

SKILLS AND JOBS CENTRE

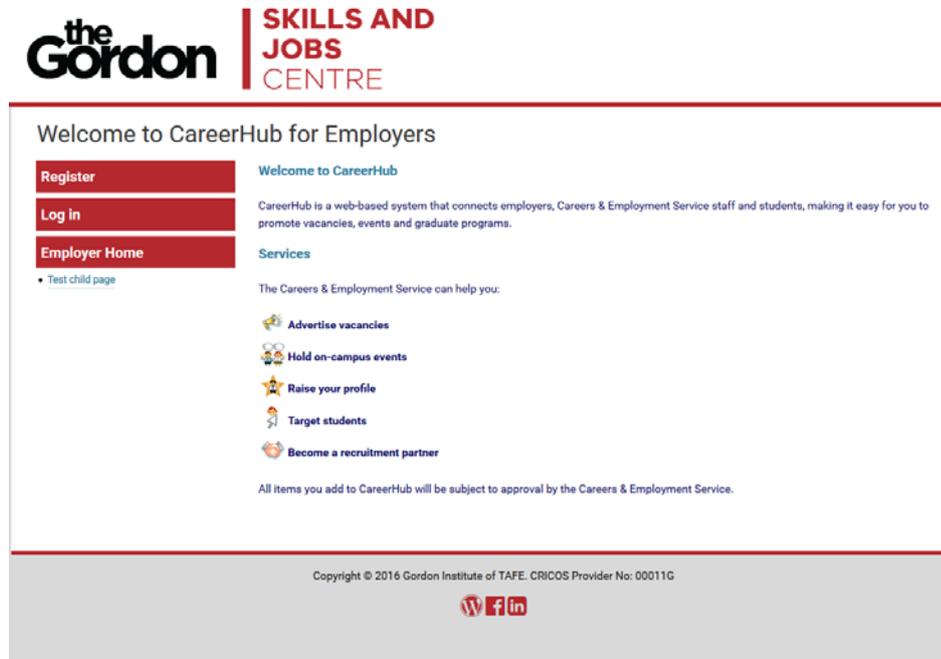
CareerHub User Guide - Employers

INDEX

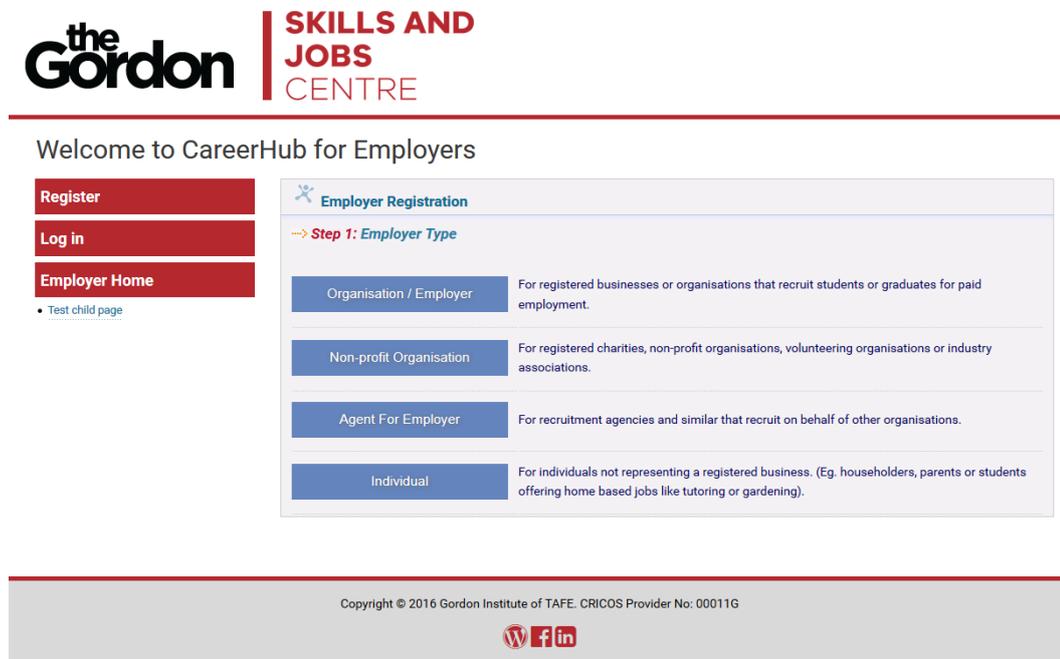
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STEP 1: REGISTERING

1. In order to use CareerHub you will need to first register yourself/your organisation as an employer;
2. Carefully read through the Terms and Conditions to ensure your organisation and the vacancies you wish to advertise meet them;
3. Select "Register" from the left-hand menu:



4. Select the most relevant employer type based on the descriptions:



REGISTERING AS AN ORGANISATION/EMPLOYER, NON-PROFIT ORGANISATION OR AGENT FOR EMPLOYER

- Having selected the relevant Employer Type, enter your organisation name along with any relevant acronym you may be commonly known as. You will need to acknowledge that you have read and agree to the terms and conditions:

Welcome to CareerHub for Employers

[Register](#)

[Log in](#)

[Employer Home](#)

- [Test child page](#)

Employer Registration

→ **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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- The system will alert you if a record already exists for an organisation with a similar name with the following page:

Employer Registration

→ **Step 2: Organisation Name**

⚠ Organisations were found with similar names

The following organisations were found that have similar names to the one you entered. If one of these is your organisation then please DO NOT register again.

Registering a new organisation
If your organisation is completely separate from any of those listed, please continue to register as a new organisation by clicking the "Continue" button below.

Registering a new division
If you are looking to create a registration for a different division of one of the listed organisations then you may continue.

Registering a new contact account
If you are not a pre-existing contact to one of these organisations, another contact that already has access can set you up with an account.
Alternatively, you can use the [login request](#) page to request another contact account to your organisation.

Forgotten your login?
If you have forgotten your login for Gordon CareerHub you can use the [forgot login](#) page to reset your login details.

- [Login to Gordon CareerHub](#)
- [Get assistance](#)

Organisations with similar names:

- **The Gordon (SaJC)**
Division: Skills and Jobs Centre, Location: Geelong, Australia
• [login to Gordon CareerHub](#) • [request a Gordon CareerHub account](#)

[Back](#) [Continue To Register As A New Organisation](#)

- Carefully review the “Organisations with similar names” to ensure you have not already been registered. If you have not, select “Continue To Register As A New Organisation”
- Please enter as much information as possible to ensure the smooth processing of your registration. If key information is missing a Skills and Jobs Centre staff member will contact you to request the information. Click on the “Continue” button when completed:

 **Employer Registration**

→ **Step 3: Organisation Details**

* Organisation Name
Practice Company

Acronym (if commonly used) Division (if applicable)

Country Business Number

Australia

* Describe your organisation
We make and sell edible candles

* Organisation type * Number Of Employees * Scope of operations

Direct employer Small (<50 staff) Local

* Phone Fax

(03) 5225 0700

* Email Website

abc@yahoo.com.au

* Postal address
2 Fenwick Street

* City State

Geelong VIC

Country * Postcode

Australia 3220

Select if your postal address is different to your street address

Organisation Industries

* Select the industry/industries in which your organisation operates:

Accommodation and Food Services

Administrative and Support Services

Agriculture, Forestry and Fishing

Arts and Recreation Services

Construction

Education and Training

Electricity, Gas, Water and Waste Services

Finance and Insurance Services

Health Care and Social Assistance

Information Media and Telecommunications

Manufacturing

Mining

Other Services

Professional, Scientific and Technical Services

Public Administration and Safety

Rental, 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

- Provide the details of the staff member who will be acting as your organisation’s primary point of contact. You will also need to select a username and password at this point. Once all the information has been added select the “Finish” button:

Employer Registration

→ **Step 4: Register Primary Contact**

Title * First Name * Last Name

Position Title (if relevant)

Email Settings

Contact Details

* Please fill in at least one of the fields: Phone, Mobile

Phone Mobile

* Email

My address is different to my organisation

Login Details

* Username

* Password Confirm Password

[Back](#) [Finish](#)

- Once completed your registration will be sent to the Skills and Jobs Centre staff for approval. Once approved you will receive a confirmation e-mail. If there are any issues with your registration, a Skills and Jobs staff member will be in touch with the primary contact to discuss prior to it being finalised:

the Gordon | **SKILLS AND JOBS CENTRE**

Welcome to CareerHub for Employers

Logged in as iamtrump

- Log out

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add job
- Drafts
- Prelisted
- Current
- Inactive

Employer Home

- Test child page

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 drafts
- You have 0 prelisted
- You have 0 current
- You have 0 inactive

Events

- You have 0 current

Details

- Your organisation details were last updated Today, 2 September 2016, 02:35 PM
- Your personal details were last updated Today, 2 September 2016, 02:35 PM
- There are 1 contacts within your organisation

Work Groups

- You are a member of 0 work groups

REGISTERING AS AN INDIVIDUAL

- Once you have selected “Individual” as the Employer Type you will be asked to enter your personal details. Please enter as much information as possible to ensure the smooth processing of your registration. If key information is missing a Skills and Jobs Centre staff member will contact you to request the information:

The screenshot shows the 'Employer Registration' form, specifically 'Step 2: Individual Details'. The form is divided into several sections:

- Title:** A dropdown menu.
- * First Name** and *** Last Name:** Text input fields.
- Contact Details (not displayed to students):**
 - * Email:** Text input field.
- Email Settings:**
 - * Please fill in at least one of the fields: Mobile, Phone:** A note above two text input fields for 'Mobile' and 'Phone'.
- Address (not displayed to students):**
 - * Address:** Text input field.
 - * City** and **State:** Text input and dropdown menu respectively.
 - * Country** and *** Postcode:** Text input and dropdown menu (with 'UK' selected) respectively.
- Login Details:**
 - * Username:** Text input field.
 - * Password** and **Confirm Password:** Text input fields.

At the bottom, there is a checkbox for *** I have read and agree to the CareerHub Terms and Conditions** and two buttons: **Back** and **Finish**.

- Once completed your registration will be sent to the Skills and Jobs Centre staff for approval. Once approved you will receive a confirmation e-mail. If there are any issues with your registration, a Skills and Jobs staff member will be in touch to discuss prior to it being finalised:

The screenshot shows the 'Welcome to CareerHub for Employers' dashboard. At the top left is the logo for 'the Gordon SKILLS AND JOBS CENTRE'. The main content area includes:

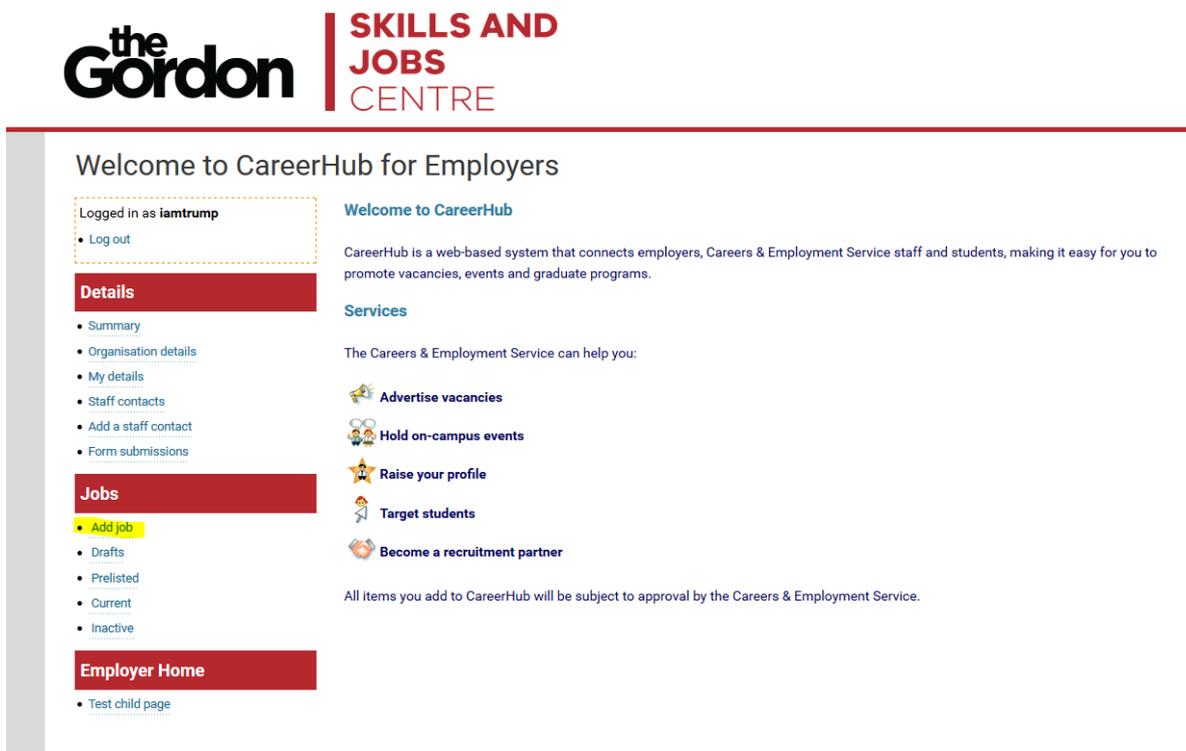
- Logged in as robyngray** with a 'Log out' link.
- Details** section with links for 'Summary', 'My details', and 'Form submissions'.
- Jobs** section with links for 'Add job', 'Prelisted', 'Current', and 'Inactive'.
- Employer Home** section with a 'Test child page' link.
- Alert:** A yellow box stating 'Your registration is currently awaiting approval' with details that the user can continue to add jobs but details won't be visible until approved, and they will be notified by email.
- Summary:** A section showing 'Jobs' statistics: 0 drafts, 0 prelisted, 0 current, and 0 inactive.
- Details:** A section showing 'Your details were last updated Today, 29 September 2016, 03:21 PM'.
- Work Groups:** A section showing 'You are a member of 0 work groups'.

At the bottom, there is a copyright notice: 'Copyright © 2016 Gordon Institute of TAFE. CRICOS Provider No. 00011G' and social media icons for YouTube, Facebook, and LinkedIn.

STEP 2: ADVERTISING VACANCIES

ADVERTISING A NEW VACANCY

- Once you have been approved as an Employer you will be able to post job vacancies to The Gordon CareerHub's on-line jobs board;
- Before uploading your job please ensure the vacancy meets our Terms and Conditions, if it does not it will be rejected by the Skills and Jobs Centre staff;
- From the Employer homepage, log-in using the username and password you created during the registration process (if you have forgotten these, just contact the Skills and Jobs Centre and we will be able to reset them for you);
- Once logged in select "Add Job" from the left-hand menu:



the Gordon | **SKILLS AND JOBS CENTRE**

Welcome to CareerHub for Employers

Logged in as **iamtrump**

- [Log out](#)

Details

- [Summary](#)
- [Organisation details](#)
- [My details](#)
- [Staff contacts](#)
- [Add a staff contact](#)
- [Form submissions](#)

Jobs

- [Add job](#)
- [Drafts](#)
- [Prelisted](#)
- [Current](#)
- [Inactive](#)

Employer Home

- [Test child page](#)

Welcome to CareerHub

CareerHub is a web-based system that connects employers, Careers & Employment Service staff and students, making it easy for you to promote vacancies, events and graduate programs.

Services

The Careers & Employment Service can help you:

- [Advertise vacancies](#)
- [Hold on-campus events](#)
- [Raise your profile](#)
- [Target students](#)
- [Become a recruitment partner](#)

All items you add to CareerHub will be subject to approval by the Careers & Employment Service.

- Please ensure you complete all fields. When adding the location, wait a few moments after typing as you will need to select from a list:

Edit Job - Administration Assistant

Careerhub ID 25569 Added 24-Oct-2016 Last edited 24-Oct-2016
 By Jobs, Sally By Jobs, Sally

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 Job, or add a new contact first.

Job title
 Administration Assistant

Administrative contact Contact to display to students
 Jobs, Sally Do not display contact

General Details

Your job application no. or reference code

Application closing date **Expected job commencement date**
 26-Oct-2016 1/11/2016

Number of positions available (estimated) **Salary / wage**
 1 Higher Education Industry General Staff Award 2010

Contract type **Contract hours**
 Permanent Part Time

Locations

Highton, Victoria, Australia Delete

Add Location
 Suburb, City, State, Country

Descriptive Details

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

Summary for display in search results
 Provides administrative support for the Office Manager

Details
 Include an informative description of the position – eg. duties/responsibilities, working hours/days, frequency of work, required skills/experience.
 Mon-Weds, 9am-3pm
 Experience with Microsoft Office essential

Residency Requirement

Application procedures
 Include details on how to apply (eg. Email CV), plus a contact name, phone number, email or postal address as appropriate.
 Please e-mail a copy of your resume and cover letter outlining your suitability for this role to
 admin@practicecompany.org.au

Company website (link to page showing job information or downloads if possible)
 http://www.practicecompany.careers.org.au

Upload an attachment (eg. application form)

Save As Draft **Save And Continue**

- Once the information is complete select “Save and Continue”. You can select “Save as Draft” if you need to come back to the advert at a later stage;
- After continuing you will be asked to review the information. If you are happy with what is presented, tick the box next to “I understand that I can NOT edit the job after publishing” and click on the “Next” button:

To be successful you will have:

- A keen eye for detail;
- Experience in process work;
- An understanding of OHS regulations.

Application procedures

Please e-mail a copy of your resume and cover letter outlining your suitability for this role to admin@practicecompany.org.au

* I understand that I can NOT edit the job after publishing

Next

- If you do need to make an adjustments after publishing you can do so by contacting the Skills and Jobs Centre at skillscentre@gordontafe.edu.au and outlining the changes you need to be made;
- Select the relevant type of work for the vacancy and select the “Next” button”:

 **Publish Job**

→ **Step 2 of 5: Type Of Work**

Select the type of work which best describes your job.

* Type Of Work

- Apprenticeship/Traineeship
- Casual
- Final Year Recruitment (Gordon Students Only)
- Contract
- On-going Part-time
- Placement (Gordon Students Only)
- Tutoring
- Volunteer
- On-going Full-time

Previous **Next**

- Select the Occupation/s that best match your vacancy and click on the “Next” button:

Publish Job

→ **Step 3 of 5: Occupation**

📘 Select the occupations from which you *most* want to attract applicants.

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

★ Occupation

- Administrative and Office Support Workers
- Arts and Media Professionals
- Automotive and Engineering Trades Workers
- Business, Human Resource and Marketing Professionals
- Carers and Aides
- Chief Executives, General Managers and Legislators
- Cleaners and Laundry Workers
- Construction Trades Workers
- Design, Engineering, Science and Transport Professionals
- Education Professionals
- Electrotechnology and Telecommunications Trades Workers
- Engineering, ICT and Science Technicians
- Factory Process Workers
- Farm, Forestry and Garden Workers
- Farmers and Farm Managers
- Financial Service Workers
- Food Preparation Assistants
- Food Trades Workers
- Health and Welfare Support Workers
- Health Professionals
- Hospitality, Retail and Service Managers
- Hospitality Workers
- ICT Professionals
- Legal, Social and Welfare Professionals
- Machine and Stationary Plant Operators
- Mobile Plant Operators
- Office Managers and Program Administrators
- Other Labourers
- Other Technicians and Trades Workers
- Personal Assistants and Secretaries
- Protective Service Workers
- Receptionists
- Road and Rail Drivers
- Sales Assistants and Salespersons
- Sales Representatives and Agents
- Sales Support Workers
- Skilled Animal and Horticultural Workers
- Specialist Managers
- Sports and Personal Service Workers
- Storepersons

Previous

Next

- At Step 4 it is best to select all campuses to ensure the broadest range of applicants with suitable skills are reached. Once you have done this click on the “Next” button:

The screenshot shows the 'the Gordon SKILLS AND JOBS CENTRE' logo at the top. Below it, the page title is 'Welcome to CareerHub for Employers'. On the left, there is a navigation menu with sections: 'Logged in as practicecompany' (with a 'Log out' link), 'Details' (with links for Summary, Organisation details, My details, Staff contacts, Add a staff contact, and Form submissions), 'Jobs' (with links for Add job, Drafts, Prelisted, Current, and Inactive), and 'Employer Home'. The main content area is titled 'Publish Job' and shows 'Step 4 of 5: Campuses'. A blue information box contains the text: 'Select the Campus from which you most 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 or applying.' Below this, there is a section for 'Campuses' with three checkboxes: 'City', 'East', and 'Werribee'. At the bottom right of the main content area, there are 'Previous' and 'Next' buttons. The footer contains the copyright notice: 'Copyright © 2016 Gordon Institute of TAFE. CRICOS Provider No: 00011G' and social media icons for WordPress, Facebook, and LinkedIn.

- Select when you wish the vacancy to become visible to students once it has been approved and then click the “submit” button. You can use the “Previous” button if you need to go back and make any changes:

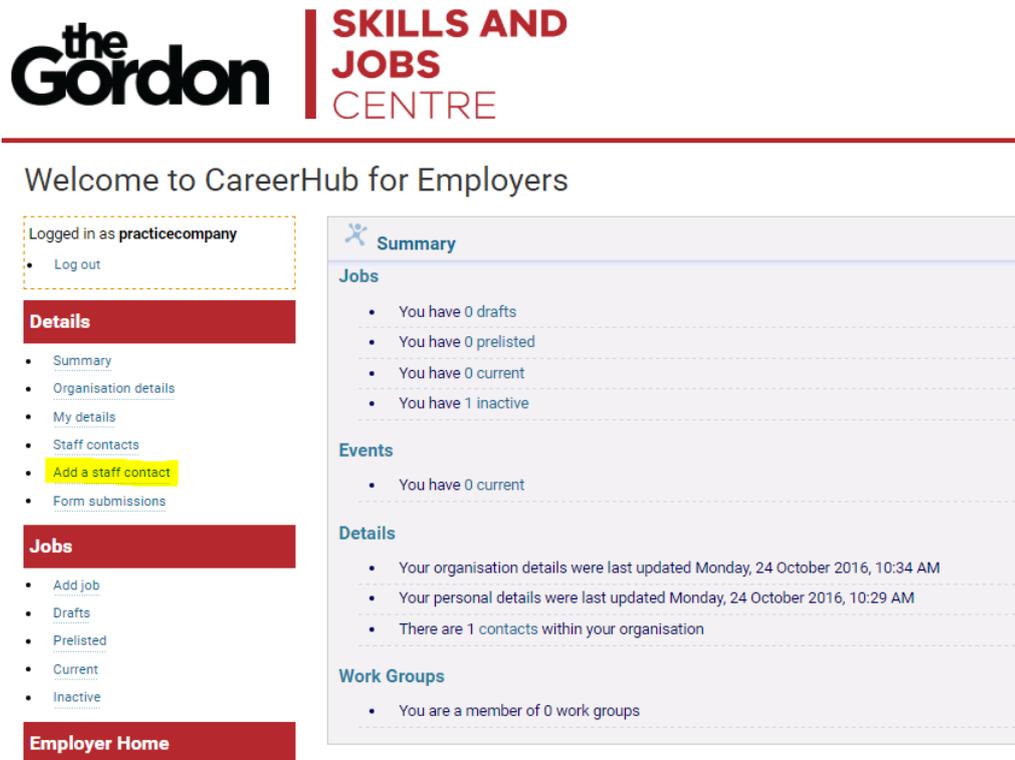
The screenshot shows the 'Publish Job' interface at 'Step 5 of 5: Publication'. The question is 'When do you want the job to become visible to students?'. There are two radio button options: 'Immediately after it is approved.' (which is selected) and 'On the following date (1 month in advance maximum)'. Below this, there is a 'Publication date' field with a text input 'dd-mmm-yyyy' and a calendar icon. At the bottom right, there are 'Previous' and 'Submit' buttons.

- Once you have submitted your job vacancy it will be sent to the Skills and Jobs Centre staff to review and approve prior to being uploaded. Vacancies will reviewed between 9am and 5pm Monday to Friday. Please allow up to 24 hours after submitting a vacancy for the approval to be processed.

STEP 3 – UPDATING DETAILS

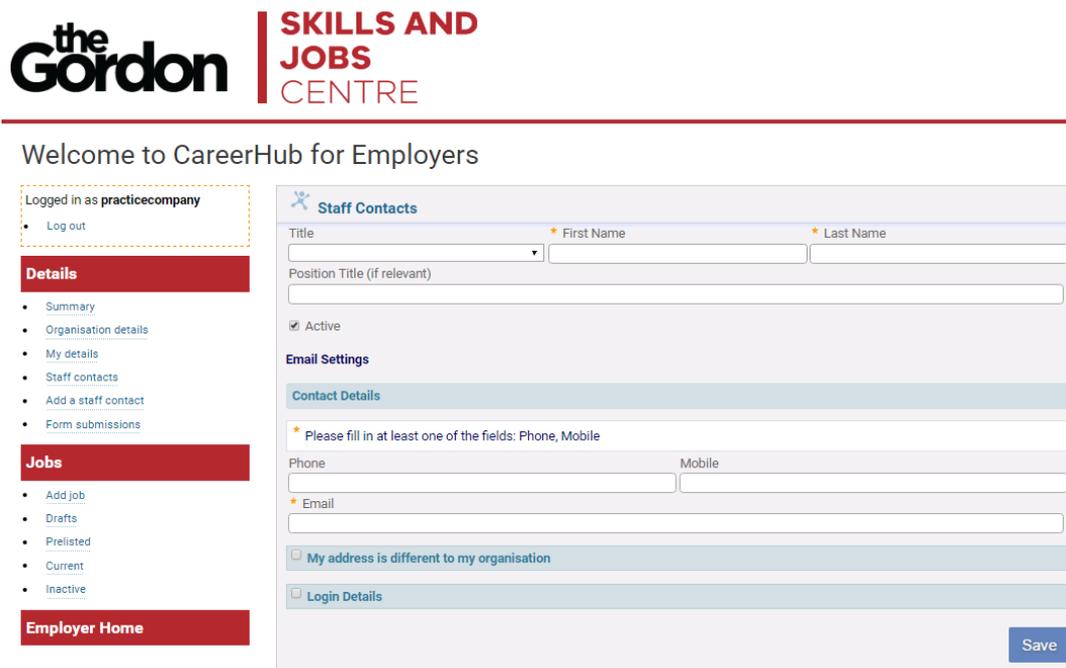
ADDING A NEW ORGANISATION CONTACT

- Once you have logged in to CareerHub you should see the following page:



The screenshot shows the CareerHub for Employers dashboard. At the top left is the logo for 'the Gordon SKILLS AND JOBS CENTRE'. Below the logo is the heading 'Welcome to CareerHub for Employers'. On the left-hand side, there is a navigation menu with sections: 'Logged in as practicecompany' (with a 'Log out' link), 'Details' (with links for Summary, Organisation details, My details, Staff contacts, 'Add a staff contact' (highlighted in yellow), and Form submissions), 'Jobs' (with links for Add job, Drafts, Prelisted, Current, and Inactive), and 'Employer Home'. The main content area on the right is titled 'Summary' and contains sections for 'Jobs' (0 drafts, 0 prelisted, 0 current, 1 inactive), 'Events' (0 current), 'Details' (organisation details updated 24 October 2016, 10:34 AM; personal details updated 24 October 2016, 10:29 AM; 1 contact within organisation), and 'Work Groups' (0 work groups).

- To add a new organisation contact simply select the “Add a staff contact” link from the list on the left-hand side of the page.
- Enter all the relevant information for the new contact:



The screenshot shows the CareerHub for Employers dashboard with the 'Add a staff contact' form open. The logo and heading are the same as in the previous screenshot. The navigation menu is also present. The main content area is titled 'Staff Contacts' and contains a form with the following fields: 'Title' (dropdown), '* First Name' (text), '* Last Name' (text), 'Position Title (if relevant)' (text), a checked 'Active' checkbox, 'Email Settings' section, 'Contact Details' section with a note '* Please fill in at least one of the fields: Phone, Mobile', 'Phone' (text), 'Mobile' (text), '* Email' (text), a checked 'My address is different to my organisation' checkbox, a checked 'Login Details' checkbox, and a 'Save' button at the bottom right.

If you would like the new contact to be able to upload vacancies they will need to have their own login details. To create these, click the box next to “Login Details”. You will then need to create a username and password for them. Once these have been entered click on the save button:



Welcome to CareerHub for Employers

Logged in as **practicecompany**

- Log out

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add job
- Drafts
- Prelisted
- Current
- Inactive

Employer Home

Staff Contacts

Title * First Name * Last Name

Position Title (if relevant)

Active

Email Settings

Contact Details

* Please fill in at least one of the fields: Phone, Mobile

Phone Mobile

* Email

My address is different to my organisation

Login Details

* Username

* Password Confirm Password

Save

UPDATING ORGANISATION DETAILS

- If you need to update your organisation details (e.g. if you have changed address, the number of staff you have or the scope of your operations) you can do so by using the “Organisation details” link from the menu on the left-hand side:



Welcome to CareerHub for Employers

Logged in as **practicecompany**

- Log out

Details

- Summary
- Organisation details**
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add job
- Drafts
- Prelisted
- Current
- Inactive

Employer Home

Summary

Jobs

- You have 0 drafts
- You have 0 prelisted
- You have 0 current
- You have 1 inactive

Events

- You have 0 current

Details

- Your organisation details were last updated Monday, 24 October 2016, 10:34 AM
- Your personal details were last updated Monday, 24 October 2016, 10:29 AM
- There are 1 contacts within your organisation

Work Groups

- You are a member of 0 work groups

- Update the relevant information and then click on the “Save changes” button:

Welcome to CareerHub for Employers

Logged in as **practicecompany**

- Log out

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add job
- Drafts
- Prelisted
- Current
- Inactive

Employer Home

Organisation Details

* Organisation Name

Acronym (if commonly used) Division (if applicable)

* Country Business Number

* Describe your organisation

* Organisation type * Number Of Employees * Scope of operations

* Phone Fax

* Email Website

* Postal address

* City State

Country * Postcode

Select if your postal address is different to your street address

Organisation Industries

* Select the industry/industries in which your organisation operates:

- Accommodation and Food Services
- Administrative and Support Services
- Agriculture, Forestry and Fishing
- Arts and Recreation Services
- Construction
- Education and Training
- Electricity, Gas, Water and Waste Services
- Finance and Insurance Services
- Health Care and Social Assistance
- Information Media and Telecommunications
- Manufacturing
- Mining
- Other Services
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Rental, Hiring and Real Estate Services
- Retail Trade
- Transport, Postal and Warehousing
- Wholesale Trade

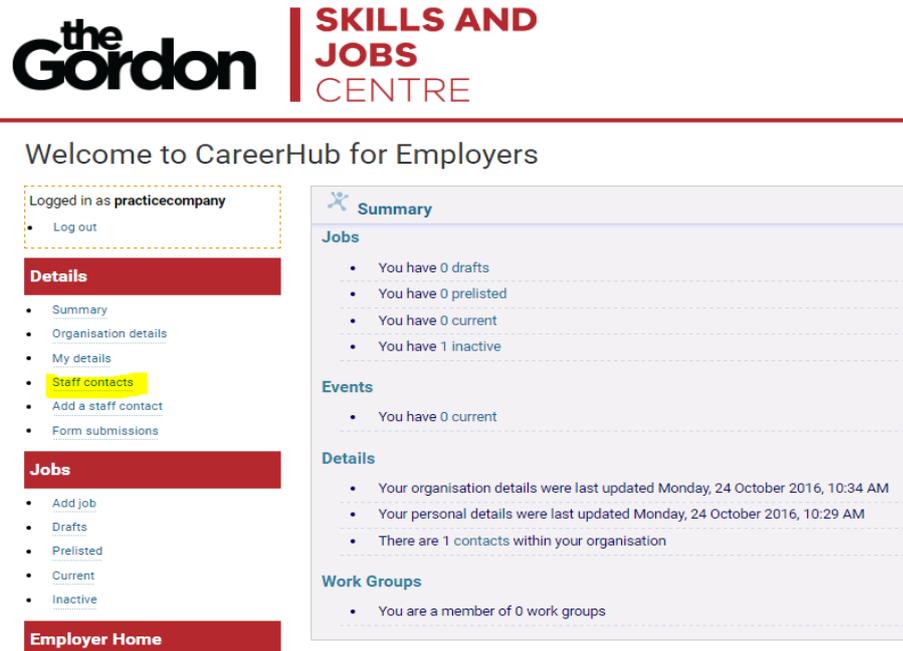
Students can view a listing of organisations organised by Industry categories. This listing does not contain contact details but does list your jobs and events. If you do NOT want to appear in this list click the checkbox below.

Hide from organisation listing in student interface

Save Changes

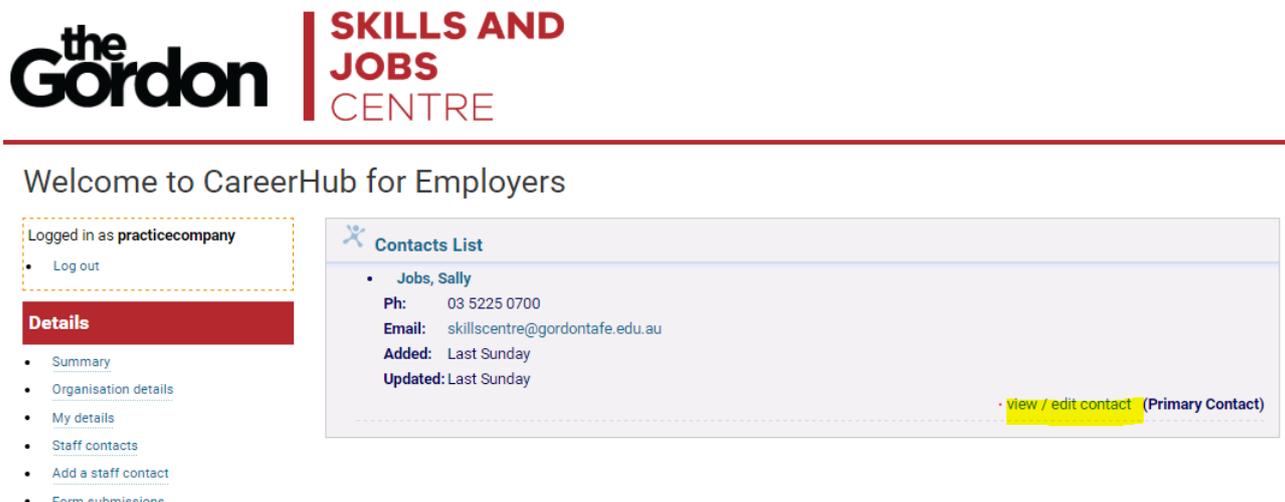
VIEWING CURRENT ORGANISATION CONTACTS

- To check who has been added as your organisation contact use the “Staff contacts” link from the menu on the left-hand side of the screen:



The screenshot shows the CareerHub for Employers interface. At the top, the logo for 'the Gordon SKILLS AND JOBS CENTRE' is displayed. Below the logo, the text 'Welcome to CareerHub for Employers' is shown. On the left side, there is a navigation menu with several sections: 'Logged in as practicecompany' (with a 'Log out' link), 'Details' (with links for Summary, Organisation details, My details, Staff contacts, Add a staff contact, and Form submissions), 'Jobs' (with links for Add job, Drafts, Prelisted, Current, and Inactive), and 'Employer Home'. The 'Staff contacts' link is highlighted in yellow. On the right side, there is a 'Summary' section with three categories: 'Jobs' (0 drafts, 0 prelisted, 0 current, 1 inactive), 'Events' (0 current), and 'Details' (organisation details updated 24 Oct 2016, personal details updated 24 Oct 2016, 1 contact within organisation). Below this is a 'Work Groups' section (0 work groups).

- A list of your current contacts should then appear:



The screenshot shows the CareerHub for Employers interface. At the top, the logo for 'the Gordon SKILLS AND JOBS CENTRE' is displayed. Below the logo, the text 'Welcome to CareerHub for Employers' is shown. On the left side, there is a navigation menu with several sections: 'Logged in as practicecompany' (with a 'Log out' link), 'Details' (with links for Summary, Organisation details, My details, Staff contacts, Add a staff contact, and Form submissions), 'Jobs' (with links for Add job, Drafts, Prelisted, Current, and Inactive), and 'Employer Home'. The 'Staff contacts' link is highlighted in yellow. On the right side, there is a 'Contacts List' section with one contact: 'Jobs, Sally'. The contact details are: Ph: 03 5225 0700, Email: skillscentre@gordontafe.edu.au, Added: Last Sunday, Updated: Last Sunday. There is a 'view / edit contact (Primary Contact)' link next to the contact name, which is highlighted in yellow.

- If you need to edit their contact details you can do so by selecting “view/edit contact”. Once you have made the changes click on the “Save” button:

Welcome to CareerHub for Employers

Logged in as **practicecompany**

- Log out

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add job
- Drafts
- Prelisted
- Current
- Inactive

Employer Home

Staff Contacts

Careerhub ID 25568	Added 24-Oct-2016 By Jobs, Sally	Last edited 24-Oct-2016 By Jobs, Sally
Registered 24-Oct-2016 10:29 AM		Last Login 27-Oct-2016 9:26 AM

This contact cannot be deleted (click for more info)

Title * First Name * Last Name

Position Title (if relevant)

Active

Email Settings

System Messages

Direct Communications

Essential Information

Personalised Communications

General News and Information

Contact Details

* Please fill in at least one of the fields: Phone, Mobile

Phone Mobile

* Email

My address is different to my organisation

Login Details

Save