

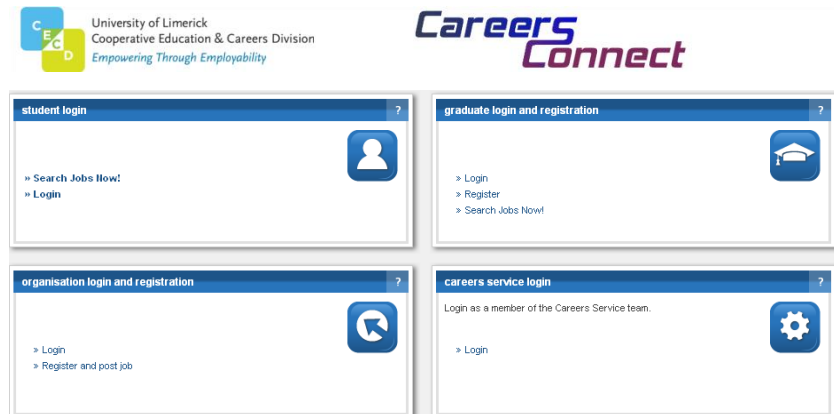


**Already registered!**  
**How to post a vacancy on CareersConnect.**

<https://careersconnect.ul.ie>

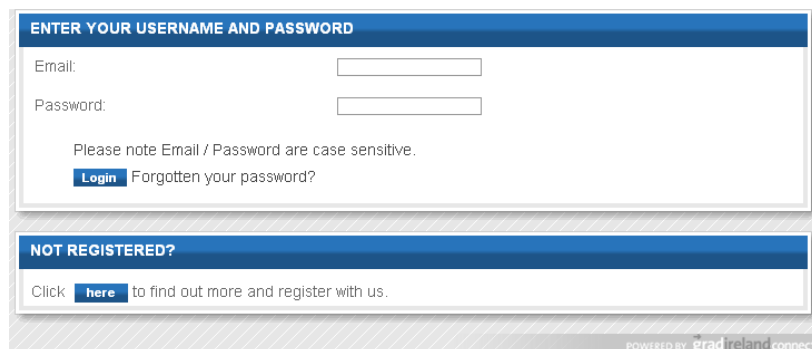
**Start**

Under “Organisation Login & Registration”, click on “Login”



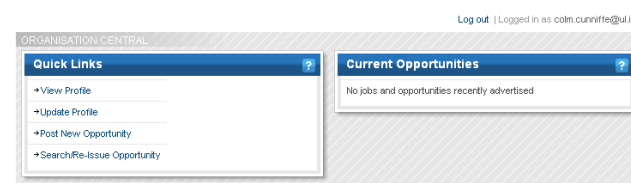
**Step 1**

Login with your e-mail and password.  
If you have forgotten your password you can retrieve a new one on this screen.



**Step 2**

You will see a menu on the top where you can update your profile and post vacancies. On the main dashboard there are quick links to do the same.



From the “Quick Links” click “Post New Opportunity” or from the top menu hover over “opportunities” and click on “add opportunity”.



Please note: All fields with an \* must be completed.

### Step 3

Fill out as much detail as possible taking care to complete the required fields marked with \*

Click on "Opportunity Details".

### Step 4

Fill out as much detail as possible taking care to complete the required fields marked with \*

Some fields allow you more than one selection from the drop down menu. As each item is selected it is added to a list below the box. Items may be removed by clicking on the "x" beside the relevant item.



### Step 5

When all details are completed you can preview the vacancy by clicking on "Preview".

You can edit if required.

Click on "Post" to submit the vacancy.

How to Apply:

Interview Dates:

Feb 1 2012 Add

Start Dates:

Feb 1 2012 Add

Start Date Details:

Closing Date:

Feb 1 2012

\* Required Fields

« Publishing Details Post Preview Cancel

### Step 6

The next screen confirms that the vacancy has been successfully created and is pending approval by the Careers Service.

Once the vacancy is approved by the UL Careers Service you will receive a confirmation e-mail.