

GUIDELINES FOR ENTERING YOUR ORGANISATIONAL PROFILE

(Guidelines for Not-for-profit Organisations)

Important Tip: You will be automatically logged out of Careers Online if you are away from your computer for a period of time and any unsaved data will be lost. To avoid losing information you have keyed in, it is a good idea to "Save and preview" after completing each section.

Organisational Profile Form for "Not for profit R Us"

This profile will become available once it is approved by Careers & Employment.
[Guidelines to fill in your organisational profile form \(PDF / 150KB\)](#)

CONTACT DETAILS

Contact* Add
 Invoice contact* Add
 Organisation name to appear on invoice*

PROFILE DETAILS

Organisation name to appear on profile*

Organisation Logo
 Max 4MB
 File formats accepted: jpeg, gif, tif, png
 All images will be resized to fit within a 250x250 pixel area
 Browse...

Disciplines recruited* [choose](#)

ABOUT ORGANISATION

If any of the headings are not applicable, please leave blank. Blank sections will not be displayed. Each section has a limit of 2500 characters (approx 350 - 400 words).

Menu

- Your Home
- Add Vacancy
- Manage Record
- About Careers Online
- Useful Links
 - FAQs
 - Terms & Conditions
 - Privacy Statement
 - Wages & Rates of Pay
 - Contact Us
- Log Out

Callout Boxes:

- An Organisational Profile submitted by a 'Not-for-Profit' organisation will be approved by the LIVE Unit.
- Invoice details are required for system administration. Not-for-profit organisations will not be charged a fee to use this service.
- Hit the Browse button and select your logo from the relevant file location on your computer.
TIP: Your logo or any other images will not display to you until you click on Save and preview.
- Ensure you **choose your disciplines carefully** as students will search for profiles by discipline recruited.
 Check a discipline heading box if you recruit all subjects within that discipline.
- TIP:** You could copy and paste your text from the About Organisation section into a Word document so you can do a word /character count

About us *

Suggested topics:

- What is your vision, philosophy, values?
- Size of your organisation, number of staff, locations of offices
- Why would someone work/volunteer for you? (e.g. diverse work environment, work experience, training and development opportunities)
- Try and keep this succinct and not duplicate the information that students can obtain on your website.

Callout Box: About Us is the only mandatory box in the About Organisation section.

Our volunteer program

Suggested topics:

- An overview of the work the graduate/student will be involved. e.g. location of and number position/s available, projects or tasks they will under take
- Outline the benefits of volunteering with your organisation
- Outline of the commitment required - hours, times, dates

Callout Box: If you do not have a structured volunteer program, it is still preferable to include information on general volunteer opportunities.

The type of work you may be involved in

Suggested topics:

- Provide students with an overview of the work the graduate/student could be involved in. e.g. major projects, tasks, levels of responsibility.

Whilst these three boxes are not mandatory, we recommend providing some information here. (Blank sections are not displayed to students)

What we look for in volunteers

Suggested topics:

- Essential skills or attributes and personal qualities you're looking for?
- Any set key selection criteria?
- Any residency status or visa requirements?

How to apply to volunteer with us

Suggested topics:

- Application process/steps students go through and timeframes so applicants know what to expect.
- Do you welcome resumes/calls all year round or only to a specific advertisement?
- Do they apply through your website?
- How/when will you contact students after they apply?

It's a good idea to Save and preview now.
 **Remember max 2500 characters (approx 350-400 words) for the About Organisation section, you could copy and paste into a Word document to do a count.
 **You can Save and preview as many times as you like before submitting your profile. You can even log off and come back at a later date and complete it.

Save and preview

A DAY IN THE LIFE ...

Provide up to 6 graduate or employee descriptions. These will rotate on your profile for students to view. This section is optional and can be completed at a later date.

Picture

Max 4MB
 File formats accepted: jpeg, gif, tif, png
 All images will be resized to fit within a 250x250 pixel area

Description

Max characters 500 (approx 80-90 words / one paragraph).

Questions you might like to ask the graduate or employee

- What is your current role?
- Describe the main aspects of your work
- What do you really enjoy about your job?
- How has your career progressed or changed?
- One piece of advice of you would give current students is...

TIP: Your profile will look better and more interactive if you include some photos and descriptions of volunteers in this section.

If you don't have photos and short descriptions ready, you have two options:

- 1) Save what you've entered so far and log on at a later date and complete the form.
- 2) Finish the rest of the form and submit your profile for approval then request to add the volunteer at a later date

[Delete this 'A day in the life' entry](#)

[Add more ...](#)

MORE INFO

Link description 1 :

Link1

Link description 2 :

Link2

Link description 3 :

Link3

KEY DATES

Applications Open

Applications Close

This will create a new picture and description box for the next volunteer description. Up to six people can be featured on your organisational profile.

Provide up to 3 web links in the MORE INFO section e.g. your web home page, your web page on volunteer positions and any other useful link.
N.B. At least one web link should be provided

Leave the KEY DATES section blank if unsure of any of your application open / close dates or if they vary throughout the year.
 An indication or approximation of your typical key application open and close dates can be provided in "How to apply to volunteer with us" box.

We recommend you Save and preview before submitting to the LIVE Unit for approval.
 You can Save and preview as many times as you like before submitting your profile. You can even save then log off and come back at a later date and complete it.

Please review your profile thoroughly before submitting it to the LIVE Unit for approval as you will not be able to edit if after submission.
 (C&E can allow editing but an email request must be sent to us)

The LIVE Unit will approve your organisational profile usually within two working days. Once approved it is available for students to view.
 Your profile will last for one year from date of approval. Reminder emails to renew your profile will be sent one month prior to the expiry date. You can view your profile at any time from your Careers Online home page.

Final Tip / Reminder.

Remember to **always use Careers Online to lodge volunteer opportunities you have available** as your current vacancies are automatically displayed on your profile.

Your volunteer opportunities and profile are viewed by students on Volunteers Online.

For more information: www.services.unimelb.edu.au/live/vo/profiles