



People and Money system

- We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk

Employee Guide- How To Apply

Employee

Estimated time to complete: 15 minutes

This guidance covers the following:

[How to Search and Apply for Jobs](#)

[Setting up Job Alerts](#)

[Review Submitted Applications and Offers Made](#)

[Withdraw an application](#)

[Refer a candidate or employee](#)

[Referred Candidates](#)

Before you start

- You are encouraged to discuss any internal job applications with your line manager as part of your career development conversations. Please see the [Planning your Role and Career Development](#) webpages for further information. People and Money has been designed with this in mind and as a result, recruitment notifications are visible to line managers of the employee.
- Colleagues who apply internally for a role using People and Money will automatically get notifications through the system, for example: invite to interview, a decline or offer. Your current line manager can view these notifications. This is found via the Notification>Worklist functionality and click on My Staff Tasks .
- The University holds information to support, manage and keep a record of your employment, this includes notifications from internal recruitment activity as described in the [Privacy Information Notice for Staff](#).
- Please watch the short video '[How to apply for internal jobs](#)' (under the recruitment and onboarding heading)

- It is important that **existing staff** apply for jobs via the internal careers site, this can be accessed by logging into People and Money and clicking on the 'Current Jobs' app under 'Me'.



- Before completing your application you should ensure you carefully read the job advert for the job you are applying for. Our application requirements differ depending on the job you are applying for, so the advert will contain information about any additional supporting documents required to support your application.
- Each job advert will contain a link to a detailed job description. This document contains the criteria we will use to assess candidates against to see if they meet the requirements for the job. You should ensure your application clearly addresses the key criteria noted.
- Any supporting documents required (e.g. CV, covering letter) will be detailed in the job advert. **Only one attachment should be added** therefore you should merge all supporting documents into one file to allow for uploading as a single attachment.
- If you have previously applied for another role the last document you submitted will be available. To add an updated document remove the previous version and upload a new one.
- Please note, that there is no way to provide reference information in the system for internal applicants. Reference information should be provided directly to the Hiring Manager upon their request.
- Please review and update your Skills and Qualifications information before applying as this information is visible to the Hiring Manager (after your application is submitted). Follow the '[How to review and update skills and qualifications](#)' user guide (under the Learning, Skills and Qualifications header on this page)

In Brief...

This is a simple overview of the process.

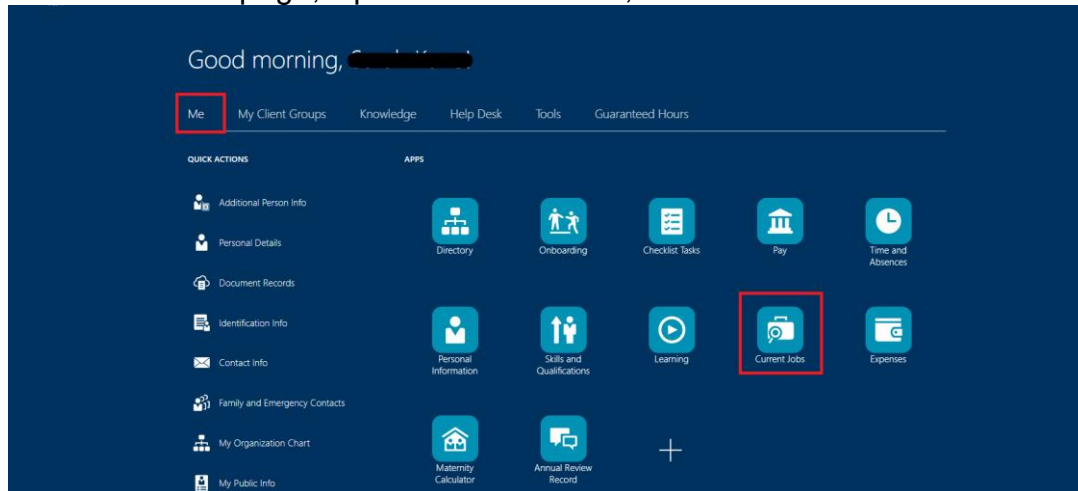
1. From the Home Page, click Me and Current Jobs
2. Search and view the chosen role within opportunity marketplace. Click **Apply**.
3. Complete the application form.
4. Add your e-signature and submit the job application.
5. Click the **Bell** icon to view the notification confirming job application

For detailed guidance, see the next section.

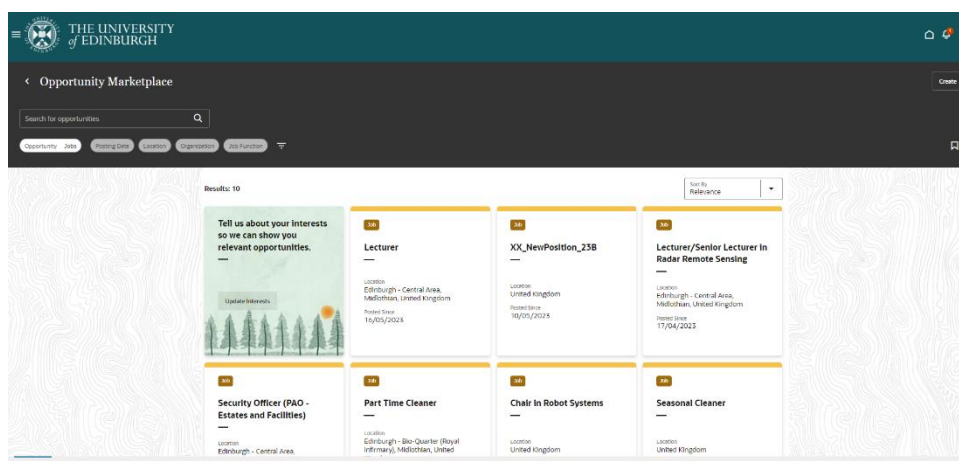
In Detail...


How to Search and Apply for Jobs

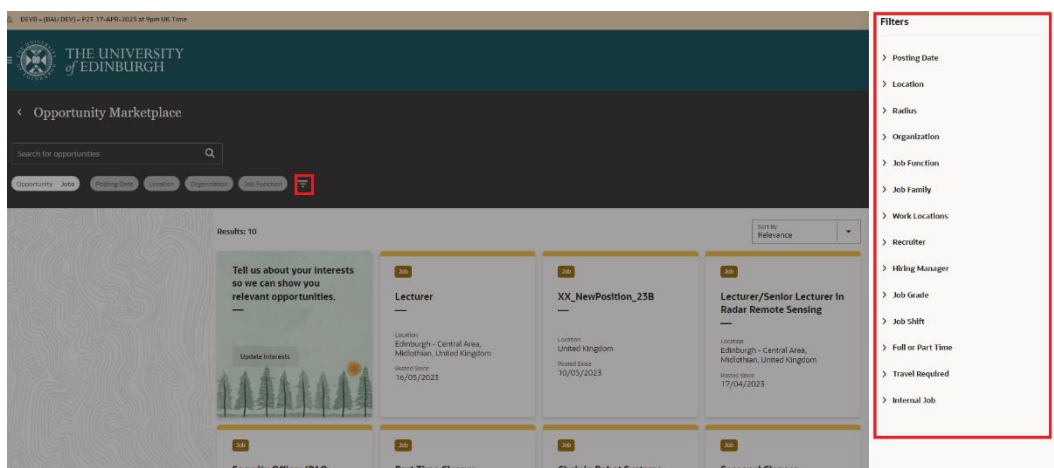
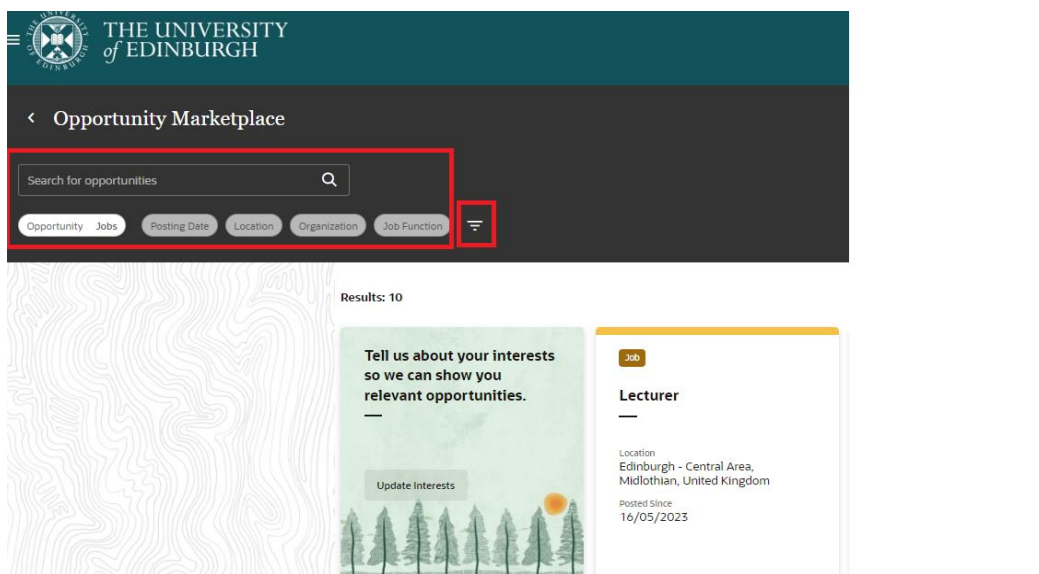
1. From the Home page, Open the **Me** section, then Click the **Current Jobs App**.




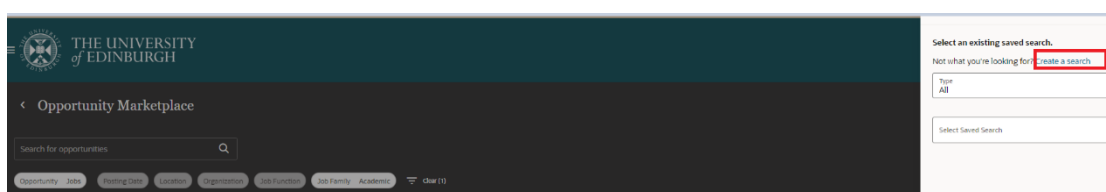
2. View all roles in the Opportunity Marketplace




3. Use the filters functionality to view relevant opportunities, click the  icon to expand the filters list (this opens on the right hand side of the screen).

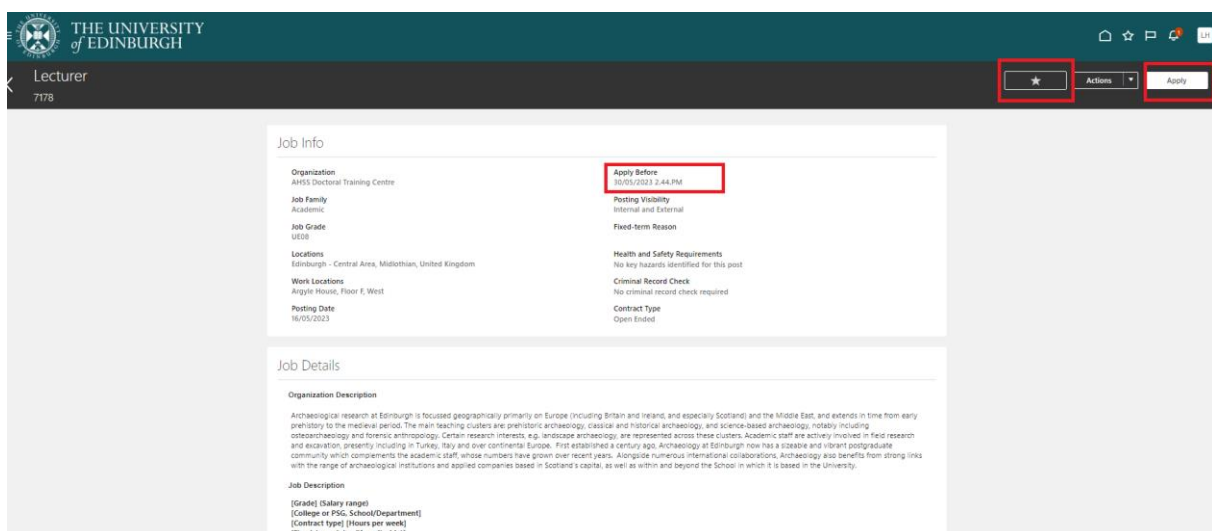
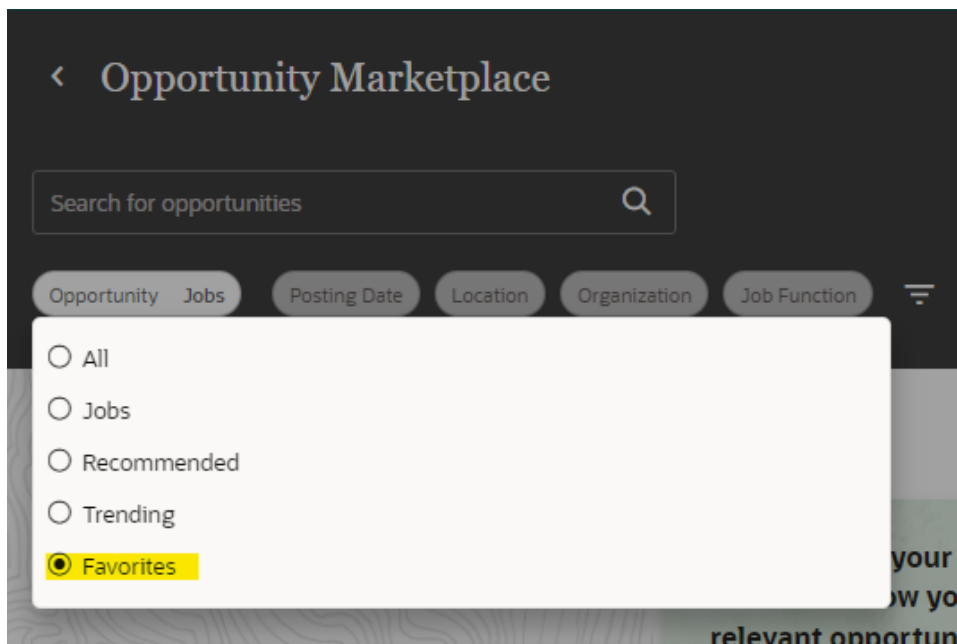


Note – you can **save the search** by clicking on the  icon at the right hand side of the screen and then select 'Create new search', by marking as a default this will bring you back to this saved search each time.



- Click on the tile of the chosen role to view more information **and to apply**. The closing date is displayed under the heading 'apply before'

Note the  button – this will save the job as a 'favourite'. To review any previously favoured jobs click on the 'Opportunity section at the top left of the screen and select 'favourites'.



5. Click **Apply**.

6. Note the 3 Sections:


- **Job Application Questions**
- **Supporting Document – note only one document can be attached therefore you should merge all supporting documents into one file to allow for uploading as a single attachment.**
- **E Signature**

An asterisk* next to a field name signifies the field is Mandatory.

You can also update your skills and qualifications by following the link on the top of the screen.

Once each Section has been completed and you move onto the next Section, the 3 Section Headings will remain visible. This allows you to revisit completed Sections to Review and/or Edit. On the extreme right of the Section Heading there will be an Edit Button to do this

The screenshot shows the 'Complete Job Application' form. At the top, there is a 'Submit' button. Below it, a blue box contains instructions: 'To complete your application please do the following: 1) Answer the Job Application Questions below. 2) In the Supporting Document section please attach a copy of your CV and any other supporting documents noted in the advert as a single attachment. If you have applied for another role previously the last document you submitted will be available. To add an updated document remove the previous version and upload a new one. 3) Add your name within the E Signature section. Please review / update your Skills and Qualifications through the link. Review Skills and Qualifications'. The 'Job Application Questions' section is highlighted with a red box. It contains four questions, each with a dropdown menu: 'Will this be your only assignment or will you hold another assignment alongside this one with us?', 'When could you start this role?', 'Which best describes your current employment situation?', and 'Do you currently have the right to work in the UK?'. A 'Continue' button is at the bottom of this section. Below the questions, the 'Supporting Document - Only one document can be attached' and 'E-Signature' sections are highlighted with red boxes.

7. Click on the down arrow in each of the **Job Application Questions** and respond as appropriate. **Click** on the **Continue** Button (See  below):

The screenshot shows the 'Complete Job Application' form with annotations. Red circles labeled a, b, c, and d point to the dropdown arrows of the four questions: 'Will this be your only assignment or will you hold another assignment alongside this one with us?', 'When could you start this role?', 'Which best describes your current employment situation?', and 'Do you currently have the right to work in the UK?'. A red circle labeled 1 points to the 'Continue' button. Below the questions, the 'Supporting Documents' and 'E-Signature' sections are visible.

8. Review / Drag In / Add Document as applicable into the **Supporting Document** display box. Any supporting documents required (e.g. CV, covering letter) will be detailed in the job advert description. **Only one attachment can be added** therefore you should merge all supporting documents into one file to allow for uploading as a single attachment. If you have previously applied for another role the last document you submitted will be available. To add an updated document remove the previous version and upload a new one. **Click** on **Continue**.

Complete Job Application
Cleaning Supervisor, 7153

To complete your application please do the following: 1) Answer the Job Application Questions below. 2) In the Supporting Document section please attach a copy of your CV and any other supporting documents noted in the advert as a single attachment. If you have applied for another role previously the last document you submitted will be available. To add an updated document remove the previous version and upload a new one. 3) Add your name within the E Signature section. Please review / update your Skills and Qualifications through the link [Review Skills and Qualifications](#)

1 Job Application Questions

* Will this be your only assignment or will you hold another assignment alongside this one with us?

* When could you start this role?


* Which best describes your current employment situation?

* Do you currently have the right to work in the UK?

Continue

2 Supporting Document - Only one document can be attached

3 E-Signature

9. Add your name into the **E Signature** display box and **Click** on the **Submit** Button (See  below):

Complete Job Application
Demonstrator - CH 4

A copy of your skills and qualifications will be included with your job application.
[Review Skills and Qualifications](#)

1 Job Application Questions [Edit](#)

2 Supporting Documents [Edit](#)

3 E-Signature

Please provide your signature to submit your application

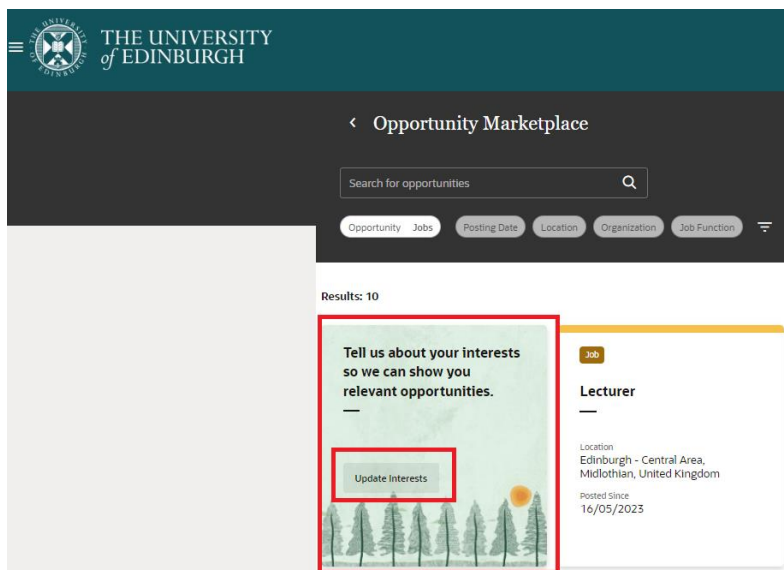
Employee Name: Employee Name:

1 [Submit](#) [Cancel](#)

10. Click the **Bell** icon to view the notification confirming your Job Application.

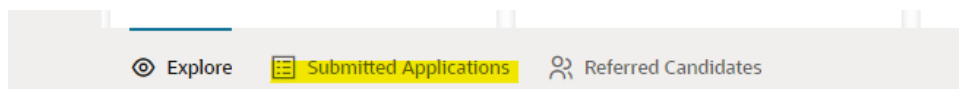
Setting up Job Alerts

You can subscribe to weekly job alerts by going to the update interest section of opportunity market place, complete all fields on the form specifying all of the criteria for the alerts you want to receive, then click save.



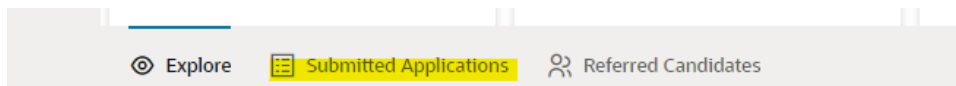
Review Submitted Applications and Offers Made

At the bottom of the screen click on submitted applications to review any applications made and the status of them. You will also see any offers made in this section.



Withdraw an application

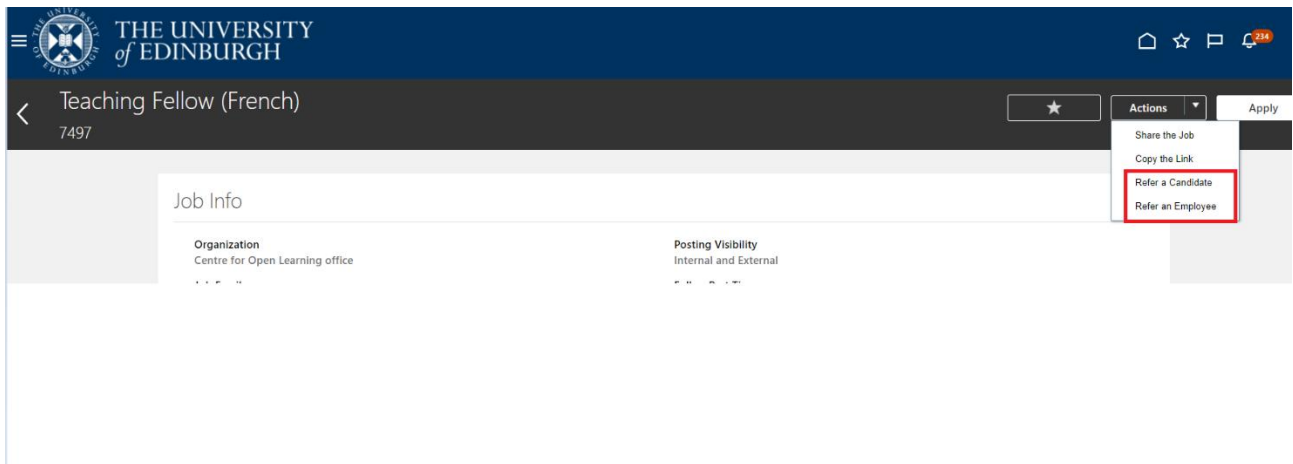
To withdraw an application, click on submitted applications



Find the job application and click the ellipsis  then select Withdraw Application.

Refer a Candidate or Employee

1. To refer a candidate (external to UoE) or an employee, select the job and within the job information screen
2. Click on actions and complete the relevant information and click submit.
3. The candidate or employee whom you have referred will receive an email to apply. Please note there is no monetary reward for successful referrals.



Referred Candidates

This section shows any candidates you may have referred jobs to.

