



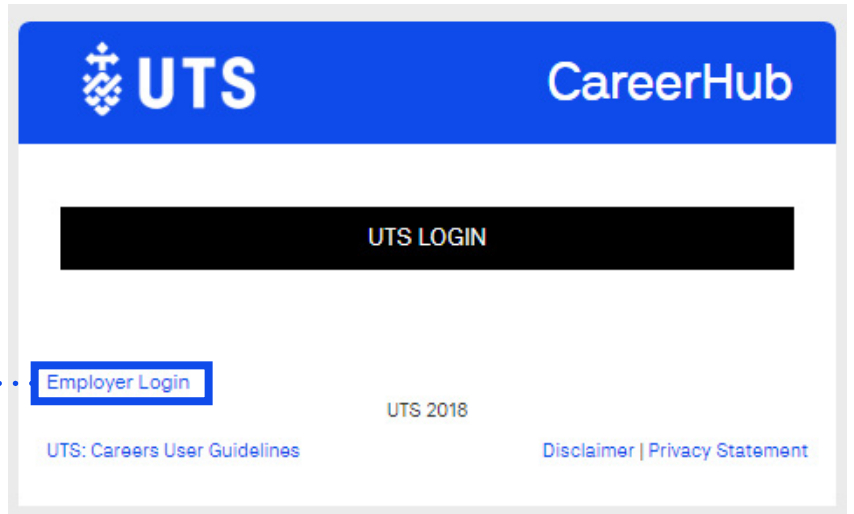
How to Register on CareerHub

Register as an
Employer on
CareerHub

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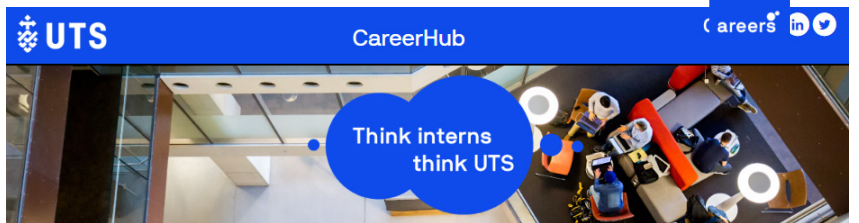
Open a web browser and navigate to careerhub.uts.edu.au

Click Employer login as shown



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Click [Register on CareerHub](#) as shown below



Register on CareerHub
Log in to CareerHub
Information for Employers
Resource and services

Employer Login

You must log in to view /employers/

ⓘ Usernames and Passwords are case sensitive.

* Username

* Password

Login

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

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

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Select your Employer Type.



Register on CareerHub
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Employer Registration

Step 1: Employer Type

Organisation / Employer	For registered businesses or organisations that recruit students or graduates for paid employment.
Non-profit Organisation	For registered charities, non-profit organisations, volunteering organisations or industry associations.
Agent for Employer	For recruitment agencies and similar that recruit on behalf of other organisations.
Individual	For individuals not representing a registered business. (Eg. householders, parents or students offering home based jobs like tutoring or gardening).

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

Step 2: Organisation Name

* Organisation Name Acronym (if commonly used)

* I have read and agree to the CareerHub Terms and Conditions

Back **Continue**

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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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Terms and Conditions for Advertisers

The University of Technology Sydney (**University**) is committed to supporting EEO principles and practices which do not discriminate against any individual or group. UTS:Careers provides advertising and targeted mailouts on behalf of Individuals and organisations of all employment- related opportunities associated with:

- (a) graduates;
- (b) graduate recruitment programs;
- (c) internships (paid or unpaid);
- (d) overseas opportunities;
- (e) student jobs at UTS;
- (f) vacation opportunities; and
- (g) volunteers.

(***the Services**).

The following terms and conditions, as amended from time to time, apply to the Services:

1. Compliance with Commonwealth and NSW law.

(a) Individuals and Organisations (**Advertisers**) must not advertise in a way which discriminates against a person or section of the

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Complete the Organisation Details Form

Employer Registration

Step 3: Organisation Details

* Organisation Name

Acronym (if commonly used) Division (if applicable)

Australian business number is only required if your organisation is registered in Australia.

* Country Australian Business Number

* Describe your organisation

* Organisation type * Number Of Employees * Scope of operations

* Phone Fax

* Email Website

* Postal address

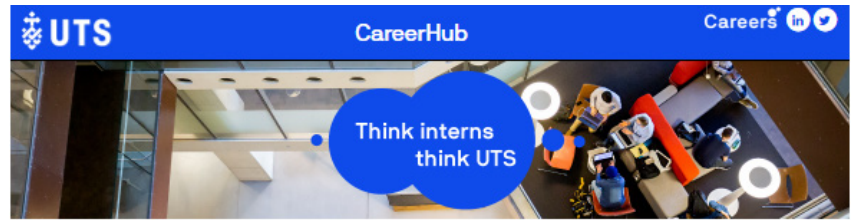
* Suburb State

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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



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 A screenshot of the "Employer Registration" form, specifically "Step 4: Register Primary Contact". The form includes fields for Title, First Name, Last Name, and Position Title (if relevant). It also has sections for "Email Settings" with fields for Phone, Mobile, and Email, and "Login Details" with fields for Username, Password, and Confirm Password. There are checkboxes for "My address is different to my organisation" and "This contact is authorised to enter into this agreement on behalf of the organisation". "Back" and "Finish" buttons are at the bottom right.

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You will receive a confirmation email verifying your registration.

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

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

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

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