



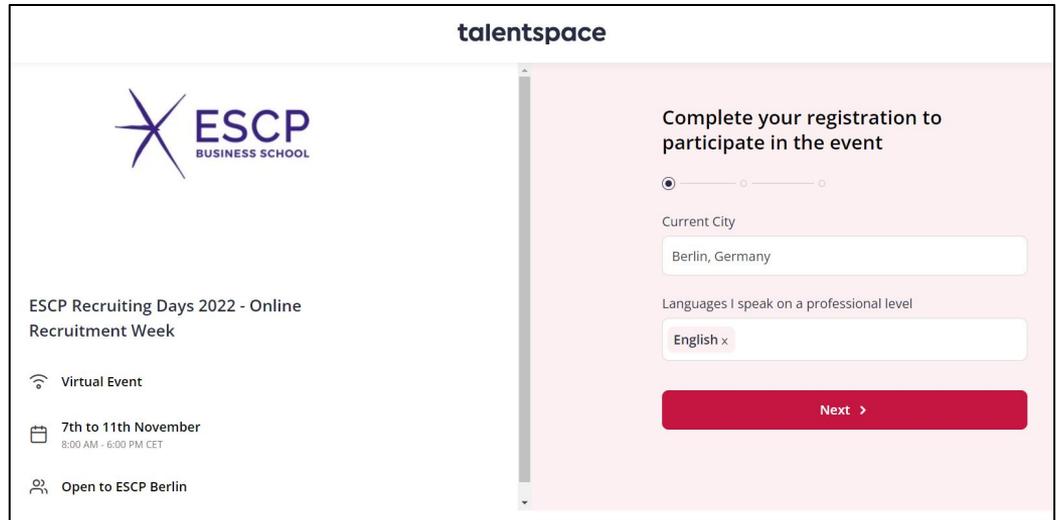
**Online Recruiting Week  
Registration & How to use  
step-by-step guide**

## 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.

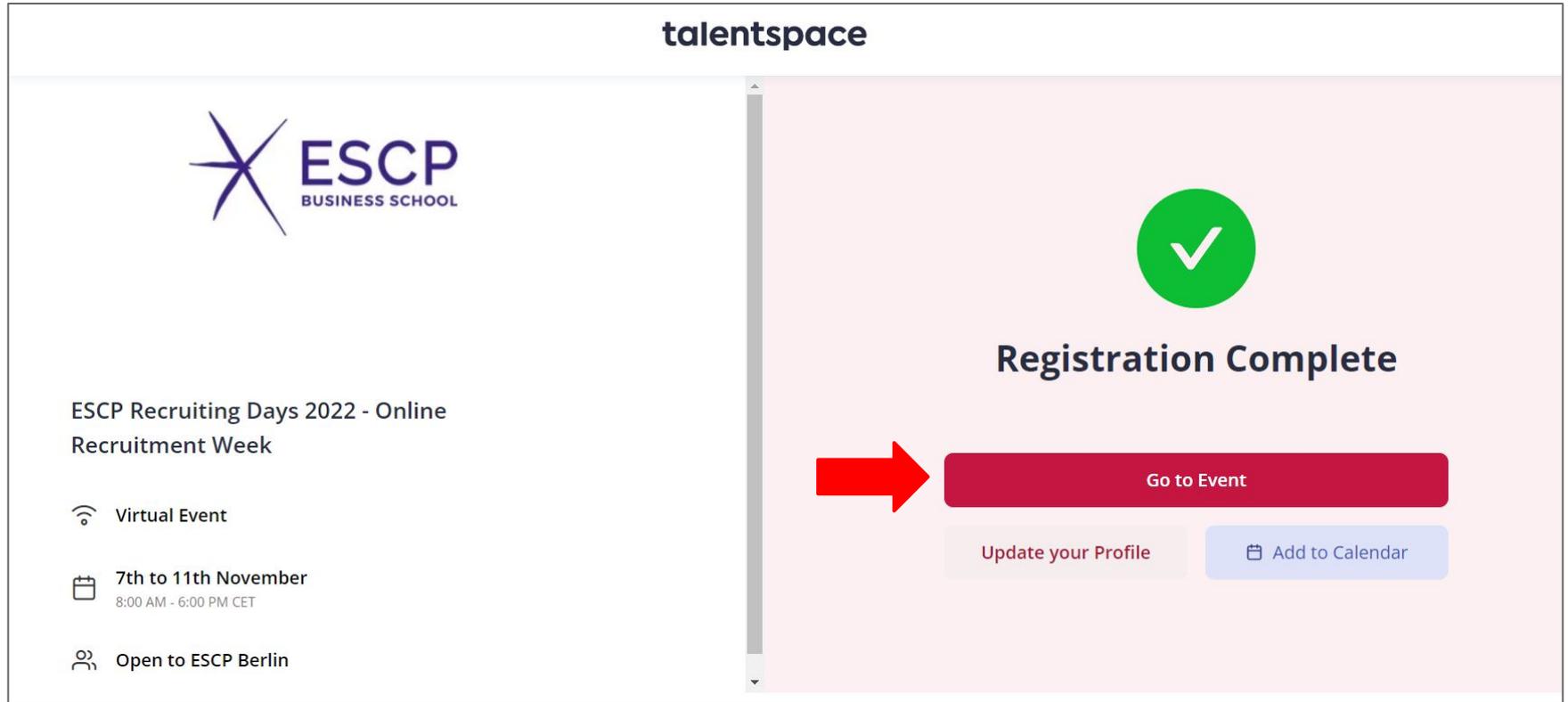
**Please remember** to use the most recent version of Google Chrome (preferred), Mozilla Firefox or Microsoft Edge (v. 79) browser.



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 7th to 11th November (8:00 AM - 6:00 PM CET), and is open to ESCP Berlin. On the right, a registration progress bar is shown, followed by a form to complete registration. The form includes a "Current City" field with "Berlin, Germany" entered, and a "Languages I speak on a professional level" field with "English x" entered. A red "Next >" button is positioned at the bottom of the form.

## 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  
8:00 AM - 6:00 PM CET

 Open to ESCP Berlin

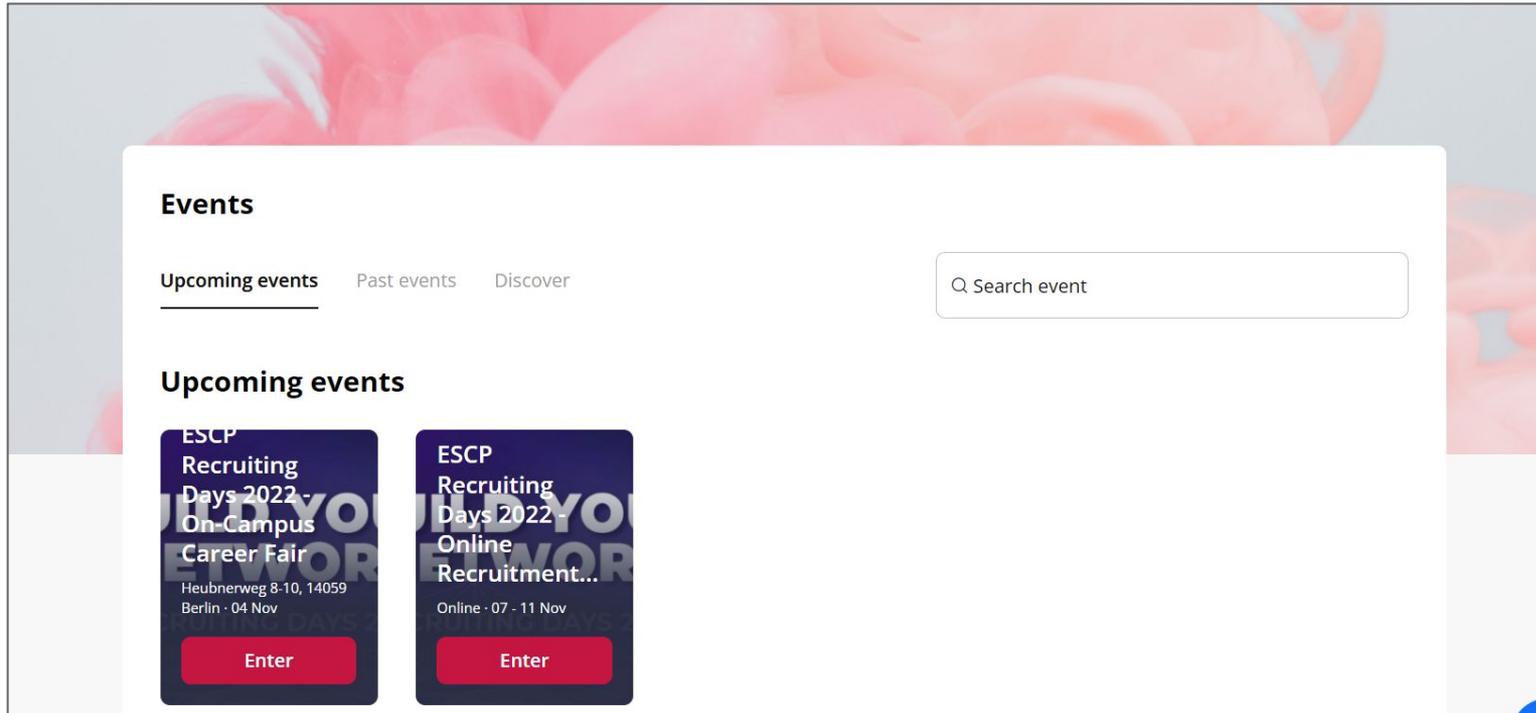


**Registration Complete**

 [Go to Event](#)

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

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



The screenshot shows a web interface for an events page. At the top, there is a header with the word "Events" and three navigation tabs: "Upcoming events" (which is underlined), "Past events", and "Discover". To the right of these tabs is a search bar with the placeholder text "Q Search event". Below the navigation is a section titled "Upcoming events" which contains two event cards. Each card has a dark blue background with white text and a red "Enter" button at the bottom. The first card is for "ESCP Recruiting Days 2022 - On-Campus Career Fair" located at "Heubnerweg 8-10, 14059 Berlin" on "04 Nov". The second card is for "ESCP Recruiting Days 2022 - Online Recruitment..." which is an "Online" event from "07 - 11 Nov".

### Events

Upcoming events Past events Discover

### Upcoming events

**ESCP Recruiting Days 2022 - On-Campus Career Fair**  
Heubnerweg 8-10, 14059 Berlin · 04 Nov  
[Enter](#)

**ESCP Recruiting Days 2022 - Online Recruitment...**  
Online · 07 - 11 Nov  
[Enter](#)

## Step 4: 'Lobby' tab

Here you can view the overview of the entire event

The screenshot displays the event page for "ESCP Recruiting Days 2022 - Online Recruitment Week". The "Lobby" tab is highlighted with a red circle in the navigation menu. The main banner features the text "BUILD YOUR NETWORK" and "ESCP Recruiting Days 2022 - Online Recruitment Week". Below the banner, event details are provided: dates (07 to 11 Nov 2022, 8:00 AM to 6:00 PM CET), 0 Total Recruiters (0 Live), and 0 Total Participants (0 Live). An "Add to Calendar" button is also visible. The "Live feed" section contains a "Your Event is in" timer showing 38 days, 19 hours, 2 minutes, and 13 seconds, accompanied by an illustration of a person with a clock. The "Event statistics" section shows 1 Registered participant, 35 Registered Companies, and 112 Registered Employees. The page is hosted by ESCP Business School Berlin and includes icons for accessibility, notifications, and a registration button (RR).

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

RR

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

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

**BUILD YOUR NETWORK**

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

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

Amazon

**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](#)

EY - Stand 98

**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.

The screenshot shows the '1-1 Chats' section of the ESCP Recruiting Days 2022 - Online Recruitment Week interface. The page is titled 'ESCP Recruiting Days 2022 - Online Recruitment Week' and is hosted by ESCP Business School Berlin. The navigation bar includes 'Lobby', 'Program', '1-1 Chats', 'Live Booths', 'Companies', 'Jobs', and 'M'. The '1-1 Chats' tab is active, showing a status of '0/15' and a dropdown menu with options: 'Open', 'Requests 0', 'In Scheduling 0', 'Confirmed 0', 'Declined 0', and 'Completed 0'. A 'Companies' dropdown menu is also visible. Two recruiter profiles are displayed:

- Ceren Bülbül**, Campus Managerin at ODDO BHF Aktiengesellschaft. She has 0 requests and 17 open slots. Her bio reads: "Hi, mein Name ist Ceren! Ich bin im HR bei ODDO BHF tätig und freue mich, dir mehr über Karrieremöglichkeiten zu erzählen."
- Antje Horn**, Lead Consultant People & Culture at OMMAX. She has 0 requests and 9 open slots. Her bio reads: "Hi, I'm Antje, at OMMAX I recruit the best talent, create learning opportunities & a diverse and fun company culture."

Both profiles have a red 'Request' button at the bottom.

## 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:  [Show 2 More](#)

Languages:

 Carol Hain would like to speak about these topics:

[Show 4 More](#)

Add your message 500c. Max.

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

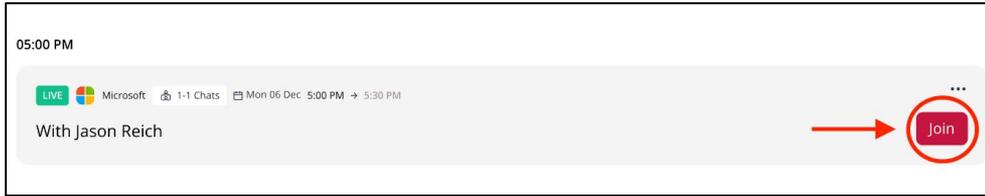
The screenshot shows a dashboard with a navigation bar containing 'Program', '1-1 Chats', 'Live Booths', 'Companies', and 'Jobs'. Below the navigation bar, there are filters for '2/15' and 'Open Requests 2'. The 'Open Requests 2' filter is circled in red. Below the filters, there are two recruiter profiles: Antje Horn (Lead Consultant People & Culture) and Carol Hain (HR Manager). Both profiles have a 'Waiting for feedback' status. The three dots menu icon on the right of each profile is circled in red.

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.

The screenshot shows a dialog box titled '1-1 Chats' with a filter for 'In Scheduling 1'. Below the filter, there is a 'Confirm' button and a 'Decline' button. Below the buttons, there is a 'Select Time Slot:' section with a calendar for 'Thu 31 Mar'. The time slot '03:30 PM' is circled in red. Below the calendar, there is a 'Confirm 1-1 Chat' button and a 'Cancel' button. The 'Confirm 1-1 Chat' button is circled in red.

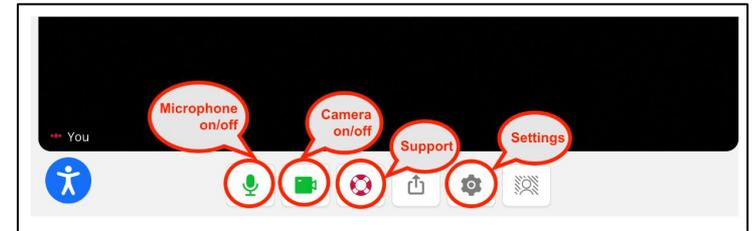
If a recruiter approved your request, it will show up in the "**In Scheduling**" tab for you to pick a time slot from their calendar. Click "**Confirm 1-1 Chat**" after choosing a time slot.

## 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 icon, and the text "Hosted by ESCP Business School Berlin". On the right, there are icons for a calendar, a bell, and a profile icon labeled "RR". Below the navigation bar is a horizontal menu with tabs: "Lobby", "Program", "1-1 Chats", "Live Booths" (highlighted with a red oval), "Companies", "Jobs", and "My schedule".

Below the menu is a filter section with dropdown menus for "Companies", "Industry", "Type", and "Size", followed by a button labeled "I'm Interested".

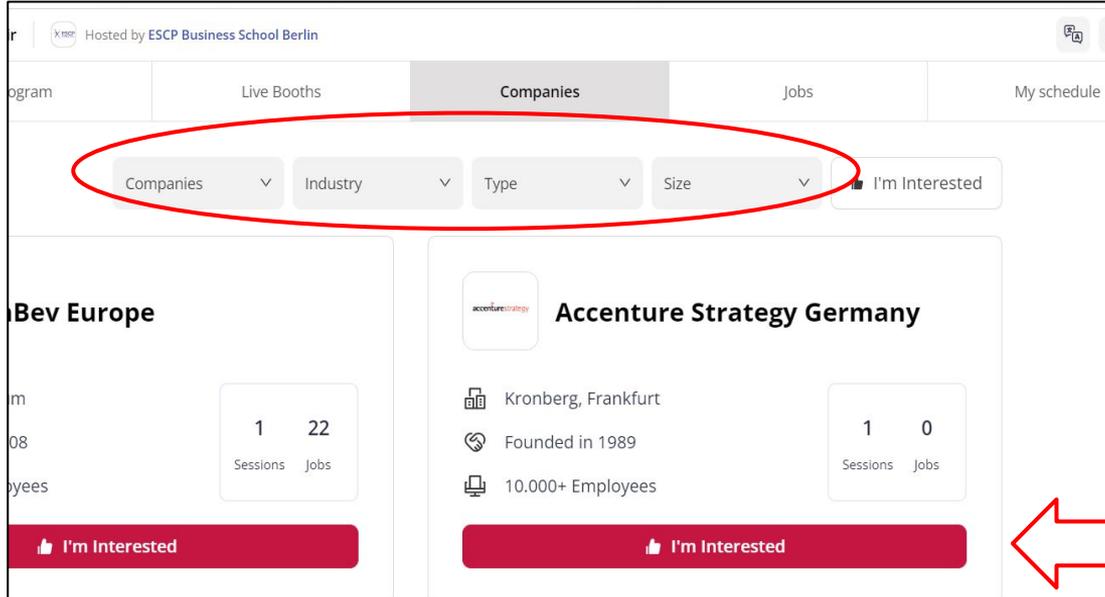
The main content area shows a date selector with "Mon 07 Nov" selected, and "Tue 08 Nov", "Wed 09 Nov", and "Thu 10 Nov" as options. Below the date selector, the word "Inactive" is displayed. Two booth cards are shown:

- Amazon:** Status: Offline, Virtual, Live Booth. Industry: Retail & E-commerce, IT & Telecommunications. Description: "We are Amazon. Please drop by and join us for a chat and we'll be sure to answer all of your questions." Status: "This booth is empty". Button: "Join".
- Q\_PERIOR AG:** Status: Offline, Virtual, Live Booth. Industry: Management Consulting. Description: "We are Q\_PERIOR AG. Please drop by and join us for a chat and we'll be sure to answer all of your questions." Status: "This booth is empty". Button: "Join".

In the bottom right corner, there are two circular icons: a blue one with a white person silhouette and a red one with a white envelope icon.

## Step 8: 'Companies' tab

View all the companies participating Online in this tab



The screenshot shows a web interface for a virtual event. At the top, there are navigation tabs: 'Program', 'Live Booths', 'Companies' (which is selected and highlighted in grey), 'Jobs', and 'My schedule'. Below the tabs, there is a filter bar with four dropdown menus: 'Companies', 'Industry', 'Type', and 'Size'. These four dropdown menus are circled in red. To the right of the filters is a button with a thumbs-up icon and the text 'I'm Interested'. Below the filter bar, there are two company cards. The first card is partially visible and shows 'Bev Europe' with 1 session and 22 jobs. The second card is for 'Accenture Strategy Germany', located in 'Kronberg, Frankfurt', founded in 1989, and has 10,000+ employees. It shows 1 session and 0 jobs. Below each card is a red button with a thumbs-up icon and the text 'I'm Interested'. A red arrow points from the right towards the 'I'm Interested' button for Accenture Strategy Germany.

**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.

**BearingPoint GmbH**

Frankfurt, Germany | Founded in 2009 | 1.001-5.000 Employees | Website

Overview | **Program** | Live Booth | FAQ

### Sessions

Times displayed are in your current local time

Fri 04 Nov

11:00 AM

**BearingPoint GmbH**  
Company presentation with BearingPoint  
In-Person

Please add your event description in English here!

Berlin Campus, Room TBD  
Open for everyone  
4 Nov 11:30 AM (30 mins)

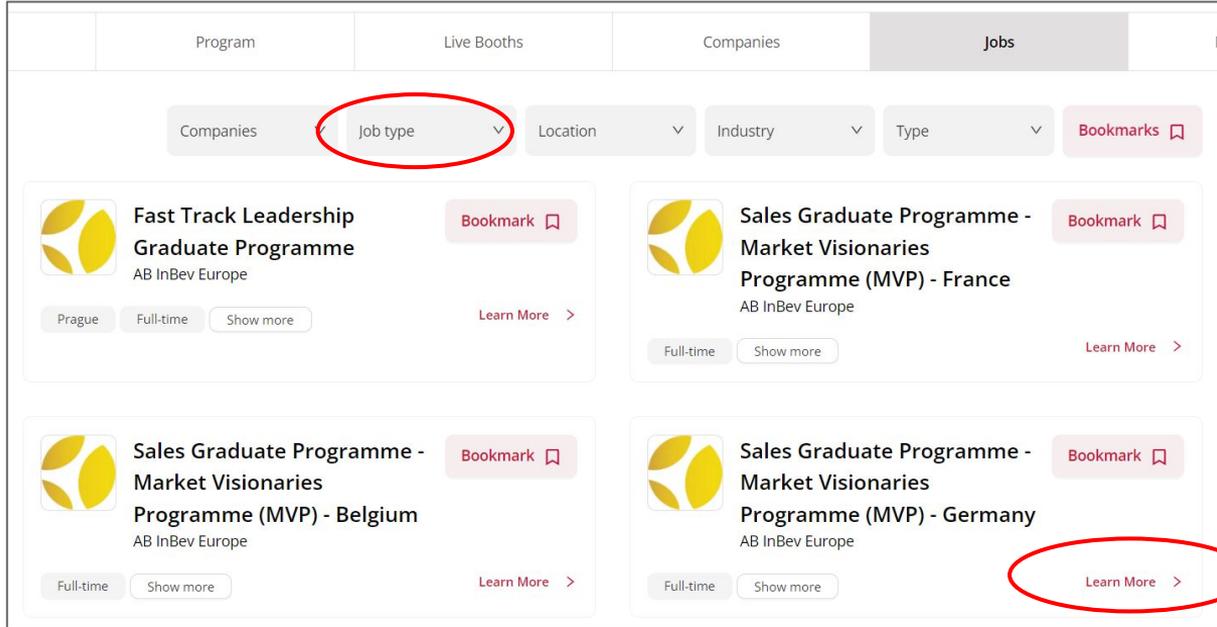
**Register**

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



The screenshot displays a job search interface with a navigation bar at the top containing 'Program', 'Live Booths', 'Companies', and 'Jobs' (which is highlighted). Below the navigation bar is a filter section with dropdown menus for 'Companies', 'Job type' (circled in red), 'Location', 'Industry', and 'Type', along with a 'Bookmarks' button. The main content area shows four job listings, each with a company logo, title, location, and 'Learn More' link. The 'Learn More' link for the bottom-right listing is circled in red.

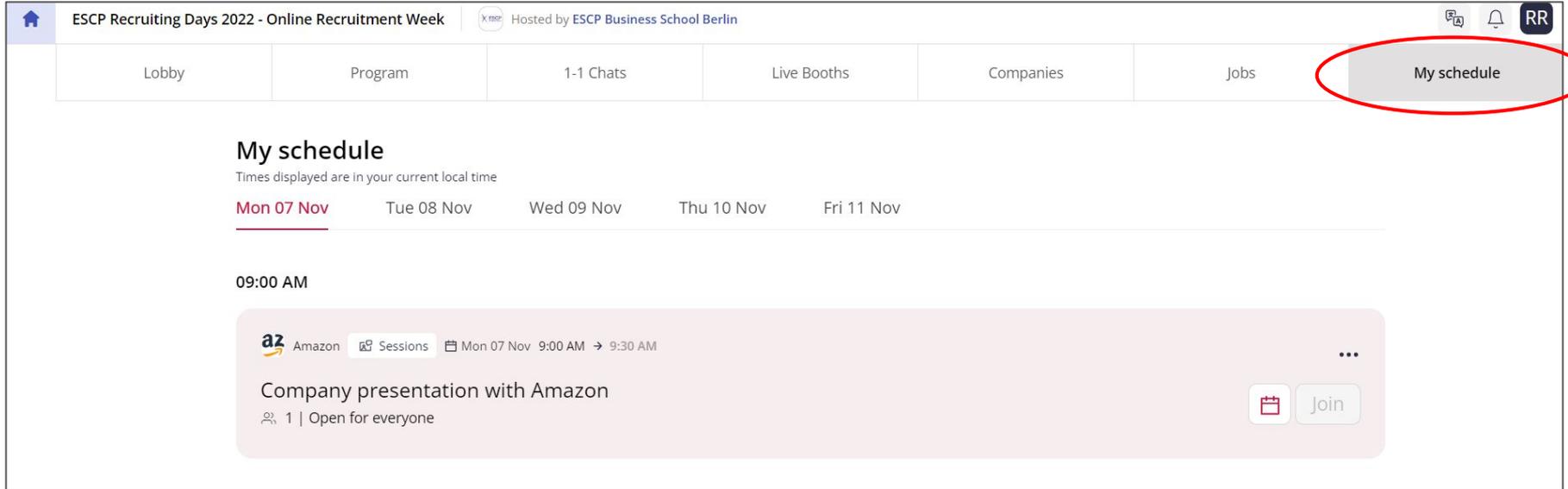
Job Title	Location	Full-time	Show more	Learn More
Fast Track Leadership Graduate Programme	Prague	Full-time	Show more	Learn More >
Sales Graduate Programme - Market Visionaries Programme (MVP) - France	Full-time	Show more		Learn More >
Sales Graduate Programme - Market Visionaries Programme (MVP) - Belgium	Full-time	Show more		Learn More >
Sales Graduate Programme - Market Visionaries Programme (MVP) - Germany	Full-time	Show more		Learn More >

**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.

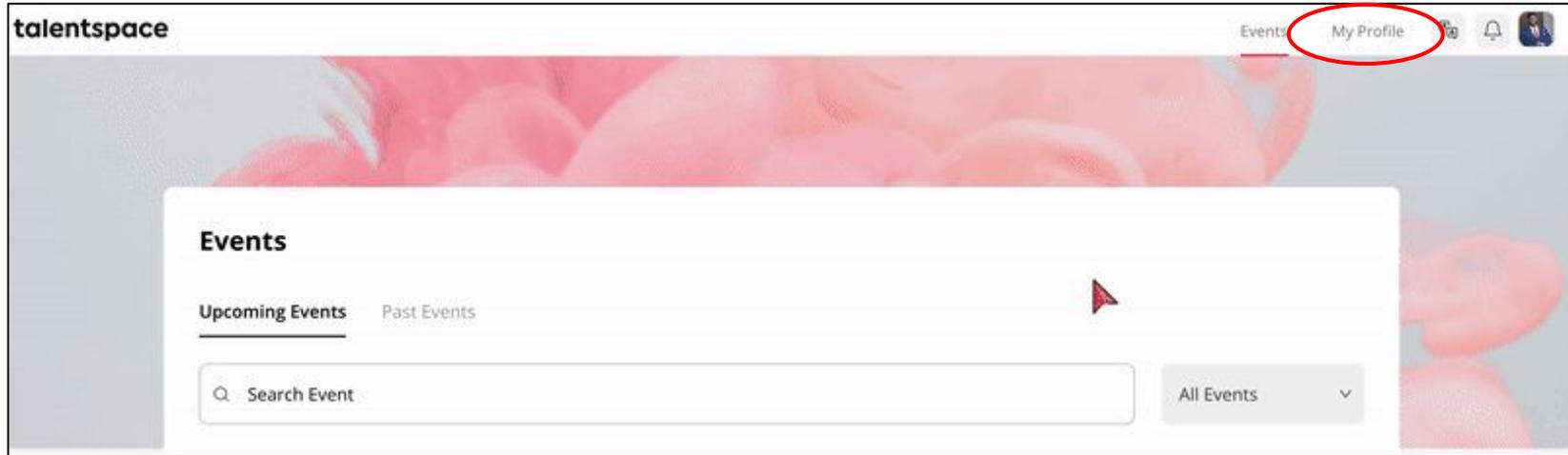


The screenshot shows the 'My schedule' tab selected in a navigation bar. The main content area displays a calendar view for the week of November 7th to 11th. A session titled 'Company presentation with Amazon' is scheduled for Monday, November 7th, from 9:00 AM to 9:30 AM. The session details include the Amazon logo, the text 'Amazon Sessions', the date and time 'Mon 07 Nov 9:00 AM → 9:30 AM', and a 'Join' button with a calendar icon next to it. The session is marked as 'Open for everyone'.

**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!](#)**