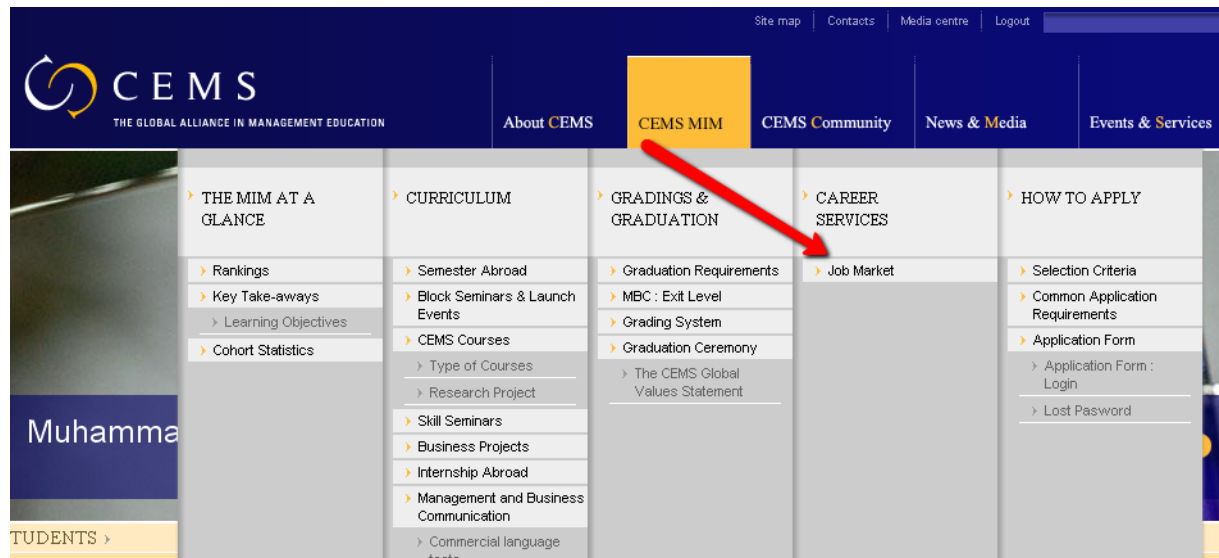


JOB MARKET

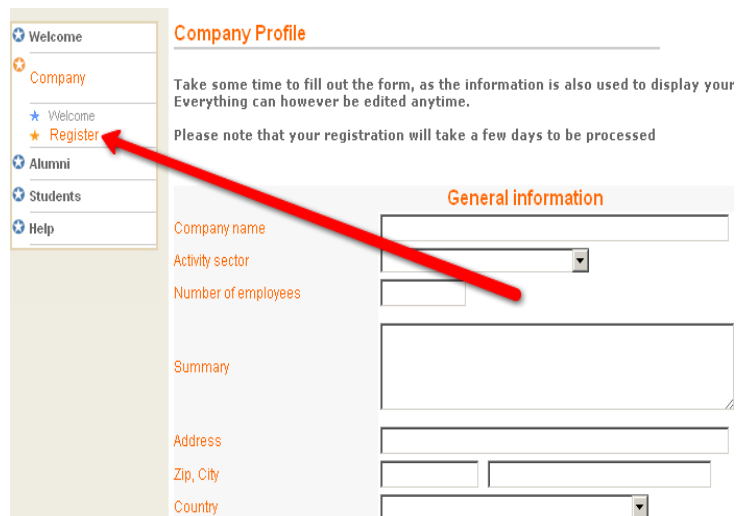
Registration

First time users need to create an account. This can be done by clicking on “Job Market” in the upper part of the cems.org homepage (section CEMS MIM -> Career Services). Once at the Job Market page, please click on “Company” in the left hand-side menu, then on “Register”.



We strongly recommend you to spend some time in the elaboration of your company description, as this will be one of the main information viewed by the browser (CEMS Students and Alumni).

You can access and modify the information anytime needed. We kindly ask you to fill out all the contact information as we may need to contact you in regards to the offers you intend to publish.



Company Profile

Take some time to fill out the form, as the information is also used to display your Everything can however be edited anytime.

Please note that your registration will take a few days to be processed

General information

Company name

Activity sector

Number of employees

Summary

Address

Zip, City

Country

Career Services zone

The administration zone of the Job Market enables you to view the archive of positions offered in the past and to view the existing positions offered by your company (under the section “Positions”). You can check the offer, its set expiry date and the actual status of the offer (online, rejected, to be validated).

Please note that each job/internship offer must be validated by CEMS Head Office before being posted online. The validation process usually takes place within three working days. In case your offer is rejected, you will receive an explanatory email with the possibility to re-edit the offer.

To submit a new offer, please click on “Positions” - “New position”. In this section, you will be able to choose the target group of your offer: “Internship (for students)”, “Offer Graduates (0-2 years of experience)”, “Offer Alumni (>2 years of experience)”.

The displayed form will ask you to complete the relevant information, such as Position

- Function - Position description - Starting date - Duration - Location - Profile you are looking for - Application guidelines. Also, you have the possibility to upload any additional information directly when clicking on “Upload file”.

