



## USQ CareerHub

# Advertise your job vacancies for free!

USQ Career Development team can assist you in advertising employment opportunities that you may have available. This service is available at no cost. Please find below information about using USQ CareerHub, our online student employment website.

CareerHub is an internet based jobs board available to all USQ current students and graduates. You may advertise casual, part-time, full-time, or vacation work, as well as work experience, volunteer opportunities, or graduate employment; free of charge at any time throughout the year. CareerHub can be accessed 24 hours a day from anywhere in the world.

### How to register on USQ CareerHub

Registering on CareerHub is straight forward!

Go to <http://careerhub.usq.edu.au/Employers/> and follow the step-by-step instructions listed over the page.

To register your details click 'Register on CareerHub' and complete the online form. Your registration will be submitted to USQ Career Development team for approval.

Once approved, you can access CareerHub as often as you like using the username and password that you have specified.

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

- Add vacancies directly to CareerHub for students to search.
- Maintain your contact details and set your company into appropriate employment categories.
- Add a list of contact people within your company, and assign a primary contact.
- Edit and close the vacancies you have listed.
- View a history of all the previous vacancies you have listed on CareerHub.
- Register to attend events; participate in programs such as mentoring; or register to host a student.



## How to list a job on USQ CareerHub

Go to <http://careerhub.usq.edu.au/Employers/> and click 'Login to CareerHub'.

- Enter the username and password that was assigned during the registration process.
- Once you are logged in, click 'Add a new job' from the left menu.
- Complete the form.
- At the bottom of the form you have the option to 'Save As Draft' or 'Save and Publish'.
- You will now be stepped through a five point review process.
- Use buttons at the bottom of the screen to step through the process.
- If you have electronic copies of application forms or job descriptions they can be attached to the advertisement.
- When finished click 'Submit' and the job will come to the USQ Career Development team for approval.

Students will apply for the job directly to you, according to the application procedure you provide. They do not contact USQ Career Development team about the job offer.

The advertisement will automatically come down on the closing date you specify. You will receive an automated email informing you that your listing will be expiring. However, you are welcome to make changes to the advertisement at anytime by logging in using your username and password.

Should you have any problems lodging your jobs, staff from the USQ Career Development team are happy to assist you.

*Note: All items you add to CareerHub will be subject to approval by Student Services.*



## For more information:

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