

Job Portal

Step-by-step guide for employers

- **Registration:** To set up your employer account, please sign up at <https://jobvermittlung.studentenwerk-leipzig.de/user/register/employer> using a valid e-mail address, then you will be sent the link to access our online job office.
- **Activation of account:** Click the access link. You will be requested to set up a password. To open your account, please confirm the password.
- **Set-up of employer profile:** Please complete the requested master data. You can store several contact persons and sites as well as several places of work.
- **Set-up of job ads:** Please go to “My Job Postings” and fill in the information requested in the form regarding your job posting, then publish your job posting. Please briefly list the details in the “Job Description” and “Requirements” fields in bullet points and save the posting.
- **Approval of job ads:** Once you have checked the details in your job offer, you can approve it for publication. Please note: If you do not approve it, your job offer will not be visible in the job portal. From this point onwards, changes to the text of the vacancy can only be made by contacting the student job office service at jobvermittlung@studentenwerk-leipzig.de.
- **Publication of your job ads:** will be done after verification by the student job office consultants. Your job posting will remain active on our job portal for a maximum of three weeks.
- **Placement of jobs:** Students are matched directly with the desired job openings through the job portal. The placement form sent to them contains all the necessary information about your job offer (including contact information, job description, requirements, salary, and working hours). It is now up to the students to contact you or apply for the position.
- **Feedback:** Following a placement via the job portal, please provide us with feedback directly via the relevant job ad, letting us know whether the students placed with you, have contacted you or applied to you, e.g. whether they were hired or rejected. This is required to place further job ads on our portal.

- **Contacting the Student Job Office:** If you have any questions or comments about the placement process, please feel free to call us. You can reach us at 49 1761 96 59 675 as well as +49 1761 96 59 663.

You can also send us a brief description of your concern by e-mail at jobvermittlung@studentenwerk-leipzig.de and ask for a callback if necessary (please specify a timeframe for this).