



Career
Advancement
Services

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.

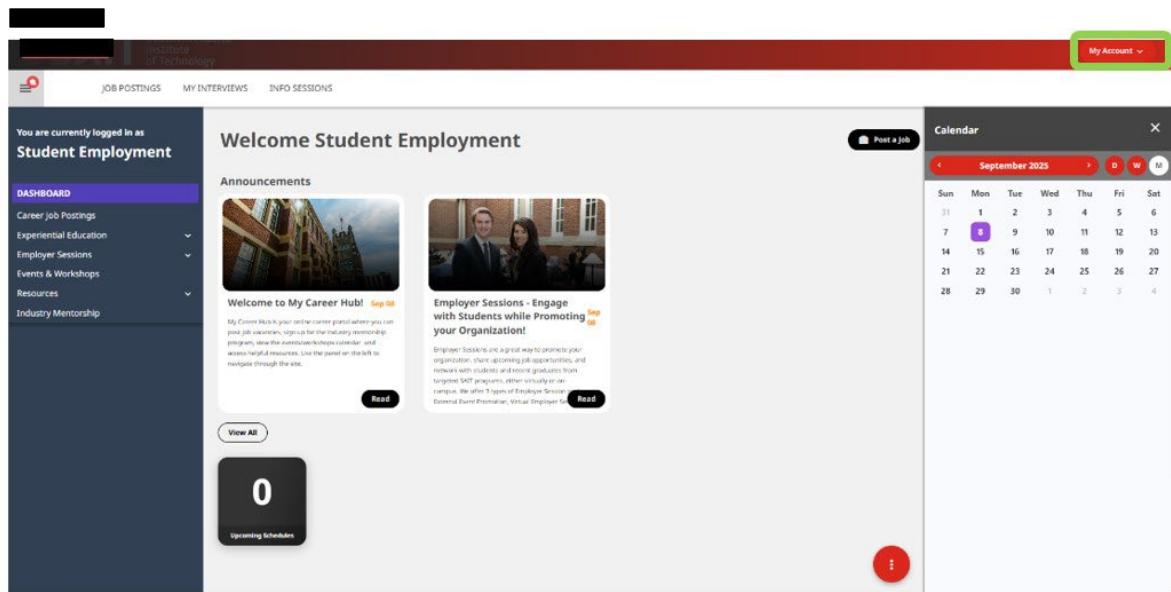
Update Personal Profile &/or Password Reset

As an account holder, you can modify the following:

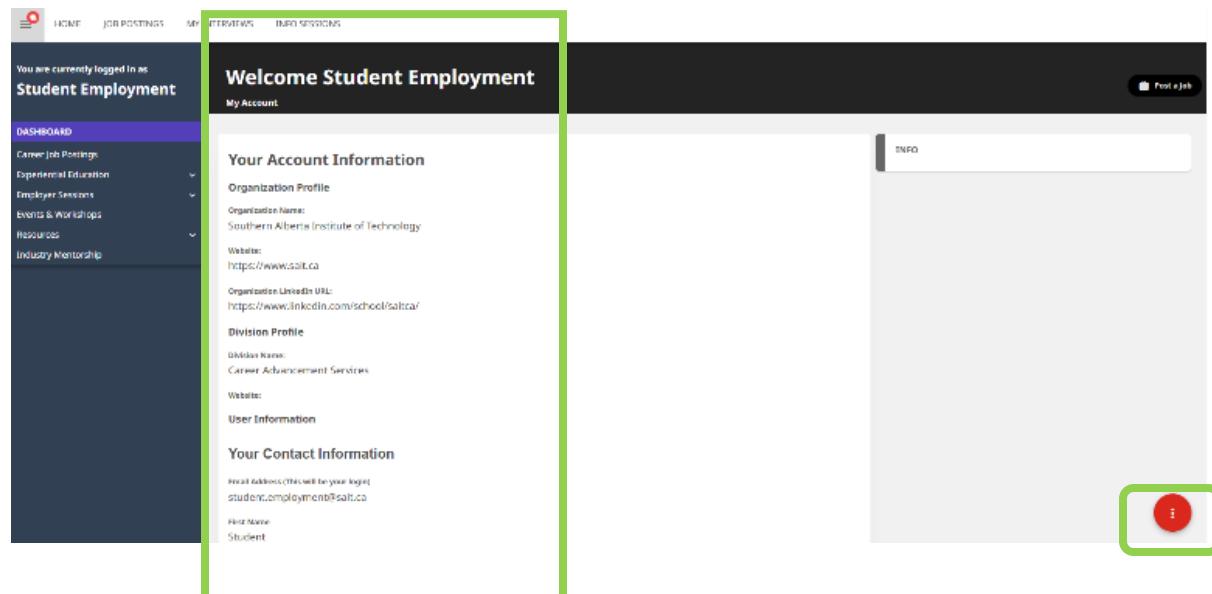
1. Personal Information
2. Password Reset
3. Forgot Password

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:

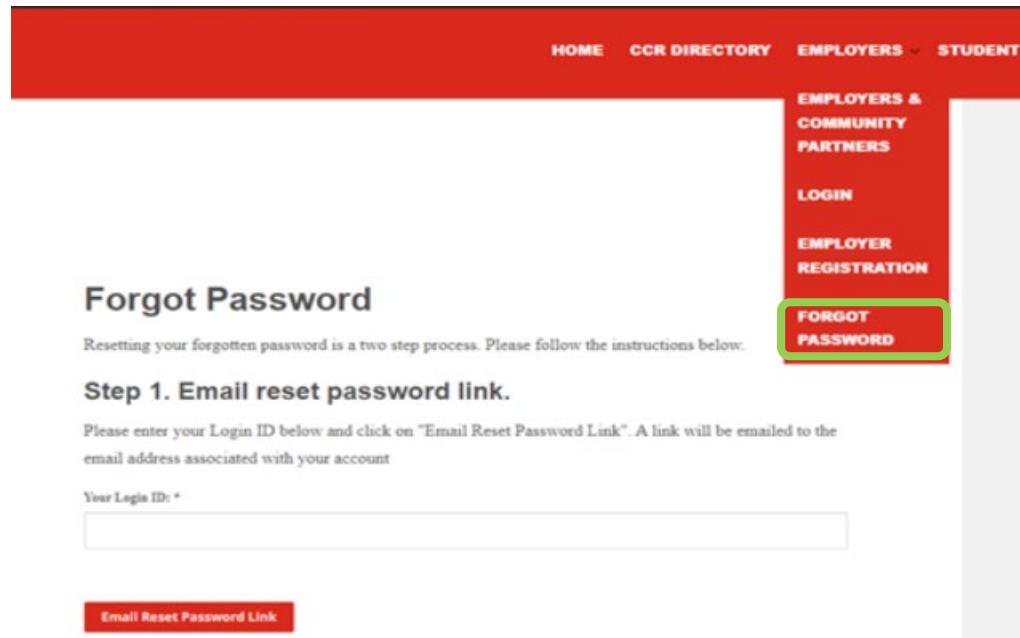
- be at least 8 characters long
- contain an upper case character
- contain a non-alphanumeric character

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 X

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.

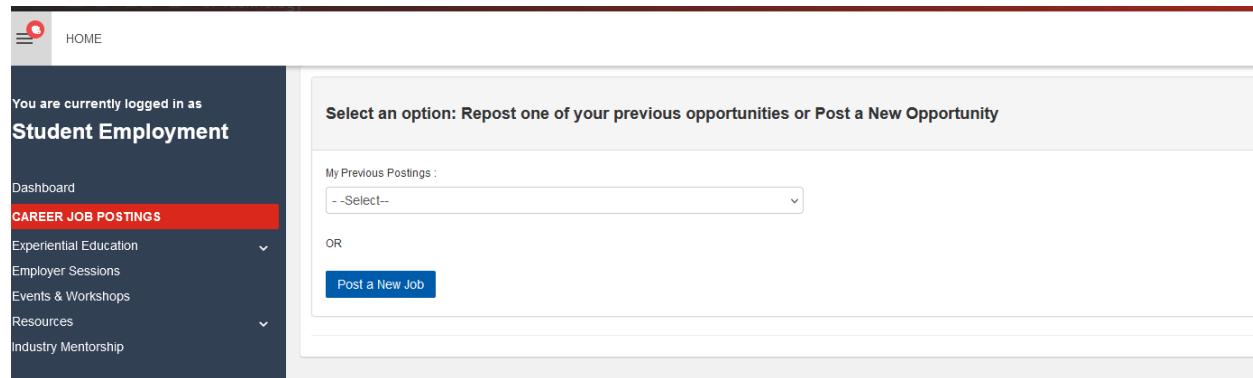
Post

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

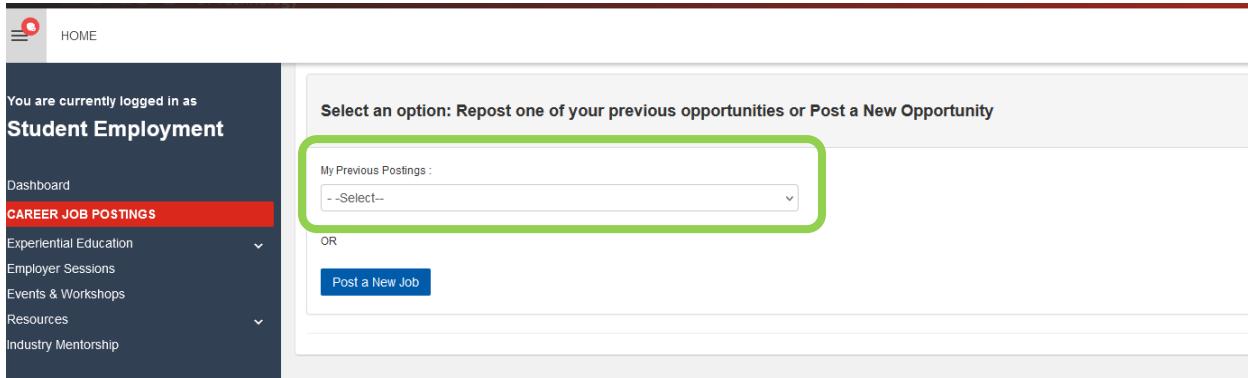
Close

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

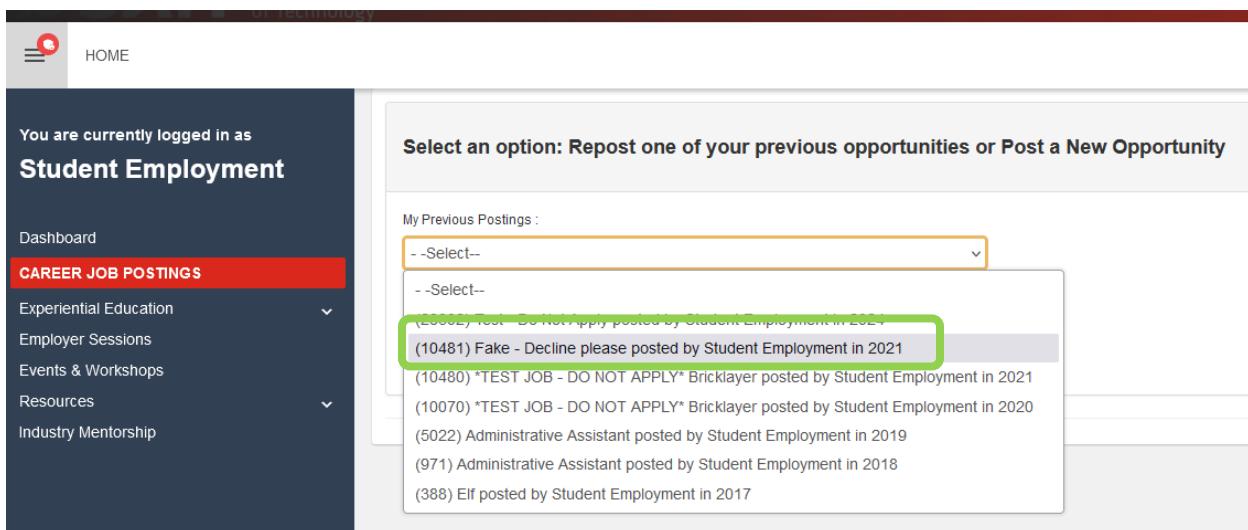


The screenshot shows the SAIT Student Employment website. The left sidebar has a dark background with white text. It includes links for 'Dashboard', 'CAREER JOB POSTINGS' (which is highlighted in red), 'Experiential Education', 'Employer Sessions', 'Events & Workshops', 'Resources', and 'Industry Mentorship'. The main content area has a light background. At the top, it says 'Select an option: Repost one of your previous opportunities or Post a New Opportunity'. Below that is a dropdown menu labeled 'My Previous Postings :' with the placeholder '-Select--'. Underneath is a link 'OR' and a blue button labeled 'Post a New Job'. There are also some empty text input fields at the bottom.

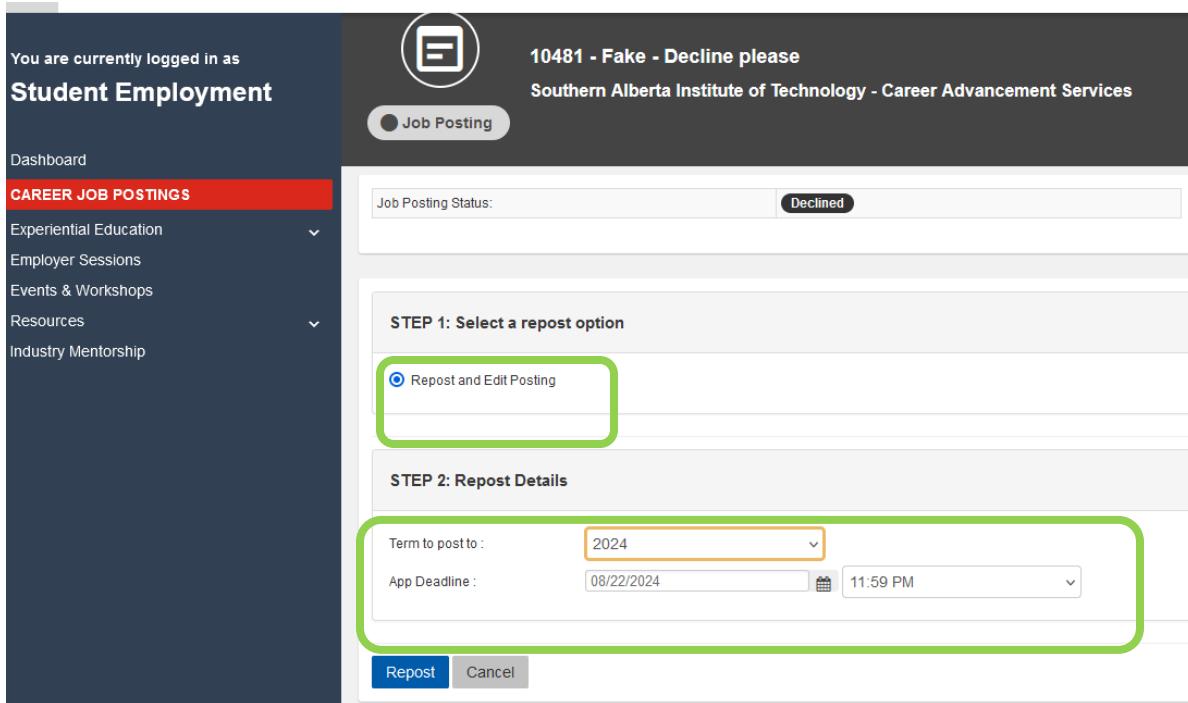
If you have posted in our system before, you can easily modify and repost the previous job.



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



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



You are currently logged in as
Student Employment

Dashboard

CAREER JOB POSTINGS

Experiential Education

Employer Sessions

Events & Workshops

Resources

Industry Mentorship

10481 - Fake - Decline please
Southern Alberta Institute of Technology - Career Advancement Services

Job Posting Status: Declined

STEP 1: Select a repost option

Repost and Edit Posting

STEP 2: Repost Details

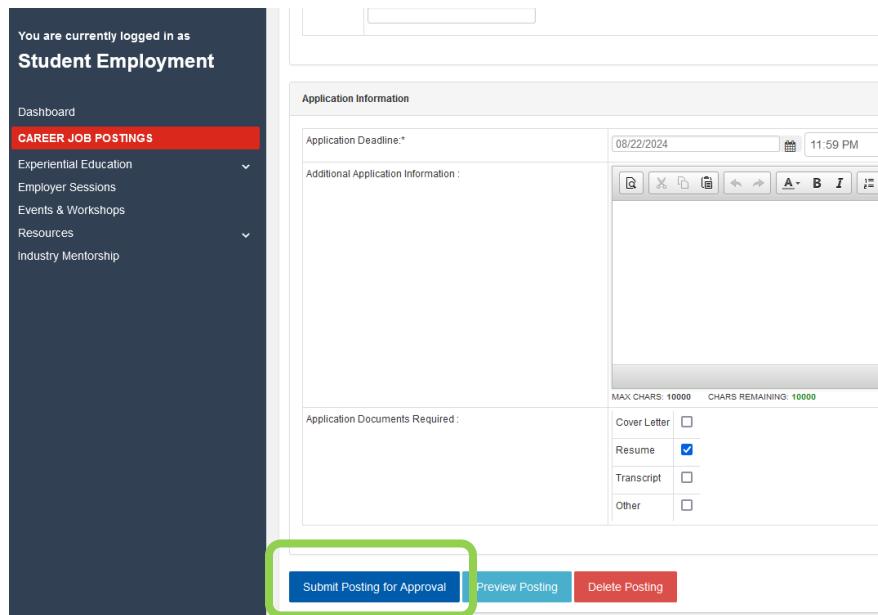
Term to post to: 2024

App Deadline: 08/22/2024 11:59 PM

Repost Cancel

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.



You are currently logged in as
Student Employment

Dashboard

CAREER JOB POSTINGS

Experiential Education

Employer Sessions

Events & Workshops

Resources

Industry Mentorship

Application Information

Application Deadline*: 08/22/2024 11:59 PM

Additional Application Information:

MAX CHARS: 10000 CHARS REMAINING: 10000

Application Documents Required:

Cover Letter

Resume

Transcript

Other

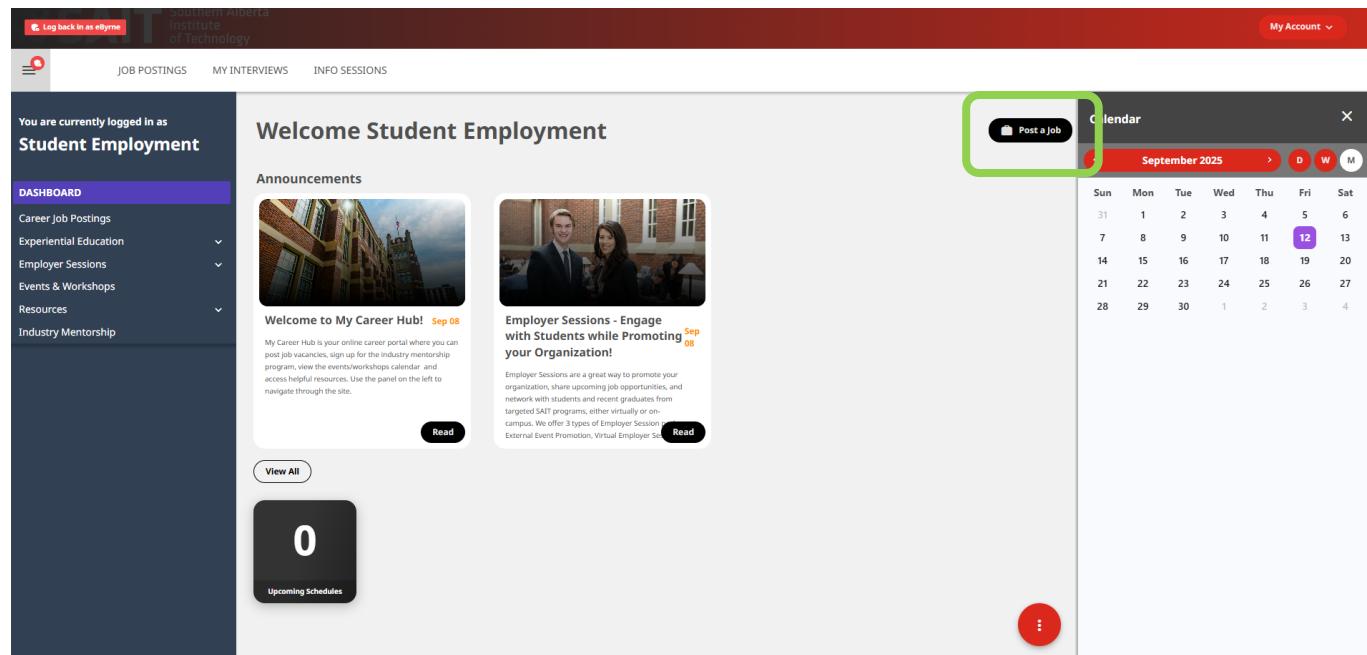
Submit Posting for Approval Preview Posting Delete Posting

Posting an Experiential Learning Opportunity

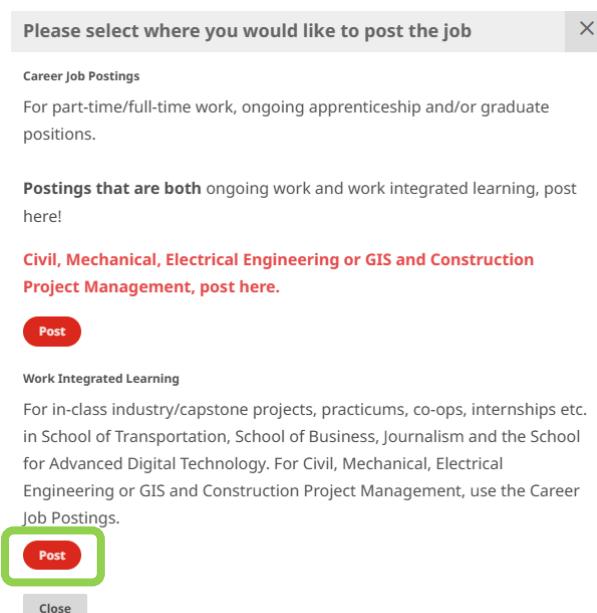
(Work Integrated Learning, Capstone/Industry Project, or Co-Op)

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

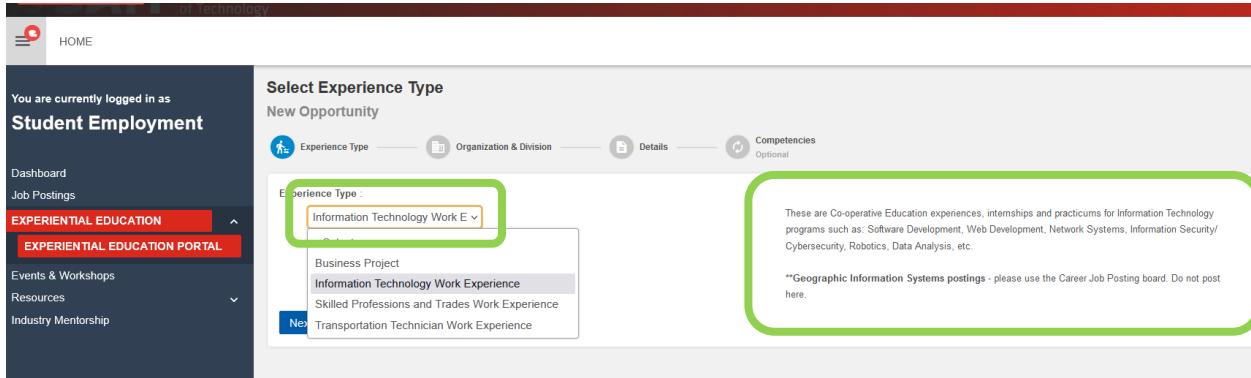
To create a new posting, click on the blue "Post a Job" button on your dashboard.



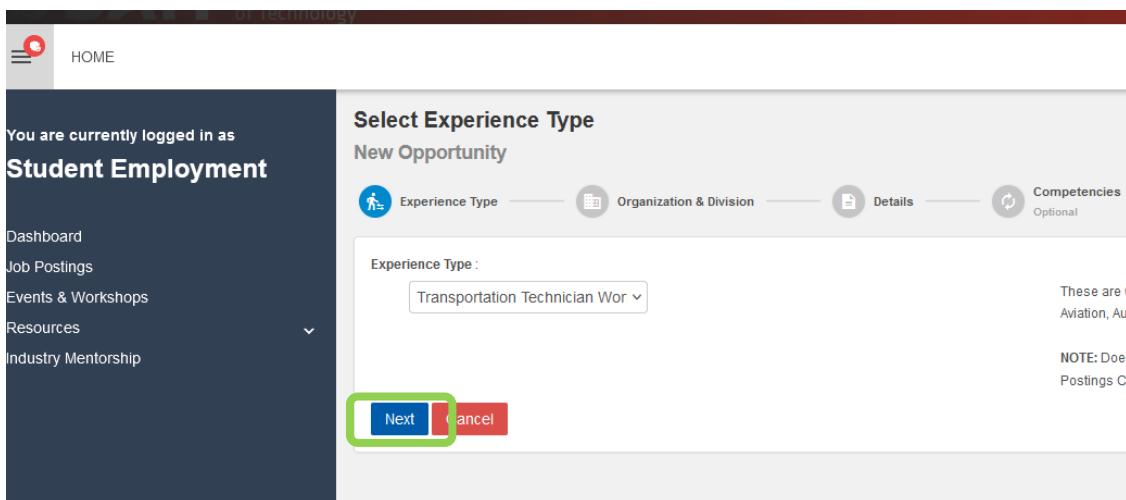
Read the pop-up and decide where your posting best fits. Click the red "Post" button. If you are unsure, post to the "Career Job Postings" and our staff will help select the best fit.



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.



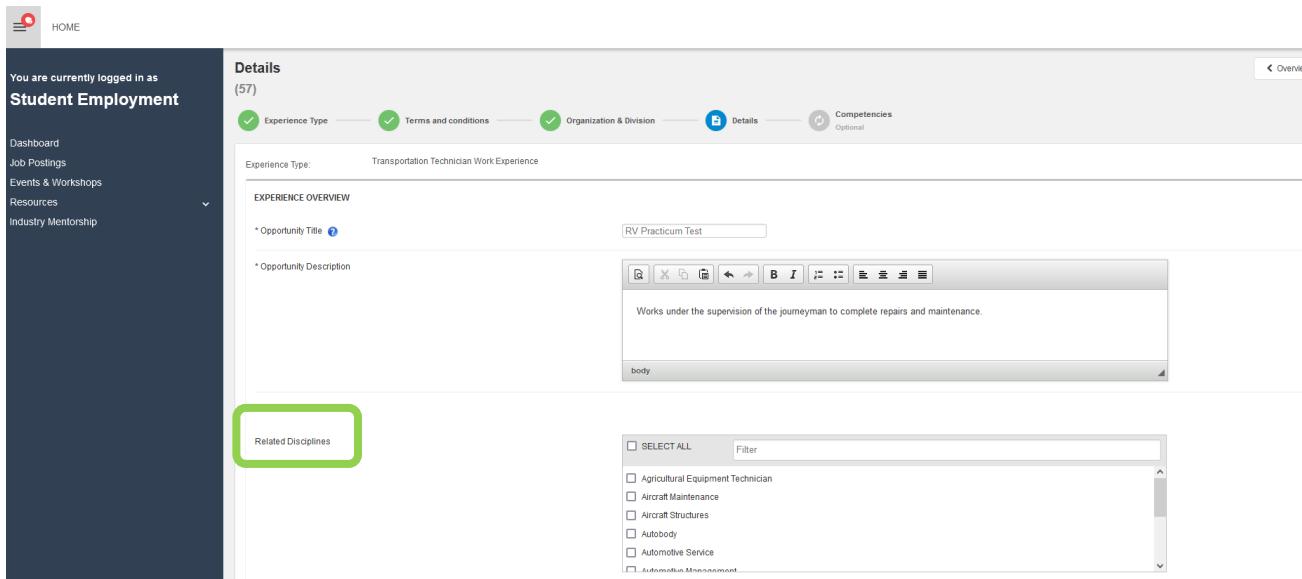
Once you have chosen, click "Next".



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.



HOME

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

Details (57)

Experience Type: Transportation Technician Work Experience

TERMS AND CONDITIONS

Organization & Division: Details Competencies

Opportunity Title: RV Practicum Test

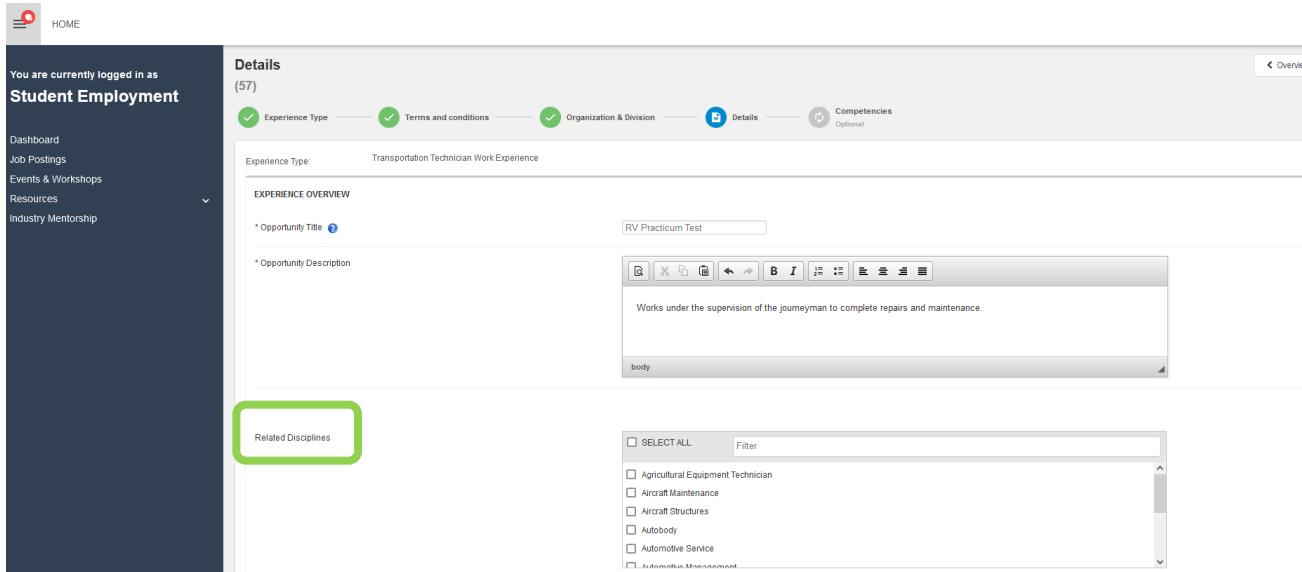
Opportunity Description: Works under the supervision of the journeyman to complete repairs and maintenance.

Related Disciplines

SELECT ALL Filter

- Agricultural Equipment Technician
- Aircraft Maintenance
- Aircraft Structures
- Autobody
- Automotive Service
- Automotive Management

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



HOME

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

Details (57)

Experience Type: Transportation Technician Work Experience

TERMS AND CONDITIONS

Organization & Division: Details Competencies

Opportunity Title: RV Practicum Test

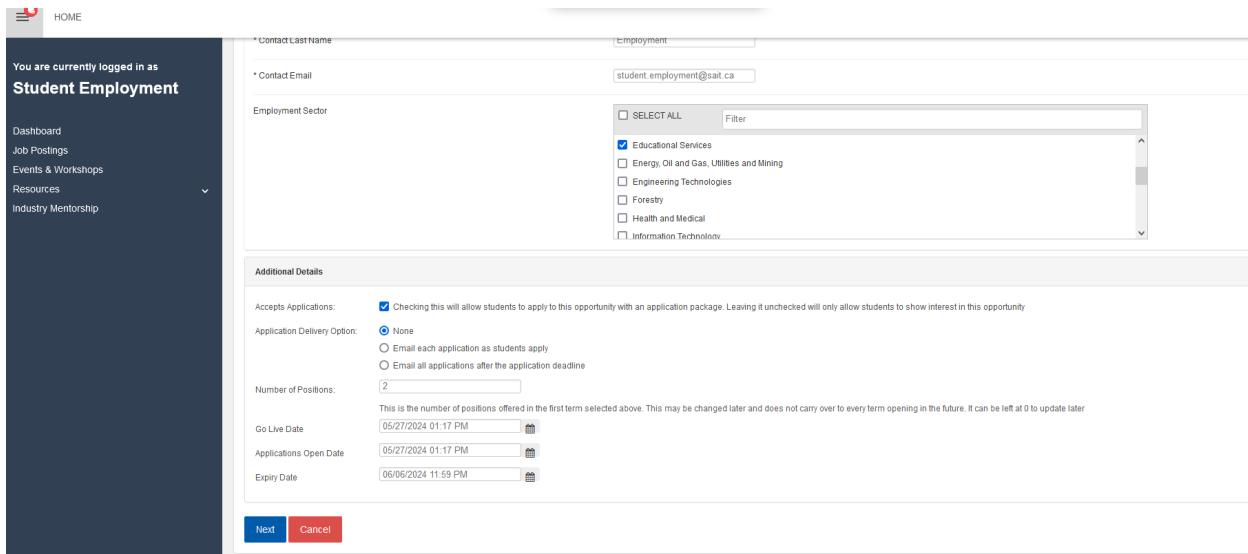
Opportunity Description: Works under the supervision of the journeyman to complete repairs and maintenance.

Related Disciplines

SELECT ALL Filter

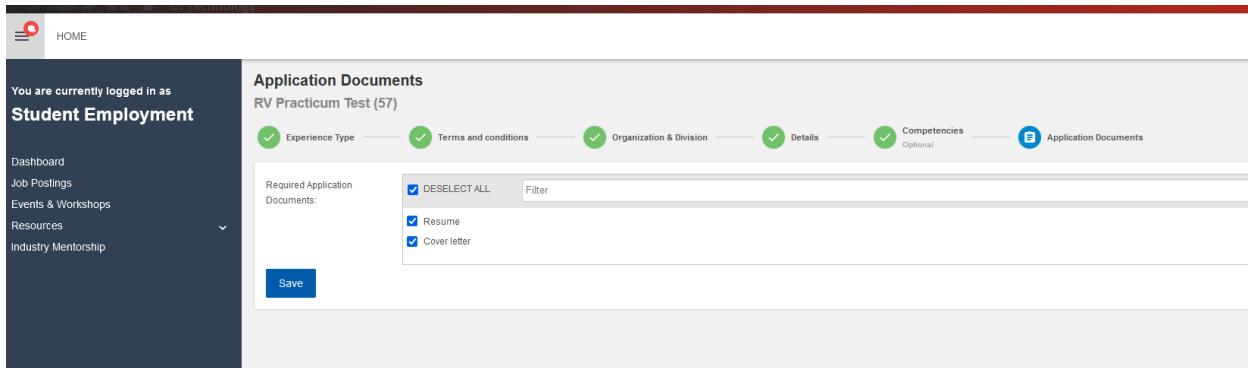
- Agricultural Equipment Technician
- Aircraft Maintenance
- Aircraft Structures
- Autobody
- Automotive Service
- Automotive Management

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



The screenshot shows a form for managing job postings. The left sidebar indicates the user is logged in as 'Student Employment'. The main form includes fields for 'Contact Last Name' (Employment), 'Contact Email' (student.employment@sait.ca), and 'Employment Sector' (a dropdown menu with 'SELECT ALL' and several industry options like 'Educational Services', 'Energy, Oil and Gas, Utilities and Mining', etc.). Other fields include 'Accepts Applications' (checked), 'Application Delivery Option' (None selected), 'Number of Positions' (2), and dates for 'Go Live Date', 'Applications Open Date', and 'Expiry Date'. At the bottom are 'Next' and 'Cancel' buttons.

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



The screenshot shows a configuration interface for 'Application Documents'. The left sidebar shows the user is 'You are currently logged in as Student Employment'. The main area is titled 'Application Documents' and shows 'RV Practicum Test (57)'. It includes tabs for 'Experience Type', 'Terms and conditions', 'Organization & Division', 'Details', 'Competencies', and 'Application Documents'. Under 'Required Application Documents', there is a list with 'DESELECT ALL' and two checked items: 'Resume' and 'Cover letter'. A 'Save' button is at the bottom.

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.

Placement Province: Alberta

Placement Postal Code: T2M 0L4

Placement County: Canada

Contact First Name: Sean

Contact Last Name: Leeson

Contact Email: student.employment@sait.ca

Employment Sector: SELECT ALL Filter

- Accounting and Financial Services
- Agriculture
- Business, Marketing and Management
- Construction Design and Management
- Culture and Recreation
- Educational Services

Additional Details

Application Delivery Option: None Email each application as students apply Email all applications after the application deadline

Number of Positions: 1

This is the number of positions offered in the first term selected above. This may be changed later and does not carry over to every term opening in the future. It can be left at 0 to update later.

Go Live Date: 02/06/2024 10:14 AM

Applications Open Date: 02/06/2024 10:14 AM

Expiry Date: 02/16/2024 11:59 PM

Next **Cancel**

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

Competencies

Title (127)

Experience Type Organization & Division Details Competencies Optional

Assignable Competencies: SELECT ALL Filter

- Continuous Learning - Industry Mentorship
- Time Management - Industry Mentorship
- Skills Planning - Industry Mentorship
- Building Relationships - Industry Mentorship
- Effective Communication - Industry Mentorship
- Systems Thinking - Experiential Learning
- Critical thinking - Supply Chain - Experiential Learning
- Critical thinking - Accounting - Experiential Learning
- Curiosity
- Creativity
- Connection

Save **Skip**

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

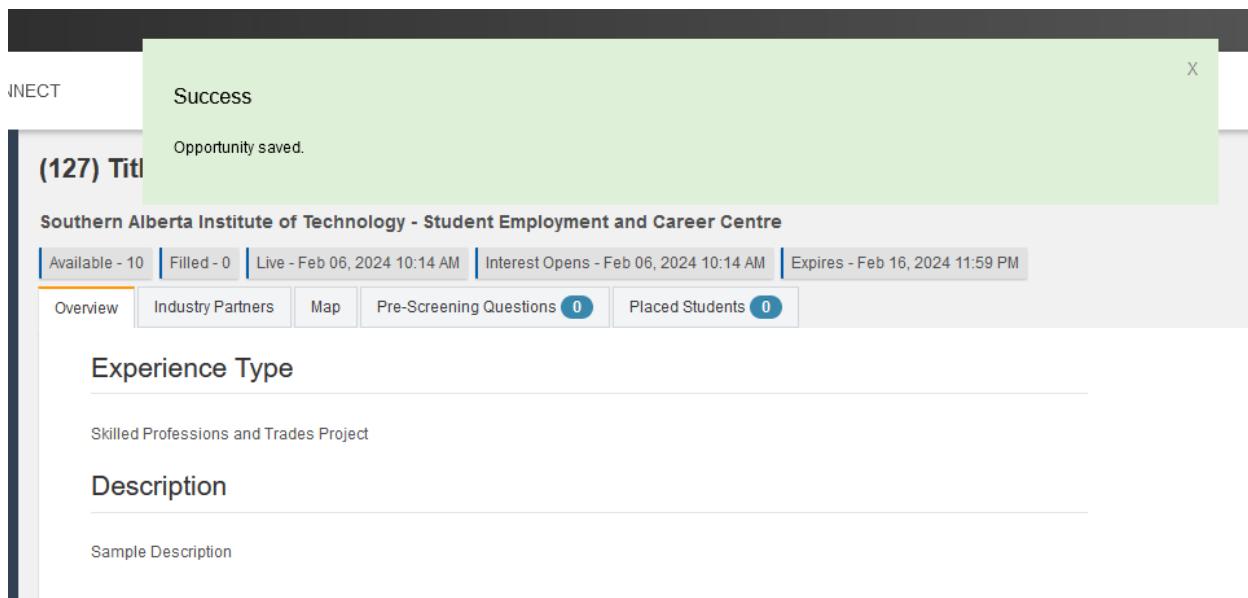
Overview | Industry Partners | Map | Pre-Screening Questions 0 | Placed Students 0

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

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 0 | 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

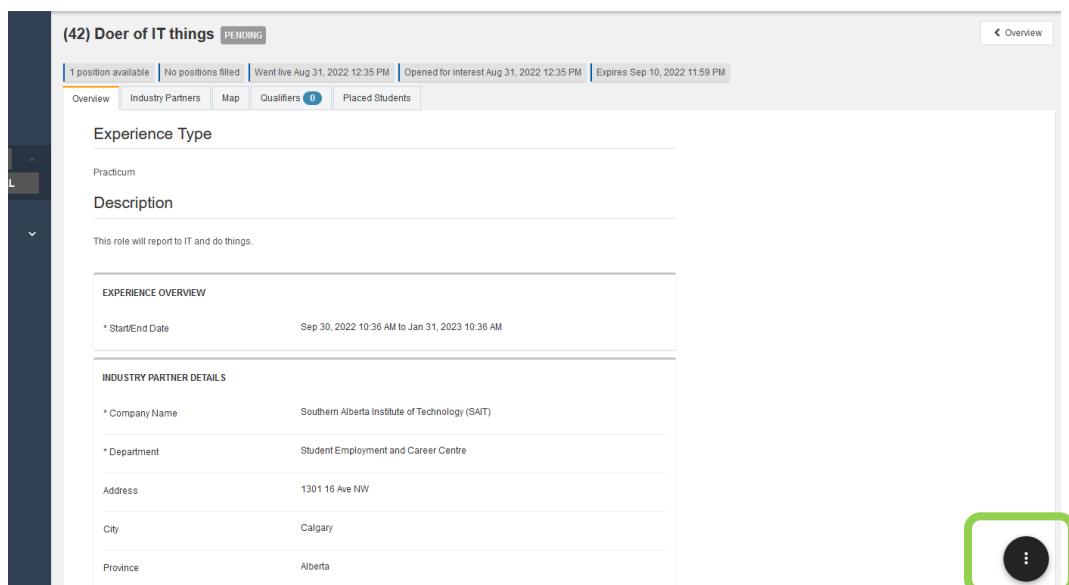
* Company Name Southern Alberta Institute of Technology (SAIT)

* Department Student Employment and Career Centre

Address 1301 16 Ave NW

City Calgary

Province Alberta



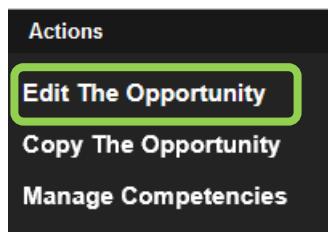
"Edit the Opportunity" is where you can change the dates, to close the posting early or extend the posting.

Actions

Edit The Opportunity

Copy The Opportunity

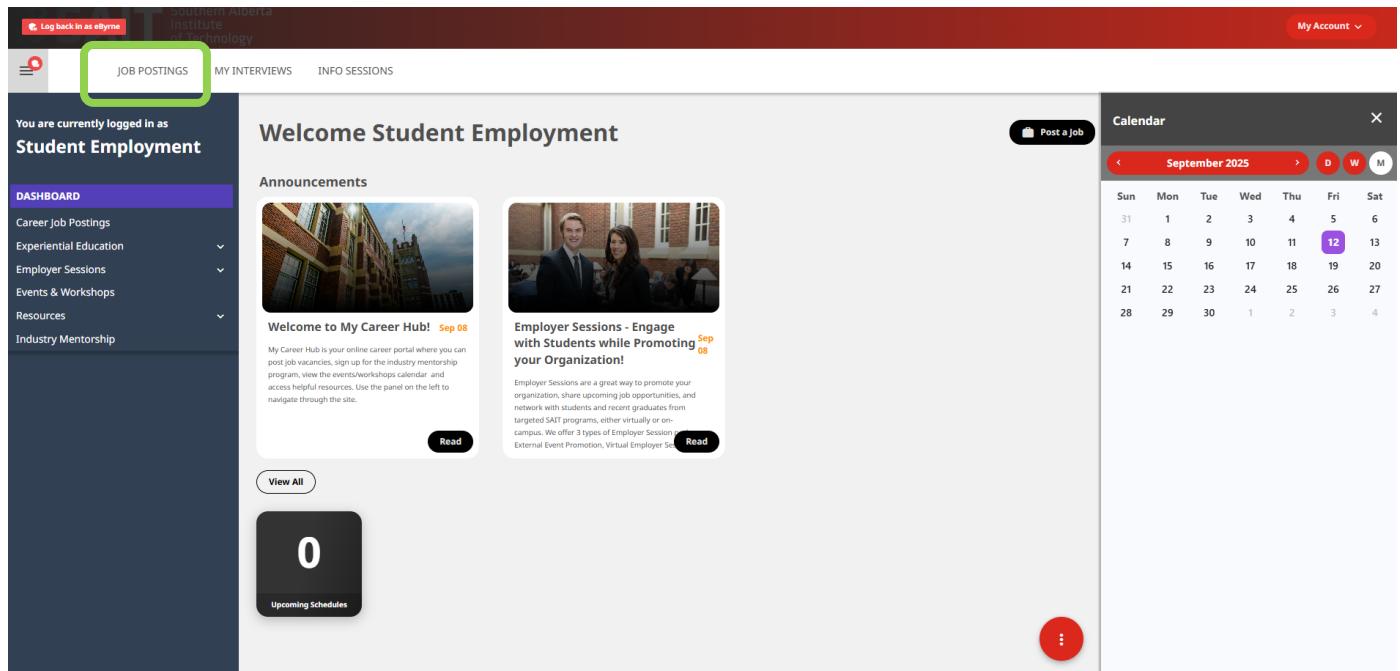
Manage Competencies



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 shows the My Career Hub dashboard for a user named "Student Employment". The "JOB POSTINGS" tab is highlighted with a green box. The dashboard includes a sidebar with links like "Career Job Postings", "Experiential Education", "Employer Sessions", "Events & Workshops", "Resources", and "Industry Mentorship". The main content area features a "Welcome Student Employment" section, "Announcements" (with a "Welcome to My Career Hub!" card and an "Upcoming Schedules" card showing 0), and a "Calendar" for September 2025. The calendar highlights the 12th of September.

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

>Welcome Student Employment

Job Postings

MY JOB POSTINGS EXPERIENTIAL

Advanced Search Status

Clear Filters System Filters: All Postings

	Term (1)	Job Id	Job Title	Organization	Division	Status	Internal Status	# of Times Viewed	# of
<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/T...	DELETEDSAITO_7882	Student Emplo...	Cancelled		6	

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 Status: **Approved**

Posting Details

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
-------------------	--

Job Posting Status: **Approved**

Posting Detail Applications 6

Overview View Application Bundle

SAVED FILTERS: - Select- ▾

TOTAL RESULTS 6 DISPLAYING: 1 - 6

<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**

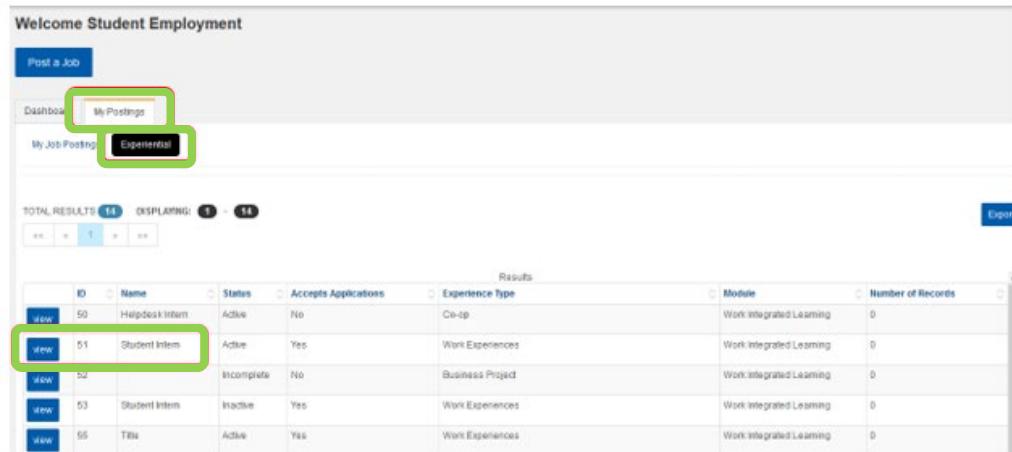
Applications Options ▾

- 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

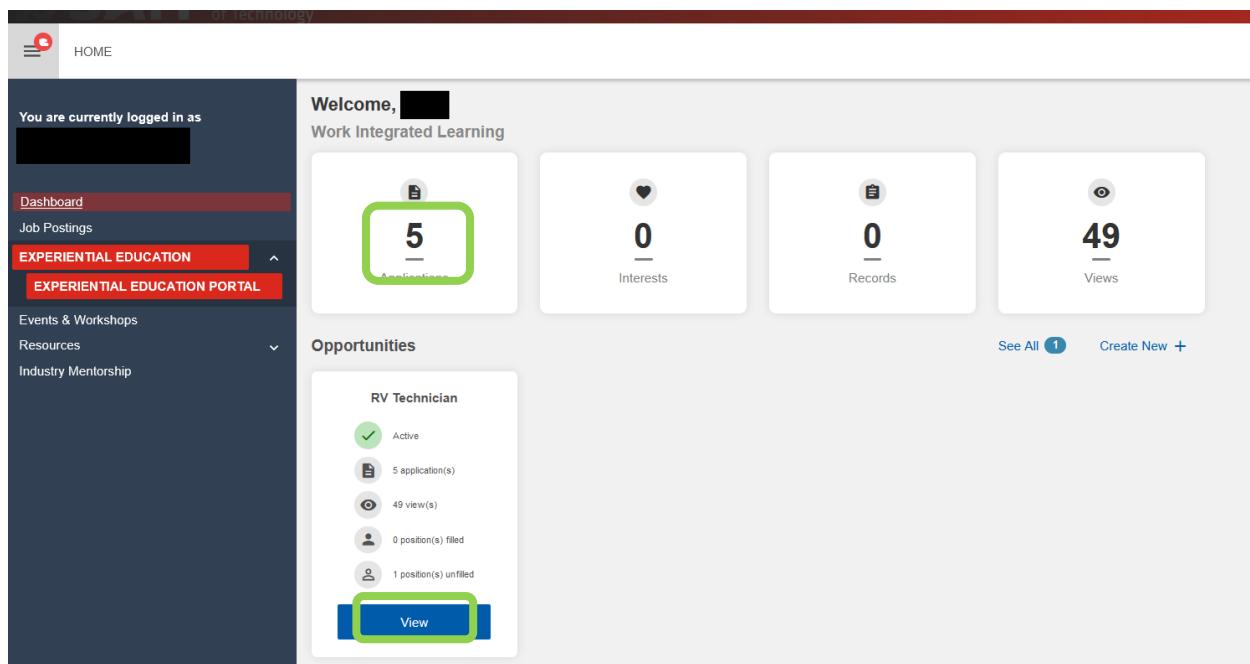
You can view the applications by reviewing your opportunities postings and clicking "Experiential". Then select the posting you want to view.



The screenshot shows a table of job postings. The 'Experiential' filter is selected, as indicated by a green box around the 'Experiential' button in the top navigation bar. The table has columns for ID, Name, Status, Accepts Applications, Experience Type, Module, and Number of Records. One row is highlighted with a green box, showing 'Student Intern' with ID 51, Active status, Yes for Accepts Applications, Work Experiences for Experience Type, and Work Integrated Learning for Module. The Number of Records is 0.

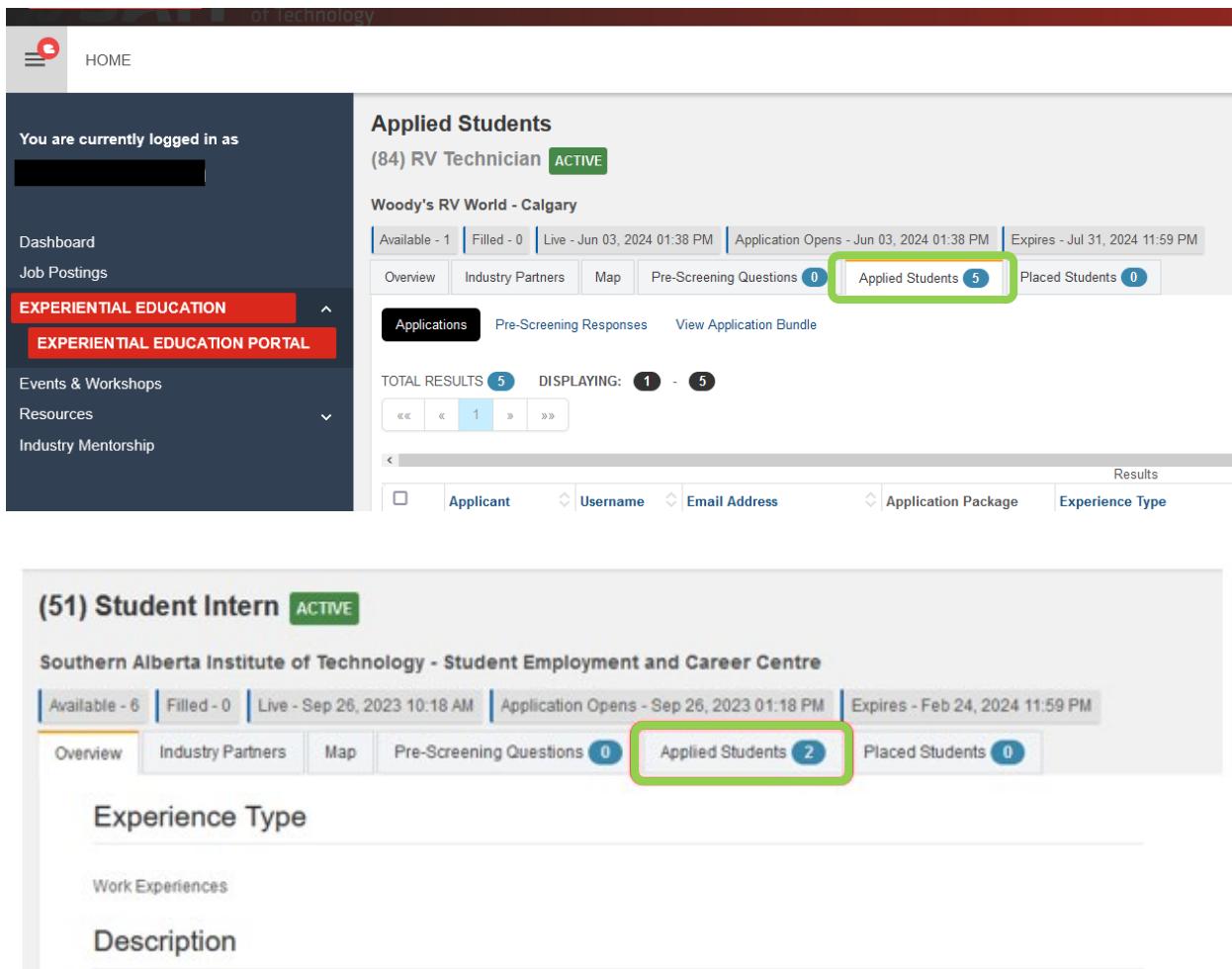
ID	Name	Status	Accepts Applications	Experience Type	Module	Number of Records
50	Helpdesk Intern	Active	No	Co-op	Work Integrated Learning	0
51	Student Intern	Active	Yes	Work Experiences	Work Integrated Learning	0
52		Incomplete	No	Business Project	Work Integrated Learning	0
53	Student Intern	Inactive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



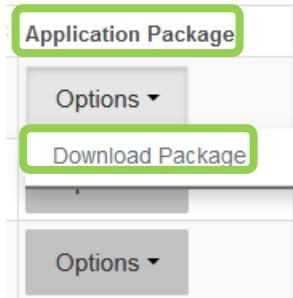
The screenshot shows the Experiential Education Dashboard. The 'EXPERIENTIAL EDUCATION' tab is selected. In the 'Opportunities' section, there is a card for 'RV Technician' with a green box around the 'View' button. The card displays the following information: Active (green checkmark), 5 application(s), 49 view(s), 0 position(s) filed, and 1 position(s) unfilled.

Click the "Applied Students" tab to view and download the applications.



The image contains two screenshots of a web application interface for experiential education. The top screenshot shows the 'Applied Students' tab for a job posting titled '(84) RV Technician ACTIVE'. The bottom screenshot shows the 'Applied Students' tab for a job posting titled '(51) Student Intern ACTIVE'. Both screenshots highlight the 'Applied Students' tab with a green box, showing the count of applications (5 and 2 respectively). The interface includes a sidebar with 'EXPERIENTIAL EDUCATION' and 'EXPERIENTIAL EDUCATION PORTAL' sections, and a search bar at the bottom.

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



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
Supervisional Industry Partner Evaluation

Term: Fall 2022 (2022/2023)
Course: CPNPK 203 - CRN 23166 - SAIT - Optional Co-op
Type: Co-op

Student: Co-op Test1 Student

EMPLOYER EVALUATION

Rate the student from 1-5 by marking the appropriate checkbox.
 1 = Unsatisfactory 2 = Needs Improvement 3 = Average (Meets Expectations) 4 = Good (Above Average) 5 = Excellent

Keep in mind that students are very different through their program, and this rank placement may be their final rank experience. Scores should be consistent for a person just entering the position.

Student interacted at their best
 1
 2
 3
 4
 5

Student's initiative
 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

Response to supervision
 1
 2
 3
 4
 5

Written communication
 1
 2
 3
 4
 5

Oral communication
 1
 2
 3
 4
 5

Adaptation to formal inspection rules, policies, safety guidelines, etc.
 1
 2
 3
 4
 5

Other areas and possibility
 1
 2
 3
 4
 5

EMPLOYER EVALUATION

What are the student's major strengths?

What are some areas of improvement for the student?

Select the best response as to the level of the student's technical skills
 Yes
 No
 Not Sure

Do you consider this student prepared for continued or permanent employment?
 Yes
 No
 Not Sure

Have you discussed this evaluation with the student?
 Yes
 No
 Not Sure

If you need to fine-tune for other uses, what different strike would you like them to have?

GENERAL NOTES

Additional Comments

Success!
Evaluation has been saved.

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.

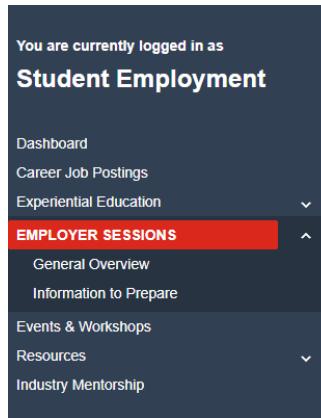
CAS:

- 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.

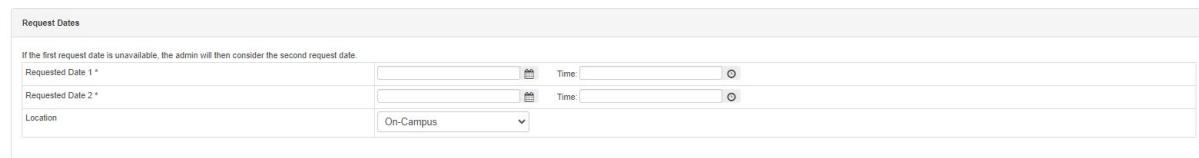
Requesting an Employer Session

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.



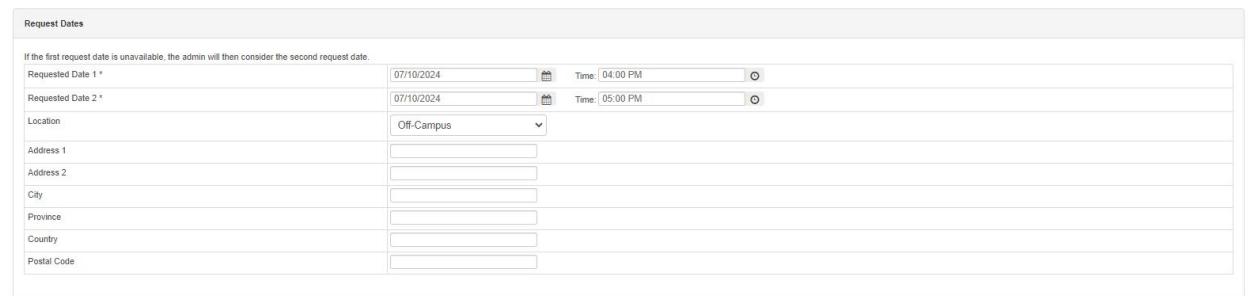
The screenshot shows the 'Employer Session' page. On the left, a sidebar menu is open, showing 'EMPLOYER SESSIONS' as the active section. The main content area displays 'TERMS CURRENTLY ACCEPTING REQUESTS' with 'Fall 2025' listed. A 'Book Your Visit' button is visible.

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 the 'Request Dates' form. It includes fields for 'Requested Date 1' and 'Requested Date 2' with date and time pickers, and a 'Location' dropdown set to '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 'Request Dates' form. It includes fields for 'Requested Date 1' and 'Requested Date 2' with date and time pickers, a 'Location' dropdown set to 'Off-Campus', and additional fields for '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 <input type="button" value="Calendar"/> Time: 04:00 PM <input type="radio"/>
Requested Date 2 *	07/10/2024 <input type="button" value="Calendar"/> Time: 05:00 PM <input type="radio"/>
Location	Online <input type="button" value=""/>
Meeting Method	Zoom <input type="button" value=""/>
Meeting Link	<input type="text"/>
Meeting Password	<input type="text"/>
Additional Instructions	<input type="text"/>

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

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)

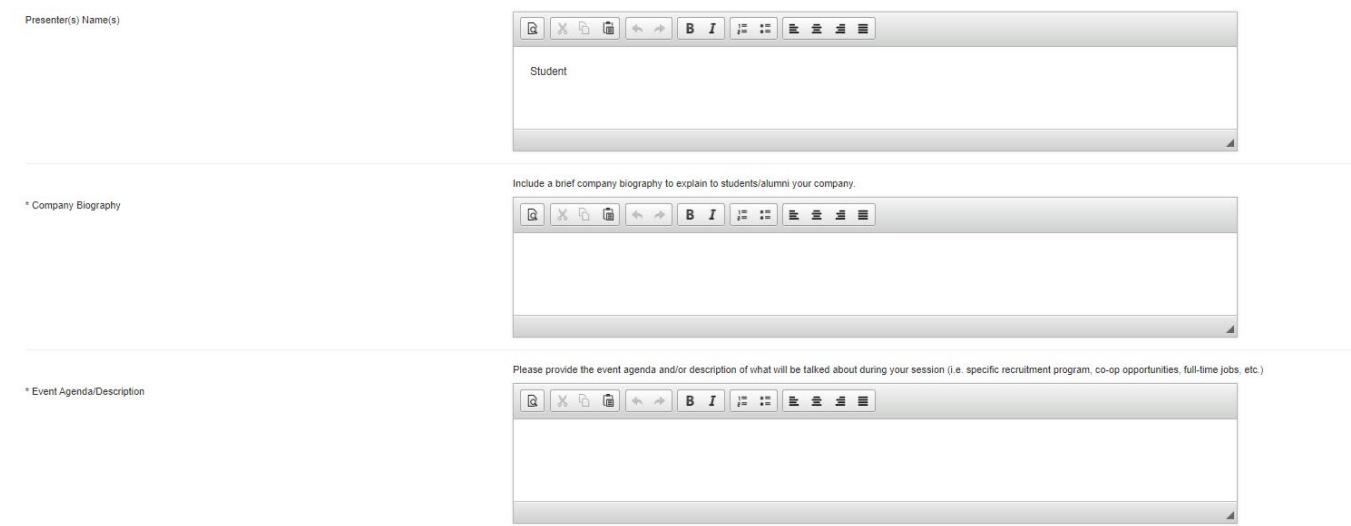
Student

* Company Biography

Include a brief company biography to explain to students/alumni your company.

* Event Agenda/Description

Please provide the event agenda and/or description of what will be talked about during your session (i.e. specific recruitment program, co-op opportunities, full-time jobs, etc.)



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

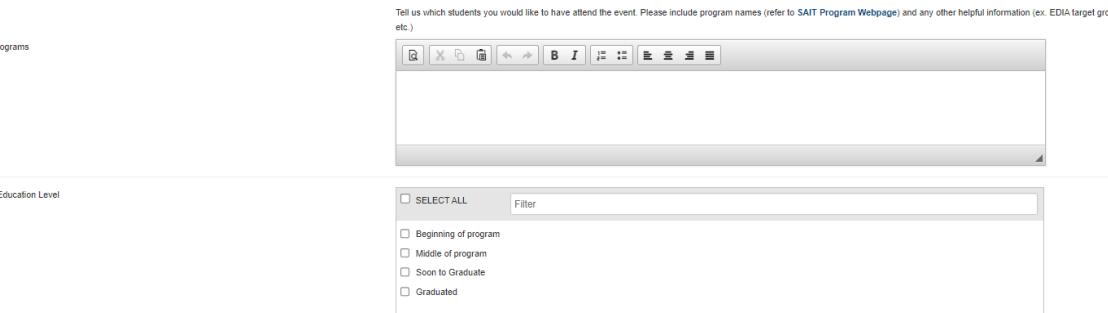
* Target Programs

Tell us which students you would like to have attend the event. Please include program names (refer to SAIT Program Webpage) and any other helpful information (ex. EDIA target groups, specific skill sets, etc.)

* Student Education Level

SELECT ALL

Beginning of program
 Middle of program
 Soon to Graduate
 Graduated



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.).

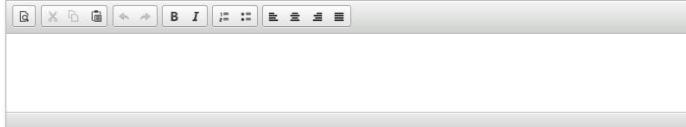
Select the student education level that you'd like to meet. Note: we recommend you don't *only* invite graduated students, as they are hard to bring back to campus. We encourage you to invite students from all levels to provide them opportunities to network and for you to create brand awareness early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

- Full-time
- Part-time
- Summer
- Contract/Temporary
- Casual
- Internship

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

* Type of Student Participation

Select all that apply.

SELECT ALL

- Networking
- Bring resume
- Come with questions

* How did you hear about Employer Sessions?

SELECT ALL

- 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

- 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.

Create a Request ◀ Overview

External Event Promotion (Off-campus) \$25.00

Ideal for employers who are hosting their own virtual or in-person event and only want it to be promoted on My Career Hub and have their promotional material emailed to the appropriate schools/programs. CAS does not coordinate with any schools/programs, nor aid in event coordination and registration collection.

Inclusions:
Your organization

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

CAS:

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

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.

External Event Promotion (Off-campus) \$25.00

Ideal for employers who are hosting their own virtual or in-person event and only want it to be promoted on My Career Hub and have their promotional material emailed to the appropriate schools/programs. CAS does not coordinate with any schools/programs, nor aid in event coordination and registration collection.

Inclusions:
Your organization

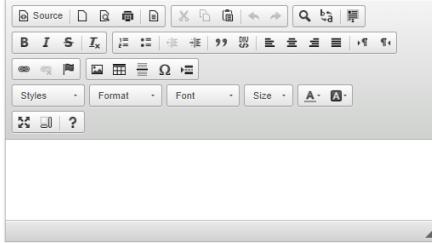
- Manages the event registration and set-up.
- Organizes and hosts the event in person or using your preferred virtual meeting platform.

CAS:

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

Event registration link

Other requests



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:

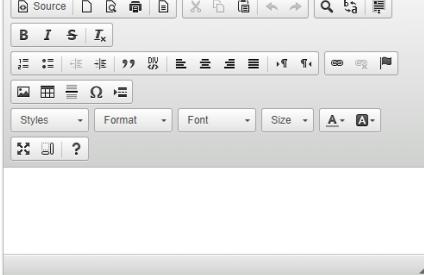
- Provides CAS a meeting link using your preferred virtual meeting platform.

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 AMENITIES

Do you require catering?

Yes
 No

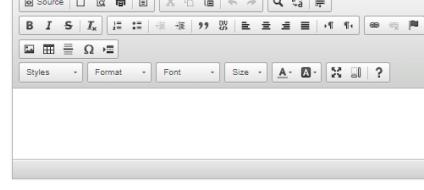
Media requirements

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

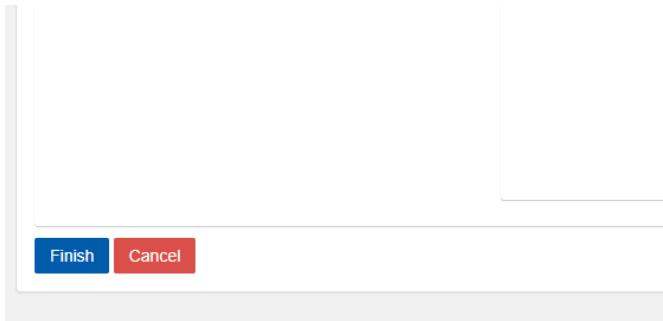
Projector
 Sound
 NA

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.



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 'Employer Session' page in the Student Employment system. The 'All Registrations' tab is highlighted with a green box. The page shows terms accepting requests: 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			
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 ▾

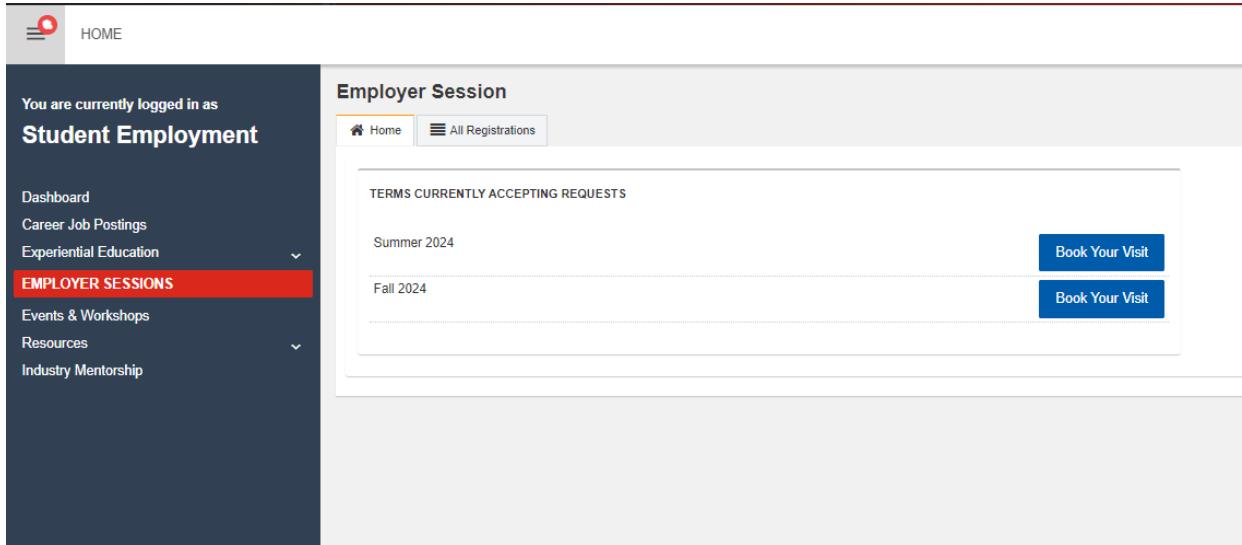
Details Options

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.

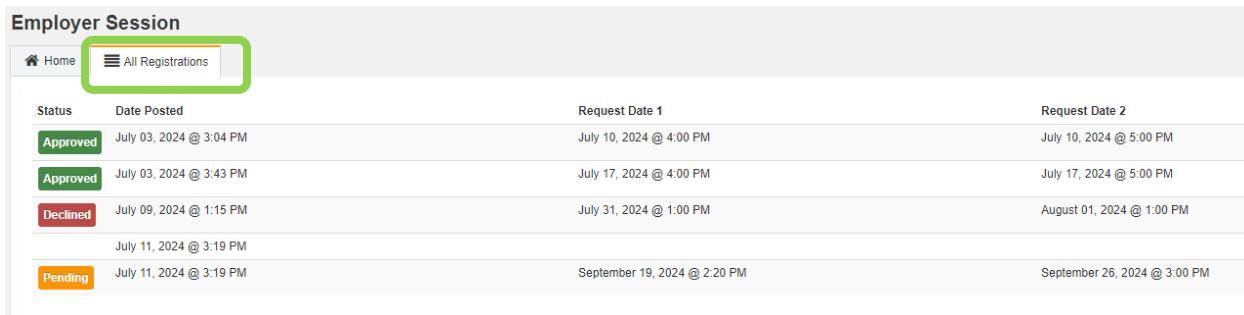
Payment

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



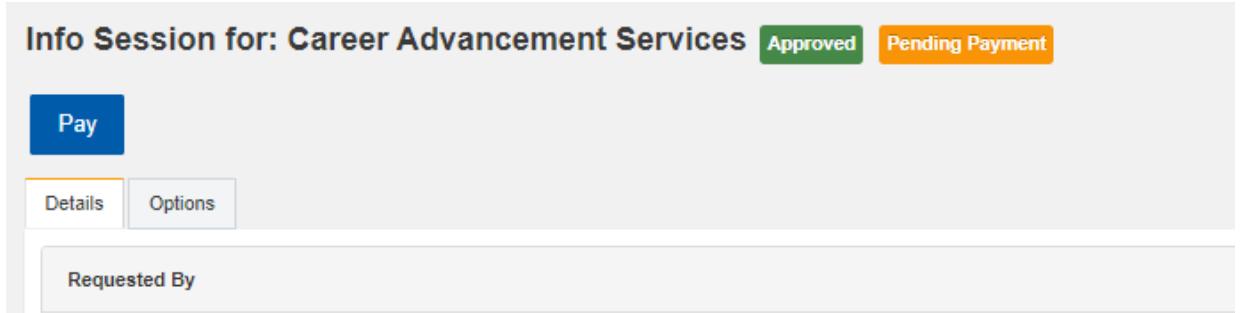
The screenshot shows the 'Employer Session' page. On the left, a sidebar menu is visible with the following items: Dashboard, Career Job Postings, Experiential Education, EMPLOYER SESSIONS (highlighted in red), Events & Workshops, Resources, and Industry Mentorship. The main content area is titled 'Employer Session' and contains tabs for 'Home' and 'All Registrations' (also highlighted in red). Below these tabs, there is a section titled 'TERMS CURRENTLY ACCEPTING REQUESTS' with two entries: 'Summer 2024' and 'Fall 2024'. Each entry has a 'Book Your Visit' button to its right.

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
Declined	July 09, 2024 @ 1:15 PM	July 31, 2024 @ 1:00 PM	August 01, 2024 @ 1:00 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.



The screenshot shows a payment page for an 'Info Session for: Career Advancement Services'. At the top, there are two buttons: 'Approved' (green) and 'Pending Payment' (yellow). Below these buttons is a large blue 'Pay' button, which is highlighted with a red box. Underneath the 'Pay' button, there are two tabs: 'Details' and 'Options', with 'Details' being the active tab. At the bottom of the page, there is a field labeled 'Requested By'.

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".

Pay for Registration

On-Campus Employer Session (On-campus)

TOTAL

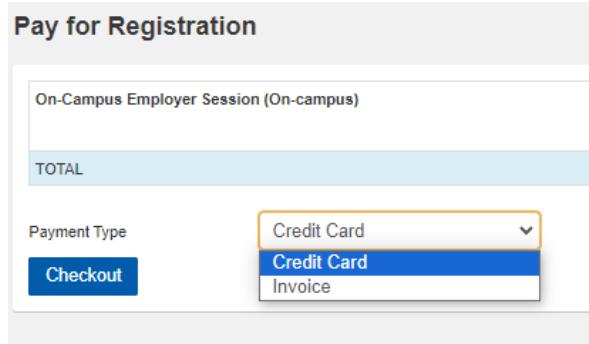
Payment Type

Credit Card

Credit Card

Invoice

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.

SAIT LEARNER SERVICES

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 0.01 (CAD)

Order ID: Employees-744

VISA

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

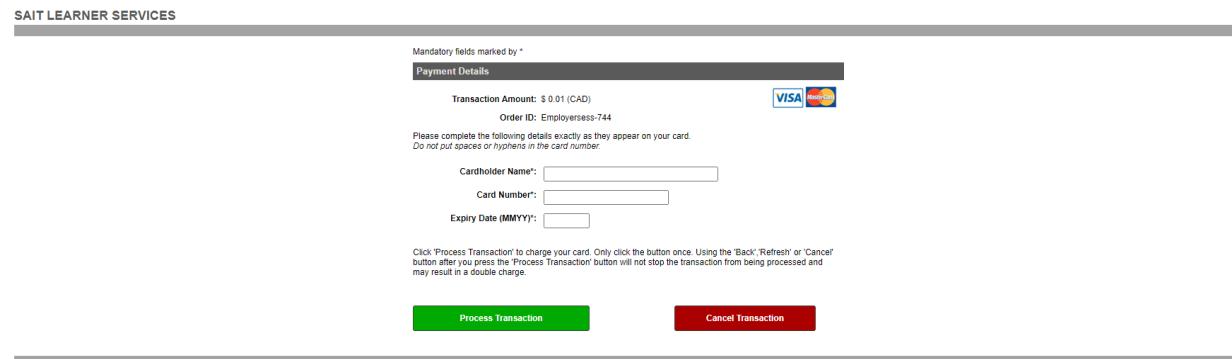
Cardholder Name:

Card Number:

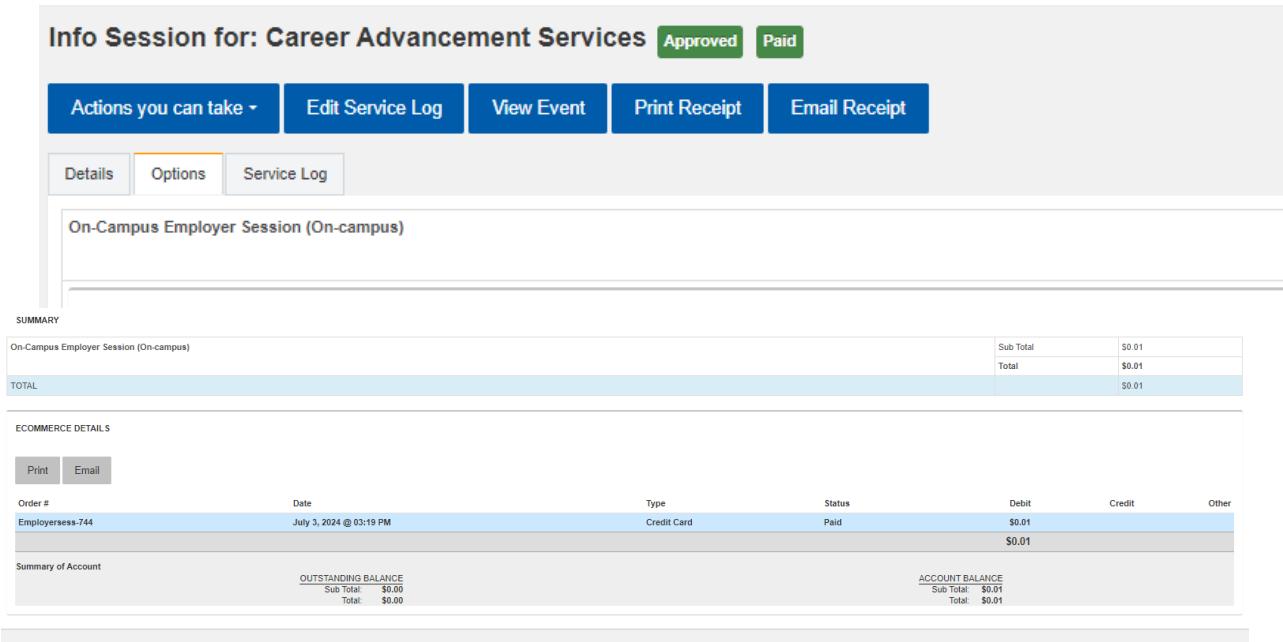
Expiry Date (MMYY):

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction **Cancel Transaction**



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.



The screenshot shows a web-based event management system. At the top, it displays "Info Session for: Career Advancement Services" with "Approved" and "Paid" status indicators. Below this is a navigation bar with "Actions you can take" (dropdown), "Edit Service Log", "View Event", "Print Receipt", and "Email Receipt". A secondary navigation bar below shows "Details", "Options" (which is selected and highlighted in orange), and "Service Log". The main content area is titled "On-Campus Employer Session (On-campus)". Under "SUMMARY", there is a table showing a single transaction for "On-Campus Employer Session (On-campus)" with a sub-total and total of \$0.01. A "TOTAL" row also shows \$0.01. Under "ECOMMERCE DETAILS", there is a table for an order with order number "Employeress-744", date "July 3, 2024 @ 03:19 PM", type "Credit Card", status "Paid", debit "\$0.01", and credit "\$0.01". Below this is a "Summary of Account" table showing an "OUTSTANDING BALANCE" of \$0.00 and an "ACCOUNT BALANCE" of \$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.

The screenshot shows the 'Employer Resources' section of the My Career Hub. The sidebar on the left is titled 'Student Employment' and includes links for 'Download', 'Career Job Postings', 'Apprenticeship Education', 'Employer Sessions', 'Events & Workshops', 'RESOURCES', 'EMPLOYER RESOURCES' (which is highlighted in red), and 'Industry Mentorship'. The main content area is titled 'Employer Resources' and contains several sections with links to documents:

- User Guides**
 - My Career Hub - User Guide for Employers
 - Tips for Hiring Recent with Job Postings
- Funding Supports**
 - Alberta Apprenticeship and Trade Board
 - Canada Job Grant Information
 - Canada Student Job Grant (CSJG) Information
 - CVS - Applicant Guide - Semester 2023
 - Federal wage standards for new students
 - Government of Alberta Internship Funding
 - ICTC Work Digital
 - Nature Canada - Work In Crew
 - Postsecondary Alberta
 - Apprentice Sector - Support for Employers to Hire 1st Year Apprentices
 - Employee Ready / LearnFirst
- Know Your Legal Rights**
 - Alberta Employment Laws & Standards
 - Alberta Human Rights Commission - Pre-Employment Inquiries (reproduced and used in accordance with the fair dealing provisions in section 29 of the Canadian Copyright Act for the purposes of education, research or private study. Further distribution may infringe copyright.)
 - Alberta Human Rights Commission - Only to Accommodate
 - Alberta Human Rights Commission - Employment
- International Students/Graduates**
 - Alberta Immigration, Trade and Employment - Student or Graduate
 - Hiring an International Student or Graduate - Frequently asked questions and Employer permit guide
 - IRCC Permanent Residence Application Support for Employers - SAIT's free immigration support service for Alberta-based employers who have hired a SAIT graduate for at least six months
- Workplace Diversity and Inclusion Resources**
 - The Employer's Roadmap to Hiring and Retaining Internationally Trained Workers
 - Prospect Human Services - Support for hiring candidates with diverse needs

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.