

# Guide to CareersLink

## For Organisations

### Through CareersLink you can:

- Post job vacancies
- Manage your recruitment events
- Register for careers fairs
- Manage your organisation profile in the organisation/employer directory

All University of Manchester students and graduates have access to CareersLink, enabling you to reach our entire student body and alumni.

In order to use CareersLink both you and your organisation must be registered on the system. To get started go to [www.manchester.ac.uk/careerslink/employer](http://www.manchester.ac.uk/careerslink/employer)

If you're not registered with CareersLink, click to register. Registration is quick and simple.

Welcome to CareersLink - online Careers Services at The University of Manchester

If you have any problems accessing CareersLink, contact: [careerslink@manchester.ac.uk](mailto:careerslink@manchester.ac.uk)

**Organisation Contact Login**

**New Users:**  
If you have NOT registered with this site before, [Click Here to Register](#) and create a new account.

**Existing Users:**  
Use login boxes below.

Username (email address):

Password:

[Register new account](#)

If you've previously registered with CareersLink, enter your username and password here.

If you're already registered but have forgotten your password follow the 'Forgot your password?' link

Your username will be your email address.

### Registration

Once you click to register, you'll get the 'Find Your Organisation' screen. There are two sets of details that we need in order for you to register with CareersLink, general information about your organisation and specific information about you as a contact.

Type the name of your organisation into the free text box. You don't need to put the whole name into the box, just part of it.

**Find Your Organization:**

**Records found: 2**

**Generic Employers Inc -**

**Generis Technology Limited -**

If your organisation is already in CareersLink, it will appear in the list. Select it by clicking the box next to it, and then click 'continue'

If your organisation doesn't appear in the list, it means your organisation is not yet registered. Click 'Can't find your organisation' to progress

Please note that organisation records can only be created for head offices. This includes distinct business units and overseas offices.

If you are unsure about whether to register your organisation as a new organisation or not, please contact the careers service on +44 (0)161 275 2828 or email: [careers@manchester.ac.uk](mailto:careers@manchester.ac.uk).

*N.B. If you are an intermediary or recruitment agency – please refer to PAGE 4 of this guide.*

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### Registering an organisation on CareersLink

After clicking 'Can't Find Your Organisation' you'll get the following form to fill in; please fill in as much as possible. All fields with a red asterisk are required fields.

Please complete the information below. All fields marked with a (\*) are compulsory.

- Employer information must be your **organisation head office** details
- If you are unsure which Sector to choose, use our [Organisation Sector Guide \(PDF\)](#) for more information
- Contact information should include your own details where different
- For multiple selections please hold down CTRL and select

For more information, please see our guide to [Registering your organisation and yourself on CareersLink \(PDF\)](#)

**Employer Information**

\*Organisation Name:

Organisation Website:

\*Organisation Sector:  Advertising, Marketing and PR  Charities and Not-for-profit  Civil Engineering, Construction and Property  Civil Service, Public Administration and Government

\*Organisation Size:

\*Organisation Type:

\*Address Line 1:

Address Line 2:

Address Line 3:

\*Town/City:

\*County:

\*Postcode:

Country:

Organisation Phone:

Organisation Fax:

Organisation Email:

\*Organisation Description:

Recruitment Website:

\*Include Company Info in the Organisation Directory:

The first section of the form relates to your organisation

You can select more than one sector by holding down Ctrl whilst selecting.

If you're unsure what sector your organisation belongs under, please check the Sector guide.

If your organisation a generic email address please enter it here.

If you choose 'yes' to this field, the information in this section ('Employer Information') will be available to students via the Organisation Directory

Please ensure this is your organisation's head office address. International head offices can register as separate organisations

If you have a recruitment website, please enter it here

Your username must be an email address

**Contact Information**

\*First Name:

\*Last Name:

\*Username (email address):

\*Password:

\*Password (confirm):

Job Title:

Department/Division:

Salutation:

Copy Employer Address Below:

\*Address Line 1:

Address Line 2:

Address Line 3:

\*Town/City:

\*County:

\*Postcode:

Country:

\*Phone:

Mobile Phone:

Fax:

\*Email:

\*Area(s) of interest:  Career Management Skills (CMS) courses  Events  Fairs  General/Non-specific

I am acting as an intermediary for this company:

\*The University of Manchester Alumni:

The second part of the form relates only to you as a contact. Multiple contacts from your organisation can each register individually and will be linked to the organisation record. This information is not available to students.

If you're based at the same location as your head office, you can tick this box and the address will be copied from above.

Please mark your primary reason(s) for registering on CareersLink

If you're a recruitment agency contact registering to a different organisation to book an event, select 'yes' to 'I am acting as an intermediary for this company'

Enter the email address you would like us to use to contact you. This can be different from your username if necessary

Press register to complete your registration

Once you've pressed 'Register' you are taken into CareersLink. As you have newly registered, you are given a status of 'Pending'. You can still access all the functions of CareersLink whilst you have this status. The University will approve your registration within 5 working days of registration and may contact you to clarify elements of your registration and the ways in which we can work with you.

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### Registering yourself to a pre-existing organisation in CareersLink

If your organisation is already in CareersLink you can add yourself as an additional contact at that organisation. After you've selected the organisation you'll get the following screen:

All fields with a red asterisk are required fields.

We already have your organisation details in CareersLink.  
Please scroll down and complete your personal details to create your individual user account, which will be linked to your organisation.

**Employer Information**

- \* Organisation Name: Generic Employers Inc
- Organisation Website: www.genericemployers.co.uk
- \* Organisation Sector: Engineering and Manufacturing  
HR and Recruitment
- \* Organisation Size: 1) 1-49
- \* Organisation Type: Private Employer
- \* Address Line 1: 405 Oxford Street
- Address Line 2:
- Address Line 3:
- \* Town/City: Manchester
- \* Postcode: M13 9QS
- Country: United Kingdom
- Organisation Phone:
- Organisation Fax:
- \* Organisation Description: generic employers description for website
- Recruitment Website: www.genericemployers.co.uk/recruit
- \* Include Company Info in the Organisation Directory: No

The first section of the form relates to your organisation

You can't edit employer information at this point, but can do once you've registered yourself if necessary.

Your username must be an email address

**Contact Information**

- \* First Name:
- \* Last Name:
- Username (email address):
- \* Password:
- \* Password (confirm):
- Job Title:
- Department/Division:
- Salutation:
- \* Address Line 1: 405 Oxford Street
- Address Line 2:
- Address Line 3:
- \* Town/City: Manchester
- \* County: Greater Manchester
- \* Postcode: M13 9QS
- Country: United Kingdom
- \* Phone:
- Mobile Phone:
- Fax:
- \* Email:
- \* Area(s) of interest: Career Management Skills (CMS) courses  
Events  
Fairs  
General/Non-specific
- I am acting as an intermediary for this company: No
- \* The University of Manchester Alumni?: No

The second part of the form relates only to you as a contact. Multiple contacts from your organisation can each register individually and will be linked to the organisation record. This information is not available to students.

Your address is automatically copied from the address of the organisation, but you can overwrite this if you have a different address from the head office.

Enter the email address you would like us to use to contact you. This can be different from your username if necessary

Please mark your primary reason(s) for registering on CareersLink

If you're a recruitment agency contact registering to a different organisation because you'd like to book an event, mark this field as 'Yes'.

Register

Press register to complete your registration

Once you've pressed 'Register' you are taken into CareersLink. As you have newly registered, you are given a status of 'Pending'. You can still access all the functions of CareersLink whilst you have this status.

The University will approve your registration within 5 working days of registration and may contact you to clarify elements of your registration and the ways in which we can work with you.

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### Intermediaries and recruitment agencies

#### Vacancies

Intermediaries and recruitment agencies posting vacancies on behalf of a client must register their agency and themselves on CareersLink. Please register your own organisation (agency) as the organisation and yourself as a contact using the guide above.

When you submit a new vacancy you will be asked to provide the name of your client and if they can be revealed to students. If the name of your client can be revealed, the vacancy will be relinked to the client organisation in CareersLink. If the name of your client cannot be revealed to students, the vacancy will remain attached to your agency in CareersLink.

*Note: If you are an intermediary who has already has a contact account for your client organisation for events management (as below), you are welcome to submit vacancies for your client using that account.*

#### Fairs and Events registrations

Intermediaries registering on Fairs or Events for a client must register themselves as a contact at the client organisation.

Using the guide above, first check if your client organisation is already in CareersLink, if so, register yourself as a contact with this organisation using your own contact details. If your client organisation does not already have a record in CareersLink you will need to add the client Employer Information first using the guide above.

The screenshot shows a registration form with the following fields and options:

- Postcode: M13 9QS
- Country: United Kingdom
- \* Phone: [input field]
- Mobile Phone: [input field]
- Fax: [input field]
- \* Email: [input field]
- \* Area(s) of interest: Career Management Skills (CMS) courses, Events, Fairs, General/Non-specific
- I am acting as an intermediary for this company: No
- \* The University of Manchester Alumni?: No
- Register button

In your Contact Information, select 'Yes' to the field 'I am acting as an intermediary for this company'. You can then proceed to manage fair and event registrations on behalf of your client.

In summary, for fairs and events registrations the Employer Information should be that of your client and the Contact Information your own.

### Frequently asked questions

#### Do I have to create an account on CareersLink?

If you wish to attend our careers fairs, submit vacancies or run events on campus, it will be necessary for you to create an account on CareersLink. Creating an account is quick and simple and you can use it to manage all your vacancies and events.

#### How do I create an account?

If you've not got an account already, you can go to [www.manchester.ac.uk/careerslink/employer](http://www.manchester.ac.uk/careerslink/employer) and go to the link which says 'Click Here to Register'. This will take you through the registration process

#### What if my colleague has already made an account – can I use his/her details?

No, the way CareersLink works is that each contact at an organisation must have his or her own account. But it is easy to set-up your own account linked to your existing organisation record.

#### I've forgotten my password – how do I get reminded of it?

CareersLink will not remind you of your password, but if you click on the 'forgotten your password?' link you can then enter your username (email address) and your password will be reset. A new, random, password will be sent to you, use this to login and then you can change your password back to something memorable via your profile.

#### I had to do this with a different university – can I use the same login details?

Many careers services use career management systems similar to CareersLink. Although the systems look similar, they are separate and unique to each University careers service. This means that you will have to create an account with each one you wish to use.