

Duuntehdas 2022 – Instructions for job seeker/student



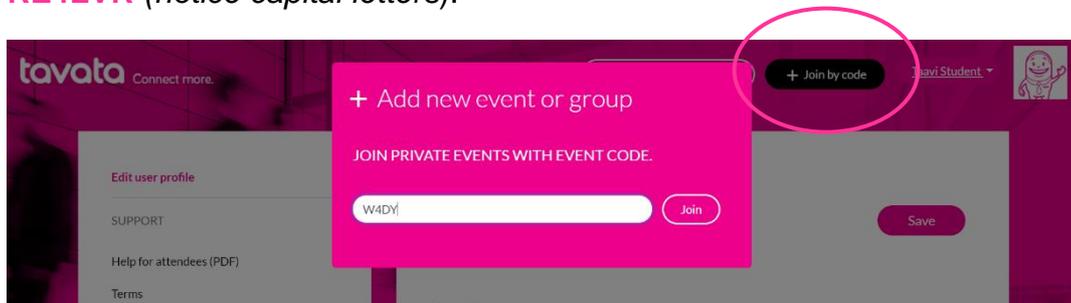
1. Sign up here: <https://app.tavata.events/signup>
2. Verify your e-mail address from the link in your e-mail.
3. Create a user profile. Add your picture, contact information and a short pitch. Note! As a participating job seeker/student choose "private person". You can later edit your user profile.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

Contact preference

Make this the default information

This information is private person profile information

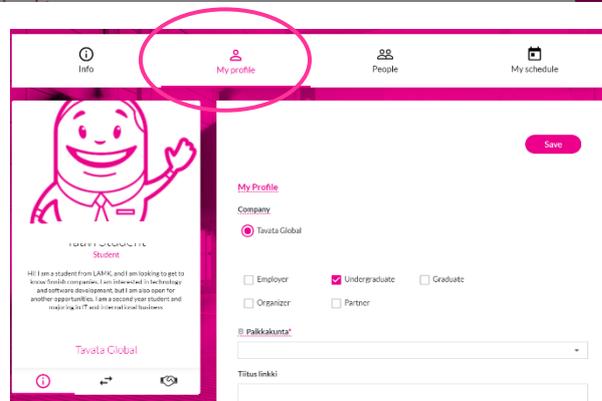
4. From the top of the page choose (+) Join by code. Your event code is **RE4LVR** (notice capital letters).



5. Fill in your event profile.

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

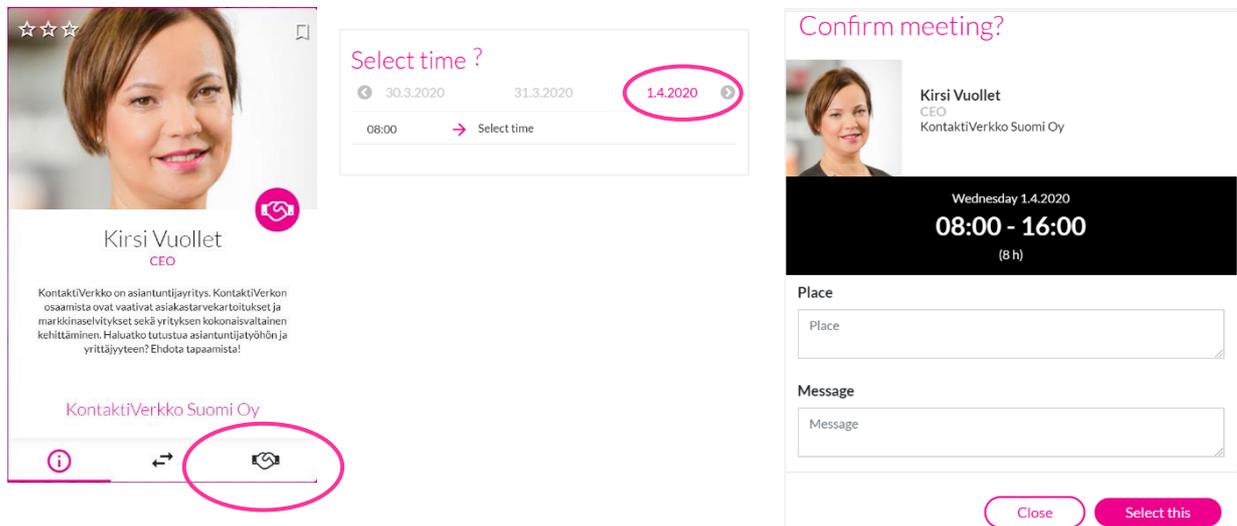
More instructions below.



- Choose your role for this event.
- For event pitch write down for example which industries and jobs are you interested in and why?

- For offering and seeking part choose your interests. You can choose multiple. Choose seeking (green plus sign) or offering (pink plus sign).
 - For event tags add adjustment of your know-how etc. (Write word + press enter)
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.

Tavata service works in finnish, swedish and english. Note! We advise you not to use outdated Internet Explorer browser versions.