The EPFL Alumni Service is pleased to announce the launch of its job board! Are you looking to recruit a talented EPFL alumni to join your team? Combining an internationally recognized first class education with professional experience, our graduates can be of great value to contribute to the success of your company. Create your recruiter account, choose a subscription (free for academic institutions) and start posting your job offers!
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Create a company account

1. Visit the EPFL Alumni website and click on “COMPANIES – create your account” button.

2. Fill in your recruiter profile with all the information required

3. Select your company from the list or create it if it is not yet registered on the platform

4. Create a password for your future connection to the platform

5. Accept the general terms of use

6. Wait for your account to be validated by an administrator before logging in.
Open/Close the user side menu and log into the platform

Log into the platform here as soon as you receive a confirmation email by our administrative team.
Access FAQs

The online help on the https://epflalumni.ch/help allows you to use the site faster and guides you if you encounter a difficulty on the site.

The search button will allow you to search by keyword or by category.

If you can't find an answer, please contact us at alumni@epfl.ch
Discover EPFL Alumni services for companies

EPFL Alumni offers a set of exclusive services to help you recruit EPFL graduate talent or promote your company and its services to a rich community of about 40'000 alumni with various profiles: engineers, scientists, architects, entrepreneurs, managers, board members and opinion leaders.

Our alumni and alumnae are mostly in Switzerland (70%), but also in the rest of the world. They cover a wide range of industries, with a particularly strong representation in the following sectors: IT/Telecommunications, Research/Academia, Architecture/Urbanism, Banking/Finance/Insurance, Construction/Civil Engineering, Medical/Pharma/Biotech.

Check the pages below and contact us at career.alumni@epfl.ch or +41 (0)21 693 96 76 to learn more or to arrange a meeting at your convenience to discover our services.
Choose/ renew a subscription type

To have access to job postings on the platform, please select the subscription offer that best fits with your needs:

- In the left side menu, click on the "My contributions and orders" tab and select the "My subscriptions" page.

- On the subscription page, you can access your subscription history and subscribe to a new subscription by clicking on the red button with a + "Subscribe".
**For Academic institutions & Companies:**

1. Click on the chosen subscription type.

   The access to the job posting is according to different subscription periods:

   **For academic institutions (under validation by EPFL Alumni):**
   - 12 months of unlimited job offers submission: FREE

   **For companies:**
   - 1 month of unlimited job offers submission: 500 CHF taxes included
   - 3 months of unlimited job offers submission: 1’200 CHF taxes included
   - 12 months of unlimited job offers submission: 3’800 CHF taxes included

   However, you will still be able to follow the applications received in the recruiter area.

   To be able to post jobs again, please choose a new subscription on the same page.

   Please keep in mind that rates may vary. Check our website for the latest rates.

**For Alumni of EPFL:** you have free access to the job board from your alumni account (contributing members only), but only to recruit for your team!

For non-contributing members, please pay your contribution to access the job posting instead of creating a Company Account.
2. Fill in billing information in the next window

The billing address is automatically proposed accordingly to the address linked to your recruiter account. If the receipt (and invoice if chosen as payment method) must be sent to a different postal and email address please check the corresponding box as “No” and fill in the correct information.

3. Choose your payment method and click on the “Continue” button.

**Free**: for academic institution

**Payment by credit card**: VAT included, immediate, receipt available

**Payment by invoice**: VAT included or not included (on demand) – invoice will be sent by email. The access to the job board will be possible as soon as the subscription is validated by our administrative team. Please note that it may take a few days.
Post a job offer

Only the subscription by invoice will be validated by an admin. On the other hand, ALL job offers will be checked. Once your subscription is validated, you will receive a confirmation email. Then log into the platform and:

1. Access to your new "Recruiter area" tab and select the "offers submitted" page.
2. Then click on the red button "Post an offer".
3. Fill in all the required job offer information on the next window
   
   In your Recruiter area (accessible by left side menu), click on the "Jobs submitted" tab to have an overview and manage your job offers.
Any job offer is valid for 45 days whatever your subscription type. After this period, you will receive an email asking you if:
1. you have fulfilled the position
2. you wish to renew the offer for additional 45 days

Click on this icon to:
1. Edit the offer
2. Show the job posting
3. Save as draft
4. Duplicate
5. Post / unpublish
6. Tag as “Filled”
7. Delete

In order to keep the job board database up to date for our members, please announce as soon as the position is filled by clicking on "Filled", even if you follow up the applications on your internal platform. Thank you for your collaboration.
Manage applications

In your Recruiter area (accessible by left side menu), click on the “Application tracking” tab to have an overview and manage the applications received for each position.

On this page you can:

1. Overview all applications received
2. Manage applications with tags
3. Send a message to applicants