

APPLYING FOR JOB OPPORTUNITIES AT THE CENTRE FOR ECOLOGY & HYDROLOGY

How to apply?

If you are interested in applying for new job opportunities, there are two application routes available to you:

1. Use the [RCUK Shared Services Recruitment](#) portal; or
2. Request an application pack from the SSC HR Contact Centre at email hr@ssc.rcuk.ac.uk or on telephone number 01793 867003.

The hints and tips below are designed to support you when searching and applying for jobs with Centre for Ecology & Hydrology (CEH) using the i-recruitment portal.

How do I search for available jobs?

Once you have entered the site you will be able to search for available job vacancies through the Job Search pages. There are a number of different search options for example, location, key word and organisation name. The most suitable will depend on your own personal requirements.

What internet browser do I need?

We recommend you use one of the following browsers:

- Internet Explorer 6 or later
- Firefox 1.5 or later
- Safari 2.0.4 or later

How do I register to apply for jobs?

Before you apply for a job on our site you are required to create your own account online. This will also speed up the application process for any others for which you may wish to apply.

- Click on “Register today”
- Enter your Name, E-mail address and a Password
- Click “Submit”

You will then be guided through a series of easy to use screens during which you should complete the following:

- Basic information about yourself
- Job search preferences

Use the preferences section to register for job alerts. By setting your preferences you will then receive an e-mail at your registered e-mail address when a vacancy meeting your criteria is published.

When you next enter the site you can simply enter your e-mail address and password in order to log in and access your stored information in My Account.

What is a job basket?

Once you have a username and password you are able to login to the system and save vacancy details in your account for later review. This is useful if you find jobs that are of interest to you but for which you are not ready to apply for, or if you would like to compare vacancies.

How do I apply for jobs online?

Once you have found a job that you wish to apply for you can submit your application online. The job advert will detail any specific requirements for the application process.

Your information contained with your account forms part of your application process. You are able to review this and make any amendments as required.

You can upload up to three documents (for example, a covering letter, your CV and evidence of former work).

How do I update my account information?

Once you have registered you can update your details and load documents to the system that are relevant to job applications at any time.

Can I track my vacancies online?

Yes, on your welcome page under “Jobs Applied For” you will see a list of any vacancies for which you have applied. The “Status” column can help you determine where your application is in the recruiting process.

How do I change my password?

If at any time you forget your password, please click “forgot your password” at the login screen and enter the e-mail address you used when registering. A new password will then be sent to you at this address.

What if I am having difficulties applying on-line?

If you are having difficulties, try the following:

- Ensure that you have disabled all pop up blockers. To verify, from the Internet Explorer menu bar click Tools > Pop- up- blocker > Turn off pop up blocker
- Disable Script Debugging. Tools > Internet Options > Advanced Tab > ensure Disable Script Debugging is checked. Click OK to confirm
- Enable Active and Java Scripting. Tools > Internet Options > Security > Custom Level Button. In the Security Settings window, ensure Active Scripting and Scripting of Java Applets are enabled under the Scripting section. Click OK to confirm

If the problems persist, please contact hr@ssc.rcuk.ac.uk

I have a query or want to give some feedback what do I do?

Please contact the HR Contact Centre on 01793 867000 or e-mail hr@ssc.rcuk.ac.uk