

RSM JOB BOARD

Company Manual - RSM Career Services job board

Welcome to the RSM Career Services Job Board. Thank you for recruiting RSM students and graduates! This company manual will explain you how to create an account and how you should submit an internship or (side)job. Next to this, the manual will show you how to manage your submitted vacancies and what the application procedure for students looks like. Last but not least, this company manual will give you tips & tricks to improve the attractiveness of your vacancy.

For information or help please contact us careerservices@rsm.nl or +31 (0)10 408 2010

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Proceedings



RSM Job Board

RSM Job Board

The RSM Job Board allows you to easily recruit and select students and alumni to bring your company to the next level. Students and alumni of our pre-experienced programmes (Bachelor and Master) and our graduate programmes (MBA) use the Job Board to search for vacancies.

Costs of using the job board

Posting a job or internship via our job board, costs €50 (excl. VAT) per vacancy. If you want to regularly post vacancies, you can also decide to buy a bundle of 5 vacancies for €200 (excl. VAT) or a year of unlimited posting for €450 (excl. VAT).

Registration

Here you can register to our job board. Via this job board it is easy to post your (side) job or internship online to RSM students and alumni.

- If you're using our job board for the first time, please sign up, fill in your company details and choose one of our vacancy packages. You will receive an email to confirm your registration.
- If you already have a login, use your login details (username is not the same as email address) to enter the job board.

The job board

After entering the job board you will be able to:

- choose one of our vacancy packages (if you don't have an active bundle or contract anymore)
- submit a (side) job and/or internship
- see an overview of all your submitted (side) jobs and/or internships
- manage your details and the submitted (side) jobs and/or internships

Sign in to the job board

Username *

Note: signup with your username, not with your e-mail address.

Password *

Login

[Create an account](#)

[I forgot my password](#)

If you are using our job board for the first time, please choose create an account and fill in your company details. You will receive an email to confirm your registration. If you already have a login, use your login details to enter the job board. *Please note that your email address is not your username.*

If you don't have an active vacancy package anymore, you first have to choose one of our vacancy packages, before you will be able to:

- submit a (side) job and/or internship
- see an overview of all your submitted (side) jobs and/or internships
- manage your details
- Search for CV's of RSM students and alumni

How does it work?

If you want to post vacancies on the RSM Job Board, you can choose from one of the following packages (all excluding VAT):

- Pay per vacancy – €50
- A bundle of 5 vacancies – €200
- Unlimited posting for a year - €450

RSM partners can use the RSM Job Board without additional costs.

When you selected a bundle or the unlimited posting option, you can choose to pay with Ideal, PayPal or credit card via our online payment tool or per invoice. The single vacancy option can only be paid via the online payment tool.

If you have a valid package, you are able to submit a vacancy. One of the employees of RSM Career Services will check this vacancy and publish it on the RSM Career Services website. Once the vacancy is published, you will be able to receive applications.

! *Note: it is not possible to make changes yourself in a published vacancy. Please get in touch with RSM Career Services to help you.*

What can you expect from us?

- The vacancy will be visible on our website for 3 months
- We will promote the vacancy via a newsletter with newly published vacancies to students and alumni
- We will make the requested changes to published vacancies within 5 working days
- We are available during office hours (CET timezone) to answer your questions and offer you the support you need.

What do we expect from you?

- A vacancy, whether it is an internship or (side) job, that is suitable for RSM students (BSc, MSc or MBA level) and/or graduates
- That you will follow the proceedings of the job board
- That you will fill in as much information as possible, this will make your company and vacancy more attractive

- That you will contact the applicants about their status in the selection process within a timely manner, as RSM Career Services we don't want to interfere in the selection procedures of a company

When will we decline or reject a company and/or vacancy?

- If your vacancy is not suitable for RSM students or graduates.
- If the vacancy is not clear, only contains very few lines of text or contains information that will damage the reputation of RSM.
- If RSM students complain about your company, vacancies and/or procedures.
- Anything with regards to your company that will damage the reputation of RSM, its employees, its students and graduates

As RSM Career Services we reserve the right to take a decision per request with regards to the publication of vacancies. If we reject a vacancy, we will not charge a fee for that vacancy.

Create an account

If this is your first visit to the RSM Job Board, please create an account using the 'create an account' button.

Sign in to the job board

Username *

Password *

Login

[Create an account](#)

[I forgot my password](#)

Create an account

Username *
Your username may have letters (case insensitive), digits and underscores. The use of any other characters is not possible.

First name *

Middle name

Last name *

Gender *

Phone number *
Example: +31 (0)10 4082088 - For internal use only.

Email *

Fill in the required fields and press 'sign up'.

You will receive an email with the request to verify your email address; please do so.

! **Note: with regard to the username, it is not allowed to use spacing. Your username has to be one word.**

! **Note: your password should have a minimum use of 6 characters and may have a mix of uppercase and lowercase letters and digits.**

After verifying your email address, you will be redirected to the job board home page, where you can sign in with your username and password. The next step is to fill in your company information in order to complete your profile. Without company information you cannot post vacancies. The company description and location of the company will be shown in your vacancies as well. If you choose to pay the fee per invoice, you will also be asked to fill out invoice contact details, which can be different from your account contact details. You can also specify the PO number or reference which should be mentioned on the invoice.

Forgot your password

When you forget your password, please click 'I forgot my password?'

By entering your email address or username, you will receive a link by email to change your password. If you click the link, you can set a new password.



RSM Job Board

Forgot password

Username or e-mail address *

Send

Menu Options



ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

RSM Job Board



After logging in to the job board there are four options: account, vacancies, CV search and company manual.

Account

The 'Account' button will lead you to pages where you are able to manage your account details, like default account preferences, personal contact information, company information and payment information.

The personal contact information has been filled out when creating an account. The company information and payment information has to be filled out when signing in for the first time. Without company information you cannot post vacancies. The company description and location of the company will be shown in your vacancies as well. Per vacancy you can also add a different location if necessary. The invoice contact details can be different from your account contact details. You can also specify the PO number or reference which should be mentioned on the invoice.



Note: applications to your vacancies will be automatically sent to the email address filled in under 'account information', unless you change this in the vacancy.

Vacancies

Here you are able to submit an internship or (side) job, to see an overview of all your submitted internships and (side)jobs and to manage your vacancies.



ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

RSM Job Board



Career Services

Here you are able to:

- submit a (side)job and/or internship
- see an overview of all your submitted (side)jobs and/or internships
- manage your details and the submitted (side)jobs and/or internships

For further information please contact us careerservices@rsm.nl or +31 (0)10 408 2010

Submit an internship or (side)job

Step 1: On top of the screen you will see if you have a valid vacancy package and can post a vacancy.

Step 2: Choose the type of the vacancy; internship/sidejob/job/voluntary work.

Step 3: What is the job- or project title?

Type *

Please indicate a vacancy as 'voluntary work' if the aim is to benefit the environment or someone (individuals or groups) with no financial gain

Job title / Project title *

Application type *

E-mail address

Website

Application e-mail address

The application e-mail address may differ from the e-mail address used in your account information. It is permitted to use the same e-mail address more than once.

Functional work area *

Locations *

Below you will find the location details you filled in when creating your account. If this is the location where the student/graduate will actually work this information will be published in the advertisement. If however the student/graduate will work at a different location within your company then please delete the details below (with the DELETE button) and add a new location. You may even add multiple locations if necessary.

Note: do not use 'internship' or 'stage' in the title. Students are able to select the type of vacancy they are looking for.

! **Note: Only students are allowed to do an internship in the Netherlands. Recent graduates have to earn at least the [minimum wage](#).**

Step 4: By default the email address of your account will be used for applications. You have the opportunity to change this email address or to fill in a URL to direct applicants to your own website or recruitment system.

Step 5: What is the work area?

Step 6: The location is pre filled with the address of your company. If you want to change the location, just press 'delete'. The address fields will be cleared and you are able to fill in a new address. If you want to add an extra location, please press 'add location' and you will be able to fill in a second or even third address.

! **Note: students will only see city and country.**

Continuous vacancy

If you are looking for applicants throughout the year, please check 'continuous vacancy'. Keep in mind that you will receive applications until you ask Career Services to remove the vacancy from the website. You will be notified to check if the vacancy is still vacant 6 months after publication.

Start as soon as possible

Application deadline *

Start date employment / project *

Hours per week *

Duration

Please indicate "indefinite" if a job is for an indefinite period. This option is not applicable for internships.

Indefinite

Salary/Remuneration in Euro's gross per month *

If the salary/remuneration needs to be discussed, please fill in "Negotiable".

Step 7: You need to fill in an application deadline for the vacancy. This deadline as well as the start date is relevant for the students.



Note: start date must be later than the application deadline and both must be future dates

Step 8: Mention a range to indicate the hours per week and duration of the internship/(side)job. If you would like to hire someone for an indefinite period, please check the 'indefinite' box.



Note: internships cannot be labeled 'indefinite'

Step 9: Please fill in a salary/remuneration in Euro's gross per month. If this is negotiable, you can mention this (e.g. 'tbd'). The average remuneration for a full-time internships for BSc/MSc students in the Netherlands is €500.

Additional benefits

None selected ▾

Applicant profile *

RSM's MBA students and graduates are senior executives with 5 to 15 years of work experience and the leadership skills and specialist knowledge to lead organisations through changes and future developments.

None selected ▾

Work experience *

For an internship please choose the option 'not applicable' with regards to work experience.

-- select -- ▾

Master programmes *

You are allowed to choose more than one programme. Please do not check all programmes without any reason. What is required for this vacancy and select the most relevant programme(s). A description of the different programmes can be found in the company manual.

None selected ▾

Language skills *

If you do not select 'Dutch' as required language, the job or internship will be announced as suitable for non-Dutch speaking students.

None selected ▾

Step 10: Here is also an option to mention any additional benefits.

Step 11: With regards to the profile of the applicant, you can choose the applicants level of education, whether the applicant is required to have a level of experience and which Master programme(s) best suits your vacancy.



Note: you can find an overview of Master programmes in the appendix of this manual.

Step 12: Set the language skills required for the position. If you don't check 'Dutch' as a required language, the vacancy will be announced as suitable for non-Dutch speaking students.

Step 13: Please fill in a detailed job or project description.

Tip: especially if your company is not well known to RSM students or graduates, please make the description as appealing as possible. At RSM Career Services we are more than willing to help you with this, if necessary.

Step 14: Next to the applicant's profile and language skills, what are you looking for?

Tip: dare to be as specific as possible. Illustrated by this saying in recruitment: "if you ask for everybody, you will get nobody".

Step 15: You can choose to first save the vacancy as draft, preview it and make some more changes. When you are finished making changes, make sure you submit the vacancy. After submitting a vacancy, a final check will be done by the RSM Career Services team before the vacancy will be published on the website.

Overview internships / jobs / side jobs / voluntary work

This part of the job board gives you an overview of your vacancies per type (e.g. internship, jobs, side jobs, voluntary work). Next to this, you can also delete fulfilled vacancies in this section.

Here is an explanation of the things you see in the overview:

ID Every internship, job or side job gets a unique ID, which makes it easy for you and for us to find a specific vacancy

Title Job title (as filled out when creating the vacancy)

Status Status of the vacancy

The different statuses: draft, submitted, declined, published, fulfilled by RSM, fulfilled internally, fulfilled by different channel, withdrawn, expired, discarded.



Note: declined vacancies can be updated by you to be submitted again.

Apps Amount of applications via our website

Start date Date the project or job starts

Clicks The amount of times a vacancy has been viewed on our website

Edit Gives you the opportunity to edit the vacancy



Note: this is not possible if the vacancy is published, fulfilled or withdrawn. Please contact RSM Career Services if you want to make changes in a published vacancy.

Copy Gives you the opportunity to copy this specific vacancy and submit it again. You will be redirected to the 'submit' page with all the information copied from the original vacancy. Please note that you will also have to pay for this vacancy or have a valid vacancy package.

Delete When you press this button the vacancy will be deleted.

Preview Shows you how the vacancy will look like on our website

CV Search

If you like to search for suitable candidates yourself, you can use this option. Students create an account and upload their CV. You can search for students on educational level, specialization, fields of interest, language skills and eligibility to work in a specific country. You can export their CV and contact them directly.

Email to notify you about the status of your vacancy

After a vacancy is published, you will receive an email from RSM Career Services to confirm the publication of the offer.

Next to this you will receive a notification by email when

- The vacancy is about to expire (two weeks before the expiration date)
- The vacancy is expired
- The vacancy is expired for a few weeks to check whether you are satisfied and want to use RSM Career Services again

Application procedure for students

If students are interested in your vacancy and you want them to apply per email, they click on the 'apply now' button, they will be asked to complete an application form.

They will also upload their Curriculum Vitae, a motivation letter and any other required documents (eg. grading list or references). If they press 'send application', the information in this form and the attached documents will be sent to the email address submitted the vacancy.

If you want students to apply via your own website or recruitment system, they will be guided directly to the URL you have filled in when submitting the vacancy. They don't have to fill in this application form after clicking the 'apply now' button.

The next step in the application procedure is in your hands.

Our students know that you will get in touch with them to either invite them for an interview or to reject them .

! *Note: as RSM Career Services we don't want to interfere in the selection procedures of a company. Therefore we will not notify people about the status or results of the application procedure for your specific vacancies, this is your responsibility and we expect you to contact all applicants, also notifying rejected candidates.*

Tips to write an attractive vacancy

What's the goal of a job ad?

- To sell a job
- To sell the employer
- To attract the target audience
- To select people who are suitable for the job
- To be found in search engines

5 tips for a good job ad

1. Clear job title: Approach this through the eyes of an applicant: do you know what the title means? Would you apply?
2. Clear job description: Make a difference between tasks and responsibilities. Translate the assignment to what someone will actually be doing all day. Is this clear in the given vacancy?
3. Concrete and clear requirements: Are the requirements realistic? Is it clear what you are looking for? Do you expect the impossible? (Bent u op zoek naar het 'schaap met de 5 poten'?)
4. Targeted: What is appealing about the job to the target audience? RSM students are mainly looking for opportunities to develop themselves, to kick start their career and to stand out. They would like to have a level of responsibility for a project or process, where they can work towards clear results.
5. Search engine friendly: Use the right keywords, so your vacancies will be found on the basis of those keywords.

Appendix A - Overview of Study Areas at RSM

The following areas are shown when uploading a vacancy. Each study area relates to one or multiple masters or topics within the bachelor courses. Please select the appropriate study area(s).

(Business) Information Management

This study area is mostly focused on the master in Business Information Management. In this master students learn more about the value of information and how to combine this with technology. When wanted, they can even learn the basic developing skills. If your vacancy is focused on information, information processing and implementation, this is the right study area.

(International) Management

This area is focused on management in general, meaning the student/graduate gets to learn all aspects of a business. Students that apply for this master are students that have a background in non-management fields, such as history. Is your vacancy focused on management and for example project management, then this is a suitable area to select.

Accounting

Is the aim of your vacancy position to enable the student/graduate to bring its accounting knowledge into practice? This option will fit the best.

Entrepreneurship

This area is focused on the spirit of entrepreneurship. This is about coming up with creative ideas and knowing how to implement them. In addition, students should experience the hurdles that start-ups may encounter and how to deal with these hurdles. If your vacancy position is aimed at enabling students/graduates to experience the start-up environment this is the right option.

Finance

Is your vacancy position focused on Finance and everything that comes with it? This is the right area!

HRM

Do you want the student/graduate to learn everything about Human Resource Management in practice? Is your vacancy focused on communication, and work psychology? When the aim of your position is to teach students how HRM really works in practice, this is the right area.

Innovation

Is your position aimed at innovation and does it give the student/graduate the option to learn how to cope with innovation in practice, this is the right area to select. Innovation can be both about coming up with new innovative ideas and coping with upcoming innovative trends in the industry.

Investments

Is your vacancy financially focused and in particular focused on investments, this is the right area to select. Students/graduates you can expect to apply are students with financial knowledge that have theoretical and sometimes practical experience on how to deal with investments.

Marketing

Do you want the student or graduate to come up with a marketing plan? Do you want to increase your sales but do you not know how? When your position is focused on these kind of matters, this is the right area to select.

Strategic

Strategic is a broad term but in this situation it is related to business. The master that you can relate to this term is Strategic Management but also Organizational Change & Consulting. Does your company need a revised strategy, do you need to figure out a direction or does your company has to deal with change? This area is the best option to select.

Supply Chain Management

Supply Chain Management at the University is aimed at strategic sourcing, distribution networks, forecasting and inventory. If your position has anything to do with these kind of matters then this is the right option to select.

Sustainability

Does the whole position or a part of your position has to deal with sustainability? Then this option is appropriate to select.

It is possible to select multiple options. However, please keep in mind that the more narrowed down the criteria the more likely you will receive suitable applications.

Appendix B - Types of internships

Students can do an internship for a variety of reasons. At RSM we support all internships, as they provide you with experience that is not found in books. An internship can also be mandatory, as with CEMS, or an internship might be eligible for Bachelor students in their 3rd-year Minor. The most common possibilities are listed and discussed below.

Bachelor internship

3rd-year Bachelor students BA & IBA can use their Minor to do an internship. This internship will be accredited with 15 ECTS (study credits) and has to be done between September and November, possibly in combination with the preceding summer. The internship should be at least 10 weeks or 420 working hours, research-driven and supervised by an academic and a company coach.

MScIM / CEMS internship

MScIM/CEMS students are required to do an internship abroad of at least 10 weeks. Because the internship is designed to be an intercultural experience, it must be international. The internship can be done during or after the IM home degree. No study credits are earned but the internship is a compulsory component in the CEMS programme.

Master thesis research internship

It is also possible for a student to combine their master thesis with an internship. This internship should be research-driven with a question from an academic perspective, using theoretical concepts and the ability to do quantitative or qualitative research. These students are usually part-time available to work at the company location.

Voluntary internship

Students can also do an internship next to their studies, during the summer or during a gap period in their Bachelor or in between their Bachelor and Master. These internships are not required by RSM and therefore do not have to meet academic requirements nor get supported by an academic coach.

! *Note: Only students are allowed to do an internship in the Netherlands. Recent graduates have to earn at least the [minimum wage](#).*