View Advertisements and Apply for a position

In this section viewing available job advertisements and applying for them are described.

There are two ways in which an individual can apply for a position

- Internally on the Signify System
- Externally via the External Recruitment Portal

View the List of Published Advertisements (Internal Applicant)

- On the Signify System locate and select the *Advertised Positions* option on the *My Quick Start* menu.
- If the *Advertised Positions* option is not immediately visible, select *Show more options* from the *My Quick Start* menu.
- If *Advertised Positions* is not available at all, contact your systems administrator

View the List of Published Advertisements (Internal Applicant)
Image not found or type unknown

List of positions

- The list of positions currently open for applications will be displayed in the *Advertised Positions* window similar to the example below:

List of positions
Image not found or type unknown

Action Button

- The status column will display the status of the application as well as the reference number of the application.
- Once the Action button has been selected, the following options are displayed:

Apply

- Selecting *Apply* will open the *Apply for a Position* page, as shown below:
- Complete the form according to the specified position, indicating the reason for application and including additional comments as required/preferred

Apply
Image not found or type unknown

View Job Profile

- Selecting *View Job Profile* will open the *Export Position Profile* page as shown below:

View Job Profile
Image not found or type unknown

Download Documents

- Selecting *Documents* will open the *Documents* page that will display documentation relating to the position that the applicant is applying for.
- In order to download the file, select the icon from the D*ownload File* column.

View a list of Positions that you have applied for

As an internal applicant, view the status of your application from the *HR Processes* menu located in the *My Quick Start* menu

Three options are made available in the *HR Processes* view:

- My Requests
- New Requests
- View My Inbox
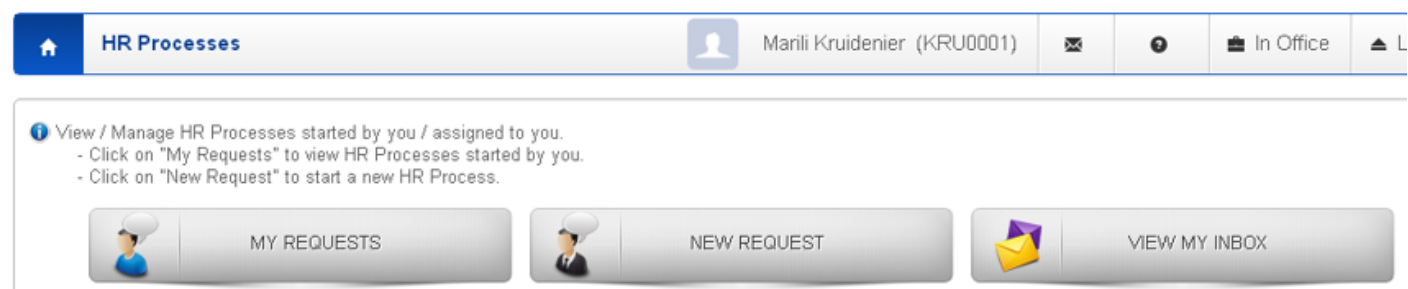
My Requests

On this page a user can view positions that they have applied for as well as the status of their applications.

ⓘ A summary of all an employee's HR-related requests processed in the system. Click VIEW/EDIT to review any specific record

Add New Request   Back

Details

HR Request

View History

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

New Request

- When selecting the *New Request* button, either from the *HR Processes* page or on the *My Requests* page the following page will open:
- Under the *Employment* group, a user can view vacancies that have been published.
- Once *View Vacancies* is selected the *Advertised Positions* page will appear.

View my Inbox

- When selecting the *View My Inbox* button the following page will apprear:

HR Request

Search

| Reference | | Employee Number | | Category | | ▾ | Sort By | Newest on top | ▾ | Search |

Action	Status	Reference	Employee Number	Surname	Name	Category	Request By	Request	Response	Requested Date
Respond	Request Submitted	12	KRU0001	Kruidenier	Marili	Request a new licence	✉	I would like to request a new licence...		2016/02/01 03:09:30 PM
Respond	Request Submitted	8	SMI0001	Smith	James	Request a new licence	✉	This person requires a CAT 777 licence. Please update his position accordingly....		2015/06/03 02:14:45 PM

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