

## **Realise Project: Guide to Applying for Jobs Online**

### **Frequently Asked Questions**

**Q How will current SHU staff apply for jobs?**

A Every member of staff will have access to the online recruitment module through Core Portal, where they will be able to search and apply for internal and external vacancies.

**Q Will I have to register?**

A You can search for internal and external vacancies without registering. If you want to apply for a vacancy you will need to register first. We advise all staff to register using their SHU email account, as this will ensure you can see internal vacancies.

**Q Will the system alert me when suitable vacancies are posted?**

A Yes. When you register you can set up e mail alerts for jobs you may be interested in. You can decide which types of jobs and when you receive these e mail notifications.

**Q Will external people be able to view internal vacancies?**

A No, the Recruitment module limits internal vacancies to current SHU staff.

**Q Will my line manager know I have applied for a vacancy?**

A No. Whilst we would always encourage you to discuss your application with your manager, the only people who will be aware of your application is the relevant members of the HR team and the recruiting panel. This is confidential information and won't be made available to others.

**Q Do I have to submit my application online or will paper applications still be accepted?**

A Other than for reason of disability, we will only accept applications made via the Applying Online pages.

If you have a disability that limits your ability to complete an online application please contact the Recruitment team to discuss an alternative method of submitting your application.

**Q Will I know that my application has been received?**

A You will be sent an e mail to confirm safe receipt of your application.

**Q How will I know if I have been shortlisted for interview?**

A You will be sent an e mail confirming the interview details. Unsuccessful applicants will also be advised.

**Q What support will be available to use the Applying Online pages?**

A You will be able to access User Guides and Videos on the staff intranet and via Applying Online pages. There are also Super Users in each area who can offer additional support if needed.