

How to access the eRecruitment system

Log in to MyEd <u>www.myed.ed.ac.uk</u> and open the eRecruitment channel.

Home Help	o Services Library Accounts Teaching My Tab ×						
Customise 💌							
•	eRecruitment						
Dashboard Welcome,	eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.						
My Details	If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (<u>HR.Systems@ed.ac.uk</u> or 508126).						
Office 365 Email	For Guidance on using eRecruitment please refer to the comprehensive user manuals available on our webpages						
Learn	Launch ERecruitment						

Click on the Launch eRecruitment button.

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

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				1. Clicl	k on a Tab	2	"My Tab" k	as been clicked on
						(NB: To	o indicate it h	has been clicked on. has been clicked on, ound colour is red.)

3. Click on **Customise**

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

MyEd Student and Staff Portal	You are signed in as	Home Site Map Sign Out	
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click on Add	Im Date estores estores	

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

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Dashboard Welcome,			vacancy adverts			ted processes, including: raising/approving Staff Requests, cations, arranging interviews, and appointing successful	
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Office 365 Ema	ail	For Guidance	on using eRecru	uitment please rel	fer to the comp	ehensive user manuals available on our webpages	
Learn		Launch ERec	ruitment				

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:

coreh	C. C	DASHBOARDS 🛩	CHARLES DARWIN ~
	Charles Darwin Academic, College Of Medicine And Vet Medicine		
A My Interviews	Interviews Interview Panel	No Applicants Found	

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

	Charles Darwin Academic, College Of Medicine And Vet Medicine
A My Interviews	Interviews Interview Panel III Online Interview Panel Search for a Vacancy
	Enter ID, title or status
	Status In Progress Start Date: 09 Nov 2012 ((

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.

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	Sorley Maclean Academic, Literatures, Languages And Cultures
My Interviews	Access Denied

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