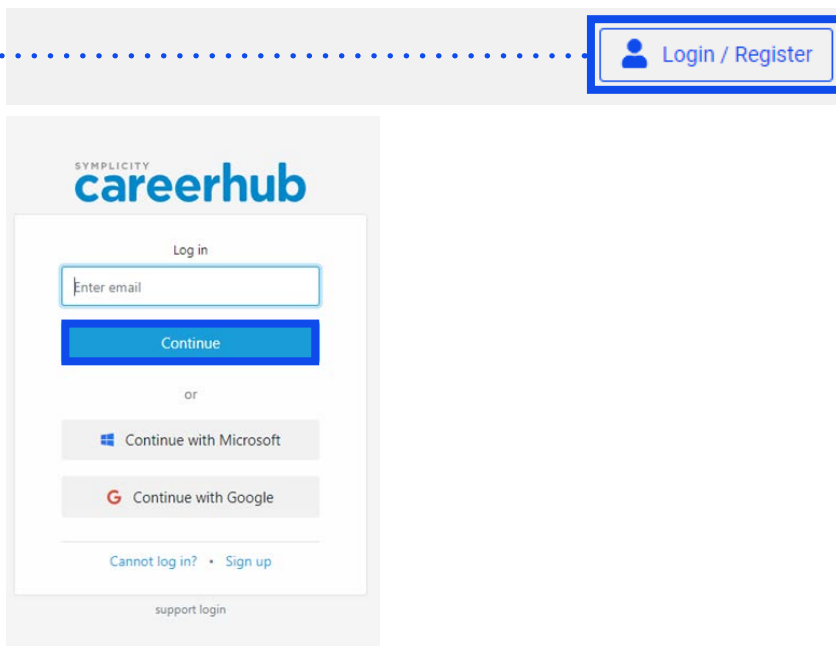# Opportunity Posting Guide

Step-by-step: how to post a job ad on CareerHub

Careers

1

Login to UTS CareerHub using your
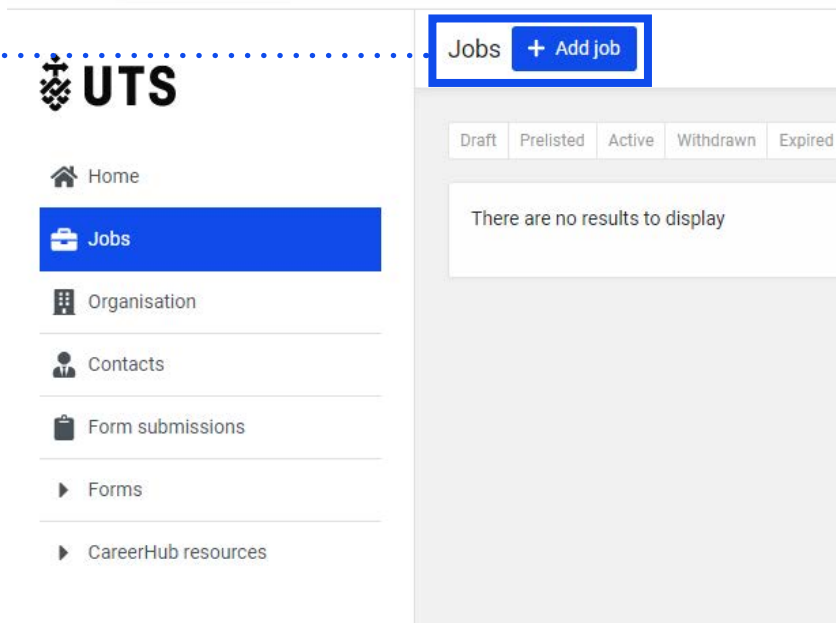username and password.

Login here.

· ·

👤 Login / Register

SYMPLICITY
careerhub

Log in

Enter email

Continue

or

⊞ Continue with Microsoft

G Continue with Google

Cannot log in? · Sign up

support login

2

Go to **Jobs** and select **+ Add Job** from the
top panel.

'Add Job'.

· ·

Jobs **+ Add job**

🍇 **UTS**

🏠 Home

💼 **Jobs**

🏢 Organisation

👥 Contacts

📋 Form submissions

▶ Forms

▶ CareerHub resources

| Draft | Prelisted | Active | Withdrawn | Expired |

There are no results to display

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3
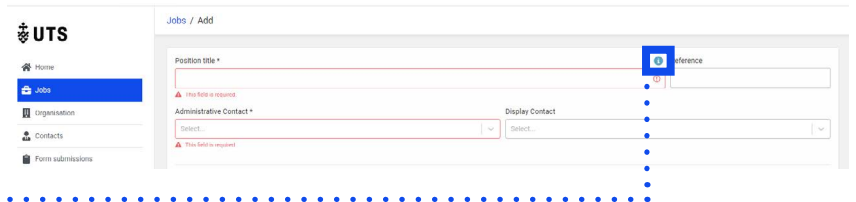
Fill out the details of the form, including:

a.   **Position title**
b.   **Administrative Contact** – the primary contact for any enquiries.

Hover over the blue information symbols for an explanation of the text field.

c.   **Job Categories** – Select the relevant categories only.
d.   **Occupation Categories** - The most applicable industry for the role.
e.   **Summary** - A brief description of the opportunity, which is visible to students prior to clicking the advertisement.
f.   **Description** - Add the opportunity details. For a more detailed guide on what to include in this section, and how to make it attractive to students, please see our [How to write an effective job ad](#) guide.
g.   **Application Procedures** - 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.). Be sure to include the relevant email address or website link to apply.
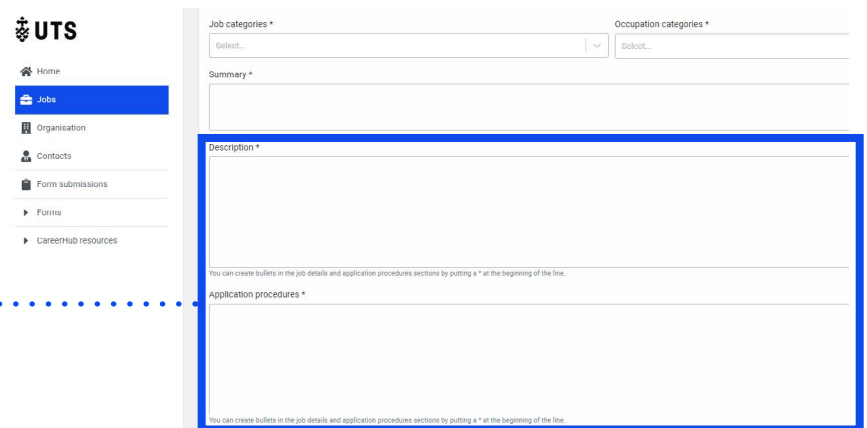
Use an asterisk to create bullet points in the description and application procedures sections.

h.   **Website**
i.   **Location**

Add any additional locations for the opportunity

j.   **Commences** – The start date of the opportunity (e.g. Immediate start)
k.   **Remuneration***
l.   **Contract type**
m.   **Contract hours**
n.   **Number of positions** – Minimum 1.
o.   **Residency requirements** – Local students only, citizens and PR holders, or open to all including international students.

*NOTE: UTS Careers requires all paid opportunities to be at or above the <u>national minimum wage</u>.

If you would prefer that the remuneration is not seem by students:
- Type NFD (not for disclosure) before the remuneration amount.

UTS Careers will ensure that the remuneration is at or above the <u>national minimum wage</u>, and write "market competitive" in the field.

Add any relevant attachments here

4

You can either:
-    **Cancel** the opportunity;
-    **Save** the opportunity as a draft, or;
-    **Save and publish now.**

5
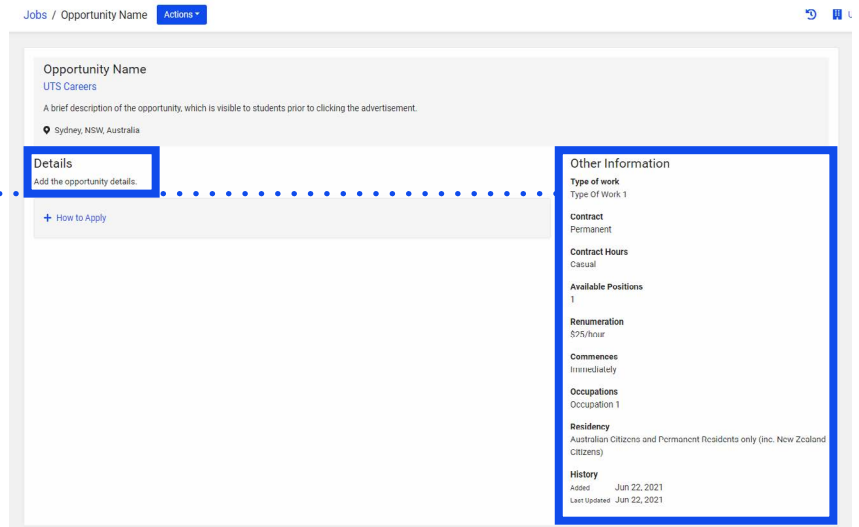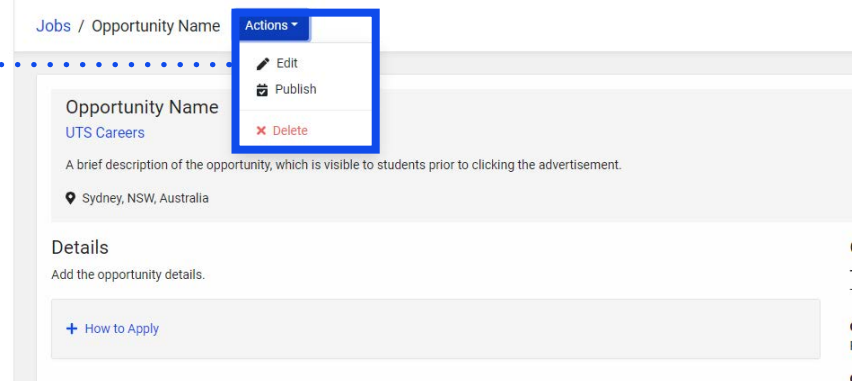
If you save the opportunity as a draft, review the information entered.

You can come back and make edits if you save the opportunity.

Review the information, and add anything that might be missing.

Click on the Actions button to either make edits, publish or delete the opportunity.
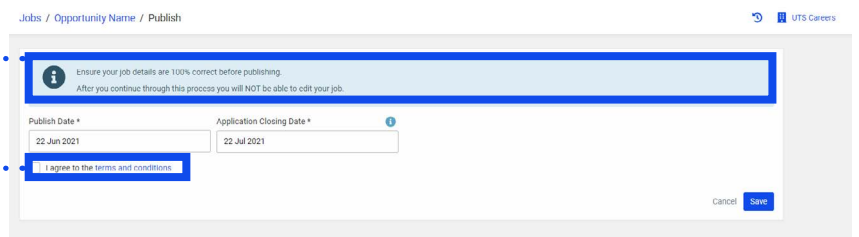

6

If you selected **save and publish** at no. 4:

Select the Publish Date of the opportunity, and the Application Closing Date.

NOTE: You will not be able to edit your opportunity once it has been published.

You must agree to the terms and conditions in order to publish the opportunity.

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Once submitted, the UTS Careers team will review the opportunity, making it visible to students and graduates.

UTS Careers aims to process opportunities within four business days.

NOTE 1: *Unpaid internships require faculty approval, and may take longer to approve.*

NOTE 2: *If insufficient or incorrect information in supplied there will be delays in advertising the opportunity.*

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

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