



Empleabilidad  
CTP CENTRO DE TRAYECTORIA PROFESIONAL

INFORMATION FOR  
COMPANIES



Alternatives for linking students  
– and alumni to organizations –

Academic Internship

The Academic Internship program for professional training is designed to complement students' undergraduate preparation in the Universidad de los Andes by providing them with professional work experience outside the walls of the classroom which allows them to actively participate in the dynamics of professional life.

This is an invaluable opportunity to build a career path which contributes to the professional and personal interests of each student. Furthermore, it enhances the professional profile with which each student will manage the demanding professional atmosphere in today's world.

This experience aims to provide students with:

- The opportunity to make meaningful contributions to the company they work at.
- A way of getting to know their own personal strengths, weaknesses and preferences in a work atmosphere.
- The opportunity to gain new skills and strengthen those they already possess.



The Academic Internship for professional training offers the organizations the possibility of identifying candidates that can be hired to work in a short period of time.

What is CTP?

The Professional Development Center (CTP by its acronym in Spanish) is part of the Office of the Vice Chancellor on Development and Alumni at the Universidad de los Andes, a unit that supports university students and alumni in building on their academic and professional objectives.

CTP is continuously working to consolidate connections with companies and organizations that can complement the training and experience of both students as well as alumni.

"Channeling the Talent"

Work Opportunities

These organizations can offer employment opportunities to alumni and students of varying backgrounds: senior undergraduate students, graduate students, recently graduated students as well as those with vast work experience. CTP provides support for this talent search through its work team and its technological platform.

Work-study

Organizations may hire undergraduate or postgraduate students who are interested in finding remunerated work opportunities on a part time or flex time basis so as to be able to work without having to suspend their studies. This type of activity does not receive academic credit and it is hoped that the duties assigned to the students be to some degree related with the objectives of their educational programs of study.

How to close already published Employment Opportunities?

The **Professional Development Center - CTP** makes up part of the network of providers authorized by the Public Employment Service - SPE and as such fulfills the requirements to perform as an Employment Bureau of the Universidad de los Andes.

As a part of this Network, **CTP** must comply by sending the monthly reports required by SPE, among which we must report on the results of the selection processes derived from the published labor employment offerings by the companies and organizations that use our tools.

**La plataforma:** si después de 6 meses de activa la oferta que su empresa ha publicado no esta cerrada, la plataforma automáticamente los bloqueara para subir nuevas ofertas al sistema. Por tal razón su organización debe periódicamente hacer este proceso de cierre de ofertas, indicando el resultado de la búsqueda.



1

Enter the webpage of CTP through the website address: [ctp.uniandes.edu.co](http://ctp.uniandes.edu.co) and click on the **enter** button.



The system will direct you to a new tool. In the **Business** section, enter with the credentials of the main user, name of user and password. Afterwards, click on the enter button.

2

Go to the main menu and Click on **See Opportunities**. Choose the opportunity that you wish to close.



On the right-hand side of the screen, choose or put in the criteria you wish to use in your job search.

3

Click on **See Details** of the opportunity you are interested in seeing. In the details of the opportunity, you will find the following options: Close Opportunity, Status History, See Applications.



Click on the option **Close Opportunity** and complete the Closure form: If you did not hire any of the candidates who applied for the job, the system will request that you include the reasons why you did not choose any and then it will allow you to close the opportunity.

Spaces for interaction between organizations and the Uniandina Community

Job Fairs:

Job Fairs are carried out once a semester on the campus of the university and in the facilities of the Universidad de los Andes Alumni Association. They have a duration of one week in which students and alumni can have access to a variety of activities that allow for networking, exploring opportunities, comparing market offers and resolving doubts regarding future employment opportunities. During the event, talks, workshops and panels of experts are organized on a variety of topics of interest and encounters with over 100 organizations, among other activities.

Corporate Presentations:

These are carried out during the academic semester from Monday to Friday on campus in the 12:00 (noon) time slot.

The participating organizations define the target audience to attend the presentation and the academic programs they are most interested in attracting.

How to register with CTP?

1

Enter the webpage of **CTP** <http://ctp.uniandes.edu.co> and click on the button.



ENTER

The system will direct you to a new tool. To register a company, click on the option **Crear Empresa. (create a company)**.

2

On the form, enter your information under **creación** and **contacto (creation and contact)** of the company. Mandatory information is indicated with an asterisk.

When you have completed the form. Click on **Continuar (continue)**. The system will authorize the form to create a new contact.

3

Enter the contact information and the company information, indicating which user should be considered the **usuario principal o no\* (main user)**.



ADD

Click on the terms and conditions. Having verified and agreed to them, click on


**4** The user will be added to the contact list. Click on **Ir al listado (go to the list)**. The system has the option to Edit, Add or Eliminate contacts.



To finish, click on **SAVE ALL INFORMATION**

The company is now created.

**5** The system will notify CTP indicating that there is a new company pending revision.



After a review, CTP will activate the company and send this information to all the contacts created by the company.


## How to publish employment opportunities?

**1** Enter the CTP webpage by going to the address <https://ctp.uniandes.edu.co> and click on the button **ENTER**



The system will direct you to a new tool. In **Empresas (Businesses)** authenticate with the corporate email and the assigned password.

**2** Go to the main menu and click on **Ver Oportunidades (see opportunities)**. Choose the option **Crear Oportunidad (create opportunity)**.



Select the type of opportunity (internship, job opening or work-study possibility) and enter your information.

**3** When you finish, click on button **SAVE** and the system will save the opportunity and send notification to CTP for its respective revision and activation **The offer is revealed to all applicants who meet the requested profiles.**

The academic internship is exclusively for undergraduate students. The legalization processes for the internship is only done by CTP, since students require authorization from their academic departments to be able to be hired by an organization.

**4** **Begin process selection:** Companies should directly get in touch with the contacts and call them in for the selection process.



When the selection is finished, the company must inform CTP of the result and indicate if any of the candidates were selected or not.

## Recommendations

- ✓ First you must select the type of opportunity on the form: Internship, Work Offer or Work-study.
- ✓ Have the complete information of the opportunity at hand to be able to fill out the form in the least amount of time possible.
- ✓ Due to security reasons, the system has a limited time for writing the opportunity to be published. If this takes more than twenty (20) minutes, it is possible that you lose the information when you click on **"Publicar"** (submit).
- ✓ Fill out the sections indicated with an asterisk. These are required.
- ✓ After publishing the opportunity, it will go to the validation process. Once the opportunity is approved, it will show the status of **"Activada"** (activated), the companies will be able to immediately begin consulting the resumes of the candidates who are applying by clicking on the option **"Ver Oportunidades"** (see opportunities).
- ✓ If the offer has more than 6 months in the platform must close it, otherwise, it will block you to post new offers until you have closed the previous ones.
- ✓ If you have any questions, please contact us at CTP through the email: [empresasctp@uniandes.edu.co](mailto:empresasctp@uniandes.edu.co)


## How to review candidate resumes?

**1** Go to the CTP <https://ctp.uniandes.edu.co> and click on the button **ENTER**



The system will direct you to a new tool. In **Empresas (businesses)** authenticate with the corporate email and the assigned password.

**2** Go to the main menu and click on the option **Ver Oportunidad (see opportunities)** and view the details of the opportunity.



Click on the option **Ver aplicaciones (see applications)** to see the profiles of the applicants to this opportunity.

**3** If you wish to see a particular profile, click on **Ver perfil (see profile)**. The system will show the resume of the applicant.



On the right side of the screen, you will find the filters for doing more specific searches amongst the candidates.

Consult the Schedule at:  
<https://ctp.uniandes.edu.co>

