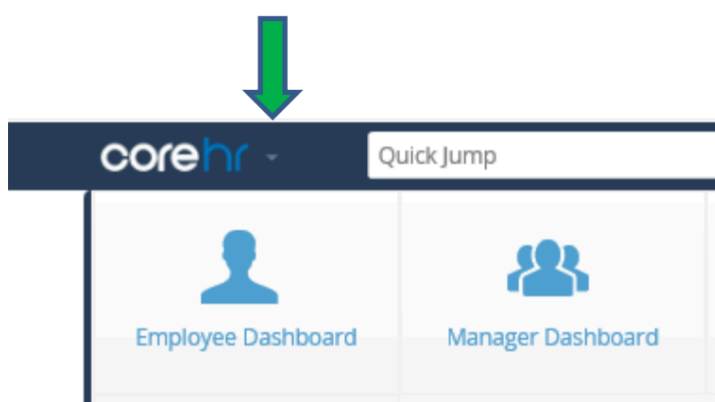




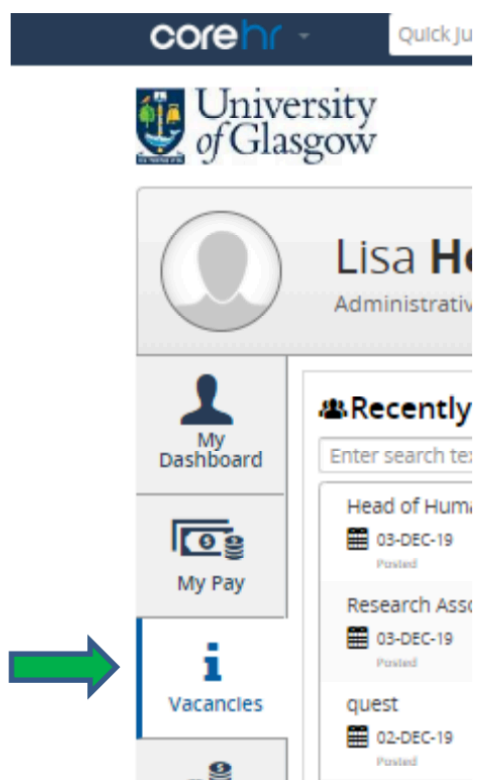
## Applicant Guide

### Internal applicant – how to apply

The process of applying for vacancies is slightly different for internal candidates as you will view and access vacancies through the **Employee Dashboard** within Portal. To access the **Employee Dashboard**, click on the dropdown and select **Employee Dashboard**.




Further down from this tab, internal applicants will see a tab labelled **Vacancies**, by selecting this tab the screen will change and current vacancies will display.



A list of current vacancies will then be available.

The screenshot shows the 'corehr' portal interface. At the top, there's a navigation bar with the 'corehr' logo, a 'Quick jump' search bar, and a user profile for 'LISA HENDRY'. Below this, the University of Glasgow logo is visible. The main header area displays the user's name 'Lisa Hendry', their title 'Administrative Assistant, Mvls College Of Mvls Administration', and a '100%' profile completeness status with a 'My Profile' button. A left-hand navigation menu includes 'My Dashboard', 'My Pay', and 'Vacancies'. The 'Vacancies' section is active, showing a 'Recently Opened Vacancies' list. The list includes three items: 'Head of Human resources' (posted 03-DEC-19, closes 31-DEC-19), 'Research Associate' (posted 03-DEC-19), and 'QUEST' (posted 02-DEC-19). Each item has a three-dot menu button to its right. An 'Advanced Search' button is located at the top right of the vacancies list.

Should you wish to apply for a vacancy, then it is possible to do so via the  button. Once this has been selected there is the option to view the details which will open the full job description in another window.

## How to Create a Job Alert

In Vacancies, click 'Advanced Search' then select 'My Account – Job Alerts'

The screenshot shows the 'Advanced Search' page. On the left, a 'Navigation Section' lists several options: 'Search Vacancies', 'Application History', 'Terms & Conditions' (which is circled in red), 'My Account - Job Alerts', and 'Logout'. The main content area is titled 'Search Appointments' and provides instructions on how to search for vacancies. Below the instructions, there are three search criteria sections: 'Search by Grade' (with options 'All', 'Grade 6', 'Grade 7'), 'Search by Job Title' (with options 'All', 'Research Assistant', 'Research Associate'), and 'Search by College/US' (with options 'All', 'College Of Medical Veterinary & Life Sci'). Each section has a dropdown menu and a 'Search' button.

You can select multiple items by using CTRL + Click