

Step by Step Guide to...

Advertising your student & graduate job vacancies on the NUI Galway Careers website

1. New Users

Register your organisations profile... A 'wizard' will take you through the registration process which shouldn't take more than 5 minutes.

Once registered you will receive a username & password for future log-ins. Please submit a **complete** profile for your organisation

2. Existing Users

Login with 'username & password' provided at the registration stage (skip to pg 2)

3. Web link:

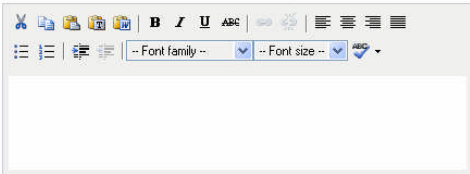
<https://nuig.gradireland.com/home.html>

Step 1

NEW ORGANISATION - BASIC INFORMATION

This wizard creates a new Organisation.
Please enter the basic Organisation information below.

Full organisation name *

Organisation description (150 words max) * 

Organisation address *

Step 2

NEW ORGANISATION - ABOUT YOUR ORGANISATION

This wizard creates a new Organisation.
Please enter the Organisations business information below.

Size of Organisation *

Select the number of employees.

Primary Business Area *

Select the primary business area.

Step 3

NEW ORGANISATION - CONTACT DETAILS

Please add organisation contacts to create a new organisation profile
You must specify at least one organisation contact.

Organisation contacts list is empty.

Add New Contact

Step 4

NEW ORGANISATION - PARENT ORGANISATION INFORMATION

This wizard creates a new Organisation.
Please enter the Organisation information below.

Are you a:

- Single or top-level organisation
- Subsidiary organisation
- Division within an organisation

Add and Approve Organisation

Once you organisations profile has been **Approved** by the Employment Team at NUI Galway you can add your vacancies to the website.

3. Once registered

Log-in and search for your organisation using the 'Select Employer' option on the menu bar to your left.

4. Select organisation

5. Add your vacancies <https://nuig.gradireland.com/home.html>

Please fill in **ALL** fields to provide as much information as possible to our students and graduates

OPPORTUNITY DETAILS

Please enter the following information about your Opportunity details.

Employer name

Opportunity title *

Opportunity type * **Add Selected**

Types of work * **Add Selected**


Locations * **Add Selected**

Country *

Salary range *

Number of vacancies

Brief Job Summary *



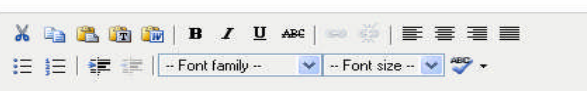
Degree discipline required **Add Selected**

Year of study

Application method **Add Selected**

Application media **Add Selected**

Additional application details

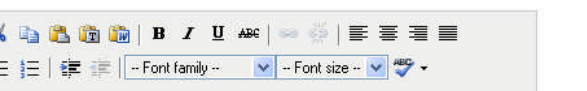


Application address

Contact details * **Add Selected Contact** **Other**
Select a contact from the drop-down list and click 'Add Selected Contact'. Alternatively, click 'Other' button and enter the details of the contact.

Start date

Start date note



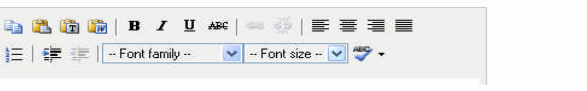
Interview dates **Add** **Remove**

Advertising date *

Closing date for applications *
This is the date after which you will not accept applications for the post.

Expiry date of Opportunity *
This is the date used by the system to ensure that students do not see opportunities where the closing date has passed. Students can actively search expired opportunities if they wish. This date should normally be the same as the closing date given. NOTE: this date cannot be more than the configured maximum number of expiry days.

Other details



Post Opportunity on gradireland? * Yes No

Are you a recruitment agency? * Yes No
Choose 'Yes' if you are a recruitment agency advertising on behalf of another company



Add multiple selections & confirm your selection by clicking 'Add Selected'



Brief Job Summary limited to 50 words



Add multiple selections & confirm your selection by clicking 'Add Selected'



Provide details to whom application should be sent. Name & Address provided at registration will appear—but also option to add 'Other'



Free form box allowing extra information on recruitment cycle e.g. deadline, interview dates, offers etc...



Where possible please provide a closing date for receipt of applications.



Otherwise vacancies will be added to website for a period of one month.

Tick if you would like your vacancy to appear on www.gradireland.com (our sister website)

Submit

Vacancy will go 'live' on our website following approval by the Employment Team at NUI Galway

If you experience any difficulty using the system please contact - employers@nuigalway.ie