

eRecruit – how to apply for an advertised vacancy User Guide

This user guide explains how you can apply for an advertised vacancy at the Bureau of Meteorology using the eRecruit system.

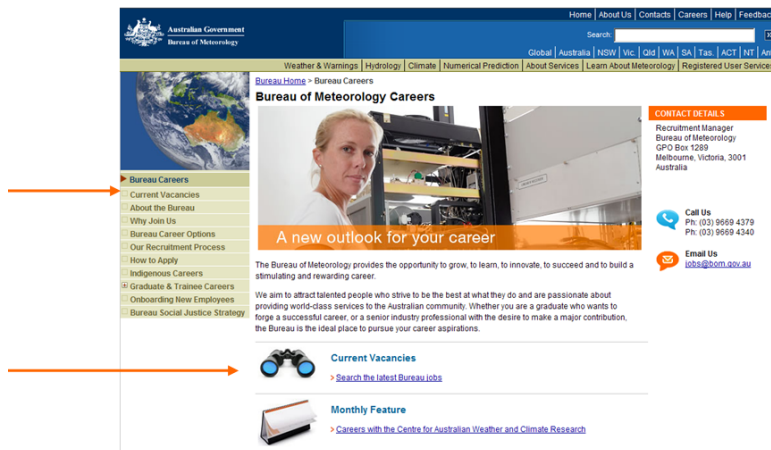
If you have any queries about using eRecruit, please contact the Recruitment Team on 03 9669 4160 / 03 9669 4583 or email jobs@bom.gov.au.

Table of Contents

1. Accessing eRecruit.....	1
2. Selecting the Position Information for the job you want.....	2
3. Application Closing Date.....	3
4. Preview Application Form.....	3
5. Entering responses to Selection Criteria.....	4
6. Start New Application.....	5
6.1 Begin – if you have not registered with eRecruit previously.....	6
6.2 Your email address	6
6.3 Login – if you have registered with eRecruit previously.....	8
6.4 Writing selection criteria.....	9
6.5 Uploading files	9
7. Submitting Your Application	11

1. Accessing eRecruit

To access our current vacancies and /or register for Job Alerts, please select the '**Current Vacancies**' tab or the [> Search the latest Bureau jobs](#) link on the Bureau's Careers website, found at: www.bom.gov.au/careers



Once you go through this link the **Jobs List – Candidate Portal** screen should appear in your browser window.

2. Selecting the Position Information for the job you want

Click on Position Information under the Job Name you are interested in.

The screenshot shows the 'Jobs List - Candidate Portal' page. At the top, there is a navigation bar with links for Home, About Us, Contacts, Careers, Help, and Feedback. Below this is a search bar and a menu with options like Weather & Warnings, Hydrology, Climate, Numerical Prediction, About Services, Learn About Meteorology, and Registered User Services. The main heading is 'A new outlook for your career'. On the left, there is a sidebar with links for Home, Job Alert, Job Search, Jobs List, Login, and Help. The main content area displays a table of job listings:

Job Name	Closing Date	Time Remaining	Action
COMMUNICATION OFFICER - WATER INFORMATION Job Ref - 11049 • Great Comms Role in Water Resources • Opportunity for interstate travel • Canberra Location Position Information	16-Apr-2010 04:00 PM (AEST)	6 hours	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend
REGIONAL HYDROLOGY MANAGER Job Ref - 3060 • Friendly Darwin Team • Great shift work penalties • Assistance for interstate relocation on offer	21-Apr-2010 10:00 PM (AEST)	5 days	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend

The Job Details document will display. This contains information about the role, the duties, the selection criteria and the person to contact if you have any queries regarding the job and its requirements. This is a standard pdf document that you can save or print if required.

The screenshot shows a web browser window displaying the 'Job Details' page for the Communication and Administration Officer position. The page header includes the Australian Government logo and the Bureau of Meteorology logo, along with the Water Information logo. The job details are as follows:

Reference:	11049
Position Title:	COMMUNICATION AND ADMINISTRATION OFFICER
Classification:	APS Level 5
Salary range:	\$60,082 – \$64,892 per annum, plus an additional 15.4% superannuation
Location:	Canberra
Division:	Water
Branch:	Water Reporting Services
Section:	Water Accounting

3. Application Closing Date

Take note of the **Closing Date** and **Time Remaining** to submit your application. Don't leave it until the last minute as it may take some time to prepare your responses to the selection criteria questions.

[Bureau Home](#) > Careers

Jobs List - Candidate Portal



Job Name	Closing Date	Time Remaining	Action
COMMUNICATION OFFICER - WATER INFORMATION Job Ref - 11049 <ul style="list-style-type: none">• Great Comms Role in Water Resources• Opportunity for interstate travel• Canberra Location Position Information	16-Apr-2010 04:00 PM (AEST)	6 hours	<ul style="list-style-type: none">• Start New Application• Access Existing Application• Preview Application Form• Email A Friend

4. Preview Application Form

Click on Preview Application Form and the Application Preview screen will display. There is a Print Friendly Version for you to review. This will enable you to prepare all information required to submit your application. Please note Mandatory Questions highlighted with a red star *.

A new outlook for your career

Home
Job Alert
Job Search
Jobs List
Login
Help

[Bureau Home](#) > [Careers](#)

Application Form Preview

 [Print Friendly Version](#)

This is a preview of the Application Form only. To apply online close this window and access the Application Form using the 'Start new Application Form' link. You may wish to print this preview out prior to applying online to ensure that you have all the correct information at hand.

Applicant Details

* Denotes a mandatory question

Title: *

Dr Mr Mrs Miss Ms

First Name: *

Last Name: *

Preferred Name: *

Postal Address: *

Suburb/Town: *

State/Territory: *

Country: *

Postcode: *

5. Entering responses to Selection Criteria

A new feature is the ability for Selection Panels to set a limit on the maximum word count per selection criterion response. These limits can be set for each position however the general limit across APS agencies is 500 words per criterion. Make a note of the limits for the position you are applying for. eRecruit will apply the word limit when you save your application.

It is recommended to first draft your answers to the criteria in a word processing program, so you can then proof read, word count and spell check your answers before copying and pasting your responses into eRecruit.

A Guide to Addressing Selection Criteria is available on the Careers web at: <http://www.bom.gov.au/careers/guide2SC.shtml>

Selection Criteria

* Denotes a mandatory question

Selection criteria describe the personal qualities, skills, abilities, knowledge and qualifications the selection panel seek in a successful applicant. Your statement of claims against the criteria is a critical to your application. Please read "[A Guide on Addressing Selection Criteria](#)" before completing your statement addressing each of the "Selection Criteria". Please limit your response to a maximum of 500 words per criterion.

Sound communication skills *

Proven research ability *

6. Start New Application

Jobs List - Candidate Portal

Job Name	Closing Date	Time Remaining	Action
COMMUNICATION OFFICER - WATER INFORMATION Job Ref - 11049 <ul style="list-style-type: none">Great Comms Role in Water ResourcesOpportunity for interstate travelCanberra Location Position Information	16-Apr-2010 04:00 PM (AEST)	5 hours	<ul style="list-style-type: none">Start New ApplicationAccess Existing ApplicationPreview Application FormEmail A Friend

Click on Start New Application and the advertisement for the position will display. From this screen you have a link to the Position Information document.

[Bureau Home](#) > Careers

Communication Officer - Water Information

The position requires close working relations with several senior staff, including the Assistant Director Water Reporting, Manager (Water Accounting), Manager (Water Accounting Development Office) and Water Accounting Development Manager. It also requires close working relations with the Water Divisions C&A team.

This role requires someone how can prioritise task in a practical and pragmatic manner, and is reliable in ensuring the highest priority tasks, or those with associated lead time constraints, are successfully executed.

The position is located in Canberra but the work could involve some interstate travel, particularly to Melbourne.

[Position Information](#)

How to apply:

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the 'Begin' button below.
- If you are unsure if you have registered before, [click here and follow the steps](#).
- FORGOTTEN YOUR LOGIN DETAILS? [click here and follow the steps](#).
- If you want to preview the Application form prior to logging in, [click here](#).


IMPORTANT: This site is optimised for - Internet Explorer 5.0 (or later browser versions) and Netscape Navigator 4.0 (or later browser versions).

[Back](#)

[Begin](#)

6.1 Begin – if you have not registered with eRecruit previously

If you have NOT registered with the Bureau's eRecruit system previously, click on Begin. Our Privacy Policy Statement will display. This includes the explanation that when you apply for a position with the Bureau, the information is stored with NGA.NET (our eRecruit provider) and secured behind a fire wall.



[Bureau Home](#) > [Careers](#)

[Privacy Policy](#)

Bureau of Meteorology Privacy Statement

Please read the following carefully and select 'I accept' to apply online for a vacancy with the Bureau of Meteorology or 'Back' if you wish to return to the careers page.

Privacy Policy
The Bureau of Meteorology recognises and respects your privacy and is committed to the Information Privacy Principles set out in the Privacy Act 1988. By submitting a job application you consent to our collection, use and disclosure of your personal information as described below.

You are required to review this statement and click on Accept before you proceed.

[Bureau Home](#) > [Careers](#)

Pre Application for Communication Officer - Water Information

Pre-Application Questions

* Denotes a mandatory question

Do you have Australian citizenship or hold a valid permanent residency visa? *

Yes No

Click on Save and Continue .

6.2 Your email address

eRecruit uses your email address to identify YOU. This means that there can only be one registration against an email address. If required you can create a free hotmail/yahoo account or contact your Internet Service provider to discuss multiple email accounts for households. Bureau employees can use their current Bureau email address if they prefer.

Your password is managed by you. It is not case sensitive, however needs to be sufficiently complex to maintain your security. Click on 'To register, [click here](#).

The Registration Process screen will display.

A new outlook for your career

Home | Bureau Home > Careers
Job Alert
Job Search
Jobs List
Login
Help

Registration Process

* Denotes a mandatory question

If you have already registered with this system, [click here](#) to Log In to your account now.

Title* | First Name* | Initial | Last Name*

Your Email Address* | Confirm Your Email Address*

Your Desired Password* | Confirm Your Password*

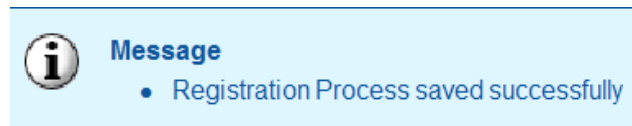
The State You Reside In* | If other, please specify

Mobile Number (for sms communication):

Back | Save and Next

Complete all mandatory fields marked with a red star.

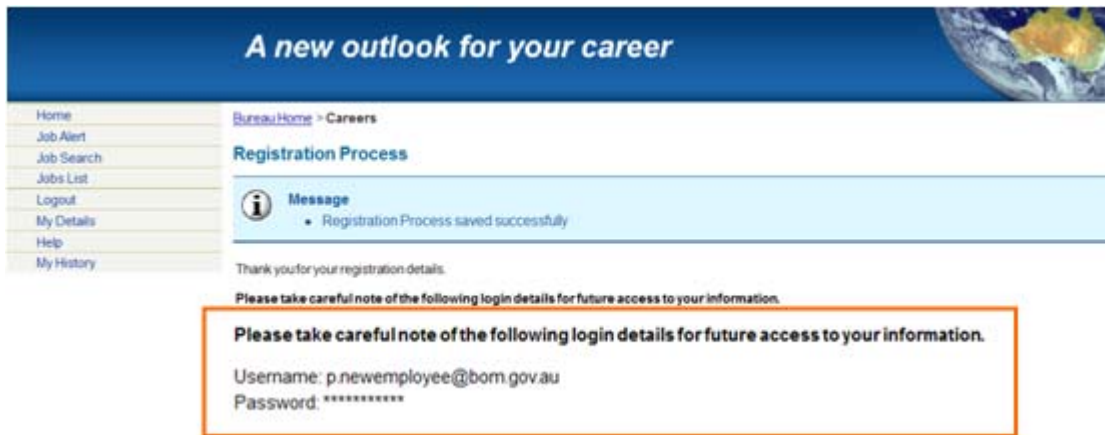
Then click on the **Save and Next** button. The screen will send you an email advising that your registration has been successful.



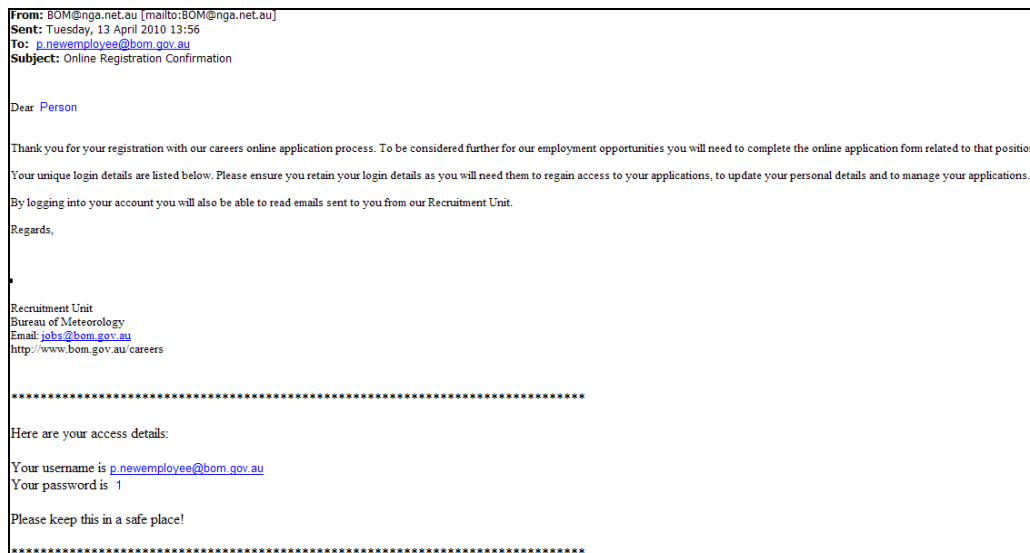
If you have not completed all mandatory fields correctly a red warning message will display advising which information needs to be changed.



When you correct and save the data, you will receive the successful message.



Then click on the **Save and Next** button. You will receive an email advising of your username and password.



6.3 Login – if you have registered with eRecruit previously

If you have already registered, access eRecruit via the Bureau careers website: <http://www.bom.gov.au/careers/> , then choose Login from the menu on the left of your screen.

Australian Government Bureau of Meteorology

Home | About Us | Contacts | Careers | Help | Feedback

Search:

Global | Australia | NSW | Vic | Qld | WA | SA | Tas | ACT | NT | Ant.

Weather & Warnings | Hydrology | Climate | Numerical Prediction | About Services | Learn About Meteorology | Registered User Services

A new outlook for your career

Home | Bureau Home > Careers

Job Alert

Job Search

Jobs List

Login

Help

Jobs List - Candidate Portal

Job Name	Closing Date	Time Remaining	Action
TESTING Job Ref - New101 <ul style="list-style-type: none"> Great location Great entitlements Docklands, Melbourne Position Information	15-Apr-2010 11:30 PM (AEST)	10 hours	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend
COMMUNICATION OFFICER - WATER INFORMATION Job Ref - 11049 <ul style="list-style-type: none"> Great Comms Role in Water Resources Opportunity for interstate travel Canberra Location Position Information	16-Apr-2010 04:00 PM (AEST)	1 day	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend
REGIONAL HYDROLOGY MANAGER Job Ref - 3060 <ul style="list-style-type: none"> Friendly Darwin Team Great shift work penalties Assistance for interstate relocation on offer Position Information	21-Apr-2010 10:00 PM (AEST)	6 days	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend
PROJECT MANAGER - SOUTH PACIFIC SEA LEVEL CLIMATE MONITORING Job Ref - 10823 <ul style="list-style-type: none"> High Profile International Climate Project Travel to Pacific Region Melbourne Based Position Information	22-Apr-2010 08:00 PM (AEST)	7 days	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend

Fill in your username (this is your registered email address) and click the Login button.

Jobs List - Candidate Portal

Job Name	Closing Date	Time Remaining	Action
COMMUNICATION OFFICER - WATER INFORMATION Job Ref - 11049 <ul style="list-style-type: none"> Great Comms Role in Water Resources Opportunity for interstate travel Canberra Location Position Information	16-Apr-2010 04:00 PM (AEST)	5 hours	<ul style="list-style-type: none"> Start New Application Access Existing Application Preview Application Form Email A Friend

Enter your information in each field as required at each question.

Always Click on Save and Continue , to save your application. You are able to then logout of eRecruit and return at a later time to complete your application before the closing date.

6.4 Writing selection criteria

This is covered in Section 5 (above).

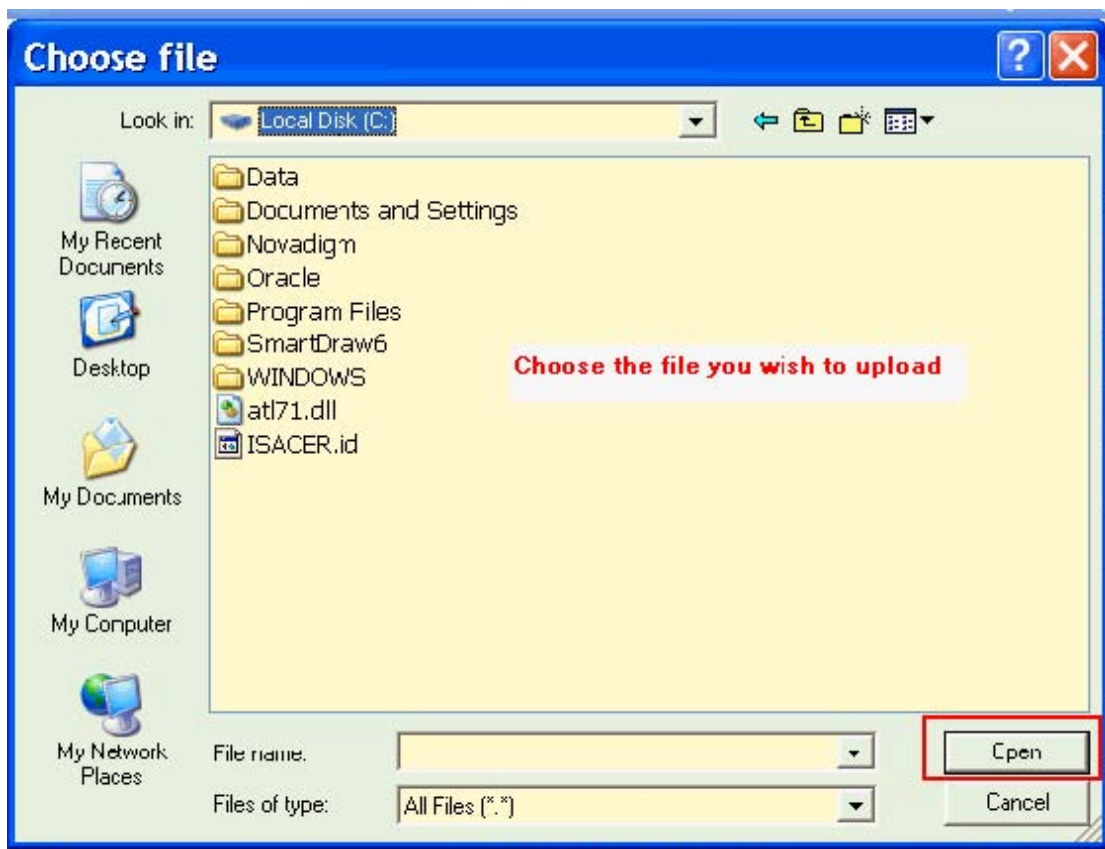
6.5 Uploading files

You will be able to upload your resume and other relevant documents to the vacancy you are applying for. **Note:** Please ensure that you only upload .pdf, .rtf or .doc files to ensure the panel can view your document.

To upload a file click on the **Browse...** button Choose the file that you wish to upload by clicking on the file name and clicking on the **Open** button to bottom right of the Choose file box.

* Denotes a mandatory question

Upload your resume. *



To replace an existing loaded file with another file repeat the process above.

Saving your application

If you wish to close your application and come back to it at a later date you may do so by first clicking on **Save** at the bottom of any page and then choose **Logout** from the menu to the left of your screen.



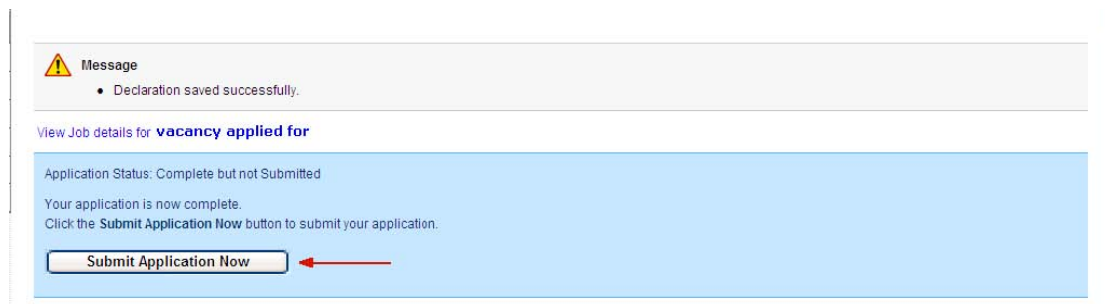
Resuming a saved application

To resume filling in your application, first **Login** to e-Recruit then click on **My History** in the menu to the left of your screen.



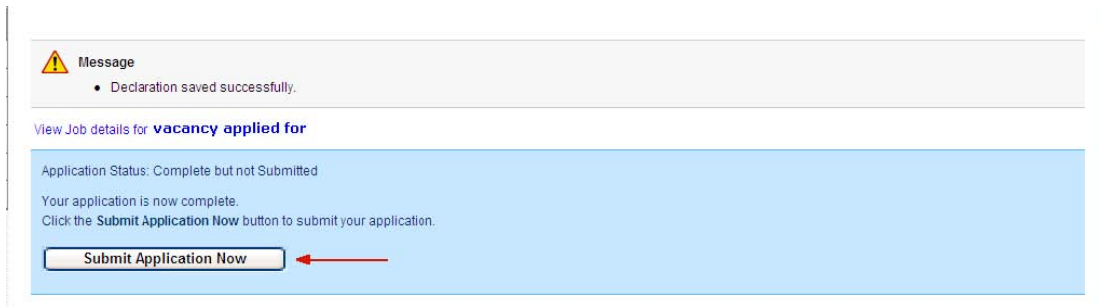
7. Submitting Your Application

It is recommended that you check all your application details before submitting your application.



Should you wish to make changes simply click on **edit** beside the question you wish to amend.

Once you have reviewed your application and are ready to submit it, click on the button **Submit Application Now**.



You will receive a confirmation email advising your application has been successfully submitted.

Thank you for applying for Cadet, Reference . Your application has been received.

You will be advised of the outcome of your application at the earliest opportunity.

Should you have any questions in relation to the selection process please contact the Recruitment Unit on the contact details listed below.

If your contact details change, please return to our careers site and update your profile to ensure we have your current contact information.

Thank you for your interest in this employment opportunity.

Regards,

Recruitment Unit

Bureau of Meteorology

After you have submitted your application, the selection panel will review all applications received for the vacancy. You will be advised of the outcome of your application at the earliest opportunity.