




Learner Services

Career
Advancement
Services

MY CAREER HUB FOR EMPLOYERS

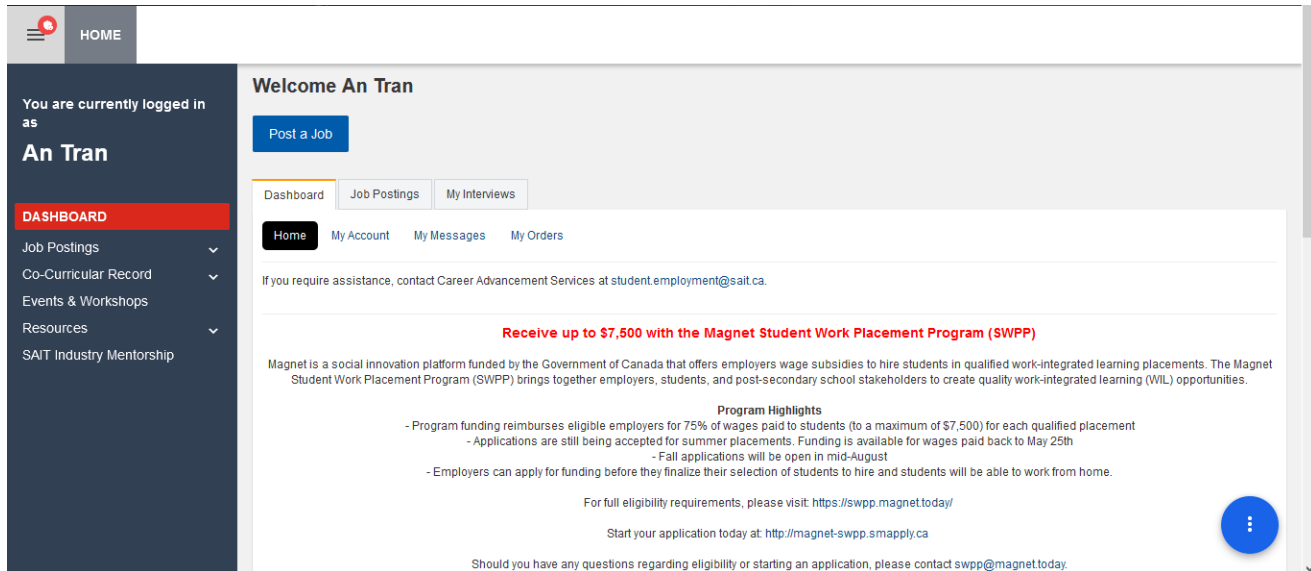
To register, go to <https://mycareerhub.sait.ca>

- Click on the **EMPLOYERS** button at the top of the home page
- Click on **EMPLOYER REGISTRATION** in the dropdown menu
- Complete all mandatory fields on the registration form
- **Email Opt In: If you select 'No', you will not receive notification that your account has been approved, nor will you receive updates on job postings and events (like the SAIT Career Fair)**
- Click on **SUBMIT REGISTRATION** to finish
-  You can click on this icon on the bottom right-hand side of the screen for more options

Once your account has been approved, you will be able to log in using your email address and password you entered when you registered.

Dashboard

Your dashboard will have updates on current job postings and reminders about any upcoming events that you've registered for.



HOME

You are currently logged in as **An Tran**

DASHBOARD

- Job Postings
- Co-Curricular Record
- Events & Workshops
- Resources
- SAIT Industry Mentorship

Welcome An Tran

[Post a Job](#)

Dashboard | Job Postings | My Interviews

[Home](#) | My Account | My Messages | My Orders

If you require assistance, contact Career Advancement Services at student.employment@sait.ca.

Receive up to \$7,500 with the Magnet Student Work Placement Program (SWPP)

Magnet is a social innovation platform funded by the Government of Canada that offers employers wage subsidies to hire students in qualified work-integrated learning placements. The Magnet Student Work Placement Program (SWPP) brings together employers, students, and post-secondary school stakeholders to create quality work-integrated learning (WIL) opportunities.

Program Highlights

- Program funding reimburses eligible employers for 75% of wages paid to students (to a maximum of \$7,500) for each qualified placement
- Applications are still being accepted for summer placements. Funding is available for wages paid back to May 25th
- Fall applications will be open in mid-August
- Employers can apply for funding before they finalize their selection of students to hire and students will be able to work from home.

For full eligibility requirements, please visit: <https://swpp.magnet.today/>

Start your application today at: <http://magnet-swpp.smapply.ca>

Should you have any questions regarding eligibility or starting an application, please contact swpp@magnet.today.

Creating a Job Posting

- From the dashboard, click on the **'Post a Job'** button.
- Click on **'Career Job Postings'** in the pop-up window.
- Select a previous posting to edit and repost or click on **'Post a New Job'**.
- Complete the job posting form.
- See job posting tips [here](#).

If you choose to accept applications through My Career Hub, any application packages submitted will be batched and emailed to you once the posting expires.

Registering for Events and Employment Workshops

- In the side menu, select 'Events & Workshops'.
- View the calendar and select the event you wish to register for (e.g. SAIT Career Fair).
- Review the event details, then click on the 'Register for this event' button.

The screenshot shows a web interface for 'Career Events & Workshops'. On the left is a dark sidebar with a navigation menu. The main area displays a calendar for November 2020. The calendar has a grid with days of the week (Sun to Sat) and dates (1 to 21). Several events are listed as colored boxes on the calendar:

- 12p Meet Ups - Chinook Lodge Virtual Career Conversation - Interview Strategies** (Red box, Tuesday, Nov 3)
- 11a Mentorship - Industry Mentorship Circle with Health Consultancy** (Green box, Wednesday, Nov 4)
- 3p Employer Sessions - Amazon Fulfillment Centre Employer Session** (Purple box, Wednesday, Nov 4)
- 11:30a Meet Ups - Virtual Career Conversation -** (Red box, Thursday, Nov 18)
- 11a Employer Sessions - Employer Session - Council of** (Purple box, Thursday, Nov 18)

The sidebar menu includes: Dashboard, Job Postings, Co-Curricular Record, **EVENTS & WORKSHOPS** (highlighted), Resources, and SAIT Industry Mentorship.

Any changes to career fair registration should be done through the Career Advancement Services at student.employment@sait.ca or 403-210-5730.

Resource Library

- In the side menu, select 'Resources'
- Select the document you wish to download.

The screenshot shows the 'Employer Resources' page. The sidebar on the left has a navigation menu with 'RESOURCES' highlighted, and sub-items for 'Student Resources' and 'EMPLOYER RESOURCES' (highlighted). The main content area lists various resources:

- Canada Summer Jobs - Grant Information
- User Guides:**
 - My Career Hub - User Guide for Employer
 - Tips for Writing an Effective Job Posting
- Know Your Legal Rights:**
 - Alberta Employment Laws & Standards
 - Alberta Human Rights Commission - Duty to Accommodate
 - Better Business Bureau - Scam Tracker
- Workplace Diversity and Inclusion Resources:**
 - COVID-19 | Disability Related Resources for Families
 - Prospect Human Services - Support for hiring candidates with diverse needs
 - Trans Toolkit for Employers

We are always updating our resource library, so make sure you check back often to view the latest employment resources available!

Please note: All profiles and job postings 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.