If you know your organisation has already registered on CAREERCONNECT, 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 Register on the Employer log-in page.

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.

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 Update Organisation Profile 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 Update Organisation Profile 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 Opportunities
2. If you are a recruitment agency or executive search company please ensure you select the correct posting opportunity type
3. Complete the Publishing and Application details then click on Next
4. Once all the information has been input, click on Add Opportunity

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: Select the most appropriate occupational area. If none are relevant, select “Education”.
How to view and amend your current vacancies

You can use the Opportunities Management option to view the status of your vacancies or edit, copy, withdraw your vacancies or extend the closing date.

Manage Opportunities can be accessed via the ‘Opportunities’ menu or by selecting ‘Manage Opportunities’ from the Quick Links section on your CareerConnect homepage.

Amendments can be made using the Actions section.

The Employer Relations Team will review any changes before the changes go “live”. Your vacancy will not be visible to students during this time.

How to extend the closing date for a vacancy

1. View your current opportunities on the CareerConnect homepage
2. Click on the title for the relevant vacancy
3. Click on Extend under the Actions section at the top right of the page
4. Enter the new closing date and click on Extend

(or select Extend from the Actions section for the relevant vacancy via Opportunities Management).

You are able to extend your vacancy if the closing date is five days away or less, otherwise you would need to edit the vacancy.

Students will still be able to view the vacancy while the extension is awaiting approval.

How to register for a Fair

1. From the ‘Events’ menu select Search Organisation Events
2. Click on the Fair name
3. Select your preferred stand size and click on Next
4. Enter your other requirements
5. Click on Next
6. Check the details are correct then click on Confirm

Please note your place will not be confirmed until you have received a confirmation email from the Employer Relations Team

How to change your password

1. Go to the ‘Profile’ menu and select Update My Details
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.