

A short instruction to

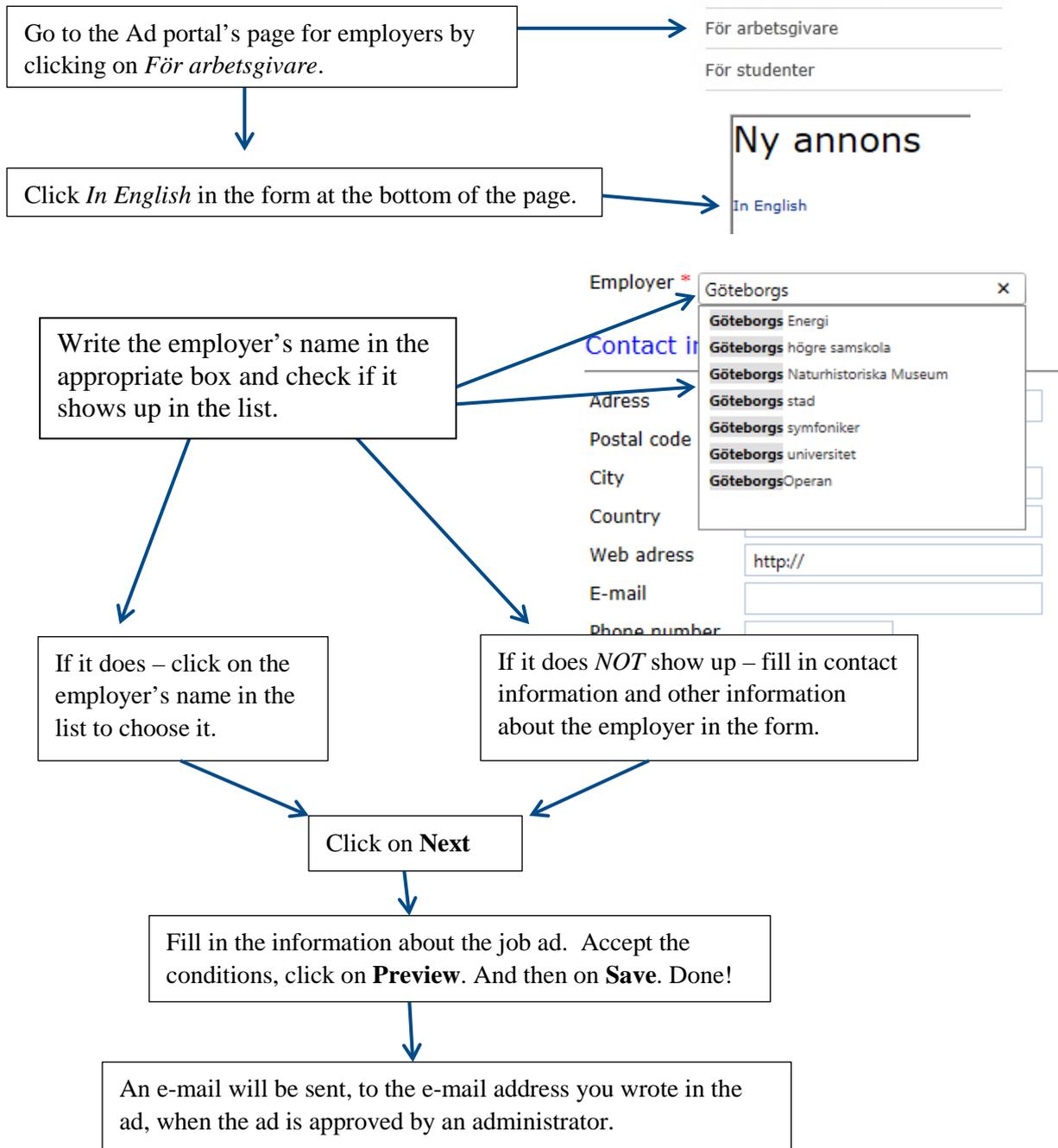
The Ad portal

For employers



www.gu.se/samverkan/annonsportalen/

To publish an ad in a few easy steps:



More detailed manual – choose employer:

When you go to the Ad portal's web page for employers, English version, you will find this form:

New Ad

På svenska

* -marked fields is mandatory

Company

Employer *

Contact information

Address

Postal code

City

Country

Start by searching for your employer's name to see if your company/organization is already in our list.

If it turns up – choose the employer by clicking on the name in the list.

Is the employers name NOT in the list? Go to next page!

You will then get to see the form with the information we already got filled in.

Company information cannot be changed in this mode. Click Next to create your ad

På svenska

* -marked fields is mandatory

Company

Employer *

Contact information

Address

Postal code

City

Country

Web address

E-mail

Phone number

Click **Next** in the bottom of the form to go to the ad, see page 4 and onwards.

Do you want to change this information? Then please contact an administrator by writing to alumn@gu.se. You cannot change this information yourself.

If your company/organization does NOT show up:

New Ad

På svenska

* -marked fields is mandatory

Company

Employer *

Contact information

Adress

Postal code

City

Country

Web address

E-mail

Phone number

Additional business-details

Geographical area

Industry

Number of employees

Corporate number

International Corporate number

If the employer's name does NOT show up in the list you need to fill in the information manually.

You only need to do this once. Next time you want to publish an ad you will find the employer's name in the list.

Employer's name here.

Fill in as many of the requested fields as possible.
Note! Do not remove "http://"! It has to be included for the system to read the address correctly.

Please also fill in the following information. (Optional)

Then click **Next** to continue.

Publishing the ad:

Read more about the settings on the following two pages.

New Ad

* -marked fields is mandatory

This is what the whole form looks like.

Job ad

Job ad header*

Job ad description

Design HTML

Job type*

Profession*

Region*

Deadline for applications*

Other information

Design HTML

See the following pages for more information.

Publishing information

Publishing date*

Publishing type*

URL

Upload PDF-file

Contact person

Name*

E-mail*

Phone number*

I accept the conditions of publication

The content of the ad, part 1

New Ad

* -marked fields is mandatory

Job ad

Job ad header *
Job ad description

Design HTML

Choose ...

Here you put the information in the ad. All fields are mandatory except for *Job ad description* and *Other information*.

Start with a header and then a short description of the job. You may also add the job description in a pdf-file (see the bottom of the form, on next page). Further down (or here) you can also give a link to the ad's web page on your web site.

Job type*

Choose ...

Choose which kind of assignment this concerns, e.g. if it is a qualified job, an exam job or an extra work.

Profession*

Choose ...

Also choose category of profession from the list.

Region*

Choose ...

If nothing suits – choose *Other*
If more than one suits – choose *Several categories*.

Deadline for applications*

Calendar icon

Other information

Design HTML

Then choose which region in Sweden the assignment is placed in. If the assignment is placed outside of Sweden, choose *Abroad*.

It is also mandatory to set a deadline for applications. If you accept applications in an on-going process and have no deadline, you can choose a day a few months ahead. Then just send us an e-mail when you want to change the date for deadline and we can change in the existing ad.

The content of the ad, part 2

Publishing information

Publishing date* 

Publishing type*

URL

Upload PDF-file

Contact person

Name*

E-mail*

Phone number*

I accept the [conditions of publication](#)

If you prefer another publishing date than today's date, you can change it here.

The publishing type should always be *Visible in public view/search*. The other choices are not applicable to our database.

Give a web address to the ad if you have also published it on the Internet. Don't remove http://; it is needed in order for the system to read the web address correctly.

You can upload a pdf-file (max. 3 MB) here.

At last we also need a contact person for the ad, in order for both us and the students/alumni to have someone to contact if questions would occur. The e-mail address and the phone number should be to the contact person if possible.

Don't forget to accept the conditions for publication! Click on the link *conditions of publication* to read them.

When you are done, please click on **Preview**.

See next page.

To publish an ad

New Ad

Test ad Testföretaget1

Deadline for applications 12/10/2014
Job ad description Text for the ad
Attached file(Swe)
URL <http://www.gu.se>
Other information
Region Abroad
Profession Other
Job type Internship/trainee
Name Test Testsson
test@hotmail.com
001-22222222

Back

Save

When you are done filling in the ad and have clicked on *Preview*, you will get to see a short summary of the ad (like this one).

You can here check the text to see if everything is correct.

If you are content, then click on *Save*. We will receive a message and approve your ad as soon as possible (during work hours).

Is there anything you want to change?

Then please contact us on alumn@gu.se. You cannot change the information yourself.

When your ad is approved you will receive a message to the e-mail address you have notified for the contact person.