

## Next Steps | SIP 2018

### 1. Registration and receiving applications

- Log in to the [CareerNETwork](#) platform with the your credentials OR registering your company.
- Place opportunities online through the shortcut “*Create Job Posting*” (menu on the right side).
- Management of applications.

### 2. Selection and recruitment process

- The selection and recruitment process is the company’s responsibility.

### 3. Protocol formalization

- Inform the university about the selected candidates, the length of the internship and its location.
- Sign the protocol – 3 copies – by the three stakeholders (company, CATÓLICA-LISBON and Student).
- Insurance activation by the university.

### 4. Internship

- During the internship, keep in touch with CATÓLICA-LISBON and request our Support whenever needed,.
- We advise you to keep track of the intern’s performance, giving regular feedback.



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