

Recruitment Applicant Support Guide

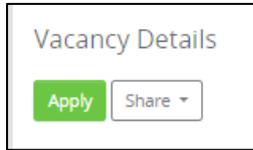
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0.1	07/01/2022	Draft	Daniella Doherty
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1. Accessing the ACU Applicant Portal

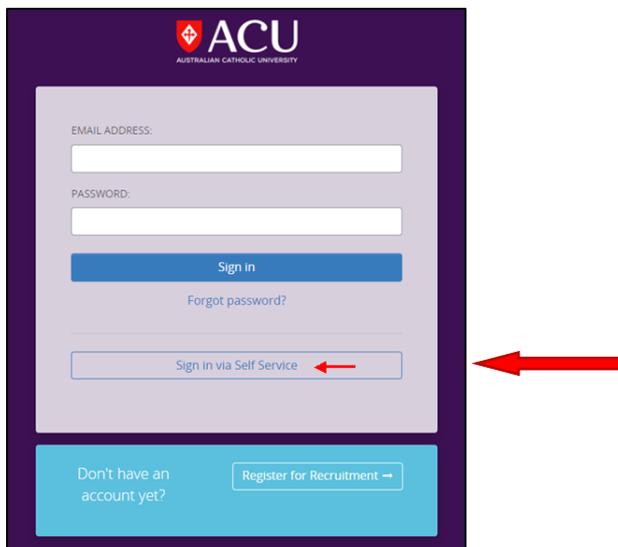
If you have searched for and found a vacancy of interest at ACU, click the **Apply** button.



You will be prompted to sign into the ACU applicant portal.

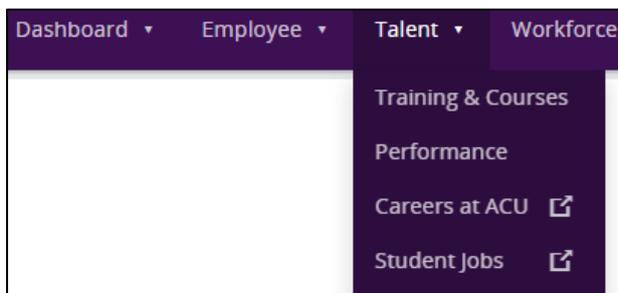
1.1 Staff Member Access

Current ACU Staff can click on the **Sign in Via Self-Service** (Staff Connect) button to apply for a position.



Login to **Staff Connect** and click on the **Talent > Careers at ACU** menu to view current vacancies, set up job alerts and apply for advertised positions.

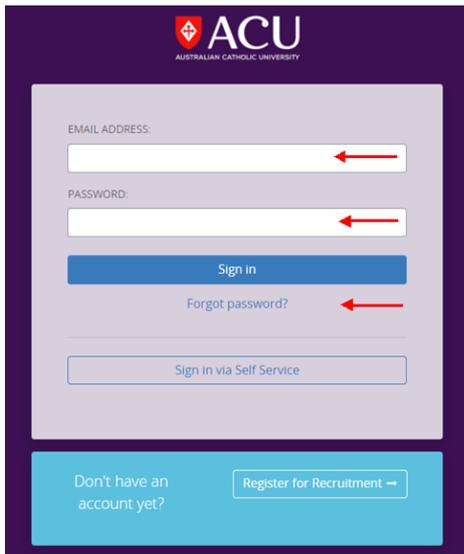
Casual Student Jobs on Campus (open only to ACU Students) are also accessible via the **Talent > Student Jobs** menu.



1.2 Returning Applicant Access

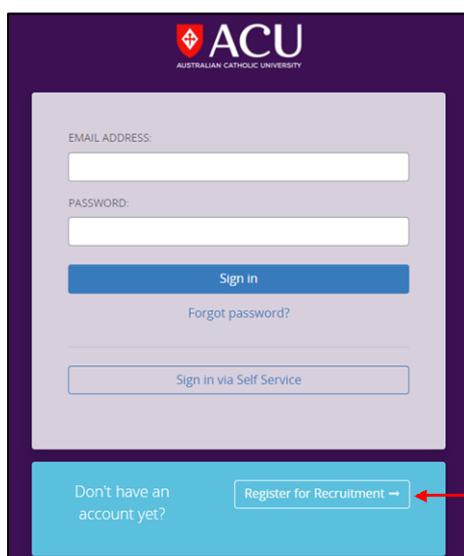
If you have previously used the ACU Applicant portal, please use your preferred email address and password previously set to login.

If you have forgotten your password, please click on the Forgot Password link underneath the Sign In button.



1.3 New Applicant Access

If you are not a staff member and have not previously registered for access to the ACU Applicant portal, click on the **Register for Recruitment** button to set up a profile.



The Create Account Privacy Statement appears in the first instance when clicking the Register for Recruitment button. This must be reviewed, and the **Accept & Continue** button at the bottom of the page must be clicked to commence creating a ACU applicant profile.

Create Account

PRIVACY STATEMENT

The Australian Catholic University Limited (the University) is regulated by the Privacy Act 1988 (Commonwealth) which protects the privacy of your personal information. The purpose of this privacy statement is to let you know what information is collected about you, for what purpose, how the information is used by the University, to whom it may be disclosed, and how to contact us to seek access to your personal information, correct your personal information or make a complaint.

ACU is committed to ensuring that your personal information provided to us during the recruitment process is handled by staff in the Human Resources Directorate (HRD) in accordance with our privacy obligations. ACU collects and uses personal information from job applicants and referees relating to applications for employment. This information is taken directly from applicants and referees and from third parties in relation to pre-employment screening checks and for the purposes of considering applications and undertaking priority to ascertain work rights and suitability.

There are occasions where the selection panel for a role includes a member who is external (not an employee of ACU). In those cases ACU will take reasonable steps to ensure that the external member handles the information in accordance with ACU's privacy obligations.

The provision of information requested is voluntary but if you do not provide the information requested we may be unable to progress an application or recruitment process.

- If you are applying for a job at ACU, we will collect personal information from you as an applicant. ACU may also collect personal information about applicants from third parties, such as recruitment agencies or previous employers, when it is relevant to the recruitment process.
- If you are a referee the ways in which we collect personal information about you are when:
 - an applicant provides us with your contact details and informs us that you have consented to such collection; and
 - when you provide information to us, including your opinions of the suitability of an applicant to work with us

ACU may use third-party service providers to process job applications and manage the recruitment process. We may disclose personal information about prospective employees to third-party service providers for this purpose. Third-party service providers may collect, hold, use, and disclose personal information of prospective employees in the provision of recruitment services to ACU, including reference checking. Information provided may be disclosed to external organisations to ACU University. This would generally be for reporting and benchmarking purposes and in these circumstances no personal details will be divulged.

An applicant can make a written request to view any personal information the University holds about them in the formal recruitment record via recruitment@acu.edu.au.

Please see ACU's Privacy Policy on our website for more information about how we handle your personal information, how you can request access or correct the personal information we hold about you, and who to contact if you have a privacy inquiry or complaint. You may also use the contact details to enquire about additional rights. You can contact us at any time to erase your personal information subject to applicable laws.

If you are located in the European economic area and the General Data Protection Regulation (GDPR) applies, you may also contact ACU regarding your right to exercise the following:

- receive personal information you have provided to us in a structured, commonly used and machine-readable format
- restrict or object to the processing of your personal information in certain circumstances
- withdraw any consent to our processing of your personal information.

SMS not in use

Please note that SMS services are not enabled on our Portal. Please do [click](#) the "Receive SMS" option.

[Accept & Continue](#)

Enter the required details to create a profile and to apply for a position, including an email address and the creation of a new password.

Create Account

LOGIN DETAILS

EMAIL:
Your email address will be used as your username.

PASSWORD:

CONFIRM PASSWORD:

- Password minimum length is 8 characters
- Password must contain a minimum of 1 uppercase characters
- Password must contain a minimum of 1 lowercase characters
- Password must contain a minimum of 1 numeric characters
- Password must not contain any spaces

PERSONAL DETAILS

FIRST NAME:

LAST NAME:

PERSONAL MOBILE:
Valid formats are: **## #####** or **### ## ###** or **#####**

RECEIVE SMS:

ELIGIBILITY QUESTIONNAIRE

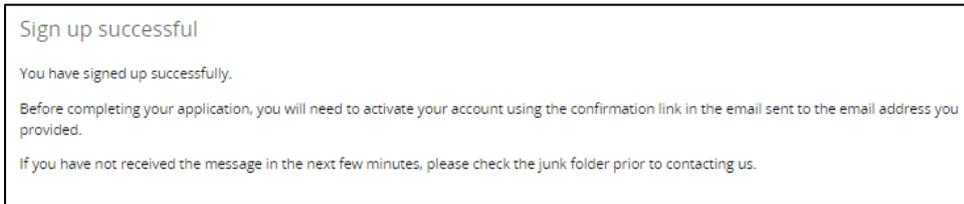
QUESTION 1: **Are you a current ACU employee?**

ANSWER 1:

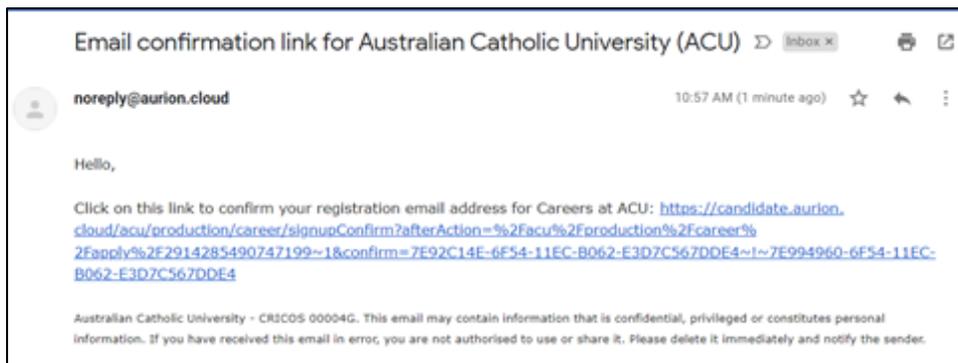
[Continue](#)

If applicants answer Yes to the eligibility question “Are you a current ACU employee?” the applicant portal will direct the staff member to apply for the position via Staff Connect.

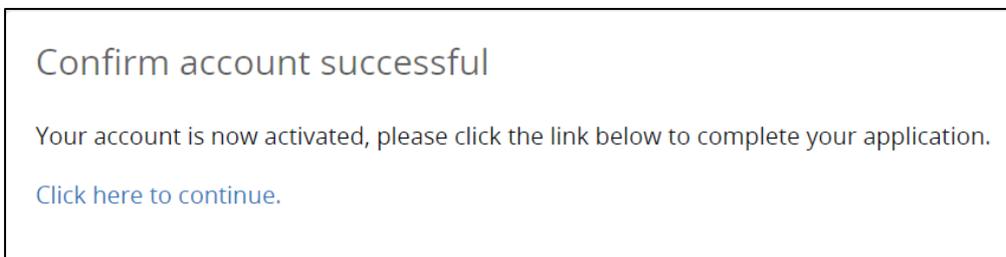
Once all details are filled out and the continue button has been clicked, the below notice will appear on screen advising you to sign into your email account and click on a confirmation link to complete setup.



The email confirmation will appear in the as per the below. Please check Junk Mail and Spam if an email message is not received in ten minutes.



Click on the link to confirm the setup and registration. the below notification appears.



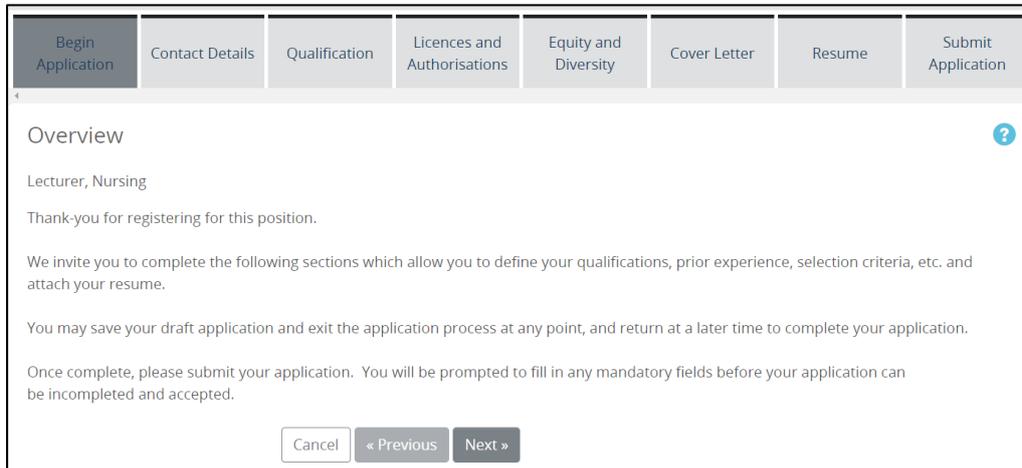
Once the **Click here to continue** link is clicked. The link directs the applicant into the application process for the position they clicked on to apply for.

2. Application Screens and Submission

Below is an overview of the application form and each tab requiring to be completed.

2.1 Begin Application

Begin application provides an overview and instructions about the application process.



The screenshot shows a navigation bar with tabs: Begin Application, Contact Details, Qualification, Licences and Authorisations, Equity and Diversity, Cover Letter, Resume, and Submit Application. The 'Begin Application' tab is active. The main content area is titled 'Overview' and contains the following text:

Lecturer, Nursing

Thank-you for registering for this position.

We invite you to complete the following sections which allow you to define your qualifications, prior experience, selection criteria, etc. and attach your resume.

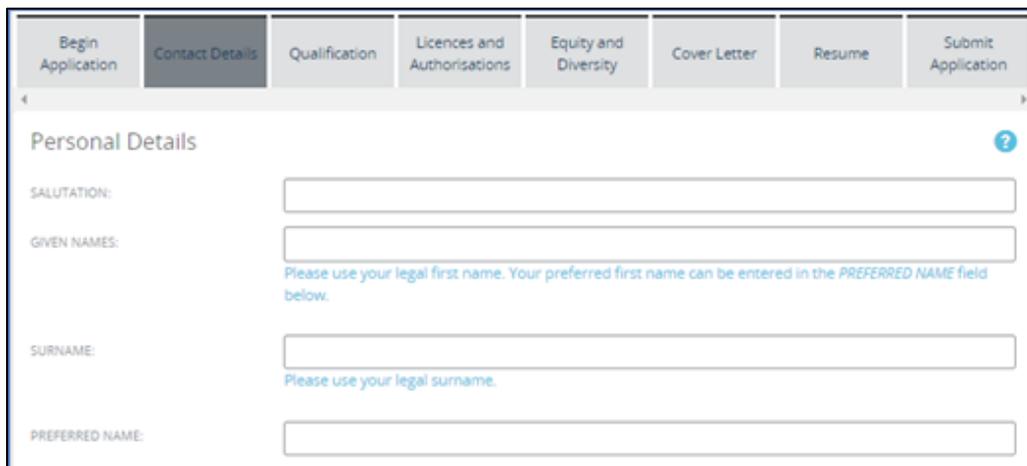
You may save your draft application and exit the application process at any point, and return at a later time to complete your application.

Once complete, please submit your application. You will be prompted to fill in any mandatory fields before your application can be incomplected and accepted.

At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

2.2 Contact Details

Please outline all required contact details. Those marked with red are mandatory fields to submit your application.



The screenshot shows the 'Contact Details' tab selected in the navigation bar. The main content area is titled 'Personal Details' and contains the following fields:

- SALUTATION:
- GIVEN NAMES:

Please use your legal first name. Your preferred first name can be entered in the PREFERRED NAME field below.
- SURNAME:

Please use your legal surname.
- PREFERRED NAME:

2.3 Qualification

List all qualifications and education details in the qualification tab. To add more than one qualification, please use the **+Add** button available.

Begin Application	Contact Details	Qualification	Licences and Authorisations	Equity and Diversity	Cover Letter	Resume	Submit Application
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Education Details ? </div> <div style="margin-top: 10px;"> <p>TYPE: <input type="text" value="Bachelor Degree"/></p> <p>DISCIPLINE: <input type="text" value="Business"/></p> <p>TITLE: <input type="text" value="Bachelor Of Business (Human Resources)"/></p> <p>DESCRIPTION: <input type="text" value="Bachelor Of Business (Human Resources)"/> <small>Add the title here and a brief description.</small></p> <p>INSTITUTE: <input type="text" value="Australian Catholic Uni"/></p> <p>INSTITUTE COMMENT: <input type="text"/></p> <p>COMPLETED: <input type="text" value="1 Jan 2010"/></p> <p>OTHER DETAILS: <input style="height: 50px;" type="text"/></p> <p>DOCUMENT: <input type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Delete"/> </div> </div> </div>							

2.4 Licences and Authorisations

Enter Licences or Authorisations relevant to the position you are applying for in this section. This may include things like Working With Children or Vulnerable Adults Licences or Certificates.

Begin Application	Contact Details	Qualification	Licences and Authorisations	Equity and Diversity	Cover Letter	Resume	Submit Application
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Licences ? </div> <div style="margin-top: 10px;"> <p><input type="button" value="+ Add"/></p> <p style="color: #0070C0; font-size: 12px;">Enter Licences or Authorisations relevant to the position you are applying for. This may include a Working with Children (or vulnerable adults) Certificate.</p> <p style="color: #0070C0; font-size: 12px;"><i>Hint: Click +Add button to enter details of your licences, authorisations and certificates.</i></p> <p style="text-align: center; color: #C00000; font-weight: bold; font-size: 14px;">No results found...</p> <div style="display: flex; justify-content: center; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="« Previous"/> <input type="button" value="Next »"/> </div> </div> </div>							

2.5 Equity and Diversity

Click the drop down fields to answer each of the below Equity and Diversity questions.

Begin Application	Contact Details	Qualification	Licences and Authorisations	Equity and Diversity	Cover Letter	Resume	Submit Application
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Equity And Diversity ?

BIRTHPLACE:

FIRST LANGUAGE:

ATSI STATUS:

This information is requested for statistical purposes and for the purpose of supporting the University's Aboriginal and Torres Strait Islander Peoples Employment Strategy.

If you would like to discuss employment opportunities for Aboriginal and or Torres Strait Islander people then please email kelly.roberts@acu.edu.au

2.6 Declaration and Criteria

Respond to all the declaration questions and answer the selection criteria outlined in this tab.

Contact Details	Qualification	Licences and Authorisations	Equity and Diversity	Declaration and Criteria	Cover Letter	Resume	Submit Application
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Declaration and Criteria ?

Acknowledgement and Declaration

Employment history with ACU

Have you previously been employed by ACU? IF YES, please provide as much detail as possible in the COMMENTS area.

If you are a current ACU employee, please log into Staff Connect to apply.

CHOOSE AN OPTION:

Yes
 No

2.7 Cover Letter

Please upload a cover letter if the advertisement requires this. Please include your response to the selection criteria in this section also if they have not been addressed in the previous tab.

Begin Application	Contact Details	Qualification	Licences and Authorisations	Equity and Diversity	Cover Letter	Resume	Submit Application
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Cover Letter ?

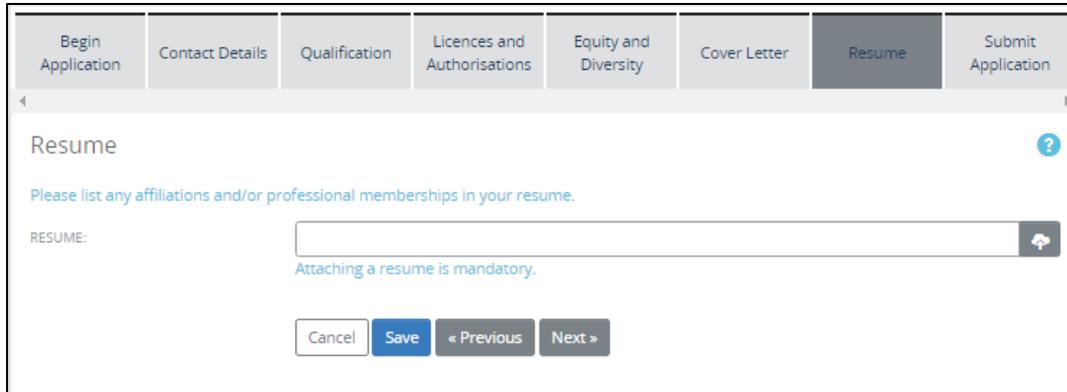
Please upload your Cover Letter here if required. Please include your response to the selection criteria if they are not addressed in a previous step.

COVER LETTER:

Click the cloud symbol above to upload a document.

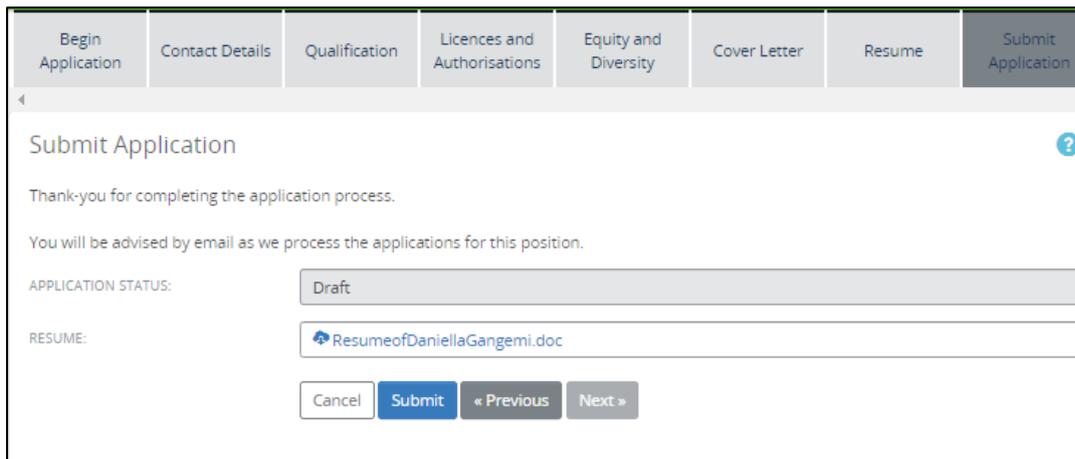
2.8 Resume

Please attach a resume. Please ensure you have listed any affiliations and professional memberships within your resume.



2.9 Submit Application

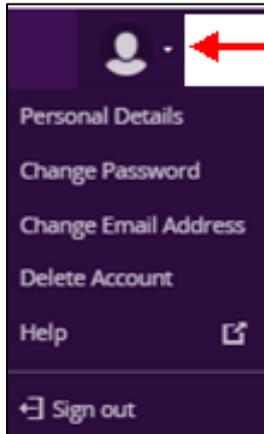
To submit the application the applicant is required to click on the submit button and all required mandatory fields must be completed.



3. Sign out and Applicant Profile Settings

A drop-down action menu is available in the top right-hand corner of the ACU applicant portal screen.

Click on the arrow next to your name to change your personal details, password, email address, to delete your account, and to sign out of the ACU applicant portal.



END OF DOCUMENT