agencia, Política de uso de la agencia, and Política de cookies.
- Síguenos:** Includes social media icons for Facebook and Twitter.

2. REGISTRATION AND ACCESS

To enter as a Department, Service or Unit of the University of Cantabria you must click on the UC button located in the upper margin.

Two sections appear, one to start the registration process and the other dedicated to those users who already have a username and password.

The first time you access this page you must go to the section "Do you want to register? And then click on "REGISTER".

*The offer will be entered in the UC Placement Agency platform by the Administration of the Department, Service or Unit and not by the principal investigator or director of the project.



¿Quieres registrarte?

Regístrate ahora como unidad UC

[Regístrate](#)

Inicie sesión como Universidad de Cantabria

Email

Contraseña

[Iniciar sesión](#) [¿Olvidaste la contraseña?](#)

A screen is displayed informing you about the Data Protection Policy and Terms of Use of the Placement Agency.

You must fill in the data referring to New UC user, CIF, email and password. When you click on REGISTER, you will be accepting the policy of use of the service.



Aviso legal sobre protección de datos personales

Los datos que facilite al COIE a través de esta plataforma se incluyen en el fichero "Centro de Orientación e Información de Empleo", cuya finalidad es gestionar la búsqueda de candidatos a ofertas de empleo a las que se inscriben voluntariamente los interesados. El registro en la plataforma implica su consentimiento para que podamos incorporar la información que nos ha proporcionado a un fichero de titularidad de la Universidad de Cantabria, así como para transmitir a las entidades oferentes la información que fuese precisa en los procedimientos a los que Vd. manifieste interés en participar; asimismo presta consentimiento a hacer llegar la misma por medios electrónicos.

El dato requerido sobre concurrencia de discapacidad, en su caso, responde a la obligación de identificar a colectivos con dificultades de inserción en el mercado de trabajo. Tal dato será cedido, tanto a nivel agregado como individual, a los servicios públicos de empleo en cumplimiento de la normativa sobre agencias de colocación.

Igualmente lo serán el resto de datos proporcionados en su registro, así como los referidos a su posible empleo y demás relativos a las gestiones de ofertas de empleo.

En cualquier momento, usted podrá ejercitar los derechos de acceso, rectificación y cancelación, mediante solicitud escrita acompañada de copia del DNI u otro documento válido identificativo, dirigida al responsable del fichero, Gerente de la Universidad de Cantabria, Pabellón de Gobierno, Avda. de los Castros s/n 39005 Santander, a través de su Registro General o por correo. En dicha solicitud deberá indicarse la dirección y datos identificativos, la petición concreta así como los documentos acreditativos que la fundamentan, según el caso, fecha y firma.

Nuevo usuario de unidad UC

Datos de la empresa

Unidad UC

Debes indicarnos la unidad, departamento o área a la que perteneces en la Universidad de Cantabria.

CIF /NIF

Debes indicar el CIF de la Universidad de Cantabria.

Datos de la cuenta

Email

Debes indicarnos tu email en la UC (email institucional)

Contraseña

La contraseña debe cumplir los siguiente requisitos: debe ser de al menos 6 caracteres y ha de contener mayúsculas, minúsculas y números.

Confirma contraseña

Captcha

Al continuar aceptas la política de uso del servicio.

[Registrarse](#)

A welcome screen appears, and reminds you that to validate your registration you must enter your email address and click on the link provided.



If more than 24 hours pass without confirming the e-mail, you must regenerate your password by going to the Forgot your password section.



You can access your account now by entering the email and password you used to register.

3. COMPANY PROFILE

Once you have logged in with your username (email) and password, you will see this page and a message marked in red reminding you **to fill in the data of the Department, Service or Unit, before doing anything**. At the top right you will see your user name in a different color. Here you can fill in your data, change your password, unsubscribe, post researcher vacancies, post PAS vacancies and manage vacancies.

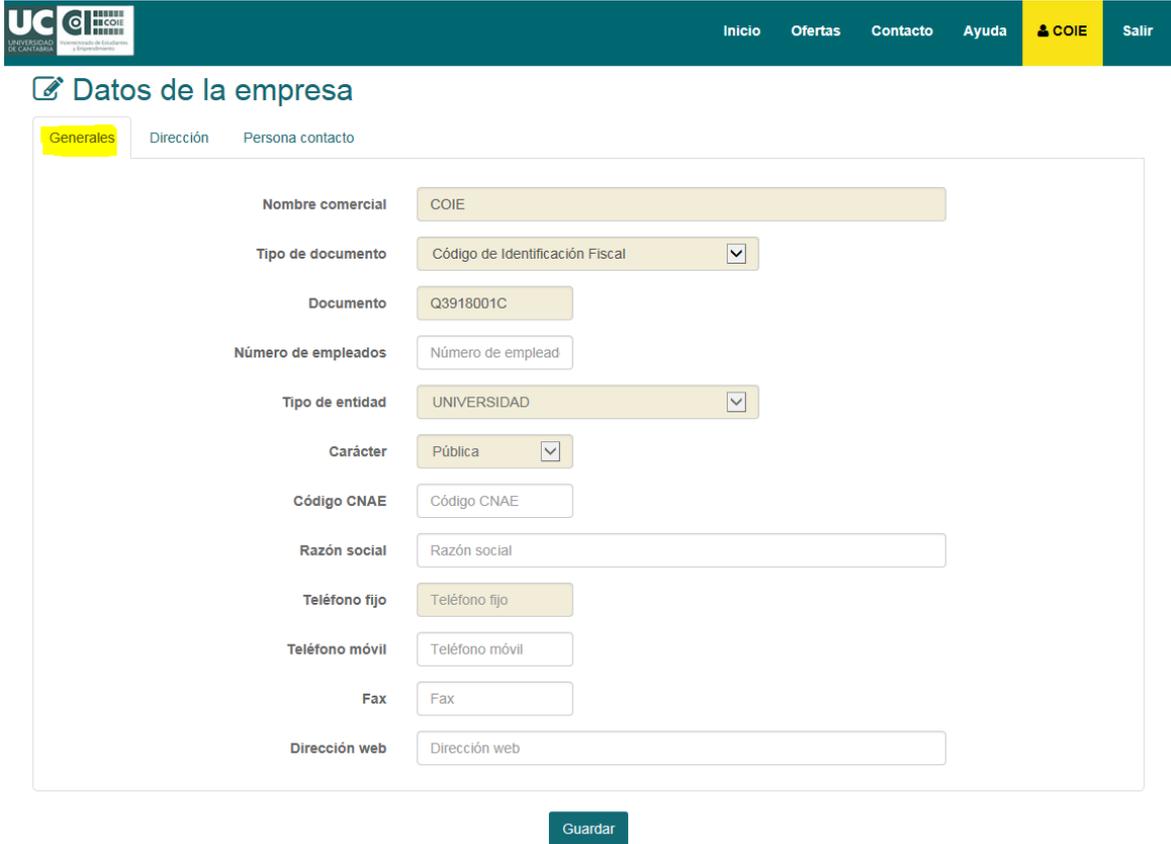


3.1. DEPARTMENT, SERVICE OR UNIT DATA

You have to fill in the three tabs that appear, **General Data, Address and Contact Person**. The shaded fields are mandatory.

Hovering the cursor over the question mark symbol  gives you information on how to fill in that field.

In **General Data**, the shaded fields are mandatory.





[Inicio](#)
[Ofertas](#)
[Contacto](#)
[Ayuda](#)
[COIE](#)
[Salir](#)

Datos de la empresa

[Generales](#)
[Dirección](#)
[Persona contacto](#)

Nombre comercial

Tipo de documento

Documento

Número de empleados

Tipo de entidad

Carácter

Código CNAE

Razón social

Teléfono fijo

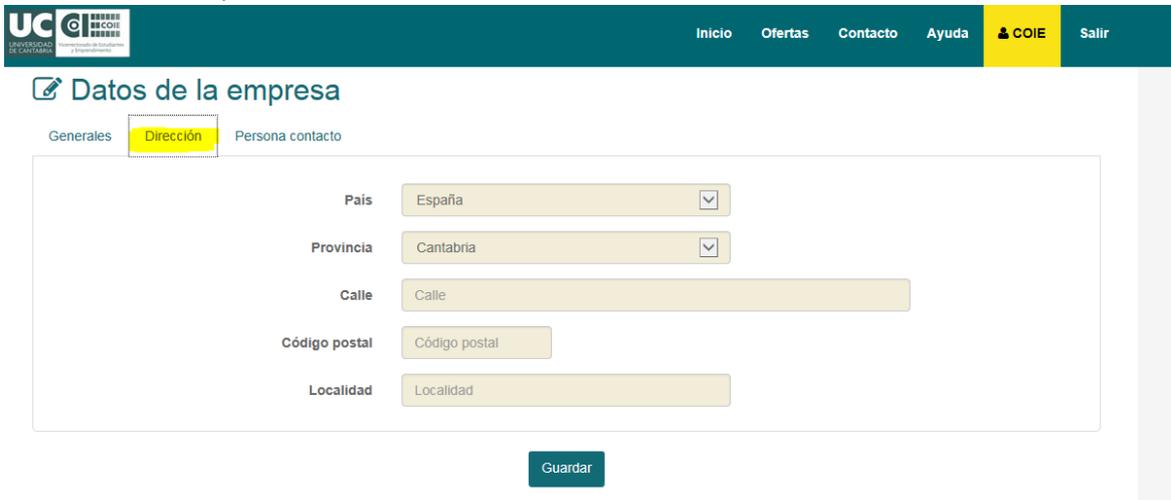
Teléfono móvil

Fax

Dirección web

[Guardar](#)

In the second tab you must indicate the **Address**





[Inicio](#)
[Ofertas](#)
[Contacto](#)
[Ayuda](#)
[COIE](#)
[Salir](#)

Datos de la empresa

[Generales](#)
[Dirección](#)
[Persona contacto](#)

Pais

Provincia

Calle

Código postal

Localidad

[Guardar](#)

The last tab refers to the **Contact Person**, i.e. the person or persons who will be the interlocutor(s) with the Placement Agency.

The screenshot shows a web interface for entering company contact information. At the top, there is a navigation bar with the UC logo and the text 'UNIVERSIDAD DE CANTABRIA Vicerrectorado de Estudiantes y Empleo'. To the right of the navigation bar are links for 'Inicio', 'Ofertas', 'Contacto', 'Ayuda', 'COIE', and 'Salir'. Below the navigation bar, the main heading is 'Datos de la empresa' with a pencil icon. Underneath, there are three tabs: 'Generales', 'Dirección', and 'Persona contacto', with the last one being active. The form contains several input fields: 'Nombre', 'Primer apellido', 'Segundo apellido', 'Dni', 'Cargo', 'Género' (a dropdown menu), 'Teléfono fijo', 'Teléfono móvil', 'Email', and 'Tipo de Contacto' (a dropdown menu). At the bottom of the form, there are two buttons: '+ Añadir contacto' and '- Eliminar contacto'. Below the form is a 'Guardar' button.

When you have finished, click SAVE and your registration will be pending validation by COIE.

Once validated, you will receive a confirmation email and you will be able to access your Personal Area, which will allow you to publish offers, modify data, track your processes, unsubscribe or change your password.

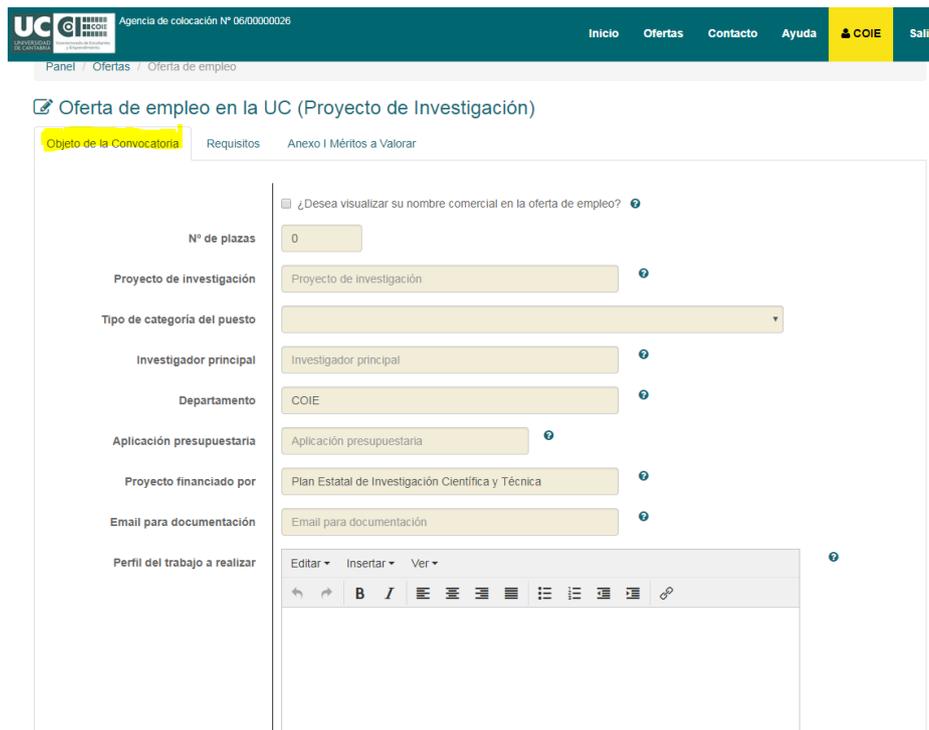
4. CALL FOR APPLICATIONS

To post an offer for a researcher in the UC you must click on **"New offer for researcher"**.



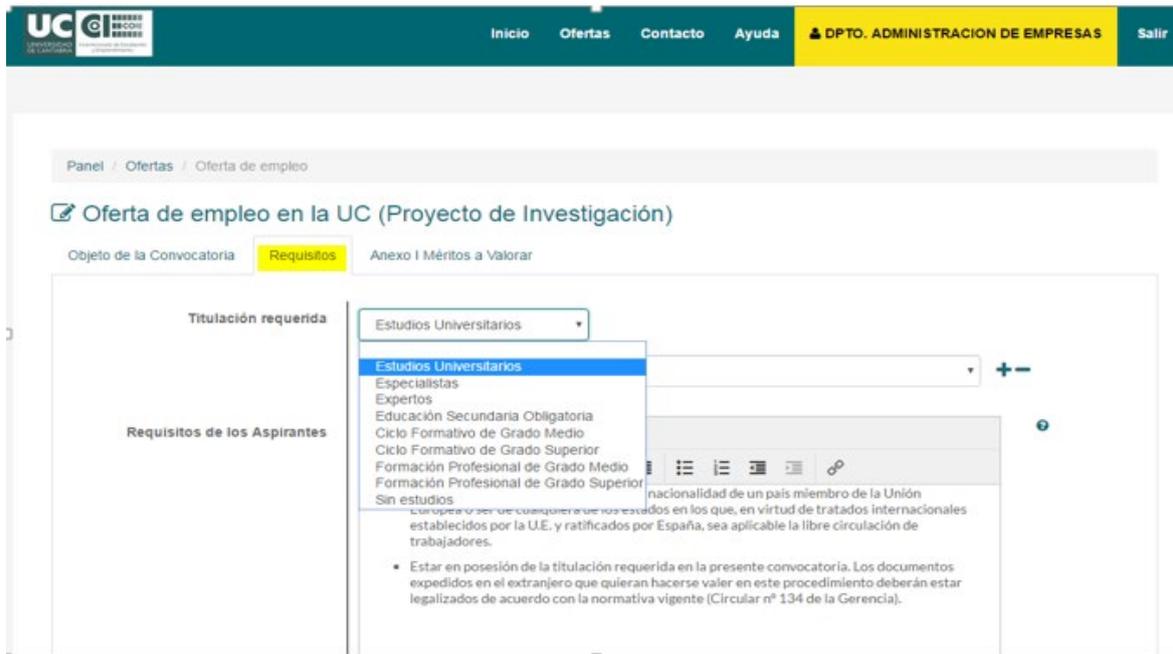
A screen with three tabs appears, **Object of the call, Requirements and Annex I Merits to be assessed**.

In **Object of the Call**, we fill in the number of positions, name of the project, type of category of the position (researcher Type 1, 2, 3 or 4), principal investigator, convening department, budgetary application, if the project is financed, specify by whom or why (Example: Financed with Feder Funds, by the Ministry of Economy and Competitiveness, etc.), email where the candidates must send the required documentation (application, photocopy of ID card, photocopy of degree and alleged merits) and functions to be performed. Click CONTINUE



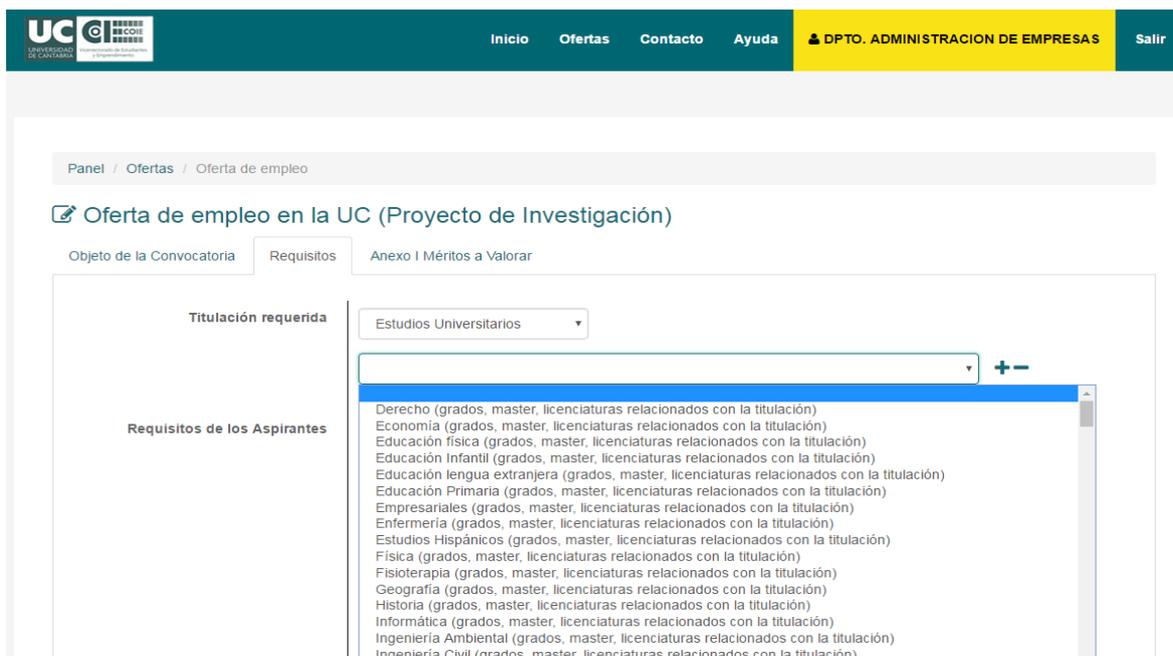
We go to the **Requirements** tab

The first thing to do is to enter the required qualification, university studies, experts, vocational training, etc.



If we select University Studies, a drop-down menu is displayed in which the first degrees are grouped by families, i.e. if we click on one of these options, the offer will reach candidates who have a degree, a bachelor's degree, a master's degree, a doctorate or any other related to it. If you continue down the drop-down list, you will see the bachelor, bachelor's, bachelor's, master's and doctoral degrees separately. You also have the option to choose all degrees, all bachelor's degrees, all engineering degrees...etc.

By clicking on the **+** symbol you can add as many degrees as you need.



Under Applicant Requirements, there are two requirements that are fixed and are mandatory, but if you wish to add any more you can do so by typing below.



Panel / Ofertas / Oferta de empleo

Inicio Ofertas Contacto Ayuda **DPTO. ADMINISTRACION DE EMPRESAS** Salir

Oferta de empleo en la UC (Proyecto de Investigación)

Objeto de la Convocatoria Requisitos Anexo I Méritos a Valorar

Titulación requerida

Requisitos de los Aspirantes

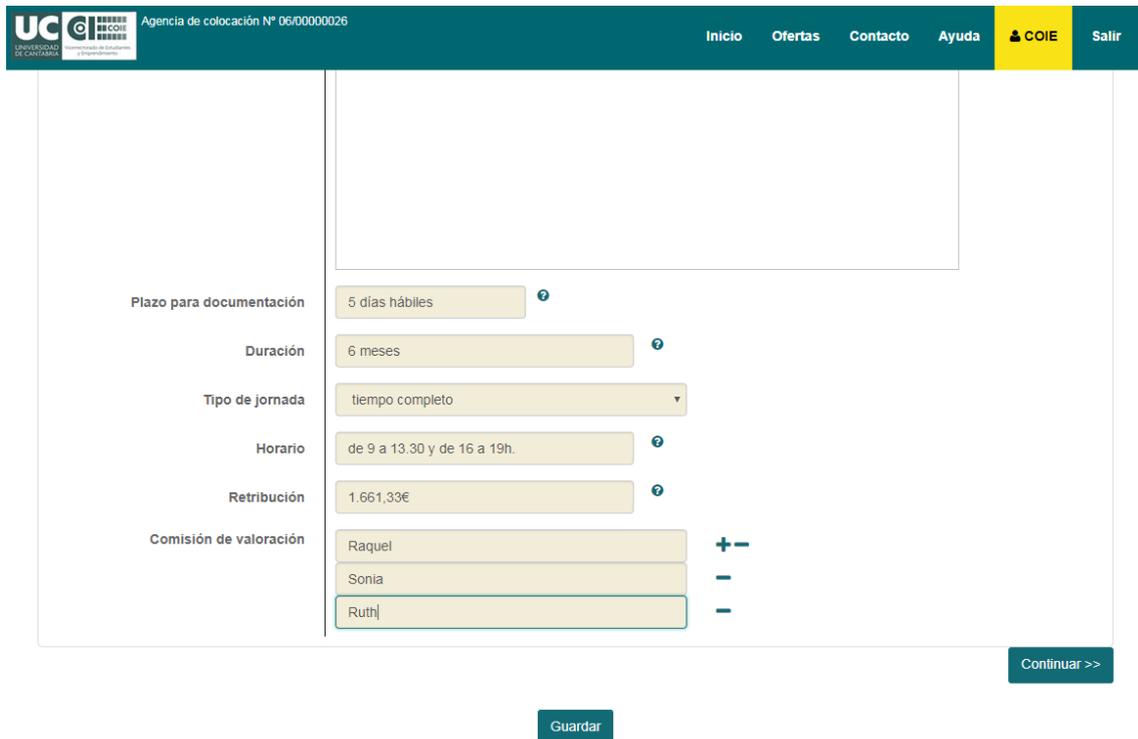
Editar Insertar Ver

- Tener nacionalidad española o tener la nacionalidad de un país miembro de la Unión Europea o ser de cualquiera de los estados en los que, en virtud de tratados internacionales establecidos por la U.E. y ratificados por España, sea aplicable la libre circulación de trabajadores.
- Estar en posesión de la titulación requerida en la presente convocatoria. Los documentos expedidos en el extranjero que quieran hacerse valer en este procedimiento deberán estar legalizados de acuerdo con la normativa vigente (Circular nº 134 de la Gerencia).

The following information must be completed: deadline for providing the documentation (it can never be less than five working days), the duration (you must indicate the time units: days, months, years...), the type of working day (full or part-time), the schedule, the remuneration (gross salary for the total duration of the contract) and who will form the evaluation committee (minimum three people).

By clicking on the **+** symbol you can add as many people as necessary.

We click CONTINUE



UC Universidad de Cantabria Agencia de colocación Nº 06/00000026

Inicio Ofertas Contacto Ayuda **COIE** Salir

Plazo para documentación 5 días hábiles

Duración 6 meses

Tipo de jornada tiempo completo

Horario de 9 a 13.30 y de 16 a 19h.

Retribución 1.661,33€

Comisión de valoración

Raquel +

Sonia -

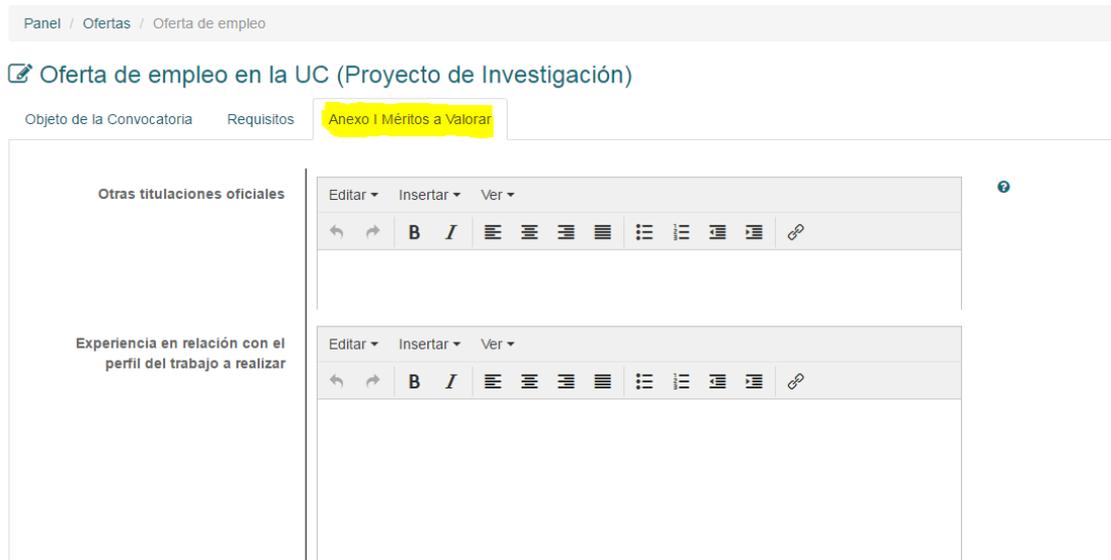
Ruth -

Continuar >>

Guardar

The third tab is optional, **Merits to be valued**. You can indicate: other official qualifications, experience with the job profile to be performed, complementary training, languages, other merits and personal interview. You must detail the score or percentage with which each section will be valued.

The call for applications is now closed. Do not forget to SAVE



Two boxes appear, one in blue informing you that the offer is pending validation and will not be made public until the COIE validates it and the other in green informing you that the call has been saved correctly. You will be able to see in detail how the offer will be published.



You can download the terms and conditions of the call for applications by going to "My Job Offers" or from the job portal website.



Panel / Mis ofertas de empleo

Mis ofertas de empleo

Total ofertas: 1

Nº Oferta	Puesto	Alta	Fin Inscripciones	Inscritos	Situación	Operaciones
1527	Oferta de personal investigador UC (COIE) Documentación Bases de la convocatoria	02/03/2018	-	0	Pendiente de Validar COIE	✎ ✉ 🗑

When a candidate registers for an offer of this nature, he/she is informed that to complete the registration process he/she must go to the DOCUMENTATION section, download the application form and send it scanned together with the other required documentation (photocopy of ID card, photocopy of diploma, merits...) to the e-mail address provided (shown in the image in yellow).



Nº 1028 - Oferta de personal investigador UC (DPTO. ADMINISTRACION DE EMPRESAS)

[Bases de la convocatoria](#)

[Descargar acta de resolución \(Sin subir\)](#)



DOCUMENTACIÓN

Las personas interesadas deberán adjuntar la siguiente documentación:

- Impreso de solicitud de participación en procesos de selección en convocatorias para la contratación de personal investigador, cumplimentado
- Fotocopia del Documento Nacional de Identidad, o documento equivalente.
- Fotocopia del Título o justificante de haber abonado la correspondiente tasa de expedición del Título.
- Fotocopia de los méritos alegados.

Deberá presentarlo en el departamento/unidad o bien enviar toda la documentación escaneada al siguiente correo electrónico, indicando la convocatoria a la que hace referencia:

raquel@unican.es

5. MANAGE THE OFFERS

In this section “My job offers” you can view the offers you have been calling, the offer number, the date of registration, the deadline for registrations, the number of applicants, the status of the call (active, pending resolution...) and the actions you can perform.

In the Operations section, the green symbol  means that you can still make changes to the call or even delete it , since the COIE has not yet validated the offer, as can be seen in the image in the **Status section (PENDING VALIDATION BY COIE)**.

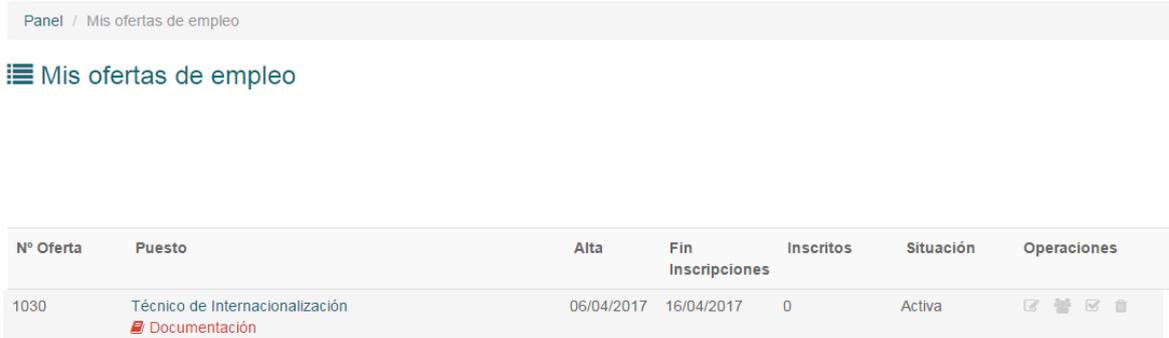


Panel / Mis ofertas de empleo

Mis ofertas de empleo

Nº Oferta	Puesto	Alta	Fin Inscripciones	Inscritos	Situación	Operaciones
1032	Oferta de personal investigador UC (DPTO. ADMINISTRACION DE EMPRESAS) Documentación	11/04/2017	-	0	Pendiente de Validar COIE	   

Once the COIE has validated and approved the offer, you will receive an email informing you that it has been published on our job portal. From this moment on, the offer cannot be modified or deleted. The **Status** has changed from Pending Validation to Active and an end date for registrations appears.



Panel / Mis ofertas de empleo

Mis ofertas de empleo

Nº Oferta	Puesto	Alta	Fin Inscripciones	Inscritos	Situación	Operaciones
1030	Técnico de Internacionalización Documentación	06/04/2017	16/04/2017	0	Activa	   

Each offer is assigned an identification number.

At the end of the registration period, the Agency sends you an e-mail and the offer becomes "Pending Resolution".

You will now have these two symbols active within Operations  

5.1. VISUALIZING THE C.V.

When the offer is active, you can view the CVs of the candidates who register by clicking on the Curriculum icon  .

Panel / Ofertas / Inscritos en la oferta de empleo

N° 1017 - Técnico I+D+I Navegación y Robótica

Candidatos/a	Perfil	Estado
Raquel	Curriculum	Inscrito
maria	Curriculum	Inscrito

5.2. SELECTING AND UPLOADING MINUTES

The symbol  is used to make the **Selection**.

IMPORTANT, there is a blue box reminding you that to complete the process you must download the report, fill it in and upload it **UNSIGNED** to the job portal through the link provided.



Panel / Ofertas / Resolución de convocatorias

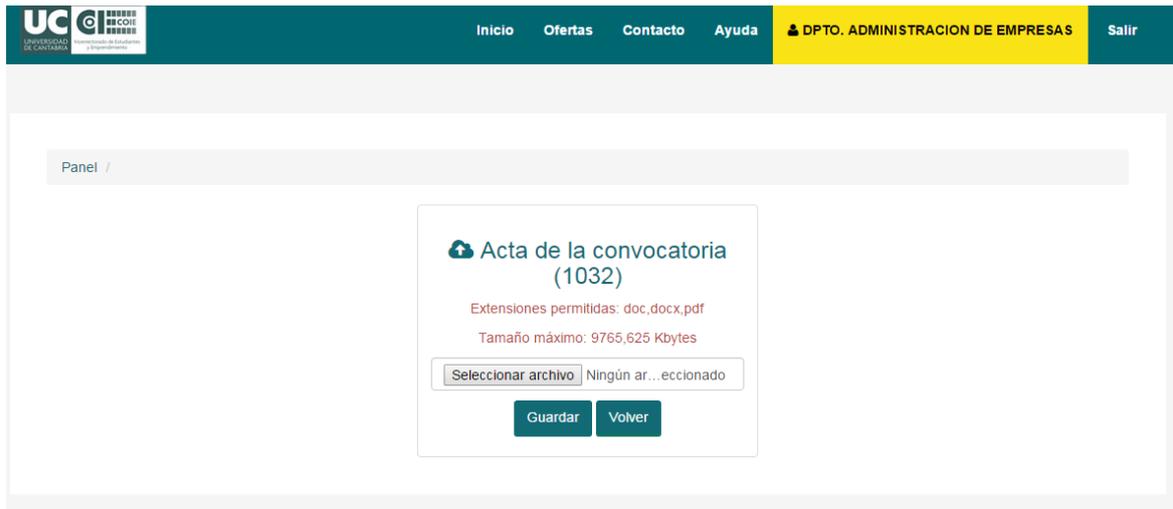
Para finalizar el proceso deberás realizar los siguientes pasos:

- Descargar este modelo de acta
- Cumplimentar el acta y subirla **sin firmar** en esta web a través de este enlace

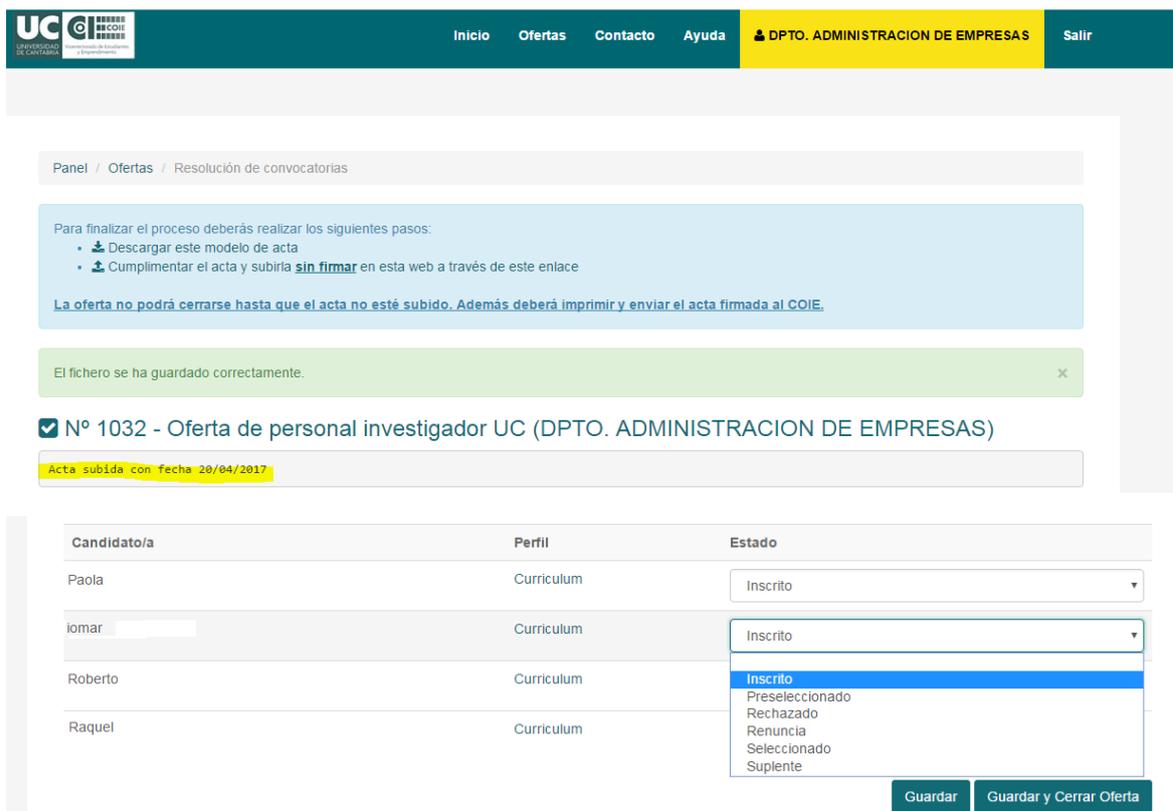
La oferta no podrá cerrarse hasta que el acta no esté subido. Además deberá imprimir y enviar el acta firmada al COIE.

N° 1032 - Oferta de personal investigador UC (DPTO. ADMINISTRACION DE EMPRESAS)

Once you have downloaded and filled in the minutes, click on *"upload without signature"* and select the file. Then click on SAVE



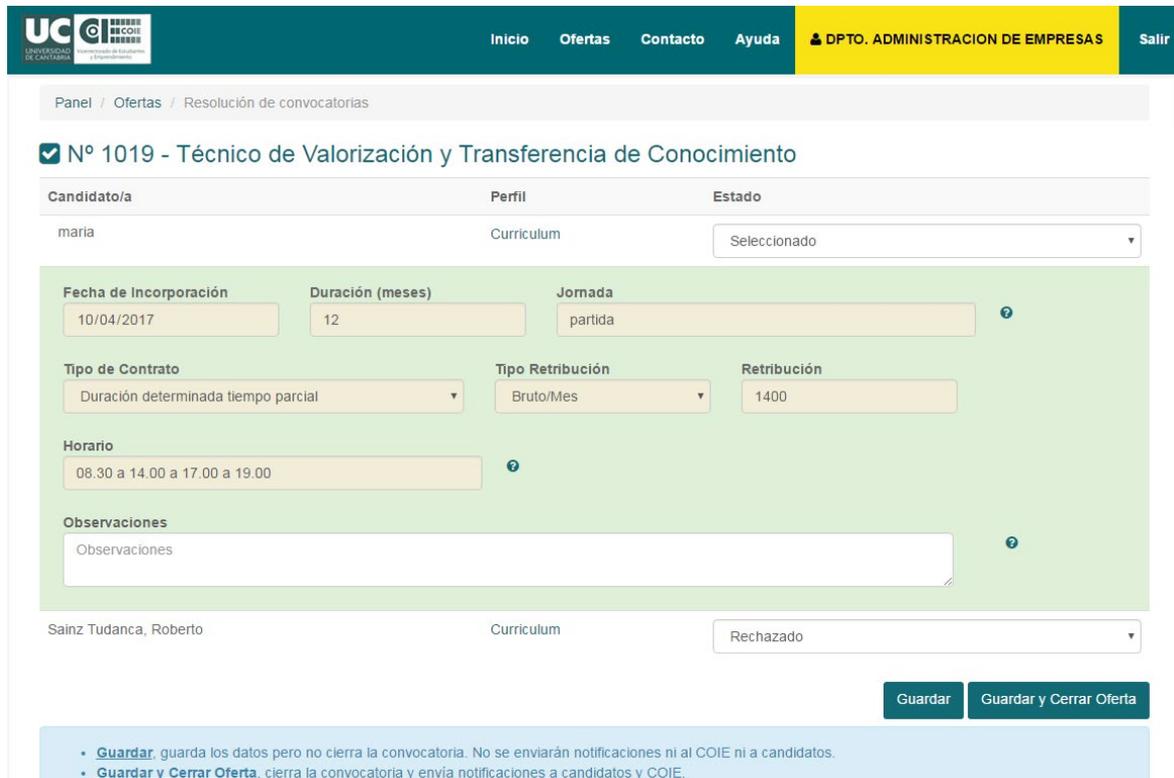
On the screen you will see a green box indicating that the file has been successfully saved. In addition, below the offer number you will see the date on which the minutes have been published (in the image shaded in yellow).



For each candidate there is a drop-down menu to indicate the status of each one of them: pre-selected, rejected substitute, selected or deserted, in the event that none of them meets the needs of the Department, Service or Unit.

When a candidate is selected, new fields appear that must be filled in. The shaded ones are mandatory.

At the end there are two tabs, one for **SAVE**, which saves the data but does not close the call, nor send any notification to the COIE, and another for **SAVE AND CLOSE OFFER**, which closes the call and sends notification to the COIE. A green box will appear informing you that the call has been successfully closed.



Panel / Ofertas / Resolución de convocatorias

N° 1019 - Técnico de Valorización y Transferencia de Conocimiento

Candidato/a	Perfil	Estado
maria	Curriculum	Seleccionado

Fecha de Incorporación 10/04/2017

Duración (meses) 12

Jornada partida

Tipo de Contrato Duración determinada tiempo parcial

Tipo Retribución Bruto/Mes

Retribución 1400

Horario 08.30 a 14.00 a 17.00 a 19.00

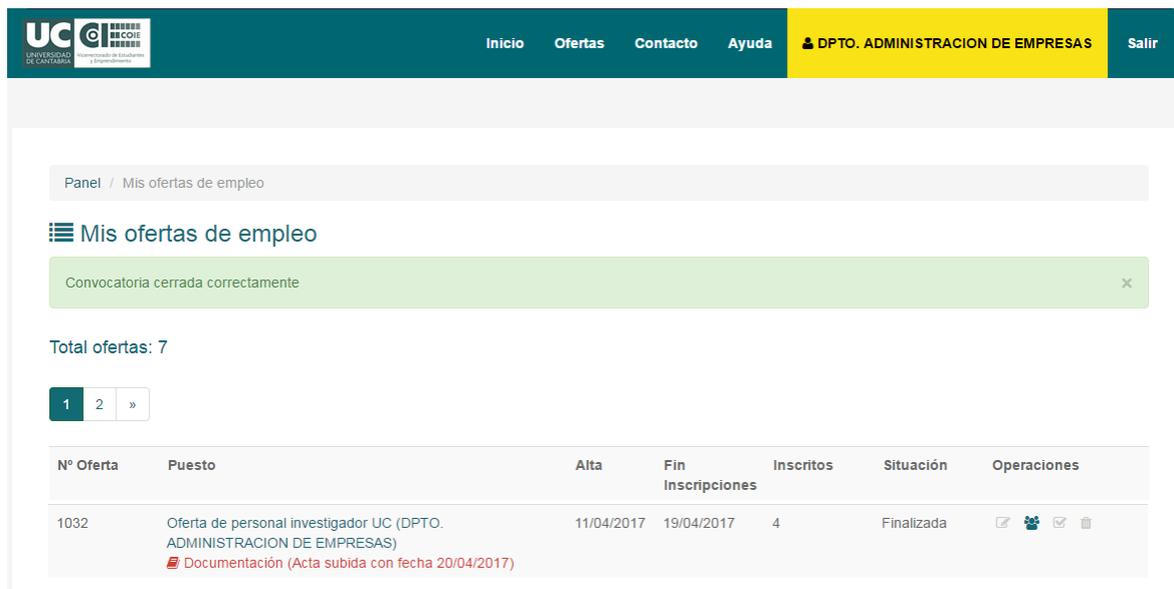
Observaciones

Candidato/a	Perfil	Estado
Sainz Tudanca, Roberto	Curriculum	Rechazado

[Guardar](#)
[Guardar y Cerrar Oferta](#)

- Guardar**, guarda los datos pero no cierra la convocatoria. No se enviarán notificaciones ni al COIE ni a candidatos.
- Guardar y Cerrar Oferta**, cierra la convocatoria y envía notificaciones a candidatos y COIE.

Next to the offer you have in red color the Documentation referring to that call and the date on which the minutes were uploaded.



Panel / Mis ofertas de empleo

Mis ofertas de empleo

Convocatoria cerrada correctamente

Total ofertas: 7

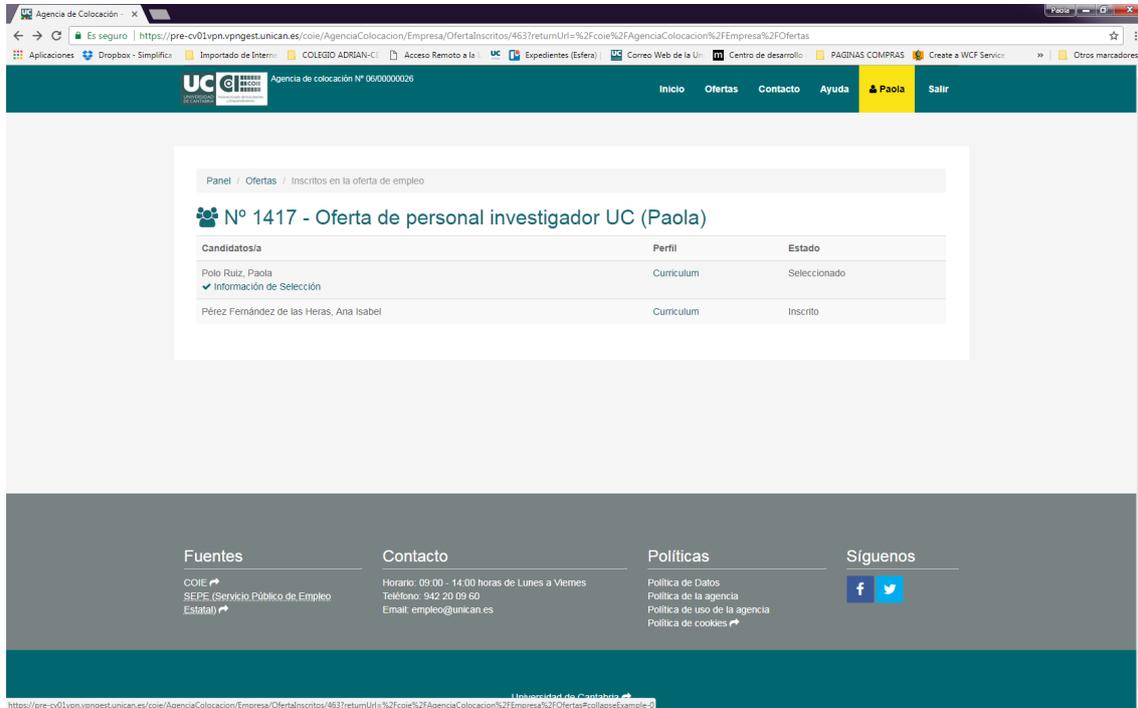
1 2 »

N° Oferta	Puesto	Alta	Fin Inscripciones	Inscritos	Situación	Operaciones
1032	Oferta de personal investigador UC (DPTO. ADMINISTRACION DE EMPRESAS)	11/04/2017	19/04/2017	4	Finalizada	📄 👤 ✉️ 🗑️

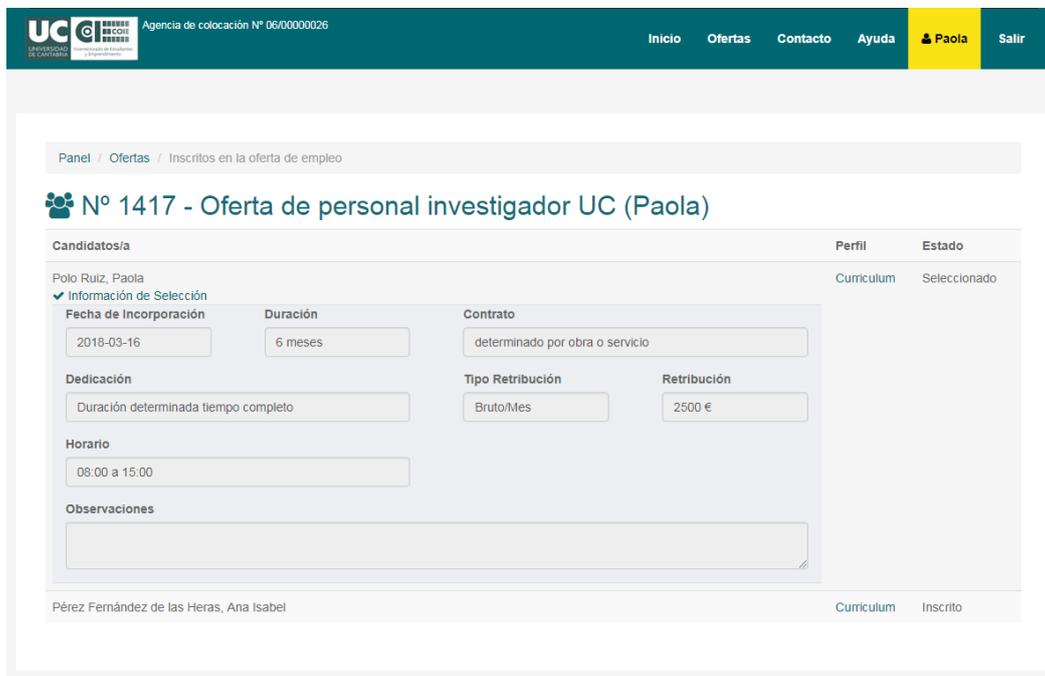
[📄 Documentación \(Acta subida con fecha 20/04/2017\)](#)

If you want to retrieve data (working hours, working day, salary, etc.) about the selected person, go to "My Job Offers", click on the corresponding offer and in Operations, you will access this symbol .

You will see the name of the selected candidate and below the selection information.



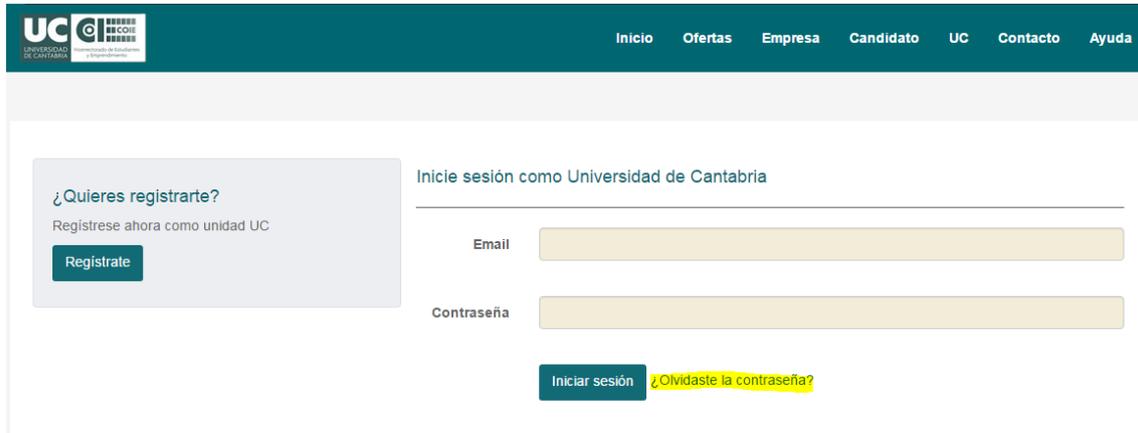
Clicking on Selection information will display the data you entered regarding the selection.



Offers cannot be closed if there are candidates who are registered or pre-selected.

6. RESET OR CHANGE PASSWORD

If you forget your password by entering the home page as UC you can use the option "**Forgot your password?**", you will receive in the email with which you registered the option to reset your password.



If you wish to change your password, you can do it from your **Profile, Change password** and don't forget to **SAVE**.



Panel / Cambio de contraseña

Cambio de contraseña.

Contraseña actual

Nueva contraseña

Confirma la nueva contraseña

7. UNSUBSCRIBE

Within your **Profile** you have the option to unsubscribe from the job portal.



The system will ask you if you want to continue with the unsubscription and you will have to click on the square (in the image in yellow) and click CONTINUE.

