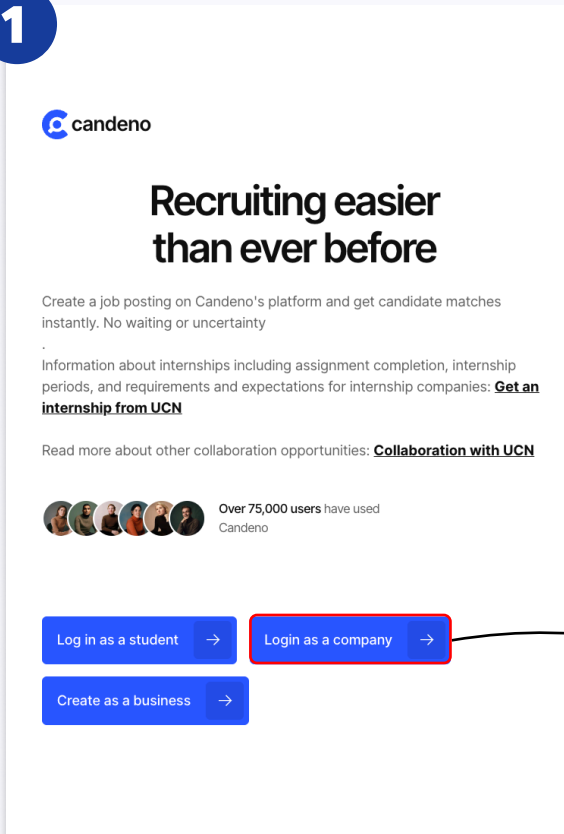


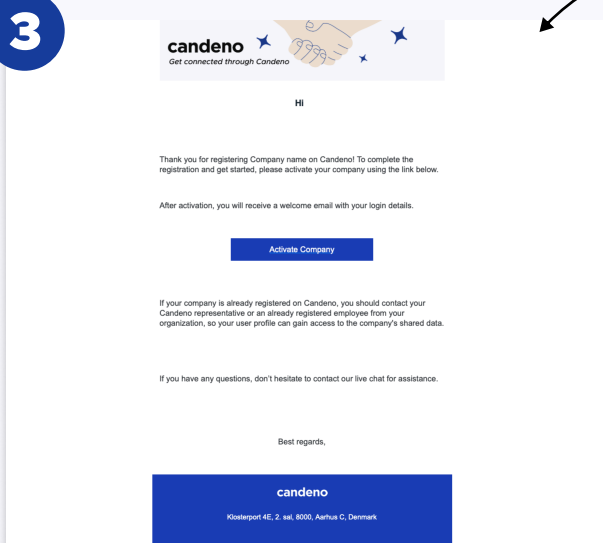
Your step-by-step guide to setting up your company on Candeno

1



Log in or sign up on Candeno

3

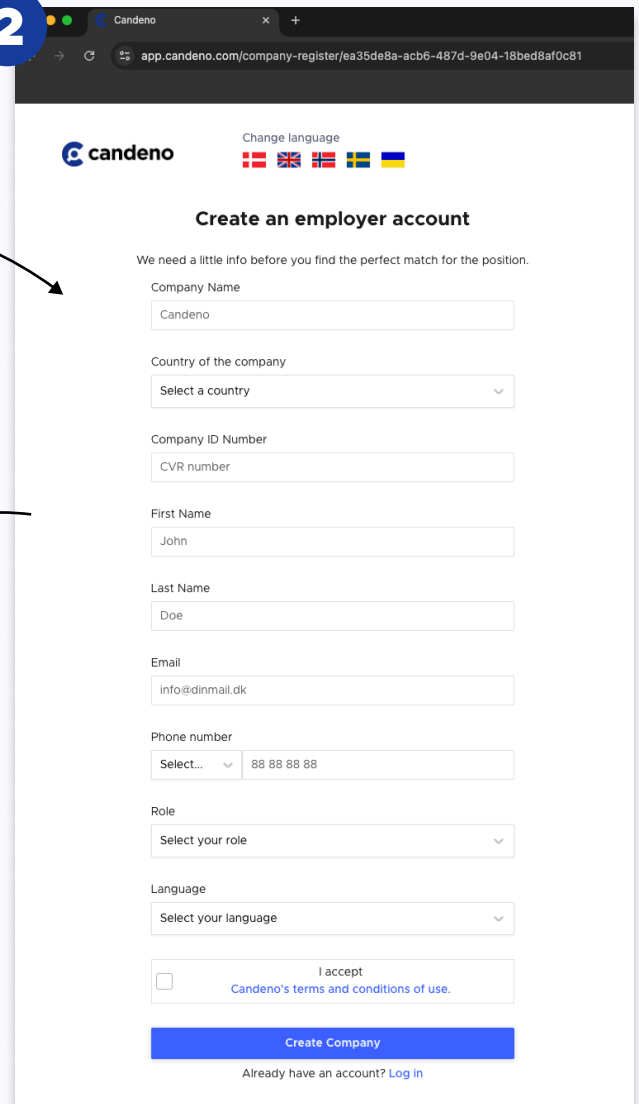


You will then receive an email with a link to activate your company profile

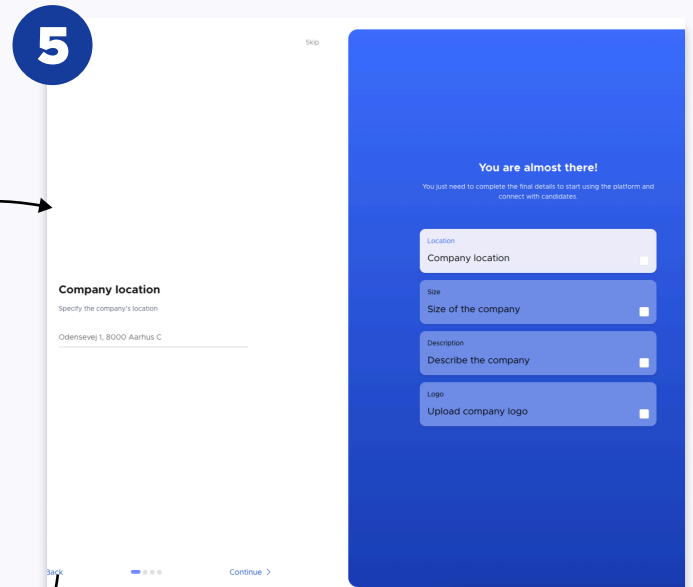
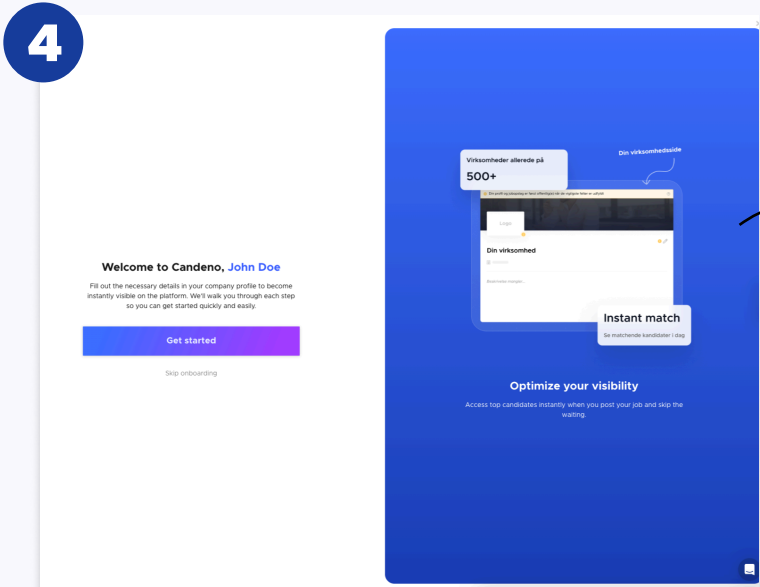
Do you need help setting up a company profile, a job posting, or a job alert?

Don't hesitate to reach out to Candeno – they're ready to assist you at:
+45 31 37 97 74
matchsupport@candeno.com

2

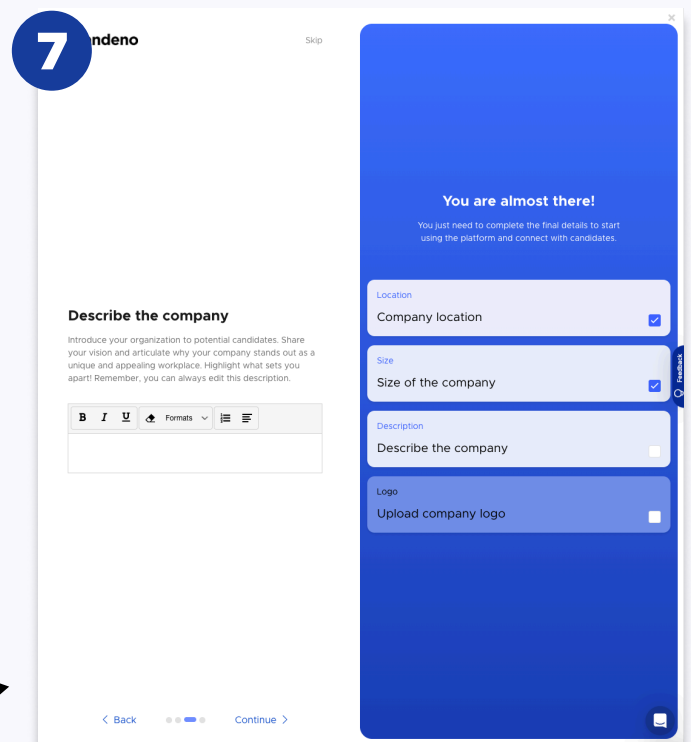
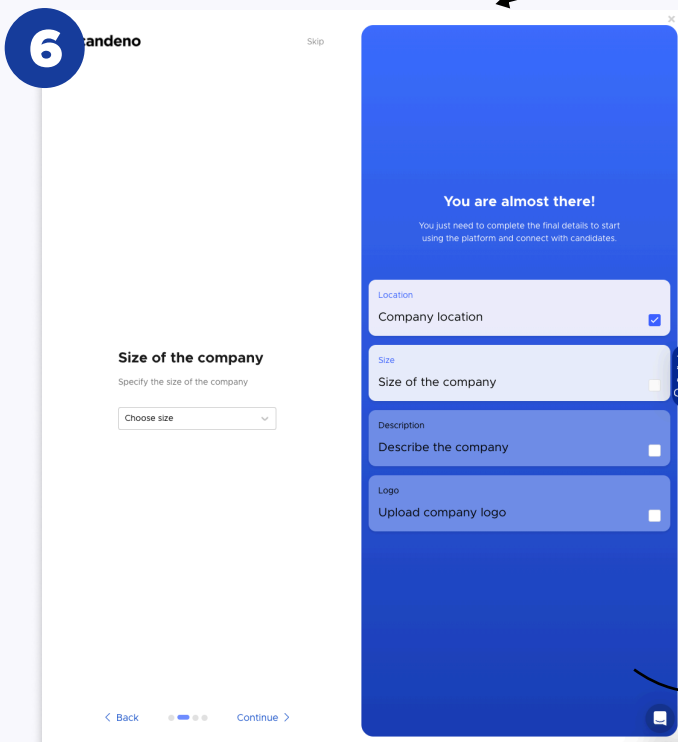


Fill in the information about your company and the person creating the company profile



When you click the link in the email, your company's digital onboarding on Candeno will begin

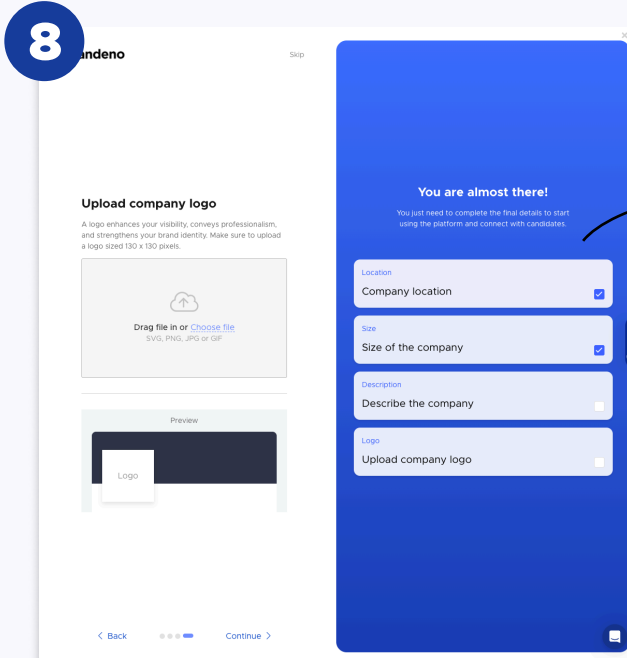
Here, you specify your company's location



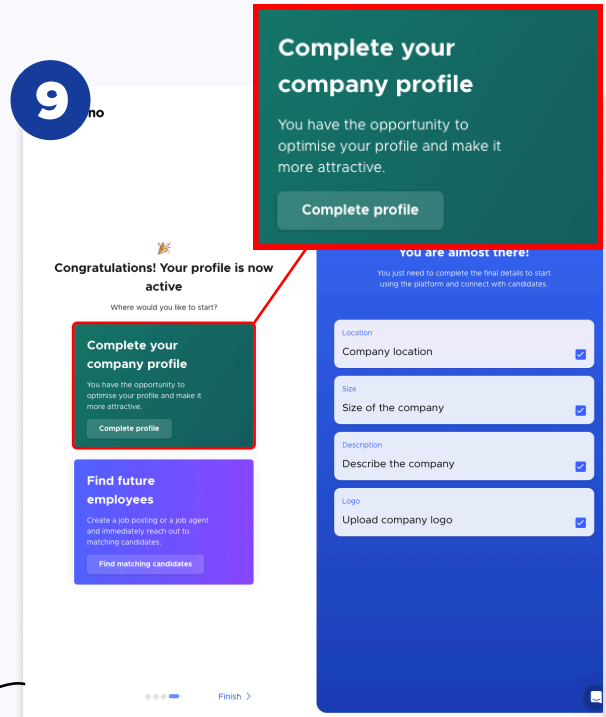
Here, you specify the number of employees in your company

Here, you can introduce your company to potential candidates

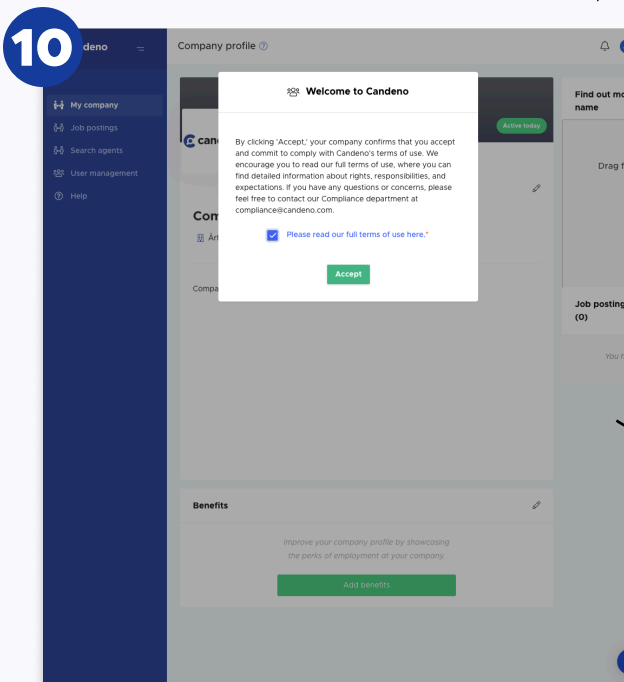
Complete the company profile.



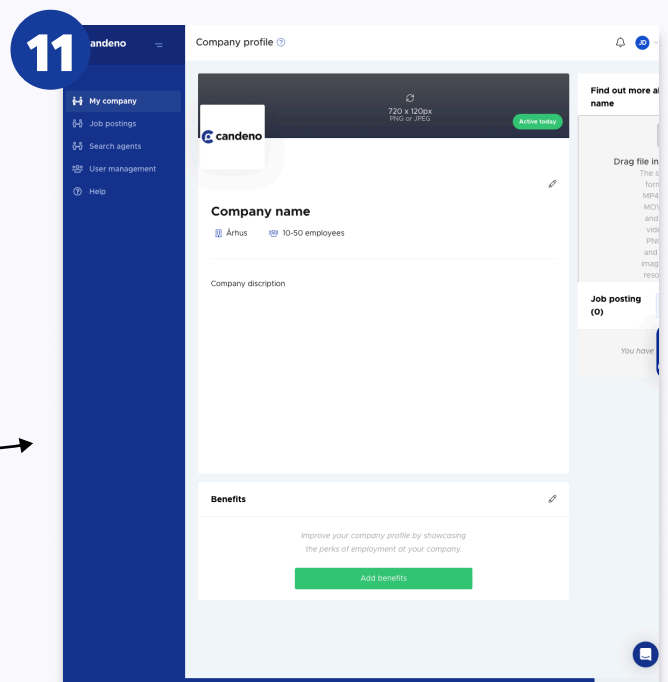
Upload your company's logo here



After the onboarding flow, you can 1) complete the company profile

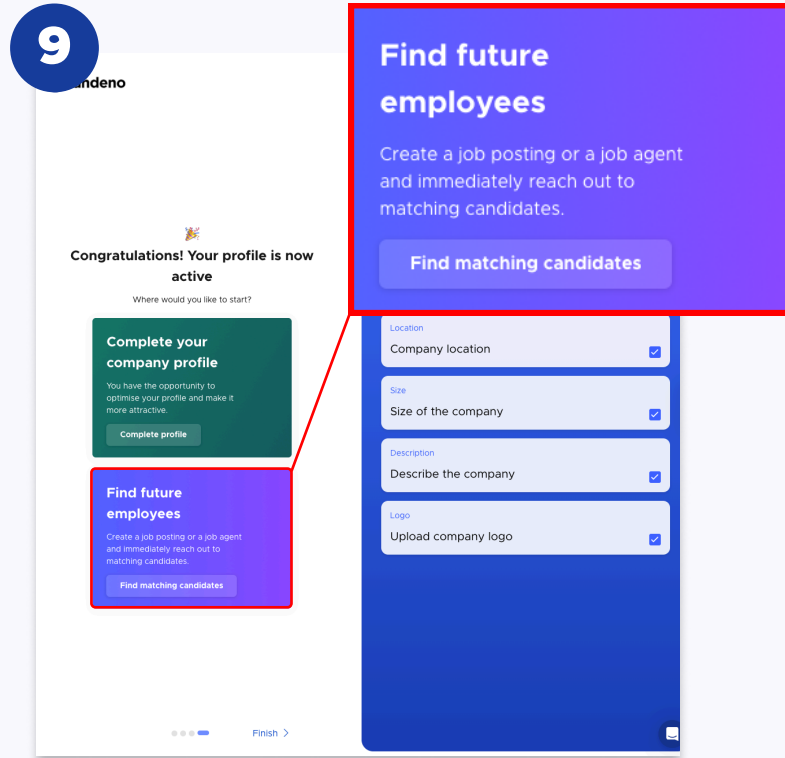


Accept the terms of use

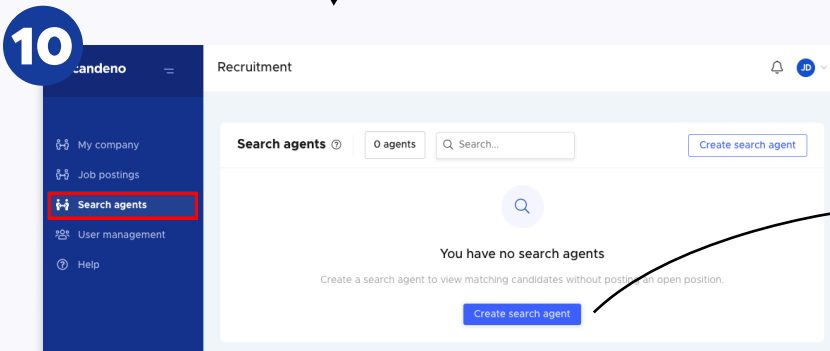


You will then be taken to your company page, where you can complete your company profile.

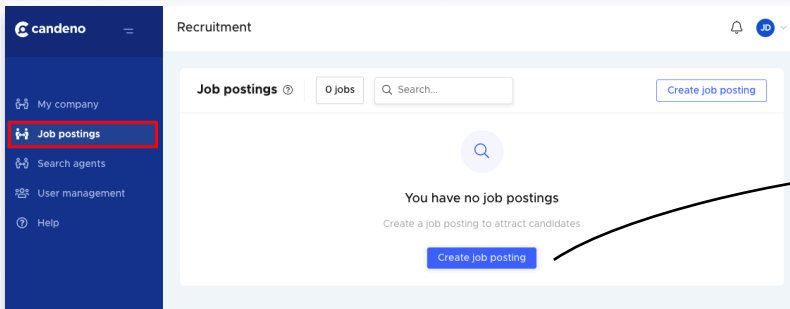
Find future employees.



After the onboarding flow, you can
2) find future employees



Create search agent
The job alert is hidden from candidates



Create job posting
The job posting is visible to candidates

You can either create an active job posting or a job alert

Search agents and job postings

What is a job posting?

[Create job posting](#)

A job posting is an effective way to promote an open position and attract relevant candidates. It includes a description and key details about the role, and it is made visible to job seekers on Candeno.

Job postings are ideal if you want to reach candidates through a public listing that they can find and apply to on the platform.

At the same time as the job posting goes live, a search agent is automatically created. This means you're not only waiting for applications – you also get access to a selection of matching candidates you can reach out to directly.

What is a search agent?

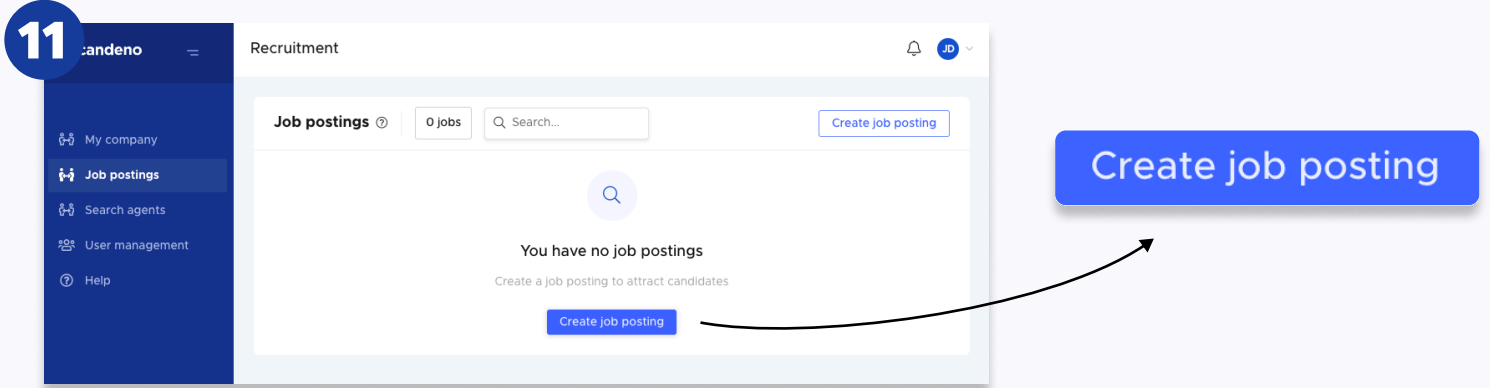
[Create search agent](#)

A search agent is a tool that lets you browse relevant candidate profiles without publishing information to job seekers.

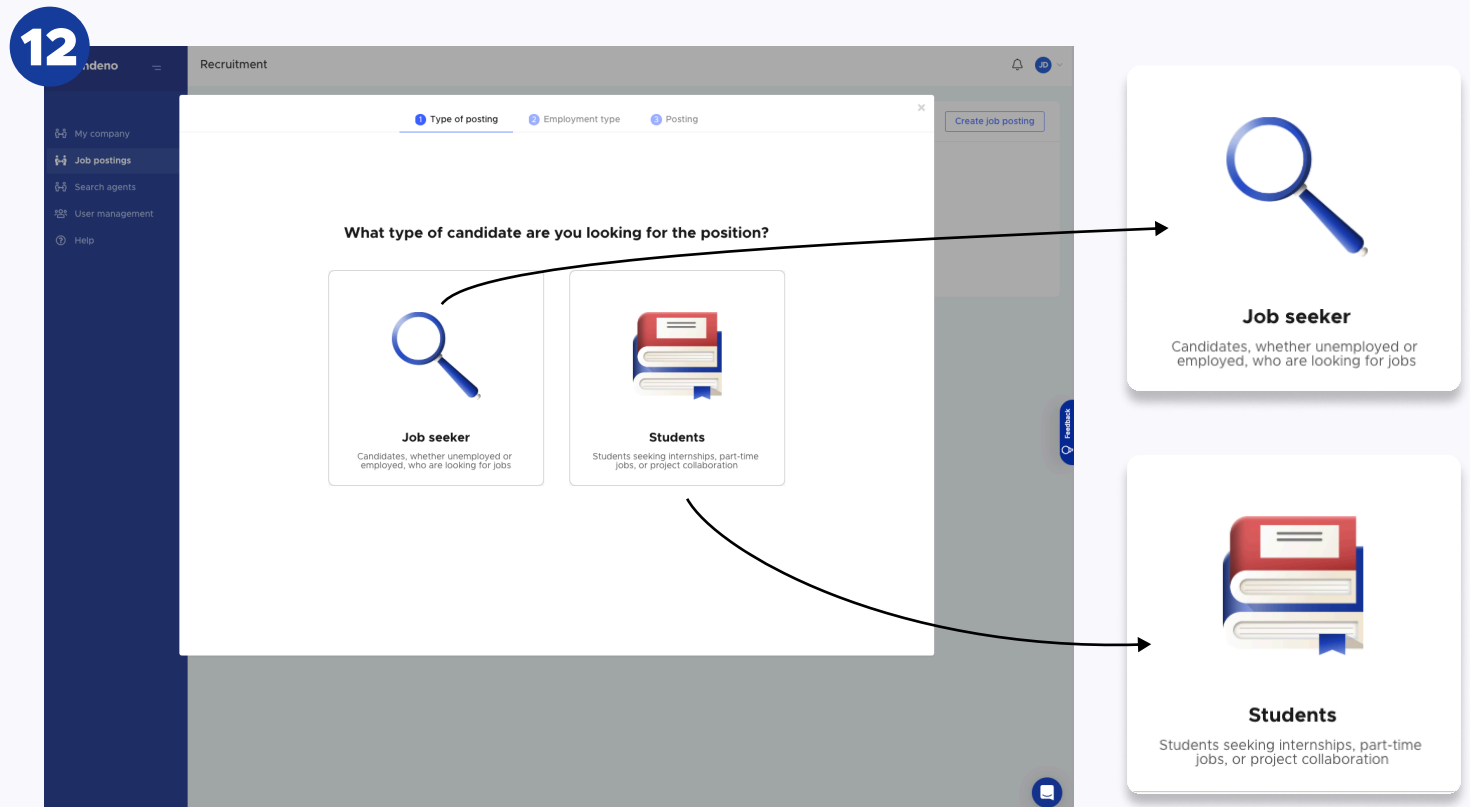
You can set specific criteria to narrow down your search and receive a carousel of matching candidates you can contact directly.

A search agent is ideal if you want to review potential candidates without publicly posting a job or actively advertising an open position.

Create a job posting

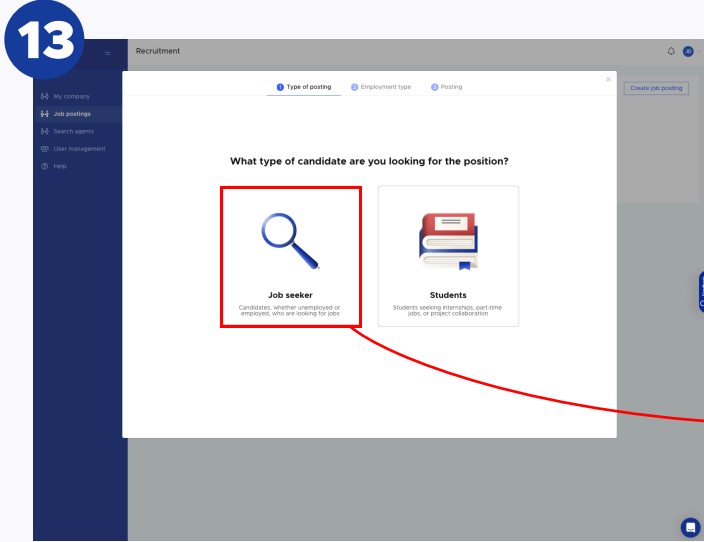


You'll be able to create a job posting right away

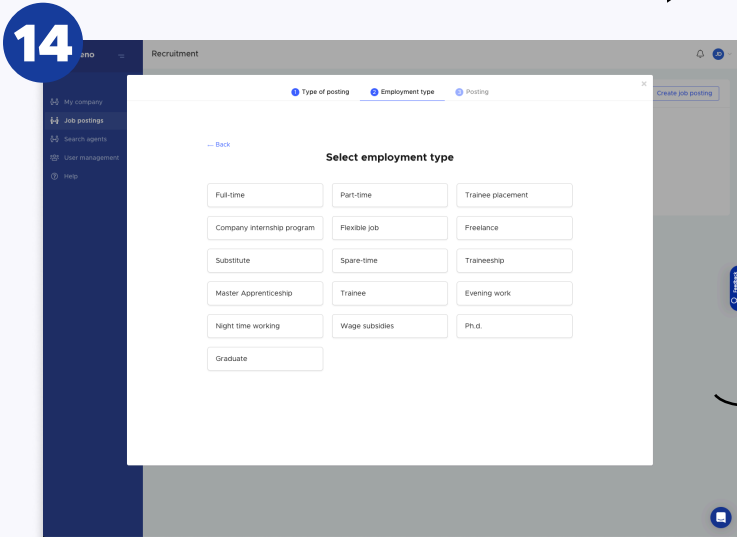


Next, you choose the desired candidate type for the job posting. This can be either unemployed or employed candidates looking for a job, or students seeking internships, student jobs, or project collaborations

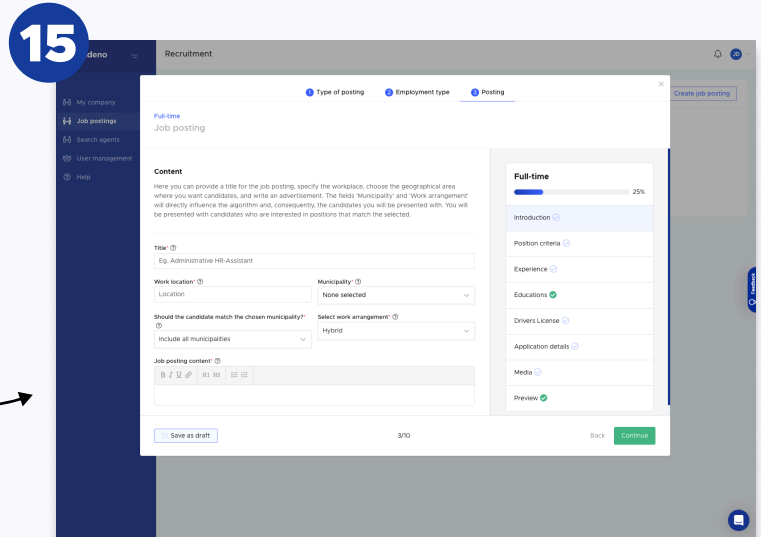
Create job posting – job seekers



In this case, you select job seekers as the candidate type

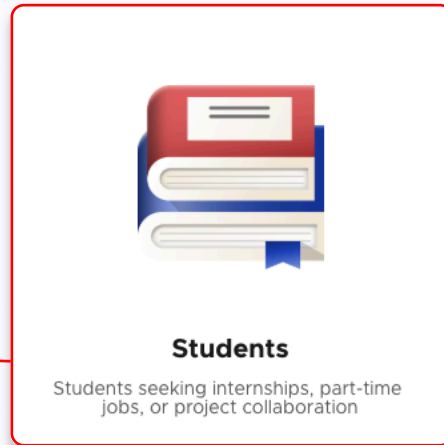
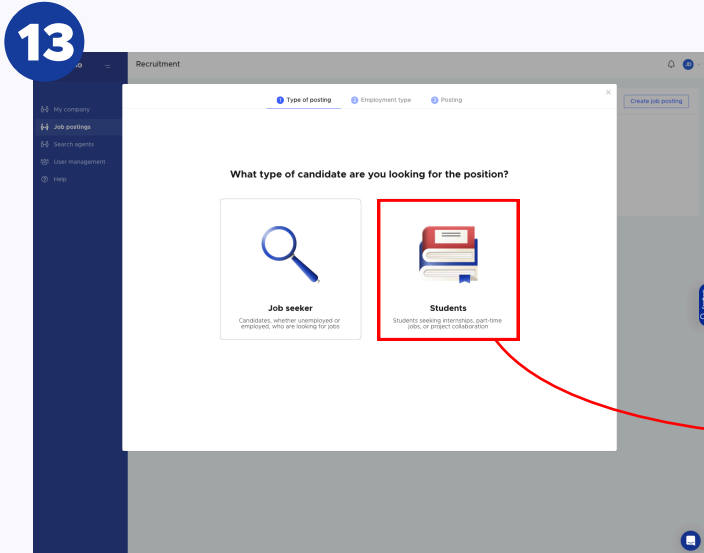


Next, you choose a type of employment

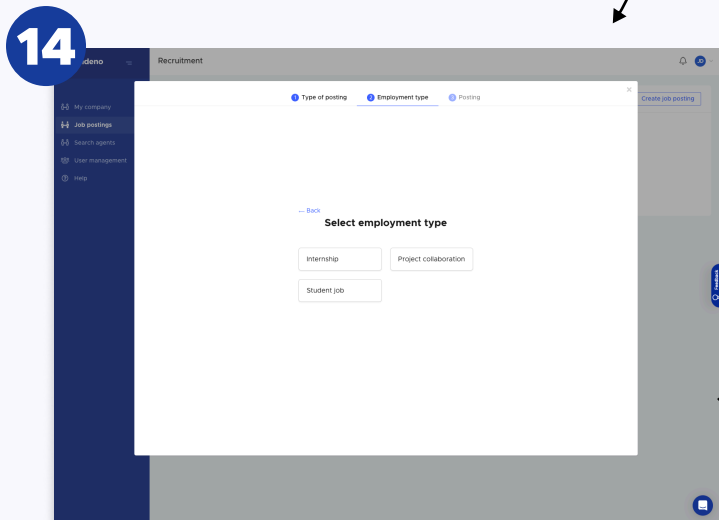


Then, you create the specific job posting with all the required information (introduction, criteria, experience, education, driver's license, details, and media). When you click continue, you will see an overview of candidates

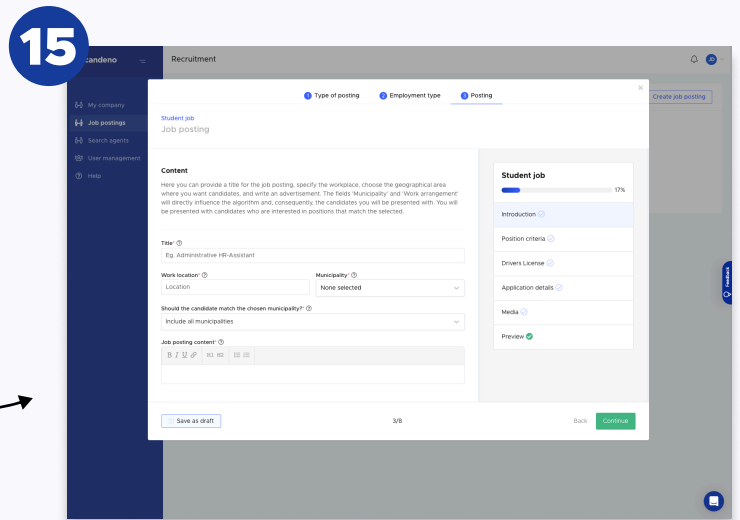
Create job posting – students



In this case, you select students as the candidate type

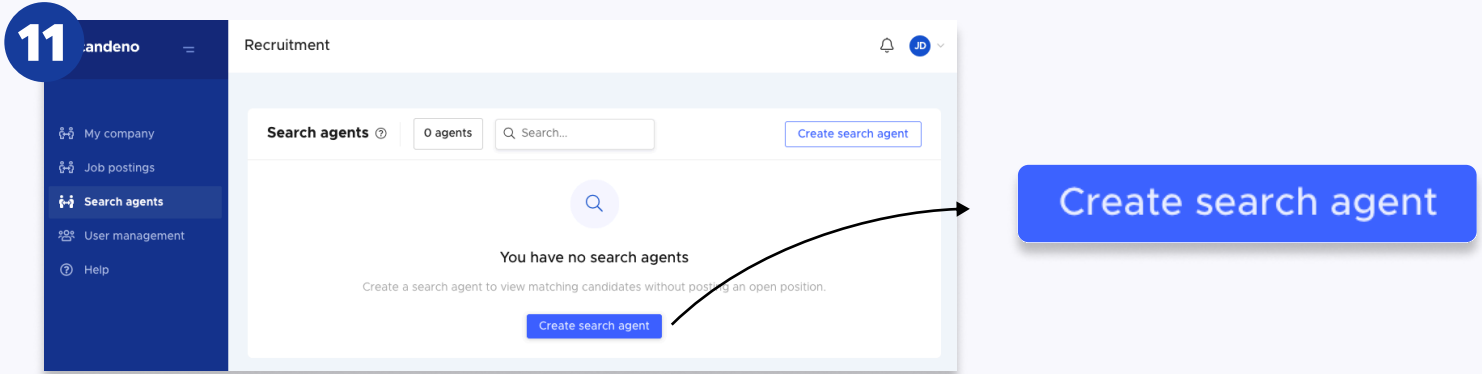


Next, you choose a type of employment

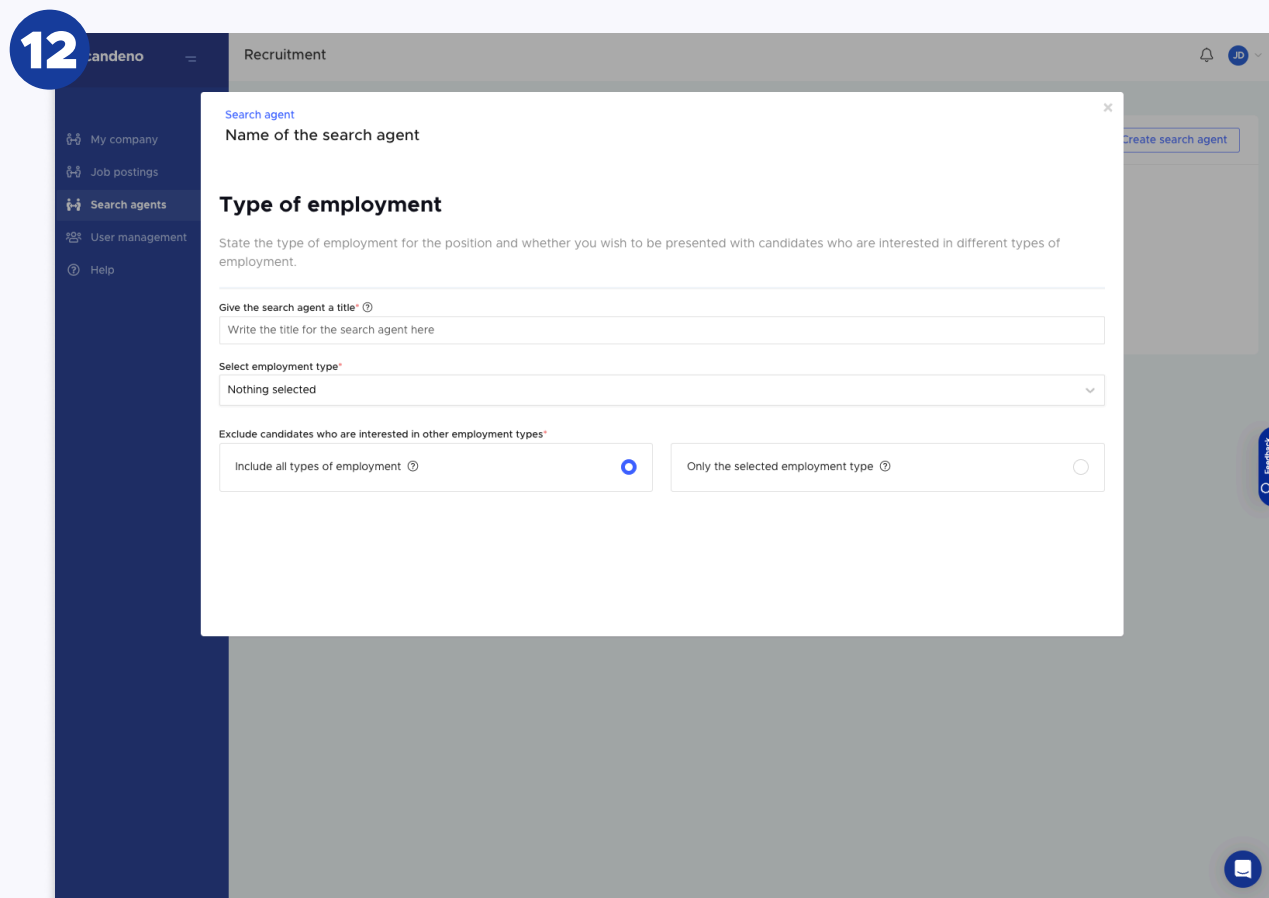


Then, you create the specific job posting with all the required information (introduction, criteria, education, experience, driver's license, details, and media). When you click continue, you will see an overview of candidates

Create a search agent



You create a job alert



You fill in the information in the job alert (position, work type, location, experience, education, and employment type). After that, you will see an overview of candidates