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 or recruiters@careers.ox.ac.uk.

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 Organisation Details’ on your Organisation Panel.
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 Organisation Details’ in the ‘Quick Links’ on your Organisation Panel 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, executive search company, or are posting on behalf of a third party, please ensure you select “posting by a Recruitment Agency/Executive Search Company” opportunity type. If you select this opportunity type you will need to provide the third party name and confirm you have permission to act on their behalf.
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, including your occupational area, 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 ‘Manage Opportunities’ 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.

Amendments can be made using the Actions drop down.

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 opportunities panel on the homepage
2. Click on the arrow next to ‘published’
3. Click on Extend under the Actions drop down on the right-hand side
4. Enter the new closing date and click on Extend (or select Extend from the Actions section for the relevant vacancy via ‘Manage Opportunities’).

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.

If the closing date is more than 5 days away, you need to edit your vacancy to extend the closing date. 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 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

Our terms and conditions for posting a vacancy can be found at: www.careers.ox.ac.uk/advertise-your-vacancies