

## Adding a new contact to an existing organisation

Login using your username and password

Click 'Add a staff contact' on the left hand menu, fill in the relevant details and press 'Save'

The screenshot shows the Warwick myAdvantage for Employers interface. At the top left, the Warwick logo is displayed. Below it, the text 'Welcome to myAdvantage for Employers' is shown. On the left side, there is a navigation menu with three main sections: 'DETAILS', 'VACANCIES', and 'EMPLOYERS HOME'. The 'DETAILS' section is currently active and includes links for 'Summary', 'Organisation details', 'My details', 'Staff contacts', 'Add a staff contact', and 'Form submissions'. The 'VACANCIES' section includes links for 'Add vacancy', 'Drafts', 'Prelisted', 'Current', and 'Inactive'. The 'EMPLOYERS HOME' section includes links for 'Advertise vacancies', 'Events', 'Raising your profile', 'Guidelines', 'Contact Us', and 'Terms and Conditions'. At the top right of the main content area, there is a notification box with a warning icon and the text: 'Your organisation's registration is currently awaiting approval. You can now continue to add vacancies and contacts, however details will not be visible to users until your registration and each submission has been approved by an Administrator. You will be notified by email when your registration has been processed.' Below the notification, the 'Staff Contacts' form is displayed. The form has a title 'Staff Contacts' and a plus icon. It contains several input fields: 'Title' (a dropdown menu), 'First Name' (a text input field), and 'Last Name' (a text input field). Below these is a 'Position Title (if relevant)' text input field. There is a checkbox for 'Active' which is checked. Under the 'Email Settings' section, there is a 'Contact Details' section with a note: '\* Please fill in at least one of the fields: Phone, Mobile'. Below this are two text input fields for 'Phone' and 'Mobile'. There is also an 'Email' text input field. Below the 'Contact Details' section, there is a checkbox for 'My address is different to my organisation' which is unchecked. Under the 'Login Details' section, there is a checkbox for '\* This contact is authorised to enter into this agreement on behalf of the organisation' which is unchecked. At the bottom right of the form, there is a 'Save' button.

Logged in as **anonymous**

- Log out

**DETAILS**

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

**VACANCIES**

- Add vacancy
- Drafts
- Prelisted
- Current
- Inactive

**EMPLOYERS HOME**

- Advertise vacancies
- Events
- Raising your profile
- Guidelines
- Contact Us
- Terms and Conditions

**Warning:** Your organisation's registration is currently awaiting approval  
 You can now continue to add vacancies and contacts, however details will not be visible to users until your registration and each submission has been approved by an Administrator.  
 You will be notified by email when your registration has been processed.

**Staff Contacts**

Title  \* First Name  \* Last Name

Position Title (if relevant)

Active

**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**

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

Save

## Adding a new vacancy

Click 'add vacancy' on the left hand menu, fill in the relevant details and click 'Save and Continue'.

## New Vacancy

For your vacancy 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 Vacancy, or [add a new contact](#) first.

\* Vacancy title

\* Administrative contact  Contact to display to students

### General Details

\* Application closing date  Your job application no. or reference code

\* Expected vacancy commencement date

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

\* Contract type  \* Contract hours

### Locations

\* Country  Region  City

### 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

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

On the next pages, select the type of work which best describes your job from the given list, occupation and publication date. Click on 'Submit' button to publish the job for approval.

The job advert must be well written and comply with our [advertising policy](#) before it is approved.