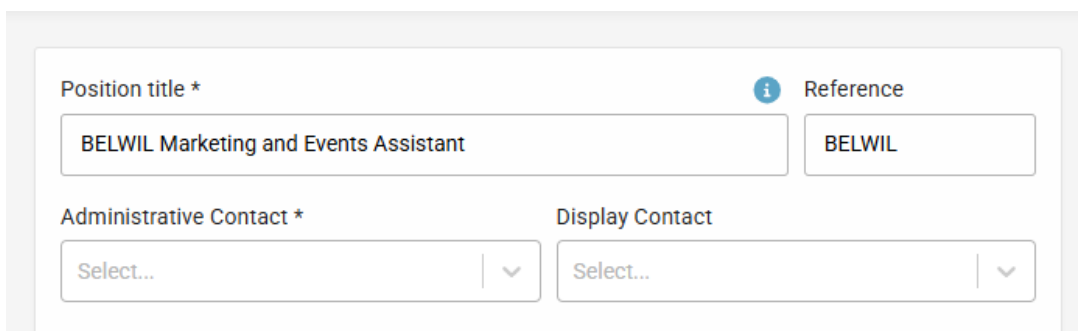


BEL Careers and Employability

How to advertise your WIL Internship on CareerHub

- ① Go to the UQ CareerHub [Employer Portal](#) and log in with your details. If you have not used the portal before, click to REGISTER and create a LOGIN.
- ② Once you are logged in, click ADD JOB on the left.
- ③ In the JOB TITLE, please put “**BELWIL**” as a prefix before your job title, referring to the UQ Faculty of Business, Economics and Law (BEL) and again in **your job reference code**. For example:



The screenshot shows a form with the following fields:

- Position title ***: BELWIL Marketing and Events Assistant
- Reference**: BELWIL
- Administrative Contact ***: Select... (dropdown menu)
- Display Contact**: Select... (dropdown menu)

- ④ For paid work, please enter the remuneration being offered or casual hourly rate. For unpaid work experience opportunities, please enter:
 - a. Salary/Wage as “Unpaid Internship”
 - b. Contract Type as “Temporary”
 - c. Contract Hours as “Casual”
- ⑤ The SUMMARY section contains the description that students will see when searching CareerHub. The description should be brief, yet informative to attract students’ interest. The DETAILS section contains the main body of your advertisement. An example of how you can advertise your opportunity is provided on the next page.

Make your opportunity stand out

As well as providing standard details about the company and role, we encourage you to highlight what opportunities for workplace-based learning and skills development the student can expect. Please consider the following content for your online advertisement:

Description of the opportunity:

- **Business area:** In which team or business area will the student be working?
- **Tasks:** What are the tasks that the student will be expected to undertake? Will they be involved in a specific project?
- **Environment:** What other work, roles or functions will the student be able to observe or interact with, beyond their allocated tasks.

Profile:

- Required skills: Are there any particular skills or experience that are necessary or preferable for students to possess for this opportunity?
- Benefits: What are the benefits to the student in participating in the placement (if it is an unpaid opportunity)?
- Skills development: What are the learning opportunities for students and what skills will they likely develop (if it is an unpaid opportunity)? Please outline both opportunities for technical and transferrable skills development.

Example advertisement

This example can be used for paid or unpaid opportunities. Please ensure you include the following sentence **“This opportunity is only available to eligible BEL students sourcing a Work Integrated Learning Internship”** within the body of the advertisement.

Smiths Financials has a history of over 40 years in providing professional and dependable support across business and strategic advisory, accounting, taxation, audit, international & investment advisory.

Working within the People and Culture team, you can expect to be exposed to the entire spectrum of internal human resources functions with a specific focus on learning & development, recruitment & on-boarding, and performance management. Our team also provides an HR consulting service to the firm's external client base, so the student can expect to be exposed to this area as well.

What you'll be doing:

- Assisting the People & Culture team with the on-going implementation of the Learning Management System, training plan and L&D strategy.
- Assisting with recruitment activities and on-boarding requirements, e.g. scheduling interviews, conducting reference checks.
- Assisting in the firm's performance appraisal process, including data entry, creating feedback forms and maintaining appraisal forms.
- Assisting on ad hoc projects, which could include various internal reporting requirements or analysing feedback data.
- Assisting the HR team with the various administrative requirements including setting up new employees and preparing for various training sessions.

To be successful you will be required to:

- Have a sound understanding of basic human resource management concepts
- Have an inquisitive mindset with a passion for continuous learning
- Be technologically savvy with the ability to quickly and intuitively learn various software systems
- Be literate in Microsoft Word, Excel and PowerPoint
- Be well-versed in basic/high-level data analysis and reporting
- Be well-organised with high attention to detail.

Skills to develop and learning opportunities (Not needed if this is a paid opportunity):

The student can expect to have the opportunity to develop their skills in the following areas:

- HR technology, e.g. HRIS, LMS, SurveyMonkey
- Learning and development
- Performance appraisals
- Data analysis and reporting.

Contact us

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