



Learner Services

Career  
Advancement  
Services

## **MY CAREER HUB**

A USER GUIDE FOR STAFF AND FACULTY



## Contents

<b>Welcome to My Career Hub .....</b>	<b>3</b>
<b>Get Started – Register on My Career Hub .....</b>	<b>3</b>
Dashboard .....	3
<b>Viewing Job Postings .....</b>	<b>4</b>
<b>Viewing Events and Workshops.....</b>	<b>6</b>
<b>Resource Library.....</b>	<b>6</b>
<b>Using the Experiential Education Module .....</b>	<b>6</b>
<b>Co-Curricular Validation.....</b>	<b>6</b>
Validator Introduction .....	6
Navigating your Co-Curricular Dashboard .....	7
Requesting a New Activity and/or Position .....	8
Approving a Co-Curricular Request .....	11
Approving Multiple Requests Simultaneously.....	13
Declining a Co-Curricular Request .....	13
<b>Help is Here, Any Time You Need it .....</b>	<b>13</b>

## Welcome to My Career Hub

As a SAIT faculty or staff member, you know that **My Career Hub** is the online portal to all things career advancement at SAIT, including an active job board, event listings, and consultations with career advisors.

This guide provides direction on how to use My Career Hub to connect your students with employers for work integrated learning as part of their course work, or to keep an eye on the types of jobs employers are posting for SAIT students and grads. We hope you'll use your job searches to pass on leads to your students and also support their use of My Career Hub. As an instructor or WIL coordinator, you may have students using the Experiential Learning Module. Instructions on managing those courses are found later in this guide.

Anytime you need assistance, Career Advancement Services is here to help. Reach out by email at [student.employment@sait.ca](mailto:student.employment@sait.ca).

## Get Started – Register on My Career Hub

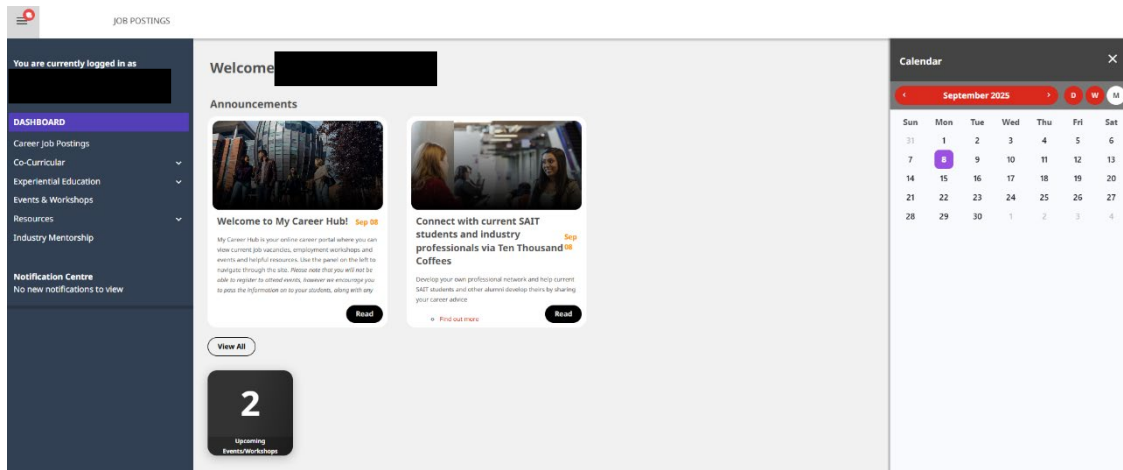
Head to [My Career Hub](#). Hover over the "Staff/Faculty" button at the top of the home page. Select "SAIT Staff/Faculty Registration" in the dropdown menu.

Complete all required fields on the registration form. Your user name is your SAIT email address. Your password must meet specific requirements; click on the "Password" box to learn more.

Your account will be automatically approved so you'll be able to log in right away using your SAIT email address and the password you entered at registration.

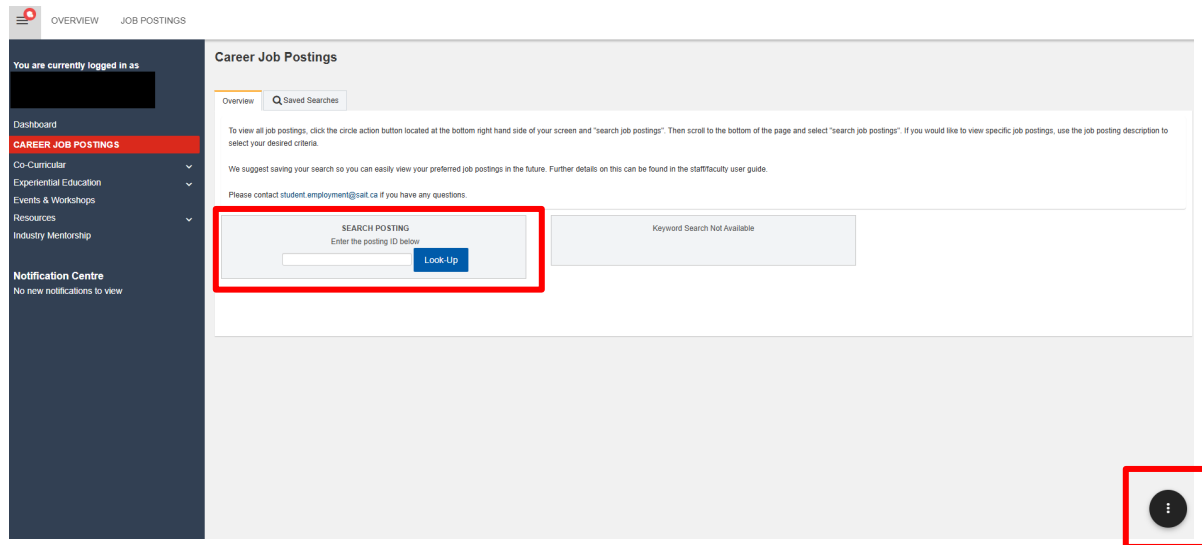
## Dashboard

Your dashboard will allow you access to view current job postings, upcoming events/workshops and any important notices. You will only have access to Co-Curricular Records (CCR) if you are an activity validator.



## Viewing Job Postings

From the dashboard, click on the “Career Job Postings” menu item. If you know the position ID number, you can search for it in the box provided.



If you’re conducting a general job search, click on the black circle “Action” button and “Search job postings”. Through that page, you’ll be able to narrow your search. The “Targeted degrees and disciplines” will likely be the most commonly used selection criteria. You can search by “program clusters” (as shown below) or “individual programs”, which will allow you to select from all SAIT programs. If you select “Don’t search clusters OR programs”, the result will show all current postings.

Targeted Degrees and Disciplines

- ☐ Don't Search Clusters OR Programs
- ☒ Search by "Program Clusters"
- ☐ Search by "Individual Programs"

Clusters for term "2021" (the current job search term)

☐ SELECT ALL

Filter

- ☐ Accounting and Financial Services
- ☐ Business, Marketing and Management
- ☐ Construction Design and Management
- ☐ Culinary
- ☐ Energy, Oil and Gas
- ☐ Engineering Technologies

Once you view your search results, you're able to save your search criteria for future use.

Apply Filters

New Search

Save My Search Criteria

From the results page, you're also able to change/update your filters through the "Quick filters". Use the ctrl button to select multiple programs/clusters. Once updated you can save your new search.

QUICK FILTERS:

Accelerated Accounting  
Accounting Oil & Gas Productio  
Administrative Information Man  
Advanced Care Paramedic

Clear

Accounting and Financial Servi  
Business, Marketing and Mana  
Construction Design and Mana  
Culinary

Clear

You'll be able to view your saved searches on the Career Job Postings main page.

The screenshot shows the 'Career Job Postings' main page. On the left is a sidebar with a navigation menu. The main content area has a header with 'Career Job Postings' and a sub-header 'Overview'. Below this is a 'Saved Searches' button, which is highlighted with a red box. To the right of the 'Saved Searches' button is a search bar with the text 'Enter the posting ID below' and a 'Look-Up' button. Below the search bar is a section titled 'SEARCH POSTING' with a 'Look-Up' button. To the right of the search bar is a section titled 'Keyword Search Not Available'.

## Viewing Events and Workshops

From the side menu of My Career Hub, select “Events & Workshops”. View the calendar and select the event you wish to find more information on. We encourage you to pass on information on events to your students.

## Resource Library

From the side menu, select “Resources”. You’ll have access to view resources available to all user groups. Click on a sub-category, and then select document you wish to download/view.

Encourage your students to use the resource library in My Career Hub for documents and web links to assist with their job search, including:

- Job search tools
- Cover letter and resumé samples
- Tips for LinkedIn and networking success
- Information about employment laws and standards
- Recordings of previous virtual events.

We’re always updating our resource library, so check back often and encourage your students to do the same.

## Using the Experiential Education Module

The Experiential Education module provides work-integrated learning (WIL) instructors and coordinators with tools to facilitate the management of WIL experiences. The module has capacity to create and store records of WIL activities, manage WIL opportunities, obtain feedback from industry partners, and more. If you are interested in learning more about the module, please contact Alexander Steinke, WIL Systems and Process Analyst, at [alexander.steinke@sait.ca](mailto:alexander.steinke@sait.ca).

## Co-Curricular Validation

### Validator Introduction

To ensure the integrity of the Co-Curricular Recognition program, each registered activity must have a SAIT or SAITSA employee who is leading or familiar with the activity act as a validator for that activity.

While a student can add a co-curricular activity (CCA) and position to their record any time between September 1 and August 31, the validator should not complete the validation process until the activity has been completed. In some cases, this may be before the August deadline, for example if a Hackathon took place in November, then the validator could validate those students once the activity was over.

If the validator determines that the student has successfully completed the activity including meeting the minimum hour requirement, demonstrated the competencies they have indicated on their CCR record, and completed the reflection questions within the CCR module, the validator can approve the student’s request.

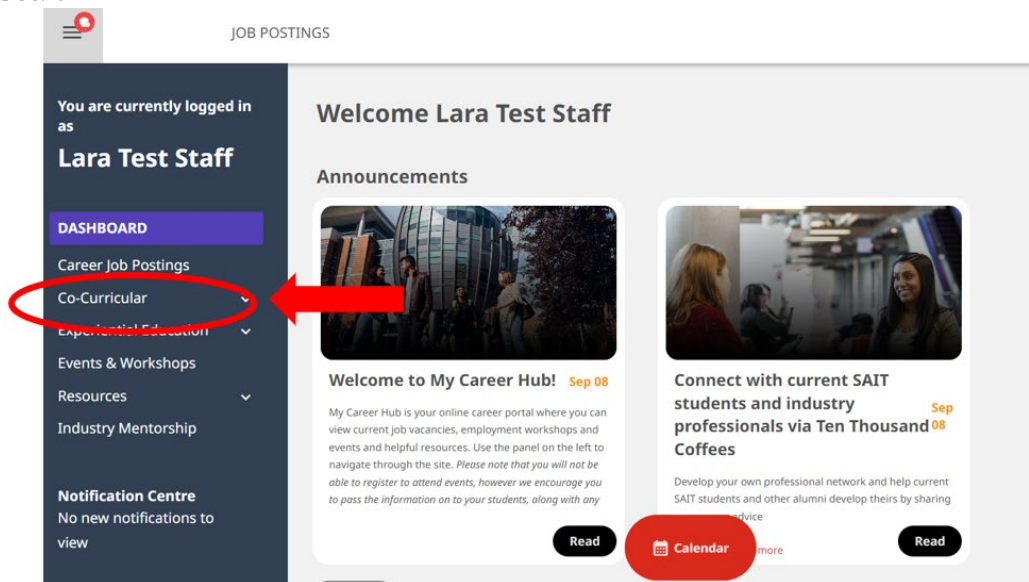
If the validator determines that the student has not completed the activity, has not demonstrated the competencies indicated and/or completed the reflection questions there are 2 options:

1. If the student did not meet all of the requirements for the activity (i.e. did not meet the minimum hour requirement for an activity or did not complete assigned tasks) then the validator can decline the request for validation.
2. If the student met all of the requirements of the activity, but has chosen competencies that were not demonstrated, and/or did not complete the reflection questions you can contact the student and have them edit their submission.

**All requests for validation must be approved (or declined) by the August 31.**

### Navigating your Co-Curricular Dashboard

Once you have logged in, choose 'Co-Curricular Record' from the side menu. This will bring you to your CCR dashboard.



Your Co-Curricular dashboard provides you with an overview of all validation requests from the current active time period as well previous time periods.

There are also separate tabs for the *active* time periods pending, approved and declined validation requests and a tab to review all activities for which you are the validator.

**Co-Curricular Module: Validator Home**

Please ensure that all students have added their reflection for each activity and chosen their competencies.  
All positions must be validated (approved or declined) by Aug. 30.

Please email [student.employment@sait.ca](mailto:student.employment@sait.ca) if you have any questions.

Validation Details for Active Time Periods		ALL Time Period Validations
Pending:	1	1
Approved:	0	0
Declined:	0	0

Pending **1** Approved **0** Declined **0** Validator for the Following Activities

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

Filter Clear Sort Actions

Period	Activity	Position	Record Owner	External Position	External Validation Date
2025-2026	Open House Volunteer	Open			

Click here to see a list of all activities and positions you are listed as a validator for.

This is a list of activities/positions that are waiting for your approval

## Requesting a New Activity and/or Position

If you are leading an activity that has not been registered with CCR, or if there is a new position within an existing activity, navigate to the 'Request Position' from the side menu, then click the blue "Add New Position to New or Existing Activity" button on the dashboard.

OVERVIEW JOB POSTINGS

You are currently logged in as **Lara Test Staff**

Dashboard  
Career Job Postings  
**CO-CURRICULAR**  
**REQUEST POSITION**  
Experiences & Workshops  
Events & Workshops  
Resources  
Industry Mentorship

Notification Centre  
No new notifications to view

**Co-curricular Request Activity Module**

Use this form to request a new co-curricular activity be added to the Co-Curricular Record. This form is only for requesting that a new activity be made available for students to add to their records. This form is not for students to add activities to their individual co-curricular records. This must be done through the Co-Curricular Record Tab. Once you have completed the form in its entirety click the send request button at the bottom of the page to submit your request.

**Add New Position to New or Existing Activity**

Click the Send Request button to submit your request. Your request will be forwarded to a Co-Curricular Administrator for review. If your request is approved it will be displayed as an option for students to add to their Co-Curricular Records.



### Step 1:

Only the current CCR time period will be available, so click on the 'next' button

Grouping Activity Position Competencies Validator Requestor

Select a time period

2025-2026

Next

### Step 2:

All positions within a CCR activity (i.e. Club President) must be added to the CCR database. If this is the first time you are requesting a position, you must first register the CCR Activity (i.e. Neurodiversity Student Club). To register the activity, select 'Add New' from the drop-down menu.

If you have already registered the activity and at least one position, and are adding more positions to the activity, select the Activity from the drop-down menu.

Grouping Activity Position Competencies Validator Requestor

Select an activity

-Select-

-Select-

Add New

English Conversation Partners

Neurodiversity Student Club

Open House Volunteer

Peer Mentorship Program

If this is the first time you are requesting a position, select 'Add New'. If you are adding a second position choose your previously added Activity from the drop-down menu.

### Step 3

If adding a new activity and new position you will be required to complete the Activity Form. Once done select the blue 'Next' button. Please note, that this information will appear in the Co-Curricular Catalogue.

If you are adding an additional position to an existing Activity, please skip to Step 4.

Grouping Activity Position Competencies Validator Requestor

Select an activity

Add New

ACTIVITY DETAILS

\*Activity Name

\*Activity Description

\*Who is eligible to participate in this activity?

\*How do students join this activity/program?

WHERE TO DIRECT REQUESTS FOR INFORMATION

Website

Contact email

Previous Next

#### Step 4

To add a position, you will be required to complete the Position Form. Only include details for one position (i.e. Club President). Once done select 'Next'. Please note that this information will be displayed on both the CCR Catalogue as well as the Student's Experiential Record.

The screenshot shows the 'POSITION DETAILS' form. At the top, a progress bar indicates the current step is 'Position'. The form includes fields for 'Position Name', 'Position Description' (with a rich text editor), 'Include in the Directory' (a dropdown menu), and 'Minimum number of hours required' (a dropdown menu). A red box highlights the 'Position Description' field and the 'Include in the Directory' and 'Minimum number of hours required' dropdowns. Below these fields, there is a checkbox for 'Enable Time Tracking' which is checked. At the bottom, there are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button.

#### Step 5

All CCR positions must be aligned with at least one of SAIT's Capabilities (for more information about the Capability Framework visit: [SAITNOW Capabilities Framework](#))

You can choose all by clicking the 'Select All' box, or you can choose to select the relevant capabilities. Once done, click on 'Next'.

The screenshot shows the 'Assignable Competencies' form. At the top, a progress bar indicates the current step is 'Competencies'. The form includes a 'Filter' input field and a list of capabilities with checkboxes: 'Curiosity', 'Creativity', 'Connection', 'Critical Thinking', and 'Citizenship'. A red box highlights the 'Filter' input field and the list of capabilities. At the bottom, there are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button.

#### Step 6

All activities must have a SAIT or SAITSA staff member act as a Validator to approve (or decline) student's requests for co-curricular recognition. If you are not the Validator, please provide the contact information for the person who will be acting as a Validator for this activity. Once done, select 'next'.

The screenshot shows a progress bar at the top with five steps: Grouping, Activity, Position, Competencies, and Validator. The Validator step is currently active, indicated by a blue icon. Below the progress bar is a section titled "VALIDATOR INFORMATION". It contains five input fields: First Name, Last Name, Position, Email, and Phone. A red rectangular box highlights these five input fields. At the bottom of the form, there are two buttons: "Previous" (disabled) and "Next" (active). A red arrow points to the "Next" button.

### Step 7

Please provide your contact information and then select the blue 'Finish Button'.

The screenshot shows a progress bar at the top with five steps: Grouping, Activity, Position, Competencies, and Validator. The Validator step is currently active, indicated by a blue icon. Below the progress bar is a section titled "APPLICANT INFORMATION". It contains a sub-section titled "Information of submitter of Activity Submission Form." with five input fields: First Name \*, Last Name \*, Position \*, Email \*, and Phone \*. A red rectangular box highlights these five input fields. To the right of the input fields, there is a text box that says: "Some of your contact information will auto populate, but you will need to provide the missing information." At the bottom of the form, there are two buttons: "Previous" (disabled) and "Finish" (active). A red arrow points to the "Finish" button.

### Step 8

Once your Activity and/or Position request has been submitted it will be reviewed by the Co-Curricular Administrator. You will receive an email once it's been approved.

## Approving a Co-Curricular Request

All requests will appear under the pending tab. You can view each student's competencies, hours logged and self-reflection by clicking on their name (first or last).

Pending 1 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 1 DISPLAYING: 1 - 1

Filter Clear Sort Actions

Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On (*)	Hours	External Position	External
2025-2026	Open House Volunteer	Open House Volunteer	Test1	ent	T00000001	Sep 8, 2025	12 / 12	No	

Review the student's record to ensure that all requirements and steps are completed.

**Record Position Details: Test1 Student**

Position: Open House Volunteer  
 Activity: Open House Volunteer  
 Record Position Status: Pending  
 Time Period: 2025-2026  
 Date Added:

[View Reflection](#)

**TIME TRACKING**  
 12 hours logged  
[Log Time](#)

**COMPETENCIES**

You can select between 1 to 3 competencies

Selected Competencies

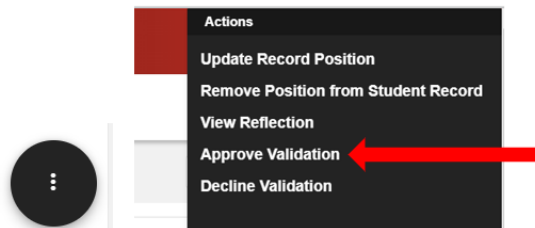
Connection ☒  
 Citizenship ☒

The competencies/capabilities the students have developed through the activity appear here. If you do not agree with what the student has selected you are able to edit.

Achieved   
 Achieved

[Save Changes](#)

Once you have reviewed the student's record you can approve the student's request by clicking the black circle (Action Menu) at the bottom of the page and select 'approve validation'. From here you can also Decline Validation if a student has not participated in the Activity or has not met all requirements.



A dialogue box will appear asking if you would like to send an approval email. You can choose to send an email or approve without sending the email as students will also be notified on their My Career Hub Dashboard. The final step is to click the grey 'Approve' button.

**Approve Validation** [X]

**Send Approval Email:** [X] The system is defaulted to approve without sending an email. If you'd like to send an email, click on the X toggle to turn on. An email dialogue box will then appear

**Approve** **Close** ←

## Approving Multiple Requests Simultaneously

You can approve multiple requests at once by selecting the check box beside the names of students and click 'Actions' → 'Approve Selected'.

Pending 5 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 5 DISPLAYING: 1 - 5

5 result(s) currently selected

	Period	Activity	Position	Record Owner First Name	Record Owner Last Name
<input checked="" type="checkbox"/>	2020 - 2021	Geomatics Engineering Student Society	Class Representative	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	2020 - 2021	Geomatics Engineering Student Society	Industry Night Coordinator	[REDACTED]	[REDACTED]

**Filter** **Clear Sort** **Actions** ▾

- Approve Selected**
- Approve With Email
- Decline Selected
- Decline With Email
- Email Selected Students

## Declining a Co-Curricular Request

If a student has not successfully completed the activity for which you are a validator for, or if a student has added your activity by mistake, you can decline their request for validation. Follow the same steps as approving a request and instead select 'decline validation'.

The student will be notified through My Career Hub that their request has been declined. A student is able to appeal the validator's decision through steps outlined in the Co-Curricular Recognition Procedure AC.6.3.1

## Help is Here, Any Time You Need it

We hope this guide helps you navigate the system successfully. If you have questions, please reach out by email at [student.employment@sait.ca](mailto:student.employment@sait.ca).