

# *Engage with our students*



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**Interested in our students ?**



# Interested in our students ?

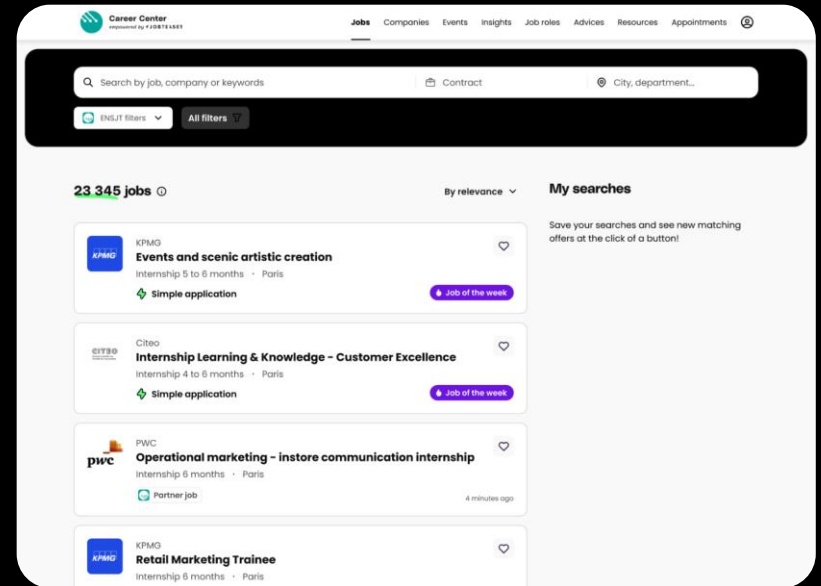
## Explore our **Career Center** !

### **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 !



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# Interested in our students ?

You have **two options**\*

## Free Plan Company Account

The recruiter account allows you to **post your 4 job ads/year** 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.

## Institution-linked Company Account

Like the Free Plan account, the company account allows you to **post job ads**, but without limit in number.

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 a limited number of job ads : create a **Free Plan Company Account**.
- If, in addition to posting job ads, you also want to enhance your employer brand with our students: create an **Institution-linked 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.*

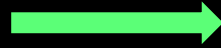


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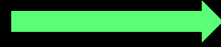


# Choose the right account/creation **login option**

**Free Plan Company Account**



**Institution-linked Company Account**



## Log in to JobTeaser to post your job ads on the [TEST] Academy Career Center



### "Free plan" Company Account

Free access with limited job posting availability

Login

- ✓ Posting limited to one job ad at a time, in a single school
- ✓ A separate account must be created for each school
- ✓ Terms and limitations are available on our ["Plans" page](#)



### JobTeaser client company

Your tailored solution to recruit young talent across 800+ schools and universities in Europe

Login

- ✓ Multi-posting of your job ads across our entire network (800+ European schools and universities)
- ✓ Unlimited posting of your job ads, with immediate visibility
- ✓ Centralized management of all your recruitment activities from a single account
- ✓ Showcase your employer brand through a dedicated company page
- ✓ Communication campaigns to boost your job ads and events
- ✓ Proactive talent sourcing with TalentMatch
- ✓ Digitization and streamlined management of your events with TalentConnect
- ✓ Integration with your ATS

Not a client yet?

Contact us



On demand access

### Institution-linked Company

Accounts reserved for the institution's exclusive partners. Conditions are at the institution's discretion. Please contact the institution.

Login



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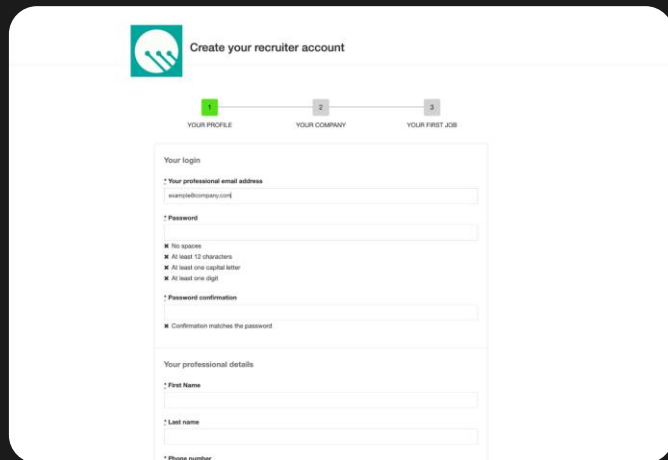
# Create a Free Plan Company Account



# How to set up your **Free Plan Company 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**

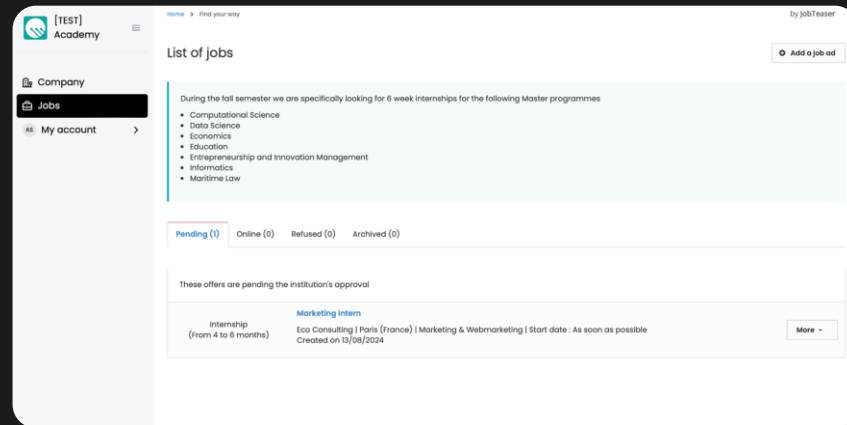
- \* Your professional email address:
- \* Password:
- Validation rules:
  - No spaces
  - At least 10 characters
  - At least one capital letter
  - At least one digit
- \* Password confirmation:
- Confirmation matches the password

**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 11/08/2024

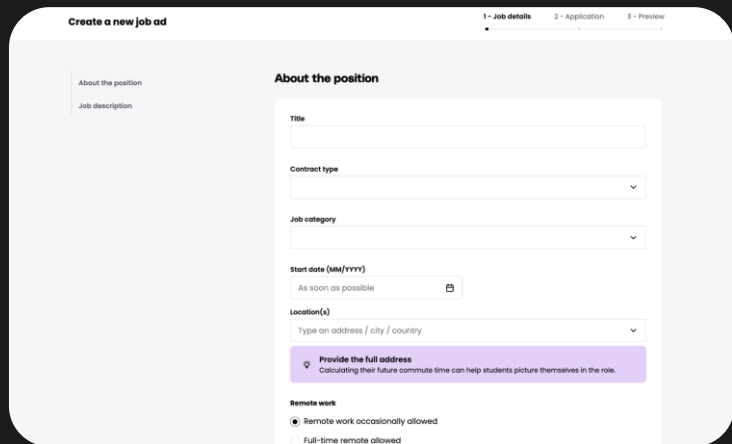
More -



# How to set up your **Free Plan Company Account**

## 3. COMPLETE THE FORM

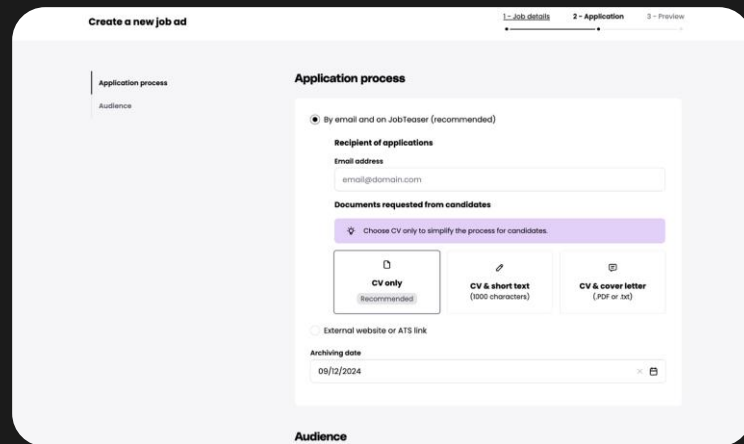
Fill out the required fields (\*) accurately.



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 a search icon, containing the text 'Provide the full address' and a sub-note: '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:

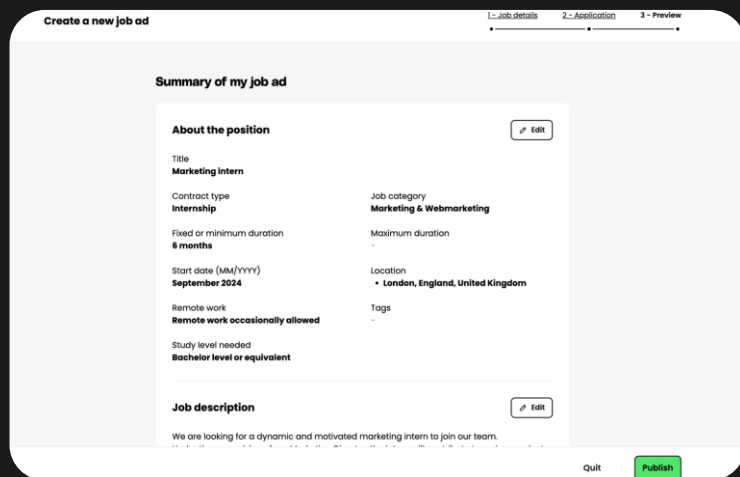
- By email and on JobTeaser (recommended):** A radio button that is selected.
- Recipient of applications:** A section with a text input field for 'Email address' containing 'email@domain.com'.
- Documents requested from candidates:** A section with a dropdown menu set to 'Choose CV only to simplify the process for candidates.' Below this are three options: 'CV only' (Recommended), 'CV & short text' (1000 characters), and 'CV & cover letter' (PDF or txt).
- External website or ATS link:** A radio button that is not selected.
- Archiving date:** A date input field set to '09/12/2024'.



# How to set up your **Free Plan Company 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 a progress indicator with three steps: "1. Job details", "2. Application", and "3. Preview". The main content is titled "Summary of my job ad". It is divided into two main sections: "About the position" and "Job description".

**About the position** (with an "edit" button):

- 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** (with an "edit" button):

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

At the bottom right, there are two buttons: "Quit" and "Publish".

## 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.



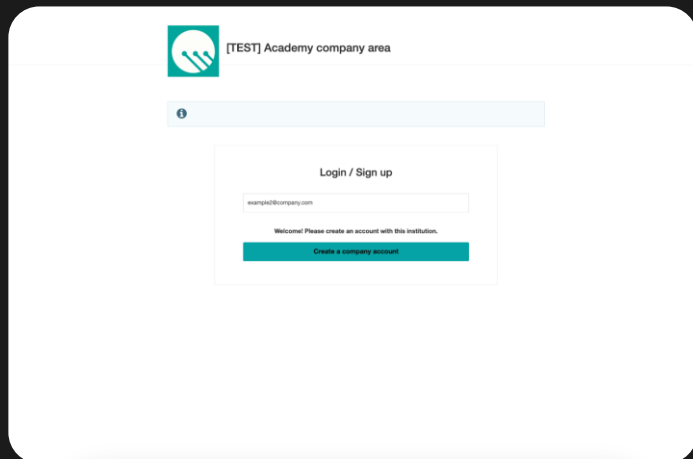
# Create an Institution-linked Company Account



# How to set up your *Institution-linked Company Account*

## 1. CREATE YOUR ACCOUNT

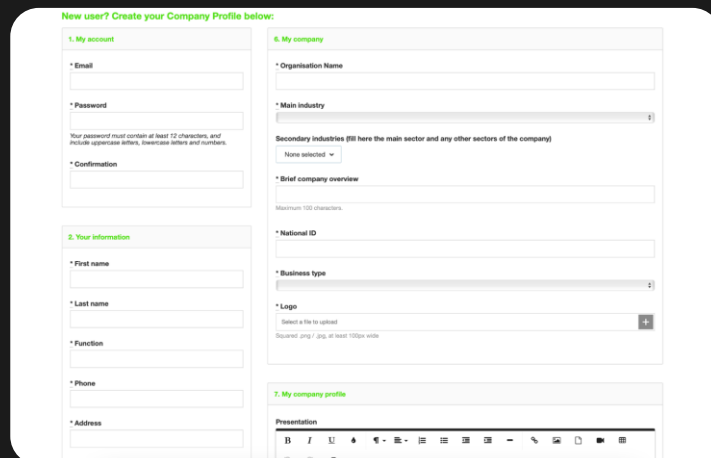
Use [this registration link](#) and enter your email address.



The screenshot shows a web interface for "[TEST] Academy company area". At the top left is a logo with three 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") and a green "Create a company account" button. A message below the form reads: "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 registration form titled "New user? Create your Company Profile below:". It is divided into several sections:

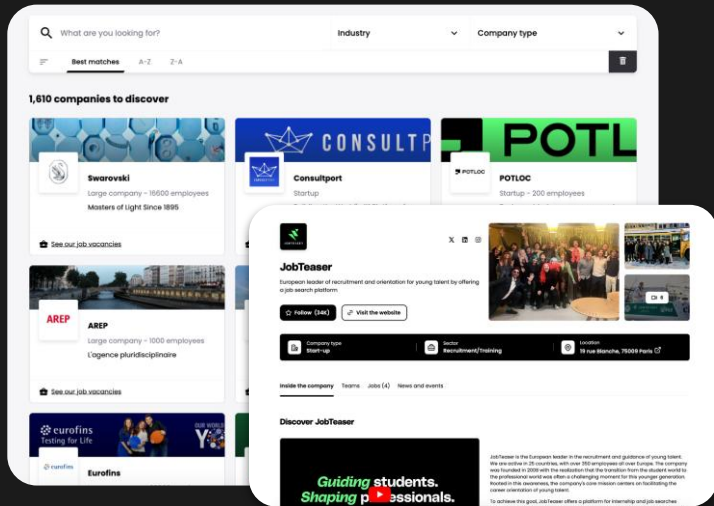
- 1. My account:** Includes fields for Email, Password (with a note: "Your password must contain at least 12 characters, and include uppercase letters, lowercase letters and numbers."), and Confirmation.
- 2. Your information:** Includes fields for First name, Last name, Function, Phone, and Address.
- 3. 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").
- 4. My company profile:** Includes a rich text editor for Presentation.



# How to set up your **Institution-linked Company Account**

## 3. PROFILE VISIBILITY

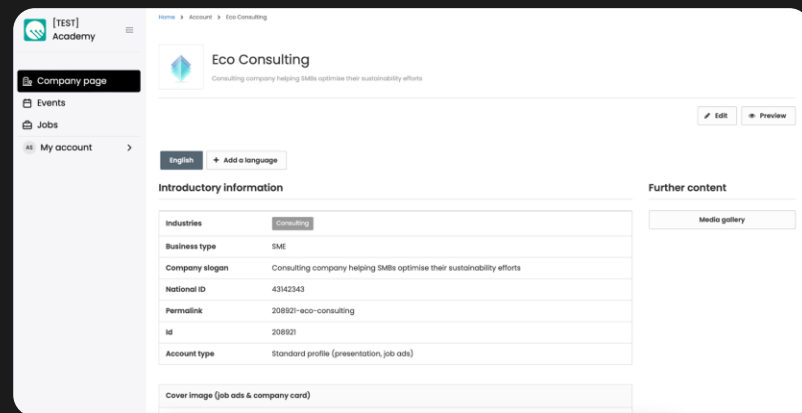
Once approved, your company page will be visible to our students.



## 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: [careerservices@sea.leidenuniv.nl](mailto:careerservices@sea.leidenuniv.nl)



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