

Exhibitors' pages in JobTeaser

We have created for your organization a profile page in JobTeaser. This page is your number one place to let our students know what you are looking for (post job adverts and/or tell in description), why you are attending the event and lots of other information.

For Summer Job Day visitors we publish:

- All information on Summer Job Day exhibitors (basic information as search criteria, description, photos, jobs, etc.)
- Registrations for the program at the fair (e.g. CV & LinkedIn Clinic)

Below you will find instructions for JobTeaser – first an overall picture, then detailed instructions. We will complement these instructions if needed.

NOTE! If you participated the Aalto Talent Expo, you can use the same sign-in credentials and complement your existing profile.

How to provide information

It is recommended to give at least the basic information on your organization. You can also provide links in the text but to make sure your page is reachable; a short text is recommended. There are only a few fields mandatory – the profile can therefore be quite light. As a general advice, we would like you to use **keywords** in your text or even add them as a list somewhere. The students are using the word search to find suitable employers. For example students may use

- their school's name
- field of study
- certain methods or tools they use
- or language (if you can hire non-Finnish speakers, please use **#hiringinternationalstudents**)

Establishing the service

- click the link sent you via email and follow the instructions to change your password

Sign-in to the service

- After creating your account, sign-in at aalto.jobteaser.com/en/recruiter_account/sign_in

Fill in the information

- **Check the name** we have given to your page. Note that we may have to add extra information to the name to differentiate you from other parts of your organization (like country specific organizations).
- **Check the main industry** and other basic information on your organization. We have chosen the one we have thought is nearest to yours.
- **Change the logo and cover image.** We have downloaded the logo you provided, but you can change it to other version if you want to. The logo should be in png format. You can also add a cover image (png) to your page. This is not mandatory.

- **Write your description text.** Note that we recommend using only English in the page. If you want to use Finnish, please provide first at least a short version in English. You can add pictures and links to your own sources, too.
- At the very last part (**Custom message for our students**), it is recommended to say a few words targeted to Aalto University students. This part does not appear to anyone outside Aalto University.

Post jobs, internships, thesis assignments

You can post your open positions to the service. Posting to Aalto University students is free of charge. You can also post targeting to other partner universities too, but this is a chargeable feature. Note: you can post your job to many universities without costs by posting it to them individually.

Detailed instructions and advices for the company profile

* only marked fields are mandatory, other fields will not appear to students if left empty

Organization name *

Note that we may have added extra information to the name to differentiate you from other parts of your organization (like country specific organizations).

Industries *

We have chosen the one we have thought is nearest to yours. You can also add several, if needed. This is one of the criteria students may choose to search employers from the JobTeaser.

Business type *

This field tells the students whether your organization is a Large Company, SME, startup or Government/Charity/Public Institution or something else.

National ID

This is not required but you may enter your Finnish y-number or European VAT-number here.

Useful links

Here you can place the direct addresses for your web pages and social media channels.

Logo *

This will show on the top of your page and where ever your organization appears in the service: job postings, attending an event, company listing.

The file should be jpeg png or gif. Maximum file size is 4 MB. The recommended pixel depth of a picture shown on a web page is 72 pixels per inch (dpi).

Cover image

This will show only on the top of your page.

The file should be jpeg png or gif. The image should be no smaller than 960x312 pixels, however the recommended size is 1920x312 pixels). Maximum file size is 4 MB. The recommended pixel depth of a picture shown on a web page is 72 pixels per inch (dpi).

Media gallery

Here you can upload up to six pictures or videos. Minimum size required: 965 x 550 pixels, maximum file size: 4 MB. You should also give a short description for the file.

Company overview

Institutional video

If you have a good video that demonstrates your organization as an employer, you can place a link to your video here. You should also give the video a title and if you wish a short clip of the video as a file.

Key information about your company

Here you can give the students some key facts about your organization: name of the CEO, their picture, founding year, headcount, etc. This is not a mandatory section.

Company Overview *

In the company page, it is recommended to give a good overall picture of you as an employer. The most valuable information on students' point of view are your lines of business, plans for future, international actions. Note that there are separate fields for recruiting needs, values and career stories later on the page. The text can have links, pictures, and basic formatting.

Our values, our culture

Students are nowadays very interested in hearing about your values and culture. These play bigger and bigger role in choosing the future employer. Remember to utilize your existing material! If you have videos, stories or news to demonstrate these, place the links to the text.

Required profiles and skills for candidates at your company

Here you can give examples on profiles and skills but do not place specific job information here.

Recruitment

Contact details

Here you can give the students advices on how to reach your organization if they are interesting in applying.

Recruitment process

Here you can describe the recruitment process or processes in your organization. Note: it is highly recommended to give at least an overall description.

Content

Custom message for our students

This part does not appear to anyone outside Aalto University. Here you can really concentrate on

- what are you looking for from the Summer Job Day
- why are you attending the event,
- what is happening at your stand during the event ,
- what are you offering and
- who are you looking for.

A good way of ensuring a useful fair day is to give the students a timetable on who to meet at the stand and when.

The best way of showcasing your culture is to give your employees a chance to tell about their job. Even better would be if the students can read **career stories** of their peers – the alumni of their school. You can publish several career stories if you wish.

Some features of an interesting career story:

- diverse career paths, even failures that taught a lesson
- learning experiences
- description of their current work

Some helpful questions for the employee to write the career story

1. What has been your path to your current position?
2. What makes your job professionally interesting?
3. What are the most essential skills for your job?
4. In Addition: Study program, year of graduation, exchange and / or minor studies.