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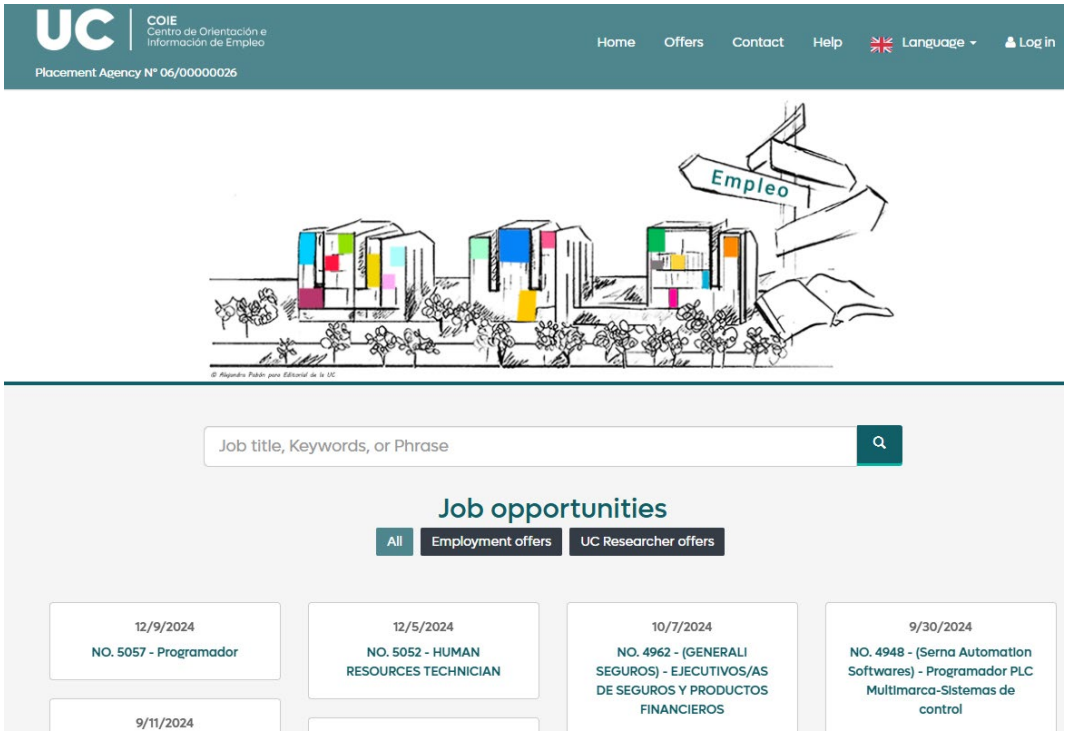
1. Home page

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.

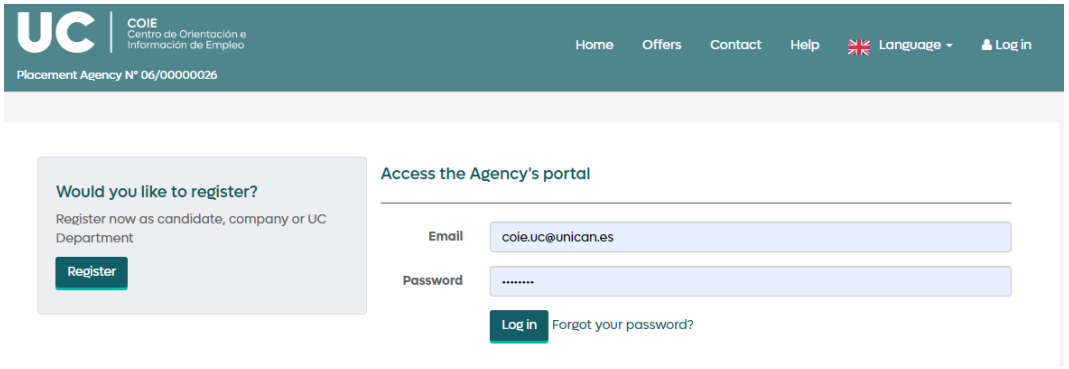


2. Registration and Access

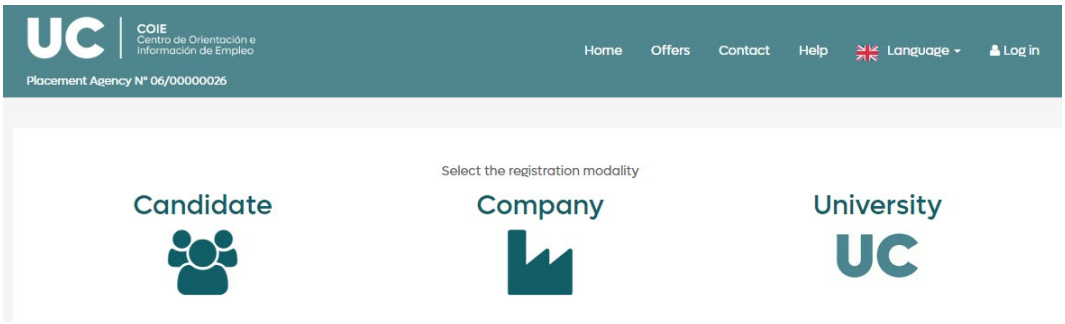
To log in as a Candidate you must click on the link 'Log in' located in the upper margin.

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".

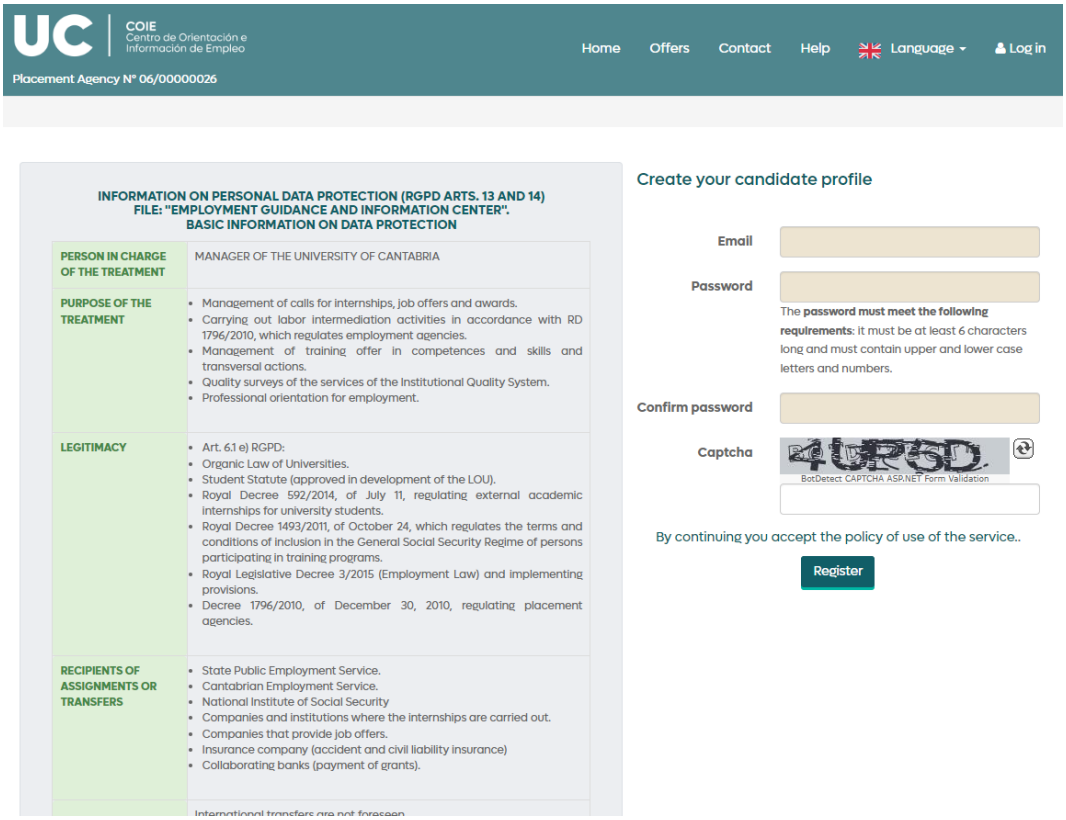


By clicking on the 'Register' option, you will first be presented with the profile options with which you wish to register.

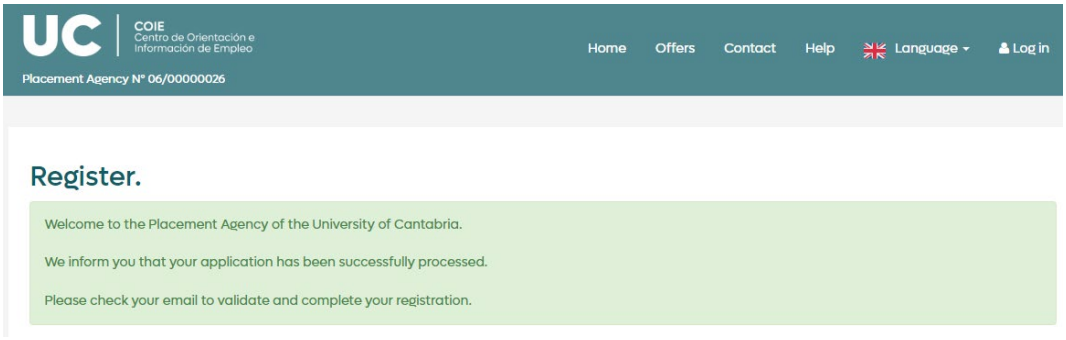


Once you have chosen the profile, you will be shown a screen is displayed informing you about the Data Protection Policy and Terms of Use of the Placement Agency.

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



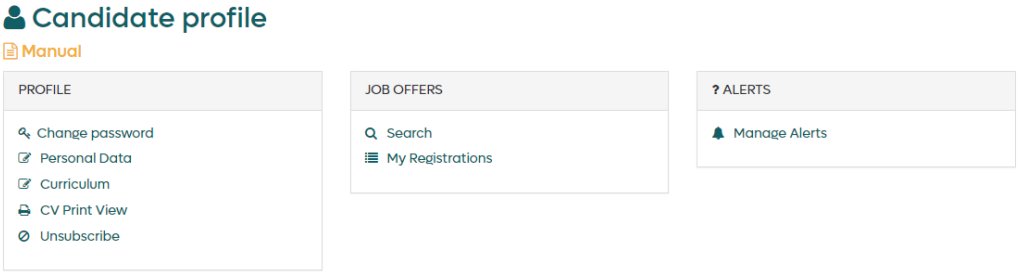
A welcome screen appears, and reminds you that to validate your registration you must enter your email address and click on the link provided.



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

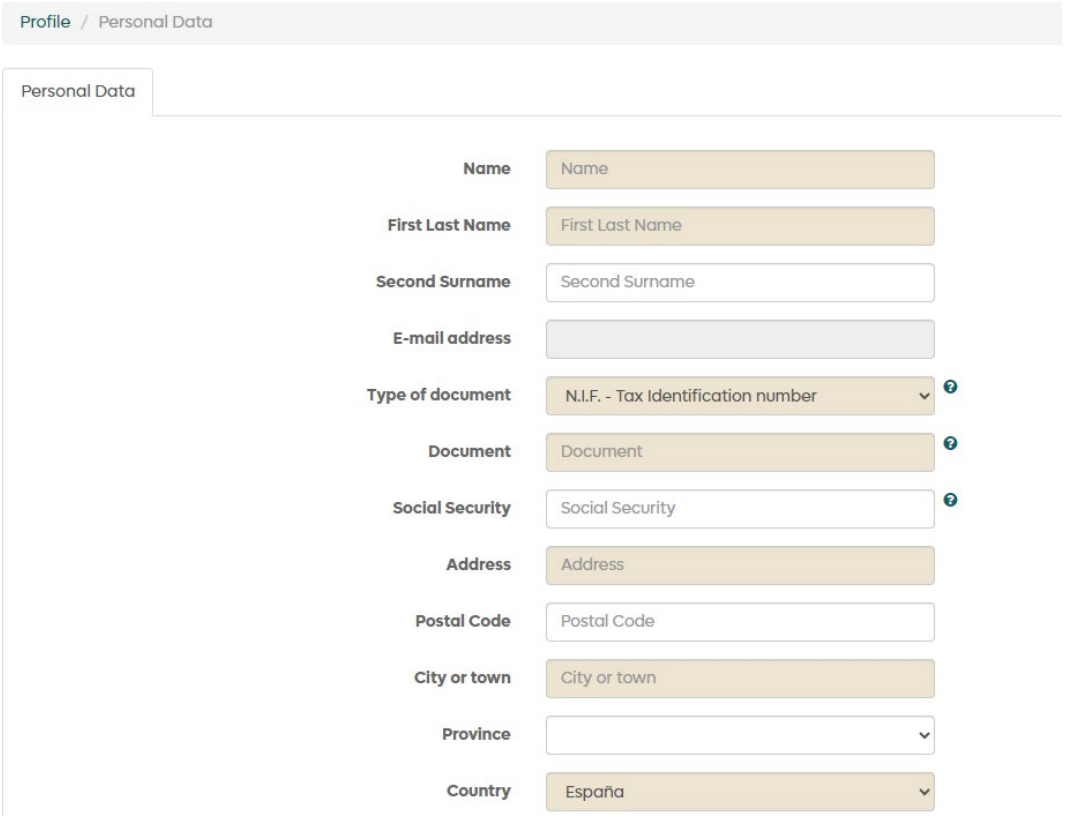
3. Candidate Profile

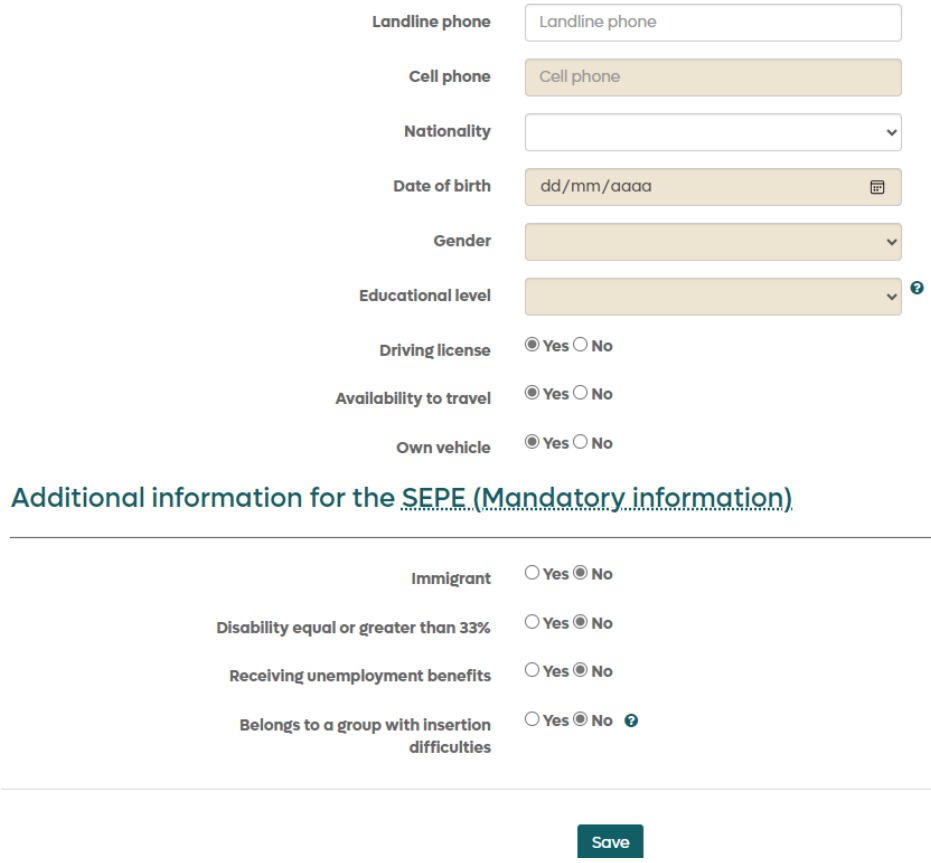
Once you have logged in with your username (email) and password, this page will appear and on the top right-hand side you will see your username in a different color. In Candidate Profile you can **enter your personal data, access your curriculum, change your password, unsubscribe, see the registrations you have applied for or create your alerts**...



3.1. Personal Data

We enter our Personal Data; the shaded fields are mandatory. If you hover the cursor over the question mark it gives you information on how to fill in that field. The information for the Public Employment Service (SEPE) is mandatory.





After filling in all the fields, click on the **SAVE** button. If at any time you would like to modify the data, go back to **Personal Data**, make the necessary changes and click on Save.

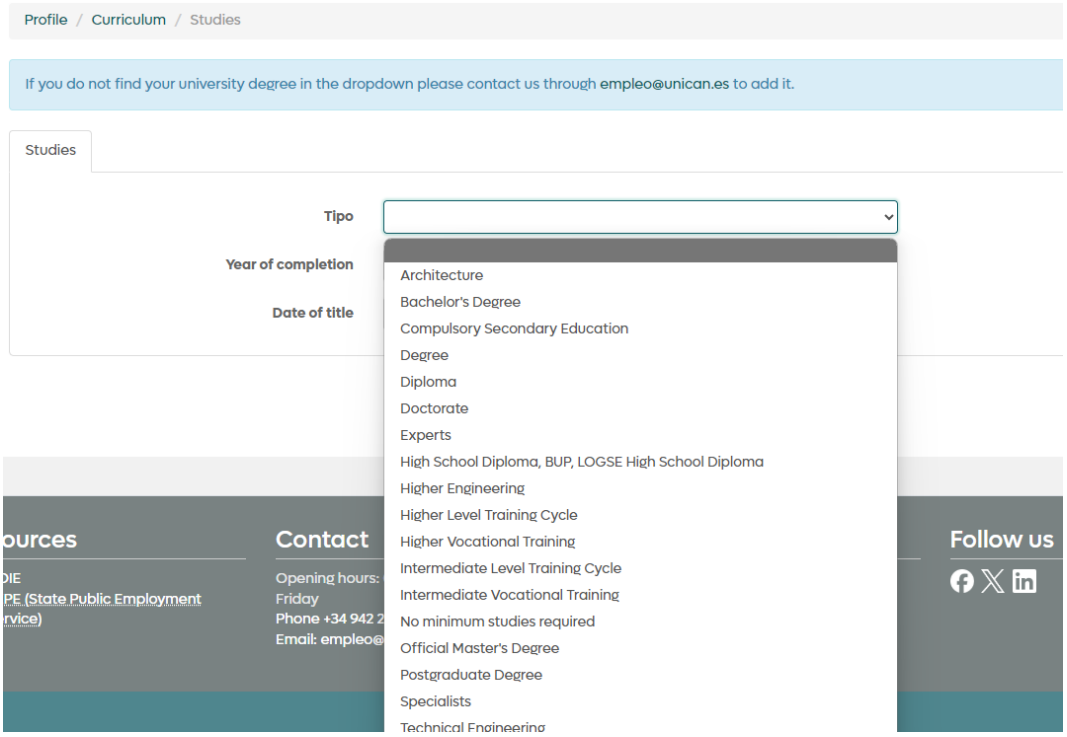
3.2. Curriculum Vitae

In this section you can include all the data concerning your training, skills and experience.

The first thing to do is to add a photo and to do this you must click on the photo box; a window will appear asking you to enter the graphic file containing the image. Click on **Select file**, bearing in mind that for correct viewing it must be less than 100 Kbytes and that only PNG, JPEG, JPG and GIF images can be uploaded. Then click on **SAVE**, and if everything is correct, you will be able to see the photo in the box.

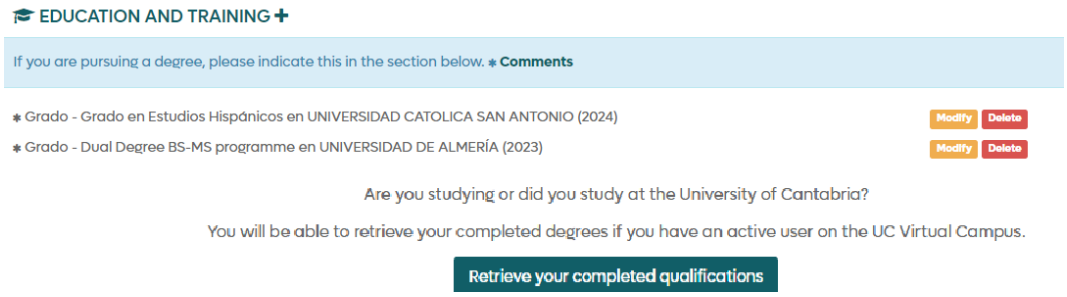
Continue filling in the **EDUCATION AND TRAINING** section, click on the **+** symbol and a drop-down menu will appear where you must select the type of degree you have, the year of completion and the date of the degree. Click on **SAVE.**

IMPORTANT: due to the large volume of degrees, masters (official and own programs) and doctorates that there are in all universities in Spain, it is possible that some of them are missing. In this case, please contact us at empleo@unican.es indicating the degree to be included.



You have the option to modify or delete the data entered.

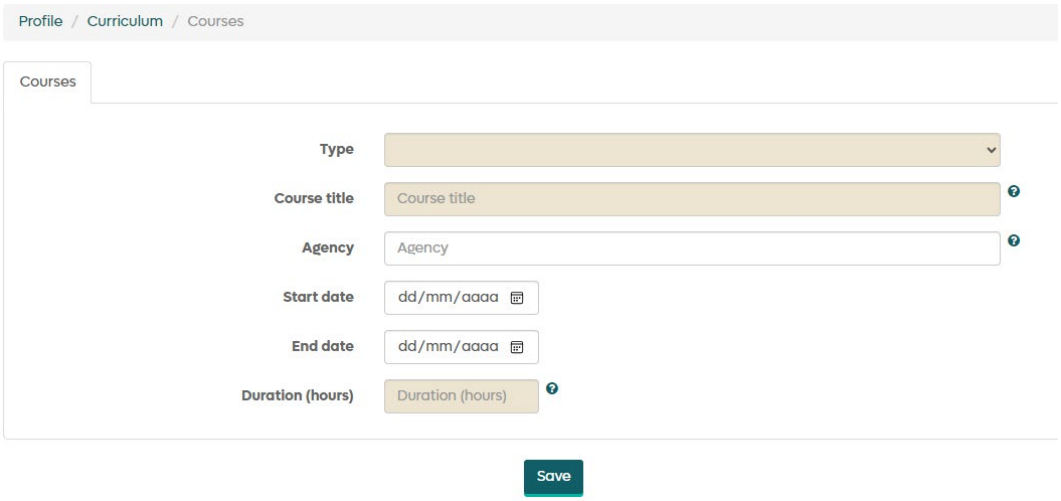
Graduates of the University of Cantabria can recover their degree if they have an active user in the Virtual Campus of the University of Cantabria.



Each new degree you want to add, click again on the ✚ and at the end always **SAVE**.

Courses.

To include all specialization courses, training courses or conferences, indicating the title, organization, start and end dates and duration.

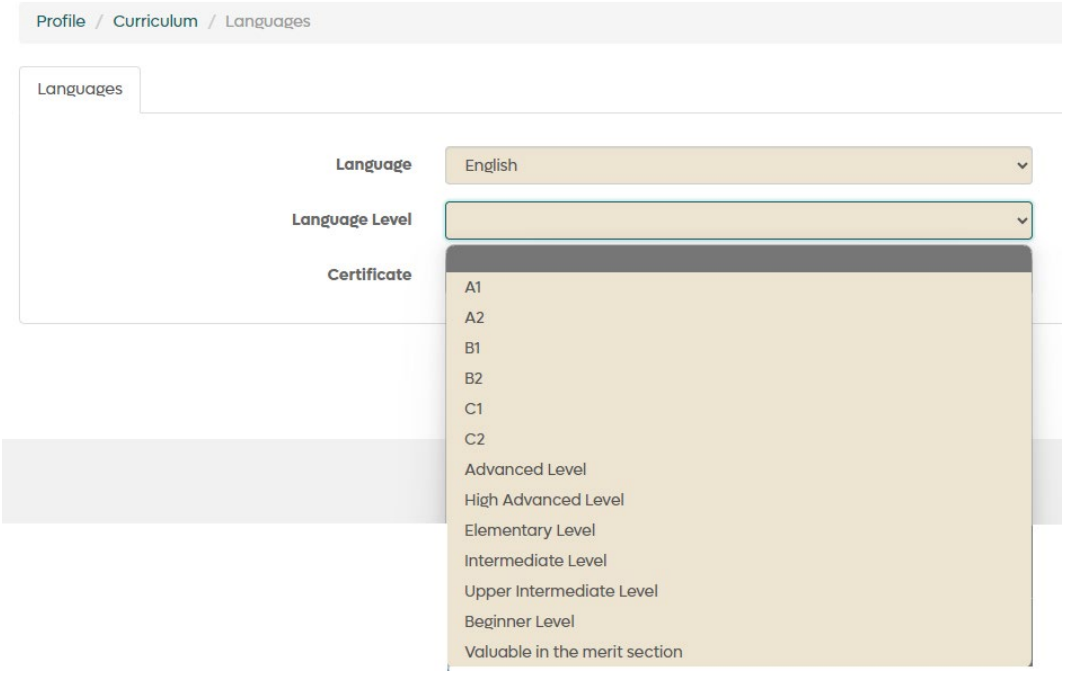


You have the option to modify or delete the data entered.

Each new course you want to add must click again on the ✚ and at the end **SAVE**.

Languages

In this section you must choose the language and then select the level, differentiating whether it is accredited or unaccredited.

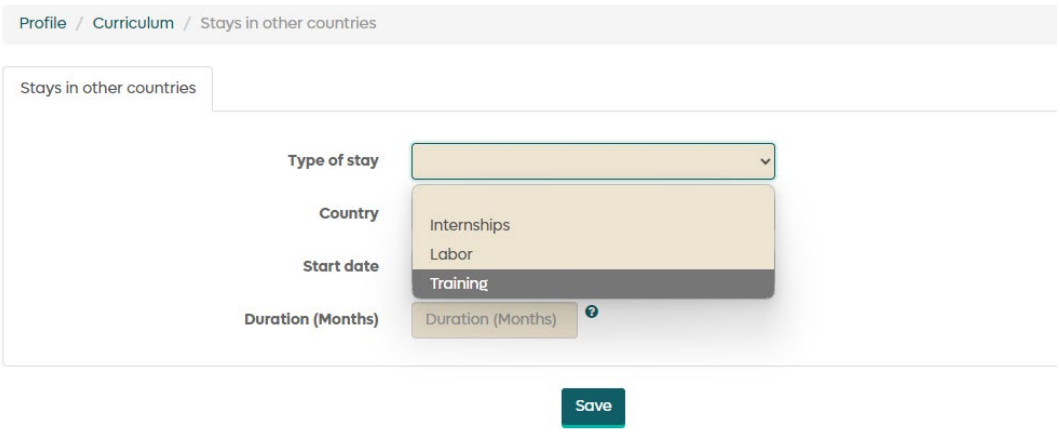


You have the option to modify or delete the data entered.

For each new language you want to add, click again on the ✚ and then **SAVE**.

Stays in other countries

In the drop-down list Type of stay you have the option to indicate if it has been for training, internship or work. You must enter the country, dates and duration.

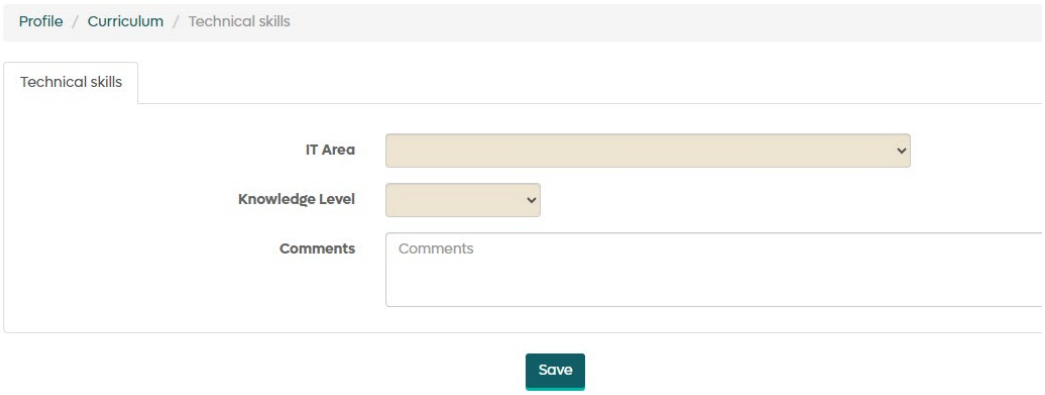


You have the option to modify or delete the data entered.

For each new language you want to add, click again on the ✚ and then **SAVE**.

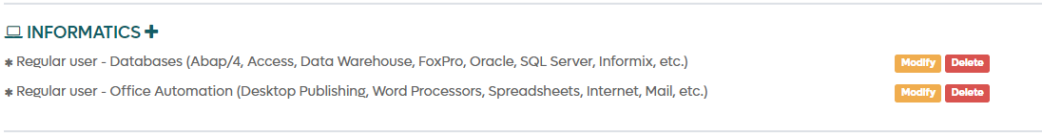
Informatics

Select a **Computer Area** and specify the level of knowledge appropriate to the chosen area. You can write a comment as an observation on the data entered.



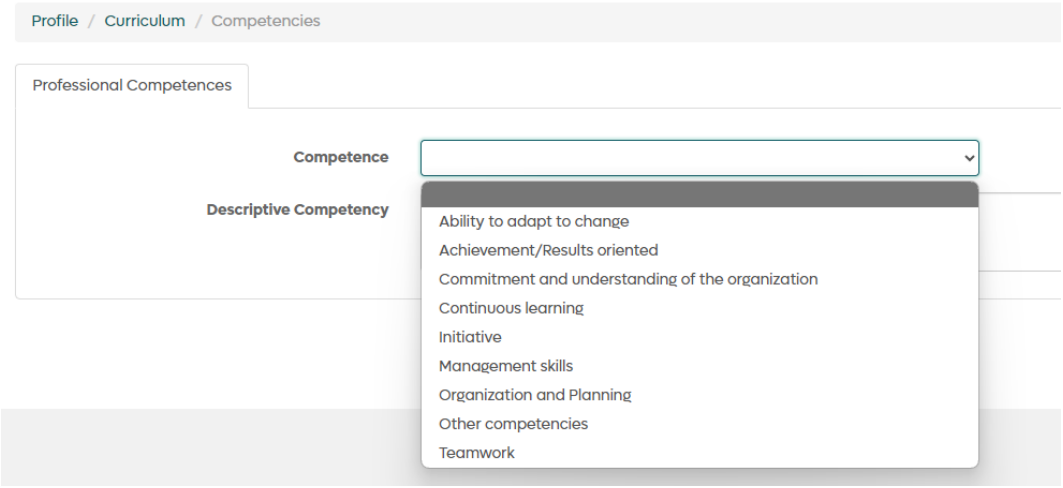
You have the option to modify or delete the data entered.

In case you have experience in more than one IT Area click on ✚, follow the same procedure described above and then click on **SAVE**.



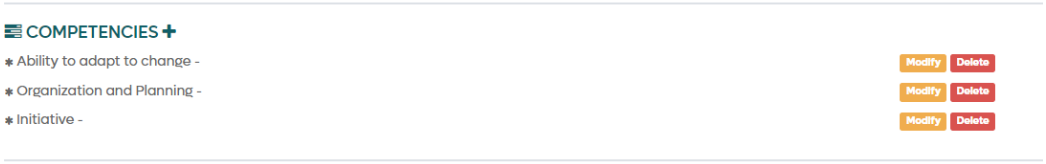
Competencies

In this section enter the skills you possess. In the Descriptive Competence box you can write those skills that are not in the drop-down list or aspects that you want to highlight.



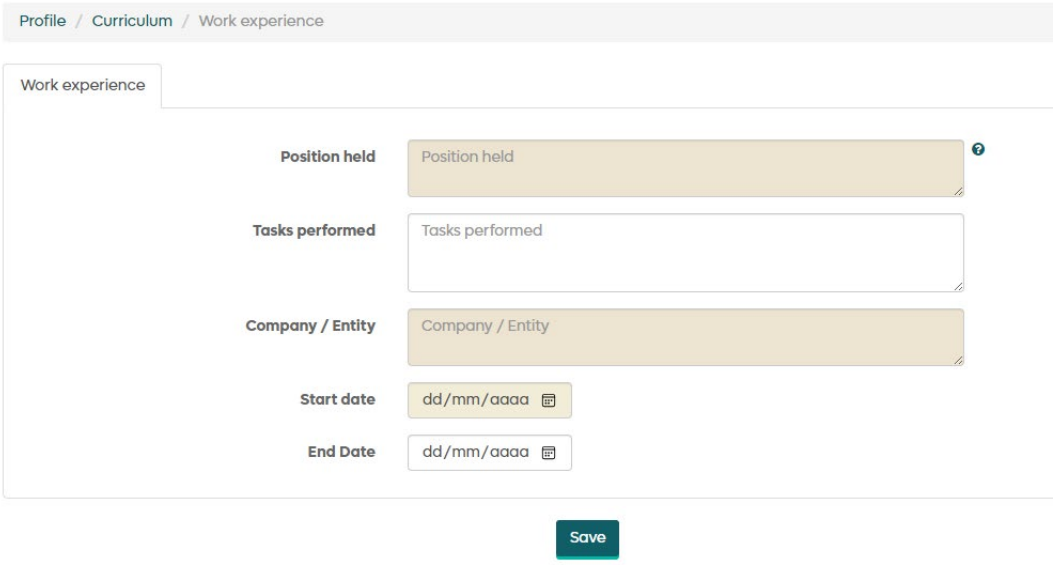
You have the option to modify or delete the data entered. To add more

competences, click on ✚ and then on **SAVE**.



Work Experience

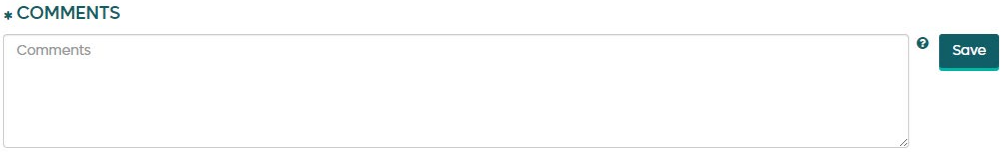
Regarding work experience, you must indicate the position held, the tasks, the company and the start and end date.



If you have more than one experience, click on ✚ and follow the same procedure described above, do not forget to **SAVE**.

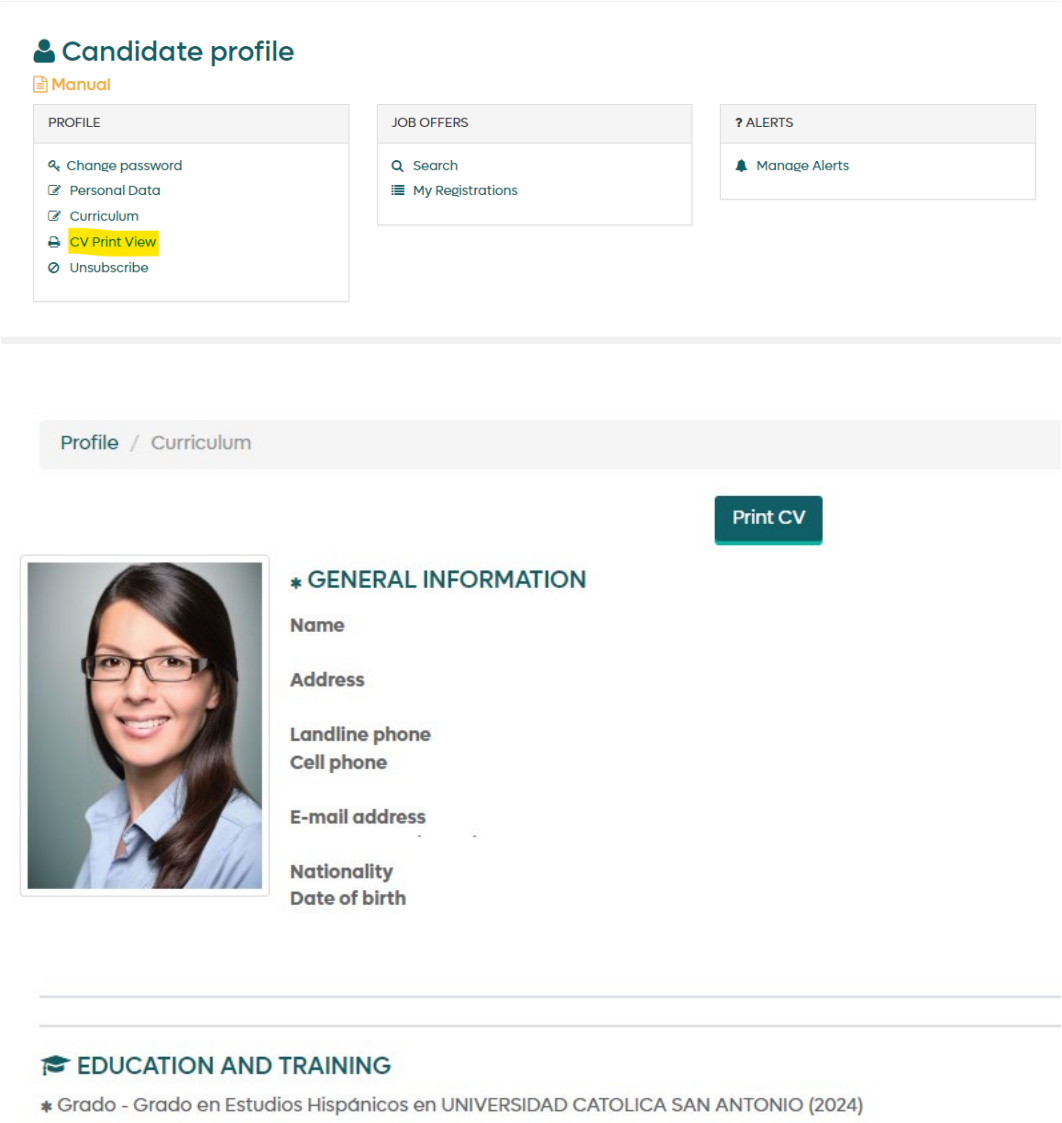
Observations

In this section you can enter studies that you are currently carrying out as well as information that you consider relevant and that you have not included. Finally click on **SAVE**.



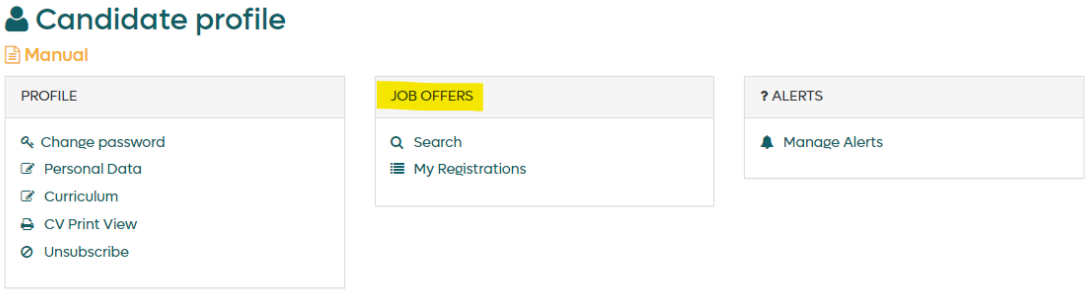
3.3 Print view of the CV

Once you have filled in your CV, in **Print View** you can see the result of your CV. You can modify and update your data whenever you want.

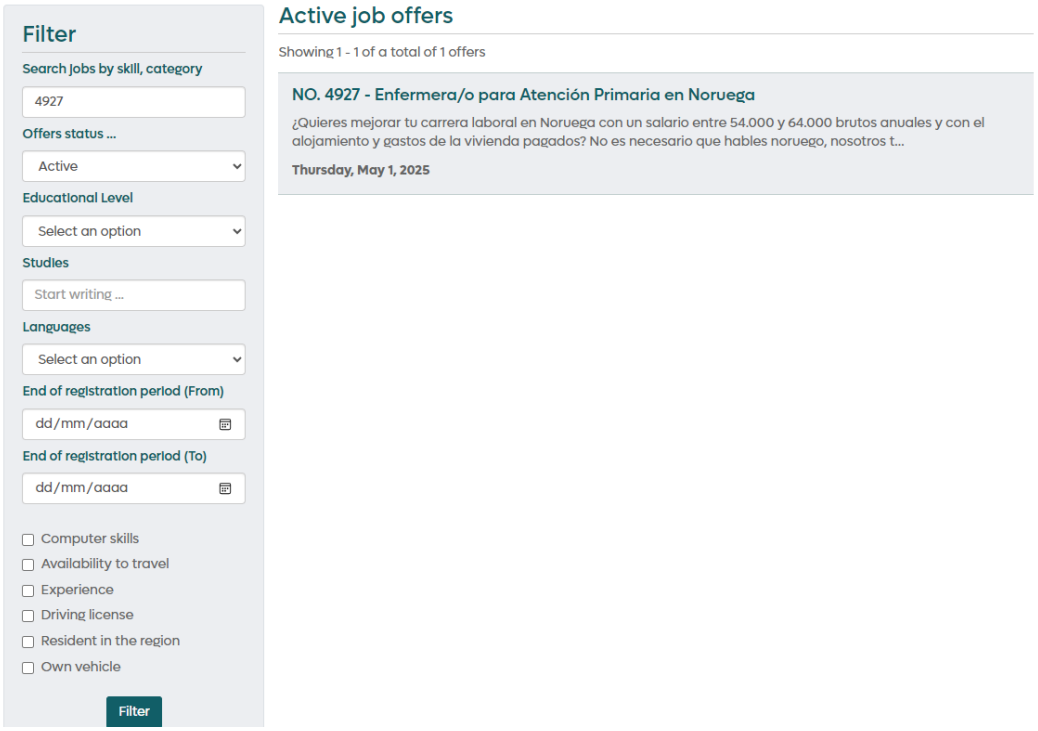


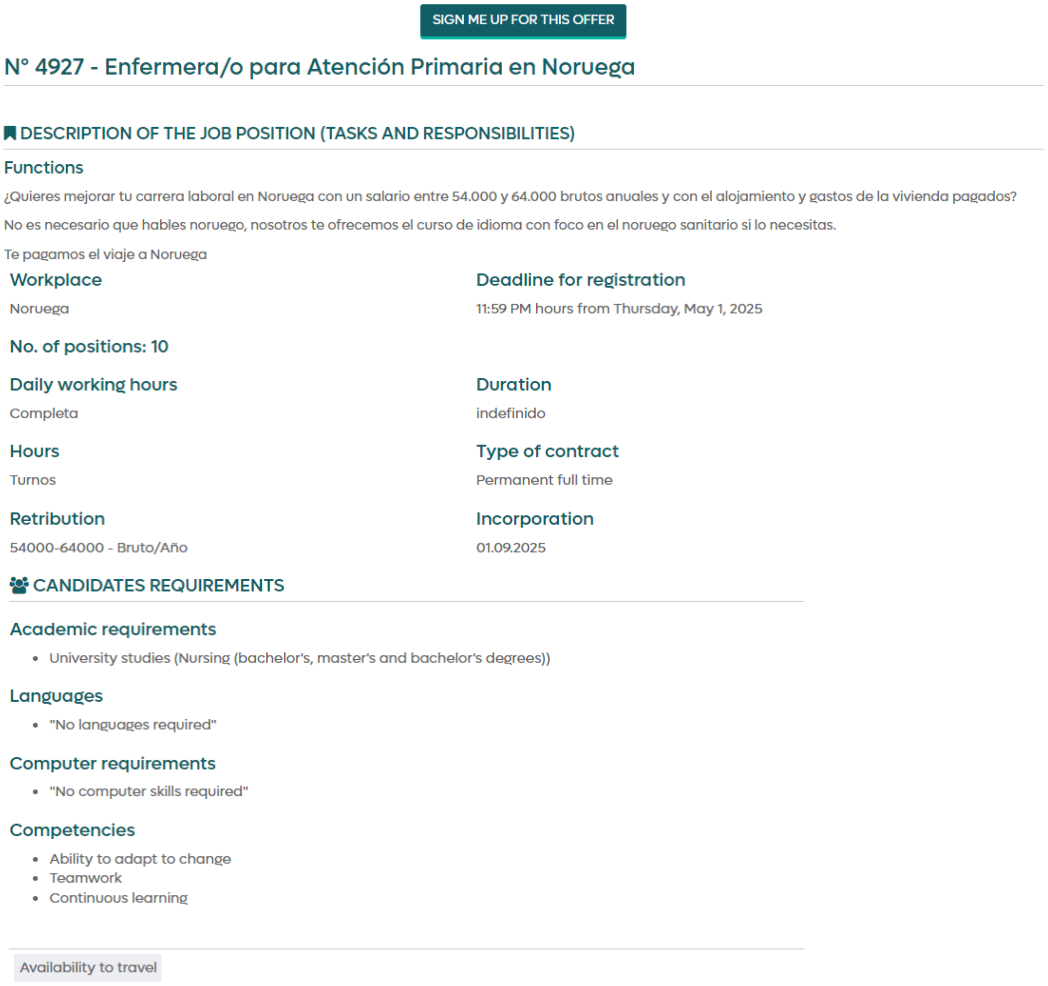
4. Job Offers

In the section **JOB OFFERS**, under **Search**, you can find out which job offers are currently active and if any of them are of interest to you, you can register.



You will be able to filter the offers by studies, date, languages, status, offer number... Clicking on it will give you detailed information about it and the option to register.





SIGN ME UP FOR THIS OFFER

N° 4927 - Enfermera/o para Atención Primaria en Noruega

DESCRIPTION OF THE JOB POSITION (TASKS AND RESPONSIBILITIES)

Functions

¿Quieres mejorar tu carrera laboral en Noruega con un salario entre 54.000 y 64.000 brutos anuales y con el alojamiento y gastos de la vivienda pagados?

No es necesario que hables noruego, nosotros te ofrecemos el curso de idioma con foco en el noruego sanitario si lo necesitas.

Te pagamos el viaje a Noruega

Workplace
Noruega

Deadline for registration
11:59 PM hours from Thursday, May 1, 2025

No. of positions: 10

Daily working hours
Completa

Duration
indefinido

Hours
Turnos

Type of contract
Permanent full time

Retribution
54000-64000 - Bruto/Año

Incorporation
01.09.2025

CANDIDATES REQUIREMENTS

Academic requirements
- University studies (Nursing (bachelor's, master's and bachelor's degrees))

Languages
- "No languages required"

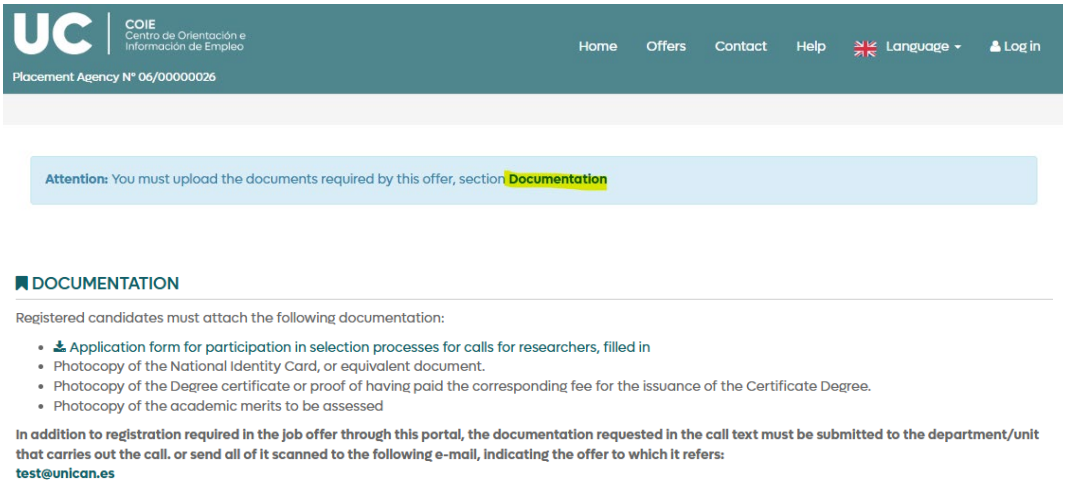
Computer requirements
- "No computer skills required"

Competencies
- Ability to adapt to change
- Teamwork
- Continuous learning

Availability to travel

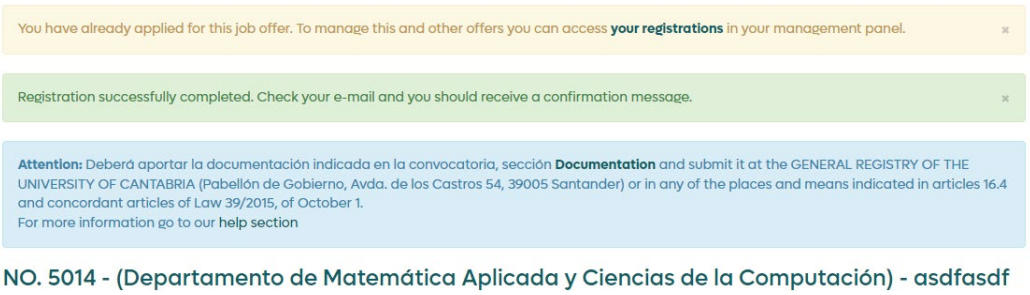
4.1. Applying for a Job Offer

- When an offer is of interest to you, click on "Register for this offer", a successful registration message will appear on the screen. A confirmation message will be sent to your e-mail address.
- If the offer is for Research Staff at the University of Cantabria, in addition to clicking on "Register for this offer", a blue box appears informing you that to complete the registration process you 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, degree, merits...) to the e-mail address provided in the call for applications.



If the call is a job offer of the Pas Service, Training and Social Action of the University of Cantabria, in addition to clicking on "Register for this offer" you will see a blue box informing you that to complete the registration process you must go to the **DOCUMENTATION Section**, download the **required documentation** and deliver or send to the Registry (as indicated in the terms and conditions of the call) to the General Registry of the University of Cantabria or in any of the places and means indicated in articles 16. 4 and concordant of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations (Official State Gazette of October 2).

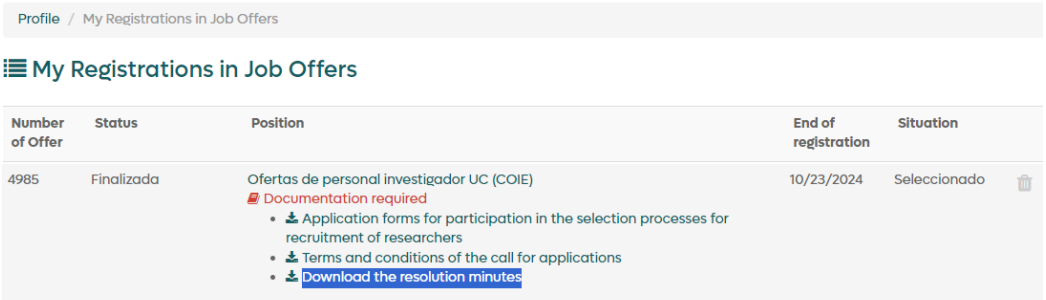
In order to be considered in the selection processes for Research Staff and Pas Service, it will be necessary to have carried out both actions, register in the employment portal and submit or send the documentation, otherwise, you will be excluded from the call for applications. (Management Circular 204)



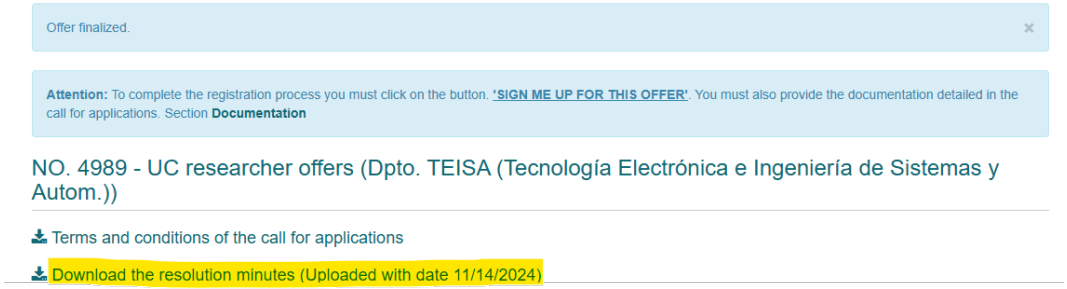
4.2. Resolving an Offer

When a company selects and closes a vacancy, you will receive an e-mail informing you that the vacancy has been resolved. If you go to **My Registrations**, you will be able to see the status of the job offer: substitute, selected, rejected or vacancy.

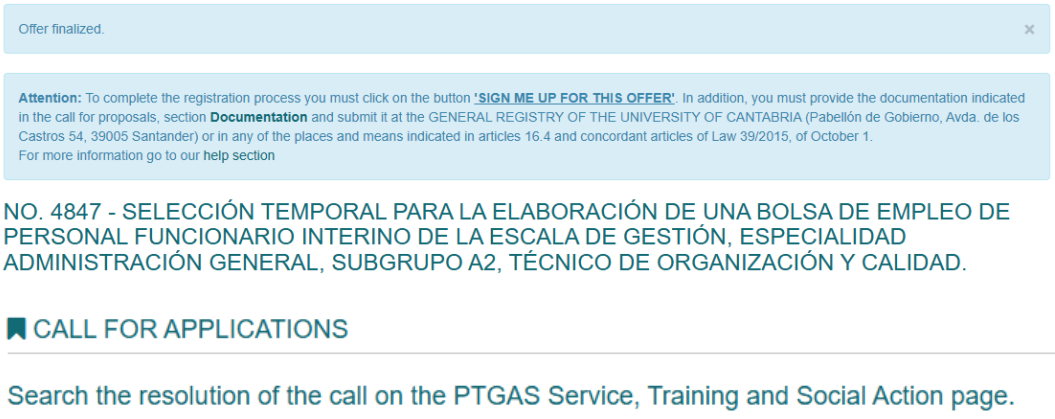
In the job offers for researchers, you can see the resolution minutes by going to **My Registrations**, clicking on the offer in which you have registered and clicking on Required Documentation.



It is also visible if you go to the website, search for the offer and click on it.

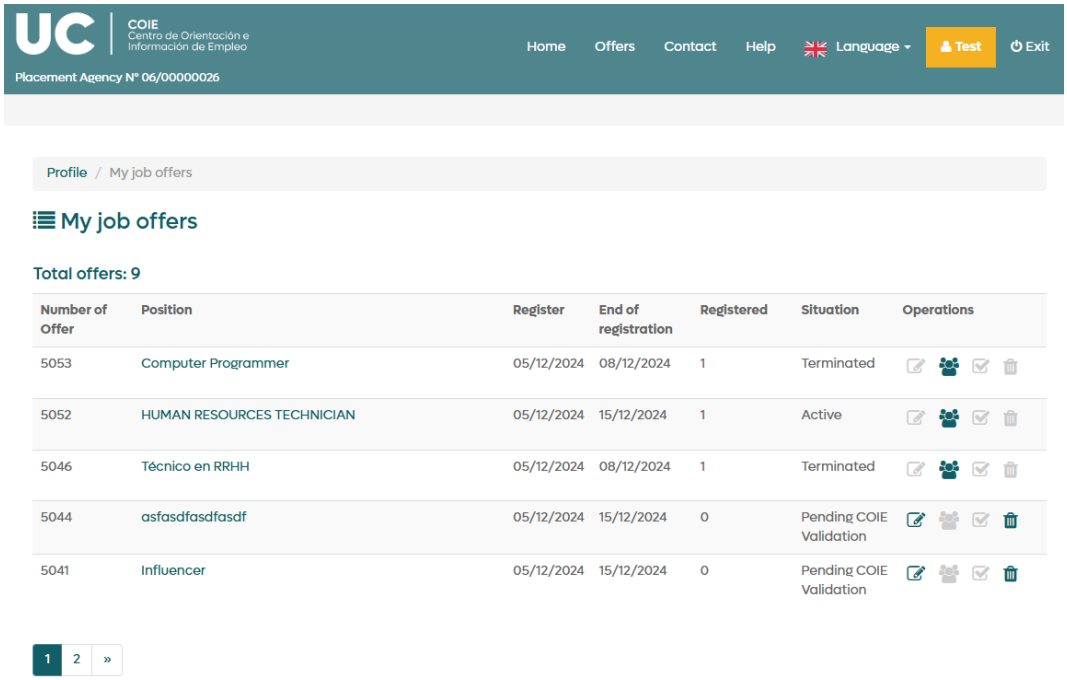


For the job offers of the Pas, Training and Social Action Service of the University of Cantabria, the successive related announcements are published on the PAS, Training and Social Action Service website. The link can be found by clicking on the details of the offer or within **My Registrations** in **Required Documentation**.



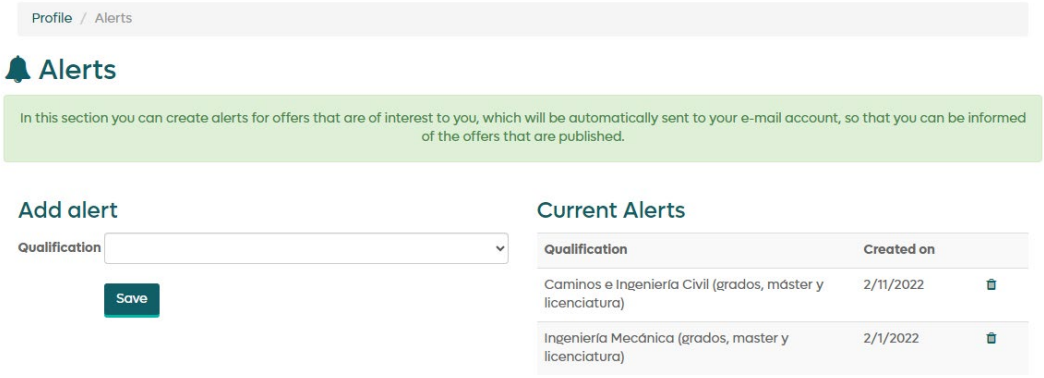
5. Manage my Registrations

In **"my registrations"** you can see the offers in which you have registered and their current status (active, pending or finished).



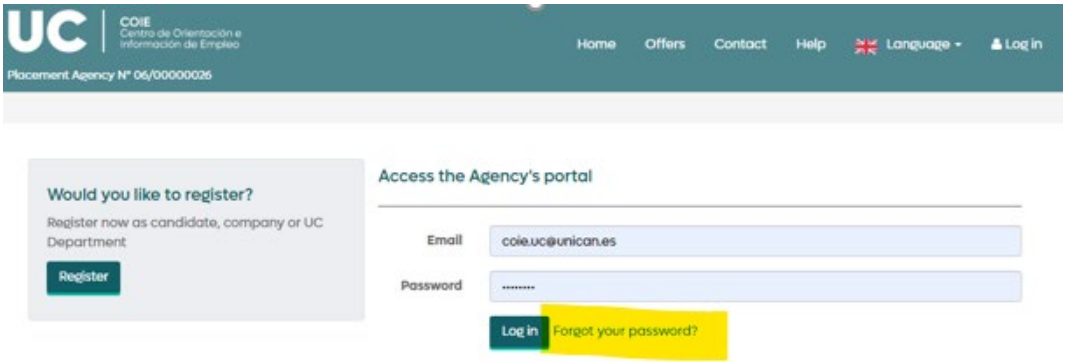
6. Alerts

This section allows you to create alerts, which are sent to your e-mail, about offers published for a specific degree.

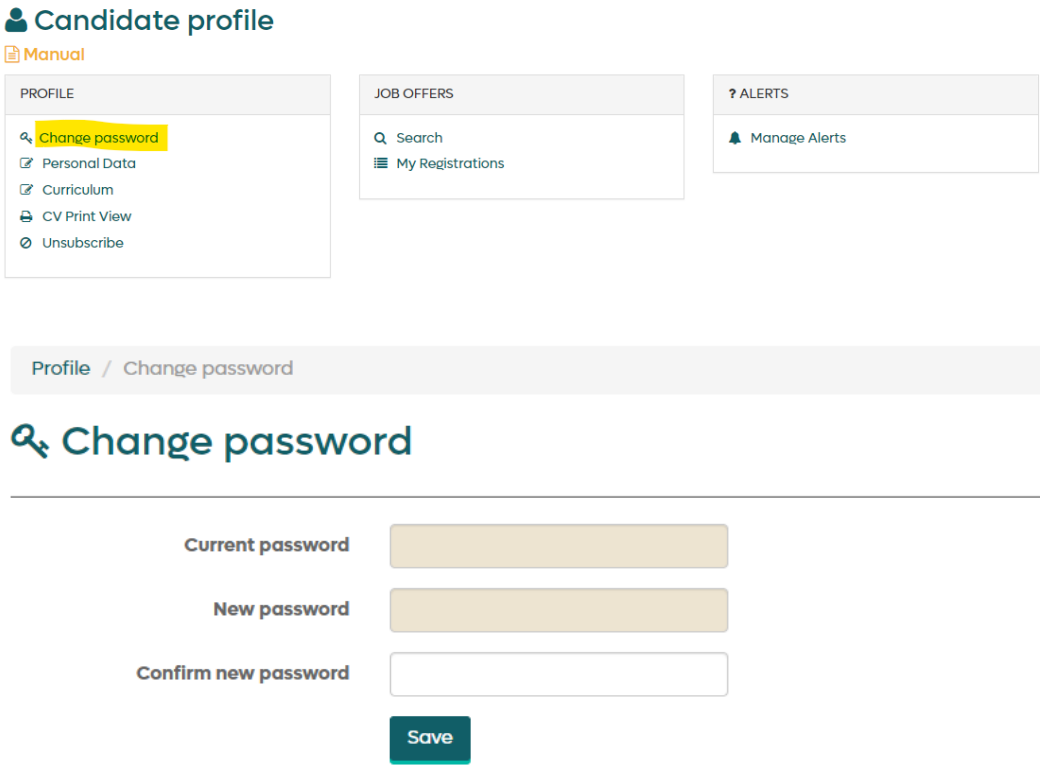


7. Reset or change Password

If you forgot your password by logging into the Candidate home page, you can use the **"Forgot your password?"** option, you will receive the option to reset your password in the email with which you registered.

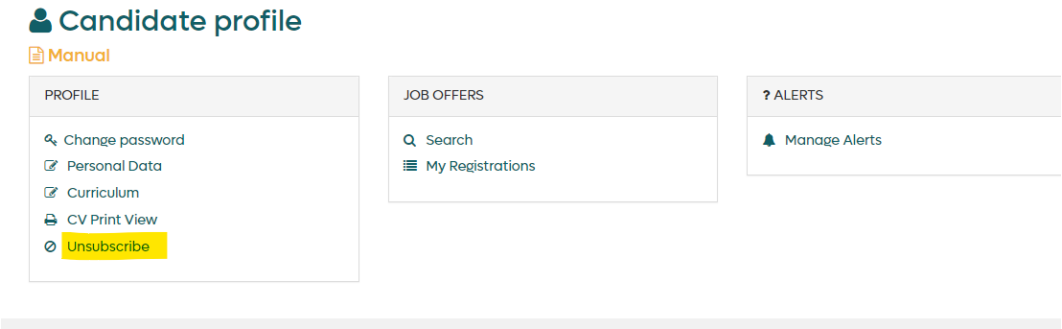
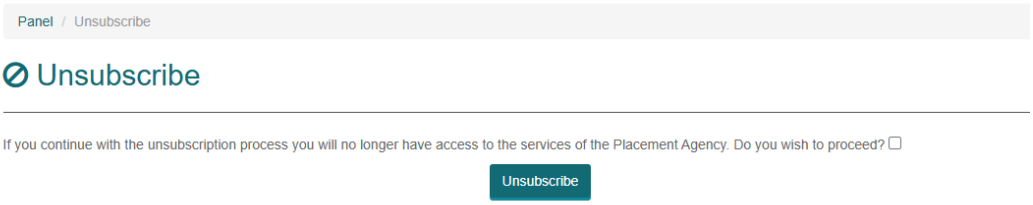


If you wish to change your password, you can do it from your **Profile, Change password** and don't forget to **SAVE**.



8. 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.