

University of Warwick

Employer User Guide for myAdvantage

myAdvantage will enable you to:

- Join our directory of employers searchable by all Warwick students
- Maintain your contact details and company information
- Add and manage your vacancies

Getting started

Visit [Myadvantage.warwick.ac.uk](https://myadvantage.warwick.ac.uk)

To register as a new employer, click on 'Register' on the left hand menu

To login as an existing employer, click on 'Log In' on the left hand menu



WARWICK

Welcome to myAdvantage for Employers

REGISTER

LOG IN

EMPLOYERS HOME

- [Guidelines](#)
- [Contact Us](#)
- [Terms and Conditions](#)

Employers Home

If you are new to Employer Connect, this online careers portal will help you to **advertise your vacancies** or book onto one of our **recruitment events**.

To find out about the other ways you can increase your profile to students, please visit our **Employer Connect website**.

If you are an SME, we have numerous ways in which we can support you to recruit our students or provide work experience. Please visit our **Employer Connect website** for more information.

If you are a registered user please **log-in** to use the services, update your contact details and manage your vacancies or events.

Services for Employers



Advertise your vacancies



Raising your profile



Events

If you need further information or have questions please contact the Employer Connect team either by email at employerconnect@warwick.ac.uk or by phone on **024 76574087**.

Registration

Step 1

To register a new employer, click on the type of employer you are: 'Organisation/Employer', 'Non-profit Organisation' or 'Agent for Employer'

The screenshot shows the Warwick myAdvantage for Employers registration page. On the left is a navigation menu with 'REGISTER', 'LOG IN', and 'EMPLOYERS HOME' (containing links for Guidelines, Contact Us, and Terms and Conditions). The main content area is titled 'Employer Registration' and 'Step 1: Employer Type'. It features three 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), and 'Agent For Employer' (for recruitment agencies and similar that recruit on behalf of other organisations).

Step 2

Add your 'Organisation Name' and 'Acronym' where possible e.g. NASA and click 'Continue'

The screenshot shows the Warwick myAdvantage for Employers registration page, Step 2: Organisation Name. The navigation menu is the same as in Step 1. The main content area is titled 'Employer Registration' and 'Step 2: Organisation Name'. It contains two input fields: 'Organisation Name' and 'Acronym (if commonly used)'. Below the fields is a checkbox with the text 'I have read and agree to the myAdvantage Terms and Conditions'. At the bottom right are 'Back' and 'Continue' buttons.

Continued....

You might see a warning message on the next screen about organisations having similar names to the one you have entered.

If your organisation is already listed, click on 'Login to Warwick myAdvantage'

If you have forgotten your login details, click 'Forgot login'

If your organisation is not the same, click 'Continue to Register as a New Organisation'



Employer Registration

→ Step 2: Organisation Name



Organisations were found with similar names

The following organisations were found that have similar names to the one you entered. If one of these is your organisation then please DO NOT register again.

Registering a new organisation

If your organisation is completely separate from any of those listed, please continue to register as a new organisation by clicking the "Continue" button below.

Registering a new division

If you are looking to create a registration for a different division of one of the listed organisations then you may continue.

Registering a new contact account

If you are not a pre-existing contact to one of these organisations, another contact that already has access can set you up with an account.

Alternatively, you can use the [login request](#) page to request another contact account to your organisation.

Forgotten your login?

If you have forgotten your login for Warwick myAdvantage you can use the [forgot login](#) page to reset your login details.

- [Login to Warwick myAdvantage](#)
- [Get assistance](#)

Step 3

Complete the details about your organisation in the form on the next page.

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Employer Registration

→ Step 3: Organisation Details

* Organisation Name
findus

Acronym (if commonly used) Division (if applicable)

* Country Registered Company Or Charity Number

* Describe your organisation

* Organisation type * Number Of Employees * Scope of operations

* Phone Fax

* Email Website

* Postal address

* City Region

Country * Postcode

Tick the boxes for the industry/industries in which your organisation operates. Students can view a listing of organisations organised by Industry categories.

Step 4

Complete details about your primary contact on the form.

Choose your login details with a preferred username consisting a minimum of 6 characters and password.

After filling in everything, select 'Finish' to complete your organisation registration process.

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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

Step 5

A registration email will be sent to your email address. You must confirm your email before you can login and add vacancies.

If you did not receive the confirmation email, click on the 'Resend Confirmation Email' button in the same page.

Once logged in, you can add your staff contacts, vacancies and events however, they will not be shown in the Student Portal until your registration is approved (please allow up to 3 working days).