Careers and Employability Service System

Vacancy Advertising Guidance

Admissions and Careers Development Office
1. Access our **Careers and Employability Service System**

登录宁波诺丁汉大学就业服务平台


Scroll down and click ‘**Vacancy Advertising**’.
2. Log in the Company Account 登录公司帐号

Complete registration by following the Careers Service User Manual.

• For the existing employers, please use your registered company account to log in.
  a. If you forget Password, please click ‘Forget?’ to retrieve it.
  b. If you forget both Name and Password, please send email to careers@Nottingham.edu.cn for support.

• For the new employer, please refer to the Company Registration Guidance to complete registration first.

已注册的企业可直接登录，若忘记密码，请点击‘Forget?’找回密码；若用户名和密码同时忘记，请发邮件至careers@Nottingham.edu.cn咨询。

尚未注册的企业请参照《注册指南》完成注册。
3. Enter the Information Surface 进入信息界面

Click ‘Add’ to enter the vacancy advertising interface.
点击‘Add’进入岗位发布界面。

Read the terms and guidelines carefully and accept it, click ‘I Agree’.
请仔细阅读条款及指引并接受，点击‘I Agree’。
2. Fill in relevant information 填写相关信息

Complete and submit all information. It takes 2-3 working days to approve the information. Please contact us careers@nottingham.edu.cn if you have any questions.

请填写并提交岗位信息。审批时间为2-3个工作日。如有问题，请发邮件至careers@nottingham.edu.cn。

Note: Please provide the information in English/bilingual.

注：岗位信息请用英文/双语进行填写
2. Modify information 修改相关信息

If you need to modify the submitted vacancies information, please click ‘Edit’ to modify;
若需要更改已提交的岗位信息，点击‘Edit’进入界面修改编辑；

If you need to delete the posted vacancies information, please click ‘Delete’.
若需要删除已发布的岗位信息，点击‘Delete’并确认。
Careers and Employability Service System

Company Registration Guidance

Admissions and Careers Development Office
1. Register the Company Account 登录公司帐号

Click the ‘Register’ to start your application.

点击‘Register’ 进行注册
2. Complete Account Information 完善注册信息

Complete these steps in sequence; please use the **English name** of your company to register.

按顺序完成注册步骤，请使用贵公司**英文名称**进行注册。
3. Approved Process 等待审核

After completing all process, it will need **2-3 working days** to go through approval.

完善所有信息后，需要**2-3个工作日**审批注册信息。
Thanks for Reading!

careers@nottingham.edu.cn
+86(0)57488180000 Ext. 8769
+86(0)57488180000 Ext. 9103