

IRECRUIT
EXTERNAL
CANDIDATE
USER GUIDE



HUMAN RESOURCES UNIT



WELCOME TO IRECRUIT

iRecruit is our online job search and application system. Use iRecruit to search and apply for advertised UTS jobs. You can also use iRecruit to set up job alerts tailored to your job search preferences.

This guide will help you use the system.

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Step 1: How to Register

Description

This topic demonstrates how to register and set up a UTS iRecruit account for the first time. It is relevant to candidates who are setting up job alert preferences, applying for positions, accepting a contract or renewing a contract.

In this scenario you will create a UTS iRecruit account, attach a resume, and enter and review your details.

Pre requisites

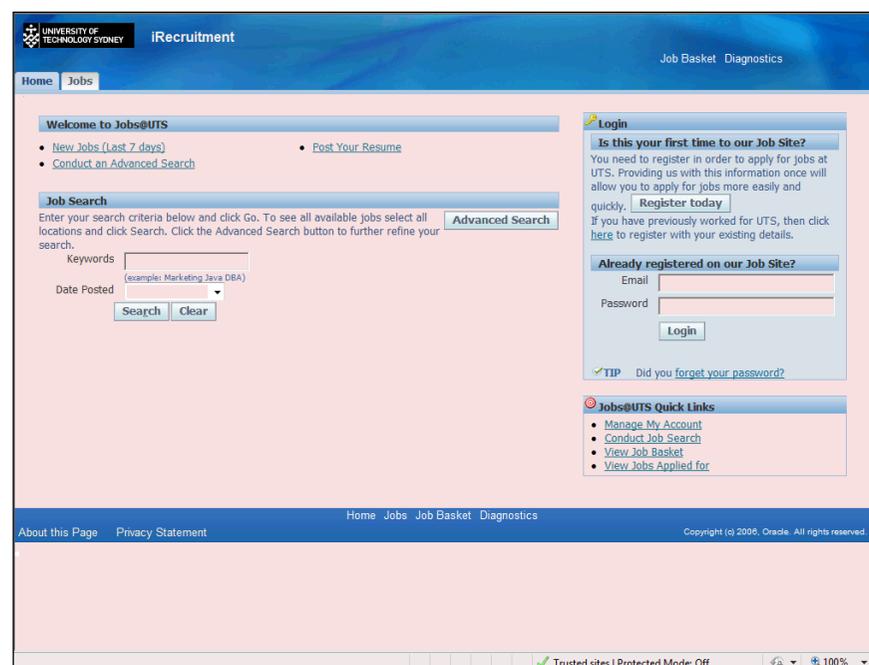
- resume (optional)
- social media service login eg Google+, LinkedIn, Facebook (optional)

Results

At completion of this topic you will be able to:

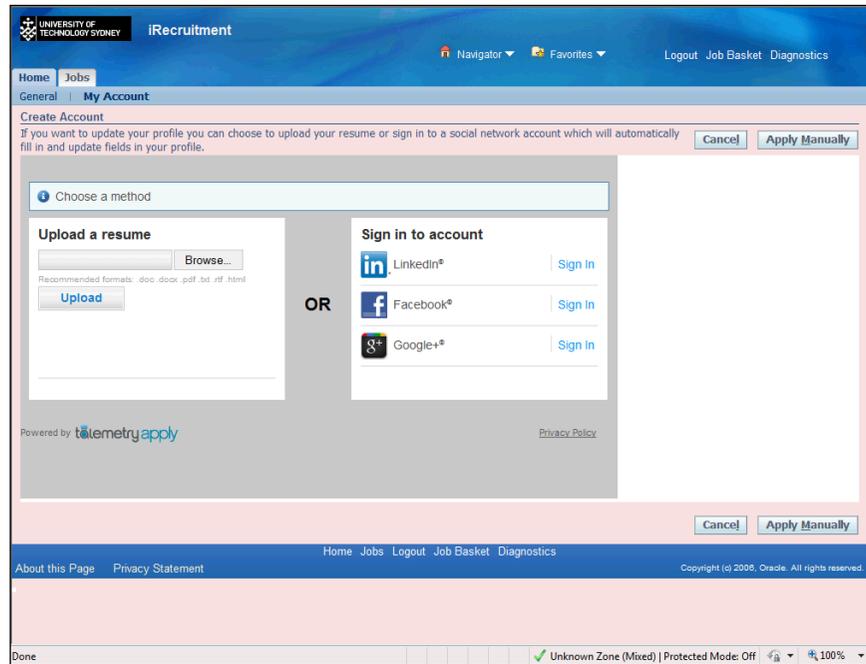
- set up and receive tailored job alerts
- apply for UTS jobs

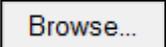
Step	Action
1.	Begin on the <i>UTS iRecruit Home</i> page. You can navigate to this page by clicking on the <i>Search Jobs</i> tab on <i>Jobs at UTS</i> website.

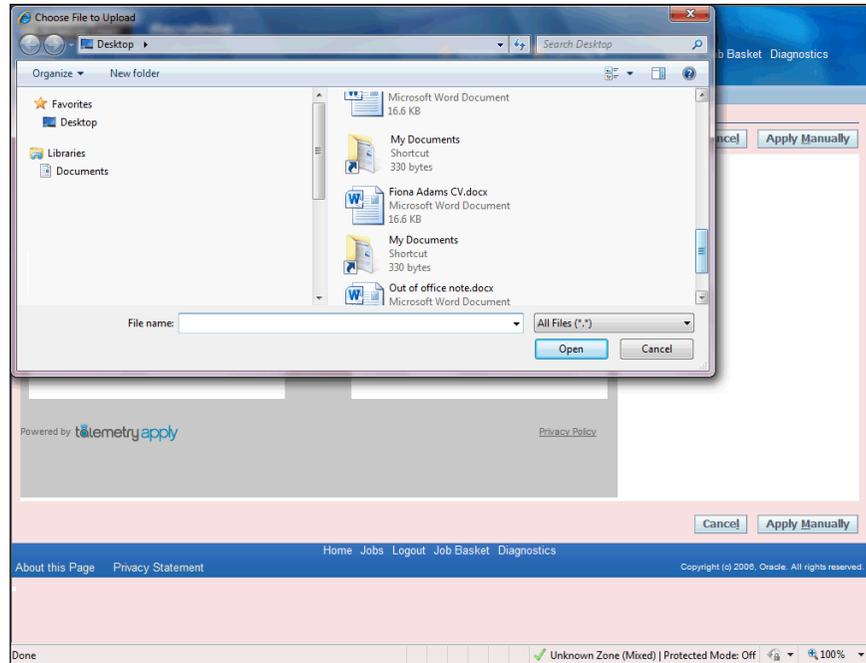


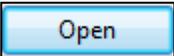
Step	Action
2.	Click the Register today button. 

Step	Action
3.	The <i>Registration</i> page displays.
4.	Enter in your preferred Email , Family Name and First Name in the Your Details section.
5.	Enter in your preferred Password and repeat this password in the Confirm Password field.
6.	Click the Submit button. 
7.	The <i>Create Account</i> page displays. The next step in setting up your account is to populate your qualifications and employment history. You can either click the Apply Manually button to populate this information yourself or you can Upload your resume which will automatically fill in and update some fields in your profile for you.
8.	If you prefer to use your LinkedIn, Google+ or Facebook account to populate your profile you can Sign In to your account from this page.
9.	The next few steps in this scenario assume you will upload a resume.



Step	Action
10.	Click the Browse... button. 



Step	Action
11.	Select the resume . 
12.	Click the Open button. 

Step	Action
13.	Click the Upload button. 
14.	The resume has now been uploaded and the <i>Register: Review Account Information</i> page displays. Use this page to review, enter and update your personal information. Use the scrollbar to move up and down the page. Note: Fields with * are mandatory.
15.	Important: Information imported from resumes or social media accounts may not be 100% accurate. It is important to review all fields and make amendments as required.
16.	As well as collecting personal details the Basic Details section covers information relating to your Right to Work in Australia and your previous contact with the University.
17.	The Source Details section asks you to identify where you first heard about UTS. Use the Source dropdown button to select from the source dropdown menu. When selecting a more generic source, such as Other Online Job Board , more information can be provided in the Source Name field.
18.	Review the Address section and make amendments as required.
19.	Review the Phone Number section and make amendments as required.

Step	Action
20.	Click the Times to Call dropdown button to activate the menu and select your preferred option.

* Have you worked at UTS via a recruitment agency in the last 12 months? No No

Source Details

Source:

Source Name:

Example: if you first saw our advert on an online job board, which job board?

Address

Country:

* Address Line 1:

Address Line 2:

Address Line 3:

* Suburb:

* State: Queensland

* Postal Code:

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text" value="0433333333"/>	<input type="text" value="Any"/>
Work	<input type="text" value="07 36544569"/>	<input type="text" value="Day"/>

Employment History

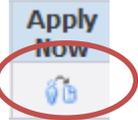
[Show All Details](#) | [Hide All Details](#)

Details	Employer	Start Date	End Date	Job Title	Location	Delete
<input type="checkbox"/> Hide	Road Traffic Authority	November 2010		Executive Assistant	Sydney	<input type="button" value="Delete"/>
Description of Job Duties: <input type="text" value="Executive Assistant to Dean of Science. Description of duties: reading, monitoring and responding to the Dean's email, answering calls and handling queries."/>						

Done Trusted sites | Protected Mode: Off 100%

Step	Action
21.	<p>The Employment History will populate from the resume.</p> <p>Review these fields and update, delete or add Employment History as needed.</p> <p>Click Add Another Employer button to insert a missing position. Click on the Delete icon at the end of the row to remove a position.</p>
22.	<p>The Education Qualifications will populate from the resume.</p> <p>Review these fields and update, delete or add Education Qualifications as needed.</p> <p>Use the Add a Qualification button to insert a qualification. Click on the Delete icon at the end of each row to remove a position.</p>
23.	<p>Your uploaded resume appears in the Other Documents section.</p> <p>To upload another resume or document click Add Another Document. Use the Delete icon at the end of the row to remove a document.</p>
24.	<p>After all Personal Information, Employment History and Education Qualifications have been entered you are ready to proceed to the next step in the registration process.</p>
25.	<p>Click the Continue button.</p> 
26.	<p>The <i>Register: Enter Preferences</i> page displays.</p> <p>All candidates are required to complete the Terms and Conditions section.</p> <p>Use the I Agree dropdown to accept and select Yes.</p>

Step	Action
27.	<p>IMPORTANT: If you choose not to Agree, you will be unable to complete your My Account set up.</p> <p>I have read and accept the UTS Privacy Statement for the Employment Process and agree to the use of my personal details and application history for UTS recruiting activities.</p> <p>* I agree <input type="checkbox"/></p> <p>This means you will be unable to apply for jobs or accept contracts at UTS.</p>
28.	<p>Note: Do not uncheck the tick box. If you uncheck this box you will not be able to accept or renew contracts.</p> <p>* <input checked="" type="checkbox"/> I agree to my personal information being searched by UTS for possible future positions.</p>
29.	<p>UTS can send you job alert emails tailored according to your preferences.</p> <p>Use the Keywords, Job Category and Employment Status fields to set up job alert email preferences.</p> <p>These fields are not mandatory.</p>
30.	<p>Tick this box to receive emails. Untick this box to unsubscribe from emails.</p> <p>Use the Frequency of Emails dropdown to select email frequency.</p>
31.	<p>After all preference details have been completed you are ready to Finish the registration process.</p>
32.	<p>Click the Finish button.</p> <p></p>
33.	<p>A Confirmation message will appear at the top of the screen to indicate the completion of the Registration process.</p>

Step	Action
34.	<p data-bbox="450 416 1379 443">Note: Any open jobs matching your preferences will be displayed at this stage.</p> <p data-bbox="450 488 1552 515">To access more detailed information about a specific job click on the Reference Number link.</p> <div data-bbox="439 555 616 676">  </div> <p data-bbox="450 716 2040 780">To Apply click on the Apply Now icon at the end of the row. More information on completing the application process can be found in a separate demonstration on How to Apply.</p> <div data-bbox="439 820 577 940">  </div>
35.	To return to the <i>UTS iRecruit Home</i> page use the Home tab.
36.	Click the Home tab. <div data-bbox="450 1043 528 1075">  </div>
37.	The <i>UTS iRecruit Home</i> page displays.

Step	Action
38.	<p>The How to Register topic is now complete.</p> <p>Key points:</p> <ul style="list-style-type: none"> - Upload your resume or social media profile to fill in and update Personal Information, Employment History and Education Qualifications in your profile - All candidates are required to complete the Terms and Conditions section - Use the Enter Preferences page to set up and receive tailored job alerts from UTS <p>End of Procedure.</p>

Step 2: Search For Jobs

Description

This topic demonstrates how to search for a vacancy and place a job in the job basket. It assumes that you do not have a registered account with UTS.

In this topic you will navigate to **iRecruitment**, complete an advanced job search and select a job for the job basket.

Prerequisites

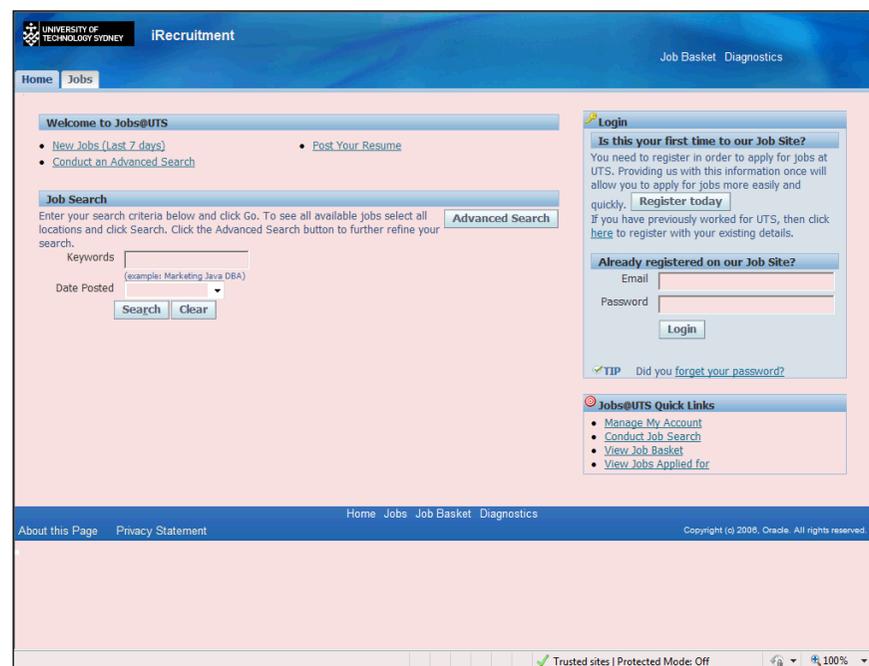
There are no prerequisites for this topic.

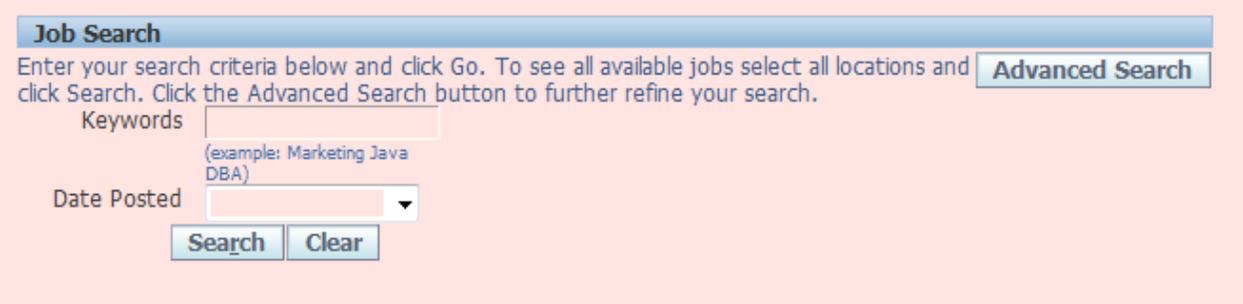
Results

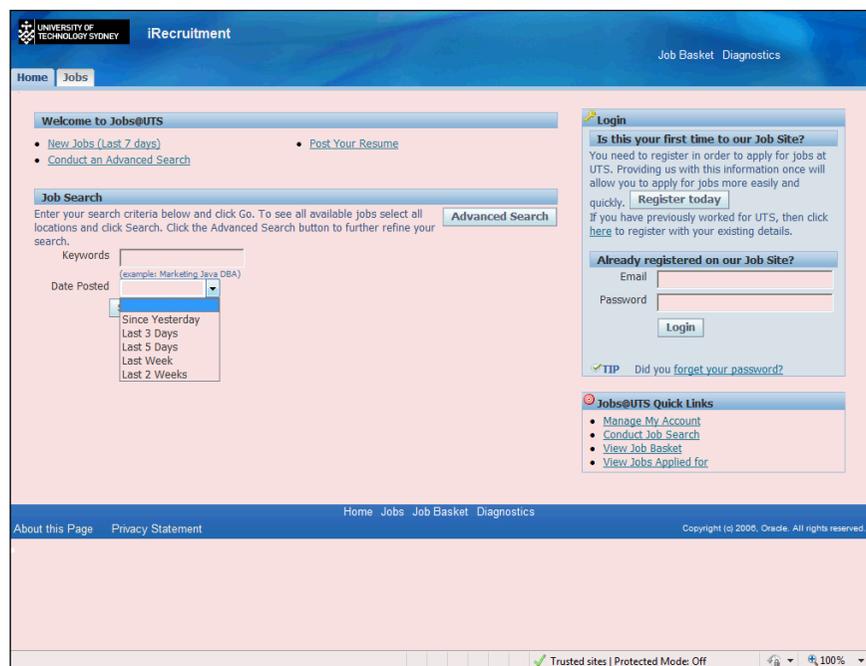
At the completion of this topic external candidates will be able to:

- search for a job using the Advanced Search function
- place a job in the Job Basket for later reference
- delete a job from the Job Basket.

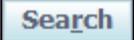
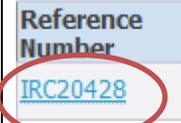
Step	Action
1.	<p>To access UTS's iRecruitment system select the Search Jobs tab on Jobs at UTS.</p> <p>The <i>iRecruitment Welcome to Jobs at UTS</i> page will display.</p>



2.	<p>If you wish to Register Today you can do this by clicking the Register Today link.</p> <p>However this is not necessary to search for jobs as an external candidate.</p> <p>This example will assume that the candidate does not have a registered account with UTS.</p>
3.	<p>There are a number of ways to search available jobs.</p> <p>Clicking on the New Jobs (last 7 days) will bring up a list of recently posted jobs.</p> <p>Clicking on the Conduct an Advanced Search will give you access to more detailed search options.</p>
4.	<p>The Job Search section on the <i>iRecruitment Welcome to Jobs at UTS</i> page allows you to do a simple search.</p> 
5.	<p>Use the Keywords field to search for a specific reference number or enter keywords related to the job.</p>
6.	<p>Use the Date Posted field to specify the date range of your search.</p>



Step	Action
7.	Another way to search is to use the links at the top of the <i>iRecruitment Home</i> page. For this example we will select New Jobs (Last 7 days)
8.	Click the New Jobs (Last 7 days) link. 

Step	Action
9.	<p>The <i>iRecruitment: Jobs</i> page Advanced Search displays.</p> <p>From this page you can refine your job search.</p>
10.	<p>Keywords related to the job you are searching for can be entered.</p>
11.	<p>Refine the search by clicking on the arrow to select the date range. If you are regularly checking postings you may like to select Last 3 Days.</p> 
12.	<p>The job search can be refined by selecting the Employment Status. For example, Full Time, Part Time, Casual, Part Year/Sessional. Click the button to the right of the Employment Status field and select your preferred option if you want to use this field.</p> 
13.	<p>You can refine your search further by selecting a job category from the list.</p> <p>Note: More than one job category can be selected at a time. Hold down the Control key on the keyboard whilst right clicking the mouse on the second category.</p>
14.	<p>Click the Search button.</p> 
15.	<p>Jobs that match your search are displayed at the bottom of the page.</p>
16.	<p>To find out more details about the position you are interested in click on the Reference Number link for that role.</p> 

Step	Action
17.	<p>You can start the application process by clicking on the Apply Now link.</p>  <p>This position can be emailed to someone by clicking on the Refer a Friend link.</p>
18.	<p>To return to the list of jobs click the Jobs link.</p> 
19.	<p>The available jobs based on your search criteria is again displayed.</p>
20.	<p>To view a position at a later stage you can add the position to the Job Basket by relevant ticking the check box under the Select column.</p> <p>Note: To save and view at another time a registered account is required.</p>
21.	<p>Click the Checkbox.</p> 
22.	<p>Click the Add To Basket button.</p> 
23.	<p>Click the Job Basket link to view jobs you have placed in the Job Basket.</p>
24.	<p>Click the Job Basket link.</p> 

Step	Action
25.	The Job Basket page displays.
26.	To remove the job(s) that you have placed in the Job Basket select the relevant check box.
27.	Click the Checkbox . 
28.	Click the Remove From Basket button. 
29.	The job has now been removed from the Job Basket. Now return to the <i>iRecruitment Home Page</i>
30.	Click the Jobs link. 
31.	The <i>iRecruitment: Jobs</i> page now displays.
32.	Click the Home tab. 
33.	The <i>iRecruitment: Home</i> page now displays.

Step	Action
34.	<p>The Search For Jobs topic is now complete.</p> <p>Key Points:</p> <ul style="list-style-type: none"> - Enter criteria in Advanced Search to refine search results. - Add positions to the Job Basket for later reference. <p>End of Procedure.</p>

Step 3: Apply for a Job

Description

This topic demonstrates how to apply for a job in UTS iRecruit . It is relevant to candidates who are applying for positions at UTS.

In this scenario you will navigate to **iRecruitment**, search for a job using the IRC Number and submit an application.

Important: This process is for candidates who are not already UTS staff members. If you are an existing UTS staff member reading this please refer to the iRecruit Internal Candidate User Guide. This guide can be found on the iRecruit webpages on the HR website and explains how UTS staff apply for advertised positions.

Pre requisites

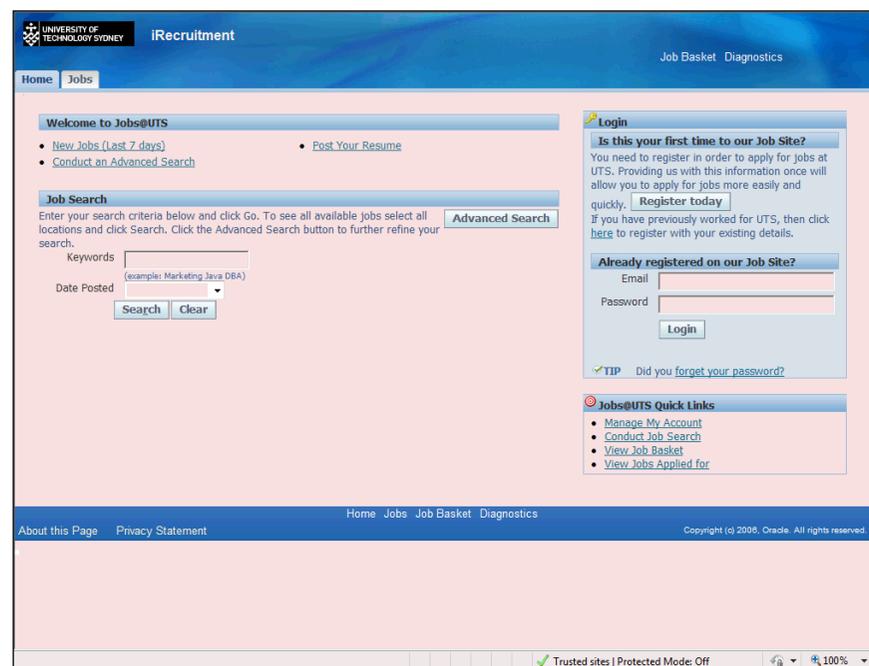
- registered profile on UTS iRecruit
- UTS iRecruit username and password
- resume and other supporting documentation

Results

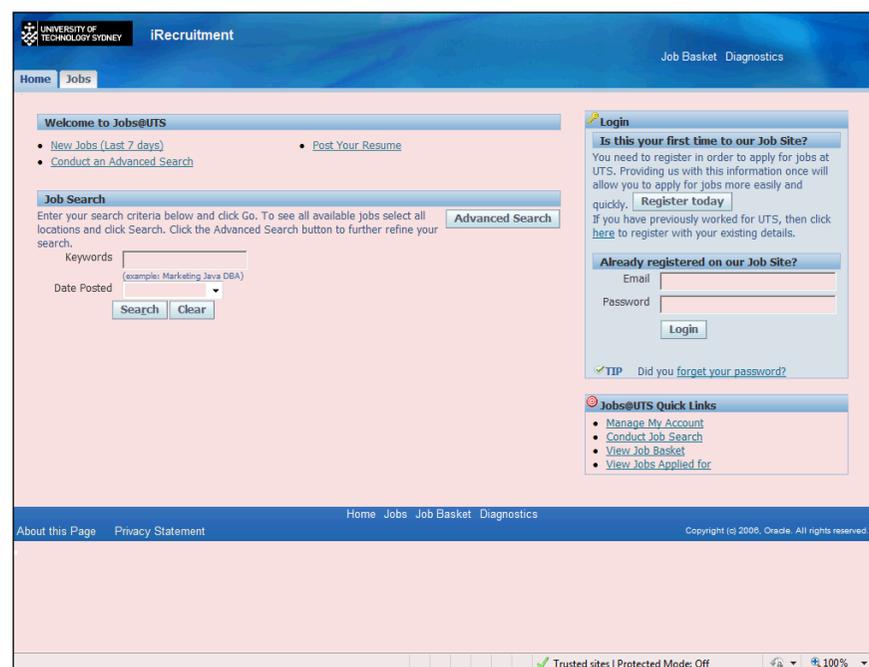
At completion of this topic you will be able to:

- search for a vacancy
- submit an application for consideration
- confirm that an application has been submitted
- monitor the status of your application

Step	Action
1.	<p>To access UTS's iRecruitment system select the Search Jobs tab on Jobs at UTS website.</p> <p>The <i>iRecruitment Welcome to Jobs at UTS</i> page will display.</p>

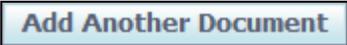


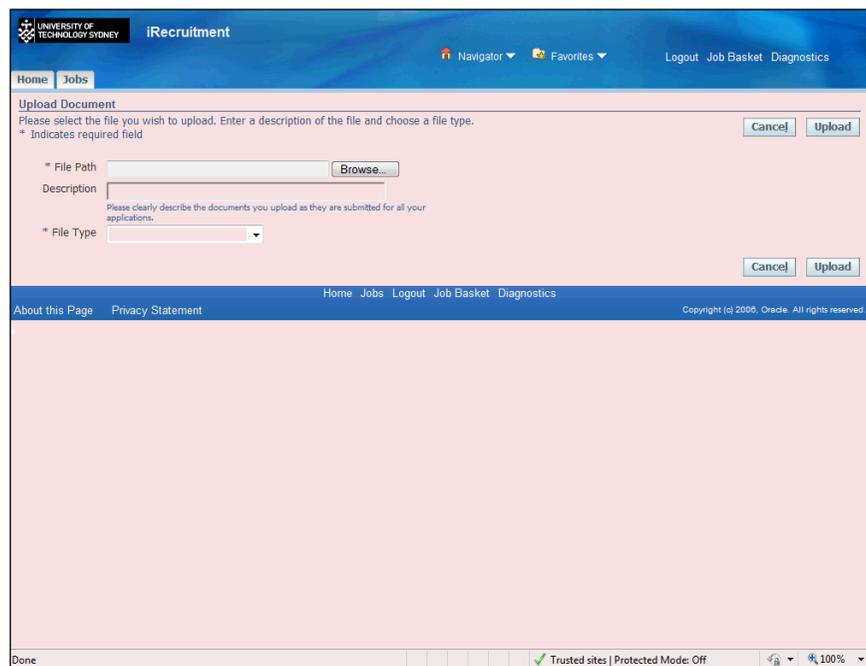
2.	<p>To apply for roles at UTS you must have registered as a candidate in iRecruitment.</p> <p>If you are not already registered in iRecruitment refer to the How to Register topic for detailed instructions.</p>
3.	<p>To begin the application process you need to login to your iRecruitment account.</p>

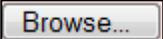
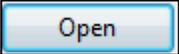


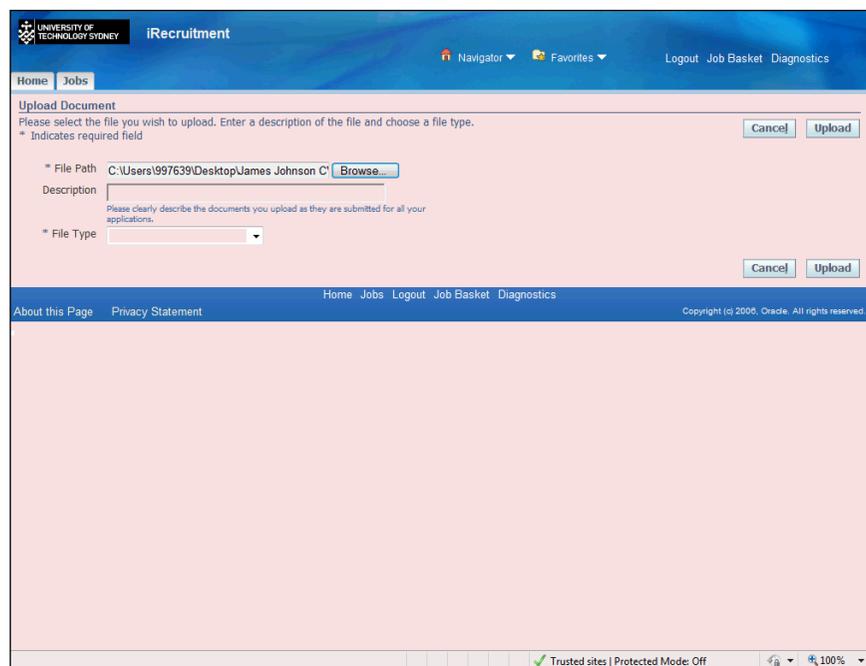
Step	Action
4.	Click in the Email field. 
5.	Enter your email into the Email field.
6.	Click in the Password field. 
7.	Enter your iRecruitment password into the Password field.
8.	Click the Login button. 
9.	Your <i>iRecruitment Home</i> page displays. From this page you can: <ul style="list-style-type: none"> - view your most recent notifications - review previous applications - view confirmed interviews - search for jobs under Quick Links.
10.	Use the Quick Links to search for advertised jobs.
11.	For this example, click Search for Jobs . 

Step	Action
12.	<p>The <i>Jobs: Available Jobs</i> page is now displayed.</p> <p>For the purposes of this document we will use a Reference Number to conduct our search. The search could be conducted using Keywords or Date Posted.</p>
13.	Enter the desired information into the Keywords field.
14.	The search can also be refined by using the Date Posted field.
15.	<p>Click the Go button.</p> 
16.	Jobs matching your search criteria will display.
17.	<p>Identify the job you want to apply for. Click the Apply Now button at the end of the row.</p> 
18.	The <i>Application: Review Account</i> page for the job is now displayed.
19.	Click the scrollbar to move down the page to review the information that has flowed through from your iRecruit profile.
20.	The Documents section shows which documents are currently attached to your application and allows you to replace or add documents.
21.	<p>Important: Any documents in this section will be made available to Selection Panel recruiting this role.</p> <p>You must delete any documents you do not want the Selection Panel to view as part of this application.</p>

Step	Action
22.	Click the Delete button to remove documents. 
23.	Click the Add Another Document button to add documents supporting your application. 



Step	Action
24.	<p>Once you click the Add Another Document button.</p> <p>The Upload Document screen is now displayed.</p>
25.	<p>Click the Browse... button.</p> 
26.	<p>Click the James Johnson CV.docx list item.</p> 
27.	<p>Click the Open button.</p> 



UNIVERSITY OF TECHNOLOGY SYDNEY iRecruitment

Home Jobs

Upload Document

Please select the file you wish to upload. Enter a description of the file and choose a file type.

* Indicates required field

* File Path C:\Users\997639\Desktop\James Johnson C:

Description

Please clearly describe the documents you upload as they are submitted for all your applications.

* File Type

Cancel Upload

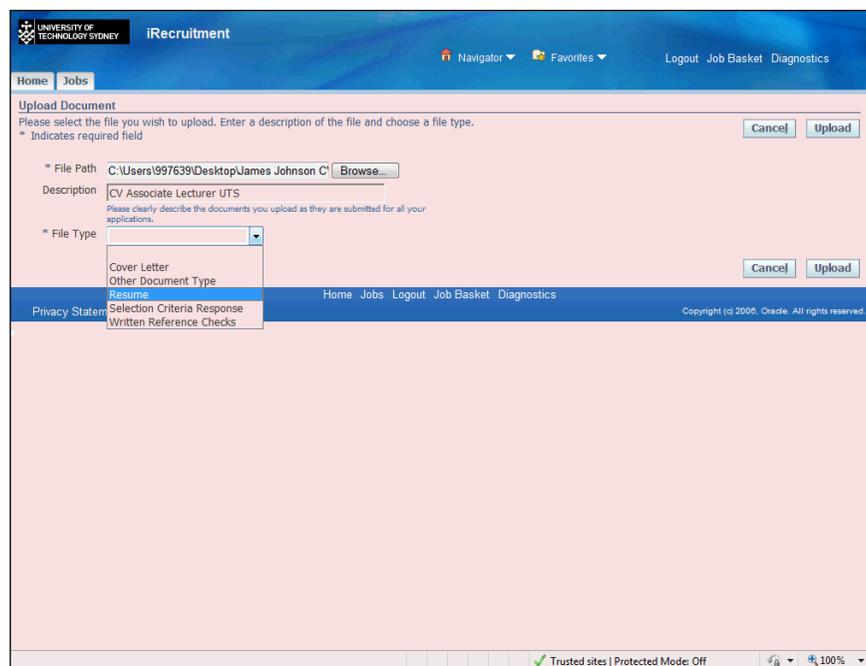
Home Jobs Logout Job Basket Diagnostics

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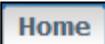
Step	Action
28.	Enter the desired information into the Description field.

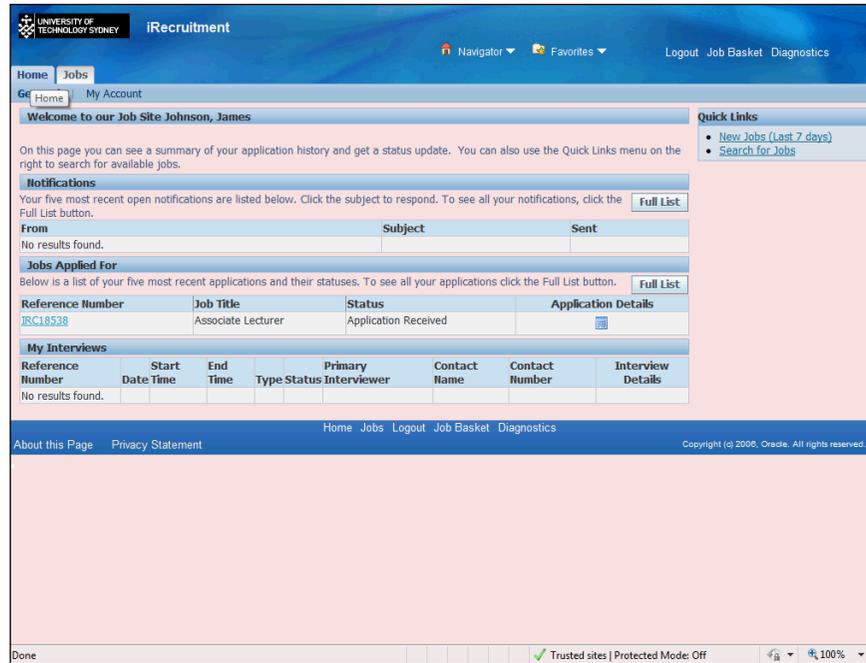
Step	Action
29.	Click the box at the end of the File Type field. 



Step	Action
30.	Click the Resume list item. 
31.	Click the Upload button. 
32.	Click the scrollbar.

Step	Action
33.	The newly uploaded document is displayed.
34.	Click the scrollbar to move down the page.
35.	Review the Employment History and Qualification sections. Update, delete or add as needed.
36.	<p>Click Add Another Employer or Add Another Qualification buttons to insert a missing position or qualification.</p> <p>Click on the Delete icon at the end of the row to remove information.</p>
37.	Once you have made all your amendments you are ready to move to Step 2 .
38.	<p>Click Next.</p> 
39.	The <i>Application: Other Information</i> page displays.
40.	<p>The How Did You Hear About Us section asks you to identify where you first heard about the job.</p> <p>Use the Posting Source dropdown button to select from the source menu.</p>
41.	When selecting a more generic source, such as Other Online Job Board , more information can be provided in the Source Name field.
42.	The Equal Employment Opportunity section is voluntary. You can leave the fields blank if you prefer not to answer.
43.	For this example, we will complete both fields.
44.	<p>Click the Calendar icon to select your Date of Birth.</p> 
45.	<p>Click the box at the end of the Sex field to select your gender.</p> 

Step	Action
46.	Click Next to move to the final step in the process. 
47.	The <i>Review Application</i> page displays.
48.	Review the information displayed on this page to ensure that the content is correct before proceeding. Use the Back button to correct information if required.
49.	Important: Once you click Finish you cannot add or amend any application information.
50.	Click the scrollbar to move down the page.
51.	To submit your application click Finish . 
52.	A Confirmation message will appear at the top of the screen to indicate the completion of the application process.
53.	To return to your <i>iRecruitment Home</i> page use the Home tab.
54.	Click the Home tab. 



Step	Action
55.	The <i>UTS iRecruit Home</i> page displays. 

Step	Action
56.	<p>The How to Apply topic is now complete.</p> <p>Key points:</p> <ul style="list-style-type: none"> - You must register in iRecruitment before you can apply for UTS jobs - Delete any CVs or documents from My Documents you do not wish to submit with your application. Any documents in this section will be submitted to the Selection Panel for review - Ensure you review and attach all information before clicking Finish as you cannot make changes after this point <p>End of Procedure.</p>

Step 4: Accept or Reject e-offer

Description

This topic demonstrates how to view and accept an e-offer of employment. It is relevant to external applicants who have received an email or notification advising them that they have been sent an e-offer from UTS.

In this scenario you will login to **iRecruitment** and open the e-offer from your notifications and accept the offer.

Pre requisites

- iRecruitment login credentials

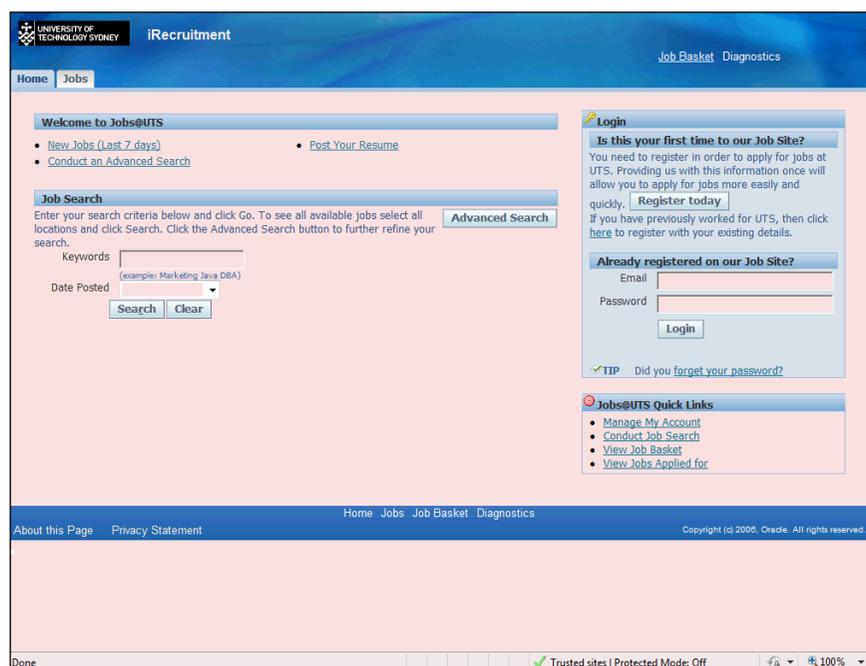
Results

At completion of this topic staff external applicants will be able to:

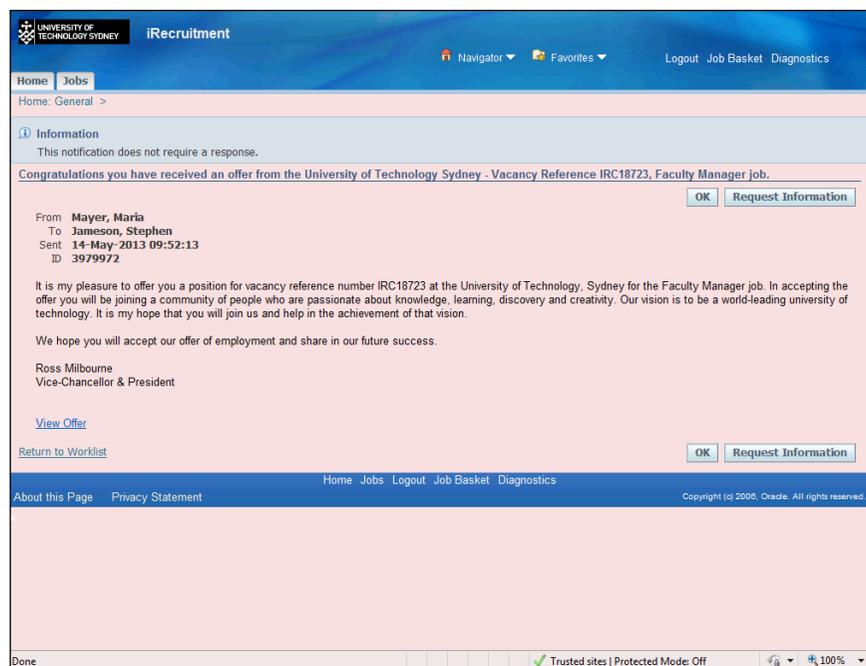
- open an e-offer from their notifications
- review an e-offer
- accept an e-offer
- decline an e-offer

Following acceptance of the e-offer the onboarding process would commence.

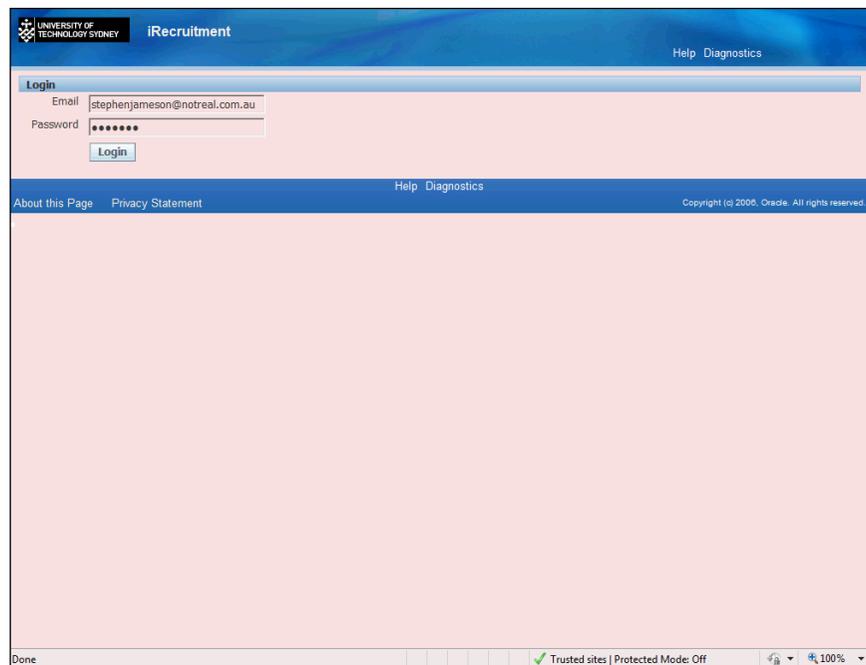
Step	Action
1.	<p>Begin on the <i>iRecruitment: Login</i> page.</p> <p>Enter your email address and password credentials to login.</p>



Step	Action
2.	Click the Login button. 
3.	The <i>iRecruitment: Home Page</i> displays. Use this page to navigate around iRecruitment. On the top line of the notifications "Congratulations you have received an offer from the University of Technology Sydney" appears.
4.	To view the details of this offer click the Congratulations you have received an offer from the University of link.
5.	The notification displays including a welcome statement from the Vice Chancellor. From this notification the e-offer is viewed.

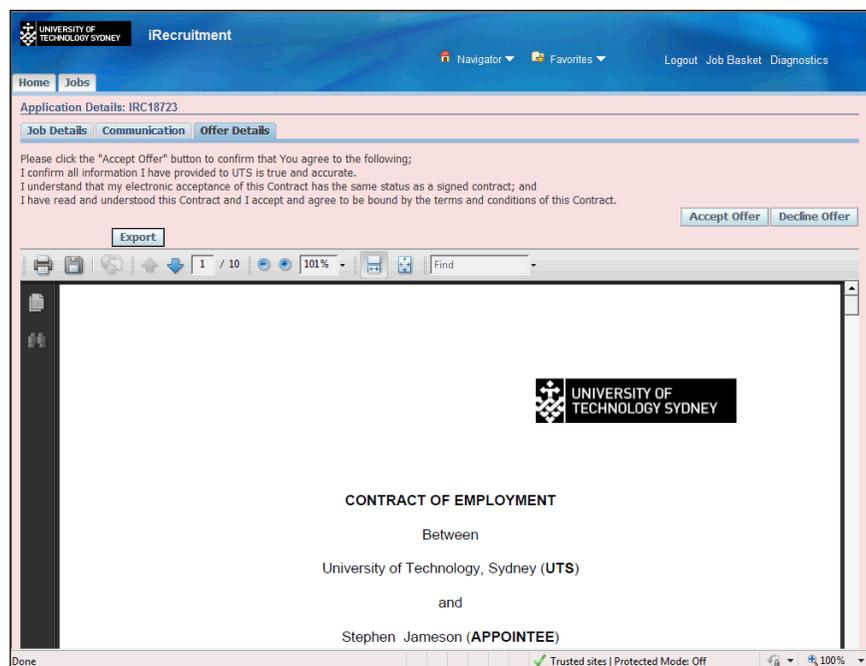


Step	Action
6.	Click the View Offer link. View Offer
7.	The <i>Login</i> page displays to verify your identity. Re-enter your email address and password credentials to login.



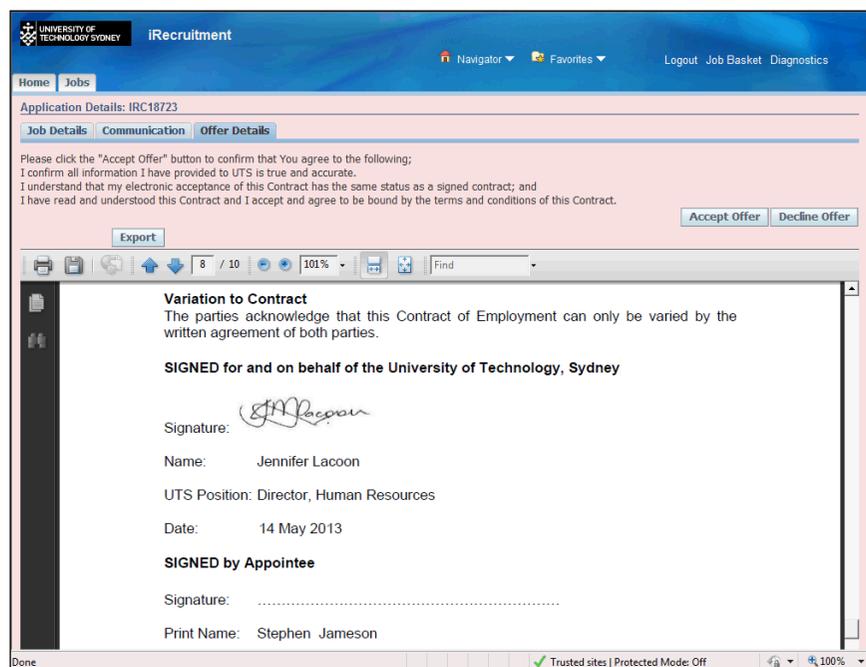
Step	Action
8.	Click the Login button. 

Step	Action
9.	<p>The e-offer will open as a PDF document from within iRecruitment.</p> <p>The e-offer should be exported by clicking the Export button and saved as a PDF for future reference. It can however be reviewed from within iRecruitment. For this example the e-offer is reviewed from within iRecruitment.</p> <p>It is important that the e-letter of offer is carefully reviewed before accepting the offer.</p>

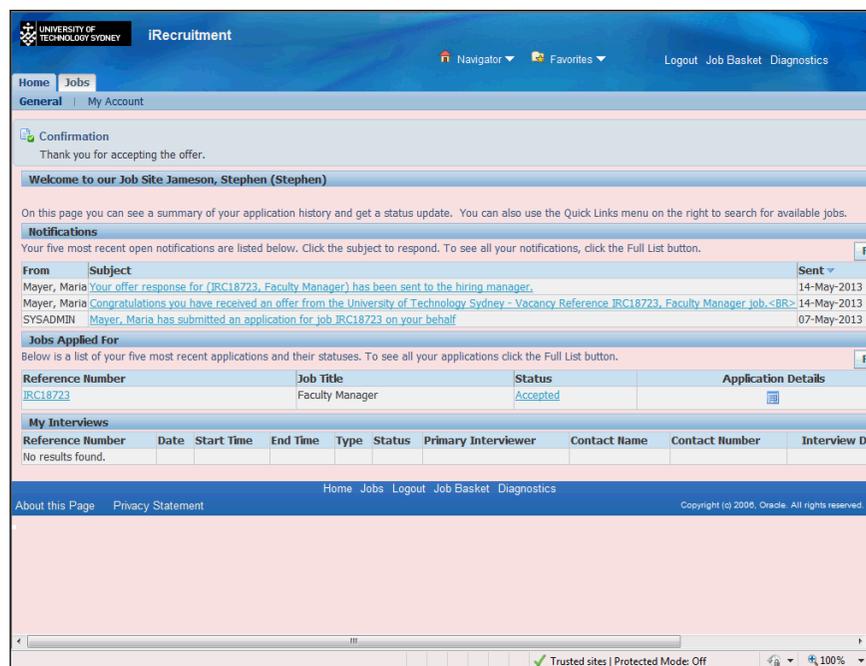


Step	Action
10.	<p>This e-offer can be reviewed by using the scroll bar.</p> <p>If you have any questions about the e-offer please contact the Hiring Manager. Click the Page down button.</p>
11.	<p>Click the Page down button.</p>

Step	Action
12.	At the top of the screen read the terms and conditions of acceptance. When you accept this offer you are accepting these terms and conditions. Note: Electronic acceptance of this e-offer has the same status as a signed contract.
13.	From this page you can Accept or Decline the eoffer using the Accept Offer or Decline Offer buttons. For this example the e-offer will be accepted.



Step	Action
14.	Click the Accept Offer button. 
15.	A message displays confirming that you have accepted the e-offer. If you would like to add a comment to your acceptance you can do so by typing in the comment box before submitting your acceptance of the e offer.
16.	Click the Submit button. Note: Following this you will receive a warning asking if you really want to accept this offer. Click Yes . 
17.	The <i>iRecruitment: Home</i> page displays confirming that you have accepted the e-offer. Status has changed to Accepted .



Step	Action
18.	Click the Home link. 
19.	Click the Logout link. 

Step	Action
20.	<p>The Accept or Reject e-offer topic is now complete.</p> <p>Key Points:</p> <ul style="list-style-type: none"> - Open e-offer from your notifications on <i>iRecruitment: Home Page</i>. - View the e-offer as a PDF and check details before accepting and submitting the offer. - Contact the Hiring Manager if you have any questions about the e-offer. <p>End of Procedure.</p>