

Engage with our students



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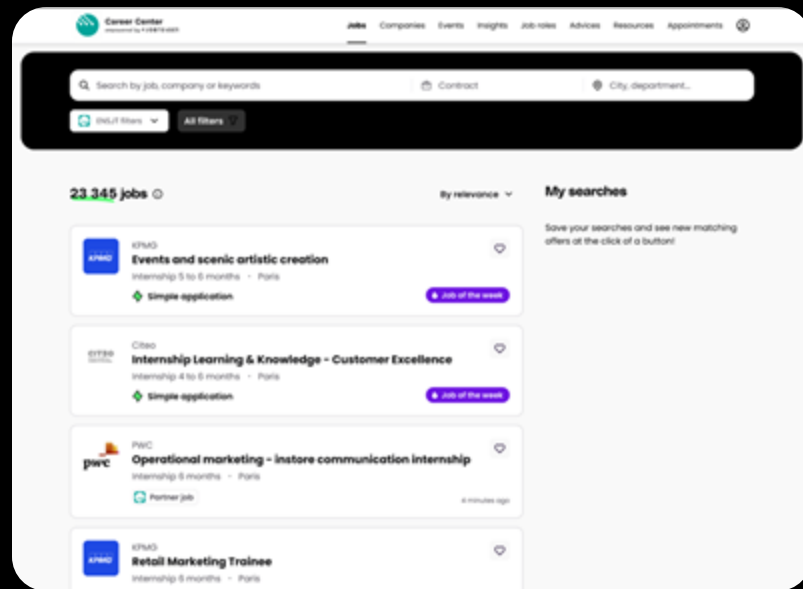
Explore our **Career Center** !

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**.

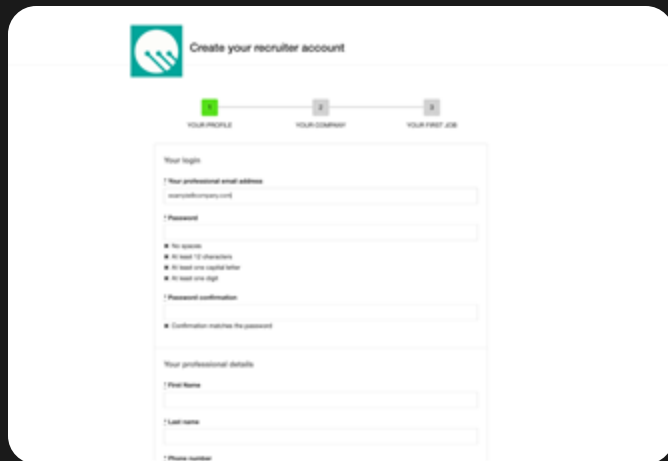
This is for companies that are **not JobTeaser clients. If you are a client, please log in to your JobTeaser client area / back office and select our school from the list of Career Centers to target when publishing your offer.*

Create a recruiter account

How to set up your **recruiter account**

1. CREATE YOUR ACCOUNT

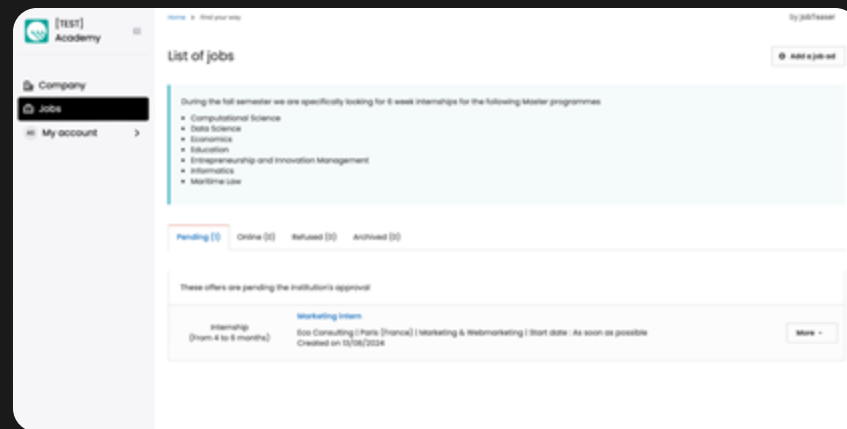
Use [this registration link](#) and add your information to complete your profile.



The screenshot shows a registration form titled "Create your recruiter account". At the top, there is a progress bar with three steps: "YOUR PROFILE" (active), "YOUR COMPANY", and "YOUR FIRST JOB". The form is divided into two main sections. The first section, "Your login", includes fields for "Your professional email address" (with a placeholder "your@company.com"), "Password", and "Password confirmation". Below these are four bullet points for password requirements: "At least 8 characters", "At least 10 characters", "At least one capital letter", and "At least one digit". There is also a checkbox for "Confirmation matches the password". The second section, "Your professional details", 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 "[TEST] Academy" interface. On the left is a sidebar with "Company" and "Jobs" (selected). Below "Jobs" is a link to "My account". The main area is titled "List of jobs" and has an "Add a job ad" button in the top right. Below the title, there is a text block: "During the fall semester we are specifically looking for 6 week internships for the following Master programmes". This is followed by a list of programmes: "Computational Science", "Data Science", "Economics", "Education", "Entrepreneurship and Innovation Management", "Informatics", and "Maritime Law". Below this list are filters: "Pending (5)", "Online (0)", "Refused (0)", and "Archived (0)". A section titled "These offers are pending the institution's approval" contains a table with job listings. The first listing is for an "Internship (from 4 to 6 months)" for "Sax Consulting (Paris (France)) | Marketing & Webmarketing | Start date: As soon as possible", created on 10/06/2024. There is a "More" button to the right of the table.

How to set up your *recruiter account*

3. COMPLETE THE FORM

Fill out the required fields (*) accurately.

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

- Title:** A text input field.
- Contract type:** A dropdown menu.
- Job category:** A dropdown menu.
- Start date (dd/mm/yyyy):** A date input field with a calendar icon.
- Location(s):** A text input field with a location pin icon and a dropdown menu.
- Provide the full address:** A purple button with a location pin icon and the text 'Calculating their future commute time can help students picture themselves in the role.'
- Remote work:** A checkbox labeled 'Remote work occasionally allowed' with the subtext '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 'Create a new job ad' form, specifically the 'Application process' section. The form includes the following fields and options:

- By email and on JobTeaser (Recommended):** A radio button.
- Recipient of applications:** A text input field.
- Documents requested from candidates:** A purple button with a plus icon and the text 'Choose (or uncheck) to empty the process for candidates.'
- CV only (Recommended):** A checkbox.
- CV & short test (2000 characters):** A checkbox.
- CV & cover letter (PDF or doc):** A checkbox.
- External website or ATS link:** A text input field.
- Archiving date:** A date input field.

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 interface for creating a new job ad, specifically the 'Review' step. The title is 'Summary of my job ad'. The form is divided into two main sections: 'About the position' and 'Job description'. The 'About the position' section includes fields for Title (Marketing Intern), Contract type (Internship), Fixed or minimum duration (6 months), Start date (September 2024), Remote work (Remote work occasionally allowed), Study level needed (Bachelor level or equivalent), Job category (Marketing & Webmarketing), Maximum duration, Location (London, England, United Kingdom), and Tags. The 'Job description' section has a text area with the placeholder 'We are looking for a dynamic and motivated marketing intern to join our team.' At the bottom right, 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.

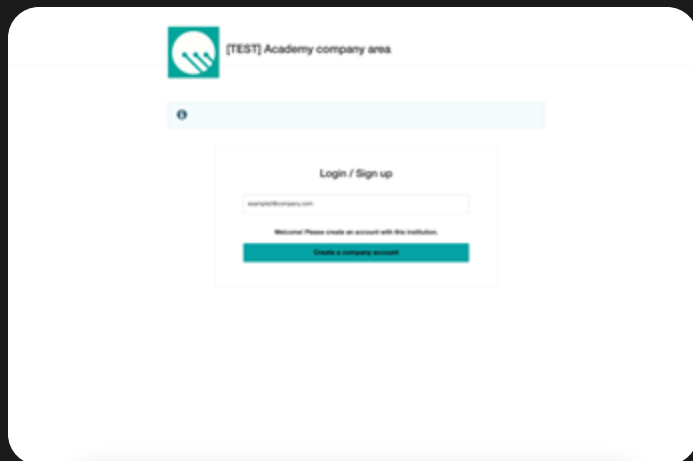
**In some institutions, an automatic approval process for job ads is in place. If this applies to you, you can remove step 5 on the slide.*

Create a company account

How to set up your **company account**

1. CREATE YOUR ACCOUNT

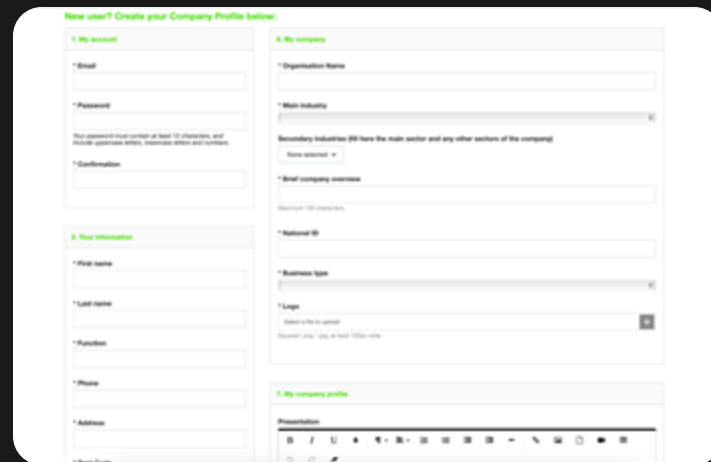
Use [this registration link](#) and enter your email address.



The screenshot shows a web interface for "[TEST] Academy company area". At the top left is a logo with three stylized figures. Below it is a search bar. In the center, there is a "Login / Sign up" section with a text input field containing "example@company.com" and a green button labeled "Create a company account". A message below the input field says: "Welcome! Please create an account with this institution."

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.

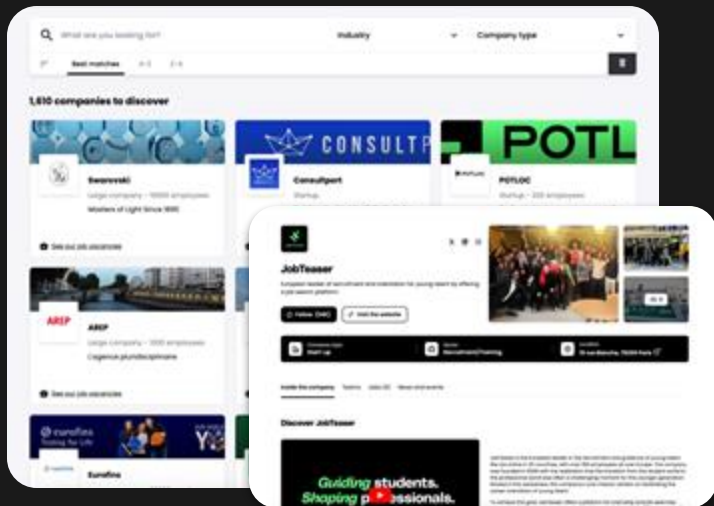


The screenshot shows a multi-step form titled "New user? Create your Company Profile below:". The form is divided into three main sections: 1. My account, 2. My company, and 3. Your information. Section 1 includes fields for Email, Password (with a note: "Your password must consist of at least 10 characters, and include uppercase letters, lowercase letters and numbers"), and Confirmation. Section 2 includes fields for Organisation Name, Main industry (with a dropdown menu), Secondary industries (with a note: "You have the main sector and any other sectors of the company"), Brief company overview (with a note: "Maximum 100 characters"), National ID, Business type (with a dropdown menu), and Logo (with a note: "Select a file to upload" and a note: "Maximum size: 100k, at least 100px wide"). Section 3 includes fields for First name, Last name, Function, Phone, and Address. At the bottom right, there is a preview of the company profile.

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>.