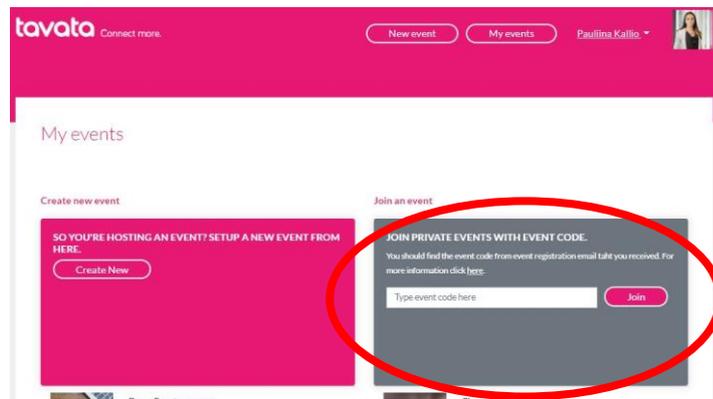
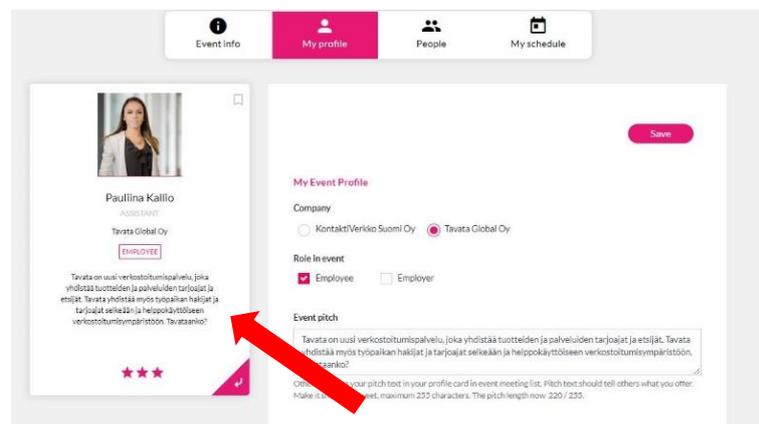


## Get to know a Finnish working day

1. Sign up at <https://tavata.events/>.
2. Verify your email address.
3. Create a user profile. You need to fill up your information before you can join in events. You can later edit your user profile. Remember to save your changes before leaving.
4. Go to "My events". Join this event with code: **REUPEZ**



5. Fill in your event profile. All your modifications become visible in your profile card (see below). Your profile card is visible for all employers at this event. Fill in your event profile. You can fill in your information in English or in Finnish.
  - Choose your role at this event (undergraduate or graduate student and the city you are interested working in (Forssa, Lahti or Hämeenlinna area).
  - In event pitch write down where do you study or have studied and where you are from. Tell which industries are you interested in and why?



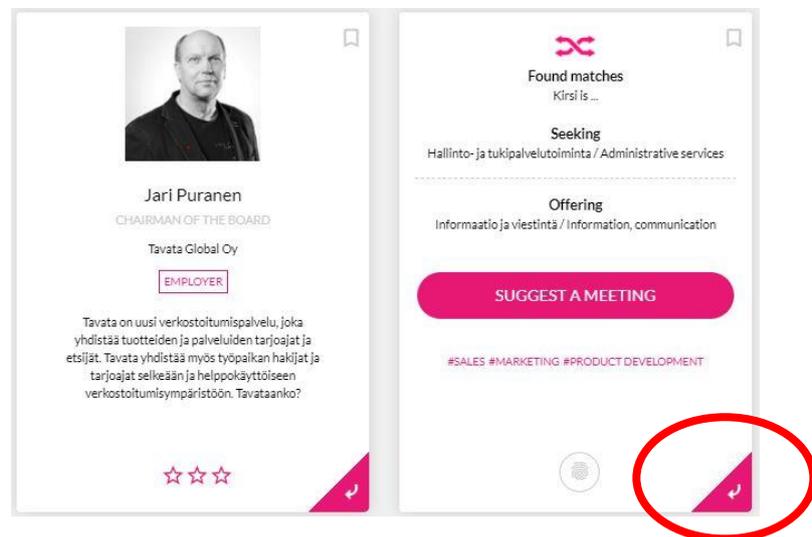
- In “Offering and seeking” choose the industry you’re interested in. You can choose multiple industries. Choose seeking (green plus sign).
- In event tags add you what languages do you speak and add adjustment of your know-how etc.(Word + press enter)

6. Get to know all companies at ”people” tab.

7. **“Matchmaking”** tool becomes available 14.1.2019. You can now suggest a suitable date with the company you are most interested in and employers can suggest a date if they are interested in you. If you can’t find the “suggest a meeting” button, company is already reserved.

8. Suggest a date at the back of profile card. You can flip profile cards from the sign at bottom corner. At message field shortly tell why you are interested in this company.

Employer either accepts or cancels your request. Employers can also send you a message suggesting another date. You will receive these messages in your e-mail. We suggest you check also your junk mail.



9. If employer suggest a date for you, check their profile and website for information. Accept a meeting or if you are unavailable that day, you can cancel it and send a message suggesting a new date.

10. When you accept a day with one company, the program won’t let you suggest new dates with employers.

