

Click on 'Agreements' to request an agreement with our University.

The screenshot shows the AlmaScelta dashboard. On the left is a navigation menu with categories: UNIVERSITY HOME, ALMASCELTA, COMPANY PROFILE, JOB OFFERS, AGREEMENTS AND INTERNSHIPS, OPERATOR PROFILE, and EVENTS. The 'Agreements' item under 'AGREEMENTS AND INTERNSHIPS' is circled in red. The main content area is titled 'AlmaScelta' and shows 'Ufficio Job Placement UNICAS' with user statistics and a grid of management options: Search graduates to hire, Selected CVs, Saved researches, Job offer management, Internships management, and Events management.

Click on 'Add new agreement' and fill all the fields required.

The screenshot shows the 'Agreement management' page. It includes a search and filter section with 'Research fields', 'Sort by' (set to 'Id agreement'), and 'Results for page' (set to '10'). Below this, a message states '1 results found (viewed results from 1 to 1)'. A table lists the agreement details, and the 'Add new agreement' button is circled in red.

Stating date	Expiration date	Type of internships	Protocol	Status	
6/30/2021		Only curricular	4594	Active	DETAIL

After you send it, wait for the office approval of the agreement and wait for the email from the office (1-2 business days required).

The screenshot shows a web interface for managing agreements. On the left is a navigation menu with categories: UNIVERSITY HOME, ALMASCELTA, COMPANY PROFILE, JOB OFFERS, AGREEMENTS AND INTERNSHIPS, EVENTS, and OPERATOR PROFILE. The main content area shows the breadcrumb path: Home > Placement > AlmaScelta > Internships > Agreement management > Agreement detail (id:100462). A light blue banner at the top states "The agreement is waiting for approval by staff" (circled in red). Below this is a "Back to list of agreements" button. The title is "Agreement detail (id:100462)". The status is "Agreement status" with a yellow circle icon and the text "To be approved". Under "Documental management", there is an "Add Attachment" button.

After it is approved, you will receive an email from the office. Now you need to download the pdf.

The screenshot shows the same web interface but for a different agreement. The breadcrumb path is: Home > Placement > AlmaScelta > Internships > Agreement management > Agreement detail (id:100463). A blue "Download PDF" button is circled in red. The "Back to list of agreements" button is also present. The title is "Agreement detail (id:100463)". The status is "Agreement status" with a yellow circle icon and the text "Approved not active". Under "Documental management", there is an "Add Attachment" button. The page also displays the following details: Starting date: 4/6/2023; Internships allowed: Only curricular.

Sign the document and upload it, in documental management, as shown in the next images.

UNIVERSITY HOME Home » Placement » AlmaScelta » Internships » Agreement management » Agreement detail (id:100463)

Placement

ALMASCELTA Download PDF Back to list of agreements

Messages

CV search

Bookmarks

Downloaded CV

COMPANY PROFILE

Events list

JOB OFFERS

All job offers

Publish job offer

AGREEMENTS AND INTERNSHIPS

Agreements

Internships

EVENTS

OPERATOR PROFILE

Change password

Logout

Agreement detail (id:100463)

Starting date 4/6/2023

Internships Only curricular allowed

Agreement status Approved not active

Documental management

Add Attachment

Select the document type, then click on 'Sfoglia' and select the signed agreement to upload it.

UNIVERSITY HOME

Placement

ALMASCELTA

Messages

CV search

Bookmarks

Downloaded CV

COMPANY PROFILE

Events list

JOB OFFERS

All job offers

Publish job offer

AGREEMENTS AND INTERNSHIPS

Agreements

Internships

EVENTS

OPERATOR PROFILE

Change password

Logout

Attachment

Indicate the document type and the file.

Document title Agreement

Document type Signed Agreement

File * Sfoglia... Nessun file selezionato.

Protocol

Cancel Confirm

You also need to upload the Company Registration Report or similar, following the same procedure as before.

UNIVERSITY HOME

Placement

ALMASCELTA

Messages

CV search

Bookmarks

Downloaded CV

COMPANY PROFILE

Events list

JOB OFFERS

All job offers

Publish job offer

AGREEMENTS AND INTERNSHIPS

Agreements

Internships

EVENTS

OPERATOR PROFILE

Change password

Logout

Attachment

Indicate the document type and the file.

Document title: Company Registration Report

Document type: Other

File: Sfoglia... nessun file selezionato.

Protocol:

Cancel Confirm

After you upload all the requested documents, the office will enable the agreement in 5-7 business days.

Once the agreement is active, the 'Download PDF' button will turn green.

You can download the document, that now has all the information needed.

UNIVERSITY HOME

Placement

ALMASCELTA

Messages

CV search

Bookmarks

Downloaded CV

COMPANY PROFILE

Events list

JOB OFFERS

All job offers

Publish job offer

AGREEMENTS AND INTERNSHIPS

Agreements

Internships

EVENTS

OPERATOR PROFILE

Change password

Logout

Home » Placement » AlmaScelta » Internships » Agreement management » Agreement detail (id:100462)

Download PDF

Back to list of agreements

Agreement detail (id:100462)

Starting date: 4/6/2023

Internships allowed: Only curricular

Protocol:

Agreement status: Active

Documental management

Add Attachment