People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email hrhelpline@ed.ac.uk

Candidate Guide- How to Apply
External Candidate
Estimated time to complete: 15 minutes

We will be making some essential upgrades to our jobs site on Monday 10th April 2023, 7am GMT. After this time applicants should use the guidance in the section on the jobs site titled ‘How to Join Us’ to support the application process.

This user guide will be decommissioned shortly after 10th April 2023.

To apply please access the external careers page at https://elxw.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001

We suggest using Chrome on Windows and Android devices, or Safari on iOS devices.
It is important that existing staff apply for jobs via the internal careers site, this can be accessed by logging into People and Money and clicking on the ‘Current Jobs’ app under ‘Me’.

In Brief…

Applying for a Role

1. Access the UoE external career site and click Find Your Role

2. Search for a suitable role in the Open Jobs page.

3. Click the Apply Now button to apply.

4. Enter your Email Address and click Next

5. Enter the verification code sent via email and click Verify

6. Complete the online application form and click Submit

For detailed guidance, see the next section.

Saving a Draft Application

1. Close the browser tab at any point in the application and it is saved without losing data.
Opening a Draft Application

1. Access the UoE external career site and click **Find Your Role**

2. Search for the role you have already started to apply for.

3. Click the **Apply Now** button to apply.

4. Enter your **Email Address** and click **Next**

5. Enter the verification code sent via email into the **Confirm Your Identify** page and click **Verify**

6. Complete the online application form and click **Submit**

For detailed guidance, see the next section.

Signing Up for Job Alerts

1. Access the UoE external career site and click **Find Your Role**

2. Click on the **Sign Up** button in the **Join our talent community** tile.

3. Enter your **Email Address** and click **Subscribe**

4. Enter the verification code sent via email into the **Confirm Your Identify** page and click **Verify**

5. Click on the **Pencil** icon in the **Talent Community** section.

6. Choose an option from the **Preferred Category** list.

7. Select your **Preferred Locations** (optional).

8. Select the **I agree to receive marketing communications** checkbox to receive marketing information (optional).

9. Click on the green tick to confirm your selections.
For detailed guidance, see the next section.

**Updating Personal Details**

1. Access the UoE external career site and click **Profile**
2. Enter your email address and select **Send Email**
3. Type the verification code sent to your email address then select **Verify**
4. On your profile page select **Edit Personal Information**
5. Make any required changes then select **Update** to save the changes

For detailed guidance, see the next section.

**Dealing with a Referral**

1. View the **You have been referred** email, then click **View and Apply** to go to the advertised job.
2. Otherwise, click the **Not Interested** link in the email if the job is not to your requirements.

For detailed guidance, see the next section.

**Scheduling an Interview**

1. View the **You're invited to schedule an interview!** email.
2. Click the **interview calendar** link in the message.
3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify**
4. Select your preferred timeslot In the **Schedule Interview** page.
5. Click **Schedule Interview** to confirm your attendance
6. View the email with the interview details.
For detailed guidance, see the next section.

Declining a Scheduled Interview

1. View the **Your interview has been scheduled!** email.

2. Click the **interview details** link in the message.

3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify**.

4. Click **Cancel Interview** and select **Yes** to confirm.

5. View the email to check the interview has been cancelled.

For detailed guidance, see the next section.

Accepting a Job Offer

1. View the **Congratulations! Here is your job offer** email.

2. Click the **Respond to Job Offer** button.

3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify**.

4. Click **Accept** in the job offer letter.

5. Enter your **Full Name** and click **Accept**.

6. View the email with the accepted job offer details.

For detailed guidance, see the next section.
Applying for a Role

1. Navigate to the UoE external job site and click the **Find Your Role** button.

2. To filter the results down select the **filter/sort** option.

3. Expand the filtering options by selecting the plus icon then select the filter criteria checkboxes as appropriate.
4. To view further details on a job advert, select the advert summary box

5. The job details are displayed for review. If it is suitable, click the **Apply Now** button to apply.
6. Enter your **Email Address** and click **Next**.
7. The **Confirm Your Identity** page is displayed, and a verification code is required before you can continue.

![Confirm Your Identity page](image1)

6. Access the email that is sent containing the verification code and follow the steps in it.

![Email containing verification code](image2)
7. Enter the verification code from the email in the Confirm Your Identity page and click Verify to continue.

8. The online application form opens in the Personal Info section.

The candidate is required to complete the following sections of the online application form:

- **Personal Info**
  - name, address, contract number etc.

- **Job Application Questions**
  - notice period, UK right to work, etc.
• **Experience**  
  o education and work experience, etc.

• **More About You**  
  o Upload a CV and cover letter, any additional documentation ('Miscellaneous Documents' block), languages spoken, enter diversity information, referees, etc.

Note: up to 10 attachments can be included

Please note the following fields are mandatory:

• CV

• Date of Birth

Please also provide a National Insurance number in the National Identifier section if you have one

9. When the form is complete enter your **Full Name** in the E-Signature section and click the **Submit** button to forward the application.
10. Your profile page is displayed and the **Thank you for your job application** prompt is momentarily displayed informing your application has been received.

11. You can click on the **Back to career site** link in the black banner to continue searching for other suitable vacancies (optional).

12. After submission, you will receive an automated message to confirm your application has been received.
Saving a Draft Application

1. A draft application can be saved at any stage by closing the browser tab. Data will not be lost, and you can return to it later to complete and submit.
Opening a Draft Application

1. Navigate to the UoE external job site and click the **Find Your Role** button.

2. Search for the role you have already started to apply for.

3. Select the tile and click the **Apply Now** button.
4. Enter your **Email Address** and click **Next**.

![Email Address Input Form]

5. You are required to confirm your identity to open your draft application. Access the email that is sent containing the verification code and follow the steps in it.

6. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

![Confirm Your Identity Form]
7. The online application form opens in the **Personal Info** section and you can resume with your application from where you left off. To continue, refer to the appropriate steps in [Applying for a Role](#).

![Personal Info Form](image)

**Signing Up for Job Alerts**

1. Navigate to the UoE external job site and click the **Find Your Role** button.

![Job Site](image)
2. To sign up to receive email notifications for vacancies that match their specific criteria, click on the Sign Up button in the Join our talent community tile.

3. Enter your Email Address in the prompt displayed and click on the Subscribe button.

4. Before signing up for job alerts, you are required to enter the verification code from the email into the Confirm Your Identify page and click Verify.

Please note that once you have set up your account, the email you used to set it up cannot be changed in the future. If you are no longer able to use that email address, you will need to set up another account with us.
5. To enter the specific job search criteria, click on the **Pencil** icon in the **Talent Community** section of your profile.

6. Choose an option from the **Preferred Category** list.

7. If desired, you can also select specific locations from the **Preferred Locations** list.

8. A tick automatically appears in the **I agree to receive updates about new job opportunities** checkbox.
If desired you can select the **I agree to receive marketing communications** checkbox to receive marketing information.

9. Once the Sign Up form is complete, click on the green tick.

10. The **Talent Community** section is updated with your choices.

11. Click on the **Back to career site** link in the black banner to continue searching for suitable vacancies (optional).
Updating Personal Details

1. Access the UoE external career site and click **Profile**

   ![Profile button](image)

2. Enter your email address and select **Send Email**

   ![Send Email](image)

3. Type the verification code sent to your email address then select **Verify**

   ![Verify button](image)
4. On your profile page select **Edit Personal Information**

5. Make any required changes then select **Update** to save the changes
Dealing with a Referral

If you have been recommended as a candidate by email, you can choose to apply for the role or to decline it.

1. View the **You have been referred** email, then click **View and Apply**.
2. If you would like to apply for the role, refer to the appropriate steps in Applying for a Role above.

3. Otherwise, click the Not Interested link in the email if the job is not to your requirements.
Scheduling an Interview

1. View the You’re invited to schedule an interview! email.

2. Scroll to the paragraph that contains the interview details link and click on it.
3. The **Confirm Your Identify** page opens in a separate tab.

4. Access the email that is sent containing the verification code and follow the steps in it.

5. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

6. In the **Schedule Interview** page, click on the preferred timeslot.
7. Check the interview details in the window that opens and click **Schedule Interview** to confirm your attendance.

![Interview Details Window]

8. The details are displayed with a set of options for you to choose if desired:

   a. You can click on the **Back to career site** link in the black banner to continue searching for other suitable vacancies.
   b. Select an alternative interview date by clicking on the **Reschedule** link. The **Schedule Interview** page reopens for you to select a new date.
   c. Click **Cancel Interview** if you would no longer like to attend.
   d. Click **Back to my Profile** to open your profile page.
9. After you have confirmed your interview slot, you will receive an automated message to confirm your application has been received.

Help make the world a better place

Your interview has been scheduled!

Job Reference: 178

Dear, Lesley,

I am delighted to confirm we would like to invite you to interview. The details of your scheduled interview are as follows:

Date and Time: 22/10/2020 10.00 AM Europe/London
Requisition: Trainer
Interview Type: In Person
Interviewer: Emma Cunningham

Location: 3, Lady Lawson Street, EDINBURGH, EH3 9DR, UNITED KINGDOM

To make life easier, you can click to download a calendar attachment that will add these details to your calendar.

In accordance with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016 we have a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom (UK). To meet this requirement we must see original document evidencing right to work in the UK before commencement of employment and this is normally carried out at interview. This includes if you are already working with us as a contractor or agency worker.

Details of suitable documents can be found at:
https://www.ed.ac.uk/files/atoms/files/list_a_v200618.pdf
https://www.ed.ac.uk/files/atoms/files/list_b_v200618.pdf

If you are an existing employee you do not need to supply this information.
Declining a Scheduled Interview

1. View the Your interview has been scheduled! email.

   Your interview for the job Trainer has been scheduled

   elsw-dev3.1a.senden@workflow.mail.em3.oraclecloud.com

   View in Browser

   THE UNIVERSITY
   of EDINBURGH

   Help make the world a better place

   Your interview has been scheduled!

   Job Reference: 173

   Dear, Lesley,

   I am delighted to confirm we would like to invite you to interview. The details
   of your scheduled interview are as follows:

   Date and Time: 5/10/2020 10:00 AM Europe/London
   Requisition: Trainer
   Interview Type: Web Conference
   Interviewer: Emma Cunningham

2. Scroll to the paragraph that contains the interview details link and click on it.

   I wish you every success at your interview and look forward to welcoming
   you.

   Kind Regards,

   Emma Cunningham

   Go to the interview details if you need to cancel your interview.

   This email is an automated notification, which is unable to receive replies.
3. Before your interview can be cancelled you are required to confirm your identity.

4. Access the email that is sent containing the verification code and follow the steps in it.

5. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

6. Click **Cancel Interview** in the interview details page.
7. Click **Yes** in the prompt to confirm the cancellation.

8. Your profile page opens, and an explanation mark is displayed next to the role with the cancelled interview.

9. Click the **Schedule** link to view confirmation there is no interview scheduled (optional).
10. To return to your profile, click the **Back to My Profile** link or button.

11. View the **Your interview for the job has been cancelled** email that you receive a few minutes later.
Accepting a Job Offer

1. View the Congratulations! Here is your job offer email and click the Respond to Job Offer button

![Job Offer Email]

2. Enter the verification code from the email in the Confirm Your Identity page and click Verify to continue.

![Confirm Your Identity]

3. The job offer letter opens in separate tab for you to review, and

a. download a PDF copy of the letter for your records (optional)

b. click the Accept button

4. In the Accept Job Offer page enter your Full Name and click Accept to confirm the job offer.
5. View the **Congratulations on accepting your job offer** email that you receive a few minutes later.

![Email screenshot](image)

**Glossary**

Please refer to the glossary