

School staff login assistance

Introduction

Career Development and Employment – Federation University Australia

We are a service within Federation University Australia that offers free job advertising for companies to employ part-time, casual and graduate students. We support the students in all aspects of their job search and aim to bring companies and students together in the workplace.

We are interested in receiving all types of employment including volunteer, internships, part-time, casual and full-time and graduate positions.

As a part of a final year “**EDBED4006 Team Enterprise Course**” project, Pre-Service Teachers Louise Marr, Anastasia Anderson and Danielle Arbuckle charged themselves with coming up with a solution for schools looking for volunteers, to connect with students that want to volunteer.

After numerous consultations around FedUni, a solution was found within the existing CareerHub service.

School staff are now able to put up volunteer opportunities onto the system, knowing that they are going to the right cohort of students

Getting started

CareerHub is our online system on which you can create a profile for your school and add new positions whenever the need arises.

Once the job has been posted on the CareerHub website students are notified of the job via email. They can also browse the website and view position details at any time and contact your business as per the information you have submitted.

Click on the link www.federation.edu.au/studentcareerhub to take you to our landing page for more information about our services and partnerships.

The system has a 2 layer approach to data collection for employers, namely the Organisation, and the Contacts. We can have as many contacts connected to an organisation as we need.

The following pages talks you through :

[How to check if your school is already registered.](#)

[How to add a new contact to an existing school.](#)

[How to add in a new school and a new contact.](#)

[How to add in a position.](#)

Checking to see if your School is already registered

1. Before you try to log in, it is best to see if someone has already registered your school.

To do this go to the employers page via [this link](#) and click on the register button then select Non-Profit Organisation.

The screenshot shows the 'Employer Registration' page on CareerHub. The left sidebar contains links: 'Register on CareerHub', 'Login to CareerHub', and a 'Home' section with links to 'PST Volunteering - A new resource for schools', 'Writing a good job advertisement', 'Industry Placement Program', 'Placements and Internships', 'Terms and Conditions', 'Student Leadership and Volunteer Awards', and 'Victorian Chamber Member?'. The main content area is titled 'Employer Registration' and 'Step 1: Employer Type'. It lists four options: 'Organisation / Employer' (for registered businesses), 'Non-profit Organisation' (for registered charities, non-profit organisations, volunteering organisations or industry associations), 'Agent for Employer' (for recruitment agencies), and 'Individual' (for individuals not representing a registered business). A blue arrow points to the 'Non-profit Organisation' button.

2. Type your school name and take this opportunity to read and agree to our terms and conditions, then click continue.

The screenshot shows the 'Employer Registration' page on CareerHub, specifically 'Step 2: Organisation Name'. The left sidebar is identical to the previous screenshot. The main content area has a title 'Employer Registration' and 'Step 2: Organisation Name'. It contains a form with a label '* Organisation Name' and a text input field containing 'Federation University'. To the right of the input field is a label 'Acronym (if commonly used)' and an empty text input field. Below the input fields is a checkbox labeled '* I have read and agree to the CareerHub Terms and Conditions', which is checked. At the bottom right are 'Back' and 'Continue' buttons. A blue arrow points to the 'Continue' button.

Federation University Australia | CRICOS Provider Number 00103D

If your School is already there, you will get a notification like this.



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Employer Registration

Step 2: Organisation Name

Organisations were found with similar names

The following organisations were found that have similar names to the one you entered. If one of these is your organisation then please DO NOT register again.

Registering a new organisation

If your organisation is completely separate from any of those listed,

3. Scroll down the page, and if you can locate your school name on the list, there is no need to register, just select the “request a FedUni CareerHub Account” next to your school name. Then follow the [“Adding a new contact to an existing school”](#) information.

If you can't find your school, you will need to register the details, so click the back arrow, or re-click the “Register on CareerHub” box on the screen and then follow the [“Adding a new school and contact”](#) information below.

[Get assistance](#)

Organisations with similar names:
Federation University Australia (FedUni) Location: Ballarat, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation University Australia, Division: Library, Location: Ballarat, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation University - Unisports Location: BALLARAT, Australia login to FedUni CareerHub request a FedUni CareerHub account
Civil Contractors Federation (CCF) Location: Kew, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation Business School - Ballarat Location: Ballarat, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation Business School - Gippsland Location: Churchill, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation College Location: Ballarat, Australia login to FedUni CareerHub request a FedUni CareerHub account
Federation Training Location: GMC Morwell, Australia login to FedUni CareerHub request a FedUni CareerHub account

Adding a new Contact to an existing School

- 1 If you have found your school, and are sure that you do not have a contact account, and do not know anyone within your school that does have access, you will need to register a new contact account. Find your school and then select “request a FedUni CareerHub Account.”




• [Login to FedUni CareerHub](#)
• [Get assistance](#)

Organisations with similar names:

- **Universum Communications Pte Ltd (Universum)**
Division: University Relations, Location: Singapore, Singapore
• [login to FedUni CareerHub](#) • [login to CareerHub Central](#) • [request a FedUni CareerHub account](#)
- **Federation University Australia (FedUni)**
Location: Ballarat, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Federation University - Unisports**
Location: BALLARAT, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Federation University Australia,**
Division: Library, Location: Ballarat, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Civil Contractors Federation (CCF)**
Location: Kew, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Football Federation of Victoria (FFV)**
Location: Melbourne, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Federation Business School - Ballarat**
Location: Ballarat, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)
- **Federation Business School - Gippsland**
Location: Churchill, Australia
• [login to FedUni CareerHub](#) • [request a FedUni CareerHub account](#)

If you know someone who has access to the CareerHub system, they can log in and add you as a new contact by clicking here:



CareerHub

• [Log out](#)

Details

- [Summary](#)
- [Organisation details](#)
- [My details](#)
- [Staff contacts](#)
- [Add a staff contact](#)
- [Form submissions](#)

Jobs

- [Add a new Job](#)
- [Unpublished Jobs](#)
- [Prelisted Jobs](#)
- [Current Jobs](#)
- [Inactive Jobs](#)

Home

- [PST Volunteering - A new resource for schools](#)
- [Writing a good job advertisement](#)
- [Industry Placement](#)

Your organisation's registration approval

You can now continue to add jobs and be visible to students until your registration has been approved by an Administrator. You will be notified by email when your registration is processed.

Summary

Jobs

- You have 0 unpublished jobs
- You have 0 prelistered jobs
- You have 0 current jobs
- You have 0 inactive jobs

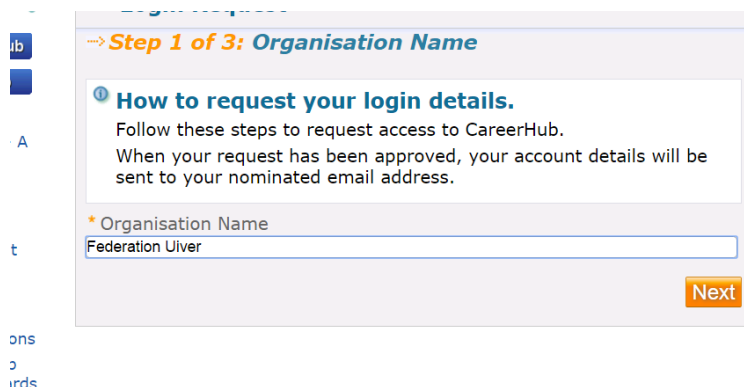
Details

- Your organisation details were last updated on 12/01/2018
- Your personal details were last updated on 12/01/2018
- There are 1 contacts within your organisation

Work Groups

- You are a member of 0 work groups

- The system will ask you to confirm the name of your school, and click next.



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→ **Step 1 of 3: Organisation Name**

How to request your login details.
Follow these steps to request access to CareerHub.
When your request has been approved, your account details will be sent to your nominated email address.

* Organisation Name
Federation Uliver

Next

- If there are several schools which are similar, a list will appear and you can select the correct one. The select next. (ie. If there are several schools within the system with “college” in the name it will list them all)



CareerHub

Register on CareerHub
Login to CareerHub

Home
 › PST Volunteering - A new resource for schools
 › Writing a good job advertisement
 › Industry Placement Program
 › Placements and Internships
 › Terms and Conditions
 › Student Leadership and Volunteer Awards
 › Victorian Chamber Member?

Login Request

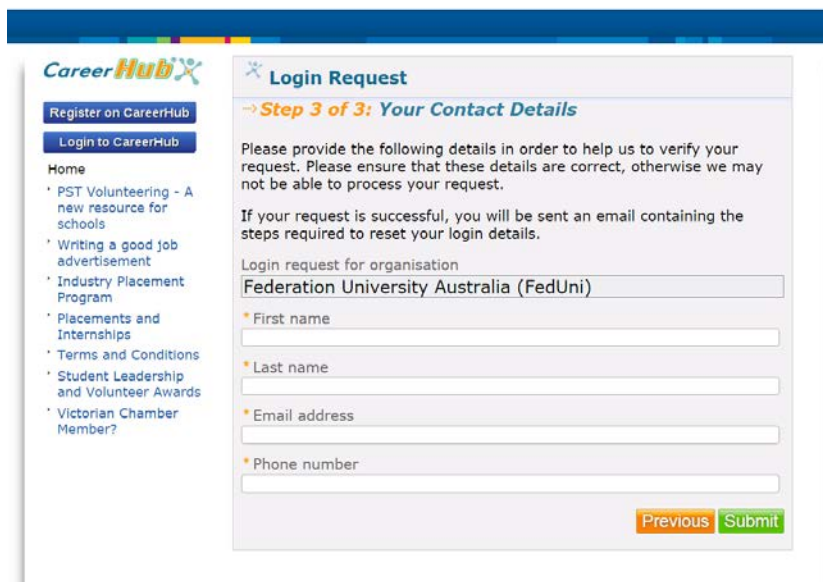
→ **Step 2 of 3: Confirm Organisation Name**

* Select the Organisation you work for from the list below.

- ☐ Federation University Australia
- ☐ Federation University - Unisports
- ☐ Federation University Australia, (Division: Library)
- ☐ Faculty of Health - Ballarat
- ☐ Faculty of Health - Gippsland
- ☐ Faculty of Health - Wimmera
- ☐ Federation College
- ☐ Ruby's cafe

Previous Next

- The system will then ask you to confirm your contact details and then add you as a contact connected to your school. Please type your first name, surname, email and phone, then click submit.



CareerHub

Register on CareerHub
Login to CareerHub

Home

- PST Volunteering - A new resource for schools
- Writing a good job advertisement
- Industry Placement Program
- Placements and Internships
- Terms and Conditions
- Student Leadership and Volunteer Awards
- Victorian Chamber Member?

Login Request

→ **Step 3 of 3: Your Contact Details**

Please provide the following details in order to help us to verify your request. Please ensure that these details are correct, otherwise we may not be able to process your request.

If your request is successful, you will be sent an email containing the steps required to reset your login details.

Login request for organisation
Federation University Australia (FedUni)

* First name

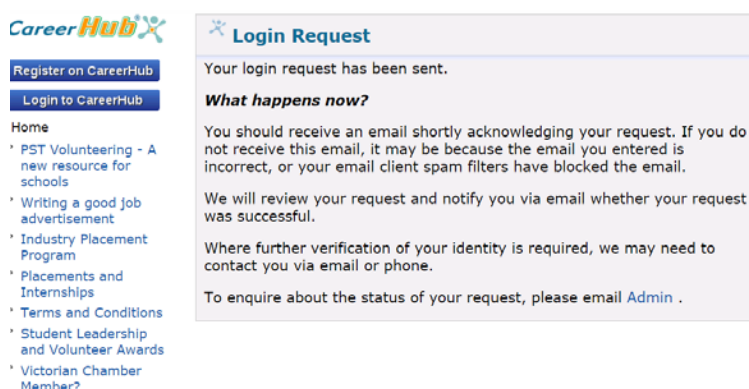
* Last name

* Email address

* Phone number

[Previous](#) [Submit](#)

5. You then get this notification. As a part of the approval process we will set you up with a username.



CareerHub

Register on CareerHub
Login to CareerHub

Home

- PST Volunteering - A new resource for schools
- Writing a good job advertisement
- Industry Placement Program
- Placements and Internships
- Terms and Conditions
- Student Leadership and Volunteer Awards
- Victorian Chamber Member?

Login Request

Your login request has been sent.

What happens now?

You should receive an email shortly acknowledging your request. If you do not receive this email, it may be because the email you entered is incorrect, or your email client spam filters have blocked the email.

We will review your request and notify you via email whether your request was successful.

Where further verification of your identity is required, we may need to contact you via email or phone.

To enquire about the status of your request, please email [Admin](#).

6. An email will be sent to you asking you to confirm your email address and set up a password and within this option, you can also amend the username we have suggested.

news • Federation University Australia • my drive • improve brain activity • Golden Key • Federation links • YouTube CareerHub

Federation UNIVERSITY • AUSTRALIA

CareerHub

[Register on CareerHub](#)
[Login to CareerHub](#)

Home

- * PST Volunteering - A new resource for schools
- * Writing a good job advertisement
- * Industry Placement Program
- * Placements and Internships
- * Terms and Conditions
- * Student Leadership and Volunteer Awards
- * Victorian Chamber Member?

Reset Login

* Username
DeborahC

* Password

* Confirm Password

[Reset](#)

7. You should then see this notification:

CareerHub

Reset Login

Your login details have been reset.
To start using CareerHub, click [continue](#)

logged in as
DeborahC
Logout
Profile
Summary
Organisation details
Details

Click continue and you can now use the system.

Adding a new school and contact.

1. Click on the register icon, and select the type of organisation you are representing. Schools come under the Non-Profit organisation option.

CareerHub

Employer Registration

[Register on CareerHub](#)
[Login to CareerHub](#)

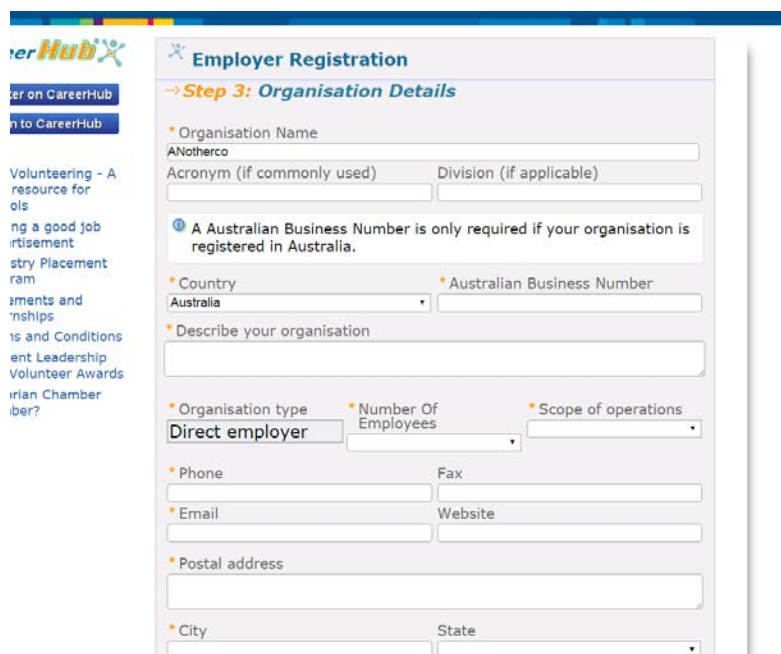
Home

- * PST Volunteering - A new resource for schools
- * Writing a good job advertisement
- * Industry Placement Program
- * Placements and Internships
- * Terms and Conditions
- * Student Leadership and Volunteer Awards
- * Victorian Chamber Member?

Step 1: Employer Type

Organisation / Employer	For registered businesses or organisations that recruit students or graduates for paid employment.
Non-profit Organisation	For registered charities, non-profit organisations, volunteering organisations or industry associations.
Agent for Employer	For recruitment agencies and similar that recruit on behalf of other organisations.
Individual	For individuals not representing a registered business. (Eg. householders, parents or students offering home based jobs like tutoring or gardening).

2. Fill in the form with your school details which includes a generic email address and phone number (maybe the one the school admin team responds to) and select your industry category the options which will be relevant for you as a school will be : “Education - Community and Other”, “Education – Secondary”, “Education, Pre-school and Primary”. If you are a P-12 or K-12, you can multi-select by holding down the control key. Then click continue.



The screenshot shows the 'Employer Registration' form on the CareerHub website, specifically 'Step 3: Organisation Details'. The form is titled 'Employer Registration' and 'Step 3: Organisation Details'. It contains several fields for organisation information:

- Organisation Name:** A text field with 'ANotherco' entered.
- Acronym (if commonly used):** A text field.
- Division (if applicable):** A text field.
- Australian Business Number:** A text field with a note: 'A Australian Business Number is only required if your organisation is registered in Australia.'
- Country:** A dropdown menu with 'Australia' selected.
- Describe your organisation:** A large text area.
- Organisation type:** A dropdown menu with 'Direct employer' selected.
- Number Of Employees:** A dropdown menu.
- Scope of operations:** A dropdown menu.
- Phone:** A text field.
- Fax:** A text field.
- Email:** A text field.
- Website:** A text field.
- Postal address:** A text field.
- City:** A text field.
- State:** A dropdown menu.

On the left side of the form, there is a sidebar with links to various resources:

- Volunteering - A resource for schools
- Getting a good job advertisement
- Industry Placement program
- Employment and Conditions
- Student Leadership
- Volunteer Awards
- Business Chamber
- Member?

3. A Contact information form will then be displayed, where you can inform us about your personal email and direct line. Set yourself a username and password and then Click Finish.

Employer Registration
→ Step 4: Register Primary Contact

Title * First Name * Last Name

Position Title (if relevant)

Email Settings

Contact Details

* Please fill in at least one of the fields: Phone, Mobile

Phone Mobile

* Email

☐ My address is different to my organisation

Login Details

* Username

* Password Confirm Password

[Back](#) [Finish](#)

4. You will a notification like this:

CareerHub

[Log out](#)

Details

- * Summary
- * Organisation details
- * My details
- * Staff contacts
- * Add a staff contact
- * Form submissions

Jobs

- * Add a new Job
- * Unpublished Jobs
- * Prelisted Jobs
- * Current Jobs
- * Inactive Jobs

Home

- * PST Volunteering - A new resource for schools
- * Writing a good job advertisement
- * Industry Placement

⚠ Your organisation's registration is currently awaiting approval

You can now continue to add **jobs** and **contacts**, however details will not be visible to students until your registration and each submission has been approved by an Administrator.

You will be notified by email when your registration has been processed.

Summary

Jobs

- * You have 0 unpublished jobs
- * You have 0 prelisted jobs
- * You have 0 current jobs
- * You have 0 inactive jobs

Details

- * Your organisation details were last updated 04-May-2016, 04:52 PM
- * Your personal details were last updated 04-May-2016, 04:52 PM
- * There are 1 **contacts** within your organisation

Work Groups

- * You are a member of 0 work group

If you also want to lodge a vacancy, you can do so now. (please see 'How to lodge a vacancy' information)

5. An email will be sent to you asking you to confirm your email address, and we will be sent a notification of your registration.

How to add in a new vacancy

1. Login and select, add a new job

Logged in as **hayleys**
Log out

Details

- Summary
- Organisation details
- My details
- Staff contacts
- Add a staff contact
- Form submissions

Jobs

- Add a new Job
- Unpublished Jobs
- Prelisted Jobs
- Current Jobs
- Inactive Jobs

Home

- Writing a good job advertisement
- Placements and Internships
- Recruitment Fair 2014
- Terms and Conditions

Summary

Jobs

- You have 0 unpublished jobs
- You have 0 prelisted jobs
- You have 0 current jobs
- You have 0 inactive jobs

Details

- Your organisation details were last updated 13-Jan-
- Your personal details were last updated 13-Jan-201
- There are 1 contacts within your organisation

Work Groups

- You are a member of 0 work group

improve brain act Golden Key FedUni links You Tube Careers

New Job

For your job to be approved, it must be **well written** and comply with our **terms and conditions**.
Before typing your job ad, please ensure that your **existing staff contacts** are appropriate for this Job, or **add a new contact** first.

* Job title

* Administrative contact

Contact to display to students

Do not display contact

General Details

* Application closing date

dd-mm-yy

Your job application no. or reference code

* Expected job commencement date

* Number of positions available (estimated)

* Salary / wage

* Contract type

* Contract hours

Locations

* Add Location

Suburb, City, State, Country

Descriptive Details

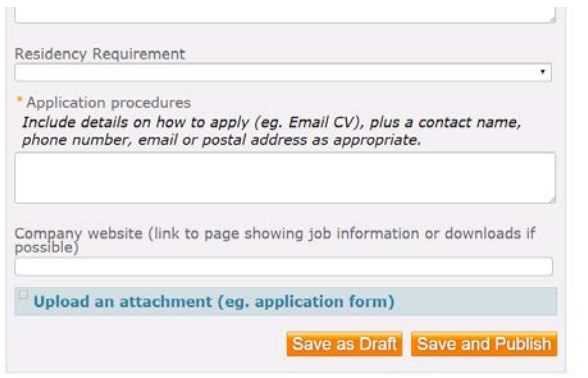
You can create bullets in the job details and application procedures sections by putting a * at the beginning of the line.

* Summary for display in search results

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2. Complete the form giving as much information on the position as you can. In Contract type, select temporary, please type in the Salary/wage box "PST Volunteering".

3. You can add in attachments which could include a position description, or more information about your school or the program that the volunteer will be supporting.
4. Don't forget to let us know how people apply for the position.



The screenshot shows a web form with the following fields and buttons:

- Residency Requirement:** A dropdown menu.
- Application procedures:** A text area with a yellow star icon. Below it, a note reads: "Include details on how to apply (eg. Email CV), plus a contact name, phone number, email or postal address as appropriate."
- Company website:** A text area with a note: "(link to page showing job information or downloads if possible)".
- Upload an attachment (eg. application form):** A button with a paper icon.
- Save as Draft:** An orange button.
- Save and Publish:** An orange button.

5. You can save the position as a draft, and come back to it later, or select Save and Publish, and the position will be sent for approval.

If you require any assistance we can be contacted on (03) 5327 9910 or studentcareerhub@federation.edu.au.

We look forward to assisting you in gaining employees and look forward to working with you in the future.