



MY CAREER HUB

A User Guide for Employers



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Welcome to My Career Hub

Thank you for your interest in hiring or mentoring a SAIT student!

This guide provides direction on how to use My Career Hub, SAIT's web tool for connecting you with students.

My Career Hub allows employers to advertise job opportunities to SAIT students and alumni for free. With over 30,000 registered users, it serves as an online portal to all things career advancement at SAIT.

There's also a resource library with essential links and resources about federal grants for hiring summer students, employer rights and responsibilities, and tips for writing an effective job ad.

Join My Career Hub to post job opportunities, register for on-campus recruitment events or to become a mentor.

Using This Guide

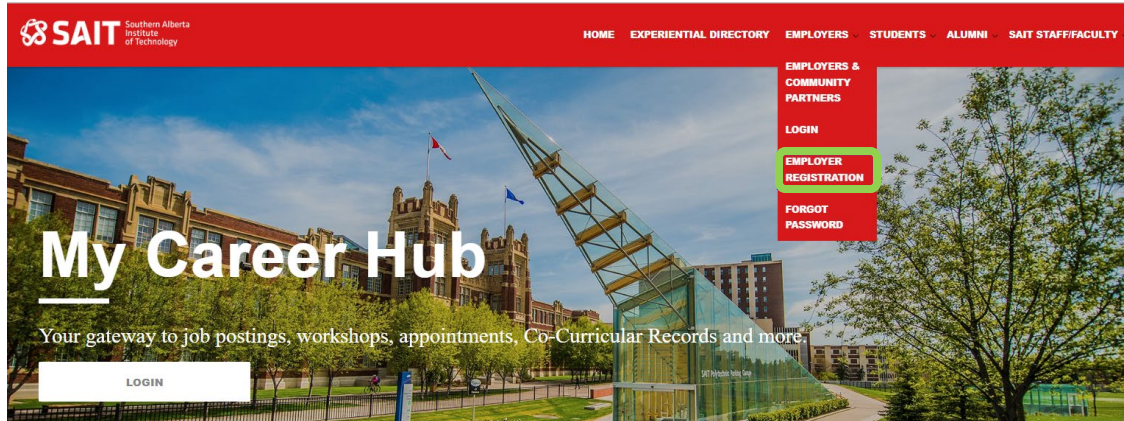
There are several parts to this document, from getting started on My Career Hub to booking an employer session for your company. We recognize the guide is lengthy, so each section is linked in the Table of Contents for you to easily navigate to the information you need.

At the end of the guide, see other resources and opportunities available to you as an employer interested in hiring SAIT students and grads.

If you need assistance, please reach out at student.employment@sait.ca.

Create a New Account

Head to the [My Career Hub](#) website, click on “Employer Registration” and fill in the required fields.



Employer Registration

Organization Information

Organization Name*

Website

Organization LinkedIn URL

Copy field values from Organization

Division Information

Division Name*

If there is no Division please enter Head Office

Your Contact Information

Email Address (This will be your login) *

Create Your Password *

Password Check *

Your password must:

- be at least 8 characters long
- contain an upper case character
- contain a non-alphanumeric character

First Name *

You'll be asked if you wish to receive emails. You must select **Yes** in order to receive follow up emails about your account and your other activity on the site. We highly recommend you opt in for email.

Your Organization's Industry*

Are you an Alumni*

☐ Yes

☐ No

Email Opt In

☐ Yes

☐ No

Opt in to emails to receive your account confirmation, password reset codes and job posting status updates. *Make sure you check your junk folder if you are not receiving emails.*

Continue

Once your account is approved, you'll receive an automated email notification.

If you Already Have an Account

My Career Hub does not allow you to create new accounts with the same email address.

If you've forgotten your password, either use a different email address to create a new account or reset the password to re-use the same account and email address. Your email address cannot be modified as this is the username. The account must be deleted, and a new account must be created.

If your account is declined, you'll receive an automated email notification. In this case, we ask that you contact us, to resolve the matter quickly and get you set up in our system.

All profiles and job opportunities are reviewed prior to posting. Career Advancement Services reserves the right to decline or remove any employer profile and/or job posting they feel is not aligned with the interests of our students and alumni. All job postings must be for bona fide positions. Any home-based businesses, multi-level marketing jobs, door-to-door sales, training programs prior to placement or positions requiring a financial investment by the candidate will not be accepted.

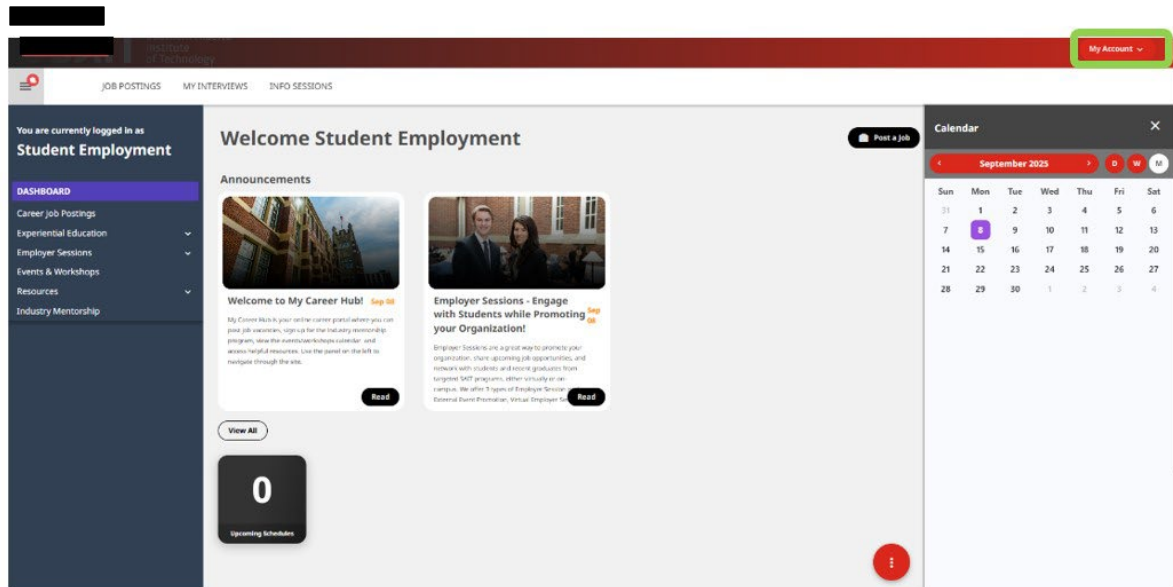
Update Personal Profile &/or Password Reset

As an account holder, you can modify the following:

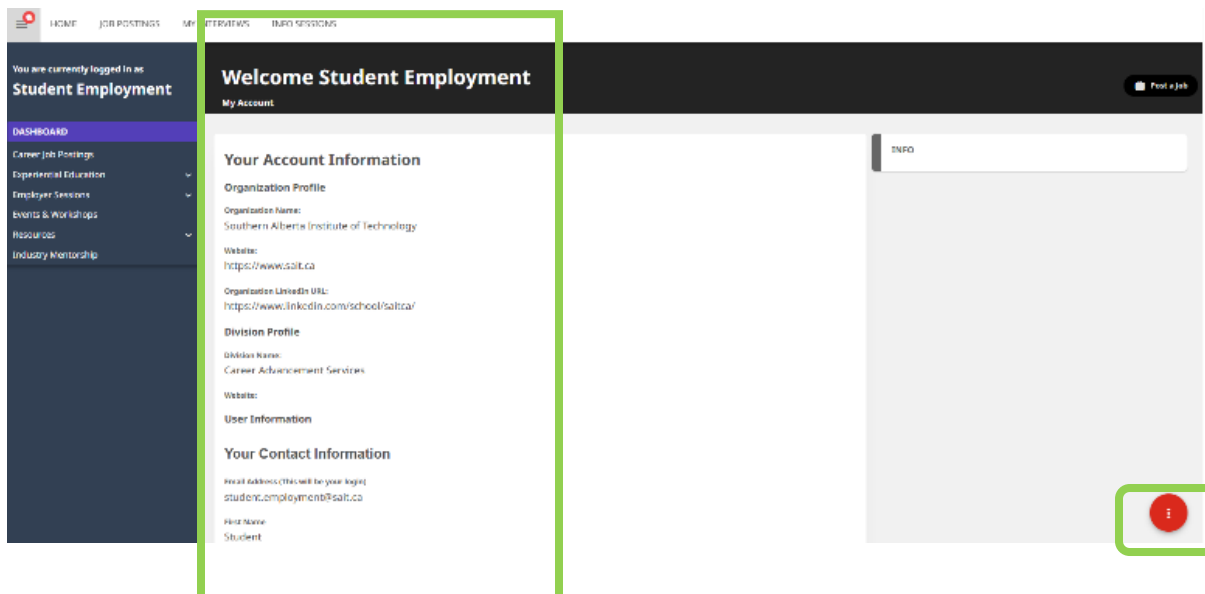
1. Personal Information
2. Password Reset
3. Forgot Password

Updating Your Personal Information

From the Dashboard, click on “My Account” in the upper right-hand corner of the screen.



Select “My Account” in the dropdown menu, which will bring you to a page that summarizes all of your account details. Here you can edit and modify personal information using the red action button.



To reset your password, click the "Change Password" button and fill out the form.

Change Password

Old Password*

New Password*

Your password must:

- be at least 8 characters long
- contain an upper case character
- contain a non-alphanumeric character

Confirm New Password*

Change Password

Forgot Password from Employers Drop-down on the Home Page

Option 1

HOME CCR DIRECTORY EMPLOYERS STUDENTS

EMPLOYERS & COMMUNITY PARTNERS

LOGIN

EMPLOYER REGISTRATION

FORGOT PASSWORD

Forgot Password

Resetting your forgotten password is a two step process. Please follow the instructions below.

Step 1. Email reset password link.

Please enter your Login ID below and click on "Email Reset Password Link". A link will be emailed to the email address associated with your account

Your Login ID: *

Email Reset Password Link

Option 2

Login

New to My Career Hub? [Register for an account](#)

[Forgot password](#)

Username

Password

[Employer Login](#)

Request Account to be Updated

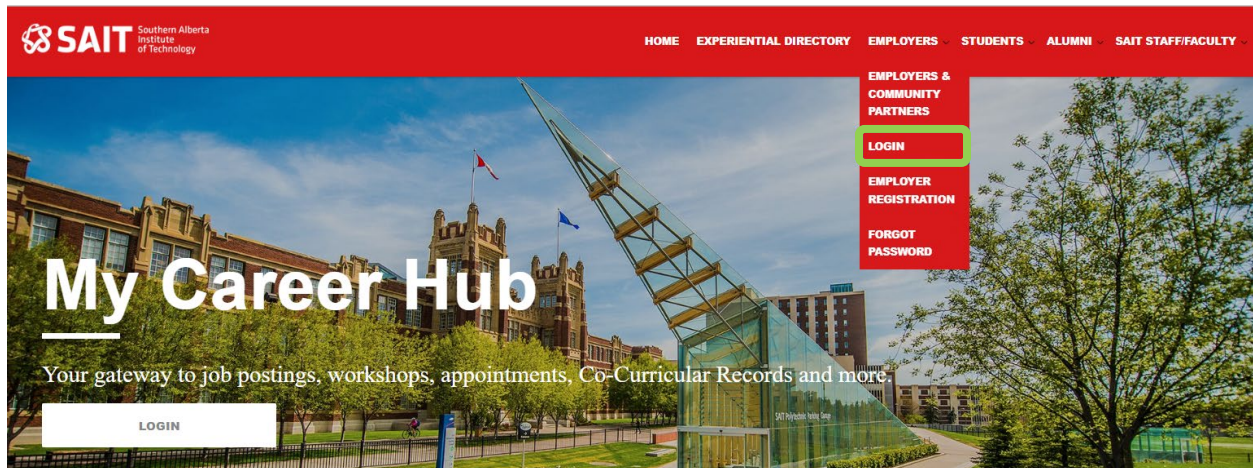
Request Career Advancement Services to update Division or Organization via email or phone call. You will receive an email notification or phone call that your account details have been updated.

Request Account to be Deactivated

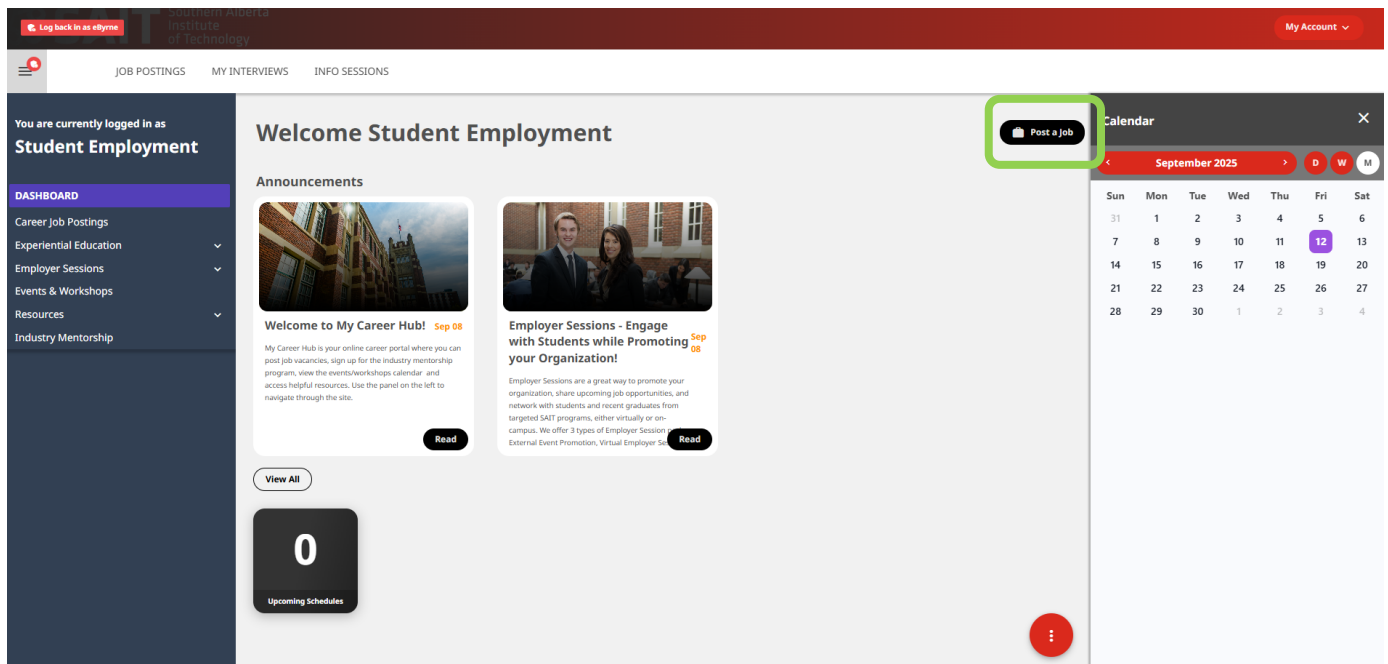
If you no longer wish to have an account on the My Career Hub system, you can request (via email or phone call) that your company account be deactivated from the system.

Posting a Job Opportunity

Go to the My Career Hub site. Login in with your Username/Password and click on the “Employers Login” link.



To create a posting, click on the black “Post a Job” button on your dashboard.



Then choose where to post. For a job that isn't part of a SAIT learning opportunity (for example you want to hire a student for a full/part-time or seasonal position), select Career Job Postings.

Please select where you would like to post the job

Career Job Postings

For part-time/full-time work, ongoing apprenticeship and/or graduate positions.

Postings that are both ongoing work and work integrated learning, post here!

Civil, Mechanical, Electrical Engineering or GIS and Construction Project Management, post here.

Post

Work Integrated Learning

For in-class industry/capstone projects, practicums, co-ops, internships etc. in School of Transportation, School of Business, Journalism and the School for Advanced Digital Technology. For Civil, Mechanical, Electrical Engineering or GIS and Construction Project Management, use the Career Job Postings.

Post

Close

To create a **new** posting, select the "Post a New Job" button.

HOME

You are currently logged in as
Student Employment

Dashboard

CAREER JOB POSTINGS

Experiential Education

Employer Sessions

Events & Workshops

Resources

Industry Mentorship

Select an option: Repost one of your previous opportunities or Post a New Opportunity

My Previous Postings :
--Select--

OR

Post a New Job

If you have posted in our system before, you can easily modify and repost the previous job.

The screenshot shows the 'Student Employment' dashboard. On the left, a dark blue sidebar contains a menu with 'CAREER JOB POSTINGS' highlighted in red. The main content area has a header 'Select an option: Repost one of your previous opportunities or Post a New Opportunity'. Below this, there is a dropdown menu labeled 'My Previous Postings :' with a green border around it, showing '--Select--'. Below the dropdown is the text 'OR' and a blue button labeled 'Post a New Job'.

Choose which of your previous postings you would like to modify by clicking on it.

The screenshot shows the 'Student Employment' dashboard with the dropdown menu open. The dropdown list contains several entries, with '(10481) Fake - Decline please posted by Student Employment in 2021' highlighted in green. The list includes the following entries: '(10481) Fake - Decline please posted by Student Employment in 2021', '(10480) *TEST JOB - DO NOT APPLY* Bricklayer posted by Student Employment in 2021', '(10070) *TEST JOB - DO NOT APPLY* Bricklayer posted by Student Employment in 2020', '(5022) Administrative Assistant posted by Student Employment in 2019', '(971) Administrative Assistant posted by Student Employment in 2018', and '(388) Elf posted by Student Employment in 2017'.

Click the blue circle to select and modify the term and dates accordingly and select “Repost” to edit further details.

The screenshot shows the 'Student Employment' dashboard with a sidebar menu. The main content area is titled 'Job Posting' and shows a 'Declined' status. Below this, there are two steps: 'STEP 1: Select a repost option' and 'STEP 2: Repost Details'. In Step 1, the 'Repost and Edit Posting' option is selected. In Step 2, the 'Term to post to' is set to '2024' and the 'App Deadline' is set to '08/22/2024' at '11:59 PM'. A green box highlights the 'Repost' button at the bottom.

After checking the details and making changes, scroll to the bottom and select “Submit Posting for Approval”. Postings are reviewed and approved regularly throughout the day during business hours.

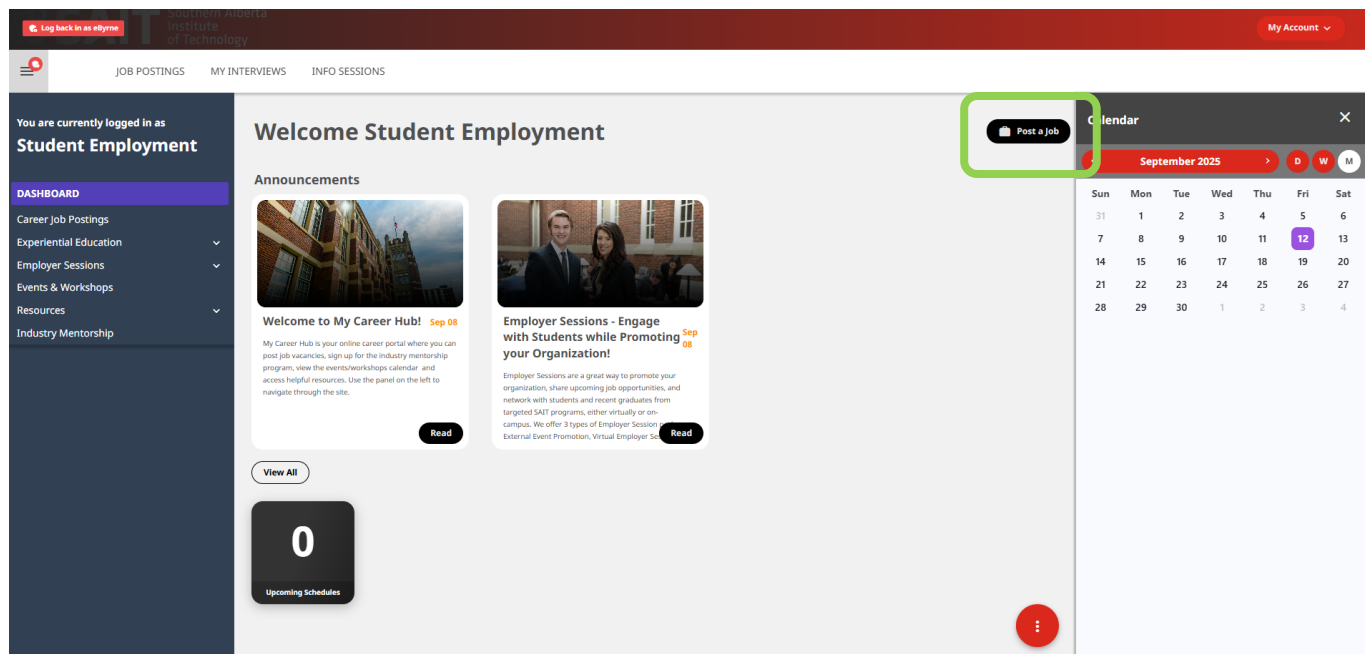
Reminder about receiving emails: If you’ve opted *out* of receiving emails, you won’t receive notification of your posting going live or expiring. You won’t receive any applications via email either. You can opt in to receive emails once again by accessing “My Account” from your Dashboard.

The screenshot shows the 'Submit Posting for Approval' interface. It includes a sidebar menu and a main content area. The 'Application Information' section shows the 'Application Deadline' as '08/22/2024' at '11:59 PM'. Below this is a text area for 'Additional Application Information' with a rich text editor. The 'Application Documents Required' section lists 'Cover Letter', 'Resume', 'Transcript', and 'Other', with 'Resume' checked. A green box highlights the 'Submit Posting for Approval' button at the bottom.

Posting an Experiential Learning Opportunity (Work Integrated Learning, Capstone/Industry Project, or Co-Op)

Login in to My Career Hub with your Username/Password and click on the “Employers Login” link.

To create a new posting, click on the blue “Post a Job” button on your dashboard.



Read the pop-up and decide where your posting best fits. Click the red “Post” button. If you are unsure, post to the “Career Job Postings” and our staff will help select the best fit.

Please select where you would like to post the job ×

Career Job Postings
For part-time/full-time work, ongoing apprenticeship and/or graduate positions.

Postings that are both ongoing work and work integrated learning, post here!

Civil, Mechanical, Electrical Engineering or GIS and Construction Project Management, post here.

Post

Work Integrated Learning
For in-class industry/capstone projects, practicums, co-ops, internships etc. in School of Transportation, School of Business, Journalism and the School for Advanced Digital Technology. For Civil, Mechanical, Electrical Engineering or GIS and Construction Project Management, use the Career Job Postings.

Post

Close

For Work Integrated Learning Experiences (temporary job postings or projects that are part of a student's education while at SAIT), you will be asked to select the Experience Type from the drop down. An explanation of each type will show beside the drop-down menu.

The screenshot shows the 'Select Experience Type' form for a 'New Opportunity'. The left sidebar indicates the user is logged in as 'Student Employment' and lists navigation options: Dashboard, Job Postings, EXPERIENTIAL EDUCATION (highlighted), EXPERIENTIAL EDUCATION PORTAL, Events & Workshops, Resources, and Industry Mentorship. The main form has a breadcrumb trail: Experience Type > Organization & Division > Details > Competencies (Optional). The 'Experience Type' dropdown is open, showing options: Information Technology Work Experience (selected), Business Project, Information Technology Work Experience, Skilled Professions and Trades Work Experience, and Transportation Technician Work Experience. A green box highlights the dropdown menu. To the right, a text box explains that these are Co-operative Education experiences, internships, and practicums for Information Technology programs like Software Development, Web Development, Network Systems, Information Security, Cybersecurity, Robotics, and Data Analysis. It also includes a note: '**Geographic Information Systems postings - please use the Career Job Posting board. Do not post here.' A green box highlights this text box. A 'Next' button is visible at the bottom left of the form.

Once you have chosen, click "Next".

This screenshot shows the same 'Select Experience Type' form, but now 'Transportation Technician Work Experience' is selected in the dropdown menu. The 'Next' button at the bottom left is highlighted with a green box. The right side of the form contains a note: 'These are Co-operative Education experiences, internships and practicums for Information Technology programs such as: Software Development, Web Development, Network Systems, Information Security, Cybersecurity, Robotics, Data Analysis, etc.' and another note: '**Geographic Information Systems postings - please use the Career Job Posting board. Do not post here.' The breadcrumb trail remains the same: Experience Type > Organization & Division > Details > Competencies (Optional).

Enter the details of the position you are posting in the fields on the next screen.

The “Related Disciplines” can be selected on this page. Select all that apply.

If you don’t see the program you would like to recruit from, please return to the previous screen to look for a different Experience Type or return to the main dashboard to post on the Career Job Postings section.

The screenshot shows a web interface for 'Student Employment'. The left sidebar contains a navigation menu with 'Dashboard', 'Job Postings', 'Events & Workshops', 'Resources', and 'Industry Mentorship'. The main content area is titled 'Details (57)' and has a progress bar with five steps: 'Experience Type' (checked), 'Terms and conditions' (checked), 'Organization & Division' (checked), 'Details' (active), and 'Competencies' (Optional). Below the progress bar, the 'Experience Type' is set to 'Transportation Technician Work Experience'. The 'EXPERIENCE OVERVIEW' section includes an 'Opportunity Title' field with the value 'RV Practicum Test' and an 'Opportunity Description' text area containing the text 'Works under the supervision of the journeyman to complete repairs and maintenance.' Below the description is a 'Related Disciplines' section, which is highlighted with a green rectangular box. This section contains a 'SELECT ALL' checkbox, a 'Filter' input field, and a list of checkboxes for various disciplines: 'Agricultural Equipment Technician', 'Aircraft Maintenance', 'Aircraft Structures', 'Autobody', 'Automotive Service', and 'Automotive Measurement'.

“Employment Sector” refers to the area in which your organization does the bulk of its work. You may select all that apply.

This screenshot is identical to the one above, showing the 'Details' page for 'Transportation Technician Work Experience'. The 'Related Disciplines' section is highlighted with a green rectangular box. The page layout, including the sidebar, progress bar, and experience overview details, is the same as in the previous image.

Please choose how you would like the system to manage the applications for you.

The screenshot shows the 'Additional Details' section of a form. On the left is a dark blue sidebar with the text 'You are currently logged in as Student Employment' and a menu with 'Dashboard', 'Job Postings', 'Events & Workshops', 'Resources', and 'Industry Mentorship'. The main content area has a header 'HOME' and a form with the following fields: 'Contact Last Name' (Employment), 'Contact Email' (student_employment@sait.ca), and 'Employment Sector' (a dropdown menu with 'SELECT ALL' and a 'Filter' button, showing options like 'Educational Services', 'Energy, Oil and Gas, Utilities and Mining', 'Engineering Technologies', 'Forestry', 'Health and Medical', and 'Information Technology'). Below these is the 'Additional Details' section with 'Accepts Applications' (checked), 'Application Delivery Option' (radio buttons for 'None', 'Email each application as students apply', and 'Email all applications after the application deadline'), 'Number of Positions' (2), 'Go Live Date' (05/27/2024 01:17 PM), 'Applications Open Date' (05/27/2024 01:17 PM), and 'Expiry Date' (06/06/2024 11:59 PM). At the bottom are 'Next' and 'Cancel' buttons.

You may choose what documents you would like to gather for applications.

The screenshot shows the 'Application Documents' section of a form. On the left is the same dark blue sidebar as in the previous screenshot. The main content area has a header 'HOME' and a form with the following elements: 'Application Documents' title, 'RV Practicum Test (57)', a progress bar with steps 'Experience Type', 'Terms and conditions', 'Organization & Division', 'Details', 'Competencies', and 'Application Documents' (the last one is active), 'Required Application Documents' section with a 'DESELECT ALL' button and a 'Filter' button, and a list of documents: 'Resume' and 'Cover letter' (both checked). At the bottom is a 'Save' button.

Complete the Posting Form – questions will vary by experience type. (Skilled Professions and Trades Project shown in example.)

Click "Next" at the bottom of the form to save the details.

The screenshot shows the 'Additional Details' section of a form. It includes fields for 'Placement Province' (Alberta), 'Placement Postal Code' (T2M 0L4), 'Placement Country' (Canada), 'Contact First Name' (Sean), 'Contact Last Name' (Leeson), and 'Contact Email' (student.employment@sait.ca). The 'Employment Sector' dropdown is open, showing a list of sectors with 'Educational Services' selected. Below this, the 'Application Delivery Option' is set to 'None'. The 'Number of Positions' is set to 1. The 'Go Live Date' is 02/06/2024 10:14 AM, 'Applications Open Date' is 02/06/2024 10:14 AM, and 'Expiry Date' is 02/16/2024 11:59 PM. At the bottom are 'Next' and 'Cancel' buttons.

Select the competencies students will develop. This is optional and will vary by experience type.

The screenshot shows the 'Competencies' selection screen. It has a progress bar with four steps: 'Experience Type' (completed), 'Organization & Division' (completed), 'Details' (completed), and 'Competencies' (current step, marked as 'Optional'). The 'Assignable Competencies' list includes: 'Continuous Learning - Industry Mentorship', 'Time Management - Industry Mentorship', 'Skills Planning - Industry Mentorship', 'Building Relationships - Industry Mentorship', 'Effective Communication - Industry Mentorship' (checked), 'Systems Thinking - Experiential Learning' (checked), 'Critical thinking - Supply Chain - Experiential Learning' (checked), 'Critical thinking - Accounting - Experiential Learning', 'Curiosity', 'Creativity', and 'Connection'. At the bottom are 'Save' and 'Skip' buttons.

Click "Save" to complete the posting. A pop-up "Success" message will appear.

INECT

Success

Opportunity saved.

(127) Title

Southern Alberta Institute of Technology - Student Employment and Career Centre

Available - 10 | Filled - 0 | Live - Feb 06, 2024 10:14 AM | Interest Opens - Feb 06, 2024 10:14 AM | Expires - Feb 16, 2024 11:59 PM

Overview | Industry Partners | Map | Pre-Screening Questions 0 | Placed Students 0

Experience Type

Skilled Professions and Trades Project

Description

Sample Description

You can change the posting by clicking the black "Action" circle in the bottom right corner.

(42) Doer of IT things PENDING Overview

1 position available | No positions filled | Went live Aug 31, 2022 12:35 PM | Opened for interest Aug 31, 2022 12:35 PM | Expires Sep 10, 2022 11:59 PM

Overview | Industry Partners | Map | Qualifiers 1 | Placed Students

Experience Type

Practicum

Description

This role will report to IT and do things.

EXPERIENCE OVERVIEW	
* Start/End Date	Sep 30, 2022 10:36 AM to Jan 31, 2023 10:36 AM

INDUSTRY PARTNER DETAILS	
* Company Name	Southern Alberta Institute of Technology (SAIT)
* Department	Student Employment and Career Centre
Address	1301 16 Ave NW
City	Calgary
Province	Alberta

"Edit the Opportunity" is where you can change the dates, to close the posting early or extend the posting.

Actions

Edit The Opportunity

Copy The Opportunity

Manage Competencies

Postings are very rarely declined, primarily if they don't match an experiential learning opportunity. Confirm your posting is located in the right section. Or contact us and we can help.

Manage Your Job Postings

You can make changes at any time to update job requirements. From the My Career Hub dashboard, click the "Job Postings" tab.

The screenshot displays the My Career Hub dashboard. At the top, a red header bar contains a 'Log back in as edgymc' link on the left and a 'My Account' dropdown on the right. Below the header, a navigation bar features three tabs: 'JOB POSTINGS' (highlighted with a green box), 'MY INTERVIEWS', and 'INFO SESSIONS'. The main content area is titled 'Welcome Student Employment' and includes a 'Post a Job' button. On the left, a sidebar shows the user is logged in as 'Student Employment' and lists dashboard options: 'Career Job Postings', 'Experiential Education', 'Employer Sessions', 'Events & Workshops', 'Resources', and 'Industry Mentorship'. The central area displays 'Announcements' with two featured posts: 'Welcome to My Career Hub!' and 'Employer Sessions - Engage with Students while Promoting your Organization!'. A 'View All' button is located below these announcements. At the bottom left, a 'Upcoming Schedules' section shows a large '0'. On the right, a 'Calendar' widget for September 2025 is visible, with the 12th highlighted. A red circular button with three dots is located at the bottom right of the main content area.

Click on the icons next to the posting you wish to manage to repost, view, or edit it.

You are currently logged in as **Student Employment**

Welcome Student Employment

Job Postings Post a Job

DASHBOARD

- Career Job Postings
- Experiential Education
- Employer Sessions
- Events & Workshops
- Resources
- Industry Mentorship

MY JOB POSTINGS EXPERIENTIAL

Advanced Search ✕ Status System Filters 1

Clear Filters System Filters: All Postings

	Term (1)	Job Id	Job Title	Organization	Division	Status	Internal Status	# of Times Viewed	# of Applications
<input type="checkbox"/>	2024	28302	Test - Do Not A...	Southern Alberta Ins...	Career Advanc...	Expired		1	0
<input type="checkbox"/>	2021	10480	*TEST JOB - DO ...	Southern Alberta Ins...	Student Emplo...	Declined		0	0
<input type="checkbox"/>	2021	10481	Fake - Decline p...	Southern Alberta Ins...	Student Emplo...	Declined		0	0
<input type="checkbox"/>	2020	10070	*TEST JOB - DO ...	Southern Alberta Ins...	Student Emplo...	Expired		37	0
<input type="checkbox"/>	2019	5022	Administrative ...	Southern Alberta Ins...	Student Emplo...	Expired		60	5
<input type="checkbox"/>	2018	971	Administrative ...	Southern Alberta Ins...	Student Emplo...	Expired		51	
<input type="checkbox"/>	2017	176	Test /Contract IT	DELETEDCAIT0.7882	Student Emplo...	Cancelled		6	2

Click the "Applications" tab to view and download the application documents you want to review.


HOME

You are currently logged in as **Student Employment**

DASHBOARD

- CAREER JOB POSTINGS**
- Experiential Education
- Events & Workshops
- Resources
- Industry Mentorship

Back to Jobs Overview

 **28302 - Test - Do Not Apply**
Southern Alberta Institute of Technology - Career Advancement Services

Job Posting

Job Posting Status: Approved


Posting Details: Applications 0

Overview Map

Term Posted:	2024
Date Created:	06/20/2024 01:04 PM
Job Type:	Full Time
Application Deadline:	07/20/2024 11:59 PM
Application Method:	Through My Career Hub
Email Options:	Email all applications after the application expired dates
Employer Application Email Sent:	No

Organization

Organization Name	Southern Alberta Institute of Technology
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Job Posting Status: **Approved**

Posting Detail Applications **6**

Overview View Application Bundle

SAVED FILTERS: - Select- ▾

TOTAL RESULTS **6** DISPLAYING: **1** - **6**

« « 1 » »

<input type="checkbox"/> All	Application Status ▾	Employed ▾	Released ▾	Application Package
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾ Download Package
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾
<input type="checkbox"/>	Application Submitted ▾	No	Yes	Options ▾

By selecting “Edit Posting Details” you can change the dates and other details of the posting. You may also choose to “Expire the Job” early if you’ve received enough applications.

Actions

Posting Options ▾

View Posting Details

Edit Posting Details

Applications Options ▾

Expire

Cancel Job

If your job posting is declined, you will receive an automated email. If you feel the posting was declined in error, please contact Career Advancement Services.

Receive Applications through Experiential Opportunity Posting

You can view the applications by reviewing your opportunities postings and clicking “Experiential”. Then select the posting you want to view.

Welcome Student Employment

Post a Job

Dashboard My Postings My Job Posting **Experiential**

TOTAL RESULTS: 14 DISPLAYING: 1 14

Export

	ID	Name	Status	Accepts Applications	Experience Type	Module	Number of Records
view	50	Helpdesk Intern	Active	No	Co-op	Work Integrated Learning	0
view	51	Student Intern	Active	Yes	Work Experiences	Work Integrated Learning	0
view	52		Incomplete	No	Business Project	Work Integrated Learning	0
view	53	Student Intern	Inactive	Yes	Work Experiences	Work Integrated Learning	0
view	55	Tutor	Active	Yes	Work Experiences	Work Integrated Learning	0

Alternatively, you can manage it from your Experiential Education Dashboard. Click the number or the “View” button to access the applications.

HOME

You are currently logged in as [REDACTED]

Dashboard
Job Postings
EXPERIENTIAL EDUCATION
EXPERIENTIAL EDUCATION PORTAL
Events & Workshops
Resources
Industry Mentorship

Welcome, [REDACTED]
Work Integrated Learning

5
Applications

0
Interests

0
Records

49
Views

See All 1 Create New +

Opportunities

RV Technician

- Active
- 5 application(s)
- 49 view(s)
- 0 position(s) filled
- 1 position(s) unfilled

[View](#)

Click the “Applied Students” tab to view and download the applications.

The screenshot shows the 'Applied Students' interface for 'Woody's RV World - Calgary'. The left sidebar contains navigation links: HOME, Dashboard, Job Postings, EXPERIENTIAL EDUCATION, EXPERIENTIAL EDUCATION PORTAL, Events & Workshops, Resources, and Industry Mentorship. The main content area displays the job title '(84) RV Technician' with an 'ACTIVE' status. Below this, it shows the job details: 'Woody's RV World - Calgary', 'Available - 1', 'Filled - 0', 'Live - Jun 03, 2024 01:38 PM', 'Application Opens - Jun 03, 2024 01:38 PM', and 'Expires - Jul 31, 2024 11:59 PM'. A row of tabs includes Overview, Industry Partners, Map, Pre-Screening Questions (0), Applied Students (5), and Placed Students (0). The 'Applied Students' tab is highlighted with a green box. Below the tabs, there are buttons for Applications, Pre-Screening Responses, and View Application Bundle. A summary shows 'TOTAL RESULTS: 5' and 'DISPLAYING: 1 - 5'. A pagination control shows '1' of 5 pages. A table with columns Applicant, Username, Email Address, Application Package, and Experience Type is partially visible.

The screenshot shows the 'Applied Students' interface for 'Southern Alberta Institute of Technology - Student Employment and Career Centre'. The job title is '(51) Student Intern' with an 'ACTIVE' status. The details include: 'Southern Alberta Institute of Technology - Student Employment and Career Centre', 'Available - 6', 'Filled - 0', 'Live - Sep 26, 2023 10:18 AM', 'Application Opens - Sep 26, 2023 01:18 PM', and 'Expires - Feb 24, 2024 11:59 PM'. The tabs row shows Overview, Industry Partners, Map, Pre-Screening Questions (0), Applied Students (2), and Placed Students (0). The 'Applied Students' tab is highlighted with a green box. Below the tabs, there are sections for 'Experience Type' and 'Description'.

Under the “Application Package” column, you may click the “Options” button and select to download the submitted package.

The screenshot shows a close-up of the 'Application Package' column. It features a green box around the 'Application Package' header, a dropdown menu with 'Options' selected, and a green box around the 'Download Package' option.

Once you receive applications, you can choose how you wish to communicate with students, via email or phone call. Notify those students you wish to interview and consider notifying those who won't be selected for an interview. If you're hiring for an experiential work term, the student will need to provide the appropriate agreement.

Evaluation

After a student has completed an experiential work term with you, your evaluation of how it went is a valuable part of the learning experience.

Here's an example of the email you'll receive from SAIT, requesting your input.

Supervisor Evaluation



Wed 4:26 PM

Thank you for the time and opportunities you have provided to allow our SAIT Students to experience real business opportunities and problem analysis and inquiry. This live learning experience is critical to building capacity, leadership, networking, and resilience.

Please note this evaluation does not work in the Mozilla Firefox browser.

It helps inform SAIT of your perspective and needs and allows iterations and adjustments to improve this Partnership.

Deadline to submit the evaluation - no later than **XXX 2022**

Yours in Partnership,



[Please click here to enter an evaluation](#)



Click on the link (as indicated by the red arrow in the above screen-shot) to proceed to the evaluation in My Career Hub. Fill out the form and click on the "Submit" button.

Experiential Education
 Experiential Industry Partner Evaluation

Student: Co-op Test1 Student

Name: P-161 2022 2022/2023
 Course: CPPE 203 - CPPE 203/204 - SAIT - Optional Co-op
 Type: Co-op

EMPLOYER EVALUATION

Rate the student from 1 to 5 by meeting the appropriate conditions:

1 = Unsatisfactory 2 = Needs Improvement 3 = Meeting Expectations 4 = Good Student 5 = Excellent

Please be sure that students are only being rated through their program, and that each placement may be rated that each experience. Scores should be consistent for a person and within the conditions.

Student's interest in their work	1 2 3 4 5
Student's attitude	1 2 3 4 5
Organization and planning	1 2 3 4 5
Ability to learn	1 2 3 4 5
Quality of work	1 2 3 4 5
Quantity of work	1 2 3 4 5
Student's judgment	1 2 3 4 5
Student's dependability	1 2 3 4 5
Interpersonal skills	1 2 3 4 5
Resource to experience	1 2 3 4 5
Written communication	1 2 3 4 5
Verbal communication	1 2 3 4 5
Application to future employment (only primary, primary, secondary, etc.)	1 2 3 4 5
Observation and personality	1 2 3 4 5

EMPLOYER EVALUATION

What are the student's top strengths?

What are some areas of improvement for the student?

Select the best response as to the level of the student's technical skills:

Do you consider the student prepared for contract or permanent employment?

Have you discussed this evaluation with the student?

If you intend to hire students for other roles, what additional skills would you like them to have?

GENERAL NOTES

Additional Comments:

Save Cancel

You'll receive a confirmation message.

Employer Evaluation Experience Record

Success!
Evaluation has been saved.

If you have any questions, you can reply to the email you received requesting your evaluation.

Create an Employer Session

An employer session is a great way to promote your organization's upcoming job opportunities with students and recent graduates from targeted SAIT programs, either virtually or on-campus. Target your session to a specific school or program, and customize your event for networking or recruitment.

Employer Session Packages We Offer

External Event Promotion - \$25

Ideal for employers who are hosting their own virtual or in-person event and want it to be promoted on My Career Hub and have their promotional material emailed to the appropriate schools/programs.

Your organization:

- Manages the event registration and set-up.
- Organizes and hosts the event in person or using your preferred virtual meeting platform.

Career Advancement Services (CAS):

- Promotes the event on My Career Hub with details on how to register.
- Shares the event details and promotional materials with the relevant SAIT schools/programs.

Virtual Employer Session - \$100

Ideal for employers who would like to host a virtual Employer Session and have CAS coordinate with the appropriate schools/programs and manage registration through My Career Hub.

Your organization:

- Provides CAS a meeting link using your preferred virtual meeting platform.

CAS:

- Works with your organization to plan and set up a virtual event.
- Promotes the event by creating an event registration page on My Career Hub and sends an email with all the event details to the relevant SAIT schools/programs.
- Tracks event registration and sends a reminder to registrants the day before the event.
- Assigns one CAS staff member to be present at the beginning of the event to ensure hosts and students are able to access the event.

Please book your session at least two weeks in advance to maximize attendance.

On-Campus Employer Session - \$175

Ideal for employers who would like to host an on-campus Employer Session and have CAS coordinate with the appropriate schools/programs, book a room, and manage registration in My Career Hub.

CAS:

- Works with your organization to plan and set up an in-person event on campus (providing that the targeted program(s) have classes scheduled on campus).
- Books a room and promotes the event by creating an event registration page on My Career Hub and sends an email with details to the relevant SAIT schools/programs.
- Tracks event registration and sends a reminder to registrants the day before the event.
- Assigns one CAS staff member to be present at the beginning of the event to ensure hosts can access the room and are setup.

Please book your session at least two weeks in advance to maximize attendance.

Requesting an Employer Session

Click on the Employer Sessions button on the left-hand menu. Select the appropriate term (i.e. semester) when you would like to schedule your Employer Session.

The screenshot shows a web application interface. On the left is a dark blue sidebar menu with the text "You are currently logged in as Student Employment". The menu items are: Dashboard, Career Job Postings, Experiential Education, EMPLOYER SESSIONS (highlighted in red), General Overview, Information to Prepare, Events & Workshops, Resources, and Industry Mentorship. The main content area is titled "Employer Session" and has two tabs: "Home" (selected) and "All Registrations". Below the tabs is a box titled "TERMS CURRENTLY ACCEPTING REQUESTS" containing the text "Fall 2025" and a blue button labeled "Book Your Visit".








Please provide two date and time options for when you'd like to hold the event. Please refer to the [SAIT important dates calendar](#) before selecting a date. We will try our best to accommodate the date and times you've selected, but we will need to work with the programs to check if students are available.

The screenshot shows a form titled "Request Dates" with a note: "If the first request date is unavailable, the admin will then consider the second request date." The form has three rows of input fields. The first row is for "Requested Date 1" with a date picker showing "07/10/2024" and a time picker showing "04:00 PM". The second row is for "Requested Date 2" with a date picker showing "07/10/2024" and a time picker showing "05:00 PM". The third row is for "Location" with a dropdown menu showing "On-Campus".

Select your location – whether on-campus (On-campus Employer Session), off-campus (External Event Promotion), or online (Virtual Employer Session). If you selected an off-campus event, please list the event address in full.

The screenshot shows the same "Request Dates" form as above, but with additional fields for an off-campus location. The "Location" dropdown is now set to "Off-Campus". Below it are several text input fields for the address: "Address 1", "Address 2", "City", "Province", "Country", and "Postal Code".

If you selected online (Virtual Employer Session), choose the meeting method from the drop-down menu. Include the meeting link. A password and additional instructions are optional.

Request Dates		
If the first request date is unavailable, the admin will then consider the second request date.		
Requested Date 1 *	07/10/2024 	Time: 04:00 PM 
Requested Date 2 *	07/10/2024 	Time: 05:00 PM 
Location	Online 	
Meeting Method	Zoom 	
Meeting Link	<input type="text"/>	
Meeting Password	<input type="text"/>	
Additional Instructions	<div><div></div></div>	

Fill in the organization name that you want to appear on the event page, add your website address and upload a 750 w x 500 h pixel logo for the sait.ca website and the event page.

* Organization Name	<input type="text"/>
* Organization Website	<input type="text"/>
* Organization Logo - 750 x 500 pixels	<div>Dimensions must be 750 (w) x 500 (h) pixels for the sait.ca website.</div> <div>Upload New File</div>

Fill in the names of all individuals presenting and provide a brief bio of your organization.
Provide the event agenda and/or description of what will be covered during your session (i.e. specific recruitment, co-op opportunities, full-time jobs etc.).

Presenter(s) Name(s)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; height: 40px;"></div> </div>
* Company Biography	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; height: 40px;"></div> </div>
* Event Agenda/Description	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; height: 40px;"></div> </div>

Tell us which students you would like to have attend the event.

* Target Programs	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; height: 40px;"></div> </div>
* Student Education Level	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> SELECT ALL </div> <div> <input type="checkbox"/> Beginning of program <input type="checkbox"/> Middle of program <input type="checkbox"/> Soon to Graduate <input type="checkbox"/> Graduated </div> </div> </div>

Please include program names (refer to the [SAIT program page](#)) and any other helpful information as applicable (e.g. Equity, Diversity, Inclusion and Accessibility target groups, specific skill sets, etc.).

Select the student education level that you'd like to meet. Note: we recommend you don't *only* invite graduated students, as they are hard to bring back to campus. We encourage you to invite students from all levels to provide them opportunities to network and for you to create brand awareness early in their education.

Tell us which positions you are hiring for, if you will be recruiting now or in the near future (job titles, specific recruitment program name, etc.). If you're not planning to recruit soon, please mention that you will not be recruiting at this event.

Select the job type that you are or will be recruiting for, if applicable. List an ideal number of attendees, but be aware we cannot guarantee a minimum attendance number.

* Positions Hiring

Tell us which positions you are hiring (i.e. job titles, specific recruitment program name, etc.)

* Job Position Type

☐ SELECT ALL Filter

☐ Full-time

☐ Part-time

☐ Summer

☐ Contract/Temporary

☐ Casual

☐ Multidisciplinary

Clarify if you want the students to come prepared with a resumé, questions for the presenters, and if networking is part of your event.

Select how you learned about Employer Sessions from the menu.

Select your reason for choosing to host an Employer Session.

Click "Next" to continue. By clicking "Cancel", your request will be deleted.

ADDITIONAL EVENT DETAILS

Disclaimer: we can't guarantee attendance numbers

* Ideal Number of Students

0

* Type of Student Participation

Select all that apply.

☐ SELECT ALL Filter

☐ Networking

☐ Bring resume

☐ Come with questions

* How did you hear about Employer Sessions?

☐ SELECT ALL Filter

☐ Sait.ca website

☐ Previously held a session

☐ SAIT staff/faculty member

☐ Industry contact

☐ Other

* Why are you choosing to host an Employer Session?

☐ SELECT ALL Filter

☐ Meet potential talent

☐ Provide advice/guidance to students/alumni

☐ Learn about SAIT programs

☐ Stay connected with SAIT

☐ Make deeper connections with SAIT


Next Cancel

Please only select one event type from the three options listed.

[illegible]

For external events please include your unique registration link. If you have any additional requests or information, please include in the "Other requests" box.

For Virtual Employer Sessions, provide any additional information in the “Other requests” box.

 **Virtual Employer Session (Online)**
\$100.00

Ideal for employers who would like to host a virtual Employer Session and have CAS coordinate with the appropriate schools/programs and manage registration through My Career Hub.

Inclusions:
Your organization:

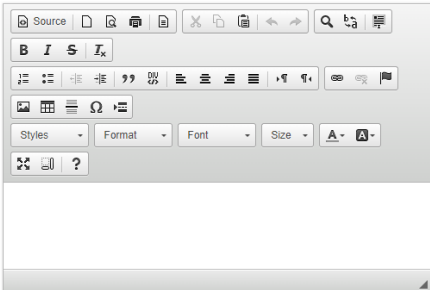
- Provides CAS a meeting link using your preferred virtual meeting platform.

CAS:


- Works with your organization to plan and set up a virtual event.
- Promotes the event by creating an event registration page on My Career Hub and sends an email with all the event details to the relevant SAIT schools/programs.
- Tracks event registration and sends a reminder to registrants the day before the event.
- Assigns one CAS staff member to be present at the beginning of the event to ensure hosts and students are able to access the event.

Please allow at least two weeks so we can promote the event and maximize attendance.

Other requests



For On-Campus Employer Sessions, if you would like catering, please select yes. Catering is an additional cost on top of the Employer Session fee, and is your responsibility to coordinate with our on-campus caterer. External food is not permitted. If you’re interested, our office can provide you with SAIT’s catering information.

 **On-Campus Employer Session (On-campus)**
\$175.00

Ideal for employers who would like to host an on-campus Employer Session and have CAS coordinate with the appropriate schools/programs, book a room, and manage registration through My Career Hub.

Inclusions:
CAS:

- Works with your organization to plan and set up an in-person event on campus (providing that the targeted program(s) have classes scheduled on campus).
- Books a room and promotes the event by creating an event registration page on My Career Hub and sends an email with all the event details to the relevant SAIT schools/programs.
- Tracks event registration and sends a reminder to registrants the day before the event.
- Assigns one CAS staff member to be present at the beginning of the event to ensure hosts can access the room and are setup.

Please allow at least two weeks so we can promote the event and maximize attendance.

ON CAMPUS AMMENTIES

Catering is an additional cost on top of the Employer Session fee. Employers are responsible for coordinating directly with SAIT's on-campus caterer: **Curated Catering powered by Hotel Arts** and cannot have external food or catering come on campus.

Do you require catering?

☐ Yes

☒ No

Media requirements

Please note: Employers are responsible for bringing their own laptop that can connect to an HDMI cable. Please bring any necessary adapters if your computer only contains usb-c ports.

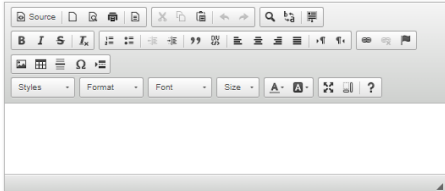
☐ SELECT ALL

☐ Projector

☐ Sound

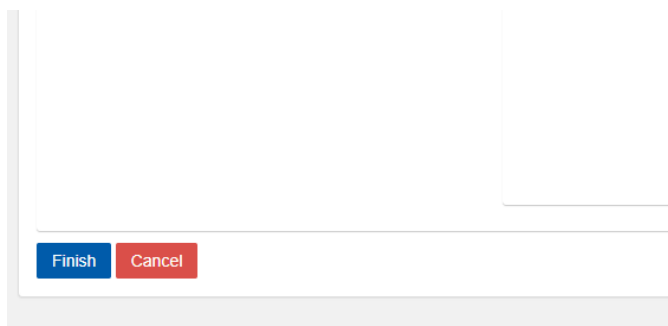
☐ NA

Other requests



For the room booking, please clarify if you would like a projector or sound available, or none. You are responsible for bringing your own laptop that can connect to an HDMI cable. Please bring any necessary adapters if your computer only has usb-c ports.

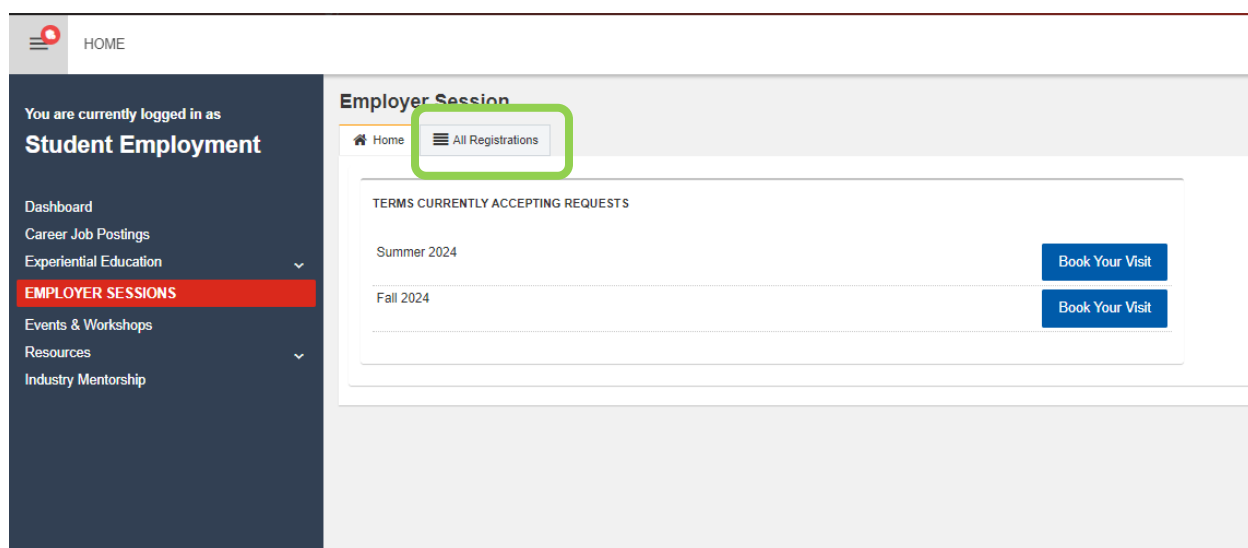
Before clicking “Finish”, please review all the information in your form. By clicking “Cancel”, your form will be deleted and you won’t be able to continue.

A screenshot of a form submission interface. At the bottom of the form, there are two buttons: a blue button labeled "Finish" and a red button labeled "Cancel".

To go back to the previous page, please use the “back” button on your browser.

Once you click “Finish”, your request is submitted and you will receive an auto-reply email confirming submission of your request. We will work on processing your request as quickly as possible.

Making Changes to Your Session

A screenshot of the Student Employment portal. The left-hand menu is visible, showing options like Dashboard, Career Job Postings, Experiential Education, EMPLOYER SESSIONS (highlighted in red), Events & Workshops, Resources, and Industry Mentorship. The main content area is titled "Employer Session" and has two tabs: "Home" and "All Registrations" (highlighted with a green box). Below the tabs, there is a section titled "TERMS CURRENTLY ACCEPTING REQUESTS" with two rows: "Summer 2024" and "Fall 2024", each with a "Book Your Visit" button.

To edit your submitted request, click on the “Employer Session” button on the left-hand menu and click the “All Registrations” tab at the top.

Click on the pending Employer Session request that you wish to edit. Once in the correct request, click “Actions you can take” on the top left, and then “Edit Registration”.

Employer Session

Home All Registrations

Status	Date Posted	Request Date 1	Request Date 2
Approved	July 03, 2024 @ 3:04 PM	July 10, 2024 @ 4:00 PM	July 10, 2024 @ 5:00 PM
Approved	July 03, 2024 @ 3:43 PM	July 17, 2024 @ 4:00 PM	July 17, 2024 @ 5:00 PM
Declined	July 09, 2024 @ 1:15 PM	July 31, 2024 @ 1:00 PM	August 01, 2024 @ 1:00 PM
	July 11, 2024 @ 3:19 PM		
Pending	July 11, 2024 @ 3:19 PM	September 19, 2024 @ 2:20 PM	September 26, 2024 @ 3:00 PM

Info Session for: CAS Pending

Actions you can take ▾

Edit Registration

Requested By

Name	Student Employment
Organization	Southern Alberta Institute of Technology

As soon as you’ve completed your changes, please email us at student.employment@sait.ca so that we are aware of the change.

Once we’ve been in contact with you, clarified details of your event, and have confirmed a date and time that works for the target programs and you, your event will be approved and you’ll receive an approval confirmation email.

If your event was declined, you will receive an auto-reply email, and you will see “Declined” in red at the top of your event registration page.

Info Session for: Declined

Actions you can take ▾

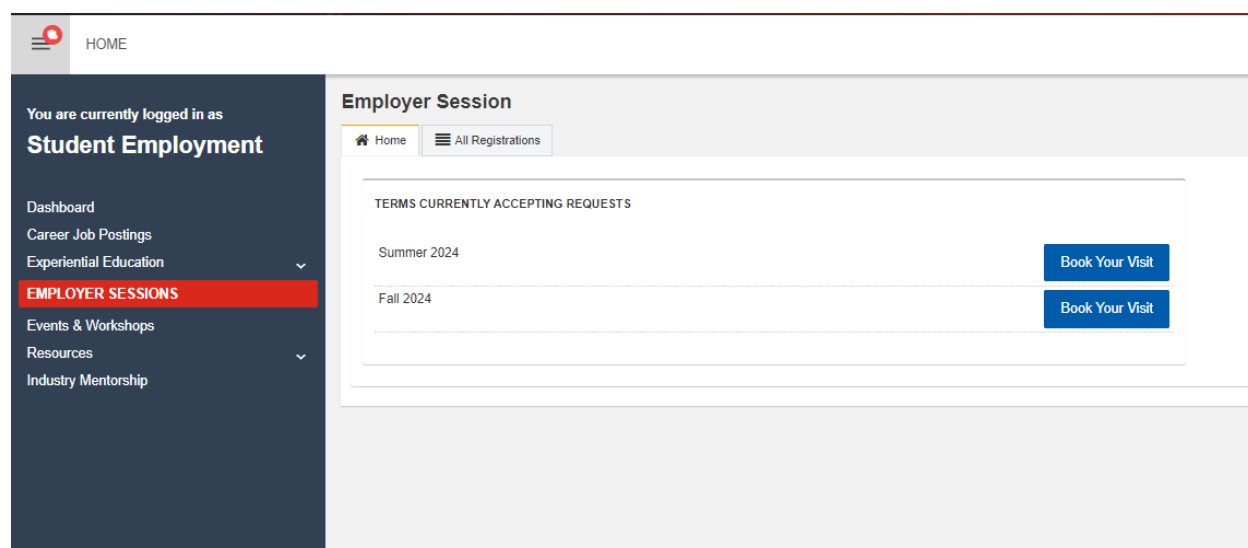
Details Options

Requested By

If we have not already reached out to you, please email us at student.employment@sait.ca to discuss changes that will allow you to hold your event.

Payment

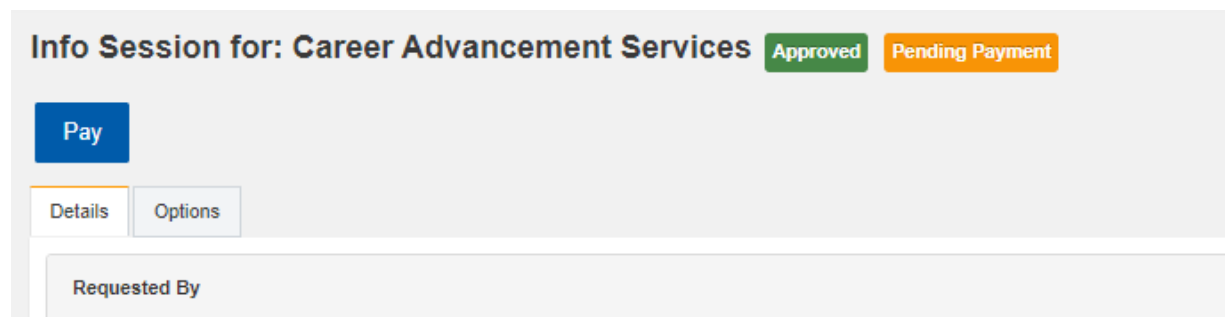
To make a payment, click on the Employer Sessions button on the left-hand menu, and click the “All Registrations” tab.



Select the correct approved Employer Session request.

Employer Session			
Home	All Registrations		
Status	Date Posted	Request Date 1	Request Date 2
Approved	July 03, 2024 @ 3:04 PM	July 10, 2024 @ 4:00 PM	July 10, 2024 @ 5:00 PM
Approved	July 03, 2024 @ 3:43 PM	July 17, 2024 @ 4:00 PM	July 17, 2024 @ 5:00 PM
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	July 11, 2024 @ 3:19 PM		
Pending	July 11, 2024 @ 3:19 PM	September 19, 2024 @ 2:20 PM	September 26, 2024 @ 3:00 PM

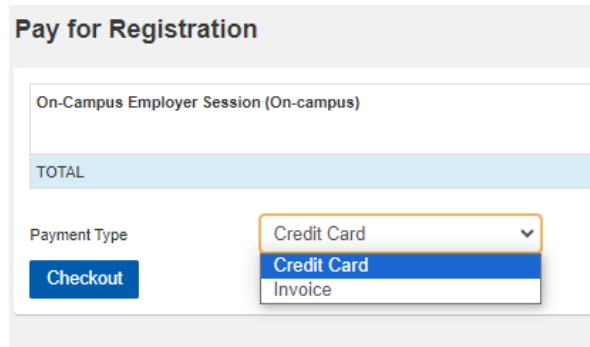
At the top, it should say “Approved” in green and “Pending Payment” in yellow. Click on the blue “Pay” button. The Employer Session and the total should be listed.



All Employer Sessions need to be paid by credit card. We accept Visa and Mastercard.

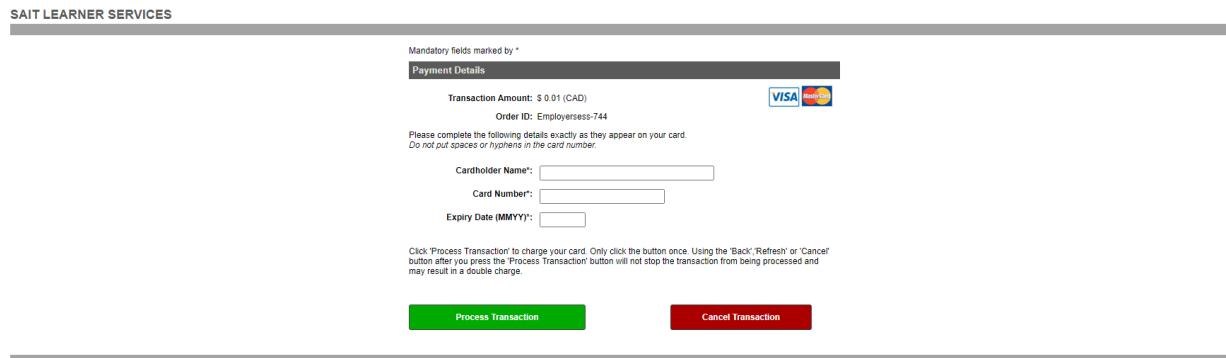
If you select "Invoice", you'll be able to get a downloadable copy of your invoice, but your payment will still be pending, and you will still need to pay by credit card.

Make your selection and click "Checkout".



Through the online Moneris system, add your cardholder name, card number, and expiry date and click "Process transaction".

When your payment is successful, at the top you'll see "Approved" and "Paid" in green. You have the ability to print or email your receipt.



If you would like to see your “Summary of Account” for this event, click on “Options” in the top menu, and scroll to the bottom to see “E-commerce details.” You may print your event summary.

Info Session for: Career Advancement Services
Approved
Paid

Actions you can take ▾

Edit Service Log

View Event

Print Receipt

Email Receipt

Details

Options

Service Log

On-Campus Employer Session (On-campus)

SUMMARY

On-Campus Employer Session (On-campus)	Sub Total	\$0.01
	Total	\$0.01
TOTAL		\$0.01

ECOMMERCE DETAILS

Print

Email

Order #	Date	Type	Status	Debit	Credit	Other
Employersess-744	July 3, 2024 @ 03:19 PM	Credit Card	Paid	\$0.01		
				\$0.01		

Summary of Account

OUTSTANDING BALANCE	ACCOUNT BALANCE
Sub Total: \$0.00	Sub Total: \$0.01
Total: \$0.00	Total: \$0.01

Good luck with your Employer Session! If you have questions, please reach out to Career Advancement Services.

What's Next?

SAIT graduates are driving innovation, building communities and leading business worldwide. Career Advancement Services offer a range of services in order to connect industry partners with skilled SAIT students and alumni looking to gain valuable industry connections and work opportunities.

Industry Mentorship

Did you know? SAIT offers students an Industry Mentorship Program, and we'd like you to be part of it! The program is organized by SAIT's Career Advancement Services and runs for 12 weeks over the Fall and Winter terms.

What is mentorship?

Mentoring is a professional relationship which involves a more experienced person helping a less experienced person to identify and achieve their goals.

Mentorship can provide students with industry awareness and firsthand knowledge of life in the workforce. It also gives seasoned professionals like you the opportunity to share your experience and develop your leadership skills.

There are a number of benefits to being a mentor to a student. These include:

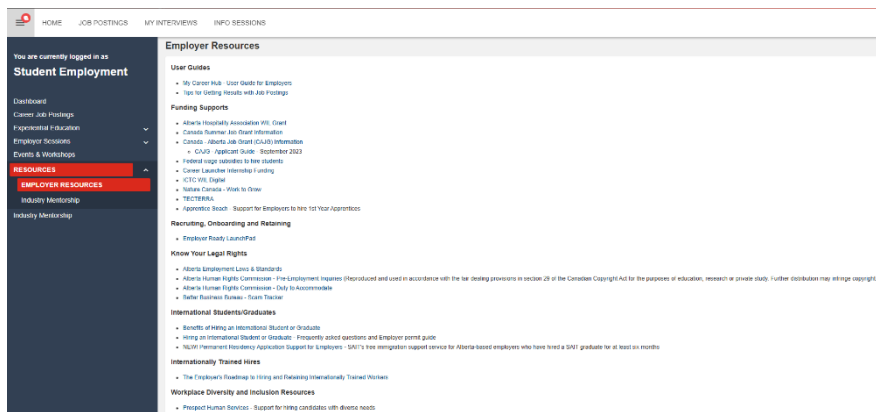
- The chance to have a fun and rewarding experience
- An opportunity to make a difference in a student's life by serving as a role model
- Improving your management, leadership and communication skills
- Expanding your professional networks
- Transferring your skills and knowledge
- Learning about current theories taught in post-secondary education

If you're interested in learning more about becoming a mentor to a SAIT student, we encourage you to reach out! [Find out more.](#)

Resource Library

We recommend checking out the resources available to employers on My Career Hub. In particular, you may be interested in learning more about your legal obligations and rights as an employer, as well as the many funding supports available to help you hire students.

In the side menu on My Career Hub, select "Resources". Select the document to download.



Help is Here, Anytime You Need It

Thank you for using My Career Hub to hire students. We hope this guide helps you navigate the system successfully. If you have questions, please reach out by email at student.employment@sait.ca.

sait.ca

This document last updated December 2025.