Welcome to the UvA Job board. We are very happy that you want to bring your jobs and internships to the attention of the UvA’s students and alumni. This manual explains how to create an account, how to submit an internship or graduate job and how to manage your submitted vacancies.

For information or help please contact the UvA Student Careers Centre via jobboard@uva.nl or +31 (0)20 525 2932.
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## 1. Proceedings in 5 steps

### Step 1: Create an account
If you are using the UvA Job board for the first time, please click on ‘register as organisation’ on the login screen of the Job board. Fill in the details of your organisation. A member of the UvA Student Careers Centre team will verify your account and activate it. You will receive a notification from the UvA Job board system in your email to confirm this.

### Step 2: Check your email
Find out whether your account has been activated. Also check your spam and other email filters. Please make sure that these notifications will be recognised as safe by adding the email address no-reply@uvajobboard.nl to your personal email contacts.

### Step 3: Log into the UvA Job board
When you received our notification, you can use your login details to enter the Job board.

### Step 4: Submit a vacancy
Choose ‘add vacancy’ and fill in the details of the internship or job opening. You can find more detailed information about the filters and text fields in chapter 4.1. A member of the UvA Student Careers Centre team will check whether your vacancy meets the UvA standards and is ready for publishing. PLEASE NOTE: You will receive a notification through the UvA Job board system to inform you that your vacancy has been published or that you need to edit your vacancy.

### Step 5: Verify your vacancy
Check the notification in your email to find out whether your vacancy has been published or whether it needs adjustments. You can log in to your organisation’s account to edit the vacancy and re-submit it.
2. Good to know

a) Published vacancies will be accessible for all Dutch and international UvA students and alumni.

b) If necessary, published vacancies can be adjusted and re-submitted. We do advise reviewing the completed form before you save and send, as it takes a couple of days for us to check and publish your vacancy after you send it. Check chapter 4.3 for more information.

c) The UvA Student Careers Centre reserves the right to decide whether to publish a vacancy on a case-by-case basis.

d) Here are some examples of situations in which an organisation or vacancy will not be accepted:
   - The organisation is a recruitment agency that is hiring for companies other than its own
   - The vacancy is not suitable for UvA students or graduates (think of: the academic level)
   - The vacancy is not clearly worded or contains very little information
   - UvA students have valid complaints about your company, vacancies and/or procedures
   - There are circumstances pertaining to your organisation that could damage the reputation of the UvA, its employees, its students and/or its graduates

3. Creating an account

Click on ‘Register as organisation’ and fill in the form. The details you fill in about your organisation profile, location and size will appear automatically in every vacancy you post subsequently.

After submitting your organisation’s account an employee of the UvA Student Careers Centre will activate it. You will receive a confirmation email including a weblink to the login page of the UvA Job board.

Note: An account can be created per organisation. Large companies with different recruitment departments at different locations can make an account per department. In that case, make sure the name of the location or department is included in the organisation’s name, for example ‘Ministry of Foreign Affairs, Social Development department’.

In case the name of your organisation is already in use, please contact the recruitment department of your own organisation to check who administers the account or contact the UvA Student Careers Centre.

Make sure you use a professional email address to create an account.

4. Requesting a new password

If you have forgotten your password, please click on ‘Request new password’.

After entering your email address, you will receive an email with a link you can use to change your password.
5. Your account: after logging in

In your organisation’s account you can find the Vacancies you have already posted; you can also select Add vacancy, edit your Account and edit your Organisation profile. The menu can be found in the navigation bar at the top of the page.

5.1 Create a vacancy

The Add vacancy button will lead you to a template where you can fill out the vacancy details. Some information about your organisation is already filled in by default. You can change this information for each new vacancy. The vacancy needs to be in English or Dutch, also when the language of the position will be in German.

5.1.1: Explanation of the template items:

- **Position title**: enter the name of the position (this should be as clear and concise as possible)
- **Type of function**: choose one of the options

  - **Research internship**: research-driven, approaching a question from an academic perspective, using theoretical concepts to make recommendations and carrying out practical research
  - **Internship**: a focus on learning and acquiring practical work experience in the field
  - **Graduate job**: a job for graduate students at an academic level
  - **Study related part-time job**: a side job that is related to a specific study programme and helps students to gain experience in the field

For more information about different types of internships, ECTS and internship requirements, see Section 5 of this manual.
- **Language of the position**: choose English or Dutch
If you choose English as the language of the position, international students with little to no Dutch speaking skills will respond to your vacancy as well. If Dutch speaking skills are required please choose Dutch as the language of the position, combined with English as a preferred language skill (see item Preferred language skills)

- **Organisation**: pre-filled from your organisation account
- **Organisation profile**: pre-filled from your organisation account
- **Industry**: select the industry your organisation operates in
- **Work area**: select one option that best defines the work area of the vacancy
- **Area of interest**: select one or more area(s) of interest to help UvA allocate your vacancy
- **Organisation size**: select the organisation size measured in amount of employees
- **Organisation website**: pre-filled from your organisation account
- **Location**: pre-filled from your organisation account
- **Startup**: UvA follows Steve Blank’s definition of a startup as an ‘organisation formed to search for a repeatable and scalable business model’. A startup explores an unknown or innovative business model in order to disrupt existing markets. Select ‘yes’ if this is the case.
- **Location of position**: select the location where the job takes place
- **Duration**: select the duration of the vacancy when limited
- **Hours per week**: select a value. When variable per week, choose the average amount of hours and mention this topic in the description of the vacancy
- **Education level**: select the minimum entry level for the vacancy. You can select multiple options using the Ctrl-key
- **Work experience**: select the most appropriate option
- **Preferred language skills**: select one or more options. Choose ‘other’ if other languages are required and mention the other language in the additional candidate requirements
- **Suitable for disabilities**: select ‘yes’ if the vacancy is suitable for students or graduates with a disability
- **Vacancy description**: describe the position as clearly as possible. Distinguish between tasks and responsibilities. Translate the assignment into the activities that someone will actually be doing all day. Note: Be aware that the first sentences of this text –and the position title- will be visible on the vacancies list for students.
- **Benefits**: describe the benefits this position offers to a candidate like the salary/remuneration
- **Additional candidate requirements**: describe any realistic other requirements you have, i.e. any remaining requirements not covered by the filters above
- **Display from… and…**: here you can fill out the start date and end date of the publication period. The end date is also the last day for students to respond (their deadline). If the end date is 1 April this means that the vacancy will still be displayed on 1 April and will be removed on 2 April
- **Start and end date of position**: if desired, you can enter the start date and/or end date of the position here
- **Respond**: for a candidate to respond you have to fill in your website or e-mail address
- **Logo**: upload your logo to be displayed on the vacancy page

In the case of internships or study related part-time jobs the UvA Student Careers Centre chooses the most appropriate area of studies. You can pick an area of interest to give us a direction to allocate your vacancy.
5.1.2 Important tip:
Your vacancy will be listed amongst all the other present vacancies like the picture below. This means that your logo, your title and the first sentences of the job description will be first visible. Please make use of this and describe the position title as clear and concise as possible.

5.2 Continuous Vacancies
If you are looking for applicants throughout the year, please mention ‘continuously open vacancy’ in the title. Your vacancy will be shown on the website for 90 days. After this period, you will be able to prolong the publication period of the vacancy by changing the display dates.

5.3 Manage your vacancies
After you have submitted your vacancy to UvA, the vacancy will be displayed in the list on the ‘Vacancies’ tab. You can now read, edit or archive the vacancy.
Edit your vacancy
Please note: when you edit the vacancy, it needs to be submitted again by a UvA Student Careers Centre employee. If you edit an already published vacancy, this first version will remain visible for students until the edited version has been published. Writing a clear and concise log of the changes you make helps us to review and publish your vacancy more quickly.

Archive your vacancy
Once the vacancy has been filled the vacancy you can choose to archive your vacancy. This means you cannot publish this same vacancy again, but you will be able to see the details. To see your archived vacancies you choose the option ‘Yes’ under ‘Archived’.

5.4 Email notifying you about the status of your account and vacancy

You will receive a weekly reminder by email with a list of your active vacancies in the UvA Job board. You will also receive a notification by email in the following situations:
- when a new or edited vacancy has been published
- if a UvA employee revised your vacancy before publishing. This notification comes with a log showing the revision that has been made.
- when your vacancy is about to expire (90 days online). You can choose to activate it again.
- when your vacancy is rejected.

If you have not received our email, there are a number of possible reasons. Here are some suggestions for finding out why:
Make sure that the email address you submitted for your organisation account is correct. You can check this by logging into www.uva.nl/jobboard.
Check your spam and other email filters. It is possible that the notifications have not yet been recognised as safe. You can change this by adding the email address no-reply@uvajobboard.nl to your personal email contacts.

5.5 Edit your account

You can change the email address connected to the account. The email address will not be made public and will only be used if you wish to receive a new password or wish to receive certain email notifications.

Change your password
To change the current password, enter the new password in both fields.

Change the language of your account
The UvA Job board is available in English and Dutch. You can change the language setting for your account under the tab Account.

Sometimes your account may not show your preferred language. In most cases this is caused by either your computer’s or browser’s preferred language setting when you are not logged in or the language preference entered when logged in. Essentially, the URL determines the language in which you view your account. It has to contain /NL for the language to be in Dutch and /EN for the text to be shown in English. If for some reason your account is not in the language of your preference, you can always replace the /NL or /EN in the URL.

Edit your organisation profile
You are able to change all the details in your organisation profile, for example the location or contact person. Do take into account that some profile details will automatically be visible in every vacancy you post. Already published vacancies will be adjusted when you change details.
6. Internships

6.1 Types of internships

There are two types of internships: research internships and work-experience internships.

Research internships are research-driven. Students usually write a thesis as part of such internships. The research conducted can be a research project for the student’s thesis or an independent study or project.

Work-experience internships are practical and designed for students to gain practical work experience. Despite their practical nature, the aim of these internships is for students to learn and grow. In some cases internships can contain both a research and a work experience component. Choose the option that best suits the position.

6.2 Internship requirements

Students can choose whether they want to do an internship in exchange for ECTS or not. In some programmes internships are obligatory, while in others they fall under elective courses. When you are looking for candidates from specific programmes, please check the internship requirements of these education programmes.

Our general conditions are:

Level of education:
- Preferably research-oriented higher education (WO), but at least higher education with an applied emphasis (HBO)

Tasks and responsibilities:
- No responsibility for production
- “The employer is responsible for the intern, the intern is not responsible for the employer.”
- Clear description of workplace supervision, preferably by someone with the same academic background

Clear job description
- State whether the internship includes the possibility of doing a research project as part of a study programme

Compensation
- Indicate if and how much compensation will be provided for the internship
- Indicate other terms of employment (travel allowance, free lunch etc.)
- No commission or bonus
7. Additional Information

7.1 UvA Master’s and Bachelor’s

To see what Bachelor’s programmes we offer, go to www.uva.nl/bachelorsprogrammes
For our Master’s programmes, go to www.uva.nl/mastersprogrammes

7.2 Insurance

UvA has taken out liability insurance and accident insurance for students who do an internship as part of the curriculum (for ECTS).

In all other cases, i.e. when you hire a student or graduate for a position or an internship that is not part of the curriculum and for which a student does not earn any ECTS credits, the UvA is not liable to cover the costs in the case of damage to third parties or in the case of accidents. For more information click [here](#).