



System User Guide

Employee - How to Apply for an Internal Job

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk

Contents

Introduction	2
In Brief	3
Navigation.....	3
How to Search for Jobs	3
How to apply for Jobs	3
How to Withdraw an application	3
How to Refer a Candidate or Employee.....	3
In Detail	4
Navigation.....	4
How to Search for Jobs	5
How to apply for Jobs	8
How to Withdraw an application	11
How to Refer a Candidate or Employee.....	12
How to remove yourself as a referred employee	14
Version History.....	15
Reviewers & Approvers.....	15

Introduction

This guide supports **Employees** searching for and applying for internal job opportunities advertised via the Current Jobs App, Opportunity Marketplace. All current employees should apply via this route.

You are encouraged to **discuss any internal job applications with your line manager** as part of your career development conversations. Please see the [Planning your Role and Career Development](#) webpages for further information.

Colleagues who apply internally for a role using People and Money will automatically get notifications through the system, for example: invite to interview, a decline or offer. Your current line manager can view these notifications within the system.

The University holds information to support, manage and keep a record of your employment, this includes notifications from internal recruitment activity as described in the [Privacy Information Notice for Staff](#).

Before you apply

Before completing your application, you should ensure you carefully read the job advert. Our application requirements differ depending on the job you are applying for, the advert will contain information about any additional supporting documents required to support your application.

Each job advert will contain a link to a detailed job description. This document contains the criteria we will use to assess candidates against the requirements for the job. You should ensure your application clearly addresses the key criteria noted.

You must ensure that a document is attached as part of your application. Any supporting documents required (e.g. CV, covering letter) will be detailed in the job advert. **Only one attachment should be added**, therefore you should merge all supporting documents into one file to allow for uploading as a single attachment during the application process.

Please note, that there is no way to provide reference information in the system for internal applicants. Reference information should be provided directly to the Hiring Manager upon their request.

Please review and update your Skills and Qualifications information before applying as this information is visible to the Hiring Manager (after your application is submitted). Follow [the Employee Guide to Skills and Qualifications](#) user guide (under the Learning, Skills and Qualifications header on this page).

In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

Navigation

1. From the Home page, Open the **Me** section, then Click the **Current Jobs** app.
2. Navigation within Opportunity Marketplace is in three sections at the bottom of the screen:

- Explore – to view all job opportunities (default view).
- Submitted Applications – where you can view the status of submitted applications and any offers made.
- Referred Candidates – where you can view candidates you have referred jobs to.

How to Search for Jobs

1. In the **Explore tab** you can view all roles in the Opportunity Marketplace.
2. There are predefined filters at the top of the page, click on each to see the options available.
3. Or click on Filters to expand this list (this opens on the right-hand side of the screen).

Setting Up Job Alerts

1. You can subscribe to weekly job alerts by going to the **Update Interests** section of Opportunity Marketplace.
2. Complete all fields on the form specifying all of the criteria for the alerts you want to receive, tick that you wish to receive Notifications, then scroll to the top of the page and click **Save**.

How to apply for Jobs

1. Click on the tile of the chosen role to view more information, then click **Apply**.
2. Complete the questions on Job Application, you will need to scroll down the page to complete all required fields.
3. Scroll back up to the top of the page to **Save** or **Submit** your application.
4. Once you have submitted your application, you will see this in the submitted applications screen and within the Bell icon.

How to Withdraw an application

1. To withdraw an application, click on submitted applications and click on the **Withdraw from job icon**.



How to Refer a Candidate or Employee

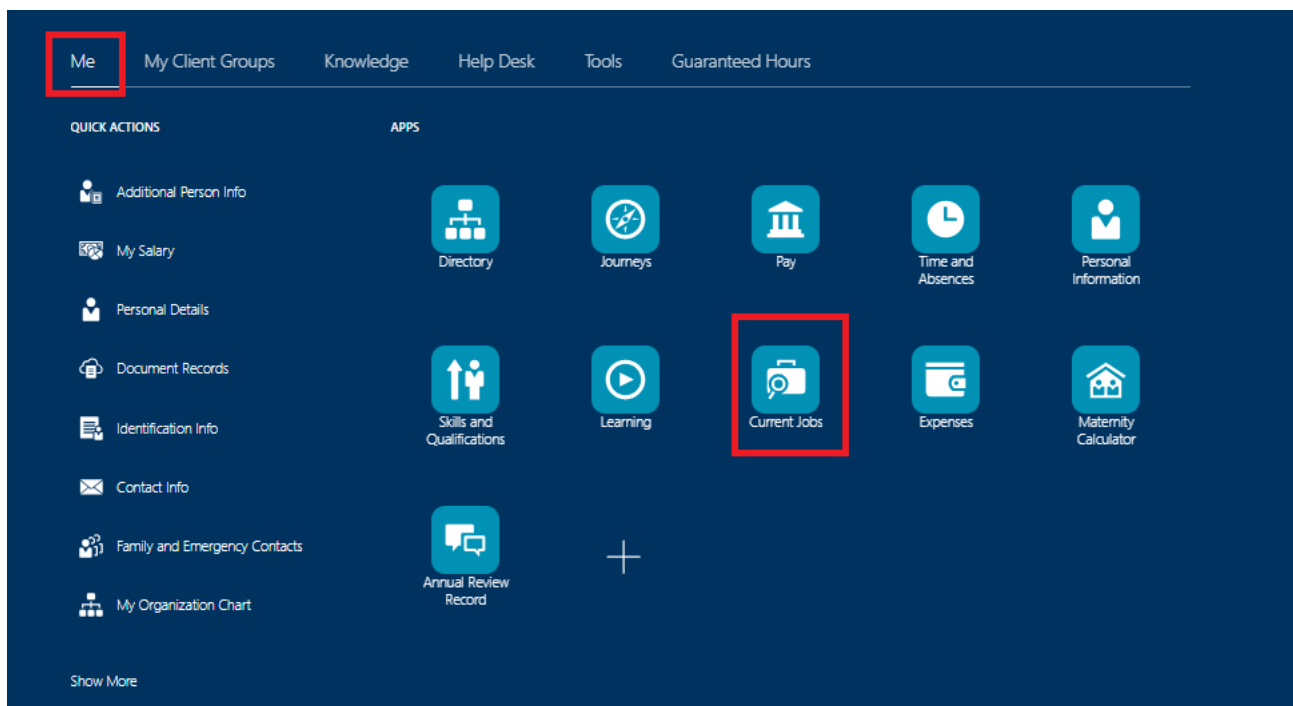
1. To **refer a candidate** (external to the University) or an employee, select the job and within the job information screen click on ellipsis (three dots).
2. For **Refer a Candidate**, enter the personal email address for the person and complete the fields on screen, then click **Submit**.
3. For **Refer an Employee** search for the employee by name, and complete the fields on screen, then click **Submit**.
4. The candidate or employee whom you have referred will receive an email to apply. Employees will also see this in the bell notification. Please note there is no monetary reward for successful referrals.

In Detail

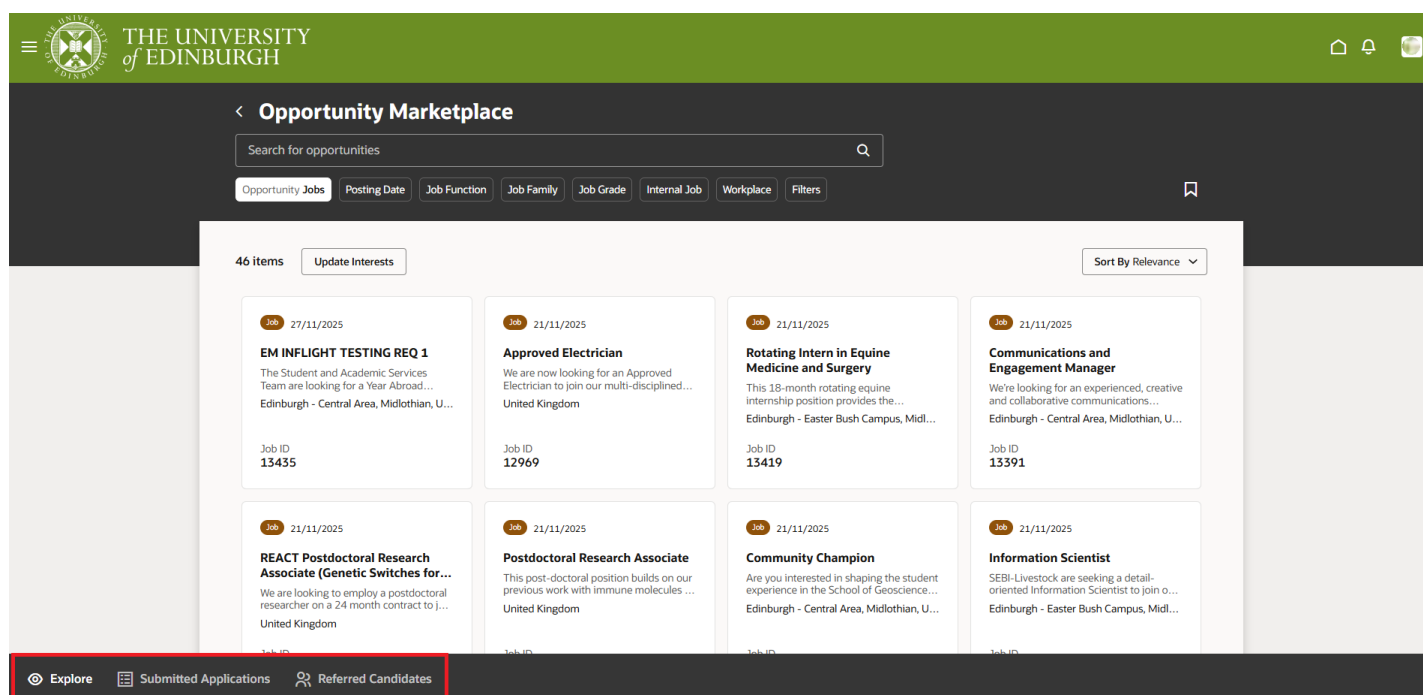
This section provides the detailed steps and includes relevant screenshots from the system.

Navigation

1. From the Home page, Open the **Me** section, then Click the **Current Jobs** app.

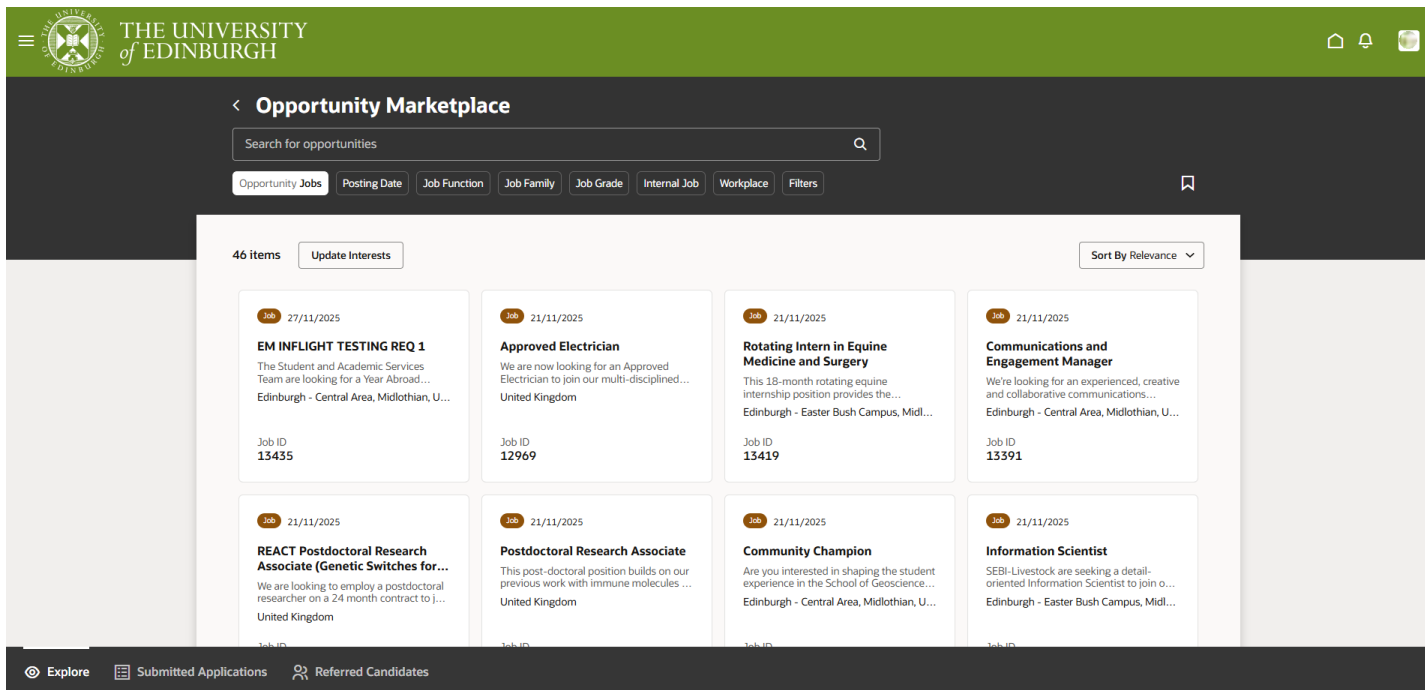


2. Navigation within Opportunity Marketplace is in three sections at the bottom of the screen:
- **Explore** – to view all job opportunities (default view).
 - **Submitted Applications** – where you can view the status of submitted applications and any offers made.
 - **Referred Candidates** – where you can view candidates you have referred jobs to.

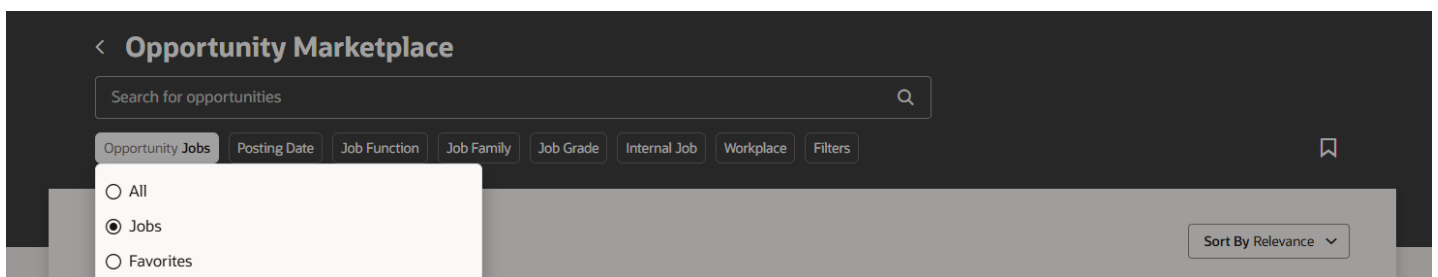


How to Search for Jobs

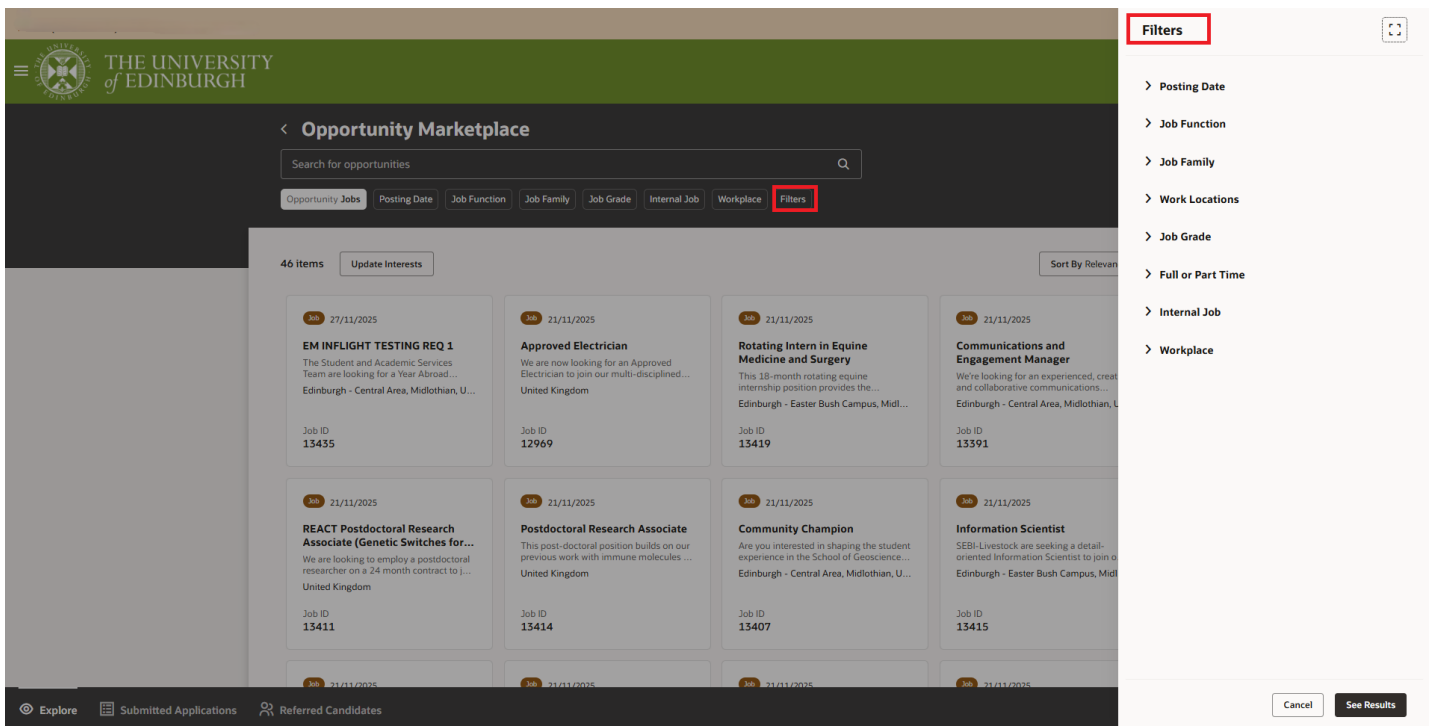
1. In the **Explore tab** you can view all roles in the Opportunity Marketplace.




2. There are predefined search functionality at the top of the page. Click on Opportunity, Posting Date, Location, Job Function, Job Family, Job Grade or Internal Job to expand the list and refine the results on screen.

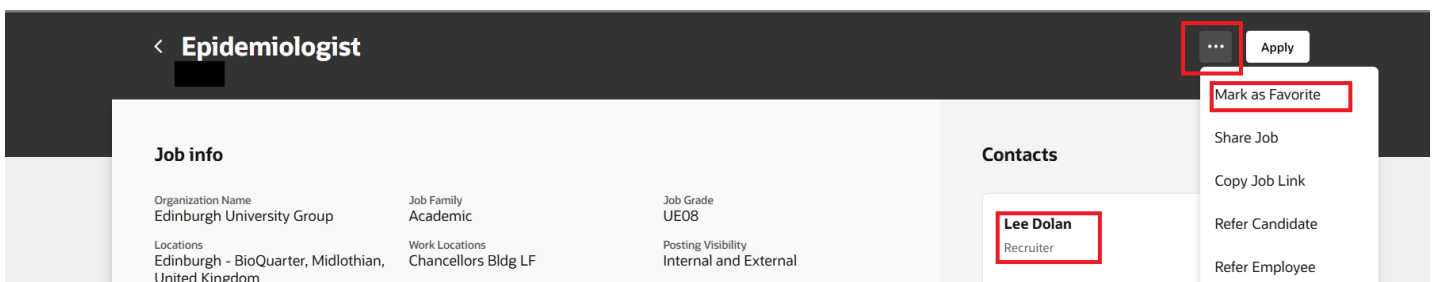


You can click on Filters to expand this list (this opens on the right-hand side of the screen). You can select a number of options, for example Job Grade, Full or Part Time and Location to narrow down the search results.

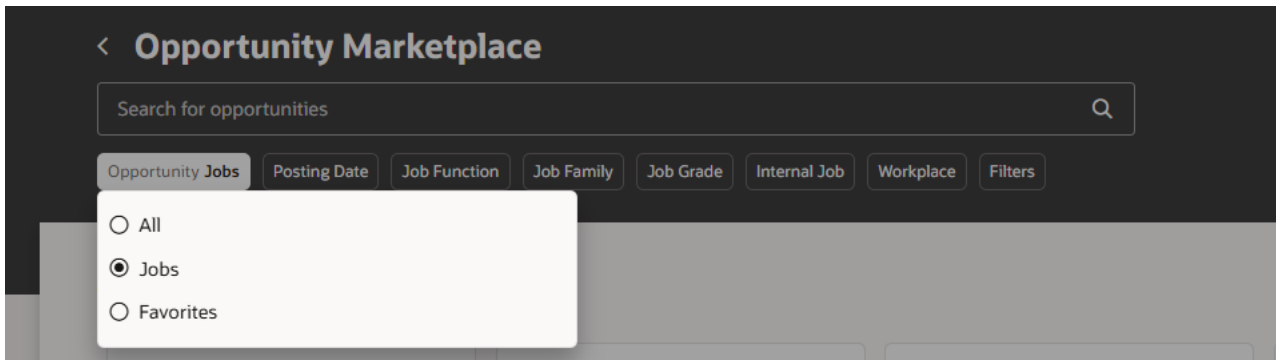


Tips

- People and Money will remember the filter you used at your last log in, so you may need to reset this by navigating to Opportunity and selecting All.
- You can save your search by clicking on the bookmark icon  at the right-hand side of the screen.
- Click on **Add to Create a New Search**, if you mark this as a default this will bring you back to this saved search each time you log in.
- To **Mark the Job as a Favorite**, from the Job Info screen click on the ellipsis (three dots) at the top of the screen and select Mark as Favorite.

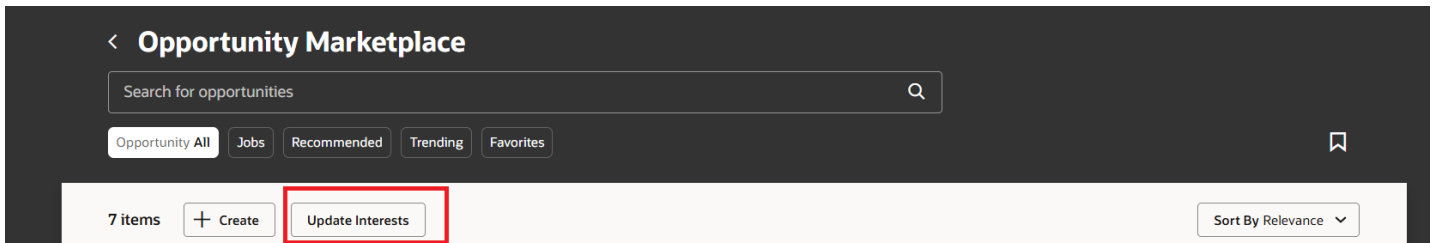


- To view any jobs you have marked as a favorite go back to the Opportunity Marketplace and select Opportunity and Favorites.



Setting Up Job Alerts

1. You can subscribe to weekly job alerts by going to the **Update Interests** section of Opportunity Marketplace.



2. Complete all fields on the form specifying all of the criteria for the alerts you want to receive, tick that you wish to receive Notifications, then scroll to the top of the page and click **Save**. Emails will be sent to your University of Edinburgh work email address and will also be available via the bell notification.

Interests Cancel Save

Tell Us About Your Interests

This information helps us recommend relevant opportunities.

General

Where would you like to work?

Jobs

Which organizations would you like to work in?

Organization

What job families are you interested in?

Job Family

What types of jobs are you interested in?

Job

What's your preferred workplace type?

Workplace

Notifications

Let me know about new opportunities that fit my interests

How to apply for Jobs

1. Click on the tile of the chosen role to view more information, then click **Apply**.

THE UNIVERSITY of EDINBURGH

< Cleaner 11751 Apply

Job info

Organization Name Edinburgh University Group	Job Family Professional, Administration and Operational	Job Grade UE02
Locations United Kingdom	Work Locations 9-11 Infirmary Stree Edinburgh - Central area	Posting Visibility Internal and External
Job Shift Day	Full Time or Part Time Part time	Travel Required No
Posting Date 8/01/2025	Closing date for applications 1/07/2025 11.59.PM	Workplace 100% On-campus
Health and Safety Requirements No key hazards identified for this post	Criminal Record Check No criminal record check required	Contract Type Open Ended

Job Description
UE02 - £22,995 per annum, pro-rata.
Estates Department / Support Services
Part-time: 15 hours per week
Open-ended (Permanent)
Vacancies available: 40
We are looking for Cleaners to join our team.
The Opportunity:
There is an excellent working environment along with good terms and conditions of service. Applications are invited for the post of cleaner at the University's Central Campus Edinburgh, EH1 1LT

Contacts

Recruiter

Hiring Manager

2. Complete the questions on the Job Application, you will need to scroll down the page to complete all required fields. These required fields are mandatory so you must ensure you answer **all** of the prescreening questions.

Job Application

Cancel Save Submit

Keep your skills and qualifications up to date ×

To complete your application please do the following: 1) Review / update your Skills and Qualifications through the link below 2) Answer the Job Application Questions below. 3) In the Supporting Document section attach a copy of your CV, cover letter and any other supporting documents noted in the advert as a single attachment. If you have applied for another role previously the last document you submitted will be available. To add an updated document remove the previous version and upload a new one. 4) Add your name within the E Signature section and click submit.

[Review skills and qualifications](#)

Which best describes your current employment situation?

Please select **'Expiring Contract'** if your fixed term contract is coming to an end or you have resigned from your post. Please only select **'My role has been confirmed at risk of redundancy'** if you have received formal notification from the University.

Required

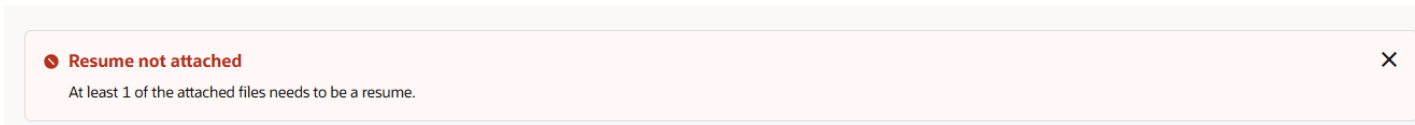
Drag and Drop

Select or drop files here.

Tips

- Please answer the questions accurately to support the hiring manager with shortlisting. For the question 'Which describes your current employment situation' Please select 'Expiring Contract' if your fixed term contract is coming to an end or you have resigned from your post. Please select 'My role has been confirmed at risk of redundancy' if you have received formal notification from the University.

- Review and Update your Skills and Qualifications
- **Attachments** – You must ensure you attach one document here, categorised as Resume. You should merge all documents, e.g. Cover Letter, CV(Resume), Supporting Statement, into one file to allow for uploading as a **single attachment**. If you do not attach any documents, you will receive an error message.

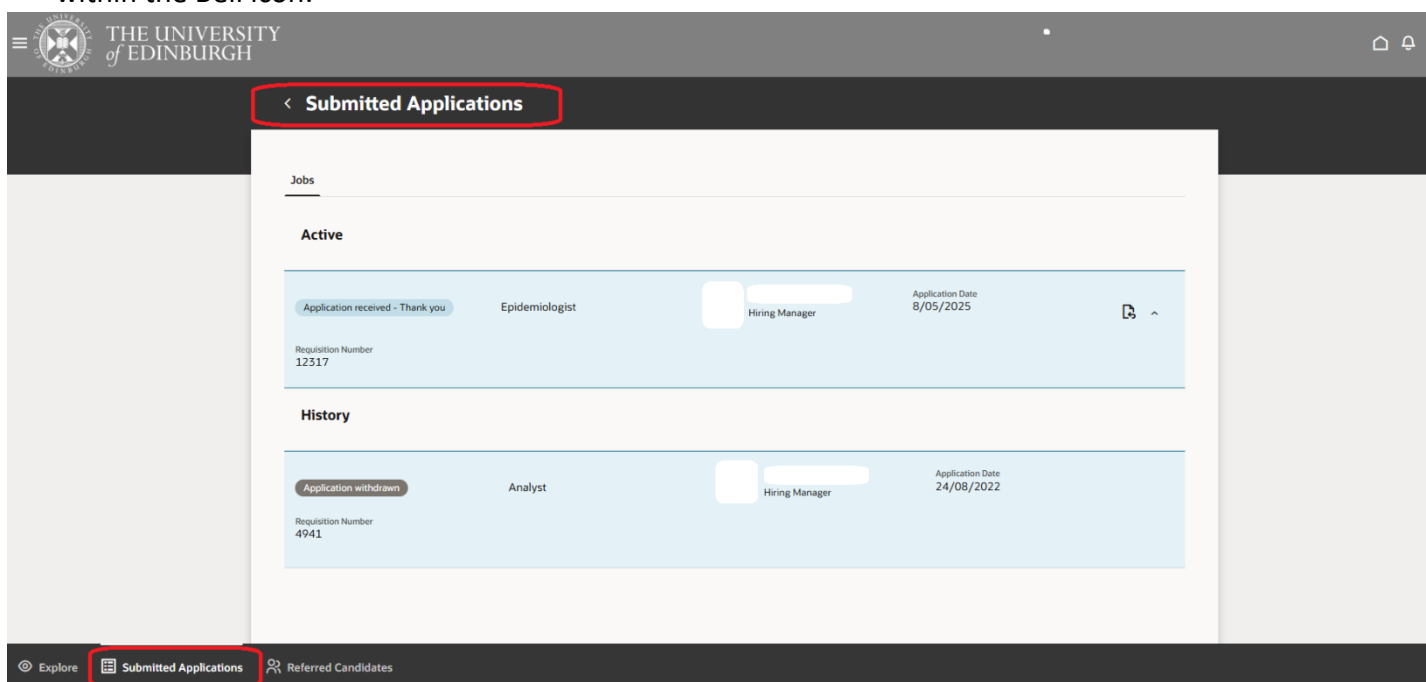


- If you have previously applied for another role the last document, you submitted will be available within the attachments. **To add an updated document, remove the previous version** and upload a new one. Click on the ellipsis (three dots) next to the document and select Remove.
- A URL can be provided for further information if you wish.
- Provide a Signature (Your full name as per your personal details)

3. Scroll back up to the top of the page to **Save** or **Submit** your application.



4. Once you have submitted your application, you will see this in the submitted applications screen and within the Bell icon.

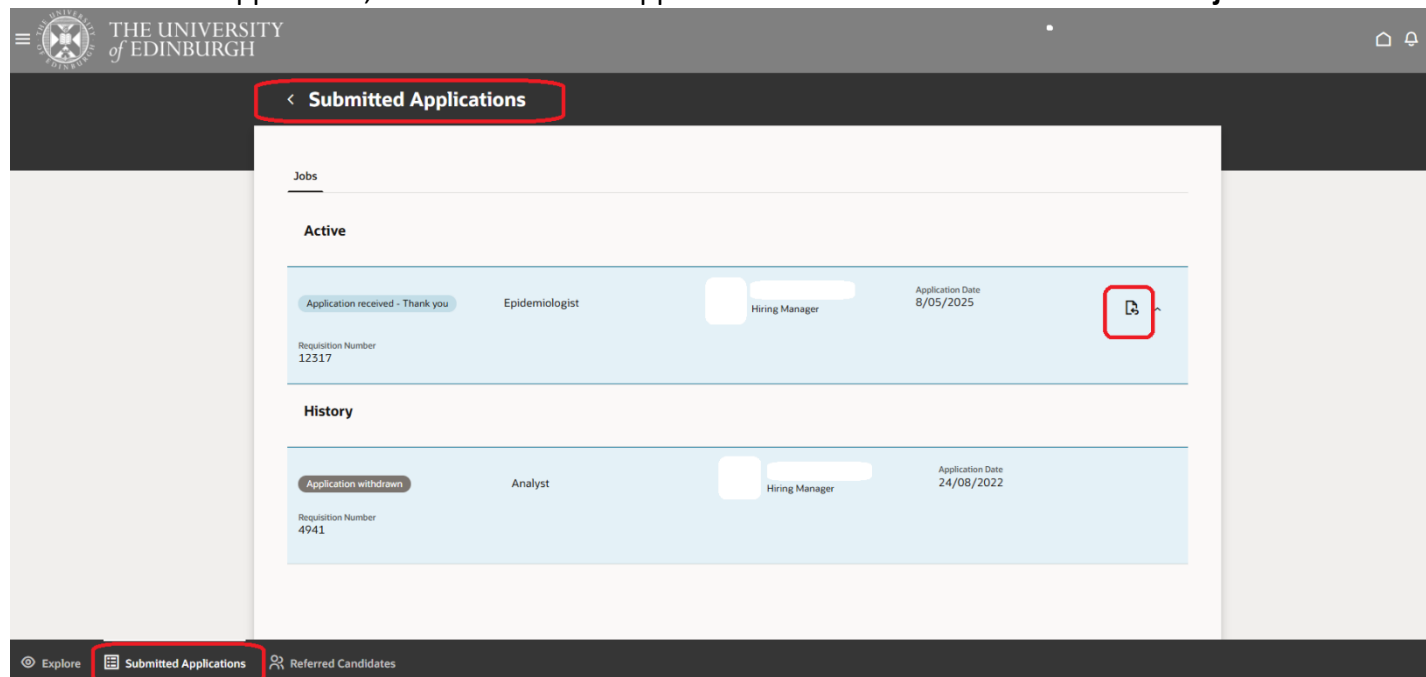


Tips

- Click the **Bell** icon to view the notification confirming your Job Application.
- Within Submitted applications you can see the active, history and any offers made.

How to Withdraw an application

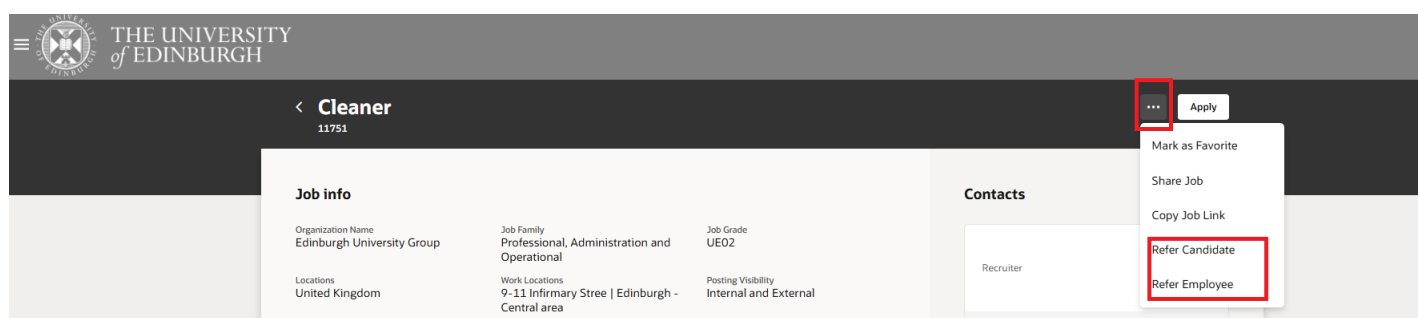
To withdraw an application, click on submitted applications and click on the **Withdraw from job** icon



How to Refer a Candidate or Employee

When an employee refers a candidate or employee they will be added as a 'prospect candidate' to the job requisition. For referred candidates and employees, this means that the hiring team can see their skills and qualifications profile and any documents added to this like their CV. However, the candidate or employee will not be officially considered for the job until they apply for the role or the hiring manager changes their status.

1. To **Refer a Candidate** (external to the University) or an employee, select the job and within the job information screen click on ellipsis (three dots).



2. Enter the personal email address for the person and complete the fields on screen, then click **Submit**. You can only refer a candidate if the job is advertised externally.

Refer a Candidate
Cleaner - 11751

Cancel Submit

Who would you like to refer?

Email
private.private@hotmail.com

Candidate details

Title First Name
Required Required

Middle Name Last Name
Required Required

Preferred Name
Required

Add a private message for the candidate.

Hi, I referred you for the Cleaner job. You're invited to check it out and apply.

- To **Refer an Employee** search for the employee by name and add a private message, then click **Submit**.

Refer an Employee
Cleaner - 11751


Cancel Submit

Who would you like to refer?

Name
Morag Easton

Add a private message for the candidate.

Hi, I referred you for the TEST job. You're invited to check it out and apply.



- The candidate or employee whom you have referred will receive an email to apply. Employees will also see this in the bell notification. Please note there is no monetary reward for successful referrals.

Tips

- If you do not overtype the default private message in Refer an Employee or add to this it will not be seen by the employee you are referring.

- You cannot refer an employee if they have already applied for the job or withdrawn their application.

How to remove yourself as a referred employee

If you don't want the hiring team to see your profile or documents you can remove yourself from consideration by clicking on the link within the referral email or via the bell notification.

[Click to remove yourself as a referred candidate](#)

If you don't want the hiring team to see your profile or documents, you can click the link above to remove yourself from consideration.

Once you have done this you will be taken back to the Job Advert, there is no on screen message to confirm.

Version History

Version	Date	Description	Approved By
1.0	09 June 2025	Updated with changes for 25B Update included change to redwood template.	ME
2.0	15/12/2025	Replaced all screenshots to reflect the new look of Redwood screens	SK
2.1	08 April 2026	Updated to detail that an attachment is mandatory	RM/HH/SK

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.