

# Careers, Employability and Student Enterprise MyCareer Employer Guide

## Document Contents

- [How to register your organisation](#).....(Pages 2-5)
- [How to add an additional organisation user](#).....(Pages 6-9)

### Events and Fairs

- [How to register for a stand at a Careers Fair](#) .....(Pages 10-14)

### Career Development Opportunities

- [How to post a UoS Internship opportunity](#).....(Pages 15-20)
- [How to post an International Alumni Internship](#).....(Pages 21-26)
- [How to post an opportunity to the Volunteering Bank](#).....(Pages 27-31)

### Jobs Board

- [How to post an opportunity to the Jobs Board](#).....(Pages 32-35)
- [How to close a job vacancy](#).....(Pages 36-37)
- [How to extend a job vacancy](#).....(Pages 38-40)
- [How to re-publish an expired/rejected/retracted vacancy](#) (Pages 41-44)

Our [MyCareer Privacy Notice](#) outlines how we collect and process your data when you access MyCareer as an employer.

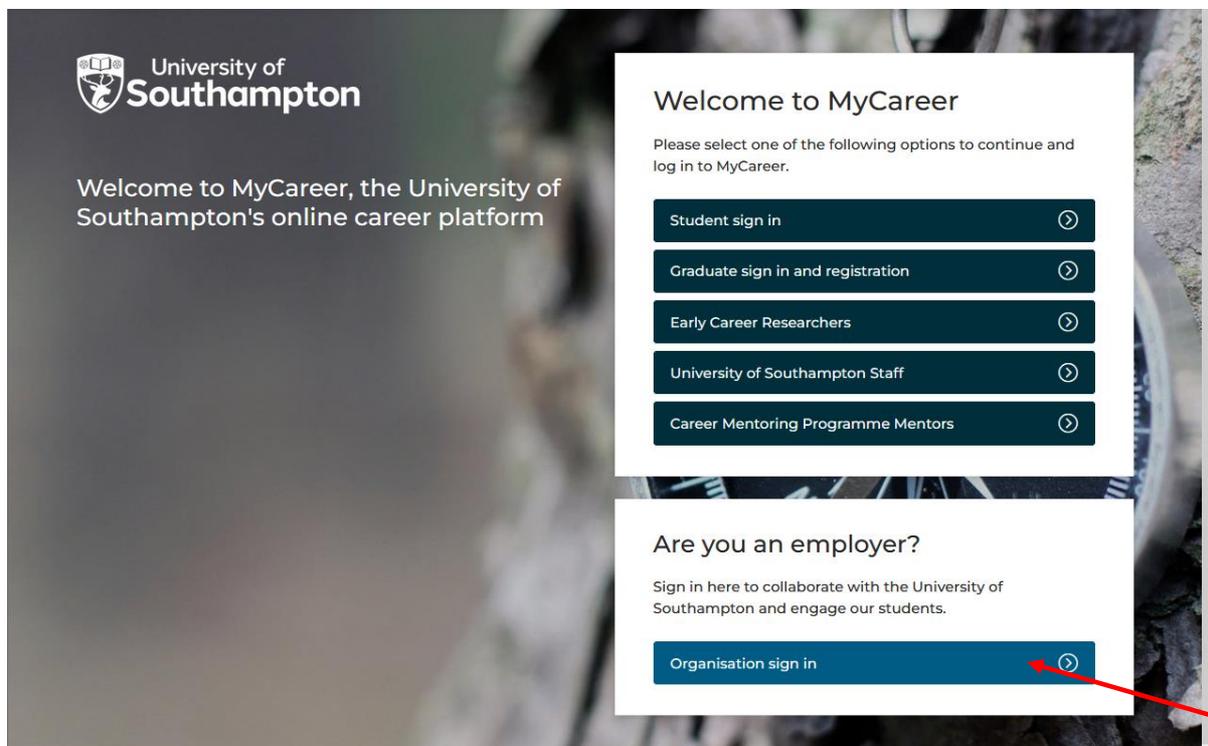
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to register your organisation

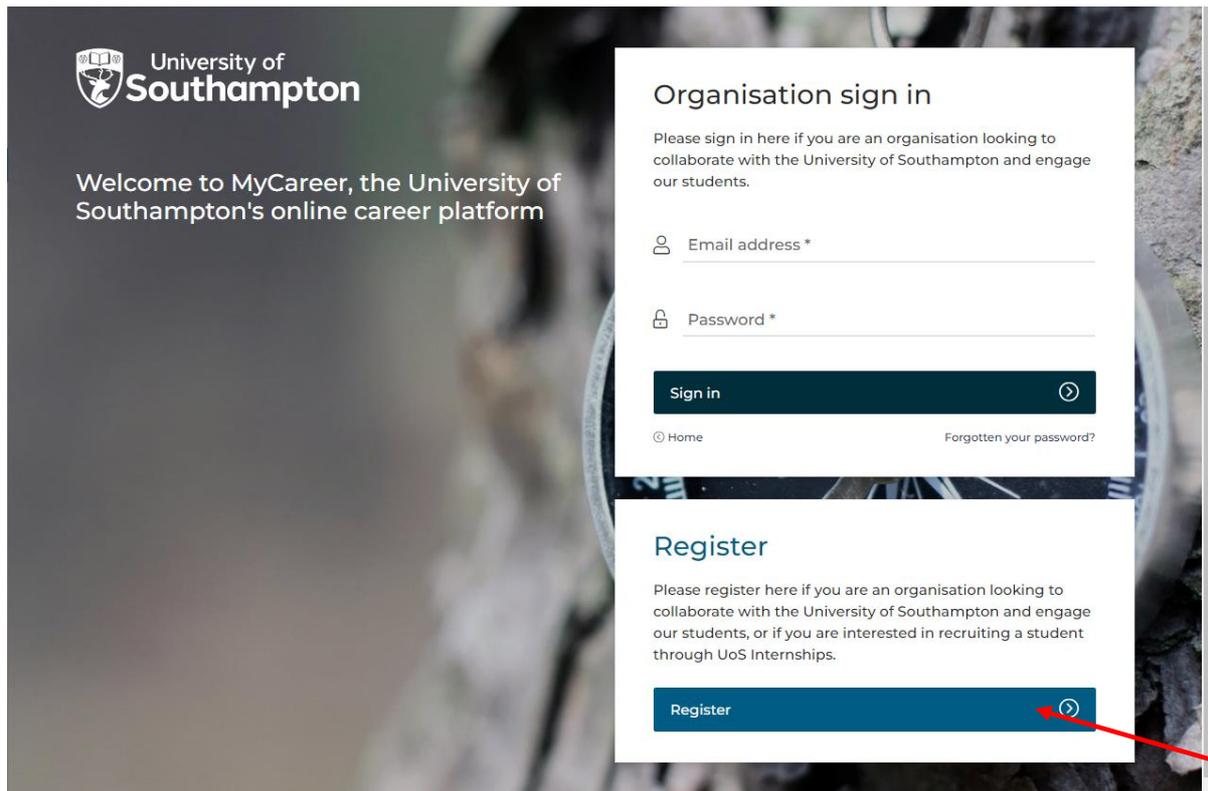
1. Follow this link to MyCareer:

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

2. Click on 'Organisation sign in' on the MyCareer homepage:

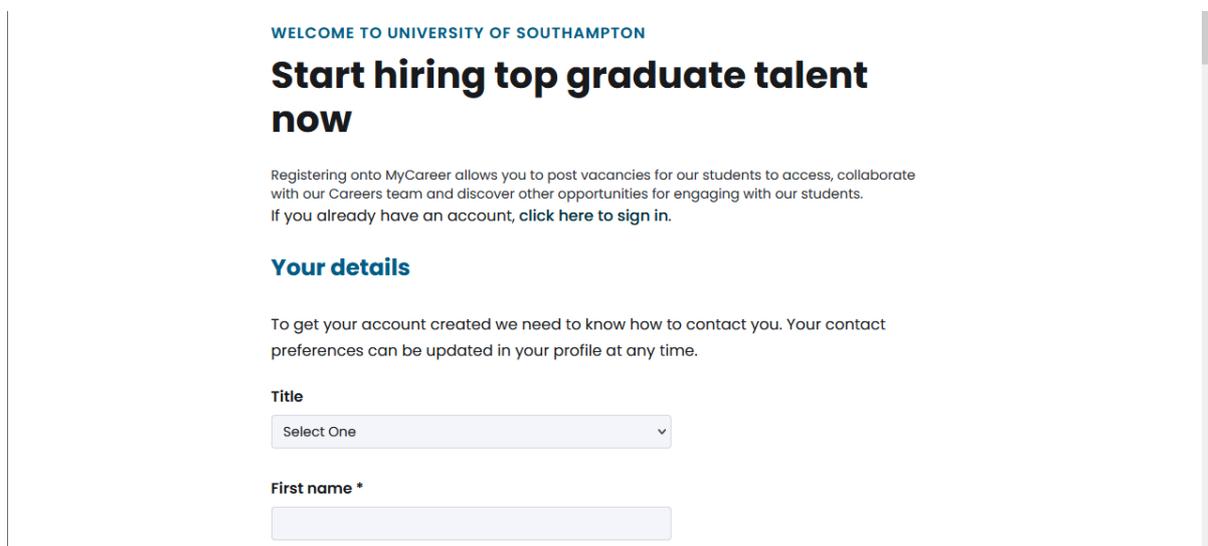


3. Click on 'Register':

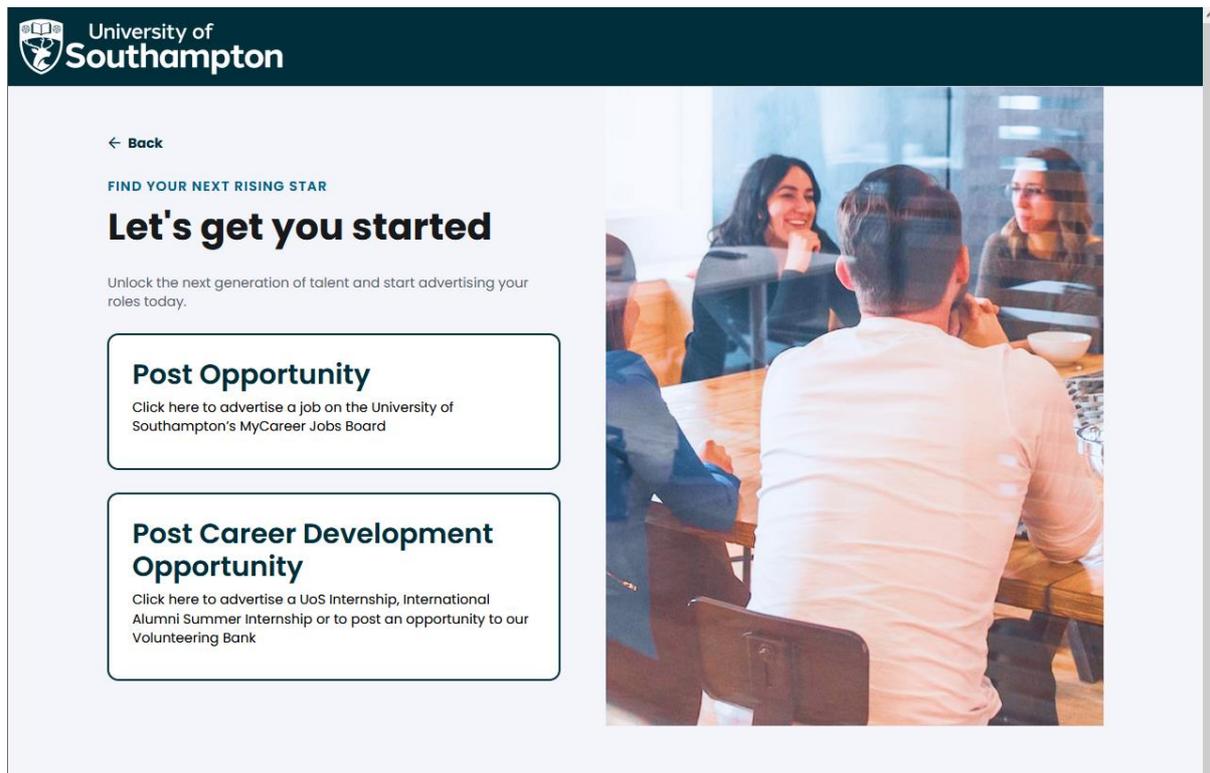


4. Complete the details in the 'Your details', 'Your organisation details' and 'Your public profile' sections and then click on 'Register'.

- Internal University hosts: Please register your organisation as UoS – *Your Faculty/Department* e.g. UoS – Humanities. Enter details relating to your specific faculty/department in the 'Organisation details' section and include a link to your specific webpage in the 'Website' section.



5. The following screen will appear:



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

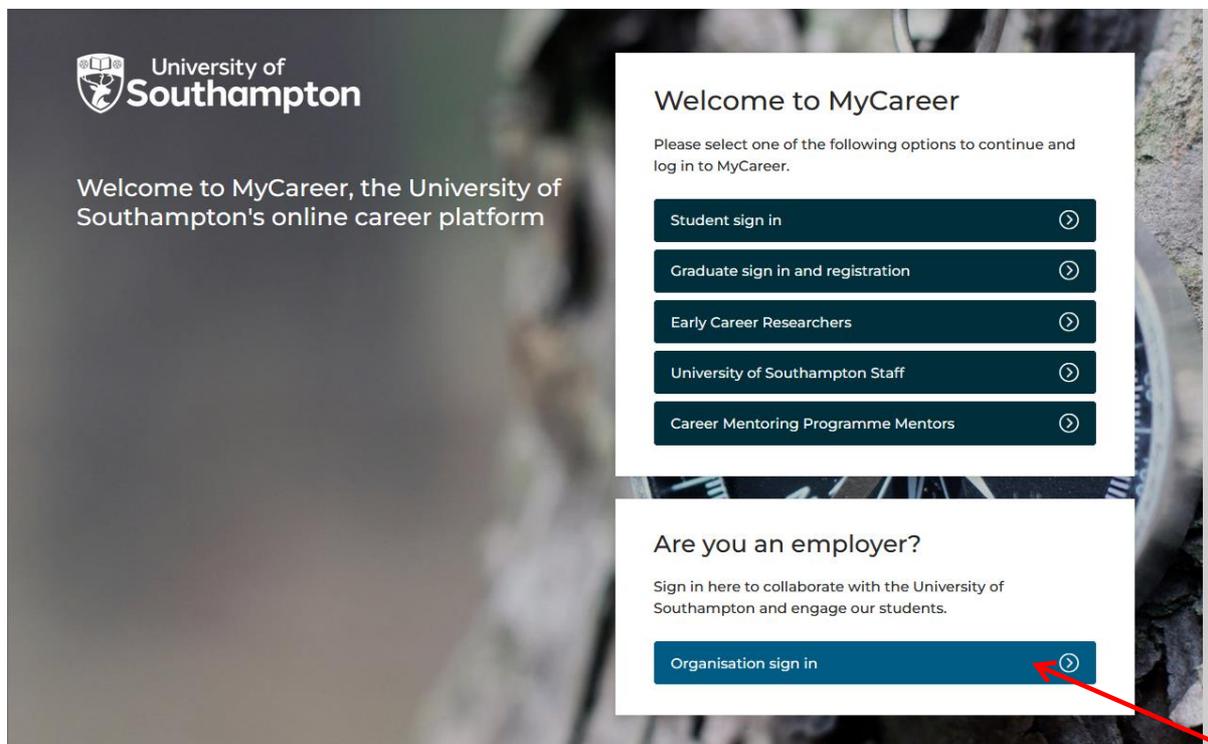
- To post a vacancy to the Jobs Board, click on 'Post Opportunity' and then follow the steps in the ['How to post an opportunity to the Jobs Board'](#) section.
- To post a UoS Internship, click on 'Post Career Development Opportunity' and then follow the steps in the ['How to post a UoS Internship opportunity'](#) section.

- To post an International Alumni Internship, click on 'Post Career Development Opportunity' and then follow the steps in the '[How to post an International Alumni Internship](#)' section.
- To post an opportunity to our Volunteering Bank, click on 'Post Career Development Opportunity' and then follow the steps in the '[How to post an opportunity to the Volunteering Bank](#)' section.

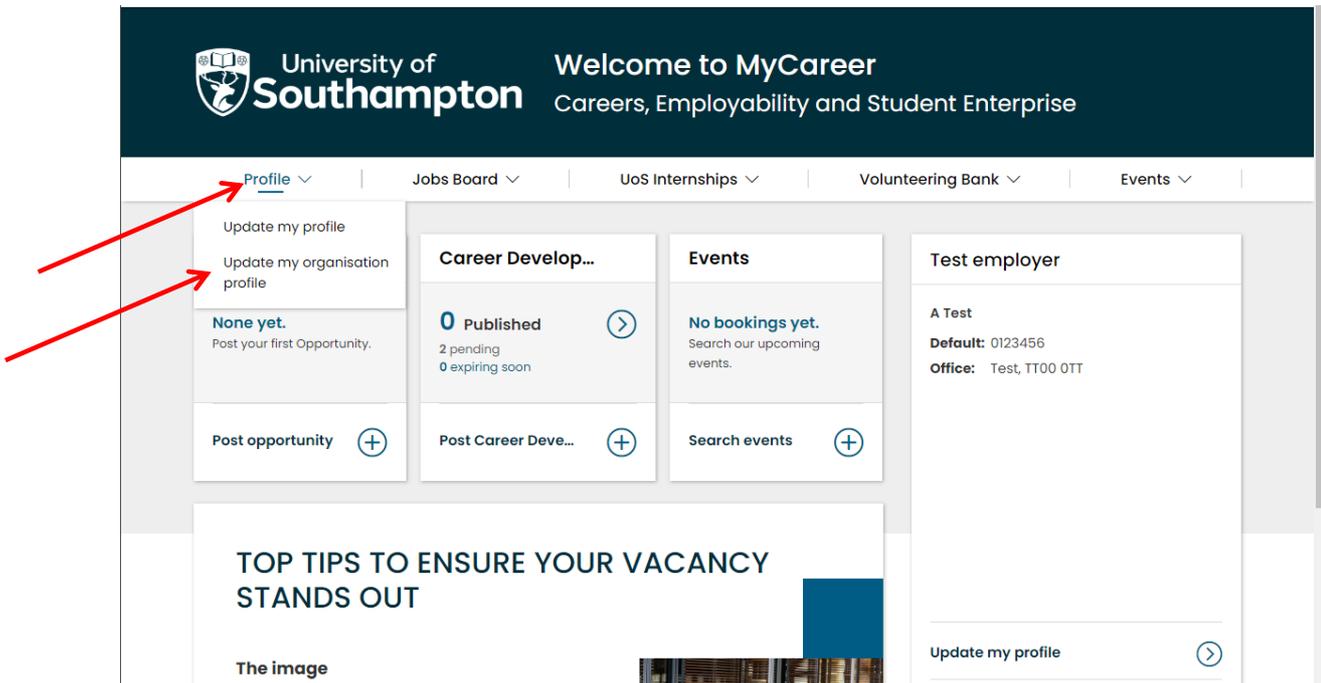
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to add an additional organisation user

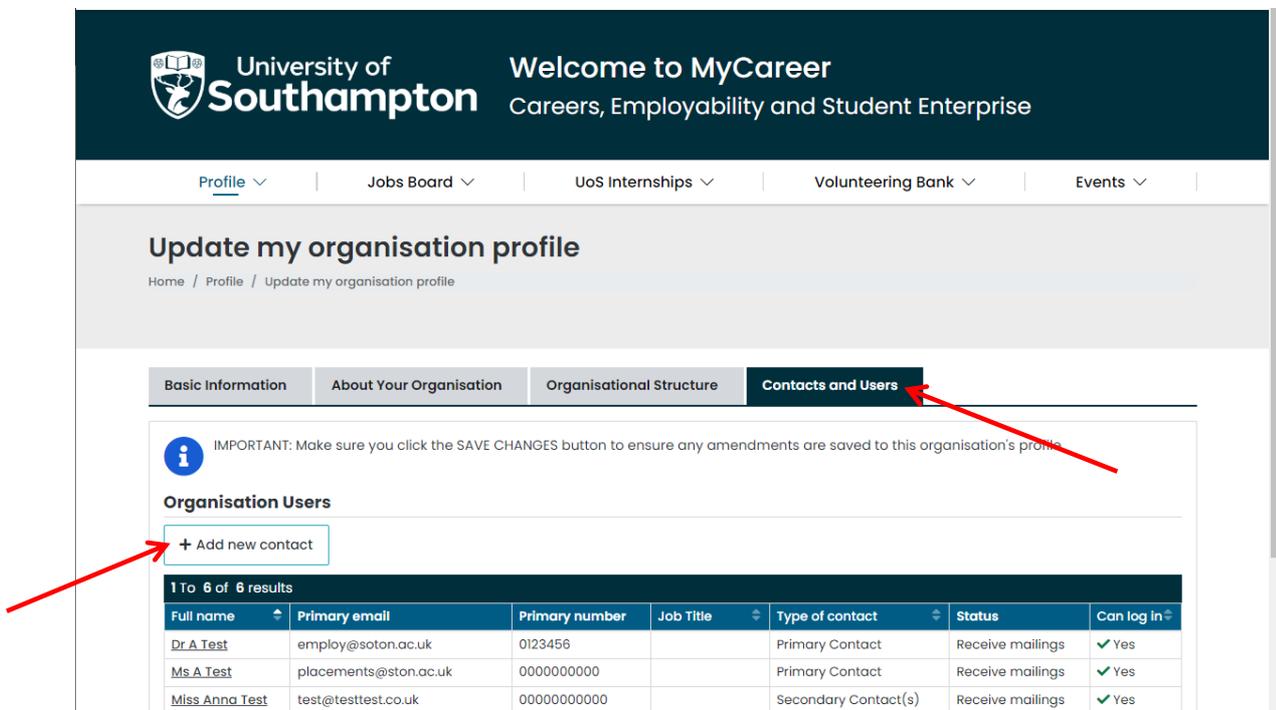
1. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
2. Login with your organisation details in the 'Organisation sign in' section:



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



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



The following screen will appear:

The screenshot shows the 'New contact details' form in the 'Contacts and Users' section. The form includes the following fields:

- Type of contact \* (Dropdown menu: Select...)
- Title (Dropdown menu: Select One)
- First name \* (Text input field)
- Last name \* (Text input field)

An information icon indicates: "To add a new contact please complete the details on this page."

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

The screenshot shows the 'Update my organisation profile' page, specifically the 'Contacts and Users' section. An important message states: "IMPORTANT: Make sure you click the SAVE CHANGES button to ensure any amendments are saved to this organisation's profile."

Below the message is a table of 'Organisation Users' with a '+ Add new contact' button. The table displays 6 results:

Full name	Primary email	Primary number	Job Title	Type of contact	Status	Can log in
Dr A Test	employ@soton.ac.uk	0123456		Primary Contact	Receive mailings	✓ Yes
Ms A Test	placements@ston.ac.uk	0000000000		Primary Contact	Receive mailings	✓ Yes
Miss Anna Test	test@testtest.co.uk	00000000000		Secondary Contact(s)	Receive mailings	✓ Yes
Eric Test	eric.test@test.com	0123456789	Test Employer	Primary Contact	Receive mailings	✓ Yes
Mrs Jane Test	jane.test@test.com	0123456		Primary Contact	Receive mailings	✓ Yes

The 'Eric Test' and 'Mrs Jane Test' rows are circled in red in the original image.

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.

The screenshot displays the 'MyCareer' dashboard for the University of Southampton. At the top, the university logo and name are on the left, and the text 'Welcome to MyCareer Careers, Employability and Student Enterprise' is on the right. Below this is a navigation bar with links for Profile, Jobs Board, UoS Internships, Volunteering Bank, and Events. A green notification banner at the top of the main content area reads 'Organisation updated' with a checkmark icon and the message 'The changes you have made have been saved successfully.' Below the notification are four main sections: 'Opportunities' (None yet, Post opportunity), 'Career Develop...' (0 Published, 2 pending, 0 expiring soon, Post Career Deve...), 'Events' (No bookings yet, Search events), and 'Test employer' (A Test, Default: 0123456, Office: Test, TT00 OTT, Update my profile, Update organisation details). At the bottom left, there is a 'TOP TIPS TO ENSURE YOUR VACANCY STANDS OUT' section with a sub-section 'The image' and a small photo of three people sitting on a bench.

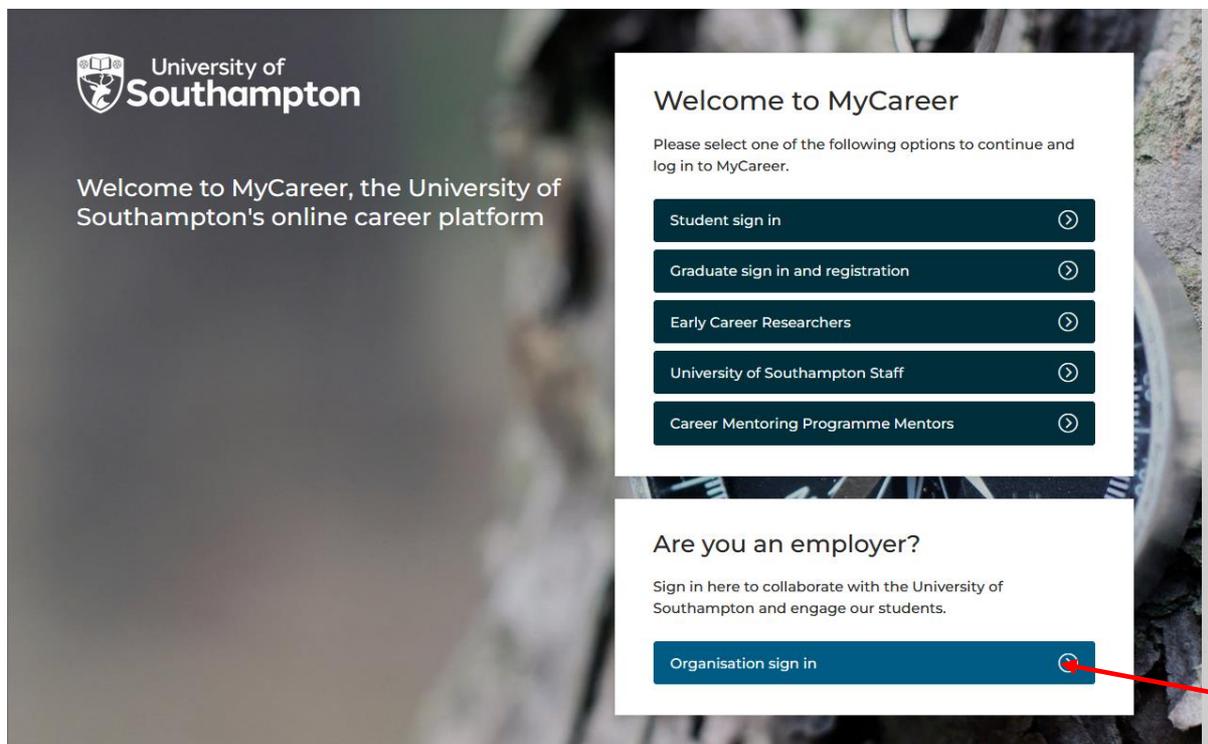
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to register for a stand at a Careers Fair

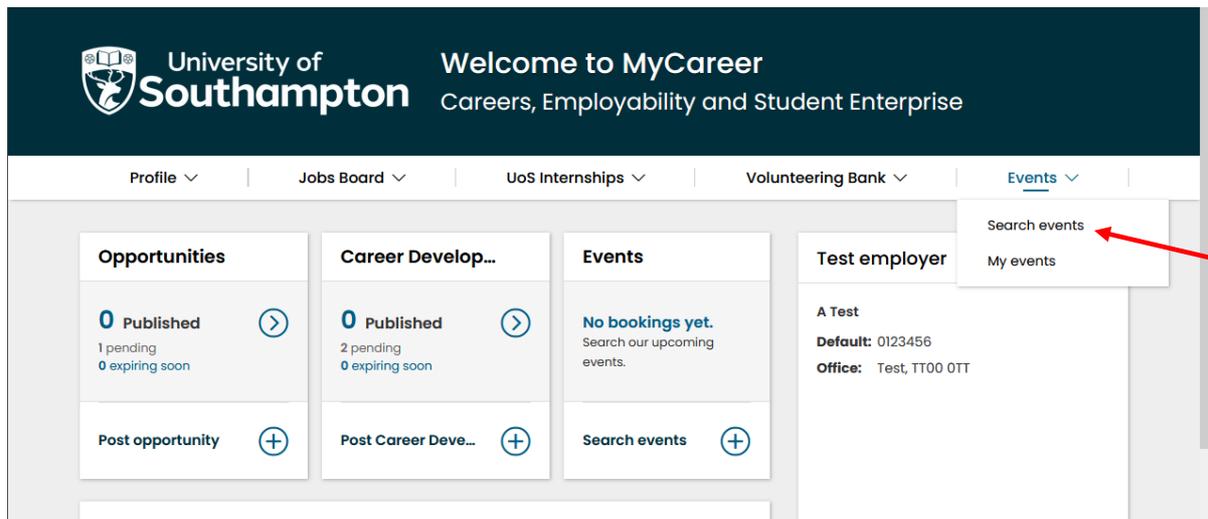
1. Follow this link to MyCareer:

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

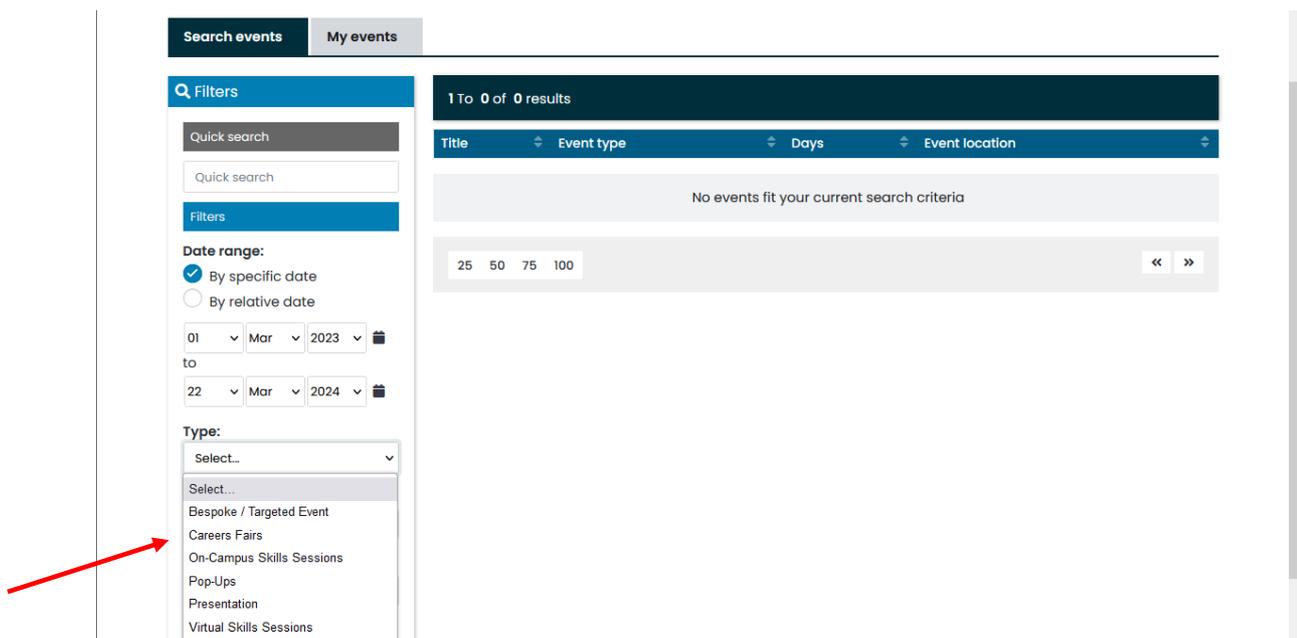
2. Login with your organisation details in the 'Organisation sign in' section:



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'.



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

The screenshot shows the 'University of Southampton Welcome to MyCareer' header. Below the navigation menu, there is a 'Search events' section. On the left, there are 'Filters' and 'Date range' options. A red arrow points to the 'Date range' section, which has a radio button selected for 'By specific date'.

1 To 2 of 2 results				
Title	Event type	Days	Event location	
UoS Autumn Careers Fair Organisation: UoS - Careers, Employability and Student Enterprise	Careers Fairs	16- Oct-2023	Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus	
UoS STEM Autumn Fair Organisation: UoS - Careers, Employability and Student Enterprise	Careers Fairs	17- Oct-2023	Garden Court and Hartley Suite, Buildings 40 and 38, Highfield Campus	

- For some of our Fairs, the booking form will be different depending on the type of organisation and your specifications, so on the next page select the relevant form for your organisation (e.g. Exhibitor with electric, Exhibitor without electric, Charity). If the Fair you wish to attend is already fully booked, click on the waiting list form instead to be added to the waiting list.

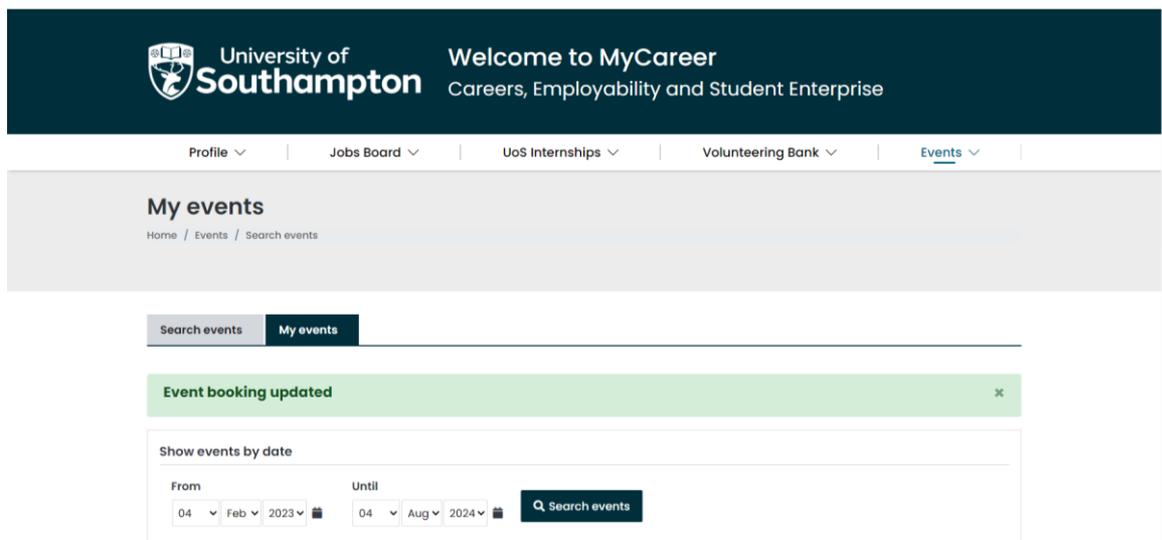
The screenshot shows a 'Book a Place on this Event' form. Under the 'Choose Stand' section, there is a note: 'Due to health and safety regulations, stands can not exceed 3m length x 2.3m height x 2m width.' Below this, there are several stand options with their respective costs:

- Sponsor Autumn Careers Fair: £1,500.00 (Per day cost)
- STEM exhibitor with electric: £600.00 (Per day cost)
- STEM exhibitor without electric: £500.00 (Per day cost)
- Charity (Excluding Professional Bodies and Education Providers)
- Internal Department

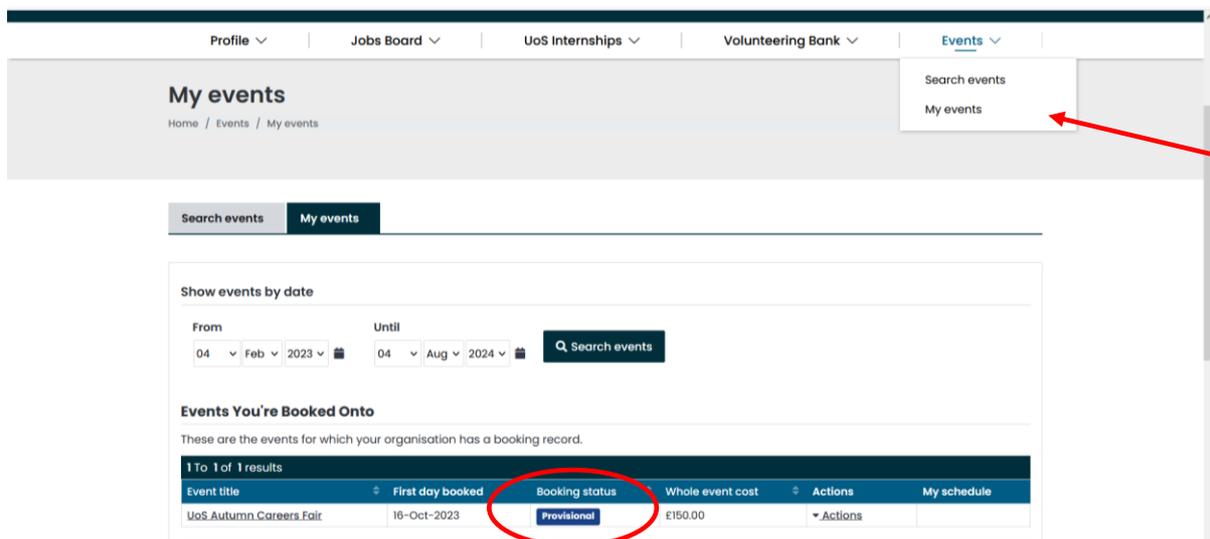
- On the next screen, complete all the requested information on the booking form and then click on 'Next'.

8. You will see the ‘Booking summary’ page:

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



10. The Careers, Employability and Student Enterprise 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:



If you have booked to attend a Virtual Careers Fair, once your booking has been confirmed please see our [Exhibitor Guide](#) which explains how to create your virtual stand.

# Careers, Employability and Student Enterprise

## MyCareer Employer Guide

### How to post a UoS Internship opportunity

1. Before you post your UoS Internship opportunity, please ensure you have read the UoS Internships Host Handbook available on the following webpages:

[Internal University hosts webpage](#)

[External organisations webpage](#)

- External 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 5

3. Follow the steps in the '[How to register your organisation](#)' section and click on 'Post Career Development Opportunity' when you see the following screen at the end of the registration process:

← Back

FIND YOUR NEXT RISING STAR

## Let's get you started

Unlock the next generation of talent and start advertising your roles today.

### Post Opportunity

Click here to advertise a job on the University of Southampton's MyCareer Jobs Board

### Post Career Development Opportunity

Click here to advertise a UoS Internship, International Alumni Summer Internship or to post an opportunity to our Volunteering Bank



- 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' section and include a link to your specific webpage in the URL link.

#### 4. Click on 'Post UoS Internships':

## Post Career Development Opportunity

Unlock the next generation of talent and start advertising your roles today.

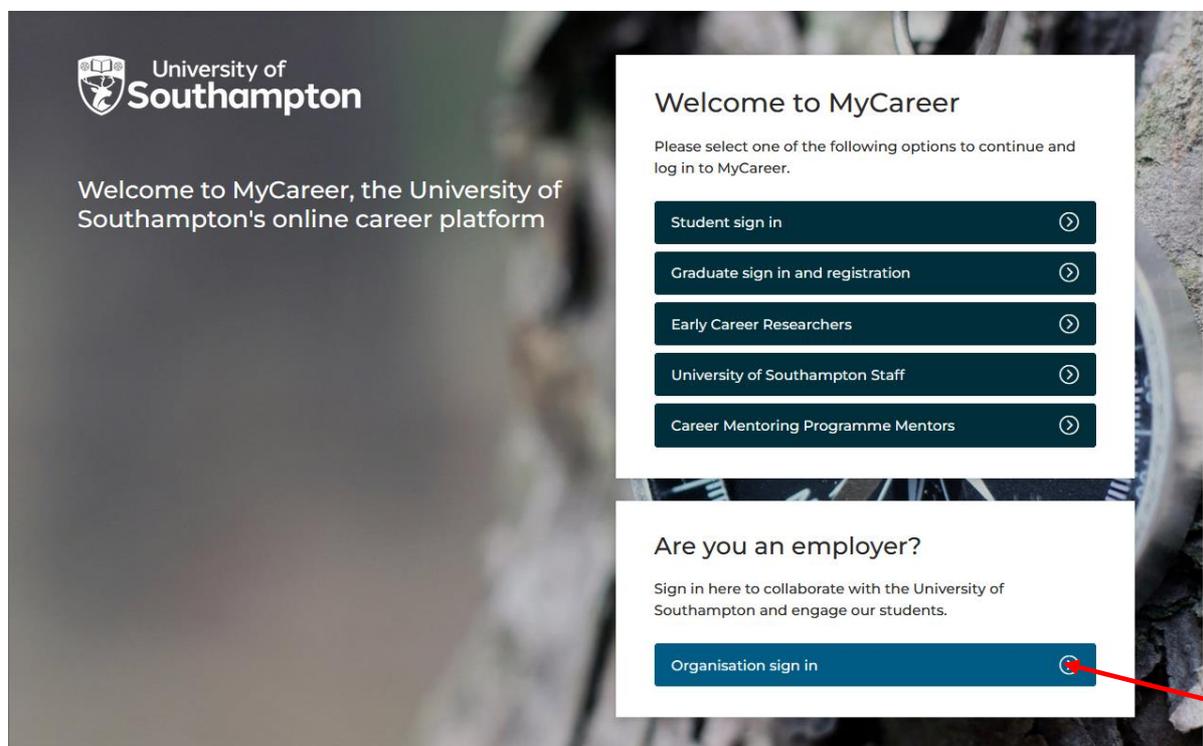


### Post UoS Internships

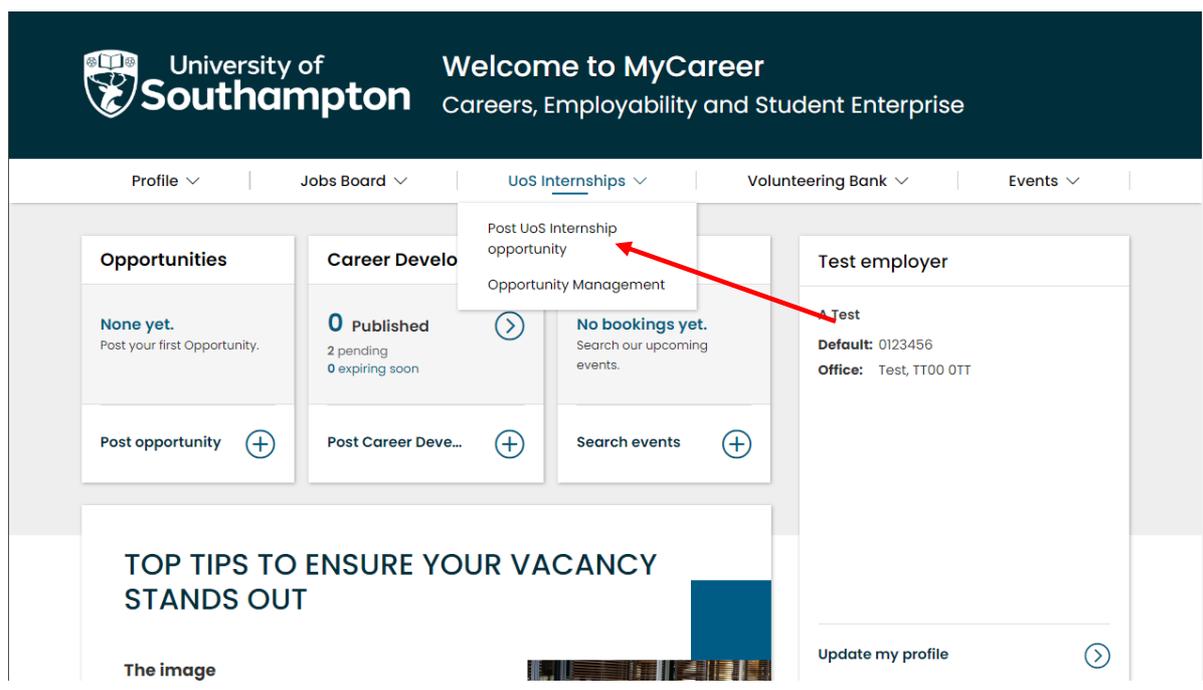
Click here to upload a UoS Internship. If you have an internship opportunity up to 3 months in length that you wish to advertise exclusively with the University of Southampton, it may be suitable for the UoS Internships Programme. For further information, please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501

Now go to Step 7.

5. Login with your organisation details in the 'Organisation sign in' section:



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



7. You will see the following screen. Select the relevant UoS Internships option for your organisation (UoS Internships for Internal University Hosts or UoS Internships for External Organisations).

The screenshot shows the University of Southampton MyCareer portal. The header includes the University of Southampton logo and the text 'Welcome to MyCareer Careers, Employability and Student Enterprise'. Below the header is a navigation bar with dropdown menus for 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. A progress indicator shows two steps: 'Posting details' (step 1) and 'Job details' (step 2). The main content area is titled 'Career Development Opportunity type' and contains a list of options with radio buttons:

- UoS Internships for Internal University Hosts**  
Support for Faculties and Professional Services to recruit student interns.
- UoS Internships for External Organisations**  
Support for all organisations external to the University looking to recruit interns.
- International Alumni Internships**  
For alumni of the University of Southampton to post an international internship.
- Volunteering Opportunity**  
Free service for UK-based registered charities to advertise volunteering roles.
- Potential UoS Job Shop role**  
Please do not select this option. Only certain roles are eligible for the UoS Job Shop.
- Potential Year in Employment role**  
Please do not select this option. YIE roles are only available to eligible courses.

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

The screenshot shows the 'Career Development Opportunity details' section. It features a heading 'Scheme for this Career Development Opportunity \*' and two options with radio buttons:

- UoS Internships**  
Click here to upload a UoS Internship. If you have an internship opportunity up to 3 months in length that you wish to advertise exclusively with the University of Southampton, it may be suitable for the UoS Internships Programme. For further information, please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501
- Volunteering Bank**  
Click here to advertise a role on our 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. 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](mailto:employ@southampton.ac.uk)

9. Complete the details in the 'Advertising details' section. We recommend opportunities are advertised for a minimum of 3 weeks.

10. The 'Add any specific instructions' box should be pre-populated with the relevant information so you do not need to add anything in

this section. If the text is not pre-populated, write ‘Please click the ‘Apply now’ box to complete the UoS Internships application form and upload your CV’. Click ‘Next’:

How do you want applicants to apply?\*

Online  
Provide a URL to take the applicant to a webpage where they can make their application.

Via email  
All applications will be emailed to the supplied email address.

Add any specific instructions

Add any specific instructions on how to apply for this job \*

File Edit View Insert Format Tools Table

↶ ↷ Paragraph ▾ **B** *I* U 🔗 System Font ▾ 12pt ▾ ...

Please click the 'Apply now' box above to complete the [UoS](#) Internships application form and upload your CV

11. In the ‘Job details’ box complete the information relating to the internship opportunity:


University of Southampton
Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾
Jobs Board ▾
UoS Internships ▾
Volunteering Bank ▾
Events ▾

1 ————— 2  
Posting details **Job details**

### Job details

**Opportunity Type \***

Select...

**Job title \***

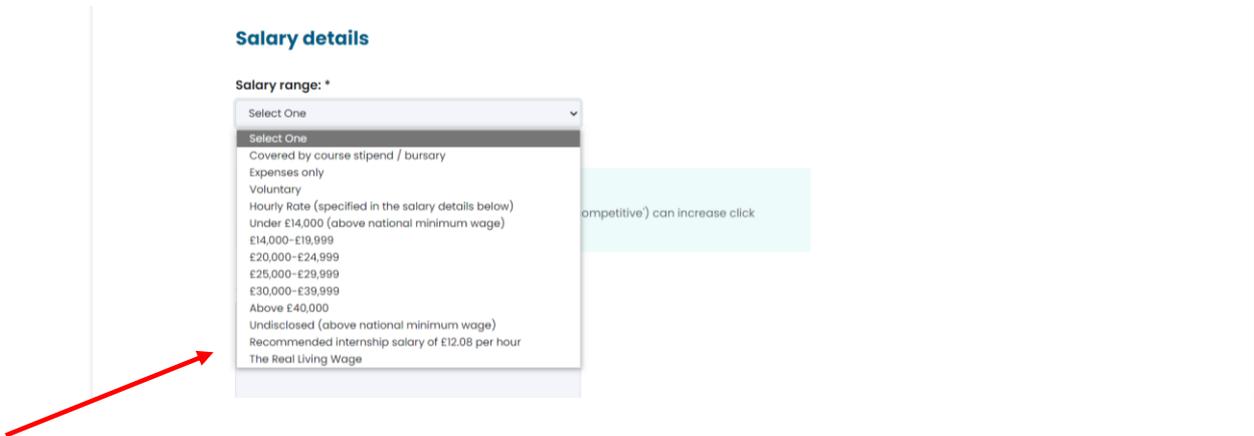
**Opportunity description \***

File Edit View Insert Format Tools Table

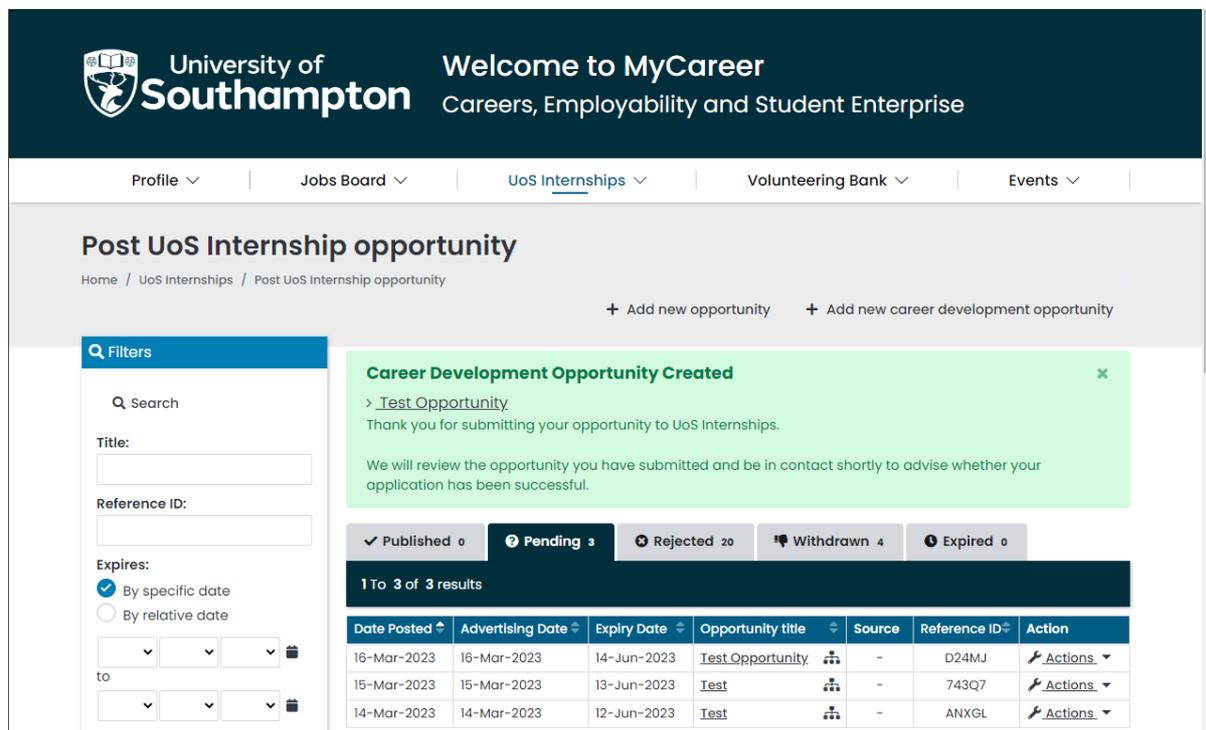
↶ ↷ Paragraph ▾ **B** *I* U 🔗 System Font ▾ 12pt ▾ ...

12. 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 please select the ‘The Real Living Wage’ option if you

are an external host, or the 'Recommended internship salary' option if you are an internal department. If you wish to pay a higher amount, select the 'Hourly Rate' option and specify the salary in the box that appears below.



- Complete all the details on the form and then click on 'Add Career Development Opportunity' and you will see the following screen:



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

# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to post an International Alumni Internship

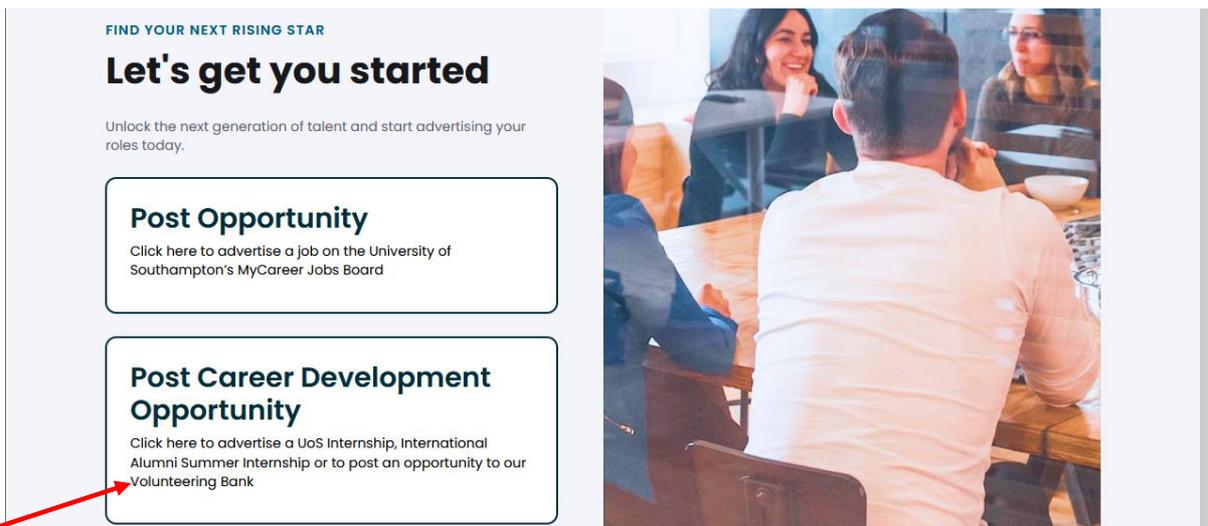
International Alumni Internships are opportunities exclusive for University of Southampton students. This employer opportunity is available to alumni of the University of Southampton who have been selected to collaborate on this new initiative. For more information please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501.

1. 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 4

2. Follow the steps in the ['How to register your organisation'](#) section and click on 'Post Career Development Opportunity' when you see the following screen at the end of the registration process:



FIND YOUR NEXT RISING STAR

### Let's get you started

Unlock the next generation of talent and start advertising your roles today.

**Post Opportunity**

Click here to advertise a job on the University of Southampton's MyCareer Jobs Board

**Post Career Development Opportunity**

Click here to advertise a UoS Internship, International Alumni Summer Internship or to post an opportunity to our Volunteering Bank

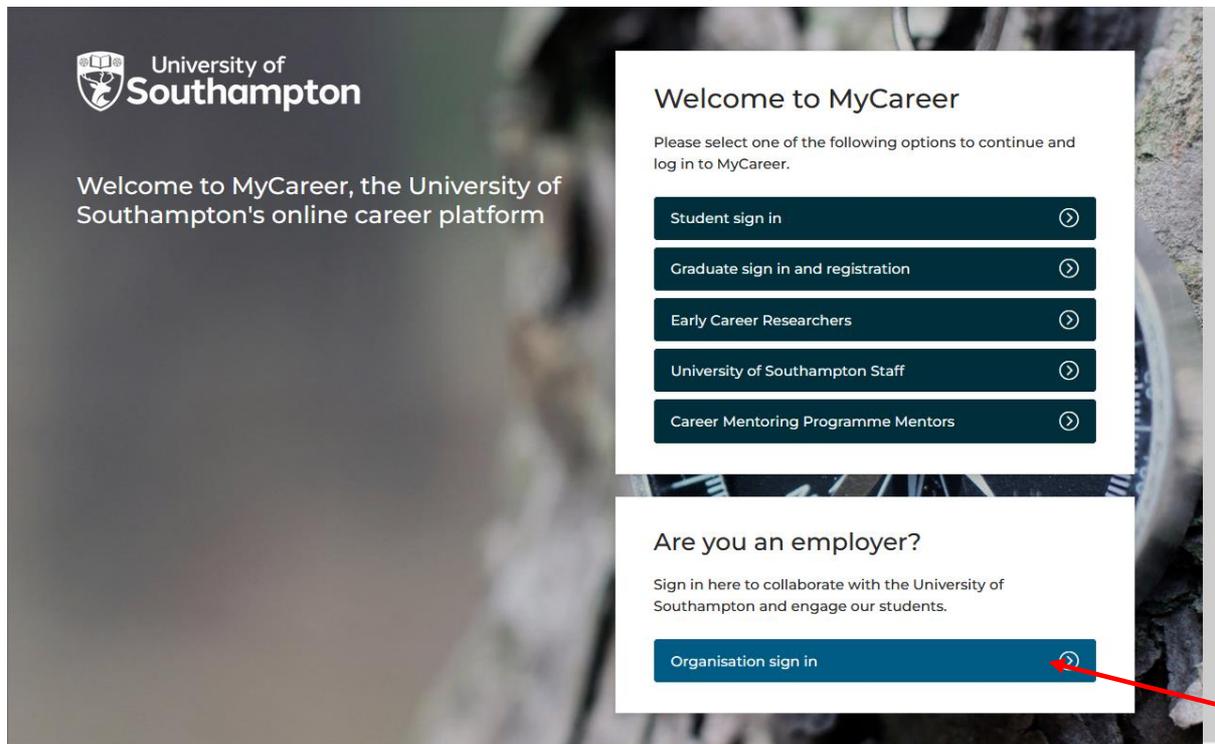


3. Click on 'Post International Alumni Summer Internships':

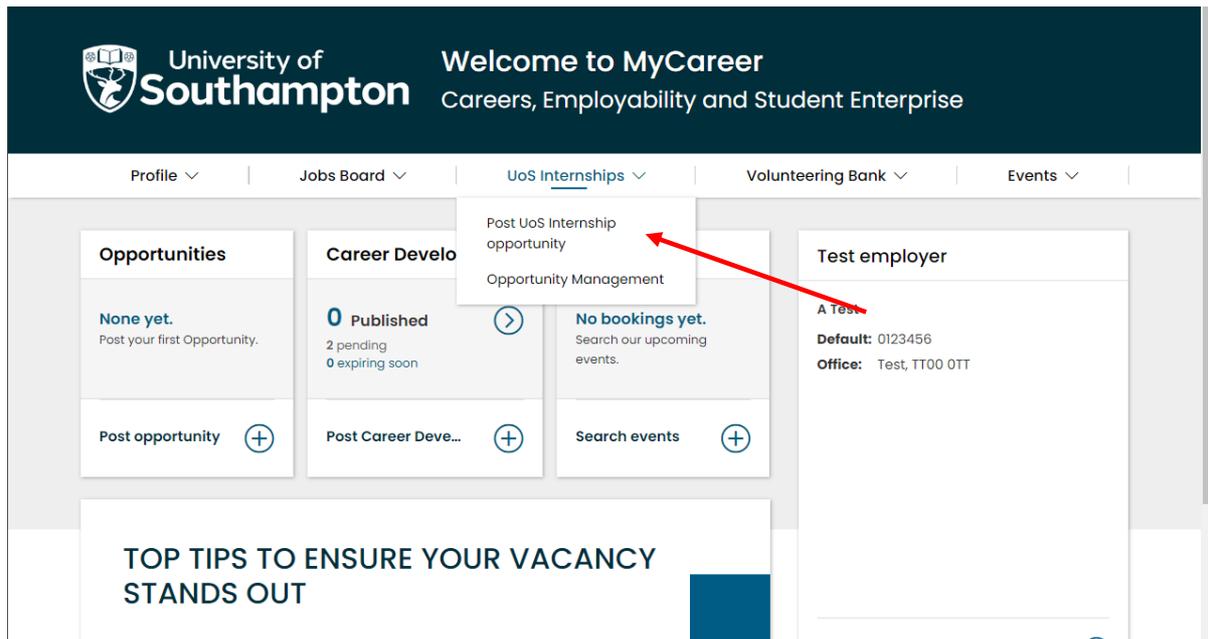


Now go to Step 6.

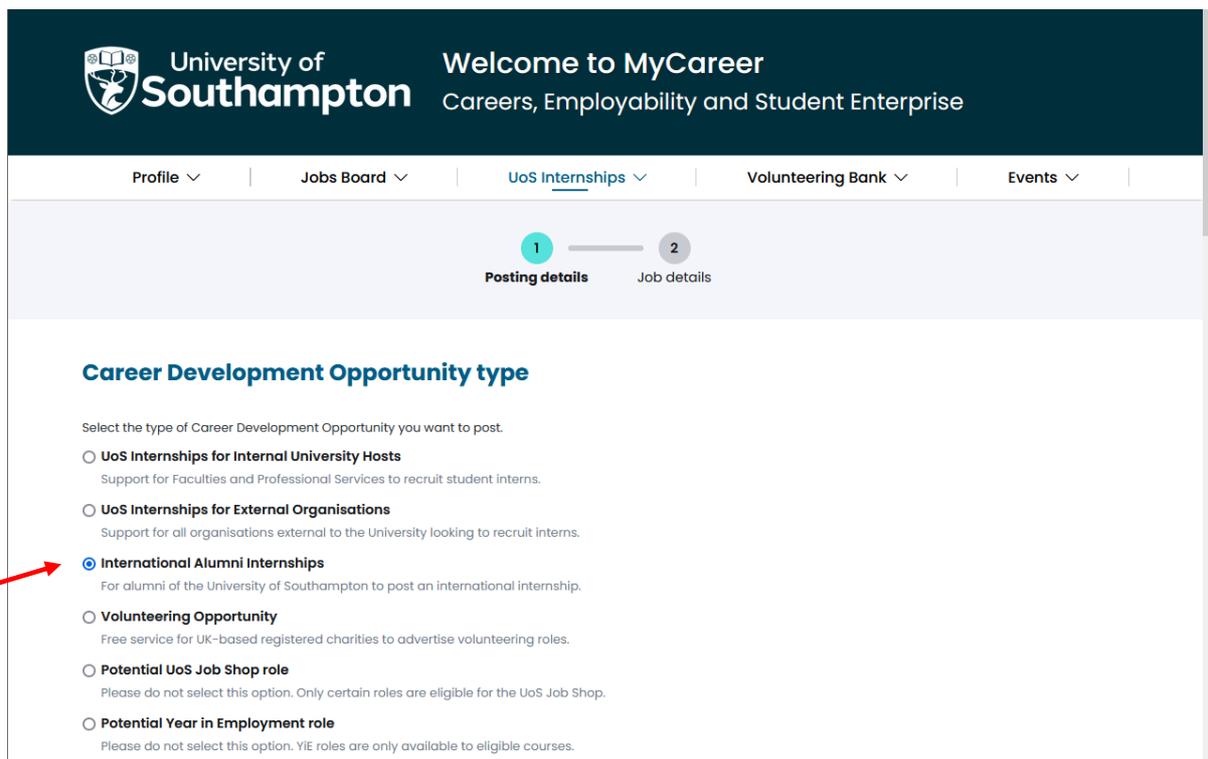
4. Login with your organisation details in the 'Organisation sign in' section:



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



6. You will see the following screen. Select the 'International Alumni Internships' option.



7. Ensure 'International Alumni Summer Internships' is selected in the 'Career Development Opportunity details' box:

### Career Development Opportunity details

#### Scheme for this Career Development Opportunity \*

UoS Internships

Click here to upload a UoS Internship. If you have an internship opportunity up to 3 months in length that you wish to advertise exclusively with the University of Southampton, it may be suitable for the UoS Internships Programme. For further information, please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501

Volunteering Bank

Click here to advertise a role on our 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. 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](mailto: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 on the MyCareer Jobs Board instead (click on 'Back' then click on the 'Post Opportunity' box) 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](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501 if you would like to discuss this further.

UoS Job Shop

If you have opportunities which comply with our Vacancy Policy and are suitable for students to undertake alongside their studies, we may collate them as part of the UoS Job Shop. Please post your role as an opportunity on the MyCareer Jobs Board rather than posting directly in this scheme (click on 'Back' then click on the 'Post Opportunity' box) and we will convert suitable opportunities. Not all part-time roles are suitable for the UoS Job Shop and do contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501 if you would like to discuss this further.

International Alumni Summer Internships

Click here to upload an International Internship Opportunity for a University of Southampton student. This is available to alumni of the University of Southampton who have been selected as a trusted employer to collaborate on this new initiative. For more information please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501.

8. Complete the details in the 'Advertising details' section. We recommend opportunities are advertised for a minimum of 3 weeks.

9. The 'Add any specific instructions' box should be pre-populated with the relevant information so you do not need to add anything in this section. If the text is not pre-populated, write 'Please click on the 'Apply now' button'. Click 'Next':

#### How do you want applicants to apply?\*

Online

Provide a URL to take the applicant to a webpage where they can make their application.

Via email

All applications will be emailed to the supplied email address.

Add any specific instructions

#### Add any specific instructions on how to apply for this job

Please click on the 'Apply now' button.

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

The screenshot shows the 'MyCareer' portal for the University of Southampton. The header includes the university logo and the text 'Welcome to MyCareer Careers, Employability and Student Enterprise'. A navigation bar contains links for 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. A progress indicator shows two steps: 'Posting details' (step 1) and 'Job details' (step 2, currently active). The 'Job details' section includes a dropdown for 'Opportunity Type \*', a text input for 'Job title \*', and a rich text editor for 'Opportunity description \*'. The rich text editor has a toolbar with options like 'Paragraph', 'Bold', 'Italic', 'Underline', 'Link', 'System Font', and '12pt'.

11. In the 'Opportunity Type' box select 'International Internship'.

12. Please select the relevant option in the 'Salary details' section. As a minimum, the internship salary must comply with minimum wage requirements within the host country.

### Salary details

Salary range: \*

The screenshot shows a dropdown menu for 'Salary range: \*'. The menu is open, showing a list of options. A red arrow points to the 'Recommended internship salary of £11.82 per hour' option. The options in the dropdown are: 'Select One', 'Covered by course stipend / bursary', 'Expenses only', 'Voluntary', 'Hourly Rate (specified in the salary details below)', 'Under £14,000 (above national minimum wage)', '£14,000-£19,999', '£20,000-£24,999', '£25,000-£29,999', '£30,000-£39,999', 'Above £40,000', 'Undisclosed (above national minimum wage)', 'Recommended internship salary of £11.82 per hour', and 'The Real Living Wage of £10.90 per hour'.

13. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish.

- Complete all the details on the form and then click on 'Add Career Development Opportunity' and you will see the following screen:

**University of Southampton** Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾ | Jobs Board ▾ | **UoS Internships** ▾ | Volunteering Bank ▾ | Events ▾

## Post UoS Internship opportunity

Home / UoS Internships / Post UoS Internship opportunity

[+ Add new opportunity](#) [+ Add new career development opportunity](#)

**Filters**

Q Search

Title:

Reference ID:

Expires:

By specific date

By relative date

to

Published:

By specific date

By relative date

**Career Development Opportunity Created** ✕

> [Test opportunity](#)

Thank you for submitting your opportunity to International Alumni Internships.

We will review the opportunity you have submitted and be in contact shortly to advise whether your application has been successful.

Published 0
  Pending 3
  Rejected 23
  Withdrawn 4
  Expired 0

1 To 3 of 3 results

Date Posted	Advertising Date	Expiry Date	Opportunity title	Source	Reference ID	Action
23-Mar-2023	23-Mar-2023	21-Jun-2023	<a href="#">Test opportunity</a>	-	3ZBA3	<a href="#">Actions</a>
16-Mar-2023	16-Mar-2023	15-Mar-2024	<a href="#">Test</a>	-	JQ3Q9	<a href="#">Actions</a>
16-Mar-2023	16-Mar-2023	15-Mar-2024	<a href="#">Test Volunteering Role</a>	-	3ZBLM	<a href="#">Actions</a>

25 50 75 100

- Your vacancy will then be pending approval from the Careers, Employability and Student Enterprise team who will keep you informed of its progress.

# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to post an opportunity to the Volunteering Bank

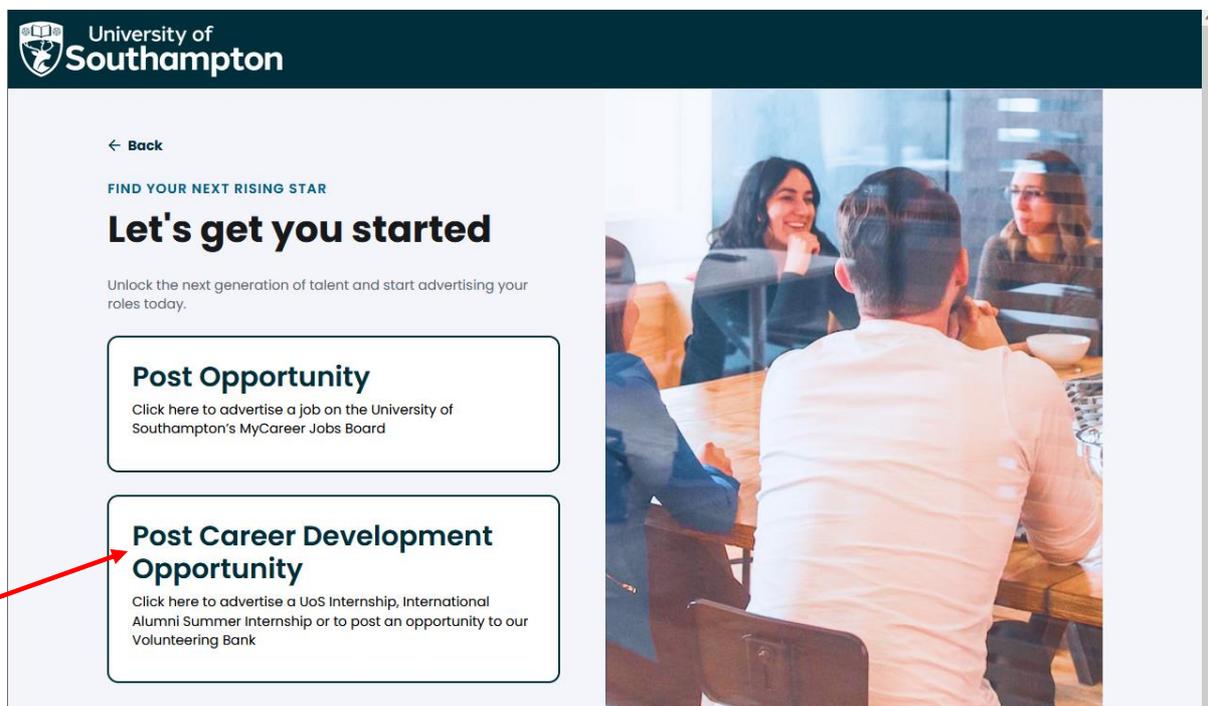
Please note that we are only able to advertise volunteering opportunities that take place with a registered charity or non-profit organisation and are based in the UK. Please see our [volunteering webpages](#) for further information.

1. 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 4

2. Follow the steps in the '[How to register your organisation](#)' section and click on 'Post Career Development Opportunity' when you see the following screen at the end of the registration process:

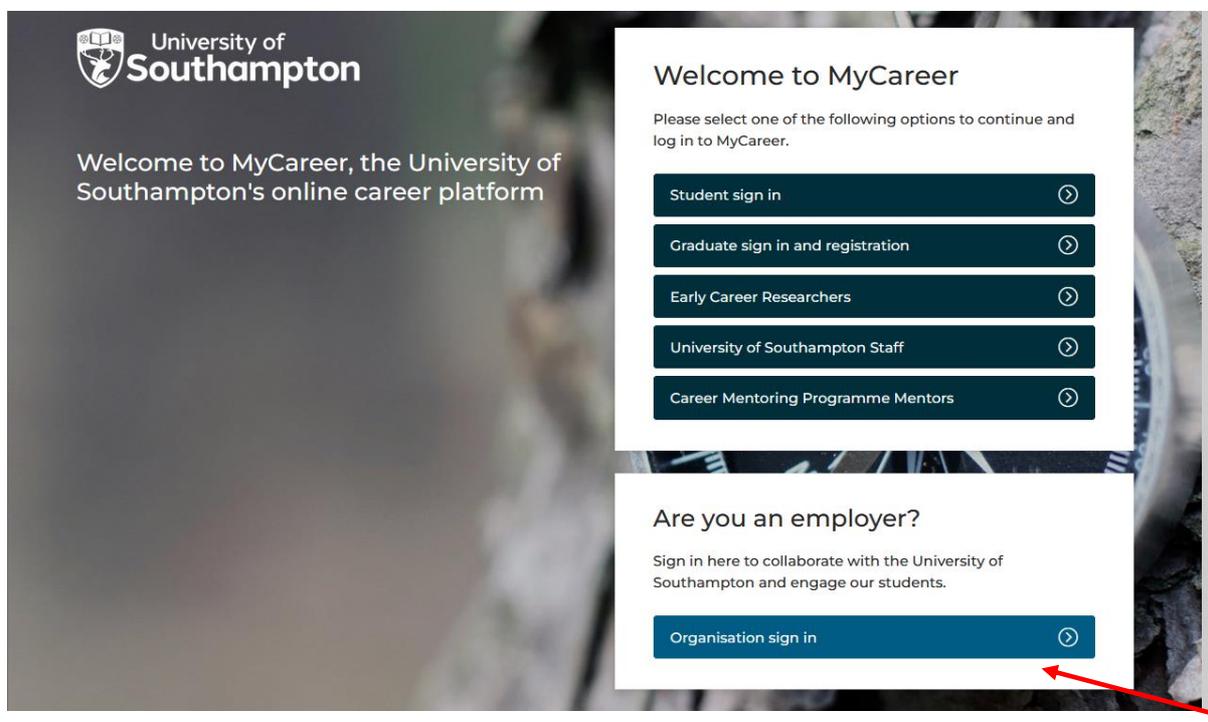


### 3. Click on 'Post Volunteering Bank':

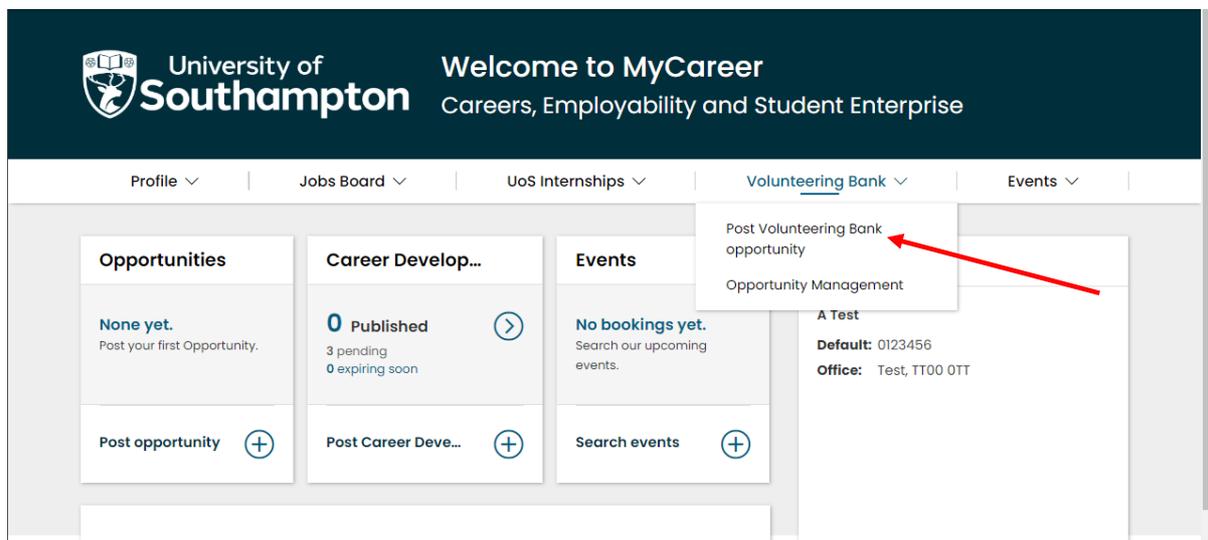


Now go to Step 6.

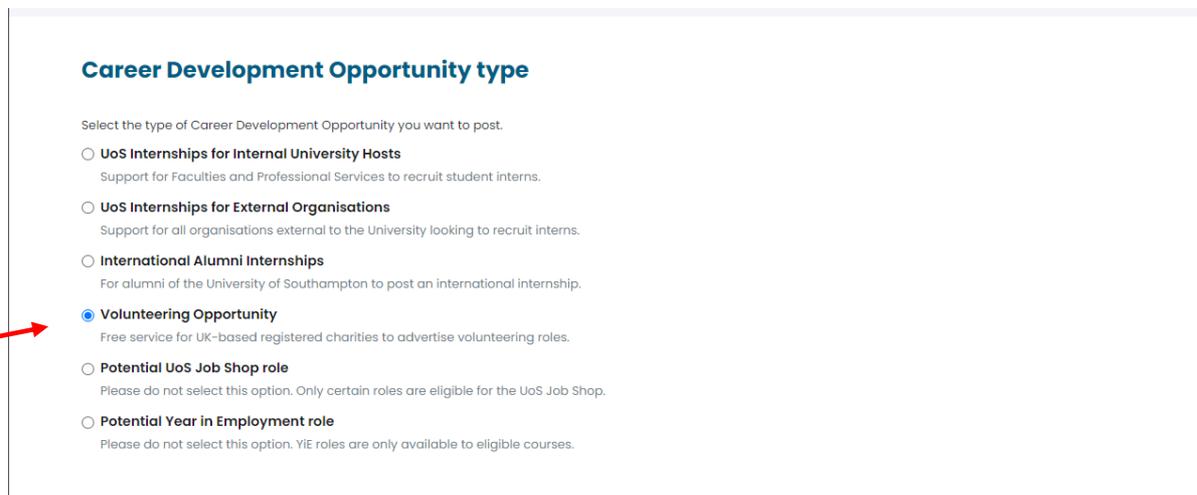
### 4. Login with your organisation details in the 'Organisation sign in' section:



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



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



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

## Career Development Opportunity details

### Scheme for this Career Development Opportunity \*

UoS Internships

Click here to upload a UoS Internship. If you have an internship opportunity up to 3 months in length that you wish to advertise exclusively with the University of Southampton, it may be suitable for the UoS Internships Programme. For further information, please contact [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501

Volunteering Bank

Click here to advertise a role on our 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. 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](mailto: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 on the MyCareer Jobs Board instead (click on 'Back' then click on the 'Post Opportunity' box) 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](mailto:employ@southampton.ac.uk) or phone +44(0)23 8059 3501 if you would like to discuss this further.

8. Complete the details in the 'Advertising details' section of the form and then click 'Next'. In the 'Job details' box complete the information relating to the volunteering opportunity:

The screenshot shows the 'Job details' section of the MyCareer form. At the top, there is a navigation bar with the University of Southampton logo and the text 'Welcome to MyCareer Careers, Employability and Student Enterprise'. Below this is a menu with 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. A progress indicator shows two steps: '1 Posting details' and '2 Job details', with the second step being active. The 'Job details' section includes a dropdown menu for 'Opportunity Type \*' (set to 'Select...'), a text input field for 'Job title \*', and a rich text editor for 'Opportunity description \*'. The rich text editor has a menu with options like 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table', along with icons for undo, redo, paragraph, bold, italic, underline, link, font, and size.

9. 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 Career Development Opportunity' and you will see the following screen:

## Post Volunteering Bank opportunity

Home / Volunteering Bank / Post Volunteering Bank opportunity

+ Add new opportunity

+ Add new career development opportunity

**Filters**

Q Search

Title:

Reference ID:

Expires:  
 By specific date  
 By relative date

to

### Career Development Opportunity Created

> [Test Volunteering Role](#)

Thank you for submitting your opportunity to the Volunteering Bank.

We will review this volunteering opportunity and if appropriate, publish it for our students to access. If we won't be publishing this role we'll be in contact to update you. All opportunities we publish must comply with our [Volunteering Bank guidelines](#).

Published 0
  Pending 4
  Rejected 20
  Withdrawn 4
  Expired 0

1 To 4 of 4 results

Date Posted	Advertising Date	Expiry Date	Opportunity title	Source	Reference ID	Action
16-Mar-2023	16-Mar-2023	15-Mar-2024	<a href="#">Test Volunteering Role</a>	-	3ZBLM	<a href="#">Actions</a>
16-Mar-2023	16-Mar-2023	14-Jun-2023	<a href="#">Test Opportunity</a>	-	D24MJ	<a href="#">Actions</a>

10. Your opportunity will then be pending approval from the Careers, Employability and Student Enterprise 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.

# Careers, Employability and Student Enterprise MyCareer Employer Guide

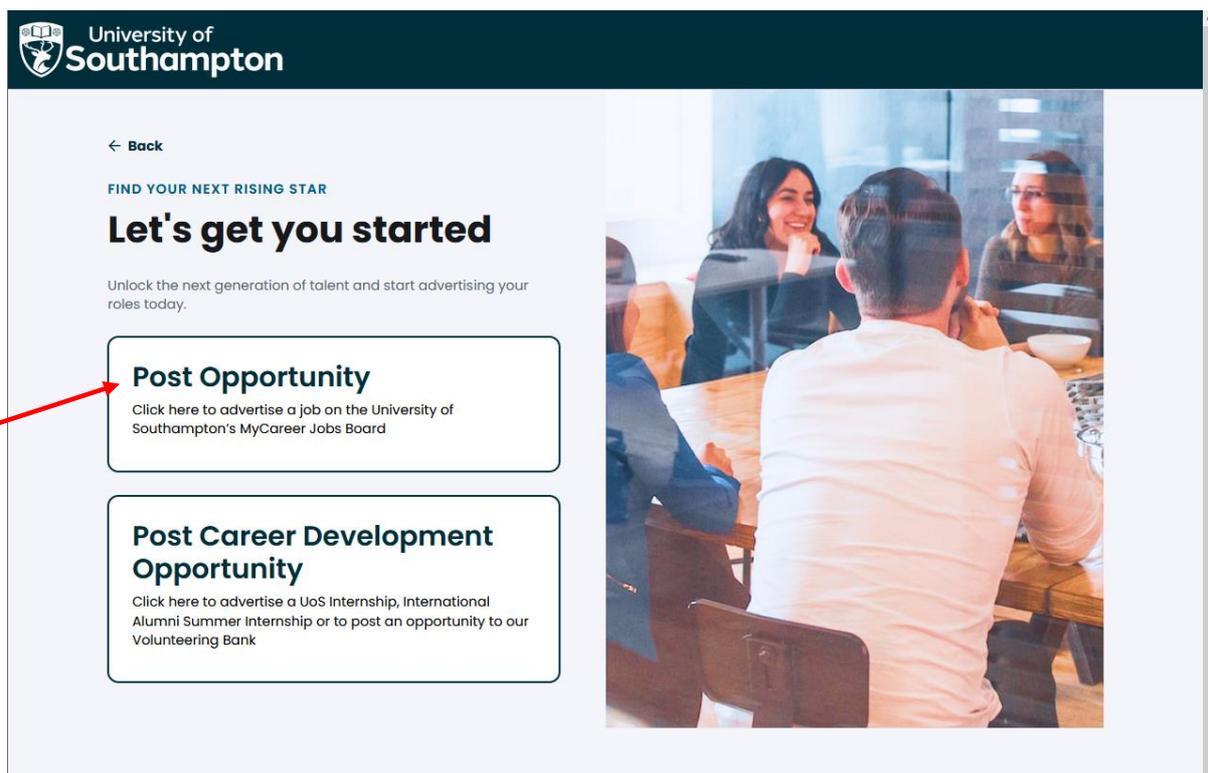
## How to post an opportunity to the Jobs Board

1. Follow this link to MyCareer:

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

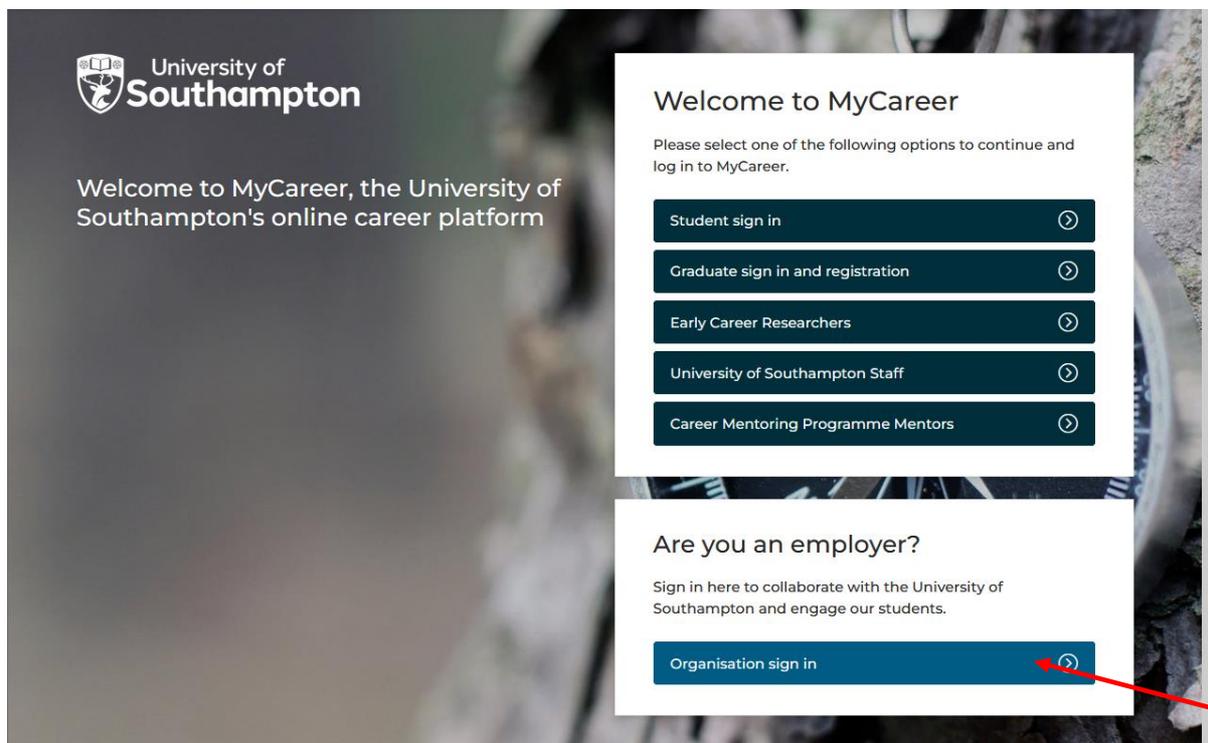
- If your organisation is not registered on MyCareer, go to Step 2
- If you are already registered on MyCareer, go to Step 3

2. Follow the steps in the '[How to register your organisation](#)' section and click on 'Post Opportunity' when you see the following screen at the end of the registration process:

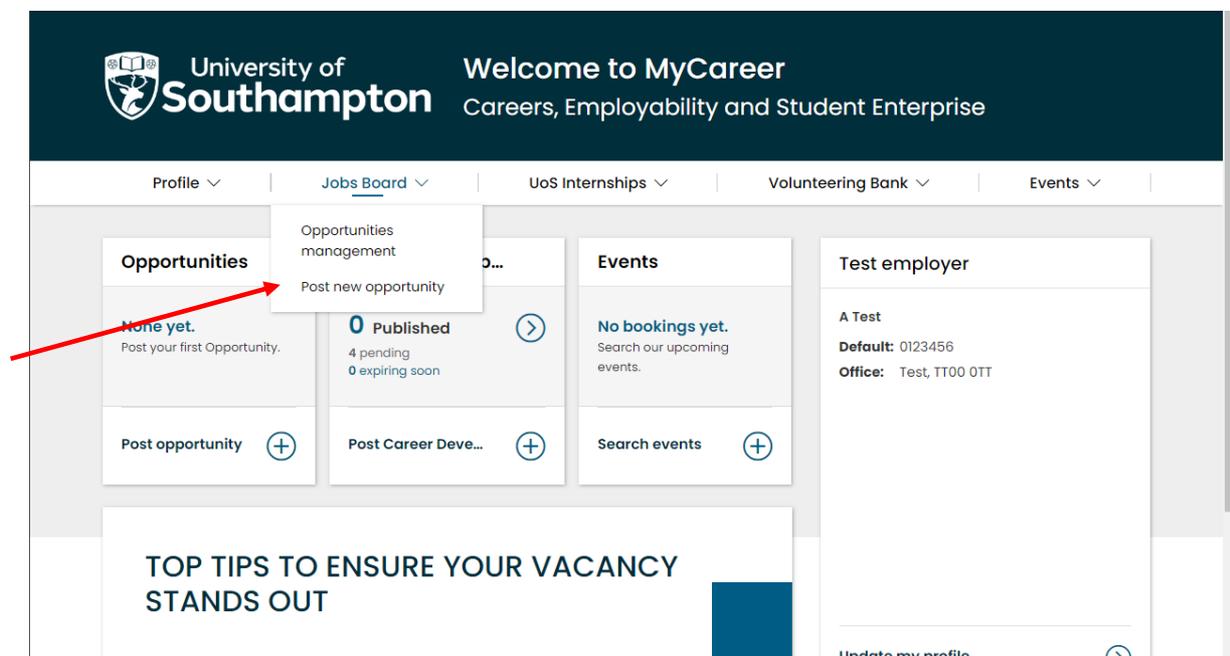


Now go to Step 5.

3. Login with your organisation details in the 'Organisation sign in' section:



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



5. The following screen will appear:

University of Southampton Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾ | Jobs Board ▾ | UoS Internships ▾ | Volunteering Bank ▾ | Events ▾

1 Posting details | 2 Job details

### Advertising details

**Publish date \***  
16 ▾ Mar ▾ 2023 ▾ 📅

**Closing date \***  
▾ ▾ ▾ 📅

> Set to the maximum date: 15-Mar-2024

6. Complete the details and then click ‘Next’. The following screen will appear:

University of Southampton Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾ | Jobs Board ▾ | UoS Internships ▾ | Volunteering Bank ▾ | Events ▾

1 Posting details | 2 Job details

### Job details

**Opportunity Type \***  
Select... ▾

**Job title \***

**Opportunity description \***

File Edit View Insert Format Tools Table

↶ ↷ Paragraph ▾ **B** *I* U 🔗 System Font ▾ 12pt ▾ ...

7. 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.

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

The screenshot shows the 'Post new opportunity' page on the University of Southampton MyCareer Jobs Board. A green notification banner at the top right states 'Opportunity Created' and thanks the user for submitting an opportunity. Below the notification, there are tabs for the status of opportunities: Published (0), Pending (5), Rejected (20), Withdrawn (4), and Expired (0). A table displays the first 5 results of the pending opportunities.

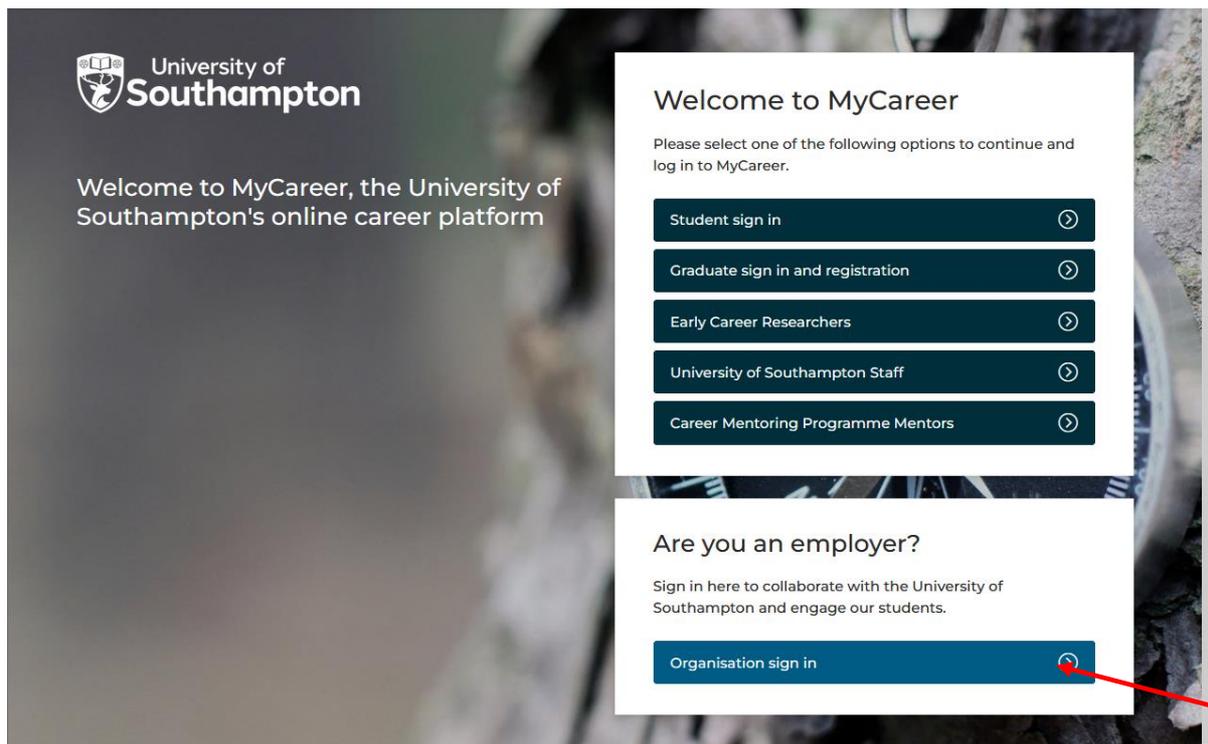
Date Posted	Advertising Date	Expiry Date	Opportunity title	Source	Reference ID	Action
16-Mar-2023	16-Mar-2023	15-Mar-2024	Test	-	JQ3Q9	Actions
16-Mar-2023	16-Mar-2023	15-Mar-2024	Test Volunteering Role	-	3ZBLM	Actions
16-Mar-2023	16-Mar-2023	14-Jun-2023	Test Opportunity	-	D24MJ	Actions

9. Your vacancy will then be pending approval from the Careers, Employability and Student Enterprise 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.

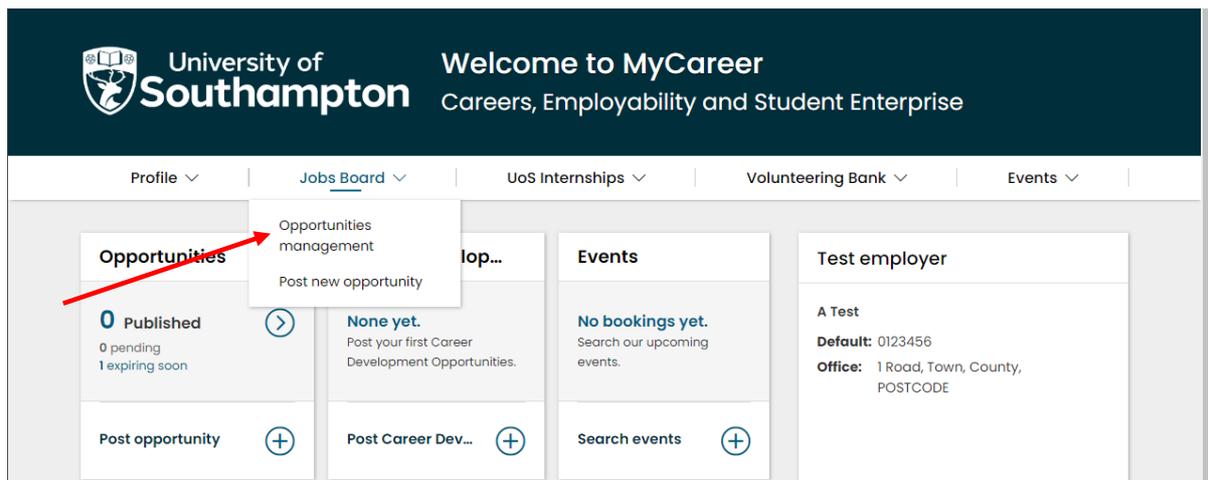
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to close a job vacancy

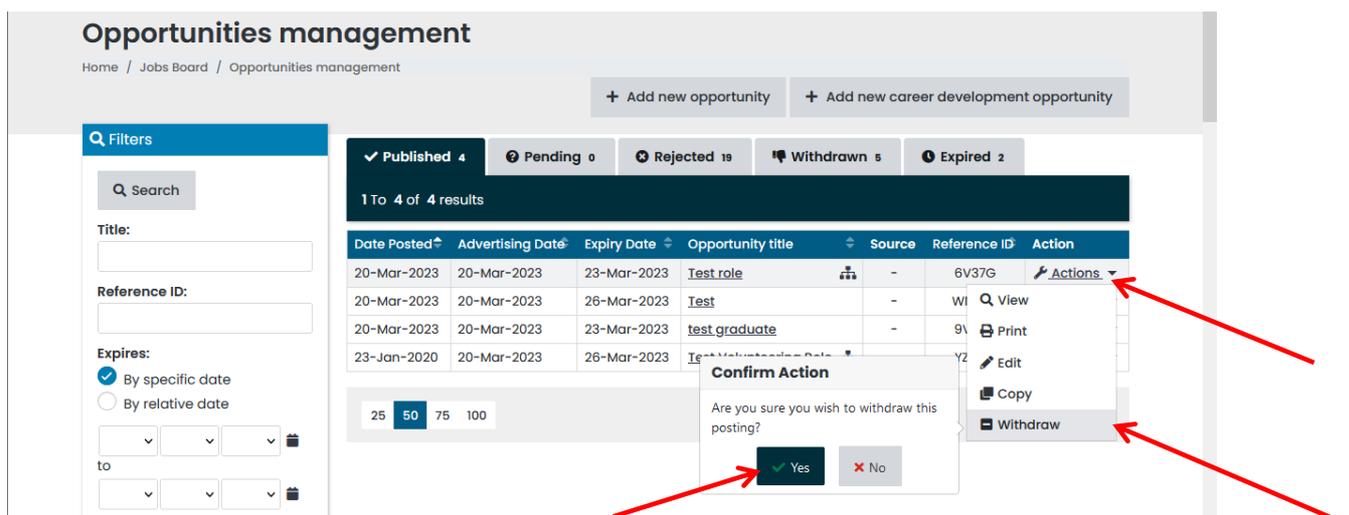
1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to close the advert early should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in the 'Organisation sign in' section:



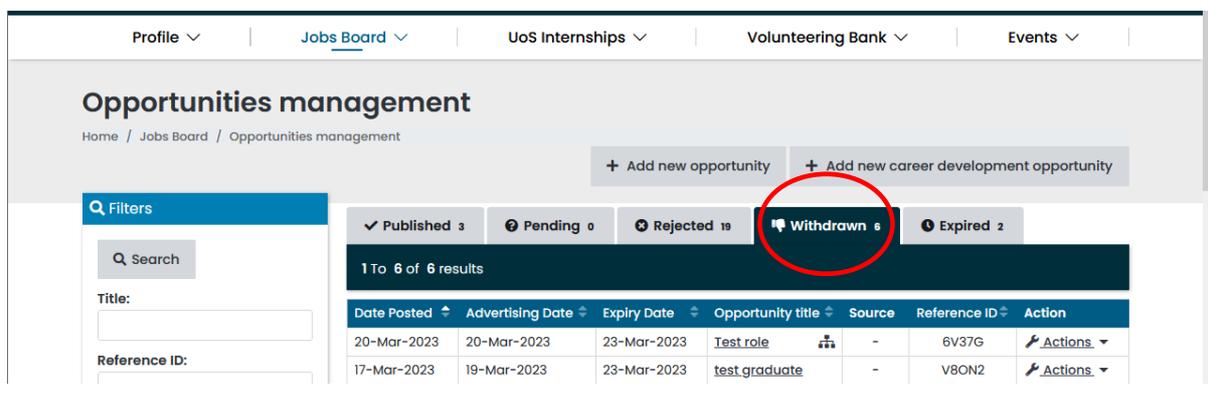
4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:



- 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:



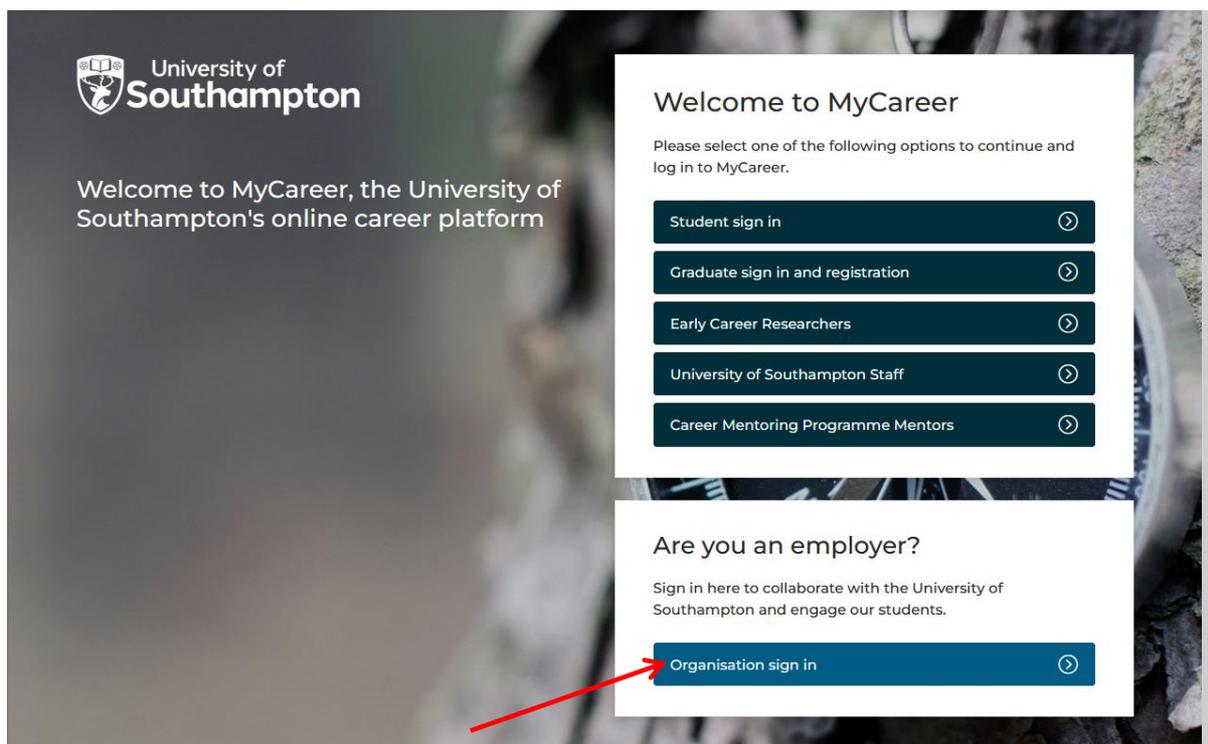
- The vacancy will now be listed in the 'Withdrawn' tab and will not be visible to students.



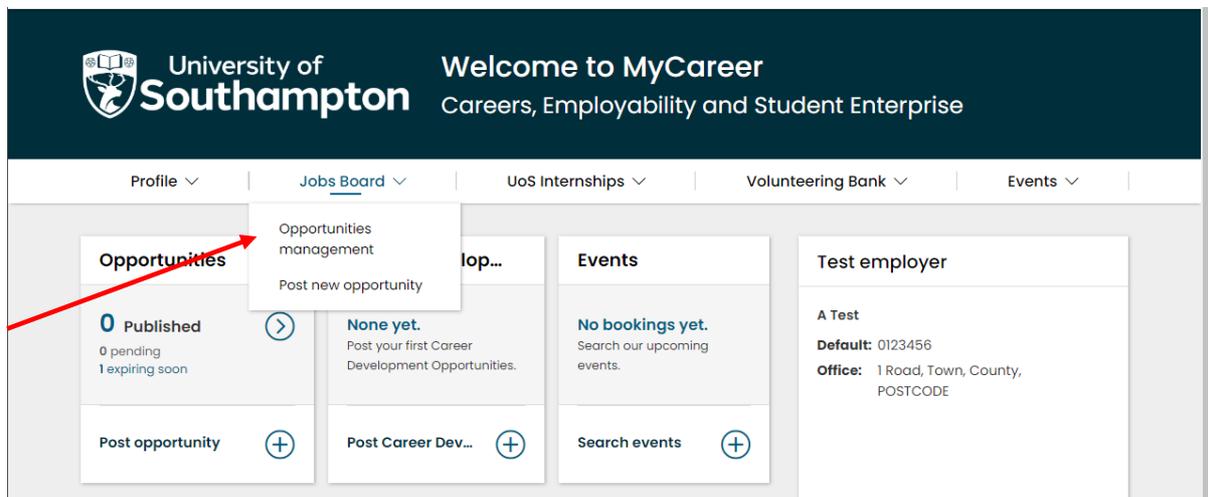
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to extend a job vacancy

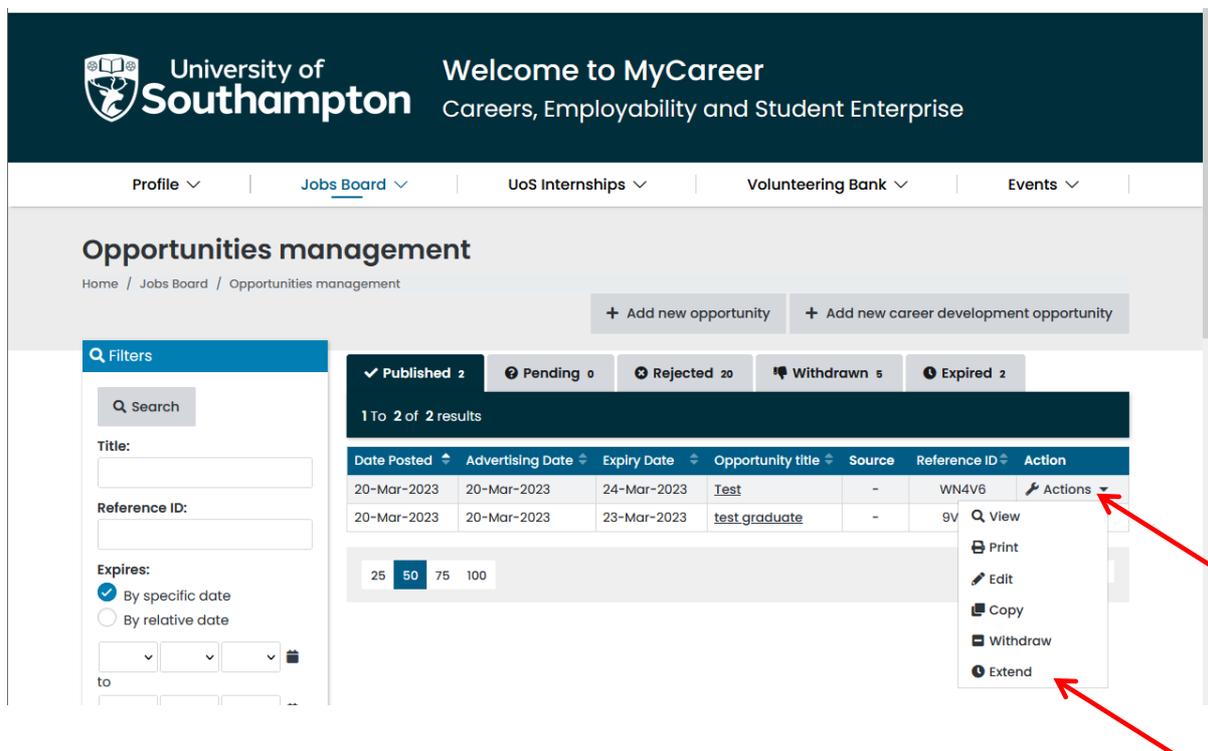
1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to extend the advertising date should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in the 'Organisation sign in' section:



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

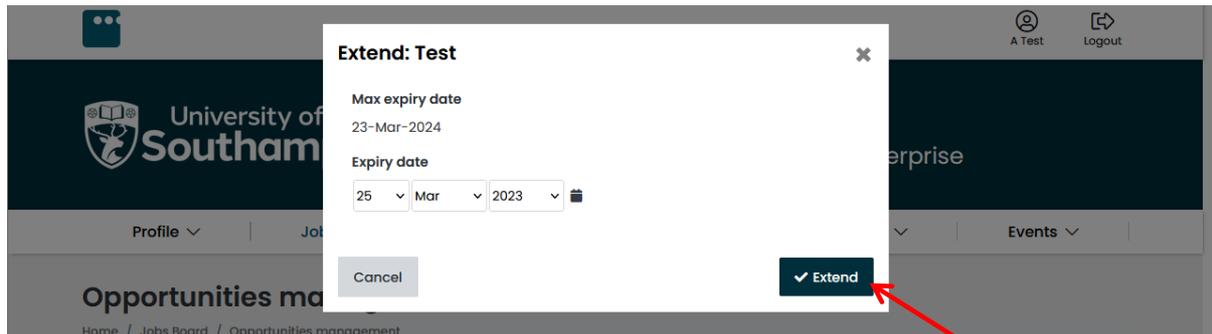


5. The Opportunities management page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':



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

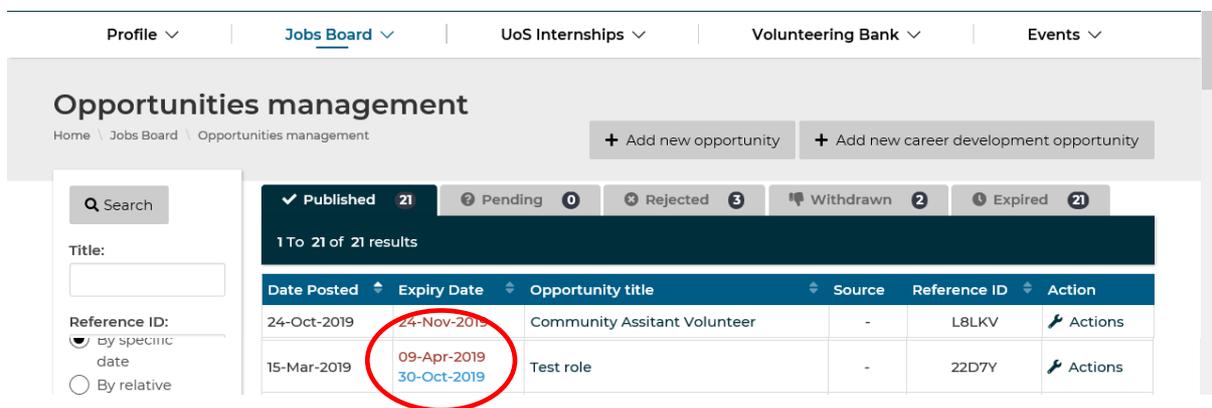
6. An 'Extend' box will appear:



7. Select the new expiry date and click on 'Extend'. You will see a 'Confirmation: Successfully submitted extension request' message.

8. If your opportunity is posted to our Jobs Board the closing date will automatically update and the extended date will be visible for students and graduates to view.

If your opportunity is posted to one of our opportunity types that requires extension approval, the original and new closing dates will now be listed next to the opportunity:

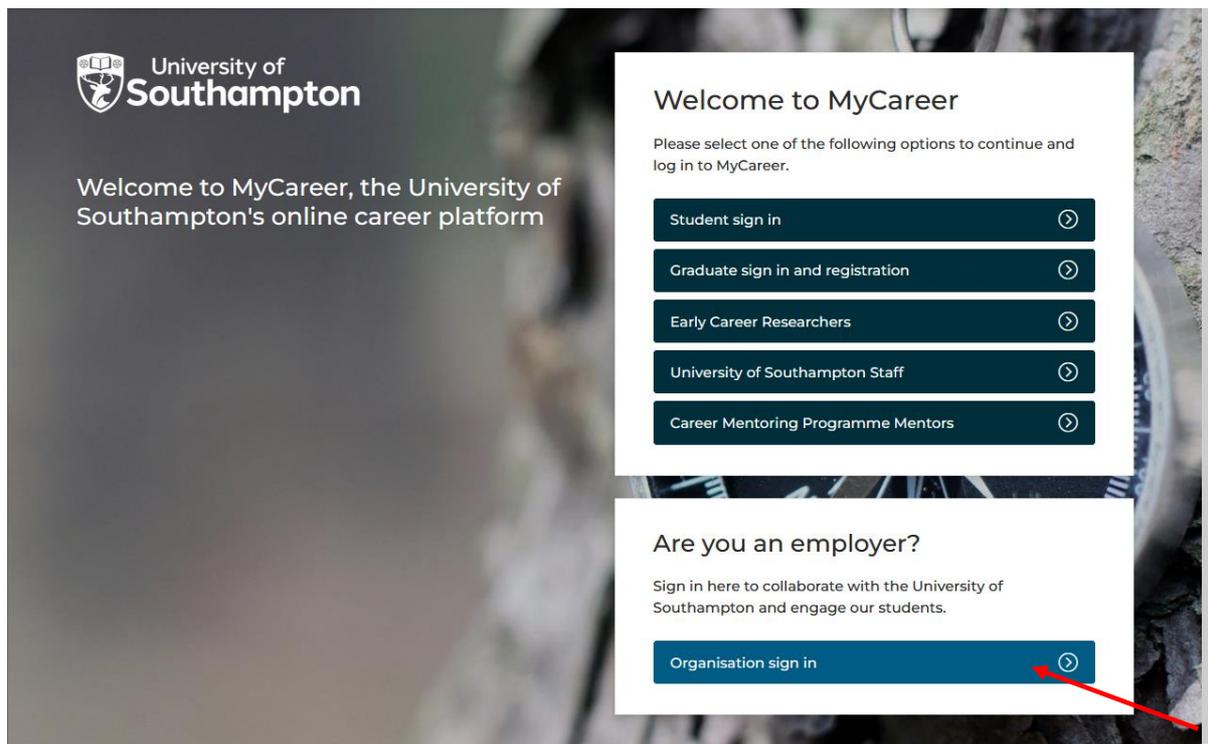


9. The extension request will go through to the Careers, Employability and Student Enterprise team for approval. Once approved you will receive a confirmation email and the new closing date will be visible for students and graduates to view.

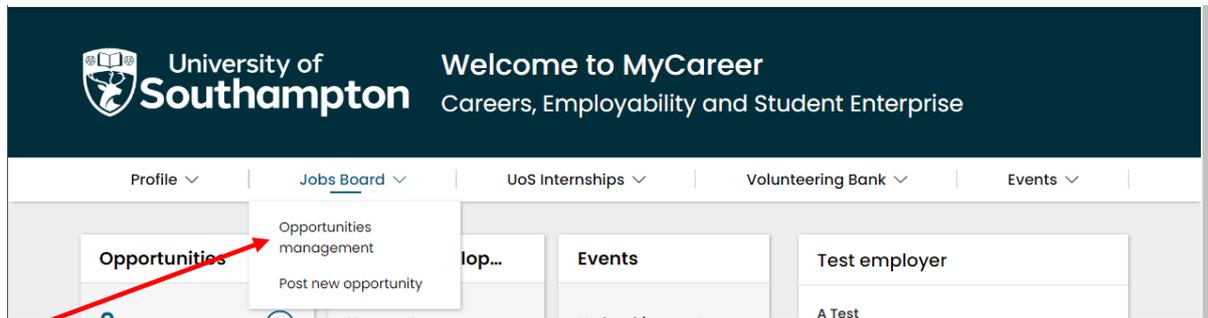
# Careers, Employability and Student Enterprise MyCareer Employer Guide

## How to re-publish an expired/rejected/withdrawn vacancy

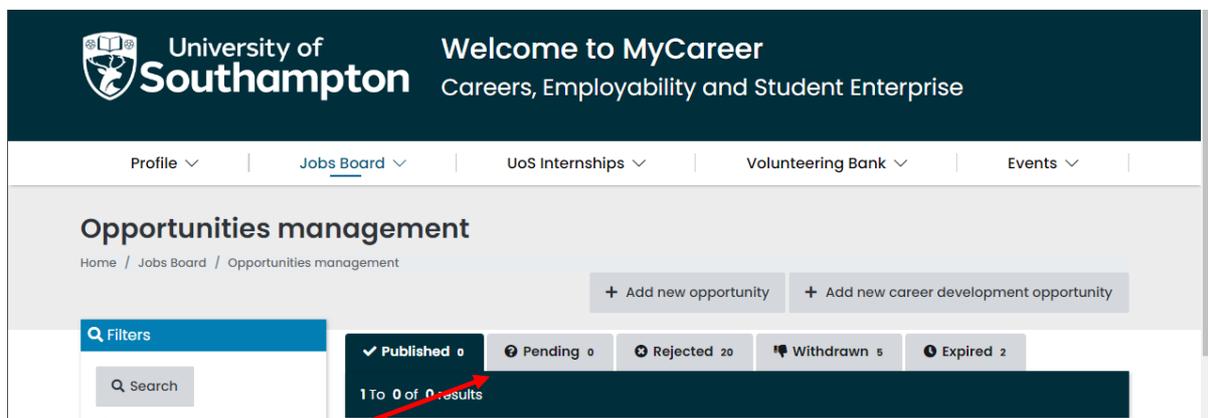
1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently withdrawn, rejected or expires, you then have the option to re-publish the opportunity should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in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



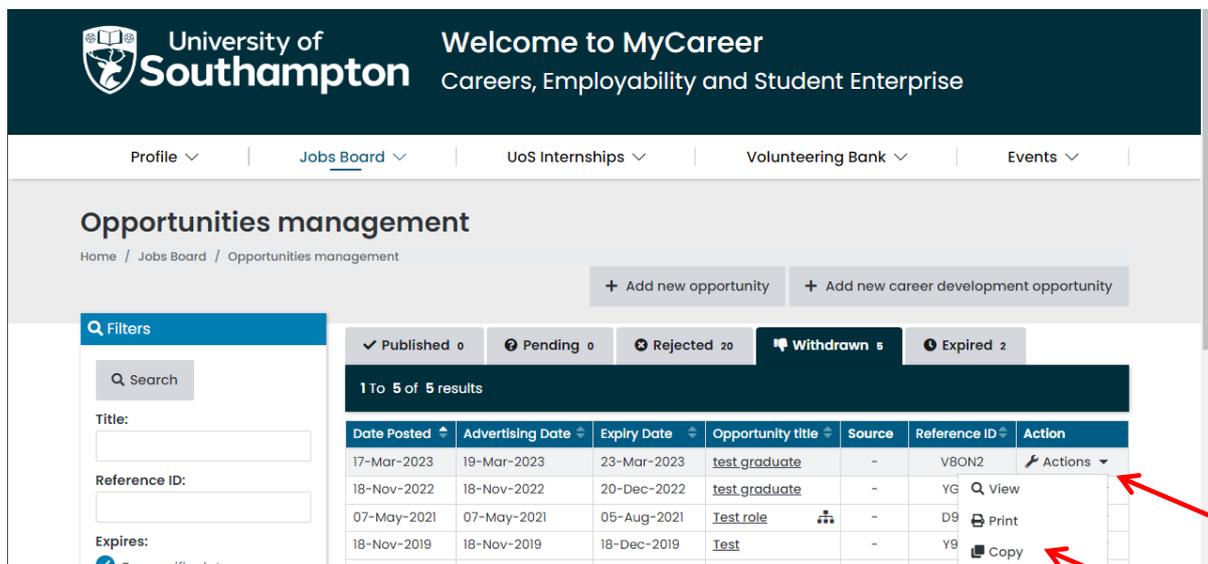
- Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:



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



- Click on the 'Withdrawn', 'Expired' or 'Rejected' tab then click on 'Actions' next to the opportunity you wish to re-publish and 'Copy':



- You will see the 'Posting details' screen and will be able to update the publish date and closing date in the 'Advertising details' section:

University of Southampton Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾ | Jobs Board ▾ | UoS Internships ▾ | Volunteering Bank ▾ | Events ▾

1 Posting details | 2 Job details

### Advertising details

**Publish date \***  
19 ▾ Mar ▾ 2023 ▾ 🗓

**Closing Date \***  
23 ▾ Mar ▾ 2023 ▾ 🗓

> Set to the maximum date: 18-Mar-2024

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

University of Southampton Welcome to MyCareer  
Careers, Employability and Student Enterprise

Profile ▾ | Jobs Board ▾ | UoS Internships ▾ | Volunteering Bank ▾ | Events ▾

## Opportunities management

Home / Jobs Board / Opportunities management

+ Add new opportunity + Add new career development opportunity

**Filters**

Q Search

Title:

Reference ID:

Expires:

By specific date

By relative date

to    🗓

**Opportunity Created** ✕

> test\_graduate

Thank you for submitting your opportunity to the MyCareer Jobs Board.

We will review this opportunity and if appropriate, publish it for our students to access. If we won't be publishing this role we'll be in contact to update you. All opportunities we publish must comply with our [vacancy policy](#).

Published 0 
  Pending 1 
  Rejected 20 
  Withdrawn 5 
  Expired 2

1 To 1 of 1 results

Date Posted	Advertising Date	Expiry Date	Opportunity title	Source	Reference ID	Action
20-Mar-2023	20-Mar-2023	23-Mar-2023	test_graduate	-	9VZ6G	Actions

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