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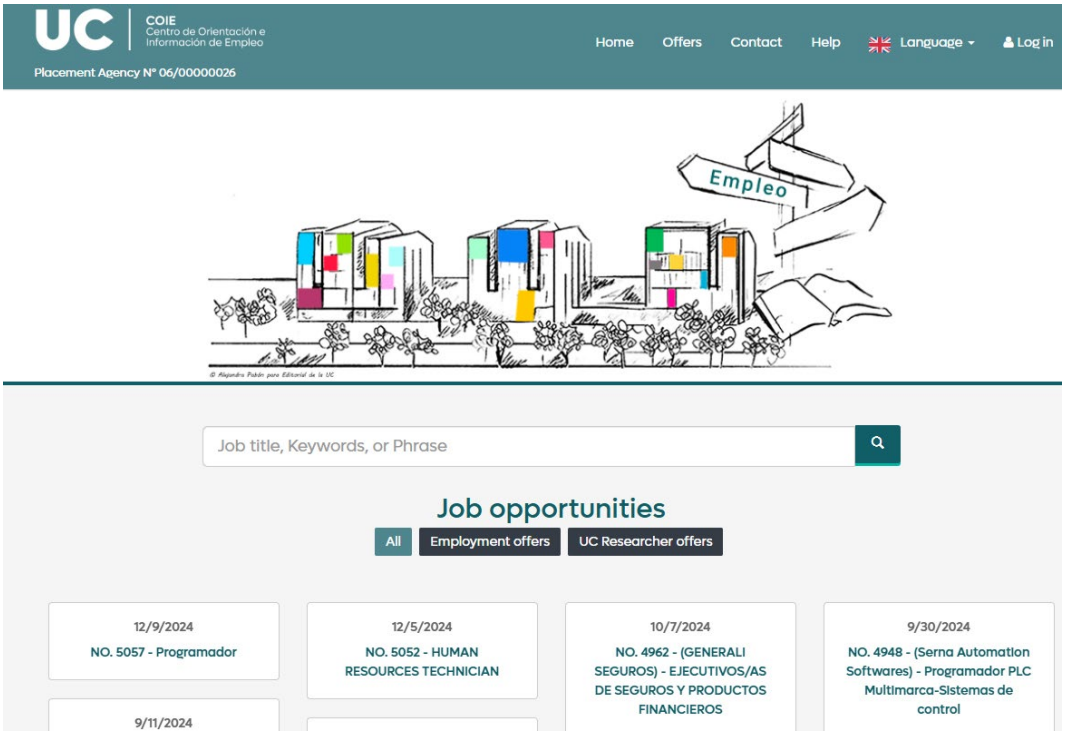
1. Home page

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.

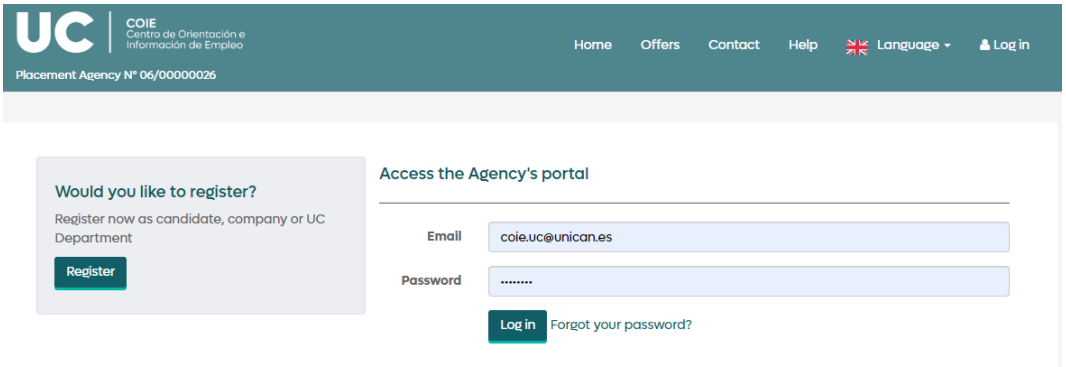


2. Registration and access

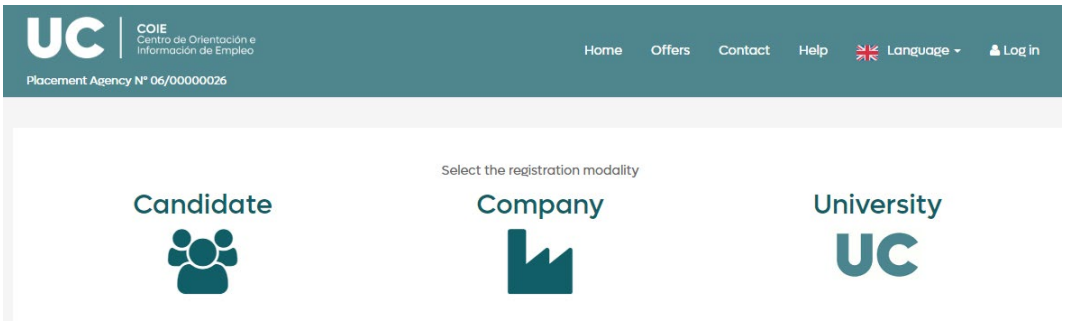
To log in as a Company, you must click on the link "Log in" located in the upper margin.

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

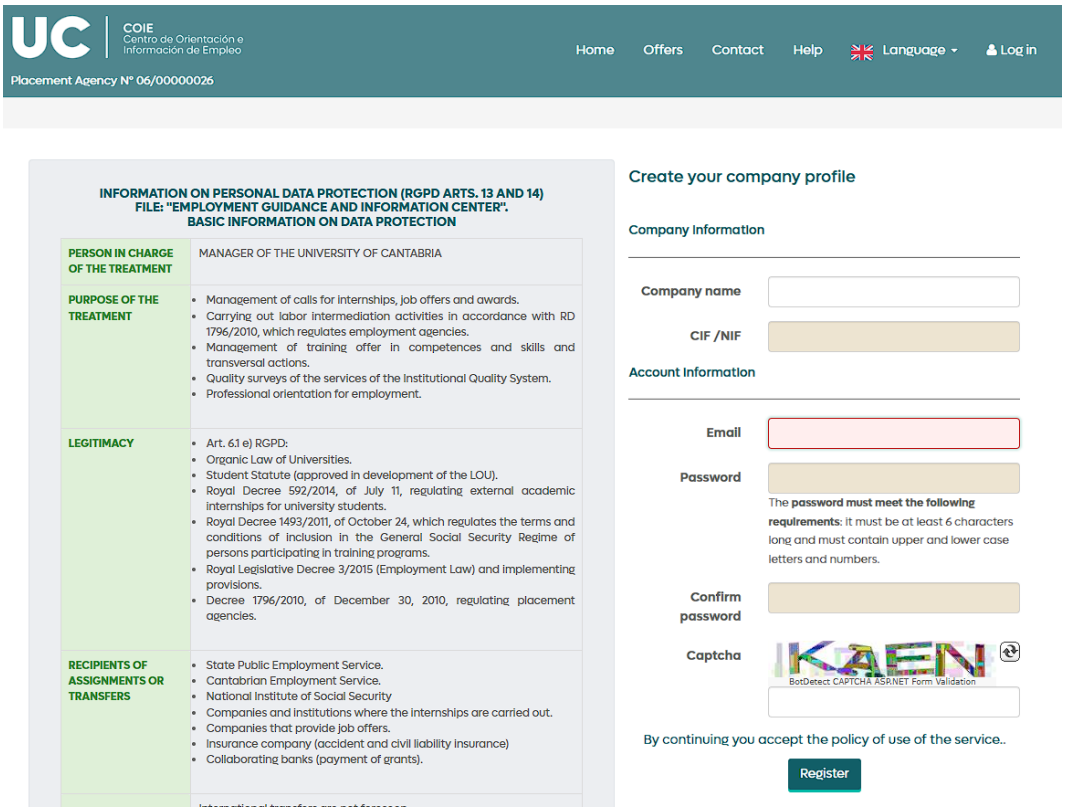
The first time you access this page you must go to the section "Do you want to register? And then click on "REGISTER".



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

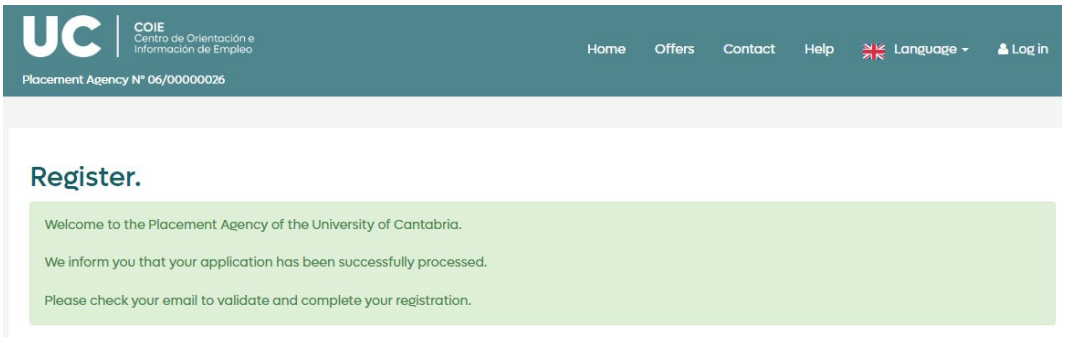


Once you have chosen the profile, you will be shown a screen is displayed informing you about the Data Protection Policy and Terms of Use of the Placement Agency.



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

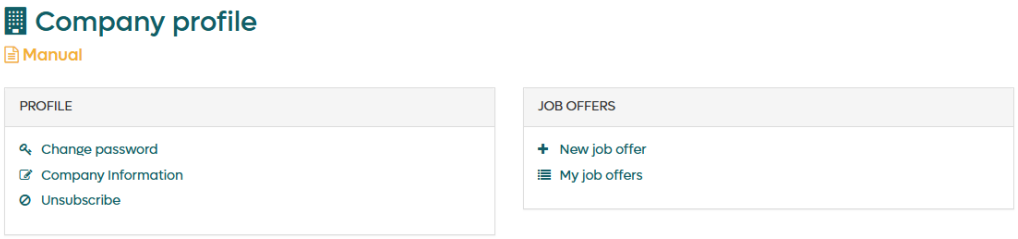
A welcome screen appears, and reminds you that to validate your registration you must enter your email address and click on the link provided.



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. Company profile

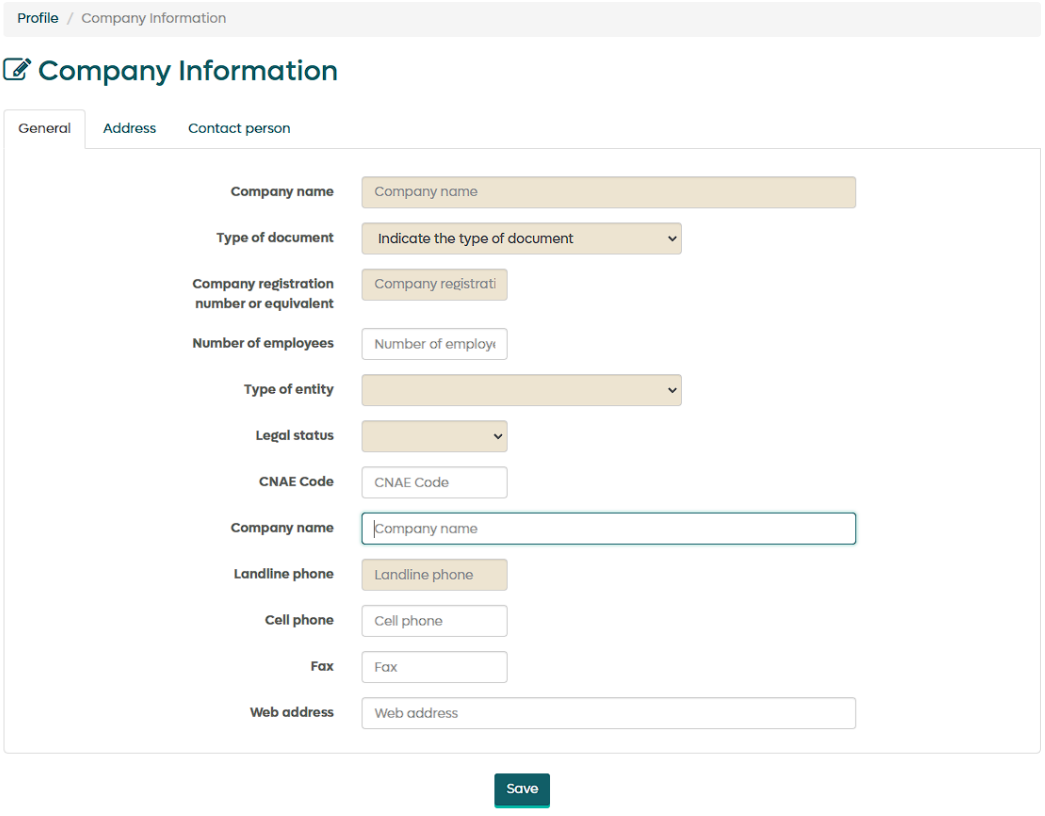
Once you have logged in with your username (email) and password, you will see this page and a message marked in red reminding you **to fill in the data of the Company**, before doing anything. At the top right you will see your user name in a different color.

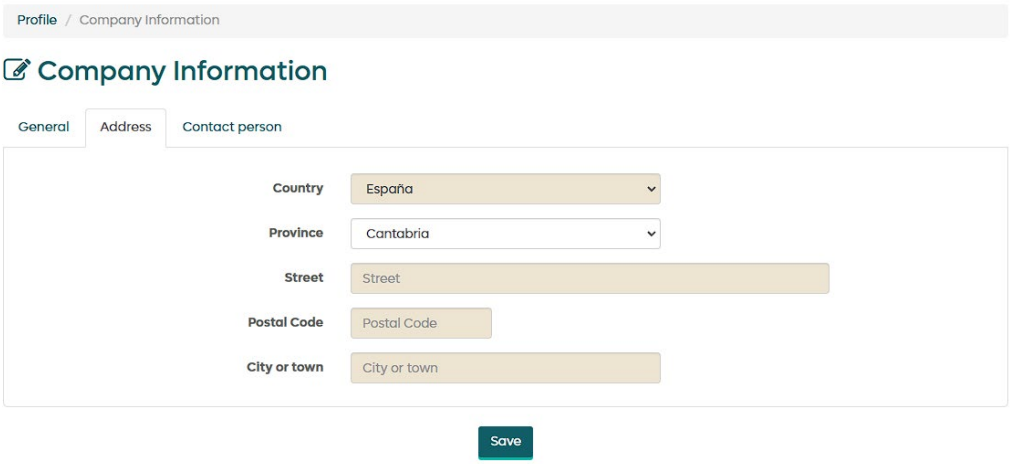


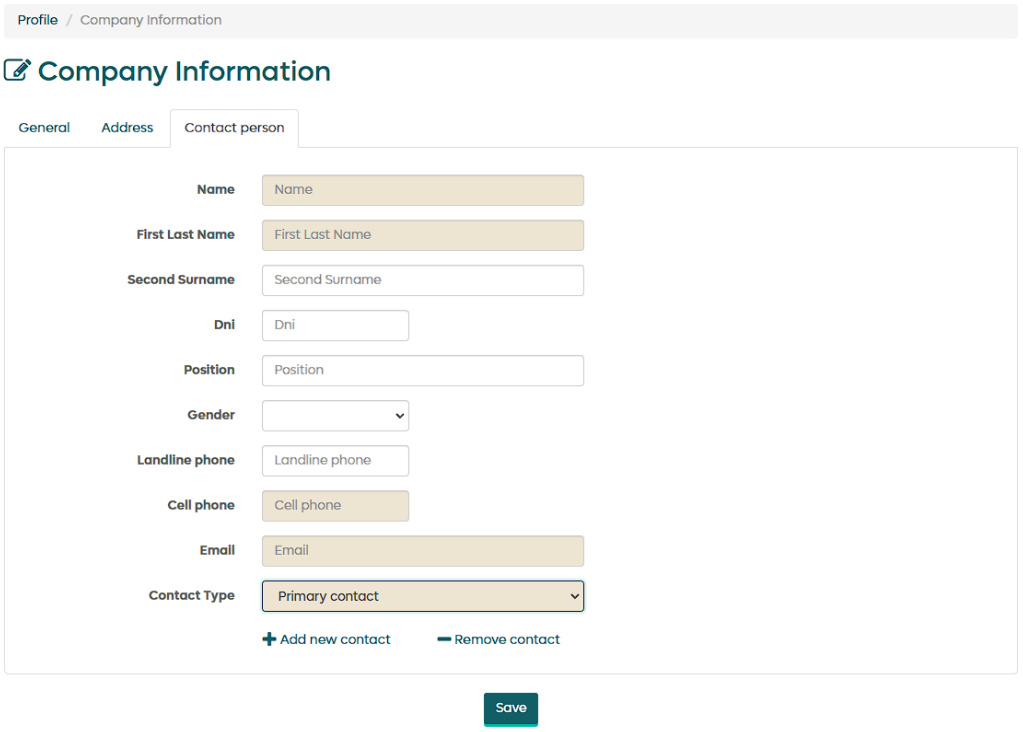
3.1. Company data

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.





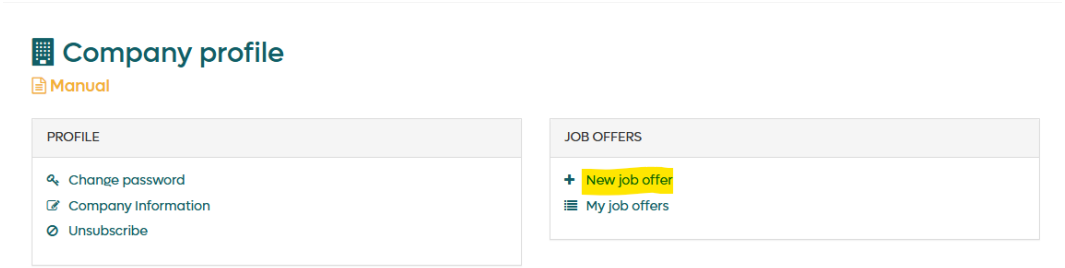


Once you have completed all three sections, click SAVE and your registration will be pending validation by the COIE.

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 applications

To post a job offer you must click on **"New job offer".**



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

In **General data** we fill in the position, functions, experience, place of work, number of vacancies, deadline for receipt of CVs, academic requirements, computer requirements, languages, skills and other information of interest.

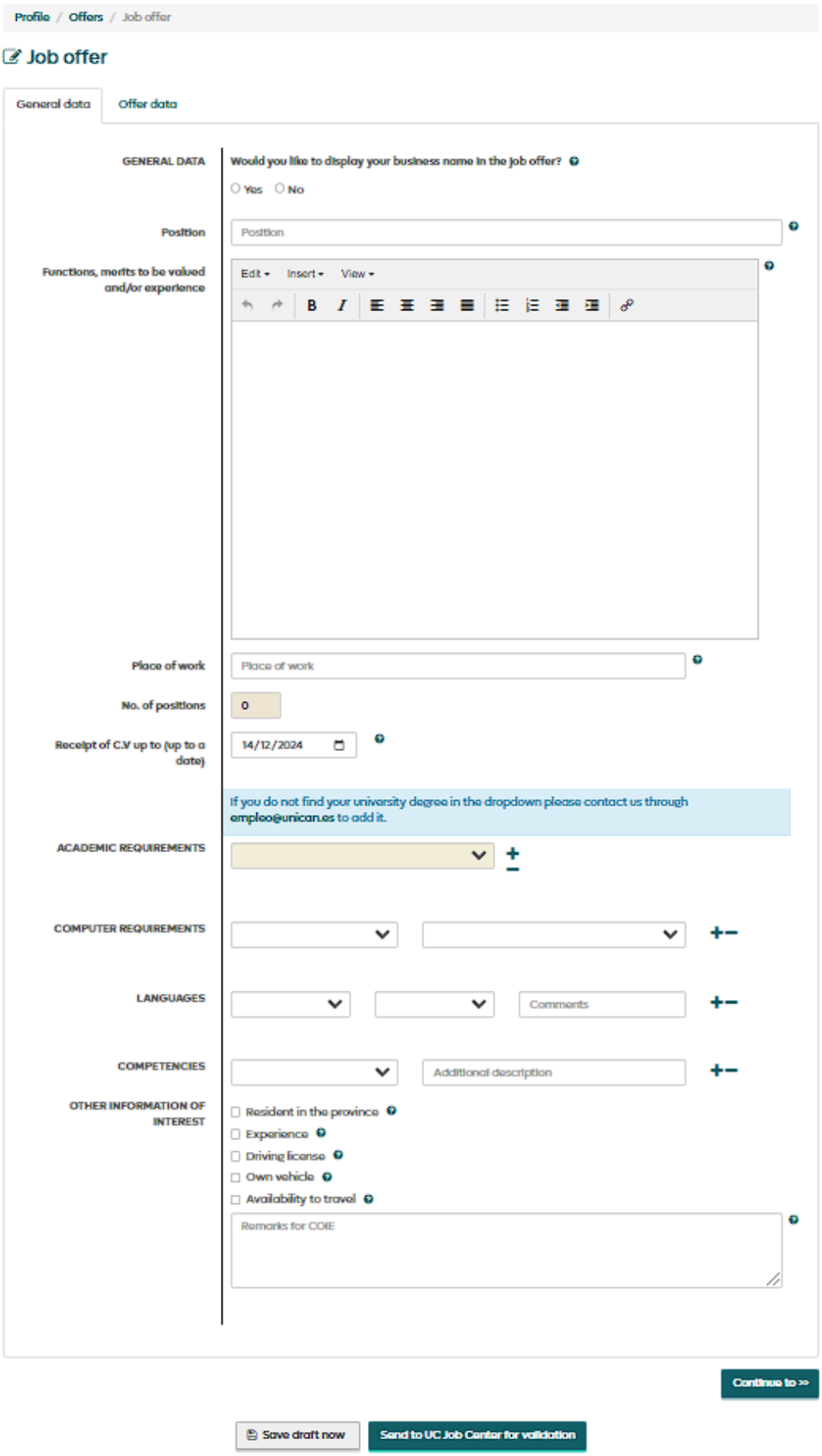
The company can decide if it wants the offer to be anonymous or if it wants its name to appear.

IMPORTANT: If you 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.

IMPORTANT: due to the large volume of degrees, masters (official and own degrees) and doctorates that there are in all the universities of the Spanish territory, 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.

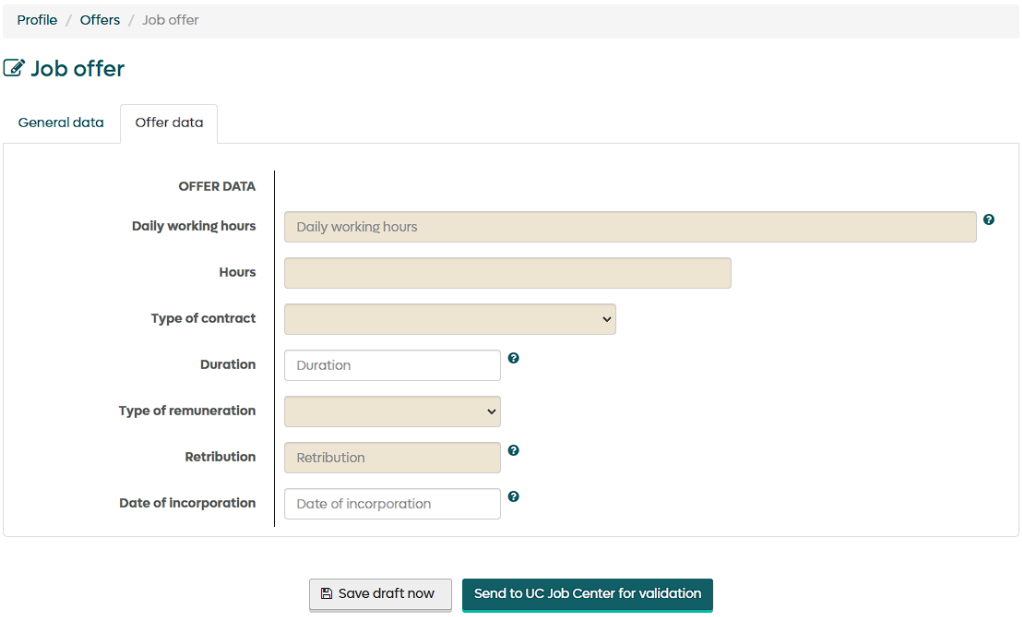
By clicking on the ✚ symbol you can add as many degrees as you need.

Click on **CONTINUE**


Profile / Offers / Job offer
Job offer
General data
Offer data
GENERAL DATA
Would you like to display your business name in the job offer?
Yes
No
Position
Position
Functions, merits to be valued and/or experience
Edit
Insert
View
Place of work
Place of work
No. of positions
0
Receipt of C.V up to (up to a date)
14/12/2024
If you do not find your university degree in the dropdown please contact us through empleo@unican.es to add it.
ACADEMIC REQUIREMENTS
COMPUTER REQUIREMENTS
LANGUAGES
Comments
COMPETENCIES
Additional description
OTHER INFORMATION OF INTEREST
Resident in the province
Experience
Driving license
Own vehicle
Availability to travel
Remarks for COIE
Continue to >>
Save draft now
Send to UC Job Center for validation

In **Offer data,** you must fill in the fields with the working time, working hours, duration, type of contract, remuneration, etc.

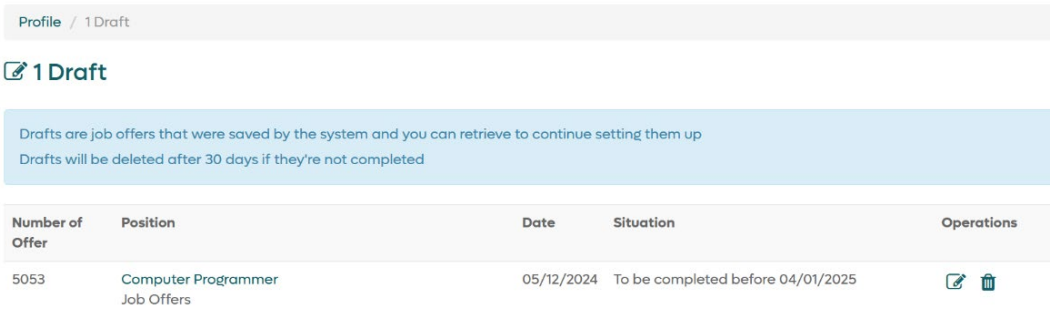
Click on SAVE.

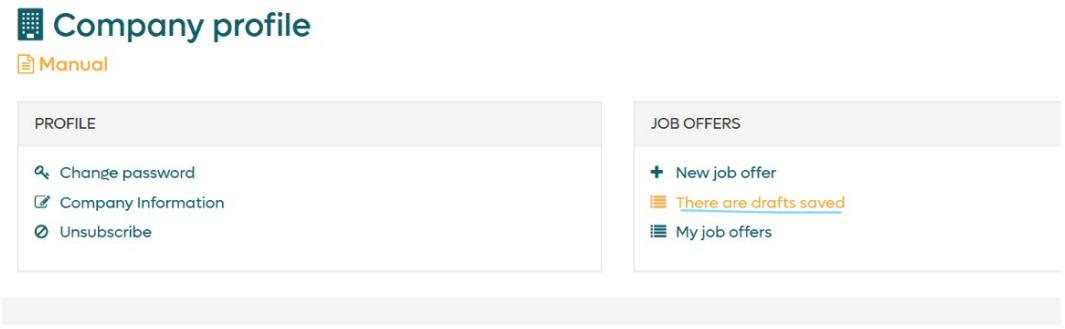


The call for applications is now finished.

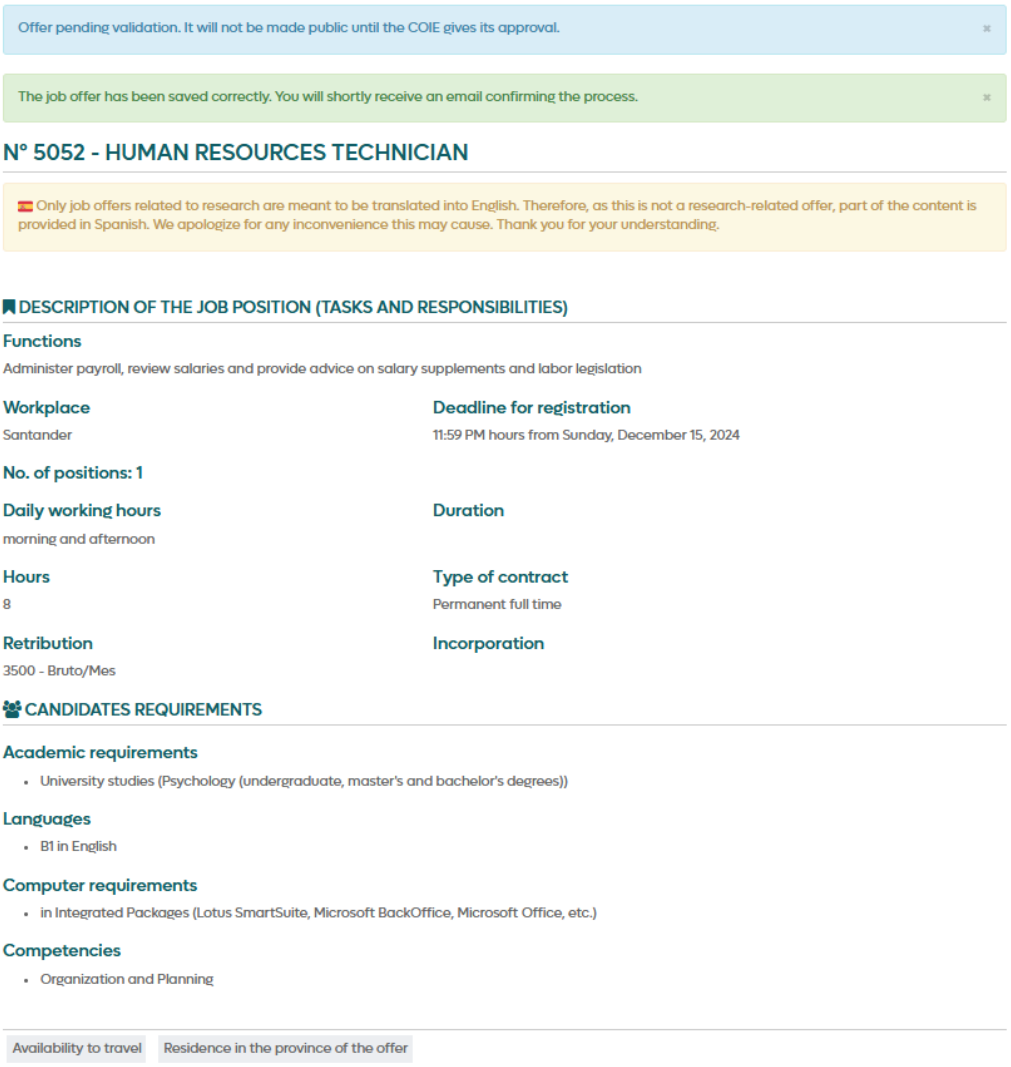
You have the option to save the offer and not send it to COIE. A draft will be generated in your Company Profile. These draft offers will be saved for a limited period of time and can be retrieved at any time to continue with your registration. An automatic warning from the platform will warn you that 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.



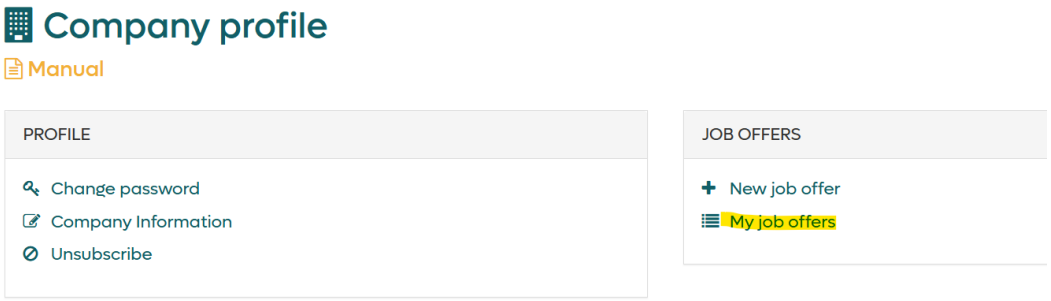


Two boxes appear, one in blue informing you that the offer is pending validation and will not be made public until the COIE validates it and the other in green informing you that the call has been saved correctly. You will be able to see in detail how the offer will be published.

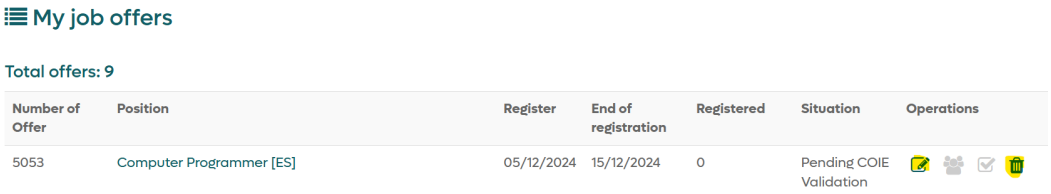


5. Manage the offers

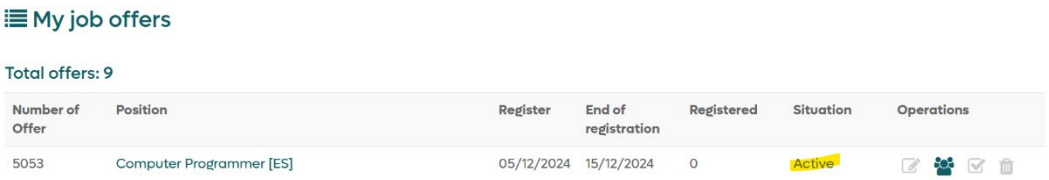
In this section "My job offers" you can view the offers you have been calling, the offer number, the date of registration, the deadline for registrations, the number of applicants, the status of the call (active, pending resolution...) and the actions you can perform.



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).**



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.



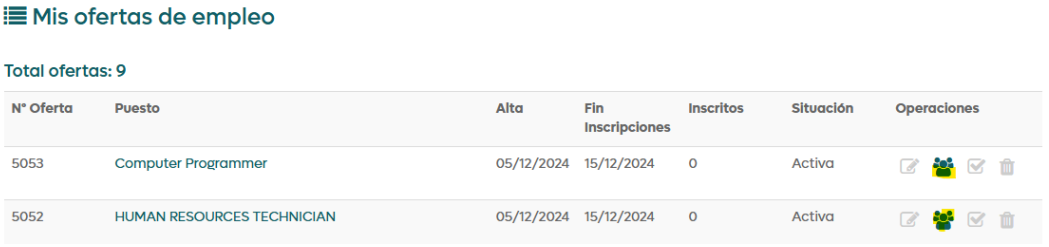
Each offer is assigned an identification number.

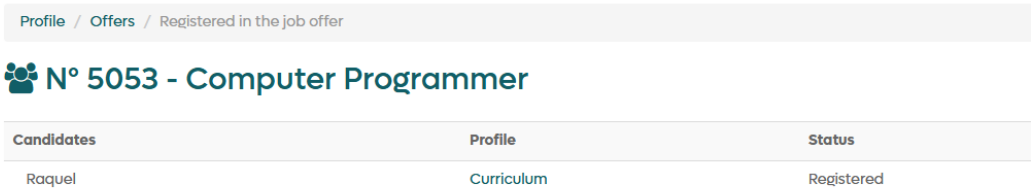
At the end of the registration period, the Agency sends you an e-mail and the offer becomes "Pending Resolution".

You will now have these two symbols active within Operations

5.1. Visualizing the CV

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

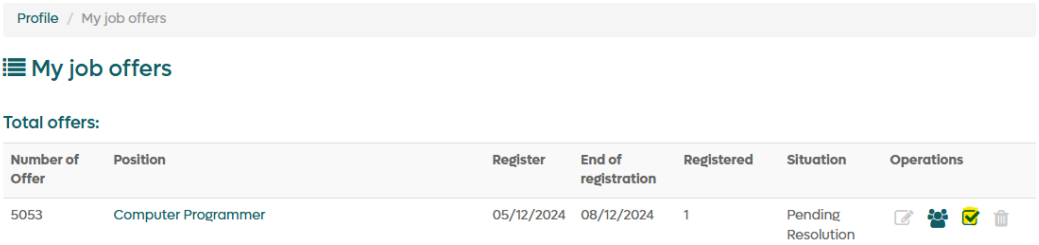




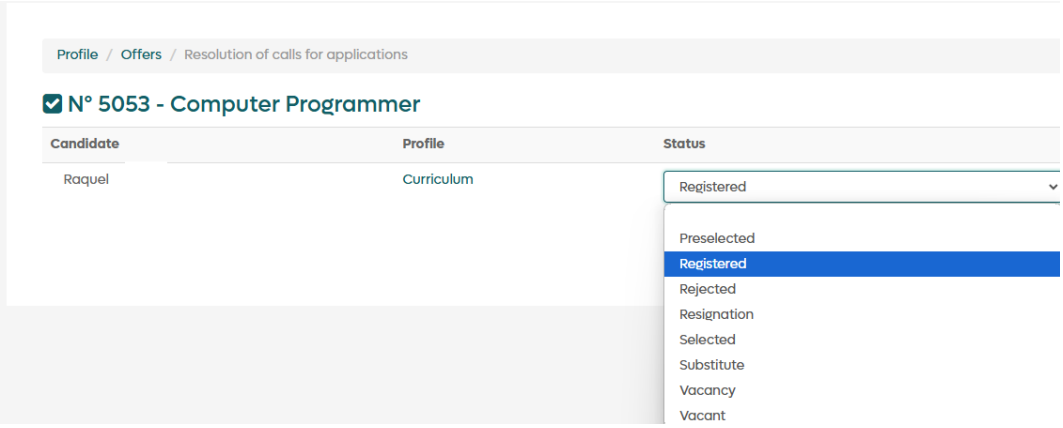
5.2. Selection

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

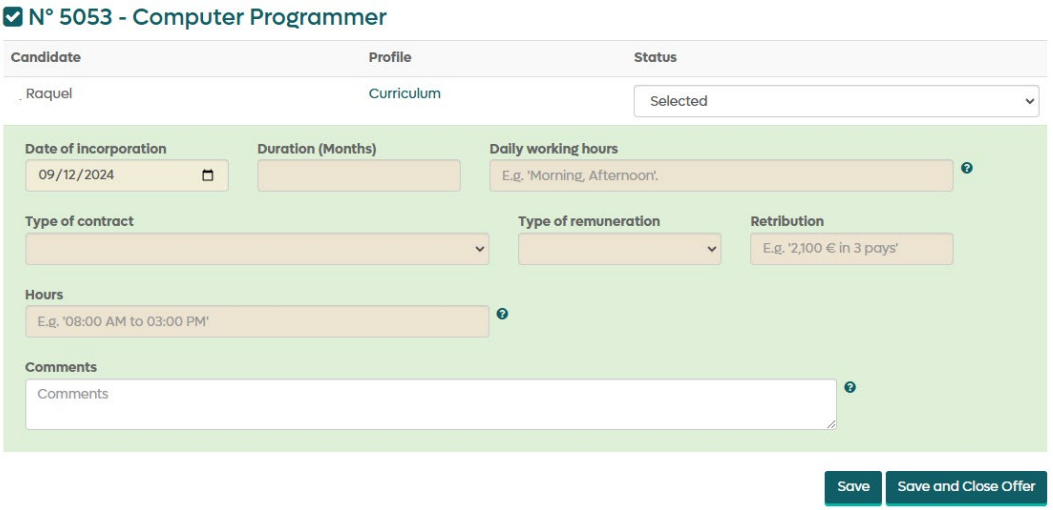
The symbol ☑ is used to make the **Selection**.



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 company.



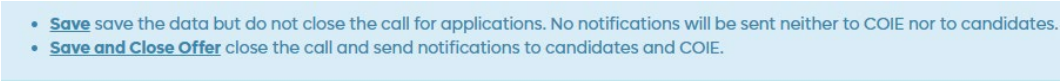
When a candidate is selected, new fields appear that must be filled in. The shaded ones are mandatory.



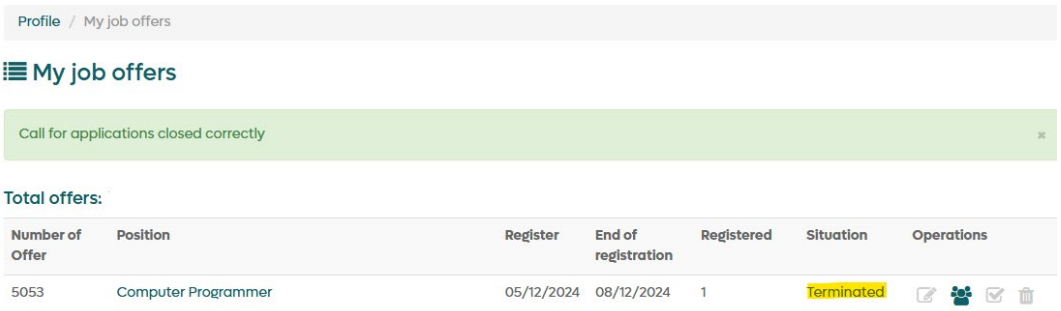
At the end there are two tabs:

The **SAVE** option, which saves the data but does not close the call, nor send any notification to the COIE.

The option **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



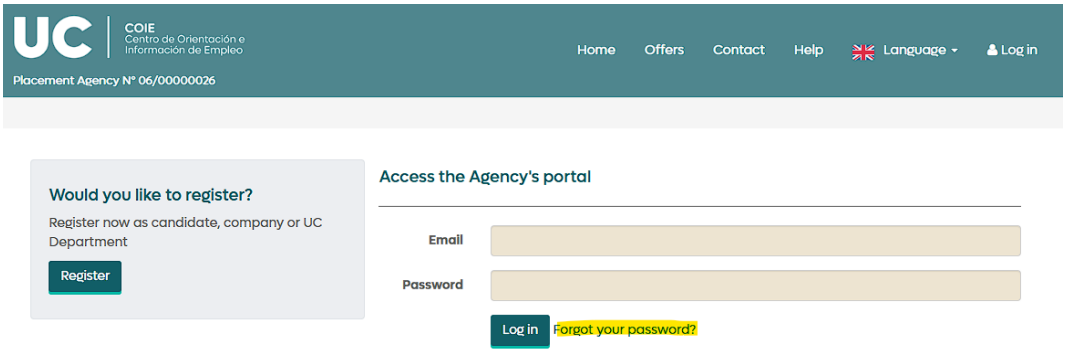
If you want to retrieve data (working hours, working day, salary, etc.) about the selected person, go to "My Job Offers", click on the corresponding offer and in Operations, you will access this symbol

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.

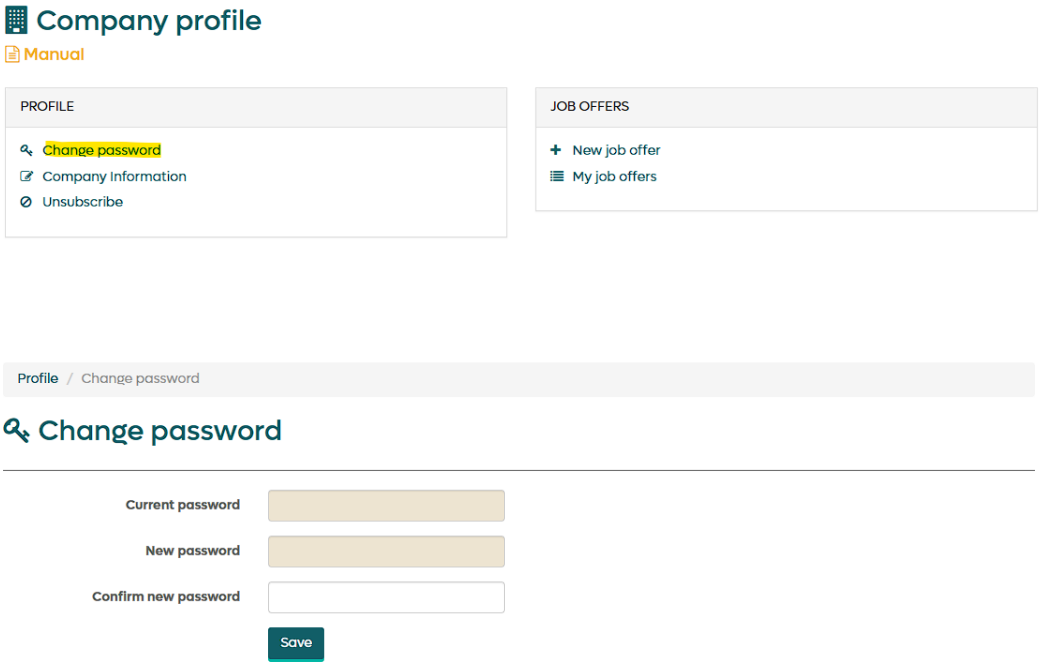
Offers cannot be closed if there are candidates who are registered or preselected.

6. Reset or change password

If you forget your password enter the home page as Company and click on **"Forgot your password?"**, you will receive in the email with which you registered the option to reset your password.

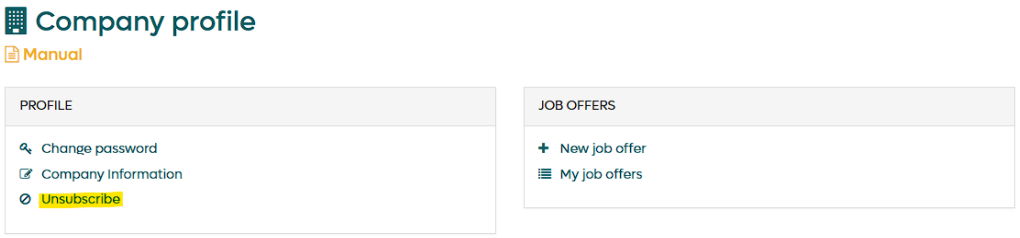
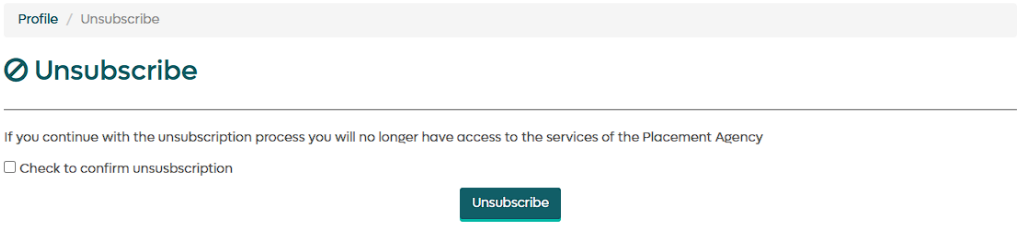


If you wish to change your password, you can do it from your **Company Profile**, **Change password** and don't forget to **SAVE**.



7. Unsubscribe

Within your **Company 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.