

Organisation Registration on CareerLinc

If you have registered your organisation previously:

1. Go to: <https://careers.lincoln.ac.uk/unauth/employer/login>
2. Sign in with your email address & password.
3. If you have forgotten your password, click on "Forgotten your password?" to be sent a reset link.

If your organisation is not registered:

1. Go to: <https://careers.lincoln.ac.uk/unauth/employer/login>
2. Click on the "Register" section.
3. Complete section 1 with your contact details.
4. Complete section 2 with your organisation details.
5. Upload a logo into section 3 or tick "I don't have a logo to upload".
6. Click on "Register".
7. Your organisation will then be approved by the Careers team and you will receive an email to alert you that approval has been completed.

If your organisation is registered but you need to add yourself as a contact:

1. Please email employers@lincoln.ac.uk with your contact information and an operator will add you to your organisation profile.
2. You will then receive an email to state you have been registered and to reset your password.
3. Go to: <https://careers.lincoln.ac.uk/unauth/employer/login>
4. Sign in with your email address & create a password.

Start hiring top graduate talent now

Registering your organisation with us provides many benefits, including:

- Enhancing your organisation's profile and visibility within the University of Lincoln
- Advertising part time student jobs, placement or internship roles and graduate positions on our online vacancy board

If you already have an account, [click here to sign in](#).

Your details

To get your account created we need to know how to contact you. Your contact preferences can be updated in your profile at any time.

Title

Select One

First name *

Last name *

Your job title

Email *

e.g. jane.smith@email.com

To help us verify your account please supply a company email address where possible.

Password *

Confirm password *

Phone number *

Phone number type *

Select One

Type of contact *

Select...

Your organisation details

Add the details of the organisation you would like to register.

Organisation name *

Organisation address *

Address Line 1

Address Line 2 (optional)

Town/City (optional)

Postcode

Select One

Select One

Are you a recruitment agency? *

☐ Yes

☐ No

Organisation type *

Select One

If your company/charity operates outside the UK or does not require a registration number (e.g. sole traders) then select 'Other'.

Your public profile

Tell candidates more about your organisation. This profile will be published as part of your job advertisement.

Organisation overview *

An overview to give candidates an understanding of your organisation. Explain what your organisation does, describe its culture and values, tell candidates what equality and diversity mean to you.

2000 characters max, 50 characters min

Website

Primary business area *

Select One

What is the main sector your organisation operates in? This will allow us to match your organisation and roles with relevant students and graduates looking to work in your sector.

Other business areas

Add other business areas to match your profile to the right candidates (Select up to 4).

Number of employees *

Select One

Logo

No file chosen

Or, drag your logo here

Size of the logo must not exceed 292 KB

Square images work best, as the image will be re-sized automatically on the pages it appears on.

☐ I don't have a logo to upload[✓ Register](#)