

www.2BECONNECTED.org.CY/

2BECONNECTED PLACEMENTS PLATFORM

SEAMLESSLY CONNECTING STUDENTS WITH ORGANIZATIONS



MANUAL, WEB PLATFORM

A person is shown from the side, wearing a light-colored hoodie, writing on a notepad with a black pen. The notepad has some handwritten notes and a small sticky note. In the background, there is a laptop and a dark cup. The entire scene is overlaid with a semi-transparent blue filter. The text 'OVERVIEW OF PLACEMENT PROCESS' is centered in large, white, bold, sans-serif font.

OVERVIEW OF PLACEMENT PROCESS

Organization fills in details and publishes placement

Students receive placement alert or search and apply for placement until expiration date

Placement expiration date ends. Organization ranks and hires students

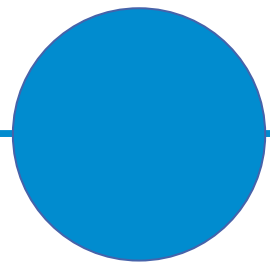
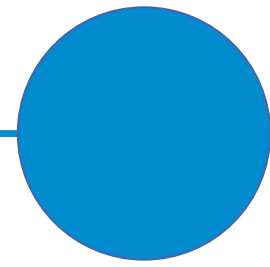
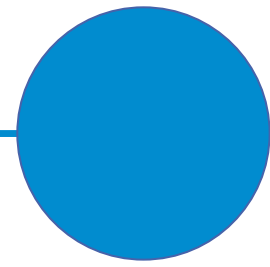
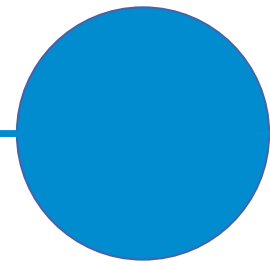
Organization, Student, Academic, University Representative sign Contract

**PUBLISH
PLACEMENT**

APPLY

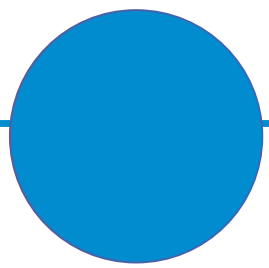
HIRE

CONTRACT

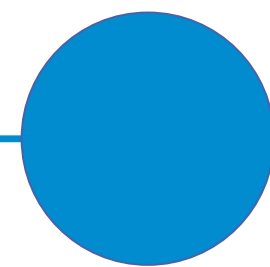
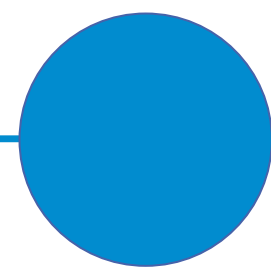
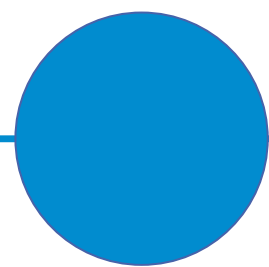
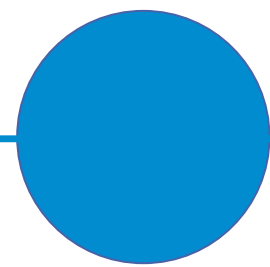
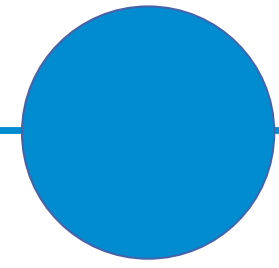


PLACEMENT ENDS

PLACEMENT STARTS



PLACEMENT RUNS – Students complete logs



FEEDBACK

STUDENT REPORT

ACADEMIC ASSESSMENT

PLACEMENT COMPLETES

Student and Organization complete their feedback

Student completes his/her final report

Academic reviews the report and evaluates

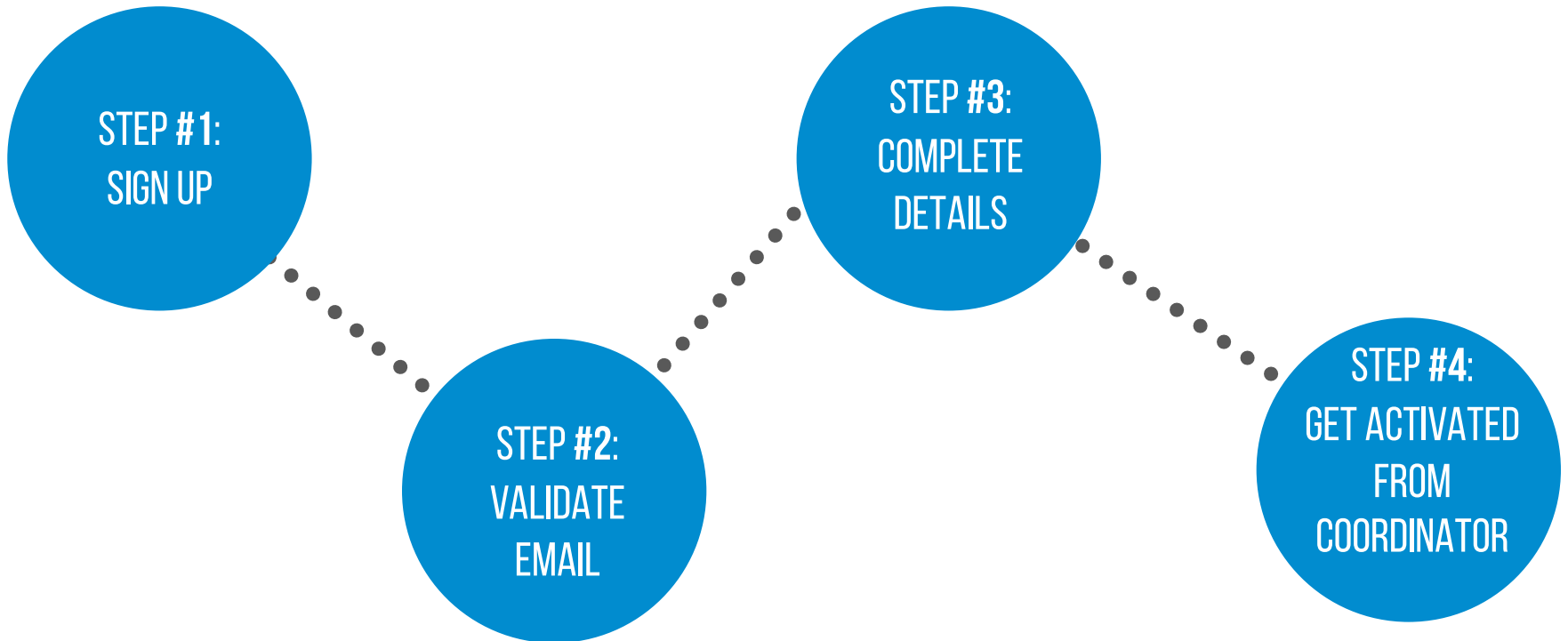
University Liaison Officer signs off that all is in order and the placement ends

ORGANIZATION



ORGANIZATION REGISTRATION

4X STEP PROCESS



ORGANIZATION **REGISTRATION**

AVAILABLE DIRECTLY OR DURING SIGNUP



Student Sign Up

Organization Sign Up

Academic Sign Up

Already have an account? [Login](#)

SIGN UP ACCOUNT

FOR STUDENTS, ORGANIZATIONS AND ACADEMICS

User Registration

[Back](#)

* Email:

Please enter Email

* Password:

Please enter Password

* Confirm Password:

Please confirm the password

By ticking this box you agree to our **Terms and Conditions**

By ticking this box you consent to the processing of your personal data by the University of Cyprus as specified in the **Privacy Statement** and to profiling for the purpose of providing recommendations to employers.

View our **Security Tips** and enhance your awareness on security topics.

[Submit Application](#)

Compulsory to accept

Complete process

An account has been created for you in 2BeConnected

Please click on the following link to activate your account [Activation page: 64155368-a3ec-4189-86dc-8f0a41c9ceaf](#)

Thank you,
2BC Team

COMPLETE REGISTRATION DETAILS

AFTER EMAIL VALIDATION

Edit Profile [Edit Profile Settings](#) [Upload Profile Picture](#)

Profile Information

*** Organization Name:** **Website:**

Please enter Organization Name Please enter Website

Email:

Please enter Email

Telephone:

Please enter Telephone

*** Address:** *** City:** **Post Code:**

Please enter Address Please enter City Please enter Post Code

District: *** Country:**



Please select District Please select Country

UPLOAD COMPANY LOGO

AFTER EMAIL VALIDATION

Edit Profile Edit Profile Settings [Upload Profile Picture](#)

Profile Picture

[remove]

[Back to List](#)

PENDING ACTIVATION

AFTER REGISTRATION

User Registration



Thank you for submitting your profile details. Your profile is pending activation

A representative will validate your account and will come back to you within the next 72 hours.

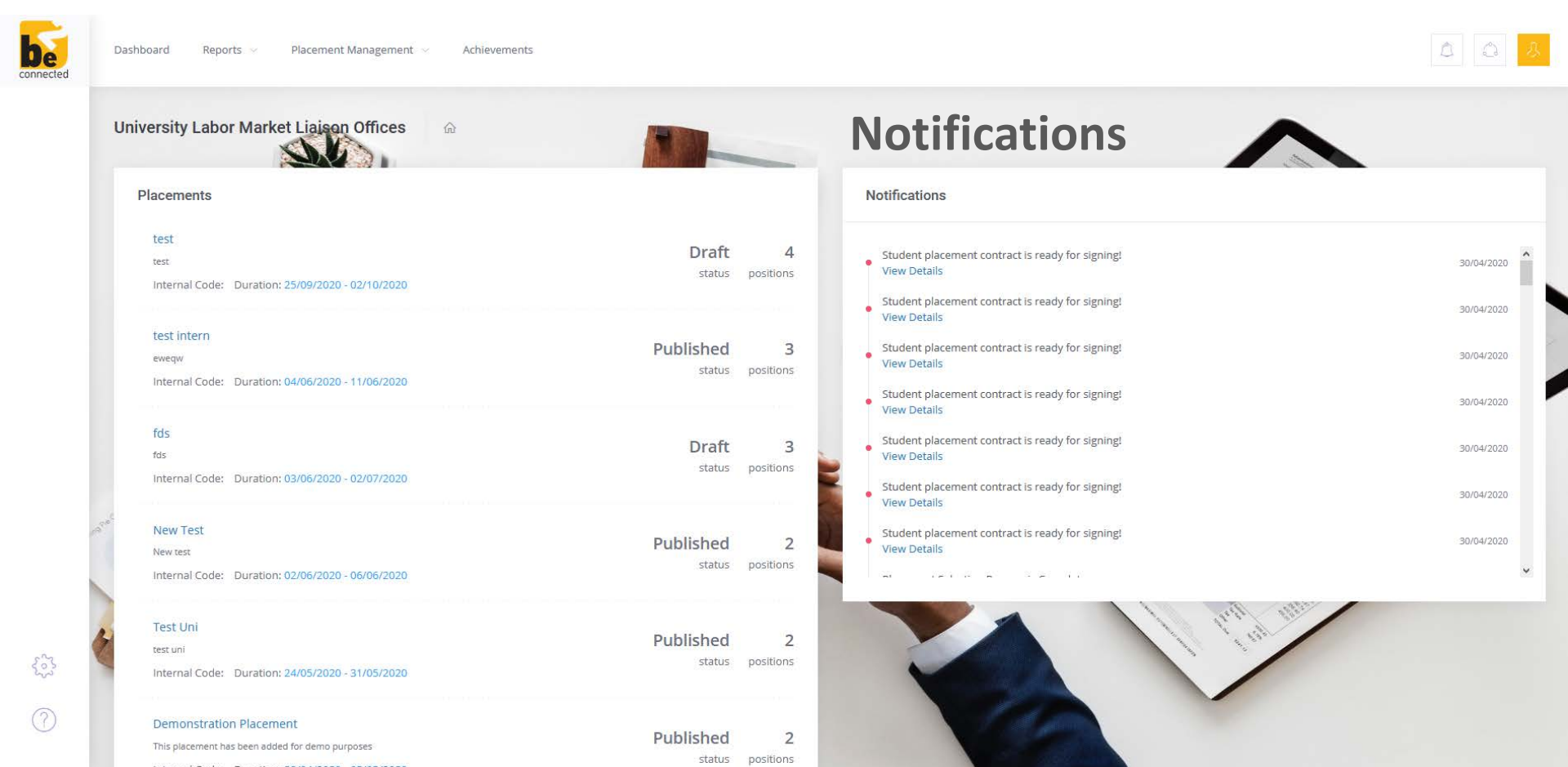
[Done - Go to 2BC Website](#)

IMPORTANT

Requires the **Coordinator** to activate the **organization** account

ORGANIZATION DASHBOARD

UI DESIGN



Placement info

REPORTS

Dashboard

Reports ▾

Placement Management ▾

Achievements

University

Placements



Placements



Placement	Status	Publication Date	Expiration Date	Start Date	End Date	Skills	Number of Positions	Payment	Actions
T test internship Internship id: 2001 Internal code: web dev 2019-03	Completed	10/03/2020	18/04/2020	22/08/2019	22/08/2019	C# CSS HTML	2	€100	

PROFILE MANAGEMENT

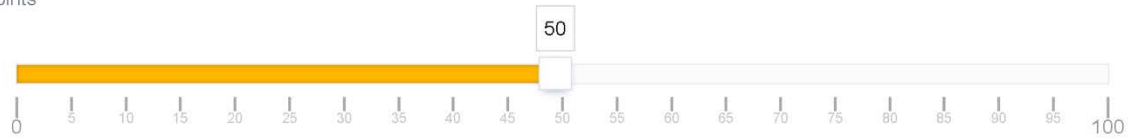
RANKING WEIGHTS MANAGEMENT

Weight

Note: All weights should sum up to 100 points

* GPA (%):

Please select GPA



* Personal Endorsements (%):

Please select Personal Endorsements



* Skill Endorsments (%):

Please select Skill Endorsments



Submit

Go to profile View

IMPORTANT

These weights will be used for the student ranking and selection process

ORGANIZATION REPORTS

PLACEMENTS

Dashboard Reports Placement Management Achievements

University

Placements

Placements




+ Create New Placement

Placement ID: E.g: 4590 Duration: From ... To Publication Date-Publication Expiration Date: Publication ... Expiration Status: Completed

Search

Show 25 entries

Search:

Placement	Status	Publication Date	Expiration Date	Start Date	End Date	Skills	Number of Positions	Payment	Actions
T test internship Internship id: 2001 Internal code: web dev 2019-03	Completed	10/03/2020	18/04/2020	22/08/2019	22/08/2019	C# CSS HTML	2	€100	  

Showing 1 to 1 of 1 entries

Standard Filters

List of Placements

Placement
Details

Press button to create
a new placement academic

PLACEMENT MANAGEMENT

Placement Management 

Achievements

Placement Management

ents



Create New Placement

Covered in the next Section



Search My Placements

Search my placements

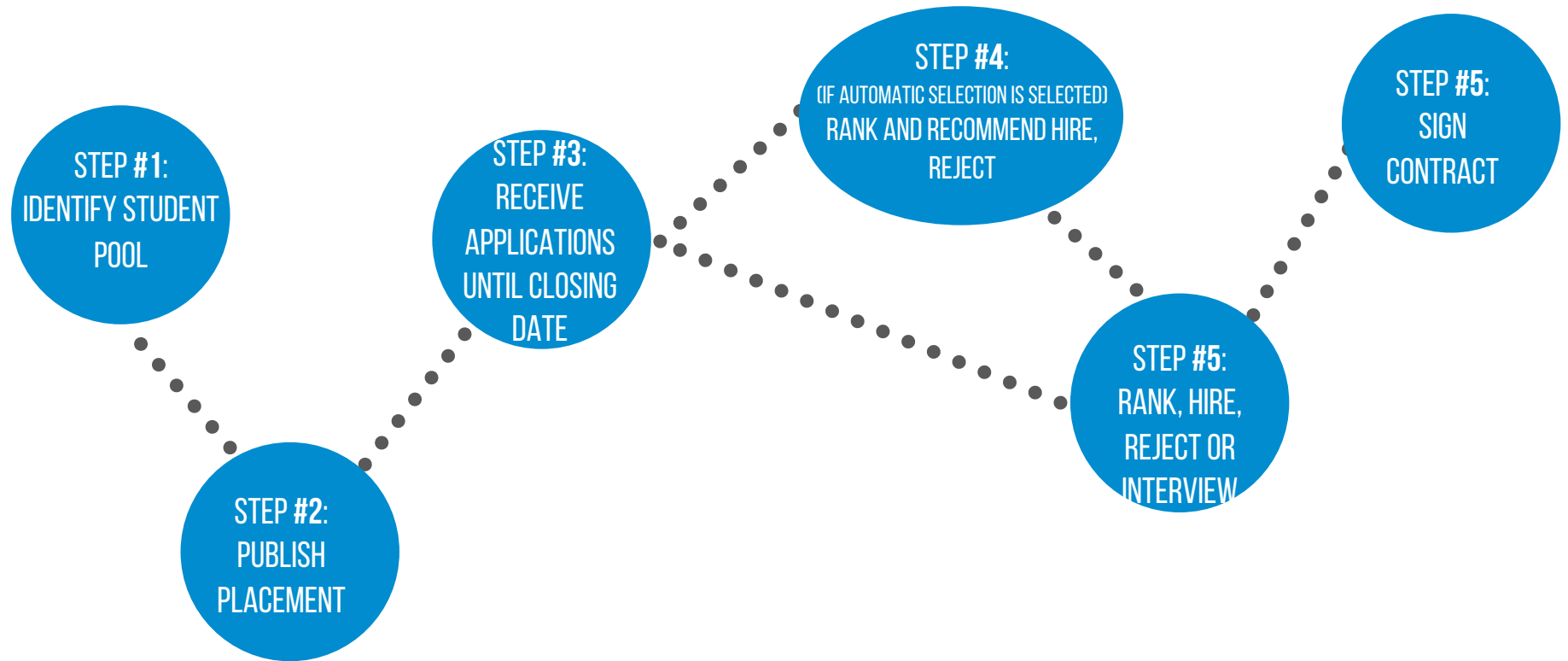


Contracts

View my contracts

PLACEMENT MANAGEMENT PROCESS

A 6 STEP PROCESS



IMPORTANT

The selection of the candidates and the ranking is performed according to the organization's weight preferences

CREATE PLACEMENT

OVERVIEW

STEP #1: IDENTIFY STUDENT POOL

Complete required information

- Title: A title for the placement e.g., C# Developer
- Description: All the placement details required
- Publication Date: The date that the placement will be published to students and become active
- Expiration Date: The date on which the placement will stop receiving applications and will proceed to the hiring process

Create New Internship

Placement Information

* Title:

* Description:

* Publication Date ⓘ

* Expiration Date ⓘ

* Automatic Selection:

* Includes Training:

* Skills:

- ALT
- C
- C#
- C++
- CSS
- English
- Excel

* Start Date

* End Date

* Number of Positions:

* Additional Payment:

- Number of positions: The available placements
- Payment: Additional payment to the student (not as part of the project's payments)
- Automatic Selection: The system will rank the students and recommend appropriately who to hire
- Includes training: signifies if training will be included

CREATE PLACEMENT

SELECT SKILLS

STEP #1:
IDENTIFY STUDENT
POOL

Create New Internship

Placement Information

* Title:

Title

* Description:

Description

* Publication Date ⓘ

Publication Date

* Expiration Date ⓘ

Expiration Date

* Automatic Selection:



* Includes Training:



Skills:

ALT
C
C#
C++
CSS
English
Excel

Start Date

End Date

* Number of Positions:

Number of Positions

* Additional Payment:

Additional Payment

Skills:

✕ C#

Number of student profiles matching: 623 [Check match]

The user can select skills.
The system will indicate how many students
have those skills.

**STUDENT SELECTED BECAUSE
OF MATCHING SKILLS**

CREATE PLACEMENT

SELECT UNIVERSITY/IES

Create New Internship

Placement Information

* Title:

Title

* Description:

Description

Academic Institutions:

University of Cyprus
UCLan Cyprus
Cyprus University of Technology
Neapolis University Pafos
Frederick University
European University Cyprus
University of Nicosia

STEP #1:
IDENTIFY STUDENT
POOL

The user can select zero or, one or more universities.

The system will limit the placement's availability only to the selected universities, unless none are selected.

CREATE PLACEMENT

ADJUST WEIGHTS

STEP #2:
PUBLISH
PLACEMENT

Weight
Note: All weights should sum up to 100 points

* GPA (%):
Please select GPA Weight

* Personal Endorsements (%):
Please select Personal Endorsements

* Skill Endorsements (%):
Please select Skill Endorsements

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

0

[Publish Internship](#) [Create Draft](#) [Cancel](#)

The weights selected will be used to rank students during the selection process

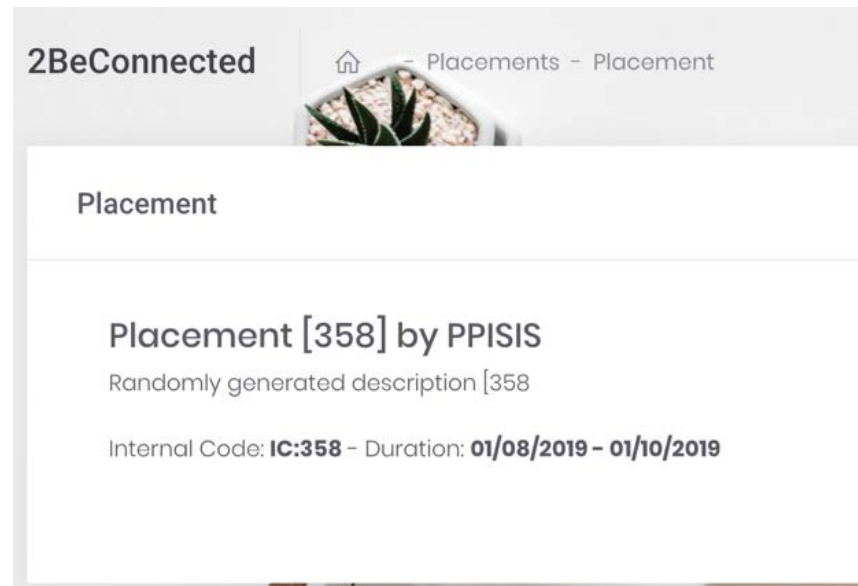
Note that different weights can be used for each placement of the same organization.

PUBLISH PLACEMENT

PLACEMENT ALERT

STEP #2:
PUBLISH
PLACEMENT

The students that can apply for the placement, receive a placement alert automatically generated by the system. They can then click and apply for the placement.



The screenshot shows a web interface for 2BeConnected. At the top left is the logo "2BeConnected". To its right is a home icon and the breadcrumb "Placements - Placement". Below this is a header "Placement" with a horizontal line underneath. The main content area displays "Placement [358] by PPISIS" in bold, followed by "Randomly generated description [358]" in a smaller font. At the bottom, it shows "Internal Code: IC:358 - Duration: 01/08/2019 - 01/10/2019". A small image of a succulent in a white pot is visible in the background of the header area.

RECEIVE APPLICATIONS

The system then waits until the expiration date allowing any student that matches the skills and meets all conditions (if in the selected university list, has less than two placements and does not have 5 active applications) to apply for the placement.

The organization can view the students that have applied.

STEP #3:
RECEIVE
APPLICATIONS UNTIL
CLOSING DATE

Status	Publication Date	Expiration Date	Start Date	End Date	Skills	Number of Positions	Additional Payment	Actions
Completed	21/08/2019	22/08/2019	22/08/2019	22/08/2019	C# CSS HTML	1	100	
Published	11/12/2019	11/12/2019						

Showing 1 to 2 of 2 entries

Internal Code: POS2019-13 - Duration: 01/01/2020 - 01/03/2020

Applicants

Show: 25 entries

Search:

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	V Timothy Vanstone Student id: 2527	Applied	University of Nicosia Bachelor of Science - Social Work	8.86	3rd year	C# German PowerPoint Word	Cyprus	
2	C Roger Clapp Student id: 1788	Applied	University of Nicosia Master in Business Administration - Concentration: Finance	8.64	3rd year	Excel Greek LCCI R	Cyprus	
3	Y Luce Yeo Student id: 1760	Applied	University of Nicosia Master in Computer Science	8.33	3rd year	German HTML PowerPoint SQL	Cyprus	
4	N Alveredus Norrish Student id: 2939	Applied	Frederick University Πτυχίο Γραφικών Τεχνών και Διαφημιστική Σχεδίαση	8.04	3rd year	ALT C HTML Word	Papua New Guinea	

AUTOMATIC SELECTION

RECOMMENDATION SYSTEM

As soon as the expiration date is complete, the system ranks the students based on the organizational weights

NOTE: the student does not complete the selection process. Only the organization user can do that.

STEP #4:
RANK AND
RECOMMEND HIRE,
REJECT

Back

test internship

front-end web development using microsoft's .net framework and

Internal Code: **web dev 2019-03** - Duration: **22/08/2019 - 22/08/2019**

Completed

status

1

positions

100

payment

no

training

Applicants

Show 25 entries

Search:

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	G Gian Grace Student id: 1850	Rejected	University of Cyprus B.A. in Primary School Teaching	6.19	3rd year	C# CSS HTML Word	Cyprus	
2	S TEST Student Student id: 5186 Endorsed by: x1	Offer	UCLan Cyprus MBA	15	2nd year	C# x1 CSS HTML SQL	Cyprus	
3	M Watkin Macbeth Student id: 1262	Rejected	University of Nicosia Master in Business Administration - Concentration: Marketing	0.16	3rd year	C# CSS HTML SPSS	Cyprus	

COMPLETE PLACEMENT PROCESS

Regardless of Automatic Selection, the organization user is the only one who can complete the process of student selection.

**STEP #5:
RANK, HIRE, REJECT
MANUALLY**

Complete Process

Back

Awaiting Decisions

status

1

positions

0

payment

no

training

International - Duration: 01/01/2020 - 01/03/2020

Applicants

Show 25 entries

Search:

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	V Timothy Vanstone Student id: 2527	Applied	University of Nicosia Bachelor of Science - Social Work	8.86	3rd year	C# German PowerPoint Word	Cyprus	offer reject interview
2	C Roger Clapp Student id: 1788	Applied	University of Nicosia Master in Business Administration - Concentration: Finance	8.64	3rd year	Excel Greek LCCI R	Cyprus	offer reject interview
3	Y Luce Yeo Student id: 1760	Applied	University of Nicosia Master in Computer Science	8.33	3rd year	German HTML PowerPoint SQL	Cyprus	offer reject interview
4	N Alveredus Norrish Student id: 2939	Applied	Frederick University Πτυχίο Γραφικών Τεχνών και Διαφημιστικού Σχεδίου	8.04	3rd year	ALT C HTML Word	Papua New Guinea	offer reject interview

3 options: offer placement, reject placement and ask for interview

COMPLETE PLACEMENT PROCESS

STEP #5: RANK, HIRE, REJECT MANUALLY

If the user selects only “accept” or “reject”, the the process can be completed.
If however the user selects to “interview” students, then the process will complete after the interviews

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	V Timothy Vanstone Student id: 2527	Applied	University of Nicosia Bachelor of Science - Social Work	8.86	3rd year	C# German PowerPoint Word	Cyprus	offer reject interview
2	C Roger Clapp Student id: 1788	Applied	University of Nicosia Master in Business Administration - Concentration: Finance	8.64	3rd year	Excel Greek LCCI R	Cyprus	offer reject interview
3	Y Luce Yeo Student id: 1760	Applied	University of Nicosia Master in Computer Science	8.33	3rd year	German HTML PowerPoint SQL	Cyprus	offer reject interview
4	N Alveredus Norrish Student id: 2939	Applied	Frederick University Πτυχίο Γραφικών Τεχνών και Διαφημιστικού Σχεδίου	8.04	3rd year	ALT C HTML Word	Papua New Guinea	offer reject interview

3 options: offer placement, reject placement and ask for interview

COMPLETE PLACEMENT PROCESS

INTERVIEWS

**STEP #5:
RANK, HIRE, REJECT
MANUALLY**

When the interview button is pressed, the user selects a date/time to interview the student.

The process will complete after the interviews

Please provide the below details to continue

* Student Name
Aveline Webber

* Interview date
04/06/2020

* Interview time
9:00

Confirm

Placement Send out interview invitations Book

Demonstration Placement

This placement has been added for demo purposes

Awaiting Decisions

2 €100 no
status positions payment training

Internal Code - Duration: 28/04/2020 - 05/05/2020

Applicants

The GPA presented is normalized in the range of 0-10 in order to make comparisons easier in case that two or more universities are using different scales

Show 28 entries

Search:

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	Aveline Webber Student id: 2384	Interview 04/06/2020 9:00	Cyprus University of Technology ΜΑ Διαδραστικά Πολυμέσα	4.51	3rd year	C# CSS ETL Excel SPSS	Andorra	offer reject interview
2	George Harris Student id: 1705	Applied	Frederick University Μεταπτυχιακό στο Διεθνές Εμπόριο και Ναυτιλιακή Διοίκηση	0.97	3rd year	C# ETL Excel SPSS Word	Cyprus	offer reject interview

Important Information

By selecting this option, all students selected for for an interview will be notified.

Cancel Proceed

COMPLETE PLACEMENT PROCESS

INTERVIEWS

**STEP #5:
RANK, HIRE, REJECT
MANUALLY**

After the interviews, the organization can offer or reject a placement position to a student. When all decisions have been finalized, the organization can complete the process.

Complete Process

Back

Demonstration Placement

This placement has been added for demo purposes

Awaiting Decisions

2

€100

no

status

positions

payment

training

Internal Code: - Duration: 28/04/2020 - 05/05/2020

Applicants

The GPA presented is normalized in the range of 0-10 in order to make comparisons easier in case that two or more universities are using different scales

Show 25 entries

Search:

Rank	Student	Status	Institution	GPA	Year of Study	Skills	Nationality	Actions
1	W Aveline Webber Student id: 2384	Offer after interview	Cyprus University of Technology ΜΑ Διαδραστικά Πολυμέσα	4.51	3rd year	C CSS ETL Excel SPSS	Andorra	offer reject <small>Student has been informed about the interview</small>
2	H George Harris Student id: 1705	Reject after interview	Frederick University Μεταπτυχιακό στο Διεθνές Εμπόριο και Ναυτιλιακή Διοίκηση	0.97	3rd year	C# ETL Excel SPSS Word	Cyprus	offer reject <small>Student has been informed about the interview</small>
3	G Annabella Gullock Student id: 1103	Offer	University of Nicosia Master in Business Administration - Concentration: Finance	0.82	1st year	C# CSS ETL Excel Javascript	Cyprus	offer reject interview
4	H Heneage Hodge Student id: 3880	Offer	University of Nicosia Bachelor of Arts - International Relations and European Studies	0.61	3rd year	C++ ETL German R Word	Cyprus	offer reject interview
5	B Ebulus Blackmore Student id: 2900	Offer	University of Nicosia Bachelor of Science - Concentration: Tourism, Leisure and Events Management	0.54	3rd year	ETL French Greek HTML Javascript	Cyprus	offer reject interview

Showing 1 to 5 of 5 entries

< 1 >

VIEW PLACEMENTS

PLACEMENT MANAGEMENT

Organizations can view the history and manage their placements from the placements view

Placement	Status	Publication Date	Expiration Date	Start Date	End Date	Skills	Number of Positions	Additional Payment	Actions
B Backend 2 Internship id: 2007 Internal code: pos-14	In progress	11/12/2019	11/12/2019	01/02/2020	01/04/2020	CSS HTML SQL	1	0	
B Backend Developer Internship id: 2008 Internal code: POS-13	Published	28/12/2019	28/12/2019	01/02/2020	01/03/2020	C# English Javascript	1	100	
T Test Internship 2 Internship id: 2005 Internal code: AD5678	In progress	10/12/2019	10/12/2019	13/12/2019	31/12/2019	C# SQL	1	800	
T test internship Internship id: 2001 Internal code: web dev 2019-03	Completed	21/08/2019	22/08/2019	22/08/2019	22/08/2019	C# CSS HTML	1	100	
T Test Internship Internship id: 2004 Internal code: AD1234	Awaiting Decisions	10/12/2019	10/12/2019	18/12/2019	30/12/2019	C# CSS SQL	2	500	
W Web Design position Internship id: 2003 Internal code: POS2019-13	Awaiting Decisions	11/12/2019	11/12/2019	01/01/2020	01/03/2020	CSS HTML	1	0	
W Web Developer Internship id: 2008 Internal code: POS-2019-123	Published	28/12/2019	28/12/2019	01/01/2020	01/05/2020	C# CSS HTML	1	500	

CONTRACT SIGNING

PLACEMENT MANAGEMENT

STEP #6: SIGN CONTRACT

When decisions are finalized, for every student that gets offered a placement, the system will generate a contract. All the information about the contract is displayed including contractual responsibilities for all parties.

Placement Contract Back

test internship Completed 1 100 no
front-end web development using microsoft's .net framework and status positions payment training

Internal Code: **web dev 2019-03** - Duration: **22/08/2019 - 22/08/2019**

Contract Details and Involved Parties

Contact Details

Υποχρεώσεις και Αρμοδιότητες

Το Πανεπιστήμιο δεσμεύεται κι αναλαμβάνει να:

- παρέχει την απαραίτητη υποστήριξη και καθοδήγηση προς τον φοιτητή και τον Φορέα Υποδοχής
- ορίσει **Επιβλέποντα**, ο οποίος θα ελεγχσει και θα αξιολογήσει τη διαδικασία και πορεία της τοποθέτησης

Ο Φορέας Υποδοχής (επιχείρηση/οργανισμός) δεσμεύεται κι αναλαμβάνει να:

- ορίσει **Εργασιακό Καθοδηγητή**, ο οποίος θα έχει την ευθύνη να παρέχει στήριξη, καθοδήγηση, εκπαίδευση και ανατροφοδότηση στον φοιτητή αναφορικά με τις εργασίες που του ανατίθενται
- εξασφαλίζει ότι οι εργασίες που ανατίθενται στον φοιτητή συμμορφώνονται με εκάστη που έχουν συμφωνηθεί στο πρόγραμμα της τοποθέτησης
- εξασφαλίζει ότι ο κίνδυνος που απορρέει από δραστηριότητες και εργασίες, στις οποίες συμμετέχει ο φοιτητής, έχουν υπολογιστεί/αξιολογηθεί κατάλληλα
- παρέχει (όποτε ζητηθεί) στον Επιβλέποντα/Πανεπιστήμιο ανατροφοδότηση της προόδου της τοποθέτησης και να δέχεται επισκέψεις παρακολούθησης από το Πανεπιστήμιο κι από τη Μονάδα ΕΚΤ (ενδιάμεσος φορέας/χρηματοδότης) για τη διασφάλιση της αποτελεσματικής εφαρμογής αυτής
- ασφαρίζει υλοποίηση οποιονδήποτε πειθαρχικών μέτρων κατά του φοιτητή χωρίς την προγενέστερη γνωστοποίηση/ενημέρωση του Πανεπιστημίου για το θέμα
- εξασφαλίζει στον φοιτητή το κατάλληλο εργασιακό περιβάλλον, το οποίο να συνάδει με τις σχετικές πρόνοιες της Νομοθεσίας και θα αφορά:
 - την ενσωμάτωση της Ασφάλειας Ειδικής του Εργαστή (δεν εφαρμόζεται στις περιπτώσεις τοποθετήσεων στο Δημόσιο Τομέα)
 - την Ασφάλεια και Υγεία στην εργασία (συμπεριλαμβανομένων θεμάτων προστασίας σε περίπτωση ΑμΕΑ)
 - την Προστασία από οποιονδήποτε μορφή Παρενόληθης ή/και Διάκρισης
 - την Τήρηση των υγιών εργασιών που έχουν συμφωνηθεί
 - την Προστασία των Προσωπικών Δεδομένων του Φοιτητή σύμφωνα με το Γενικό Κανονισμό για την Προστασία Δεδομένων (ΕΕ) 2016/679 και τον περί της Προστασίας των Φυσικών Προσώπων Έναντι της Επεξεργασίας των Δεδομένων Προσωπικού Χαρακτήρα και της Ελεύθερης Κυκλοφορίας των Δεδομένων αυτών Νόμο του 2018 (N. 125(Ι)/2018), ως εκάστοτε τροποποιείται ή αντικαθίσταται.
 - το δικαίωμα (καθορισμένων/δικαιολογημένων) αδειών απουσίας, περιόδων ανάπαυσης και διαλείμματων

Ο Φοιτητής δεσμεύεται κι αναλαμβάνει να:

- ακολουθεί το πρόγραμμα και τους όρους της τοποθέτησης και να γνωρίζει τα καθήκοντα και τις υποχρεώσεις του, σύμφωνα με τους Όρους του Φορέα Υποδοχής για Τοποθετητές φοιτητών (όπου αυτοί εφαρμόζονται), οι οποίοι υπογράφονται από τον Φοιτητή κι αποτελούν αναπόσπαστο μέρος της παρούσας (όπου αυτό εφαρμόζεται)
- πράξει την εγκριμένη περιγραφή των εργασιών/καθηκόντων του και να συμπεριφέρεται με επαγγελματισμό
- συμμορφώνεται με τις οδηγίες και υποδείξεις του Εργασιακού Καθοδηγητή που του έχει ανατεθεί από τον Φορέα υποδοχής (εάν και εφόσον αυτές είναι εύλογες ή/και ηθικές ή/και συνάδουν με τις σχετικές Νομοθεσίες του Κράτους)
- πράξει τους κανόνες, κανονισμούς και πολιτικές του Φορέα υποδοχής (εάν και εφόσον είναι εύλογες ή/και συνάδουν με τις σχετικές Νομοθεσίες του Κράτους)

CONTRACT SIGNING

PLACEMENT MANAGEMENT

STEP #6:
SIGN CONTRACT

The organization then will need to sign the contract to become active (when all signatures from all stakeholders are received)

Placement Contract

Back

test internship

front-end web development using microsoft's .net framework and

Completed

status

1

positions

100

payment

no

training

Internal Code: web dev 2019-03 - Duration: 22/08/2019 - 22/08/2019

Contract Details and Involved Parties

Organization's Signature

Details: test organization (4185)

Signed on: ✓ 23/08/2019 10:20:44

EVERY STAKEHOLDER SIGNS THE APPROPRIATE PLACEHOLDER

Student's Signature

Details: TEST Student (5186)

Signed on: ✓ 23/08/2019 10:22:21

University Representative's Signature

Details: Παναγιώτης Ανδρέου (25)

Signed on: ✓ 23/08/2019 10:23:26

GAMIFICATION SYSTEM

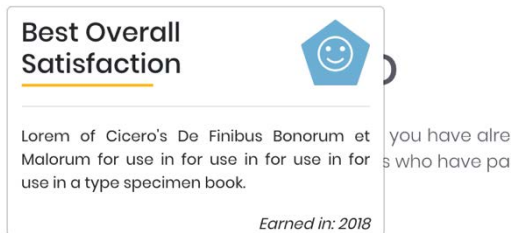
BADGES



Created at the end of August each year

Based on feedback

Top 5 organizations receive the badge



Available badges

- Best Overall Satisfaction
- Best Workplace Environment
- Best place to Foster New Knowledge and Skills
- Best Facilities and Infrastructure
- Best Support
- Best Employability Impact

GAMIFICATION SYSTEM

LEVELS



Calculated automatically

Based on number of completed placements

GOLD MEMBER

Below, you can see the level of your organization relative to the number of successful placements that have been completed at your organization.



23 Internships
10-24 Internships

All organizations start with New Member level

Available Levels

Bronze	1
Silver	5
Gold	10
Platinum	25
Diamond	50

FEEDBACK

PLACEMENT MANAGEMENT

Student Evaluation by the Organization

Instructions: Evaluate the student's performance based on the statements below

Statement	Rate
Your overall satisfaction with the trainee's performance	★★★★★
The trainee's overall preparedness for the work placement	★★★★☆
The trainee's work-related knowledge	★★★★☆
The trainee's field-related skills	★★★★★
The trainee's communication skills (spoken and written)	★★★★☆
The trainee's ability to work well with others (working as part of a team)	★★★★☆
The trainee's problem-solving skills	★★★★☆
The trainee's analytical skills	★★★★☆
The trainee's IT skills (technology literacy)	★★★★★
Understanding of the real work environment (industry awareness)	★★★★★
The trainee's quality of work	★★★★☆
The trainee's self-management	★★★★☆
The trainee's time-management skills	★★★★☆
The trainee's punctuality	★★★★★
The trainee's proactiveness	★★★★☆
The trainee's accountability (e.g., owning up to mistakes)	★★★★☆
The trainee's willingness to engage	★★★★★
The trainee's relationship with colleagues and organization's clients	★★★★☆
The trainee's moral and ethical behaviour	★★★★☆

Comments:

Overall, this placement has been successful in all aspects

Please enter Comments

The feedback is recorded using a dedicated form with specific statements where the organization can evaluate using the 5-star rating system (5 stars being the best possible rating)



THANK YOU