



UNIVERSITY OF
LIVERPOOL

UNIVERSITY OF LIVERPOOL E-RECRUITMENT

APPLICANT GUIDANCE

How can I access current vacancies on the University's website?

All our current vacancies can be found here: <https://recruit.liverpool.ac.uk>

How do I search for vacancies?

There are several criteria you can use to find a vacancy that may be of interest to you. These include filtering by Department, Vacancy Type (e.g. Academic Research Only, Academic Teaching and Research, Clerical, Technical), unique vacancy reference number which can be found in the advert text or any other Keywords. If you would like to view all of our vacancies available, Select 'All' and click 'Search' – this will give you a list of all our current vacancies.



WORKING AT LIVERPOOL

12-April-2017 10:57

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



Search by Vacancy Type



Search by Job Reference

Keywords?

Search

How do I register for an account?

To register for an E-Recruitment account, click on **'Register'** in the Navigation section.

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The following screen will show. Complete the registration page with your email address, password, forename and surname. You will also be asked to agree to the E-Recruitment Terms and Conditions before an account can be activated, once completed click on Register. Your registration is now complete and you will be able to apply for any vacancies available at the University.

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Register

Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Forename *	<input type="text"/>
Surname/Family Name *	<input type="text"/>
By clicking on the checkbox you agree to the Terms & Conditions * <input type="checkbox"/>	
<input type="button" value="Register"/>	

Account Notifications

If we are not currently advertising a position that meets your criteria, you can set up job alerts to let you know when positions become available.

When logged into the recruitment site you will find the **'My Account'** link in the left hand Navigation menu. Selecting 'Would you like to receive email notifications?' will turn on alerts, you can then customise your alert options. As well as receiving notifications when jobs are advertised, you can also opt to receive reminders if you have an un-submitted application for a vacancy with an imminent closing date.

You can switch off your job alerts at any time by un-ticking the 'Would you like to receive email notifications?'

In this section you can update the email address that is linked to your E-Recruitment account.

Please note this will not update your email address on previously submitted applications.

Welcome Gemma Williams

Navigation Section

- > Search Vacancies

- > Logout

- > Application History

- > **My Account**

- > Terms & Conditions
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My Account

Change email address - External accounts only

Old Email Address	Gemma.Williams@liverpool.ac.uk
New Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Password <small>Enter the password you use to log into the system</small>	<input type="password"/>
<input type="button" value="Change"/>	

Notifications

Select the notification options below. To select multiple items use CTRL+ Click

- Would you like to receive email notifications?**
- Notify me when new vacancies are advertised**
- Send one notification every night with new adverts**
- Notify me when I have unsubmitted applications** Hours before closing date

Vacancy type

- None
- All
- Academic Not Teaching And Research
- Academic Research Only
- Academic Teaching And Research
- Academic Teaching And Scholarship

Applying for a vacancy

You must be logged into your account to use the online application form. Navigate to the position you wish to apply for using the search functionality, click on the 'job title' to access the full advert and job description, to apply for your chosen vacancy click 'Apply'.

Welcome Fred Smith

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Search Criteria

Department: Human Resources

Current Job Vacancies

Your search returned 3 results

Accounting Assistant	Apply
Department: : Human Resources	Job Reference: : 000989
Salary : £19,000-£24,000	Closing Date : 31-May-2016
HR Administrator	Apply
Department: : Human Resources	Job Reference: : 001078
Salary : £25,000 - £27,000 pa	Closing Date : 31-May-2016
Secretary Grade 5	Apply
Department: : Human Resources	Job Reference: : 000927
Salary : Grade 5 £23,619 - £27,328 pa	Closing Date : 30-Jun-2016

Displaying 1 to 3 of 3

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.

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Personal Details → **Equal Opportunities Monitoring** → **Qualification Details** → **Employment Details** → **Additional Information** → **Next**

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

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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
H R Administrator	Human Resources	001079	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.

Welcome Fred Smith

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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	✘	
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		
001057	Lecturer	09-MAY-16, 14:36	Application Submitted		
001056	Lecturer in Integrative Biology	09-MAY-16, 14:33	Application Submitted		
000984	Secretary	18-APR-16, 10:29	Application Submitted		

Applications must be completed and submitted before the advertised closing date.

Forgotten Password

Following the 'Login' link under the navigation section, you will find a 'Forgotten Password?' button.

You will need to enter the email address you used to register your account before clicking on the link.

An email containing a temporary password will be sent to that address. You can use this temporary password to log in as usual. You can then reset your password to something memorable.

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Login Section

Please login to apply for a vacancy. If you are a new user, please click on the 'Register' button.

If you have forgotten your password, select the 'Forgotten Password?' link below.

All fields marked with an asterisk* must be completed.

Email Address *

Password *

Login

[Forgotten Password?](#)

Register Now

Further Guidance

For further guidance on how to register for an account, 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 the University of Liverpool E-Recruitment System. 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.

I do not have an email address. How will I apply?

You can register for an email address with many providers such as Hotmail, Yahoo, Gmail etc.

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 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	X	
012106	HR Business Partner		Application Cancelled	X	
012026	HR Co-ordinator		Application Cancelled	X	
012067	HR Administrator		Application Cancelled	X	

Outcome of applications

Vacancies at the University often attract a large number of candidates and it is not always possible to respond individually to every application. If you have not heard from the recruiting department within 6 weeks after the closing date please take it that your application has not been successful.

Shortlisting, interview arrangements and feedback are the responsibility of the recruiting Department. You can find their contact details on the front page of the Job Description. If you no longer have this information, please contact Jobs@liverpool.ac.uk with the Job Ref number.

Who should I contact?

If you experience any technical problems with your E-Recruitment account please contact the Computing Services Desk, email: servicedesk@liverpool.ac.uk

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).