



## People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email [hrhelpline@ed.ac.uk](mailto:hrhelpline@ed.ac.uk)

### Candidate Guide- How to Apply


External Candidate

Estimated time to complete: 15 minutes

### In Brief...

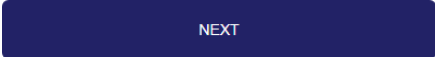
#### Applying for a Role

1. Access the UoE external career site and click **Find Your Role**



2. Search for a suitable role in the **Open Jobs** page.

3. Click the **Apply Now**  button to apply.

4. Enter your **Email Address** and click **Next** 

5. Enter the verification code sent via email and click **Verify**



6. Complete the online application form and click **Submit**


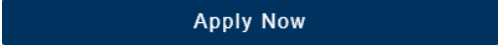
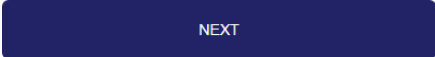

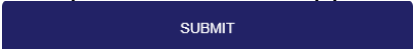


For detailed guidance, see the [next section](#).

#### Saving a Draft Application







1. Close the browser tab at any point in the application and it is saved without losing data.

## Opening a Draft Application

1. Access the UoE external career site and click **Find Your Role**  

2. Search for the role you have already started to apply for.
3. Click the **Apply Now**  button to apply.
4. Enter your **Email Address** and click **Next** 
5. Enter the verification code sent via email into the **Confirm Your Identify** page and click **Verify** 
6. Complete the online application form and click **Submit**  




For detailed guidance, see the [next section](#).

## Signing Up for Job Alerts

1. Access the UoE external career site and click **Find Your Role**  

2. Click on the **Sign Up**  button in the **Join our talent community** tile.
3. Enter your **Email Address** and click **Subscribe** 
4. Enter the verification code sent via email into the **Confirm Your Identify** page and click **Verify** 
5. Click on the **Pencil**  icon in the **Talent Community** section.
6. Choose an option from the **Preferred Category** list.
7. Select your **Preferred Locations** (optional).
8. Select the **I agree to receive marketing communications** checkbox to receive marketing information (optional).
9. Click on the green tick  to confirm your selections.


For detailed guidance, see the [next section](#).

### Dealing with a Referral

1. View the **You have been referred** email, then click **View and Apply**  to go to the advertised job.
2. Otherwise, click the **Not Interested**  link in the email if the job is not to your requirements.


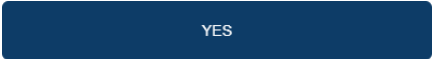
For detailed guidance, see the [next section](#).

### Scheduling an Interview

1. View the **You're invited to schedule an interview!** email.
2. Click the **interview calendar** link in the message.
3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify** .
4. Select your preferred timeslot In the **Schedule Interview** page.
5. Click **Schedule Interview** to confirm your attendance
6. View the email with the interview details.

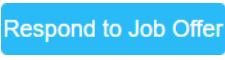

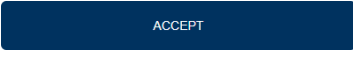
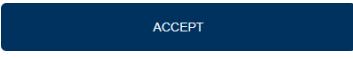
For detailed guidance, see the [next section](#).

## Declining a Scheduled Interview

1. View the **Your interview has been scheduled!** email.
2. Click the **interview details** link in the message.
3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify**  to confirm.
4. Click **Cancel Interview** and select **Yes**  to confirm.
5. View the email to check the interview has been cancelled.

For detailed guidance, see the [next section](#).

## Accepting a Job Offer

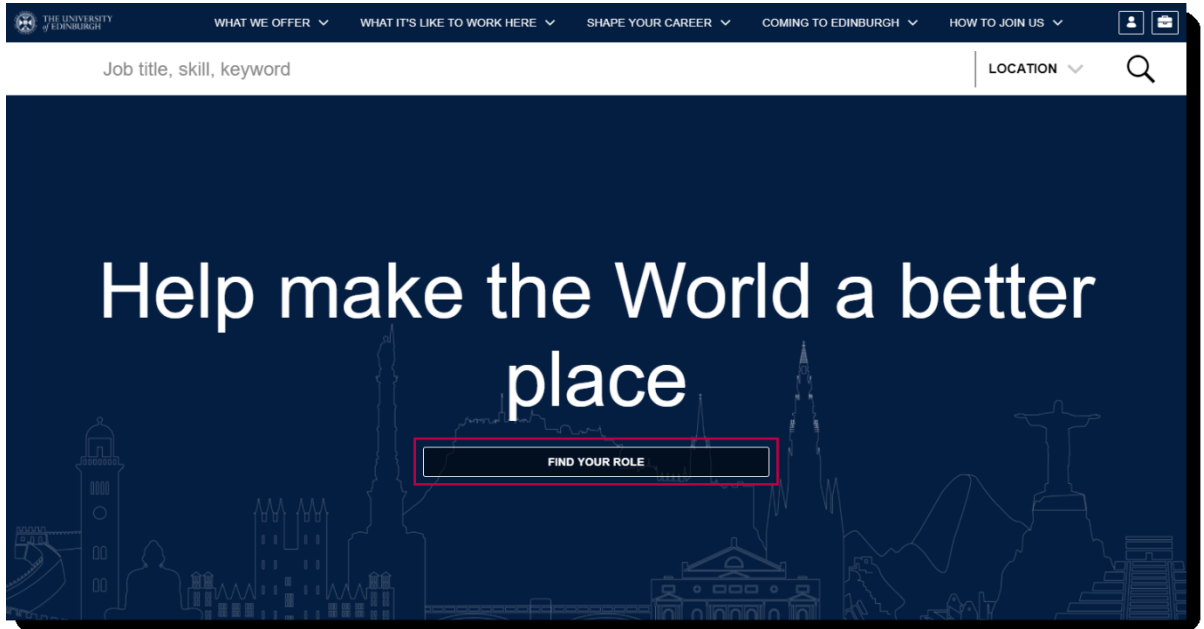
1. View the **Congratulations! Here is your job offer** email.
2. Click the **Respond to Job Offer**  button.
3. In the **Confirm Your Identify** page, enter the verification code sent in a separate email and click **Verify**  to confirm.
4. Click **Accept**  in the job offer letter.
5. Enter your **Full Name** and click **Accept**  to confirm.
6. View the email with the accepted job offer details.

For detailed guidance, see the [next section](#).

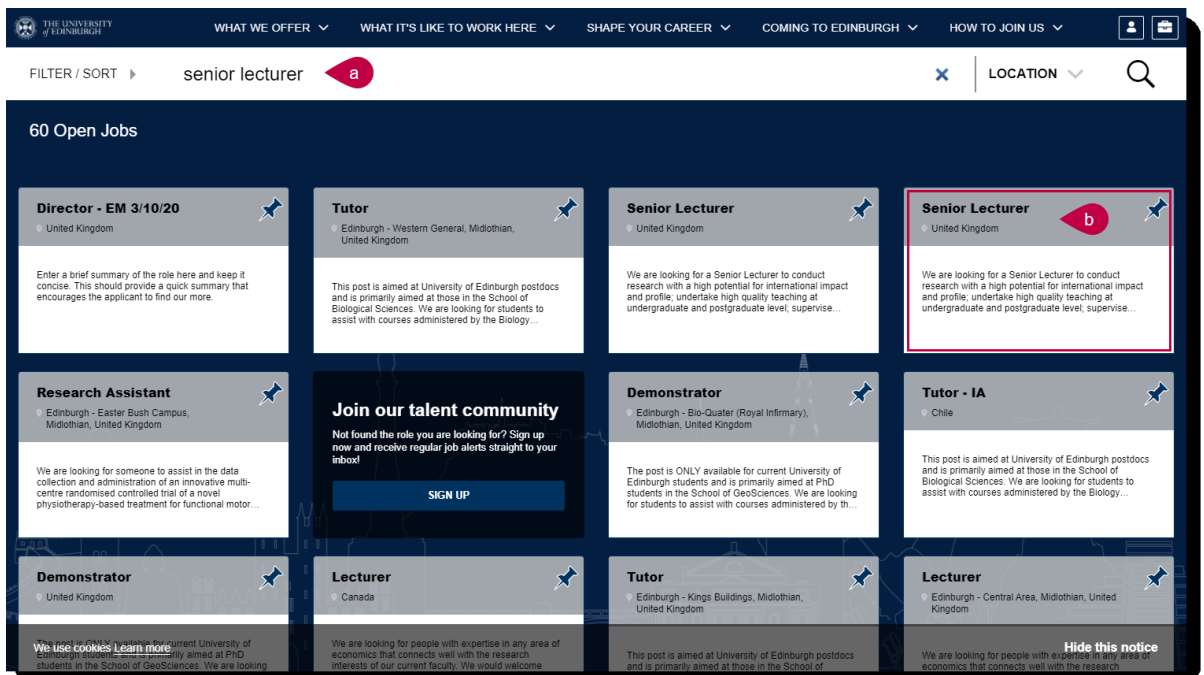
## In Detail...

### Applying for a Role

1. Navigate to the UoE external job site and click the **Find Your Role** button.



2. To search for a role, from the **Open Jobs** page, either:
  - a. enter keywords in search field and select a role from the results, or
  - b. click on the tile of a featured job



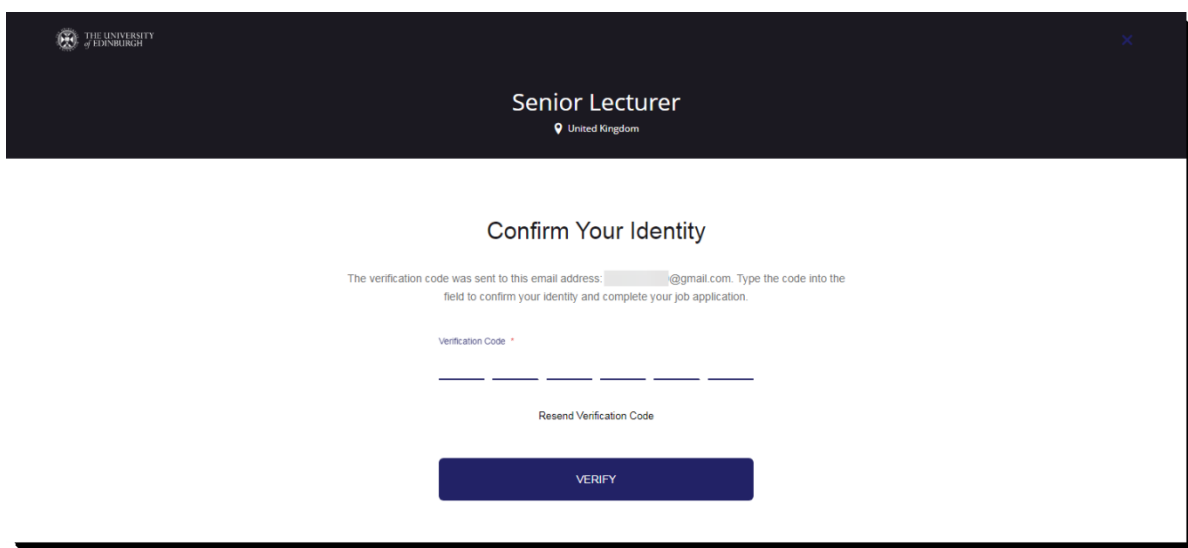
- The job details are displayed for review and if it is suitable, click the **Apply Now** button to apply.

The screenshot shows the University of Edinburgh job portal. At the top, there is a navigation bar with the university logo and several menu items: 'WHAT WE OFFER', 'WHAT IT'S LIKE TO WORK HERE', 'SHAPE YOUR CAREER', 'COMING TO EDINBURGH', and 'HOW TO JOIN US'. Below the navigation bar, there is a search bar with the text 'Job title, skill, keyword' and a 'LOCATION' dropdown menu. The main content area is divided into two sections. On the left, there is a grid of 60 open jobs, with the first few visible: 'Director - EM 3/10/20', 'Tutor', 'Senior Lecturer', 'Senior Lecturer', and 'Research Assistant'. On the right, there is a detailed view of a 'Senior Lecturer' position. The details include: 'Job Identification: 55', 'Job Category: Academic', 'Locations: 1-13 Buccleuch Place, Edinburgh, EH8 9LW, GB and 1-7 George Square, Edinburgh, EH8 9JZ, GB', 'Degree Level: No Formal Education', 'Job Shift: Day', 'Posting Date: 31/07/2020, 14:09', and 'Job Schedule: Full time'. Below the details, there are social media sharing buttons for Facebook, Twitter, Email, Pinterest, and More. The 'Job Description' section includes: '[AC3B] (20000 - 30000)', '[EU]', '[Psychology]', '[Permanent/35]', '[Fixed-term dates (if applicable)]', and 'Number of posts: [1]'. The description text reads: 'We are looking for people with expertise in any area of economics that connects well with the research interests of our current faculty. We would welcome applications from specialists in the Economics of Climate Change.' Below the description, there is a section titled 'The opportunity' with the text: 'To provide teaching and supervision at undergraduate and postgraduate level and to carry out research in the area of...'. At the bottom of the job details, there is a blue 'Apply Now' button.

- Enter your **Email Address** and click **Next**.

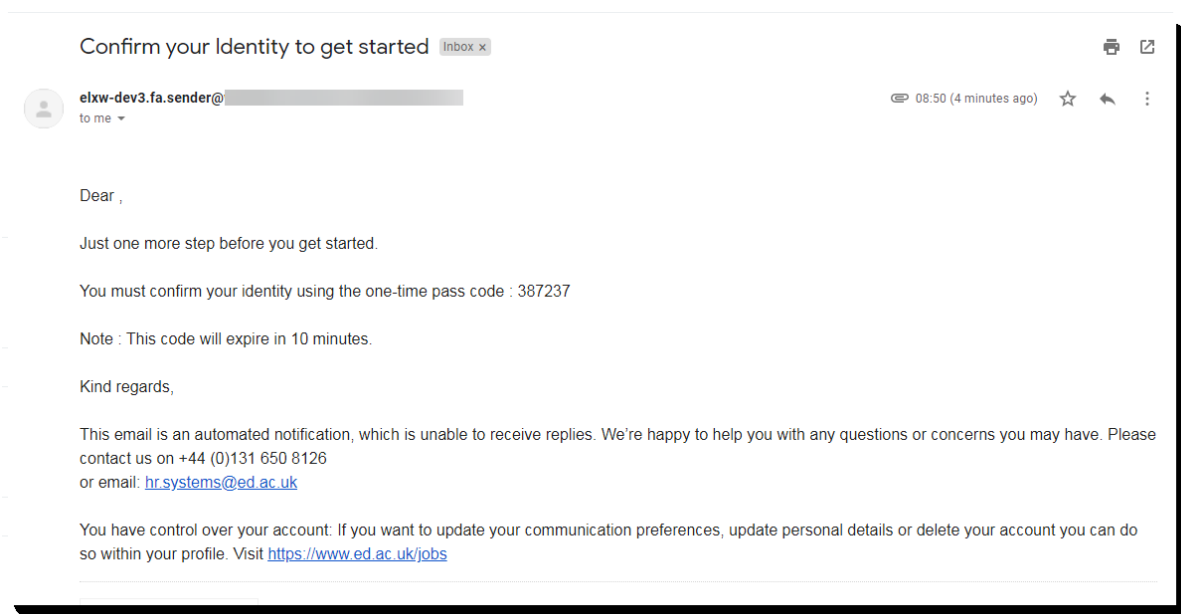
The screenshot shows the University of Edinburgh job portal for the 'Senior Lecturer' position. The page has a dark header with the university logo and the job title 'Senior Lecturer' and location 'United Kingdom'. The main content area is white and contains the text: 'You do not need to have an account.' Below this, there is a sub-header: 'Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.' There is a form field for 'Email Address' with a red asterisk indicating it is required. The text '@gmail.com' is visible in the input field. Below the form field, there are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red border.

5. The **Confirm Your Identity** page is displayed, and a verification code is required before you can continue.



The screenshot shows a web page for 'Senior Lecturer' at 'United Kingdom'. The page title is 'Confirm Your Identity'. Below the title, it states: 'The verification code was sent to this email address: [redacted]@gmail.com. Type the code into the field to confirm your identity and complete your job application.' There is a text input field labeled 'Verification Code' with a red asterisk indicating a required field. Below the input field is a 'Resend Verification Code' link. At the bottom, there is a blue button labeled 'VERIFY'.

6. Access the email that is sent containing the verification code and follow the steps in it.



7. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

The screenshot shows a dark header with the University of Edinburgh logo and the text 'Senior Lecturer' and 'United Kingdom'. The main content area is white and titled 'Confirm Your Identity'. It contains a message: 'The verification code was sent to this email address: [redacted]@gmail.com. Type the code into the field to confirm your identity and complete your job application.' Below this is a 'Verification Code' field with six input boxes containing the numbers 3, 8, 7, 2, 3, and 7. A 'Resend Verification Code' link is positioned below the input boxes. At the bottom, there is a blue button with the text 'VERIFY' highlighted by a red rectangular border.

8. The online application form opens in the **Personal Info** section.

The screenshot shows a dark header with the University of Edinburgh logo and the text 'Senior Lecturer'. The main content area is white and titled 'PERSONAL INFO'. Below the title is a section for 'CONTACT INFORMATION' with the instruction 'Please enter your contact information.' The form includes several input fields: 'Last Name' (filled with 'Coutts'), 'First Name' (filled with 'Lesley'), 'Title' (a dropdown menu with 'Miss' selected), 'Middle Name', and 'Email Address' (partially filled with '@gmail.com'). A vertical ellipsis menu is visible on the right side of the form.

The candidate is required to complete the following sections of the online application form:

- **Personal Info**
  - name, address, contract Nos. etc.
- **Job Application Questions**
  - notice period, UK right to work, etc.

- **Experience**
  - education and work experience, etc.
- **More About You**
  - upload a CV and cover letter, licenses and certificates, enter diversity information, referees, etc.

9. When the form is complete enter your **Full Name** in the **E-Signature** section and click the **Submit** button to forward the application.

10. Your profile page is displayed and the **Thank you for your job application** prompt is momentarily displayed informing your application has been received.

11. You can click on the **Back to career site** link in the black banner to continue searching for other suitable vacancies (optional).
12. After submission, you will receive an automated message to confirm your application has been received.



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## Help make the world a better place

Job Reference: 74

Dear Lesley

Thank you for taking the time to apply for the role of Senior Lecturer.

This is to confirm we have received your application and it is now with the selection panel for consideration.

We will be in touch soon to update on the status of your application.

Kind regards,  
Susan Hamilton

This email is an automated notification, which is unable to receive replies. We're happy to help you with any questions or concerns you may have. Please contact us on +44 (0)131 650 8126 or email: [hr.systems@ed.ac.uk](mailto:hr.systems@ed.ac.uk)

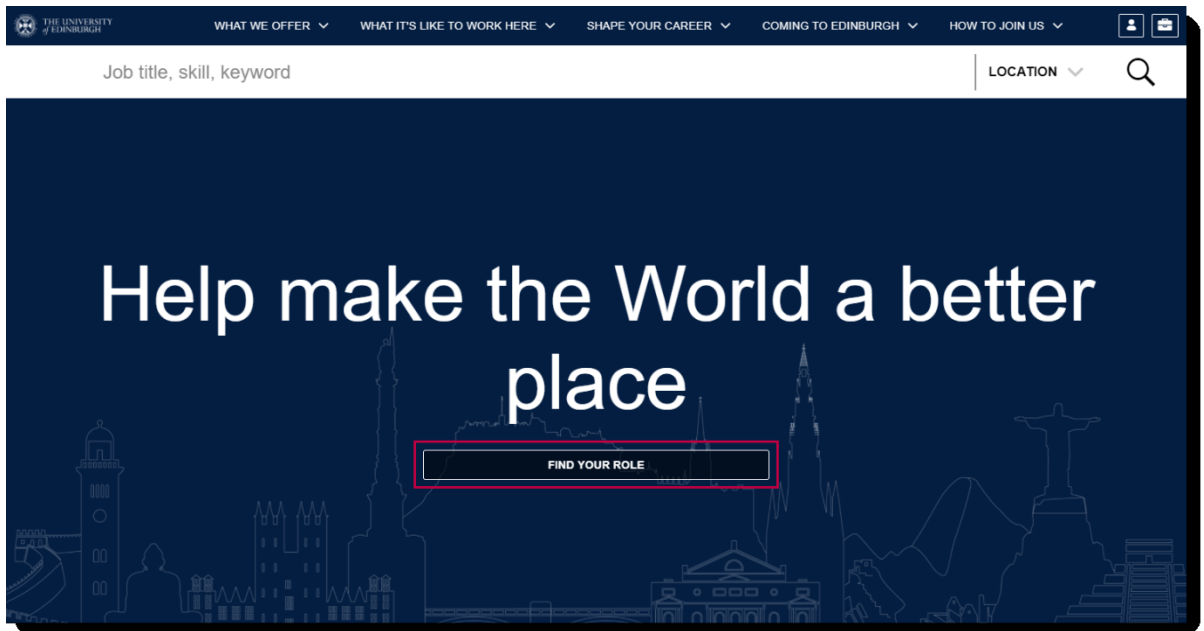
You have control over your account: If you want to update your communication preferences, update personal details or delete your account you can do so within your profile. Visit <https://www.ed.ac.uk/jobs>

## Saving a Draft Application

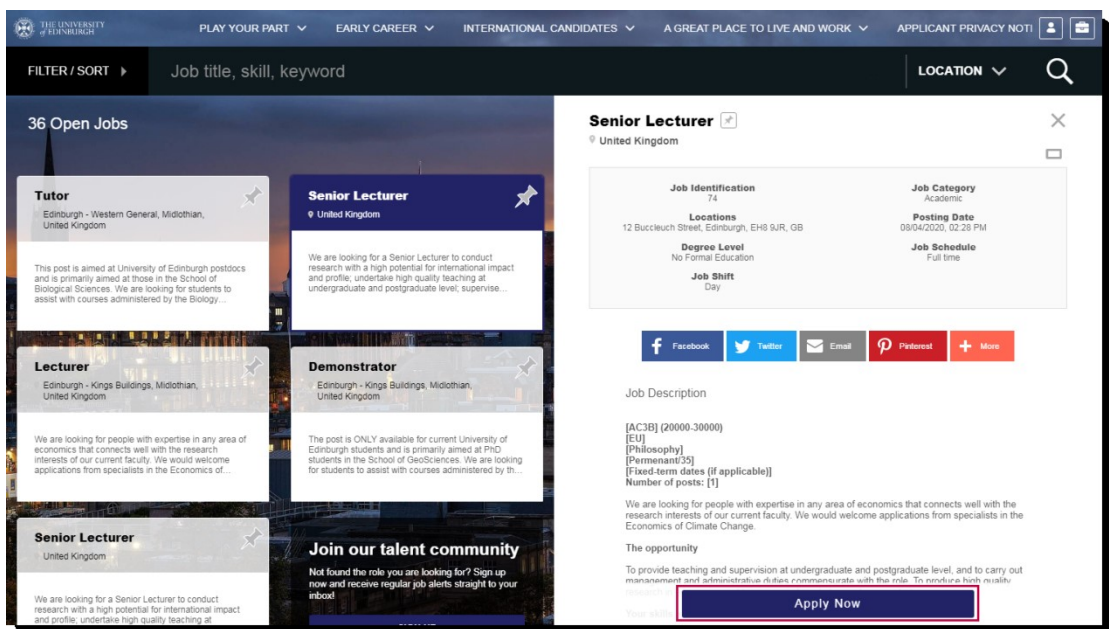
1. A draft application can be saved at any stage by closing the browser tab. Data will not be lost, and you can return to it later to complete and submit.

## Opening a Draft Application

1. Navigate to the UoE external job site and click the **Find Your Role** button.



2. Search for the role you have already started to apply for.
3. Select the tile and click the **Apply Now** button.



4. Enter your **Email Address** and click **Next**.

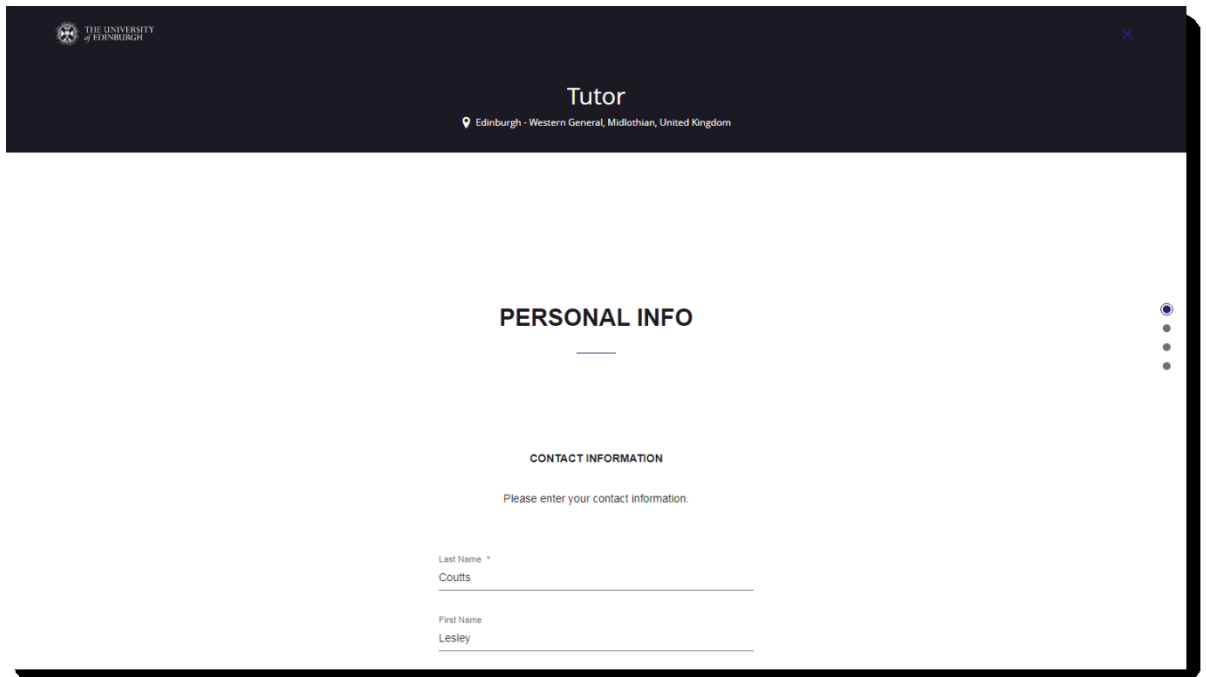
The screenshot shows the Tutor registration interface. At the top, the University of Edinburgh logo and the text 'Tutor' are visible, along with the location 'Edinburgh - Western General, Midlothian, United Kingdom'. The main heading is 'You do not need to have an account.' Below this, a sub-heading reads: 'Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.' There is an input field for 'Email Address' with the text '@gmail.com' entered. Below the input field are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red border.

5. You are required to confirm your identity to open your draft application. Access the email that is sent containing the verification code and follow the steps in it.

6. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

The screenshot shows the 'Confirm Your Identity' page. At the top, the University of Edinburgh logo and the text 'Tutor' are visible, along with the location 'Edinburgh - Western General, Midlothian, United Kingdom'. The main heading is 'Confirm Your Identity'. Below this, a sub-heading reads: 'The verification code was sent to this email address: taleouser100@gmail.com. Type the code into the field to confirm your identity and complete your job application.' There is an input field for 'Verification Code' with the code '8 3 4 4 3 3' entered. Below the input field is a link for 'Resend Verification Code'. At the bottom, there is a 'VERIFY' button highlighted with a red border.

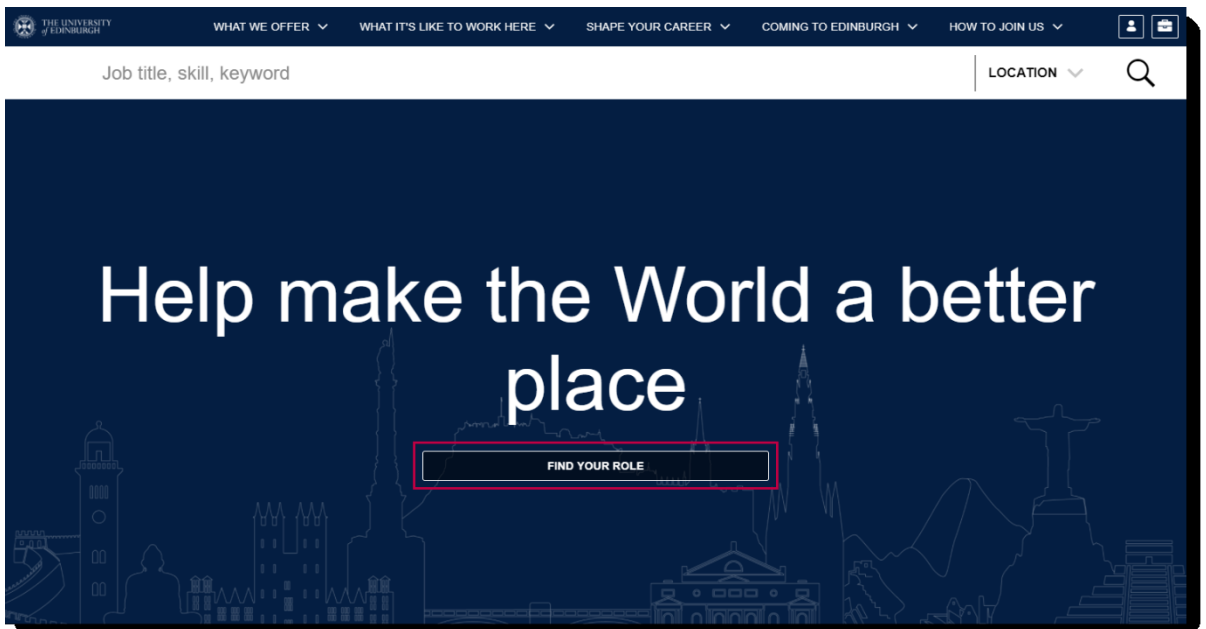
7. The online application form opens in the **Personal Info** section and you can resume with your application from where you left off. To continue, refer to the appropriate steps in [Applying for a Role](#).



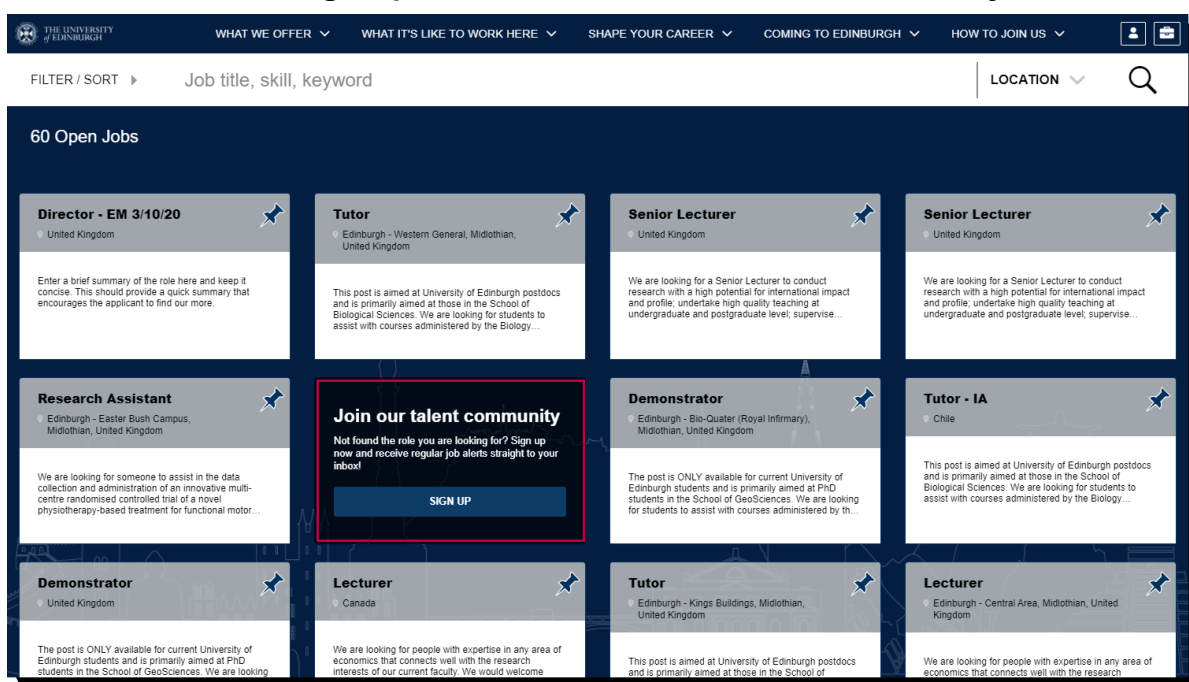
The screenshot shows the 'Tutor' job application form on the University of Edinburgh website. The header includes the university logo and the role title 'Tutor' with the location 'Edinburgh - Western General, Midlothian, United Kingdom'. The main section is titled 'PERSONAL INFO' and contains a 'CONTACT INFORMATION' sub-section. Below this, there are two text input fields: 'Last Name' with the value 'Coutts' and 'First Name' with the value 'Lesley'. A small red asterisk is visible next to the 'Last Name' label.

## Signing Up for Job Alerts

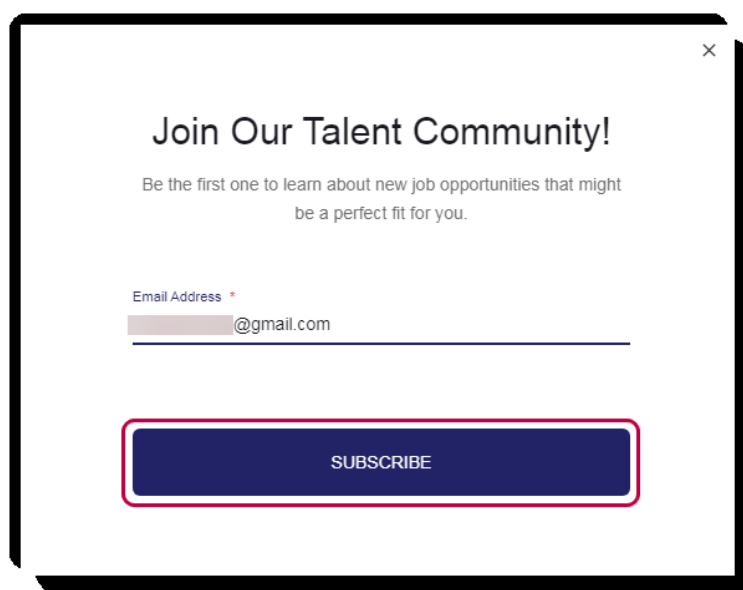
1. Navigate to the UoE external job site and click the **Find Your Role** button.



- To sign up to receive email notifications for vacancies that match their specific criteria, click on the **Sign Up** button in the **Join our talent community** tile.



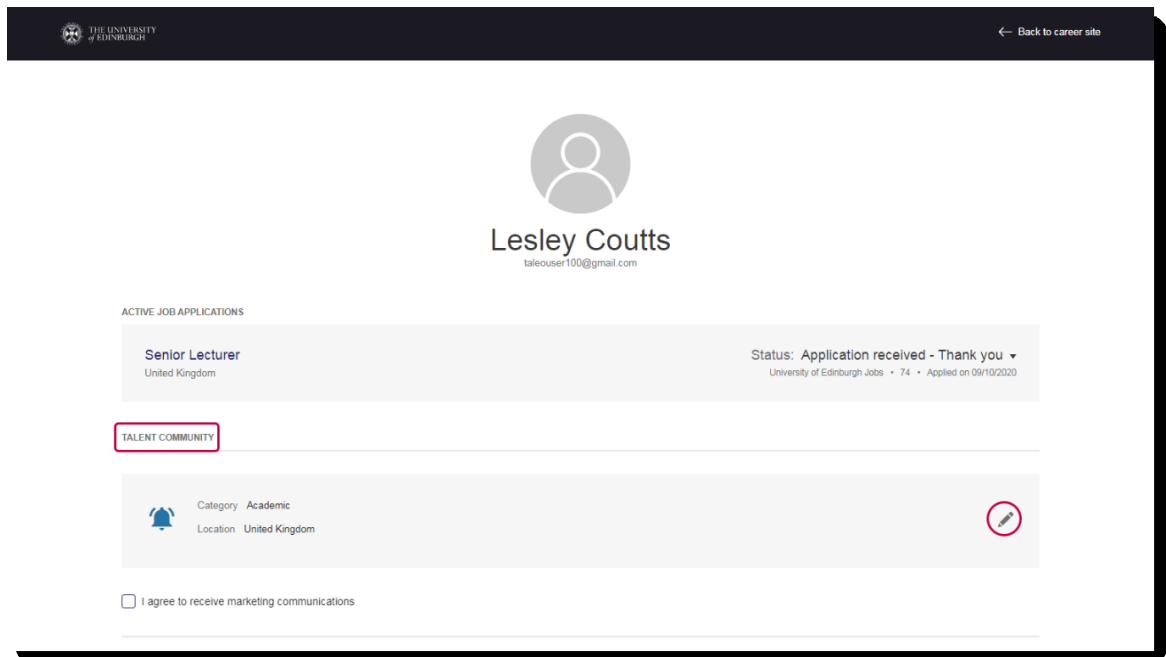
- Enter your **Email Address** in the prompt displayed and click on the **Subscribe** button.



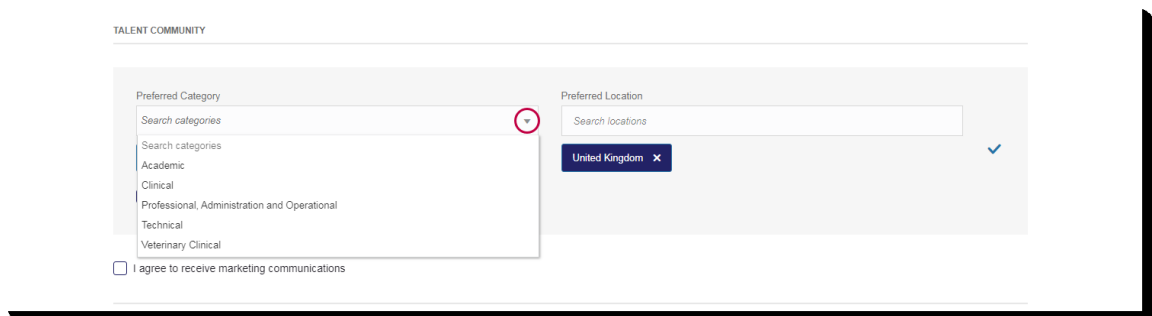
- Before signing up for job alerts, you are required to enter the verification code from the email into the **Confirm Your Identify** page and click **Verify**.

Please note that once you have set up your account, the email you used to set it up cannot be changed in the future. If you are no longer able to use that email address, you will need to set up another account with us.

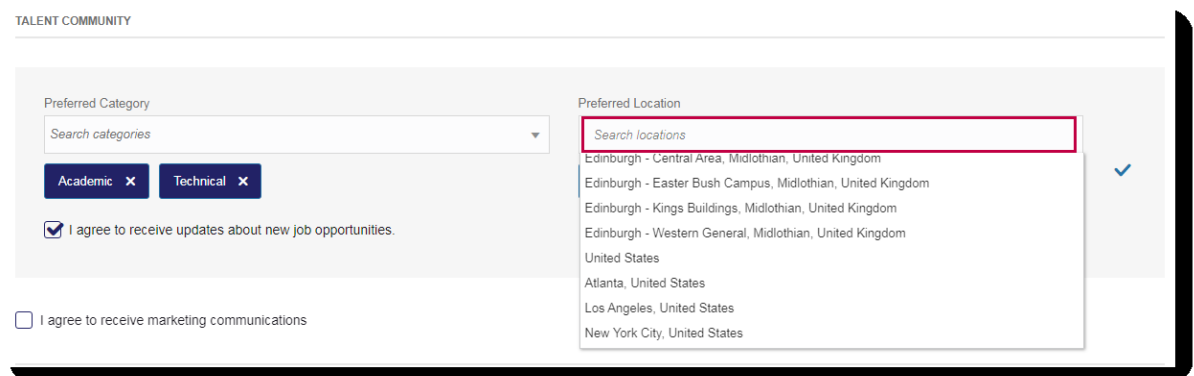
5. To enter the specific job search criteria, click on the **Pencil** icon in the **Talent Community** section of your profile.



6. Choose an option from the **Preferred Category** list.



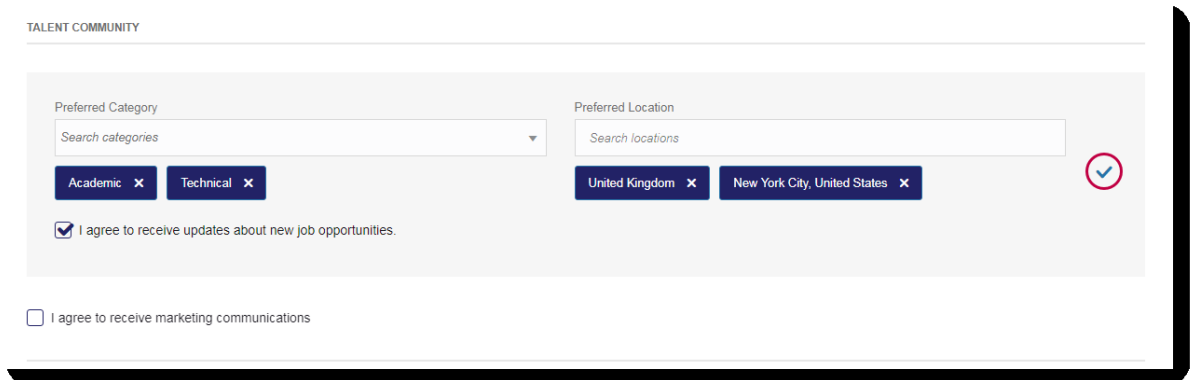
7. If desired, you can also select specific locations from the **Preferred Locations** list.



8. A tick automatically appears in the **I agree to receive updates about new job opportunities** checkbox.

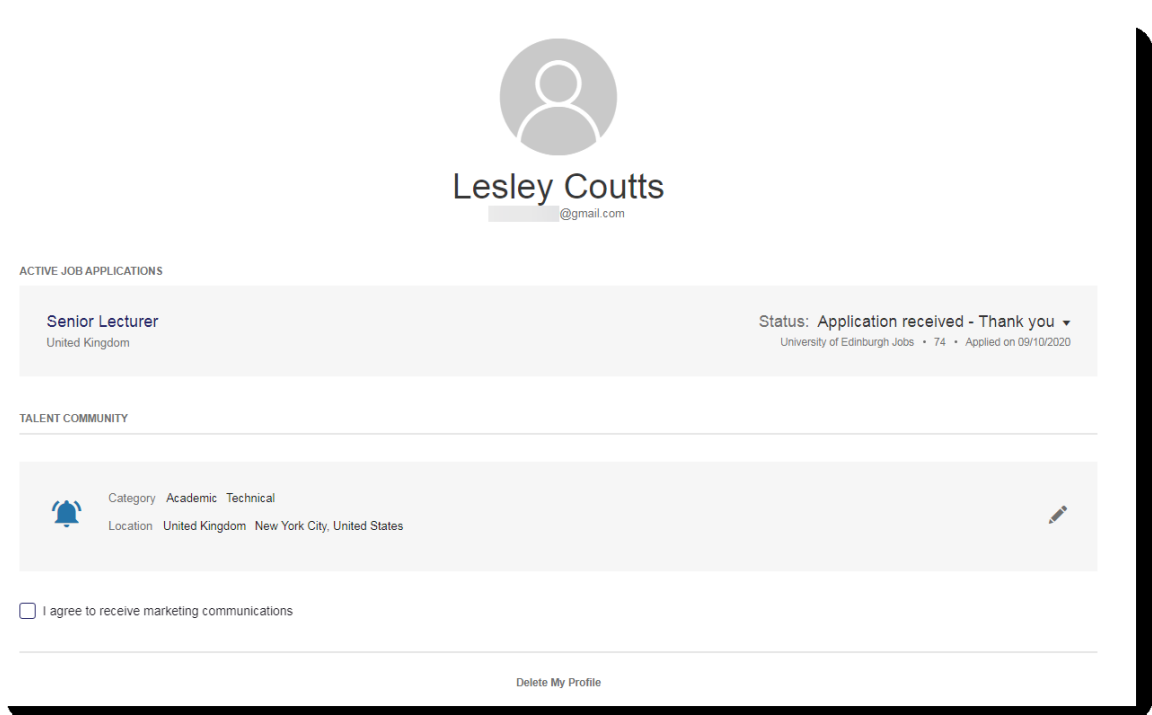
If desired you can select the **I agree to receive marketing communications** checkbox to receive marketing information.

9. Once the Sign Up form is complete, click on the green tick.



The screenshot shows the 'TALENT COMMUNITY' sign-up form. It features two search fields: 'Preferred Category' with a dropdown menu and 'Preferred Location' with a search box. Below these are two buttons for 'Academic' and 'Technical' categories, and two buttons for 'United Kingdom' and 'New York City, United States' locations. A green checkmark icon is visible on the right side of the form. At the bottom, there is a checkbox labeled 'I agree to receive updates about new job opportunities' which is checked, and another checkbox labeled 'I agree to receive marketing communications' which is unchecked.

10. The **Talent Community** section is updated with your choices.



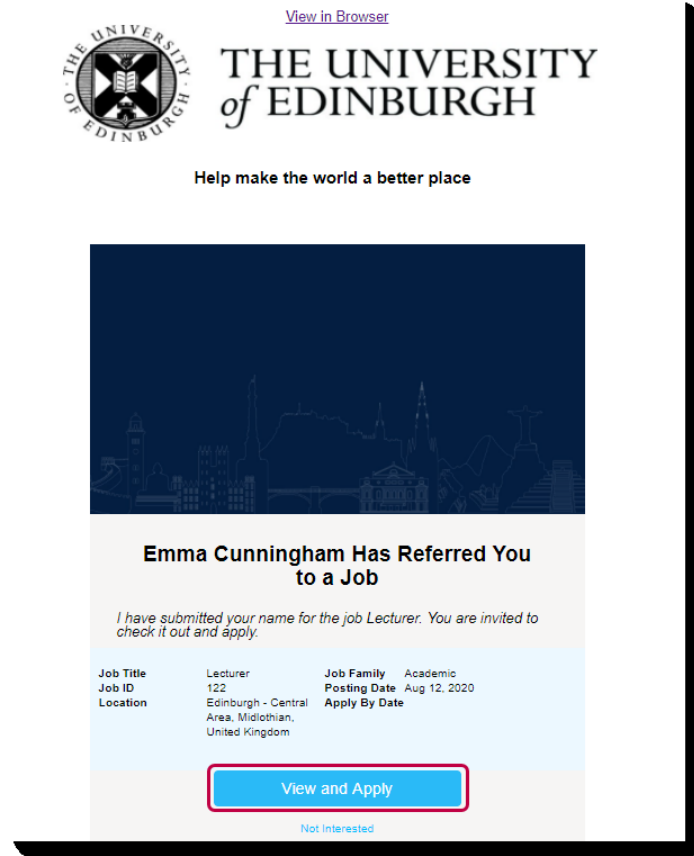
The screenshot shows the user profile page for 'Lesley Coutts' (@gmail.com). The profile includes a circular placeholder for a profile picture. Below the name, there is a section for 'ACTIVE JOB APPLICATIONS' with one application listed: 'Senior Lecturer' in the 'United Kingdom' with a status of 'Application received - Thank you' and 'Applied on 09/10/2020'. Below this is the 'TALENT COMMUNITY' section, which displays a notification bell icon and the selected preferences: 'Category: Academic, Technical' and 'Location: United Kingdom, New York City, United States'. At the bottom, there is a checkbox labeled 'I agree to receive marketing communications' which is unchecked, and a 'Delete My Profile' link.

11. Click on the **Back to career site** link in the black banner to continue searching for suitable vacancies (optional).

## Dealing with a Referral

If you have been recommended as a candidate by email, you can choose to apply for the role or to decline it.

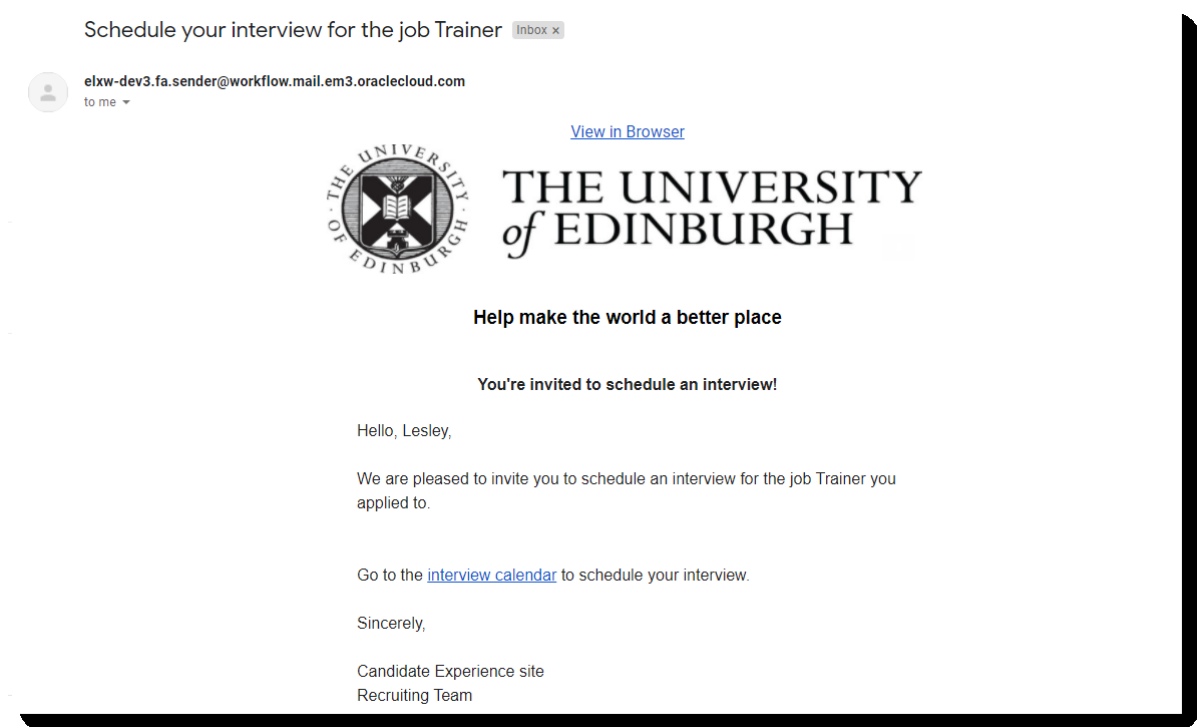
1. View the **You have been referred** email, then click **View and Apply**.



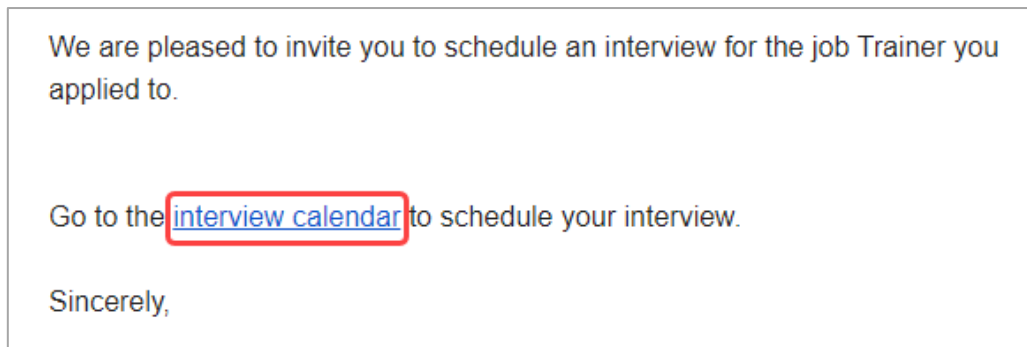
2. If you would like to apply for the role, refer to the appropriate steps in [Applying for a Role](#) above.
3. Otherwise, click the **Not Interested** link in the email if the job is not to your requirements.

## Scheduling an Interview

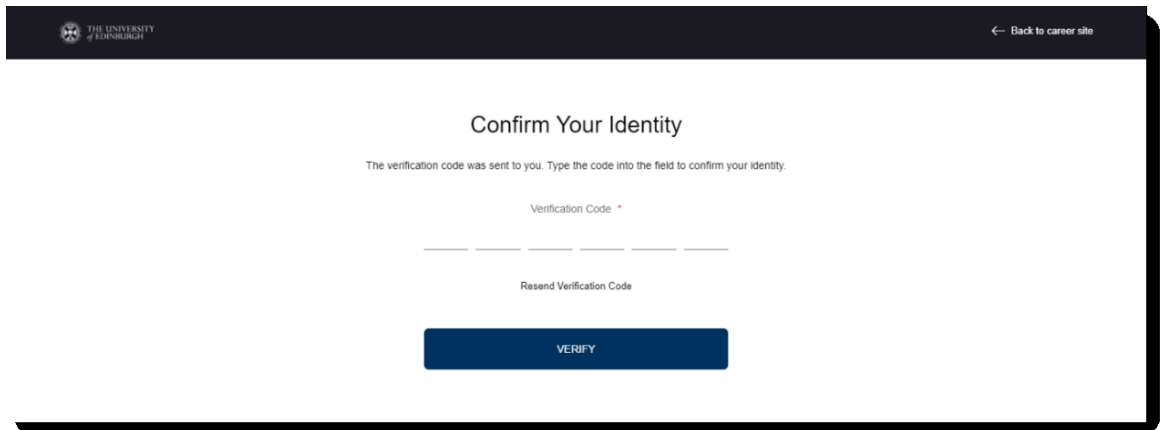
1. View the **You're invited to schedule an interview!** email.



2. Scroll to the paragraph that contains the **interview details** link and click on it.



3. The **Confirm Your Identity** page opens in a separate tab.



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← Back to career site

### Confirm Your Identity

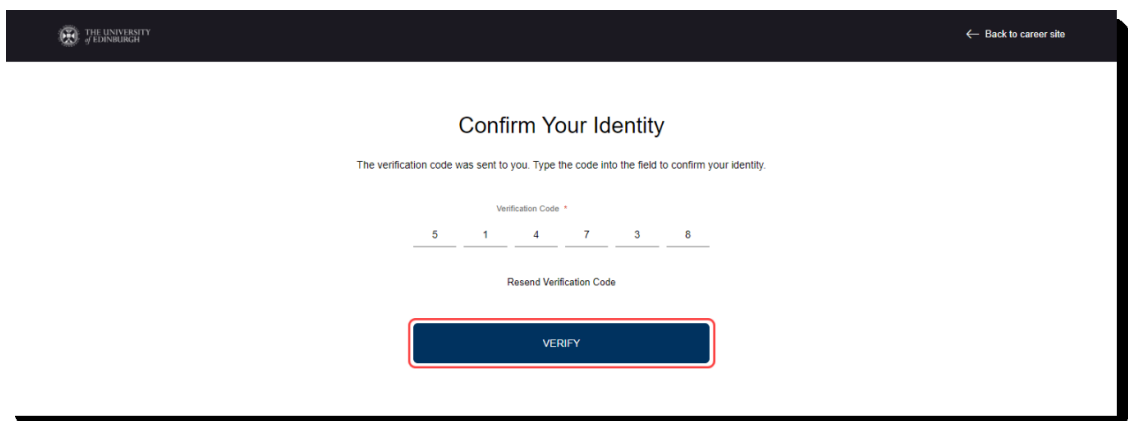
The verification code was sent to you. Type the code into the field to confirm your identity.

Verification Code \*

Resend Verification Code

VERIFY

4. Access the email that is sent containing the verification code and follow the steps in it.
5. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.



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← Back to career site

### Confirm Your Identity

The verification code was sent to you. Type the code into the field to confirm your identity.

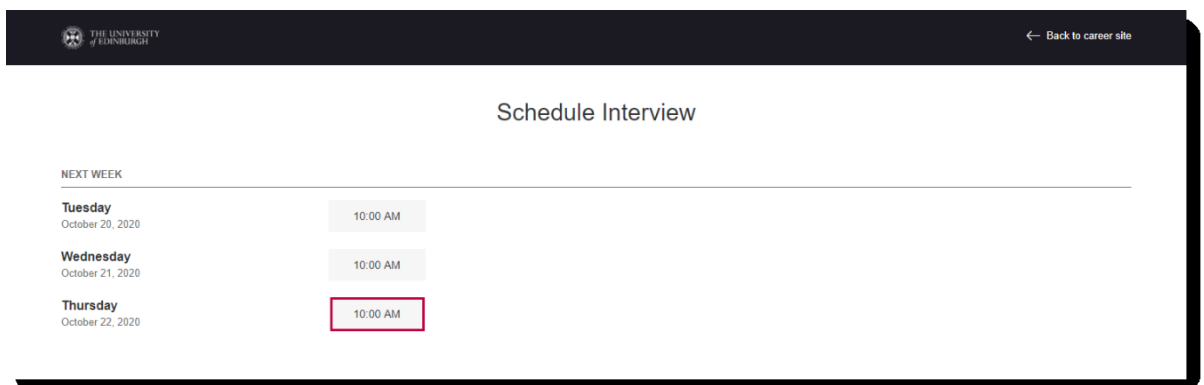
Verification Code \*

5 1 4 7 3 8

Resend Verification Code

VERIFY

6. In the **Schedule Interview** page, click on the preferred timeslot.



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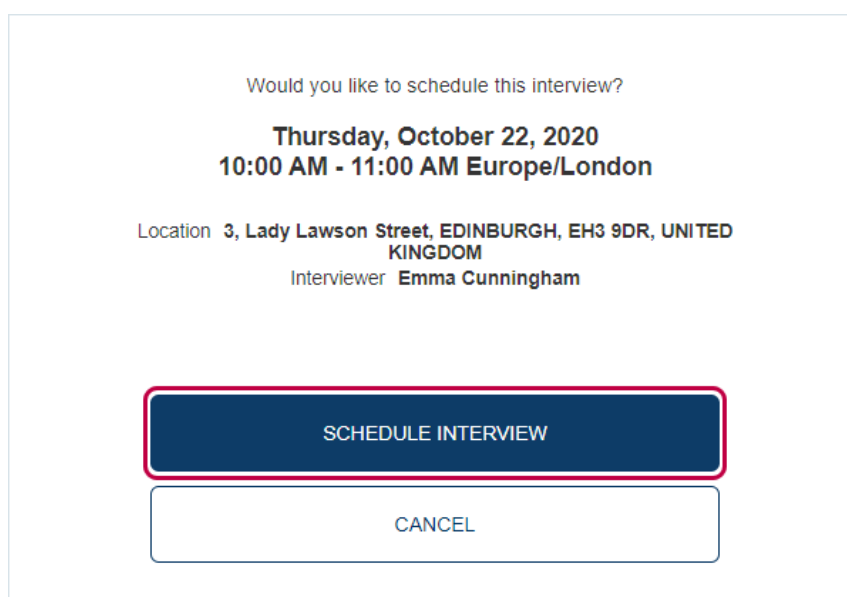
← Back to career site

### Schedule Interview

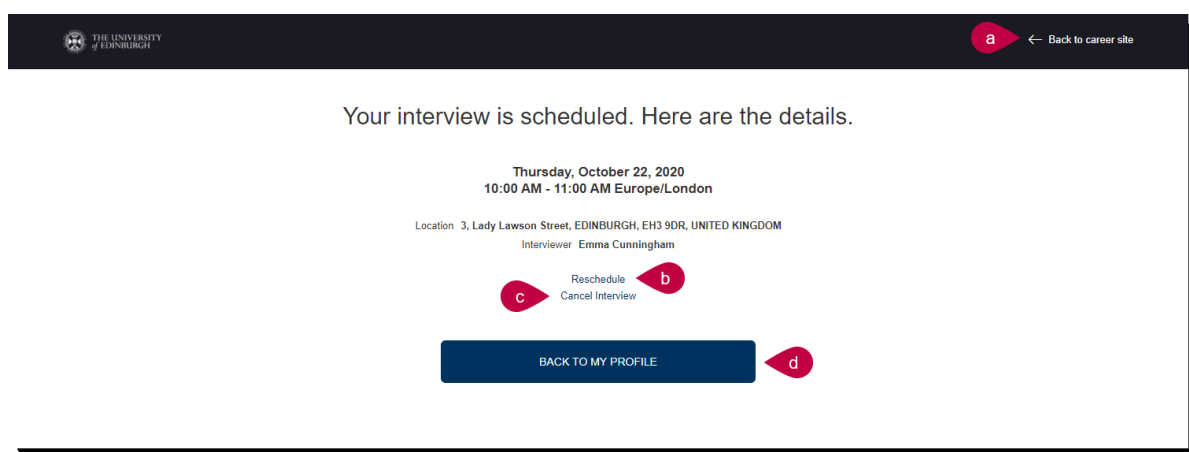
NEXT WEEK

<b>Tuesday</b> October 20, 2020	10:00 AM
<b>Wednesday</b> October 21, 2020	10:00 AM
<b>Thursday</b> October 22, 2020	10:00 AM


7. Check the interview details in the window that opens and click **Schedule Interview** to confirm your attendance.



8. The details are displayed with a set of options for you to choose if desired:
  - a. You can click on the **Back to career site** link in the black banner to continue searching for other suitable vacancies.
  - b. Select an alternative interview date by clicking on the **Reschedule** link. The **Schedule Interview** page reopens for you to select a new date.
  - c. Click **Cancel Interview** if you would no longer like to attend.
  - d. Click **Back to my Profile** to open your profile page.



9. After you have confirmed your interview slot, you will receive an automated message to confirm your application has been received.



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of EDINBURGH**

**Help make the world a better place**

**Your interview has been scheduled!**

Job Reference: 178

Dear, Lesley,

I am delighted to confirm we would like to invite you to interview. The details of your scheduled interview are as follows:

Date and Time: 22/10/2020 10.00.AM Europe/London  
Requisition: Trainer  
Interview Type: In Person  
Interviewer: Emma Cunningham

Location: [3, Lady Lawson Street, EDINBURGH, EH3 9DR, UNITED KINGDOM](#)

To make life easier, you can click to download a calendar attachment that will add these details to your calendar.

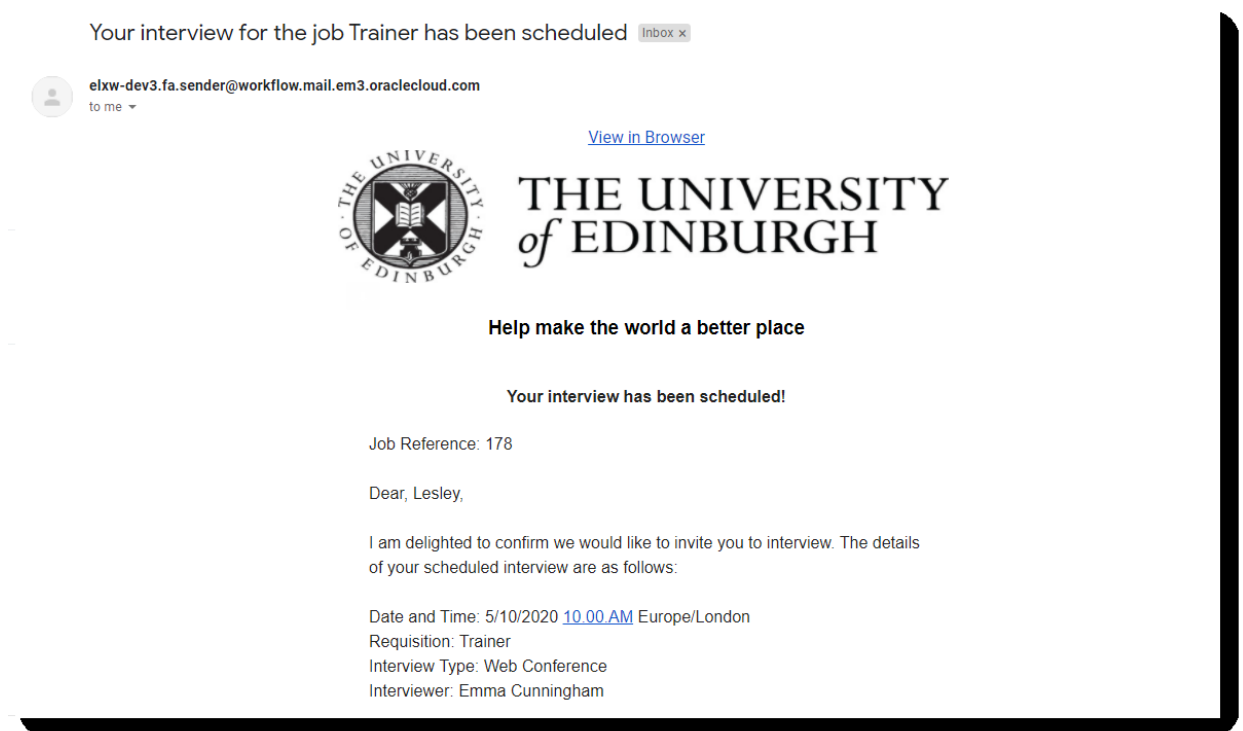
In accordance with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016 we have a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom (UK). To meet this requirement we must see original document evidencing right to work in the UK before commencement of employment and this is normally carried out at Interview. This includes if you are already working with us as a contractor or agency worker.

Details of suitable documents can be found at:  
[https://www.ed.ac.uk/files/atoms/files/list\\_a\\_v290618.pdf](https://www.ed.ac.uk/files/atoms/files/list_a_v290618.pdf)  
[https://www.ed.ac.uk/files/atoms/files/list\\_b\\_v290618.pdf](https://www.ed.ac.uk/files/atoms/files/list_b_v290618.pdf)

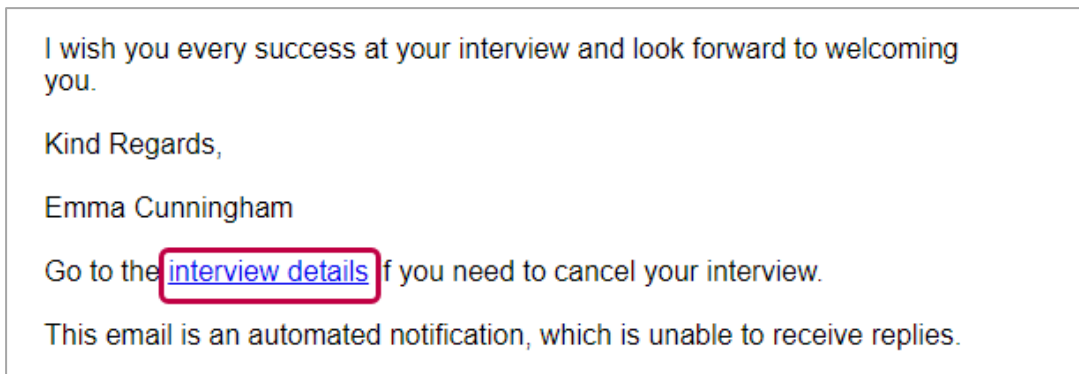
If you are an existing employee you do not need to supply this information.

## Declining a Scheduled Interview

1. View the **Your interview has been scheduled!** email.



2. Scroll to the paragraph that contains the **interview details** link and click on it.



3. Before your interview can be cancelled you are required to confirm your identity.

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### Confirm Your Identity

The verification code was sent to you. Type the code into the field to confirm your identity.

Verification Code \*

Resend Verification Code

VERIFY

4. Access the email that is sent containing the verification code and follow the steps in it.
5. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

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### Confirm Your Identity

The verification code was sent to you. Type the code into the field to confirm your identity.

Verification Code \*

7 4 9 4 9 4

Resend Verification Code

VERIFY

6. Click **Cancel Interview** in the interview details page.

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### Your interview is scheduled. Here are the details.

Monday, October 5, 2020  
10:00 AM - 11:00 AM Europe/London

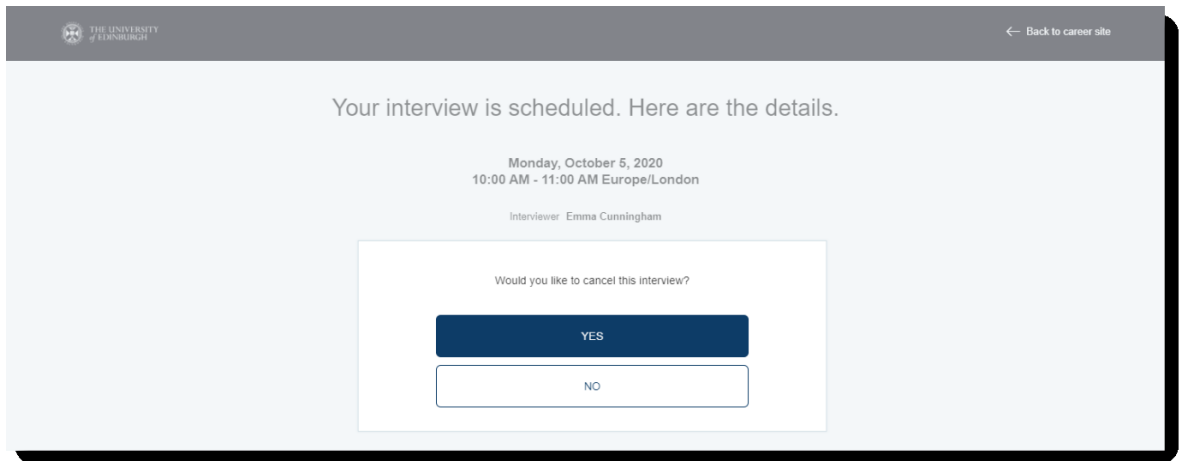
Interviewer Emma Cunningham

Cancel Interview

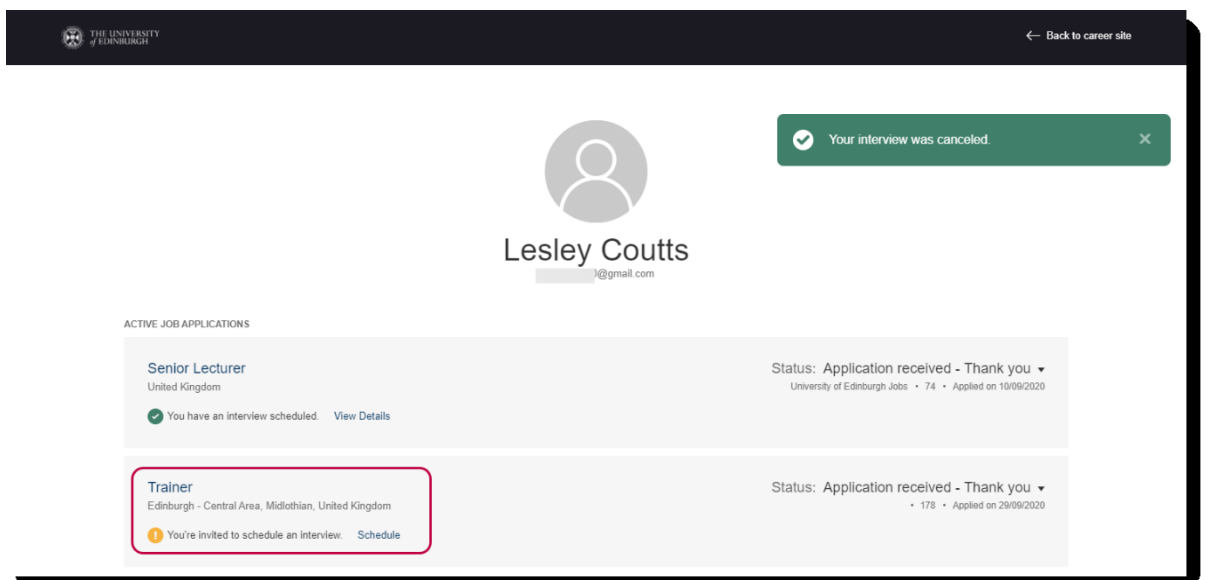
Please prepare a 10 minute presentation on xxxx to discuss at your interview.

BACK TO MY PROFILE

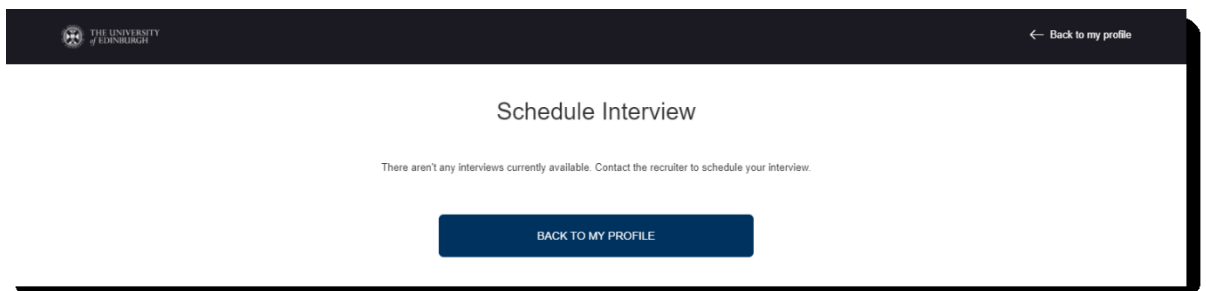
7. Click **Yes** in the prompt to confirm the cancellation.



8. Your profile page opens, and an explanation mark is displayed next to the role with the cancelled interview.



9. Click the **Schedule** link to view confirmation there is no interview scheduled (optional).



10. To return to your profile, click the **Back to My Profile** link or button.

11. View the **Your interview for the job has been cancelled** email that you receive a few minutes later.

Your interview for the job Trainer has been canceled [Inbox x](#)



elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com  
to me ▾

[View in Browser](#)



THE UNIVERSITY  
*of* EDINBURGH

Help make the world a better place

Dear Lesley,

This is confirmation that your interview for the job Trainer has been cancelled.

Date and Time: 10/05/2020 10:00 Europe/London

Interview Type: Web Conference

Interviewer: Emma Cunningham

If you are not expecting to receive this message or you have changed your mind, please get in contact with us.

Kind regards,

This email is an automated notification, which is unable to receive replies. We're happy to help you with any questions or concerns you may have. Please contact us on +44 (0)131 650 8126 or email: [hr.systems@ed.ac.uk](mailto:hr.systems@ed.ac.uk)

You have control over your account: If you want to update your communication preferences, update personal details or delete your account you can do so within your profile. Visit <https://www.ed.ac.uk/jobs>

## Accepting a Job Offer


1. View the **Congratulations! Here is your job offer** email and click the **Respond to Job Offer** button

**Congratulations! Here is your job offer for Trainer**  
1 message

elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com <elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com>  
To: [redacted]@gmail.com


14 October 2020 at 13:54

[View in Browser](#)



**THE UNIVERSITY  
of EDINBURGH**

Help make the world a better place



**Congratulations!**

Dear Lesley,

Congratulations, your application for Trainer has been successful! A job offer is now extended to you:  
Trainer

We look forward to you accepting the job offer and joining the team.


If you have any questions about your job offer, please contact Emma Cunningham on the details provided in the letter.

Kind regards,  
Emma Cunningham

This email is an automated notification, which is unable to receive replies. You have control over your account: If you want to update your communication preferences, update personal details or delete your account you can do so within your profile. Visit <https://www.ed.ac.uk/jobs>

[Respond to Job Offer](#)

2. Enter the verification code from the email in the **Confirm Your Identity** page and click **Verify** to continue.

 [← Back to career site](#)

**Confirm Your Identity**

The verification code was sent to you. Type the code into the field to confirm your identity.

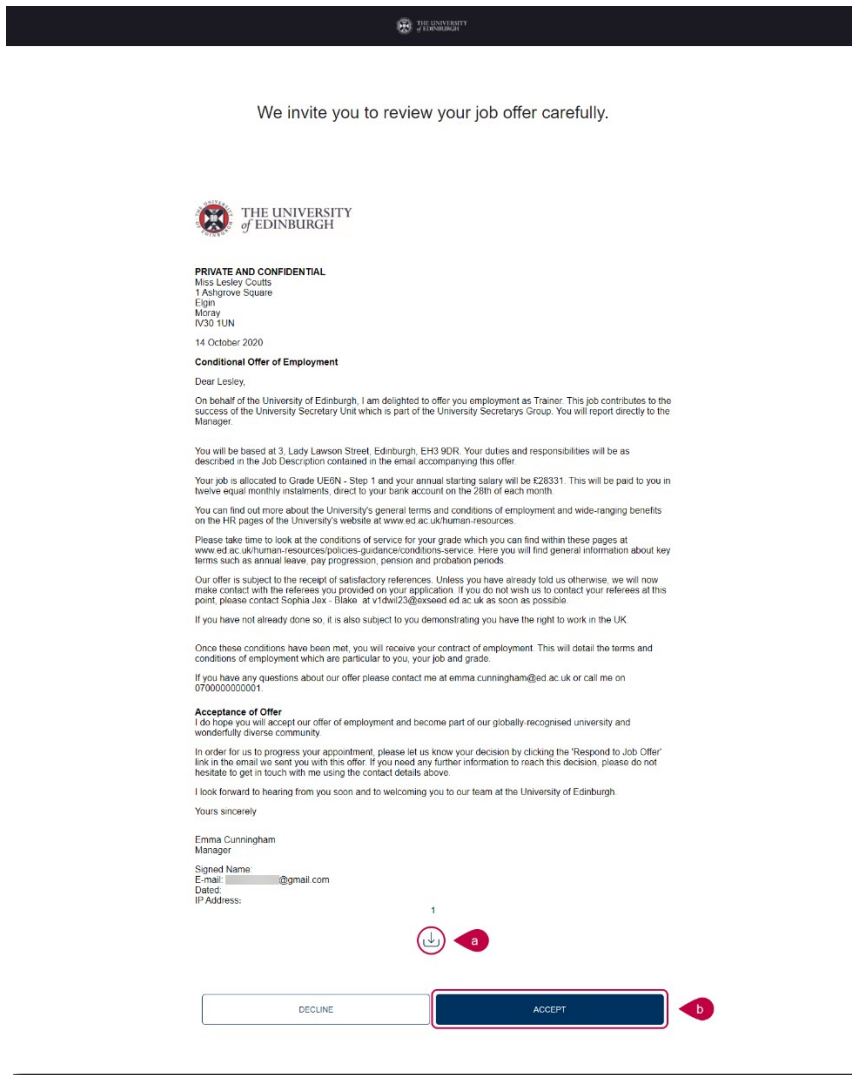
Verification Code \*

7 4 9 4 9 4

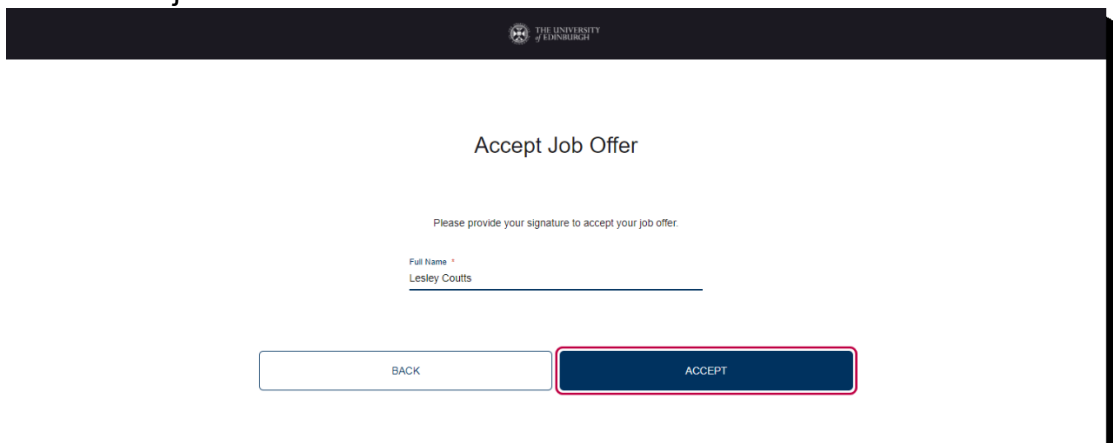
Resend Verification Code

[VERIFY](#)

3. The job offer letter opens in separate tab for you to review, and
  - a. download a PDF copy of the letter for your records (optional)
  - b. click the **Accept** button




4. In the **Accept Job Offer** page enter your **Full Name** and click **Accept** to confirm the job offer.




5. View the **Congratulations on accepting your job offer** email that you receive a few minutes later.

Congratulations on accepting your job offer for Trainer Inbox x

 elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com 14:02 (1 minute ago)  
to me ▾

[View in Browser](#)



**THE UNIVERSITY  
of EDINBURGH**

**Help make the world a better place**

Dear Lesley,

Congratulations, you just accepted the job offer: Trainer for Trainer

We look forward to you joining our team. If you have any questions, please contact Emma Cunningham on the details provided in the offer letter.

Kind regards,  
Emma Cunningham

This email is an automated notification, which is unable to receive replies. You have control over your account: If you want to update your communications preferences, update personal details or delete your account you can do so within your profile. Visit <https://www.ed.ac.uk/jobs>

## Glossary

Please refer to the glossary