OPPORTUNITIES

Opportunities

InPlace opportunities allow for the posting of advertisements for projects, events and placements for students to view and apply for.

All opportunities have an opportunity type (such as Internship, Volunteering, Seminar, Project, Event and so on), which allows them to be grouped and managed. They are configured to target particular student groups and can also be configured to let other groups view the opportunity (but not apply).

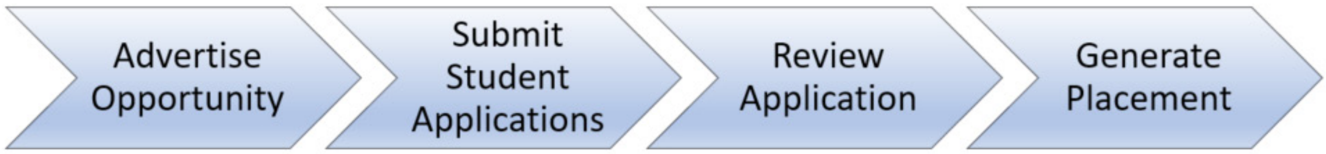
Opportunity Campaigns

The Opportunity Campaign Builder is used to sets key details for Opportunities within the campaign. Once published, agency personnel or institute staff create opportunities for the campaign which are then published to students.

Students

Students view opportunities in InPlace, and if interested (and eligible to apply), complete the required details, submit online applications to their institute or register interest via InPlace, or apply directly to he external agency.

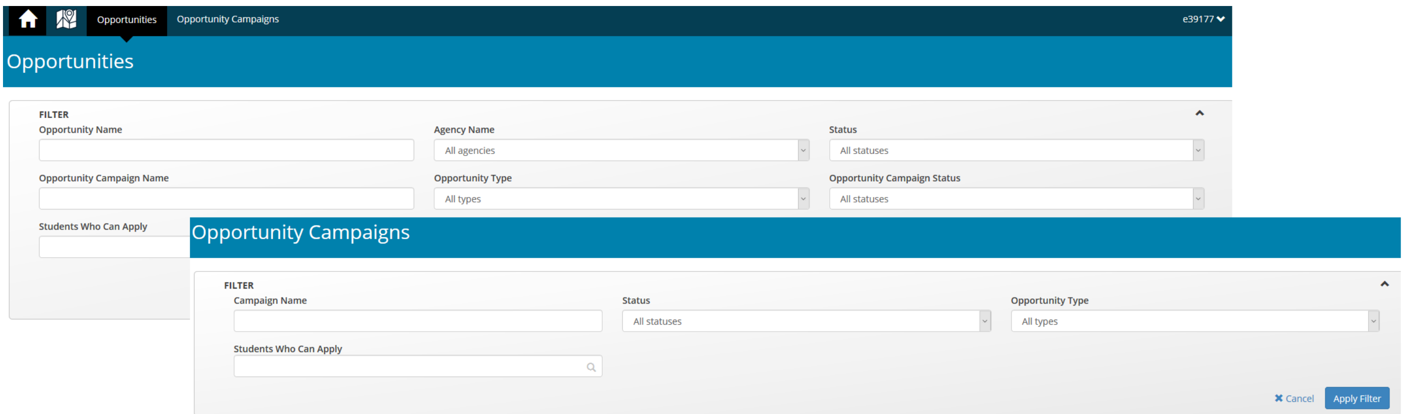
Applications and registrations are reviewed by the relevant agency personnel and/or institute staff and moved through a series of stages before applications are accepted, allocations are finalised and placements are generated. Communications are sent from InPlace to the student and to the opportunity's coordinator.



To access the opportunity feature, navigate **Placement** > **Opportunity**

Opportunity Filter

The Opportunity and Opportunity Campaign Filters allow users to define your own search criteria such as Opportunity / Campaign name, Type, Agency, Student and status.



Create an Opportunity Campaign

An Opportunity Campaign is created by the InPlace user responsible for managing opportunity programs.

The Opportunity Campaign specifies the students or requirement groups to which the opportunities will be targeted and defines the main details for those opportunities.

Step 1 - Engage the Opportunity Campaign Builder:

Navigate to **Placement > Opportunities**

Click on the **Opportunity Campaigns** tab

Click '+ Add New Opportunity Campaign' button.

Step 2 - Enter Campaign Information:

In this section, enter the Campaign's high-level details:

- **Campaign name**
- **Opportunity type***
- **Application eligibility requirement**:

  Any Student in Requirement Group: Allow any student in selected requirement groups to apply for opportunities.

  Only Students Requiring Experience: Only enable students who need to fulfil experience requirements.

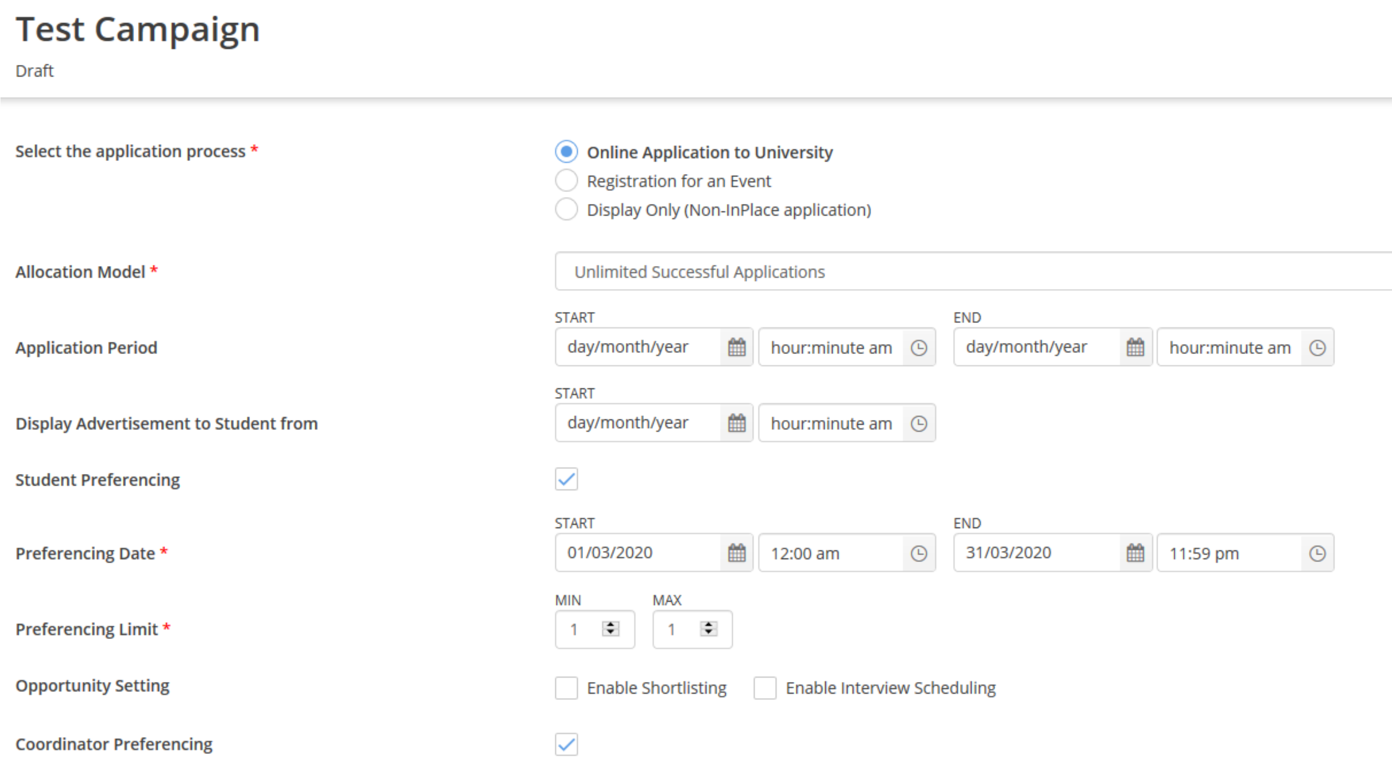
  Configure on Opportunity: Allow those creating Opportunities under the Campaign to select eligible student groups when they add their opportunities (select this option if you do not know the eligible student groups ahead of time) section.

  * *To add new Campaign Types, please contact InPlace Support.*

<u>Step 3. Select Settings</u>:

Define the Opportunity Campaign key settings:

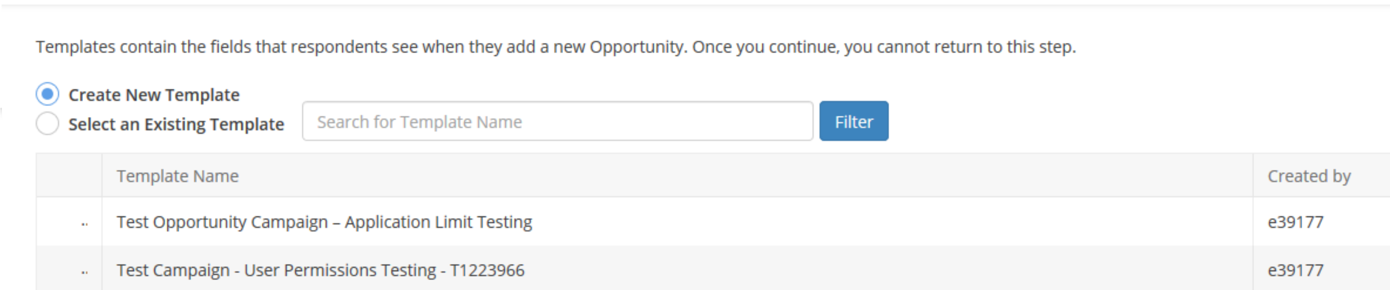
- **Application process**: Set the application method (i.e. application or registration)
- **Allocation model:** Set appropriate limits on applications
- **Application period**
- **Student Preferencing**: Allow students to rank preferred opportunities and limit the number of opportunities a single student can apply for.
- **Coordinator Preferencing**: Allow coordinators to rank preferred applications for opportunities within the campaign.
- **Enable Interview**: Allow the scheduling of interviews for the opportunity to applicants whose applications have the status of Pending (approved applications).



<u>Step 4. Apply Templates</u>:

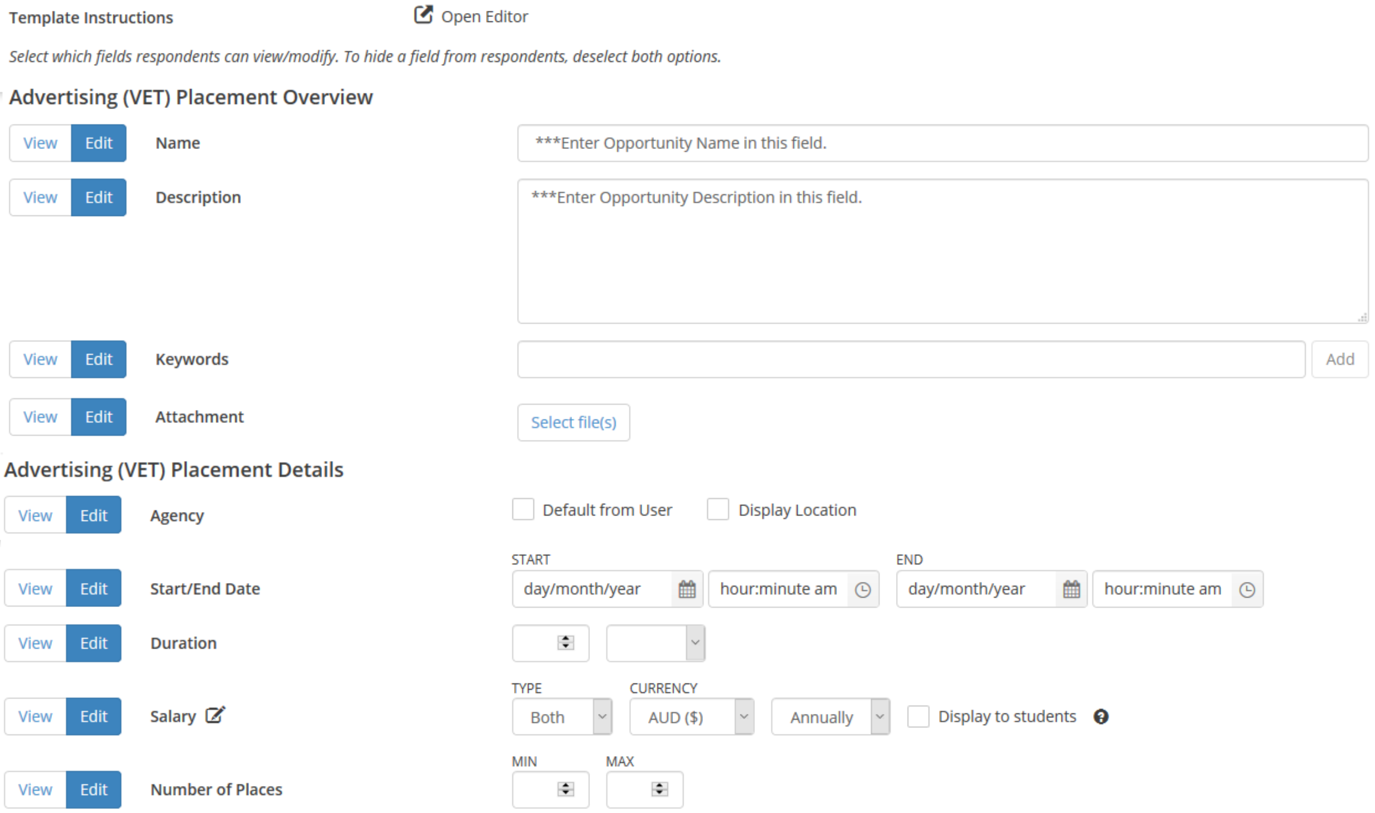
Select an **existing template** (i.e. a previously published campaign template) or choose to create a new template.

- The template contains all the fields that Agency personnel or staff will see when they add a new opportunity.



Step 5. Enter Details:

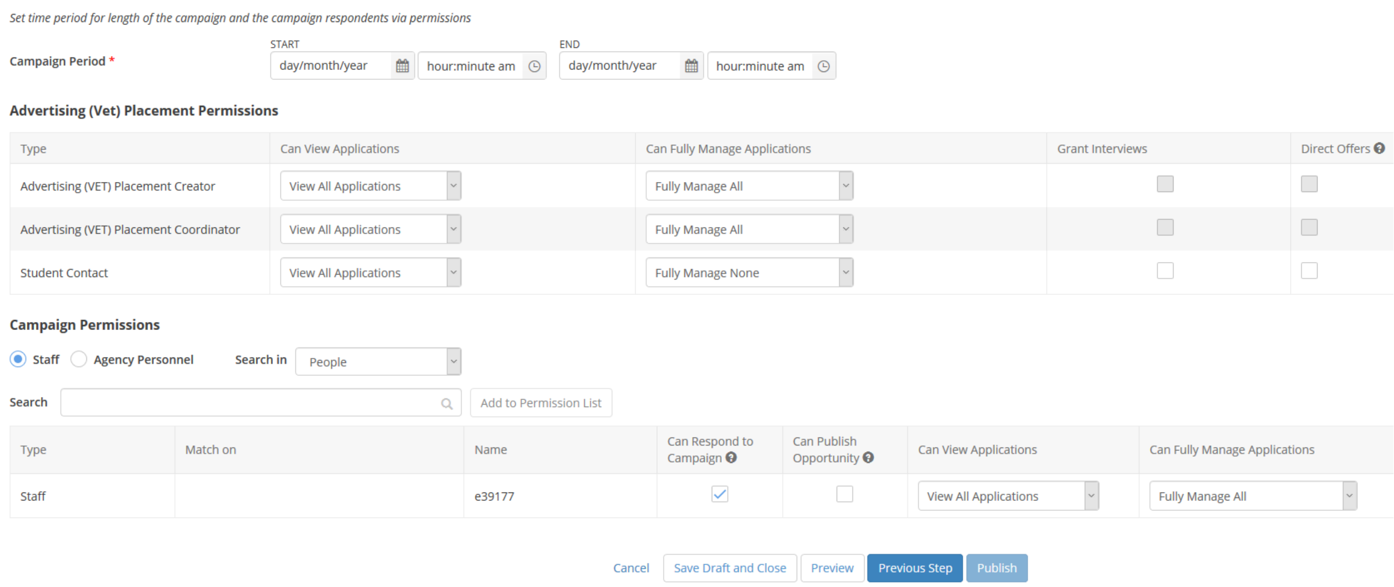
Enter (or update) template details that Agency personnel or staff will see when they add a new opportunity based on this campaign.



Step 6. Publish:

Complete the Campaign for release.

- **Set campaign dates**
- **Specify permissions**
- **Notify relevant people** that the **campaign is available** to **add** new **opportunities**



=> ***Click on the 'Publish' button to complete the Opportunity Campaign***

Add a new Opportunity

An Opportunity is created for a particular Opportunity Campaign which specifies all of the main details.

Step 1 - Create an Opportunity

Navigate to **Placement > Opportunities**

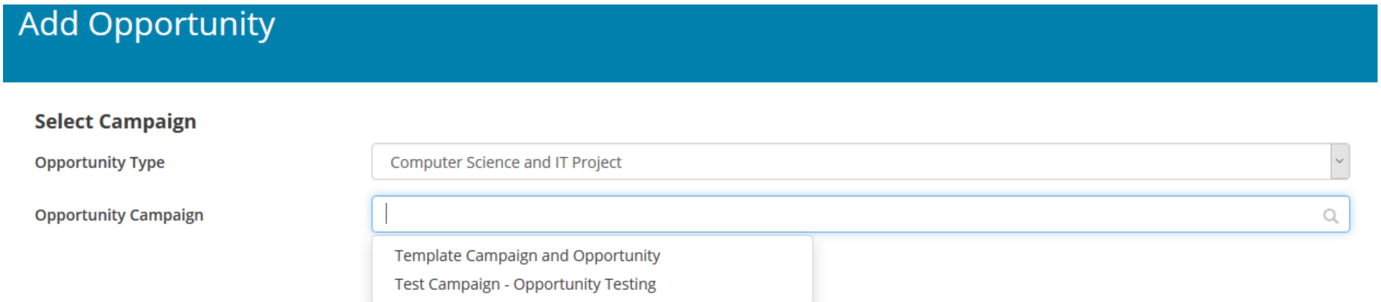
The **Opportunity** page will display as the default tab

Click **+ Add New Opportunity Campaign** button

Step 2 - Select a Campaign:

In this section, select:

- **Opportunity Type**: Select the type of opportunity for the campaign.
- **Opportunity Campaign**: Select from the list of active opportunity campaigns.



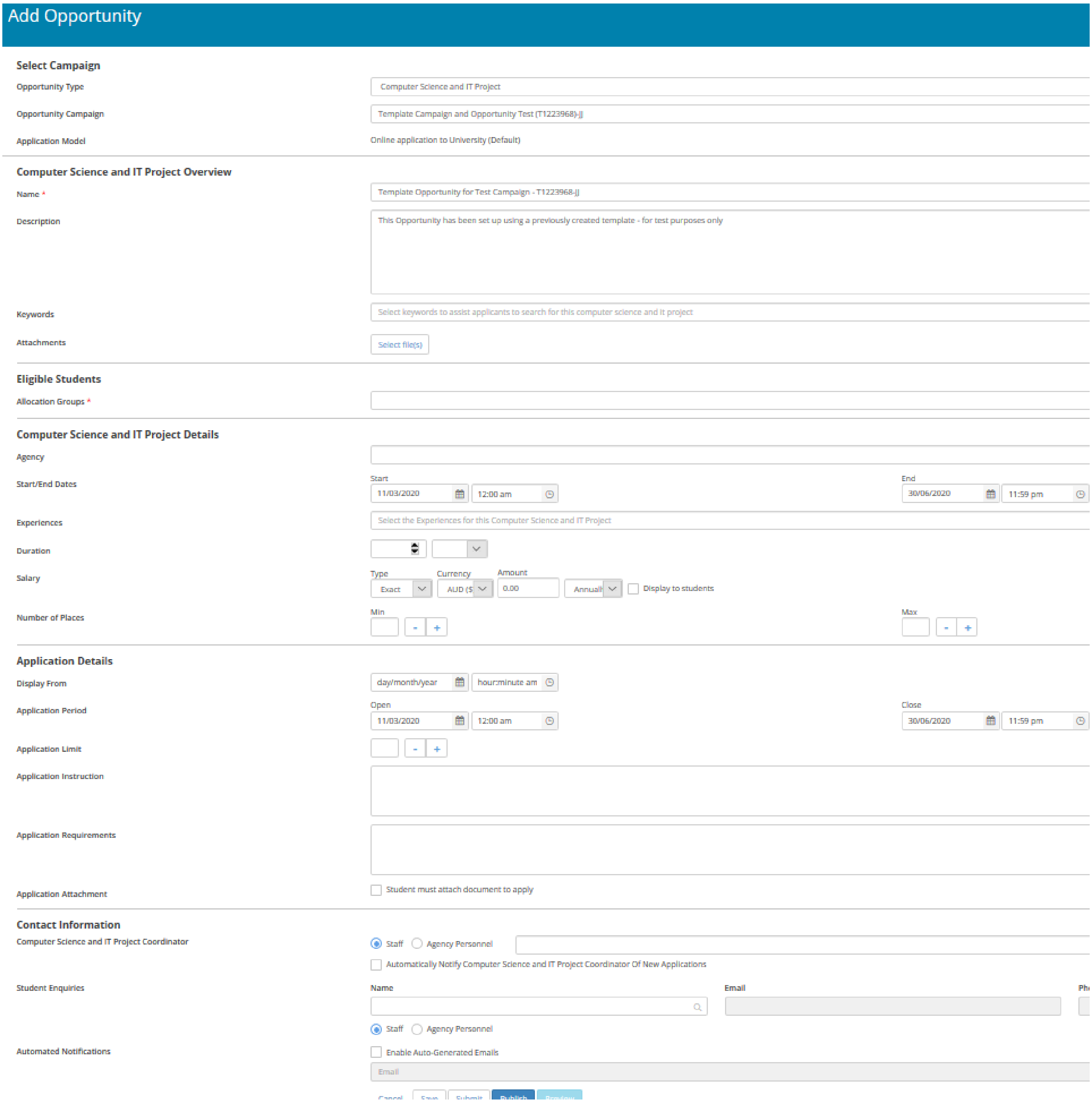
The Add Opportunity page expands to display more fields as well as the default values that have been set for the campaign.

Step 3 - Complete the Opportunity:

In this section, complete:

- **Opportunity Name**: Enter a name for the opportunity
- **Description**: Describe the purpose of the opportunity and add any other relevant details
- **Keywords**: For students to filter / find opportunities
- **Agency**: Select an agency from the list to associate it with the opportunity
- **Start / end dates**: Specify dates and times
- **Experiences**: Select any experiences offered by the placement
- **Display From**: First date / time Opportunity is viewable to students
- **Duration**: Specify the duration of the opportunity in days or hours
- **Salary**: Displays the advertised salary (if any)
- **Number of places**: Minimum / maximum number of places available
- **Application period**: Date range that the opportunity is open for applications
- **Application limit**: Maximum number of applications that will be accepted
- **Application instruction**: Any instruction requirements
- **Application requirements**: Specific application requirements
- **Coordinator**: Staff member who is the Opportunity Coordinator
- **Student Enquiries**: Required contact (staff or agency)

=> ***Click on the 'Publish' button to complete the Opportunity Campaign***


Add Opportunity
Select Campaign
Opportunity Type
Computer Science and IT Project
Opportunity Campaign
Template Campaign and Opportunity Test (T1223968)-JJ
Application Model
Online application to University (Default)
Computer Science and IT Project Overview
Name *
Template Opportunity for Test Campaign - T1223968-JJ
Description
This Opportunity has been set up using a previously created template - for test purposes only
Keywords
Select keywords to assist applicants to search for this computer science and it project
Attachments
Select file(s)
Eligible Students
Allocation Groups *
Computer Science and IT Project Details
Agency
Start/End Dates
Start
11/03/2020
12:00 am
End
30/06/2020
11:59 pm
Experiences
Select the Experiences for this Computer Science and IT Project
Duration
Salary
Type
Exact
Currency
AUD ($
Amount
0.00
Annuall
Display to students
Number of Places
Min
Max
Application Details
Display From
day/month/year
hour:minute am
Application Period
Open
11/03/2020
12:00 am
Close
30/06/2020
11:59 pm
Application Limit
Application Instruction
Application Requirements
Application Attachment
Student must attach document to apply
Contact Information
Computer Science and IT Project Coordinator
Staff
Agency Personnel
Automatically Notify Computer Science and IT Project Coordinator Of New Applications
Student Enquiries
Name
Email
Staff
Agency Personnel
Automated Notifications
Enable Auto-Generated Emails
Email
Cancel
Save
Submit
Publish
Preview

Managing an Opportunity

After publishing an opportunity, students will able to apply or register for the opportunity. This will generate applications which staff can then review.

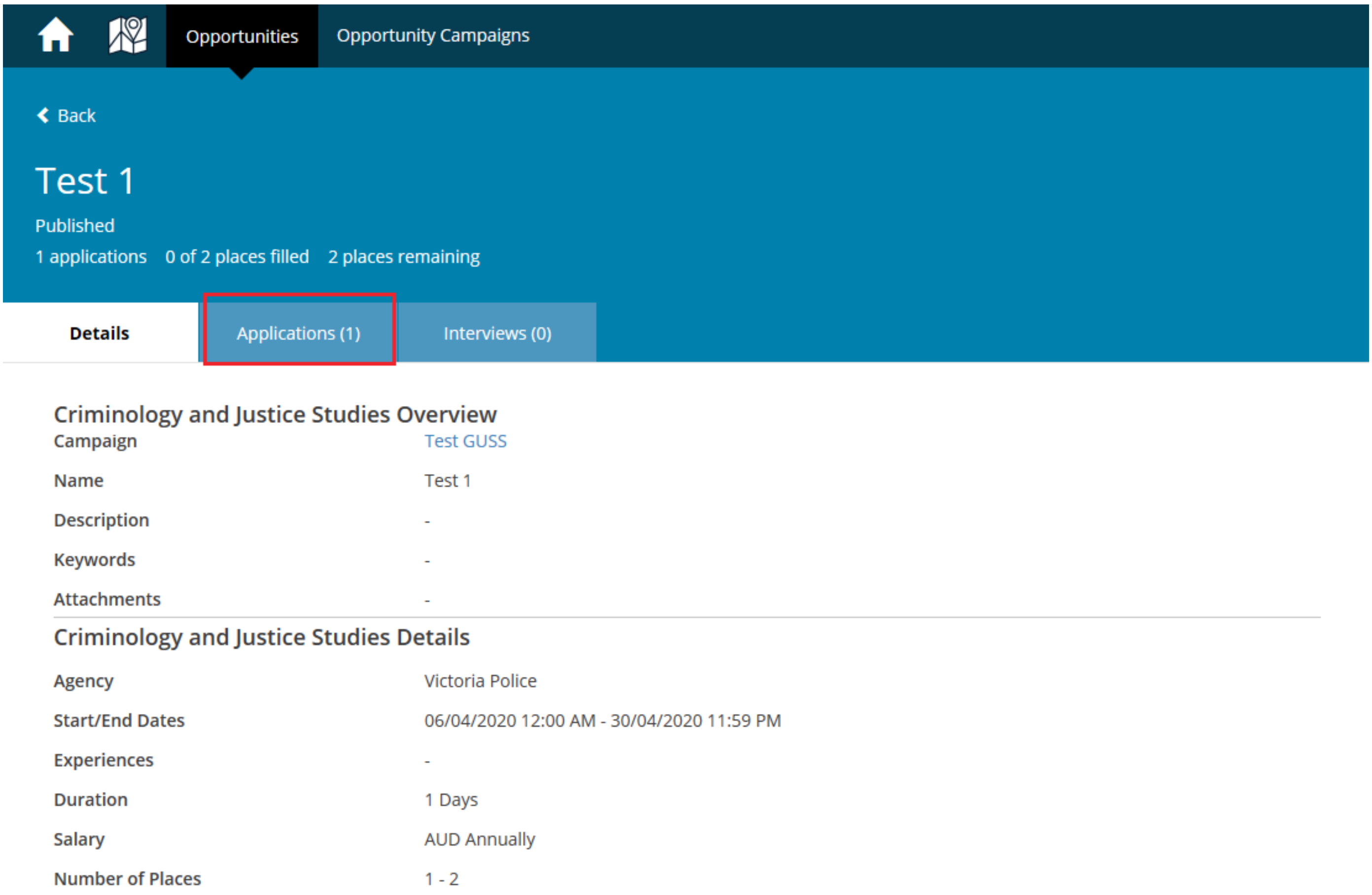
Accessing Opportunity Applications

Navigate to **Placement > Opportunities**

Locate the **Opportunity** using the filter function

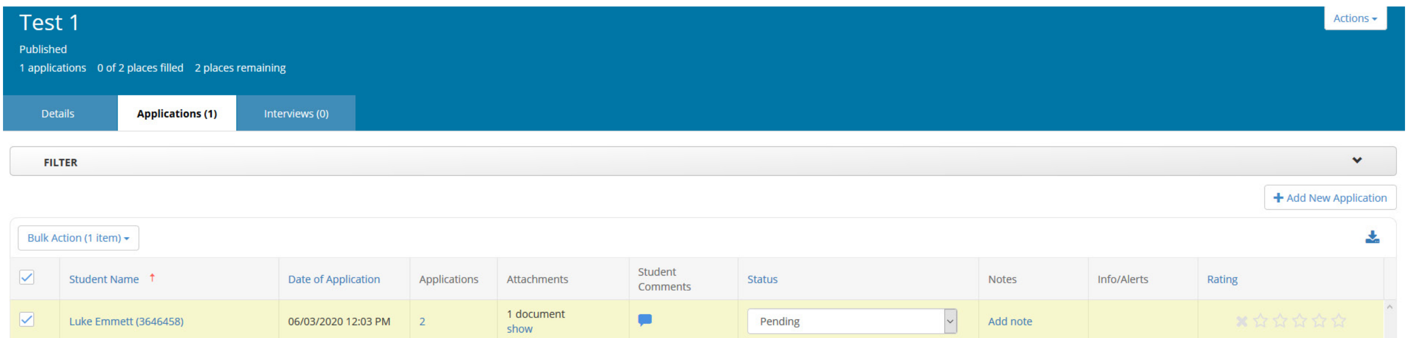
Click on the **name / link** for the **required Opportunity**

Click on the **Applications** tab to view / review applications



Opportunity Application Tab

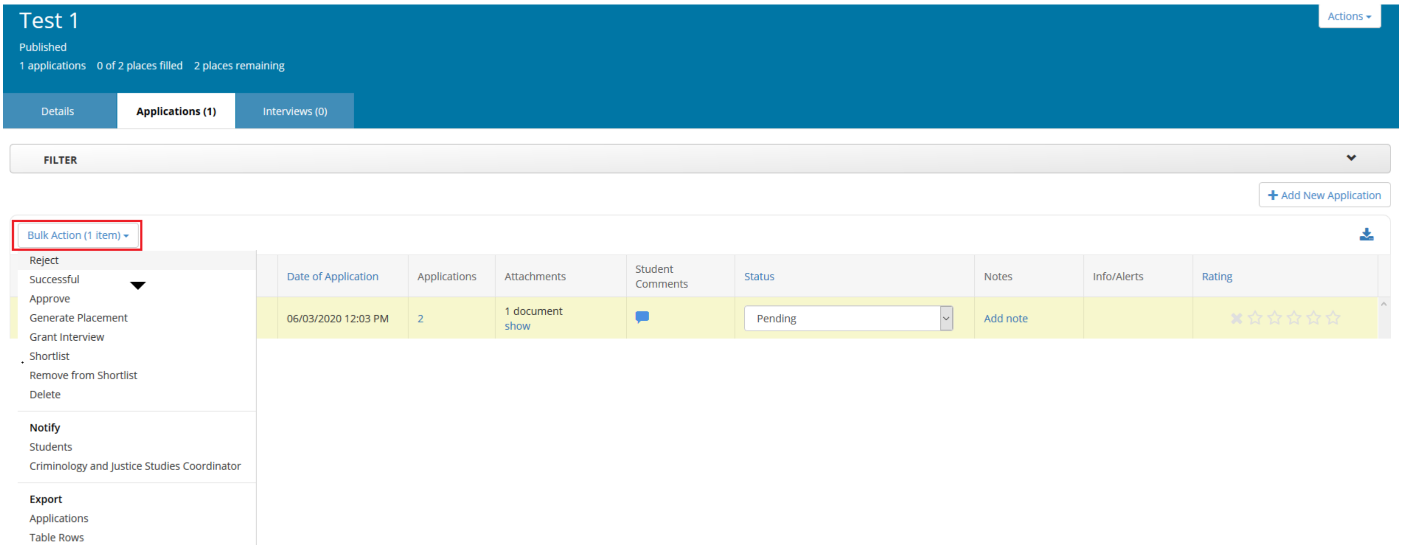
The **Applications tab** is where all student applications will be actioned. Within this tab, applications and their outcomes can be managed on an individual or bulk scale.



Within the **Applications tab** - a number of actions can be performed upon an application:

- **Click on the student Link**: to view student details such as Extended Attributes and placement history.
- **Application Date**: Date of the submitted application for the Opportunity.
- **Applications**: Shows the number of applications submitted by the student – click on the link to view details.
- **Attachments**: Click on the 'Show' link to view and details of, and download attachments submitted with applications.
- **Student Comments**: Hover over this field to view comments made by students to support applications.
- **Status**: Use this drop-down menu to action applications.
- <u>Notes</u>: Click on the 'Add note' link to make notes against the student application.
- <u>Rating</u>: Allows for recording of application ratings.

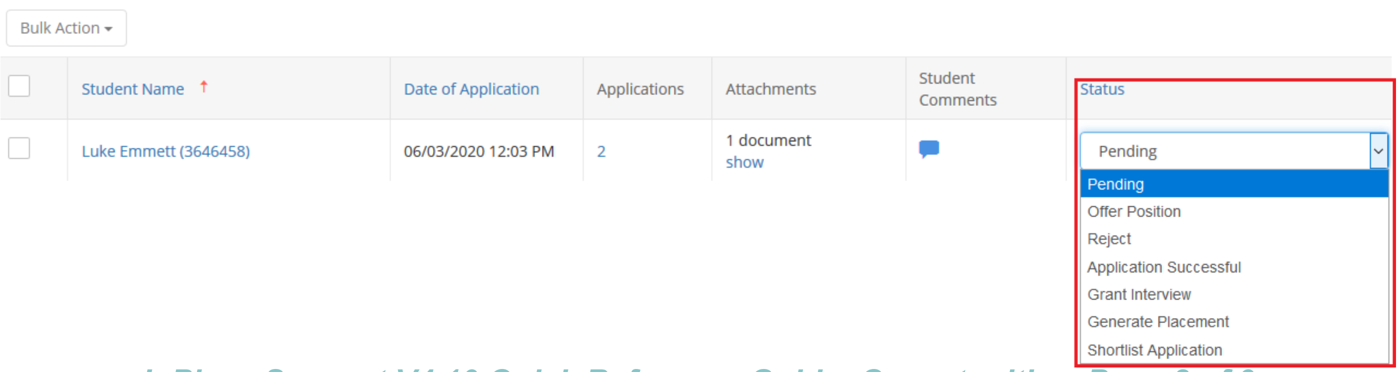
<u>Bulk Action Button</u>



The **Bulk action button** allows **enables 3 main functions** to be managed on **multiple student records** with a single action. By ticking the check-boxes next to student names / ID numbers the following tasks can be managed in bulk:

1. **Amend Application Status**: Approve, reject, shortlist, grant interview, generate a placement etc.
2. **Notify**: Create and send notifications to students or Opportunity Coordinators.
3. **Export**: Download student applications or excel generated data that shows application information (i.e. number of applications, status, student details etc.).

<u>Status Drop-down Menu Actions</u>



The **status drop-down** allows for **student application updates** to be with the following actions available:

1. **Applied**: Reflects the initial / un-actioned status of a submitted student application.
2. **Shortlist Application**: Updates an application status to 'Shortlisted' and adds an application to a list of preferred students for a placement (with the option to remove from the list if required).
3. **Approve**: Updates an application status to 'Pending'.
4. **Application Successful**: Updates a student application status to 'Successful'.
5. **Grant Interview**: Updates a student application status to 'Interview'.
6. **Offer Position**: Allows assigning a period for a placement offer to be accepted by a student.
7. **Reject**: Updates an application status to 'Unsuccessful' (with the option to review if required by selecting 'Re-open' from the drop-down).
8. **Re-open**: Updates a rejected / unsuccessful application status to 'Applied'.
9. **Pending**: Reflects a student application that has been approved or updated and reverted back to an 'Approved' status.
10. **Generate Placement**: Updates an application status to 'Placed' and generates a Confirmed Placement.

For further assistance, please contact your school's WIL team or visit [InPlace Support Online Help]() or contact the InPlace Business Support Team at inplace.support@rmit.edu.au