



# JOBfair

Il job meeting delle scuole  
di eccellenza italiane

## JOBFAIR 2018 PLATFORM GUIDELINES FOR STUDENTS REGISTRATION

1. [www.jobfair2018.santannapisa.it](http://www.jobfair2018.santannapisa.it) is the web site dedicated to the JOBFair 2018 scheduled in Pisa on October 24th and 25th: it includes a public section containing all the information on the initiative and the related organization, including the two-day program and the list of participating companies.
2. The platform also offers a back-office section for the management of the matching companies / students and the drafting of the agendas of the October 25th 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.
3. Each agenda will be divided into 20-minute slots (15 minutes of interview + 5 minutes for moving from one location to another). The talks will take place from 9am to 1pm and from 2pm to 6pm.
4. 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 companies you have requested an interview with.
5. You can register on the platform from Thursday, October 4th to Thursday, October 18th (midnight). 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 [www.jobfair2018.santannapisa.it](http://www.jobfair2018.santannapisa.it) and clicking on the green box "REGISTER NOW" on the right-hand side of the screen.

The screenshot shows the website's navigation menu at the top: Home, Companies, Universities, How does it work?, Programme, Support offices, Location, and Faq. The main content area features a heading "JOBFAIR 2018 - Il job meeting delle scuole di eccellenza" followed by a detailed description of the event. On the right side, there is a green button labeled "Register now" with the text "Open until 17 October 2018" below it. A red arrow points to this button. Below the button, the "LOCATION" is listed as "Piazza Martiri della Libertà, 33 Martiri, Pisa, Italy" and the "ORGANISED BY" section features the logo of "Sant'Anna Scuola Internazionale Superiore Pisa".

## STEP 2

Start the registration procedure.

Choose your type of participation

Azienda/Company

Studente/Student

Continue

Choose the type of participation STUDENT

## STEP 3

Plan your Attendance

24 October 2018 (Wednesday 1 of 2)

Which session do you want to attend?

Cerimonia di apertura/Opening ceremony  
Time: 14:30 - 16:30 CEST Location: Pisa, Scuola Normale Superiore

Presentazione aziendale PIPPO  
Time: 16:30 - 17:00 CEST Location: Scuola Normale Superiore, AULA VERDE  
PRESENTAZIONI AZIENDALI/COMPANIE PRESENTATIONS

Presentazione aziendale PEPE  
Time: 17:00 - 17:30 CEST Location: Scuola Normale Superiore AULA BIANCHI  
PRESENTAZIONI AZIENDALI/COMPANIE PRESENTATIONS

Go back Next day

Indicate if you plan to attend the opening ceremony on October 24th

Select the company presentations you wish to participate in

## STEP 4

Plan your Attendance

25 October 2018 (Thursday 2 of 2)

Which session do you want to attend?

Sessione mattutina/Morning Session  
Time: 09:00 - 13:00 CEST Location: Pisa, Scuola Superiore Sant'Anna  
Job Interviews MATCHMAKING

Sessione pomeridiana/Afternoon session  
Time: 14:00 - 18:00 CEST Location: Pisa, Scuola Superiore Sant'Anna  
Job Interviews MATCHMAKING

Previous day Continue

Select the session(s) you are available for interviews. Based on the option chosen, the system will generate the interview agenda which will be updated in real time when you confirm the individual bookings received.

## STEP 5

**Complete your profile**  
Add information about you and your organisation to your profile so that participants can get a better understanding for what you are looking for and can offer.

**Personal Information**

Job Position\*

Phone Number\*   
Only the Events Organizer can see your phone number

Profile Picture   
Use a picture that gives the attendees a good impression of who you are. No logos or pictures of landscapes please.

**Organisation Information**

Organisation Name\*

Organisation Type\*

Website

Organisation description\*   
Write a short description about what your organisation does. Keep it short and impossible to read.

Organisation Logo   
Upload your organisation's logo. It will be visible inside your profile.

**Annotations:**

- Select "STUDENT/ALUMNI" + University from the list
- Insert STUDENT or ALUMNI
- Insert the name of your University. E.g.: Scuola Normale Superiore
- N.B.: Insert a brief description of your profile
- Do not fill this out

**Location**

Country\*

State province

City\*

Zip code

Address

**Areas of Activity\***  
Areas of Activity help us to categorize what you do and offer. This makes easier for other participants to find you and makes your profile more expressive.  
Please select areas of activity that suit your profile.  
Click here if you are a student/alumnus [I am a student/alumnus](#)

**COMPANY BUSINESS FOCUS**

Insurance | Automotive | Space | Life Sciences, Medicine & Pharmaceutical | Biotechnology | Food | Cosmetics, Beauty & Fashion | Publishing industry | Consultancy | Research | Services | Law Firm | Banking & Finance | Other

**COMPANY IS LOOKING FOR**

Lawyers | Consultants | Engineers | Programmers | Analysts | Computer Scientists | Maths & Physics area | Marketing & Management area | Human Resources area | Other

Choose your local support office

Upload your CV in pdf format\*   
Please select a file!

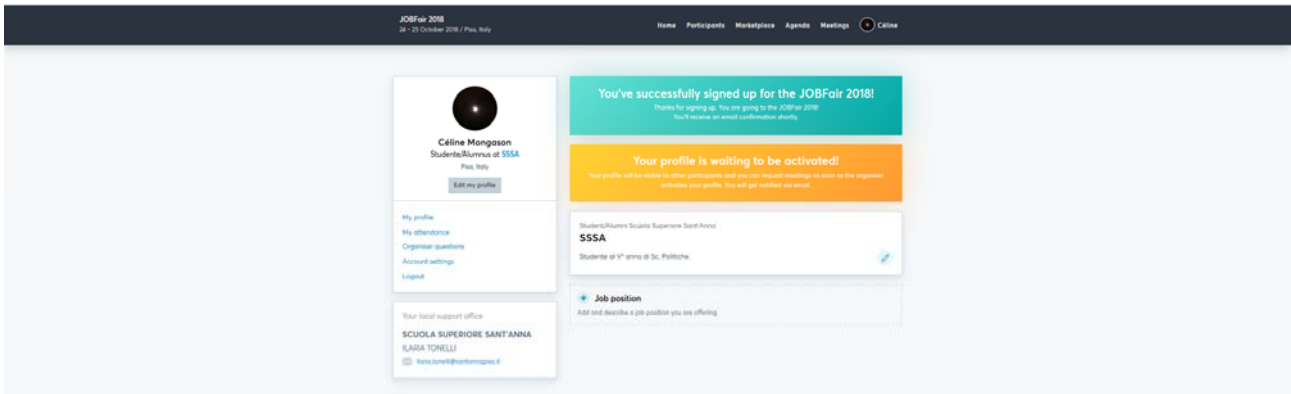
privacy terms\*  accept [learn more](#)

**Annotations:**

- Select this box
- Select your University
- Upload your CV

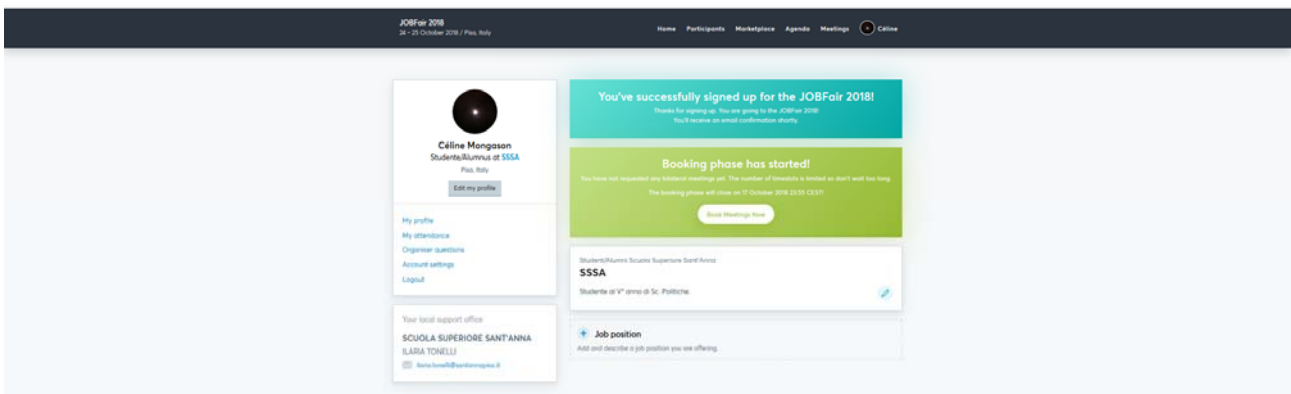
The "AREAS OF ACTIVITY" section is mainly addressed to companies and allows students / alumni to filter companies by areas of interest / profiles sought. At the bottom of the screen you will see a section to upload your CV as a PDF file; this is mandatory.

## STEP 6



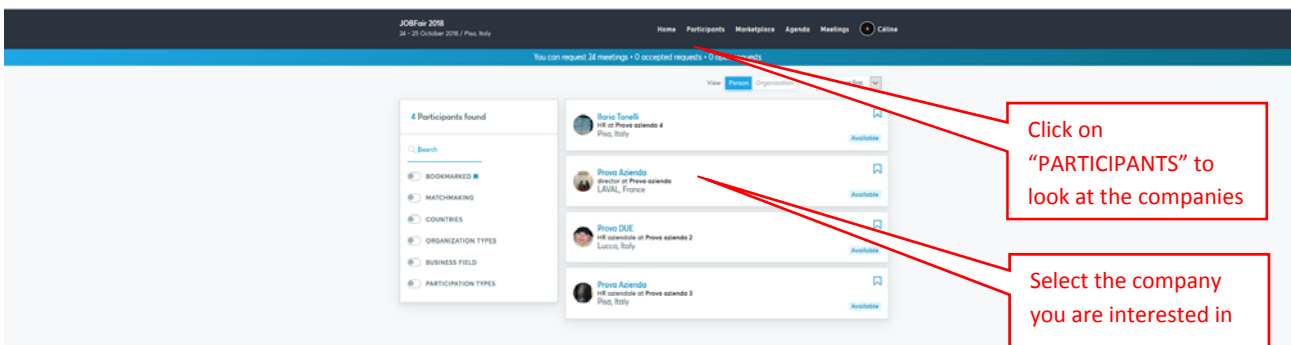
You have now finished the registration procedure. You will receive a confirmation email when your registration is validated by your university. Before validation, it will not be possible to contact companies for interviews.

## STEP 7



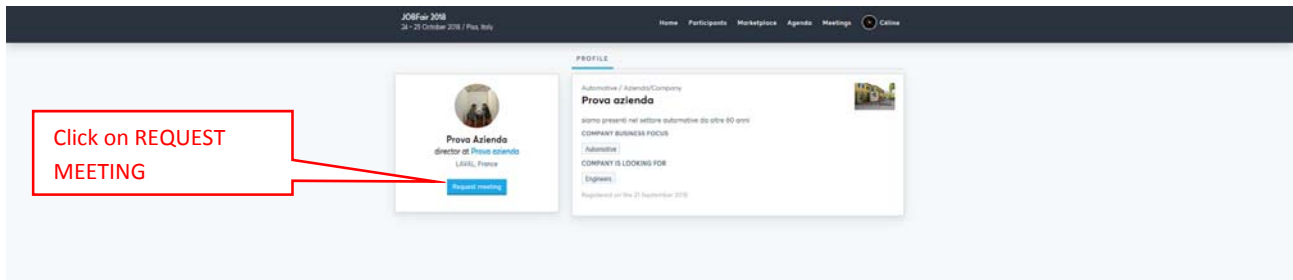
Your university has validated your participation. At any time you can access your data and edit it.

## STEP 8

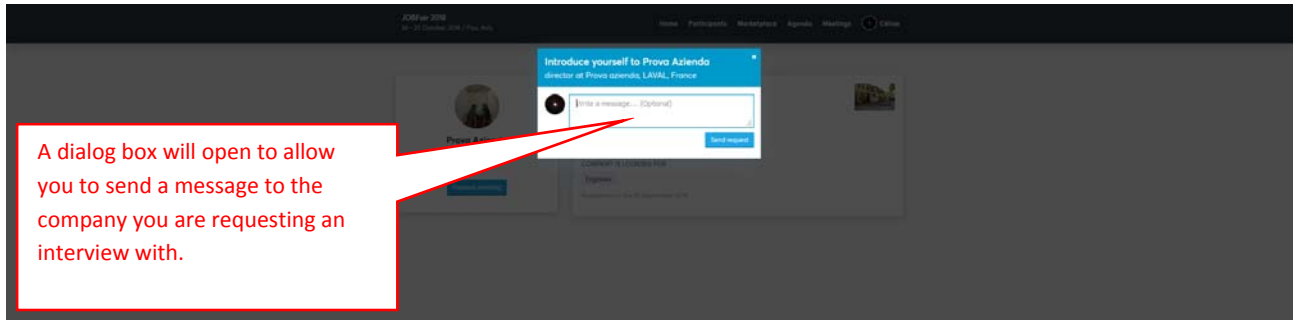


As soon as your registration is validated, you will be able to look at the participating companies by clicking on "PARTICIPANTS".

## STEP 9



## STEP 10



The company will consult your profile along with your CV and decide whether to accept or decline your request.

Your agenda will automatically update with the interview requests that will be confirmed by the companies.

The platform will be closed on October 18th at midnight. By October 22nd you will receive an email with the final agenda with all the appointments on October 25th.

## 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 SISSA Technology Transfer Office by sending an email to [tto@sisssa.it](mailto:tto@sisssa.it) or by calling Simonetta Vetter (040 3787755) or René Buttò (040 3787551) from Monday to Friday 9.00 am-4 .00 pm.