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.

Please note: Even though you are a member of staff, you will not be automatically able to see internal vacancies. You will need to complete the Edinburgh University Staff Registration, before you can view Internal Vacancies.

Step 1 - Log into the University’s jobs website.
If you have never logged in before, you will need to Register.

Step 2 – After you have logged in, click on Edinburgh University Staff Registration.

If you cannot see Edinburgh University Staff Registration on the left hand menu, this means you are already registered to see Internal Vacancies.
Step 3 - Enter your UUN and click on the Validate Details button.

It is possible that the UUN field may be pre populated. Please scrutinise this carefully by checking this is the correct UUN.

If the UUN field is pre-populated with a student matriculation number (e.g. s123456) this is not valid.

If you have entered the correct UUN, you will see the following screen.

Validation Message - Successful

Internal Applicant Registration has been successful. In order to validate your registration you have been sent an email to your University email address. Please follow the validation link in the email to complete your registration. Should you have any problems or you do not receive the email within 20 minutes, please contact HR.Systems@ed.ac.uk for assistance.
Step 4 – Check your email.

An email will then be sent to your University email address asking you to complete the registration process. It is advisable to log out at this stage, as you will be prompted to log back in when you click on the link in the email. The email will look similar to this:

From: HR.SYSTEMS@ED.AC.UK
Email Subject: UNIVERSITY OF EDINBURGH - INTERNAL APPLICANT ACCOUNT ACTIVATION

Dear Internal Applicant

Thank you for entering your UUN on the University's jobs website (www.ed.ac.uk/jobs) to confirm that you are a University member of staff.

You now need to click on the URL below in order to activate your account:

https://www.sample.ed.ac.uk/pls/erq_account.activate_internal

If you have received this email but have not recently entered your UUN on http://www.ed.ac.uk/jobs, please contact the HR Systems team using the details below.

Regards
HR Systems
The University of Edinburgh

Step 5 - Click on the link contained in the email.

After clicking on the validation link in your email, whenever you log in, you will be able to view and apply for all vacancies in the University. This includes vacancies which are advertised both externally and internally.

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. This is an indicator that you are now able to view internal vacancies.

If you still see Edinburgh University Staff Registration on the left-hand menu, you can click on this, enter your UUN again and then click on the link in the email once more.
Another way you can check if you are able to view internal vacancies is to check the amount of vacancies returned in your search results.

For example when you are not logged in and you search all vacancies, the amount returned might be 95 vacancies. When you are logged in, and you search all vacancies, the amount returned might be 104 vacancies.

This is also an indicator you are able to view internal vacancies.

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.

If you encounter this scenario, please contact the HR Systems team on HR.Systems@ed.ac.uk or 0131 650 8126.