



# 2022 유러피언 커리어 포럼 EUROPEAN CAREER FORUM

May 16<sup>th</sup>-20<sup>th</sup>, 2022  
9am-6pm | Online

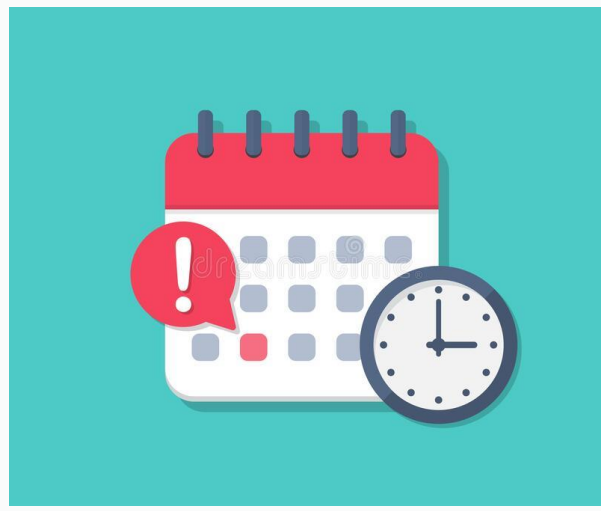


| PARTNERS |



EMBASSY OF BELGIUM  
in Seoul  
[www.diplomatie.be/seoul](http://www.diplomatie.be/seoul)

## Step by Step Guide



# Agenda for the event

- ✓ Platform set up & recruiter preparation: Today – May 2<sup>nd</sup>
- ✓ Registration and candidate appointment bookings:  
May 2<sup>nd</sup> – May 16<sup>th</sup> 4pm
- ✓ Recruiter appointment bookings: May 9<sup>th</sup> – May 16<sup>th</sup> 4pm
- ✓ Appointment booking closing date: May 16<sup>th</sup> 4pm
- ✓ CV library closing date: 2 months after the event



# Registration & Preparation Phase

**Step 1**

Registration  
on the  
platform

**Step 2**

Add  
co-workers

**Step 3**

Complete  
your company  
virtual stand

**Step 4**

Add job  
offers

**Step 5**

Fill in availability  
slots to meet  
with candidates

**Deadline: May 2<sup>nd</sup>**

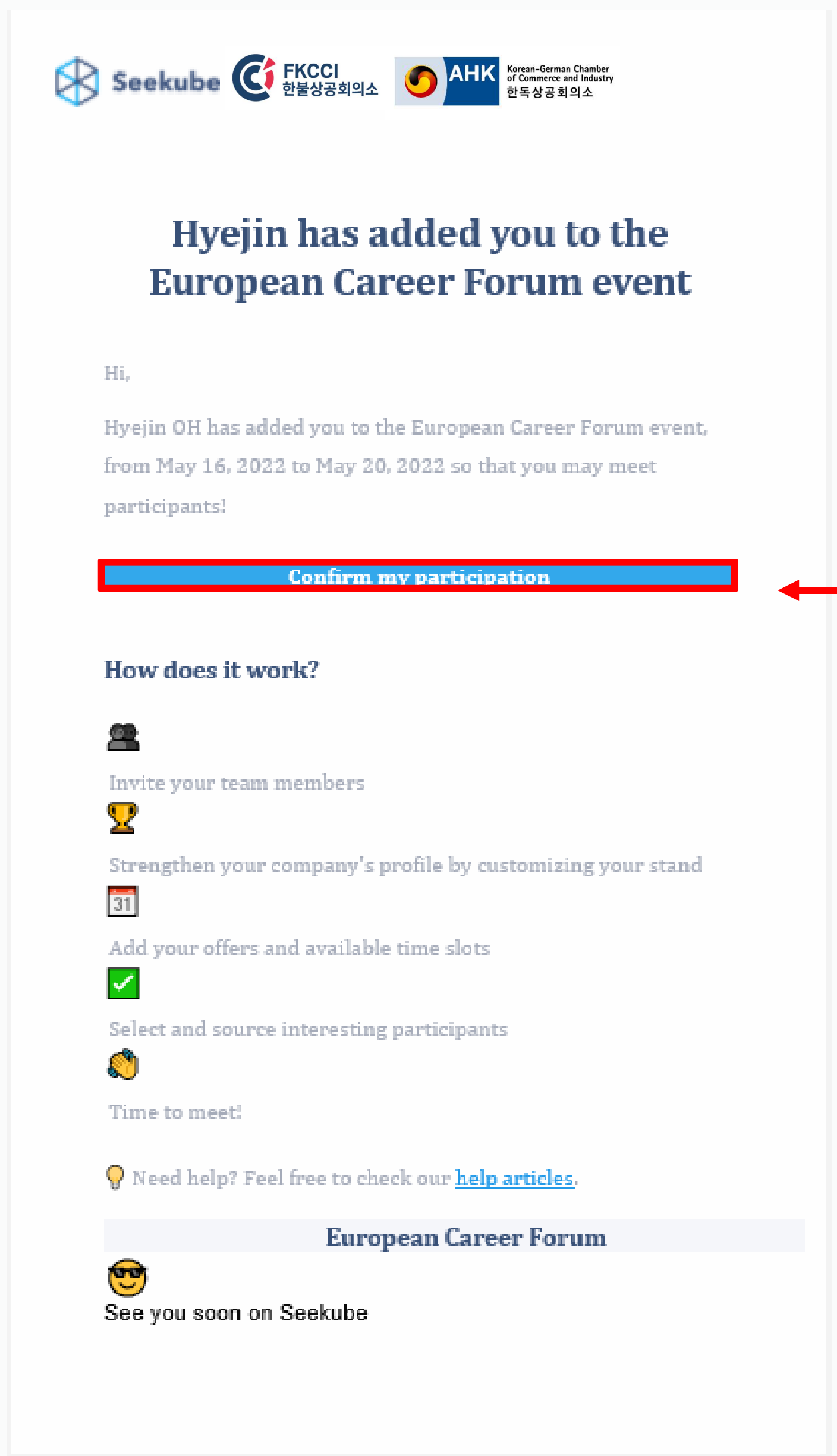


## Step 1

# Registration on the platform

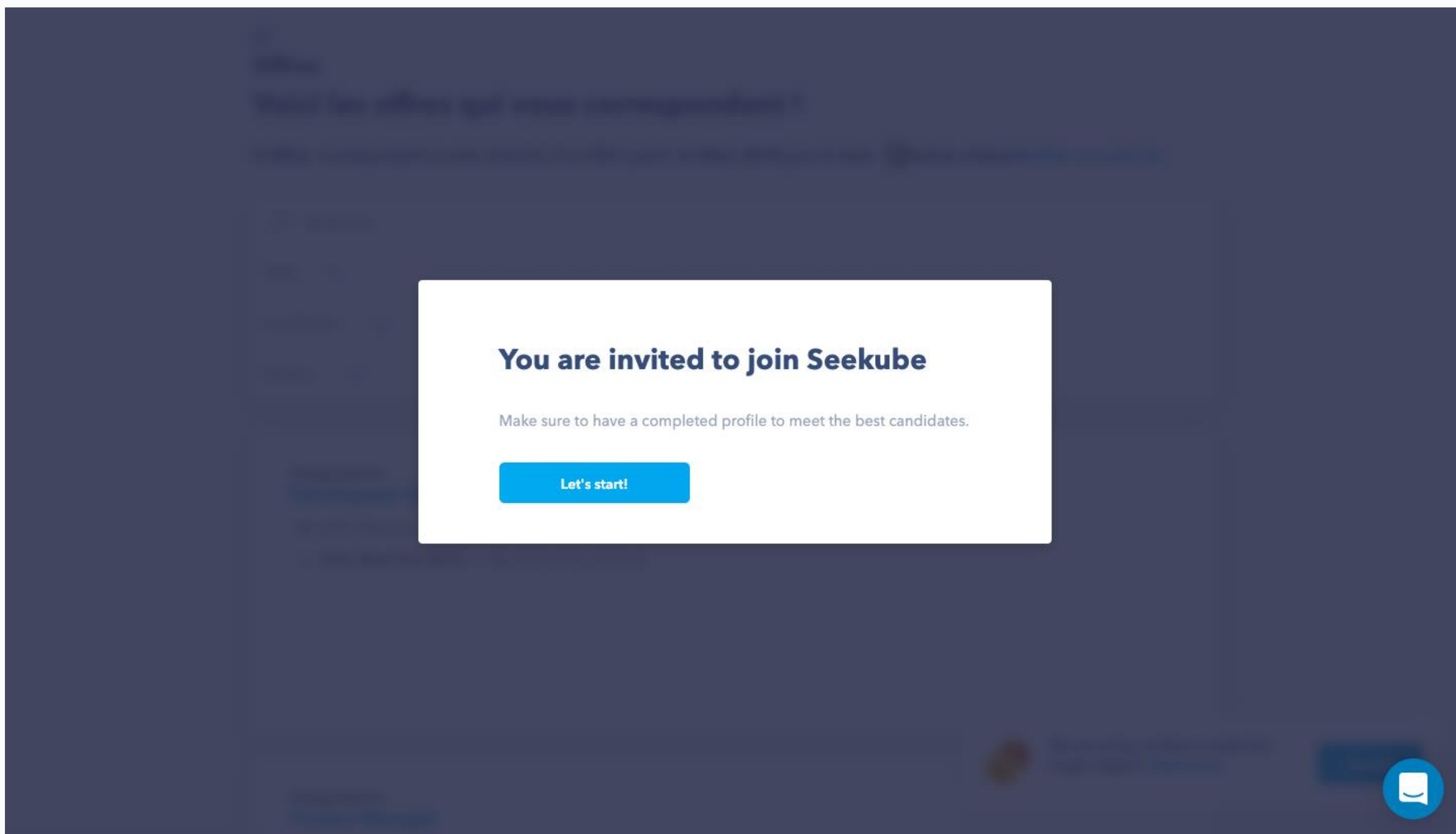


# 1.1 When Seekube adds you to the platform, you will receive this email:

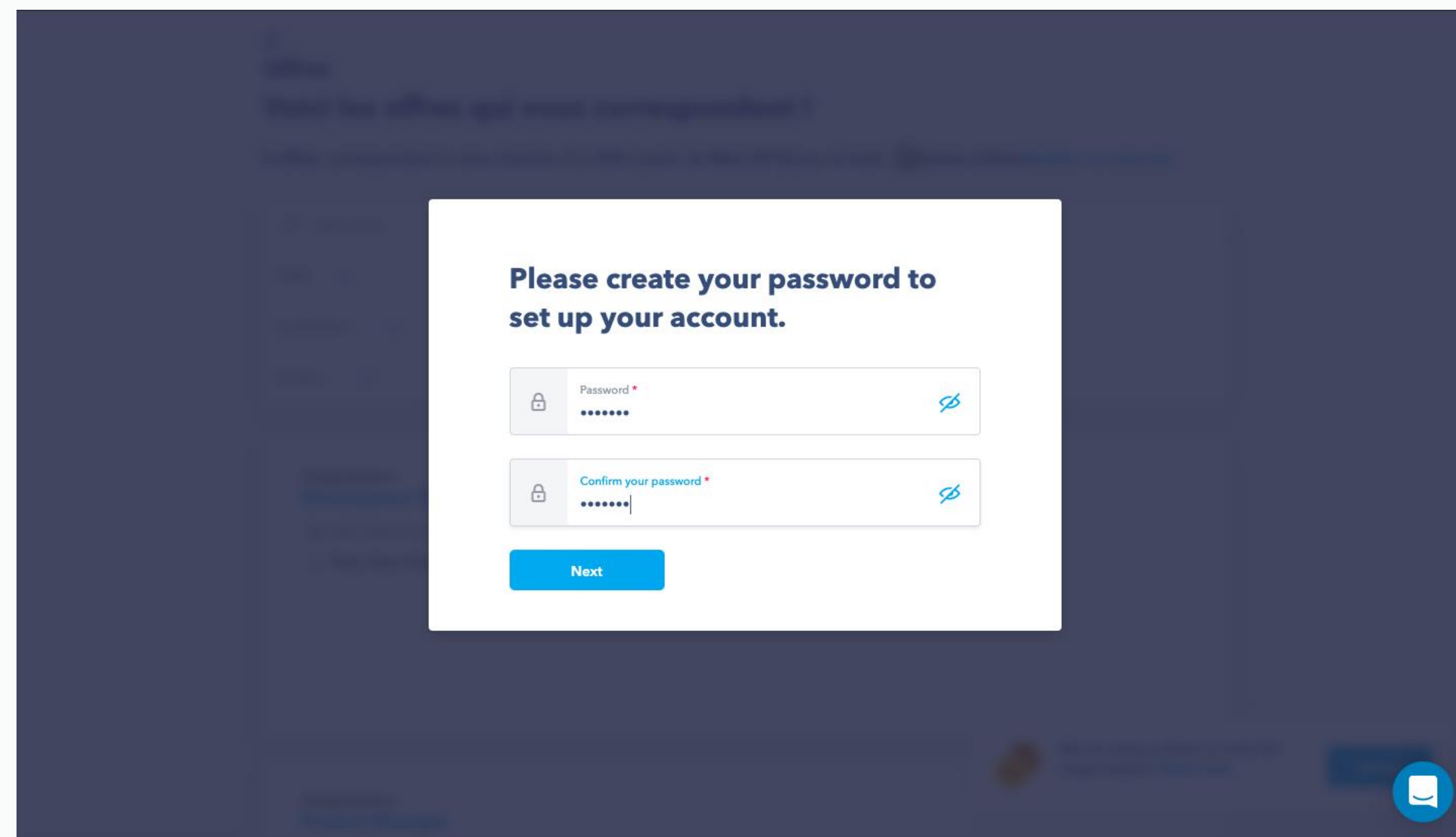


*Please click on the link and you will be redirected to another window.*

## 1.2 After clicking on the "Get started" button, this window appears:




*Then, you have to create your password:*



# 1.3 Complete your profile information.

## Introduce yourself to candidate


 Import your LinkedIn data in one click


Only the data of this page will be importing. Your network is safe 😊




Choose a profile picture (recommended)

Please add a profile picture, it makes the recruitment more human (JPG, Png)

 First name \*  
Clémence

 Last name \*  
Lorette


 Position title \*  
Chef de Projet




 00000000000|

Introduce yourself to candidates (optional)  
xxx


Over


You will arrive on the page of your jobdatings.



 **Seekube**

[Jobdatings](#) [Job offers](#) [Lives](#) [Stand](#) [Members](#)   **Clémence L.** 



## Your Jobdatings

In progress 



 16 May - 20 May  Auto appointment


### European Career Forum

 ACCESS TO THE CANDIDATES THE 9 MAY  0 OFFER - 0 SLOT [See key dates](#)

[Go to preparation](#)

## You would like to know more about other jobdatings?

[Download](#) more info on our events.  
You want to talk directly to someone about your recruiting needs and challenges? Just send us an email at [sales@seekube.com](mailto:sales@seekube.com)

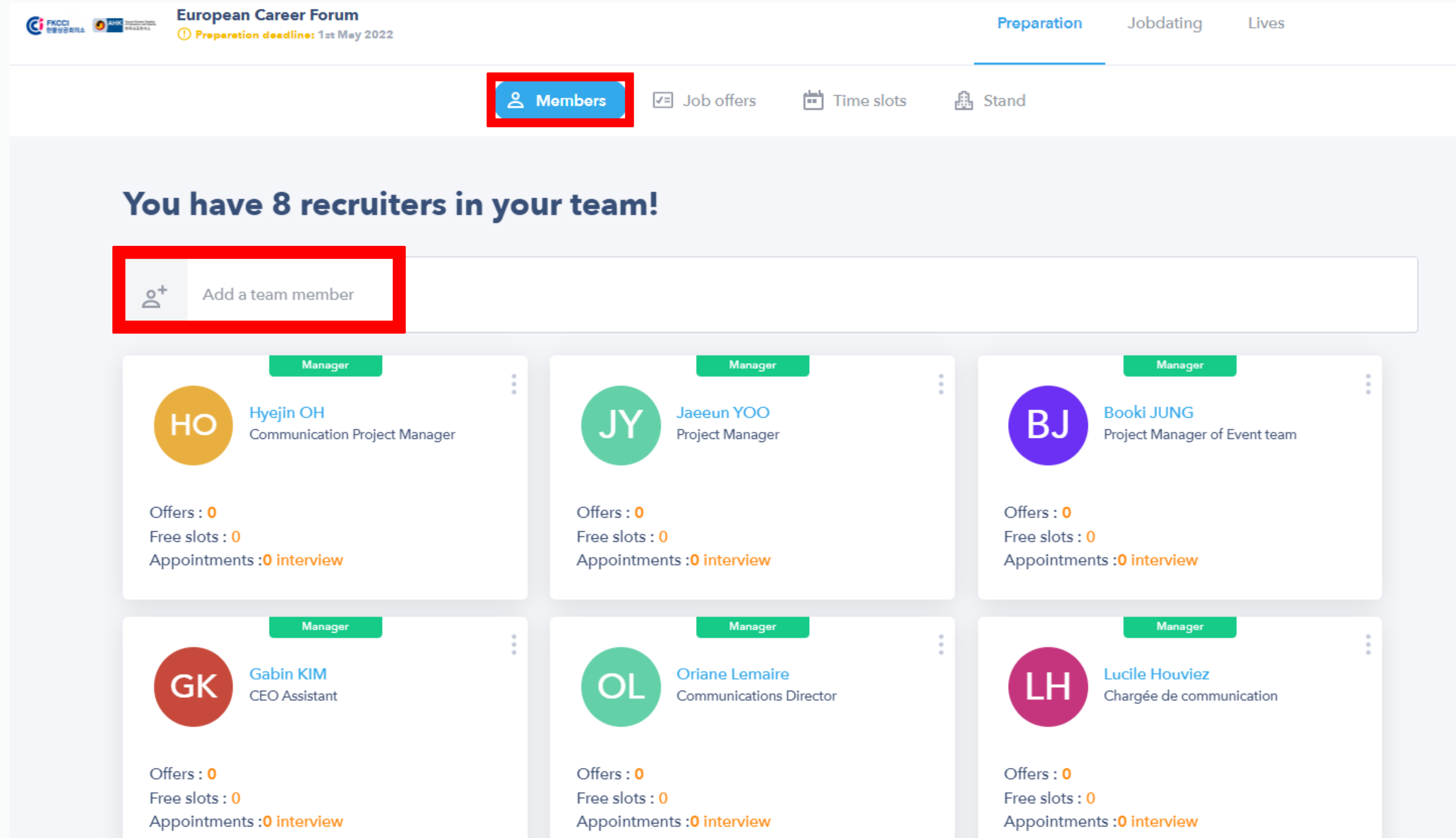


## Step 2

# Add co-workers



# 2.1 Click the "Members" tab and invite co-workers by searching up their email addresses.



The screenshot shows the 'European Career Forum' web interface. At the top, there are navigation tabs for 'Preparation', 'Jobdating', and 'Lives'. Below these, a secondary navigation bar contains 'Members' (highlighted with a red box), 'Job offers', 'Time slots', and 'Stand'. The main content area features a heading 'You have 8 recruiters in your team!' and a button 'Add a team member' (also highlighted with a red box). Below this, there is a grid of 8 member profiles, each with a circular avatar, name, title, and a 'Manager' label. Each profile also displays statistics for 'Offers', 'Free slots', and 'Appointments'.

Avatar	Name	Title	Role	Offers	Free slots	Appointments
HO	Hyejin OH	Communication Project Manager	Manager	0	0	0 interview
JY	Jaeun YOO	Project Manager	Manager	0	0	0 interview
BJ	Booki JUNG	Project Manager of Event team	Manager	0	0	0 interview
GK	Gabin KIM	CEO Assistant	Manager	0	0	0 interview
OL	Oriane Lemaire	Communications Director	Manager	0	0	0 interview
LH	Lucile Houvriez	Chargée de communication	Manager	0	0	0 interview

## Step 3

# Complete your company stand




# 3.1 Click on the "stand" tab and fill in all mandatory information. Then publish your stand.

Seekube Jobdatings Job offers Lives **Stand** Members Clémence L.

Let's finish your stand on a high note! Published Preview Save edit


Company name \*  
French Korean Chamber of Commerce and Industry (FKCCI)

Logo & cover picture (2Mo max) \*  
 Edit cover picture




Sectors \*  
Commerce Conseil / Stratégie

Team \*  
Between 15 and 50




Website \*  
http://fkcci.com



# 3.2 You can make your stand more attractive by adding photos and videos.


 **Seekube** Jobdatings Job offers Lives **Stand** Members   **Clémence L.** ▼


Why candidate should join you?

**B** *I* U ~~S~~   


-

### Make your stand look amazing!

 Add pictures +

 Add video +

[Preview](#) [Save edit](#)

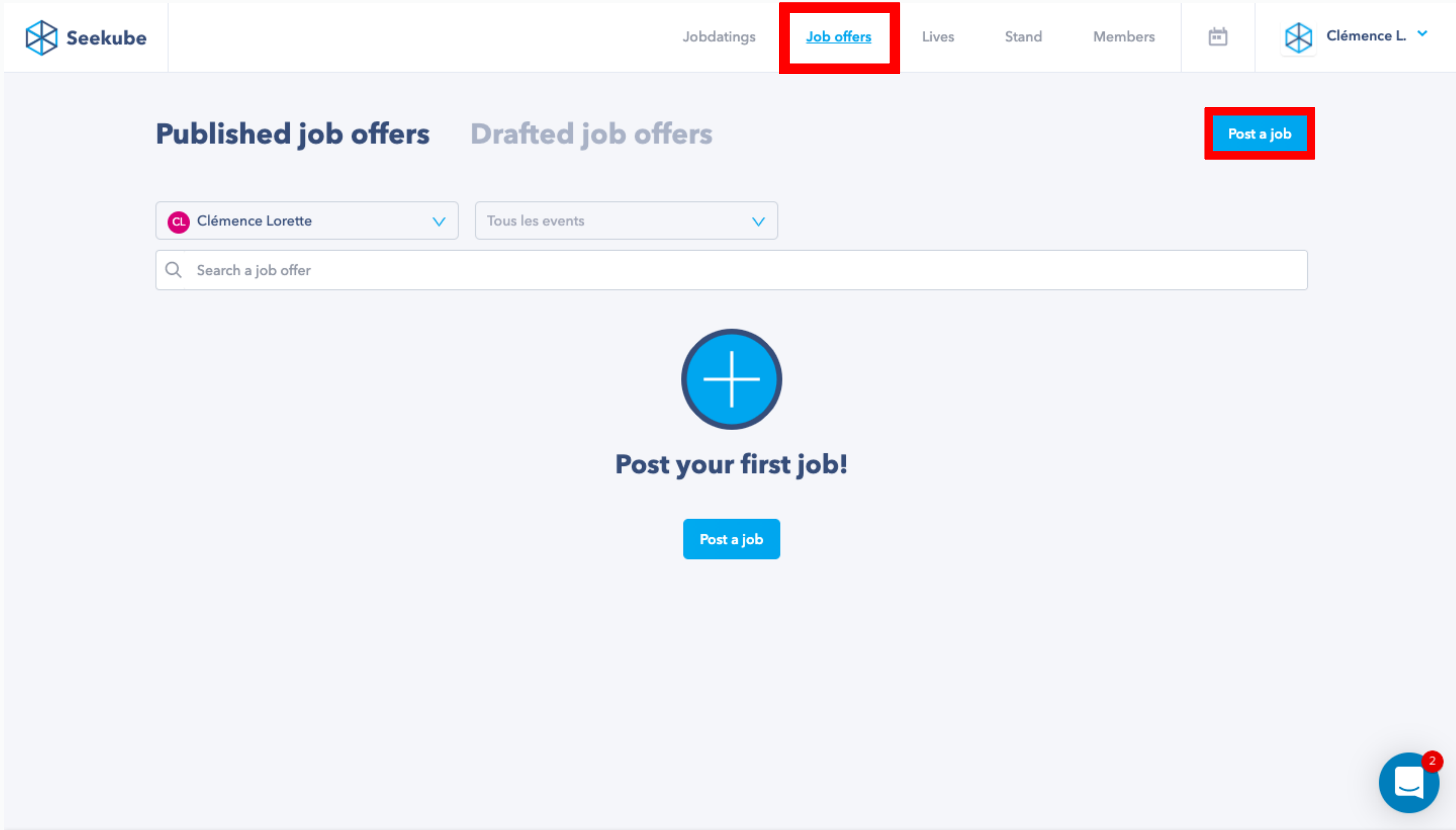


## Step 4

# Add job offers



# 4.1 Click on the "Job offers" tab and click on "Post a Job".



Seekube

Jobdatings **Job offers** Lives Stand Members

Clémence L.

Published job offers Drafted job offers **Post a job**

CL Clémence Lorette Tous les events

Search a job offer

**+**

**Post your first job!**

Post a job

2

# 4.2 Fill in the requested information and complete all steps. Then you can publish your offer.

### What you job offer does?

Describe what are the challenges and the missions of your job offer. What kind of candidate are you looking for?

Job title \*

Recruiter in charge of the application \*

\* Job offer details:

\* What kind of candidate are you looking for?:

- 1 Step 1 Describe your job offer
- 2 Step 2 Select the Jobdatings where you would like to publish your job offer
- 3 Step 3 Add the job offer criteria

*\*Each offer must be attributed to a team member/recruiter who will be in charge of interviews of this job*


# Step 5

## Fill in availability slots to meet with candidates



# 5.1 Click on the Calendar Icon.


Seekube

Jobdatings Job offers Lives Stand Members  Clémence L. ▾

Published job offers Drafted job offers [Post a job](#)


CL Clémence Lorette ▾ Tous les events ▾

🔍 Search a job offer

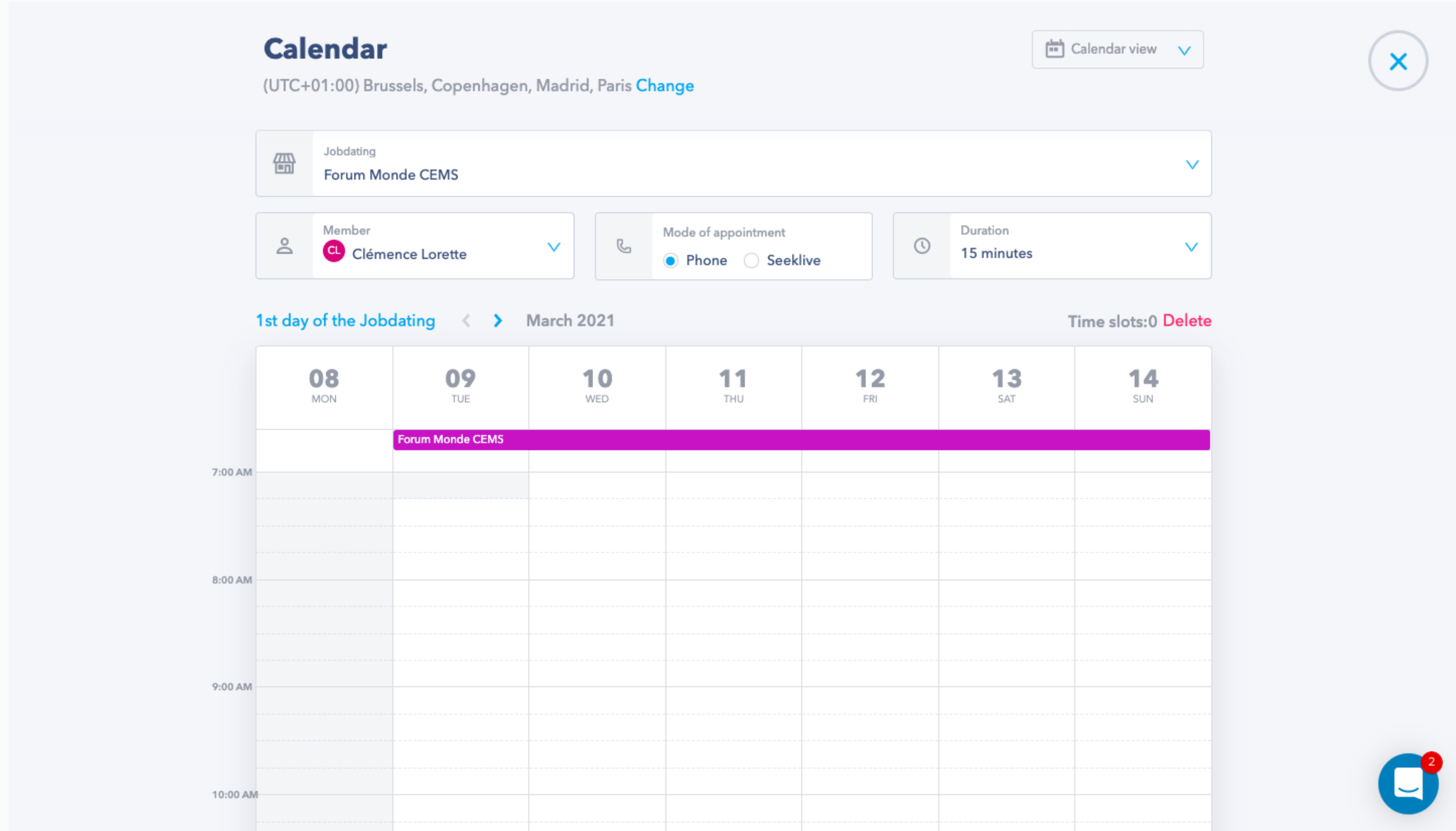


**Post your first job!**

[Post a job](#)



# 5.2 Choose your mode of appointment, either Phone or \*Seeklive, and the duration of every slot.



The screenshot shows a calendar interface for a 'Jobdating' event titled 'Forum Monde CEMS'. The event is scheduled for March 9th, 10th, 11th, 12th, 13th, and 14th, 2021. The interface includes a 'Calendar view' dropdown, a close button, and filters for 'Jobdating Forum Monde CEMS', 'Member Clémence Lorette', 'Mode of appointment' (Phone selected, Seeklive unselected), and 'Duration 15 minutes'. The calendar grid shows a purple bar for the event on the 9th-14th. A 'Time slots:0 Delete' indicator is present. A chat icon with a '2' notification is in the bottom right.

*\*Seeklive is an embedded video conference tool in the platform*

## 5.3 Position availability slots to meet with candidates.

The screenshot displays a calendar application with the following details:

- Title:** Calendar
- Location:** (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- View:** Calendar view
- Month:** March 2021
- Time slots:** 8 (with a Delete button)

Time	08 MON	09 TUE	10 WED	11 THU	12 FRI	13 SAT	14 SUN
7:00 AM		Forum Monde CEMS					
8:00 AM							
9:00 AM		9:00 AM - 9:15 AM					
		9:15 AM - 9:30 AM					
		9:30 AM - 9:45 AM					
		9:45 AM - 10:00 AM					
10:00 AM		10:00 AM - 10:15 AM					
		10:15 AM - 10:30 AM					
		10:30 AM - 10:45 AM					
		10:45 AM - 11:00 AM					
11:00 AM							
12:00 PM							

A notification bar at the bottom of the calendar reads: "Time slots added to the calendar".

**Warning:** At the event, once an interview has been booked in your calendar, you will no longer be able to edit its type and duration. Fill in your availability slots carefully.