

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) View Application Detail <small>Close</small> View Job Profile Download Documents	Administration Trainee	Applications close on : 2016/02/29 Last updated on : 2016/02/01 01:41:29 PM
Click here to...	: 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.

Advertised Positions
Marily Kruidenier (KRU0001)
(8)
In Office
Log o

Search
Clear

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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