Partner's Guide: How to publicize and formalize PIPP/PIIC internship agreements in CareerOS

Practical tips on how to create, manage and sign PIPP/PIIC internship agreements.

1. Click in the following link: https://employer.thecareeros.com/
2. Click in "Create new account"
3. Choose the email which you like to use to register, create a password and click in "Continue"

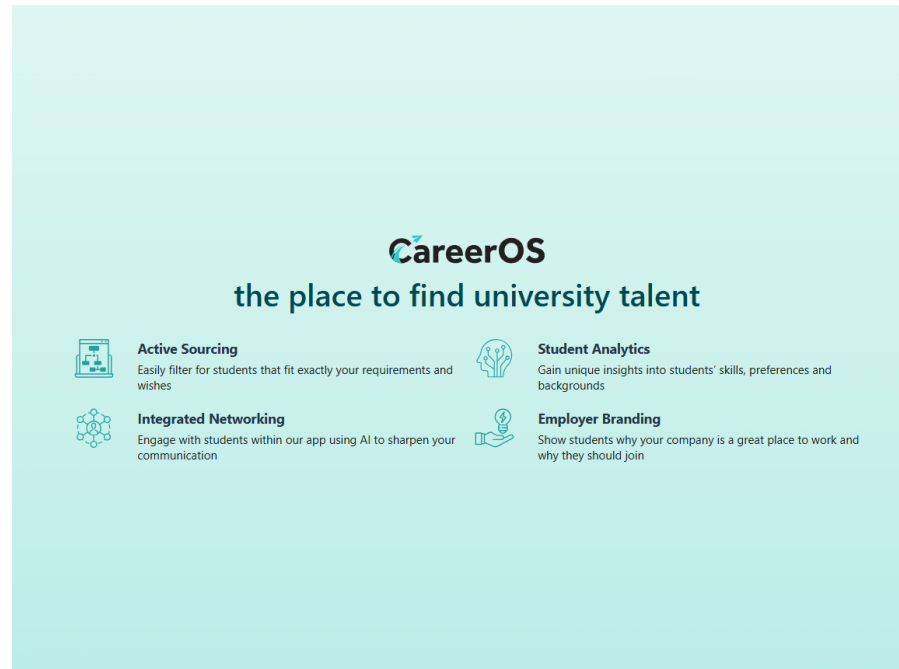4. Search for your Institution* and click in "Continue"

Select Your Company

Company*

🔍 Search for companies on CareerOS

I can't find the company I'm looking for →

Continue →

5. Fill in all details, choose the option "Yes I am an university partner" and click in "Next"

employer.thecareeros.com/onboarding

Engage with top university talent

First name *

João

Last name *

Franja

What is your job title *

DRH

Which regions do you represent? *

European Union ✕

Have you been instructed by a university to create an account on CareerOS? *

◯ No, I am not a university partner

⦿ Yes, I am a university partner

Next →

6. Choose NOVA FCT, respond "Yes" to the question "I want to manage internship agreements with students from NOVA FCT and click in "Create account"
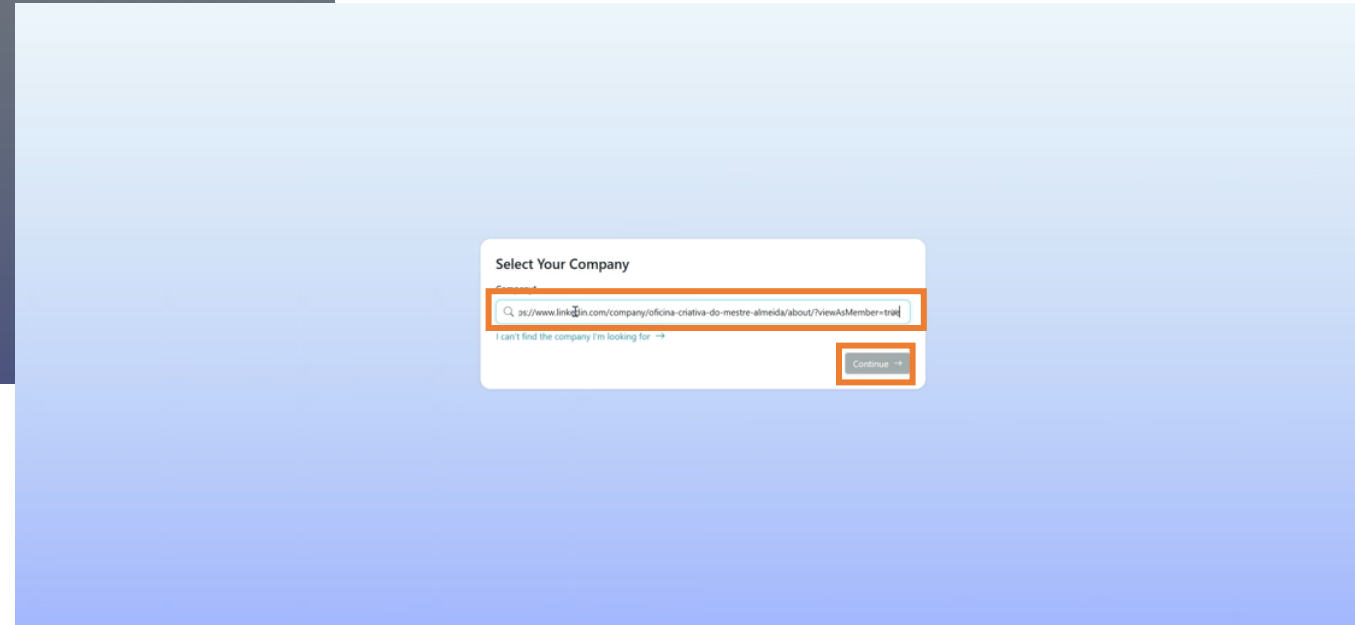

7. Start your onboarding by clicking in "Continue"
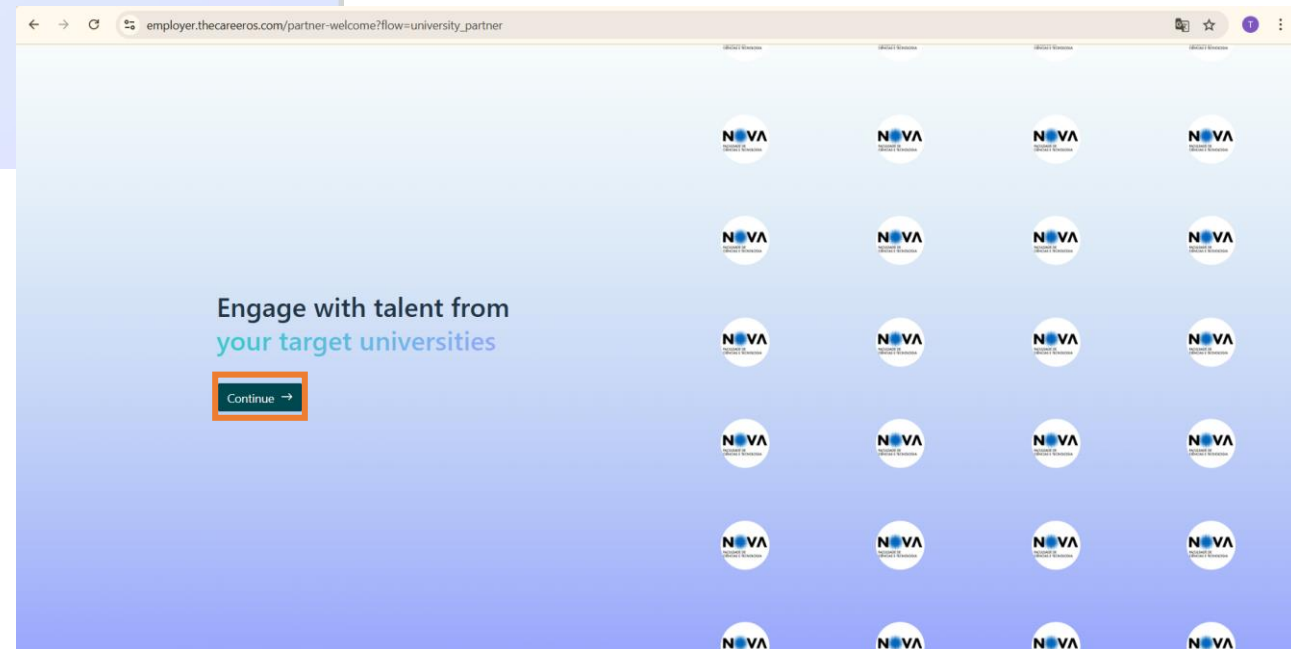
*If you cannot find your institution, please click in "I can´t find the company I am looking for" and copy your institution's Linkedin URL and click in "Add company"
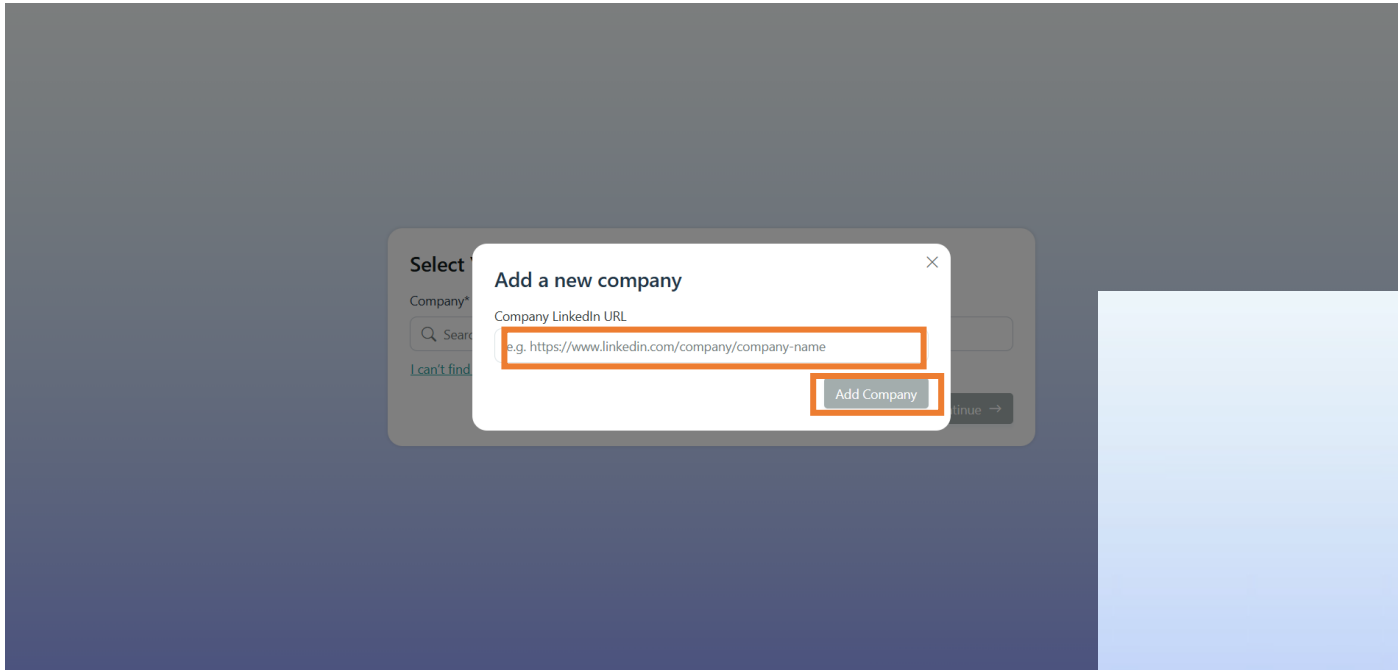
After, select again your company (writing down its name in the blank field) and click in "Continue"

In case your company does not have a Linkedin URL, please email us at careers@fct.unl.pt

8. Click in "Let's Go" and start navigating through the onboarding by clicking on the greenish circles. Then click in "Get Started With CareerOS".
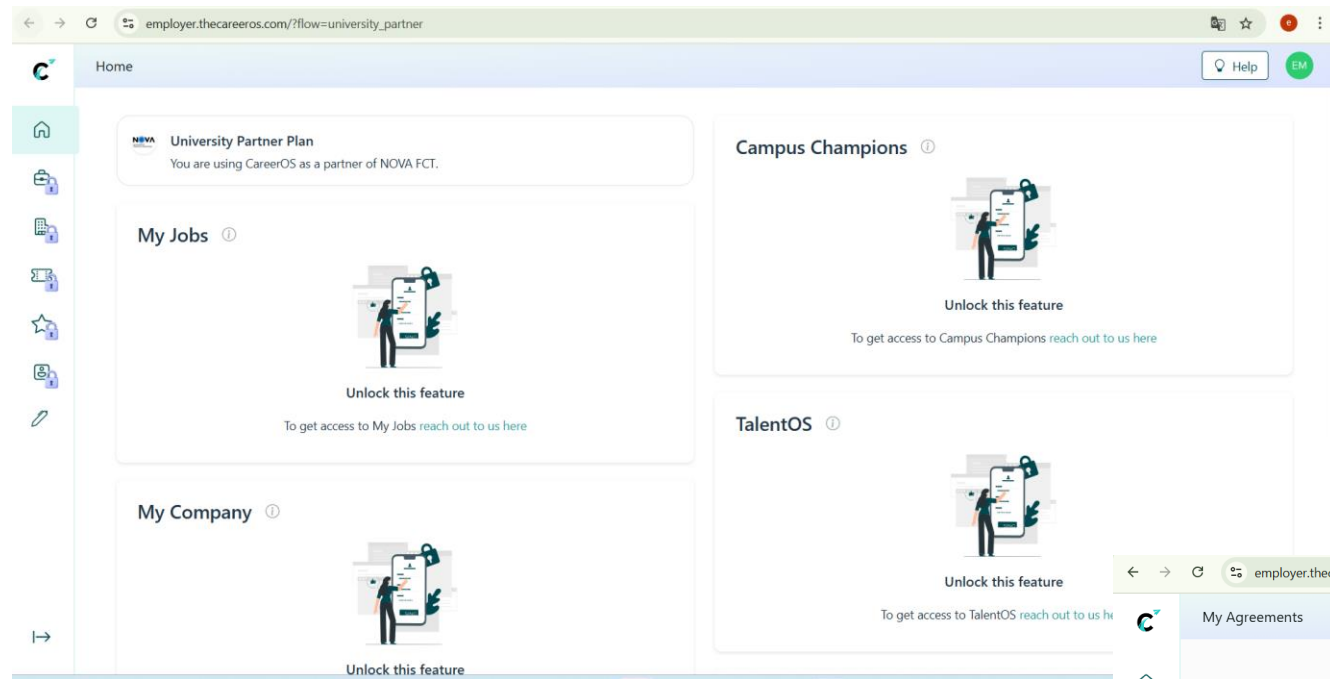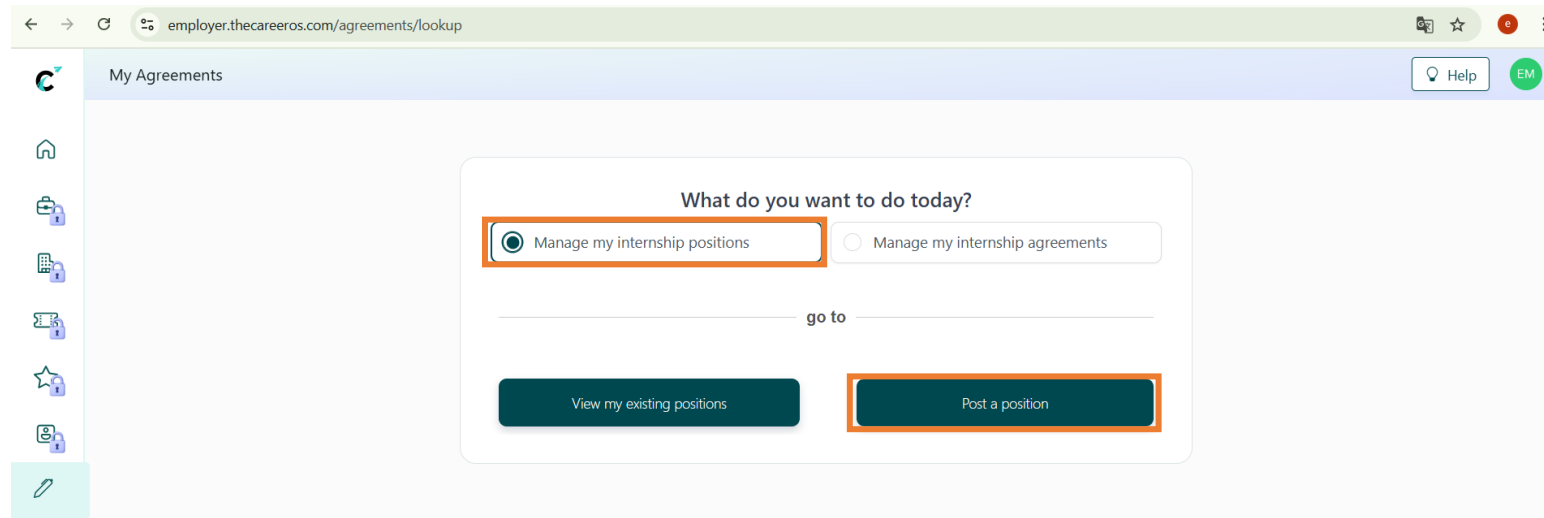
Welcome to your Partner's Dashboard.

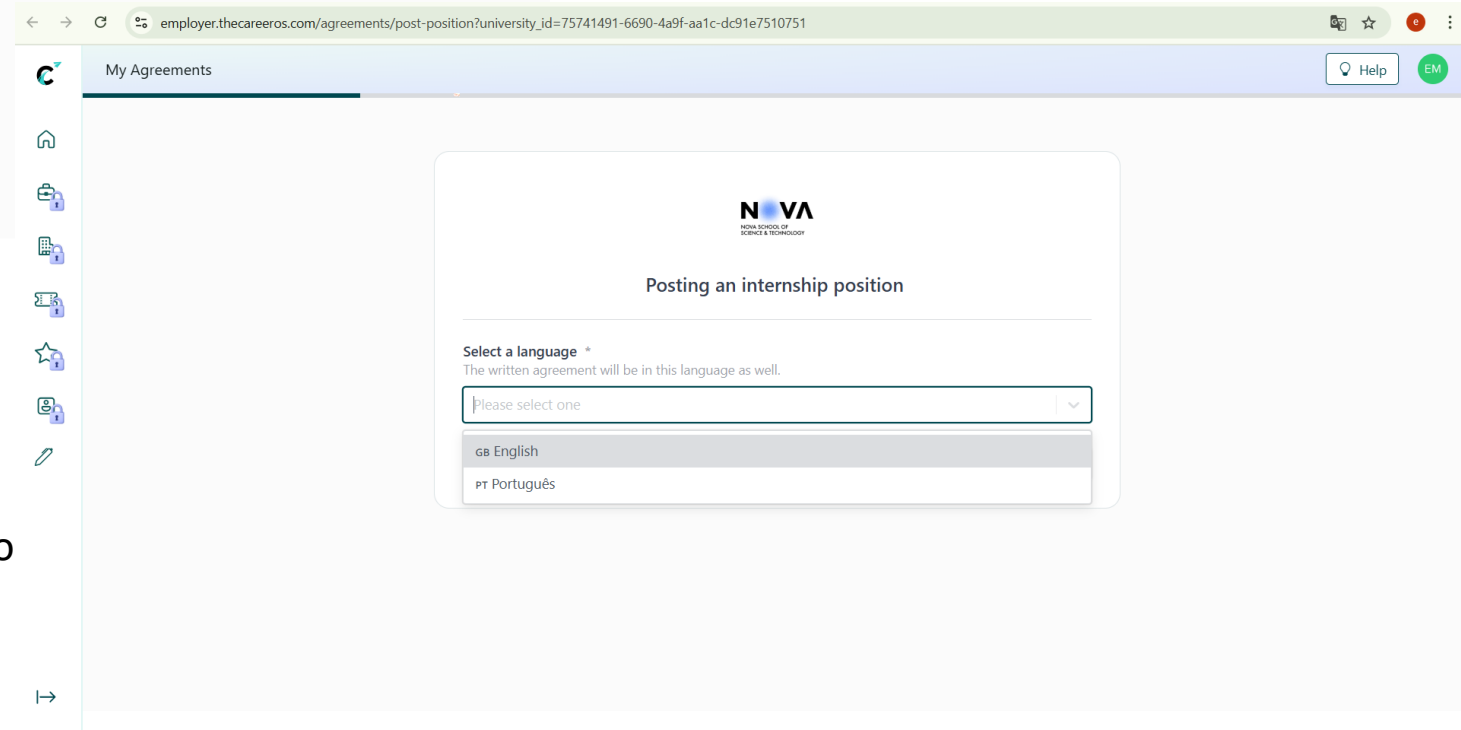To start with, click on the Agreements icon to start posting PIPP/PIIC internship offers/positions.
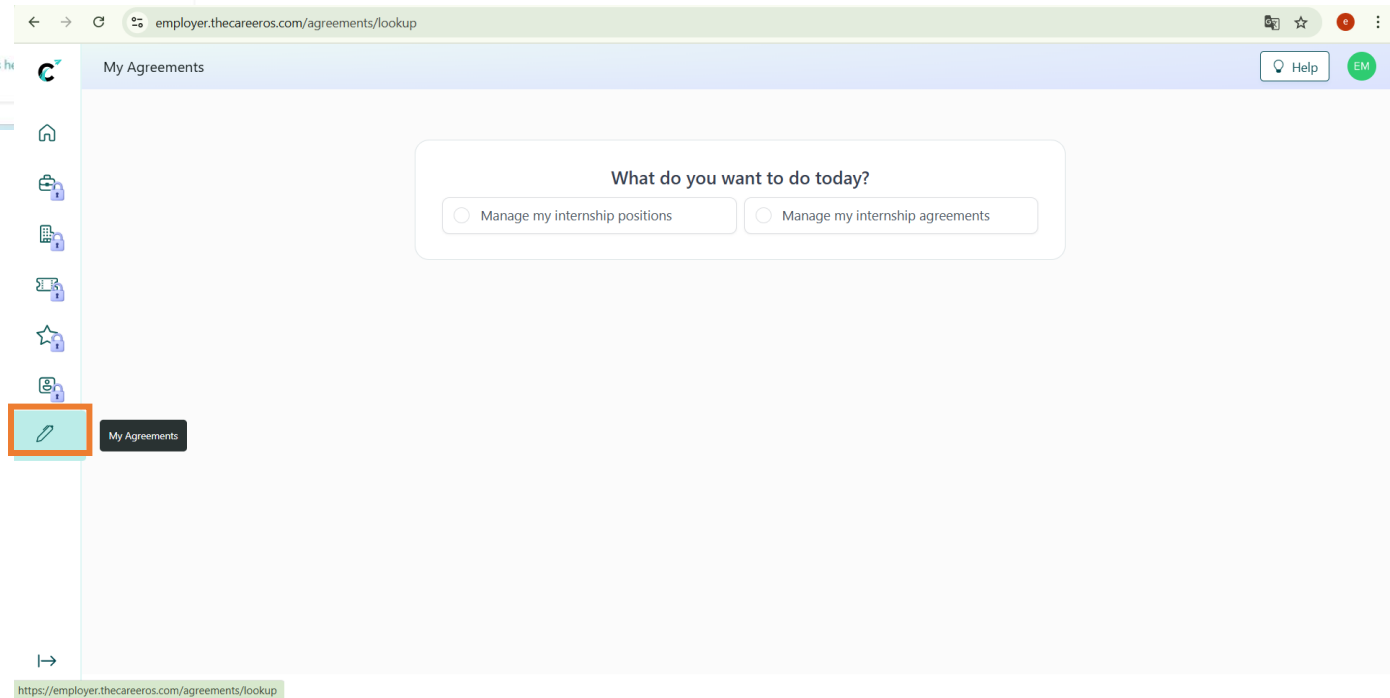
To submit a PIPP/PIIC internship position/offer, select "Manage my internship positions" and then click in "Post a Position".

Select the language in which you want to submit your internship position.

If is the first time you are posting na internship offer/position, select "No, start from scratch".

If you have already posted na internship position, select "Yes, use position as a template" to use a previous submitted position as a template.

Please read the Terms & Conditions, tick the checkbox and click on "Next".

Fill in all the internship position/offer's details.

Note: If the Department where the position you are creating is allocated to does not exist, please choose "other".

In the "Internship type" field, please select the option PIPP.

Keep filling in all the internship position/offer's details.

Note: When posting an internship position/offer, you can only select one target degree at a time. If your position targets several degrees, you should create as many offers as your targeted degrees.

Eg: Internship A targets Electrical and Computer Engineering (2 spots) and Mechanical Engineering (2 spots), so you should create two separate offers having 2 spots each.

Keep filling in all the internship position/offer's details and in the end click on "Next".

Fill in all the company information » this info is needed to feed the Internship Agreement that will be automatically generated for each student who is allocated to your internship position/offer. Then click on "Next".

Note: the signee is the person who will sign the Internship Agreement on your side.

Keep filling in all information.

Note: the tutor is the person from your company/host entity who will be responsible for the intern (NOVA FCT student) during their internship at your company/host entity.

Then, click on "Next".

My Agreements

Posting an internship position

Tutor information

ℹ️ A tutor is an employee who oversees the activities of the student during the internship.
Will it be the same as the person signing?

Full name of tutor *
Andreia Sousa

Position in company *
Software Manager

Email of tutor *
✉️ a.silva@xyzed.com

Phone of tutor
🇪🇸 ⌄ e.g. +34 612 345 678

Have you already found a student for this internship? *

⦿ No, we need to find a student.

○ Yes, we have found a student.

← Back   Next →

In the end, review all the info and click in "Submit".

My Agreements

Phone signee   *Unanswered*

                                                        Edit

Full name of tutor   Andreia Sousa

Position in company   Software Manager

Email of tutor   a.silva@xyzed.com

Phone of tutor   *Unanswered*

Have you already found a student for   No, we need to find a student.
this internship?

ℹ️ If you have any questions, get in touch with the NOVA FCT Coordinator
-

← Back   Submit

Your position was submitted and will now be validated by NOVA FCT before turning visible for our targeted students.
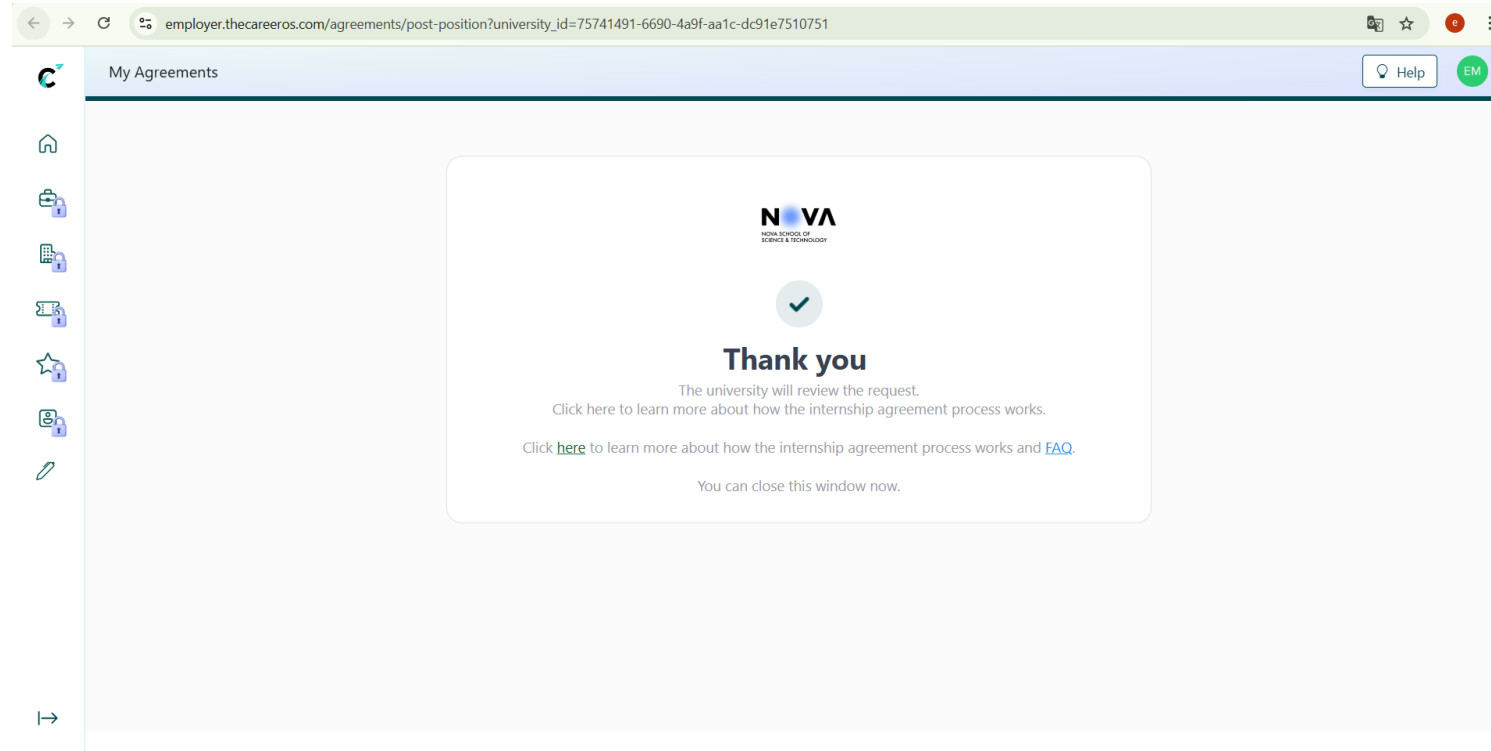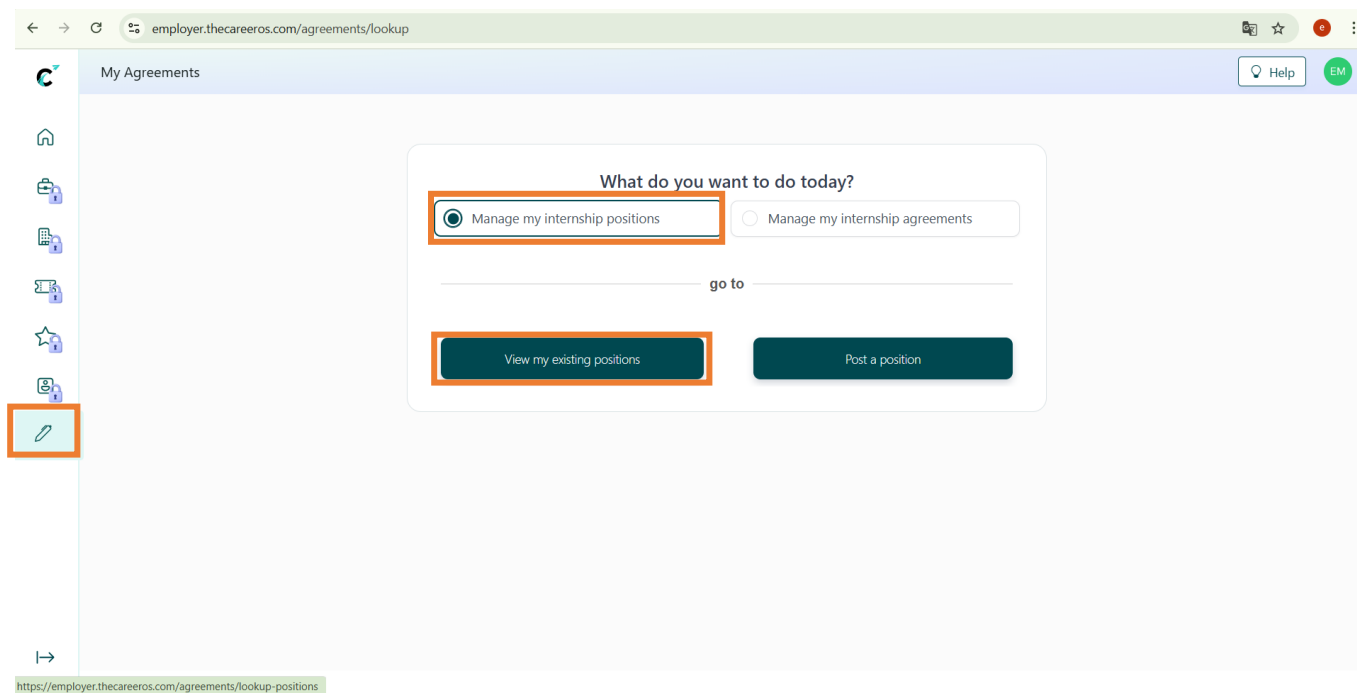
In case you want to review your internship position/offer, go to CareerOS, go to the tab "My agreements", choose "Manage my internship positions and click on "View my existing positions".

Select the position you want to look into.

You can change any detail of the position by clicking in "Change".

You can cancel the position by clicking in "Cancel the position".

- Once the created position/offer is validated by NOVA FCT, it will become visible for our students and students from the targeted degrees will be able to express their interest.
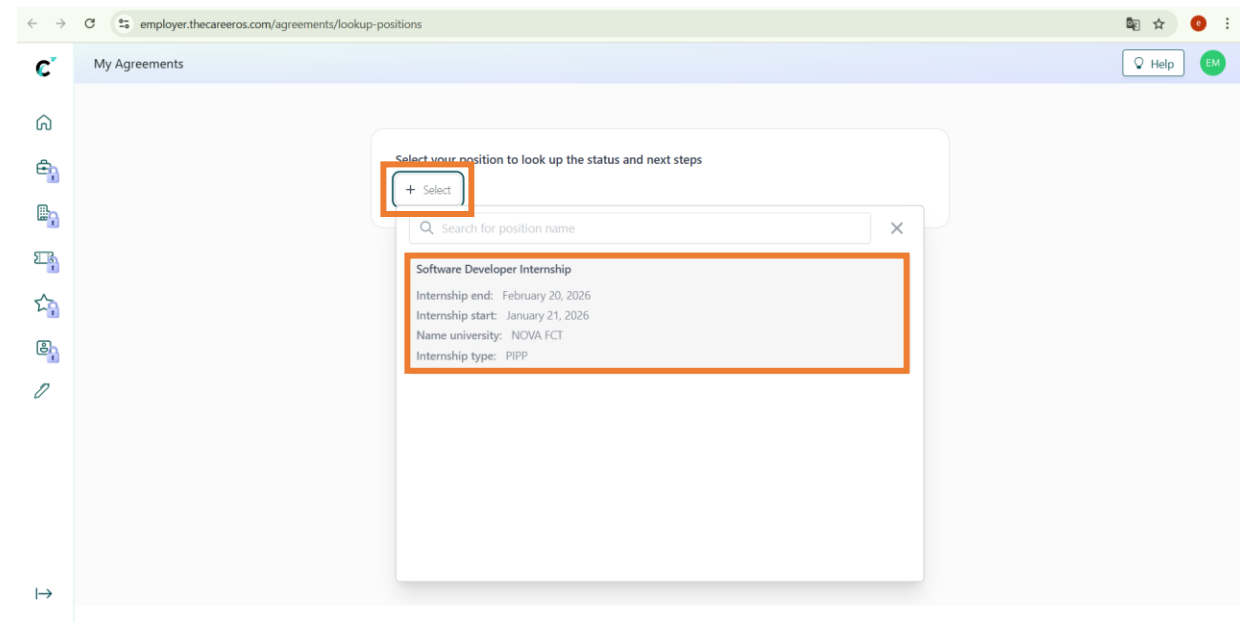- Once they express their interest, the NOVA FCT PIPP/PIIC Coordinator will allocate the students to the position/offer.
- Once they are allocated and the assignment is closed by the NOVA FCT Coordinator, the internship agreement process starts (formalization of the internship between the three parties: Company/Host Entity, Student and NOVA FCT).
- Once the internship agreement is generated, the company/host entity's signee will be notified to sign it in the platform.

The company/host entity can consult which students are allocated to their internship offers/positions and can also check the automatically generated agreements to formalize each of those students' PIPP internships.
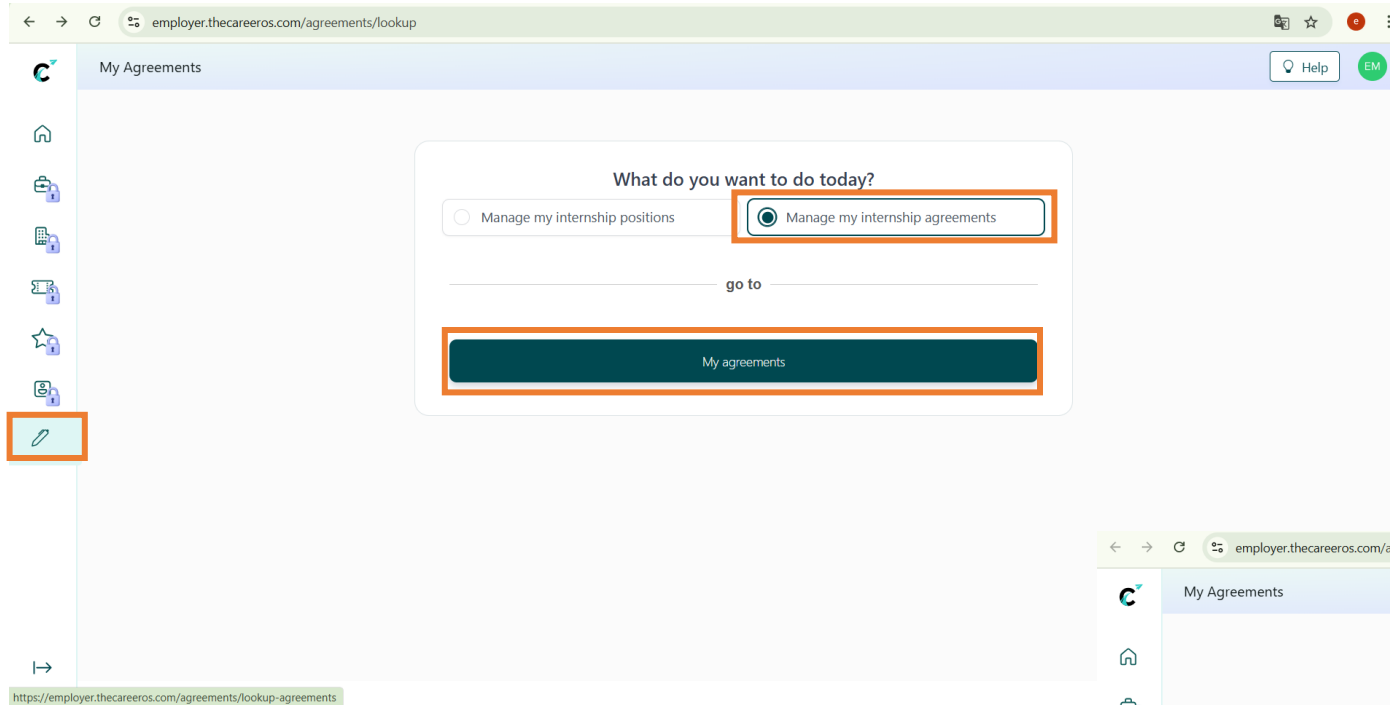
Go to CareerOS, go to the tab "My Agreements" and choose the option "Manage my internship agreements". Then click on "My Agreements".

Select the Agreement you want to look into.
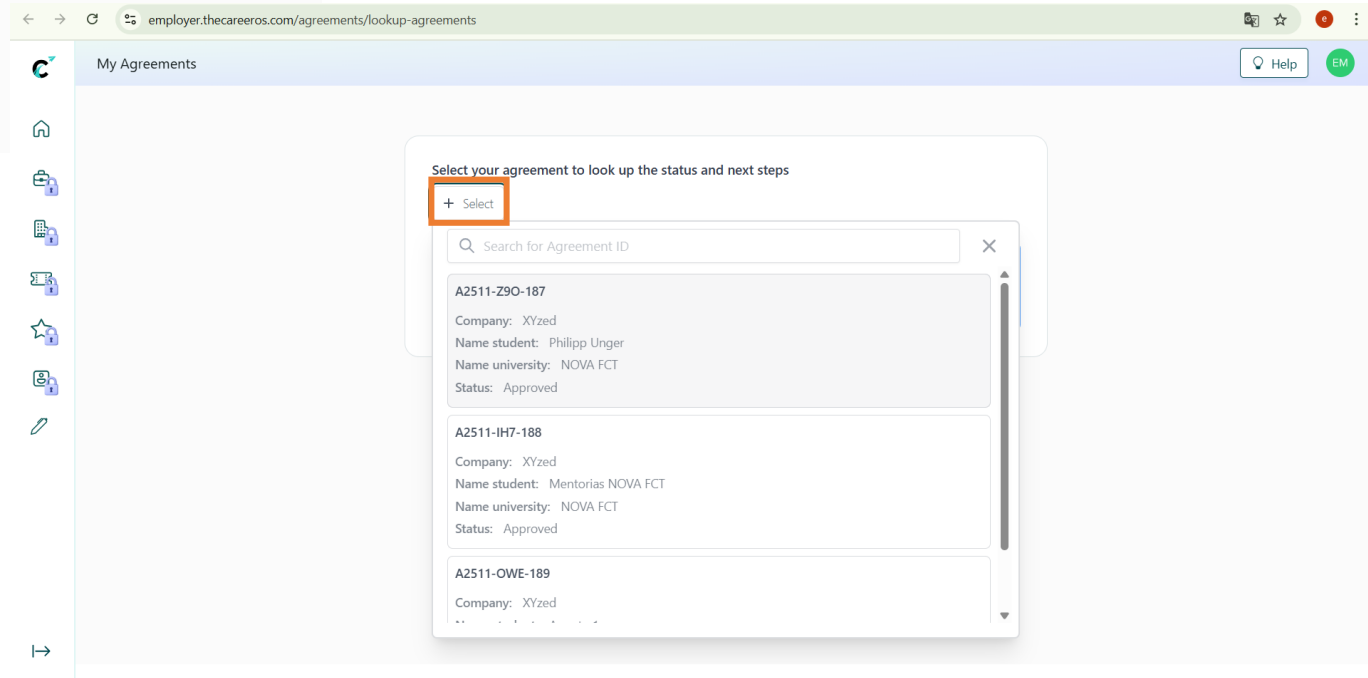
Once an Internship Agreement is generated, the company/host entity's signee will be notified via email to go to CareerOS in order to sign the Internship Agreement.

The company/host entity (using the email that was initially used to register the company/institution in CareerOS) can go to CareerOS and can also access the signature process here:
- After selecting the agreement you want to look into (previous slide)
- Click on "Sign Agreement"
- Click on "Add Signature" » Note: it has to be signed by the person who was nominated as the company/host entity's signee

The company/institution (entering with the email that was initially used to register the company/host entity in CareerOS) can also access the signature process here:
- After selecting the agreement you want to look into (previous slide)
- Click on "Sign Agreement"
- Click on "Add Signature" » <u>Note</u>: it has to be signed by the person who was nominated as the company/host entity's signee
- **Sign in the blank space and click in "Done"**
- **Fill in the "date of signature" and "place of signature"**

The company/institution (entering with the email that was initially used to register the company/host entity in CareerOS) can also access the signature process here:
- After selecting the agreement you want to look into (previous slide)
- Click on "Sign Agreement"
- Click on "Add Signature" » <u>Note</u>: it has to be signed by the person who was nominated as the company/host entity's signee
- Sign in the blank space and click in "Done"
- Fill in the "date of signature" and "place of signature"
- **Click on Submit**
- **The signatures process will now proceed: the student will sign it and, finally, NOVA FCT will sign it.**
- **Once the agreement is fully signed (by all three parties), all parties will receive it signed on their email.**

Any questions or difficulties, please contact us in careers@fct.unl.pt

Thank you!