

# Careers and Employability Service MyCareer Employer Guide

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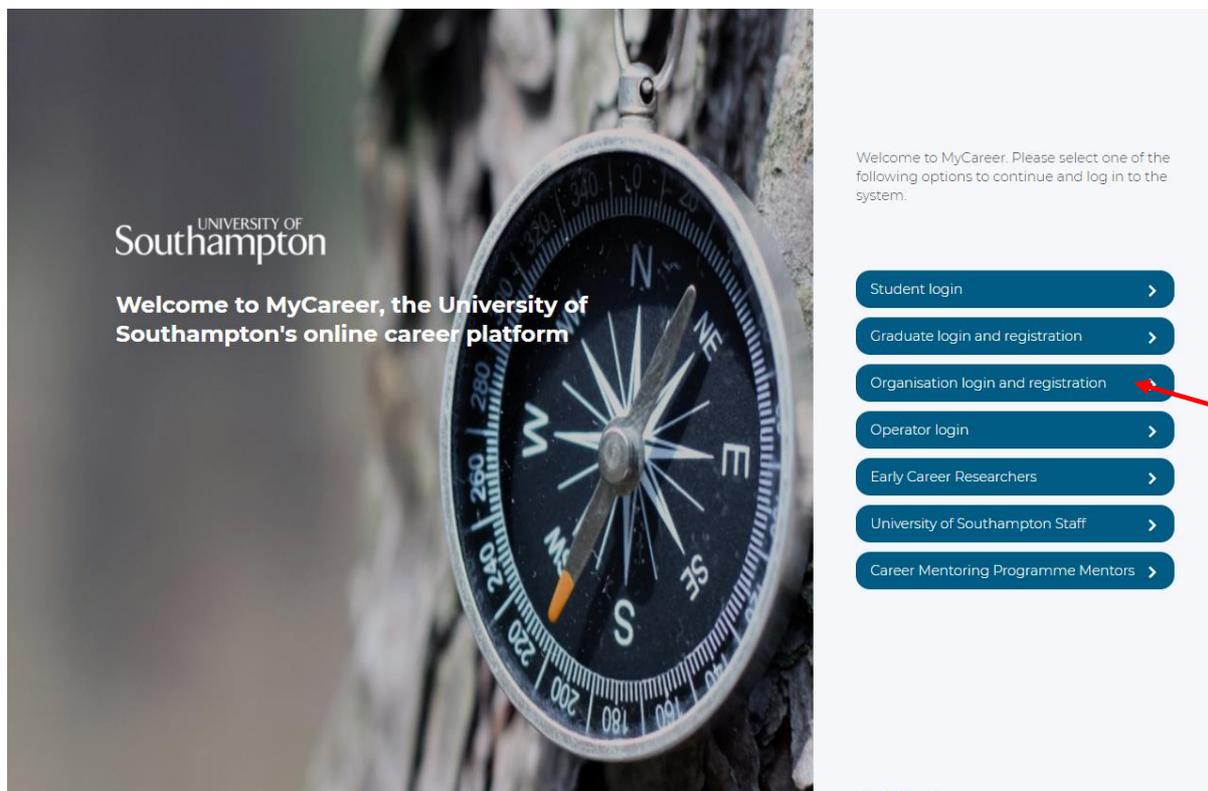
# Careers and Employability Service MyCareer Employer Guide

## How to register your organisation

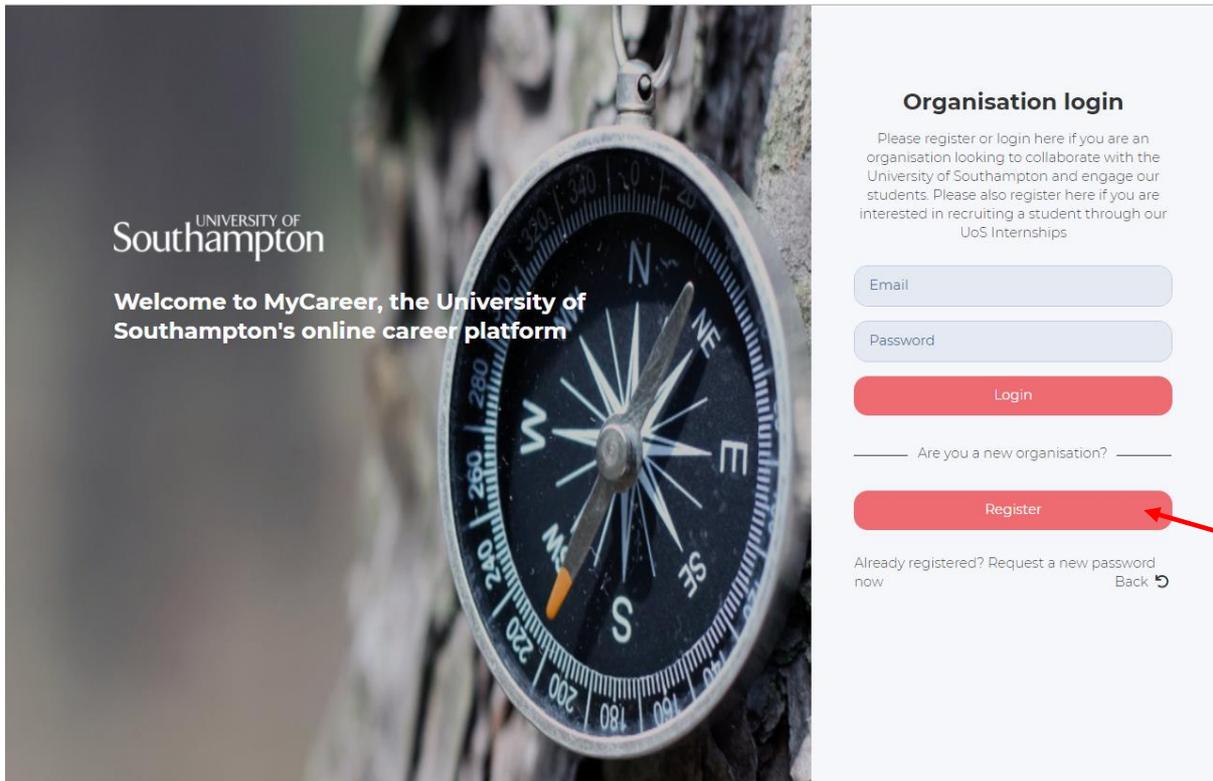
1. Follow this link to MyCareer:

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

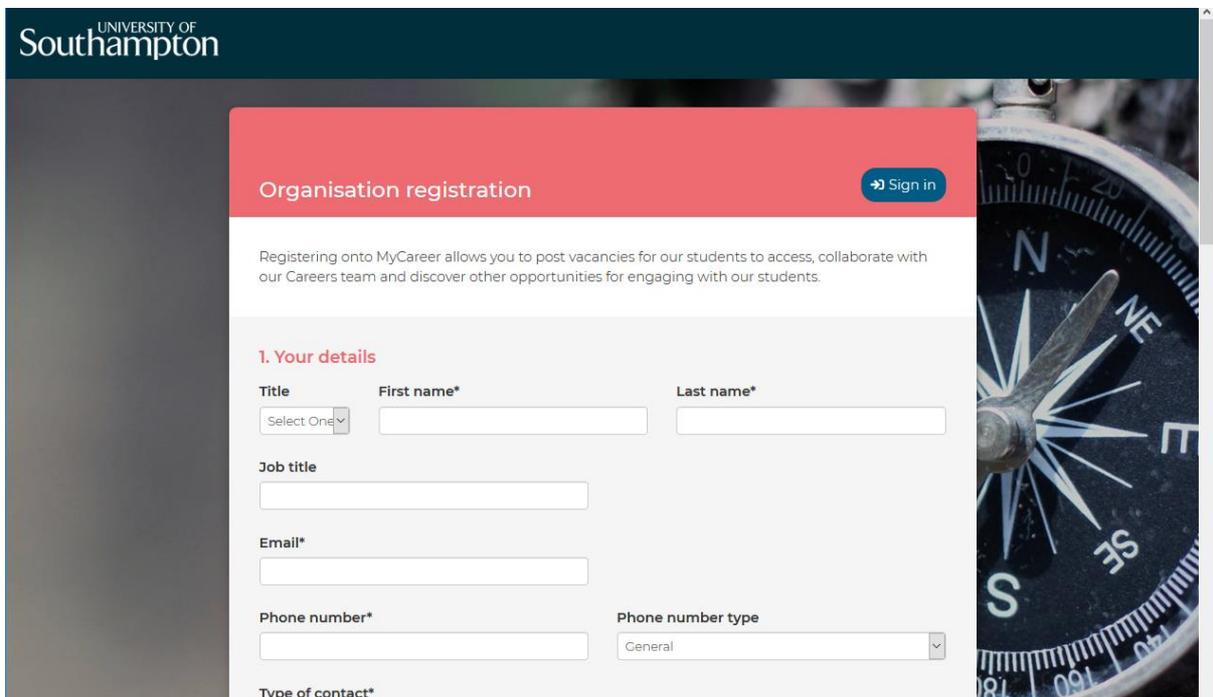
2. Click on 'Organisation login and registration' on the MyCareer homepage:



3. Click on 'Register':



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



5. The following screen will appear:

## Register : Pending Approval

### Your registration is now pending approval.

Thank you for taking the time to register with the University of Southampton Careers & Employability Service.  
You will be contacted by email with details of your password as soon as your registration request has been authorised.  
You can post any Opportunities using the link on the right, which will then be subject to approval.

### Continue : Post Opportunity

Post Opportunity

### Continue : Post Career Development Opportunity

#### UoS Internships

Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: [www.southampton.ac.uk/careers/employers/internships](http://www.southampton.ac.uk/careers/employers/internships) or contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk).

Post Career Development Opportunity

#### Volunteering Bank

These roles can only be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to undertake. If there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 or via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

Post Career Development Opportunity

#### Year in Employment Placements

If you have placement roles for our students, please do not post in this scheme. Please post your role as an opportunity in the Jobs Board and the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) if you would like to discuss this further.

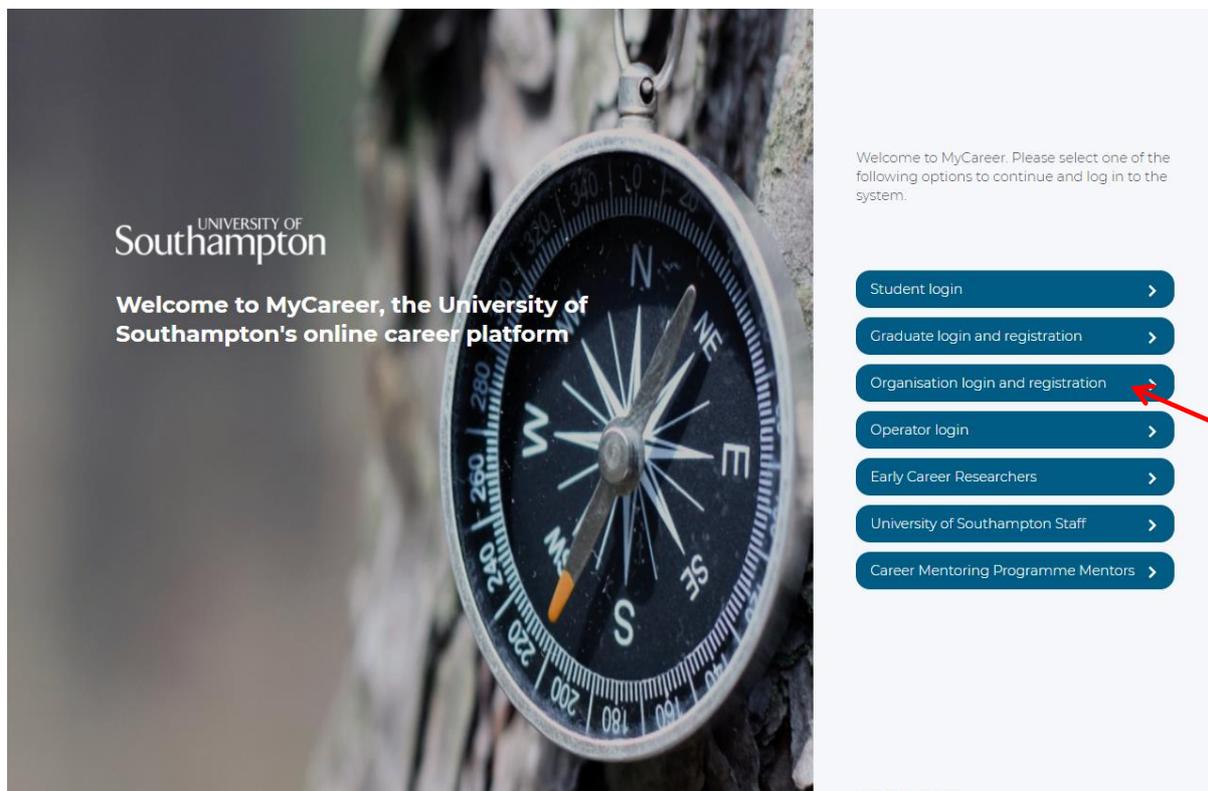
6. Your organisation application has now been submitted for approval and will be reviewed by the Careers and Employability team. If your details comply with our approval policy we will approve your registration and you will receive a registration email with your login details.
7. You can post job opportunities whilst your organisation registration is pending approval should you wish. Once submitted, these will remain pending until your organisation has been approved.
  - To post a vacancy to the Jobs Board, click on 'Post opportunity' and then follow the steps in the '[How to post an opportunity to the Jobs Board](#)' section.
  - To post an opportunity to our Volunteering Bank, click on the 'Post Career Development Opportunity' button in the Volunteering Bank section and then follow the steps in the '[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.

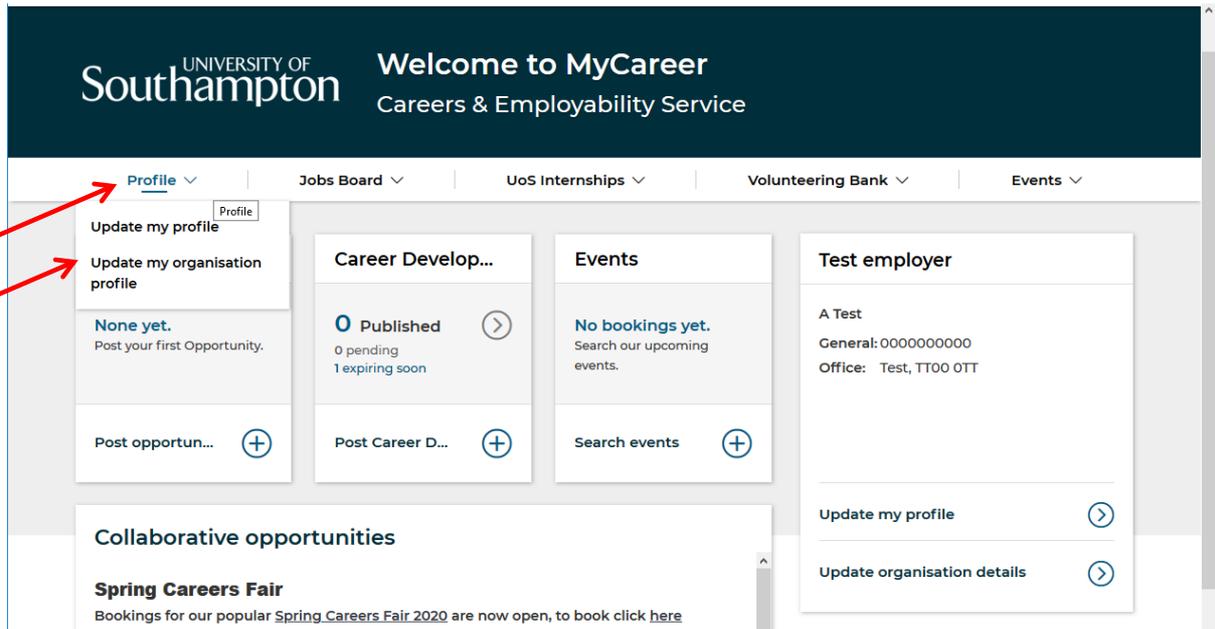
# Careers and Employability Service MyCareer Employer Guide

## How to add an additional organisation user

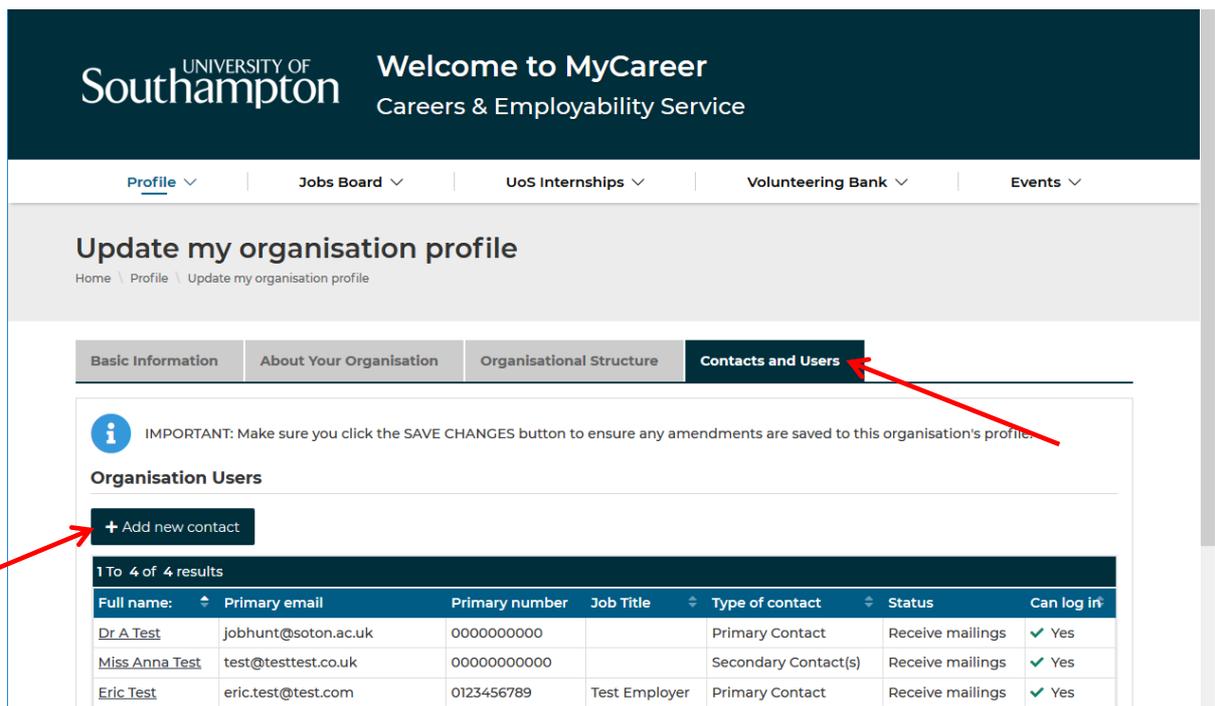
1. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
2. Login with your organisation details in the 'Organisation login and registration' section:



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



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



The following screen will appear:

**UNIVERSITY OF Southampton** Welcome to MyCareer  
Careers & Employability Service

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

### Contact information

Home \ Profile \ Update my organisation profile

Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users**

**New contact details**

**i** To add a new contact please complete the details on this page.

Type of contact: \*

Title

First name \*

Last name \*

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

**UNIVERSITY OF Southampton** Welcome to MyCareer  
Careers & Employability Service

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

### Update my organisation profile

Home \ Profile \ Update my organisation profile

Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users**

**i** 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 5 of 5 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	00000000000		Secondary Contact(s)	Receive mailings	✓ Yes
<b>Eric Test</b>	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

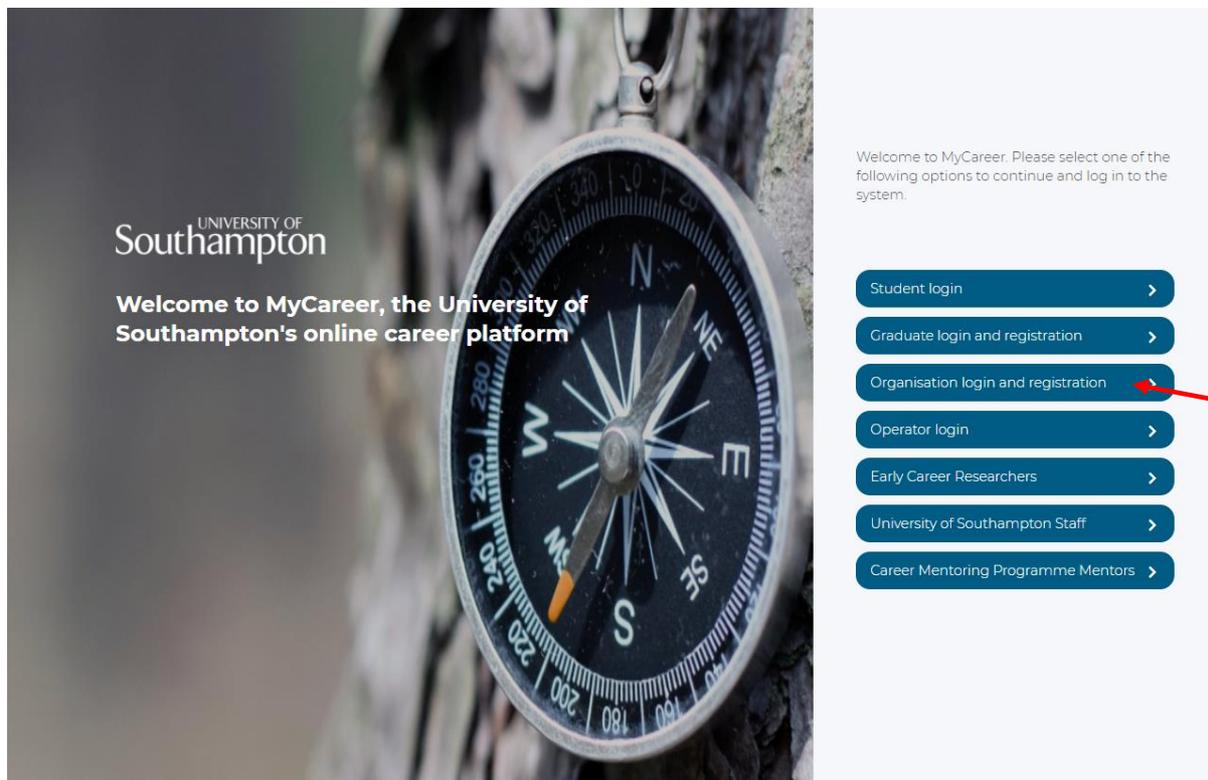
6. Click on 'Save changes' and the following screen will appear confirming the organisation details have been updated. The new user will receive an email with their password details and will now be able to log in to the organisation profile.

The screenshot displays the 'MyCareer' dashboard for the University of Southampton. At the top, the University of Southampton logo is on the left, and the text 'Welcome to MyCareer Careers & Employability Service' is on the right. Below this is a navigation bar with dropdown menus 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 your first Opportunity, Post opportun... +), 'Career Develop...' (0 Published, 0 pending, 1 expiring soon, Post Career D... +), 'Events' (No bookings yet, Search our upcoming events, Search events +), and 'Test employer' (A Test, General: 0000000000, Office: Test, TT00 OTT, Update my profile >, Update organisation details >). At the bottom left, there is a section for 'Collaborative opportunities' featuring 'Spring Careers Fair' with a link to book.

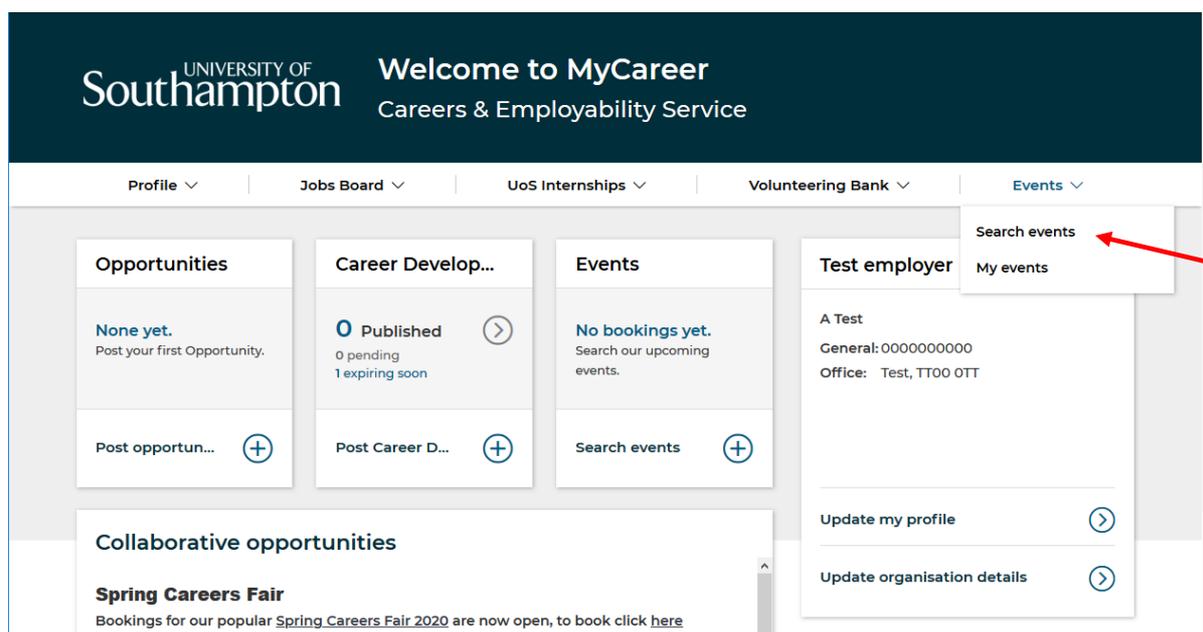
# Careers and Employability Service MyCareer Employer Guide

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

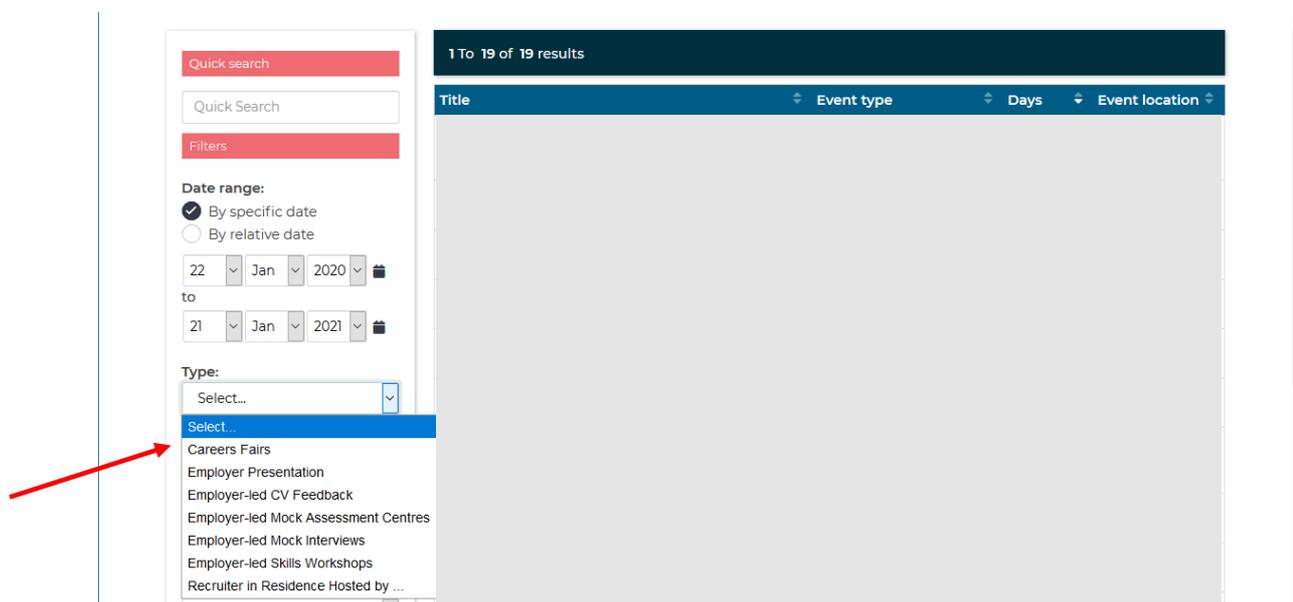
1. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
2. Login with your organisation details in the 'Organisation login and registration' section:



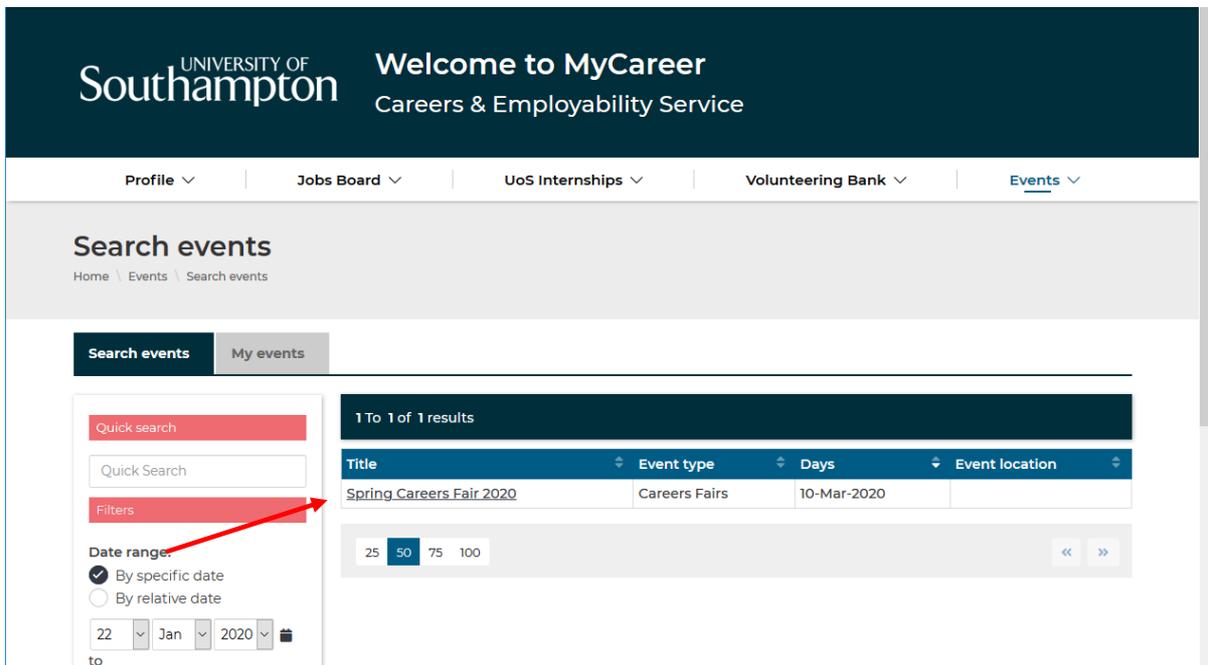
3. Click on 'Events' and 'Search events' on the top toolbar:



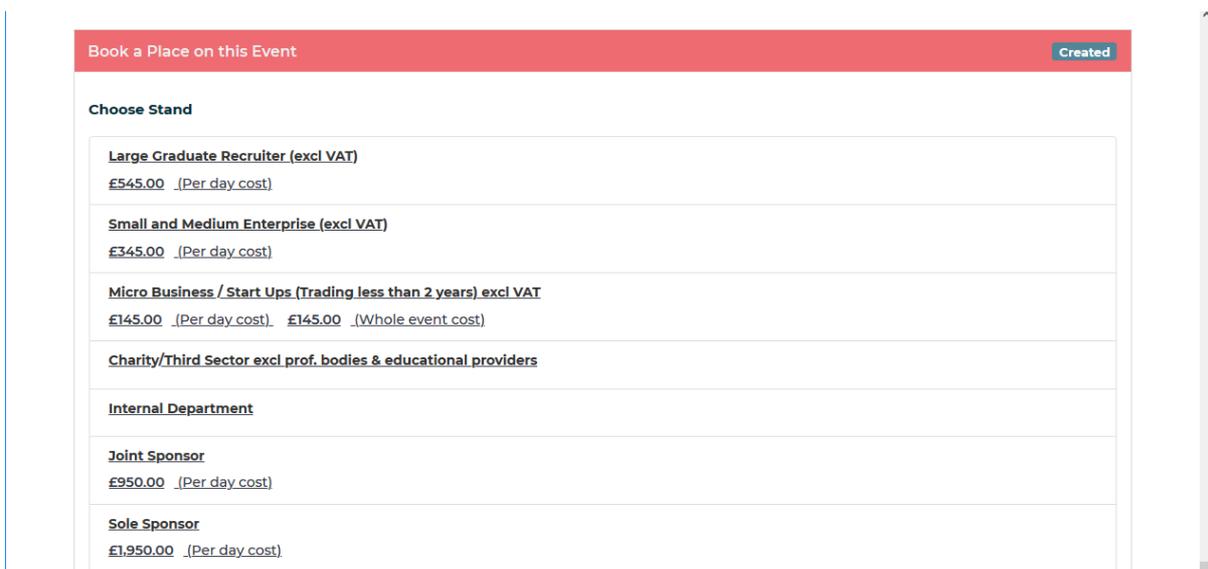
4. The following page will appear. Select 'Careers Fairs' in the event 'Type' box and then click on 'Search'.



- All 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 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'.

The screenshot shows the 'Booking form' page for the University of Southampton's MyCareer service. The header includes the university logo and 'Welcome to MyCareer Careers & Employability Service'. A navigation bar contains links for Profile, Jobs Board, UoS Internships, Volunteering Bank, and Events. The main content area is titled 'Booking form' with a breadcrumb trail: Home > Events > Search events. Below this, there are three tabs: 'Event Details', 'Booking Form' (which is active), and 'Confirm Booking'. The 'Booking Form' section is titled 'Careers Service Employers Booking Form' and contains several input fields: 'What are the emails of those attending, different to yourself?' (text input), 'What is your Primary Business Area? \*' (dropdown menu), and 'Alumni Full Name' (text input). A note below the dropdown menu asks if an Alumnus is attending and provides a link to a page for passing on contact details.

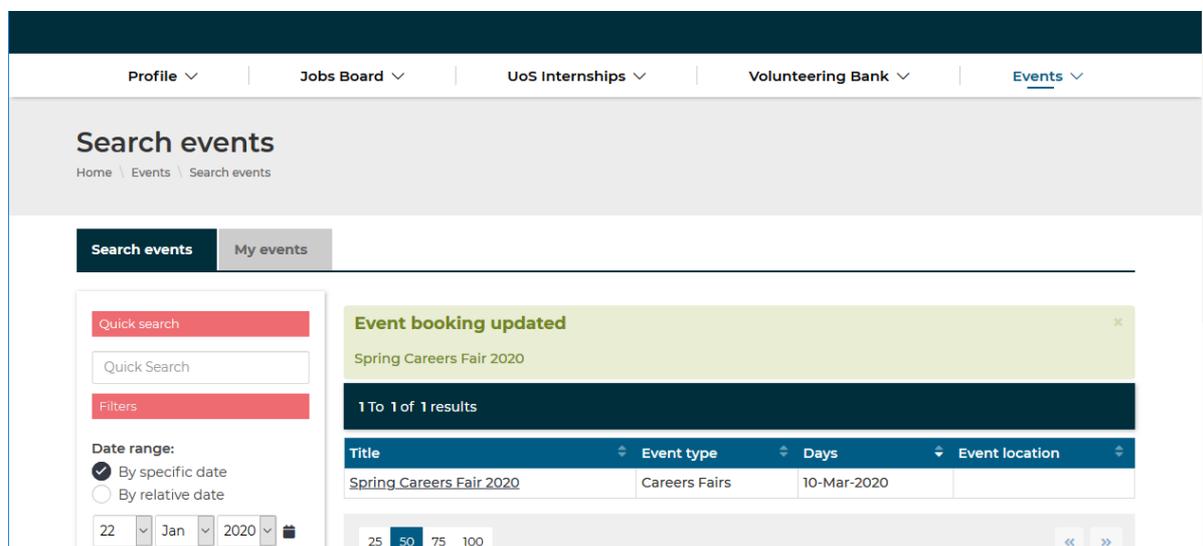
8. You will see the 'Booking summary' page:

The screenshot shows the 'Booking summary' page for the University of Southampton's MyCareer service. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Search events' with a breadcrumb trail: Home > Events > Search events. Below this, there is a red header for 'Booking summary'. A message box with an information icon states: '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.' Below the message, there is a section titled 'Your current booking details' which contains a table with the following data:

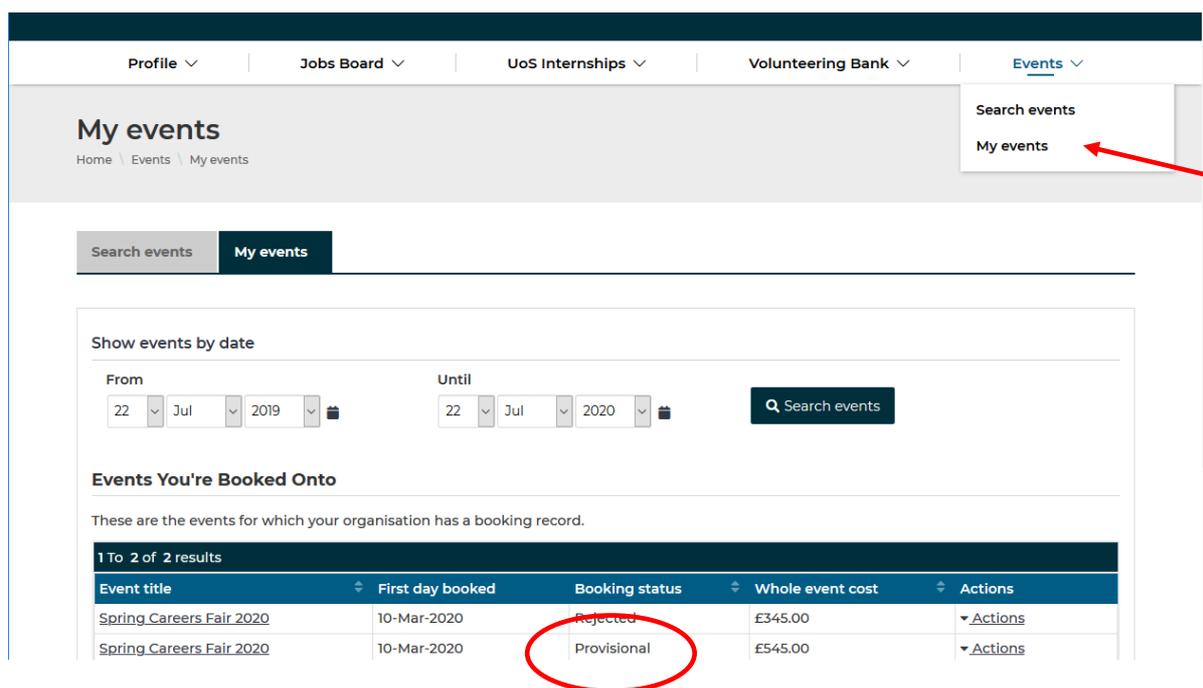
Status	Created
Booking email recipient	A Test

Below the table, there is a section titled 'Booked days' which shows a calendar icon for '10-Mar-2020' and a clock icon for '10:30 - 14:30'.

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



10. The Careers and Employability team will now review your registration form and will contact you within 10 working days with further information. If you click on 'Events' and 'My events' you will see your current event bookings. Your new registration will be listed as provisional. Once your booking has been approved, you will receive an email confirmation and the status will change to confirmed:



# Careers and Employability Service

## MyCareer Employer Guide

### How to post a UoS Internship opportunity

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

Internal University hosts:

<https://www.southampton.ac.uk/careers/staff/placements/excel.page>

Public, Private and Third Sector organisations:

[www.southampton.ac.uk/careers/employers/placements/excel-southampton.page](http://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:

## Register : Pending Approval

### Your registration is now pending approval.

Thank you for taking the time to register with the University of Southampton Careers & Employability Service.  
You will be contacted by email with details of your password as soon as your registration request has been authorised.  
You can post any Opportunities using the link on the right, which will then be subject to approval.

### Continue : Post Opportunity

[Post Opportunity](#)

### Continue : Post Career Development Opportunity

#### UoS Internships

Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: [www.southampton.ac.uk/careers/employers/internships](http://www.southampton.ac.uk/careers/employers/internships) or contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk).

[Post Career Development Opportunity](#)

#### Volunteering Bank

These roles can only be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to undertake. If there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 or via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

[Post Career Development Opportunity](#)

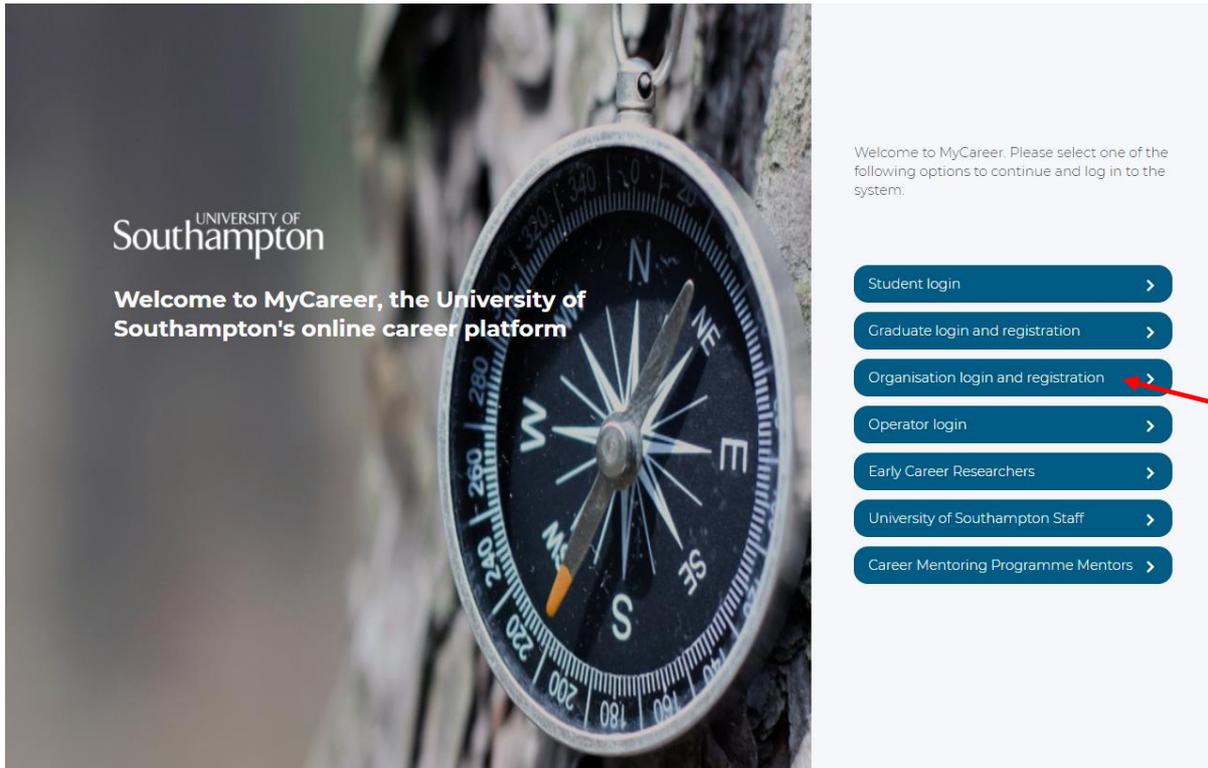
#### Year in Employment Placements

If you have placement roles for our students, please do not post in this scheme. Please post your role as an opportunity in the Jobs Board and the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) if you would like to discuss this further.

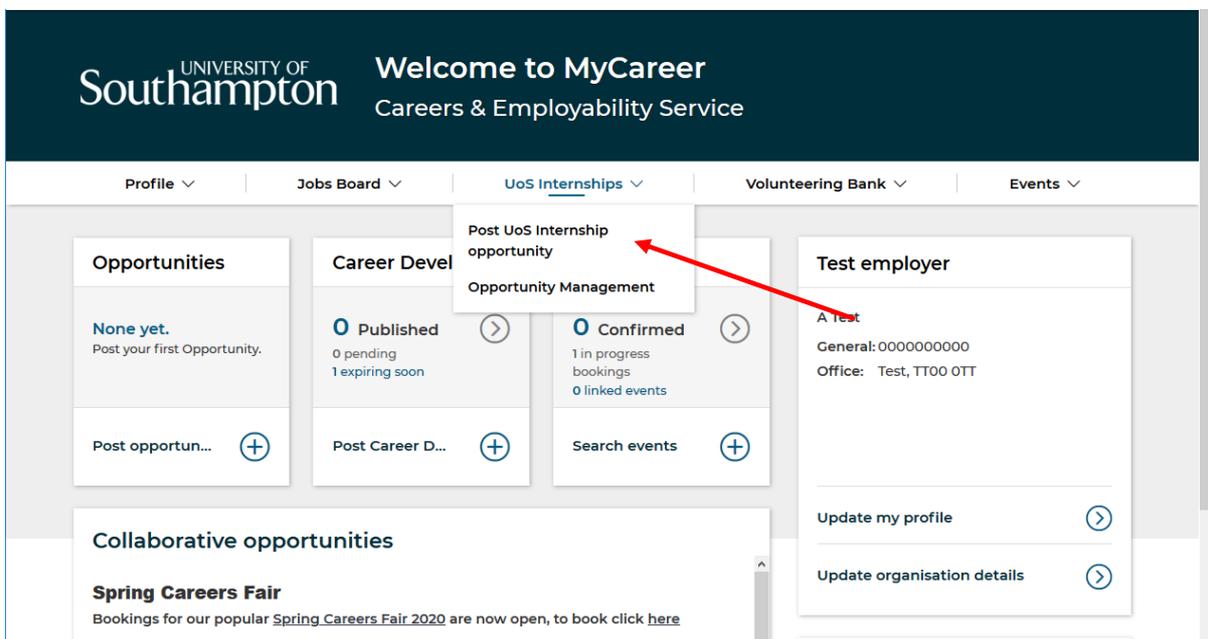
- Internal University hosts: Please register as an organisation and not 'University of Southampton Staff' as you will not be able to post your opportunity from within the staff section. Please register your organisation as UoS - *Your Faculty/Department* e.g. UoS - Humanities. Enter details relating to your specific faculty/department in the 'Organisation description' section and include a link to your specific webpage in the URL link.

Now go to Step 6.

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



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



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):

Add Career Development Opportunity  
Posting details
1 of 2 steps  
Next : Position details

**Career Development Opportunity type**  
Select the type of Career Development Opportunity you want to post.

- Volunteering Opportunity**  
Free service for UK-based registered charities to advertise volunteering roles.
- UoS Internships for Private/Public Organisations**  
Support for SME's, large corporations and public sector organisations to recruit student interns.
- UoS Internships for Third Sector Organisations**  
Support and full funding for charities, social enterprises and CIC's to recruit student interns.
- UoS Internships for Internal University Hosts**  
Support for Faculties and Professional Services to recruit student interns.
- Potential Year in Employment role**  
Please do not select this. YIE roles are only available to eligible courses.

**Career Development Opportunity details**

**Scheme for this Career Development Opportunity**

**UoS Internships**  
Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: [www.southampton.ac.uk/careers/employers/internships](http://www.southampton.ac.uk/careers/employers/internships) or contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk).

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

**Career Development Opportunity details**

**Scheme for this Career Development Opportunity**

**UoS Internships**  
Appointing a student intern from the University of Southampton will allow you to enjoy an additional resource to provide dedicated time to a specific project. For further information about UoS Internships please visit our website: [www.southampton.ac.uk/careers/employers/internships](http://www.southampton.ac.uk/careers/employers/internships) or contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk).

**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 as an opportunity in the Jobs Board as the Placements Team collate all suitable opportunities into the Year in Employment. Not all placement year roles are suitable for the Year in Employment and do contact us at [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) if you would like to discuss this further.

8. Complete the details in the 'Publishing details' and 'Application details' sections of the form. When selecting the 'Advertising Date' and 'Closing Date' please consult the key dates in the [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				
Month	Employer Application Deadline	Vacancies Open	Vacancies Close	Deadline to inform us of selected student
<b>October</b>	2 <sup>nd</sup> October	7 <sup>th</sup> October	27 <sup>th</sup> October	15 <sup>th</sup> November
<b>November</b>	30 <sup>th</sup> October	4 <sup>th</sup> November	24 <sup>th</sup> November	13 <sup>th</sup> December
<b>December</b>	27 <sup>th</sup> November	2 <sup>nd</sup> December	26 <sup>th</sup> January	16 <sup>th</sup> February
<b>January</b>	18 <sup>th</sup> December	23 <sup>rd</sup> December	26 <sup>th</sup> January	14 <sup>th</sup> February
<b>February</b> (Last Easter internship advertising cycle for hosts)	29 <sup>th</sup> January	3 <sup>rd</sup> February	23 <sup>rd</sup> February	13 <sup>th</sup> March
<b>March</b>	26 <sup>th</sup> February	2 <sup>nd</sup> March	22 <sup>nd</sup> March	10 <sup>th</sup> April
<b>April</b>	1 <sup>st</sup> April	6 <sup>th</sup> April	3 <sup>rd</sup> May	22 <sup>nd</sup> May
<b>May</b> (This advertising cycle is a last resort – student interest is low because of exams & already secured summer internships)	<b>Advertising every Monday in May, each period for a 3-week cycle</b>			

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’:

The screenshot shows a web form titled "Application details". Under the heading "How do you want applicants to apply?\*", there are three radio button options: "Direct URL" (unchecked), "Direct email" (unchecked), and "Add any specific instructions" (checked). Below the checked option is a text area with the instruction "Add any specific instructions on how to apply for this job". The text area contains "N/A". The form includes a rich text editor toolbar with options like Bold, Italic, Underline, and Font color. At the bottom, there are "Cancel" and "Next" buttons.

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

The screenshot shows the 'Add Opportunity' form, specifically the 'Position details' section. The header indicates '2 of 2 steps' and 'Previous: Posting details'. The 'Basic details' section includes a 'Job title:' text box. The 'Opportunity type:' section has several checkboxes: 'Casual', 'Full-time', 'Graduate Role', 'Graduate Scheme', 'Placement Year', 'Part-time', 'Short-term Internship', and 'Volunteering'. The 'Opportunity summary:' section features a rich text editor with a menu bar (Edit, Insert, View, Format, Table, Tools) and a toolbar with icons for undo, redo, bold, italic, underline, link, font face (Verdana), font size (11pt), bulleted list, numbered list, and link visibility.

11. It is not mandatory to include interview and start date details and you can leave these sections blank should you wish. In the 'Salary details' section select 'UoS Internship (minimum £8.21 per hour for external roles or minimum £8.92 per hour for internal and 3<sup>rd</sup> Sector roles)' unless you wish to increase this amount. If you wish to increase this please select 'Hourly Rate' and specify the salary in the box below.

The screenshot shows the 'Salary details' section of the form. A dropdown menu is open, displaying the following options: 'Select One', 'Voluntary', 'Under £10,000 (above national minimum wage)', '£10,000-£15,000', '£16,000-£20,000', '£21,000-£25,000', '£26,000-£30,000', '£31,000-£40,000', 'Above £40,000', 'Undisclosed (above national minimum wage)', 'UoS Internship (minimum £8.21 per hour for external roles or minimum £8.92 per hour for internal and 3rd Sector roles)', and 'Hourly Rate (specified in the salary details below)'. A red arrow points to the 'UoS Internship' option.

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

The screenshot shows the 'MyCareer' portal for the University of Southampton. The header includes the university logo and 'Welcome to MyCareer Careers & Employability Service'. A navigation bar contains links for Profile, Jobs Board, UoS Internships, Volunteering Bank, and Events. The main heading is 'Post UoS Internship opportunity', with sub-links for Home, UoS Internships, and Post UoS Internship opportunity. There are two buttons: '+ Add new opportunity' and '+ Add new career development opportunity'. A search bar is on the left. A notification box states 'Career Development Opportunity Created' and 'Test Opportunity', thanking the user and stating that the application will be reviewed. Below the notification are filters for Published (0), Pending (1), Rejected (16), Withdrawn (2), and Expired (0). A table shows 1 result for 'Test Opportunity' with a date range from 22-Jan-2020 to 21-Apr-2020. The table has columns for Date Posted, Expiry Date, Opportunity title, Source, Reference ID, and Action.

Date Posted	Expiry Date	Opportunity title	Source	Reference ID	Action
22-Jan-2020	21-Apr-2020	Test Opportunity	-	XX804	Actions

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

# Careers and Employability Service MyCareer Employer Guide

## How to post an opportunity to the Volunteering Bank

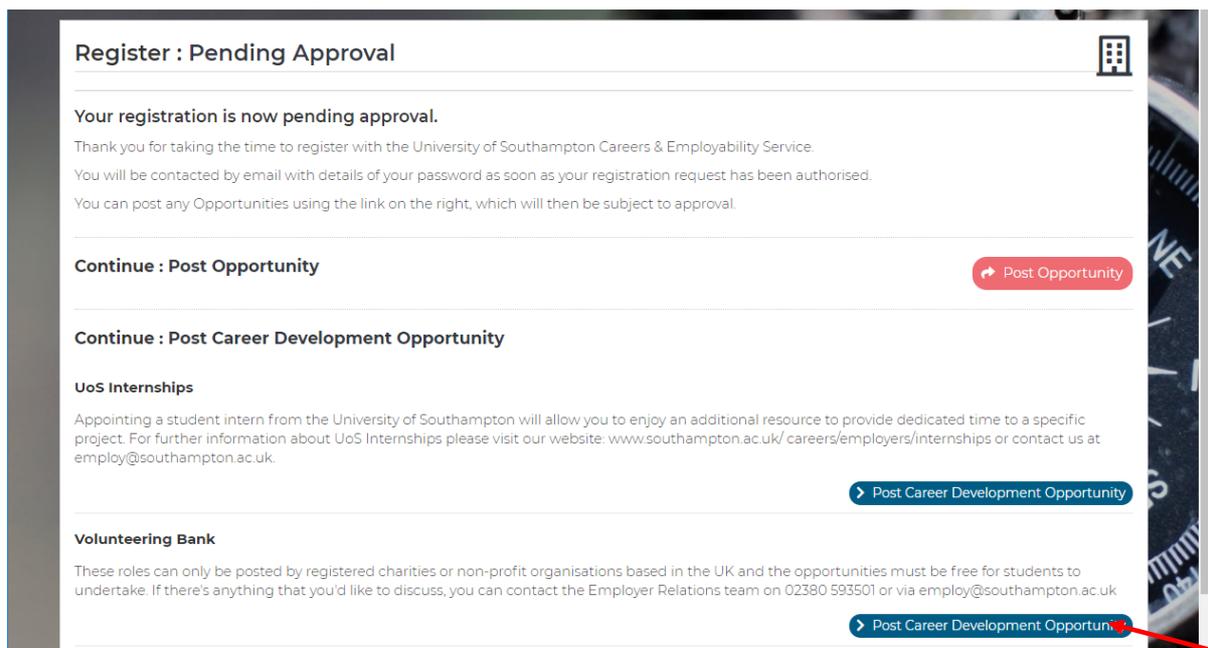
Please note that we are only able to advertise volunteering opportunities that take place with a registered charity or non-profit organisation and are based in the UK.

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:



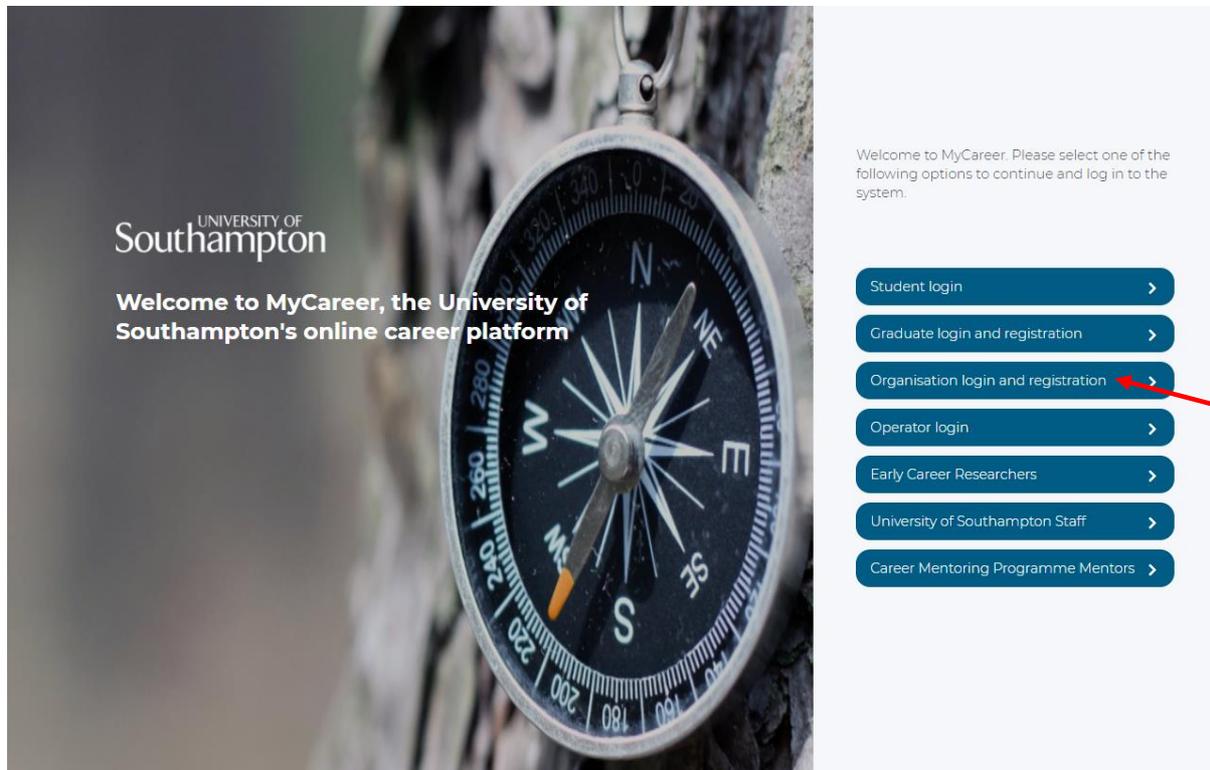
The screenshot shows a web page titled "Register : Pending Approval". The main heading is "Your registration is now pending approval." Below this, there is a thank you message and instructions: "Thank you for taking the time to register with the University of Southampton Careers & Employability Service. You will be contacted by email with details of your password as soon as your registration request has been authorised. You can post any Opportunities using the link on the right, which will then be subject to approval." There are three main sections with buttons:

- Continue : Post Opportunity** with a red button labeled "Post Opportunity".
- Continue : Post Career Development Opportunity** with a blue button labeled "Post Career Development Opportunity".
- Volunteering Bank** with a blue button labeled "Post Career Development Opportunity".

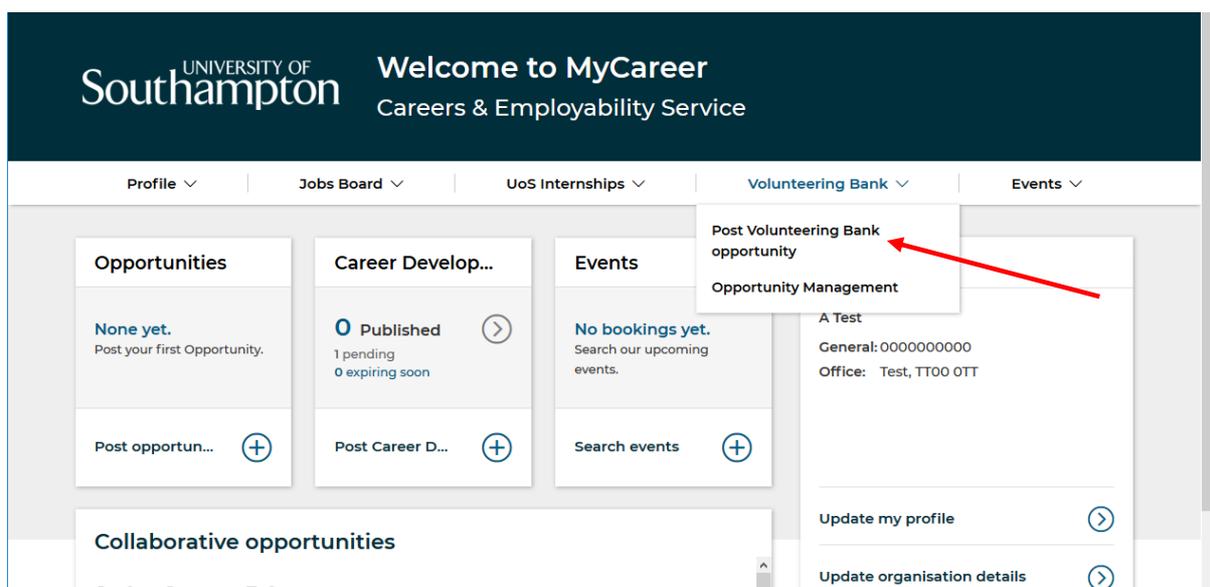
The "Volunteering Bank" section includes the text: "These roles can only be posted by registered charities or non-profit organisations based in the UK and the opportunities must be free for students to undertake. If there's anything that you'd like to discuss, you can contact the Employer Relations team on 02380 593501 or via employ@southampton.ac.uk". A red arrow points to the "Post Career Development Opportunity" button in the Volunteering Bank section.

Now go to Step 5.

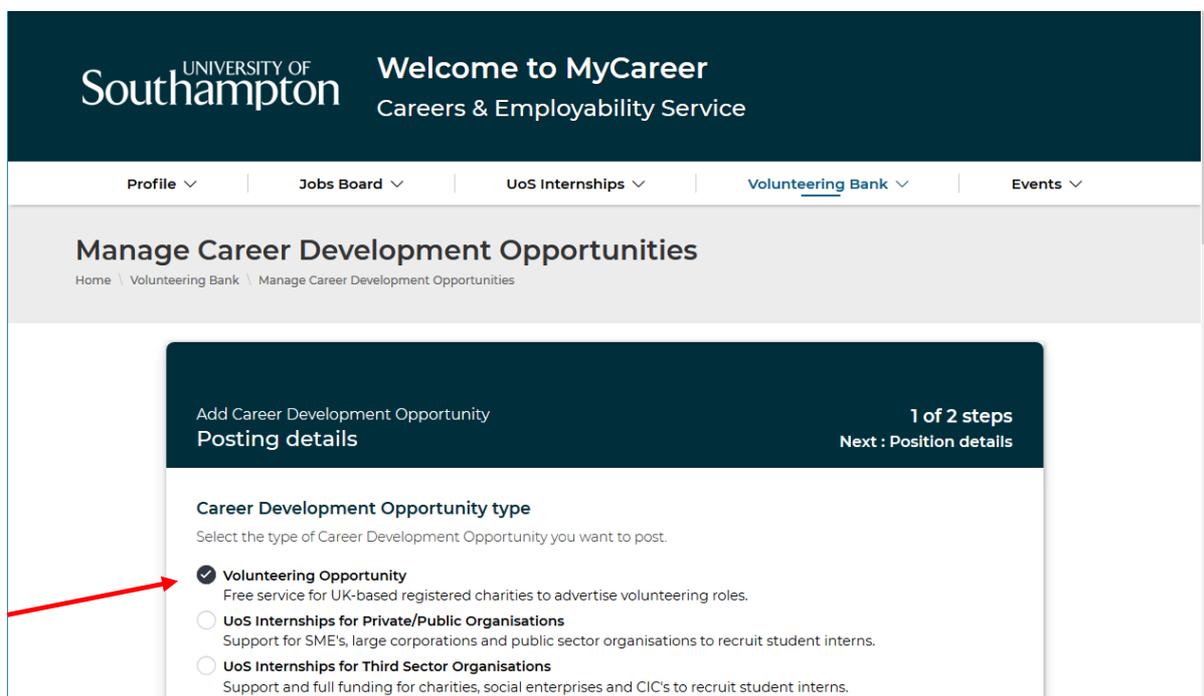
3. Login with your organisation details in the 'Organisation login and registration' section:



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

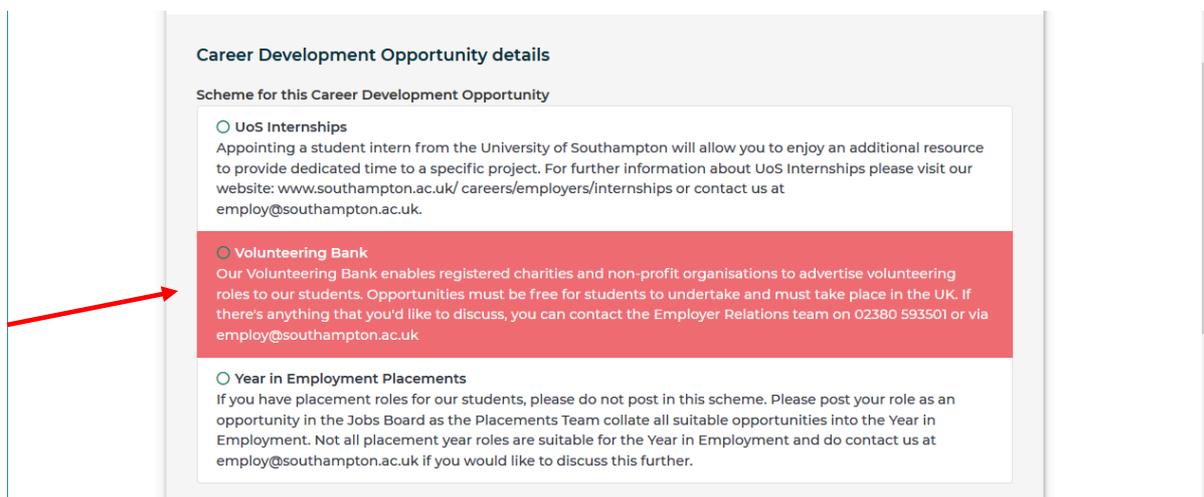


5. You will see the following screen. Check that 'Volunteering Opportunity' is selected:



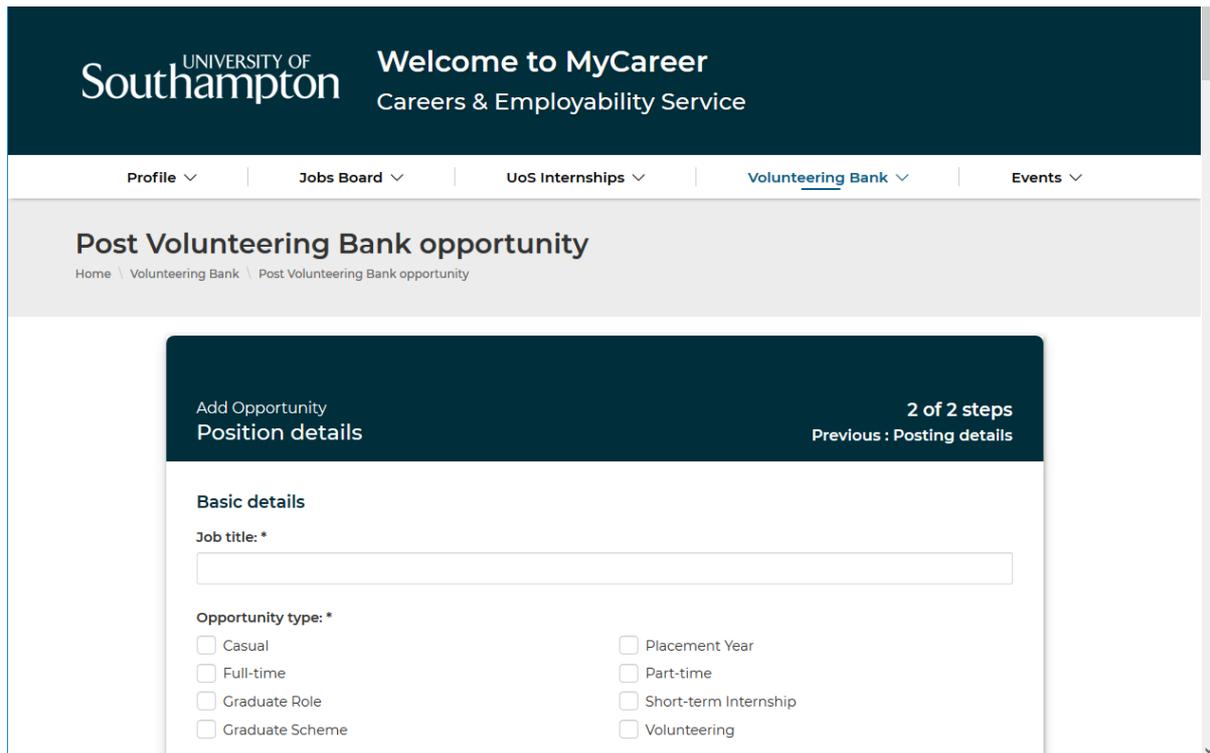
The screenshot shows the 'Add Career Development Opportunity' form. The header includes the University of Southampton logo and 'Welcome to MyCareer Careers & Employability Service'. The navigation bar has 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. The main heading is 'Manage Career Development Opportunities'. The form is titled 'Add Career Development Opportunity Posting details' and is '1 of 2 steps' with 'Next: Position details'. Under 'Career Development Opportunity type', three options are listed: 'Volunteering Opportunity' (selected with a red arrow), 'UoS Internships for Private/Public Organisations', and 'UoS Internships for Third Sector Organisations'. Each option has a brief description of the support provided.

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

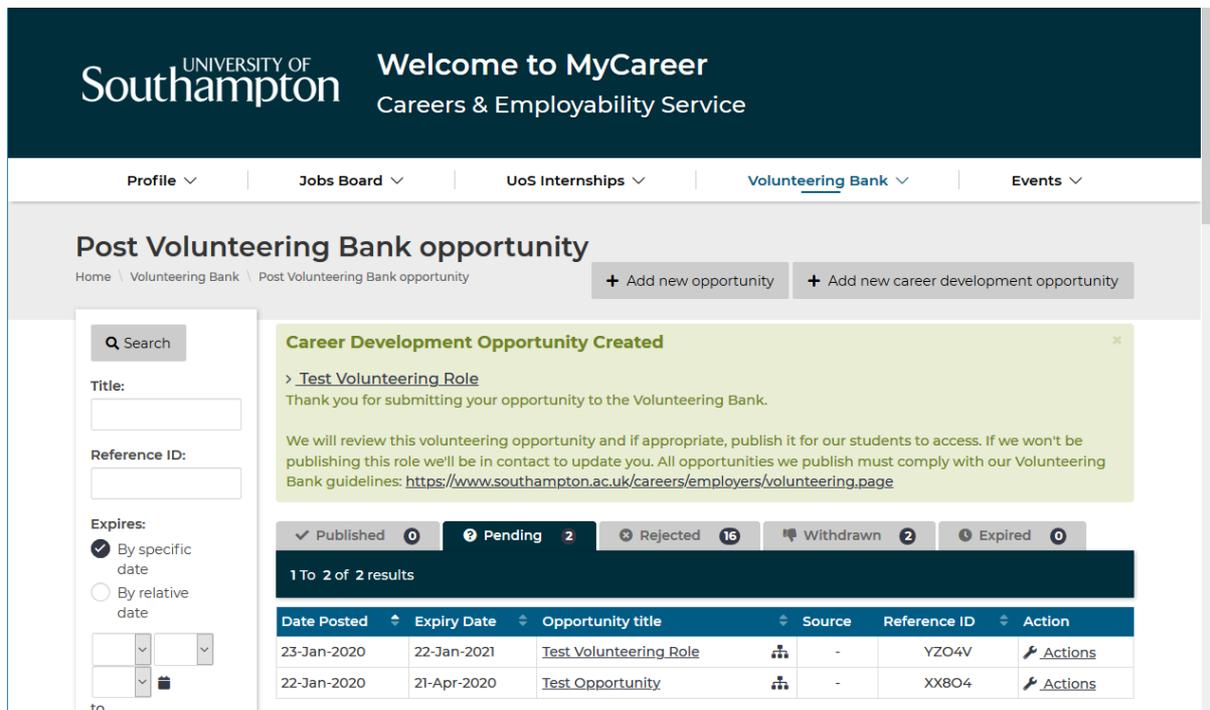


The screenshot shows the 'Career Development Opportunity details' form. The heading is 'Career Development Opportunity details' and the sub-heading is 'Scheme for this Career Development Opportunity'. Three options are listed: 'UoS Internships', 'Volunteering Bank' (selected with a red arrow), and 'Year in Employment Placements'. Each option has a detailed description of the scheme and contact information for further details.

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



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:

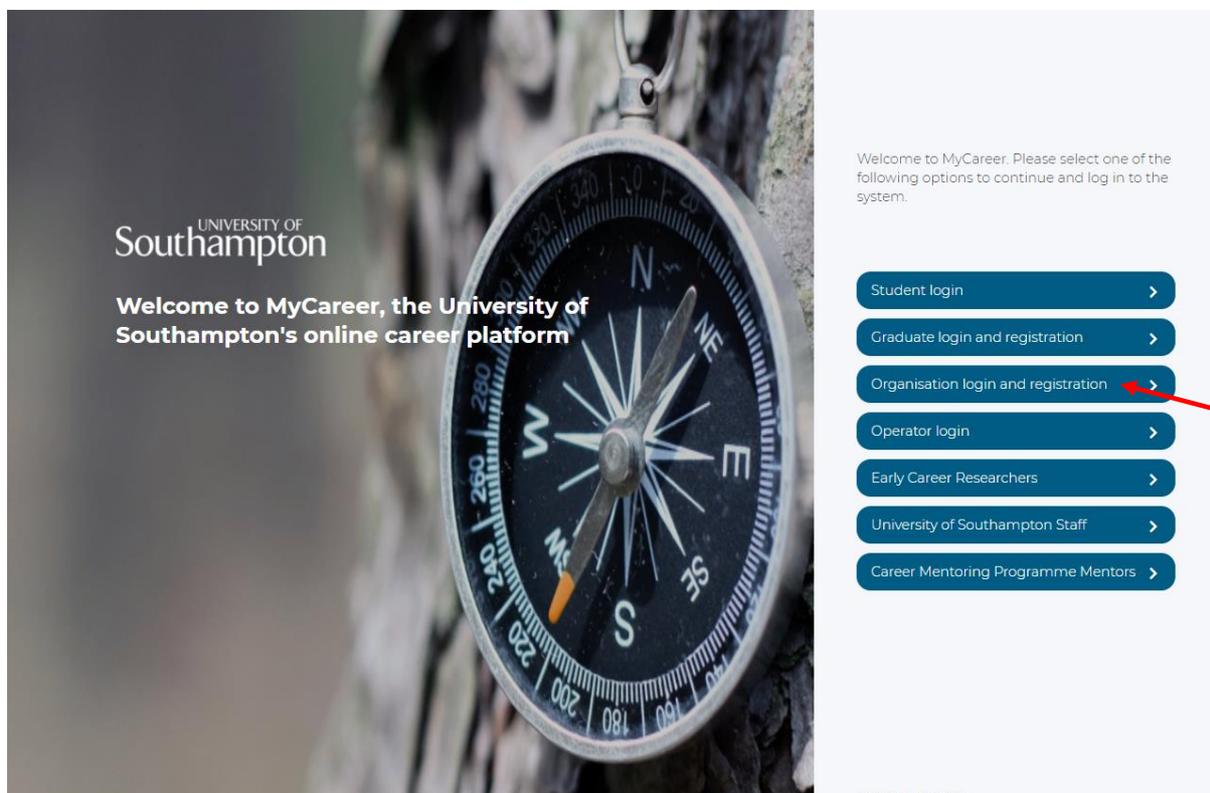


9. Your opportunity will then be pending approval from the Careers and Employability team. Once it has been reviewed and approved, you will then receive an email confirming your opportunity is live on our website and the role will be listed in the 'Published' tab.

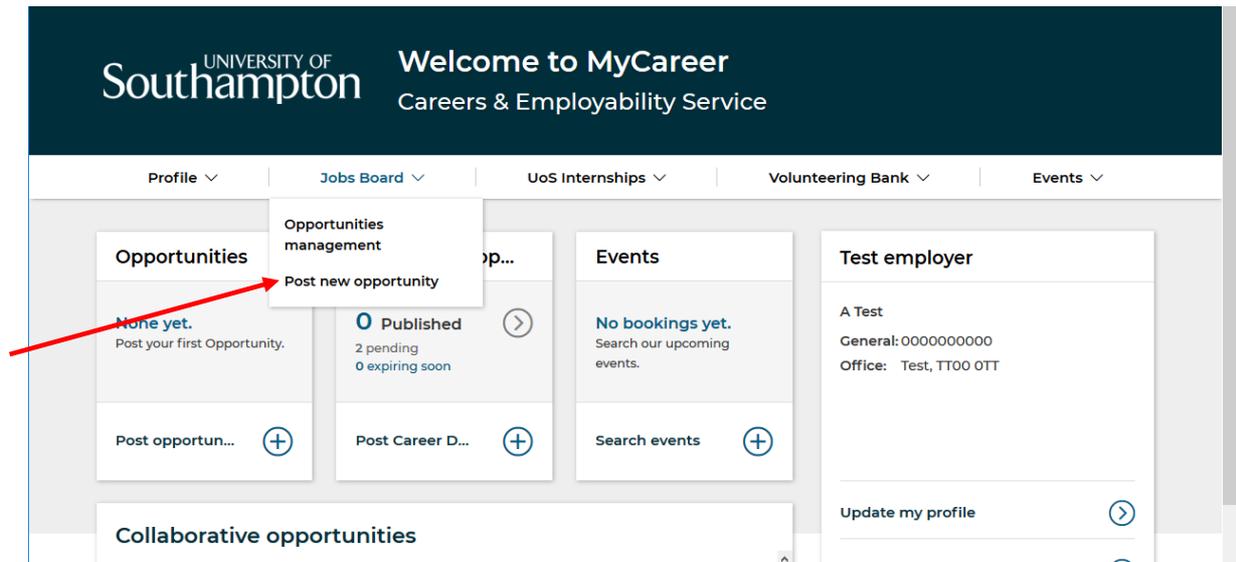
# Careers and Employability Service MyCareer Employer Guide

## How to post an opportunity to the Jobs Board

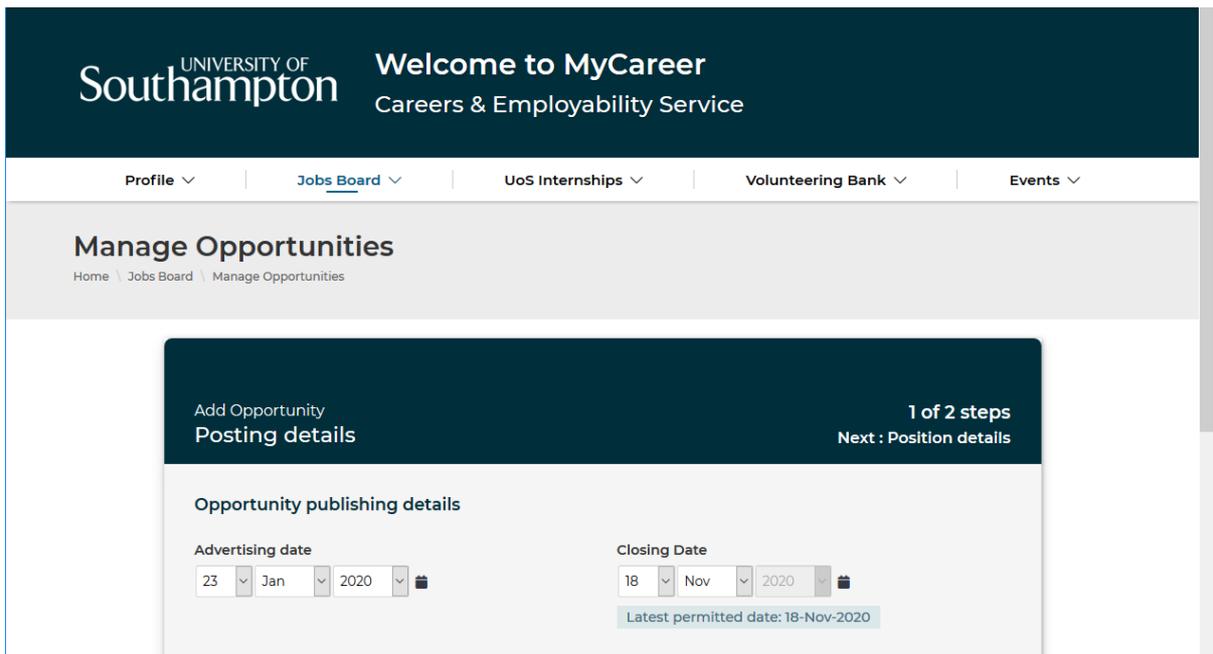
1. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
2. Login with your organisation details in the 'Organisation login and registration' section:



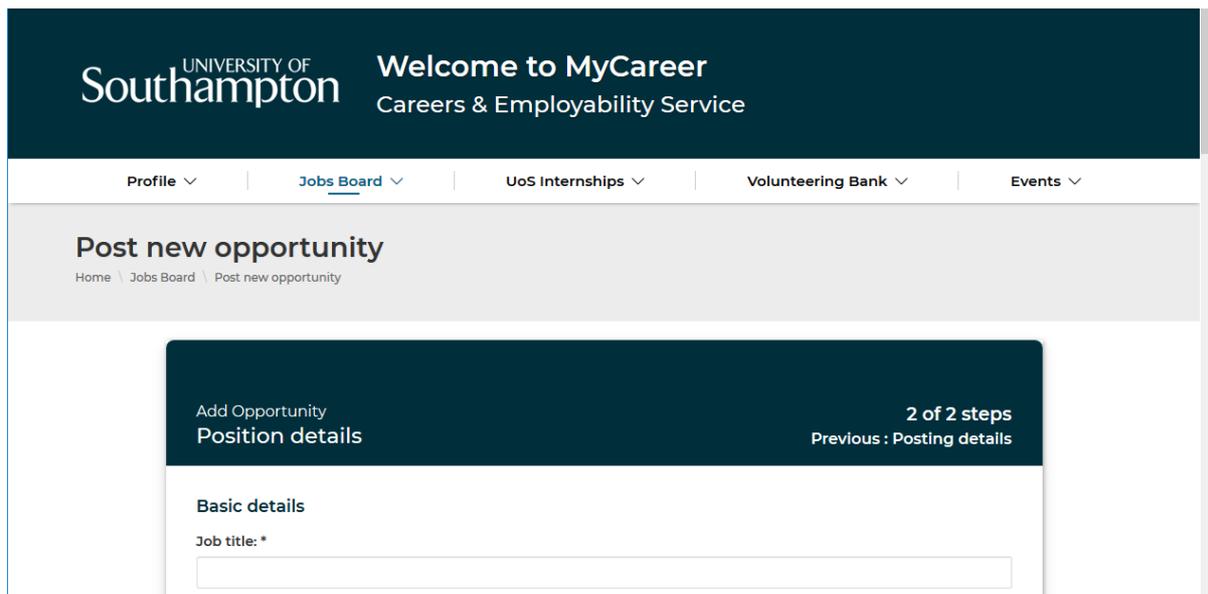
3. Click on 'Jobs Board' and 'Post new opportunity' on the top toolbar:



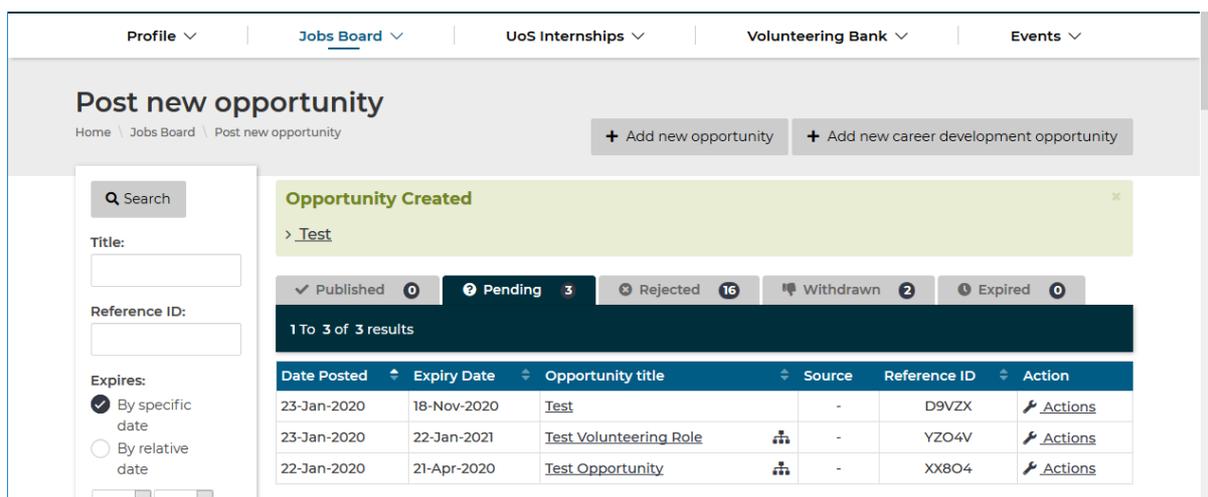
4. The following screen will appear:



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:

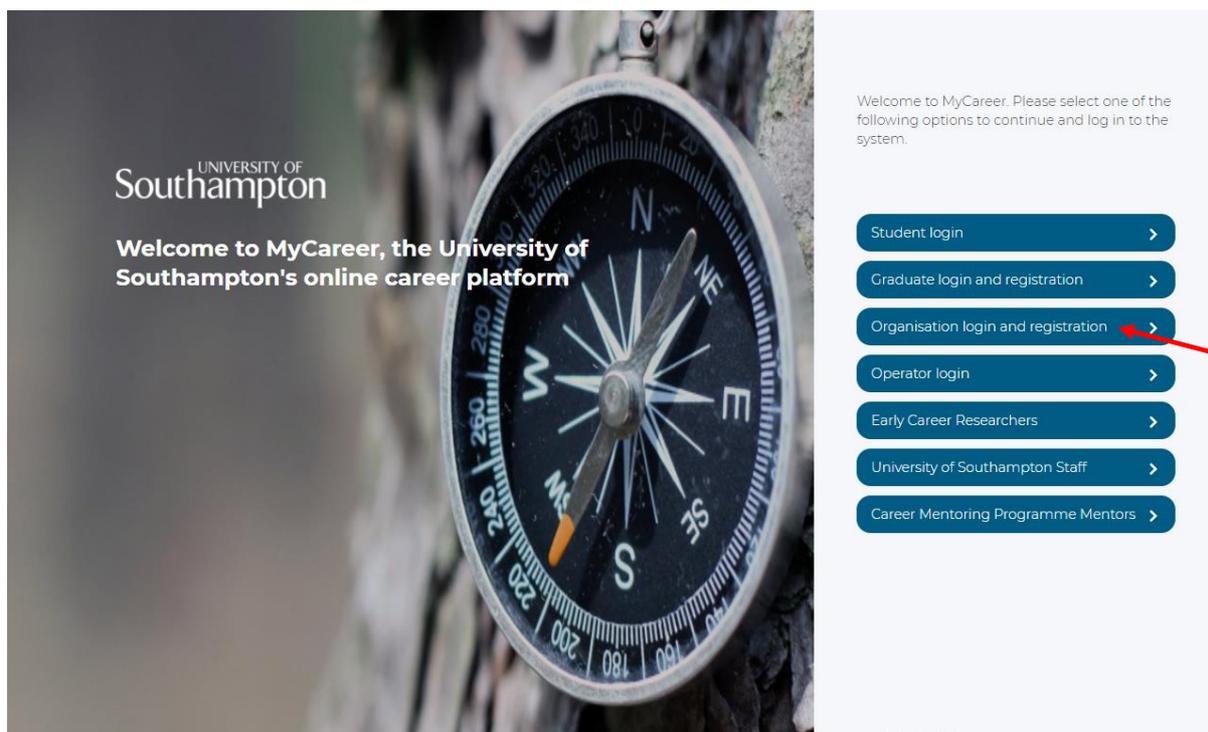


8. Your vacancy will then be pending approval from the Careers and Employability team. Once it has been reviewed and approved, you will then receive an email confirming your opportunity is live on our website and the role will be listed in the 'Published' tab.

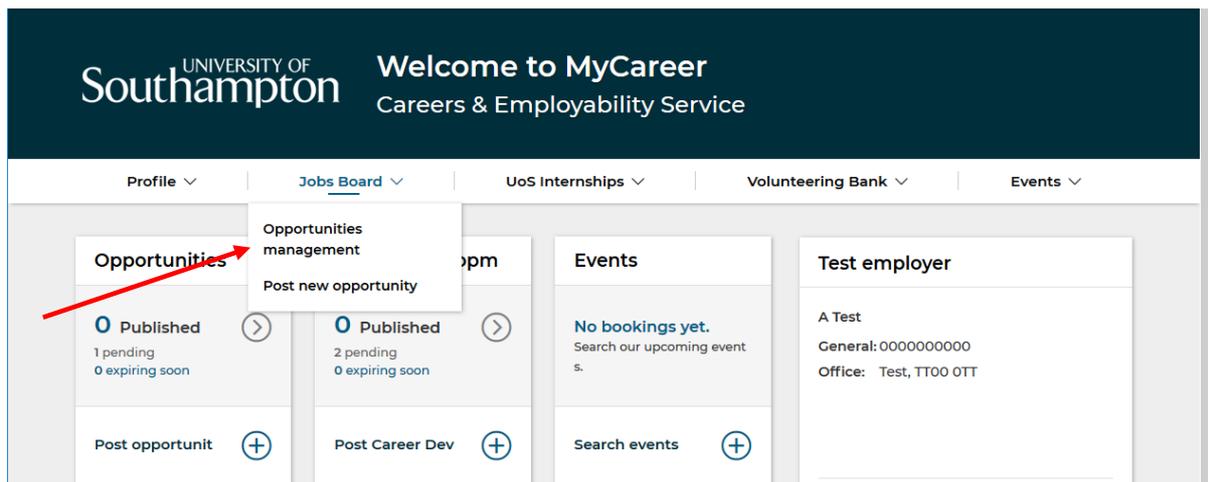
# Careers and Employability Service MyCareer Employer Guide

## How to close a job vacancy

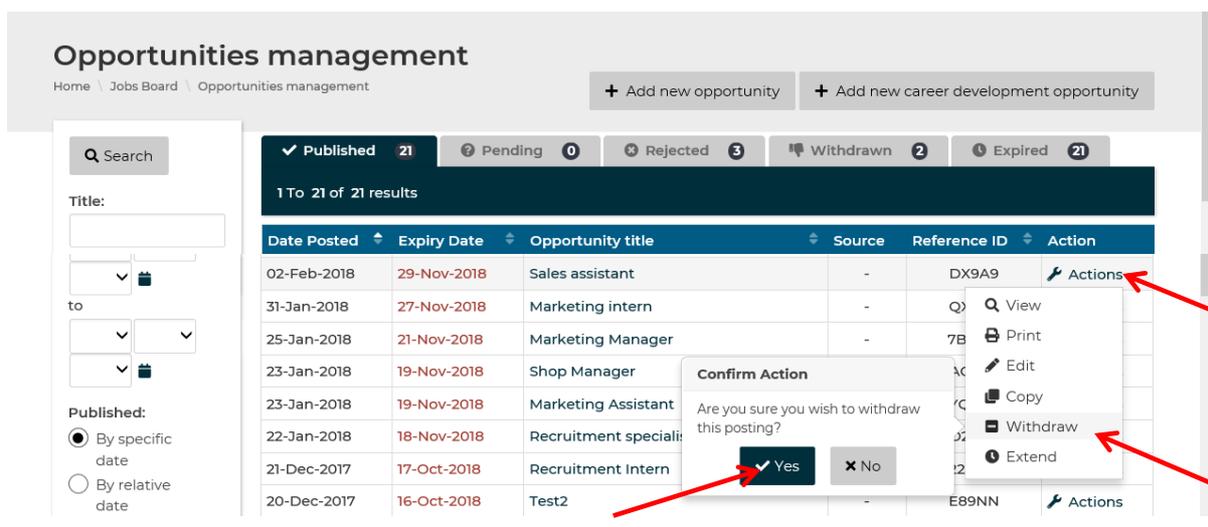
1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to close the advert early should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in the 'Organisation login and registration' section:



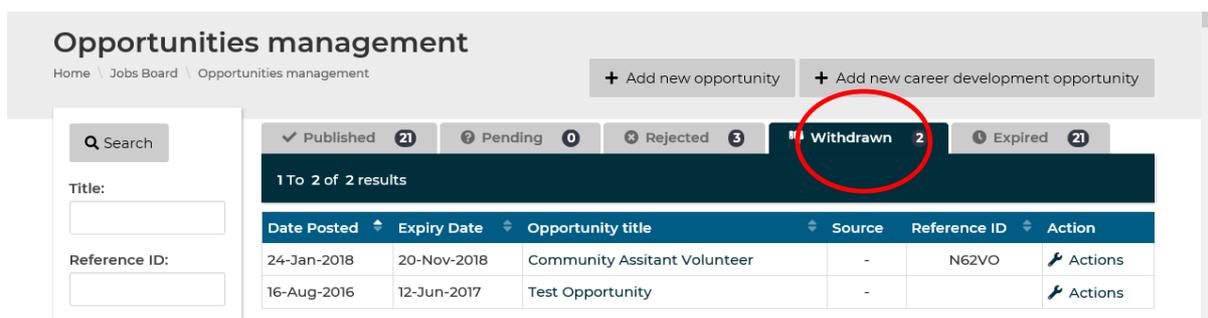
4. Click on 'Jobs Board' and 'Opportunities management' on the top toolbar:



- 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:



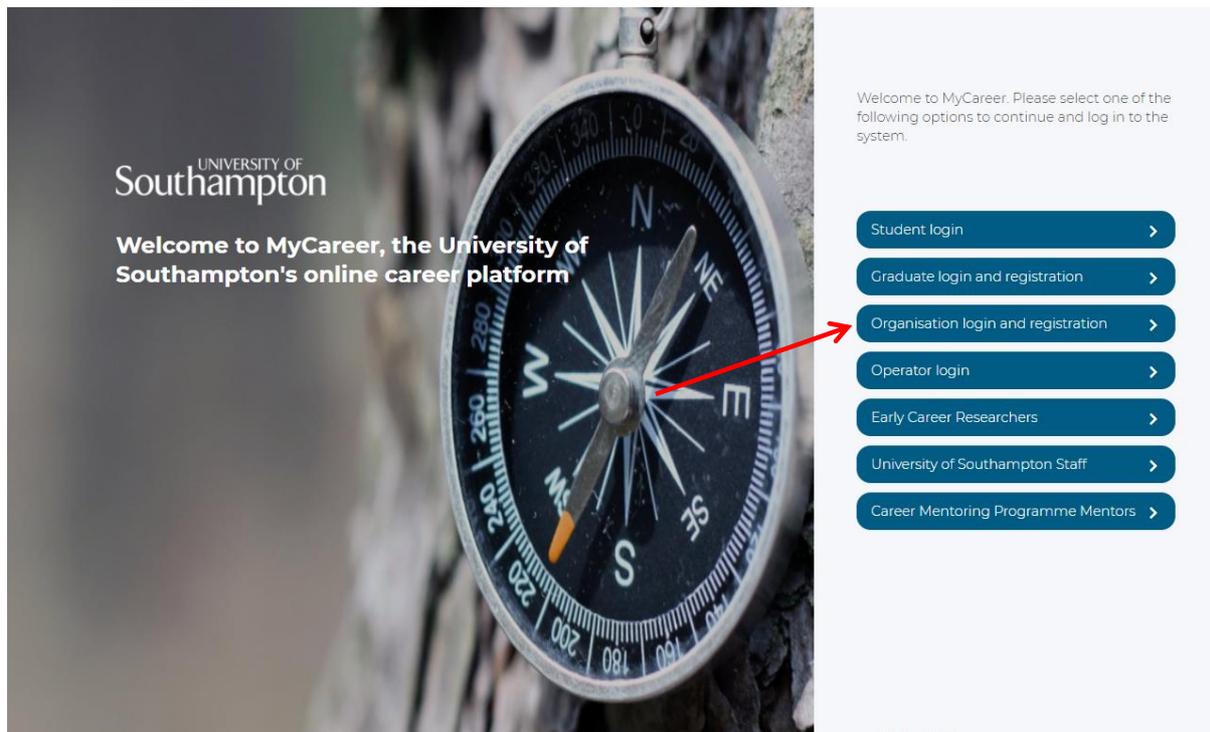
- The vacancy will now be listed in the 'Withdrawn' tab and will not be visible to students.



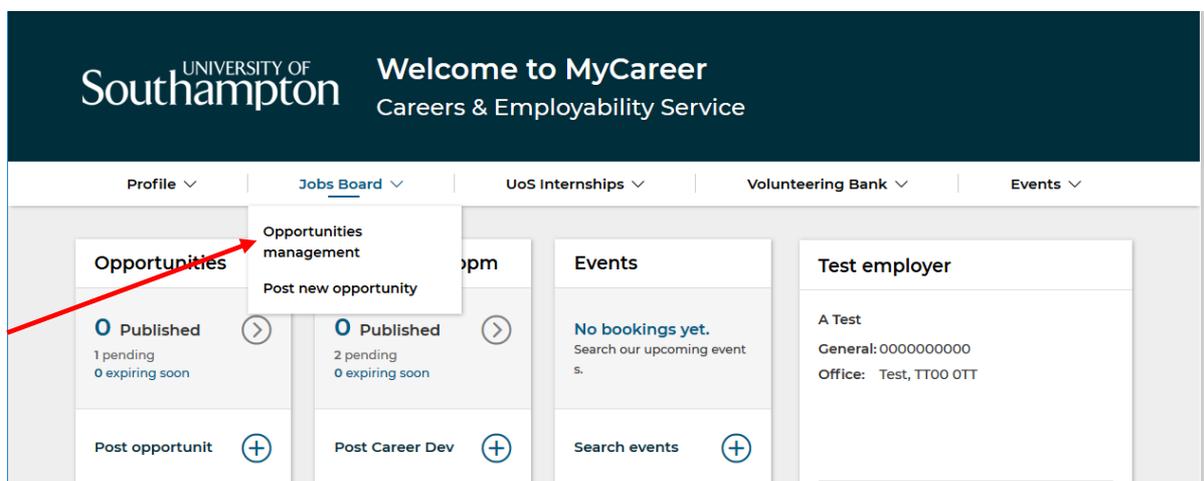
# Careers and Employability Service MyCareer Employer Guide

## How to extend a job vacancy

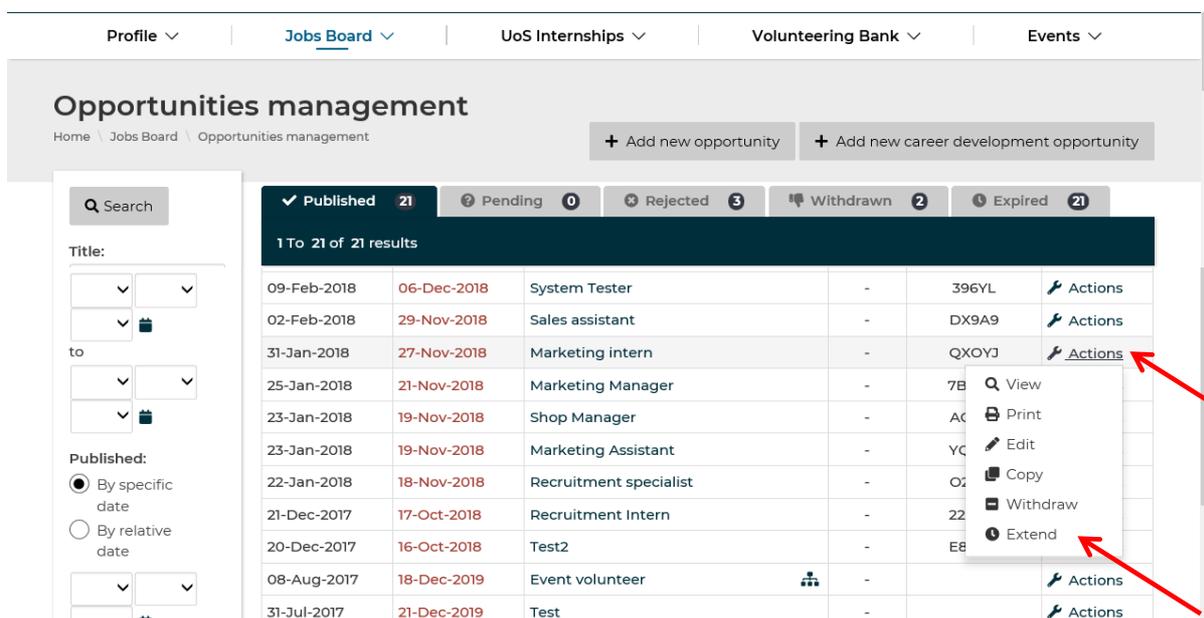
1. When you have posted a vacancy on our MyCareer Jobs Board you then have the option to extend the advertising date should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in the 'Organisation login and registration' section:



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

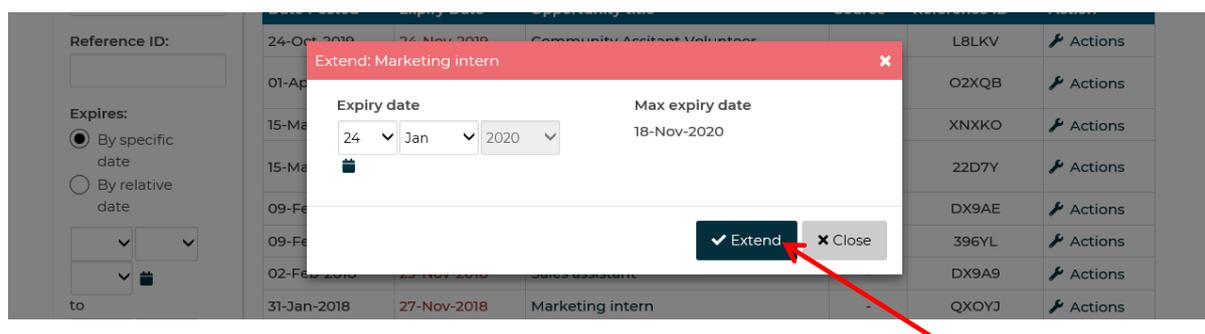


- The Opportunities management page will show you all of your vacancies. Click on 'Actions' next to the relevant opportunity and select 'Extend':

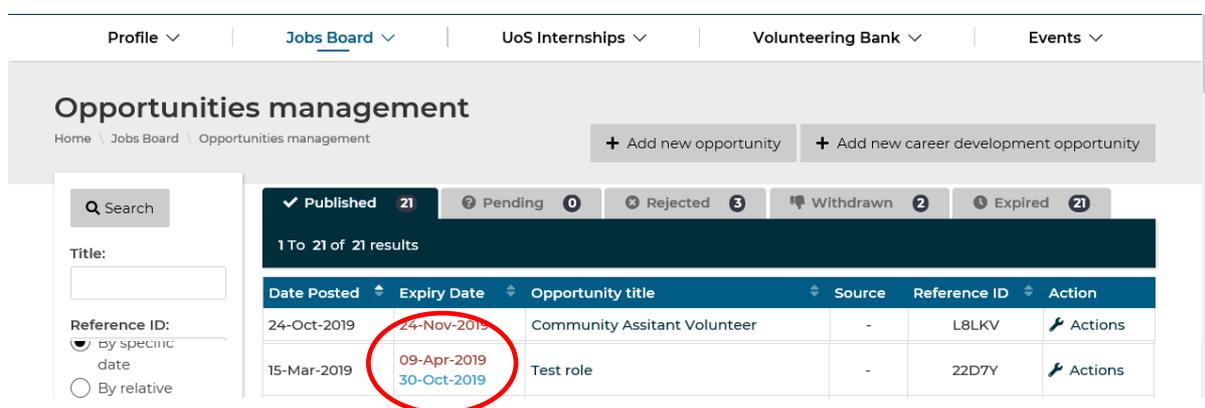


Please note that the 'Extend' option will only be visible if your vacancy is due to close within the next five days.

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.

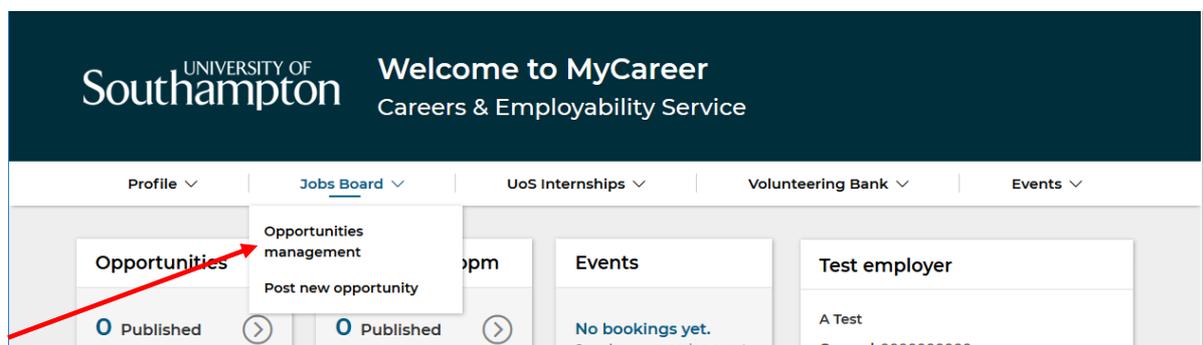
# Careers and Employability Service MyCareer Employer Guide

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

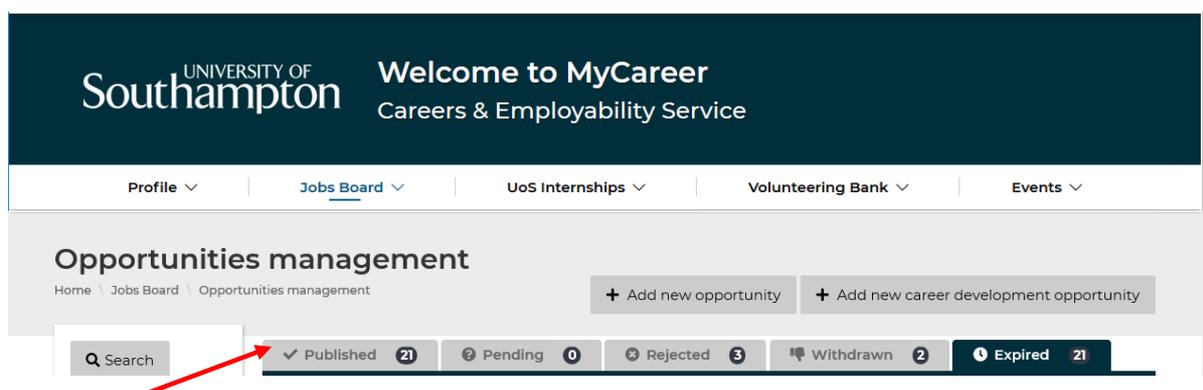
1. If an opportunity you have posted on our MyCareer Jobs Board is subsequently withdrawn, rejected or expires, you then have the option to re-publish the opportunity should you wish.
2. Follow this link to MyCareer:  
<https://mycareer.soton.ac.uk/home.html>
3. Login with your organisation details in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



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

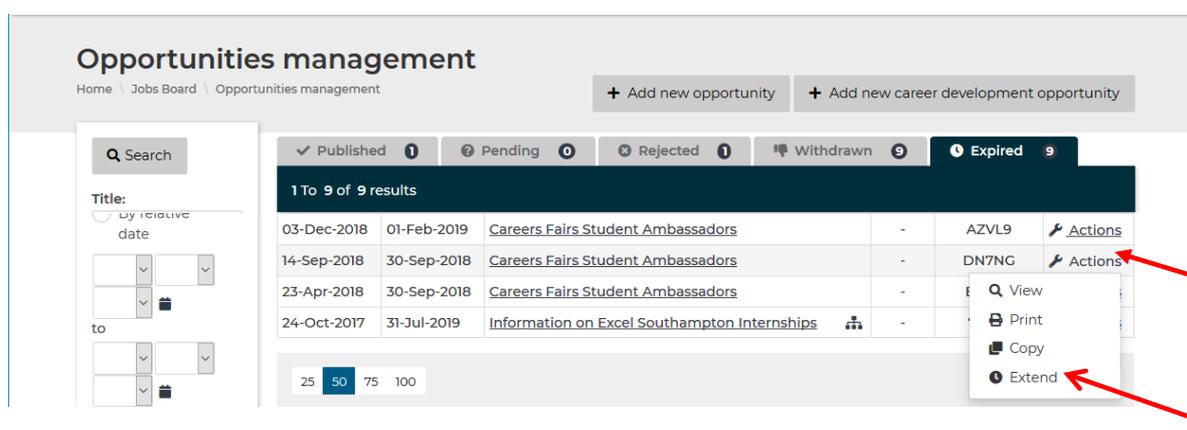


- Your vacancies will be listed in the Published, Pending, Rejected, Withdrawn and Expired tabs.

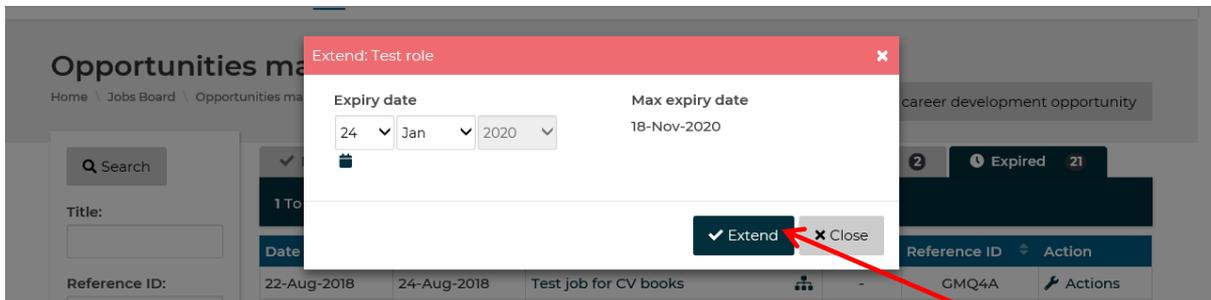


- To extend an expired vacancy, go to Step 6
- To re-post a withdrawn or rejected vacancy, go to Step 11

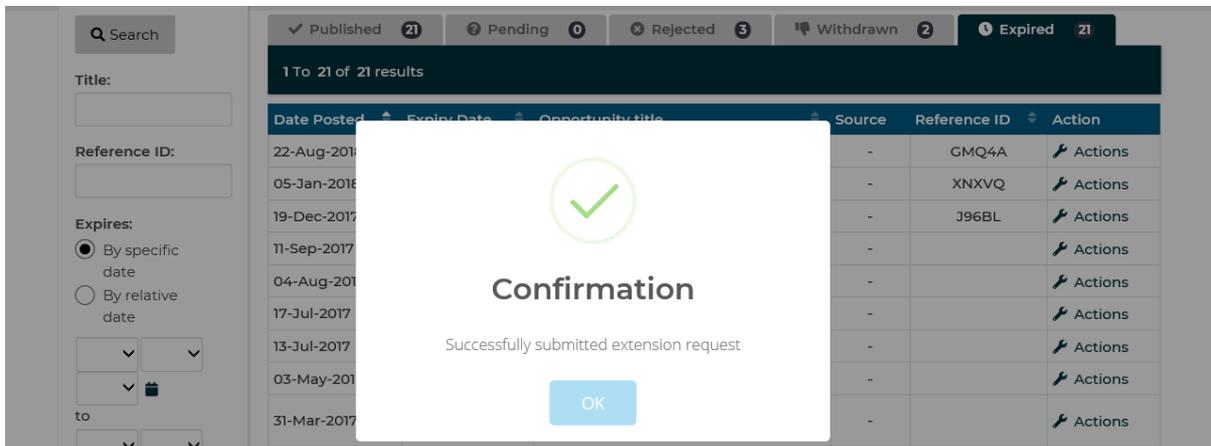
- Click on the 'Expired' tab then click on 'Actions' next to the opportunity you wish to re-publish and 'Extend':



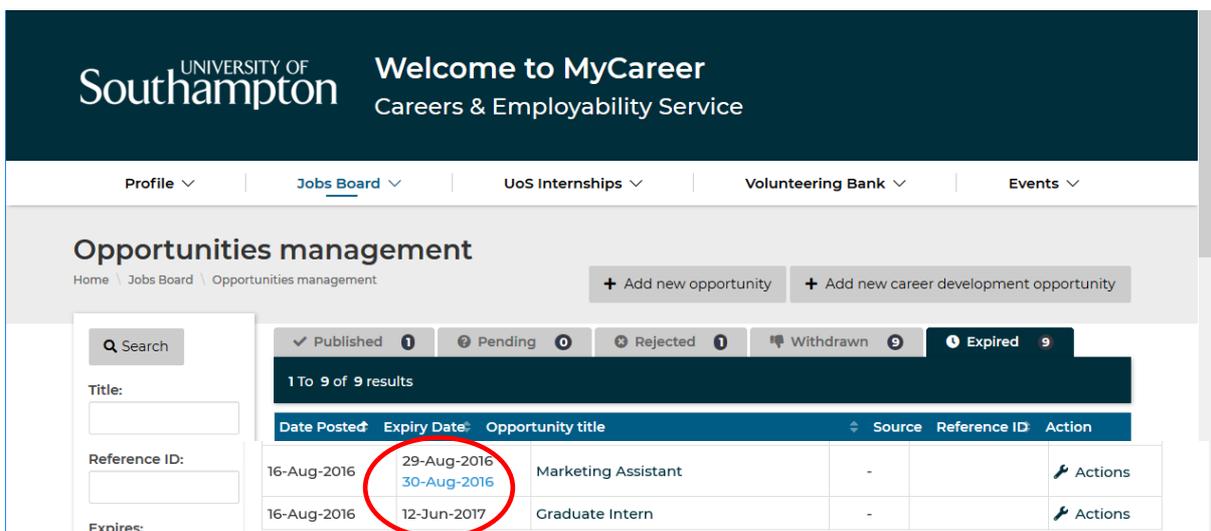
7. The following screen will appear. Enter the new expiry date for the opportunity and click on 'Extend'.



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':

The screenshot shows the 'Opportunities management' page on the University of Southampton MyCareer website. The page has a dark blue header with the university logo and 'Welcome to MyCareer Careers & Employability Service'. Below the header is a navigation bar with tabs for 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. The main content area is titled 'Opportunities management' and includes a search bar on the left and two buttons: '+ Add new opportunity' and '+ Add new career development opportunity'. A tabbed interface shows 'Published' (1), 'Pending' (0), 'Rejected' (1), 'Withdrawn' (9), and 'Expired' (9). The 'Withdrawn' tab is active, displaying a table with 9 results. The table columns are 'Date Posted', 'Expiry Date', 'Opportunity title', 'Source', 'Reference ID', and 'Action'. The first row is highlighted, and a dropdown menu is open for its 'Action' column, showing options: 'View', 'Print', and 'Copy'. Two red arrows point to the 'Actions' link and the 'Copy' option respectively.

Date Posted	Expiry Date	Opportunity title	Source	Reference ID	Action
03-Sep-2019	10-Oct-2019	Careers Fairs Student Ambassadors	-	3Q2D3	Actions
14-May-2019	30-Sep-2019	Careers Fairs Student Ambassadors	-	0	View
11-Jun-2018	09-Sep-2018	Nominated- Enactus Development Officer	👤	/	Print
06-Feb-2018	01-May-2018	Information on Career Mentoring Programme	-	7	Copy
13-Sep-2017	13-Oct-2017	Careers Fairs Student Ambassadors	-	NZ8VW	Actions

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

The screenshot shows the 'Manage Opportunities' page on the University of Southampton MyCareer website. The page has a dark blue header with the university logo and 'Welcome to MyCareer Careers & Employability Service'. Below the header is a navigation bar with tabs for 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. The main content area is titled 'Manage Opportunities' and includes a search bar on the left and two buttons: '+ Add new opportunity' and '+ Add new career development opportunity'. The 'Posting details' section is highlighted, showing the 'Opportunity publishing details' section. This section includes fields for 'Advertising date' (03 Sep 2019) and 'Closing Date' (10 Oct). A note indicates the 'Latest permitted date: 29-Jun-2020'.

- 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.

The screenshot shows the 'Opportunities management' interface. At the top, there's a navigation bar with 'Profile', 'Jobs Board', 'UoS Internships', 'Volunteering Bank', and 'Events'. Below this, the main heading is 'Opportunities management' with a breadcrumb trail 'Home > Jobs Board > Opportunities management'. There are two buttons: '+ Add new opportunity' and '+ Add new career development opportunity'. A search bar is on the left. A notification banner says 'Opportunity Created' with a link to '> Test'. Below the notification, there are status filters: 'Published 0', 'Pending 4', 'Rejected 16', 'Withdrawn 2', and 'Expired 0'. A table shows 1 to 4 of 4 results. The table has columns: Date Posted, Expiry Date, Opportunity title, Source, Reference ID, and Action. The first row is 'Test' with Date Posted '23-Jan-2020' and Expiry Date '25-May-2020'. Other rows include 'Test', 'Test Volunteering Role', and 'Test Opportunity'.

Date Posted	Expiry Date	Opportunity title	Source	Reference ID	Action
23-Jan-2020	25-May-2020	Test	-	YZOJX	Actions
23-Jan-2020	18-Nov-2020	Test	-	D9VZX	Actions
23-Jan-2020	22-Jan-2021	Test Volunteering Role	👤	YZO4V	Actions
22-Jan-2020	21-Apr-2020	Test Opportunity	👤	XX804	Actions

- 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.