

Engage with our students



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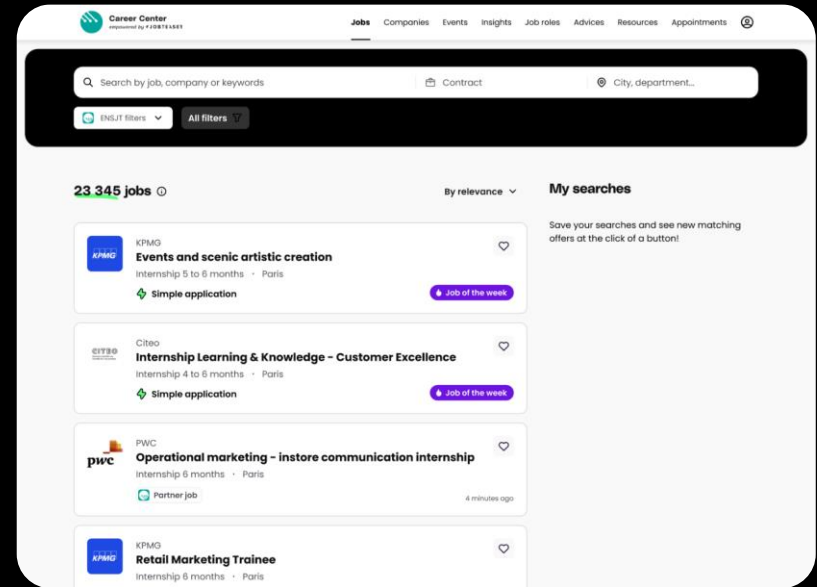
Explore our **Career Center** !

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.*

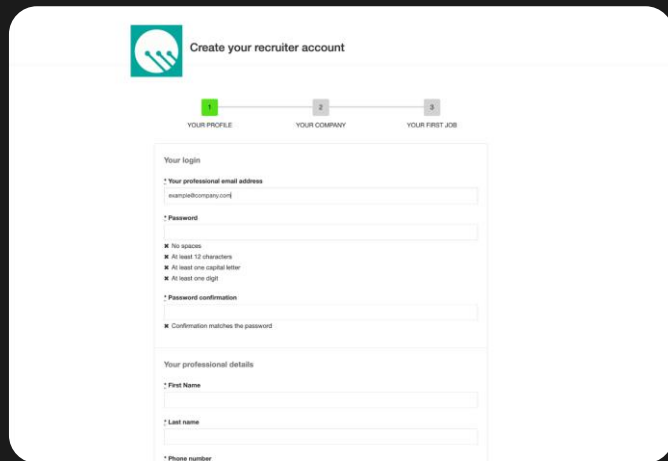


Create a recruiter account

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 indicator with three steps: 1. YOUR PROFILE (highlighted in green), 2. YOUR COMPANY, and 3. YOUR FIRST JOB. The form is divided into two main sections: "Your login" and "Your professional details".

Your login

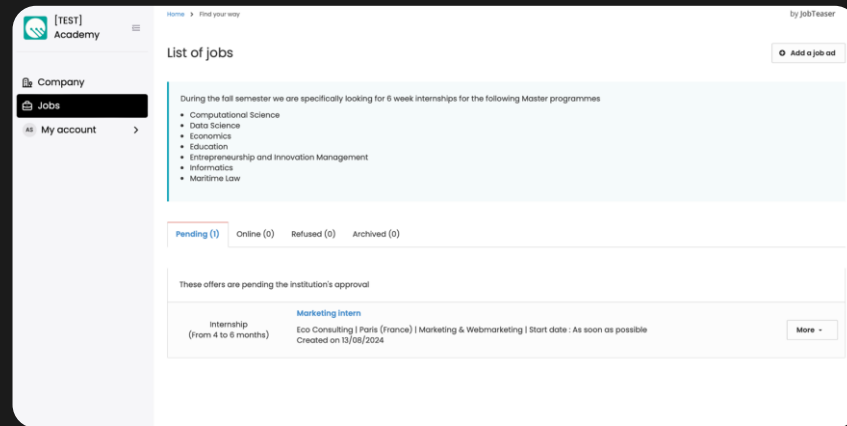
- * Your professional email address:
- * Password:
- Rules for password:
 - No spaces
 - At least 10 characters
 - At least one capital letter
 - At least one digit
- * Password confirmation:
- Confirmation matches the password

Your professional details

- * First Name:
- * Last name:
- * 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 has a sidebar with navigation options: Company, Jobs (highlighted), and My account. The main content area displays a list of job offers.

List of jobs

During the fall semester we are specifically looking for 6 week internships for the following Master programmes

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

Filters: Pending (1) | Online (0) | Refused (0) | Archived (0)

These offers are pending the institution's approval

Internship	Marketing Intern
(from 4 to 6 months)	Eco Consulting Paris (France) Marketing & Webmarketing Start date : As soon as possible Created on 13/08/2024

More >

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 (MM/YYYY):** A date input field with a calendar icon, set to 'As soon as possible'.
- Location(s):** A dropdown menu with the placeholder 'Type an address / city / country'. Below it is a purple callout box: 'Provide the full address. Calculating their future commute time can help students picture themselves in the role.'
- Remote work:** A section with a radio button selected for 'Remote work occasionally allowed' and a checkbox for '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.

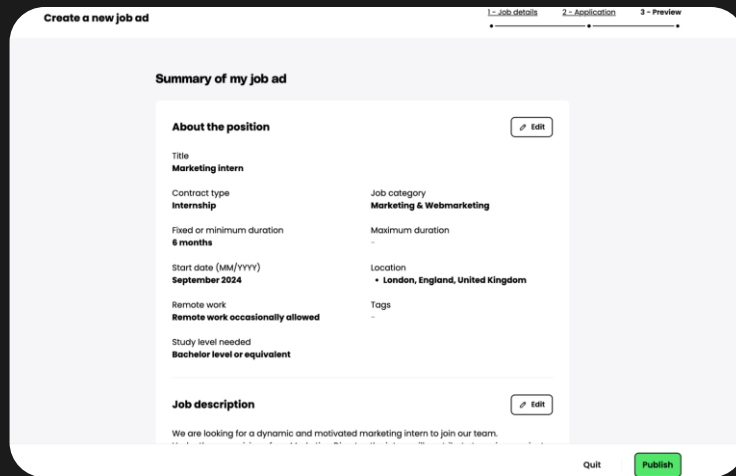
The screenshot shows the 'Application process' section of the 'Create a new job ad' form. It includes the following fields and options:

- Application process:** A dropdown menu set to 'Audience'.
- By email and on JobTeaser (recommended):** A radio button that is selected.
- Recipient of applications:** A section with an 'Email address' input field containing 'email@domain.com'.
- Documents requested from candidates:** A section with a dropdown menu set to 'Choose CV only to simplify the process for candidates.' Below it are three options: 'CV only' (Recommended), 'CV & short text (1000 characters)', and 'CV & cover letter (PDF or txt)'. There is also an unchecked radio button for 'External website or ATS link'.
- Archiving date:** An input field containing '09/12/2024'.

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 interface for creating a new job advertisement. At the top, it says 'Create a new job ad' and has three steps: '1. Job details', '2. Application', and '3. Preview'. The main section is titled 'Summary of my job ad' and contains two main parts: 'About the position' and 'Job description'. The 'About the position' section has several fields: Title (Marketing intern), Contract type (Internship), Fixed or minimum duration (6 months), Start date (September 2024), Remote work (Remote work occasionally allowed), and Study level needed (Bachelor level or equivalent). The 'Job category' is 'Marketing & Webmarketing', 'Maximum duration' is '-', 'Location' is 'London, England, United Kingdom', and 'Tags' is '-'. There are 'edit' buttons for both sections. At the bottom, there are 'Quit' and 'Publish' buttons.

About the position	
Title	Marketing intern
Contract type	Internship
Fixed or minimum duration	6 months
Start date (MM/YYYY)	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
Tags	-

Job description

We are looking for a dynamic and motivated marketing intern to join our team.

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.

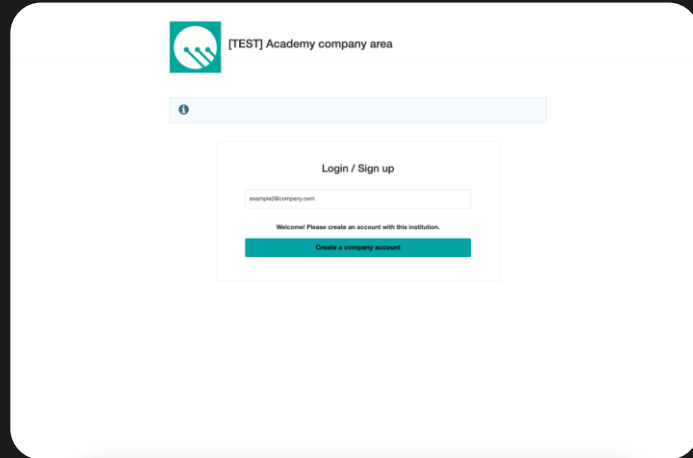
Once the offer is approved, you will be notified by email.

Create a company account

How to set up your **company account**

1. CREATE YOUR ACCOUNT

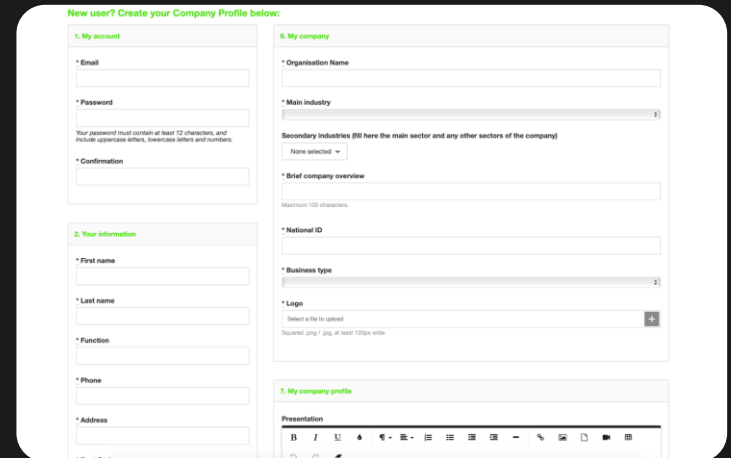
Use [this registration link](#) and enter your email address.



The screenshot shows the "[TEST] Academy company area" interface. At the top left is a logo with three hands. Below it is a navigation bar with an information icon and a search bar. The main content area is titled "Login / Sign up" and contains a form with an email input field (placeholder: "example@company.com"), a "Welcome! Please create an account with this institution." message, and a prominent blue "Create a company account" button.

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.



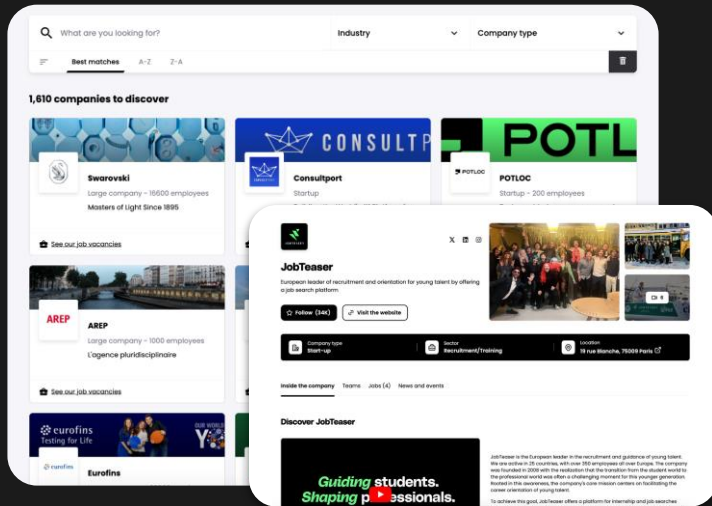
The screenshot displays a multi-step registration form titled "New user? Create your Company Profile below:". It is divided into three main sections:

- 1. My account:** Includes fields for Email, Password (with a note: "Your password must contain at least 12 characters, and include uppercase letters, lowercase letters and numbers."), Confirmation, First name, Last name, Function, Phone, and Address.
- 2. My company:** Includes fields for Organisation Name, Main Industry (dropdown), Secondary Industries (with a note: "Secondary industries (fill here the main sector and any other sectors of the company)"), Brief company overview (with a note: "Maximum 100 characters."), National ID, Business type (dropdown), and Logo (with a note: "Select a file to upload" and "Supported: png / jpg, at least 100px wide").
- 3. My company profile:** Features a rich text editor for the company presentation, with a toolbar containing various text and image formatting options.

How to set up your **company account**

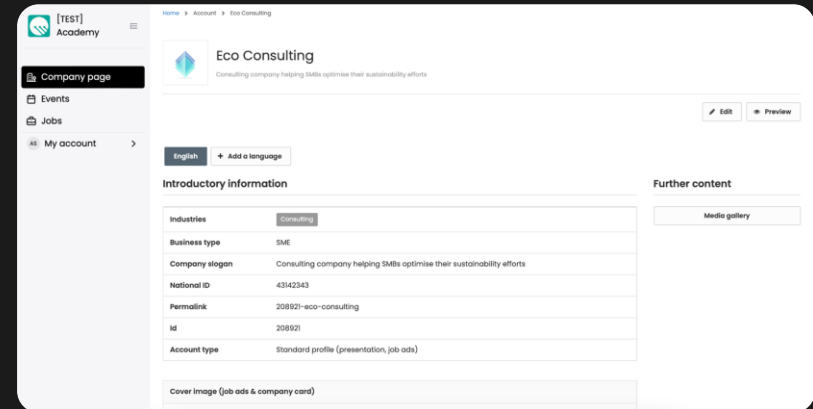
3. PROFILE VISIBILITY

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 stageplatform.vu@amsterdamumc.nl