

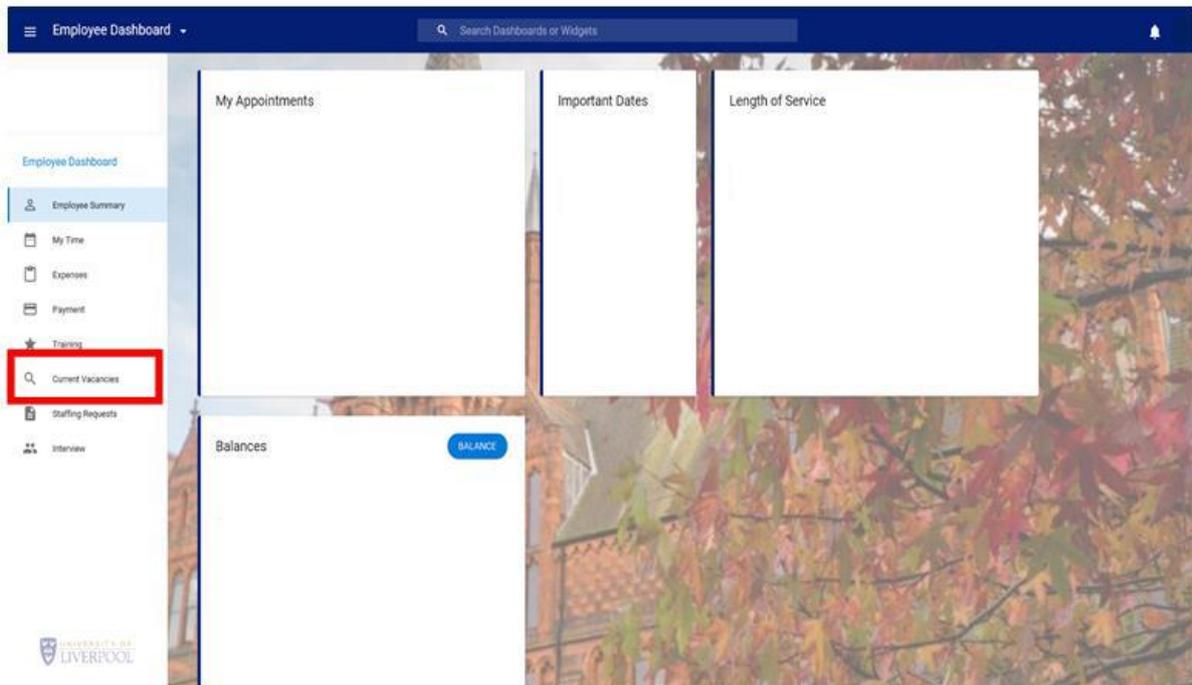


UNIVERSITY OF LIVERPOOL

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



The screenshot shows a web interface for 'Recently Opened Vacancies'. At the top right is a blue 'VIEW WEBSITE' button. Below it is a search bar with a magnifying glass icon and a filter icon (three horizontal lines) highlighted with a red box. The main content is a table with three columns: 'Position', 'Posted', and 'Closes'. The table lists three vacancies: 'Research Associate' (Posted: 17-May-2019, Closes: 14-Jun-2019), 'HR Co-ordinator' (Posted: 11-Jun-2019, Closes: 14-Jun-2019), and 'Residential Adviser' (Posted: 22-Nov-2018, Closes: 30-Sep-2019). A 'Filter' overlay is shown on the right, with a red box around the 'Redeployment', 'Internal', and 'External' options, each with a blue toggle switch. Below the filter are 'Open Date' and 'Close Date' fields with calendar icons. At the bottom of the overlay are 'RESET' and 'SEARCH' buttons.

Position	Posted	Closes
Research Associate	17-May-2019	14-Jun-2019
HR Co-ordinator	11-Jun-2019	14-Jun-2019
Residential Adviser	22-Nov-2018	30-Sep-2019

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.

[VIEW WEBSITE](#)

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.

Navigation Section

- > Search Vacancies
- > Logout
- > Application History
- > Notifications
- > Change Password
- > Terms & Conditions
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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.

Welcome Fred Smith

Navigation Section

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Your Application

Secretary Grade 5

All required sections must be completed before the submit button is displayed.

You can save your application to review before submitting or print a copy for your own records. Please note that draft versions of your form will not be considered. The Application History section displays all forms that you have been working on.

Please ensure you submit your application form in time to meet the closing date.

Section	Completed
Personal Details	✓
Equal Opportunities Monitoring	Required
Qualification Details	Required
Employment Details	Required
Additional Information	Required
Further Information	Required
Reference Details	Required
Applicant Document Details	Optional

Save for later

Print Friendly Summary

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.

Welcome Fred Smith

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Copy application form

Please note that you can choose to copy a previous application form by clicking on the 'Select' button next to the version you wish to use. You can update any fields of your application before submitting.

Alternatively, select 'New' to complete a new form.

Job Title	Department	Job Reference	Select
Res Asst	Geography And Planning	000962	Select
Hr Administrator	Human Resources	000970	Select
Hr Administrator	Human Resources	000971	Select
Lecturer	Chemistry	000985	Select
Accounting Assistant	Human Resources	000989	Select
Lecturer	Integrative Biology	001056	Select
Chair	Geography And Planning	001058	Select

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.

Save for later

Print Friendly Summary

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.

Navigation Section

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Application History Section

Here you can view your application history and the status of each application.

Job Reference	Job Title	Input Date	Applicant Status	Delete	View Details
000927	Secretary Grade 5		Application not Submitted	X	
001167	POSTDOCTORAL RESEARCH ASSOCIATE IN STRATEGY-AS-PRACTICE/STRATEGIC CHANGE	23-MAY-16, 14:47	Application Submitted		
001165	Online MBA Director	23-MAY-16, 14:46	Application Submitted		
001164	Lecturer in Planning	23-MAY-16, 14:45	Application Submitted		
001079	Human Resources Administrator	11-MAY-16, 16:27	Application Submitted		
001058	Chair in Geography	09-MAY-16, 14:37	Application Submitted		

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](#)

Frequently Asked Questions

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 MICAH Programme – Guaranteed Interview Scheme?

MICAH is a volunteering programme ran by The Liverpool Anglican Cathedral. The programme has proved that linking local jobseekers to volunteering opportunities at cathedrals increases their skills, confidence and improves their chances of finding work with over 60% of applicants moving into employment.

Volunteers participate in a 10 week course which works intensively on communication, teamwork and presentation skills. Liverpool Cathedral are able to offer a variety of volunteering roles, so people are matched to placements which will develop the skills they need to pursue their chosen career.

We guarantee to interview all individuals who have completed the Liverpool Anglican Cathedral Volition Programme, who meet the essential criteria for the post.

To be eligible to apply for a post under the MICAH Programme, you must have completed the 10 weeks course.

<https://www.liverpool.ac.uk/working/jobvacancies/micah/>

Further information on the Programme can be found here -

<http://www.liverpoolcathedral.org.uk/home/micah-liverpool.aspx>

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).