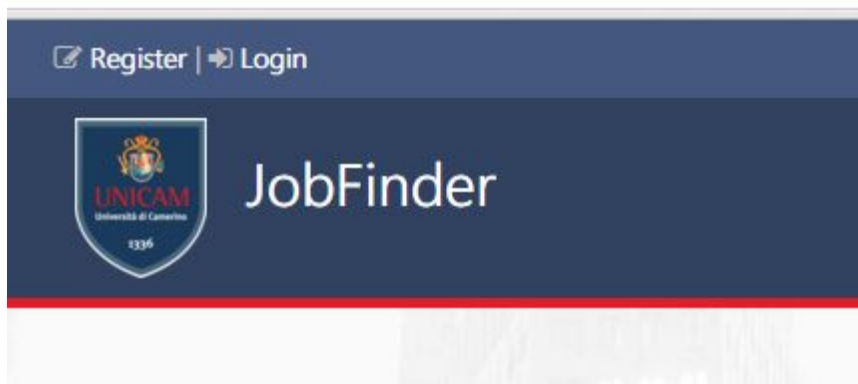


Steps to register your Company on JobFinder

1. Click on the “**Register**” link in the top-left corner of the site:



2. Fill out the form with the following information:

Legal name of your Company (you will have the possibility to change it once registered);
E-mail (account registration request and other JobFinder notifications will be sent to this address);
Username and **Password** that you will use to access your account.


Click on the “**Register**” button to complete your registration.

REGISTER AS COMPANY

Register as Company

Legal name	E-mail
<input type="text"/>	<input type="text"/>
Username	
<input type="text"/>	
Password	Confirm password
<input type="text"/>	<input type="text"/>

By selecting the "Register" button, you acknowledge to have read and accepted [the Privacy Policy](#).

 Register

3. Confirm your registration by clicking on the link that has been sent via e-mail to the address specified when filling out the registration form. You should have received an e-mail like this:

JobFinder

Confirm registration: [company legal name]

Click on the following link to confirm your registration on JobFinder of the account **company**:

[Confirm registration](#)

Otherwise, copy and paste this link in your browser:

```
http://localhost/Account/ConfirmRegistration?  
un=company&rt=24b2e888a3e2000541f4f1f1989b95bc4efabc9f4e947149bccbeab693a6b0b3
```

If wasn't you requesting the registration on JobFinder, ignore and delete this e-mail.

4. Click on the “**Login**” link in the top-left corner of the site, then on the “**Login on JobFinder**” button:

LOGIN



Login on JobFinder



Login with ESSE3 credentials

Insert your **Username** and **Password**, then click “**Login**”:

Login on JobFinder

Username

Password

Remember me

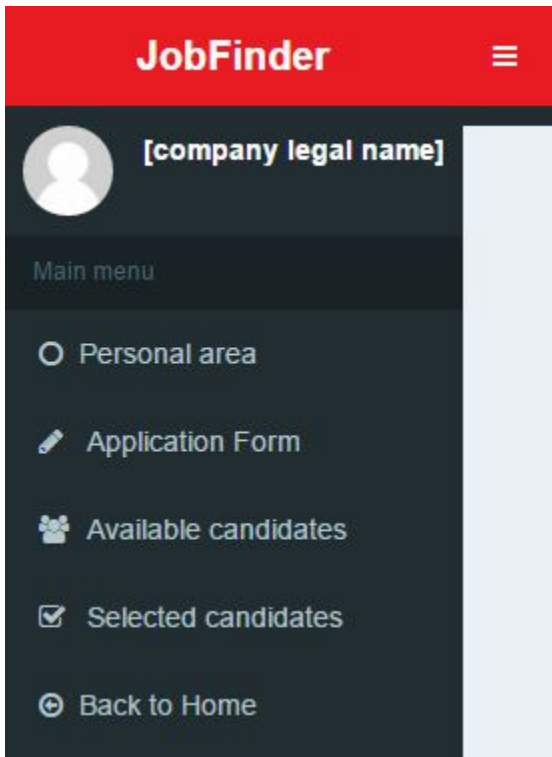
 Login

login as other user

[Forgot password](#)

[Register as Company](#)

5.



This is the **main menu** of your personal area. You won't be able to see "Available candidates" or "Selected candidates" until your application is confirmed by an administrator.

Click on "**Application Form**" to send your application.

6. There are four sections to fill out in the Application Form.

"**General information**" section: requires you generic information about the Company.

"**Company description**" section: some description of your Company.

The field "**English level**" is used to specify which is the english level of the staff.

"**Requirements**" section: in here you specify what skills you require from candidates, both **language** and **computer (IT)** skills. Press the "**+ Add**" button to add new requirements.

“**Internship/Training Area**” section: further information about the workplace and benefits.

Internship/Training Area

Internship/Training Area <input type="radio"/> Economics <input type="radio"/> Science <input type="radio"/> Foreign languages <input type="radio"/> Humanities/Fine arts Meal at work or lunch tickets <input type="text" value="--- not specified ---"/>	Other requirements/specific needs <input style="width: 100%;" type="text"/>	Provision of/support for accomodation <input type="text" value="--- not specified ---"/>	Reimbursement for travel costs <input type="text" value="--- not specified ---"/>
Financial support (e.g. pocket money) <input type="text" value="--- not specified ---"/>	Desk for the trainee/intern <input type="text" value="--- not specified ---"/>	PC for the trainee/intern <input type="text" value="--- not specified ---"/>	

When finished, press the “**Submit**” button to send the application. You will have the possibility to modify it at any time.

- Once your application is confirmed by an administrator, you will be able to see the available candidates on JobFinder, by clicking the “**Available candidates**” link in the left menu:

Available candidates: 1

Available candidates

Degree:

	Surname	Name	Degree	E-mail
[details]	Surname	Name	Informatica	email@jobfinder.unicam.it

Click on “[**details**]” to see the candidate CV and other information.

- All the information of the candidate is shown here. Press the “**Select**” button to choose the candidate.

Surname Name

Personal information		Status	
Birth date	01/01/1990	Current status	✘ not selected
Birth place	Rome	<div style="background-color: #e91e63; color: white; padding: 5px; display: inline-block; border-radius: 5px;"> Select </div>	
Nationality	ITALIA		
Gender	Male		
Marital status	Single		
Residence address	address		
City	Rome		
ZIP code	12345		
Country	ITALIA		
Mobile phone	+39 3201234567		
Phone	+39 06 12345678		
Driving license	Yes		
E-mail	email@jobfinder.unicam.it		
Education		Professional experiences	
University	Camerino	Internship / training project affine to (> 3 months)	No
Degree Certificate	[download]		
Tipologia	Corso di Laurea		