

ADRIA-HUB PROJECT
Code 2° ord./0127



ADRIA-HUB PLATFORM
USER GUIDE FOR STUDENTS



Students

Registration and CV publication

Students > Curriculum Vitae

From the **Home** page, click on **“Students”**, then on:

A) **“Registration”**.

Or B) **“Curriculum Vitae”** and then on **“Log in”**.

STEP 1:

Whichever was the option you chose - A) or B) – you will have then **to select your university, choose your faculty and degree** using the filters and click on **“Confirm”**.

STEP 2:

Fill in the form with your **personal details**, and click on **“Save”**.

STEP 3:

Chose a **password** and give your consent to **Personal data processing** and click **“Save”**.

You will receive an **email confirming your registration**.

STEP 4:

Click on **“Go to CV”** and fill in the different sections, adding the relevant information on ***Studies abroad; Working Experiences; Linguistic Skills; Technical Skills; Personal Skills and competences; Activities, Publications and Credits; Attached files; Professional project.***

You can **update and improve your CV** at any moment from your Reserved Area, in the section **“Go to CV”**. It is also possible to **upload a photo**, clicking the corresponding icon.

You can also edit your personal data, clicking the **“pencil”** icon.

Once the registration is over, you can access to the platform functions by logging in with your **ID user and password**, from the section **“Curriculum Vitae”** or clicking **“Log In”**.

Then, you can also log in using a **social network** account, **Facebook, Google +, Twitter or LinkedIn** after enabling it from your **Reserved Area**.

Find a job offer and send your application

Students > Job Offers

Once you are logged in, click on **“Job offers”** from your Reserved Area to consult the job offers database. Use the different filters to find the job offers that best fit your profile: ***Company area, Business Sector, Degree Type, Location.***

- **Click on the Job offer to see the details:** about the job, about the candidate, about the company.

To apply for the position, click on **“Apply Now”** at the bottom of the page. If you are not logged yet, log in entering your username and password, or using your social account with **Facebook, Google +, Twitter** or **LinkedIn**.

Before sending your application, you have the possibility to update your profile following different steps:

- ❖ **Step 1:** check or **update your CV**. The platform automatically helps you improving your CV, indicating the missing parts sections.
- ❖ **Step 2:** write a **presentation letter** to the company in maximum 1000 characters.
- ❖ **Step 3:** choose the **language** in which you want to send your application (if possible, according to the company’s preference).
- ❖ **Step 4:** **check your CV**. Download your CV in pdf and visualize it as it will appear to the company. In this way, you can make sure you did not forget anything.
- ❖ **Step 5:** as to make your candidature more effective and original, you have the **possibility to record a short video presentation**.

You will receive a **confirmation email** proving that your application has been sent.

Visualize the catalogue of all the courses offered by the project partner Universities.

Students > See all the courses

To have information about all the courses available, click on **“Course Catalogue”** box from the homepage.

You will have the possibility **to filter the results** by faculty, institution and degree level. Then click on **“View”** to visualize the details of the learning program.

Help Desk

Click on **“Help”** at the bottom of each page of the platform.

You will have the possibility to report a problem or to ask for help. Click on **“Submit”** to send your request to the Adria-Hub staff.

Log out

Remember to **log out** once you finished all your operations on the Adria-Hub platform.