UCD eRecruitment Applicant Guide
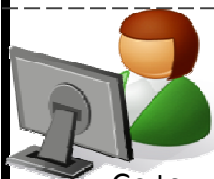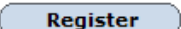
1. Logging On / Registering

Choose (A) External OR (B) Internal Applicant

(A) External Applicants

- Go to www.ucd.ie/jobvacancies
- Click **Job Vacancies for External Applicants**
- Search / Select vacancy you are applying for
- First time users must register for an account by selecting › Register in the navigation pane on left hand side.
- Complete registration form & click **Register**

(B) Internal Applicants
UCD Staff

- Go to www.ucd.ie/jobvacancies
- Click **Job Vacancies for UCD Staff**
- Log in to ESS using your UCD Connect username and password
- Click **My e-Recruitment Self Service**
  My e-Recruitment Self Service
- Click on jobs under internal or external vacancies for further details

2. Complete Application

- Select the job title of the position you wish to apply for and select **Apply Now**
- Complete personal details page and select **Save and Continue** which will bring you to the application checklist and an outline of sections to be completed.

Section	Status
Personal Details	**Required**
Applicant Document Details	**Required**
Reference Details	**Required** *(Academic posts only)*
Qualification Details	**Optional**
Questionnaire	**Required**
Recruitment Source	**Required**
Diversity & Equality Monitoring	**Optional**

- When section completed a ✓ will show
- To submit, click the checkbox to indicate you have read the declaration and click **Submit**
- You may also click **Save for Later** to save & return to your application or click **Preview Form**
- To view or apply for another vacancy click Search Vacancies on left hand side

3. FAQs

Q: How can I view my application after it was submitted?

A: Click on Application History in the navigation pane on left hand side.

Q: How can I access a job description if competition has closed?

A: If you have applied for the position, click on Application History in the navigation pane on left hand side and select 🔍 . In navigation pane select Job Specification to view job details.

Q: I am an external applicant and have forgotten my password what can I do?

A: In the login section enter e-mail address & Click **Send New Password**

Q: I am a returning applicant, why isn't my CV already there?

A: The recruitment system will save some of your personal details however we need the most recent copy of your CV & request the most up-to-date version to be submitted

Q: How do I withdraw my application after submission?

A: Please contact UCD HR staffing@ucd.ie stating vacancy ref No. & your applicant ID