# Southampton

## Careers and Employability Service MyCareer Employer Guide

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# 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 'Organisation login and registration' on the MyCareer homepage:



3. Click on 'Register':



4. Complete the details in the 'Organisation registration' form and then click on 'Register':

Southampton			
	Organisation registration	+3 Sign in	willing and
	Registering onto MyCareer allows you to post vac our Careers team and discover other opportunitie	ancies for our students to access, collaborate with es for engaging with our students.	N Antin
	1. Your details Title First name*	Last name*	m
	Select One		П
	Email*		15 11
	Phone number*	Phone number type	S autum
	Type of contact*	General	

5. The following screen will appear:

<b>c</b>	UNIVERS	ITY_C	DF
Sout	ham	nt	on
oour		$\mathbf{p}\mathbf{c}$	

Register : Pending Approval
Your registration is now pending approval.
Thank you for taking the time to register with the University of Southampton Careers & Employability Service.
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 on the right, which will then be subject to approval.
Continue : Post Opportunity
Continue : Post Career Development Opportunity
UoS Internships
Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: www.southampton.ac.uk/ careers/employers/internships or contact us at employ@southampton.ac.uk.
> Post Career Development Opportunity
Volunteering Bank
These roles can only be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to undertake. If there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 or via employ@southampton.ac.uk
> Post Career Development Opportunity
Year in Employment Placements
If you have placement roles for our students, please do not post in this scheme. Please post your role as an opportunity in the Jobs Board and the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at employ@southampton.ac.uk if you would like to discuss this further.

- 6. 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.
- 7. 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 Volunteering Bank, click on the 'Post Career Development Opportunity' button in the Volunteering Bank section and then follow the steps in the <u>'How to post an</u> <u>opportunity to the Volunteering Bank'</u> section.

• To post a UoS Internship, click on the 'Post Career Development Opportunity' button in the UoS Internships section and then follow the steps in the <u>'How to post a UoS Internship opportunity'</u> section.

# Southampton

## 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:



3. Click on 'Profile' and 'Update my organisation profile':

Southampto	F Welcome to ON <sub>Careers &amp; Emp</sub>	<b>o MyCareer</b> bloyability Service	
	Jobs Board $\vee$ UoS	nternships $\vee$ Volu	unteering Bank $\vee$ Events $\vee$
Update my profile Update my organisation profile	Career Develop	Events	Test employer
None yet. Post your first Opportunity.	O Published O pending 1 expiring soon	No bookings yet. Search our upcoming events.	A Test General: 000000000 Office: Test, TT00 0TT
Post opportun (+)	Post Career D	Search events +	
Collaborative oppo	rtunities		Update my profile
Spring Careers Fair Bookings for our popular Spri	ng Careers Fair 2020 are now oper	n, to book click <u>here</u>	Update organisation details

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

Southa	ampton	Welcome to N Careers & Employ	<b>/yCaree</b> ability Ser	r vice		
Profile $\vee$	Jobs Boa	rd $\checkmark$ UoS Inter	nships $\vee$	Volunteering Ban	k ∨ E	events $\vee$
Update m Home \ Profile \ Up	<b>1y organisat</b> date my organisation profile	tion profile				
Basic Informatic	on About Your Org	ganisation Organisationa	al Structure	Contacts and Users		
IMPORT     Organisation     + Add new cor     1 To 4 of 4 resu	ANT: Make sure you clic I <b>Users</b> Intact Ilts	k the SAVE CHANGES button t	o ensure any ame	ndments are saved to this	organisation's profi	
IMPORT  Organisation  Add new cor  To 4 of 4 resu  Full name:	ANT: Make sure you clic I Users Intact Ilts Primary email	k the SAVE CHANGES button to Primary number	o ensure any ame	ndments are saved to this	organisation's profi	Can log in
i IMPORT/ Organisation  + Add new col  1 To 4 of 4 resu Full name: Dr A Test	ANT: Make sure you clic a Users Intact Its Primary email jobhunt@soton.ac.u	k the SAVE CHANGES button to Primary number k 000000000	o ensure any ame Job Title 🔶	ndments are saved to this Type of contact	organisation's profi Status Receive mailings	Can log in ✓ Yes
IMPORT/ Organisation     Add new co     To 4 of 4 resu     Full name:     Dr A Test     Miss Anna Test	ANT: Make sure you clic <b>Dusers</b> Intact Its <b>Primary email</b> jobhunt@soton.ac.u test@testtest.co.uk	k the SAVE CHANGES button to Primary number k 000000000 0000000000	o ensure any ame Job Title 🌩	Type of contact Primary Contact Secondary Contact(s)	organisation's profi Status Receive mailings Receive mailings	Can log in ✓ Yes ✓ Yes

The following screen will appear:

Southampto	Welcome to MyCareer Careers & Employability Service
Pr <u>ofil</u> e $\vee$ Jo	Board $\vee$ UoS Internships $\vee$ Volunteering Bank $\vee$ Events $\vee$
Contact informat	Dn profile
Basic Information About	rr Organisation Organisational Structure Contacts and Users
New contact details	
To add a new contact pl	e complete the details on this page.
Type of contact: *	Select 🗸
Title	Select One 🗸
First name *	
Last name *	

5. Complete the details of the new user and click 'Add user'. Their details will be shown in the contacts list:

Southan	NDTOF NDTON	Welcome Careers & Er	to MyCare	<b>er</b> ervice		
Profile $\vee$	Jobs Boa	rd V U	oS Internships $\vee$	Volunteering	Bank $\checkmark$	Events $\vee$
Update my	organisat ny organisation profile	tion profile				
Basic Information	About Your Org	ganisation Organ	nisational Structure	Contacts and Users		
Basic Information i IMPORTANT: I Organisation Use + Add new contact 1 To 5 of 5 results Full name: Pri	About Your Org Make sure you click ers	ganisation Organ k the SAVE CHANGES	nisational Structure button to ensure any a umber Job Title	Contacts and Users	this organisation's prof	file. Can log in
Basic Information i IMPORTANT: 1 Organisation Use + Add new contact 1To 5 of 5 results Full name:  Pri Dr A Test jot	About Your Org	ganisation Organ k the SAVE CHANGES Primary n k 00000000	umber Job Title	Contacts and Users mendments are saved to Type of contact Primary Contact	<ul> <li>this organisation's prof</li> <li>Status</li> <li>Receive mailings</li> </ul>	file. Can log in• ✓ Yes
Basic Information IMPORTANT: ! Organisation Use + Add new contact 1To 5 of 5 results Full name: Pri Dr A Test jot Miss Anna Test test	About Your Org	ganisation     Organ       k the SAVE CHANGES       Primary n       k     00000000       00000000	umber Job Title	Contacts and Users     mendments are saved to     Type of contact     Primary Contact     Secondary Contact	this organisation's prof     Status     Receive mailings     Receive mailings	file. Can log in Ves Ves
Basic Information IMPORTANT: ! Organisation Use + Add new contact To 5 of 5 results Full name: Pri Dr.A.Test job Miss Anna Test test Eric Test pri	About Your Org	anisation Organ k the SAVE CHANGES k the SAVE CHANGES k 00000000 k 00000000 012345678	umber Job Title	Contacts and Users mendments are saved to     Type of contact     Primary Contact     Secondary Contact er Primary Contact	this organisation's prof this organisation's	file. Can log in⁰ ✓ Yes ✓ Yes ✓ Yes ✓ Yes

6. Click on 'Save changes' and the following screen will appear confirming the organisation details have been updated. The new user will receive an email with their password details and will now be able to log in to the organisation profile.

Southampto	F Welcome to ON <sub>Careers &amp; Emp</sub>	o MyCareer bloyability Service	
Profile V	Jobs Board $\vee$ UoS I	Internships Volu	unteering Bank $\lor$ Events $\lor$
✓ Organisation update The changes you have made here	<b>d</b> ave been saved successfully.		x
Opportunities	Career Develop	Events	Test employer
<b>None yet.</b> Post your first Opportunity.	O Published O pending 1 expiring soon	No bookings yet. Search our upcoming events.	A Test General: 000000000 Office: Test, TTO0 0TT
Post opportun 🔶	Post Career D	Search events +	
			Update my profile
Spring Careers Fair	rtunities	n, to book click here	Update organisation details



## **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:



>

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



4. The following page will appear. Select 'Careers Fairs' in the event 'Type' box and then click on 'Search'.



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

Southampto	Welcome to № ∩ <sub>Careers &amp; Employ</sub>	<b>lyCareer</b> ability Service		
Profile $\vee$ Jo	bs Board $ arsigma$ UoS Intern	ships $\vee$ N	/olunteering Bank $\vee$	Events ∨
Search events				
Search events My events Quick search	1 To 1 of 1 results			
Quick Search	Title	🗘 Event type	🗘 Days	Event location
Filters	Spring Careers Fair 2020	Careers Fairs	10-Mar-2020	
Date range: By specific date By relative date 22   Jan   2020	25 50 75 100			« »

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 (e.g. 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.

ok a Place on this Event	Created
oose Stand	
Large Graduate Recruiter (excl VAT)	
£545.00 (Per day cost)	
Small and Medium Enterprise (excl VAT)	
£345.00 [Per day cost]	
<u>Micro Business / Start Ups (Trading less than 2 years) excl VAT</u>	
£145.00 (Per day cost) £145.00 (Whole event cost)	
Charity/Third Sector excl prof. bodies & educational providers	
Internal Department	
Joint Sponsor	
£950.00 (Per day cost)	
Sole Sponsor	
<u>£1,950.00 (Per day cost)</u>	

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

	Roard y Unit Internships y Volunteering Bank y
	Board V Uos Internships V Volunteering Bank V Events V
Booking form	
Home \ Events \ Search events	
Event Details Booking Form	Confirm Booking
Event Details Booking Form	Confirm Booking
Event Details Booking Form Careers Service Employers Book	Confirm Booking
Event Details Booking Form Careers Service Employers Book Company Details	Confirm Booking king Form
Event Details     Booking Form       Careers Service Employers Book       Company Details	Confirm Booking king Form
Event Details     Booking Form       Careers Service     Employers Book       Company Details     What are the emails of those attending, different to yourself?	Confirm Booking king Form
Event Details     Booking Form       Careers Service Employers Book       Company Details       What are the emails of those attending, different to yourself?       What is your Primary Business Area?*	Confirm Booking king Form Select One
Event Details     Booking Form       Careers Service Employers Book       Company Details       What are the emails of those attending, different to yourself?       What is your Primary Business Area? *	Confirm Booking         king Form         Select One         If an Alumnus is attending from your organisation, are you/they happy to pass on their contact details

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

Southampton	Welcome to MyCareer Careers & Employability Service
Profile $\checkmark$ Jobs B	oard $\vee$ UoS Internships $\vee$ Volunteering Bank $\vee$ Events $\vee$
Search events	
Booking summary	
Below is a summary of al saving these changes.	the information you have provided for this booking so far. Please ensure that everything is correct before
Your current booking details	
Status	Created
Booking email recipient	A Test
Booked days	
📋 10-Mar-2020	10:30 - 14:30

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

Profile ∨ Jo	bs Board $\lor$ UoS Int	ernships 🗸 💦 🕅	/olunteering Bank $  imes $	Events ~	
Soarch ovents					
Home \ Events \ Search events					
Search events My events					
Quick search	Event booking updated	I			×
Quick Search	Spring Careers Fair 2020				
Filters	1 To 1 of 1 results				
Date range:	Title	Event type	🗘 Days	÷ Event location	¢
By relative date	Spring Careers Fair 2020	Careers Fairs	10-Mar-2020		
22 v Jan v 2020 v 🗯	25 50 75 100			*	<b>»</b>

10. The Careers and Employability team will now review your registration form and will contact you within 10 working days with further information. If you click on 'Events' and 'My 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:

		5 memorips -	Volunteening Bunk	Liends	
4				Search events	
My events				My events	
ome \ Events \ My events					
Search events My events					
Show events by date					
From	Until				
22 v Jul v 2019 v	22 v Jul	~ 2020 ~ 苗	<b>Q</b> Search events		
22 v Jul v 2019 v	22 v Jul	✓ 2020 ✓	<b>Q</b> Search events		
22 v Jul v 2019 v Events You're Booked On	22 v Jul	✓ 2020 ✓	<b>Q</b> Search events		
22 v Jul v 2019 v Events You're Booked On These are the events for which y	to	<ul> <li>✓ 2020</li> <li>✓ ■</li> </ul>	<b>Q</b> Search events		
22     Jul     2019       Events You're Booked On       These are the events for which y	to	v 2020 v <b>⇒</b>	<b>Q</b> Search events		
22     Jul     2019       Events You're Booked On       These are the events for which y       1To 2 of 2 results	to	2020 v <b>≅</b> grecord.	Q Search events		
22     Jul     2019       Events You're Booked On       These are the events for which y       1To 2 of 2 results       Event title	<ul> <li>22 v Jul</li> <li>anto</li> <li>First day booked</li> </ul>	y 2020 y #	Q Search events	Actions	
22       Jul       2019         Events You're Booked On         These are the events for which y         1 To 2 of 2 results         Event title         Spring Careers Fair 2020	<ul> <li>22 v Jul</li> <li>anto</li> <li>First day booked</li> <li>10-Mar-2020</li> </ul>	y 2020 y #	<ul> <li>Q Search events</li> <li>Whole event cost</li> <li>£345.00</li> </ul>	<ul> <li>◆ Actions</li> <li>◆ Actions</li> </ul>	

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 a UoS Internship opportunity

1. Before you post your UoS Internship opportunity, please ensure you have completed the Job Description & Person Specification document found in the 'Useful Downloads' section on the following webpages:

Internal University hosts: https://www.southampton.ac.uk/careers/staff/placements/excel.page

Public, Private and Third Sector organisations: <a href="http://www.southampton.ac.uk/careers/employers/placements/excel-southampton.page">www.southampton.ac.uk/careers/employers/placements/excel-southampton.page</a>

Public, Private and Third Sector organisations should also complete the Health and Safety form displayed on this webpage.

- 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 Career Development Opportunity' in the UoS Internships section when you see the following screen at the end of the registration process:

### Southampton

Register : Pending Approval	
Your registration is now pending approval.	
Thank you for taking the time to register with the University of Southampton Careers & Employability Service.	
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 on the right, which will then be subject to approval.	
Continue : Post Opportunity	
Continue : Post Career Development Opportunity	
UoS Internships	
Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: www.southampton.ac.uk/ careers/employers/internships or contact us at employ@southampton.ac.uk.	
> Post Career Development Opportunity	
Volunteering Bank	
These roles can only be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to undertake. If there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 or via employ@southampton.ac.uk	
> Post Career Development Opportunity	
Year in Employment Placements	
If you have placement roles for our students, please do not post in this scheme. Please post your role as an opportunity in the Jobs Board and the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at employ@southampton.ac.uk if you would like to discuss this further.	-

 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 e.g. 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 6.

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



5. Click on 'UoS Internships' and then 'Post UoS Internship opportunity':

Southampto	F Welco ON <sub>Career</sub>	ome to MyCaree s & Employability Se	er ervice
Profile V	lobs Board $ arsigma$	UoS Internships $\vee$	Volunteering Bank $\vee$ Events $\vee$
Opportunities	Career Devel	Post UoS Internship opportunity Opportunity Management	Test employer
None yet. Post your first Opportunity.	O Published 0 pending 1 expiring soon	O Confirmed 1 in progress bookings 0 linked events	A Test General: 000000000 Office: Test, TT00 0TT
Post opportun	Post Career D	Search events	$\oplus$
Collaborative oppo	rtunities		Update my profile
Spring Careers Fair Bookings for our popular <u>Spri</u>	ng Careers Fair 2020 a	are now open, to book click <u>here</u>	Update organisation details

6. You will see the following screen. Select the relevant UoS Internships option for your organisation (Private/Public organisations, Third Sector Organisations or Internal University hosts):



7. Ensure 'UoS Internships' is selected in the 'Career Development Opportunity details' box:

cheme for this Career Development Opportunity
O UoS Internships Appointing a student intern from the University of Southampton will allow you to enjoy an additional resou to provide dedicated time to a specific project. For further information about UoS Internships please visit or website: www.southampton.ac.uk/ careers/employers/internships or contact us at employ@southampton.ac.uk.
O Volunteering Bank Our Volunteering Bank enables registered charities and non-profit organisations to advertise volunteering roles to our students. Opportunities must be free for students to undertake and must take place in the UK. there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 o employ@southampton.ac.uk
Year in Employment Placements If you have placement roles for our students, please do not post in this scheme. Please post your role as an opportunity in the Jobs Board as the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at employ@southampton.ac.uk if you would like to discuss this further.

8. Complete the details in the 'Publishing details' and 'Application details' sections of the form. When selecting the 'Advertising Date' and 'Closing Date' please consult the key dates in the <u>UoS Internships</u> <u>Employer Handbook</u>. We advertise UoS Internships once a month and the dates you select must be in line with this.

Month	Employer Application Deadline	Employer Application Vacancies Open V Deadline		Deadline to inform us of selected student
October	2 <sup>nd</sup> October	7 <sup>th</sup> October	27 <sup>th</sup> October	15 <sup>th</sup> November
November	30 <sup>th</sup> October	4 <sup>th</sup> November	24 <sup>th</sup> November	13 <sup>th</sup> December
December	27 <sup>th</sup> November	2 <sup>nd</sup> December	26 <sup>th</sup> January	16 <sup>th</sup> February
January	18 <sup>th</sup> December	23 <sup>rd</sup> December	26 <sup>th</sup> January	14 <sup>th</sup> February
<b>February</b> (Last Easter internship advertising cycle for hosts)	29 <sup>th</sup> January	3 <sup>rd</sup> February	23 <sup>rd</sup> February	13 <sup>th</sup> March
March	26 <sup>th</sup> February	2 <sup>nd</sup> March	22 <sup>nd</sup> March	10 <sup>th</sup> April
April	1 <sup>st</sup> April	6 <sup>th</sup> April	3 <sup>rd</sup> May	22 <sup>nd</sup> May
May (This advertising cycle is a last resort – student interest is low because of exams & already secured summer internships)	Advertising ev	ery Monday in May, each cycle	period for a 3-week	

9. In the 'Application details' section tick the 'Add specific instructions' box and write 'N/A' in the box. The Employer Relations Team will amend these details to our standard advertising information once your role has been submitted. Then click on 'Next':

Direct	ou want app	licants	to apply	/?*								
This U	RL will take t	he app	licant to	a web	page wher	e they (	can make	their ap	plicatio	on.		
Direct	email											
All app	olications wil	l be em	ailed to	the su	pplied ema	il addre	ess.					
🗸 Add a	ny specific i	nstructi	ions									
Add any s	pecific instr	uctions	on how	v to ap	ply for this	job						
Edit 👻 I	nsert 🕶 View	/▼ Fo	rmat <del>+</del>	Table -	Tools -							^ <b>0</b>
♠ ∂	Formats -	В	I ⊻	P	Verdana	•	11pt	•	Ξ	Ξ	۲	
N/A												
												¥

10. In the 'Position details' box complete the information relating to the internship opportunity:

Basic details Job title:* Opportunity type: * Casual Placement Year Casual Placement Year Casual Placement Year Casual Short-time Casual Short-term Internship Casual Short-term	Add Opportunity Position details	2 of 2 st Previous : Posting de
Job title:*	Basic details	
Opportunity type: *         Casual       Placement Year         Full-time       Part-time         Graduate Role       Short-term Internship         Graduate Scheme       Volunteering         Opportunity summary:*         Edit × Insert × View × Format × Table × Tools × <ul> <li>Formats × B</li> <li>J</li> <li>J</li> <li>Verdana</li> <li>Y</li> <li>Tipt</li> <li>E</li> <li>T</li> <li< td=""><td>Job title: *</td><td></td></li<></ul>	Job title: *	
Opportunity type:*         Casual       Placement Year         Full-time       Part-time         Graduate Role       Short-term Internship         Graduate Scheme       Volunteering         Opportunity summary:*         Edit ▼ Insert ▼ View ▼ Format ▼ Table ▼ Tools ▼ <ul> <li>Formats ▼ B</li> <li>I</li> <li>U</li> <li>Verdana ▼ 11pt ▼ IE</li> <li>IE</li> <l< td=""><td></td><td></td></l<></ul>		
Opportunity summary:*         Edit • Insert • View • Format • Table • Tools •         •        •         •       • </td <td>Opportunity type: * Casual Full-time Graduate Role Graduate Scheme</td> <td>Placement Year Part-time Short-term Internship Volunteering</td>	Opportunity type: * Casual Full-time Graduate Role Graduate Scheme	Placement Year Part-time Short-term Internship Volunteering
Edit v Insert v View v Format v Table v Tools v	Opportunity summary: *	
♦ Pormats • B I U $d$ Verdana • 11pt • $i \equiv i \equiv 0$	Edit  Insert  View  Format  Table  Tools	
	♦ Formats • B I U Ø Verdana	• 11pt • ☷ ☷

11. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish. In the 'Salary details' section select 'UoS Internship (minimum £8.21 per hour for external roles or minimum £8.92 per hour for internal and 3<sup>rd</sup> Sector roles)' 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	~ €
Select One	
Voluntary	
Under £10,000 (above national minimum wage)	
£10,000-£15,000	
£16,000-£20,000	
£21,000-£25,000	
£26,000-£30,000	
£31,000-£40,000	
Above £40,000	
Undisclosed (above national minimum wage)	
UoS Internship (minimum £8.21 per hour for external roles or minimum £8.92 per hour for internal and 3rd Sector roles)	
Hourly Rate (specified in the salary details below)	

12. Complete all the details on the form and then click on 'Add Opportunity' and you will see the following screen:

Southam	ITY OF Welcome to MyCareer Pton Careers & Employability Service
Profile $\vee$	Jobs Board $\vee$ UoS Internships $\vee$ Volunteering Bank $\vee$ Events $\vee$
Post UoS Internships \ Po	et UoS Internship opportunity + Add new opportunity + Add new career development opportunity
Q Search Title:	Career Development Opportunity Created       ×         > Test Opportunity       ×         Thank you for submitting your opportunity to UoS Internships.       ×
Reference ID:	We will review the opportunity you have submitted and be in contact shortly to advise whether your application has been successful.
Expires: By specific date	✓ Published     ●     Pending     1     ©     Rejected     ●     ♥     Withdrawn     ●     ●     Expired     ●       1 To 1 of 1 results <t< th=""></t<>
By relative date	Date Posted <ul> <li>Expiry Date</li> <li>Opportunity title</li> <li>Source</li> <li>Reference ID</li> <li>Action</li> </ul> <ul> <li>Action</li> </ul> 22-Jan-2020 <li>21-Ann-2020</li> <li>Test Opportunity</li> <li>Action</li>
to	25 50 75 100 <u>(Strappized)</u> (Strappized) (St

13. Your vacancy will then be pending approval from the Employer Relations Team who will keep you informed of its progress.



### Careers and Employability Service MyCareer Employer Guide

How to post an opportunity to the Volunteering Bank

Please note that we are only able to advertise volunteering opportunities that take place with a registered charity or non-profit organisation and are based in the UK.

 Follow this link to MyCareer: https://mycareer.soton.ac.uk/home.html

- If your organisation is not registered on MyCareer, go to Step 2
- If you are already registered on MyCareer, go to Step 3
- 2. Follow the steps in the '<u>How to register your organisation</u>' section and click on 'Post Career Development Opportunity' in the Volunteering Bank section when you see the following screen at the end of the registration process:

Your registratio	n is now pending approval.
Thank you for taking	g the time to register with the University of Southampton Careers & Employability Service.
You will be contacte	d by email with details of your password as soon as your registration request has been authorised.
You can post any Op	oportunities using the link on the right, which will then be subject to approval.
Continue : Post	Opportunity  Post Opportunity
Continue : Post	Career Development Opportunity
UoS Internships	
Appointing a studer project. For further i employ@southamp	nt intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific information about UoS Internships please visit our website: www.southampton.ac.uk/ careers/employers/internships or contact us at iton.ac.uk.
	> Post Career Development Opportunity
Volunteering Ban	ĸ
These roles can only	/ be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to

Now go to Step 5.

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



4. Click on 'Volunteering Bank' and 'Post Volunteering Bank Opportunity':

Southampto	Welcome to MyCareer         Careers & Employability Service         Profile        Jobs Board        UoS Internships        Volunteering Bank        Events								
Opportunities None yet. Post your first Opportunity.	Career Develop <b>O</b> Published 1 pending 0 expiring soon	Events No bookings ye Search our upcomir events.	Post Volunt opportunity Opportunit	A Test General: 000000000 Office: Test, TT00 0TT					
Post opportun	Post Career D	Search events	Ð						
Collaborative oppor	tunities		^	Update my profile Update organisation o	Details				

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

5. You will see the following screen. Check that 'Volunteering Opportunity' is selected:



6. Ensure 'Volunteering Bank' is selected in the 'Career Development Opportunity details' box:

Career Development Opportunity details Scheme for this Career Development Opportunity	
O UoS Internships Appointing a student intern from the University of Southampton will allow you to enjoy an additional res to provide dedicated time to a specific project. For further information about UoS Internships please visi website: www.southampton.ac.uk/ careers/employers/internships or contact us at employ@southampton.ac.uk.	ource t our
• Volunteering Bank Our Volunteering Bank enables registered charities and non-profit organisations to advertise volunteerin roles to our students. Opportunities must be free for students to undertake and must take place in the L there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 59350 employ@southampton.ac.uk	ng IK. If 1 or via
O Year in Employment Placements If you have placement roles for our students, please do not post in this scheme. Please post your role as a opportunity in the Jobs Board as the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at employ@southampton.ac.uk if you would like to discuss this further.	ân

7. Complete the details in the 'Publishing details' and 'Application details' sections of the form and then click 'Next'. In the 'Position details' box complete the information relating to the volunteering opportunity:

Southampton	Welcome to MyCareer Careers & Employability Service
Profile $\checkmark$ Jobs Boa	rd ∨ UoS Internships ∨ Volunteering Bank ∨ Events ∨
Post Volunteering Bank \ Post Volunteering	ank opportunity Bank opportunity
Add Opportunity Position details	2 of 2 steps Previous : Posting details
Basic details Job title: *	
Opportunity type: *	
Casual	Placement Year
Full-time	Part-time
Graduate Role	Short-term Internship Volunteering v

8. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish. Complete the questions on this page and then click on 'Add opportunity' and you will see the following screen:

Southar	SITY OF V NPton <sub>C</sub>	<b>Velcome</b> Careers & Em	to MyCareer			
Profile $\vee$	Jobs Board	~ Uo	S Internships $ \smallsetminus $	Volunteering Ba	ank 🗸	Events $\vee$
Post Volunteering Bank	Post Volunteering Ban	k opportunity	+ Add new opportu	nity 🕇 Add r	new career developm	ent opportunity
<b>Q</b> Search	Career Deve	elopment Oppo	rtunity Created			×
Title:	> <u>Test Volunte</u>	eering Role	portunity to the Volunteering Ba	nk.		
	5	55	,			
Reference ID:	We will review publishing this Bank guideline	this volunteering op role we'll be in cont s: <u>https://www.sout</u>	oportunity and if appropriate, pu act to update you. All opportun hampton.ac.uk/careers/employe	iblish it for our stu ities we publish n <u>rs/volunteering.p</u>	udents to access. If w nust comply with ou page	ve won't be r Volunteering
Reference ID:	We will review publishing this Bank guideline	this volunteering op role we'll be in cont es: <u>https://www.sout</u>	oportunity and if appropriate, pu tact to update you. All opportun hampton.ac.uk/careers/employe	iblish it for our stu ities we publish n ers/volunteering.p	udents to access. If w nust comply with ou lage	ve won't be r Volunteering ired
Reference ID: Expires: By specific date	We will review publishing this Bank guideline ✓ Published	this volunteering op role we'll be in cont es: https://www.sout	oportunity and if appropriate, pu cact to update you. All opportun hampton.ac.uk/careers/employe	iblish it for our stu ities we publish n rrs/volunteering.p Withdrav	udents to access. If w nust comply with ou lage wn 2 C Expl	ve won't be r Volunteering ired
Reference ID: Expires: Syspecific date by relative date	We will review publishing this Bank guideline ✓ Published 1To 2 of 2 rest	this volunteering op role we'll be in cont es: <u>https://www.sout</u> O Pendi ults	oportunity and if appropriate, pu tact to update you. All opportun hampton.ac.uk/careers/employe	iblish it for our stu ities we publish m rrs/volunteering.p	udents to access. If w nust comply with ou lage vn 2 S Expi	ve won't be r Volunteering ired
Reference ID: Expires: Sy specific date By relative date	We will review publishing this Bank guideline ✓ Published 1 To 2 of 2 rest Date Posted	this volunteering op role we'll be in cont se https://www.sout 0 0 Pendii ults Expiry Date	opportunity and if appropriate, pu tact to update you. All opportun hampton.ac.uk/careers/employe ng 2 Rejected 10 Opportunity title	iblish it for our stu ities we publish n rrs/volunteering.p Withdraw	vidents to access. If w nust comply with ou lage vn 2 SExpi Reference ID	ve won't be r Volunteering ired O Action
Reference ID: Expires: Sy specific date By relative date V	We will review publishing this Bank guideline ✓ Published 1 To 2 of 2 rest Date Posted 23-Jan-2020	this volunteering op role we'll be in cont se https://www.sout 0 Pendii ults Expiry Date 22-Jan-2021	poportunity and if appropriate, pu tact to update you. All opportun hampton.ac.uk/careers/employe ng 2 Rejected Opportunity title Test Volunteering Role	iblish it for our stu ities we publish m rrs/volunteering.p Withdrav Source A -	vn 2 Expi Reference ID YZO4V	ve won't be r Volunteering ired O Action Actions

9. Your opportunity 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 is live on our website and the role will be listed in the 'Published' tab.

# Southampton

## 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:



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

Southamp	rof Welc Iton <sub>Career</sub>	ome to s & Emp	D MyCareer Doyability Service	
Profile 🗸	Jobs Board $ \lor $	UoS I	nternships Volu	Inteering Bank $\vee$ Events $\vee$
Opportunities	pportunities nanagement ost new opportunity	ур	Events	Test employer
Hone yet. Post your first Opportunity.	O Published 2 pending 0 expiring soon	$\bigcirc$	No bookings yet. Search our upcoming events.	A Test General: 0000000000 Office: Test, TT00 0TT
Post opportun	Post Career D	ŧ	Search events	
Collaborative op	portunities		•	Update my profile

4. The following screen will appear:

Southampton	Welcome to MyCareer Careers & Employability Serv	vice
Profile V Jobs B	uos Internships V	Volunteering Bank $ arsigma $ Events $ arsigma $
Manage Opportunit Home \ Jobs Board \ Manage Opportunities Add Opportunity Posting details	ies	1 of 2 steps Next : Position details
Opportunity publi	shing details	
Advertising date	Closing Date 18 V Nor Latest perm	2020 V 1 nitted date: 18-Nov-2020

5. Complete the details and then click 'Next'. The following screen will appear:

South	ampton	Welcome to MyCareer Careers & Employability Servic	e	
Profile $\vee$	Jobs Boa	rd $\checkmark$ UoS Internships $\checkmark$	Volunteering Bank $\vee$ Ev	vents $\checkmark$
Post new	Post new opportunity	У		
Ā	dd Opportunity Position details		2 of 2 steps Previous : Posting details	
E Ja	Basic details ob title: *			

- 6. Complete the details and then click on '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.
- 7. You will then see a notification stating 'Opportunity created'. Any previous opportunites you have advertised will be listed below with their status:

Profile $\vee$	Jobs Board	~   Uo:	5 Internships $\checkmark$	Volunt	eering Bar	ık ~	Events $\vee$
Post new o	pportunity						
Home \ Jobs Board \ Pos	t new opportunity		+ Add new opportu	inity	+ Add ne	w career develop	ment opportunity
<b>Q</b> Search	Opportunity	Created					×
Title:	> <u>Test</u>						
	✓ Published	• Pendir	g 3 🛛 Rejected 16	się.	Withdrawn	n 😧 🔍 Ex	pired O
Reference ID:	1 To 3 of 3 resu	ilts					
Expires:	Date Posted	Expiry Date 🗘	Opportunity title	¢	Source	Reference ID	Action
By specific	23-Jan-2020	18-Nov-2020	Test		-	D9VZX	✗ Actions
date By relative	23-Jan-2020	22-Jan-2021	Test Volunteering Role	4	-	YZO4V	✗ Actions
by relative	22 Jap 2020	21 Apr 2020	Test Opportunity			XX804	f Actions

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 is live on our website and the role will be listed in the 'Published' tab.

# 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:

Southampton Welcome to MyCareer Careers & Employability Service							
Profile 🗸	Jobs Board V Uo	S Internships $\vee$ Volu	nteering Bank $\vee$ Events $\vee$				
Oppo Opportunities Post r	rtunities gement new opportunity	Events	Test employer				
O Published 1 pending 0 expiring soon	O Published 2 pending 0 expiring soon	No bookings yet. Search our upcoming event s.	A Test General: 0000000000 Office: Test, TT00 0TT				
Post opportunit	Post Career Dev 🔶	Search events 🔶					

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 'Withdraw' and 'Yes' to withdraw the vacancy:

Jobs Board / Opport	unities management		+ Add	new opportunity	+	<ul> <li>Add new</li> </ul>	career de	velopme	nt opportunity
arch	✓ Published	21 😯 Pen	ding 🗿 🛚 🕲 R	ejected 3	8 <b>₩</b> W	'ithdrawn	0	C Expire	ed <b>2</b> 1
	1 To 21 of 21 res	sults							
	Date Posted 🔶	Expiry Date	Opportunity title		¢	Source	Referen	ce ID 🍦	Action
✓ 🗰	02-Feb-2018	29-Nov-2018	Sales assistant			-	DX	9A9	> Actions
	31-Jan-2018	27-Nov-2018	Marketing intern			-	Q)	<b>Q</b> Viev	v
~	25-Jan-2018	21-Nov-2018	Marketing Manag	jer		-	7B	🔒 Prin	t
<b></b>	23-Jan-2018	19-Nov-2018	Shop Manager	Confirm Ac	tion		40	🖋 Edit	
d:	23-Jan-2018	19-Nov-2018	Marketing Assista	Are you sure	you wi	sh to withdra	aw 'C	📕 Cop	у
ecific	22-Jan-2018	18-Nov-2018	Recruitment spec	this posting?			52	With	ndraw
	21-Dec-2017	17-Oct-2018	Recruitment Inte	rn 💉	/es	× No	!2	O Exte	end
elative	20-Dec-2017	16 Oct 2018	Tort2				FO		6 Antines

6. The vacancy will now be listed in the 'Withdrawn' tab and will not be visible to students.

Opportuniti	es manage	ment					
ome \ Jobs Board \ Opp	ortunities management		+ Add new opportur	nity <b>-</b>	- Add new	career developme	nt opportunity
		-		_			_
<b>Q</b> Search	✓ Published	2 Pendi	ng 💽 😢 Rejected 🕄	• • •	/ithdrawn	2 C Expire	ed 🛛
Title:	1 To 2 of 2 resu	1 To 2 of 2 results					
	Date Posted 🔶	Expiry Date  🗘	Opportunity title	\$	Source	Reference ID 🗦	Action
Reference ID:	24-Jan-2018	20-Nov-2018	Community Assitant Volunteer		-	N62VO	🗲 Actions

# Southampton

## 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 Opportunities management page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':

Profile $\vee$	Jobs Board	~   L	loS Internsh	nips $\vee$ V	oluntee	ring Bank 🕚	~	E	vents $\checkmark$
Doortupiti		mont							
me \ Jobs Board \ Oppo	es management	ement		+ Add new opportun	ity 🕂	<ul> <li>Add new c</li> </ul>	areer de	evelopme	nt opportunity
<b>Q</b> Search	✓ Published	2 Pen	ding ዐ	🕄 Rejected 🚯	8 M	'ithdrawn	0	C Expire	ed <b>2</b> 1
Title:	1 To 21 of 21 re	sults							
~ ~	09-Feb-2018	06-Dec-2018	System T	ester		-	39	6YL	🖌 Actions
✓ 🗯	02-Feb-2018	29-Nov-2018	Sales assi	stant		-	D)	(9A9	🖌 Actions
0	31-Jan-2018	27-Nov-2018	Marketing	g intern		-	Q>	(OYJ	Actions
~ ~	25-Jan-2018	21-Nov-2018	Marketin	g Manager		-	7B	<b>Q</b> Viev	v
∽ 🗰	23-Jan-2018	19-Nov-2018	Shop Mar	nager		-	AC	🔒 Prin	t
Published:	23-Jan-2018	19-Nov-2018	Marketin	g Assistant		-	YC	🖋 Edit	
By specific	22-Jan-2018	18-Nov-2018	Recruitm	ent specialist		-	02	📕 Сор	У
date	21-Dec-2017	17-Oct-2018	Recruitm	ent Intern		-	22	With	ndraw
<ul> <li>By relative date</li> </ul>	20-Dec-2017	16-Oct-2018	Test2			-	E8	C Exte	end
~~~~	08-Aug-2017	18-Dec-2019	Event vol	unteer	đ.	-			🖌 Actions
	31-Jul-2017	21-Dec-2019	Test			-			🖌 Actions

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

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

Reference ID:	Extend: Marketing intern	X L8LKV	Actions
	01-Ap	O2XQB	🖌 Actions
Expires: By specific	15-Ma         24         ✓         2020         ✓         18-Nov-2020	ХИХКО	🖌 Actions
date	15-Ма	22D7Y	🖌 Actions
date	09-Fe	DX9AE	🖌 Actions
~ ~	09-Fe 🗸 Extend	Close 396YL	🗲 Actions
✓ 🚔	02-F65-2010 25-1407-2010 Suits assistant	DX9A9	🗲 Actions
to	31-Jan-2018 27-Nov-2018 Marketing intern	L CXOYJ	✤ Actions

7. Select the new closing date and click on 'Extend'. The original and new closing dates will now be listed next to the opportunity:

Profile $\vee$	Jobs Board ∨	UoS II	nternships $\vee$	Volun	teering Bank	~   E	Events $\vee$
Opportunit	ies managen	nent					
ome \ Jobs Board \ Op	portunities management		+ Add new of	oportunity	+ Add new	career developme	nt opportunity
<b>Q</b> Search	✓ Published 2	Pending	O 🕄 Rejected	•	Withdrawn	2 © Expire	ed <b>2</b>
Title:	1 To 21 of 21 result	s					
	Date Posted 🔶 E	xpiry Date 🔶 O	pportunity title		Source	Reference ID 🗘	Action
Reference ID:	24-Oct-2019 2	4-Nov-2019 Co	ommunity Assitant Vol	unteer	-	L8LKV	🗲 Actions
date	15-Mar-2019 0	9-Apr-2019 0-Oct-2019	est role		-	22D7Y	🗲 Actions

8. The extension request will now go through to the Careers and Employability team for approval. Once approved you will receive a confirmation email 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/withdrawn vacancy

- 1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently withdrawn, 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:

Southam	TY OF Weld Dton <sub>Careel</sub>	s <b>ome to</b> rs & Empl	MyCareer oyability Service	
Profile $\vee$	Jobs Board $\vee$	UoS Int	ternships $\vee$ Volunt	teering Bank $\vee$ Events $\vee$
Opportunities	Opportunities management	pm	Events	Test employer
0 Published	0 Published	$\bigcirc$	No bookings yet. Search our upcoming event	A Test General: 000000000

5. Your vacancies will be listed in the Published, Pending, Rejected, Withdrawn and Expired tabs.

Southampton Welcome	to MyCareer nployability Service
Profile V Jobs Board V U	oS Internships $\vee$ Volunteering Bank $\vee$ Events $\vee$
Opportunities management	+ Add new opportunity + Add new career development opportunity
Q Search V Published 2 Pend	ling 🔘 🕃 Rejected 3 👎 Withdrawn 2 🔍 Expired 21

- To extend an expired vacancy, go to Step 6
- To re-post a withdrawn or rejected vacancy, go to Step 11
  - 6. Click on the 'Expired' tab then click on 'Actions' next to the opportunity you wish to re-publish and 'Extend':

ne \ Jobs Board \ Oppo	ortunities management			+ Add new opportur	nity	+ Add ne	w caree	r development	opportunity
<b>Q</b> Search	✓ Published	0 0	Pending 🔘	🛛 Rejected 🌘	- 10	Withdrawn	Θ	Expired	9
Title:	1 To 9 of 9 re	sults							
date	03-Dec-2018	01-Feb-2019	Careers Fairs S	tudent Ambassadors			-	AZVL9	✤ <u>Actions</u>
~	14-Sep-2018	30-Sep-2018	Careers Fairs S	tudent Ambassadors			-	DN7NG	🖌 Actions
<b>#</b>	23-Apr-2018	30-Sep-2018	Careers Fairs S	tudent Ambassadors			-	E Q Viev	v
to	24-Oct-2017	31-Jul-2019	Information or	Excel Southampton Inf	ternsh	nips 🚠	-	🔒 Prin	t i
× ×	25 50 75	100						Cop Cop	end

7. The following screen will appear. Enter the new expiry date for the opportunity and click on 'Extend'.

	_		
Opportunities	na Extend: Test role		×
Home \ Jobs Board \ Opportunitie	s ma Expiry date	Max expiry date	career development opportunity
<b>Q</b> Search	24 ♥ Jan ♥ 2020 ♥	18-Nov-2020	2 © Expired 21
Title:	1 To		
	Date	✓ Extend × C	Reference ID 🗘 Action
Reference ID: 2	2-Aug-2018 24-Aug-2018 Test job	for CV books	- GMQ4A 🖌 Actions

8. You will see the following confirmation screen:

	1 To 21 of 21 res	ulte			
Title:					
	Date Posted 🛔	Expiny Data 🌲 Opportunity title	≜ Source	Reference ID 👙	Action
Reference ID:	22-Aug-201		-	GMQ4A	🖌 Actions
	05-Jan-2018		-	XNXVQ	🖌 Actions
Expires:	19-Dec-2017		-	J96BL	🖌 Actions
• By specific	11-Sep-2017		-		🖌 Actions
O By relative	04-Aug-201	Confirmation	-		🖌 Actions
date	17-Jul-2017		-		🖌 Actions
~ ~	13-Jul-2017	Successfully submitted extension request	-		🖌 Actions
✓ 🛱	03-May-201		-		🖌 Actions
to	71 1 4 - 1 2010				6

9. The old closing date and new closing date will then be shown next to the opportunity:

Southar	ERSITY OF Welcome to MyCareer DDton Careers & Employability Service	
Profile $\vee$	Jobs Board $\checkmark$ UoS Internships $\checkmark$ Volunteering Bank	✓ Events ✓
Opportuni Home \ Jobs Board \ O	pportunities management + Add new opportunity + Add new o	career development opportunity
<b>Q</b> Search	✓ Published <b>()</b> ❷ Pending <b>()</b> ③ Rejected <b>()</b> ♥ Withdrawn (	Expired 9
Title:	1 To 9 of 9 results	
	Date Posted: Expiry Date: Opportunity title 🔶 So	
		urce Reference ID Action
Reference ID:	16-Aug-2016     29-Aug-2016       30-Aug-2016     Marketing Assistant	urce Reference ID Action

- 10. Once the details have been reviewed and approved by the Careers and Employability team, you will then receive an email confirming your opportunity has been republished and is live on our website.
- 11. Click on the 'Withdrawn' or 'Rejected' tab then click on 'Actions' next to the opportunity you wish to re-publish and 'Copy':

Southan	NDTON	Welcon Careers &	ne to MyCareer Employability Service			
Profile $\vee$	Jobs Board	I V	UoS Internships $\vee$ Volunteering	Bank $\vee$	Ever	nts $\vee$
ome \ Jobs Board \ Opp	ortunities management	ement	+ Add new opportunity + Add	d new care	eer development c	opportunity
<b>Q</b> Search Title:	✓ Published 1 To 9 of 9 re	d <b>O</b> Ø P esults	Pending 🧿 🕲 Rejected 🌒 👎 Withdr	awn 9	C Expired	9
Q Search Title:	<ul> <li>✓ Published</li> <li>1 To 9 of 9 re</li> <li>Date Posted</li> </ul>	esults Expiry Date¢	Pending <b>()</b> Rejected <b>()</b> Withdra Opportunity title	awn 9 Source	C Expired	9 Action
Q Search Title: Reference ID:	<ul> <li>✓ Published</li> <li>1 To 9 of 9 re</li> <li>Date Posted</li> <li>03-Sep-2019</li> </ul>	d <b>Q</b> P esults Expiry Date \$ 10-Oct-2019	Pending O Rejected O Withdra Opportunity title	awn 9 Source	Expired  Reference ID     3Q2D3	<b>9</b> Action   Actions
Q Search Title: Reference ID:	<ul> <li>✓ Published</li> <li>1 To 9 of 9 re</li> <li>Date Posted</li> <li>03-Sep-2019</li> <li>14-May-2019</li> </ul>	<b>Expiry Date</b> 10-Oct-2019 30-Sep-2019	Careers Fairs Student Ambassadors Careers Fairs Student Ambassadors	awn 9 Source	Expired      Reference ID:      3Q2D3      Q View	O       Action
Q Search Title: Reference ID:	<ul> <li>✓ Published</li> <li>1To 9 of 9 re</li> <li>Date Posted<sup>+</sup></li> <li>03-Sep-2019</li> <li>14-May-2019</li> <li>11-Jun-2018</li> </ul>	d 0 @ F esults 10-Oct-2019 30-Sep-2019 09-Sep-2018	Opportunity title       Withdra         Careers Fairs Student Ambassadors       Careers Fairs Student Ambassadors         Careers Fairs Student Ambassadors       Mominated- Enactus Development Officer	awn 9 Source - -	Expired      Reference ID:      3Q2D3      Q View      E Print	Action       Actions
Q Search Title: Reference ID: Expires: Ø By specific	<ul> <li>✓ Published</li> <li>1To 9 of 9 re</li> <li>Date Posted</li> <li>03-Sep-2019</li> <li>14-May-2019</li> <li>11-Jun-2018</li> <li>06-Feb-2018</li> </ul>	d 0 @ F sults Expiry Date 10-Oct-2019 30-Sep-2019 09-Sep-2018 01-May-2018	Opportunity title       Withdra         Careers Fairs Student Ambassadors       Careers Fairs Student Ambassadors         Nominated- Enactus Development Officer       Information on Career Mentoring Programme	Source	Reference ID:   3Q2D3   Q   Q   View   A   B   Print   2   Copy	Action       Actions

12. You will see the 'Posting details' screen and will be able to update the advertising and closing dates in the 'Opportunity publishing details' section:

Profile V Jobs Board V Uo	S Internships $\lor$ Volunteering Bank $\lor$ Events $\lor$
Manage Opportunities Home \ Jobs Board \ Manage Opportunities	
Add Opportunity Posting details	1 of 2 steps Next : Position details
Opportunity publishing details	

13. Click on 'Next' and then complete the details on the 'Position details' page. Then click on 'Add opportunity' and your vacancy will be listed in the 'Pending' tab.

Southam	sity of <b>V</b> Ipton <sub>C</sub>	<b>Velcome t</b> areers & Emp	o MyCareer ployability Service				
Profile $\vee$	Jobs Board	V UoS	Internships $\vee$	Voluntee	ring Ban	k 🗸	Events $\vee$
Opportunitie	es manage ortunities management	ement	+ Add new opportu	unity 🕇	• Add ne	w career developm	ent opportunity
<b>Q</b> Search	Opportunity	/ Created					×
Title:	> <u>Test</u>						
Reference ID:	✓ Published	• Pending	A S Rejected 16	nte M	(ithdrawı	n 😧 🔇 Exp	ired O
Expires:	Date Posted	🕈 Expiry Date 🗘	Opportunity title	\$ S	ource	Reference ID	Action
By specific	23-Jan-2020	25-May-2020	Test		-	YZOJX	
date By relative	23-Jan-2020	18-Nov-2020	Test		-	D9VZX	✤ <u>Actions</u>
date	23-Jan-2020	22-Jan-2021	Test Volunteering Role	<b>.</b>	-	YZO4V	✤ <u>Actions</u>
~ ~	22-Jan-2020	21-Apr-2020	Test Opportunity	<b>.</b>	-	XX804	<u>Actions</u>
~ 🗯							

14. Once it has been reviewed and approved by the Careers and Employability team, you will then receive an email confirming your opportunity has been republished and is live on our website.