UTS: 

CAREERS.

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

![Jobs](image)

3. **Complete the** New Job **form fields:**

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

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.