

HEN GEAR Platform

Instructions for Use

Student Area



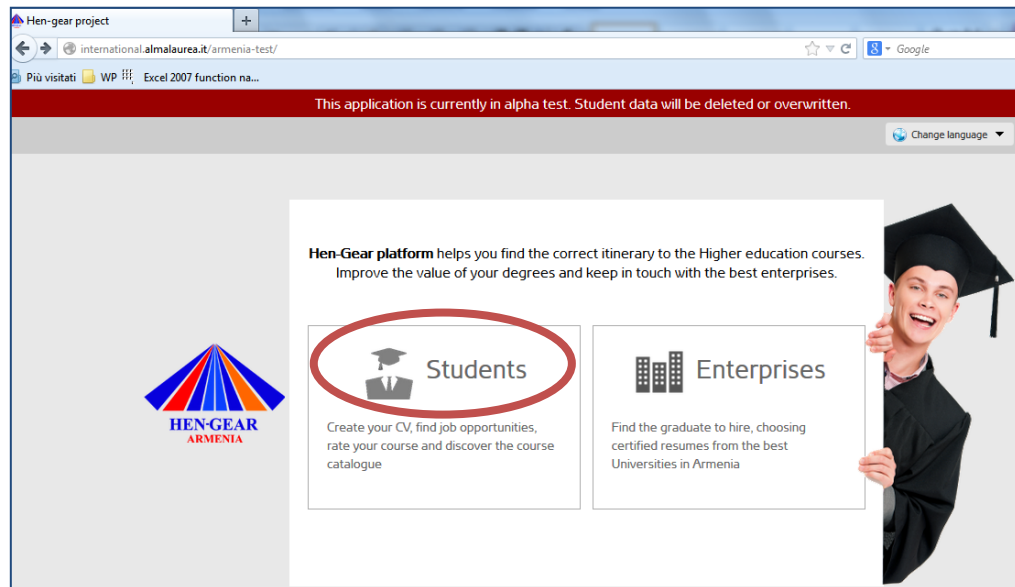
Tempus

HEN GEAR Platform - Instructions for Use

1. Student

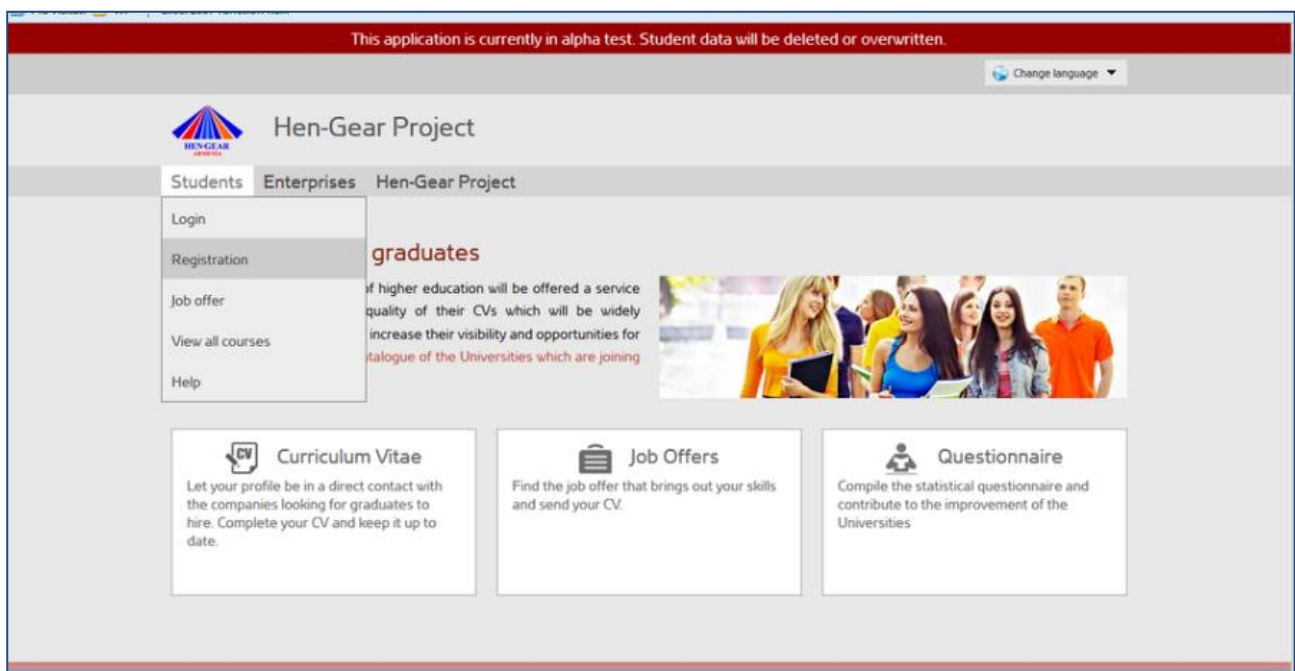
1.1. Registration and CV publication

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

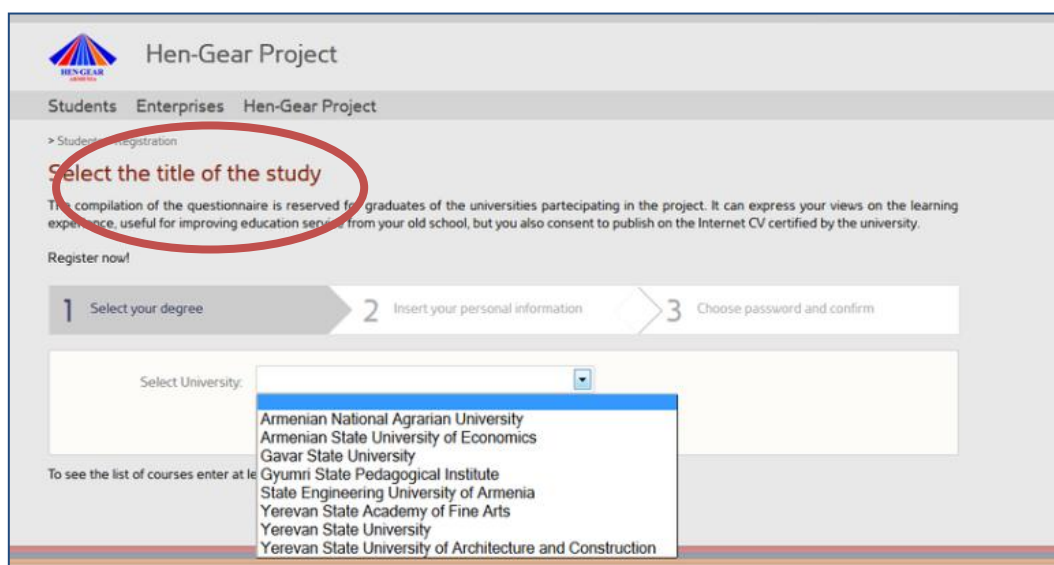


Students > Curriculum Vitae

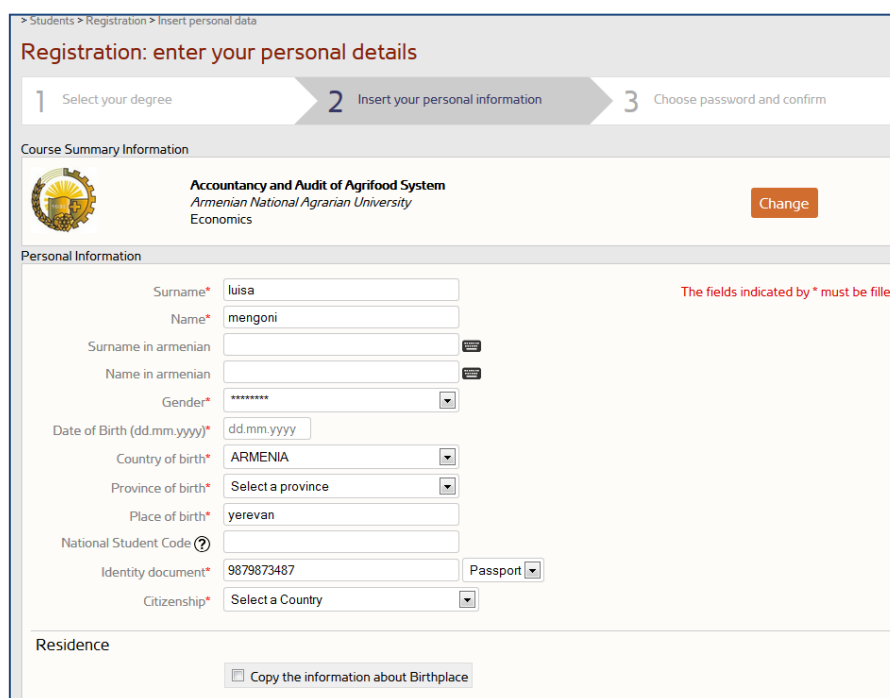
From the Home page, click on “Registration”.



Select your university, choose your degree using the filters (Faculty and degree level) and click on “Confirm”.

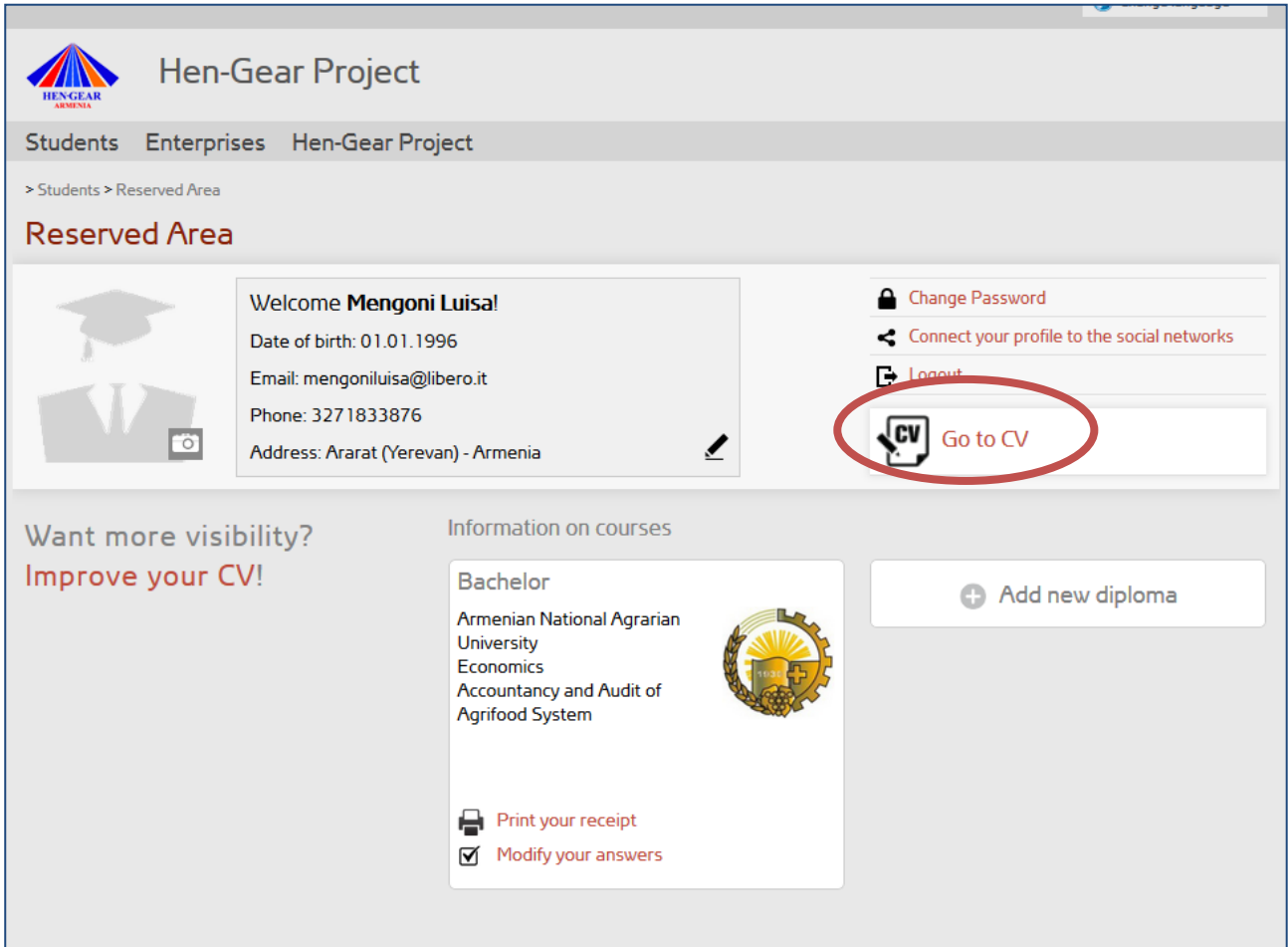


Fill in the form with your personal details, and click on “Save”.




(Following the registration you can enter the platform by simply login from the student home area).

Once registered you access to “*Student Reserved Area*” where you can have access to **your CV** (students have first to fill out the questionnaire to have access to their CV. Personal CV in fact in part created by the system by using the Questionnaire’ information on academic career ecc.).



The screenshot shows the 'Hen-Gear Project' web interface. At the top, there's a navigation bar with 'Students', 'Enterprises', and 'Hen-Gear Project'. Below this, a breadcrumb trail reads '> Students > Reserved Area'. The main heading is 'Reserved Area'. On the left, there's a profile card for 'Mengoni Luisa' with fields for Date of birth (01.01.1996), Email (mengoniluisa@libero.it), Phone (327 1833876), and Address (Ararat (Yerevan) - Armenia). To the right of the profile card are links for 'Change Password', 'Connect your profile to the social networks', and 'Logout'. A red circle highlights a 'Go to CV' button with a CV icon. Below the profile card, there's a section 'Want more visibility? Improve your CV!'. To the right, under 'Information on courses', there's a card for 'Bachelor' at 'Armenian National Agrarian University' for 'Economics Accountancy and Audit of Agrifood System'. This card includes a 'Print your receipt' button and a 'Modify your answers' button. To the right of the course card is a button labeled '+ Add new diploma'.


CV is organized in different sections: Education, study Abroad, Work Experience, Language Skills, Skills, Personal skills and competences, Activities, Publication and credits, attachments, Preferred job. You can change and improve your CV at any time.


Hen-Gear Project

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

[> Students > Reserved Area > Modify your CV](#)

Curriculum Vitae




Mengoni Luisa
 Date of birth: 01.01.1996
 Email: mengoniluisa@libero.it
 Phone: 3271833876
 Address: Ararat (Yerevan) - Armenia

[Your CV in PDF format](#)
[Enable/disable alerts and cv visibility](#)
[Privacy info](#)
[Back to Homepage](#)

50%

Complete your profile with the language certifications you gained!

Education



Bachelor
 University Armenian National Agrarian University
 Course Accountancy and Audit of Agrifood System
 Faculty Economics

[Edit](#)

[+ Add new diploma](#)

Studies abroad

You don't have any study abroad experience yet

[+ Add learning experience](#)

1.2. Find a job offer and send your application

Students > Job Offers

From the students area, click on “**Job offers**” to consult the job offers database. Use the different filters to find the job offers that best fit your profile: Company area, Business Sector, Degree Type, Location.

Jobs

Consult the most recent jobs or refine your search by setting the criteria that best reflect the work you're looking for. You can reply to this job offer by sending your CV. Before sending it, if you have not already done so, remember to update it with the latest experiences of study and work! Good luck!

COMPANY AREA


BUSINESS SECTOR

DEGREE TYPE

LOCATION

Reset

Jobs



ALMANET - Education, training, research and development
Researcher
 Data cleaning and analysis

Yerevan

Click on the [Job offer](#) to see the details: about the job, about the candidate, about the company.

To [apply for the position](#), click on “**Apply Now**” at the bottom of the page. If you are not logged yet, log in entering your username and password, or using your social account with Facebook, Google +, Twitter or LinkedIn.



Hen-Gear Project

Job offer detail

ALMANET



Job Summary

Company
ALMANET

Location
Yerevan

Industries
Education, training, research and development

Contract type
fixed-length contract

Degree type
Bachelor

Career Level
Newly graduated

Willingness to relocate
Yes

Researcher

About the job
Data cleaning and analysis

Degree Type
Bachelor

Location
Yerevan

Business sector
Education, training, research and development

Company business area
Other

About the candidate

Language skills
English good

Previous work experience
none

Desiderable qualifications
knowledge of excel

Willingness to relocate
Yes

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

If you are interested in this job offer: [Apply Now](#)


Before sending your application, you have the possibility to update your profile following different steps:

Step 1: check or update your CV. The platform automatically helps you improving your CV, indicating the missing parts sections.

Step 2: write a presentation letter to the company in maximum 1000 characters.

Step 3: choose the language in which you want to send your application (if possible, according to the company's preference).

Step 4: check your CV. Download your CV in pdf and visualize it as it will appear to the company. In this way, you can make sure you did not forget anything.



Hen-Gear Project

Send your applications

Would you like apply to job offer selected? Please, follow the four next steps: they will guide you on the composition of the application.

1

CHECK/UPDATE CV

Before submitting your application, please check your CV. There is information that you want to modify or supplement?

➤ Sign in to your CV and check / modify the information to respond to the job offer

2

WRITE THE LETTER OF INTRODUCTION

The introduction letter is usually used to get your foot in the door, and to give a long-lasting positive impression. Try to be concise, using a tone **spontaneous**, not to repeat information already present in the curriculum

Dear ALMANET,
I have always been interested in research and in labour market issues,
I love working in group and enjoying new work situation...

854 characters left

3

CHOOSE LANGUAGE

Choose the language in which to send your CV to the company


☒ English
☐ հայերեն
☐ русский

Preferred language for sending the CV is: ENGLISH

4

CHECK/UPDATE CV

➤ Looks at like the company receives your resume



Hen-Gear Project

Application sent

Congratulations! Your application has been sent

Thank you for applying for the position of Researcher


Close

You will receive an email confirming that your application has been sent.

From: hengear-it@almalaurea.it +

To: <n.mengoni.luisa@libero.it> +

25 lug 2014 - 16:00



Confirmation Dispatch of Application

Dear mengoni luisa,

we will confirm that we have forwarded your resume to the company ALMANET in response to job offer.

Good Luck!

The Hen-Gear Team
Higher Education Network for Human Capital Assessment and Graduate Employability in Armenia