Table of contents

1. Home page 2
2. Registration and access 3
3. Service or Unit Profile 5
   3.1. Details of the Service or Unir 5
4. Call for applications 8
5. MANAGE THE OFFERS 12
   5.1. VISUALIZING THE C.V. 12
   5.2. SELECTION 13
6. Reset or change password 15
7. Unsubscribe 16

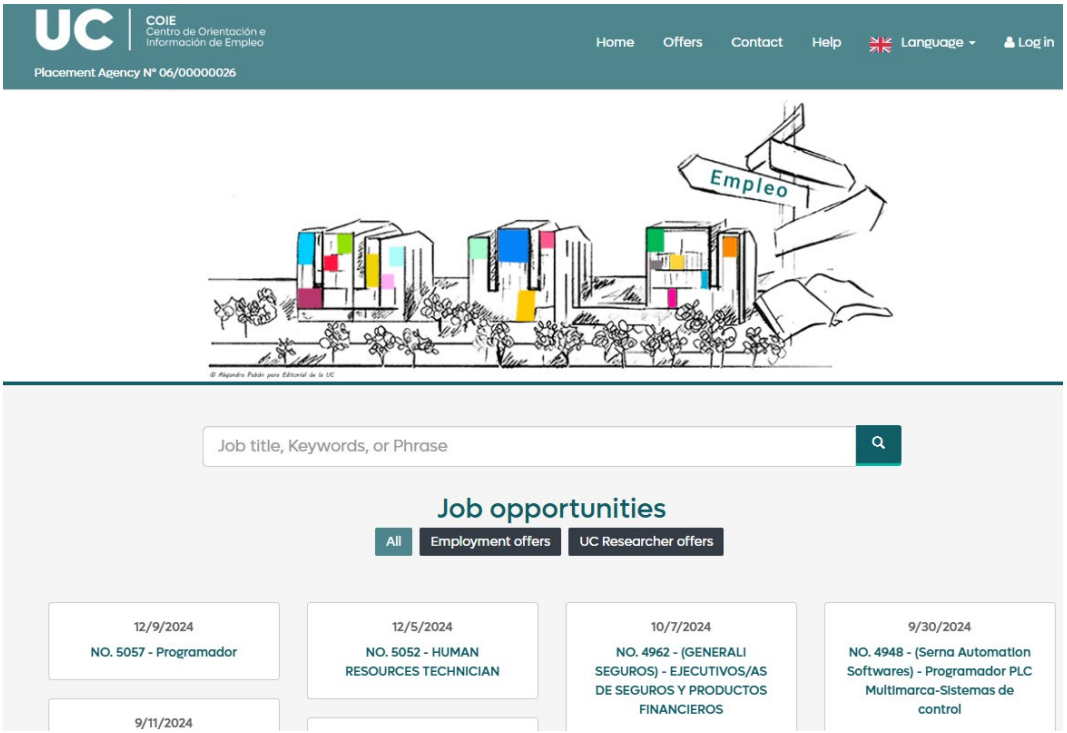
1. Home page

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.

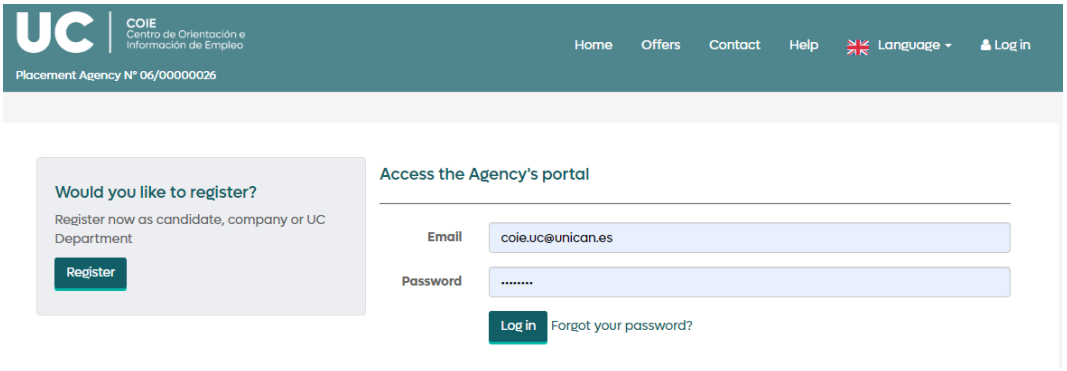


2. Registration and access

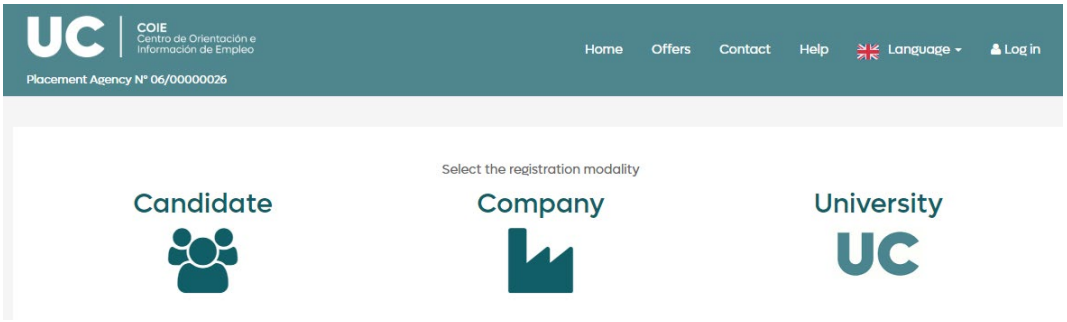
To enter as a Service or Unit of the University of Cantabria you must click on the link “Log in” located in the upper margin.

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

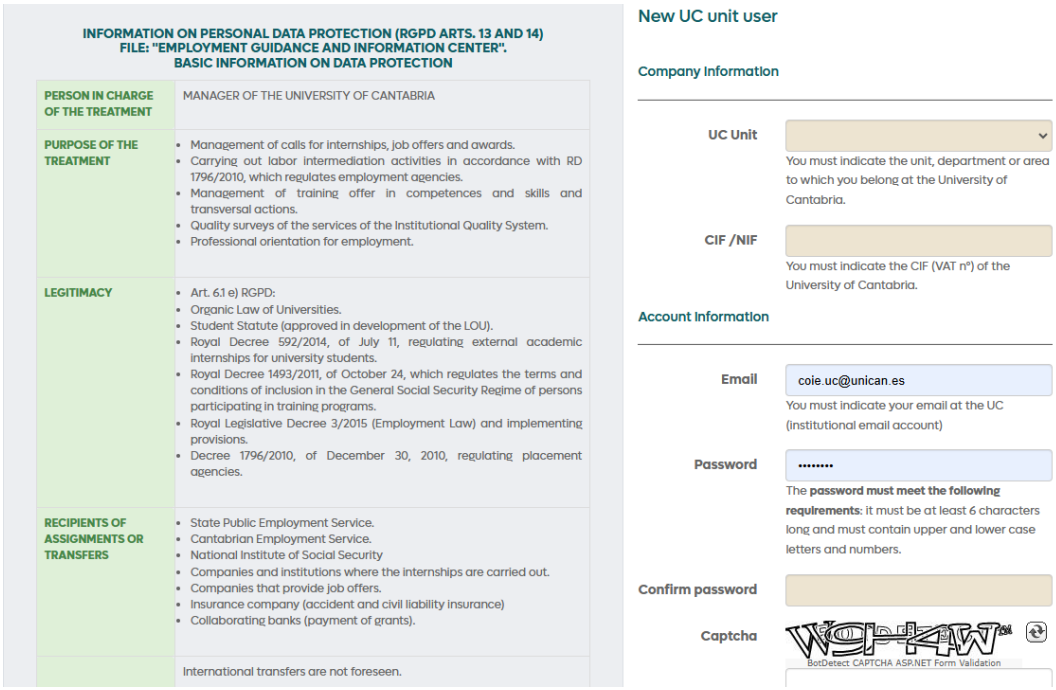
The first time you access this page you must go to the section "Do you want to register? And then click on "REGISTER".



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.

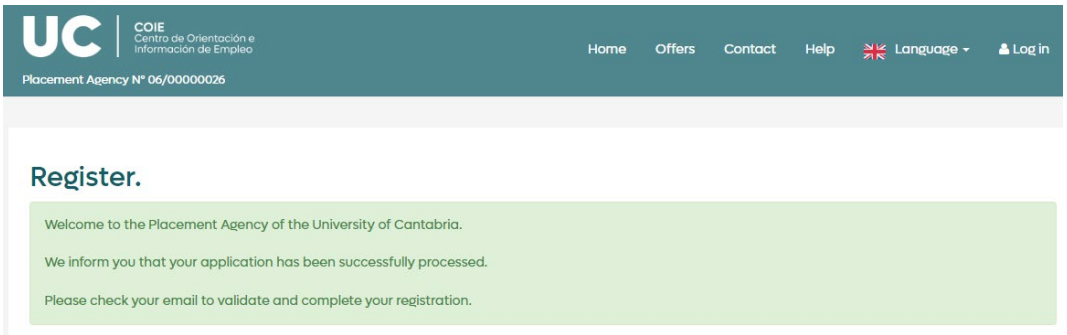


INFORMATION ON PERSONAL DATA PROTECTION (RGPD ARTS. 13 AND 14)
FILE: "EMPLOYMENT GUIDANCE AND INFORMATION CENTER".
BASIC INFORMATION ON DATA PROTECTION

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.

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

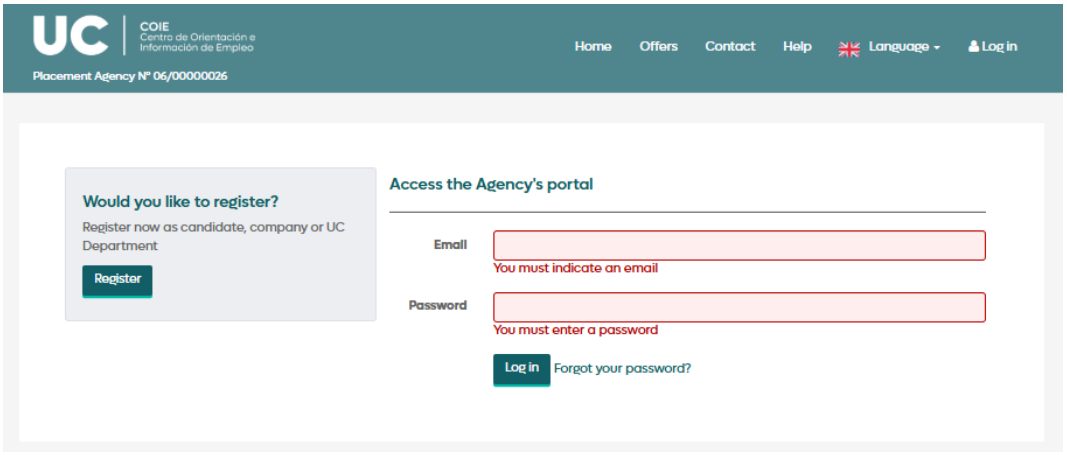
A welcome screen appears, and reminds you that to validate your registration you must enter your email address and click on the link provided.



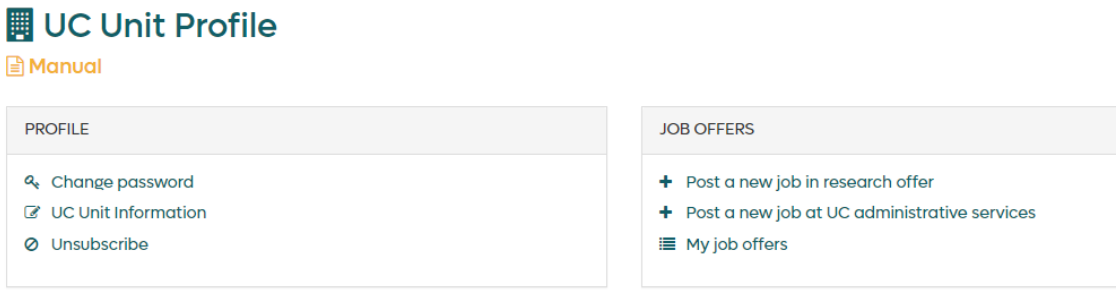
If more than 24 hours pass without confirming the e-mail, you must regenerate your password by going to the Forgot your password section.

3. Service or Unit 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 message marked in red reminding you **to fill in the data of the 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.

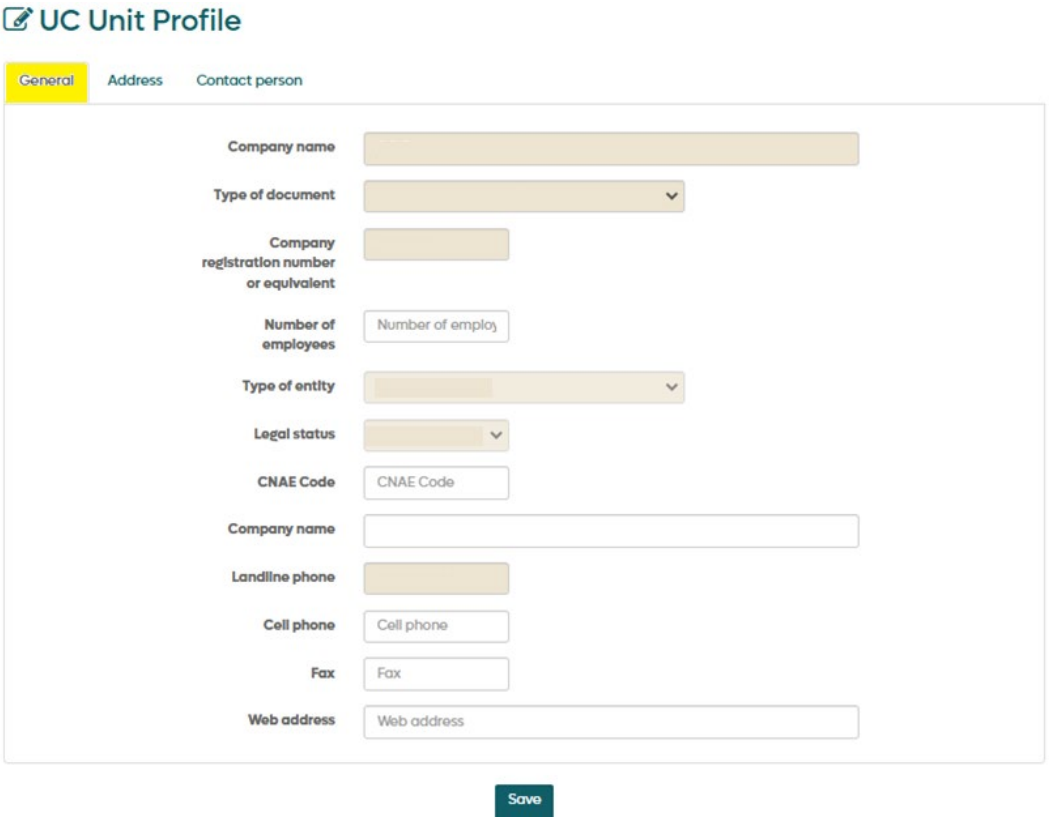


3.1. Details of the Service or Unir

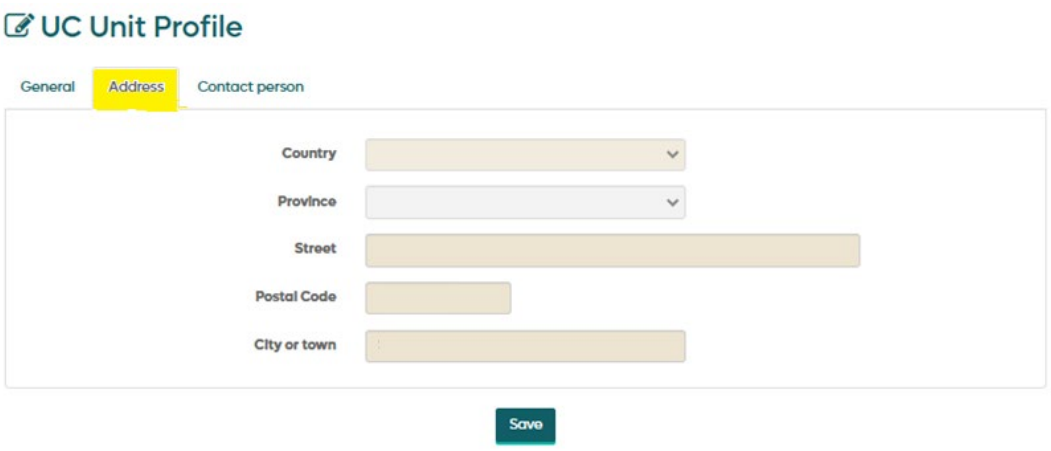
In the details section, you will have to fill in the three tabs that appear, **General Data, Address and Contact Person**. The shaded fields are mandatory.

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

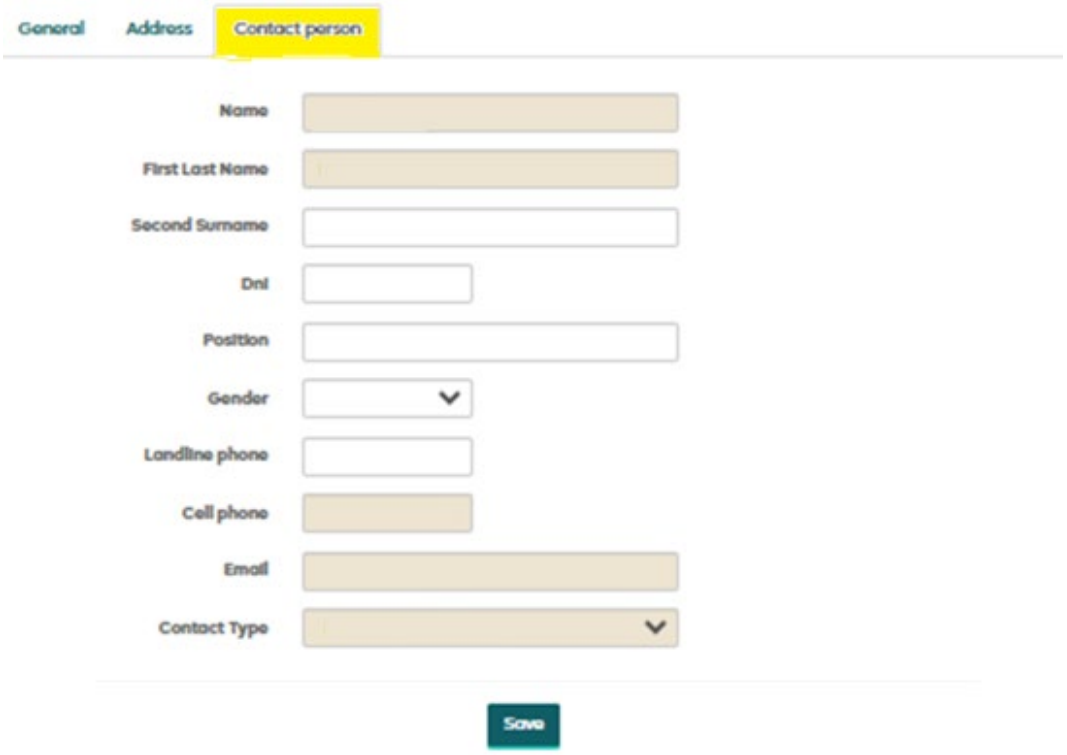
In **General Data**, the shaded fields are mandatory.



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



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

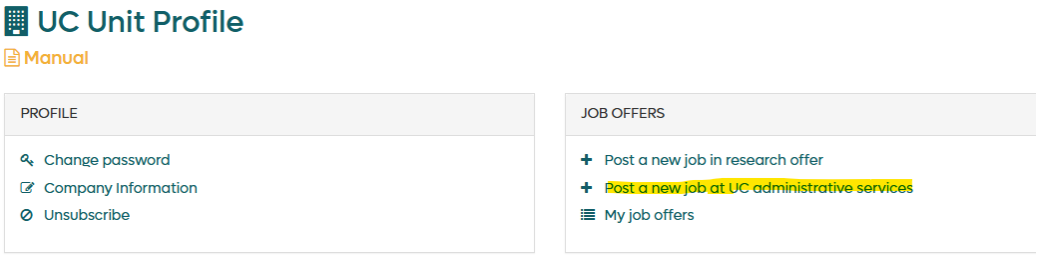


When you have finished, click SAVE and your registration will be pending validation by COIE.

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

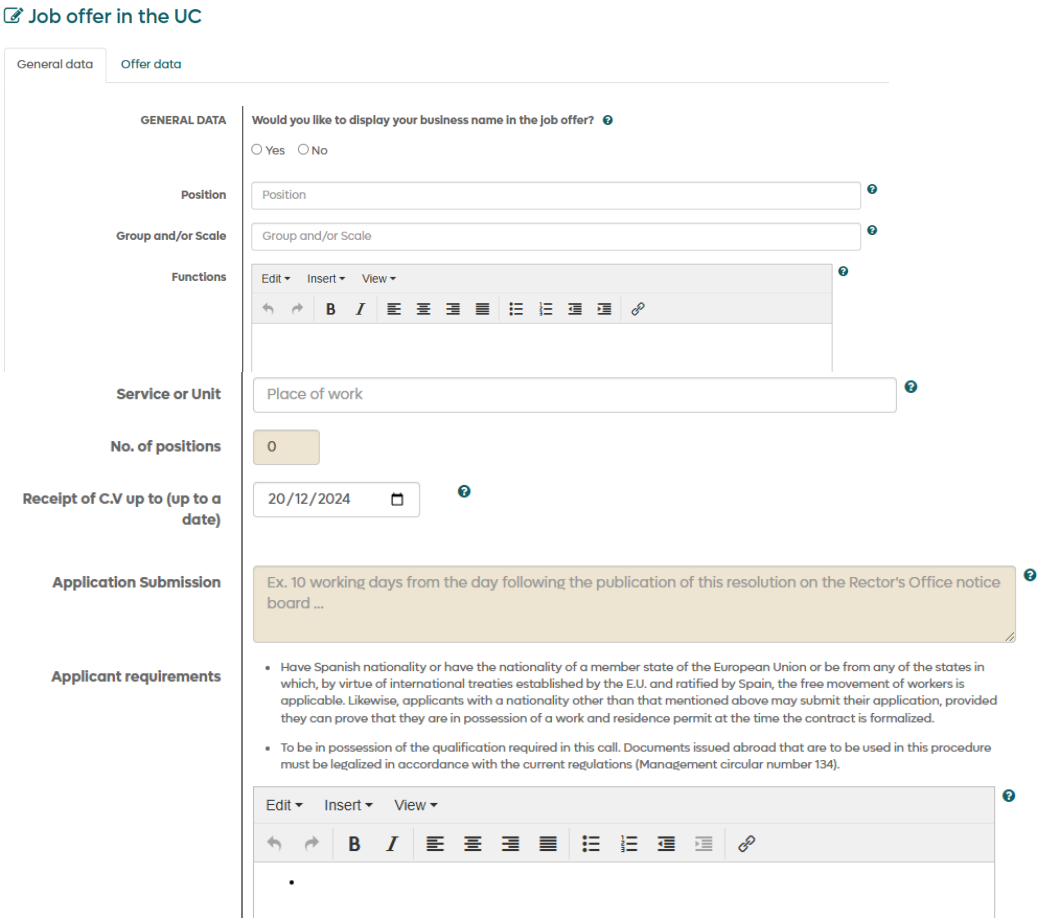
To post a PAS job offer you must click on **"Post a new job at UC administrative Services"**.



A screen with two tabs appears, **General Data** and **Offer Data**.

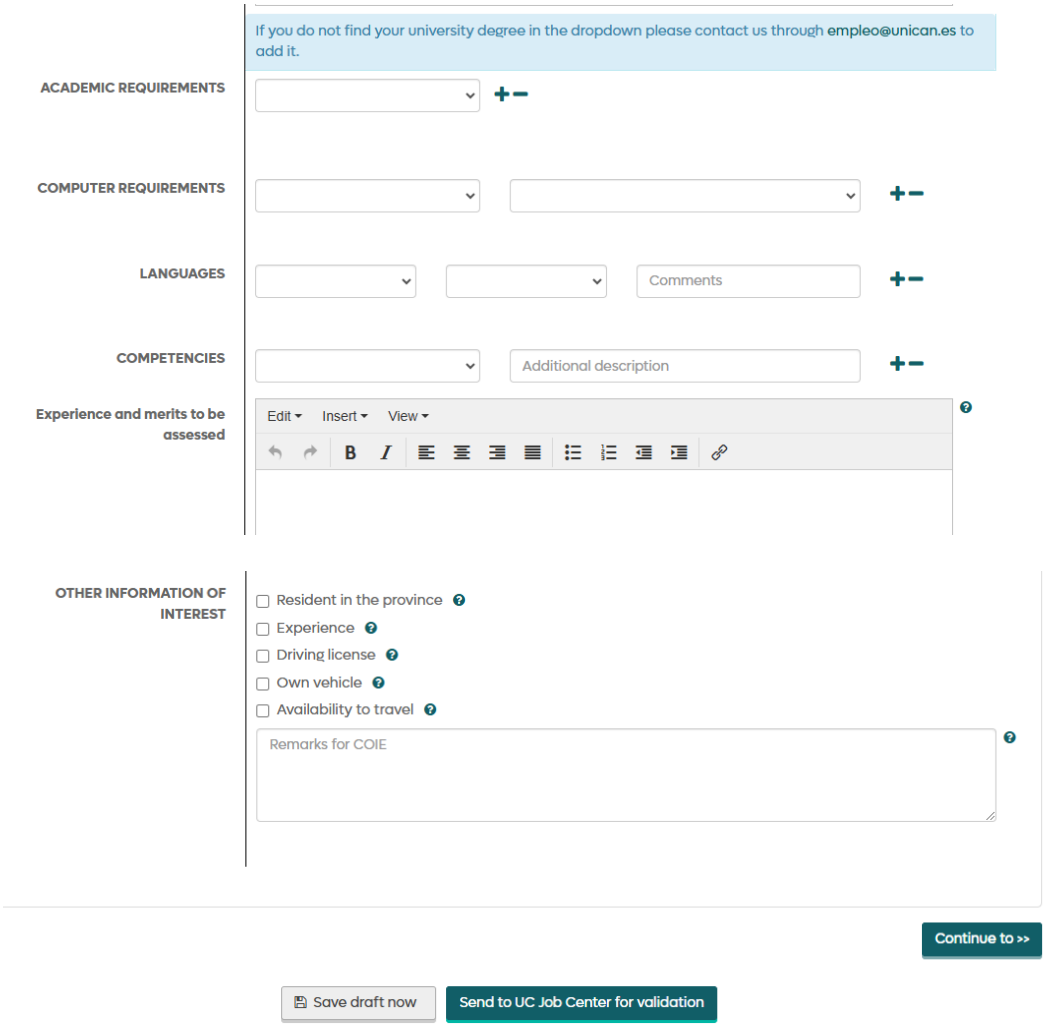
In **General Data**, we fill in the following fields: the position, the Group and/or Scale, the functions to be performed, the Service or Unit for which the offer is being made, the number of vacancies, the deadline for receipt of CVs and the place where applications must be submitted.

In the 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 writing below.



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.
Next, we will fill in the IT requirements, language level, skills, experience and other information of interest (availability to travel, driving license...etc). Then click CONTINUE.

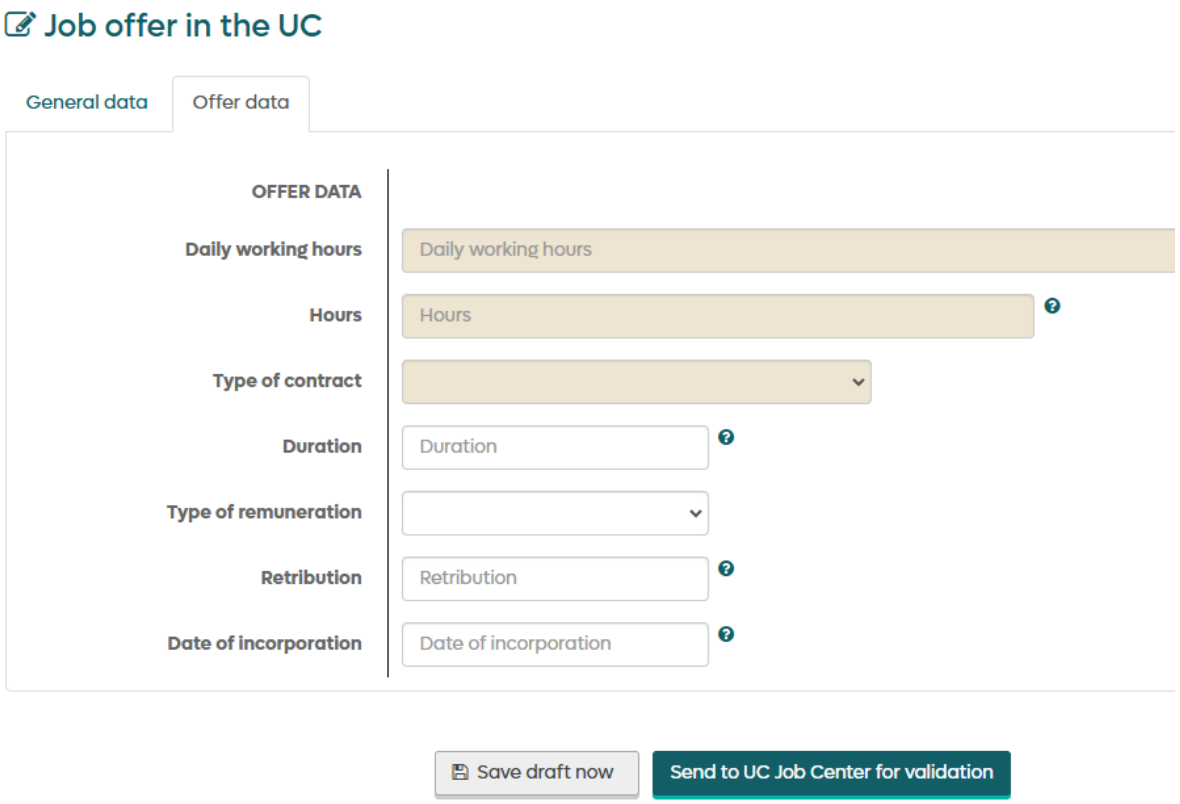


We go to the **Offer Data tab**.

In this section we are asked for the type of working day, the timetable, the type of contract, the duration (if the type of contract is indefinite or indefinite interim, it will not be necessary to fill in this field) the remuneration, which in these cases is usually put according to the agreement, and more or less the expected date of incorporation.

Finally click on SAVE.

The call for applications is now finished.

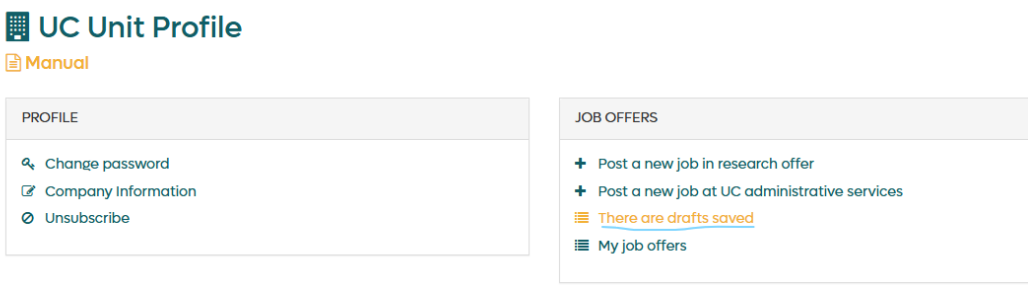


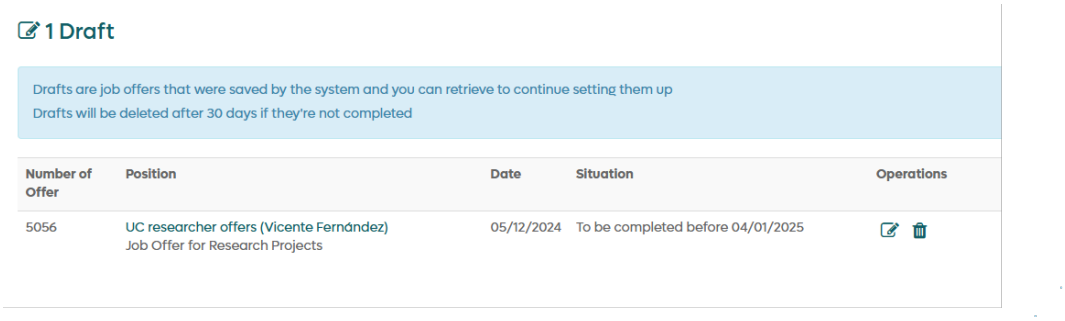
You have now finished filling in the call for applications. From now on you can either '**Save draft now**' or '**Send to COIE for validation**'.

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 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.

In "My Job Offers" you will see the offer that has just been sent and in red the word "Documentation", informing you that you must upload the Terms and Conditions of the Call, the Application Form and the CV Form.

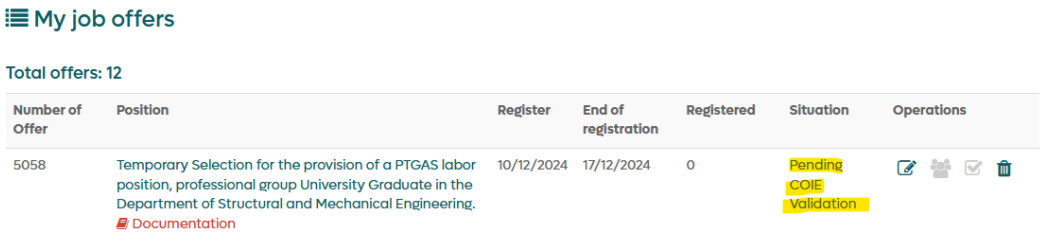
If we click on each of them, a window opens to select the desired file and upload it to the platform.

Once this action has been completed, in the Documentation section you will see that everything has been uploaded.

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.

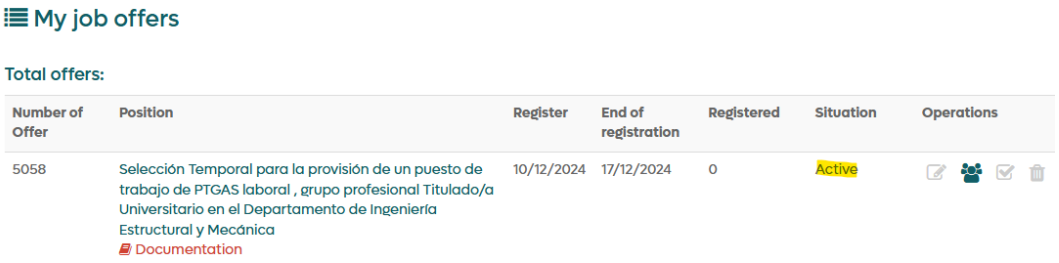
In the Operations section, the green symbol means that you can still make changes to the call or even delete it , since the COIE has not yet validated the offer, as can be seen in the image in the **Status section (PENDING VALIDATION BY COIE).**


My job offers

Total offers: 12

Number of Offer	Position	Register	End of registration	Registered	Situation	Operations
5058	Temporary Selection for the provision of a PTGAS labor position, professional group University Graduate in the Department of Structural and Mechanical Engineering. Documentation	10/12/2024	17/12/2024	0	Pending COIE validation	

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, unless you inform us so that we can do so. The **Status** has changed from Pending Validation to Active and an end date for registrations appears.


My job offers

Total offers:

Number of Offer	Position	Register	End of registration	Registered	Situation	Operations
5058	Selección Temporal para la provisión de un puesto de trabajo de PTGAS laboral , grupo profesional Titulado/a Universitario en el Departamento de Ingeniería Estructural y Mecánica Documentation	10/12/2024	17/12/2024	0	Active	

Each offer is assigned an identification number.
In PTGAS offers, candidates, in addition to registering in the job portal, must submit or send to the Registry (as indicated in the terms and conditions of the call), the application, the CV and the merits they wish to claim.

5.1. Visualizing the CV

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

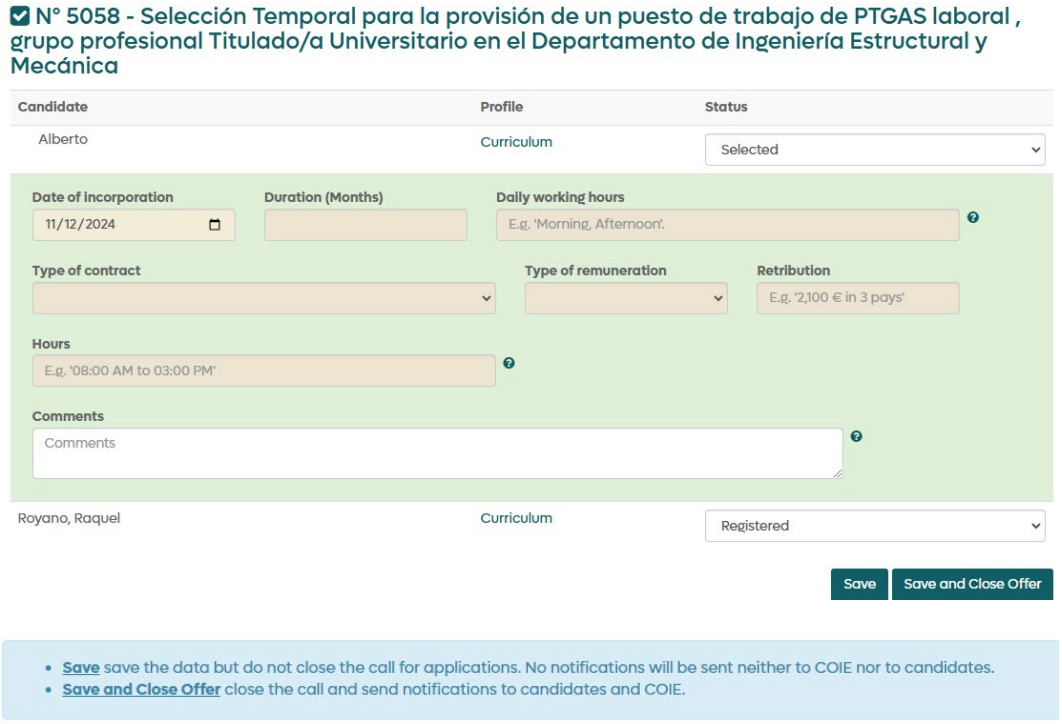
5.2. Selection

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

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

For each candidate, there is a drop-down menu to indicate the status of each one of them, preselected, substitute rejected, selected or deserted, in the event that none of them meets the needs of the Pas, Training and Social Action Service.

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



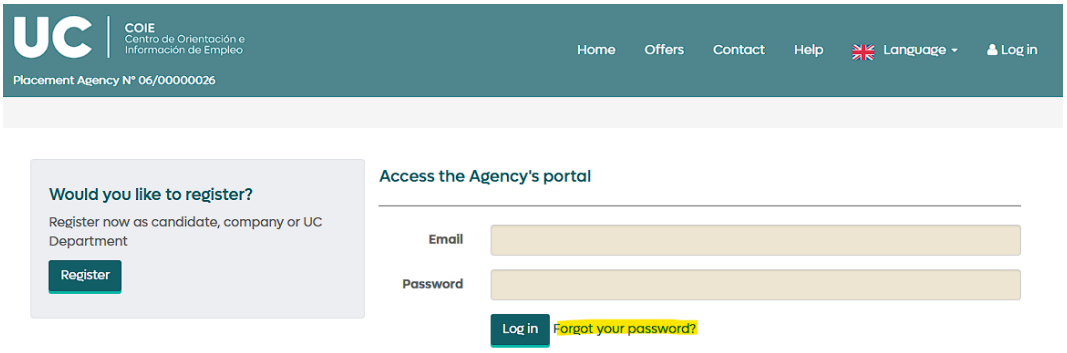
At the end there are two tabs, one for **SAVE**, which saves the data but does not close the call, nor send any notification to the COIE, and another for **SAVE AND CLOSE OFFER,** which closes the call and sends notification to the COIE. A green box will appear informing you that the call has been successfully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

A green box will appear informing you that the call has been successfully closed. 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 .

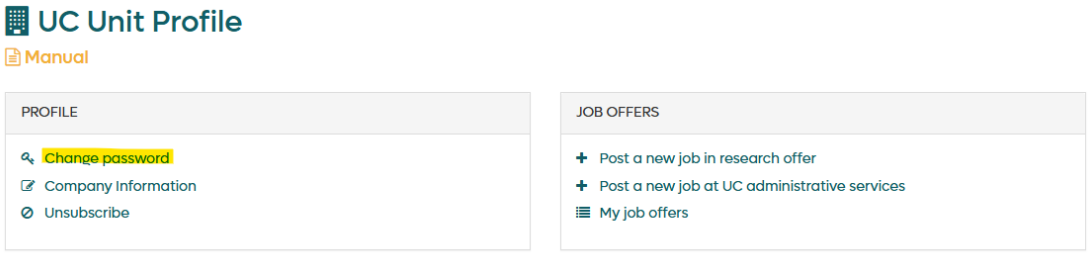
You will see the name of the selected candidate and below the selection information. Clicking on Selection information will display the data you entered regarding the selection. **Offers cannot be closed if there are candidates who are registered or pre-selected.**

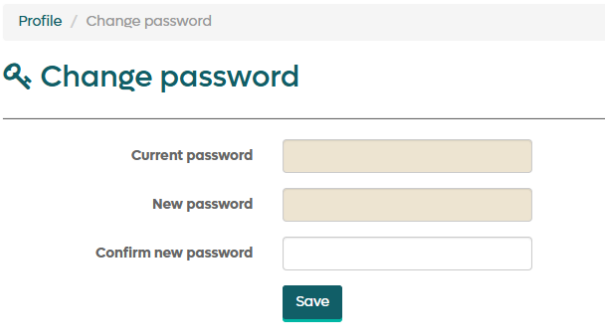
6. Reset or change password

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.



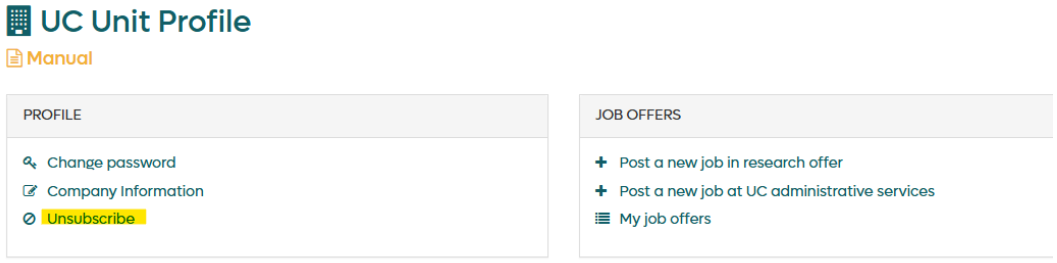
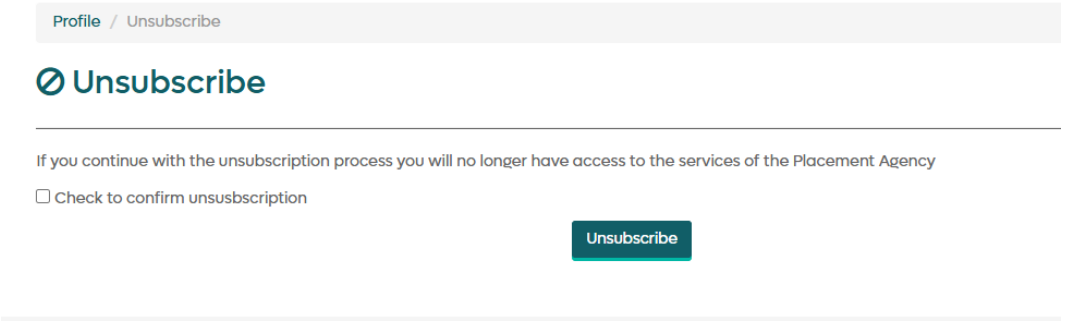
If you wish to change your password, you can do it from your **Profile**, **Change password** and don't forget to **SAVE**.





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.