

# Back to business

-work in Lapland and in the Archipelago 1.-2.9.2021

Instructions for job seeker/student

REQDCG

tavata  
Connect more.

## 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 job seeker/student choose "private person". You can later edit your user profile. Remember to save your changes before leaving.

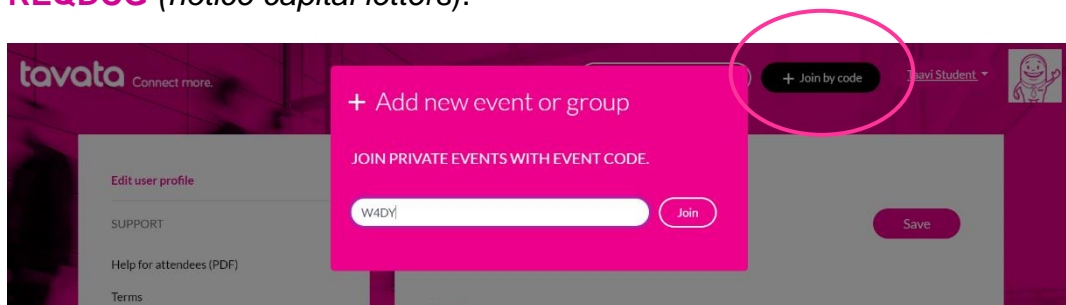
Contact preference

Make this the default information

Private person ?

This information is private person profile information

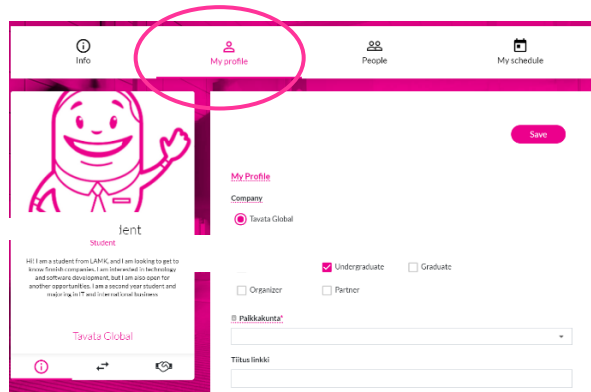
4. From the top of the page choose (+) Join by code. Your event code is **REQDCG** (notice capital letters).



5. Fill in your event profile.

All your modifications become visible in your profile card (on the left).

- Choose your role for this event (Jobseeker)

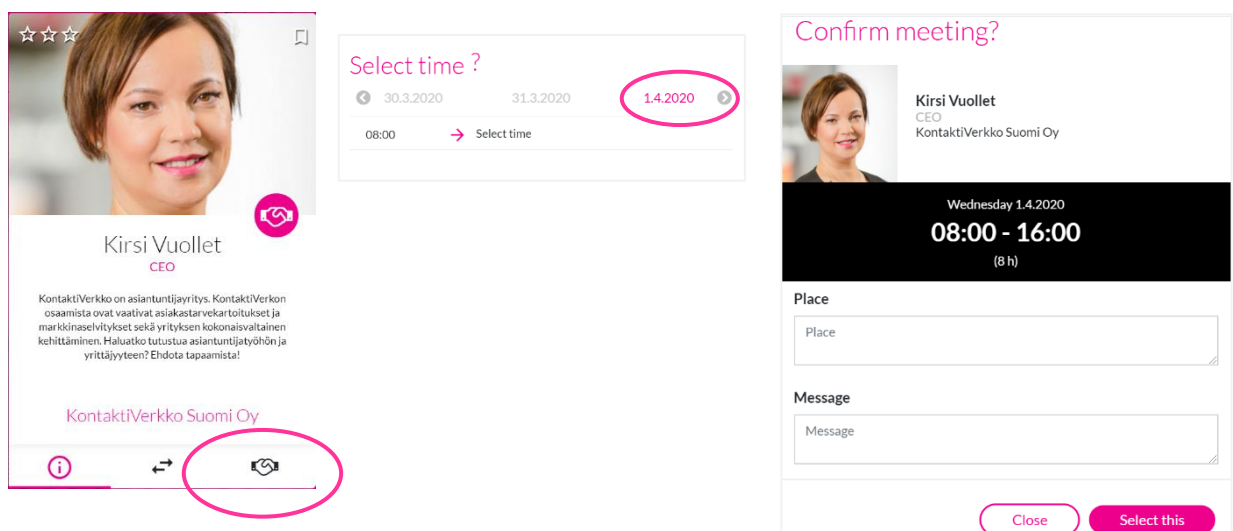


- For event pitch write down for example which industries and jobs are you interested in and why?
- From the part **seeking** (job), choose what jobs you are looking for.
- For event tags add adjustment of your know-how etc. (Write word + press enter)  
Examples: Guide Travius Opera Snowmobile Customer service Hygiene passport

6. Get to know all the companies/recruiters at people - tab. You can now suggest a suitable time with the company you are interested in and recruiters can suggest a meeting if they are interested in you as a job applicant.

7. Suggest a time from the meeting icon in the profile card. You can message each other and agree on the schedule. At message field shortly tell why you are interested in this company.

Recruiters either accept or cancel your request. Recruiter 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.



8. If a recruiter 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.

## **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 advice 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 you 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.*