



## CareerHub®

CareerHub is the University of Tasmania's online resource for up-to-date job vacancies, career information and frequently asked questions (FAQs).

New positions are advertised daily – many of which are only available to UTAS students. The part-time and casual jobs on offer will mostly be located in the area of your registered campus as will most of the undergraduate work experience opportunities; however, many of the graduate positions are nationally and internationally based.

You will also find useful web-links, assistance with resume writing and selection criteria, current scholarships, info sheets, news, competitions and information on employment-related events and workshops.

CareerHub is accessible 24/7 via the internet at <http://careerhub.utas.edu.au>.

### **HOW DO I ACCESS CAREERHUB?**

To be able to login to CareerHub you will first need to register as a user.

#### **If you are a first time user:**

1. Go to the CareerHub login page, found at <http://careerhub.utas.edu.au>

You can also click on the CareerHub logo  which can be found on the *First Year at UTAS* webpage, the *Current Students* webpage or on the *Career Development and Employment Services* home page.

2. Under 'First time here?', click on the appropriate link. For example, if you are currently enrolled, click on 'Current Student'; if you are a staff member, click on 'Staff'.
3. Complete the online registration form. When you get to the 'Login Details' section of the form, use your UTAS username and password.
4. After you have completed the online registration form, you will receive an email to finalise the registration process. Follow the instructions of the email to confirm your registration.
5. You will then be able to login to CareerHub.

## **Who can I contact for more information or help?**

If you require assistance, please email [careers@admin.utas.edu.au](mailto:careers@admin.utas.edu.au) with your enquiry, making sure you include your student ID number and full name.

## **My profile**

In this section you will find useful tools to record your education, experiences and skills to assist you with resume writing and selection criteria.

## **Jobs**

This section lists all current part-time/casual and graduate positions; many of these are available exclusively to current UTAS students. Select 'Browse Jobs' then click on either part-time/casual employment, undergraduate work experience opportunities, or graduate employment to view positions vacant and application instructions.

Under 'Quick Job Search' is a graduate recruitment link which lists all the current graduate programs with links to the employer websites. The listed graduate program opportunities can be viewed in more detail by clicking 'view job'. These positions are also listed under the Graduate Employment section.

## **Events**

This section lists all current events being offered by a variety of University providers and includes careers workshops, employer information sessions, IT workshops, seminars and student learning activities. Many of these events require students to book a place and this can be done viewing the preferred event and then clicking on the "Book in to event" tab.

## **News**

Current newsworthy items related to the University community generally, as well as specific careers information, are highlighted in this section.

## **Websites**

A range of links to external websites can be found in this section. Included are a wide variety of graduate employers, overseas work and study providers, volunteer and gap year opportunities, professional associations and useful job search sites.

## **Info sheets**

All Student Services fact sheets can be found in this section. Fact sheets cover a wide range of information including topics related to careers, counselling, disability services and study issues.

## **FAQs**

A variety of frequently asked questions can be found in this section covering all aspects of UTAS life. FAQs can be searched by keywords which will then bring up a list of all relevant information related to the keyword/s.