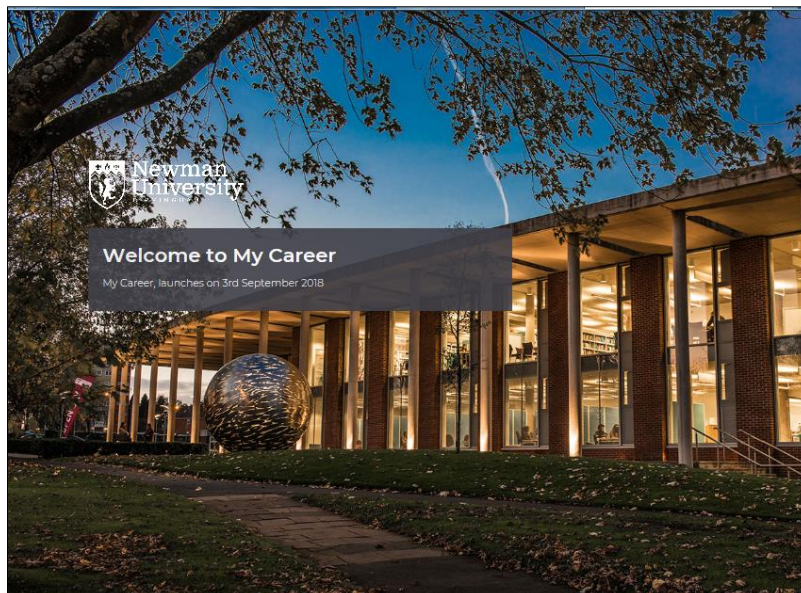


My Career User Guide for Organisations



Contents

- What is My Career
- Benefits of registering with My Career
- How to log in and register
- My Career Homepage
- How to add a new Opportunity
- How to view, amend and extend the expiry date of your Opportunity
- How to update your Organisation's information
- How to add a new contact
- How to change your password
- How to request a new password
- Who to contact if you any questions

What is My Career

My Career is the web portal of Newman University's Careers Service. It includes an online Jobs board which 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

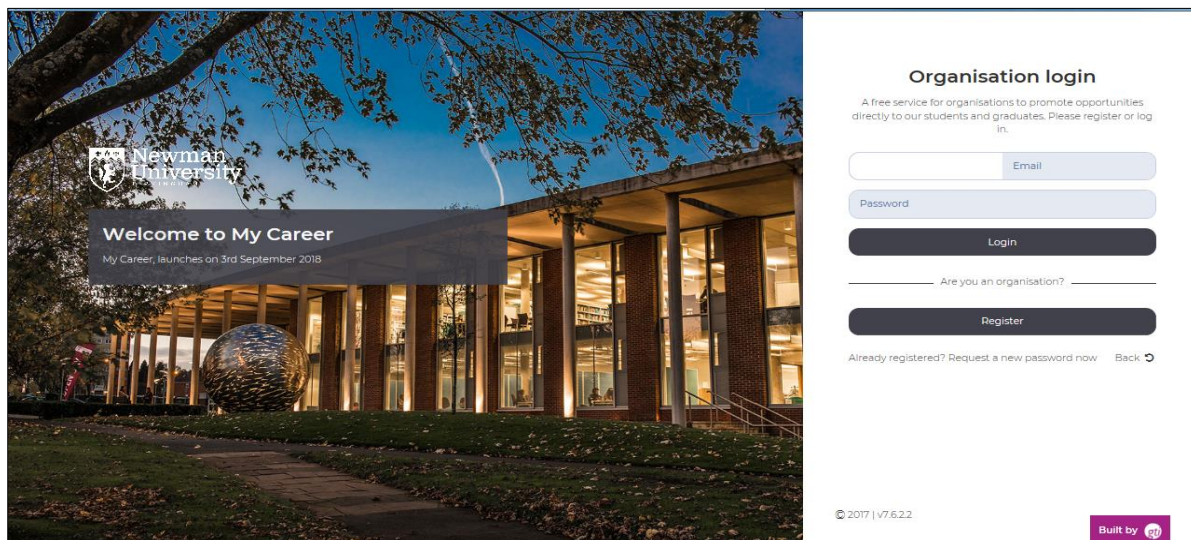
How to log in and register

Before you begin, please read our Employer Liaison Policy which can be found on the main Newman University website: <https://www.newman.ac.uk/knowledge-base/opportunities-for-employers/>. As you can see, you can advertise the following roles:

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

All Organisations must first register on My Career, but you only do this once on your first visit to the site.

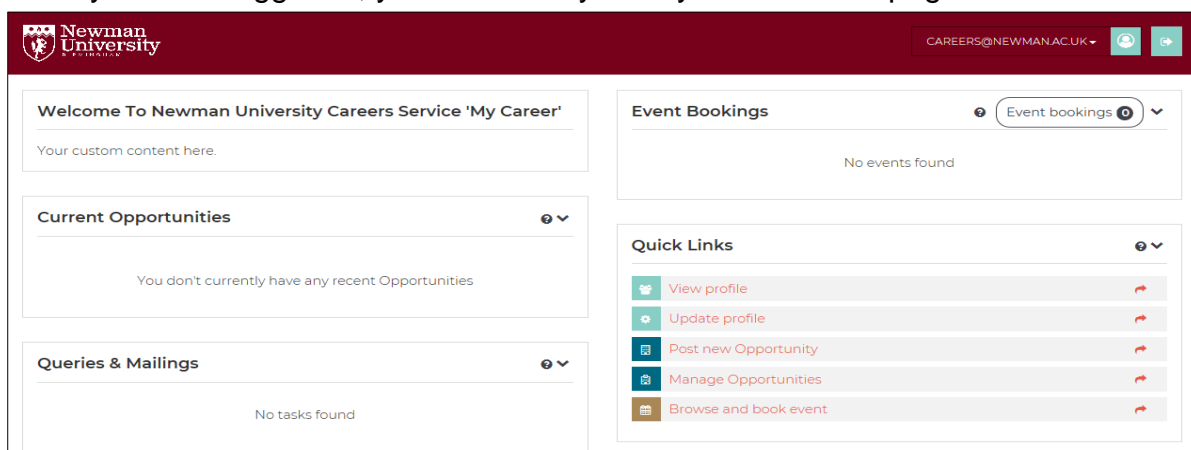
1. Go to: <https://mycareer.newman.ac.uk/employer/login.html>



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:
 - a) Your contact details
 - b) Your Organisational structure and sectorAny part with an asterisk (*) next to it **must** be completed.
4. Once completed click on **Register** and you will be notified by email when your registration has been approved.
5. You are able to post an Opportunity whilst your registration is pending approval, just click on **Post Opportunity** on screen when prompted.

My Career Homepage

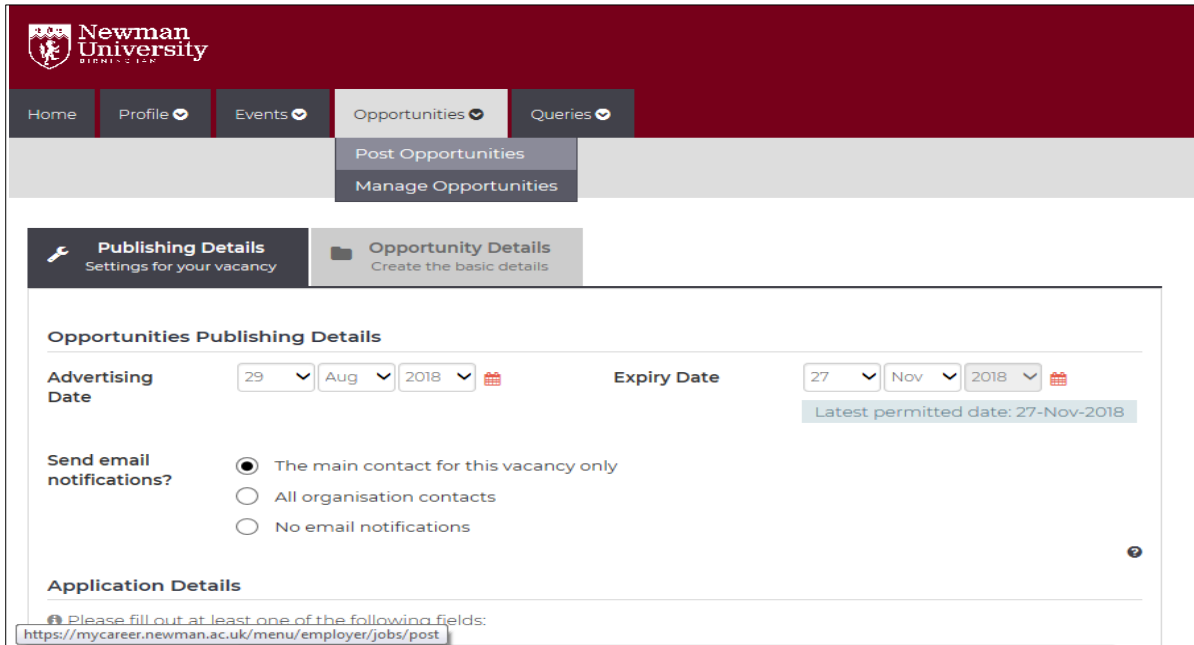
Once you have logged in, you will reach your My Career homepage.



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**
2. There are two tabs to complete: **Publishing Details** and **Application Details**



The screenshot shows the Newman University My Career system interface. At the top, there is a navigation menu with 'Home', 'Profile', 'Events', 'Opportunities', and 'Queries'. Below this, there are two sub-menus: 'Post Opportunities' and 'Manage Opportunities'. The main content area is divided into two tabs: 'Publishing Details' (active) and 'Opportunity Details'. The 'Publishing Details' tab contains the following fields:

- Advertising Date:** 29, Aug, 2018
- Expiry Date:** 27, Nov, 2018
- Send email notifications?:** The main contact for this vacancy only, All organisation contacts, No email notifications

At the bottom of the form, there is a note: 'Please fill out at least one of the following fields:' followed by a URL: <https://mycareer.newman.ac.uk/menu/employer/jobs/post>

3. There are two tabs to complete: **Publishing Details** and **Application Details**
4. Once you have completed all the sections, click on **Add Opportunity**
5. Your Opportunity will be submitted for review. Once approved it will go live on the My Careers Jobs board 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**.

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.