

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](#)

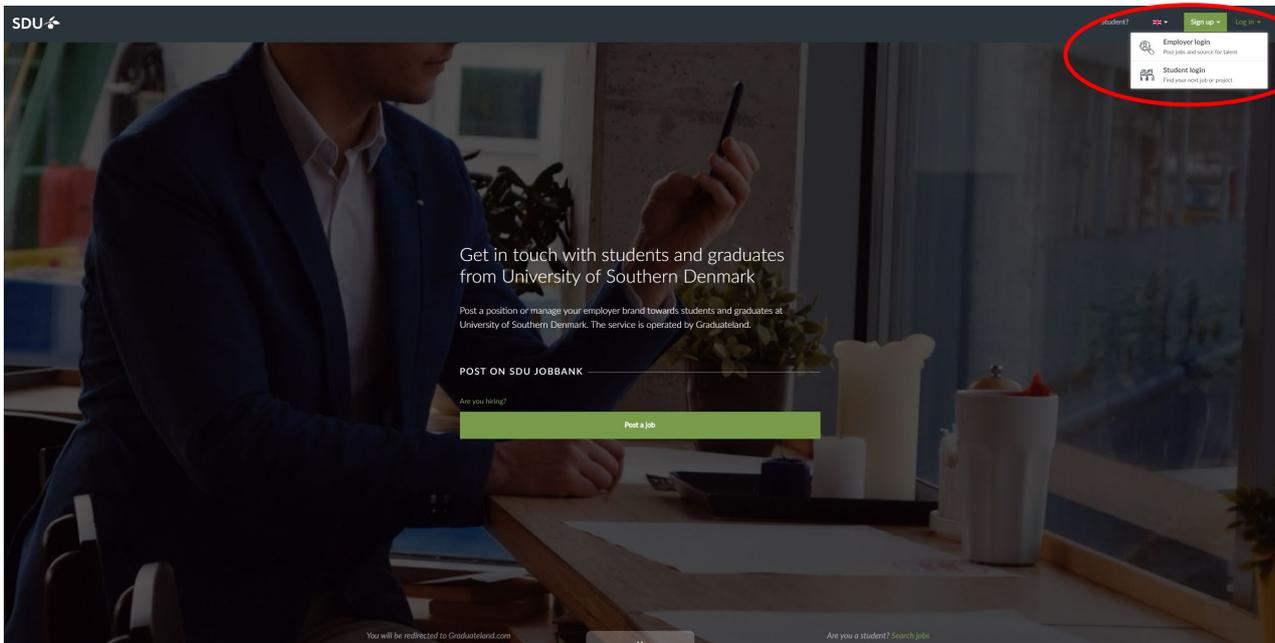
Guide to companies - 4

Create job postings for the company

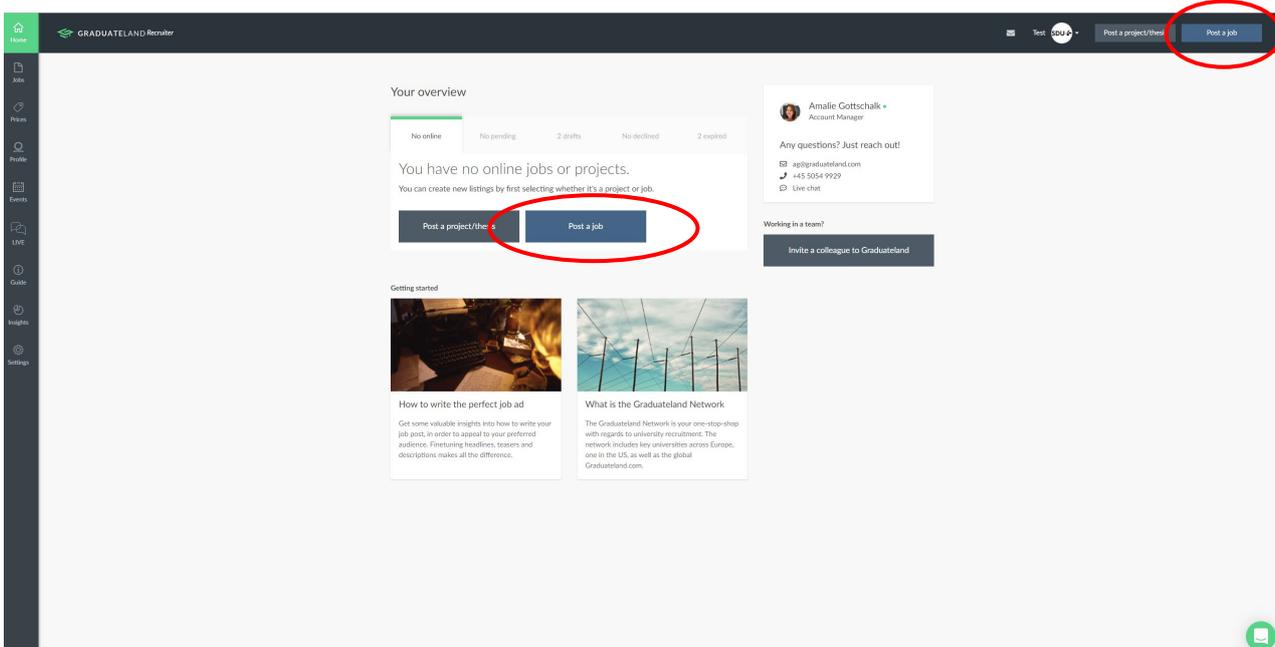
Guide for companies

Post a job

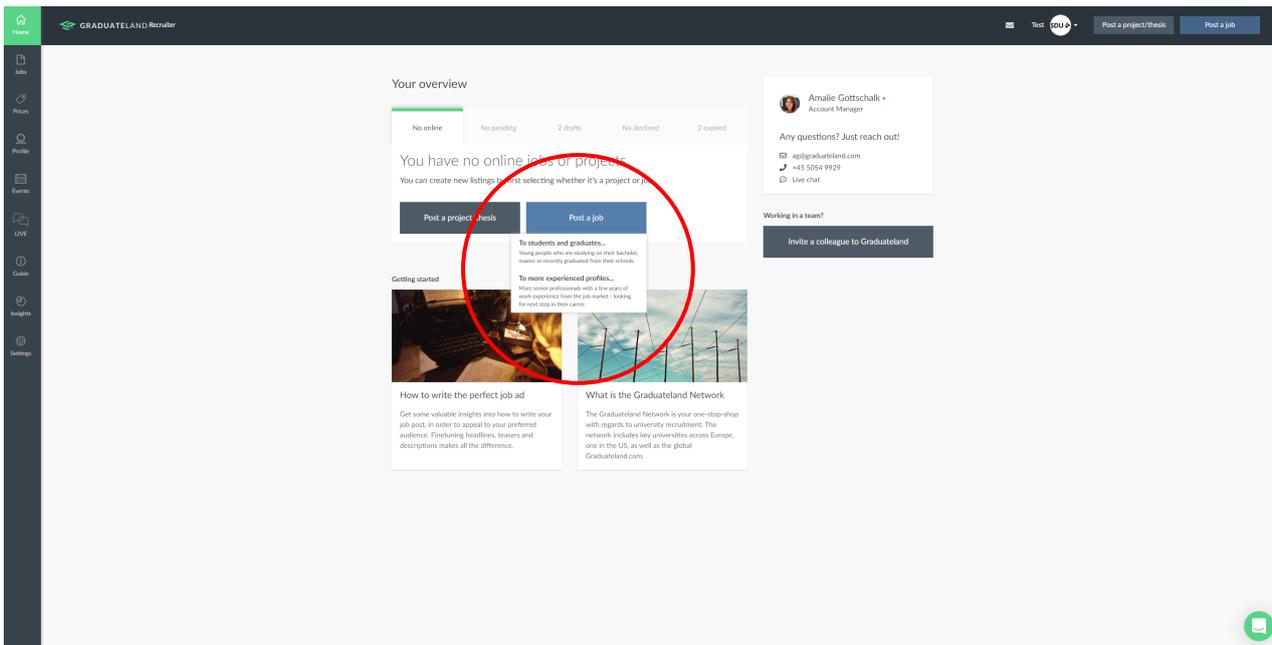
Go to the website <https://jobbank.sdu.dk/for-employers>



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

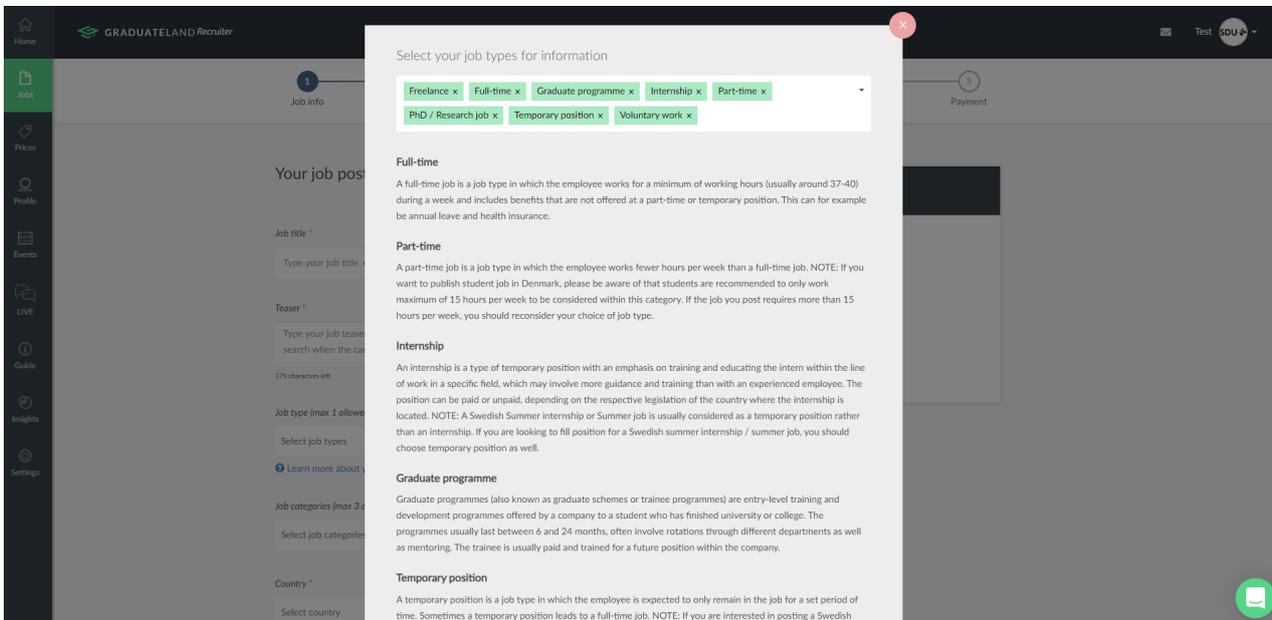


Press "Post a job"



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

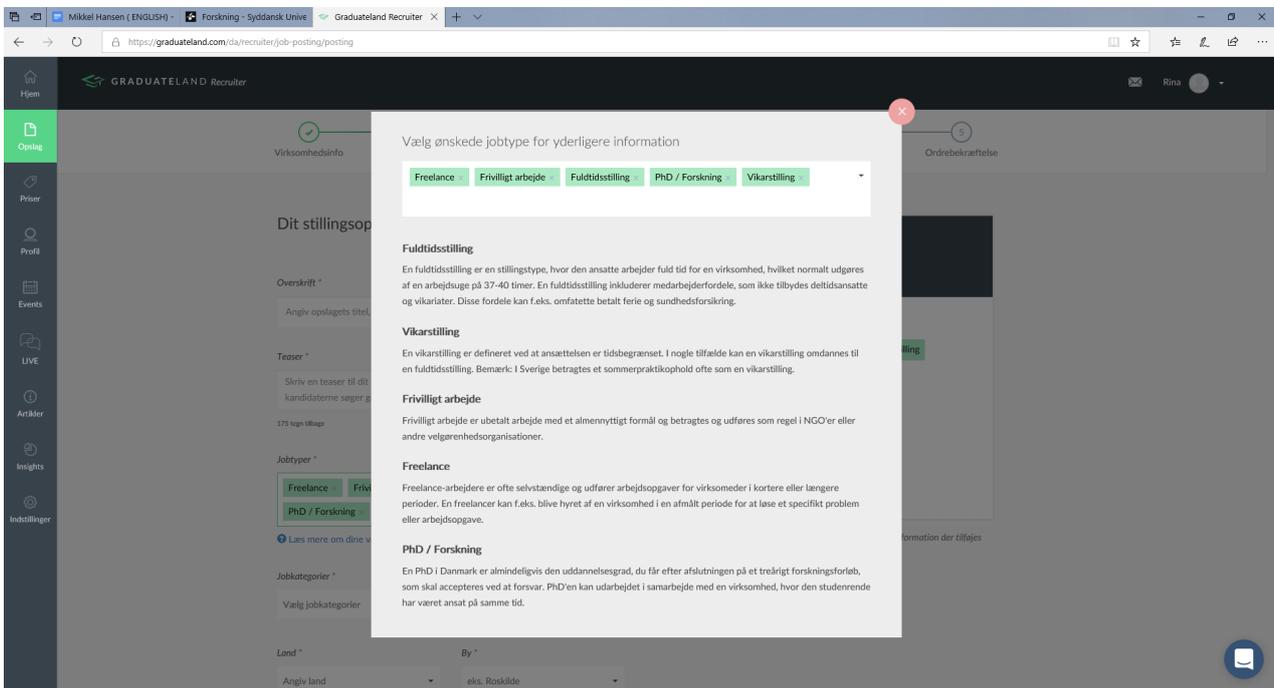
If you select to post a job for students and recent graduates you get, among other things, the following opportunities (also temporary positions and volunteering). Job postings can be online for free for 30 days regardless of the number of portals - it simply does not get increased exposure.



Note.

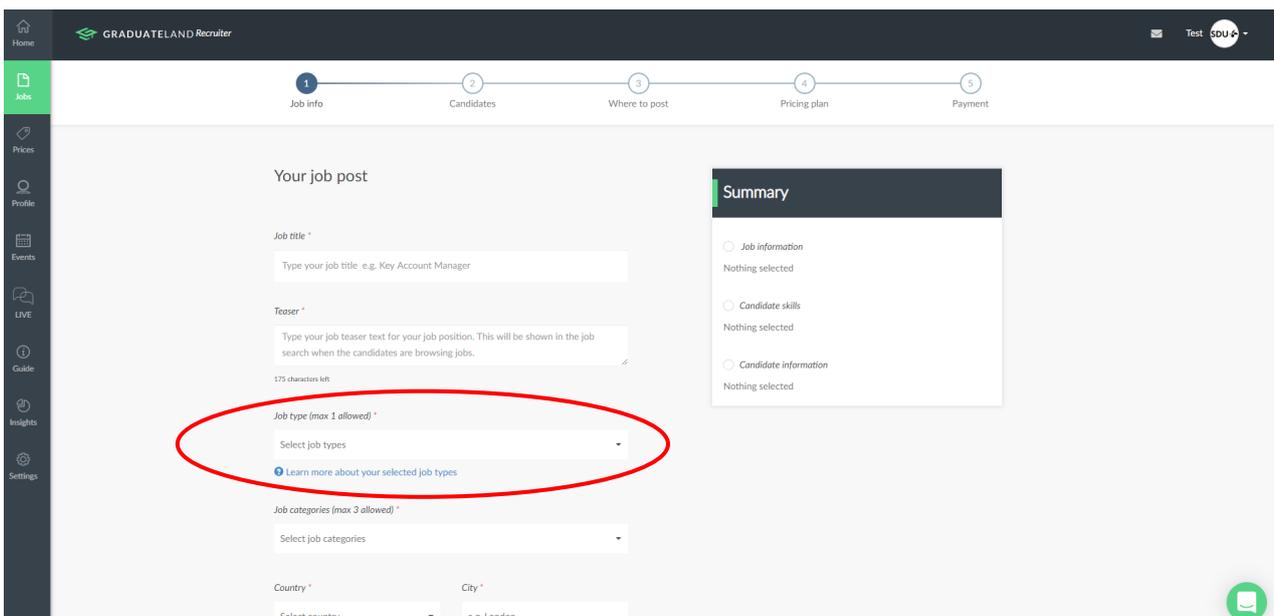
If you use Internship here, the posting will only be online for 30 days if you choose the Basic Price Package (free of charge) - and the posting is not exposed. Therefore, choose to post it as a project post - then you ensure that the post can be online for up to 365 days for free and that the post will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



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

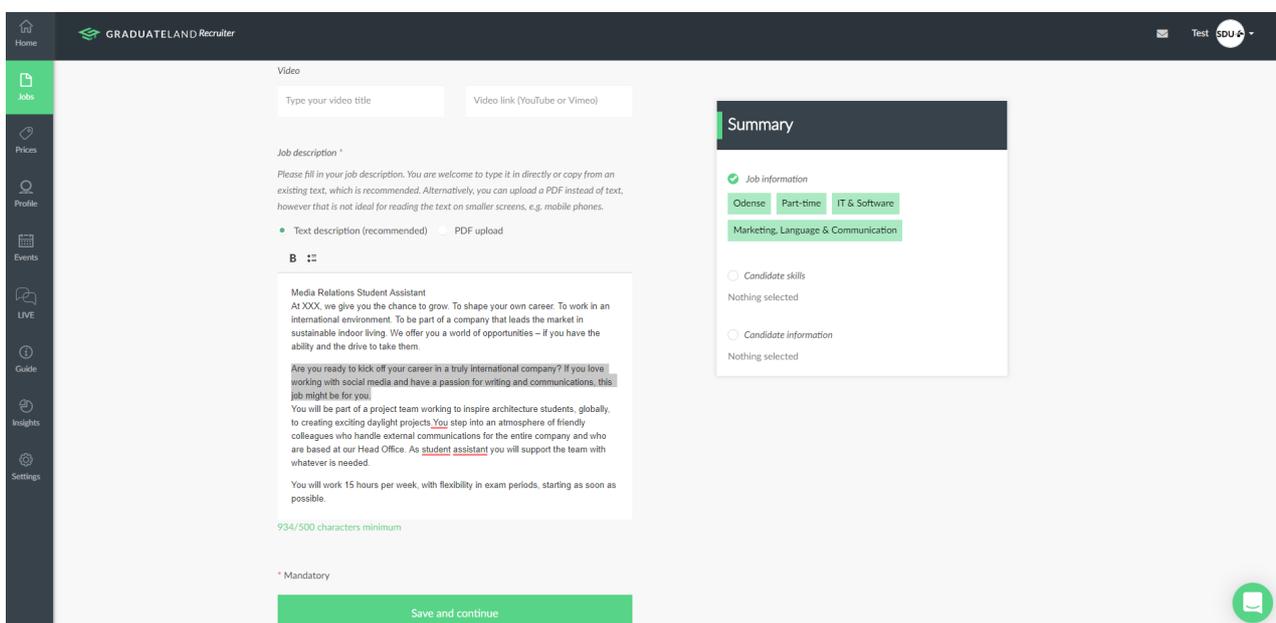
Publish job on: When should the postings be displayed in the job bank

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.



The screenshot shows the 'GRADUATELAND Recruiter' interface. On the left is a navigation sidebar with icons for Home, Jobs, Prices, Profile, Events, LIVE, Guide, Insights, and Settings. The main content area is titled 'Video' and contains a form for creating a job posting. At the top, there are two input fields: 'Type your video title' and 'Video link (YouTube or Vimeo)'. Below these is a 'Job description' section with a text area containing the following text: 'Media Relations Student Assistant. At XXX, we give you the chance to grow. To shape your own career. To work in an international environment. To be part of a company that leads the market in sustainable indoor living. We offer you a world of opportunities – if you have the ability and the drive to take them. Are you ready to kick off your career in a truly international company? If you love working with social media and have a passion for writing and communications, this job might be for you. You will be part of a project team working to inspire architecture students, globally, to creating exciting daylight projects. You step into an atmosphere of friendly colleagues who handle external communications for the entire company and who are based at our Head Office. As student assistant you will support the team with whatever is needed. You will work 15 hours per week, with flexibility in exam periods, starting as soon as possible.' Below the text area is a character count: '934/500 characters minimum'. To the right of the text area is a 'Summary' panel with the following options: 'Job information' (checked), 'Odense', 'Part-time', 'IT & Software', 'Marketing, Language & Communication', 'Candidate skills' (Nothing selected), and 'Candidate information' (Nothing selected). At the bottom of the form is a green 'Save and continue' button and a small chat icon in the bottom right corner.

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.

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.

Save and continue

4. Pricing plan

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

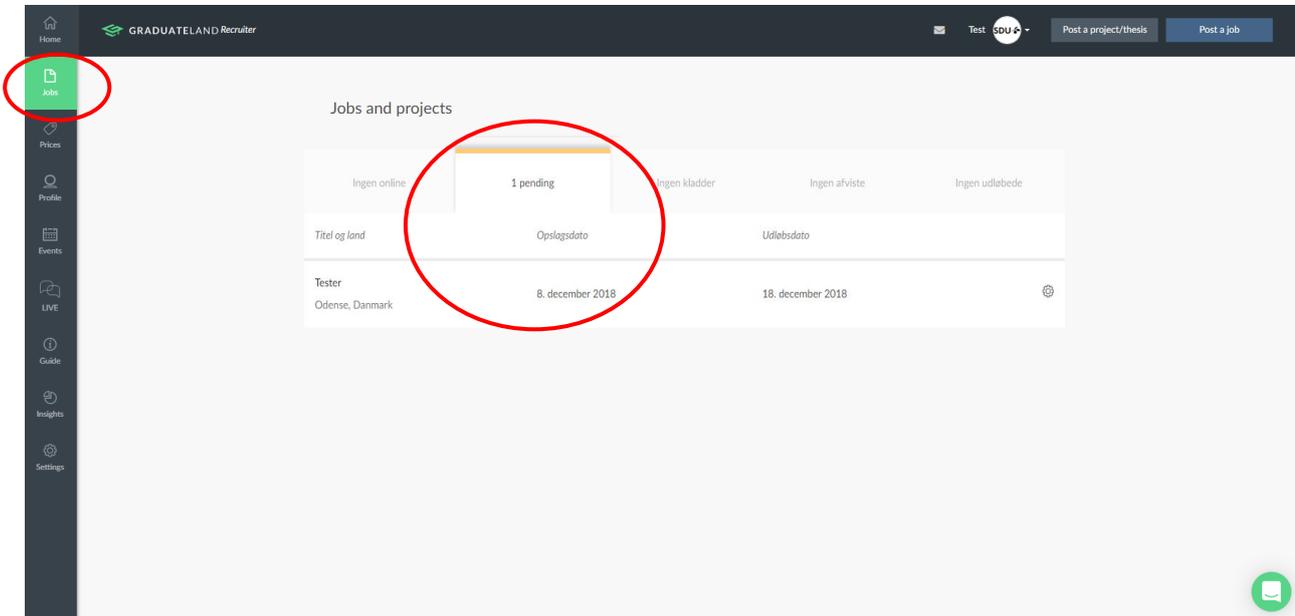
Note: Prices depend on the number of portals you have selected (1 portal from DKK 2,500, 2-5 portals from DKK 5,000 or 6 or more portals from DKK 7,500)

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

5. Confirmation

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.



You will receive a confirmation email from Graduateland.

