User Guide –

Junior Academic Accelerated Advancement Call 2016

Please note that no application is complete until it has been submitted and you have received a confirmation email. Please contact us if you did not receive a confirmation email within 24 hours of your application.
Step by Step Guide
Using E-Recruitment to apply for Junior Academic Progressions

Go to jobs.tcd.ie

Welcome to TCD Vacancies page
To identify a specific vacancy please enter your criteria below and click on ‘Search’ within the menu
To view a complete list of our current vacancies please click on ‘Search’ within the menu
If you are applying to TCD for the first time please click on ‘New Users’. You will be guided available in the menu on the left-hand side of the screen.
If you are a TCD employee and this is your first time using E-Recruitment you
If you are a member of College staff then register and login with your College username@tcd.ie, e.g. jbloggs@tcd.ie and not joe.bloggs@tcd.ie, as failure to do this will result in you not being able to access all vacancies.
If you are an Internet applicant your e-mail address will have to be confirmed by means of a temporary password being sent to your TCD e-mail account. You will have to activate your account.

You will either Login as an Existing User Login or a New User Register under the Menu section on the left hand side of the screen (as above)

Acmhainní Daonna
Teach 4,
Coláiste na Tríonóide,
Baile Átha Cliath,
Ollscoil Átha Cliath,
Baile Átha Cliath 2, Éire.

Human Resources
House 4,
Trinity College Dublin,
The University of Dublin,
Dublin 2, Ireland.

+353 1 896 3333
hr@tcd.ie
www.tcd.ie/hr
Existing User Login – Please Login using your original short TCD email address in the form username@tcd.ie, e.g. jbloggs@tcd.ie and NOT joe.bloggs@tcd.ie. This will identify you as an internal candidate. Enter your e-recruitment password. If you have forgotten your password, please click on the Forgotten Password and you will receive a temporary password by email. You will be obliged to set a new password.

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<tr>
<th>Email Address *</th>
<th>Password *</th>
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Login  
New Users

Forgotten Password?

New User Register – New Users will be required to register. New users will need to register with their College e-mail address in the form username@tcd.ie, e.g. jbloggs@tcd.ie and NOT joe.bloggs@tcd.ie. This will identify you as an internal candidate. You will create a password.
Register as a New User

To register your details on the TCD vacancies website please complete the form below.

Once registered you will be able to make future applications without having to re-enter certain information.

If you are a current member of College staff then register with your College e-mail address in the form "username@tcd.ie", e.g. "jbloggs@tcd.ie" and not "joe.bloggs@tcd.ie". This will identify you as an internal candidate. Note that the password you supply below is separate to your College network login password.

For more information on how to register as an internal user click on User Guide in the Menu section on the left.

To protect the integrity of your account a secure password is essential.

* Denotes a mandatory field.

Forename *

Surname *

Email *

TCD staff must register with their original email address eg jbloggs@tcd.ie NOT joe.bloggs@tcd.ie

Confirm Email *

Password *

Verify Password *

Register

When logged in you will be redirected to the search page below. Search for Promotions in the Competition Type dropdown option. Click on Promotions and then click Search

Acmhainn Dhonna
Teach 4,
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Baile Átha Cliath 2, Éire.

Human Resources
House 4,
Trinity College Dublin,
The University of Dublin,
Dublin 2, Ireland.

+353 1 896 3333
hr@tcd.ie
www.tcd.ie/hr
Welcome to TCD Vacancies page

To identify a specific vacancy please enter your criteria below and click on ‘Search’.

To view a complete list of our current vacancies please click on ‘Search’ without entering any criteria.

In order to apply for a vacancy or to view your application history you must login.

If you are applying to TCD for the first time please click on ‘New User’. You may find it useful to download our user guide available in the menu on the left-hand side of the screen.

If you are a TCD employee and this is your first time using E-Recruitment you must register as a New User.

If you are a current member of staff please login prior to searching to ensure that you have access to all vacancies.

If you are a member of College staff then register and login with your College e-mail address in the form username@tcd.ie, e.g. jbloggs@tcd.ie and not joe.bloggs@tcd.ie, as failure to do so may result in internal applicants not being able to see all vacancies.

If you are an external applicant your e-mail address will have to be confirmed before you can use the site. This is done by means of a temporary password being sent to your TCD e-mail account. You will need to log in with this password to activate your account.

Please note unsolicited applications from Recruitment Agencies are not encouraged and will be disregarded.

Search by Competition Type

Search by Department

Any Extra Keywords?
Keyword text in the Job Title or Job Description

Search

Click on the promotion category and faculty that is relevant to you. A brief summary and all relevant documents will be available. You then click

Please complete all sections of the application form:

Personal Details ➔ Application Document ➔ Questionnaire Section ➔
Equality Monitoring Information (Optional) ➔ Review and Submit
You can navigate through the sections by clicking on [Previous] [Save and Next] [Next].

Please note that unless information is saved it will be lost if you click on next/previous.

Full instructions on how to complete each section are detailed at the top of each page.

Step 6 (Review and Submit), you will see a summary of your application. If you are happy that you have completed all sections and uploaded the application form, please tick the box to confirm that you have read the terms and conditions and click [Submit]. Please note that you cannot change any aspects of the application once you have submitted.

Alternatively you can [Save For Later] and return to complete your application at a later date. When you return to submit your application, you must go into your Application History under the Menu section on the left hand side of the screen.

If at any time you need assistance with making an application please contact: [Junpromo@tcd.ie] or extension 4821 or HR at 3333.
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<td>How can I view my application after it was submitted?</td>
<td>When logged in click on Application History in the Menu section on the left hand side of the screen.</td>
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<td>I have forgotten my password, what can I do?</td>
<td>In the login section click on <a href="#">Forgotten Password</a>.</td>
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<td>How do I amend/withdraw my application after submission?</td>
<td><strong>There is no option to amend your application once submitted.</strong> If you wish to withdraw please contact Human Resources at <a href="mailto:junpromo@tcd.ie">junpromo@tcd.ie</a>.</td>
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