Registering on Birmingham Careers Connect

(https://bham.targetconnect.net/service/login.html)
If you are already registered on Careers Connect, select this option. You can request a password reminder on the next screen (see page 10).

If your Organisation is not registered on Careers Connect, select this option and follow the instructions on page 3.
Please note – you must provide full details about your organisation, and complete all four tabs before you can register. Further details are provided on the following pages.

Complete your organisation’s basic information as fully as possible. If full details are not provided, your application may be rejected.
Use the drop-down menus to complete this as fully as possible. If your organisation's business area crosses over more than one category, you can add additional information in the ‘Other Business Areas’ box.
If you are a Subsidiary of an organisation, or a division within an organisation, please note that you will be required to add the details of your top level company.
The contact information provided is essential to make sure you receive notifications about your vacancies. Therefore we would be grateful if you could ensure this is kept up to date.
Once you register, we will check your application and approve it as soon as possible. We ask that you allow 3 – 5 working days for Organisation requests to be approved.
When your application has been approved, you will receive the following email:

**Registration Approved**

Sent: Fri 01/11/2013 12:05
To: t.g.burley@bham.ac.uk

Dear Employer,

Your registration with Careers Connect Birmingham has been approved.

A password has automatically been generated for you, and your new login details are as follows:

login: [redacted]
password: [redacted]

Please go to [https://bham.targetconnect.net/employer/home.html](https://bham.targetconnect.net/employer/home.html) to log in to the site.

If you have difficulty logging in with this password and have used a cut and paste function to use it, please try again, typing in the password manually.

If you have any queries, please contact Careers Network on 0121 414 6120 and ask to speak to a member of the Employer Relations Team.

Kind regards
The Employer Relations Team

You are now able to log into Careers Connect, update your employer profile when necessary and post vacancies to our jobs board.
Updating your profile on Careers Connect
To reset your password, select the reset organisation option. You will be asked for the email address you have registered with, and you will then receive an automated email with a new password.

PLEASE NOTE – To log in, you will need to enter the email address used to register your organisation on Careers Connect. If you are unable to log in, and do not receive a password reminder when requested, please contact us (details provided on page 19) for further advice.
Once you have logged in, follow the update profile link to update your profile. This will enable you to change any information about your firm including address or contact details. Follow the instructions on pages 3 – 6 for further information on updating.

To update your personal profile (name and password) select update user profile from the Profile tab.
Posting an opportunity on Careers Connect
When you choose to upload an opportunity, your Organisation details will automatically complete. Please make sure the contact information shows the correct person.

You may choose whether or not students are able to view your contact details, and which details they have access to. This will automatically default to the ‘no’ option.

Please note that the expiry date can be no later than the latest date provided. Vacancies are only active for 90 days at a time. You will be notified 5 days before your vacancy expires, and given the option to extend if you wish (see page 18).
Please provide as much information about the opportunity as possible. This includes location, job description, any degree requirements or person specification.

The opportunity type includes 'Graduate', 'Placement' and 'Summer Internship'. Please select the most accurate description.

Occupational area relates to the opportunity rather than the company (e.g. Administration for an office assistant in an engineering firm)
Please provide some indication of the salary available. We will accept “Competitive”.

N.B. Please note salaries must adhere to our terms and conditions, which can be found at www.birmingham.ac.uk/advertise

Please provide full details about application method and where to apply.
If your opportunity is open to all students, you may select the ‘all departments’ option. Alternatively, select all relevant academic areas.
Once you have posted your opportunity, it will show as pending approval. It will be checked by a member of Careers Network staff within 3-5 working days, and you will receive notification once it has been approved (see page 18).
Dear Employer,

The following position has been successfully posted to Careers Connect Birmingham with the reference 19833.

Title: Teacher
Expiry Date: 03-Feb-2014
Closing Date: 03-Feb-2014

Thank you for promoting your opportunity here at Birmingham.

Kind regards

The Employer Relations Team

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When your opportunity is due to expire, you will receive this email 5 days in advance.
Once your opportunities are published, you will see them here.

For troubleshooting, or if you have any general enquiries, please contact us via email on recruiters@contacts.bham.ac.uk, with ‘Careers Connect Issue/Query’ in the title. If your query is urgent, please contact us on 0121 414 6120 and ask to speak to a member of the Employer Relations Team.