



Young  
Engineers  
Australia



ENGINEERS  
AUSTRALIA

# Engineers Australia Jobs Board

Submission guidelines

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# Submission process overview

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Sign up for the  
Jobs Board

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Fill out Employer  
Overview Form

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Add Jobs, Internships  
and other content

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Employer profile and jobs live on  
[jobs.engineersaustralia.org.au](https://jobs.engineersaustralia.org.au)

# Employer Overview

## Introduction

The employer overview gives students an online snapshot of a company, including what they offer, what they're looking for and the sectors they work in.

## Submission process

To enter these details please submit via the following link:  
<http://prospole.ea-overview.sgizmo.com/s3/>

**Upload date:** two days after form submission.

**Questions & support:** [contact@prospole.com](mailto:contact@prospole.com)

Note: The expectation is that the content we receive back has already been through any necessary internal approvals and checks. If internal approvals are required by your company, please make sure this happens before submitting content.

## Artwork specifications

### Company logo

- .EPS file format
- RGB

### Banner image

- 1440 wide x 440px deep (or larger, but same ratio)
- RGB
- No text or logos should be used in the image. Image should ideally be purely photographic, or illustrative, with the main visual features towards the top and right.

### Copy / text specifications

- Company name
- Text lead in, 150 character description
- Up to three sectors that the organisation operates in.
- Main overview / company profile. This description is about the company and gives a general overview of graduate recruitment.
- Whether the company is open to recruiting graduates, interns/ vac work placements, early career professionals and international students and experienced engineers.
- Number of vacancies offered per year.
- Disciplines the company accepts applications from.
- Number of employees in the organisation.
- Location of opportunities.
- Optional additions: organisation location, selection process, starting salary, website, contacts and videos.





# Jobs, Internships and Other Content

## Introduction

The employer tabs allow students to connect with organisations. Here users can find out about job opportunities, read graduate stories, look at company photos and learn which career fairs organisations are attending in the events tab. Use the below checklist to complete the different tabs for a company profile.

## Submission process

### Job and internship opportunities

To submit a job, please submit via the following link:

<http://prosple.ea-jobs.sgizmo.com/s3/>

### Events (optional)

To enter the details for an upcoming event please submit via the following link: <http://prosple.ea-events.sgizmo.com/s3/>

### Graduate stories (optional)

- If you would like to profile graduates on your page, email [these questions](#) to a diverse range of graduates
- Ask the graduate for a profile a image (at least 580px wide x 355px high).
- Send the completed questions and image to [contact@prosple.com](mailto:contact@prosple.com)

