



Università Aperta 2021 - Guida all'utilizzo

Registrazione alla fiera: per partecipare a Università Aperta IES 2020 è necessario registrarsi al sito <u>www.careervirtualfair.com</u> : alla sezione "Candidates" completare l'apposito form di iscrizione.



	Students and gra	duates
The Career Virtual Fair will bring employers rig During the fair you will be able to meet and int	ht to your laptop. teract with employers in real time.	
You will get in touch directly with those compa the employers' offers. In any case you can show	nies that are really interested in your profile than your interest in the companies and apply for an i	nks to an automatic matching system that filters the profile interview or drop your CV also to companies who do not m
Before the fair you will have the opportunity to	1	
 Build a profile Upload a pdf résumé Visit employers' stands and view their job opi Focus on employers offers matching your pro Receive employers invitations to have a meet Apply for the companies you are interested in 	enings Mile Ing during the fair	
During the fair you will have the opportunity to	5:	
 Video live chat with employers matching you Drop your CV to all employers Meet and interact with employers in real times 	r profile or with employers who accepted your ap e.	plication and invited you for an appoitment
Please fill in the following form to regist	ter to the event:	
First name"	Last name*	
First name*	Last name"	
First name*	Last name"	
First name" User*	Last name" Password"	Re-enter password*
First name*	Last name* Password*	Re-enter password*
First name*	Last name* Password*	Re-enter password*
First name" User" Email"	Last name* Password* Confirm email*	Re-enter password*
First name* User* Email*	Last name" Pässword" Confirm email"	Re-enter password*
First name* User* Email*	Last name" Password" Confirm email"	Re-enter password*
First name* User* Email* I agree to the privacy policy of Career Virtual Fair*	Last name* Password* Confirm email*	Re-enter password*
First name* User* Email* I lagree to the privacy policy of Career Virtual Fair* Non sono un robot	Last name" Password" Confirm email"	Re-enter password*





Dopo aver compilato le informazioni richieste riceverai una mail di conferma con all'interno un link di attivazione dell'account. Cliccando sul link per rendere attiva la tua utenza, comparirà questa schermata:



Torna in homepage ed effettua il login con le credenziali che hai scelto:







PRIMA DELLA FIERA

1. Inserisci il tuo curriculum: entra nella tua area riservata e compila tutte le informazioni richieste nel form di registrazione, poi clicca sul pulsante REGISTER a fine pagina.

			Reserved Area	Негр	Hi, studente Logoui		
UNIVERSITÀ APERTA = 2020 IES		Employers	Candidates	List of Exhibitors	FAQ Information		
Hi, studente prova							
Welcome to your personal account!			Employers t	that invited you			
Please tick and fill in the fields below be	referring to your training profile and yo	our interests.	WARNINGLIE				
This information is not your personal CV. But it allows you to make a matching between the features you mentioned and the requirements indicated by the employers who are searching for candidates.				WARNING IF YOU DON'T UPLOAD YOUR CV, YOU WON'T BE ABLE TO ACCEPT INVITATIONS FROM COMPANIES.			
If the information filled in by you match receive (via email) an invitation for an or desk during the day of the Event and do remember that profiles that receive and	the selection criteria posted by employ I line interview. You can however visit t an on line interview without being invi accept the interview invitation will hav	ers you may heir virtual 'stand' ted. Only e priority.					
You can leave your CV also to employers cannot have a video interview with them	that do not search your profile at the n n.	noment. But you					
So please upload an updated version of on the 'upload' button at the bottom of th your CV to all the Stands opened by Com	your CV in .pdf format and no larger tha his page. During the fair you will be abl panies and Universities participating.	n 2 MB by clicking e then to send					
On the right side of this web page you ca	an find the list of the Employers that ha	ave invited you to					
do a video chat during the fair. Io do a vi clicking on the link on your right.	deo chat it is necessary to confirm your	interest by					
Required field (*)							
Required field (*)							
Required field (*) MODIFY -PERSONAL INFO (*)							
Required field (*) MODIFY PERSONAL INFO (*) Country of residence	Region of residence						
Required field (*) MODIFY -PERSONAL INFO (*) Country of residence IT - Italy	Region of residence Outside Italy	·					
Required field (*) MODIFY PERSONAL INFO (*) Country of residence IT - Italy Province of residence	Region of residence Outside Italy City of residence	•	k				
Required field (*) MODIFY PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy	Region of residence Outside Italy City of residence	·	k				
Required field (*) MODIFY PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy	Region of residence Outside Italy City of residence Country of domicile	×					
Required field (*) MODIFY -PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy	Region of residence Outside Italy City of residence Country of domicile	• •	*				
Required field (*) MODIFY -PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy Region of domicile	Region of residence Outside Italy City of residence Country of domicile IT - Italy Province of domicile	•	*				
Required field (*) MODIFY -PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy Region of domicile Outside Italy	Region of residence Outside Italy City of residence Country of domicile IT - Italy Province of domicile Outside Italy	· · · · · · · · · · · · · · · · · · ·					
Required field (*) MODIFY PERSONAL INFO (*) Country of residence IT - Italy • Province of residence Outside Italy • Region of domicile Outside Italy • City of domicile	Region of residence Outside Italy City of residence Country of domicile IT - Italy Province of domicile Outside Italy Year of birth	 ✓ ✓ ✓ 	*				
Required field (*) MODIFY PERSONAL INFO (*) Country of residence IT - Italy Province of residence Outside Italy Region of domicile Outside Italy City of domicile	Region of residence Outside Italy City of residence Country of domicile IT - Italy Province of domicile Outside Italy Year of birth	 ✓ ✓ ✓ 					

OTHER INFORMATION		
		 8





2. Carica il tuo CV completo. È importante anche caricare un curriculum completo in pdf che durante la fiera potrai inviare a tutte le aziende di tuo interesse. La dimensione del file deve essere inferiore a 2Mb. Dopo aver cliccato su REGISTER, torna a inizio pagina e carica il tuo CV cliccando prima su "Scegli file" poi sul pulsante "Upload"

Data has been entered successful	lly
Welcome to your personal account!	1
Please tick and fill in the fields bel	ow be referring to your training profile and your interests.
This information is not your person eatures you mentioned and the re- candidates.	al CV. But it allows you to make a matching between the quirements indicated by the employers who are searching for
f the information filled in by you n receive (via email) an invitation for desk during the day of the Event ar remember that profiles that receive	natch the selection criteria posted by employers you may an on line interview. You can however visit their virtual 'stand' nd do an on line interview without being invited. Only e and accept the interview invitation will have priority.
You can leave your CV also to empl cannot have a video interview with	oyers that do not search your profile at the moment. But you them.
So please upload an updated version the 'upload' button at the bottor your CV to all the Stands opened by	on of your CV in .pdf format and no larger than 2 MB by clicking n of this page. During the fair you will be able then to send y Companies and Universities participating.
On the right side of this web page do a video chat during the fair. To d clicking on the link on your right.	you can find the list of the Employers that have invited you to to a video chat it is necessary to confirm your interest by
Required field (*)	
Your curriculum vitae	
Upload a file, PDF format is required be replaced.	(max size 2Mb). If you upload a new file the previous document will
Scegli file Nessun file selezionato	Upload

Successivamente all'upload potrai visualizzare il pdf inserito oppure eliminarlo e caricarne uno nuovo.

Your curriculum vitae Success CView uploaded document ★ Remove uploaded document

Upload a file, PDF format is required (max size 2Mb). If you upload a new file the previous document will be replaced.

 Scegli file
 Nessun file selezionato
 Upload

Potrai modificare il tuo **curriculum in pdf** fino al giorno prima della fiera, mentre il **profilo dello short cv** cesserà di essere modificabile fino alla prima accettazione di un invito a colloquio con un'azienda. <u>Successivamente non ci sarà più la possibilità di cambiare i dati inseriti</u>.





3. Visita i Virtual Stands delle aziende partecipanti e invia il tuo interesse. Dalla sezione "List of Exibitors" potrai visualizzare gli stand virtuali di tutte le aziende partecipanti, scoprendo le loro posizioni aperte. Se alcune saranno di tuo interesse, potrai inviare un'autocandidatura, sia come "Spontaneous Application" all'azienda in generale, sia a specifiche posizioni aperte (Job Openings).

UNIVERSITÀ APERTA • 2020 IES		Employers Candidates List	of Exhibitors FAQ Information
Find bel	List of E ow the list of the employers participating t	xhibitors to the career day online Università Aperta I	ES 2020:
Just type the name			
possibilità di fi	ltrare le aziende per settore		
	✓ Accounting	Agriculture; plantations; other rural sectors	Chemical industries
Commerce	✓ Computer Science	Consulting	Education
Engineering	Finance	Financial services; professional services	Healthcare
Hospitality	LT.	ICT	Industry
Legal	Marketing	Mechanical and electrical engineering	Media; culture; graphical
Non-Profit	Retail	Sales	Textiles; clothing; leather; footwear
Transport equipment manufacturing			
RESET SEARCH			
—— AcegasAps Amga	(a) EUROTECH Imagine. Build. Succeed.	MICROTEC	San Marco Group
ACEGASAPSAMGA S.P.A.	EUROTECH	MICROTEC	DESIGN THE FUTURE
			SAN MARCO GROUP





					Reserve	ed Area	Help	Hi, stud	lente	Logout
	UNIVERSITÀ APERT	A • 2020		Employers	Candida	tes	List of Exhibitors	FAQ	Info	rmation
			Azien	da Prova						
	(CON		Web site: https://www.unipd.it			Location	: dgfwe ger			
		P.,	Employees: 20			Downloa Brochure	<mark>ad:</mark> e Corporate			
		Sector: Education			Video: https://v https://v	vww.youtube.com/wa imeo.com/34711937!	ch?v=EngV	V7tLk6l	88	
[JOB OPENING	RELEVANT INFORMATION	WE ARE LOOKING FOR	WHY SHOULD CANDIDATES WORK FOR US?		ADDITIO NOTES	DNAL			
	JOB OPENIN	IG								
	<u>e</u>	PD - IT Job prova Job prova					SEND	YOUR CV		
		SPONTANEOUS AI	PPLICATION nd your spontaneous application t	o this company			SEND YO	UR CV		

<u>ATTENZIONE</u>: ogni volta che invii una candidatura compare **notifica di "CV sent successfully"** accanto alla Job Opening prescelta. Se decidi di inviare la candidatura anche per un'altra Job Opening della stessa azienda, puoi farlo: l'azienda vedrà che hai espresso il tuo interesse per due o più posizioni diverse. Tuttavia, <u>non potrai visivamente tenere traccia delle candidature già inviate</u>: ne avrai notifica solo al momento dell'invio, dato che ogni nuovo invio aggiorna la pagina web.

JOB OPENING	RELEVANT	WE ARE LOOKING FOR	WHY SHOULD CANDIDATES WORK FOR US?	ADDITIONAL NOTES	
JOB OPEN	ING PD - IT Job prova Job prova			CV SEN	T SUCCESSFULLY
	SPONTANEOUS APP Please click here to send	LICATION your spontaneous application	to this company	SEN	D YOUR CV





4. Attendi gli inviti a colloquio da parte delle aziende. Il tuo profilo sarà visualizzato dalle aziende che hanno delle posizioni aperte in linea con esso. A questo punto dovrai attendere che siano le singole aziende ad invitarti a sostenere un colloquio, se interessate al tuo profilo. Potrai ricevere inviti sia dalle aziende alle quali ti sei autocandidato, sia da altre aziende alle quali sei stato segnalato come candidato idoneo durante il processo di matching della piattaforma.

Potrai visualizzare gli inviti e i relativi orari dei colloqui nella tua area riservata alla sezione "Employers that invited you".

Hi, studente prova Welcome to your personal account! Employers that invited you You have 1 request Please tick and fill in the fields below be referring to your training profile and your interests. This information is not your personal CV. But it allows you to make a matching between the Azienda Prova features you mentioned and the requirements indicated by the employers who are searching for POSITION: JOB PROVA candidates. STATE: TO BE CONFIRMED If the information filled in by you match the selection criteria posted by employers you may receive (via email) an invitation for an on line interview. You can however visit their virtual 'stand' desk during the day of the Event and do an on line interview without being invited. Only TIMETABLE remember that profiles that receive and accept the interview invitation will have priority. You can leave your CV also to employers that do not search your profile at the moment. But you CONFIRM 10:00 - 10:15 cannot have a video interview with them So please upload an updated version of your CV in .pdf format and no larger than 2 MB by clicking on the 'upload' button at the bottom of this page. During the fair you will be able then to send CONFIRM 10:15 - 10:30 your CV to all the Stands opened by Companies and Universities participating On the right side of this web page you can find the list of the Employers that have invited you to do a video chat during the fair. To do a video chat it is necessary to confirm your interest by CONFIRM 10:30 - 10:45

5. Accetta un invito per una video intervista:

clicking on the link on your right.

Riceverai una email che ti informerà dell'invito. È possibile confermare l'invito nella propria area riservata cliccando su "CONFIRM" accanto allo slot orario disponibile che preferisci. Si prega di fare attenzione a non confermare interviste con diverse aziende contemporaneamente.

In fondo alla tua area riservata, vedrai il riepilogo di tutti i tuoi appuntamenti nella tua agenda personale.

Hi, studente prova

Welcome to your personal account!

Please tick and fill in the fields below be referring to your training profile and your interests.

This information is not your personal CV. But it allows you to make a matching between the features you mentioned and the requirements indicated by the employers who are searching for candidates.

If the information filled in by you match the selection criteria posted by employers you may receive (via email) an invitation for an on line interview. You can however visit their virtual 'stand' desk during the day of the Event and do an on line interview without being invited. Only remember that profiles that receive and accept the interview invitation will have priority.

You can leave your CV also to employers that do not search your profile at the moment. But you cannot have a video interview with them.

So please upload an updated version of your CV in .pdf format and no larger than 2 MB by clicking on the 'upload' button at the bottom of this page. During the fair you will be able then to send your CV to all the Stands opened by Companies and Universities participating.

On the right side of this web page you can find the list of the Employers that have invited you to do a video chat during the fair. To do a video chat it is necessary to confirm your interest by clicking on the link on your right.

Required field (*)

Employers that invited you

no requests for interview

My Timetable







DURANTE LA FIERA

Entrare nella meeting room. Per iniziare i tuoi video colloqui, potrai entrare nella meeting room cliccando sul link in homepage oppure accedere a ciascun colloquio direttamente dalla tua TIMETABLE all'interno dell'area riservata, cliccando su "Start Meeting" accanto al colloquio previsto per quello slot orario.

Una volta all'interno della meeting room o dell'area riservata, potrai vedere il tuo orario con l'elenco dei colloqui in programma.

	Meeting room Reserv	red Area Help	Hi, Candidato Logout
UNIVERSITÀ APERTA = 2020	List of Exhibitors	FAQ	Information
Hello, Candidato Due			
no requests for interview	Employers that invited you		
My Timetable			
TIMETABLE			
10:00 - 10:15	FREE		
10:15 - 10:30	AZIENDA TEST DUE TEST	START MEETING	
10:30 - 10:45	FREE		
10:45 - 11:00	FREE		
	Meeting room Reserved A	Area Help	Hi, Candidato Logout
UNIVERSITÀ APERTA = 2020	Lise of Exhibitors	FAQ	Information

Hi, Candidato Due

Welcome to your personal account!

Please tick and fill in the fields below be referring to your training profile and your interests.

This information is not your personal CV. But it allows you to make a matching between the features you mentioned and the requirements indicated by the employers who are searching for candidates

If the information filled in by you match the selection criteria posted by employers you may receive (via email) an invitation for an on line interview. You can however visit their virtual 'stand' desk during the day of the Event and do an on line interview without being invited. Only remember that profiles that receive and accept the interview invitation will have priority.

You can leave your CV also to employers that do not search your profile at the moment. But you cannot have a video interview with them.

So please upload an updated version of your CV in .pdf format and no larger than 2 MB by clicking on the 'upload' button at the bottom of this page. During the fair you will be able then to send your CV to all the Stands opened by Companies and Universities participating.

On the right side of this web page you can find the list of the Employers that have invited you to do a video chat during the fair. To do a video chat it is necessary to confirm your interest by clicking on the link on your right.

Required field (*)

Your curriculum vitae

Upload a file, PDF format is required (max size 2Mb). If you upload a new file the previous document will be replaced







2. Effettuare il video colloquio. Quando scatta l'ora del colloquio clicca sul pulsante "Start Meeting" e verrai indirizzato alla pagina web dedicata alla videochiamata tramite l'applicazione **Whereby**, integrata nel sito web Career Virtual Fair.

Una volta cliccato su "Start Meeting" si avvierà il video meeting in Whereby. Dopo aver richiesto le autorizzazioni per l'accesso a videocamera e microfono, il video verrà avviato e potrai vedere te stesso/a e il recruiter fianco a fianco direttamente all'interno della pagina del browser.

Sarà possibile attivare/disattivare il proprio video o audio in qualsiasi momento, cliccando sugli appositi pulsanti al centro della pagina. Inoltre vi saranno a disposizione una chat per comunicare con messaggi scritti e lo strumento "share screen" che permette di condividere il proprio schermo con il selezionatore. Infine, clicca il pulsante "Leave" per concludere il colloquio e lasciare il meeting.

Sopra ai video sarà presente un contatore della durata del meeting. Ti ricordiamo che ciascun colloquio deve durare al massimo 15 minuti, altrimenti si creano disguidi nell'agenda degli altri partecipanti, sia aziende che candidati.



3. Al termine della fiera il tuo curriculum sarà mostrato a tutte le aziende con cui hai sostenuto un colloquio e alle aziende a cui lo hai inviato direttamente autocandidandoti dalla scheda dell'azienda.