

People  + Recruitment

Candidate Quick  
Reference Guides



Barwon  
Health

People Plus is the Human Resource  
Information System for your Health Service.

# Contents

This guide can be used by candidates to follow step-by-step instructions to streamline your journey to joining our organisation.



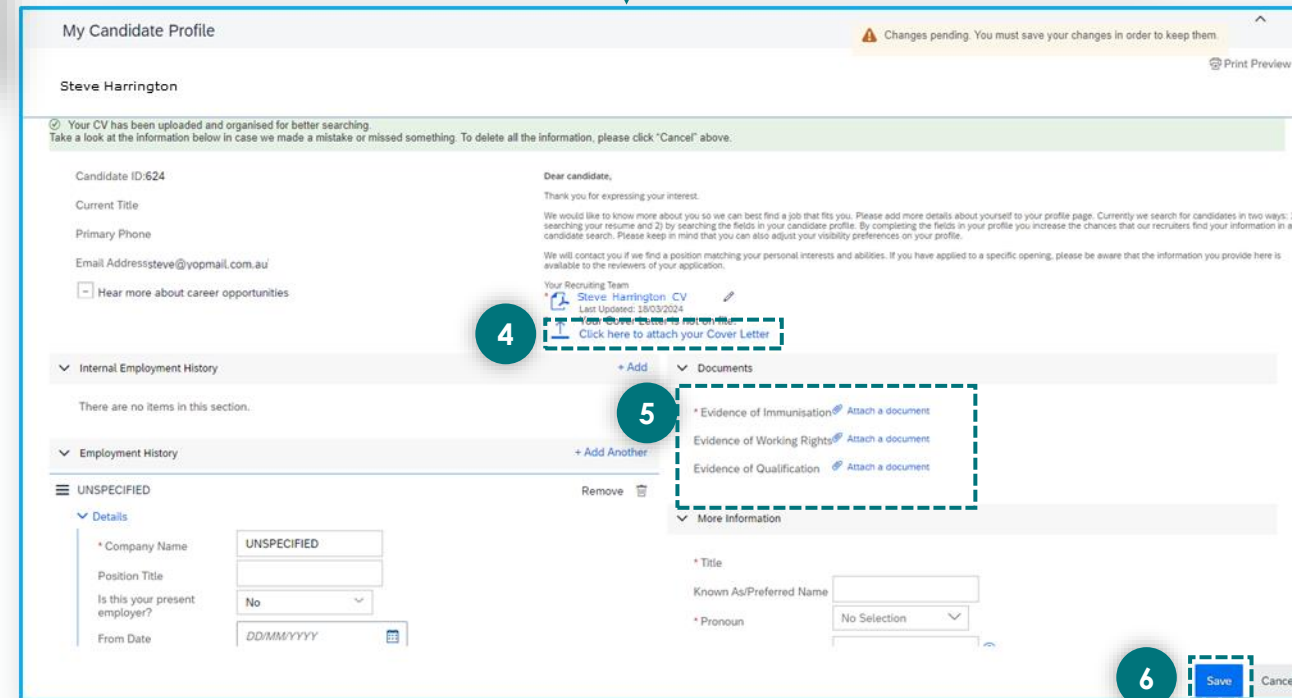
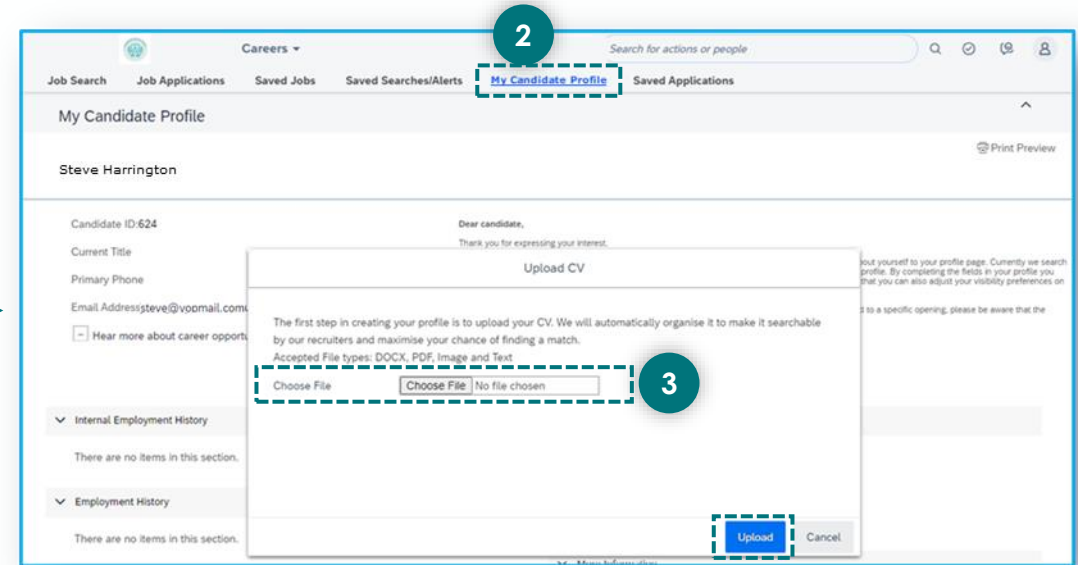
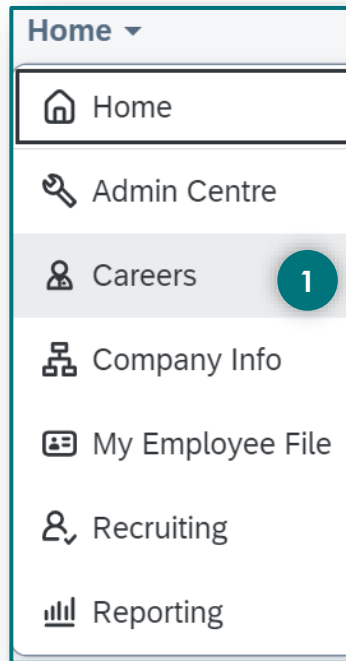
## Managing your application

- + Complete a profile
- + Search for and apply for a position
- + Save a job search
- + Email a job to a friend
- + Manage your job application

# + Complete a profile

To create your candidate profile:

1. From the **Home** menu select **Careers**.
2. Click **My Candidate Profile**.  
*A window requests that you upload your CV.*
3. Click **Choose File** and **Upload** your CV.
4. Click **Click here to attach your Cover Letter** and follow the prompts to upload a cover letter.
5. Complete mandatory fields and enter other information as required (mandatory fields are marked with an \*).
6. Click **Save**.  
*You can now edit or print your profile at any time.*



# + Search for and apply for a position

To search for and apply for a position:

1. From the **Home** menu select **Careers**.  
The **Career Opportunities** screen displays in the Job Search tab.
2. Enter search keywords and other search criteria.
3. Click **Search Jobs**.  
Available jobs display.
4. Click a job title.  
The job description displays.
5. Click **Apply** to apply for the position.  
Your Candidate Profile displays.

The image shows two parts of the user interface. On the left is a 'Home' navigation menu with options: Home, Admin Centre, Careers (highlighted with a red circle '1'), Company Info, My Employee File, Recruiting, and Reporting. A dashed arrow points from the 'Careers' option to the right. On the right is the 'Career Opportunities' search page. It has a 'Search for Openings' section with a 'Keywords' input field, radio buttons for 'Exact Match', 'in job title' (selected), and 'in job title or description'. Below are dropdown menus for 'Job Language' (English UK), 'Posted within the last' (days), 'Requisition ID', 'Job Search Country' (Any), 'Job Category' (Any), and 'Employment Type' (Any). At the bottom, there are 'Clear' and 'Search Jobs' buttons, with the 'Search Jobs' button highlighted by a red dashed box and a red circle '3'.

The image shows a search results page with the heading '1 Job matched your search'. It includes pagination controls: 'Items per page' set to 10, 'Page 1 of 1', and 'Sort by: Date Posted'. A job listing is shown with the title 'Clinical Nurse' highlighted by a red dashed box and a red circle '4'. Below the title is the text 'Requisition ID: 655 - Posted on 14/03/2024 - Australia - Nursing - Enrolled Nurse - PTP Part Time Permanent'. To the right of the listing is a 'Select Action' dropdown menu.

The image shows the 'Job Listing: Clinical Nurse' detail page. At the top, it displays 'Requisition ID 655 - Posted 14/03/2024 - Australia - Nursing - Enrolled Nurse - PTP Part Time Permanent' and a 'Job Description Print Preview' icon. Below this are four buttons: 'Return to List', 'Email Job to Friend', 'Save Job', and 'Apply' (highlighted by a red dashed box and a red circle '5'). The main content area is titled 'Job Listing Detail' and contains a paragraph of text: 'The health services within the Barwon South West region of Victoria believe in the power of diversity and inclusion. We celebrate the unique backgrounds, perspectives, and talents of our team members, fostering an environment where everyone feels valued and respected. Our commitment to diversity strengthens our ability to provide compassionate and equitable care to all individuals, regardless of their backgrounds, abilities and identities.'

# + Save a job search

To save a job search:

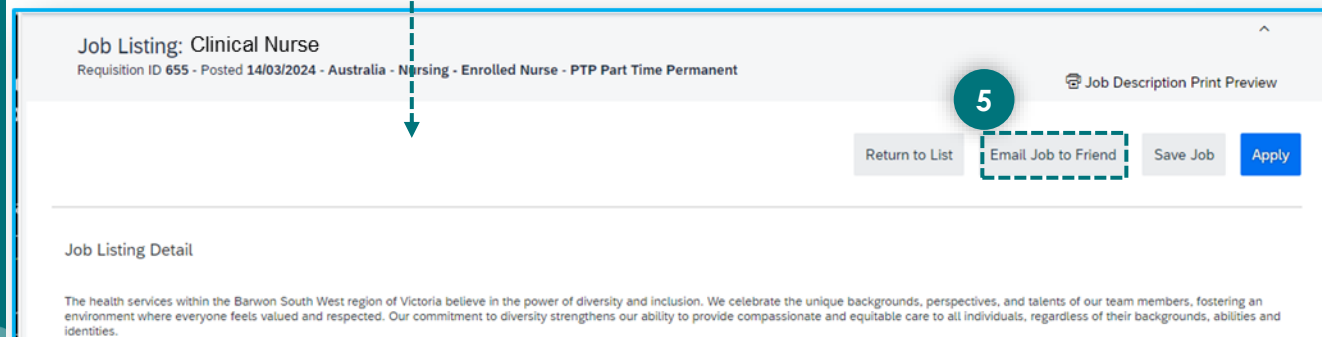
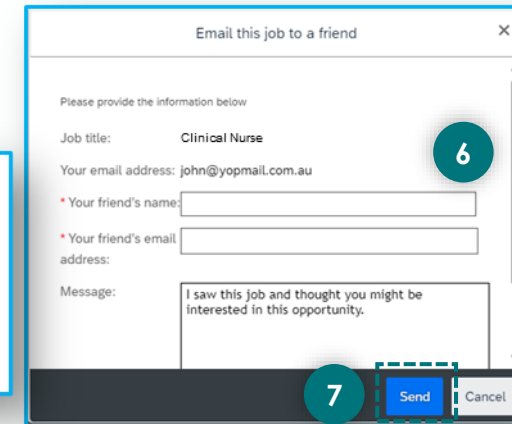
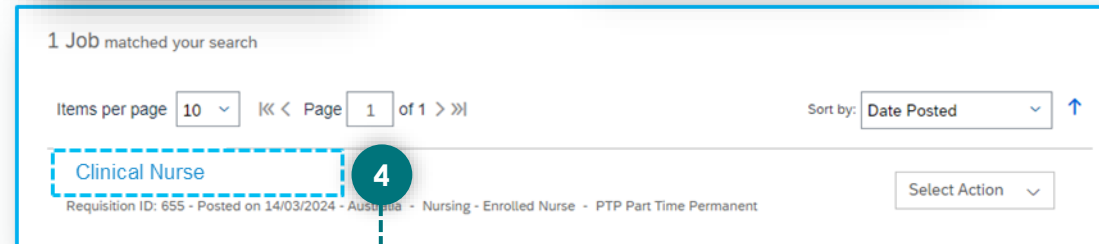
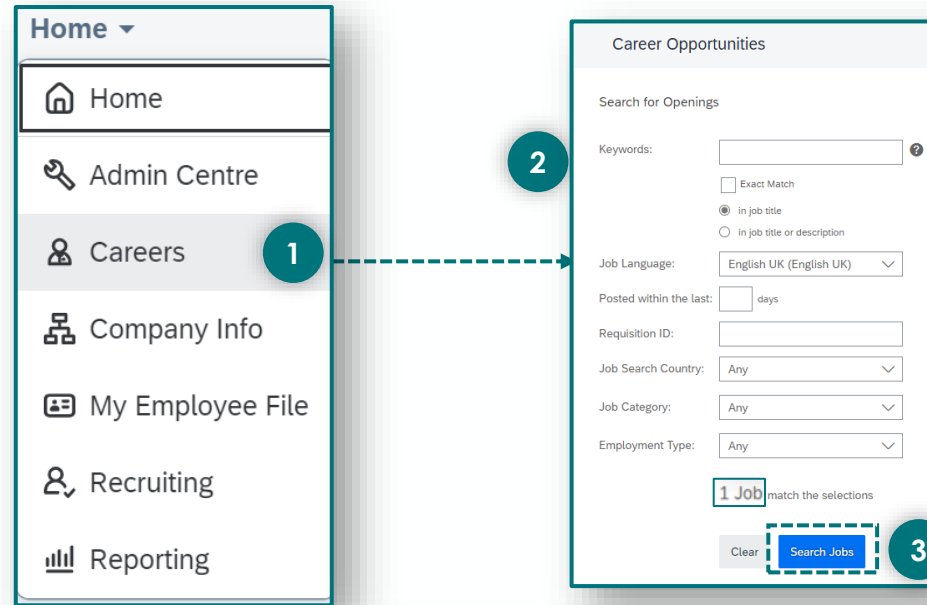
1. From the **Home** menu select **Careers**.  
The Career Opportunities screen displays in the Job Search tab.
2. Enter search keywords and other search criteria.
3. Click **Search Jobs**.  
Available jobs display.
4. Click **Save this search**.  
The Save this search pop-up displays.
5. Enter a name for the search in the **Name of Saved Search/Alert** section.
6. Select how frequently you want to receive email alerts for this job from the **Email me** drop-down list.
7. Select the **Send email only when new jobs are available** checkbox, if required.
8. Click **Save**.  
A confirmation message display.
9. Click **Finished**.
10. To retrieve a saved search, click **Run a saved search** from the **Job Search** tab.

The image shows a sequence of steps to save a job search. It starts with a 'Home' menu where 'Careers' is selected. This leads to the 'Career Opportunities' search page. On this page, 'nurse' is entered as a keyword. The 'Search Jobs' button is clicked, which opens a 'Save this search' pop-up. In this pop-up, the search name is set to 'Last 30 days', the email frequency is 'Every Two Weeks', and the checkbox 'Send email only when new jobs are available' is checked. The 'Save' button is clicked, resulting in a confirmation message: 'Your search has been saved. You can view or edit saved searches in the Job Management area, on the Saved Searches / Alerts page.' Finally, the 'Home' menu is shown again, but with 'Run a saved search' highlighted, indicating the next step in the process.

# + Email a job to a friend

To email a job to a friend:

1. From the **Home** menu select **Careers**.  
The **Career Opportunities** screen displays in the Job Search tab.
2. Enter search keywords and other search criteria.
3. Click **Search Jobs**.  
Available jobs display.
4. Click on a job title.  
The job description displays.
5. Click **Email Job to Friend** to apply for the position.  
The **Email this job to a friend** pop-up displays.
6. Complete mandatory fields and enter a message (mandatory fields are marked with an \*).
7. Click **Send**.

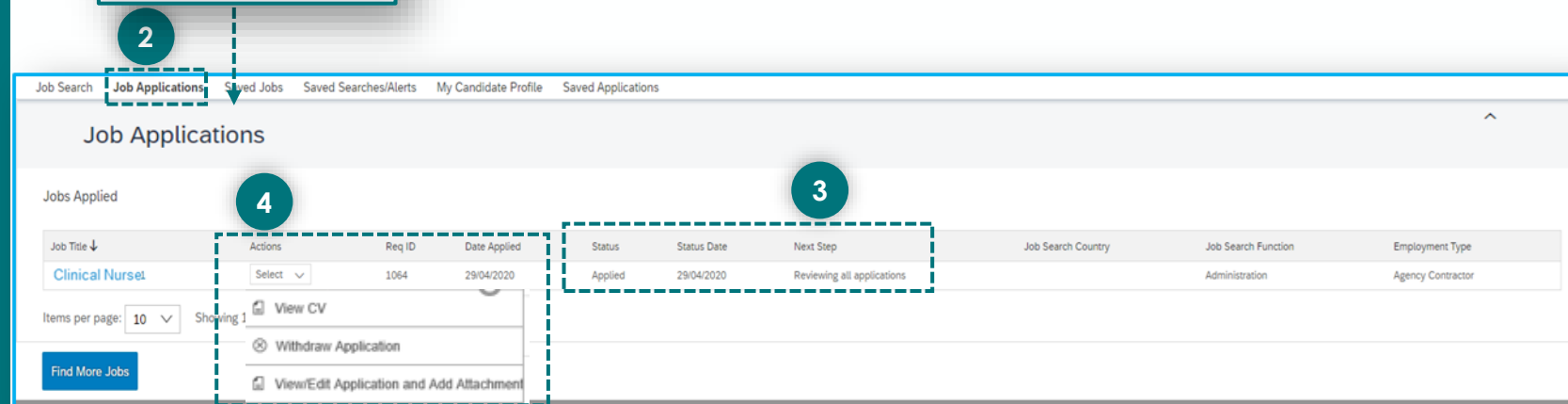
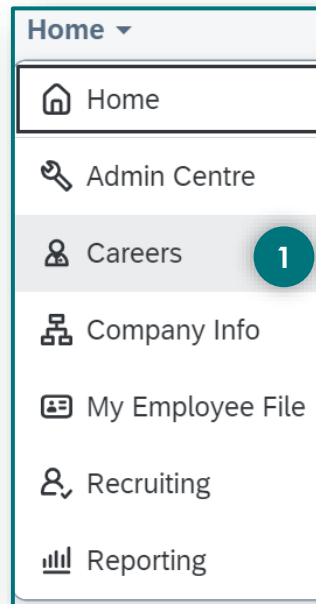




## Manage your job application (*check status, withdraw edit*)

To manage your job application:

1. From the **Home** menu select **Careers**.
2. Click **Job Applications**.  
The **Jobs Applications** screen displays.
3. Review the **Status**, **Status Date** and **Next Step** fields to check the status of the application.
4. If required, click the **Actions** drop-down and choose to do one of the following:
  - **View CV**
  - **Withdraw Application**
  - **View/Edit Application and Add Attachment**





**Thank you.**