

## EXECUTIVE SUMMARY

Flinders utilises an e-recruitment system called PageUp, to manage its recruitment activities.

This recruitment system offers Flinders an experience that is user friendly, intuitive and promotes an agile, adaptable and streamlined experience for applicants who can use a range of web-enabled computer and mobile devices to apply for new positions at the University and to track their progress in real time.

This user guide provides applicants with an overview of the features and benefits of the recruitment system, as well as a series of step-by-step instructions regarding navigation and operation.

If you are a supervisor or Appointment Committee member, you may find the information on the [employment and staffing](#) or about [e-recruitment](#) pages.

If you require assistance after exhausting all these resources, please contact [recruitment@flinders.edu.au](mailto:recruitment@flinders.edu.au). Your query will be responded to during business hours.

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Click on the topic/heading below which best addresses your query, to be taken directly to the information you require.

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## **Recruitment system overview – features and benefits**

The Flinders recruitment system is a web-based software, which offers applicants a user-friendly process when applying for opportunities at Flinders University.

### ***A user-friendly applicant profile***

Each user will create a recruitment profile which is unique to the email address the user chooses at the point of their first application. Once this profile is set up, the system will save key points of data (i.e. – your work history, qualifications, personal information) and automatically populate future applications you make.

### ***Greater visibility and control of your applications***

The recruitment system provides you with greater control and visibility of the recruitment process. This means you will be able to save applications mid-process and complete them at a later date, amend entire applications before the closing date and monitor the progress of your application over time.

### ***Increased efficiencies during the offer phase***

The offer phase, including the issue of offer paperwork, will be administered through the recruitment system. This will create efficiencies in the transition of staff into positions and will provide the University with real-time notification of your acceptance.

### ***Interactive and modern interface***

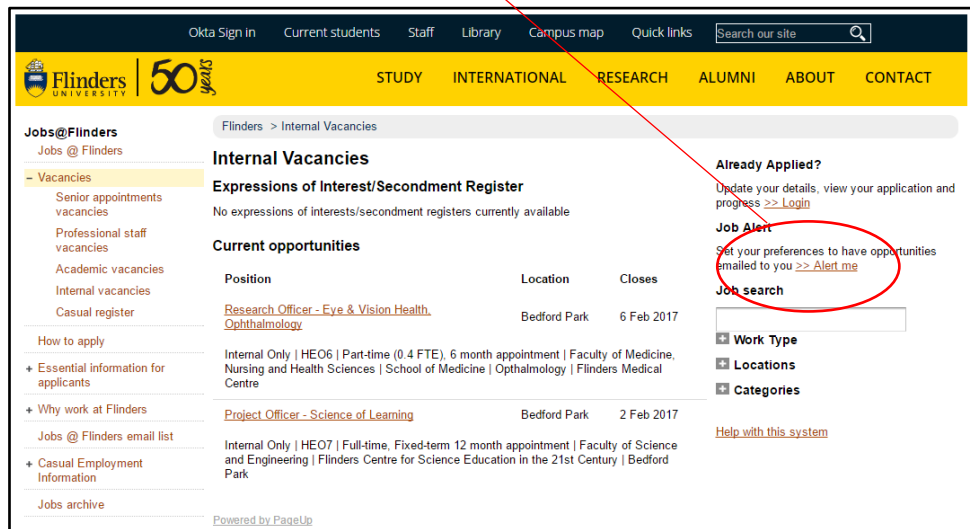
Along with contemporary technology features, such as the ability to upload documents from cloud based storage (i.e. – Dropbox, Google Drive) and a web display that will adjust to the size of the screen you are working from, the recruitment system provides a responsive, applicant focused platform through which your job applications can be managed efficiently, safely and effectively.

## Setting up an email job alert

You are able to set up job alerts, so that opportunities which might be of interest to you are emailed directly to your nominated email account. This means you do not need to remember to regularly check the Flinders job boards to be made aware of new opportunities.

**NB** – you do not need to have a recruitment profile set up, in order to set up an email alert.

Click the [>> Alert me](#) hyperlink appearing on the top right hand side of the vacancies page available at [jobs@flinders](mailto:jobs@flinders) (see below)



Okta Sign in Current students Staff Library Campus map Quick links Search our site

Flinders UNIVERSITY 50 years

STUDY INTERNATIONAL RESEARCH ALUMNI ABOUT CONTACT

Jobs@Flinders  
Jobs @ Flinders

Vacancies

- Senior appointments vacancies
- Professional staff vacancies
- Academic vacancies
- Internal vacancies
- Casual register

How to apply

- Essential information for applicants
- Why work at Flinders
- Jobs @ Flinders email list
- Casual Employment Information
- Jobs archive

Flinders > Internal Vacancies

### Internal Vacancies

#### Expressions of Interest/Secondment Register

No expressions of interests/secondment registers currently available

#### Current opportunities

Position	Location	Closes
<a href="#">Research Officer - Eye &amp; Vision Health, Ophthalmology</a>	Bedford Park	6 Feb 2017
Internal Only   HEO6   Part-time (0.4 FTE), 6 month appointment   Faculty of Medicine, Nursing and Health Sciences   School of Medicine   Ophthalmology   Flinders Medical Centre		
<a href="#">Project Officer - Science of Learning</a>	Bedford Park	2 Feb 2017
Internal Only   HEO7   Full-time, Fixed-term 12 month appointment   Faculty of Science and Engineering   Flinders Centre for Science Education in the 21st Century   Bedford Park		

Powered by PageUp

**Already Applied?**  
Update your details, view your application and progress >> [Login](#)

**Job Alert**  
Set your preferences to have opportunities emailed to you >> [Alert me](#)

**Job search**

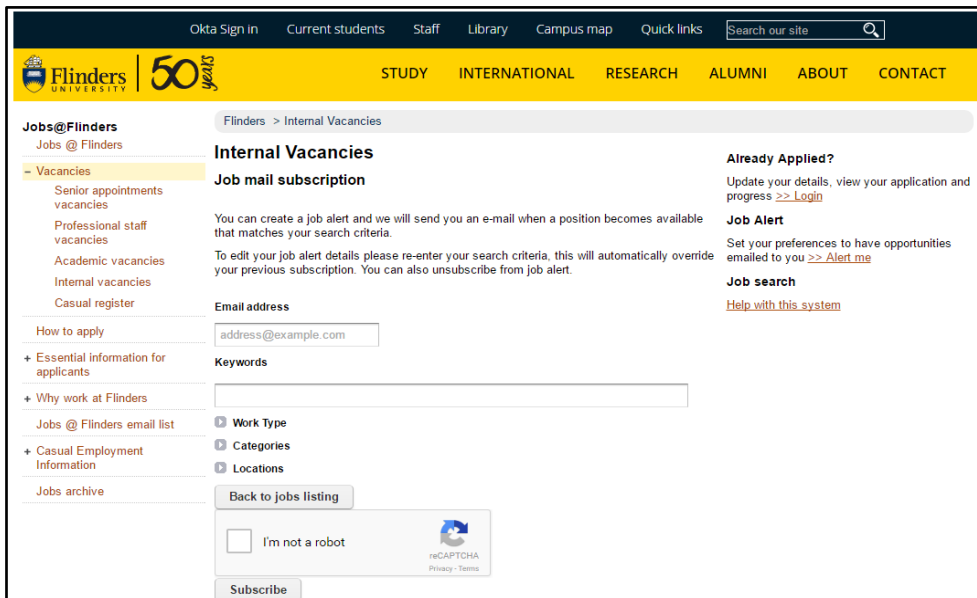
Work Type

Locations

Categories

[Help with this system](#)

You will be taken to a new screen (below):



Okta Sign in Current students Staff Library Campus map Quick links Search our site

Flinders UNIVERSITY 50 years

STUDY INTERNATIONAL RESEARCH ALUMNI ABOUT CONTACT

Jobs@Flinders  
Jobs @ Flinders

Vacancies

- Senior appointments vacancies
- Professional staff vacancies
- Academic vacancies
- Internal vacancies
- Casual register

How to apply

- Essential information for applicants
- Why work at Flinders
- Jobs @ Flinders email list
- Casual Employment Information
- Jobs archive

Flinders > Internal Vacancies

### Internal Vacancies

#### Job mail subscription

You can create a job alert and we will send you an e-mail when a position becomes available that matches your search criteria.

To edit your job alert details please re-enter your search criteria, this will automatically override your previous subscription. You can also unsubscribe from job alert.

Email address

address@example.com

Keywords

Work Type

Categories

Locations

Back to jobs listing

☐ I'm not a robot

Subscribe

**Already Applied?**  
Update your details, view your application and progress >> [Login](#)

**Job Alert**  
Set your preferences to have opportunities emailed to you >> [Alert me](#)

**Job search**

[Help with this system](#)

For ease of viewing, we recommend starting from the top of the page and working down, beginning by entering your email address in the box highlighted in yellow (below)

**Job mail subscription**

You can create a job alert and we will send you an e-mail when a position becomes available that matches your search criteria.

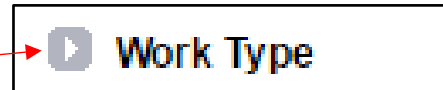
To edit your job alert details please re-enter your search criteria, this will automatically override your previous subscription. You can also unsubscribe from job alert.

Email address

Keywords

☒ Work Type  
☐ Categories  
☐ Locations

To view all the category options, click the grey box containing a white arrow, appearing next to the category title (zoom below)



**ZOOM VIEW**

**NB** – in order to best tailor your preferences, we recommend expanding all the category options.

Click on each box corresponding to a working area, skill, classification or location for which you would like to receive email notifications. Your preference(s) will then be indicated with a tick mark (example below):

**Classification**

- ☐ External Appointment
- ☐ HEO10
- ☐ HEO10 +
- ☐ HEO3
- ☐ HEO4
- ☐ HEO5
- ☐ HEO6
- ☒ HEO7
- ☒ HEO8
- ☐ HEO9
- ☐ Level A
- ☐ Level B
- ☐ Level C
- ☐ Level D
- ☐ Level E

**Professional**

- ☐ Buildings & Property
- ☐ Centre for Innovation in Learning & Teaching
- ☐ Communications & Engagement
- ☐ Executive Support & Administration
- ☒ Financial Services
- ☐ Flinders Connect, Student Administration, & Recruitment
- ☐ HR, WHS, Payroll & Prof. Development
- ☐ Information Technology Services
- ☒ Integrity, Governance & Risk
- ☐ Library
- ☐ Management
- ☐ Office of Graduate Research
- ☐ Planning Services
- ☒ Project Management & Project Support
- ☐ Research Services Office
- ☐ Technical, Laboratory & Research Support

Continue scrolling to the bottom of the page and click inside the box appearing next to the text “I’m not a robot” (below)

[Back to jobs listing](#)

☐ I'm not a robot

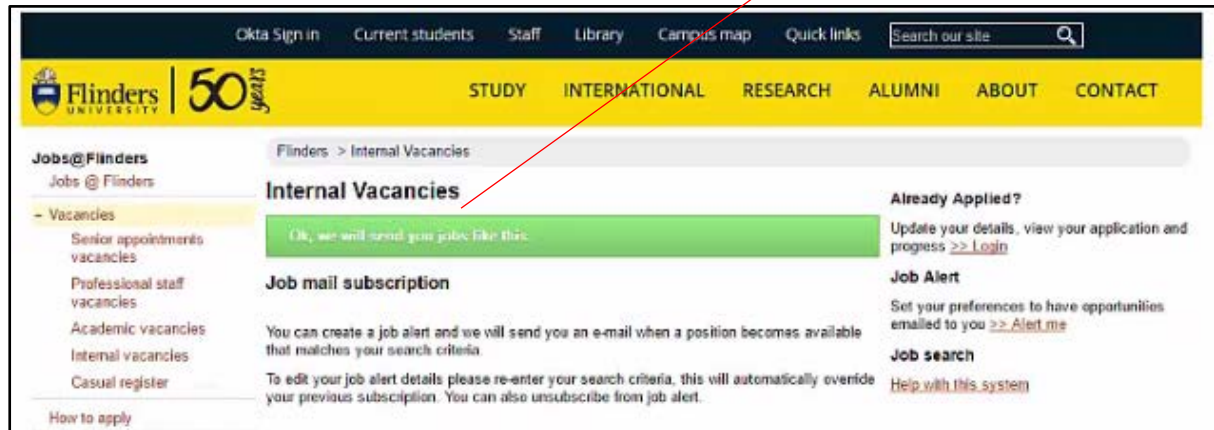
reCAPTCHA  
Privacy - Terms

[Subscribe](#)

A green tick will appear in this box once this step is complete.

Click [Subscribe](#)

Once your email alert subscription has been set up, your screen view will change to the following, with the words, “Ok, we will send you jobs like this” appearing in the green highlighted box:



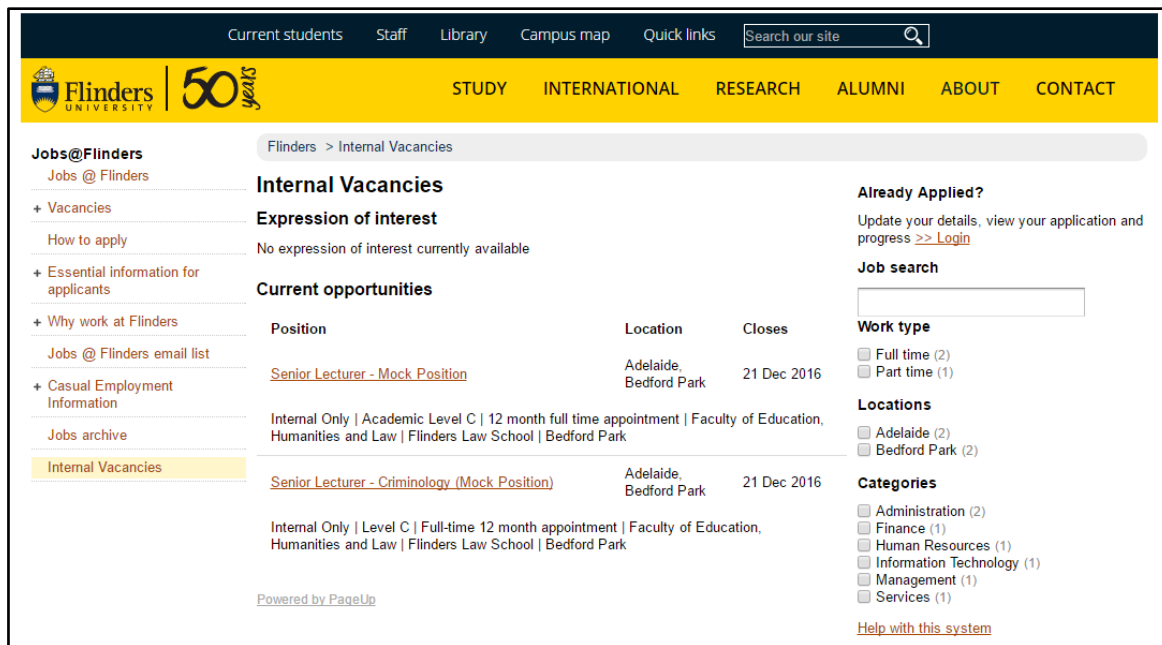
### Amending your job alert preferences

The system will store one set of criteria/preferences per email address. When you are ready to change your preferences, click on [>> Alert Me](#) and repeat the process of setting up a job alert. Any changes you make will be saved and **override** your previous settings.



## Applying for a position/creating your recruitment profile login

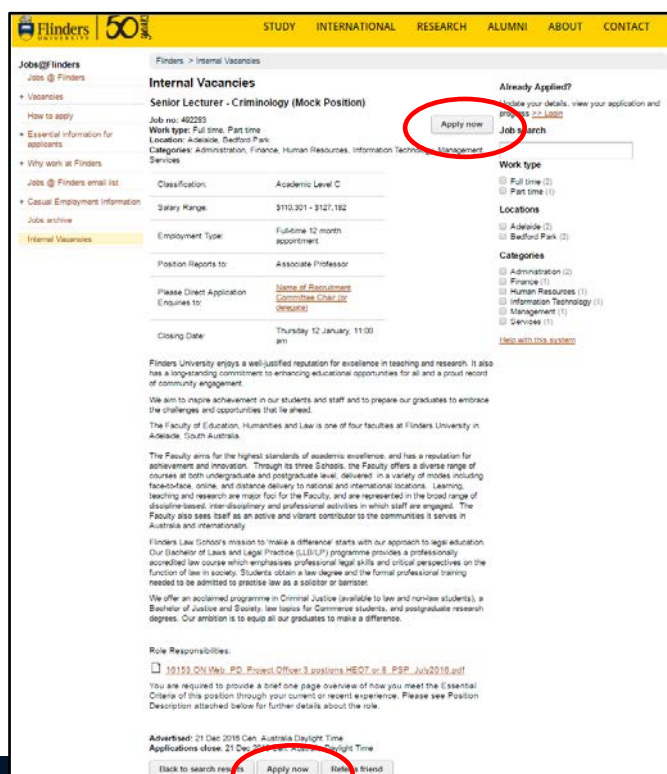
The first time you apply for a role in the new recruitment system (via [jobs@flinders](mailto:jobs@flinders)), you will be required to create your unique recruitment profile and login. This will involve answering some short questions and the upload of your CV/resumé.



The screenshot shows the 'Jobs@Flinders' website. The top navigation bar includes links for 'Current students', 'Staff', 'Library', 'Campus map', 'Quick links', and a search bar. Below this is a yellow banner with 'STUDY', 'INTERNATIONAL', 'RESEARCH', 'ALUMNI', 'ABOUT', and 'CONTACT'. The main content area is titled 'Internal Vacancies' and lists two positions: 'Senior Lecturer - Mock Position' and 'Senior Lecturer - Criminology (Mock Position)'. Each position includes details like 'Location' (Adelaide, Bedford Park) and 'Closes' (21 Dec 2016). On the right side, there are sections for 'Already Applied?' (with a 'Login' link), 'Job search' (with a search bar), 'Work type' (Full time (2), Part time (1)), 'Locations' (Adelaide (2), Bedford Park (2)), and 'Categories' (Administration (2), Finance (1), Human Resources (1), Information Technology (1), Management (1), Services (1)). A 'Help with this system' link is at the bottom right.

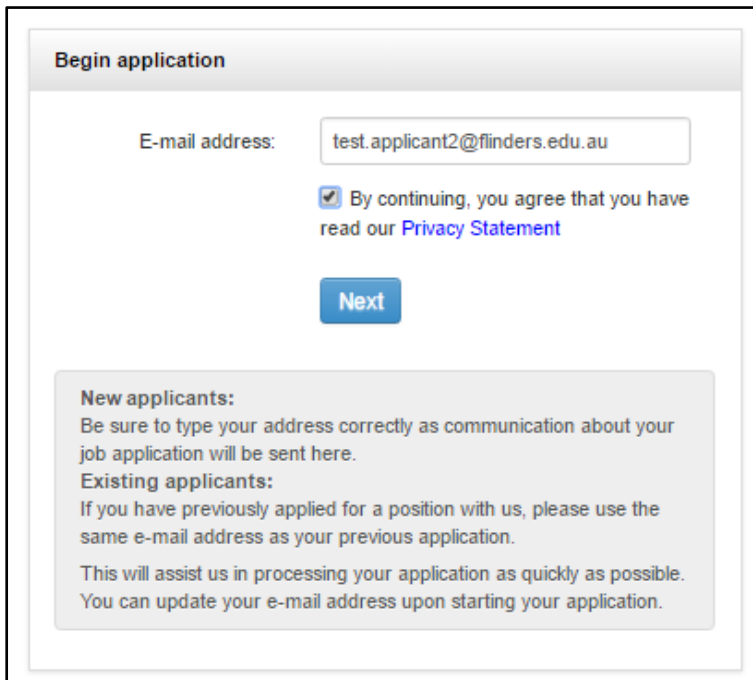
Click on the job title of the vacancy you wish to apply for.

You will be taken to a new screen (below) showing the advertisement text, the position description and two **Apply now** buttons (circled in red). Clicking on either button will commence the process of creating a profile and applying for the vacancy.



The screenshot shows the 'Senior Lecturer - Criminology (Mock Position)' page. The page includes a table with details such as 'Job no: 40223', 'Work type: Full time, Part time', 'Location: Adelaide, Bedford Park', 'Categories: Administration, Finance, Human Resources, Information Technology, Management, Services', 'Classification: Academic Level C', 'Salary Range: \$110,201 - \$127,162', 'Employment Type: Fulltime 12 month appointment', 'Position Reports to: Associate Professor', 'Please Direct Application Enquiries to: Name of Recruitment Committee Chair (or delegate)', and 'Closing Date: Thursday 12 January 11:00 am'. Below the table is a detailed description of the role and responsibilities. At the bottom, there are two 'Apply now' buttons circled in red, and a 'Back to search results' button. The page also includes a 'Help with this system' link.

Clicking the [Apply now](#) button will open a new browser window containing the following:



**Begin application**

E-mail address:

☒ By continuing, you agree that you have read our [Privacy Statement](#)

[Next](#)

**New applicants:**  
Be sure to type your address correctly as communication about your job application will be sent here.

**Existing applicants:**  
If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible.  
You can update your e-mail address upon starting your application.

**NB** - The recruitment system has been calibrated to operate seamlessly with the Flinders email systems. Flinders cannot guarantee the safe and timely delivery of recruitment-related emails to any other email service.

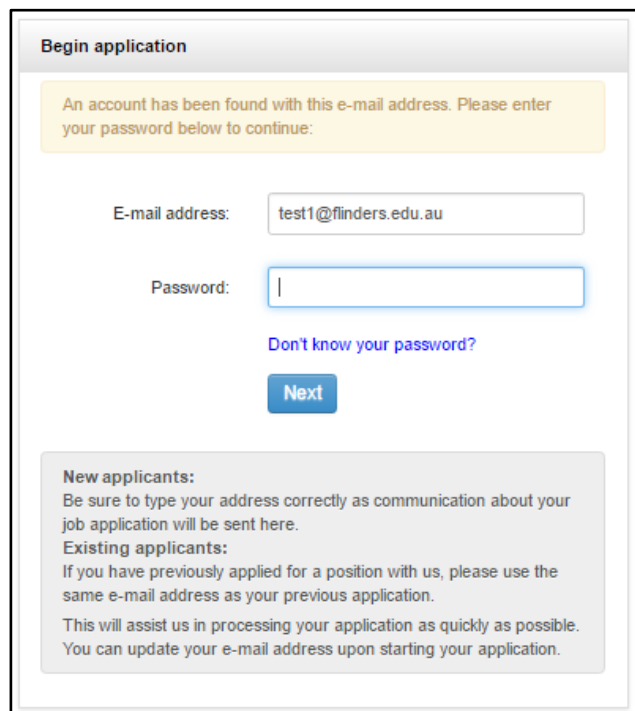
If you are an internal staff member, enter your Flinders email address and tick that you have read the [privacy statement](#).

Click the blue “Next” button.

If you have already created a recruitment profile with this email address, you will be taken to a new screen (below), prompting you to enter your recruitment profile password.

If you do not remember your password, click the blue hyperlinked text stating “[Don’t know your password?](#)” and the system will issue an email with instructions on how to reset your password.

Click [Next](#). This will take you straight to [the application form](#) (please click the blue hyperlink above to move directly to this piece within this document).



**Begin application**

An account has been found with this e-mail address. Please enter your password below to continue:

E-mail address:

Password:

[Don't know your password?](#)

[Next](#)

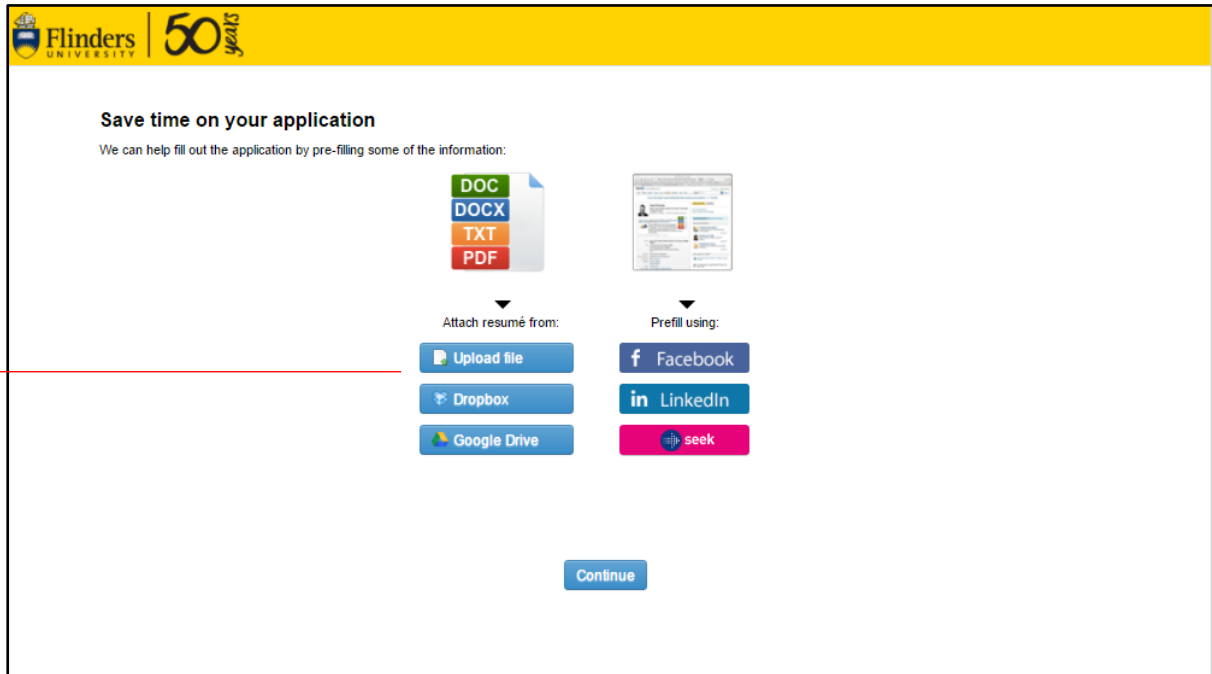
**New applicants:**  
Be sure to type your address correctly as communication about your job application will be sent here.

**Existing applicants:**  
If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible.  
You can update your e-mail address upon starting your application.

## Pre-populating your profile using your CV/resumé

If you have **not** used this email address to apply for a role previously, you will be taken to a new screen, requesting you upload a CV/resumé OR requesting access to one of your social media accounts, in order to pre-populate some of your application fields.



**Save time on your application**  
We can help fill out the application by pre-filling some of the information:

**Attach resumé from:**

- Upload file
- Dropbox
- Google Drive

**Prefill using:**

- Facebook
- LinkedIn
- seek

Continue

ZOOM VIEW

We would recommend uploading a CV/resumé at this point. This will assist you in the application process by identifying and transferring information from your work history, qualifications and personal information, making the remaining application process faster for you.

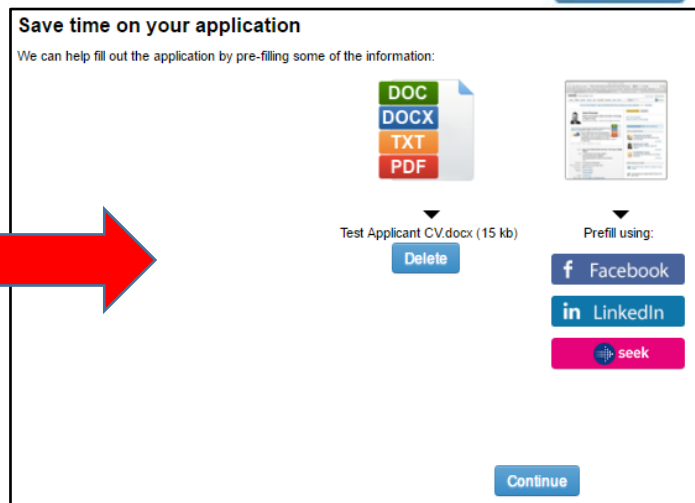
You can upload a CV/resumé from your PC or other cloud based storage device by clicking on one of the three blue buttons appearing under the words “Attach resumé from” (zoom below)



**Attach resumé from:**

- Upload file
- Dropbox
- Google Drive

Once you have uploaded your document, the file name will appear in black, instead of the words “Attach resumé from”. Click [Continue](#)



**Save time on your application**  
We can help fill out the application by pre-filling some of the information:

**Test Applicant CV.docx (15 kb)**

Delete

**Prefill using:**

- Facebook
- LinkedIn
- seek

Continue

Click



## Entering your personal details

Next, you will be brought to the *personal details* screen. Complete any fields marked with a \* (highlighted yellow in the image below).

Save and jump to: [Home](#) > [Personal details](#) > [Application information](#) > [Document uploads](#) > [Submit](#)

### Personal details

Pre-filling of your applicant profile was successful

Title:*	<input type="text" value="Select"/>
First name:*	<input type="text" value=""/>
Last name:*	<input type="text" value=""/>
Preferred name:*	<input type="text" value=""/>
<hr/>	
E-mail address:*	<input type="text" value="test2@flinders.edu.au"/>
Home address:*	<input type="text" value="1 Main Street"/>
	<input type="text" value=""/>
City/Suburb/Town:*	<input type="text" value="Newtown"/>
Country:*	<input type="text" value="Australia"/>
State / Territory:*	<input type="text" value="SA"/>
PostCode/Zip:	<input type="text" value="5000"/>
<hr/>	
Phone number:*	<input type="text" value="1234 5678"/>
Mobile number:	<input type="text" value=""/>
SMS text notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<hr/>	
Employment status:*	<input type="text" value="Select"/>
<hr/>	
Password:*	<input type="password" value=""/>
Confirm password:*	<input type="password" value=""/>
Password strength:	<div>Not entered</div>

Please fill in all mandatory fields marked with an asterisk (\*).

At the bottom of the screen, click

**Save and continue**

**NB** – you will be prompted to complete any mandatory fields you may have missed, before being permitted to move past this screen.

## Completing the application form

You will be brought to a new screen, asking for your response to key application questions. These questions will vary from role to role:

Save and jump to: [Home](#) > [Personal details](#) > [Application information](#) > [Document uploads](#) > [Submit](#)

### Application information

Please note that internal vacancies are only available to current Flinders University Employees including casual employees who have worked at the University in the six months prior to the closing date of the position and are employed during the period the vacancy is advertised.

Does your current manager know that you are seeking employment elsewhere within Flinders?

Please note that a reference may be sought from your current Manager before an offer of employment can be made.

You are required to provide a brief one page overview of how you meet the Role Responsibilities and Essential Criteria of this position through your current or recent experience.

[Continue](#) [Save and exit](#)

Respond to any mandatory questions marked with a \* and click



You will be asked to provide a CV/resumé and a response of **no more than three pages** addressing your suitability against the Role Responsibilities and Required Capabilities, found within the Position Description.

Save and jump to: [Home](#) > [Personal details](#) > [Application information](#) > [Document uploads](#) > [Submit](#)

### Document uploads

Your current resume and addressed essential criteria must be uploaded in order to submit this application. Documents must be uploaded in the following formats: .DOC, .PDF, .TXT, .RTF.

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application\*

[Upload file](#) [Dropbox](#) [Google Drive](#)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device\*

[Test Applicant CV.docx \(15kb\)](#) [Delete](#)

**Scanning Tips:**  
Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in JPEG format.

**ZOOM VIEW**

[Continue](#) [Save and exit](#)

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application\*

[Upload file](#) [Dropbox](#) [Google Drive](#)

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**Scanning Tips:**  
Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in JPEG format.

[Continue](#) [Save and exit](#)

Upload your response from your PC or cloud-based storage device. This will result in the document name and file type appearing on the page.

If you have previously uploaded your CV/ resumé, the name of the document will appear in place of the document upload options (view left).

Your screen will then change to display the following:

Save and jump to: [Home](#) > [Personal details](#) > [Application information](#) > [Document uploads](#) > [Submit](#)

### Document uploads

Your current resume and addressed essential criteria must be uploaded in order to submit this application. Documents must be uploaded in the following formats: .DOC, .PDF, .TXT, .RTF.

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[Continue](#) [Save and exit](#)

### ZOOM VIEW

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application\*

Test Applicant CV.docx (15 kb) [Delete](#)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device\*

Test Applicant CV.docx (15 kb) [Delete](#)

**Scanning Tips:**  
Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in JPEG format.

[Continue](#) [Save and exit](#)

Click the [blue text hyperlink\(s\)](#) to open and view your attachments. If you are happy with the contents, close the document(s) and click

**NB** - Clicking "save" in Word on a document that you have opened from this screen will NOT save the changes back to the recruitment system.

If you notice your .doc or .docx file that requires changing:

- edit the document in Word (i.e. outside of the browser window)
- click "save as"
- close the file

Return to your recruitment profile and upload your amended document.

- click [Delete](#) appearing next to either of your documents
- navigate to the newly saved file and upload it

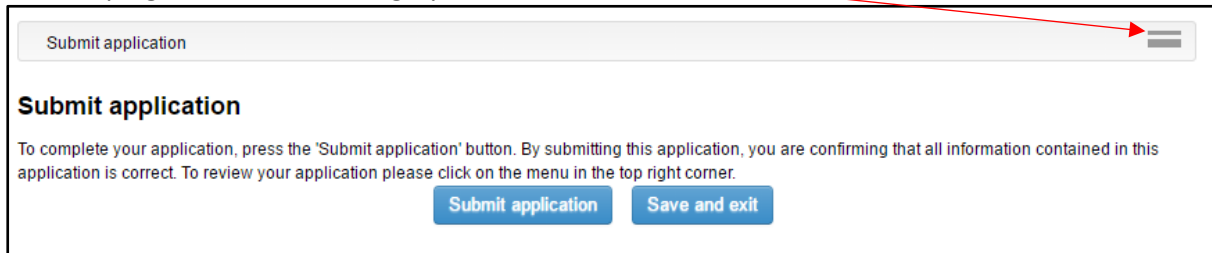
**NB** – clicking delete may remove BOTH documents from your submission. You may need to reattach both files.

Once you are satisfied with the submission documents, click

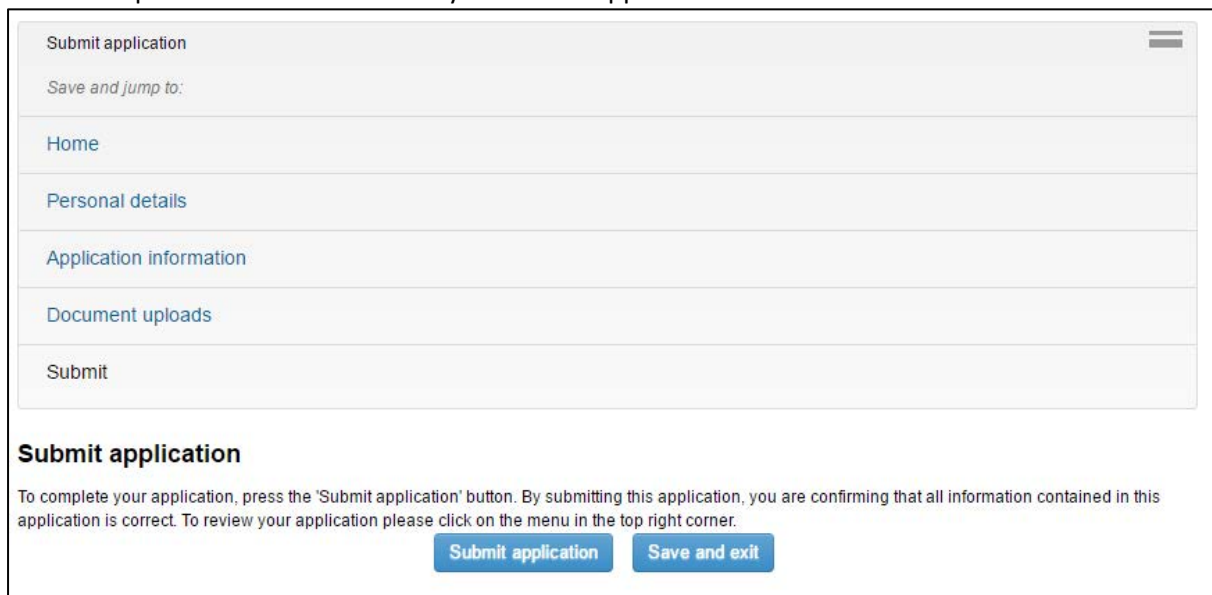
[Continue](#)

**NB** – there is no requirement to upload a cover letter. If you have crafted one and wish to include it in your application, please copy the text from your letter and paste it to the top of your CV/resumé.

You will be brought to a new screen below, asking you to confirm that the information in your documents is correct. You can review your responses and documents, by clicking the dark-grey lines in the top right hand side of the grey toolbar



This will expand the menu and make your screen appear as follows:



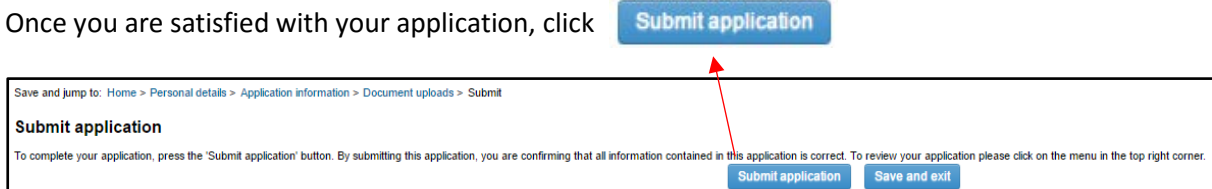
Depending on your browser type or your zoom settings, the menu may appear as a slimline menu (below):



Click on each [blue hyperlinked](#) menu item to review the information you have provided in each section.

**NB** – clicking “Home” performs the same action as “Save and exit”. Your application will be saved before you are returned to your recruitment profile home screen.

Once you are satisfied with your application, click



## Amending incomplete mandatory questions

If you are attempting to submit an application, but have omitted a mandatory document or question, your screen will change to display the following. The mandatory sections missing from your application will be hyperlinked in blue text (below):

Submit application

### Submit application

You are unable to submit this application as you have not viewed all pages or not completed all mandatory questions.

The following pages have not been viewed or they contain mandatory questions that need to be completed:

- [Application information](#)
- [Document uploads](#)

Click the above links to view these pages and to complete any mandatory questions.

[Save and exit](#)

ZOOM VIEW

- [Application information](#)
- [Document uploads](#)

By clicking on the blue hyperlinks (zoom left), you will be taken specifically to the section of your application which requires a response.

Once you have completed all the mandatory sections and have successfully submitted your application, you will be taken to a new screen, confirming that your application has been submitted.

**Application submitted**

Your application has been submitted.

[Back to home](#) [Close window](#)

You will also receive a system-generated email confirming this (see sample below):

From: Recruitment@flinders.edu.au  
Sent: Wednesday, 21 December 2016 3:28 PM  
To: test.applicant@flinders.edu.au  
Subject: Application received

Dear Test,

Thank you for your recent application for the position of Senior Lecturer – Mock Position

Your application will be processed and assessed through an appointment Committee in line with the specific requirements for this position. Please be advised that the selection process will commence following the closing date.

To view the closing date, please visit [internaljobs.flinders.edu.au](http://internaljobs.flinders.edu.au) and search for this position.

We will be using this email address to communicate with you during this recruitment process. To keep abreast of changes in the recruitment process, we recommend you:

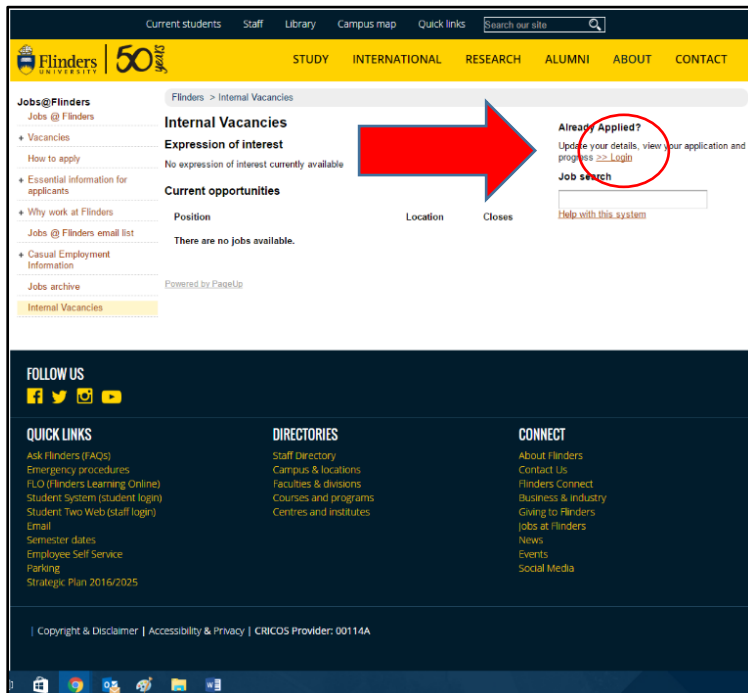
- Add [recruitment@flinders.edu.au](mailto:recruitment@flinders.edu.au) to your safe list in your email settings, and;
- Log into your PageUp profile regularly, to monitor the status of your application

We appreciate the time you have taken to prepare your application and thank you for considering this internal opportunity.

Kind Regards,  
Recruitment @ Flinders  
Flinders University



## Logging in to your recruitment profile



On the [jobs@flinders](https://jobs@flinders.edu.au) web page, click **>> Login** to be taken to the recruitment profile log in screen.

Existing applicant login

E-mail address:

Password:

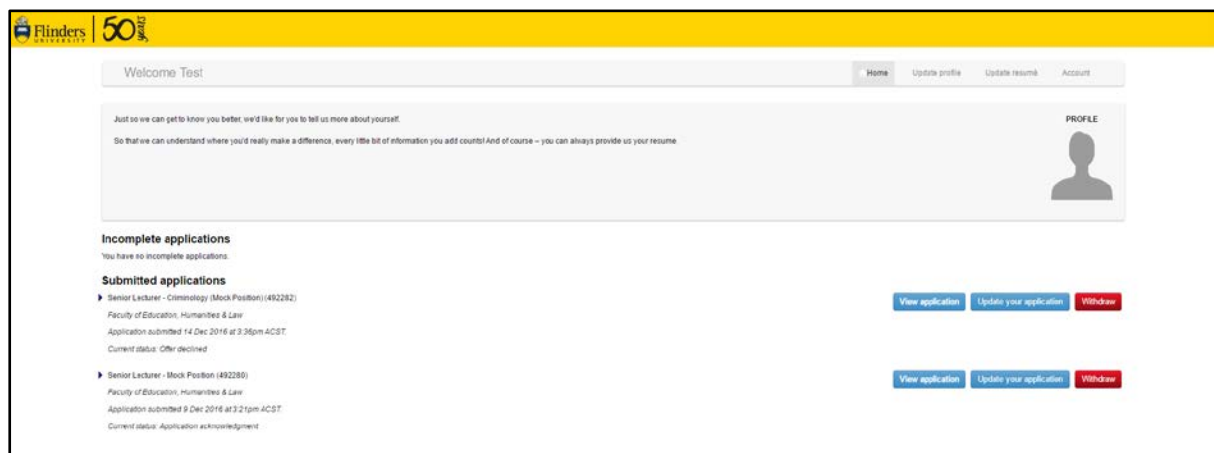
Login

Don't know your password?

Enter your email address and the password you created for your recruitment profile. (For internal staff, we recommend using your Flinders email address) Click **Login**

**NB** - If you have forgotten your password, click the "Don't know your password" hyperlink to commence the reset process.

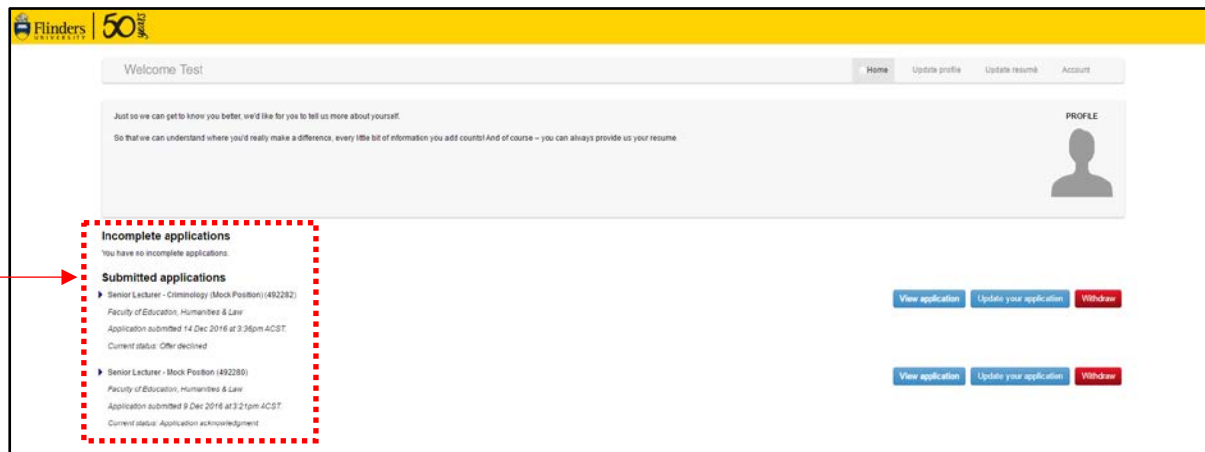
Once you have logged in, you will be taken to your recruitment profile home screen (below):



## Navigating your recruitment profile


### The home screen

Once you have logged in (see previous chapter on [logging in](#)), you will be taken to your recruitment profile home screen:



This grey tool bar will be visible on every page you visit. Clicking these menus will help you navigate the system at large.



Clicking  in the grey toolbar will always bring you back to the home screen.

Your application history appears in the dashed red box (above), *zoom view* (right)

The *Current status* for each role (yellow highlight, image right) will change as your application moves through each recruitment process.

Statuses may include:

**Application acknowledgement** – your application has been received and an email notification has been sent to your registered email account

**Application under review** – your application is with the Appointment Committee for consideration

**Application outcome** – your application has been considered by the Appointment Committee.

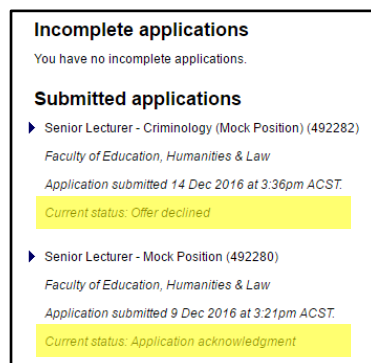
Information regarding this outcome will be provided to you via email


**Withdrawn** – you have withdrawn your interest in this vacancy

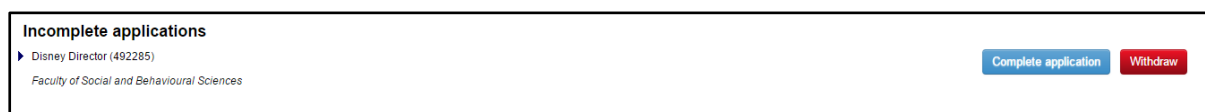
**Offer** – an electronic offer is ready for your review and action

**Offer declined** – you have declined an offer made to you for this vacancy

**Offer accepted** – you have accepted an offer made to you for this vacancy



Any application which is missing mandatory responses will appear under **Incomplete applications** (see below). Click  to update and submit your application. Refer to [Updating an existing application/finalising an incomplete application](#) for instructions on this process.



### Update profile



Home	Update profile	Update resumé	Account
------	----------------	---------------	---------

Information in this tab relates to your work history, preferences, education and personal information (e.g. – address, email, phone number). We recommend updating relevant sections of this tab as your situation changes, because it can be used by the Appointment Committee during the recruitment process, while saving you time at the point of each application.

For information on how to update this information, please refer to [Updating your recruitment profile](#).

### Update resumé



Home	Update profile	Update resumé	Account
------	----------------	---------------	---------

You are able to store one CV/resumé in your applicant profile. The document stored here will automatically appear in each application you make, although it can be removed and replaced during each process.

For applicants who are registered against a casual or secondment register, this document will be used to determine your suitability for roles as they arise.

It is recommended to maintain an up-to-date CV/resumé. For information on how to update this section of your profile, please refer to [Updating your resumé/CV](#).

### Account

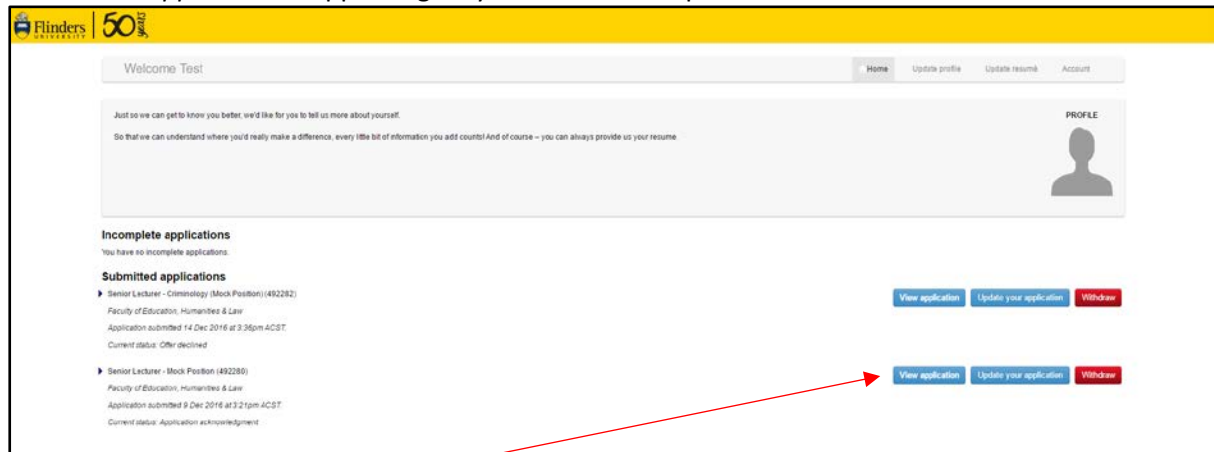


Home	Update profile	Update resumé	Account
------	----------------	---------------	---------

Use this menu to amend your password, or log out of the recruitment system. For steps and information on these processes, please refer to [Changing your recruitment profile password](#) or [Logging out](#).

## Viewing an existing application

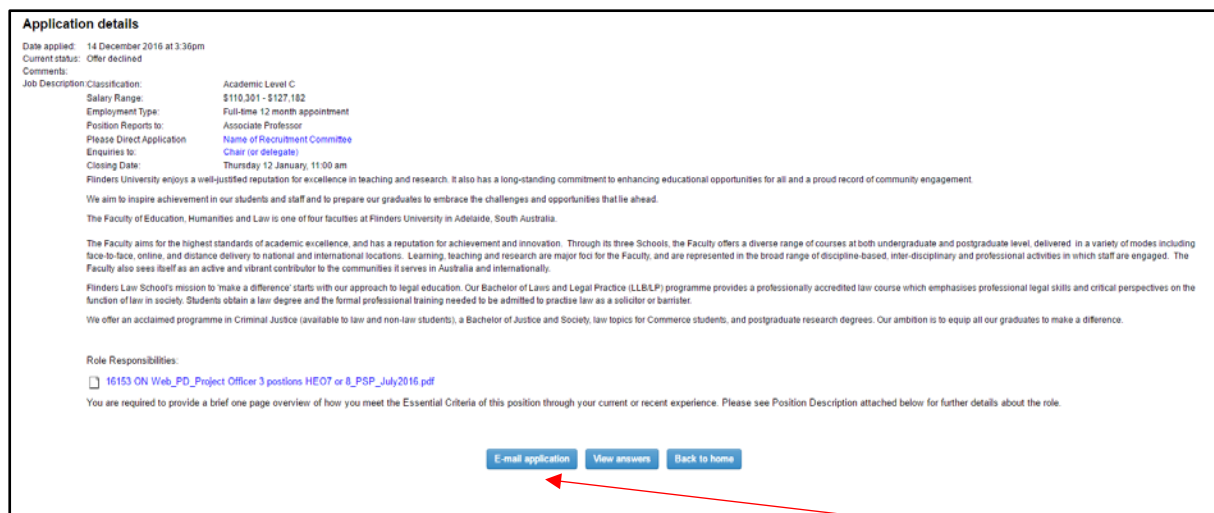
You are able to view each submission you have made for each of the vacancies appearing under “Submitted applications” appearing on your recruitment profile home screen.



Click

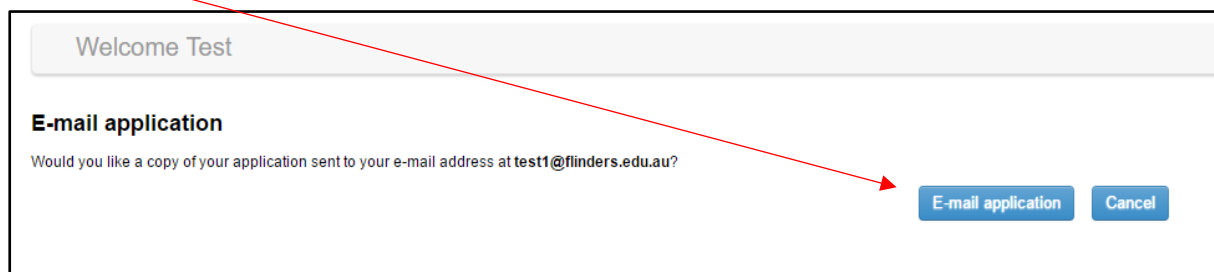
**View application**

You will be brought to a new screen, containing the original advertisement and position description, which will look like this:




You can email a copy of your responses to the application questions by clicking “Email application”

You will be brought to a new screen, requiring you to confirm this action by clicking “Email application” once again



SAMPLE EMAIL:

**THE 2025 AGENDA**



jobapplications@flinders.edu.au <jobapplications-809@mail.pageuppeople.com> | Bree Downs-Woolley  
 Copy of application

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Test,

Regards,

- Start of application -

Please note that internal vacancies are only available to current Flinders University Employees including casual employees who have worked at the University in the six months prior to the closing date of the position and are employed during the period the vacancy is advertised.

Does your current manager know that you are seeking employment elsewhere within Flinders?  
Yes

Please note that a reference may be sought from your current Manager before an offer of employment can be made.

You are required to provide a brief one page overview of how you meet the Role Responsibilities and Essential Criteria of this position through your current or recent experience.

Your current resume and addressed essential criteria must be uploaded in order to submit this application. Documents must be uploaded in the following formats: .DOC, .PDF, .TXT, .RTF.

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application  
Test Applicant CV.docx (15kb)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device  
Test Applicant CV.docx (15kb)

**Scanning Tips:**  
Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in JPEG format.

- End of application -

**NB** – the “Email application” action will not provide you with the option to view your supporting documents. To do this, please see [Updating an existing application](#) in this document.

From the “Application details” page (below), you may view the responses provided to an application, without the option to email it to yourself.

**Application details**

Date applied: 14 December 2016 at 3:36pm  
Current status: Offer declined  
Comments:  
Job Description Classification: Academic Level C  
Salary Range: \$110,301 - \$127,182  
Employment Type: Full-time 12 month appointment  
Position Reports to: Associate Professor  
Please Direct Application: Name of Recruitment Committee  
Enquiries to: Chair (or delegate)  
Closing Date: Thursday 12 January, 11:00 am

Flinders University enjoys a well-justified reputation for excellence in teaching and research. It also has a long-standing commitment to enhancing educational opportunities for all and a proud record of community engagement.

We aim to inspire achievement in our students and staff and to prepare our graduates to embrace the challenges and opportunities that lie ahead.

The Faculty of Education, Humanities and Law is one of four faculties at Flinders University in Adelaide, South Australia.

The Faculty aims for the highest standards of academic excellence, and has a reputation for achievement and innovation. Through its three Schools, the Faculty offers a diverse range of courses at both undergraduate and postgraduate level, delivered in a variety of modes including face-to-face, online, and distance delivery to national and international locations. Learning, teaching and research are major foci for the Faculty, and are represented in the broad range of discipline-based, inter-disciplinary and professional activities in which staff are engaged. The Faculty also sees itself as an active and vibrant contributor to the communities it serves in Australia and internationally.

Flinders Law School's mission to "make a difference" starts with our approach to legal education. Our Bachelor of Laws and Legal Practice (LLBLP) programme provides a professionally accredited law course which emphasises professional legal skills and critical perspectives on the function of law in society. Students obtain a law degree and the formal professional training needed to be admitted to practice law as a solicitor or barrister.

We offer an acclaimed programme in Criminal Justice (available to law and non-law students), a Bachelor of Justice and Society, law topics for Commerce students, and postgraduate research degrees. Our ambition is to equip all our graduates to make a difference.

**Role Responsibilities:**  
16153 ON Web\_PD\_Project Officer 3 positions HEO7 or 8\_PSP\_July2016.pdf

You are required to provide a brief one page overview of how you meet the Essential Criteria of this position through your current or recent experience. Please see Position Description attached below for further details about the role.

E-mail application View answers Back to home

Click [View answers](#)

You will be brought to a new screen, displaying the same information that is presented in the “Email application” feature. Click [Back](#) to return to the Home screen.

Welcome Test

Home Update profile Update resumé Account

**Application answers**

Application: Senior Lecturer - Criminology (Mock Position)

Please note that internal vacancies are only available to current Flinders University Employees including casual employees who have worked at the University in the six months prior to the closing date of the position and are employed during the period the vacancy is advertised.

Does your current manager know that you are seeking employment elsewhere within Flinders?  
Yes

Please note that a reference may be sought from your current Manager before an offer of employment can be made.

You are required to provide a brief one page overview of how you meet the Role Responsibilities and Essential Criteria of this position through your current or recent experience.

Your current resume and addressed essential criteria must be uploaded in order to submit this application. Documents must be uploaded in the following formats: .DOC, .PDF, .TXT, .RTF.

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application  
Test Applicant CV.docx (15kb)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device  
Test Applicant CV.docx (15kb)

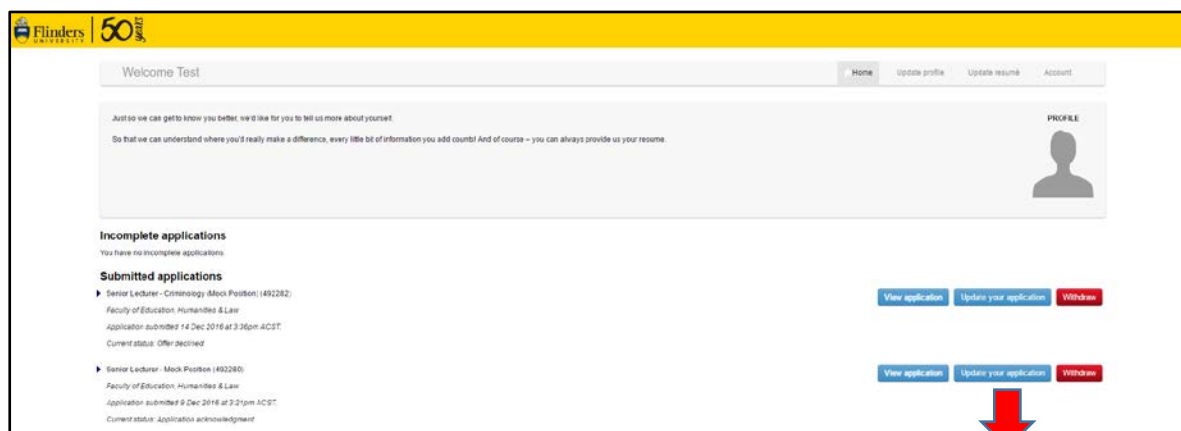
**Scanning Tips:**  
Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in JPEG format.

Back



## Updating an existing application/finalising an incomplete application

The process for finalising an incomplete application, OR updating a submitted application are the same.



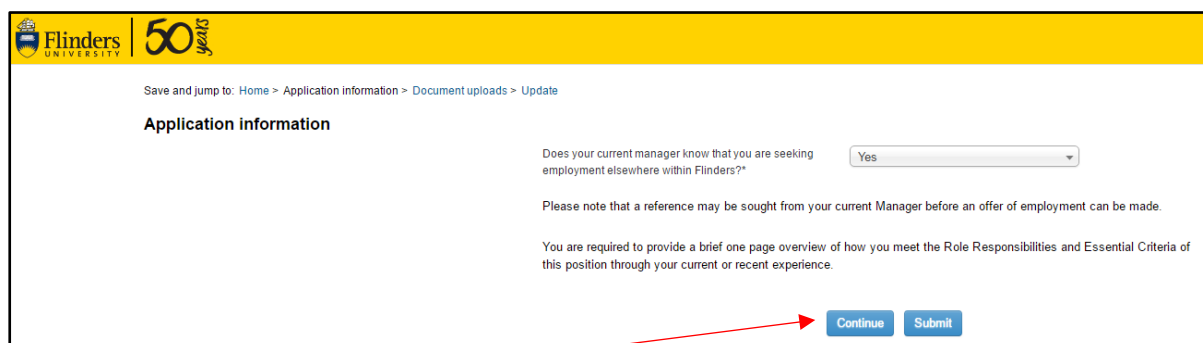
If you have already submitted an application, but would like to make amendments, click *"Update your application"* (zoom view right)

**Update your application**

If your application is incomplete, click

**Complete application**



A new tab will open in your browser window, allowing you to adjust your responses to the application questions (screen view below):



Click **Continue** to progress through to the documentation amendment page.

**NB:** clicking **Submit** will take you straight to the final submission page, omitting the opportunity to amend your application documents.

Clicking continue results in a new screen (below) appearing in your browser window:

Save and jump to: [Home](#) > [Application information](#) > [Document uploads](#) > [Update](#)

### Document uploads

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application\*

[Test Applicant CV.docx \(15kb\)](#) [Delete](#)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device\*

[Test Applicant CV.docx \(15kb\)](#) [Delete](#)

[Submit](#)

Please upload your responses to the Role Responsibilities of this position. PLEASE NOTE: you cannot edit the contents of a document once it's uploaded. Always check your file is correct before attaching it to your application\*

[Test Applicant CV.docx \(15kb\)](#) [Delete](#)

Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blue "delete" button. You will then be required to upload both your CV and application responses from your PC or cloud-based storage device\*

[Test Applicant CV.docx \(15kb\)](#) [Delete](#)

Click the blue text hyperlink(s) to open and view your attachments. If you are happy with the contents, close the document(s) and click

**NB** - Clicking "save" on a document you have opened from this screen will NOT save the changes back to the recruitment system.

If you have a .doc or .docx file that requires changing

- edit the document in Word (i.e. outside of the browser window)
- click "save as"
- close the file



Return to your recruitment profile and upload your amended document.

- click [Delete](#) appearing next to either of your hyperlinked documents
- navigate to newly saved file and upload it

**NB** – clicking delete may remove BOTH documents from your submission. You may need to reattach both files.

Once you are satisfied with the submission documents, click [Submit](#)

You will be brought to a new screen which looks like this:

Save and jump to: [Home](#) > [Application information](#) > [Document uploads](#) > [Update](#)

### Update application

By pressing "Save & Exit" your updated responses will be saved.

By saving these changes, you are confirming that all information contained in this application is correct and true and complete.

[Update application](#)

Click "Update application" to finalise your amendments (above)

If you have omitted a mandatory document or question, your screen will change to display the following. The mandatory sections missing from your application will be hyperlinked in blue text (below):

Submit application

### Submit application

You are unable to submit this application as you have not viewed all pages or not completed all mandatory questions.

The following pages have not been viewed or they contain mandatory questions that need to be completed:

- [Application information](#)
- [Document uploads](#)

Click the above links to view these pages and to complete any mandatory questions.


Save and exit

ZOOM VIEW

- [Application information](#)
- [Document uploads](#)

By clicking on the blue hyperlinks (zoom left), you will be taken specifically to the section of your application which requires a response.

Once you have completed your submission, clicking “submit application” or “update application” you will be brought to a new screen, confirming that your application has been updated:



### Application updated

Your application has been updated.

Back to home

Close window

You will also receive an email confirming this:

From: Recruitment@flinders.edu.au  
Sent: Wednesday, 21 December 2016 3:28 PM  
To: test.applicant@flinders.edu.au  
Subject: Application received

Dear Test,

Thank you for your recent application for the position of Senior Lecturer – Mock Position

Your application will be processed and assessed through an appointment Committee in line with the specific requirements for this position. Please be advised that the selection process will commence following the closing date.

To view the closing date, please visit [internaljobs.flinders.edu.au](http://internaljobs.flinders.edu.au) and search for this position.

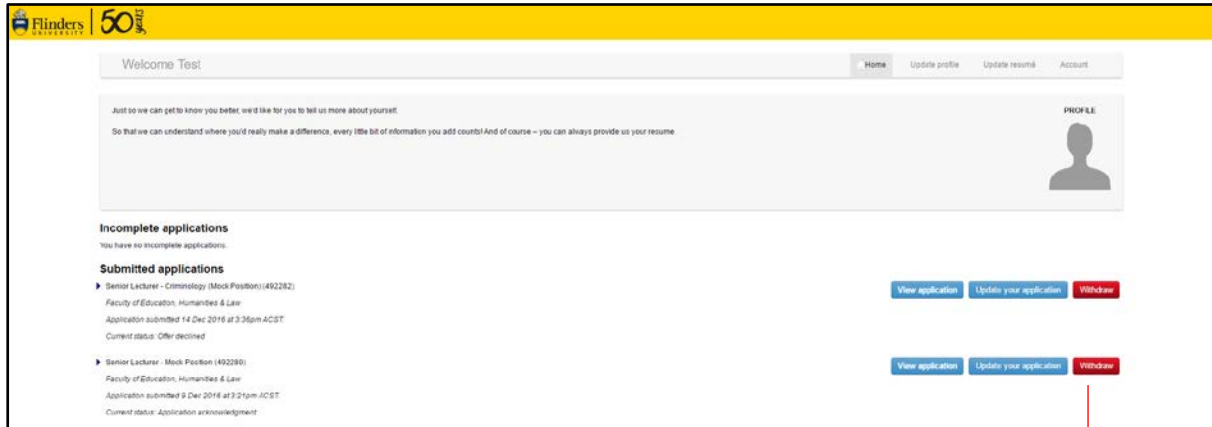
We will be using this email address to communicate with you during this recruitment process. To keep abreast of changes in the recruitment process, we recommend you:

- Add [recruitment@flinders.edu.au](mailto:recruitment@flinders.edu.au) to your safe list in your email settings, and;
- Log into your PageUp profile regularly, to monitor the status of your application

We appreciate the time you have taken to prepare your application and thank you for considering this internal opportunity.

Kind Regards,  
Recruitment @ Flinders  
Flinders University

## Withdrawing your interest in a vacancy



Welcome Test

Home Update profile Update resume Account

Just so we can get to know you better, we'd like for you to tell us more about yourself.  
So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course – you can always provide us your resume

PROFILE

**Incomplete applications**  
You have no incomplete applications.

**Submitted applications**

- Senior Lecturer - Criminology (Mock Position) (492282)  
Faculty of Education, Humanities & Law  
Application submitted 14 Dec 2016 at 3:35pm ACST  
Current status: Offer declined
- Senior Lecturer - Mock Position (492280)  
Faculty of Education, Humanities & Law  
Application submitted 9 Dec 2016 at 3:21pm ACST  
Current status: Application acknowledgement

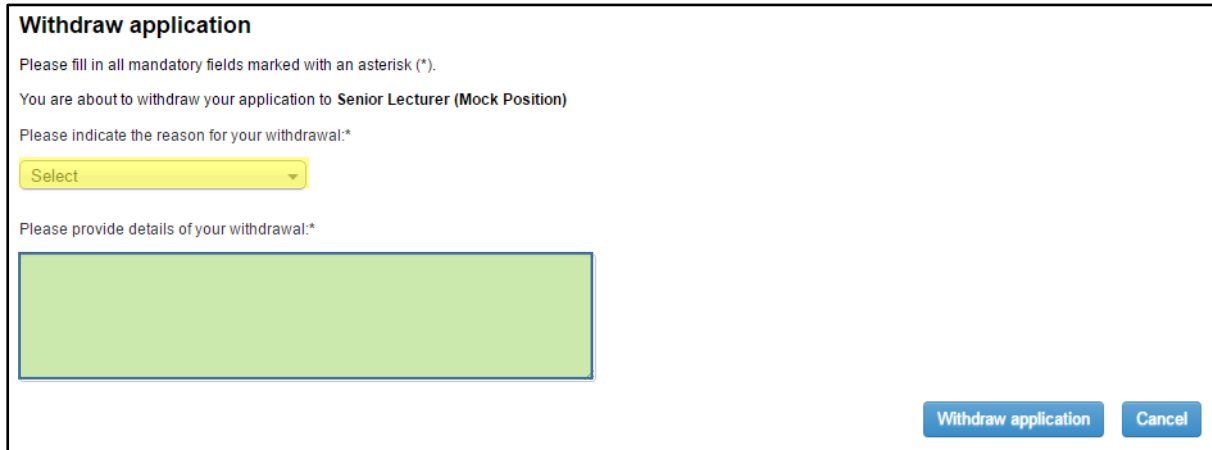
View application Update your application **Withdraw**

View application Update your application **Withdraw**

You can withdraw your application from any role, at any time, by clicking “Withdraw” appearing alongside each active application (*zoom view right*)

**Withdraw**

You will be brought to a new screen (below):



**Withdraw application**

Please fill in all mandatory fields marked with an asterisk (\*).

You are about to withdraw your application to **Senior Lecturer (Mock Position)**

Please indicate the reason for your withdrawal:\*

Select

Please provide details of your withdrawal:\*

Withdraw application Cancel

There are mandatory fields on this screen:

- provide a reason using the drop down menu (yellow highlight, image above)
- provide further details regarding your withdrawal in the free-text box (green highlight, image above)

Click “Withdraw application” to finalise this action.

You will receive an email confirming this change:

From: Recruitment@flinders.edu.au  
Sent: Wednesday, 21 December 2016 2:39 PM  
To: test.applicant@flinders.edu.au  
Subject: Confirmation of offer declined

Dear Test

This email is to confirm your decision to withdraw from the recruitment process for the position of Senior Lecturer – Mock Position.

If you have indicated that you are looking for an amendment to an offer of employment through the withdrawal process, the HR Client Services team will be in touch with updates as they become available. Please monitor your email and preferred phone number as listed in your recruitment profile to ensure you are kept updated in a timely manner.

Otherwise, Flinders University thanks you for your involvement in our recruitment process.

Kind regards

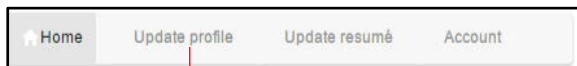
Recruitment @ Flinders  
Flinders University

## Updating your recruitment profile

As your experience, qualifications and future preferences change this information may require updating. We recommend reviewing your profile at the point of each application.

Your recruitment profile stores information including your:

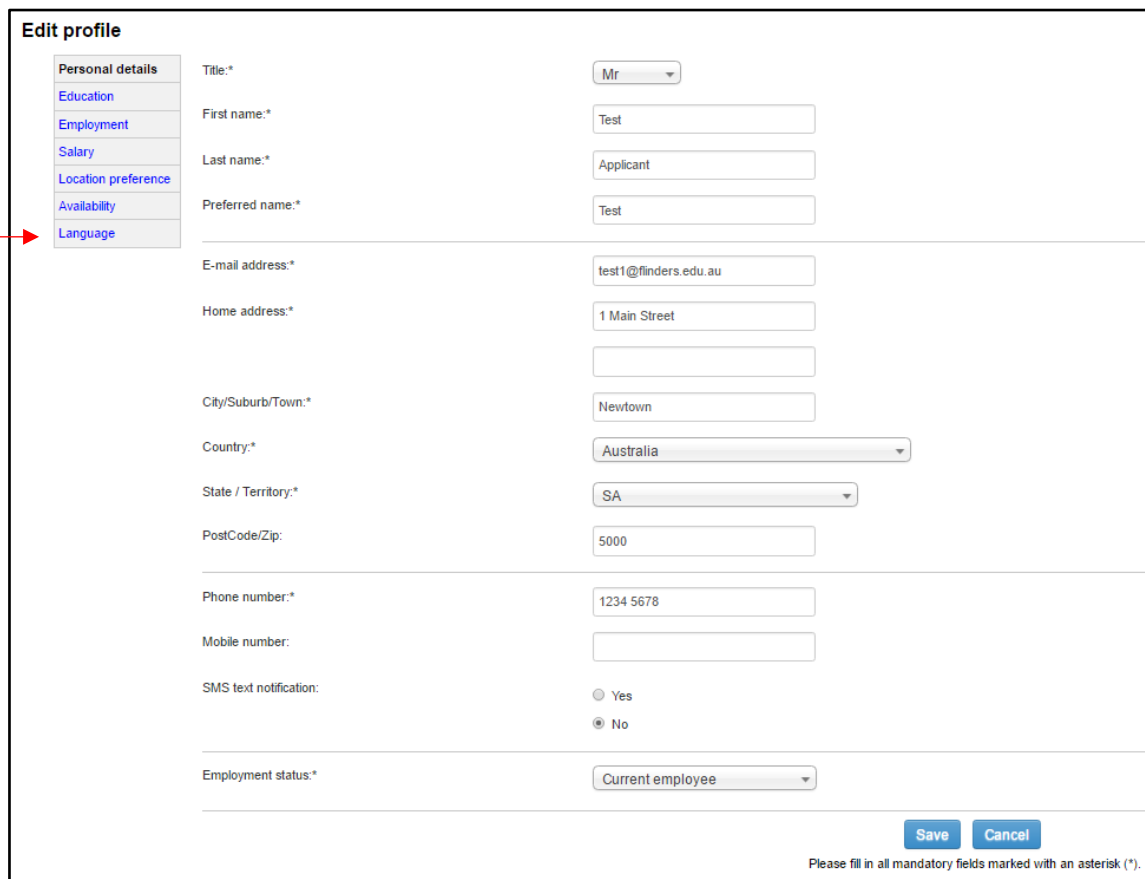
- name, address and contact details (mandatory)
- qualifications
- skills
- future working preferences (e.g. hours, locations, job type)



Click **Update profile** on the toolbar appearing at the top of your screen.

You will be brought to a new screen, containing your personal details. It will also have a navigation menu on the left hand side of the screen.

**NB** – clicking the [blue/hyperlinked](#) word(s) in this menu will take you to the corresponding page. The page you are currently viewing will appear in **Bold black** text.



**Edit profile**

**Personal details**

Title:\*

First name:\*

Last name:\*

Preferred name:\*

E-mail address:\*

Home address:\*

City/Suburb/Town:\*

Country:\*

State / Territory:\*

PostCode/Zip:

Phone number:\*

Mobile number:

SMS text notification: ☐ Yes ☒ No

Employment status:\*

Please fill in all mandatory fields marked with an asterisk (\*).

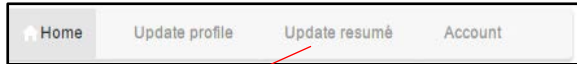
Information marked with a \* is mandatory. All other fields are optional. You are welcome to update as many or as few of these pages as you like.

**NB** – always click **Save** appearing at the bottom of each page, to store your updates.



## Updating your resumé/CV

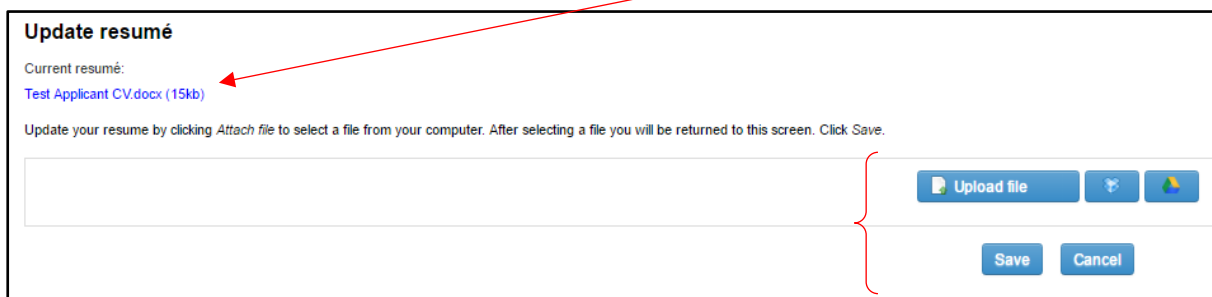
Keeping a current resumé on your recruitment profile will speed up the submission process each time you apply for a role. The system will “read” your resumé and draw your work history, qualifications and personal details into each application form.



Click **Update resumé** on the toolbar appearing on the top of your profile screen.

You will be brought to a new screen (below).

If a resumé is already loaded against your profile, it will appear as a [blue hyperlink](#). Clicking on this will open the resume for your review.



**NB** - Clicking “save” on a document you have opened from this screen will **NOT** save the changes back to your recruitment profile.

If you have a .doc or .docx file that requires changing:

- edit the document in Word (i.e. outside of the browser window)
- click “save as” and give the file a new name
- close the file

To replace your resumé (or add a new one), you have the option to upload a file from:

Your PC or hardware based storage

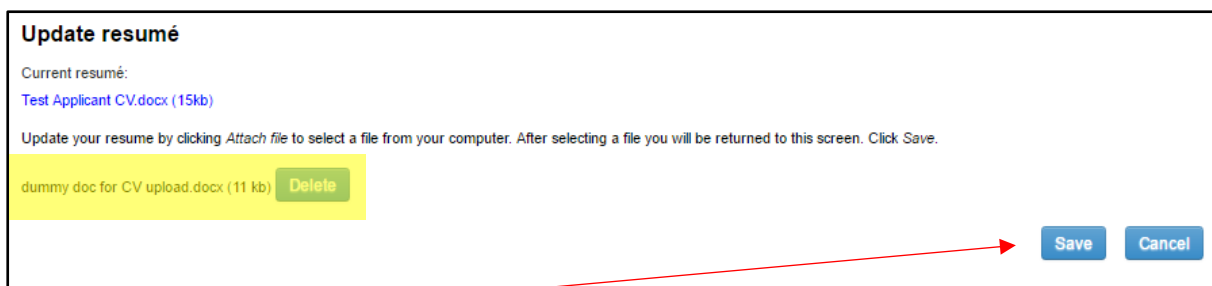
Dropbox

Google Drive



Upload your document from whichever platform is appropriate to you.

Once uploaded, your new document will appear in the area shaded yellow (below)



Click **Save** to store your new file.

You will be brought to a new screen (below) confirming your changes. Click [Back to home](#) to return to your home screen.

**Update resumé**

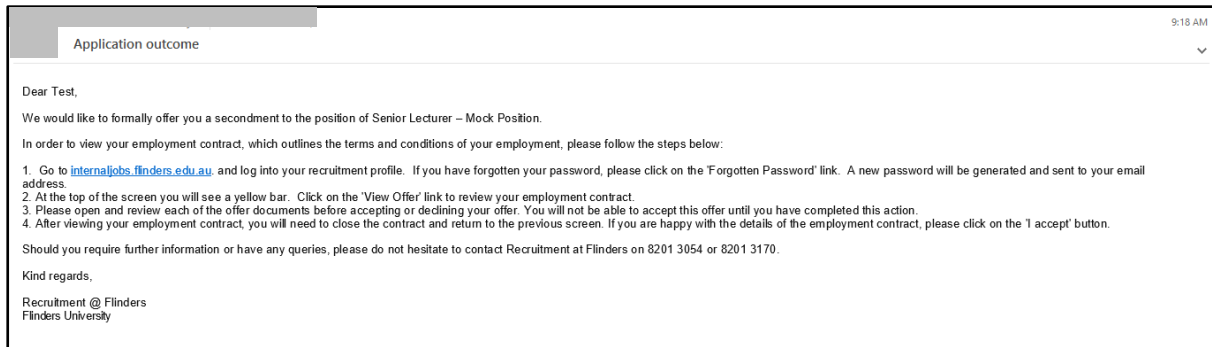
Your resume has been updated.

[Back to home](#)

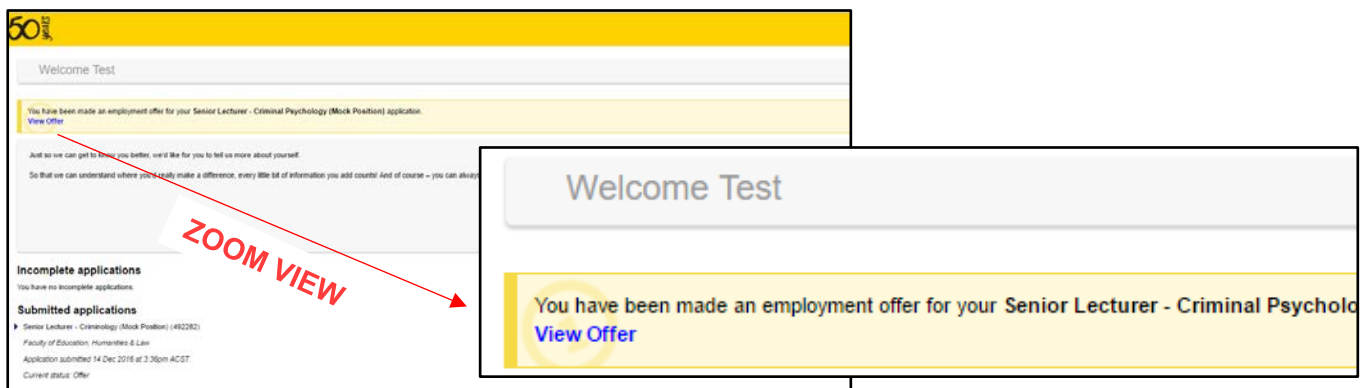
## Accepting an offer of employment

Offers of employment may be issued by the HR Client Services team within the People and Culture Division, via your recruitment profile.

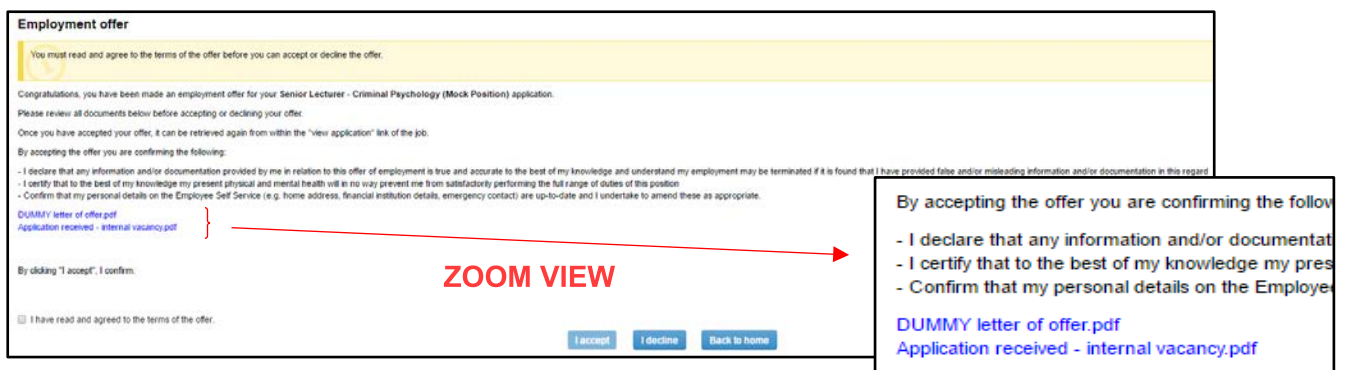
You will receive an email to your Flinders address, prompting you to log into your profile and take action against an offer:



Once logged in to your recruitment profile, note the yellow tool bar appearing at the top of the screen (below), which will include a blue hyperlink to [view offer](#) (zoom view below)



Clicking on the blue [view offer](#) hyperlink will take you to a new screen (below):



You will notice two [blue hyperlinked](#) documents in the middle of the screen (zoom view right). Your offer may contain more or less offer documents, depending on offer being presented to you.

**NB** - You must click to open and read each document, in order to accept your offer.

Once you have read each document, click the “*I have read and agree to the terms of the offer*” radio button (zoom view below).

**Employment offer**

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your 'Senior Lecturer - Criminal Psychology (Mock Position)' application.

Please review all documents below before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.

☒ I have read and agreed to the terms of the offer.

**ZOOM VIEW**

☐ I have read and agreed to the terms of the offer.

**NB** – clicking the “*I have read and agreed to the terms of the offer*” radio button makes the  button selectable. If you are unable to click this button it will be the result of one of the following:

- you have not read each of the offer documents. Try closing these open files and try again
- the “*I have read and agreed to the terms of offer*” radio button is not ticked as per the zoom view

If there are no additional documents to complete, you will automatically be returned to the home screen.

**NB** – you may be required to complete additional documents (i.e. – superannuation, novated leasing, personal history and emergency contacts). Please refer to [Completing additional offer documents](#) for more information.

## Completing additional offer documents

(e.g. – superannuation guarantee, personal history form)

If you are required to complete additional documents as part of your acceptance of offer, they will automatically appear after accepting the [letter of offer](#).

Save and jump to: [Home](#) > [17% Superannuation](#) > [Submit](#)

**17% Superannuation**

Membership of UniSuper's Defined Benefit Division or Accumulation Super (2) Account, which offers a higher rate of superannuation, is compulsory for this new position. Under this scheme, a member contributes 7% of salary, unless a lower contribution or pre-tax option is nominated, with the University contributing a further 14% of salary to either the UniSuper Defined Benefit Division or Accumulation Super (2) Account. In addition, the University contributes 3% to UniSuper's Accumulation Super (1) Account. Please note that there is an age restriction for first-time membership of the Defined Benefit Division or Accumulation Super (2) Accounts. In such cases, all contributions will be made to the Accumulation (1) Account.

Further information is available in the [Defined Benefit Division and Accumulation 2 Product Disclosure Statement](#) which also contains an application form to be completed and returned with your acceptance to HR Client Services as soon as possible.

[Continue](#) [Save and exit](#)

A [blue hyperlink](#) indicates a form that needs to be downloaded, completed, scanned and uploaded through your recruitment profile. These forms are essential to your employment, but will not preclude you from starting in your new position. You may have more than one additional form to complete.

[Continue](#)

Once you have actioned any additional forms click

You'll be taken to a new screen, which looks like this:

Save and jump to: [Home](#) > [17% Superannuation](#) > [UniSuper application form upload](#) > [Submit](#)

**UniSuper application form upload**

Please upload your completed, scanned UniSuper application form:

[Upload file](#)  
[Dropbox](#)  
[Google Drive](#)

[Continue](#) [Save and exit](#)

Upload the additional documents you have completed and scanned using one of these three options.

Click

[Continue](#)

You will be taken to a screen which looks like this:

Save and jump to: [Home](#) > [17% Superannuation](#) > [Submit](#)

**Submit form**

To complete your form, press the 'Submit' button. By submitting this form, you are confirming that all information contained in this form is correct.

[Submit](#) [Save and exit](#)

To finalise the submission of your additional offer documents, click

[Submit](#)

You will be brought to a new screen, confirming that you have completed the additional forms process:

**Submit form confirm**

Your form has been submitted.

[Back to home](#) [Close window](#)



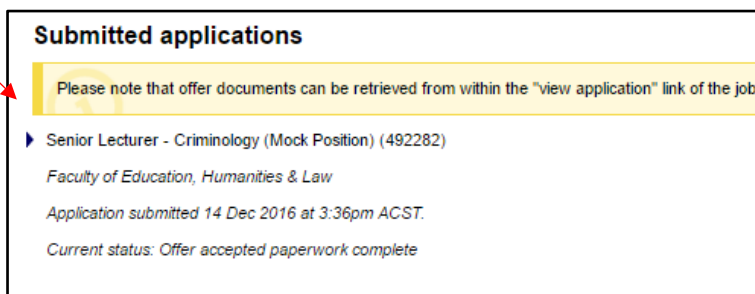
## Viewing your offer documents post-offer acceptance

Your recruitment profile will store your offer documents online after you have accepted them, and can be retrieved at any time.

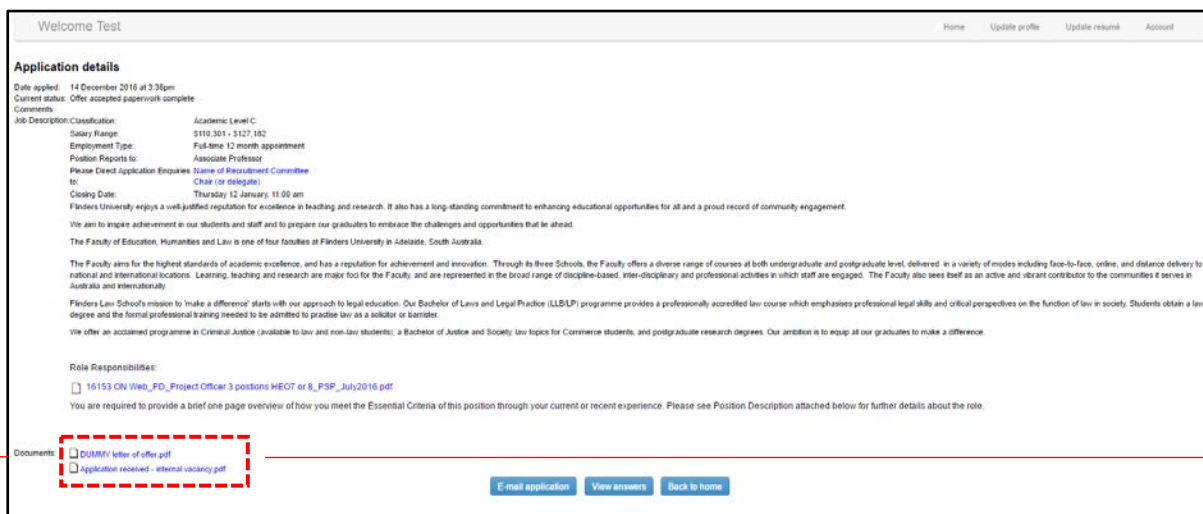
After you have accepted an offer of employment, your home screen will appear as follows:



**ZOOM VIEW**



**NB** - the yellow task bar prompts you to click the [View application](#) button. Clicking this will take you to a new screen, which looks like this:



This screen contains the details of the original advertisement and copies of the responses you provided in your application.

Importantly, your offer document(s) will appear at the bottom of the screen (dashed red box above, zoom image right).

Click on the [blue hyperlinked text](#) to view, print or download your offer documents.

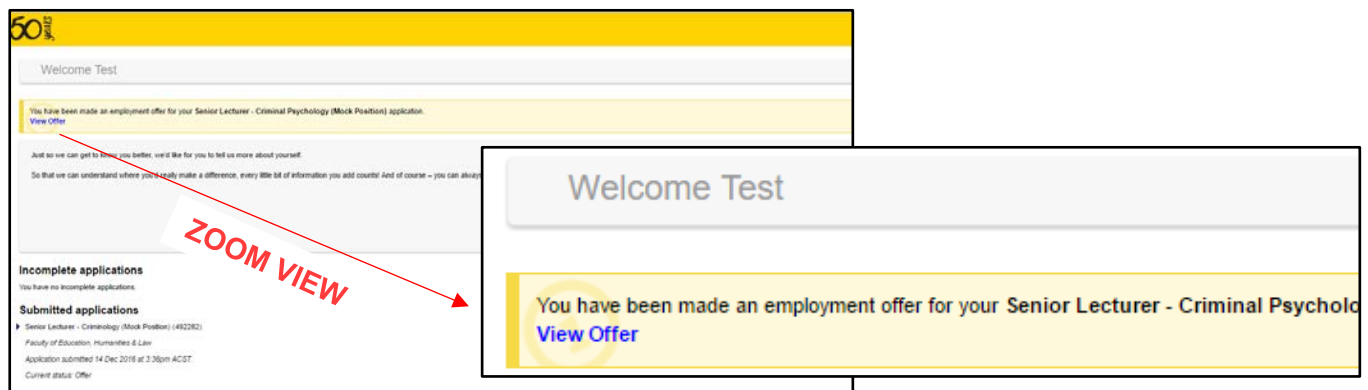
**Documents:** [DUMMY letter of offer.pdf](#)  
[Application received - internal vacancy.pdf](#)

## Declining or requesting an amendment to an offer of employment

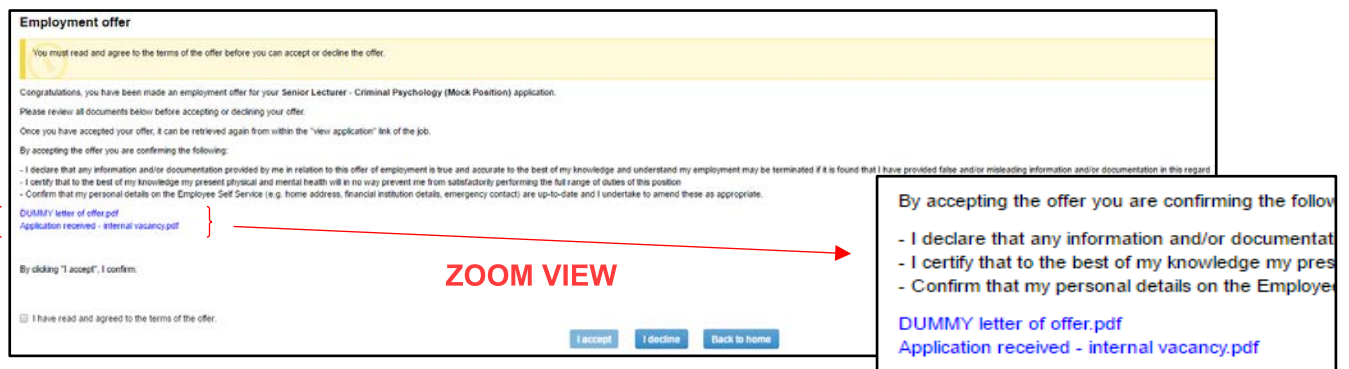
Activity surrounding an offer of employment (e.g. – issue, acceptance, decline or amendment) may be facilitated through your recruitment profile. The steps to decline or request an amendment to an offer are identical, however, the information you provide through the process will differ.

**NB** - If you have not received an offer of employment from the HR Client Services Team within the People and Culture Division and wish to withdraw from a vacancy, the procedure on how to execute this can be found in the chapter called [Withdrawing your interest in a vacancy](#).

On the home screen of your recruitment profile, note the yellow tool bar appearing at the top of the screen (below), which will include a blue hyperlink to [view offer](#) (zoom view below)



Clicking on the blue [view offer](#) hyperlink will take you to the offer screen (below):



You will notice two [blue hyperlinked](#) documents in the middle of the screen (zoom view right). Your offer may contain more or less offer documents, depending on the conditions of the offer being presented to you.

Assuming you wish to request an amendment to your offer, **OR** you wish to reject the offer comp

[I decline](#)

You will be brought to a new screen, which looks like this:

### Withdraw application

Please fill in all mandatory fields marked with an asterisk (\*).

You are about to withdraw your application to **Senior Lecturer (Mock Position)**

Please indicate the reason for your withdrawal:\*

Select ▼

Please provide details of your withdrawal:\*

Withdraw application

Cancel

There are mandatory fields on this screen marked with a \*:

- provide a reason using the drop down menu (yellow highlight, image above)
- provide further details regarding your withdrawal in the free-text box (green highlight, image above)
- if you have specific amendments or requests on what you'd like to see in your amended offer, please detail them here

Click “*Withdraw application*” to finalise this action.

You will receive an email confirming this change:

From: Recruitment@flinders.edu.au  
Sent: Wednesday, 21 December 2016 2:39 PM  
To: test.applicant@flinders.edu.au  
Subject: Confirmation of offer declined

Dear Test

This email is to confirm your decision to withdraw from the recruitment process for the position of Senior Lecturer – Mock Position.

If you have indicated that you are looking for an amendment to an offer of employment through the withdrawal process, the HR Client Services team will be in touch with updates as they become available. Please monitor your email and preferred phone number as listed in your recruitment profile to ensure you are kept updated in a timely manner.

Otherwise, Flinders University thanks you for your involvement in our recruitment process.

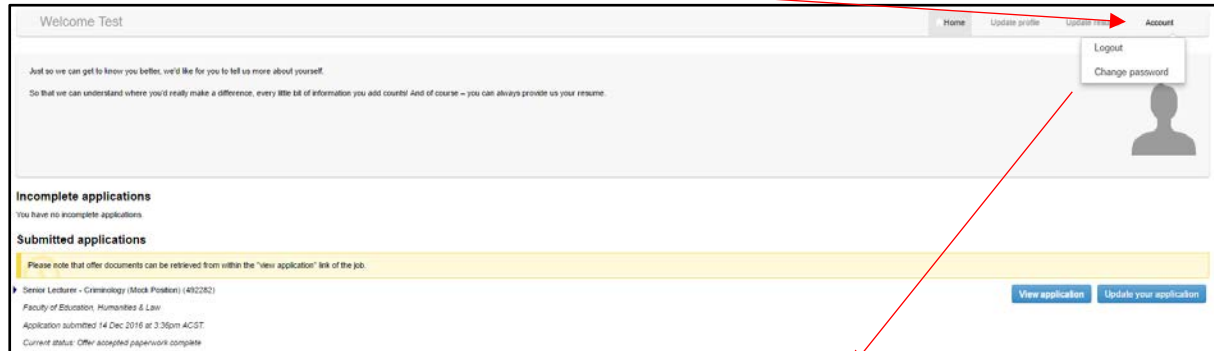
Kind regards

Recruitment @ Flinders  
Flinders University

Where your request can be met, the HR Client Services Team within the People and Culture Division will issue a new offer via your recruitment profile for your review and action. Please see [Accepting an offer of employment](#). You will be notified via email when this information is available to review.

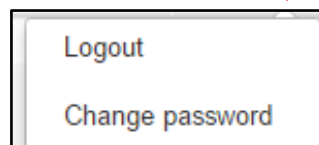
## Changing your recruitment profile password

From any recruitment profile page, you will see the grey tool bar at the top of your browser window. Click **Account**

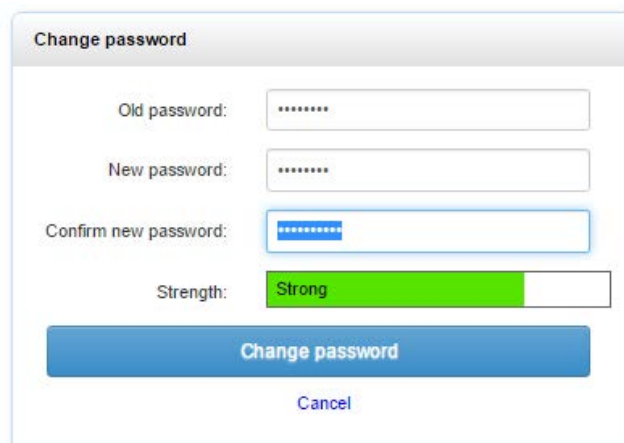


A drop down menu will appear (zoom right)

Click "Change password".



A new screen will appear, asking you to enter your existing password and to enter your new password, twice:

A screenshot of the 'Change password' form. It has a title bar that says 'Change password'. Below the title bar, there are three input fields: 'Old password:', 'New password:', and 'Confirm new password:'. Each field contains a series of dots representing masked text. Below the input fields, there is a 'Strength:' label and a green progress bar that is almost full, with the word 'Strong' written next to it. At the bottom of the form, there is a large blue button labeled 'Change password' and a smaller blue link labeled 'Cancel'.

**HINT** – a strong password will have at least six characters and contain at least one of each of the following:

- A capital letter
- A digit
- A symbol

Once you have entered your new password, click



A new screen will pop up, confirming that your password has changed. You will need to input your new password in order to re-enter your recruitment profile:

**Existing applicant login**

Your password has been successfully changed. Please log in with your new password to continue.

E-mail address:

Password:

[Don't know your password?](#)

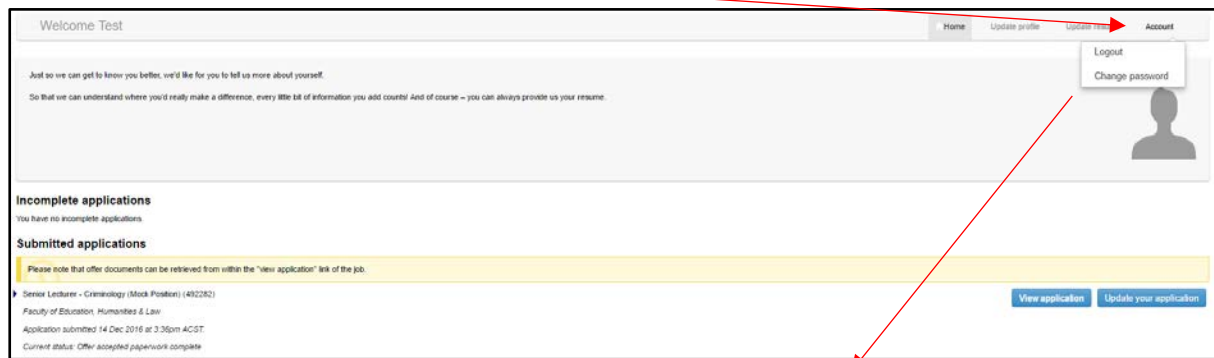
Upon entering your new password on this screen, you will be taken to your recruitment profile home screen, so that you may [log in](#) with your new password.



## Logging out

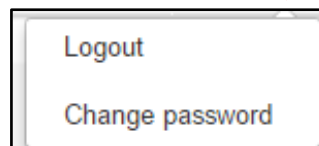
Logging out protects your safety and the privacy of your information stored on your personal profile. While your recruitment profile will “hibernate” your profile after long periods of inactivity, it is best practice to log out at the end of each session.

From any recruitment profile page, you will see the grey tool bar at the top of your browser window. Click **Account**



A drop down menu will appear (zoom right)

Click “Logout”.



A new screen will appear, confirming you have been logged out (below):

