

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 <u>employment and staffing</u> or about <u>e-recruitment</u> pages.

If you require assistance after exhausting all these resources, please contact <u>recruitment@flinders.edu.au</u>. 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 <u>>> Alert me</u> hyperlink appearing on the top right hand side of the vacancies page available at jobs@flinders (see below)

	Okta Sign in	Current students	Staff	Library	Campus map	Quick links	Search our site	୍
Flinders 5	Ostrafi	ST	TUDY	INTERNA	TIONAL	RESEARCH	ALUMNI AB	OUT CONTACT
Jobs@Flinders	Flinders	> Internal Vacancies						
Jobs @ Flinders	Interna	al Vacancies					Already Applie	d?
 Vacancies Senior appointments vacancies 	•	ions of Interest/Se sions of interests/secon		-			Update your deta progress <u>>> Logi</u>	ils, view your application and D
Professional staff vacancies	Current	opportunities						ces to have opportunities
Academic vacancies Internal vacancies	Position				Location	Closes	emailed to you <u>≥</u> Job search	<u>> Alert me</u>
Casual register	Researc Ophthalr	h Officer - Eye & Vision nology	Health.		Bedford Park	6 Feb 2017		
How to apply	Internal	Only HEO6 Part-time	(0.4 FTE). 6 month app	ointment Facul	ty of Medicine.	🔛 Work Type	
 Essential information for applicants 		and Health Sciences S					Locations 1	
+ Why work at Flinders		Officer - Science of Lear	mina		Bedford Park	2 Feb 2017	Categories	
Jobs @ Flinders email list			-	42 11			Help with this sys	stem
 Casual Employment Information 		Only HEO7 Full-time, ineering Flinders Centr						
Jobs archive	Powered by	PageUp						

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

	Okta Sign in Current students Staff Library Campus map Quick links Search our site Q
Flinders 5)ईँ study international research alumni about contact
Jobs@Flinders Jobs @ Flinders	Flinders > Internal Vacancies
- Vacancies	Internal Vacancies Already Applied?
Senior appointments vacancies	Job mail subscription Update your details, view your application and progress >> Login
Professional staff vacancies	You can create a job alert and we will send you an e-mail when a position becomes available Job Alert that matches your search criteria.
vacancies Academic vacancies	To edit your job alert details please re-enter your search criteria, this will automatically override emailed to you >> <u>Alert me</u>
Internal vacancies	your previous subscription. You can also unsubscribe from job alert. Job search
Casual register	Email address Help with this system
How to apply	address@example.com
+ Essential information for applicants	Keywords
+ Why work at Flinders	
Jobs @ Flinders email list	Vork Type
+ Casual Employment	Categories Control Con
Jobs archive	
	Back to jobs listing
	I'm not a robot
	riudoj-temis Subscribe



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 view all the category options, click the grey
To edit your job alert details please re-enter your search criteria, this will automatically overrid your previous subscription. You can also unsubscribe from job alert.	box containing a white arrow, appearing next to
	the category title (zoom below)
Email address Keywords	► D Work Type
Work Type Categories Locations	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):

	٦
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	1
Project Management & Project Support	1
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)



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





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:

	Okta Sign in Current students Staff Library Campus map	Quick links Search our site Q
Flinders 5	STUDY INTERNATIONAL RES	EARCH ALUMNI ABOUT CONTACT
Jobs@Flinders	Flinders > Internal Vacancies	
Jobs @ Flinders	Internal Vacancies	Already Applied?
- Vacancies		
Senior appointments vacancies	Oh, we will seenly on jobs like this	Update your details, view your application and progress <u>>> Login</u>
Professional staff	Job mail subscription	Job Alert
vacancies		Set your preferences to have opportunities
Academic vacancies	You can create a job alert and we will send you an e-mail when a position beco	mes available emailed to you >> Alert me
Internal vacancies	that matches your search criteria.	Job search
Casual register	To edit your job alert details please re-enter your search criteria, this will autom your previous subscription. You can also unsubscribe from job alert.	atically override Help with this system
How to apply		

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 $\geq>$ 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), 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.

	Current students	Staff	Library	Campus map	Quick link	S Search our si	ite 🔍]	
Flinders 5	Diag		STUDY	(INTERNA	TIONAL	RESEARCH	ALUMNI	ABOUT	CONTACT
Jobs@Flinders	Flinders > Inte	ernal Vaca	incies						
Jobs @ Flinders	Internal Va	acanci	es				Already A	pplied?	
+ Vacancies	Expression of	of intere	st						your application and
How to apply	No expression of	f interest (currently avail	able			progress >	> Login	
+ Essential information for applicants	Current oppo	ortunitie	es				Job searc	:h	
+ Why work at Flinders	Position				Location	Closes	Work type	,	
Jobs @ Flinders email list	Senior Lecture	er - Mock I	Position		Adelaide, Bedford Park	21 Dec 2016	Full time		
Information			1 10140			N (51	Location	5	
Jobs archive				chool Bedford Pa		culty of Education,	Adelaide		
Internal Vacancies	Senior Lecture	er - Crimin	ology (Mock F	osition)	Adelaide, Bedford Park	21 Dec 2016	Categorie	s	
		id Law Fl		nonth appointmer chool Bedford Pa		ducation,		(1) Resources (1) ion Technology ment (1) s (1)	r (1)

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.

lobs@flinders	Finders > Internal Vacancies						
Jobs () Finders	Internal Vacancies			Already Applied?			
Vacancies	Senior Lecturer - Crimit	ology (Mock Position)		Hirearry Applieur			
How to apply	Job no: 492293		Apply now	progress >> Looin			
Essential information for applicants	Work type: Full time. Part time Location: Adelaide, Bedford Pr	wk.	Charles Contractor	Job starch			
Why work at Flinders	Categories: Administration, Fir Services	ance, Human Resources, Information Te-	chno. Management				
				Work type			
Jobs @ Finders email list	Classification	Academic Level C		Part time (1)			
Casual Employment Information	Salary Range.	\$110,301 - \$127,162		Locations			
Jobs archive		Full-time 12 month		E Adelaide (2)			
Internal Vacancies	Employment Type:	appointment.		El Bedford Park (2)			
	Position Reports to:	Associate Professor		Categories			
		Name of Recruitment		Administration (2) Finance (1)			
	Please Direct Application Enguines to:	Committee Chair (or		Human Resources (1) Information Technology (1)			
		(Herecard e)		Management (1)			
	Closing Date:	Thursday 12 January, 11:00					
		an		Help with this system			
		i-justified reputation for excellence in teac to enhancing educational opportunities fi					
	We aim to inspire achievement the challenges and opportunities	n our students and staff and to prepare o that lie ahead.	ur graduates to embrace				
	The Faculty of Education, Humanities and Law is one of four faculties at Flinders University in Adetaide, South Australia.						
	schievement and innovation. Th courses at both undergraduate a face-to-face, online, and distance teaching and research are major discipline-based, inter discipline	t standards of academic excellence, and mough its three Schools, the Faculty offer and postgraduate level, delivered in a vari e delivery to national and international loc foci for the Faculty, and are represented to y and professioned activities in which state tive and vibrant contributor to the commu-	rs a diverse range of ety of modes including ations. Learning, in the broad range of 1 are engaged. The				
	Our Bachelor of Laws and Lega accredited law course which en function of law in society. Stude	o 'make a difference' starts with our appri- i Practice (LLBUP) programme provides, phasises professional legal skills and orio into obtain a law degree and the formal pr	a professionally cal perspectives on the				
	Bachelor of Justice and Society	e law as a solution or correst. me in Criminal Justice (available to law an . law topics for Commence students, and p all our graduates to make a difference.					
	Role Responsibilities.						
	10153 ON Web PD Project Officer 3 posters HEO7 or 8 PSP July2018.pdf						
	Vou are required to provide a brief one page overview of how you meet the Essential						
	Criteria of this position throug	h your current or recent experience. I or further details about the role.	Please see Position				
	Advertised: 21 Dec 2016 Cen						
	Applications close, 21 Dec 22	Statistics Stylight Time					



Clicking the Apply now

button will open a new browser window containing the following:

E-mail address:	test.applicant2@flinders.edu.au
	By continuing, you agree that you have read our Privacy Statement
	Next
New applicants:	
Be sure to type your add job application will be ser	fress correctly as communication about your nt here.
	pplied for a position with us, please use the your previous application.
	essing your application as quickly as possible. nail address upon starting your application.

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).

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 <u>privacy</u> <u>statement</u>.

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.

test1@flinders.edu.au
l
Next
ss correctly as communication about your nere. ed for a position with us, please use the ur previous application. sing your application as quickly as possible



Pre-populating your profile using your CV/resumé

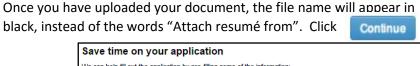
If you have **not** used this email address to apply for a role previously, you will be taken to a new screen, requesting you upload a CV/resumé OR requesting access to one of your social media accounts, in order to pre-populate some of your application fields.

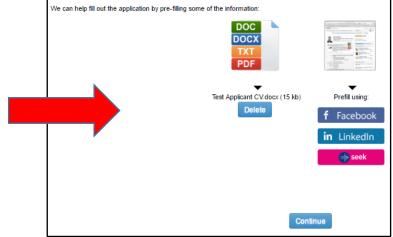
Save time on your application We can help fill out the application by pre-filling some	of the information:	
we can nep in our the appreation by pre-filling some	DOC DOCX TXT PDF	
	Attach resumé from:	Prefill using:
	Jupload file	f Facebook
	🏶 Dropbox	in LinkedIn
	A Google Drive	
	C	ontinue

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)







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).

ersonal details					
e-filling of your	applicant profile was successful!				
	Title:*	Select -			
	First name:*				
	Last name:*				
	Preferred name:*				
	E-mail address:*	test2@fiinders.edu.au			
	Home address:*	1 Main Street			
	City/Suburb/Town:*	Newtown			
	Country:*	Australia			
	State / Territory:*	SA 🔹			
	PostCode/Zip:	5000			
	Phone number:*	1234 5678			
	Mobile number:				
	SMS text notification:	Yes			
		No			
	Employment status:*	Select			
	Password:*				
	Confirm password:*				
	Password strength:	Not entered			
		Save and continue Save and exit Please fill in all mandatory fields marked with an aste			

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



Completing the application form

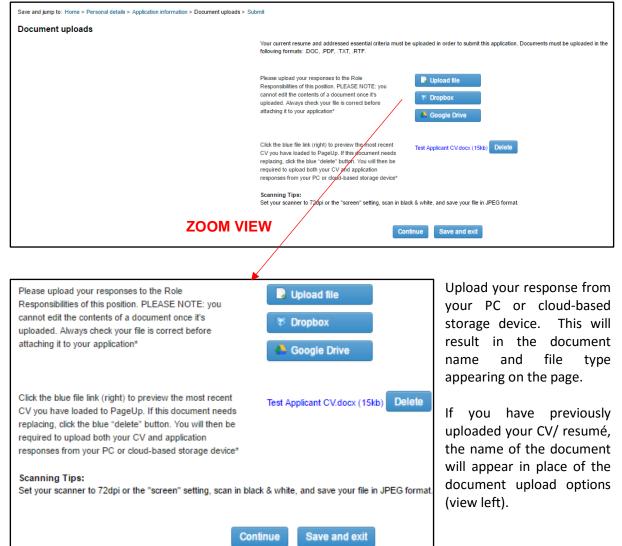
You will be brought to a new screen, asking for your response to key application questions. These questions will vary from role to role:

Save and jump to: Home > Personal details > Application information > Document uploads > Submit					
lication information	nployed during the period				
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 perio 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 $\ensuremath{^*}$ and click

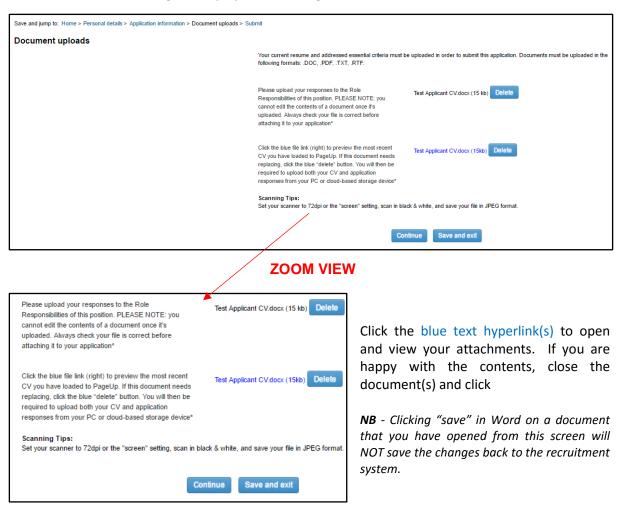
You will be asked to provide a CV/resumé and a response of **no more than three pages** addressing your suitability against the Role Responsibilities and Required Capabilities, found within the Position Description.

Continue





Your screen will then change to display the following:



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

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

Return to your recruitment profile and upload your amended document.

- a) click Delete appearing next to either of your documents
- b) 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

Submit application
Submit application
To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct. To review your application please click on the menu in the top right corner.
Submit application Save and exit

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

Submit application	3
Save and jump to:	
Home	
Personal details	
Application information	
Document uploads	
Submit	
ubmit application	
	application' button. By submitting this application, you are confirming that all information contained in thi n please click on the menu in the top right corner.
	Submit application Save and exit

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

Save and jump to: Home > Personal details > Application information > Document uploads > Submit

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	Submit application
Save and jump to: Home > Personal details > Application information > Document uploads > Submit	
Submit application	
To complete your application, press the 'Submit application' buttor. By submitting this application, you are confirming that all	information contained in this application is correct. To review your application please click on the menu in the top right corner. Submit application Save and exit



Amending incomplete mandatory questions

If you are attempting to submit an application, but have omitted a mandatory document or question, you 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 yo	u have not viewed all pages or not completed all mandatory questions.	
T	The following pages have not been viewed or the Application information Document uploads Click the above links to view these pages and to one of the pages and the pages are pag	y contain mandatory questions that need to be completed: complete any mandatory questions. Save and exit	
	 Application information Document uploads 	By clicking on the blue hyperlinks (zoom left), you will be ta specifically to the section of your application which require	

response.

completed all the mandatory sections and have successfully submitted your

Once you have completed all the mandatory sections and have successfully submitted your application, you will be taken to a new screen, confiming 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 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 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

temal Vacancies	sign interes sign interes scancies Expressi ow to apply No express seantial information for pplicants hy work at Flinders Position the de Eliders enablist	> Internal Vacancies al Vacancies ion of interest ion of interest currently available opportunities a Location re no jobs available.	Aireage Applied? Updra your details, view hour application and propries 22 Login Job s Sach Closes	Log in screen.
sk Hinders (AQs) Staff Directory About Flinders mergenong procedures Campus & locations Contact Us (O) (Phiders Learning Online) Faculties & divisions Finders Connect tudert system (student login) Courses and programs Business & industry	Ictos archive Exmension by Remarked by Remarke	Eastla		
amergency procedures Campus & Iocalizons Contad Us 1-O (Florders Learning Online) Faculties & Advisions Florders Connect Judiert System (student login) Courses and programs Business & Industry	QUICK LINKS	DIRECTORIES	CONNECT	
Semeter dates News Semeter dates News Semeter dates Service Parks Social Media Social Media you created for your recruitment profile.	Employee Self Service Parking	Campus & locations Faculties & divisions Courses and programs	Contract Us Finders Connect Business & Industry Griving to Finders Jobs & Finders News Events	Enter your email address and the password you created for your recruitment profile. (For internal staff, we recommend using your

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):

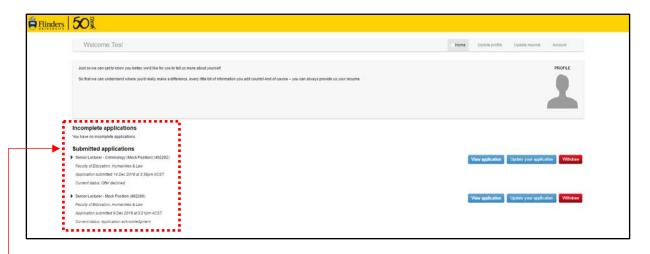
ders	50%				
	Welcome Test	Home	Update profile	Upitate resumé	Account
	Just so we can get to know you better, wild like for you to tell us more about yourself.				PROFILE
	So that we can understand where you'd really make a difference, every 186 bit of information you add countol And of course – you can always provide us your resume.				1
	ncomplete applications				
5	Submitted applications				
	Senior Lecturer - Criminology (Mock Position) (492282)	1	View application	Update your applica	ation Withdraw
	Faculty of Education, Humanities & Law				
	Application submitted 14 Dec 2016 at 3.36pm ACST.				
	Current status: Other declined				
	Senior Lecturer - Mock Position (492280)		View empiration	Update your application	Withdraw
	Packity of Education, Humanities & Law	,	Contraction of the		
	Application submitted 9 Dec 2016 at 312 tpm ACST				
	Current status: Application acknowledgment				



Navigating your recruitment profile

The home screen

Once you have logged in (see previous chapter on <u>logging in</u>), 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 ^{• Home} i 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 Complete application to update and submit your application. Refer to Updating an existing application/finalising an incomplete application for instructions on this process.

Incomplete applications

 Disney Director (492285)
 Faculty of Social and Behavioural Sciences

Complete application Withdraw

Home Update profile Update resumé

Incomplete applications

You have no incomplete applications

Faculty of Education, Humanities & Law Application submitted 14 Dec 2016 at 3:36pm ACST.

Senior Lecturer - Mock Position (492280)

Faculty of Education, Humanities & Law Application submitted 9 Dec 2016 at 3:21pm ACST.

Current status: Application acknowledgment

Current status: Offer declined

Senior Lecturer - Criminology (Mock Position) (492282)



Update profile -

Home Update profile

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

each process.

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

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	Updata 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.

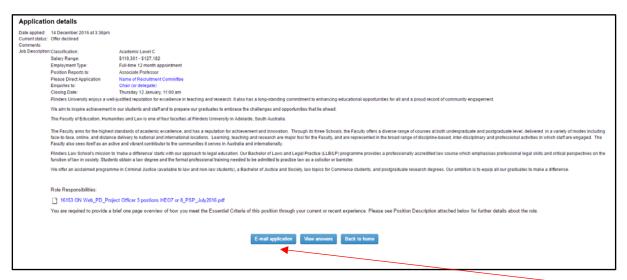


Viewing an existing application

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.

Welcome Test		Home Update profile	
Just so we can get to know you better, we'd like for you to tell us more about yourself.			PROFILE
So that we can understand where you'd really make a difference, every little bit of information	ton you add countol And of course - you can always provide us your resume		
Incomplete applications			
You have so incomplete applications.			
Submitted applications			
Senior Lecturer - Criminology (Mock Position) (492282)		View application	Update your application Withdraw
Faculty of Education, Humanities & Law			Charles and the fact and the second s
Application autimitied 14 Dec 2016 at 3:36pm ACST			
Current status: Offer declined			
Senior Lecturer - Mock Position (492280)		View application	Update your application Withdraw
Pacuity of Education, Humanities & Law		Edushcensus	Charlent Andreamann
Application submitted 9 Dec 2016 at 3/21pm ACST			
Current status: Application acknowledgment			

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

Jana Baratan Barat	Pictors Bree Downs-Woolley iobapplications@flinders.edu.au <jobapplications-809@mail.pageuppeople.com> Bree Downs-Woolley copy of application Copy of application Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</jobapplications-809@mail.pageuppeople.com>	2:2
	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 a employed during the period the vacancy is advertised.	are
	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)

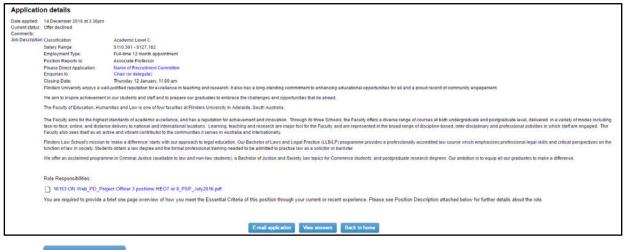
2:27 PI

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 <u>Updating an existing application</u> 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.



Click View answers

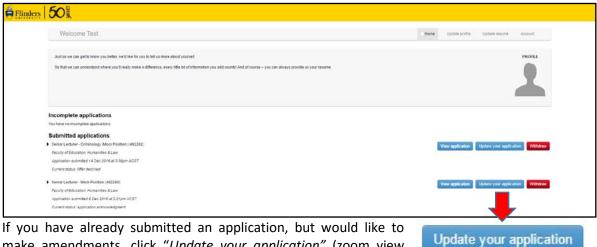
You will be brought to a new screen, displaying the same information that is presented in the "*Email application*" feature. Click Back to return to the Home screen.

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 Filnders University Employees including casual employees v	who have worked at the University in the six months prior to the closing	date of the position an	d are employed durin	ig the period the vaca	ncy 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 thi	is 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 upload	ded 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 documen Test Applicant CV.docx (15kb)	nt once its uploaded. Always check your file is correct before attaching it to you	ut application			
Click the blue file link (right) to preview the most recent CV you have loaded to PageUp. If this document needs replacing, click the blu Test Applicant CV.docx (15kb)	ue "delete" button. You will then be required to upload both your CV and applic	ation responses from yo	ur PC or cloud-based	storage device	
Scanning Tips: Set your scanner to 72 dpi or the "screen" setting, scan in black & while, and save your file in JPEG format.					



Updating an existing application/finalising an incomplete application

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



make amendments, click "Update your application" (zoom view right)

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):

Flinders	50			
	Save and jump to: Home > Application information > Document uploads > U	pdate		
	Application information			
		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 this position through your current or recent experience.	f how you meet the Role Responsibilities and Essential Criteria of	
			Continue Submit	

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:



Flinders 50 S		
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 unload your responses to the Role	Click the blue text hype	rlink(s) to open and



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

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

Return to your recruitment profile and upload your amended document. a) click Delete appearing next to either of your hyperlinked documents b) 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:

Flinders	50 Sta
	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, you 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	
By clicking on the blue hyperlinks (zoom left), you will be	taker

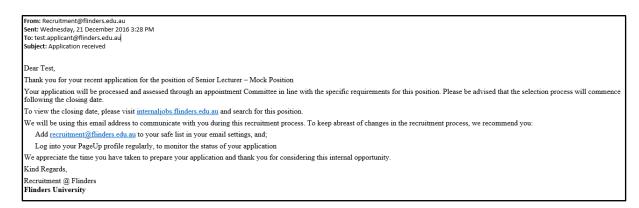
Application information
 Document uploads

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:

Flinders	503		
	Application updated		
	Your application has been updated.		
		Back to home	Close window

You will also receive an email confirming this:





Withdrawing your interest in a vacancy

Welcome Test	Home Updale profile Updale resumé Account
Just to we can get to know you better, wild like for you to tell us more about yourset.	PROFILE
So that we can understand where you'd really make a difference, every little bit of information you add countsi-And of course – you can always provide us your resume	
Incomplete applications	
Tou have so incomplete applications	
Submitted applications	
	View application Update your application Withdraw
Senior Lecturer - Criminology (Mock Position) (492282)	
SeniorLecture - Criminology (Mock Position)(492282) Faculty of Education, Humanities & Law	
Faculty of Education, Humanities & Law	
Facult of Education, Humanites & Law Application submitted 14 Dec 2016 at 3 36pm 4CGT.	Vere sestiviter
Fleculy of Education, Humanbea & Law Application submitted + C.Dec 2016 at 3 36pm ACST Current status: Other declined	View application Updale your opplication Vehiclaw

Withdraw

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

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:

- a) provide a reason using the drop down menu (yellow highlight, image above)
- b) 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)

Home	• Update profile	Update resumé	Account
Click	Update profile	on the to	olbar 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.

Personal d	etails Title:*	Mr 💌
Education		
Employmen	First name:*	Test
Salary	Last name:*	Applicant
Location pre	ference	
Availability	Preferred name:*	Test
Language		
	E-mail address:*	test1@fiinders.edu.au
	Home address:*	
	Tome address.	1 Main Street
	City/Suburb/Town:*	Newtown
	Country:*	Australia
		Ausuana
	State / Territory:*	SA 🔹
	PostCode/Zip:	5000
		5000
	Phone number:*	4004 5070
	r none number.	1234 5678
	Mobile number:	
	CMC hash and Franking	
	SMS text notification:	Yes
		No
	Employment status:*	
	Employment status."	Current employee *
		Danie Connect
		Save Cancel Please fill in all mandatory fields marked with

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.

Home	Update profile	Update resumé	Account	

Click Update resume 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.

Update resumé		
Current resumé: Test Applicant CV.docx (15kb)		
Update your resume by clicking Attach file to select a file from your computer. After selecting a file you will be returned to this screen. Click Save.		
	🔓 Upload file 🛛 😵 🍐	
	Save Cancel	

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:

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



Upload file

Upload your document from whichever platform is appropriate to you. Once uploaded, your new document will appear in the area shaded yellow (below)

Update resumé
Current resumé: Test Applicant CV.docx (15kb)
Update your resume by clicking Attach file to select a file from your computer. After selecting a file you will be returned to this screen. Click Save.
dummy doc for CV upload.docx (11 kb) Delete
Save Cancel

Save to store your new file. Click



You will be brought to a new screen (below) confirming your changes.	Click	Back to home	to return to
your home screen.			
		$\langle \rangle$	

Back to home

Update resumé Your resume has been updated.





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:

	9:18 AM
Application outcome	~
Dear Test,	
We would like to formally offer you a secondment to the position of Senior Lecturer – Mock Position.	
In order to view your employment contract, which outlines the terms and conditions of your employment, please follow the steps below:	
 Go to <u>internalipols.finders edu au</u>, and log into your recruitment profile. If you have forgotten your password, please click on the "Forgotten Password" link. A new password will be generated and sent to your email address. At the top of the screen you will see a yellow bar. Click on the "View Offer' link to review your employment contract. Rease open and review each of the offer documents before accepting or declining your offer. You will not be able to accept this offer until you have completed this action. Atter viewing your employment contract, please click on the "a ccept" button. 	
Should you require further information or have any queries, please do not hesitate to contact Recruitment at Flinders on 8201 3054 or 8201 3170.	
Kind regards,	
Recruitment @ Filinders Filinders University	

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)

50 ³⁸⁶		
Welcome Test		
You have been made an employment offer for your Senior Lecturer - Criminal Psychology (Mock Position) application. View Offer		
And to see can get to Brougen befler, we'l like for you to the so more about yourseff. So that we can understand where yob scruby make a difference, every little bit of information you add countril And of course -	Welcome Test	
Incomplete applications Violate as accepted agalations Submitted applications	You have been made an employm	ent offer for your Senior Lecturer - Criminal Psycholo
Senica Lexinare - Caimaniago (Mola Pentiou) (492382) Finally of Education - Harmaniter & Law Application Januarion 14 Dec 2016 at 3 3(pn ACST Current attack: Offer	View Offer	

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

Employment offer				7
You must read and agree to the terms of the offer before you can accept	it or decline the offer.			
Congratulations, you have been made an employment offer for your Senio	r 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	a "view application" link of the job.			
By accepting the offer you are confirming the following:				
- I certify that to the best of my knowledge my present physical and mental	ation to this offer of employment is true and accurate to the best of my knowledge and understand my employment may be terr health will a no way prevent me from satisfactory performing the full range of duties of this position address, franciscul institution details, emergency control are up-to-date and I understate to amend these as appropriate.		te and/or misleading information and/or documentation in this regard	
DUMMV letter of offer.pdf Application received - internal vacancy.pdf		-		2
By cloking "I accept", I confirm.	ZOOM VIEW	- I cer	clare that any information and/ tify that to the best of my know firm that my personal details o	ledge my pre
I have read and agreed to the terms of the offer.	laccept I decline Back to home		MY letter of offer.pdf ation received - internal vacan	cy.pdf

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).

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 accept
Ihave read and agreed to the terms of the offer.	Taccept I decline Back to home	

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

- a) you have not read each of the offer documents. Try closing these open files and try again
- b) 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 <u>Completing additional offer documents</u> 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 <u>letter of offer</u>.

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 truther 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 a possible.
	Continue Save and exit

A blue hyperlink indicates a form that needs to be dowloaded, 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.

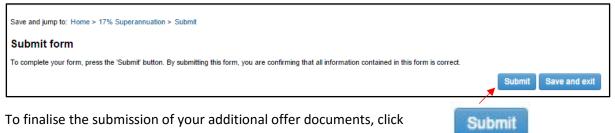
Once you have actioned any additional forms click

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

Pearse aplead year completed, scarred UrdSaper application tom ²	Serv and jump fit: Home > 17% Superamation > UniSuper application form upload > Submit UniSuper application form upload	i -		Upload the additional
			8' Dropbos Scogle Dime	have completed and scanned using one of these three

Click

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



Continue

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

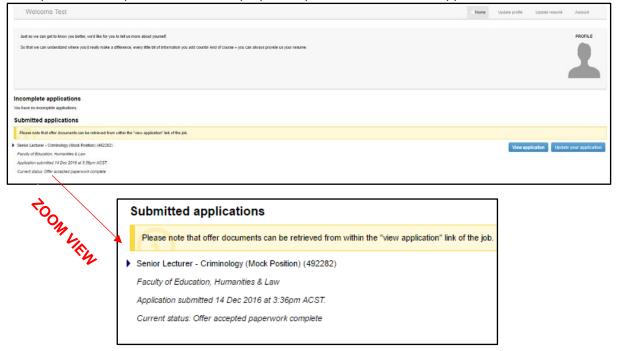




Viewing your offer documents post-offer acceptance

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:



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:

Hange 110:2 Hange 210:2 Potent Applications Results Name Cara potent Applications Results Name Cara potent Applications Results Name Cara potent Name and Potential Statistics Applications Learn to some and Potential Controls and and the Applications Learn to and the Applications Learn and the Applications Learn and the Applications Learn to an Applications Learn to an Applications Learn Mill Velocity of Applications Controls Applications Peecen contains Peecen contains	tar (or despace) watery 12 January, 1150 am dirightation for existence in backeting und research. The dirightation for existence in the program on gravitatives to ren tative of apparent or gravitational terms University in lands of apparent or gravitational terms of the program tative of apparent or gravitational terms of the pro- tein of the program of the program of the program terms of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- tein of the program of the program of the pro- sent of the program of the pro- tein of the program of the pro- tein of the program of the pro- tein of the program of the pro- sent of the pro- tein of the pro	nbrace the challenges are in Adelaide, South Austra r achievement and innova r active, and are represen- don. Our Bachelor of Law fair or barrister. NII, a Bachelor of Justice a df	of opportunities that is alread, also, denote the solution of the solution of the solution end in the broad range of disciple-base and Society, law topics for Commerce and Society, law topics for Commerce ostillon through your current or reco	tal appartunkes for all and a proud record of community angagement. "souly offers a diverse range of courses all both underproduced and poolgraduate level, detivered in a variety of moders including face-to-face, online, and distance detiver seed, mind-displanary and professional activities in which staff are encycled. The Faculty also seed bed as an active and situant contributor to the communities it serve a enrice providers a professionally according due course which emphasives professional legal able and official perspectives on the function of leve in society. Students detains a students, and postgraduate research degrees. Our ambition is to expip all our graduates to make a difference. ent experience. Please see Position Description attached below for further details about-the note.
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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 <u>Withdrawing your interest in a vacancy</u>.

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)

50%		
Welcome Test		
Vite Toke been made an enginyment offer for your Senior Lecturer - Creminal Psychology (Mock Position) application.		
Just to see can get to Dear par hellers, one'l file for you to this on more allost promet. So that we can understand where profile and wake a difference, every like bit of information you ald counter field of course – you can always	Welcome Test	
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Submitted applications 5 Servic Instance - Commonlog (MooDII (#2012)) Faculty of Execution Homemateria Law Application admined 14 Dec 2019 at 3 36on 4/057	View Offer	ent offer for your Senior Lecturer - Criminal Psycholo
Current status: Offer		

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

Employment offer		
You must read and agree to the terms of the offer before you can accept or	r decline the offer.	
Congratulations, you have been made an employment offer for your Senior Le	ecturer - 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 "vi	view application" link of the job.	
By accepting the offer you are confirming the following:		
- I certify that to the best of my knowledge my present physical and mental heat	on to this dire of employment is true and accruate to the best of my knowledge and understand my employment may be terminate alth will is no way prevent me from salarlactority performing the full range of duties of this position alth will in no way prevent me from salarlactority performing the full range of duties of this position doesn, financial institution details, emergency contact) are up-to-date and Lundertaile to amend these as appropriate.	By accepting the offer you are confirming the follo
By skiking "I accept", I confirm.	ZOOM VIEW	I certify that to the best of my knowledge my pr Confirm that my personal details on the Employ
I have read and agreed to the terms of the offer.	liaccept I docline Back to home	DUMMY letter of offer.pdf Application received - internal vacancy.pdf

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

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



14/:41-	-l		1	
vvitn	draw	app	ca	lion

tion Cancel

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

- a) provide a reason using the drop down menu (yellow highlight, image above)
- b) provide further details regarding your withdrawal in the free-text box (green highlight, image above)
- c) if you have specific amendments or requests on what you'd liketo 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 <u>Accepting</u> 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

Welcome Test		Home Update profile Update reso Account
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Please note that offer documents can be retrieved from within the "view application" link of the job.		
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A drop down menu will appear (zoom right)	Logout	
Click "Change password".	Change password	

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

Old password:	
New password:	
Confirm new password:	
Strength:	Strong
c	hange password

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

Change password



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:

Your password has been your new password to co	successfully changed. Please log in with ntinue.
E-mail address:	test2@flinders.edu.au
-	-
Password:	

Upon entering your new password on this screen, you will be taken to your recruitment profile home screen, so that you may <u>log in</u> 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

Welcome Test	Home Update profile Update transport
Just are can get to been you befor, we'd like for you to tell us more about yourself. So that we can understand where you'd really make a difference, every litte bit of information you add countel And of counter – you can always provide us you	resure.
Incomplete applications You have no incomplete applications Submitted applications	
Please note that offer documents can be retrieved from within the "new application" link of the job. Senior Lethurer - Criminology (Mock Posteion) (482202) Ploudy of Education, Humanised & Law Application submitted 14 Dec 2016 at 3 John ACGST. Current that is offer application applice	View application Update your application
A drop down menu will appear (zoom right) Click "Logout".	Logout Change password

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

503	
Successfully logged out	
You have successfully logged out of the application system.	Close window