

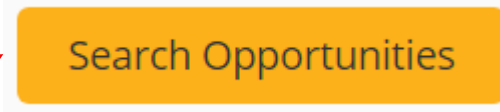
How to Express Interest in an Opportunity



1. From the home page select the **Search for Opportunities** tab or button

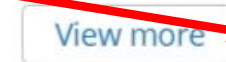


2. Search for Vacancies in your preferred area. When you have found a suitable Vacancy select **Add to Shortlist**



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.

3. You will notice that you have items in your Shortlist. Select this button to see what you've added.



1. Next select **Review Shortlist & Express Interest**

2. Make sure the **Select to Express Interest** box is checked





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