



Promoting your vacancies with BPP University

Thank you for choosing to advertise your role with BPP University and to over 10,000 of our current students and alumni. To ensure that your role is advertised effectively and reaches your target audience there are a few simple steps to follow.



One

Ensure you have read and agreed to our [Terms and Conditions](#). We are delighted to advertise most roles. However, there may be a few positions we need clarity on before we can do this.

Two

Set up your company profile on our CareerHub [here](#). This is an easy and simple process where you will be asked to provide some basic details of your firm or company and register yourself or your colleague as a contact. Don't worry, this can be amended/added to at any time.

Three

When you have registered or logged in, you will be taken to your home page, which will look like this.

To add details of the role you would like to advertise, select “Add new opportunity” on the left hand side of the page. You will then be taken to a page where you can start completing simple details, such as the start and end dates for it to be advertised, the location and salary details.



BPPEmployers

Logged in as **lalnoss@bpp.com**

[Log out](#)

Details

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

Opportunities

- Add opportunity
- Drafts
- Prelisted
- Current
- Inactive

Home

- [Terms and Conditions](#)

Events

- Law Fairs
- Mentoring Schemes
- Opportunities Fair

Recruitment

Summary

Opportunities

- You have **0** drafts
- You have **0** prelisted
- You have **0** current
- You have **27** inactive

Events

- You have **0** current

Details

- Your organisation details were last updated 14 August 2017, 04:33 PM
- Your personal details were last updated Last Thursday, 7 December 2017, 09:31 AM
- There are **2** [contacts](#) within your organisation

Work Groups

- You are a member of **1** work group
- [Default](#)

Four

You will also have an opportunity to enter some information about the role itself. There are two boxes for this, "Summary" and "Details".

The summary is where you provide a brief outline to grab the reader's attention. You can then add a more detailed job description in the "Details" section. This should contain information about what the job entails and the requirements of the ideal candidate you are looking for.

Finally, you will be asked to provide information about how candidates apply. This could include a link to the application form, or an email address to which applicants can send a CV and supporting statement/cover letter.

You can also upload a separate attachment if there are additional documents you would like to include.

*** Summary for display in search results**

*** Details**
Include an informative description of the position - eg. duties/responsibilities, working hours/days, frequency of work, required skills/experience.

*** Application procedures**
Include details on how to apply (eg. Email CV), plus a contact name, phone number, email or postal address as appropriate.

Company website (link to page showing job information or downloads if possible)

Upload an attachment (eg. application form)

Save as Draft Save and Continue

Five

You can save the advert as a draft, or if you have completed the section press “Submit and Publish”. You will be asked to review the advert.

You are then taken to a page where you are asked to select the type of role, occupation type and to which BPP campus (university centre) you would like to advertise. Please note that all students and alumni will be able to view your role, but your campus selections will help to advertise the vacancy more effectively to your target audience.

Once you are happy, press “Submit”. The vacancy will then go to one of our Careers team to approve and publish. You will receive a confirmation message when this has happened. If there are any questions we have about the vacancy we will be in touch with you.

