

# Portal de Empleo

IMMUNE Technology Institute  
Guide for students and alumni

**<https://jobboard.universia.net/careers-immune-institute>**



## **Content**

1. About
2. Portal de Empleo
3. Registration
4. Setting up your account
5. Access
6. Structure of the Portal de Empleo
7. Edit your profile
8. Applying for a job
9. Withdraw from application

# About

IMMUNE Technology Institute wants to provide the best job opportunities for you! This is why we partnered up with the careers platform provider Universia to build our Portal de Empleo. On the one hand the platform grants access to the general pool of jobs of third-party companies that are provided by Universia. And on the other hand IMMUNE is constantly adding new Tech-Jobs to the job board from our partner companies.

Please note: **At this point the careers team at IMMUNE is managing the job advertisements of our partner companies. That means that the application process will be handled by IMMUNE.** As you apply for a job we will receive the notification and forward it directly through mail to the responsible HR contact of that job. However, in some cases it might occur that you will have to apply again through the official job page of the company.

If you have any doubts or you need assistance in setting up your profile, please contact **careers@immune.institute** .

Your IMMUNE Careers Team

# Portal de Empleo

<https://jobboard.universia.net/careers-immune-institute>

The link above leads to the official **Portal de Empleo** of IMMUNE Technology Institute. This view will allow you to see our job offers in the offline mode.

To be eligible to apply for a job you will need to register for an account. After finalizing the registration you can use the link to access the Portal.

The screenshot displays the official job portal for IMMUNE Technology Institute. At the top, the logo and name 'IMMUNE TECHNOLOGY INSTITUTE' are visible. Below the header, there is a navigation bar with 'Portal de empleo' and buttons for 'Regístrate' and 'Accede'. A main banner area contains the text '¿Eres una empresa y buscas talento universitario?' and 'Accede para empresas'. A 'Sobre nosotros' section follows, describing the institute as a community of knowledge and ideas. The central part of the page is titled 'Busca ofertas' and features a search bar with filters for 'empleo y prácticas' and 'Puesto, localización o empresa'. Below the search bar, a list of job offers is displayed, each with a company logo (e.g., sygris, IMMUNE), job title, location, and a 'Ver oferta' button. The footer includes contact information, a list of links (Inicio, Acerca de, Política de cookies), and social media icons.

# Registration

1. Click **Regístrate**.
2. Fill in your initial information to register.
3. Accept the terms and click **Completar registro**.



## VERY IMPORTANT:

The Portal de Empleo is exclusively for current IMMUNE students and IMMUNE alumni. To ensure this, you can only enter the system with your student email address that ends with **@immune.institute** .



**uni>ersia**

**Crea tu cuenta**

- ☑ Regístrate en menos de 5 minutos
- ☑ Sólo te pediremos tus datos una vez
- ☑ Activa los servicios de Universia que necesitas y disfruta de sus ventajas: orientación académica, becas, búsqueda de empleo...

**Regístrate**  
¿Ya tienes cuenta? [Inicia sesión](#)

Nombre  Apellidos

Fecha de nacimiento  Email

País de residencia

Introduce una contraseña  Repite contraseña

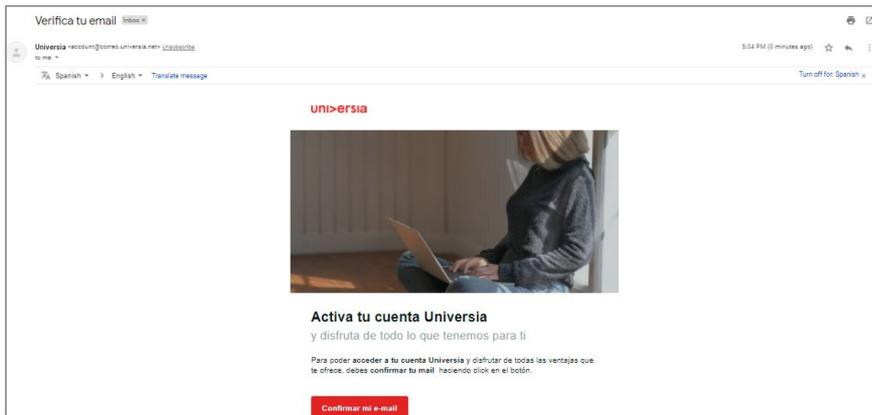
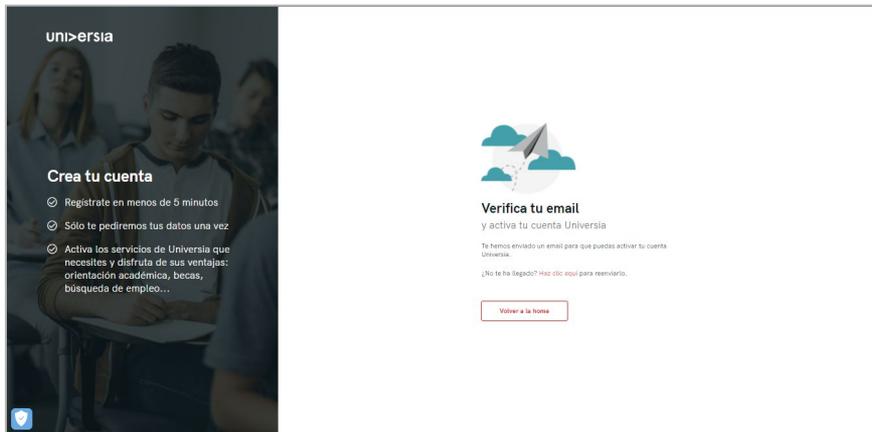
No soy un robot

He leído y acepto la Política de Privacidad de Universia y he leído, entendido y acepto los Términos y Condiciones de Universia España.

[Completar registro](#)

# Registration

After you have finalized the initial registration you will receive an email from Universia to activate your account. Here click **Confirmar mi e-mail**.

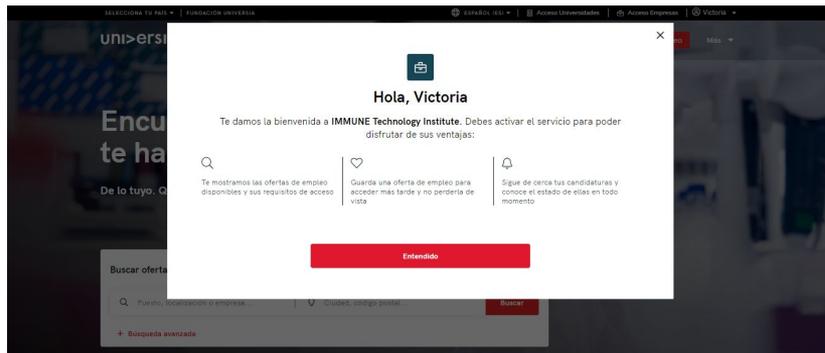


# Registration

You are now in the final registration stage. The system needs to verify that you are either a current IMMUNE student or an IMMUNE alumni.

1. Click **Si, soy o he sido alumno/a de esta universidad**.
2. Introduce your email.

! Remember to use your student email address that ends with **@immune.institute**.



## Setting up your account

Before starting to search for jobs you should set up your account. The platform leads you through a series of questions about you, your previous experiences and your expectations. We recommend you to do it right away. However, you can always edit your profile later on.

After completing this step you are ready for your job search!

IMMUNE 3-4 minutos para terminar

### Cuéntanos un poco más de ti...

Para que puedas inscribirte a la oferta es necesario que completes algunos datos de tu perfil. Lo primero son unos datos básicos sobre ti.

#### Cuéntanos sobre ti

¿En qué ciudad vives? Así te mostraremos las ofertas más cercanas a ti. \*Obligatorio

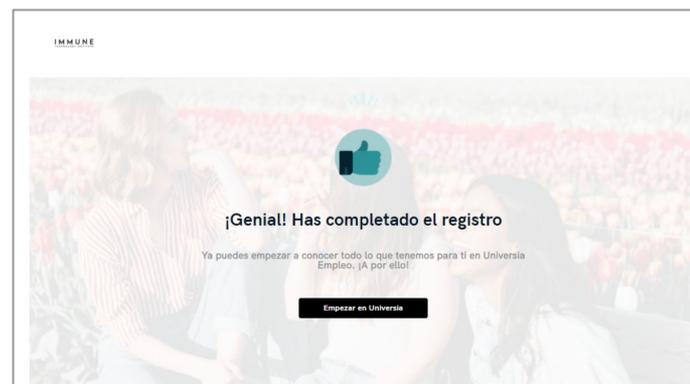
Dinos tu móvil para que las empresas puedan contactarte. \*Obligatorio

Introduce el tipo de documento. \*Obligatorio

Introduce tu nº de documento de identidad. Lo necesitamos por motivos de seguridad. \*Obligatorio

¿Con qué género te identificas? \*Obligatorio

Continuar >

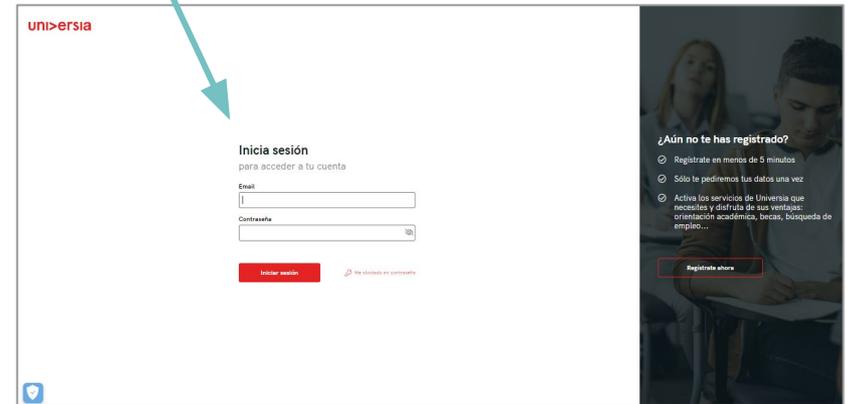


## Access

Upon completion of the registration process you are able to access the Portal de Empleo again through:

<https://jobboard.universia.net/careers-immune-institute>

1. Click **Acceso** .
2. Type in your account information.
3. Click **Iniciar sesión** .



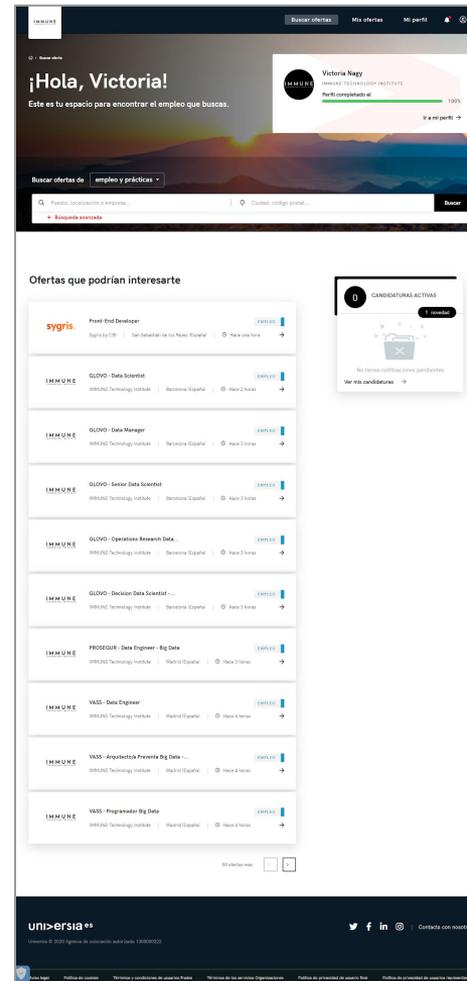
# Structure of the Portal de Empleo

Finally, you arrived in the Portal de Empleo!

The structure of the platform is very simple. The home page provides an overview of the whole assortment of jobs, your applied jobs and the stage of your profile.

In the menu you can change between

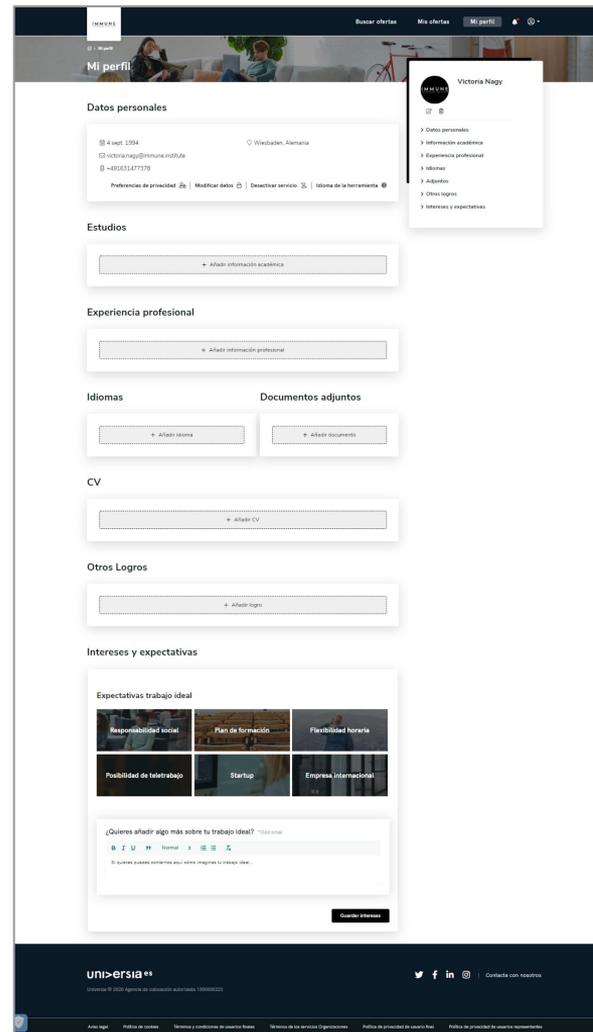
- **Buscar Ofertas**  
This corresponds to the home page.
- **Mis Ofertas**  
See all jobs you liked or applied for.
- **Mi perfil**  
Edit or make changes to your profile.



# Edit your profile

In the menu select **Mi perfil** to get to your profile.

We highly recommend you to edit your profile, add a picture, your achievements and attach your CV. It is key to awake the HRs' interest in your profile when applying for a job.



## Edit your profile - Attachment of your CV

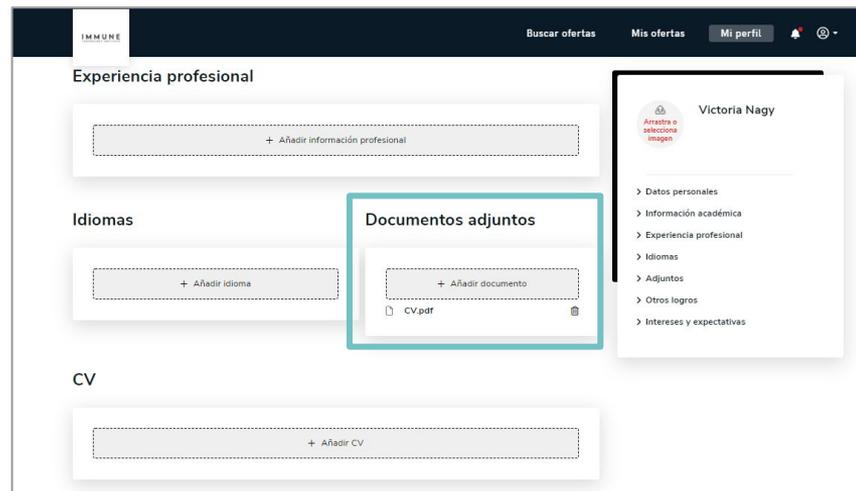


### VERY IMPORTANT:

Attach your CV twice. Once in the section **Documentos adjuntos** and also in the section **CV**.

As your application for a job is managed by IMMUNE and hence will not directly reach the correspondent HR contact on the platform, it is very important that you attach your CV as a document in the section **Documentos adjuntos**. This way we can download your CV and forward it!

Due to the *Reglamento General de Protección de Datos (RGPD)* we need your permission to forward your CV to a third-party. We will share with you a legal text once you apply for a job offer.



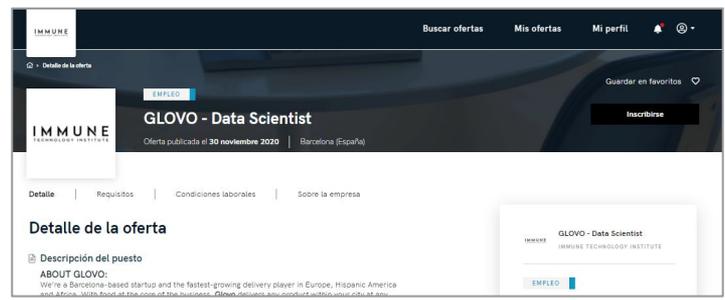
# Applying for a job

Applying for a job is super simple!

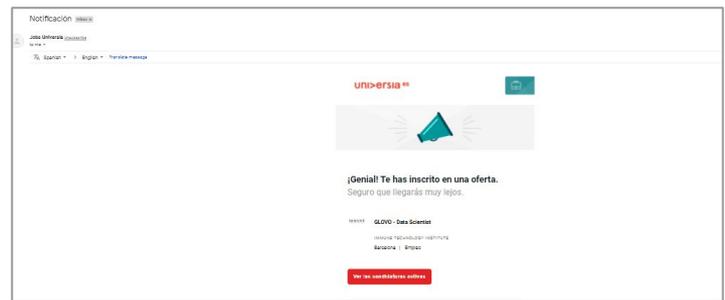
1. Click on the job you are interested in.
2. Find more information about the job.
3. Click **Inscribirse**.
4. You will receive a confirmation email from Universia.

That's it!

Every time there is a change in your application process you will be notified by email.



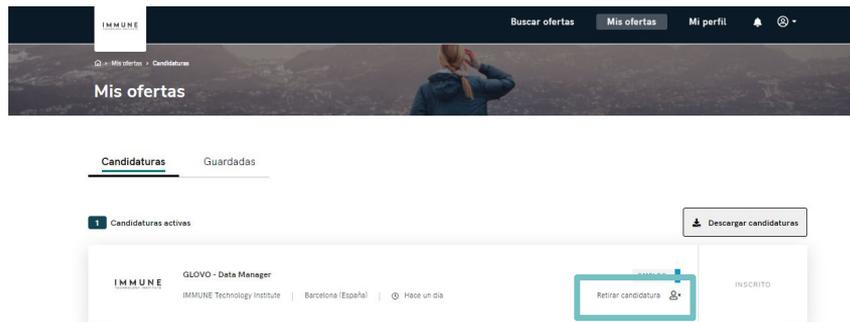
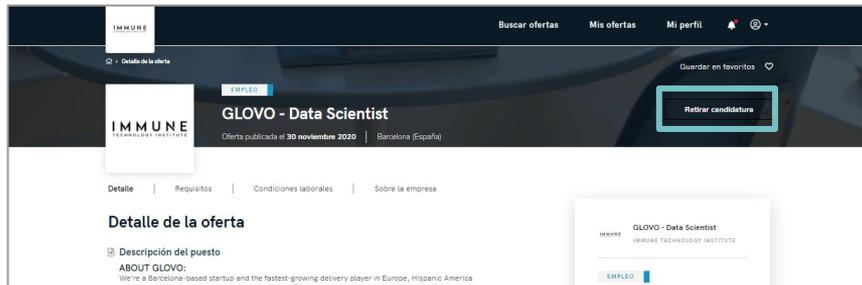
Jobs Universia **Notificación - ¡Genial! Te has inscrito en una oferta. Seguro que llegarás muy lejos. logo Universia GL...**



# Withdraw from application

Go to **Mis ofertas** and see the listing of your applied job. To withdraw from your application click **Retirar candidatura**.

Alternatively you can open the job description and click **Retirar candidatura**.



# Start programming your future now!

<https://jobboard.universia.net/careers-immune-institute>

**If you have any doubts contact [careers@immune.institute](mailto:careers@immune.institute)**