HOW TO USE JOBSOUL WEBSITE AND ACTIVATE A TRAINEESHIP

This short guide is a useful tool to activate internships on Jobsoul Sapienza website (www.jobsoul.it).

It is addressed to host institution and organization, private and national, wishing to activate traineeships through a convention with Sapienza University.

Jobsoul Sapienza is designed to follow all steps related to a traineeship: how to stipulate the convention, how to publish internship opportunities, how to select candidates, how to approve an internship.

In Italy, Universities can activate traineeships for their students or graduates: in this case, the University covers insurance policy. In order to activate a traineeship, according to the Italian law, two documents have to be issued:

- The **Framework Convention concerning Training activities** (Convenzione per tirocini all’estero), which is agreed between the University and the Host Institution, without the name of the trainee. This document establishes that, during the period of its validity, the Host Institution can start traineeships with university's students and graduates with insurance coverage.

- The **Training Agreement** (Progetto Formativo), which is the tripartite document that contains all the information about the specific traineeship, such as trainee’s personal information, dates of the training and activities.

The trainee can be selected in two ways:

**A. Selection through spontaneous application**: if the trainee has already been selected, you can arrange a Training Agreement directly with the trainee, once he/she applied;

**B. Selection through an opportunity posted on Jobsoul**: the Host Institution can post one or more traineeship opportunities, selecting specific the degree courses, to receive CVs. After receiving the applications from candidates, the Host Institution can start the selection process and then arrange the Training Agreement.
How to activate a traineeship on Jobsoul.it

Registration on JOBSOUL Sapienza
Step 1

Request and stipulation of Convention
Step 2

Recruitment and selection procedure

Spontaneous application – trainee already selected
Step 3

- Look up spontaneous applications

Traineeship opportunity – recruiting procedure
Step 4

- Post the traineeship opportunity

- Look up the applications

Create and submit a Training Agreement

Approval by the Traineeship Office

Print the Training Agreement, sign it and deliver it to the Traineeship Office

Development and Conclusion of Traineeship
Step 5

- Extension
- Interruption
- Conclusion
Step 1 – Registration on JOBSOUL Sapienza

1.1 - Go to [www.jobsoul.it](http://www.jobsoul.it) and click on “Accedi al servizio”

1.2 - Click on “Registrazione Azienda” and then, in the opening page, click on “Registrazione Azienda”

1.3 – Choose the language “Inglese” and then click on “online registration form”

1.4 - Fill out all the required fields in all the forms and then click on “Save”.
Please, pay attention to the information about:

- **Offices**: please, declare the registered office and all the other offices where the internship will take place.
- **Contact person for internship opportunities**: please, note that all the automatic messages about the internship will be sent to the email address stated in this field.

**N.B. If you need assistance, please send an email to jobsoul@uniroma1.it**

1.5 - Print the registration form, sign it, stamp it and send it to the e-mail address indicated in the form
1.6 - Wait for your profile activation

**Step 2 – Request and stipulation of the Convention**

**Request the Convention**

2.1 - Go to [www.jobsoul.it](http://www.jobsoul.it) and click on “Accedi al servizio”
2.2 - Log in with your username and password: if you do not remember them, please send an email to jobsoul@uniroma1.it.

2.3 - In your personal area, click on “Gestione Tirocini”
2.4 - From the menu “Convenzioni atenei”, click on “Richiedi convenzione”

2.5 - Choose “Sapienza” University and select the type of convention you are willing to stipulate, according to the type of traineeship you are going to activate, and then click on “invia”. For companies based abroad, it is compulsory to select Convenzione per tirocini all’estero – Framework Convention in order to activate traineeships for students or graduates, abroad Italy.
Wait for the approval of your request by the University.

**Stipulate the Convention**

When the University approves your request, an alert message will be sent to the **Contact person for internship opportunities** and you will be allowed to:

2.6 - Go to [www.jobsoul.it](http://www.jobsoul.it) and log in with your username and password

2.7 - In your personal area, click on the section “**Gestione tirocini**”

2.8 - From the menu “**Convenzioni atenei**”, on the right side, click on “**Lista convenzioni**”

2.9 - You will find a list containing all the conventions, separated by type and status. Click on the line of the convention with the status “in attesa di stipula”. The record of the convention displays two functions:
• **Scarica Convenzione**: it allows you to download the convention, which has to be signed and sent to Sapienza University;

• **Scarica Istruzioni Convenzione**: it allows you to download the guidelines to stipulate a convention.

2.10 - Download the form of the convention in pdf format, pre-filled with the Host Institution information, and follow the procedure established by the University.

As soon as the convention is stipulated, an alert message will be sent to the **Contact person for internship opportunities** and the status of the convention will change in “stipulata”.

From that moment on, all the functions of the section “Tirocini” will be implemented.

**Step 3 – Selection through spontaneous application (autocandidatura)**

Spontaneous applications can be used both if the trainee has been already selected without an opportunity posted on Jobsoul website and or if students or graduates wish to spontaneously apply to the company.

**Create the Training Agreement (Progetto Formativo)**

3.1 - Go to [www.jobsoul.it](http://www.jobsoul.it) and log in with your username and password

3.2 - In your personal area, click on “Gestione Tirocini”

3.3 - In the section “Tirocini”, click on "Autocandidature Tirocini"

3.4 - Search for the candidate CV and click on his/her name
3.5 - The form of the spontaneous application will be displayed. It contains:
- The type of internship required by the applicant
- The last university degree attended by the applicant
- The CV of the applicant (that can be downloaded in pdf format)
- The cover letter (if inserted by the applicant)

3.6 - In order to create the training agreement, click on the button “Accetta autocandidatura” and confirm.

3.7 - At the bottom of the page, click on “Crea progetto formativo”
3.8 - In the new window, you have to select the course for which you want activate the training agreement and the type of traineeship (the drop-down menu will display the conventions available for the company). For companies based abroad, it is compulsory to select “Estero”. Then, click on “invia”

3.9 - In the page dedicated to the Training Agreement, fill out all the fields “Dati a cura dell’azienda” (compulsory fields are marked with an asterisk).

- **Titolo progetto formativo** = Title of the Training Agreement
- **Data inizio (presunta)** = expected start date
- **Data fine (presunta)** = expected end date
- **Durata tirocinio** = duration of the internship: you can choose how to express the duration (in hours/days/months, for example: 6 mesi; 150 ore…)
- **Sede** = Address of the office where the internship will take place: if you do not find it in the list, you have to add it from the section “Modifica Anagrafica” of your personal area.
- **Giorni e orari di accesso ai locali** = Days and hours of attendance at the business organization's premises: flag the box of the day/s and select the hours from the drop-down menu. If holidays are included, please, flag the box “festività incluse”
- **Eventuali periodi di sospensione** = Any period of suspension of the internship (i.e. closing days for bank holidays, summer holidays, etc.), if applicable
- **Giorni complessivi di sospensione** = total amount of days of suspension
- **Indennità mensile lorda** = Gross monthly salary: this is a number field. If there is no salary expected, fill out the field with a “0”
- **Facilitazioni previste** = Benefits offered: please, specify any additional contribution, such as work canteen, accommodation, etc…
- **Obiettivi formativi** = Training aims
- **Eventuali note e integrazioni** = Remarks and additional information (if applicable). You can use this field to add further information, such as missions, business trips, access to the premises, etc.
- **Dati del tutor aziendale** = contact details of the tutor appointed by the host organization
  - Nome = Name
  - Cognome = Surname
  - Telefono = Telephone number
  - Fax
  - E-mail

3.10 - Once you have inserted all the data, at the end of the page click on the button "Salva in bozze" to save a draft. If the operation was successfully completed, the system will bring you back to the list of training agreements, where the new training agreement will be identified by the status “in bozza”.
3.11 - Click on the applicant’s name in order to see the Training Agreement again: check the data and, from the right-side menu “Azioni Possibili”, click on Richiedi approvazione"

**Print the Training Agreement**

When the Traineeship Office of the Faculty involved approves the Training Agreement, an alert message will be sent to the Contact person for internship opportunities and you will be allowed to:
3.12 - Go to [www.jobsoul.it](http://www.jobsoul.it) and log in with your username and password
3.13 - In your personal area, click on “Gestione Tirocini”
3.14 - In the section “Tirocini”, click on “Progetti Formativi”
3.15 - Display the Training Agreement of the trainee, in the status “approvato” (approved).
3.16 - From the right-side menu “Azioni Possibili”, click on "Scarica Progetto Formativo" (download)
You have to print three copies of the Training Agreement, sign them (please, note that the document has to be signed both by the company and the trainee) and deliver them to the Traineeship Office of the Faculty before the starting date of the traineeship. The contact details of the traineeship office are available at the bottom of the page dedicated to the Training Agreement on Jobsoul website.

**Step 4 – Selection through opportunity (opportunità di tirocinio)**

In the section “Tirocini” of SOUL portal, the host organization can post internship opportunities in order to receive applicants’ CVs and carry out the selection process independently. Applications should be submitted through the portal and therefore you do not need to insert any e-mail address where to send CVs.

**Post a traineeship opportunity**

4.1- Go to www.jobsoul.it and log in with your username and password
4.2- In your personal area, click on “Gestione Tirocini”
4.3- In the section “Tirocini”, click on "Opportunità di tirocinio"
4.4 - Click on the button "Aggiungi opportunità di tirocinio"

4.5 - Fill out all the compulsory fields (marked by an asterisk) and then click on the button "Salva in bozze" to save a draft.

N.B: you have to select the degree courses that the opportunity is addressed to. Only students who are attending/have attended that degree course will be allowed to apply.

If the address of the office where the traineeship takes place is not displayed in the drop-down menu, you have to add it from the section “Modifica Anagrafica” of your personal area.

4.6 – Once you have inserted all the data, at the end of the page click on the button "Salva in bozze" to save a draft. If the operation was successfully completed, the system will bring you back to the list of the opportunities, where the new one will be identified by the status “in bozza”.
4.7 – Open it, check all the information and, from the menu “Azioni Possibili”, click on Richiedi pubblicazione”

The request will be submitted to the Traineeship Office, which can post the opportunity, reject it, or require a change. When the Traineeship Office publishes the opportunity, an alert message will be sent to the Contact person for internship opportunities and the opportunity will be available on Jobsoul website and users will be able to apply for it.

**Look up applications**

In order to look up the CVs of the applicants, you have to:

4.8 - Go to www.jobsoul.it and log in with your username and password

4.9 - In your personal area, click on “Gestione Tirocini

4.10 - In the section “Tirocini”, click on “Candidature Tirocini”
4.11 - Choose from the filter “Opportunità di tirocinio” the title of the opportunity you are interested in and click on “Cerca”

4.12 - Click on the applicant’s name to view his/her profile and CV. The form of the application will be displayed. It contains:

- The type of internship required by the applicant
- The last university degree attended by the applicant
- The CV of the applicant (that can be downloaded in pdf format)
- The cover letter (if inserted by the applicant)

4.13 - After the selection process, in order to propose a training agreement to the applicant/s selected, click on the button “Accetta la candidatura”.
Create the Training Agreement (Progetto Formativo)

4.14 - Go to www.jobsoul.it and log in with your username and password
4.15 - In your personal area, click on “Gestione Tirocini”
4.16 - In the section “Tirocini”, click on "Candidature Tirocini"
4.17 - Search for the candidate CV and click on his/her name
4.18 - At the bottom of the page, click on "Crea progetto formativo"

4.19 - In the new window, you have to select the course for which you want activate the training agreement and the type of traineeship (the drop-down menu will display the conventions available for the company). For companies based abroad, it is compulsory to select “Estero”. Then, click on “invia”
4.20 - In the section dedicated to the Training Agreement, fill out all the fields “Dati a cura dell’azienda” (the compulsory fields are marked by an asterisk). Some data may be pre-filled according to the information inserted during the registration, but you can modify them if necessary.

- **Titolo progetto formativo** = Title of the Training Agreement
- **Data inizio (presunta)** = expected start date
- **Data fine (presunta)** = expected end date
- **Durata tirocinio** = duration of the internship: you can choose how to express the duration (in hours/days/months, for example: 6 mesi; 150 ore…)
- **Sede** = Address of the office where the internship will take place: if you do not find it in the list, you have to add it from the section “Modifica Anagrafica” of your personal area.
- **Giorni e orari di accesso ai locali** = Days and hours of attendance at the business organization's premises: flag the box of the day/s and select the hours from the drop-down menu. If the holidays are included, please, flag the box “festività incluse”
- **Eventuali periodi di sospensione** = Any period of suspension of the internship (i.e. closing days for bank holidays, summer holidays, etc.), if applicable
- **Giorni complessivi di sospensione** = total amount of days of suspension
- **Indennità mensile lorda** = Gross monthly salary: this is a number field. If there is no salary expected, fill out the field with a “0”
- **Facilitazioni previste** = Benefits offered: please, specify any additional contribution, such as work canteen, accommodation, etc…
- **Obiettivi formativi** = Training aims
- **Eventuali note e integrazioni** = Remarks and additional information (if applicable). You can use this field to add further information, such as missions, business trips, access to the premises, etc..
- **Dati del tutor aziendale** = contact details of the tutor appointed by the host organization
  - **Nome** = Name
  - **Cognome** = Surname
  - **Telefono** = Telephone number
  - **Fax**
  - **E-mail**

4.21 - Once you have inserted all the data, click on the button “Salva in bozze” to save a draft. If the operation was successfully completed, the system will bring you back to the list of
training agreements, where the new training agreement will be identified by the status “in bozza”.

4.22 - Click on the applicant’s name in order to see the Training Agreement again: check the data and, from the right-side menu “Azioni Possibili”, click on Richiedi approvazione

**Print the Training Agreement**
When the Traineeship Office of the Faculty involved approves the Training Agreement, an alert message will be sent to the Contact person for internship opportunities and you will be allowed to:

4.23 - Go to [www.jobsoul.it](http://www.jobsoul.it) and log in with your username and password

4.24 - In your personal area, click on “Gestione Tirocini”

4.25 - In the section “Tirocini”, click on “Progetti Formativi”

4.26 - Display the Training Agreement of the trainee, in the status “approvato” (approved).

4.27 - From the right-side menu “Azioni Possibili”, click on “Scarica Progetto Formativo” (download)

You have to print three copies of the Training Agreement, sign them (please, note that the document has to be signed both by the company and the trainee) and deliver them to the Traineeship Office of the Faculty before the starting date of the traineeship. The contact details of the traineeship office are available at the bottom of the page dedicated to the Training Agreement on Jobsoul website.
Step 5 - Development and Conclusion of Traineeship

Extension
If you want to extend the period of the traineeship, you can create and request a “Proroga”:
5.1 - Go to www.jobsoul.it and log in with your username and password
5.2 - In your personal area, click on “Gestione Tirocini”
5.3 - In the section “Tirocini”, click on “Progetti Formativi”
5.4 - Display the Training Agreement of the trainee, in the status “attivato” (activated).
5.5 - From the right-side menu “Azioni Possibili”, click on “Proroga Progetto Formativo”
5.6 – Fill out all the fields “Dati a cura dell’azienda” and indicate the new ending date.
5.7 - Once you have inserted all the data, at the end of the page first click on the button “Salva in bozze” and then click on Richiedi approvazione”, as you did the first time.
When the Traineeship Office of the Faculty approves the Training Agreement, you have to print three copies, sign and deliver them.

Interruption
The traineeship can be interrupted by the Host Institution or by the Trainee.
5.8 - Go to www.jobsoul.it and log in with your username and password
5.9 - In your personal area, click on “Gestione Tirocini”
5.10 - In the section “Tirocini”, click on “Progetti Formativi”
5.11 - Display the Training Agreement of the trainee, in the status “attivato” (activated).
5.12 - From the right-side menu “Azioni Possibili”, click on “Interrompi Progetto Formativo”
5.6 – Fill out all the fields “Data di interruzione” and “Motivazione” and click on “invia”