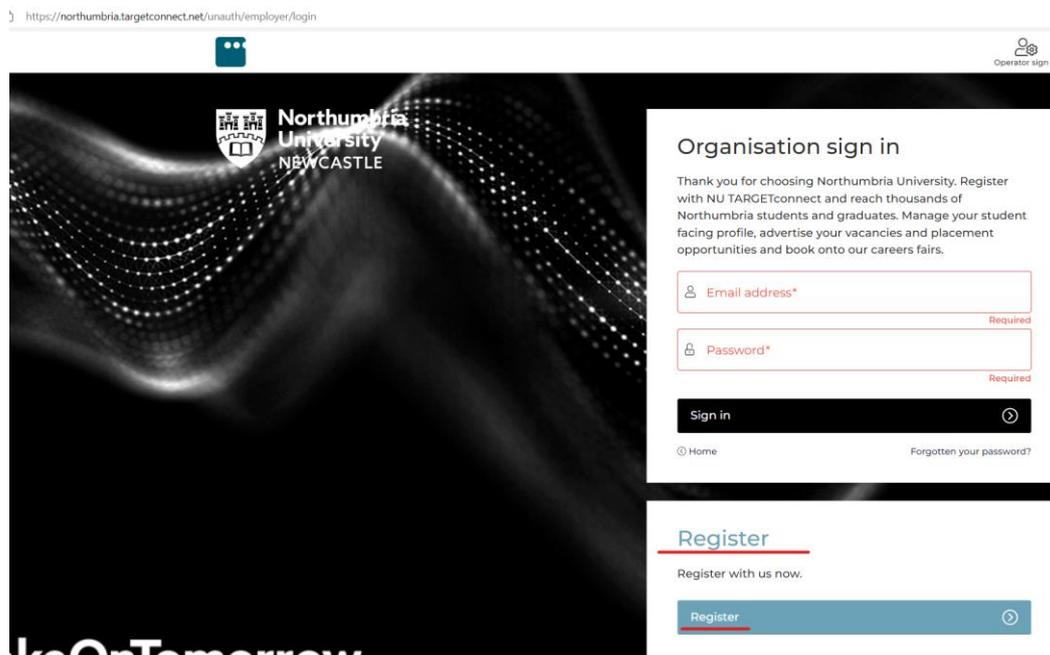


Registration to [JobsOnline](#)

To maximise your organisation's profile, advertise your recruitment opportunities, and reach thousands of talented Northumbria University students and graduates, from a wide range of programmes, register with [JobsOnline](#). You can create and manage your organisation profile, keep your details up-to-date, and advertise your opportunities.

1. To register, navigate to the [website](#) and click on the registration field:



https://northumbria.targetconnect.net/unsauth/employer/login

Operator sign in

**Northumbria
University
NEWCASTLE**

Organisation sign in

Thank you for choosing Northumbria University. Register with NU TARGETconnect and reach thousands of Northumbria students and graduates. Manage your student facing profile, advertise your vacancies and placement opportunities and book onto our careers fairs.

Email address* Required

Password* Required

Sign in

Home [Forgotten your password?](#)

Register

Register with us now.

Register

2. You will then be prompted to create your account by providing your contact details and information about your organisation:

[← Back](#)

WELCOME TO NORTHUMBRIA UNIVERSITY

Start hiring top graduate talent now

Register with NU TARGETconnect and reach thousands of talented individuals from a [wide range of programmes](#), who are determined to shape the future. Advertise your vacancies, create and maximise your profile, keep your details up-to-date, and book onto careers events. You can promote:

- Graduate opportunities.
- Part-time/casual and vacation opportunities.
- Internships and work experience opportunities.
- Volunteering opportunities.

[View our > Vacancy Advertising Policy and Terms & Conditions](#)

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.

- Your contact information

Your organisation details

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

- Organisation name
- Organisation address
- Organisation type

Your public profile

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

- Organisation overview
- Website
- Primary business area (select from the dropdown menu)
- Number of employees
- Review of University's [Privacy Policy](#) and [Terms and Conditions](#)

3. Once registered, your organisation will be reviewed and approved by our team and you will be able to post vacancies.

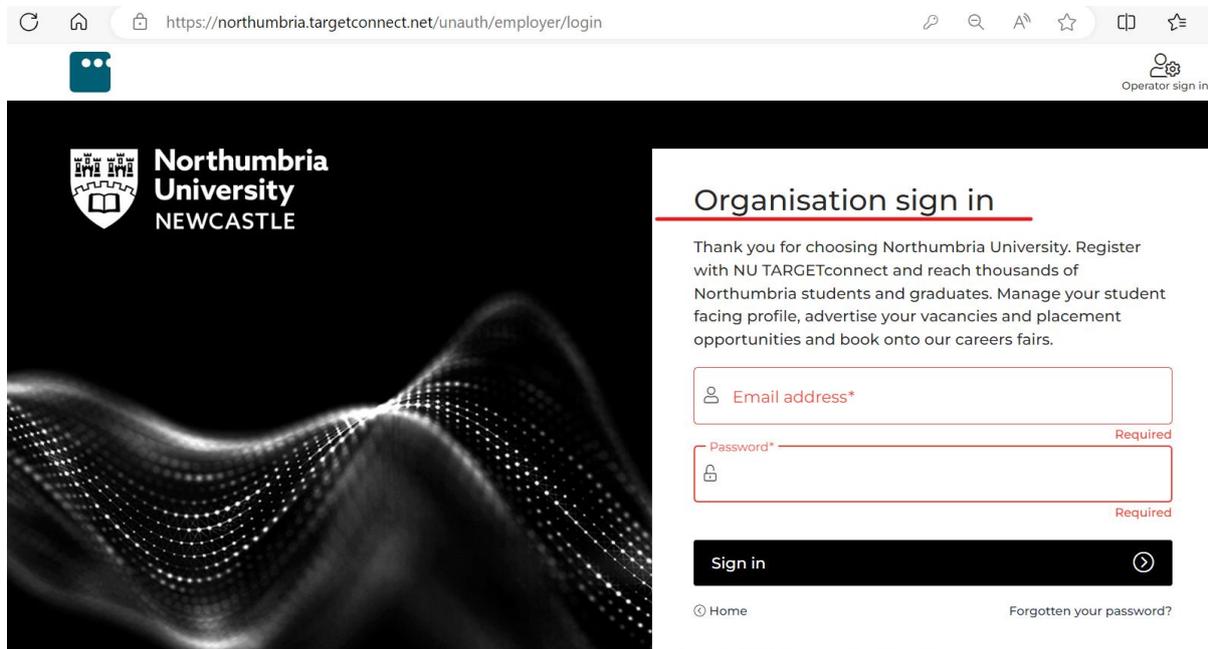
Please note that organisation and opportunity approval may take up to 2 working days.

Adding vacancies to [JobsOnline](#)

Vacancies must be suitable for graduate/student employment. This includes:

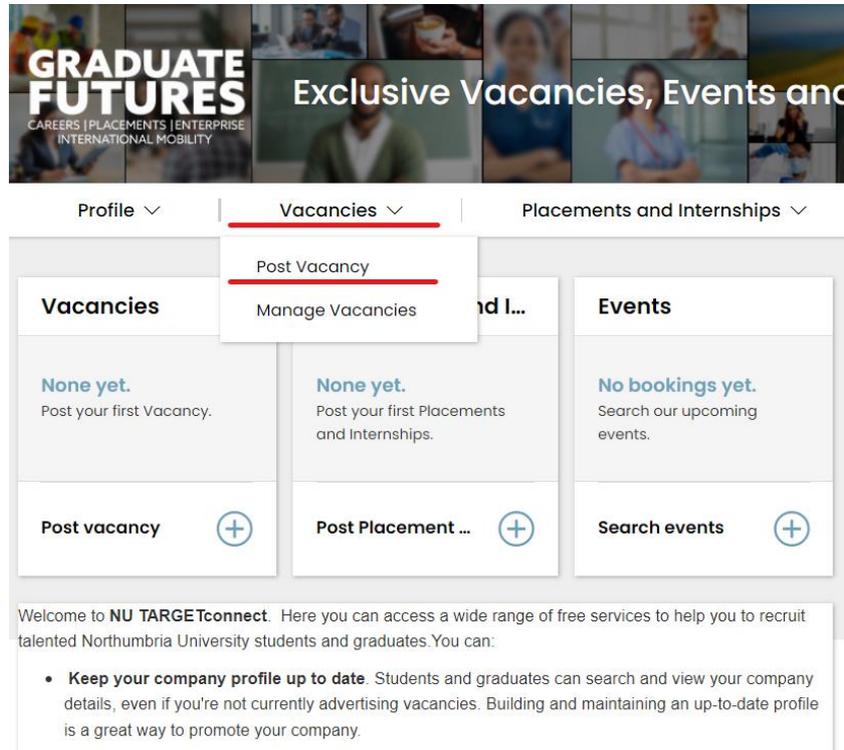
- Part time work – 20 hours max during term time
- Graduate jobs – immediate start and future start
- Placements undertaken as part of an undergraduate or postgraduate degree programme
- Paid Internships for students and graduates
- Volunteering for a charity, voluntary organisation, or statutory body
- Work experience or shadowing

1. Once your organisational profile is active, you will be able to access your account using previously created login details:

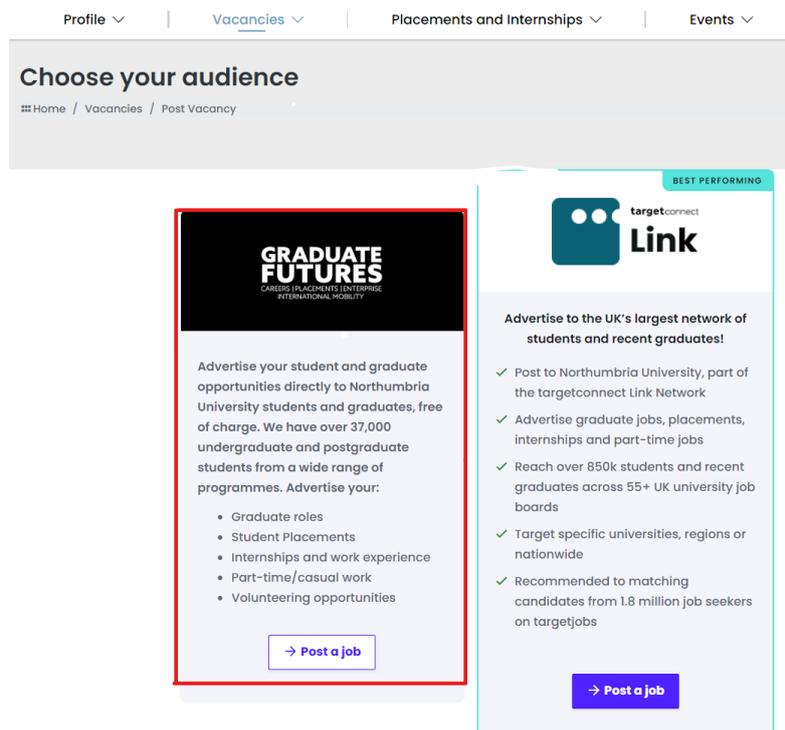


The screenshot shows a web browser window with the URL <https://northumbria.targetconnect.net/unauth/employer/login>. The page features the Northumbria University Newcastle logo on the left and a sign-in form on the right. The form is titled "Organisation sign in" and includes a welcome message: "Thank you for choosing Northumbria University. Register with NU TARGETconnect and reach thousands of Northumbria students and graduates. Manage your student facing profile, advertise your vacancies and placement opportunities and book onto our careers fairs." The form contains two input fields: "Email address*" and "Password*", both marked as "Required". Below the fields is a "Sign in" button with a right-pointing arrow. At the bottom of the form, there are links for "Home" and "Forgotten your password?".

- To post a vacancy, navigate to “Vacancies” section in the home page → click on “Post Vacancy”:



- In order to post exclusively to Northumbria University students, select the pane on the left-hand side:



4. You will then be prompted to provide the details of your advertisement:

Profile ▾ | Vacancies ▾ | Placements and Internships ▾ | Events ▾ | Queries ▾

1 ————— 2
Posting details Job details

Advertising details

Publish date *

18 ▾ Dec ▾ 2023 ▾ 📅

Closing date *

▾ ▾ ▾ 📅

[> Set to the maximum date: 17-Apr-2024](#)

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](#)

1 ————— 2
 Posting details **Job details**

Job details

- Vacancy type (i.e., placement year)
- Job title
- Vacancy description (information about your company, define the responsibilities of the role and outline who the perfect candidate would be)
- Job sector (choose from a drop-down list)
- Remuneration details
- Location
- Number of positions
- Interview date (IF known, not a mandatory field)
- Start date

- You will also be asked to review University's [Vacancy Advertising Policy and Terms & Conditions](#)
5. Once submitted, vacancy will be reviewed in accordance with our vacancy policy and approved.

Please note that organisation and opportunity approval may take up to 2 working days.

If, for any reason, you are unable to use the portal, please [contact our team](#) who will be able to add the details on your behalf.