



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Promotions and Progressions

User Guide

For e-recruitment platform

Please note that 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

- senior.promotions@tcd.ie for applications to Senior Academic Promotions Call
- junior.promotions@tcd.ie for applications to junior Academic Progressions Call

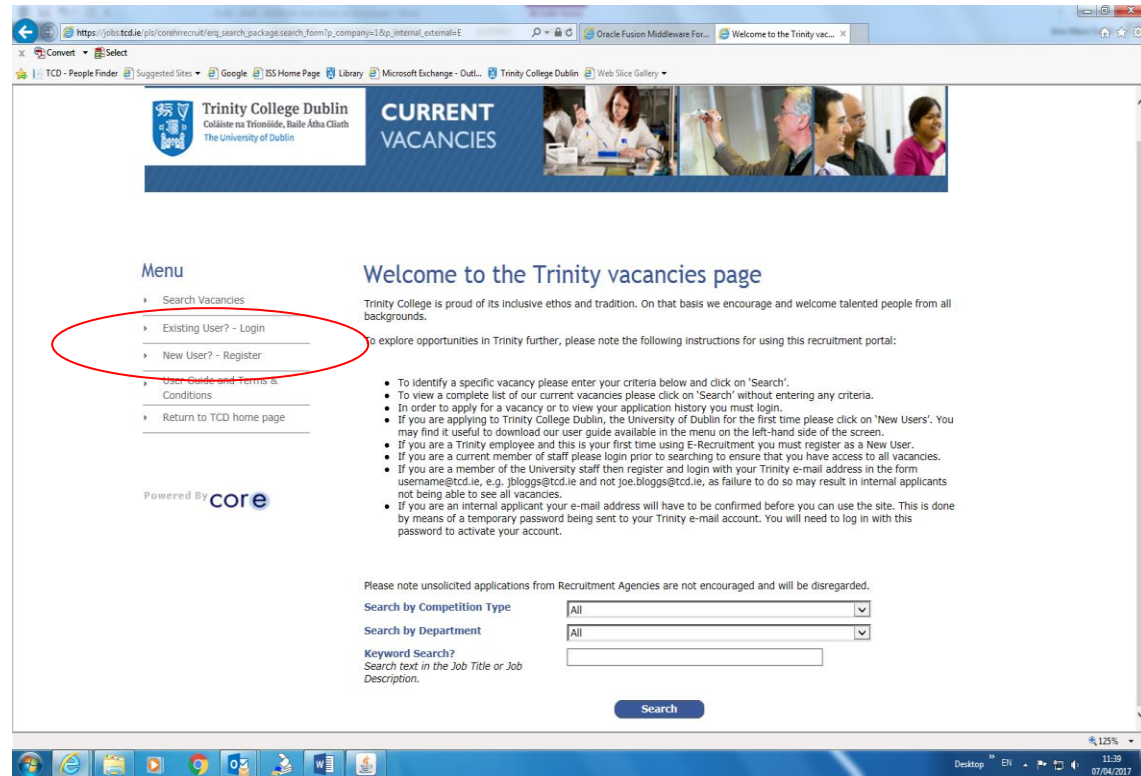
Or

- Ext. 4821 for Ronan Healy
- Ext. 3937 for Marta Borkowska

Step by Step Guide

Using E-Recruitment to apply for Promotion and Progression Calls

Go to jobs.tcd.ie



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)



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

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

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

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.

Please note unsolicited applications from Recruitment & Administration

Search by Competition Type: **Promotions**

Search by Department: **Recruitment**

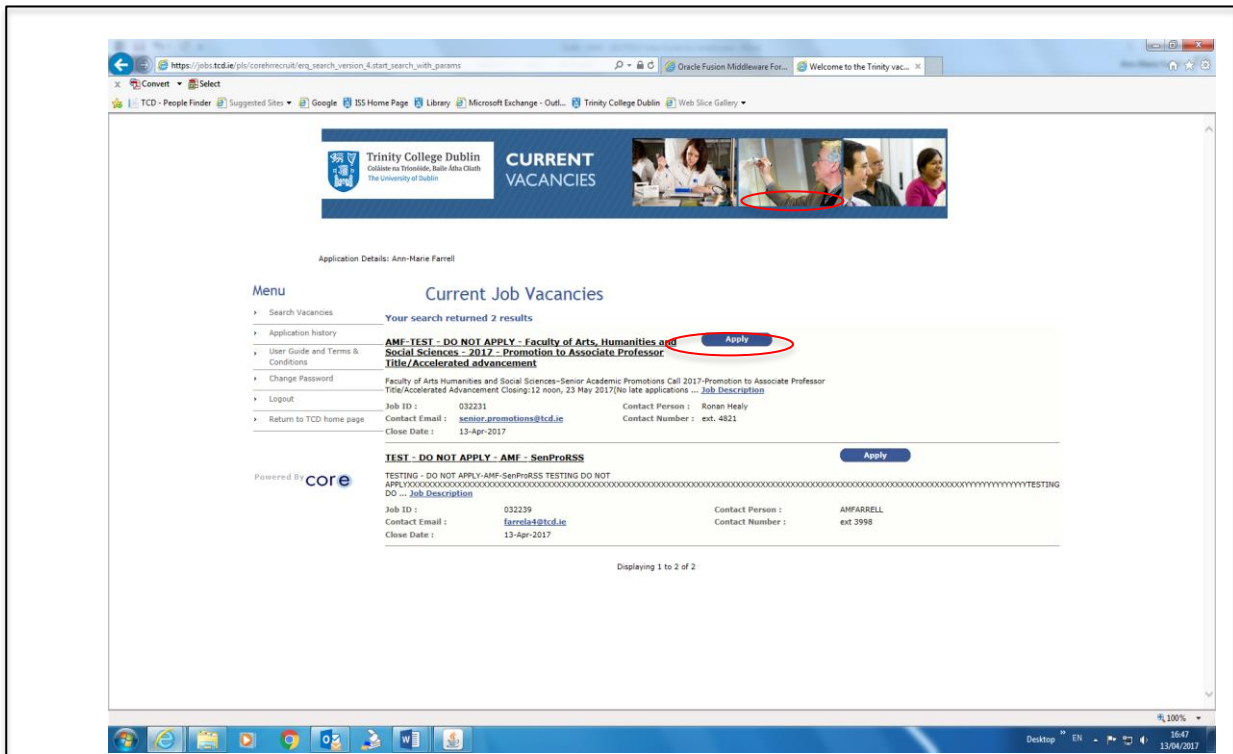
Keyword Search? Search text in the Job Title or Job Description

Search

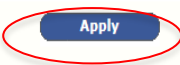
Tip - Sometimes, the 'Search by Competition Type' may not contain 'Promotions' in the drop box. Press 'Search Vacancies' (Under Menu on left side), and 'Promotions' should then appear.



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



A brief summary and all the relevant documents will appear.

Click  under competition you wish to apply for 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

The screenshot shows a web browser window with the URL https://jobs.tcd.ie/pls/corehrrecruit/ern_job_package.navigate_to_job. The page header includes the Trinity College Dublin logo and the text "CURRENT VACANCIES". The main content area is titled "Step 1 of 5 : Personal Details" and contains a form for "AMF-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso". The form fields are as follows:

Title *	Ms.
Forename *	Ann-Marie
Surname *	Farrell
College Postal Address 1 *	Human Resources
College Postal Address 2 *	House 4
College Postal Address 3 *	Corporate Services Division
College Postal Address 4	Trinity College Dublin
Email *	farrela4@tcd.ie
College Extension Number *	3998
Mobile Phone Number	0811234040

At the bottom of the form are two buttons: "Save and Next" and "Next". The page footer shows the date "13/04/2017".

Step 1 - Personal Details - Enter in your

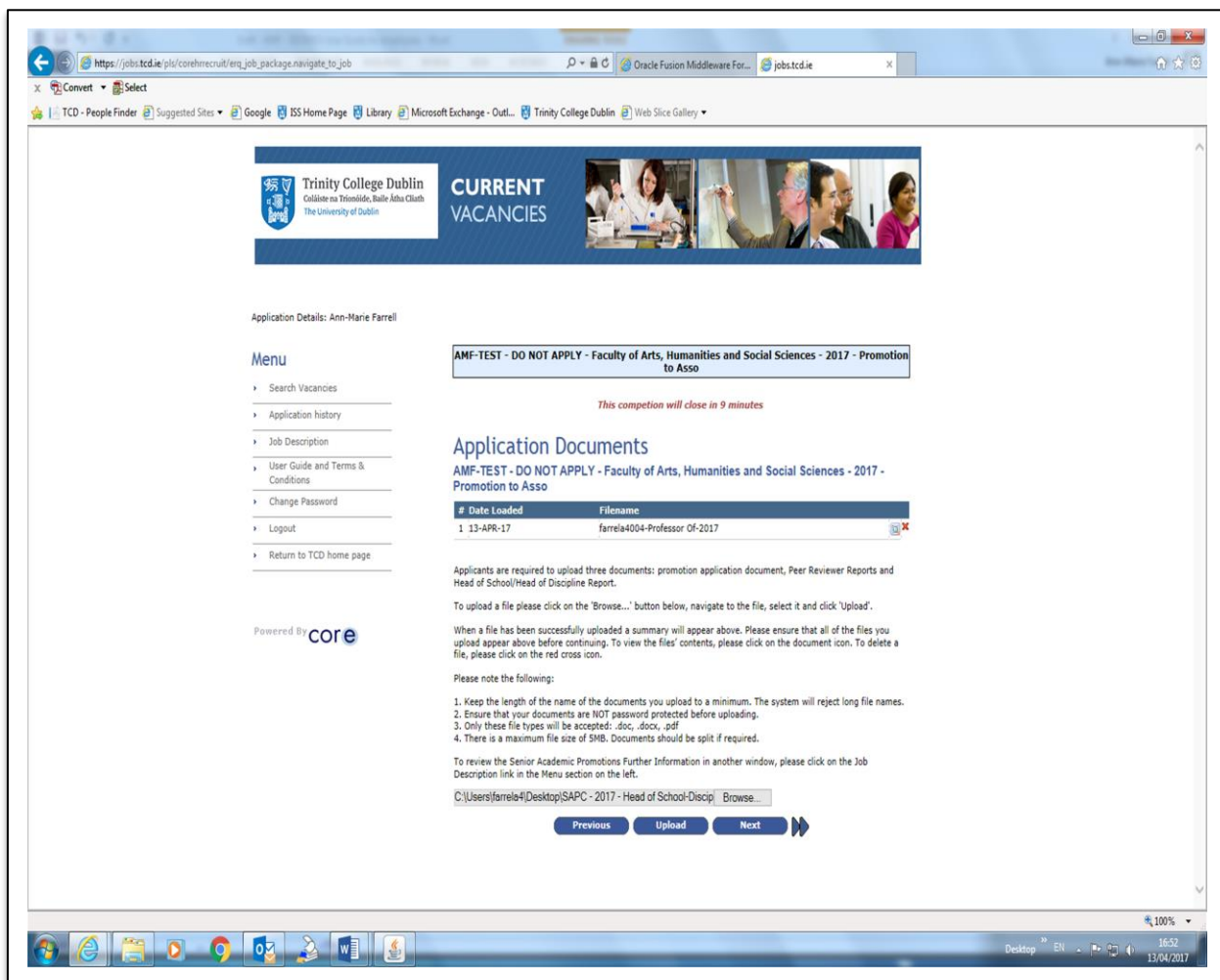
- *Title, forename etc.
- *College Postal Address – include Room Number (if possible), building etc
- *E-mail address – this is the e-mail address where all correspondence will be sent
- *College Extension Number – insert your work contact number
- *Mobile Phone Number – optional

You can navigate throughout the sections by clicking on

Previous

Save and Next

Next



Application Documents

There are certain documents required to be uploaded depending on the competition you are applying for, but the list of documents required is always given in the description of the call:

1. **Promotion Application Document** – This is your outputted CV
2. **Head of School/Head of Discipline report** – when applying for JAP Call
3. **External Referee Form** – when applying for SAP Call

Press the Browse button

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

Press Upload



Trinity College Dublin
Coláiste na Tríonóide, Baile Éireann

CURRENT VACANCIES

Application Details: Ann-Marie Farrell

Menu

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

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AMF-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso

This competition will close in 6 minutes

Application Documents

AMF-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso

#	Date Loaded	Filename
1	13-APR-17	farrela4004-Professor OF-2017
2	13-APR-17	SAPC - 2017 - Head of School-Discipline - Report
3	13-APR-17	Peer Reviewer Report 2017 - Research-Teaching-Service

Applicants are required to upload three documents: promotion application document, Peer Reviewer Reports and Head of School/Head of Discipline Report.

To upload a file please click on the 'Browse...' button below, navigate to the file, select it and click 'Upload'.

When a file has been successfully uploaded a summary will appear above. Please ensure that all of the files you upload appear above before continuing. To view the file's contents, please click on the document icon. To delete a file, please click on the red cross icon.

Please note the following:

1. Keep the length of the name of the documents you upload to a minimum. The system will reject long file names.
2. Ensure that your documents are NOT password protected before uploading.
3. Only these file types will be accepted: .doc, .docx, .pdf
4. There is a maximum file size of 5MB. Documents should be split if required.

To review the Senior Academic Promotions Further Information in another window, please click on the Job Description link in the Menu section on the left.

Browse...

Previous Upload Next

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:-

1. **Promotion Application Document** – This is your outputted CV
2. **External Referee Form**

When all the documents have been uploaded, Press Next

Browse...

Back Upload Next

Trinity College Dublin
Coláiste na Tríonóide, Baile Éireann

CURRENT VACANCIES

Application Details: Ann-Marie Farrell

Menu

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

Powered by **core**

AMF-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso

This competition will close in 4 minutes

Step 3 of 5: Questionnaire Section

AMF-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso

Please answer the following questions.

Please do not select an option unless you have answered 'No' to all of the questions, as it may not be possible to complete the questionnaire.

1. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

2. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

3. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

4. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

5. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

6. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

7. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

8. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

9. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

10. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

11. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

12. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

13. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

14. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

15. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

16. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

17. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

18. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

19. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

20. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

21. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

22. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

23. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

24. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

25. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

26. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

27. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

28. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

29. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

30. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

31. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

32. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

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92. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

93. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

94. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

95. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

96. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

97. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

98. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

99. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No

100. Have you submitted your application to any other institution in the last 12 months? (Yes/No) ☐ Yes ☐ No



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

Previous

Save and Next

Next



Menu

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

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Step 4 of 5 : Equality Monitoring Information

AMP-TEST - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Asso

Equality Monitoring Information

Purpose

This information is provided voluntarily for the purposes of statistical equality monitoring.

In order to continuously monitor our performance against our strategic goals, we would appreciate your completion of this section. However, should you prefer not to complete this section of the application form, click 'Next' to proceed to the next section.

Trinity College Dublin is committed to supporting an equal opportunities policy for all its staff and potential staff. In order to ensure the effectiveness of this policy, data is collected and monitored in relation to the nine grounds protected by equality legislation: gender, civil status, family status, age, sexual orientation, religion, race, disability or membership of the Traveller Community.

By completing this information you will be helping us to ensure that we are attracting applications from a diverse section of society and that our selection processes are fair to all people.

Confidentiality and Use of Data

The information collected on this screen will be treated confidentially and in compliance with Data Protection legislation.

Equality data in relation to nationality, ethnicity, disability, sexual orientation, religion and family status will be stored separately and securely, with access restricted to nominated personnel. This information will not be available to anyone considering your application for employment at any time or be visible on your main HR personnel file. The data collected in relation to gender, date of birth and civil status will not be available to anyone considering your application for employment at any time, but will be stored on your HR personnel file for HR and pension purposes, should you be successful in this competition.

You have the right to request to see the equality information on record and to seek to alter it if you believe it is no longer accurate.

The Equality Officer will report annually to the Equality Committee on the diversity profile of employment applicants. The College is also required under the Disability Act 2005 to submit an annual statistical return of the number of staff with disabilities in College to the statutory Monitoring Committee. For more information click http://www.tcd.ie/equality/projects/disability_census.php.

For the College Equality Policy see <http://www.tcd.ie/about/policies/equality-policy.php>.

Gender

Date of Birth (DD/MM/YYYY)

Civil Status

Family Status

Citizenship

Country of Origin

Disability

Religion

Ethnic Origin

Sexual Orientation

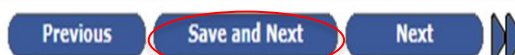
Comments

Buttons: Previous, **Save and Next**, Next



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



Application Documents: Interview Panel

Menu

- Search Vacancies
- Application History
- Job Description
- Unit Skills and Terms & Conditions
- Change Password
- Logout
- Return to TCD Home page

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AMP 1001 - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Lect

This competition will close in 2 minutes

Step 5 of 5 : Review & Submit

Please review the details you have entered before ensuring they are correct and accurate prior to submitting your application. If you wish to amend any of the information you entered click on the 'View/Change Details' link under the relevant section.

Once the application has been submitted you cannot amend any of the information you have supplied in support of this application.

By submitting your application electronically, you are declaring that the information you are submitting is fully correct.

Personal Details

Title: Ms
 Surname: Ann-Tracey
 Forename: Ann-Tracey
 College Postal Address 1: 40-42
 College Postal Address 2: Clontarf, Dublin 17
 College Postal Address 3: Clontarf, Dublin 17
 College Postal Address 4: Trinity College Dublin
 Email: ann.tracey@tcd.ie
 College Extension Number: 8888
 Mobile Phone Number: 083 1234567

[View/Change Details for Personal Details](#)

Application Documents

AMP 1001 - DO NOT APPLY - Faculty of Arts, Humanities and Social Sciences - 2017 - Promotion to Lect

1. 12-04-17 [Download Application Form](#)
 2. 12-04-17 [Application Form](#)
 3. 12-04-17 [Application Form](#)
 4. 12-04-17 [Application Form](#)

[View/Change Details for Application Documents](#)

Questionnaire Section

Please answer the following questions.

Please do not submit your application unless you have answered "Yes" to all of the questions, as it may not be processed.

1. Do you have a valid passport? Yes
 2. Have you completed your application? Yes
 3. Have you completed your application? Yes
 4. Have you completed your application? Yes
 5. Have you completed your application? Yes
 6. Have you completed your application? Yes
 7. Have you completed your application? Yes
 8. Have you completed your application? Yes
 9. Have you completed your application? Yes
 10. Have you completed your application? Yes

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

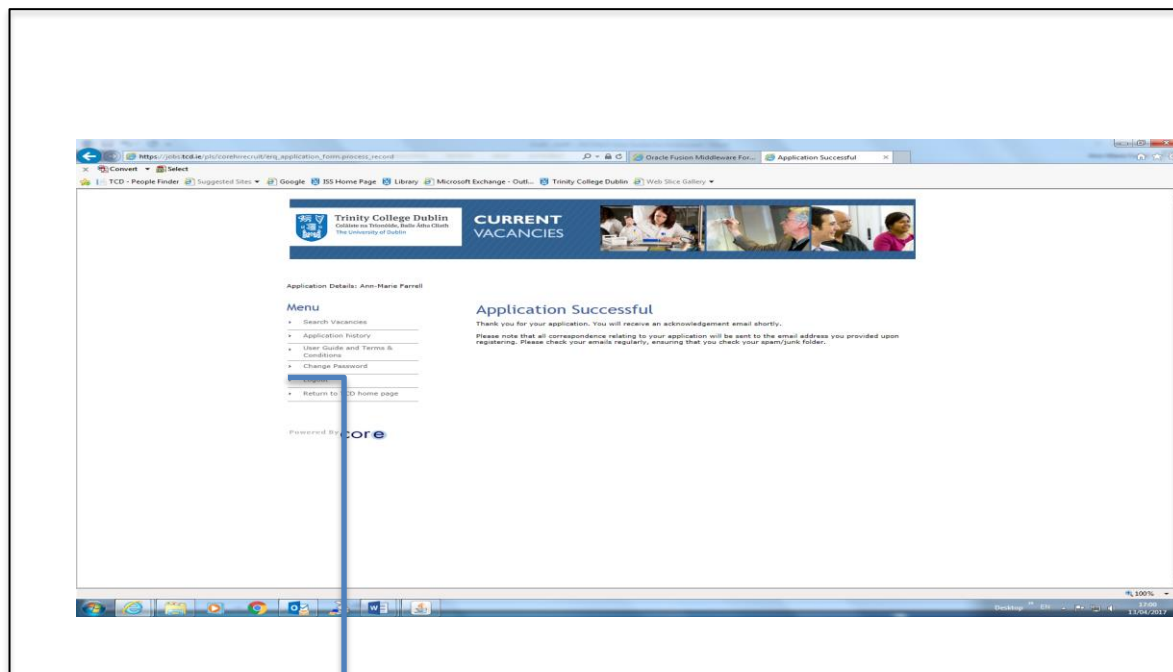
Please note that you cannot change any aspects of the application once you have submitted.

Alternatively you can

Save For Later

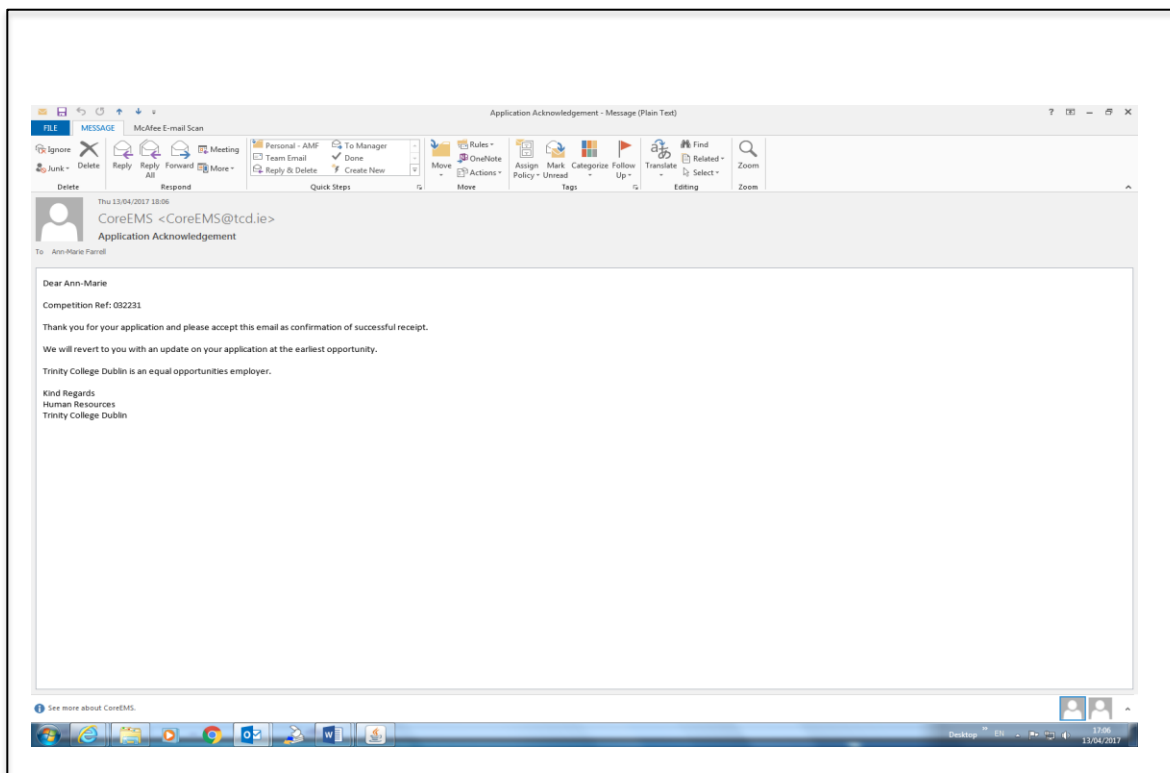
and return to complete your application at a later date.

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!!





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, or If you need assistance with e-recruitment, please contact us at

- senior.promotions@tcd.ie for applications to Senior Academic Promotions Call
- junior.promotions@tcd.ie for applications to junior Academic Progressions Call

Or

- Ext. 4821 for Ronan Healy
- Ext. 3937 for Marta Borkowska

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 senior.promotions@tcd.ie or junior.promotions@tcd.ie

Q.	Who should I contact if I have a query re the e-recruitment process?
A.	e-mail: <ul style="list-style-type: none"> • senior.promotions@tcd.ie for applications to Senior Academic Promotions Call • junior.promotions@tcd.ie for applications to junior Academic Progressions Call Or call <ul style="list-style-type: none"> • Ext. 4821 for Ronan Healy • Ext. 3937 for Marta Borkowska • 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 3937 or 4821 <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.
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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 senior.promotions@tcd.ie if applied for Senior Academic Promotions call, or junior.promotions@tcd.ie for applied for the Junior Academic Progressions Call