



Guidelines for accessing online applications – Interviewers

1. Logging in to Core Portal

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

If you are an internal interview board member, 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

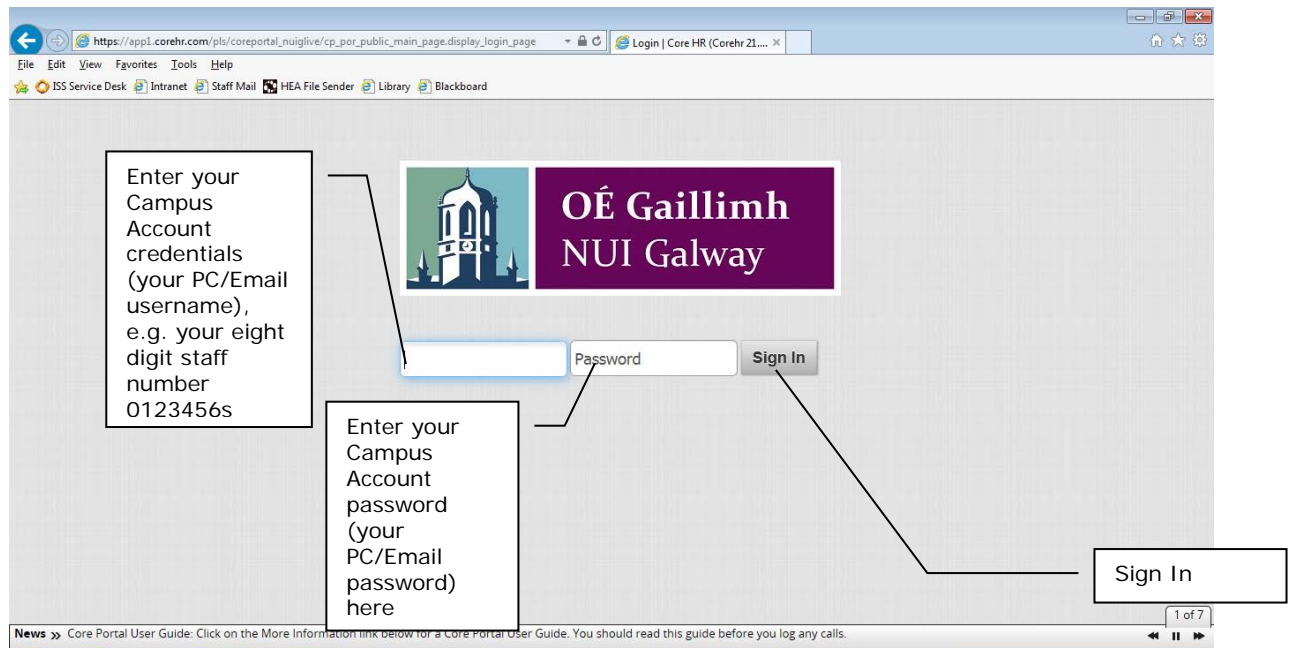
To access CorePortal click on the following link:

[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 or extension 5777).

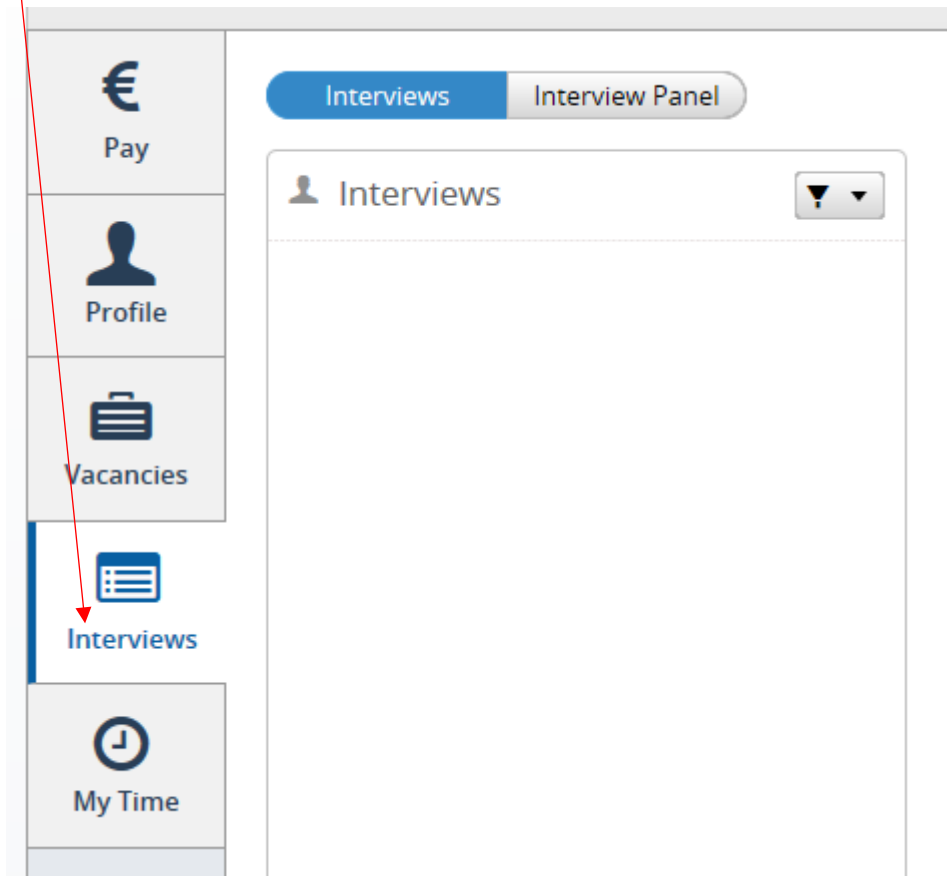
You will be automatically logged out of CorePortal after **10 minutes** of inactivity.



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

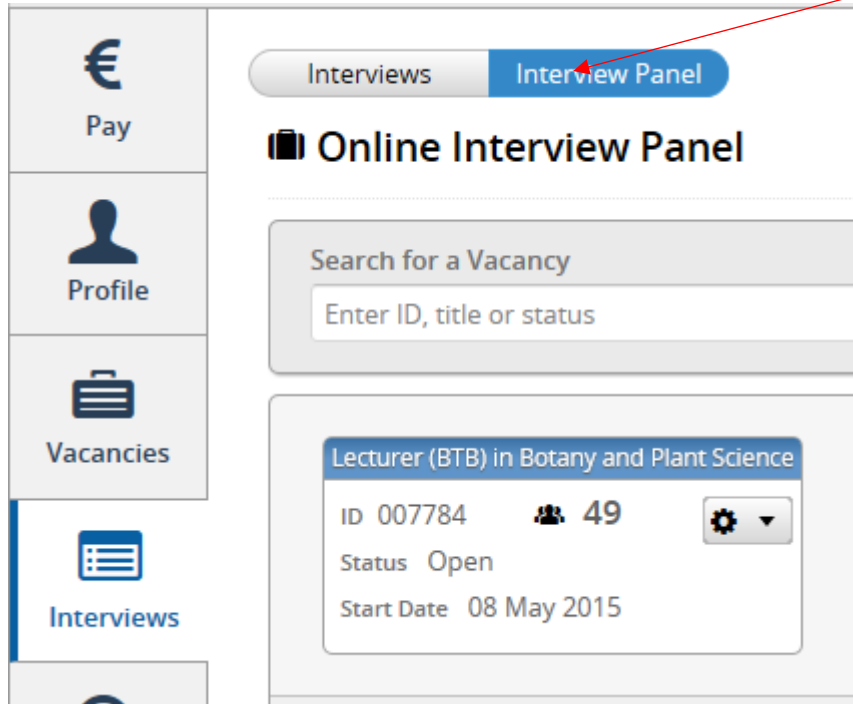
2. Access online recruitment

To access details of interviews where you are a member of the board click the **Interviews** tab



3. My Competitions

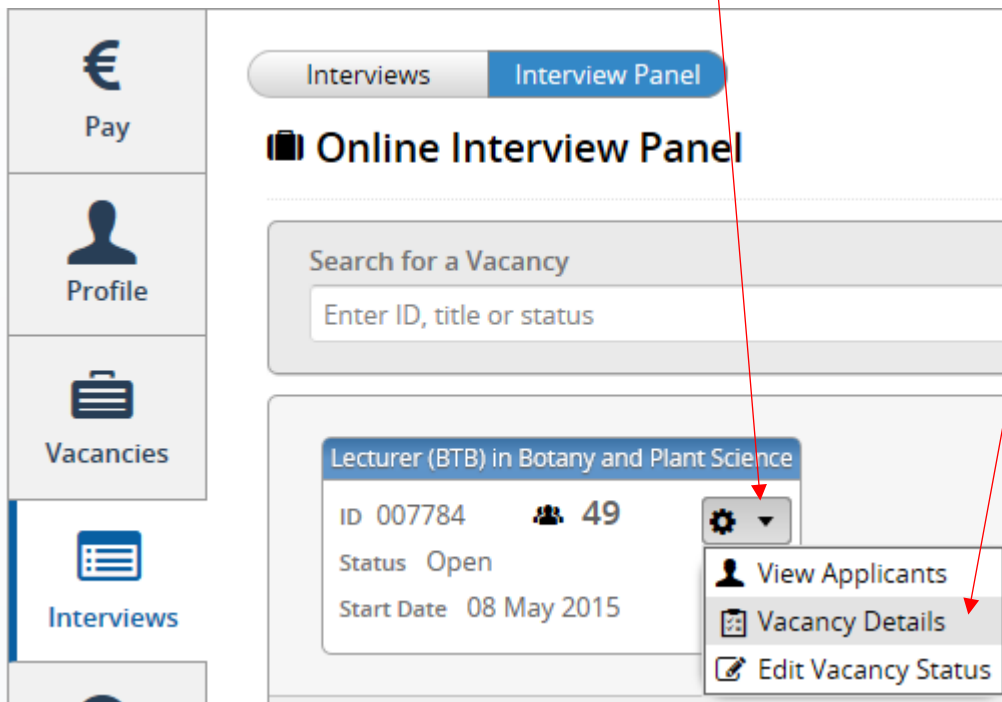
Recruitment competitions that you are a member of are displayed under the **Interview Panel** widget



The screenshot shows a user interface for recruitment. On the left is a vertical navigation menu with icons and labels: a Euro symbol for 'Pay', a person icon for 'Profile', a briefcase icon for 'Vacancies', and a calendar icon for 'Interviews'. The 'Interviews' menu item is highlighted with a blue bar. The main content area has a tabbed interface with 'Interviews' and 'Interview Panel' tabs. The 'Interview Panel' tab is active and highlighted in blue. Below the tabs is the heading 'Online Interview Panel'. Underneath is a search box labeled 'Search for a Vacancy' with the placeholder text 'Enter ID, title or status'. Below the search box is a list of vacancies. The first vacancy is titled 'Lecturer (BTB) in Botany and Plant Science' and has the following details: ID 007784, 49 members (indicated by a group icon), Status Open, and Start Date 08 May 2015. A gear icon with a dropdown arrow is visible next to the member count.

4. Information on a vacancy

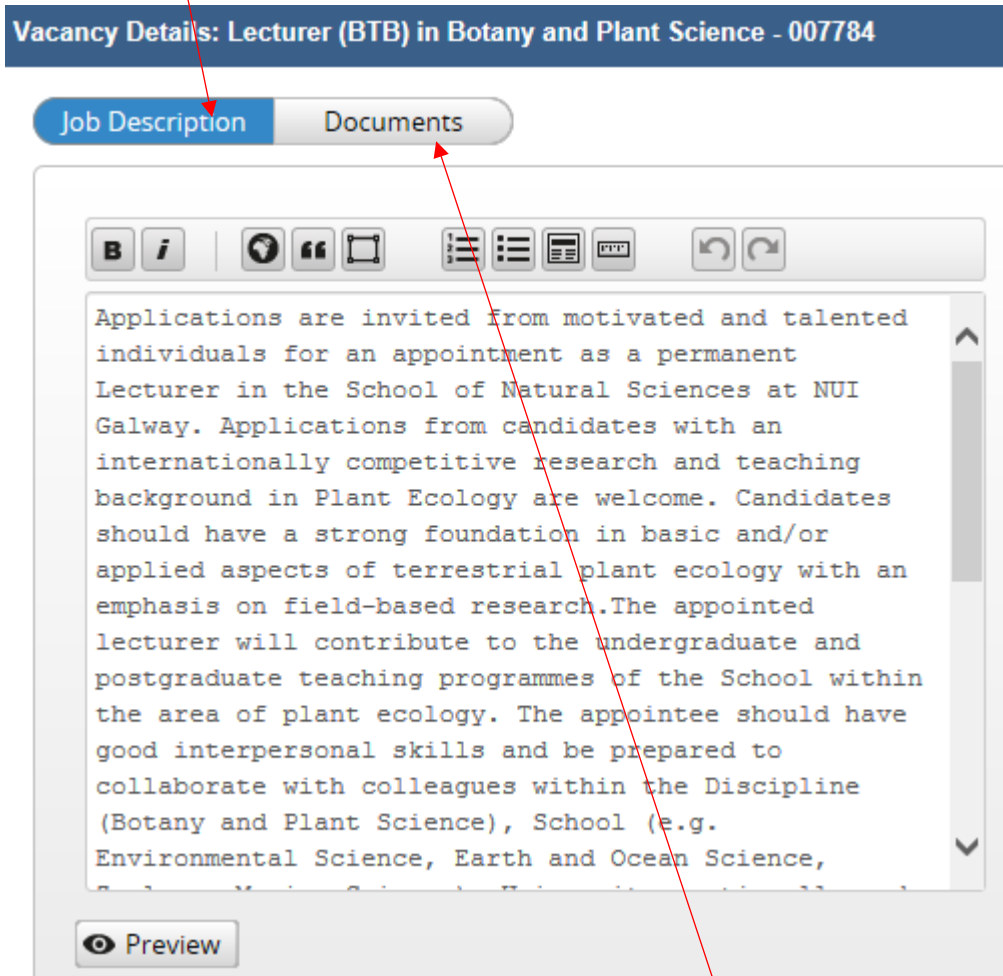
To get all details related to a vacancy click the cog wheel and click **Vacancy Details**.



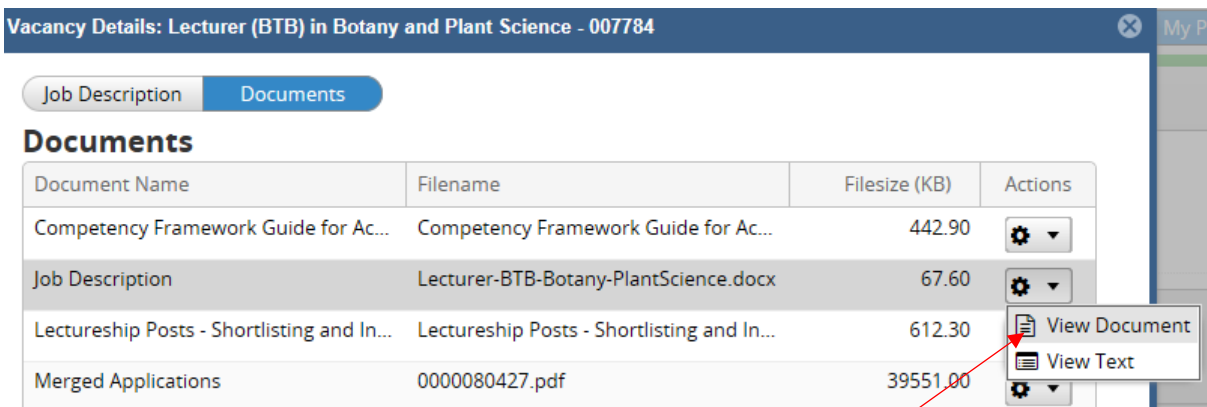
The screenshot displays the 'Online Interview Panel' interface. On the left is a navigation sidebar with icons for Pay, Profile, Vacancies, and Interviews. The main content area has tabs for 'Interviews' and 'Interview Panel'. Below the tabs is a search bar labeled 'Search for a Vacancy' with the placeholder text 'Enter ID, title or status'. A list of vacancies is shown, with one card selected: 'Lecturer (BTB) in Botany and Plant Science'. The card displays 'ID 007784', '49' applicants, 'Status Open', and 'Start Date 08 May 2015'. A settings cogwheel icon is visible on the right of the card, with a dropdown menu open showing three options: 'View Applicants', 'Vacancy Details' (highlighted), and 'Edit Vacancy Status'. Red arrows point from the text above to the cogwheel and the 'Vacancy Details' option.



The Job Description is displayed.



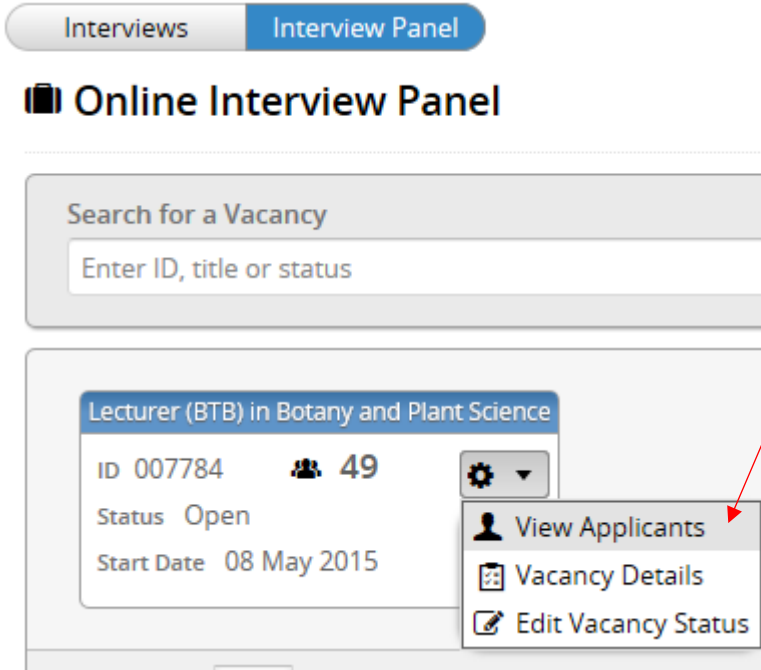
To view the detailed Job Description click on **Documents** pane. All the documents associated with this vacancy are displayed



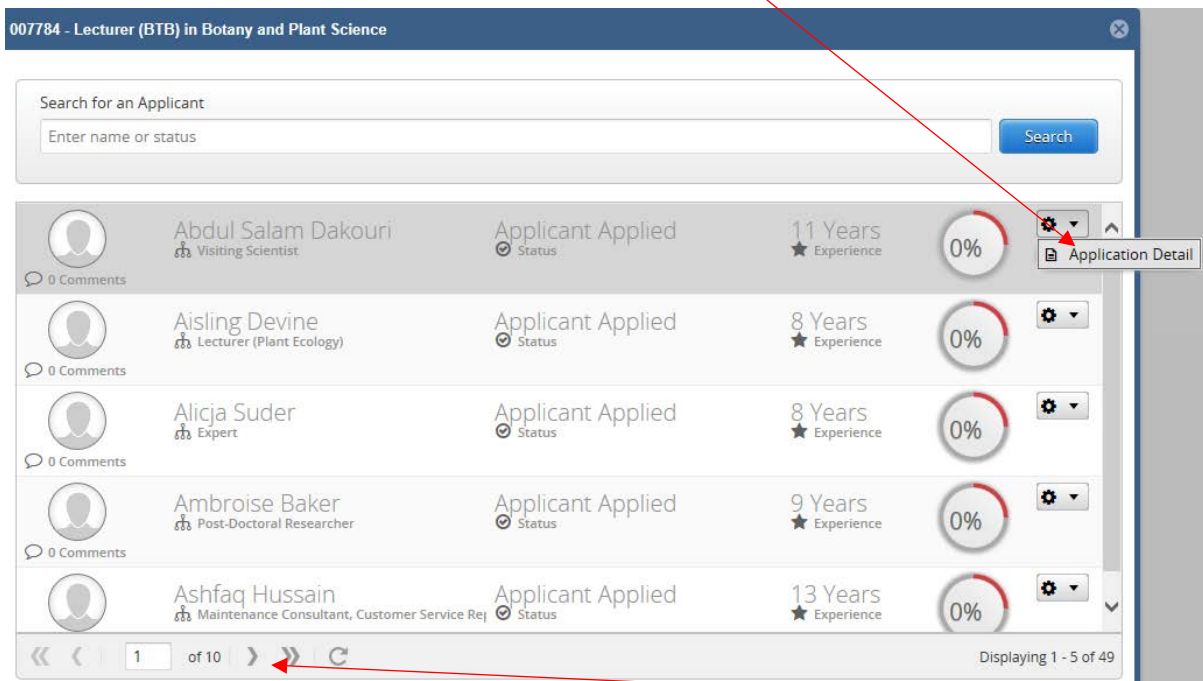
To view a specific document click on the cog wheel and click **View Document**. The document will open in the background. To view a single PDF of all applications for the competition click the **Merged Applications** document.

5. Accessing applications

To access the applications for a vacancy click the cog wheel and click **View Applicants**.



A window is opened listing all applicants for this vacancy. To view an individual application click the cog wheel and click **Application Detail**



To view other applicants you can toggle back and forward with the appropriate arrow.



A new browser window is displayed (**note this browser may be displayed behind your existing browser window**) with the individual application

Company NUI Galway
Address1 HR Office
Address2 NUI Galway
Address3 University Road
Address4 Galway
Address5
Phone No 091493649
Email Address carmel.browne@nuigalway.ie

Referee Information

Title Mr
Forename C
Surname McN
Company NUI Galway
Address1 HR Office
Address2 NUI Galway
Address3 University Road
Address4 Galway
Address5
Phone No
Email Address @nuigalway.ie

Recruitment Information

Vacancy Info NUI Galway Web
Other (Please state)

Applicant CV

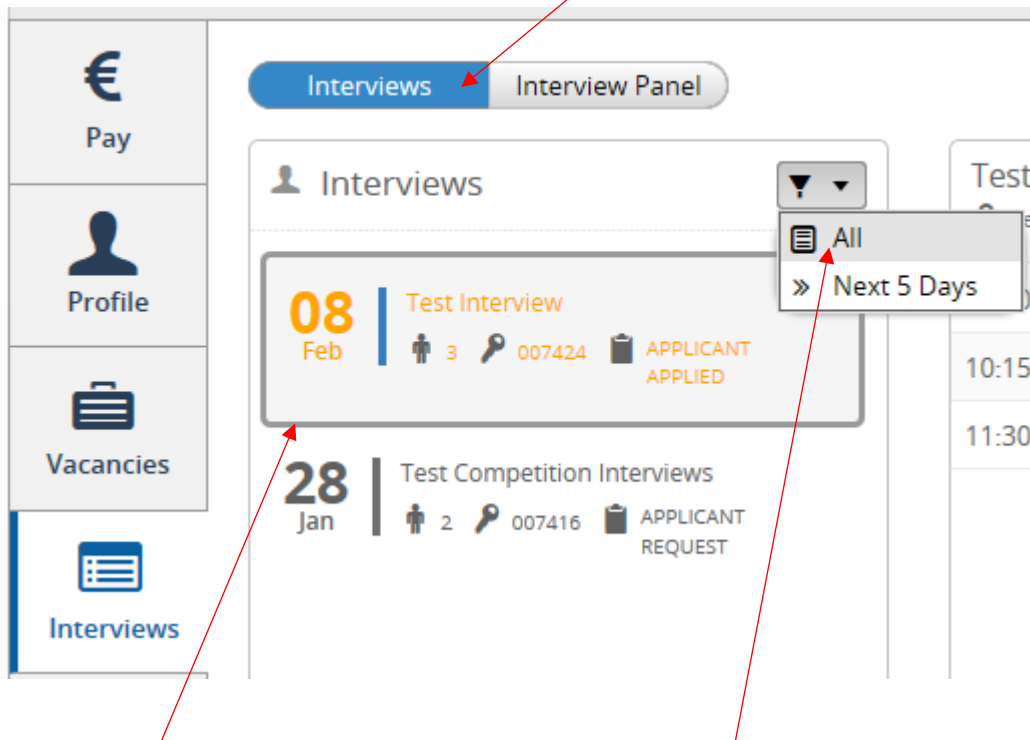
#	Date Loaded	Filename	Filesize(KB)
1	05-FEB-13	Sample CV	10.8
2	05-FEB-13	FLAHERTY DERMOT COMPLETE	174.3

Close

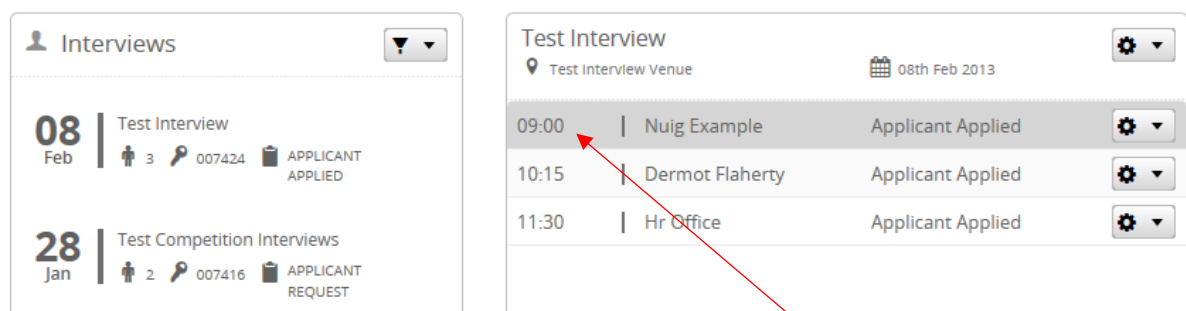
To view any attachments click on the **Document** link.
To view the application and CV as a single PDF click on the **APPLICANT NAME COMPLETE** link.

6. Scheduled interviews

To view all scheduled interviews click **Interviews** panel.



The date and time of all your scheduled interviews for the next **five days** are listed. To view all interviews click the funnel symbol and select **All**.



The interview times for each candidate are listed in the right hand panel

Interviews ▼ ▼

01 | Test
Jun | 15 007758 APPLICANT APPLIED

19 | Uat
Jun | 17 007715 APPLICANT APPLIED

08 | Test Interview
Feb | 3 007424 APPLICANT APPLIED

28 | Test Competition Interviews
Jan | 2 007416 APPLICANT REQUEST

25 | Test Competition Interview
Jan | 3 007414 APPLICANT REQUEST

« < | 1 | of 1 | > » | ↻

You may need to use the back and forward arrows to view all competitions.



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](#)