



Online job exchange - step-by-step instructions for employers

For you to benefit from the advantages and use the new software quickly and smoothly, the following provides you with brief recommendations how to proceed:

- **Registration:** To set up your account once only, please enter a valid e-mail address to register at jobvermittlung.studentenwerk-leipzig.de, 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 (new is that you can store several contact persons and sites as well as several places of work).
- **Set-up of job ads:** Please make the minimum specifications of your job offer, then check them for completeness and activate the job ad (new is the option of giving more details on the offered job; more transparent placement, as the students matching your job offer are represented directly; direct feedback function for you, whether or not the job was placed; simplified communication by showing the actual placement status).
- **Publication of your job ads:** will be done after verification by the student job office consultants.
- **Placement of jobs:** The jobs you offer will be placed as usual through personal contact with students at the student job office of Studentenwerk Leipzig.
- If you have any questions **during the initial phase**, we will be pleased to assist you during our office hours.

Important: Please inform the job office whether or not the student contacted you. This is required for you to place further job ads and for us to optimize our job offers.