

## Welcome to PlacementsOnline!

PlacementsOnline has been designed to simplify the process of recruiting placement students at Northumbria University. You are now ready to use PlacementsOnline to advertise any placement opportunities directly to our students and then review applications, make and update decisions, and complete required documentation. Providers who host university allocated placements can view the details of students allocated to their setting.

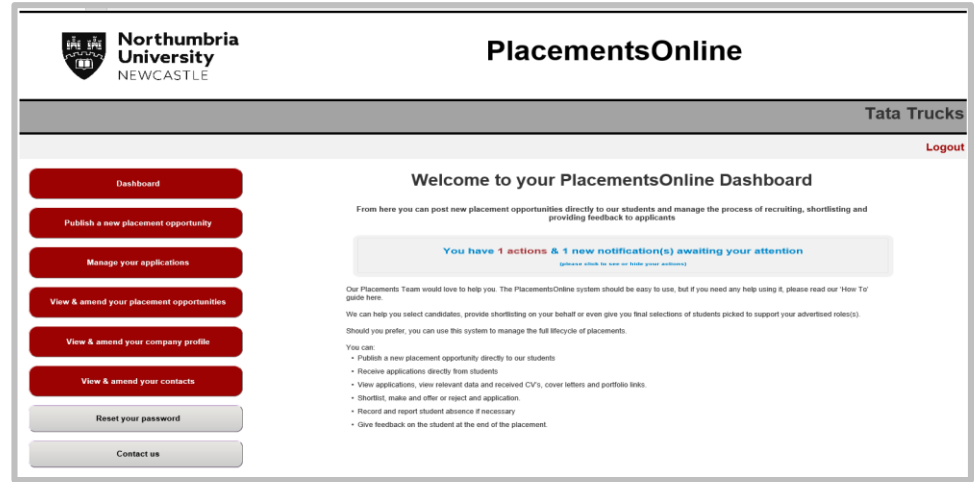
1

### Navigating PlacementsOnline

The dashboard will show alerts to advise you that you have applicants and tasks to complete or review and is a great way to see a summary of your To-Do list.

Use the left hand navigation panel to navigate PlacementsOnline to:

- Return to the main Dashboard at anytime.
- Publish a new placement opportunity directly to our students.
- Manage your applications by viewing applicant details, making selection and recruitment decisions.
- Undertake risk assessments for new recruits.
- View and amend your placement opportunities quickly and easily.
- Keep your company and contact details up to date.
- Reset your password.



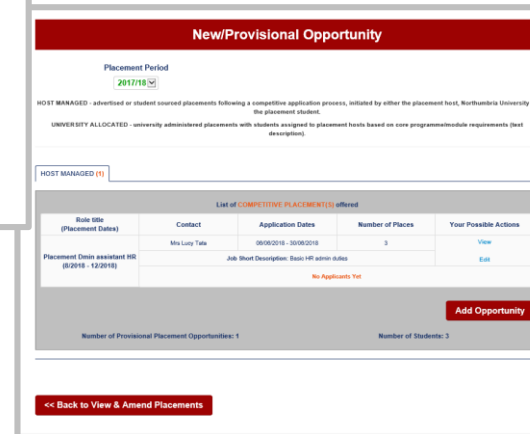
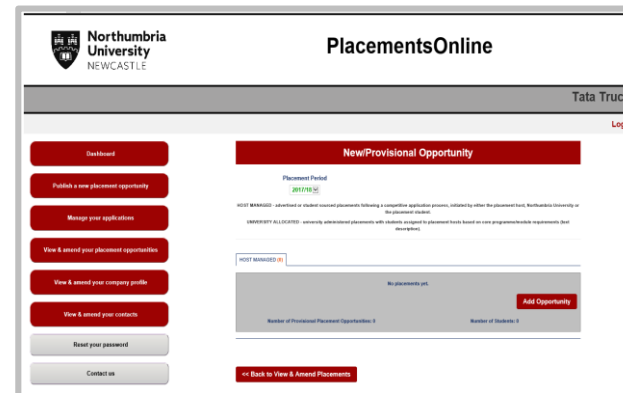
2

### Advertise an Opportunity

- Simply select “Publish a Placement” followed by “Add Opportunity”. This will show all fields required to advertise a placement online.
- Once submitted the placement will show as provisional on PlacementsOnline.
- Northumbria University’s Placements Team will check the details and publish it directly to our students.
- If the Placements Team require more details they will contact you.



**You can add supporting documentation at anytime to your vacancy in the form of PDF or JPEG**



## 3 Manage your applications

View applicant details such as:

- CVs.
- Cover letters.
- Submitted details and documentation.

- Shortlist applicants.
- Invite applicants to interview or next stage of selection.
- Reject applications.
- Offer placement positions.

## 4 View and amend placement Opportunities

- To view and edit placement opportunities simply select the blue links under Actions.
- Once selected you can request a change to the opportunity or request a deletion of the opportunity.



Contact us for assistance or information, Our Placements Team are always at hand to make the placement process as smooth as possible.