Careers Connect User Guide

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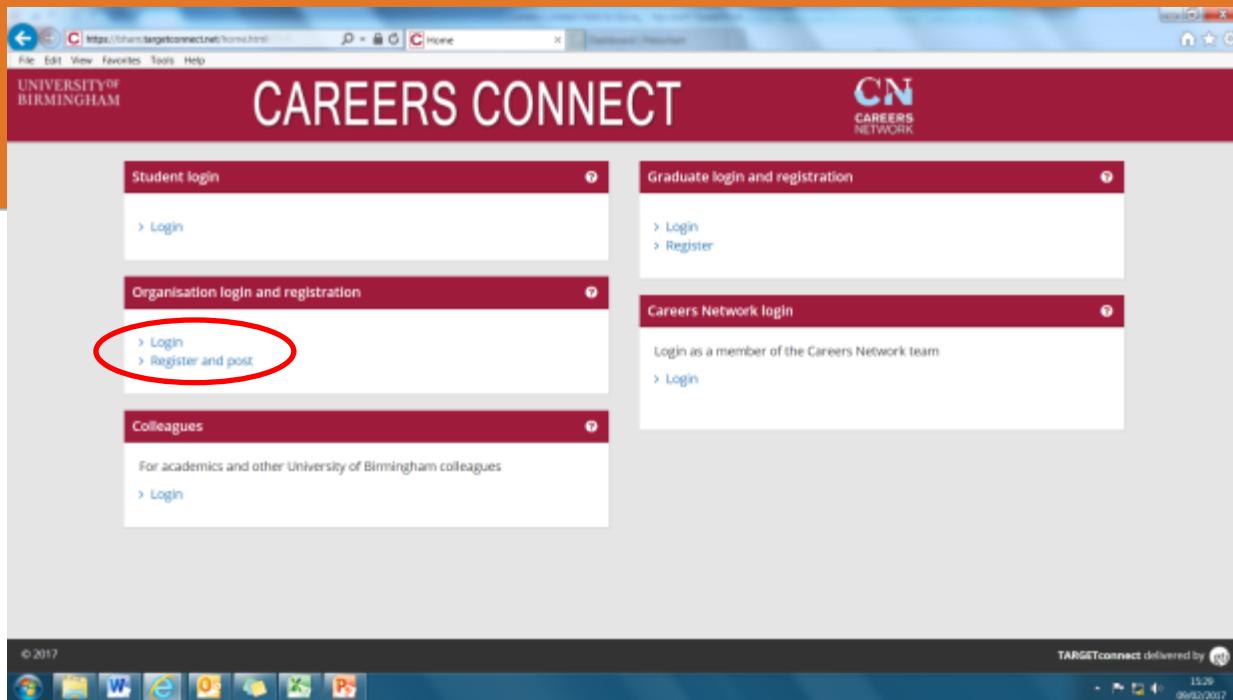
CN
CAREERS
NETWORK

Connecting you
to your future

REGISTER

Before you begin, please read our 'Vacancy Advertising Terms'

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.

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

CAREERS CONNECT

Register New Organisation

Basic Information	About Your Organisation	Organisational Structure	Contacts and Users

Please enter the following information to create your organisation profile.

Profile information

Full organisation name:*

Organisation description (1000 characters max):*

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Address details

Organisation address:*

Post code:*

Region:*   Select One

Country:*   Select One

Other details

Web link URL:

Twitter Username:

Organisation logo: 🔍 Browse   Click 'Browse' to select an image   ⬆ Upload image

Size of the logo must not exceed 200kB
NOTE: square images work best, as the image will be re-sized automatically on the pages it appears on.

* Required fields

❯ Next   ✖ Cancel

Complete your organisation's information as fully as possible.

You must provide full details about your organisation, and complete all four tabs before you can register.

If full details are not provided, your application may be rejected.

Register New Organisation

| Basic Information | **About Your Organisation** | Organisational Structure | Contacts and Users |

Please enter the following information to create your organisation profile.

Other information

Size of organisation:*	Select One
Primary business area:*	Select One
Other business areas:	Select...
Are you a recruitment agency?	○ Yes ● No

* Required fields

‹ Previous › Next ✕ Cancel

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.

Register New Organisation

| Basic Information | About Your Organisation | **Organisational Structure** | Contacts and Users |

Please enter the following information to create your organisation profile.

Organisational structure

Are you a:	● Single or top-level organisation ○ Subsidiary organisation ○ Division within an organisation

* Required fields

‹ Previous › Next ✕ Cancel

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.

CAREERS CONNECT

Contact information

| Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users** |

Contact details

ℹ To add a new contact please complete the details on this page.

Type of Contact:* `Select...`

Title `Select One`

First name*

Last name*

Job title

Department

Contact Number:* `Mobile`

➕ Add another number

Primary Email:*

➕ Add another email

Organisation ○ Use Alternative Organisation (below) ● Use Selected Organisation

Contact Address: ○ Use Alternative Address (below) ● Use Organisation Address

* Required fields

💾 Add user   ✖ Cancel

The contact information provided is essential to make sure you receive notifications about your vacancies.

Register New Organisation

Basic Information | About Your Organisation | Organisational Structure | **Contacts and Users**

Please enter the following information to create your organisation profile.

Organisation users

+ Add New Contact

1 To 1 of 1 results

Full Name:	Primary email	Primary number	Job Title	Type of contact	Status	Can log in
Miss Test	test@test.com	0000 0000 000		Main contact	Receive mailings	✔ Yes

25 50 75 100

User `Miss Test` has been updated/created.

‹ Previous | ✔ Register | ✕ Cancel

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

Pending Approval

Thank you for taking the time to register with the UoB Careers Network.

Your registration is now pending approval.

You will be contacted by email with details of your password as soon as your registration request has been authorised.

You can post any Opportunities using the link below, which will then be subject to approval.

› Post Opportunity | ⌂ Return to UoB Careers Network homepage

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.

Basic details

Title:*

Opportunity Type:* Select...

Opportunity Summary:*

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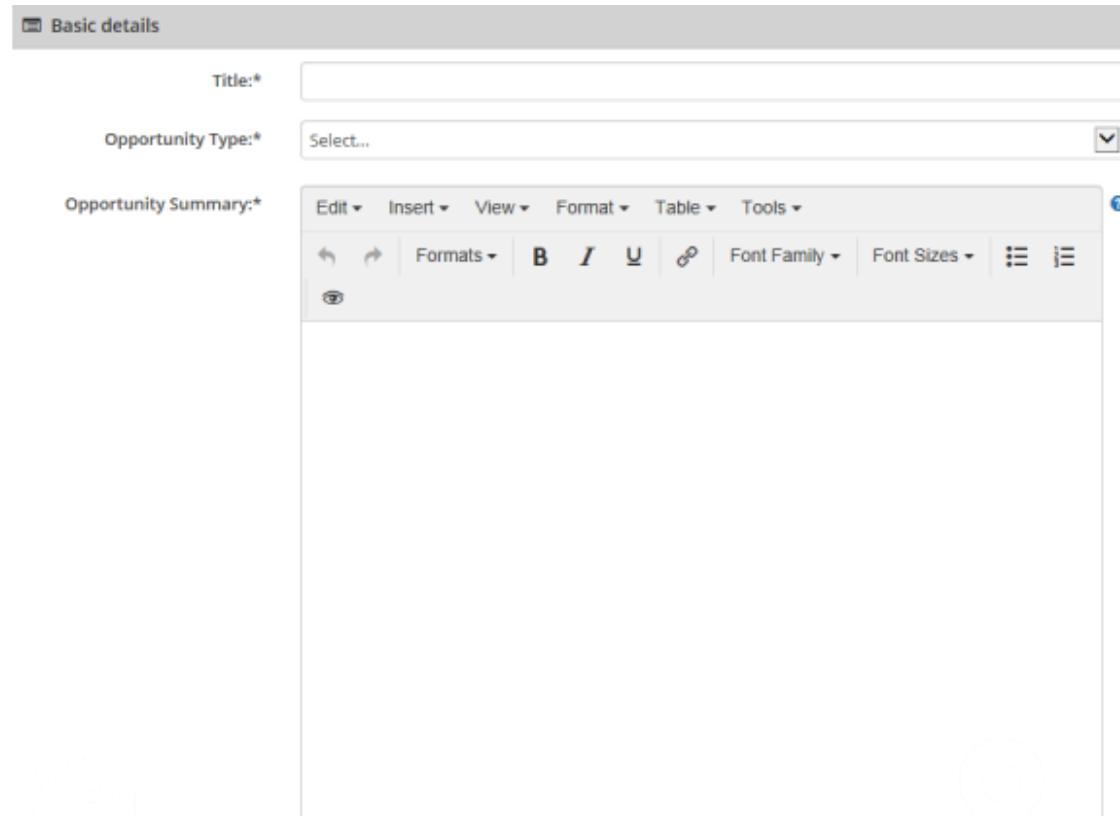
The opportunity type includes an extensive list for you to categorise your opportunity. Please select the most accurate description.

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.

Business Areas:* Select... ▾

🌐 **Location details**

Locations:* Select... ▾

Countries:* Select... ▾

💷 **Salary details**

Salary Range:* Select One ▾

Salary Details:

Please input the location of the opportunity, not your office base.

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.

Application details

Number of Vacancies: Unspecified

Application URL:

Application Email:

How to Apply:

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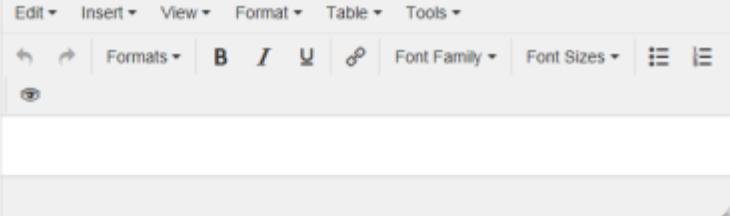
Interview Dates: Feb ▾ | 10 ▾ | 2017 ▾ | 📅 | **+** Add

Start Dates: Feb ▾ | 10 ▾ | 2017 ▾ | 📅 | **+** Add

Start Date Details:

Edit ▾ | Insert ▾ | View ▾ | Format ▾ | Table ▾ | Tools ▾

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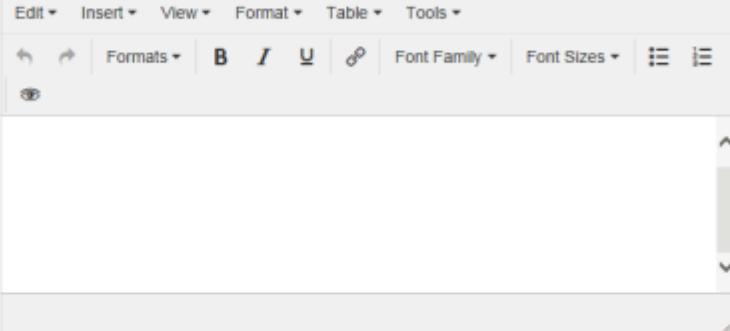
? Other details

Upload any additional information which you may have

Additional Information | Browse... | ❷

Academic areas* | Select... ▾ | ❷

Bespoke? ○ Yes ● No | ❷

Please view our Terms and Conditions

* Required fields

‹ Publishing Details | ✔ Add Opportunity | ✔ Save and Publish | 🔍 Preview | ✖ Cancel

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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.

RESET PASSWORD

Organisation login

CAREERS CONNECT

Email:

Password:

→ Login

Please note that email and password are case sensitive

Are you an organisation?

> Reset organisation password
> Organisation sign up

Can't login?

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.

From: bham-careers-centre@targetconnect.net on behalf of recruiters@contacts.bham.ac.uk   Sent: Wed 15/03/2017 15
To: Rachel Stavlo
Cc:
Subject: Password Reminder

Dear Rachel

You have indicated that you have forgotten your password to log into the University of Birmingham's online vacancy and events board Careers Connect. Please follow the link below to reset your password and log into the system.

Please click here to enter a new password.
This link will expire in 3 hours.

Best wishes,
Rachel Q, Rachel S and Caroline
Employer Relations Team

0121 415 9026
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.
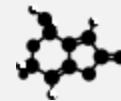
Please follow the guidelines detailed earlier in this guide.