



People and Money system

- We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk

Employee Guide- How To Apply

Employee

Estimated time to complete: 15 minutes

Before you start


- it is important that **existing staff** apply for jobs via the internal careers site, this can be accessed by logging into People and Money and clicking on the 'Current Jobs' app under 'Me'.



- Before completing your application you should ensure you carefully read the job advert for the job you are applying for. Our application requirements differ depending on the job you are applying for, so the advert will contain information about any additional supporting documents required to support your application.
- Each job advert will contain a link to a detailed job description. This document contains the criteria we will use to assess candidates against to see if they meet the requirements for the job. You should ensure your application clearly addresses the key criteria noted.
- Please note, that there is no way to provide reference information in the system for internal applicants. Reference information should be provided directly to the Hiring Manager upon their request.
- Please review and update your Skills and Qualifications information before applying as this information is visible to the Hiring Manager (after your application is submitted). Follow the 'How to review and update skills and qualifications' user guide (under the Learning, Skills and Qualifications header on this page)

In Brief...

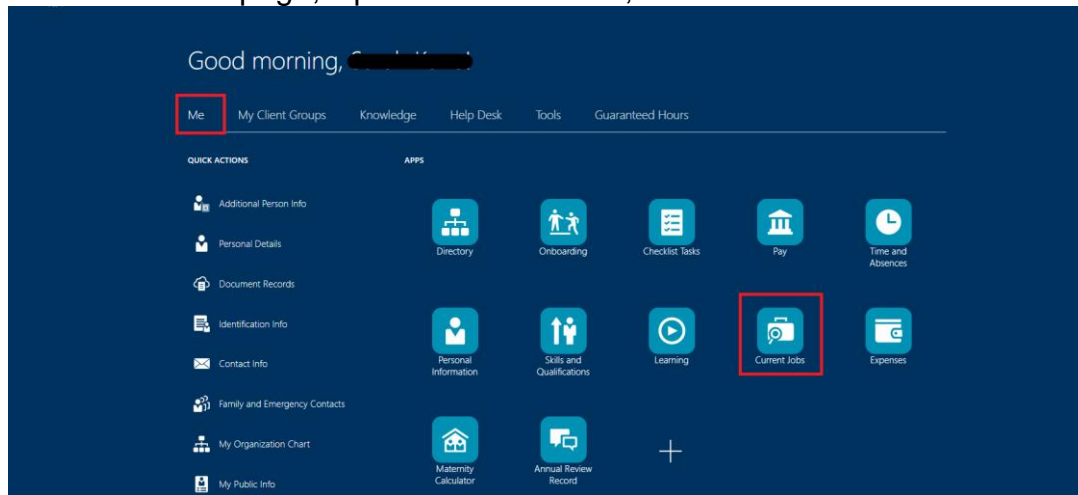
This is a simple overview of the process.

1. From the Home Page, click Me and Current Jobs
2. Search and view the chosen role. Click **Apply**.
3. Complete the application form.
4. Add your e-signature and submit the job application.
5. Click the **Bell**  icon to view the notification confirming job application or check email.

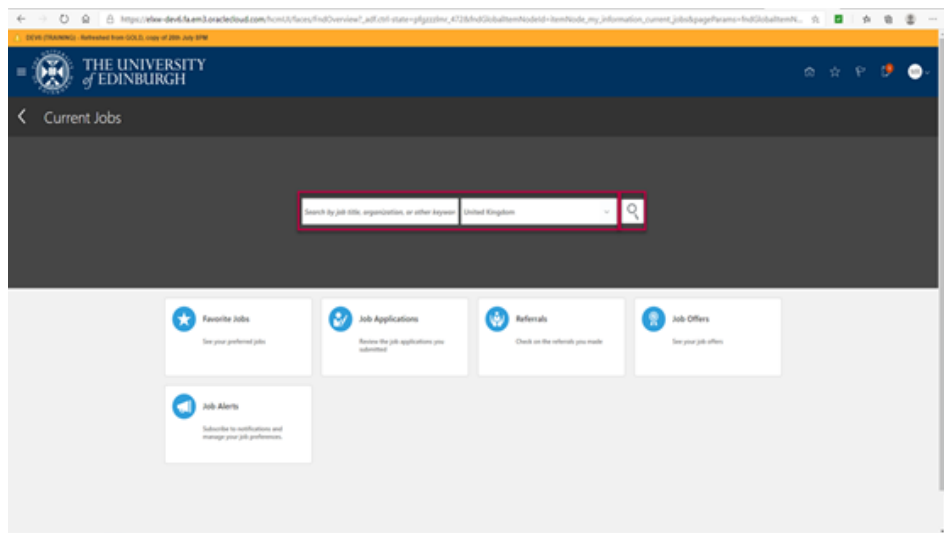
For detailed guidance, see the next section.

In Detail...

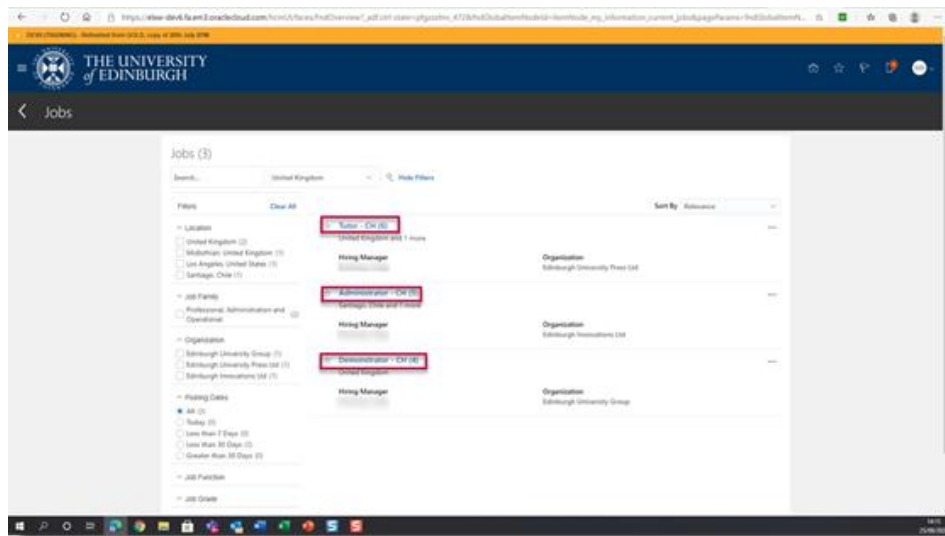
1. From the Home page, Open the **Me** section, then Click the **Current Jobs App**.



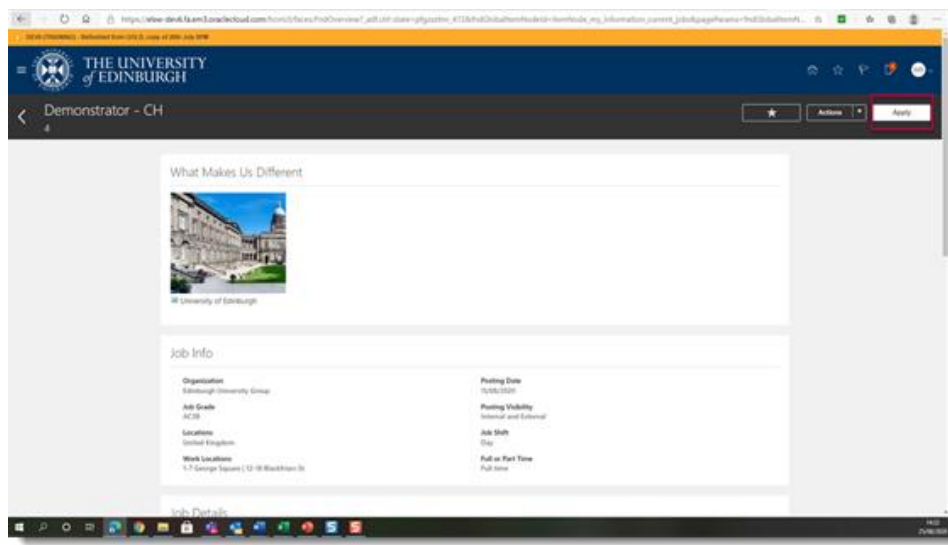
2. Set up **Filter Selectors** and Click on the **Search Icon**



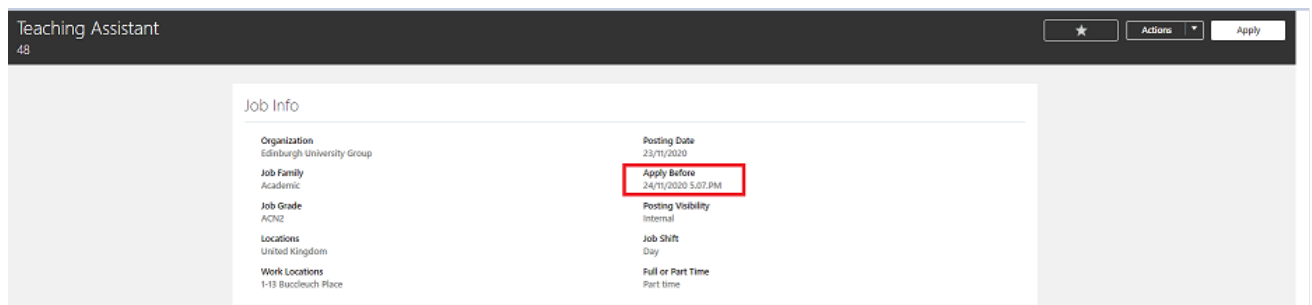
3. Select the chosen role.



4. Scroll through the details.

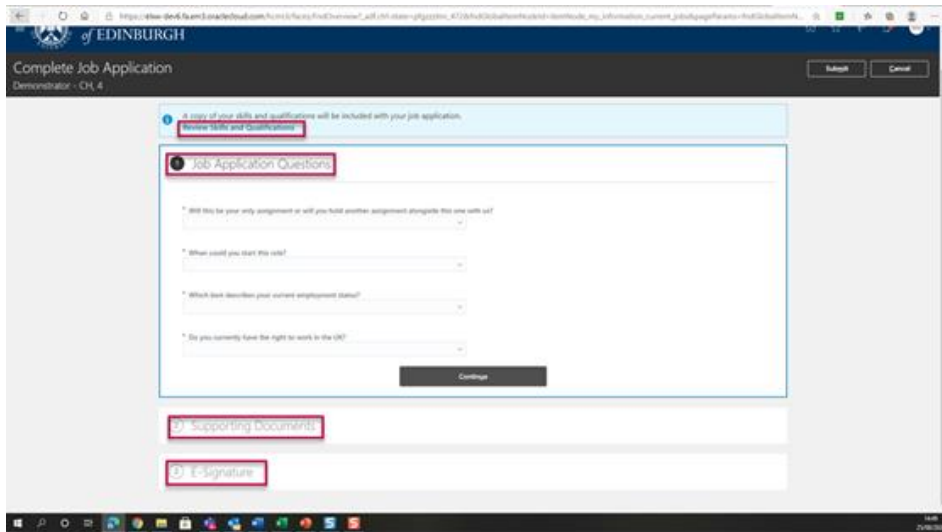


Note the closing date on the advert under 'Apply Before'



5. Click Apply.


- Note the 3 Sections:
Job Application Questions
Supporting Documents
E Signature

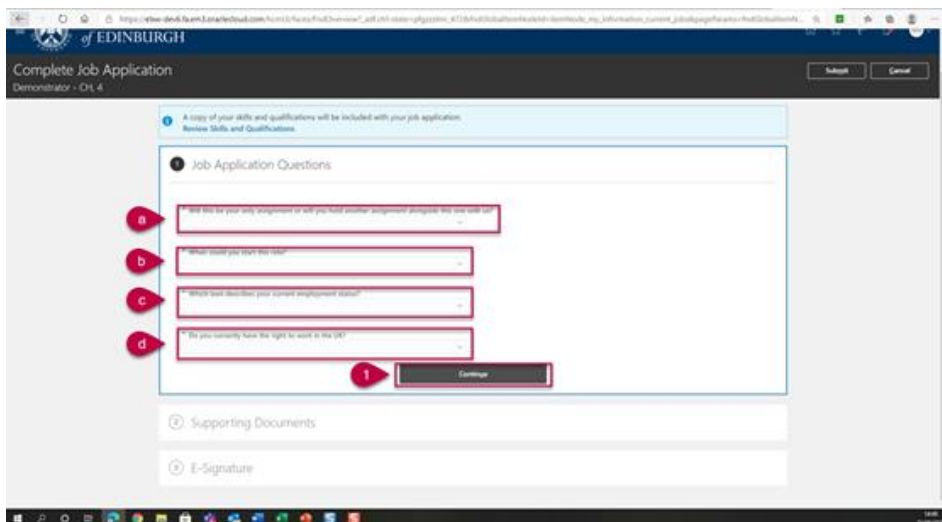


An asterisk next to a field name signifies the field is Mandatory.

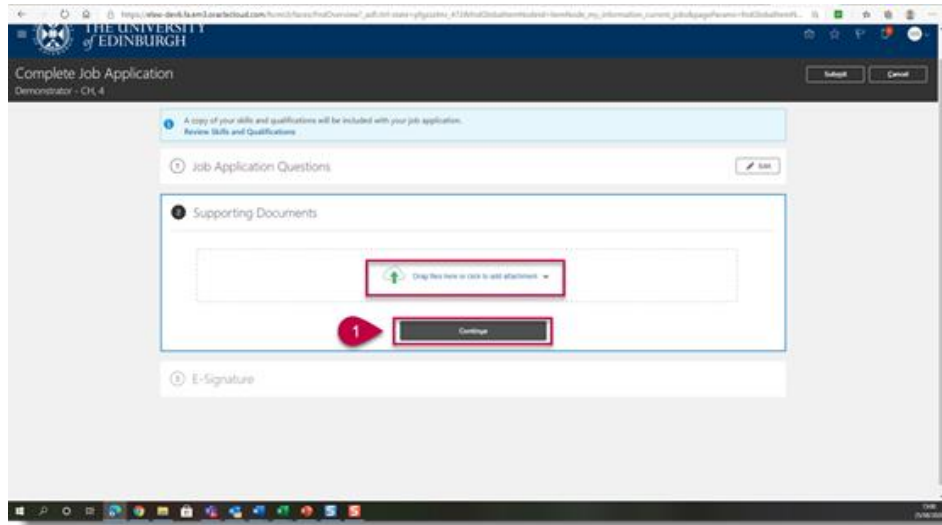
Please note: Skills and qualifications are not being used until HR Phase 3 is Live.


Once each Section has been completed and you move onto the next Section, the 3 Section Headings will remain visible. This allows you to revisit completed Sections to Review and/or Edit. On the extreme right of the Section Heading there will be an Edit Button to do this.

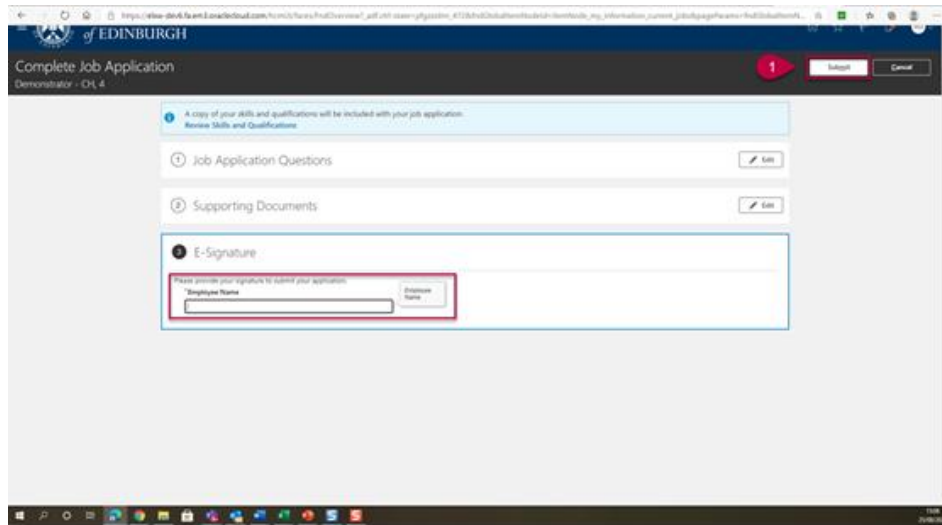
- Click on the down arrow in each of the **Job Application Questions** and respond as appropriate. **Click** on the **Continue** Button (See  below):



8. Drag In / Add Documents as applicable into the **Supporting Documents** display box and **Click** on the **Continue** Button (See  below):



9. Add your name into the **E Signature** display box and **Click** on the **Submit** Button (See  below):



10. Click the **Bell** icon to view the notification confirming your Job Application. You will also receive an email notification.