Annecto e-recruit Application Guide

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Section 1. Applying for positions

In this section, learn how to search, download, print and apply for vacant positions in Mercury Recruit. We also describe how to access your application history.
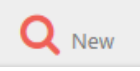
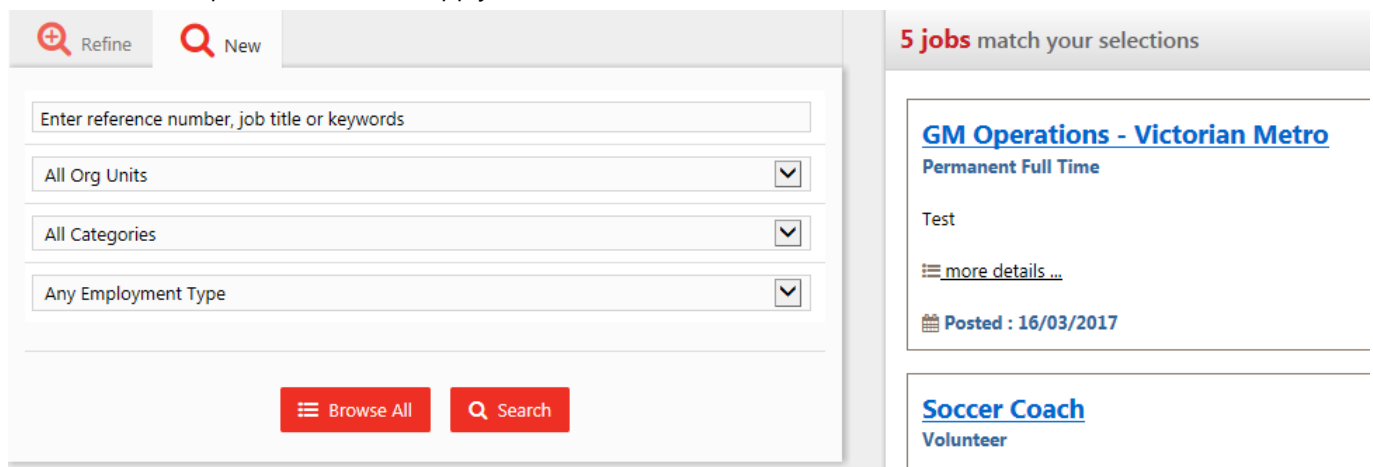| Tip:	You do not have to be signed up to use Mercury Recruit to search for vacant positions. However, you have to sign up to apply for vacant positions and to receive email alerts. You will need to Log into the system in order to see internally advertised vacant positions.

3.1 Searching for a vacant position

When you launch Mercury Recruit as a jobseeker, the **Jobs** screen appears. Use this screen to:

- Run a simple search
- Browse all vacancies
- View the latest vacancies

3.1.1 Run a simple search
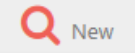
1. In the tab, type in a reference number if you know it, the job title, or keywords then click **Search**. The **Search Results** screen displays the results. From here, you can click the vacant position title to read more about the position and even apply for it.

Note:	When typing keywords, do not use commas to separate them. Instead, simply leave a space between each word.

3.1.2 Browse all vacancies

1. Display the **Search Vacancies** screen by clicking **Jobs** at the top of the screen.

Click the tab, and then **Browse All Vacancies**. The **Search Results** screen displays the results. From here, you can click the vacant position title to read more about the position and even apply for it.

3.1.3 Run an advanced search

2. Display the **Jobs** screen by clicking **Jobs** at the top of the screen.

1. Click the tab Five search fields display, which enable you to select options that filter your vacant position search results so that the results match more closely what you are looking for.

2. Select appropriate options from within one or more of the search fields. For example, in the **All Org Units** list, choose whether you want to search all Org Units, or whether you want to narrow your search to vacant positions within a certain Org Unit.

3. When you have made your selections, click **Search**. The **Search Results** screen displays the results. From here, you can click the vacant position title to read more about the position and even apply for it.
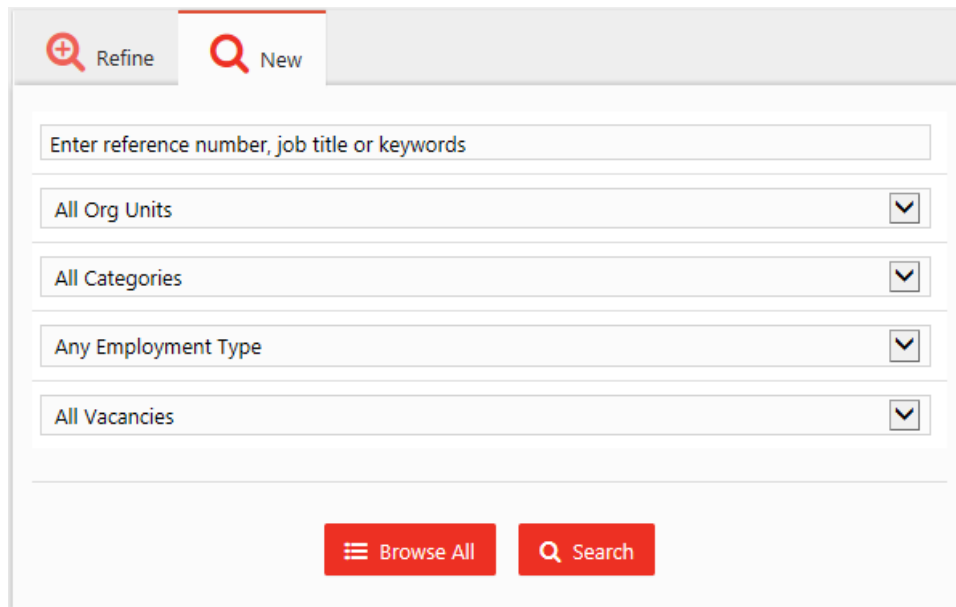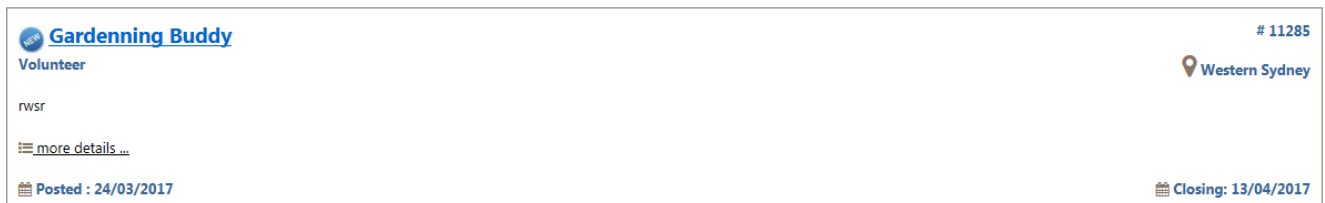

3.1.4 View the latest vacancies

1. Display the **Jobs** screen by clicking **Jobs** at the top of the screen. A list of the 10 latest vacancies displays on the screen.

3.2 Downloading and saving a position description

When you have identified a vacant position you are interested in, you can download the position description to your computer for future reference.

1. Search for and display the vacancy you are interested in.

2. In the **Search Results** screen, click the title of the vacant position you are interested in.

3. Click the **Position Description link (HR Officer).**

4. This will display the job ad for you to review.

View Position

Position Details	
Reference Number	11285
Position Title	Gardenning Buddy
Employment Type	Volunteer
State	New South Wales
Region	Western Sydney
Program	Home Care Packages
Location	Western Sydney
Salary	$ to $
Hours	15
Position Summary	test
Selection Criteria	Essential: test
Contact Person	Thilina Muthumala
Contact Number	
Closing Date	13/04/2017

You can view the position description for the role by clicking the **Open** link next to the position description field.

Position Description	HR P03 - Discipline and Termination.pdf	Open

3.3 Applying for a vacant position

Applying for a vacant position is an eight step process that involves:

1. Entering personal and contact details – if your profile is up to date in the system, some of your personal details will automatically populate from your registered profile.

2. Entering Address details - if your profile is up to date in the system, some of your personal details will automatically populate from your registered profile.

3. Entering employment details

4. Attaching supporting documents – make sure you have an electronic copy of your resume and your covering letter on hand to attach to your application. If you have a resume or documents attached to your profile, they will display by default.

5. If necessary, selecting any professional referees to be added to your application.

6. Answering possible selection criteria and if necessary.

7. Completing Equal Employment Opportunities Information.

8. Completing the necessary declaration information, and submitting your application.

Tip:	If you don't want to submit your application when you are part of the way through it, click the **Save and Exit** option at the bottom of the screen to work on it later.

3.3.1 Enter personal details

1. Log in to Mercury Recruit.

2. Click **Jobs** in the menu to search for and display the vacancy you are interested in.

3. In the **Search Results** screen, click the title of the vacant position you want to apply for.

GM Operations - Victorian Metro   # 10281
Permanent Full Time   📍 Broken Hill, Coburg, Dubbo

Test

☰ more details …

📅 Posted : 16/03/2017   📅 Closing: 31/03/2017

4. Click **Apply Now**. The **Apply for Position** screen displays a summary of the position so you can check you are applying for the right one

Selection Criteria	Desirable: test 3?
Contact Person	System Automation
Contact Number	
Closing Date	31/03/2017
Position Description	Test Document2.docx
Application Guide	📄 View Guide
Share	Share Share Tweet G+ Share

Please note that this position will close at 11:45pm on the closing date.
Please ensure your application is added before this time as we do not accept late applications.

🖨 Print   🔍 New Search   Apply Now ➦

5. Click **Next**.

Position Details	
Reference Number	10281
Position Title	GM Operations - Victorian Metro
Employment Type	Permanent Full Time
State	Victoria
Region	Northern Metropolitan Region
Program/Department	Commonwealth Home Support Program
Location	Broken Hill Coburg Dubbo

‹ Back   **Next ›**

Personal & Contact Details (Step 1 of 8) displays.
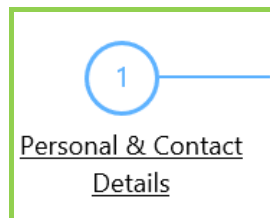
6. Type in your personal details. **Please note: These details will pre-populate if this information was completed when you set up your profile.**
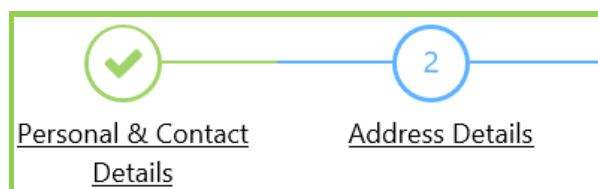
Personal Details	
* **Title**	Mr ▼
* **Given Names**	Test
Preferred Given Name	
* **Surname**	Tester

7. Type in your contact details. **Please note: These details will pre-populate if this information was completed when you set up your profile.**

Address Details (Step 2 of 8) displays.

3.3.2 Enter address details

1. Begin Typing your address in **Address Search** field in residential address section.

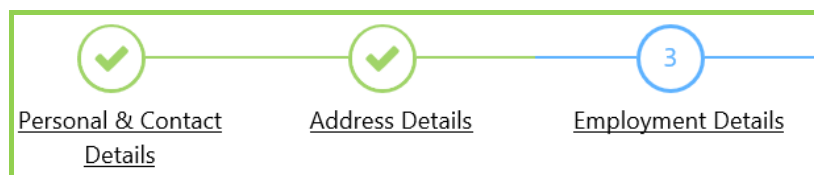This will present a list of options from a Google address search.

2. Choose the correct option. **Please note: If your address is listed incorrectly, or not at all, the address details can be edited at any point.**

3. If your postal address differs from your residential address, complete the details for your postal address. Otherwise, just check the box next to the **Same as Residential Address** field, and click **Next.**

Employment Details (Step 3 of 8) displays.

3.3.3 Enter employment details

1. Enter your employment details.

Employment Details

* **Are you an Australian/New Zealand Citizen or Permanent Resident?** Please select ▼

* **Are you a current Mercury eRecruit employee?** No ▼

2. Enter any Registrations you hold that are applicable to the position for which you are applying. To add registration information, click **Add registration.**

Registrations no registrations have been added

➕ add registration

3. Select the appropriate registration type

Add Registration ✖

* **Registration Type** Please Select ▼

Please Select
Chiropractic Board of Australia
Dental Board of Australia
Medical Board of Australia
Nursing and Midwifery Board of Australia
Optometry Board of Australia
Osteopathy Board of Australia
Pharmacy Board of Australia
Physiotherapy Board of Australia
Podiatry Board of Australia
Psychology Board of Australia
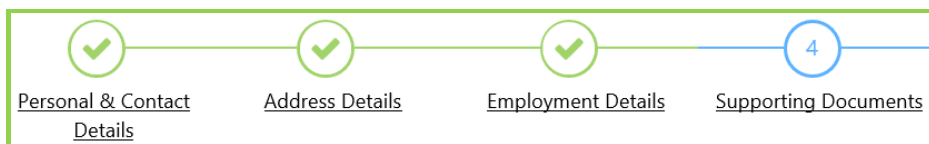Driver license
Radiographers

* **Registration Number**

* **Issue Date**

* **Expiry Date**

* **Registration Status**

Save Cancel

4. Complete the remaining details and click **Save.**

Please note: All fields on the screen that are marked with a red asterisk * are mandatory.

5. Click **Next**.
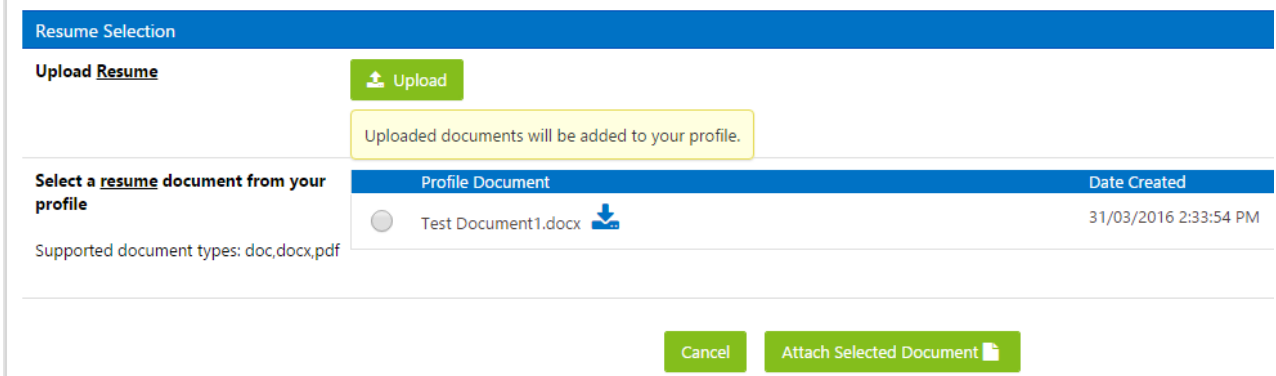
Supporting Documents (Step 4 of 8) displays

3.3.4 Attach supporting documents

Note:	Any file you attach to your application must be in Microsoft Word (.doc or .docx), Adobe Acrobat (.pdf) The file must be less than 2 megabytes in file size and the filename must be below 15 characters and can only contain the letters A–Z or numbers 0–9.

1. Attach supporting documents to your application by clicking **Select**. If you already uploaded your resume when setting up your profile, this displays by default as one of the Profile Documents. Select the radio
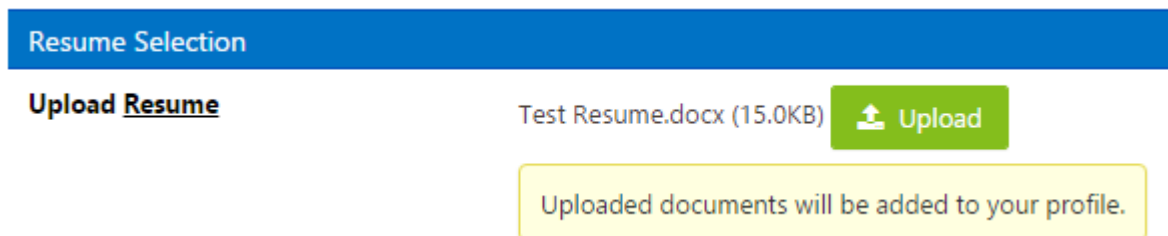
button to the left of the document you want to add and then click **Attach Selected Document**.

2. Where you have not yet uploaded your resume or other supporting documents, you can do this

3. To add documents:

    a.   Click Select, then **Upload.**
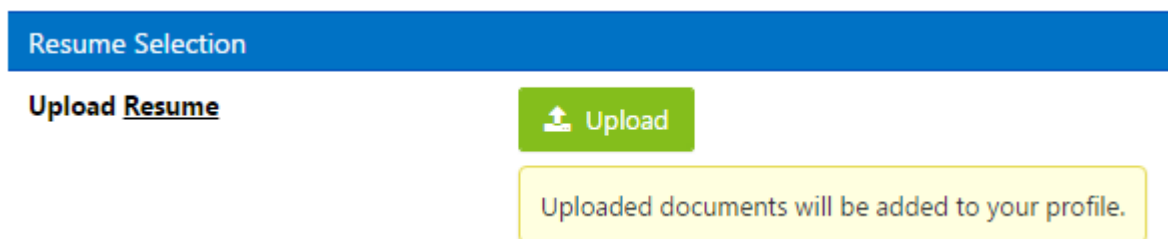
    b.   Select the document you want to upload, click **Open**. A link to your document displays on the screen.
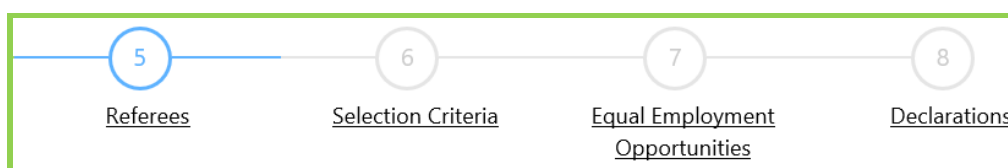

    c.   Click **Attach Selected Document**. Now your document has been added to the application as well as to your profile for future applications.

Document Type	Required/Optional	Document Name
Resume	Required	Test Resume.docx (change)

4. Click **Next**.

Referees (Step 5 of 8) displays.

3.3.5 Add referees

1. The **Referees** page will display all referees that exist in your profile, such as those that you have added to previous applications. You can tick the box next to any existing referees that you would like to include with your application, or you can add additional referees.

2. To add additional referees:

    a. Click **add new referee**

    b. Type in the **Full Name** of the referee

    c. Select **Type of Reference.**

   d. Where the referee is a Personal Referee, complete **Relationship to Referee** field, and contact details for the referee

    e. Where the referee is a Work Related Referee, complete **Organisation, Position Title**, and other contact details for the referee.

f.   Click **Save** to return to the **Referees** page, then tick the box next to the referee that you have added so that the referee is included with your application, click **Next**.

Selection Criteria (Step 6 of 8) displays
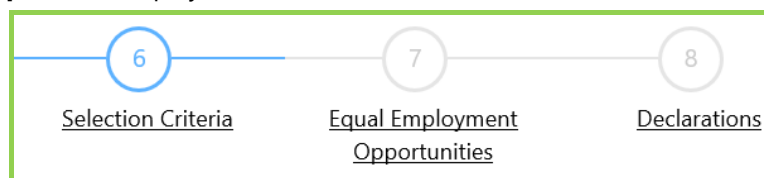
3.3.6 Answer selection criteria

1.   Answer each selection criteria by clicking the lists and selecting an option for each question or typing in the text box provided if the selection criteria requires a text based answer.

2.   Click **Next**.

Equal Employment Opportunities (Step 7 of 8) displays.

3.3.7 Answer Equal Employment Opportunities questions

1. Please answer any Equal Employment Opportunities Questions. **Please note: This section is not mandatory to complete your application.**

2. Click **Next.**

Declarations (Step 8 of 8) displays.
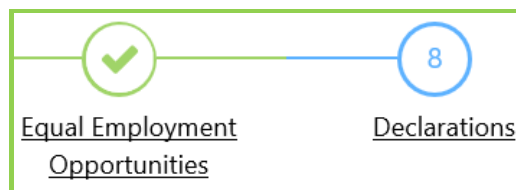
3.3.8 Complete and submit the application

1. Answer all **Declaration questions** by selecting an answer from the drop down list to the right, if required, use the text box that appears to explain your answer.

2. Ensure you check the declaration statement and answer the media query by selecting an option from the list.

3. Complete the **"Where did you first see or hear about this vacancy?"** question.

1. Click **Submit Application**. The **Apply for Position** screen displays a message thanking you for your application. Please note the name and phone number of the primary contact.

3.4 Accessing your application history

In your personal profile area, you can view and print the positions you have applied for, update your job applications, withdraw an application, and reapply for a job.

1. Log in to Mercury Recruit.

2. Click your name in the top right of the screen and then the Profile option.

3. In the navigation tabs at the top of the screen, click the **Application History** tab. The screen displays a summarised view of the positions you have applied for, and includes the status.

4. From here you select options within the **Options** list.

3.4.1 View an application

1. In the **Options** list, select **View** for the application you would like to view, then click **Go**. The **Application Details** screen displays the application. Click the green tabs to expand various sections of the application.

3.4.2 Update an application

1. From your Profile page, click the **Application History** tab.

2. In the **Options** list, select **Update** for the application you would like to change, then click **Go**. The **Apply for Position** screen displays the first screen of the application, and includes a message advising that any changes you make will overwrite your original application.

3. Click **Next** and make amendments to information on the screen that appears. If you have no amendments, click **Next**. Continue making amendments or skipping screens by clicking **Next** until you arrive at the final screen.

4. Click **Submit Application**. The **Apply for Position** screen displays a message thanking you for your application.

Note:	Your existing application is overwritten by the new application.

3.4.3 Withdraw an application

If you change your mind about a position you have applied for and no longer want to be considered, you can withdraw your application.

1. From you Profile page, click the **Application History** tab.

2. In the **Options** list, select **Withdraw** for the application you would like to change, then click **Go**. You will receive a system-generated email confirming that you have withdrawn your application.

Application History		
Ref#	**Position Title**	**Status**
12205	Divisonal Manager	WithDrawn

3.4.4 Reapply for a vacant position

After you withdraw an application, you can reapply for it.

Note:	Your existing application is overwritten by the new application. The withdrawal will be visible to the recruiting manager.

1. From your Profile, click the **Application History** tab.

2. In the **Options** list, select **Re-Apply** for the application you would like to resubmit, then click **Go**.

Options : Re-Apply ▼ **Go**

3. The **Apply for Position** screen displays the first screen of the application you originally submitted, and includes a message advising that any changes you make will overwrite your original application.

Apply for Position

⚠ Our records indicate that you have previously applied for this position.

Please note that any answers you provide will overwrite your existing application.

Position Details	
Reference Number	12205
Position Title	Divisonal Manager
Employment Type	Permanent Full Time
Organisation	Governance
Location	eRecruit
Enterprise Agreement Classification	Local Government Officers Award - Federal Award Level 4

4. Click **Next** and make amendments to information on the screen that appears. If you have no amendments, click **Next**. Continue making amendments or skipping screens by clicking **Next** until you arrive at **Declarations (Step 8 of 8).**

5. Click **Submit Application**. The **Apply for Position** screen displays a message thanking you for your application.

Apply for Position

✅ Thank you. Your application has been successfully submitted.
This application will be considered in keeping with Mercury eRecruit policy.

You may view, update or withdraw your application via the "View Application History" screen, located in your member profile.

Position Contact Details

Contact	System Automation
Phone Number	(03) 9677 5555
Email Address	support@mercury.com.au

Return to Job Search ▶

Section 2. Maintaining your e-recruit account

In this section, learn how to:

- Reset your password
- Receiving or changing automatic job alerts
- Update your personal details and upload your resume
- Deactivate your account.

2.1 Resetting your password

If you forget your password and click the **Forgot Password** link in the **Member Log in** screen, you will receive an email with instructions for resetting your password.

1. Go to your email inbox, open the Mercury Recruit **online recruitment system password retrieval** email, then click the activation link. The Mercury Recruit **Change Password** screen appears.

2. Type your new password in the **New password** field, then confirm your new password by typing it in again into the **Confirm password** field.

   TIP Your password must be between 8 and 20 characters long, and include at least one uppercase letter, one lowercase letter, one number and cannot contain the word "Password".

3. Click **Continue**. A confirmation message displays on the screen.

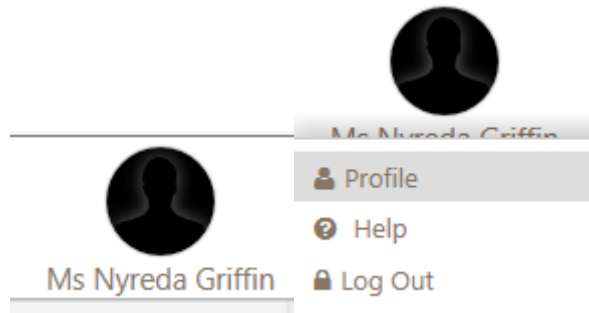## 2.2 Receiving or changing automatic job alerts

Follow this procedure if you want to:

Receive system-generated emails with the latest position vacancies, in categories that interest you
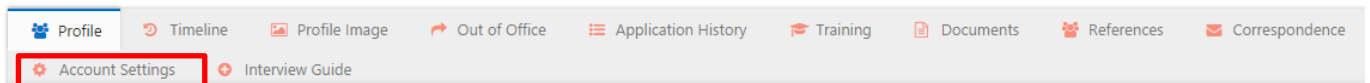
Change your automatic job-alert settings.

1. Log in to Mercury Recruit.

2. Click your name in the top right of the screen and then click on "Profile"

3. Using the options at the top of the screen navigation, click **Account Settings**.

4. In the **Account Settings** area, select the email alert categories that interest you, or clear the check boxes if you have a selection that no longer interests you.

5. Click **Save**. A message confirms your new settings are saved.

Tip:	You can also perform this procedure during the sign up process. See ***Error! Reference source not found.*** on page **Error! Bookmark not defined.**.

2.3 Updating your personal details

When you sign up to use annecto Recruit, you add just enough information to set up an account. Now that you have an account set up, you can add to or change the following details in your personal profile:

- Your profile photo.
- Personal information, including your address and phone numbers.
- Your Log in information, including your email address, your user name and your password.
- Your emergency contact details.

| **Tip:**	Other options available to you in the personal profile area include:
	Viewing application history. See page 18.
	Uploading a resume. See page 27.
	Deactivating your account. See page 28.

Log in to Mercury Recruit. The **Recruitment Requests** screen appears.
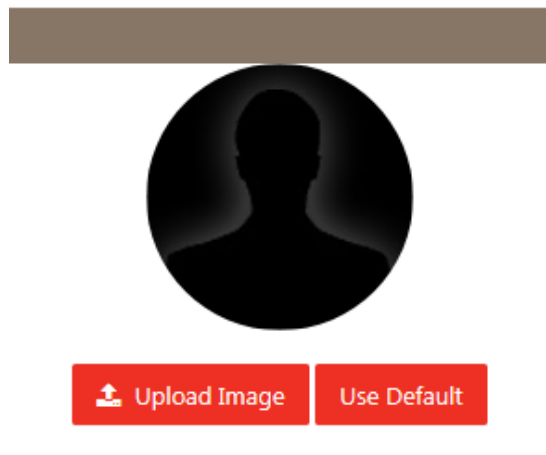
2.6.1 Add or change a photo

4. Click your name in the top right of the screen, click **Profile.**
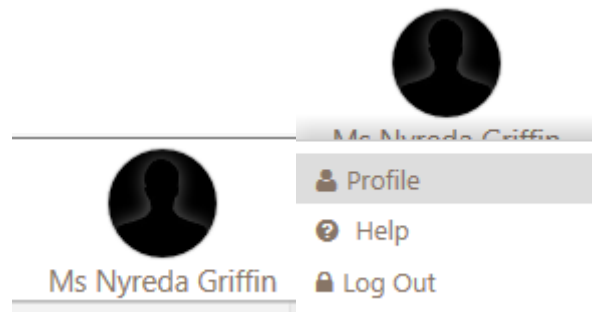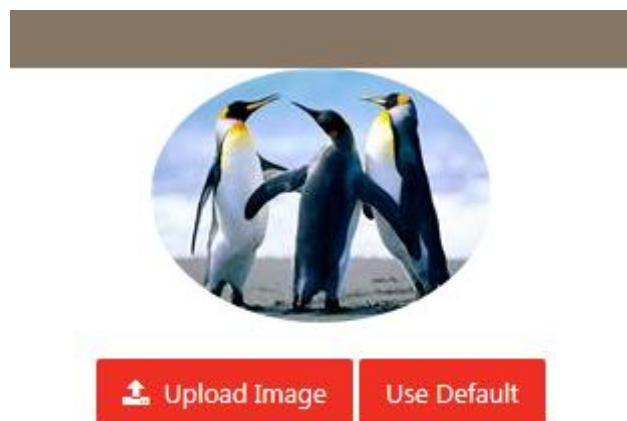

6. Click the **Profile Image** option from the top navigation tabs
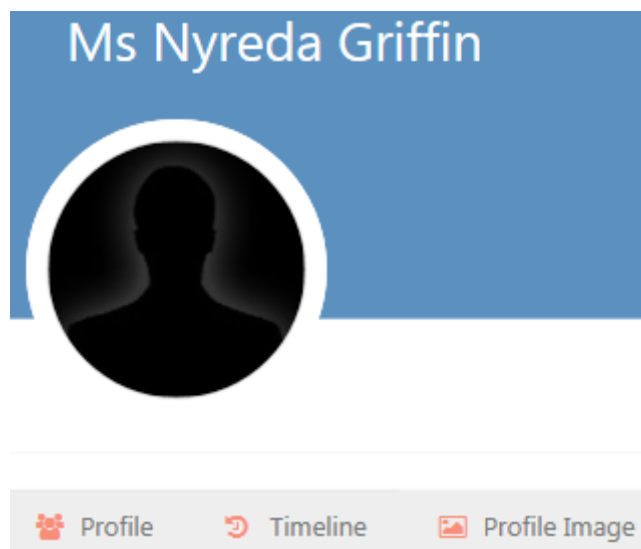
7. Click the **Upload image** link.

8. Locate the photo you want to upload, click **Open**. This will upload the image and this will be viewable in the top right of the screen, below your name and within the Profile Image section of your account.

TIP You can only upload the following file types: .jpg, .jpeg, .gif or .png.

2.6.2 Add or change your phone numbers and address

1. Click your name in the top right of the screen and then click Profile.

2. In the **Personal Information** area, click **Edit**, then update the fields as required.

3. Click **Save**.

2.6.3 Change your email address or username

5. Click your name in the top right of the screen and then click Profile.

6. In the Sign-**In Information** area, one by one, click **Edit** next to the option you want to change, then click **Save**.

Sign-In Information		
Email	Nyreda.Griffin@annecto.org.au	✏ Edit
Username	Nyreda.Griffin@annecto.org.au	✏ Edit
Password	********	✏ Edit

2.6.4 Change your password

1. Click your name in the top right of the screen and then click Profile.

2. In the **Sign-In Information** area, click **Edit** next to the **Password** option.

3. Type in your current password.

4. Type in your new password.

-   Your password must be between 8 and 20 characters long, and include at least one uppercase letter, one lowercase letter and one number.

5. Retype your new password in the **Confirm New Password** field.

6. Click **Save**.

2.6.5 Add or change emergency contact details

7. Click your name in the top right of the screen and then click Profile.

8. In the **Emergency Contact Details** area, click **Edit**, then update the fields as required.


9. Click **Save**.

2.4 Uploading your resume or other documents

While you will upload your resume when you apply for a job, you can upload your resume, or any other relevant documents, at any time after you have activated your account.

10. Click your name in the top right of the screen and then click **Profile**.

11. In the navigation tabs at the top of the screen, click **Documents**. This will show all currently uploaded documents against your account
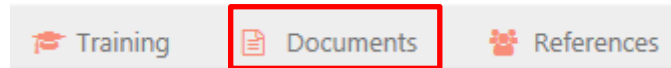
12. Click **add new document** below the **My Documents** area.
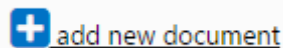
13. In the **Add New Document** area, select the document type from the options available for the document you are about to upload.

14. Click **Upload**, select the document you want, click **Open**.
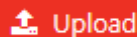
A link to your document displays on the screen.

| Tip:	Click the download or bin icon 🗑 to delete any documents you upload that you no longer want to store in Mercury Recruit. You can also download any documents by clicking the download icon. 📥

2.5 Deactivating your annecto Recruit account

When you no longer need to use Mercury Recruit, follow this procedure to deactivate your account.

Note:	When you deactivate your account, any existing applications you have made through the system are still considered; however, you will no longer be able to access the system.

15. Log in to Mercury Recruit. Click your name in the top right of the screen, and click **Profile.**

16. In the navigation tabs at the top of the screen, click **Account Settings**.
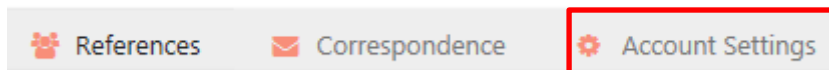
17. Deselect any **Email Alerts** selected in the list, Click **Save**

18. Click **Deactivate account**, then click **OK** on the confirmation message that appears.

You are automatically signed out and the **Search Vacancies** screen appears. To use system features other than Search in the future, you'll need to sign up again. See ***Error! Reference source not found.*** on page **Error! Bookmark not defined.**.

Note:	If you sign up again in the future, you will need to choose a different user name.