

Guidelines for Submitting Online Applications for Admin Promotions – Current Employees

A UCC Recruitment

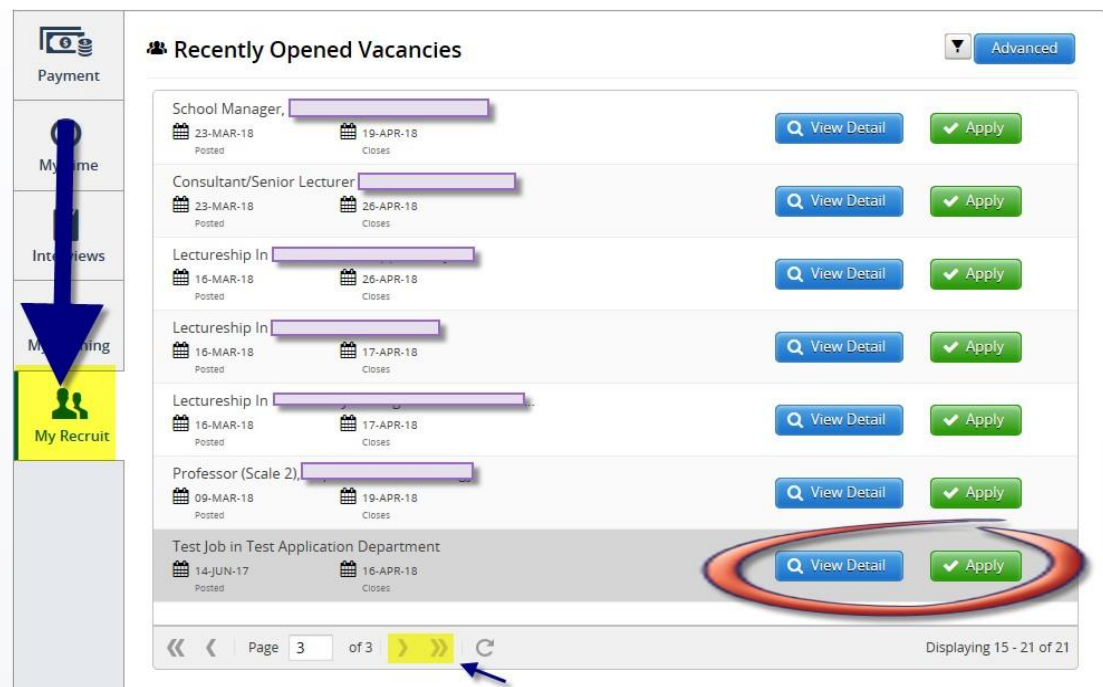
All open UCC competitions are viewable under the **My Recruit** option on **ESS** (Employee Self Service).

B Employee Self Service

ESS is available for all Permanent and Fixed Term staff in UCC. You can view your payslip, check your annual leave balance and apply for job vacancies. You need your staff number to login to the system. If you do not know your password for ESS, click on the Forgotten Password? link, enter you staff number and date of birth and a new password will be emailed to your UCC address. Please see <https://www.ucc.ie/en/ess/faqs/> for further guidance on the system.

C My Recruit

When you access **ESS**, select My Recruit on the left of your screen. You will see the Recently Opened Vacancies screen, you can scroll through each page by clicking on the chevron at the end of the screen, see highlighted.



By clicking on the **View Detail** link pertaining to the vacancy you wish to apply for, you will be presented with a job specification of the position, (note this will open in a separate tab).

D Applying for the Position

Click on the **Apply for Job** link at the bottom of the Job specification you have opened. You can begin your online application from the Recently Opened Vacancies section on ESS or from within the View Details section of each vacancy. In the Recently Opened Vacancies section, click on the Apply link associated with the position you wish to apply for. Either way, you will be brought directly to the application form which must be completed to apply for the vacancy (again it will open in a new tab on your browser).

Click on the Save option as you proceed through the application. Doing this ensures that your inputted data will be stored in the Application History section of your user account should you accidentally be logged out before completing your application or should you simply not wish to submit your application straight away. (Refer to section 'E' at the end of this document for details on how to access your application history.)

The application form will open on a page displaying your [Personal Details](#).

Enter the requested personal details on this screen. Fields with asterisks are mandatory.

Click on **Save and Continue** to view the remaining sections required on the application form.

Applicant Options

- Search Vacancies
- Application History
- My Account
- Logout
- Terms & Conditions
- Human Resources Website
- Current Vacancy Details
Click to view vacancy details,
candidate info. pack & user manuals

Personal Details

TEST

Please enter the address that will be used for all correspondence.

Internal UCC staff applicants should note updating your personal details here will not update update your details stored in the HR/Payroll systems ([See ESS FAQs for more info.](#))

Title *
Forename *
Surname *
Address 1 *
Address 2 *
Address 3 *
Address 4
Country *
Nationality *
Email *
Contact No. *

Save and Continue

When you view **Your Application** you will be able to see the sections that require completion and those that have already been completed. It is only when you have completed ***all*** of the required steps that you will see the option to submit the application, however you can opt to **Save for later** on the checklist page to allow you to return to the form and complete before the closing date/time.

Applicant Options

- › Search Vacancies

- › Application History

- › My Account

- › Logout

- › Terms & Conditions

- › Human Resources Website

- › Current Vacancy Details
Click to view vacancy details,
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Your Application

TEST

Please refer to the Job Description and Selection Criteria before you complete the application form.
You may complete the sections of the application form in any order you wish. Once all sections marked as 'Required' are complete the 'Submit' button will appear. You may use the 'Preview Form' button to review and print a copy before submitting your application. You can save an incomplete application at any time by clicking on the 'Save for Later' button. All fields marked with an * must be completed. In order to apply for a role, you must submit your application form.

Please note that all vacancies close at **12 noon (Irish Local Time)** on the advertised closing date. No late applications will be accepted. It is recommended that you submit your application at least 24 hours in advance of the closing date and time. Any applications that are still in progress at the closing time on the specific closing date will be cancelled automatically by the UCC eRecruitment System. UCC may only take into account technical issues raised by an applicant if advised to UCC HR (hrsupport@ucc.ie) in sufficient time prior to the advertised closing date. Applications will only be accepted by the UCC eRecruitment System. If an acknowledgement is not received within 1 working day, please contact recruitment@ucc.ie

**Important note - Microsoft Edge is not compatible with the eRecruitment System.
Please use an alternative browser.**

Section	Completed
Personal Details	✓
Personal Details - 2	✓
Applicant Document Details	Required

Save for later

Preview Form

[Applicant Document Details](#)

In this section please complete and upload the required **PDF application form** as requested. The specific instructions to complete the application form are outlined here. The completed PDF application form needs to be attached before you can submit your application.

Click the **Choose File/Browse button** to locate your file then choose **Open** and select **'Attach & Save'**. Note there is a file size limit of **1MB**. After you have uploaded click on **Return to Checklist**.

When you are returned to the Checklist and everything has been completed you will see the option to Submit the form

IESI

Date Loaded	Filename	Filesize(KB)
No Applicant Document Details found		

Please download (see instructions below) and save the PDF application form attached to the Vacancy and complete with the detail as outlined below

Details required for the application form

Applicants are required to provide **ONE example (relating to current Grade) of each of the listed competencies**. There is a maximum word/character limitation allocated per section, this word/character limitation is clearly outlined on the heading of each competency. Please be advised that this form is restricted and therefore will not allow you to exceed this word/character limit.

Instructions to complete and upload the required PDF application form

- Click on the **Current Vacancy Details** link on the left of this screen.
- Please download and save the PDF application form attached to the vacancy
- **The application form should remain in PDF format only**
- **SAVE THE PDF APPLICATION FORM AS YOUR OWN NAME and COMPLETE AS REQUIRED.**
- To upload the completed application form please click on the **Choose File/Browse button** below, navigate to the file and select Open, then choose **'Attach & Save'**
- When a file has been successfully uploaded a summary will appear above.
- Please ensure that the file you upload appears above before continuing.
- To view the files' contents please click on the document icon. To delete a file please click on the red cross icon.
- Once you have uploaded the completed **file** click on the **Return to Checklist button** and complete the remaining sections of the application

Please note:

- Please ensure that file is not password protected or saved with 'track changes' otherwise we are unable to open them via our system.
- Keep the length of the file name to a minimum. The system will reject long file names.
- Maximum file size allowed: 1MB/1000KB
- Maximum number of files allowed: 1

Choose File No file chosen

Attach & Save

Return to Checklist

Please bear in mind that once you have submitted your application, you will not be able to edit **any** of your details.

Before submitting your application, please ensure you are applying for the correct position, read the **Terms & Conditions** at the end of the form and click on the check box provided. By ticking this box, you are certifying that the information you provided is correct to the best of your knowledge and you are agreeing to be bound by the terms of UCC's recruitment policies. You can either save the application for later or submit it there and then.

To submit the application immediately, click on the Submit button. If any required information has been omitted from your application, a red-text error message will appear at the top of the screen. A message stating "Application Successful" appears when your application has been successfully submitted.

Normally within 30 minutes of submitting your application, you will receive an email acknowledging that it has been received.

E Further Information

Application History

If you decide to save your application for later, the details will be held in the Application History. All your partially completed applications are listed here. To finalise and ultimately submit an application, log in to ESS, select the My Recruit option, click view under any vacancy and you will see the Application History link in the Navigation section on the left of the screen. From here, click on the View button associated with the particular application that you wish to complete.



The screenshot displays the 'Application History Section' with a table of application records. A callout bubble indicates that clicking the magnifying glass icon in the 'Details' column allows the user to view and amend/submit the application.

Recruitment ID	Description	Date Traget	Applicant status	Delete Action	Details
[REDACTED]	[REDACTED]	[REDACTED]	Application not Submitted	X	[Magnifying Glass Icon]
[REDACTED]	[REDACTED]	[REDACTED]	Application not Submitted	X	[Magnifying Glass Icon]
[REDACTED]	[REDACTED]	[REDACTED]	Application not Submitted	X	[Magnifying Glass Icon]
[REDACTED]	[REDACTED]	[REDACTED]	Application not Submitted	X	[Magnifying Glass Icon]

Clicking on the View button brings you back to the Checklist screen, where you can review and update your application form in its entirety before submitting it.

You can also delete a non-submitted form here, but please note it will **not** be possible to retrieve a deleted application

NB: Closing Dates and Times

The closing date and time for the submission of online applications for the position is specified in the list of vacancies. The online application must be submitted by **12 noon (Irish Local Time)** on the closing date. You will be unable to submit your application after this date and time.

Contact E-Recruitment

If you experience any difficulties using the online E-Recruitment system, please email recruitment@ucc.ie outlining the nature of your problem and quoting the reference number and title of the post you are applying for.