

# Engineers Australia Jobs Portal

Internal instructions

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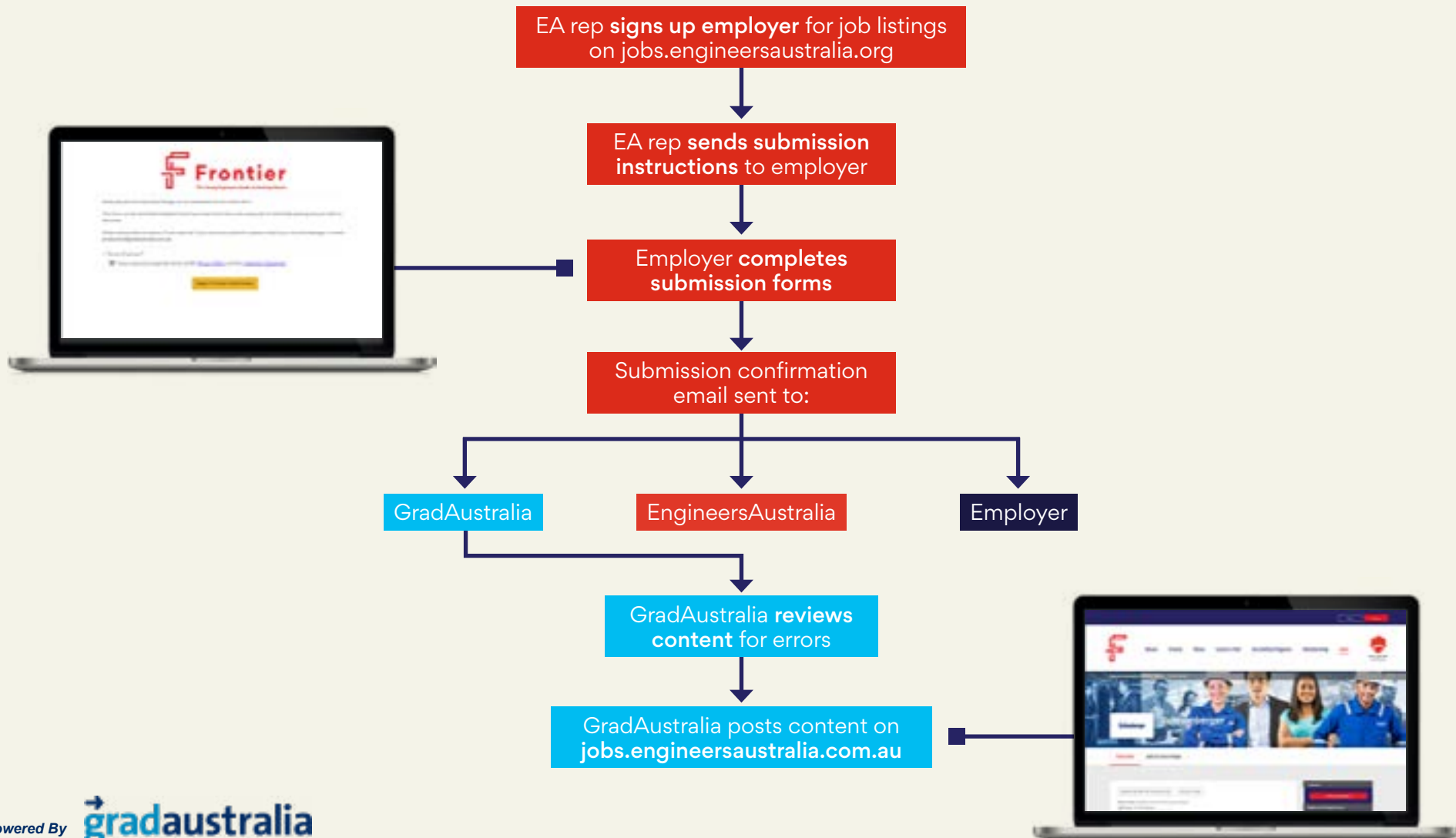
**Frontier**

The Young Engineer's Guide to Getting Ahead



ENGINEERS  
AUSTRALIA

# Submission process overview



# Submission forms and video instructions

CONTENT TYPE	SUBMISSION FORM LINK
<a href="#">Employer profiles</a>	<a href="http://prospire.ea-overview.sgizmo.com/s3/">http://prospire.ea-overview.sgizmo.com/s3/</a>
<a href="#">Job and internship opportunities</a>	<a href="http://prospire.ea-jobs.sgizmo.com/s3/">http://prospire.ea-jobs.sgizmo.com/s3/</a>
<a href="#">Events</a>	<a href="http://prospire.ea-events.sgizmo.com/s3/">http://prospire.ea-events.sgizmo.com/s3/</a>



# Confirmation email

Dear <First Name>,

Thank you for submitting your <content type> for <employer name>  
on the EA Jobs Board.

Your submission will now be processed by the GradAustralia team,  
who will be in touch if there are any questions.

If you have any requests in the meantime, don't hesitate to  
get in touch at [production@gradaustralia.com.au](mailto:production@gradaustralia.com.au)

Kind regards,  
Engineers Australia and GradAustralia

*Submission summary PDF attached*



# Engineers Australia Jobs Portal

Submission guidelines

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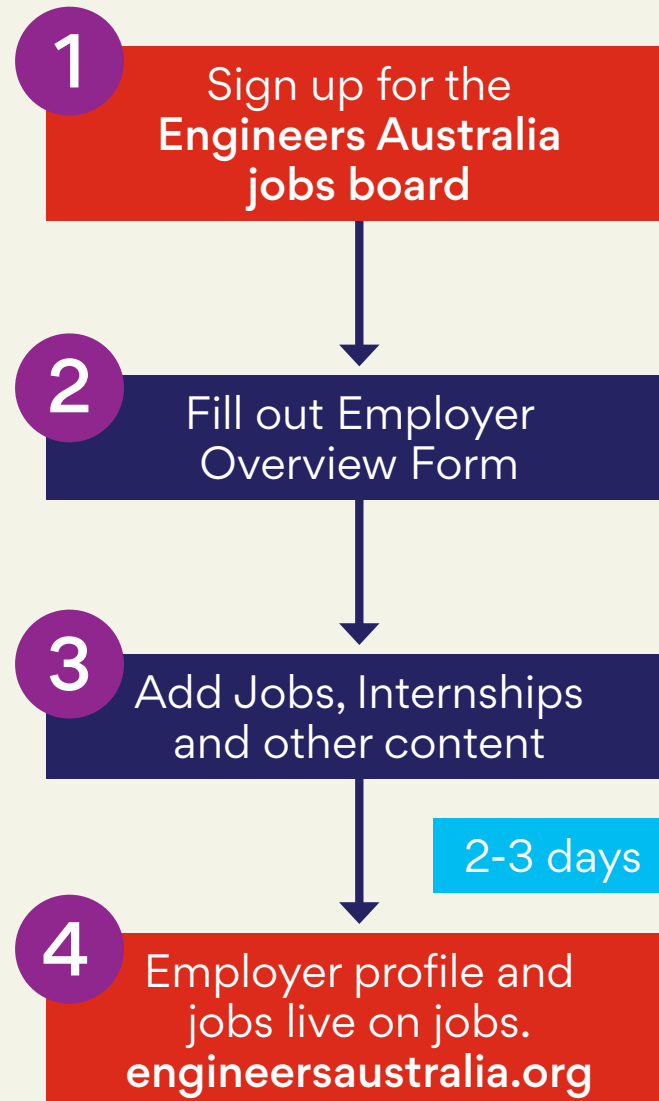
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# Submission process overview



# 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://prospile.ea-overview.sgizmo.com/s3/>

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

**Questions & support:** [content@gradaustralia.com.au](mailto:content@gradaustralia.com.au)

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 (in the 'safe area' of the banner as per below guides)
- A psd template to use as a guide when cropping/testing images can be [downloaded here](#). Examples of more banners that do and don't fit the guidelines can be [viewed here](#).

## 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.
- 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 [content@gradaustralia.com.au](mailto:content@gradaustralia.com.au).

