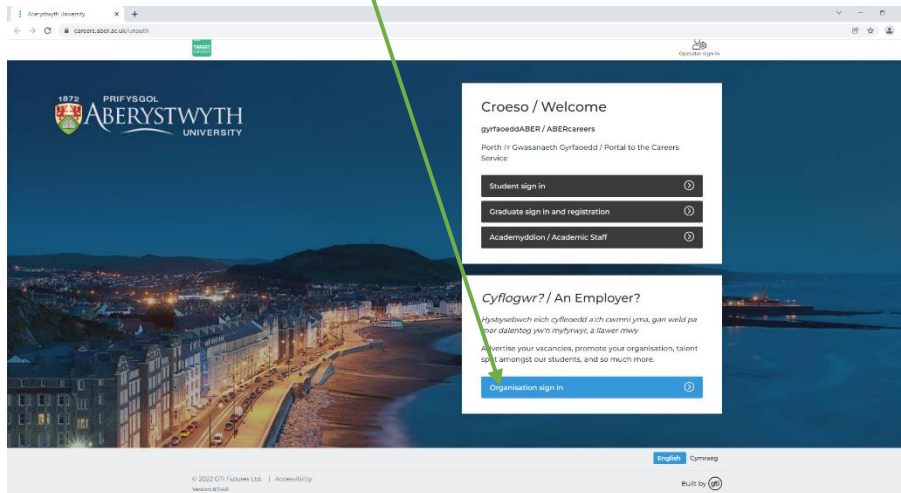


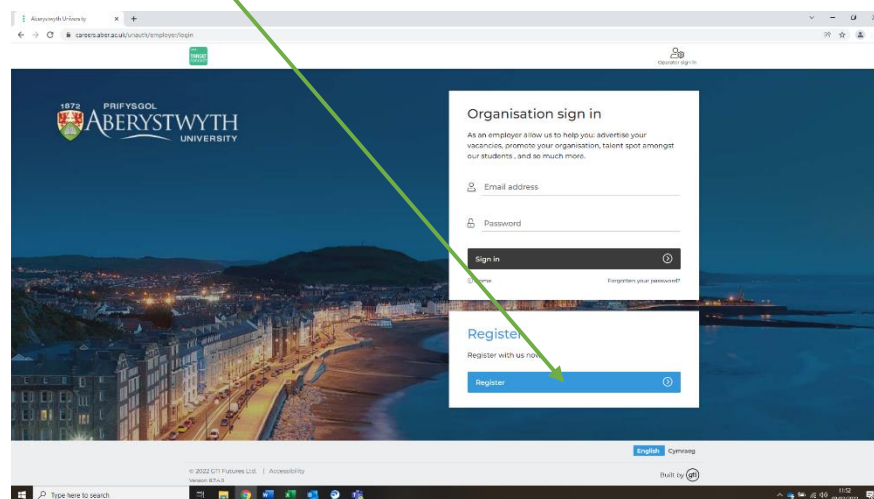
# Using ABERcareers – your portal to the Careers Service

## A guide for organisations and employers

1. Use the link provided to access the portal: [www.aber.ac.uk/ABERcareers](http://www.aber.ac.uk/ABERcareers)
2. Click on 'Organisation sign in'



3. Click on 'Register'



4. Complete the registration form (all fields marked with \* are compulsory). The email address provided under 'Your details' will be used to send you the necessary links to enable you to complete the registration process.

The screenshot shows the 'Organisation registration' form. It is divided into two main sections: '1. Your details' and '2. Your organisation'. The 'Your details' section includes the following fields: 'Title' (a dropdown menu), 'First name \*' (text input), 'Last name \*' (text input), 'Job title' (text input), 'Email \*' (text input), 'Phone number \*' (text input), and 'Phone number type \*' (a dropdown menu). Below these fields is a 'Type of contact \*' dropdown menu and a checkbox for 'Record here if this contact is an alumni'. The '2. Your organisation' section is partially visible at the bottom of the form.

Please be as accurate as possible, particularly when selecting the Primary business area (and Additional business areas if applicable) which are part of the main search criteria used by our students, graduates and colleagues.

Select 'Register' when you have finished

- Your registration will be pending approval by our team which will be actioned within 3 working days. You can continue to add opportunity information, such as a new vacancy, whilst your organisation registration is pending approval – but this will not be published until the necessary approvals have been completed.

- You will receive an email notification from [aber-careers@targetconnect.net](mailto:aber-careers@targetconnect.net) to confirm whether your organisation has been approved. If approved, the email will contain a link to set up your login and password. Once these are set up, you can repeat steps 1 and 2 to sign in to your organisation record at any time, where you can continue to add additional information and users to your profile and, of course, opportunities.
- Vacancies and placement opportunities are published and promoted on our ABERcareers online portal free of charge. You can choose to add your opportunity to just ABERcareers, or to the careers portals of other Universities as well, via the TARGETconnect link.

Add the details using either of these options.

Again, please ensure the most relevant occupational area(s) is selected to enable accurate searches. Please also refer to the other top tips when adding a vacancy, which are available on the platform.

Your new opportunity will be pending approval, and you will receive a confirmation email once it is published for users to view. You will also be able to log in to amend any of the details, including the closing date, if you need to.

Thank you very much for using our ABERcareers online portal to inform our students and graduates about your organisation and the opportunities you offer. If you have any questions or problems with using the system at any time, please do contact us on 01970 622378 or email [careers@aber.ac.uk](mailto:careers@aber.ac.uk)