The following instructions are on how to register and advertise on QUT’s CareerHub (you can do it online from your office). If you have any questions at all, please don’t hesitate to call.

**To register your company:**

2. Select **QUT CareerHub** under the **For employers/Industry** section
3. Click on the link **Register for CareerHub**
4. Complete the details in the Employer Registration form, and then click **Finish** at the end of the forms

Following approval of your registration, you will be able to place jobs online, as well as request presentations/events. This approval process typically should take no longer than 24-48 business hours.

**To post an advertisement:**

1. Please log in using your username and password
2. Click on **Add a New Job** to enter your job details, then click **Continue**

You will be notified once your job advertisement has been approved and placed online. Your job advertisement will also need to be reviewed by our team (for clarity and relevance, etc), and again, this should take no more than 48 business hours. If you have not had confirmation in this time, please contact our office on 07 3138 2649 or email careers@qut.edu.au

**To request a change in the details of your job advertisement:**

1. Follow the above instructions to log into CareerHub
2. Click on **Current Jobs**, and then select **View Job** for the relevant job advertisement which you wish to edit
3. At the top of the page, click on **Change Request Form**, which appears in the ‘Details Locked’ box
4. You are then able to specify the changes you wish to make to the advertisement, and then click **Save**

You will receive confirmation when the details have been updated. Please contact Careers & Employment for more information or if you have further questions.
What will registering my organisation look like?

The steps are really simple, and very quick to go through!
Step 3, continued.

- Information Media and Telecommunications
- Information Technology
- Internet Service Providers, Web Search Portals
- Legal and Accounting Services
- Management Consultancy
- Manufacturing
- Marketing/Public Relations
- Mining
- Non-Profit
- Other Services
- Private
- Private Enterprise/Industry
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Publisher
- Retail, Hiring and Real Estate Services
- Retail Trade
- Transport, Postal and Warehousing
- Wholesale Trade

Students can view a listing of organisations organised by industry categories. This listing does not contain contact details but does list your jobs and events. If you do NOT want to appear in this list click the checkbox below.

- Hide from organisation listing in student interface

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**Your organisation’s registration is currently awaiting approval**

You can now continue to add jobs 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.

**Summary**

- **Jobs**
  - You have 0 unpublished jobs
  - You have 0 presold jobs
  - You have 0 current jobs
  - You have 0 inactive jobs

- **Details**
  - Your organisation details were last updated 03-Jun-2013, 12:00 AM
  - Your personal details were last updated 03-Jun-2013, 12:00 AM
  - There are 1 contacts within your organisation

- **work groups**
  - You are a member of 0 work group
What will posting a job look like?

New Job

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

* Position Title

Administrative contact  Contact to display to students

Do not display contact

General Details

Employment type

Your job application no. or reference code

Application closing date

Expected commencement date

Number of positions available

Salary / wage

Job Location

Country  State  City

Descriptive Details

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

* Details

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

Residency Requirement

Application procedures

Include details on how to apply (e.g., Email CV), plus a contact name, phone number, email or postal address as appropriate.
New job, continued.

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

- Upload an attachment (e.g., application form)

Structured Programme

- Choose from the following options ONLY if this is a structured annual recruitment activity that your organisation operates
- Graduate recruitment programme
- Vacation Employment programme

Save as Draft  Save and Publish

Publish Job

-> Step 1 of 5: Review

- Ensure your job details are 100% correct before publishing. After you continue through this process, you will NOT be able to edit your job. If necessary, edit the job now.

Test Position

- Employer: TESTER
- Position Title: Test Position
- Application close: 28-Jun-2013 Wednesday
- Commences: 11/7/13
- Job type: Full-time
- Remuneration / Pay rate: $40,000
- Location: City

Details

- Include an informative description of the position—e.g., duties/responsibilities, working hours/days, frequency of work, required skills/experience.

How to apply:

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

I understand that I can NOT edit the job after publishing

Next

Publish Job

-> Step 2 of 5: Target Group

Select the Target Group which best describes your Job.

- Target Groups
  - Undergraduate Position
  - Final-Year Recruitment / Graduate Position
  - Postgraduate Position
  - Postgraduate Research Position
  - Work Experience / Vacation Work / Work Integrated Learning (WIL)
  - QUT Jobs on Campus (JOC)
  - Voluntary / Community Position
  - Fee For Service / Overseas Voluntourism (student pays for experience)
  - Overseas Position / Overseas Work Experience
  - Scholarships

Previous  Next
Publish Job

→ Step 3 of 5: Discipline

Select the Discipline from which you must want to attract applicants.

Your selection(s) will highlight the ad for these Students. But will not restrict others from viewing the details of applying. If your Job is suitable for Students from any Discipline, select only ‘Non course related’.

- Non course related
- Business
- Creative Industries
- Education
- Health
- Humanities Program
- Law
- QUT international College
- Science & Engineering

Previous Next

Publish Job

→ Step 4 of 5: Campuses

Select the Campus from which you must want to attract applicants, remembering that study location is not related to where Students live.

Your selection(s) will highlight the ad for Students from the specified Campus, but will not restrict others from viewing the details of applying.

- Caboolture
- External
- Gardens Point
- Kelvin Grove

Previous Next

Publish Job

→ Step 5 of 5: Publication

When do you want the Job to become visible to Students?

- Immediately after it is approved
- On the following date (1 month in advance maximum)

Publication date

Previous Submit form