

# Tutorial

## Job offer posting form



# HOW TO POST YOUR JOB OFFER USING THE JOB OFFER POSTING FORM



Follow the link  
[https://unipv.jobteaser.com/en/recruiter\\_account/sign\\_in](https://unipv.jobteaser.com/en/recruiter_account/sign_in)



Click on the link to the form.



If you already have an account, enter your password to access your account.

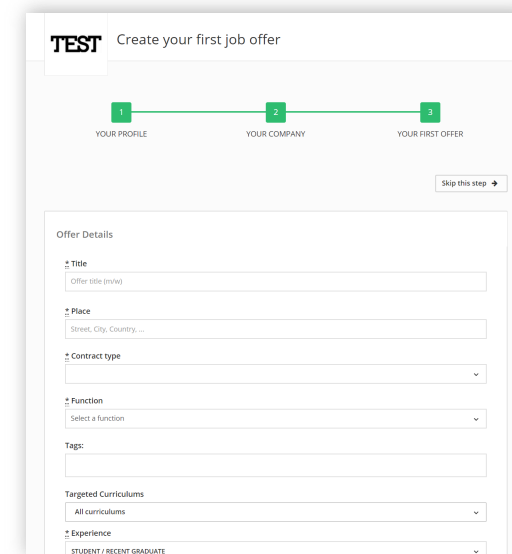
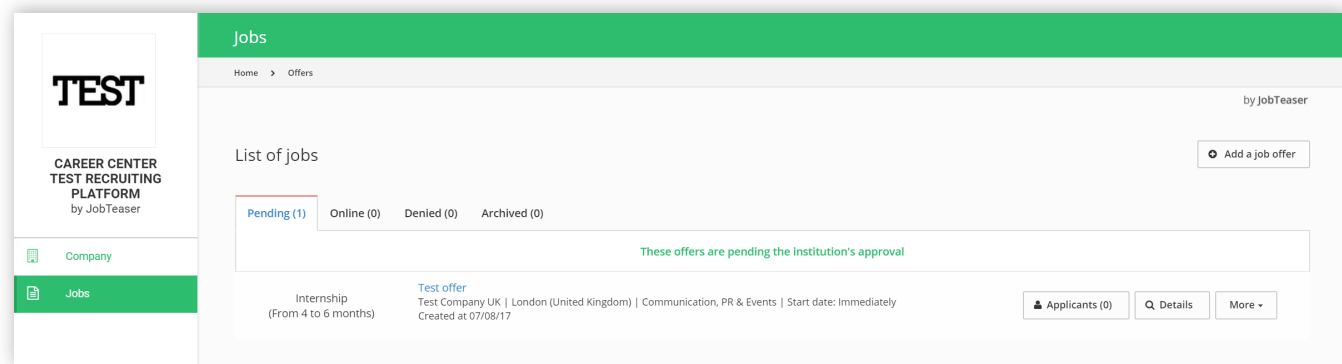
OR



If you haven't got an account, fill in the required details.



# HOW TO POST YOUR JOB OFFER USING THE JOB OFFER POSTING FORM



If you already have an account, add your job offers directly via the back office.

OR



If you haven't got an account, we'll guide you through the process of creating your first job offer.



The school will validate or reject the job offer. You will receive a confirmation email.



# HOW TO MANAGE YOUR JOB OFFER



1 You can see the applications and the number of unique views for each offer.

2 You can archive your job offers. You can post your job offers again by clicking on "Archived" and then "Post again".

The screenshot shows the 'Jobs' page with a green header. On the left is a sidebar with the 'TEST' logo and 'CAREER CENTER TEST RECRUITING PLATFORM by JobTeaser'. The main content area has a breadcrumb 'Home > Offers' and a 'by JobTeaser' label. Below is a 'List of jobs' section with a '+ Add a job offer' button. A filter bar shows 'Pending (1)', 'Online (0)', 'Denied (0)', and 'Archived (0)'. A message states 'These offers are pending the institution's approval'. A job listing for 'Internship (From 4 to 6 months)' is shown with details: 'Test offer', 'Test Company UK | London (United Kingdom) | Communication, PR & Events | Start date: Immediately', 'Created at 07/08/17', and buttons for 'Applicants (0)', 'Details', and 'More'.

The screenshot shows the 'Test offer' details page. The breadcrumb is 'Home > Offers > Test offer'. The offer is titled 'Test offer' with an 'Inactive' status. It shows '0 (0)' for 'TOTAL VIEW (UNIQUES)' and '0' for 'APPLIES'. A 'Recruitment contact' box lists 'Anouska Bartlett' with phone number '01234 56789' and email 'anouska.bartlett@hotmail.com'. A 'List' button is on the left. On the right, there are buttons for 'Applicants (0)' and 'More'. A dropdown menu is open, showing 'Modify', 'Duplicate', and 'Archive' (highlighted with a green box). The 'Details' section includes: 'Contract type: Internship', 'Function: Communication, PR & Events', 'Gratification', 'Experience: Student / Recent Graduate', 'Job file', and 'Location: London, United Kingdom'. The 'Description' section includes 'Company:', 'Responsibilities:', and 'Required profile:'.