Applicant Guide

Applicant Guide

1.   Introduction

The purpose of this guidance document is to help you with any queries that you may have regarding the online application process. All applications must be submitted using the online application system. You will need to register your details and submit a CV and cover letter. If you cannot find an answer to your query within this document, or require further assistance, please contact the Recruitment Team at recruitment@glasgow.ac.uk or call +44 141 330 3898 (office hours: Monday-Friday 09.00-17.00).

All vacancies are available until 23:45 UK time on the day the vacancy closes.

By registering with the University of Glasgow jobs website, you can search and apply for vacancies and register for email vacancy notifications. Please note that when using the University's jobs website, you should avoid pressing the **Back** button on your browser as this will end your session and you will need to enter your login details again. To navigate to a previous page within the site, either use the links under the **Navigation Section** heading on the left-hand side of the screen or click on the relevant button (within each page) to return to the page that you wish to view. Throughout the site there are areas where additional help text has been added in case you require further explanation/information. The help text relating to a specific field can be accessed by clicking on the

ℹ️   icon.

2.   External applicant – how to register

It is necessary to register your details on the University's jobs website in order to apply for vacancies. If you have not previously registered your details on the website, click on **Register** (under the **Navigation Section** on the left-hand side).

Input your personal details and create a suitable password – appropriate guidance can be found from selecting ▣

In order to complete the registration, you must read and accept our **Terms and Conditions**.

3.   External applicant – how to log in if you have already registered

Select **Login** from the **Navigation Section** located on the left-hand side and then enter your email address and password in the next screen.

The function to log back in will be available at any time via the navigation on the left-hand side, for example, when browsing through vacancies, and you can therefore select when it is appropriate to do so, for example, once you have considered a vacancy you wish to commence an application for.

University of Glasgow

Navigation Section

› Search Vacancies
  Click to carry out a search of appointments

› Login
  Click to Login

› Register
  Click to Register

› Terms & Conditions
  Agree to the terms and conditions

Current Job Vacancies

Your search returned 5 results

Head of Human resources

					Apply
Vacancy Ref :	031459		School/Institute/Service :	Human Resources Service	
Grade :	Grade 5		Job Family :		
Post Date :	03-Dec-2019		Close Date :	31-Dec-2019 23:45	

Do you want to be part of our ambitious plans?

The University of Glasgow has launched its ambitious World Changing Glasgow programme, aligned to the delivery of our Inspiring People Strategic Plan, in which, the key to success is our people. We are in the middle of a hugely exciting £1 billion Campus redevelopment project that will transform our environment through which we will embed new technologies and change the way we work thereby enhancing our staff and student experience. We have also just moved up 10 league places since 2019, making the University of Glasgow the 14th ranked top University in the UK according to the Guardian University Guide 2020.

An exciting opportunity has arisen for a Head of HR. You will be an inspiring HR professional with significant leadership experience gained within complex organisations. You will have the gravitas, influencing and people skills to effect change and contribute to senior level decision making within a highly performing university.

You will lead the HR team to provide a strategic, business focussed service as well as the management of joint employment arrangements with our international partners. As part of the University's senior HR team, you will develop and maintain internal and external relationships to deliver innovative solutions ensuring a consistent, proactive approach across the University.

If you are an inspiring HR Professional who is looking for an opportunity to play an active role in delivering our World Changing ambitions then this is the role for you

Head of Human Resources
Ref: 031459
**Salary: Competitive**

Full Time

4.   Internal applicant – how to apply

The process of applying for vacancies is slightly different for internal candidates as you will view and access vacancies through the **Employee Dashboard** within Portal. To access the **Employee Dashboard**, click on the dropdown and select **Employee Dashboard.**

☰ Employee Dashboard ▾

My Profile

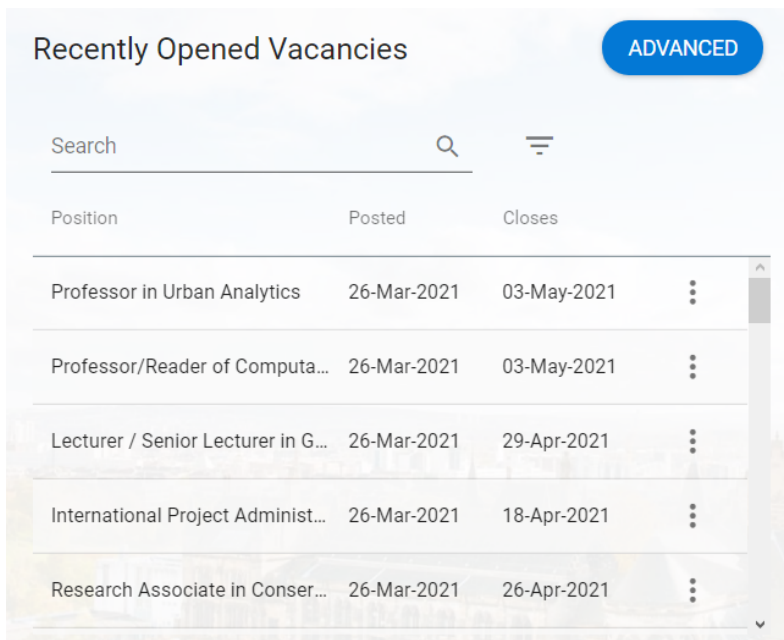Employee Dashboard

👤   Profile
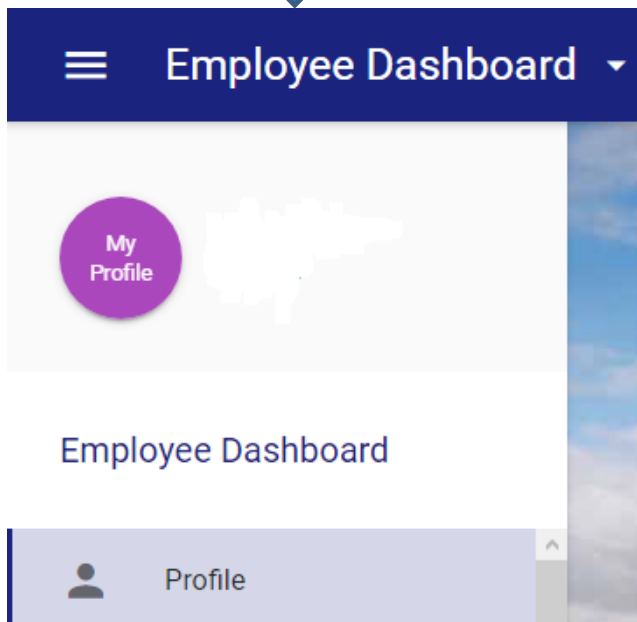
Further down from this tab, internal applicants will see a tab labelled **Vacancies**, by selecting this tab the screen will change and current vacancies will display.
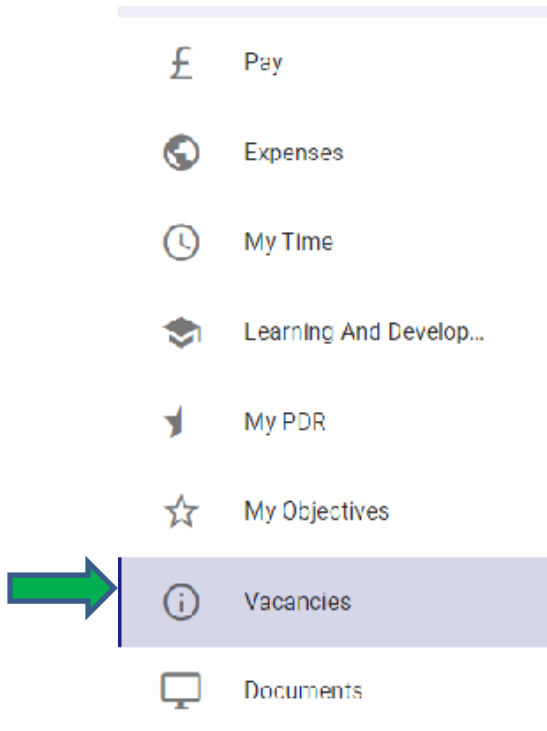
A list of current vacancies will then be available.

Should you wish to apply for a vacancy, then it is possible to do so via the ⋮ button. Once this has been selected there is the option to view the details which will open the full job description in another window.

Alternatively, by selecting **Apply**, the recruitment site will open, and you will be able to complete the application process.

5. Accessing the University's vacancies page

The recruitment website can be accessed directly using this link or alternatively through the University of Glasgow HR webpages. All current vacancies will be listed within these webpages, it is also through these pages that you can set Job Alerts to your email address based on criteria of your choosing, for example, vacancies of a particular grade or job family.

Job Families			
	Research & Teaching	Management, Professional & Administrative	Technical & Specialist	Operational
9				
8				
7				
6				
5				
4				
3				
2				
1				

6. How to search for vacancies

If you are not already in the **Search Appointments** screen, click on **Search Appointments** under the **Navigation Section** heading on the left-hand side of the screen. If you have reached our website from an external source and you know the vacancy reference number, you can search directly from the **Search Vacancy Reference** near the foot of the page. Alternatively, you can select certain criteria and confirm via the **Search** button, all vacancies that fall within the selected criteria will now appear. If no search criteria has been selected then all current vacancies will appear. Please note that the options displayed in the various search category lists reflect the vacancies that are currently available, for example, if there are no vacancies within the **James Watt School of Engineering**, you will not be able to select from the **Search by School/Institute/Service** list.

University of Glasgow

Navigation Section

▸ **Search Vacancies**
  Click to carry out a search of appointments

▸ **Login**
  Click to Login

▸ **Register**
  Click to Register

▸ **Terms & Conditions**
  Agree to the terms and conditions

Search Appointments

You can choose to search vacancies using the various criteria below. To select multiple items within a list, press CTRL when selecting the items. To display all current vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'. The options displayed within the various lists below reflect the vacancies that are currently available.

University staff MUST be logged into portal to view internal vacancies.

Guidance on how to make your online application, including registering for internal vacancies, can be viewed on the University of Glasgow - How to apply web pages (to be added).

Search by Grade
Search by Grade

All
Grade 5
Grade 7
Grade 9

Search by Job Title
Search by Job Title

All
Academic Lead
Accounts Officer
Research Associate
Research Finance Operations Manager

Search by College/US
Search by College/US

All
College Of Arts
College Of Medical Veterinary & Life Sci
University Services
University Services

Search by School/ Institute/Service
Search by School/ Institute/Service

All
Academic Planning & Support
Finance Office
Human Resources Service
Ri Health & Wellbeing

Search by Vacancy Reference
Search by Vacancy Reference

Any Extra Keywords?
Search by Job Description

Search

Search by Grade
Search by Grade
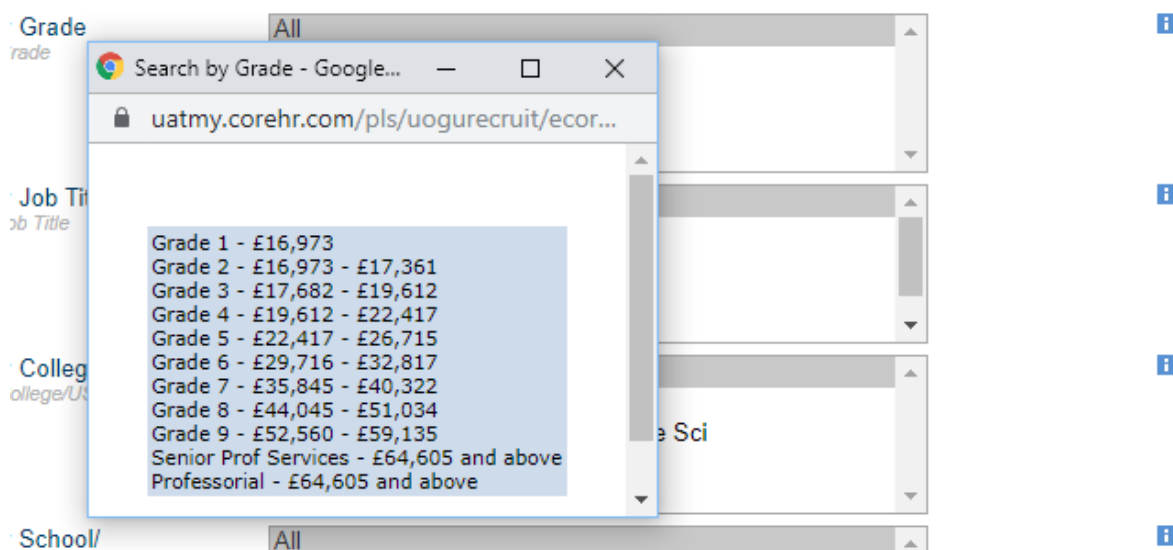
All
Grade 5
Grade 7
Grade 9

By selecting [i] this will provide details of the salary ranges within each Grade.

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7.   How to Create a Job Alert

In Vacancies, click 'Advanced Search' then select 'My Account – Job Alerts'

You can select multiple items by using CTRL + Click

Once saved you will see the following message

8.   How to view full details of a vacancy

You can view the full job description by clicking on the **job title in blue**. If you wish to go straight to the application, you should select the **Apply** button.

9.   How to apply for a vacancy

Your application can be submitted immediately after completing all the **Required** sections noted below. Alternatively, you may start, save and return via the **Login** from the navigation on the left-hand side of the page. Your application requires some personal information, a CV and cover letter **in which we request that you address how you meet the essential and desirable criteria found within the job description.**

University of Glasgow

Navigation Section

› Search Vacancies
  Click to carry out a search of appointments

› Application History
  Click to view your application history

› Change Password
  Click to change your password

› Terms & Conditions
  Agree to the terms and conditions

› My Account - Job Alerts
  My Account - Job Alerts

› Logout
  Click to logout

› Job Details
  Click to view the current job specification

Your Application
Computing Technician

Section	Completed
Registration/Personal Details	✔
Questionnaire Section	Required
Reference Details	Required
Equal Opportunities Monitoring	Required
Upload CV and Covering Letter	Required
Qualification Details	Optional
Professional Bodies	Optional

Save for later   **Print Friendly Summary**

The University's shortlisting process is completed based on the responses provided to the essential and desirable criteria so it's imperative that you address these as fully as possible, failure to do so could result in your application not being assessed. The cover letter should not exceed 3 pages in length.

Example cover letter

University of Glasgow

HR Department

███████████

███████████

███████████

December 2019

Dear Sir/Madam,

Position title

Please find attached my application for the post of ...

I am very keen to take up this role as I believe the role of ███████████████ is vital for the University continuing to strive to be World-Changing.

My mix of skills includes management, advocacy/advice, person centred, empathic and non-judgemental approach, with a wide variety of people from diverse backgrounds will be well suited to this position and I address the criteria of your job description below in order to evidence this:

A1 – I have....

A2 – My knowledge of...

And so on and so forth.

I look forward to hearing from you and discussing my skills in more detail at interview.

Yours faithfully,

████████████

N.B. We would not expect this document to exceed 3 pages.

You will be required to agree with our terms and conditions before you can submit the application (see above).

10.   Accessing previous applications

It is always possible to access the recruitment website in order to see previous applications or saved applications. You can view these through the **Application History** tab on the left-hand side of the screen. You can also copy previous applications into new jobs applied for.

As time progresses, the status of these applications may change if you are invited for interview or ultimately offered the role. Instructions will be provided at each stage for any action required within the system during your application process.

11. How to delete/ unsubmit an application

You can delete any application that has not yet been submitted (whether the closing date has passed, or not).

To delete an application, you must be logged in and then click on **Application History** under the **Navigation Section** on the left-hand side of the screen.
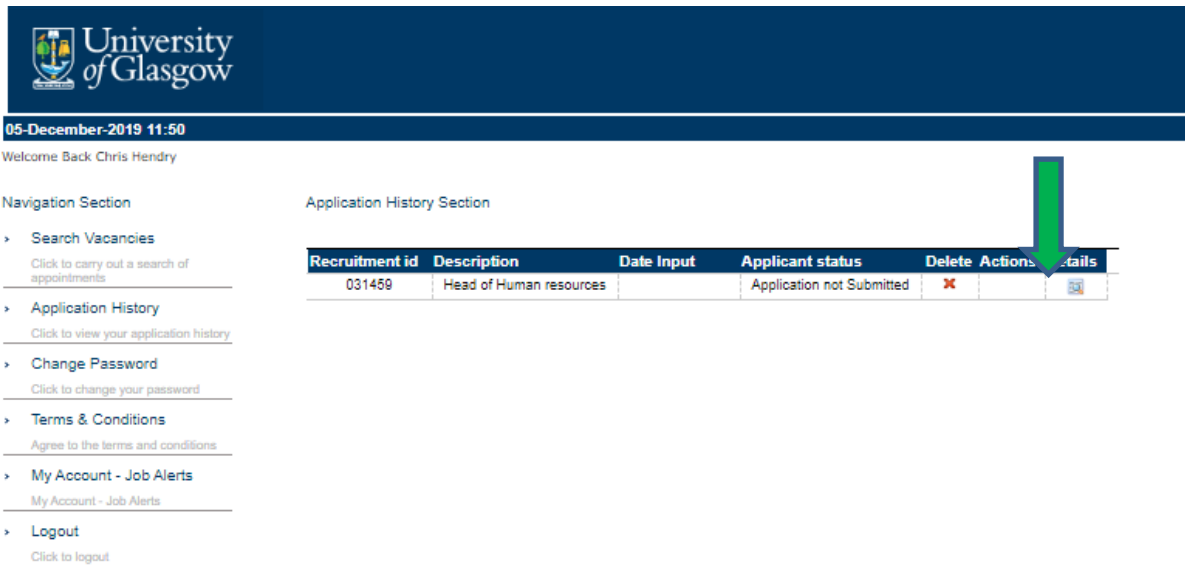
Vacancies will display in date order – with the most recently completed/amended application at the top.

Click on the red cross icon in the delete under the **Delete** column to the right of the application you wish to delete.

Click **OK** and then a message will appear, confirming that your application has been successfully deleted. Click **OK** again.

Once you have submitted a completed application, it will not be possible to delete this yourself. If you wish to withdraw/delete a submitted application, please contact the Recruitment Team at recruitment@glasgow.ac.uk or call +44 141 330 3898 (office hours: Monday-Friday 09.00-17.00).

12. How to change your password

Once you have logged into the University's jobs website, click on **Change Password** under the Navigation Section heading on the left-hand side of the screen.

Enter your existing password, new password and then confirm your new password.
Click **Change**.