

Get in touch with students and graduates from University of Southern Denmark

Post a position or manage your employer brand towards students and graduates at University of Southern Denmark. The service is operated by Graduateland.

POST ON SDU JOBBANK

Are you hiring?

Post a job

Guide to companies - 4 Create job postings for the company

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Guide for companies Post a job

Go to the website https://jobbank.sdu.dk/for-employers



Press "Log in" – Press "Employer Login" and enter your E-mail and Password.

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Press "Post a job"

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You can choose to post a job to either Students and recent graduates or More experienced profiles.

If you select to post a job for students and recent graduates you get, among other things. the following opportunities (also temporary positions and volunteering. Job postings can be online for free for 30 days regardless of the number of portals - it simply does not get increased exposure.

ليًا Home	GRADUATELAND Recruiter		-0	Test SDU -
		Select your job types for information		
Calot.	eni dol	Freelance x Full-time x Graduate programme x Internship x Part-time x •	Payment	
0		PhD/7 Research job x Temporary position x Voluntary work x		
Prices	Your ich por	Full-time		
Q Profile		A full-time job is a job type in which the employee works for a minimum of working hours (usually around 37-40) during a week and includes benefits that are not offered at a part-time or temporary position. This can for example be annual ease and health incursarce.		
	Job title *	Part-time		
Events	Type your job title	A part-time job is a job type in which the employee works fewer hours per week than a full-time job. NOTE: If you want to publish student job in Denmark, please be aware of that students are recommended to only work		
LIVE	Teaser *	maximum of 15 hours per week to be considered within this category. If the job you post requires more than 15 hours per week, you should reconsider your choice of job type.		
(j)	Type your job tease search when the ca	Internship		
Guide	175 characters left	An internship is a type of temporary position with an emphasis on training and educating the intern within the line of work in a specific field, which may involve more guidance and training than with an experienced employee. The		
e) Insights	Job type (max 1 allowe	position can be paid or unpaid, depending on the respective legislation of the country where the internship is located. NOTE: A Swedish Summer internship or Summer job is usually considered as a temporary position rather than an internship if you are locking to fill position for a Swedish summer internship is usually one should		
æ	Select job types	choose temporary position as well.		
Settings	Learn more about y	Graduate programme		
	Job categories (max 3 c	Graduate programmes (also known as graduate schemes or trainee programmes) are entry-level training and development programmes offered by a company to a student who has finished university or college. The		
	Select job categories	programmes usually last between 6 and 24 months, often involve rotations through different departments as well as mentoring. The trainee is usually paid and trained for a future position within the company.		
	Country *	Temporary position		
	Select country	A temporary position is a job type in which the employee is expected to only remain in the job for a set period of time. Sometimes a temporary position leads to a full-time job. NOTE: If you are interested in posting a Swedish		

Note.

If you use Internship here, the posting will only be online for 30 days if you choose the Basic Price Package (free of charge) - and the posting is not exposed. Therefore, choose to post it as a project post - then you ensure that the post can be online for up to 365 days for free and that the post will be posted on the students' daily platform, Blackboard.



Og endelig hvis man vælger stillingsopslag til erfarne kandidater, får man følgende muligheder. If you select



1. Job info

Create your job post by filling in all fields. In the field job type you choose the type of job you want to create, cf. above.

∫⊒ Home	GRADUATELAND Recruiter						Test SDUA -
Labs		Job info	2 Candidates	3 Where to post	4 Pricing plan	5 Payment	
Prices		Your job post					
Q Profile					Summary		
Events		Type your job title e.g. Key Account N	Aanager		Job information Nothing selected		
LIVE		Teaser * Type your job teaser text for your job	position. This will be shown in the jot)	Candidate skills Nothing selected		
Guide		search when the candidates are brown	ing jobs.	11	Candidate information Nothing selected		
Insights	\subset	Job type (max 1 allowed) * Select job types					
Settings		Learn more about your selected job t Job categories (max 3 allowed) *	ypes				
		Select job categories		•			
		Country * Select country	City * e.g. London				•



Country and City: Where to do the job. Multiple countries / cities can be specified if desired. (click the arrow to choose – if you missing a country or city: Click Add new.)

Remote work: Alternative for filling out Country and City

Publish job on: When should the postings be displayed in the job bank

Take job offline on: By default, one month after publication date. Correct it if you want the look taken off earlier or later. Notice that only the first month can be free.

Choose how you want to receive and reply to applications: Either through the facilities of the job bank (See Guide "Follow your posts") - or through your own application system.

Video: Ability to link to youtube / vimeo video about the company / job

Project Description: We recommend copying text from an existing document rather than uploading a PDF as it provides a better experience on all platforms. Please note that the description must contain a minimum of 500 characters.

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Jobs		Video Type your video title	Video link (YouTube or Vimeo)	Summary	
Prices Q Profile Events		Job description * Please fill in your job description. You are welco existing text, which is recommended. Alternati- however that is not ideal for reading the text or • Text description (recommended) F B ::	ome to type it in directly or copy from an vely, you can upload a PDF instead of text, n smaller screens, e.g. mobile phones. PDF upload	Job Information Odense Part-time IT 6. Software Marketing, Language 6. Communication	
UVE Guide Insights Settings		Media Relations Student Assistant At 2000, we give you the chance to grow. To international environment. To be part of a c- sustainable inder Vinney. We dire you a we ability and the drive to take them. Are you ready to local implication have a passi plo might be dray sold. You will be part of a poject team working to to creating excelling deright projects by to creating excelling deright projects by colleagues with handle a seland communic are based at our Head Office. As shadent a whatever is needed. You will work 15 hours per week, with flowb possible.	o shape your own career. To work in an ompany that leads the market In old of opportunities – If you have the usy international company? If you love for for writing and communications, this to inspite architecture students, globally, op into an atmosphere of fired/y addons for the entire company and who <u>satisfant</u> you will support the team with ballity in exam periods, starting as soon as	Candidate skills Nothing selected Candidate information Nothing selected	
		* Mandatory Save and d	continue		0

Save and continue



2. Candidates

Which candidates are you looking for? The information you enter here is used in the matching between students and the posting. So be as concrete as possible.

िंग Home	GRADUATELAND Recruiter						Test SDUA-
La Jobs		Job info	2 Candidates	3 Where to post		5 Payment	
Prices							
Q Profile		Which candidates are	e you looking for?		Summary		
		Skills required (between 3 and 10 skill:	s) \varTheta		Job information		
Events		e.g. Graphic Design, Photoshop, In	Design		Odense Part-time IT & Software		
LIVE		Mandatory languages			Marketing, Language & Communication		
í		Select language 🗸	Select level -	8	Candidate skills		
Guide		Add new			Nothing selected		
ے Insights		Secondary languages 🚯			Candidate information Nothing selected		
ß		Select language 👻	Select level -				
Settings		Add new					
		Minimum degree level (also ongoing)					
		Select level		•			
		General major field					0
		General major		•			

Save and continue

3. Where to post

Then choose which job portal (s) your job post should be visible on. You can add as many portals as are relevant to the job you have posted. You can look at which portals the matching candidates are located on. Number of portals / visibility affects the price of job postings if you want a paid post - see more on next page (price overview). You can always choose the passive post that is free regardless of the number of portals. With only one portal, the price starts at DKK 2,500.

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L Jobs	Job Info Candidates Where to post Pricing plan Payment	
Prices		
Q Profile	Choose where to post your job ad	
Events	SU Jobbank - Nalversity of So X SU Jobbank - Nalversity of So X 31.00° user: Demark - Advour user: Dem	
	CBS CareerGate - Copenhagen ×	
(j) Guide	✓ You have selected 3 portals. You can select 2 more for the same price. See pricing details of the stand within and higher rankings on 3 portals.	
ے Insights	All portisity the Graduateland Network Vour Job will be posted but it won't be	
ن Settings	34 partials and Caduatedand com portal image additional encourse of the means is will not get additional encourse of the means is will not get additional encourse of the means is will not get additional	
	ADD FORMALS	
	MyCareer Stockholm University Add	
	MyCare Lund University 42 000 June - Sweden	
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Save and continue

4. Pricing plan

Here are listed the services that are included at the various price levels.

Note: Prices depend on the number of portals you have selected (1 portal from DKK 2,500, 2-5 portals from DKK 5,000 or 6 or more portals from DKK 7,500)

By holding your mouse over the small "i's" you can read more about the exposure measures in the various price plans.



5. Confirmation

िय Home	GRADUATELAND Requirer					Test SDU -
Lobs	Solution of the second	Candidates	Where to post	Pricing plan	5 Confirmation	
Prices						
Q Profile		Confirmation Here is your order overview. Once confirm	ned, we will review your job p	ost and put it online.		
Events		Overview				
₽ LIVE		1.00 x Job post Free Exposure		0 DKK		
(j) Guide		SUU Jobbank, AU Job- og Projektbank, CB:	s CareerGate			
ے Insights		Total	Confirm	0 DKK		
(i) Settings						
						0

You will now get an overview of your order that you can confirm.



Once confirmed, Graduateland will review your post and put it online. And when clicking on the menutab Job you can see, that you have one post pending.

िंग Home	GRADUATELAND Recruiter					🔤 Test SDU 🎓 -	Post a project/thesis	Post a job
Jobs Prices	>	Jobs and projects						
Q Profile		Ingen online	1 pending	Ingen kladder	Ingen afviste	Ingen udløbede		
Events		Titel og land	Opslagsdato		Udløbsdato			
LIVE		Tester Odense, Danmark	8. december 2018		18. december 2018	Ę)	
(j) Guide								
e) Insights								
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You will receive a confirmation email from Graduateland.

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	Graduateland-netværket til at rekruttere jeres næste kollega. I har	
	valgt at slå jeres stillingsopslag op på Graduateland.	
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