



Careers, Alumni &
Industry Relations

WELCOME TO

RMIT CAREERS ONLINE PORTAL

GUIDEBOOK

FOR EMPLOYERS



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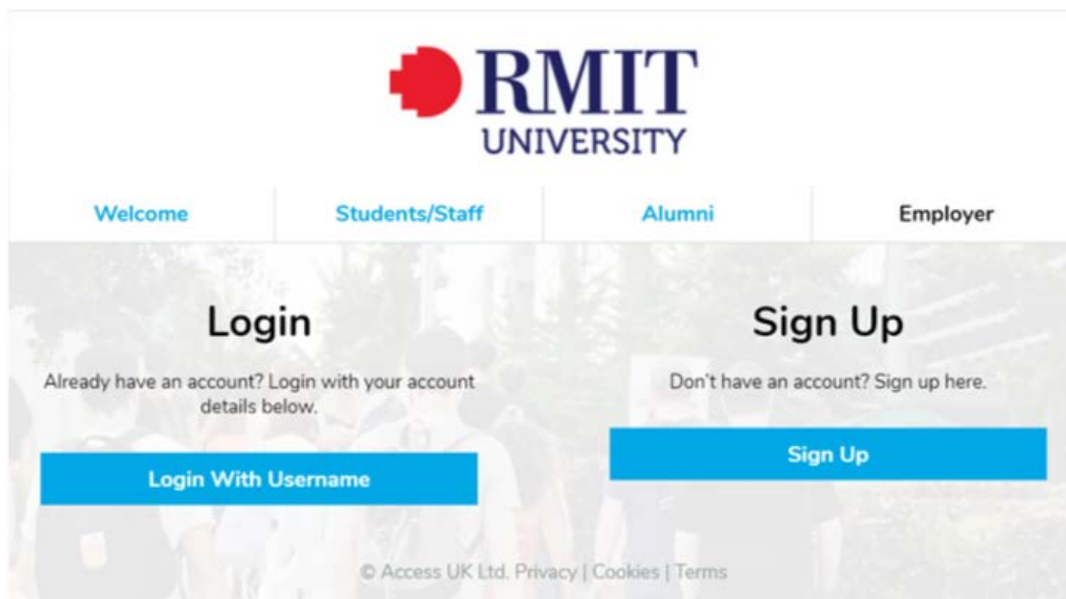
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I. Log in to RMIT Careers Online Portal

Employers with an account can log into the Career Centre website via:

rmitvn.careercentre.me/employer/default/RMIT-Job-Shop



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




The screenshot shows the RMIT University Career Centre website with the 'Sign Up' form. The form is titled 'Sign Up' and includes a disclaimer: 'The following details are used for registration purposes only and will not be displayed on job adverts.' The form fields are: 'First name *', 'Last name *', 'Email address *', 'Company name *', 'Job title *', 'Company website', and 'Contact number *'. Below the form fields, there are three checkboxes for terms and conditions: '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 blue button labeled 'Sign Up'.

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:

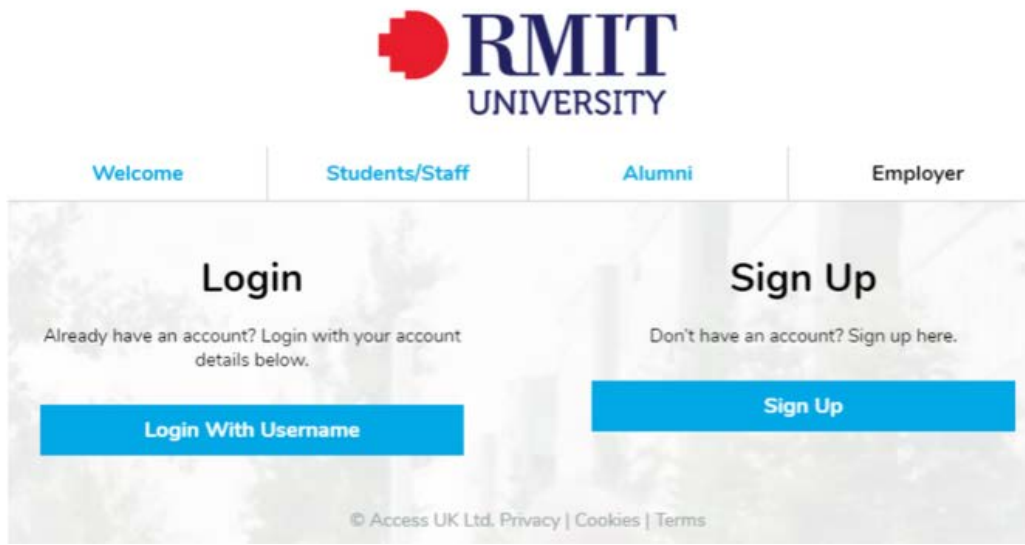
Login at: <https://rmitjobshop-ccm.careercentre.me/Account/Login.aspx>

Username: personaledge@rmit.edu.vn

Best wishes,
RMIT Job Shop

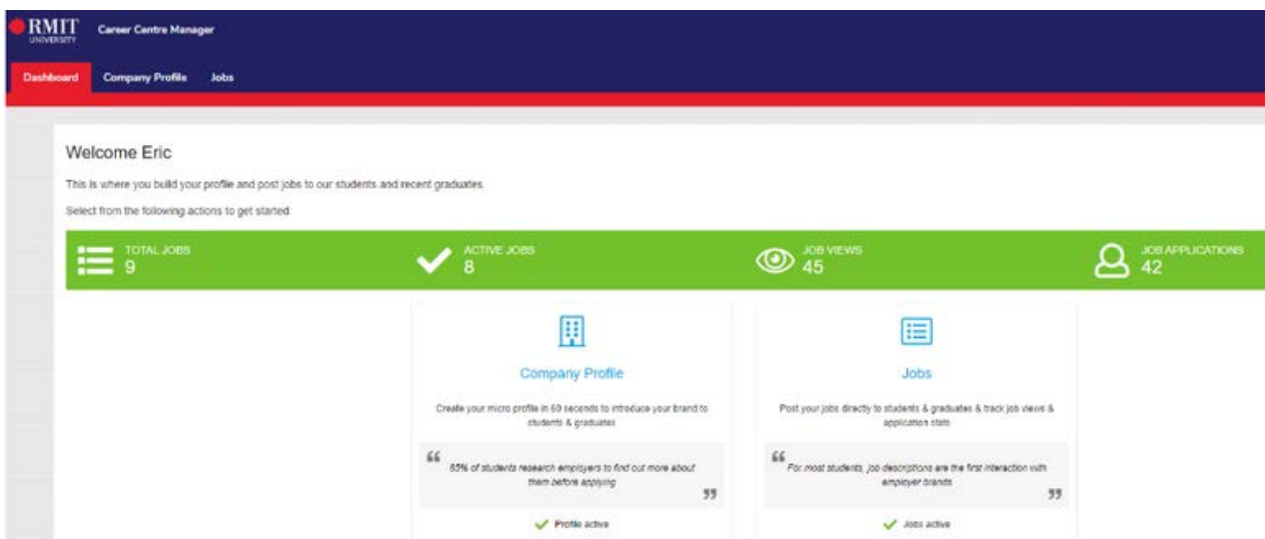
I. Log in to RMIT Careers Online Portal

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:



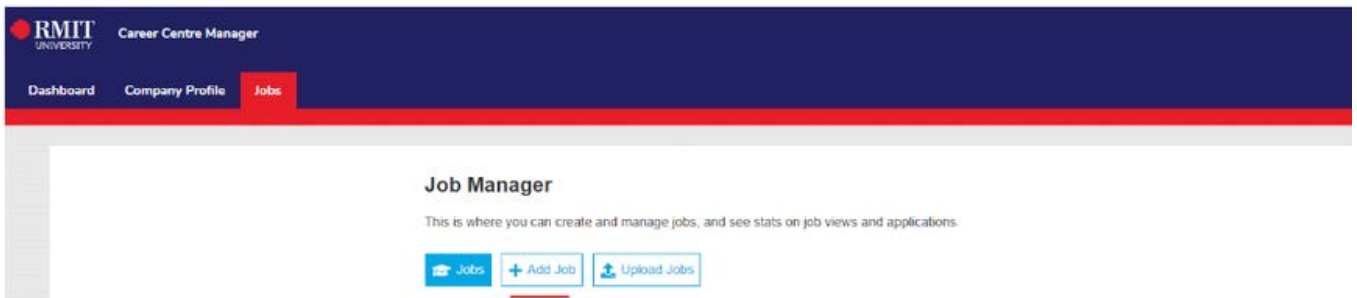
II. Company Profile

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

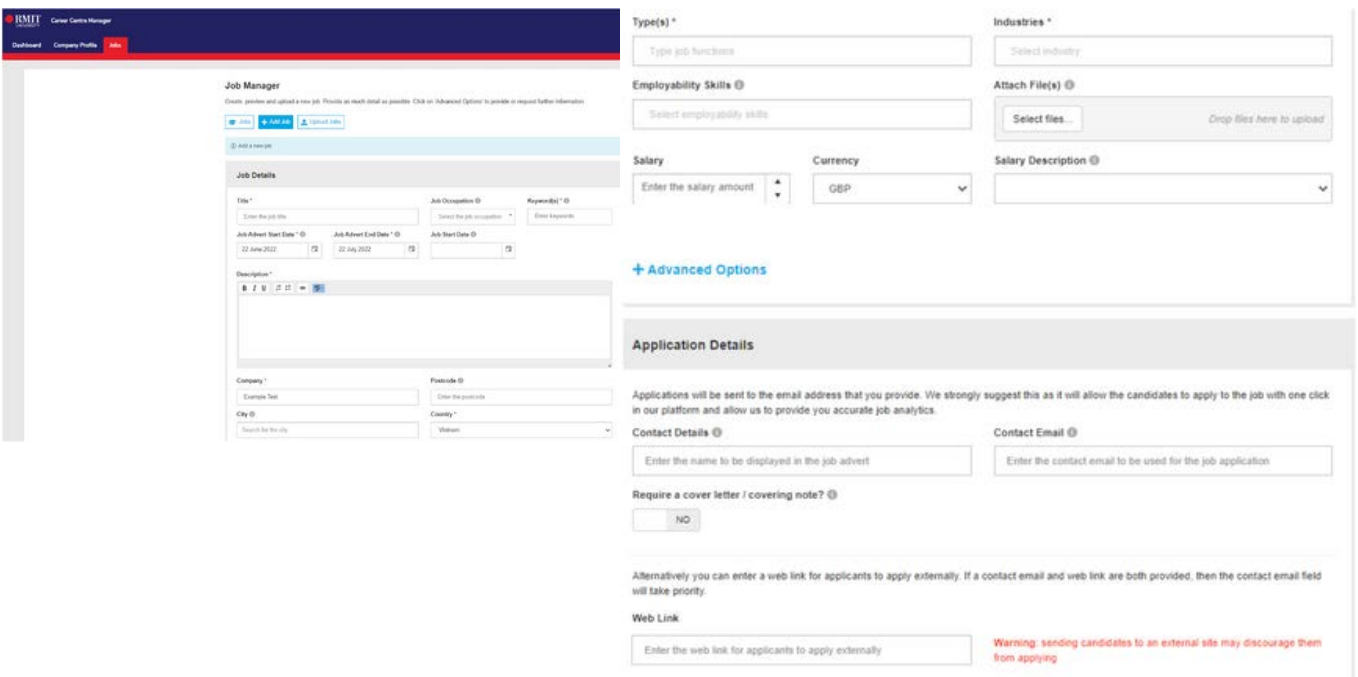
[Click this folder](#)

III. Add Jobs

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



Every field with * is a mandatory field



Job Manager
Create, preview and upload a new job. Provide as much detail as possible. Click on Advanced Options to provide or request further information.

Job Details

Title *
Enter the job title

Job Occupation ID *
Select the job occupation

Keywords ID *
Enter keywords

Job Advert Start Date *
22 June 2022

Job Advert End Date *
22 July 2022

Job Start Date *
22 July 2022

Description *

Company *
Example Text

City *
Search for the city

Postcode *
Enter the postcode

Country *
Western

Type(s) *
Type job functions

Employability Skills *
Select employability skills

Salary
Enter the salary amount

Currency
GBP

Industries *
Select industry

Attach File(s) *
Select files. Drop files here to upload

Salary Description *

+ Advanced Options

Application Details

Applications will be sent to the email address that you provide. We strongly suggest this as it will allow the candidates to apply to the job with one click in our platform and allow us to provide you accurate job analytics.

Contact Details *
Enter the name to be displayed in the job advert

Contact Email *
Enter the contact email to be used for the job application

Require a cover letter / covering note? *
NO

Alternatively you can enter a web link for applicants to apply externally. If a contact email and web link are both provided, then the contact email field will take priority.

Web Link
Enter the web link for applicants to apply externally

Warning: sending candidates to an external site may discourage them from applying

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