A JOB OPPORTUNITY WORTH DISCUSSING

JobVea

A good job can still leave room for a better offer.

Your skills. Your conditions.
A conversation worth having.



For people open to a career move
and companies looking for them.

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WHY JobVea

You do not have to be job-hunting to be open to a good offer.

You may do well at work. Still, you'd be willing to hear more if you got a good offer.

Better pay, a shorter commute or a job that gives you more space. Everyone has a different reason for changing. JobVea starts with just this: what you know and under what conditions a new job makes sense for you.

For the applicant

You can prepare your profile even when you have a job. You will state your experience and expectations so that it is clear what kind of offer you might be interested in.

For the employer

You enter a specific position, salary and terms. Then you focus on people with whom you see reasons for mutual interest.

Spot important differences before the interview

If a candidate needs to work from home but the role requires daily attendance, you can identify the mismatch before an interview. Salary, working hours and possible start dates can be compared in advance too.

Space also for people who are not currently responding to advertisements

Companies can also reach people who are open to an exceptional offer. Each candidate chooses whether they are actively looking, considering opportunities or currently uninterested in a move.

> What will you gain from it?
> Start the conversation with the role itself. Basic expectations are already clear, so both sides know what still needs discussing.

APPLICANT PROFILE

Show what you really know.

The name of the last position says little. What matters is what you've done, what you're good at, and what you want to do next.



Experience to build on

Add work experience, responsibilities and results to your profile. For each skill, record your level, years of experience and when you last used it. Include a project or a short example of how you applied the skill.

Show where you want to go next

Being able to do something does not mean you want to do it every day. For each skill, indicate whether you want to use it in your next job. Your profile then describes your direction, as well as your past.

Education, languages and industries

Add your field of study and dates to the education timeline. Record your language levels and industry experience. Employers can then compare more than job titles alone.

> Write it simply
> Instead of "advanced Excel," you can say that you've prepared monthly sales reports and worked with pivot tables. A specific example will help more than general praise.

WORKING CONDITIONS

What do you need from your next job?

Salary matters. So can the commute, time for family and the option to work from home.



Set out your salary expectations

You set the desired amount and determine whether it is a monthly or hourly wage. JobVea can compare it with the company's offer. If the salary offered is below your minimum, this is grounds for disqualification.

Agree on the way of work before the discussion

Choose on-site work, remote work or a combination. Add the type of employment and details about location or mobility. The employer can assess whether its conditions fit yours before getting in touch.

Also take into account the actual start date

You indicate availability and notice period. Other settings cover, for example, the schedule, shifts, weekends or business trips. You do not have to explain the basic requirements every time you are contacted again.

> An example from life
> You are comfortable working in your city, two days a week from home and starting only after the notice period. When you state these conditions, the company can assess them before contacting you.

INTEREST IN CHANGE

Actively looking. Or simply open to offers.

Your interest in a new job can change. Your profile can stay ready between career moves.

I am actively looking

You want a new job and are ready to evaluate suitable offers. In particular, check salary, availability and working conditions.

Open to offers

You have a job, but a good opportunity may interest you. List expectations where you are willing to talk about change.

I am not currently interested

If you are not considering a move, set your profile to inactive. It is then excluded from matching. Your information remains available for when you are ready to consider a new job again.

Update your profile when your situation changes

Have you finished the course, moved or can you start earlier? Update the relevant data. The comparison with job offers is based on what you have in your profile.

Your situation	What is worth checking out
I need a new job	Active status, current availability and desired salary
I am only considering interesting options	Openness to offers and conditions that would convince you
I'm not dealing with change now	Inactive status; the profile remains ready for later

> **Choose the status that reflects your situation**
> You don't have to come across as someone who wants to leave as soon as possible. Also "get in touch if you have something really interesting" is useful information.

PRIVACY AND FIRST CONTACT

First the job offer. Then the contact details.

At first, the company assesses how well the candidate fits the role. Access to personal contact details comes later.



The company sees a candidate code

The match overview shows how the candidate meets the job requirements and explains the result. The company only gains access to the name, email address and phone number after contact details have been revealed.

The candidate decides whether to accept contact

When an employer expresses interest, the candidate receives information about the role. They review the terms and decide whether to accept contact. Only after their consent can the company reveal the contact details.

Revealing contact details is a separate step

The company confirms the disclosure of contact details, and the relevant fee is deducted from its credit. The candidate is notified that the company has obtained their details. Both sides can then continue by email or phone.

> Your decision concerns a specific offer
> Agreeing to be approached gives room for conversation. It does not constitute an acceptance of a job or an agreement to join.

THE COMPANY'S HIRING REQUIREMENTS

Describe the person and the job you are offering.

A good selection begins with the company clarifying what it needs and what it can offer the applicant.



One position, specific conditions

Enter the job title and description, salary, location and working arrangement. Add the type of employment, start date and other conditions relevant to the role.

Distinguish what is important for the job

For each required skill, set the level, experience and importance. Add languages, education and industry experience. For specialised roles, include any required licences, certificates or other qualifications.

From draft to closed vacancy

Prepare a vacancy as a draft and activate it when ready. Matching runs for active vacancies. For each role, track suitable candidates, their responses and the next recruitment steps.

> The more precise the input, the more useful the comparison
> If the role requires English every day, set a realistic level. If on-site work is essential, state that clearly. Accurate requirements help both the employer and candidates.

FINDING A MATCH

It is not enough that the name of the profession fits.

JobVea compares the company's job requirement with the applicant's profile and conditions.



Both sides of the match matter

The company needs particular skills and experience. The candidate has expectations about salary, hours and location. The overview therefore shows the match from the employer’s side, the candidate’s side and overall.

You will also find the reasons for the result

The detail breaks down skills, languages, salary, location, working arrangements and start date. See where conditions align and where they differ. This explains the result more clearly than a ranked list of names alone.

A fundamental mismatch can be caught in advance

Reasons for rejection include, for example, a salary below the applicant's minimum or required work from home that the company does not offer. This way, suitable offers and weaker matches can be considered separately.

> ### The percentage is an aid in selection
> The percentage is based on the information entered. An interview helps assess other factors, including working style, motivation and how well you may work together.

CANDIDATE COMPARISON

See the differences side by side.

When several people match a vacancy, you can compare up to five candidates side by side.

A total score is only a starting point. One candidate may have more experience, another stronger language skills, and a third an earlier start date. Compare those differences side by side for the same vacancy.

What are you comparing?	What question will it help you solve
Knowledge and experience	Who covers the work we really need to do?
Languages and Education	Where are the requirements met and what needs to be checked?
Salary and working conditions	Are the terms acceptable to both parties?
Location and Availability	Who can realistically work at a given place and arrive on time?
Explanation of the match	Why does the system consider a requirement met or unmet?

You can also see partial matches and missing data

The comparison distinguishes between fulfilled, partially fulfilled and unfulfilled requirements. It will also draw attention to what cannot be compared from the entered data. It is easier to prepare questions for the next discussion.

A better basis for agreement in the team

When the selection is assessed by both the HR and the future manager, they have a common overview. They can focus on specific differences and decide who they want to reach and what they need to verify with them.

> Practical situation
> Two candidates have a similar overall match. The comparison shows that one fits the professional requirements better, while the other can start sooner. Choose the next step according to your team's needs.

JOB OFFERS AND NOTIFICATIONS

Candidates know what they are agreeing to.

An employer expresses interest in relation to a specific vacancy. The candidate can review its conditions before responding.

What the applicant will see

The job description, salary, location, working arrangement, type of employment and required skills. Match information for the vacancy is also available.

How candidates can respond

They accept or decline contact. The company sees the response on the relevant match and knows whether it can continue.

The alert will take you to important information

A notification of employer interest opens the job offer details so you can decide whether to accept contact. The Offers module also contains recommended opportunities, employer interest and your responses.

Read the offer before confirming

The application will ask for confirmation before saving the answer. This answer cannot be changed at this step. It is therefore worth checking the salary, place of work and other conditions.

The contact will not be opened just by viewing the offer

The employer expresses interest first, the candidate responds, and contact details can only be revealed after consent. Both decisions are recorded before direct communication begins.

> When the offer does not interest you
> You can refuse to be contacted. The business will receive a response without first needing to obtain your phone number or email.

SELECTION PROCESS

Who has already been interviewed and who is still waiting?

After contact details are revealed, the company can record the candidate's progress through recruitment.



Status with a specific candidate

You distinguish whether a person is contacted, invited for an interview, in negotiation, accepted or rejected. When returning to a position, it's easier to find out where you ended up last time.

Follow-up notes and history

Add an internal note to the status. History will preserve previous changes and their time. You can thus maintain essential information about the selection process for the relevant candidate and position.

Candidates can also follow the status of their offer

Offer details show the progress recorded by the company. Both sides arrange interviews, agree on dates and negotiate directly after making contact.

> A note to help with the next step
> For example: "Introductory interview held, technical interview scheduled for Wednesday." A short factual information will remind you what has already happened and what is still to come.

COMPANY CREDIT AND PAYMENTS

You know what the credit was used for.

The company's prepaid account in JobVea shows its balance, charges and individual transactions.

Keep track of recruitment spending. The account shows the total amount prepaid, credit used and credit remaining. Individual transactions identify the related vacancy or candidate where relevant.

Account item	What it tells you
Subscriptions and Invoices	Which top-ups were requested and their current status
Activation of the job offer	Charge for activating a vacancy
Contact disclosure	Charge for revealing contact details after the candidate's consent
Credit from invitations	Benefit credited for the registration of the invited company
Balance and movements	How much is left and how the amount in the account has changed

Top up credit by invoice

Enter the amount to prepay and request an invoice. Once paid, the amount is credited to the company account. Track the top-up status in the account overview.

You confirm the paid step before revealing the contact

Before contact details are made available, the company confirms the separate charge shown in the price list. Account history identifies the candidate and vacancy associated with it.

> Specific prices can be found in the current price list
> The flyer explains how the account works. You can check the amount of the registration fee, activation and contact disclosure directly in JobVea.

INVITATIONS AND REFERRALS

Do you know someone who could benefit from JobVea?

A company can invite another company. The applicant can contact acquaintances who want to have their job profile ready.

Invitations for companies

When a company registers through an invitation, both the inviting company and the new company receive a benefit credited to their prepaid accounts.

Invitations for applicants

When an invited person registers using the invitation code, the inviter's rating increases. That rating can affect profile prioritisation.

Referral has its own code and history

The Invitations module contains your code, invitation link and list of invitees. Send an invitation to the recipient's email and follow its status, from sending to registration.

The benefit arises after meeting the conditions of the invitation

Sending an email alone does not earn credit or increase a rating. Registration must use that invitation. Company invitations have a sending limit; the application shows how many remain.

Invite people who could find it useful

It can be a colleague who would consider a change, or a company that is just adding to the team. When you invite them, you can already tell them what they will set up and what the next procedure will look like.

> The rating is not a professional evaluation
> An invitation benefit can affect profile prioritisation. It does not establish a candidate's professional ability or guarantee a job offer.

HOW TO START

From a profile to a meaningful conversation.

Each party prepares its own part. JobVea then helps find where their requirements meet.

Step	Applicant	Company
1. Preparation	Creates a profile with experience, skills and languages.	Prepares the vacancy and offered conditions.
2. Conditions	Sets salary expectations, working arrangements and interest in moving.	States the job location, salary, requirements and start date.
3. Matches	Can view recommended offers and match data.	Goes through matches and compares candidates as needed.
4. Interest	Reviews the job offer and accepts or declines contact.	Shows interest in a specific candidate.
5. Discussion	Can contact the company after giving consent.	Reveals contact details after consent and agrees on next steps.

Candidates: start with your skills and expectations

Prepare your work experience, some specific knowledge and your own expectations. You don't have to know right away which company you want to go to. You need to know what kind of work you would be willing to consider.

Employers: start with one real vacancy

Select the role you need to fill. Clarify your budget, work location and important skills. You can then better see what the match report and comparator will bring you on a specific assignment.

> ### Good data helps both parties
> Before making the next selection, check that the profile or job requirement is up-to-date. Changed salary, availability or work schedule may affect the result of the comparison.

LET'S CONNECT

What offer would convince you?

Or what kind of person do you need to get on the team? Let's start with what's important to you.



Are you looking for new opportunities for yourself?

In JobVea, you can start with a profile and your own terms. Even if you have a good job, you can listen to an interesting offer when it makes sense to you.

Are you looking for people for your company?

We will walk you through creating a vacancy, comparing matches and moving from initial interest to contact disclosure. We can use a situation your company is dealing with now.

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