University of St.Gallen

Career & Corporate Services (CSC)

my.hsgcareer.ch

Sign Up & Login
Company Profile
Event Management

Administration of Applications
and Selection of Participants

my.hsgcareer.ch - the digital interface for students of the University of St.Gallen (HSG) and for national and international companies

By registering your company on our career platform, you will benefit from the following advantages:

- Creation and maintenance of an up-to-date, and detailed company profile
- Administration of your individual contact information
- Booking and administration of your job and event advertisements, as well as additional products
- Administration of your events
- Administration of applications and registrations for your events

For optimal use of our platform, you will find valuable tips below.

Contact

Administrative questions	corporate-services@unisg.ch	+41 71 224 39 00
Technical issues	csc.support@unisg.ch	

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1 Sign Up and Login

1.1 Sign Up

If your company is not yet registered, please go to my.hsgcareer.ch/en/sign-up/ (A) and create a company profile (B).
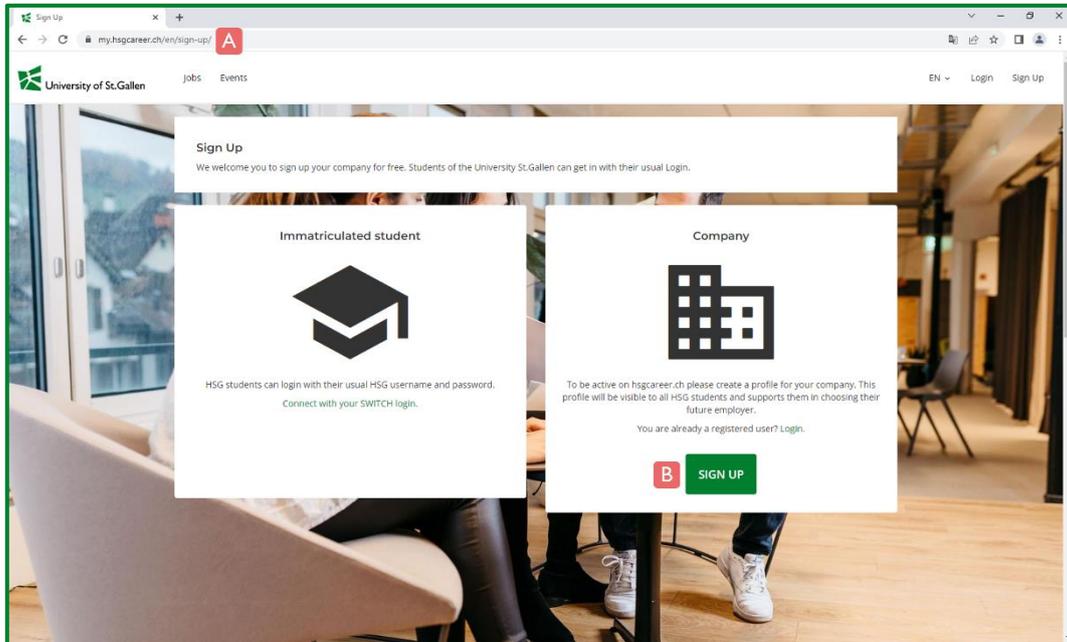
1.2 Login

Once the company profile has been activated, you can log in with your individual password-protected access (A) at my.hsgcareer.ch/en/authent/login/ (B).
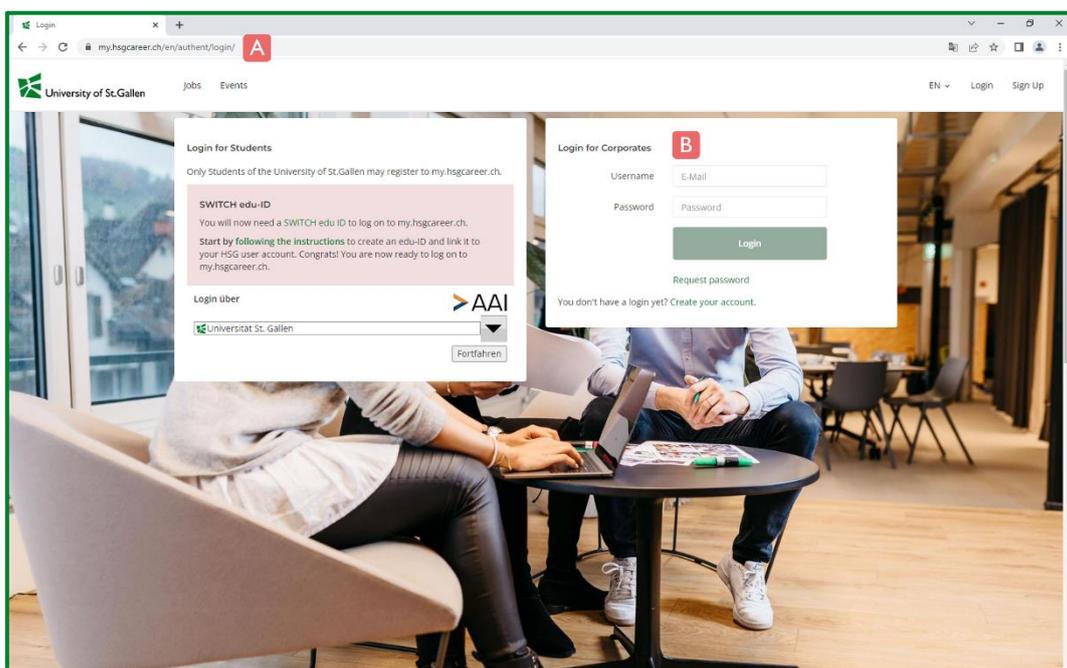
2 Company Profile

2.1 Basic Information

After logging in, you will have access to your company's account. In the top right navigation, click on your name (A) and under My Company profile (B) you can view the company information and update it if necessary.
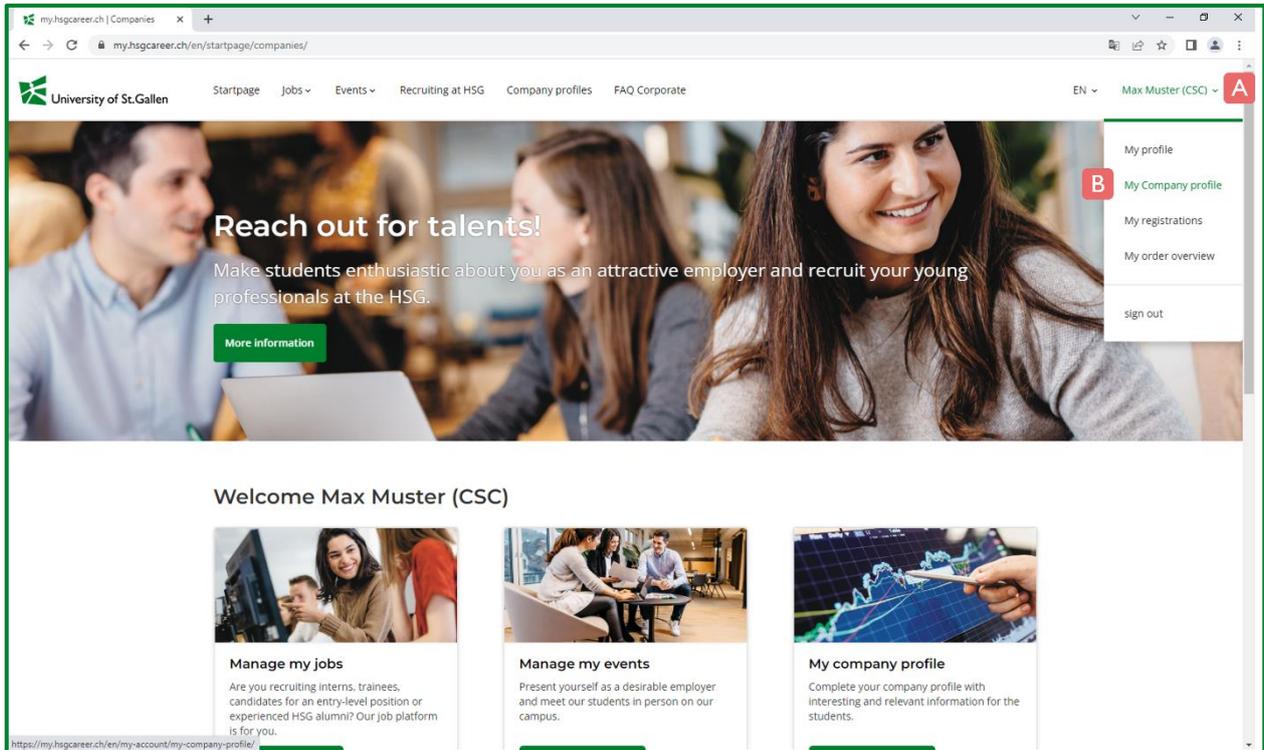
> **Note**: Registered students have access to profiles of active companies, and they use this opportunity to gain further insights into these companies. Use this opportunity to set your company apart with an up-to-date, complete, and ap-pealing profile.

A basic profile is activated by default after registration. Additionally, and free of charge, you can activate the extended profile to create a more detailed company profile. The most important functions of the basic profile include:

A) Company information (UID/USt-ID, Region, Industry, Number of employees national/worldwide, Number of Entry-Level Jobs)
B) Change Logo
C) Change Key visual
D) Contact Person: Here you can see which contacts are assigned to your company and you can specify the main contact person.
- o Company Address / Social Networks
- o Additionally: About Us / Video
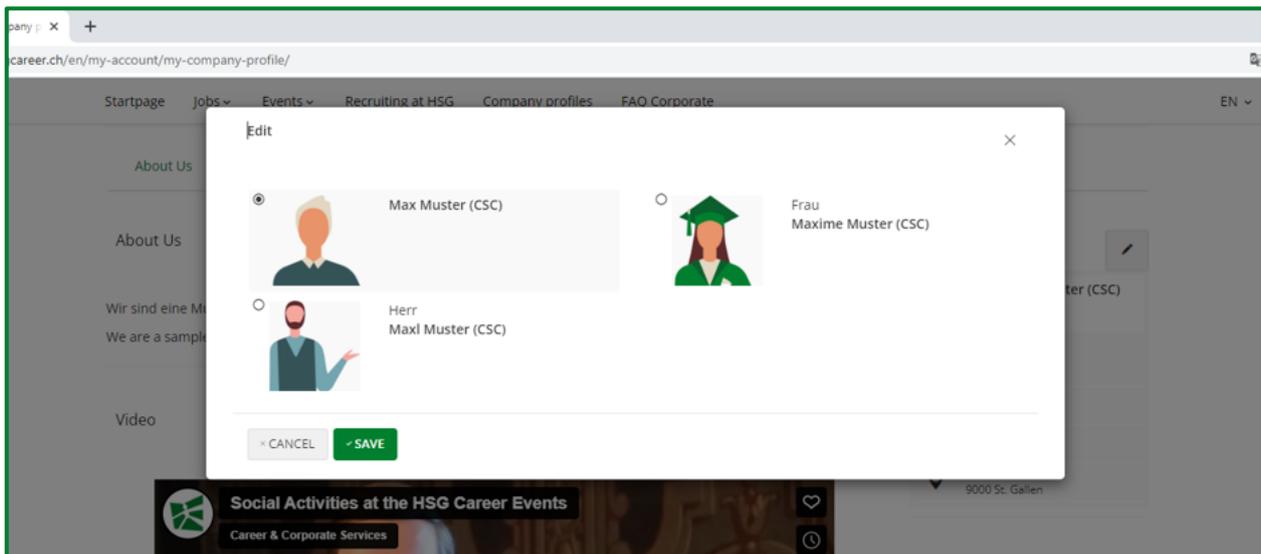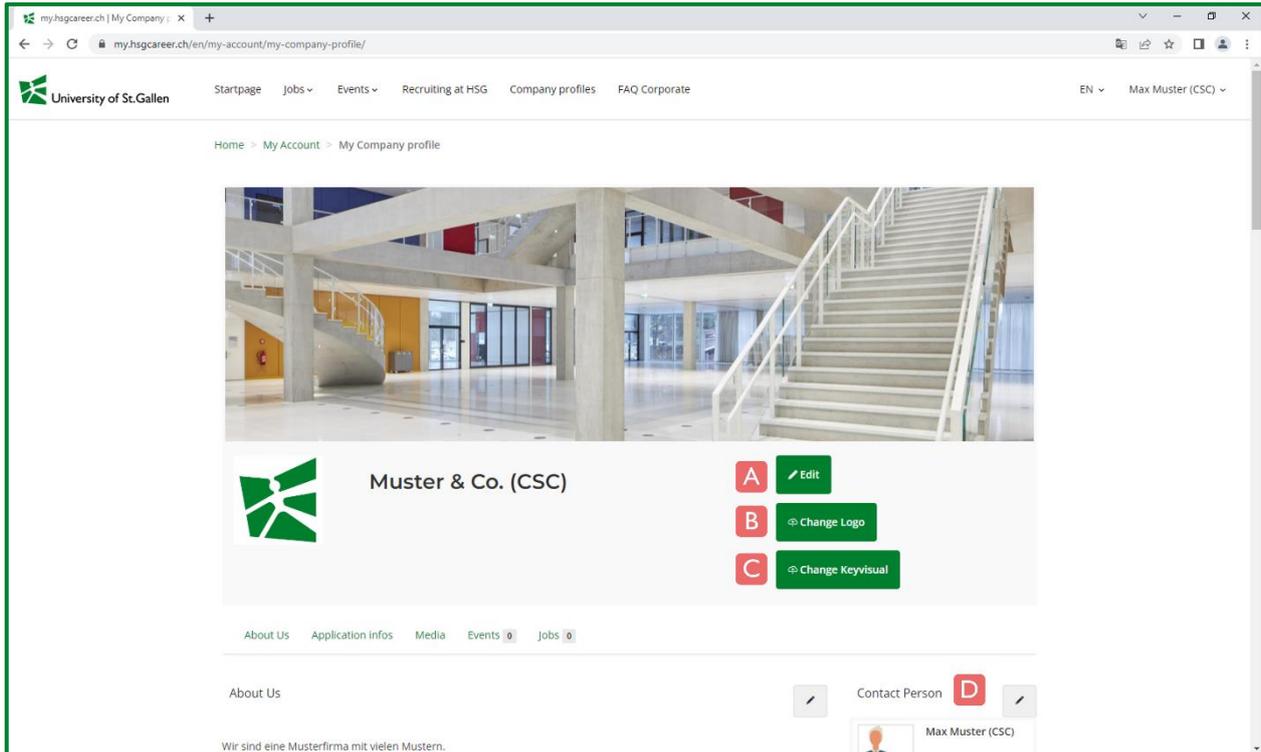
> **Note**: You cannot remove or edit existing contacts or add new ones. If you wish to make any changes, please contact: corporate-services@unisg.ch

For an extended company profile you can add additional information:

- What sets us apart? / Our work values / What is important to us?
- Key Competencies / Preferred Specialties
- Media
- Awards

2.2 Contact Information

After logging in, you will have access to your company's account. In the top right navigation, click on your name (A) and under My profile (B) you can view your individual contact details and update them if necessary.
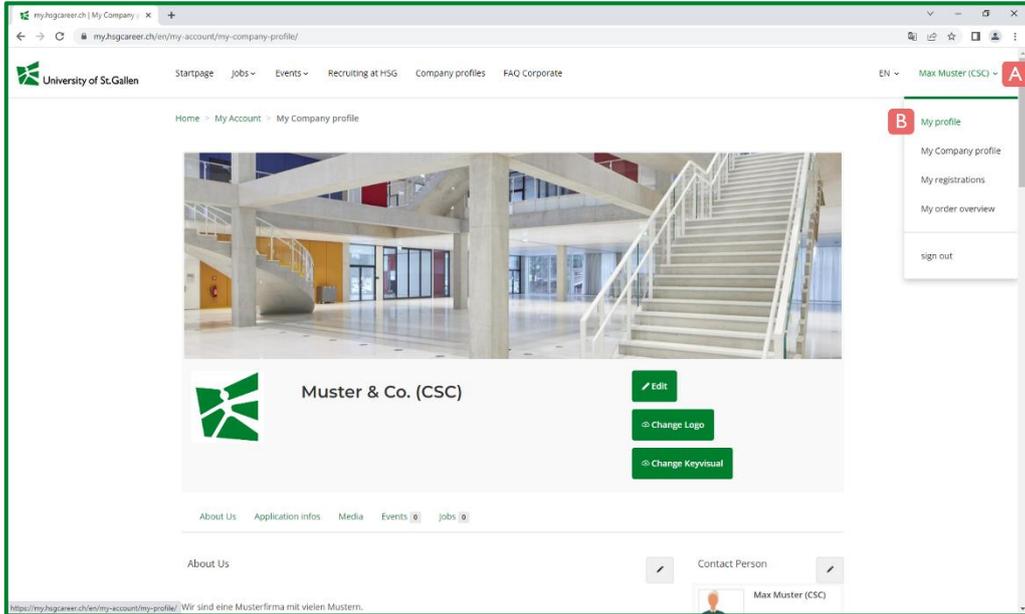
The most important functions include:

A) Language of Correspondence B) Contact Information C) Change Password D) Delete personal account
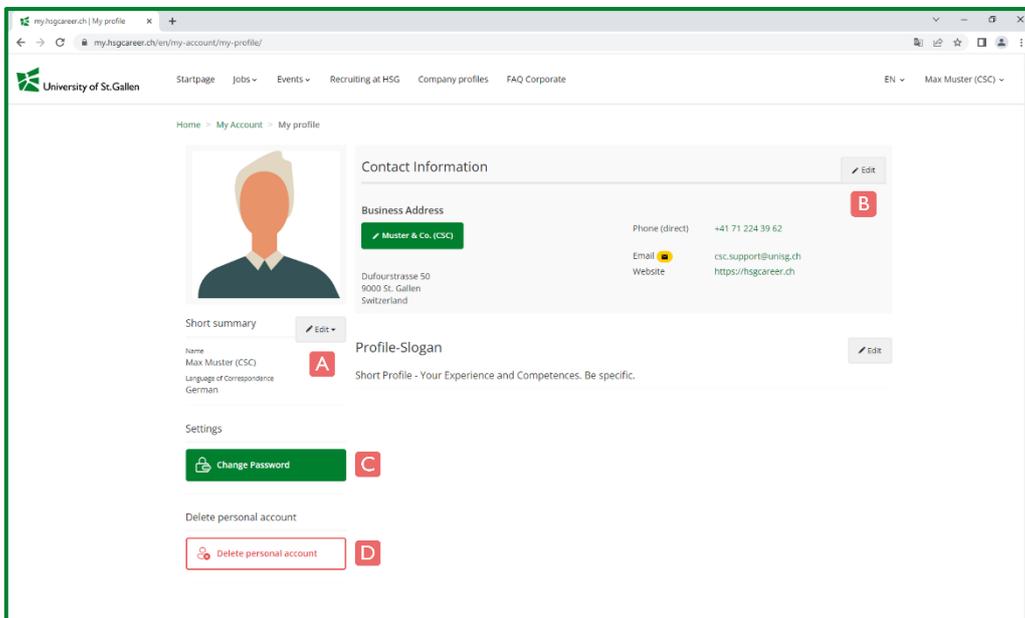
Note: You can only modify your contact information, but you cannot edit or remove other contacts or add new ones. If you wish to make any changes, please contact:
corporate-services@unisg.ch

2.3 Order Overview

After logging in, you will have access to your company's account. In the top right navigation, click on your name (A) and under My order overview (B) you can view the orders of your company.
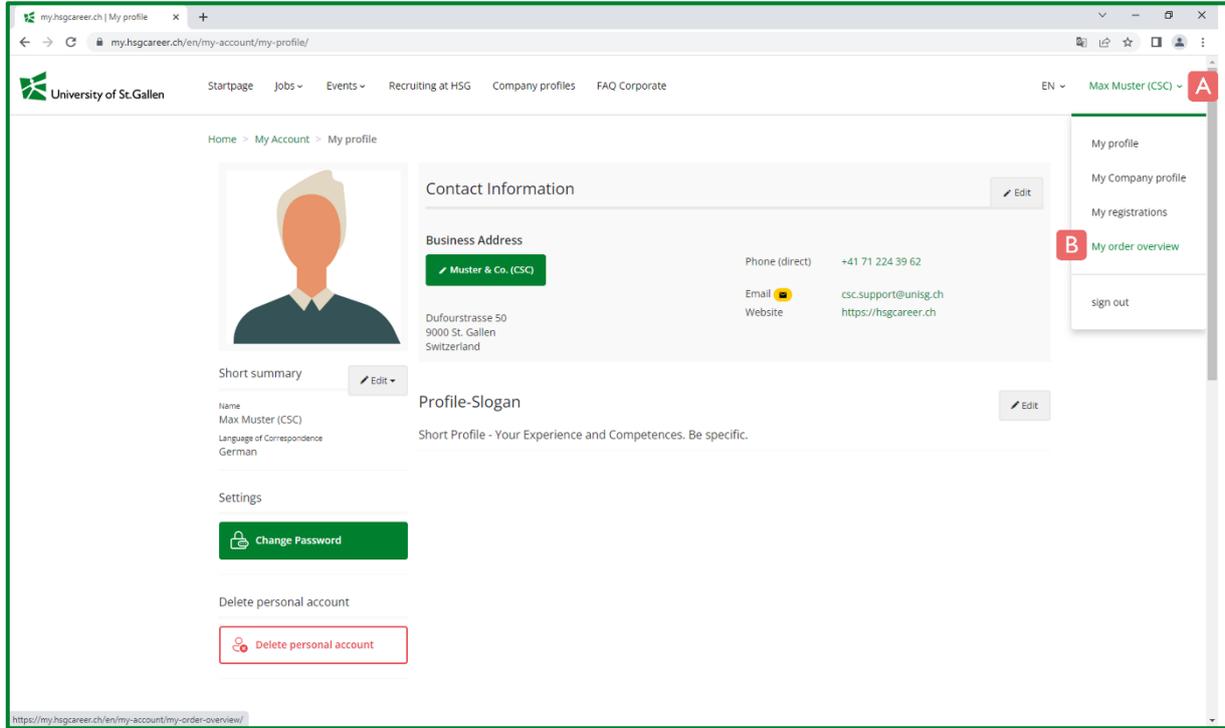
You will get to the overview (A) of all orders and can Download the order overview as PDF (B) if required. Using the Search function (C) you can narrow down by Invoice name and Reference number or define a period from/until.
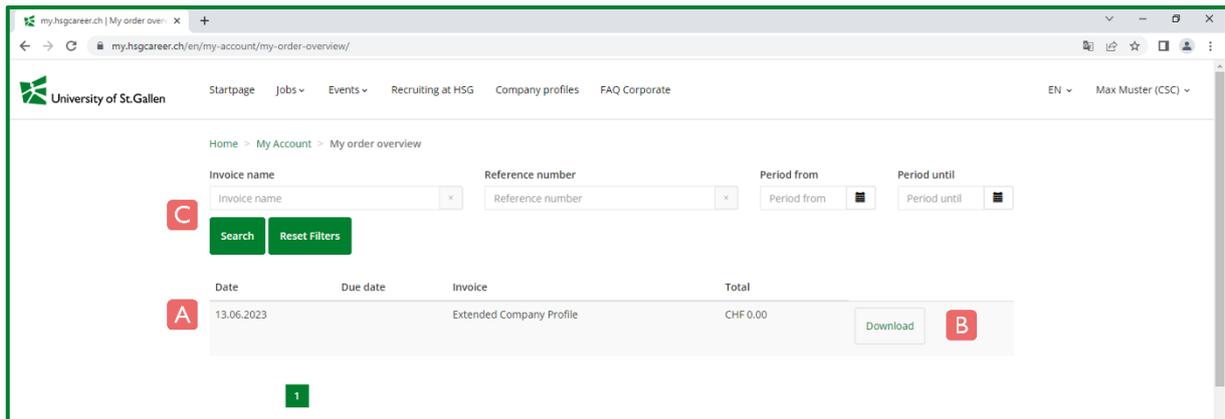
Note: Please note that invoices are sent separately. If you do not wish to receive the invoice by post, you can specify in each case when placing an order via my.hsgcareer.ch whether the invoice should be provided by e-mail instead.

3 Events: Customize Details

You can book events on our career platform my.hsgcareer.ch. After booking, we will inform you, or another company representative, if you can independently adjust the details of the booked event. A valid login on our career platform my.hsgcareer.ch is required for booking and managing your booked events.

3.1 Step 1 – Log onto my.hsgcareer.ch

A) Visit our career platform my.hsgcareer.ch/en/authent/login.

B) Log in with your access data. If you have problems with your login, please contact csc.support@unisg.ch
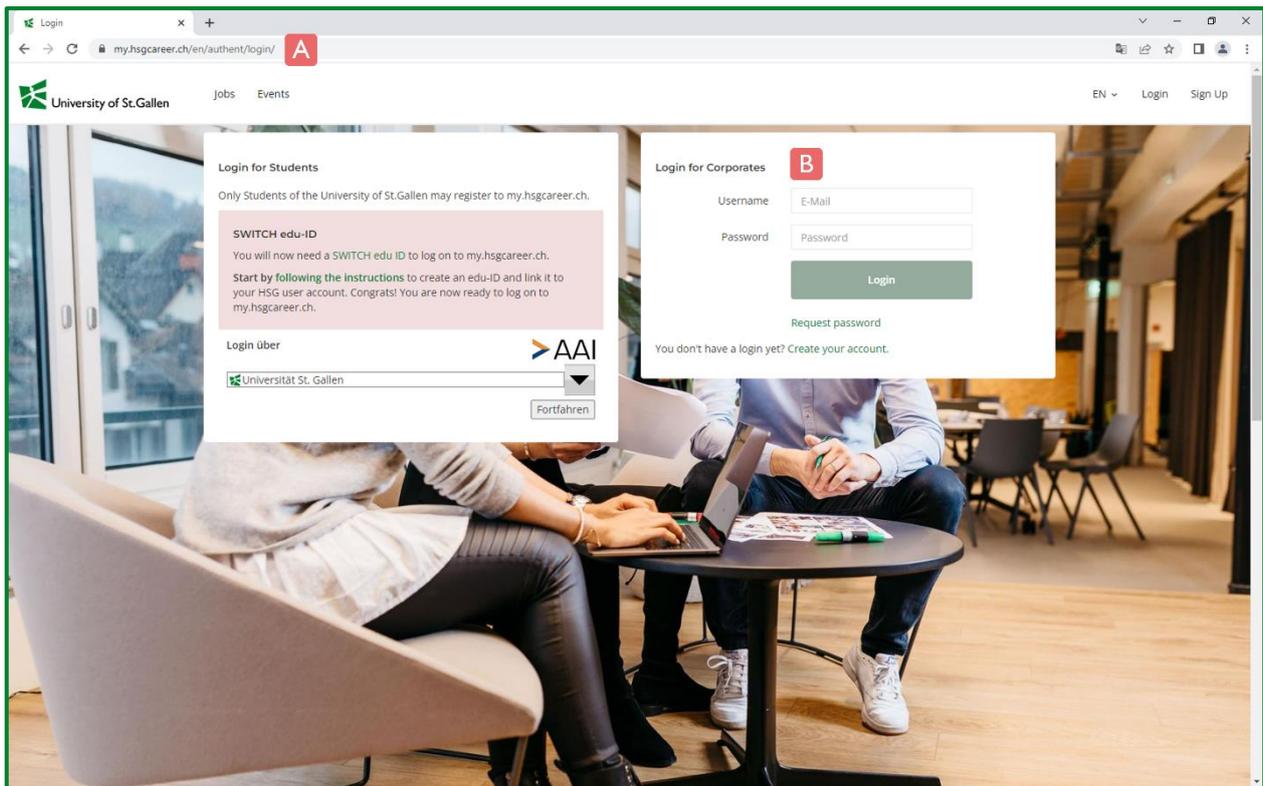
3.2 Step 2 – View Event

A) Click on the Events tab in the menu.

B) Click on Manage my events – you will get an overview of all your events.

C) On the tab Current and future events you will find information on all events held by your company.

D) Click the button Edit event to customize event details.
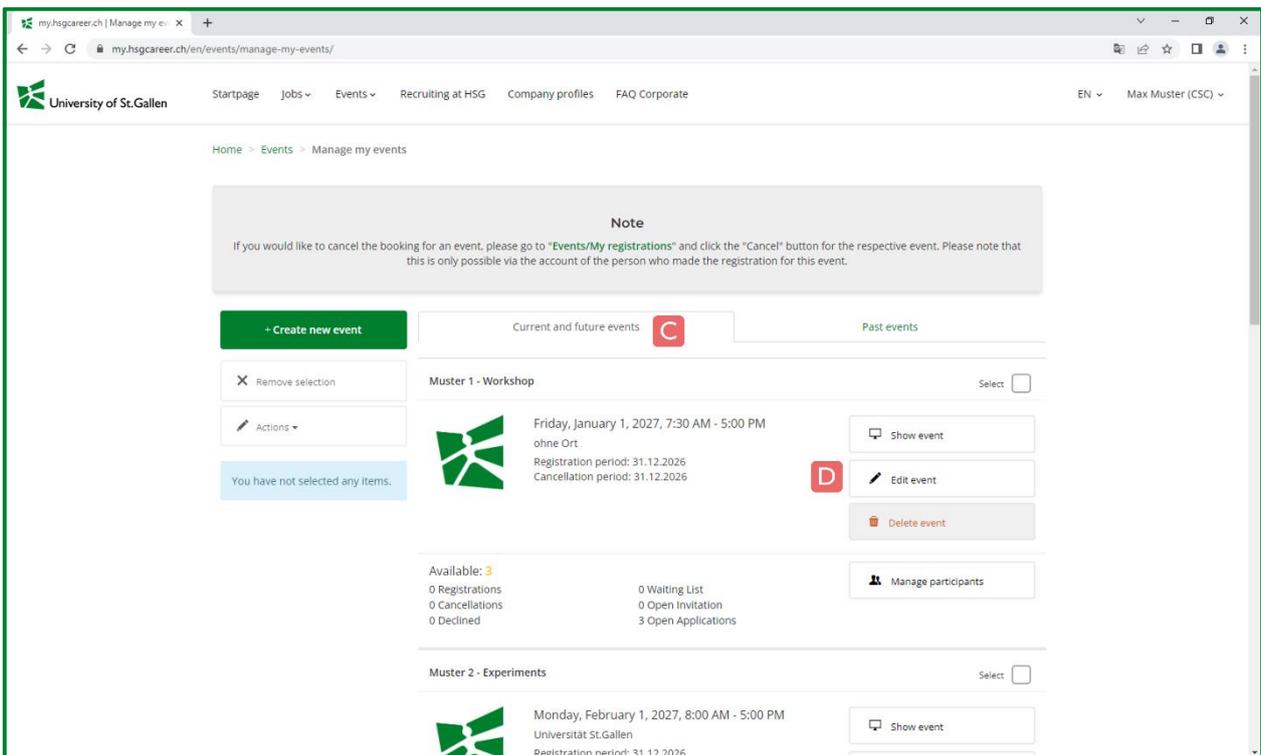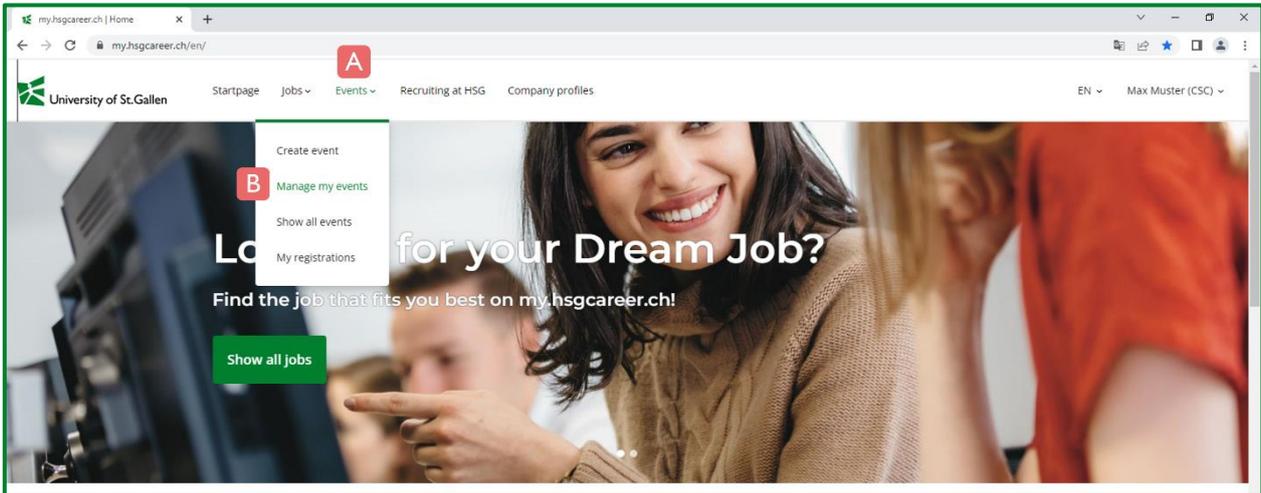
3.3 Step 3 – Customize Event

Clicking on the Edit event button (see 3.2) will take you to the detailed view of the respective event. Adjustments are possible by clicking on the green colored buttons:

- A) Logo of the event
- B) Background Image of the event
- C) Basic Information: title of the event
- D) Description of the event
- E) PDF document: select document
- F) Media: documents and videos

After editing the respective details, click the Save button (A) and a corresponding note (B) will appear.
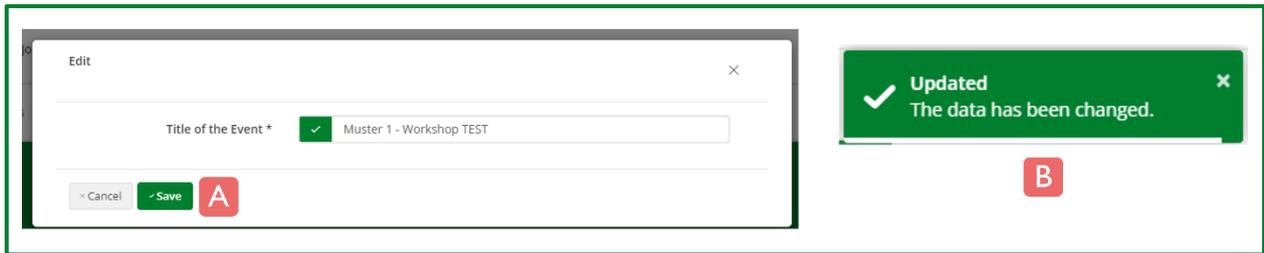
Notes

1) For technical reasons, changes may not be displayed immediately. Reloading the browser or logging out and back in again, as well as clearing the browser cache can remedy this.

2) **You cannot** customize the following event details - if you need to make changes to the abovementioned details, please contact the appropriate event team (see booking confirmation email or communication in general):

- Basic information: Event management, Start/End, Cancellation period/Application deadline, Language
- Conditions of Participation
- Host
- Location

4 Events: Administration of Applications and Selection of Participants

Students apply to events organized by companies. The students determine which profile information they want to share with the companies. The companies can view the shared profile information and have to accept or reject the applications for their event.

> Privacy: The personal data may be used exclusively in the context of the administration of the event participation. Any other use is prohibited. The data protection regulations of the University of St.Gallen (HSG) apply.

The selection of the participants involves the following steps:

1) Log onto my.hsgcareer.ch
2) View event
3) View and rate profiles
4) Selection
5) Communication (optional)

4.1 Step 1 – Log onto my.hsgcareer.ch

A) Visit our career platform my.hsgcareer.ch/en/authent/login.
B) Log in with your access data. If you have problems with your login, please contact csc.support@unisg.ch
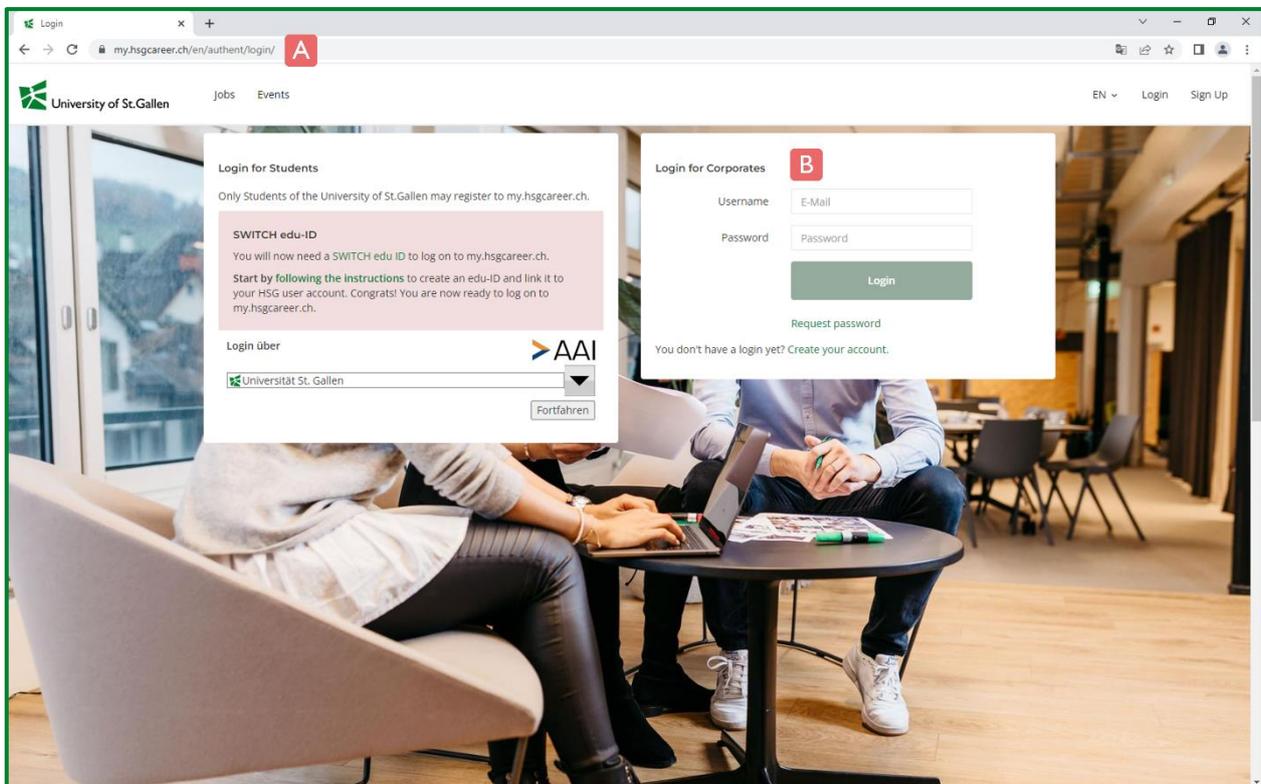
4.2   Step 2 – View Event

A) Click on the Events tab in the menu.

B) Click on Manage my events – you will get an overview of all your events.

C) On the tab Current and future events you can find all events held by your company.

D) Further down you see a short overview of the application status of the chosen event.

E) Click the button Manage participants for the administration of the applicants.

4.3 Step 3 – View and rate profiles

View single profile

By clicking on the button Manage participants (see 4.2) you will get to the details of the respective event.

A) Under Open Applications you can see all the students who have applied for the event. The number in brackets indicates the number of applications.

B) If you want to view the profile of a certain person, click on the button Actions:

   C) To read the profile information of a student click on Show Profile.

   D) Click on Download Profile to download the profile information (an email will be sent to you with the download link).

View multiple profiles

Click on Manage participants (see 4.2) to get the detail view of the respective event.

A) Click on the Actions button to open an area with further options.
B) Select all students you would like to invite or decline with Add to Selection. All the selected people will be shown on the left hand side.
C) Click Download profiles and the profile information of the selected students will be sent to you by e-mail (download link).

Please note

- Downloading multiple profiles takes some time because they are combined into one document in the background. It therefore can take several minutes until you receive the e-mail with the download link.
- Additional documents (e.g., certificates) are indicated by the corresponding cloud icons. If you want to view those you may click on the respective icon that is linked to the document. If you download a profile, these additional documents are not part of the consolidated document.
- If you cannot open or download the documents, this may be due to the security settings in your company (IT policy).

Rate, comment and tag profiles

You have the option to (A) rate the applicants, (B) add comments and (C) tags. This information is **only** visible to you or further people assigned to your company account.
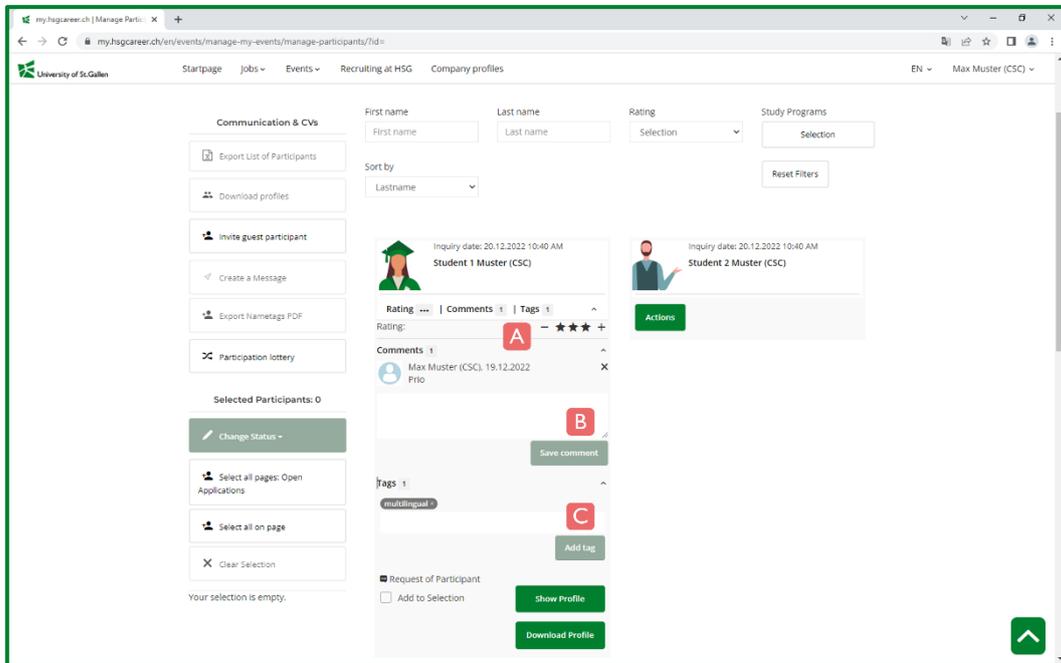
Filter and sort

Depending on the available profile information, you can filter by (A) Rating and (B) Study Programs. You can cancel the filter at any time by using (C) Reset Filters. Via the dropdown (D) Sort by you can select the desired sorting.
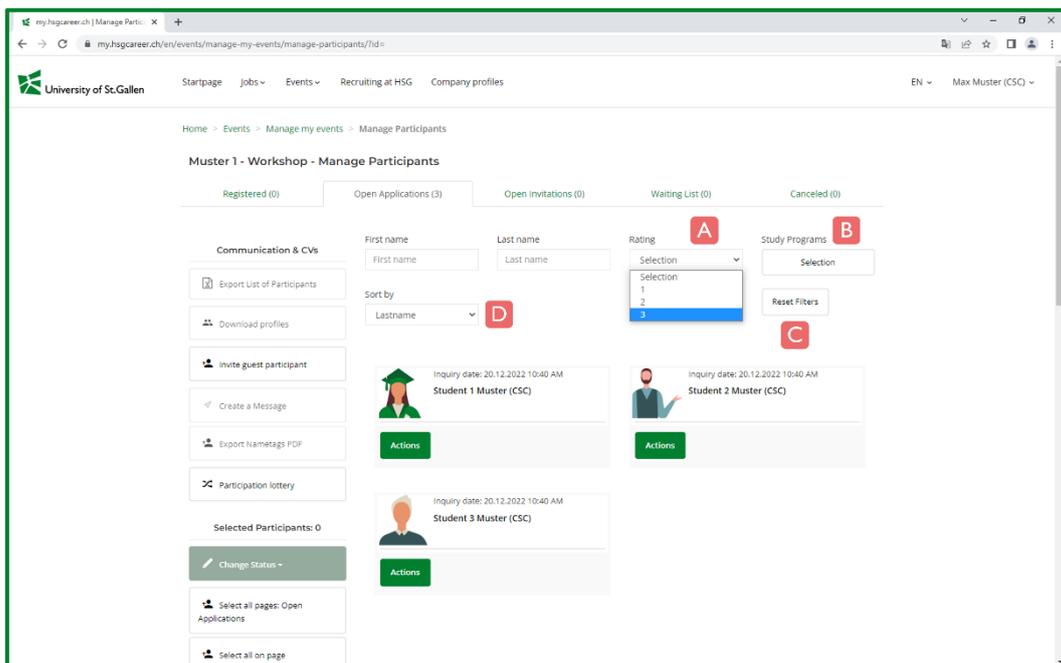
4.4 Step 4 – Selection

You will find all applications in the Open Applications area (see 4.3). Within the selection you can choose from the following options:

- Accept / register : You accept the application and invite the person to your event.
- Reject Request : You reject the application.
- Add to Waiting List : You are not sure and postpone the decision until later.
- Cancel : You can use this status if originally registered students deregister directly with you (e.g. by phone or e-mail).

> **Notes**
> - **Any** change of the application status sends an e-mail to the respective applicants.
> - Please ensure that you complete the **selection process no later than 72 hours before the start of the event**. At the end, **no** applicants should have the status "open" or "waiting list". This reduces the rate of no-shows (registered students who do not show up).

Select single person (quick selection)

A) Clicking on Actions will open an area with further options.
B) Click on Show Profile to display the profile information of the selected student.
C) In the area on the top right you can set the desired application status with the corresponding buttons.
   Attention: Please note that with this procedure no preview of the default notification will be displayed and the notification to the student will be receiving a message after selecting the application status.

Select multiple people

A) Click on Actions to open the area with further options.

B) Select all students of your choice with Add to Selection. On the left side below you can see which people you have (already) selected.

C) Click on the Change Status button to see the status options.

D) Select the desired status and you will get to the preview of the standard notification.

E) To send the message click on Send Message.

4.5 Step 5 – Communication (optional)

If you want to send additional information to the participants (e.g. update on the event), you can send a message.

A) Click on Actions to open the area with further options.

B) Select all students of your choice with Add to Selection. You will see on the bottom left side which people you have (already) selected.

C) Click on Create a Message, another window will open.

D) Select the anticipated template.

E) In this area you can adjust the text if necessary.

F) Here you can see the preview of the message.

G) Click on Send Message.

H) You need to release the sending with Confirm.

I) Alternatively, you can also Export List of Participants: The Excel file contains the e-mail addresses and can be used for regular e-mail send outs.

4.6 Summary

- **Privacy:** The personal data may be used exclusively in the context of the administration of the event participation. Any other use is prohibited. The data protection regulations of the University of St.Gallen (HSG) apply.
- Any change of the application status sends an e-mail to the respective applicant.
- Providing multiple profiles takes time because they are combined into one document in the background. It can therefore take several minutes until you receive the e-mail with the download link.
- Uploaded additional documents (e.g. certificates) in their profile is indicated by the corresponding cloud icons. If you want to view these additional documents, you must click on the respective icon that is linked to the respective document. If you have the profiles sent to you by e-mail, such additional documents are not part of the consolidated document.
- If you cannot open or download the documents, this may be due to the security settings in your company (IT policy).
- Please ensure that you complete the **selection process not later than 72 hours before the start of the event**. At the end, **no** applicants should have the status "open" or "waiting list". This reduces the rate of no-shows (registered students who do not show up).

5 Contact

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Career & Corporate Services (CSC)
Gatterstrasse 1
9000 St.Gallen

Administrative questions:	corporate-services@unisg.ch	+41 71 224 39 00
Technical issues:	csc.support@unisg.ch	