Recruitment Applicant Support Guide

VERSION	DATE	STATUS	CONTRIBUTOR/S
0.1	07/01/2022	Draft	Daniella Doherty
0.2	07/01/2022	Review & Update	Kya Simpson
1.0	08/01/2022	Publish	Kya Simpson

Contents

1. Accessing the ACU Applicant Portal

If you have searched for and found a vacancy of interest at ACU, click the **Apply** button.
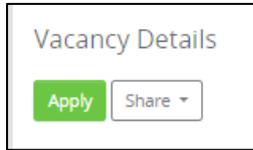
You will be prompted to sign into the ACU applicant portal.

1.1 Staff Member Access

Current ACU Staff can click on the **Sign in Via Self-Service** (Staff Connect) button to apply for a position.
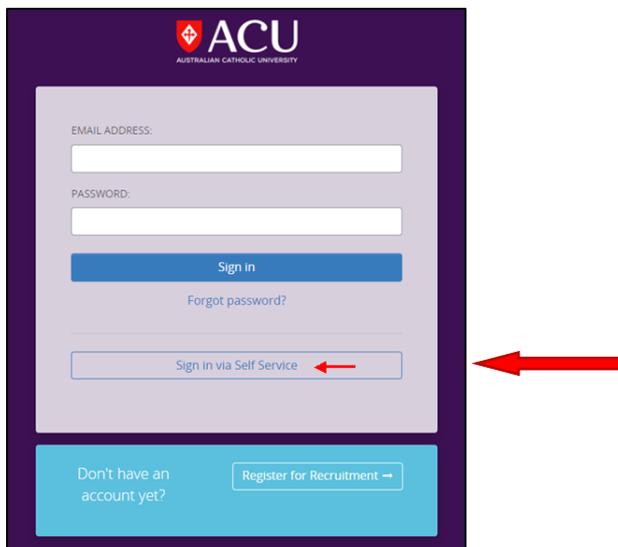
Login to Staff Connect and click on the *Talent > Careers at ACU* menu to view current vacancies, set up job alerts and apply for advertised positions.

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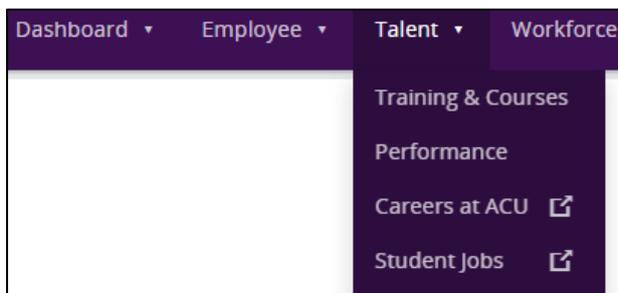
1.2 Returning Applicant Access

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

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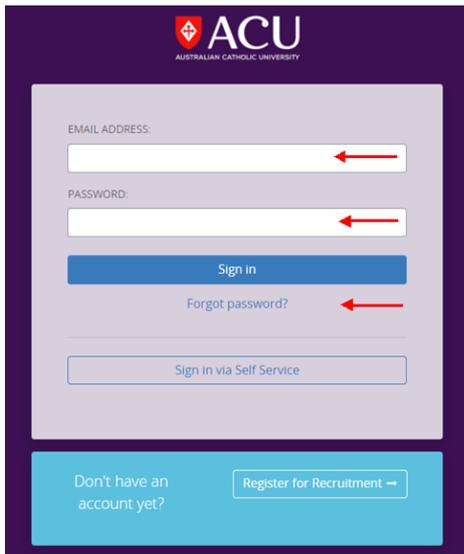
1.3 New Applicant Access

If you are not a staff member and have not previously registered for access to the ACU Applicant portal, click on the **Register for Recruitment** button to set up a profile.
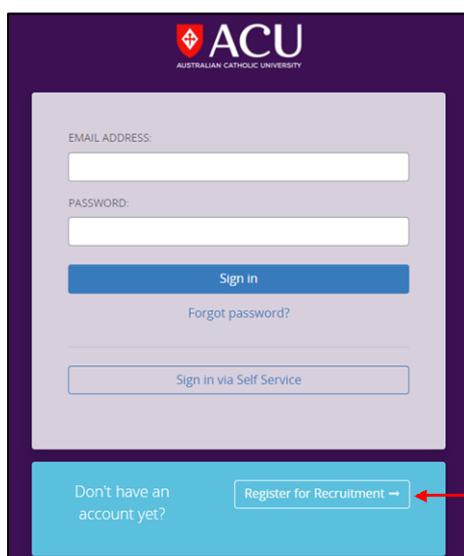
The Create Account Privacy Statement appears in the first instance when clicking the Register for Recruitment button. This must be reviewed, and the **Accept & Continue** button at the bottom of the page must be clicked to commence creating a ACU applicant profile.

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

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

Once all details are filled out and the continue button has been clicked, the below notice will appear on screen advising you to sign into your email account and click on a confirmation link to complete setup.
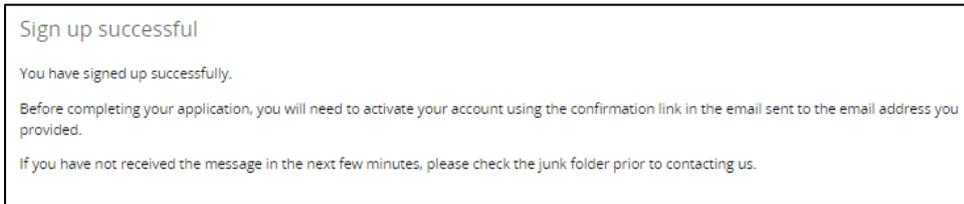
The email confirmation will appear in the as per the below. Please check Junk Mail and Spam if an email message is not received in ten minutes.
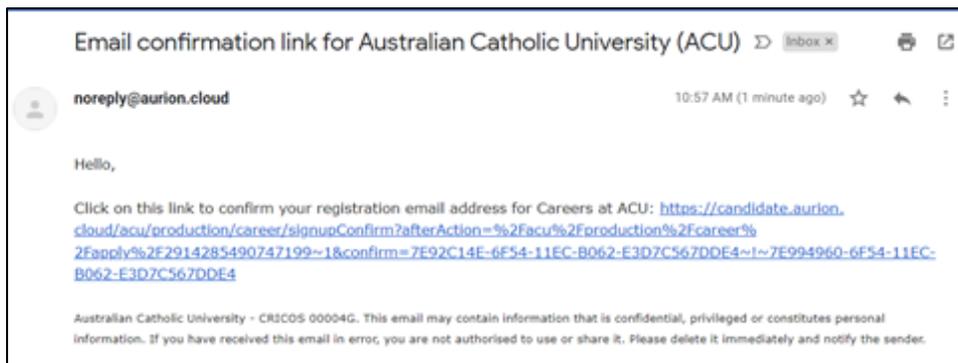
Click on the link to confirm the setup and registration. the below notification appears.
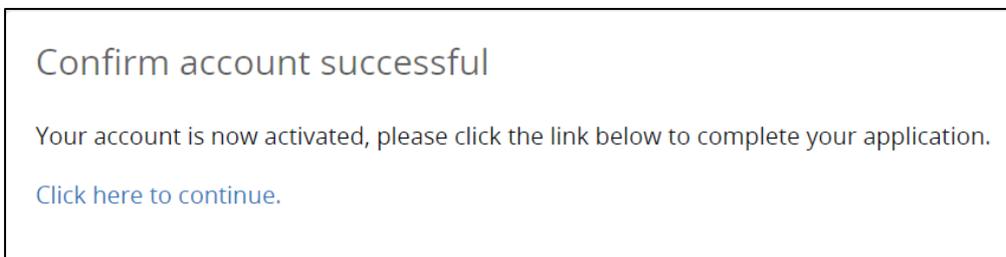
Once the **Click here to continue** link is clicked. The link directs the applicant into the application process for the position they clicked on to apply for.

2. Application Screens and Submission

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

2.1 Begin Application
Begin application provides an overview and instructions about the application process.
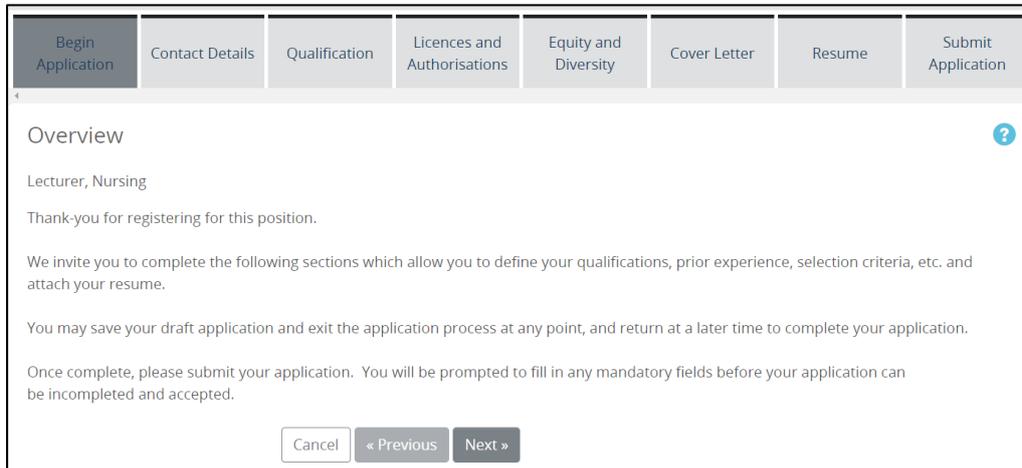
2.2 Contact Details
Please outline all required contact details. Those marked with red are mandatory fields to submit your application.
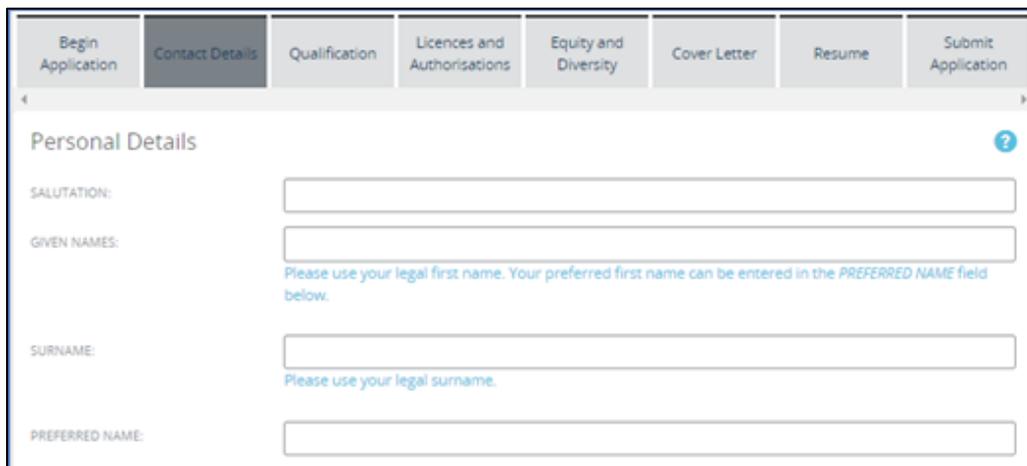
2.3 Qualification

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

2.4 Licences and Authorisations

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

2.5 Equity and Diversity

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

2.6 Declaration and Criteria

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

2.7 Cover Letter

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

2.8 Resume

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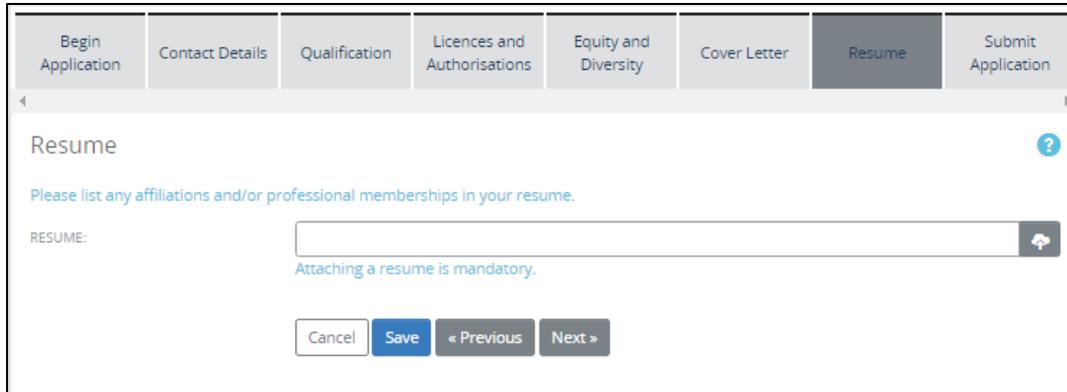
2.9 Submit Application

To submit the application the applicant is required to click on the submit button and all required mandatory fields must be completed.
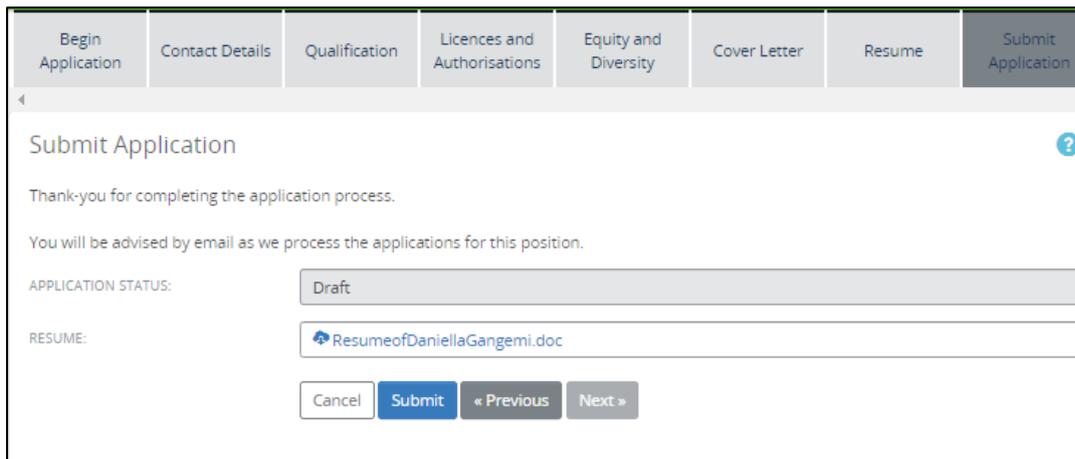
3. Sign out and Applicant Profile Settings

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

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

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