



University
of Glasgow

People & Organisational
Development

Applicant Guide



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1. Introduction

The purpose of this guidance document is to help you with any queries that you may have regarding the online application process. All applications must be submitted using the online application system. You will need to register your details and submit a CV and cover letter. If you cannot find an answer to your query within this document, or require further assistance, please contact the Recruitment Team at recruitment@glasgow.ac.uk (office hours: Monday–Friday 09.00–17.00).

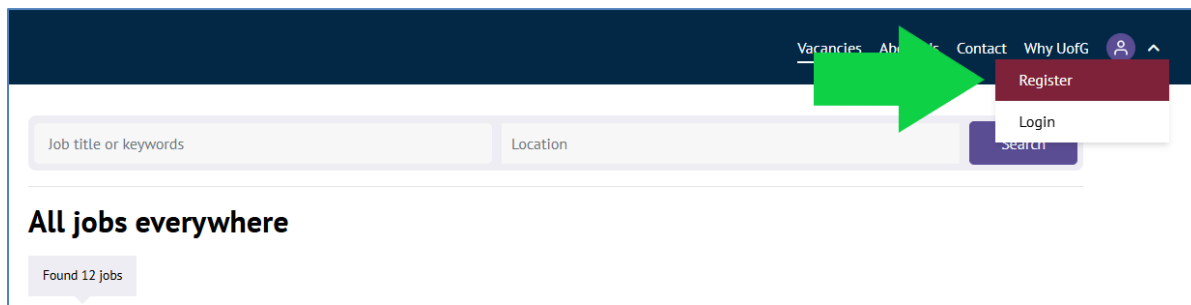
All vacancies are available until 23:45 UK time on the day the vacancy closes.

The Jobs at UofG website can be accessed at <https://www.jobs.gla.ac.uk/>. All current vacancies will be listed on our website. From this link, you can search and apply for vacancies and register for email job alerts based on a criteria of your choosing. Please read on for further information.

Please note that the Jobs at UofG website was launched on 7th January 2025. If you had an account on our previous jobs portal, please be advised that you will need to register an account on the Jobs at UofG website, as previous accounts won't have been transferred over. If you are an internal candidate, you must register an account using your UofG email address.

2. How to register

It is necessary to register your details on the University's jobs website in order to apply for vacancies. Please note that all applicants must register an account when applying for the first time. If you have not previously registered your details on the website, click on **Register** (under the **My Account Menu** in the **Navigation Bar** in the upper right-hand corner).



Input your personal details and create a suitable password. Passwords must have at least 10 characters with at least one capital letter, at least one lower case letter, at least one number, and one special character.

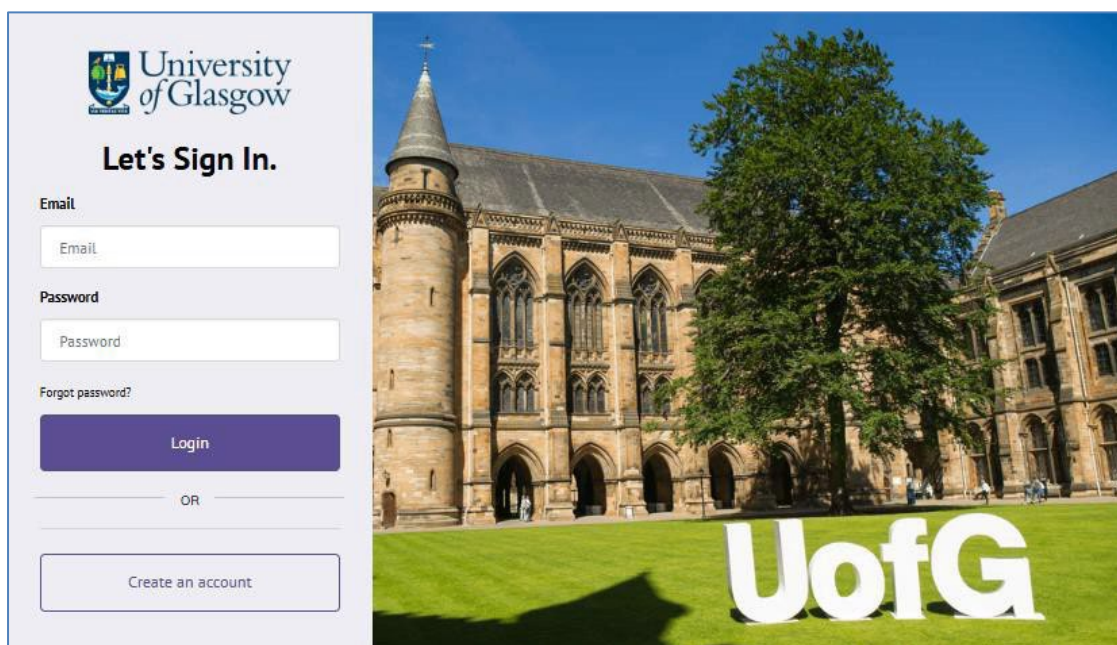
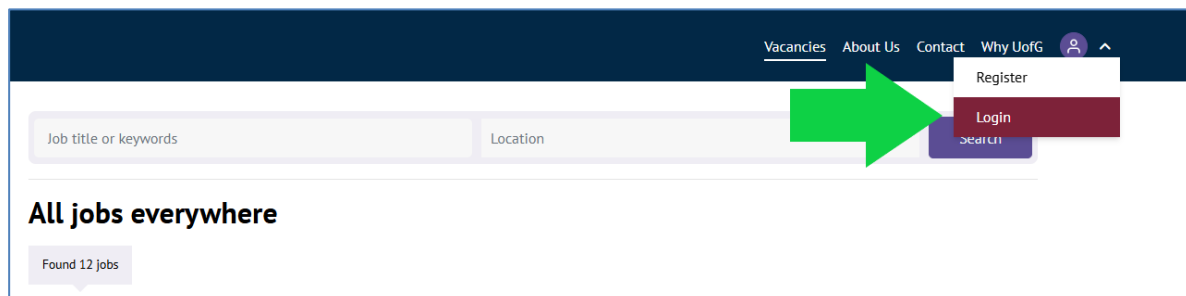
Please note, if you are an internal candidate, you must register using your UoG email address.

By registering, you agree to the Terms and Conditions, which can be found by clicking on the link.

A screenshot of the University of Glasgow 'Register with us' form. The form is on the left, and a background image of the university building is on the right. The form has the following fields: 'Title' (dropdown), 'First Name' (text), 'Known As' (text), 'Last Name' (text), 'Email' (text), 'Password' (text), and 'Password Confirmation' (text). Below the form, there are checkboxes for 'By registering you agree to the Privacy Notice' and 'By registering you agree to the Terms and Conditions'. At the bottom of the form is a 'Register' button and a 'Let's Sign In.' link. The background image shows a large, historic building with many windows and a large tree in front of it. The 'UofG' logo is overlaid on the bottom right of the image.

3. How to log in if you have already registered

Select **Login** from the **My Account Menu** located in the upper right-hand corner and then enter your email address and password in the next screen.

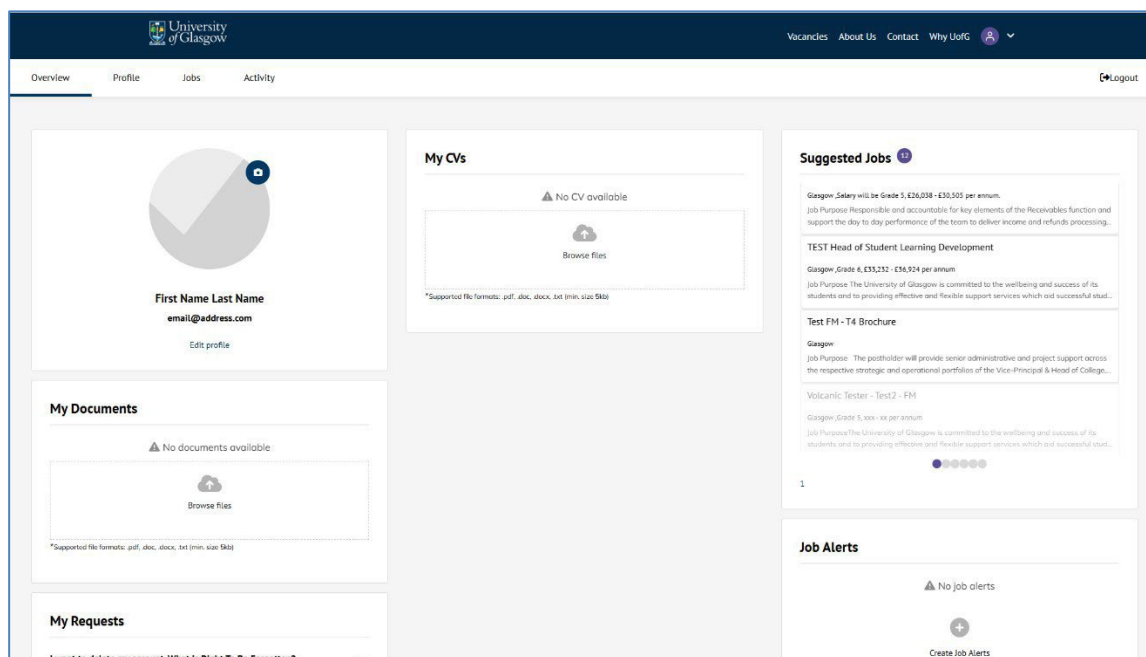


The function to log back in will be available at any time via the **My Account Menu** in the upper right-hand corner – for example, when browsing through vacancies – and you can therefore choose to log in when it is appropriate to do so, for example, once you have considered a vacancy you wish to commence an application for.

4. My Account

Here, you will be able to save and apply for jobs, edit your profile, add CVs and cover letters, view previous applications, and sign up for Job Alerts, among other things.

Please note that you are unable to upload images as part of your application (CV/ Cover Letter/ Additional Documents (where applicable)). The supported file formats for any uploaded documents are: .pdf, .doc, .docx, .txt.



5. How to search for vacancies

Click on **Vacancies** in the **Navigation Bar** in the upper right-hand corner.



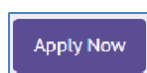
In the **search bar**, you can search for vacancies using a job title, vacancy reference, or keywords.

A screenshot of the search bar interface. It features two input fields: 'Job title or keywords' and 'Location'. To the right of these fields is a purple 'Search' button. The interface is part of a larger page with a dark blue header containing navigation links like 'Vacancies', 'About Us', 'Contact', and 'Why UofG'.A screenshot of the filter sidebar on the left side of the search results page. It contains several expandable sections: 'College/US' with options 'University Services' (1) and 'College of Medical Veterinary & Life Sci' (1); 'School/Service' with options 'Estates' (1) and 'School of Health & Wellbeing' (1); 'Job Family' with options 'Management Professional & Administrative' (1) and 'Technical And Specialist' (1); and 'Grade' with options 'Grade 4' (1) and 'Grade 5' (1). Each option has a checkbox and a small circle with a number indicating the count of vacancies.

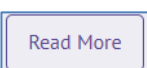
Alternatively, you can select the Grade, College, Job Family, or School you are interested in and confirm via the **Search** button; all vacancies that fall within the selected criteria will now appear. If no search criteria have been selected, then all current vacancies will appear.

Please note that the options displayed in the various search category lists reflect the vacancies that are currently available. For example, if there are no vacancies within the **James Watt School of**

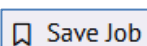
Engineering, you will not be able to select this from **School/ Service** list.



To apply for a vacancy, click **Apply Now**. Please note, after clicking 'Apply Now' you will be directed to either login or register before you are taken to the application form for the vacancy.



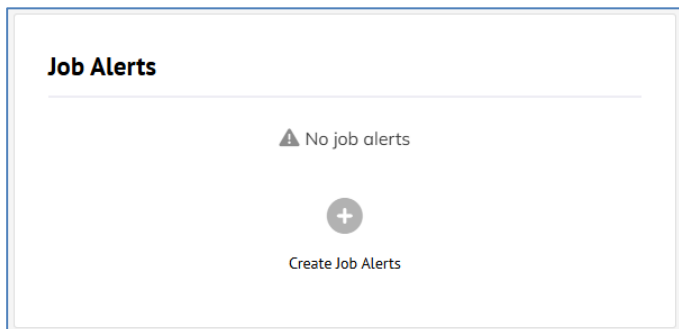
To find out more information about a vacancy, click **Read More**.



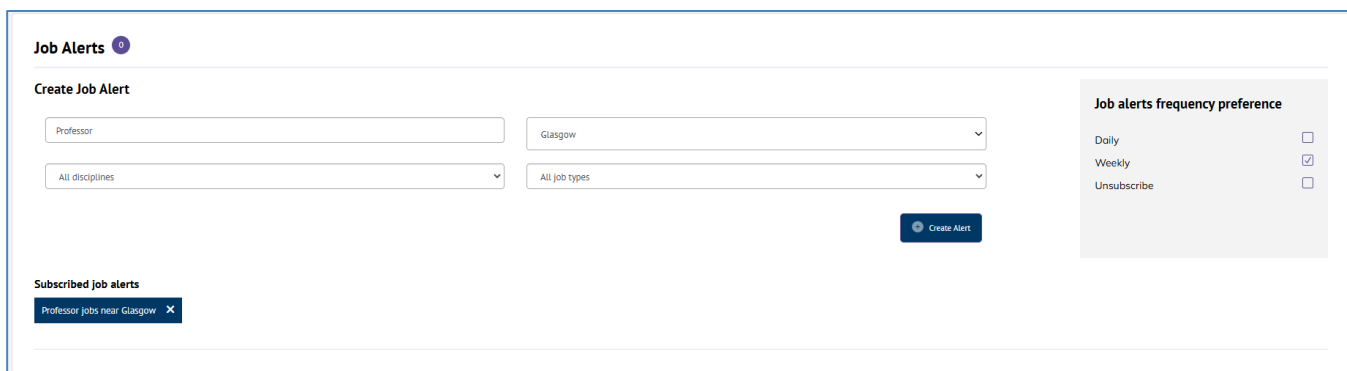
You can also save a vacancy to come back to it at a later time by clicking **Save Job**.

6. How to create a Job Alert

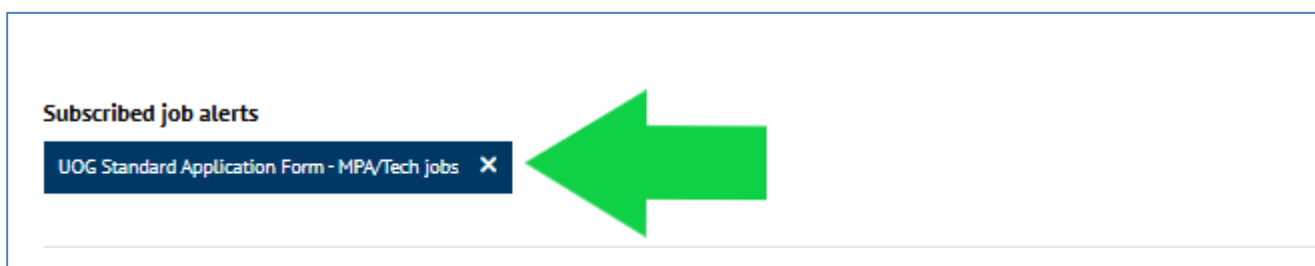
Go to **My Account** and scroll down to the field **Job Alerts** on the right-hand side. Click on **Create Job Alerts**.



You can create a Job Alert by Job Title, Location, and Job Family. Select how often you would like to receive Job Alerts in the right-hand field.

A screenshot of the 'Create Job Alert' form. It has four input fields: 'Professor' (text), 'Glasgow' (dropdown), 'All disciplines' (dropdown), and 'All job types' (dropdown). A 'Create Alert' button is at the bottom right. On the right side, there is a 'Job alerts frequency preference' section with three options: 'Daily' (checkbox), 'Weekly' (checked checkbox), and 'Unsubscribe' (checkbox). Below the form, under 'Subscribed job alerts', there is a box that says 'Professor jobs near Glasgow' with a close icon.

Once a job alert has been created, it will be visible under the 'Subscribed job alerts' heading, as pictured below. To unsubscribe from job alerts, please click the white X icon in the relevant job alerts box.



7. How to view full details of a vacancy

You can view the full job description by clicking **Read More**.

If you wish to go straight to the application, select the **Apply Now** button.

If you want to save the job for later, click **Save Job**.

Posted 16 days ago

Lecturer in Physics

Glasgow | Grade 7 - £40,247 - £45,163 per annum

To contribute to the delivery of an excellent student experience by delivering, organising and reviewing teaching, assessment and administration processes associated with undergraduate and postgraduate programmes and to undertake scholarship to enhance learning and teaching in the School of Physics and Astronomy.

Apply Now

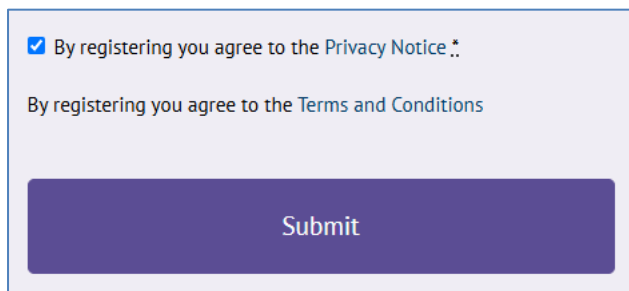
Read More

 Save Job

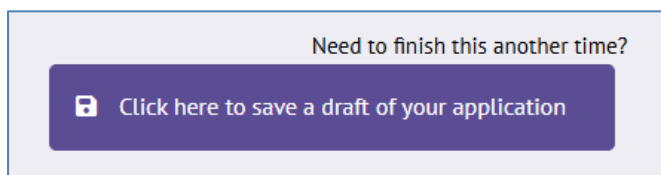
8. How to apply for a vacancy

Please note that you will need to have registered an account or logged in in order to apply for a vacancy. If you are logged in and have previously applied for a vacancy, most of your details will be automatically filled in, although you will be able to amend any details as necessary. All required fields are marked with an asterisk *.

Your application can be submitted immediately after completing all the **Required** sections.

A screenshot of a web form for submitting an application. It features a light purple background. At the top, there is a checked checkbox followed by the text "By registering you agree to the Privacy Notice .:". Below this, there is another line of text: "By registering you agree to the Terms and Conditions". At the bottom of the form is a large, dark purple button with the word "Submit" in white text.

Alternatively, you may start, save a draft and return to the application at a later time. Please note that the vacancy will not be automatically saved to your **Saved Jobs** when saving a draft application. To continue your application, go to the vacancy and click **Apply now** – the information you filled in earlier will be saved.

A screenshot of a web form showing an option to save a draft. It has a light purple background. At the top, it says "Need to finish this another time?". Below this is a dark purple button with a white floppy disk icon and the text "Click here to save a draft of your application".

Your application requires some personal information, a CV and cover letter **in which we request that you address how you meet the essential and desirable criteria found within the job description – see example below.**

The University's shortlisting process is completed based on the responses provided to the essential and desirable criteria, so it's imperative that you address these as fully as possible – failure to do so could result in your application not being assessed.

8. How to apply for a vacancy

Document Upload

Supported File Types are: doc .dot .docx .dotx .pdf .odt .rtf .txt . Please ensure that you have uploaded the correct version of your CV and Cover Letter. To upload a new CV or Cover Letter, click the 'Upload a new CV/ Cover Letter' link. The name of your chosen file will be displayed next to the Choose File/Browse button. If you'd like to select a new CV or Cover Letter that you've uploaded to your account or with a previous application, click the 'Upload a new CV/ Cover Letter' link, then 'Select CV/ Cover Letter', and choose your CV/ Cover Letter from the dropdown list.

CV

No file chosen

Supported File Types are: doc .dot .docx .dotx .pdf .odt .rtf .txt . Please ensure that you have uploaded the correct version of your CV.

Cover Letter

No file chosen

Supported File Types are: doc .dot .docx .dotx .pdf .odt .rtf .txt . Please ensure that you have uploaded the correct version of your Cover Letter.

Please read the above instructions carefully. If you would like to upload a new CV or Cover Letter, please select 'Upload a new CV/Cover Letter' and select from the dropdown list.

You will be required to agree to our Privacy Notice, and our Terms and Conditions before you can submit the application (see screenshot above).

Example Cover Letter

University of Glasgow Recruitment Department

January 6, 2025

Dear Sir/Madam,

Position title

Please find attached my application for the post of ...

I am very keen to take up this role as I believe the role of [REDACTED] is vital for the University to continue to strive to be World-Changing.

My mix of skills include management, advocacy/advice, person-centered, empathic and non-judgmental approach, with a wide variety of people from diverse backgrounds will be well suited to this position and I address the criteria of your job description below in order to evidence this:

A1-I have....

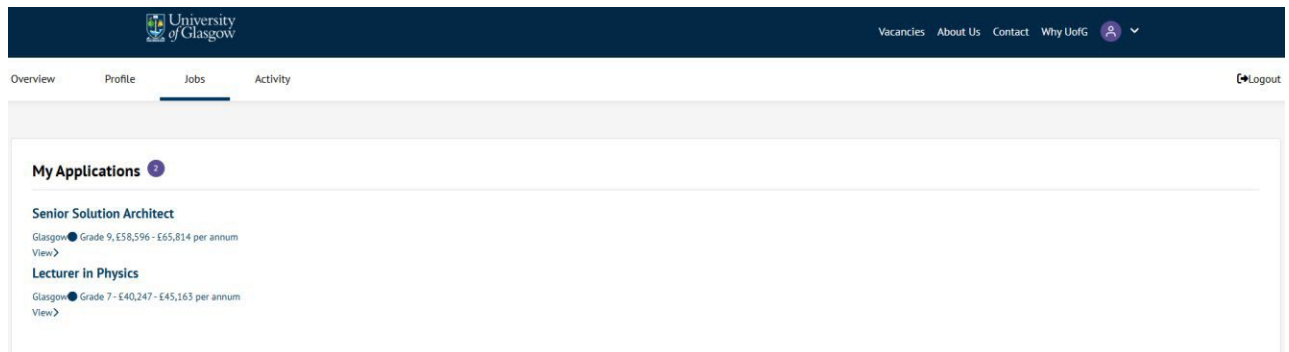
A2-My knowledge of... And so on and so forth.

I look forward to hearing from you and discussing my skills in more detail at interview. Yours faithfully,

9. Accessing previous applications

It is always possible to access the recruitment website in order to see previous applications.

You can view these in your account under the tab **Jobs**. Click **View** under the application you wish to access.



You will be notified of the outcome of your application via email – please note that any emails will be sent to the email account that you have registered your account with.

10. Amending or withdrawing an application

You will not be able to amend or withdraw an application that has been submitted. If you want to do this, please contact the Recruitment Team on recruitment@glasgow.ac.uk (office hours: Monday–Friday 09.00–17.00).

11. Redeployment Policy

The University is committed to preserving and maintaining employment wherever possible and realises that situations can arise whereby employees may find their employment at risk (e.g. in potential redundancy situations or through ill-health). The Redeployment policy aims to support, as far as is reasonably possible, the securing of suitable alternative employment opportunities within the University for employees in such a position. For further information on our Redeployment Policy, please visit:

<https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/redeployment/redeployment-policy/>

12. How to change your password

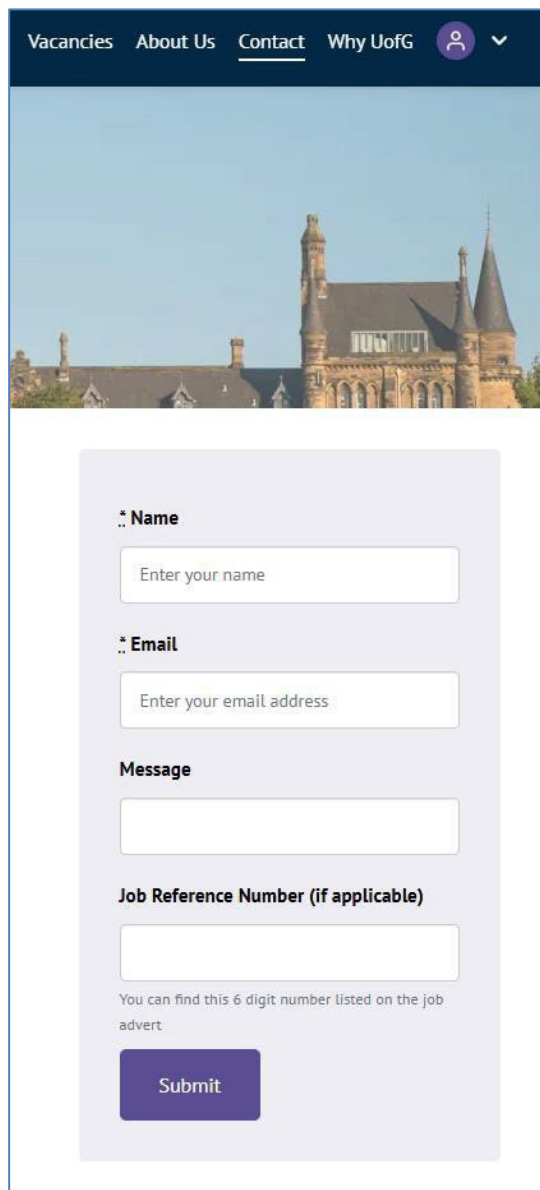
In your account, go to **Profile**. Click the **Reset Password** link under your bio tile. Enter your email address when prompted, and you will be sent a reset link.

The screenshot shows the 'My Data' profile page of the University of Glasgow. The page has a dark blue header with the University of Glasgow logo and navigation links: Vacancies, About Us, Contact, Why UofG, and a user profile icon. Below the header is a navigation bar with tabs: Overview, Profile (selected), Jobs, and Activity. The main content area is divided into two columns. The left column contains a bio tile with a placeholder image, the text 'First name Last name', an email address 'email@address.com', and a 'Reset Password' link circled in green. Below the bio tile is a 'My Consents' section with links to 'Cookies Policy', 'Privacy Notice', and 'Terms and Conditions', each with a 'View consent' button. The right column contains a 'My Data' form with fields for Title (a dropdown menu), First Name, Known As, Last Name, and Email. A 'Save' button is located at the bottom right of the form.

13. Contact us

If you are unable to find the answer to your question in this document, please contact the Recruitment team.

You can do this by emailing recruitment@glasgow.ac.uk (office hours: Monday–Friday 09.00–17.00), or by filling in the form shown below. Please always include the six-digit job reference number if you are contacting us about a specific vacancy or application.



The screenshot shows a web page with a dark blue header containing the links 'Vacancies', 'About Us', 'Contact' (which is underlined), and 'Why UofG'. To the right of these links is a user profile icon and a dropdown arrow. Below the header is a large image of a historic building with multiple towers and spires. Underneath the image is a light purple rectangular box containing the contact form. The form has four input fields: 'Name' with the placeholder 'Enter your name', 'Email' with the placeholder 'Enter your email address', 'Message' (a larger text area), and 'Job Reference Number (if applicable)'. Below the last field is a small note: 'You can find this 6 digit number listed on the job advert'. At the bottom of the form is a purple 'Submit' button.

Vacancies About Us Contact Why UofG

Name
Enter your name

Email
Enter your email address

Message

Job Reference Number (if applicable)

You can find this 6 digit number listed on the job advert

Submit