



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 >>](#)

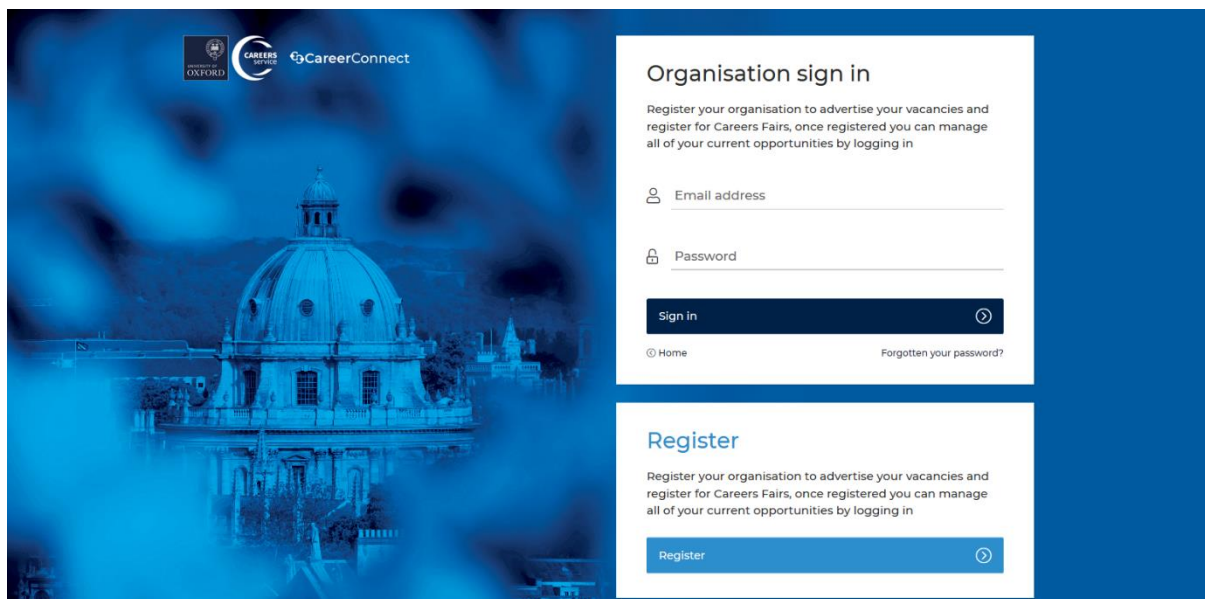
HOW TO CREATE AN ACCOUNT

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.

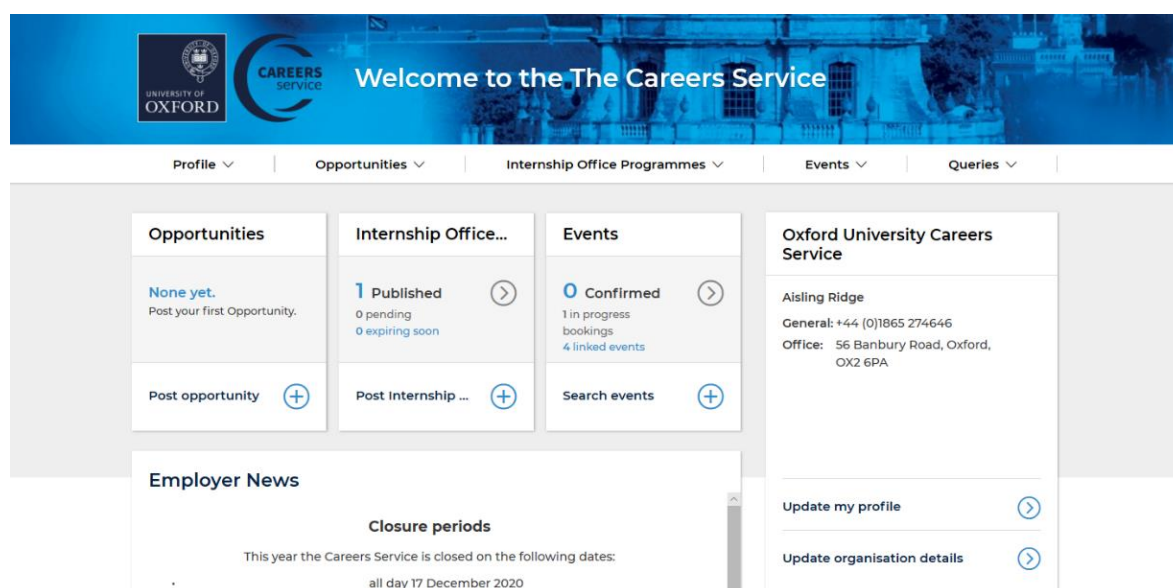
Your registration will need to be approved before you can register for a fair. You should receive an email approving your registration within 2 working days. This email will ask you to click on a link to enter a new password which will then allow you to access your CareerConnect account. If you do not receive this email 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'

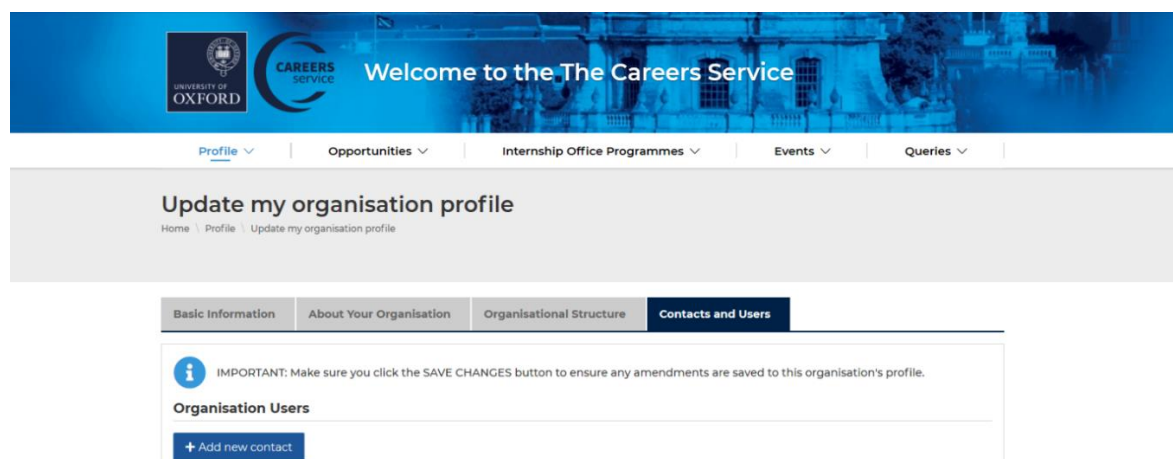
We would be grateful if you would ensure that your organisation details and contact(s) information are kept up to date. Your contact information is only visible to the Careers Service staff unless you specify you wish your contact details to be shown to students (users) as part of a vacancy posting.



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.



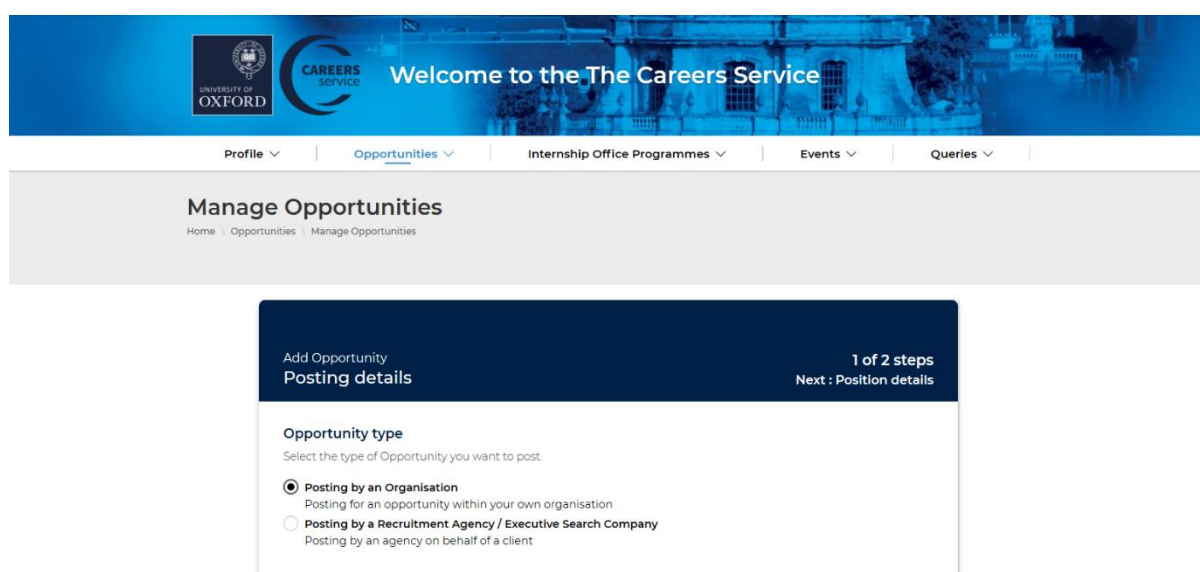
HOW TO ADD A NEW VACANCY

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'

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.



The screenshot shows the University of Oxford Careers Service website. The header includes the University of Oxford logo and the text 'Welcome to the The Careers Service'. Below the header is a navigation menu with options: Profile, Opportunities, Internship Office Programmes, Events, and Queries. The main content area is titled 'Manage Opportunities' and includes a breadcrumb trail: Home > Opportunities > Manage Opportunities. A dark blue box highlights the 'Add Opportunity' section, which is titled 'Posting details' and is the first of two steps. The 'Opportunity type' section asks the user to select the type of opportunity they want to post. There are two radio button options: 'Posting by an Organisation' (selected) and 'Posting by a Recruitment Agency / Executive Search Company'. The 'Posting by an Organisation' option is described as 'Posting for an opportunity within your own organisation', and the 'Posting by a Recruitment Agency / Executive Search Company' option is described as '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'.

You are able to extend your vacancy if the closing date is five days away or less. Students will still be able to view the vacancy while the extension is awaiting approval.

Please note that if you would like to amend the closing date while your vacancy is still published please contact us on 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 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

