CareerHub - Adding a new job
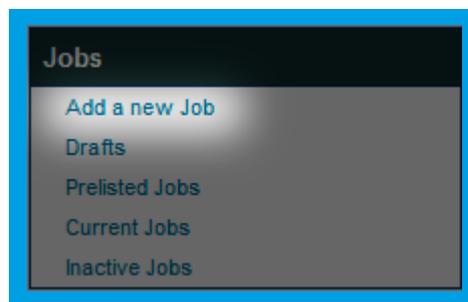
1.   Login to the employer portal using your UTS CareerHub username and password.

2.   Click Add a new job on the right side navigation panel

3.   Complete the New Job form fields:

Job Title	-	The official job title
Administrative Contact	-	The primary contact for enquiries
Application Closing Date	-	Date that applications close
Expected commencement	-	Date that you expect the candidate to start
Number of Positions	-	For advertisements offering multiple positions
Salary / Wage	-	Renumeration offered for this job
Contract Type	-	Permanent or Temporary
Contract Hours	-	Full Time, Part Time or Casual
Location	-	Location of the Job
Summary	-	Brief description of the job
Details	-	In depth outline of the job
Application Procedures	-	Web link or email address for applications .

4.   Click Save and Continue

5.   Review the information entered on the Application form, You can edit the job by clicking the link at the top of the page or acknowledge the statement that you can not edit the job after publishing and then click next

6.   You will then need to select the type of work the new job. Select from the following options below and then click next.

Graduate - For jobs targeting students who have graduated.
Graduate Recruitment Programme – For structured professional development positions designed specifically for new or recent graduates
Internship – For temporary positions with an emphasis on skills development and on-the-job training rather than merely employment; they can be paid or unpaid (Information on Unpaid Internships).
Overseas – For any jobs based outside of Australia
StudentJobs@UTS – For jobs advertised by UTS faculties and divisions
Vacation – For short-term and/or casual jobs, occurring during vacation periods
Vacation Employment Programme – For structured professional development programmes over the summer break (Paid work opportunities, Directly related to student's degree, Offered to penultimate or final year students)
Volunteer – For opportunities and/or activities offered by not for profit organisations (Further information about Volunteering)

7.   The next step is to select an Occupation category for the new job, select a category from the list and then click Next.

8.   You will then be asked to select a Campus in order to target a particular group of students who are geographically located in range of the new job's location. Select a UTS Campus and then click Next.

9.   The final step is to select a date for Publication of the job advertisement. You are able to publish immediately or schedule the job for publication up to 1 month in the future. Select an option (and date if scheduling publication) and then click submit to publish the job.

Guidelines

The way you write your job advertisement plays a key role in attracting the best candidates. Competition among employers for graduates is hot, making it vital for you to sell your job and company to potential applicants:
-Imagine yourself as the student you want to recruit – what would make you want to read about this position – and apply?
-Ensure that your ad answers candidates' 'What's in it for me?' question.
-Unlike general recruitment websites, on UA CareerHub, your audience is specifically students and recent graduates – take the opportunity to tailor your offer to this audience.

Position Title

Capture the attention of your ideal candidates with a concise but descriptive position title:
- Simplicity is the key - use terms that student job seekers will be familiar with - avoid jargon.
- Be accurate in the title and don't use "gimmicks"
- Consider including your company name to add credibility.

Descriptive Details

This summary of up to 300 characters appears when your position is displayed as a result of a student's online job search. Entice job candidates to click on your position to find out more:
- Imagine you have only 10 seconds to convince candidates to read about your position – use its benefits as a hook to attract the type of person you're looking for.
- Write this summary uniquely – don't copy a paragraph from the position's 'Job details' section.
- Include the job's location and your company name if not used in the Title.

Job Details

Write about your position in a way that allows candidates to imagine themselves in it:
- Describe the position comprehensively including its opportunities and responsibilities.
- Provide a brief summary of your company and what it's like to work for, such as the culture and working environment. - Be specific about the position's benefits, including the salary, on-the-job and other training, opportunities for career progression, rewards and incentives. This is the ideal forum to promote benefits specifically targeted to students, such as if you can employ students while they complete their studies.
- Explain what you're looking for in applicants – qualifications, skills, experience, working hours, personality characteristics – without being too generic.
- Specify what makes your job or graduate program unique – remember your candidates are likely to be comparing your offer against others.
- Keep the details informative yet concise, remembering candidates will see your advertisement on screen, most likely initially scanning through the text rather than reading each word.

Present your position attractively on screen:
- Use short paragraphs.
- Present information in bullet point lists. (a * at the beginning of the line will be converted to a bullet point when viewed in CareerHub)

Application Procedures

Make it easy to understand how to apply:
- Keep the instructions simple, remembering your candidates may not have applied for full-time employment before.
- Explain exactly what an application should include – for example, if you require a response to selection criteria, and what length it should be.
- Detailed information can be included as an attachment viewed with your advertisement.