

## Publishing your advert to myAdvantage

Once you are satisfied with your vacancy details and are ready to create an advert, please follow the steps below.

If you leave myAdvantage open for long periods it will log you out.

### Instructions:

1. Go to <https://myadvantage.warwick.ac.uk/Employers> and log into myAdvantage by clicking on the link at the top left of the screen.
2. Check that your organisation's contacts are up to date and correct by clicking on "Staff Contacts" in the Details menu on the left. Please note that you will be able to select which contact applies to this advert, so you do not need to alter your organisation's primary contact for this purpose.
3. Under the Vacancies menu on the left, click on "Add A New Vacancy". This will bring up the vacancy form. You can then type in your details, (or cut and paste if a template was supplied with these instructions) or select from the drop-down menus. Remember to include asterisks at the start of any paragraphs you wish to be bulleted in the section describing your internship.
4. You can save the advert as you go along by using "Save as Draft" button at the bottom of the page – you can then access this via the "Unpublished Vacancies" link in the Vacancies menu to the left of the screen.
5. When you are ready to publish, click on the "Save and Publish" button at the bottom of the form.

### Confirming the publication of your vacancy

1. Your vacancy will trigger an alert to a member of our team, who will check the vacancy contains sufficient information, and that it meets our vacancy advertising policy, and contact you with any issues before approving it.
2. You can view your vacancy by clicking on "Current Vacancies", within the Vacancies menu to the left.

You can get support from the Internships Development Team by email [placementlearning@warwick.ac.uk](mailto:placementlearning@warwick.ac.uk) or on 024 7615 1881