

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](#)

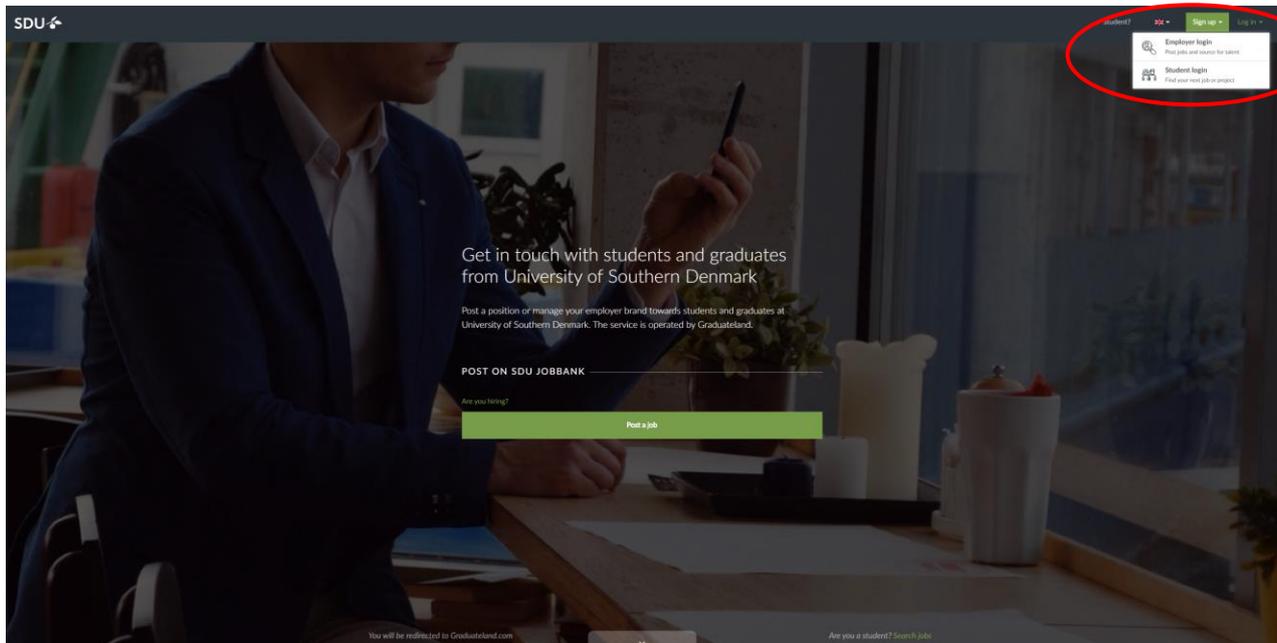
Guide to companies - 4

Create job postings for the company

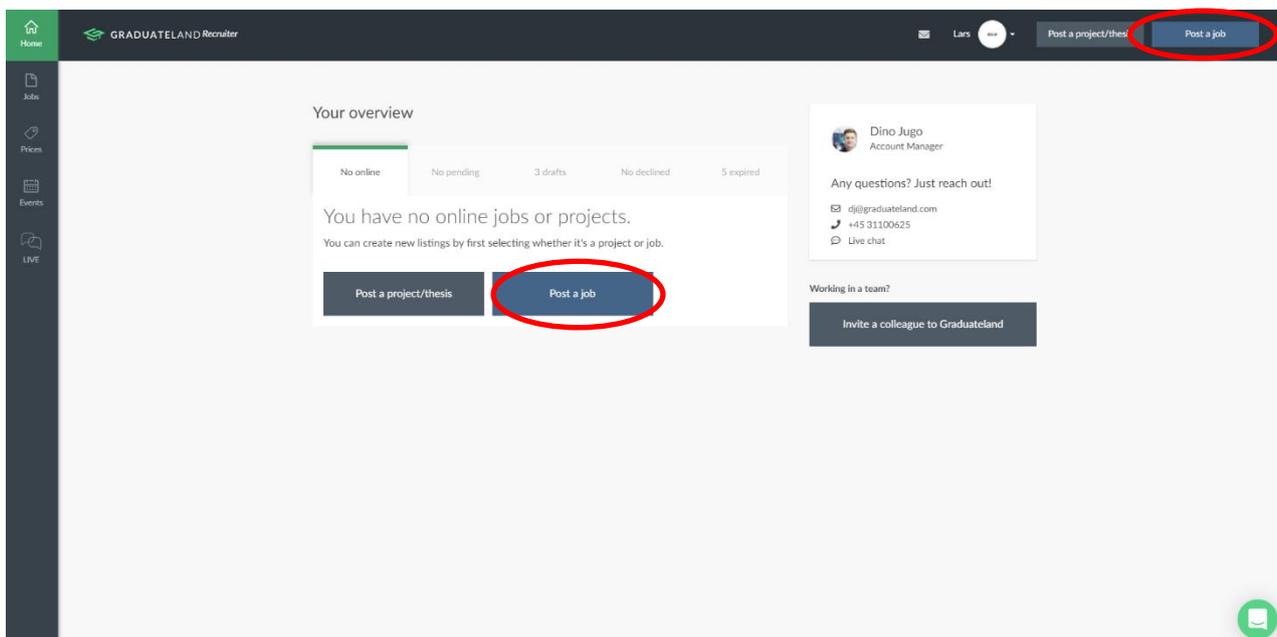
Guide for companies

Post a job

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

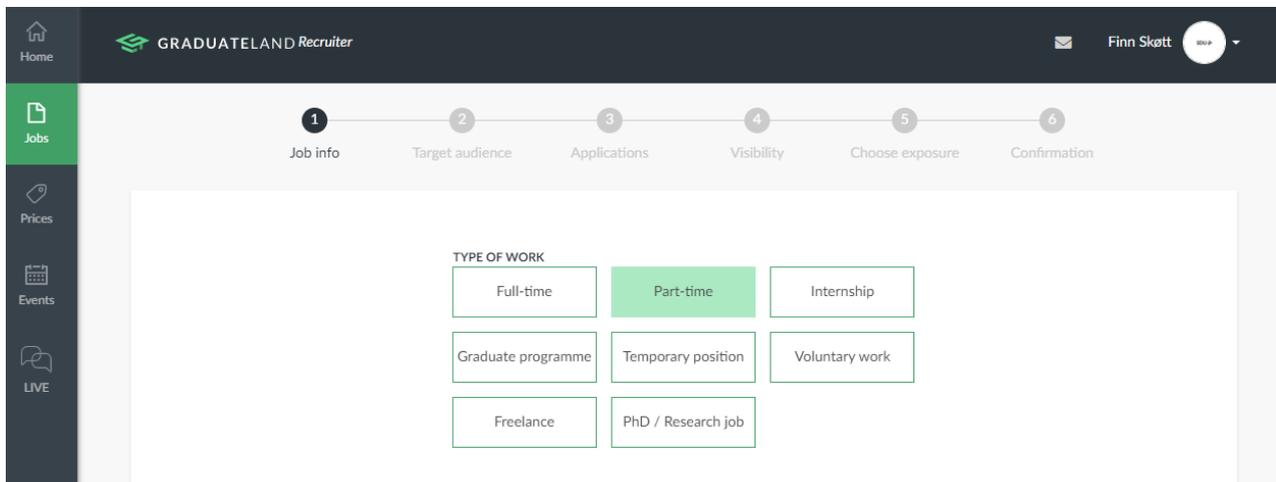


Press "Log in" – Press "Employer Login" and enter your E-mail and Password.



Press "Post a job".

You get the following opportunities: Full-time, Part-time, Internship, Graduate programme, Freelance and PhD/Research job (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, i.e. no logo, no teaser and no Better placement in top of search results.



Note.

If you choose Internship here, the posting will only be online for 30 days (if you choose free of charge) - and the posting will not be exposed. Therefore, choose to post it as a project post (see Guide Create posts for projects) - then you ensure that the post can be online for up to 365 days for free and with logo and teaser.

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.

Job categories: Click on the arrow to choose minimum 3 categories that fits the job.

Location: Where to do the job. Multiple cities can be specified if desired. If you missing a country or city: Contact Graduateland by chat or mail. They will then add it to the database.

Remote work: The job can be done from home or elsewhere.

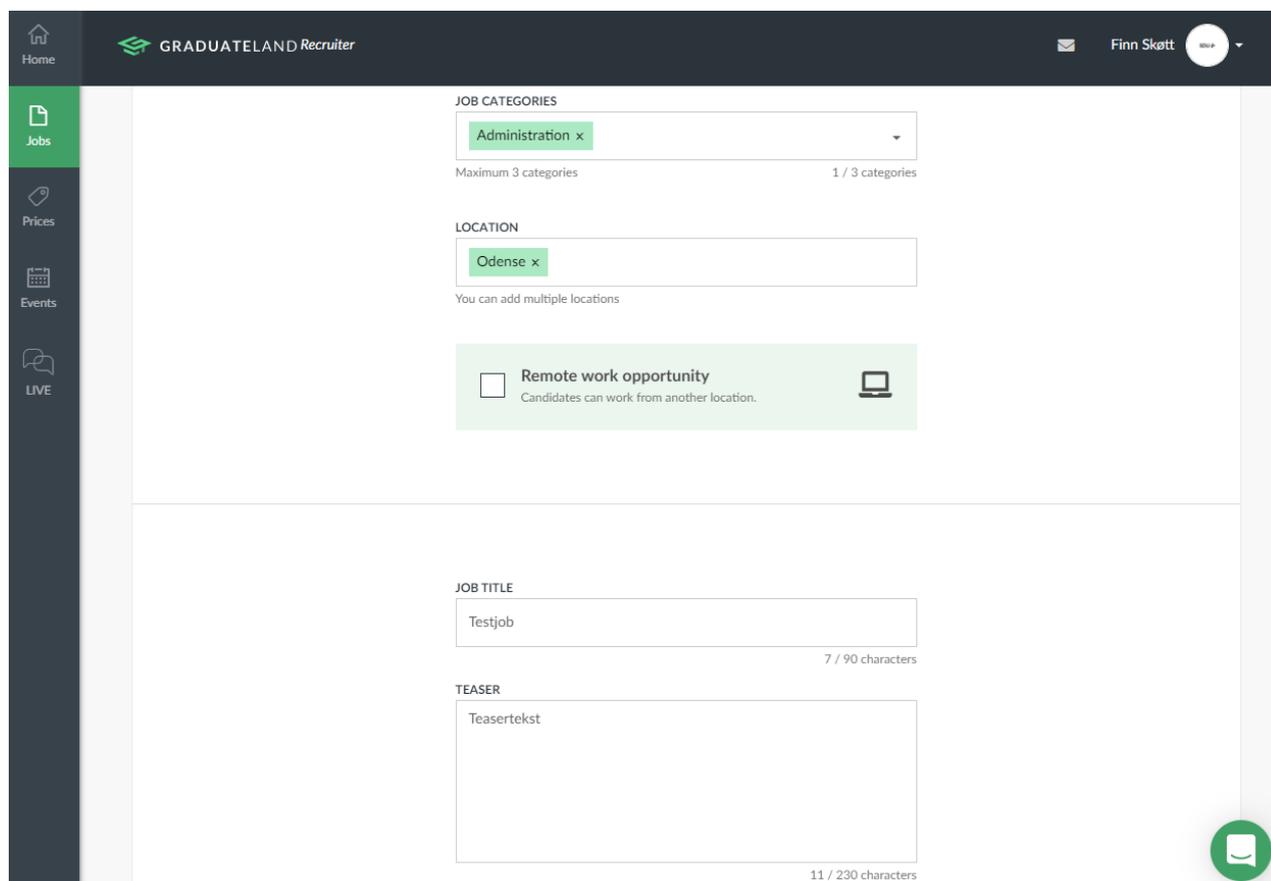
Job title: Included more candidates when the title is in english.

Teaser: The text which will be presented at Blackboard.

Description format: 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 job description must contain a minimum of 500 characters.

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

When should the position go online?: When should the postings be published and displayed in the job bank?



The screenshot shows the 'GRADUATELAND Recruiter' interface. On the left is a dark sidebar with navigation icons for Home, Jobs, Prices, Events, and LIVE. The main content area is white and contains several form fields:

- JOB CATEGORIES:** A dropdown menu with 'Administration x' selected. Below it, it says 'Maximum 3 categories' and '1 / 3 categories'.
- LOCATION:** A text input field with 'Odense x' entered. Below it, it says 'You can add multiple locations'.
- Remote work opportunity:** A checkbox is unchecked. The text reads 'Remote work opportunity' and 'Candidates can work from another location.' There is a laptop icon to the right.
- JOB TITLE:** A text input field with 'Testjob' entered. Below it, it says '7 / 90 characters'.
- TEASER:** A large text area with 'Teasertekst' entered. Below it, it says '11 / 230 characters'.

In the bottom right corner of the form area, there is a green circular button with a white speech bubble icon.

Scroll down and click "Next" to continue.

2. Target audience

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

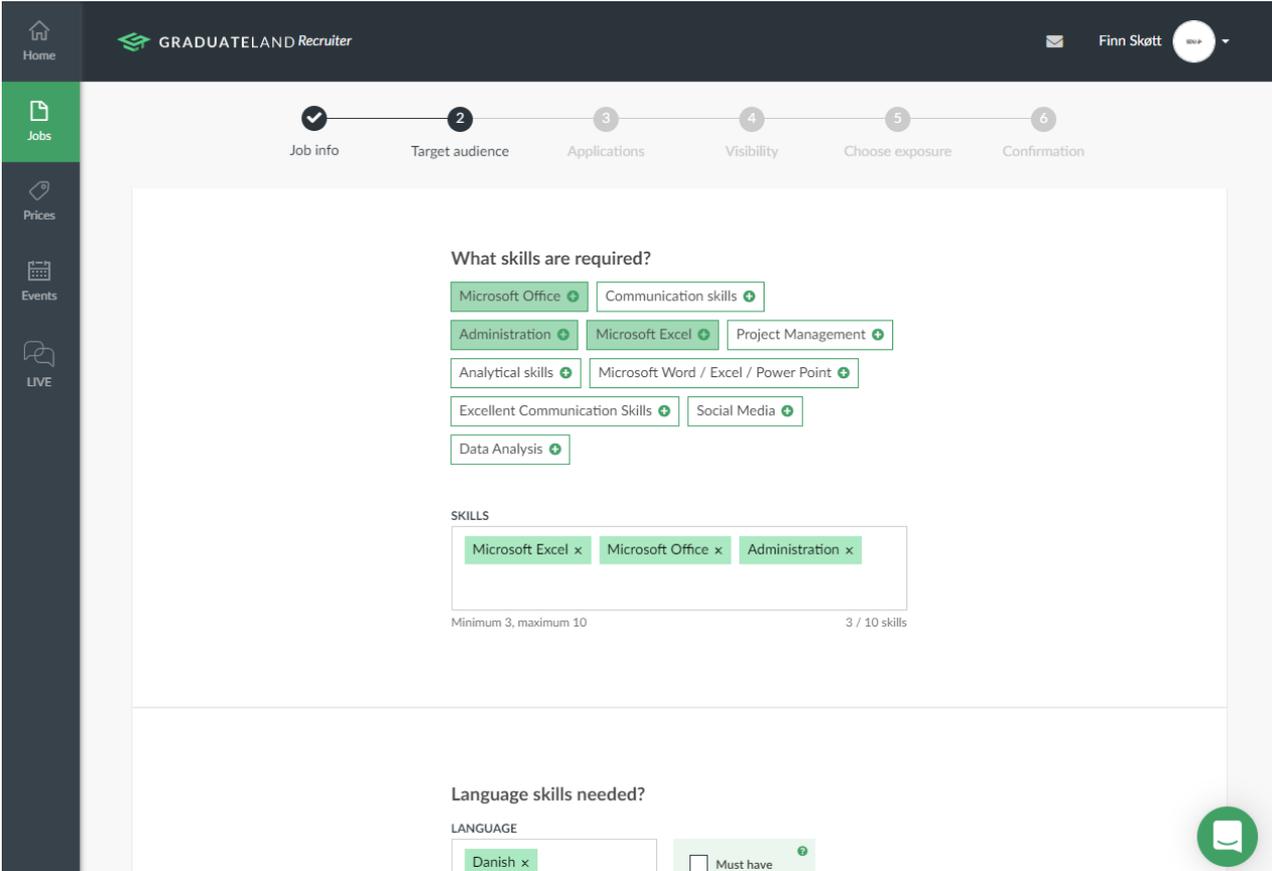
Mandatory:

Skills required: Choose at least 3 of the 10 predefined skills.

Language skills: Choose which languages and level which are important for the cooperation. If the language and level is mandatory, please check off “Must have”.

To add more languages, click “Add more language skills”.

Optional: **Degree level, Area of study required, Time of graduation is required, Applicants should be located in country of job**



Home GRADUATELAND Recruiter Finn Skøtt

Jobs Prices Events LIVE

1 Job info 2 Target audience 3 Applications 4 Visibility 5 Choose exposure 6 Confirmation

What skills are required?

Microsoft Office + Communication skills +

Administration + Microsoft Excel + Project Management +

Analytical skills + Microsoft Word / Excel / Power Point +

Excellent Communication Skills + Social Media +

Data Analysis +

SKILLS

Microsoft Excel x Microsoft Office x Administration x

Minimum 3, maximum 10 3 / 10 skills

Language skills needed?

LANGUAGE

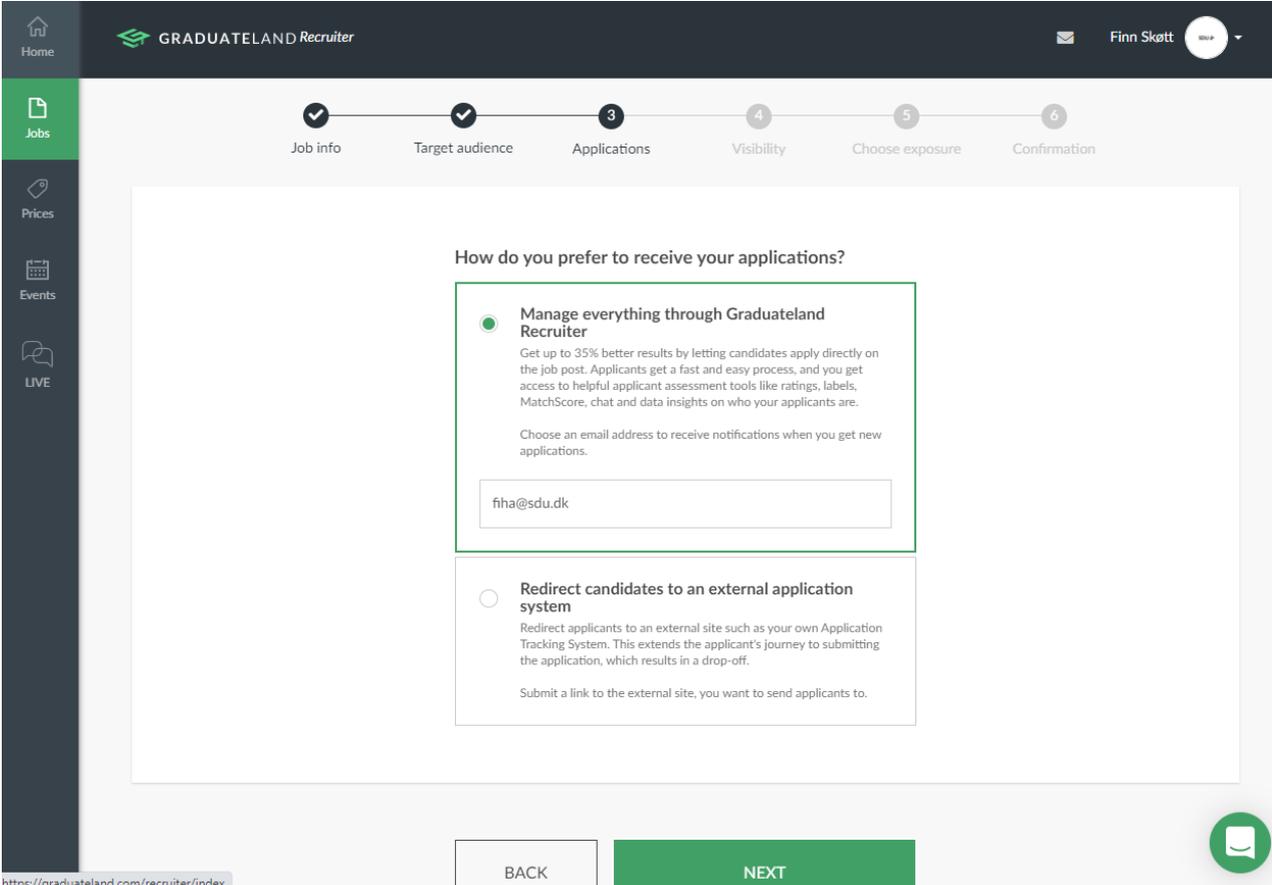
Danish x Must have +

Next

Scroll down and click “Next” to continue.

3. Applications

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



Home GRADUATELAND Recruiter Finn Skøtt

Jobs

Prices

Events

LIVE

Job info Target audience Applications Visibility Choose exposure Confirmation

How do you prefer to receive your applications?

Manage everything through Graduateland Recruiter
 Get up to 35% better results by letting candidates apply directly on the job post. Applicants get a fast and easy process, and you get access to helpful applicant assessment tools like ratings, labels, MatchScore, chat and data insights on who your applicants are.
 Choose an email address to receive notifications when you get new applications.
 fha@sdu.dk

Redirect candidates to an external application system
 Redirect applicants to an external site such as your own Application Tracking System. This extends the applicant's journey to submitting the application, which results in a drop-off.
 Submit a link to the external site, you want to send applicants to.

BACK NEXT

https://graduateland.com/recruiter/index

4. Visibility

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. Select if you Post only on selected or Post on all

The screenshot shows the 'GRADUATELAND Recruiter' interface. At the top, there is a navigation bar with 'Home', 'GRADUATELAND Recruiter', and a user profile for 'Finn Skett'. A left sidebar contains icons for 'Jobs', 'Prices', 'Events', and 'LIVE'. The main content area is titled 'Where do you want your job to be online?' and includes a sub-header: 'Your job post will be online on the portals below. These have been selected because they have candidates that fit your requirements.' Below this, there are nine selection cards, each with a logo, name, and user count, and a checkmark in the top right corner:

- Copenhagen Business School** (CBS CareerGate): 40,614 users
- Graduateland** (The main portal): 1,101,319 users
- University of Southern Denmark** (SDU Jobbank): 8,501 users
- Aarhus University** (AU Job- og Projektbank): 14,312 users
- University of Copenhagen** (UCPH Projects & Jobs): 14,503 users
- Technical University of Denmark** (DTU Job Bank): 6,082 users
- Aalborg University**
- Roskilde University**
- Lund University** (MyCareer)

At the bottom of the interface, there are three buttons: 'BACK', 'POST ON ALL' (highlighted in green), and 'POST ONLY ON SELECTED' (highlighted in blue). A chat icon is visible in the bottom right corner.

5. Choose exposure

GRADUATELAND Recruiter

Home Finn Skøtt

Jobs Prices Events LIVE

Job info Target audience Applications Visibility Choose exposure Confirmation

Where do you want your job to have additional exposure?

1 portal: 2,500 DKK 2-5 portals: 5,000 DKK 5+ portals: 7,500 DKK

PREVIEW EXPOSURE

	Copenhagen Business School CBS CareerGate 40,614 users	✓
	Graduateland The main portal 1,101,320 users	✓
	University of Southern Denmark SDU Jobbank 8,501 users	✓
	Aarhus University AU Job- og Projektbank 14,312 users	✓
	University of Copenhagen UCPH Projects & Jobs 14,503 users	✓
	Technical University of Denmark DTU Job Bank 6,082 users	✓

Happy without increased exposure? [Post your position for free](#)

Prices depend on the number of portals you have selected and the selected exposure, if you want a payed post with more exposure. You can always choose a **free post without exposure**. A payed post: 1 portal DKK 2,500, 2-5 portals DKK 5,000 or 5+ portals DKK 7,500 DKK. Press Preview exposure to see the difference of a payed and a free post.

Increased exposure

Testjob NEW Part-time Odense
SDU - Det Tekniske Fakultet
Posted 12 hours ago
Teasertekst

Your nice logo is visible Your nice job teaser is visible Better placement in top of search results

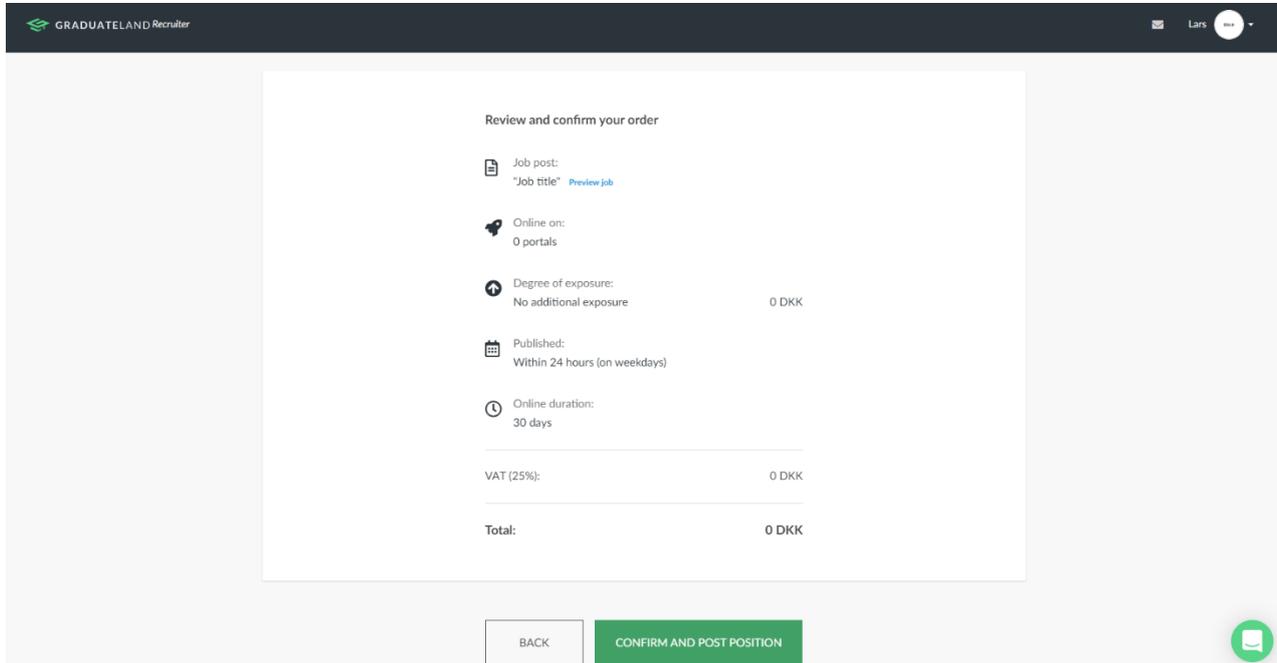
NO increased exposure

Testjob NEW Part-time Odense
SDU - Det Tekniske Fakultet
Posted 12 hours ago

Press Next

6. Confirmation

You will now get an overview of your order that you can confirm. To get a preview of the post click "Preview project".



The screenshot shows a web interface for reviewing an order. The header includes the logo for GRADUATELAND Recrutter and a user profile for 'Lars'. The main content area is titled 'Review and confirm your order' and lists the following details:

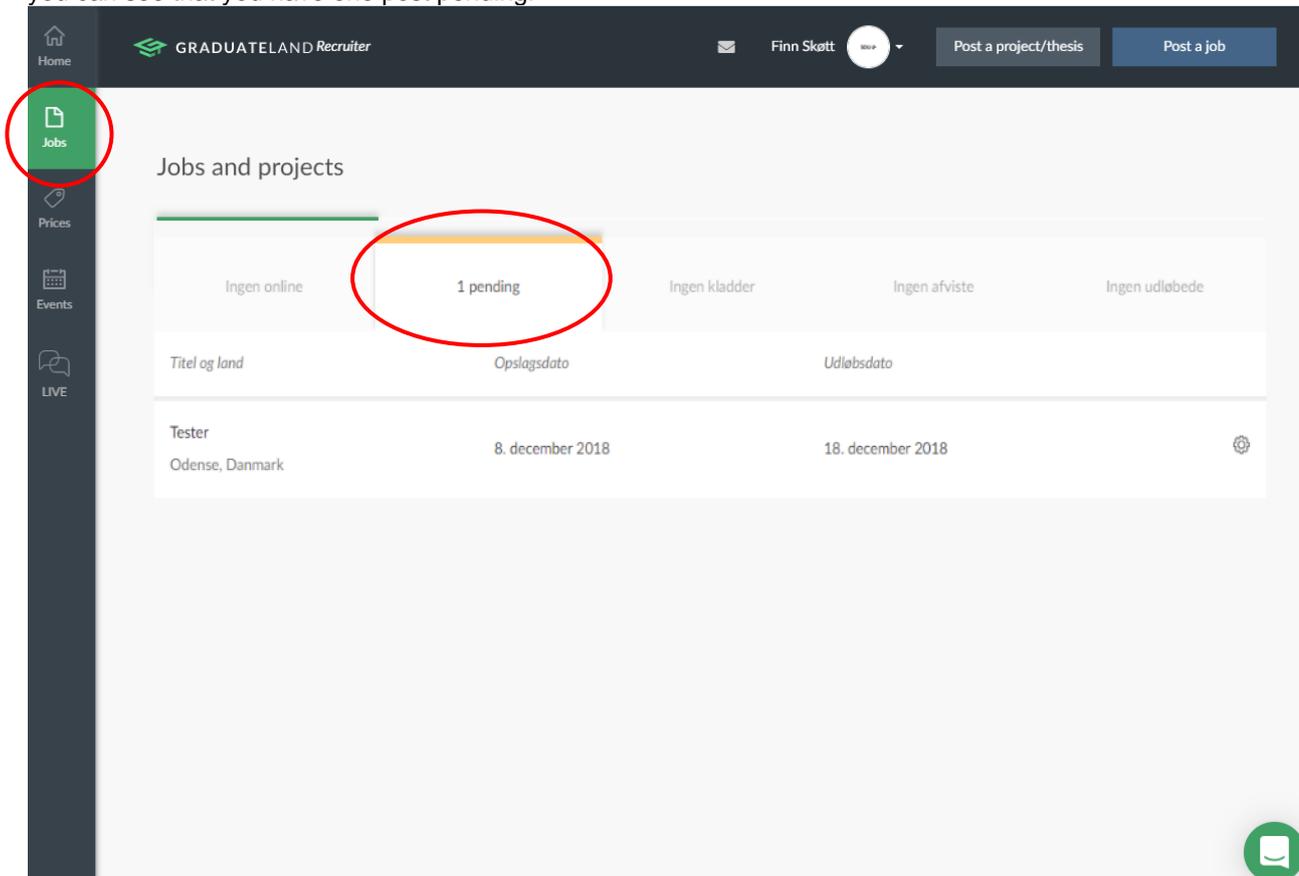
- Job post: "Job title" [Preview job](#)
- Online on: 0 portals
- Degree of exposure: No additional exposure 0 DKK
- Published: Within 24 hours (on weekdays)
- Online duration: 30 days

At the bottom of the order summary, there is a table with two rows:

VAT (25%):	0 DKK
Total:	0 DKK

Below the summary, there are two buttons: 'BACK' and 'CONFIRM AND POST POSITION'. A green chat icon is visible in the bottom right corner.

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



You will receive a confirmation email from Graduateland.

