"Opportunities for the young and graduates employability in Vietnam"

VOYAGE Platform Instructions for Use

Enterprises Area

VOYAGE Platform-Instruction for Use

1. Enterprises
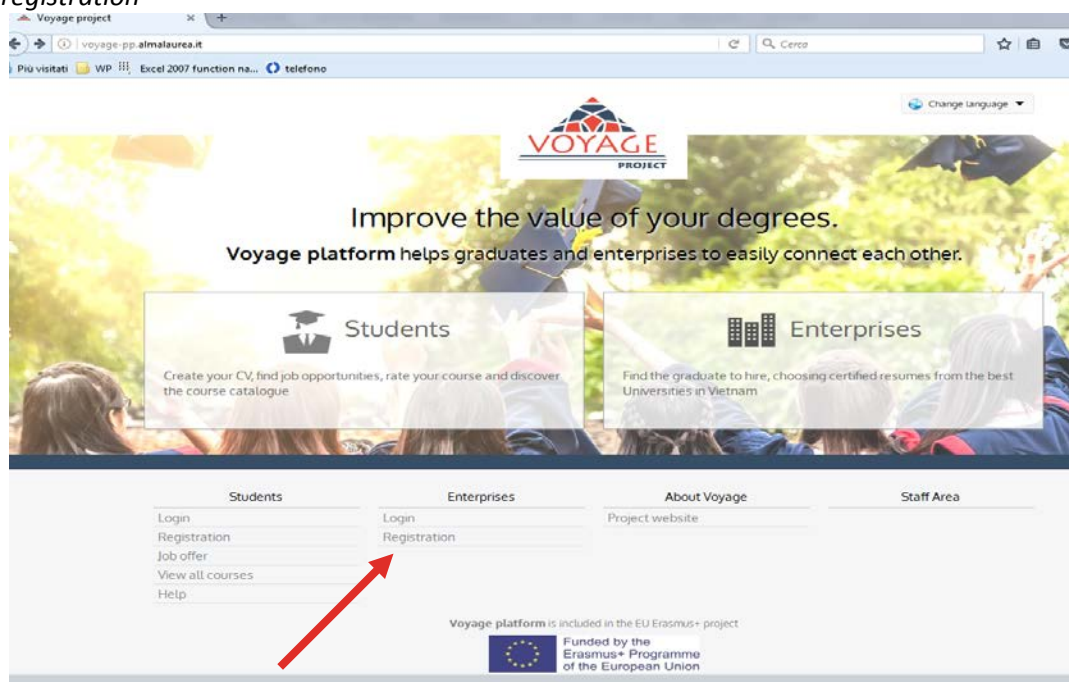On the platform (http://voyage.almalaurea.it/) click on the "**Enterprises**" area. You will be able to look for the graduate to hire, to choose Certified CVs of the best Universities' Graduates in Vietnam, to post job offer and training opportunities.
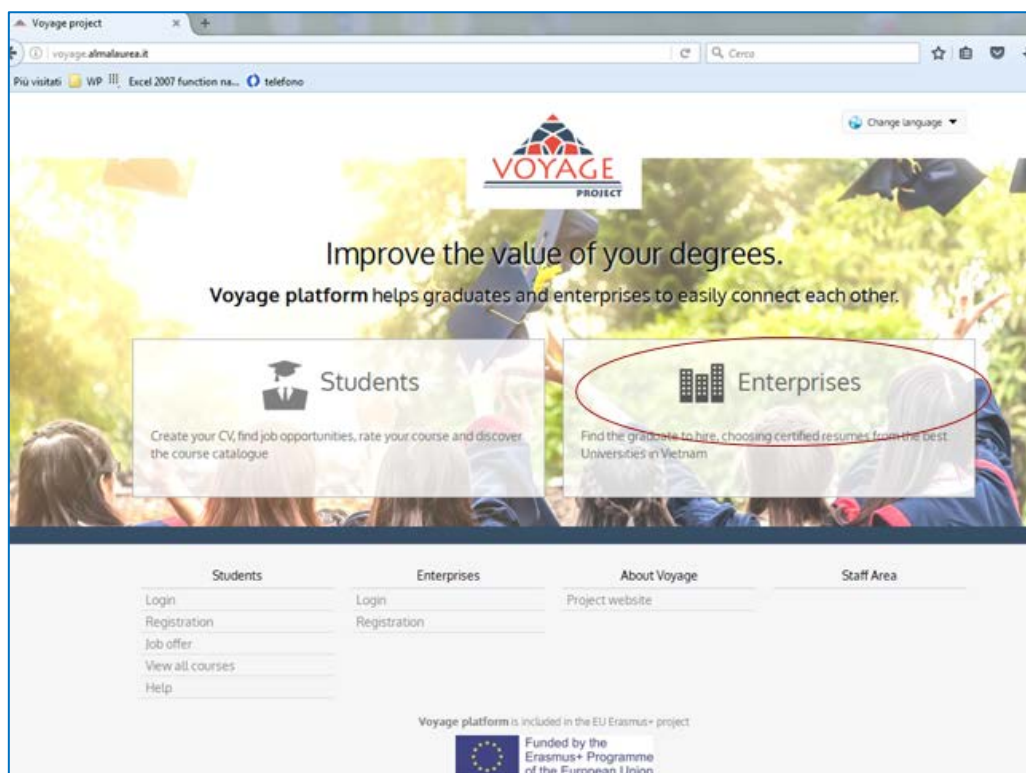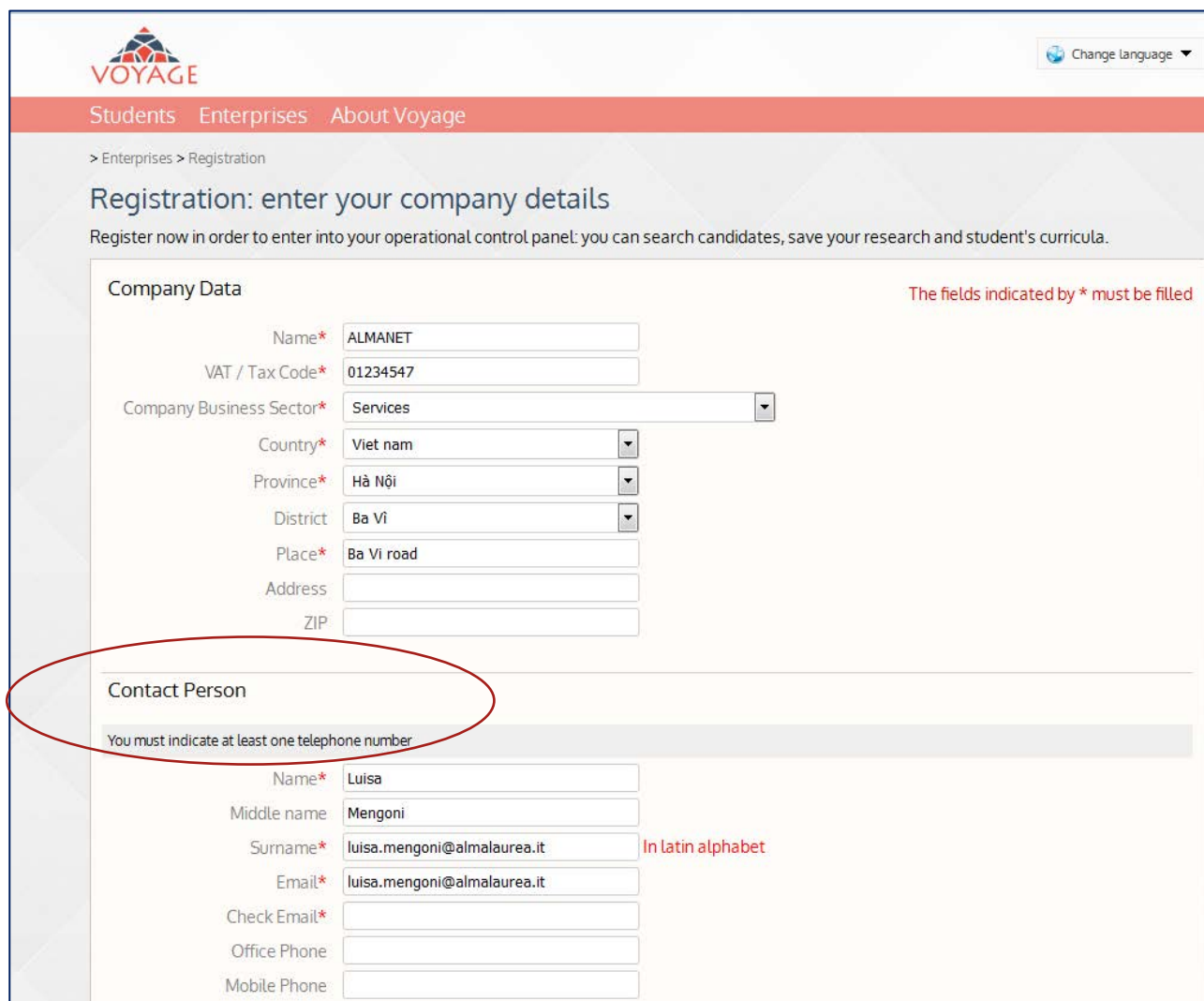

1.1. First step: Registration
Click on registration

Now you can **Enter your company details** in the form, and choose the **Contact Person**, who will be in charge of the main interactions on the platform. Make sure to write a correct email address, since all the information will be sent on this address. It is suggested to indicate at least one telephone number.
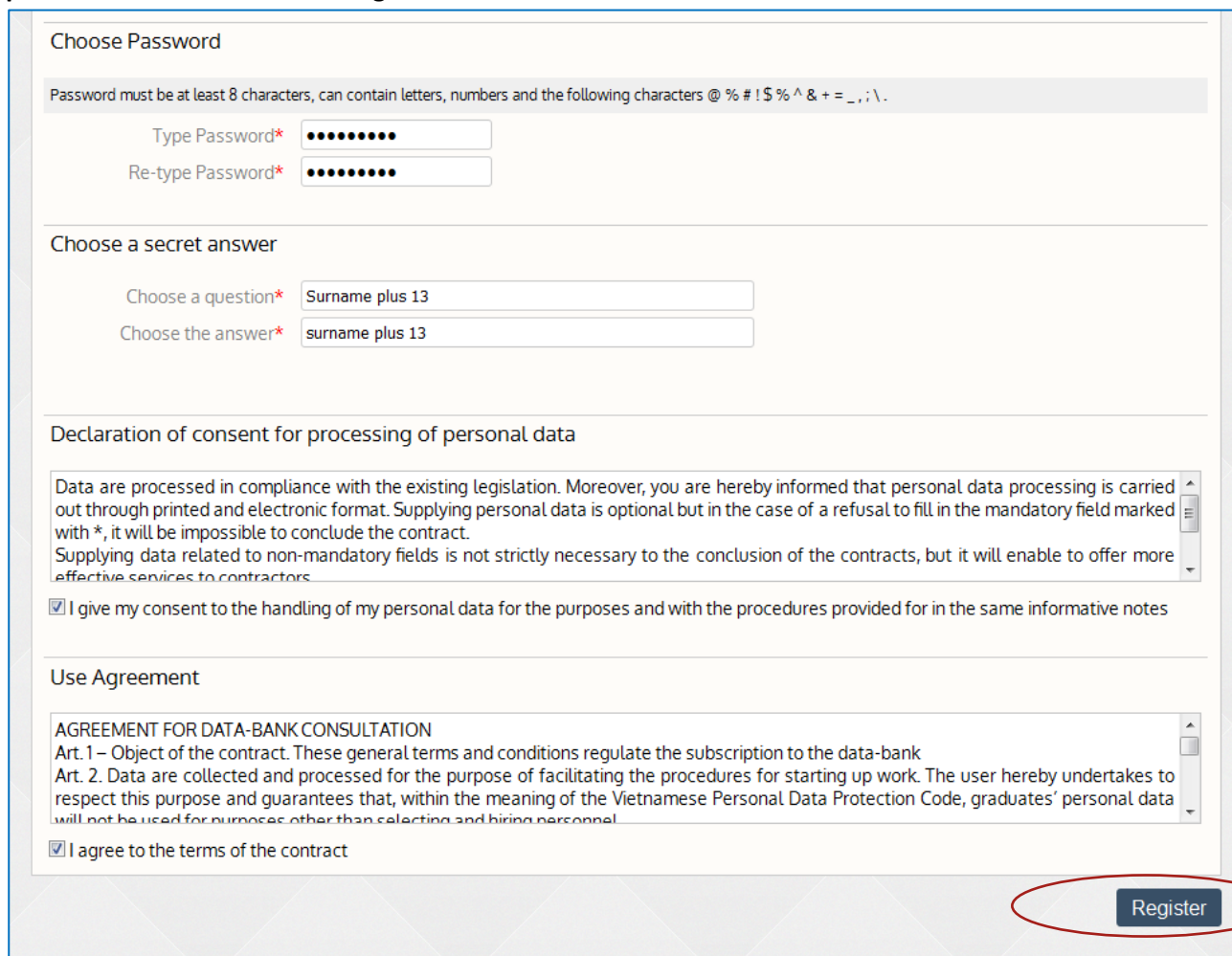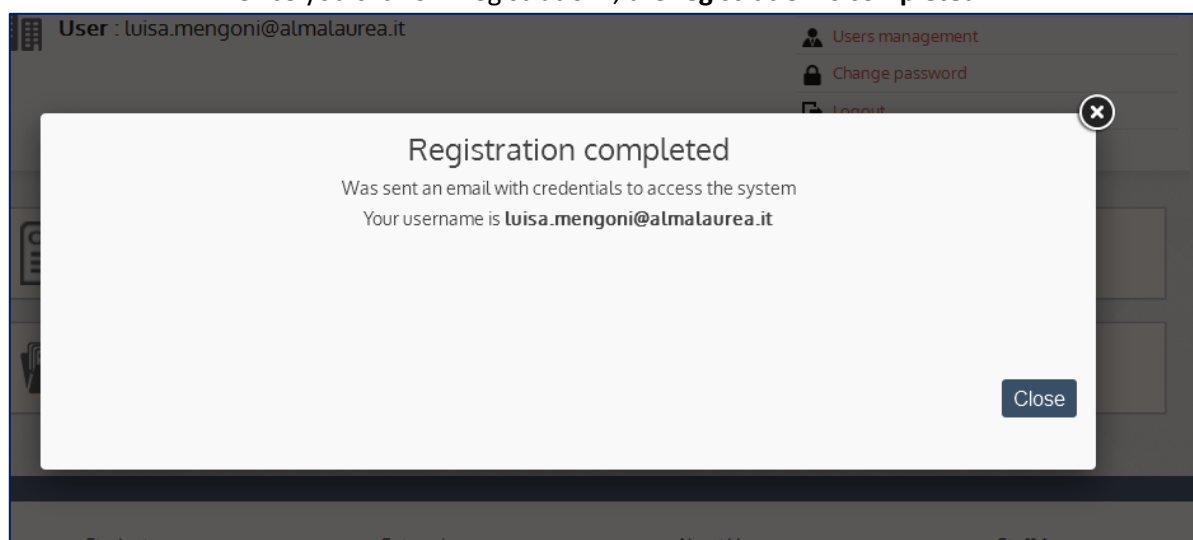
To pursue with the registration, you must choose a password and **give your consent for processing of personal data** and for the **Use Agreement**.

Once you click on "registration", the **registration is completed**

To finalize the registration, you must **check your email**. Your registration will be in fact complete when approved by the Voyage staff[1]. The staff will notify you by email on the approval of your registration, on the maximum number of CV's you can download and the maximum number of job offers you can publish.

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[1] The appointed staff of the Voyage universities will validate the data you entered and approve your registration.
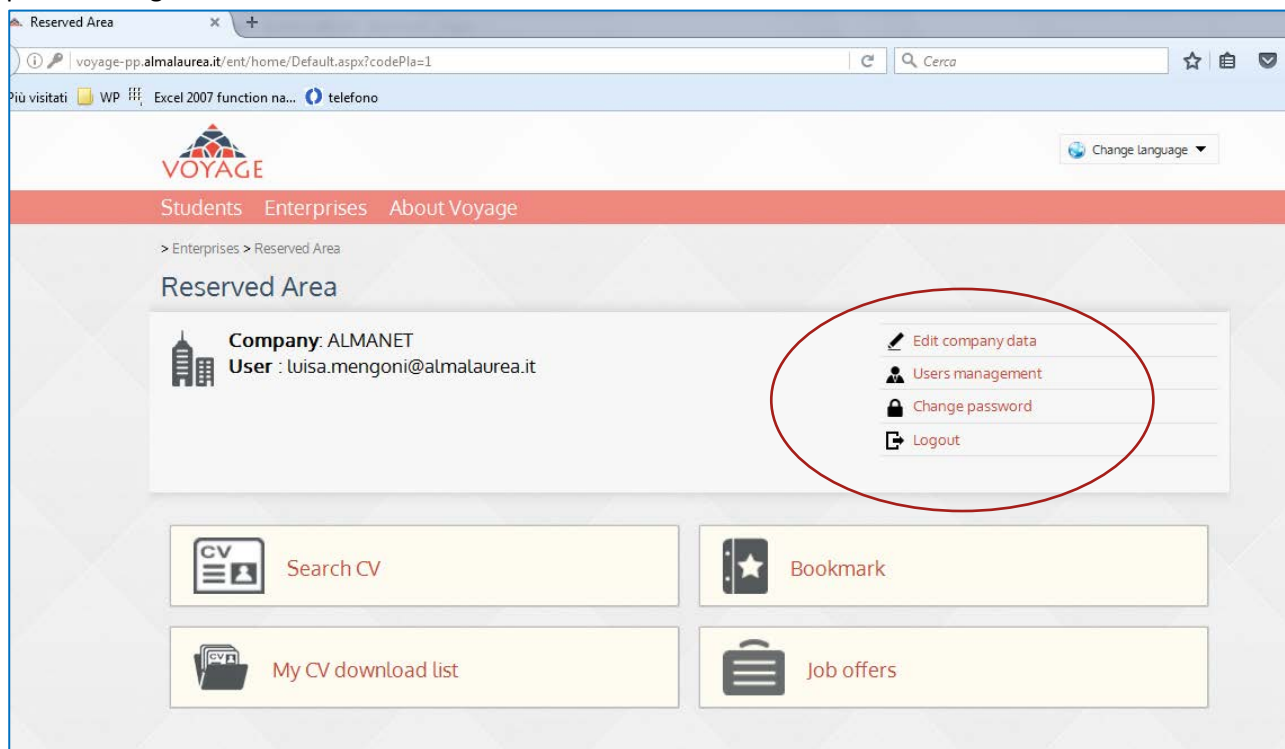
1.2. Company Reserved area

When the registration is over, you can access your **Company Reserved area.** From this area you can perform the following actions:

-modify company data: edit company data, change your password at any moment; add new contact person

-perform CV search and organize your search (bookmark, my CV download list)

-publish job offer
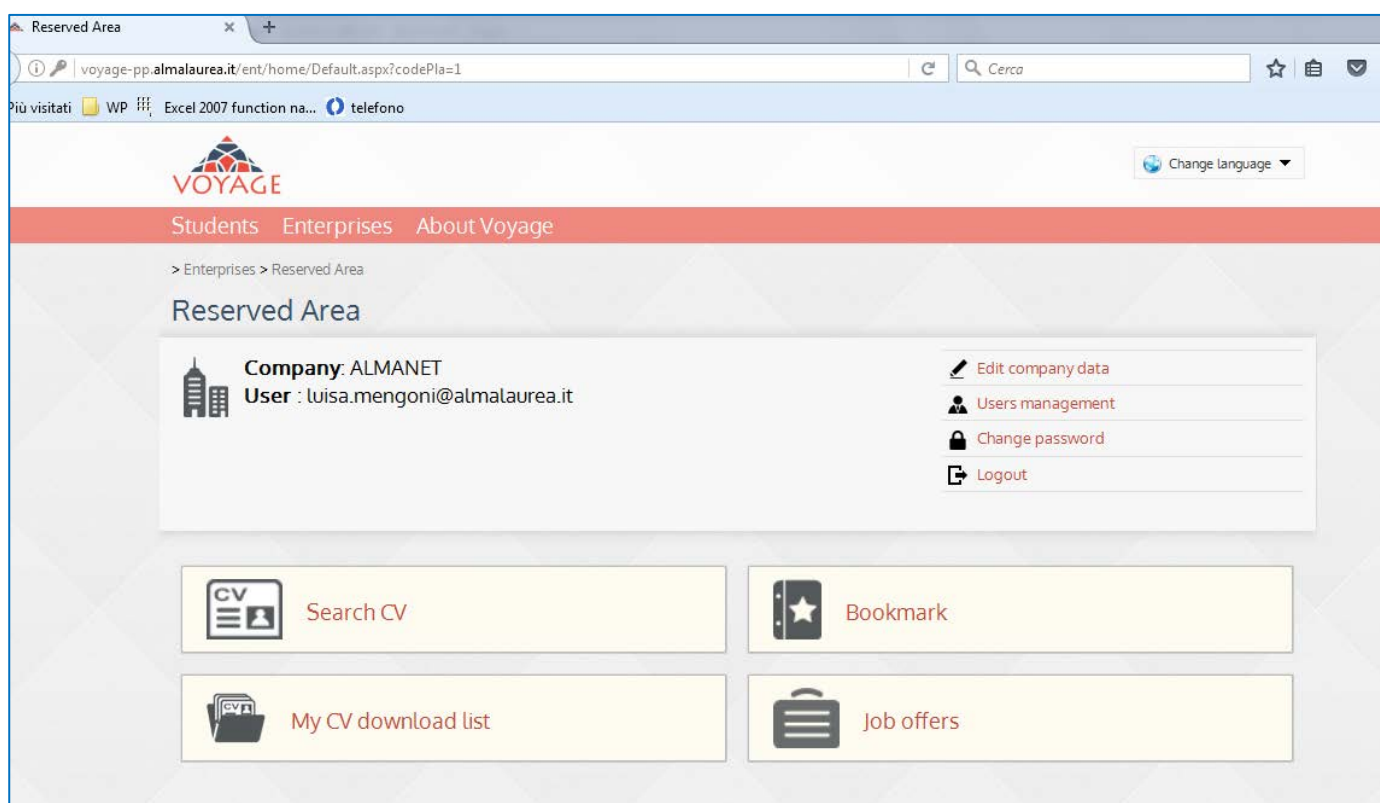
The tools to *modify company data* are on the right column: edit company data, user management, change password logout.

In **User management tool** you can edit the contact person's data and add other users for your company's account.
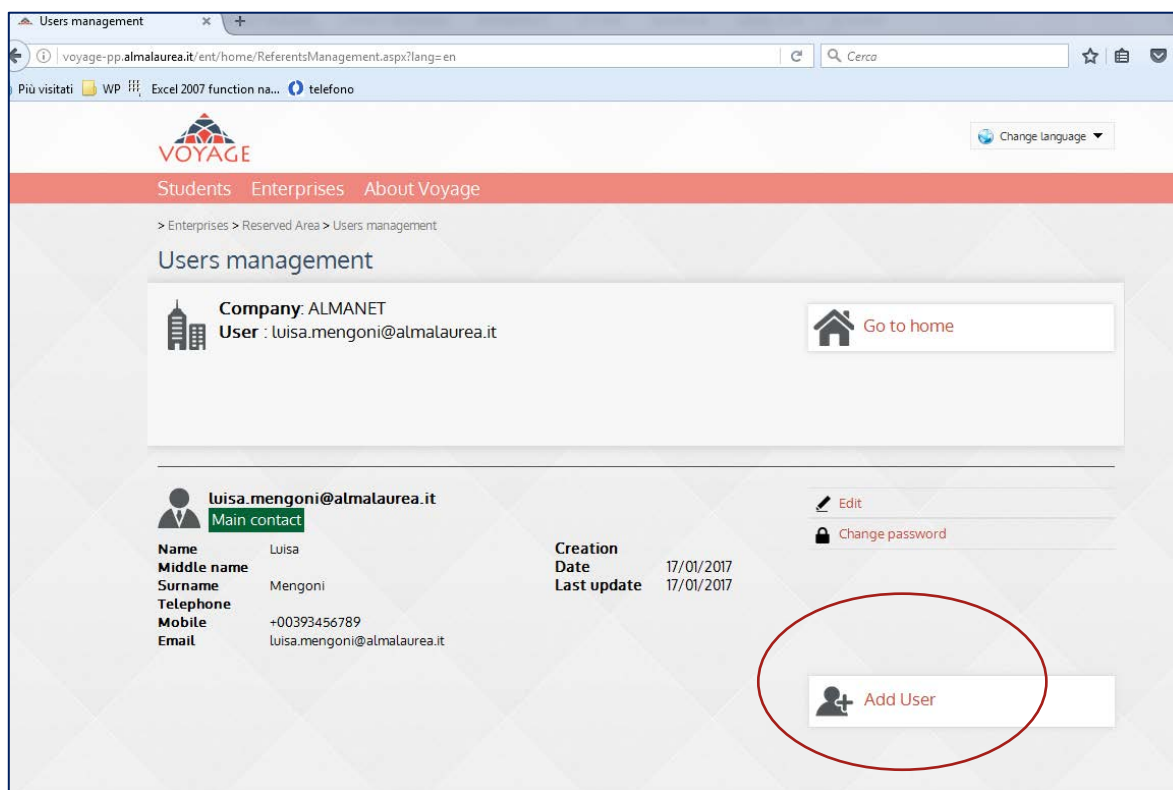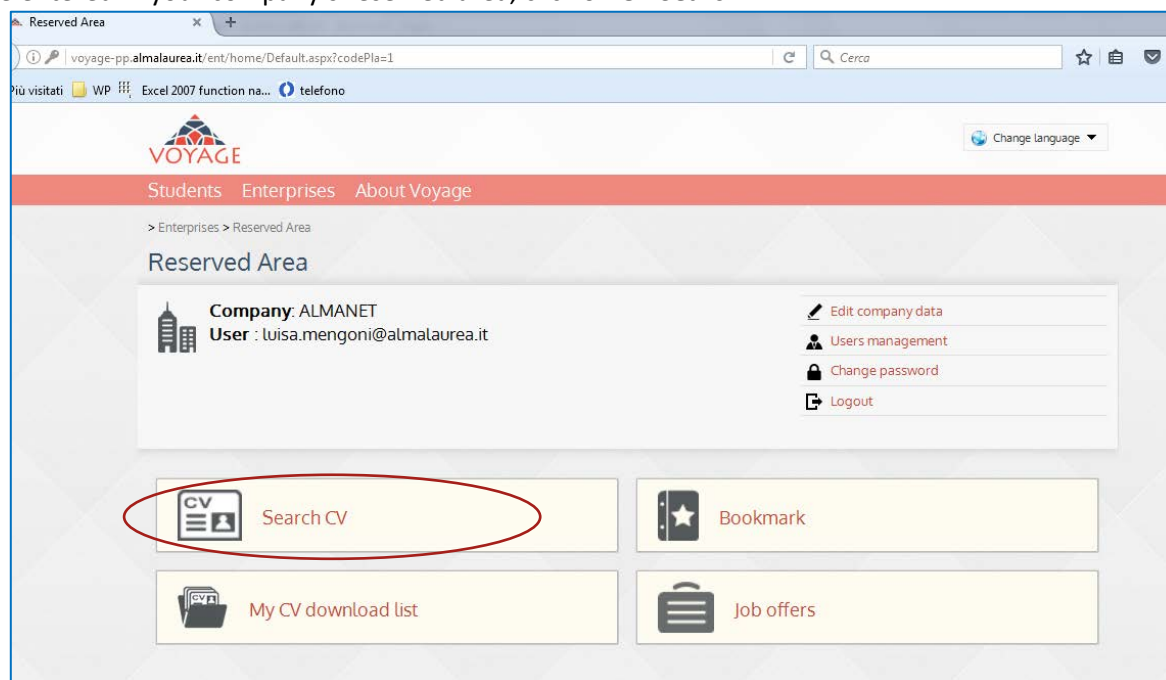
2. Search a CV
Enterprises > Reserved Area > CV search
Once entered in your company's reserved area, click on **CV Search**.

You can then **search CVs** in the **database** according to a **set of selection criteria.** such as Personal Information, Education, Technical Competences, Language Skills, Work experiences. You can also use the free search field entering a keyword.

Personal information

Education

Technical competences (max 4 can be selected) *and language skills* (max 5 can be selected)

Work Experiences

If you select "yes" in the field "Work experiences", you can further detail the work experience in the drop-down menu (company business sector, company area and country) and also choosing the business function and the duration of work experience.

Click "search" to see the results or "Reset" to clear all the fields.

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The "**Search result**" page displays the list of CV's that meets your selection criteria. You can "sort" the list choosing the sorting criteria (age, degree marks, graduation day, course title, last update).

You can also save the criteria of your search clicking on "Save this search" and give a short description to that search, so as to be able to start it again easily next time. You will find it in the **Bookmark** area from the Home of your reserved area (*Enterprises > Reserved Area > Bookmark*).

Clicking on "**Preview**", you can visualize all the CV details, except the contact information.

To visualize personal information, it is necessary to **DOWNLOAD THE CV**:
- tick the box "*Select*" next to all the CVs you wish to download
- on the right side, in the "currently selected" field, click on *download*

- *save your selection*: remember to associate a description to your current selection, so you can locate it easily in the future, simply by entering the "CV saved" on your control panel.
- Confirm download
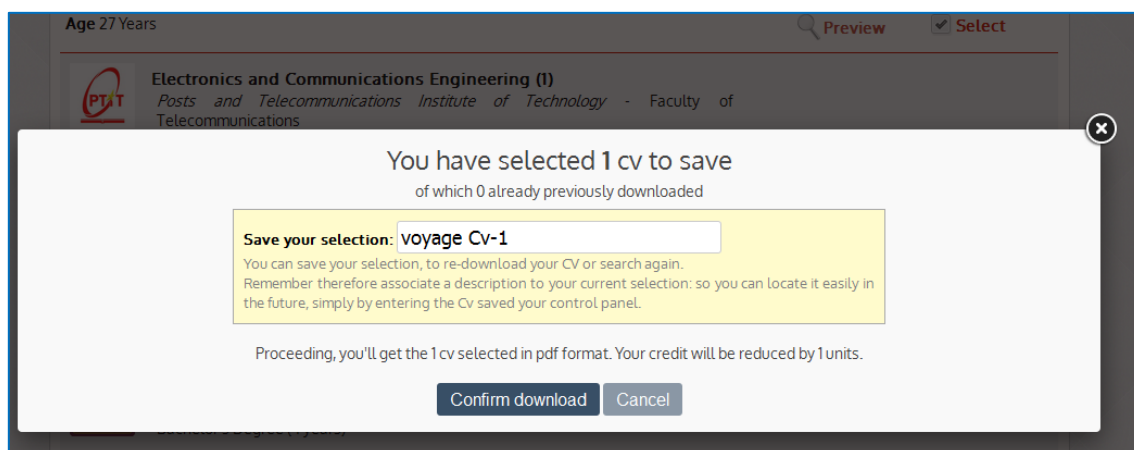
You will find your downloaded CVs in your reserved area (*Enterprises > Reserved Area > **CV download list***).
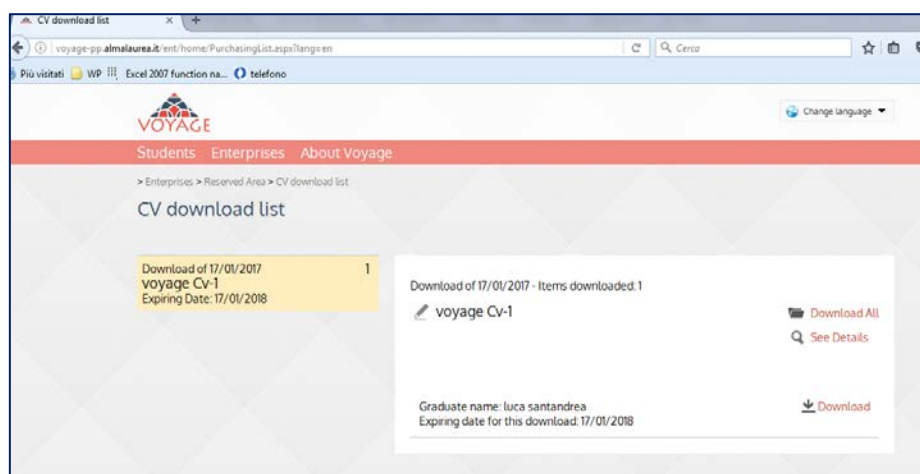
You can download the CV's on your computer in pdf format, individually or all together.
Personal information of the candidates are displayed only when companies download the CVs.

Europass Curriculum vitae

Personal Informations

First name Surname	luca santandrea
Address	super road 1, 123 An Phú (An Giang) - Viet nam
	principal square 1, 1125 Thanh Binh (Bình Phước) - Viet nam
Telephone	333245788
E-mail	luca.santandrea@almalaurea.it
Facebook	fb
Twitter	tw
Date of birth	03/09/1989
Gender	Male
Citizenship	Viet nam

Education and training

Electronics and Communications Engineering

|	
University and faculty	Posts and Telecommunications Institute of Technology - Faculty of Telecommunications
Level in national or international classification	Bachelor's Degree - Bachelor's Degree (4,5 years)
Length	5

Language Skills

Mother tongue	Vietnamese

3. Publish a Job offer
Enterprises > Reserved Area > Job offers

From the home page of your company's reserved area, click on "**Job offers**".

You can write a new job offer clicking on "**Add a new job offe**r".

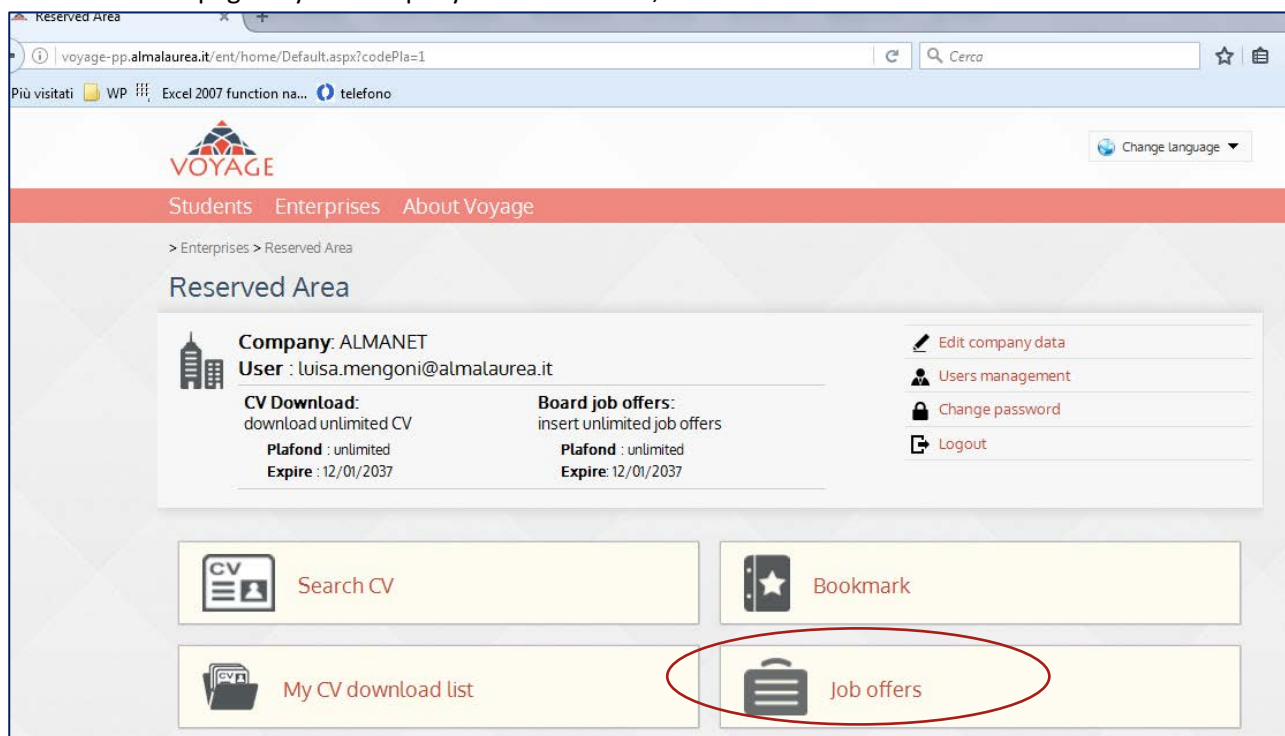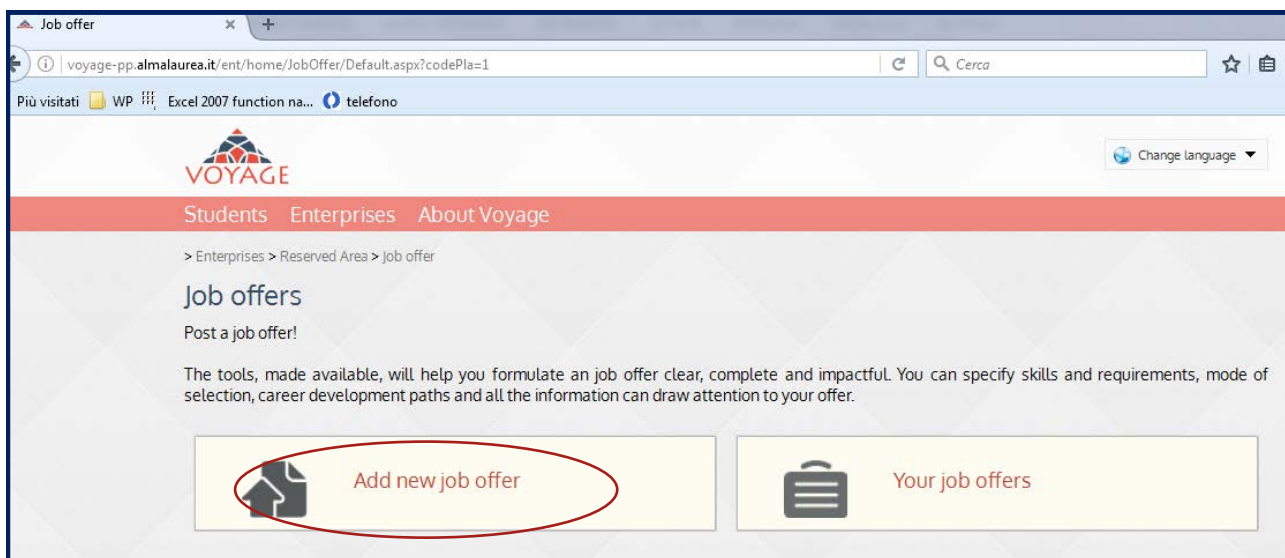Insert company details, job description, and details about the candidate profile. You can specify the language in which you want to publish your offer and to receive applications.

Finally, insert the name and information of the contact person who will be in charge of the selection (for example, your company's Human Resources director). All the students applications, once the job offers are published and thus visible to the students, will be sent automatically to the contact person.

Job offer description

Reference code

Business sector: Education, training, research and development

Business area(*): Human Resources

Business function(*):
`EN` `VI`
Project manager
34 characters left

(A short description of fuction, es: Marketing assistant. Max 50 characters)

Description position
`EN` `VI`
We are looking for a project manager whose main roles will be search for funding opportunities, management of the ongoing projects including financial management.
1836 characters left

Contract type(*): internship

Employed as
`EN` `VI`
stager
194 characters left

Location Description (*) (city, region or geographical area)
`EN` `VI`
Hanoi

An Giang
Bà Rịa - Vũng Tàu
Bắc Giang
Bắc Kạn

Qualifications

Candidate type: Newly graduated

Type of degree:
Associate Degree
Bachelor's Degree (4,5 years)
Bachelor's Degree (4 years)
Professional Degree

Previous experiences in business sector
`EN` `VI`
n.a.
1996 characters left

Desiderable qualifications
`EN` `VI`
knowledge of english, flexibility in job hours
1953 characters left

Technical skills
`EN` `VI`
knowledge of Logical Framework Matrix and project management tools
1934 characters left

Languages skills: English | fairly good | Add Remove

Willing to relocate: ● No ○ Yes

Once you are finished, you can save the job offer. You can click on save and approve when your job offer is finalized and you don't want to further edit the job offer. You can visualize it in the **"Job Offers" section** (*Enterprises > Reserved Area > Job offers > My Job offer*).
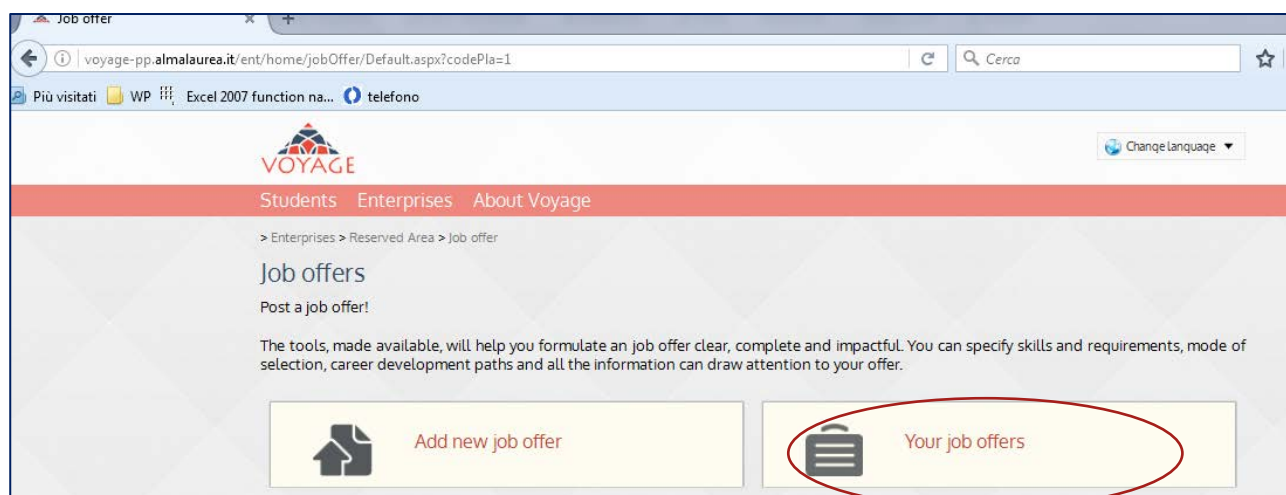
Clicking on "*Preview*", you can see the offer as it will be when published on the website and see the CVs received as reply to the job offer. You can edit it until it is approved by the staff.

Log out

Remember to log out once you finished all your operations on the VOYAGE platform.