



Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

User Guide

Junior Academic Progressions Call 2017

Please note: no application is complete until it has been submitted and you have received a confirmation email.

If you did not receive a confirmation email within 24 hours of your submitting your application, please contact us at extn. 3998 / 3937 or junpromo@tcd.ie

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Baile Átha Cliath,
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Baile Átha Cliath 2, Éire.

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Trinity College Dublin,
The University of Dublin,
Dublin 2, Ireland.

+353 1 896 3333
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www.tcd.ie/hr



Step by Step Guide

Using E-Recruitment to apply for the Junior Academic Progressions Call 2017

Go to jobs.tcd.ie

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

CURRENT VACANCIES

Menu

- Search Vacancies
- Existing User? - Login
- New User? - Register
- User Guide and Terms & Conditions
- Return to TCD home page

Welcome to the Trinity vacancies page

Trinity College is proud of its inclusive ethos and tradition. On that basis we encourage and welcome talented people from all backgrounds.

To explore opportunities in Trinity further, please note the following instructions for using this recruitment portal:

- 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 Trinity College Dublin, the University of Dublin for the first time please click on 'New Users'. 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 Trinity 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 the University staff then register and login with your Trinity 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 internal 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 Trinity e-mail account. You will need to log in with this password to activate your account.

Powered By **core**

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

Search by Competition Type:

Search by Department:

Keyword Search?
Search text in the Job Title or Job Description.



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)



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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.

Email Address *

Password *

[Login](#)

[New Users](#)

[Forgotten Password?](#)

Tip – If you have to request a **Forgotten Password** - when you receive the e-mail with the new password – type it in (**don't copy and paste!**)



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.



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](#)





Application Details: Ann-Marie Farrell

Menu

- Search Vacancies
- Application history
- User Guide and Terms & Conditions
- Change Password
- Logout
- Return to TCD home page

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Welcome to the Trinity vacancies page

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To explore opportunities in Trinity further, please note the following instructions for using this recruitment portal:

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- 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 the University staff then register and login with your Trinity e-mail address in the form username@tcd.ie, e.g. jblogg@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 internal 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 Trinity e-mail account. You will need to log in with this password to activate your account.

Please note unsolicited applications from **RM Management & Administration**

Search by Competition Type: **Promotions**

Search by Department: **All**

Keyword Search? Search text in the Job Title or Job Description.

Search



Click on the **promotion** category and faculty that is relevant to you and press **search**

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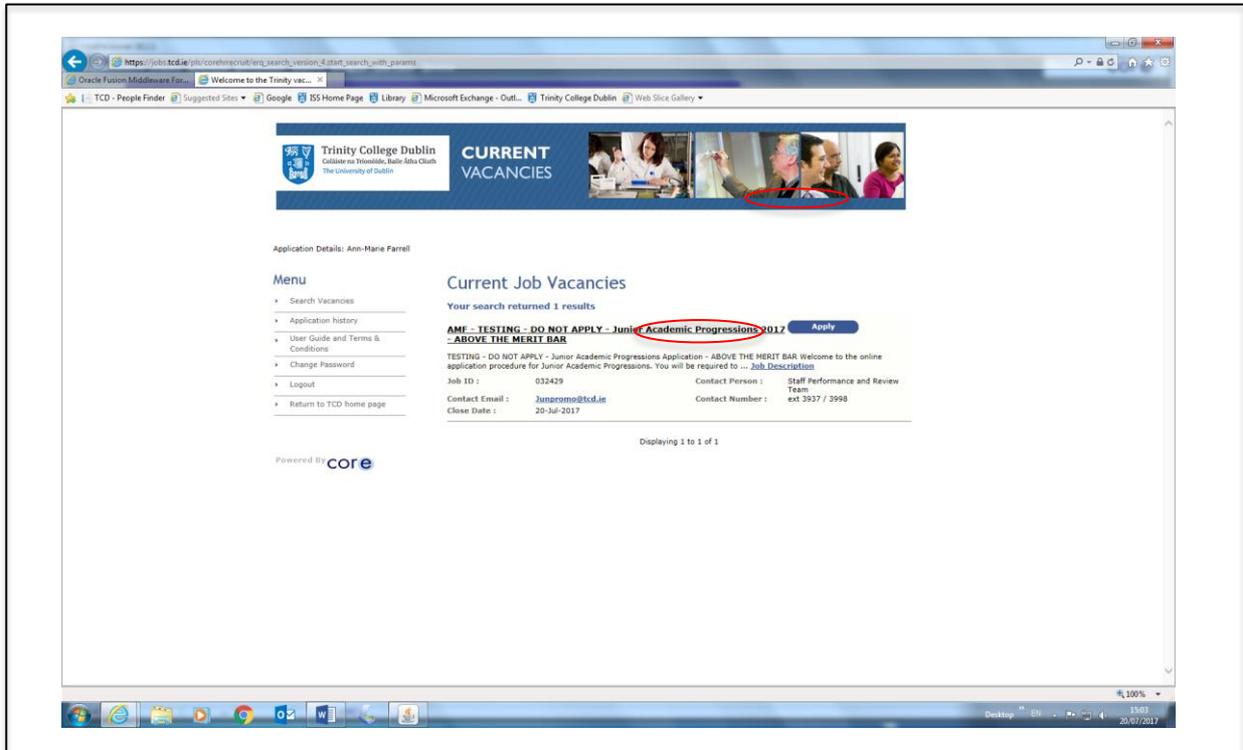
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A brief summary and all the relevant documents will appear.

Click  and this will bring you into the competition.

Please complete all sections of the application form which are as follows:

Personal Details ➡ Application Document ➡ Questionnaire Section ➡ Equality
Monitoring Information (Optional) ➡ Review and Submit

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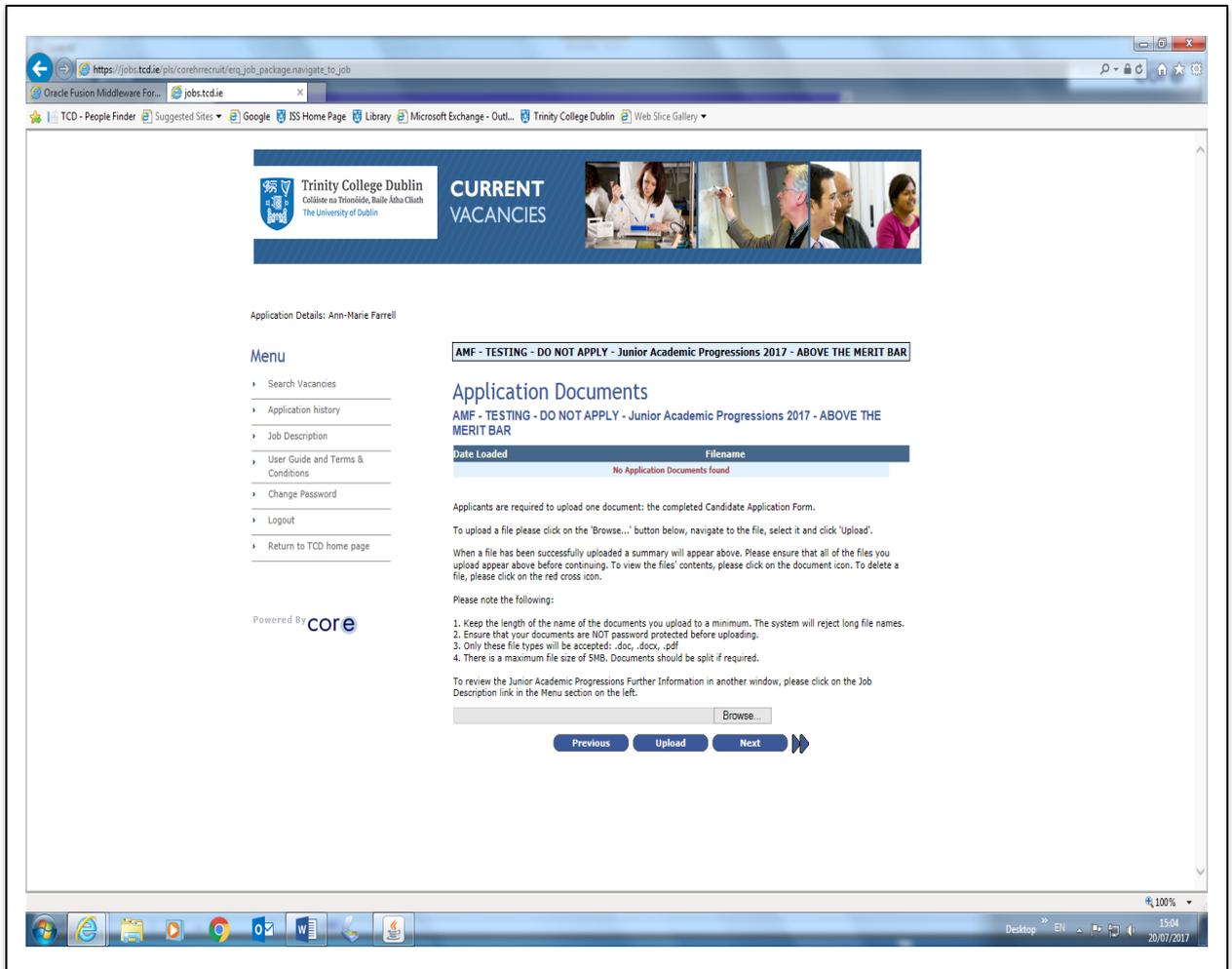


Step 1 - Personal Details - Enter in your

- *Title, forename etc.
- *College Postal Address – include Room Number (if possible), building etc
- *E-mail address – this is the e-mail address where all correspondence will be sent
- *College Extension Number – insert your work contact number
- *Mobile Phone Number – optional

You can navigate throughout the sections by clicking on





Application Documents

Two documents are required to be uploaded. The order for the documents is listed as follows:-

1. **Promotion Application Document** (This is your assembled document from the HR Forms Hub i.e MyRSS CV and the General Information, Summary of Achievements, Teaching and Supervision document set)
2. **Head of School/Discipline Report**
- 3.

Press the Browse button

(Select your document from your computer; Press 'insert' or 'open')

Press Upload



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Tip - If you discover that you made a mistake with an uploaded document, you can press on the X to delete the document.

to insert the correct document in its place!



Application Documents

The two documents should now be uploaded in the order as follows:-

- Promotion Application Document** (This is your assembled document from the HR Forms Hub i.e. MyRSS CV and the General Information, Summary of Achievements, Teaching and Supervision document set)
- Head of School/Discipline Report**

When all the documents have been uploaded, Press Next

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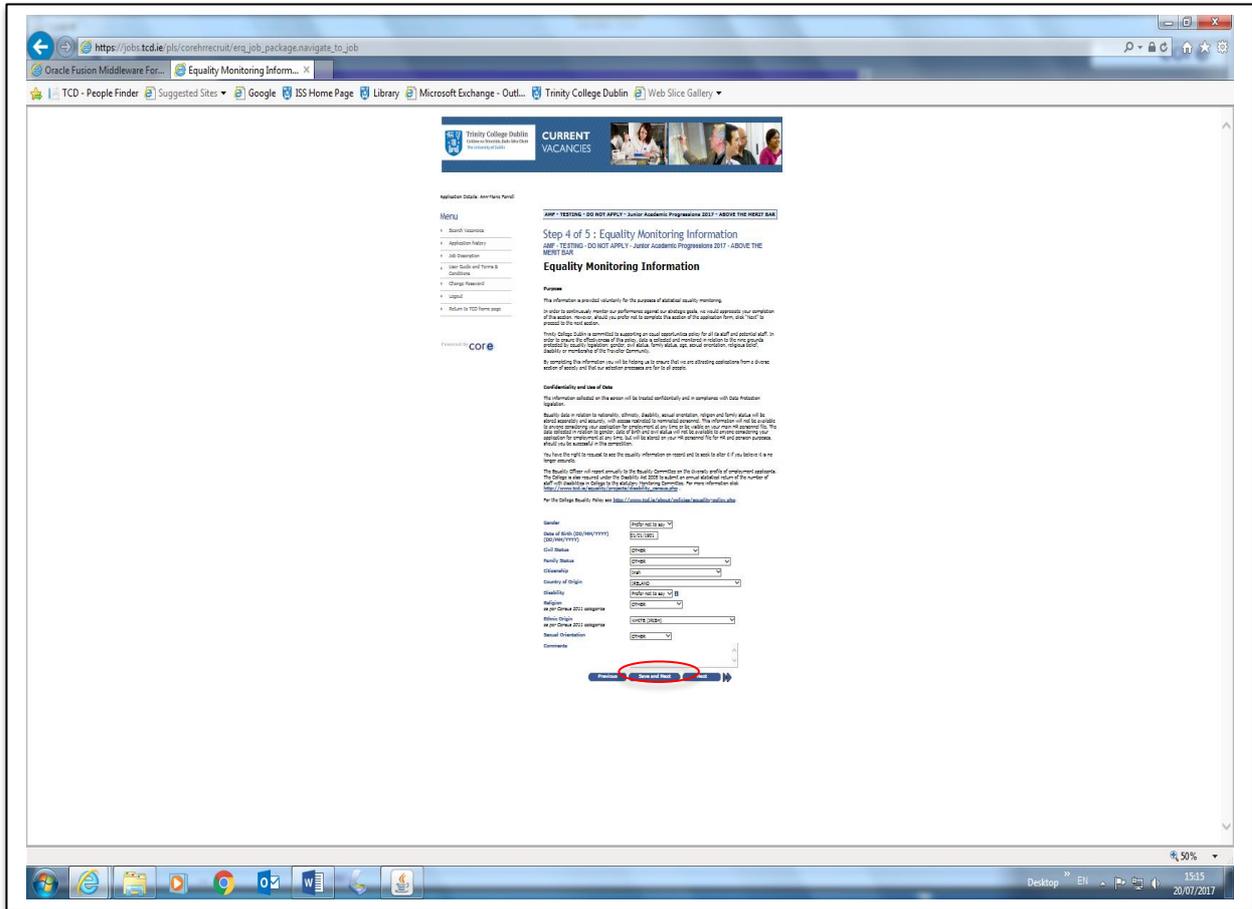
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Section 3 - The Questionnaire Section is a checklist for you to ensure that you have completed and inserted all the required documentation.

Once you have completed the Questionnaire Section, press 'Save and Next' button

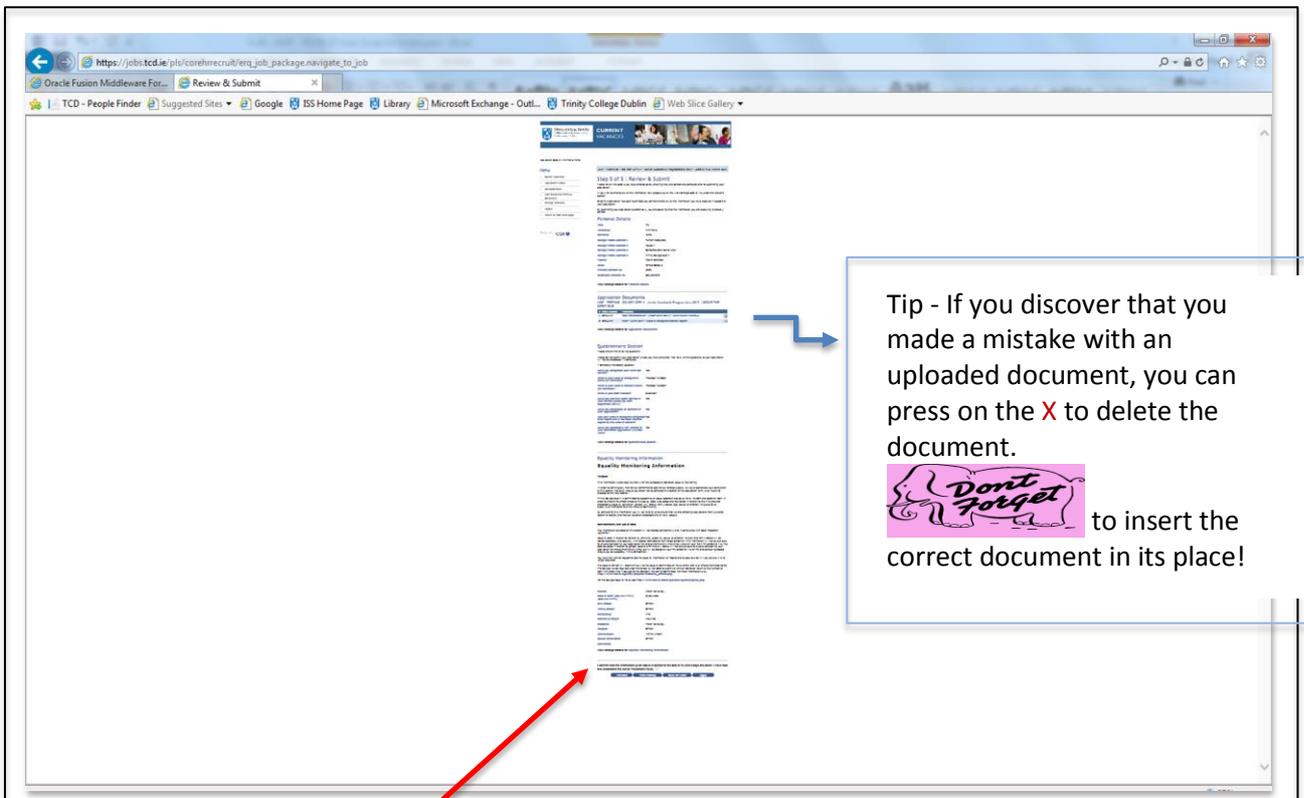




Step 4 - The Equality Monitoring Information section is Optional. The information provided is confidential and held by the College’s Equality Officer. The information you provide cannot be accessed by anybody other than the Equality Officer.

Once you have completed this section, press ‘Save and Next’ button





Tip - If you discover that you made a mistake with an uploaded document, you can press on the **X** to delete the document.

Don't forget! to insert the correct document in its place!

Step 5 - Review and Submit, you will now see a summary of your application and title names of the uploaded documents.

If you are happy that you have completed all sections and uploaded the documents, please:

tick the box to confirm that you have read the terms and conditions

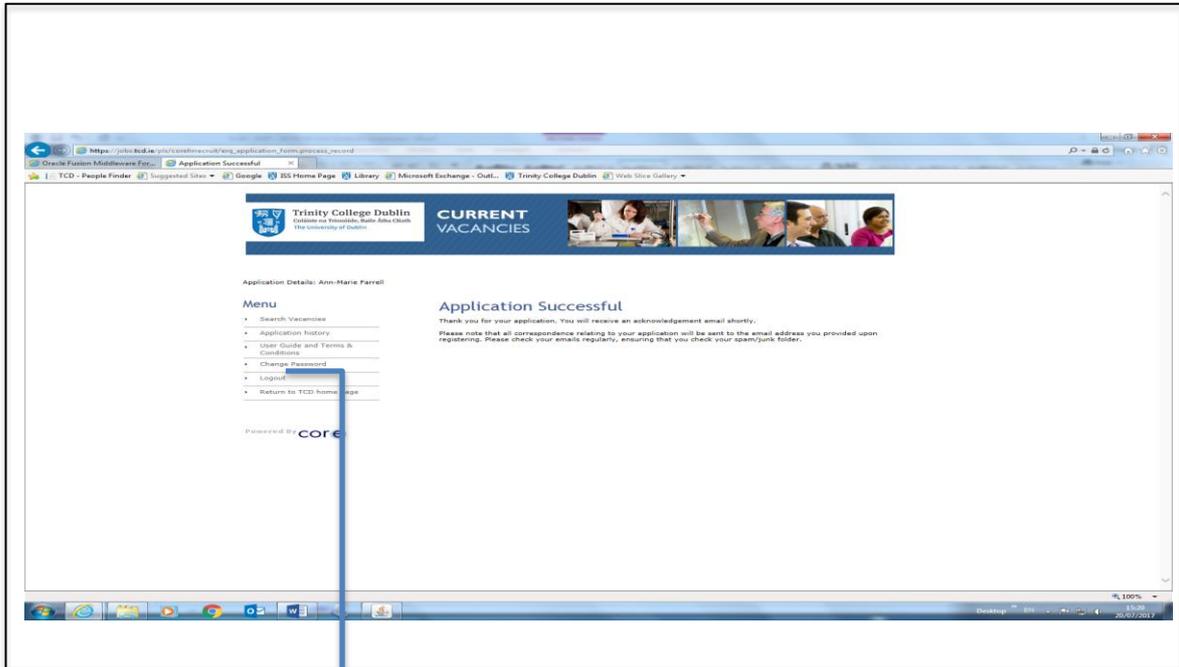
and

click **Submit**

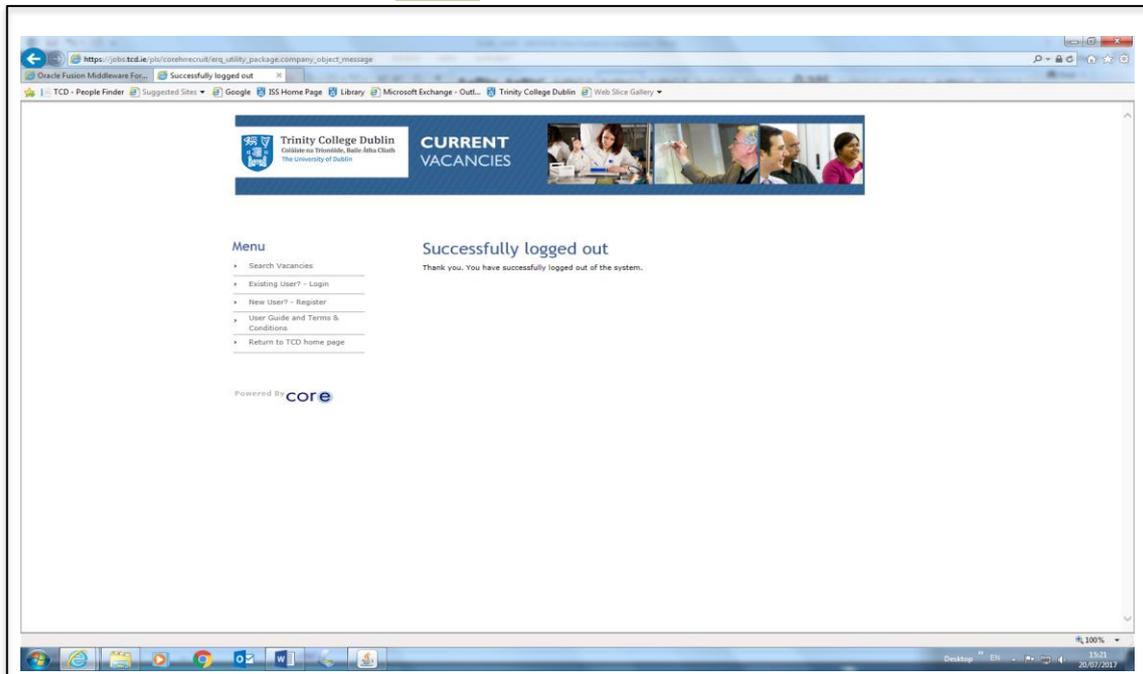
Please note: Once you have submitted your application, you cannot make any amendments to your application.

Alternatively you can **Save For Later** and return to complete your application at a later date.

Note: 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.



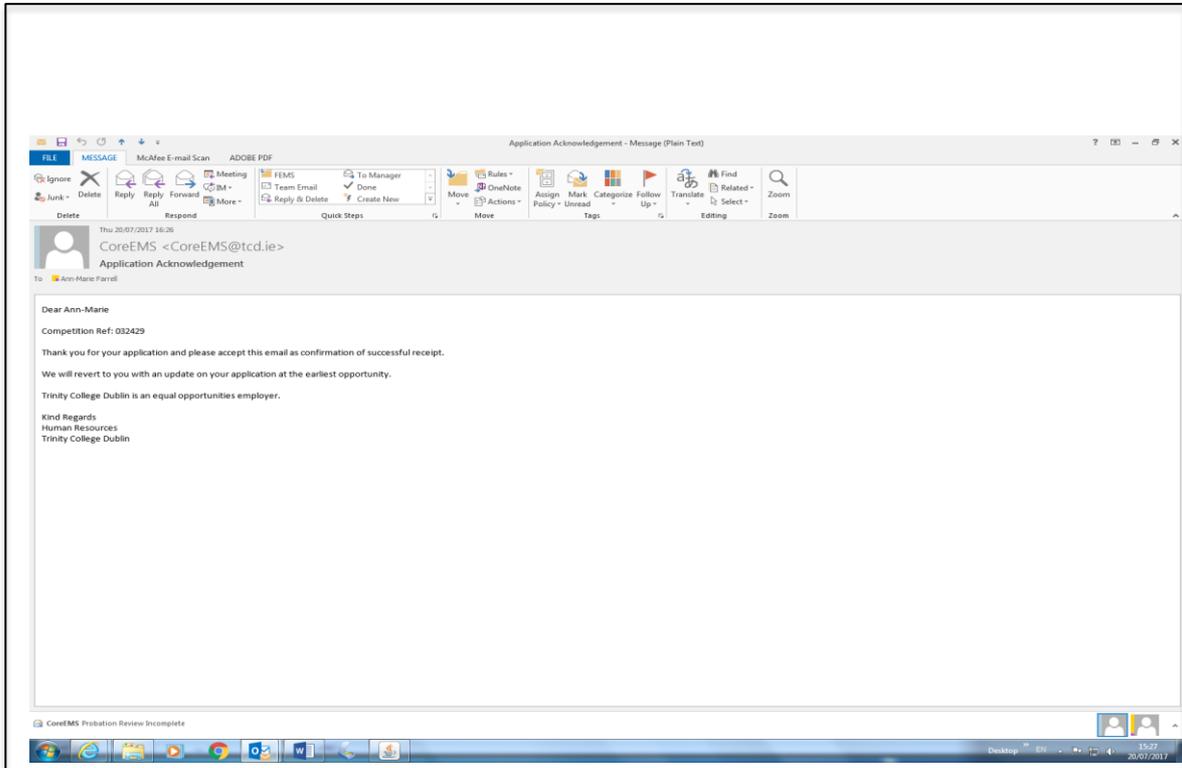
Don't forget to log out!!



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Once your application has been submitted, you should automatically receive an 'Application Acknowledgement' e-mail. (Please note: if the e-mail is not received into your Inbox, check also your 'Junk e-mail' box)

If you did not receive a confirmation email within 24 hours of your submitting your application, please contact us at extn. 3998 or junpromo@tcd.ie

If you need assistance with e-recruitment, please contact

junpromo@tcd.ie or

extension: 3998 (Ann-Marie)

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Frequently Asked Questions

Q.	How can I view my application after it was submitted?
A.	When logged in click on Application History in the Menu section on the left hand side of the screen.

Q.	I've forgotten my password, what can I do?
A.	In the login section click on Forgotten Password? When you receive the e-mail to your e-mail account with the new password – type the new password into the password box (don't copy and paste!)

Q.	How do I amend my application after submission?
A.	There is no option to amend your application once submitted. If you wish to withdraw your application, please contact Human Resources at junpromo@tcd.ie

Q.	Who should I contact if I have a query re the e-recruitment process?
A.	e-mail: junpromo@tcd.ie or extension 3998 (Ann-Marie) or HR at 3333

Q.	My documents won't upload?
A.	<ul style="list-style-type: none">• Some of the problems may happen due to the document name to ensure it is only words or numbers (i.e. ensure the document or file name does not contain such as !- " * : / \ ? < > .)• Ensure the document name is not too long (i.e. name can't be more than 256 characters)



Q.	I'm sure I submitted my application but have not received any acknowledgement – What's happened?
A.	<ul style="list-style-type: none">Once your application has been submitted, you should automatically receive an 'Application Acknowledgement' e-mail. If the e-mail is not received into your Inbox, check also your 'Junk e-mail' box. If the e-mail is not there, call extn 3998 <p>OR</p> <ul style="list-style-type: none">Ensuring that you are still within the time process (as e-recruitment automatically closes the competition on the date and time outlined) Did you press the  button to return your application at a later date? If so, did you go back into your e-recruitment account; did you go to the Application History under the Menu section on the left side of the screen and go through each step with pressing Save and Next at the end of each page till you reached Step 5 - Tick the box with agreeing to the terms and conditions and press submit <p>OR</p> <ul style="list-style-type: none">You may have ran out of time - Please note that on the closing day the e-recruitment system automatically closes the competition at midday. If you have not clicked Submit, and submitted your complete suite of required documents by the relevant time, your application will not be accepted.

Q.	I think I've applied to the wrong competition – how can I ensure that the application can be inserted into the correct competition?
A.	Unfortunately, HR cannot insert your application into the competition you should have applied for. Please ensure you have submitted to the correct competition in the correct Faculty. It is your responsibility to ensure that all the documents are submitted in your application, and submitted in the correct format, to the correct competition, by the competition closing time and date allocated to your Faculty.

Q.	It is now 12.01 of the closing date – the system won't accept my application?
A.	The e-recruitment system automatically closes the competition on the date and time, and no late applications will be accepted. The e-recruitment system will not be opened for any candidate. It is your responsibility to ensure that all documents are submitted in your application and submitted in the correct format as outlined, by the competition closing date and time.



Q.	How much time should I allow to upload my documents?
A.	It depends on each individual, but normally 30-45 minutes should be allocated to load same – please note that if on the closing day and you are in the middle of submitting your documents, the e-recruitment system will automatically close the competition at midday. If you have not submitted your complete suite of required documents, and clicked Submit, your application will not be accepted.

Q.	Can somebody from HR input my application?
A.	No member of HR can input your application. It is your responsibility to ensure that all documents are submitted in your application and submitted in the correct format as outlined. No member of HR can access your e-recruitment record.

Q.	How do I withdraw my application after submission?
A.	If you wish to withdraw your application, please contact Human Resources at junpromo@tcd.ie