People and Money system
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Employee Guide - How To Apply
Employee
Estimated time to complete: 15 minutes

In Brief...

This is a simple overview of the process.

1. From the Home page, click the Navigator menu on the top left icon.

2. Open the Me section, then click Current Jobs.

3. Search and view the chosen role. Click Apply.

4. Complete the application form.

5. Add your e-signature and submit the job application.

6. Click the Bell icon to view the notification confirming job application or check email.

For detailed guidance, see the next section.
1. From the Home page, Click the **Navigator** menu on the top left icon.

2. Open the **Me** section, then Click **Current Jobs**.

3. Set up **Filter Selectors** and Click on the **Search** Icon
4. **Select** the chosen role.

5. **Scroll through the details.**

Note the closing date on the advert under ‘Apply Before’

6. **Click Apply.**
7. Note the 3 Sections:
   - Job Application Questions
   - Supporting Documents
   - E Signature

An asterisk next to a field name signifies the field is Mandatory.

Please note: Skills and qualifications are not being used until HR Phase 3 is Live.

Once each Section has been completed and you move onto the next Section, the 3 Section Headings will remain visible. This allows you to revisit completed Sections to Review and/or Edit. On the extreme right of the Section Heading there will be an Edit Button to do this.

8. Click on the down arrow in each of the Job Application Questions and respond as appropriate. Click on the Continue Button (See below):
9. Drag In / Add Documents as applicable into the Supporting Documents display box and Click on the Continue Button (See below):

10. Add your name into the E Signature display box and Click on the Submit Button (See below):

11. Click the Bell icon to view the notification confirming Job Application or check email.

Glossary

Please refer to the Glossary