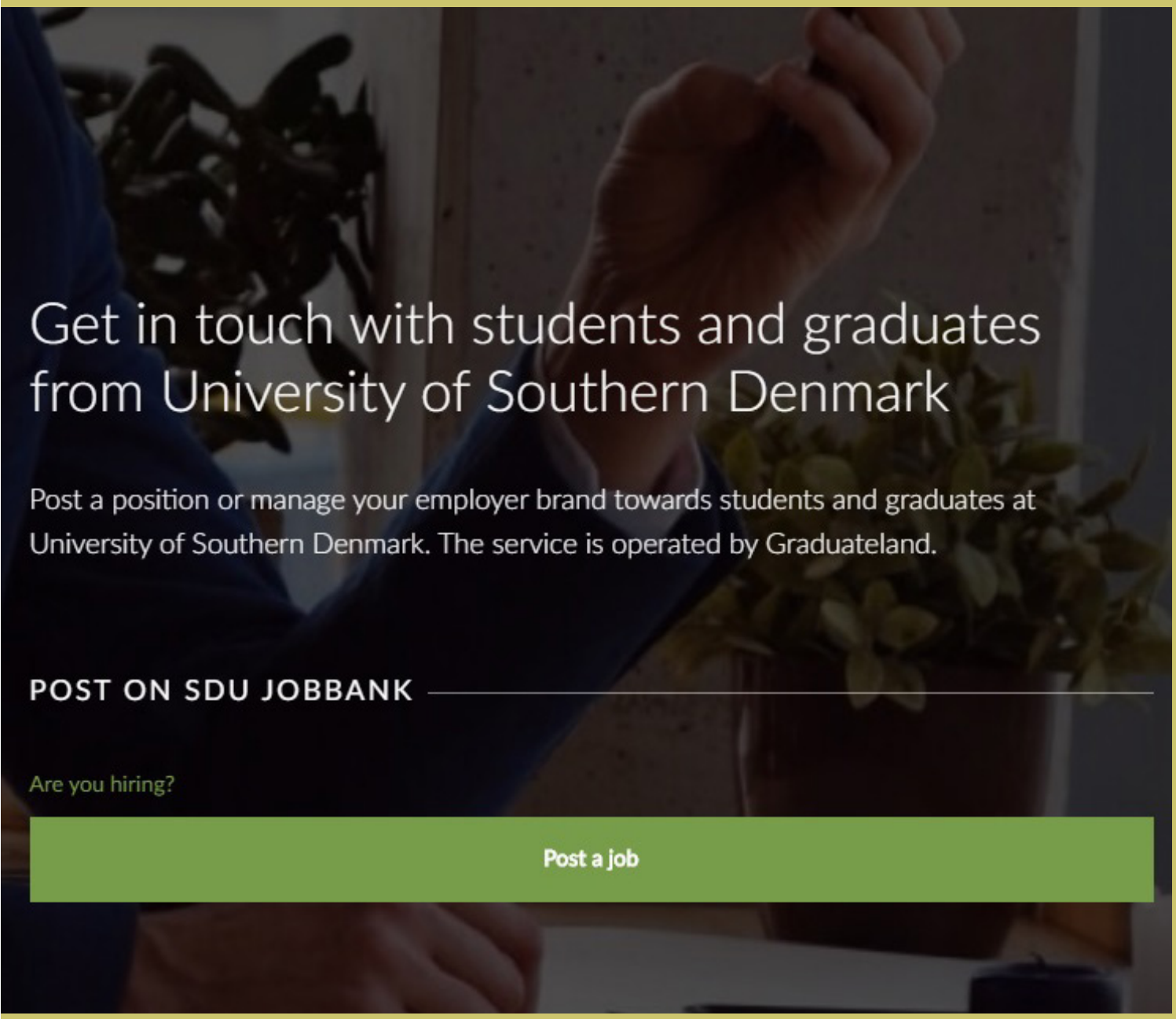


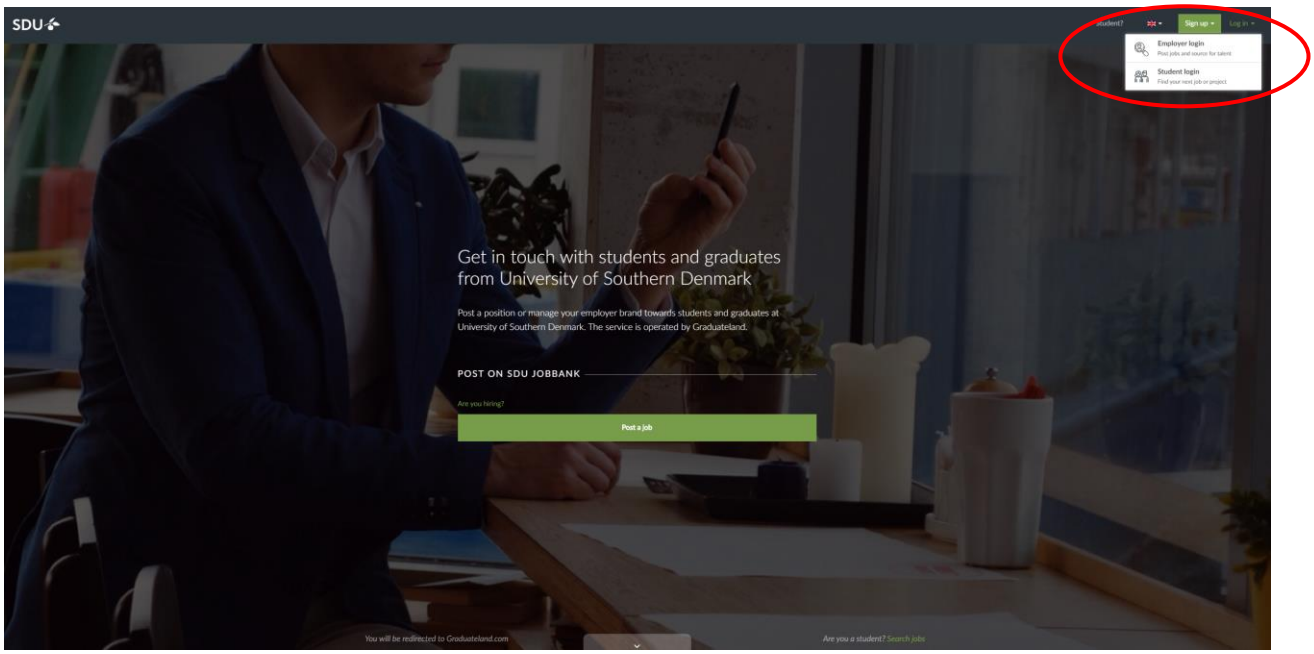
Guide to companies - 4

Create job postings for the company

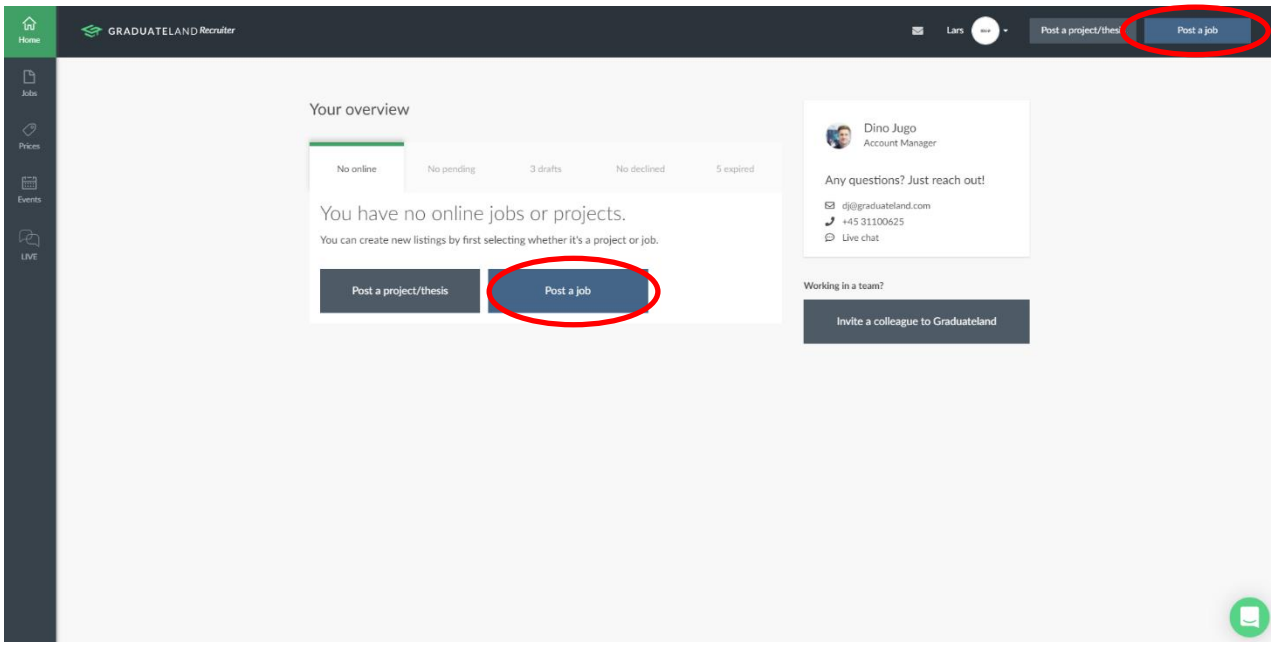
Guide for companies

Post a job

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

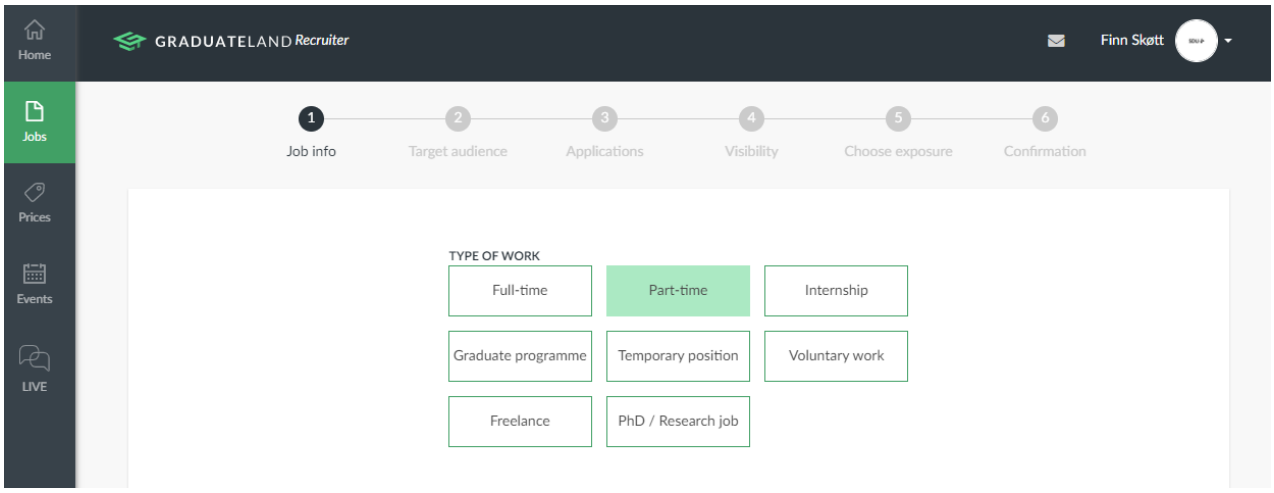


Press ”Log in” – Press ”Employer Login” and enter your E-mail and Password.



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.

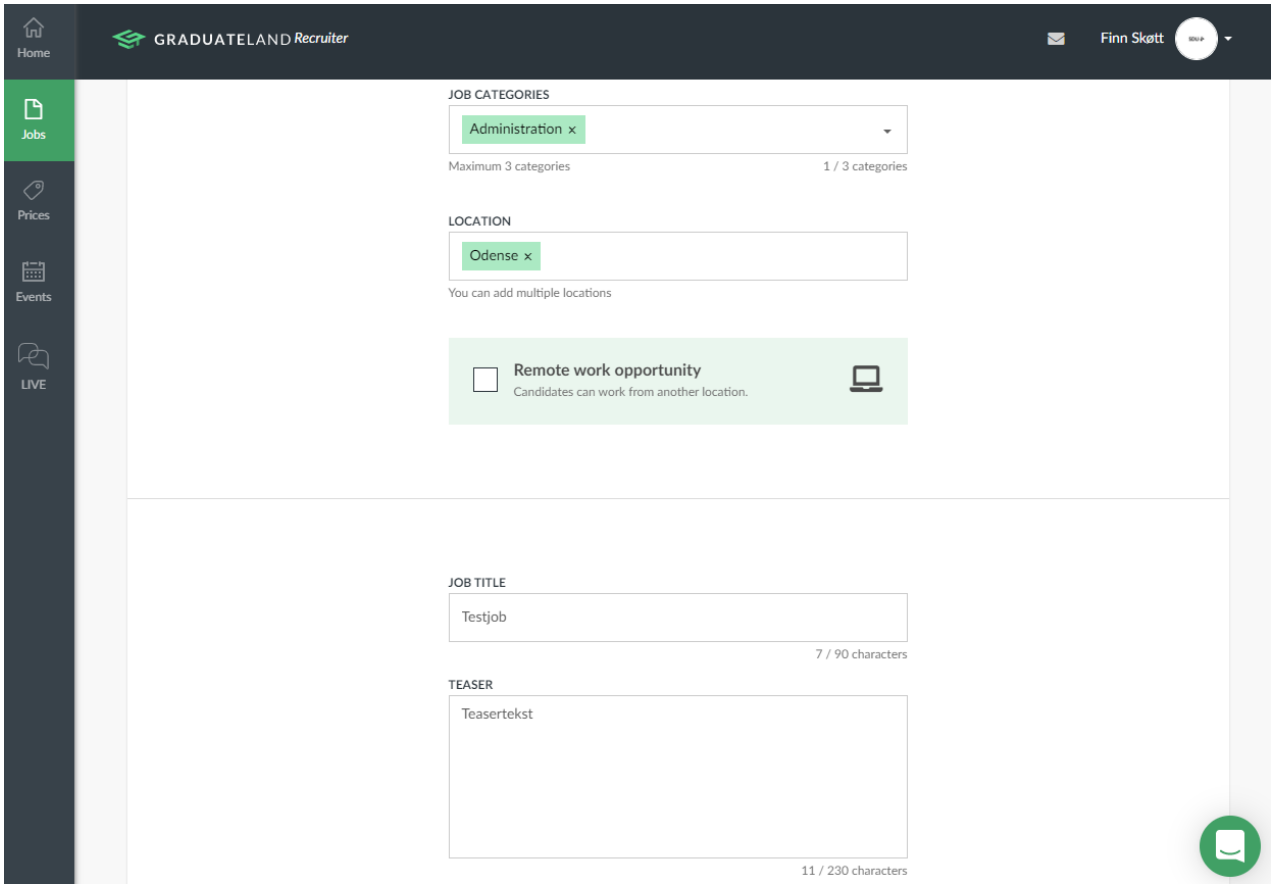


Note.
If you choose Internship here, the posting will only be online for 30 days (if you choose free of charge) - and the posting will not be exposed. Therefore, choose to post it as a project post (see Guide Create posts for projects) - then you ensure that the post can be online for up to 365 days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

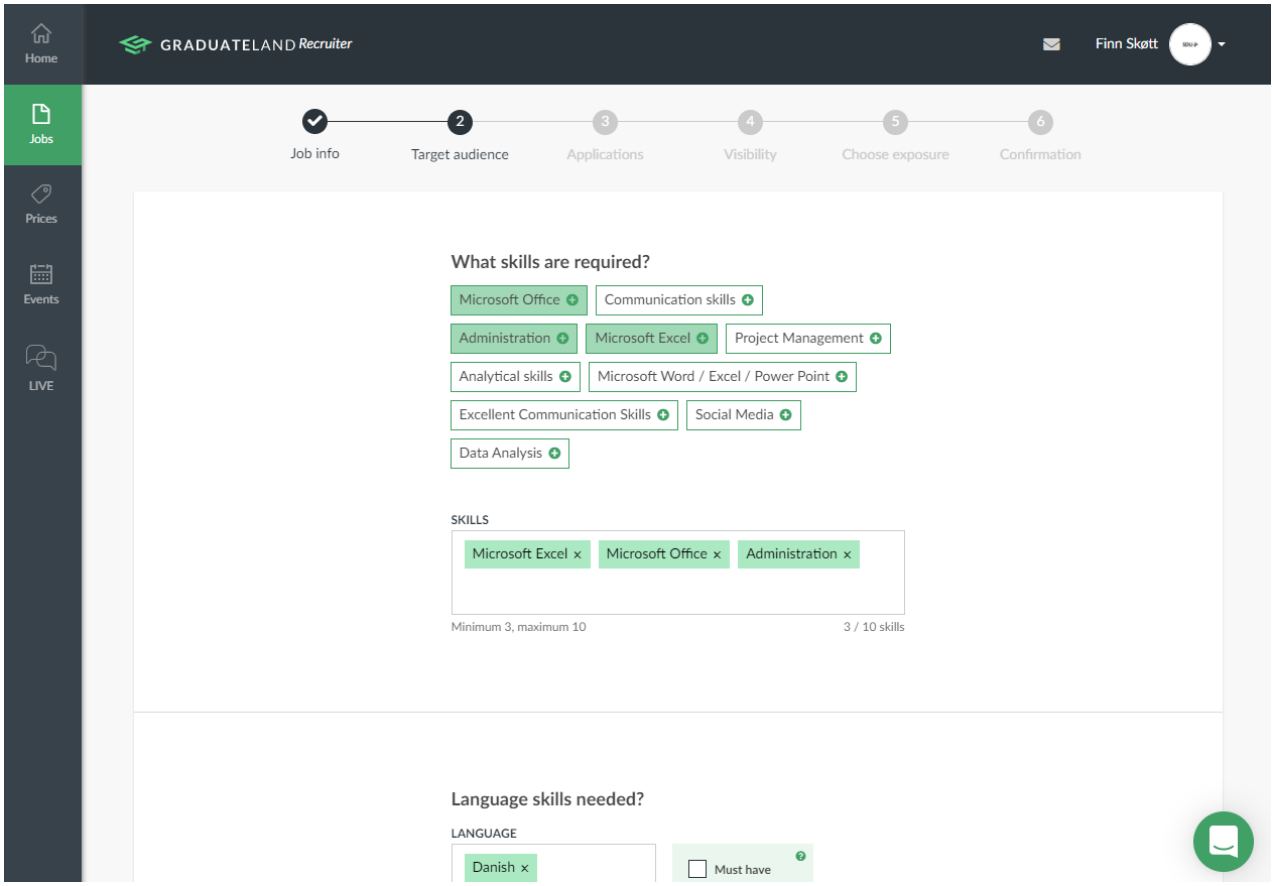


Scroll down and click “Next” to continue.

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.

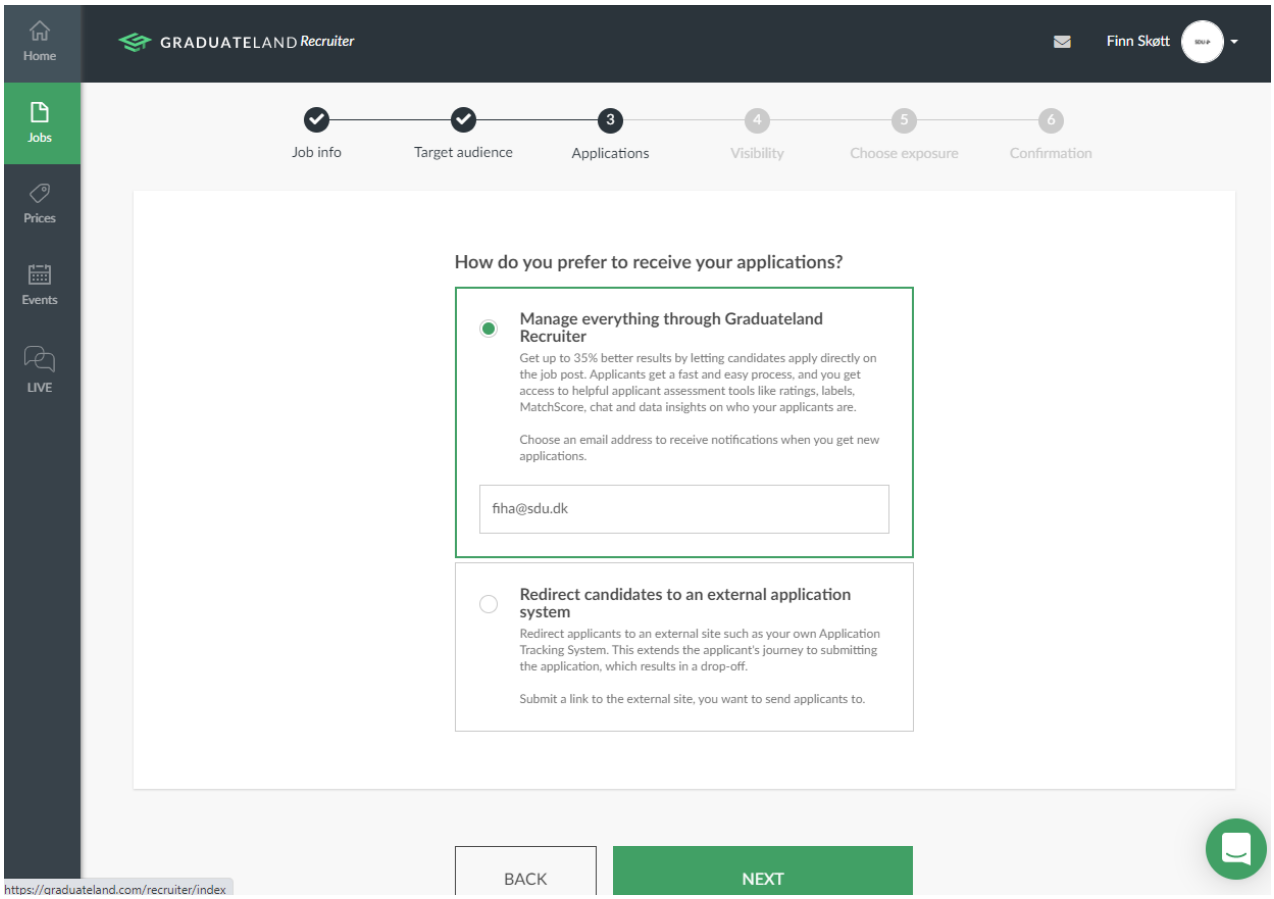
Mandatory:
Skills required: Choose at least 3 of the 10 predefined skills.
Language skills: Choose which languages and level which are important for the cooperation. If the language and level is mandatory, please check off “Must have”.
To add more languages, click “Add more language skills”.
Optional: **Degree level, Area of study required, Time of graduation is required, Applicants should be located in country of job**



Scroll down and click “Next” to continue.

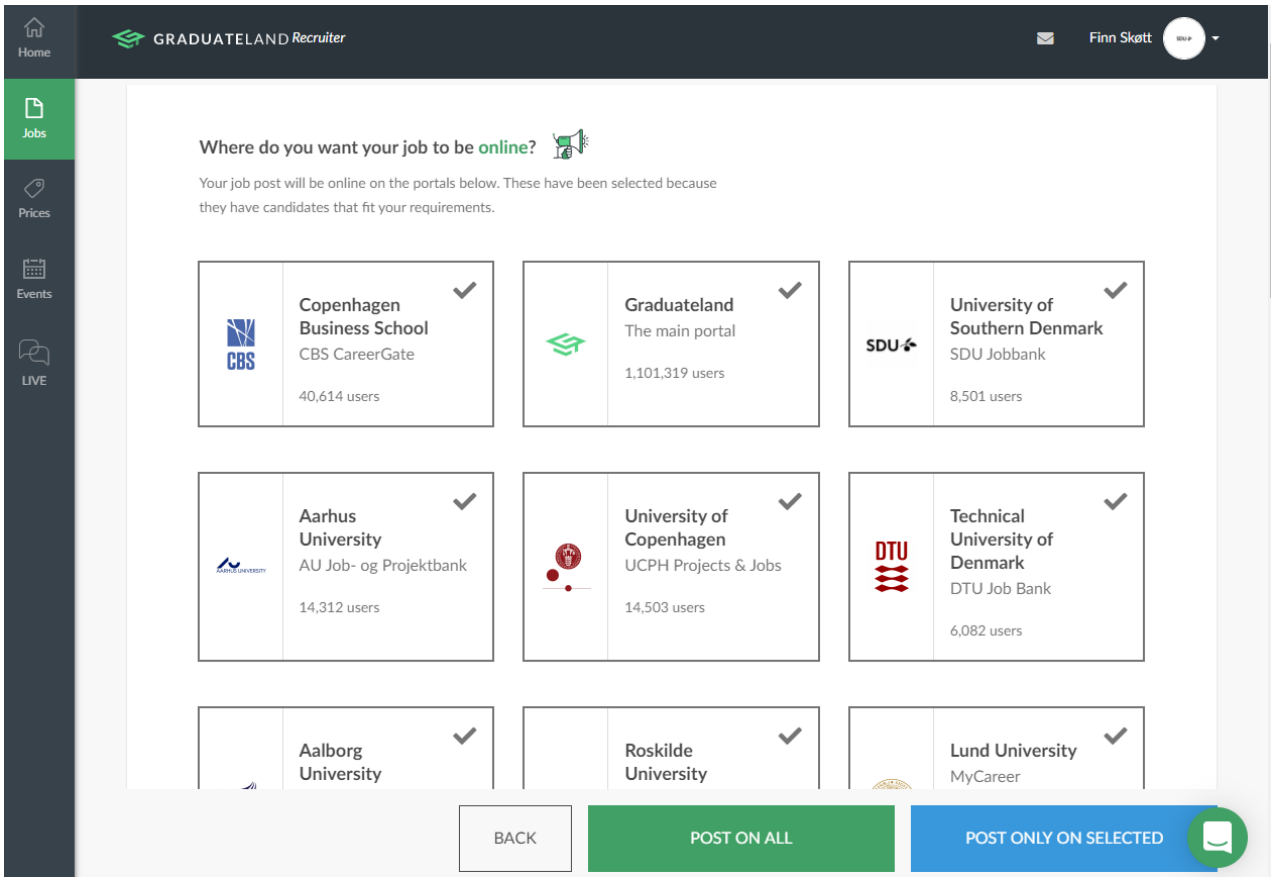
3. Applications

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.

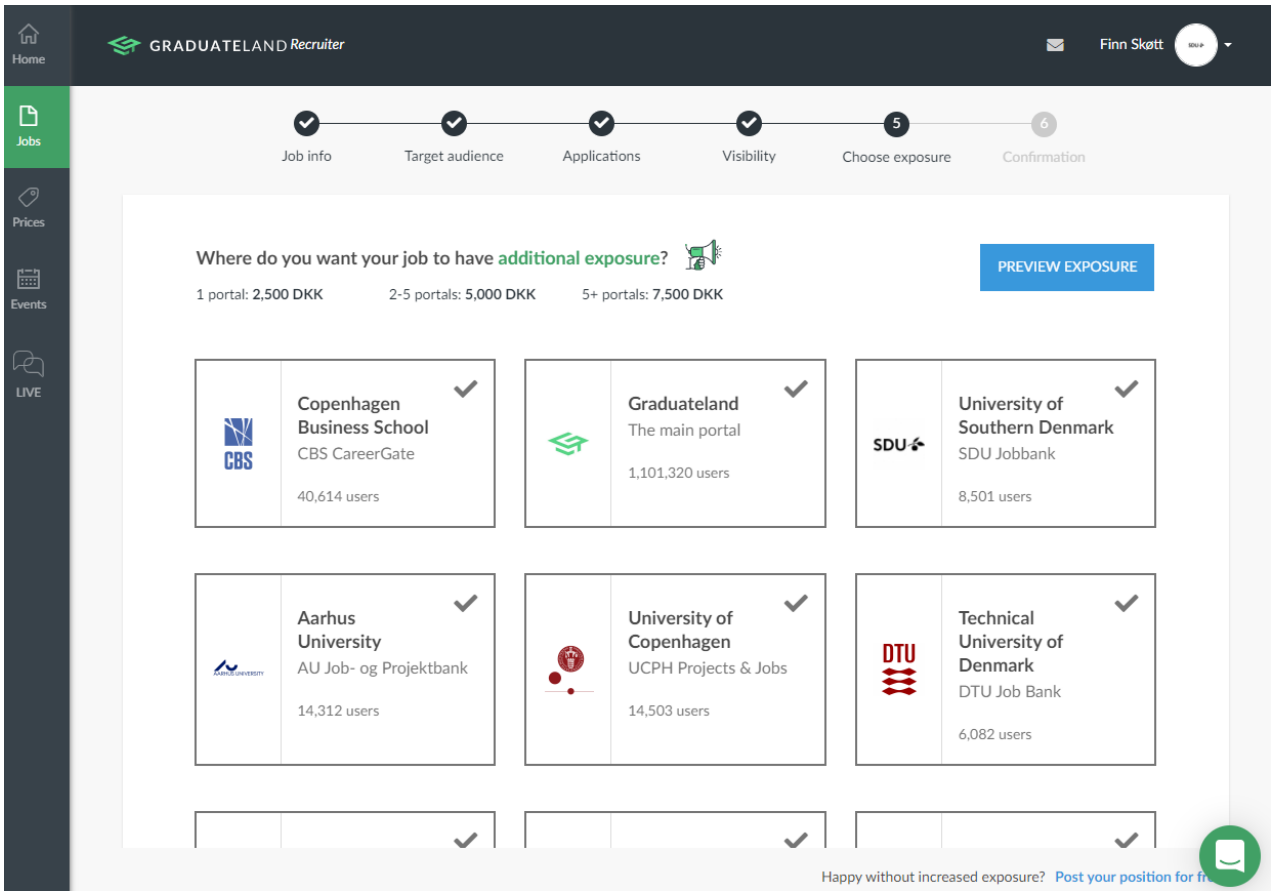


4. Visibility

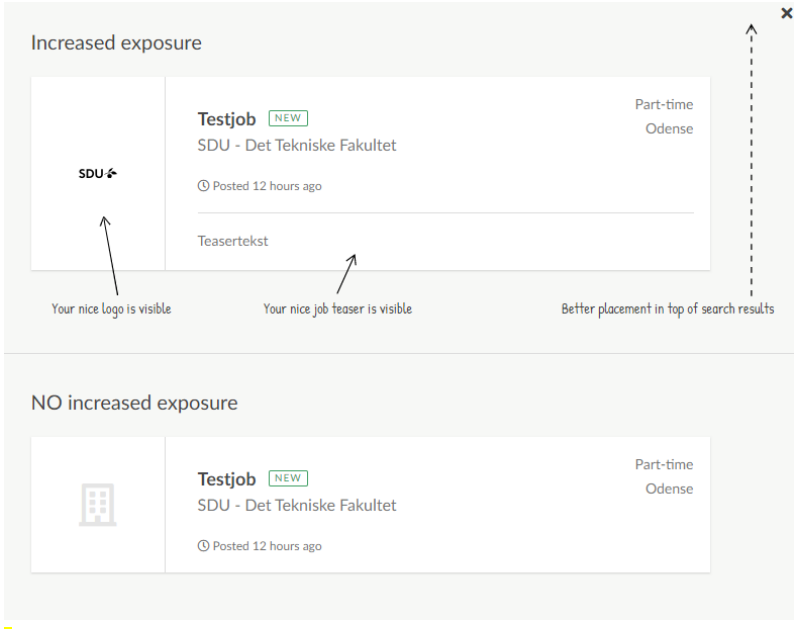
Then choose which job portal (s) your job post should be visible on. You can add as many portals as are relevant to the job you have posted. Select if you Post only on selected or Post on all



5. Choose exposure



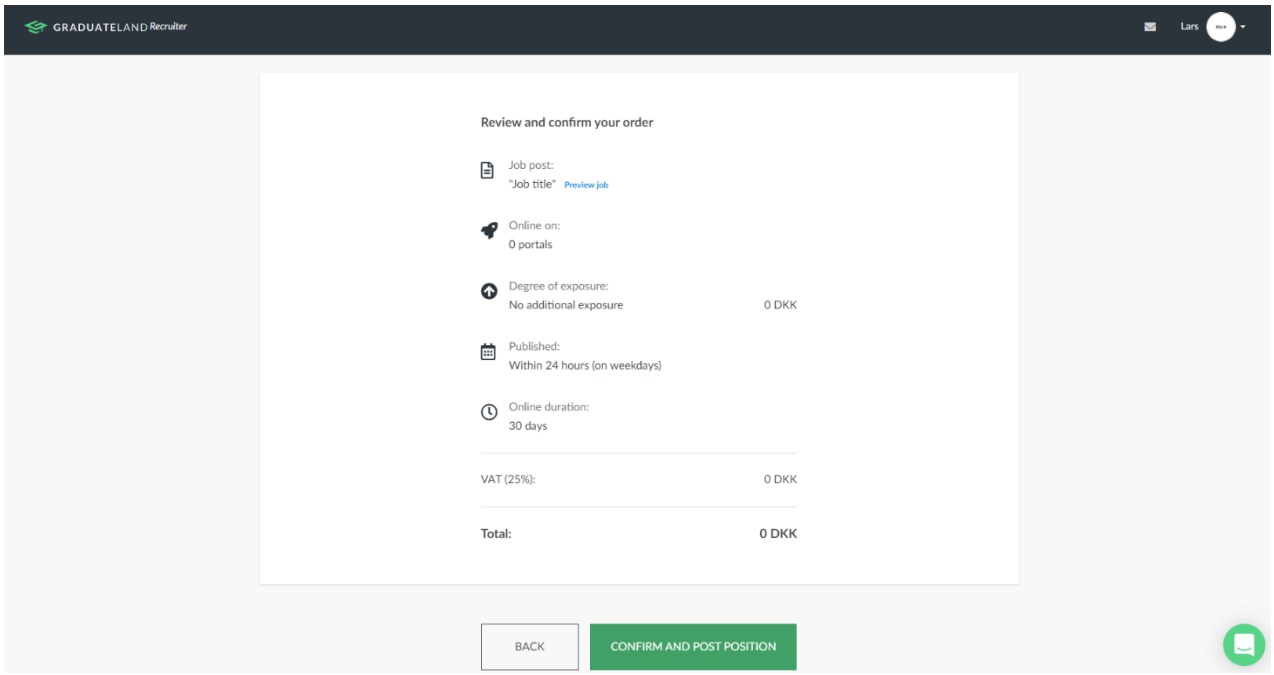
Prices depend on the number of portals you have selected and the selected exposure, if you want a payed post with more exposure. You can always choose a **free post without exposure**. A payed post: 1 portal DKK 2,500, 2-5 portals DKK 5,000 or 5+ portals DKK 7,500 DKK. Press Preview exposure to see the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



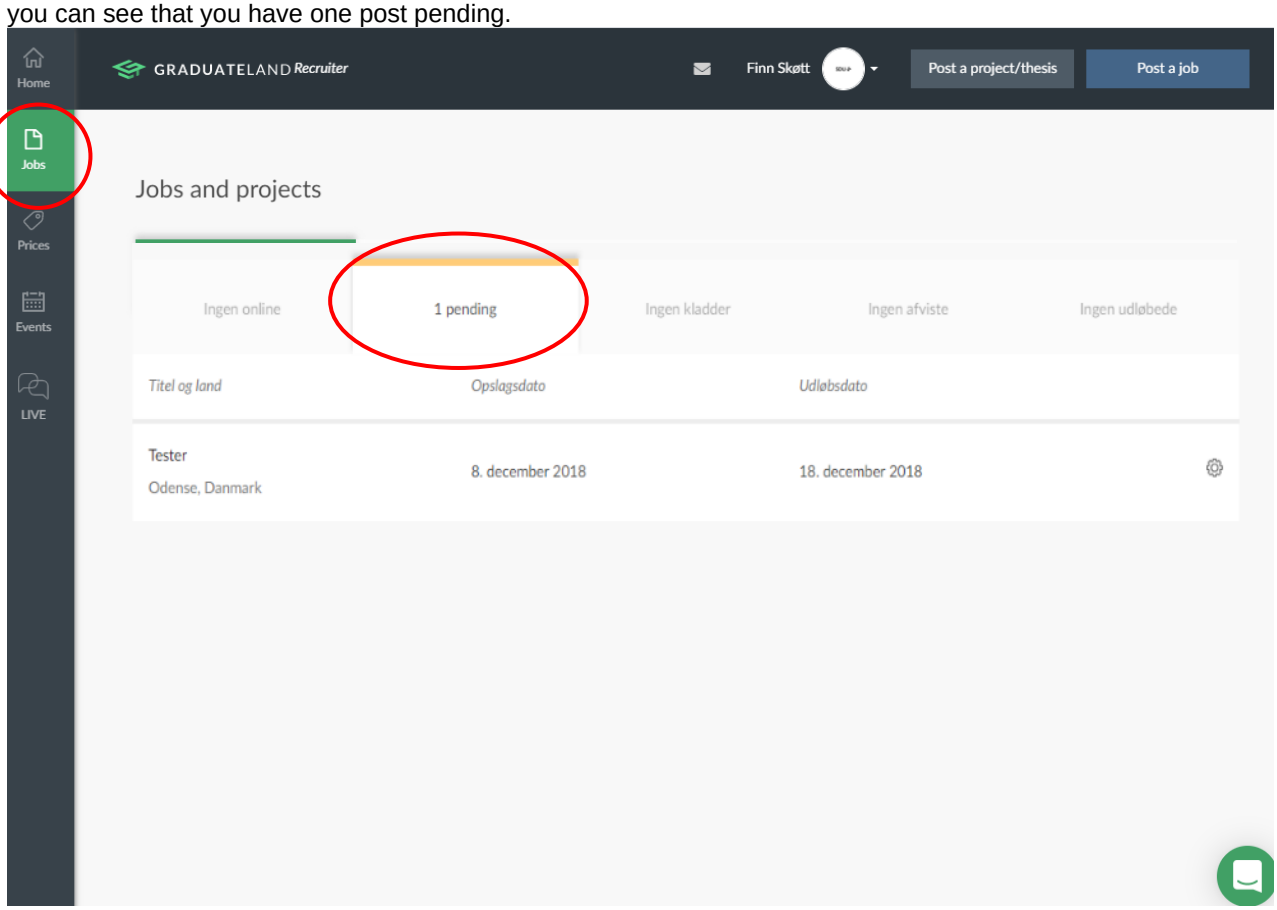
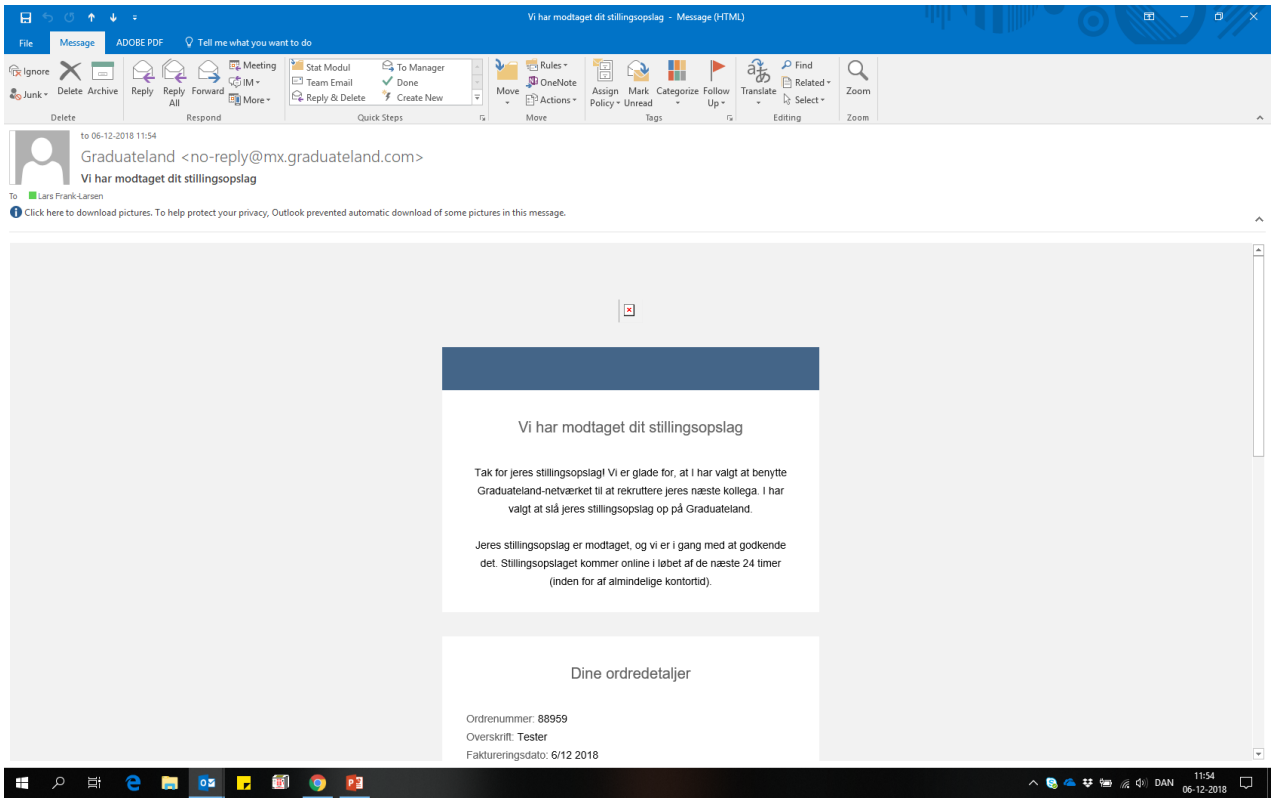
Press Next

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”.



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.