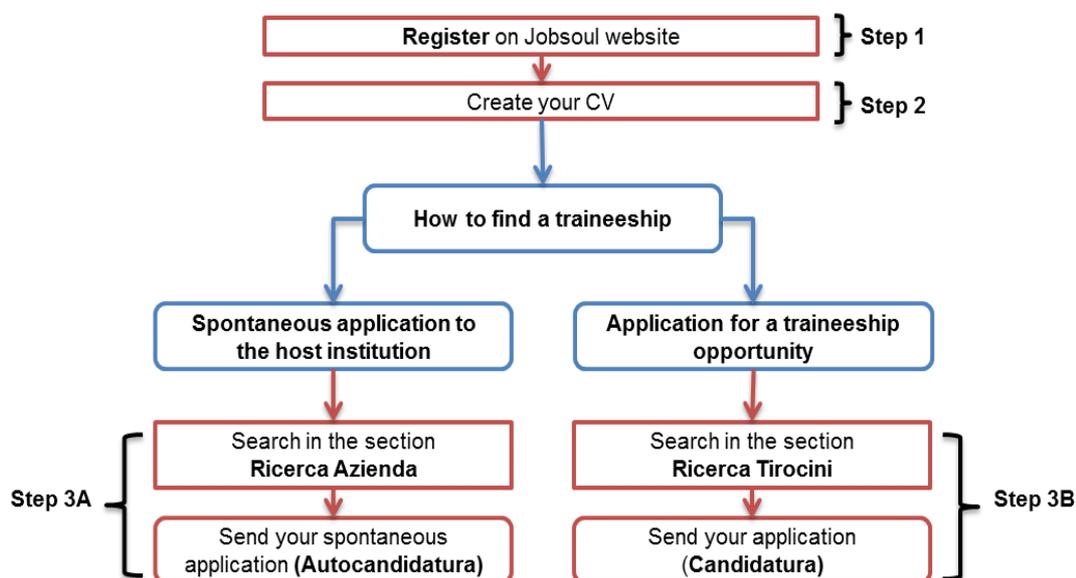# HOW TO FIND A TRAINEESHIP ON JOBSOUL WEBSITE

This short guide is a useful tool to find traineeship opportunities on Jobsoul Sapienza website (www.jobsoul.it).

This guide is addressed to foreign students enrolled at Sapienza University.

Procedures on how to find an internship on JOBSOUL website:

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└──────────────────────────────────────────┘
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        ┌─────────────────────────────┐
        │   How to find a traineeship  │
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┌─────────────────────┐   ┌─────────────────────┐
│ Spontaneous         │   │ Application for a   │
│ application to the  │   │ traineeship         │
│ host institution    │   │ opportunity         │
└─────────────────────┘   └─────────────────────┘
           │                       │
┌─────────────────────┐   ┌─────────────────────┐
│ Search in the       │   │ Search in the       │
│ section             │   │ section             │
│ Ricerca Azienda     │   │ Ricerca Tirocini    │
└─────────────────────┘   └─────────────────────┘
   Step 3A                           Step 3B
┌─────────────────────┐   ┌─────────────────────┐
│ Send your           │   │ Send your           │
│ spontaneous         │   │ application         │
│ application         │   │ (Candidatura)       │
│ (Autocandidatura)   │   │                     │
└─────────────────────┘   └─────────────────────┘
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STEP 1 – Register into JOBSOUL portal

1.1. - Go to **www.jobsoul.it**

1.2. - Click on "*Accedi al servizio*" and then on "***Registrazione Utente***"

1.3. - Fill out all the required fields in all the forms and then click on "***Salva Dati Anagrafici***"

Pay attention to this information: If you are born abroad Italy, first click on "***Nato all'estero***" in the field "provincia di nascita". You'll can choose your country of birth.

Use the Sapienza's student email address or one with "name.surname": remember to keep it updated and use one that you read daily.

1.4. - Check your mailbox (address indicated during the registration process): you have to click on the activation link contained in the automatic message sent by Jobsoul system.

STEP 2 – Create your CV

2.1. - Go to **www.jobsoul.it** and enter your credentials

2.1. - In the section "*Curriculum*" click on "***Aggiungi un nuovo curriculum***"

2.3. - Insert the name of your cv in the field "*Titolo*" and then click on "*Salva*"

2.4.- Back to your personal area and in the section "*Curriculum*" click on "***Elenco curriculum***"

2.5. - Click on the name of your CV in order to display and modify the data. For each section to be filled out, you have to click on the button "*Aggiungi*" and once you have inserted the information, click on "*Salva*".

Please, pay specific attention to the section "***Istruzione e formazione***", where you can insert the information related to your degree course:

- **Facoltà (Faculty)**: please, select the exact and updated name of your Faculty. Please, note that only one of the Faculties listed here will be consider valid:
  - ➢ Architettura
  - ➢ Economia
  - ➢ Farmacia e Medicina
  - ➢ Giurisprudenza
  - ➢ Ingegneria civile e industriale
  - ➢ Ingegneria dell'informazione, informatica e statistica
  - ➢ Lettere e Filosofia
  - ➢ Medicina e Odontoiatria
  - ➢ Medicina e Psicologia
  - ➢ Scienze matematiche, fisiche e naturali
  - ➢ Scienze Politiche, Sociologia e Comunicazione

- **Corso di laurea (Degree course)**: this field is automatically filled out. When you type a part of the name of your course, a list will be displayed. If your degree course is not in the list, please email to tirocini@uniroma1.it

- **If,** before enrolling at Sapienza, **you graduated abroad**, please, pay specific attention to the section "*Istruzione e formazione*", where you can insert the information related to your degree course:
  - ➢ in the field "*Università*" you are supposed to select "*Titolo di studio conseguito all'estero*";
  - ➢ the field "*Facoltà*" is filled out automatically;
  - ➢ in the field "*Corso di laurea*" you can insert the name of the university and the name of the course you attended.

STEP 3A – Send your spontaneous application (Autocandidatura)

3.1. - Go to **www.jobsoul.it** and enter your credentials

3.2. - In your personal area, click on the section "*Ricerca Aziende*" in the taskbar

3.3. - Use the filters in order to improve the research. When you click on the name of a company, you will see the form containing all the details of the company (type of company, activities, location, etc.)

N.B: If you are interested in the companies located abroad, in the field "provincia" you have to insert "Stato estero"

3.4. - At the bottom of the page, by clicking on the button "*Autocandidati Area Tirocini*", you can send your cv (by selecting it from the drop-down menu) as well as a short cover letter to the company. To complete the procedure, click on the button "*Autocandida*".

STEP 3B – Send your application for a traineeship opportunity (Candidatura)

3.5. - Go to **www.jobsoul.it** and enter your credentials

3.6. - In your personal area, click on the section "*Ricerca Tirocini*" in the taskbar

3.7. - Use the filters in order to improve the research. When you click on the title, you will see all the details of the job advertisement.

N.B: If you are interested in the companies located abroad, in the field "Tipo Tirocinio" you have to choose "Estero"

3.8. - If your degree course is in the list, you are allowed to click on "*Candidati ora*" at the bottom of the page. You can send your cv (by selecting it from the drop-down menu) as well as a short cover letter to the company. To complete the procedure, click on the button "*Candida*".

N.B. If your degree course is not in the list, but you wish to send your CV anyway, you have to follow the procedure described in STEP 3A. In this case, we recommend you to insert the reference of the traineeship opportunity in the cover letter.