



Job Portal – Step-by-step instructions for students

In order for you to be able to quickly and smoothly acquaint yourself with and make use of the advantages of our new software, we are providing you with a short recommendation on how to proceed:

- **Registration:** In order to create your user account, which you will only have to do once, please register using a valid E-mail address under jobvermittlung.studentenwerk-leipzig.de; after that you will receive your access link for our job portal.
- **Activating your user account:** Please click on your access link, you will now be requested to create a password. In order to open your user account, please confirm your password.
- **Creating your student profile:** Please complete the requested master data (the **new function** for you includes that you can now upload your certificate of enrolment as well as – if required – your residence permit and your work permit onto the system).
- **Activating your student profile:** In order to enable your profile it is necessary for you to appear in person at the job placement office at least once after registration, presenting your identity card or passport.
- **Viewing / Marking job offers:** After your profile has been verified, you can view job offers on your student profile and have yourself marked for them (what is **new** for you: every student is entitled to be marked for a maximum of three job offers he or she is particularly interested in. After that, he/she has until the next day when there are office hours to come and collect these offers, otherwise those contingents will be released again by the competent official in charge). Please note that not all requests for marking for a vacant position can be considered.
- **Placement of job offers:** Job offers will, as usual, be directly passed on to you at the offices of the Studentenwerk Leipzig job placement centre; what is **new** for you is that the job placements can be tracked on your student profile at all times – independently from the job placement ticket (Vermittlungsschein) handed out.
- **Establishing contact:** Upon collection and/or receipt of the job placement ticket, establishing contact with the employer is mandatory. Even if you are no longer interested in the job offered we are asking you to at least inform the employer of your lack of interest.

Feedback: To improve the quality of our job offers and represent the placement process in a transparent way, students are given the opportunity to rate employers. This function will be unlocked in the online job office only after the employer confirmed that the student contacted him or her. If the employer has submitted the confirmation, please inform us in this regard and we will unlock the feedback function for you.

Which documents do you have to bring with you to the job placement office?

For students originating from countries of the European Union

- current certificate of enrolment – provided it has not yet been uploaded onto the job portal (your student card alone will not be sufficient)
- identity card or passport

For students originating from non-EU countries (in addition to the documents mentioned above, bring along the following documents):

- residence permit – provided it has not yet been uploaded onto the job portal
- work permit – provided it has not yet been uploaded onto the job portal

Documents to bring with you to your potential employer:

- certificate of enrolment
- identity card or passport, along with residence permit and work permit, if needed
- health insurance chip card
- payroll tax ID (Lohnsteuer-ID)
- social security card
- bank details

Note: Persons not duly enrolled for the purpose of social insurance are:

- *students who are on a leave of absence semester,*
- *doctoral students,*
- *part-time students, as well as*
- *participants in German language courses or attendants of a “Studienkolleg” (an institution preparing foreign students whose graduation certificate is not recognized as equivalent to the German Abitur (A-levels) for studying at university in Germany).*

Students who are not duly enrolled are subject to social insurance contributions!

Please note: When choosing a job it is very important to consider whether you can actually fulfill the necessary requirements and cover the necessary working hours.

The majority of the jobs will require good or very good German language skills!