



How to use CareerConnect

A guide for recruiters

The CareerConnect platform is exclusive to University of Oxford students, alumni and current research staff.

You can use the platform to advertise your organisation's events, jobs, and internship opportunities.

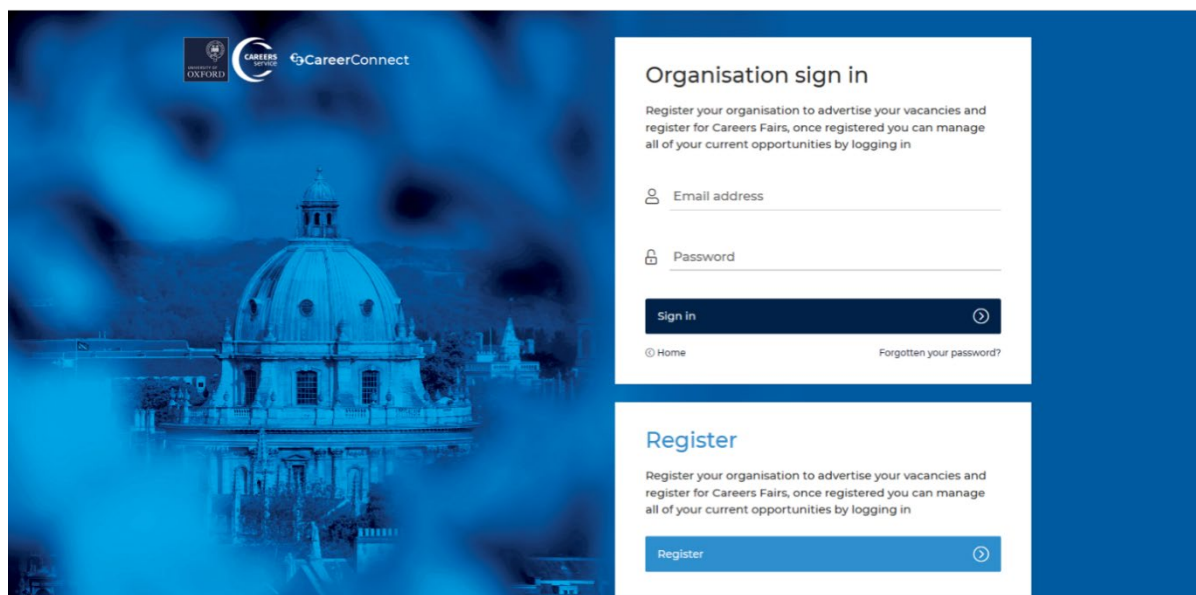
[CareerConnect Organisation Sign In >>](#)

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HOW TO CREATE AN ACCOUNT

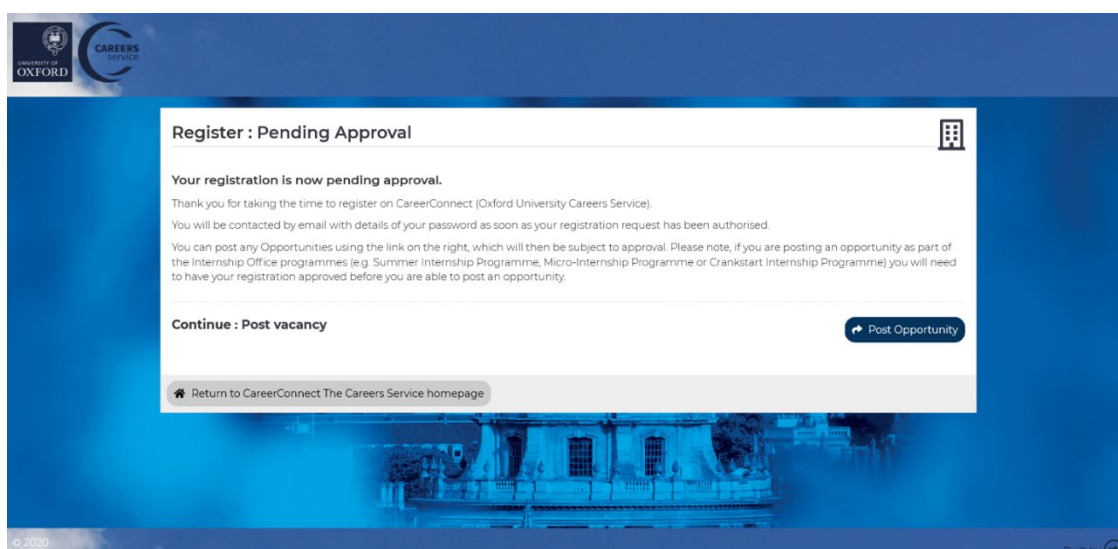
First time users, please register to [CareerConnect](#).



1. Select the organisation sign up page then select the [Register](#) option.
2. Enter the relevant details. Any fields marked with a * must be completed. Please note the web address must include http:// or https://
3. Click on 'Register' at the bottom right of the page to complete your registration.

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

4. Once your registration has been submitted you will receive an email asking you to verify your email address.



Your registration will need to be approved before you can register for a fair. You should receive an email approving your registration within 2 working days. This email will prompt

you to log in to CareerConnect. You will need to log in using the password you created when you registered. If you do not receive this email or need to request a new password, please contact the Student and Employer Engagement Team on recruiters@careers.ox.ac.uk or at 01865 274663.

HOW TO UPDATE YOUR ORGANISATION'S INFORMATION

1. Go to the 'Profile' menu and select 'Update Organisation Profile' or click on 'Update Organisation Profile' in the 'Quick Links' section (see screenshot below)
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. 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.

The screenshot shows the Oxford University Careers Service dashboard. At the top, there is a blue header with the University of Oxford logo and the text 'Welcome to the The Careers Service'. Below the header is a navigation bar with tabs for 'Profile', 'Opportunities', 'Internship Office Programmes', 'Events', and 'Queries'. The main content area is divided into several sections. On the left, there are three panels: 'Opportunities' (None yet), 'Internship Office...' (1 Published), and 'Events' (0 Confirmed). Each panel has a '+', 'Post', or 'Search' button. On the right, there is a panel for 'Oxford University Careers Service' with contact details for Aisling Ridge. At the bottom, there is an 'Employer News' section with a 'Closure periods' announcement and two links: 'Update my profile' and 'Update organisation details'.

How to add a new contact

1. Go to the 'Profile' menu and select 'Update Organisation Profile' or click on 'Update Organisation Profile' in the 'Quick Links' section
2. Click on the 'Contacts and Users' tab and then 'Add New Contact'
3. Enter the relevant details. Any fields marked with a * must be completed
4. Click on 'Add User'

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

Update my organisation profile

[Home](#) | [Profile](#) | [Update my organisation profile](#)

Basic information

About Your Organisation

Organisational Structure

Contacts and Users



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

How to add a new vacancy

1. Go to the 'Opportunities' menu and select 'Post Opportunities'
2. If you represent a recruitment agency, job board or other third-party organisation, 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'

The screenshot shows a web interface for 'Post Opportunity'. At the top left, there is a '← Back' link and the text 'FIND YOUR NEXT RISING STAR'. The main heading is 'Let's get you started' with the subtext 'Unlock the next generation of talent and start advertising your roles today.' Below this is a box containing the text 'Post Opportunity Start hiring now' and 'Post job to CareerConnect to find your next student or graduate hire.' To the right of the text is a photograph of four people sitting around a table in a meeting. The CareerConnect logo is visible in the top left corner of the page.

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. 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.

NOTE: There is a limit of 1000 words for the opportunity summary.

Your vacancy will then be submitted to the Student and Employer Engagement 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.

UNIVERSITY OF OXFORD CAREERS SERVICE Welcome to the The Careers Service

Profile ▾ | Opportunities ▾ | Internship Office Programmes ▾ | Events ▾ | Queries ▾

Manage Opportunities
Home > Opportunities > Manage Opportunities

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

Opportunity type
Select the type of Opportunity you want to post.

Posting by an Organisation
Posting for an opportunity within your own organisation

Posting by a Recruitment Agency / Executive Search Company
Posting by an agency on behalf of a client

How to view and amend your current vacancies

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

'Manage Opportunities' can be accessed via the 'Opportunities' menu. Amendments can be made using the 'Actions' section.

The Student and Employer Engagement Team will review your actions 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'.

If you are having problems extending a vacancy, please email recruiters@careers.ox.ac.uk.

Date Posted	Advertising Date	Expiry Date	Opportunity title	Source	Reference ID	Action
10-Jul-2020	13-Jul-2020	03-Aug-2020	Research into Health and Social Science Collobration Internship (MIP)	-	2EAWV	Actions
26-May-2020	26-May-2020	03-Jun-2020	Online Resources Research Intern (MIP)	-		View Print Copy Extend
20-Apr-2020	22-Apr-2020	11-May-2020	Startup Visa Researcher (MIP)	-		
19-Feb-		09-Mar-	Careers Outreach Fellow: Consultation across			

HOW TO POST ON BEHALF OF A THIRD PARTY

In order to post on behalf of a third party please follow the steps below.

1. Select the relevant opportunity type – recruitment Agencies, Job Boards and Other Third-Party Positions

Add Opportunity
1 of 2 steps

Posting details
Next : Position details

Opportunity type

Select the type of Opportunity you want to post.

Posting by an Organisation
Posting for an opportunity within your own organisation

Recruitment Agencies, Job Boards and Other Third-Party Positions
All positions on behalf of a third-party. i.e. outside of your organisation

2. Make sure you confirm that you have permission to act on behalf of client by selecting the relevant option from the drop-down menu. Please note, we are unable to publish any opportunities posted by a third party who do not have the permission to act on behalf of the client.
3. Please name the client you are posting on behalf of. We are unable to publish an opportunity posted on behalf of a third party, unless the third-party organisation is named on the vacancy. Although mentioned by name on the vacancy your client would not be given as the contact for applications / information etc.

For further information about advertising vacancies, please read our [policy](#).

Name of Client *

HOW TO REGISTER FOR A CAREERS 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'

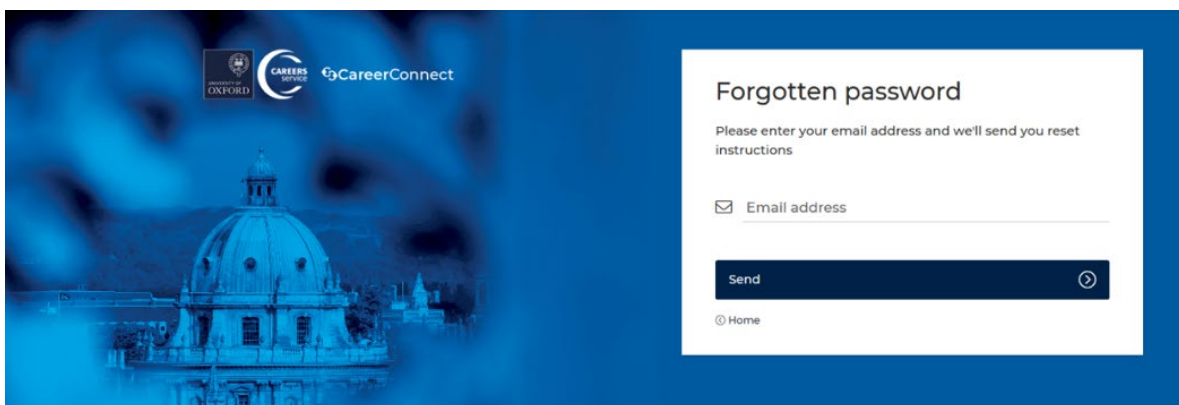
Please note your place will not be confirmed until you have received a confirmation email from the Student and Employer Engagement Team.

HOW TO CHANGE YOUR PASSWORD

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

How to send a password reset email

1. Go to [Employer Login Page](#)
2. Select forgotten password
3. Enter email and receive reset password email



HOW TO VERIFY YOUR EMAIL

Go to the [Employer Login Page](#).

If you have not verified your email address immediately after submitting your registration, you will be prompted to do so. A message will inform you that you must verify your email address before signing in. Look out for an email you will have received when registering.

If you can't find the email, you have an option to request a new verification email.

Organisation sign in

Please register or log in below

ⓘ Unauthorised - Please verify your email address before signing in. Look out for an email you will have received when registering.

→ [Click here to request a new verification email](#)



Introducing the

EMPLOYER ENGAGEMENT NETWORK

Organisations looking to recruit and build their brand at Oxford University are invited to join the Careers Service's **Employer Engagement Network** (EEN).

EEN members benefit from recruiting insights, discounts on **targeted emails** and **careers fair** bookings, and more.

Find out more at www.careers.ox.ac.uk/een