Careers Connect User Guide

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If your Organisation is not registered on Careers Connect, select ‘Register and Post’ and follow the instructions on the next page.

Use this link to access Careers Connect:
https://bham.targetconnect.net/home.html

If your company is already registered on Careers Connect, select ‘Login’. You can request a password reminder on the next screen.

Before you begin, please read our ‘Vacancy Advertising Terms’
You must provide full details about your organisation, and complete all four tabs before you can register.

Complete your organisation’s 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.
Once you register, we will check your application and approve it as soon as possible.

We ask that you allow up to 3 working days for Organisation requests to be approved.

You can now post opportunities; continue reading to find out how.
POST AN OPPORTUNITY

When you choose to upload an opportunity, your Organisation details will automatically complete. Please make sure these are correct.

You may choose whether or not students are able to view your contact details. 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.
The opportunity type includes an extensive list for you to categorise your opportunity. Please select the most accurate description.

Please provide as much information about the opportunity as possible. This includes job description, any degree requirements or person specification. You can also include images.

You can view our Top Tips on Advertising Vacancies for suggestions on what to include.
Please input the location of the opportunity, not your office base.

<table>
<thead>
<tr>
<th>Location details</th>
<th>Salary details</th>
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<tbody>
<tr>
<td>Locations:*</td>
<td>Salary Range:*</td>
</tr>
<tr>
<td>Countries:*</td>
<td>Select One</td>
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<tr>
<td></td>
<td>Salary Details</td>
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Select the salary range from the drop-down menu and indicate whether the position is full or part-time in the Salary Details field.

If the position is part-time, please indicate how many hours a week the role requires.
Please provide full details about application method, where to apply, interview dates (if known) and start dates. If flexible, please indicate.

You can upload supporting documents, such as brochures, scheme details or person specification.

To target specific students select relevant academic areas.

Please check “Bespoke” if this opportunity is bespoke to University of Birmingham.
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 at recruiters@contacts.bham.ac.uk.

To reset your password, select the reset organisation password option. You will then receive an automated email with a link to enter a new password.
UPDATE PROFILE

Once you have logged in, follow the ‘update profile’ link to update your profile.

This will enable you to change any information about your organisation including information about your organisation, organisational structure and contact details.

Please follow the guidelines detailed earlier in this guide.