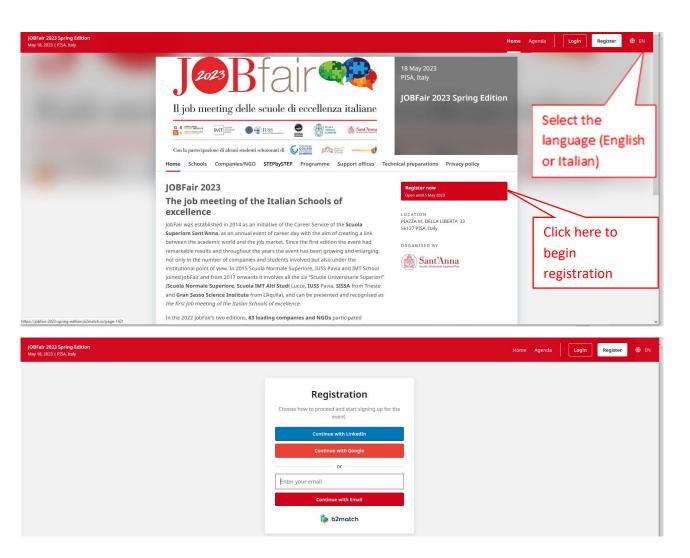
JOBFAIR 2023 PLATFORM GUIDELINES FOR STUDENT REGISTRATION

<u>www.jobfair.santannapisa.it</u> is the web site dedicated to the JOBFair 2023 – Spring Edition - scheduled **online for the 18**th **of May**: it includes a public section containing all the information on the initiative and the related organization, including the list of participating companies.

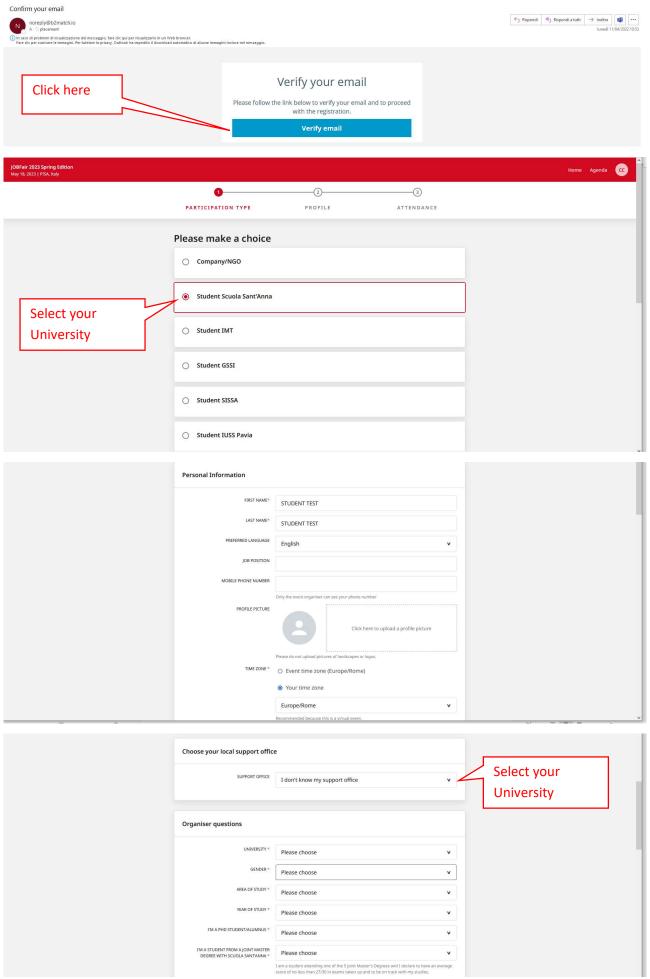
- 1. The platform also offers a back-office section for the management of the matching companies / students and the scheduling of the agendas of the May 18th one-to-one interviews. You can request an interview with the companies of your interest. You will receive a notification by email when the company accepts or declines your request.
- 2. Each agenda will be divided into 20-minute slots. The talks will take place from 9am to 1pm and from 2pm to 6pm.
- 3. You will be able to view the profiles of the companies taking part in the initiative while your profile will be accessible only to the recruiters you have requested an interview with.
- 4. You can register on the platform **from Wednesday, April 12th to Friday, May 5th (midday)**. Please consider that the "first come, first served" principle applies in generating the agendas. We therefore recommend that you register as soon as possible in order to have more options.

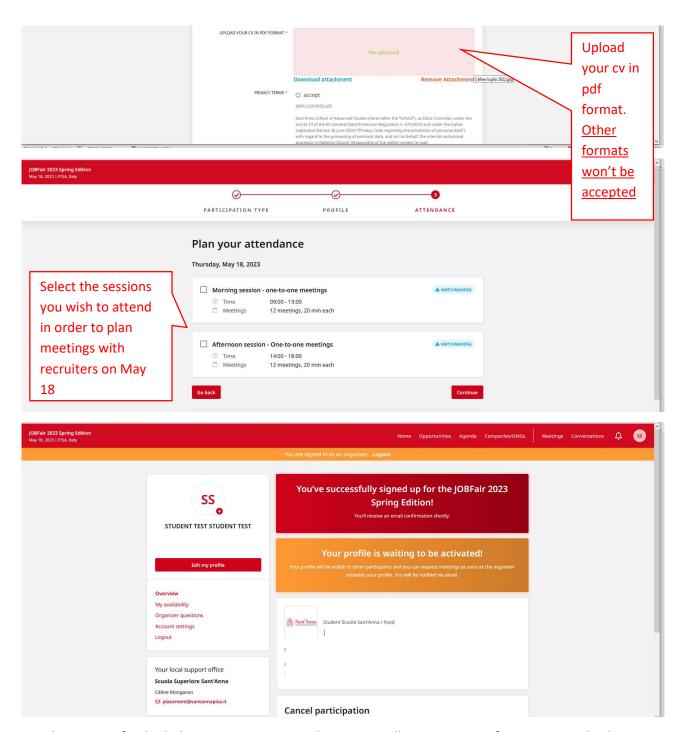
STEP 1

Access the platform by following the link <u>www.jobfair.santannapisa.it</u> and clicking on the red box "REGISTER NOW" on the top right-hand side of the screen.



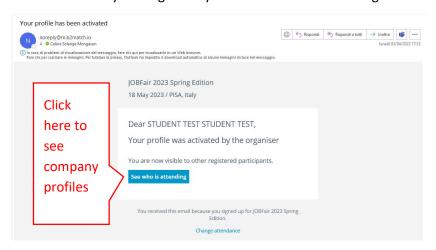
You will then receive an email:



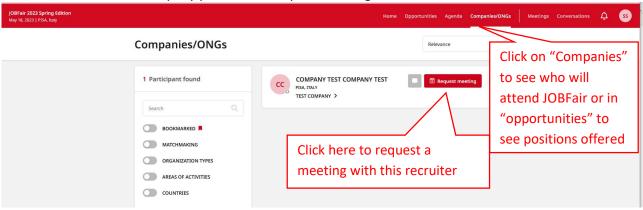


You have now finished the registration procedure. You will receive a confirmation email when your registration is validated by your university. Before validation, it won't be possible to contact companies for interviews.

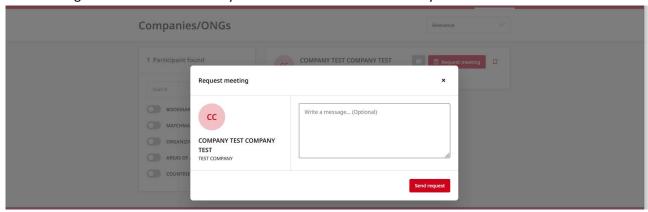
Once activated by the organizer you will receive the following email:



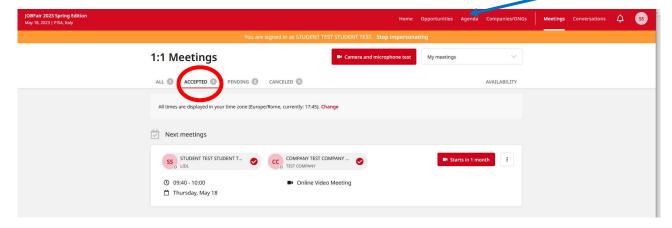
You're now able to see company profiles and request meetings:



You will be able to write a message to the recruiter and send your request. The recruiter will receive an alert message and will be able to see your CV and then decide to meet you or not.

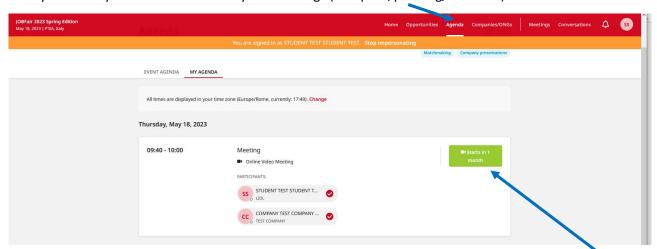


If accepted, you will receive a notification by email and will find the appointment in your agenda:



ATTENTION: For some companies, one or more recruiters will attend JOBFair. Check the opportunities published by each recruiter for one company as they may publish different opportunities and you may ask for meetings for two or more recruiters from the same company. If different recruiters from the same company offer the same opportunities, please ask for a meeting only to one recruiter.

At any moment you can have a look at your meetings (accepted/pending/canceled)



On Thursday, May 18th, the day for the one-to-one interviews, at the given time, just click on the link to the interview.

HELPDESK

For assistance during registration and matching, you can consult the FAQs and, if you do not find the answers to your questions, please contact the Career Service of Scuola Superiore Sant'Anna by sending an email to jobfair@santannapisa.it or by calling from 9.30am to 5pm:

Ilaria Tonelli	Céline Mongason
Tel. 050 883383	Tel. 050 883376