

Careers Service

POSTING VACANCIES - EMPLOYER INSTRUCTIONS

Before you start

- Your organisation will need an online employer account before you can post vacancies and volunteer opportunities. See the [Your online account pdf](#) for further details.
- You will need to read and agree to our [disclaimer](#) and [code of practice](#) before posting any vacancies and volunteer opportunities.

Posting a vacancy

1. Log in to the Interactive Careers Service, our booking and query service using your online employer account.
2. Click 'Post New Opportunity'.
3. Enter the details of your opportunity. Fields which are marked with an * are required.
4. Please do not use the Enter key in single line text boxes ('Opportunity title', 'Company address', 'Post code', and 'Name of company you are advertising on behalf of'). Doing so may cause your data to be lost.
5. If the vacancy you are advertising is based outside the UK, select 'International' from the 'Country' list, and specify the country in 'Other details'.
6. Where a field allows you to enter more than one category from a list, e.g. 'Types of work', click 'add selected' before choosing the next category.
7. For postal applications, click 'Main' under the section 'Application address' to automatically insert your company's main address or 'Alternative' to add a different address.
8. In the Contact details box, select a contact from the drop-down list and click 'User' to add their details. If the vacancy is to be handled by someone not listed as a user, click Other and add their details below.
9. Click 'Submit'.

What happens next

- Vacancies will be checked by a Careers Service member of staff before going live to students. We will contact you if there are any problems with, or questions about, your vacancy and you will receive an email informing you when the vacancy has gone live.
- You will receive an email when the vacancy is about to expire so you can amend the closing date if need be.



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