

HEN GEAR Platform

Instructions for Use

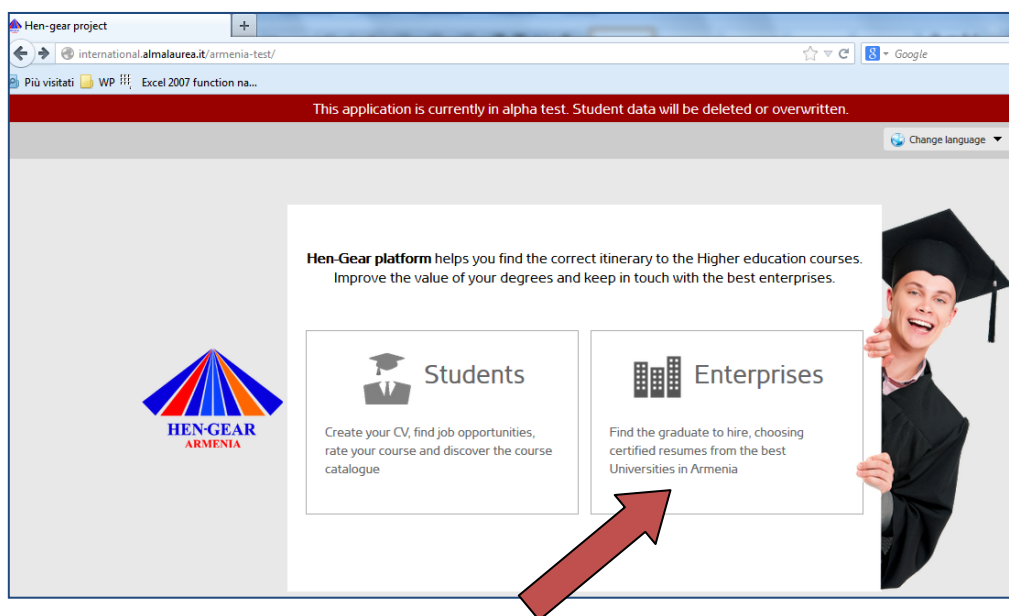
Enterprises Area



HEN GEAR Platform - Instructions for Use

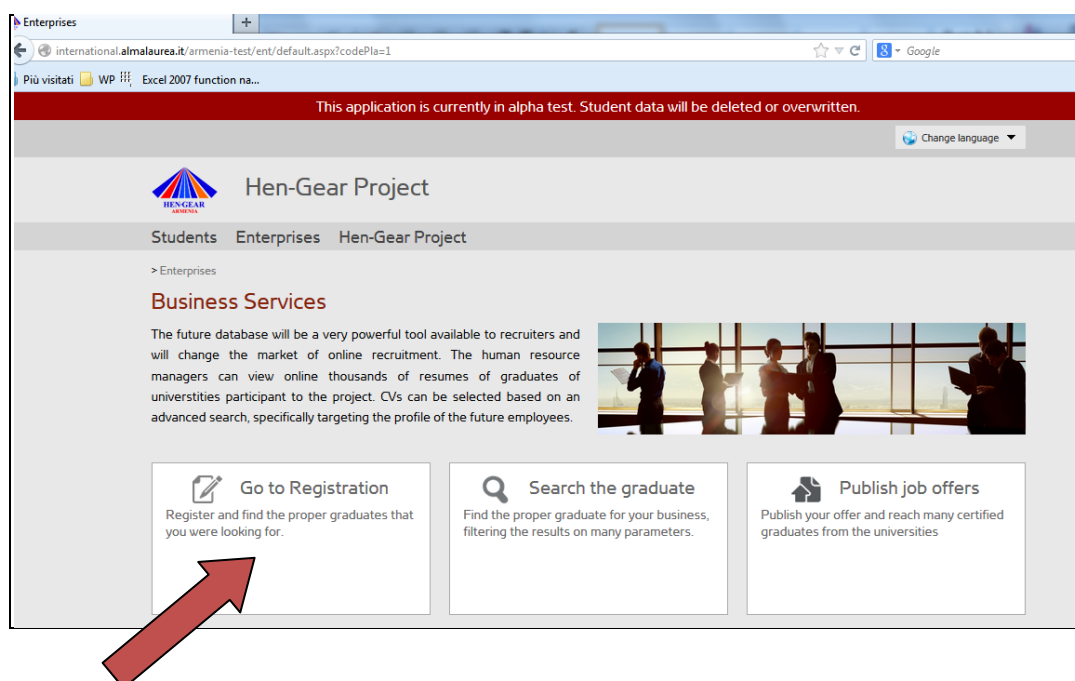
1. Enterprises

On the platform (<http://international.almaulaurea.it/armenia>) click on the “Enterprises” area.

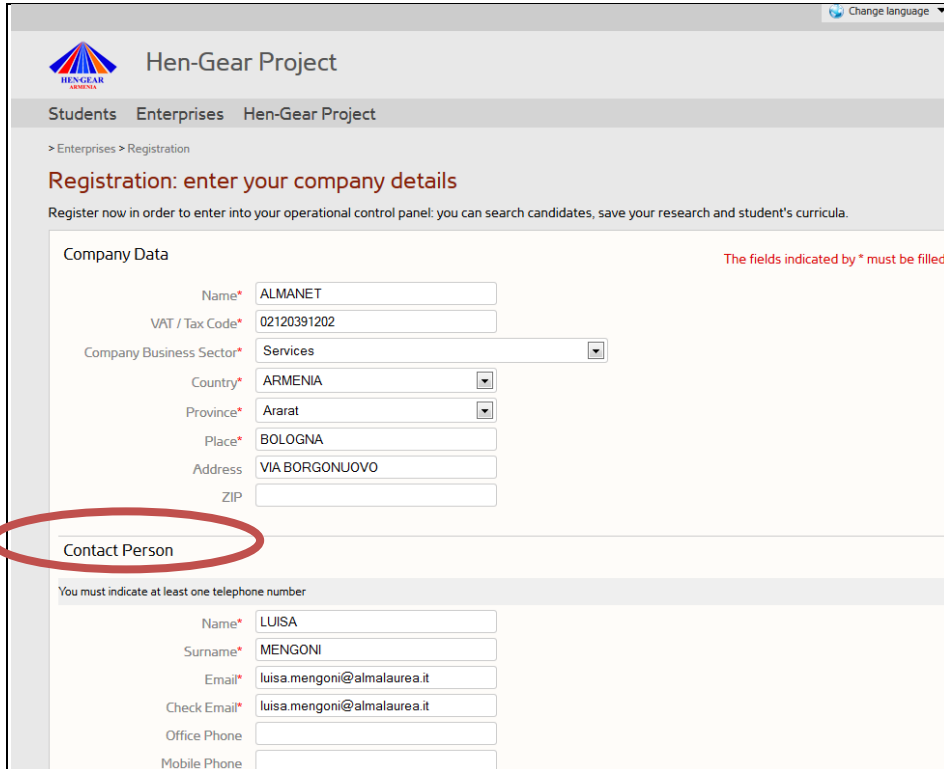


1.1. First step: Registration

Enterprises > Registration

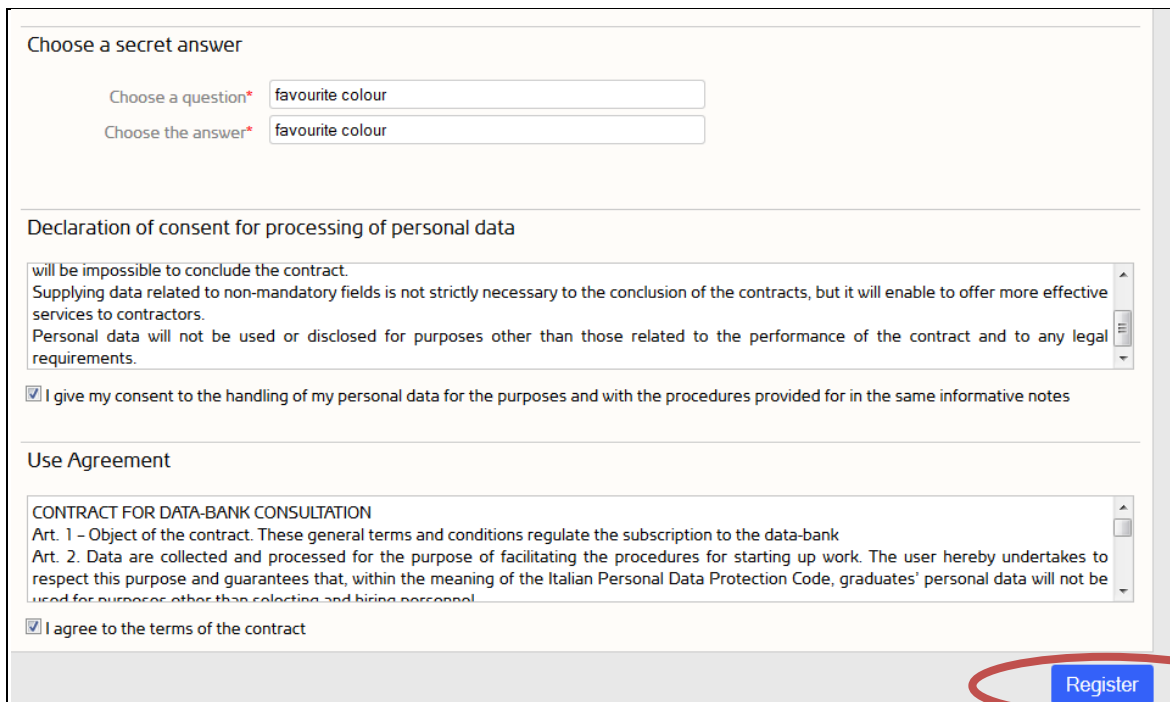


Click on **“Go to Registration”**, on the left side. Enter your company details in the form, and choose the *Contact Person*, who will be in charge of the main interactions on the platform. Make sure to write a correct email address, since all the information will be sent on this address.

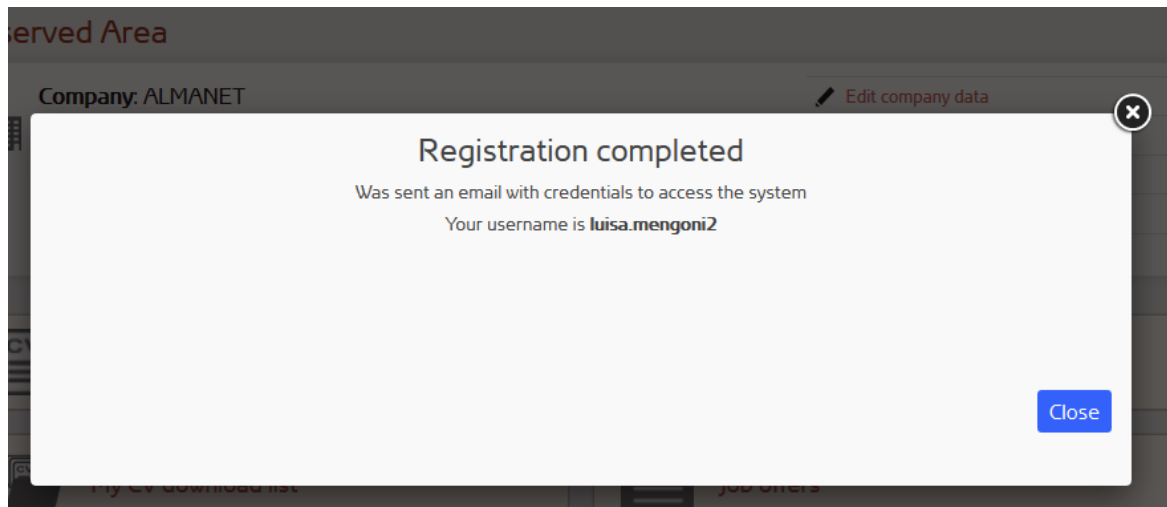


The screenshot shows the 'Hen-Gear Project' registration page. The 'Company Data' section includes fields for Name (ALMANET), VAT / Tax Code (02120391202), Company Business Sector (Services), Country (ARMENIA), Province (Ararat), Place (BOLOGNA), Address (VIA BORGONUOVO), and ZIP. The 'Contact Person' section is circled in red and includes fields for Name (LUISA), Surname (MENGONI), Email (luisa.mengoni@almalaurea.it), Check Email (luisa.mengoni@almalaurea.it), Office Phone, and Mobile Phone. A red circle highlights the 'Contact Person' section header.

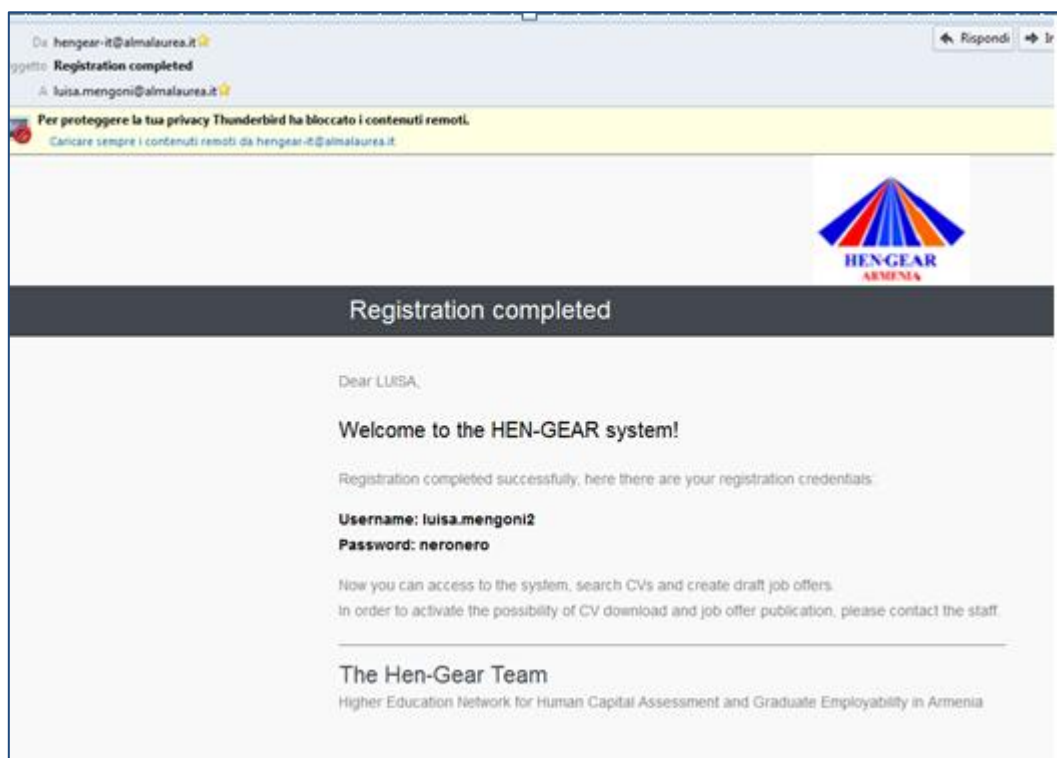
To pursue with the registration, you must give your *consent for processing of personal data* and for the *Use Agreement*.



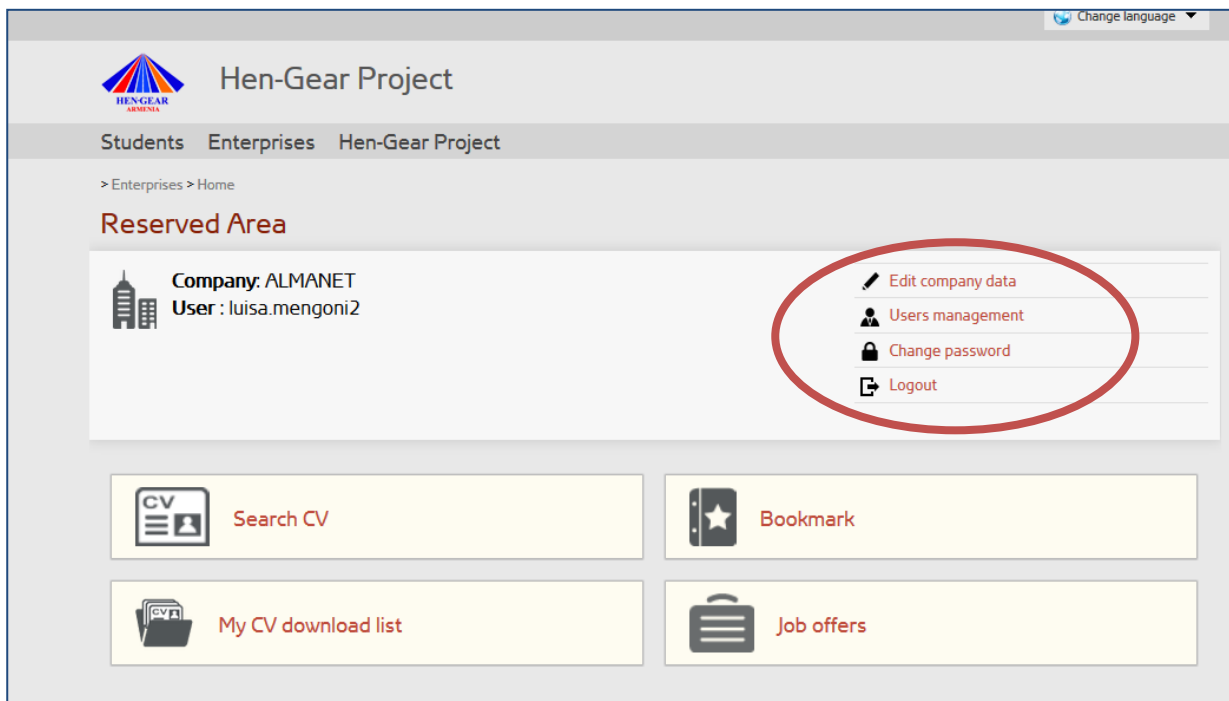
The screenshot shows the 'Choose a secret answer' section with two rows of question and answer fields, both containing 'favourite colour'. Below this is the 'Declaration of consent for processing of personal data' section, which includes a text area with the following text: 'will be impossible to conclude the contract. Supplying data related to non-mandatory fields is not strictly necessary to the conclusion of the contracts, but it will enable to offer more effective services to contractors. Personal data will not be used or disclosed for purposes other than those related to the performance of the contract and to any legal requirements.' A checkbox is checked, indicating consent. Below this is the 'Use Agreement' section, which includes a text area with the following text: 'CONTRACT FOR DATA-BANK CONSULTATION Art. 1 – Object of the contract. These general terms and conditions regulate the subscription to the data-bank Art. 2. Data are collected and processed for the purpose of facilitating the procedures for starting up work. The user hereby undertakes to respect this purpose and guarantees that, within the meaning of the Italian Personal Data Protection Code, graduates' personal data will not be used for purposes other than selecting and hiring personnel.' A checkbox is checked, indicating agreement. A red circle highlights the 'Register' button at the bottom right.



To finalize the registration, you must check your email. **Your registration will be complete when it receives the approval from the staff.** You will be notified by email as soon as your registration is approved ; you will be informed of the maximum number of CV's you can download in a year and the maximum number of job offers you can publish in 3 months.



When the registration is over, you can **edit company data**, change your password at any moment from your company's reserved area.



Hen-Gear Project

Students Enterprises Hen-Gear Project

> Enterprises > Home

Reserved Area

Company: ALMANET
User : luisa.mengoni2

- Edit company data
- Users management
- Change password
- Logout

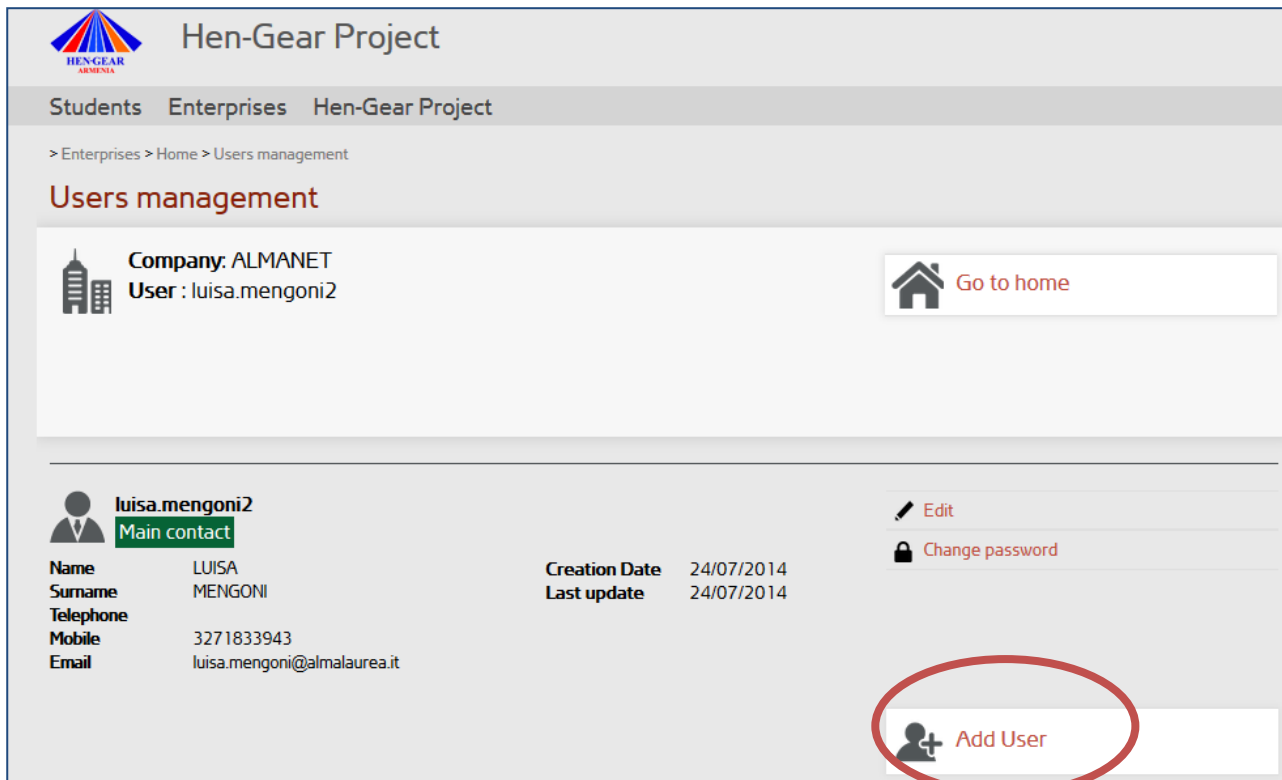
Search CV

Bookmark

My CV download list

Job offers

In the **Users management area**, you can edit the contact person's data and add other users for your company's account.



Hen-Gear Project

Students Enterprises Hen-Gear Project

> Enterprises > Home > Users management

Users management

Company: ALMANET
User : luisa.mengoni2

Go to home

luisa.mengoni2
Main contact

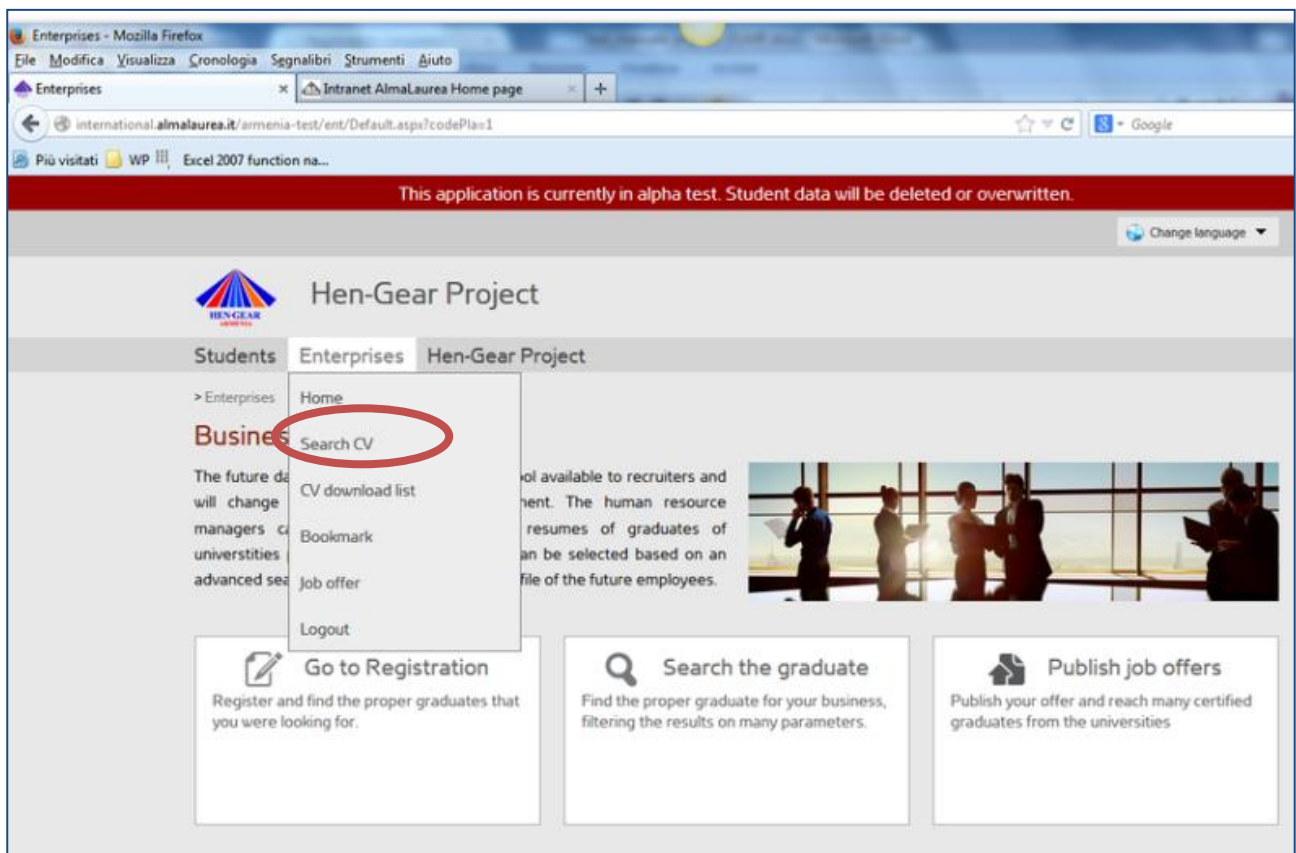
Name	LUIA	Creation Date	24/07/2014
Surname	MENGONI	Last update	24/07/2014
Telephone			
Mobile	3271833943		
Email	luisa.mengoni@almalaurea.it		

- Edit
- Change password
- Add User

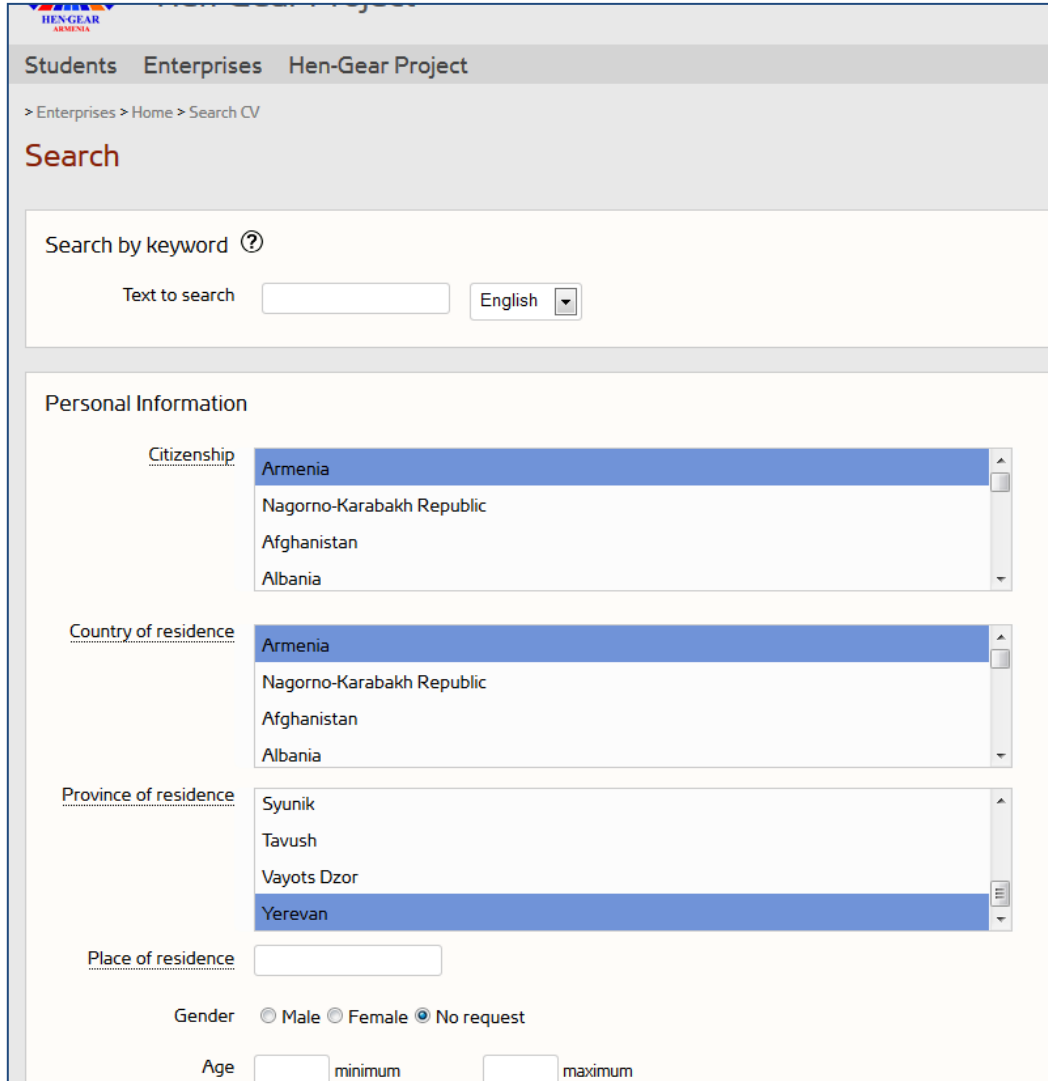
1.2. Search a CV

Enterprises > Reserved Area > CV search

Once entered in your company's reserved area, click on **CV Search**.



You can **then search CVs in the database** according to a set of selection criteria. such as Personal Information, Education, Technical Competences, Language Skills, Work experiences. You can also use the *free search field* entering a keyword.



The screenshot shows the 'Search CV' page of the HEN-GEAR ARMENIA website. The page has a navigation bar with 'Students', 'Enterprises', and 'Hen-Gear Project'. Below the navigation bar, there is a breadcrumb trail: '> Enterprises > Home > Search CV'. The main heading is 'Search'. Underneath, there is a section 'Search by keyword' with a text input field labeled 'Text to search' and a language dropdown menu set to 'English'. Below this, there is a section 'Personal Information' with several filters: 'Citizenship' (a list box with 'Armenia', 'Nagorno-Karabakh Republic', 'Afghanistan', and 'Albania'), 'Country of residence' (a list box with the same options), 'Province of residence' (a list box with 'Syunik', 'Tavush', 'Vayots Dzor', and 'Yerevan'), 'Place of residence' (a text input field), 'Gender' (radio buttons for 'Male', 'Female', and 'No request', with 'No request' selected), and 'Age' (two text input fields for 'minimum' and 'maximum').

Education

Degree Level

First Level Degree
Second Level Degree
Third Level Degree

University

Armenian National Agrarian University
Armenian State University Of Economics
Gavar State University
Gyumri State Pedagogical Institute

Institute

Economics
Foodstuff Technologies
Hydro Melioration, Land Management And Land Cadastre
Veterinary Medicine And Animal Husbandry

Course

Accountancy And Audit Of Agrifood System (1)
Economics And Management Of Agrarian Production (1)
Economics And Management Of Food Industry (1)
Finance Management Of Agrifood System (1)

Date of degree minimum maximum

Degree mark minimum maximum

Only cases with honors ☐

Age at graduation minimum maximum

Technical competences

Category

Area

Level

Skills

Language Skills

English good

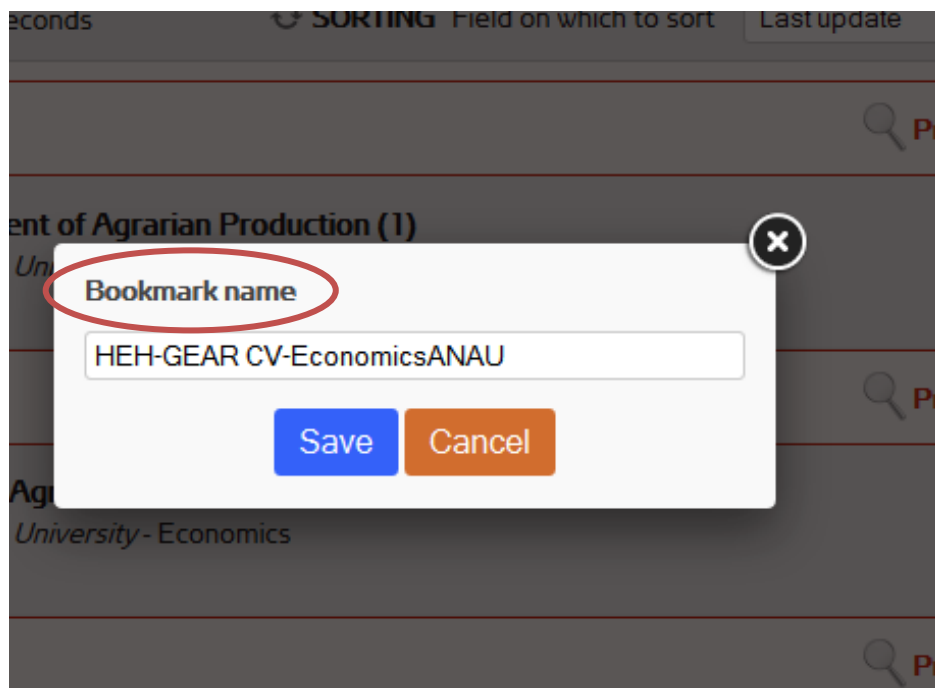
Work experiences

work experiences

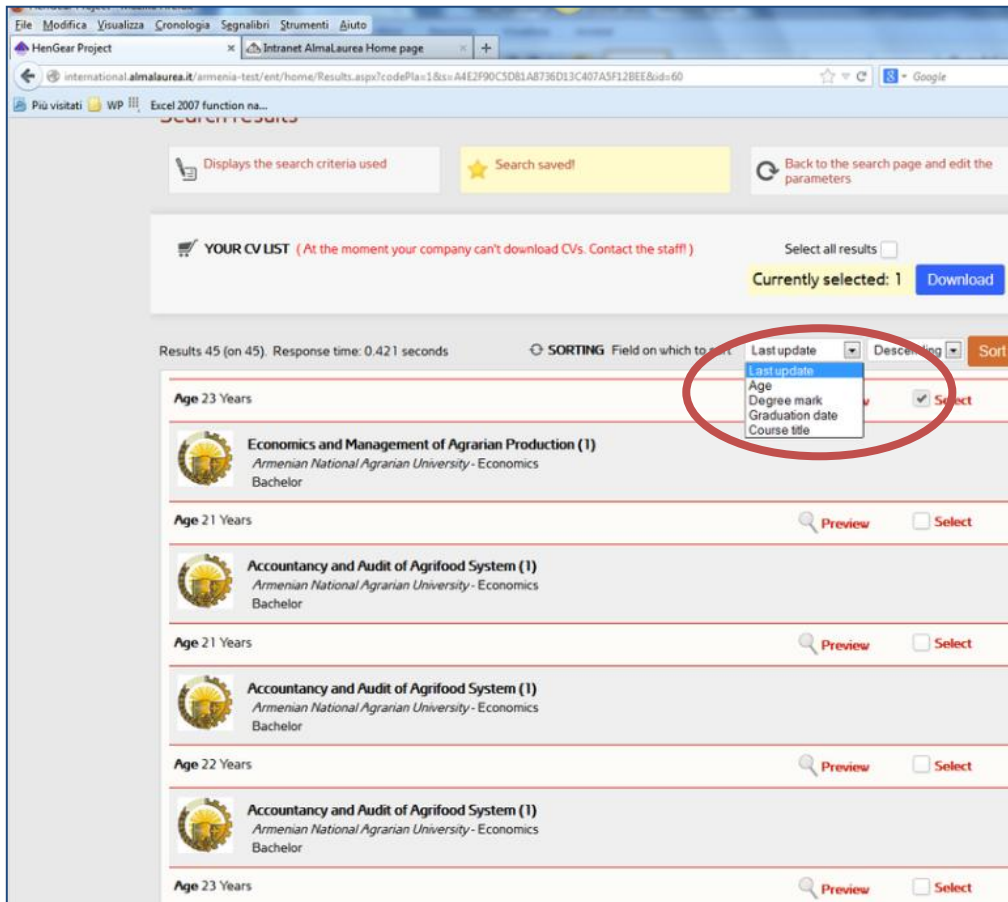
You can select a maximum of 4 technical competences and 5 language skills. If you select “yes” in the field “Work experiences”, you can further detail the work experience in the drop-down menu (company business sector, company area and country) and also choosing the business function and the duration of work experience.

Click “search” to see the results or “Reset” to clear all the fields.

On the *Results page*, you can save the criteria of your search clicking on “**Save this search**” and give a short description to that search, so as to be able to start it again easily next time. You will find it in the **Bookmark area** from the Home of your reserved area (Enterprises > Reserved Area > Bookmark).



By clicking “search” you are addressed to the “**Search result**” page that displays the list of CV’s that meets your selection criteria. You can “*sort*” the list choosing the sorting criteria (age, degree marks, graduation day, course title).



Displays the search criteria used

Search saved!

Back to the search page and edit the parameters

YOUR CV LIST (At the moment your company can't download CVs. Contact the staff!)

Select all results ☐

Currently selected: 1 [Download](#)

Results 45 (on 45). Response time: 0.421 seconds

SORTING Field on which to sort: Last update Descending Sort

Age 23 Years

Economics and Management of Agrarian Production (1)
Armenian National Agrarian University - Economics
Bachelor

Age 21 Years [Preview](#) ☐ **Select**

Accountancy and Audit of Agrifood System (1)
Armenian National Agrarian University - Economics
Bachelor

Age 21 Years [Preview](#) ☐ **Select**

Accountancy and Audit of Agrifood System (1)
Armenian National Agrarian University - Economics
Bachelor


Age 22 Years [Preview](#) ☐ **Select**

Accountancy and Audit of Agrifood System (1)
Armenian National Agrarian University - Economics
Bachelor

Age 23 Years [Preview](#) ☐ **Select**

Clicking on “Preview”, you can visualize all the CV details, except the contact information.

EDUCATION AND TRAINING

Name and type of organisation providing education and training  Armenian National Agrarian University - Economics

Title of qualification awarded Economics and Management of Agrarian Production

Level in national or international classification Bachelor - First level degree

Length 5

LANGUAGE SKILLS

Mother tongue Armenian

Other languages

Self-assessment

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	B2 Independent user	B2 Independent user	B2 Independent user	B2 Independent user	B2 Independent user
Russian	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user

TECHNICAL COMPETENCES

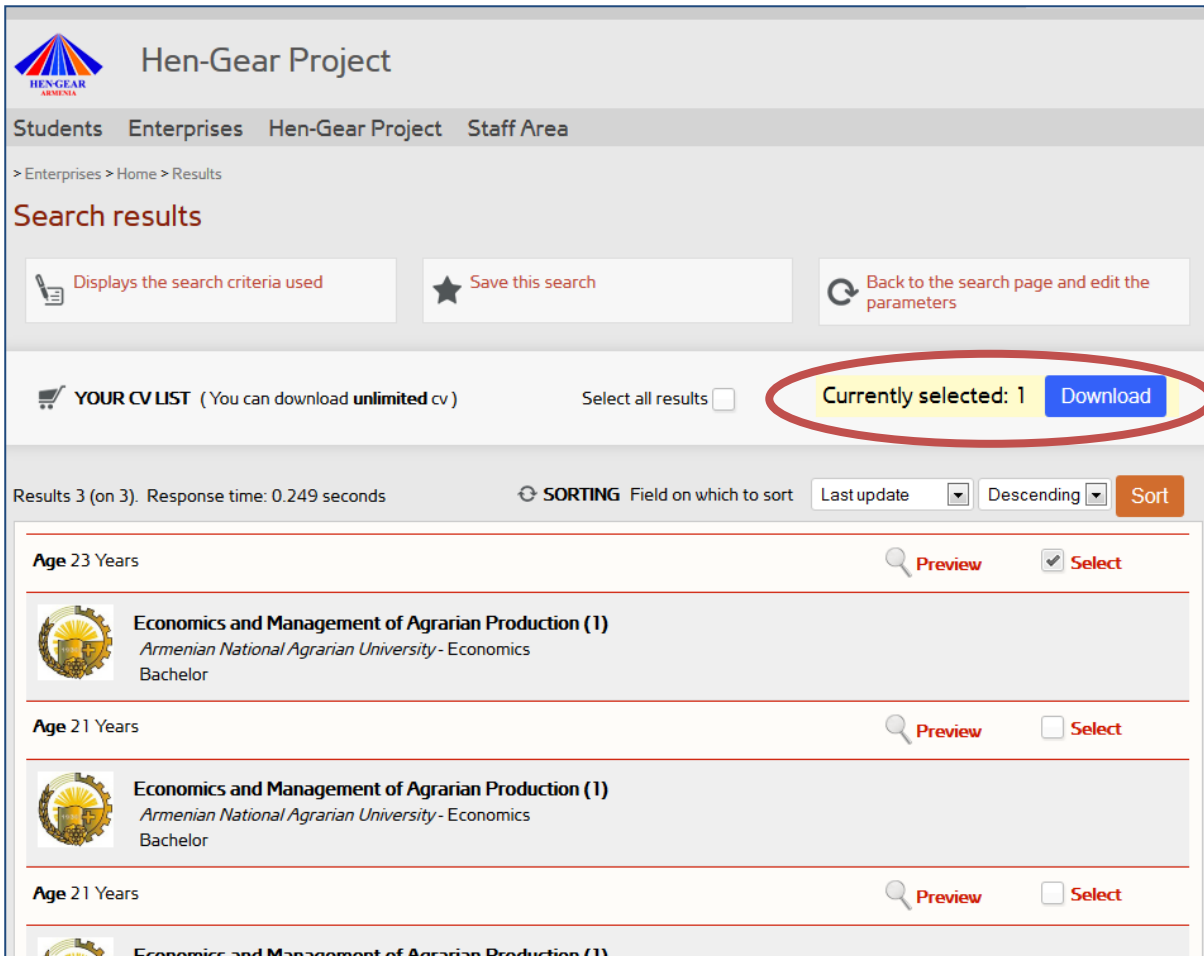
Applications Spreadsheets - Good

Applications Word processors - Good

Infrastructure and networks Operating Systems - Good

To visualize these fields, it is necessary to **download the CV**:

- tick the box “*Select*” next to all the CVs you wish to download
- on the right side, in the “*currently selected*” field, click on download
- save your selection: remember to associate a description to your current selection, so you can locate it easily in the future, simply by entering the “CV saved” on your control panel.
- Confirm download

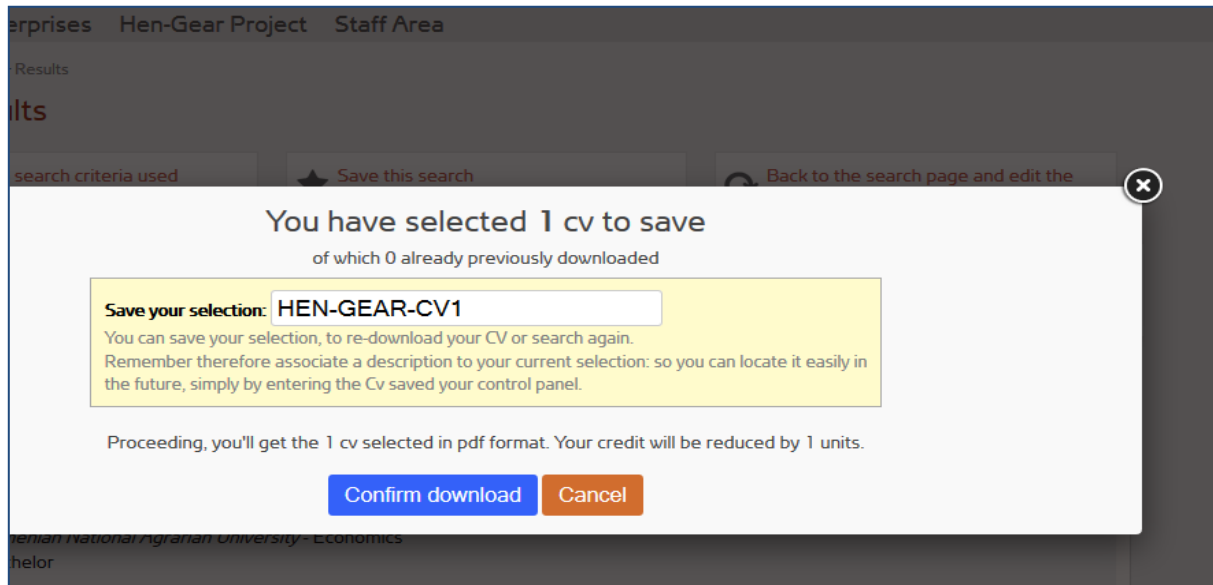


The screenshot shows the Hen-Gear Project interface. At the top, there is a navigation bar with links: Students, Enterprises, Hen-Gear Project, and Staff Area. Below this, a breadcrumb trail reads: > Enterprises > Home > Results. The main heading is "Search results". Below the heading, there are three buttons: "Displays the search criteria used", "Save this search", and "Back to the search page and edit the parameters".

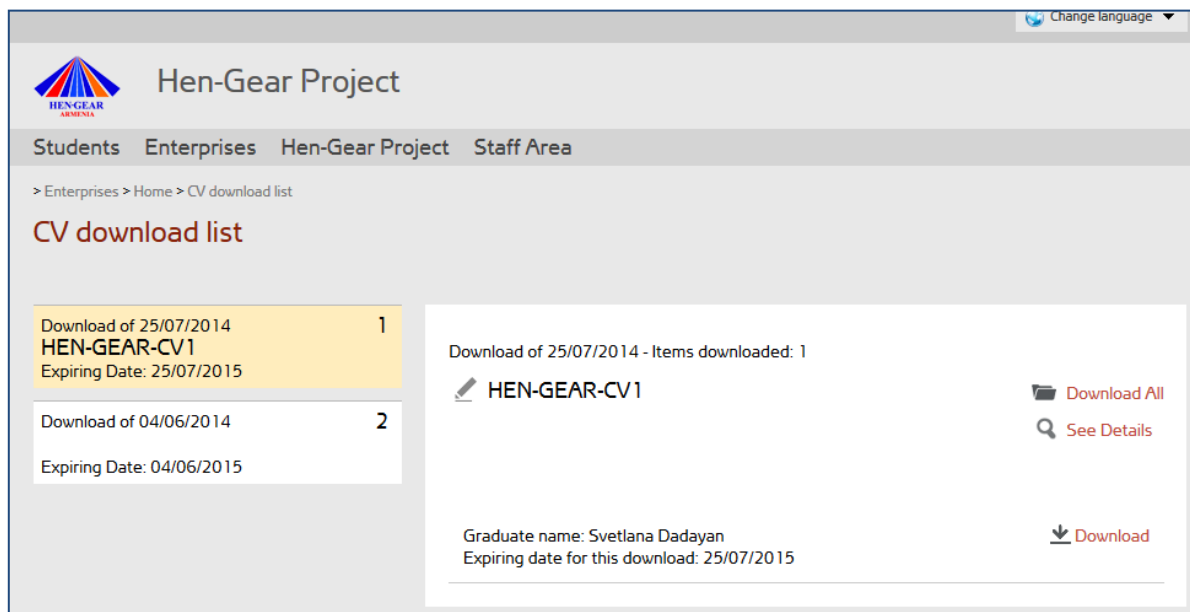
Below the buttons, there is a section titled "YOUR CV LIST (You can download unlimited cv)". It includes a "Select all results" checkbox and a "Currently selected: 1" label, which is circled in red. Next to the label is a blue "Download" button, also circled in red.

Below this section, there is a sorting area with the text "Results 3 (on 3). Response time: 0.249 seconds". It includes a "SORTING" dropdown, a "Field on which to sort" dropdown (set to "Last update"), a "Descending" dropdown, and a "Sort" button.

The results list shows three entries, each with a preview icon and a "Select" checkbox. The first entry is "Age 23 Years" and the second is "Age 21 Years". Both entries are for "Economics and Management of Agrarian Production (1)" at "Armenian National Agrarian University - Economics" and are Bachelor's degrees. The third entry is partially visible and also shows "Age 21 Years".



You will find your downloaded CVs in your reserved area (Enterprises > Reserved Area > **CV download list**).





From that page, you can download the CV's on your computer in pdf format, individually or all together. Personal information of the candidates are displayed only when companies download the CVs.

a935576bfc4f7a70191ef6183b7a8243_CV.pdf - Adobe Reader

File Modifica Vista Finestra ?

1 / 1 65,3%

Strumenti Firma Commento

Europass Curriculum vitae

Personal informations

First name Surname

Up 47pl, Yerevan (Yerevan) - Armenia

Telephone

E-mail


Date of birth 04.04.

Gender Female

Citizenship Armen

Education and training

Economics and Management of Agrarian Production

University and faculty  Armenian National Agrarian University - Economics

Level in national or international classification First level degree - Bachelor

Length 5

Language Skills

Mother tongue Armenian

Other language

Self-assessment

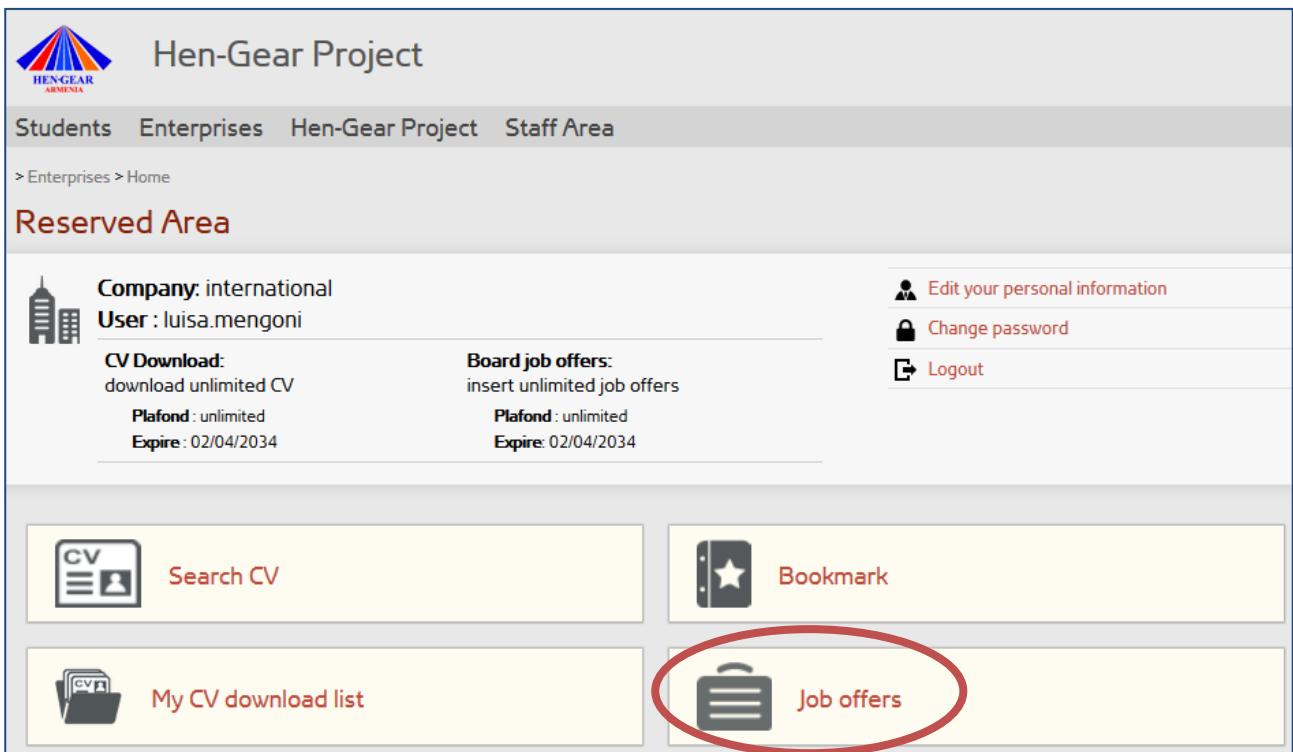
European level (*)	Understanding		Speaking				Writing	
	Listening	Reading	Spoken interaction		Spoken production		Writing	
English	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
Russian	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(*) Common European Framework of Reference (CEFR) level

1.3. Publish a Job offer

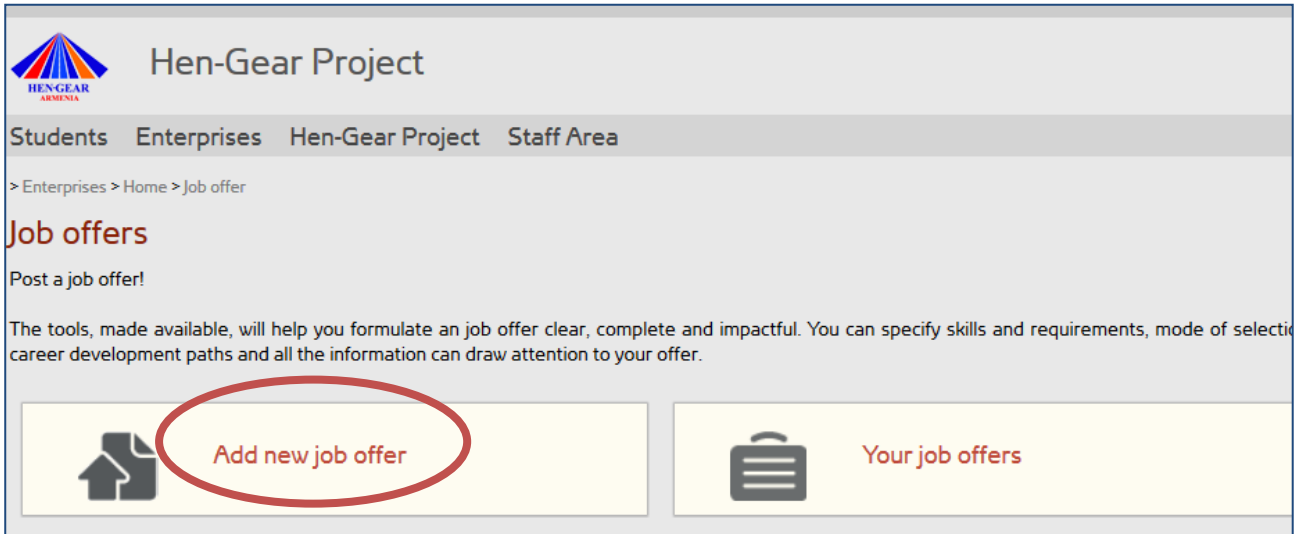
Enterprises > Reserved Area > Job offers

1.3.1. From the home page of your company's reserved area, click on **"Job offers"**.



The screenshot shows the 'Reserved Area' dashboard for the 'Hen-Gear Project'. At the top, there is a navigation bar with links: 'Students', 'Enterprises', 'Hen-Gear Project', and 'Staff Area'. Below this, a breadcrumb trail reads '> Enterprises > Home'. The main heading is 'Reserved Area'. On the left, a sidebar displays user information: 'Company: international' and 'User: luisa.mengoni'. Below this, it shows 'CV Download: download unlimited CV' with a 'Plafond: unlimited' and 'Expire: 02/04/2034'. To the right of this, it shows 'Board job offers: insert unlimited job offers' with a 'Plafond: unlimited' and 'Expire: 02/04/2034'. On the far right, there are three links: 'Edit your personal information', 'Change password', and 'Logout'. The main content area contains four yellow buttons: 'Search CV' (with a CV icon), 'Bookmark' (with a star icon), 'My CV download list' (with a folder icon), and 'Job offers' (with a briefcase icon). The 'Job offers' button is circled in red.


You can write a new job offer clicking on **"Add a new job offer"**.



The screenshot shows the 'Hen-Gear Project' web interface. At the top, there is a navigation bar with links: 'Students', 'Enterprises', 'Hen-Gear Project', and 'Staff Area'. Below this, a breadcrumb trail reads '> Enterprises > Home > Job offer'. The main heading is 'Job offers' in a large, bold, brown font. Below the heading, it says 'Post a job offer!'. A paragraph of text follows: 'The tools, made available, will help you formulate an job offer clear, complete and impactful. You can specify skills and requirements, mode of selection, career development paths and all the information can draw attention to your offer.' At the bottom, there are two yellow buttons. The left button, labeled 'Add new job offer' in red text, is circled in red and features a grey icon of a house with a document. The right button, labeled 'Your job offers' in red text, features a grey icon of a briefcase.

Insert company details, job description, and details about the candidate profile. You can specify the language in which you want to publish your offer and to receive applications, and choose to enable or not the video application.

Finally, insert the name and information of the contact person who will be in charge of the selection (for example, your company's Human Resources director). All the students applications, once the job offers are published and thus visible to the students, will be sent automatically to the contact person.



Hen-Gear Project

[Students](#)
[Enterprises](#)
[Hen-Gear Project](#)
[Staff Area](#)

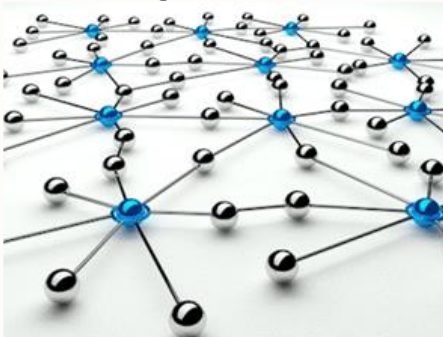
> Enterprises > Home > Job offer > Insert Job Offer

Insert a new job offer

The fields indicated by * must be filled

Logo

The file is too big or the file does not contain an image. Your file must be smaller than 1 Mb



Job offer settings

UserId

Insertion date

Last modified

Start date

End date

25.07.2014

31.08.2014

Company Data

Name(*)

EN
AM
RU

ALMANET

123 characters left

Company Id

1

Name

Description

EN
AM
RU

Networking activities and data analysis in the field of education and labour market research

1906 characters left

Business sector(*)

Education, training, research and development

Website

www.almanet.ar

Job offer description

Reference code

Business sector

Education, training, research and development

Business area(*)

Other

Business function(*)

EN
AM
RU

Researcher

40 characters left

(A short description of fuction, es: Marketing assistant. Max 50 characters)

Description position

EN
AM
RU

Data cleaning and analysis

Job offer

Specify the language in which you want to publish your job offer and receive job applications.

Language of job offer English

Video application

Specify if you want receive the video for job application.

Video application Not enabled

Contact info

This is who manages the job offer and who receive the job application

Full name(*) In latin alphabet


Email(*)

Telephone(*)

Fax

Save Cancel Save and Approve

Once you are finished, your offer is still a draft. You can visualize it in the “Job Offers” section (*Enterprises > Reserved Area > Job offers > My Job offer*). Clicking on “Preview”, you can see the offer as it will be when published on the website. You can edit it, and when it is ready, approve it clicking on the corresponding button.


Hen-Gear Project

Students Enterprises Hen-Gear Project Staff Area

> Enterprises > Home > Job offer > My Job Offer

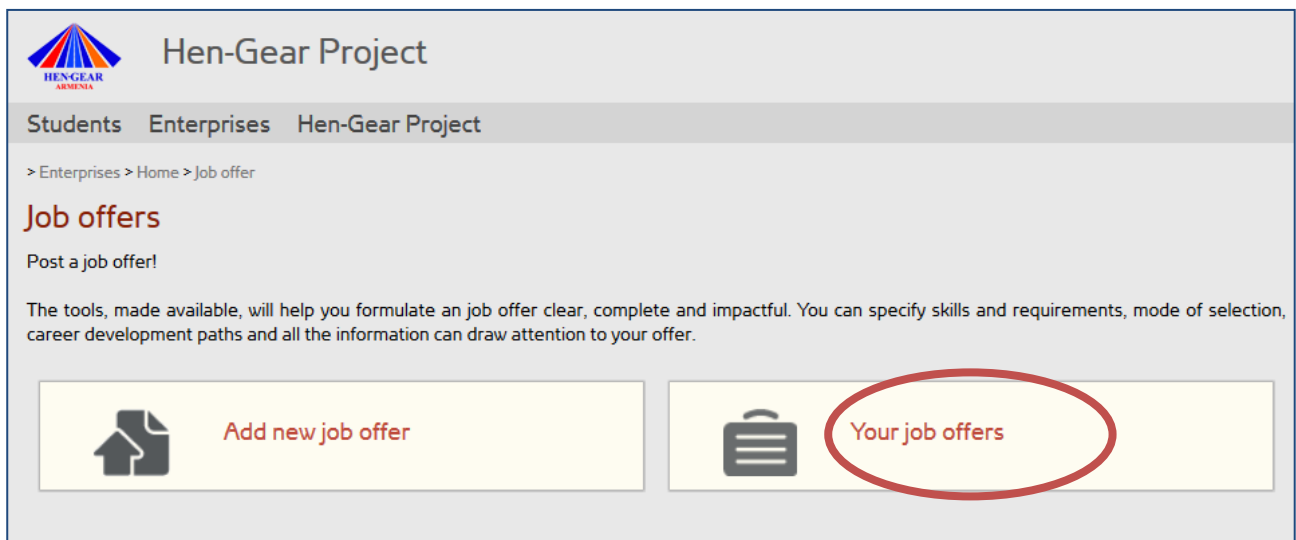
My job offer

Here you can find your job offers. You can edit them until their approval, and then see the CVs received for each offer.

Job offer							
9	Job function: Researcher Business sector: Education, training, research and development Company area: Other	Draft	Visible	Preview	Edit	OFFER Approves	Delete

Your offer is now waiting to be approved by the staff. You will be notified by email as soon as it will be published online.

1.3.2 From the home page of your company's reserved area, click on "Job offers" and then to "**Your job offer**" to visualize the applications for your job offer.



Under the folder icon, you can see how many CV's were sent in response to your job offer. Clicking on it, the list of candidates will appear. You can preview each candidate's letter of presentation by clicking on the envelope icon. You can rate CVs (from 0 to 5 stars) and choose to put a filter to see only the best ones.

By going to "advanced search", you can filter the candidates within the CV's sent in response to your job offer by setting precise conditions (Personal Information, Education, Technical Competences, Language Skills, Work experiences). You can select a maximum of 4 technical competences and 5 language skills. If you select "yes" in the field "Work experiences", other fields open in which you can give details about the experiences you are looking for.

Click "search" to see the results or "Reset" to clear all the fields.