

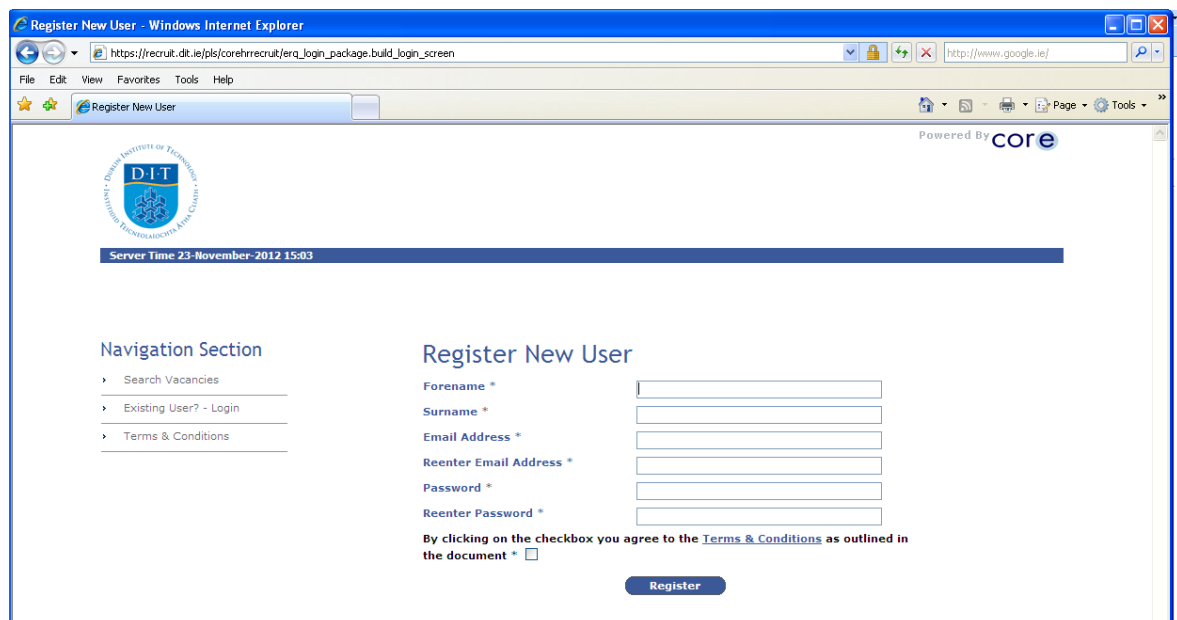
Core E-recruit Guide internal applicants

1. From the DIT Vacancies page, this is the first page that you, the viewer, will see:



2. Before you can apply for a post, you will have to register as a new user.

Click on the *New user – Register* option on the left-hand side menu, and the following screen will emerge:



3. Complete the detail required and click 'Register'.

4. To see the available vacancies, Click on the *Search* button, and all vacancies will be displayed.



5. The viewer can either:

(i) click on the Job Title Description to view more detail; or (ii) click on 'Apply'.



6. You will then click on *Apply for the job*, and will be required to fill out the application details over a number of sections including:

- Academic Qualifications
- Work Experience
- Questions regarding eligibility
- Upload a CV
- Provide details of two referees, one of whom must be your current manager
- Provide a supporting statement in respect of your suitability for the role

7. At any point, you can save the detail you have entered and resume completion at a later stage before the closing date.

8. You can review and print your application before you submit it, and also after you have submitted it if you required.

The screenshot displays the user interface for Core E-recruit. At the top left is the University of Technology Sydney (UTS) logo. Below it, a blue bar shows the server time: "Server Time 19-October-2012 13:10". The main content area is divided into two sections. On the left is a "Navigation Section" with a list of links: "Search Vacancies", "My Previous Applications", "Change Password Click to change your password", "Terms & Conditions", and "Logout". On the right is a section titled "Copy of Previous Forms" which contains a table with the following data:

Recruitment ID	Job Title	Position Type	Dept	Copy
000831	Cost Accountant	Administrative	Finance	Copy
000850	Research Assistant	Research	School Of Manufacturing & Design Engineer	Copy

Below the table is a blue button labeled "New". At the bottom left of the page, it says "Powered By core".

Once you have registered with Core, and have applied for previous posts, the detail of the previous applications is saved on Core E-recruit, and when applying for a further post, you copy and edit a previous application to save re-typing all of your information.

All communication from the Human Resources Department regarding your application will take place through email, so ensure you are checking your email regularly.