
CAMPUS TREBALL

Application for the comprehensive management of internships
and the job board at the UPF

User's manual for organisations



Table of contents

1. ACCES TO THE APPLICATION	1
2. MENU	2
3. I WANT TO POST AN INTERNSHIP OFFER	3
3.1. Application management	
4. I ALREADY KNOW THE STUDENT	6
5. MANAGING INTERNSHIP AGREEMENTS	8
6. VALIDATING THE INTERNSHIP AND SIGNING THE AGREEMENT	10
7. SURVEYS	11
8. MODIFYING THE INTERNSHIP AGREEMENT	12
9. REVOCATION THE INTERNSHIP AGREEMENT	13
10. EXTENDING THE INTERNSHIP AGREEMENT	14
11. I WANT TO POST A JOB OFFER	15
11.1. Application management	

1. ACCES TO THE APPLICATION

Access Campus Treball through the website (campustreball.upf.edu) and click on “**Register as an organisation**” to create an account for your company or institution.

ATTENTION! You will receive an email to validate your username and create a password. Once done, you will be able to fill in the details of the organisation.

If you have already created the profile previously, you will need to log in with your credentials.

IMPORTANT! We will only accept one profile per company or institution.

The image displays two screenshots of the Campus Treball registration process. The left screenshot shows a login form with the question "Do you have an account as an organisation?". It features input fields for "User email*" and "Password*", a "Start session" button, and a link "You still don't have an account? Register as an organisation". The right screenshot shows a registration form for students or alumni with the question "Are you a student or an alumni?". It includes the text "Do an internship to supplement your studies or find the job you are looking for." and an "ENTER" button.

How can I add colleagues who should also have access?

It is advisable to add, from the beginning, all those users of your company or institution who will have access (HR, Administration, internship tutors, signatories). You can do this through the option “Users of the collaborating entity”, which you will find in the “Collaborating entity” drop-down list.

We recommend that you add the internship tutor or tutors at this time. In this way, their data will be available as soon as the future internship is formalized.

Important: The **documentation relating to the internship will be signed electronically**. For this reason, it is essential that the person responsible for signing the agreements is registered as a user in Campus Treball and assigned as a signatory of the entity.

Complete the registration of the person responsible for signing the documentation. They must have the role of administrator or tutor, even if they do not act as such. In the section “Entity responsible for signing internship agreements”, assign the user as the default signatory and complete the position information and notarial data.

It is necessary to verify that the name, surnames and DNI or NIE of the person signing match the data of the electronic certificate that will be used to sign the documentation.

Internship location

If the student's internship takes place in a different location than indicated in the organisation's profile, you must register the new location so that this information appears properly in the internship details.



You can perform this action at any time through the option "Organisation details", which you will find in the "Organisation" dropdown menu.

2. MENU

1

Home

First, you will find a direct link to the actions offered by Campus Treball. Then you will see a summary of the latest candidates that have applied to your offers, the internship students that the organisation has hosted and your tutoring assignments if you are an internship tutor. Finally, you will find the latest pending tasks.

2

Offer boards

This is the space for posting the offers and managing the internships.

- **Internships:** group of internship offers organised by professional field. Choose the board that best suits the offer you want to post or select the internship you want to manage if you already know the student.
- **Jobs:** single board where job offers are posted.

3

Offers

Summary of all your organisation's offers.

4

Students on internship

List of all internship agreements previously managed, currently under management or pending management. By using the search options, you can adjust the results to your criteria.

5

My tasks

Here you will find a search engine with which you can find out what tasks you have pending. You have a set of filters to get more accurate results.

6

My surveys

Space where you will find the surveys you have yet to answer.

7

Organisation

This menu option collects the organisation's details. You can also add new users and locations (for more information, see section 1).

3. I WANT TO POST AN INTERNSHIP OFFER

Follow these steps if you are looking for an intern student and want to post an offer:

» Step 1:

In the "Offer boards" menu, click on "Internships" and read the available offer boards to choose the one that best suits your offer.

» Step 2:

Once inside the selected board, you will find information about the offer board and the "Create an offer" option.

The screenshot shows the 'CAMPUS TREBALL' interface. At the top, there is a navigation bar with the UPF logo (Universitat Pompeu Fabra Barcelona) and language options (CA, ES, EN) and a 'Logout' button. Below this is a main navigation menu with 'Home', 'Offer boards', 'Offers', 'Students on internship', 'My tasks', 'My surveys', and 'Organisation'. The 'Offer boards' menu is expanded, showing 'COMMUNICATION' and '20-COM'. A 'Create an offer' button is visible in the top right corner of the offer board details. The offer board details include the title 'COMMUNICATION 20-COM', the offer posting period '24/02/2021 - 17/09/2021', and a section titled 'Tauler de Comunicació' which provides information for organisations to add UPF talent. It includes instructions to consult the 'Career Services website' and lists the study fields for which students can access these offer boards: Degrees (Audiovisual Communication, Journalism, Advertising and Public Relations), Masters (Contemporary Film and Audiovisual Studies, Strategic Management of Communication and Public Relations, Social Communication, International Studies on Media, Power and Diversity), and PhDs (Communication). A link to the UPF website is provided for more information.

» Step 3:

When creating the offer, fill out the fields requested in the following sections: basic details, offer data and candidate.



IMPORTANT: in the “**Candidate**” section, indicate the “**Selection mode**” option. Once you have filled in the remaining data, click on “Create”.

Home Offer boards ▾ Offers Students on internship My tasks My surveys Organisation ▾

COMMUNICATION 20-COM OPEN INTERNSHIPS

Communication and event organization

View

1 Basic details 2 Offer data 3 Candidate ← Prev. Save and send

Offer assignement mode

Selection mode
The organisation will undertake the selection process with the CVs of the students who apply for the offer.

Direct mode
It allows the organisation that already knows the student to whom it will give the internship to directly formalise the agreement. Please indicate the full name and ID of the student selected to start the internship agreement.

» Step 4:

Once the Careers Service has received and reviewed the offer, it will inform you by email that it has been posted, or through private notes if any fields need to be changed. Once the offer has been posted, it will be visible to students and they will be able to apply.

3.1. Application management

Each time a student applies for the offer, you will be notified by email. To view the candidate's full profile, enter the offer and select the **"Application management"** option.

The screenshot shows the 'CAMPUS TREBALL' interface. At the top, there is a navigation bar with 'Home', 'Offer boards', 'Offers', 'Students on internship', 'My tasks', 'My surveys', and 'Organisation'. Below this is a green header with 'COMMUNICATION' and '20-COM'. A blue button labeled 'INTERNSHIPS' is visible. The main content area is titled 'Communication and event organization'. Below the title, there are three buttons: 'Clone (in this offer board)', 'Application management' (highlighted with a red box and an arrow), and 'Finalise'. Below the buttons, there is a table with the following information:

Pluja d'Idees S.L.	12/04/2021 - 30/06/2021	Communication Modalitat presencial	PUBLISHED
--------------------	-------------------------	---------------------------------------	-----------

Expiration date: 03/05/2021

Communication and event organization

Basic details

Positions:	10
Available places:	10
Financial aid (euros/hour):	6 euros/hour
Working day:	Don't mind
Schedule:	Monday to friday, 5 hours/day

Description of the organisation and/or department
Communication and event organization

Tasks to be done by the student

- Support in the implementation of the communication strategy.
- Maintenance of content via social networks and web.
- Drafting of calls and press dossiers for the media on the occasion of events and / or studies.
- Collaborate in the increase and maintenance of the database of the participants in the events and the media.
- Any other task related to the implementation of the communication and event management plan

Notes

Latest offer notes
Career Services will see the notes that you post

Add a note

In the **"Received applications"** inbox, you will find the CVs of the candidates who have applied for the offer.

Click on the student's name to access their resume. You will be able to make comments and assessments that will help you in the selection process (they will not be visible to the candidates).

>> You also have the **"Private notes"** to ask the Professional Careers Service any question that you may have regarding the candidates.



IMPORTANT: Once you have selected the student, you will need to move the application to the “**Selected**” tab and click on the “**Request an internship**” option. Candidates whose status is changed will not receive any notification and will not be able to see the status of their application at any time.

To continue processing student internships, go to section 5.

4. I ALREADY KNOW THE STUDENT

If you have already contacted the student and want to formalise an internship, you must provide us with the details to manage the agreement and follow the steps below:

» Step 1:

In the menu option “Offer boards”, click on “Internships” and choose the offer board best suited to the internship location (**the student must confirm that they have registered previously**).

» Step 2:

Once inside the selected board, you will find information about the offer board and the “**Create an offer**” option.

The screenshot shows the 'CAMPUS TREBALL' interface. At the top, there is a navigation bar with the UPF logo (Universitat Pompeu Fabra Barcelona) and language options (CA, ES, EN) and a 'Logout' button. Below this is a main navigation menu with 'Home', 'Offer boards', 'Offers', 'Students on internship', 'My tasks', 'My surveys', and 'Organisation'. The 'Offer boards' menu is expanded, showing 'COMMUNICATION' and '20-COM'. A blue button labeled 'OPEN INTERNSHIPS' is visible. In the main content area, there are two tabs: 'My offers' and 'Interns'. A red box highlights a 'Create an offer' button, with an arrow pointing to it from the right. Below the button, there is a section titled 'COMMUNICATION 20-COM' with details about the offer posting period (24/02/2021 - 17/09/2021) and characteristics of the offer board, including a list of degrees and masters available.

» Step 3:

When creating the offer, fill out the fields requested in the following sections: basic details, offer data and candidate.



IMPORTANT. In the “**Candidate**” section, indicate the “**Direct mode**” option and indicate the full name of the student and their DNI. Once you have filled in the remaining data, click on “Save and send”.

Home Offer boards ▾ **Offers** Students on internship My tasks My surveys Organisation ▾

COMMUNICATION 20-COM OPEN INTERNSHIPS

Communication and event organization

View

1 Basic details 2 Offer data 3 **Candidate**

← Prev. Save and send

Offer assignment mode

Selection mode
The organisation will undertake the selection process with the CVs of the students who apply for the offer.

Direct mode
It allows the organisation that already knows the student to whom it will give the internship to directly formalise the agreement. Please indicate the full name and ID of the student selected to start the internship agreement.

Full name and National ID No. (DNI) ⓘ

Marc Garcia Pla 48888888M

If there is more than one student, put it below, separated by "/.

» Step 4:

You will receive an email notification to re-access Campus Treball and continue processing student internships.

To continue processing student internships, go to section 5.

5. MANAGING INTERNSHIP AGREEMENTS

Once you have applied for the internship, either through a posted offer or from an offer in direct mode, you will need to review and fill in the requested internship details.

In practice, you will find the following:

1. Information on internship management: space describing the status of the management and the next steps to follow.
2. Public notes: use these notes to communicate with the student and the university.
3. Private notes: use these notes to communicate with the Careers Service.
4. Basic details of the internship: includes information about the internship and a description.
5. "Add information" button: for verifying and completing the details of the internship.
6. "Edit hours" button: for drawing up the schedule and setting up the internship period.

CAMPUS TREBALL

upf. Universitat Pompeu Fabra Barcelona CA ES EN Logout

Home Offer boards Offers Students on internship My tasks My surveys Organisation

Marc Garcia

Add information Edit hours Submit internship proposal

Information on internship management

It is essential that you review and fill in all the data of the internship. Use the edit hours option to create the calendar, taking into account the start date, end date and total hours. Once reviewed, click on the "Submit Internship Proposal" button to begin the internship validation process. You can use *public* notes to communicate with the student and *private* notes to do so only with the university.

Pending task: You must fill in the hours calendar using the [Edit Hours](#) option.

Public notes

Notes shared with the organisation, the student and the university

Add a note

Basic details of the internship

Communication and event organization PUBLISHED

20-COM-000204

Pluja d'Idees S.L.

Ciutadella

Schedule Monday to Friday, 5 hours/day

Financial aid (euros/hour) 6 euros/hour

Specialty Communication Modality Modalitat presencial

Student

campustreball.proves+20@upf.edu

Tax ID No. (NIF) 99976561T Telephone: 673759398 Address: Plaza Catalunya, 1, 08001, Barcelona

Private notes

Notes shared just with the Career Services

Add a note

You must perform the following steps to manage the internship:

» **Step 1.** In the “**Add information**” option:

- a. Review and verify that the details are correct according to what has been agreed with the student and indicate the organisation’s tutor.

If the assigned tutor does not appear in the list, they must be added as a user of the organisation. You can do this through the “Organisation users” option that you will find in the “Organisation” dropdown menu.

*Once you have reviewed all the details, click on “**Save**” to save the changes properly.*

» **Step 2.** In the “**Edit hours**” option:

Following the instructions that you will find in the section, you will need to draw up a schedule to determine the total hours and the internship period.



The hours indicated in the schedule will mark the internship’s start and end dates.

*Once you have reviewed all the details, click on “**Save**” to save the changes properly.*

» **Step 3.** To finalise the process, select the “**Send internship proposal**” option.

Curricular or extracurricular internships?

Along with your management, we will ask the student if they want the internship to be curricular or extracurricular.



This information provided by the student will not be final until the academic tutor has validated it.

6. VALIDATING THE INTERNSHIP AND SIGNING THE AGREEMENT

Once the Careers Service has received and reviewed the offer, it will notify you by email so you can validate it or inform you via private notes if any fields need to be changed.

The screenshot shows the 'Campus Treball' interface for user Marc Garcia. The top navigation bar includes 'Home', 'Offer boards', 'Offers', 'Students on internship' (highlighted), 'My tasks', 'My surveys', and 'Organisation'. The main content area is titled 'Marc Garcia' and features a 'Validate' button highlighted with a red box and an arrow. Below this, there is a section 'Information on internship management' with a message: 'The university has reviewed the internship proposal. Please make sure that the fields are correct and if so, click "Validate"'. The 'Basic details of the internship' section includes: 'Communication and event organization' (20-COM-000204), 'Pluja d'Idees S.L.', 'Ciutadella', 'Schedule: Monday to friday, 5 hours/day', 'Financial aid (euros/hour): 6 euros/hour', 'Specialty: Communication', 'Modality: Modalitat presencial', 'START DATE: 12/04/2021', and 'End date: 30/06/2021'. On the right side, there are sections for 'Public notes' and 'Private notes', each with an 'Add a note' button.

The internship will also be validated by the student and by the university (both by the faculty administrators (UGA) and by the academic tutor).

Once the internship has been validated by the University, we will send instructions for signing the internship agreement and the link to access the document by email to both the

Signing with an electronic certificate

The documentation relating to the internship will be signed electronically, therefore, it is necessary that the person who will sign the internship agreement on behalf of the entity has a digital identification system. It is necessary to ensure that the name and surname and DNI or NIE of the signatory that appears in the agreement are those of the electronic certificate that will be used to sign the documentation.

7. Surveys

Depending on the user of the organisation, they will receive the following surveys:

- **Internship follow-up survey** (this will be sent five weeks after the start of the internship in order to conduct an initial assessment of how the internship is being carried out).
 - » *In charge of responding to the survey: the organisation's tutor.*
- **Internship evaluation survey** (this will be sent one week before the end date of the internship to evaluate its status). It is essential to be able to evaluate student internships.
 - » *In charge of responding to the survey: the organisation's tutor.*
- **Service evaluation survey** (this will be sent as soon as the agreement is signed by all parties to assess the management of the service provided by the Professional Careers Service).
 - » *In charge of responding to the survey: the organisation's administrators at Campus Treball.*

To respond to a survey, you must click on the “**Survey pending response**” task and view the survey.

The screenshot shows the 'My tasks' page in the Campus Treball system. At the top, there is a navigation bar with 'CAMPUS TREBALL' and a 'Logout' button. Below this is a header with the UPF logo and language options (CA, ES, EN). The main navigation menu includes 'Home', 'Offer boards', 'Offers', 'Students on internship', 'My tasks' (highlighted), 'My surveys', and 'Organisation'. The 'My tasks' section has a filter form with 'Type of task' set to 'Survey', a 'Filter' input field, and 'Creation date' range selectors. Below the filter are 'Reset' and 'Search' buttons. At the bottom, there is a table with one entry: a 'SURVEY' task titled 'Internship evaluation survey' with a 'Creation date' of '09/03/2021 20:29'. The task description is 'Survey pending response'.

8. MODIFYING THE INTERNSHIP AGREEMENT

In order to modify the agreement, it must be signed by all parties.

You must request the modification from Campus Treball one week in advance through the “**Request modification**” option that you will find in the internship. You only need to fill in the fields that you want to change.

With this information, we will start the procedures for modification.

The screenshot shows the Campus Treball interface for user Marc Garcia. At the top, there is a navigation bar with the university logo (upf. Universitat Pompeu Fabra Barcelona) and language options (CA, ES, EN) and a Logout button. Below the navigation bar, there is a menu with options: Home, Offer boards, Offers, Students on internship (highlighted), My tasks, My surveys, and Organisation. The main content area displays the user's name, Marc Garcia, and two buttons: Request revocation and Request modification. The Request modification button is highlighted with a red box and an arrow. Below this, there is a section titled 'Information on internship management' with a message: 'You have no pending assignments. You can use the public notes to communicate with the student and the notes private to do so only with the university.' To the right, there are sections for 'Public notes' and 'Private notes', each with an 'Add a note' button. The bottom section, 'Basic details of the internship', provides information about the communication and event organization (20-COM-000204), the organization (Pluja d'Idees S.L., Ciutadella), the schedule (Monday to Friday, 5 hours/day), the financial aid (6 euros/hour), the modality (Modalitat presencial), and the start and end dates (12/04/2021 to 30/06/2021).

9. REVOCATION THE INTERNSHIP AGREEMENT

Agreements may end before the date initially indicated. In order to revoke an agreement, it must be signed by all parties.

The organisation (or student) must request it from Campus Treball through the "Request revocation" option inside the internship and indicate the following:

- The **reason** why the internship is ending.
- The **revocation date** when the termination becomes effective.
- The **hours completed** in the internship until that date.

With this information, we will start the procedures for revocation.

The screenshot shows the Campus Treball web interface. At the top, there is a dark header with the text "CAMPUS TREBALL". Below this is the UPF logo (Universitat Pompeu Fabra Barcelona). A navigation menu includes "Home", "Offer boards", "Offers", "Students on internship" (highlighted), "My tasks", "My surveys", and "Organisation". The user's name "Marc Garcia" is displayed. Two buttons are visible: "Request revocation" (highlighted with a red box and an arrow) and "Request modification". Below this is a red bar with the text "Information on internship management". A message states: "✓ You have no pending assignments. You can use the *public notes* to communicate with the student and the *notes private* to do so only with the university." The "Basic details of the internship" section includes "Communication and event organization" with a "SIGNED" button, the code "20-COM-000204", the organization "Pluja d'Idees S.L.", and the location "Ciutadella". The "Schedule" is "Monday to friday, 5 hours/day". The "Financial aid (euros/hour)" is "6 euros/hour". The "START DATE" is "12/04/2021" and the "End date" is "30/06/2021".

10. EXTENDING THE INTERNSHIP AGREEMENT

If the organisation wants to extend the student's internship beyond the end date provided for in the agreement, it must first be signed by all parties.

The organisation is responsible for initiating the procedures for extension. You must request it from Campus Treball through the "Public note" option that you will find inside the internship. In order for the Careers Service to receive the request properly, you must assign the note to the "Careers Service".

Information needed to manage the extension



In this note, you must indicate the period of the extension of the internship, as well as the rest of the fields that change compared to the previous agreement (tasks, schedule, etc.).

With this information, we will start the procedures to create a new internship agreement.

The screenshot shows the 'Public notes' form in the Campus Treball system. The form is titled 'Public notes' and includes a warning message: 'This note will be visible to the organisation, the student and the university.' Below this, there is a 'Text*' field where the user has entered 'I request the extension of the student's internship'. The 'Assigned to' dropdown menu is set to 'Career Services'. A red 'Create' button is visible at the bottom right of the form. The background shows the user's profile as 'Marc Garcia' and navigation options like 'Home', 'Offer boards', 'Offers', and 'Student'.

11. I WANT TO POST A JOB OFFER

In the "Job Board", you will find final-year undergraduate students, Master's and PhD students and graduates (alumni) of the university.

To post a job offer, follow these steps:

» **Step 1.** Access Campus Treball with your credentials.

» **Step 2.** In the "Offer boards" menu option, click on "Jobs" and you will see the "Job Board".

» **Step 3.** Once inside the board, you can view the description of its characteristics and other information of interest.

To post the offer, click on the "Create an offer" option.

The screenshot shows the 'CAMPUS TREBALL' interface. At the top, there is a navigation bar with the UPF logo (Universitat Pompeu Fabra Barcelona) and language options (CA, ES, EN) and a 'Logout' button. Below this is a main navigation menu with 'Home', 'Offer boards', 'Offers', 'Students on internship', 'My tasks', 'My surveys', and 'Organisation'. The 'Offer boards' menu is expanded, showing 'JOB BOARD' and '20-BT'. A 'Create an offer' button is visible in the top right corner of the job board area. The main content area displays the 'JOB BOARD' details for '20-BT', including the offer posting period (23/02/2021 - 03/10/2021) and a list of characteristics and information for organisations. The characteristics section mentions that there are more than 2,000 offers per year and that the board is for students of the last year and graduates. The information for organisations section includes a list of bullet points: 'Al tauler d'ofertes de Borsa Treball, hi tenen accés els estudiants de grau d'últim curs, els estudiants de màster i doctorat, i els alumni de la UPF.', 'Un cop Carreres professionals hagi validat l'alta de la teva entitat col·laboradora, ja podràs crear totes aquelles ofertes que vulguis.', 'Cada oferta creada es validarà per l'equip de Carreres professionals abans de ser publicada.', 'L'oferta es publicarà per 45 dies, 7 dies abans que caduqui l'oferta, t'avisarem per si la vols renovar per 15 dies més.', 'Si ja has trobat al candidat ideal, sempre podràs finalitzar l'oferta en qualsevol moment.', and 'L'aplicació et permet gestionar i valorar les candidatures que aneu rebent a través de marcadors i notes internes que no seran visibles pels candidats.'

» **Step 4.** When creating the offer, fill out the fields requested in the *Description, Details and Requirements* sections.

» **Step 5.** Once the Careers Service has received and reviewed the offer, it will inform you by email that it has been posted, or through private notes if any fields need to be changed. Once the offer has been posted, it will be visible to students and they will be able to apply.

11.1. Application management

Each time a candidate applies for the offer, you will receive a notification email. To view their full profile, go to the offer and select the “**Application management**” option.

In the “**Received applications**” inbox, you will find the CVs of the candidates who have applied for the offer. Click on the candidate’s name to access their CV. You will be able to make comments and assessments that will help you in the selection process (they will not be visible to the candidates).

Keep mind that...

1. The organisation must be in charge of selecting and hiring the candidate.
2. The offer will be visible on the board for 45 days after it is posted. Before the offer expires, we will contact you so you can decide if you want to extend it. You may always withdraw the offer before 45 days have elapsed if you have filled the vacancy.

For further information on hosting internship students and the services that we offer to companies and institutions, you may view our website:

<https://www.upf.edu/web/carreres-professionals/organisations>

Carreres
Professionals

upf.

Servei de Carreres Professionals

Carrer de Ramon Trias Fargas, 25-27
Campus de la Ciutadella
Edifici Jaume I
Despatx 20.173

www.upf.edu/web/carreres-professionals