

# ***Engage with our students***



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# Interested in our students ?



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# Interested in our students ?

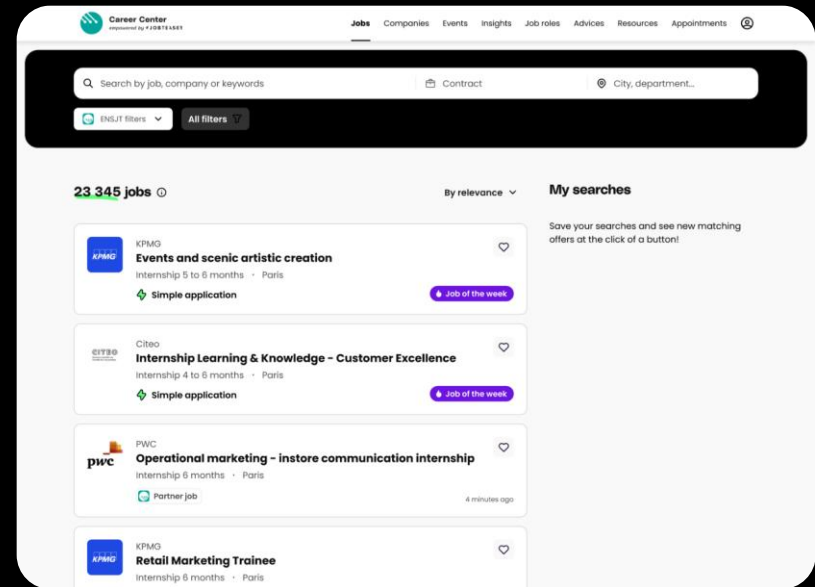
## Explore our **Leiden University Jobs & Events portal!**

### What is the Leiden University Jobs & Events portal?

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 **Leiden University Jobs & Events portal!**



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# Interested in our students ?

You have **two options**\*

## Recruiter account

The recruiter account allows you to **post your job ads** on our **LU Jobs & Events portal**.

By posting your job ads on our LU Jobs & Events portal, you can track their progress in real-time (school validation, number of views, applications), archive them or repost them.

The LU Jobs & Events portal 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.*



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# Create a recruiter account



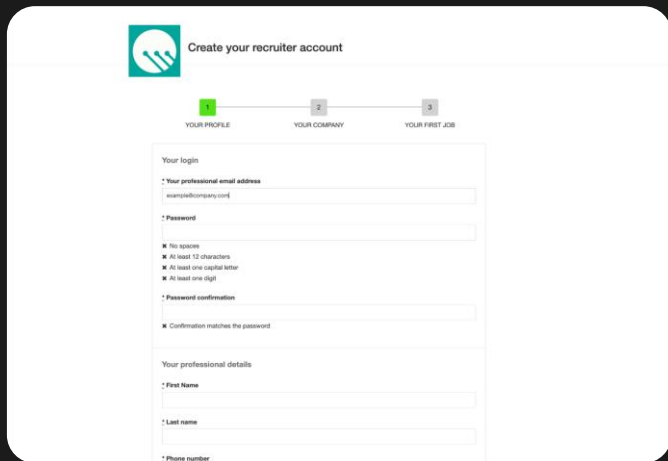
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# How to set up your **recruiter account**

## 1. CREATE YOUR ACCOUNT

Use [https://uleiden.jobteaser.com/en/recruiter\\_account/sign\\_in](https://uleiden.jobteaser.com/en/recruiter_account/sign_in) and add your information to complete your profile.



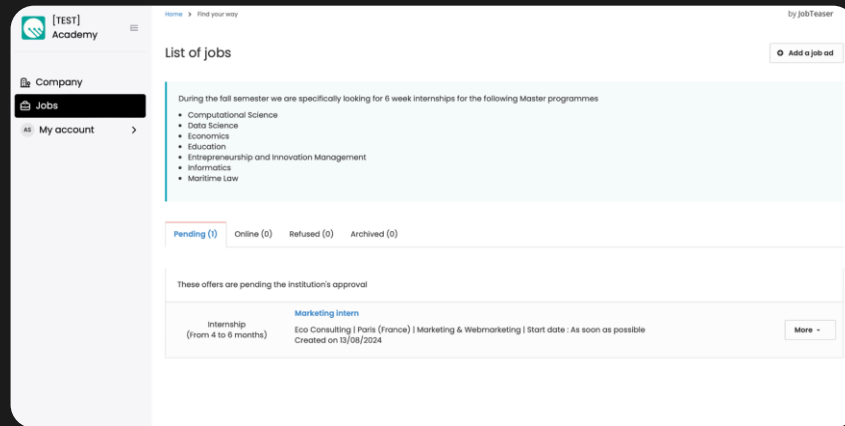
The screenshot shows a three-step registration process for a recruiter account. Step 1, 'YOUR PROFILE', is active and contains the following fields:

- Your login:**
  - \* Your professional email address (example@company.com)
  - \* Password (with requirements: 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

Steps 2 ('YOUR COMPANY') and 3 ('YOUR FIRST JOB') are shown as progress indicators at the top.

## 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 JobTeaser Academy interface. The left sidebar includes links for 'Company', 'Jobs', and 'My account'. The main content area displays a list of job offers with the following details:

- Filter tabs:** Pending (1), Online (0), Refused (0), Archived (0)
- Notice:** 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
- Job Offer:**
  - Marketing Intern**
  - Internship (from 4 to 6 months)
  - Eco Consulting | Paris (France) | Marketing & Webmarketing | Start date : As soon as possible
  - Created on 13/08/2024
- Action:** More +



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# 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. The form is divided into two tabs: 'About the position' (selected) and 'Job description'. The 'About the position' tab contains the following fields:

- 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 text 'Type an address / city / country'.
- 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 section with two radio buttons: 'Remote work occasionally allowed' (selected) and 'Full-time remote allowed'.

Choose where the student should apply: directly on JobTeaser or on your own website (directly via your own application tool). Choosing JobTeaser will give you a better user experience and tracking of your job ads. With this option, whenever a student applies, you will receive an email (with "@jobteaser.com" in the sender's email address) containing their CV and cover letter.

The screenshot shows the 'Application process' section of the 'Create a new job ad' form. The form is divided into two tabs: 'Application process' (selected) and 'Audience'. The 'Application process' tab contains the following fields:

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



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# 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 form titled 'Create a new job ad' with a progress bar at the top indicating three steps: 1. Job details, 2. Application, and 3. Preview. The current step is '1. Job details'. The main section is 'Summary of my job ad'. It contains two main parts: 'About the position' and 'Job description'. The 'About the position' section has an 'edit' button and contains the following fields: 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 also has an 'edit' button and contains the text: 'We are looking for a dynamic and motivated marketing intern to join our team.' At the bottom of the form, there are two buttons: 'Quit' and 'Publish'.

## 5. WAIT FOR APPROVAL

After publishing an offer, it will not immediately appear on our LU Jobs & Events portal. 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



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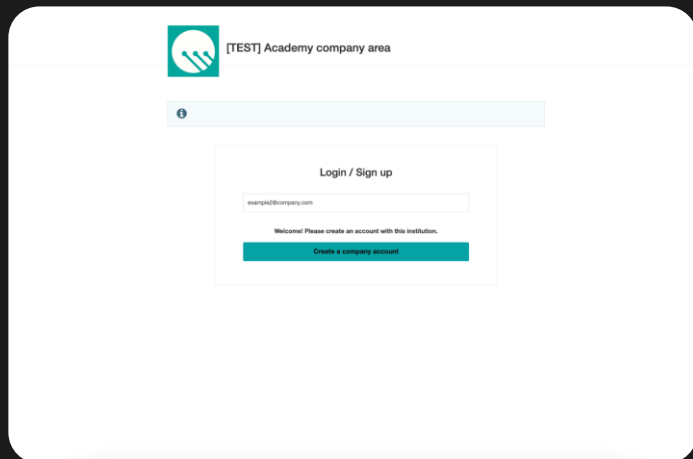


# How to set up your *company account*

## 1. CREATE YOUR ACCOUNT

Use

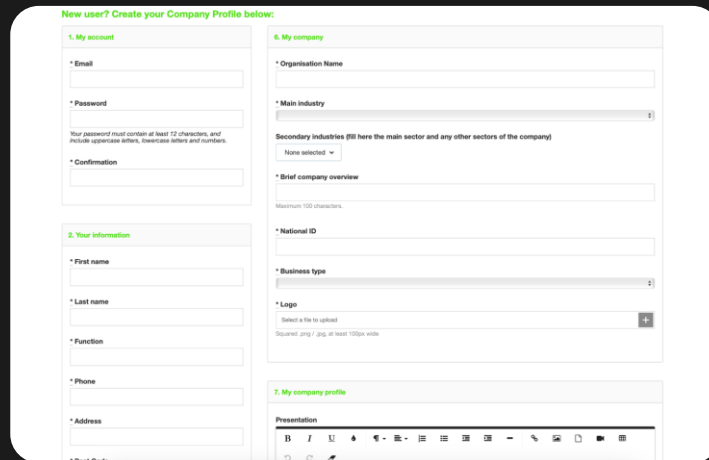
[https://uleiden.jobteaser.com/en/company\\_account/sign\\_in](https://uleiden.jobteaser.com/en/company_account/sign_in)  
and enter your email address.



The screenshot shows a web interface for "[TEST] Academy company area". It features a login/sign-up form with a text input field containing "example@company.com". Below the input field, there is a message: "Welcome! Please create an account with this institution." and a prominent blue button labeled "Create a company account".

## 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 form titled "New user? Create your Company Profile below:". The form 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, and Phone.
- 3. My company:** Includes fields for Organisation Name, Main Industry (a dropdown menu), Secondary Industries (a note: "Here the main sector and any other sectors of the company"), Brief company overview (with a "Maximum 100 characters" limit), National ID, Business type (a dropdown menu), and Logo (with a note: "Select a file to upload" and "Accepted: .png / .jpg, at least 100px wide").
- 7. My company profile:** Includes a Presentation section with a rich text editor.



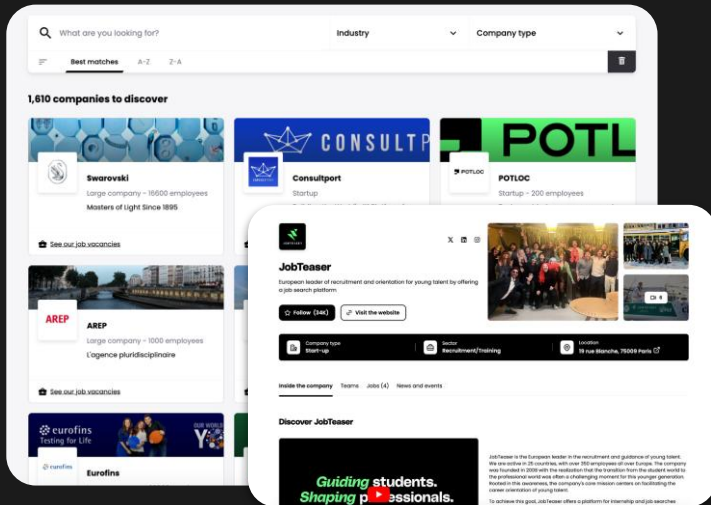
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# How to set up your **company account**

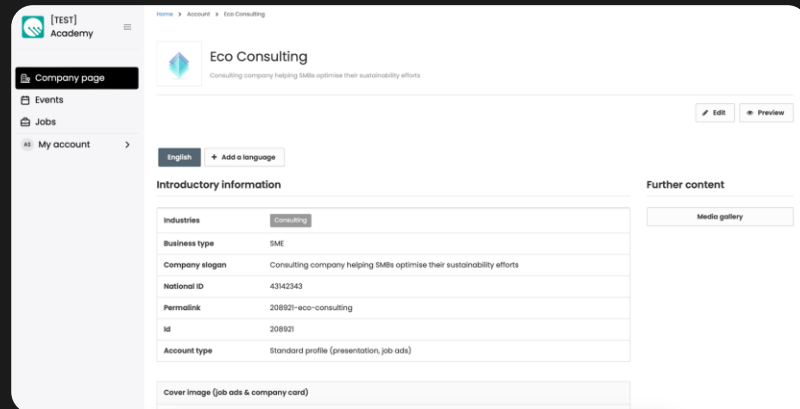
## 3. PROFILE VISIBILITY

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.



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# ***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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