

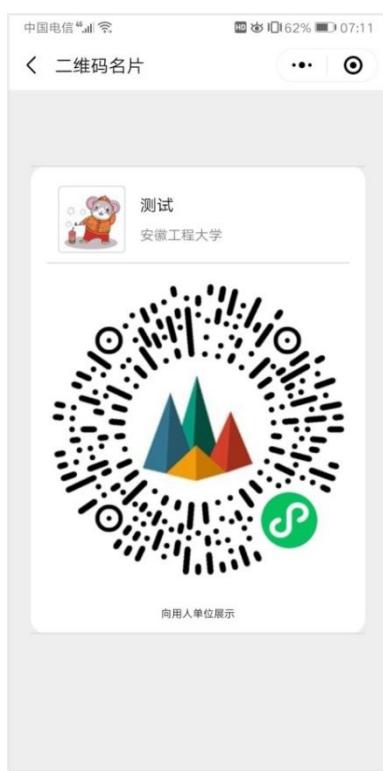
# 企事业单位服务平台使用手册

## (用人单位-网络签约)

### 一、签约前与毕业生达成就业意向

第一步、让毕业生在安徽省大学生就业服务平台小程序中登录并打开“二维码名片”。

第二步、使用微信扫描毕业生发来的签约二维码。



第四步、确认毕业生信息后，下一步后，填写本单位基本信息、联系方式、薪资待遇、签约事宜和违约事宜，上传社会统一信用代码证图片，然后点击“邀约确认”后提交。

The screenshots show the process of signing a job offer. The first screen shows the '签约流程' (Sign-off Process) with steps: 1. Enter unit name, if unit is a corporate unit or has registered on the platform, it will be automatically filled; 2. Fill in signed agreement information; 3. Upload unit's business license or unit head's ID card; 4. Fill in and submit reporting and filing information. It includes fields for unit information like name, address, industry, contact, and a green '确认邀约' (Confirm Invitation) button. The second screen shows the '签约信息' (Sign-off Information) section with fields for category, name, contract period, trial period, and salary. It also includes sections for other agreements and a green '确认邀约' button. The third screen shows the '毕业生报到证和档案' (Graduate Report-to-Station and Archives) section with instructions for uploading a unified social credit code image. It includes a sample image of a document with the code '统一社会信用代码 12' and a green '确认邀约' button.

## 二、查看签约情况

打开企事业单位校招服务平台小程序。

打开【我的】 【签约登记表】

The screenshots show the '签约登记表' (Signature Record Form) in the '我的' (My) section of the mini-program. The first screen shows the main menu with options like '系统通知', '最新简历', '面试名单', '签约登记表', '解约受理', '优秀毕业生', '单位人才库', '单位资料库', and '设置'. The second screen shows a list of signed offers, including one from '安徽信通信息服务有限公司' (Anhui Xintong Information Service Co., Ltd.) and another from '中国科学技术大学' (University of Science and Technology of China). The third screen shows a detailed view of a signed offer for '测试 | 男 | 安徽工程大学' (Test | Male | Anhui University of Science and Technology) with details like position, degree, major, and contract terms. It includes sections for '签约信息' (Sign-off Information), '签约学生' (Signed Student), and a green '确认邀约' (Confirm Invitation) button.

网签信息同步到企事业单位校招服务平台电脑端网页后台

### 三、解约受理

向毕业生出示书面解约材料并加盖公章，由毕业生本人上传至系统。

### 四、签约小程序的使用

在微信中搜索“企事业单位校招服务平台”小程序或扫码



登录小程序，输入单位名称和注册手机号。

通过 2024届毕业生扫码签约的单位，系统自动注册，单位名称和注册手机号分别是签约的单位名称和联系人手机号。