



BOARD BROCHURE

ARE YOU READY FOR YOUR NEXT CHALLENGE?



RECRUITMENT DAYS

The Recruitment Days is the largest recruitment event in the North of the Netherlands and has been organized in close collaboration with the study associations EBF and MARUG from the Faculty of Economics and Business of the University of Groningen.

The Recruitment Days aims to find the perfect match between students and companies. Students can find out what companies and industries fit them and explore (future) possibilities: jobs, internships, or traineeships. In addition, the Recruitment Days are the perfect occasion for networking since students can meet recruiters of the most successful companies. Therefore, this event fits both master's and bachelor's students. We expect around 400 students and 35 companies to participate in this amazing event every year!

The Recruitment Days offer students various activities to get in contact with companies, such as company presentations, business cases, business lunches, and dinners. Next to the formal activities, the Recruitment Days offer informal activities that give students the possibility to engage with recruiters in a more informal setting.

As a member of the Recruitment Days Board, you will be responsible for setting up the entire event. Your tasks include contacting companies for participation, arranging the event location and logistics, setting up a program for each day, and designing promotional material for the event. You will organize an event that offers a large number of fellow students the opportunity to get in contact with a wide and comprehensive range of companies, both on a formal and informal level.

During your board year, every board member will gain a lot of experience in several different aspects, both personal and related to their specific position. Read more about the Recruitment Days Board and all the positions on the next pages!

COME ON BOARD!



EXPAND YOUR PROFESSIONAL NETWORK





EXTEND YOUR SOCIAL NETWORK





TASKS

- Motivating and supporting the Recruitment Days board
- Preparing and chairing board meetings
- Initiating and controlling the strategic policy
- Maintaining the overview of the preparations for the Recruitment Days
- Being responsible for the overall planning of the Recruitment Days Board
- Acquiring companies and maintaining contact with participating companies

WORKLOAD: A LITTLE BUSIER AT THE BEGINNING



CHAIR

As chairman of the Recruitment Days board, you have the final responsibility for the Recruitment Days and you will have a big variety of tasks. First of all, you are responsible for implementing and monitoring the strategic policy. Together with your fellow board members, you write the policy at the beginning of the board year. The policy identifies focus points and projects that you together with your board members want to achieve during the year. As chairman, you keep track of policy progress throughout the year. In addition, you are responsible for the overall planning of the board and ensure that you and your other board members adhere to it. In doing so, it is important that you are wellinformed about the activities of your other board members. You are also responsible for motivating and supporting your fellow board members. You can do this by scheduling regular individual meetings, but also by planning fun activities together! acquiring companies and maintaining contact with participating companies is also an important task as chairman. Not only will you help the commercials with the acquisition, but you will support your board members as needed!

For questions about the Chair contact:

chairman@recruitmentdays.nl

06-43548203

COMMERCIAL RELATIONS I

As Commercial Relations I you are responsible for all business contact we have as Recruitment Days. From the start of your board year till the end of summer, you are responsible for acquiring companies to participate in the event. You will give the lead to CR2, CR3, and CR4, who will help you during this acquisition period. After finalizing the acquisition, you will start contracting all companies. You will be the head of the contact for all these companies from then on. You will supply them with all the content and information they need to make the Recruitment Days a success. During the Recruitment Days itself, you will be head of the contact for all companies. After the event, you will do the final evaluation with all companies and make sure that you finalize the contact with them neatly and professionally so that they will want to participate again next year. The “Vice-Chairman” part of this function only starts when the chairman is not present. So, you will carry out their tasks during their absence. You can check these tasks in the chairman function description. However, you do need to write the policy for your board year as vice-chairman. You will do this together with the chairman. You will create this policy with the whole board, but the writing and finalizing of this is your and the chairman’s responsibility. Workload: peak moments at the start of the board year, during the summer holiday, and right before the event.

For questions about the Commercial Relations I contact:

commercial@recruitmentdays.nl

06-40152999



TASKS

- Is responsible for acquiring companies to participate in the event
- Gives lead to CR 2, 3 and 4 during acquisition period
- Is responsible for contracting the companies
- Is head of contact for the companies the months before the event
- Is head of contact for all companies during the event
- Is responsible for doing evaluations after the event with all companies

WORKLOAD: PEAK MOMENTS AT START OF BOARD YEAR, DURING SUMMER HOLIDAY AND RIGHT BEFORE THE EVENT.





TASKS

- Is responsible for acquiring companies to participate in the event
- Is responsible on the days of the event
- Is responsible for the locations (including catering)
- Is responsible for making the script of the organisation
- Is responsible for the playground, the entertainment for students and recruiters during the day
- Is responsible for all the transport to and from the venue for recruiters (and organization if applicable)
- Is responsible for the socials and the afterparty

WORKLOAD: QUIET UNTIL SUMMER, THEN QUITE BUSY



DAY ORGANISATION

As a Day Organization & Commercial II you are working on two main things: the acquisition process and the logistics surrounding the event. Up to and including the summer, you will mainly support the Commercial I with the acquisition, after which you will mainly focus on the event itself. First and foremost, this means picking the venue, the caterer, the entertainment and the restaurants. Moreover, this will mean that all scenarios will be created by you, so what will everyone do every day, and what will that look like. This goes from picking up recruiters to planning the social at the end of the day.

For questions about the day organisation contact:

dayorganisation@recruitmentdays.nl

06-46795649

TREASURER

As a Treasurer / Commercial III your main responsibility is the budget. In the beginning you will start with a scenario planning and when more details of the event become clear, you need to adjust the budget or create new scenarios. During this year you will learn a lot of new skills, such as working with Exact (accounting program), making and paying invoices, processing direct debits, submitting declarations, making prognoses, and maintaining contact with debtors and creditors. Throughout the year, you will work closely with the rest of the board to make sure the budget supports the board goals. Overall, the goal of the treasurer is to provide the board with the financial information and guidance to make informed decisions about the upcoming event. Beside this, you are responsible for the acquisition. You need to acquire companies for the upcoming event. Due to this, you will get to know a lot of new people and companies.

For questions about the Treasurer contact:

treasurer@recruitmentdays.nl

06-53596247



TASKS

- Is responsible for the budget
- Is responsible for invoices
- Is responsible for processing direct debits
- Is responsible for Exact (Accounting program)
- Is responsible for submitting declarations
- Is responsible for making prognoses

WORKLOAD: NORMAL WORKLOAD UNTIL SUMMER, BUSY UNTIL AND AFTER THE EVENT





TASKS

- Is responsible for acquiring companies to participate in the event
- Is responsible for creating the schedule
- Is responsible for the website
- Is responsible for the registration period and checking CVs
- Is responsible for the contact with the students
- Is responsible for student evaluations after the event

WORKLOAD: QUIET UNTIL SUMMER, BUSY UNTIL THE EVENT



SECRETARY & LOGISTICS

As secretary & logistics / Commercial IV, you will have two main tasks; acquisition of participating companies together with the other commercials and secretary/logistics tasks. Your board year will begin with the acquisition period which will take place till the end of summer. In the meantime, you will be busy with writing minutes, updating the website, and creating a concept schedule. You will be responsible for making the whole schedule, this is also one of your main tasks! Next to that, you will make sure that the website is up to date, contains all the relevant information, and is ready for the registration period. As the event comes close, the contact with students will increase, and you will provide them with all the relevant information about the event. After the event, you will make sure to evaluate the evaluation forms filled in by students.

For questions about the Secretary & Logistics, contact:

logistics@recruitmentdays.nl

06-12249877

PR & PROMOTION

As Public Relations & Promotion, you have one main task: you are responsible for the overall promotion of the event. This position especially requires a lot of planning & creativity. Your tasks include managing the social media channels such as Instagram and LinkedIn. Next to that, your tasks include the design, ordering, and distribution of the promotional materials used before and during the event. Your board year will start with the acquisition period that lasts until the end of the summer. Your first task will be designing a company brochure that can be used in the acquisition period. You also help with acquiring the participating companies and sponsors. Over the whole period, you will manage the social media platforms where you will post information about the event. In addition, you will be responsible for organizing promotional stunts. You will also arrange lecture talks, and communication in group chats and SMS. As the event approaches, managing the social media platforms will get busier. Furthermore, you will be responsible for creating the program booklet for all students participating in the event. After the event, you will manage the promotion of recruiting the following Recruitment Days board. How you will design and manage everything is in your hands which gives you the opportunity to let your creativity run free.

For questions about the PR & Promotion position, contact:

publicrelations@recruitmentdays.nl

06-48338332



TASKS

- Is responsible for the overall promotion of the event.
- Is responsible for managing the social media channels
- Is responsible for organizing promotional stunts.
- Is responsible for the design, ordering, and distribution of the promotional materials used before and during the event.
- Is responsible for the promotion after the event.
- Is responsible for acquiring companies to participate in the event

WORKLOAD: QUIET UNTIL SUMMER, THEN SEVERAL PEAK MOMENTS UNTIL THE EVENT



APPLICATION PROCEDURE

The applications for chair close on
the **2nd of February**

The applications for the other
positions will close on the **2nd of March**

Do you want more information about the application
procedure?

You can contact:

Puck Koopman
Stella Versteegen
Carine Monchen

p.koopman@ebfgroningen.nl
s.versteegen@ebfgroningen.nl
intern@marug.nl

The logo consists of two overlapping speech bubble icons. The top one is orange and the bottom one is grey. To the right of these icons, the word "Recruitment" is written in orange and "Days" is written in grey.

Recruitment Days