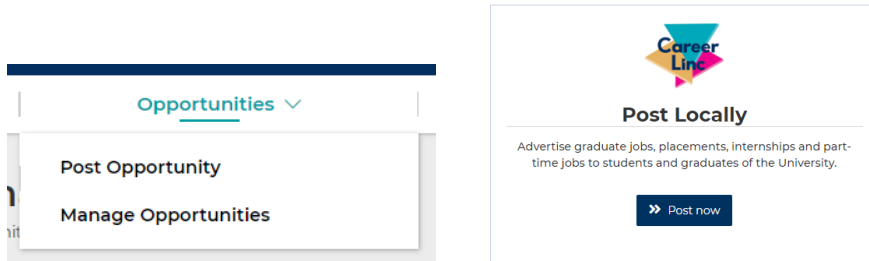
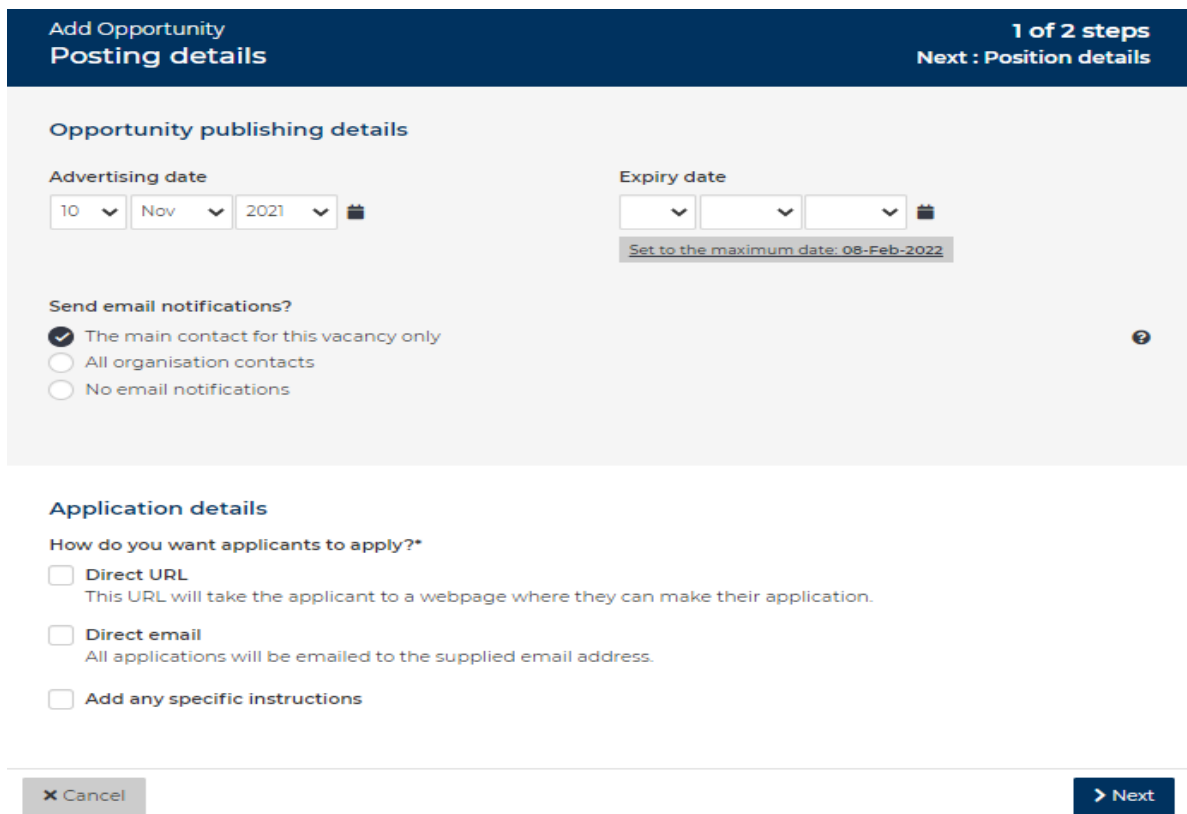


Posting Opportunities

Once your request to set up an organisation profile has been approved by the team, you can access the system to post opportunities. Click on 'post opportunity' on the home page, then "post locally" to begin the process of inputting the advert information.



Input the required information on the first page 'Posting Details'

The image is a screenshot of the 'Add Opportunity Posting details' form. The header shows 'Add Opportunity Posting details' and '1 of 2 steps Next : Position details'. The form is divided into two main sections: 'Opportunity publishing details' and 'Application details'.
Opportunity publishing details:
- 'Advertising date' is set to 10 Nov 2021.
- 'Expiry date' is set to 08-Feb-2022, with a note 'Set to the maximum date: 08-Feb-2022'.
- 'Send email notifications?' has three radio button options: 'The main contact for this vacancy only' (selected), 'All organisation contacts', and 'No email notifications'.
Application details:
- 'How do you want applicants to apply?*' has three radio button options: 'Direct URL' (with subtext 'This URL will take the applicant to a webpage where they can make their application.'), 'Direct email' (with subtext 'All applications will be emailed to the supplied email address.'), and 'Add any specific instructions'.
At the bottom, there are 'Cancel' and 'Next' buttons.

- **Publishing Details**

Add the dates to advertise from until, we advise to have a minimum two-week period.

- **Application Details**

You can either direct the candidate through to your web address or a specific email address to send their applications in to. Add any specific details in the text box.

Once completed click the 'next' button to move on to the following page to upload your information about the role/opportunity:

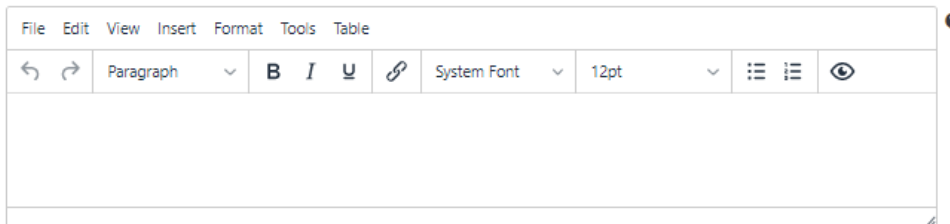
Basic details

Job title: *

Opportunity type: *

- | | |
|--|--|
| <input type="checkbox"/> Graduate Opportunity | <input type="checkbox"/> Extra-Curricular Business/ Industry Interactions (eg Student Project) |
| <input type="checkbox"/> Graduate Scheme | <input type="checkbox"/> Extra-Curricular Work Opportunity (Part-time student role) |
| <input type="checkbox"/> Graduate Internship | <input type="checkbox"/> Summer Internship/Vacation Work |
| <input type="checkbox"/> Professional Practice Year/Year in Industry | <input type="checkbox"/> Training/professional training |
| <input type="checkbox"/> Practice Placement | <input type="checkbox"/> Competition |
| <input type="checkbox"/> Module-Based Work Opportunity | <input type="checkbox"/> Volunteering |

Opportunity summary: *



Note: only images hosted on secure (HTTPS) servers will display

A summary of the different opportunities are outlined below:

- Graduate opportunity – ‘live/immediate’ job roles suitable for graduates
- Graduate Scheme - structured training programme for graduates
- Graduate Internship – a short term role suitable for a graduate
- Professional Practice Year/Year In Industry – a 12 month role for current student
- Practice Placement – a compulsory placement (generally within Health Care)
- Module Based Work Opportunity - a credit bearing assessed module as part of a course
- Extra-Curricular Business/Industry Interactions (eg Student Project) – a project to incorporate into a course
- Extra-Curricular Work Opportunity (Part time Student role) – a role for students to complete whilst still studying
- Summer internships/Vacation Work – short term roles for a student to work on a project over the summer
- Training/professional training – a training opportunity for students or graduates
- Competition – select if you are offering a competition-based activity for students and/or graduates
- Volunteering – we may need to confirm voluntary or unpaid opportunities by completion of the unpaid form [here](#).

- **Opportunity summary**

Add the text about the role, job specification, benefits and your requirements. Include information outlining to explain the daily activities, projects they may be working on to provide an understanding to candidates on what the role will entail. Information to outline what you are looking for in candidates, for example, specific degree disciplines, particular skills or experience. Further guidance is available via our [Employer Recruitment Toolkit](#).

Select up to 5 categories for occupational area.

- **Location details and salary details**

Please identify the location of your organisation from the list. If you are based in the Greater Lincolnshire area please select this option as opposed to East Midlands.

Location details

Locations: *
 Select... ▼

Countries: *
 Select... ▼

Location details:

Salary details

Salary range: *
 Select One ▼


Additional details:


- **Application details**


Include number of positions, add the closing date, and also identify interview dates/start dates. There is also a text box to add information if required.







Application details

Number of positions:
 Unspecified ▼

Closing date: *
 02 ▼ Jan ▼ 2022 ▼ 

Interview dates:
 10 ▼ Nov ▼ 2021 ▼  + Add

Start dates:
 10 ▼ Nov ▼ 2021 ▼  + Add

Start date details:
 File Edit View Insert Format Tools Table
  Paragraph ▼ **B** *I* U  System Font ▼ 12pt ▼   

- **Other details**

Other details

Application Form

No file chosen

Is your job opportunity based in Greater Lincolnshire?

Job based in Greater Lincolnshire

Yes No

Are you an equal opportunities employer?

Equal Opportunities Employer

Select One

This opportunity is only open to individuals from a group that is under-represented in industry. This includes, but is not limited to, Black, Asian and ethnically diverse candidates, people with disabilities and individuals from lower socioeconomic backgrounds.

Diversity & Inclusion Only (Positive Action Scheme)

Yes No

Do you offer a guaranteed interview scheme?

Guaranteed interview scheme

Yes No

Please view our > [Terms & Conditions](#)

This section captures all other relevant details.

- You can upload an application form if required/applicable
- Select “yes” if your job role is based in Greater Lincolnshire
- If you are an Equal Opportunities Employer, select “yes” otherwise select “unknown”
- If your opportunity is ONLY open to individuals as listed please select “yes” for Diversity & inclusion Only option
- Select “yes” if you offer a guaranteed interview scheme.
- You can also read our policy Terms & Conditions from the link provided.

Your post is now ready to upload. You can preview the job advert to see how it looks before publishing.

When you are ready click ‘add opportunity’ and the advert will go live for all our students and graduates to see once approved by the careers team.

We may come back to you to ask for more information, if required, before publishing.