Seamlessly connecting students with organizations

2BECONNECTED PLACEMENTS PLATFORM
SEAMLESSLY CONNECTING STUDENTS WITH ORGANIZATIONS

www.2BECONNECTED.org.cy/

MANUAL, WEB PLATFORM
OVERVIEW OF PLACEMENT PROCESS
Organization fills in details and publishes placement

**PUBLISH PLACEMENT**

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

**APPLY**

Placement expiration date ends. Organization ranks and hires students

**HIRE**

Organization, Student, Academic, University Representative sign Contract

**CONTRACT**

**PLACEMENT RUNS – Students complete logs**

**FEEDBACK**

Student and Organization complete their feedback

**STUDENT REPORT**

Student completes his/her final report

**ACADEMIC ASSESSMENT**

Academic reviews the report and evaluates

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

**PLACEMENT COMPLETE**

**PLACEMENT STARTS**

**PLACEMENT ENDS**

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

**PLACEMENT COMPLETE**
ORGANIZATION
ORGANIZATION REGISTRATION

4X STEP PROCESS

STEP #1: SIGN UP

STEP #2: VALIDATE EMAIL

STEP #3: COMPLETE DETAILS

STEP #4: GET ACTIVATED FROM COORDINATOR
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

* 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

Complete process

Compulsory to accept

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-8f0a41c9caaf

Thank you,
2BC Team
Complete Registration Details

After Email Validation

<table>
<thead>
<tr>
<th>Profile Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Name:</strong></td>
<td>test organization</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.test.com">www.test.com</a></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:info@test.com">info@test.com</a></td>
</tr>
<tr>
<td>Telephone:</td>
<td>2294926</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>123</td>
</tr>
<tr>
<td>City:</td>
<td>Nicosia</td>
</tr>
<tr>
<td>Post Code:</td>
<td>1234</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>Cyprus</td>
</tr>
<tr>
<td>District:</td>
<td>- No option -</td>
</tr>
</tbody>
</table>
UPLOAD COMPANY LOGO

AFTER EMAIL VALIDATION
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
## Reports

### Placements

<table>
<thead>
<tr>
<th>Placement</th>
<th>Status</th>
<th>Publication Date</th>
<th>Expiration Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Skills</th>
<th>Number of Positions</th>
<th>Payment</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>test internship</td>
<td>Completed</td>
<td>10/03/2020</td>
<td>18/04/2020</td>
<td>22/08/2019</td>
<td>22/08/2019</td>
<td>CAP, CSS, HTML</td>
<td>2</td>
<td>€100</td>
<td></td>
</tr>
</tbody>
</table>

*Internal code: web dev 2019-03*
These weights will be used for the student ranking and selection process.

<table>
<thead>
<tr>
<th>Weight</th>
<th>Weight Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA (%)</td>
<td>50</td>
</tr>
<tr>
<td>Personal Endorsements (%)</td>
<td>30</td>
</tr>
<tr>
<td>Skill Endorsements (%)</td>
<td>15</td>
</tr>
</tbody>
</table>
Press button to create a new placement academic
PLACEMENT MANAGEMENT

- **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

STEP #1: IDENTIFY STUDENT POOL

STEP #2: PUBLISH PLACEMENT

STEP #3: RECEIVE APPLICATIONS UNTIL CLOSING DATE

STEP #4: (IF AUTOMATIC SELECTION IS SELECTED) RANK AND RECOMMEND HIRE, REJECT

STEP #5: RANK, HIRE, REJECT OR INTERVIEW

STEP #5: SIGN CONTRACT

The selection of the candidates and the ranking is performed according to the organization’s weight preferences.
CREATE PLACEMENT

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
- 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
The user can select skills. The system will indicate how many students have those skills.
CREATE PLACEMENT
SELECT UNIVERSITY/IES

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

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.
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.
STEP #3: RECEIVE APPLICATIONS UNTIL CLOSING DATE

The system then waits until the expiration date allowing any student that matches the skills and meets all conditions (is 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.
# 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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Student</th>
<th>Status</th>
<th>Institution</th>
<th>GPA</th>
<th>Year of Study</th>
<th>Skills</th>
<th>Nationality</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gian Grace</td>
<td>Offer</td>
<td>University of Cyprus</td>
<td>6.19</td>
<td>3rd year</td>
<td>C#, CSS, HTML</td>
<td>Cyprus</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TEST Student</td>
<td>Offer</td>
<td>UCLan Cyprus MBA</td>
<td>15</td>
<td>2nd year</td>
<td>C# x1, CSS, HTML, SQL</td>
<td>Cyprus</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Watkin Macbeth</td>
<td>Rejected</td>
<td>University of Nicosia</td>
<td>0.36</td>
<td>3rd year</td>
<td>C#, CSS, HTML, SPSS</td>
<td>Cyprus</td>
<td></td>
</tr>
</tbody>
</table>
**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**

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

### Applicants

<table>
<thead>
<tr>
<th>Rank</th>
<th>Student</th>
<th>Status</th>
<th>Institution</th>
<th>GPA</th>
<th>Year of Study</th>
<th>Skills</th>
<th>Nationality</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Timothy Vanstone</td>
<td>Applied</td>
<td>University of Nicosia</td>
<td>8.86</td>
<td>3rd year</td>
<td>C#, German, PowerPoint, Word</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>2</td>
<td>Roger Clapp</td>
<td>Applied</td>
<td>University of Nicosia Master in Business Administration - Concentration: Finance</td>
<td>8.64</td>
<td>3rd year</td>
<td>Excel, Greek, LCCI, R</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>3</td>
<td>Luce Yeo</td>
<td>Applied</td>
<td>University of Nicosia Master in Computer Science</td>
<td>8.33</td>
<td>3rd year</td>
<td>German, HTML, PowerPoint, SQL</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>4</td>
<td>Alveredus Norrish</td>
<td>Applied</td>
<td>Frederick University Πτυχίο Γραφείων Τεχνών και Διαφημιστικού Σχέδιου</td>
<td>8.04</td>
<td>3rd year</td>
<td>ALT, C, HTML, Word</td>
<td>Papua New Guinea</td>
<td>offer, reject, interview</td>
</tr>
</tbody>
</table>

3 options: offer placement, reject placement and ask for interview
If the user selects only “accept” or “reject”, the process can be completed. If however the user selects to “interview” students, then the process will complete after the interviews.

3 options: offer placement, reject placement and ask for interview
COMPLETE PLACEMENT PROCESS

INTERVIEWS

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

The process will complete after the interviews.
### Complete Placement Process

**Interviews**

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.

**Step #5: Rank, Hire, Reject Manually**

#### Applicants

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

#### Table of Applicants

<table>
<thead>
<tr>
<th>Rank</th>
<th>Student</th>
<th>Status</th>
<th>Institution</th>
<th>GPA</th>
<th>Year of Study</th>
<th>Skills</th>
<th>Nationality</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aveline Webber</td>
<td>Offer interview</td>
<td>Cyprus University of Technology</td>
<td>4.51</td>
<td>3rd year</td>
<td>CSS, STL, Java, XML</td>
<td>Andorra</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>2</td>
<td>George Harris</td>
<td>Offer interview</td>
<td>Frederick University</td>
<td>0.97</td>
<td>3rd year</td>
<td>C#, CSS, STL, Excel, SPSS, Word</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>3</td>
<td>Amabilia Guillock</td>
<td>Offer</td>
<td>University of Nicosia Master in Business Administration - Concentration: Finance</td>
<td>0.82</td>
<td>1st year</td>
<td>C#, CSS, STL, Excel, JAVA</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>4</td>
<td>Jameson Hodger</td>
<td>Offer</td>
<td>University of Nicosia Bachelor of Arts - International Relations and European Studies</td>
<td>0.81</td>
<td>3rd year</td>
<td>C#, STL, German, R, Word</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
<tr>
<td>5</td>
<td>Riusian Blackmore</td>
<td>Offer</td>
<td>University of Nicosia Bachelor of Science - Concentrations: Tourism, Leisure and Events Management</td>
<td>0.54</td>
<td>3rd year</td>
<td>STL, French, Greek, HTML, Javascript</td>
<td>Cyprus</td>
<td>offer, reject, interview</td>
</tr>
</tbody>
</table>
Organizations can view the history and manage their placements from the placements view.
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.
CONTRACT SIGNING
PLACEMENT MANAGEMENT

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

STEP #6: SIGN CONTRACT

Every stakeholder signs the appropriate placeholder
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

All organizations start with New Member level

Available Levels

- Bronze: 1
- Silver: 5
- Gold: 10
- Platinum: 25
- Diamond: 50
The feedback is recorded using a dedicated form with specific statements where the organization evaluates using the 5-star rating system (5 stars) being the best possible rating.)
THANK YOU