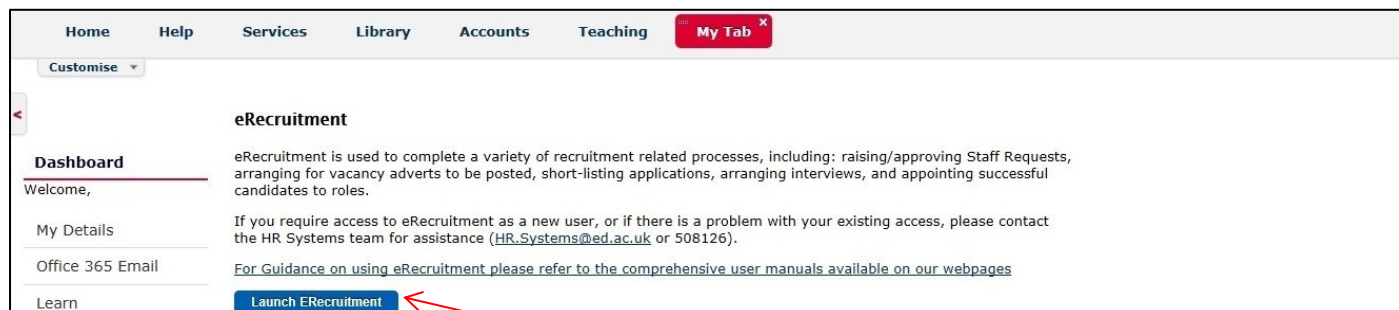




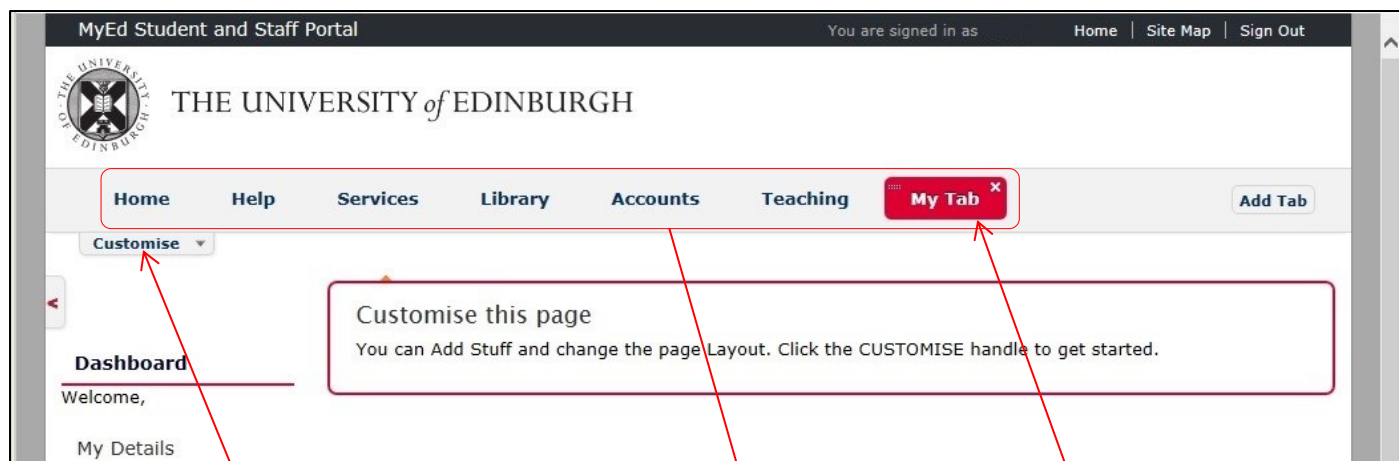
How to access the eRecruitment system

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.

If you are unable to locate eRecruitment in myED, you can add the eRecruitment channel.

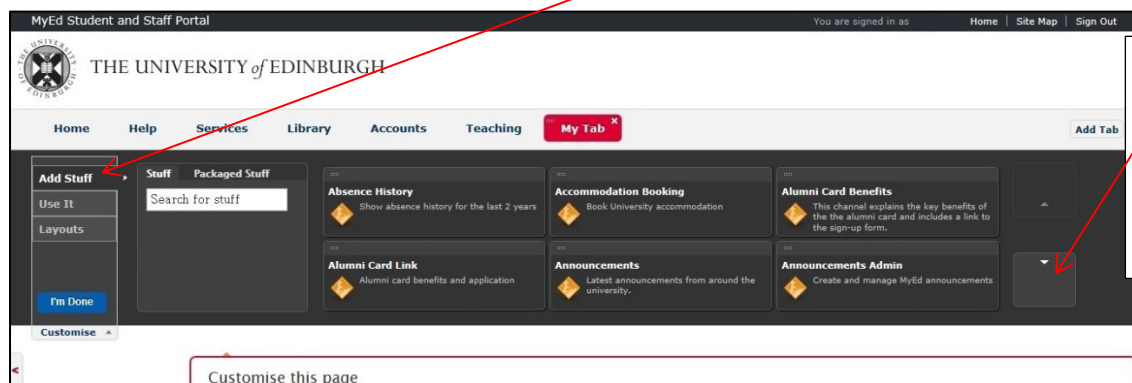


1. Click on a Tab

2. "My Tab" has been clicked on.
(NB: To indicate it has been clicked on, the tab background colour is red.)

3. Click on **Customise**

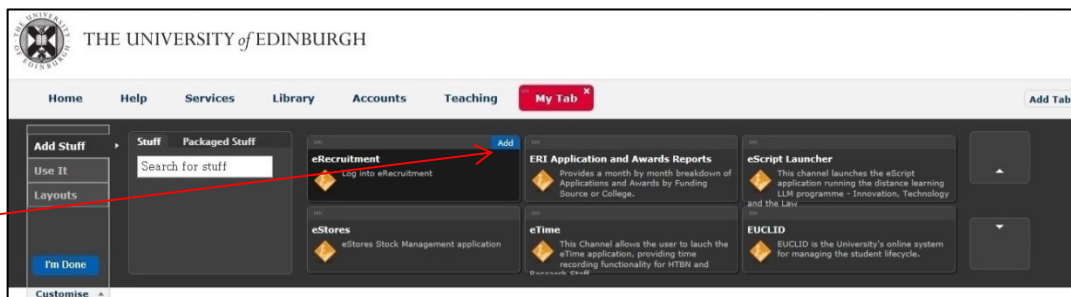
A drop down panel will open, which will allow you to "Add Stuff"



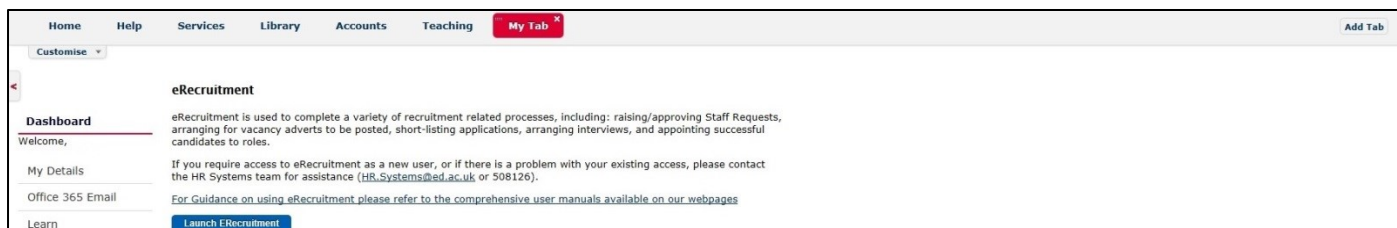
Click the Scroll down arrow until you find the "eRecruitment" channel.



Hover your mouse over the “eRecruitment” channel and then click on **Add**



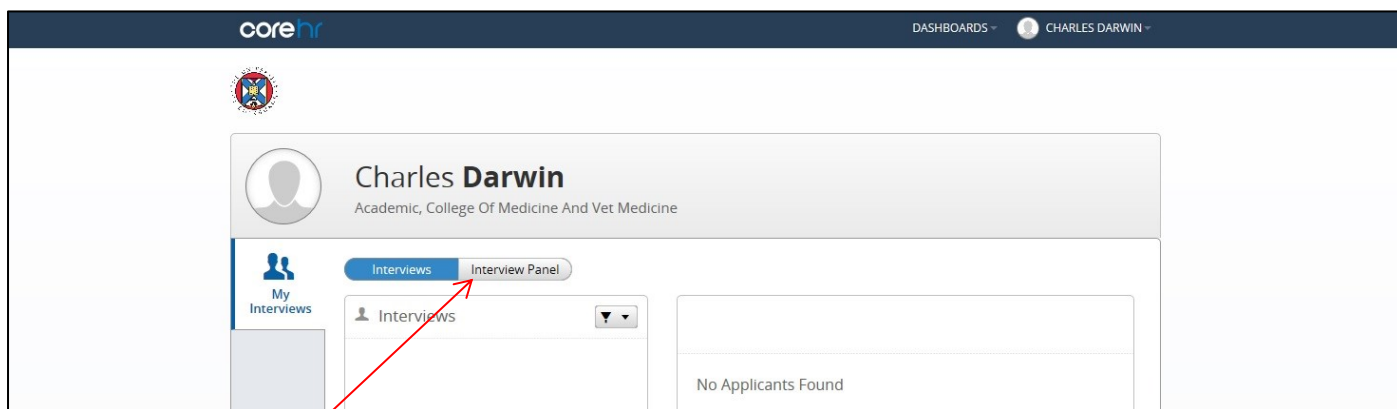
This will add the “eRecruitment” channel into your “My Tab” space.



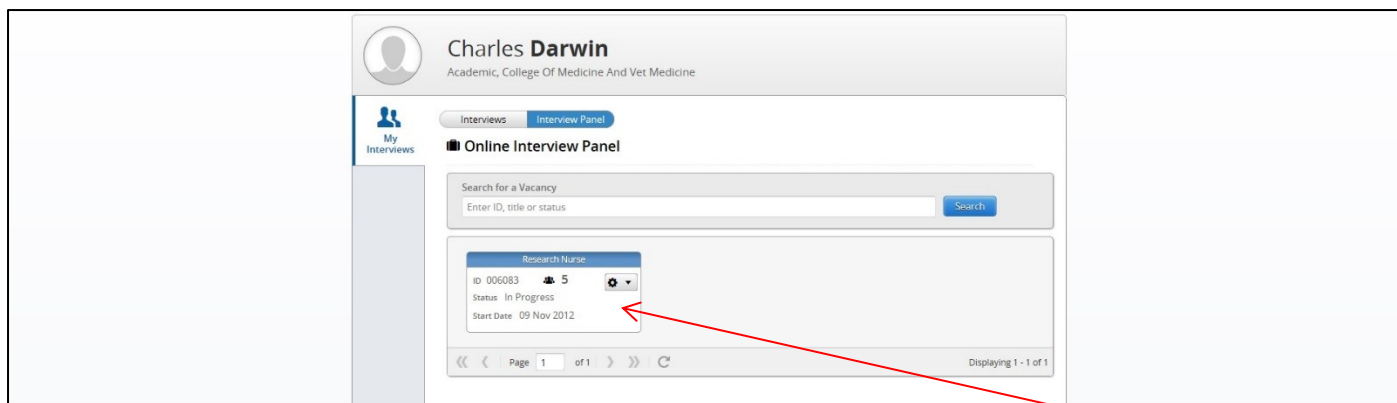
This is available in video tutorial, called “Customising your layout” and can be viewed at:

<http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/myed-portal/using-myed>

When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:



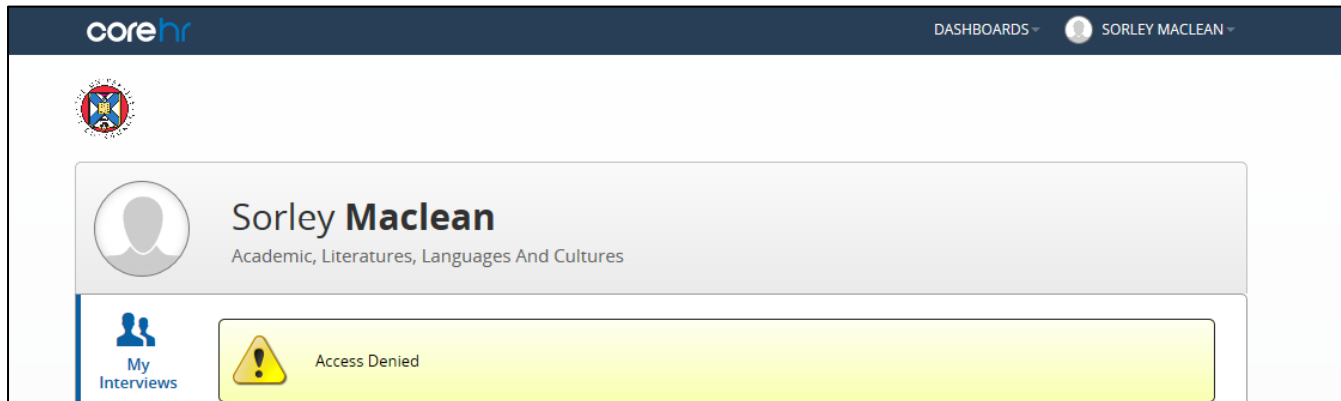
Click on **Interview Panel** button to view detail about your vacancy.



The Recruiter will add an interviewer to the interview panel, which will allow the interviewer to view vacancies. If you are not able to see the vacancy in the Interview Panel screen, please contact the Recruiter and ask to be added to the Interview Panel for the specific vacancy.



If the Interviewer experiences the following screen, it is possible they have not been added to the Interview Panel.



To remedy the above error, the Interviewer should make contact with the recruiter and ask to be added to the Interview Panel.