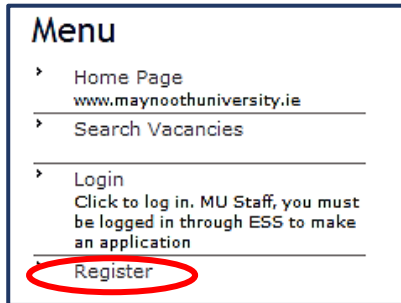



eRecruitment Applicant Guidelines

External Applicants

Registering as a User

- If this is your first time using the eRecruit system, you must **register** as a user before you can apply for a vacancy:



- Enter the required fields and select **Register**:
- 
- This will bring you to the list of open vacancies and you can now commence the application process.

MU Staff

- Log in through [Employee Self Service](#).
- Select the **My Recruit** tab on the left hand side of the dashboard.



- Select **View Details** to view the vacancy description or select **Apply** to begin the application process:



Applying for a Vacancy

- Select the **job title** of the position you wish to apply for and select:

Apply for Job

- First, complete **Applicant's Personal Details** and select:

Save and Next

- Once saved, this will bring you to the checklist of sections to be completed. The **completed sections will be indicated with a tick mark** as below:

Section	Completed
Applicant's Personal Details	<input checked="" type="checkbox"/>
Upload Your Curriculum Vitae & Cover Letter	Mandatory
Qualification Details	Mandatory
Questionnaire Section	Mandatory
Reference Details	Mandatory
Equal Opportunities Monitoring	Mandatory

- When all sections have been completed, please read the **Terms and Conditions** and click the checkbox below to confirm your agreement:

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document

- When you're ready to submit your application, simply select:

Submit

Otherwise, if you would like to save your application and return to it later, select:

Save for later

- If you would like to search or apply for another vacancy, select **Search Vacancies**:

