HOW TO CREATE A RECRUITER ACCOUNT & POST JOB ADS IN JOBTEASER?
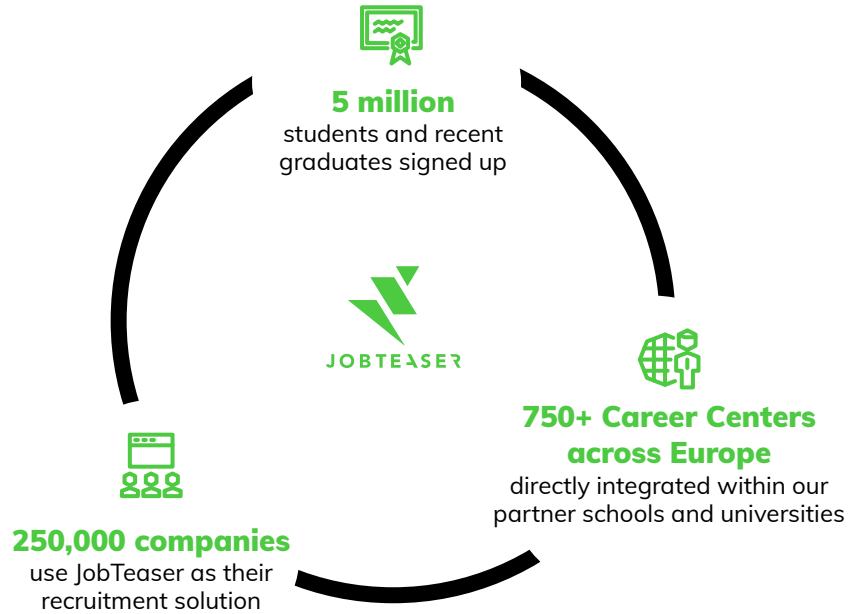
JOBTEASER

AGENDA

1. **JobTeaser: Who we are?**

2. **Recruiter Account**

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**

DAUPHINE
UNIVERSITÉ PARIS

Accédez à votre Career Center   Agenda   Etudiants   Alumni & MBA   Emploi du temps

BIENVENUE SUR L'INTRANET DE L'UNIVERSITÉ PARIS-DAUPHINE

Les dernières actualités de votre école

JOBTEASER

OUR ECOSYSTEM

5 million
students and recent graduates signed up

JOBTEASER

750+ Career Centers across Europe
directly integrated within our partner schools and universities

250,000 companies
use JobTeaser as their recruitment solution

JOBTEASER

EUROPEAN LEADER OF YOUNG TALENT RECRUITMENT

25 countries

400 employees

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

CONNECTION

HOW TO CONNECT TO A UNIVERSITY CAREER CENTER WITH A RECRUITER ACCOUNT?

(1) The permalink is the personalized link of the Career School of a particular university. For instance, you can find it on the university career center

LINK

https://kariery.jobteaser.com/en/recruiter_account/sign_in

Post a job on Academy's Career Center

Si vous souhaitez diffuser une offre de stage auprès de nos étudiants, merci de veiller à bien renseigner les champs suivants dans le descriptif de l'offre:

- Fonction, formation et années d'expérience du maître de stage
- Date de début et date de fin du stage (jj/mm/aaaa)

Si ces champs ne figurent pas dans le descriptif de votre offre, cette dernière ne sera pas validée.

Conformément au règlement des stages, le maître de stage doit être titulaire d'un diplôme universitaire ou pouvoir attester d'une expérience significative et exercer un niveau de responsabilité équivalentes.

Login / Sign up

What is your email address?

Next

ENTER YOUR PROFESSIONAL EMAIL ADDRESS

IF YOU <u>ALREADY HAVE</u> AN ACCOUNT

Post a job on Academy's Career Center

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Login / Sign up

elon.musk33@yopmail.com

Password

You have a recruiter account associated with this institution.

Log in with this account

☐ Remember me   Forgot your password?

You will be identified with your email address and invited to login

The blue insert is personalized by the university and will give you some information

JOBTEASER

IF YOU **<u>DO NOT</u>** HAVE AN ACCOUNT YET

Create your recruiter account

```
  1 ——— 2 ——— 3
YOUR PROFILE   YOUR COMPANY   YOUR FIRST JOB
```

Your login

* **Your professional email address**

elon.musk@spacex.com

* **Password**

✖ No spaces
✖ At least least eight characters
✖ At least one capital letter
✖ At least one digit

Provide profile information

Give a short description of the company
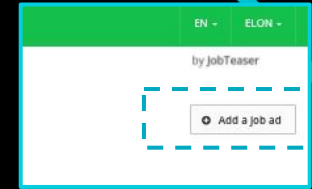
Post a job
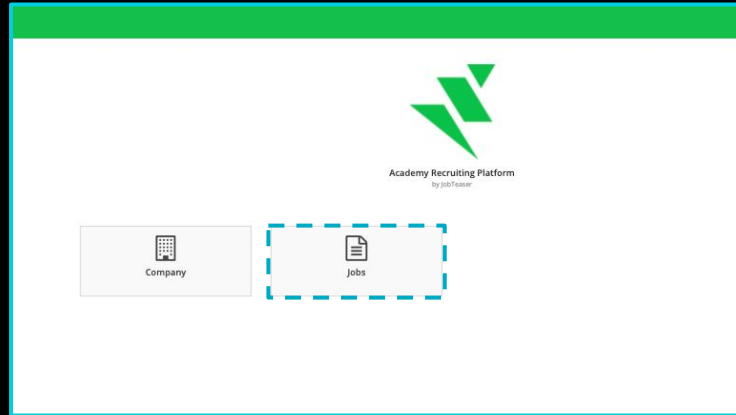
SUPER EASY!

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JOB ADS
SUBMISSION

JOBTEASER

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

Academy Recruiting Platform
by JobTeaser

Company

Jobs

EN ▾   ELON ▾

by JobTeaser

⊕ Add a job ad

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:

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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

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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

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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

Add a job ad

Applicants (1)   More

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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)

☑ 1 selected

Emilie Boulet
ACADEMY - 2022
Preselected

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

Preselected

See CV   See application message   Contact the candidate

Email to be sent to the candidate
The email below is sent from JobTeaser.

[Send]

Candidate's email (To:)
emilie.boulet@jobteaser.com

Reply email (Reply to:)
elon.musk33@spacex.com

Object
Your profile has been selected for the role of CDD - Contrôleur de Gestion

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]

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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

JOBTEASER

THANK YOU

JOBTEASER