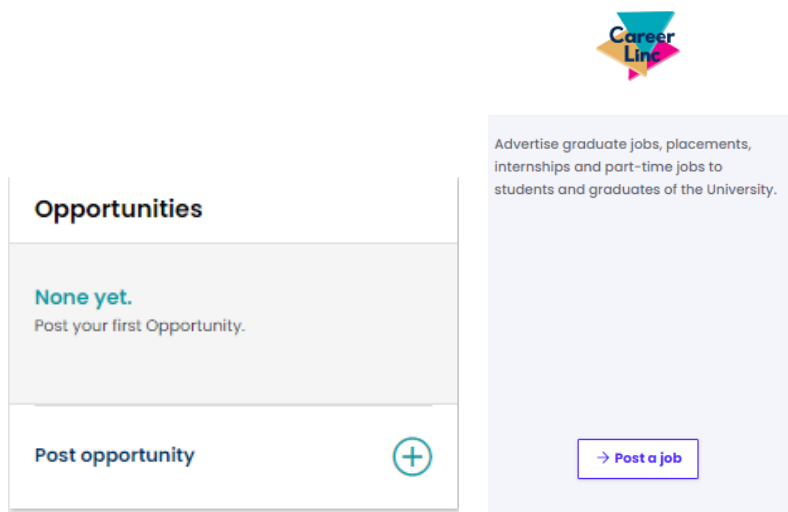


Posting Opportunities to the CareerLinc platform

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 a job" to begin the process of inputting the advert information.



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

Advertising details

Publish date *

10 ▼ Jul ▼ 2023 ▼ 📅

Unpublish date *

▼ ▼ ▼ 📅

> Set to the maximum date: 09-Jul-2024

Closing date

▼ ▼ ▼ 📅

If left blank the closing date will default to the unpublish date.

How do you want applicants to apply?*

☐ Online

Provide a URL to take the applicant to a webpage where they can make their application.

☐ Via email

All applications will be emailed to the supplied email address.

☐ Add any specific instructions

Notifications?

☒ The main contact for this vacancy only

☐ All organisation contacts

☐ No email notifications

Who would you like to receive email notifications related to your posting?

< Back

> Next

- **Publish/closing date**

Add the dates to advertise from/to and set the closing date the same as the unpublish date. We advise to have a minimum two-week period for a closing date.

- **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:

Job details

Opportunity Type *

Job title *

Opportunity description *

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Use the description to provide information about your company, define the responsibilities of the role and outline who the perfect candidate would be.

Description limited to 10000 words.



Don't forget the perks

Adding benefits and holiday allowance in job descriptions helps to attract talent. Including this information can increase click through rate by 15%

Job sectors *

Add job sectors to make your role visible to relevant candidates. (Select up to 5)

A summary of the different “Opportunity Types” are outlined below:

- Graduate vacancy – ‘live/immediate’ job roles suitable for graduates
- Graduate Scheme - structured training programme for graduates
- Student/Graduate Internship – a short term role suitable for a student or graduate
- Professional Practice Year/Year In Industry – a 12 month placement role for current student
- Student Project – a project students complete to incorporate into a course
- Part time Student role – a role for students to complete whilst still studying
- Vacation Work – short term role for a student 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 – to confirm voluntary or unpaid opportunities it is necessary to complete the unpaid form [here](#).

- **Opportunity description**

Add 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 Job sector using the drop down list.

- **Salary details & location**

Include specific salary helps with candidate attraction to adverts. 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.

Salary details

Salary range: *

What salary is to be expected for this job?



Can you be more specific?

Adding full salary information (as opposed to saying 'competitive') can increase click through rate by 15%

Additional salary information

If there are different salary ranges per location or additional bonuses then please specify.

Location details

Locations *

Select...

Add the location(s) where the employee(s) will report to work.

Countries *

Select...

Additional location information

If there is any other information that candidates might find useful regarding role location, then please specify.

- Application details**

Include number of positions, interview dates if know and tick relevant option for start dates. There is also a text box to add information if required.

Application details

Number of positions:

Unspecified

Interview dates:

10

Jul

2023

+ Add

Start date *

- ☐ Immediate
- ☐ Flexible
- ☐ Specific dates

Start date details:

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- **Other details**

This section captures all other relevant details.

- You can upload an application form if required/applicable
- 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.

Other details

Application Form

No file chosen

Are you an equal opportunities employer?

Equal Opportunities Employer

Select One

Is this opportunity **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](#)

* Required fields

[< Back](#)

[🔍 Preview](#)

[✔ Add Opportunity](#)

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.