

CareerHub - Targeted Mail Service

1. [Login](#) to the [employer portal](#) using your [UTS CareerHub username](#) and [password](#).
2. If you have not previously logged into UTS CareerHub you will be required to [create a user profile](#). After creating your profile you are able to continue to use this login to request future targeted mailouts or post job opportunities as they arise.
3. You are required to [submit a form](#) detailing your target mailout request. You will then be contacted by UTS: Careers by email with the number of students who meet your criteria and the total cost of the mailout. Please do not send any materials to UTS: Careers until exact numbers and costs have been provided to you.

The cost for electronic mailouts is \$1.10 per email, with a [minimum charge of \\$60](#). We also reserve the right to charge a minimum of \$110 administration fee if you do not proceed with a mailout requiring complex searches. All charges quoted are GST inclusive. Postal mailouts to UTS students is also available.

All correspondence with UTS Students will contain the below [disclaimer](#):

“This information has been sent to you on our behalf by the Careers service without the disclosure of your name and address details. The provision of this information does not constitute an endorsement by the University of the merits or otherwise of the organisation providing the information. The University is simply passing on information which the Careers Service feels may assist you in your job search. You should make your own inquiries to verify any of the information given.”