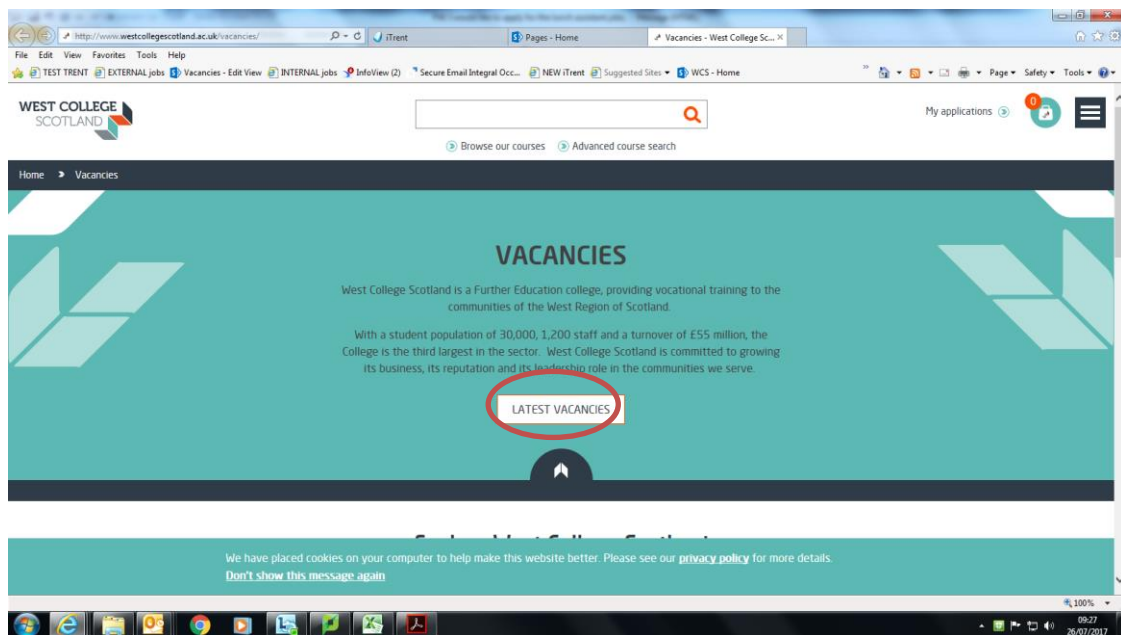


Guidance Notes on eRecruitment System

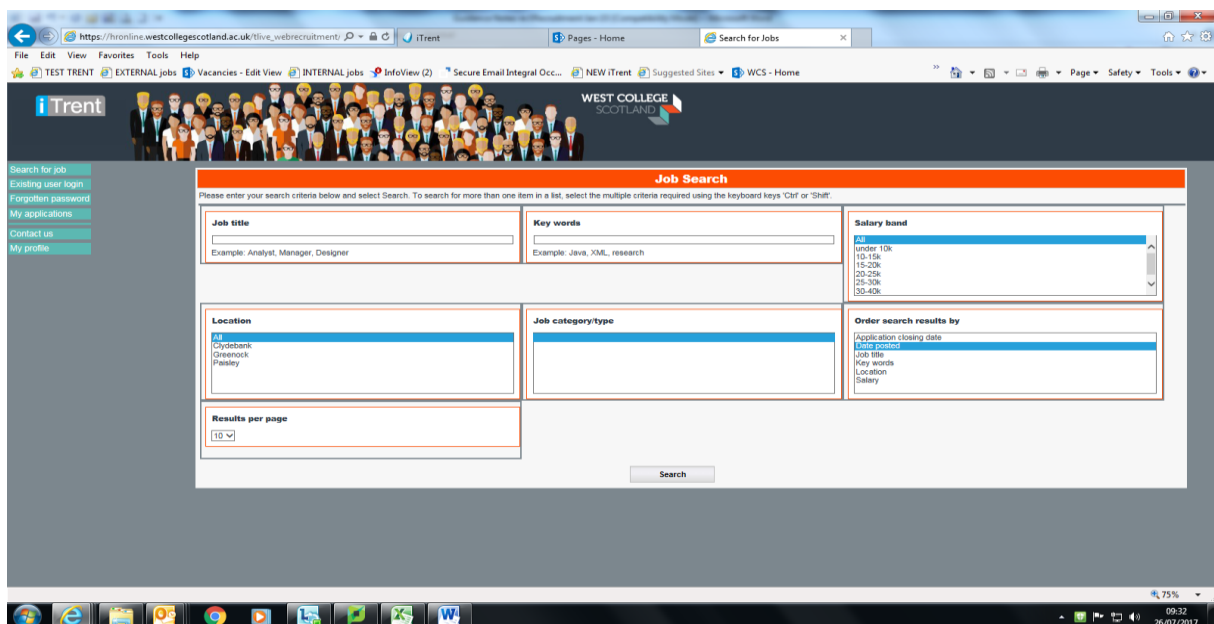
When applying for a position within West College Scotland, you will be using the iTrent eRecruitment system. Please find below guidance notes to help you with this process.

1. Click on link <http://www.westcollegescotland.ac.uk/vacancies/>

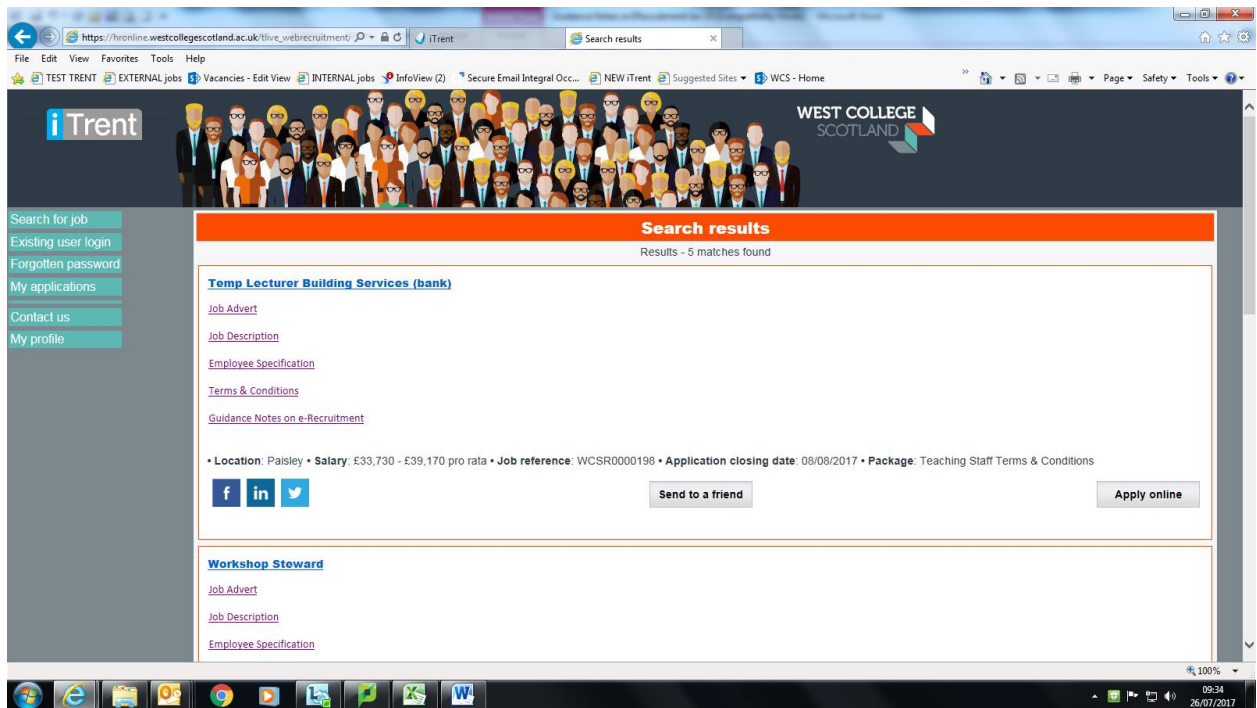
You will see the following screen



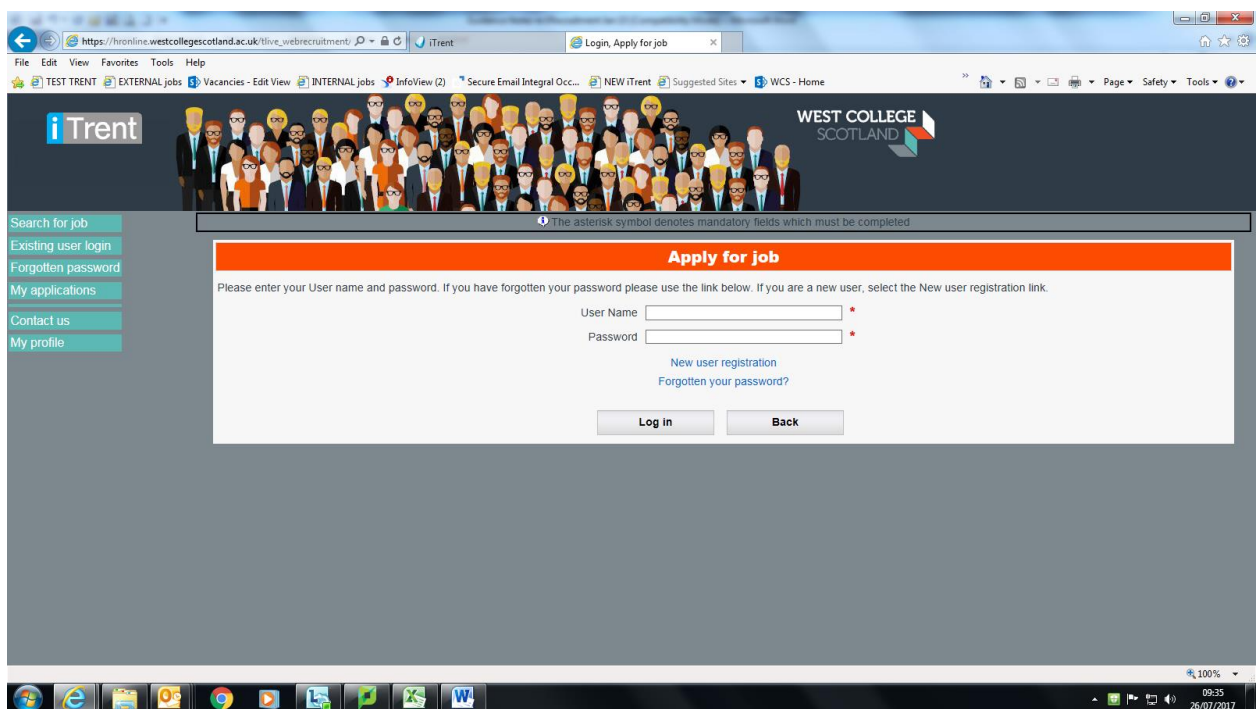
2. Click on “Latest Vacancies”
3. This will take you to the Job Search screen.



- Go to the bottom of the screen and click on Search – all the current vacancies will then appear



- Go to the vacancy you wish to apply for and click Apply Online.
- If you have used the eRecruitment system before, click Existing User Login, and enter User Name and Password



- If you have not used the eRecruitment system before, you will need to register as a New User. Click on New User and create an account and password. (For employees this can be your College log on and password although you can use a different user name and password if you wish.)

8. The Application Summary screen will appear. Complete all details in each section.

The screenshot shows the iTrent Application Summary screen for a user named Heather. The browser address bar shows the URL: https://hronline.westcollegescotland.ac.uk/tlive_webrecruitment/. The page title is "Application summary" and the job title is "Temp Lecturer Building Services (bank)".

Application summary
Temp Lecturer Building Services (bank)

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages. Supporting text is provided throughout the application pages to provide you with guidance on completing the form so please read this carefully. Your application form will be saved as you move through the application pages e.g. clicking on the buttons Next, Previous or Summary will save your application details.

Application pages

- Present/Most Recent Employment
- Previous Employment
- Teaching Qualification (if applicable)
- Education
- Memberships of Professional Bodies
- Driving Licence
- Job Sharing
- References
- Personal Statement
- Personal Details
- Equal Opportunities Monitoring Details

Other options

- Print preview (Opens in new window)

Job details

Job title: Temp Lecturer Building Services (bank)
Job reference: WCSR0000198

Icon guide

- Mandatory field
- Help icon
- Mandatory fields complete
- Mandatory fields incomplete

The submit button will be activated when all mandatory fields have been completed.

Selecting delete will permanently remove your application.

Buttons: Submit, Delete

9. Qualifications – please complete the qualification fields with the drop down menus. If any of your qualifications do not appear in these boxes, please enter the details under the Supporting Statement section.

10. If there is any information that you would like considered towards your application, but you feel does not fit into any sections on the form, please enter under the Supporting Statement section i.e. further information on Skills, Knowledge and Experience

11. Please note, you can start completing your application form and then continue at a later date by clicking My Applications at the left of the screen.

12. Once completed, all screens should appear as Green. Any missing information will be shown in red and will need to be entered. Once all information is completed and the sections are all green, click Apply and follow the on screen prompts.

The screenshot shows the iTrent Application Summary screen for a user named Umber. The browser address bar shows the URL: https://selfservice.jameswatt.ac.uk/trentlive_webrecruitment/wrd/. The page title is "Application summary" and the job title is "Administrative Assistant - Modern Apprentice".

Application summary
Administrative Assistant - Modern Apprentice

Please remember to press the button to submit your application once you have completed to your satisfaction

Buttons: Apply

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

Application pages

- Personal Details
- Contact Details
- Education
- Employment History
- References
- Equal Opportunities Monitoring
- Declaration

Other options

- Print preview (Opens in new window)

Icon guide

- Mandatory field
- Help icon guide
- Mandatory fields complete
- Mandatory fields incomplete

The apply button will be activated when all mandatory fields have been completed.

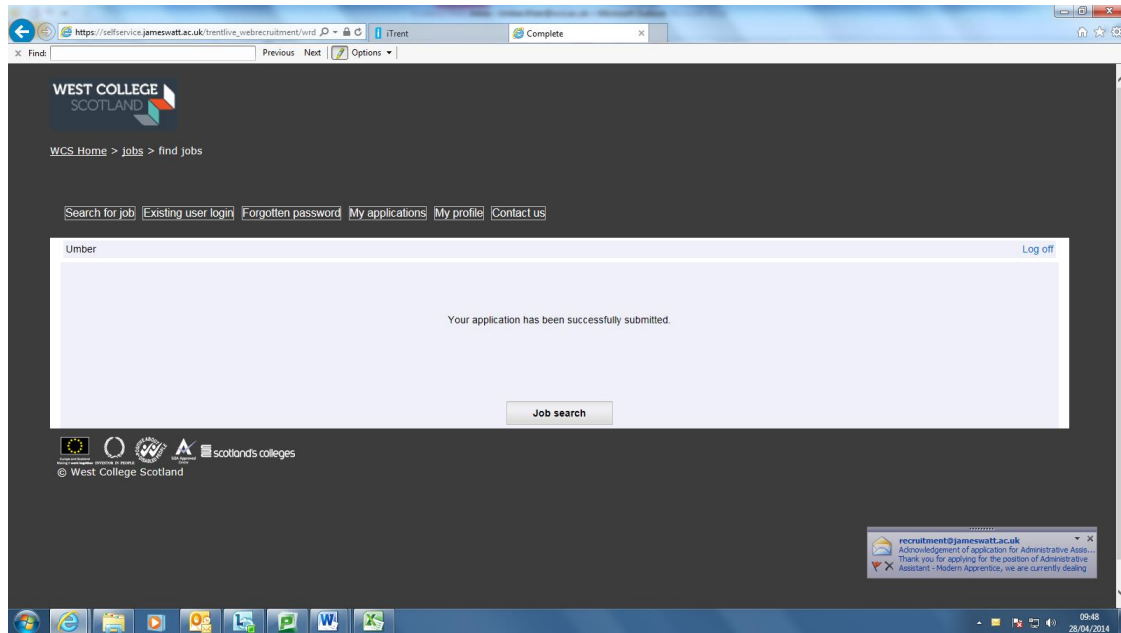
Selecting delete will permanently remove your application.

Buttons: Apply, Delete

For reference, the application closing date and job details are shown below.

Good luck with your application.

13. You will receive an onscreen message advising your application has been submitted. You will also receive an automated email to the email address you submitted on your application form. Please check your Junk Email box in case this email has gone there.



14. To receive a copy of your completed application click on My Applications at the top of the screen. You will then see all applications you have submitted. If you wish a copy of an application – click the select box on the right hand side of the page and a copy will be emailed to your designated email address.
15. Please keep checking your Email inbox (or Junk Email box) as all further communications regarding the post will be sent here.

Assistance can also be sought by emailing hr@wcs.ac.uk