



Empleabilidad

CTP CENTRO DE TRAYECTORIA PROFESIONAL

## INFORMATION FOR STUDENTS AND ALUMNI



### What is CTP?

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

### What benefits can CTP offer you?



- Have Access to Work-Study, Academic Internship or Work opportunities depending on your profile.
- Keep yourself informed about the activities being carried out by CTP to facilitate the process of searching for employment: resume writing, interview strategies, job hunting and contract tip workshops, among others.
- Attend the Corporate Presentations of companies and organizations interested in hiring students and alumni of the Universidad de los Andes.
- Participate in Job Fairs in which companies and organizations display their products and services and present the opportunities available for academic internships and job opportunities.

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



## SERVICES

### 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.

### Career Management

Services designed especially for students and alumni of the Universidad de los Andes, who require tools, information and accompaniment in decision making related with their current and future professional activities:

### Workshops and Talks

These are group events carried out monthly during the semester which prepare the participants to deal with the selection processes in organizations and to provide tools which support the search for professional opportunities. Some of the workshops are the following:

- Presentation of competitive resumes.
- Preparation for work-related interviews.
- Approaches to psycho-technical tests.
- Information regarding contracting and salaries.
- Preparation for the search for academic internships.
- Personal Brand.
- Networking.

## SERVICES

### Personalized Spaces

These are personal or virtual sessions of individualized attention that complement the workshops. They are aimed mainly at students and alumni of the university who are having difficulty in the selection processes and in the job search.

### Work opportunities

Students and alumni have the possibility of consulting, through the CTP website, opportunities that allow for further exploring possibilities of entering into the global job market or realizing a professional change in accordance with their interests. Opportunities can be found which are directed at graduation candidates, those recently graduated and alumni with different levels of experience.

### Job Offers

Senior undergraduate students, postgraduate students, candidates awaiting graduation, those recently graduated and alumni with various years of work experience can take advantage of the opportunities published through this service. CTP publishes employment opportunities of companies and organizations from all the public sectors providing options to its users for all the different academic programs of the university.

### Work-study

This service is aimed at Uniandino students from the undergraduate and graduate programs interested in finding remunerated work as a part-time employee or with flexible hours within or outside the university without having this interfere with their study schedules. This activity does not have academic credits and the work schedules, type of contracts and salaries are set directly by the organization with the students who apply for these positions. To gain access to these services, it is necessary to fill out the complete profile form on the CTP webpage:

<https://ctp.uniandes.edu.co>

## How to access to CTP web?

1

Enter the webpage of CTP by going to this address: <http://ctp.uniandes.edu.co> and click on the button

ENTER



If you are an alumnus, before entering the CTP website to fill out your profile, you must reactivate your account @uniandes on the website of the university alumni: <https://egresados.uniandes.edu.co>

2

The system will take you to the new tool. Click on the option that says **Ingresar como comunidad Universitaria (enter as part of the university community)**, for security reasons, the system will take you to the microsoftonline port and later to the authentication website of the university.

Enter your Uniandes email address and the password. Click on **Iniciar sesión. (start session).**



3

The tool will display on the homepage the opportunities related with your academic program and on the upper right side you will find the options menu: My Profile, Advanced Search, My Applications and Settings.



## How to update your profile?

1

After authenticating your Uniandes email and password, it will take you to the main menu and you can click on the option:

MY PROFILE



Click on the button **Edit** to enter personal information and accept the terms and conditions.

2

Click on the **Perfil (Profile)** tab and complete the areas: years of experience, skills, languages and attach the resumes required.



The resume should contain organized and relevant information to the position being applied for.

3

Once you have entered the required information, click on the button

UPDATE



The system will show a confirmation message. Click on the button **Aceptar (Accept)**.

## How to look for and apply for job opportunities?

1

Go to the main menu and click on the option **Búsqueda Avanzada (Advanced Search)**.



In the search filters, select or enter the features sought and click on the button **Buscar (Search)**.

2

Once having made a search, click on the opportunity to be able to see the details and apply.



Click the **Select** button and select the resume you want to send.

3

The system shows a confirmation message, if you are sure you wish to apply, click on the button

SI



Upon finishing, the system will confirm that you have applied correctly to the opportunity.

4

For more precision in the opportunity searches go to the main menu and Click on **ofertas afines (related offers)**.



The system shows the list of offers related to your profile In accordance with: your program of study, experience, languages and skills.

## RECEIVE NOTIFICATIONS OF RECENTLY ACTIVATED OFFERS

You will receive notification by email each time **CTP** activates offers:

1. Go to the main menu and click on Settings Options.
2. Select if you wish to receive subsequent notifications regarding offer activations.
3. Each time you receive a notification after the activation of job opportunities, from the email you can click on the link of the offer to review it and apply for it.

## Problems frequent questions



If you are not interested in receiving information regarding **CTP** services, you can deactivate notifications by going to the **CTP** webpage.



If you cannot enter the **CTP** webpage for any reason, update your Internet Navigator to the most recent version (Explorer, Firefox or Google Chrome).



Do not forget to permanently update the resumes with which you are going to apply for positions.