



Guideline Career Hub – Activation of an internship

[Register the company on the Career Hub](#) (see screenshot of registration page)

Company login - Free University of Bozen-Bolzano

Enter your credentials to connect to the service
Remember that the credentials are specific for each University and AlmaLaureas.

Username

Password

Remember me on this computer

[Forgot your credentials? Retrieve them](#) [Help needed? Contact us](#)

[You don't have your credentials yet? Register now!](#)

You will receive a written notification from the Career Service **regarding activation of your profile.**

Access the Career Hub - section "Manage internships" (you see the following view):



Search graduates to hire



Selected CVs



Saved Search options



Job offer management



Internships management

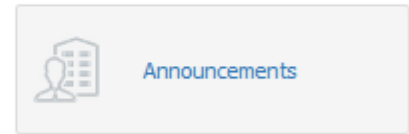


Company profile

After selecting the **"Manage internships"** option, you will reach the following view:

Internship platform

[← Back to AlmaScelta](#)



Here you choose either:

"Agreement"

(if you still have to draw up the internship agreement),

or

"Internship projects"

(if you have already entered the agreement, it has been activated and you want to create an internship project for a specific unibz student).

N.B. To create an internship project (1), the intern must provide the following information:

- Name of the academic tutor (professor at unibz);
- Tax and student ID number (of the intern).

Via **"save and send"**, the project is then automatically sent to the academic tutor (for approval). You can also save the project as a draft at any time in order to enter missing data at a later time.

P.S. The **"Announcements"** area is used to publish general job advertisements or internship offers online.

After the internship project has been approved by the academic tutor and the Career Service, you can download the document from the Career Hub, in order for it to be signed by the company tutor and intern. You will be informed, step by step by means of automatic mails, also in this regard.

To activate the internship, the final action consists in uploading the following to the Career Hub:

- a **signed copy of the internship project;**
- a **copy of the company tutor's ID card;**
- a **copy of the intern's ID card.**

For this action there is a specific function in "Document Management". It is available for approved internships in the Career Hub at the specific internship. This is where you can carry out the above mentioned uploads.

[Add Attachment](#)

At completion of the internship, the company tutor receives an automatic email containing the link to an **online assessment form**. This evaluation also requests the company tutor to confirm the amount of internship hours completed by the intern.

Extensions and / or the early termination of an internship can be carried out by the company itself in the Career Hub **before the internship ends**.

Actions ?

[Suspend](#)

[Extend](#)

[Close intenship](#)

For questions and help in handling the processes described here, contact:

Career Service

cas@unibz.it

tel. 0471 012700

Note (1)

When creating the project, the data of the student / graduate are automatically inserted by the system after entering the student's matriculation and tax number.