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1. Home page

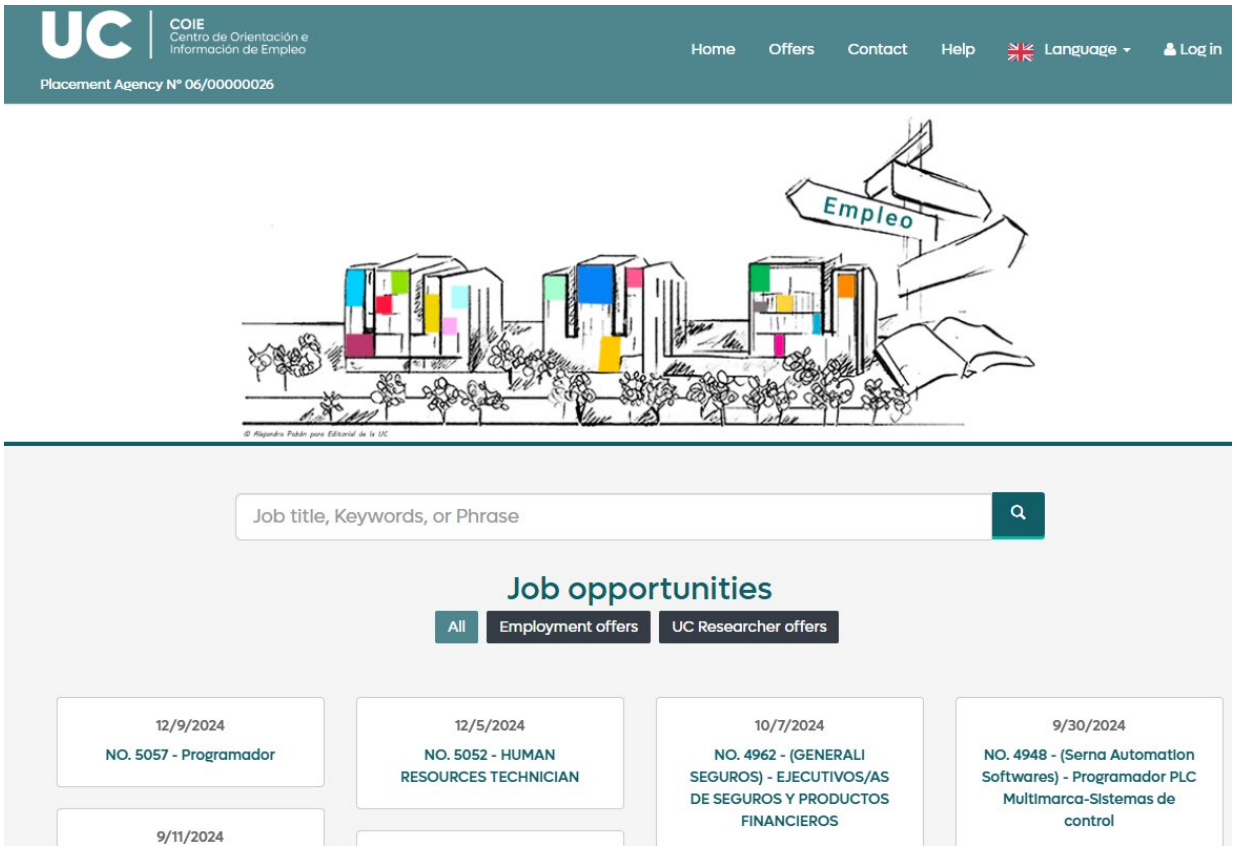
To access the application of the Placement Agency of the University of Cantabria (AC-UC) you have to go to https://campusvirtual.unican.es/coie/agenciacolocacion

On the home page you can see:

- The active offers from both companies and research staff at the University of Cantabria.
- Quick search for offers
- Search for finished job offers
- And interesting links to job offers abroad, employment guidance and other job offers not managed by the Agency.

At any time, the user can choose the language in which to interact with the portal through the 'Language' button on the top bar.

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



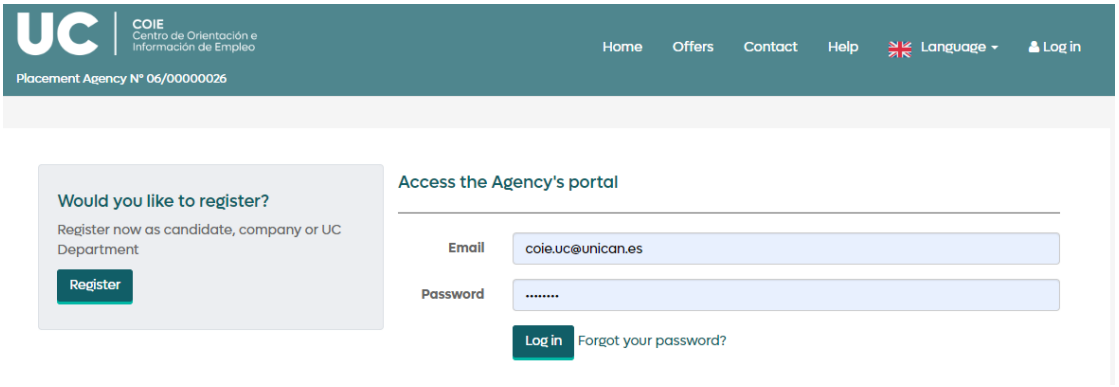
2. Registration and access

To log in as a Department, Service or Unit of the University of Cantabria you must click on the link 'Log in' located in the upper margin.

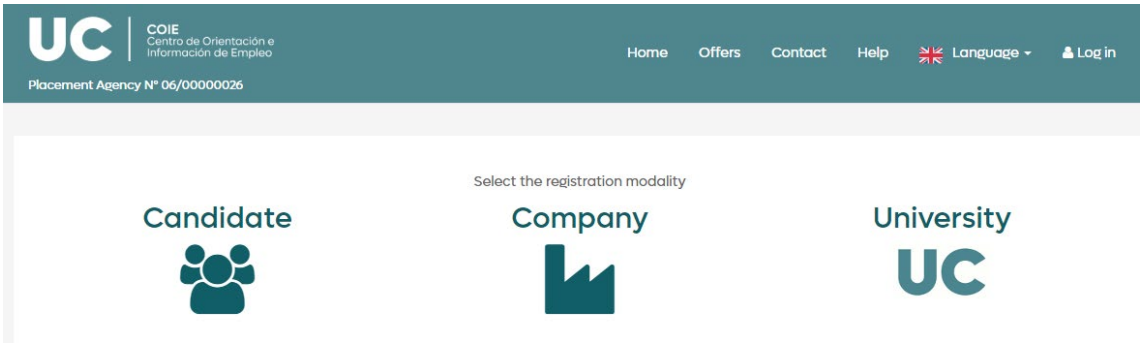
Two sections appear, one to start the registration process and the other dedicated to those users who already have a username and password.

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

* The introduction of the offer in the UC Placement Agency platform will be carried out by the Administration of the Department, Service or Unit and not on behalf of the principal investigator or project leader.



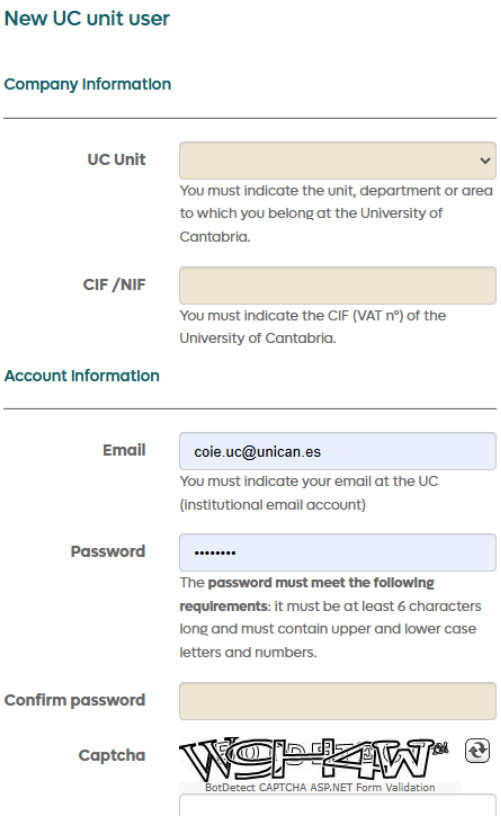
By clicking on the 'Register' option, you will first be presented with the profile options with which you wish to register.



Once you have chosen the profile you wish to register with, you will be shown a screen informing you of the Placement Agency's Data Protection Policy and Terms of Use.

INFORMATION ON PERSONAL DATA PROTECTION (RGPD ARTS. 13 AND 14)
FILE: "EMPLOYMENT GUIDANCE AND INFORMATION CENTER".
BASIC INFORMATION ON DATA PROTECTION

PERSON IN CHARGE OF THE TREATMENT	MANAGER OF THE UNIVERSITY OF CANTABRIA
PURPOSE OF THE TREATMENT	• Management of calls for internships, job offers and awards. • Carrying out labor intermediation activities in accordance with RD 1796/2010, which regulates employment agencies. • Management of training offer in competences and skills and transversal actions. • Quality surveys of the services of the Institutional Quality System. • Professional orientation for employment.
LEGITIMACY	• Art. 6.1 e) RGPD: • Organic Law of Universities. • Student Statute (approved in development of the LOU). • Royal Decree 592/2014, of July 11, regulating external academic internships for university students. • Royal Decree 1493/2011, of October 24, which regulates the terms and conditions of inclusion in the General Social Security Regime of persons participating in training programs. • Royal Legislative Decree 3/2015 (Employment Law) and implementing provisions. • Decree 1796/2010, of December 30, 2010, regulating placement agencies.
RECIPIENTS OF ASSIGNMENTS OR TRANSFERS	• State Public Employment Service. • Cantabrian Employment Service. • National Institute of Social Security • Companies and institutions where the internships are carried out. • Companies that provide job offers. • Insurance company (accident and civil liability insurance) • Collaborating banks (payment of grants).
	International transfers are not foreseen.



New UC unit user

Company Information

UC Unit
You must indicate the unit, department or area to which you belong at the University of Cantabria.

CIF /NIF
You must indicate the CIF (VAT nº) of the University of Cantabria.

Account Information

Email coie.uc@unican.es
You must indicate your email at the UC (institutional email account)

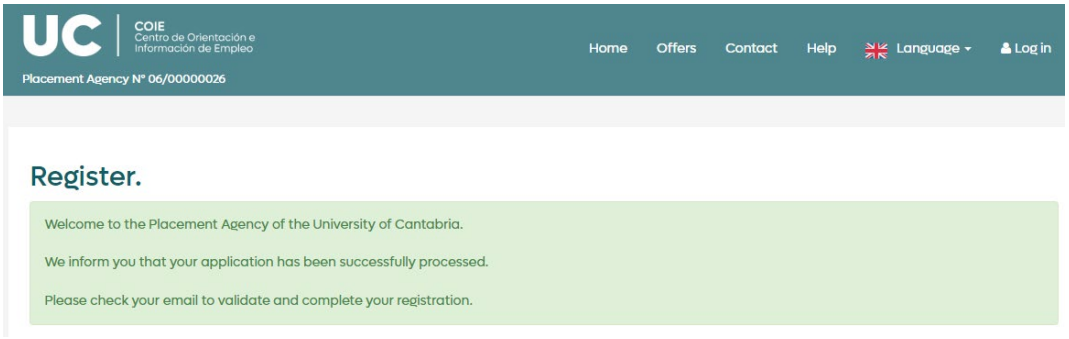
Password ••••••••
The **password must meet the following requirements**: it must be at least 6 characters long and must contain upper and lower case letters and numbers.

Confirm password

Captcha
BotDetect CAPTCHA ASP.NET Form Validation

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

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

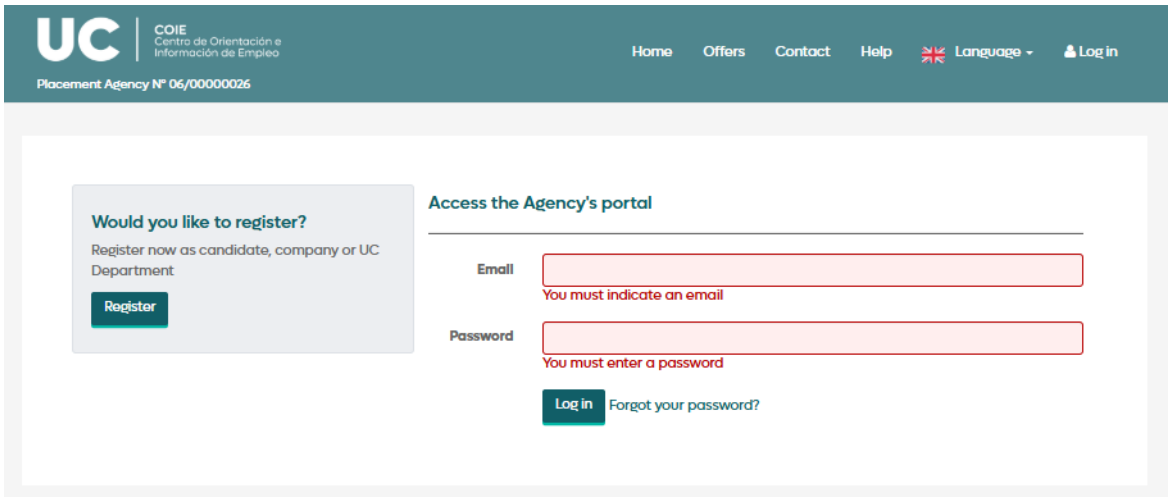


If more than 24 hours pass without confirming the e-mail, you must regenerate your password by going to the Forgot your password? section.

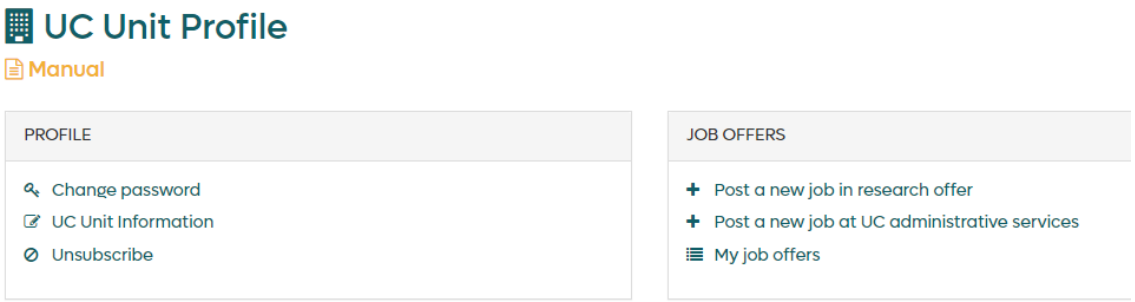
You can access your account now by entering the email and password you registered with.

3. Company profile

Once you have managed the Unit's registration you will be able to log in with your username and password.



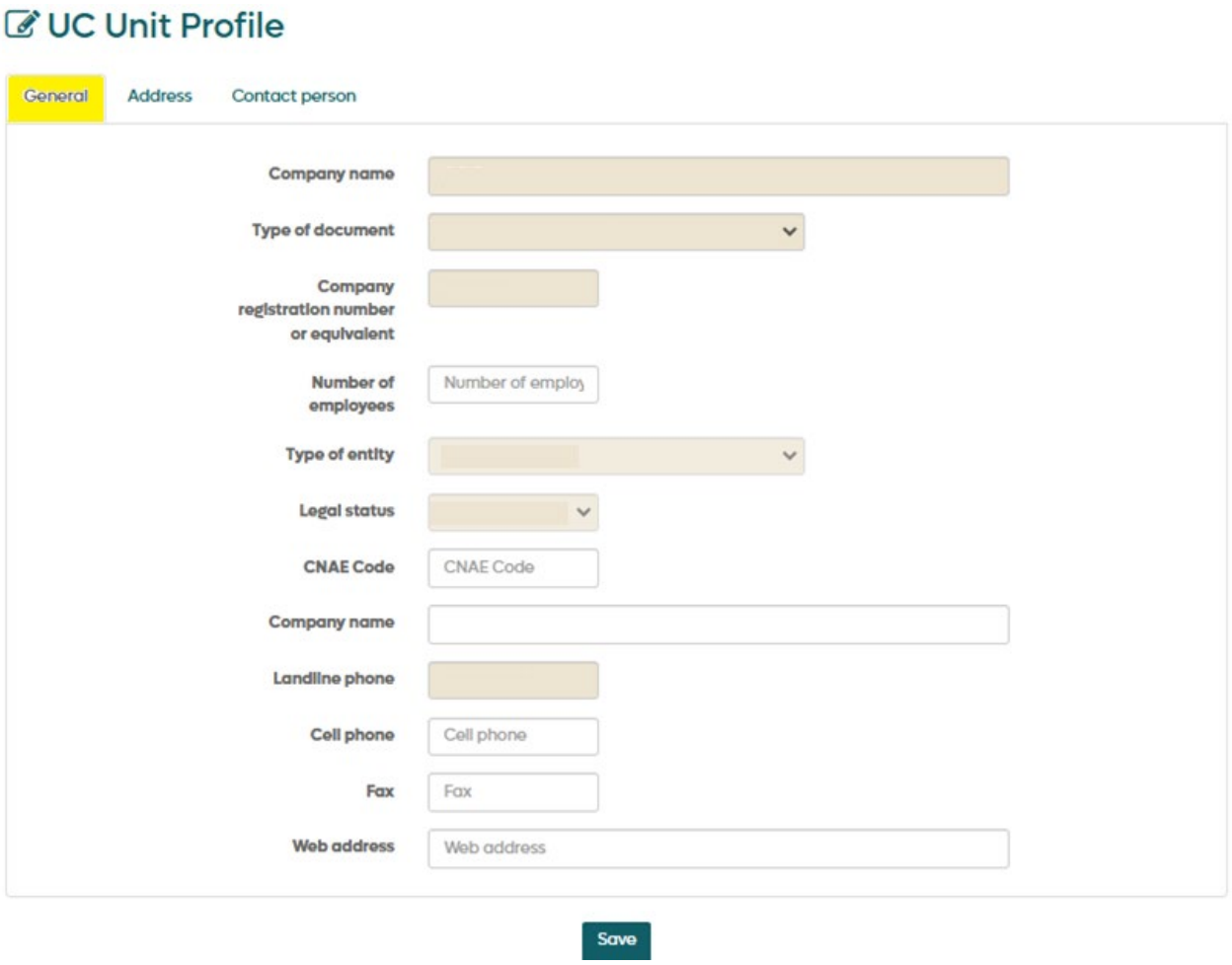
Once you have logged in with your username (email) and password, you will see this page and a red message reminding you to fill in the details of the Department, Service or Unit first. At the top right you will see your user name in a different colour. Here you can fill in your details, change your password, unsubscribe, post research staff vacancies, post PTGAS job vacancies and manage vacancies.



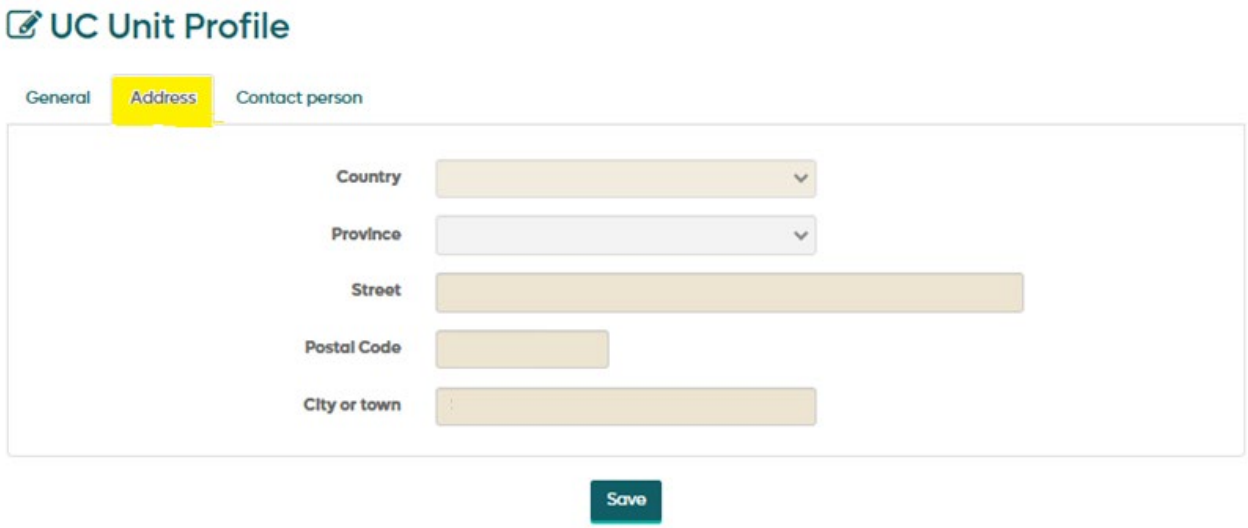
3.1. Details of the department, service or unit

In the Company Details section, you will have to fill in the three tabs that appear, General, Address and Contact Person. The shaded fields are mandatory.

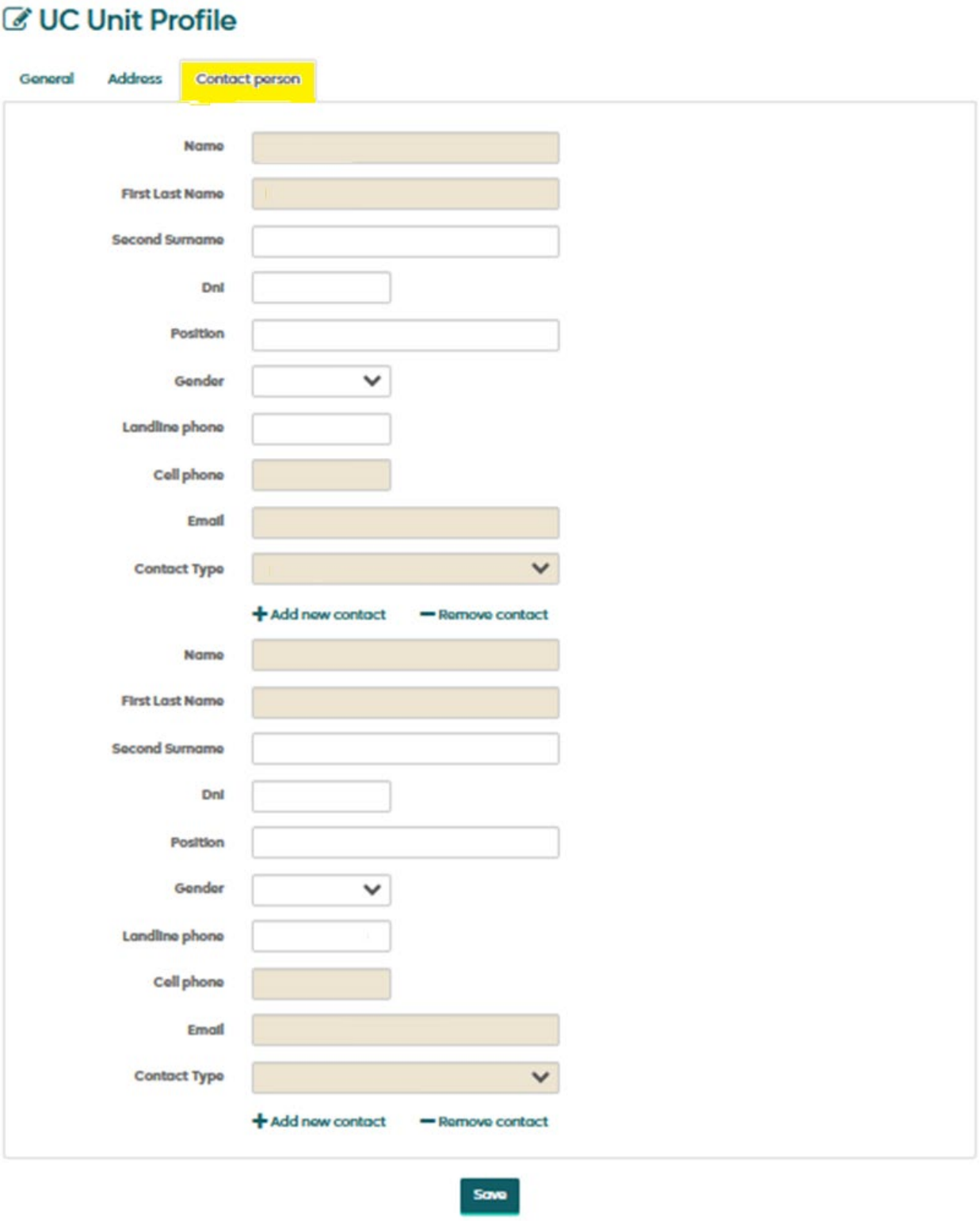
In General Data, the shaded fields are mandatory.



In the second tab you must indicate the Address



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

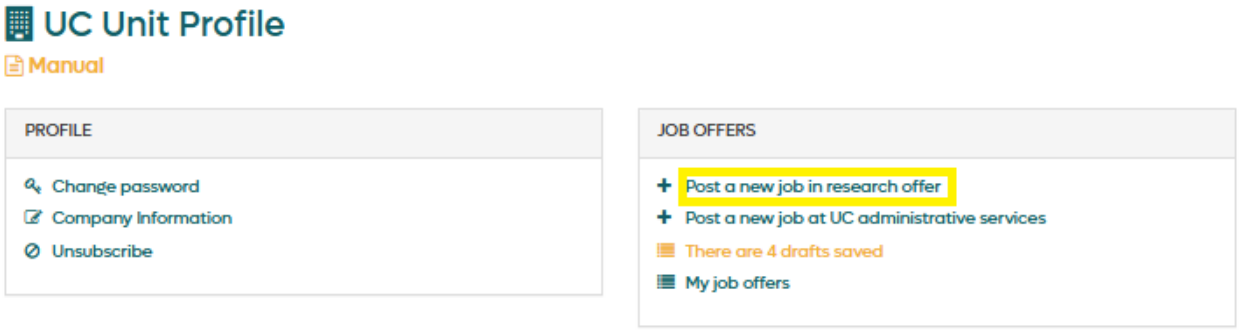


When finished, click SAVE and your registration is pending validation by the COIE.

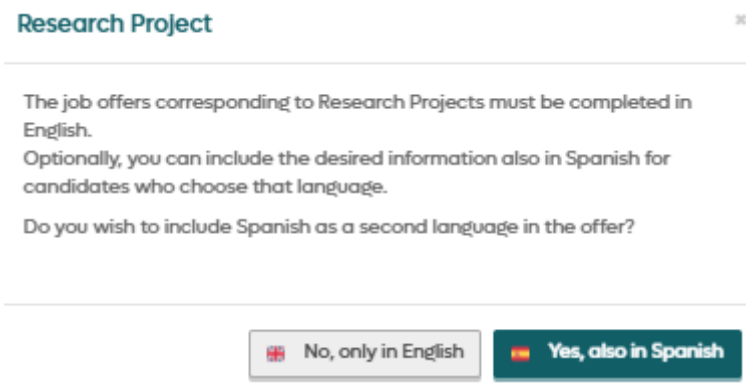
Once validated, you will receive a confirmation email and you will be able to access your Personal Area, which will allow you to publish offers, modify data, track your processes, unsubscribe or change your password.

4. Call for application

To call an offer of Research Staff at the University of Cantabria, click on 'New offer of Research Staff'.

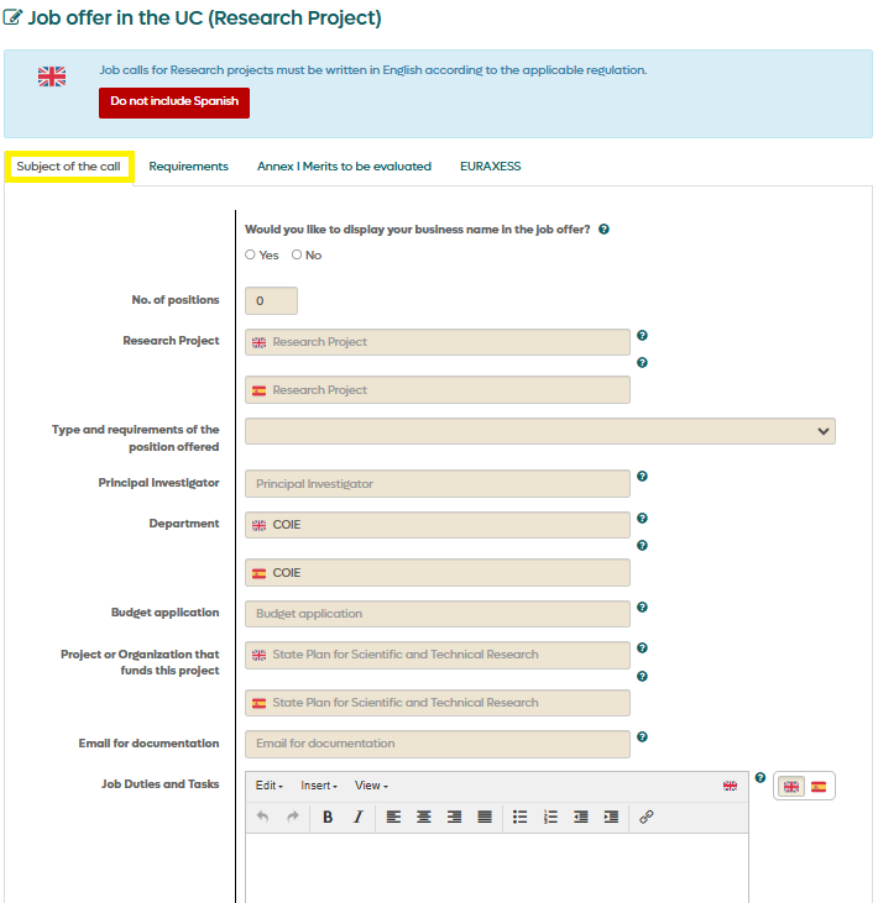


A screen appears where we are told that the compulsory language to call is English and that we have the option of adding the content also in Spanish; you must always choose the option 'Yes, also in Spanish':

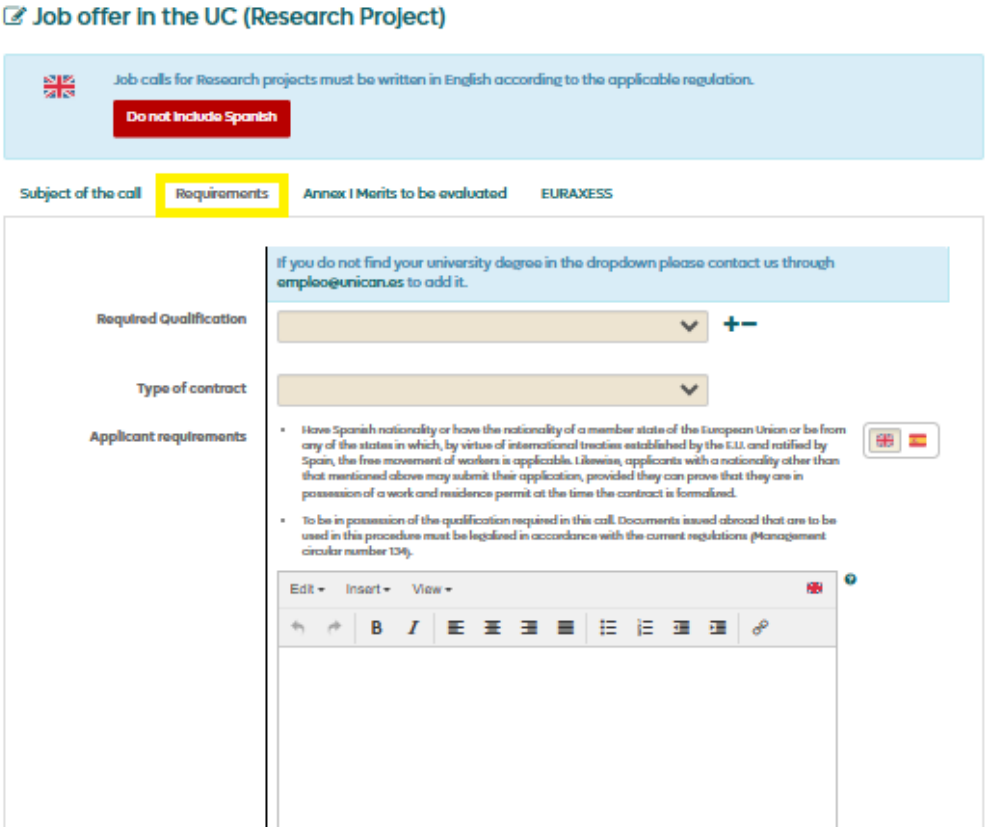


Then, a screen with four tabs appears, **Object of the call, Requirements, Annex I Merits to be assessed and EURAXESS**.

In **Object of the Call**, fill in all the fields, both in Spanish and English



We go to the **Requirements** tab and do the same in this new tab

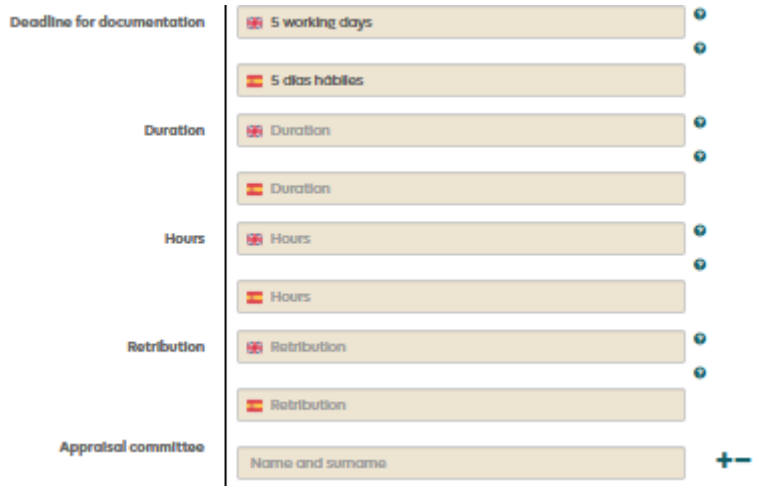


If we select University Studies, a drop-down menu is displayed in which the first degrees are grouped by families, i.e. if we click on one of these options, the offer will be sent to candidates who have a degree, a bachelor's degree, a master's degree, a doctorate or any other related degree. If you continue down the drop-down list, you will see the bachelor's, master'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 qualifications as you need

Under Applicant Requirements, there are three requirements that are fixed and mandatory, although if you wish to add any more you can do so by typing in the text box that appears just below.

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

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

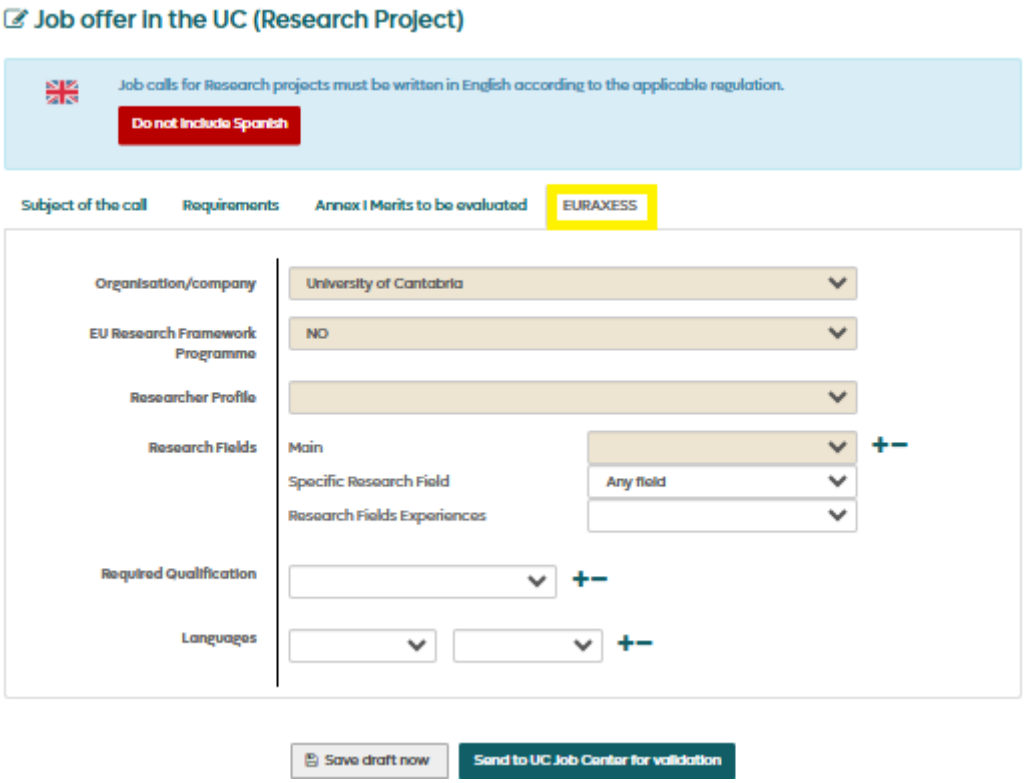


Click on **CONTINUE**.

The third tab, Annex I **Merits to be assessed**, must have at least one of its fields completed. You can indicate: other official qualifications, experience with the job profile to be carried out, complementary training, languages, other merits and personal interview. In each section, whether in English or Spanish, the score or percentage with which each section will be assessed must be detailed

Click on **CONTINUE**.

The last section is **EURAXESS**, which contains the fields of Organisation, which European research programme it belongs to, the researcher profile according to European standards, the field of research, the type of degree required and the languages.

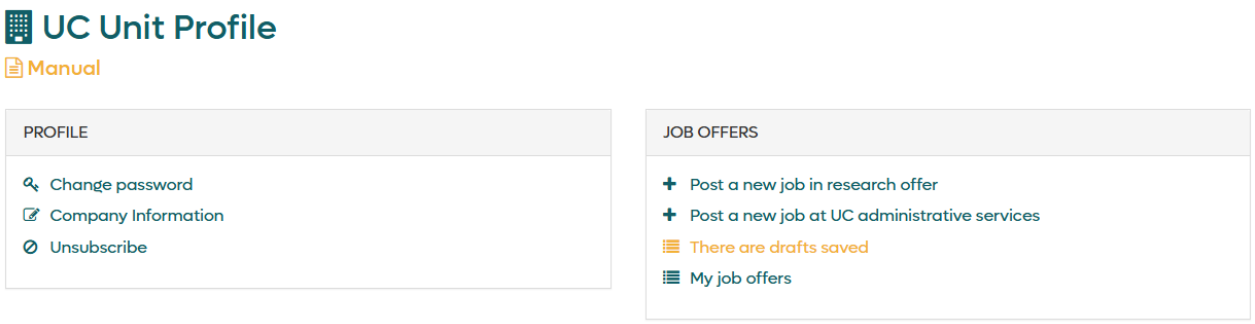


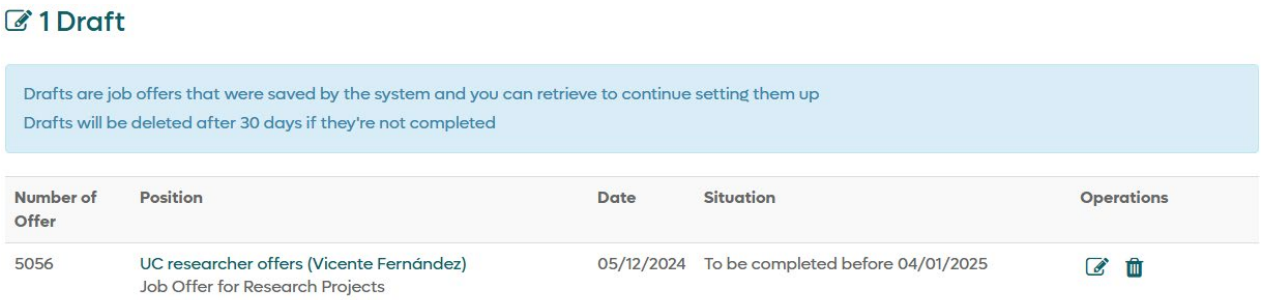
You have now finished filling in the call for applications. From now on you can either '**Save draft now**' or '**Send to COIE for validation**'.

The first option will allow you to have the offer saved as a Draft to send it when you consider it appropriate. The second option is to send the offer to the COIE.

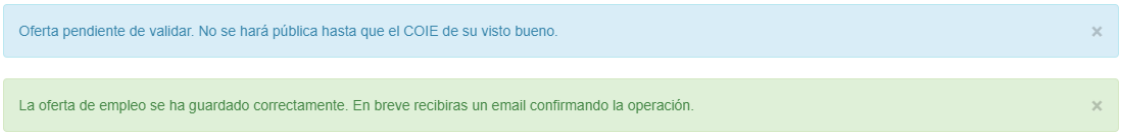
You have the option to save the offer and not send it to COIE. A draft will be generated in your Company Profile. These draft offers will be saved for a limited period of time and can be retrieved at any time to continue with your registration. An automatic warning from the platform will warn you that the draft(s) are about to reach the time limit and if you do not carry out any operation they will be deleted.

The time limit for maintaining the drafts of calls is 30 days.

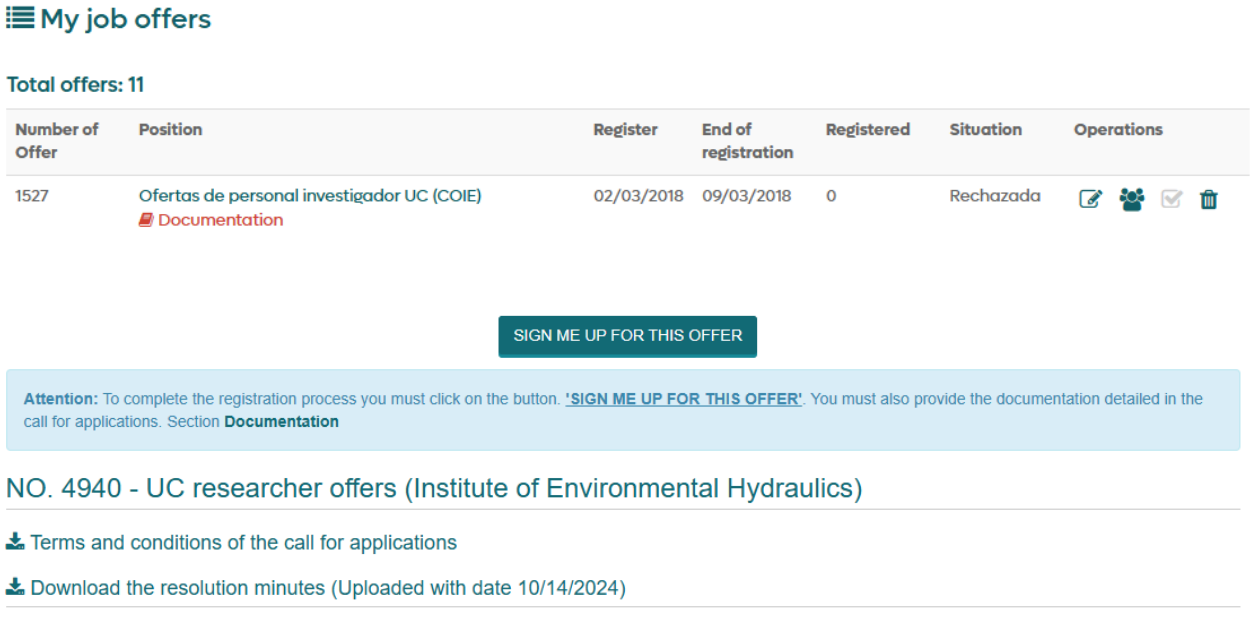




When you send the offer to the COIE, two boxes will appear, one in blue informing you that the offer is pending validation and will not be made public until the COIE validates it and the other in green informing you that the offer has been saved correctly. You will be able to see in detail how the offer 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's own website.



When a candidate registers for an offer of this type, he/she is told 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 rest of the required documentation (photocopy of ID card, photocopy of diploma, merits...) to the e-mail address provided (in the image in yellow).

DOCUMENTATION

Registered candidates must attach the following documentation:

- Application form for participation in selection processes for calls for researchers, filled in
- Photocopy of the National Identity Card, or equivalent document.
- Photocopy of the Degree certificate or proof of having paid the corresponding fee for the issuance of the Certificate Degree.
- Photocopy of the academic merits to be assessed

In addition to registration required in the job offer through this portal, the documentation requested in the call text must be submitted to the department/unit that carries out the call. or send all of it scanned to the following e-mail, indicating the offer to which it refers:
secretaria.teisa@unican.es

5. Manage offers

In My job offers you can view the offers that have been called, the offer No., the date of registration, the end date of registrations, the number of people registered, the status of the call (active, pending resolution...) and the operations that can be carried out

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

My job offers

Total offers: 11

Number of Offer	Position	Register	End of registration	Registered	Situation	Operations
5022	Ofertas de personal investigador UC (COIE) Documentation	28/11/2024	-	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, you can neither modify nor delete the offer, unless you inform us so that we can do so. The Status has changed from Pending Validation to Active. Each offer is assigned an identification number.

My job offers

Total offers: 11

Number of Offer	Position	Register	End of registration	Registered	Situation	Operations
5022	Ofertas de personal investigador UC (COIE) Documentation	28/11/2024	05/12/2024	0	Activa	

5.1. View CVs

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

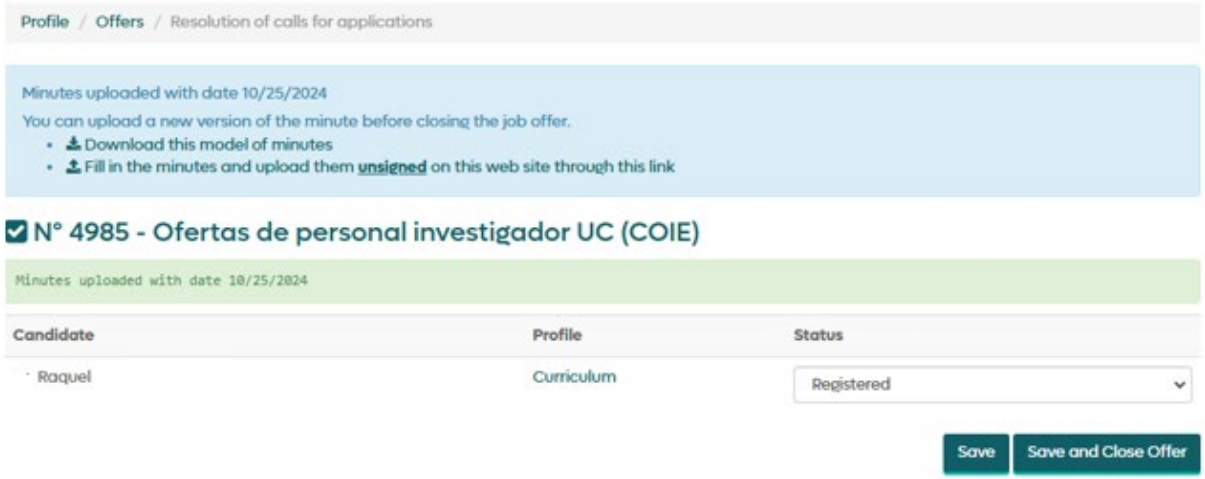
N° 4985 - Ofertas de personal investigador UC (COIE)

Candidatos	Perfil	Estado
Raquel	Curriculum	Inscrito

5.2. Select and upload the minutes

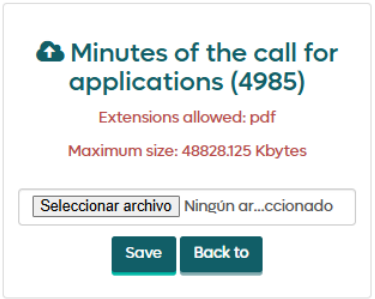
At the end of the registration period, the Agency will send you an e-mail and the offer will be in 'Pending' status.

The symbol serves to carry out the **Selection**.

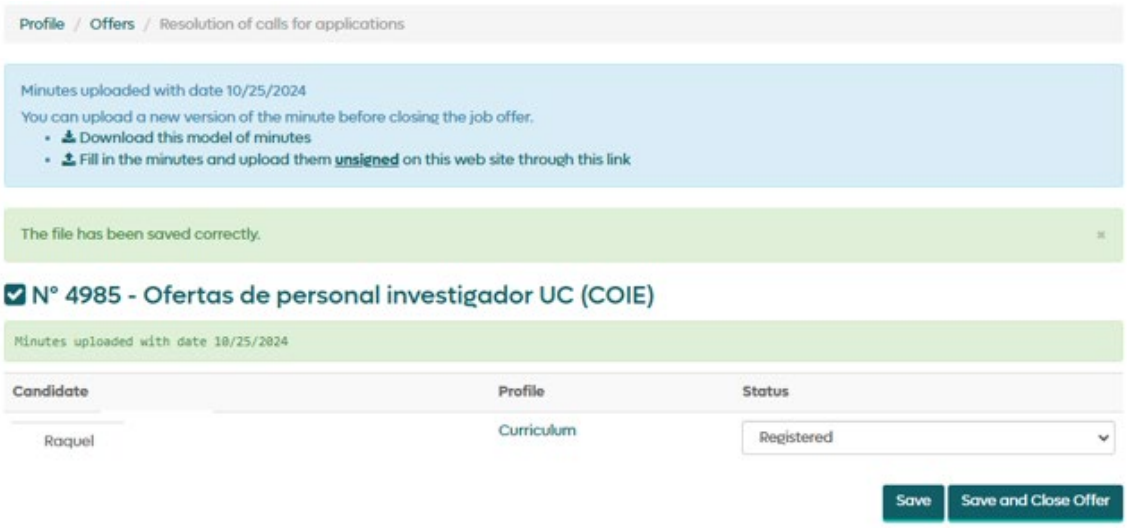


IMPORTANT, in the researcher offers, when entering the resolution of the call for applications, there is a blue box that reminds you that to complete the process you must download the report, fill it in and upload it **WITHOUT SIGNING** it to the employment portal through the link indicated.

When the minutes are downloaded and filled in, click on 'upload unsigned' and select the file. Then click on SAVE



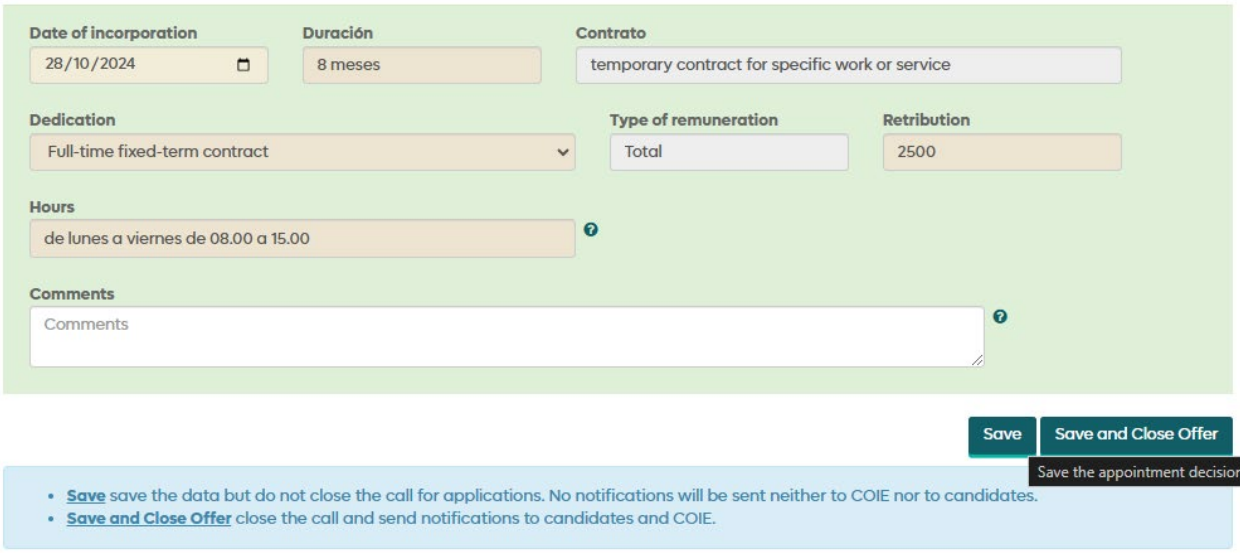
On the screen you will see a green box indicating that the file has been successfully saved. In addition, the date on which the minutes have been published is indicated below the offer number (shaded yellow in the image)



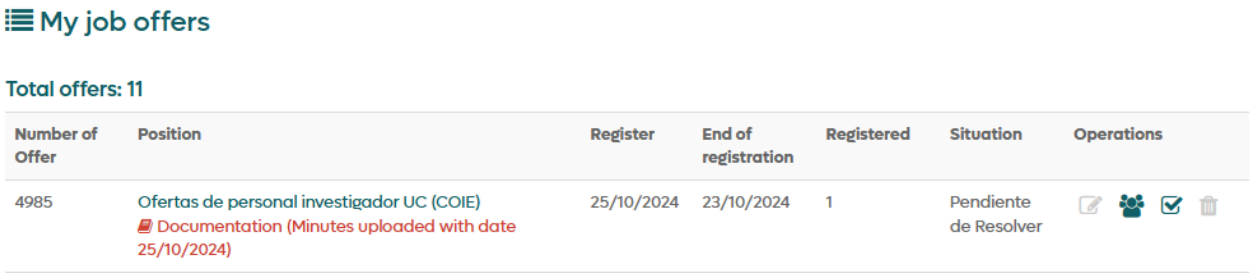
For each candidate there is a drop-down menu to indicate the status of each candidate: pre-selected, substitute rejected, selected or deserted, in the event that none meet the needs of the Department, Service or Unit.

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, a **SAVE** tab, which saves the data but does not close the call, nor send any notification to the COIE and a **SAVE AND CLOSE OFFER** tab, which closes the call and sends notification to the COIE. A green box will appear informing you that the call has been successfully closed

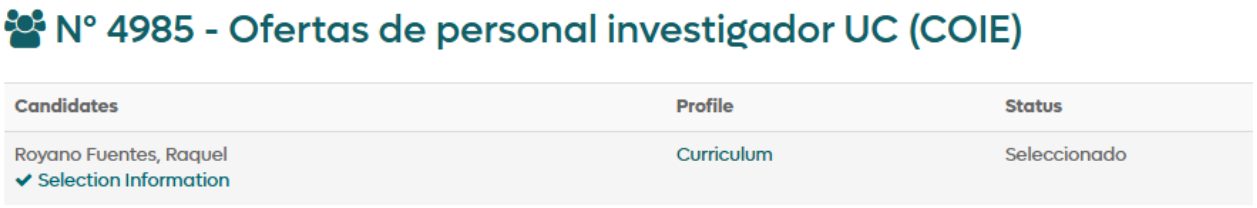


Next to the offer you have in red colour the Documentation referring to that call and the date on which the minutes were uploaded.

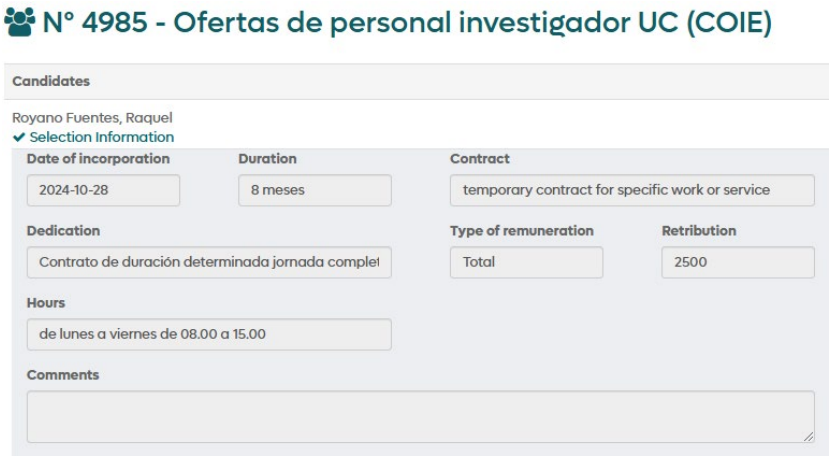


If you want to retrieve data (working hours, working day, remuneration, etc...) about the selected person, go to 'My Job Offers', click on the corresponding offer and in Operations, you will access this symbol .

You will see the name of the selected candidate and underneath Selection information



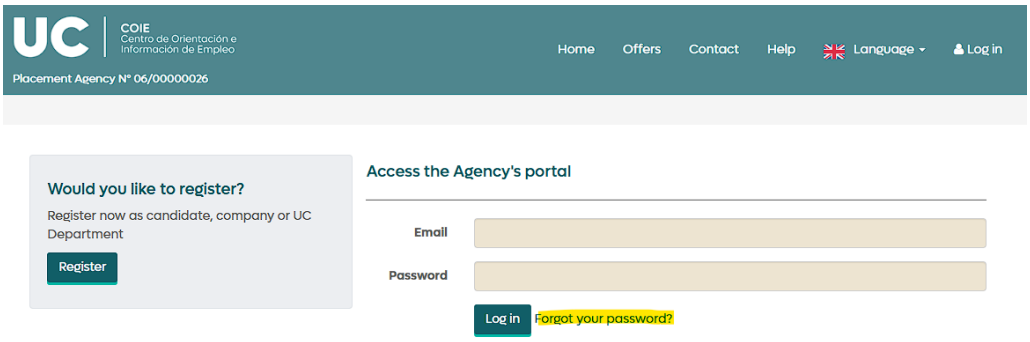
Clicking on Selection information will display the data you entered regarding the selection



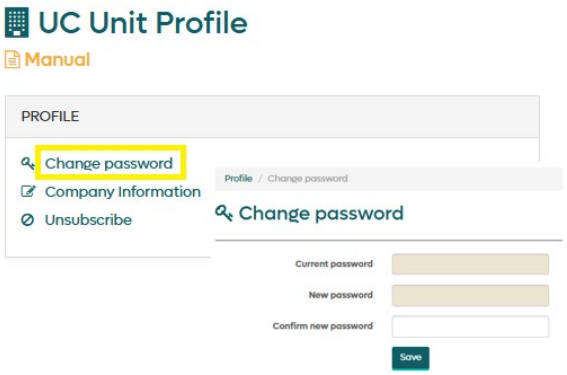
Offers cannot be closed while candidates are registered or pre-selected.

6. Reset or change password

If you forget your password by logging in on the homepage as UC you can use the option '**Forgot your password**?', you will receive the option to reset your password in the email you registered with.

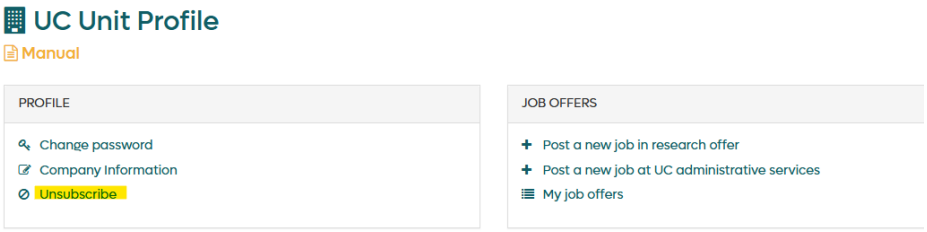
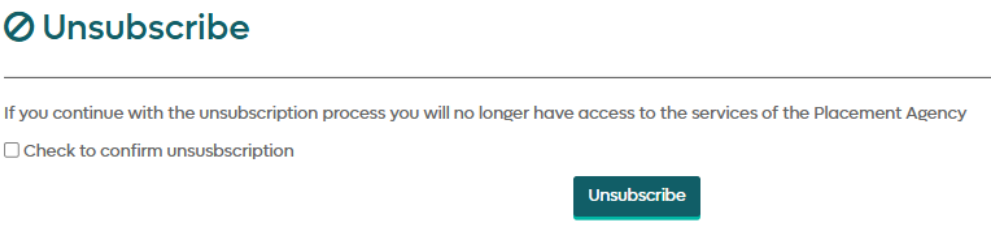


If you wish to change your password, you can do it from your **Profile, Change password** and don't forget to **SAVE**



7. Unsubscribe

In your profile you have the option to unsubscribe from the job portal.



The system asks you if you want to continue with the deregistration and you will have to confirm it by clicking on the 'Do you want to continue' box and click on the CONTINUE button.