

WELCOME TO

RMIT CAREERS ONLINE PORTAL

GUIDEBOOK

FOR EMPLOYERS

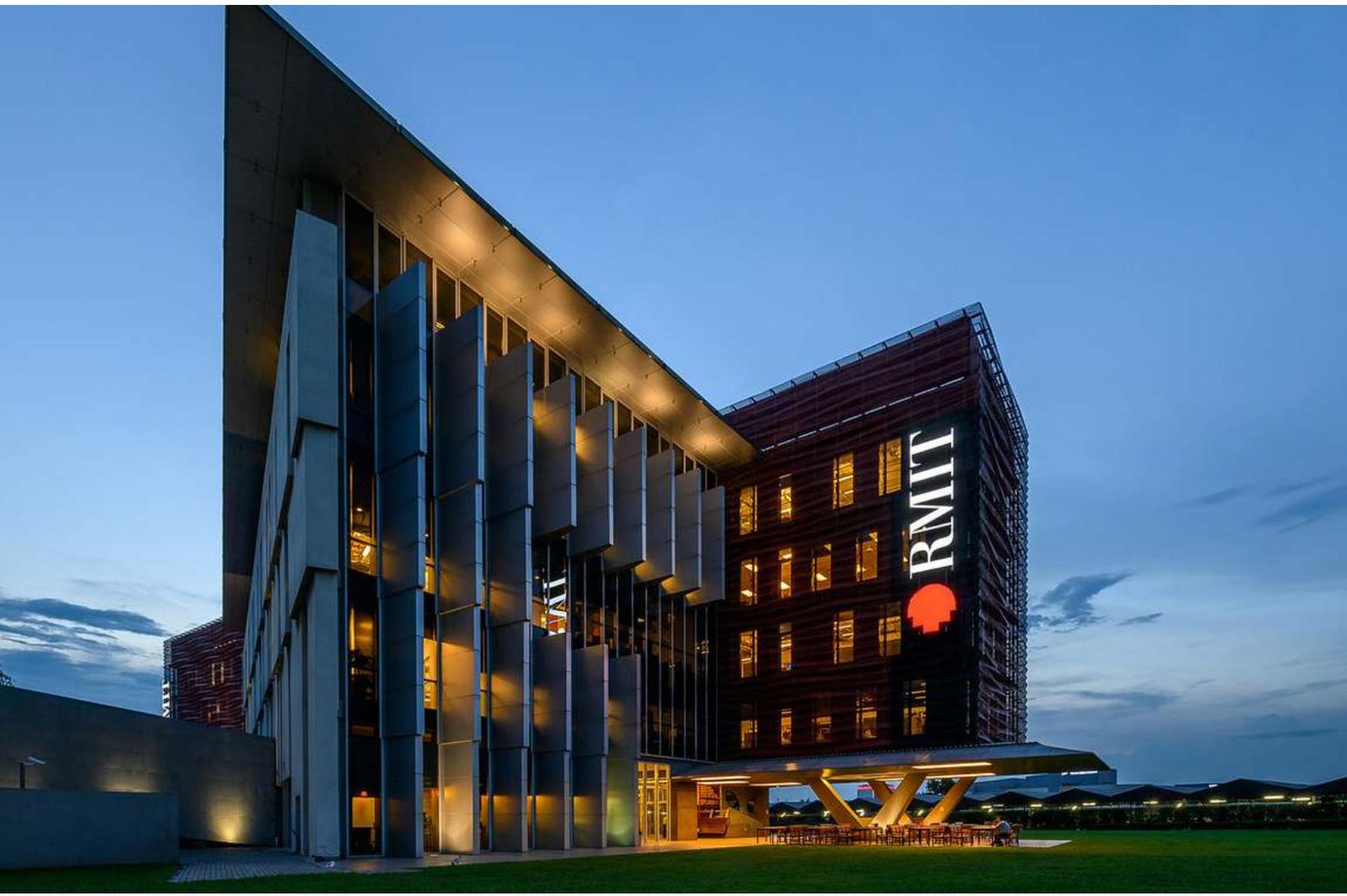


TABLE OF CONTENTS

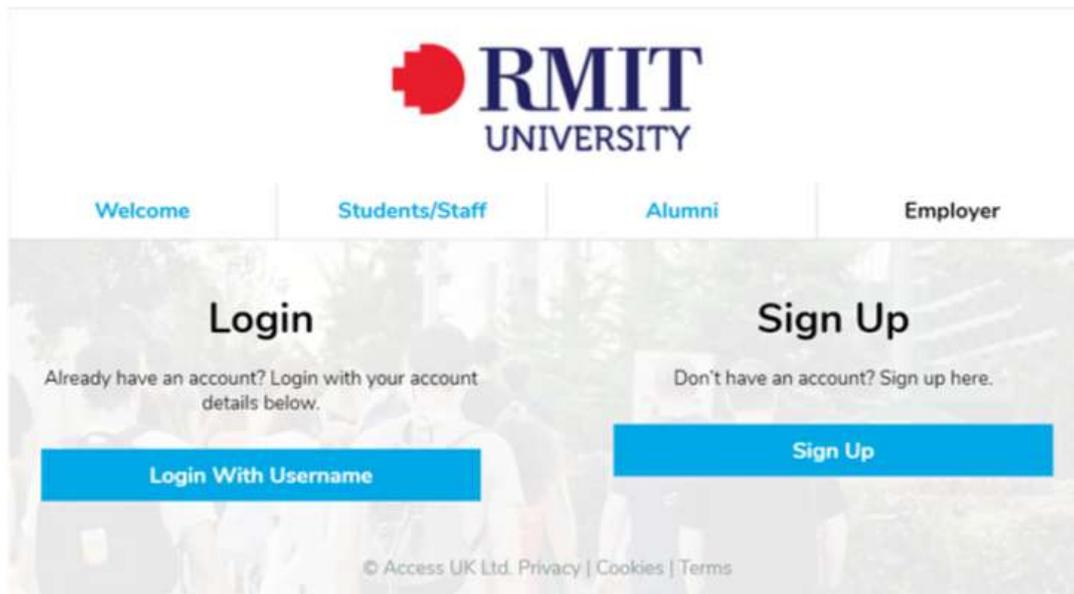
I. Log in to RMIT Careers Online Portal

II. Company Profile

III. Add Jobs

I. Log in to RMIT Careers Online Portal

Employers with an account can log into the Career Centre website via:
<https://rmitvn.careercentre.me/employer/default/RMIT-Careers-Portal>



For new Employers – click 'Sign Up' and fill in the required information



The screenshot shows the RMIT University Careers Online Portal Sign Up page. At the top, the RMIT University logo is displayed. Below the logo, there are four navigation tabs: 'Welcome', 'Students/Staff', 'Alumni', and 'Employer'. The 'Employer' tab is selected. The main content area is titled 'Sign Up'. Below the title, there is a note: 'The following details are used for registration purposes only and will not be displayed on job adverts.' The form contains several input fields: 'First name *', 'Last name *', 'Email address *', 'Company name *', 'Job title *', 'Company website', and 'Contact number *'. Below the input fields, there are three checkboxes: 'Please acknowledge that you have read and understood our Privacy Policy.', 'Please read and accept these Terms of Use', and 'Please see our Cookie Policy for details about the cookies we use. Please allow cookies.' At the bottom of the form, there is a 'Sign Up' button.

I. Log in to RMIT Careers Online Portal

Employers will receive an email from 'RMIT Job Shop' <email@abintegro.com> that confirms the application

Application Received

 RMIT Job Shop <email@abintegro.com>
To: Personal Edge Fri 5/27/2022 9:16 AM



Hi Eric,

Thank you! Your application has been sent to an administrator for review. Once reviewed you will receive a notification to the email address provided.

You received this email because you are a registered user of the Career Centre Manager career system.

*** Please DO NOT reply to this email ***

When the RMIT administrator has approved the pending application, Employers will get notified via email to set up the password.

You have been approved access to jobs on RMIT Job Shop

 RMIT Job Shop <email@abintegro.com>
To: Personal Edge Fri 5/27/2022 2:52 PM



Hi Eric,

Congratulations, you can now start adding your own jobs to RMIT Job Shop

Click the link below to set your password:
[Set your Password here](#)

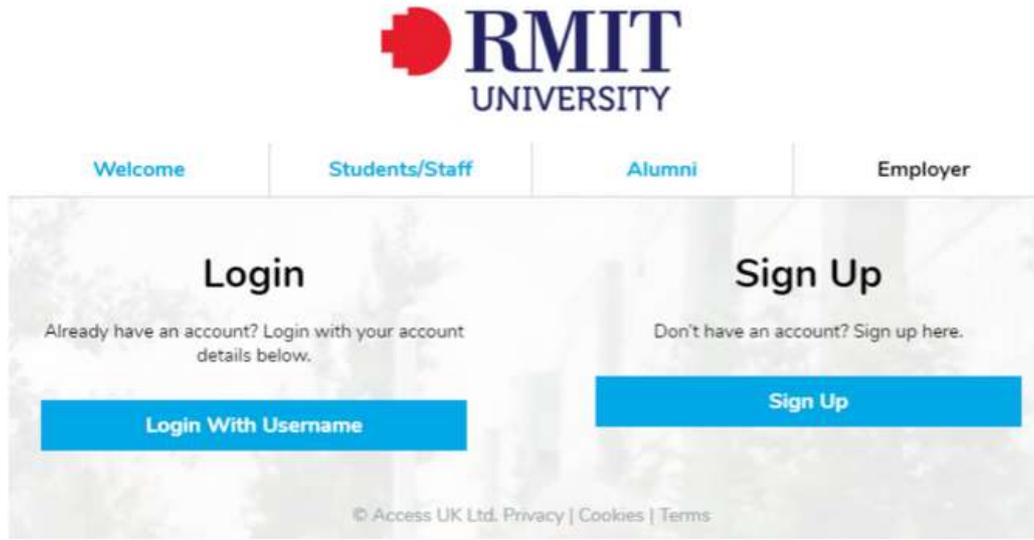
This set password link is valid for the next 48 hours.

Once you set your password, you can login with the details below:
Login at: <https://rmitjobshop-ccm.careercentre.me/Account/Login.aspx>
Username: personaledge@rmit.edu.vn

Best wishes,
RMIT Job Shop

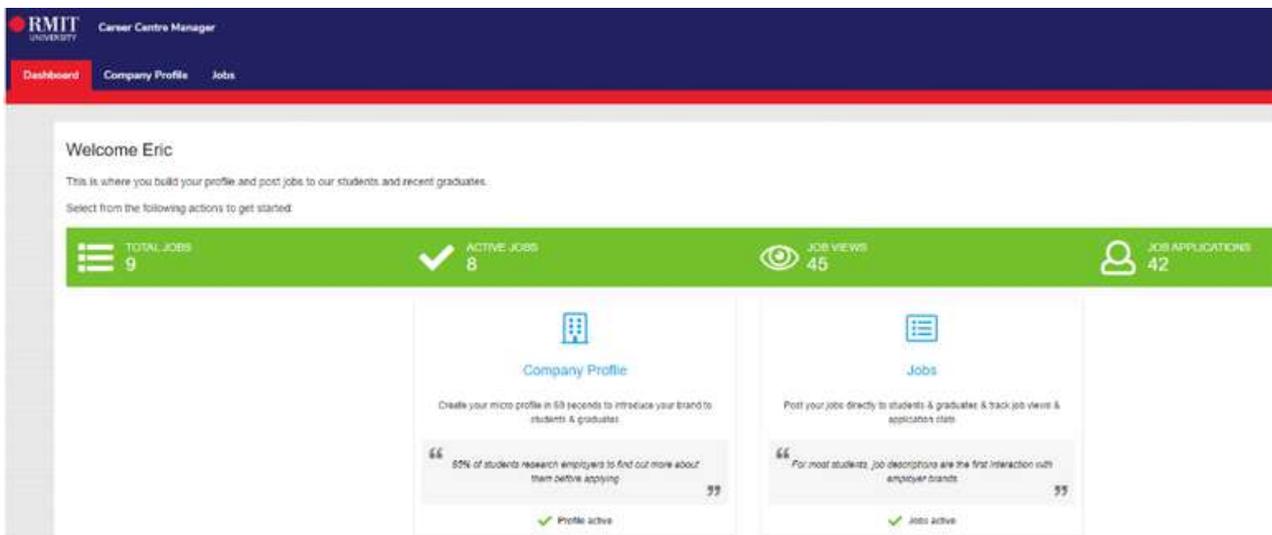
I. Log in to RMIT Careers Online Portal

After setting up the password, Employers can log in With Username:



II. Company Profile

On the Career Centre website, Employers can update their Company Profile or add Jobs:



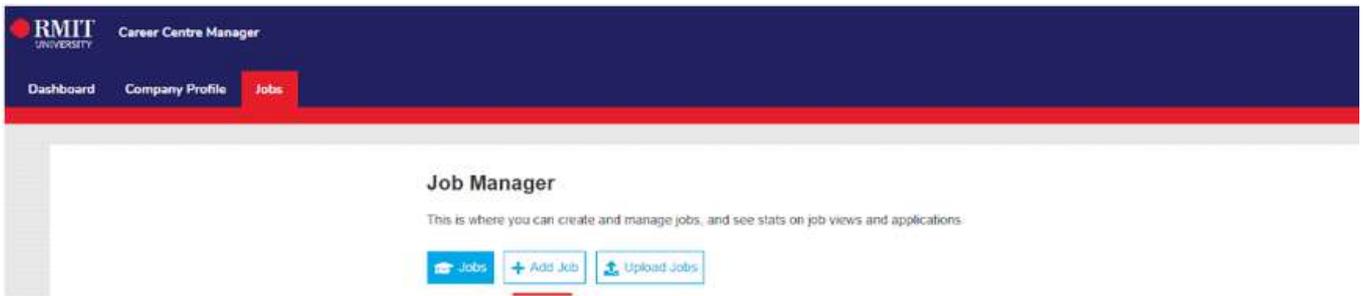
II. Company Profile

For the Company profile, Employers can upload general information to introduce the company following the example slides via:

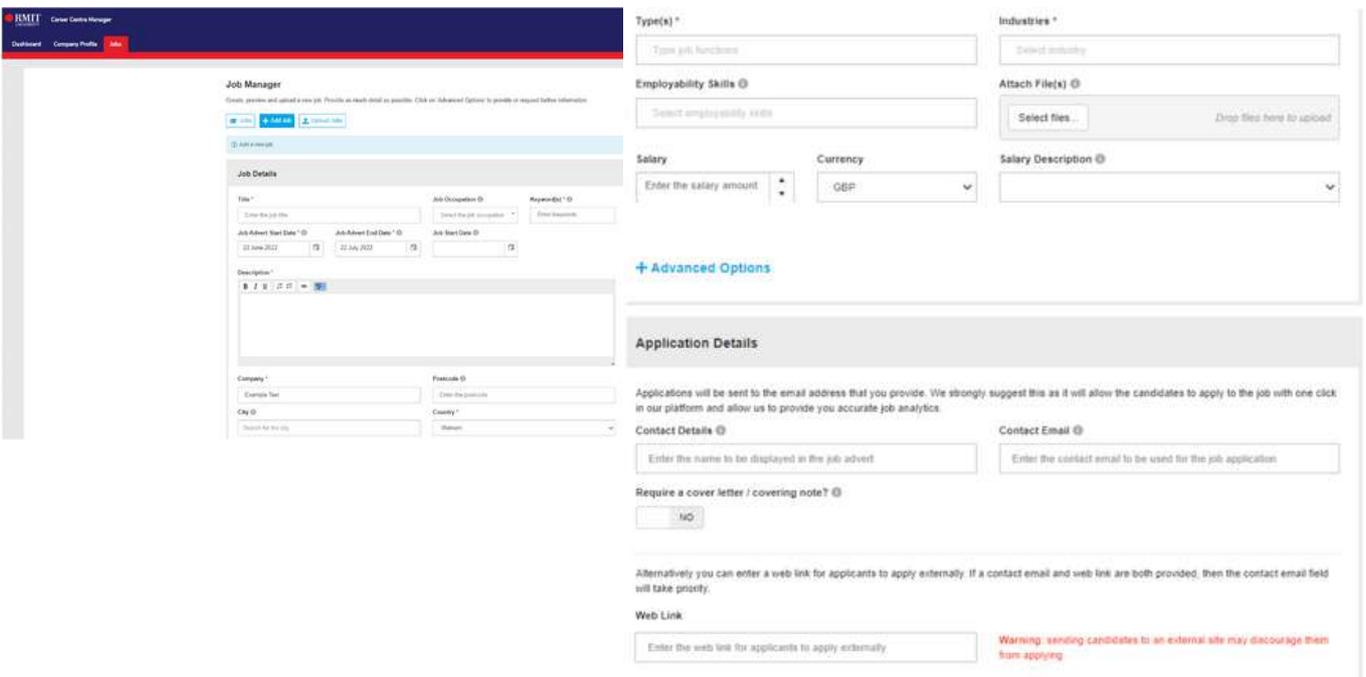
[Click this folder](#)

III. Add Jobs

To add Jobs, Employers select Add Jobs on the Job Manager site:



Every field with * is a mandatory field



III. Add Jobs

Save and RMIT Administrator will review for approval:

Job Manager

Amend, preview and update this job. Provide as much detail as possible. Click on 'Advanced Options' to provide or request further information.



✔ Job was successfully created and is pending review and approval.

Job Details

MORE RESOURCES

- Facebook: <https://www.facebook.com/RMITVNCareerCentre>
- LinkedIn: <https://www.linkedin.com/in/industry-relations-rmit-vietnam/>
- If you have any questions, please contact: career.centre@rmit.edu.vn