Employers Guide to the new CareerConnect

New Users

We introduced a new CareerConnect on 14th September 2015. If you know your organisation has been registered on CareerConnect on or after that date please ask a registered colleague to add you as an additional contact. For further information please contact the Employer Relations Team on 01865 274663.

First time users should click on Organisation Sign Up.

Next, register your organisation’s details and your contact details. Please complete as much information as possible. Anything with a * next to it must be completed. You can add more than one contact.

Once you have submitted your registration details (by clicking on Register) you are able to post a vacancy while your registration is pending approval by clicking on the Post Opportunity button.

Your registration will need to be approved before you can register for a fair etc. You should receive an email approving your registration within 2 working days. This email will ask you to click on a link to enter a new password which will then allow you to access CareerConnect. If you do not receive this email please contact a member of the Employer Relations Team on 01865 274663.

The CareerConnect homepage

Once you have logged in, you will reach your CareerConnect homepage.
How to update your organisation’s information

1. Go to the ‘Profile’ menu and select Organisation and Users Details or click on ‘Update Profile’ in the Quick Links section
2. Make any changes (click between tabs as appropriate)
3. Click on Save Changes

We would be grateful if you would ensure that your organisation details and contact(s) information are kept up to date. Students are able to access your organisation details on any vacancy you post and additionally via an Organisation Directory. Your contact information is only visible to the Careers Service staff unless you specify you wish your contact details to be shown to students (users) as part of a vacancy posting.

▶ How to add a new contact

1. Go to the ‘Profile’ menu and select Organisation and Users Details or click on ‘Update Profile’ in the Quick Links section
2. Click on the Contacts and Users tab and then Add New Contact
3. Enter the relevant details
4. Click on Add User

The contact you have added will be emailed a link to set up a password.

How to add a new vacancy

1. Go to the ‘Opportunities’ menu and select Post New Opportunity
2. If you are a recruitment agency or executive search company please ensure you select the correct posting opportunity type
3. Complete the Publishing Details then click on Opportunity Details
4. Once all the information has been input, click on Post

Please complete as many fields as possible, as information entered can be used as search criteria by students and will allow your opportunity to be identified within the search information specified. Any fields marked with a * must be completed.

NOTE: There is a limit of 1000 words for the opportunity summary. For fields that allow multiple selections, click on your first selection then click on your second selection etc.

Your vacancy will then be submitted to the Employer Relations Team for review before it goes “live”. You should receive an email once it has been approved. This may take up to 5 working days during busy periods.

Posting Funding Opportunities: Please select the most appropriate occupational area, if none are relevant, select “Education”.
How to change your password

1. Go to the ‘Profile’ menu and select Update User Profile
2. Enter your current password and then a new password and confirm it
3. Click on Save

If you have any questions about using CareerConnect please contact any member of the Employer Relations Team on +44(0)1865 274663.