

SU.Careers

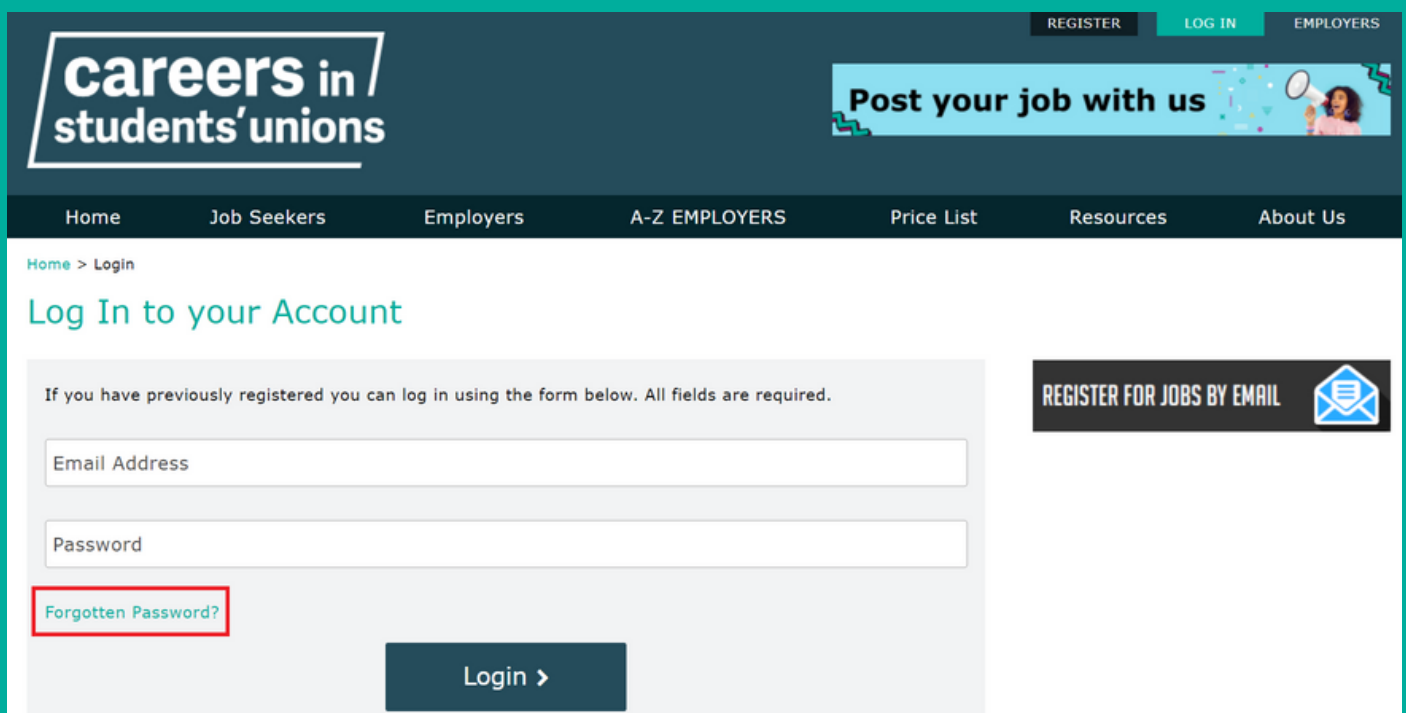
User guide



- **Managing your password**
- **Submitting a job listing**
- **Changing your job listing closing date**

Changing your password

- Go to 'Log In' and then 'Forgotten Password?'
- Enter your email address
- This will trigger an email reset to your email address, allowing you to change your password.



The screenshot shows the website's navigation bar with links for REGISTER, LOG IN, and EMPLOYERS. The main header features the logo and a banner for posting jobs. The navigation menu includes Home, Job Seekers, Employers, A-Z EMPLOYERS, Price List, Resources, and About Us. The page content shows a breadcrumb trail (Home > Login) and the heading 'Log In to your Account'. A login form contains fields for Email Address and Password, with a 'Forgotten Password?' link highlighted by a red box. A 'Login >' button is at the bottom of the form. To the right, there is a 'REGISTER FOR JOBS BY EMAIL' button with an envelope icon.

Submitting a job listing



- Log into your employer account.
- On the dashboard, click on 'Post a Job'

The screenshot shows the employer dashboard for 'careers in students' unions'. The user is logged in as Daniela. The dashboard features a navigation menu with options like Home, Job Seekers, Employers, A-Z EMPLOYERS, Price List, Resources, and About Us. A prominent banner at the top right says 'Post your job with us'. The main content area is divided into several sections: a central grid of buttons for 'Post a Job', 'Manage Vacancies', 'Our Prices', 'Manage Users', 'Responses', 'Purchase Products', 'Update My Account', and 'Invoices'; and a right-hand sidebar with sections for 'Jobs' (Jobs Currently Live, Jobs Expiring This Week), 'Responses' (Responses to live jobs, Responses received today), and 'Invoices'.

Submitting a job listing



- It's time to enter all required fields of information for your vacancy.
- All fields are required unless indicated as optional.

Job Details

Job Title	<input type="text"/>
Your Job Reference (optional)	<input type="text"/>
Job Type	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Trustee <input type="checkbox"/> Internship
Contract Duration (optional)	<input type="text"/>

Note: you can select more than one option for job type eg full time & fixed term

Submitting a job listing



You can now select the sector(s), location and salary of your role

Sectors

Sectors

- Student Engagement & Representation
- Student Opportunities
- Sustainability
- Venues & Events

Location

Country

Remote Working

Town / City

Postcode/Zipcode (optional)

Display As (optional)

Salary

Salary From To Per Year

Hide salary

Bonus / Benefits (optional)

Note: if the salary is fixed, please enter the same figure in both 'from' and 'to' boxes.

If it's a trustee position, input 1 in both boxes and 'hide salary'. You can add 'not remunerated' in the Bonus box.

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Submitting a job listing



When you reach the job description, please fill in as many details about the role as you can. You could include:

- Organisation summary
- Role summary
- Duties & responsibilities
- Details of application process/closing date

Job Description

Design HTML

Submitting a job listing



Applications to your job

- In the Response Method field, always select 'External Website'
- You should then add the link in the 'Application URL' field

Applications to your job

Response Method	<input type="text" value="External Website"/>
Application URL	<input type="text"/>

Submitting a job listing



Posting Package

- 28 Day Job Posting (Standard): £119.00
- 28 Day Featured Job Posting (Featured): £159.00
- 28 Day Trustee Posting: FREE
- Non Members** - 28 Day Job Posting (Standard) : £259.00
- Non Members** - 28 Day Trustee Posting : £159.00

Note: Ensure you select the correct Posting Package - there are different tariffs for NUS Charity Members and Non-Members.

Submitting a job listing



Posting Start Date

24 ▾

November ▾

2023 ▾

Expiry Date

22 ▾

December ▾

2023 ▾

Expiry date must be no later than 22 December 2023

Post Job >

Save as draft

Note: You can choose a posting start date in the future and your job will automatically be posted on that day. Or you can save as draft to post later.

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Submitting a job listing



Now you'll be directed to the confirmation page.

Job Posting (NUS Charity Members)

1 x 28 Day Job Posting (Standard)	£119.00	<input type="text" value="1"/>
1 x 28 Day Featured Job Posting (Featured)	£159.00	<input type="text"/>

Job Posting (NUS Charity Non Members)

1 x 28 Day Job Posting (Standard) Non Members	£259.00	<input type="text"/>
1 x 28 Day Trustee Posting Non Members	£159.00	<input type="text"/>

Promotional Code

Code

VAT (20%)	£23.80
Total	£142.80

[Continue to Payment >](#)

Note: Please do not amend this page. Now go to 'Continue to Payment' to proceed to the secure payment form.

If you've changed your mind and want a different product, go back and update the job post before continuing.

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Submitting a job listing



- You will then be directed to a payment screen.
- Once payment has been successfully made, this will send the SU.Careers team a notification to review your job listing and approve. We aim to approve job adverts within 24 working hours.
- Once this is approved, your job listing will be live.

Changing the closing date on your job listing



If you need to extend the closing date on your advert, you can go to 'Purchase products' and purchase an additional 7 days by editing the advert.

After that, you can go to 'manage vacancies' and update the deadline in your advert.

The screenshot shows the 'Manage Vacancies' page on the 'careers in students' unions' website. The page has a dark teal header with the logo on the left and navigation links (Home, Job Seekers, Employers, A-Z EMPLOYERS, Price List, Resources, About Us) in the center. On the right, there are links for 'MY ACCOUNT' and 'LOG OUT'. A banner below the header says 'Post your job with us' with a megaphone icon. The main content area has a breadcrumb trail: 'Home > My Account > Manage Vacancies'. Below this is the 'Manage Vacancies' title and a search filter bar. The filter bar has three sections: 'Search Job Title or Ref' with an input field, 'Status' with a dropdown menu set to 'Any', and 'Owner' with a dropdown menu set to 'Any'. There are 'Apply' and 'Clear' buttons to the right of the dropdowns. Below the filter bar, a message states: 'There are no vacancies matching the specified filter criteria.'

If you have any questions about using the site please contact the SU.Careers team on su.careers@nus.org.uk.

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