

Exhibitor pages in JobTeaser

For each exhibitor, we set up a profile page in JobTeaser and send the registration link to the contact person.

If you have participated in Aalto Talent Expo events or in Summer Job Day 2020, your page with your information is already available at the service. However, it is very important to check that all the information is up-to-date on the pages!

The pages will be published to students January 13th 12:00. Please make sure your page has been updated and your job ads have been published by that date! It looks quite bad if interested students find an empty page when they search for your organization on the platform. We can publish your page even earlier if you wish.

The profiles remain active for one month after the fair, and you can edit them throughout the period. Please remember to update your profile and keep it up-to-date even after the fair! We also advise to publish new job ads within this period.

Profiilit säilyvät aktiivisina kuukausi tapahtuman jälkeen ja ovat muokattavissa koko tämän ajan. Muistattehan siis päivittää profiilianne ja pitää sen ajan tasalla myös tapahtuman jälkeen. Myös uusia työpaikkailmoituksia kannattaa julkaista koko ajan.

A good exhibitor page offers enough information about your organisation, culture, targets for the fair day and attracts students to participate your events and the career possibilities you offer. A good page is up-to-date, it has good quality pictures and working links. The page should answer these questions:

- What does the organization do and where does it operate?
- What are the values and mission?
- Which school's students do you wish to meet at the event? Which talents are you looking for?
- What do you offer at the event and what are the goals for the fair?
- Do you currently have open positions? And in the future?
- What can this organization offer for me?

Detailed instructions for creating a JobTeaser exhibitor page:

1. Registration and signing to JobTeaser

After the registration for the event, we will send a link to the registration page to the contact person **within a week from the registration**. The title of the email is: "Your company profile on the Aalto University Career Center" and the sender Aalto University Career Services (no-reply@jobteaser.com). Please also check your junk e-mail folder, if you can't find the message.

If you wish to have the editing rights to more than one person, please send us an email about it to careerservices@aalto.fi

After the first sign in, you can sign in to JobTeaser through this

link: https://aalto.jobteaser.com/en/recruiter_account/sign_in

If your organization already has a profile page, you can sign in with the same credentials through the link above. The username is your email address and the password you have created yourself.

If you can't remember your password, you can order a new one through the link [Forgot your password?](#) If you can't remember your username, please contact us at careerservices@aalto.fi

After the sign-in, you can find your page from Accounts. At the Events section you can see all the programs you are involved in. And in Jobs you can post your job adverts to Aalto students.

2. JobTeaser Company Profile Page

It is up to you to choose how much information you wish to include in your page - you can also add links to your own employer branding pages etc. We have pre-filled your page with the information given on the registration form. In addition to this, we recommend adding at least a short introduction. The more information you share here, the better the students can get to know you before the actual fair day.

We recommend that you also add something about your fair goals: who do wish to meet at the fair, what is happening at your stand and what do you offer for our students. Your job adverts and events will appear automatically on your profile page.

You can see how your page looks like from the students' perspective through the Preview-link that can be found on the upper right corner.

The JobTeaser profile has three different sections: Company Overview, Recruitment and Content. Below you can find some hints to plan these sections.

Company Overview

Company Overview is the part where you can add your organization's key figures and your introduction. You can also add pictures there.

At the Our values, our culture –section you can explain more about your organization's values and culture. The students are usually very interested in this part and in what kind of an employer you are in general. Students find it especially important that the organizations' values are in line with their own values. This is an excellent chance to stand out positively from the other employers!

At the Required profiles and skills for candidates at your company -section you can elaborate what kind of talents you are looking for. Please don't add actual job ads here, as you can add them directly to the jobs portal where all the Aalto students can find them. Instead, you can

inform on a more general level about the skills and knowledge you value and search for. Here you can also express which study fields you are especially interested in.

Recruitment

The Recruitment section is reserved for your recruiting process description and your future recruiting needs. Students value transparency in recruiting processes and a possibility to prepare themselves properly for them.

Content

At the Custom messages –section you can add your special message to our students. You can for example tell more about your fair participation:

- Who the students will meet at your stand during the live event?
- What events you are organizing or participating in?
- Who will be available from your organization to meet with?
- Are you arranging a case competition / workshop / etc.?
- Why should the students come to your event?

- What kind of talent are you hoping to meet?

Please remember to keep this section updated even after the fair day!

33. Adding a job ad

You can add job ads through the Jobs page. Choose *Add a Job Ad* and fill in the information on the form.

Please add the tag Summer Job. This helps the students to find your ad and we can also link to the job ads in various places.

After you have created the ad, you can again see what the ad looks like for the students through the upper right corner (preview). Note! You can only see your organization's ads at the Jobs -page.

Job adverts are moderated within one workday. Summer Job Day related adverts should also meet our terms of publishing (more information on [Recruit a student page](#)).