Applicant Guidance
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The purpose of this guidance document is to help you with any queries that you may have regarding the online application process. If you cannot find an answer to your query within this document, or require further assistance, please contact the University of Edinburgh’s HR Systems team, who will be able to help (contact details can be found on the jobs website homepage (www.ed.ac.uk/jobs).

By registering with the University of Edinburgh’s jobs website, you can search and apply for vacancies and register for email vacancy notifications. From early 2013, there will also be the facility to submit speculative applications.

If your account is inactive for a period of six months, you will be sent an email asking for confirmation of whether or not you wish your account to remain active.

Please note that when using the University’s jobs website, you should avoid pressing the Back button on your browser as this will end your session and you will need to enter your login details again. To navigate to a previous page within the site, either use the links under the Navigation Section heading on the left-hand side of the screen or click on the relevant button (within each page) to return to the page that you wish to view.

Throughout the site there are areas where additional help text has been added in case you require further explanation/information. The help text relating to a specific field can be accessed by clicking on the icon.

How to register with the University of Edinburgh's jobs website

It is necessary for all internal and external applicants to register their details on the University’s jobs website (www.ed.ac.uk/jobs) in order to apply for vacancies.

If you have not previously registered your details on the website, click on Login or register (under the Search for a vacancy heading on the left-hand side of the screen).
Click on **Register** under the **Navigation Section** heading on the left-hand side of the screen.

Enter your email address, password, forename and surname as requested. These fields are mandatory so you will need to complete each in order to complete the registration process. Click on the **Terms and Conditions** link to view details of the terms and conditions of the site and then click in the tick-box to confirm that you accept these. A tick will appear in the box to show that you accept.

Click on the **Register** button.

You will then be taken to the **Search Vacancies** page.
UoE Employees only – How to gain access to internal vacancies

As a current University employee, you will be eligible to access (via the jobs site) vacancies advertised internally, in addition to those advertised externally.

To register as an internal applicant, firstly log into the University’s jobs website (as described above), using the details that you registered with.

Click on Edinburgh University Staff Registration (under the Navigation Section heading on the left-hand side of the screen).

Enter your UUN and then click on the Validate Details button.

An email will then be sent to your University email address (this will be identified from your UUN), asking you to complete the registration process.
Click on the link contained in the email and you will be taken to the **Log In** screen of the jobs website.

Your email address will be pre-populated. Enter your password and then click **Log In**.

![Log In screenshot](image)

Once you have successfully logged in, you will automatically gain access to all vacancies (including those advertised to internal applicants only) whenever you log into the University’s jobs website.

You will notice that the **Edinburgh University Staff Registration** option will no longer appear within the **Navigation Section** on the left-hand side of the screen.

**What to do if you are blocked from registering as an internal applicant**

If you enter the wrong UUN three times during the UoE Staff Registration process, you will be blocked from accessing internal vacancies. To arrange for your account to be reset, please contact the HR Systems team on [HR.Systems@ed.ac.uk](mailto:HR.Systems@ed.ac.uk) or 0131 650 8126.
How to log into the University’s jobs website if you have already registered online

Click on **Log In** under the **Navigation Section** heading on the left-hand side of the screen.

Enter your email address and password and then click **Log In**.
What to do if you have forgotten your password for the University's jobs website

Click on **Log In** under the **Navigation Section** heading on the left-hand side of the screen.

Enter your email address, as requested and then click on **Forgotten Password?** to the right of the **Log In** button.

A message will appear on the screen to confirm that a temporary password has been generated and sent to your email address.
On receipt of this email, you will need to return to the Log In screen.

Enter your email address and the temporary password contained in the email you received.

Click on the Log In button.

You will be asked to change your password.

Enter your existing (temporary) and new password as requested and then click Change.

A message will appear on your screen, confirming that your password has been changed.
How to search for vacancies

If you are not already in the **Search Vacancies** screen, click on **Search Vacancies** under the **Navigation Section** heading on the left-hand side of the screen (the options in this menu might be slightly different, depending on which screen you are currently in).
You can search using specific criteria (to select multiple options within a list, press CTRL when selecting the items) - please note that the options displayed in the various search category pick-lists reflect the vacancies that are currently available. For example, if there are no current vacancies within the Human Resources department, you will be unable to select this from the Department list.

You can also search by entering a Vacancy Reference (enter the full Vacancy Reference number including any ‘0’s) or Keywords in the appropriate search field.

If you wish to view all current vacancies, ensure that All is selected within each of the search category pick-lists.

Click Search.
How to view full details of a vacancy

Click on the job title for the vacancy you wish to view and full details of the vacancy will display.

Who to contact with a query relating to a specific vacancy

Click on the job title for the vacancy for which you wish to view contact details.
Contact details will display towards the top of the **Vacancy Details** screen.

How to access the **Terms & Conditions** of the University’s online application system

Once you have logged into the University’s jobs website (for guidance on how to do this, please see *How to log into the University’s jobs website if you have already registered online*, on page 6), click on **Terms & Conditions** under the **Navigation Section** heading on the left-hand side of the screen.

Click **Open** and the Terms & Conditions will open as a Word document (in a new window).
How to apply for a vacancy (including guidance on completing each section of the application)

Once you have identified a vacancy that you wish to apply for, click on the **Apply** button - either within the **Current Vacancies** page...
Or at the bottom of the **Vacancy Details** page (accessed by clicking on the job title within the **Current Vacancies** screen) for the vacancy.
If you have not already logged into the system, you will be asked, at this point, to enter your email address and password. Do this and then click on the **Log In** button.

![Log In](image)

Then, if you have previously applied for vacancies, you can either select an application to copy (click on **Copy** to the right of the application that you wish to copy).

![Copy Previous Forms](image)
Or you can start a brand new application by clicking on the **New** button at the bottom of the screen.

Regardless of whether or not you have previously applied for vacancies (and have, or have not, selected a previous application to copy) you will be taken to the **Personal Details** section of the application.
How to access Further Particulars (including job description, person specification and candidate information) when completing an application

Once you have started an application, you can view the Further Particulars for the vacancy at any time by clicking on Job Specification under the Navigation Section heading on the left-hand side of the screen.

The Further Particulars will then open in another window.
How to access information relating to the University when completing an application

Once you have logged into the University’s jobs website, you can access information about the University without closing down (or logging out of) your application.

Click on University of Edinburgh under the Navigation Section heading on the left-hand side of the screen.

The University’s jobs website homepage will open in another window. From here, you can search for the information you require.
How to complete the Personal Details section of the application

If you have previously applied for vacancies, your details will be pre-populated. Check these details and make any amendments as appropriate.

If you have not previously applied for vacancies, you will need to complete the Personal Details section fully.

Please note that fields marked with a [*] are mandatory so must be completed in order to progress with the application.

Once the Personal Details section is complete (regardless of whether or not you made amendments to this section), click on Save and Next, at the bottom of the screen.
You will be taken to the Application Checklist screen.

Green ticks will display in the Completed column for any sections of the application that have been completed.

In order to submit the application, you will need to complete all Required sections. You should also complete any Optional sections that apply to you.

![Application Checklist](image)

If you chose to copy an application

If you chose to copy a previous application, the following sections will show as already completed: Qualifications, Employment History, Reference Details (unless the new vacancy for which you are applying requires a greater number of referees than the vacancy from which you copied the application), Equal Opportunities Monitoring.

It is recommended that prior to submitting your application, you check all sections in case something has changed since you created the application that you chose to copy.
How to complete the Qualifications section
Within the Application Checklist screen, click on Qualifications.

To add details of qualifications, click on Add a Qualification and then complete the fields as appropriate.
Fields marked with a [*] are mandatory and therefore must be completed in order to save the section (and submit the application).

Once you have completed all mandatory/relevant sections, click **Save and Next**.
If you have another qualification to add, click **Add a Qualification** (and repeat the process outlined above). You should add all relevant qualifications (it doesn’t matter which order you add these as the system will automatically sort them most recent first).

Otherwise, click **Return to Checklist**.
What to do if this section does not apply to you
Although this section is mandatory, there may be limited circumstances when it does not apply (for example, if you do not have any qualifications). If this is the case, click in the Section Not Applicable box and a tick will appear. You will then be automatically redirected back to the Application Checklist.

How to complete the Relevant Training section
This section is optional. If you wish to add detail, click on Relevant Training within the Application Checklist screen.
Then, to add details of relevant training undertaken, click on **Add Details**.

Type the details in the **Relevant Training** box (please note that there is a character limit of 4000 within this field). Detail entered in this section might include course name, date of completion etc.

Click **Save and Next**.
If you have further training detail to add, click Add Details (and repeat the process outlined above). Otherwise, click on Return to Checklist.

How to complete the Employment History section
Within the Application Checklist screen, click on Employment History.
To add employment history detail, click on **Add an Employer**.
Complete the fields as appropriate. Fields marked with a [*] are mandatory and therefore must be completed in order to save the section (and submit the application).

Dates can either be entered in the format DD/MM/YY or you can click on the calendar icon to the right of the field and select the date directly from the calendar.

Please note that there is a character limit of 2000 within the Job Description field.

Once completed, click Save and Next.
If you have further details to add, click **Add an Employer** (and repeat the process outlined above). Add all relevant employment history (it doesn’t matter which order you add employers as the system will automatically sort them most recent first).

Otherwise, click on **Return to Checklist**.

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**Employment History**

**Development & Alumni Assistant**

Please add details of your employment history. If you have no employment history, please select the **Section Not Applicable** box (below).

[Image of Employment History form]

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**What to do if this section does not apply to you**

Although this section is mandatory, there may be limited circumstances when it does not apply (for example, if you have no previous work experience). If this is the case, click in the **Section Not Applicable** box and a tick will appear. You will then be automatically redirected back to the **Application Checklist** screen.

[Image of Employment History form with Section Not Applicable checked]

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How to complete the Membership of Professional Bodies section
This section is optional. If you wish to add details, click on Membership of Professional Bodies within the Application Checklist screen.

Then, to add details of relevant memberships, click on Add Details.
Enter the professional body name and further details, as applicable.

Click on the **Save and Next** button.

If you have other memberships to add, click on **Add Details** (and repeat the process outlined above).

Otherwise, click **Return to Checklist**.
How to complete the Reference Details section

This section is mandatory for all candidates without exception.

If you are completing a brand new application, you will need to complete this section fully.

If you chose to copy a previous application, which required you to provide details for the same number of referees as the current vacancy requires, the Reference Details section will show as completed (you are nevertheless advised to check that the reference details entered are correct for this particular vacancy).

However, if the current application requires you to provide details for a greater number of referees than the application you copied, this section will show as Required. When you click on the Reference Details section of the application, the referees that you added previously will be saved – you just need to add additional referee(s) to meet the requirements of the vacancy.

To access the Reference Details section of the application, click on Reference Details within the Application Checklist screen.
Within the **Reference Details** section (at the top of the screen), you will be advised how many referee details you must provide in order to submit your application.

One of your referees should be your most current/most recent employer. If you have no previous work experience, and have just finished school/college/university etc., one of your referees should be an academic referee (teacher, tutor etc.). Referees should not be relatives/family members.

To add referee details, click on **Add a Referee**.
Enter details as requested. Please note that all fields marked with a [*] are mandatory and must be completed in order to save the section (and submit your application).

If you give your permission for the recruiter to contact the referee prior to interview, please click in the **Permission to Contact** box. A tick will then appear in the box to confirm you have given your permission. If you do not wish the recruiter to contact the referee prior to interview, do not click in this box.

Once you have completed all the details, click **Save and Next**.
To add another referee, click on Add a Referee and repeat the process outlined above. If you have added the total number of referees required, click Return to Checklist.
Please note that within the **Application Checklist** screen, the **Reference Details** section will not show as completed until you have added the specified number of referees.

The **Application Checklist** for Development & Alumni Assistant provides a comprehensive overview of the application process. It is recommended to complete the various sections in any order, utilizing the "Print Friendly Summary" button at the bottom for a print-friendly version. You can save your application at any time by clicking the "Save for Later" button. However, you will not be able to submit your application until all 'Required' sections are completed.

### Application Checklist

<table>
<thead>
<tr>
<th>Section</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td></td>
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<tr>
<td>Qualifications</td>
<td></td>
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<tr>
<td>Relevant Training</td>
<td></td>
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<tr>
<td>Employment History</td>
<td></td>
</tr>
<tr>
<td>Membership of Professional Bodies</td>
<td></td>
</tr>
<tr>
<td>Reference Details</td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Additional Questions</td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Equal Opportunities Monitoring</td>
<td></td>
</tr>
<tr>
<td>Applicant Documents</td>
<td>Optional</td>
</tr>
<tr>
<td>Supporting Statement</td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Rehabilitation of Offenders</td>
<td><strong>Required</strong></td>
</tr>
</tbody>
</table>

**Note:** The "Save for Later" button is available for saving the application progress. The "Print Friendly Summary" button can be used to generate a print-friendly version of the application.

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How to complete the Additional Questions section

The **Additional Questions** section of the application is mandatory for all applicants.

Within the **Application Checklist** screen, click on **Additional Questions**.
Fields marked with a [*] are mandatory so must be completed in order to progress with the application.

The responses given to the first five questions will only be used, as part of an anonymous return to the Higher Education Statistics Agency, if you are offered the post.

The responses to the sixth and eighth questions are taken into account by the recruiter.
The follow question is asked so that the University can collect data relating to how effective various advertising channels are.

Please note that if you answer No to the question *Are you a UK/European Economic Area citizen?* (within the second half of the screen), you will also need to answer/consider the proceeding questions.
Once you have completed the **Additional Questions** section, click on **Save and Next**.
How to complete the Equal Opportunities Monitoring section
This section is mandatory for all candidates although for the majority of questions, there is the option to state that you prefer not to answer.

Within the Application Checklist screen, click on Equal Opportunities Monitoring.
Complete all questions as required and then click **Save and Next**.

Your **National Insurance** number is requested primarily so that the system can identify whether you are a current University of Edinburgh member of staff, a casual employee or whether you have previously worked for the University. It is also required in order to process appointment details, should you be offered the post.

The other information requested in this section is collected in order to monitor the effectiveness of the University’s equal opportunities policy. The information provided within this screen will not be made available to any selector. For further details, please see the top of the **Equal Opportunities Monitoring** screen.
How to complete the Applicant Documents section

If you wish to attach document(s) to your application (for example, a CV or research paper), click on Applicant Documents within the Application Checklist screen (please note that if you wish to upload your CV, you are advised not to include your date of birth in the document).

![Application Checklist](image.png)
Click on the Browse button and find your document.

Once you have selected your document, click Open and then Upload.

Once uploaded, details of the document will appear under Date Loaded, File Name and File Size headings.

To add another document, click Upload and repeat the process outlined above. Otherwise, click on Return to Checklist.
How to delete a document already attached to your application

Within the Application Checklist screen, if a document has been attached to your application, a green tick will display in the Completed column to the right of the Applicant Documents heading.

Click on Applicant Documents.

To delete an attached document, click on the red cross icon to the right of the document. Then click OK.

To return to the Application Checklist screen, click on Return to Checklist.
How to complete the Supporting Statement section

Within the Application Checklist screen, click on Supporting Statement.

<table>
<thead>
<tr>
<th>Section</th>
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<td>Personal Details</td>
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<tr>
<td>Rehabilitation of Offenders</td>
<td>Required</td>
</tr>
</tbody>
</table>

Then, to add a statement click on Add Details.

Supporting Statement

Development & Alumni Assistant

Please state your reasons for applying and why you believe you meet the person specification set out in the further particulars.

Add Details

Return to checklist
In the **Supporting Statement** box, type your statement (you should include your reasons for applying and reasons why you believe you meet the person specification set out in the Further Particulars). Please note that there is a character limit of 2000 within this screen.

If your supporting statement is greater than 2000 characters, it is possible to create a document called Supporting Statement and then upload this document in the Applicant Documents section. After you have uploaded your document called Supporting Statement into the Applicant Documents section, then type “See attached document” in the Supporting Statement box.

Once you have completed your statement, click on **Save and Next**.
How to complete the Rehabilitation of Offenders section

Within the **Application Checklist** screen, click on **Rehabilitation of Offenders**.
If you have any criminal convictions or outstanding charges that are not spent under the terms of the Rehabilitation of Offenders Act 1974, you must complete this section fully. Click on Add Details.

Rehabilitation of Offenders

Academic Policy Officer

You must tell us if you have any criminal convictions or outstanding charges that are not spent under the terms of the Rehabilitation of Offenders Act 1974. This Act enables some criminal convictions to become 'spent', or ignored, after a rehabilitation period. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job. Under the terms of the Act, a spent conviction is not proper grounds for not employing - or for dismissing - someone. The length of the rehabilitation period depends on the sentence given - not the offence committed and more information can be found at: www.disclosurescotland.co.uk and http://www.apextrust.com/stebcpage.asp?recID=3

For certain posts, for example, working with children or vulnerable people, a disclosure check in the form of membership of the Protection of Vulnerable Groups (PVG) Scheme is required. For these posts, you must tell us about all convictions whether spent or not and also any cautions. It will be clear from the Further Particulars whether this applies to this particular post.

Having a criminal conviction will not necessarily bar you from working for us and criminal convictions which are not relevant to the post being applied for will not be taken into account when selection decisions are being made – unless you have failed to declare them on this form.

Please note that failure to disclose relevant information may result in an offer of employment being withdrawn.

If you do not have any unspent criminal convictions or charges, please select the Section Not Applicable box (below).

Add Details

Section Not Applicable

Return to Checklist
Complete fields as appropriate and then click **Save and Next**.
To add details of additional criminal convictions or outstanding charges, click on Add Details and repeat the process outlined above. Otherwise, click on Return to Checklist.
What to do if this section does not apply to you
If you do not have any criminal convictions or outstanding charges (that are not spent under the terms of the Rehabilitation of Offenders Act 1974), click in the Section Not Applicable box. A tick will appear and you will be automatically redirected back to the Application Checklist screen.

You must tell us if you have any criminal convictions or outstanding charges that are not spent under the terms of the Rehabilitation of Offenders Act 1974. This Act enables some criminal convictions to become ‘spent’, or ignored, after a ‘rehabilitation period’. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job. Under the terms of the Act, a spent conviction is not proper grounds for not employing – or for dismissing – someone. The length of the rehabilitation period depends on the sentence given – not the offence committed and more information can be found at: www.disclosurescotland.co.uk and http://www.apextrust.com/statpage.asp?recID=3

For certain posts, for example, working with children or vulnerable people, a disclosure check in the form of membership of the Protection of Vulnerable Groups (PVG) Scheme is required. For these posts, you must tell us about all convictions whether spent or not and also any cautions. It will be clear from the Further Particulars whether this applies to this particular post.

Having a criminal conviction will not necessarily bar you from working for us and criminal convictions which are not relevant to the post being applied for will not be taken into account when selection decisions are being made – unless you have failed to declare them on this form.

Please note that failure to disclose relevant information may result in an offer of employment being withdrawn.

If you do not have any unspent criminal convictions or charges, please select the Section Not Applicable box (below).

Add Details

Section Not Applicable  

Return to Checklist
How to view a print-friendly version of your application prior to submission

Within the Application Checklist screen, click on Print Friendly Summary button. A print-friendly summary of your application will then appear in a separate window.
To print the application, click on **Print** at the bottom of the page.
How to submit an application once all applicable sections are completed

Within the **Application Checklist** screen, click on the **Terms and Conditions** link to view details of the terms and conditions of the site. Then click in the **tick-box** to the right, in order to confirm that you accept these. A tick will appear in the box. Please note that you will be unable to submit your application without first accepting these terms and conditions.

![Application Checklist Image]

Click **Submit**. A message will then appear on the screen, confirming that your application has been successfully submitted. You will also receive an email (this will be sent to the email address that you used to register with the University’s jobs website), confirming that your application has been submitted.
How to use details from a previous application to apply for an existing vacancy

Use the **Search Vacancies** facility to find a vacancy for which to apply (for further details on how to do this, please see **How to search for vacancies**, on page 9).

Click on **Apply**, either within the **Current Vacancies** page…
Or at the bottom of the **Vacancy Details** page (accessed by clicking on the job title within the **Current Vacancies** screen) for the vacancy.

If you are not already logged into the site, you will be asked to enter your login details before you can proceed.
All of your previous applications will display. Select the application that you wish to copy and then click on **Copy** to the right-hand side.

You will then be taken to the **Personal Details** screen of the application.

For further guidance on how to complete the application, please see **How to apply for a vacancy**, on page 13.
How to save an application for later

As long as you have completed the **Personal Details** section of an application, it is possible to save the rest to complete at a later date. To do this, click on **Save for Later** at the bottom of the **Application Checklist** screen.

A message will appear on the screen, confirming that your application has been saved and that you will be able to make amendments to it until the closing date for the vacancy.
How to access your saved application
To access your application at a later date, log into the jobs website (www.ed.ac.uk/jobs) and then click on Application History under the Navigation Section heading on the left-hand side of the screen.

Vacancies will display in date order (with the most recently completed/amended application at the top).

Click on the magnifying glass icon to the right of the application you wish to amend/view. This will take you to the Application Checklist screen for the vacancy.
How to view your application history

Log into the University’s jobs website (www.ed.ac.uk/jobs) and then click on Application History under the Navigation Section heading on the left-hand side of the screen.

Vacancies will display in date order (with the most recently completed/amended application at the top).
For any application that you have submitted, you will be able to see the date/time of submission in the **Date/Time Submitted** column.

Within the **Application Status** column, one of the following statuses will display:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Submitted</td>
<td>You have submitted your application for the vacancy. You can view your application but cannot edit or delete it.</td>
</tr>
<tr>
<td>Application Cancelled</td>
<td>Your application was not submitted by the closing date and has therefore been cancelled. You can view or delete your application but can no longer submit it (for further details on how to delete an application, please see <strong>How to delete/unsubmit an application</strong>, on page 63).</td>
</tr>
<tr>
<td>Application not Submitted</td>
<td>The closing date for the vacancy has not yet passed. You can still view, edit and submit your application (until the closing date). For further details on how to delete an application, please see <strong>How to delete/unsubmit an application</strong> on page 63.</td>
</tr>
</tbody>
</table>

To view full details of an application, click on the **magnifying glass** icon to the right of it. This will take you to the **Application Checklist** screen for the vacancy.
How to delete/unsubmit an application

You can delete any application that has not yet been submitted (whether the closing date has passed, or not).

To delete an application, log into the University’s jobs website (www.ed.ac.uk/jobs) and then click on Application History under the Navigation Section heading on the left-hand side of the screen.
Vacancies will display in date order (with the most recently completed/amended application at the top).

Click on the red **cross** icon (in the **Delete Application** column) to the right of the application you wish to delete.

Click **OK** and then a message will appear, confirming that your application has been successfully deleted. Click **OK** again.

Once you have submitted a completed application, it will not be possible to delete this yourself. If you wish to withdraw/delete a submitted application, it will be necessary to contact the HR Systems team on **HR.Systems@ed.ac.uk** or 0131 650 8126.
How to register for email vacancy notifications

Once logged into the University's jobs website, you can register to receive email notifications when vacancies that match your requirements become available, are closing etc.

To do this, click on My Account under the Navigation Section heading on the left-hand side of the screen.
Complete fields in the **Vacancy Notifications** section as appropriate.

If you wish to receive any email notifications at all, you must click in the **Switch on email notifications** box. A tick will then display in the box to confirm that it has been selected.

You then need to select at least one of the following three options (**notify me when vacancies are advertised**, **notify me when vacancies are closing**, and **notify me when I have unsubmitted applications**).

If you wish to be notified **when vacancies are closing**, or **when you have unsubmitted applications** waiting, you must specify timescales in which to receive the notifications.

Within the **Position Type**, **Department**, **Grade/Pay Scale** and **Job Function** lists, select the types of role that you would like to receive email notifications for by scrolling down and selecting an option. You can select multiple options within a list by pressing the **CTRL** key when selecting the items.

If you wish to receive notifications for all options within a list, you must select **All**.

![Vacancy Notifications](image)
Click **Save**. A message will then appear on the screen, confirming that your details have been saved.

**For information - the Profile section of the University's jobs website**

It should be noted that the **Personal Details** section of the **Profile** will be automatically updated from your most recent application.
How to change your password

Once you have logged into the University's jobs website, click on Change Password under the Navigation Section heading on the left-hand side of the screen.

Enter your existing password, new password and then confirm your new password.

Click Change.

A message will then appear on the screen, confirming that your password has been changed.
How to change your email address

Click on My Account under the Navigation Section heading on the left-hand side of the screen.

In the Change Email Address section, enter your new email address and then enter it again to confirm the details.

Click on the Change button.

A message will then appear on the screen, stating that an email has been sent to your new email address to verify that it is a valid email address. You will need to click on the link contained in that email in order to verify the validity of the email address.
How to select your own interview slot if requested to do so

If you are short-listed for interview, it may be that you are asked to select your own interview slot online.

To do this, log into the University’s jobs website (www.ed.ac.uk/jobs) using the email address and password that you registered with previously.

Click on Application History under the Navigation Section heading on the left-hand side of the screen.

Scroll down to find the vacancy for which you are being requested to select an interview slot. In the Schedule Interview column for that vacancy, a calendar icon will display.

Click on this icon and a list of available interview dates/times will be listed (if only one date/time appears, this is the only available slot).
It is likely that a green dot will appear (as default) in the **Select** column to the right of a slot.

If there is only one time slot and a green dot in the **Select** column to the right of it, you have been allocated this slot and no alternatives are available.

If there is no green dot and only one interview slot showing, this is the only time slot available. To accept this, click in the **circle** in the **Select** column and a green dot will appear to confirm that the slot has been selected.

If there is no green dot and more than one interview slot showing, click in the **circle** in the **Select** column (to the right of the slot that you would like to select) and a green dot will appear to confirm that the slot has been selected.

If there is a green dot in the **Select** column and other slots available (and you would prefer one of these as opposed to the one you have been allocated), click in the **circle** to the right of your preferred slot (a green dot will then appear to confirm you have selected that time).

Once you are happy with your selection, click on the **Submit** button.

You will then be taken back to the **Application History** screen.
If, when you select and submit an interview time slot, the slot has become unavailable (e.g. because another applicant has already selected the slot during the time you were in the screen), a message will appear at the top of the screen stating this. You will therefore need to select an alternative.

Once you have successfully selected an interview slot
Please note that you will not receive any further confirmation of the interview slot you have selected.

If you have forgotten the time/date of the interview slot that you selected, you can view it by logging into your Application History and clicking on the calendar icon in the Select Interview column (as described above).

You will be able to identify your time slot as a green dot will appear in the Select column to the right-hand side.

To exit this screen, click on the Back button.

What to do if you are unavailable for interview on the date(s)/time(s) listed
You will need to contact the person who has asked you to select your own interview time slot, to check whether any alternatives are available.
How to exit

How to exit screens within the University of Edinburgh’s jobs website
It is important that when using the site, you avoid pressing the Back button on your browser as this will end your session and you will need to enter your login details again.

To navigate to a previous screen, either use the links under the Navigation Section heading on the left-hand side of the screen…

Or click on the relevant button (within each page) to return to the screen that you wish to view (e.g. Back).
And then Return to Checklist.

How to exit the jobs site completely
Click on Log Out under the Navigation Section heading on the left-hand side of the screen.

A message will appear on the screen, confirming that you have logged out of the system.