

Review Advertisements

Review a Position's Advertisement and/or Your Application

When considering a position's advertisement, the following scenarios are possible (depending on the status of your application).

From the My Quick Start Menu, select HR Processes | My Requests | Position Applications.

In the *Action* column, select *Click here to...* in order to gain access to the following options.

- *View Application Detail* Submit/view an application for the advertised position.
- *View Job Profile* Opens a page summarising the entire job profile for the job/position, the Position Profile can also be exported from this page.
- *Download Documents* Opens a list of all documents pertaining to the job/position and enables the viewer to download them.

Position Applications

View History

Action	Your Status	Position Title	Relevant Dates
Click here to...	Application submitted (Reference : 5)	Administration Trainee	Applications close on : 2016/02/29 Last updated on : 2016/02/01 01:41:29 PM
Click here to...	Application submitted (Reference : 3)	Assistant Module Developer	Applications close on : 2016/04/30 Last updated on : 2016/01/21 02:46:15 PM
Click here to...	Application submitted (Reference : 1)	Accountant	Applications close on : 2016/04/30 Last updated on : 2016/01/20 08:54:50 AM

You Have Already Applied but Haven't Submitted the Application Yet

When the list of advertisements is opened, your status on each is visible in the **Your Status** column as shown in the example below.

In this example you have reviewed the advertisement and have done some work on it but haven't clicked the final **"Submit Application"** yet.

Action	Schema	Your Status	Position Title	Relevant Dates
Click here to...	Khumani	Not submitted yet (Reference : 6)	Administration Trainee (KHM18)	Applications close on : 2016/02/29 11:59:59 PM Last updated on : 2016/02/01 01:41:29 PM
Click here to...	Khumani	Application submitted (Reference : 3)	Assistant Module Developer (KHM57)	Applications close on : 2016/04/30 11:59:59 PM Last updated on : 2016/01/21 02:46:15 PM

Complete the Application

- From the advertisement's **Action** column, click **View Application Detail** to view your application.
- Complete any outstanding details and...
- ...if you want to submit the application, scroll down to the bottom of the **Apply for Position** page and click **"Submit Application"**.
- If you would like to cancel your application, scroll down to the bottom of the **Apply for Position** page and click **"Cancel Application"** to have it removed from the process.

[Complete the Application](#)

You Have Already Applied and Submitted the Application

When the list of advertisements is opened, your status on each is visible in the **Your Status** column as shown in the example below.

In this example you have completed and submitted the application.

- From the advertisement's **Action** column, click **View Application Detail** to view your application.
- You won't be able to change anything on the application but by clicking "**Cancel Application**" you can cancel your application and have it removed from the process.

The screenshot shows a web application interface for 'Advertised Positions'. At the top, there is a navigation bar with a home icon, the text 'Advertised Positions', a user profile for 'Marili Kruidenier (KRU0001)', a notification icon with '(8)', an 'In Office' status, and a 'Log o' button. Below the navigation bar is a search bar with the text 'Position Title' and a magnifying glass icon. The search bar contains a text input field, a 'Search' button, and a 'Clear' button. Below the search bar is a table with the following columns: 'Action', 'Schema', 'Your Status', 'Position Title', and 'Relevant Dates'. The table has one row with the following data: 'Action' is a link 'Click here to...', 'Schema' is 'Khumani', 'Your Status' is 'Application submitted (Reference : 6)', 'Position Title' is 'Administration Trainee (KHM18)', and 'Relevant Dates' contains 'Applications close on : 2016/02/29 11:59:59 PM' and 'Last updated on : 2016/02/01 01:41:29 PM'. The 'Your Status' cell is highlighted with an orange border.

Action	Schema	Your Status	Position Title	Relevant Dates
Click here to...	Khumani	Application submitted (Reference : 6)	Administration Trainee (KHM18)	Applications close on : 2016/02/29 11:59:59 PM Last updated on : 2016/02/01 01:41:29 PM

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