

# 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 \(Internal Applicant\)](#)

## 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](#)

# 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:

Action	Schema	Your Status	Position Title	Relevant Dates
<a href="#">Click here to...</a>	Khumani		Administration Trainee (HM18)	<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>		Close	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
<a href="#">Click here to...</a>	Khumani	Application submitted (Reference : 1)	Accountant (A07001-MH)	<b>Applications close on :</b> 2016/04/30 11:59:59 PM <b>Last updated on :</b> 2016/01/20 08:54:50 AM

## 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](#) 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](#) not found or type unknown

## Download Documents

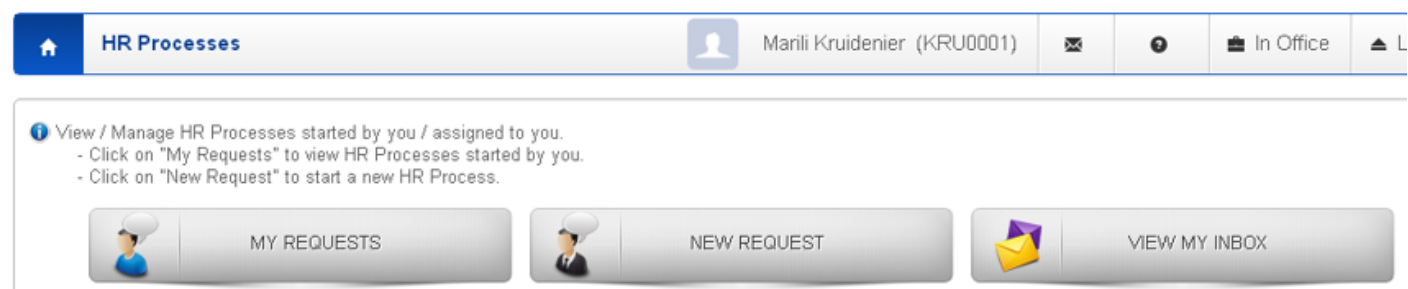
- Selecting *Documents* will open the *Documents* page that will display documentation relating to the position that the applicant is applying for.
- In order to download the file, select the icon from the *Download File* column.

# 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.

**My Requests**

Marili Kruidenier (KRU0001)

In Office

Log out

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
<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


# 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.


 HR Processes


 Marili Kruidenier (KRU0001)









 In Office


 Log out


 Please click on one of the following options to start a process.


 Inbox


 **NOTE:** You have **no action item(s)** in your inbox.  [Click here to view your inbox.](#)


 My Requests


 [Click here to view your requests.](#)


 HR Request

 [Request a new licence](#)

 Employment

 [View Vacancies](#)

 Workflow

 [Licence Approval Workflow](#)

# View my Inbox

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

 The below items pertaining to HR related requests are awaiting your attention.

#### 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
<a href="#">Respond</a>	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
<a href="#">Respond</a>	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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