UNIVERSITY OF LIVERPOOL E-RECRUITMENT

APPLICANT GUIDANCE

How can I access current vacancies on the University's website?

All our current vacancies can be found here: **https://recruit.liverpool.ac.uk**

How do I search for vacancies?

There are several criteria you can use to find a vacancy that may be of interest to you. These include filtering by Department, Vacancy Type (e.g. Academic Research Only, Academic Teaching and Research, Clerical, Technical), unique vacancy reference number which can be found in the advert text or any other Keywords. If you would like to view all of our vacancies available, Select 'All' and click 'Search' – this will give you a list of all our current vacancies.

UNIVERSITY OF LIVERPOOL | WORKING AT LIVERPOOL

12-April-2017 10:57

Navigation Section

› Search Vacancies

› Register

› Login

› Terms & Conditions
  You must agree to the Terms and
  Conditions to apply for a Vacancy

› Working at Liverpool
  Click to return to our main working
  at Liverpool page

University of Liverpool jobs

Thank you for your interest in job opportunities with the University of Liverpool. The pages in this section include listings of current vacancies and a registration/log system for applicants.

How to apply

For help and guidance, including a series of How To video guides, please see the **how to apply guidance page**

Current staff

If you are already employed by the University of Liverpool, you can access all vacancies through the **Core Portal**

Vacancies Managed by Headhunters

Some of our vacancies are sourced through recruitment partners. For details of these vacancies, please see **Head Hunter Vacancies**

Please note: As you progress through the site, please avoid the use of the *back* button on your browser.

Search vacancies

Using the search below, browse our current vacancies by department (e.g. Marketing), vacancy type (e.g. Clerical) or keywords (e.g. Marketing Assistant).

Alternatively, if you know the reference number of a current vacancy please provide it below.

Search by Department	All Human Resources Residential Services	ℹ
Search by Vacancy Type	All Clerical Residential Adviser	ℹ
Search by Job Reference	[ ] ℹ	
Keywords?	[ ]	

Search

How do I register for an account?

To register for an E-Recruitment account, click on **'Register'** in the Navigation section.

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The following screen will show. Complete the registration page with your email address, password, forename and surname. You will also be asked to agree to the E-Recruitment Terms and Conditions before an account can be activated, once completed click on Register. Your registration is now complete and you will be able to apply for any vacancies available at the University.

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Register

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Forename *

Surname/Family Name *

By clicking on the checkbox you agree to the Terms & Conditions *
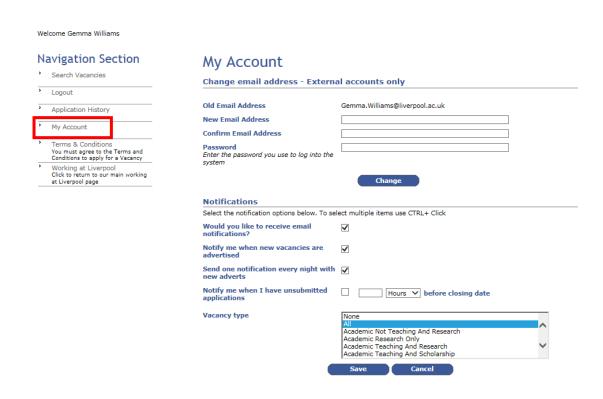
Register

Account Notifications

If we are not currently advertising a position that meets your criteria, you can set up job alerts to let you know when positions become available.

When logged into the recruitment site you will find the **'My Account'** link in the left hand Navigation menu. Selecting 'Would you like to receive email notifications?' will turn on alerts, you can them customise your alert options. As well as receiving notifications when jobs are advertised, you can also opt to receive reminders if you have an un-submitted application for a vacancy with an imminent closing date.

You can switch off your job alerts at any time by un-ticking the 'Would you like to receive email notifications?'

In this section you can update the email address that is linked to your E-Recruitment account.

Please note this will not update your email address on previously submitted applications.

Welcome Gemma Williams

Navigation Section
- Search Vacancies
- Logout
- Application History
- My Account
- Terms & Conditions
  You must agree to the Terms and Conditions to apply for a Vacancy
- Working at Liverpool
  Click to return to our main working at Liverpool page

My Account

Change email address - External accounts only

Old Email Address	Gemma.Williams@liverpool.ac.uk
New Email Address	
Confirm Email Address	
Password Enter the password you use to log into the system	

[Change]

Notifications

Select the notification options below. To select multiple items use CTRL+ Click

Would you like to receive email notifications? ☑

Notify me when new vacancies are advertised ☑

Send one notification every night with new adverts ☑

Notify me when I have unsubmitted applications ☐ [____] Hours ▾ before closing date

Vacancy type
None
All
Academic Not Teaching And Research
Academic Research Only
Academic Teaching And Research
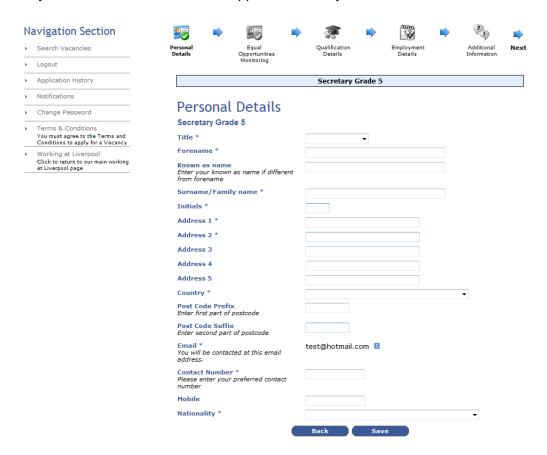Academic Teaching And Scholarship

[Save] [Cancel]
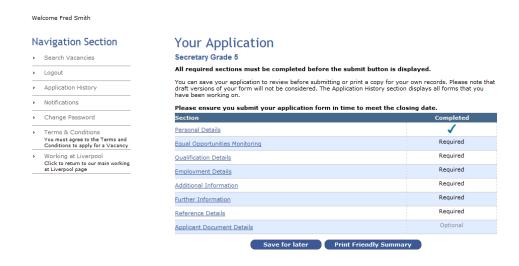
Applying for a vacancy

You must be logged into your account to use the online application form. Navigate to the position you wish to apply for using the search functionality, click on the '**job title**' to access the full advert and job description, to apply for your chosen vacancy click **'Apply'.**

You will be directed to the '**Personal Details'** screen, once you save your details in this screen you are then able to fill in the application in any order.

Each section of the application is marked as 'required' or 'optional', the submit button will not be available until all 'required' fields of the application have been completed.

If you have applied through the E-Recruitment system before you will have the option to complete a new application or 'copy' a previously submitted application – this function removes the need to re-enter some sections of the application such as your personal details, however you are able to make any amends required to each of the application sections before submitting. To copy an application form click on 'select' next to the application you wish to copy.

Application History

Here you can view all of your current and past applications, if you have chosen to save your application, in order to return and complete it at a later time the application will be accessible here. You will also be able to access all submitted applications here and save, view or print off a copy for your records.

Save for later   **Print Friendly Summary**

Your application can be modified at any time up to the closing date for the vacancy. When you are ready to continue with your application, simply log back in to your account and click the 'Application History' option from the left-hand menu and then the 'View/Details' icon and the checklist will display. From here you can continue to complete your application.

Applications must be completed and submitted before the advertised closing date.

Forgotten Password

Following the 'Login' link under the navigation section, you will find a 'Forgotten Password?' button.
You will need to enter the email address you used to register your account before clicking on the link.

An email containing a temporary password will be sent to that address. You can use this temporary password to log in as usual. You can then reset your password to something memorable.

Further Guidance

For further guidance on how to register for an account, complete an application and manage your E-Recruitment account, Please visit our How to apply page

Frequently Asked Questions

Do I have to apply online?

It is expected that all applicants apply using the University of Liverpool E-Recruitment System. Completing your application online offers many benefits, including guaranteed delivery and immediate confirmation of submission.

You can also 'copy' past applications removing the need to recomplete some standard information such as your personal details, employment history and qualifications.

If you do not have direct access to the Internet, you are able to use computers at your local library or Job Centre to apply. If these options aren't available to you or you require further advice on completing an application please contact the Recruitment Team, email: **jobs@liverpool.ac.uk** and a member of the team will assist.

I do not have an email address. How will I apply?

You can register for an email address with many providers such as Hotmail, Yahoo, Gmail etc.

What is the Disability - Guaranteed Interview Scheme (Two Ticks)?

The *Two Ticks* symbol is awarded by Job Centre Plus to organisations in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

The University of Liverpool is committed to the employment of disabled people, and as part of our commitment, we guarantee to interview all disabled applicants who meet the essential criteria for a post and consider them on their abilities. If your disability prevents you completing the application form by the specified closing date, or when the vacancy closes early, due to a high volume of applications, please call the Recruitment Team to discuss alternative arrangements.

To apply for a post under the disability GIS, you must disclose your disability (as defined by the Equality Act, 2010), and select 'yes' in the application form section. http://www.liv.ac.uk/working/jobvacancies/guaranteedinterviewscheme/

Any false declaration may result in any offer of appointment being withdrawn.

What is the GiveGetGo Volunteering Programme?
GiveGetGo includes:

- At least half a day volunteering for at least 12 weeks within the University
- One day a week skills focus including personal barriers to work e.g. stress
- Half a day a week work focussed time, job search
- Employer engagement and guaranteed job interviews

To be eligible to apply for a post under the GiveGetGo Volunteering Programme, you must have completed the Programme.
https://www.liverpool.ac.uk/working/jobvacancies/givegetgo/

Any false declaration may result in any offer of appointment being withdrawn.

Can I amend my application?

You can make any amendments required to your application until you formally submit, once you have submitted your application and have received your acknowledgement you will not be able to make any further amendments.

How do I withdraw my application?

If you have submitted an application that you no longer wish to be considered for, please contact the Recruitment Team, email – jobs@liverpool.ac.uk to request your application is withdrawn, you will receive an email as confirmation.

How do I remove my application data from the E-Recruitment System?

If you wish to request removal of your application data from the E-Recruitment system, please email corehr@liverpool.ac.uk stating your name, applicant number and the Vacancy ID you have applied for. Your request will be reviewed and confirmation returned to you as soon as possible.

I did not submit my application, and it now has a status of 'cancelled'?

If you begin to complete your application but do not submit before the closing date your application will become 'cancelled'. This data will clear down from the system in 12 months in line with the University Retention Policy, however, If you wish to remove this data from the University E-Recruitment system before the standard 12 months, please access your E-Recruitment account, navigate to the 'Application History' section and use the delete facility to remove this data.

Job Reference	Job Title	Date Applied	Application Status	Delete	View Details
012046	Research Associate		Application Cancelled	✖	
012106	HR Business Partner		Application Cancelled	✖	
012026	HR Co-ordinator		Application Cancelled	✖	
012067	HR Administrator		Application Cancelled	✖	

Outcome of applications

Vacancies at the University often attract a large number of candidates and it is not always possible to respond individually to every application. If you have not heard from the recruiting department within 6 weeks after the closing date please take it that your application has not been successful.

Shortlisting, interview arrangements and feedback are the responsibility of the recruiting Department. You can find their contact details on the front page of the Job Description. If you no longer have this information, please contact Jobs@liverpool.ac.uk with the Job Ref number.

Who should I contact?

If you experience any technical problems with your E-Recruitment account please contact the Computing Services Desk, email: **servicedesk@liverpool.ac.uk**

If you have specific questions about a post before you make a formal application or an enquiry about a post you have already applied for, please contact the department directly. Contact details can be found within the job description document.

If you have a query about completing an online application, are experiencing any problems while completing an application online or have general questions on the application process please contact the Recruitment Team – **jobs@liverpool.ac.uk** providing information on the problem you are experiencing including the vacancy information. We will aim to reply to your enquiry within one working day (Monday-Friday, excluding UK public holidays).