

MÄTSIS 27.01.2022

- joining to the recruitment fair

Instructions for jobseeker/student

Event code: **RER69P**

HOW IT WORKS:

1. Sign up here: <https://app.tavata.events/signup>
2. Verify your e-mail address from the link in your e-mail.
3. Create a user profile. Add your picture, contact information and a short pitch. Note! As a participating jobseeker/student choose "private person". You can later edit your user profile (add your CV and social media links). Remember to save your changes before leaving.

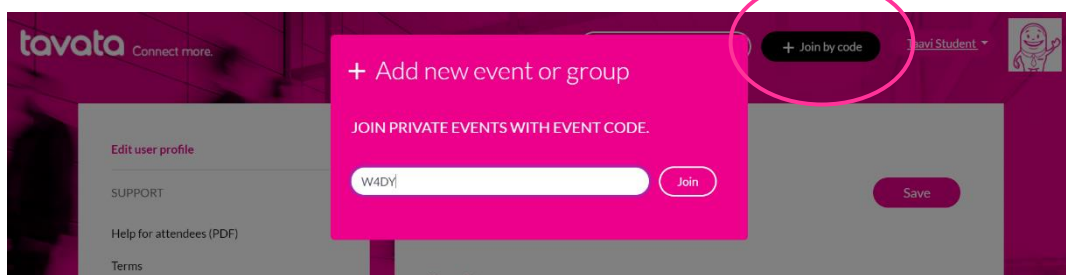
Contact preference

Make this the default information

Private person

This information is private person profile information

4. From the top of the page choose (+) Join by code. Your event code is **RER69P** (*notice capital letters*).



5. Fill in your event profile.
 - Choose your role for this event (*Jobseeker/ student*)
 - For event pitch write down for example which industries and jobs are you interested in and why?
 - From the part *seeking* (job), choose what jobs you are looking for.
 - In case you are searching a place for practical training or a topic for your thesis, choose those options also

- For event tags add adjustment of your know-how etc. (Write word + press enter, no need for adding # -sign)
Examples: #Guide #Travius #Opera #Customer service #Hygiene passport #CE drivers license #Practical nurse #Early childhood education

Who sees my profile card?

As a jobseeker / student you can see all the employers and exhibitors, but not the other jobseekers/students. This means that other jobseekers/students are NOT able to see your profile in this event.

6. Get to know all the exhibitors at Partners - tab. There you can find the exhibitors and by clicking the icon you are able to see the persons who are related to the company. Via their profile cards meeting icon you can now suggest a suitable time with the company you are interested in. Also, the recruiters can suggest a meeting if they are interested in you as a job applicant / practical trainer.
7. You can see all the exhibitors profile cards also from the tab People. Exhibitors either accept or cancel your request. Exhibitor can also send you a message suggesting another date. You will receive these messages in your e-mail. We suggest you check also your junk mail from time to time.

If an exhibitor suggests a meeting for you, **accept a meeting** or if you are unavailable that time, you can **cancel it** and send a new invitation suggesting a new time.

The image shows three screenshots from a mobile application. The first screenshot is a profile card for Kirsi Vuollet, CEO of KontaktiVerkko Suomi Oy. It includes a photo, name, title, and company information. A meeting icon is circled in pink at the bottom right. The second screenshot is a 'Select time?' dialog box with a date range from 30.3.2020 to 31.3.2020, and a date selector set to 1.4.2020, which is circled in pink. Below the date is a time selector set to 08:00. The third screenshot is a 'Confirm meeting?' dialog box for Kirsi Vuollet, showing the date Wednesday 1.4.2020 and time 08:00 - 16:00 (8 h). It has fields for 'Place' and 'Message', and 'Close' and 'Select this' buttons at the bottom.

Video meetings

To join a video meeting, go to Schedule and press the arrow button on the right-hand side on each meeting. Video meeting will open only after both parties have accepted the meeting. Note! We advise to use **Chrome** for video meetings, as the video meeting platform does not support other browsers at the moment.

Attention mobile device user! If you use mobile device for video meetings, you need to download **Jitsi Meet video meeting app** in your device before attending

the meeting. Download free Jitsi Meet from your app store, no other measures are needed. When you open your video meeting using your mobile device, you will proceed to Jitsi during the meeting. If you use your desktop device, video meeting will open within Tavata and no downloads/actions are needed

Tavata service works in Finnish and English. Note! We advise you not to use outdated Internet Explorer browser versions.