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.

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.
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.

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.
### Personal Details

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title *</td>
<td>[Dropdown]</td>
</tr>
<tr>
<td>Surname *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Forename *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Address 1 *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Address 2 *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Address 3 *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Address 4 *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Address 5 *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Country *</td>
<td>[Dropdown]</td>
</tr>
<tr>
<td>Contact No. *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Mobile *</td>
<td>[Field]</td>
</tr>
<tr>
<td>Email *</td>
<td>[Field]</td>
</tr>
</tbody>
</table>

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.
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.
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

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

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.
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

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

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 □

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.

Navigation Section

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

Application History Section

<table>
<thead>
<tr>
<th>Recruitment id</th>
<th>Description</th>
<th>Input Date</th>
<th>Applicant status</th>
<th>Delete Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>010039</td>
<td>Lecturer, Psychology, Full-Time, Permanent, Contract Type B</td>
<td></td>
<td>Application not Submitted</td>
<td>X</td>
</tr>
</tbody>
</table>

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