

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

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.



Step by Step Guide

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





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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A brief summary and all the relevant documents will appear.

and this will bring you into the competition.



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Click

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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')

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Application Documents

The two documents should now be uploaded in the order 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

When all the documents have been uploaded, Press Next



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		Have you had two years' service in your current grade (by 26th September 2017)? *	● Yes ○ No	
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		Has your Head of Discipline completed their report and it has been counter signed by the Head of Schoolt? *	● Yes ○ No	
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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



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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



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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?
Α.	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?
Α.	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?
Α.	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?
Α.	e-mail: junpromo@tcd.ie or extension 3998 (Ann-Marie) or HR at 3333

Q.	My documents won't upload?
Α.	 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)

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.



Q.	I'm sure I submitted my application but have not received any acknowledgement – What's happened?
Α.	 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
	• Encuring that you are still within the time process (as a 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
	 OR 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?
Α.	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?
Α.	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.

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Q.	How much time should I allow to upload my documents?
Α.	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?
Α.	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?
Α.	If you wish to withdraw your application, please contact Human Resources at <u>junpromo@tcd.ie</u>

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