

# 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
<a href="#">Click here to...</a>	Application submitted (Reference : 5)	Administration Trainee	<b>Applications close on :</b> 2016/02/29 <b>Last updated on :</b> 2016/02/01 01:41:29 PM
<a href="#">Click here to...</a>	Application submitted (Reference : 3)	Assistant Module Developer	<b>Applications close on :</b> 2016/04/30 <b>Last updated on :</b> 2016/01/21 02:46:15 PM
<a href="#">Click here to...</a>	Application submitted (Reference : 1)	Accountant	<b>Applications close on :</b> 2016/04/30 <b>Last updated on :</b> 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.

 <b>Advertised Positions</b>		 Marili Kruidenier (KRU0001)	 (8)		 In Office	 Log out
Position Title <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> 						
Action	Schema	Your Status	Position Title	Relevant Dates		
<a href="#">Click here to...</a>	Khumani	Not submitted yet (Reference : 6)	Administration Trainee (KHM18)	<b>Applications close on :</b> 2016/02/29 11:59:59 PM <b>Last updated on :</b> 2016/02/01 01:41:29 PM		
<a href="#">Click here to...</a>	Khumani	Application submitted (Reference : 3)	Assistant Module Developer (KHM57)	<b>Applications close on :</b> 2016/04/30 11:59:59 PM <b>Last updated on :</b> 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

Marili Kruidenier (KRU0001)

(8)

In Office

Log o

Position Title

Search

Clear

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

Revision #2

Created 28 March 2021 16:26:28 by Lizette Lotter

Updated 28 March 2021 16:33:16 by Lizette Lotter