Recruitment Portal Guidance

This document aims to provide help and guidance for applicants applying for roles within PPLS.

This will include guidance on how to apply using the online recruitment system, what to include in your application and what should be excluded.

Any questions on the application process should be directed to ppls.hr@ed.ac.uk in the first instance.

Submitting an application

Applications for all posts in the school must be made using the online recruitment system by the **11.59pm (BST or GMT) deadline** stated on the job advert.

PPLS HR are unable to accept applications submitted in any other form or past the deadline.

- External candidates can apply via our University of Edinburgh Job site and clicking "Apply" at the bottom of your chosen role. Enter your email address and a verification code should then be sent shortly. Click on the link in your email to verify your identity with the code and continue to the application form. A full user guide can be found here.
- Internal candidates can apply via our University HR system and navigating to the "Current Jobs" under the "Me" tab.

The on-line application form is split in to 4 different sections, and whilst not all mandatory, preference in PPLS is each are completed. Please see below a summary of each section and what information is expected:

• **Personal Details & Contact Information** - This section will ask you to complete the relevant personal data required for your application. All sections with a *** must be filled out** before you can proceed with the application.

• **Job Application Questions (Mandatory)** - Some set questions will be asked in this section and your answers will be viewable to the panel on the completed form. If specific pre-screen questions for the role are requested these must be answered.

• **Education & Experience (Mix of Optional & Mandatory elements) -** Applicants should enter manually a brief over view in each section but details here can be supplemented by uploading a CV at a later stage. In work history if you mark "do not contact" next to your supervisor listed we may not be able to see the whole entry, so please keep this in mind when constructing your CV as you may wish to add further details here.

• **More about You (includes documents, license, work preferences, languages, sensitive information, references and diversity) (Optional)** - Applicants can chose to manually enter details in this section however **PPLS guidance would be to always upload CV and cover letter in the relevant fields in addition (see below) and please keep in mind if the job advert has outlined any other specific documents have been requested.** Links to personal web pages or profiles can also be included. Licenses and certificates only need to be included if specifically request in the job advert.
Questions with regard to travel, pay and flexibility are optional and are used for potential future candidate searches and are not specifically linked to the role being applied for.
Other personal details are used for equality and diversity monitoring only and are not compulsory.
The reference details section should also be Completed as instructed but please also list these at the bottom of your CV.

Upload Documents (Optional) - In this section applicants can upload any additional supporting documentations to include as part of their application. Applicants should **ONLY** upload the documents requested in the job advert + the standard cv and cover letter, and single documents for upload should not exceed more than **2MB**.

Applicants should refer to the specific guidance on supporting documents for more information what to include and exclude from your application.

Supporting Statement (Mandatory)- Applicants are required to provide a supporting statement as part of their application. Any candidates that have **provided a cover letter** as part of their application in the supporting documents section should write **"see Cover letter for further details"** in this section. Otherwise applicants should write a short supporting statement (Max 2000 Characters, including spaces) in this section

Supporting Documentation

The recruitment team will specify in the job advert text any additional documentation in which they require to be submitted as part of an application. These documents should be individually uploaded and **should not exceed** more than **2MB** in size.

The following documents can be uploaded as part of an application:

- CV
- Covering Letter
- Any other statements as requested in the job advert text (Max 2 pages)

The following documents **should not be** uploaded as part of an application:

- Reference Letters
- Sample Writing
- Student Lecture Survey Feedback
- Teaching Portfolio

All applications can be saved as a draft and return to later for submission - but please always keep the advertised deadline in mind.