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INTRA Placement Provider Handbook

Sept 9, 2024

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Step 1 - Logging in to the InPlace System

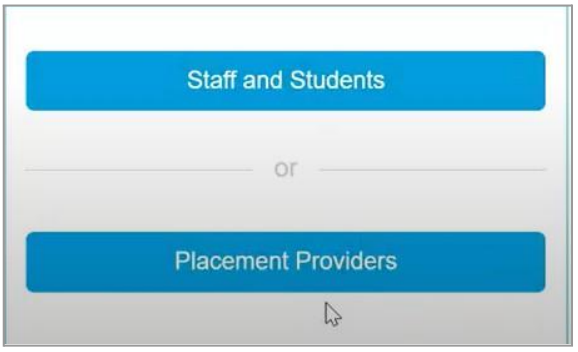
Learning Objectives

1. The end-user will be able to log on to the InPlace System within 5 attempts.
2. The end-user will be able to recall the steps in how to recover their password to 100% Accuracy.
3. The end-user will be able to recall the step in how to get their password unlocked to 100% Accuracy.

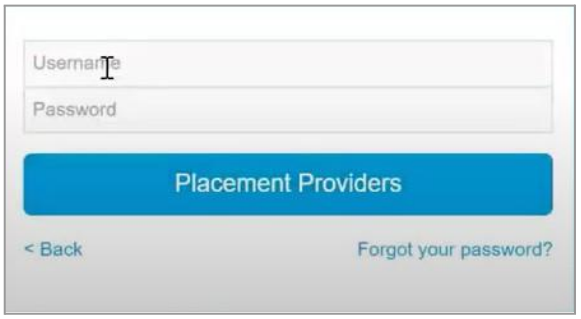
Logging in to the InPlace System Steps

As a Placement Provider you will receive a welcome email with a link through their work email address from InPlace to welcome to the system.

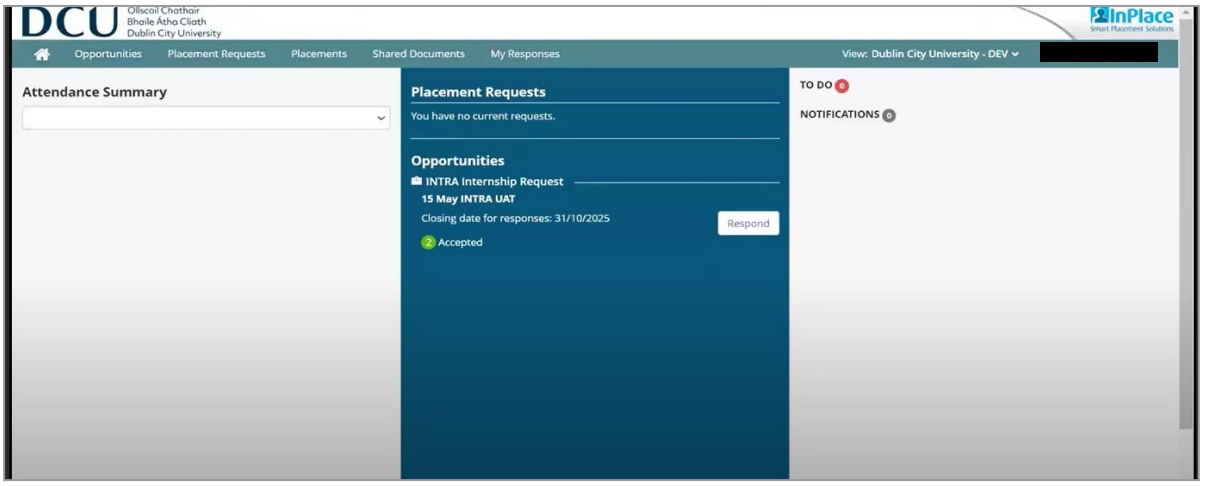
1. Click on the Placement Provider button
2. Create a new password (username is your email address).
3. Click ok. The InPlace homepage will appear.



4. Click on the Placement Providers button.



5. Enter your email address as your new Username. You will only have 5 attempts to enter the correct username and password. Failure to do so will result in the password being locked out. (A user from DCU will need to unlock your password)
6. Click on Placement Providers login.
7. The In Placement Home Screen will appear



Recovering your Password

1. Click on **Forgot your password**? A **Recover your password** dialog box will appear as below:

2. Enter your email address.
3. Click submit. The end-user will receive an email with instructions on how to get back into the InPlace system.
4. Follow the instructions on the email and repeat the above steps where necessary.

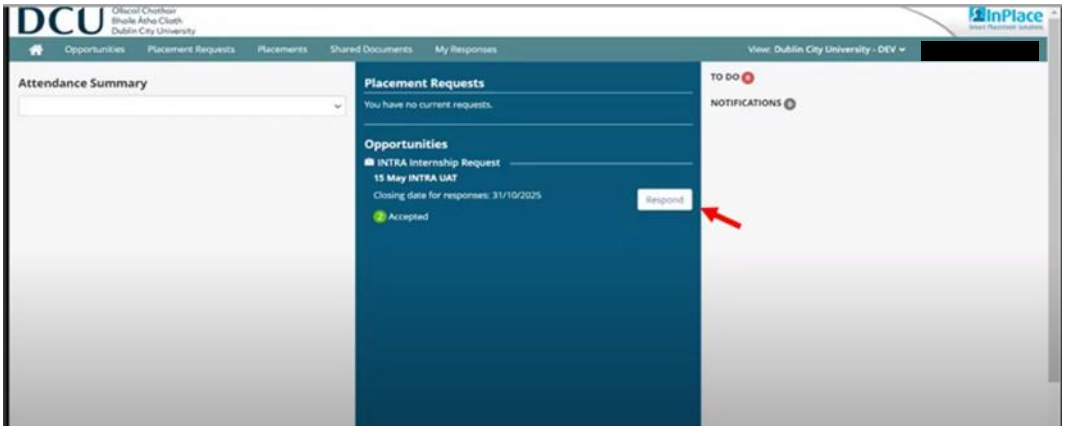
Step 2 – Add a New Opportunity (Placement Provider)

Learning Objectives

As a Placement Provider you will be able to create a new opportunity and share the details with the DCU INTRA team for advertisement to relevant students.

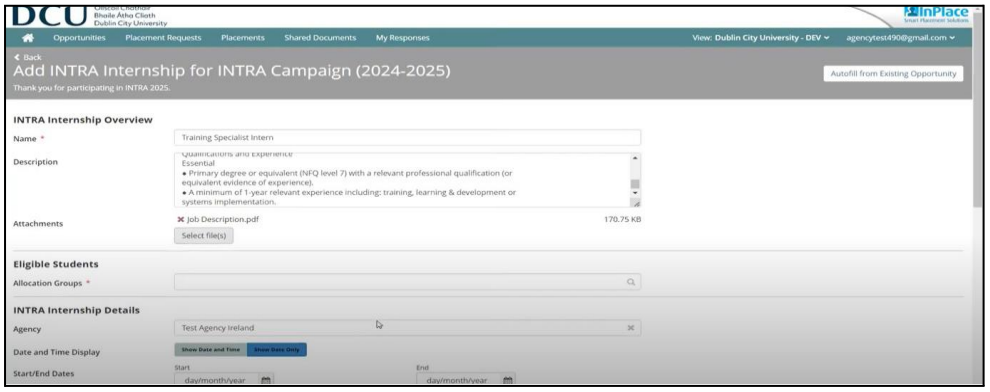
Add a New Opportunity

1. Navigate to the **Opportunities** section on your homepage.
2. The list **INTRA Internship** Requests from DCU will be displayed. In this example, it is the INTRA Campaign 24/25. Along with the closing date for responses.
3. To add a new opportunity, click on the **Respond** Button. The Add INTRA Internship for INTRA Campaign page is displayed



INTRA Internship Overview Section

1. In the **Intra Internship Overview** section, under **INTRA Internship Overview** add the **Opportunity Name** (For example, 'Training Specialist Intern').
2. In the **Description** box if desired, copy the job description.
3. Across form **Attachments** click **Select File(s)** to attach job description or other relevant documentation.



Eligible Students section

1. In the **Eligible Students** section across from **Allocation Groups** select check **DCU** checkbox. It will always be DCU.
2. Click **Done.** The name of your agency or company will be selected by default.
3. To enter the **Start** and **End Date** of the student internship click on the calendar icons across from **Start/End Dates**
4. To specify the **Duration of Days** for the internship, enter the days across from **Duration**
5. To specify the **number of places** for the internship, enter (or use the plus and minus signs) the min and max number of places in the fields across from **Number of Places** (This is not a mandatory field)

Application Details Section

1. Scroll to the **Application Details** section
2. Select **Display date and time** by clicking on the calendar and time icons across from **Display From**.
3. To select the **Open and Close Date of applications** for the students, click on the calendar and time icons across from **Applications Period**.
4. **Always** select the tick-box for students to attach a document.

Not selecting this checkbox will allow the students to apply to the opportunity **without** a CV. Please note, all the details in the Application Detail sections are not mandatory, so all fields do not need to be populated if the details are unavailable

Interview Stages Section

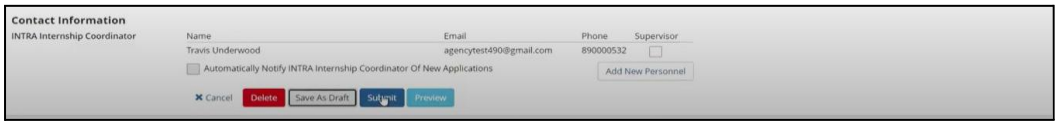
1. Scroll down to the **Interview Stages** section
2. Select the **Stages** for this role from the predefined list.
3. To remove a **stage**, uncheck the tick-box against the stage name.

Contact Information Section

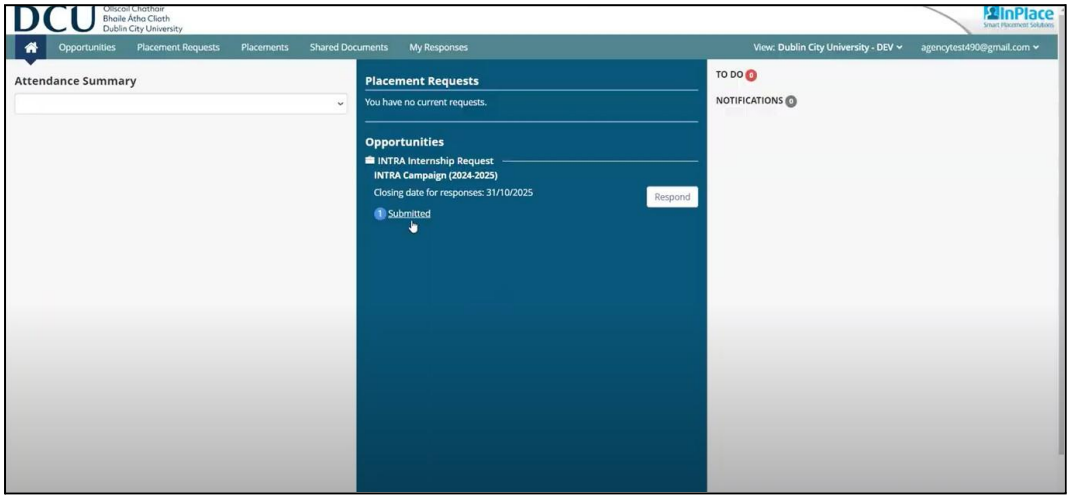
1. Scroll down to **Contact Information** section
2. You can select the **Supervisor** checkbox if you wish to add yourself as the supervisor for this role.
3. To add the **contact details** of another person, click the **Add New Personal** button
4. Click on **Save as a Draft** to save the opportunity details.
5. Observe the green pop-up message as shown below:

6. Click on the **Preview button** to review how the students will see this opportunity.
7. Click on the **Submit button** to submit this opportunity to DCU.

Once submitted, the DCU staff will then be able to view the opportunity details and can advertise the vacancy to the relevant students.



All opportunities submitted can be seen on the Home Dashboard:



Step 3 – Download CVs and Review Shortlist.

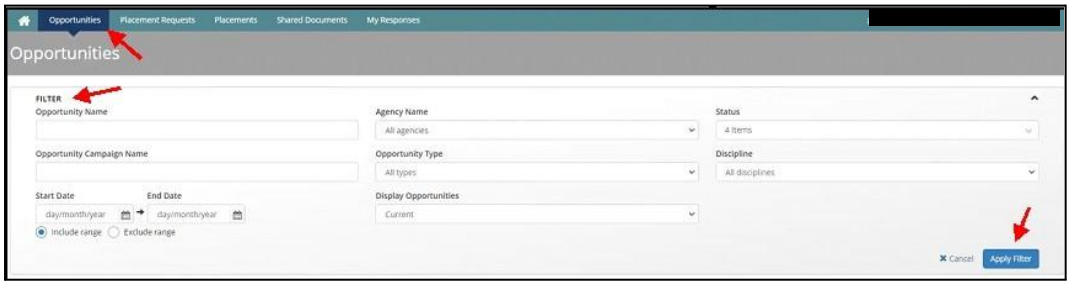
Learning Objectives

The INTRA team will be able to review the applications and create a shortlist based on the required criteria.

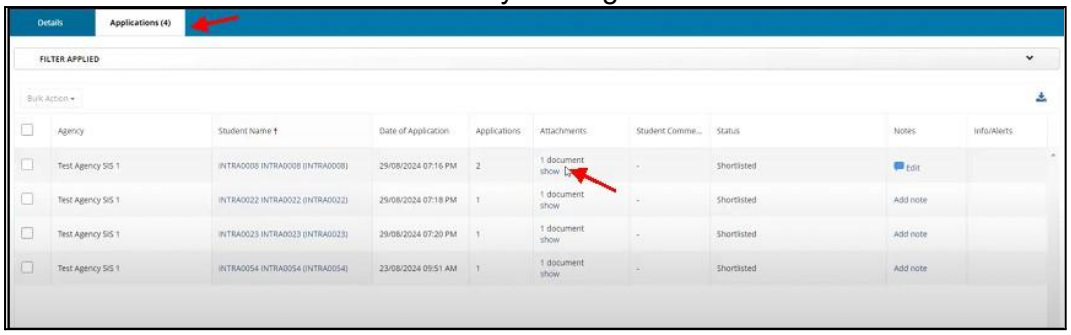
Viewing the shortlisted Applications

Once the students apply for a job opportunity, the INTRA team can review the applications and create a shortlist based on the required criteria.

1. To view the shortlisted applications from the In **Place Dashboard**, click on **Opportunities** on the Banner.
2. Enter the required criteria in the **Filter** function to look for specific roles
3. Click **Apply Filter**

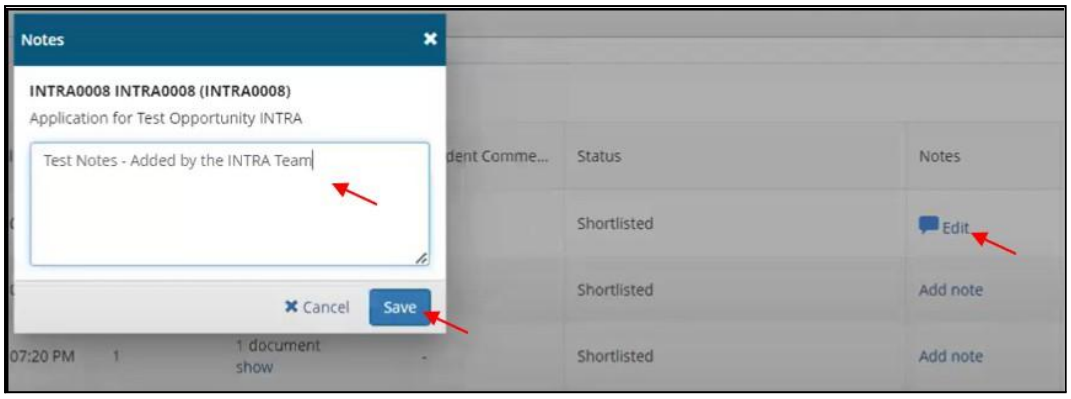


4. From the list click on **Opportunity** name example: **Test Opportunity INTRA**.
5. On the top menu, click on the **Applications** tab.
6. On the **Opportunity** page, you can view any applications shortlisted by the INTRA team for this role.
7. Display on this page there are four applications sent by the INTRA team and the status is updated as **shortlisted.**
8. In the **Attachments column**, the CV that the student has used to apply for this role will be accessible by clicking on the **Show Button.**



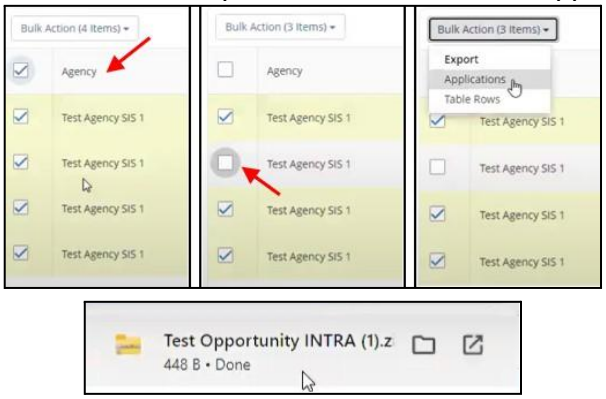
9. Click on **Show**
10. Click on **Download**, it will download their CV to your system.

11. Click on the **Edit** icon in the **Notes** column, to view any notes added by the INTRA team against the student application.
12. To edit these notes/update the notes type the relevant note in the text box.
13. Click on **Save**.
14. These notes will be then visible to the INTRA team

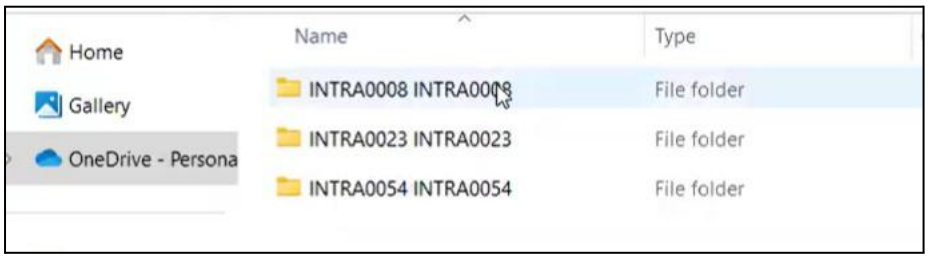


Bulk Download Student CVs

1. To **Bulk Download** the student CVs **click on the Agency checkbox** on the top row.
2. To remove any specific applications, untick the **checkbox** against the unwanted application.
3. Once you have selected the right applications, click on **Bulk Action.**
4. Select **Applications** from the list of values.
5. This will then download a zip file with all the student applications selected.



6. Click on the required file in the pop-up list of files.
7. There will be a separate folder for each student name as shown below:



8. Click on the respective folders to display the student INTRA CV file.

Once the CVs are shortlisted and the applications for interview have been downloaded you can share the interview shortlist with the INTRA team outside the system and then the INTRA team will schedule the interview and share any further details

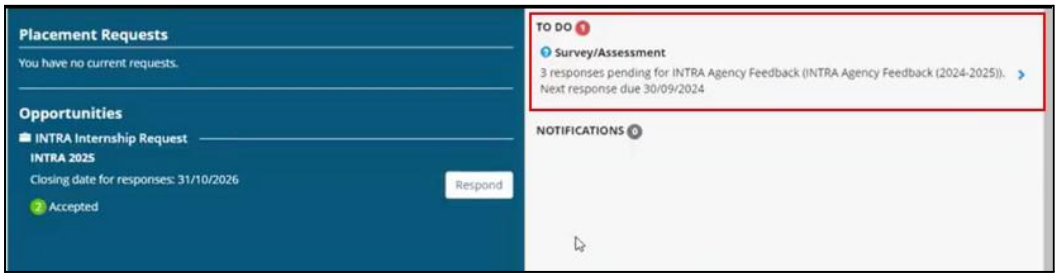
Step 4 – Agency Feedback

Learning Objectives

The agency/employer will be able to give feedback to the students using the forms on the InPlace system.

Process Steps for completing the agency feedback/employer survey.

1. Log on to the **Agency Dashboard**.
2. If a feedback is triggered, you will see a notification in the **To-Do** list on the right-hand side of the page.
3. In the example, there are three responses pending for INTRA Agency feedback along with the next response due date. It is the 30th of September 2024.
4. To access the survey, click on this **notification**



Or Alternatively

5. Click the **My Responses** tab on the **Home** Dashboard.

6. In the **My Responses** page, click on the **Respond** button in the **Action** column**.**

7. Students' details will be visible on this page.
8. Scroll down to see the three sections in this form. The first section is the **INTRA Agency Feedback**. general feedback and giving consent. Click the radio button beside their desired response.

In the second section, is the **Skill Assessment Questions**. You can provide the rating by dragging the slider against each item.

The third section is the Additional Comments related to the DCU intra-placement process.

1. You can provide the rating by dragging the slider against each item.
2. Type the responses in the text boxes provided

- Please note, if this section is already completed in another student's Evaluation Form, the rest of the section can be skipped.

3. At any point, the survey can be saved as draft by clicking on the **Save as Draft** button on the bottom of the screen.
4. Once the form is completed, click the **Submit** button on the bottom right corner of the screen.
5. Click **Submit** on the **Confirmation** dialog box.
6. Observe the green success message to say that the response is submitted successfully to DCU

END