

# JobTeaser Jobs for Recruiters

This document contains instructions and advice for using Aalto JobTeaser with a Recruiter account. It will also help you when you are using the platform with a 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.

If you have anything to ask and you can't find the answer in this document or on the web page <https://www.aalto.fi/en/services/recruit-student> , please contact us [careerservices@aalto.fi](mailto:careerservices@aalto.fi).

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 after creating the account.

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*

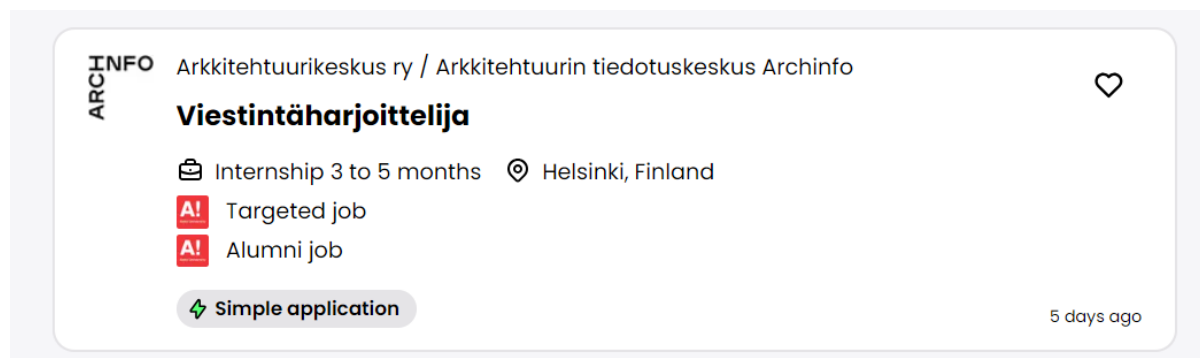
### **Company info**

Company *	the name of the organization
Group	if the organization is part of a bigger group, give the name of the main organization
Industry *	Here you give the main industry of the organization.
Business type	You can choose one that corresponds the best the type of your organization
Logo	The logo should be in jpeg, gif or png form and the dimensions should be 100 x 100 pixels

## Posting a Job Advert

Please note that some fields may affect whether the students see the advert or not. **We highly recommend not to make too much restricting choices whenever it is possible.** Restricting the visibility may affect the number of applications greatly.

This is how your advert looks like in the Jobs page's list of open positions.



Below you will find detailed field by field instructions and advices on how to fill in the form for a new advert.

*All fields marked with \* are mandatory.*

### Job Details

- Job Title \*** A good title gives enough information – should the student open the advert or not. For example: “Intern” does not really tell much but “Intern (marketing)” tells a lot more.
- The Job Title is always showed with the employer organisations name (see the picture above), it is not recommended to repeat it also in the headline. Also, we do not recommend using CAPITAL LETTERS in the ad.
- The max number of characters is 200 (including spaces). We reserve the right to make changes to the heading according to these instructions.
- Place(s) \*** Is the location(s) of the job. Start typing the name of the location (country, region, city) and choose the right one. You can add several places.
- Description \*** This 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. 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. 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 your advert is about an internship or trainee position you should clearly state, the salary or a level of salary. Adverts without this information cannot be

published. Only internships abroad can be unpaid, but this also should be stated clearly.

Please not also that you should write all relevant information here in text format. We do not accept ads that have just a photo or pdf-attachment.

Please include here also contact information, from where students can ask for more information about the position.

- Remote work type You can tell the students whether it is possible to do the work remotely.
- Contract type \* Choose the one that best suites the advert. If your advert contains several different jobs with different types of contract, it is recommended to add the job adverts separately. The students might be using this as their search criteria. Please note that “Part time / student job” means that the job is either or both.
- Job Category \* Choose the one that best suites the job.
- Tags You can target your advert with tags. It is recommended to use the schools’ names (if you know in which Aalto school the talents you are looking for are). If you are promoting a summer job / internship, please choose the Summer Job. And if Finnish language is not needed, you can choose it here too. Aalto Talent Expo tag means that you are participating the event and you want your advert to be shown in the event’s job listing.
- Job visible to the following course(s) / major(s) / programme(s)
- We don’t recommend restricting the visibility here, unless it is really important. This really means that it restricts the visibility and you may lose relevant applicants who just have not filled in their profile properly.
- Choose the suitable study programs here. If you are using this filter, it is recommended to choose also the upper level of the school in addition to any specific programme level.
- Minimum experience required \*
- Choose the one that best suites the job.
- Start date (MM/YYYY) \*
- Here you can tell the students when it is planned that the job starts. You can also choose “As soon as possible” if it is upon agreement.
- Archiving date The advert will be visible to student until this date. And this really means the last day of applications.
- Application deadline \*
- “No deadline (default)” means that the students won’t see the last day of applications (field before) and the advert just disappears from the student view at the day of archiving. “Display a deadline” will show the students the last day of applications. The latter choice is recommended.
- Job vacancy language

Please indicate here what is the main language of the position. If the position requires Finnish skills, please choose Finnish to make it easier for our international students to find relevant positions. If the job does not require Finnish skills, please choose English and then also use the tag “No Finnish needed”.

### **Applications**

By email (recommended)

This option is recommended if you want to receive applications to the JobTeaser. Give the email address you want to receive the applications to (you will also find them when signed in to JobTeaser) and would you like the students to write a short message or a cover letter in addition to the CV.

On an external website

This option is recommended if you have a website you want the students to use when applying.

➔ Submit this job ad

**You are now done!**

## Managing your adverts

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 about the applicant.

You will see the same information also in JobTeaser, where you can also communicate with the candidates, sort, and compare the applications.