

THE ESSENTIAL CHECKLIST TO LAUNCH YOUR CAREER CENTER

Is your Career Center ready to be launched?

Training

- Receive training in the use of the Career Center (understand both students and administrators view)

Addition of private content

- Manually create private job offers
- Create your upcoming events
- Write and upload articles in the Knowledge Center module

Configuration

(using the form « Career Center configuration » shared during the training)

- Indicate the curriculums of your school (the students select their curriculum in the list. This aims at targeting content and improves communication and engagement)
- Indicate the different campuses (if necessary)
- Create admin accounts for all users (ask your main contact at JobTeaser)
- Choose the category name for your partner companies you want to highlight (if necessary)
- Share your targeted number of students with your JobTeaser contact (to improve the follow-up during the launch)
- Indicate the format of your students' email address (if necessary)
- Send the banner to customize emails from the Career Center (600*43 pixels)
- Select the preselected functions

Communication

- Communicate to all staff members (other users of the platform, professors et al)
- Publish the recruiter link on your external website
- Publish the student link to access the Career Center on your intranet or / and external website

Make these links visible with a picture and an explanatory text

- Plan the communication to companies (at least 2 weeks before the communication with students)

Plan the communication to students. Feel free to use the communication pack given to you. It includes visuals, examples of emails, explanatory documents and a presentation video.

- A presentation to students is strongly advised. For more info please see the webinar.**

To go further...

- Identify a student ambassador
The student ambassador could communicate job offers and events to the student body

- Share attractive job offers on social media or / and via email with students

- Communicate the Career Center to your alumni

Career Center links

Recruiter link- post private job offers on your Career Center. To communicate to companies & to publish on your external website and signature.

permalink.jobteaser.com/en/recruiter_account/job_offers

Company link- create company pages & post private job offers on your Career Center. To communicate to privileged companies.

permalink.jobteaser.com/en/sp_companies/users/new

Student link- access the Career Center. To communicate to students & to publish on your intranet or / and external website.

permalink.jobteaser.com

Administrator link- access the Career Center. To communicate to those with an admin account.

permalink.jobteaser.com

*for any technical issues, feel free to contact our support service at support.careercenter@jobteaser.com