

Careers and Employability Service MyCareer Employer Guide

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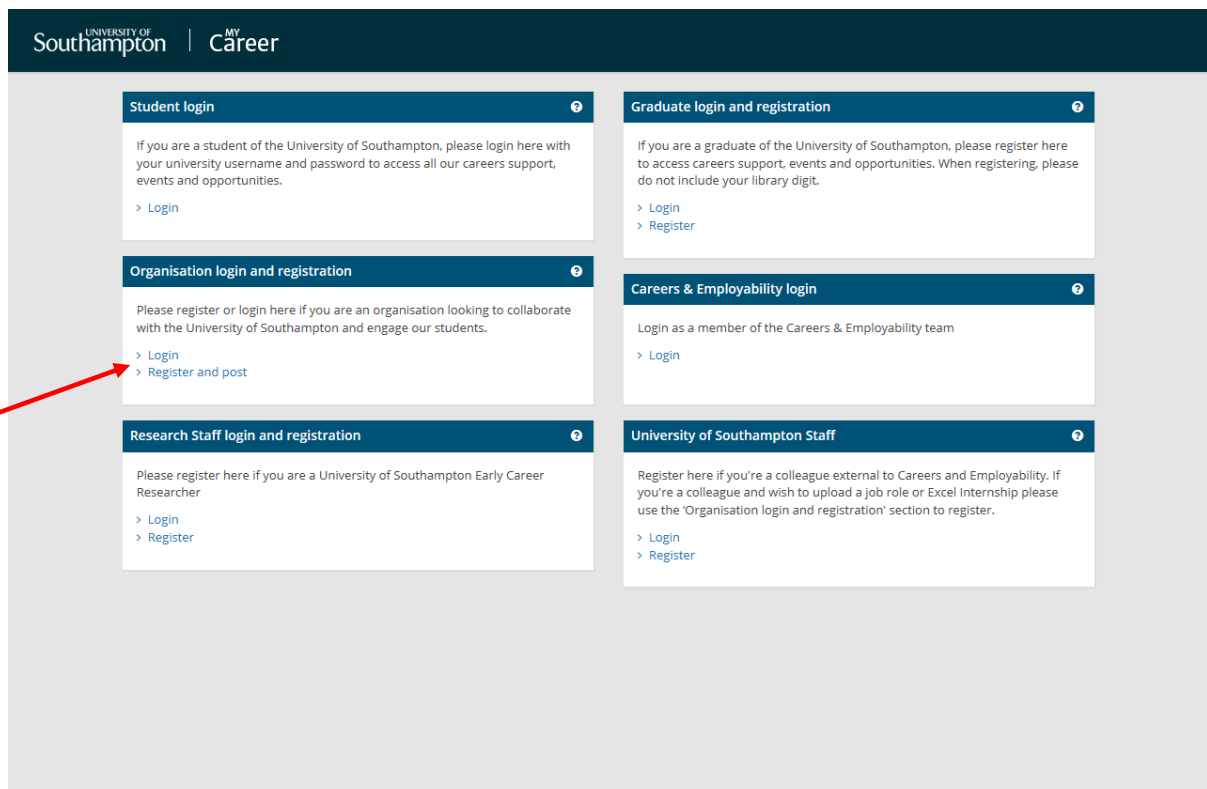
Careers and Employability Service MyCareer Employer Guide

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:



The screenshot shows the MyCareer website interface. The header includes the University of Southampton logo and 'MY Career'. The main content area is divided into several sections:

- Student login**: For students to log in with their university username and password.
- Organisation login and registration**: For organisations looking to collaborate with the University. This section is highlighted with a red arrow pointing to the 'Register and post' link.
- Research Staff login and registration**: For University of Southampton Early Career Researchers.
- Graduate login and registration**: For graduates to register and access careers support.
- Careers & Employability login**: For members of the Careers & Employability team.
- University of Southampton Staff**: For colleagues external to Careers and Employability.

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

The screenshot shows the 'Register New Organisation' page on the University of Southampton MyCareer website. The page has a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, the page title 'Register New Organisation' is displayed. There are four tabs: 'Basic Information' (selected), 'About Your Organisation', 'Organisational Structure', and 'Contacts and Users'. The main content area contains the following text: 'Registering onto MyCareer allows you to post vacancies for our students to access, collaborate with our Careers team and discover other opportunities for engaging with our students. Please enter the following information to create your organisation profile.' Below this is the 'Profile information' section with a text input for 'Full organisation name:*' and a rich text editor for 'Organisation description (2000 characters max):*'. The rich text editor has a toolbar with options like Bold, Italic, Underline, and Font Family. Below the description is the 'Address details' section with a text input for '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.

The screenshot shows the 'Register New Organisation' page on the University of Southampton MyCareer website, with the 'About Your Organisation' tab selected. The page title 'Register New Organisation' is at the top. The tabs are 'Basic Information', 'About Your Organisation' (selected), 'Organisational Structure', and 'Contacts and Users'. The main content area contains the text: 'Please enter the following information to create your organisation profile.' Below this is the 'Other information' section with several dropdown menus: 'Size of organisation:*' (Select One), 'Primary business area:*' (Select One), 'Other business areas:' (Select one), 'Please specify your primary area of interest*' (Select One), and 'Please identify your other areas of interest' (Select one). There is also a radio button question: 'Are you a recruitment agency?' with 'Yes' and 'No' options. At the bottom, there are three buttons: 'Previous', 'Next' (highlighted), and 'Cancel'. A note '* Required fields' is located above the buttons.

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.

The screenshot shows the 'Register New Organisation' form with the 'Organisational Structure' tab selected. The form contains a heading 'Organisational structure' and a question 'Are you a:' with three radio button options: 'Single or top-level organisation' (selected), 'Subsidiary organisation', and 'Division within an organisation'. Below this is a note '* Required fields' and a navigation bar with 'Previous', 'Next', and 'Cancel' buttons.

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:

The screenshot shows the 'Contact information' form with the 'Contacts and Users' tab selected. The form has a heading 'Contact details' and an information icon with the text 'To add a new contact please complete the details on this page.' The form fields include: 'Type of Contact:*' (dropdown), 'Title' (dropdown), 'First name*', 'Last name*', 'Job title', 'Department', 'Contact Number:*' (text input with a 'General' dropdown and an 'Add another number' button), 'Primary Email:*' (text input with an 'Add another email' button), and 'Organisation' (radio buttons for 'Use Alternative Organisation (below)' and 'Use Selected Organisation'). Below these are 'Contact Address' radio buttons for 'Use Alternative Address (below)' and 'Use Organisation Address'. A note '* Required fields' is present, and the bottom navigation bar has 'Add user' and 'Cancel' buttons.

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

UNIVERSITY OF Southampton | MY Career

Register New Organisation

Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users**

Please enter the following information to create your organisation profile.

Organisation users

+ Add New Contact

1 To 1 of 1 results

Full Name:	Primary email	Primary number	Job Title	Type of contact	Status	Can log in
Mr A Test	test@test.co.uk	000000000000		Primary Contact	Receive mailings	✓ Yes

25 50 75 100

User 'A Test' has been updated/created.

< Previous **Register** X Cancel

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

UNIVERSITY OF Southampton | MY Career

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

🏠 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 '[How to post an opportunity to the Jobs Board](#)' 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 '[How to post an opportunity to the Excel Southampton Internship Programme](#)' section.

Careers and Employability Service MyCareer Employer Guide

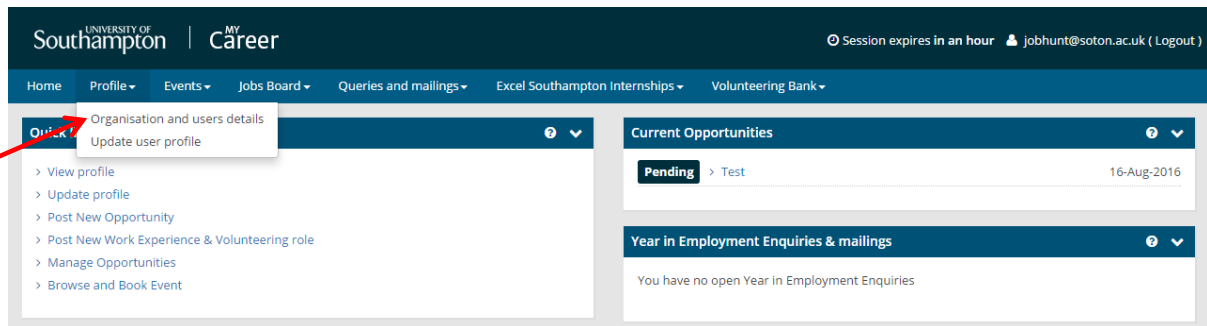
How to add an additional organisation user

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:

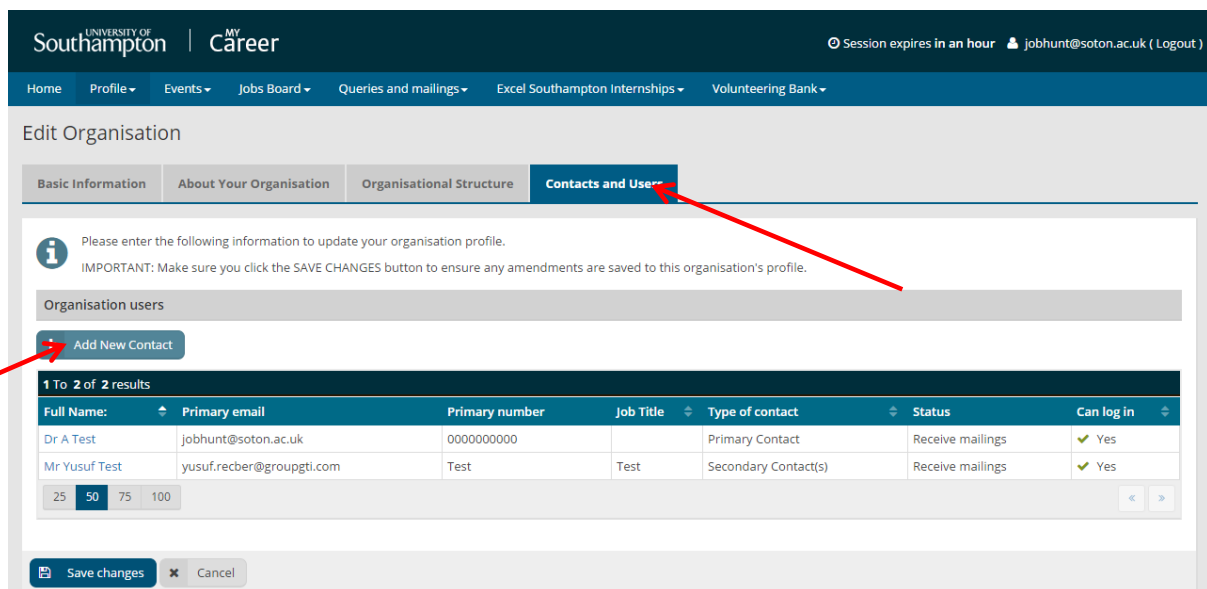
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, there are several white boxes with dark blue titles and text. A red arrow points to the 'Organisation login and registration' box. The boxes are:

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

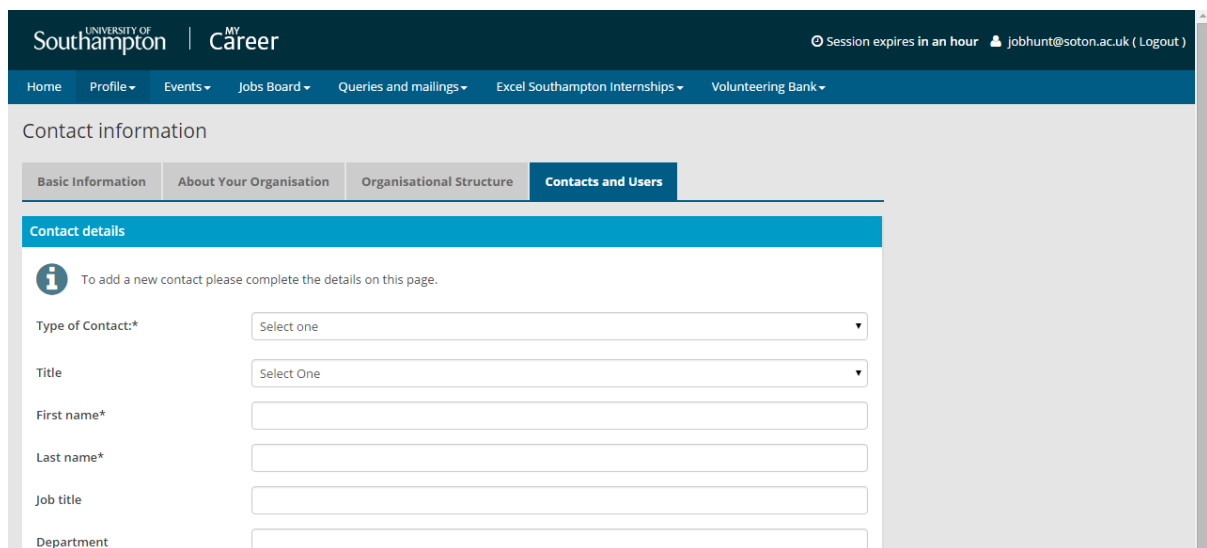
3. Click on 'Profile' and 'Organisation and user details':



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



The following screen will appear:



- 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:

Southampton | MY Career

Session expires in an hour | jobhunt@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Edit Organisation

Basic Information About Your Organisation Organisational Structure **Contacts and Users**

Please enter the following information to update your organisation profile.
 IMPORTANT: Make sure you click the SAVE CHANGES button to ensure any amendments are saved to this organisation's profile.

Organisation users

+ Add New Contact

1 To 3 of 3 results

Full Name:	Primary email	Primary number	Job Title	Type of contact	Status	Can log in
Dr A Test	jobhunt@soton.ac.uk	0000000000		Primary Contact	Receive mailings	✓ Yes
Miss Anna Test	test@testtest.co.uk	0000000000		Secondary Contact(s)	Receive mailings	✓ Yes
Mr Yusuf Test		Test	Test	Secondary Contact(s)	Receive mailings	✓ Yes

25 50 75 100

User 'Anna Test' has been updated/created.

Save changes Cancel

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

Southampton | MY Career

Session expires in an hour | jobhunt@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

✓ Organisation updated
 The changes you have made have been saved successfully.

Quick links

- > View profile
- > Update profile
- > Post New Opportunity
- > Post New Work Experience & Volunteering role
- > Manage Opportunities
- > Browse and Book Event

Current Opportunities

Pending > Test 16-Aug-2016

Year in Employment Enquiries & mailings

You have no open Year in Employment Enquiries

Event bookings

No event bookings found

Careers and Employability Service MyCareer Employer Guide

How to register for a stand at a Careers Fair

1. Follow this link to MyCareer:

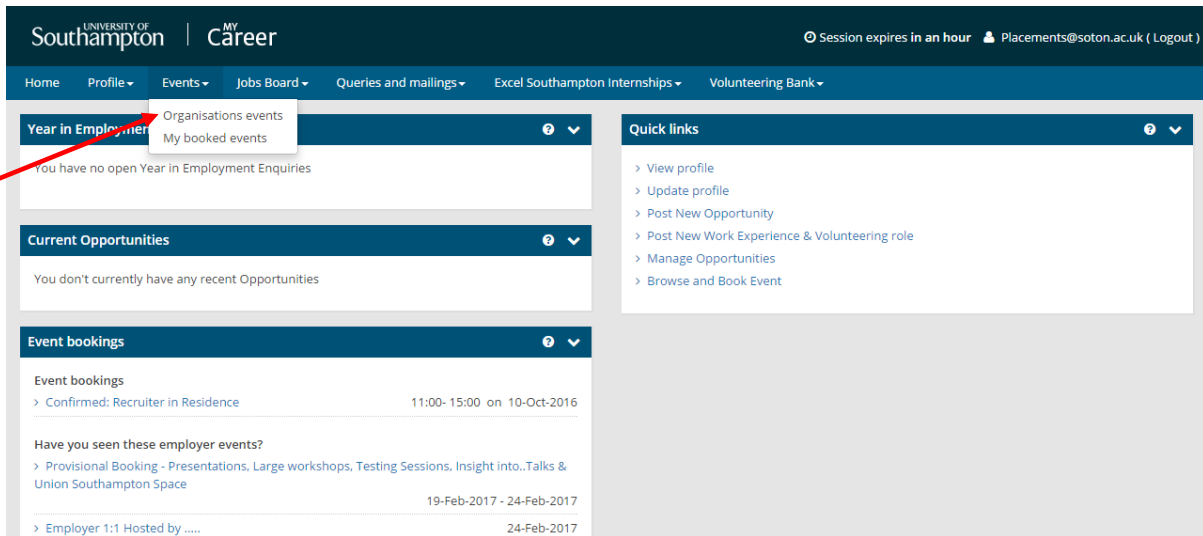
<https://mycareer.soton.ac.uk/home.html>

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

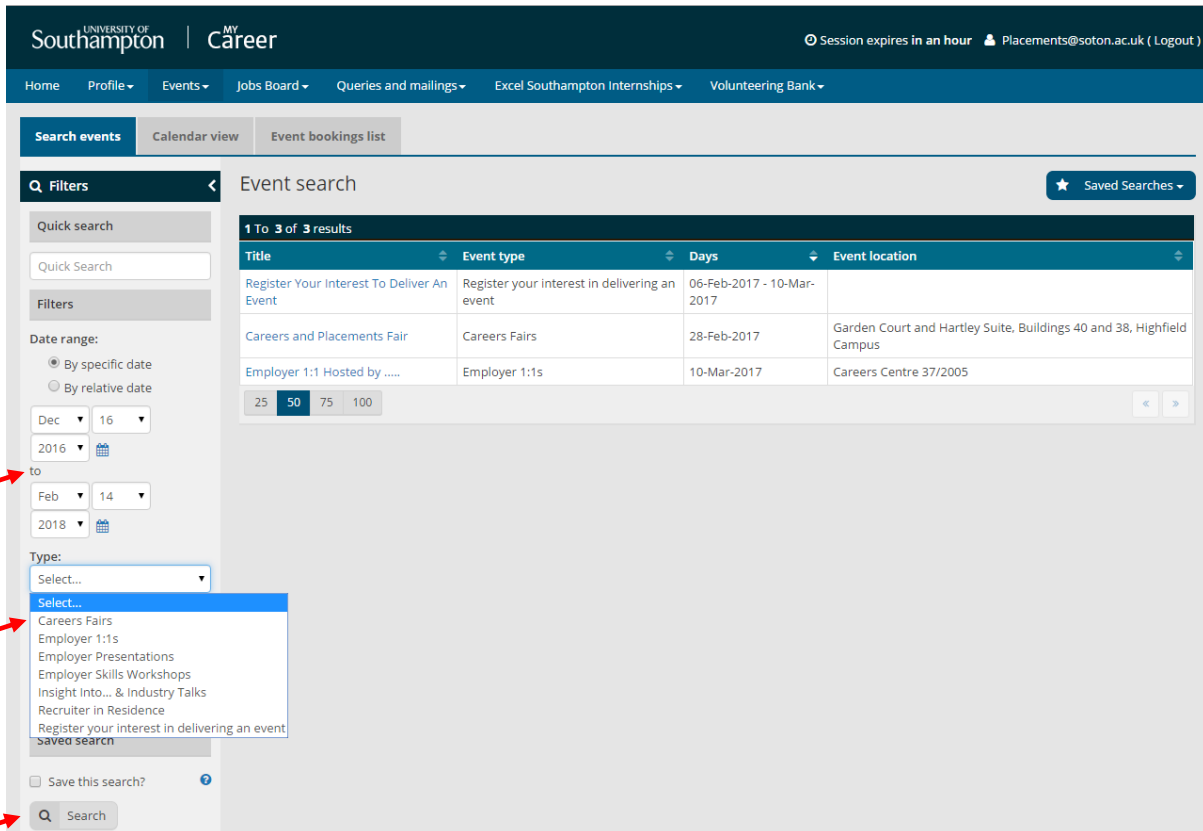
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, there are six white boxes with dark blue headers, each containing instructions and links for different user types. A red arrow points to the 'Organisation login and registration' box.

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

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



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:



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

The screenshot shows the 'Event search' interface. On the left, there are filters for 'Date range' (set to Dec 16, 2016 to Feb 14, 2018) and 'Type'. The main area displays a table with 3 results:

Title	Event type	Days	Event location
Register Your Interest To Deliver An Event	Register your interest in delivering an event	06-Feb-2017 - 10-Mar-2017	
Careers and Placements Fair	Careers Fairs	28-Feb-2017	Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus
Employer 1:1 Hosted by	Employer 1:1s	10-Mar-2017	Careers Centre 37/2005

A red arrow points to the 'Careers and Placements Fair' row.

- 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:

The screenshot shows the booking form for the 'Careers and Placements Fair'. It includes the following details:

- Event Host:** Careers Event Host - Tori Thompson
- Location:** Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus

The 'Book a Place on this Event' section is active, showing the following options:

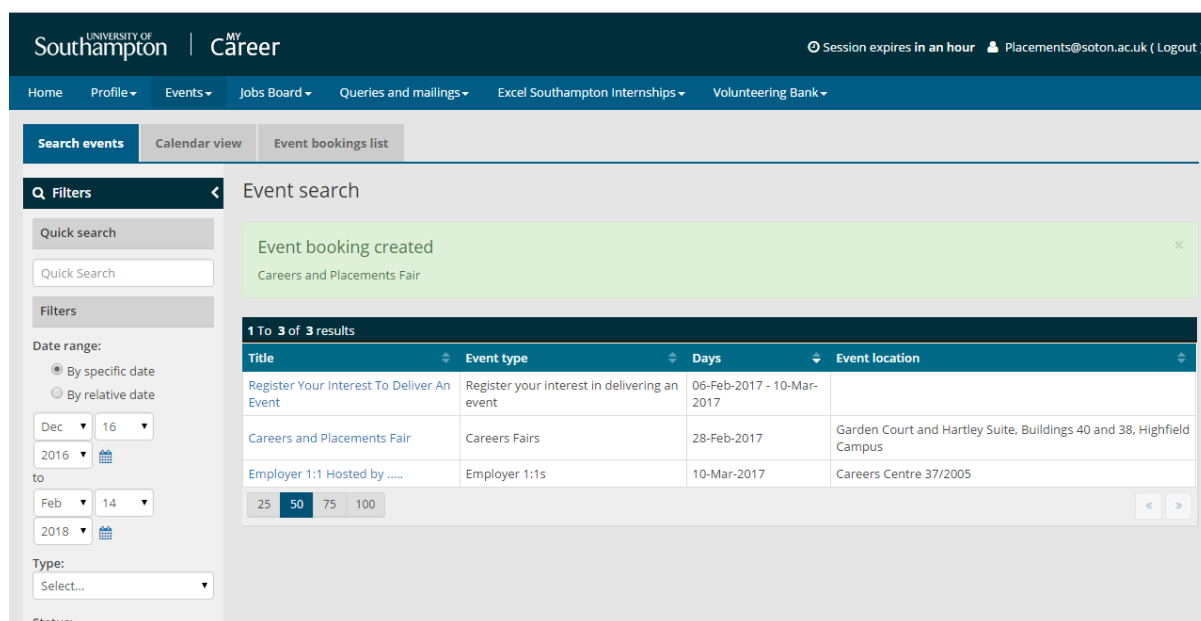
- Large Graduate Recruiter (excl VAT):** £545.00 (Per Day Cost)
- Small and Medium Enterprise (excl VAT):** £245.00 (Per Day Cost)
- Internal Department**

The event date and time are 28-Feb-2017 (11:00 - 15:00). There are 'Cancel' and 'Next' buttons at the bottom.

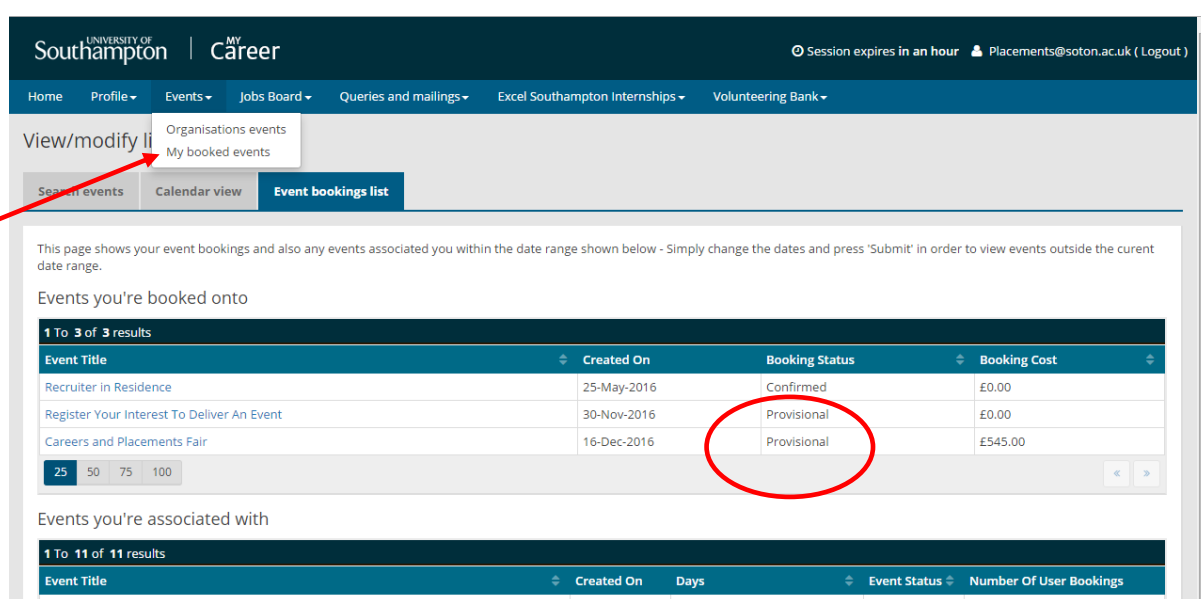
7. On the next screen, complete all the requested information on the booking form and then click on 'Next'.

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

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



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:



Careers and Employability Service MyCareer Employer Guide

How to book an employer event

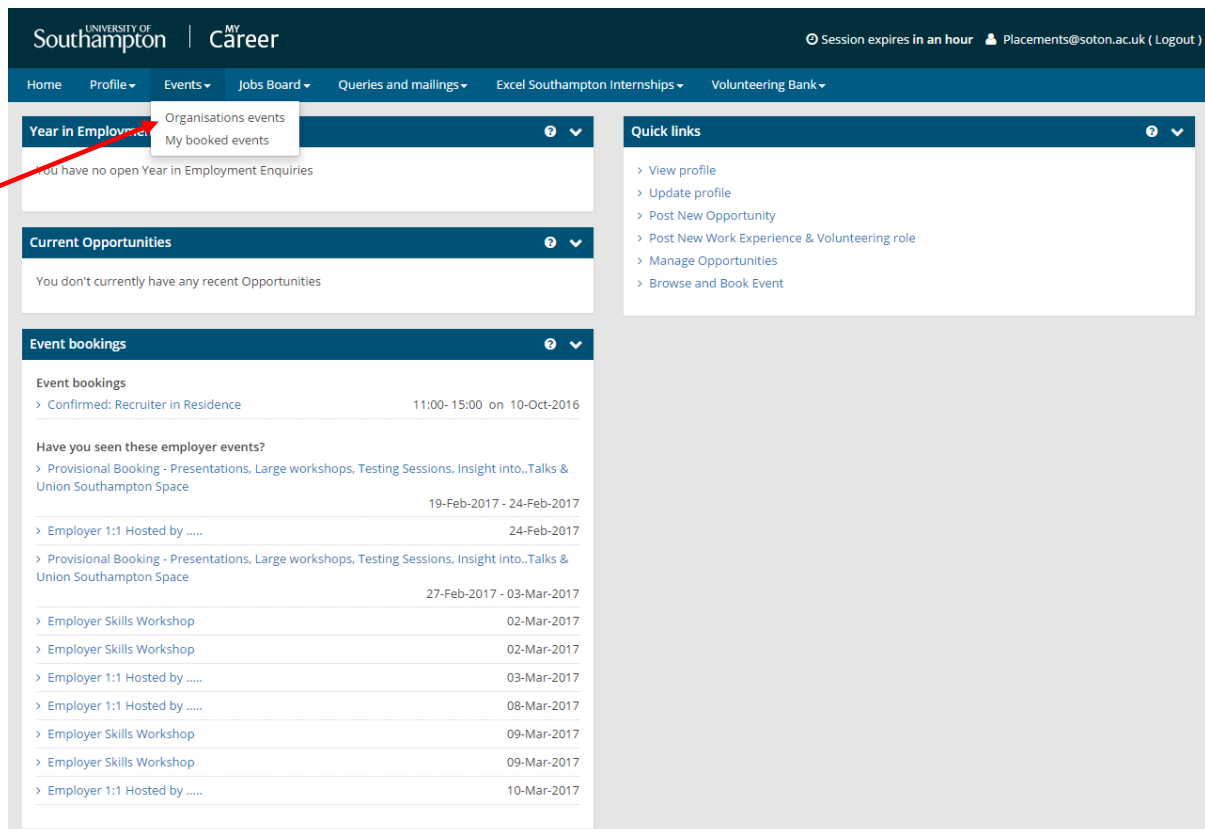
1. Follow this link to MyCareer:

<https://mycareer.soton.ac.uk/home.html>

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

The screenshot displays the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and the text 'MY Career'. Below the header, the page is divided into several sections, each with a dark blue title bar and a white content area. The sections are: 'Student login', 'Graduate login and registration', 'Organisation login and registration', 'Careers & Employability login', 'Research Staff login and registration', and 'University of Southampton Staff'. Each section contains instructions and links for 'Login' and 'Register'. A red arrow points to the 'Organisation login and registration' section, which includes the text: 'Please register or login here if you are an organisation looking to collaborate with the University of Southampton and engage our students.' and links for '> Login' and '> Register and post'.

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



You are able to book the following events:

- [Employer Skills Workshops](#)
- [Insight Talks](#)
- [Employer Presentations](#)
- [Employer 1:1 Activities](#)
- [Mock Assessment Centres](#)
- [Recruiter in Residence](#)
- [Outdoor Activities](#)
- Test Sessions

If you would like to book to attend a Careers Fair, please follow the instructions in the '[How to register for a stand at a Careers Fair](#)' 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':

UNIVERSITY OF Southampton | MY Career Session expires in an hour Placements@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Search events Calendar view Event bookings list

Filters Event search Saved Searches

Quick search

Quick Search

Filters

Date range:

By specific date

By relative date

Dec 16

2016

to

Feb 14

2018

Type:

Select...

Status:

Select...

Bookable by users:

Select one

1 To 3 of 3 results

Title	Event type	Days	Event location
Register Your Interest To Deliver An Event	Register your interest in delivering an event	06-Feb-2017 - 10-Mar-2017	
Careers and Placements Fair	Careers Fairs	28-Feb-2017	Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus
Employer 1:1 Hosted by	Employer 1:1s	10-Mar-2017	Careers Centre 37/2005

25 50 75 100

- 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.

17-Feb-2017 (09:00 - 18:00)
20-Feb-2017 (08:00 - 18:00)
21-Feb-2017 (09:00 - 18:00)
22-Feb-2017 (09:00 - 18:00)
23-Feb-2017 (09:00 - 18:00)
24-Feb-2017 (09:00 - 18:00)
27-Feb-2017 (09:00 - 18:00)
28-Feb-2017 (09:00 - 18:00)
01-Mar-2017 (09:00 - 18:00)
02-Mar-2017 (09:00 - 18:00)
03-Mar-2017 (09:00 - 18:00)
06-Mar-2017 (09:00 - 18:00)
07-Mar-2017 (09:00 - 18:00)
08-Mar-2017 (09:00 - 18:00)
09-Mar-2017 (09:00 - 18:00)
10-Mar-2017 (09:00 - 18:00)

Cancel Next

- 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 | **MY Career** Session expires in an hour Placements@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Booking form

Event Details **Booking Form** Confirm Booking

Provisional 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)*

What are your Company Key Offerings? (Select all that apply)*

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)

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

Southampton | **MY Career** Session expires in an hour Placements@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Booking summary

Below is a summary of all the information you have provided for this booking so far. Please ensure that everything is correct before saving these changes.

Booking email recipient Year Employment

Booked days

01-Mar-2017 09:00 - 18:00

Additional 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? (Select all that apply)	<ul style="list-style-type: none"> • Holds a Tier 2 Licence • Offers Graduate Positions

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

The screenshot shows the 'Event search' page with a green confirmation message: 'Event booking created Register Your Interest To Deliver An Event'. Below the message is a table of search results:

Title	Event type	Days	Event location
Register Your Interest To Deliver An Event	Register your interest in delivering an event	06-Feb-2017 - 10-Mar-2017	
Careers and Placements Fair	Careers Fairs	28-Feb-2017	Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus
Employer 1:1 Hosted by	Employer 1:1s	10-Mar-2017	Careers Centre 37/2005

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:

The screenshot shows the 'Event bookings list' page. A red arrow points to the 'My booked events' link in the navigation menu. Below the navigation is a table of event bookings:

Event Title	Created On	Booking Status	Booking Cost
Recruiter in Residence	25-May-2016	Confirmed	£0.00
Register Your Interest To Deliver An Event	30-Nov-2016	Provisional	£0.00
Careers and Placements Fair	16-Dec-2016	Provisional	£545.00

The 'Booking Status' column is circled in red. Below this table is another section for 'Events you're associated with' which lists several 'Year in Employment Masterclass' events.

Careers and Employability Service MyCareer Employer Guide

How to post an opportunity to the Excel Southampton Internship Programme

1. 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:

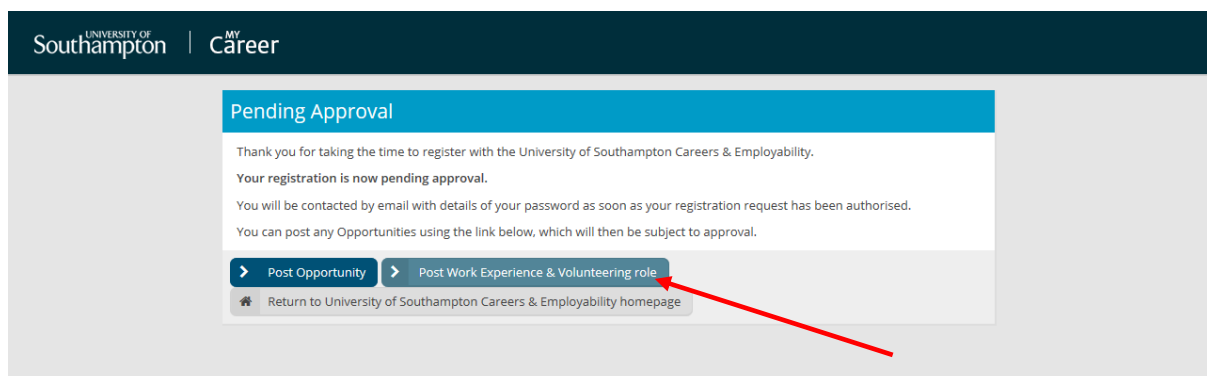
www.southampton.ac.uk/careers/employers/placements/excel-southampton.page

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 '[How to register your organisation](#)' section and click on 'Post work experience and volunteering role' when you see the following screen at the end of the registration process:



- 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

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.

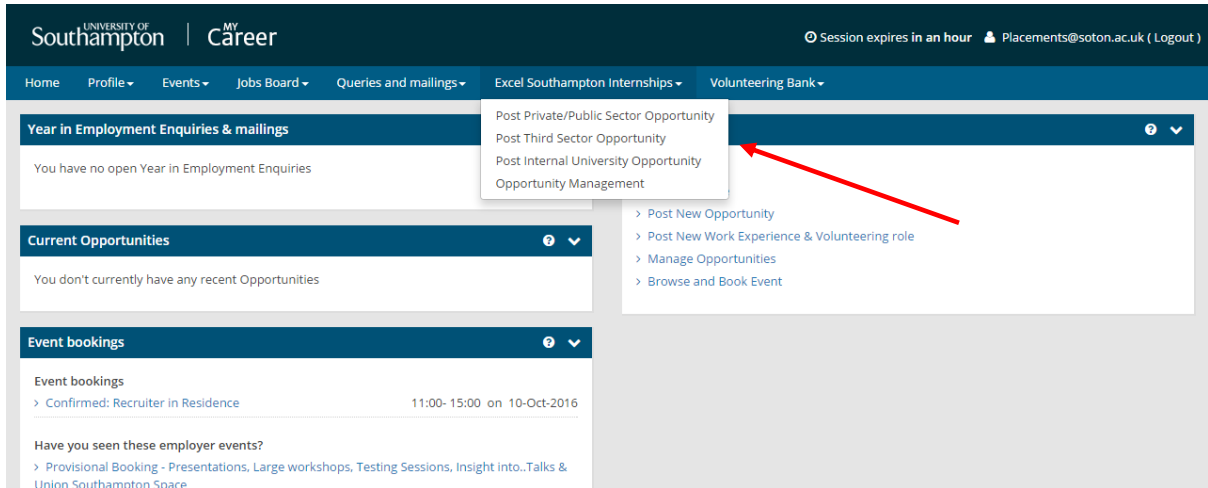
Now go to Step 5.

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

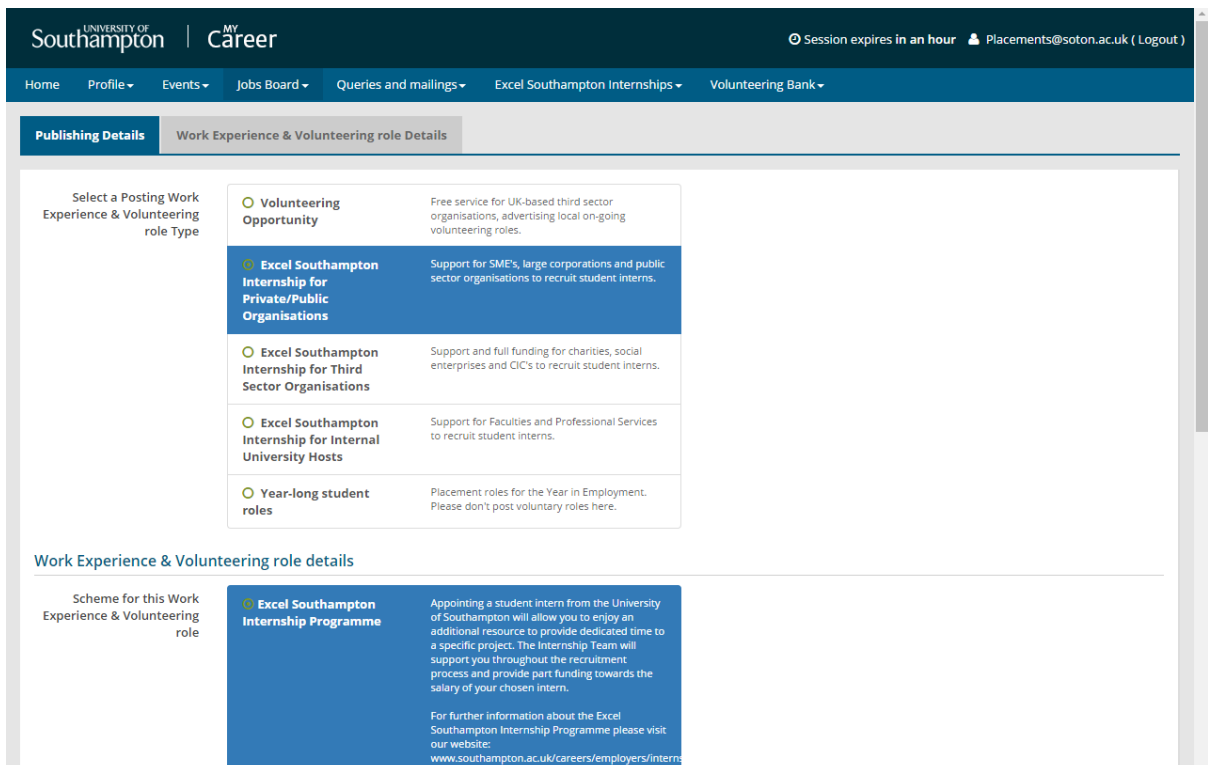
The screenshot displays the 'UNIVERSITY OF Southampton | MY Career' header. Below the header, there are six distinct sections for user authentication and registration:

- Student login**: For students of the University of Southampton, with a 'Login' link.
- Graduate login and registration**: For graduates, with 'Login' and 'Register' links.
- Organisation login and registration**: For organisations looking to collaborate, with 'Login' and 'Register and post' links. A red arrow points to this section.
- Careers & Employability login**: For members of the team, with a 'Login' link.
- Research Staff login and registration**: For early career researchers, with 'Login' and 'Register' links.
- University of Southampton Staff**: For external colleagues, with 'Login' and 'Register' links.

- 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:



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



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

Website:

Opportunities contact details

Show contact details to user: Yes No

Opportunities publishing details

Advertising Date: Sep 12 2016

Closing Date: Dec 11 2016 Latest permitted 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 Application Deadline	Vacancies Open	Vacancies Closed	Proposed Shortlisting & Interview Period	Dates to inform us of know Selected student
October	28 th September	3 rd October	23 rd October	31 st October – 11 th November	18 th November
November	2 nd November	7 th November	27 th November	5 th – 16 th December	23 rd December
December	30 th November	5 th December	22 nd January	30 th January – 10 th February	17 th February
January	21 st December	3 rd January	22 nd January	30 th January – 10 th February	17 th February
February	1 st February	6 th February	26 th February	6 th – 17 th March	24 th March
March	1 st March	6 th March	26 th March	3 rd -14 th April	21 st April
April	29 th March	3 rd April	23 rd April	1 st – 12 th May	19 th May
May (This opportunity to advertise internships is a last resort – student interest is low as they have exams and dissertation deadlines and many will have already secured summer internships)	26 th April	2 nd May	21 st May	29 th May – 9 th June (Please be mindful that student exam period is between 22 nd May – 11 th June, however different subject areas finish sooner than others)	16 th June (Must inform us ASAP as we need at least 4 weeks before start date to set 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:

The screenshot shows the 'Work Experience & Volunteering role Details' form. The top navigation bar includes 'Home', 'Profile', 'Events', 'Jobs Board', 'Queries and mailings', 'Excel Southampton Internships', and 'Volunteering Bank'. The form is divided into two sections: 'General information' and 'Basic details'. The 'General information' section includes fields for 'Posted By' (Year Employment), 'Email address' (Placements@soton.ac.uk), 'Scheme' (Excel Southampton Internship Programme), and 'Closing Date' (11-Dec-2016). The 'Basic details' section includes a 'Title*' text box, an 'Opportunity Type*' dropdown menu, and an 'Opportunity Summary*' text area with a rich text editor toolbar.

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.

The screenshot shows the 'Salary details' section of the form. The 'Salary Range*' dropdown menu is open, showing a list of options. A red arrow points to the option 'Excel Southampton Intern (hourly rate £7.87)'. The 'Salary Details' text box is empty.

Salary Range*
Select One
Voluntary
Under £10,000 (above national minimum wage)
£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)

- 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:

How to apply:

Interview Dates: Sep 12 2016 + Add

Start Dates: Sep 12 2016 + Add

Start Date Details:

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

Work Experience & Volunteering role Created

> Marketing Intern

Thank you for submitting your opportunity to the Excel Southampton Internship Programme. The Internship Team will review the information you have submitted and be in contact shortly to advise whether your application onto the Excel Southampton Internship Programme has been successful. Scheme : Excel Southampton Internship Programme

Date Posted	Expiry Date	Title	Opportunity Status	Reference ID	Action
15-Sep-2016	17-Sep-2016	Marketing Intern	Pending	16902	Actions
15-Sep-2016	17-Sep-2016	Test	Pending	16900	Actions
09-Sep-2016	06-Jul-2017	Test Opportunity	Published	16898	Actions
09-Sep-2016	06-Jul-2017	Test disclaimer	Published	16896	Actions
16-Aug-2016	12-Jun-2017	Graduate Intern	Pending	16890	Actions
16-Aug-2016	12-Jun-2017	Test Opportunity	Retracted	16888	Actions

- 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:

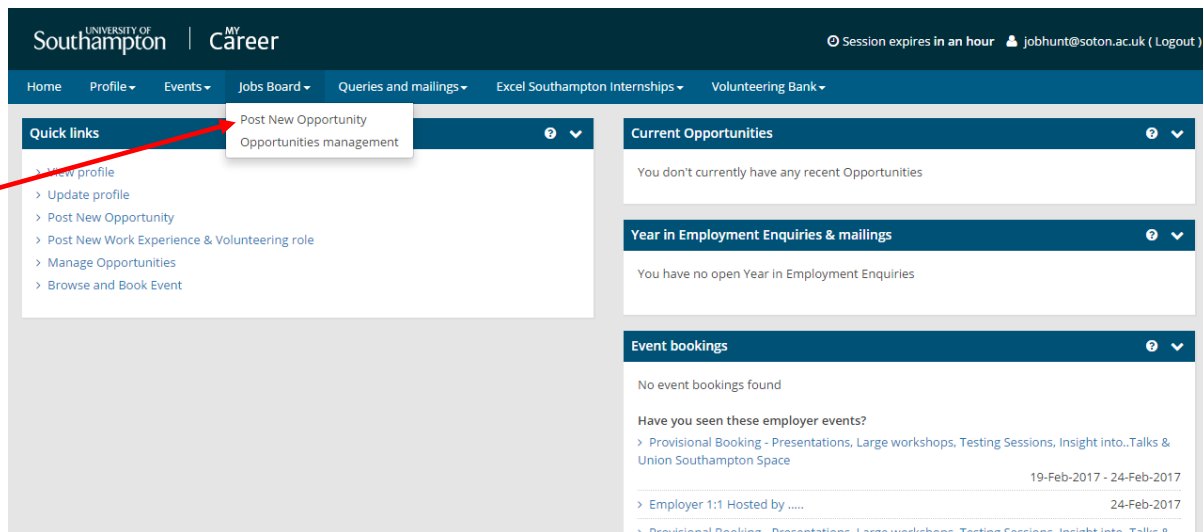
<https://mycareer.soton.ac.uk/home.html>

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

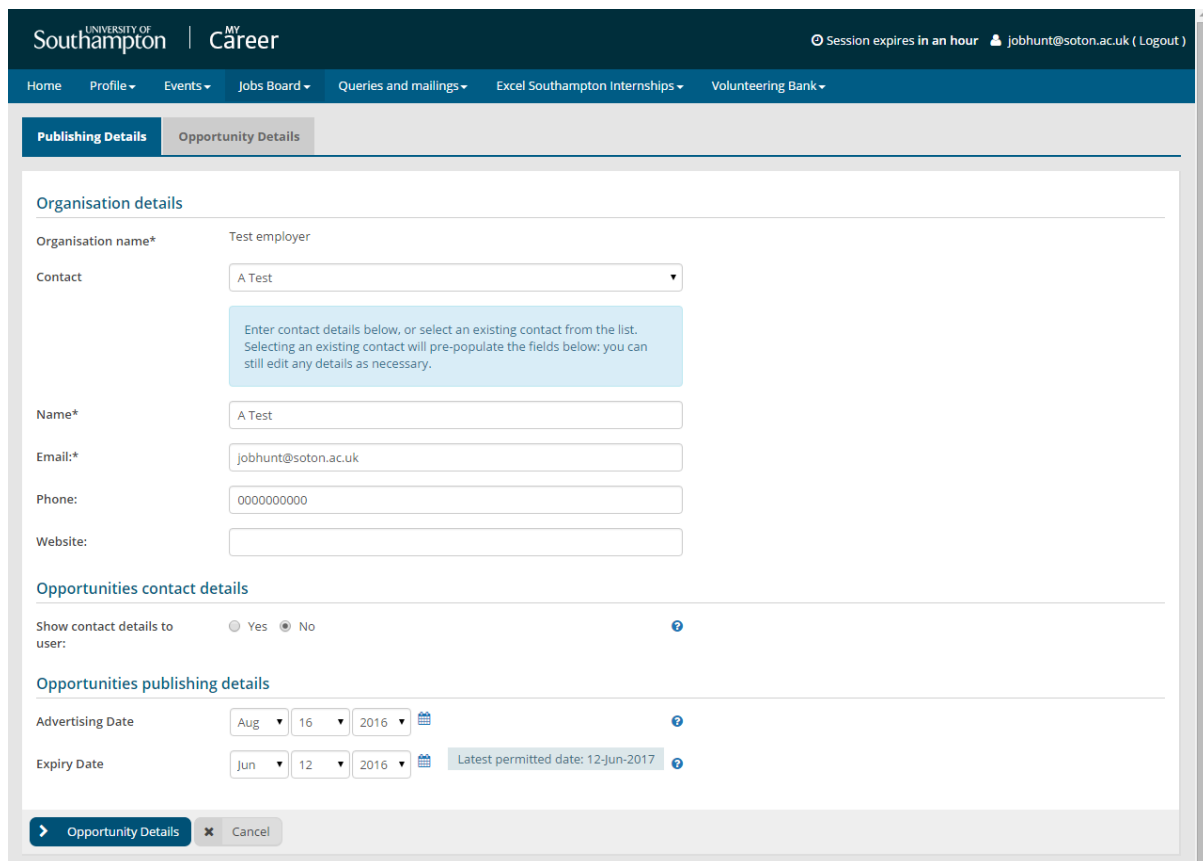
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career'. Below the header, there are six white boxes with dark blue headers, each containing instructions and links for different user types. A red arrow points to the 'Organisation login and registration' box.

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

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



4. The following screen will appear:



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:

The screenshot shows the 'Opportunity Details' page in the 'MY Career' system. The page is divided into two main sections: 'General information' and 'Basic details'. The 'General information' section contains the following fields:

Posted By	A Test
Email address	jobhunt@soton.ac.uk
Expiry Date	12-Jun-2017

The 'Basic details' section contains the following fields:

- Title:* (text input field)
- Opportunity Type:* (dropdown menu with 'Select one' selected)
- Opportunity Summary:* (rich text editor with a toolbar containing options like Edit, Insert, View, Format, Table, Tools, Bold, Italic, Underline, Link, Font Family, and 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

Interview Dates: Aug 16 2016 + Add

Start Dates: Aug 16 2016 + Add

Start Date Details:

Other details

Job description attachment: Choose file No file chosen

* Required fields

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

UNIVERSITY OF Southampton | My Career

Session expires in an hour | jobhunt@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Actions

- + Add New Opportunity
- + Add New Work Experience & Volunteering role

Filters

Search

Title:

Reference ID:

Status: Select one

Published x

Manage Opportunities

Opportunity Created

Test

1 To 0 of 0 results

Date Posted	Expiry Date	Title	Opportunity Status	Reference ID	Action
No Results Found for Current Criteria					

25 50 75 100

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.

Careers and Employability Service MyCareer Employer Guide

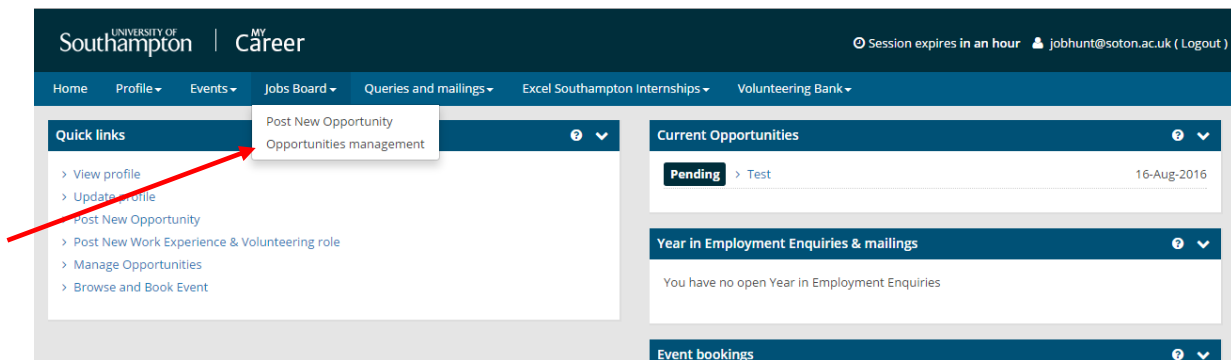
How to close a job vacancy

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:

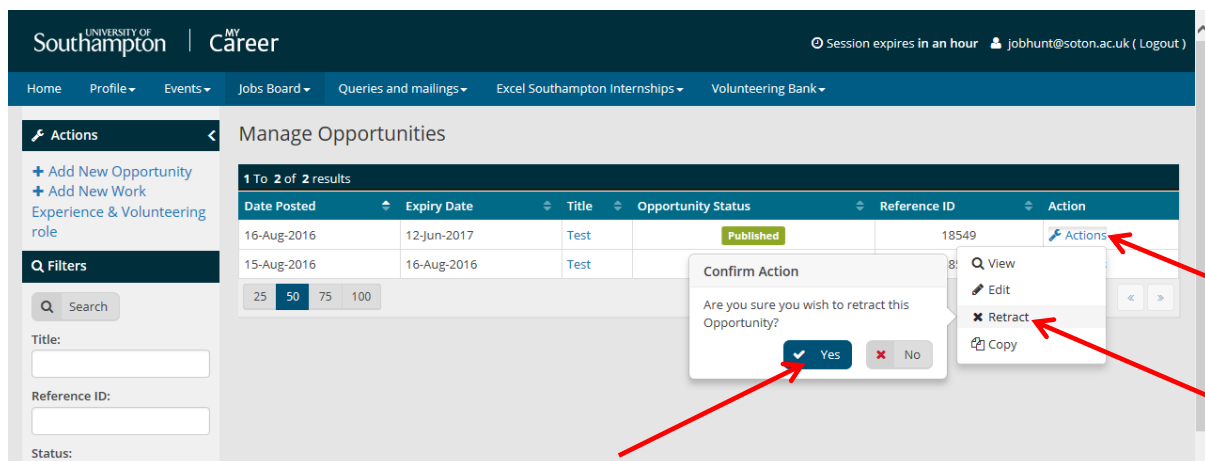
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, there are several white boxes with dark blue headers, each containing text and links. A red arrow points to the 'Organisation login and registration' section.

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

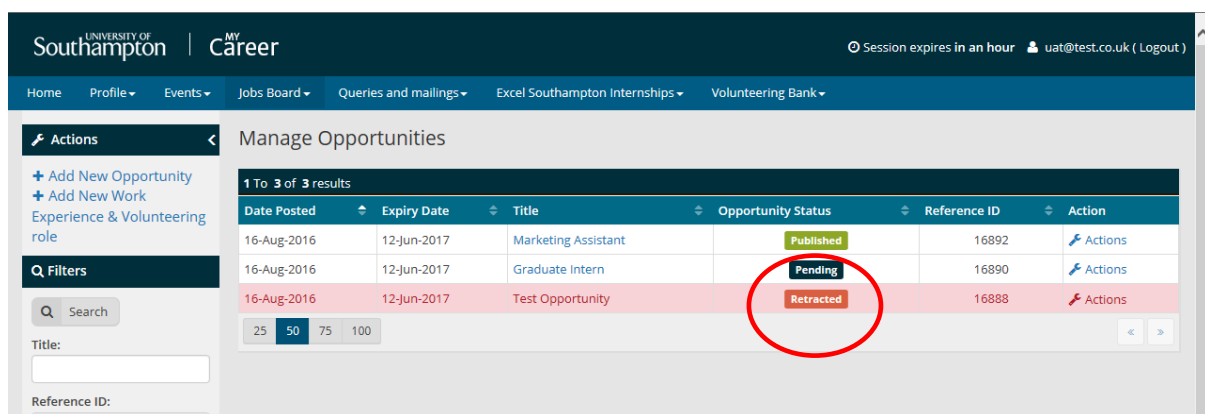
4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:



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:



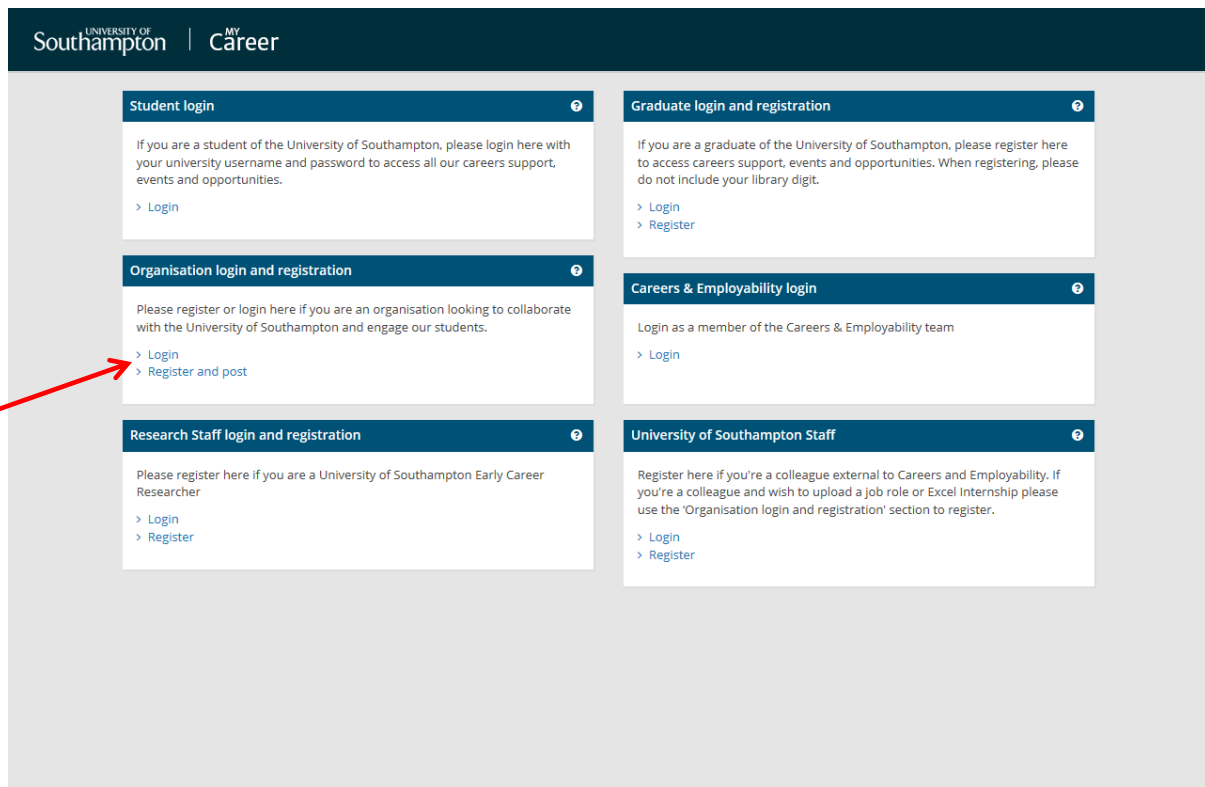
6. The vacancy will now be listed as 'Retracted' and will not be visible to students.



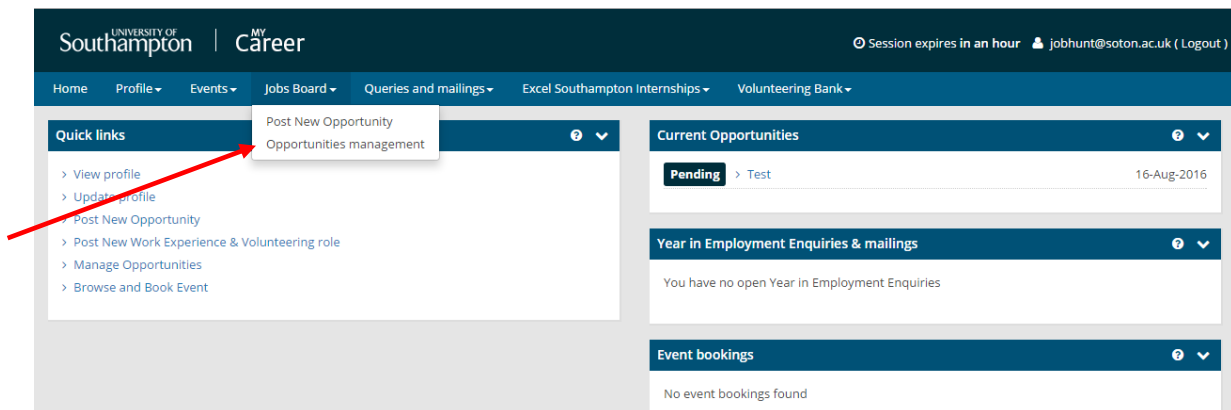
Careers and Employability Service MyCareer Employer Guide

How to extend a job vacancy

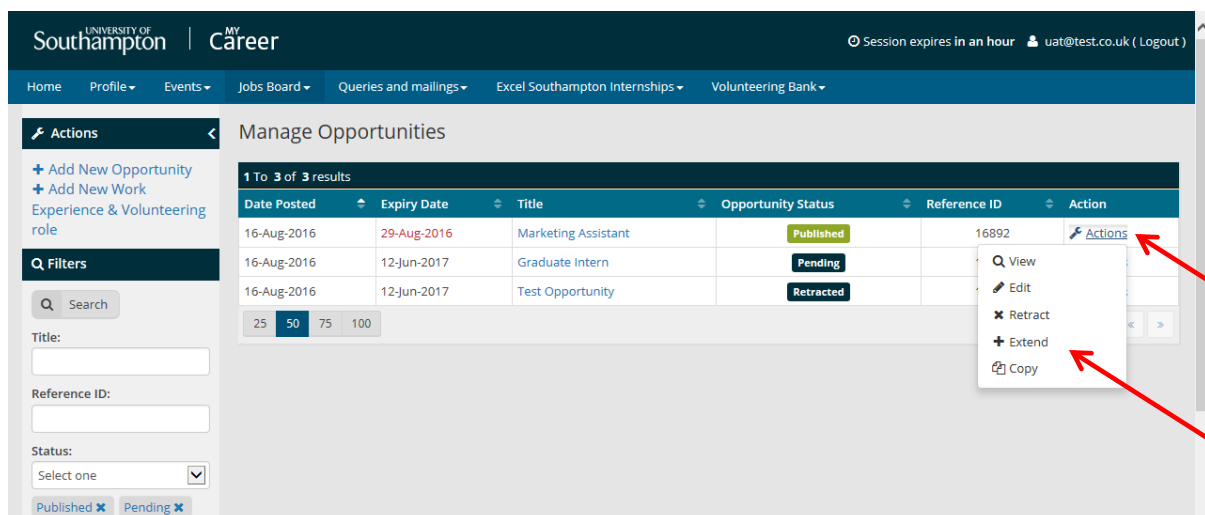
1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to extend the advertising date should you wish.
2. Follow this link to MyCareer:
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in the 'Organisation login and registration' section:



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

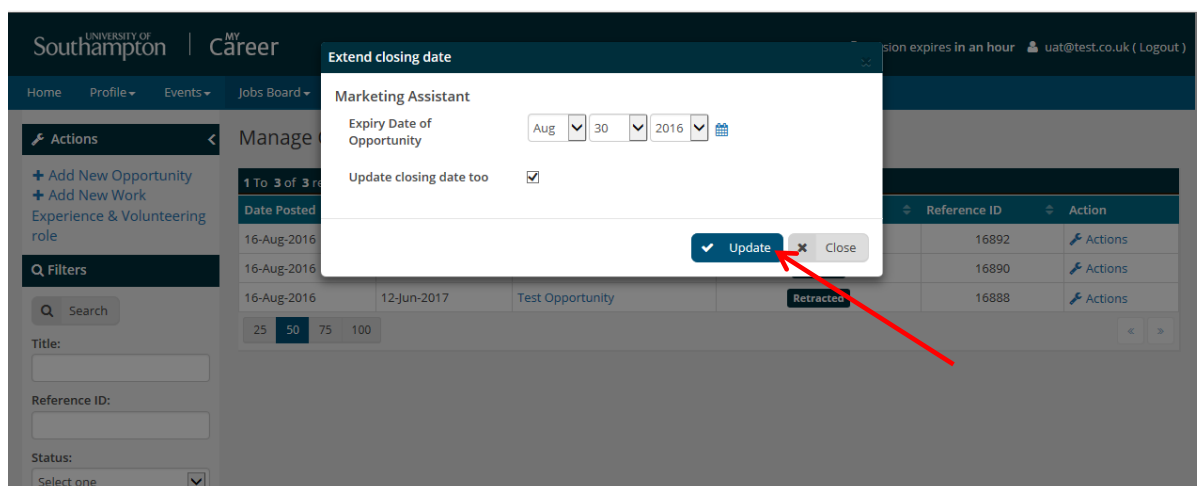


5. The manage opportunities page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':

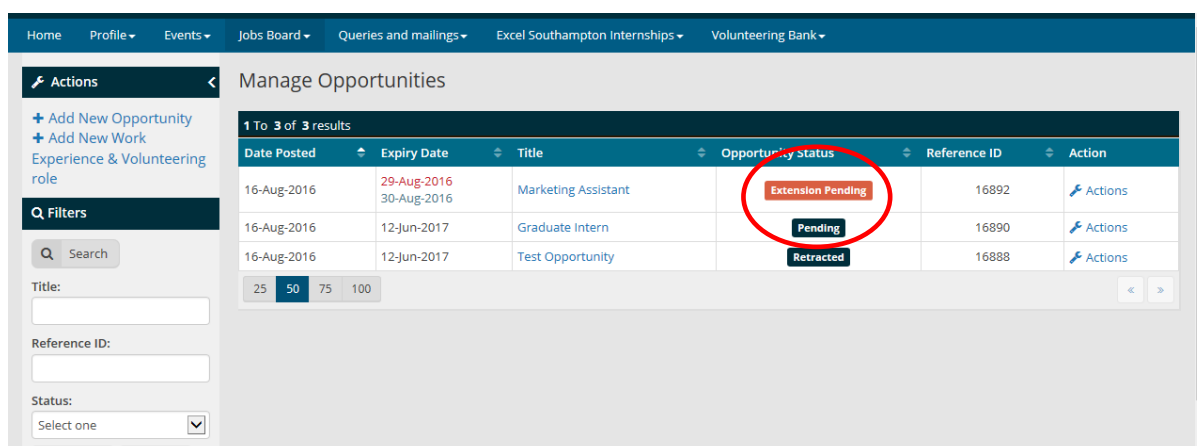


Please note that the 'Extend' opportunity will only be visible if your vacancy is due to close within the next five days.

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



7. 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':

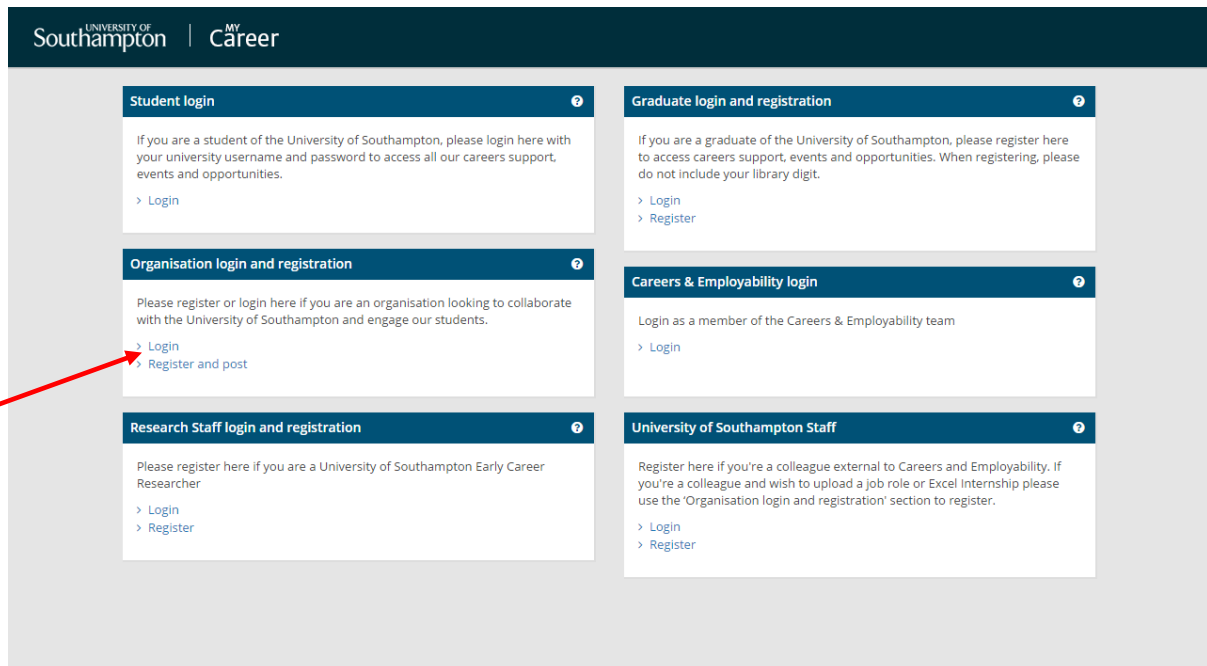


8. The extension request will now go through to the Careers and Employability team for approval. Once approved, the vacancy will be listed as 'Published' and the new closing date will be visible for students and graduates to view.

Careers and Employability Service MyCareer Employer Guide

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

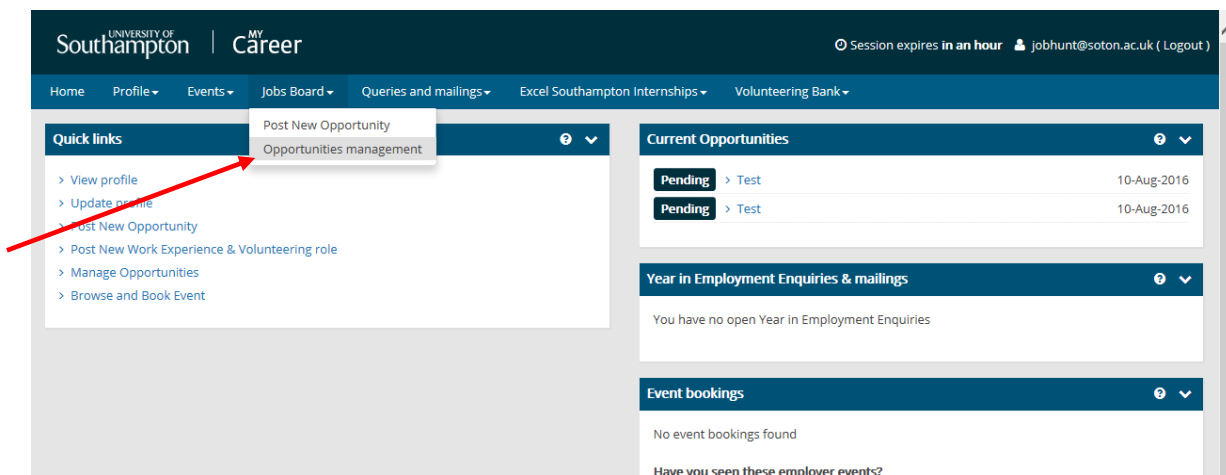
1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently retracted, rejected or expires, you then have the option to re-publish the opportunity should you wish.
2. Follow this link to MyCareer:
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in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



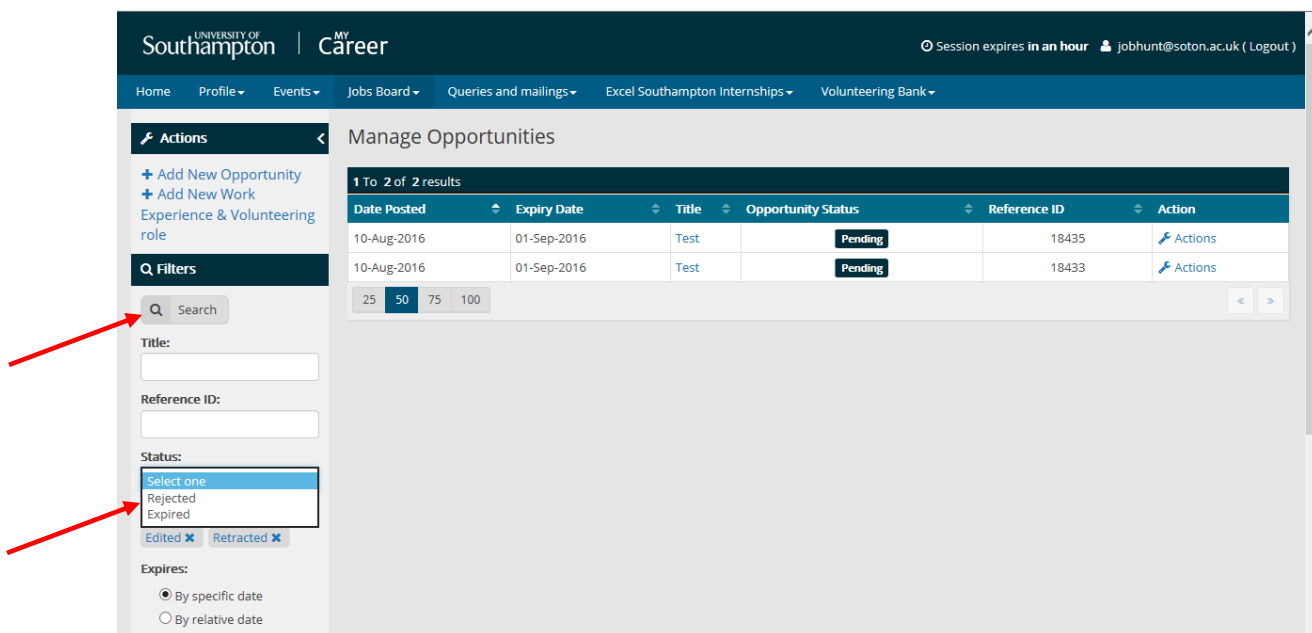
The screenshot shows the MyCareer website interface. The header includes the University of Southampton logo and 'MY Career'. The main content area is divided into six sections, each with a title bar and a description:

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

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



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.



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

Southampton | MY Career

Session expires in an hour | jobhunt@soton.ac.uk (Logout)

Home Profile Events Jobs Board Queries and mailings Excel Southampton Internships Volunteering Bank

Actions

- + Add New Opportunity
- + Add New Work Experience & Volunteering role

Q Filters

Search

Title:

Reference ID:

Status:

Select one

Published Pending Edited Retracted Rejected Expired

Expires:

Manage Opportunities

1 To 9 of 9 results

Date Posted	Expiry Date	Title	Opportunity Status	Reference ID	Action
10-Aug-2016	01-Sep-2016	Test	Retracted	18435	Actions
10-Aug-2016	01-Sep-2016	Test	Pending	18433	View
03-Jun-2016	01-Sep-2016	Test	Rejected	16538	Post
03-Jun-2016	01-Sep-2016	Test	Rejected	16536	Actions
03-Jun-2016	01-Sep-2016	Test	Rejected	16534	Actions
03-Jun-2016	01-Sep-2016	Test	Rejected	16532	Actions
11-May-2016	01-Jun-2016	Test	Rejected	15480	Actions
26-Jan-2016	25-Apr-2016	Test	Rejected	11562	Actions
26-Jan-2016	27-Jan-2016	Test	Rejected	11560	Actions

25 50 75 100

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 | MY Career

Session expires in an hour | jobhunt@soton.ac.uk (Logout)

Home Profile Events Jobs Board

Actions

- + Add New Opportunity
- + Add New Work Experience & Volunteering role

Q Filters

Search

Title:

Reference ID:

Status:

Select one

Published Pending Edited Retracted Rejected Expired

Expires:

Extend closing date

Test

Expiry Date of Opportunity: Sep 01 2016

Update closing date too:

Update Close

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.