# Southampton

## Careers and Employability Service MyCareer Employer Guide

#### Document Contents

- > <u>How to register your organisation</u>.....(Pages 2-6)
- > How to add an additional organisation user.....(Pages 7-9)

#### Events and Fairs

#### Excel Southampton Internship Programme

#### Jobs Board

- How to post an opportunity to the Jobs Board.....(Pages 26-29)
- > How to close a job vacancy.....(Pages 30-31)
- > <u>How to extend a job vacancy</u>.....(Pages 32-34)
- How to re-publish an expired/rejected/retracted vacancy (Pages 35-37)

1

# Southampton

## Careers and Employability Service MyCareer Employer Guide

How to register your organisation

- 1. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 2. Click on 'Register and post' in the 'Organisation login and registration' section:

| Student login 🛛 😧  | Graduate login and registration   |
|--|---|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, please<br>do not include your library digit. |
| > Login  | > Login<br>> Register   |
| Organisation login and registration  | Careers & Employability login   |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team   |
| Login     Register and post  | > Login   |
| Research Staff login and registration  | University of Southampton Staff   |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please  |
| > Login  | use the 'Organisation login and registration' section to register.  |
| > Register   | > Login<br>> Register   |

3. Complete your organisation details on the 'Basic information' tab and then click 'Next':

| Southampton 0                                       | Cäreer  |          |
|---|---|----------|
|   |   |          |
| Register New Organis                                | sation  |          |
| Basic Information About                             | Your Organisational Structure Contacts and Users  |          |
|   | ws you to post vacancies for our students to access, collaborate with our Careers team and discover other opportunities for engaging with our students<br>mation to create your organisation profile.   | 5.       |
| Full organisation name:*                            |   |          |
| Organisation description<br>(2000 characters max):* | Edit •       Insert •       View •       Format •       Table •       Tools •         •       •       Formats •       B       I       U $\mathscr{P}$ Font Family •       Font Sizes •       Image: Comparison of the size of the |          |
|   |   | <b>^</b> |
| Address details                                     |   | á        |
| Organisation address:*                              |   |          |

You can upload your organisation logo at this stage if you wish.

4. Complete the 'About your organisation' tab and then click 'Next'. You can select more than one area of interest if you wish.

| egister New Organi  | cation  |  |
|---|---|--|
| <u> </u>  | Sation  |  |
| Basic Information About                                     | t Your Organisation Organisational Structure Contacts and Users |  |
| Please enter the following infor                            | rmation to create your organisation profile.                    |  |
| Other information   |   |  |
| Size of organisation:*                                      | Select One  |  |
| rimary business area:*                                      | Select One  |  |
| Other business areas:                                       | Select one  |  |
| Are you a recruitment                                       | ⊖ Yes ● No  |  |
| agency?   |   |  |
| agency?<br>Please specify your primary<br>area of interest* | Select One  |  |

5. Select the relevant organisational structure and then click 'Next'. If you are a subsidiary organisation or a division within an organisation, you will be required to add the details of the parent organisation.

| Southampton Career  |
|---|
|   |
| Register New Organisation   |
| Basic Information About Your Organisational Structure Contacts and Users                                  |
| Please enter the following information to create your organisation profile.                               |
| Organisational structure  |
| Are you a: O Single or top-level organisation O Subsidiary organisation O Division within an organisation |
| * Required fields   |
| Previous > Next X Cancel  |

6. Complete the details of the contact for your organisation and then click 'Add user'. This contact will be the person who will receive notifications from MyCareer and will be able to log in and manage the organisation profile, including posting job vacancies and booking events:

| Southamptor       | Căreer                           |                               |                    |         |   |   |
|-------------------|----------------------------------|-------------------------------|--------------------|---------|---|---|
|                   |                                  |                               |                    |         |   |   |
| Contact inform    | ation                            |                               |                    |         |   |   |
| Basic Information | About Your Organisation          | Organisational Structure      | Contacts and       | Jsers   |   |   |
| Contact details   |                                  |                               |                    |         |   |   |
| To add a new o    | contact please complete the deta | ils on this page.             |                    |         |   |   |
| Type of Contact:* | Select one                       |                               |                    |         |   | ~ |
| Title             | Select One                       |                               |                    |         |   | ~ |
| First name*       |                                  |                               |                    |         |   |   |
| Last name*        |                                  |                               |                    |         |   |   |
| Job title         |                                  |                               |                    |         |   |   |
| Department        |                                  |                               |                    |         |   |   |
| Contact Number:*  |                                  |                               |                    | General | ~ |   |
|                   | + Add anoth                      | ier number                    |                    |         |   |   |
| Primary Email:*   |                                  |                               |                    |         |   |   |
|                   | + Add anoth                      | ier email                     |                    |         |   |   |
| Organisation      | 🔿 Use Alternativ                 | ve Organisation (below) 💿 Use | e Selected Organis | ation   |   |   |
| Contact Address:  | O Use Alternativ                 | ve Address (below) 💿 Use Org  | anisation Address  |         |   |   |
| * Required fields | Cancel                           |                               |                    |         |   |   |

Careers and Employability Service | 023 8059 3501 | employ@southampton.ac.uk www.southampton.ac.uk/careers

7. You can now add more contact users should you wish by clicking on 'Add new contact':

| out Your Organisation       | Organisational Structure     | Contacts and Users         |  |  |   |
|-----------------------------|------------------------------|----------------------------|--|--|---|
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
| owing information to create | e your organisation profile. |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
| imary email                 | Primary number               | Job Title 🛛 🌲              | Type of contact                        | 🕈 Status   | Can log in  |
| st@test.co.uk               | 00000000000                  |                            | Primary Contact                        | Receive mailings   | 🗸 Yes   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             |                              |                            |  |  |   |
|                             | imary email                  | imary email Primary number | imary email Primary number Job Title 🗢 | imary email Primary number Job Title 🗢 Type of contact 🗧 | imary email Primary number Job Títle 💠 Type of contact 🔶 Status |

8. When you have added all the relevant contacts, click on 'Register' and the following screen will appear:

| Pending Approval         Thank you for taking the time to register with the University of Southampton Careers & Employability.         Your registration is now pending approval.         You will be contacted by email with details of your password as soon as your registration request has been authorised.         You can post any Opportunities using the link below, which will then be subject to approval.         Post Opportunity       Post Work Experience & Volunteering role         Beturn to University of Southampton Careers & Employability homenage | Southampton ( | äreer  |
|--|---------------|--|
| Your registration is now pending approval.         You will be contacted by email with details of your password as soon as your registration request has been authorised.         You can post any Opportunities using the link below, which will then be subject to approval.         Post Opportunity       Post Work Experience & Volunteering role   |               | Pending Approval   |
|  |               | Your registration is now pending approval.<br>You will be contacted by email with details of your password as soon as your registration request has been authorised. |
| Recard to onversity of southampton carcers a employability nonepage  |               | Post Opportunity Post Work Experience & Volunteering role     Return to University of Southampton Careers & Employability homepage                                   |

9. Your organisation application has now been submitted for approval and will be reviewed by the Careers and Employability team. If your details comply with our approval policy, we will approve your registration and you will receive a registration email with your login details.

- 10. You can post job opportunities whilst your organisation registration is pending approval should you wish. Once submitted, these will remain pending until your organisation has been approved.
  - To post a vacancy to the Jobs Board, click on 'Post opportunity' and then follow the steps in the '<u>How to post an opportunity to the Jobs</u> <u>Board'</u> section.
  - To post an opportunity to our Excel Southampton Internship Programme or Volunteering Bank, click on 'Post Work Experience & Volunteering role' and then follow the steps in the <u>'How to post an</u> <u>opportunity to the Excel Southampton Internship Programme'</u> section.



## Careers and Employability Service MyCareer Employer Guide

How to add an additional organisation user

- 1. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 2. Login with your organisation details in the 'Organisation login and registration' section:

| Student login 🛛 😯  | Graduate login and registration  |
|--|--|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, pleas<br>do not include your library digit. |
| > Login  | > Login<br>> Register  |
| Organisation login and registration  | Careers & Employability login  |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team  |
| > Login<br>> Register and post   | > Login  |
| Research Staff login and registration  | University of Southampton Staff  |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please                                       |
| > Login  | use the 'Organisation login and registration' section to register.   |
| > Register   | > Login<br>> Register  |

3. Click on 'Profile' and 'Organisation and user details':

| Southampton Career   |  | ❷ Session expires in an hour 💧 jobhunt@soton.ac.uk ( Logout ) |
|--|--|---|
| Home Profile 		 Events 		 Jobs Board   | Queries and mailings   Excel Southampton Internships | Volunteering Bank +   |
| Organisation and users details   | 😧 🗸 Current O  | pportunities 🛛 V  |
| View profile     Update profile     Deate New Operatority                                      | Pending  | > Test 16-Aug-2016  |
| Post New Opportunity     Post New Work Experience & Volunteering role     Manage Opportunities | Year in En   | nployment Enquiries & mailings 🛛 🕹 🗸                          |
| > Browse and Book Event  | You have   | no open Year in Employment Enquiries                          |

4. Click on the 'Contacts and Users' tab then 'Add new contact':

| ome                        | Profile <del>-</del>                       | Events <del>-</del>                       | Jobs Board 🗸                      | Queries and mailings -                                 | Excel Southampto     | on Internships <del>-</del> | Volunteering Bank -                       |    |                            |     |                  |   |
|----------------------------|--|---|-----------------------------------|--|----------------------|-----------------------------|---|----|----------------------------|-----|------------------|---|
| lit O                      | rganisat                                   | ion                                       |                                   |  |                      |                             |   |    |                            |     |                  |   |
| Basic II                   | nformation                                 | About                                     | Your Organisation                 | Organisational Stru                                    | cture Contacts       | and Userr                   |   |    |                            |     |                  |   |
| IJ                         |  | : Make sure                               |                                   | odate your organisation pr<br>CHANGES button to ensure |                      | e saved to this or          | ganisation's profile.                     |    |                            |     |                  |   |
| organ                      | iisation use                               | rs  |                                   |  |                      |                             |   |    |                            |     |                  |   |
| 7                          | Add New Con<br>of <b>2</b> results         | tact                                      |                                   | _  |                      |                             |   |    |                            |     |                  |   |
| 7 <sup>/</sup><br>1 To 2   | Add New Con<br>of <b>2</b> results         | tact                                      | ry email                          | Prim   | ary number           | Job Title 🗘                 | Type of contact                           | \$ | Status                     | Ca  | ın log in        | ¢ |
| 7 <sup>/</sup><br>1 To 2   | Add New Con<br>of <b>2</b> results<br>ame: | tact<br><b>Prima</b>                      | <b>ry email</b><br>nt@soton.ac.uk |  | ary number<br>000000 | Job Title 🗘                 | <b>Type of contact</b><br>Primary Contact | ÷  | Status<br>Receive mailing: |     | in log in<br>Yes | ¢ |
| 1 To 2<br>Full N<br>Dr A T | Add New Con<br>of <b>2</b> results<br>ame: | <ul> <li>Prima</li> <li>jobhur</li> </ul> | <i>.</i>                          | 0000   |                      | Job Title 🔶                 |   | ¢  |                            | s 🗸 | _                | ¢ |

#### The following screen will appear:

| Sout      | hampto               | n   C          | äreer              |                        |                                 | 🕑 Session e                    | xpires <b>in an hour</b> | jobhunt@soton.ac.uk ( Logout ) |
|-----------|----------------------|----------------|--------------------|------------------------|---------------------------------|--------------------------------|--------------------------|--------------------------------|
| Home      | Profile <del>-</del> | Events 🗸       | Jobs Board 🗸       | Queries and mailings - | Excel Southampton Internships 🗸 | Volunteering Bank <del>-</del> |                          |                                |
| Conta     | ct inforn            | nation         |                    |                        |                                 |                                |                          |                                |
| Basic I   | nformation           | About Y        | our Organisation   | Organisational Stru    | cture Contacts and Users        |                                | _                        |                                |
| Contact   | details              |                |                    |                        |                                 |                                |                          |                                |
| 0         | To add a nev         | v contact plea | ase complete the o | letails on this page.  |                                 |                                |                          |                                |
| Type of   | f Contact:*          |                | Select one         |                        |                                 | ¥                              |                          |                                |
| Title     |                      |                | Select One         |                        |                                 | T                              |                          |                                |
| First na  | ame*                 |                |                    |                        |                                 |                                |                          |                                |
| Last na   | ime*                 |                |                    |                        |                                 |                                |                          |                                |
| Job title | 2                    |                |                    |                        |                                 |                                |                          |                                |
| Depart    | ment                 |                |                    |                        |                                 |                                |                          |                                |

5. Complete the details of the new user and click 'Add user'. The new user will receive an email with their password details and will now be able to log in to the organisation profile. Their details will be shown in the contacts list:

| dit Organ                                   | isatior   |                         |                        |                |               |                      |                  |                                       |   |
|---|-----------|-------------------------|------------------------|----------------|---------------|----------------------|------------------|---------------------------------------|---|
| Basic Informa                               | tion      | About Your Organisation | Organisational Structu | ire Contacts a | nd Users      |                      |                  |                                       |   |
| Organisation<br>+ Add Nev<br>1 To 3 of 3 re | v Contact |                         |                        |                |               |                      |                  |                                       |   |
|   |           |                         | Bulan an               | / number       | Job Title 🛛 🌲 | Type of contact      | Status           | Can log in                            |   |
| Full Name:                                  | ÷         | Primary email           | Primary                | namber         |               |                      |                  |                                       |   |
| Dr A Test                                   |           | jobhunt@soton.ac.uk     | 000000                 | 0000           |               | Primary Contact      | Receive mailings | ✓ Yes                                 |   |
| Dr A Test<br>Miss Anna Te                   | st        | -                       | 000000                 | 0000           |               | Secondary Contact(s) | Receive mailings | <ul><li>✓ Yes</li><li>✓ Yes</li></ul> |   |
| Dr A Test<br>Miss Anna Tes<br>Mr Yusuf Test | st        | jobhunt@soton.ac.uk     | 000000                 | 0000           | Test          |                      |                  | ✓ Yes                                 |   |
| Dr A Test<br>Miss Anna Tes<br>Mr Yusuf Test | st        | jobhunt@soton.ac.uk     | 000000                 | 0000           |               | Secondary Contact(s) | Receive mailings | <ul><li>✓ Yes</li><li>✓ Yes</li></ul> | » |

6. Click on 'Save changes' and the following screen will appear confirming the organisation details have been updated.

| Southampton Career   | O Session expires in an hour 💧 jobhunt@soton.ac.uk ( Logout )  |
|--|--|
| Home Profile ← Events ← Jobs Board ← Queries and mailings ←  | Excel Southampton Internships - Volunteering Bank -  |
| <ul> <li>Organisation updated</li> <li>The changes you have made have been saved successfully.</li> </ul>  | ×  |
| Quick links  | € V Current Opportunities € V  |
| Yiew profile     Update profile     Post New Opportunity   | Pending > Test 16-Aug-2016   |
| <ul> <li>&gt; Post New Work Experience &amp; Volunteering role</li> <li>&gt; Manage Opportunities</li> <li>&gt; Browse and Book Event</li> </ul> | Year in Employment Enquiries & mailings     Image: Comparison of the second secon |
|  | Event bookings     Image: Comparison of the second se |



## Careers and Employability Service MyCareer Employer Guide

How to register for a stand at a Careers Fair

- 1. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 2. Login with your organisation details in the 'Organisation login and registration' section:

| Student login 🧿  | Graduate login and registration   |
|--|---|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, please<br>do not include your library digit. |
| > Login  | > Login<br>> Register   |
| Organisation login and registration  | Careers & Employability login   |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team   |
| Login     Register and post  | > Login   |
| Research Staff login and registration  | University of Southampton Staff   |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please  |
| > Login  | use the 'Organisation login and registration' section to register.  |
| > Register   | > Login<br>> Register   |

3. Click on 'Events' and 'Organisations events' on the top toolbar:

| Southampton Career  |   | 🛛 Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout )  |
|---|---|---|
| Home Profile  | ies and mailings - Excel Southampton Internship                   | ps → Volunteering Bank →  |
| Year in Employmen<br>My booked events   | 🥹 🗸 Quick   | k links 🛛 😧 🗸   |
| You have no open Year in Employment Enquiries   | > Up  | ew profile<br>odate profile<br>st New Opportunity                 |
| Current Opportunities   |   | st New Work Experience & Volunteering role<br>anage Opportunities |
| You don't currently have any recent Opportunities   |   | owse and Book Event   |
| Event bookings  | 0 🗸   |   |
| Event bookings > Confirmed: Recruiter in Residence  | 11:00- 15:00 on 10-Oct-2016                                       |   |
| Have you seen these employer events?<br>> Provisional Booking - Presentations, Large workshops, Tr<br>Union Southampton Space | esting Sessions, Insight intoTalks &<br>19-Feb-2017 - 24-Feb-2017 |   |
| > Employer 1:1 Hosted by  | 24-Feb-2017   |   |

4. The following page will appear. Select 'Careers Fairs' in the event 'Type' box and then click on 'Search'. The date range automatically shows events scheduled in the next two months so you may need to extend the date range if the Fair you wish to book occurs at a later date:

| Home Profile - Events -   | Jobs Board 🗸 Queries and mailing              | s- Excel Southampton Internships -            | Volunteering Bank -           |   |
|---|---|---|-------------------------------|---|
| Search events Calendar  | view Event bookings list                      |   |                               |   |
| Q Filters   | < Event search                                |   |                               | ★ Saved Searche   |
| Quick search  | 1 To 3 of 3 results                           |   |                               |   |
| Quick Search  | Title 🗘                                       | Event type 🔶                                  | Days 🌩                        | Event location  |
| Filters   | Register Your Interest To Deliver An<br>Event | Register your interest in delivering an event | 06-Feb-2017 - 10-Mar-<br>2017 |   |
| Date range:   | Careers and Placements Fair                   | Careers Fairs                                 | 28-Feb-2017                   | Garden Court and Hartley Suite, Buildings 40 and 38, Highfi<br>Campus |
| <ul> <li>By specific date</li> <li>By relative date</li> </ul>  | Employer 1:1 Hosted by                        | Employer 1:1s                                 | 10-Mar-2017                   | Careers Centre 37/2005  |
| 2016 • m<br>to<br>Feb • 14 •<br>2018 • m<br>Type:<br>Select •<br>Select<br>Careers Fairs<br>Employer 7:1s<br>Employer Presentations<br>Employer Presentations<br>Employer Skills Workshops<br>Insight Into & Industry Talks<br>Recruiter in Residence<br>Register your interest in delive<br>saved searcn |   |   |                               |   |

5. All of our available Careers Fairs will be displayed. Click on the form for the Fair you wish to attend.

| lome Profile <del>-</del> Events | <ul> <li>Jobs Board - Queries and mailing</li> </ul> | Excel Southampton Internships -               | Volunteering Bank <del>-</del> |   |
|----------------------------------|--|---|--------------------------------|---|
| Search events Calenda            | r view Event bookings list                           |   |                                |   |
| Q Filters                        | < Event search                                       |   |                                | ★ Saved Searches •  |
| Quick search                     | 1 To 3 of 3 results                                  |   |                                |   |
| Quick Search                     | Title \$   | Event type 🔶                                  | Days 🗢                         | Event location  |
| Filters                          | Register Your Interest To Deliver An<br>Event        | Register your interest in delivering an event | 06-Feb-2017 - 10-Mar-<br>2017  |   |
| Date range:                      | Careers and Placements Fair                          | Careers Fairs                                 | 28-Feb-2017                    | Garden Court and Hartley Suite, Buildings 40 and 38, Highfiel<br>Campus |
| By specific date                 | Employer 1:1 Hosted by                               | Employer 1:1s                                 | 10-Mar-2017                    | Careers Centre 37/2005  |
| By relative date                 | 25 <b>50</b> 75 100                                  |   |                                | « »   |
| 2016 🔻 🋗                         |  |   |                                |   |
| to                               |  |   |                                |   |
| Feb • 14 •                       |  |   |                                |   |
| 2018 🔻 🇰                         |  |   |                                |   |

6. For some of our Fairs, the booking form will be different depending on the type of organisation, so on the next page select the relevant form for your organisation (eg. Large Graduate Recruiter, Small and Medium Enterprise). If the Fair you wish to attend is already fully booked, click on the waiting list form instead to be added to the waiting list:

|                                 | to your eraduate neeralinent ran booking.  |  |
|---------------------------------|--|--|
|                                 | <ul> <li>Please note that the following types of roles cannot be promoted at this event:</li> <li>Opportunities requiring an upfront cost.</li> <li>Unpaid positions apart from volunteering roles for a UK registered charity.</li> </ul> |  |
| Careers Event Host              | Tori Thompson  |  |
| Location                        | Garden Court and Hartley Suite, Buildings 40 and 38, Highfield<br>Campus   |  |
|                                 |  |  |
| Book a Place on this Event      |  |  |
| Choose Stand                    |  |  |
| Large Graduate Recruiter        | (excl VAT)   |  |
| £545.00 (Per Day Cost)          |  |  |
| Small and Medium Enterp         | rise (excl VAT)  |  |
| £245.00 (Per Day Cost)          |  |  |
| Internal Department             |  |  |
| <b>∰ 28-Feb-2017</b> (11:00 - 1 | 5:00)  |  |
| X Cancel > Next                 |  |  |

7. On the next screen, complete all the requested information on the booking form and then click on 'Next'.

| Southampton Career  |  |  | O Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout )           |
|---|--|--|--|
| Home Profile - Events - Jobs Board  | <ul> <li>Queries and mailings -</li> </ul> | Excel Southampton Internships <del>-</del> | Volunteering Bank <del>-</del>   |
| Booking form  |  |  |  |
| -   |  |  |  |
| Event Details Booking Form Confir   | n Booking                                  |  |  |
|   |  |  |  |
| Careers Service Employers Booking Form  |  |  |  |
|   |  |  |  |
| Booking Form Instructions   |  |  |  |
| Thank you for your interest in exhibiting at the  | University of Southampton's C              | areers and Placements Fair 2017.           |  |
| Please complete all the information requested   | helow on that we can process y             | our request as efficiently as possible     |  |
| neuse complete un tre mormation requesteu   | sciow so that we can process y             | our request as efficiently as possible.    |  |
| Please be aware that completion of this fo<br>and then contact you within 10 working da |  | organisation a stand at this Fair. The     | Careers and Employability Service will read through your registration form |
| and then contact you within 10 working da   | ys.  |  |  |
| Your stand at this Fair includes the following  | :  |  |  |
| A trestle table and 2 chairs  |  |  |  |
| Free invitation to our breakfast morn   | ng, prior to the Fair                      |  |  |
| <ul> <li>A stand area of 2m width x 3m length</li> </ul>                                | x 2m height                                |  |  |
| White Table Cloth   |  |  |  |
| <ul> <li>Free offsite parking with courtesy shu</li> </ul>                              | ttle bus to the event                      |  |  |
| <ul> <li>Free Wi-Fi access</li> </ul>   |  |  |  |
| <ul> <li>Two packed lunches</li> </ul>  |  |  |  |
| A 100-word profile in the Fair Brochur  | e  |  |  |
| Company Details   |  |  |  |
|   |  |  |  |
| Primary Business Area (Select ONE)*   | Select                                     |  |  |

8. You will see the 'Booking summary' page:

| Southampton C                                 | äreer                                    |  | 🗿 Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout ) |
|---|--|--|--|
| Iome Profile <del>-</del> Events <del>-</del> | Jobs Board - Queries and mailing         | s - Excel Southampton Internships -          | Volunteering Bank <del>+</del>                                   |
| Booking summary                               |  |  |  |
| Below is a summary                            | of all the information you have provided | l for this booking so far. Please ensure tha | it everything is correct before saving these changes.            |
| Booking email recipient                       | Year Employment                          |  |  |
| Booked days                                   |  |  |  |
| 28-Feb-2017                                   | <b>②</b> 11:00 - 15:00                   |  |  |
| Selected stand                                |  |  |  |
| Description                                   | Large Graduate Recruit                   | ter (excl VAT)                               |  |
| Cost  | £545.00                                  |  |  |
| Costs   |  |  |  |
| Stand cost                                    | £545.00                                  |  |  |
| Total   | £545.00                                  |  |  |
| Additional information                        |  |  |  |
| Company Details                               |  |  |  |
| Primary Business Area (Selec                  | t ONE) Accountancy and fina              | ncial management                             |  |

9. Review all of the information and then click 'Confirm'. You will see the following screen confirming your application has been submitted:

| Southampton Ca   | reer  |   | Ø                             | Session expires <b>in an hour</b>  | Placements@soton.ac.uk ( Logout )     |
|--|---|---|-------------------------------|------------------------------------|---------------------------------------|
| Home Profile▼ Events▼  | Jobs Board - Queries and mailings             | ► Excel Southampton Internships -             | Volunteering Bank -           |                                    |                                       |
| Search events Calendar view                                    | v Event bookings list                         |   |                               |                                    |                                       |
| Q Filters <  | Event search                                  |   |                               |                                    |                                       |
| Quick search   | Event booking created                         |   |                               |                                    | ×                                     |
| Quick Search   | Careers and Placements Fair                   |   |                               |                                    |                                       |
| Filters  |   |   |                               |                                    |                                       |
| Date range:  | 1 To 3 of 3 results                           | Event type 🔶                                  | Days 🜩                        | Event location                     |                                       |
| <ul> <li>By specific date</li> <li>By relative date</li> </ul> | Register Your Interest To Deliver An<br>Event | Register your interest in delivering an event | 06-Feb-2017 - 10-Mar-<br>2017 | Event location                     |                                       |
| Dec ▼ 16 ▼<br>2016 ▼ ∰   | Careers and Placements Fair                   | Careers Fairs                                 | 28-Feb-2017                   | Garden Court and Hartley<br>Campus | Suite, Buildings 40 and 38, Highfield |
| to   | Employer 1:1 Hosted by                        | Employer 1:1s                                 | 10-Mar-2017                   | Careers Centre 37/2005             |                                       |
| Feb 🔻 14 🔻   | 25 <b>50</b> 75 100                           |   |                               |                                    | « »                                   |
| 2018 🔻 🇰   |   |   |                               |                                    |                                       |
| Туре:  |   |   |                               |                                    |                                       |
| Select 🔻   |   |   |                               |                                    |                                       |
| Status:  |   |   |                               |                                    |                                       |

10. The Careers and Employability team will now review your registration form and will contact you within 10 working days to confirm whether your organisation has secured a stand. If you click on 'Events' and 'My booked events' you will see your current event bookings. Your new registration will be listed as provisional. Once your booking has been approved, you will receive an email confirmation and the status will change to confirmed:

| Home Profile   | ► Events ►   | Jobs Board <del>-</del> | Queries and mailings <del>-</del> | Excel Southampton Internships <del>-</del> | Volunteering Bank <del>-</del> |  |
|--|--|-------------------------|-----------------------------------|--|--------------------------------|--|
| View/modif   | y II Organisati<br>My booked                             | ons events<br>d events  |                                   |  |                                |  |
| Search events  | Calendar vi  | ew Event bo             | ookings list                      |  |                                |  |
| date range.<br>Events you  | re booked or   | ,<br>,                  | vevents associated you wil        |  | ·                              |  |
| date range.  | re booked or   | ,<br>,                  | events associated you win         | ≎ Created On                               | Booking Status                 | Booking Cost                               |
| date range.<br>Events you<br>1 To 3 of 3 re  | re booked or<br>sults                                    | ,<br>,                  | events associated you win         |  | Booking Status<br>Confirmed    |  |
| date range.<br>Events you'<br>1 To 3 of 3 re<br>Event Title<br>Recruiter in Re   | re booked or<br>sults                                    | nto                     | events associated you wi          | Created On                                 |                                | Booking Cost                               |
| date range.<br>Events you'<br>1 To 3 of 3 re<br>Event Title<br>Recruiter in Re   | re booked or<br>sults<br>isidence<br>Interest To Deliver | nto                     | events associated you with        | Created On<br>25-May-2016                  | Confirmed                      | Booking Cost<br>£0.00                      |
| date range.<br>Events you <sup>1</sup><br>1 To 3 of 3 re<br>Event Title<br>Recruiter in Re<br>Register Your<br>Careers and P | re booked or<br>sults<br>isidence<br>Interest To Deliver | nto                     | events associated you with        | Created On<br>25-May-2016<br>30-Nov-2016   | Confirmed<br>Provisional       | Booking Cost           £0.00         £0.00 |



## Careers and Employability Service MyCareer Employer Guide

How to book an employer event

- 1. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 2. Login with your organisation details in the 'Organisation login and registration' section:

| Student login  | Graduate login and registration   |
|--|---|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, please<br>do not include your library digit. |
| > Login  | > Login<br>> Register   |
| Organisation login and registration  | Careers & Employability login   |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team   |
| <ul> <li>&gt; Login</li> <li>&gt; Register and post</li> </ul>   | > Login   |
| Research Staff login and registration  | University of Southampton Staff   |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please  |
| > Login<br>> Register  | use the 'Organisation login and registration' section to register.   Login   Register   |

3. Click on 'Events' and 'Organisations events' on the top toolbar:

| Home Profile <del>v</del>  | Events 🗸 🛛 Jobs Board 🕇   | <ul> <li>Queries and mailings          <ul> <li>Excel Southarr</li> </ul> </li> </ul>   | npton Internships 👻 Volunteering Bank 🕶 |
|--|---|---|---|
| Year in Employed   | Organisations events<br>My booked events  | 0 v   | Quick links                             |
| tou have no open \   | Year in Employment Enquirie   | 25  | > View profile                          |
| '  |   |   | > Update profile                        |
|  |   |   | > Post New Opportunity                  |
| Current Opportun   | ities   | 0 v   |   |
| Very death arrests   | have an end of the state of the   |   | > Manage Opportunities                  |
| You don't currently  | have any recent Opportuniti   | les   | > Browse and Book Event                 |
|  |   |   |   |
| Event bookings   |   | 0 、   |   |
| Event bookings   |   |   |   |
| > Confirmed: Recru   | iter in Residence   | 11:00-15:00 on 10-Oct-2016  | j                                       |
| <ul> <li>Provisional Booki</li> <li>Union Southampto</li> </ul>  |   | orkshops, Testing Sessions, Insight intoTalks &   |   |
|  |   | 19-Feb-2017 - 24-Feb-2017   | r                                       |
| > Employer 1:1 Hos   | ited by   | 19-Feb-2017 - 24-Feb-2017<br>24-Feb-2017  |   |
|  | ing - Presentations, Large wo   | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &  |   |
| <ul> <li>Provisional Booki</li> <li>Union Southampto</li> </ul>  | ing - Presentations, Large wo<br>n Space  | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017   |   |
| <ul> <li>Provisional Booki</li> <li>Union Southampto</li> <li>Employer Skills W</li> </ul>   | ing - Presentations, Large wor<br>n Space<br>/orkshop                                 | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017  |   |
| <ul> <li>&gt; Provisional Booki</li> <li>Union Southampto</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer Skills W</li> </ul>   | ing - Presentations, Large wo<br>n Space<br>/orkshop<br>/orkshop                      | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017<br>02-Mar-2017                               |   |
| <ul> <li>Provisional Booki</li> <li>Union Southampto</li> <li>Employer Skills W</li> </ul>   | ing - Presentations, Large wo<br>n Space<br>/orkshop<br>/orkshop                      | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017  |   |
| <ul> <li>&gt; Provisional Booki</li> <li>Union Southampto</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer Skills W</li> </ul>   | ng - Presentations, Large wo<br>n Space<br>/orkshop<br>/orkshop<br>sted by            | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017<br>02-Mar-2017                               |   |
| <ul> <li>&gt; Provisional Booki<br/>Union Southampto</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer 1:1 Hos</li> </ul>                                     | ng - Presentations, Large wo<br>n Space<br>Yorkshop<br>sted by<br>sted by             | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017<br>02-Mar-2017<br>03-Mar-2017                |   |
| <ul> <li>&gt; Provisional Booki</li> <li>Union Southampto</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer Skills W</li> <li>&gt; Employer 1:1 Hos</li> <li>&gt; Employer 1:1 Hos</li> </ul> | ng - Presentations, Large wo<br>n Space<br>Yorkshop<br>sted by<br>sted by<br>Yorkshop | 24-Feb-2017<br>orkshops, Testing Sessions, Insight intoTalks &<br>27-Feb-2017 - 03-Mar-2017<br>02-Mar-2017<br>02-Mar-2017<br>03-Mar-2017<br>08-Mar-2017 |   |

You are able to book the following events:

- Employer Skills Workshops
- Insight Talks
- Employer Presentations
- Employer 1:1 Activities
- <u>Mock Assessment Centres</u>
- <u>Recruiter in Residence</u>
- Outdoor Activities
- Test Sessions

If you would like to book to attend a Careers Fair, please follow the instructions in the '<u>How to register for a stand at a Careers Fair</u>' guide.

4. If you would like to book Recruiter in Residence, click on the 'Recruiter in Residence' form. For all other events, click on 'Register your interest to deliver an event':

| Southampton Ca                                | reer  |   | Ø                              | Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout )           |
|---|---|---|--------------------------------|--|
| Home Profile <del>-</del> Events <del>-</del> | Jobs Board - Queries and mailings             | - Excel Southampton Internships -             | Volunteering Bank <del>-</del> |  |
| Search events Calendar view                   | v Event bookings list                         |   |                                |  |
| Q Filters <                                   | Event search                                  |   |                                | ★ Saved Searches -   |
| Quick search                                  | 1 To 3 of 3 results                           |   |                                |  |
| Quick Search                                  | Title \$                                      | Event type 🔶                                  | Days 🗢                         | Event location \$  |
| Filters                                       | Register Your Interest To Deliver An<br>Event | Register your interest in delivering an event | 06-Feb-2017 - 10-Mar-<br>2017  |  |
| Date range:                                   | Careers and Placements Fair                   | Careers Fairs                                 | 28-Feb-2017                    | Garden Court and Hartley Suite, Buildings 40 and 38, Highfield<br>Campus |
| Sy specific date     By relative date         | Employer 1:1 Hosted by                        | Employer 1:1s                                 | 10-Mar-2017                    | Careers Centre 37/2005   |
| Dec V 16 V                                    | 25 50 75 100                                  |   |                                | < >  |
| 2016 🔻 🇰                                      |   |   |                                |  |
| to  |   |   |                                |  |
| Feb • 14 •                                    |   |   |                                |  |
| 2018 🔹 🎬                                      |   |   |                                |  |
| Type:<br>Select                               |   |   |                                |  |
| - Jelect                                      |   |   |                                |  |
| Status:                                       |   |   |                                |  |
| Select •                                      |   |   |                                |  |
| Bookable by users:                            |   |   |                                |  |
| Select one                                    |   |   |                                |  |
| Coursel or course                             |   |   |                                |  |

5. On the following screen, select the date which corresponds with the date you would like to hold your session and click 'Next'. Ignore the times next to the available dates as the time of your event will be dictated by the activity type and venue selected.

| 🛍 03-Mar-2017 (09:00 - 18:00) |  |
|-------------------------------|--|
|                               |  |
|                               |  |
| 🛗 08-Mar-2017 (09:00 - 18:00) |  |
|                               |  |
| 🛗 10-Mar-2017 (09:00 - 18:00) |  |
|                               |  |
| x Cancel > Next               |  |
|                               |  |
|                               |  |

6. Complete all the requested information on the booking form and then click on 'Next'. Please enter N/A in any section that is not relevant for your event.

| Southampton Career   | O Session expires in an hour 🛔 Placements@sc   | oton.ac.uk ( Logout |
|--|--|---------------------|
| ome Profile▼ Events▼ Jobs Board▼                                 | Queries and mailings + Excel Southampton Internships + Volunteering Bank +   |                     |
| ooking form  |  |                     |
| Event Details Booking Form Confirm                               | Booking  |                     |
| Provisonal Booking Form  |  |                     |
| Booking Form Instructions  |  |                     |
| Please complete all required fields in order                     | for the events coordinators to facilitate your request.  |                     |
| Your Company 🔹   |  |                     |
| Contact Email*   |  |                     |
|  | Please provide us with a contact number(s) to be used in the run up and on the day of the event.                       |                     |
| Telephone Number*  |  |                     |
| Primary Business Area (Select ONE)*                              | Select   | ~                   |
| What are your Company Key Offerings?<br>(Select all that apply)* | Select   |                     |
|  | Please state which of the following area(s) your organisation has graduate vacancies in:                               |                     |
|  | (We will use this information to attract students to attend who currently study outside of your primary business area) |                     |

7. The following screen will appear. Review all of the information and click 'Confirm':

| outhampton Career   |   |                                | O Session expires in an hour                  | 🐣 Placements@soton.ac.uk ( Logout |
|---|---|--------------------------------|---|-----------------------------------|
| me Profile∓ Events∓ Jobs Board •                                | Queries and mailings - Excel Southamp   | npton Internships <del>-</del> | Volunteering Bank <del>+</del>                |                                   |
| ooking summary  |   |                                |   |                                   |
| Below is a summary of all the infor                             | mation you have provided for this booking so far                              | ar. Please ensure that e       | verything is correct before saving these char | nges.                             |
| ooking email recipient  | Year Employment   |                                |   |                                   |
| ooked days  |   |                                |   |                                   |
| ∰ 01-Mar-2017 Ø   | 09:00 - 18:00   |                                |   |                                   |
| dditional information   |   |                                |   |                                   |
| Your Company  |   |                                |   |                                   |
| Contact Email   | Test@test.co.uk   |                                |   |                                   |
| Telephone Number  | 0123456789  |                                |   |                                   |
| Primary Business Area (Select ONE)                              | Law barristers  |                                |   |                                   |
| What are your Company Key Offerings?<br>(Select all that apply) | <ul> <li>Holds a Tier 2 Licence</li> <li>Offers Graduate Positions</li> </ul> |                                |   |                                   |

8. You will see the following screen confirming your request has been submitted:

| Southampton   C   | Cäreer  |   | Ø                             | Session expires in an hour 🔺 Placements@soton.ac.uk ( Logou              |
|---|---|---|-------------------------------|--|
| Home Profile - Events -   | Jobs Board - Queries and mailing              | Excel Southampton Internships -               | Volunteering Bank -           |  |
| Search events Calendar v  | view Event bookings list                      |   |                               |  |
| Q Filters   | Event search                                  |   |                               |  |
| Quick search  | Event booking created                         | i Event                                       |                               | ×  |
| Filters   | 1 To 3 of 3 results                           |   |                               |  |
| <ul> <li>Date range:</li> <li>              By specific date      </li> </ul> | Title \$                                      | Event type 🔶                                  | Days 🜩                        | Event location \$  |
| <ul> <li>By specific date</li> <li>By relative date</li> </ul>                | Register Your Interest To Deliver An<br>Event | Register your interest in delivering an event | 06-Feb-2017 - 10-Mar-<br>2017 |  |
| Dec • 16 •  | Careers and Placements Fair                   | Careers Fairs                                 | 28-Feb-2017                   | Garden Court and Hartley Suite, Buildings 40 and 38, Highfield<br>Campus |
| to  | Employer 1:1 Hosted by                        | Employer 1:1s                                 | 10-Mar-2017                   | Careers Centre 37/2005   |
| Feb • 14 •  | 25 <b>50</b> 75 100                           |   |                               | « >  |
| 2018 Type:  |   |   |                               |  |
| Select 🔻  |   |   |                               |  |
| Status:   |   |   |                               |  |
| Select •  |   |   |                               |  |

9. The Careers and Employability team will now review your application. If you click on 'Events' and 'My booked events' you will see your current event bookings. Your new registration will be listed as provisional. Once your booking has been approved, you will receive an email confirmation and the status will change to confirmed:

| Home Profile <del>-</del>   | Events <del>-</del>                         | Jobs Board <del>-</del> | Queries and mailings - | Excel Southa | ampton Internship                        | s - Volunteering Bank -                |      |              |                                |
|---|---|-------------------------|------------------------|--------------|--|--|------|--------------|--------------------------------|
| /iew/modify l   | Organisatio<br>My booked                    |                         |                        |              |  |  |      |              |                                |
| Search events   | Calendar vie                                | w Event bo              | okings list            |              |  |  |      |              |                                |
| 1 To 3 of 3 results<br>Event Title<br>Recruiter in Reside<br>Register Your Inter    | ence  | An Event                |                        | ¢            | Created On<br>25-May-2016<br>30-Nov-2016 | Booking St<br>Confirmed<br>Provisional | )    | ¢            | Booking Cost<br>€0.00<br>£0.00 |
|   |   | , an event              |                        |              | 16-Dec-2016                              | Provisional                            |      |              | £545.00                        |
| Careers and Place   | ments Fair                                  |                         |                        |              |  |  |      |              |                                |
| -   |   |                         |                        |              |  |  |      |              | « »                            |
| Careers and Place   | 100   | with                    |                        |              |  |  |      |              | « »                            |
| Careers and Place   | 100<br>associated                           | with                    |                        |              |  |  |      |              | <b>« »</b>                     |
| Careers and Place<br>25 50 75<br>Events you're                                      | 100<br>associated                           | with                    |                        | ÷            | Created On                               | Days                                   | ≑ Ev | ent Status ≑ | Number Of User Bookings        |
| Careers and Place<br>25 50 75<br>Events you're<br>1 To 11 of 11 resu                | 100<br>associated<br>Jlts                   |                         |                        | ¢            | <b>Created On</b><br>26-Sep-2016         | Days<br>03-Oct-2016-14-Dec-2016        |      |              |                                |
| Careers and Place<br>25 50 75<br>Events you're<br>1 To 11 of 11 resu<br>Event Title | 100<br>associated<br>ults<br>nt Masterclass |                         |                        | \$           |  | -                                      | pu   | blished      | Number Of User Bookings        |

Careers and Employability Service | 023 8059 3501 | employ@southampton.ac.uk www.southampton.ac.uk/careers



## Careers and Employability Service MyCareer Employer Guide

How to post an opportunity to the Excel Southampton Internship Programme

- Before you post your opportunity to the Excel Southampton Internship Programme, please ensure you have completed the Job Description & Person Specification Template and the Health & Safety Questionnaire found on the following webpage: <u>www.southampton.ac.uk/careers/employers/placements/excel-</u> <u>southampton.page</u>
- 2. Then follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
  - If your organisation is not registered on MyCareer, go to Step 3
  - If you are already registered on MyCareer, go to Step 4
- 3. Follow the steps in the '<u>How to register your organisation</u>' section and click on 'Post work experience and volunteering role' when you see the following screen at the end of the registration process:

| Pending Approval  |
|---|
| Thank you for taking the time to register with the University of Southampton Careers & Employability.<br>Your registration is now pending approval.<br>You will be contacted by email with details of your password as soon as your registration request has been authorised.<br>You can post any Opportunities using the link below, which will then be subject to approval. |
| <ul> <li>Post Opportunity</li> <li>Post Work Experience &amp; Volunteering role</li> <li>Return to University of Southampton Careers &amp; Employability homepage</li> </ul>  |

• Internal university hosts: Please register as an organisation and not 'University of Southampton Staff' as you will not be able to post your opportunity from within the staff section. Please register your

20

organisation as UoS - *Your Faculty/Department* eg. UoS - Humanities. Enter details relating to your specific faculty/department in the 'Organisation description' section and include a link to your specific webpage in the URL link.

Now go to Step 5.

4. Login with your organisation details in the 'Organisation login and registration' section:

|  | Graduate login and registration  |
|--|--|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, pleas<br>do not include your library digit. |
| > Login  | > Login<br>> Register  |
| Organisation login and registration  | Careers & Employability login  |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team  |
| > Login<br>> Register and post   | > Login  |
| Research Staff login and registration  | University of Southampton Staff  |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please                                       |
| > Login  | use the 'Organisation login and registration' section to register.   |
| > Register   | > Login<br>> Register  |

 Click on 'Excel Southampton Internships' and select the option relevant for the opportunity you would like to post, either Private/Public Sector, Third Sector or Internal University Opportunity:

| Southampton Career   |   | O Session expires in an hour ▲ Placements@soton.ac.uk ( Logout ) |  |  |
|--|---|--|--|--|
| Home Profile - Events - Jobs Board - Queries and mailings -  | Excel Southampton Internships -   | Volunteering Bank <del>-</del>                                   |  |  |
| Year in Employment Enquiries & mailings<br>You have no open Year in Employment Enquiries   | Post Private/Public Sector Opport<br>Post Third Sector Opportunity<br>Post Internal University Opportun<br>Opportunity Management | 0 v  |  |  |
|  | > Post Ne   | w Opportunity  |  |  |
| Current Opportunities  | ⊘ ∨ Post New Work Experience & Volunteering role  |  |  |  |
| You don't currently have any recent Opportunities  |   | e Opportunities<br>and Book Event                                |  |  |
| Event bookings   | 0 🗸   |  |  |  |
| Event bookings   |   |  |  |  |
| > Confirmed: Recruiter in Residence 11:00- 15:00   | on 10-Oct-2016  |  |  |  |
| Have you seen these employer events?<br>> Provisional Booking - Presentations, Large workshops, Testing Sessions, Insig<br>Union Southampton Space | ght intoTalks &   |  |  |  |

6. You will see the following screen and the relevant type of opportunity will be selected:

|   | äreer   |  | O Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout ) |
|---|---|--|--|
| Home Profile▼ Events▼   | Jobs Board - Queries and  | mailings - Excel Southampton Internships -   | Volunteering Bank <del>-</del>                                   |
| Publishing Details Work Ex  | xperience & Volunteering role I                                     | Details  |  |
| Select a Posting Work<br>Experience & Volunteering<br>role Type                               | O Volunteering<br>Opportunity                                       | Free service for UK-based third sector<br>organisations, advertising local on-going<br>volunteering roles.   |  |
| <ul> <li>Excel Southampton<br/>Internship for<br/>Private/Public<br/>Organisations</li> </ul> |   | Support for SME's, large corporations and public<br>sector organisations to recruit student interns.   |  |
|   | O Excel Southampton<br>Internship for Third<br>Sector Organisations | Support and full funding for charities, social<br>enterprises and CIC's to recruit student interns.  |  |
|   | O Excel Southampton<br>Internship for Internal<br>University Hosts  | Support for Faculties and Professional Services<br>to recruit student interns.   |  |
|   | O Year-long student roles   | Placement roles for the Year in Employment.<br>Please don't post voluntary roles here.   |  |
| Work Experience & Volunt  | eering role details   |  |  |
| Scheme for this Work<br>Experience & Volunteering<br>role                                     |   | Appointing a student intern from the University<br>of Southampton will allow you to enjoy an<br>additional resource to provide dedicated time to<br>a specific project. The Internship Team will<br>support you throughout the recruitment<br>process and provide part funding towards the<br>salary of your chosen intern.<br>For further information about the Excel |  |
|   |   | For further information about the Exter<br>Southampton Internship Programme please visit<br>our website:<br>www.southampton.ac.uk/careers/employers/interns  |  |

7. Your organisation details will automatically populate. The section 'Show contact details to user' should be selected 'No':

| Website:                      | http://www.southampton.ac.uk/careers/index.page? |                            |  |  |  |  |  |
|-------------------------------|--|----------------------------|--|--|--|--|--|
| Opportunities contact         | details  |                            |  |  |  |  |  |
| Show contact details to user: | 🔾 Yes 💿 No                                       | 0                          |  |  |  |  |  |
| Opportunities publishi        | ng details                                       |                            |  |  |  |  |  |
| Advertising Date              | Sep 💙 12 💙 2016 💙 🏙                              | 0                          |  |  |  |  |  |
| Closing Date                  | Dec 💙 11 💙 2016 💙 🛍 Latest perr                  | mitted date: 11-Dec-2016 👩 |  |  |  |  |  |

8. When selecting the 'Advertising Date' and 'Expiry Date' please consult the key dates in the Employer Handbook. We advertise once a month through the Excel Southampton Internship Programme and the dates you select must be in line with this.

| Key Internship Dates  |                                     |                          |                           |   |  |  |  |
|---|-------------------------------------|--------------------------|---------------------------|---|--|--|--|
| Month   | Employer<br>Application<br>Deadline | Vacancies<br>Open        | Vacancies<br>Closed       | Proposed Shortlisting &<br>Interview Period   | Dates to inform<br>us of know<br>Selected student  |  |  |
| October   | 28 <sup>th</sup> September          | 3 <sup>rd</sup> October  | 23 <sup>rd</sup> October  | 31 <sup>st</sup> October – 11 <sup>th</sup> November  | 18 <sup>th</sup> November  |  |  |
| November  | 2 <sup>nd</sup> November            | 7 <sup>th</sup> November | 27 <sup>th</sup> November | 5 <sup>th</sup> – 16 <sup>th</sup> December   | 23 <sup>rd</sup> December  |  |  |
| December  | 30 <sup>th</sup> November           | 5 <sup>th</sup> December | 22 <sup>nd</sup> January  | 30 <sup>th</sup> January – 10 <sup>th</sup> February  | 17 <sup>th</sup> February  |  |  |
| January   | 21 <sup>st</sup> December           | 3 <sup>rd</sup> January  | 22 <sup>nd</sup> January  | 30 <sup>th</sup> January – 10 <sup>th</sup> February  | 17 <sup>th</sup> February  |  |  |
| February  | 1 <sup>st</sup> February            | 6 <sup>th</sup> February | 26 <sup>th</sup> February | 6 <sup>th</sup> - 17 <sup>th</sup> March  | 24 <sup>th</sup> March   |  |  |
| March   | 1 <sup>st</sup> March               | 6 <sup>th</sup> March    | 26 <sup>th</sup> March    | 3 <sup>rd</sup> -14 <sup>th</sup> April   | 21 <sup>st</sup> April   |  |  |
| April   | 29 <sup>th</sup> March              | 3 <sup>rd</sup> April    | 23 <sup>rd</sup> April    | 1 <sup>st</sup> - 12 <sup>th</sup> May  | 19 <sup>th</sup> May   |  |  |
| May<br>(This opportunity to<br>advertise internships is<br>a last resort - student<br>interest is low as they<br>have exams and<br>dissertation deadlines<br>and many will have<br>already secured<br>summer internships) | 26 <sup>th</sup> April              | 2 <sup>nd</sup> May      | 21st May                  | 29 <sup>th</sup> May – 9 <sup>th</sup> June<br>(Please be mindful that student exam<br>period is between 22 <sup>nd</sup> May – 11 <sup>th</sup> June,<br>however different subject areas finish<br>sooner than others) | 16 <sup>th</sup> June<br>(Must inform us ASAP as<br>we need at least 4 weeks<br>before start date to set<br>students up) |  |  |

9. When you have completed the information on this page, click on 'Work Experience and Volunteering Role Details' at the bottom of the page and you will see the following screen. Complete the details relating to the internship opportunity:

| Southampton C                | Täreer   |                                 | O Session expires in an hour 🔺 Placements@soton.ac.uk ( Logout ) |
|------------------------------|--|---------------------------------|--|
| Home Profile - Events -      | Jobs Board   | Excel Southampton Internships 🗸 | Volunteering Bank +  |
| Publishing Details Work      | Experience & Volunteering role Details   |                                 |  |
| <b>0</b> General information |  |                                 |  |
| Posted By                    | Year Employment  |                                 |  |
| Email address                | Placements@soton.ac.uk   |                                 |  |
| Scheme                       | Excel Southampton Internship Programme   |                                 |  |
| Closing Date                 | 11-Dec-2016  |                                 |  |
| Basic details                |  |                                 |  |
| Title:*                      |  |                                 |  |
| Opportunity Type:*           | Select one   |                                 |  |
| Opportunity Summary:*        | Edit - Insert - View - Format -  | Table - Tools -                 | 0  |
|                              | ↔         Formats -         B         I         U           IE         IE | 🖉 🧬 Font Family 🕶 Font Size     | 25 -   |
|                              |  |                                 |  |
|                              |  |                                 |  |
|                              |  |                                 |  |

10. In the 'Salary details' section select 'Excel Southampton Intern (hourly rate £7.87)' unless you wish to increase this amount. If you wish to increase this please select 'Hourly Rate' and specify the salary in the box below.

| Salary Range:*  | Select One  |  |
|-----------------|---|--|
|                 | Voluntary   |  |
| Calaas Datailas | Under £10,000 (above national minimum wage)         |  |
| Salary Details: | £10,000-£20,000                                     |  |
|                 | £20,000-£30,000                                     |  |
|                 | £30,000-£40,000                                     |  |
|                 | Above £40,000                                       |  |
|                 | Excel Southampton Intern (hourly rate £7.87)        |  |
|                 | Hourly Rate (specified in the salary details below) |  |
|                 | Undisclosed (above national minimum wage)           |  |
|                 | Business Innovation Payment (£250)                  |  |

11. In the 'Application Details' section, please ignore 'Application URL', 'Application Email' and 'How to apply' as these sections will be completed by the Excel Southampton Internship Team:

| Application URL:                    |   |  |
|-------------------------------------|---|--|
| Application Email:<br>How to opply: | Edit • Insert • View • Format • Table • Tools •                             |  |
|                                     | ←       Formats •       B       I       U $& & & & \\                     $ |  |
|                                     |   |  |
|                                     |   |  |
|                                     |   |  |
| Interview Dates:                    |   |  |
| Start Dates:                        | Sep 💙 12 💙 2016 💙 🛗 🕇 Add   |  |
| Start Date Details:                 | Edit  Insert View Format Table Tools  |  |

12. Click on 'Add Opportunity' and you will see the following screen:

| ome Profile <del>-</del> Events <del>-</del>  | Jobs Board <del>-</del>  | Queries and mailings -  | Excel Southampton Interns   | hips <del>-</del> Vo | olunteering Bank <del>-</del>                         |            |   |   |   |
|---|--|---|---|----------------------|---|------------|---|---|---|
| ۶ Actions ۲   | Manage O   | pportunities  |   |                      |   |            |   |   |   |
| <ul> <li>Add New Opportunity</li> <li>Add New Work</li> <li>Experience &amp; Volunteering role</li> </ul> | <ul> <li>Marketing In<br/>Thank you for</li> </ul>   | submitting your opport  | ,<br>unity to the Excel Southampton                               |                      |   | ather your |   | ho Evcal  |   |
|   | Southampton  | I feam will review the in<br>Internship Programme I<br>I Southampton Internsh   |   | ind be in con        | lact shorty to advise with                            | uner your  | application onto t                      | HE EALER  |   |
| <b>Q Filters</b><br><b>Q</b> Search<br>Title:   | Southampton  | Internship Programme I<br>I Southampton Internsh  | nas been successful.  | ind be in con        | lact shorty to advise with                            | uner your  | application onto t                      |   |   |
| Q Search  | Southampton<br>Scheme : Exce   | Internship Programme I<br>I Southampton Internsh  | nas been successful.  |                      | Deportunity Status                                    |            | Reference ID                            | Action  |   |
| Q Search  | Southampton<br>Scheme : Exce   | Internship Programme I<br>I Southampton Internsh<br>I <b>lts</b>  | nas been successful.<br>ip Programme                              |                      |   |            |   |   | 5 |
| Q Search<br>tle:<br>eference ID:  | Southampton<br>Scheme : Exce<br>1 To 6 of 6 resu<br>Date Posted  | Internship Programme I<br>I Southampton Internsh<br>Its<br>Expiry Date  | p Programme   | \$ C                 | Opportunity Status                                    |            | Reference ID                            | Action  |   |
| C Search<br>le:<br>ference ID:  | Southampton<br>Scheme : Exce<br>1 To 6 of 6 resu<br>Date Posted<br>15-Sep-2016                               | Internship Programme I<br>I Southampton Internsh<br>Its<br>Expiry Date<br>17-Sep-2016   | has been successful.<br>ip Programme<br>Title<br>Marketing Intern | ÷ c                  | Opportunity Status<br>Pending                         |            | Reference ID<br>16902                   | ♦ Action  | 5 |
| Search<br>le:<br>ference ID:<br>atus:<br>elect one  | Southampton<br>Scheme : Exce<br>1 To 6 of 6 resu<br>Date Posted<br>15-Sep-2016<br>15-Sep-2016                | Internship Programme I<br>Southampton Internsh<br>Expiry Date<br>17-Sep-2016<br>17-Sep-2016   | tritle     Marketing Intern     Test                              | ÷ c                  | Opportunity Status<br>Pending<br>Pending              |            | Reference ID<br>16902<br>16900          | <ul> <li>Action</li> <li>Actions</li> <li>Actions</li> <li>Actions</li> </ul> | 5 |
| 2 Search<br>le:<br>ference ID:  | Southampton<br>Scheme : Exce<br>1 To 6 of 6 resu<br>Date Posted<br>15-Sep-2016<br>15-Sep-2016<br>09-Sep-2016 | Internship Programme I<br>Southampton Internsh<br>ts by the second sec | trite     Marketing Intern     Test     Test Opportunity          | ÷ c                  | Opportunity Status<br>Pending<br>Pending<br>Published |            | Reference ID<br>16902<br>16900<br>16898 | Action       Actions       Actions       Actions       Actions                | 5 |

13. Your vacancy will then be pending approval from the Excel Southampton Internship Team who will keep you informed of its progress.



## Careers and Employability Service MyCareer Employer Guide

How to post an opportunity to the Jobs Board

- 1. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 2. Login with your organisation details in the 'Organisation login and registration' section:

| Student login 📀  | Graduate login and registration   |
|--|---|
| If you are a student of the University of Southampton, please login here with<br>your university username and password to access all our careers support,<br>events and opportunities. | If you are a graduate of the University of Southampton, please register here<br>to access careers support, events and opportunities. When registering, please<br>do not include your library digit. |
| > Login  | > Login<br>> Register   |
| Organisation login and registration $oldsymbol{\Theta}$  | Careers & Employability login   |
| Please register or login here if you are an organisation looking to collaborate<br>with the University of Southampton and engage our students.   | Login as a member of the Careers & Employability team   |
| <ul> <li>Login</li> <li>Register and post</li> </ul>   | > Login   |
| Research Staff login and registration  | University of Southampton Staff   |
| Please register here if you are a University of Southampton Early Career<br>Researcher   | Register here if you're a colleague external to Careers and Employability. If<br>you're a colleague and wish to upload a job role or Excel Internship please  |
| > Login  | use the 'Organisation login and registration' section to register.  |
| > Register   | > Login<br>> Register   |

3. Click on 'Jobs Board' and 'Post new opportunity' on the top toolbar:

| Home Profile <del>-</del>                                      | Events <del>-</del> | Jobs Board <del>-</del>        | Queries and mailings <del>-</del> | Excel Southampton Internship | s → Volunteering Bank →  |   |
|--|---------------------|--------------------------------|-----------------------------------|------------------------------|--|---|
| Quick links  |                     | Post New Oppo<br>Opportunities | ·                                 | Ø ✔ Curre                    | nt Opportunities   | 0 \                                       |
| > View profile   |                     |                                |                                   | You d                        | on't currently have any recent Opportunities                         |   |
| > Update profile   |                     |                                |                                   |                              |  |   |
| <ul> <li>Post New Opportu</li> <li>Post New Work Ex</li> </ul> |                     | olunteering role               |                                   | Year i                       | n Employment Enquiries & mailings                                    | 0   |
| > Manage Opportun  |                     | 0                              |                                   | You b                        | ave no open Year in Employment Enquiries                             |   |
| > Browse and Book  | Event               |                                |                                   | 1041                         | we no open rear in employment enquines                               |   |
|  |                     |                                |                                   | Event                        | bookings   | 0   |
|  |                     |                                |                                   | No ev                        | ent bookings found   |   |
|  |                     |                                |                                   | Have                         | you seen these employer events?                                      |   |
|  |                     |                                |                                   |                              | visional Booking - Presentations, Large worksho<br>Southampton Space | ps, Testing Sessions, Insight intoTalks & |
|  |                     |                                |                                   | Unior                        | Southampton space  | 19-Feb-2017 - 24-Feb-201                  |
|  |                     |                                |                                   | > Em                         | ployer 1:1 Hosted by   | 24-Feb-201                                |
|  |                     |                                |                                   |                              | visional Booking - Presentations, Large worksho                      |   |

4. The following screen will appear:

| Southampton C                 | äreer  | O Session expires in an hour 🔺 jobhunt@soton.ac.uk ( Logout ) |
|-------------------------------|--|---|
| Home Profile  → Events  →     | Jobs Board   Queries and mailings  Excel Southampton Internships   | ✓ Volunteering Bank ✓   |
| Publishing Details Opport     | unity Details  |   |
| Organisation details          |  |   |
| Organisation name*            | Test employer  |   |
| Contact                       | A Test •   |   |
|                               | Enter contact details below, or select an existing contact from the list.<br>Selecting an existing contact will pre-populate the fields below: you can<br>still edit any details as necessary. |   |
| Name*                         | A Test   |   |
| Email:*                       | jobhunt@soton.ac.uk  |   |
| Phone:                        | 000000000  |   |
| Website:                      |  |   |
| Opportunities contact det     | ails   |   |
| Show contact details to user: | O Yes  No  | •   |
| Opportunities publishing      | details  |   |
| Advertising Date              | Aug ▼ 16 ▼ 2016 ▼ 🚔  | <b>)</b>  |
| Expiry Date                   | Jun V 12 V 2016 V 🛍 Latest permitted date: 12-Jun-2017   | <b>)</b>  |
| > Opportunity Details X       | Cancel   |   |

5. The organisation details should have already been entered. Complete the 'Opportunities contact details' and 'Opportunities publishing details' and then click the 'Opportunity details' button. The following screen will appear:

|                              | äreer  | O Session expires in an hour 🎍 jobhunt@soton.ac.uk (Logout ) |
|------------------------------|--|--|
| Home Profile▼ Events▼        | Jobs Board - Queries and mailings - Excel Southampton Internships - Volunt | eering Bank •  |
| Publishing Details Opport    | unity Details  |  |
| <b>6</b> General information |  |  |
| Posted By                    | A Test   |  |
| Email address                | jobhunt@soton.ac.uk  |  |
| Expiry Date                  | 12-Jun-2017  |  |
| Basic details                |  |  |
| Title:*                      |  |  |
| Opportunity Type:*           | Select one   | •  |
| Opportunity Summary:*        | Edit • Insert • View • Format • Table • Tools •                            | 0  |
|                              | ♠ ₱ Formats ▼ B I U 𝔄 Font Family ▼ Font Sizes ▼                           |  |
|                              |  |  |
|                              |  |  |
|                              |  |  |
|                              |  |  |
|                              |  |  |

6. Complete all of the sections on the 'Opportunity details' page and then click 'Add Opportunity'. You can preview the vacancy details prior to posting by clicking 'Preview' should you wish. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish.

| Closing Date:*             | Jun 🔻 12 🔻 2017 🔻 🇰   | 0 |
|----------------------------|---|---|
| Interview Dates:           | Aug         ▼         16         ▼         2016         ★         Add                 |   |
| Start Dates:               | Aug         ▼         16         ▼         ≙         +         Add                    |   |
| Start Date Details:        | Edit • Insert • View • Format • Table • Tools •                                       |   |
|                            | <ul> <li>♦ Formats • B I U Ø Font Family • Font Sizes •</li> <li>I = I = I</li> </ul> |   |
|                            |   |   |
|                            |   |   |
|                            |   | _ |
|                            | 4   |   |
| ? Other details            |   |   |
| Job description attachment | Choose file No file chosen  |   |
|                            |   |   |
| * Required fields          |   |   |

7. You will then see a notification stating 'Opportunity created'. Any previous opportunites you have advertised will be listed below with their status:

| Southampton C  | äreer                   |                           |                                 | O Session                      | expires in an hour 🔺 jobl | nunt@soton.ac.uk ( Logout ) |
|--|-------------------------|---------------------------|---------------------------------|--------------------------------|---------------------------|-----------------------------|
| Home Profile <del>-</del> Events <del>-</del>                                  | Jobs Board <del>-</del> | Queries and mailings -    | Excel Southampton Internships 🗸 | Volunteering Bank <del>-</del> |                           |                             |
| <ul> <li>Actions</li> <li>Add New Opportunity</li> <li>Add New Work</li> </ul> | Manage O<br>Opportunit  | pportunities<br>y Created |                                 |                                |                           | ×                           |
| Experience & Volunteering role   | Test                    |                           |                                 |                                |                           |                             |
| Q Filters  | 1 To 0 of 0 res         | ults                      |                                 |                                |                           |                             |
| Q Search   | Date Posted             | 🗢 Expiry Date             | 🗢 🌩 Title 🗢 Opportu             | inity Status                   | Reference ID              | Action                      |
| Title:   | No Results Fo           | und for Current Criteria  |                                 |                                |                           |                             |
| Reference ID:  | 25 50 75                | 100                       |                                 |                                |                           | < >                         |
| Status:  |                         |                           |                                 |                                |                           |                             |
| Published X  |                         |                           |                                 |                                |                           |                             |

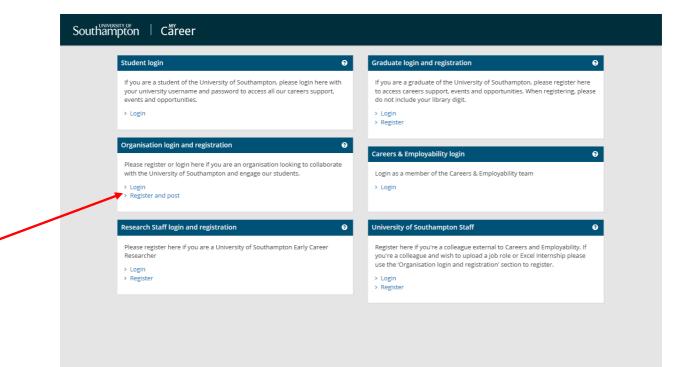
8. Your vacancy will then be pending approval from the Careers and Employability team. Once it has been reviewed and approved, you will then receive an email confirming your opportunity has been approved and is live on our website.

## Southampton

#### Careers and Employability Service MyCareer Employer Guide

#### How to close a job vacancy

- 1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to close the advert early should you wish.
- 2. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 3. Login with your organisation details in the 'Organisation login and registration' section:



4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:

| Home    | Profile <del>-</del> | Events <del>-</del> | Jobs Board <del>-</del>        | Queries and mailings - | Excel Southampton Internships - | Volunteering Bank <del>-</del>       |            |
|---------|----------------------|---------------------|--------------------------------|------------------------|---------------------------------|--------------------------------------|------------|
| Quick l | links                |                     | Post New Oppo<br>Opportunities | -                      | € 🗸 Current C                   | Opportunities                        | <b>9</b> · |
| > View  | v profile            |                     | ·                              |                        | Pending                         | g > Test                             | 16-Aug-201 |
| > Upda  | ate profile          |                     |                                |                        |                                 |                                      |            |
| Post    | New Opport           | tunity              |                                |                        |                                 |                                      |            |
| > Post  | New Work E           | xperience & V       | olunteering role               |                        | Year in En                      | mployment Enquiries & mailings       | 3          |
| > Man   | age Opportu          | inities             |                                |                        |                                 |                                      |            |
|         | vse and Book         |                     |                                |                        | You have                        | no open Year in Employment Enquiries |            |

5. The opportunities management page will show you all of your vacancies. Click on 'Actions' next to the opportunity you wish to close, then select 'Retract' and 'Yes' to retract the vacancy:

| Southampton   Ca                              | äreer                   |                                   |                       |                                     | ② Session expires in    | n an hour 🛛 🐣 jobh   | unt@soton.ac.uk ( Logoเ |
|---|-------------------------|-----------------------------------|-----------------------|-------------------------------------|-------------------------|--|-------------------------|
| Home Profile <del>-</del> Events <del>-</del> | Jobs Board <del>-</del> | Queries and mailings <del>-</del> | Excel Southampton Int | ternships <del>-</del> Volunteering | Bank <del>-</del>       |  |                         |
| ۶ Actions ۲                                   | Manage O                | pportunities                      |                       |                                     |                         |  |                         |
| + Add New Opportunity                         | 1 To 2 of 2 res         | ults                              |                       |                                     |                         |  |                         |
| + Add New Work<br>Experience & Volunteering   | Date Posted             | 🗢 Expiry Date                     | \$ Title \$           | Opportunity Status                  | Referen                 | nce ID 🔶   | Action                  |
| role  | 16-Aug-2016             | 12-Jun-2017                       | Test                  | Published                           |                         | 18549  | ✤ Actions               |
| Q Filters                                     | 15-Aug-2016             | 16-Aug-2016                       | Test                  | Confirm Actio                       | n                       | 8: Q View  |                         |
| Q Search<br>Title:                            | 25 50 75                | 100                               |                       | Are you sure yo<br>Opportunity?     | ou wish to retract this | <ul> <li>✓ Edit</li> <li>★ Retract.</li> <li>Copy</li> </ul> | K ×                     |
| Reference ID:                                 |                         |                                   |                       |                                     | Yes X No                |  |                         |

6. The vacancy will now be listed as 'Retracted' and will not be visible to students.

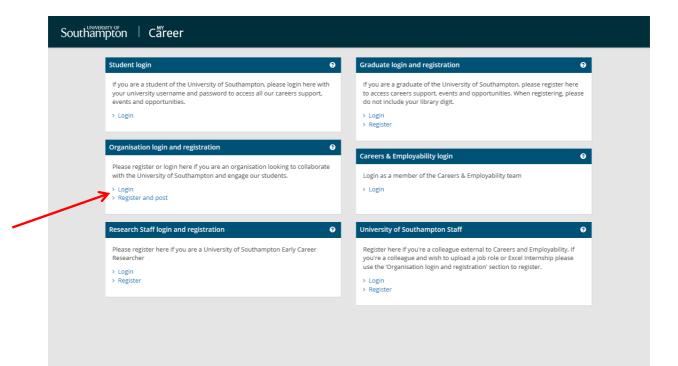
| Southampton C                           | äreer          |               |                       |   |                               |                     | ② Session | expires <b>in an hour</b> | 占 uat@ | @test.co.uk ( Logo |
|---|----------------|---------------|-----------------------|---|-------------------------------|---------------------|-----------|---------------------------|--------|--------------------|
| Home Profile▼ Events▼                   | Jobs Board 🗸   | Queries and r | nailings <del>-</del> | Excel Southam   | pton Internships <del>-</del> | Volunteering Bank 🗸 |           |                           |        |                    |
| ۶ Actions ۲                             | Manage (       | Opportuni     | ies                   |   |                               |                     |           |                           |        |                    |
| + Add New Opportunity<br>+ Add New Work | 1 To 3 of 3 re | sults         |                       |   |                               |                     |           |                           |        |                    |
| Experience & Volunteering               | Date Posted    | 🗢 Expiry      | Date                  | title     Title |                               | Opportunity Status  | s \$      | Reference ID              | \$     | Action             |
| role                                    | 16-Aug-2016    | 12-Jur        | -2017                 | Marketing A   | ssistant                      | Publish             | ed        | 16892                     |        | 🗲 Actions          |
| Q Filters                               | 16-Aug-2016    | 12-Jur        | -2017                 | Graduate In   | tern                          | Pendir              | rg        | 16890                     |        | 🗲 Actions          |
| Q Search                                | 16-Aug-2016    | 12-Jur        | -2017                 | Test Opport   | tunity                        | Retract             | ed        | 16888                     |        | 🗲 Actions          |
| litle:                                  | 25 50 7        | 5 100         |                       |   |                               |                     | ノ         |                           |        | « »                |
|   |                |               |                       |   |                               |                     |           |                           |        |                    |
| Reference ID:                           |                |               |                       |   |                               |                     |           |                           |        |                    |



#### Careers and Employability Service MyCareer Employer Guide

How to extend a job vacancy

- 1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to extend the advertising date should you wish.
- 2. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 3. Login with your organisation details in the 'Organisation login and registration' section:



32

4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:

| Home Profile - Events -   | Jobs Board <del>-</del>             | Queries and mailings <del>-</del>     | Excel Southampton Internships - | Volunteering Bank <del>-</del>       |             |
|---|-------------------------------------|---------------------------------------|---------------------------------|--------------------------------------|-------------|
| Quick links   | Post New Opport<br>Opportunities ma | · · · · · · · · · · · · · · · · · · · | 😧 🗸 Current O                   | pportunities                         | 0 v         |
| <ul> <li>&gt; View profile</li> <li>&gt; Update profile</li> </ul>                      |                                     |                                       | Pending                         | > Test                               | 16-Aug-2016 |
| <ul> <li>Post New Opportunity</li> <li>Post New Work Experience &amp; Volume</li> </ul> | olunteering role                    |                                       | Year in Em                      | nployment Enquiries & mailings       | 0 🗸         |
| <ul> <li>Manage Opportunities</li> <li>Browse and Book Event</li> </ul>                 |                                     |                                       | You have                        | no open Year in Employment Enquiries |             |
|   |                                     |                                       | Event boo                       | kings                                | 0 v         |
|   |                                     |                                       | No event                        | bookings found                       |             |

5. The manage opportunities page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':

| ome Profile <del>+</del> Events+ | Jobs Board 🗸    | Queries and mailings <del>-</del> | Excel Southampton Internships 🗸 | Volunteering Bank <del>-</del> |                 |
|----------------------------------|-----------------|-----------------------------------|---------------------------------|--------------------------------|-----------------|
| ۶ Actions ۲                      | Manage O        | pportunities                      |                                 |                                |                 |
| Add New Opportunity              | 1 To 3 of 3 res | ults                              |                                 |                                |                 |
| Add New Work                     | Date Posted     | Expiry Date                       | ≑ Title                         | Opportunity Status             | Reference ID    |
| ole                              | 16-Aug-2016     | 29-Aug-2016                       | Marketing Assistant             | Published                      | 16892 F Actions |
| Filters                          | 16-Aug-2016     | 12-Jun-2017                       | Graduate Intern                 | Pending                        | Q View          |
| Search                           | 16-Aug-2016     | 12-Jun-2017                       | Test Opportunity                | Retracted                      | 🖌 🛷 Edit        |
| le:                              | 25 50 75        | 100                               |                                 |                                | × Retract «     |
| e.                               |                 |                                   |                                 |                                | + Extend        |
| eference ID:                     |                 |                                   |                                 |                                | Це сору         |
| atus:                            |                 |                                   |                                 |                                |                 |
| Select one                       |                 |                                   |                                 |                                |                 |

Please note that the 'Extend' opportunity will only be visible if your vacancy is due to close within the next five days.

6. An 'Extend closing date' box will appear:

| Southampton C                               | äreer         |                               | _                          | sion expires in an hour 🛯 🛔 ua | t@tact.co.uk(Lorout)    |
|---|---------------|-------------------------------|----------------------------|--------------------------------|-------------------------|
| Southampton T C                             | areer         | Extend closing date           | 55<br>55                   |                                | nætest.co.uk ( Logout ) |
|   |               | Marketing Assistant           |                            |                                |                         |
| ۶ Actions ۲                                 | Manage        | Expiry Date of<br>Opportunity | Aug 💙 30 💙 2016 💙 🇰        |                                |                         |
| + Add New Opportunity                       | 1 To 3 of 3 m | Update closing date too       |                            |                                |                         |
| + Add New Work<br>Experience & Volunteering | Date Posted   |                               |                            |                                | Action                  |
| role  | 16-Aug-2016   |                               | ✓ Update × Close           | 16892                          | 🗲 Actions               |
| Q Filters                                   | 16-Aug-2016   |                               |                            | 16890                          | 🖋 Actions               |
| Q Search                                    | 16-Aug-2016   | 12-Jun-2017                   | Test Opportunity Retracted | 16888                          | 📕 Actions               |
| Title:                                      | 25 50         | 75 100                        |                            |                                | « »                     |
|   |               |                               |                            |                                |                         |
| Reference ID:                               |               |                               |                            |                                |                         |
| Status:                                     |               |                               |                            |                                |                         |
| Select one                                  |               |                               |                            |                                |                         |

 Select the new closing date, tick the 'Update closing date too' box and click 'Update'. The opportunity status will now be listed as 'Extension pending':

| Home Profile▼ Events▼                       | Jobs Board <del>-</del> | Queries and mailings <del>-</del> | Excel Southampton Internships | <ul> <li>Volunteering Bank -</li> </ul> |              |           |
|---|-------------------------|-----------------------------------|-------------------------------|---|--------------|-----------|
| ۶ Actions ۲                                 | Manage O                | pportunities                      |                               |   |              |           |
| + Add New Opportunity                       | 1 To 3 of 3 resu        | ults                              |                               |   |              |           |
| + Add New Work<br>Experience & Volunteering | Date Posted             | Expiry Date                       | ≑ Title                       | Opportunity status                      | Reference ID | Action    |
| role  | 16-Aug-2016             | 29-Aug-2016<br>30-Aug-2016        | Marketing Assistant           | Extension Pending                       | 16892        | 🗲 Actions |
| Q Filters                                   | 16-Aug-2016             | 12-Jun-2017                       | Graduate Intern               | Pending                                 | 16890        | 📕 Actions |
| Q Search                                    | 16-Aug-2016             | 12-Jun-2017                       | Test Opportunity              | Retracted                               | 16888        | 📕 Actions |
| Title:                                      | 25 50 75                | 100                               |                               |   |              | « »       |
| Reference ID:<br>Status:<br>Select one      |                         |                                   |                               |   |              |           |

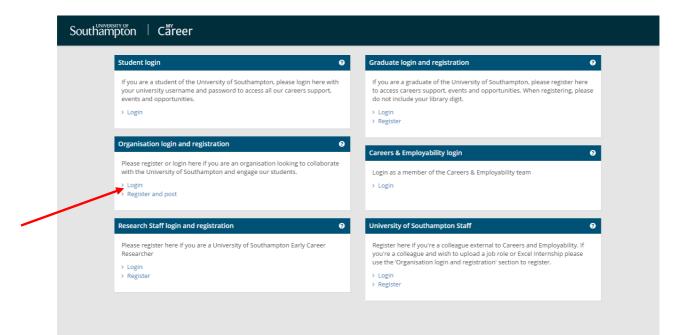
8. The extension request will now go through to the Careers and Employability team for approval. Once approved, the vacancy will be listed as 'Published' and the new closing date will be visible for students and graduates to view.



#### Careers and Employability Service MyCareer Employer Guide

How to re-publish an expired/rejected/retracted vacancy

- 1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently retracted, rejected or expires, you then have the option to re-publish the opportunity should you wish.
- 2. Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html
- 3. Login with your organisation details in the 'Organisation login and registration' section:



4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:

| Southampton C   | äreer                                  |                                  |                   | O Session expires in an hour 🔹 jobhunt@soton.ac.uk ( Logou |             |  |  |  |  |
|---|--|----------------------------------|-------------------|--|-------------|--|--|--|--|
| Home Profile∓ Events∓   | Jobs Board 🗸 🛛 Qi                      | ueries and mailings <del>-</del> | Excel Southampton | nternships + Volunteering Bank +                           |             |  |  |  |  |
| Quick links   | Post New Opportur<br>Opportunities man |                                  | 0 v               | Current Opportunities                                      | 0 v         |  |  |  |  |
| > View profile  |  |                                  |                   | Pending > Test   | 10-Aug-2016 |  |  |  |  |
| > Update prome  |  |                                  |                   | Pending > Test   | 10-Aug-2016 |  |  |  |  |
| <ul> <li>&gt; Ost New Opportunity</li> <li>&gt; Post New Work Experience &amp; V</li> </ul> | olupteering role                       |                                  |                   |  |             |  |  |  |  |
| <ul> <li>Manage Opportunities</li> </ul>  | olancening fore                        |                                  |                   | Year in Employment Enquiries & mailings                    | 0 v         |  |  |  |  |
| > Browse and Book Event   |  |                                  |                   | Tear in Employment Enquines & mailings                     | ų v         |  |  |  |  |
|   |  |                                  |                   | You have no open Year in Employment Enquiries              |             |  |  |  |  |
|   |  |                                  |                   |  |             |  |  |  |  |
|   |  |                                  |                   | Event bookings   | 0 v         |  |  |  |  |
|   |  |                                  |                   | No event bookings found                                    |             |  |  |  |  |
|   |  |                                  |                   | Have you seen these employer events?                       |             |  |  |  |  |

5. Your published, pending, edited and retracted vacancies will be listed on the opportunities management page. To display expired and rejected vacancies, select these options from the status list and then click search.

| Home Profile - Events -                                   | Jobs Board <del>-</del> | Queries and | mailings <del>-</del> | Excel Sout | hamptor | Interi | ships <del>-</del> Volunteering B | ank <del>v</del> |              |  |           |
|---|-------------------------|-------------|-----------------------|------------|---------|--------|-----------------------------------|------------------|--------------|--|-----------|
| F Actions <   | Manage O                | pportun     | ities                 |            |         |        |                                   |                  |              |  |           |
| + Add New Opportunity<br>+ Add New Work                   | 1 To 2 of 2 results     |             |                       |            |         |        |                                   |                  |              |  |           |
| Experience & Volunteering                                 | Date Posted             | ÷           | Expiry Date           |            | Title   | \$ (   | Opportunity Status                |                  | Reference ID |  | Action    |
| role  | 10-Aug-2016             | (           | 01-Sep-2016           |            | Test    |        | Pending                           |                  | 18435        |  | 🞤 Actions |
| Q Filters   | 10-Aug-2016             | (           | 01-Sep-2016           |            | Test    |        | Pending                           |                  | 18433        |  | 🖋 Actions |
| Q Search  | 25 50 75                | 100         |                       |            |         |        |                                   |                  |              |  | «         |
| Title:  |                         |             |                       |            |         |        |                                   |                  |              |  |           |
|   |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Reference ID:   |                         |             |                       |            |         |        |                                   |                  |              |  |           |
|   |                         |             |                       |            |         |        |                                   |                  |              |  |           |
|   |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Status:   |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Select one<br>Rejected                                    |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Select one<br>Rejected<br>Expired                         |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Select one<br>Rejected<br>Expired<br>Edited X Retracted X |                         |             |                       |            |         |        |                                   |                  |              |  |           |
| Select one<br>Rejected<br>Expired                         |                         |             |                       |            |         |        |                                   |                  |              |  |           |

6. All of your vacancies will then be listed. Click on 'Actions' next to the opportunity you wish to re-publish and then 'Post':

| iome Profile▼ Events▼               | Jobs Board <del>-</del> | Queries and mailings <del>-</del> | Excel Southampton Int | ternships - Volunteering Bank | -            |               |           |  |  |  |  |
|-------------------------------------|-------------------------|-----------------------------------|-----------------------|-------------------------------|--------------|---------------|-----------|--|--|--|--|
| Actions <                           | Manage C                | Opportunities                     |                       |                               |              |               |           |  |  |  |  |
| Add New Opportunity<br>Add New Work | 1 To 9 of 9 results     |                                   |                       |                               |              |               |           |  |  |  |  |
| Experience & Volunteering           | Date Posted             | 🗢 Expiry Date                     | ¢ Title ¢             | Opportunity Status            | Reference ID | \$            | Action    |  |  |  |  |
| ble                                 | 10-Aug-2016             | 01-Sep-2016                       | Test                  | Retracted                     | 1843         | 5             | Actions   |  |  |  |  |
| Filters                             | 10-Aug-2016             | 01-Sep-2016                       | Test                  | Pending                       | 18-          | <b>Q</b> View |           |  |  |  |  |
| Q Search                            | 03-Jun-2016             | 01-Sep-2016                       | Test                  | Rejected                      | 16.          | + Post        |           |  |  |  |  |
|                                     | 03-Jun-2016             | 01-Sep-2016                       | Test                  | Rejected                      | 1653         | 6             | Actions   |  |  |  |  |
| tle:                                | 03-Jun-2016             | 01-Sep-2016                       | Test                  | Rejected                      | 1653         | 4 .           | & Actions |  |  |  |  |
| ference ID:                         | 03-Jun-2016             | 01-Sep-2016                       | Test                  | Rejected                      | 1653         | 2             | 🗲 Actions |  |  |  |  |
| iterence ID:                        | 11-May-2016             | 01-Jun-2016                       | Test                  | Rejected                      | 1548         | o .           | 🗲 Actions |  |  |  |  |
| tatus:                              | 26-Jan-2016             | 25-Apr-2016                       | Test                  | Rejected                      | 1156         | 2 .           | 🗲 Actions |  |  |  |  |
| Select one                          | 26-Jan-2016             | 27-Jan-2016                       | Test                  | Rejected                      | 1156         | o .           | 🖋 Actions |  |  |  |  |
| ublished × Pending ×                | 25 50 7                 | 5 100                             |                       |                               |              |               | « »       |  |  |  |  |
| dited X Retracted X                 |                         |                                   |                       |                               |              |               |           |  |  |  |  |

7. The following screen will appear. Enter the new expiry date for the opportunity, tick the 'Update closing date too' box and click on update.

| Southampton C                              | äreer         | Extend closing date           |          |                  | kpires <b>in an hour</b> 💄 jobhu<br>💥 | intersoton.ac.uk ( Logou |
|--|---------------|-------------------------------|----------|------------------|---------------------------------------|--------------------------|
|  |               | Test                          |          |                  |                                       |                          |
| ۶ Actions ۲                                | Manage        | Expiry Date of<br>Opportunity | Sep 🗸 01 | 2016 🖌 🎬         |                                       |                          |
| + Add New Opportunity<br>+ Add New Work    | 1 To 9 of 9 r | Update closing date too       |          |                  |                                       |                          |
| Experience & Volunteering                  | Date Posted   |                               |          |                  | Reference ID 🔶                        | Action                   |
| role                                       | 10-Aug-2016   |                               |          | ✓ Update 🗙 Close | 18435                                 | 📕 Actions                |
| Q Filters                                  | 10-Aug-2016   |                               |          |                  | 18433                                 | 📕 Actions                |
| Q Search                                   | 03-Jun-2016   | 01-Sep-2016                   | Test     | Rejected         | 16538                                 | 🖌 Actions                |
|  | 03-Jun-2016   | 01-Sep-2016                   | Test     | Rejected         | 16! Q View                            |                          |
| Title:                                     | 03-Jun-2016   | 01-Sep-2016                   | Test     | Rejected         | 16: 🕇 Post                            |                          |
|  | 03-Jun-2016   | 01-Sep-2016                   | Test     | Rejected         | 16532                                 | 🖋 Actions                |
| Reference ID:                              | 11-May-2016   | 01-Jun-2016                   | Test     | Rejected         | 15480                                 | 📕 Actions                |
| Status:                                    | 26-Jan-2016   | 25-Apr-2016                   | Test     | Rejected         | 11562                                 | 📕 Actions                |
| Select one                                 | 26-Jan-2016   | 27-Jan-2016                   | Test     | Rejected         | 11560                                 | 📕 Actions                |
| Published X Pending X Edited X Retracted X | 25 50         | 75 100                        |          |                  |                                       | « »                      |

8. Your vacancy will then be listed as 'Pending'. Once it has been reviewed and approved by the Careers and Employability team, you will then receive an email confirming your opportunity has been approved and is live on our website.