UNIVERSITY OF LIVERPOOL E-RECRUITMENT

EMPLOYEE

APPLICANT GUIDANCE

How can I access current vacancies?

All our current vacancies can be accessed through your CORE Portal. Log in to your CORE Portal navigate and to your 'Employee Dashboard. To view vacancies click on the 'Current Vacancies' section.
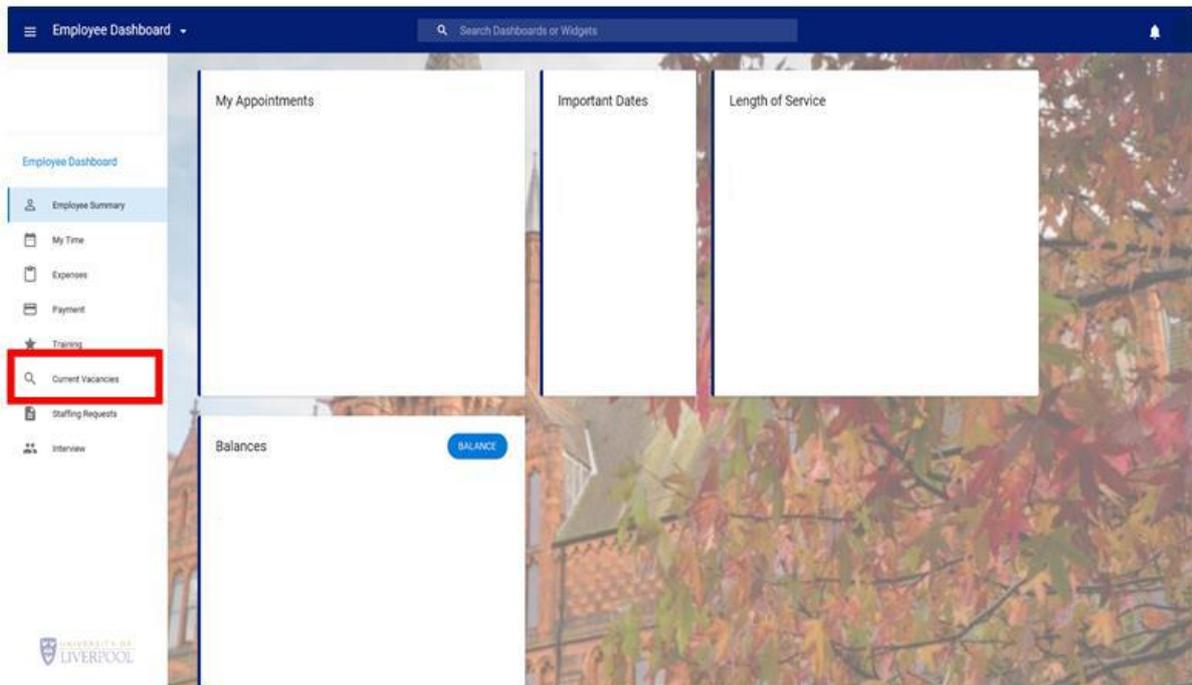
Here you will see our recently opened vacancies. To filter the view select the filter icon ≡ .

You can filter the vacancies by Internal, External or Redeployment placement.

Please note Redeployment vacancies are only visible to employees you are currently on the University Redeployment Register.

To access the full E-Recruitment site click on the 'View Website' button. You will be redirected to the University full E-Recruitment website, where you can perform a more detailed search, manage your account and update your notification details.

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
Search by Vacancy Type	All / Clerical / Residential Adviser
Search by Job Reference	
Keywords?	

Search

Applying for a vacancy

To apply for a vacancy click on the on the 'View Details button' or Job title from the main E-Recruitment website to access the full advert and job description, or click on '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.

Personal Details → Equal Opportunities Monitoring → Qualification Details → Employment Details → Additional Information → **Next**

Secretary Grade 5

Personal Details
Secretary Grade 5

Title *

Forename *

Known as name
Enter your known as name if different from forename

Surname/Family name *

Initials *

Address 1 *

Address 2 *

Address 3

Address 4

Address 5

Country *

Post Code Prefix
Enter first part of postcode

Post Code Suffix
Enter second part of postcode

Email *
You will be contacted at this email address.
test@hotmail.com

Contact Number *
Please enter your preferred contact number

Mobile

Nationality *

[Back]   [Save]

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.

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.

Further Guidance

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

<u>Frequently Asked Questions</u>

Do I have to apply online?

It is expected that all applicants apply using CORE Portal. 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.

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	✖	🔲

Who should I contact?

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).