

ONSTAGE 4 BUSINESS

TUTORIAL

Fontys University of Applied Sciences works with OnStage 4 Business, an easy-to-use central platform within Fontys where companies can offer and manage internship and graduation projects themselves. On this platform, your company can offer an assignment focused on a specific discipline and also profile itself as an organisation. Go to: onstage4business.xebic.com.

If you don't yet have an OnStage 4 Business account, simply follow the instructions provided on fontys.nl.

DASHBOARD

As an organisation, you have full control over the platform

- Post assignments or vacancies and view their status (1)
- View a listing of students currently active in your organisation (2)
- Manage supervisors' data and profile your organisation for the students (3)

The screenshot shows the OnStage 4 Business dashboard. On the left is a sidebar with a 'Dashboard' header and a 'To do list' section. The sidebar contains five items: 'Our assignments' (marked with a red circle 1), 'Interns and employees' (marked with a red circle 2), 'Upcoming internships', 'Company profile' (marked with a red circle 3), and 'Contact'. The main content area has a blue header with the 'OnStage' logo and a user profile icon. Below the header, there are two panels. The left panel, titled 'Our assignments (1/3)', shows an 'Assignment title' of 'Internship', a 'Duration' of '1-sep-24 / 24-apr-25', 'Available spot(s)' of '1' (marked with a red circle 1), and a 'Status' of 'Available'. At the bottom of this panel are links for 'ALL ASSIGNMENTS' and '+ ADD ASSIGNMENT'. The right panel, titled 'Interns (1/4)', shows a profile for 'Free van Tongeren' in the field of 'Journalism', an 'Email' icon, an 'Internship assignment' (marked with a red circle 2), and a 'Duration' of '05-sep-24 / 24-feb-25'. At the bottom of this panel is a link for 'ALL INTERNS'.

NEW VACANCY

In the role of 'Authorised Signatory' or 'Coordinator', you can enter new vacancies for your organisation. Go to **Vacancies** in the overview or choose **+ new vacancy**.

Basic information

Use keywords in the title to help students search for an appropriate vacancy.

Open vacancy

If ongoing internships or work placements are available you can select the **open vacancy** option. This saves time as you don't have to create a new vacancy each time.

Contacts

Indicate who the student can contact for an interview or if they have any questions.

Vacancy type

Once a vacancy posting has been completed, Fontys University of Applied Sciences groups the vacancies in three categories:

- Internship (supervised internship/opportunity to gain experience with employers)
- Graduation internship (fourth-year final level)
- Practical assignment (limited-duration, project-based assignments)

Select the courses

At Fontys University of Applied Sciences, organisations offer assignments based on the subject area that matches the assignment or the organisation, for example, 'Language and Communication'. The assignment is then displayed to students who have enrolled in courses in that field and/or who have indicated an interest in that field.

Attributes and classification

By adding a feature or classification, you can make the assignment even more specific for the students. For example, you could specify 'Eindhoven' as a feature.

Upcoming internships

When Fontys University of Applied Sciences is looking for a work placement for an assignment, it will be displayed under **Upcoming internships**. As an organisation, you can then submit a request for these assignments.

Note!

After completing a new vacancy posting, remember to save it. Faculty management and course organisers will validate the vacancy postings before they are displayed to students.

ROLES AND USER RIGHTS

A number of roles with different user rights are defined in OnStage 4 Business. The differences are explained below.

Coordinator

- May view all dossiers of interns in the organisation (and linked sites)
- May edit basic organisation data and the company profile
- May create and edit vacancies
- May add, view and edit employees, and invite employees to create an OnStage 4 Business user account

Note! An employee must have the coordinator role in order to add new employees with a coordinator role.

Authorised signatory

- May view dossiers of assigned interns (and dossiers of students they supervise)
- May digitally sign internship agreements and/or approve hours for assigned students (if applicable)
- May create and edit vacancies
- May add employees, invite employees to create an OnStage 4 Business user accounts and view and edit profiles

Work placement supervisor

- May view dossiers of assigned interns (and dossiers of students they supervise)
- May view and modify his/her own personal data. When this option is selected, the newly added employee will be sent an email to activate their account

Note! This requires a valid e-mail address in the basic information and at least one of the roles must be assigned. This box cannot be activated otherwise.

When you want to see what credentials you are logged in with and the role assigned to you, click **User information** at the top right.

Need help? Get in touch with your contact at Fontys. For general support, please send an email to info@fontys.nl

COMPANY PROFILE

To profile your company as an organisation, you can provide additional information for students in the company profile section.