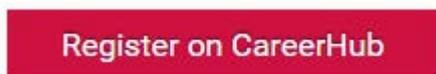


# Employer Guide to the UCLan Careers System

## Registering an Account

To register an employer account please follow these instructions.

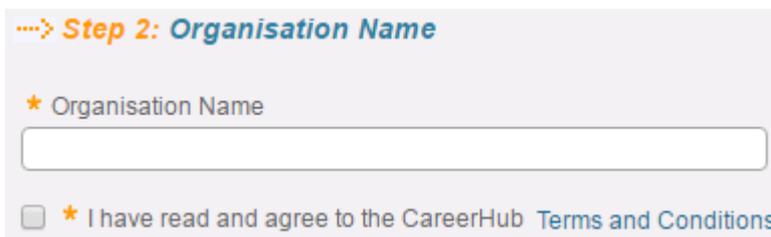
Click on this button:



Then select your employer type using these three options:



You then need to input your Organisation Name and tick to say you have read the Terms and Conditions (both of these are required fields).

A screenshot of a web form titled "Step 2: Organisation Name". It contains a text input field for "Organisation Name" and a checkbox labeled "I have read and agree to the CareerHub Terms and Conditions".

You would then press the Continue button to move onto the next stage:



Note: If your name is the same or similar to other organisations then this will be flagged up to you because it is possible that different staff from the same organisation may attempt to make accounts and it's important only to have 1 account per organisation.

The next screen is a larger form that asks you to enter details about your organisation:



## Employer Registration

### → Step 3: Organisation Details

You will need to make sure to complete all the \*Required fields.

We would really like it if you could include your website address. Whilst it isn't a required field in the system it is an important piece of information.

It may also be wise to enter your Region as we know that a lot of students search for job vacancies by the region in which they are located.

You can select to hide your organisation listing in the student interface if you wish – just tick the box at the bottom of this form. It might be best not to hide your listing because students / graduates may find it harder to find out about your organisation.

When you have completed the information then press:

Continue

Note: If you haven't completed all the required fields correctly then the system will flag up where you need to make a change.

Note: There is currently no mechanism for employers to add in their own logo to their profile. If you want to add a logo please email it to [careers@uclan.ac.uk](mailto:careers@uclan.ac.uk) stating the name of your organisation so that we can add your logo to the correct profile.



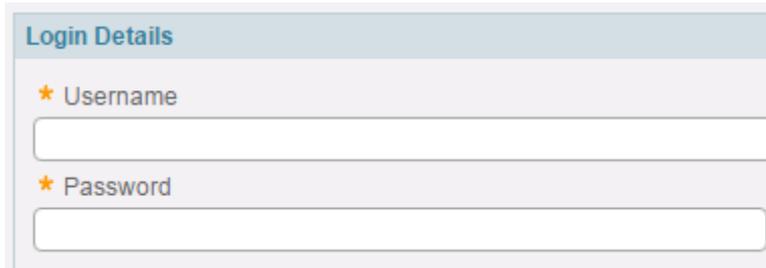
## Employer Registration

### → Step 4: Register Primary Contact

A shorter form follows where you need to enter the details of a Primary Contact. This is most likely to be the person that first instigates the creation of the organisation's account on the system. Additional contacts / staff users can be created once inside the employer interface. If you would like the primary contact to be someone different to yourself then email them the link to the employer sign in page and ask them to register.

You will need to complete the \* Required fields

You then have to create a username and a password for your organisation's account / your account as the primary contact.



It makes sense to have an easy to understand username and you may like the idea of having a naming convention if there are to be quite a few users on your organisation account e.g. EmiratesMain

EmiratesJohnSmith – for additional staff logins beyond the main / primary contact

Passwords should be a minimum of 6 characters and it is wise to have numbers and letters as part of the password. You will have to confirm your password.

Click on Continue to advance to the next stage:



The initial registration is now complete. You will be signed into the Employer interface. There will be a note at the top of the screen telling you that we will check and approve your account. Once it is approved, if you haven't hidden yourself from users on a previous screen, your organisation will become visible to students / graduates immediately.

You should receive an email from the system saying your account has been created.

## Listing a Job Vacancy via the Employer Interface

You will see in your initial summary that you have no vacancies within the system:



Vacancies will appear in **draft** if you want to continue working on them but are not yet ready to submit them for approval.

Vacancies will appear in **prelisted** if they have been submitted for approval but are yet unapproved by the UCLan Careers Service.

Vacancies will appear in **current** if they have been approved and they are now live within the system for students / graduates to view.

Vacancies will appear in **inactive** once they have expired.

In order to list a vacancy you will need to click on > Add Opportunity in the Opportunities part of the left hand navigation within the Employer Interface:



Note: You can also click on Drafts / Prelisted / Current / Inactive to see the vacancies in those categories.



You will need to complete the New Opportunity form to list a job vacancy. You will need to complete all of the \* required fields.

Note: In the Application Procedure box you can put in just text e.g. To apply please send your CV to [name@email.com](mailto:name@email.com) / give a telephone number or link to an application form online (You could also attach an application form to the bottom of the form and ask that it be emailed to you).

When putting a weblink into the application box or the website address box below please make sure to put in the entire web address including <http://> or <https://>: at the start of the address. (If you do it incorrectly the system will flag it up to you that you need to change it).

Note: You can upload an attachment but it must be no bigger than 4MB in size.

To move onto the next stage of the process click:



You will now have the chance to review your vacancy.



You have one \* required field on this screen. You have to tick to say that 'I understand that I can NOT edit the job after published'.

Once you have done this click:



You will then have to select the 'Type of Work' that describes your opportunity:

\* Type Of Work

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Jobs after Graduating  
 Work Experience / Placements  
 Volunteering Opportunities  
 Part-time / Casual Opportunities

and then click:



You will then have to select 1 or multiple choices from a list of Occupations. This is important for students / graduates to find the vacancy in a search or to highlight vacancies to them based on preferences they have set within the system.

\* Occupation

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Accountancy, banking and finance  
 Business, consulting and management  
 Creative arts and design  
 Charity and voluntary work  
 Energy and utilities  
 Engineering and manufacturing  
 Environment and agriculture  
 Healthcare  
 Hospitality and events management  
 Information research and analysis

Once done then click:



You then have to select where you want to highlight your vacancy:

★ Campuses

- UCLAN Main Campus Preston
- UCLan Burnley Campus
- UCLan Cyprus
- Partner College
- UCLan Westlakes Campus

Then click:



You finally need to select whether you want the vacancy to appear immediately after it has been approved by the UCLan Careers Service. You can if you wish set a display date that is later on.

Click on the Submit Button to submit your vacancy for approval.



## Managing your Account via the Employer Interface

There are a few options that enable you to manage your account via the Employer Interface. The options appear in this part of the left navigation within the system:



If you click on **Organisation details** you are able to update the details about your organisation.

If you click on **My details** you are able to update the details of the 'Primary Contact' which was created as part of the initial account creation process.

If you click **Add a Staff Contact** you are able to add new staff members from your organisation. You will need to create a username and password for them. The password won't show in the email they receive from the system for security reasons so either let them know the password you set or they can use the link in the email they receive to set their own password.

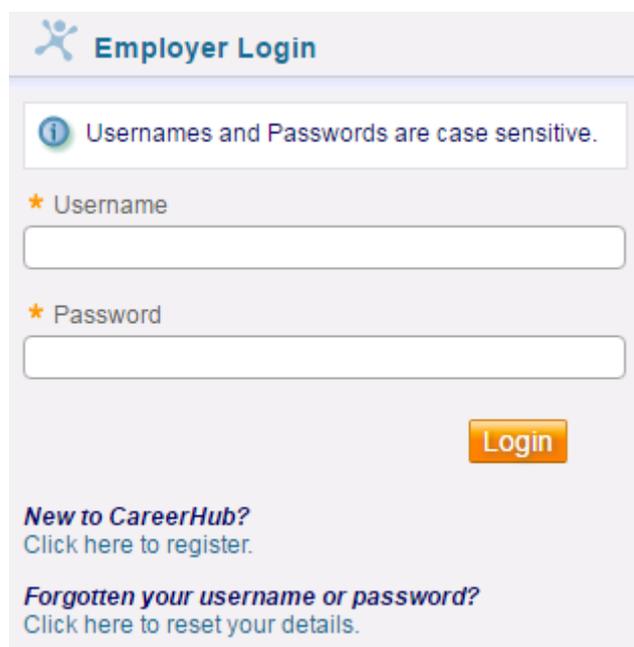
## Logging out and Logging back in later

There is a log out option towards the top of the left navigation menu in the Employer Interface. When you want to log back in you will need to do so from the main Employer login page. Just click on:



Log in to CareerHub

You will have to enter your username and password that you created during the account registration process and Login. If you have forgotten your username and password they can be reset using the link at the bottom of the login screen.



The screenshot shows the 'Employer Login' page. At the top left is a blue icon of a person with arms raised and the text 'Employer Login'. Below this is a light blue box containing an information icon and the text 'Usernames and Passwords are case sensitive.'. There are two input fields: the first is labeled '\* Username' and the second is labeled '\* Password'. Below the password field is an orange 'Login' button. At the bottom, there are two links: 'New to CareerHub? Click here to register.' and 'Forgotten your username or password? Click here to reset your details.'

If you have any issues that this user guide doesn't address then please call UCLan Careers on: 01772 895858.