

Guide to Posting Jobs

All members of the Cambridge Network have the right to post a company profile, contact details, news, events and – dependent upon membership level or access fee for Recruitment Gateway – job vacancy notices on the Cambridge Network site.

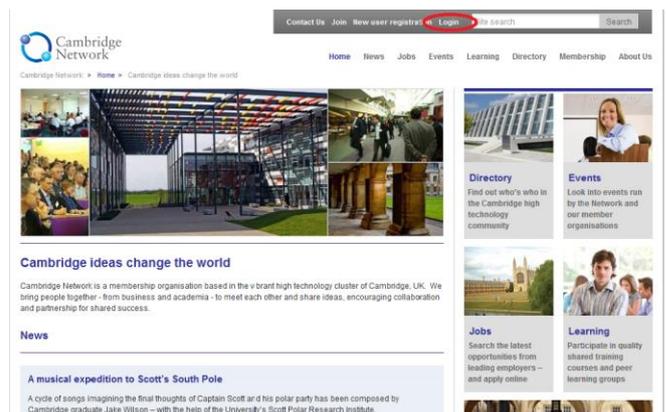
All members can login to the user interface to create and update their own personal details. A main company administrator (known as the Main Contact) also has the facility to create and edit corporate information and to add company contacts that are visible in the directory. The Main Contact can also “manage users” for their organisation and grant them access rights to post various types of material. See separate ‘Guide to Posting’ and ‘My Cambridge Network’.

Getting access to Recruitment Gateway to post company jobs

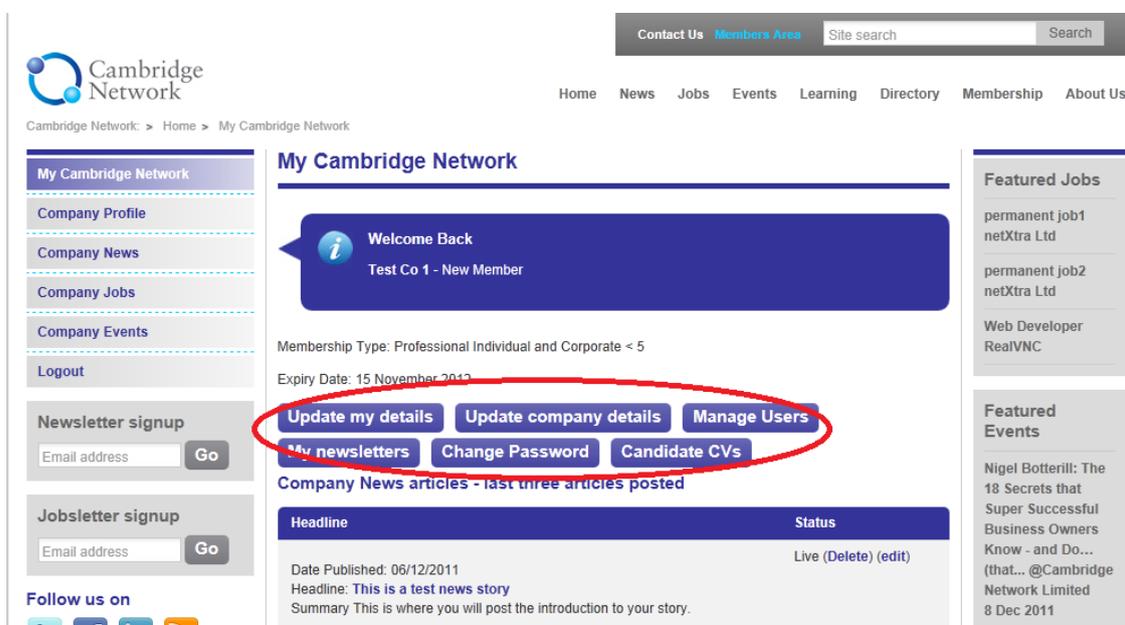
If your company does not yet have access to post company jobs, you will need to view the terms and conditions and understand that there may be appointment fees applicable, depending on the salary level of any filled vacancies. The [appointment fees](#) are listed on the website. Please email recruitmentgateway@cambridgenetwork.co.uk or call the office on 01223 760133 to have the terms and conditions emailed to you.

Using the Cambridge Network site

1. Log in to the site using your email address and password. (If you’ve forgotten your password, click **‘Forgotten password?’** and simply enter your email address and click **Submit**. You will be sent an email with the facility to reset your password.)



2. **“My Cambridge Network”** is the screen you will see first. The main menu in the middle gives you options to update your own personal details, update your company details, manage users, state newsletter preferences, change your password and view candidate CVs if you are signed up for Recruitment Gateway.



3. For a company with standard membership (usually less than 50 staff) there is a one-off access fee of £100+VAT for as long as the membership remains continuous. The Main Contact (the name shown below the blue welcome bar) has access to a button marked 'Pay one-off access fee' and this takes the user through to make the payment by credit card. For companies with enhanced membership or above (£1,000 membership fees or greater) there is no access fee to pay.

The screenshot shows the Cambridge Network website interface. On the left, there is a 'Jobsletter signup' form and social media links. The main content area is titled 'Company News articles - Last three articles posted' and contains a table of news items. Below this is a 'Company Recruitment - Last three jobs posted' section with a table of job listings. A red circle highlights a button labeled 'Pay One-off Access Fee' located below the recruitment section. To the right, there is a sidebar with 'Skills for Business' and other related content.

- 4.

Once the access fee is paid (if applicable) the Main Contact then has the ability to grant users access to post company jobs by ticking the relevant box under 'Manage Users'.

Anyone needing access to view the applications must have 'Is recruitment contact?' ticked.

The screenshot shows the 'User Permissions' page for the user 'andrea.mitchell@cambridgenetwork.co.uk'. The page has a blue header with the Cambridge Network logo and navigation links. On the left, there is a sidebar with 'My Cambridge Network' and various menu items. The main content area is titled 'User Permissions' and contains a list of checkboxes for different permissions, such as 'Can post news?', 'Can post jobs?', 'Can post events?', etc. The 'Can post jobs?' checkbox is checked. On the right, there is a 'Featured Events' section with a list of upcoming events.

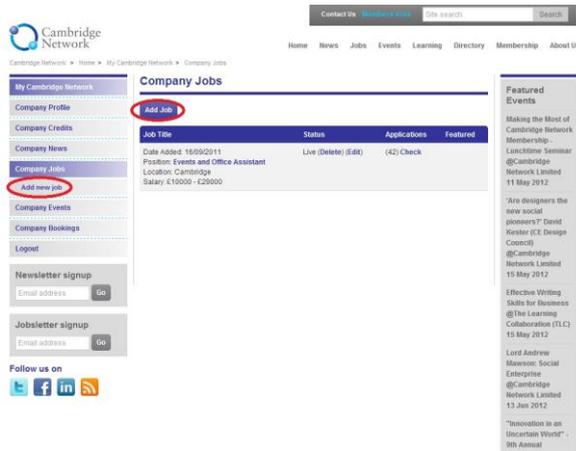
- 5.

Providing you are eligible (that is, you belong to a company that is a corporate member of the network, and you have the right to post material*), click on **Company Jobs** which will take you to the material which is held on the site for your company.

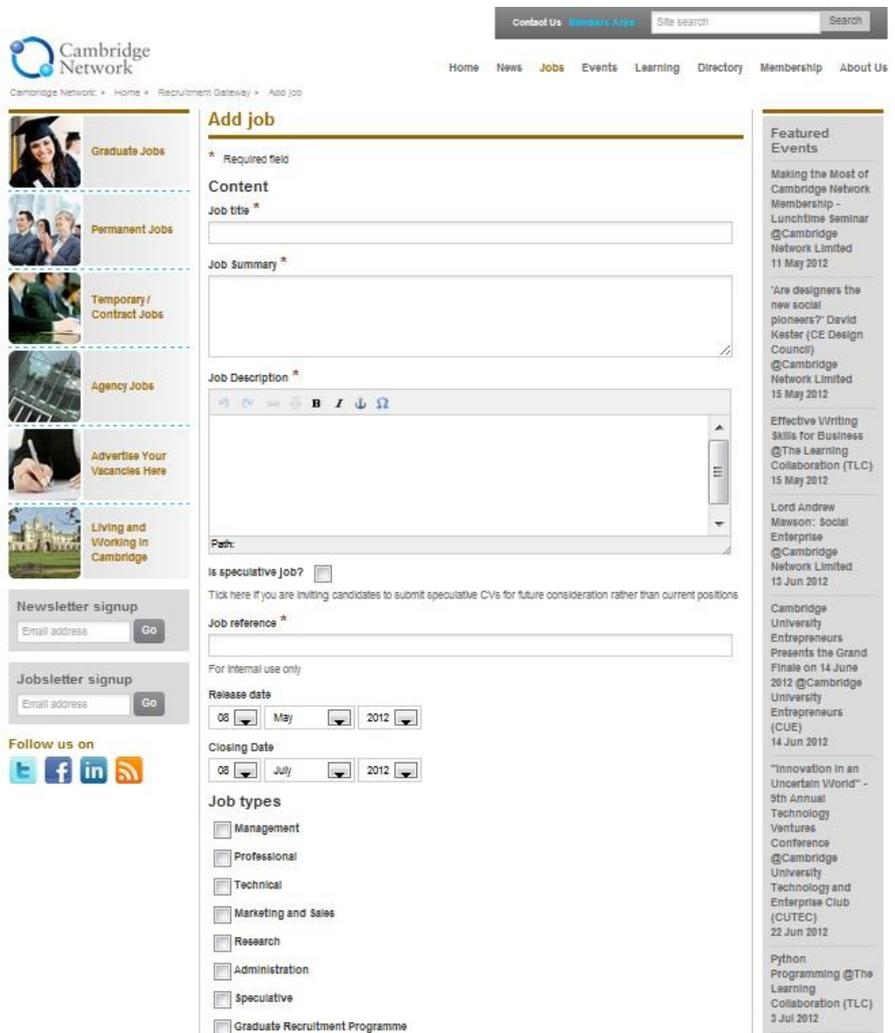
The screenshot shows the 'Company Jobs' page on the Cambridge Network website. The page has a blue header with the Cambridge Network logo and navigation links. On the left, there is a sidebar with 'My Cambridge Network' and various menu items. The main content area is titled 'Company Jobs' and contains a table of job listings. A red circle highlights the 'Company Jobs' menu item in the sidebar. On the right, there is a 'Featured Events' section with a list of upcoming events.

6.

Once you click on **Company Jobs** there are two options to add a new job: the option in the left hand menu to **Add new job** and above the list of jobs published is the option to **Add job**.



7. Then simply fill in the form. Please make sure you include a summary and do not duplicate the summary in the first part of the Job Description (this reduces the Google ranking). It is advisable to cut and paste your copy from an unformatted source, e.g. Notepad. Providing you have a logo attached to your company profile page, it will automatically appear at the top of any other pages posted - so there is no need to add it again.



8. If your material is time-sensitive, or you would like it to appear on a specific date, adjust the **Release date** to choose the day you want it to be published. Jobs are automatically removed from the website on the **Closing Date** after which they remain in your back-office to revive again at a later time if you wish. Adjust the closing date if you wish the job to be removed from the jobs board earlier than the date standard 8 weeks.

9. Make sure you have filled in all the relevant parts of the form. The **Staff Contact** is the person to whom an email alert is sent each time an application is received. Others may view applications within My Cambridge Network. Choose **Ready for approval and submit to Cambridge Network** if you are happy for your material to go live on the website (on the date specified), or **Not ready yet and save as draft** if you would prefer to come back and edit your item.

Collaboration (TLC) 5 Jul 2012
Working & Living in the UK @The Learning Collaboration (TLC) 9 Jul 2012
Making the Most of Cambridge Network Membership - Lunchtime Seminar @Cambridge Network Limited 14 Sep 2012

Communications
 Cleantech and Environment
 Education
 Finance
 Healthcare and Bioscience
 IT and Infrastructure
 Legal
 Local Government
 Science and Engineering
 Other

Job Location:

Salary range:

Employment Type:

Staff Contact:

Save for approval?

not ready yet and save as draft
 Ready for approval and submit to Cambridge Network

Add job

Contact Us Sitemap Terms & Conditions Disclaimer Privacy Online Payments

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Website developed by [netXtra](#)
Design by [networkdesign](#)

10. Then click the button to **Add job**. You will get a message to say you have succeeded and the job will not be live until it has been approved by one of the Cambridge Network team. Please note: the Recruitment Gateway service is based on direct applications through our website. Therefore our team will remove any other contact details (including email address) shown in your description during the approval process to facilitate a smooth and easy-to-use system. Also Founder members and above have the option to direct the user through to their own website application system.

11. Once you have added your article, you can return to it by clicking on **Company Jobs**, where you can find a list of articles added and their status.

Anyone with **Is recruitment contact?** ticked under their access permissions can also see the number of applications received and view them from here.

Cambridge Network

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My Cambridge Network

Company Profile
Company Credits
Company News
Company Jobs
Company Events
Company Bookings
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Jobsletter signup

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Company Jobs

Add Job

Job Title	Status	Applications	Featured
Date Added: 16/05/2011 Position: Events and Office Assistant Location: Cambridge Salary: £10000 - £25000	Live (Delete) (Edit)	(2) Check	

Featured Events
Making the Most of Cambridge Network Membership - Lunchtime Seminar @Cambridge Network Limited 15 May 2012
Are designers the new social pioneers? David Kester (CE Design Council) @Cambridge Network Limited 15 May 2012
Effective Writing Skills for Business @The Learning Collaboration (TLC) 15 May 2012
Lord Andrew Mauson: Social Enterprise @Cambridge

12. Candidates receive confirmation that their application has been successfully sent, but otherwise no further correspondence from Cambridge Network. All further correspondence is directly between the employer and the candidate.

13. If you want to promote your job and have it appear at the top of the website list and in the newsletter as a Featured Job, a nominal fee of £100+VAT per job per week is payable. Click on **Add featured Job Credit** and follow the instructions to pay. Please note you must have purchased credit BEFORE you can opt to make your job Featured. Once you have credit you will see the option to **Upgrade** next to each job you have listed. Choose which job you wish to have featured and click upgrade.

Headline: **new agreement with the british Library: Cambridge Network web archives** (Delete) (Edit)
 Summary The Cambridge Network and the British Library have agreed to work together on archiving periodically the websites of Cambridge N...

Date Published: 24/04/2012 Live
 Headline: **Business lectures continue to stimulate debate** (Delete) (Edit)
 Summary Cambridge Network's ongoing series of business lectures is making some significant connections for members. Last week's event on...

Add News **All News Posted**

Company Recruitment - Last three jobs posted

Job Summary	Status	Applications	Featured
Date Added: 16/09/2011 Position: Events and Office Assistant Location: Cambridge Salary: £10000 - £29000	Live (Delete) (Edit)	(42) Check	Upgrade

Add Featured Job Credit **Add New Job** **All Jobs Posted**

Company Events - Last three events posted

Event Summary	Status	Bookings	Featured
Start Date: 14/09/2012 Title: Making the Most of Cambridge Network Membership - Lunchtime Seminar Summary: We would like to invite potential and new members of the Cambridge Network community - or existing members interested in learnin... Duration: 0 day(s)	Live (Delete) (Edit)	(0)	Upgraded
Start Date: 13/06/2012	Live	(7)	Upgraded

Cambridge University Entrepreneurs Presents the Grand Finale on 14 June 2012 @Cambridge University Entrepreneurs (CUE) 14 Jun 2012

"Innovation in an Uncertain World" - 9th Annual Technology Ventures Conference @Cambridge University Technology and Enterprise Club (CUTEC) 22 Jun 2012

Python Programming @The Learning Collaboration (TLC) 3 Jul 2012

ScrumMaster Certification @The Learning Collaboration (TLC)

**Any member can post material into our site. Most options are free once annual membership subscription has been paid with the exception of adding jobs for which varying fees apply. Please see About Us. (We make a modest charge for 'featured' jobs and events.)*

Please note that all material submitted is checked and released manually, so will NOT be live on the website immediately. Every effort is made to ensure that new material is released within one working day if possible. **Please also note** that any material you choose to edit or amend will remain on the site, and reappear in the amended form once it has been reviewed.

Candidate CVs

Some candidates have indicated that they are happy for their CV to be searchable by employers.

Click on Candidate CVs to get a list of CVs submitted and the option to search for keywords or sectors.

contact us [helpdesk](#) Site search Search

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Cambridge Network > Home > My Cambridge Network

My Cambridge Network

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 Company Jobs
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 Company Bookings
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Jobsletter signup
 Email address Go

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My Cambridge Network

Welcome
 Cambridge Network Limited - Andrea Mitchell

Membership Type: Corporate 6-20 (£250+VAT pa)
 Expiry Date: 30 June 2020

Main Company Contact: Andrea Mitchell, andrea.mitchell@cambridgenetwork.co.uk Please contact with any queries about account permissions and adding organisation content.

[Update My Details](#) [Update Company Profile](#) [Manage Users](#) [Manage Synopses](#)

[My Newsletters](#) [Change Password](#) [Candidate CVs](#)

Company News articles - Last three articles posted

Article Summary	Status
Date Published: 01/05/2012 Headline: Discover the world's leading personality tool Summary: Cambridge Network members are being offered a unique insight into the world of psychological type and how it can be used to supp...	Live (Delete) (Edit)
Date Published: 01/05/2012 Headline: New agreement with the British Library: Cambridge Network web archives Summary The Cambridge Network and the British Library have agreed to work together on archiving periodically the websites of Cambridge N...	Live (Delete) (Edit)

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