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Our <u>MyCareer Privacy Notice</u> outlines how we collect and process your data when you access MyCareer as an employer.



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:

| Southampton | Welcome to MyCareer | |
|--|---|---------|
| | Please select one of the following options to continue ar log in to MyCareer. | nd |
| Velcome to MyCareer, the University of | | |
| outhampton's online career platform | Student sign in (| \odot |
| | Graduate sign in and registration | \odot |
| | Early Career Researchers (| \odot |
| | University of Southampton Staff | \odot |
| | Career Mentoring Programme Mentors | \odot |
| | | = |
| | Are you an employer? | - 7 |
| | Sign in here to collaborate with the University of Southampton and engage our students. | |
| 100 million (1990) | Organisation sign in | രി |

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.

| welcome to university of southampton Start hiring top graduate talent now |
|--|
| Registering onto MyCareer allows you to post vacancies for our students to access, collaborate with our Careers team and discover other opportunities for engaging with our students. If you already have an account, click here to sign in. |
| Your details |
| To get your account created we need to know how to contact you. Your contact preferences can be updated in your profile at any time. |
| Title |
| First name * |

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 <u>'How to post an opportunity to the Jobs</u> <u>Board'</u> section.
 - To post a UoS Internship, click on 'Post Career Development Opportunity' and then follow the steps in the <u>'How to post a UoS</u> <u>Internship opportunity'</u> section.

- To post an International Alumni Internship, click on 'Post Career Development Opportunity' and then follow the steps in the '<u>How to</u> <u>post an International Alumni Internship'</u> section.
- To post an opportunity to our Volunteering Bank, click on 'Post Career Development Opportunity' and then follow the steps in the <u>'How to post an opportunity to the Volunteering Bank'</u> 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 sign in' section:



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

| Profile ~ | Jobs Board \lor UoS Ir | nternships 🗸 👘 Volur | nteering Bank \vee Events \vee |
|---|---|--|--|
| Update my profile Update my organisation | Career Develop | Events | Test employer |
| None yet. Post your first Opportunity. | O Published 2 pending 0 expiring soon | No bookings yet. Search our upcoming events. | A Test Default: 0123456 Office: Test, TT00 0TT |
| Post opportunity + | Post Career Deve | Search events 🕂 | |

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

| Univ | versity of thampton | Welcome Careers, Em | to MyC nployabilit | Career ty and Student E | interprise | |
|--|--|---|---|---|--|--------------------------|
| Pr <u>ofil</u> e ∨ | Jobs Board $ \smallsetminus $ | UoS Inter | rnships \vee | Volunteering B | ank 🗸 | Events \vee |
| | | | | | | |
| Basic Information | About Your Organisati | e CHANGES button to er | al Structure | Contacts and Users | organisation's pro tic | |
| Basic Information MPORTAN Organisation + Add new cor 110 6 of 6 result | About Your Organisati | Organisation | al Structure | Contacts and Users | rganisation's protes | ` |
| Basic Information i IMPORTAN Organisation + Add new cor 1 To 6 of 6 resul Full name | About Your Organisati T: Make sure you click the SAVI Users ntact ts Primary email | Organisations | al Structure | Contacts and Users dments are saved to this o | arganisation's prome | Can log in |
| Basic Information IMPORTAN Organisation + Add new cor 1 To 6 of 6 resul Full name Dr A Test | About Your Organisati T: Make sure you click the SAVI Users Intact I Primary email employ@soton.ac.uk | Organisation E CHANGES button to er Primary number 0123456 | al Structure | Contacts and Users dments are saved to this o Type of contact Primary Contact | Status Receive mailings | Can log in Yes |
| Basic Information IMPORTAN Organisation + Add new cor 1 To 6 of 6 resul Full name Dr A Test Ms A Test | About Your Organisati About Your Organisati T: Make sure you click the SAVI Users Intact Is Primary email employ@soton.ac.uk placements@ston.ac.uk | Organisation Organisation E CHANGES button to er Primary number 0123456 000000000 | al Structure Insure any amena Job Title | Contacts and Users dments are saved to this o Type of contact Primary Contact Primary Contact | Status Receive mailings Receive mailings | Can log in Yes Yes |

The following screen will appear:

| University Southar | npton | Welcome to My Careers, Employabil | C areer ity and Student Enterpr | rise |
|---|-------------------------------|--------------------------------------|---|---------------|
| Profile ∨ | Jobs Board $ \smallsetminus $ | UoS Internships \vee | Volunteering Bank $ \smallsetminus $ | Events \vee |
| Contact inform Home / Profile / Update my orgo | ation | | | |
| Basic Information Abo | out Your Organisation | Organisational Structure | Contacts and Users | |
| New contact details | | | | |
| To add a new contact | t please complete the | details on this page. | | |
| Type of contact * | Select | | | ~ |
| Title | Select One | 9 | | ~ |
| 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:

| Univ | rersity of thampton | Welcome to MyCareer Careers, Employability and Student Enterprise | | | | | | |
|----------------------|--|---|--|---|---|--|--|--|
| Profile \vee | Jobs Board $ \smallsetminus $ | UoS Internships | Volunteering Ba | nk \checkmark | Events \vee | | | |
| Home / Profile / Upd | y organisation profile | profile | | | | | | |
| | | | | | | | | |
| Basic Information | About Your Organisation | n Organisational Structu | re Contacts and Users | | | | | |
| Basic Information | About Your Organisation About Your Organisation Make sure you click the SAVE Users tact s Primary email | n Organisational Structur | e | janisation's profile. | Can log in≑ | | | |
| Basic Information | About Your Organisation About Your Organisation Make sure you click the SAVE Users tact Primary email employ@soton.ac.uk | n Organisational Structur CHANGES button to ensure any Primary number Job Title 0123456 | e Type of contact e | janisation's profile. Status Receive mailings | Can log in≑ ✓ Yes | | | |
| Basic Information | About Your Organisation About Your Organisation Make sure you click the SAVE Users tact Primary email employ@soton.ac.uk placements@ston.ac.uk | n Organisational Structur CHANGES button to ensure any Primary number Job Title 0123456 000000000 | e Type of contact Primary Contact Primary Contact | janisation's profile. Status Receive mailings Receive mailings | Can log in≑ ✓ Yes ✓ Yes | | | |
| Basic Information | About Your Organisation About Your Organisation T: Make sure you click the SAVE Users tact s Primary email employ@soton.ac.uk placements@ston.ac.uk test@testtest.co.uk | Organisational Structur CHANGES button to ensure any Primary number Job Title 0123456 0000000000 000000000 | e Type of contact Primary Contact Primary Contact Secondary Contact(s) | sanisation's profile. | Can log in≑ ✓ Yes ✓ Yes ✓ Yes ✓ Yes | | | |
| Basic Information | About Your Organisation About Your Organisation T: Make sure you click the SAVE Users tact s Primary email employ@soton.ac.uk placements@ston.ac.uk test@testtest.co.uk eric.test@test.com | Organisational Structur CHANGES button to ensure any 0123456 0000000000 0000000000 0000000000 00123456789 | re Contacts and Users amendments are saved to this org e Type of contact Primary Contact Primary Contact Secondary Contact(s) poloyer Primary Contact | sanisation's profile. Status Receive mailings Receive mailings Receive mailings Receive mailings | Can log in≑ ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ 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.

| Southan | of Welcon Npton Careers, I | ne to MyCareer Employability and Stu | udent Enterprise | |
|--|--|--|--|------------|
| Organisation update The changes you have made | ed have been saved successfully. | nternsnips ∨ Volu | nteering Bank V Events | * |
| Opportunities | Career Develop | Events | Test employer | |
| None yet. Post your first Opportunity. | O Published 2 pending 0 expiring soon | No bookings yet. Search our upcoming events. | A Test Default: 0123456 Office: Test, TT00 0TT | |
| Post opportunity + | Post Career Deve (+) | Search events (+) | | |
| TOP TIPS TO STANDS OUT | ENSURE YOUR VA | CANCY | | |
| The image Make sure you use an inte infographic that catches t attention. | resting picture or even an he potential applicant's | | Update my profile Update organisation details | \bigcirc |



How to register for a stand at a Careers Fair

- Follow this link to MyCareer: <u>https://mycareer.soton.ac.uk/home.html</u>
- 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'.

| Quick search Quick search Filters Date range: Sy specific date By relative date | Title ÷ Event type 25 50 75 100 | Days Event location No events fit your current search criteria | « × |
|--|---|---|-----|
| Quick search Filters Date range: Sy specific date By relative date | 25 50 75 100 | No events fit your current search criteria | « > |
| Filters Date range: By specific date By relative date | 25 50 75 100 | No events fit your current search criteria | « > |
| Date range: By specific date By relative date | 25 50 75 100 | | « > |
| By specific date By relative date | 25 50 75 100 | | |
| 01 × Mar × 2023 × 🗯 | | | |
| | | | |
| to | | | |
| 22 🗸 Mar 🗸 2024 🗸 🗯 | | | |
| Туре: | | | |
| Select V | | | |
| Select | | | |
| Bespoke / Targeted Event | | | |
| Careers Fairs | | | |
| On-Campus Skills Sessions | | | |
| Pop-Ups | | | |
| Presentation | | | |

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 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.

| Book a Place on this Event | Created |
|---|---------|
| Choose Stand | |
| Due to health and safety regulations, stands can not exceed 3m length x 2.3m height x 2m width. | |
| Sponsor Autumn Careers Fair | |
| E1.500.00 (Per day.cost) | |
| £600.00 (Per day cost) | |
| STEM exhibitor without electric £500.00 (Per day cost) | |
| Charity (Excluding Professional Bodies and Education Providers) | |
| Internal Department | |

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

| Event Details | Booking Form Confir | rm Booking | | | |
|--|------------------------------|---------------------------|----|--------------------------|---|
| Careers Service E | mployers Booking Form | | | | |
| Company Inform | ation * | | | | |
| Who is attending: | ę | | | | |
| Please select which | of your colleagues will be a | attending the event below | w. | | _ |
| No representa | atives added yet | | | | |
| | | | | | _ |
| Add team members | <u>s attending the event</u> | | ~ | Add other representative | ٤ |
| Contact | Yusuf Test | | ~ | | |
| Notes (please include dietary requirements where appropriate to | | | | | |

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

| University of Southampton | Welcome to MyCareer Careers, Employability and Student Enterprise |
|--|---|
| Profile \vee Jobs Board \vee | UoS Internships \vee Volunteering Bank \vee Events \vee |
| Search events Home / Events / Search events | |
| Booking summary | |
| Below is a summary of all the inform saving these changes. | nation you have provided for this booking so far. Please ensure that everything is correct before |
| Your current booking details | |
| Status | Created |

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

| University of Southampton | Welcome to MyCareer Careers, Employability and Student Enterprise | |
|--|--|--|
| Profile $ \smallsetminus $ Jobs Board $ \lor $ | UoS Internships \lor Volunteering Bank \lor Events \lor | |
| My events Home / Events / Search events | | |
| Search events My events | | |
| | | |
| Event booking updated | × | |
| Show events by date | | |
| From Until 04 v Feb v 2023 v Image: Compared to the second to the se | ✓ 2024 ✓ 📸 Q Search events | |

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:

| Profile \checkmark | Jobs Board $ \smallsetminus $ | UoS Internships $ \smallsetminus $ | Volunte | ering Bank $ \smallsetminus $ | Events \vee | |
|--|-------------------------------|------------------------------------|------------------|-------------------------------|---------------|--|
| My overte | | | | | Search events | |
| iviy events | | | | | My events | |
| Home / Events / My events | | | | | | |
| | | | | | | |
| | | | | | | |
| Search events My event | s | | | | | |
| | | | | | | |
| Chow overte by date | | | | | | |
| show events by date | | | | | | |
| From | Until | 0.000 | | | | |
| 04 v Feb v 2023 v 苗 | 04 × Aug × 2024 × | C Search event | 5 | | | |
| | | | | | | |
| Events You're Booked Or | nto | | | | | |
| | your organisation has a boc | king record. | | | | |
| These are the events for which | , . | | | | | |
| These are the events for which 1 To 1 of 1 results | | | | | | |
| These are the events for which 1 To 1 of 1 results Event title | First day booked | Booking status | Whole event cost | Actions | My schedule | |

If you have booked to attend a Virtual Careers Fair, once your booking has been confirmed please see our <u>Exhibitor Guide</u> which explains how to create your virtual stand.



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 <u>'How to register your organisation'</u> section and click on 'Post Career Development Opportunity' when you see the following screen at the end of the registration process:

University of Southampton

← Back

FIND YOUR NEXT RISING STAR

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':



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':

| Profile ∨ | Jobs Board $ \smallsetminus $ | | ternships V | olunteering Bank \vee Even | ts ∨ |
|--|---|------------|--|--|------|
| Opportunities | Career Develo | opportunit | ty ty Management | Test employer | |
| None yet. Post your first Opportunity. | O Published 2 pending 0 expiring soon | \bigcirc | No bookings yet. Search our upcoming events. | Jest Default: 0123456 Office: Test, TT00 0TT | |
| Post opportunity 🕂 | Post Career Deve | \oplus | Search events | | |
| | | | | | |

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).

| University of Southampton | Welcome to MyCaree Careers, Employability and | e r 1 Student Enterpri | se | |
|---|--|--------------------------------------|---------------|--|
| Profile \lor Jobs Board \lor | UoS Internships \vee | Volunteering Bank $ \smallsetminus $ | Events \vee | |
| | 1 2 Posting details Job details | | | |
| Career Development Opportur | nity type | | | |
| Select the type of Career Development Opportunity you we | ant to post. | | | |
| UoS Internships for Internal University Hosts | | | | |
| UoS Internships for External Organisations Support for all organisations external to the University le | ooking to recruit interns. | | | |
| International Alumni Internships For alumni of the University of Southampton to post an | international internship. | | | |
| O Volunteering Opportunity Free service for UK-based registered charities to advert | tise volunteering roles. | | | |
| Potential UoS Job Shop role Please do not select this option. Only certain roles are e | eligible for the UoS Job Shop. | | | |
| Potential Year in Employment role Please do not select this option. YiE roles are only available | able to eligible courses. | | | |

8. Ensure 'UoS 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 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 | |

- 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':

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 \checkmark Jobs Board \vee | UoS Internships \vee Volunteering Bank \vee Events \vee |
| | Posting details Job details |
| Job details | |
| Opportunity Type * | |
| | |
| Select | × |
| Select Job title * | ► ► |
| Select Job title * | ▼ |
| Select Job title * Opportunity description * | ~ |
| Select Job title * Opportunity description * File Edit View Insert Format Tools Table | |

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.

| Salary range: * | |
|---|---------------------------------|
| Select One | v |
| Select One Covered by course stipend / bursary | - |
| Expenses only Voluntary Hourly Rate (specified in the salary details below) Under E14,000 (above national minimum wage) E14,000-E19,999 | ompetitive') can increase click |
| £20,000-£24,999 £25,000-£29,999 £30,000-£39,999 Above £40,000 | |
| Undisclosed (above national minimum wage) Recommended internship salary of £12.08 per hour The Real Living Wage | |

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

| Sol | iversit utha | y of I mpton | Welcome Careers, Emp | to MyCo ployability | a reer / and Stude | ent Enter | rprise | |
|--------------------------------------|------------------------|---|--|---|---|--|--------------------------------------|--------------------|
| Profile \vee | | Jobs Board $ \smallsetminus $ | UoS Intern | ships \checkmark | Voluntee | ring Bank 🗸 | E | Events \vee |
| Post UoS Iome / UoS Interr | Interr | Ship oppor | r tunity | + Add new | opportunity + | Add new co | ireer developme | ent opportunity |
| Q , Filters | | Career | Development Opr | portunity Cre | ated | | | × |
| Q Search | | > <u>Test O</u> r Thank you | <u>portunity</u> I for submitting your o | pportunity to Uo | S Internships. | | | |
| Title: | | We will re- | view the opportunity yo | ou have submitt | ed and be in conto | ct shortly to | advise whether y | your |
| Reference ID: | | application | initias been successia | | | | | |
| | | ✓ Publish | ed o 🕜 Pending | 3 🕄 Rejec | ted 20 👎 Wit | hdrawn 4 | C Expired o | |
| Expires: | | 1 To 3 of 3 | results | | | | | |
| By specific | date | | | | | | | |
| By specific By relative | date date | Date Posted | Advertising Date [‡] | Expiry Date ≑ | Opportunity title | Source | Reference ID= | Action |
| By specific By relative | date date vv | Date Posted | Advertising Date 16-Mar-2023 | Expiry Date 🗢 | Opportunity title <u>Test Opportunity</u> | Source- | Reference ID D24MJ | Action <u> </u> |
| By specific By relative v to | date date | Date Posted 16-Mar-2023 15-Mar-2023 | Advertising Date 3 16-Mar-2023 3 15-Mar-2023 | Expiry Date 14-Jun-2023 13-Jun-2023 | Opportunity title <u>Test Opportunity</u> <u>Test</u> | Source Image: Source Image: Source Image: Source | Reference ID D24MJ 743Q7 | Action |

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



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 <u>employ@southampton.ac.uk</u> 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 <u>'How to register your organisation'</u> 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 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':

| Profile ∨ | Jobs Board $ \smallsetminus $ | UoS Internships ∨ | Volunteering Bank \vee Events \vee |
|--|---|--|--|
| Opportunities | Career Develo | Post UoS Internship opportunity Opportunity Management | Test employer |
| None yet. Post your first Opportunity. | 0 Published 2 pending 0 expiring soon | No bookings yet. Search our upcoming events. | A Tool Default: 0123456 Office: Test, TTO0 0TT |
| Post opportunity 🔶 | Post Career Deve | + Search events | \oplus |

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

| Southampton co | /elcome to MyCare areers, Employability ar | e er nd Student Enterpr | rise |
|---|--|---------------------------------------|----------|
| Profile \vee Jobs Board \vee | UoS Internships 🗸 | Volunteering Bank $ arsigma$ | Events ∨ |
| | 1 2 Posting details Job details | | |
| Career Development Opportunity | / type | | |
| Select the type of Career Development Opportunity you want to | o post. | | |
| Support for Faculties and Professional Services to recruit stu | dent interns. | | |
| O UoS Internships for External Organisations | | | |
| | g to recruit interns. | | |
| Support for all organisations external to the University lookin | v | | |
| Support for all organisations external to the University lookin International Alumni Internships | ~ | | |
| Support for all organisations external to the University lookin International Alumni Internships For alumni of the University of Southampton to post an inter | national internship. | | |
| Support for all organisations external to the University lookin International Alumni Internships For alumni of the University of Southampton to post an inter Volunteering Opportunity Free service for UK-breed registered charities to advertise to | autional internship. | | |
| Support for all organisations external to the University lookin International Alumni Internships For alumni of the University of Southampton to post an inter Volunteering Opportunity Free service for UK-based registered charities to advertise v C Batantial USE lab Shap refe | olunteering roles. | | |
| Support for all organisations external to the University lookin International Alumni Internships For alumni of the University of Southampton to post an inter Volunteering Opportunity Free service for UK-based registered charities to advertise v O Potential UoS Job Shop role Please do not select this option. Only certain roles are eliaibi | olunteering roles. | | |
| Support for all organisations external to the University lookin International Alumni Internships For alumni of the University of Southampton to post an inter Volunteering Opportunity Free service for UK-based registered charities to advertise v Potential UoS Job Shop role Please do not select this option. Only certain roles are eligible Contential Verrin Employment role | national internship. olunteering roles. le for the UoS Job Shop. | | |

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



- 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':

| which a second second second the second second second second the second s |
|---|
| nt to a webpage where they can make their application |
| |
| o the supplied email address. |
| |
| on how to apply for this job |
| |
| |

10. 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 \checkmark Jobs Board \vee | UoS Internships \vee Volunteering Bank \vee Events \vee |
| | Posting details Job details |
| | |
| Job details | |
| Job details Opportunity Type * | |
| Job details Opportunity Type * Select | ~ |
| Job details Opportunity Type * Select Job title * | • |
| Job details Opportunity Type * Select_ Job title * | ~ |
| Job details Opportunity Type * Select Job title * Opportunity description * | ~ |
| Job details Opportunity Type * Select Job title * Opportunity description * File Edit View Insert Format Tools Table | |

- 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 range: * | | |
|---|---------------------------------|--|
| Select One | ~ | |
| Select One | | |
| Covered by course stipend / bursary | | |
| Expenses only | | |
| Voluntary | | |
| Hourly Rate (specified in the salary details below) | ompetitive') can increase click | |
| Under £14,000 (above national minimum wage) | | |
| £14,000-£19,999 | | |
| £20,000-£24,999 | | |
| £25,000-£29,999 | | |
| E30,000-E39,999 | | |
| Above £40,000 | | |

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

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

| Southam | pton | Welcome Careers, Em | e to MyC nployabili | Career ty and Stude | nt E | Enterp | orise | |
|--------------------------------------|--|-------------------------------------|-------------------------------|------------------------|--------|-------------|-----------------|----------------|
| Profile \vee Job | os Board $ \!$ | UoS Inter | rnships ∨ | Volunteer | ing B | ank \sim | Ev | vents \vee |
| Post UoS Internshi | ip opport | unity | | | | | | |
| ome / UoS Internships / Post UoS Int | ernship opportunity | - | | | | | | |
| | | | + Add ne | w opportunity + | Add | new care | er developmer | nt opportunity |
| Q Filters | Career De | avelonment Or | portunity C | rented | | | | |
| Q Search Title: | > <u>Test opp</u> Thank you fe | ortunity or submitting your | opportunity to I | nternational Alumni Ir | nterns | ships. | | ~ |
| | We will revie application | w the opportunity has been successf | you have subm iul. | itted and be in conta | ot sho | ortly to ad | lvise whether y | our |
| Reference ID: | | | _ | | | | | |
| Expires | ✓ Published | l o ? Pendin | g 3 🖸 Rej | ected 23 👎 With | draw | /n 4 | C Expired o | |
| By specific date | 1 To 3 of 3 re | esults | | | | | | |
| O By relative date | Date Posted | Advertising Date | Expiry Date ≑ | Opportunity title | ¢ | Source | Reference ID | Action |
| · · · · i | 23-Mar-2023 | 23-Mar-2023 | 21-Jun-2023 | Test opportunity | | - | 3ZBA3 | <u> </u> |
| to | 16-Mar-2023 | 16-Mar-2023 | 15-Mar-2024 | Test | | - | JQ3Q9 | F Actions - |
| | 16-Mar-2022 | 16-Mar-2023 | 15-Mar-2024 | Test Volunteering Ro | e 🚠 | - | 3ZBLM | Actions - |
| · · · · i | 10-IVI01-2023 | | | • | | | | |

15. Your vacancy will then be pending approval from the Careers, Employability and Student Enterprise 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. Please see our <u>volunteering webpages</u> 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 <u>'How to register your organisation'</u> 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:

| Select the type of Ca | eer Development Opportunity you want to po | ost. | | |
|-----------------------|--|----------------------|--|--|
| O UoS Internships | or Internal University Hosts | | | |
| Support for Facult | es and Professional Services to recruit studer | nt interns. | | |
| O UoS Internships | or External Organisations | | | |
| Support for all org | anisations external to the University looking to | o recruit interns. | | |
| International Al | mni Internships | | | |
| For alumni of the | niversity of Southampton to post an internat | ional internship. | | |
| Volunteering Op | portunity | | | |
| Free service for U | -based registered charities to advertise volu | nteering roles. | | |
| O Potential UoS Jo | o Shop role | | | |
| Please do not sele | ct this option. Only certain roles are eligible fo | or the UoS Job Shop. | | |

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



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:

| University of Southampton | Welcome to MyCareer Careers, Employability and Student Enterprise |
|--|---|
| Profile \checkmark Jobs Board \vee | UoS Internships \checkmark Volunteering Bank \checkmark Events \checkmark |
| | Posting details Job details |
| Job details | |
| Opportunity Type * | |
| | |
| Select | Y |
| Select | |
| Select Job title * | |
| Select | |
| Select Job title * Opportunity description * File Edit View Insert Format Tools Table | |

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:

| | Careers, Employability and Student Enterprise |
|--|---|
| Profile \vee Job | bbs Board \checkmark UoS Internships \checkmark Volunteering Bank \checkmark Events \checkmark |
| Post Volunteering | g Bank opportunity |
| lome / Volunteering Bank / Post Vol | Nunteering Bank opportunity + Add new opportunity + Add new career development opportunity |
| Q Filters | |
| | Career Development Opportunity Created * |
| Q Search | > <u>Test Volunteering Role</u> |
| Titler | Thank you for submitting your opportunity to the Volunteering Bank. |
| nue. | |
| The. | We will review this volunteering opportunity and if appropriate, publish it for our students to access. If |
| Reference ID: | 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 auidelines. |
| Reference ID: | 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 <u>Volunteering Bank guidelines</u> . |
| Reference ID: | 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 <u>Volunteering Bank guidelines</u> . |
| Reference ID: Expires: By specific date By relative date | 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 <u>Volunteering Bank guidelines</u> . Published 0 Pending 4 Rejected 20 Withdrawn 4 Expired 0 1 To 4 of 4 results |
| Reference ID: Expires: By specific date By relative date | 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 <u>Volunteering Bank guidelines</u> . Published o Pending 4 Rejected 20 Withdrawn 4 Expired o To 4 of 4 results Date Posted® Advertising Date® Expiry Date © Opportunity title © Source Reference ID Action |
| Reference ID: Expires: By specific date By relative date V V V V W | 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 <u>Volunteering Bank guidelines</u> . |

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.



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 <u>'How to register your organisation'</u> 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:

| Profile 🗸 | Jobs Board V | UoS Internships V | lunteering Bank \vee Events \vee |
|---|---|--|--|
| Opportunities | Opportunities management Post new opportunity | Events | Test employer |
| Pone yet. Post your first Opportunity. | O Published 4 pending 0 expiring soon | No bookings yet. Search our upcoming events. | A Test Default: 0123456 Office: Test, TTO0 OTT |
| Post opportunity | Post Career Deve | Search events | |

5. The following screen will appear:

| Unive Sout | rsity of hampton | Welcome to MyCare Careers, Employability ar | e er nd Student Enterp | rise | |
|--|---------------------|--|----------------------------------|---------------|--|
| Profile \vee | Jobs Board V | UoS Internships $ \smallsetminus $ | Volunteering Bank $ 	imes $ | Events \vee | |
| | | 1 2 | | | |
| | | Posting details Job details | | | |
| Advertising d | letails | Posting details Job details | | | |
| Advertising d | letails | Posting details Job details | | | |
| Advertising d Publish date * | letails | Posting details Job details | | | |
| Advertising d Publish date * 16 v Mar v 20 Closing date * | letails 023 ∨ ∎ | Posting details Job details | | | |

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

| E S | Southampton | | | | | | | mplo | yability | and | Stude | nt Ente | ərpris | se | | | |
|--|---|---------------|---------|-------|---|----|---------------|----------|---------------|------|----------|----------|--------|----|--------|-----|--|
| Prof | file \checkmark | | Jobs | Board | ~ | | UoS Int | ternship | os ∨ | · · | Voluntee | ing Bank | ~ | | Events | s ~ | |
| | | | | | | Pc | 1 sting de | tails | 2 Job deto | iils | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Jobde | tails | | | | | | | | | | | | | | | | |
| Job de | tails | | | | | | | | | | | | | | | | |
| Job de Opportuni Select | tails ty Type * | | | | | ~ | | | | | | | | | | | |
| Job de Opportuni Select | tails ty Type * | | | | | ~ | | | | | | | | | | | |
| Job de Opportuni Select Job title * | tails ty Type * | | | | | v | | | | | | | | | | | |
| Job de Opportuni Select Job title * | tails ty Type * ty descripti | on * | | | | • | | | | | | | | | | | |
| Job de Opportuni Select Job title * | tails ity Type * ity descripti View Insert | on * Forma | t Tools | Table | | ~ | | | | | | | | | | | |

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 opportunites you have advertised will be listed below with their status:

| University Southar | of Welcome to MyCareer npton Careers, Employability and Student Enterprise |
|--|---|
| Profile 🗸 | Jobs Board \vee UoS Internships \vee Volunteering Bank \vee Events \vee |
| Post new oppor | tunity pportunity + Add new opportunity + Add new career development opportunity |
| Q Filters | Opportunity Created * |
| Q Search | > <u>Test</u> Thank you for submitting your opportunity to the MuCareer Jobs Board |
| Title: | We will review this opportunity and if appropriate, publish it for our students to access. If we won't be |
| Title: Reference ID: | 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 <u>vacancy policy</u> . |
| Title: Reference ID: Expires: | 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 o 9 Pending 5 © Rejected 20 If Withdrawn 4 © Expired 0 |
| Title: Reference ID: Expires: Syspecific date By relative date | 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 o Pending s Rejected 20 If Withdrawn 4 Expired o ITo 5 of 5 results |
| Title: Reference ID: Expires: Ø By specific date By relative date | 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 o Pending s Rejected 20 Withdrawn 4 Expired o Ito 5 of 5 results Date Posted* Advertising Date* Expiry Date * Opportunity title Source Reference ID* Action |
| Title: Reference ID: Expires: Ø By specific date By relative date V V V M | 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 o ④ Pending s ③ Rejected 20 ♥ Withdrawn 4 ④ Expired o ✓ Published o ④ Pending s ③ Rejected 20 ♥ Withdrawn 4 ④ Expired o To 5 of 5 results ☐ ☐ ☐ |
| Title: Reference ID: Expires: Ø By specific date By relative date v v v i i | 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 o |

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.



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:

| Univer South | rsity of nampton | Welcon Careers, I | ne to MyCareer Employability and S | Student Enterprise |
|---|---|------------------------------|--|---|
| Profile \vee | Jobs Board \vee | UoS II | nternships \checkmark Vo | olunteering Bank $arsigma$ Events $arsigma$ |
| Opportunities | Opportunities management Post new opportunity | lop | Events | Test employer |
| O Published 0 pending 1 expiring soon | None yet. Post your first Development | : Career : Opportunities. | No bookings yet. Search our upcoming events. | A Test Default: 0123456 Office: 1 Road, Town, County, POSTCODE |
| Post opportunity | + Post Caree | r Dev 🕂 | Search events | |

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:

| | | | + Add ne | w opportunity + Ac | ld new co | reer dev | elopmen | t opportunity | |
|--------------------------------------|----------------|------------------|---------------|-----------------------|------------|----------|----------|---------------|--|
| Q Filters | ✓ Published | 4 😧 Pendin | g o 🖸 Rej | ected 19 🁎 Withdro | IWN 5 | C Exp | ired 2 | | |
| Q Search | 1 To 4 of 4 re | esults | | | | | | | |
| Title: | Date Posted | Advertising Date | Expiry Date ≑ | Opportunity title | Source | e Refei | rence ID | Action | |
| | 20-Mar-2023 | 20-Mar-2023 | 23-Mar-2023 | Test role | . - | 6 | V37G | Actions - | |
| Reference ID: | 20-Mar-2023 | 20-Mar-2023 | 26-Mar-2023 | Test | - | w | Q View | v | |
| | 20-Mar-2023 | 20-Mar-2023 | 23-Mar-2023 | test graduate | - | 9 | 🖶 Print | t | |
| Expires: | 23-Jan-2020 | 20-Mar-2023 | 26-Mar-2023 | Confirm Action | • | Y | 2 🖋 Edit | | |
| By relative date | 25 50 75 | 100 | | Are you sure you wish | to withdra | w this | 🖪 Cop | y | |
| | 25 50 75 | 100 | | posting? | | | With | ndraw | |

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

| Profile \vee | Jobs Board \vee | UoS Interns | hips \checkmark | Volunteerin | g Bank 🗸 | E | vents \vee |
|----------------------------|--------------------|--------------------|-------------------|---------------------|-----------|-----------------|------------------|
| Opportunities | managemen | t | | | | | |
| Home / Jobs Board / Opport | unities management | | | | | | |
| | | | + Add new o | oportunity + A | dd new co | ireer developme | nt opportunity |
| Q , Filters | ✓ Published | 3 Pending o | 3 Rejecte | od 19 🗣 Withd | rawn e | C Expired 2 | |
| Q Search | 1 To 6 of 6 res | ults | | | | | |
| Title: | Date Posted 🌻 | Advertising Date ≑ | Expiry Date 🗘 | Opportunity title 🗘 | Source | Reference ID ≑ | Action |
| | 20-Mar-2023 | 20-Mar-2023 | 23-Mar-2023 | Test role | - | 6V37G | <u>Actions</u> ▼ |
| Reference ID: | 17-Mar-2023 | 19-Mar-2023 | 23-Mar-2023 | test graduate | - | V80N2 | 🖌 Actions 👻 |



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':

| University of Southam | oton c | Velcome 1 Careers, Emp | to MyCa bloyability | reer and Stude | nt Ente | rprise | |
|--|-----------------|---------------------------|------------------------|--------------------------|------------|---------------------------------------|------------|
| Profile V Job | s Board ∨ | UoS Interns | ships \vee | Voluntee | ing Bank 丶 | Event | ts ∨ |
| Opportunities mail | | it | + Add new op | portunity + | Add new co | areer development op | oportunity |
| | ✓ Published | 2 Pending of | Rejecte | d 20 🁎 With | ndrawn 5 | C Expired 2 | |
| Q Search | 1 To 2 of 2 res | sults | | | | | |
| Title: | Date Posted 🗢 | Advertising Date ≑ | Expiry Date 🗘 | Opportunity title | Source | Reference ID 🌲 Act | ion |
| | 20-Mar-2023 | 20-Mar-2023 | 24-Mar-2023 | Test | - | WN4V6 🎤 | Actions |
| Reference ID: | 20-Mar-2023 | 20-Mar-2023 | 23-Mar-2023 | test graduate | - | 9V Q View | |
| Expires: By specific date By relative date | 25 50 75 | 100 | | | | Print Print Copy Withdraw | |
| to | | | | | | C 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:

| | Extend: Test | × | A Test Logout |
|-------------------------------------|---------------------|----------|---------------|
| ~ | Max expiry date | | |
| University of | 23-Mar-2024 | | |
| E Southam | Expiry date | erprise | |
| | 25 🗸 Mar 🗸 2023 🗸 🚞 | | |
| Profile 🗸 🔰 Job | | \sim | Events 🗸 |
| | Cancel | ✓ Extend | |
| Opportunities ma | | | |
| Home / Jobs Board / Opportunities m | anagement | | |

- 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:

| Profile \vee | Jobs Board \vee | UoS Intern | ships 🗸 🛛 Vol | lunteering Bank | ~ E | Events \checkmark |
|---|------------------------|---------------------------------|--------------------------|-----------------|------------------|---------------------|
| Opportunit | ies managem | ent | | | | |
| Iome \ Jobs Board \ Op | portunities management | ent | + Add new opportunity | Add new | career developme | nt opportunity |
| Q Search | ✓ Published 21 | Pending 0 | Rejected | 🐺 Withdrawn | 2 C Expire | ed 21 |
| Title: | 1 To 21 of 21 results | | | | | |
| | Date Posted 🔶 Ex | piry Date 🗘 Opport | unity title | Source | Reference ID 🔶 | Action |
| Reference ID: | 24-Oct-2019 24 | -Nov-2019 Comm | unity Assitant Volunteer | - | L8LKV | 🖌 Actions |
| By specific date By relative | 15-Mar-2019 09 30- | -Apr-2019 -Oct-2019 Test rol | e | - | 22D7Y | 🖌 Actions |

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.



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:



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

| | Welco Careers, | me to MyCar Employability a | eer nd Student Enter | prise | | |
|----------------------|---|--------------------------------|--------------------------------|--------------------------|---------------|--|
| Profile \checkmark | Jobs Board \vee | UoS | Internships \vee | Volunteering Bank \vee | Events \vee | |
| Opportunities | Opportunities management Post new opportunity | lop | Events | Test emplo | oyer | |

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

| Southam | f Weld pton _{Caree} | come to MyC ers, Employabilit | Career By and Student E | nterprise | |
|------------------|---------------------------------|----------------------------------|-----------------------------------|-----------------------|---------------|
| Profile V Jo | bs Board ∨ | UoS Internships \vee | Volunteering B | ank \checkmark Ev | ents \vee |
| Opportunities mo | inagement nanagement | + Add nev | v opportunity + Add | new career developmen | t opportunity |
| Q Filters | ✓ Published ₀ | Pending o 🛛 🕄 Reje | cted 20 🁎 Withdraw | n 5 SExpired 2 | |
| Q Search | 1 To 0 of 0 results | | | | |

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

| University Southai | n pton c | Velcome 1 areers, Emp | t o MyCc Noyability | Ireer and Studen | : Enter | rprise | |
|---|-------------------|--------------------------|-------------------------------|----------------------------|--------------------|-----------------|---------------------|
| Profile 🗸 | Jobs Board \vee | UoS Interns | ships ∨ | Volunteering | g Bank 🗸 | / | Events \checkmark |
| Dpportunities r iome / Jobs Board / Opportuni Q Filters Q Search | ties management | • • Pending of sults | + Add new o | oportunity + Ar | dd new cc awn 5 | areer developme | ent opportunity |
| Title: | Date Posted 🗢 | Advertising Date 🗘 | Expiry Date 🗘 | Opportunity title 🗘 | Source | Reference ID 🗘 | Action |
| | 17-Mar-2023 | 19-Mar-2023 | 23-Mar-2023 | test graduate | | V8ON2 | 🖌 Actions 👻 |
| Reference ID: | 18-Nov-2022 | 18-Nov-2022 | 20-Dec-2022 | test graduate | - | YG Q Vie | w 🔨 |
| | 07-May-2021 | 07-May-2021 | 05-Aug-2021 | Test role | - | D9 🖶 Prin | nt |
| | | | | | | | |

7. 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 \vee Jobs Board \vee | UoS Internships \lor Volunteering Bank \lor Events \lor | |
| | Posting details Job details | |
| | | |
| Advertising details | | |
| Advertising details | | |
| Advertising details Publish date * | | |
| Advertising details Publish date * | | |

8. 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.

| Southam | f Welcome to MyCareer pton Careers, Employability and Student Enterprise |
|---|---|
| Profile \vee Jo | bs Board \vee UoS Internships \vee Volunteering Bank \vee Events \vee |
| Opportunities mc Home / Jobs Board / Opportunities (| management + Add new opportunity + Add new career development opportunity |
| Q Filters Q Search Title: | 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 |
| Reference ID: Expires: | vacancy policy. ✓ Published o OPending 1 ORejected 20 III Withdrawn 5 OExpired 2 |
| By specific date By relative date | 1 To 1 of 1 results Date Posted |
| to | 20-Mar-2023 20-Mar-2023 23-Mar-2023 test graduate - 9VZ6G |

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.