Guidelines for Submitting Online Applications – Academic Posts

Please note: It is possible to submit via any web browser, but should you encounter difficulties we would recommend Microsoft Edge as your default browser when using Core Portal.

1. Registering as a New User for University of Galway's Online Recruitment

If you are external applicant, you must register with University of Galway's E-Recruitment system before you can apply online for staff posts. You register by creating a user account on the University of Galway E-Recruitment webpage.

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

To create a user account, click on the **Register** link in the **Navigation** section on the left of the screen. Fill in all the fields in the **Register New User** section. All correspondence relating to your application will be sent to the email address you enter here. When you have filled in all the fields and clicked on the Terms & Conditions checkbox at the bottom of the section, click on **Register**.

Navigation Section

- Search Vacancies
- Login
- Terms & Conditions
- University of Galway Website
- Language
  Click to view in English

Register New User

Forename *	
Surname *	
Email Address *	
Password *	
Reenter Password *	

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document * ☐

Register

If you are an external applicant, the password you entered remains your password for this site. Take note of it and the email address you entered because you will need both to login to the E-Recruitment website in the future to track your current application, apply for other vacancies or view your application history.

2. Logging In if Already Registered

Once you have created a user account with E-Recruitment, the next time you wish to login to the system you simply click on the **Login** link in the **Navigation** section. In the Login section, enter your email address and password and click on Login.

If you have forgotten your login password enter your email address and click *Forgotten Password?* and a new password will be emailed to you.

Navigation Section

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Click to view in English

Login Section

Email Address *

Password *

Login

Register Now

Forgotten Password?

3. Search for Vacancies

The first screen you will see allows you to search all current **University of Galway Vacancies**.

To view all current vacancies click the **Search** button. You can refine your search by vacancy type, area, keyword or reference number.

To view the details of a vacancy click on the **vacancy title** or the **More information** link. To apply for a vacancy click the **Apply** 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.

Navigation Section

- **Search Vacancies**
- **Login**
- **Register**
- **Job Specification**
  Click to view the current job specification
- **Terms & Conditions**
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University of Galway Vacancies

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

Applications are invited for an appointment as Lecturer in Psychology (full-time, permanent) at the School of Psychology, University of Galway.

The School of Psychology offers internationally excellent programmes at undergraduate and postgraduate level. These include the BSc in Psychology denominated programme and two Higher Diploma in Psychology programmes that are accredited with the Psychological Society of Ireland. The School contributes the Psychological Studies subject in the BA programme offered by the College of Arts, Social Sciences & Celtic Studies. The School offers five postgraduate programmes at MSc or doctoral level which are oriented toward professional preparation, and a vibrant PhD research programme. We are now looking to recruit an outstanding colleague to join our team.

The successful candidate will have an active research agenda in an area of Psychology that complements our existing specialisms clustered around Brain & Behaviour and Health & Wellbeing. The focus of their teaching contribution to the School will be through the undergraduate and Higher Diploma programmes that we offer, including the First Year of the BSc programme. They will be expected to contribute to the delivery of learning and teaching, research supervision, and to contribute to programme leadership and administrative functions in the School.

The successful candidate will hold a PhD or equivalent doctoral award in an area of Psychology; be actively engaged in research with an appropriate level of research networking and experience of developing research funding proposals appropriate to their level of experience. The successful candidate will have internationally excellent research publications commensurate with the level of the post, and an ambitious research and grant-application agenda.

We are especially interested in hearing from candidates with research and teaching interests in research methods. We encourage applications from candidates from all gender, racial and ethnic identities.

For informal enquiries, please contact Dr Pádraig MacNeela, Head, School of Psychology, email padraig.macneela@universityofgalway.ie and tel: +353 (0)91 49 5121

Additional information on the School is available at https://www.universityofgalway.ie/psychology/
Information on the College of Arts, Social Sciences and Celtic Studies Strategic Plan is available at:
https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/strategy2125/

Information on the University's Strategic Plan is available at: https://www.universityofgalway.ie/strategy2025/

Salary: ¿58,917 to ¿93,991 p.a. (applicable to new entrants effective from January, 2011)
(This appointment will be made on the Lecturer scale in line with current Government pay policy)

Closing date for receipt of applications is 17:00 (Irish Time) on 21st September 2023. It will not be possible to consider applications received after the closing date.

Appointments will be conditional on work authorisation validation.
Further details are available at www.dbei.ie

For more information and Application Form please see website:
https://www.universityofgalway.ie/about-us/jobs/ Applications should be submitted online.

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

Click on the link(s) below to view documents

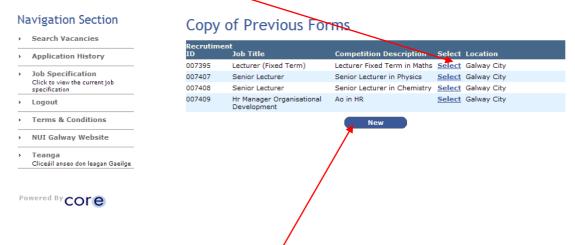**010039 Job Description**

[Apply for Job]   [Return to Search]

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

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

4. Applying for the Position

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.

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 10 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 5 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**
- **Application History**
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  Click to view the current job specification
- **Logout**
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- **Terms & Conditions**
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  Click to view in English

Personal Details

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

Applicants Personal Details

Field	Value
Title * Enter your title	[▼]
Surname * Enter your surname	Jane
Forename * Enter your forename	Doe
Address 1 * Enter your address1	123 Main Street
Address 2 * Enter your address2	Galway
Address 3 Enter your address3	
Address 4 Enter your address4	
Address 5 Enter your address5	
Country * Enter your Country	[▼] ℹ
Contact No. * Enter your contact number	3125426
Mobile * Enter your mobile number	634165
Email * Enter your email address	@gmail.com

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

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

Employment History

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

# Employer Name	Start Date	End Date	Employer Address
	No Employment History found		

Employment History

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

Navigation Section

> Search Vacancies

> Application History

> Job Specification
Click to view the current job specification

> Logout

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Click to view in English

Employer Name *
Enter Employer Name

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)

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

Back   Next   Save and Add   Save and Next

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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- **Job Specification**
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Memberships/Fellowships

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

Name	Name	Comments
	No Memberships/Fellowships found	

Memberships/Fellowships

Membership/Fellowship of Professional Bodies/Institutions

Name *
Enter the name of the Membership/Fellowship of Professional Bodies/Institutions

Comments

Section Not Applicable ☐

[Back] [Next] [Save and Add] [Save and Next]

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.

Specialised professional experience/interests
Lecturer, Psychology, Full-Time, Permanent, Contract Type B

Navigation Section

> Search Vacancies

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> Click to view the current job specification

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Experience/Taithí	Language/Teanga	Awards/Dámhachtainí

No Specialised professional experience/interests found

Specialised professional experience/interests

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. Any additional text above this limit will be lost when saving your application. 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.

Navigation Section

> **Search Vacancies**

> **Application History**

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Work Permit

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

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.

Navigation Section

› **Search Vacancies**

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Click to view the current job
specification

› **Logout**

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Referee Information

Lecturer, Psychology, Full-Time, Permanent, Contract Type B

Title	Forename	Surname	Company
		No Referee Information found	

Referee Information

Referees (names, addresses including email and telephone details of 3 referees) - Please note that references will be sought prior to interviews

Title *
Enter title (Dr, Mr, Mrs, Ms)

Forename *
Enter forename

Surname *
Enter surname

Company *
Enter company

Address1 *
Enter address1

Address2
Enter address2

Address3
Enter address3

Address4
Enter address4

Address5
Enter address5

Phone No
Enter phone no

Email Address *
Enter email address

[Back] [Next] [Save and Add] [Save and Next]

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.
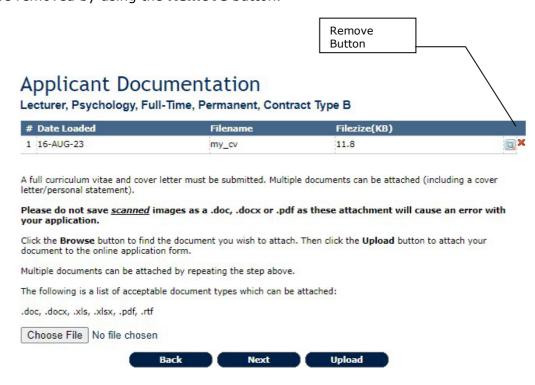
Step 8 of 10: Recruitment Information

Navigation Section

› **Search Vacancies**

› **Application History**

› **Job Specification**
   Click to view the current job
   specification

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› **Language**
   Click to view in English

Recruitment Information
Lecturer, Psychology, Full-Time, Permanent, Contract Type B

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**

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

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.

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 | ℹ | 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.

5. 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.

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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	Actions	Details
010039	Lecturer, Psychology, Full-Time, Permanent, Contract Type B		Application not 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 entirely 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@universityofgalway.ie outlining the nature of your

problem and quoting the reference number and title of the post you are applying for.