Careers and Employability Service
MyCareer Employer Guide

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

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.
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.

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

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

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.
How to add an additional organisation user

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

2. Login with your organisation details in the ‘Organisation login and registration’ section:
3. Click on ‘Profile’ and ‘Organisation and user details’:

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

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

6. Click on ‘Save changes’ and the following screen will appear confirming the organisation details have been updated.
How to register for a stand at a Careers Fair

1. Follow this link to MyCareer:
   [https://mycareer.soton.ac.uk/home.html](https://mycareer.soton.ac.uk/home.html)

2. Login with your organisation details in the ‘Organisation login and registration’ section:
3. Click on ‘Events’ and ‘Organisations events’ on the top toolbar:

![Image of events page]

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

![Image of search results page]
5. All of our available Careers Fairs will be displayed. Click on the form for the Fair you wish to attend.

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

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

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

1. Follow this link to MyCareer:
   [https://mycareer.soton.ac.uk/home.html](https://mycareer.soton.ac.uk/home.html)

2. Login with your organisation details in the ‘Organisation login and registration’ section:
3. Click on ‘Events’ and ‘Organisations events’ on the top toolbar:

You are able to book the following events:

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

If you would like to book to attend a Careers Fair, please follow the instructions in the ‘How to register for a stand at a Careers Fair’ guide.

4. If you would like to book Recruiter in Residence, click on the ‘Recruiter in Residence’ form. For all other events, click on ‘Register your interest to deliver an event’:
5. On the following screen, select the date which corresponds with the date you would like to hold your session and click ‘Next’. Ignore the times next to the available dates as the time of your event will be dictated by the activity type and venue selected.
6. Complete all the requested information on the booking form and then click on ‘Next’. Please enter N/A in any section that is not relevant for your event.

7. The following screen will appear. Review all of the information and click ‘Confirm’:
8. You will see the following screen confirming your request has been submitted:

![Event Booking Screen]

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

![Event Booking Screen Confirmation]

Careers and Employability Service | 023 8059 3501 | employ@southampton.ac.uk
www.southampton.ac.uk/careers
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:
5. Click on ‘Excel Southampton Internships’ and select the option relevant for the opportunity you would like to post, either Private/Public Sector, Third Sector or Internal University Opportunity:

6. You will see the following screen and the relevant type of opportunity will be selected:
7. Your organisation details will automatically populate. The section ‘Show contact details to user’ should be selected ‘No’:

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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Employer Application Deadline</th>
<th>Vacancies Open</th>
<th>Vacancies Closed</th>
<th>Proposed Shortlisting &amp; Interview Period</th>
<th>Dates to inform us of known Selected student</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>28th September</td>
<td>3rd October</td>
<td>23rd October</td>
<td>31st October – 11th November</td>
<td>18th November</td>
</tr>
<tr>
<td>November</td>
<td>2nd November</td>
<td>7th November</td>
<td>27th November</td>
<td>5th – 16th December</td>
<td>23rd December</td>
</tr>
<tr>
<td>December</td>
<td>30th November</td>
<td>5th December</td>
<td>22nd January</td>
<td>30th January – 10th February</td>
<td>17th February</td>
</tr>
<tr>
<td>January</td>
<td>21st December</td>
<td>3rd January</td>
<td>22nd January</td>
<td>30th January – 10th February</td>
<td>17th February</td>
</tr>
<tr>
<td>February</td>
<td>1st February</td>
<td>6th February</td>
<td>26th February</td>
<td>6th – 17th March</td>
<td>24th March</td>
</tr>
<tr>
<td>March</td>
<td>1st March</td>
<td>6th March</td>
<td>26th March</td>
<td>3rd – 14th April</td>
<td>21st April</td>
</tr>
<tr>
<td>April</td>
<td>29th March</td>
<td>3rd April</td>
<td>23rd April</td>
<td>1st – 12th May</td>
<td>19th May</td>
</tr>
<tr>
<td>May</td>
<td>26th April</td>
<td>2nd May</td>
<td>21st May</td>
<td>29th May – 9th June</td>
<td>16th June (Must inform us ASAP as we need at least 4 weeks before start date to set students up)</td>
</tr>
</tbody>
</table>

*Key Internship Dates*

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

![Screenshot of internship details](image)

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

![Screenshot of salary details](image)
11. In the ‘Application Details’ section, please ignore ‘Application URL’, ‘Application Email’ and ‘How to apply’ as these sections will be completed by the Excel Southampton Internship Team:

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

13. Your vacancy will then be pending approval from the Excel Southampton Internship Team who will keep you informed of its progress.
How to post an opportunity to the Jobs Board

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

2. Login with your organisation details in the ‘Organisation login and registration’ section:
3. Click on ‘Jobs Board’ and ‘Post new opportunity’ on the top toolbar:

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:

![Opportunity Details Screen](image)

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

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.
How to close a job vacancy

1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to close the advert early should you wish.

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

3. Login with your organisation details in the ‘Organisation login and registration’ section:
4. Click on ‘Jobs Board’ and ‘Opportunities management’ on the top toolbar:

![Image of '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:

![Image of 'Actions' next to opportunity with retract option]

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

![Image of 'Manage Opportunities' with 'Retracted' vacancy]
How to extend a job vacancy

1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to extend the advertising date should you wish.

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

3. Login with your organisation details in the ‘Organisation login and registration’ section:
4. Click on ‘Jobs Board’ and ‘Opportunities management’ on the top toolbar:

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

Please note that the ‘Extend’ opportunity will only be visible if your vacancy is due to close within the next five days.
6. An ‘Extend closing date’ box will appear:

![Extend closing date screenshot]

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’:

![Opportunity status pending screenshot]

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.
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](https://mycareer.soton.ac.uk/home.html)

3. Login with your organisation details in the ‘Organisation login and registration’ section:
4. Click on ‘Jobs Board’ and ‘Opportunities management’ on the top toolbar:

5. 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’.
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.

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.