MY CAREER HUB
A User Guide for Employers

Contents

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.

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.
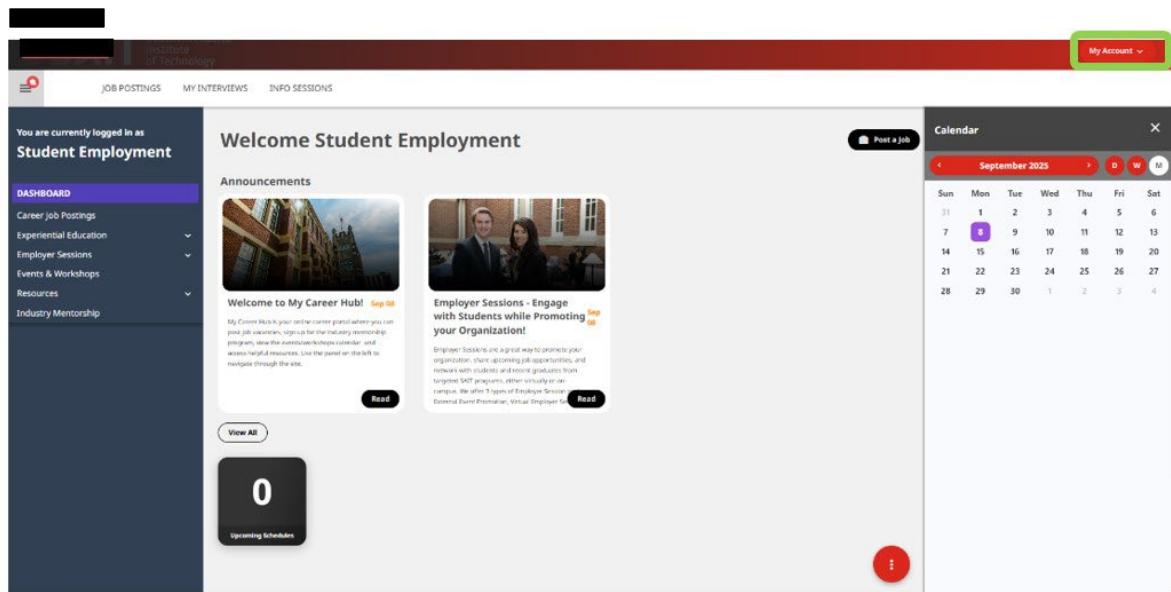
Select "My Account" in the dropdown menu, which will bring you to a page that summarizes all of your account details. Here you can edit and modify personal information using the red action button.
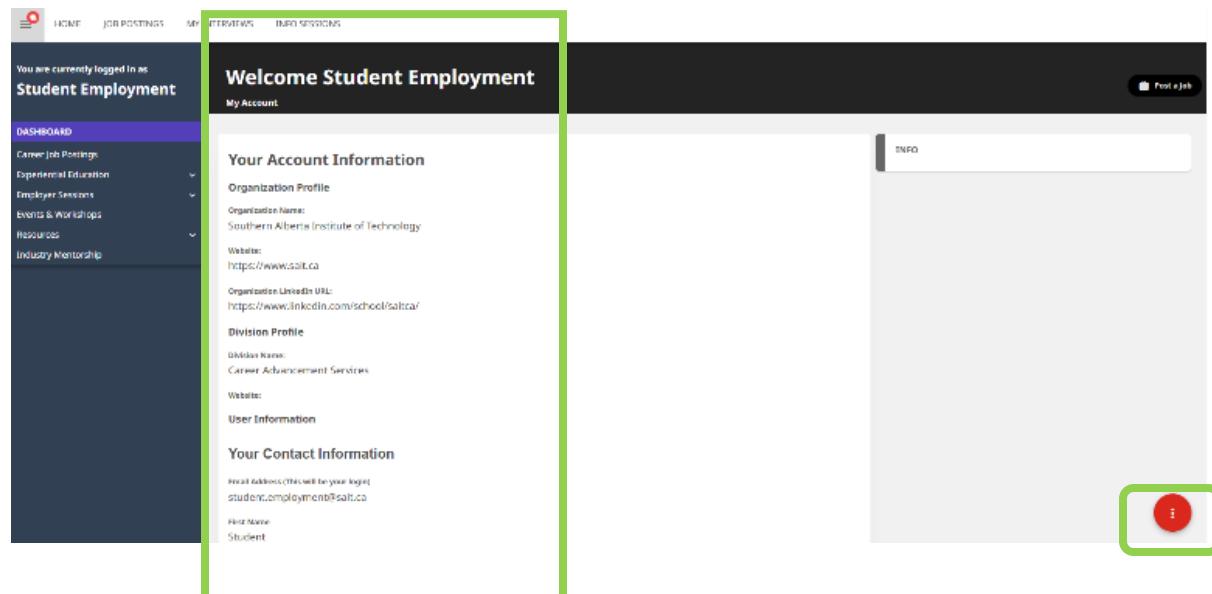
To reset your password, click the "Change Password" button and fill out the form.

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

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.
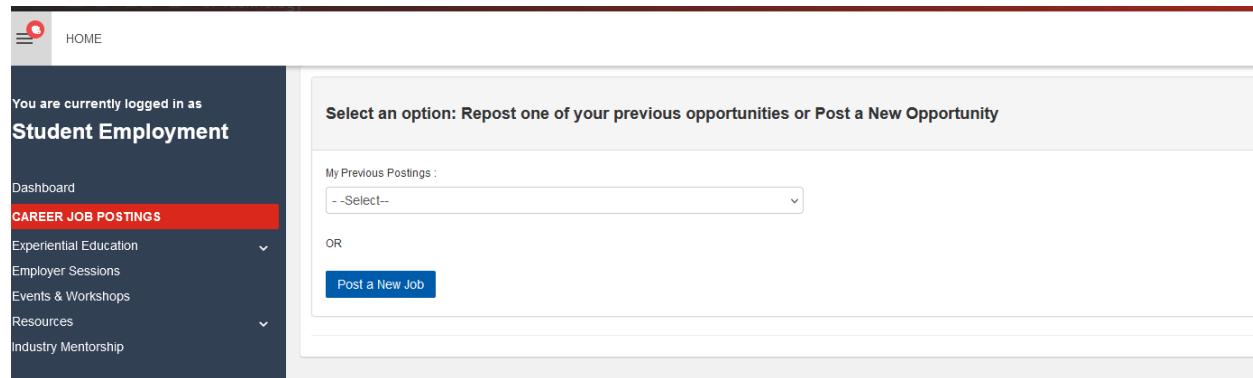
HOME

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.

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.

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.

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.
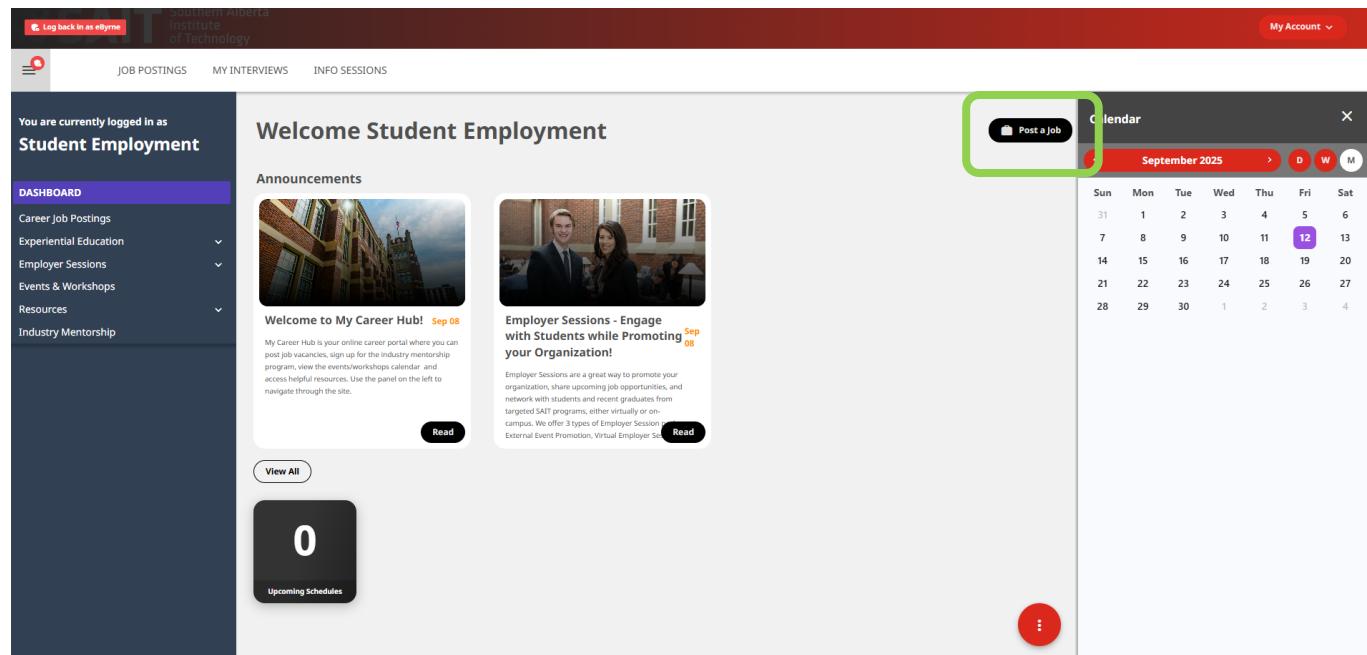
Read the pop-up and decide where your posting best fits. Click the red "Post" button. If you are unsure, post to the "Career Job Postings" and our staff will help select the best fit.
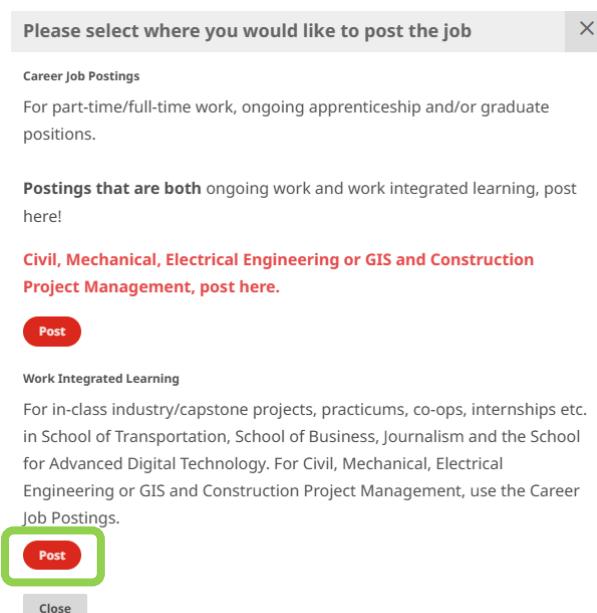
For Work Integrated Learning Experiences (temporary job postings or projects that are part of a student's education while at SAIT), you will be asked to select the Experience Type from the drop down. An explanation of each type will show beside the drop-down menu.
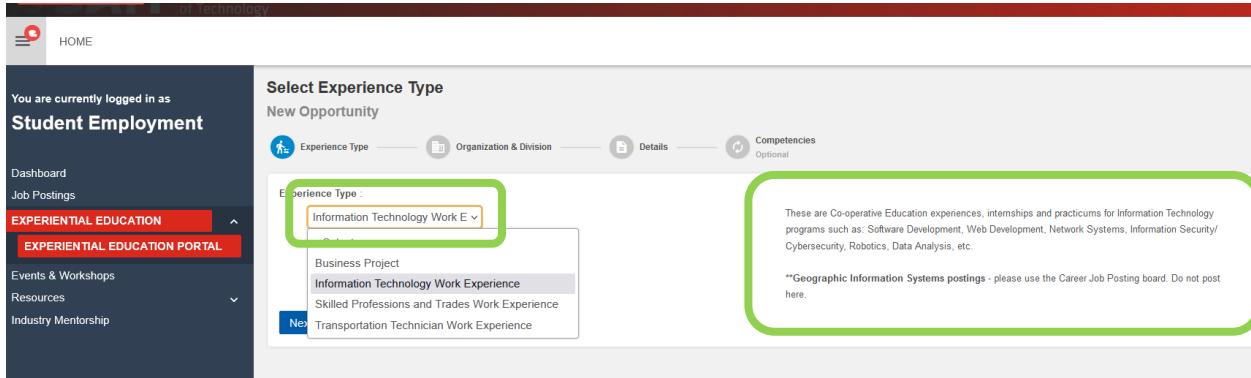
Once you have chosen, click "Next".
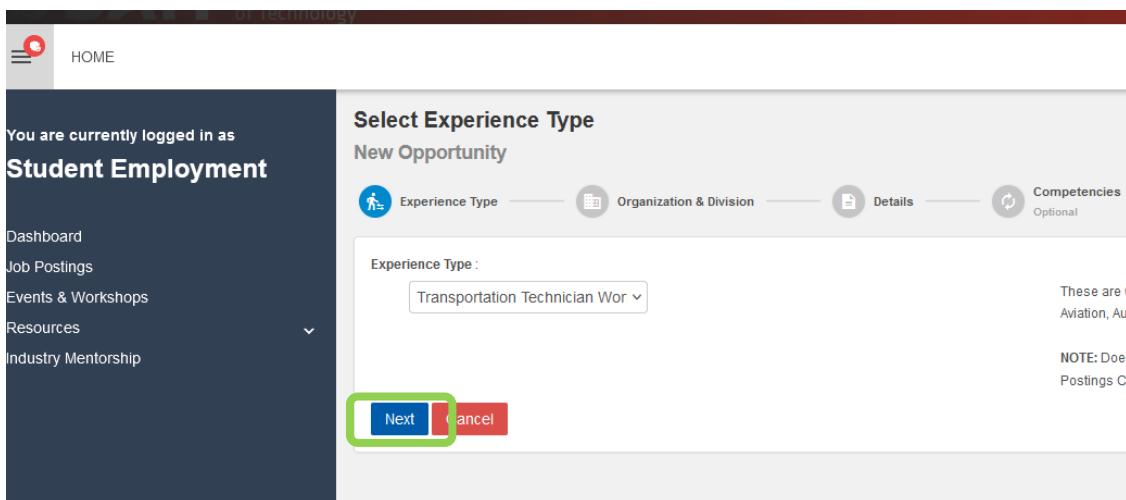
Enter the details of the position you are posting in the fields on the next screen.

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.

"Employment Sector" refers to the area in which your organization does the bulk of its work. You may select all that apply.
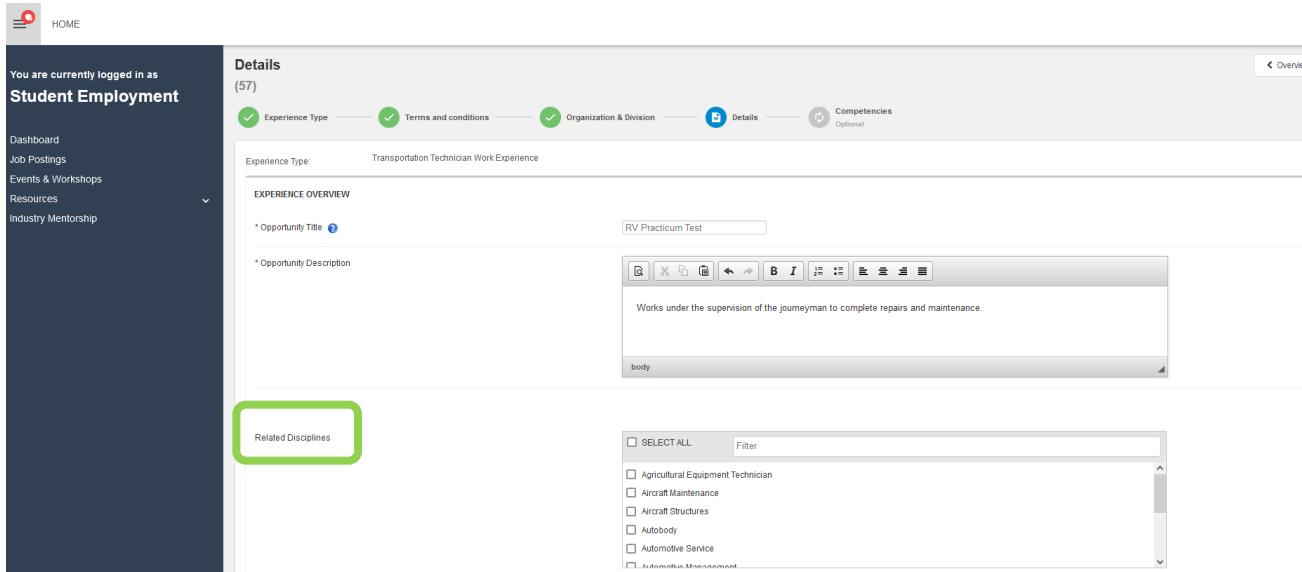
Please choose how you would like the system to manage the applications for you.
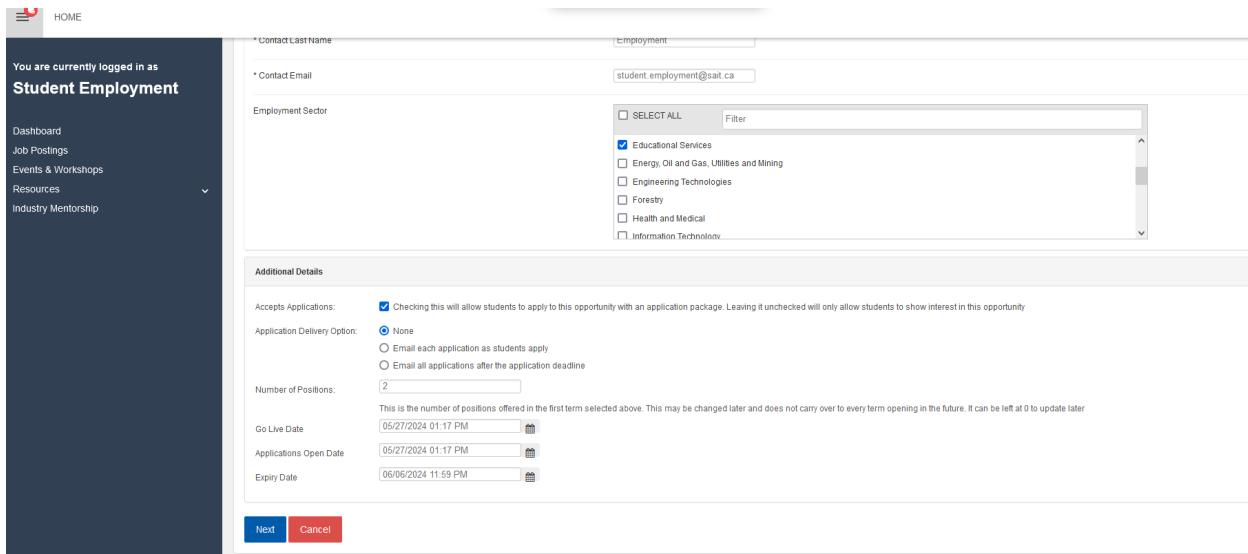
You may choose what documents you would like to gather for applications.
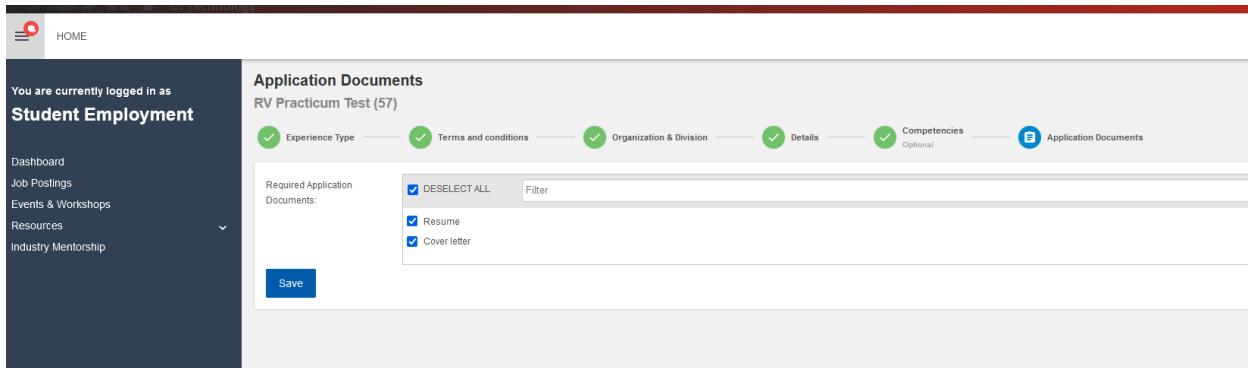
Complete the Posting Form – questions will vary by experience type. (Skilled Professions and Trades Project shown in example.)

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

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

Click "Save" to complete the posting. A pop-up "Success" message will appear.
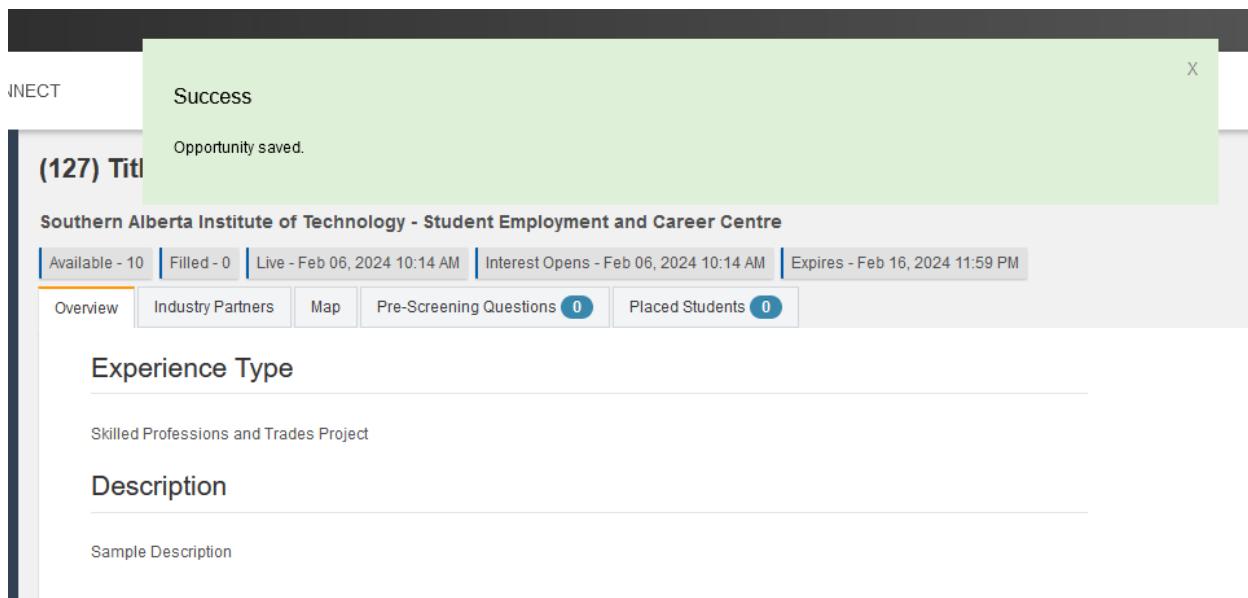
You can change the posting by clicking the black "Action" circle in the bottom right corner.
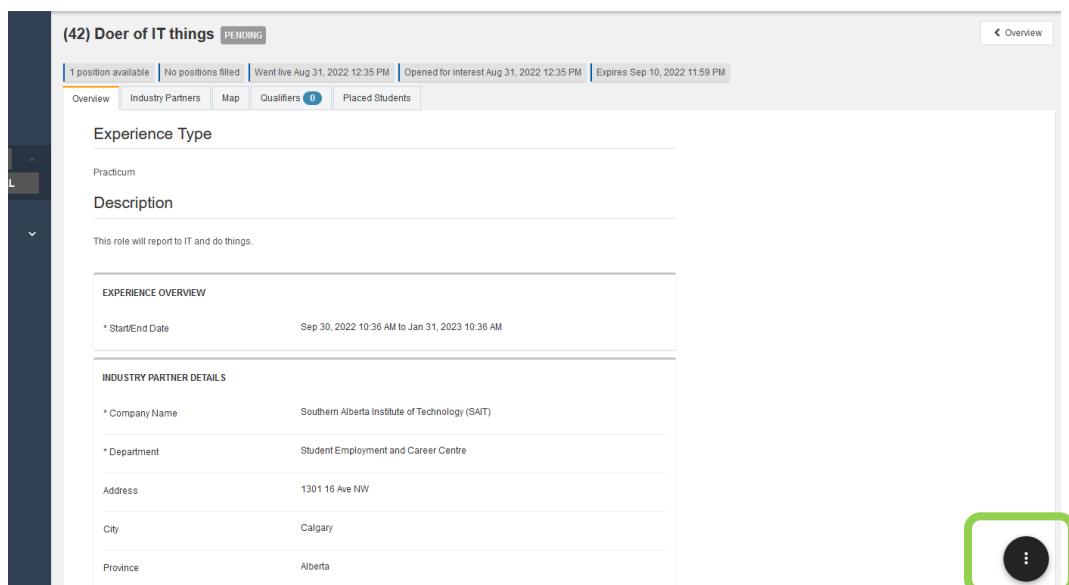
"Edit the Opportunity" is where you can change the dates, to close the posting early or extend the posting.
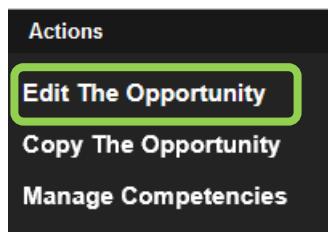
Postings are very rarely declined, primarily if they don't match an experiential learning opportunity. Confirm your posting is located in the right section. Or contact us and we can help.

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.

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

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

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.

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.

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

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

Under the "Application Package" column, you may click the "Options" button and select to download the submitted package.
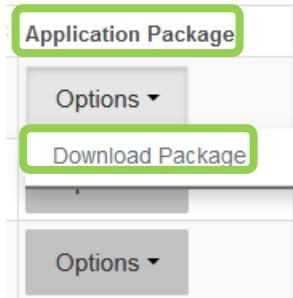
Once you receive applications, you can choose how you wish to communicate with students, via email or phone call. Notify those students you wish to interview and consider notifying those who won't be selected for an interview. If you're hiring for an experiential work term, the student will need to provide 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.

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.

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.
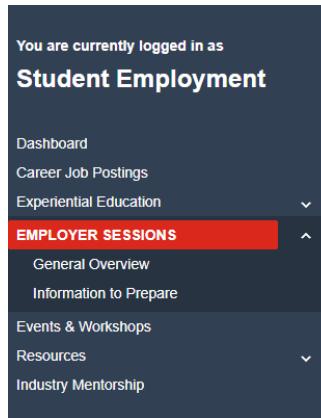
Please provide two date and time options for when you'd like to hold the event. Please refer to the SAIT important dates calendar before selecting a date. We will try our best to accommodate the date and times you've selected, but we will need to work with the programs to check if students are available.
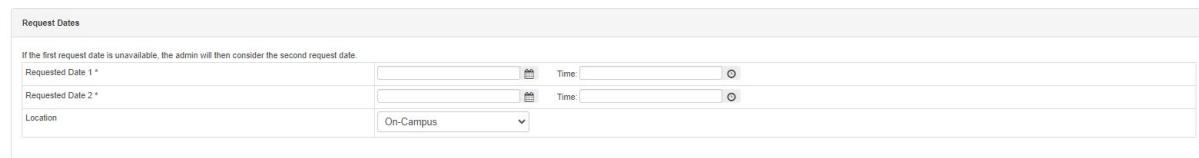
Select your location – whether on-campus (On-campus Employer Session), off-campus (External Event Promotion), or online (Virtual Employer Session). If you selected an off-campus event, please list the event address in full.
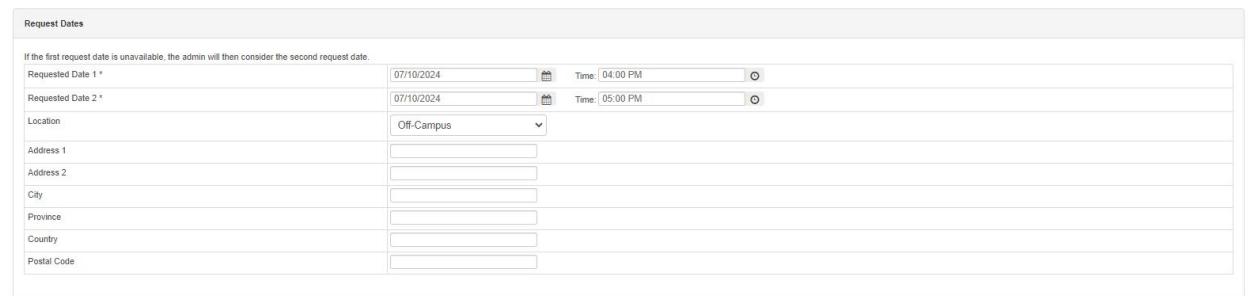
If you selected online (Virtual Employer Session), choose the meeting method from the drop-down menu. Include the meeting link. A password and additional instructions are optional.

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			
Meeting Password			
Additional Instructions			

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

* Organization Website

Dimensions must be 750 (w) x 500 (h) pixels for the sait.ca website.

* Organization Logo - 750 x 500 pixels

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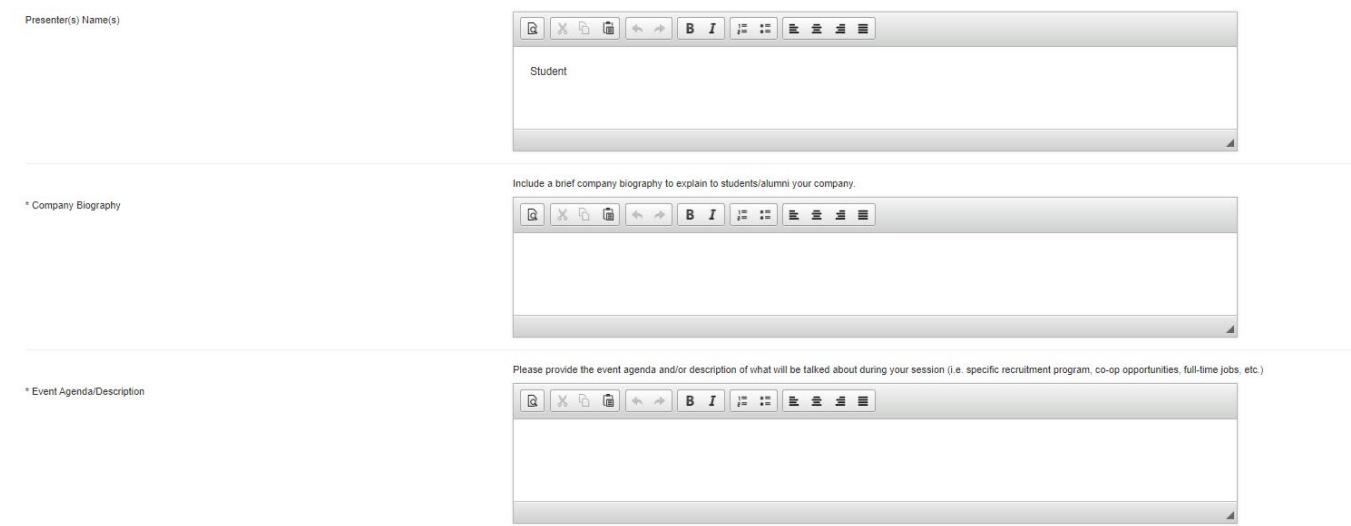
Tell us which students you would like to have attend the event.

* 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   Filter

☐ Beginning of program
☐ Middle of program
☐ Soon to Graduate
☐ Graduated
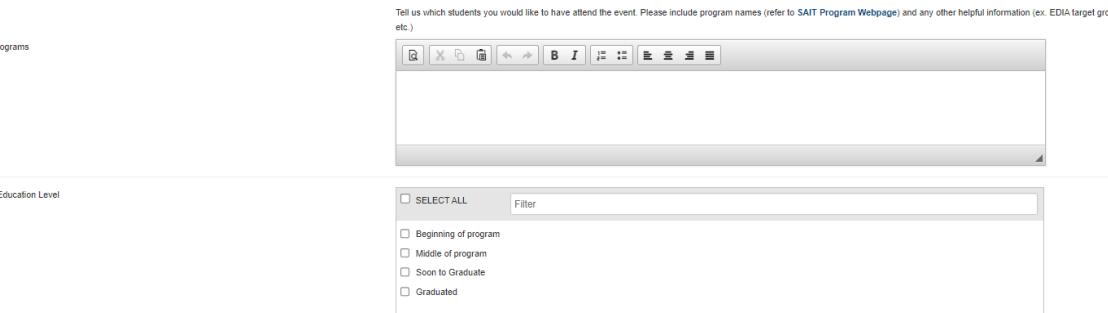
Please include program names (refer to the SAIT program page) and any other helpful information as applicable (e.g. Equity, Diversity, Inclusion and Accessibility target groups, specific skill sets, etc.).

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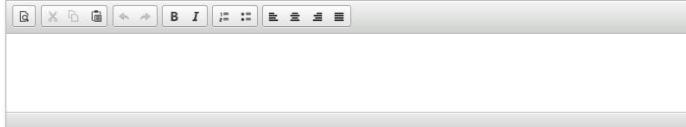
Select the job type that you are or will be recruiting for, if applicable. List an ideal number of attendees, but be aware we cannot guarantee a minimum attendance number.

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.

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

Create a Request

‹ Overview

Create a Request ───── ✓ **Details**

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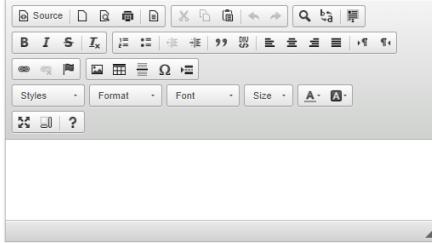
For external events please include your unique registration link. If you have any additional requests or information, please include in the "Other requests" box.

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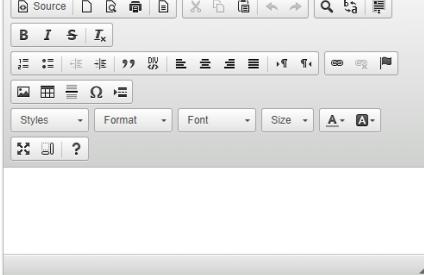
For On-Campus Employer Sessions, if you would like catering, please select yes. Catering is an additional cost on top of the Employer Session fee, and is your responsibility to coordinate with our on-campus caterer. External food is not permitted. If you're interested, our office can provide you with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

Do you require catering?

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.

○ 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   Filter

☐ Projector
☐ Sound
☐ NA

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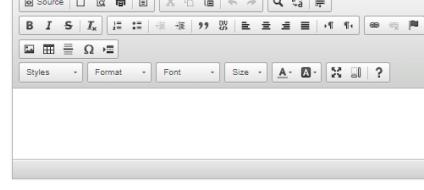
For the room booking, please clarify if you would like a projector or sound available, or none. You are responsible for bringing your own laptop that can connect to an HDMI cable. Please bring any necessary adapters if your computer only has usb-c ports.

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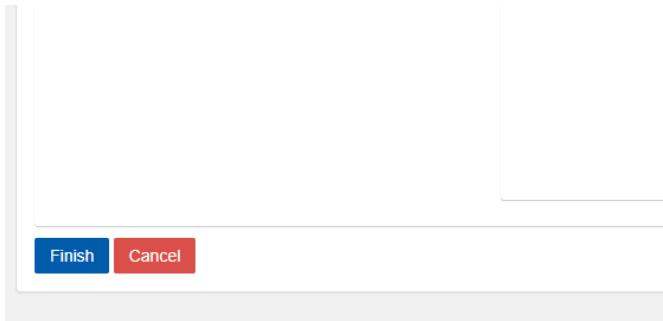
To go back to the previous page, please use the "back" button on your browser.

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

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".

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.

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.

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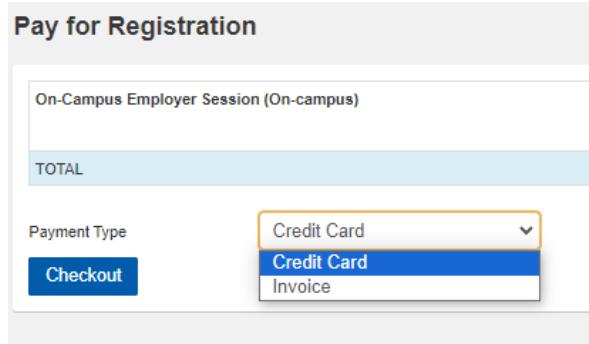
Through the online Moneris system, add your cardholder name, card number, and expiry date and click "Process transaction".

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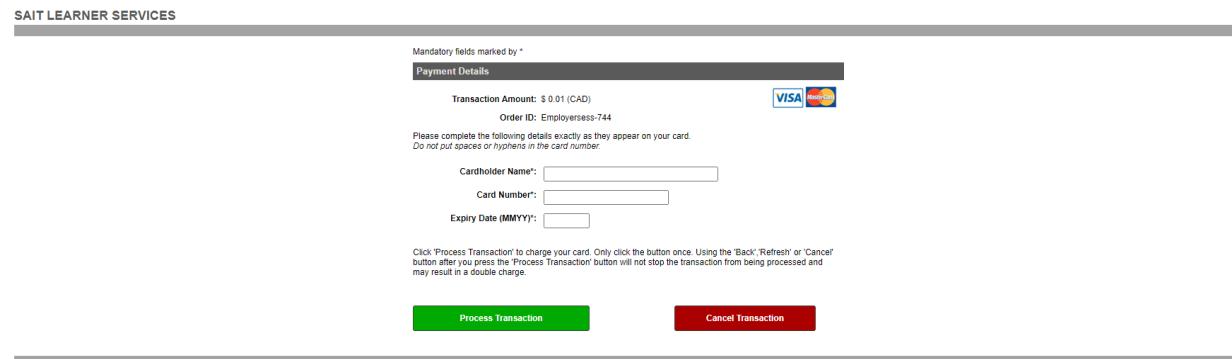
If you would like to see your "Summary of Account" for this event, click on "Options" in the top menu, and scroll to the bottom to see "E-commerce details." You may print your event summary.

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
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