



Universita' degli Studi dell'Aquila



Recruiting, placement and Alumni activities

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INCOMING STUDENTS



- Incoming student orientation is addressed to students approaching the world of higher education for the first time and to high secondary school teachers who are interested in learning about the educational programs offered at our University as well as the orientation activities organized by individual degree courses.
- All projects concerning incoming orientation are organized and carried out by the University's *Student Citizenship, Orientation and Placement Office*.
- This office, which operates according to rules established by the *University Commission for Orientation and Tutoring* and coordinated by a Representative of the Rector, plans and carries out incoming orientation activities for the various Departments and also deals with all other activities regarding the University's access to and presence within the territory.



INCOMING STUDENTS



Incoming student orientation is carried out in two ways:

- General orientation activities regarding all of our seven Departments, established and approved by the Representative of the Rector within the *Orientation Commission* and carried out by the *Student Citizenship, Orientation and Placement Office*;
- Specific orientation activities carried out by the Bachelor and Master Degree Courses.



University Orientation Activities



- The *Student Citizenship, Orientation and Placement Office* deals with writing and printing all informative literature concerning the educational programs offered at our University.
- This includes the *University and Services Guide* and brochures illustrating the single degree courses offered, it also provides commencement gadgets distributed to upper-secondary school students, together with advice for these students and their families.
- The Office also offers advice to off-site or nonresidential students and handles the dissemination of news regarding orientation activities and seminars organized by our University.



University Orientation Activities



- To carry out university orientation activities, the *Representative of the Rector*, supported by the *Orientation Commission* and in accordance with the Regional Education Bureau, holds meetings to coordinate orientation strategies with representatives from the scholastic institutions across the region.
- Secondary-school teachers who are in charge of university orientation in their schools are also invited to take part in these meetings. This allows the Representative of the Rector together with the *Orientation Commission* to establish the following activities to then be carried out by the *Student Citizenship, Orientation and Placement Office*.



University Orientation Activities



- ***Orientation Fairs***: organized in various institutions – stands are set up to welcome students interested in our University, offering them advice and information regarding the degree courses available and distributing brochures and university gadgets/memorabilia.

During these events professors in charge of orientation together with personnel from the Orientation office are present at the stands to illustrate the educational programs offered and the career options available for future graduates.



University Orientation Activities



- ***Open Days***: these are days in which the University opens its doors to secondary school students. ***The Student Citizenship, Orientation and Placement Office***, which is in contact with upper-secondary schools interested in visiting our University sends out a “participation form for schools” to interested schools. Department Professors in charge of running orientation activities are also involved in these events.



University Orientation Activities



- *Onsite Visits* – occasional organized visits to secondary schools on behalf of university professors which are set up and organized by the *Student Citizenship, Orientation and Placement Office* on the basis of requests from individual schools. The Office puts secondary school teachers and university professors in contact, as always, to help illustrate the University's educational programs and the career opportunities they offer.



University Orientation Activities



- *Lectures portfolio*— in the framework of a new Joint School-Job program, a portfolio of lectures and laboratory activities has been distributed among the schools of our Region (Abruzzo). Based on that, secondary schools selected lectures of interest that our university professors have given in the schools. The laboratory activities are instead offered in our structures. It is an effective way to improve the reciprocal (school-university) knowledge.

In order to assess the validity of the activities described above, a *system to compare* the number of students who take part in the orientation activities, and those who actually enroll in the University of L'Aquila has been set up.



University Orientation Activities



- When a request for an on-site visit is received the office sends an online form to the requesting school which is to be filled in before the visit.
- The information requested includes the visiting student's name, date of birth, social security number and class enrolled in. The same form is used for events taking place within the University.
- All the forms received from the various schools are collected to form a databank of orientation participants. This databank is then compared with the online ESSE3 enrollment data, making it possible to analyze the results obtained through orientation activities.



Tutoring activities



Based on the definition of “tutoring”, our university carries out this activity taking in consideration that the objectives are:

- providing orientation and assistance during a student’s entire university career;
- making students active participants of the learning process;
- removing obstacles that prevent students from attending their courses successfully.



Tutoring activities



Tutoring services require active participation on behalf of:

- 1. Professors, with the assistance of senior tutors;
- 2. Senior tutors (Ph.D students and students enrolled in Master Degree Courses) selected through an official recruitment procedure;
- 3. Student Citizenship, Orientation and Placement Office;
- 4. SACS (student counseling services) and Disability Services operators.



Tutoring activities



Tutoring activities are normally divided into three stages:

- Incoming tutoring
- Ongoing tutoring
- Outgoing tutoring



Incoming tutoring



It is an informative tutoring which:

- provides information regarding services and possibilities available to students;
- provides information on bureaucratic and administrative issues;
- facilitates students' academic insertion (carried out by senior tutors SALVE project)



Ongoing tutoring



- Tutoring services carried out by all professors who take on the role of “tutor”, this is part of a professor’s core teaching activities as expressed in Law 240/2010 comma 6.
- The Degree Course webpage indicates where students can meet their professor and the number at which he/she may be reached. Professor’s office hours are also dedicated to supporting students who ask for assistance and guidance in difficulties.



Ongoing tutoring: senior tutors



- The University may also employ senior tutors whose experience and acquired skills are made available to students enrolled in the various degree courses.
- They provide students with detailed and updated information regarding university life, organization and programming studies. Senior tutors are appointed following a recruitment procedure based on merit.



Outgoing tutoring



- As tutors, Professors assist students in choosing further study programs.
- *The Student Citizenship, Orientation and Placement Office* assists students by supporting contact with the world of employment through stages and internships.



University job placement service



- University services perform orientation and support activities for students throughout their entire university experience: incoming, ongoing and outgoing for placement in the job market.
- Job placement focuses on the exit phase from the academic world, it focuses on a specific target – graduates – and is dedicated to the transition from university to the job market, aiming at reducing time, optimizing operational mechanisms and increasing consistency between the studies carried out and graduates' professional profiles.



University job placement service



- The placement office is able to handle and respond to the specific internal problems of each department within the University.
- It provides a welcoming service, a front-office activity, during which the user's needs are analyzed in order to identify the most adequate services or tools that best respond to those needs.



University job placement service



- All decentralized facilities, especially the student offices of the University Departments, manage the administrative procedures concerning internships: they stipulate agreements with the institutions and companies interested, plan the training programs that trainees need to follow and issue certificates upon completion indicating the characteristics and satisfactory completion of the internships carried out.



Services for graduates and companies



- Placement offers students and graduates a stable point of reference where they can find information on degree programs, about services available regarding career opportunities, on continuing employment and training opportunities.
- The services available to companies are focused on qualified consulting for the analysis of demand, for the selection of candidates with professional profiles which are consistent with the company's requirements and for the management of procedures required for activating training and apprenticeship contracts.



Services for graduates



- **INFORMATION**

The service offers information aimed at:

- services offered by placement and guidance towards the dedicated structure at the meeting point between supply / demand;
- local production and business systems: sectors, companies, dimension and potential for growth, associations and representatives;
- company profiles: industry, economic and organizational size, products / services, customers, locations, job profiles and core business careers.



Services for graduates



• ORIENTATION

The service provides consultancy for the definition of professional projects and work placements through:

- guidance meetings on active job search techniques;
- support for preparing curriculum vitae and cover letters;
- individual interviews to identify and analyze possessed skills (disciplinary and technical knowledge, operational skills, behavioral);
- specific training modules for inclusion in organizational contexts (management of selection interview, communication and public speaking, cooperation and teamwork, leadership).



Services for graduates



- **TRAINING AND INTERNSHIPS**

The services gives the graduates the opportunity to enter the job market:

- providing information about how training works;
- identifying professional objectives and selecting company offers which are most similar to the specific needs of each candidate;
- assigning a tutor and support in the organization of the training project;
- individual and group interviews to supervise the training program and to test the level of learning;
- training itineraries for growth and development of skills.



Services for graduates



- **MEETINGS ON CROSS SKILLS**

Training seminars/courses focusing on the soft skills which are most commonly expected from a newly hired employee:

- communication and public speaking
- team working
- time management
- project management
- leadership
- problem solving and creativity
- negotiation and conflict management
- Seminars are organized and held by instructors from the University or also in collaboration with representatives from companies who co-participate in classroom activities.



PLACEMENT JOB OPPORTUNITIES AND INTERNSHIPS



- The main channel for identifying internship opportunities and job offers from partner companies and applications is available on the Office notice board: https://univaq.almalaurea.it/cgi-bin/lau/cercaofferta/search_bo.pm?LANG=it

Procedure for access

- In order to apply for offers available on the Noticeboard you must register and have completed a profile on the platform **Almalaurea**: the application can be made using the details provided when registering on the website www.almalaurea.it



Placement - on line CVs



- For the purposes of recruitment, the CVs of all students and graduates who are interested in making themselves known are freely available to companies.
- Companies, following validation by the service, have the opportunity to independently contact graduates considered most suitable and interesting.

Access procedure

- It is necessary to register and complete a profile (CV) on the platform Almalaurea www.almalaurea.it

Timing

- CVs remain in the data bank until a formal request to have them removed is made. In order to benefit from your presence on the data bank it is best to keep your profile updated.



Services for companies



INFORMATION

The service provides information aimed at:

- services offered by placement office
- regulations regarding the job market
- facilitations and legal benefits
- different types of contract forms and their specificity



Services for companies



ANALYSIS OF PROFESSIONAL REQUIREMENTS

The service provides support for identifying the needs of companies in terms of professional figures through:

- detection of specific needs
- formalization of job profiles which emerged from the detection



Services for companies



TRAINING AND INTERNSHIPS

The service allows companies to find graduates who best fit the professional figures they are looking for through:

- information on the operation of apprenticeships and opportunities for agreements
- publicizing the internship offers
- selection of candidates more suitable to the needs highlighted
- signing and managing the agreement between the university and the company
- support required for optimizing integration



Recruiting Day



- Presentation of requested profile(s), illustration of the skills required and in-depth interviews with a shortlist of selected candidates. Opportunity, upon request, to take advantage of the pre-selection service offered by the Placement Office.
- Procedure of request and scheduling: by e-mail (agstud@strutture.univaq.it).
- Duration: usually an entire day



University Career Day



- Meeting day between students / graduates and employers. The event includes: a personalized desk where company representatives meet students and recent graduates, business presentations, thematic workshops on individual professions and business areas, room dedicated to selection interviews with the shortlist of selected candidates.
- How to access and schedule: expression of interest and request for participation by e-mail: agstud@strutture.univaq.it.
- Duration: usually an entire day



Publication of job offers/internships



- Free access to the publication of job positions and / or internship on a designated Noticeboard, at:

https://univaq.almalaura.it/cgi-bin/lau/cercaofferta/search_bo.pm?LANG=it

where it is possible to have independent and direct access to the published applications.

- Prior to posting job / internship offers, each company must apply for validation at:

<http://stage-placement.unitn.it/aziende/accreditation>

To obtain validation, the company must fill out an online form with details of the company and accept the proposed contractual terms.





Tutoring activities



Types of tutoring

- Tutoring activities consist in a series of initiatives elaborated by the University aimed at targeting and overcoming problems faced by students from enrollment, throughout their entire university career as well as after graduation – outlining possible career opportunities.
- The latter pertains to what we refer to as placement and is one of the responsibilities of the *Student Citizenship, Orientation and Placement Office*.



Ongoing tutoring



- In the event that a senior tutor graduates or, for any other reason, no longer meets the criteria to perform tutoring activities, he/she must fill in a ‘resignation form’. At the end of the academic year senior tutors deliver their ‘senior tutor activity register’ to the *Student Citizenship, Orientation and Placement Office*, which files it together with any paperwork related to ‘senior tutor resignation forms’.



Ongoing tutoring: senior tutors



- The University may also employ senior tutors whose experience and acquired skills are made available to students enrolled in the various degree courses. They provide students with detailed and updated information regarding university life, organization and programming studies. Senior tutors are appointed following a recruitment procedure based on merit. Students appointed as senior tutors fill in a ‘senior tutor activity register’, divided into three parts: in the first part their tutoring activities are listed, together with their personal details, the degree course in which their tutoring activities are carried out, the type of activities and the number of hours spent tutoring. In the second part the tutor outlines the activities carried out indicating the exact number of hours these activities have called for. The third part includes an official declaration of the tutor’s activities to request compensation for the work performed.



Student Counseling (SACS)



- SACS (student counseling) services, under the supervision of the Director of the University's School of Specialisation in Psychiatry with the voluntary collaboration of psychiatry interns, possibly assisted by students holding 'service rendered scholarships' and by Senior tutors, is available to all students enrolled in UAQ to help them overcome obstacles and attend their courses successfully.



Student Counseling (SACS)



- The service takes place in a designated area where operators can meet with students who ask for help. Given the sensitive nature of these meetings, the student's privacy must be safeguarded; to this end, privacy forms are used for informed consent, which must be signed by the student. These forms are filed together with the students' personal files at the SACS center.



University job placement service



- Job placements offers companies the possibility to participate in the graduate's training, to help make it consistent with their needs, to select them, to update and evaluate their professional competence through internships and advanced apprenticeship contracts.
- A placement office able to handle and respond to the specific internal problems of each department operates within the University. It provides a welcoming service, a front-office activity, during which the user's needs are analyzed in order to identify the most adequate services or tools that best respond to those needs.



Services for graduates



Schedule and organization procedure

- For specific skills, the office may invite representatives from companies into the classroom arranging with them procedures and timing of the participation, however the companies may also contact the Office by email (agstud@strutture.univaq.it) to suggest joint participation on already scheduled itineraries or to establish new dates.

Duration

- Variable between 3 and 8 hours.
- Number of participants
- Minimum 12 – maximum 30, depending on the type of activity and the expected outcomes.



Publication of job offers/internships



- Following this agreement, the system sends e-mail username and password. The activation of login credentials is subject to validation by the Office. The validation is done within 3 working days from the request.
- The accreditation also allows use of the online CV service (see above). To ensure proper management of the Board and a rotation of the advertisements, the office publishes offers which usually do not expire before 4 months; in specific cases an exception to this course of action is agreed upon directly with the company who is requesting applicants.