



Opportunity Posting Guide

How to post an advert
on UTS CareerHub

1

Login to [UTS CareerHub](#) using your username and password.

[Login here.](#)

CareerHub

[Register on CareerHub](#) GO

[Login to CareerHub](#) GO

Home

- Request Login for registered organisation
- Terms and Conditions
- NES and Minimum Wage
- Targeted Email Service Guide
- Registration Guide for Employers
- Add a new contact to your organisation
- Job Posting Guide
- Contact Us

Employer Login

Warning: You must log in to view /employers/

① Usernames and Passwords are case sensitive.

* Username
testing

* Password
●●●●●●

Login

New to CareerHub?
[Click here to register.](#)

Forgotten your username or password?
[Click here to reset your details.](#)

2

Select 'Add Opportunity' from the left navigation panel.

[Add Opportunity](#)

CareerHub

Logged in as **darabee**
[Log out](#)

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Opportunities

- Add opportunity**
- Prestel
- Prestel
- Current
- Inactive

Home

- Request Login for registered organisation
- Terms and Conditions
- NES and Minimum Wage
- Targeted Email Service Guide
- Registration Guide for Employers
- Add a new contact to your organisation
- Job Posting Guide
- Targeted Email Request Form
- FEIT Workplace Health and Safety Declaration
- FEIT Internship Agreement
- Contact Us

Warning: Your organisation's registration is currently awaiting approval
You can now continue to add opportunities and contacts, however details will not be visible to students until your registration and each submission has been approved by an Administrator.
You will be notified by email when your registration has been processed.

Welcome to the University of Technology Sydney's CareerHub

CareerHub is an online platform that provides means for electronic communication between students, employers and the UTS Careers team.

This system is used by many Australian and New Zealand universities. Using a well-known system will make the process easier for employers wishing to recruit students and graduates for full time, part time, or vacation work. Student will also use CareerHub to book themselves into events, such as the Careers Fair, and to book appointments with Careers Consultants.

Apart from general information you can find in the links within the Communicate menu to the left, to use the system you must first be registered. If you are not currently registered you can submit your application now by clicking on the 'register' button at top left. If you are already registered, then to access all the features you must 'login' via the button at top left.

If you are submitting your registration now, then you must wait until UTS Careers approves your application (you will be notified by email). If you haven't been notified within two business days, please email us at wehire@uts.edu.au

What does CareerHub provide?

When you are registered as an employer on CareerHub you will be able to:

- maintain your contact details and set your company into appropriate employment categories
- add a list of contact people within your company, and specify what 'Service' (eg. Graduate Employment, Vacation Employment) they should be the primary contact
- add vacancies directly to the CareerHub system for students to search
- edit and close the vacancies you have listed
- view a history of all the previous vacancies you have listed on CareerHub
- register to any prestelisted event, such as a career expo

Please note that advertising a position with UTS Careers is a free service.

NOTE:
The UTS Careers Terms and Conditions for Advertisers have recently been updated and now apply to the use of the UTS Careers advertising service by registered Advertisers. Please go to: [Terms and Conditions](#)
Updated 06/10/2016

3

Fill out the details of form, including:

- a. Opportunity Title
- b. Administrative Contact (from drop down menu), the primary contact for any enquiries

- c. Closing Date
- d. Commencement date – ideal start date
- e. Number of positions available
- f. Contract type and hours
- g. Remuneration (please note, UTS Careers requires all paid opportunities to be at or above the national minimum wage. If you would prefer that the remuneration is not seen by students, please type NFD (not for disclosure) before the remuneration amount. UTS Careers will ensure that the remuneration is at or above the [national minimum wage](#), and write “competitive” in the field).
- h. Location – be sure to press the “Add” button on the right-hand side.

Select 'Add'.

New Opportunity

For your job to be approved, it must be well written, comply with our terms and conditions and Fees Schedules. Before typing your job ad, please ensure that your existing staff contacts are appropriate for this Job, or add a new contact first.

* Opportunity title

* Administrative contact
 Contact to display to students

General Details

Your job application no. or reference code

* Application closing date

* Expected opportunity commencement date

* Number of positions available (estimated)

* Salary / wage

* Contract type

* Contract hours

Locations

Ultimo, New South Wales (NSW), Australia Delete

City State Country Add

4

Summary—A brief description of the opportunity, which is visible to students prior to clicking into the advertisement.

5

Add the opportunity details. For a more detailed guide on what to include in this section, and how to make it attractive for students, please see our [‘How to write a strong advertisement for students’](#) guide.

.....
Enticing summary here.

Descriptive Details

1 You can create bullets in the job details and application procedures sections by putting a * at the beginning of the line.

*** Summary for display in search results**
This text is visible to students prior to clicking into the advertisement. A catchy summary helps entice students to click into the opportunity.

*** Details**
Include an informative description of the position – eg. duties/responsibilities, working hours/days, frequency of work, required skills/experience.

INCLUDE:

- Tasks/Responsibilities
- Selection criteria
- Benefits to the student
- Duration/frequency
- Information on Organisation

For more detailed information on what to include, please refer to the 'How to Write an Attractive Opportunity Guide'.

6

Add in the [residency requirements](#)–Local students only, citizens and PR holders, or open to all including international students.

Residency Requirement

7

Include how you would like the applicants to apply, whether through a website, or by direct email, and what should be sent (i.e. cover letter, resume etc.). You can also upload any attachments here.

.....
Upload any attachments.

*** Application procedures**
Include details on how to apply (eg. Email CV), plus a contact name, phone number, email or postal address as appropriate.

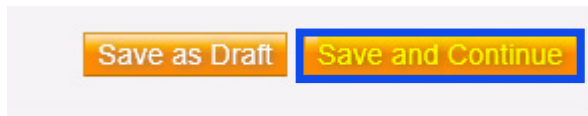
How would you like to receive resumes?

Company website (link to page showing job information or downloads if possible)

Upload an attachment (eg. application form)

8

Save & continue.



9

Review the information entered. You can edit it by clicking the link at the top of the page, or simple accept the terms and conditions and continue. Once “next” has been clicked, the opportunity cannot be edited.

---> Step 1 of 6: Review

ⓘ Ensure your opportunity details are 100% correct before publishing. After you continue through this process you will NOT be able to edit your opportunity. If necessary [edit the opportunity](#) now.

Software Developer

Employer: Ryan test 2
 Position title: Software Developer
 Position Ref.: 12354
 Application close: 30-Nov-2017 Thursday
 Commences: 12 Dec 2017
 Contract Type: Permanent
 Contract Hours: Full Time
 Remuneration/ Pay rate: \$60K
 Location: Sydney

Details

Software developer role for Australian-based Software Applications company with true research and development of latest IT and related software products. Previous interns from UTS have worked out extremely well and have been offered permanent positions with us.

- Knowledge of relational databases, SQL, Visual Studio, VB .Net, ASP .Net and WPF an advantage
- Knowledge of web and app development and deployment skillsets will be considered for future projects
- A desire and ability to learn quickly in a technical environment
- Excellent written and verbal communication skills
- Strong listening and interpretive skills
- A demonstrated capacity to work as a team member
- Strong focus on customer service skills
- Ability to work beyond areas of specialisation
- Proven capacity to manage time and workload; timely task completion
- Must be motivated and self driven

The positions available will cover a range of duties:

- Installations of new customer CRM systems including SQL, Windows, Office
- Integrated payment gateways, websites and finance systems integration
- Support and troubleshooting of existing customer-based issues with thankQ
- Testing and UAT work
- Coding of new web works
- Coding of thankQ modules in .NET
- Working as part of the team to research, review and design for future modules to be integrated as part of thankQ CRM

This is truly a position for a career-oriented programmer, wanting a start and to grow with a company that is a market-leader in applied CRM's for the Not-For-Profits across Asia-Pacific.

Application procedures
 Email CV to wehire@uts.edu.au

* I understand that I can NOT edit the job after publishing

Next

.....
 After 'Next' changes cannot be made.

10

Select the type of work from the following list:

Earn while you Learn | Casual and part-time opportunities for students to undertake while they are studying. (E.g. bartender, tutor, retail assistant etc.)

Experienced Hire/Post-Graduate | Targeting students with prior experience, or studying a postgraduate degree

Graduate | Roles for recent or soon-to-be graduates

Graduate Recruitment Program | Structured professional development positions designed specifically for new or recent graduates

Internship/Vacation Program/Cadetship | Temporary positions with an emphasis on skills development and on-the-job training, rather than merely employment or structured professional development programs over breaks

Jobs on Campus | Roles based on the UTS Campus

Overseas | Opportunities based outside of Australia

UTS iLab Projects | UTS iLab Projects/UTS Special Projects

Scholarship | Scholarship funded

Vacation | For short-term or casual jobs occurring during holiday/vacation periods

Volunteer | Activities offered by not-for-profit organisations

Select all that apply.

Publish Opportunity

Step 2 of 5: Type Of Work

Select the type of work which best describes your opportunity.

Type Of Work

- Earn while you Learn
- Experienced Hire/Post-Graduate
- Graduate
- Graduate Recruitment Program
- Internship/Vacation Program/Cadetship
- Jobs on Campus
- Overseas
- Scholarship
- UTS iLab Projects
- Vacation
- Volunteer

Previous Next

11

Select which is the most applicable industry for the role from the below list.

Note: This is the industry of the occupation, not the industry that the organisation is within.

Step 3 of 6: Occupation

Select the occupations from which you most want to attract applicants.
Your selection(s) will highlight the ad for these Students, but will not restrict others from viewing the details or applying.

- Occupation
 - Architecture and Construction Management
 - Arts
 - Business and Management
 - Psychology
 - Environment
 - Health and Community Services
 - Law
 - Medicine
 - Communication and Media
 - Creative Intelligence and Innovation
 - Teaching
 - Nursing
 - Nutrition
 - Physical Sciences
 - Science
 - Sport
 - Visual, Performing Creative Arts
 - Information Technology
 - IT - Business Information Systems Management
 - IT - Data Analytics
 - IT - Enterprise Systems Development
 - IT - Interaction Design
 - IT - Internetworking and Applications

- Engineering
 - Engineering - Biomedical (Junior)
 - Engineering - Biomedical (Senior)
 - Engineering - Civil (Junior)
 - Engineering - Civil (Senior)
 - Engineering - Civil & Environmental (Junior)
 - Engineering - Civil & Environmental (Senior)
 - Engineering - Data (Junior)
 - Engineering - Data (Senior)
 - Engineering - Environmental (Junior)
 - Engineering - Environmental (Senior)
 - Engineering - Electrical (Junior)
 - Engineering - Electrical (Senior)
 - Engineering - General (No Specified Major) (Junior)
 - Engineering - General (No Specified Major) (Senior)
 - Engineering - ICT (Junior)
 - Engineering - ICT (Senior)
 - Engineering - Innovation (Junior)
 - Engineering - Innovation (Senior)
 - Engineering - Mechanical (Junior)
 - Engineering - Mechanical (Senior)
 - Engineering - Mechanical and Mechatronic (Junior)
 - Engineering - Mechanical and Mechatronic (Senior)
 - Engineering - Mechatronic (Junior)
 - Engineering - Mechatronic (Senior)
 - Engineering - Software (Junior)
 - Engineering - Software (Senior)

Previous Next

Select all that apply.

12

Select UTS Campus, and click next.

.....
 Check 'UTS'

13

Select the date for the publication of the opportunity. Submit the opportunity.

Note: It is helpful if you know your application open dates in advance.

.....
 Opportunity sent through CareerHub

14

Once submitted, the UTS Careers team will review the opportunity and approve it, making it visible to students and graduates. UTS Careers aims to process opportunities within two business days.

Unpaid internships require faculty approval, and may take longer to approve. If insufficient or incorrect information is supplied, there will be delays in advertising the opportunity.