

wanted^{ed}

WANTED – job and internship platform

User guide for enterprises



In **WANT**ed – job and internship platform, in which the enterprises can publish the information about their activities, the internship and job ads for students, submit the topics for the students' final degree projects and semester projects and other proposals for cooperation between the enterprise and the university.

The representative of the enterprise has to take the following steps

STEP 1 REGISTRATION OF THE ENTERPRISE

To access the platform's section for the registration and login of the enterprise, open the link <https://wanted.ktu.edu/> and click the button "For Enterprises" at the top.



To register a new enterprise, you have to provide the initial enterprise data in the platform's section "Registration", and specify the "Administrator of the Enterprise" (this status is assigned on the platform; the representative of the enterprise can have a different position in reality) who will be responsible for the management of the enterprise's account and posting of the ads.

*after the registration, several ads managers can be assigned if needed;

*the name of the enterprise has to be entered in a certain order: the name of the enterprise, the legal form. For example, Kaunas University of Technology, VŠĮ. It allows the students more efficient use of the filters in the system.

When KTU representative approves the registration of the new enterprise, the platform's login data are sent to the email specified by the representative of the enterprise (administrator of the enterprise).

Registration

Please fill out the registration form.
Shortly after registration, we will send you your username and password to the email address you have provided.
For more information please contact the Career and Development Center by email wanted@ktu.lt, tel. +370 (686) 193 41.

Enterprise data

REG. CODE	
TITLE, LEGAL FORM	
OFFICE ADDRESS	
TEL.	
EMAIL	

Administrator of the enterprise

NAME	
SURNAME	
TEL.	
EMAIL	
POSITION	

[Instruction for use of the platform](#) I have read the instruction for use of the platform and undertake to abide it.

Register

STEP 2 LOGIN AND EDITING OF THE ENTERPRISE DATA

When the “Administrator of the Enterprise” receives the login data by the specified email, you can log onto the platform and finish the preparation of the enterprise profile.

The editing of the enterprise profile consists of:

- Clarifying of the enterprise data (logo, code, VAT payer code, type of activities);

* only one type of activities that is the smallest and best representation of the activities of the organisation has to be marked in the EVR classifier;

- After the approval of the registration, the enterprise has to enter its name in the English language; if it has no English equivalent, repeat the name in the Lithuanian language; otherwise, the system will not allow saving the clarified information on the profile.

- Introduction (brief presentation of the activities of the enterprise, fields of activities, website, social networks);

* it is mandatory to fill in the presentation of the enterprise and the EVR classifier; uploading of your logo and specifying the website and social networks are recommended because it enhances the visibility of the enterprise's ads on the platform among the students who use it.

- Indication of the representatives (creation of the additional users who will be able to perform certain actions on the platform: manager, administrator(s) of the enterprise, ads manager(s)). Each newly created representative of the enterprise has an individual login name with his/her email; therefore, all the emails have to be unique;
- The administrator or the manager of the enterprise can perform the main actions on the platform: management of the data of the enterprise profile, activation and deactivation of the logins of other representatives of the enterprise (ads managers), etc.

* if the person registered as the administrator of the enterprise during the primary registration is the manager, after the approval of the registration, the “type” of the enterprise’s representative can be changed to “manager” from “administrator of the enterprise” after the login to the profile. It is mandatory to have the representative with a status “manager”, other “types” of representatives are created/remain according to the needs of the enterprise (the manager’s data are not provided in the ad unless the enterprise chooses this option);

* after the entry and activation of the representative of the enterprise, all the related sections can be corrected, except for the email;

* after any corrections in the profile, it is important to click the button “Save” at the bottom, to make sure the changes are saved.

Edit enterprise profile

ENTERPRISE DATA	INTRODUCTION	REPRESENTATIVES
Title, legal form: *		KUC_testinė
Title in English: *		Title in English
Logo:	<input type="button" value="Upload"/>	
Reg. code:		16345
VAT code:		VAT code
Office address: *		Studentų gatvė 50, Kaunas, Lietuva
Email: *		navikaite.viktorija@gmail.com
Tel.: *		+37067715584
Type of activities: *	 	AGRICULTURE, FORESTRY AND FISHING
	 	MINING AND QUARRYING

STEP 3

UPLOADING OF THE INTERNSHIP/JOB ADS

To submit a new internship or job ad, click the button “New Ad” in the section “Internship Places” or “Workplaces”.

Information on the preparation of a job/internship ad:

Preparation of the internship ads

a) While filling in an internship ad, note that if you choose “English” as the language of the ad, you have to provide the text of the ad in this language; if you choose “Lithuanian” as the language of the ad, you have to provide the text of the ad in this language. In the section “Language of the Internship”, specify the language of communication (English, Lithuanian, other).

* if a specific “other” language will be used during the internship, this information can be provided in the description of the ad.

b) When KTU approves an internship ad, you cannot cancel it. In this case, if you want to make any changes in its content, you have to apply to the platform administrator.

Preparation of the job ads

a) In the case of job ads, there is an established difference of 500 EUR between the specified initial and final salary. The field for salary needs to specify a gross salary.

b) Contrary to the internship ads, you can cancel and correct your job ad, and “Post” it in the system again if needed.

Guidelines for both types of ads

a) When preparing a job/internship ad, enter only a proposed position in the field “Title”, for example, “Accountant”. All additional information should be provided in the specified fields or in the field for the ad’s description.

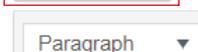
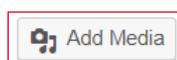
b) To publish several ads of related positions, you have to prepare individual job/internship ads.

c) If you select the category “Territory of Lithuania” in the section “Type of the Workplace”/“Type of the Internship Place”, you have to choose one of the Lithuanian municipalities provided in the list (you can provide additional requests/requirements in the field for the ad’s description). However, if you select the category “Territory Abroad”, you have to specify the country and the city.

IMPORTANT: In the case of the “Territory Abroad”, the system is linked to the Google Maps and you have to click on the choice suggested by the maps.

d) The field for the position’s description can contain: a) formulated textual description of an ad; b) besides the formulated textual description, an additional link to the enterprise’s website for additional information; c) uploaded prepared visual ad (in jpg. or png. format) providing all the required information (this type of description has to be uploaded from your computer and choose the suitable dimensions for uploading before uploading onto the section of the ad’s description – it is recommended to choose “Large”).

Workplace description: *



Alignment	NONE
Link To	NONE
Size	LARGE – 1024 × 248

Insert into post

* if it is possible to work remotely, this information has to be specified in the field for the ad's description.

e) In the case of internship/job ads, you can choose a maximum of 3 priority faculties.

After filling out the fields of the internship or job ad, there are two options

a) Save (for further editing): a draft ad is prepared but it is not posted; it can be edited later. The unposted ad remains in the draft format. To make the ad visible to students, you have to click "Post" and wait for the approval of the platform administrator;

b) Post: when KTU approves an ad and publishes it for students, the representative of the enterprise is notified by email.

Contact person: *

Save (for further editing)

Post

End of the validity of an ad/cancellation of an ad

a) At the end of the ad's validity term set in the beginning, it is automatically removed and no longer published for students; you do not need to remove it manually.

b) If you want to remove the ad before the end of its validity term, in the case of internship ads, you have to apply to the platform administrator (the internship section is linked to the Academic Information System that automatically prepares the tripartite internship agreements). In the case of job ads, you can click "Cancel" in the right corner (in this case, the ad will not be published for students any longer).

Finansininkas (-ė) ○ approved
Posted: Yes
Published: Yes
Valid until: 2020-07-17
Views: 0

Finansininkas (-ė) ○ expired
Posted: No
Published: No
Valid until: 2020-07-17
Views: 0

c) When the ad's validity term ends, the same ad cannot be reactivated. To extend the ad's validity term, you have to click "Copy" and change the ad's publication date in the newly opened copy, make corrections of the content if needed and repeatedly "Post" the ad.

Finance Manager ○ expired
Posted: Yes
Published: No
Valid until: 2020-07-14
Views: 0

STEP 4

UPLOADING OF OTHER PROPOSALS

To submit the relevant topics for the students' final degree projects or semester projects or other cooperation proposals, click the button "New Proposal" in the section "Other Proposals".

After filling out the fields of the new proposal, there are two options

a) Save (for further editing): a draft proposal is prepared that you can edit later. If you do not click "Post", the proposal remains in the draft format. Even though the platform administrator can see the prepared proposal in the system, he/she cannot approve it until you click "Post";

b) Post: to publish the created proposal to students, click the button "Post" and wait for the platform administrator to assess the proposal and approve or contact regarding the required correction if needed. **IMPORTANT:** the information for students posted in the section "Other Proposals" is not publicly available. When the platform administrator receives the information of the new proposal, he/she transfers it to the responsible departments of KTU. The representative of the responsible department of KTU contacts the manager of the enterprise regarding further cooperation.

ADDITIONAL INFORMATION

Which part of the platform provides information on the views of the uploaded internship/-job ads?

To see the number of views of a specific uploaded ad, log onto your enterprise profile and go to the section "Workplaces" or "Internship Places". The information in the figure is provided next to each uploaded ad.

Finansininkas (-ė)

○ expired

Posted: No

Published: No

Valid until: 2020-06-18

Views: 1

How to edit your enterprise profile and find the section of the introduction and social network links of your enterprise?

To edit the enterprise profile, you have to log onto your profile via the "manager's" or the "administrator's" login.

Enterprise profile

Edit enterprise profile

Edit personal profile

Sequence of events (3)

The section “Introduction” contains the fields in which you should provide brief information on the enterprise. After the introduction, you will find the field for the website and social network links.

Edit enterprise profile

ENTERPRISE DATA

INTRODUCTION

REPRESENTATIVES

Website:**

Website

LinkedIn:**

LinkedIn

Twitter:**

Twitter

Facebook:**

Facebook

Instagram:**

Instagram

How to create a new representative or change the type of the existing representative of the enterprise, for example, to a “manager” from an “administrator of the enterprise”?

Go to the section “Edit the Enterprise Profile” and click “Representatives” to see all the specified representatives of the enterprise; here, you can a) create a new representative of the enterprise and b) change the type of the representative by clicking “Edit” next to an already created representative of the enterprise.

Edit enterprise profile

ENTERPRISE DATA

INTRODUCTION

REPRESENTATIVES

Viktorija Navikaitė

Manager

Edit

New representative of the enterprise

Type: *

-SELECT-