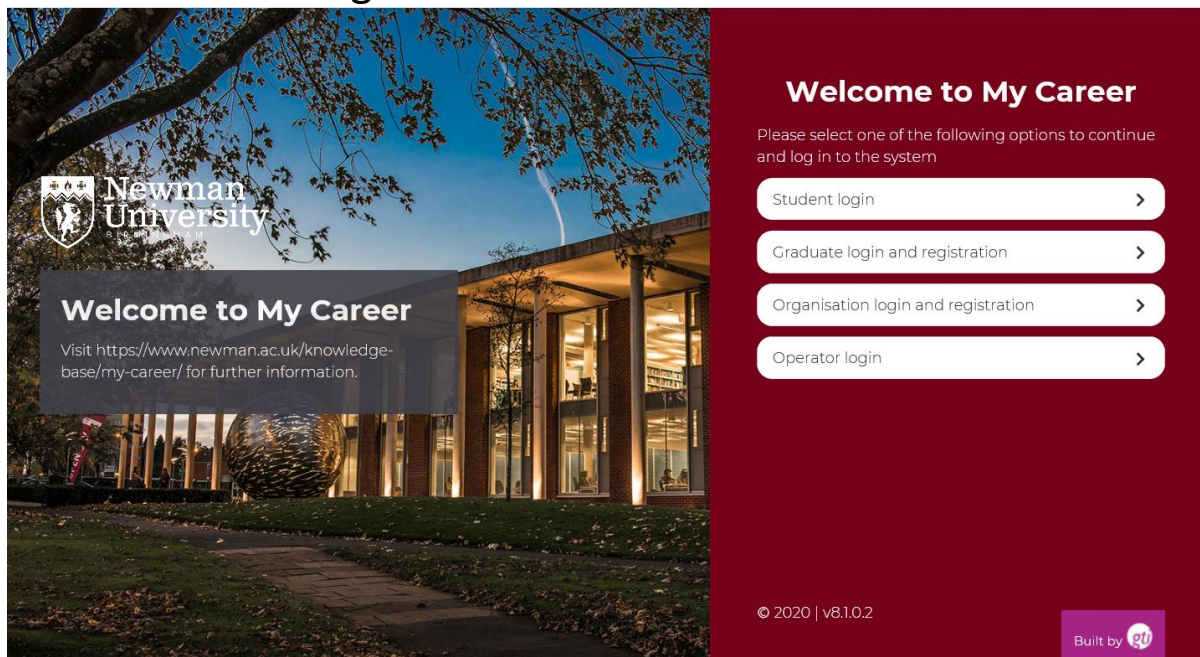


Newman University's My Career

User Guide for Organisations



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What is My Career?

My Career is the web portal of Newman University's Careers Service. It includes an online jobs board that allows Organisations to advertise their Opportunities directly to our students and graduates. Once registered on the site, My Career allows Organisations to post and manage Opportunities themselves so you will be able to view, edit and request extensions of closing dates as required

Benefits of registering with My Career

As an Organisation, it offers you the following benefits:

- To advertise, free of charge, suitable Opportunities directly to our students and graduates including graduate jobs, work placements, part-time work and volunteering opportunities.
- To enhance your Organisation's profile and visibility at Newman University to Newman students, graduates and staff.

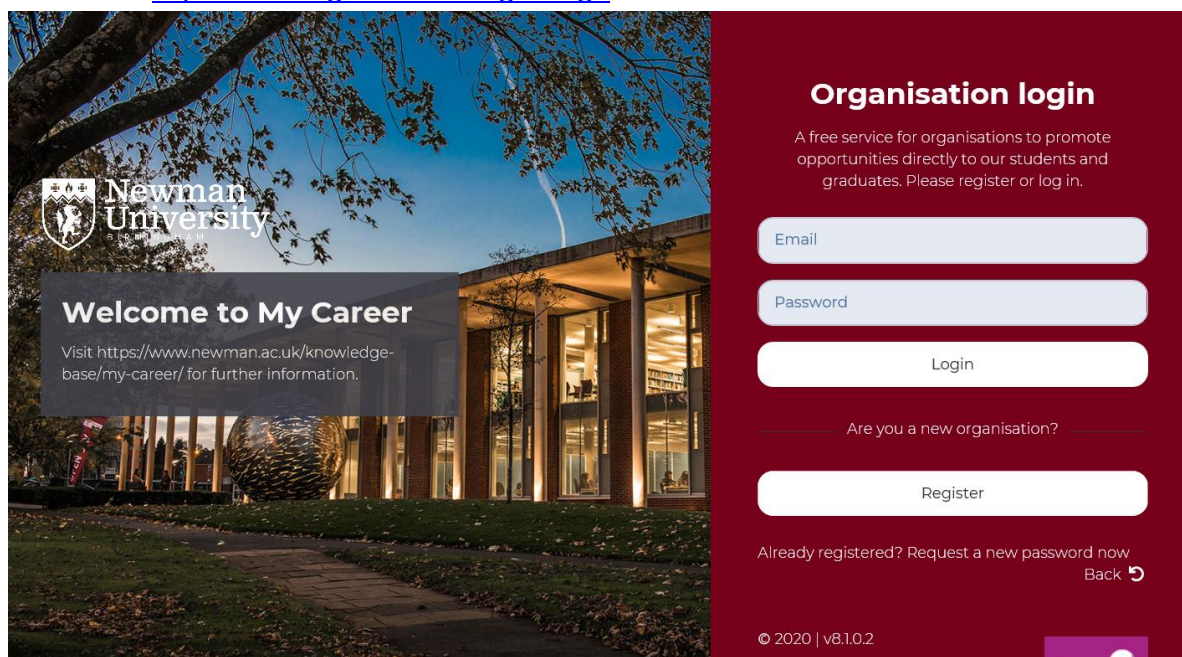
How to log in and register

Before you begin, please read our Employer Liaison Policy, which can be found on the main Newman University website [Employer Liaison Policy](#) . As you can see, you can advertise for:

- **Graduate jobs**
- **Part-time Work**
- **Volunteering Opportunities**
- **Work Placement**

All new Organisations must first register on My Career on their first visit to the site.

1. Go to: [My Career Organisation Login Page](#)



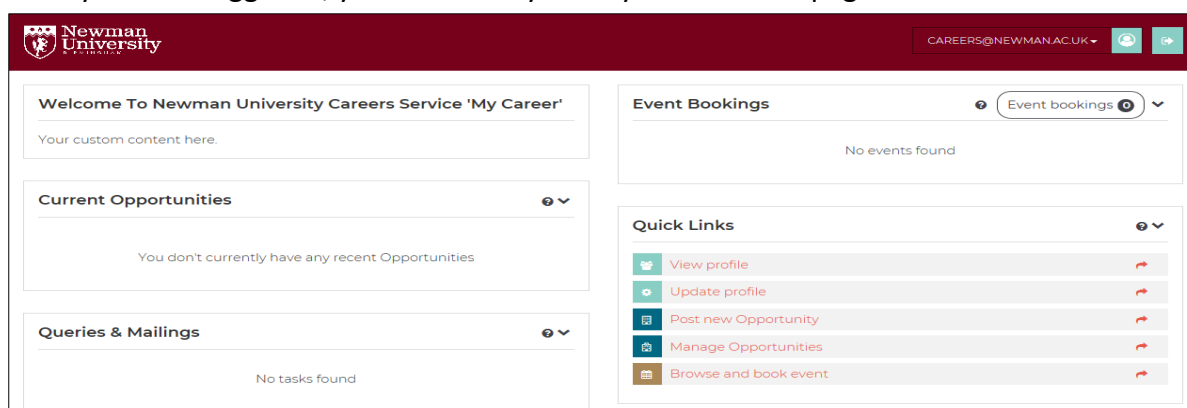
The screenshot displays the Newman University My Career website. On the left, there is a banner with the Newman University logo and the text "Welcome to My Career" followed by the URL "Visit https://www.newman.ac.uk/knowledge-base/my-career/ for further information." The right side of the page features a dark red background with the heading "Organisation login". Below this heading, there is a brief description: "A free service for organisations to promote opportunities directly to our students and graduates. Please register or log in." The login form includes input fields for "Email" and "Password", a "Login" button, and a link for "Are you a new organisation?". Below this is a "Register" button. At the bottom of the form, there is a link for "Already registered? Request a new password now" with a "Back" button and a circular arrow icon. The footer of the page shows "© 2020 | v8.1.0.2" and a small Newman University logo.

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2. If your Organisation is already registered on My Career, select **Login**. If you have forgotten your password, you have the option to request a reminder.
3. If your Organisation is **not** yet registered, select **Register** and follow the instructions to complete your Registration details as fully as possible. There are two sections: 1) your contact details, and 2) your Organisational structure and sector. Make sure to include your organisation logo and a valid website address.
Any part with an asterisk (*) next to it **must** be completed.
4. Once completed click on **Register** and we will check it against our [Employer Liaison Policy](#). If it meets our requirements, we will approve it and notify you by email.
5. At this point, if you stay logged in, you are now able to post an Opportunity whilst your registration is pending approval, click on **Post Opportunity** when prompted. If you log out, you have to wait until your Organisation is approved before adding an Opportunity.

My Career Homepage

Once you have logged in, you will reach your My Career homepage.

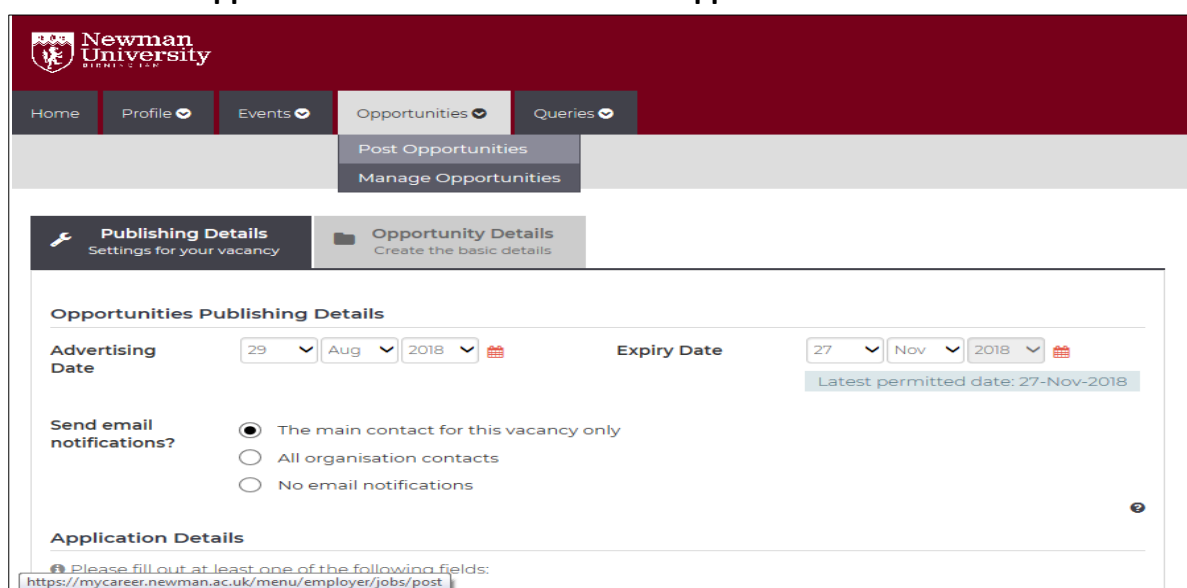


The screenshot shows the Newman University My Career homepage. The header includes the Newman University logo and the email address CAREERS@NEWMAN.AC.UK. The main content area is divided into several sections: a welcome message, a 'Current Opportunities' section showing 'No recent Opportunities', a 'Queries & Mailings' section showing 'No tasks found', an 'Event Bookings' section showing 'No events found', and a 'Quick Links' section with options like 'View profile', 'Update profile', 'Post new Opportunity', 'Manage Opportunities', and 'Browse and book event'.

How to add a new Opportunity

Once you are ready to add a new Opportunity

1. Go to the **Opportunities** menu and select **Post Opportunities**.



The screenshot shows the Newman University My Career 'Post Opportunities' form. The navigation menu includes Home, Profile, Events, Opportunities, and Queries. The 'Opportunities' menu is expanded, showing 'Post Opportunities' and 'Manage Opportunities'. The form is divided into 'Publishing Details' and 'Opportunity Details'. The 'Publishing Details' section includes 'Advertising Date' (29 Aug 2018) and 'Expiry Date' (27 Nov 2018). The 'Opportunity Details' section includes 'Send email notifications?' with radio buttons for 'The main contact for this vacancy only', 'All organisation contacts', and 'No email notifications'. A note at the bottom states: 'Please fill out at least one of the following fields: https://mycareer.newman.ac.uk/menu/employer/jobs/post'.

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2. There are two tabs to complete **Publishing Details** and **Application Details**.
3. Once you have completed all the sections, click on **Add Opportunity**.
4. Your Opportunity will then be reviewed against our policies. If we have any questions, we will contact you for clarification. Once approved it will go live on My Career and you will receive an email in confirmation.

Guidance about adding an Opportunity:

- Your Organisation details will automatically be completed for your Opportunity. Check if these are correct, if not you can amend via your **Organisation Profile**.
- Mandatory fields are marked with an asterisk (*) and there are some fields which allow multiple selections – click on each of those you want to select.
- When setting the expiry date please note that Opportunities can only be active for a maximum of 90 days. You will receive an email notification 5 days before your Opportunity expires and you then have the request an extension if you think this is appropriate. The Closing date for your Opportunity will automatically default to the expiry date unless you request otherwise.
- The **Opportunity Summary** is key to how many students or graduates will apply, so do give as much detail as possible. There is a 1000 word limit for this section and you can also upload a **Person Specification** at the bottom of the page.
- There is a section that allows you to include **Interview Date** and **Start Date**. If you want to use this function select the appropriate date and click **Add**, otherwise the field will remain blank.

How to view, amend and extend the expiry date of your Opportunity

You can use the **Opportunities Management** option to view the status of your vacancies, to edit, copy, withdraw your vacancies or extend the closing date.

1. Go to the **Opportunities** menu and select **Manage Opportunities** or from the Quick Links section on your homepage, select **Manage Opportunities**.
2. From the list of Opportunities, click on the **Actions** on the far right of the page and select the change you wish to make e.g. **Extend**, to extend the expiry date of the Opportunity.
3. We will review any changes before the changes go live.

How to update your Organisation's information

1. Go to the **Profile** menu and select **Update Organisation Profile** or click on **Update Profile** in the **Quick Links** section
2. Make any changes (click between tabs as appropriate)
3. Click on **Save Changes**.

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Please keep Organisation details and contacts up to date. Your contact information is only visible by Newman University Careers Service staff unless you specifically want your contact details to be shown to students as part of vacancy posting.

How to add a new contact

1. Go to the **Profile** menu and select **Update Organisation Profile** or click on **Update Profile** in the **Quick Links** section.
2. Click on the **Contacts and Users** tabs and then **Add New Contact**.
3. Enter the relevant details.
4. Click **Add User**.

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 **Save**.

How to request a new password

1. Go to the **Organisation Log in** page and select **Already registered? Request a new password now**.
2. As a registered contact for your Organisation, you will then receive an email containing a link which will allow you to enter a new password for your account. Please be aware this email login will expire 4 hours after delivery.

Who to contact if you any questions

Please note opportunities will only be posted which comply with our Employer Liaison Policy, which can be found at [Opportunities for Employers](#) and you also might be interested to view our [Privacy Notice My Career Employers](#).

Any questions please contact us at careers@newman.ac.uk.