

Engage with our students



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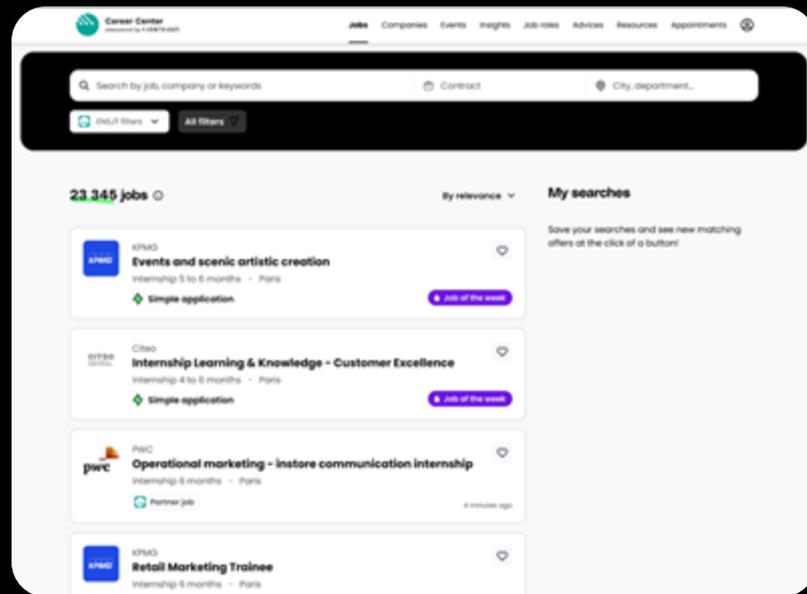
Explore our **Career Center** !

What is the Career Center ?

JobTeaser's Career Center is Europe's leading career platform for young talent, used by **over 800 institutions** and customized for each of them.

It provides a range of resources to support students and recent graduates with their career guidance and job placement : job descriptions, company pages, advice articles, recruitment events, and of course... numerous job ads !

To connect with our talent, simply create an account on our Career Center !



Interested in our students ?

You have **two options***

Recruiter account

The recruiter account allows you to **post your job ads** on our Career Center.

By posting your job ads on our Career Center, you can track their progress in real-time (school validation, number of views, applications), archive them or repost them.

The Career Center also provides you with a job ad management system: you can pre-select or reject candidates directly from your account.

Company account

Like the recruiter account, the company account allows you to **post job ads**.

It is more comprehensive, as it also enables you to **create your company page**. This space allows you to showcase what you offer to our students by sharing social media links, presentation videos, and key information about the company.

Additionally, you can benefit from extra features, such as the option to create events for your students (upon request).



How to choose ?

You cannot have two accounts, you need to choose :

- If you only want to post job ads : create a **recruiter account**.
- If, in addition to posting job ads, you also want to enhance your employer brand with our students: create a **company account**.

This is for companies that are **not JobTeaser clients. If you are a client, please log in to your JobTeaser client area / back office and select our school from the list of Career Centers to target when publishing your offer.*

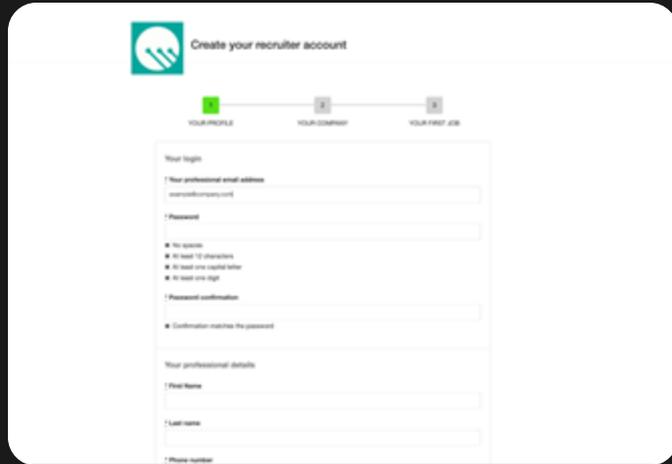


Create a recruiter account

How to set up your **recruiter account**

1. CREATE YOUR ACCOUNT

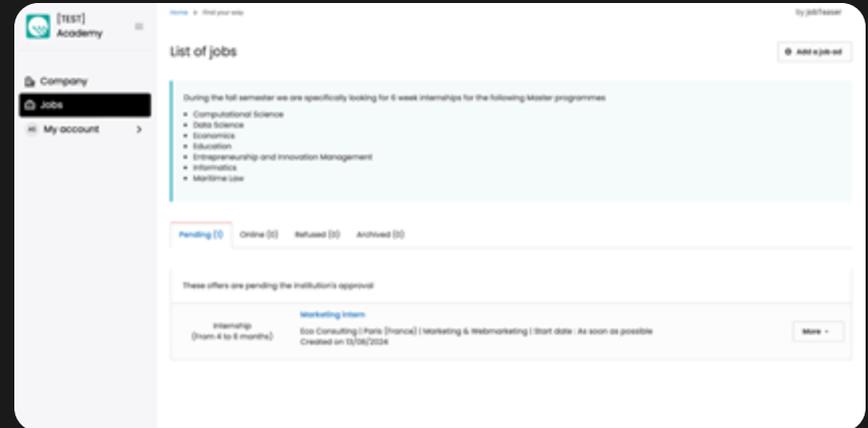
Use [this registration link](#) and add your information to complete your profile.



The screenshot shows the 'Create your recruiter account' page. At the top, there is a progress bar with three steps: 'YOUR PROFILE' (completed), 'YOUR COMPANY' (in progress), and 'YOUR FIRST JOB' (not started). The 'Your login' section includes a field for 'Your professional email address' (example: user@company.com), a 'Password' field with requirements (at least 8 characters, at least one uppercase letter, at least one digit), and a 'Password confirmation' field. A checkbox indicates 'Confirmation matches the password'. The 'Your professional details' section includes fields for 'First Name', 'Last Name', and 'Phone number'.

2. ADD A JOB AD

To add a job ad, click on **“Create my first job ad”** once the account is set up or log in to your account, go to **“Jobs”** and then click on **“Add a job ad”** at the top right of the page.



The screenshot shows the 'List of jobs' page in the [TEST] Academy interface. The page title is 'List of jobs' and there is an 'Add a job ad' button in the top right corner. The main content area displays a list of job offers for the fall semester, specifically for 6-week internships. The list includes:

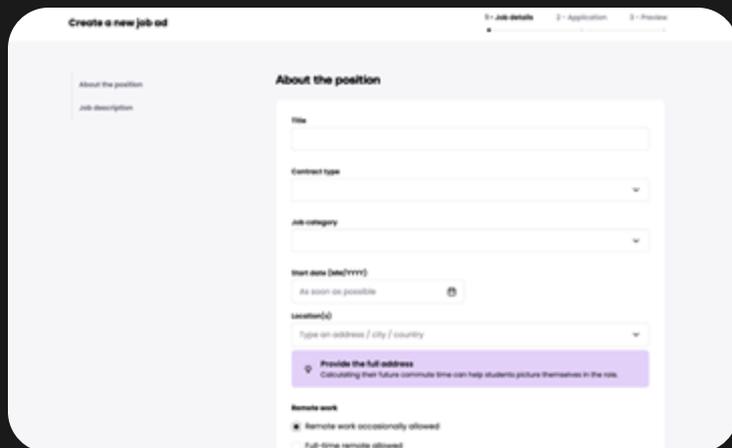
- Computational Science
- Data Science
- Economics
- Education
- Entrepreneurship and Innovation Management
- Informatics
- Maritime Law

Below the list, there are filters for 'Pending (5)', 'Online (0)', 'Refused (0)', and 'Archived (0)'. A note states 'These offers are pending the institution's approval'. A specific job offer is highlighted: 'Marketing Intern' (Internship from 4 to 6 months) at 'Soc Consulting | Paris (France) | Marketing & Webmarketing | Start date: As soon as possible', created on 10/02/2024. A 'More' button is visible next to the job offer.

How to set up your **recruiter account**

3. COMPLETE THE FORM

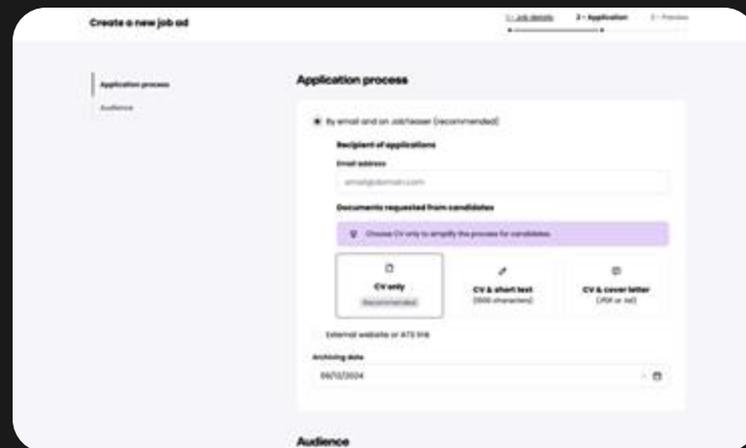
Fill out the required fields (*) accurately.



The screenshot shows the 'About the position' section of the 'Create a new job ad' form. It includes the following fields and options:

- Title:** A text input field.
- Contract type:** A dropdown menu.
- Job category:** A dropdown menu.
- Start date (dd/yyyy):** A date input field with a calendar icon.
- Location(s):** A dropdown menu with a search icon. Below it, a purple callout box says: 'Provide the full address. Calculating their future commute time can help students picture themselves in the role.'
- Remote work:** A section with a checked checkbox for 'Remote work occasionally allowed' and the text 'Full-time remote allowed'.

Choose where the student should apply: directly on JobTeaser or on your website? We recommend staying on JobTeaser for a better user experience and better tracking of your job ads. With this option, whenever a student applies, you will receive an email containing their CV and cover letter.



The screenshot shows the 'Application process' section of the 'Create a new job ad' form. It includes the following fields and options:

- By email and on address (recommended):** A section with a checked checkbox.
- Recipient of applications:** An email address input field with the value 'email@mittu.se'.
- Documents requested from candidates:** A section with a dropdown menu set to 'Choose CV only to simplify the process for candidates'.
- Document selection:** Three buttons: 'CV only (Recommended)', 'CV & short test (5000 characters)', and 'CV & cover letter (PDF or JPE)'. The 'CV only' button is selected.
- External website or ATS ID:** A text input field.
- Archiving date:** A date input field with the value '06/12/2024'.



How to set up your **recruiter account**

4. REVIEW AND PUBLISH

Once all fields are filled out, simply check that the information is correct and publish the offer.



The screenshot shows a web form titled "Create a new job ad" with a progress indicator at the top showing three steps: "1. Job details", "2. Approval", and "3. Review". The current step is "3. Review". The main content area is titled "Summary of my job ad" and contains two expandable sections: "About the position" and "Job description".

About the position (expandable section):

- Title: Marketing Intern
- Contract type: Internship
- Fixed or minimum duration: 8 months
- Start date (dd/MM/YYYY): September 2024
- Remote work: Remote work occasionally allowed
- Study level needed: Bachelor level or equivalent

Job category (expandable section):

- Marketing & Webmarketing
- Minimum duration: -
- Location: London, England, United Kingdom
- Tags: -

At the bottom of the form, there are "Quit" and "Publish" buttons.

5. WAIT FOR APPROVAL

After publishing an offer, it will not immediately appear on our Career Center. We need to approve it first before it becomes visible to our students.*

Once the offer is approved, you will be notified by email.

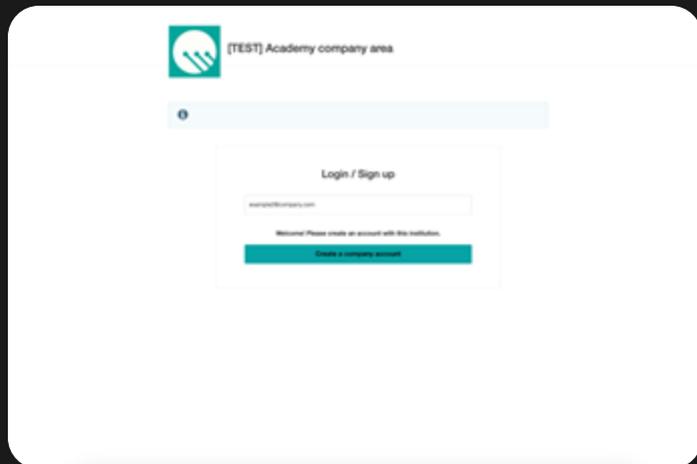
**In some institutions, an automatic approval process for job ads is in place. If this applies to you, you can remove step 5 on the slide.*

Create a company account

How to set up your **company account**

1. CREATE YOUR ACCOUNT

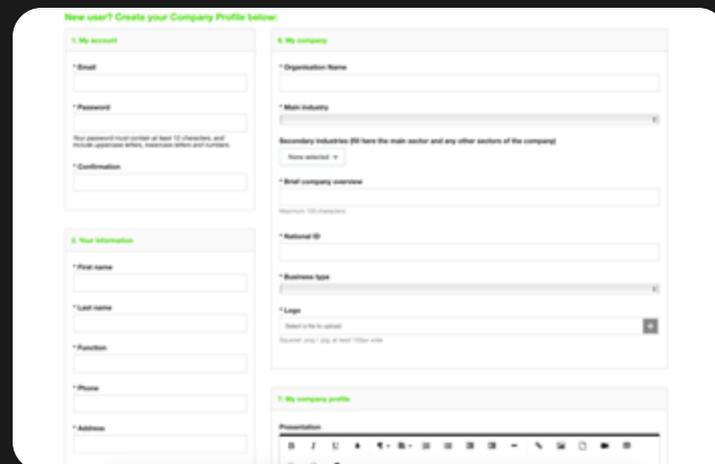
Use [this registration link](#) and enter your email address.



The screenshot shows a web page titled "[TEST] Academy company area". It features a logo on the top left and a central "Login / Sign up" section. Below the title, there is a search bar with a magnifying glass icon. The "Login / Sign up" section contains a text input field for an email address, a small note that says "We would like to create an account with this institution.", and a prominent red button labeled "Create a company account".

2. CREATE YOUR COMPANY PAGE

Fill out all the required fields, click on "**Create a company account**" and wait for our institution to validate your page. Please ensure that you complete your page thoroughly so that it is as relevant as possible for our students.



The screenshot displays a multi-step registration form titled "New user? Create your Company Profile below:". The form is divided into several sections:

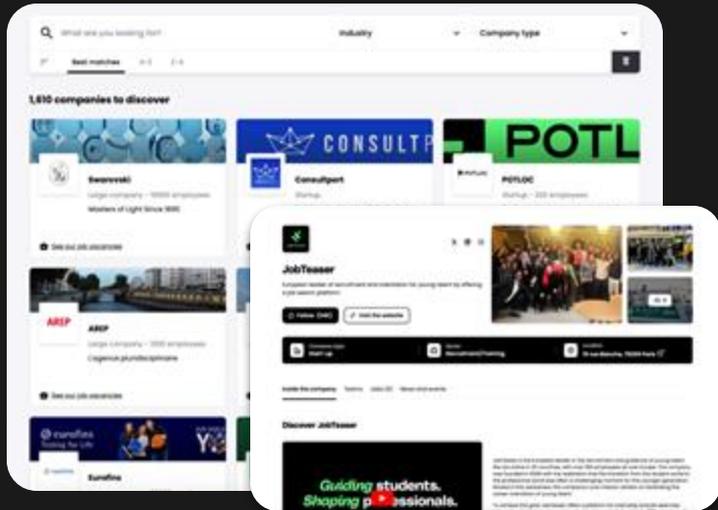
- 1. My account:** Includes fields for *Email, *Password (with a note: "Your password must contain at least 12 characters, and include upper and lower characters, numbers and special characters."), *Confirmation, and *Phone.
- 2. My company:** Includes fields for *Organization Name, *Main industry (with a dropdown menu), Secondary industries (with a note: "Secondary industries (2) have the main sector and any other sectors of the company"), *Email company website, *Business type (with a dropdown menu), and *Legal (with a note: "Select the institution" and a dropdown menu).
- 3. My company profile:** Includes a field for *Address.

At the bottom of the form, there is a "Create account" button.

How to set up your **company account**

3. PROFILE VISIBILITY

Once approved, your company page will be visible to our students.



4. MANAGE YOUR ACCOUNT

Update the information on your company page by clicking "Edit". Click "Preview" to see the front office version visible to students. Go to the "Jobs" tab to post job opportunities for our students.



Our students thank you !

We hope this guide has been helpful to you.

If you have any questions, please contact us at kontakt@miun.se or consult the page <https://www.miun.se/jobteaser>.