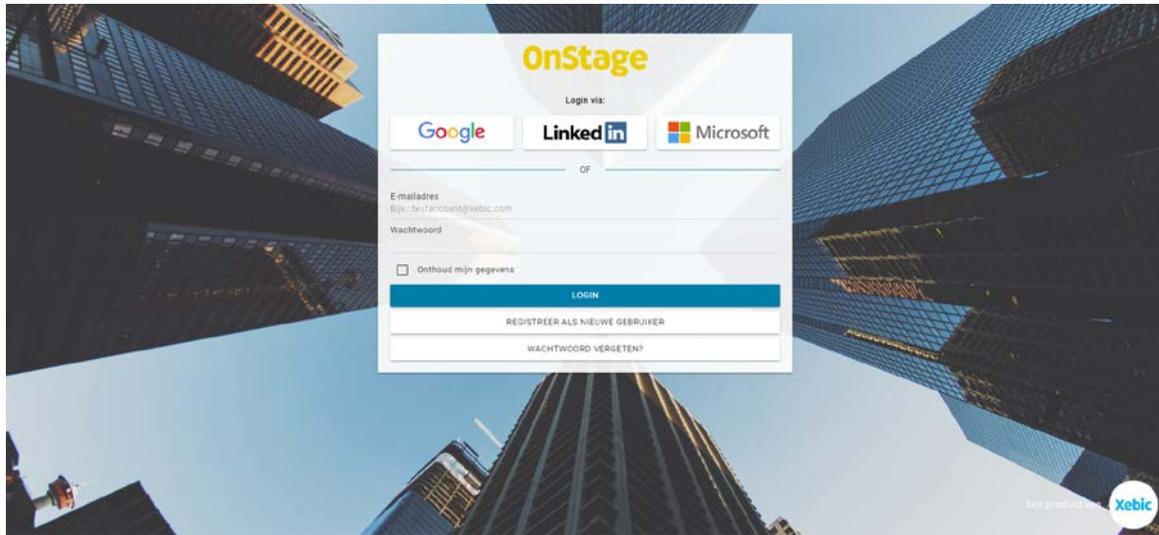# OnStage4Business Manual

The Hague University of Applied Sciences (March 2020)

let's change
YOU. US. THE WORLD.

DE HAAGSE
HOGESCHOOL

Contents

1 OnStage4Business

OnStage4Business is a portal where organisations can manage and upload vacancies for Internships and Graduation Assignments. The purpose of the system is to connect organisations and students. Vacancies uploaded to OnStage4Business appear in the OnStage Internship database after being approved. Then students can look and find suitable Internships themselves

1.1 Registration

In order to start using OnStage4Business, you first need to register. There are a view different ways to do so:

1. The old system: OnStage Collaboration Portal
   - If you had an account for the system used prior to OnStage4Business (the OnStage Collaboration Portal), you can request the THUAS Account Manager to send you a registration link for the new portal, to ensure that the details of your organisation are transferred to the new portal.

2. New User
   - If you have never been active on the old platform but did offer Internships to THUAS students before, you can ask for a registration link by contacting your THUAS contact. When you receive the link and proceed to register, all the details of your organisation and the portfolios of the THUAS Internship Students will be migrated. You may receive a request to take part in data migration by way of a link. If you are a new user, you can register in the manner set out below.

1.2 Log in Options

You can log in to OnStage4Business through LinkedIn, Microsoft or Google account. You can also log in by means of an email address and password.
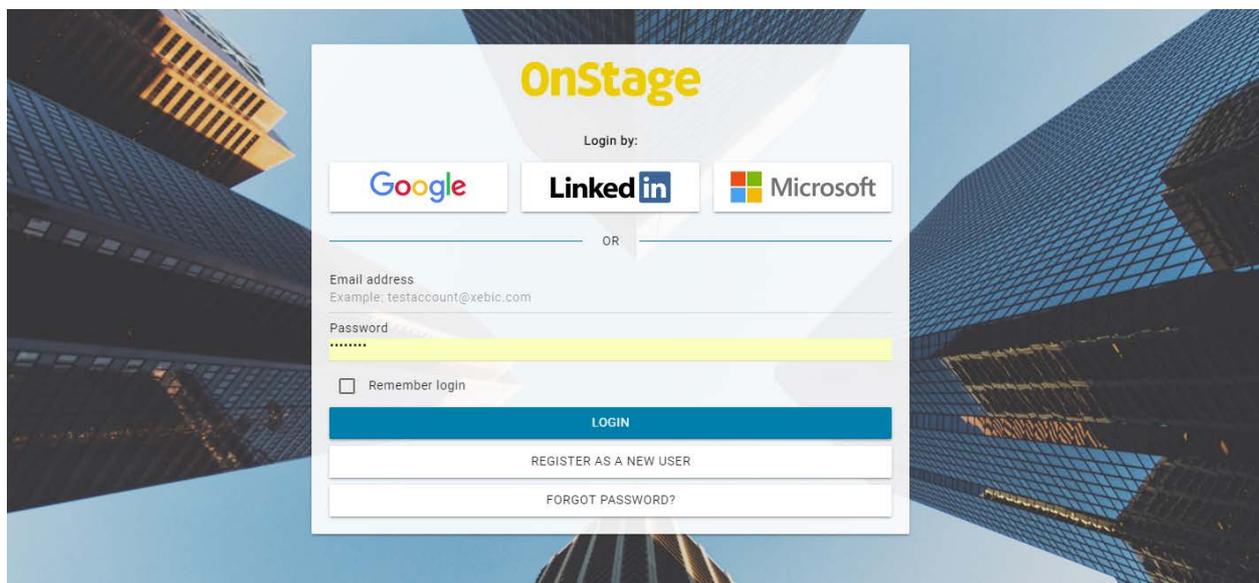
1.3 How to create a new account

You can create a new account by clicking on "Register as a New User". Enter your email address and preferred password. You will receive an email to confirm your account has been activated. Forgotten your password? No problem, you can set a new one by clicking on "Forgot password?" on the login page.
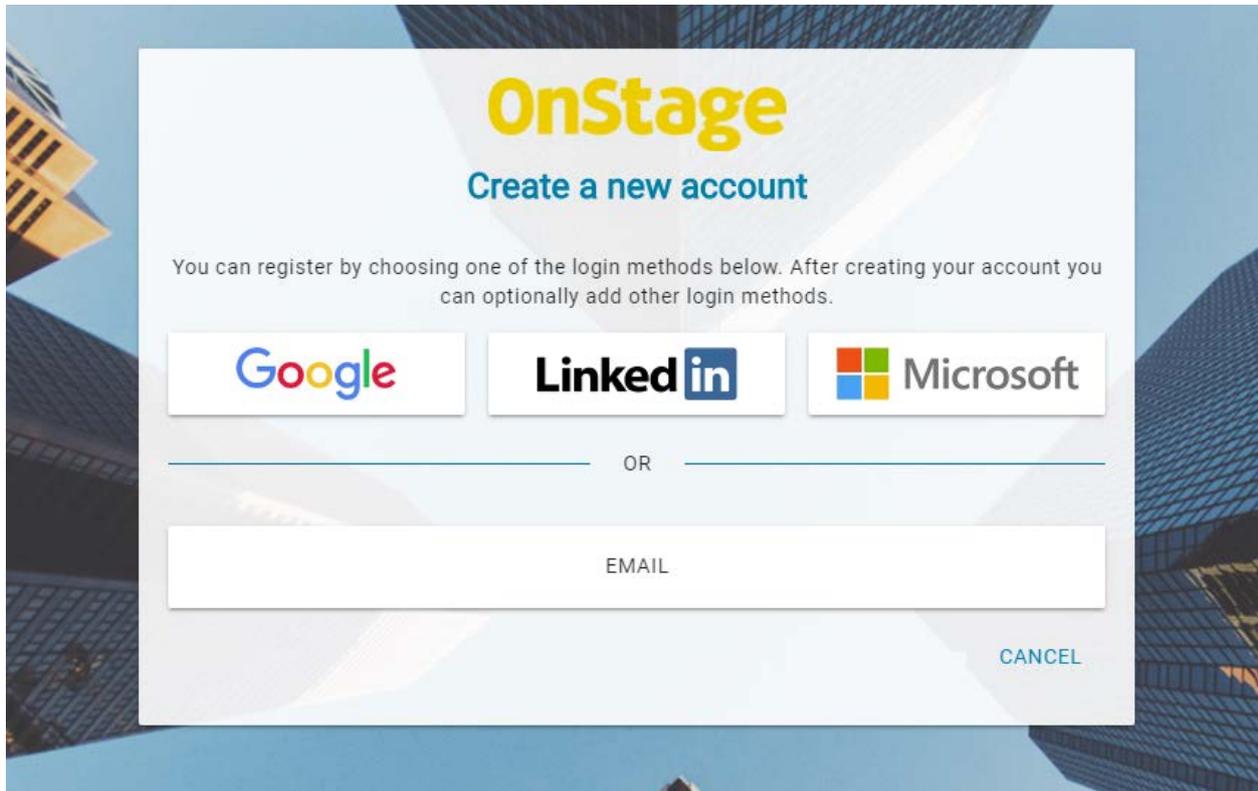
If you have a LinkedIn, Microsoft or a Google account, you can also create an account through these social media channels. Click on the relevant logo and enter your login credentials. If you have already created an account by means of a username and password, you can link social media accounts after logging into OnStage4Business. Go to the user menu (top right), click on "Login Settings" , then "Change External Logins". Here, you can add or remove additional login options.

1.4 How to select an educational institution

You can now log in, using your new account. Please select "The Hague University of Applied Sciences " and click on "Continue".

1.5 How to enter contact details

Please enter your contact details when you log into your account for the first time. They will be available to students, schools and colleagues in order to contact you. In the portal, you can find a notification explaining what your contact information can be used for in OnStage.

1.6 How to select your organisation

The final step is selecting your organisation. You can search for your organisation by postcode and house number. The system will show suggestions it collects from the Chamber of Commerce Register and SBB Stagemarkt, for instance. If you are unable to find your organisation, you can add it manually by ticking "My Organisation Is not Listed in the Suggestions" and then clicking on "Add your Organisation". Please note! If a lot of organisations are registered under the same postcode, you will not immediately see all the options. Click on "Show More" in order to view the entire list. Click on "Yes, Use These Details" after selecting the organisation you are searching for. If your details are available already, you can amend and/or supplement them during the final step. Click on "Save" in order to complete the final step.

2 Dashboard

2.1 Dasboard

The dashboard gives a summary of all the functions in OnStage4Business. In the next few pages, we will elaborate on the options.
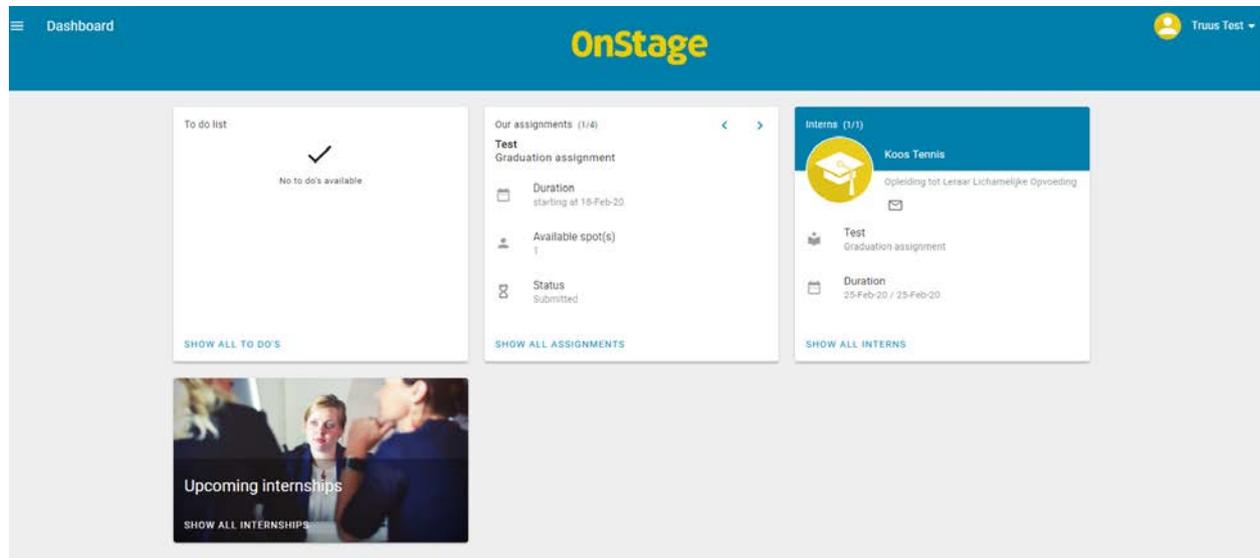
To-Do List
This list shows what still needs to be done. The items on the to-do list are mostly actions which have to be completed in the portfolio of an Internship Student. You will be linked to the item by clicking on it.
Assignments
Here you will find a brief list of the vacancies on offer in your organisation. You can use the arrows to navigate between vacancies. To view the full list , please go to the vacancy database by clicking on "Show all assignments".
Interns
Here all the Internship Students currently active in your organisation are listed. For more details, click on the student's name.
Upcoming internships
Depending on the Bachelor Programme in question, you can access a list of future Internships students (from all kinds of programmes) are looking for.

2.2 To do list

This list shows which items on the to-do list need to be processed.
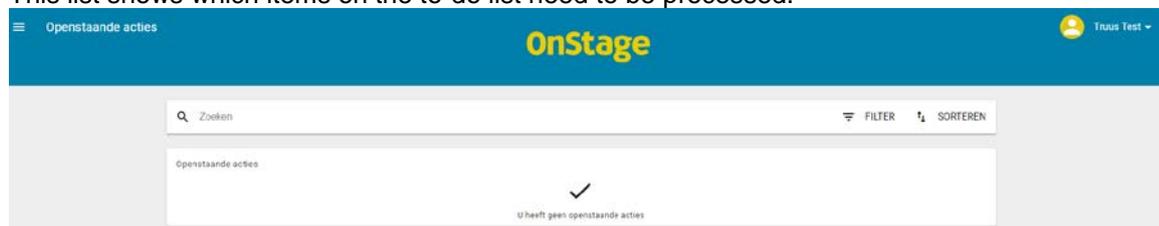
Search
Use the Search Bar to check the items still open on the to-do list; here you can also filter and sort the items.
Viewing your Items on the To-Do List
Click on the item and it will pop up immediately.

2.3 Available assignments

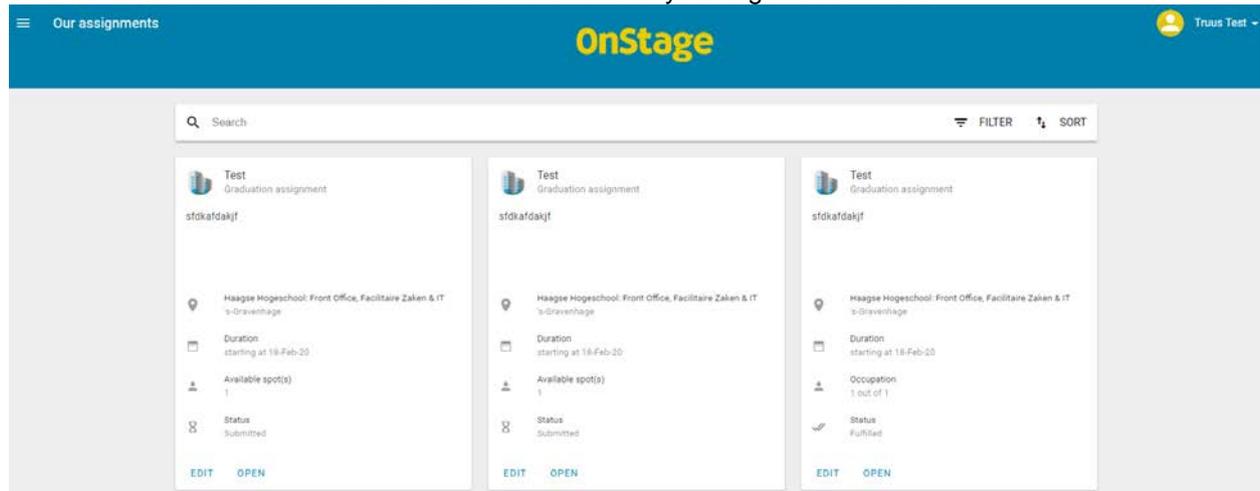You can find a brief list of all the available vacancies in your organisation here.

Search

Use the Search Bar to check available vacancies; you can also filter and sort the items.

Add

Click on the yellow '+' (bottom right) to add new vacancies.

Edit

You can edit an existing vacancy by clicking on "Edit" (next to the vacancy).For more information on how to manage your vacancies, go to paragraph 3.

2.4 Interns (and staff members)

Here you can find all the Internship Students who are currently or have been employed at your organisation. Use the search bar to find Internship Students; you can also filter and sort here. By default, only the current Internship Students are shown. If you also wish to access closed student files, you can change this in the filter. Information on every Internship Student and what they do is available in OnStage, as well as details on the course's the accompanying teacher and the Company Supervisor.

- Files
  Here you can view the student's OnStage Account, including all the files.
- Report a problem
  Here you can report problems to the education institution
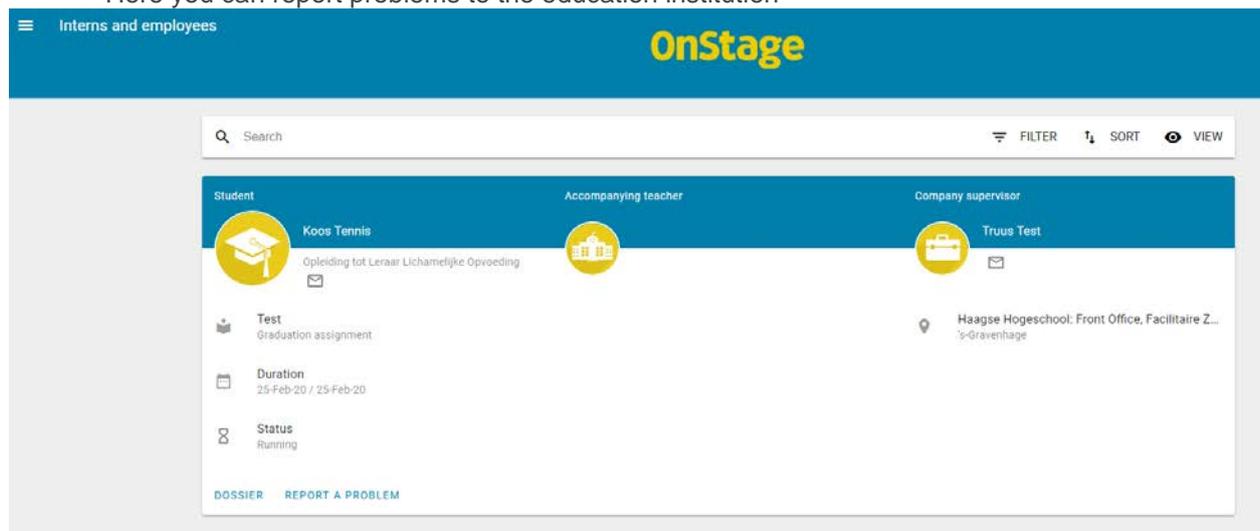

⊙ VIEW

Use the "View" button to change the layout of the list.

2.5 Upcoming internship

There is a list stating which vacancies the students are looking for, per study programme. You can also see how many students are still available and for which period. As soon as you find a match, please click on "Submit Application" and complete the form. The application will then be processed. Please note, if you are unable to find a suitable Work Placement, this does not necessarily imply there are no students available. Please visit the assignment section as well for suitable matches.

2.6 Company profile

You can find your account by searching the menu "Company Profile". The Company Profile (account) contains information about your organisation which can be seen as an introduction to your company. The information in your account will also be added to the vacancy database where students look for vacancies.
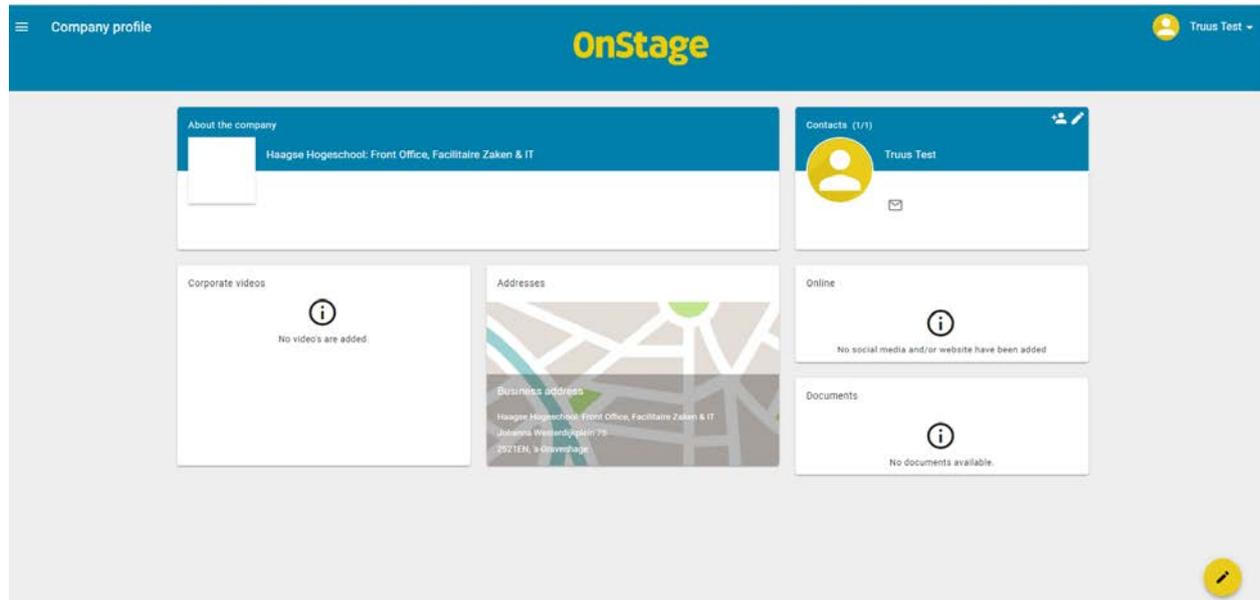
More information will make your company stand out. Corporate videos, for instance, give students a good impression of your organisation and they enable potential Internship Students to see how your organisation works; a logo will distinguish your company from the rest. If you wish to add to your profile, click on "Edit" (bottom right).
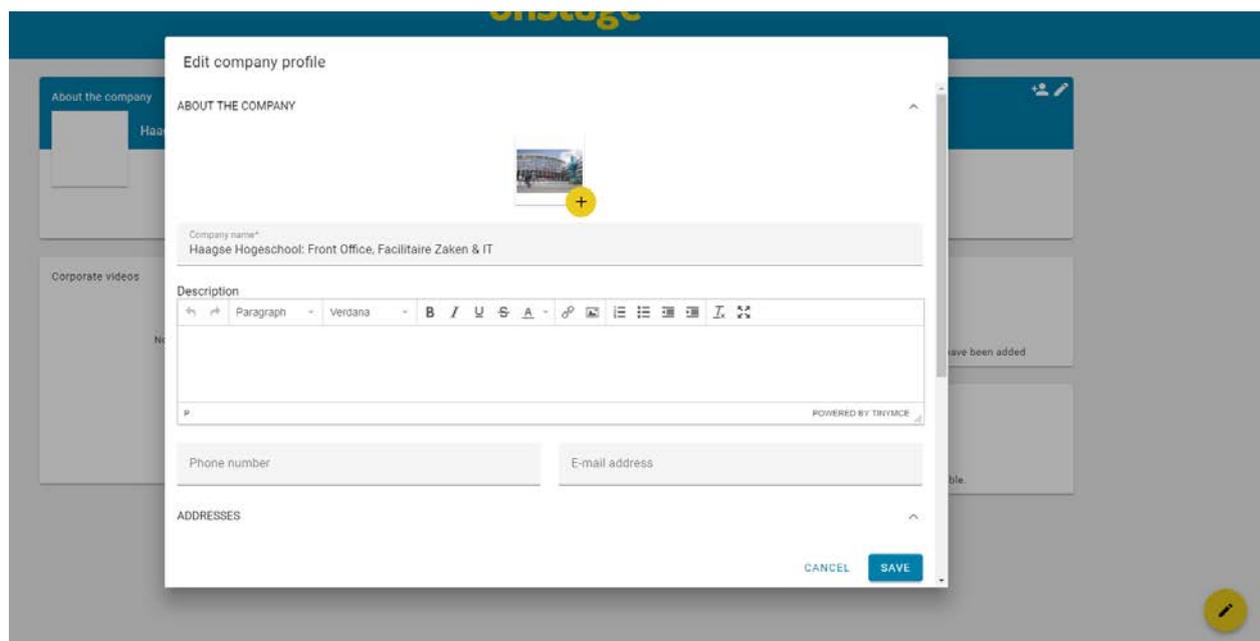
Internship Students have access to the documents in your file. Here you can save all the documents pertaining to your Internship vacancy. In "Contacts", the persons you registered as company contacts are listed. If a contact is also the authorised signatory, this contact will also be authorised to manage vacancies and update company information and details on other contacts. The contact authorised to sign is allowed to consult all active student files within their company. If the contact is also the Company Supervisor, he will only be authorised to consult and react to student files he is directly involved with. In terms of all other OnStage4Business functions, he will only have reading rights. So depending on your authorization you can or cannot manage the rights of contacts in your Company Profile.

Edit company profile

| Phone number | E-mail address |

ADDRESSES ︿

Business address

| Street* Johanna Westerdijkplein | House number* 75 | Suffix |

| Postalcode* 2521EN | City* 's-Gravenhage | Country* Netherlands ▾ |

☑ No different correspondence address

DOCUMENTS   0 document(s)   ﹀
CORPORATE VIDEO(S)   0 corporate video(s)   ﹀
WEBSITES   0 website(s)   ﹀
SOCIAL MEDIA   0 social media profile(s)   ﹀

CANCEL   **SAVE**

3 Managing assignments

3.1 Viewing current assignments

Go to the vacancy screen by clicking on "Show all assignments". This is a list of all vacancies currently available at your organisation. Click on "Edit" to modify a vacancy. The vacancy can also be deactivated in the editing modus.

3.2 How to offer a new assignment

You can create a new assignment as follows::

1. Click on + (yellow circle) (bottom right) to create a new assignment.

2. Give your assignment a distinctive and catchy name. If the assignment is intended for a specific study programme, you can add that information here too.

3. Add a clear description of the assignment in the text field. A good description makes the assignment more appealing to students.

4. Select the correct branch for your organisation.

5. In contacts, enter the details of the authorised signatory of your organisation (the person authorised to sign contracts). If the authorised signatory is not the Internship Student's actual supervisor, also add the Company Supervisor to contacts.

6. You can enter information on the start and end dates here as well as the number of Internship assignment. If this information is not available and if the assignment is ongoing, you can opt for an open assignment.

7. Under assignment type, you can choose between "Internship" or "Graduation Assignment". In case of Internship abroad, please choose "Internship".

8. The study programmes

9. If there are features which you would like to see added to a cluster, you can tick the ones you wish to add. The available features vary between clusters.

10. Click on "Save" in order to save the assignment. After internal validation (!), the assignment will become visible to students.

Add assignment

BASIC INFORMATION ⌄

Title*

Description

↶ ↷	Paragraph ▾	Verdana ▾	**B** *I* U S̶ A̲ ▾	🔗 🖼	☰ ☰ ☰ ☰	I̲ₓ	⛶

P   POWERED BY TINYMCE

For which establishment?   Contacts

○ Haagse Hogeschool: Front Office, Facilitaire Zaken & IT | Authorised to sign* ▾ |
   Johanna Westerdijkplein 75, 2521EN 's-Gravenhage

                                                                   | Company supervisor ▾ |

ADDITIONAL INFORMATION ⌃

                                                      CANCEL   [SAVE]

Add assignment

~~Company supervisor~~

ADDITIONAL INFORMATION ⌃

☐ Open assignment   ⓘ

Number of places*	First start date*
1	11-03-2020

Last start date	End date

End date can not be before the start date.

ASSIGNMENT TYPE* ⌃

○ Internship   ○ Graduation assignment

FOR WHICH EDUCATIONS?* ⌃

◉ HALO: Leraar lichamelijke opvoeding   ○ Sportkunde   ○ Stageplaats

                                                      CANCEL   [SAVE]