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 15-21)
- How to post an opportunity to the Volunteering Bank (Pages 22-26)

Jobs Board

- How to post an opportunity to the Jobs Board (Pages 27-29)
- How to close a job vacancy (Pages 30-31)
- How to extend a job vacancy (Pages 32-34)
- How to re-publish an expired/rejected/retracted vacancy (Pages 35-39)
How to register your organisation

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

2. Click on ‘Organisation login and registration’ on the MyCareer homepage:

3. Click on ‘Register’:
4. Complete the details in the ‘Organisation registration’ form and then click on ‘Register’:

5. The following screen will appear:
6. Your organisation application has now been submitted for approval and will be reviewed by the Careers and Employability team. If your details comply with our approval policy we will approve your registration and you will receive a registration email with your login details.

7. You can post job opportunities whilst your organisation registration is pending approval should you wish. Once submitted, these will remain pending until your organisation has been approved.

- To post a vacancy to the Jobs Board, click on 'Post opportunity' and then follow the steps in the ‘How to post an opportunity to the Jobs Board’ section.
- To post an opportunity to our Volunteering Bank, click on the ‘Post Career Development Opportunity’ button in the Volunteering Bank section and then follow the steps in the ‘How to post an opportunity to the Volunteering Bank’ section.
• To post a UoS Internship, click on the ‘Post Career Development Opportunity’ button in the UoS Internships section and then follow the steps in the ‘How to post a UoS Internship opportunity’ 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 ‘Update Organisation profile’:
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’. 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. The new user will receive an email with their password details and will now be able to log in to the organisation profile.
How to register for a stand at a Careers Fair

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

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

4. The following page will appear. Select ‘Careers Fairs’ in the event ‘Type’ box and then click on ‘Search’.
5. All 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 (e.g. Large Graduate Recruiter, Small and Medium Enterprise). If the Fair you wish to attend is already fully booked, click on the waiting list form instead to be added to the waiting list.
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 ‘Submit Booking’. You will see the following screen confirming your application has been submitted:

![Image 1]

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

![Image 2]
How to post a UoS Internship opportunity

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

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

   Public, Private and Third Sector organisations:
   www.southampton.ac.uk/careers/employers/placements/excel-southampton.page

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

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

   - If your organisation is not registered on MyCareer, go to Step 3
   - If you are already registered on MyCareer, go to Step 4

3. Follow the steps in the ‘How to register your organisation’ section and click on ‘Post Career Development Opportunity’ in the UoS Internships section when you see the following screen at the end of the registration process:
• Internal University hosts: Please register as an organisation and not ‘University of Southampton Staff’ as you will not be able to post your opportunity from within the staff section. Please register your organisation as UoS – Your Faculty/Department e.g. UoS – Humanities. Enter details relating to your specific faculty/department in the ‘Organisation description’ section and include a link to your specific webpage in the URL link.

Now go to Step 6.

4. Login with your organisation details in the ‘Organisation login and registration’ section:
5. Click on ‘UoS Internships’ and then ‘Post UoS Internship opportunity’:

6. You will see the following screen. Select the relevant UoS Internships option for your organisation (Private/Public organisations, Third Sector Organisations or Internal University hosts):
7. Ensure ‘UoS Internships’ is selected in the ‘Career Development Opportunity details’ box:

8. Complete the details in sections 3 and 4 of the form. When selecting the ‘Advertising Date’ and ‘Closing Date’ please consult the key dates in the UoS Internships Employer Handbook. We advertise UoS Internships once a month and the dates you select must be in line with this.
### Key Internship Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Employer Application Deadline</th>
<th>Vacancies Open</th>
<th>Vacancies Close</th>
<th>Deadline to inform us of selected student</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>2nd October</td>
<td>7th October</td>
<td>27th October</td>
<td>15th November</td>
</tr>
<tr>
<td>November</td>
<td>30th October</td>
<td>4th November</td>
<td>24th November</td>
<td>13th December</td>
</tr>
<tr>
<td>December</td>
<td>27th November</td>
<td>2nd December</td>
<td>26th January</td>
<td>16th February</td>
</tr>
<tr>
<td>January</td>
<td>18th December</td>
<td>23rd December</td>
<td>26th January</td>
<td>14th February</td>
</tr>
<tr>
<td>February</td>
<td>29th January</td>
<td>3rd February</td>
<td>23rd February</td>
<td>13th March</td>
</tr>
<tr>
<td>March</td>
<td>26th February</td>
<td>2nd March</td>
<td>22nd March</td>
<td>10th April</td>
</tr>
<tr>
<td>April</td>
<td>1st April</td>
<td>6th April</td>
<td>3rd May</td>
<td>22nd May</td>
</tr>
<tr>
<td>May</td>
<td>Advertiser every Monday in May, each period for a 3-week cycle (This advertising cycle is a last resort – student interest is low because of exams &amp; already secured summer internships)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

10. In the ‘Position details’ box complete the information relating to the internship opportunity:
11. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish. In the ‘Salary details’ section select ‘UoS Internship (minimum £8.21 per hour for external roles or minimum £8.92 per hour for internal and 3rd Sector roles)’ unless you wish to increase this amount. If you wish to increase this please select ‘Hourly Rate’ and specify the salary in the box below.
12. Complete all the details on the form and then click on ‘Add Opportunity’ and you will see the following screen:

![Image of the screen](image)

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

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 Career Development Opportunity’ in the Volunteering Bank section 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 login and registration’ section:

4. Click on ‘Volunteering Bank’ and ‘Post Volunteering Opportunity’:
5. You will see the following screen. Check that ‘Volunteering Opportunity’ is selected:

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

7. Complete the details in sections 3 and 4 of the form and then click ‘Next’. In the ‘Position details’ box complete the information relating to the volunteering opportunity:
8. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish. Complete the questions on this page and then click on ‘Add opportunity’ and you will see the following screen:
9. Your opportunity will then be pending approval from the Careers and Employability team. Once it has been reviewed and approved, you will then receive an email confirming your opportunity is live on our website and the role will be listed in the ‘Published' tab.
How to post an opportunity to the Jobs Board

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 ‘Jobs Board’ and ‘Post new opportunity’ on the top toolbar:

4. The following screen will appear:

5. Complete the details and then click ‘Next’. The following screen will appear:
6. Complete the details and then click on ‘Add opportunity’. You can preview the vacancy details prior to posting by clicking ‘Preview’ should you wish. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish.

7. You will then see a notification stating ‘Opportunity created’. Any previous 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 is live on our website and the role will be listed in the 'Published' tab.
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](https://mycareer.soton.ac.uk/home.html)

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

4. Click on ‘Jobs Board’ and ‘Opportunities management’ on the top toolbar:
5. The opportunities management page will show you all of your vacancies. Click on ‘Actions’ next to the opportunity you wish to close, then select ‘Withdraw’ and ‘Yes’ to withdraw the vacancy:

6. The vacancy will now be listed in the ‘Withdrawn’ tab and will not be visible to students.
How to extend a job vacancy

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

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

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

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

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

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

8. The extension request will now go through to the Careers and Employability team for approval. Once approved you will receive a confirmation email and the new closing date will be visible for students and graduates to view.
How to re-publish an expired/rejected/withdrawn vacancy

1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently withdrawn, rejected or expires, you then have the option to re-publish the opportunity should you wish.

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

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

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

- To extend an expired vacancy, go to Step 6
- To re-post a withdrawn or rejected vacancy, go to Step 11

6. Click on the ‘Expired’ tab then click on ‘Actions’ next to the opportunity you wish to re-publish and ‘Extend’:
7. The following screen will appear. Enter the new expiry date for the opportunity and click on ‘Extend’.

8. You will see the following confirmation screen:

9. The old closing date and new closing date will then be shown next to the opportunity:
10. Once the details have been reviewed and approved by the Careers and Employability team, you will then receive an email confirming your opportunity has been republished and is live on our website.

11. Click on the ‘Withdrawn’ or ‘Rejected’ tab then click on ‘Actions’ next to the opportunity you wish to re-publish and ‘Copy’:

12. You will see the ‘Posting details’ screen and will be able to update the advertising and closing dates in the ‘Opportunity publishing details’ section:
13. Click on ‘Next’ and then complete the details on the ‘Position details’ page. Then click on ‘Add opportunity’ and your vacancy will be listed in the ‘Pending’ tab.

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