

Applicant Guide



Document uncontrolled when printed. See HR Web pages for latest version.

Applicant Guide

1	Introduction	3
2	External applicant – how to register	3
3	External applicant – how to log in if you have already registered	5
4	Internal applicant – how to apply	6
5	Accessing the University's vacancies page	8
6	How to search for vacancies	8
7	How to Create a Job Alert	10
8	How to view full details of a vacancy	12
9	How to apply for a vacancy	12
10	Accessing previous applications	14
11	How to delete/ unsubmit an application	15
12	How to change your password	16

1. Introduction

The purpose of this guidance document is to help you with any queries that you may have regarding the online application process. All applications must be submitted using the online application system. You will need to register your details and submit a CV and cover letter. If you cannot find an answer to your query within this document, or require further assistance, please contact the Recruitment Team at recruitment@glasgow.ac.uk or call +44 141 330 3898 (office hours: Monday-Friday 09.00-17.00).

All vacancies are available until 23:45 UK time on the day the vacancy closes.

By registering with the University of Glasgow jobs website, you can search and apply for vacancies and register for email vacancy notifications. Please note that when using the University's jobs website, you should avoid pressing the **Back** button on your browser as this will end your session and you will need to enter your login details again. To navigate to a previous page within the site, either use the links under the **Navigation Section** heading on the left-hand side of the screen or click on the relevant button (within each page) to return to the page that you wish to view. Throughout the site there are areas where additional help text has been added in case you require further explanation/information. The help text relating to a specific field can be accessed by clicking on the

icon.

2. External applicant – how to register

It is necessary to register your details on the University's jobs website in order to apply for vacancies. If you have not previously registered your details on the website, click on **Register** (under the **Navigation Section** on the left-hand side).



Input your personal details and create a suitable password - appropriate guidance can be found from

selecting

i.

University of Glasgow		
03-December-2019 14:39		
Navigation Section	Register New User	
Search Vacancies		
Click to carry out a search of appointments	Forename * Enter Forename	
› Login	Surname *	•
Click to Login	Email Address *	
 Terms & Conditions 	Enter Email Address	
Agree to the terms and conditions	Reenter Email Address * Enter Email Address	
	Password * Enter password	
	Reenter Password *	
	By clicking on the checkbox document * \Box	you agree to the Terms & Conditions as outlined in the
		Register

In order to complete the registration, you must read and accept our Terms and Conditions.



3. External applicant – how to log in if you have already registered

Select **Login** from the **Navigation Section** located on the left-hand side and then enter your email address and password in the next screen.





The function to log back in will be available at any time via the navigation on the left-hand side, for example, when browsing through vacancies, and you can therefore select when it is appropriate to do so, for example, once you have considered a vacancy you wish to commence an application for.

University of Glasgow

04-December-2019 15:44

Navigation Section



Terms & Conditions Agree to the terms and conditions

Your search	returned 5 results		
Head of Hu Vacancy R	i man resources ef : 031459	School/Institute/Se	Apply ervice Human Resources Service
Grade : Post Date	Grade 5 03-Dec-2019	: Job Family : Close Date :	31-Dec-2019 23:45
Do you want t	o be part of our ambitious pla	ns?	
our Inspiring F exciting £1 bil new technolog just moved up UK according	People Strategic Plan, in which lion Campus redevelopment p gies and change the way we w 10 league places since 2019 to the Guardian University Gu	n, the key to success is our peopl roject that will transform our envi rork thereby enhancing our staff a , making the University of Glasgo ide 2020.	ie. We are in the middle of a hugely ronment through which we will embed and student experience. We have also we the 14th ranked top University in the
An exciting op leadership ex effect change	portunity has arisen for a Hea perience gained within comple and contribute to senior level	d of HR. You will be an inspiring x organisations. You will have the decision making within a highly p	HR professional with significant e gravitas, influencing and people skills to performing university.
You will lead t employment a and maintain	he HR team to provide a strat rrangements with our internat internal and external relationsi	egic, business focussed service a ional partners. As part of the Univ hips to deliver innovative solution	as well as the management of joint versity's senior HR team, you will develop is ensuring a consistent, proactive

approach across the University.

Current Job Vacancies

If you are an inspiring HR Professional who is looking for an opportunity to play an active role in delivering our World Changing ambitions then this is the role for you

Head of Human Resources Ref: 031459 Salary: Competitive

Full Time

4. Internal applicant – how to apply

The process of applying for vacancies is slightly different for internal candidates as you will view and access vacancies through the **Employee Dashboard** within Portal. To access the **Employee Dashboard**, click on the dropdown and select **Employee Dashboard**.



Further down from this tab, internal applicants will see a tab labelled **Vacancies**, by selecting this tab the screen will change and current vacancies will display.



Employee Dashboard

A list of current vacancies will then be available.

Search	Q	Ŧ	
Position	Posted	Closes	
Professor in Urban Analytics	26-Mar-2021	03-May-2021	:
Professor/Reader of Computa	26-Mar-2021	03-May-2021	:
Lecturer / Senior Lecturer in G	26-Mar-2021	29-Apr-2021	:
International Project Administ	26-Mar-2021	18-Apr-2021	•
Research Associate in Conser	26-Mar-2021	26-Apr-2021	-

Should you wish to apply for a vacancy, then it is possible to do so via the button. Once this has been selected there is the option to view the details which will open the full job description in another window.

Alternatively, by selecting **Apply**, the recruitment site will open, and you will be able to complete the application process.

5. Accessing the University's vacancies page

The recruitment website can be accessed directly using this <u>link</u> or alternatively through the <u>University</u> <u>of Glasgow HR webpages</u>. All current vacancies will be listed within these webpages, it is also through these pages that you can set Job Alerts to your email address based on criteria of your choosing, for example, vacancies of a particular grade or job family.

		Job Fam	ilies	
	Research & Teaching	Management, Professional & Administrative	Technical & Specialist	Operational
9				
8				
7				
6				
5			4	
4				
3			i	
2				
1				1

6. How to search for vacancies

If you are not already in the **Search Appointments** screen, click on **Search Appointments** under the **Navigation Section** heading on the left-hand side of the screen. If you have reached our website from an external source and you know the vacancy reference number, you can search directly from the **Search Vacancy Reference** near the foot of the page. Alternatively, you can select certain criteria and confirm via the **Search** button, all vacancies that fall within the selected criteria will now appear. If no search criteria has been selected then all current vacancies will appear. Please note that the options displayed in the various search category lists reflect the vacancies that are currently available, for example, if there are no vacancies within the **James Watt School of Engineering**, you will not be able to select from the **Search by School/Institute/Service** list.



03-December-2019 13:35

Search Vacancies

Click to carry out a search of

Navigation Section

Login

Click to Login

Click to Regis

Terms & Conditions

Agree to the terms and conditions

,

Search Appointments

You can choose to search vacancies using the various criteria below. To select multiple items within a list, press CTRL when selecting the items. To display all current vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'. The options displayed within the various lists below reflect the vacancies that are currently available.

University staff MUST be logged into portal to view internal vacancies.

Guidance on how to make your online application, including registering for internal vacancies, can be viewed on the University of Glasgow - How to apply web pages (to be added).

. Search by Grade Grade 5 Grade 7 Grade 9 Search by Job Title ł. All Academic Lead Accounts Officer Research Associate Research Finance Operations Manager Search by College/US ł. All College Of Arts College Of Medical Veterinary & Life Sci University Services University Services Search by School/ i. All Academic Planning & Support Finance Office Institute/Service Human Resources Service Ri Health & Wellbeing Search by Vacancy Reference i Any Extra Keywords? ł Search



By selecting

H.

this will provide details of the salary ranges within each Grade.



7. How to Create a Job Alert

In Vacancies, click 'Advanced Search' then select 'My Account - Job Alerts'

Ν	avigation Section	Search Appointments			
*	Search Vacancies Click to carry out a search of appointments	You can choose to search within a list, press CTRL w 'All' is highlighted in each	vacancies using the various criteria below. T yhen selecting the items. To display all currer pick-list below and then click 'Search'. The o	io select multiple it nt vacancies, ensur ptions displayed wi	ems re that ithin the
*	Application History Click to view your application history	University staff MUST be I	ne vacancies that are currently available. ogged into portal to view internal vacancies.		
(Terms & Conditions Agree to the terms and conditions	Guidance on how to make be viewed on the Universi	your online application, including registering ty of Glasgow - How to apply web pages (to	g for internal vacan be added).	cies, can
* 	My Account - Job Alerts My Account - Job Alerts Logout	Search by Grade Search by Grade	All Grade 6 Grade 7	A	8
_	Click to logout	Search by Job Title	AH	v	в
		Search by Job Title Search by Job Title	All Research Assistant Research Associate	* *	
		Search by College/US Search by College/US	All College Of Medical Veterinary & Life Sci	A	B

You can select multiple items by using CTRL + Click

Logour	Change	
CIICK to logout	Notification section heading	
	Select the notification options below. To select multiple items use CTRL+	Click
	Switch on email notifications	
	Notify me when vacancies are advertised	
	Notify me when vacancies are Hours H	
	Notify me when I have ☐ Hours ▼ before closing date unsubmitted applications	
	Send one notification every night <i>∎</i> with new adverts	
	Allow notifications on Job Type None All 1 - Teaching Only 2 - Research Only 3 - Research And Teaching 4 - Not An Academic Contract	
	Allow notifications on Grade Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Mado Curio Follow	•
	Allow notifications on Area of None Work All Academic Professional Admin Finance	•
	Admin Occupations Govt & Related Orgs. Admin Office Mgrs & Superv.	-

Once saved you will see the following message

1	7-December-2019 14:52	
Na	avigation Section	Vacancy Email Notifications
•	Search Vacancies Click to carry out a search of appointments	Your details have be updated. Please click on any of the options on left to continue
>	Application History Click to view your application history	
>	Terms & Conditions Agree to the terms and conditions	-
,	My Account - Job Alerts My Account - Job Alerts	-
•	Logout Click to logout	

8. How to view full details of a vacancy

You can view the full job description by clicking on the **job title in blue**. If you wish to go straight to the application, you should select the **Apply** button.

elcome Back Chris Hendry				
avigation Section	nt Job Vacan	cies		
Search Vacancies	Your search ret	urned 5 results		
Application History Click to view your application history	Head of Huma Vacancy Ref :	031459	School/Institute/S	Apply ervice Human Resources Service
Change Password Click to change your password	Grade : Post Date :	Grade 5 03-Dec-2019	Job Family : Close Date :	31-Dec-2019 23:45
Terms & Conditions Agree to the terms and conditions	Do you want to be	part of our ambitious pla	ns?	
My Account - Job Alerts Logout Citck to logout	our Inspiring Peop exciting £1 billion (new technologies i just moved up 101 UK according to th An exciting opport leadership experie effect change and You will lead the H employment arran and maintain inten approach across ti	le Strategio Plan, in whic Campus redevelopment p and change the way we v eague places since 2016 e Guardian University Gi unity has arisen for a Hex noe gained within comple contribute to senior level R team to provide a strat gements with our internal nal and external relations ne University.	h, the key to success is our peopl project that will transform our envi- work thereby enhancing our staff it , making the University of Glasgo uide 2020. ad of HR. You will be an inspiring ex organisations. You will have th decision making within a highly p egic, business focussed service is tional partners. As part of the Uni- hips to deliver innovative solution	e. We are in the middle of a hugely ronment through which we will embed and student experience. We have also we the 14th ranked top University in the HR professional with significant e gravitas, influencing and people skills to performing university. as well as the management of joint versity's senior HR team, you will develop is ensuring a consistent, proactive
	lf you are an inspir Changing ambitior Head of Human R Ref: 031459	ing HR Professional who is then this is the role for lesources	is looking for an opportunity to pi you	lay an active role in delivering our World
	Salary: Competiti	ve		
	Full Time			
	Job Purpose			

9. How to apply for a vacancy

Your application can be submitted immediately after completing all the **Required** sections noted below. Alternatively, you may start, save and return via the **Login** from the navigation on the left-hand side of the page. Your application requires some personal information, a CV and cover letter in which we request that you address how you meet the essential and desirable criteria found within the job description.

University of Glasgow		
10-December-2019 11:20		
Velcome Back Ann Hastings		
Vavigation Section	Your Application Computing Technician	
Click to carry out a search of	Section	Completed
appointments	Registration/Personal Details	1
Click to view your application history	Questionnaire Section	Required
Change Password	Reference Details	Required
Terms & Conditions	Equal Opportunities Monitoring	Required
Agree to the terms and conditions	Upload CV and Covering Letter	Required
My Account - Job Alerts My Account - Job Alerts	Qualification Details	Optional
Logout	Professional Bodies	Optional
Click to logout	Save for later Print Friendly Summar	y
Click to view the current job		

The University's shortlisting process is completed based on the responses provided to the essential and desirable criteria so it's imperative that you address these as fully as possible, failure to do so could result in your application not being assessed. The cover letter should not exceed 3 pages in length.

Example cover letter

University of Glasgow

HR Department



December 2019

Dear Sir/Madam,

Position title

Please find attached my application for the post of ...

I am very keen to take up this role as I believe the role of the second se

My mix of skills includes management, advocacy/advice, person centred, empathic and nonjudgemental approach, with a wide variety of people from diverse backgrounds will be well suited to this position and I address the criteria of your job description below in order to evidence this:

A1 – I have....

A2 – My knowledge of...

And so on and so forth.

I look forward to hearing from you and discussing my skills in more detail at interview. Yours faithfully,

N.B. We would not expect this document to exceed 3 pages.

You will be required to agree with our terms and conditions before you can submit the application (see above).

10. Accessing previous applications

It is always possible to access the recruitment website in order to see previous applications or saved applications. You can view these through the **Application History** tab on the left-hand side of the screen. You can also copy previous applications into new jobs applied for.

05-December-2019 09:30						
Velcome Back Lisa Hendry						
Navigation Section	Application His	tory Section				
 Search Vacancies 						
Click to carry out a search of	Recruitment i	id Description	Date Input	Applicant status	Delete Actio	ns Details
appointments	031459	Head of Human resources	05-DEC-19, 09:21	Application Submitted		E
Application History	031199	Research Finance Operations Manager	05-DEC-19, 09:20	Application Submitted		
Click to view your application history	031360	Research Associate	05-DEC-19, 09:17	Application Submitted		
Change Password						
Click to change your password						
Terms & Conditions						
Agree to the terms and conditions						
My Account - Job Alerts						
Mv Account - Job Alerts						
Leneut						

As time progresses, the status of these applications may change if you are invited for interview or ultimately offered the role. Instructions will be provided at each stage for any action required within the system during your application process.

11. How to delete/ unsubmit an application

You can delete any application that has not yet been submitted (whether the closing date has passed, or not).

To delete an application, you must be logged in and then click on **Application History** under the **Navigation Section** on the left-hand side of the screen.

University of Glasgow 05-December-2019 09:30 Velcome Back Lisa Hendry						
Navigation Section	Application Hist	tory Section				
 Search Vacancies 						
Click to carry out a search of appointments	Recruitment in	d Description	Date Input	Applicant status	Delete Actions	s Details
Application History	031459	Head of Human resources	05-DEC-19, 09:21	Application Submitted		<u> </u>
Application History	031199	Research Finance Operations Manager	05-DEC-19, 09:20	Application Submitted		23
Click to view your application history	031360	Research Associate	05-DEC-19, 09:17	Application Submitted		23
Change Password						
Click to change your password						
Terms & Conditions						
Agree to the terms and conditions						
My Account - Job Alerts						
My Account - Job Alerts						
Logout						

Vacancies will display in date order – with the most recently completed/amended application at the top.

Click on the red cross icon in the delete under the **Delete** column to the right of the application you wish to delete.



Click **OK** and then a message will appear, confirming that your application has been successfully deleted. Click **OK** again.

Once you have submitted a completed application, it will not be possible to delete this yourself. If you wish to withdraw/delete a submitted application, please contact the Recruitment Team at <u>recruitment@glasgow.ac.uk</u> or call +44 141 330 3898 (office hours: Monday-Friday 09.00-17.00).

12. How to change your password

Once you have logged into the University's jobs website, click on **Change Password** under the Navigation Section heading on the left-hand side of the screen.

Enter your existing password, new password and then confirm your new password. Click **Change**.