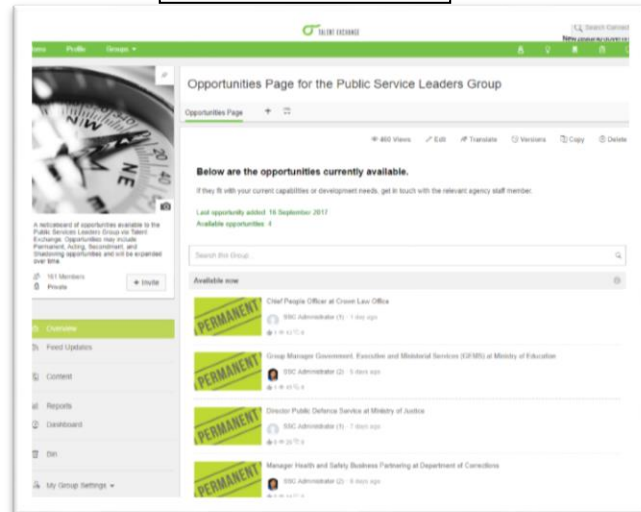


Example of the Opportunities page:



OPPORTUNITIES PAGE: Public Service Leaders Group

A noticeboard of opportunities available to the Public Services Leaders Group via Talent Exchange. These opportunities can include; shadowing, project, governance, acting, secondment and permanent positions of any length.

Opportunities Page is not a recruitment management portal where leaders can apply for opportunities. All opportunities will have contact details or links to direct users to the online application site (such as Government Jobs Online).

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Access for First-time and Returning Users

To access Opportunities Page you have to have previously logged into Talent Exchange. If you have done so you will get an invite, invitations are sent every Friday. If you would like to request an invite prior to a Friday or feel like you have been missed please email talentexchangesupport@ssc.govt.nz.

First-time users

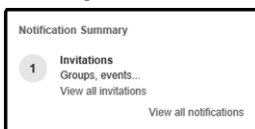


Use the link within the invitation from "Connect with Others and Opportunities" or instructions below:

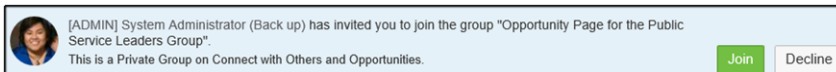
- 1) Within Talent Exchange, Top Left



- 2) On the right Side, click on the notification



- 3) Accept the invite to join



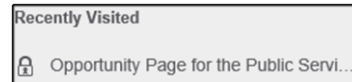
Returning users



- 1) Within Talent Exchange, Top Left



- 2) Click the page



Setting notifications

When you have joined the Opportunities Page you can edit the notifications you receive about opportunities so they are either **Immediate, Daily, Weekly, or None**.

To edit these, on the right hand side of the **Opportunity Page**, click **Email Notifications** and chose the notifications setting you would like.

