



Empleabilidad

CTP CENTRO DE TRAYECTORIA PROFESIONAL

Universidad de los Andes  
Colombia

## INFORMATION FOR COMPANIES

Alternatives for linking students and alumni with organizations.

### ¿What is CTP?

The Center for Professional Development (CTP) provides support to students and alumni in the construction of their academic and professional objectives.

CTP works non-stop to create links with businesses and organizations that can complement the training and experience both of students as well as alumni.

CTP is the only unit that can act as an employment exchange for the Universidad de los Andes and that is duly authorized by the Ministry of Labor-SPE



## Alternatives offered by CTP

### Work while studying

Organizations can hire undergraduate or postgraduate students interested in finding paid labor that offer part-time or flex-time schedules which allow them to work without having to stop studying.

This type of activity does not generate academic credit and what is hoped is that the duties carried out by students are in some way in line with the formation objectives of their majors.

### Job openings

The organizations can offer job openings to alumni and students with distinct profiles: students in the final year of undergraduate studies, graduate students, recently graduated students and those with more extensive professional careers.

CTP supports these talent searches through its work team and technological platform. (employment exchange)

# Register yourself



## 1 Go to the platform.

1

Enter [ctp.uniandes.edu.co](http://ctp.uniandes.edu.co) and click on  and later click on **add a company**

## 2 Form

2

Enter the information requested and upon finishing click on **continue**.

## 3 Create contact

3

Enter the information of the contact and when you finish click on **continue**.

## 4 Add another contact

4

Click on **add another contact** and enter the information requested. Later, click on the **add** button.

5

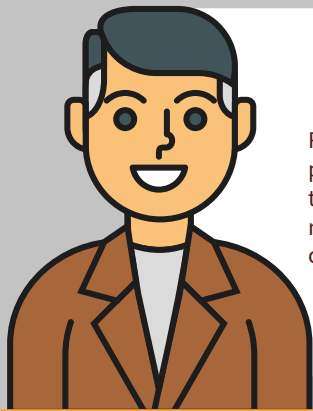
## 5 Finish

Click on **Save Information**. The company will then be created and the system will notify CTP indicating that there is a new company pending approval. After the revision, CTP will activate the company and send notification to the main user of the company.



If you have any doubts, please get in touch with CTP at the email:

[empresasctp@uniandes.edu.co](mailto:empresasctp@uniandes.edu.co)

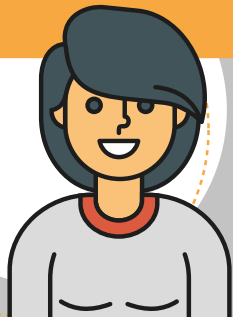


Remember that to do any of the following processes it is necessary to have completed your registration and to have received notification from CTP confirming that your company is active.

## Authentication Process



## Creating job opportunities



1



On the main menu, click on **See job openings**

2

Click on the option **create job opening.**

3

click on one of these options: **job opening, internship or work-study**

4

The system displays the job opening form in which the information can be entered.

5

When you finish click on **Save.** The system creates the job opening and subsequently sends notification to CTP for its revision and activation.

All of the contacts of the company can enter the tool and create job openings which will be registered as "creating job opening" and once it has been reviewed and approved by CTP, the opening will be changed to "active job opening"

For security reasons, the system has a time limit for publishing the job opportunity, if this takes more than twenty (20) minutes, it is possible that you will lose the input information once you click on "publish".

If a job opening has been on the platform for longer than two weeks after the expiration date, the company must download the resumes of the applicants and then must close the opening. If this is not done, the tool will block the company from posting new job openings until it has closed the previous ones.

## Check CVs



1



On the main menu, click on **see job openings**

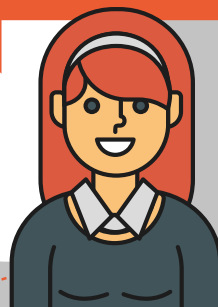
2

Enter the opening and click on the option **See applications.**

3

Click on **download all resumes.**

## Closure of openings



1



On the main menu, click on **See openings.**

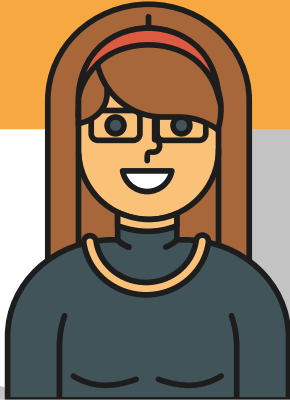
2

Go to the job opening and click on **eliminate opening.**

3

Follow the steps.

# Academic internship



## Advantages

The Academic Internship program is designed to complement the formation of the undergraduate students of the Universidad de los Andes, by garnering experience outside the classroom that allows them to have active participation in the dynamic of a work environment.

This is an priceless opportunity to build a career path as it encourages knowledge of professional and personal interests of each student. Furthermore, it enhances the professional profile with which a student will endeavor in the demanding work environments of today.

- Put your knowledge to the test in a work environment.
- Get to know your profession and the labor market more completely.
- Get to know your strengths, weaknesses and preferences.
- Get work experience which will enhance your professional profile.
- Develop soft skills or key skills in contexts outside the classroom.
- Establish contacts and personal, academic and work relations.

## Some contact spaces between the organizations and the Uniandina community:



### Work fairs

These are carried out once a semester and allow for making contacts and recruiting possible employees.



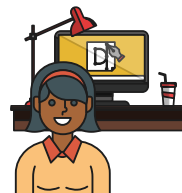
### Corporate presentations

These are carried out during the academic semester in the noon time slot.



### Open Day

These are done during the year in the facilities of the company.



### Visits to Facilities / Distribution Centers

These are done throughout the year in accordance with the availability of the company.

and many other activities in campus and out side it.

For more  
information go to:

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



**If there are any complaints about the improper use of the platform. we  
will proceed to permanently deactivate the company.**



CTPUniandes



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CTP--Linked to the network of Public Service Employment providers.  
Authorized by the Special Administrative Unit of the Public Service Employers  
as an official and unique employment exchange of the Universidad de los Andes  
for national and transnational opportunities under resolution 000439 of April 11, 2018.

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Resolution 28 of February 23 of 1949 Ministry of Justice.