



# How to..... Use CareerHub



## What is CareerHub?

CareerHub is the University of Derby and Buxton & Leek College careers and employability portal

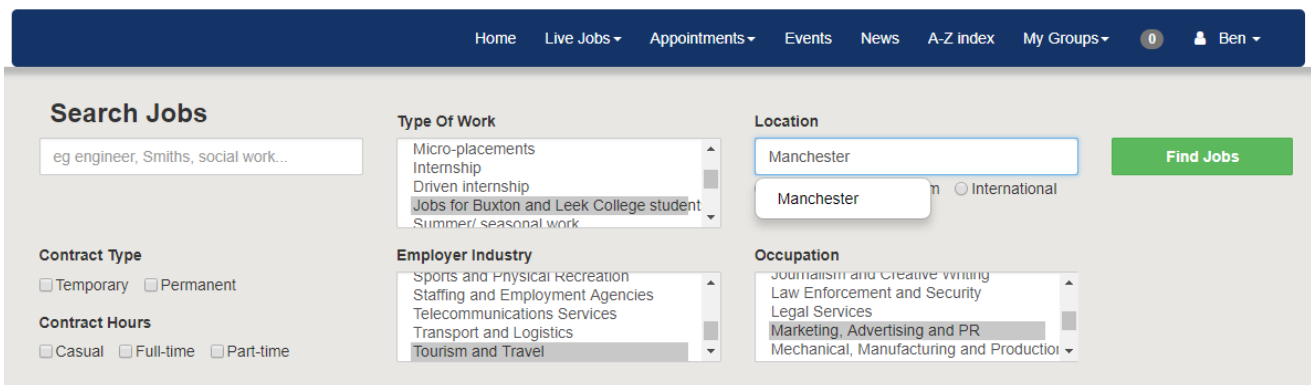
## How do I access CareerHub?

Visit <https://careerhub.derby.ac.uk> and log in using your BLC learner number and password. The first time you access CareerHub you will be asked to confirm some communication settings and you can tell the system what type of work you may be interested in

## How do I search for a job on CareerHub

It is possible to search for a range of employment types on Careerhub, such as part-time, full-time, apprenticeships, summer jobs and even jobs in other countries. Use the 'Type of Work' box to select what type of job you are looking for and then you can refine your search by selecting the industry, occupation and location.

The image below shows how you would look for a marketing job in the tourism industry in the Manchester area:



## How do I get careers advice through CareerHub?

CareerHub contains a wealth of advice on helping you make decisions about your career and boost your employability. From the CareerHub Portal page, click the GET WORK READY button and you will be taken to a menu where you can select, application & CV advice, self-employment and enterprise, volunteering and career planning advice.

## Contact Us

Careers and Employment Service

Room DO/G01, Devonshire Campus, Buxton 01298 591316, [careers@derby.ac.uk](mailto:careers@derby.ac.uk)

## What will I find on CareerHub?

CareerHub contains 100s of jobs, opportunities, work experience roles, volunteering and internships for students of BLC and the University of Derby. As well as opportunities for you to engage with external organisations you will also find advice pages on writing CVs, attending interviews or getting the most from your career.

You can also book an appointment with the Careers Consultant and find out about events organised by the Careers and Employment Service at BLC.

## How do I see my Careers Consultant?

If you would rather see the Buxton and Leek College Careers Consultant, you can book an appointment by simply clicking on appointments in the top menu and then 'Book a careers appointment' from the drop-down menu. Use the calendar to find a date that suits you and click book. You should then receive email confirmation of the date and time of your booking.