

**UOW UNIFIED**

# User Guide

**EXTERNAL CANDIDATE**

# 1. External Candidate

## 1.1 NAVIGATE TO EXTERNAL CAREER SECTION

### 1. Search the list of available jobs



FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	Q
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11 OPEN JOBS | FILTERS

#### Body Donation Program Coordinator

Wollongong, NSW, Australia • Posted on 11/05/2020  
Body Donation Coordinator



#### Lecturer, Law TLM

Wollongong, NSW, Australia • Posted on 10/22/2020  
Strengthening the research and teaching in the School of Law



#### Apprentice Greenkeeper

NSW, Australia • Posted on 10/20/2020



#### Cloud Engineer

Wollongong, NSW, Australia • Posted on 10/23/2020



### 2. Select the job you are interested in applying for and click 'Apply'

place in the top 1% of the world's universities.

#### ABOUT THE TEAM

The Faculty of Business and Law advances cutting-edge knowledge across the fields of business and law and promotes responsible leadership, sustainable practices and social justice that contributes to a stronger economy and a more harmonious and just society.

Our law school is ranked in the top 100 in the world, and the Association to Advance Collegiate Schools of Business (AACSB), ranks UOW among the top 5% of business schools in the world.

APPLY NOW

Job Identification 1065 Job Category Academic Teaching/Research

Posting Date 10/22/2020, 04:05 PM Job Schedule Full time

Locations 📍 Northfields Ave, Wollongong, 2522, AU

### 3. Enter your email address and click 'Next'

You do not need to have an account.


Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

Email Address \*

◀ CANCEL

NEXT ▶

### 4. Enter your contact details

 Payroll Services Officer ↑

CONTACT INFORMATION

Please enter your contact information.

Last Name \*  
Test

First Name  
Test

Title  
Doctor

Middle Name  
Test


Email Address  
wofib90790@ermailo.com

Reenter Email Address \*  
wofib90790@ermailo.com

Phone Number  
Country code Phone number

- 
- 
-

### 5. Enter your address

 Payroll Services Officer ↑

ADDRESS

Please enter your home address.

Country \*  
Australia

Address Line 1 \*  
21 Test Ave

Address Line 2

Suburb \*  
Sydney

State  
NSW

Postal Code \*  
2000

- 
- 
-

## 6. Answer the application questions

Payroll Services Officer

### SELECTION CRITERIA

#### APPLICATION QUESTIONS

Please answer the following questions.

Notice Period: When can you start if you're hired? \*

Immediately

Are you currently interviewing with any other companies?

No

## 7. Add your experience

Employee Name \*

Test Employer

Job Title

Tester

Start Date

January 2016

End Date

August 2020

Employee Country

Australia

Employee State or Province

NSW

DONE

REMOVE

## 8. Upload your resume, you can also upload a cover letter if you wish

Payroll Services Officer

Preferred Location

Building 36, Wollongong Campus

#### SUPPORTING DOCUMENTS AND URLS

Please add any additional documents or URLs.

Moving Resource Organisations ...

REMOVE

Knowledge Transfer.docx

REMOVE

9. Sign the 'E-Signature', then click 'Submit'

The screenshot shows a web form titled "Payroll Services Officer". At the top, there is a header with a logo on the left and a user profile icon on the right. Below the header, there is a section for "Link 1" with a horizontal line underneath and a blue link "+ Add Another Link" below it. A grey box contains a checkbox labeled "I agree to receive marketing communications". Below this is the "E-SIGNATURE" section, which includes a "Full Name" field with a red asterisk and the text "Test Test" below it. A blue "SUBMIT" button is centered at the bottom of the form area.

10. Verify your Identity by the method provided.

The screenshot shows a confirmation screen titled "Payroll Services Officer" with a location pin icon and "NSW, Australia" below it. The main heading is "You are almost done." Below this, a message states: "The verification code was sent to this email address: wofib90790@ernailo.com. Type the code into the field to confirm your identity and complete your job application." There is a "Verification Code" field with a red asterisk, containing the numbers 5, 6, 8, 9, 3, and a blue cursor icon. Below the field is a "Resend Verification Code" link. A blue "VERIFY" button is centered at the bottom.