



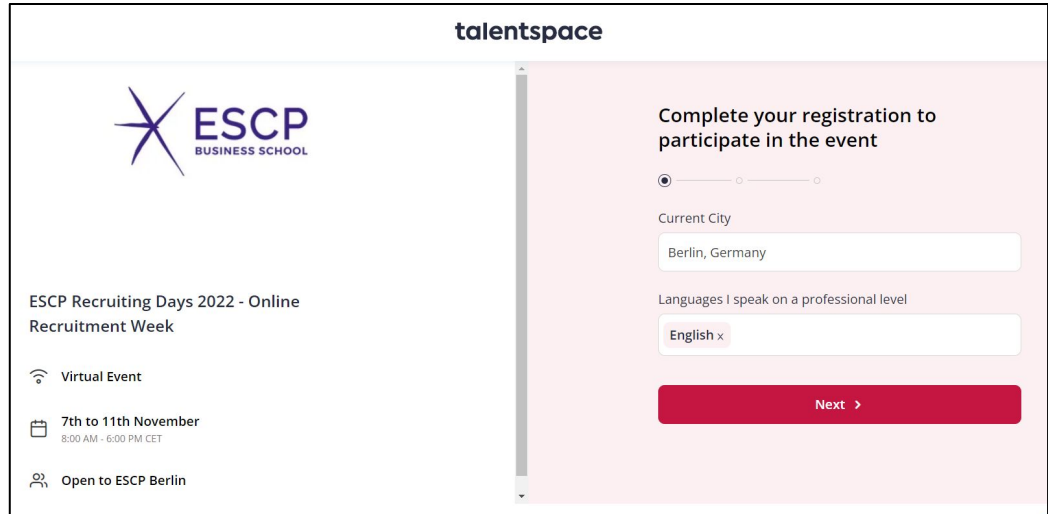
**Online Recruiting Week
Registration & How to use
step-by-step guide**

Step 1: Sign up and verify your account

Create your account on the [Talentspace platform](#) using your **ESCP credentials**. Complete all the mandatory steps including uploading your CV. If you already have an account, simply login.

Please note: Your CV should be in **pdf format** and the file name should not have any special characters or blanks.

Please remember to use the most recent version of Google Chrome (preferred), Mozilla Firefox or Microsoft Edge (v. 79) browser.



The screenshot shows the Talentspace registration interface. On the left, the ESCP Business School logo is displayed above the event title "ESCP Recruiting Days 2022 - Online Recruitment Week". Below the title, three icons indicate the event is virtual, taking place from November 7th to 11th (8:00 AM - 6:00 PM CET), and is open to ESCP Berlin. On the right, a pink sidebar contains the heading "Complete your registration to participate in the event". It features a progress indicator, a "Current City" dropdown menu set to "Berlin, Germany", and a "Languages I speak on a professional level" dropdown menu set to "English x". A red "Next >" button is at the bottom of the sidebar.

talentspace

ESCP
BUSINESS SCHOOL

ESCP Recruiting Days 2022 - Online
Recruitment Week

Virtual Event

7th to 11th November
8:00 AM - 6:00 PM CET

Open to ESCP Berlin

Complete your registration to
participate in the event

Current City

Berlin, Germany


Languages I speak on a professional level

English x

Next >


Step 2: After creating your account, Go to Event


talentspace





ESCP
BUSINESS SCHOOL

ESCP Recruiting Days 2022 - Online
Recruitment Week


 Virtual Event

 7th to 11th November
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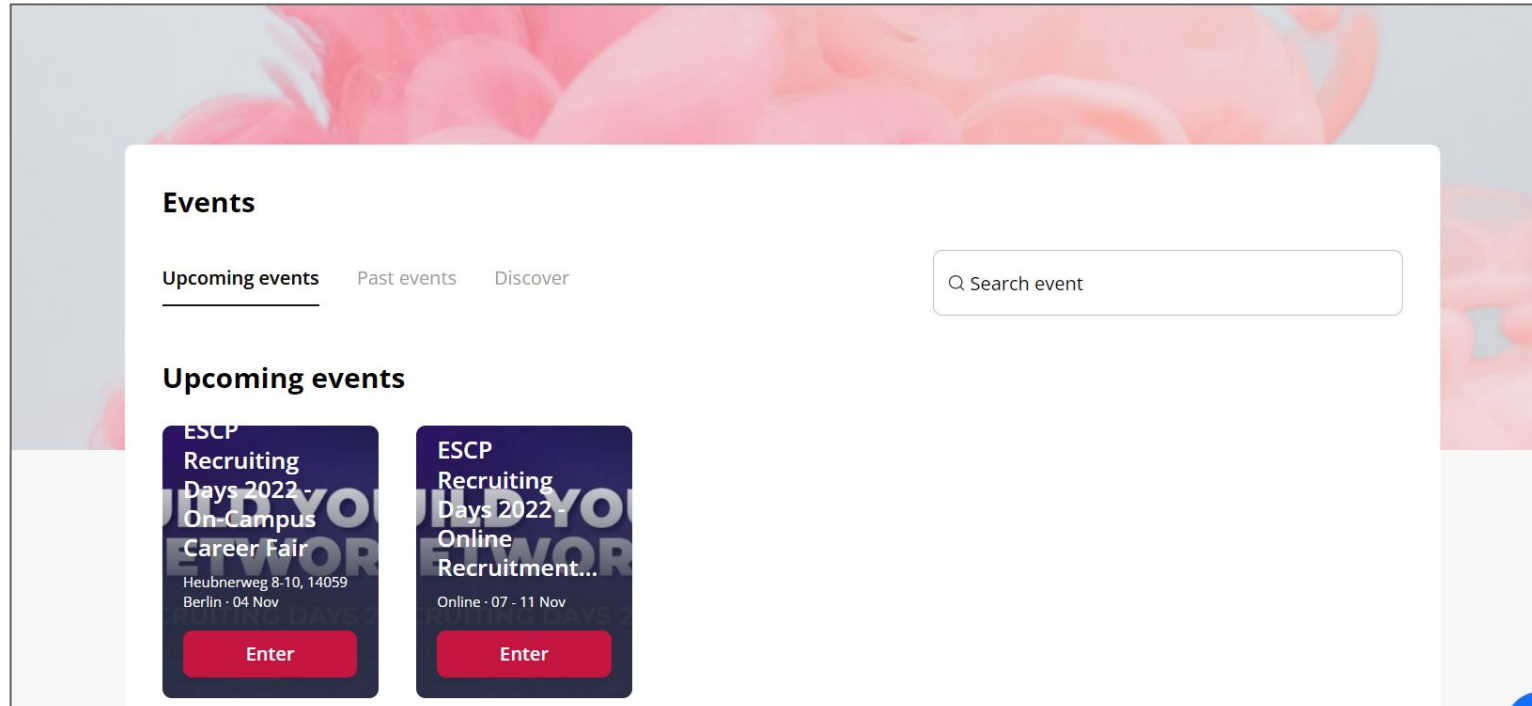
 Open to ESCP Berlin



Registration Complete






[Go to Event](#)[Update your Profile](#)[Add to Calendar](#)

Step 3: Go to 'Upcoming events' and click Enter



Step 4: 'Lobby' tab

Here you can view the overview of the entire event

 ESCP Recruiting Days 2022 - Online Recruitment Week  Hosted by [ESCP Business School Berlin](#)   

Lobby

Program

1-1 Chats




Live Booths


Companies

Jobs

My schedule

**ESCP Recruiting
Days 2022 - Online Recruitment Week**

 **07 to 11 Nov 2022**
8:00 AM to 6:00 PM CET  **0 Total Recruiters**
0 Live  **0 Total Participants**
0 Live


 Add to Calendar

**BUILD YOUR
NETWORK**


RECRUITING DAYS 2022
ORGANISED BY ESCP BERLIN CAMPUS


Live feed


Your Event is in
38days 19h 2m 13s





Event statistics

 Registered participants **1**

 Registered Companies **35**

 Registered Employees **112**

Step 5: 'Program' tab

Here you can view the day-to-day program and **Register** for company presentations and Round Tables that you wish to attend Online.

Please note: Registering for Round Table doesn't guarantee your spot. The deadline to apply for Round Table is Oct. 23. You will receive feedback on your application on Oct. 31

ESCP Recruiting Days 2022 - Online Recruitment Week Hosted by ESCP Business School Berlin


Lobby **Program** 1-1 Chats Live Booths Companies Jobs My schedule


Sessions

Times displayed are in your current local time

Mon 07 Nov Tue 08 Nov Wed 09 Nov Thu 10 Nov

9:00 AM

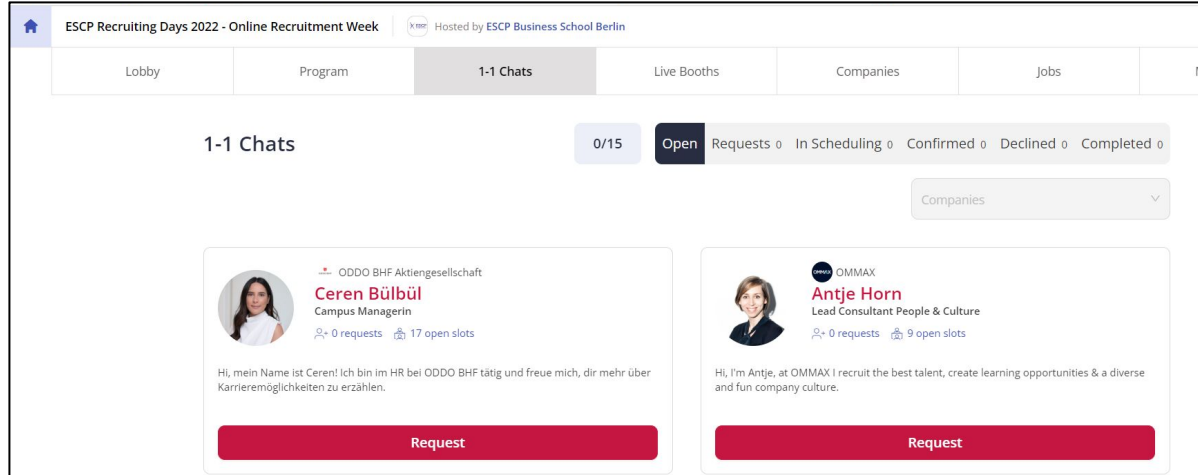

Company presentation with Amazon
Virtual
Please add your event description in English here! Please notice that this session is part of the industry day "Finance, Investment & Insurance"
Open for everyone
7 Nov 9:00 AM (30 mins)
[Register](#)


Building a better working world
Virtual
Please add your event description in GERMAN here! Please notice that this session is part of the industry day "Finance, Investment & Insurance"
500 spots
7 Nov 9:30 AM (30 mins)
[Register](#)

Step 6: '1:1 Chats' tab

Here you can **Request** for 1:1 Interviews with Company Representatives.

Please note: Requesting for 1:1 chats doesn't guarantee your spot. You will get notified whether they have accepted your request.



How to view 1:1 chats for a specific Company?

If you are interested in finding a recruiter of a particular company, you can go to the company profile under 'Companies' tab. Click on the "1-1 Chats" tab and find all the available slots there.

Step 6a: Request 1:1 Chats with Company Representatives

After you click on 'Request', a new window will emerge, allowing you to leave a message for the recruiter. This part might also include more details about the kind of candidate they would ideally like to speak with, or occasionally even a specific question they have for you.

Please note: if they did add a specific question, you must respond to it before sending the request.

Request a 1-1 Chat with Carol Hain

Carol Hain's ideal candidate would have:

Education:

No full-time experie...

Show 2 More

Languages:

German

Carol Hain would like to speak about these topics:

Consulting

strategy consulting

Show 4 More

Add your message

500c. Max.

Write your message here

Request

Step 6b: Status of 1:1 Chats with Company Representatives

1-1 Chats

2/15 Open **Requests 2** In Scheduling 0 Confirmed 0 Declined 0 Completed 0

All 2 My requests 2 Recruiter requests 0

Antje Horn
Lead Consultant People & Culture
1 request 9 open slots
Waiting for feedback

Carol Hain
HR Manager
1 request 11 open slots
Waiting for feedback

You may view all requests and filter for those sent by you or the recruiter in the **"Requests"** tab. A request will be marked as **"Waiting for feedback"** after being sent. By selecting the three dots on the recruiter's profile upper right corner, you can withdraw your request.

1-1 Chats

2/10 Open Requests **In Scheduling 1** Confirmed 0 Declined 0 Completed 0

All 1 Requested by me 0 Requested by employer 1

Jason Reich
Microsoft Manager
Virtual
Hi Jason, I have to reschedule this 1:1 chat.
Confirm Decline

Select a time from their calendar and then click on **"Confirm 1-1 Chat"**.

Select Time Slot:

Thu 31 Mar

10:00 AM 11:30 AM 12:00 PM 12:30 PM
01:30 PM 02:30 PM **03:30 PM** 04:00 PM
04:30 PM 05:30 PM

Confirm 1-1 Chat Cancel

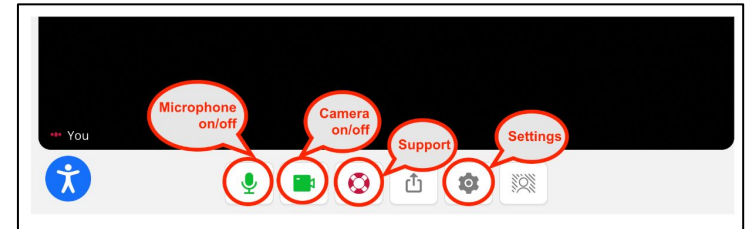
If a recruiter approved your request, it will show up in the **"In Scheduling"** tab for you to pick a time slot from their calendar. Click **"Confirm 1-1 Chat"** after choosing a time slot.

Step 6c: Join 1:1 Chats with Company Representatives



To join the 1:1 chat on the day of the event, you can access a confirmed 1-1 Chat through either the **"1-1 Chat"** tab or the **"My Schedule"** tab. Click on **"Join"** button to access the chat.

Turn your camera and microphone on by clicking on the icons, or select a different camera or microphone by clicking on the settings icon. If you need technical support, click on the lifesaver icon to open up the chat with the Talentspace technical support team.



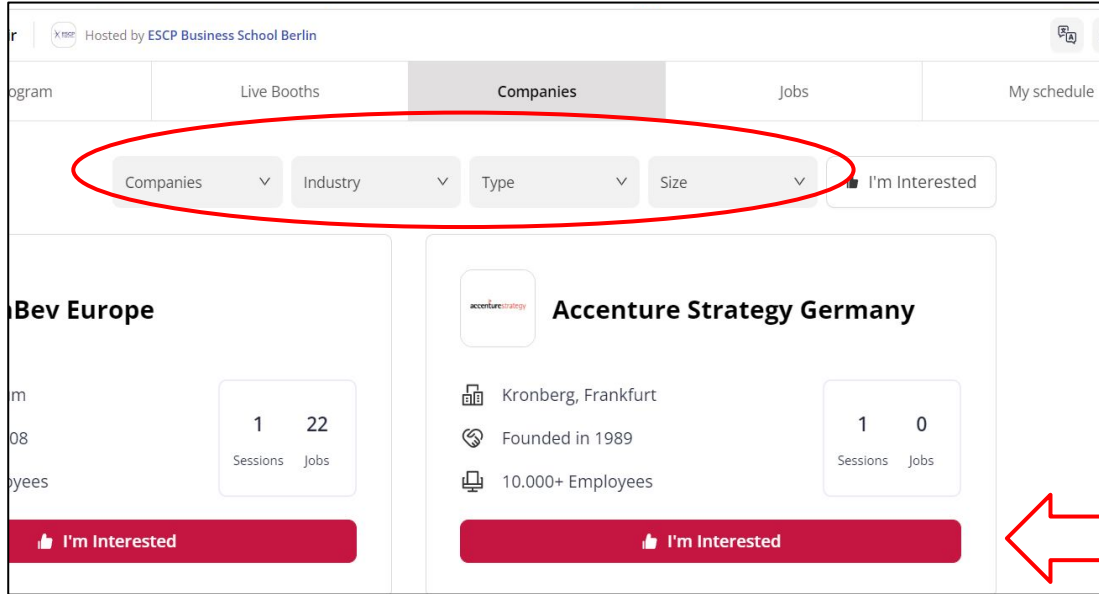
Step 7: 'Live Booths' tab

Here you can view the online company booths. You can join the booth on the day of the event.

The screenshot displays the ESCP Recruiting Days 2022 - Online Recruitment Week interface. The top navigation bar includes a home icon, the event title, a host badge for ESCP Business School Berlin, and icons for a calendar, notifications, and a profile. Below this is a horizontal menu with tabs: Lobby, Program, 1-1 Chats, **Live Booths** (highlighted with a red circle), Companies, Jobs, and My schedule. Under the 'Live Booths' tab, there are filter buttons for Companies, Industry, Type, and Size, along with an 'I'm Interested' button. A date selector shows 'Mon 07 Nov' as the active date, with options for Tue 08 Nov, Wed 09 Nov, and Thu 10 Nov. The main content area is titled 'Inactive' and shows two booth cards. The first card is for Amazon, with a status bar indicating 'Offline', 'Virtual', and 'Live Booth'. It includes the Amazon logo, industry tags for 'Retail & E-commerce' and 'IT & Telecommunications', a welcome message, and a 'Join' button. The second card is for Q_PERIOR AG, also with a status bar showing 'Offline', 'Virtual', and 'Live Booth'. It includes the company logo, a 'Management Consulting' tag, a welcome message, and a 'Join' button. In the bottom right corner, there are icons for a person and a chat bubble.

Step 8: 'Companies' tab

View all the companies participating Online in this tab

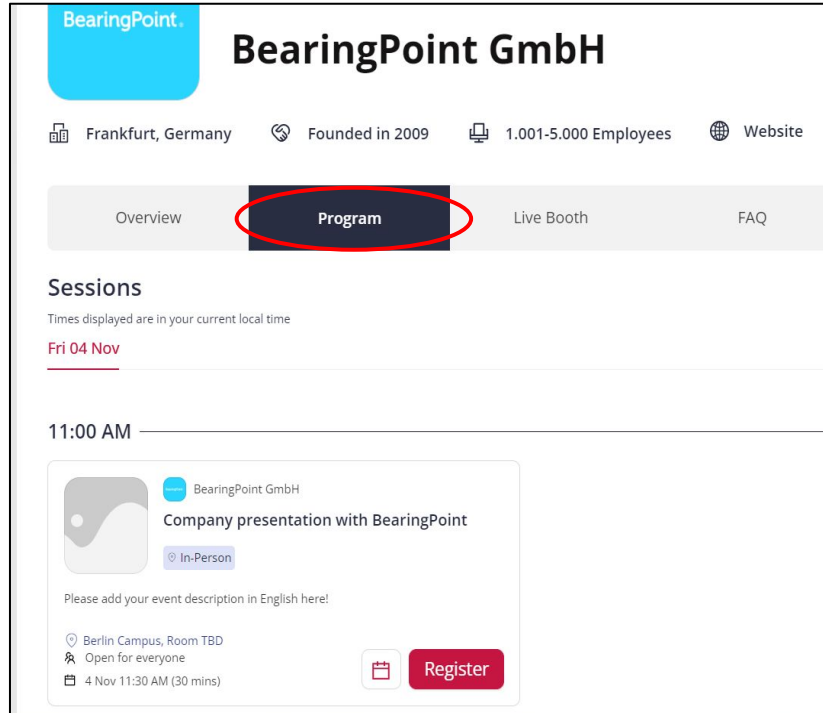


Create filters: You can create filters based on industry or company size to find companies that match your interests

Indicate your Interest: For each company, there is a button to indicate to recruiters that you are interested in their company. Simply click on "👍 I'm interested", and recruiters will be able to see this.

Step 8a: Detailed information about a company

To get more information on a company, simply click on their profile.

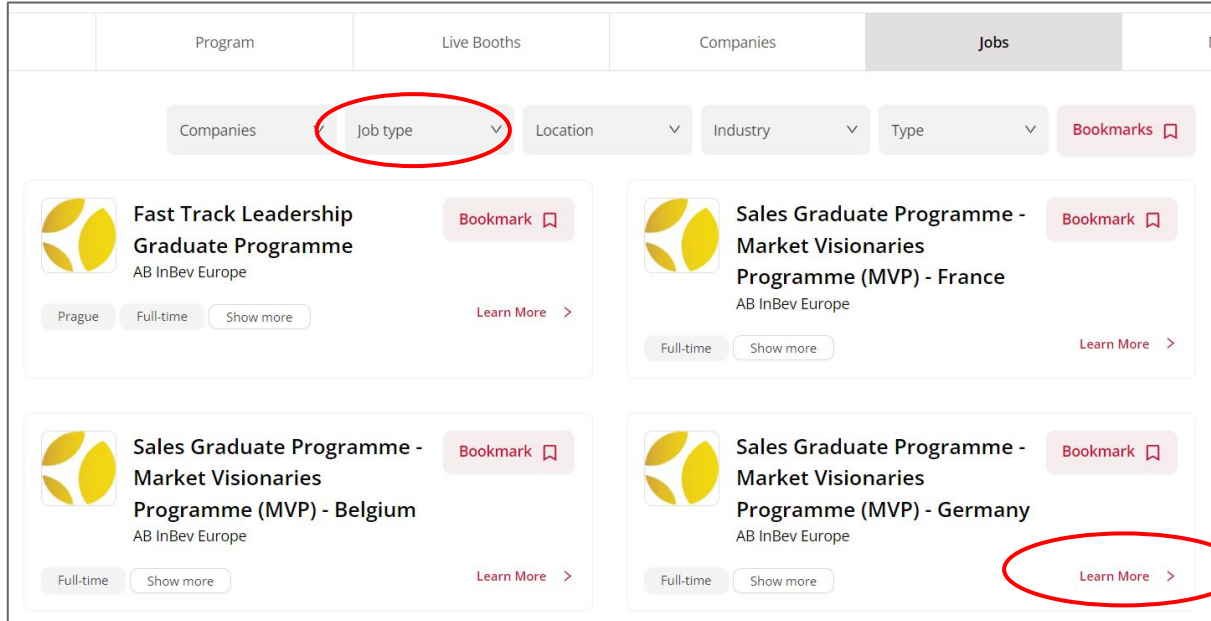


The "**Program**" tab shows if the company is hosting a presentation and/or round table discussion Online.

By clicking on the presentation, you will be able to register, **submit questions in advance**, as well as view and upvote any questions other talents might have asked.

Step 9: 'Jobs' tab

Find all the job openings the companies have published

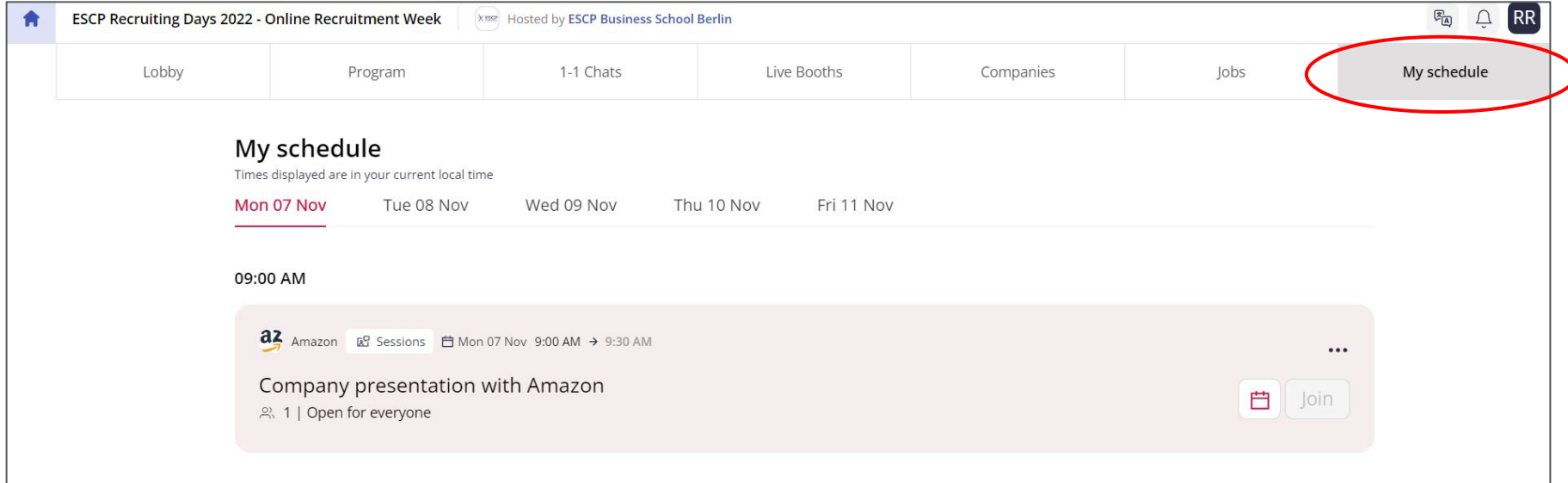


Create filters: Create filters based on location, industry. Bookmark jobs you find interesting.

Apply for Jobs: By clicking on "**Learn more**", you can find the job description and the link to the job posting

Step 10: 'My schedule' tab

Once you have registered for company presentations, round table discussions and 1:1 chats, they will be visible in the **"My Schedule"** tab.



The screenshot shows the top navigation bar of the ESCP Recruiting Days 2022 - Online Recruitment Week. The 'My schedule' tab is highlighted with a red circle. Below the navigation bar, the 'My schedule' section is displayed, showing a calendar view for the week of November 7th to 11th. The current time is 09:00 AM. A session titled 'Company presentation with Amazon' is shown, scheduled for Monday, November 7th, from 9:00 AM to 9:30 AM. The session is open for everyone and has a 'Join' button next to a calendar icon.

ESCP Recruiting Days 2022 - Online Recruitment Week

Hosted by ESCP Business School Berlin

Lobby Program 1-1 Chats Live Booths Companies Jobs **My schedule**

My schedule

Times displayed are in your current local time

Mon 07 Nov Tue 08 Nov Wed 09 Nov Thu 10 Nov Fri 11 Nov

09:00 AM

Amazon Sessions Mon 07 Nov 9:00 AM → 9:30 AM

Company presentation with Amazon

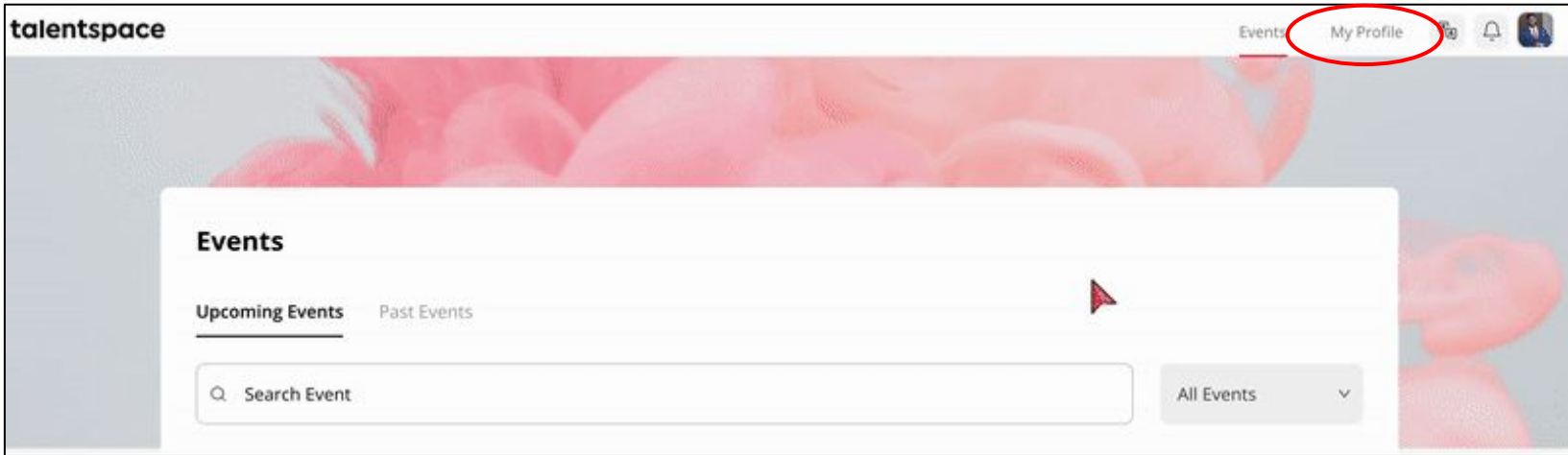
1 | Open for everyone

Join

Add to Calendar: Next to the "Join" button for each session you will have the option to add these to your calendar by clicking on the calendar icon. On the day of the event, you can enter your sessions from this tab.

Step 10: Complete your Profile

The recruiter would still be able to view your profile after the event. Make sure to include as much information as you can to increase your chances of standing out!



To create your profile, simply click on the **"My Profile"** tab in the top navigation bar.

Step 11: Complete the technical check

Before you begin 1:1 Chats, make sure to go through this [Technical Checklist](#) for everything to run smoothly.

Link to a recorded video on how to use Talentspace platform for ESCP Recruiting Days - [Click Here!](#)