Tutorial
Career-Service Portal

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1. Registration of your Company

1.1 Creating a new Account / Requesting your User Identification for the University Network

Please follow the steps below to create an account for your company.

» Open the homepage of the Career-Service portal. ([www.careerservice.at](http://www.careerservice.at))
» Click on the button “Account erstellen” (i.e. creating an account)

» Fill in the form with your data and click to create your account.
» Your password has to be at least 8 characters long and contain capital letters and a number.

» **NOTE:** Every company receives just one user ID (as only one ID is necessary for the whole company). If your company employs several people to administer your company profile and advertisements, please use a neutral password, which can be passed on amongst your employees.

» You will then receive an email with a registration confirmation. Please click on the activation link – it is valid for 24 hours.
After clicking the link you will see your username (for example „xnab4860“). You will need this username (it is not possible to change it) and your password to login. Please keep it safe.

You will also receive an e-mail containing your username.

NOTE: You will need the user ID for all transactions, such as the publication of internships, as well as the ordering and recording of paid advertisements in the Career Service Portal of the University of Innsbruck. Keep the user ID and password well.

If you have clicked on the "Anmelden - Sign in to Career Service" button at the bottom of the window before, you will automatically return to the Home page (www.careerservice.at). You can now log in there with your user ID. This LOG-in-Button you will find on the Homepage right at the top corner.
1.2 Registering your Company/ Setting up your Company Profile

» Please click on this button (register company), to create your Company Profile.

You will then see the following pop-up window.
» Please confirm (green button “Bestätigen”) that you are the administrator of your company.
> Then you will be forwarded to the input screen. Here you enter all relevant data of your company, which will be visible on the Career-Service Homepage, including your company-logo and a contact person.

> At the end of this form, you can choose to support master or doctoral theses. If this checkbox is enabled, our students are able find your company even then when no ad is published.
When filling in the field “Career Site URL”, please note: Do not enter an entire URL beginning with http:// or www. here. Only enter the last part of the URL you would like to have published – the first part of the URL will be the Career-Service URL, e.g. www.careerservice.at/example_ABC. Should you not make an entry here, the system will automatically allocate a name. Do not use symbols. When using spaces please fill in a dash (-).

To complete the process, click » Abenden.

NOTE: You can reach your profile via clicking Home (in the menu) on the landing page of the portal (www.careerservice.at) and then clicking on Mein Unternehmen. OR by clicking on the submenu Unternehmensportal → Mein Unternehmen.
» Note: Your profile will be activated within 1-3 working days. You will be able to post job offerings as soon as the profile is activated – this is indicated by the button appearing in blue.

By clicking on you can already purchase postings. Your profile will only be visible on the portal if you have an active job offer posted, unless you classified as a partner for degree papers.

» In order to edit your profile, please click on this button.
1. Job ads / Job offers

» In order to post your job offer, you first need to purchase a desired contingent of uploadable job offers. Our purchase-offers can be found Unternehmensportal → Angebot Insrate

» The number of purchased job offers can be found via the menu “Mein Unternehmen → verbleibende Angebote”.

![Screenshot of the Unternehmensportal interface](image-url)
In order to purchase a contingent of uploadable job offers, please click **Anzeigen kaufen**, fill in the form and confirm your purchase by clicking **Absenden**.

Your order will be processed within 1-3 working days. You will receive the bill via mail.
» For the example shown below, three offers have been bought. Job offers are valid for a period of 30 days. The runingtime and number of bought offers are linked – when having bought three job offers, you can for example either upload three offers that are valid for 30 days or one that is valid for 90 days.

» In order to upload a new job offer, please click .

» The following form has to be filled with the crucial information about the job offer according to Austrian standards. The form contains there tabs (content, category, preview). When switching between the tabs, your input will be saved automatically.

Please enter the following data:

- “Gültig von dd.MM.yyyy“ defines the date from which the job offer will be valid on our homepage and in your profile. Please enter an exact date.
- “Laufzeit“ (30/60/90 days) defines runtime in which the job offer will be online.
- “Bewerbungsfrist dd.MM.yyyy“ defines the application deadline set by your company / HR, e.g. the date until which applications can be submitted.
- “Branchen“ (industry sector) is automatically derived from your profile, yet you can change the field or add entries.

In the tab „Vorschau“ you will see a summary of your entries and preview of the job offer. By clicking you submit the job offer for publication. Please note that after submission changes can only be carried out by the Career-Service team.

» All your submissions can be found when clicking on in your profile.
2.1. Editing Job Offers

Terminating job offers before expiry

» If you want to take a job offer offline before the expiration date, because you have already found a suitable applicant, please open the job offer in your profile and click on Beenden. The job offer will then be deactivated.

Republishing job offers

» You can use the following feature to republish job offers you have already uploaded in the past and that have expired. Please make sure you still have enough contingent of uploadable offers. Start the editing by clicking on alle anzeigen. All your submitted job offers will be displayed. Please select the expired ("closed") job offer you want to republish and click on Wieder veröffentlichen to submit it again.

2. Publishing Internships

» Publishing qualified and paid internships at fair terms is free of charge on our portal. You will find the button neues Praktikum on your profile.

» Internships are published the same way as described in section 2. Here, the occupation type is defined as internship (= „Praktikum“) and cannot be changed.

» Note: Please make sure you only use this feature in order to publish internships!

» The career-service team will verify the offers for internship and activate them within 1-3 working days.