CareerHub - How to register as an Employer

1. Open a web browser and navigate to https://careerhub.uts.edu.au

2. Click Employer Login as shown below

3. Click Register on CareerHub as shown below
4. Select your Employer Type

5. Enter your Organization Name, select from existing records which will appear as you type.
6. Review the CareerHub terms and conditions carefully, you can revise these at anytime by visiting https://careerhub.uts.edu.au/Employers/Terms_and_Conditions.chpx
Then continue using an existing record by selecting it or select continue to create a new record.

7. Complete the Organisation Details Form.

![Organisation Details Form Image]
8. Complete the Register Primary Contact form
   - The use of shared inboxes as the primary contact is preferred in order to provide access to CareerHub when your company’s designated CareerHub Administrator is absent.
   - We suggest using your primary email address as your CareerHub username

9. You will receive a confirmation email verifying your registration.

10. Your registration will be subject to approval by the UTS Careers Recruitment Administrator

11. Once your registration is approved you will receive notification via email, Click the link included


13. Login to the CareerHub Employer Portal using your username and password.

For assistance please contact UTS Careers http://careers.uts.edu.au
   Monday - Friday 09:00 - 17:00 (Australian Eastern Standard Time)
   careers@uts.edu.au +61 2 9514 1471

Version 1.0 by Ryan Oostendorp