Recruitment - Applicant User Guide

VERSION	DATE	STATUS	CONTRIBUTOR/S
2.0	23/06/2022	Update	Chris Wang

Contents

1   Introduction

1.1   PURPOSE

The purpose of this Applicant User Guide is to outline the application process and other functions in ACU's recruitment system.

1.2   GUIDE CONVENTIONS

Bold with Underline indicates a field or phrase used in the form. For example, a section heading, a question or a button.

Italic with Underline and > mark indicates the pathway to find the target.

Red font with Underline is an active hyperlink to a web resource.
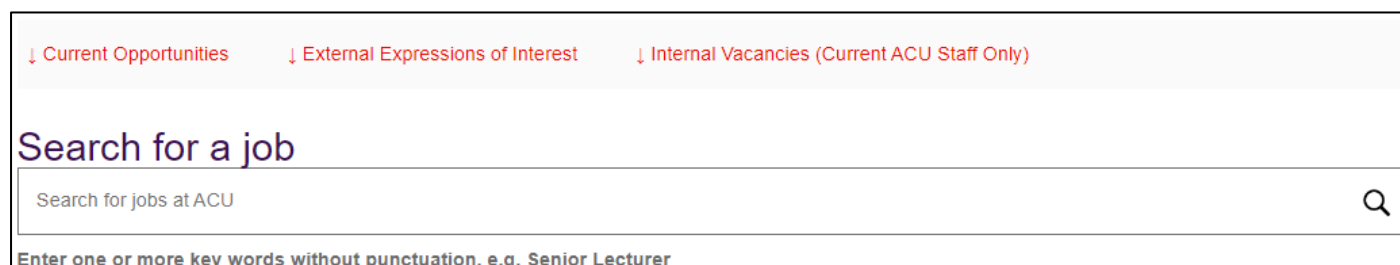
2   Careers at ACU

Careers at ACU (https://www.acu.edu.au/about-acu/careers-at-acu) is where you can find out what makes ACU an employer that stands out from the rest, browse available positions, learn about our application process and get your application underway.

Click Browse ACU jobs to access the Job Vacancies at ACU page.

2.1   JOB VACANCIES AT ACU

Job Vacancies at ACU (https://www.acu.edu.au/about-acu/careers-at-acu/how-to-apply/job-vacancies) lists all the open vacancies including Expressions of Interest and Current Opportunities.

Use the **Search for a job** function to search for jobs. The page will start searching through the position title as you type. Do not click enter after the key words. Alternatively, you can click the **Current Opportunities, External Expressions of Interest** or **Internal Vacancies (Current ACU Staff Only)** bookmarks to jump to the section on this page.

Use the location filter to filter the desired location(s). Note that ACU has multiple campuses in NSW and VIC. Please refer to the details in each job description.
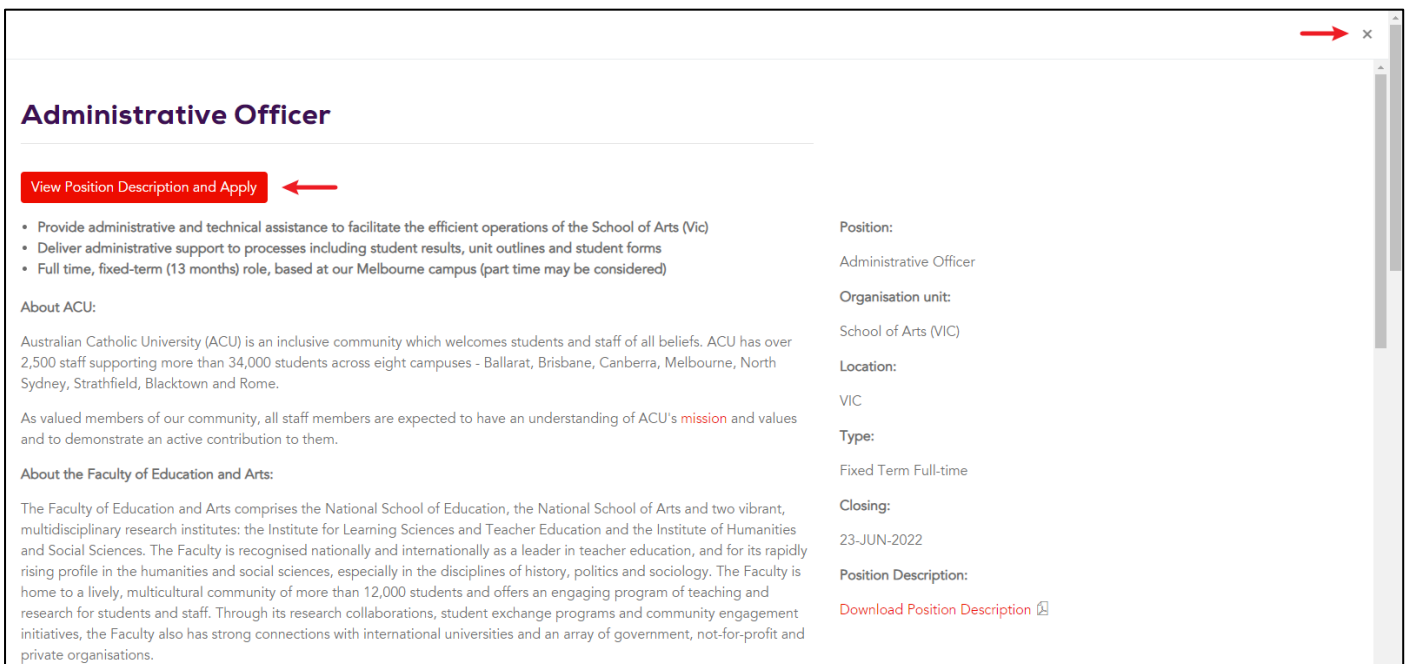

In the vacancy list, some basic information of the job is displayed. Click the red position title to open the detailed synopsis page.

Position title	Organisation unit	Employment type	State location	Closing date
Administrative Officer ←	School of Arts (VIC)	Fixed Term Full-time	VIC	23-JUN-2022
Provide administrative and technical assistance to facilitate the efficient operations of the School of Arts (Vic).				

On the synopsis page, the details of the vacancy is on the left side of the page. The basic information of the vacancy is on the right side of the page. Click the **Download Position Description** link in the basic information section to view the position description document.

There are two **View Position Description and Apply** button at both the top and bottom of the page. Click the button to open the application portal to apply for the job.
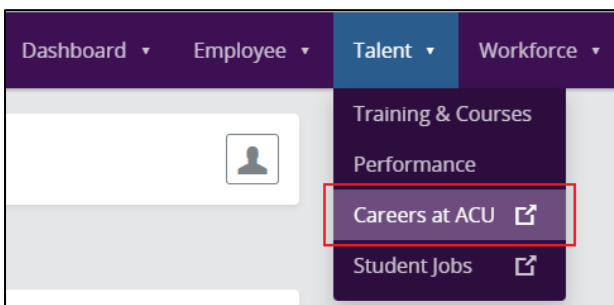
Click the **x** at the top right conner to close the synopsis page.

3 Application Portal

The application portal (https://candidate.aurion.cloud/acu/production/career/) is where you complete your application, setup job alert, track your existing applications, and search for jobs. You can also browse and search for jobs directly in the portal.

Current ACU employee can access the portal through *Staff Connect > Talent > Careers at ACU*.

3.1   APPLICATION PROCESS

3.1.1   Sign in

After clicking the **View Position Description and Apply** button on the Careers at ACU vacancy page, you will see below screen. If you haven't signed in yet, clicking the **Apply** button will ask you to sign in or sign up to the portal first.

There are three options on the sign in screen.

3.1.1.1   *Sign in as an existing user*
If you already have an account, use your email address and password to sign in.

3.1.1.2   *Sign in as a current employee*
If you are a current ACU employee, click **Sign in via Self Service**.

3.1.1.3   *Sign up as a new user*
If you are a new user of the application portal, click **Register for Recruitment** link to create an account.

You will then see the **Privacy Statement** page. Click the **Accept** button to accept the Privacy Statement and continue the registration.

All fields are mandatory on the **Create Account** page.
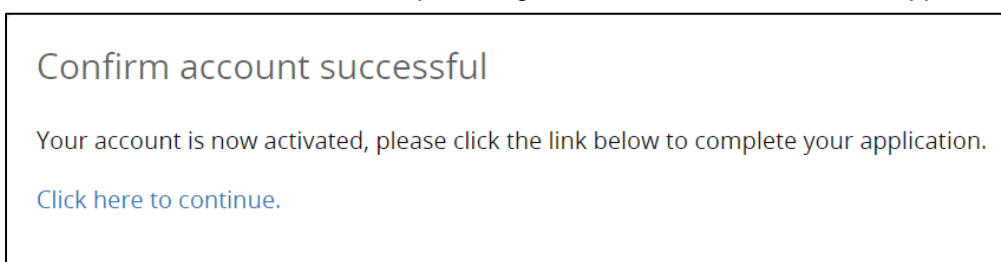

After filling all the fields, click the **Continue** button to generate a confirmation email.

The email confirmation will appear as per the below. Please check Junk Mail and Spam if an email message is not received within ten minutes.
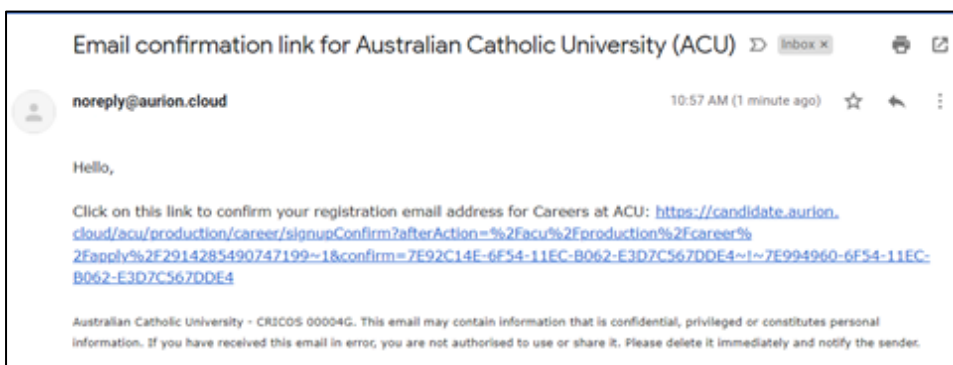
Click on the link to confirm the setup and registration. the below notification appears.
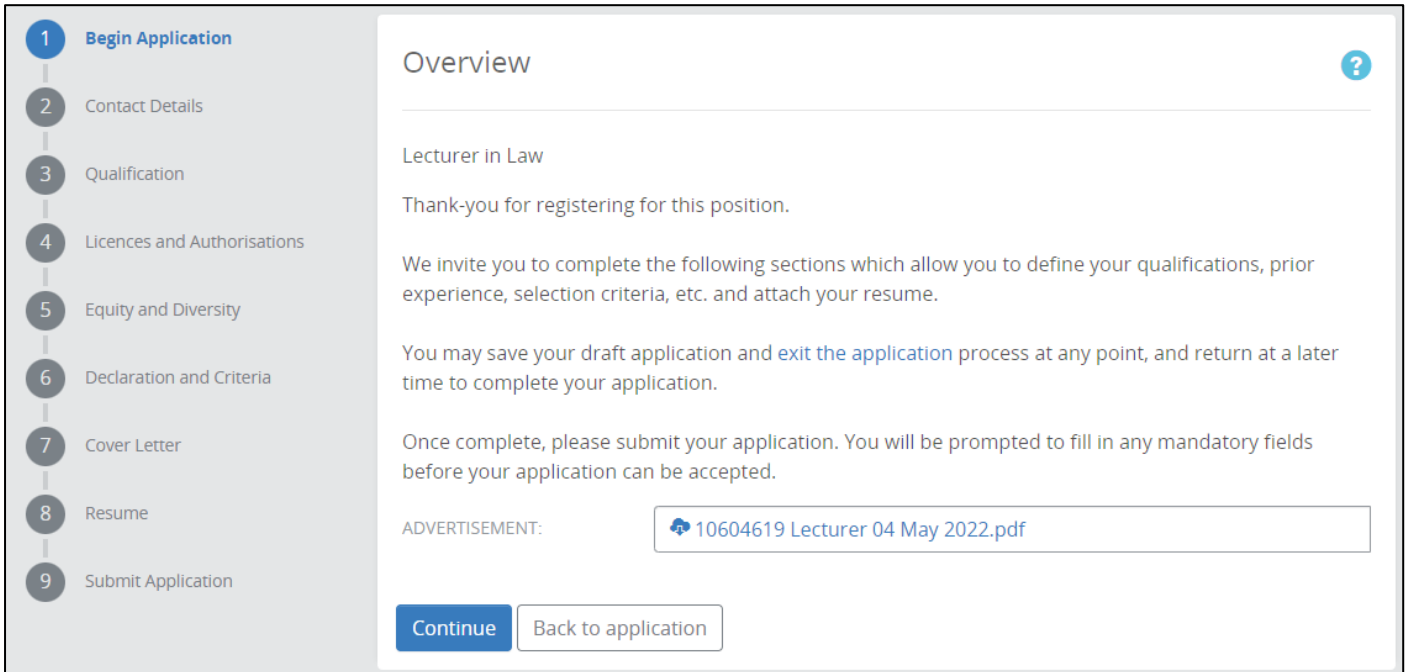

Once the **Click here to continue** link is clicked. The link directs the applicant into the application process for the position they clicked on to apply for.

3.1.2 Complete the Application

There are nine pages in a standard application. Different types of vacancies may have different pages.

3.1.2.1 *Begin Application*

You can download the Position Description on this page. Click **Continue** to go to step 2 or click any step on the left navigation panel to jump to that step.
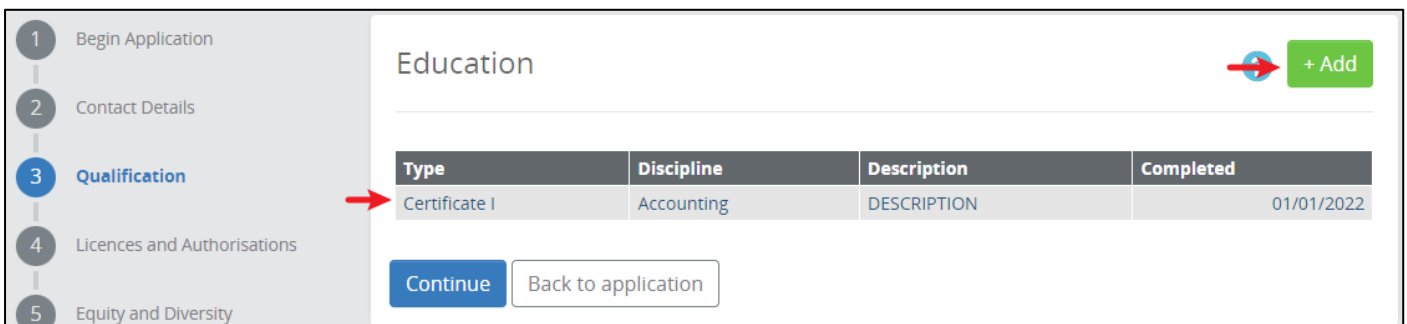

3.1.2.2 *Contact Details*

You can update your contact details here. Click **Save and continue** button to progress to the next step. Click **Save** to save the information and stay on the page. Note if you click the steps in the navigation panel without clicking **Save** first, the answers won't be saved.

3.1.2.3 *Qualification*

Click the table to add your certified Qualifications. Click the **+Add** button to add more lines to the table if needed.

Once you click the line, the system will display a new screen for you to complete the record. If a field has a search function, start typing to search and then select the outcome in the list. Click the cloud button to upload the certified copy of your Qualification. Click **Save** to save and exit the screen, or click **Delete** to delete the record.

3.1.2.4   Licences and Authorisations

Here it displays a similar table for you to provide your Licences and Authorisations. Please refer to the last section (Qualification) for how to use the table.
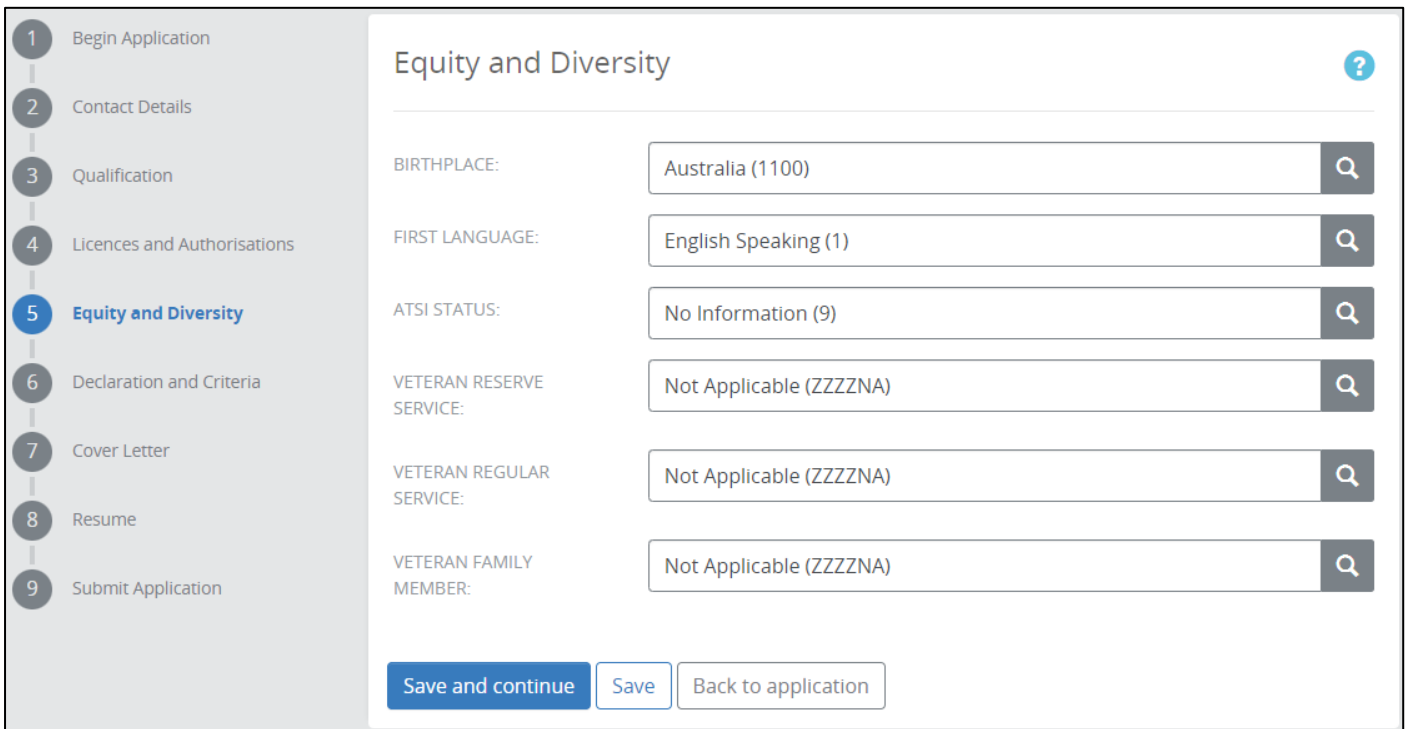
3.1.2.5   Equity and Diversity

Please select from the dropdown list for each field. **BIRTHPLACE** list is too long, so not all the countries are displayed. You can type and search your birthplace then select from the list.

Click **Save and continue** button to progress to the next step. Click **Save** to save the information and stay on the page. Note if you click the steps in the navigation panel without clicking **Save** first, the answers won't be saved.

3.1.2.6   Declaration and Criteria

There are two sections of questions on this page. The Acknowledgement and Declaration section includes several Yes or No questions with comment boxes.

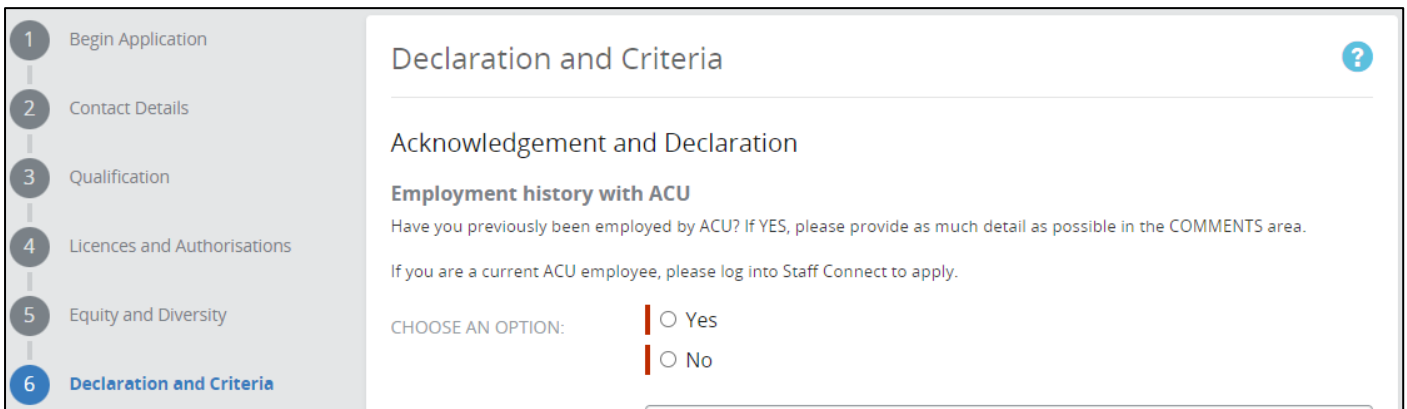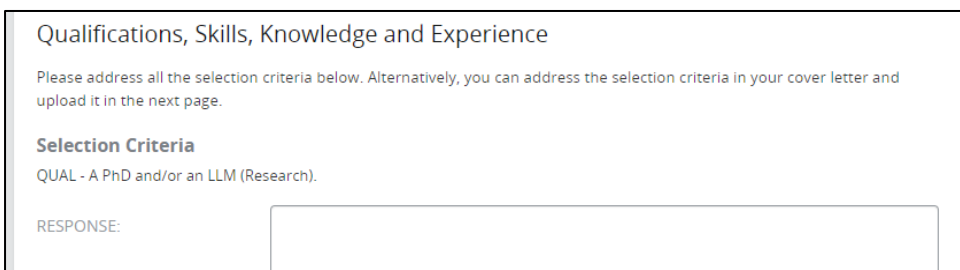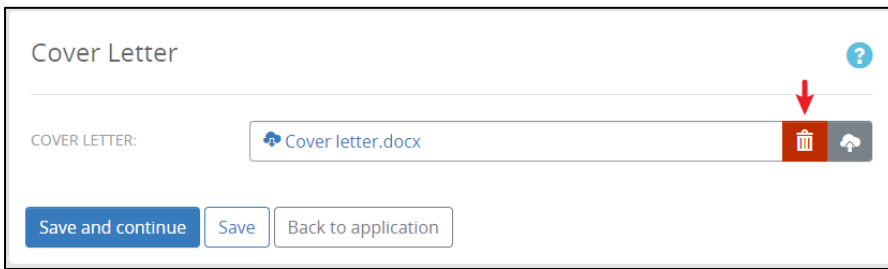The rest of the forms are the **Selection Criteria** that you need to address. You can choose to address them in this online form or to upload the responses together with Cover Letter in the next step.

Click **Save and continue** button to progress to the next step. Click **Save** to save the information and stay on the page. Note if you click the steps in the navigation panel without clicking **Save** first, the answers won't be saved.

3.1.2.7   Cover Letter

Upload your Cover Letter here. Cover Letter is optional. If you chose to respond to the Selection Criteria in a document, please combine it with the Cover Letter. When the red bin button is displayed, it indicates that your upload is completed. Click **Save and continue**.

3.1.2.8   Resume

Upload your Resume here. Resume is mandatory. When the red bin button is displayed, it indicates that your upload is completed. Click **Save and Continue**.
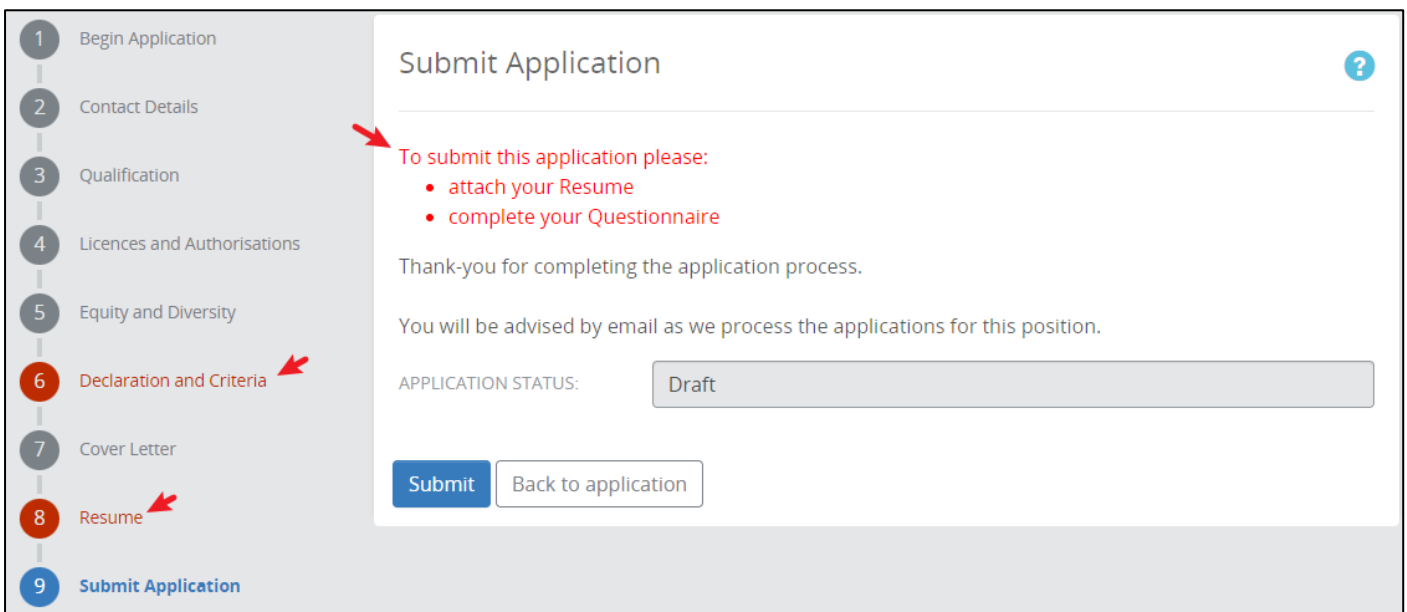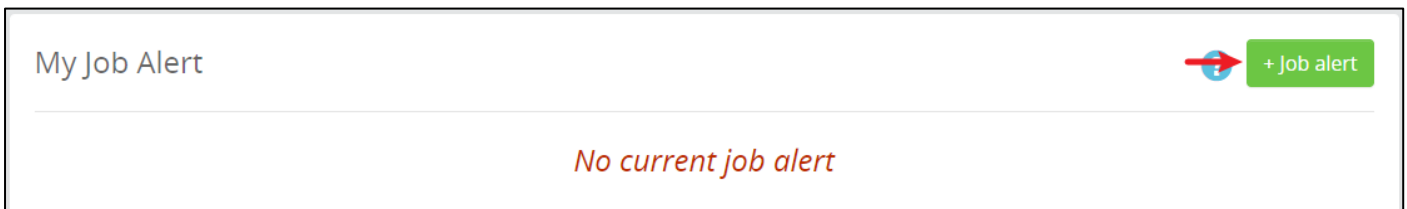
3.1.2.9   Submit Application

If there's anything missing, on the last step **Submit Application**, there will be a red warning message on the screen. The unfinished steps will be red in the navigation panel as well.

Click Submit you submit your application. You will receive an email confirmation.

3.2   SETUP JOB ALERT

You can setup **My Job Alert** in the applicant portal. To setup the job alert, click **+Job alert** button to open the setup screen.

In the **Job Alert Details** setup screen, you can:

1. Put some **KEYWORDS** for the alert, e.g. admin, lecturer etc.
2. Choose the **WORK TYPES** between Academic and Professional.
3. Choose one or multiple **LOCATIONS**.
4. Choose one or multiple **TENURE**.
5. Choose a **MINIMUM SALARY**.

Click **Save** to save your job alert. You will receive email notifications if newly posted jobs fit your alert setup.

Job Alert Details

KEYWORDS:	Enter keywords...
WORK TYPES:	**Academic** ✓
	Professional

LOCATIONS:

- ⌄ Australia
  - › Australian Capital Territory
  - ⌄ New South Wales
    - Blacktown - St Josephine Bakhita Campus
    - **North Sydney - MacKillop Campus** ✓
    - **Strathfield - Mount St Mary Campus** ✓
  - › Queensland
  - › South Australia
  - › Victoria
- Rome, Italy

TENURE: Continuing Full-time ✕ Fixed Term Full-time ✕

MINIMUM SALARY: > $40,000 ✕ ⌄

Save Cancel

***Note that **My Offers of Employment** and **My Payroll Onboarding** are done in a different portal. So these two sections will always be blank. Please use the link in the offer and/or onboarding email notification to access your offer letter and/or onboarding form.

3.3 TRACK YOUR APPLICATIONS

You can track your application in **My Applications** section. The table shows all your applications and status.

My Applications

Position	Location	Tenure	Status
Lecturer	NSW,QLD,VIC	Continuing Full-time	Withdrawn
Lecturer in Law	NSW,QLD,VIC	Continuing Full-time	In Progress
National Manager, Student Systems Operations	NSW	Continuing Full-time	Draft

Click on the row to open for more functions.

If the **Status** is **Draft**, open the application provides you the option to continue the application. Click the **Modify** button at the button of the page to continue the application. Click **Delete** to delete the draft.

If the **Status** is **In Progress**, that means you have successfully submitted the application. Open the application provides you the option to withdraw the application by clicking the **Withdraw** button.

After you withdraw, the status will change to **Withdrawn**. You can re-apply by opening the application and click the **Reapply** button if the job is still open for application.

3.4   SERACH FOR JOB

There are two sections for open jobs, one is called **Vacancies** and the other is **Expressions of Interest**. Use the **FILTER** box in each section to search for the jobs that you are interested in.

END OF DOCUMENT