



***“Opportunities for the young and graduates  
employability in Vietnam”***

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**VOYAGE Platform Instructions for Use**  
***Enterprises Area***

*"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"*

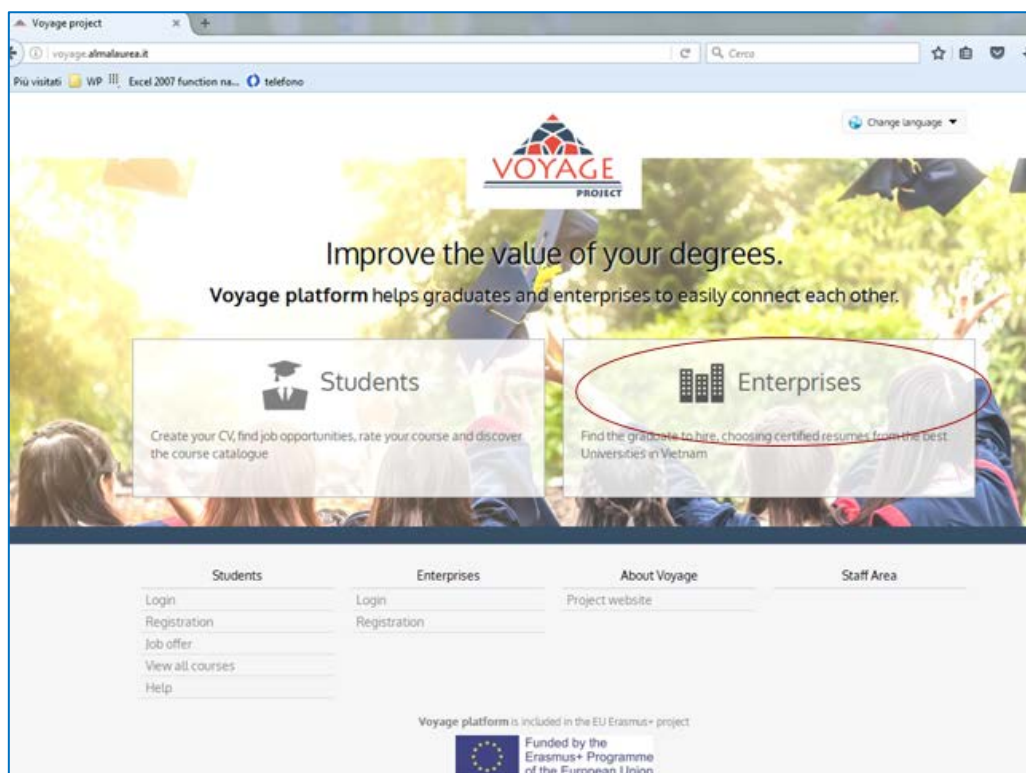


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## VOYAGE Platform-Instruction for Use

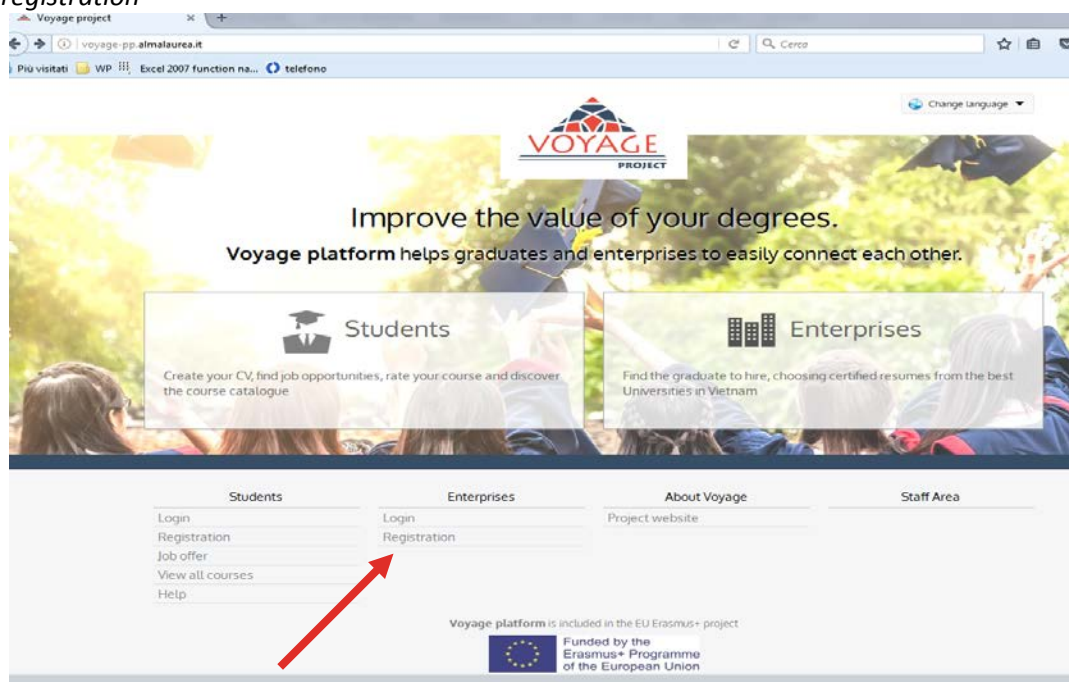
### 1. Enterprises

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.

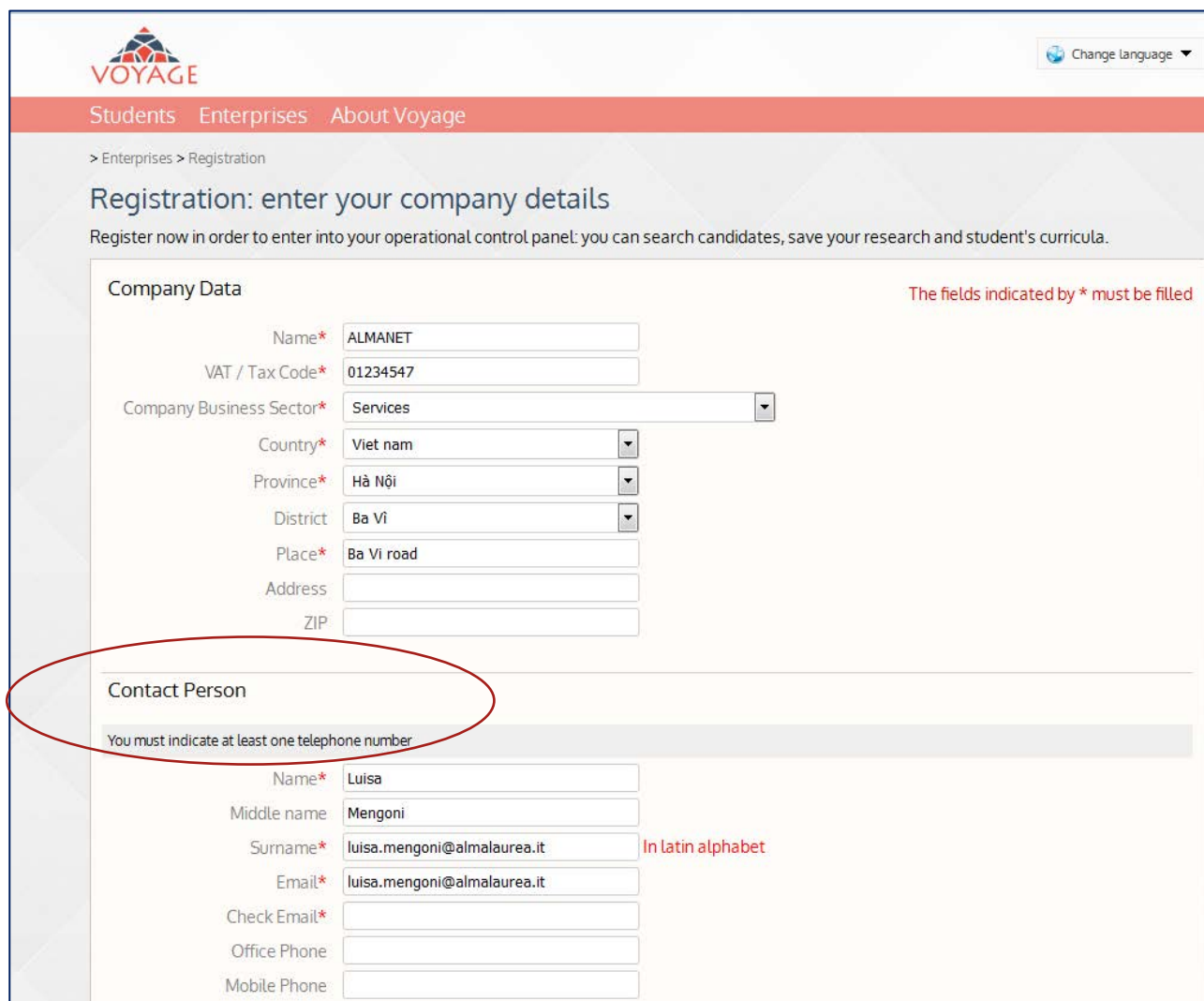


#### 1.1. First step: Registration

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.



The screenshot shows the 'Registration: enter your company details' page on the VOYAGE platform. The page has a header with the VOYAGE logo and a 'Change language' button. A navigation bar includes 'Students', 'Enterprises', and 'About Voyage'. Below this, a breadcrumb trail shows '> Enterprises > Registration'. The main heading is 'Registration: enter your company details', followed by a sub-heading: 'Register now in order to enter into your operational control panel: you can search candidates, save your research and student's curricula.'

The form is divided into two main sections: 'Company Data' and 'Contact Person'. The 'Company Data' section includes fields for Name (ALMANET), VAT / Tax Code (01234547), Company Business Sector (Services), Country (Viet nam), Province (Hà Nội), District (Ba Vi), Place (Ba Vi road), Address, and ZIP. A red note states 'The fields indicated by \* must be filled'. The 'Contact Person' section includes fields for Name (Luisa), Middle name (Mengoni), Surname (luisa.mengoni@almalaurea.it), Email (luisa.mengoni@almalaurea.it), Check Email, Office Phone, and Mobile Phone. A red note next to the Surname field says 'In latin alphabet'. A red oval highlights the 'Contact Person' section header and the instruction 'You must indicate at least one telephone number'.

**Company Data**

The fields indicated by \* must be filled

Name\* ALMANET

VAT / Tax Code\* 01234547

Company Business Sector\* Services

Country\* Viet nam

Province\* Hà Nội

District Ba Vi

Place\* Ba Vi road

Address

ZIP

**Contact Person**

You must indicate at least one telephone number

Name\* Luisa

Middle name Mengoni

Surname\* luisa.mengoni@almalaurea.it In latin alphabet

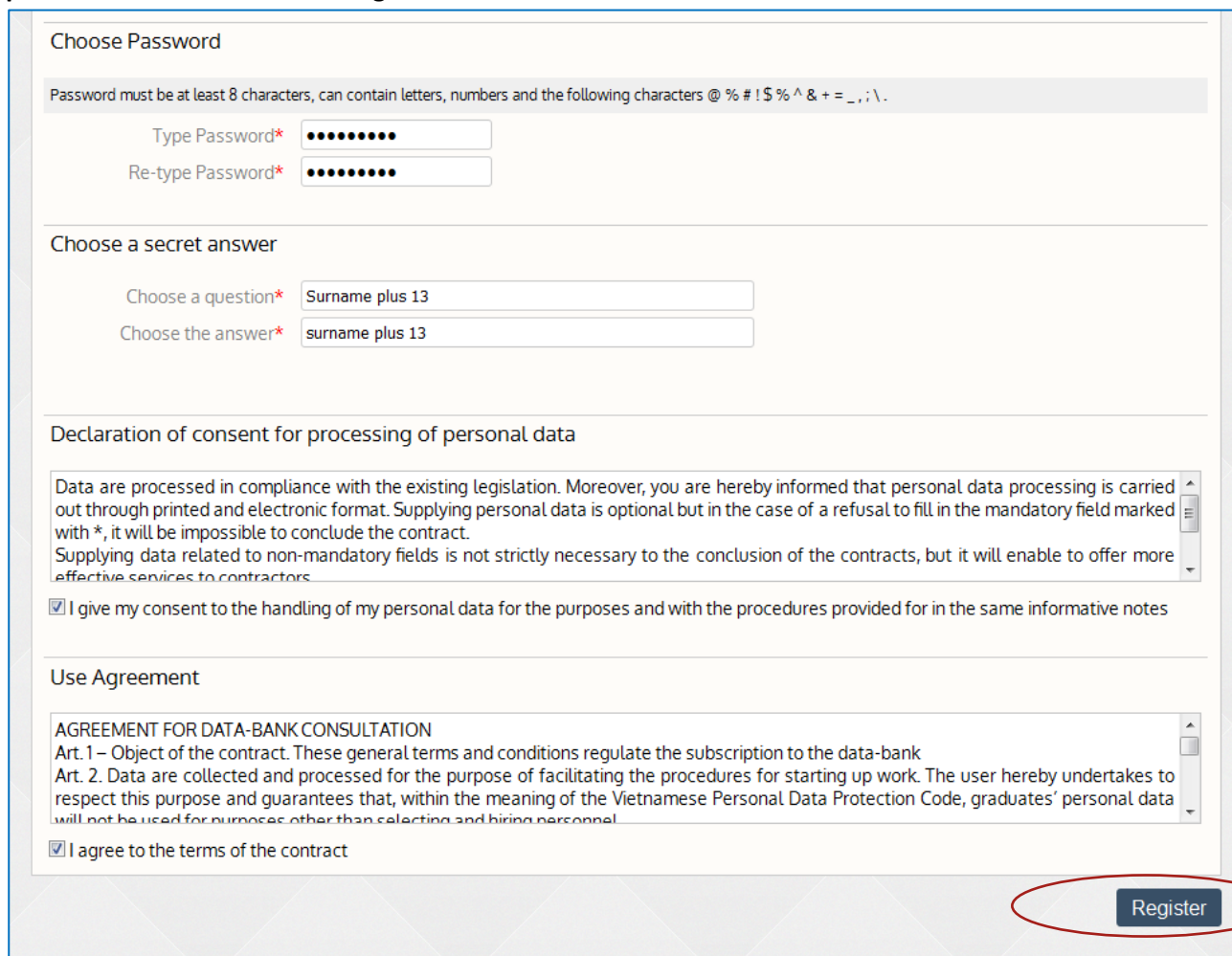
Email\* luisa.mengoni@almalaurea.it

Check Email\*

Office Phone

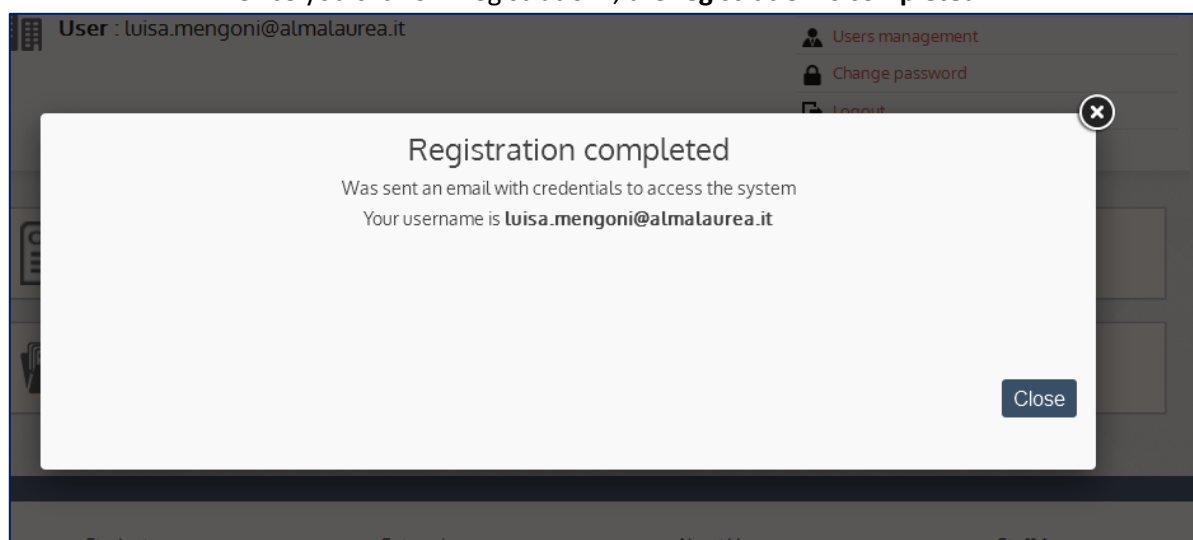
Mobile Phone

To pursue with the registration, you must choose a password and **give your consent for processing of personal data** and for the **Use Agreement**.



The registration form is divided into several sections. The first section, 'Choose Password', includes a password strength indicator and two input fields for 'Type Password\*' and 'Re-type Password\*'. The second section, 'Choose a secret answer', has two input fields for 'Choose a question\*' (with 'Surname plus 13' as an example) and 'Choose the answer\*' (with 'surname plus 13' as an example). The third section, 'Declaration of consent for processing of personal data', contains a scrollable text area with legal disclaimers and a checked checkbox for 'I give my consent to the handling of my personal data for the purposes and with the procedures provided for in the same informative notes'. The fourth section, 'Use Agreement', also has a scrollable text area with terms and conditions, followed by a checked checkbox for 'I agree to the terms of the contract'. A red circle highlights the 'Register' button at the bottom right of the form.

Once you click on “registration”, the **registration is completed**



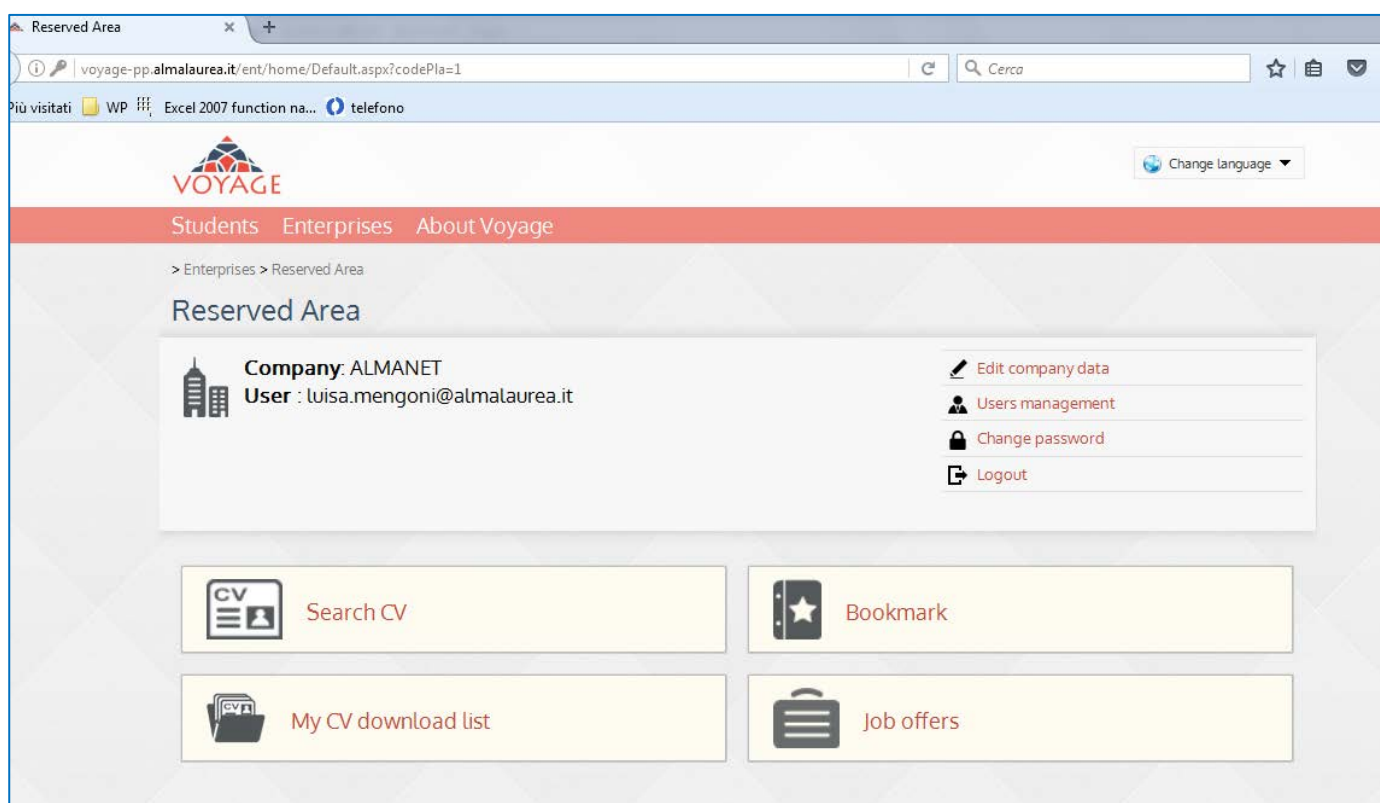
To finalize the registration, you must **check your email**. Your registration will be in fact complete when approved by the Voyage staff<sup>1</sup>. The staff will notify you by email on the approval of your registration, on the maximum number of CV's you can download and the maximum number of job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

<sup>1</sup> The appointed staff of the Voyage universities will validate the data you entered and approve your registration.

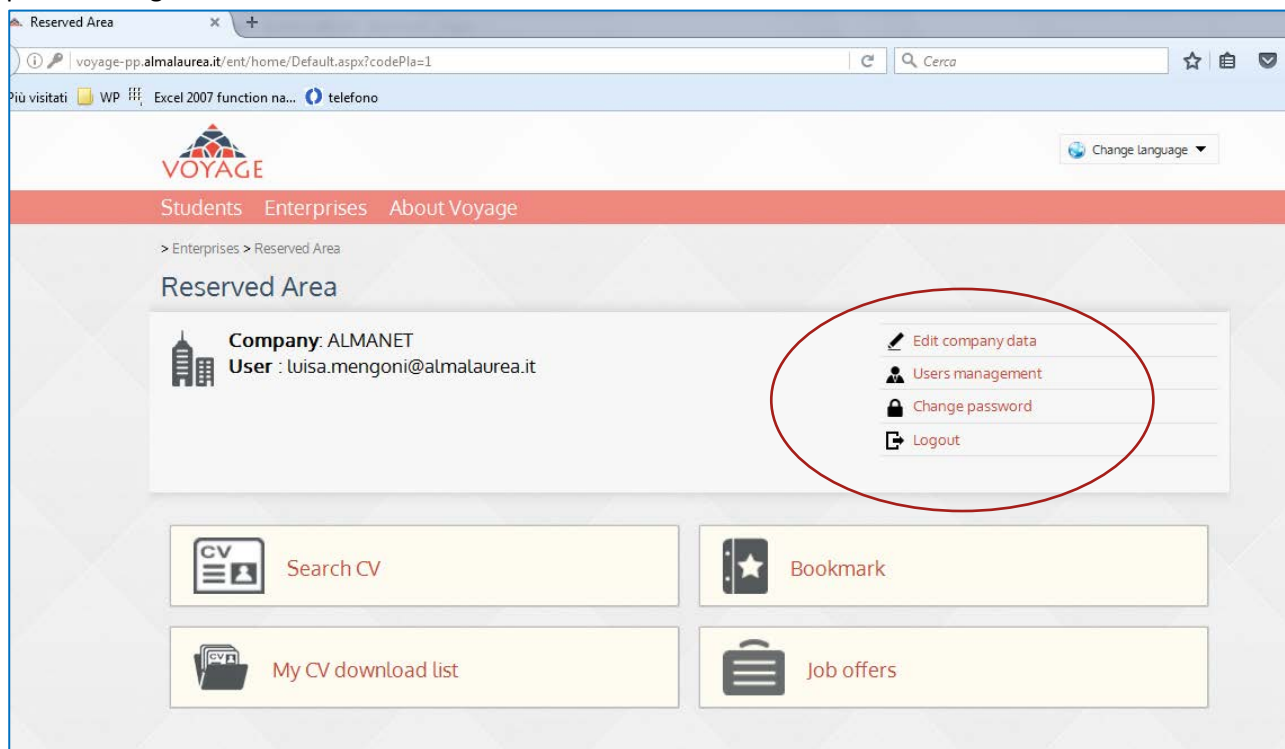
## 1.2. Company Reserved area

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

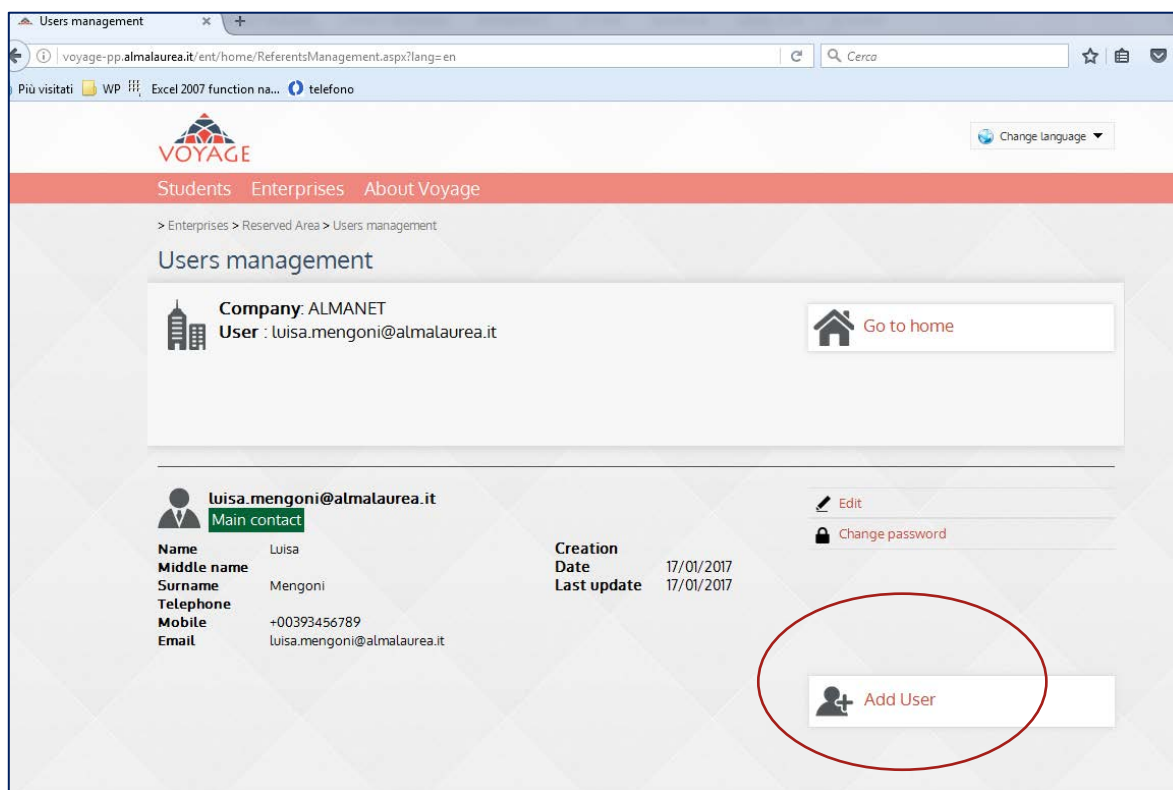
- modify company data*: edit company data, change your password at any moment; add new contact person
- perform CV search* and organize your search (bookmark, my CV download list)
- publish job offer*



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.

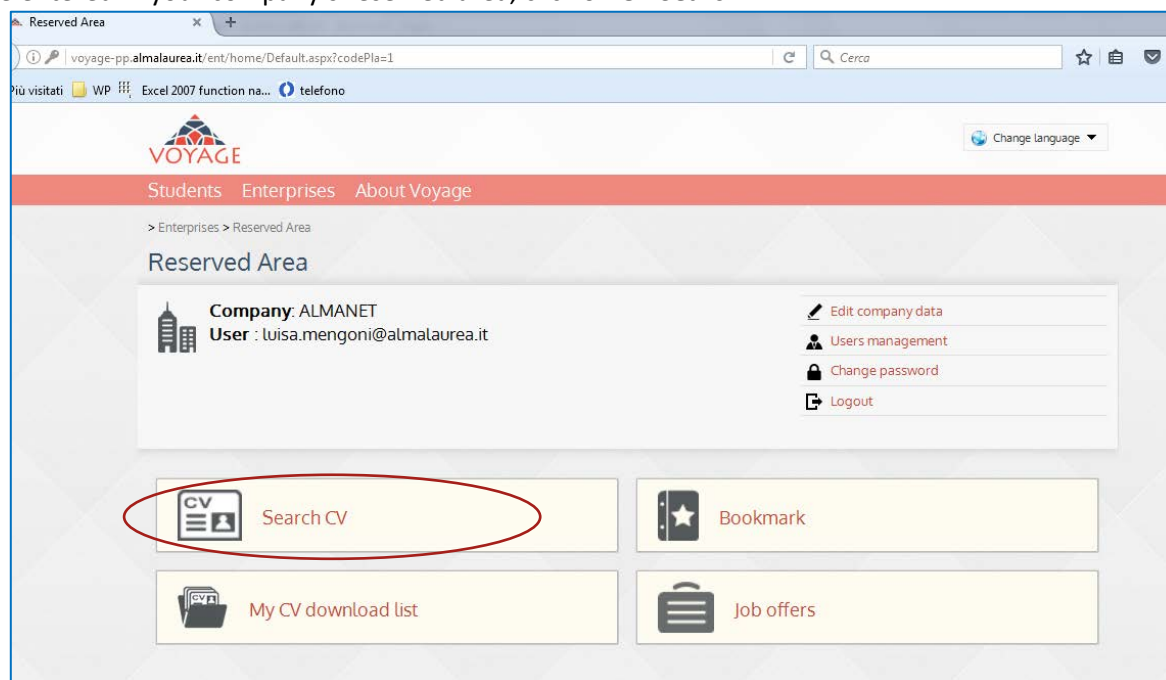




## 2. Search a CV

*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

Search CV

voyage-pp.almalaura.it/ent/home/Search.aspx?codePla=1

Più visitati WP Excel 2007 function na... telefono

Age  minimum  maximum

Education

Degree Level

- Associate Degree
- Bachelor's Degree**
- Master's Degree
- Doctorate Degree (Phd)

University

- Hanoi University
- National University Of Art Education
- Posts And Telecommunications Institute Of Technology**

Institute

- Faculty Of Electronics Technology
- Faculty Of Finance And Accounting
- Faculty Of Information Technology
- Faculty Of Management**

Course

- Business Administration (I)**

Date of degree  dd/mm/yyyy minimum  dd/mm/yyyy maximum

Degree mark  4 minimum  10 maximum

Only cases with honors ☐

Age at graduation  minimum  maximum

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

Technical competences

Category  Applications

Area

Level

Skills

Language Skills

Vietnamese  excellent

English  good



### 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.

Work experiences

work experiences Yes ▾

Company Business Sector

- Advertising, Public Relations
- Agriculture, Forests, Hunting And Phishing
- Aviation, Aerospace, Naval
- Biomedical

Company area

- Accounting
- Administrative
- Buying
- Commercial

Country

- Viet Nam
- Afghanistan
- Albania
- Algeria

Province

- An Giang
- Bà Rịa - Vũng Tàu
- Bắc Giang
- Bắc Kạn

Business function

Minimum experience duration 6 in months

Search Reset

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

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).

The screenshot displays the Voyage search results interface. At the top, there's a navigation bar with 'Students', 'Enterprises', and 'About Voyage'. Below this, a breadcrumb trail shows '> Enterprises > Reserved Area > Search Results'. The main heading is 'Search results'. There are three action buttons: 'Displays the search criteria used', 'Save this search', and 'Back to the search page and edit the parameters'. A message states: 'YOUR CV LIST (At the moment your company can't download CVs. The Voyage staff is currently studying your request for accreditation)'. Below this is a 'Select all results' checkbox. The results section shows 'Results 6 (on 6). Response time: 0.218 seconds'. A 'SORTING' section allows sorting by 'Field on which to sort' (Last update) in 'Descending' order. The results list includes three entries: 'Age 27 Years' with 'Electronics and Communications Engineering (I)' from PTAT; 'Age 31 Years' with 'International studies (I)' from Hanoi University; and 'Age 31 Years' with 'English language (I)' from Hanoi University. Each entry has a 'Preview' button and a 'Select' checkbox.

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*).

The screenshot shows a modal dialog box titled 'Bookmark name'. It contains a text input field with the value 'voyage CV1-Accounting'. Below the input field are two buttons: 'Save' and 'Cancel'. The dialog box is overlaid on a blurred background of the search results page.


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

[Students](#)
[Enterprises](#)
[About Voyage](#)

Close

### EDUCATION AND TRAINING

Name and type of organisation providing education and training


Posts and Telecommunications Institute of Technology - Faculty of Telecommunications

Title of qualification awarded

Electronics and Communications Engineering

Level in national or international classification

Bachelor's Degree (4,5 years) - Bachelor's Degree

Length

5

### LANGUAGE SKILLS

Mother tongue

Vietnamese


Other languages  
Self-assessment

Understanding		Speaking				Writing					
		Listening		Reading		Spoken interaction		Spoken production			
Vietnamese		A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

Close

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*


**YOUR CV LIST** (You can download **unlimited** cv)

Select all results ☐
Currently selected: 1


Download

Results 6 (on 6). Response time: 0.218 seconds



**SORTING** Field on which to sort

Last update
Descending
Sort


Age 27 Years


Preview


☒
Select


**Electronics and Communications Engineering (I)**  
Posts and Telecommunications Institute of Technology - Faculty of Telecommunications  
Bachelor's Degree (4,5 years)


Age 31 Years


Preview


☐
Select


**International studies (I)**  
Hanoi University- Faculty of International Studies  
Bachelor's Degree (4 years)

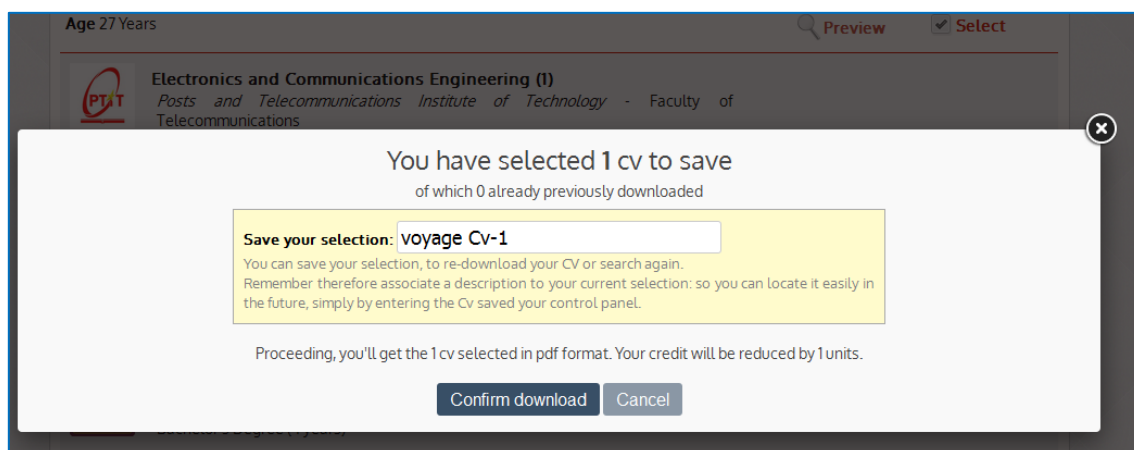
Age 31 Years


Preview

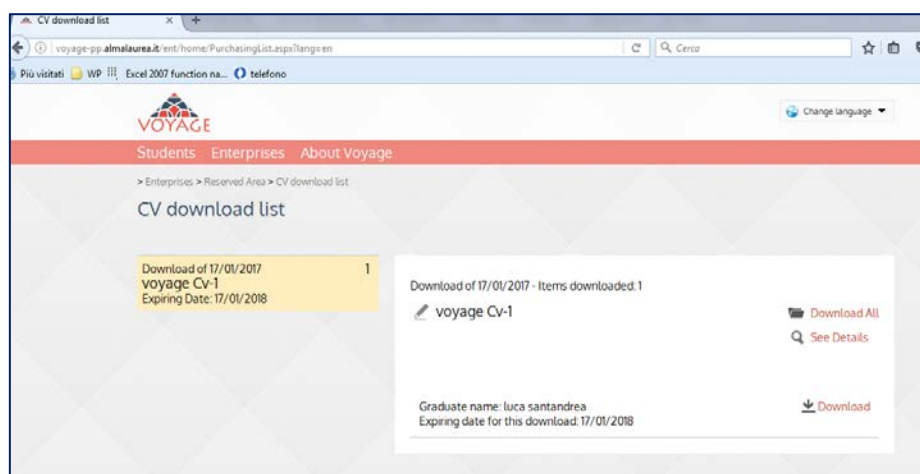
☐
Select


**English language (I)**

- *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.

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**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 Bình (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**

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**

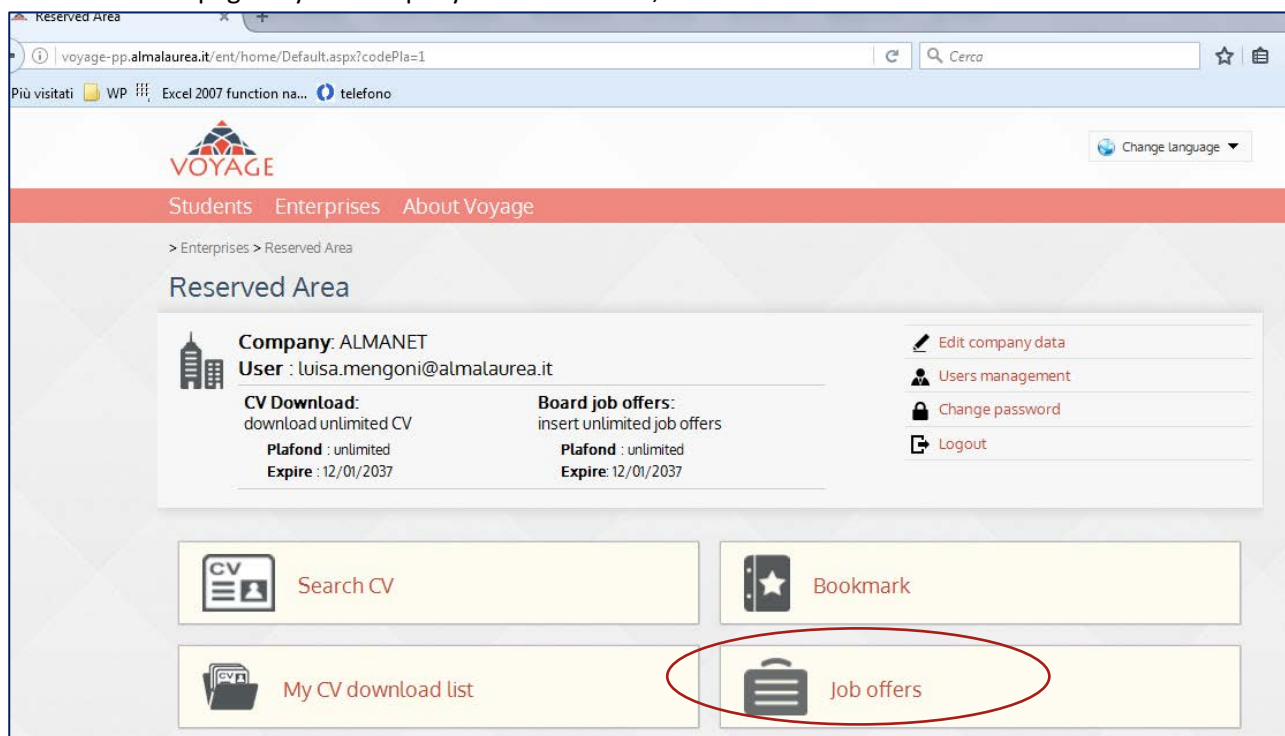
Mother tongue	Vietnamese
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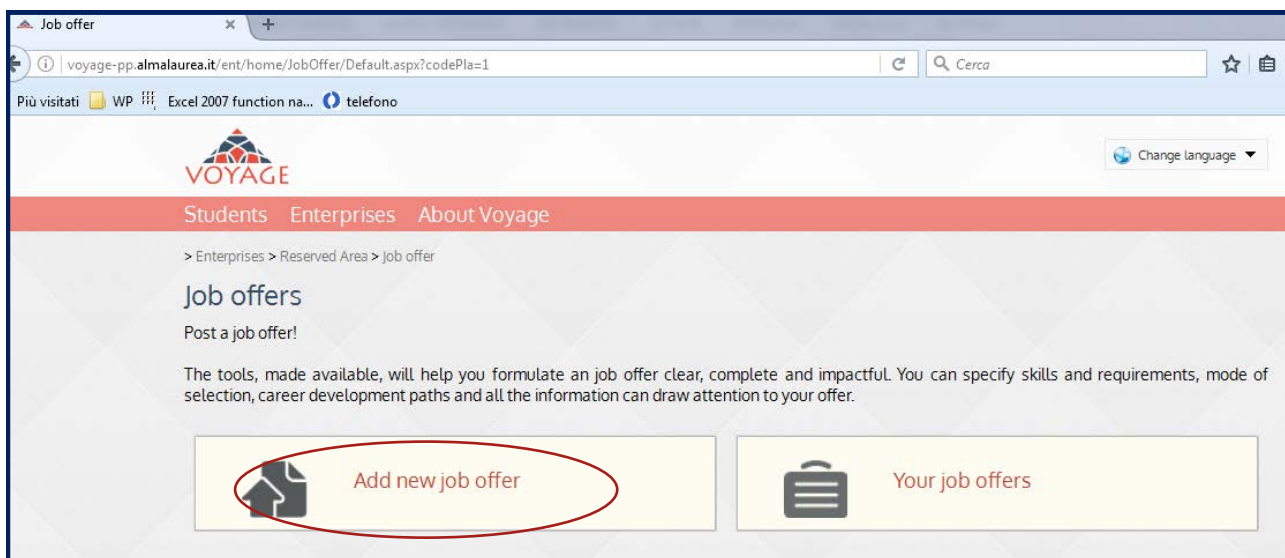
### 3. Publish a Job offer

*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 offer"**.





## project No. 561656-EPP-1-2015-1-IT-EPPKA2-CBHE-JP - ERASMUS+ CBHE

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.

The screenshot shows a web browser window with the URL `voyage-pp.almaurea.it/ent/home/JobOffer/JobOffer.aspx?lang=en&codePla=1`. The page is titled "Insert Job Offer" and features the "VOYAGE" logo. A navigation bar includes links for "Students", "Enterprises", and "About Voyage". The breadcrumb trail is "> Enterprises > Reserved Area > Job offer > Insert Job Offer". The main heading is "Insert a new job offer". A red note states: "The fields indicated by \* must be filled".

The form is divided into two main sections:

- Logo:** Contains a placeholder image of a blue cloud with various icons. Below the image are "Change" and "Delete" buttons.
- Company Data:** Includes several input fields:
  - Name(\*):** A text field with "ALMANET" entered. It has language dropdowns for "EN" and "VI", and a character count of "123 characters left".
  - Description:** A text area with "International Companies aimed at creating networking activities and data analysis in the field of labour market and education" entered. It also has language dropdowns for "EN" and "VI", and a character count of "1875 characters left".
  - Business sector(\*):** A dropdown menu with "Services" selected.
  - Website:** A text field with "www.almanet.org" entered.

**Job offer description**

Reference code

Business sector

Business area(\*)

Business function(\*)   
34 characters left  
(A short description of function, es: Marketing assistant. Max 50 characters)

Description position   
1836 characters left

Contract type(\*)

Employed as   
194 characters left

Location   
Description (\*) (city, region or geographical area)

**Qualifications**

Candidate type

Type of degree

Previous experiences in business sector   
1996 characters left

Desiderable qualifications   
1953 characters left

Technical skills   
1934 characters left

Languages skills

Willing to relocate ☒ No ☐ Yes

### Job offer

Specify the language in which you want to publish your job offer and receive job applications.

Language of job offer

### Contact info

This is who manages the job offer and who receive the job application

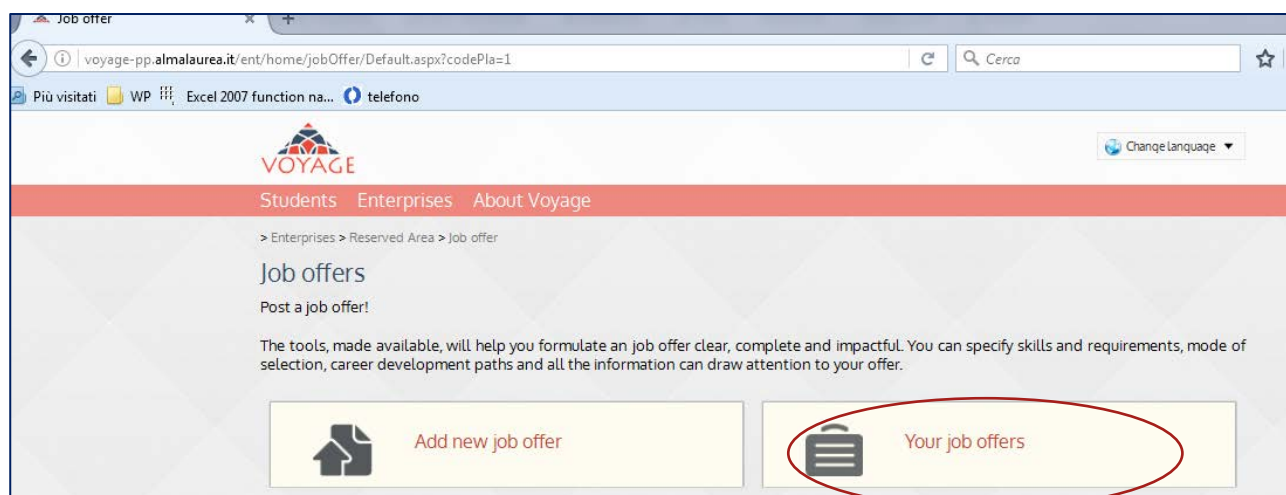
Full name(\*)

Email(\*)

Telephone(\*)

Fax

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* ).



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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.

The screenshot shows the 'My Job Offer' page on the VOYAGE platform. The page has a header with the VOYAGE logo and navigation links for Students, Enterprises, and About Voyage. Below the header is a breadcrumb trail: > Enterprises > Reserved Area > Job offer > My Job Offer. The main heading is 'My job offer', followed by a description: 'Here you can find your job offers. You can edit them until their approval, and then see the CVs received for each offer.'

Below the description is a search form with the following fields:

- Job offer status:
- Business area:
- Contract type:
- Reference code:

There are 'Reset' and 'Search' buttons at the bottom of the search form.

Below the search form is a table with the following data:

Job offer	
45	<p><b>Job function:</b> Project manager</p> <p><b>Business sector:</b> Education, training, research and development</p> <p><b>Company area:</b> Human Resources</p> <p>To be published</p>

At the bottom of the table, there are three icons: a magnifying glass labeled 'Preview' (circled in red), a folder icon labeled '0 CV', and a trash can icon labeled 'Delete'.

### Log out

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