

Guide to Creating a Vacancy for an InnoNext Internship

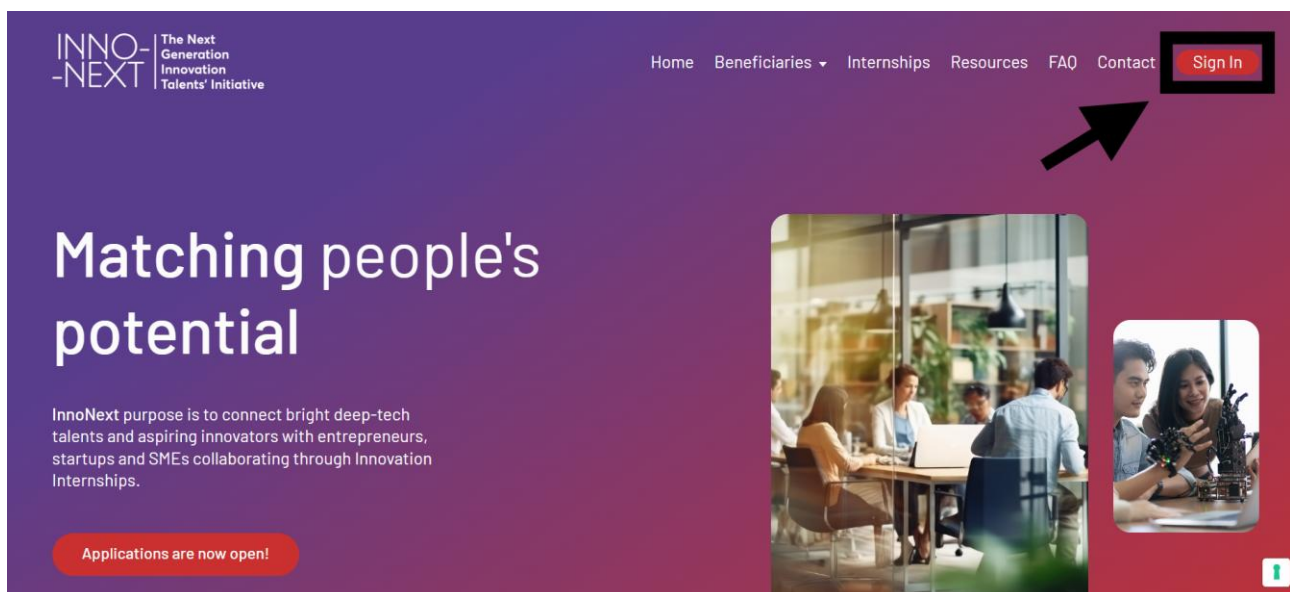
This document is designed to assist companies in creating an innovation internship vacancy for **InnoNext**.

The introduction provides a guide on how to access the InnoNext recruiting platform.

As the main focus, the document includes a **detailed guide on structuring the content for the vacancy fields**.

Introduction: Accessing the InnoNext recruiting Platform

- a. On the InnoNext website (<https://innonext-project.eu/>) click on the **Sign In** button

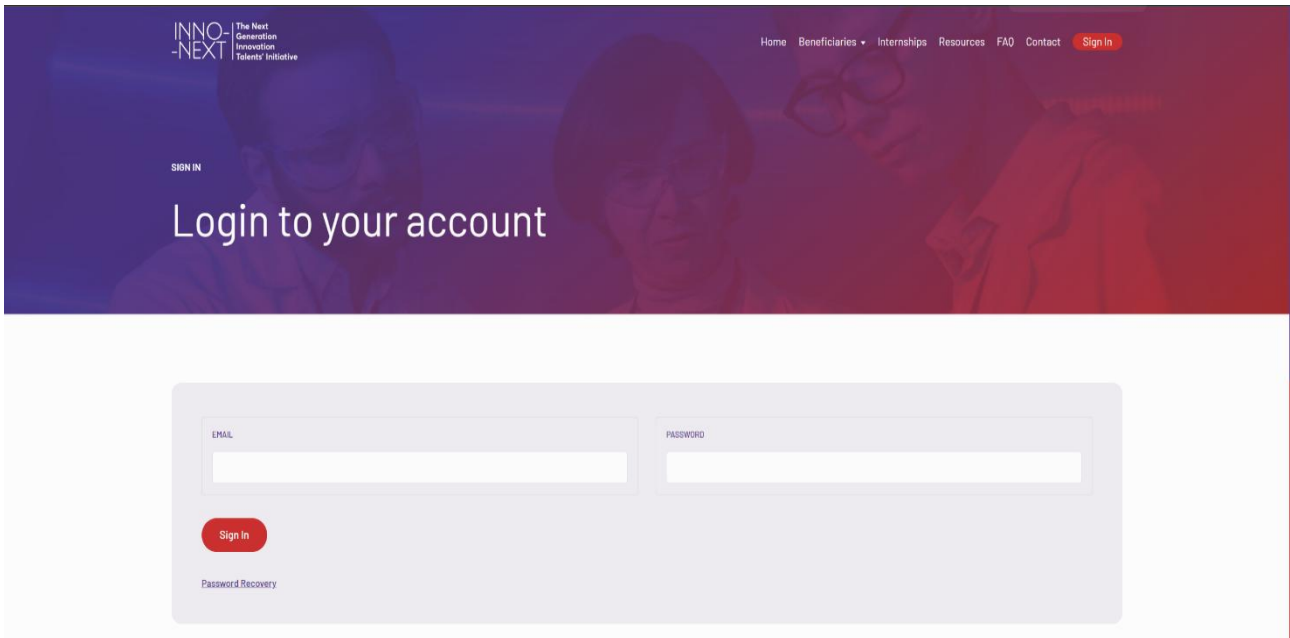


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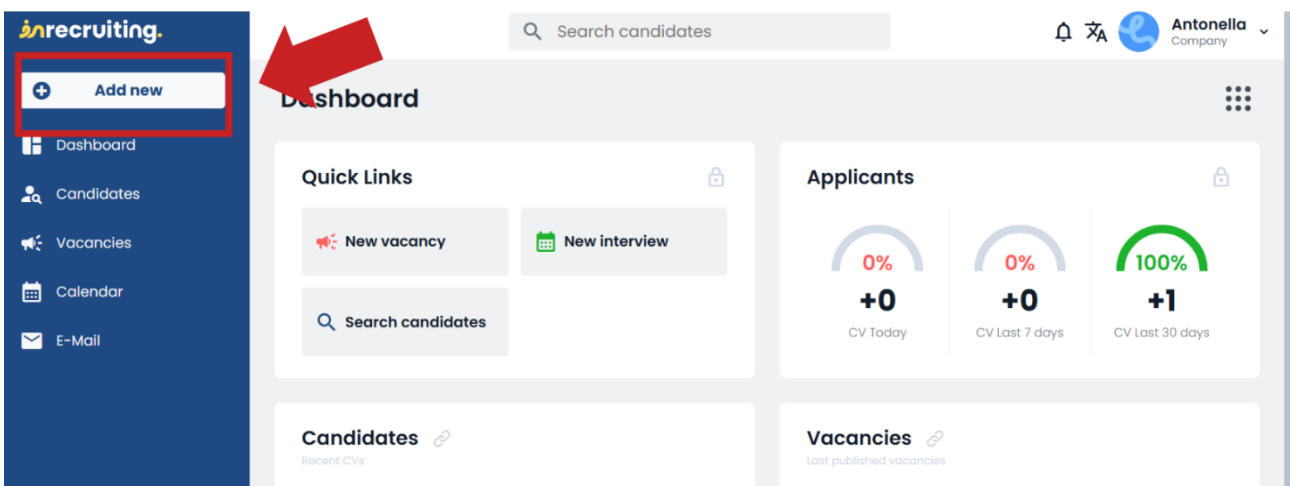
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b. Insert email and password, you will be redirected to the platform



c. In the platform click on **Add New**.

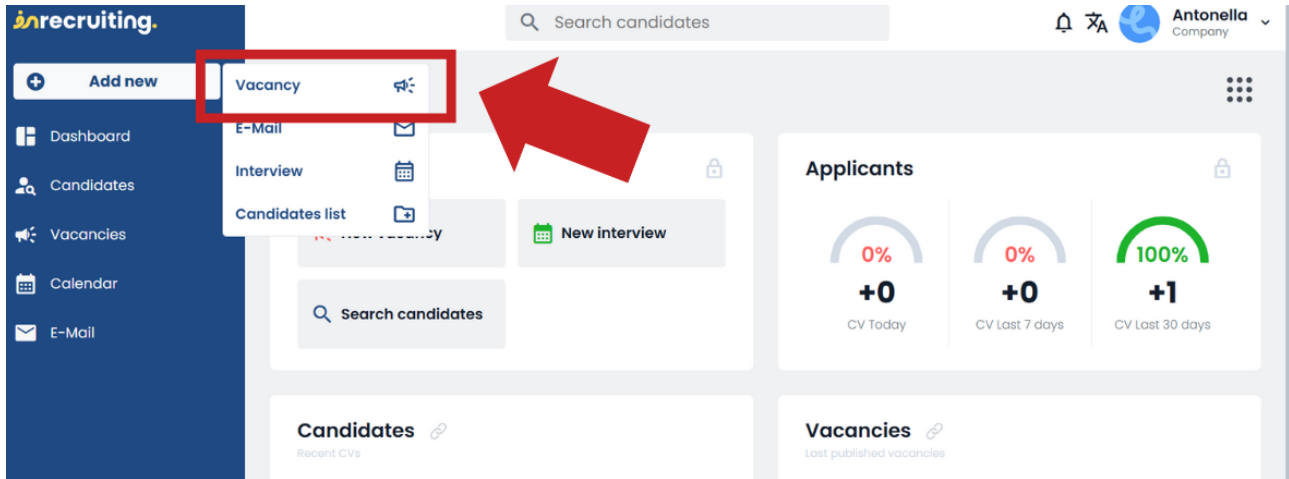


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d. Select **Vacancy**.



1. Company Information and Title

Description

Company* x v

Vacancy Owner ⓘ v

Title*

- **Company:** Complete name of your company
- **Title:**
 - Must be concise, specific, and aligned with the core activity of the project supported by the EU program for which the company is eligible.
 - Avoid generic terms and refrain from using "internship," "vacancy," "job position," etc., in the title.
 - Do not include "Deep Tech Talents" or "Aspiring Innovators" in the title.

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


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2. Company Description

In case your company received support from your affiliated EU program for a specific project, please describe the project and refer the vacancy to it.

Company Description*

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Content structure:

- Start describing the **innovation project** to which the internship will refer. Specify the thematic area of the ongoing innovation project (e.g., biotechnology, sustainable energy, artificial intelligence). The internship must be directly related to this thematic area.
- Describe the **company**: include a summary of the company's history, activities, team, and work environment. Highlight the company's Mission and Vision.
- Link the website of your company.








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3. Position

Position *

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Content structure:

- **Position Overview**
 - Provide a detailed description of the goals of the internship.
 - Highlight tasks and responsibilities directly related to the innovation project being supported.
 - Explain why the candidate's expertise is crucial for the role.
 - Emphasize the connection between the internship and the project's objectives.
- **Key Outcomes**
 - Clearly outline the value that the candidate will gain from the internship experience.
 - List the competencies and output that the internship will aim to develop. Provide a detailed description of the responsibilities and activities the intern will undertake.
 - Clearly link the activities to the expected outcomes of the innovation project.
- **Type of Stream**

You can indicate the type of internship you will offer:

 - **Deep-Tech Talents (research focused internship)**
 - **Aspiring Innovators (entrepreneur focused internship)**

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4. Requirements

Requirements *

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Content structure:

1. Required Qualifications

Include, but are not limited to:

- Degree Level
- Specific Technical Skills

2. Soft Skills

- Highlight interpersonal or organizational skills required for the role.

3. Preferred Qualifications (Optional)

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5. Other Information

Other information

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In this section it's possible to include additional important details, such as:

- Duration of the internship (e.g., 3 or 6 months, to be defined with the candidate, ...).
- Additional details about the internship organization
- Additional relevant information.

6. Suggestions

Promote the internship through your company's communication channels.

Good luck!

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