How to Register on CareerHub

Register as an Employer on CareerHub
1. Open a web browser and navigate to careerhub.uts.edu.au

2. Click Register on CareerHub as shown below

3. Select your Employer Type.
4

Enter your Organisation Name, select from existing records which will appear as you type.

5

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.

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Complete the Organisation Details Form
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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.

You will receive a confirmation email verifying your registration.

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

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

Alternatively open a web browser and navigate to careerhub.uts.edu.au/employers

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

If you have any further queries, please contact careers@uts.edu.au or call +61 2 9514 1471 for assistance.