Ollscoil Teicneolaíochta an Atlantaigh

Atlantic Technological University

ATU Galway-Mayo eRecruitment
External Applicant Guide

Thank you for your interest in employment with ATU Galway-Mayo.

If at any time you need assistance with making an application, please email Recruitment.GalwayMayo@atu.ie

1. Searching ATU Galway-Mayo Vacancies

✓ **Go to www.atu.ie/jobs-galway-mayo**

✓ **Use Search Criteria or leave blank to view all vacancies and click on** `Search`

✓ **Click on** `Full Job Spec ->` **or hover over name of the vacancy**

✓ **To apply for the vacancy, click** `Apply for Job`

2. Logging on/Registering

✓ **New Users to the system will need to click on** `New User` **Complete Registration & Click** `Register`

✓ **Existing Users click on** `Login`

3. Completing Application

Complete Registration/Personal Details and select `Save to continue` **which will bring you on to the summary page displaying the sections to be completed on the application form**

Section	Completed
Registration/Personal Details	✓
Qualification Details (3rd Level/Further Educ.)	Required
Current/Previous Employment Details	Required
Membership of Professional Bodies	Optional
Research	Required **Academic/Research Posts**
Publications Details	Required **Academic/Research Posts**
Applicant Document Details	Optional
Supporting Statement	Required
Questionnaire Section	Required

`Save for later`   `Preview Form`

The number of sections can vary depending on the position. The step you are on and the total number of steps are displayed at the top of the form.

Step 1 of 10 : Registration/Personal Details

Updated June 2022
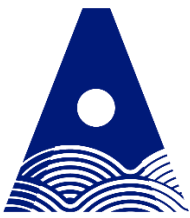
When a section is completed a ✔ will show
You can navigate through the sections by clicking on the

| Back | Save and add another | Save |

and | Return to Summary |

Further instructions on how to complete each section are at the top of the form. By clicking on the ℹ for particular fields, further help is provided.

To submit your application, click the tick box to confirm that you agree to the Terms & Conditions

and click | Apply |

Alternatively, you can click on | Save for later | and return to complete and submit your application before the specified closing date & time. When you are ready to continue your application, log back into your account and click | Application History | in the navigation panel on the left-hand side. By clicking on Details, you can view your application. Please ensure you complete and submit your application before the specified closing time & date.

Navigation Section
- Search Vacancies
- Application History
- Terms & Conditions/Privacy Notice
  Click to view T&Cs/Privacy Notice for users of this site

Application History Section
This is a history of your applications to date. Only applications with a status of 'Application Submitted' were submitted on time and will have been put forward for consideration.

Vacancy ID	Vacancy	Date Submitted	Application Status	Delete	Details
006963	Monday 21st Alert		Application not Submitted	✗	📄
006683	Assistant Lecturer in Music Creation (Erecruit Test)	21-AUG-19, 12:47	Application Submitted		📄 View

You may also click | Preview Form | to review and print a copy before submitting your application.

The following message will appear when your application has been successfully submitted:

Application Successful
Your application has been successfully submitted. You can no longer edit your details for this vacancy. Click on the search link for further vacancies.

4. FAQs

? I have forgotten my password?

A In the login section, click on | Forgotten Password? | & an email will be sent to you.

? How can I view my application after applying for the vacancy?

A When logged in click | Application History | in the navigation panel on the left-hand side. Here you will see the date you submitted your application. By clicking on Details, you can View your application.

Recruitment id	Description	Date Submitted	Applicant status	Delete	Details
005883	Legal Eagle Lecturer	17-SEP-18, 11:53	Application Submitted		📄

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This will also list your partly completed applications if you have decided to save them for later.

It will also show any applications that were cancelled by the eRecruitment system as they were not submitted by the specified closing date and time. Here you can delete non-submitted or cancelled applications. Please note that it is not possible to retrieve a deleted application.

Recruitment id	Description	Date Submitted	Applicant status	Delete	Details
005883	Legal Eagle Lecturer		Application not Submitted	✖	🔍
005903	Director Of Creativity		Application Cancelled	✖	🔍
005864	Golfing Lecturer	05-SEP-18, 10:53	Application Submitted		🔍

In the Navigation Section, you can also view the Job Specification for the vacancy. In My Account, you can update the email address that is linked to your eRecruitment account. *Please note that this will not update your email address on previously submitted applications.*

Navigation Section

- Search Vacancies
- Application History
- Job Specification
  Click to view the current job specification
- Terms & Conditions/Privacy Notice
  Click to view T&Cs/Privacy Notice for users of this site
- My Account
- Logout

? How do I withdraw my application after applying for a vacancy?

A Please contact the HR Department Recruitment.GalwayMayo@atu.ie