

Careers and Employability Service MyCareer Employer Guide

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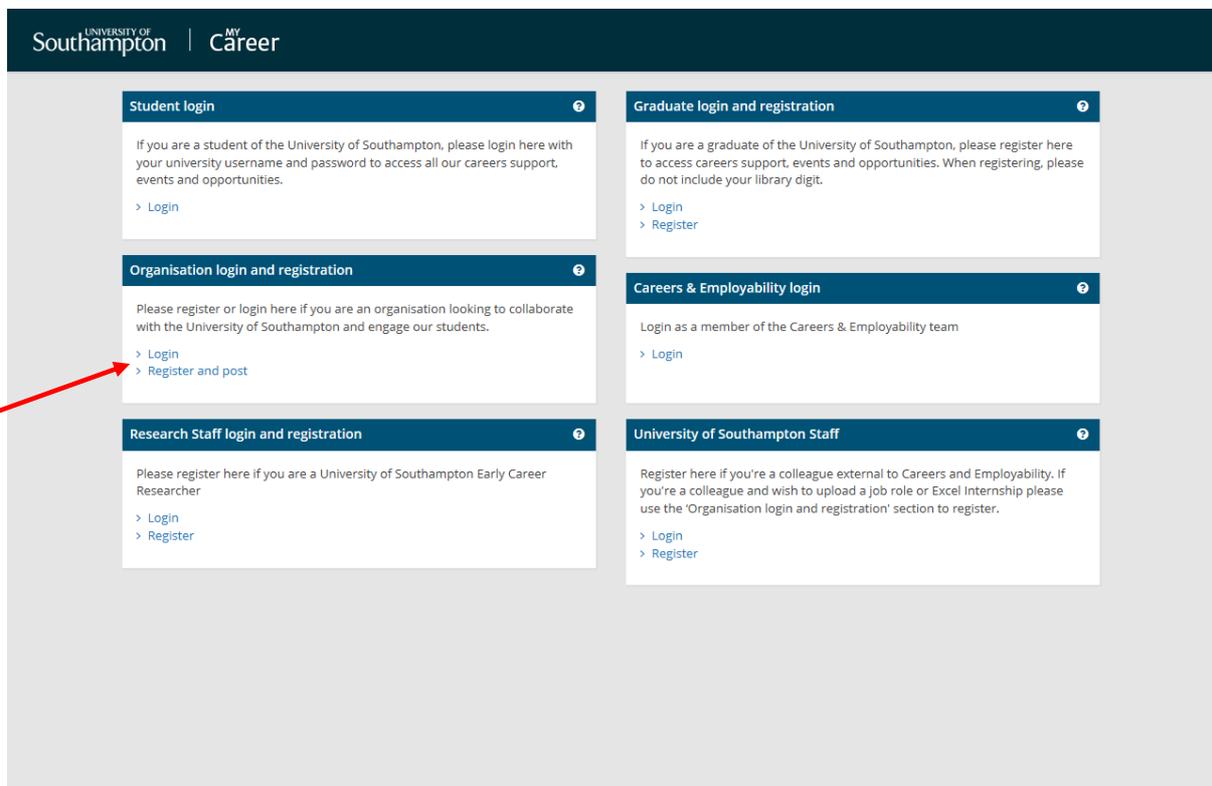
Careers and Employability Service MyCareer Employer Guide

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, where 'No' is selected. At the bottom, there is a note '* Required fields' and three buttons: 'Previous', 'Next' (highlighted), and 'Cancel'.

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' page with the 'Organisational Structure' tab selected. The page header includes the University of Southampton and MyCareer logos. Below the header, there are four tabs: 'Basic Information', 'About Your Organisation', 'Organisational Structure', and 'Contacts and Users'. The 'Organisational Structure' tab is active. The main content area contains the text: 'Please enter the following information to create your organisation profile.' Below this is the heading 'Organisational structure'. Underneath, there are three radio button options: 'Single or top-level organisation' (which is selected), 'Subsidiary organisation', and 'Division within an organisation'. A note below the options states '* Required fields'. At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Cancel'.

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

The screenshot shows the 'Contact information' page with the 'Contacts and Users' tab selected. The page header includes the University of Southampton and MyCareer logos. Below the header, there are four tabs: 'Basic Information', 'About Your Organisation', 'Organisational Structure', and 'Contacts and Users'. The 'Contacts and Users' tab is active. The main content area contains the heading 'Contact details'. Below this is an information icon and the text: 'To add a new contact please complete the details on this page.' The form fields include: 'Type of Contact:*' (dropdown menu), 'Title' (dropdown menu), 'First name*' (text input), 'Last name*' (text input), 'Job title' (text input), 'Department' (text input), 'Contact Number:*' (text input with a 'General' dropdown menu and an 'Add another number' button), 'Primary Email:*' (text input with an 'Add another email' button), 'Organisation' (radio buttons for 'Use Alternative Organisation (below)' and 'Use Selected Organisation'), and 'Contact Address:' (radio buttons for 'Use Alternative Address (below)' and 'Use Organisation Address'). A note below the form states '* Required fields'. At the bottom of the form, there are two buttons: 'Add user' and 'Cancel'.

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	00000000000		Primary Contact	Receive mailings	✓ Yes

25 50 75 100

User 'A Test' has been updated/created.

< Previous **Register** 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

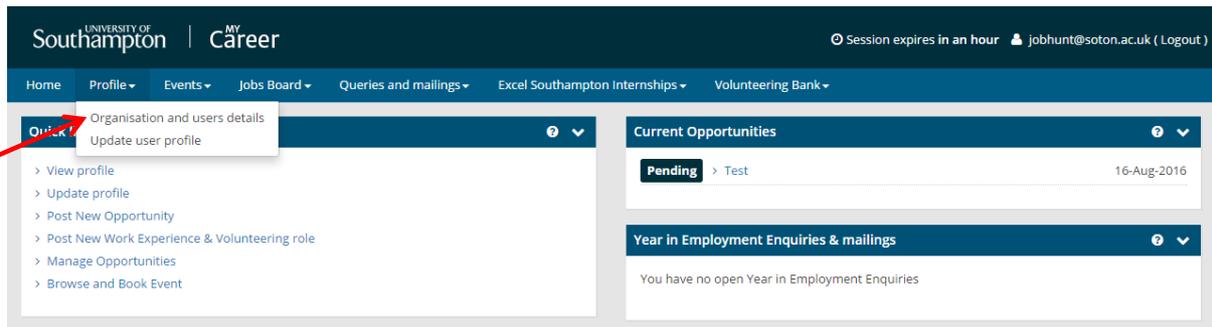
How to add an additional organisation user

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:

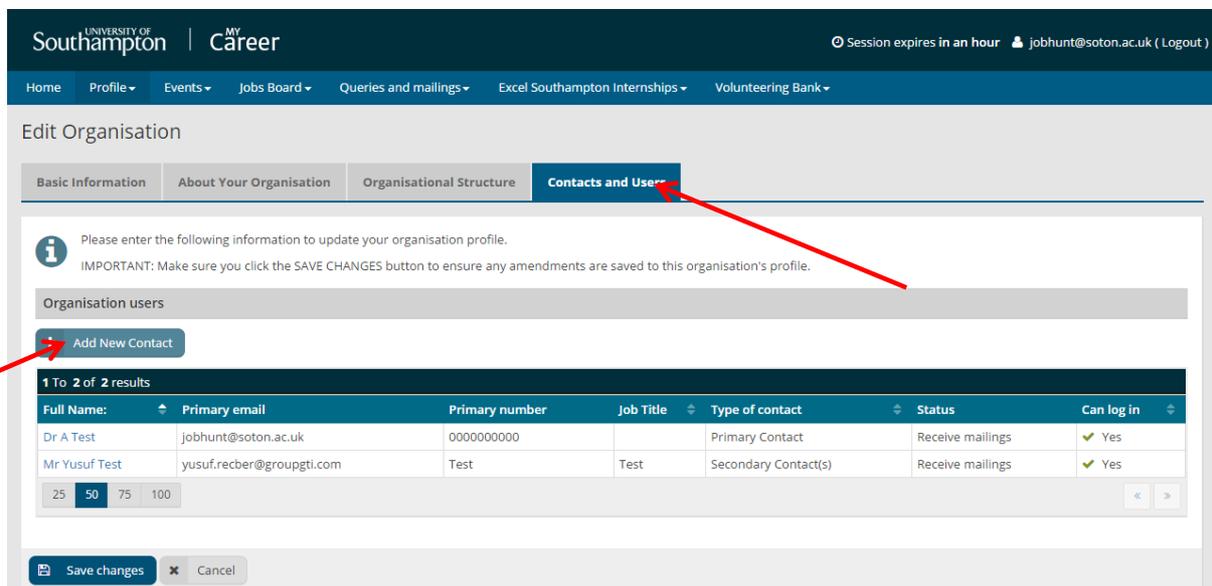
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, there are several white boxes with dark blue headers, each containing instructions and links for different user types. A red arrow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

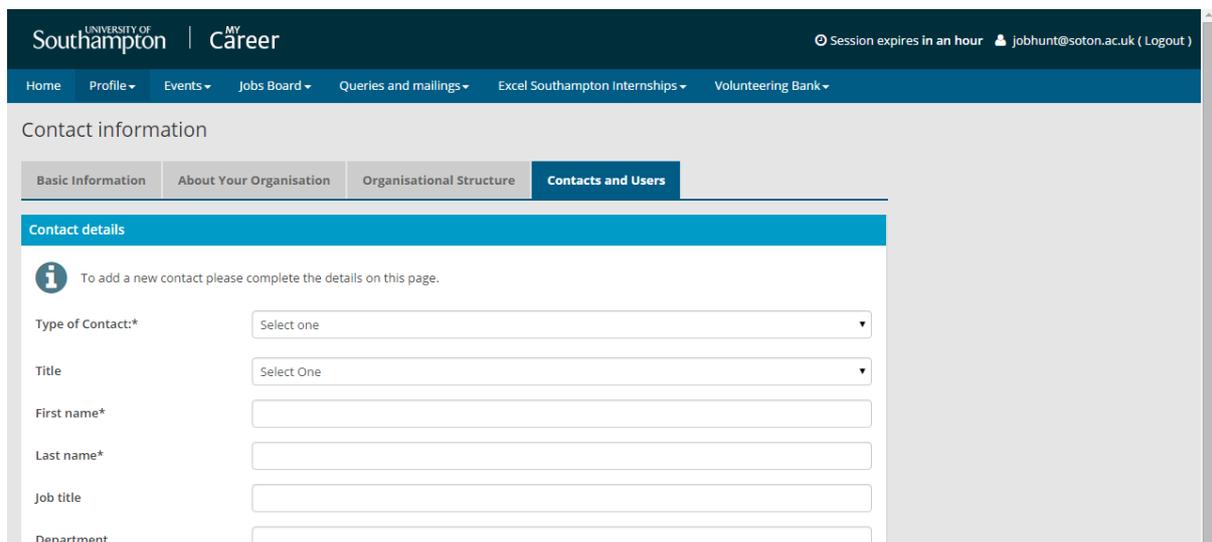
3. Click on 'Profile' and 'Organisation and user details':



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:

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

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.

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

✓ 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 several 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' 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

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

The screenshot shows the 'My Career' portal interface. The top navigation bar includes 'Home', 'Profile', 'Events', 'Jobs Board', 'Queries and mailings', 'Excel Southampton Internships', and 'Volunteering Bank'. The 'Events' menu is open, showing 'Organisations events' and 'My booked events'. A red arrow points to the 'Organisations events' option. Below the navigation, there are sections for 'Year in Employment', 'Current Opportunities', and 'Event bookings'. The 'Event bookings' section lists several events with their dates and locations.

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

The screenshot shows the 'Event search' page. The left sidebar contains filters for 'Quick search', 'Date range', and 'Type'. The 'Type' dropdown menu is open, showing 'Careers Fairs' as the selected option. A red arrow points to the 'Careers Fairs' option. Below the filters, there is a 'Search' button. The main content area displays a table of search results with columns for 'Title', 'Event type', 'Days', and 'Event location'. The table lists various events such as 'News Associates Journalism Workshop', 'Deaf and Disability Careers Fair', and 'J.P. Morgan EmployAbility Insight Day 2016'.

- All of our available Careers Fairs will be displayed. Click on the form for the Fair you wish to attend. For some of our Fairs, the booking form will be different depending on the type of organisation, so select the relevant form for your organisation (eg. SMEs, large corporations). If the Fair you wish to attend is already fully booked, click on the 'Exhibitor waiting list' form instead to be added to the waiting list.

The screenshot shows the 'Event search' interface. On the left, there are filters for 'Date range' (set to Sep 12 to Nov 11, 2016) and 'Type' (set to 'Careers Fairs'). The main area displays a table with 5 results. A red arrow points to the first result: 'Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)'. The table columns are Title, Event type, Days, and Event location.

Title	Event type	Days	Event location
Exhibitor Registration Form for the Business Fair 2016 (Charities Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair 2016 (SMEs Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair 2016 (Internal Exhibitors Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Waiting List for the IT, Science and Engineering Fair 2016	Careers Fairs	21-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)

- The following screen will appear. Click on 'Next':

The screenshot shows the 'Event details' page. The event title is 'Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)'. The location is 'Jubilee Sports Centre (Building 18, Highfield Campus)'. Under 'Book a Place on this Event', there is a 'Choose Stand' section with a 'Large Corporation Stand (Price exclusive of VAT)' for '£545.00 (Per Day Cost)'. Below that, the 'Select Days' section shows '20-Oct-2016 (11:00 - 15:30)'. At the bottom, there are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

- Complete all the requested information on the booking form and then click on 'Next'.

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

Instructions

We look forward to receiving your Exhibitor Registration Form for the Business Fair (Business, Finance, Management and Charities) 2016.

Please complete all the information requested below so that we can process your request as efficiently as possible.

On receipt of your completed registration form, the Careers and Employability Service will contact you within 10 working days to confirm whether your organisation has secured a stand.

Please provide us with 100 word company profile. *

Edit Insert View Format Table Tools
 Formats **B** *I* U Font Family Font Sizes

- You will see the 'Confirm Booking' page:

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

Event Details Booking Form **Confirm Booking**

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.

Booked days

20-Oct-2016 11:00 - 15:30

Selected stand

Description	Large Corporation Stand (Price exclusive of VAT)
Cost	£545.00

Additional information

Please provide us with 100 word company profile.	Test
Please provide your recruitment website address.	Test@test.co.uk
Graduate Vacancies	Education/Teaching
Size of Company Display / Banner Stand	1m (w) x 2m (h)
Host a CV Clinic at the Fair	No
Networking Breakfast	No

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

The screenshot shows the MyCareer portal interface. At the top, there's a navigation bar with 'University of Southampton | My Career' and a session expiry notice. Below that, a menu bar contains 'Home', 'Profile', 'Events', 'Jobs Board', 'Queries and mailings', 'Excel Southampton Internships', and 'Volunteering Bank'. The main content area is titled 'Event search' and features a 'Search events' button, 'Calendar view', and 'Event bookings list' tabs. A 'Filters' sidebar on the left includes a 'Quick search' field, 'Date range' options (By specific date or By relative date), and a 'Type' dropdown menu. A green notification banner at the top of the search results area reads 'Event booking created: Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)'. Below this, a table displays 5 results:

Title	Event type	Days	Event location
Exhibitor Registration Form for the Business Fair 2016 (Charities Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair 2016 (SMEs Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair (Internal Exhibitors Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)	Careers Fairs	20-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)
Exhibitor Waiting List for the IT, Science and Engineering Fair 2016	Careers Fairs	21-Oct-2016	Jubilee Sports Centre (Building 18, Highfield Campus)

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. Until this confirmation, your registration will be listed as provisional on your MyCareer homepage:

The screenshot shows the MyCareer homepage. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there are three main sections: 'Year in Employment Enquiries & mailings', 'Current Opportunities', and 'Event bookings'. The 'Event bookings' section is expanded, showing a list of bookings. The second booking, 'Provisional: Exhibitor Registration Form for the Business Fair 2016 (Large Corporations Only)', is circled in red. To the right of the main content area, there is a 'Quick links' sidebar with the following links: 'View profile', 'Update profile', 'Post New Opportunity', 'Post New Work Experience & Volunteering role', 'Manage Opportunities', and 'Browse and Book Event'.

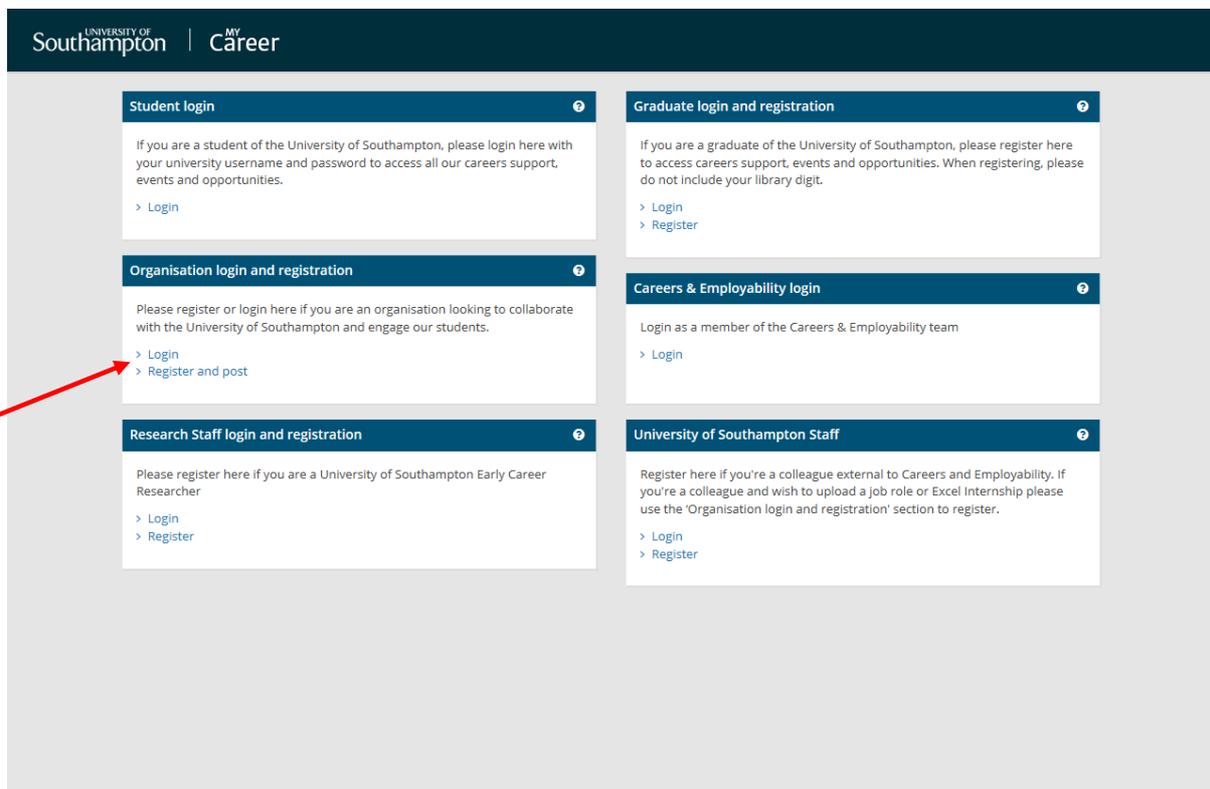
Careers and Employability Service MyCareer Employer Guide

How to book an employer event

1. Follow this link to MyCareer:

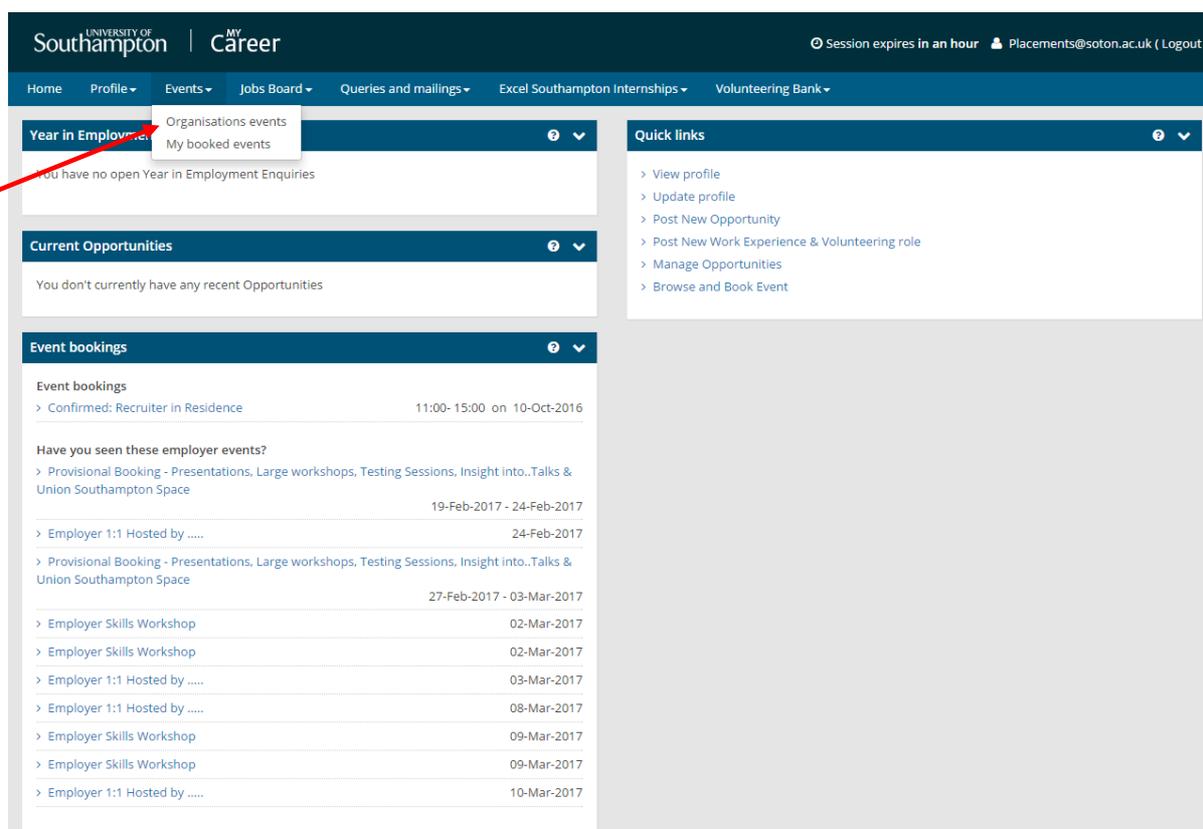
<https://mycareer.soton.ac.uk/home.html>

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'. A red arrow points to the 'Organisation login and registration' section, which contains the text: 'Please register or login here if you are an organisation looking to collaborate with the University of Southampton and engage our students.' Below this text are two links: '> Login' and '> Register and post'.

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



4. You can choose to book the following events:

- [Employer 1:1s](#)
- [Employer Skills Workshops](#) (for up to 16 students)
- [Insight Talks](#), [Presentations](#), [Test Sessions](#), [Skills Sessions](#) (for more than 16 students)
- [Recruiter in Residence](#)

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.

On the following screen, select the date range in which you would like to hold your event, filter by Event Type and click on 'Search':

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

Sep 31

2016

to

Oct 30

2016

Type:

Select one

Select one

Careers Fairs

Employer 1:1s

Employer Skills Workshops

Insight Talks, Presentations, Test Sessions, Skills Workshops

Recruiter in Residence

Save this search?

Search

1 To 29 of 29 results

Title	Event type	Days	Event location
News Associates Journalism Workshop	All events advertised outside of Careers	12-Aug-2016 - 13-Sep-2016	Events elsewhere in the UK
Deaf and Disability Careers Fair	All events advertised outside of Careers	09-Sep-2016	Events elsewhere in the UK
J.P. Morgan EmployAbility Insight Day 2016 Organisation J.P. Morgan	All events advertised outside of Careers	29-Sep-2016	Events elsewhere in the UK
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into...Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	04-Oct-2016 - 07-Oct-2016	
UCAS Medical Applications Talk for all FNES Students.	Workshops	05-Oct-2016	TBC (Room Booking Dependent)
Employer Skills Workshop	Employer Skills Workshops	06-Oct-2016	Careers Centre 37/2001
Employer Skills Workshop	Employer Skills Workshops	06-Oct-2016	Careers Centre 37/2001
National Graduate Recruitment Exhibition	All events advertised outside of Careers	07-Oct-2016 - 08-Oct-2016	Events elsewhere in the UK
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into...Talks & Union Southampton Space	All events advertised outside of Careers	07-Oct-2016	Events elsewhere in the UK
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into...Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	10-Oct-2016 - 14-Oct-2016	
Employer 1:1 Hosted by	Recruiter in Residence	11-Oct-2016	Careers Centre 37/2001
Employer 1:1 Hosted by	Employer 1:1s	12-Oct-2016	Careers Centre 37/2005
Employer Skills Workshop	Employer Skills Workshops	13-Oct-2016	Careers Centre 37/2001
Employer 1:1 Hosted by	Employer 1:1s	14-Oct-2016	Careers Centre 37/2005
Bioscience Careers Festival	All events advertised outside of Careers	15-Oct-2016	Events elsewhere in the UK
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into...Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	17-Oct-2016 - 19-Oct-2016	

- If you would like to book Employer 1:1s, Employer Skills Workshops or Recruiter in Residence, go to Step 5.
- If you would like to book Insight Talks, Presentations, Test Sessions and Skills Workshops, go to Step 7.

5. You will see the following screen. Click on the event which corresponds with the date you would like to hold your session.

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

Employer 1:1 Hosted by

6. The following screen will appear. Click 'Next'.

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

Event details

Employer 1:1 Hosted by

Employer Event Description

You are selecting to deliver a 1:1 activity. We can facilitate Mock Interviews, CV 1:1 feedback or Mock Telephone Interviews.

All 1:1 activity are set at 30 or 20 minuet intervals, if you opt to have our students upload their CVs beforehand these will be sent to you approximately two days before your session. We will provide you with a suitable room within our Careers Centre along with tea, coffee and water throughout the day.

Location Careers Centre 37/2005

Book a Place on this Event

Select Days

19-Oct-2016 (11:00 - 16:30)

Cancel Next

Now go to Step 9.

7. You will see the following screen. Click on the event which covers the date you would like to hold your session. You will be able to select the exact date and time on the next screen.

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

Event search

1 To 7 of 7 results

Title	Event type	Days	Event location
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	04-Oct-2016 - 07-Oct-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	10-Oct-2016 - 14-Oct-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	17-Oct-2016 - 19-Oct-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	24-Oct-2016 - 28-Oct-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	31-Oct-2016 - 04-Nov-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	07-Nov-2016 - 11-Nov-2016	
Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space	Insight Talks, Presentations, Test Sessions, Skills Workshops	14-Nov-2016 - 18-Nov-2016	

25 50 75 100

8. Select the date which corresponds with the date you would like to hold your session and click 'Next'.

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

Event details

Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space

Employer Event Description

This booking form is for a provisional booking to deliver an event such as; a company presentation, insight into ... talk, testing session, large skills workshop or outside event to be held on Union Southampton facilities.

Bookings that require the use of academic venues will be confirmed in early September 2016 after Southampton University timetabling has been confirmed. Bookings for Hospitality & Conferencing venues, and Union Southampton space will be confirmed as soon as possible, there will be two stages in these type of bookings, once we receive confirmation your booking has been agreed with the other party, you will see a 'confirmed' event has been created and showing within your company profile an email will also be sent to you.

Please note, should you wish to deliver 1:1s, workshops for 16 or less students or be part of Recruiter in Residence offering, please book your preferred date using the correct event booking form found under the **'browse and book'** events tab within your company **'home'** page.

Book a Place on this Event

Select Days

- 10-Oct-2016 (14:30 - 19:30)
- 11-Oct-2016 (14:30 - 19:30)**
- 12-Oct-2016 (14:30 - 19:30)
- 14-Oct-2016 (14:30 - 19:30)

Cancel Next

Now go to Step 9.

- Complete the booking form on the following page and then click 'Next'. The content of the form will vary depending on the type of event you have chosen to book.

The screenshot shows the 'Booking form' page in the 'MY Career' portal. The page has a dark blue header with the University of Southampton logo and navigation links. The main content area is titled 'Booking form' and has three tabs: 'Event Details', 'Booking Form' (which is active), and 'Confirm Booking'. Below the tabs is an 'Instructions' section with a grey box containing the text: 'Please complete all required fields in order for the events coordinators to facilitate your request.' The form fields include:

- Primary Business Area***: A dropdown menu with 'Select one' selected.
- Contact Email***: An empty text input field.
- Telephone Number***: An empty text input field.
- Activity Type***: A dropdown menu with 'Select One' selected.

 There is also a text box for 'Additional information' with the instruction: 'Please provide us with a contact number(s) to be used in the run up and on the day of the event.' Below this, there is a list of activity types: 'Company Presentations', 'Industry or Careers Talks', 'Mock Assessment Centers', 'Skills Workshops for 16+ students', and 'Testing Sessions'. At the bottom, there is a note: 'Please select your preferred venue to deliver your activity you can view further details here to help make your decision under 'venue type''.

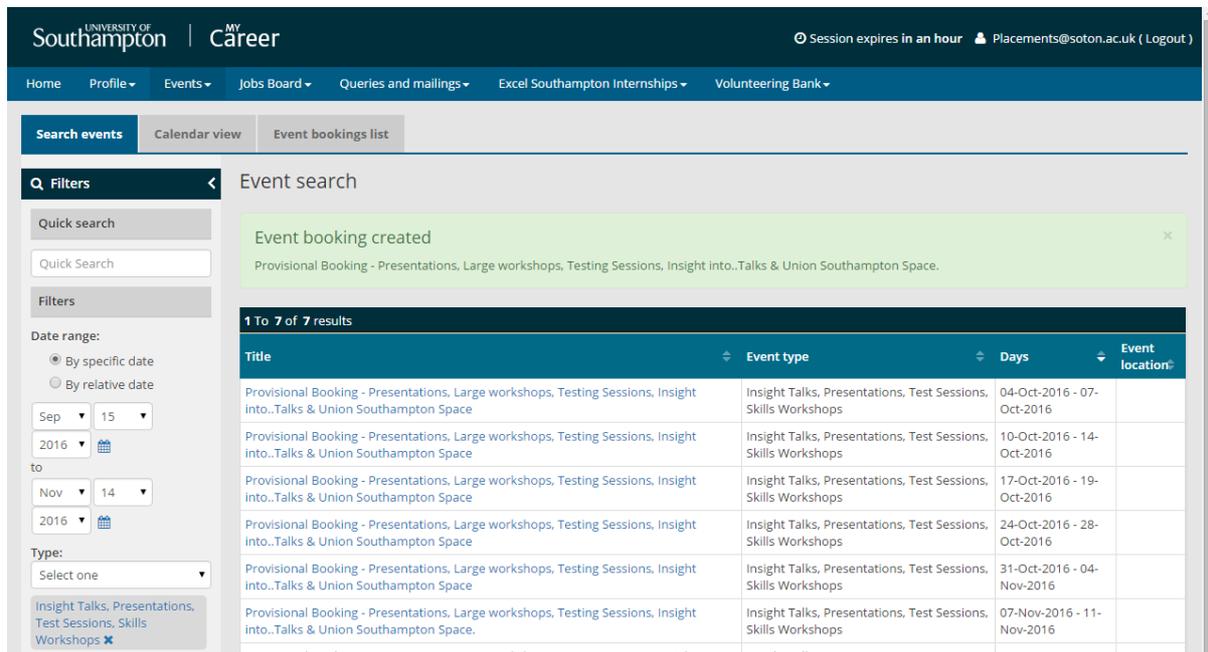
- The following screen will appear. Review all of the information and click 'Confirm':

The screenshot shows the 'Booking summary' page in the 'MY Career' portal. The page has a dark blue header with the University of Southampton logo and navigation links. The main content area is titled 'Booking summary' and has three tabs: 'Event Details', 'Booking Form', and 'Confirm Booking' (which is active). Below the tabs is a grey box containing the text: '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.' The summary includes:

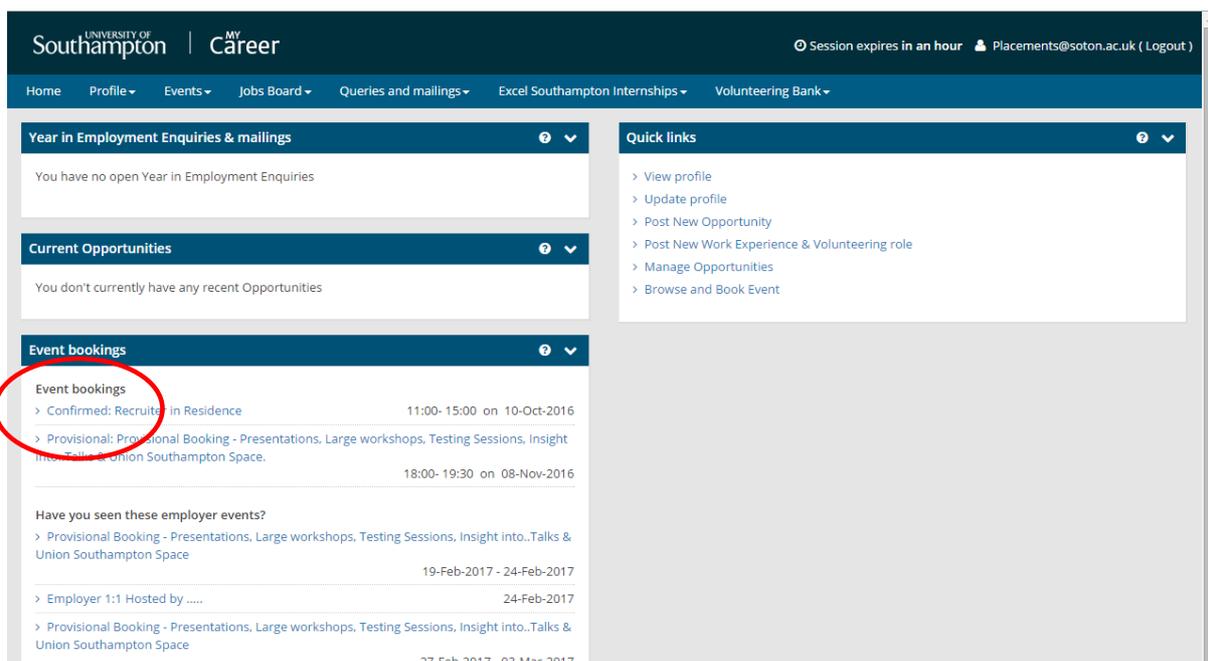
- Booked days**: A calendar icon next to '08-Nov-2016' and a clock icon next to '18:00 - 19:30'.
- Additional information**: A table with the following data:

Primary Business Area	Accountancy and financial management
Contact Email	Test
Telephone Number	0123456
Activity Type	Industry or Career Talks (Insight Into Talk)
Activity Location	Academic 14:00-15:30 (Free Mon-Fri)
Event Title	Test

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



12. The Careers and Employability team will now review your application and your registration will be listed as provisional on your MyCareer homepage. 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 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:

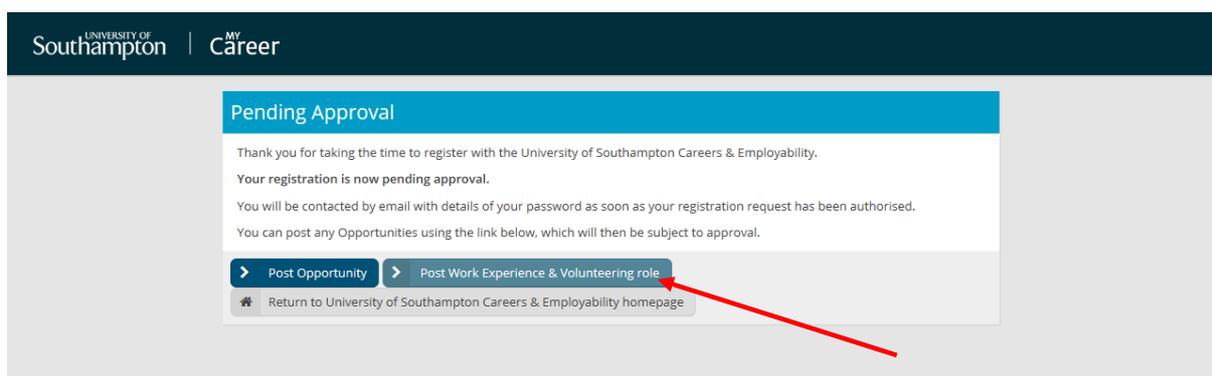
www.southampton.ac.uk/careers/employers/placements/excel-southampton.page

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:

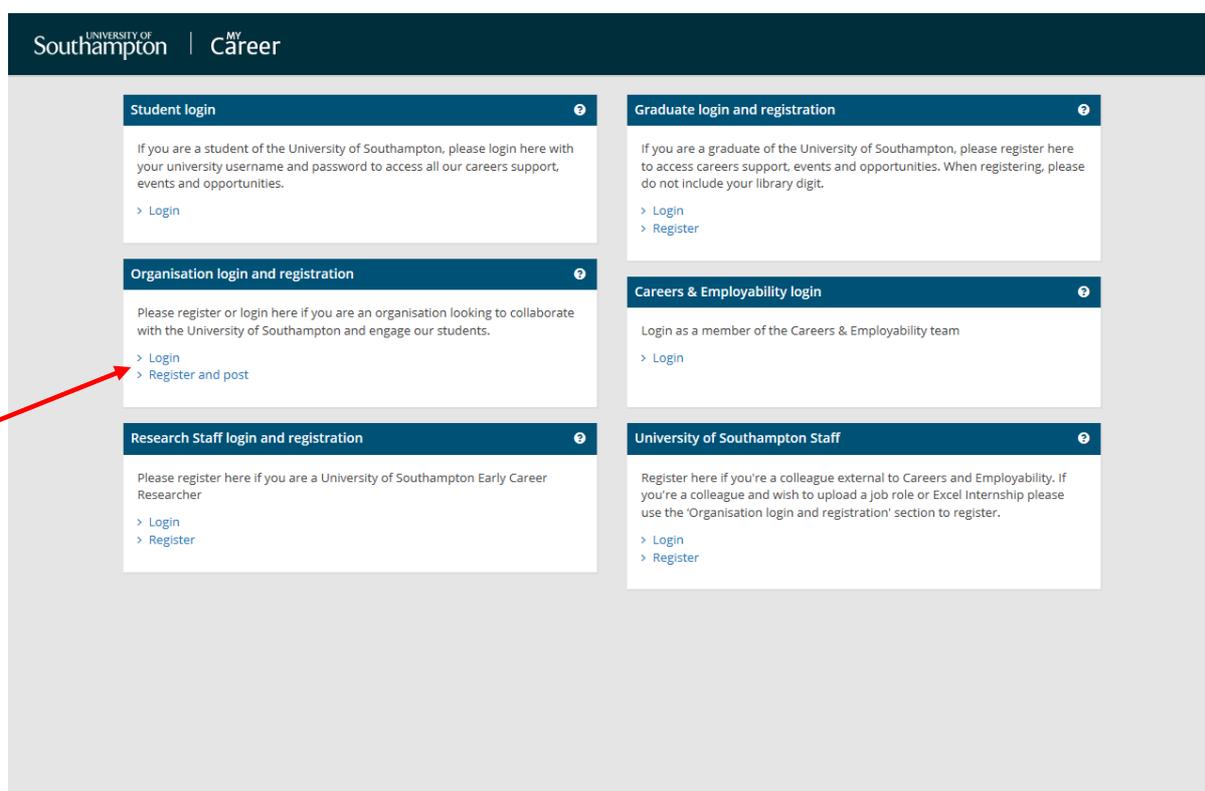


- Internal university hosts: Please register as an organisation and not 'University of Southampton Staff' as you will not be able to post your opportunity from within the staff section. Please register your

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' portal. It features several login and registration options:

- 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 Easter, summer or term-time opportunity:

The screenshot shows the 'My Career' portal for the University of Southampton. The user is logged in as 'Placements@soton.ac.uk'. The navigation bar includes 'Home', 'Profile', 'Events', 'Jobs Board', 'Queries and mailings', 'Excel Southampton Internships', and 'Volunteering Bank'. A dropdown menu is open under 'Excel Southampton Internships', showing options: 'Post Excel Southampton Internship summer opportunity', 'Opportunity Management', 'View profile', 'Update profile', 'Post New Opportunity', 'Post New Work Experience & Volunteering role', 'Manage Opportunities', and 'Browse and Book Event'. A red arrow points to the 'Post Excel Southampton Internship summer opportunity' option.

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

The screenshot shows the 'Publishing Details' page for 'Work Experience & Volunteering role Details'. The 'Select a Posting Work Experience & Volunteering role Type' section has five radio button options:

- Student Opportunity: Opportunities for students
- Volunteering Opportunity: Free service for UK-based third sector organisations, advertising local on-going volunteering roles.
- Excel Southampton Easter Internship: Support for organisations seeking to recruit students for 4 weeks during the Easter vacation.
- Excel Southampton Summer Internship: Support for organisations seeking to recruit students for 4-12 weeks during the summer vacation.
- Excel Southampton Term-time Internship: Support for organisations seeking to recruit students for part time internships.

The 'Work Experience & Volunteering role details' section shows the 'Excel Southampton Internship Programme' selected, with the following details:

Appointing a student intern from the University of Southampton will enable you to enjoy a number of benefits including:

- Access to high calibre students from a Russell Group University ranked among the top 1% of universities worldwide
- Exploring fresh approaches to organisational needs through enthusiastic students
- Capitalising on theoretical knowledge from a range of disciplines
- A streamlined recruitment process, saving time and money

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 Selected student
October	28 th September	3 rd October	23 rd October	31 st October – 11 th November	14 th – 18 th November
November	2 nd November	7 th November	27 th November	5 th – 16 th December???	19-23 rd December (Or after Christmas period)
December	30 th November	5 th December	22 nd January	30 th January – 10 th February	13 th – 17 th February
January	21 st December	3 rd January	22 nd January	30 th January – 10 th February	13 th – 17 th February
February	1 st February	6 th February	26 th February	6 th – 17 th March	20 th – 24 th March
March	1 st March	6 th March	26 th March	3 rd -14 th April	17 th – 21 st April
April	29 th March	3 rd April	23 rd April	1 st – 12 th May	15 th – 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)	12 th – 16 th June

- 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:

General information

Posted By: Year Employment

Email address: Placements@soton.ac.uk

Scheme: Excel Southampton Internship Programme

Closing Date: 11-Dec-2016

Basic details

Title:*

Opportunity Type:*

Opportunity Summary:*

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

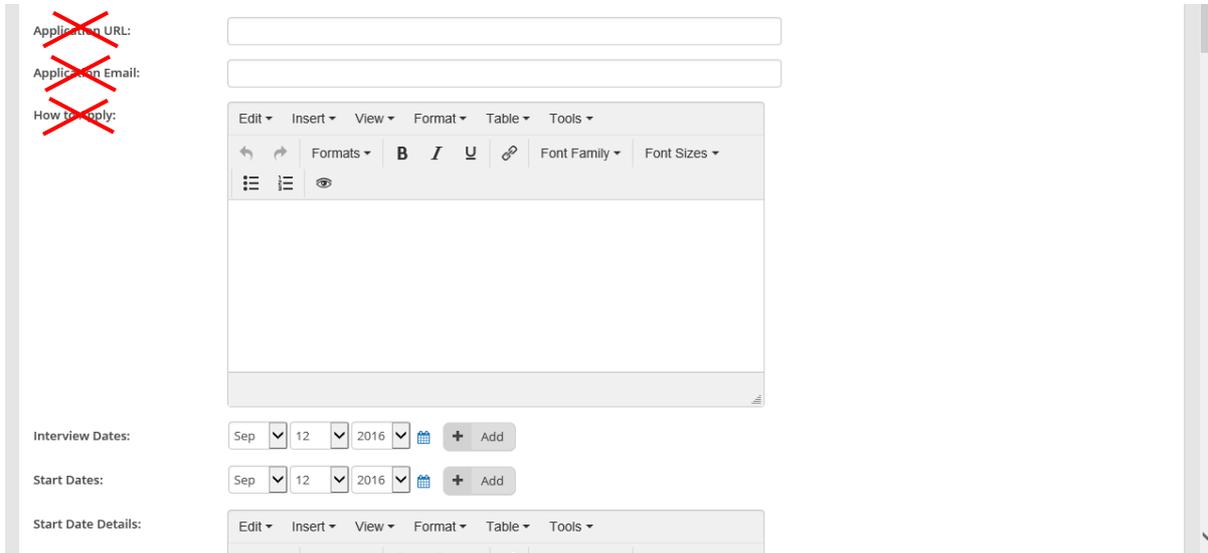
Salary details

Salary Range:*

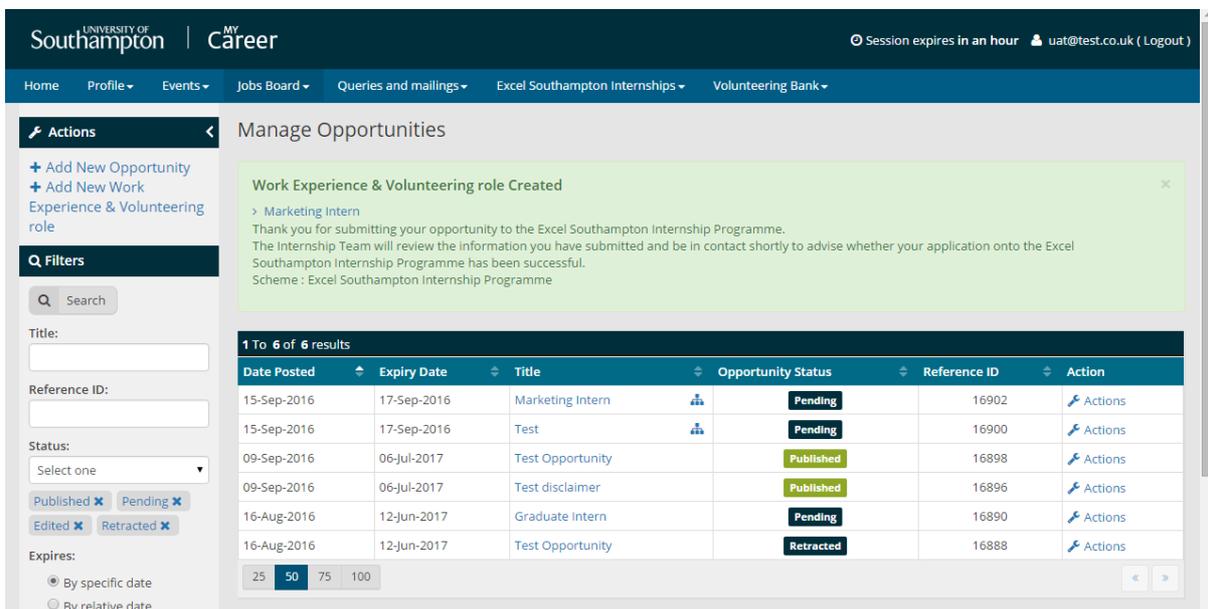
Salary Details:

- 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:



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



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

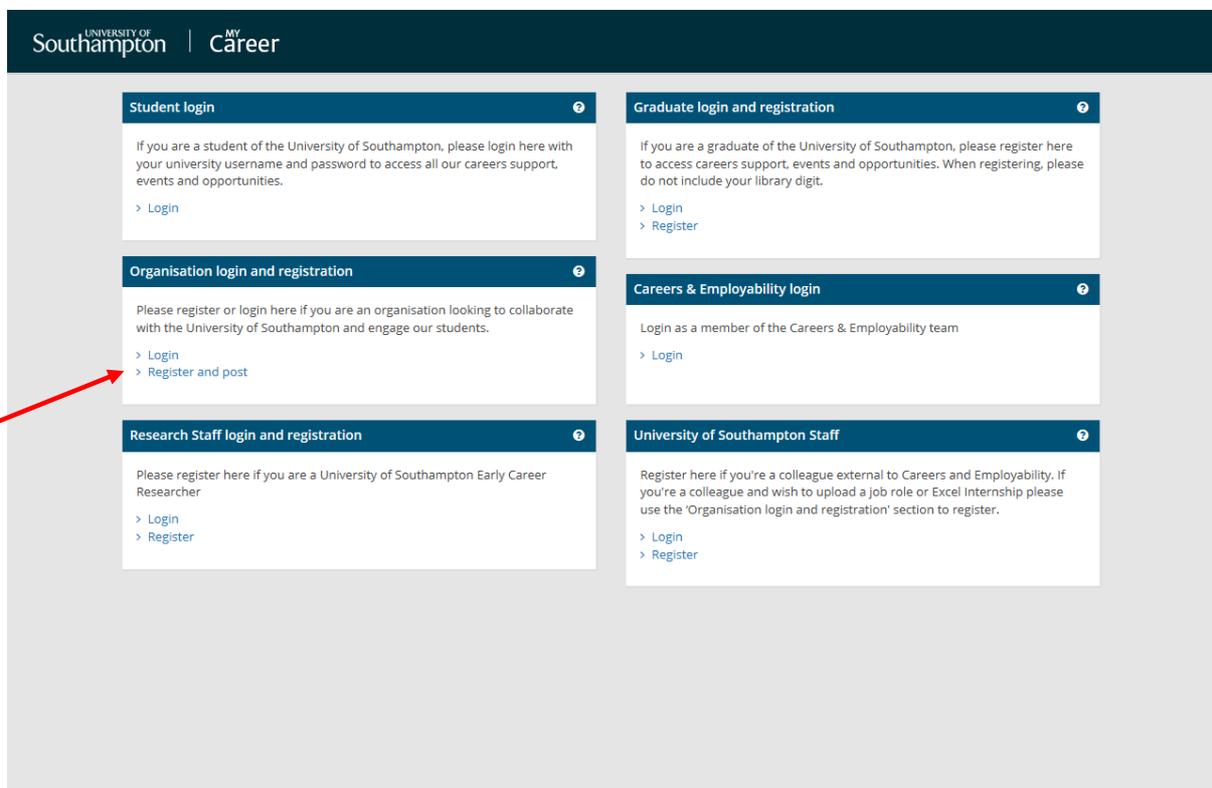
Careers and Employability Service MyCareer Employer Guide

How to post an opportunity to the Jobs Board

1. Follow this link to MyCareer:

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

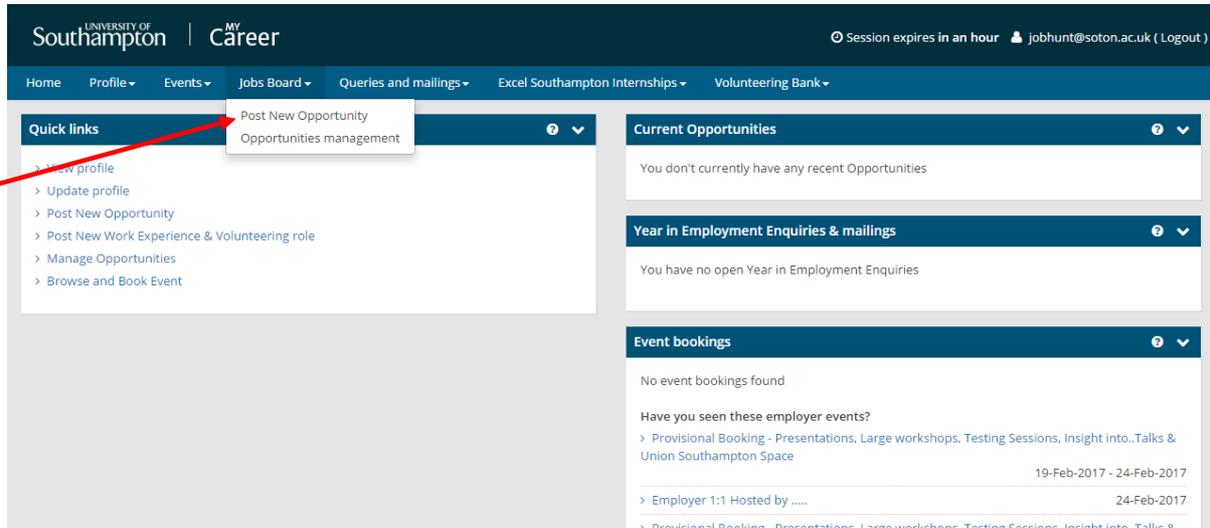
2. Login with your organisation details in the 'Organisation login and registration' section:



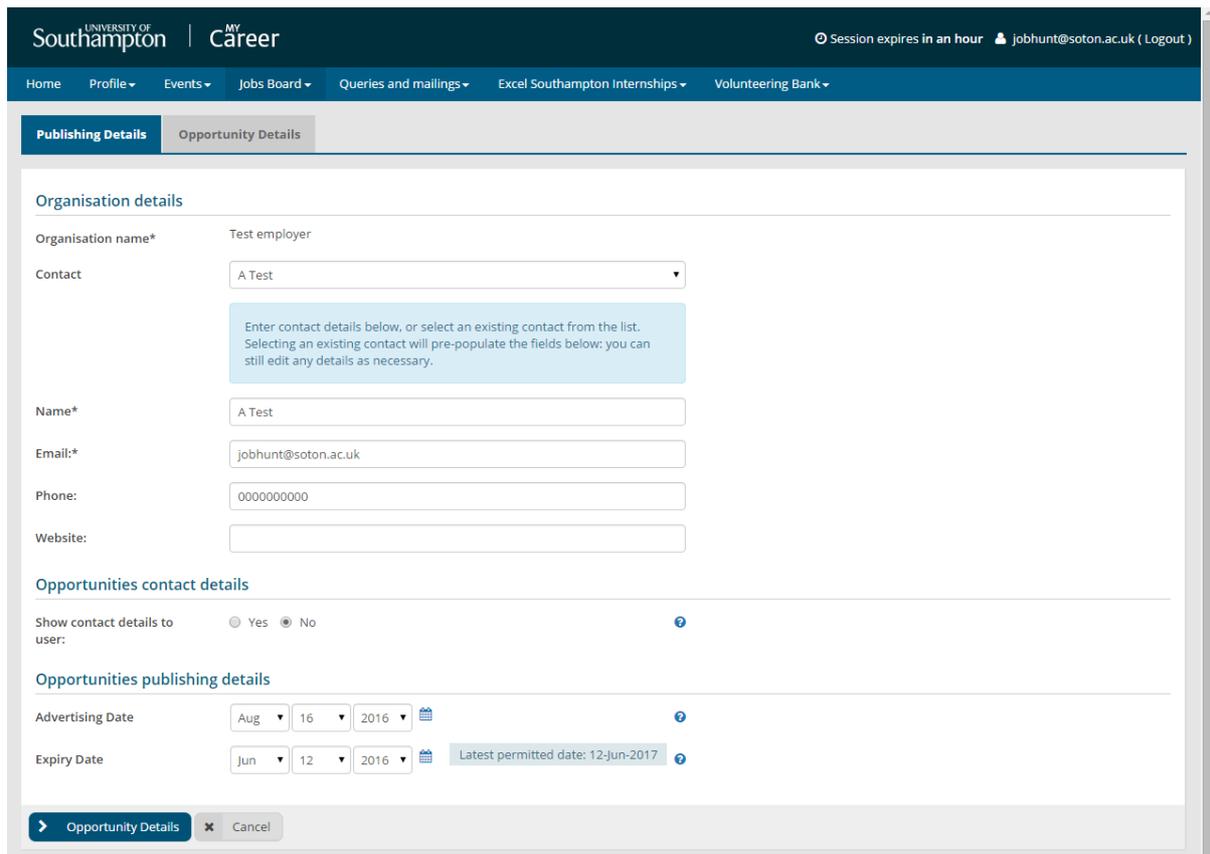
The screenshot displays the MyCareer website interface with a dark blue header containing the University of Southampton logo and 'MY Career'. Below the header, there are six white panels with dark blue headers, each containing instructions and links for different user types. A red arrow points to the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

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 University of Southampton 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

Publishing Details Add Opportunity Preview Cancel

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

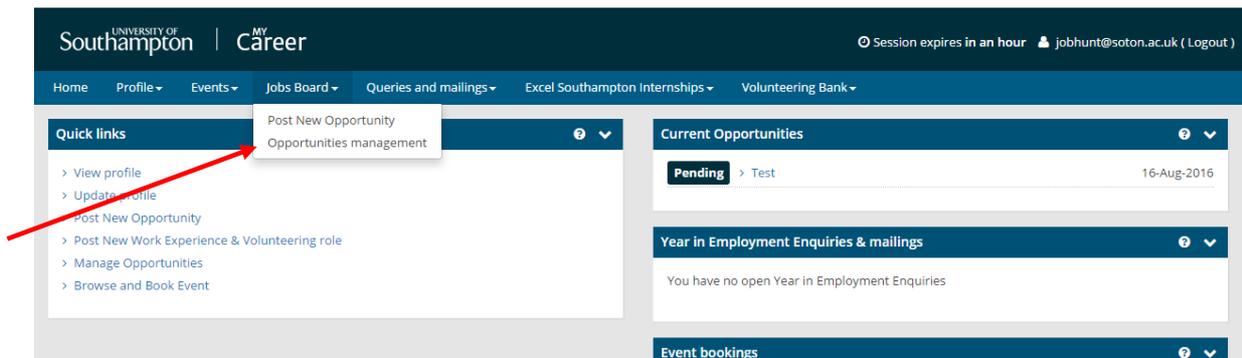
How to close a job vacancy

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:

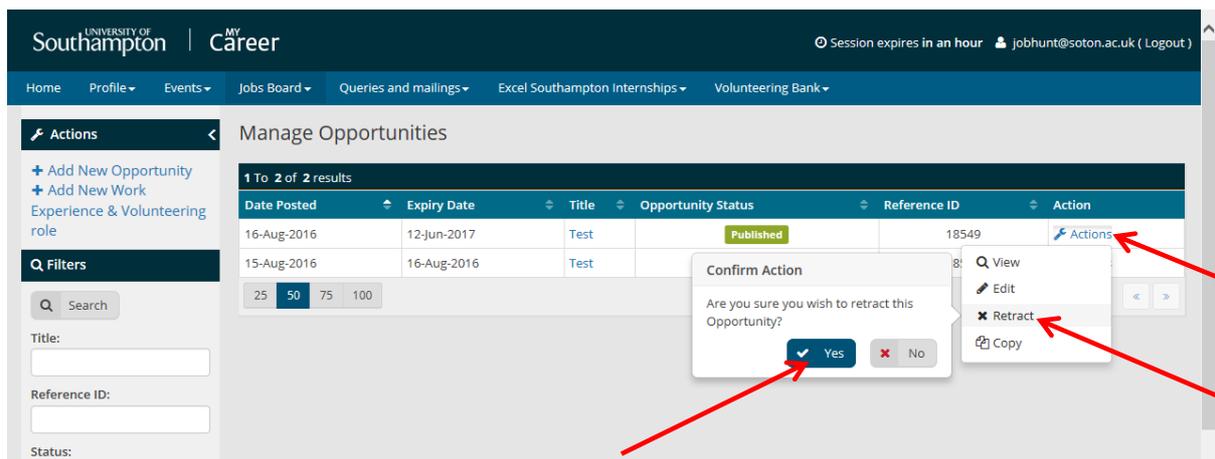
The screenshot shows the MyCareer website interface. At the top, there is a dark blue header with the University of Southampton logo and 'MY Career' text. Below the header, there are several white boxes with dark blue headers, each containing instructions and links for different user groups. A red arrow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

Section	Description	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
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

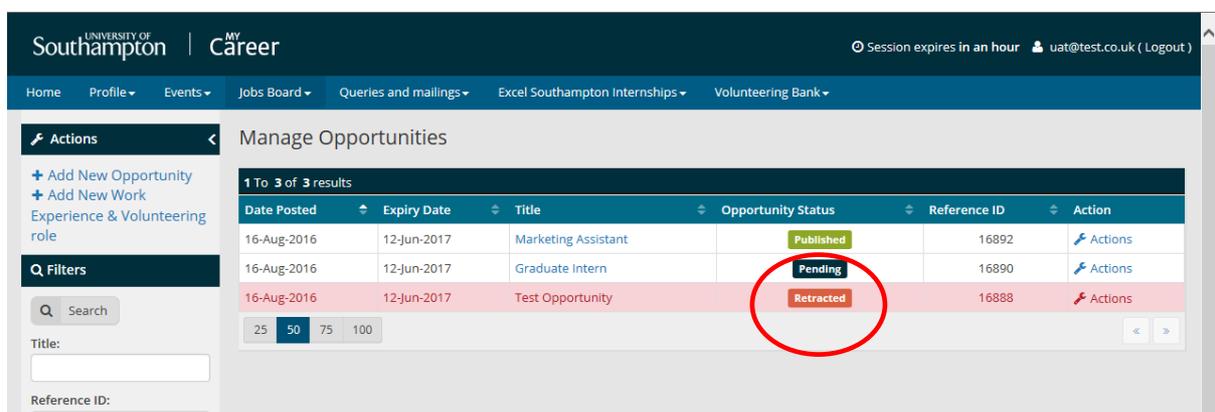
4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:



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

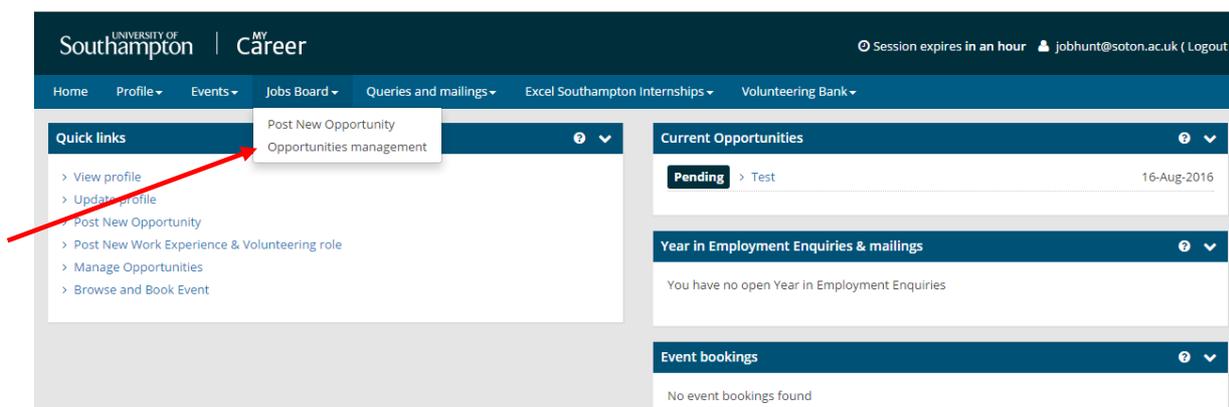
How to extend a job vacancy

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:

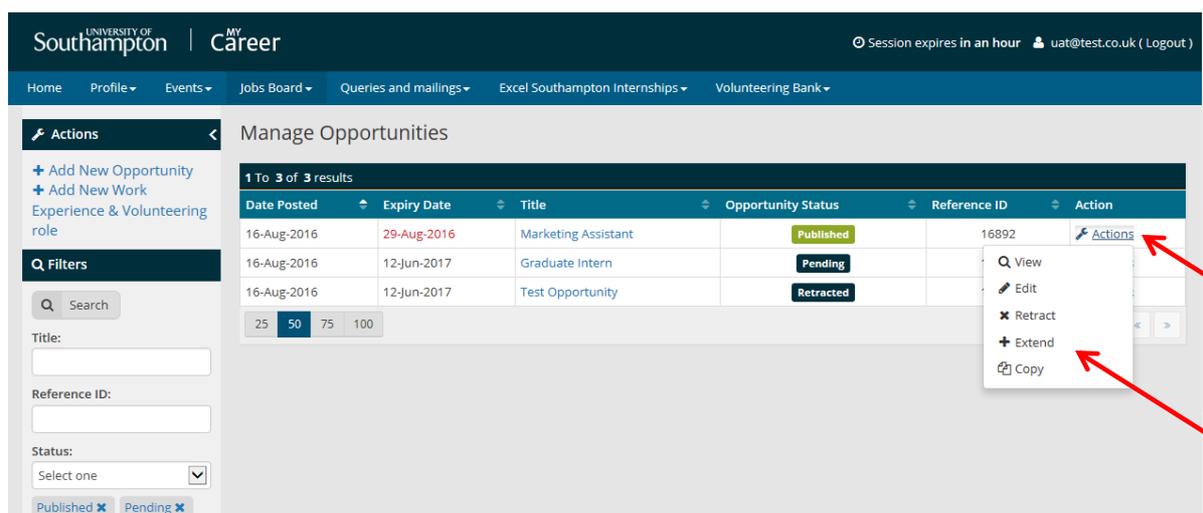
The screenshot displays the MyCareer website interface. At the top, the University of Southampton logo and 'My Career' are visible. Below this, there are six distinct sections for different user types, each with a title bar and a description of the service. A red arrow points to the 'Organisation login and registration' section.

Section	Description	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

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

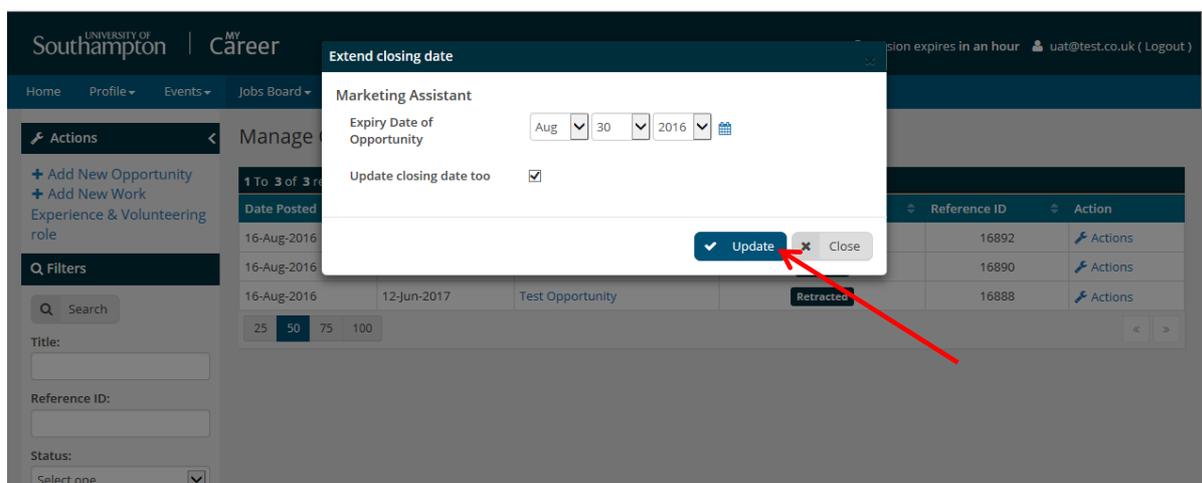


5. The manage opportunities page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':

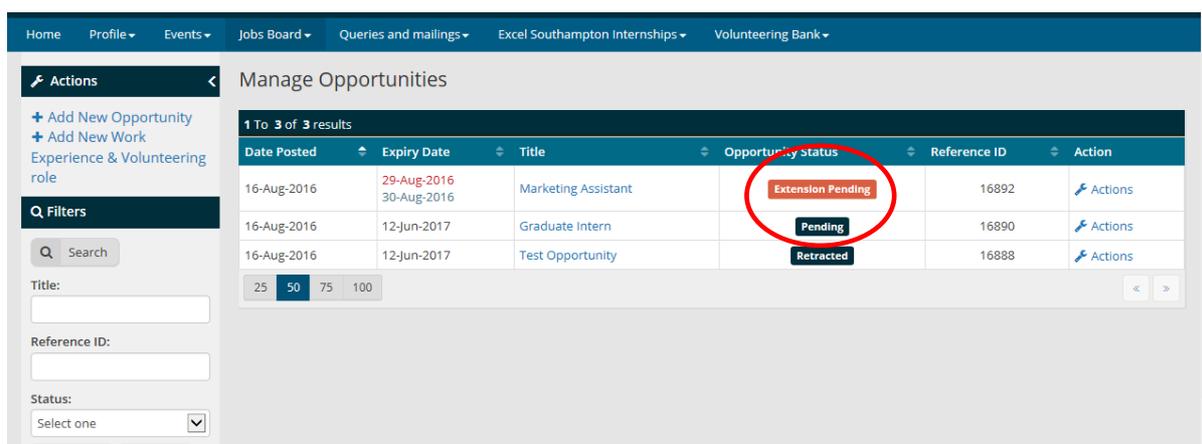


Please note that the 'Extend' opportunity will only be visible if your vacancy is due to close within the next five days.

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':

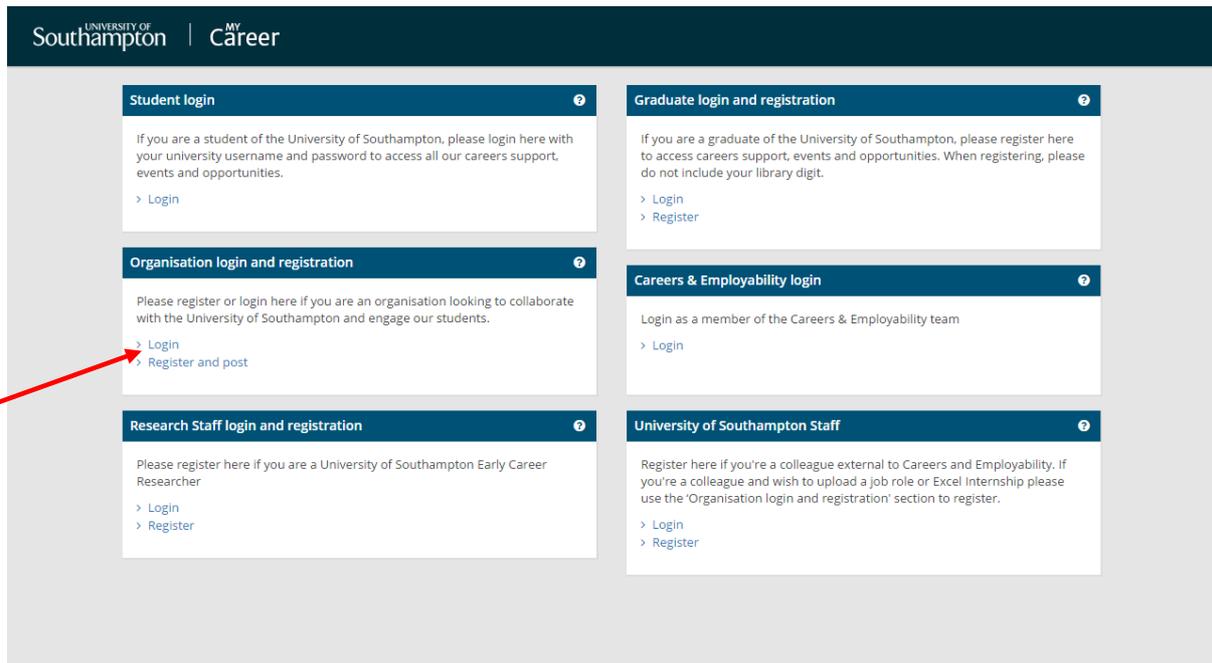


8. The extension request will now go through to the Careers and Employability team for approval. Once approved, the vacancy will be listed as 'Published' and the new closing date will be visible for students and graduates to view.

Careers and Employability Service MyCareer Employer Guide

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

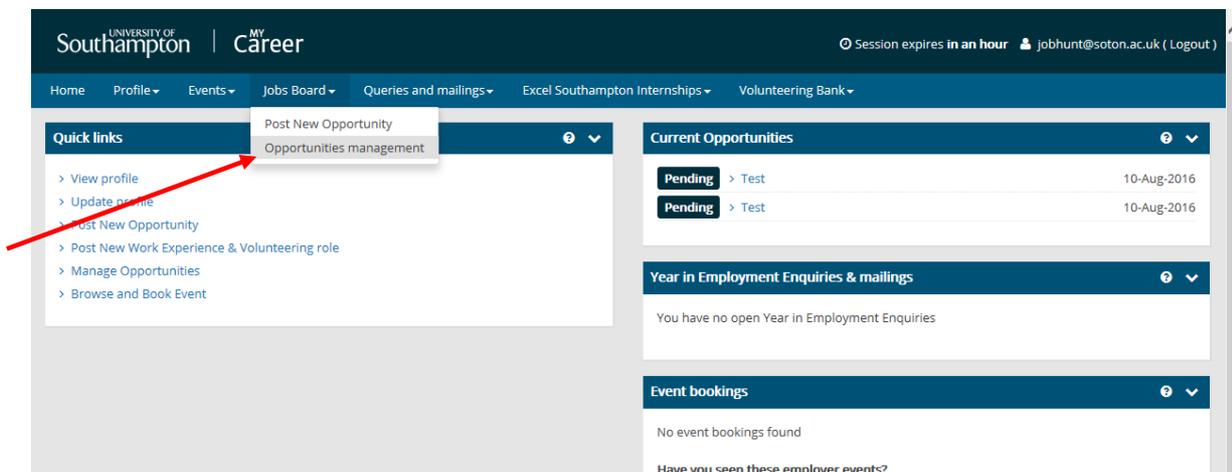
1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently retracted, rejected or expires, you then have the option to re-publish the opportunity should you wish.
2. Follow this link to MyCareer:
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in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



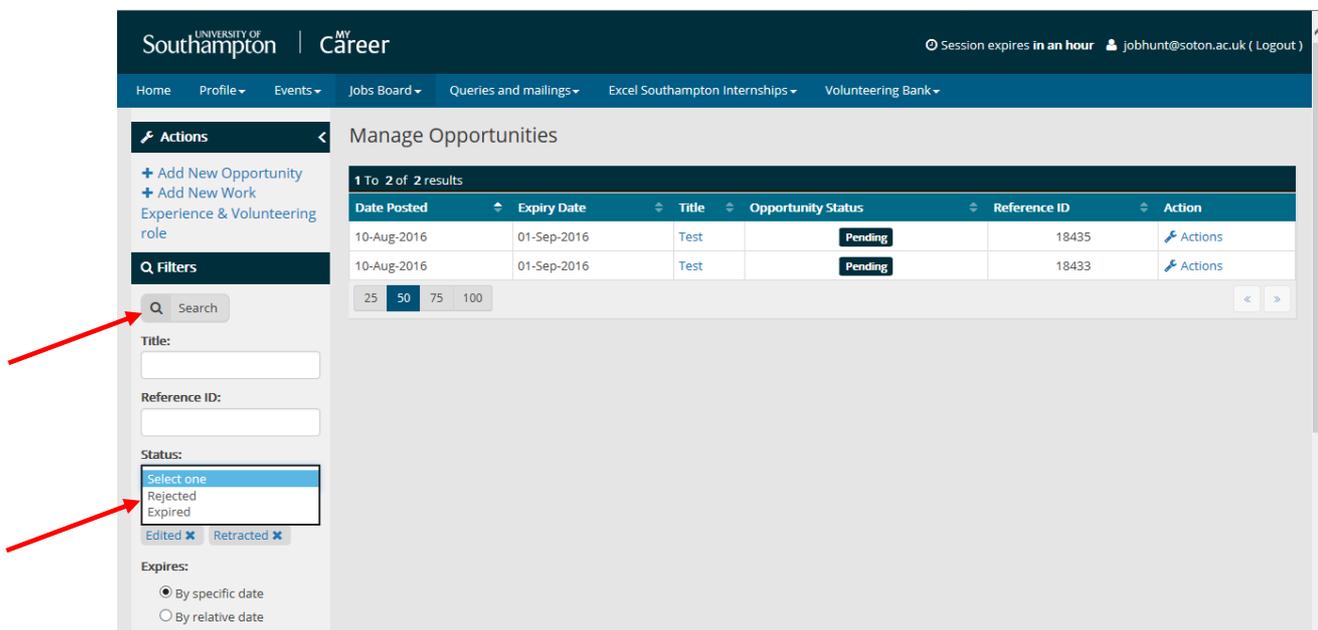
The screenshot shows the MyCareer website interface. The header includes the University of Southampton logo and 'MY Career'. The main content area is divided into six sections, each with a title bar and a description of the user type and their options:

- Student login**: For students of the University of Southampton. Options: > Login.
- Graduate login and registration**: For graduates of the University of Southampton. Options: > Login, > Register.
- Organisation login and registration**: For organisations looking to collaborate. Options: > Login, > Register and post. A red arrow points to this section.
- Careers & Employability login**: For members of the Careers & Employability team. Option: > Login.
- Research Staff login and registration**: For University of Southampton Early Career Researchers. Options: > Login, > Register.
- University of Southampton Staff**: For colleagues external to Careers and Employability. Options: > 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

Filters

Search

Title:

Reference ID:

Status:

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

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

Filters

Search

Title:

Reference ID:

Status:

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.