

UCD eRecruitment Applicant Guide

1. Logging On / Registering

Choose (A) External OR (B) Internal Applicant



(A) External Applicants

- Go to <https://www.ucd.ie/workatucd/jobs/>
- Click **Job Vacancies for External Applicants**
- Search / Select vacancy you are applying for
- First time users must register for an account by clicking **Register**
- Complete registration form & click **Register**



(B) Internal Applicants UCD Staff

- Go to <https://www.ucd.ie/workatucd/jobs/>
- Click **Job Vacancies for UCD Staff**
- Log in to ESS using your UCD Connect username and password
- Click **My Recruitment**
- Review the recently opened vacancies list and click on the 3 dots next to the job title in order for the apply button to appear

2. Complete Application

- To apply click **Apply** on vacancy list or click **Job Spec** and **Apply for Job**
- Complete each section of the form following on-screen instructions. Help for particular fields is available by clicking
- To view certain saved entries in your application form click or to delete
 - Personal Details**
 - Applicant Document Details**
 - Qualification Details**
 - Reference Details**
Academic Positions Only
 - Questionnaire**
 - Recruitment Source**
 - Review & Submit**
- To submit, click the checkbox to indicate you have read the declaration and click **Apply**
- You may also click **Save For Later** to save & return to your application or click **Print Friendly**
- To view or apply for another vacancy click **Vacancy List** on left hand side

3. FAQs

Q: How can I view my application after it was submitted?

A: Click on **Application History**

Q: I am an external applicant and have forgotten my password what can I do?

A: In the login section enter e-mail address & Click **Send New Password**

Q: I am a returning applicant, why isn't my CV already there?

A: The recruitment system will save some of your personal details however we need the most recent copy of your CV & request the most up-to-date version to be submitted

Q: How do I withdraw my application after submission?

A: Please contact hrhelpdesk@ucd.ie
Stating the competition number and your applicant ID