

MANUAL FOR INTERSHIP OFFER REGISTRATION

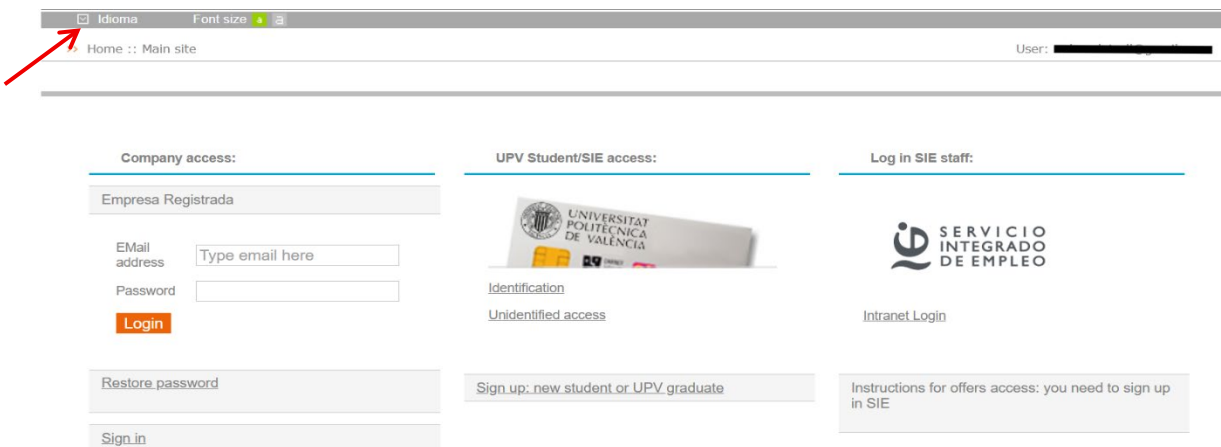
Addressed to: Organizations

OBJECTIVE

The main objective of this manual is to facilitate the registration of organizations in [DIRE- internships and jobs site](#) of the [Career & Employment Service \(SIE\)](#) of the Universitat Politècnica de València (UPV). In this platform, organizations can both log internship and job offers. We will focus on the **internship offer procedures** that are managed by the [Internships Offices \(UPE\) of the School and Faculties of the UPV](#).

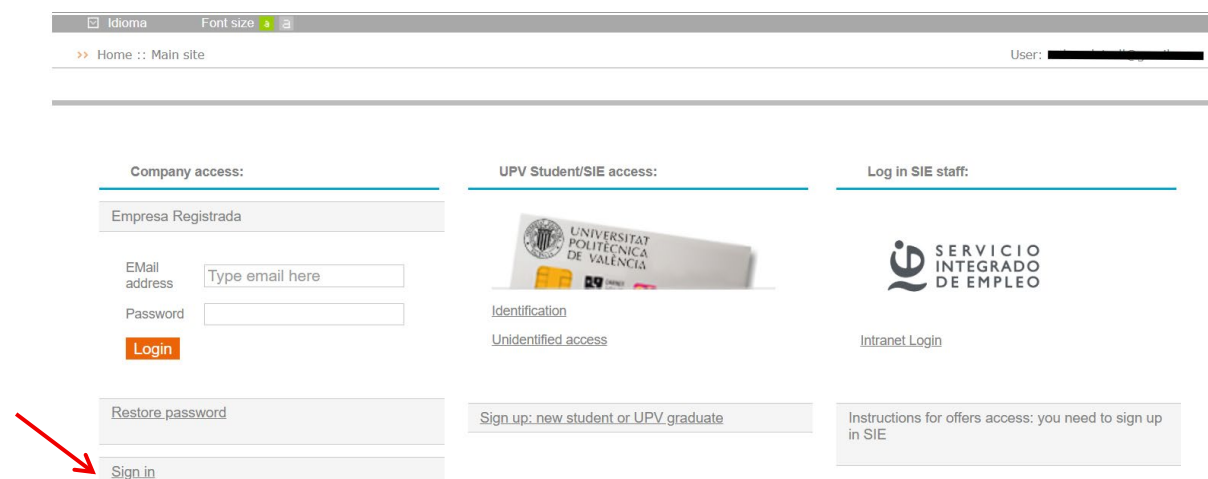
STEP 1: ORGANIZATION SIGN IN

- Access [DIRE- internships and jobs site](#) and select «**Idioma**», where you can change the language to English.



The screenshot shows the top navigation bar of the SIEUPV website. The 'Idioma' menu is highlighted with a red arrow. Below the navigation bar, there are three main sections: 'Company access:', 'UPV Student/SIE access:', and 'Log in SIE staff:'. The 'Company access:' section includes a 'Empresa Registrada' box with fields for 'Email address' and 'Password', and a 'Login' button. The 'UPV Student/SIE access:' section includes a 'UPV Student/SIE access:' box with a 'Sign up: new student or UPV graduate' button. The 'Log in SIE staff:' section includes a 'Log in SIE staff:' box with an 'Intranet Login' button. There are also links for 'Restore password' and 'Sign in' in the 'Company access:' section, and a box with 'Instructions for offers access: you need to sign up in SIE' in the 'Log in SIE staff:' section.

- Select «**Sign in**».



The screenshot shows the same SIEUPV website interface as above, but with the 'Sign in' button in the 'Company access:' section highlighted with a red arrow. The 'Idioma' menu is no longer highlighted.

- Fill in the information of the person that will be the “internship offers manager”

Sign in

Login

Password

Check Password again

El password mínimo 6 caracteres con al menos una mayuscula y un número

Name

Lastname

Telephone

Autorizo recibir comunicaciones y publicidad de servicios, cursos, encuestas, promociones, etc. de la UPV que consideren que puedan ser de mi interés, bien por correo electrónico o por cualquier otro medio de comunicación electrónica equivalente.

Ok Cancel

By registering, the client accepts [the terms and conditions](#)

- Enter the CIF of the organization and select the delegation. If it’s already registered, click on «Be assigned».

Select country
ESPANA

Type company's CIF/NIF

Back Select

Select country
ESPAÑA

Type company's CIF/NIF
[Redacted] UNIVERSITAT POLITÈCNICA DE VALÈNCIA (UPV)

Select a delegation

- Road GRANJAS - DE VERA, S/N
- Camino de Vera s/n
- Street Camino de Vera s/n
- Road CENTRO ECOLOGIA QUIMICA DE VERA
- Camino de Vera, s/n Edificio 4A
- Camino de Vera, s/n
- Instituto Universitario de Automática e Informàtic
- Road de Vera Dto alimentos
- Road DE VERA, S/N (EDIFICIO 8K)

Back New delegation Be assigned



- If it doesn't exist, it must be created as «New Delegation» and afterwards, «Register» the delegation that has been newly created.

Delegation main information

Company: [REDACTED]

Name

Address

Zip code

Country

Province

Location

Phones * [Register](#)

Main	Type	Number	Options
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No telephones

Por razones de calidad, es necesario darnos al menos una dirección de correo electrónico corporativo(Email) y una dirección Web corporativa(Http)

Email company [Register](#)

Web company [Register](#)

Main	Protocol	Address	Options
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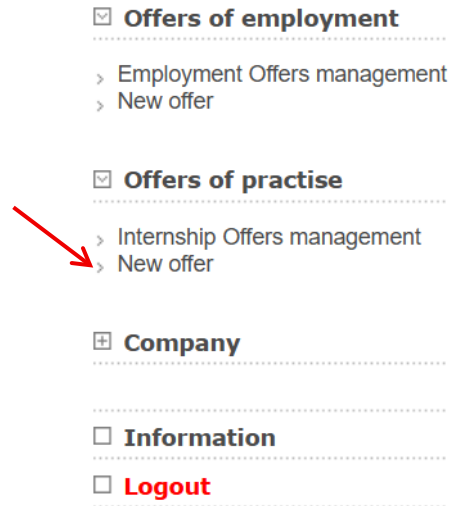
No web address

[Back](#)

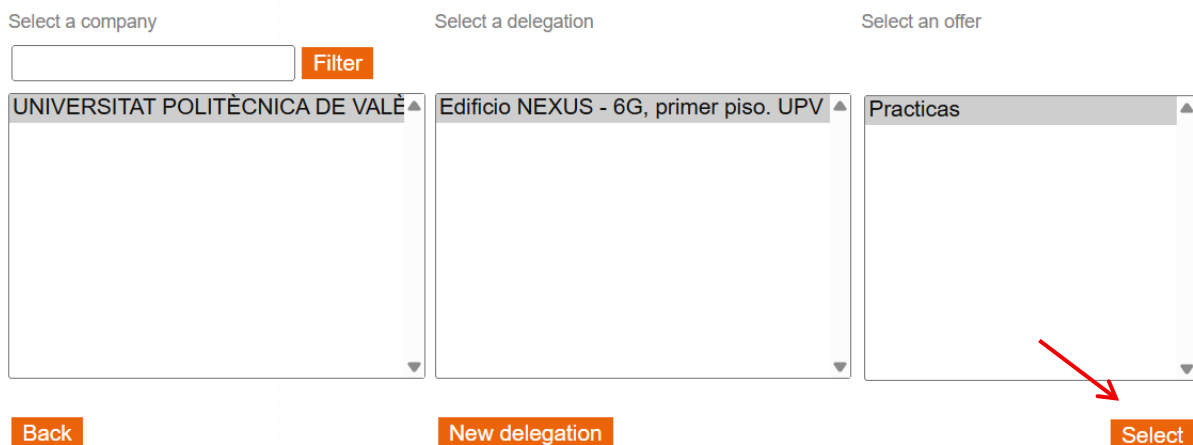
[Send](#)

STEP 2: ADD AN INTERNSHIP OFFER

- Access the menu at the left «Offers of Practice» and select «New Offer».



- Since the user that manages de internship offers can hold multiple working delegations in the same organization, or even be the manager of different organizations, the specific organization and delegation where the internship will take place needs to be selected when making the offer. If the delegations is not logged, it can also be created by means of «New delegation». After selecting the working delegations, you need to click on «**Select**».



The screenshot shows a selection interface with three columns:

- Select a company:** A search box with a 'Filter' button. Below it, a dropdown menu is open showing 'UNIVERSITAT POLITÈCNICA DE VALÈNCIA'.
- Select a delegation:** A dropdown menu is open showing 'Edificio NEXUS - 6G, primer piso. UPV'.
- Select an offer:** A dropdown menu is open showing 'Practicas'. A red arrow points to the 'Select' button below this menu.

Below the selection area, there are three buttons: 'Back', 'New delegation', and 'Select'.



- Next, a questionnaire, in which the information of the new offer should be added, will open:

Options

Publish company name in the offer

Back

Save

➤ **Main information of the offer:**

- Title: Title that will appear in the offer.
- Entry date: Date in which the offer will be published after its validation by the UPE.
- End date: End date of the offer.
- Incorporation date: Estimated date in which the student should join in. It can be «Immediate».
- Place of internship realization: Place where the internship will take place.
- Number of positions: Number of positions asked to be covered.
- Aim of activities to be done: Description of the activities that the person will carry out in the framework of the internship.

➤ **Student requirements:**

- Required qualification.
- Attending: Irrelevant or last year.
- Specifications.
- Requisite expertise.
- Languages *.

➤ **Internship conditions:**

- Workday.
- Time spent in the centre.
- Expected duration.
- Gross amount of financial aid.
- Stay during the internship.
- Driving Licence *.
- Own vehicle *.
- Flexible conditions.
- With possibility of getting hired.

➤ **Inside observations:** Only visible for the UPE.

➤ **Publish the Name of the Organization in the Offer:** It's recommended to select that option.

*** IMPORTANT:** The language requirement, driving licence and own vehicle are exclusive, thus, if selected, students without these options registered in their CV won't be selected.





- To finish, click on «**Save**», the app will revise the information and in case there is any error, the part that needs to be changed will be indicated. In case everything is correct, the next message will appear:



Moving forward, you will be redirected automatically to the offers panel of the organization, where all the offers are shown in their different stages:

- **DRAFT:** The offer has been registered but it hasn't been sent to be published yet.
- **VALIDATION PENDING:** The offer has been registered and sent to the UPE for its revision and publishing.
- **VALIDATED (PENDING PUBLICATION):** The offer has been approved by the UPE and is pending publication.
- **PUBLISHED:** The offer has been published for the students that are registered for internship opportunities.
- **REJECTED:** The offer has been rejected by the UPE because it's not suitable for its publishing.
- **WAITING:** The offer has reached its finishing date.
- **COVERD:** Final stage of the offer when a student has been selected.
- **CLOSED:** Final stage of the offer when no student has been assigned to it.

- The offer that we have just created will be shown as «**DRAFT**». You can make modifications on the offer.

- See the offer in the format that students are shown. 
- Modify the information in the offer. 
- Rule the offer out. 
- Duplicate the offer. 


Borrador						
Drafts						
Ref. ▼	Company	Activation date End date	Description	Status	Management	
DL-68445	UNIVERSITAT POLITÈCNICA DE VALÈNCIA (UPV)	24/02/2026 24/03/2026	Trial	DRAFT	    	

Status

- Once the UPE has revised and validated the offer, it will reach the stage «**PUBLISHED**».

STEP 3: REVISE INTERNSHIP OFFERS

- In order to revise the different offers of the internship in each of the different stages, you need to access the section «**Internship Offers Management**» in Offers of Practice.



- Offers of employment**
 - > Employment Offers management
 - > New offer
- Offers of practise**
 - > Internship Offers management
 - > New offer 
- Company**
- Information**
- Logout**

- Next, you will see an example of the offer panel.

Panel de Ofertas

Borrador

Borradores ▼

Ref.▼	Empresa	Fec. Ini Fec. Fin	Descripción	Estado	Gestión
DL-55472	Universitat Politècnica de València UPV	14/12/2022 14/01/2023	PRUEBA ETSIT	BORRADOR	    Enviar

<<<< << < > >> >>>>






Estado ▼

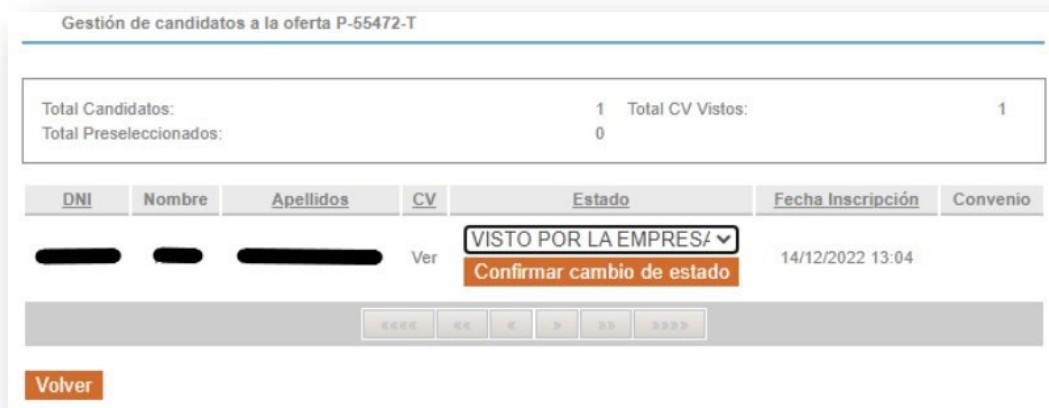
Seleccione...

Total de Ofertas recuperadas: 0

Ref.▼	Centro	Empresa	Fec. Ini Fec. Fin	Descripción	Estado	Inscritos	Gestión
P-55461-L	BB.AA.	Universitat Politècnica de València UPV	05/12/2022 05/01/2023	Tratamientos de restauración de pintura mural y estucos ornamentales.	PDTE VALIDAR	0	 
P-55405-L	BB.AA.	Universitat Politècnica de València UPV	28/11/2022 28/12/2022	Servei Promoció i Normalització Lingüística. Difusió i promoció	PUBLICADA	5	 
P-55181-L	BB.AA.	Universitat Politècnica de València UPV	26/10/2022 10/11/2022	ASISTENTE DE FOTOGRAFÍA Y VIDEO EN PLATOS DE FBBAA	EN ESPERA	20	 
P-55048-L	BB.AA.	Universitat Politècnica de València UPV	05/10/2022 14/10/2022	Prácticas de conservación en el Instituto de Restauración del Patrimonio	CUBIERTA	20	 

Vista de ofertas

- The actions that can be done from the offer panel are:
 - See the offer in the format that students are shown. 
 - Modify the information of the offer . The offer can only be modified when its a DRAFT. To modify the offer once it's been sent to the UPE, contact directly with them.
 - Discard the offer . The offer is deleted when it's a DRAFT.
 - Duplicate the offer . It can be duplicated in order to create a new offer with a different reference number.
 - See registered students . When the Cuando la UPE validates the registered CVs, the organization is notified on CVs that can be revised in the platform. When selecting the option «See» the standard CV of the SIE will open, and the state will change to **“SEEN BY THE ORGANIZATION”**, which can be seen by the student



DNI	Nombre	Apellidos	CV	Estado	Fecha Inscripción	Convenio
██████	██████	██████████	Ver	VISTO POR LA EMPRESA	14/12/2022 13:04	

- If the student is selected to cover the offer, the stage will have to be changed to **“SELECTED”**; in case it's not selected, then **“NOT SELECTED”**.

Once the conditions for starting the internship are agreed with the student(s), the work placement agreement needs to be generated through [Calculation of Traineeship](#) before it starts.

All the information available is [here](#).



STEP 4: MODIFY THE INFORMATION OF THE ORGANIZATION

- The registered organizations can do the next operations:

Main site

☑ Offers of employment

- > Employment Offers management
- > New offer

☑ Offers of practise

- > Internship Offers management
- > New offer

☑ Company

- > Assign to delegation
- > New delegation
- > View delegation info
- > Modify user data

- Assign to delegation. The user that manages de internship offers of the organization can be assigned to a particular working delegation of the organization.

- New delegation. The user can create a new working delegation of the organization.

- View delegation info. To view the details and contact information of the delegations of the organization.

- Modify user data. To modify the details of the user.