



CAREER CENTER USER GUIDE

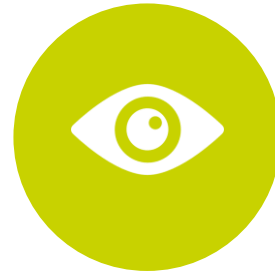


JOBTEASER.COM

HEC
PARIS

THE CAREER CENTER BY JOBTEASER.COM :

A UNIQUE ONLINE PLATFORM TO HELP STUDENTS...



BUILD THEIR PROFESSIONAL PROJECTS

- Companies profiles
- Job videos

FIND INTERNSHIPS AND JOBS

PREPARE FOR INTERVIEWS

- Advice & Resources module
- Videos & advice from Corporate HR people

2 ENTRY POINTS FOR COMPANIES

1

Job offer submission Form

- ✓ Public link on the school's website
- ✓ Available for all companies

The screenshot shows the HEC Paris Career Center page for posting a job offer. It includes the HEC Paris logo, a title 'Post a job offer on HEC's Career Center', and an information box with details about internships. Below this is a 'Login / Signup' section with an email input field and a 'Next' button.

HEC PARIS

Post a job offer on HEC's Career Center

i

- The HEC internships are full-time internships (no apprenticeships, no rotated work/study schedules and no part-time internships) lasting from 6 weeks minimum to 6 months maximum.
- The internships cannot take place in an area of risk: a region or entire country officially classified in either the orange or red categories (as dictated by the French Ministry of Foreign affairs)

Please click below to consult the schedule of internships :

- 2016 Internship Schedule Master in Management
- 2016 Internship Schedule MS, MSc, MBA

Login / Signup

What is your email address?

Next

2

Company creation Form

- ✓ Private link only for partner companies
- ✓ Back office to manage job offers and companies profiles

The screenshot shows the HEC Paris 'Add my company' page. It includes the HEC Paris logo, the title 'Add my company', and the text 'by JOBSITEASER.COM'. There are two main sections: 'Are you registered?' with a login form (email, password, remember me, sign in button) and 'You are not registered yet?' with a registration form (1. My account: email, password; 7. My company: name, industry dropdown).

HEC PARIS

Add my company

by JOBSITEASER.COM

Pierre Martin

Are you registered?

Login

Email

Password

Get a new password

Remember me

Sign In

You are not registered yet?

1. My account

* Email

* Password

7. My company

* Name

* Industry

None selected

CAREER CENTER BY



Job offer
submission Form

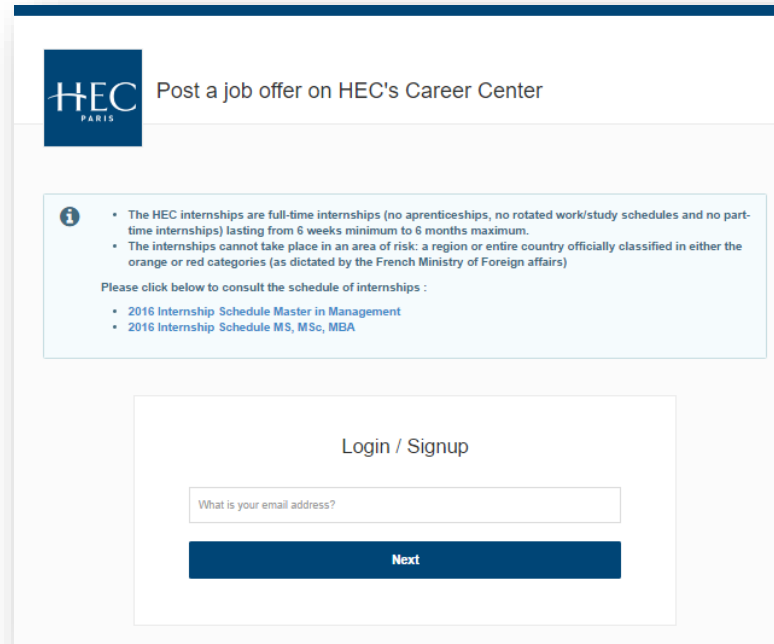


HOW TO POST YOUR OFFER ON THE JOB OFFER SUBMISSION FORM

Link : https://hec.jobteaser.com/en/recruiter_account/job_offers

1

Click on the Form link



HEC PARIS Post a job offer on HEC's Career Center

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Login / Signup

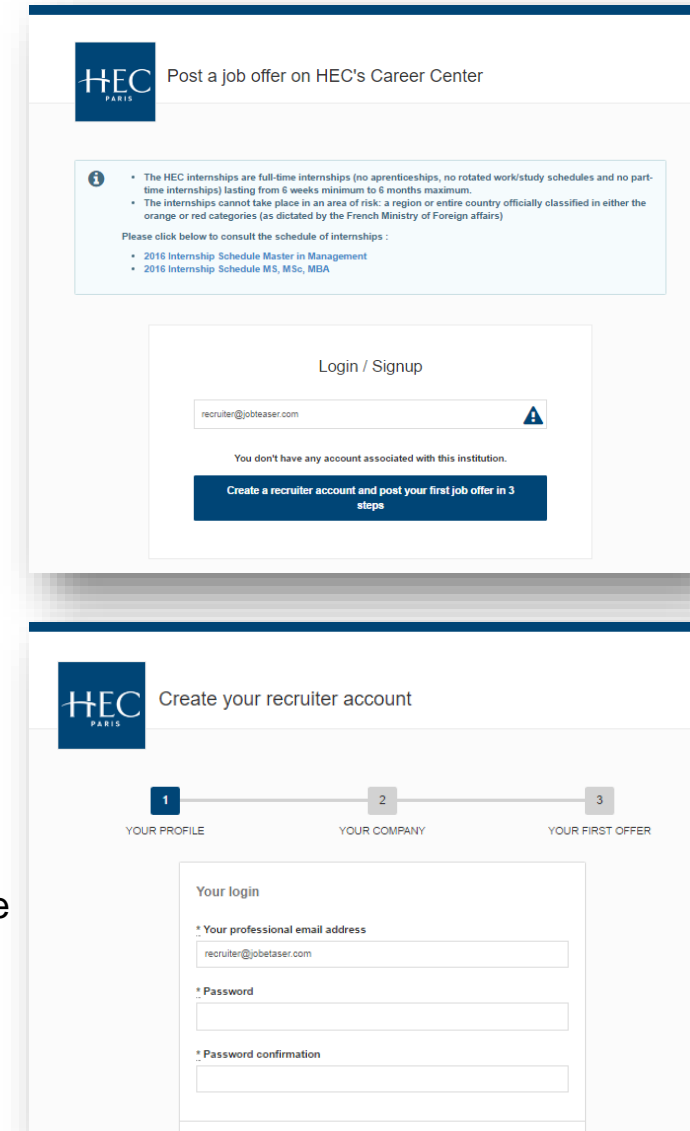
What is your email address?

Next

If you already have an account, register your password to access your account

2

If you do not have an account, please fill in the requested information



HEC PARIS Post a job offer on HEC's Career Center

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Login / Signup

recruiter@jobteaser.com

You don't have any account associated with this institution.

Create a recruiter account and post your first job offer in 3 steps

HEC PARIS Create your recruiter account

1 2 3

YOUR PROFILE YOUR COMPANY YOUR FIRST OFFER

Your login

* Your professional email address

recruiter@jobteaser.com

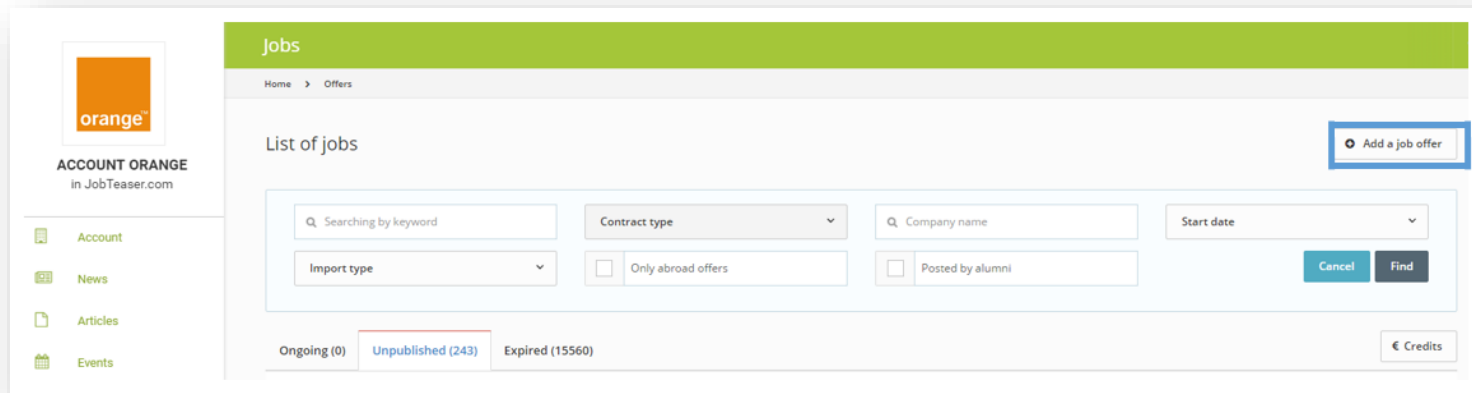
* Password

* Password confirmation

HOW TO POST YOUR OFFER ON THE JOB OFFER SUBMISSION FORM

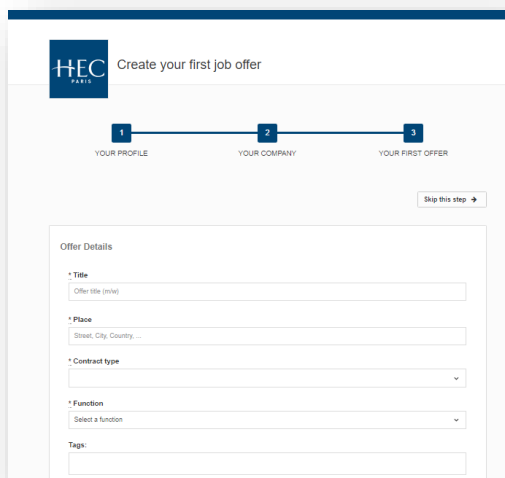
3

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



The screenshot shows the 'Jobs' back office interface for an 'orange' account. The left sidebar contains the 'orange' logo and the text 'ACCOUNT ORANGE in JobTeaser.com', along with a menu for 'Account', 'News', 'Articles', and 'Events'. The main area is titled 'Jobs' and 'List of jobs'. It features a search bar with 'Searching by keyword', a 'Contract type' dropdown, a 'Company name' search bar, and a 'Start date' dropdown. There are also checkboxes for 'Only abroad offers' and 'Posted by alumni', and buttons for 'Cancel' and 'Find'. A blue box highlights the 'Add a job offer' button in the top right. At the bottom, there are filters for 'Ongoing (0)', 'Unpublished (243)', and 'Expired (15560)', along with a 'Credits' button.

If you do not have an account, we will guide you throughout the creation process of your first job offer



The screenshot shows the 'Create your first job offer' wizard for HEC Paris. The top bar includes the HEC Paris logo and the title 'Create your first job offer'. A progress bar at the top indicates three steps: '1 YOUR PROFILE', '2 YOUR COMPANY', and '3 YOUR FIRST OFFER'. A 'Skip this step' button is visible. The main form area is titled 'Offer Details' and contains fields for 'Title' (Offer title (min)), 'Place' (Street, City, Country...), 'Contract type' (dropdown), 'Function' (Select a function dropdown), and 'Tags'.

4

The school will then either validate or refuse your job offer. You will receive an email.

MAKE IT EASY FOR RECRUITERS !

1 Guide the recruiters onto the form

2 Give the recruiters a direct access to the candidates' applications

HEC PARIS Post a job offer on HEC's Career Center

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Login / Signup

What is your email address?

Next

→ The email of the recruiter corresponds to an existing account ?



HEC PARIS Post a job offer on HEC's Career Center

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Login / Signup

recruiter@jobtaster.com

You don't have any account associated with this institution.

Create a recruiter account and post your first job offer in 3 steps

The recruiter is identified and invited to login

HEC PARIS Create your recruiter account

1 YOUR PROFILE 2 YOUR COMPANY 3 YOUR FIRST OFFER

Your login

* Your professional email address

recruiter@jobtaster.com

* Password

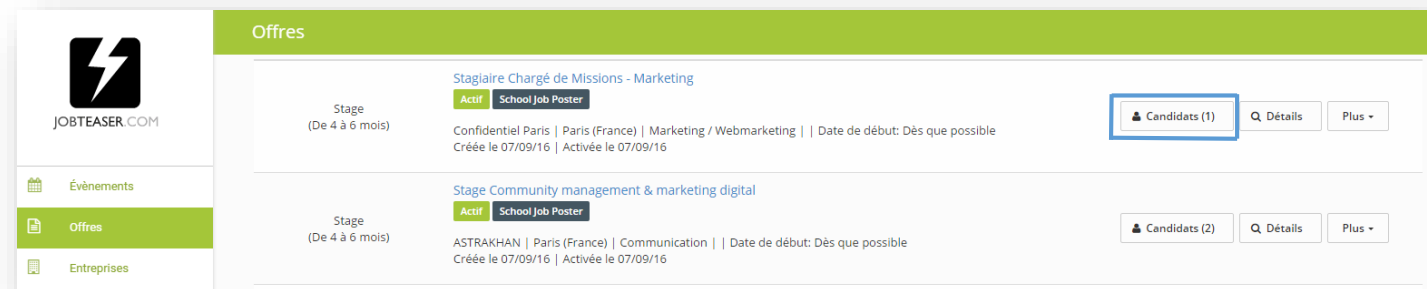
* Password confirmation

The recruiter is encouraged to create his/her own account

HOW TO MANAGE YOUR JOB OFFERS IN YOUR BACK OFFICE

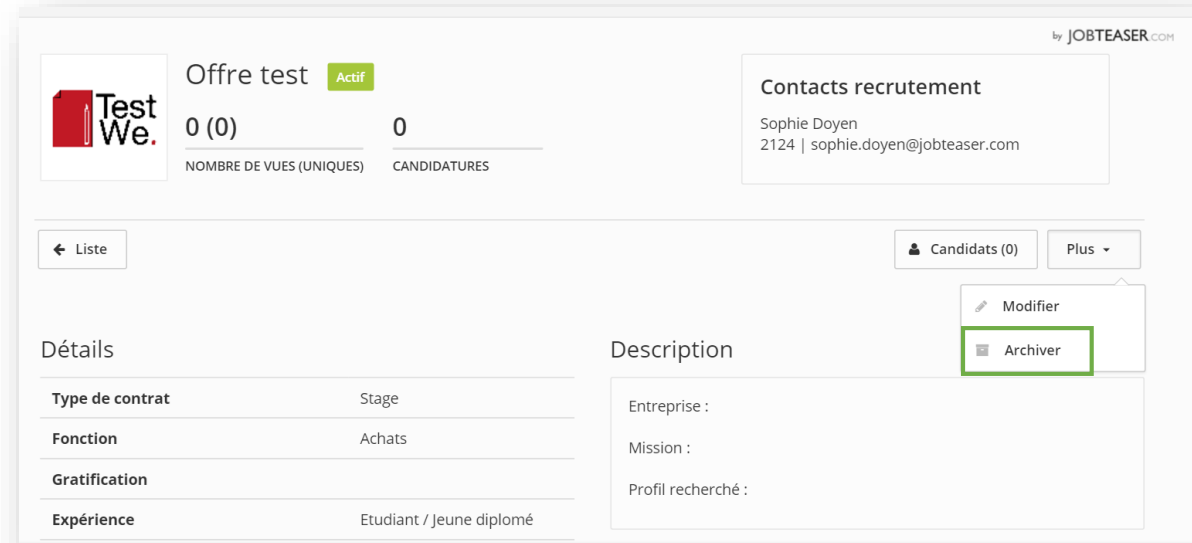
1

Possibility to see the applications on each job offer



2

Possibility to archive your job offers by clicking on « details » and « archive »



CAREER CENTER BY



Company Creation Form



HOW TO CREATE YOUR COMPANY PROFILE

Link : https://hec.jobteaser.com/en/sp_companies/users/new

Pierre Martin -

HEC PARIS

Add my company

by JOBTEASER.COM

Are you registered?

Login

Email

Password [Get a new password](#)

Remember me ☐

Sign In

You are not registered yet?

1. My account

* Email

* Password

7. My company

* Name

* Industry

1

Create your account by going onto the section « You are not registered yet ? » and fill in the information

HOW TO CREATE YOUR COMPANY PROFILE

You are not registered yet?

1. My account

* Email

* Password

* Confirmation

2. Your information

* First name

* Last name

* Function

* Phone

* Address

* Zip code

* City

* Country:

7. My company

* Name

* Industry

None selected ▾

* Activity

Maximum 70 characters.

National ID

* Business type

* Logo

Select a file to upload

+

Squared .png / .jpg, at least 100px wide

8. My company profile

Presentation

B *I* U

`</>`

Type something

2

Fill in all the requested information

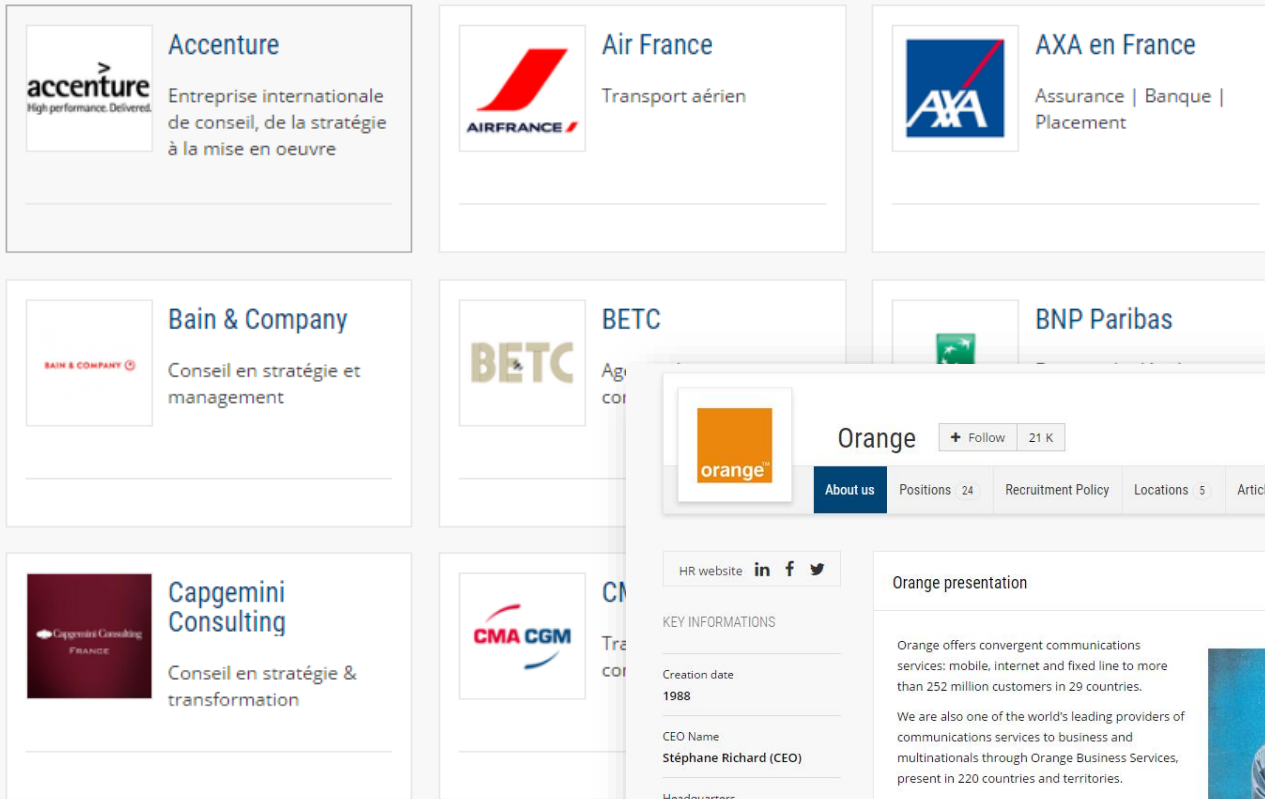
Click on « Submit my company »

3

Your Company profile will have to be validated by the school

HOW TO CREATE YOUR COMPANY PROFILE

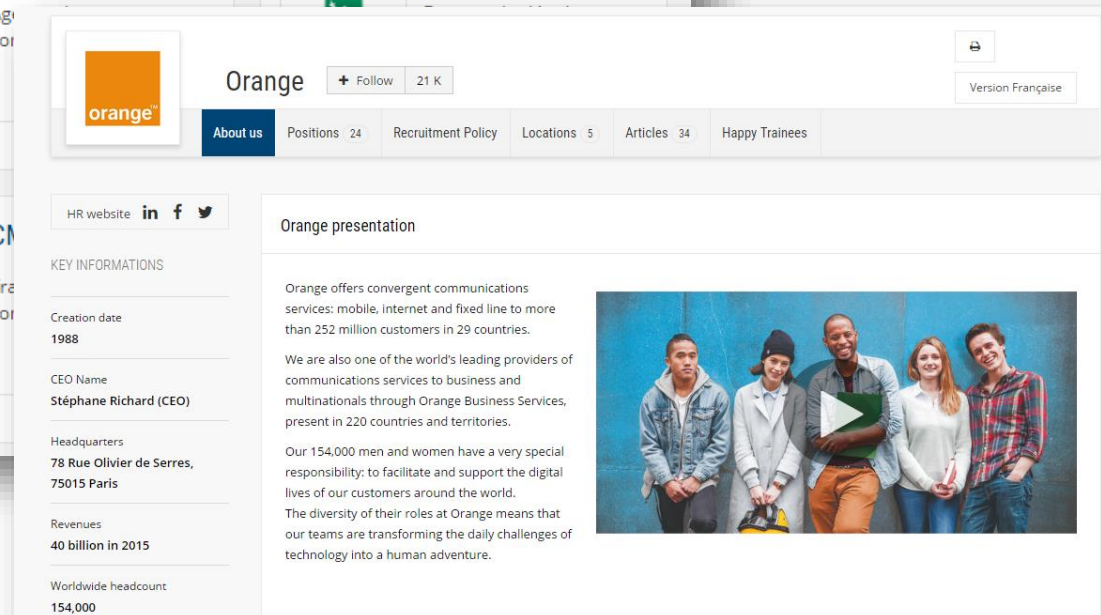
HEC Foundation Companies



4

Once validated, your profile will appear on the student front office


By clicking on the logo, the student will see all the company's information and materials



+ VISIBILITY

HOW TO MANAGE YOUR COMPANY PROFILE

Pierre Martin - [Logout](#)



Add my company

by [JOBTEASER.COM](#)

Are you registered?

Login

Email

Password

[Get a new password](#)

Remember me ☐

Sign In

1. My account

* Email

* Password

7. My company

* Name

* Industry

None selected

▼

1

Enter your email and password associated with your company profile


If you have forgotten your password, you can click on « get a new password »

HOW TO MANAGE YOUR COMPANY PROFILE

Account

Home > Account > test

Your company has been created and is pending validation by the school



test

test

Modify

More

Required Information

Content

Industries	Firms
Business type	Large company
Activity	test

Miscellaneous

Useful links

Key information

Creation date	
ID	9771
CEO Name	
Worldwide headcount	
Headcount (Home country)	
Revenues	
Headquarters	

2

Update your information by clicking on « Companies »

HOW TO MANAGE YOUR COMPANY PROFILE

List of jobs Add a job offer

Searching by keyword Contract type Company name Start date

Import type ☐ Only abroad offers ☐ Posted by alumni Cancel Find

Ongoing (0) Unpublished (0) Expired (0)

Create this job offer Cancel Create this job offer

Offer Details

* Title
Offer title (m/w)

* Place
Street, City, Country, ...

* Contract type

* Function
Select a function

Position

Tags:










Targeted Curriculums
All curriculums

* Experience
STUDENT / YOUNG GRADUATE

* Start date
AS SOON AS POSSIBLE

Gratification

* Description

B I U         

Company:

Assignment:

Required profile:


3

Add your job offers by clicking on « Jobs » and then « Add a job offer »

You have the possibility to:

- Post your job offers
- Modify your job offers
- Archive your job offers

HOW TO MANAGE YOUR COMPANY PROFILE



Stage Supply Chain – 6 mois

Inactive

1644 (1135)

33

TOTAL VIEW (UNIQUES)

CLICS

[← List](#)

[✓ Publish the offer](#)[✗ Disable](#)[👁 Display](#)[More ▾](#)

Details

Contract type	Internship
Function	Purchases / Logistics / Supply Chain
Gratification	
Job file	
Associated position video	Supply Chain
Location	France
Country	France
Start date	02 July 2012
Duration	From 4 to 6 months
Created at	15 June 2012 18:27:22
Activation date	01 December 2014 09:00:17
First activation date	01 December 2014 09:00:17
Permanent Offer	Yes
Company	L'Oréal
Business Type	Large company

Description (Company, mission...)

Avec environ 20 000 collaborateurs soit près du tiers des effectifs de L'Oréal (divisions, usines, centrales) et plusieurs milliards d'unités produites, la Direction des Opérations s'inscrit au cœur de la performance du groupe et constitue un de ses leviers majeurs.

Les Opérations chez L'Oréal, c'est travailler dans un environnement dynamique et diversifié, avec des opportunités de mobilité fonctionnelle et de carrière internationale. Un large éventail de formations, des responsabilités motivantes et des missions très variées vous permettront d'apprendre et d'évoluer tout au long de votre carrière. La richesse et l'accessibilité des métiers, allant de la recherche packaging au service client et de l'opérationnel à la direction stratégique, soutenue par une démarche de formation en continue est un autre point fort des Opérations.

Contexte

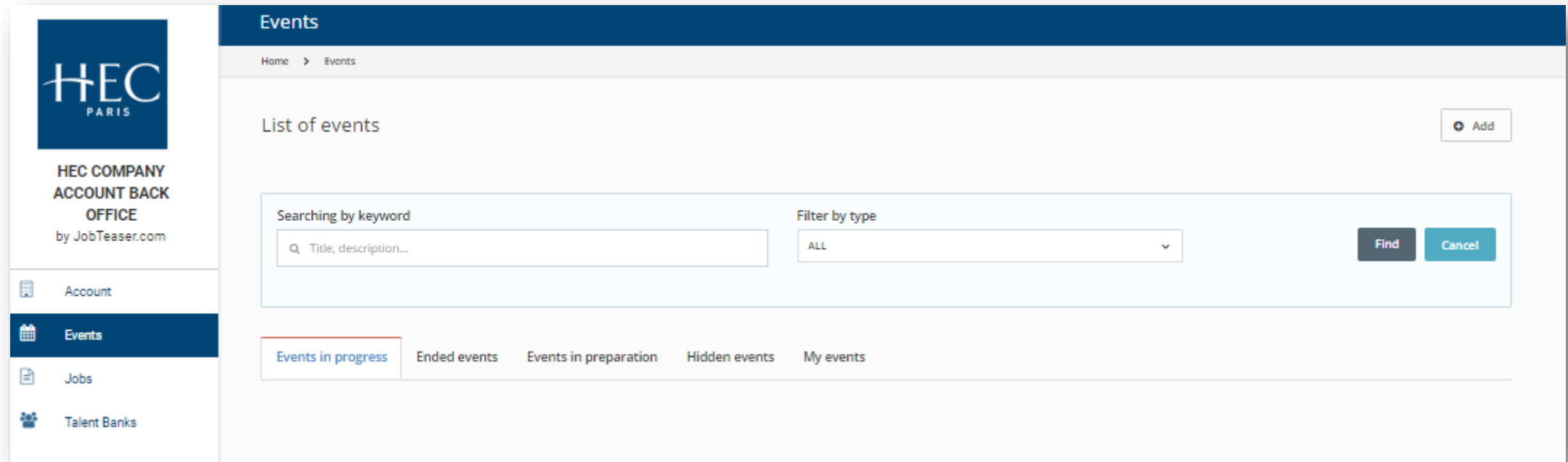
Véritable organisation transversale de service à nos clients, la Supply Chain du Groupe L'Oréal offre la possibilité à de jeunes diplômés d'exprimer leur talent et leur créativité, dans toutes les organisations du Groupe, en usine, en centrale, dans les zones géographiques d'influence, dans les divisions et dans nos filiales. Organisée autour de trois grands pôles de compétence : Manufacturing, Supply Chain, International Logistics et Customer Supply Chain, cette organisation permet à chacun de vivre au quotidien au rythme des business de L'Oréal. Ces métiers sont par définition des métiers de relations, des métiers d'interface situés au cœur de nos organisations. A l'heure de la mondialisation, de la complexité croissante des offres, la Supply Chain, véritable organisation de service devient un atout concurrentiel majeur.

4

You can follow the number of views and clicks on your job offers as well as on your candidates.

By clicking on « More », you can modify or archive your job offers.

HOW TO MANAGE YOUR COMPANY PROFILE



5

You can also create some events, visible only by the students, by clicking on « Events » and « Add »



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