



KU Projekt og Job
of JobTeaser

Introduction to the guide

Below you will find a step-by-step guide to the relevant functions for publishing a project on KU Project and Job. You access the platform here: <https://ucph.jobteaser.com/da/backend>

If you have additional questions about platform usage please contact the local system admin Esther Jane Marco esther.jane@sund.ku.dk

BACKEND LANDING PAGE (<https://ucph.jobteaser.com/da/backend>)

This view is your new dashboard in KU Projects and Jobs. You have four options:

Jobs

This is the entry point for posting both projects and jobs

Companies

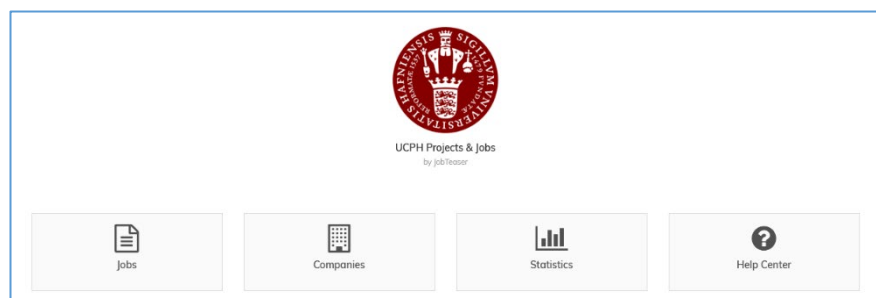
This is the entry point for adding companies or company information. For UCPH institutes and/or research centers constitutes a company.

Statistics

This is the entry point for data concerning registered users, projects and job listings and companies.

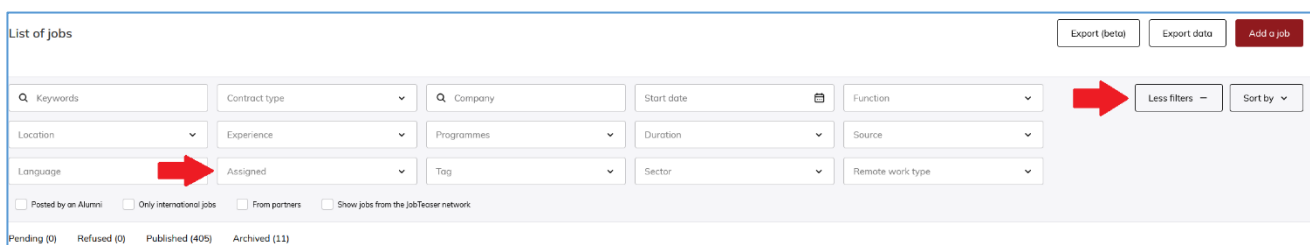
Help Desk

This is the entry point to user-oriented information from JobTeaser.



List of jobs

On this page you can post a project (**Add a job**). You are also provided with an overview of UCPH's listed projects and positions.



The filtering function allows you to search for projects through different parameters. If you select "**More filters**" (marked with a red arrow), you have the option of selecting "**Assigned**" (marked with a red arrow). When you have posted a project, it is via "**Assigned**" that you add your own user to the view, and you will be able to see your own projects. The settings are saved, and you will keep them at next log-in.



If you need to edit your projects, you can also do it from this menu. If your project has different student target groups (e.g. bachelor's project, master's thesis or project under the auspice of a course), you have the option of duplicating your project and selecting the relevant target group on the copy.

CREATE A JOB VACANCY

On this page you fill in the information that has to do with a project listing. Note that an asterisk next to a step in the process indicates that the step is mandatory.

Enter company info

You have the option to add a company. Initially, however, all relevant institutes and/or research centers should have been created already, which is why you should proceed to the step below.

*Or link to a company profile

You can find your institute and/or research center by typing the name (*marked with red arrow*).

Once you have added a company (*i.e. institute or research center*) to the posting, you are free to fill in the other information
If your department or research center is missing, contact esther.marco@sund.ku.dk to coordinate setup and uniformity.

*Job Title

Title or name of your project.

*Place(s)

The location of where the work will take place

Remote work type

If there are remote opportunities related to the project, you can indicate this here.

*Contract type

You must indicate which contract type the posting relates to. There are only two options for a project. These are "**Thesis.**" which covers master's theses or PhDs, or "**Project**" which covers bachelors' project and projects under the auspices of a course.

If your project targets several different groups of students, you must duplicate the project in the previous window (Jobs) and adjust the new copy.



*Description

Here you can go in depth with the project info. There are several text options – and you can add documents, images or video clips. Note that the latter must be a link from an open source.

*Job Category

Here you must indicate which job category the project relates to. Note that the categories are very broad, so choose the one that covers your project in the best possible way. Note that at the bottom of the list, you can select "Other," after which you gain access to the healthcare-oriented categories.

*Tags

Here you choose the programmes that can apply for the project. The tagging function is the primary targeting tool in KU Projekt and Job, and it is therefore important that you are careful to tag the posting with the relevant programmes, as well as the department or research center.

Jobs visible to the following students

Here you can limit which student programmes can see the project. At UCPH, we have chosen that the function should not be used (not yet at least).

*Level of study required

Here you choose the level of study required
If your project targets different levels of study, you must duplicate the project in the previous window (Jobs) and adjust the new copy.

*Minimum experience required

Here you choose which experience the students should have. For projects, you should always choose "Student/Recent Graduate."

*Start date

Here you choose the application date. You can either choose that it should be posted immediately, or choose the relevant month.

*Archiving date

Here you select the expiry date for the project, after which it is archived. You can always access archived projects (previous window) if you need to renew them or to access specific information.



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*Application deadline

Here you choose whether your listing should display the application deadline or not. The option to indicate whether a student or alumni has posted the project is not relevant.

*Job vacancy language

You must choose the language of the listing. If the information is in both Danish and English, you must pick English.

By email (recommended)

You can choose whether an additional email address should be specified. For example, if you list the project for someone else, they will also receive a message about possible applications. Please note that the added address can access the applications without being registered on the platform.

You should also indicate whether a potential applicant should apply via a short text or a cover letter.

You also have the option to specify whether an applicant should be linked to an external page, with contact information for one or more relevant partners or contacts. This is however not a feature that UCPH recommend using.

Create job vacancy

You complete the project listing via "Create job vacancy." If you have forgotten to fill in mandatory fields, you will be notified. When you have published the project, you can get an overview of all your posted projects from the previous window (Jobs).

By email (recommended)
You will receive all job applications via email and you will be able to manage them from your JobTeaser account.

Send applications to this email address:

Application message type (in addition to the CV)

Short text
OR
 Cover letter

On an external website
Warning: sending candidates to an external site may discourage them from applying