JOBfair

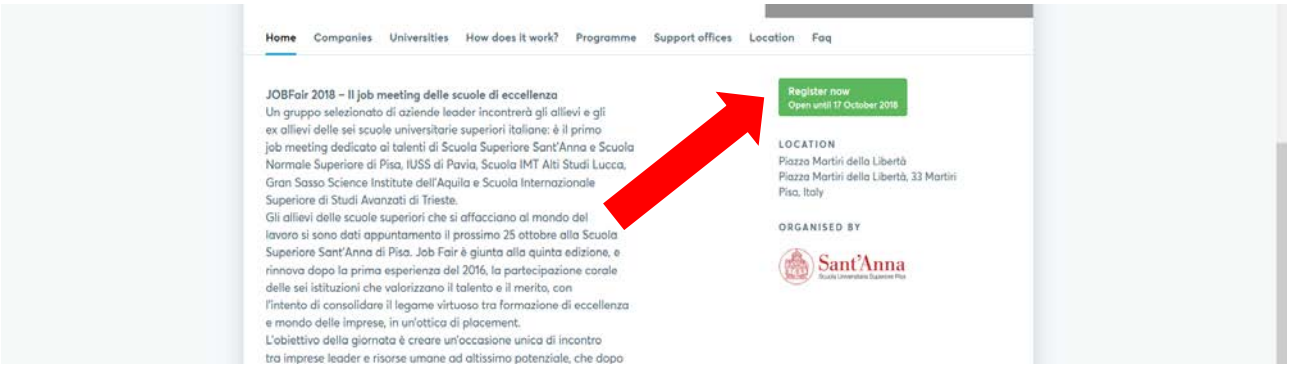
Il job meeting delle scuole di eccellenza italiane

# JOBFAIR 2018 PLATFORM
# GUIDELINES FOR STUDENTS REGISTRATION

1. 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.

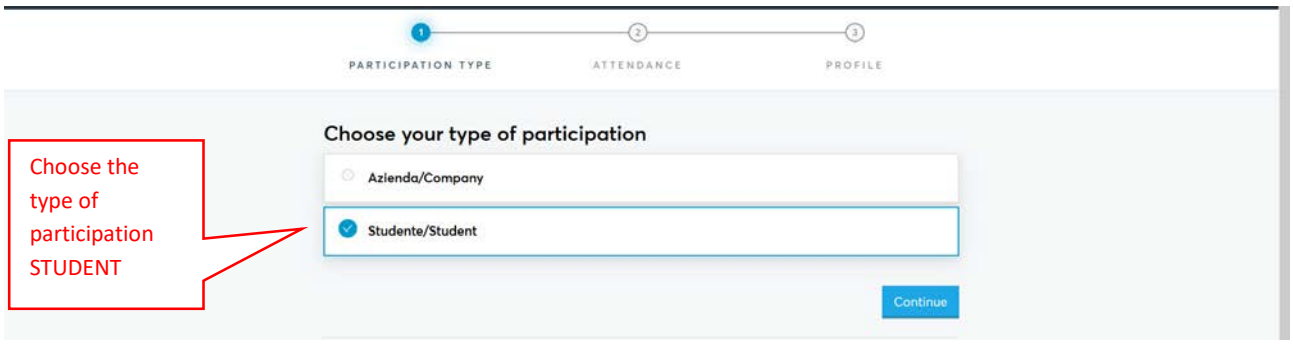
## STEP 1

Access the platform by following the link www.jobfair2018.santannapisa.it and clicking on the green box "REGISTER NOW" on the right-hand side of the screen.

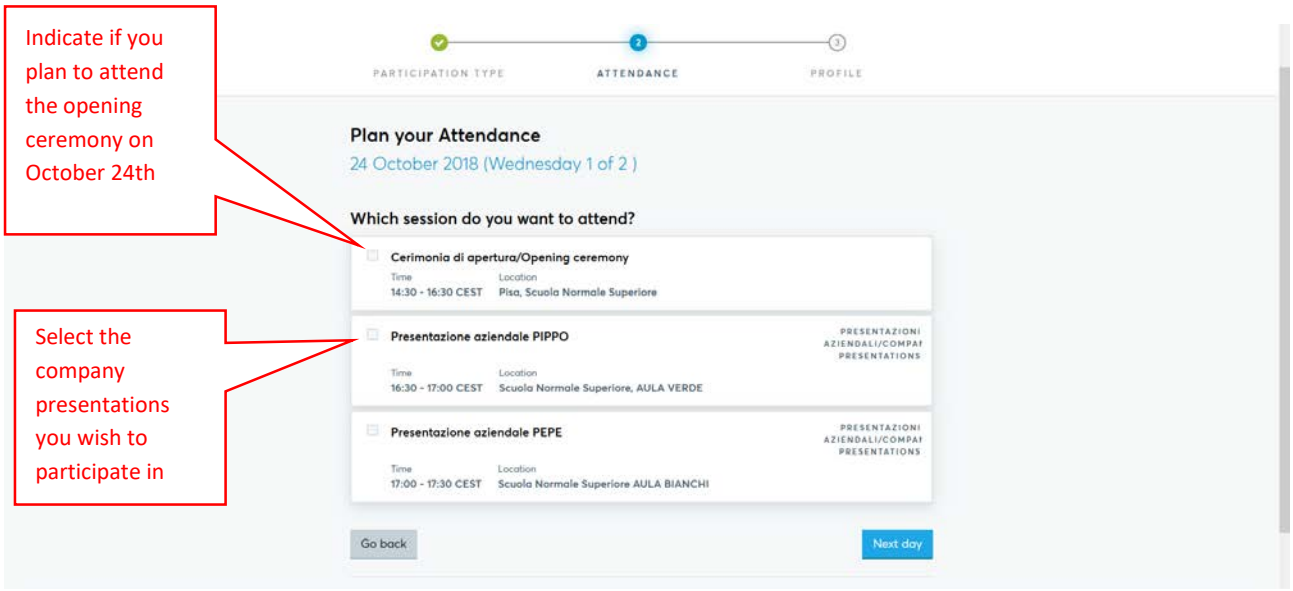


## STEP 2

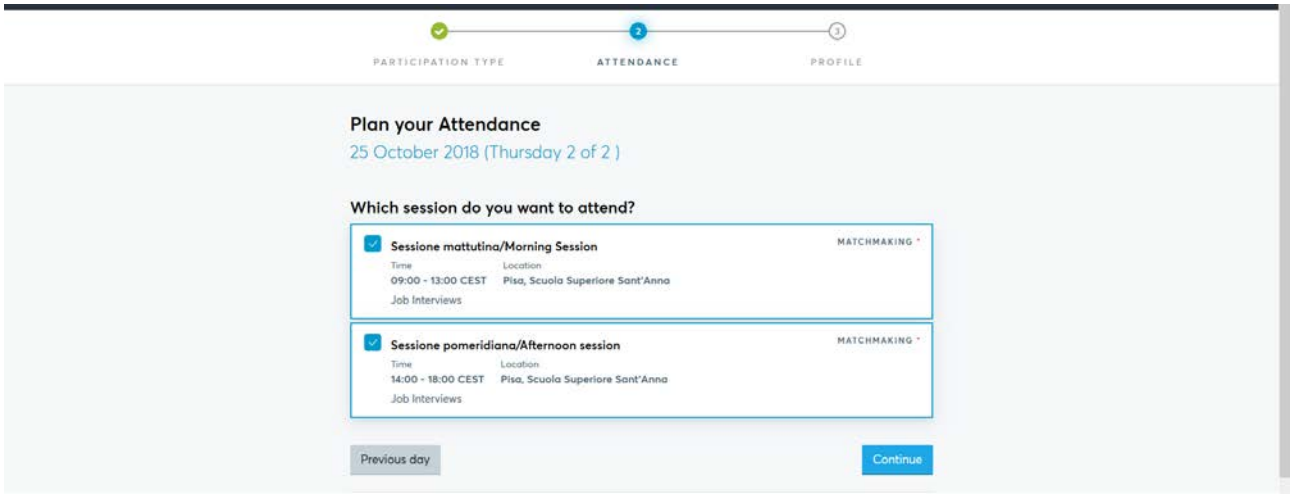
Start the registration procedure.




## STEP 3

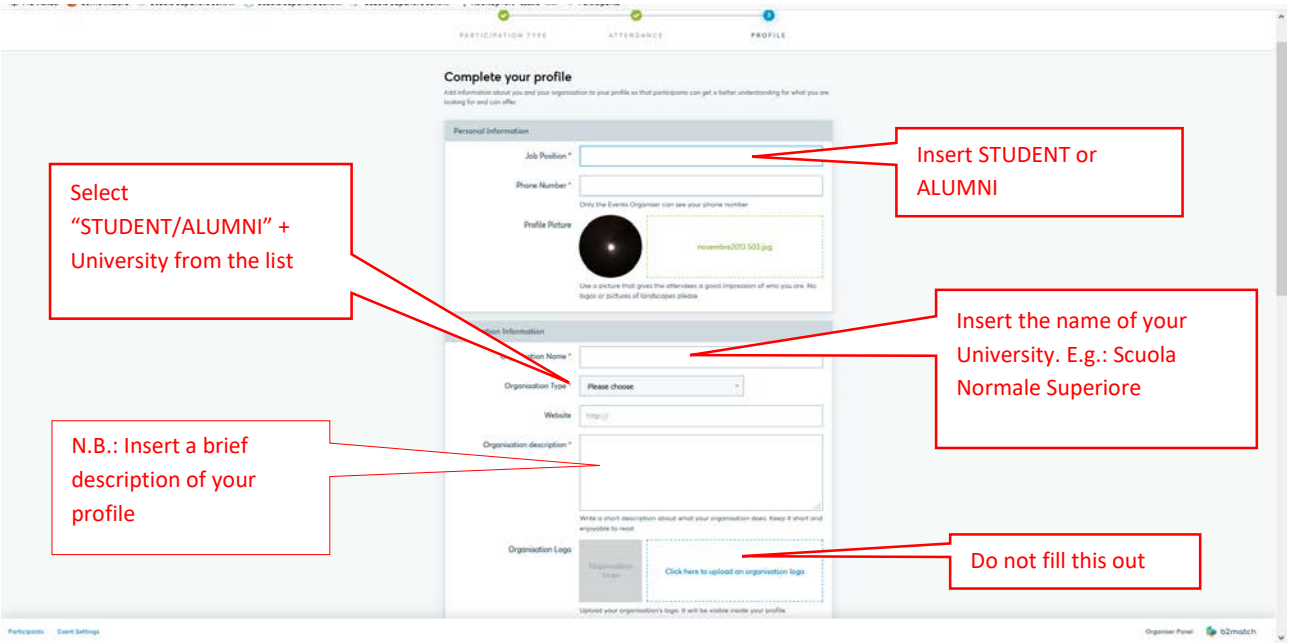


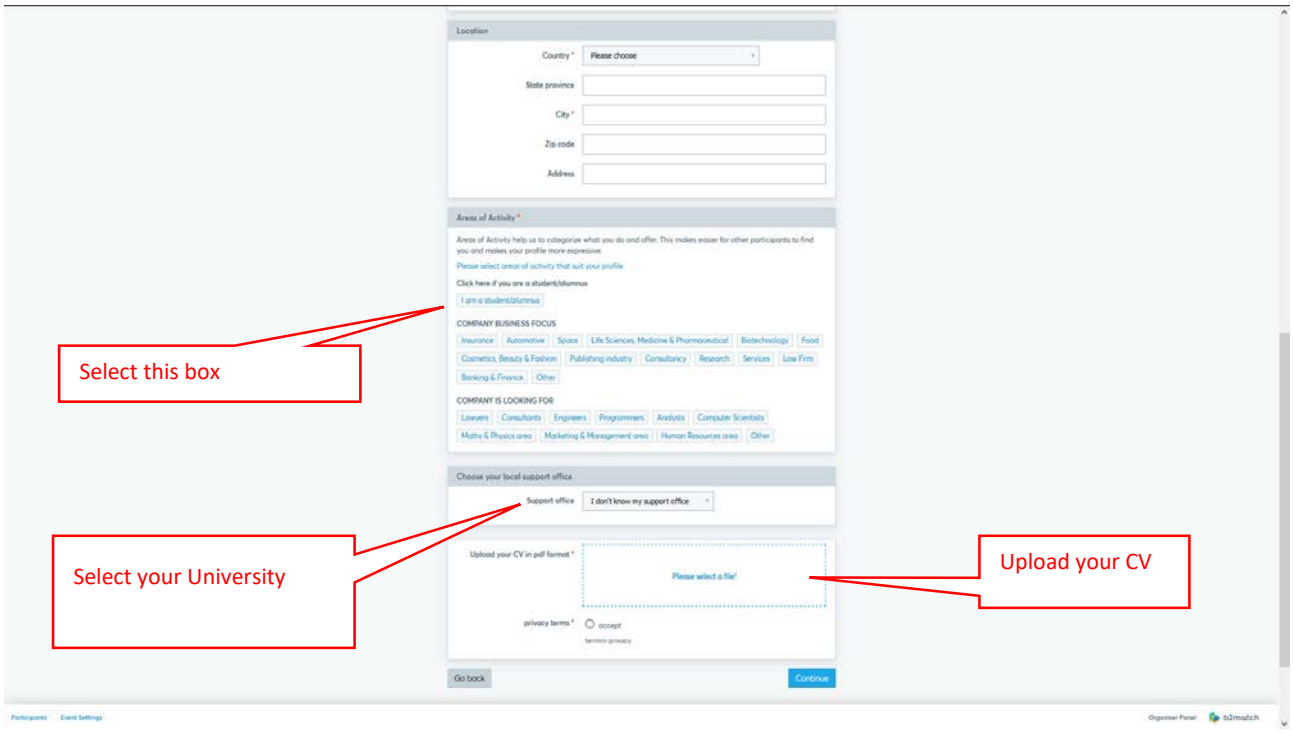

## STEP 4




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.

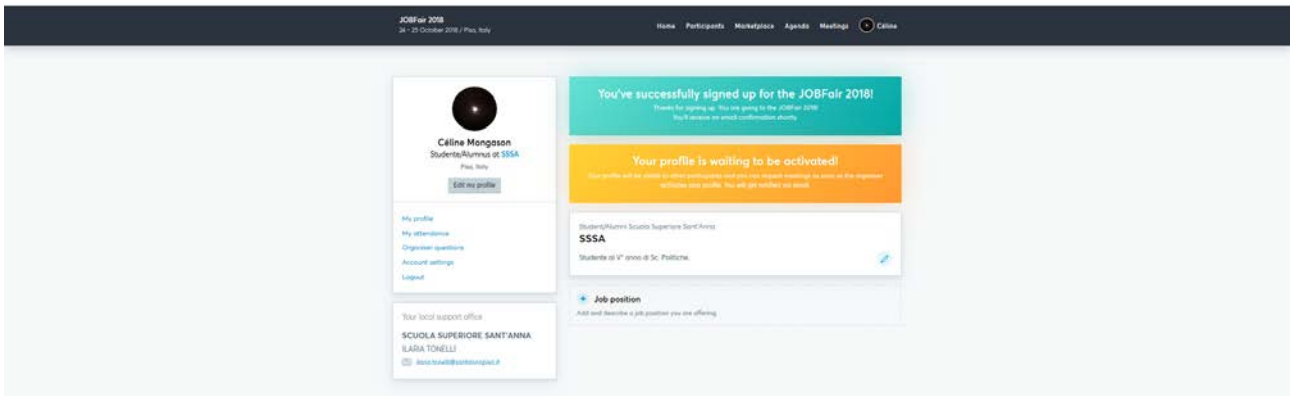
# STEP 5



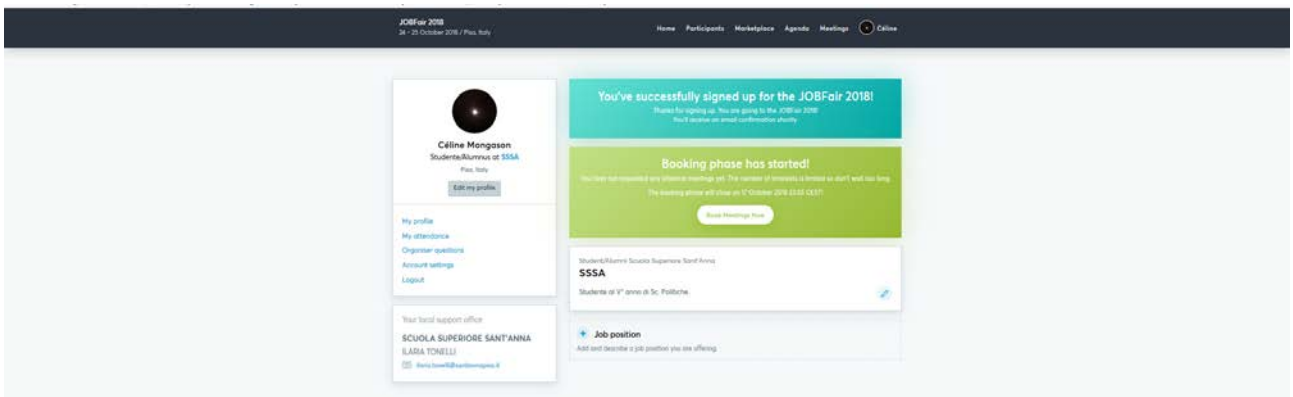

The "AREAS OF ACTIVITY" section is mainly addressed to companies and allows students / alumni to filter companies by areas of interest / profiles sought. At the bottom of the screen you will see a section to upload your CV as a PDF file; this is mandatory.

## STEP 6



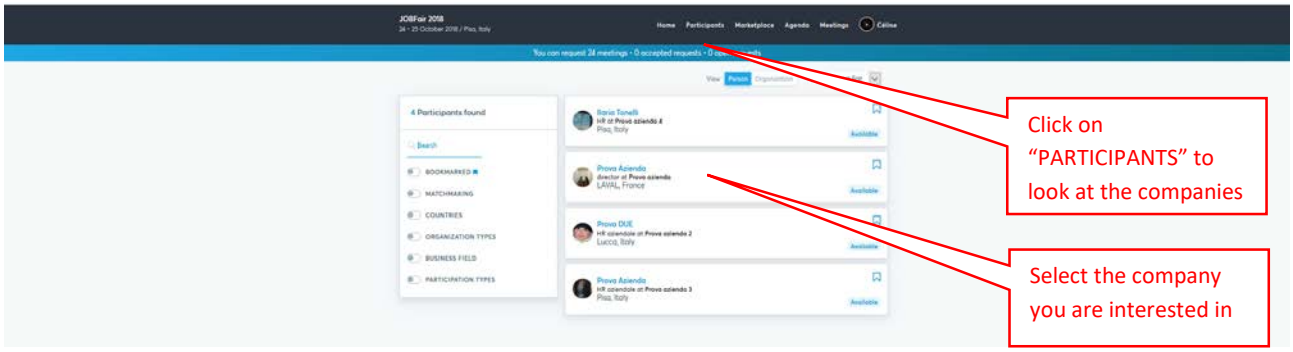

You have now finished the registration procedure. You will receive a confirmation email when your registration is validated by your university. Before validation, it will not be possible to contact companies for interviews.

## STEP 7



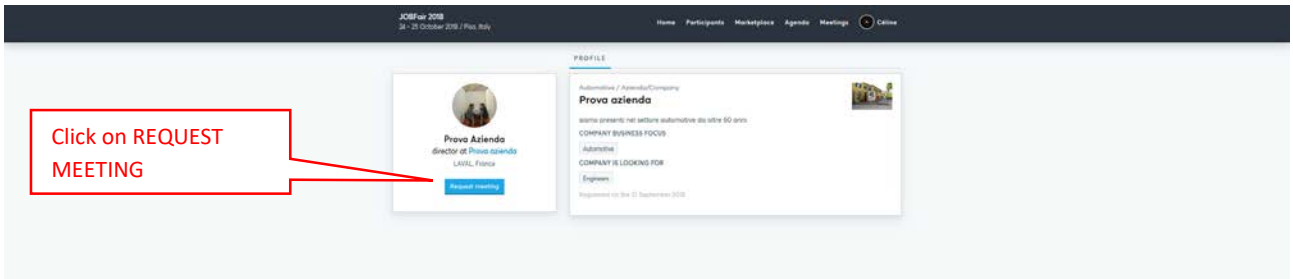

Your university has validated your participation. At any time you can access your data and edit it.

## STEP 8

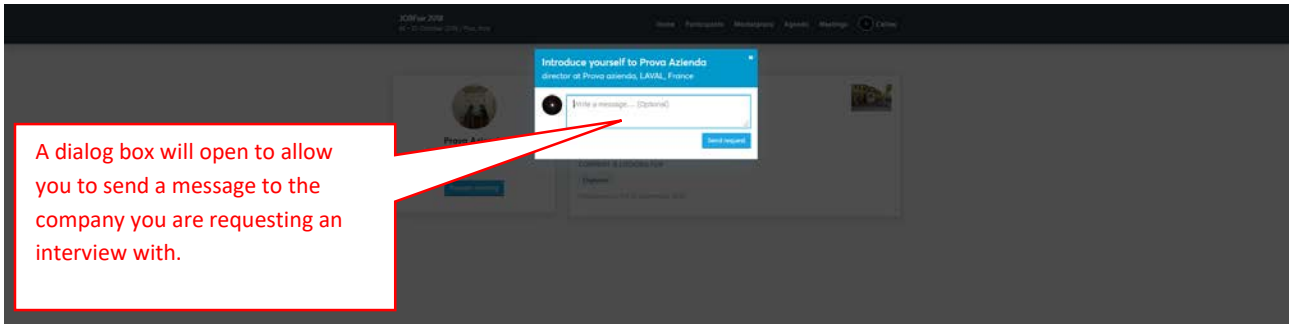



As soon as your registration is validated, you will be able to look at the participating companies by clicking on "PARTICIPANTS".

## 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 the Placement Service of the Scuola Normale Superiore by sending an email to placement@sns.it or by calling Gaia Caramelli (050 509326) from Monday to Friday 8:30am-3:30pm.