



**POLITECNICO**  
MILANO 1863

# **CareerService** for companies



# WELCOME

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The Career Service of Politecnico di Milano is the office which supports companies in their search for talented students and fresh graduates. We believe in the importance of establishing long term relationships with employers and aim to create a direct channel of communication between students and companies.

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# ABOUT US

The website [www.careerservice.polimi.it](http://www.careerservice.polimi.it) is an open window on Politecnico di Milano.



In a few simple steps the company can:

- » **Post job and internship offers** and receive CVs of students and fresh graduates from Polimi
- » See all **scheduled events** on campus
- » Read the **legal guidelines for internships**, always up-to-date
- » Analyze the **employment data** of Polimi graduates
- » Fill out the documents needed to **host an intern**

# DO YOU WANT TO HIRE A FRESH GRADUATE? DO YOU WANT TO RECEIVE CVS FOR AN OPEN POSITION?

- Register your company on [www.careerservice.polimi.it](http://www.careerservice.polimi.it) (you will receive an email to activate username and password)
- Log in and post a job offer free of charge (you will need to fill-out an online form to describe the job position)
- The job offer is checked and approved by Career Service within 24 hours, and it will be online for 30 days
- Fresh graduates can apply by sending their CV via email or on the company's own application website

“**More than 6000 job offers from over 2000 companies every year**”

“**Every job offer receives on average 24 applications**”

“**50% of Engineering graduates found first employment though the Career Service**”

# DO YOU WANT TO HOST AN INTERN FROM POLIMI?

- Go to [www.careerservice.polimi.it](http://www.careerservice.polimi.it), log in and post an internship offer to collect CVs and find a candidate for your internship
- Click on “About Internships” and **request the Internship Agreement**. You will receive it immediately in pdf format via email
- **Send 2 signed copies** to the Career Service (in original copies) by mail or carrier
- Once we receive the two copies, you will be able to **fill out the “Internship Document” online**
- The company and the intern receive the pdf of the Internship document via email. You must print it, sign it, and deliver it to the Politecnico before the internship starts.

“**Every year, more than 4000 Polimi students carry out an internship**”

“**Internships are often optional for the students**”

“**Each country has its own regulations on internships: before hosting an internship, make sure that it complies with local laws**”

# ABOUT INTERNSHIPS

At Politecnico internships are based on different rules, based on whether they are for students or graduates. Student internships are called “Curricular” and they can be compulsory (give University credit) or not. Internships of fresh graduates are called “Extra-curricular”. Curricular internships are often managed directly by the Internship office of the School (SAT office).

## **HOW LONG DOES IT TAKE BEFORE THE INTERN CAN START?**

If the Company still needs to register and sign an Internship Agreement with Politecnico di Milano the entire process can take up to 10-20 days max. If the Company already has a valid Internship Agreement with Politecnico di Milano, it only takes 5 days to activate the internship after the Internship Document has been filled out online.

## **ABOUT ISSUING INTERNSHIPS CONTRACT BASED ON YOUR LOCAL LAWS**

If you want to issue an internship contract based on your country’s laws, please send it at least 15 days before the internship starts to the SAT/CareerService: we will check if it is acceptable for us, in order to be able to give the intern proper insurance coverage. All experiences carried out without documents approved by the Politecnico cannot be regarded as internships.

## **WHAT ABOUT VISAS/PERMITS?**

Interns and Companies are required to check legal requirements valid in the hosting country, based on the nationality of the intern. In case additional documentation to support visa applications is needed, it can be requested to CareerService/SATs at least 15 days before the internship starts.

## **WHICH INSURANCE COVERAGE IS GIVEN TO THE INTERN?**

The intern is covered by Politecnico di Milano for injuries (INAIL) and civil liability coverage in premises, days and hours indicated in the Internship Document, provided that the internship has been activated as indicated above. In case of internship outside Italy, the intern must get informed about medical/health coverage requirements in the hosting country; this coverage is not provided by Politecnico di Milano. In case of Extracurricular internships outside Europe and/or business transfers for extracurricular internships outside Europe, the insurance coverage on injuries is not active.

## **WHAT ARE THE COMPANY’S OBLIGATIONS?**

The internship is not a job contract, but on-the-job training and it requires a Company Supervisor to guide the intern; moreover the Company has to provide the intern with an equipped desk

# DO YOU WANT TO MEET STUDENTS ON CAMPUS?

Every year, the Career Service organizes hundreds of events for students and companies. Thanks to these events, companies can grow a pool of potential candidates to hire and students get precious information on the job market before graduating.

“**28% of engineering graduates find a job before graduation**”

“**Every year, more than 7000 students and graduates take part in Career Service events**”

“**More than 290 companies involved**”

## TYPES OF EVENTS



<sup>1</sup> Events reserved to partner companies of Career Service

## **CareerService**

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## **CONTACT US:**

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