

Service Overview – Recruiting Service

- ✓ announcement of job ads at www.alumni.boku.ac.at and at the central job boards of the University of Natural Resources and Life Sciences
- ✓ after the registration as an employer you can easily post your job announcements
- ✓ duration: 4 weeks or up to the closing date for applications
- ✓ requirements: The position and the application are announced by the company itself
- ✓ specification of the minimum salary in job ads is obligatory since 1. March 2011
- ✓ contact information: DI Gudrun Schindler, Mag. Martina Kugler, tel: 0043/1/47654/2017

gültig ab August 2015 b.a.w.

Category „graduates“ (database pool: 3.000 graduates):

- **FREE Insertion:**
Just one joboffer for graduates per year for NGOs und small companies (< 5 staff members) € free of charge
- **BASIC:** job ad as text version € 80
- **STANDARD:** job ad including logo € 180
- **PREMIUM:** job ad in Corporate Design € 240
- **Additional: Direktmailing - direct mailing – strongly recommended!** € 250
The job ad will be published and also sent to the alumni-members with a relating field of studies by e-mail (alumni in total has over 3.000 members)
- **Allowance – job ads for one year** € by arrangement
You can announce all your job ads at our job market for one year
- **Interposition** € 300
The employer is anonymous, the applications will be collected and forwarded by BOKUalumni.
- **Personnel Selection** from € 1.000
The BOKUalumni organisation will present you the best 5 candidates and will forward.

Category „students“ (database pool: 12.000 students):

- Job ad as text version € free of charge
For student-jobs and paid Masterthesis
- Job ad in Corporate Design € 150

Special offers – please contact us directly!

- linking to the job market of your company € by arrangement
The company's logo acts as a link to the career sites of the company's homepage

Offers for HR consultancies

- Job ad and direct mailing € 300
The HR consultancy is anonymous, the applications will be collected and forwarded by BOKUalumni.

Prices do not include value added tax (20%).

The client explains with the commission, that she/he took note and accepted the general terms and conditions (see following page)

General terms and conditions

Organisation of alumni – recruiting service – legal from August 2015

Please note:

- The organisation of alumni (BOKU Alumni) of the University of Natural Resources and Life Sciences is making its homepage available for the job market. The job service is processed by the “Career Service” of the University of Natural Resources and Applied Life Sciences.
- The homepage of BOKU Alumni and the postings at the job board are updated within 3 days.
- The announcement of the job ads are normally durated for 4 weeks.
- You are only allowed to announce one job vacancy per each job advertisement
- The prices shown in the price table above are a reimbursement of expenses and are not related to the success of intermediation.
- You receive an invoice after your order. Payment deadline is within 2 weeks.
- HR Consultancies stay anonymous. Applications will be collected and forwarded by BOKUalumni.
- BOKUalumni does not undertake any responsibility of the advertisements announced by the company.

Job ad as text version:

After the registration as an employer on the website you can easily post your job announcements. The text is made available by the company or formulated by the organisation of alumni. BOKU Alumni may undertake slight changes in the text (like the correction of typing errors or gender-equitably formulations), without informing the company. The job ad will be announced as a text version.

Job ad including logo:

The job ad, designed by the company (text including the company’s logo) should be uploaded in corresponding form, e.g. as jpeg, and will be announced at the homepage of BOKU Alumni. The size of the job ad sometimes needs to be adapted and can therefore vary from the original size.

Direct mailing:

The direct mailing of the job ad will be accomplished on the same day as the announcement of the job at the homepage and is sent to alumni-members with a relating field of studies.

Homepage:

- Records of companies for valuable considerations are coming out as per order when cashed. Regarding contents of directed websites, BOKUalumni assumes no liability. Indications to illegal or unethical contents of directed or linked homepages will be examined and deleted if necessary.
- Any commitments to serve the secure and claim for compensation extinguish in case of any circumstances beyond our control. A certain advertising effect cannot be granted.
- In case of the closing of a linked homepage, it is not possible to receive any money back.
- Place of fulfillment and place of jurisdiction is Vienna. In accordance with Austrian Law.
- BOKU Alumni selects the companies who are allowed to advertise a banner.
- A banner or a link will be installed within one week by the administrator of BOKU Alumni.
- The client binds her/himself, to send the data file after the placing of the order to BOKU Alumni.
- The contract ends after the appointed period of contract.