

LSE CareerHub guide

Step by step guide on how to register and upload opportunities

Step 1: Visit [LSE CareerHub](#), click on 'Register on CareerHub' and select Non-profit Organisation.

The screenshot shows the 'Employer Registration' page on LSE CareerHub. The page title is 'Employer Registration' and the current step is 'Step 1: Employer Type'. There are four selection options:

- Organisation / Employer**: For registered businesses or organisations that recruit students or graduates for paid employment.
- Non-profit Organisation**: For registered charities, non-profit organisations, volunteering organisations or industry associations.
- Agent for Employer**: For recruitment agencies and similar that recruit on behalf of other organisations.
- Individual**: For individuals not representing a registered business. (Eg. householders, parents or students offering home based jobs like tutoring or gardening).

On the left side, there is a navigation menu with 'Employers Home' (containing links for Vacancy terms and conditions, Event terms and conditions, Contact us, and Search) and 'Events' (containing links for Presentations on campus and Off campus events). At the top left, there are links to 'Register on CareerHub' and 'Log in to CareerHub'.

Step 2: Fill in the name of the organisation and tick the Terms and Conditions statement box.

The screenshot shows the 'Employer Registration' page at 'Step 2: Organisation Name'. The form includes:

- Fields for 'Organisation Name' (with 'test' entered) and 'Acronym (if commonly used)' (with 'test' entered).
- A checkbox labeled 'I have read and agree to the CareerHub Terms and Conditions', which is checked.
- 'Back' and 'Continue' buttons at the bottom right.

The left navigation menu and top links are identical to the previous screenshot.

Step 3: Fill in the organisation details. **Fill in your charity number** under 'business number' if you're a UK-registered charity.

The screenshot shows the 'Employer Registration' page at 'Step 3: Organisation Details'. The form includes:

- Fields for 'Organisation Name' (filled with 'ardyltesting'), 'Acronym (if commonly used)', and 'Division (if applicable)'.
- A dropdown for 'Country' (set to 'United Kingdom') and a field for 'Business Number'.
- A large text area for 'Describe your organisation'.
- Dropdowns for 'Organisation type' (set to 'Direct employer'), 'Number Of Employees', and 'Scope of operations'.
- Fields for 'Phone', 'Fax', 'Email', and 'Website'.
- A field for 'Postal address'.
- Fields for 'Town / city', 'Region' (dropdown), 'Country' (set to 'United Kingdom'), and 'Postcode'.
- A checkbox: 'Select if your postal address is different to your street address'.
- A section titled 'Organisation Industries' with a list of checkboxes: Accounting, Accounting and Auditing, Actuarial, Actuarial, Insurance and Pensions, Administration, and Advertising.

The left navigation menu and top links are identical to the previous screenshots.

Step 4: Make sure you **do not tick this box**. Otherwise students cannot find your opportunities.

i Students can view a listing of organisations organised by Industry categories. This listing does not contain contact details but does list your jobs and events. If you do NOT want to appear in this list click the checkbox below.

Hide from organisation listing in student interface

Back **Continue**

Step 5: Fill in the contact details of the primary contact. You can register other contacts later.

Employer Registration

---> **Step 4: Register Primary Contact**

Title * First Name * Last Name

Position Title (if relevant)

Email Settings

Contact Details

* Please fill in at least one of the fields: Phone, Mobile

Phone Mobile

* Email

My address is different to my organisation

Login Details

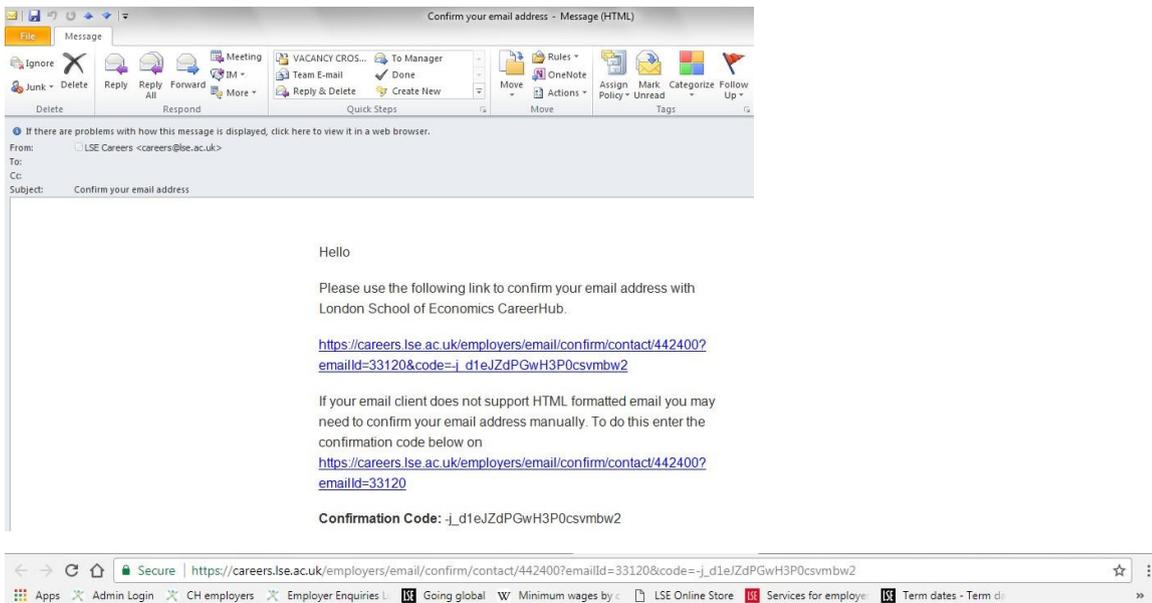
* Username

* Password Confirm Password

* This contact is authorised to enter into this agreement on behalf of the organisation

Back **Finish**

Step 6: **Click the link in the email** to activate your account and confirm your email address.

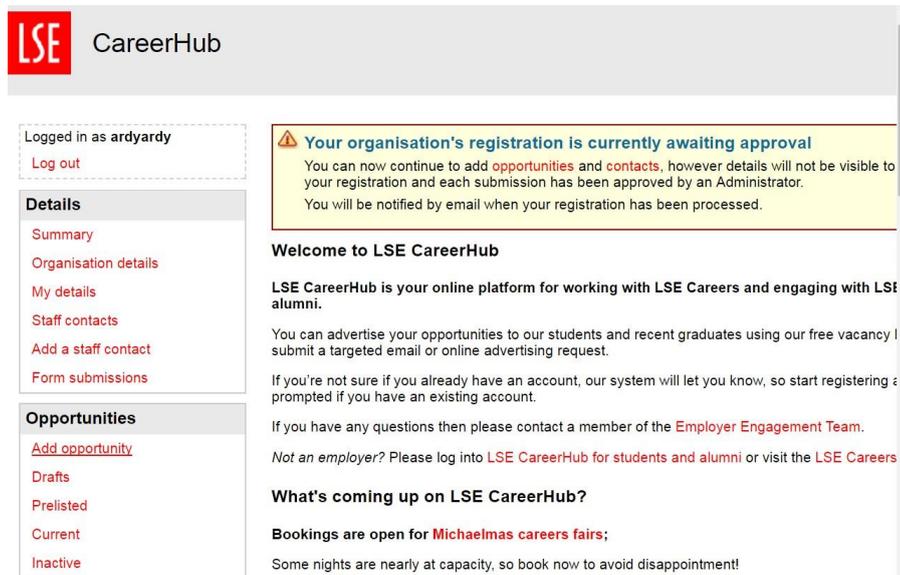


Email Confirmed

Thank you for confirming your email address.

[CareerHub Home](#)

Step 7: Your account is now awaiting approval but you can already add your opportunities.



Adding opportunities to LSE CareerHub

Step 1: Fill in the details for your opportunity. Please note that **we only advertise unpaid voluntary roles for UK registered charities.**

Please note:

- Fill in a **short and descriptive title** in small case letters (e.g. Business development intern, not intern).
- Fill in '**voluntary**' under salary/wage. Write in brackets lunch and/or travel expenses if these are covered.
- Fill in a **short summary about the role** rather than organisation. This is what students will see first so make sure it's clear and engaging. Please also **copy the summary to the job details section.**
- In the details section, give an overview of what the role entails, what you're looking for in a volunteer and what the student will gain in terms of skills and experience.
- If you already published a similar opportunity before, you can **duplicate the opportunity** in 'Opportunities, Inactive'.

New Opportunity

! For your opportunity to be approved, it must be **well written** and comply with our **terms and conditions**. Before typing your job ad, please ensure that your **existing staff contacts** are appropriate for this Job, or **add a new contact** first.

* Opportunity title

* Administrative contact Contact to display to students **Do not display contact**

General Details

Your job application no. or reference code

* Application closing date **23-Aug-2017** * Expected opportunity commencement date

* Number of positions available (estimated) * Salary / wage

* Contract type * Contract hours

Locations

City Region **Greater London** * Country **United Kingdom**

Descriptive Details

! You can create bullets in the job details and application procedures sections by putting a * at the beginning of the line.

* Summary for display in search results

- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Opportunities

- Add opportunity
- Drafts
- Prelisted
- Current
- Inactive

Inactive Opportunities

! These opportunities have been published but are inactive and are no longer available for students to view. Clicking 're-publish' creates a copy of the previous opportunity which you can edit and publish.

You have no inactive opportunities

Step 9: Select 'volunteering' if the opportunity takes place in the UK and select 'volunteer overseas' if it doesn't. If the opportunity is a voluntary internship please tick the 'internship' box as well.

Publish Opportunity

---> **Step 2 of 5: Types Of Work**

! Select the types of work which best describes your opportunity.

* Types Of Work

- Working while studying
- Internship
- Graduate employment
- Experienced hire (2+ years)
- Volunteering
- Volunteer overseas
- Entrepreneurship

Step 10: **Select maximum 5 occupations** which best describe your opportunity. **NGOs and charities** should always be selected.

Publish Opportunity

→ Step 3 of 5: **Occupations**

Select the occupations from which you most want to attract applicants.
Your selection(s) will highlight the ad for these Students, but will not restrict others from viewing the details or applying.

* Occupations

- All occupations**
- Accounting
- Actuarial
- Administration
- Advertising
- Agriculture, farming and animal care
- Asset management
- Auditing
- Construction, civil engineering and building services
- Consultancy
- Creative arts, design and crafts
- Customer service
- Defence and public protection
- Economics
- Education and teaching
- Energy and natural resources
- Engineering
- Environment
- Fast moving consumer goods
- Financial sales and trading
- Healthcare and wellbeing
- Hedge funds
- Hospitality and event management
- Human resources
- Information and digital technology
- Insurance and brokerage
- International development
- International organisations
- Investment banking
- Journalism
- Language and translation
- Law and legal services
- Leisure, sports and tourism
- Libraries, museums and heritage
- Logistics and supply chain
- Manufacturing and processing

Step 11: Select 'All Departments'.

Publish Opportunity

→ Step 4 of 5: **Departments**

Select the Campus from which you most want to attract applicants, remembering that study location is not related to where Students live.
Your selection(s) will highlight the ad for Students from the specified Campus, but will not restrict others from viewing the details or applying.

* Departments

- All
- All Departments**
- Accounting
- Anthropology
- Economics
- Economic History
- European Institute
- Finance
- Gender Institute
- Geography & Environment
- Government
- Institute of Public Affairs
- International Development
- International History
- International Relations
- Language Centre
- Language Studies
- Law
- Management
- Mathematics
- Media & Communications
- Methodology
- Methodology Institute
- Philosophy, Logic and Scientific Method
- Social Policy
- Social Psychology
- Sociology
- Statistics
- Summer School Short Courses
- Undefined Department
- Teaching and Learning Centre
- Information Systems and Innovation Group
- Managerial Economics and Strategy Group
- Employment Relations and Organisational Behaviour
- Management Science Group

Step 12: Your opportunity is now under review. You will **receive an email once it is published**. If you have any questions beforehand please send an email to volunteer@lse.ac.uk.