



## Guidelines for Submitting Online Applications – Internal Staff

### 1. Logging in to Core Portal

To access CorePortal off campus see section 7 of this guide.

If you are an internal applicant, you must login to Core Portal. The Core Portal employee self service module (ESS) can be accessed through a browser.

**Please note the following are the recommended browsers:**

**Internet Explorer v9, v10, or V11**

**Mozilla Firefox v32.0**

**Google Chrome v38.0**

**Mobile Safari IOS 8**

**Windows users are advised to use the IE browser. MAC users are advised to use the Firefox browser**

To access CorePortal click on the following link:

[Employee Self Service](#)

Your username and password is your Campus Account credentials (your PC/Email username & password), e.g. your eight digit staff number 0123456s & your PC/Email password to login to CorePortal.

**If you have any issues with login to CorePortal please contact the ISS helpdesk ([servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie) or extension 5777).**

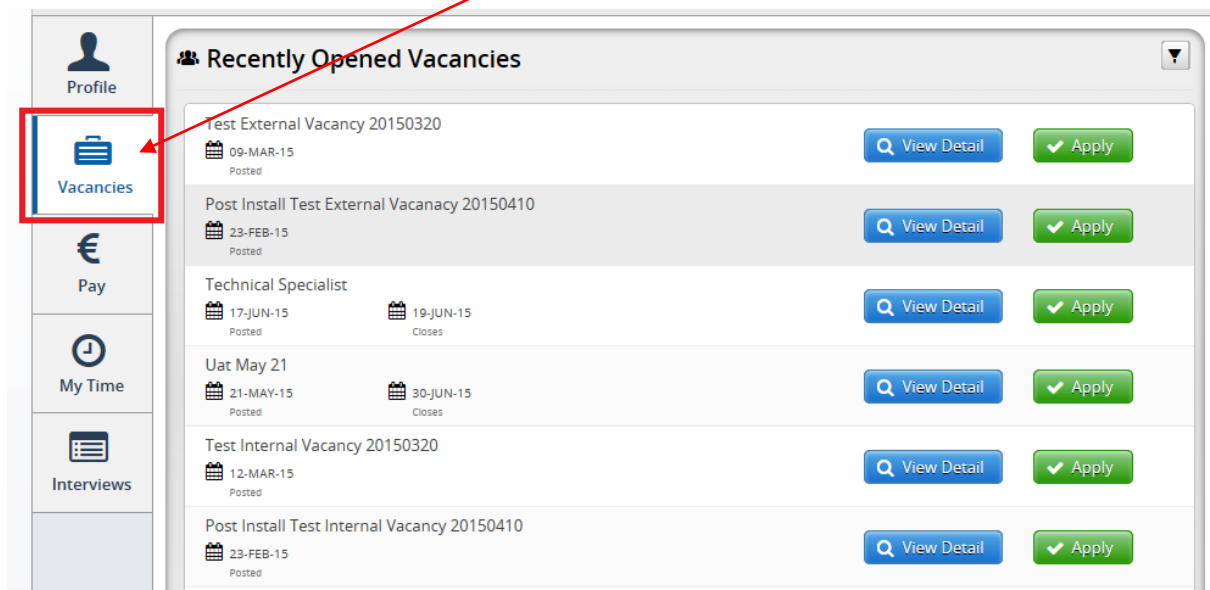
You will be automatically logged out of CorePortal after **10 minutes** of inactivity.



When you click login please allow a few seconds for the application to login. Do not re-enter your password

## 2. Access online recruitment

Users can access online recruitment via the **Vacancies** option



The screenshot displays the user interface for accessing online recruitment. On the left sidebar, the 'Vacancies' option is highlighted with a red box. The main content area shows a list of 'Recently Opened Vacancies' with the following details:

Vacancy Title	Posted	Closes	View Detail	Apply
Test External Vacancy 20150320	09-MAR-15		<a href="#">View Detail</a>	<a href="#">Apply</a>
Post Install Test External Vacancy 20150410	23-FEB-15		<a href="#">View Detail</a>	<a href="#">Apply</a>
Technical Specialist	17-JUN-15	19-JUN-15	<a href="#">View Detail</a>	<a href="#">Apply</a>
Uat May 21	21-MAY-15	30-JUN-15	<a href="#">View Detail</a>	<a href="#">Apply</a>
Test Internal Vacancy 20150320	12-MAR-15		<a href="#">View Detail</a>	<a href="#">Apply</a>
Post Install Test Internal Vacancy 20150410	23-FEB-15		<a href="#">View Detail</a>	<a href="#">Apply</a>



### 3. Vacancies – Academic Staff

#### Vacancies – Academic Staff

All current vacancies for staff are listed under the **Recently Opened Vacancies** section

Recently Opened Vacancies	
Technical Specialist 17-JUN-15 Posted 19-JUN-15 Closes	<a href="#">View Detail</a> <a href="#">Apply</a>
Test External Vacancy 20150320 09-MAR-15 Posted	<a href="#">View Detail</a> <a href="#">Apply</a>
Post Install Test External Vacancy 20150410 23-FEB-15 Posted	<a href="#">View Detail</a> <a href="#">Apply</a>
Uat May 21 21-MAY-15 Posted 30-JUN-15 Closes	<a href="#">View Detail</a> <a href="#">Apply</a>
Test Internal Vacancy 20150320 12-MAR-15 Posted	<a href="#">View Detail</a> <a href="#">Apply</a>
Post Install Test Internal Vacancy 20150410 23-FEB-15 Posted	<a href="#">View Detail</a> <a href="#">Apply</a>



#### 4. Information on a vacancy

To get the all details related to a vacancy the click the **View Detail** button.





A new browser window is displayed (**note this browser may be displayed behind your existing browser window**) with details of the vacancy, a job description and application guidelines.

To change the language to Irish click on the **Teanga** link in the **Navigation** section on the left of the screen.

### Navigation Section

- › Search Vacancies
- › Application History
- › Job Specification  
Click to view the current job specification
- › Logout
- › Terms & Conditions
- › NUI Galway Website
- › Teanga  
Clliceáil anseo don leagan Gaeilge

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## NUI Galway Vacancies

### Lecturer Below the Bar in IT

#### Lecturer Below the Bar in IT

NUIG with over 17000 students and 2200 staff is an energetic and enterprising institution with a proud record of innovation and excellence in education, research and scholarship. The dynamic, entrepreneurial and pioneering values which drive ULs mission and strategy ensures that we capitalise on local, national and international engagement and connectivity. We are renowned for providing an outstanding student experience and conducting leading edge research. Our commitment is to make a difference by shaping the future through educating and empowering our students. NUIG is situated on a superb riverside campus of over 130 hectares with the River Corrib as a unifying focal point. Outstanding recreational, cultural and sporting facilities further enhance this exceptional learning and research environment.

Faculty/Department: EHS / Physical Education and Sport Sciences (PESS)

Title of Post: Lecturer/ Lecturer below the bar in Physical Education Teacher Education / Sport Pedagogy

#### Contract Type

If appointment is made at Lecturer: Multiannual  
If appointment is made at Lecturer below the bar: Tenure Track (5 year fixed term). During the term of the contract the successful applicant will have the opportunity to apply for tenure in accordance with the University's Policy and Procedures for Granting Multi-annual Status to Entry-level Academic Staff)

Salary scale Lecturer: 50,159 - 81,402 p.a.

Salary scale Lecturer below the bar: 41,498 - 51,722 p.a.  
(Less 10% and 1st point, for new entrants to the Public Sector)

Informal enquiries regarding the post may be directed to:  
Dr Ann MacPhail  
Head  
Dept of PESS  
NUIG  
Email: ann.macphail@nuig.ie

[Click on the link\(s\) below to view documents](#)

[Job Description](#)

[Applicant Guidelines - Academic](#)

[Apply for Job](#)

To view the Job Description associated with this vacancy click on the **Job Description** link

To view the guidelines associated with this vacancy click on the **Guidelines** link

To apply for this vacancy click on the **Apply for Job** button

## 5. Applying for a job

To apply for a vacancy click on the **Apply** button



A new browser window is displayed (**note this browser may be displayed behind your existing browser window**). If you have previously applied for a vacancy via the online recruitment portal you will be given the option to select a copy of a previous application form. To select a copy of a previous application click on the **Select** link. You will be able to review and amend the previous application

### Navigation Section

- > Search Vacancies
- > Application History
- > Job Specification  
Click to view the current job specification
- > Logout
- > Terms & Conditions
- > NUI Galway Website
- > Teanga  
Clliceáil anseo don leagan Gaeilge

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### Copy of Previous Forms

Recruitment ID	Job Title	Competition Description	Select	Location
007395	Lecturer (Fixed Term)	Lecturer Fixed Term in Maths	Select	Galway City
007407	Senior Lecturer	Senior Lecturer in Physics	Select	Galway City
007408	Senior Lecturer	Senior Lecturer in Chemistry	Select	Galway City
007409	Hr Manager Organisational Development	Ao in HR	Select	Galway City

New

If you have not previously applied for a vacancy via the online recruitment portal or to create a blank application form click the **New** button.

Either way, you will be brought to the first of 9 screens, all of which must be completed to apply for the position. Fields with asterisks are mandatory.

Click on the **Save and Next** button as you proceed through the application. Doing this ensures that your inputted data will be stored in the **Application History** section of your user account should you accidentally be logged out before completing your application or should you simply not wish to submit your application straight away. Refer to section 7 at the end of this document for details on how to access your application history.

The only time you should use the **Next** button instead of the **Save and Next** button to proceed to the next screen is when you are updating or reviewing a previously saved application and you do not wish to make any changes to that screen.

## Step 1 of 10: Personal Details

### Navigation Section

- > Search Vacancies

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- > Application History

---

- > Job Specification  
Click to view the current job specification

---

- > Logout

---

- > Terms & Conditions

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- > NUI Galway Website

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- > Teanga  
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### Personal Details

#### Lecturer Below the Bar in IT

Applicants Personal Details

<b>Title *</b> <i>Enter your title</i>	<input type="text" value="MS"/>
<b>Surname *</b> <i>Enter your surname</i>	<input type="text" value="Jane"/>
<b>Forename *</b> <i>Enter your forename</i>	<input type="text" value="Bloggs"/>
<b>Address 1 *</b> <i>Enter your address1</i>	<input type="text" value="123 Main Street"/>
<b>Address 2 *</b> <i>Enter your address2</i>	<input type="text" value="Galway"/>
<b>Address 3</b> <i>Enter your address3</i>	<input type="text"/>
<b>Address 4</b> <i>Enter your address4</i>	<input type="text"/>
<b>Address 5</b> <i>Enter your address5</i>	<input type="text"/>
<b>Contact No. *</b> <i>Enter your contact number</i>	<input type="text" value="091490000"/>
<b>Mobile *</b> <i>Enter your mobile number</i>	<input type="text" value="0871234567"/>
<b>Email *</b> <i>Enter your email address</i>	<input type="text" value="@nuigalway.ie"/>

Back

Next

Save and Next

Enter the requested personal details on this screen. Fields with asterisks must be completed. Your email address will be the same as the one you used to register. Click on **Save and Next** to proceed to the next screen.

## Step 2 of 10: Third Level Education

### Navigation Section

- > Search Vacancies
- > Application History
- > Job Specification  
Click to view the current job specification
- > Logout
- > Terms & Conditions
- > NUI Galway Website
- > Teanga  
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### Education: University/Third Level Institution

Lecturer Below the Bar in IT

Educational Institute	Enter name if other	From Year	To Year
No Education: University/Third Level Institution found			

#### Education: University/Third Level Institution

Details of Third Level Education

**Educational Institute \***

**Enter name if other**

**From Year \***

**To Year \***

**Qualification \***

**Qualification Other**

**Result \***

**Main Subject/Course Area \***

**Comments**

Back

Next

Save and Add

Save and Next

Input details of your university/third level education details. The following fields must be completed:

- Educational Institute
- From Year
- To Year
- Qualification
- Result
- Main Subject/Course Area

You may enter as many qualifications as you wish by clicking on **Save and Add**. If your institute does not appear in the **Educational Institute** drop-down list, please select **Other** and give details in the **Enter Name if other** field. Click on **Save and Next** to proceed to the next screen.

### Step 3 of 10: Employment History

#### Navigation Section

- > Search Vacancies

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- > Application History

---

- > Job Specification  
Click to view the current job specification

---

- > Logout

---

- > Terms & Conditions

---

- > NUI Galway Website

---

- > Teanga  
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## Employment History

### Academic Coordinator Fixed Term in Psychology

Employment History. Please list positions held, starting with the most recent first.


**If copying text from another document formatting will be lost. Please ensure you review the text you enter before submitting**


**Employer Name \***  
*Enter Employer Name*

**Employer Address \***  
*Enter employer address*

**Title of Post \***  
*Enter Title of Post*

**Principal Duties \***  
*Please note that there is a limit of 1973 characters for this field*

**Start Date (DD/MM/YY) \***  
*Enter start date*  

**End Date (DD/MM/YY)**  
*Enter end date (leave blank if the position is your current employment)*  

**Please note that there is a limit of 1973 characters for the Principle Duties field. If copying text from another document formatting will be lost. Please ensure you review the text you enter before submitting.**

Input details of your previous employment(s) details. The following fields must be completed:

- Employer Name
- Employer Address
- Title of Post
- Principle Duties
- Start Date
- End Date (unless it is your current position)

You may enter details for as many previous employments as you wish by clicking on **Save and Add**. Click on **Save and Next** to proceed to the next screen.

## Step 4 of 10: Memberships/Fellowships

### Navigation Section

- › Search Vacancies

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- › Application History

---

- › Job Specification  
Click to view the current job specification

---

- › Logout

---

- › Change Password

---

- › Change Registration Details  
Click to change registration details

---

- › Terms & Conditions

---

- › NUI Galway Website

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- › Teanga  
Cliceáil anseo don leagan Gaeilge

## Memberships/Fellowships

Uat May 21

Name	Other	Comments	Comments	Comments	Comments	Comments
No Memberships/Fellowships found						
<b>Memberships/Fellowships</b>						
Membership/Fellowship of Professional Bodies/Institutions						
<b>Name *</b> Select Name	OTHER ▾ ⓘ					
<b>Other *</b> Enter the name of the Membership/Fellowship of Professional Bodies/Institutions	Test name x					
<b>Comments</b>						
<b>Section Not Applicable</b>	<input type="checkbox"/>					
<a href="#">Back</a>		<a href="#">Next</a>		<a href="#">Save and Add</a>		<a href="#">Save and Next</a>

Input details of Memberships/Fellowships. The following fields must be completed:

- Name. **You must select Other from the dropdown option**
- Other – this is the name of the professional body.
- Comments (with details of the Membership/Fellowships)

You may enter details for as many Membership/Fellowships as you wish by clicking on **Save and Add**. If you do not have any other Membership/Fellowships, click on the **Section Not Applicable** check box. Click on **Save and Next** to proceed to the next screen.

## Step 5 of 10: Specialised professional experience/interests

### Navigation Section

- > Search Vacancies

---

- > Application History

---

- > Job Specification  
Click to view the current job specification

---

- > Logout

---

- > Terms & Conditions

---

- > NUI Galway Website

---

- > Teanga  
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## Specialised professional experience/interests

### Academic Coordinator Fixed Term in Psychology

Please complete the following three sections:

Specialised professional experience and/or particular professional interests; no. of publications, no. of refereed publications, no. of books, no. of conference papers, if any.

Knowledge of Language (e.g., fluent, reading knowledge only, etc.)

Scholarships & Distinctions (give year of award & awarding body)

**Please note that there is a limit of 3990 characters for each field. If applicants wish to include additional information then an additional document can be added under the Applicant CV section.**

**If copying text from another document formatting will be lost. Please ensure you review the text you enter before submitting**

Experience/Taithí

Language/Teanga

Awards/Dámhachtainí

Back

Next

Save and Add

Save and Next

**Please note that there is a limit of 3990 characters for each field in this section. If copying text from another document formatting will be lost. Please ensure you review the text you enter before submitting.**

You must complete the following:

- Experience - Specialised professional experience and/or particular professional interests; no. of publications, no. of refereed publications, no. of books, no. of conference papers, if any
- Language - Knowledge of Language (e.g., fluent, reading knowledge only, etc.)
- Awards - Scholarships & Distinctions (give year of award & awarding body)

Click on **Save and Next** to proceed to the next screen.



## Step 6 of 10: Work Permit

### Navigation Section

- › Search Vacancies
- › Application History
- › Job Specification  
Click to view the current job specification
- › Logout
- › Terms & Conditions
- › NUI Galway Website
- › Teanga  
Clliceáil anseo don leagan Gaeilge

### Work Permit

#### Test support application forms

Are you an EU national?

If not, do you require a work permit?

Are you an EU national?/An náisiúnach den AE thú?

Yes  No

If not, do you require a work permit?/Sa chás nach náisiúnach den AE thú, an bhfuil ceadúnas oibre de dhíth ort?

Yes  No

Back

Next

Save and Next

You must complete the following:

- Indicate if you require a current work permit for the Republic of Ireland

Click on **Save and Next** to proceed to the next screen.

## Step 7 of 10: Referee information

### Navigation Section

- > Search Vacancies
- > Application History
- > Job Specification  
Click to view the current job specification
- > Logout
- > Terms & Conditions
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## Referee Information

Director of CELT

Title	Forename	Surname	Company
No Referee Information found			

### Referee Information

Referee Information. Please include details of your current / most recent employer in addition to two other referees. Referees may be contacted before or after your interview. Any offer of employment will be made subject to the receipt of satisfactory references.

**Title \***  
Enter title

**Forename \***  
Enter forename

**Surname \***  
Enter surname

**Company \***  
Enter company

**Address1 \***  
Enter address1

**Address2**  
Enter address2

**Address3**  
Enter address3

**Address4**  
Enter address4

**Address5**  
Enter address5

**Relationship to you \***  
Relationship to you

**Phone No**  
Enter phone no

**Email Address \***  
Enter email address

**Permission To Contact**  
Do you require notification before your referees are contacted?

Please include details of your current / most recent employer in addition to two other referees. Referees may be contacted before or after your interview. Any offer of employment will be made subject to the receipt of satisfactory references.

Enter referee details separately by using the **Save and Add** button. When details for all your referees have been added click on **Save and Next** to proceed to the next screen.

## Step 8 of 10: Recruitment Information

### Navigation Section

- > Search Vacancies

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- > Application History

---

- > Job Specification  
Click to view the current job specification

---

- > Logout

---

- > Terms & Conditions

---

- > NUI Galway Website

---

- > Teanga  
Clíceáil anseo don leagan Gaeilge

### Recruitment Information

Director of CELT

Vacancy Info

Other (Please state)

No Recruitment Information found

#### Recruitment Information

Please indicate how you heard of this vacancy

Vacancy Info

Other (Please state)

Back

Next

Save and Next

Powered By 

This section asks you to indicate how you became aware of the vacancy. If the source does not appear in the **Vacancy Info** drop-down list, please select **Other** and give details in the **Other** field. Click on **Save and Next** to proceed to the next screen.

## Step 9 of 10: Applicant Documentation

### Navigation Section

- > Search Vacancies
- > Application History
- > Job Specification  
Click to view the current job specification
- > Logout
- > Change Password
- > Change Registration Details  
Click to change registration details
- > Terms & Conditions
- > NUI Galway Website
- > Teanga  
Clíceáil anseo don leagan Gaeilge

## Applicant Documentation

Uat May 21

Date Loaded	Filename	Filesize(KB)
No Applicant Documentation found		

A full curriculum vitae and cover letter must be submitted. Multiple documents can be attached (including a cover letter/personal statement).

**Please do not save scanned images as a .doc, .docx or .pdf as these attachment will cause an error with your application.**

Click the **Browse** button to find the document you wish to attach. Then click the **Upload** button to attach your document to the online application form.

Multiple documents can be attached by repeating the step above.

The following is a list of acceptable document types which can be attached:

.doc, .docx, .xls, .xlsx, .pdf, .rtf

You attach your cover letter and current CV in the **Applicant CV** section by using the **Browse** and **Upload** buttons. A full curriculum vitae and cover letter must be submitted. Multiple documents can be attached (including a cover letter/personal statement). Multiple documents can be attached by repeating these steps. All attachments must be in the required file format as specified on the screen (.doc, .docx, .xls, .xlsx, .pdf, .rtf). Documents uploaded to the **Applicant CV** section can be removed by using the **Remove** button.

## Applicant CV

Director of CELT

#	Date Loaded	Filename	Filesize(KB)
1	28-FEB-13	Sample_CV	10.8

Remove Button

Applicant CV

Click on **Save and Next** to proceed to the next screen.



## Step 10 of 10: Application Form

---

I confirm that all information provided in this application is true and correct, and agree to be bound by the [Terms & Conditions](#) of application by clicking on the checkbox

Back

Print Friendly

Save For Later



Apply

You submit your application on this final screen. The screen presents you with your entire application form, which you can review before submitting to ensure you are satisfied that the details you have provided are full and correct. Please bear in mind that once you have submitted your application, you will not be able to edit any of your details.

Before submitting your application, please ensure you are applying for the correct position, read the statement at the end of the form and click on the check box provided. By ticking this box, you are certifying that the information you provided is correct to the best of your knowledge and you are agreeing to be bound by the terms of NUIG's recruitment policies. You can either save the application for later by clicking on the **Save For Later button** or submit it by clicking on the **Apply button**. You can also print a copy of your application by clicking on the **Printer Friendly button**.

If any required information has been omitted from your application, a red-text error message will appear at the top of the screen.

A message stating "Application Successful" appears when your application has been successfully submitted.

Normally within 30 minutes of submitting your application, you will receive an email acknowledging that it has been received.

## 6. Further Information

### Application History

If you decide to save your application for later, the details will be held in the **Application History** section of your user account. All your partially completed applications are listed here. To finalise and ultimately submit an application, log in and click on the **Application History** link in the **Navigation** section on the left of the screen.

### Navigation Section

- › [Search Vacancies](#)

---

- › [Application History](#)

---

- › [Job Specification](#)  
Click to view the current job specification

---

- › [Logout](#)

---

- › [Terms & Conditions](#)

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- › [NUI Galway Website](#)

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- › [Teanga](#)  
Cliceáil anseo don leagan Gaeilge

Application History

View Button

From here, click on the **View** button associated with the particular application that you wish to complete.

### Application History Section

Recruitment id	Description	Input Date	Applicant status	Delete
007411	Director of CELT		Application not Submitted	✘ 
007391	Senior Lecturer in Italian		Application Cancelled	✘ 
007390	Lecturer Below the Bar in IT	23-OCT-12, 12:08	Application Submitted	

Clicking on the **View** button brings you back to the final screen of the application process, where you can review and update your application form in its entirety before submitting it.

### Closing Dates and Times

The closing date and time for the submission of online applications for the position is specified in the list of vacancies. You will be unable to submit your application after this date and time.

### Contact E-Recruitment

If you experience any difficulties using the online E-Recruitment system, please send us an email to [recruit@nuigalway.ie](mailto:recruit@nuigalway.ie) outlining the nature of your problem and quoting the reference number and title of the post you are applying for.



## **7. Off campus access**

To access NUI Galway's Employee Self Service (ESS) portal off campus click the following link and login using your normal credentials:

[Employee Self Service](#)