

**HOW TO POST JOB ADS
AND CREATE COMPANY
PROFILES ON
JOBTEASER?**

AGENDA

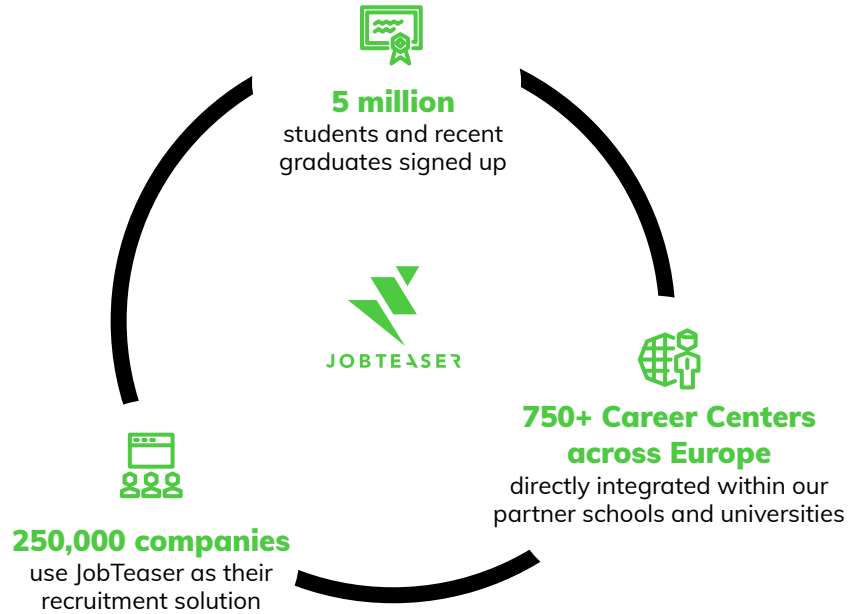
1. JobTeaser: Who we are?
2. Company Profile Creation
3. Job Ads Submission

THE CAREER CENTER BY JOBTEASER

- A **career platform** integrated to the websites of more than 700 partner universities
- Accessible where students and young graduates **connect everyday** to consult university content and **career development advice**
- Helps 3m° young talents access **guidance tools, content on companies and personalized internships and job vacancies**



OUR ECOSYSTEM



EUROPEAN LEADER OF YOUNG TALENT RECRUITMENT



25 countries



400 employees



**Official referent for
French Government**
towards **employability**
for **young people.**



COMPANY PROFILE CREATION

HOW TO CREATE A COMPANY PROFILE

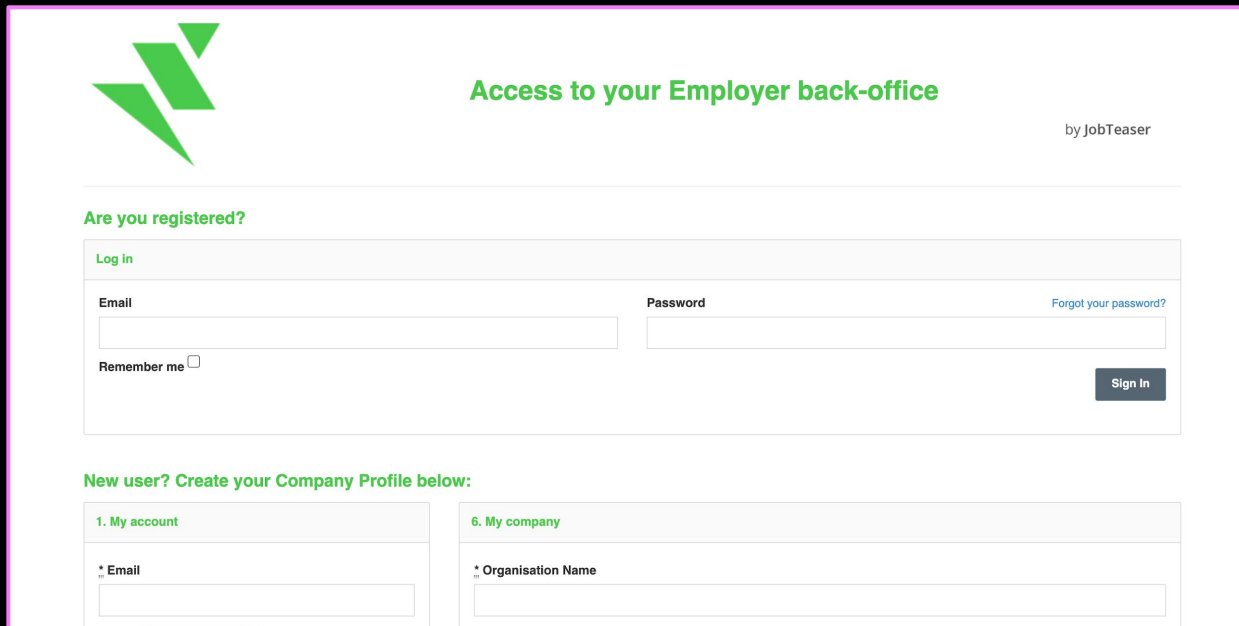
01

ACCOUNT CREATION

Use the link sent by the university

On the access page, go on to the section "New user? Create your Company Profile below:"

Link to register : https://kariery.jobteaser.com/en/sp_companies/users/new (1)



The screenshot shows the 'Access to your Employer back-office' page by JobTeaser. It features a green logo in the top left and a title 'Access to your Employer back-office' in green. Below the title is a 'Log in' section with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button. A link for 'Forgot your password?' is also present. Below the login section is a section titled 'New user? Create your Company Profile below:' with two columns: '1. My account' containing an 'Email' field, and '6. My company' containing an 'Organisation Name' field.

HOW TO CREATE A COMPANY PROFILE

The image displays a grid of company profiles from a job board. A larger, detailed view of the Space Applications Services NV/SA profile is overlaid on the right side of the collage.

Space Applications Services NV/SA
SME - 91 employees
Space Industry
[See our job vacancies](#)

VINCI
Large company
Acteur mondial
concessions e

Parrot

Nexter
Large company - 3700 employees
Leader de la défense Terrestre
[See our job vacancies](#)

abmi
Groupe ABM
SME - 780 em
Société d'Ing

DAHER
Large company - 10000 employees
Constructeur d'avion |

RATIER-FIG AEROSPACE
Large compa

Space Applications Services NV/SA
SME
ABOUT US JOBS 3971 [+ FOLLOW](#)

Key people
Mr Richard Aked and Mr Lef Steinicke
CEO

Head office
[325 Leuvensesteenweg, 1032 Sint-Stevens-Woluwe \(Brussels Area\), Belgium](#)

Welcome to Space Applications Services NV/SA
Space Industry

1987
Creation year

91
Number of employees

3 countries
International presence

Space Applications Services NV/SA is an independent Belgian company founded in 1987, with a subsidiary in Houston, USA. Our aim is to research and develop innovative systems, solutions and products and provide services to the aerospace and security markets and related industries. Our activities cover manned and unmanned spacecraft, launch-er vehicles, control centres, robotics and a wide range of information systems.

Our team of highly qualified and experienced engineers originating from many different countries take a broad view of projects and bring world class excellence to our work. A quarter of our staff has doctorates and our engineers have degrees from the best universities in Europe, the USA and further afield.

For ten years the company capability and turnover has been increasing. Specialisation and selective diversification have been contributory factors to this growth and every year significant investment is made in research and development to continue this growth.

03

PROFILE DISPLAY

Once validated, your profile will be visible to students

By clicking on your logo the student sees your company's information and materials

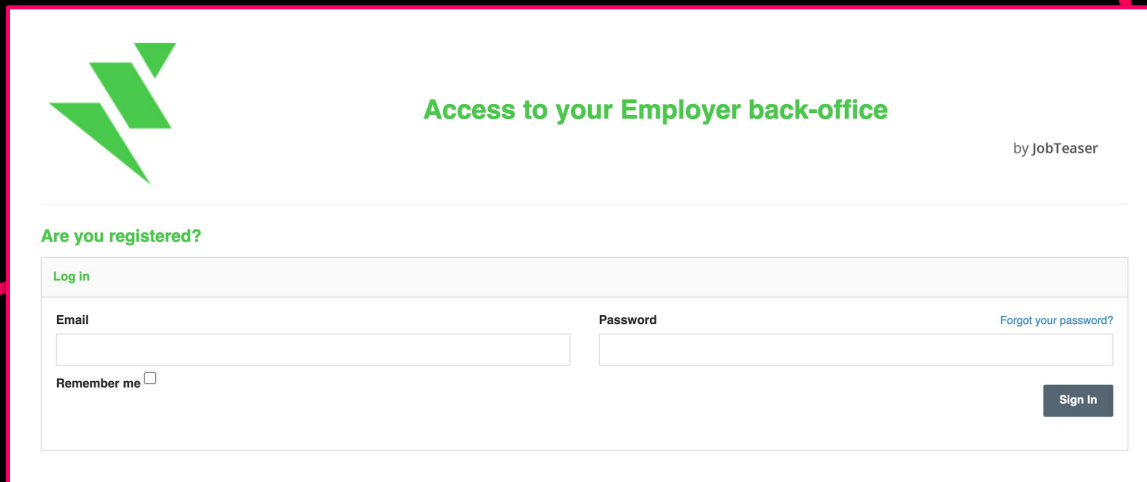
HOW TO MANAGE YOUR PROFILE ?

01

LOGIN

Enter your Email and password associated with your company profile

If you have forgotten your password you can click on "get a new password"



The screenshot shows the login interface for the JobTeaser Employer back-office. At the top left is the JobTeaser logo, a green stylized 'J' shape. To its right is the text "Access to your Employer back-office" in green, and further right is "by JobTeaser" in a smaller grey font. Below this is a horizontal line. Underneath the line is the heading "Are you registered?" in green. Below the heading is a light grey box containing the "Log in" link in green. Below the box are two input fields: "Email" and "Password". The "Email" field has a "Remember me" checkbox below it. The "Password" field has a "Forgot your password?" link in blue to its right. A dark grey "Sign In" button is located at the bottom right of the form area.

HOW TO MANAGE YOUR PROFILE ?

The screenshot shows the profile management interface for 'Rocket Science Company'. On the left, there is a navigation menu with 'Account' selected. The main content area is divided into two sections: 'Required Information' and 'Content'. The 'Required Information' section contains a table with the following data:

Field	Value
Industries	Aerospace
Business type	Start-up
Brief company overview	Unboring the furture
National ID	
Permalink	83169-rocket-science-company
Id	83169
Account type	One-page company profile

The 'Content' section contains a 'Media gallery' button. At the top right of the main content area, there are 'Edit' and 'Preview' buttons. The top left of the interface shows the 'Academy Career Center - Company Account Back Office by JobTeaser' logo and the company name 'Rocket Science Company' with the tagline 'Unboring the furture'.

02

UPDATE PAGE INFORMATION

Puedes actualizar en cualquier momento la información de su empresa haciendo clic en "Editar"

Haga clic en "Vista previa" para comprobar la representación

HOW TO MANAGE YOUR PROFILE ?

03


EVENT CREATION AND EDITION

You can create your own events by clicking on “Events”

They will be visible on the student view of the Career Center

You can also manage and edit your events created by clicking on “Actions”

The screenshot displays the 'Events' management interface. On the left is a navigation sidebar with 'Account', 'Events', and 'Jobs' options. The main content area shows a 'List of Upcoming events' with 'Add' and 'Download XLS export (02/12)' buttons. Below is a search bar and filter section with dropdowns for 'Event status' (ALL STATUSES), 'Event types' (All types), 'Location' (All locations), and 'Targeted courses' (All courses). A checkbox option is present: 'By default only private events are displayed. Check to include JobTeaser events.' A 'Search' button is also visible. The event list below shows one event: 'Rocket Science Company flies to you', which is 'Inactive' and has 'Event without registration' applications. It is organized by 'Rocket Science Company' and 'Created by John Doe'. An 'Actions' button is provided for this event.

Dates	Title of the event	Status	Applications	Organized by	Actions
From 24 Dec. 2020 To 25 Dec. 2020	 Rocket Science Company flies to you	Inactive	Event without registration	Rocket Science Company Created by John Doe	Actions -

HOW TO MANAGE YOUR PROFILE ?

04

ADD AND MANAGE YOUR JOB ADS

You can add your job vacancy by clicking on “Jobs” and then “Add a job ad”

You have the possibility to edit your job ads by clicking on “More”

The image displays two screenshots of the JobTeaser web application. The top screenshot shows the 'Create a job vacancy' form, which includes fields for Job Title, Place, Job Description, Remote work type, Contract type, and Job Category. The bottom screenshot shows a job listing for 'PROPULSION SYSTEMS ENGINEER' with details such as recruitment contact information, contract type, function, and a description of the role.

Create a job vacancy form fields:

- Job Title: Job title (m/v)
- Place: City, country...
- Job Description: (some suggestions have been added)
- Remote work type: Not specified, Remote work, Remote work, Full remote, Remote work
- Contract type: [Select a function]
- Job Category: [Select a function]

Job Listing: PROPULSION SYSTEMS ENGINEER

Recruitment contact: John Doe, 0608716024 | thibaut.saras@gmail.com

Details	Description
Contract type : Full time Position	Rocket Science Company was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today Rocket Science Company is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.
Function : Energy, Materials & Mechanical engineering	PROPULSION SYSTEMS ENGINEER (STARSHIP)
Job visible to the following course(s) / major(s) / programme(s) : Visible by all students on the career center.	The Propulsion Systems Engineer is responsible for developing the fluid systems for Starship and Super Heavy – our high performance next generation vehicles that will

BEST PRACTICES

01

Fill carefully the information about your company

Be consistent in the information you fill on your company account especially when it comes to your company culture and values. Students are very attentive to this topic?

02

Bring catchy content

Use the adapted language, images and videos in order to catch the attention and develop your audience.

03

Boost your Employer Brand

Use the event module to give more visibility to your company and attract the best talents.

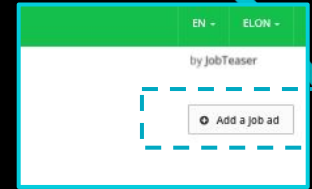
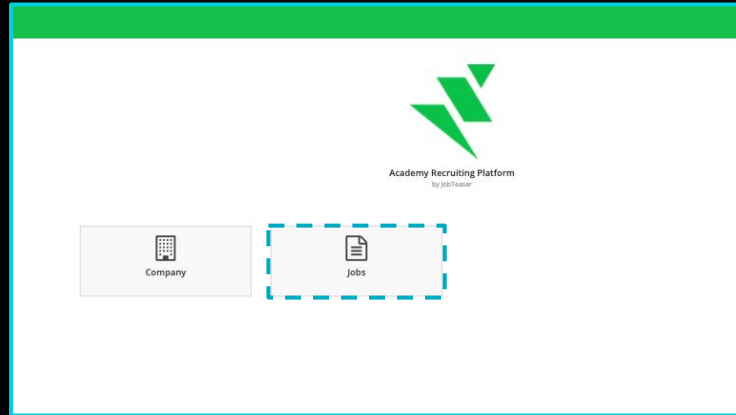
JOB ADS SUBMISSION

HOW TO POST A JOB AD?

01

ADD A JOB AD

Go on Jobs and click on “Add a job Ad” on the top right of the page



Posting a job via the recruiter form takes less than 5 minutes

HOW TO POST A JOB AD?

02

JOB DETAILS & DESCRIPTION

Fill in the mandatory fields (*)

Job Details

* Job Title
job title (m/w)

* Place
City, country...

Remote work type
 Not specified
 Remote work not allowed
 Remote work occasionally allowed
 Full remote work allowed
 Remote work only

* Contract type

* Job Category
Select a function

Tags:

Job visible to the following course(s) / major(s) / programme(s)
Visible by all courses

* Minimum experience required
STUDENT / RECENT GRADUATE

* Start date (MM/YYYY)
 As soon as possible
 Specific month
12/2020

Archiving date
27/12/2020

The vacancy will remain visible until the date selected, then it will be archived. You will not be notified when your vacancy is archived.

* Job Description (some suggestions have been added)

B I U

Company (if you're a recruiter please state who you're recruiting on behalf of):

Responsibilities:

Required profile:

Salary:

HOW TO POST A JOB AD?

03

APPLICATIONS

Choose the way you want to receive your applications.

We recommend to stay on JobTeaser for the student user experience

Applications

By email (recommended)
You will receive all job applications via email and you will be able to manage them from your JobTeaser account.

Send applications to this email address:

Application message type (in addition to the CV)

Short text
OR
 Cover letter

On an external website
Warning: sending candidates to an external site may discourage them from applying



THE SCHOOL WILL THEN EITHER VALIDATE OR REFUSE YOUR JOB OFFER.
IN EACH CASE, YOU WILL BE NOTIFIED BY EMAIL*

*Response time depends on the school

BEST PRACTICES

01

Fill in the Job add information with caution

Put the right contract type and minimum experience required in order to get the right students / graduates

02

Space your job description

Don't put too much information on the job description and space your offer to make it easy to read

03

Choose the application by email & JobTeaser with a short text

Short texts are more tailor made than cover letter for the Z generation



MORE TIPS ARE AVAILABLE [HERE](#)

HOW TO MANAGE A JOB AD?

01

JOB DASHBOARD

On your Dashboard, you can see all your job ads (online, pending, refused and archived)

You can easily see the number of applicants

List of jobs

Pending (0) **Online (1)** Refused (0) Archived (0)

These offers are currently visible by students. If you don't receive any applications by email, please check your spam folders.

Internship (From 4 to 6 months)	CDD - Contrôleur de Gestion Space X Paris (France) Communication, PR & Events EN Start date: As soon as possible Created on 27/11/2020 Activated on 27/11/2020
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Add a job ad

Applicants (1) More -

HOW TO MANAGE A JOB AD?

02

APPLICATIONS

On the recruiter application dashboard, you can see all the applications with:

- The CV
- Application Message

You can use the recruiter back office to contact by email the applicant

Applications on your job CDD - Contrôleur de Gestion

All (1) ▾

Emilie Boulet
Application date: Friday 27 November - 19:14 Preselected ▾

1 selected

See CV See application message [Contact the candidate](#)

Emilie Boulet
ACADEMY - 2022
Preselected

Email to be sent to the candidate Send

The email below is sent from JobTeaser.

Candidate's email (To):

Reply email (Reply to):

Object

Message

Hello Emilie,

I am delighted that you are interested in our role of CDD - Contrôleur de Gestion at Space X. Your profile matches our search.

I'd like to schedule a short introductory call so we can get to know you better and discuss the role and the company. Would you be available next week to discuss?

Best,
ELON MUSK

Send

**IF YOU HAVE QUESTIONS
PLEASE CONSULT THE
[HELP CENTER](#)**



Q&A

403

WHAT IS 403 ACCESS DENIED?

If you encounter a 403 error, it is because you are trying to log into several of your recruiter accounts simultaneously, across several different Career Centers.

403

Access denied

Sorry, you don't have permission to view this page. You are currently logged into another Career Center, you must first log out from that other Career Center before accessing this page.



You must log out from the other Career Center accounts you are logged into, before trying to connect to your Career Center

THANK YOU