

How to Express Interest in an Opportunity



Manage Opportunities

Search for Opportunities

Chat

Update Profile

Resources and News

1. From the home page select the **Manage Opportunities** tab
2. Click **Search Opportunities**
3. Search for Vacancies in your preferred area. When you have found a suitable Vacancy select **Add to Shortlist**
4. You will notice that you have items in your Shortlist
5. Next select **Review Shortlist & Express Interest**
6. Make sure the **Select to Express Interest** box is checked

Search Opportunities

LA wide Opportunity

Opportunity Name: Co-opted and LA governor vacancies

Expiry Date: 02/01/2119

Date Range: From 21/01/2019 To 02/01/2119

Vacancies: 30

Description: I work for Governor Services and support schools in filling their governor vacancies.

View more

Add to shortlist

1 View Shortlist



Review Shortlist & Express Interest

Select to Express Interest



6. Select **Next**

Next

7. You have now Expressed Interest in the Governor Vacancy and a **Success** notice will appear

Success !

8. Click Finish to return to the Homepage

Finish

9. When you receive a communication back from the school just select **Chat** on the Home page and you can send further messages and attachments if required. See our guide on how to **Chat**

10. If you do not receive a communication from the recruiting school after a week contact the Central Team at enquiries@inspiringgovernance.org for further support