

# JobTeaser Jobs for Recruiters

This document contains instructions and advices for using Aalto JobTeaser with a Recruiter account. It will also help you when you are using the platform with Company Profile account or posting a job in Aarresaari JobTeaser. Basic information on the platform and Terms of Publishing are published on our web pages and this document has more detailed instructions.

This is not a complete guide book! Aalto University Career Services will update this regularly. This is the very first version of the instructions and written for the version in use at the moment. There are changes planned and we will take the changes into account as soon as possible. If you have anything to ask and you can't find the answer in this document, please send us email.

We are still learning to use Aalto JobTeaser – it has been in use since fall 2019, but only for restricted number of employers. And now since November 2020 it will be launched in eight other Finnish universities as well as many universities of applied sciences. This will cause a lot of new situations, questions and learning experiences for us all.

With best regards,

Aalto University Career Services  
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## Establishing a Recruiter account in Aalto JobTeaser

Sign in at [https://aalto.jobteaser.com/en/recruiter\\_account/sign\\_in](https://aalto.jobteaser.com/en/recruiter_account/sign_in)

This is also the address you sign in.

You need your name and email to set up a new account. If your organization has more than one person posting job adverts in Aalto JobTeaser, we recommend considering a joint account (with e.g. a joint email address).

After establishing the account, you are asked to fill in the basic information your organization.

*Fields marked with \* are mandatory*

### Company info

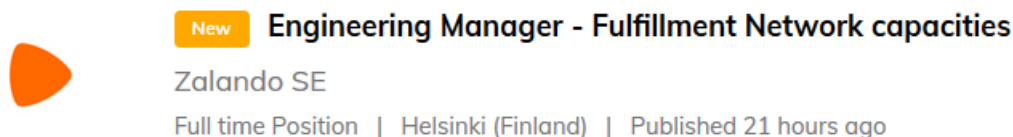
Company *	name of the organization
Group	if your organization is part of a group, here you can give the name of the group
Industry *	main industry of your organization
National ID	this can be e.g. Finnish Y number or European VAT number
Business type	choose the alternative that best describes your organization
Logo	the logo should be in jpeg, gif or png format and the size should be at least 100 x 100 pixels

This information will appear in every job advert you post with this account.

## Posting a job advert

Please note that some of the fields effect on the visibility of your advert. The students define their wishes and their background in their own profile and this effects on which adverts they see and which not. This is why we recommend that you don't restrict the visibility too much.

This is how an advert appears in the job listing in the student view.



From below you will find detailed instructions and advices for every field for filling in the job advert form.

*Fields marked with \* are mandatory*

### Job Details

**Job Title \*** A good titles gives the student nough information – should they open the advert or not. If the title is very common like 'trainee', etc. it is good to clarify it with, for example, the field of the duties, "Trainee (communications)" or the location of the work "Controller (Vaasa)".

The Job Title is always showed with the employer organizations name, it is not recommended to repeat it also in the headline. SHOUTING isn't also recommended, writing the headline in caps does not bring any positive extra visibility for the ad.

The length of the title should not exceed 200 characters (with spaces). We reserve the right to make changes to the heading according to these instructions.

**Description \*** Description field should contain information on the responsibilities and required competence. The more detailed the description of the work duties and terms of employment, the better the chance you have of the right kinds of applicants applying for the position. Itemise the knowledge, skills and competence required for the position. The description field should always contain more than just a link to get more information – otherwise the word search might not find it properly.

If you are offering a final thesis opportunity, you may describe the theme of the subject matter offered as well as wishes related to the competence of the student.

If your advert is promoting an internship position, you should also state the salary or at least the level of salary in the description. Without this information we cannot publish the advert. Only internships abroad can be unpaid, but also this information should be stated clearly in the advert.

Place(s) *	Location(s) of the job. Start typing the name of the location (country, region or city) and choose the right one from the list given. You can also chose multiple locations.
Remote work type	Here you can tell the students is it possible to do the work remotely.
Contract type *	Choose the best suitable alternative. If the advert contains multiple open positions that have different contract types, we recommend posting separate adverts. The students may choose to see only part-time jobs or only full-time jobs. Please note that the “Part time / student job” means either or – the job can be either part-time or student job or both.
Job Category *	The content of the job. Choose the best suitable alternative. This field is one of the most important criteria that determines if the advert is shown to a student or not.
Position	In this field you can define the Job Category with a job title. The list is not comprehensive.
Tags	You can target your advert using tags. There are a few preselected tags in use. We recommend using at least the schools of Aalto University. In addition you can state with the tags that a) you are participating the Aalto Talent Expo, b) your job does not require Finnish language skills or b) your advert is a summer job.
Job visible to the following course(s) / major(s) / programme(s)	Here you can choose the study programmes you think this job is valid for. It is always recommended to choose also the School level – not all the students remember to update this information after they have chosen the programme.
Minimum experience required *	Choose the best suitable alternative. It is recommended to “set the bar” a bit lower – students’ profiles may not be that complete.
Start date (MM/YYYY) *	You set the desired time of starting the work, but you can also choose “As soon as possible”.
Archiving date	This is the last day of applications. The advert is visible to students up until this date.
Application deadline *	“No deadline (default)” means that the students won’t see the date in the advert. “Display a deadline” shows the students the last day for applications. The latter one is recommended.
Posted by a student or alumni	If you are an alumna/us or a student of Aalto University you can show it to the students.
Job vacancy language	

If you are requiring Finnish language skill, choose Finnish. If not, choose English. (Swedish will be an alternative later.) This field restricts the visibility of our advert – if Finnish is not chosen by the students (what content they want to see) they will not see the adverts with Finnish. Most of the Finnish students will have both Finnish and English as their choice.

## **Applications**

By email (recommended)

We recommend to use this alternative if you want to receive the applications in JobTeaser and your email. You will receive the applications in your email one-by-one and you will also see them in JobTeaser (you can communicate with the candidates using JobTeaser). You can also choose whether you'd like the candidates attaching a short message or a cover letter with their CV.

On an external website

If you want to use your own recruiting system, place the link in here..

➔ [Create a job vacancy](#)

**Advert is now ready!**

## **Managing your advert**

You can find your advert in the JobTeaser Jobs-section. There you can see the status of the advert (published or not). When the advert is published you can monitor the openings (how many times opened, how many unique users) of adverts.

If we reject your advert, you will receive an email with an explanation.

### **Managing the applications**

You will receive an email whenever you receive a new application. This email contains all the information of the applicant. You will see the same information also in JobTeaser, where you can also communicate with the candidates, sort them and compare them.