

eRecruit – register for job alerts User Guide

This user guide explains how you can register for Job Alerts at the Bureau of Meteorology using the eRecruit system.

The Job Alert is an advanced job search mechanism that easily helps you narrow your Job search down to show you only the jobs you are really after. How does this do it? It will notify you via email of any advertised position(s) that match your requirements.

Once you have set up a profile, you will be able to come back and change the preferences as your career continues to evolve and change.

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.

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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.

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	18-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

2. Registering in eRecruit

If this is the first time you are applying for a vacancy or registering for Job Alerts using the Bureau's eRecruit system, you will need to register your details. Registering provides you with a secure username and password.

2.1 Before you start

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.

3. Job Alerts

Click on Job Alert in the left hand menu.

Job Name	Closing Date	Time Remaining	Action
WEB DESIGNER / DEVELOPER Job Ref - 10362 • APS6, \$68,699 - \$77,002 • Non-ongoing - 12 months • Docklands, Melbourne, Victoria Full Job Details	22-Apr-2010 11:30 PM (AEST)	3 days	<ul style="list-style-type: none">• Start New Application• Access Existing Application• Preview Application Form• Email A Friend

The Manage Job Alert Profile screen will display.

Manage Job Alert Profile

This service is designed to allow you to be emailed any jobs of interest as they are advertised on the Job Office web site. Should a job be advertised on our site that matches your job alert profile, you will be notified via email. You can use the Job Alert service to ensure that you never miss an employment opportunity with us.

To register, [click here](#)

If you have already registered [click here](#) to login

Click on 'To register, [click here](#).

The Registration Process screen will display.

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 *

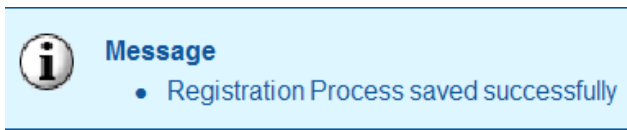
The State You Reside In * If other, please specify

Mobile Number (for sms communication):

[Back](#) [Save and Next](#)

Complete all mandatory fields marked with a red star *.

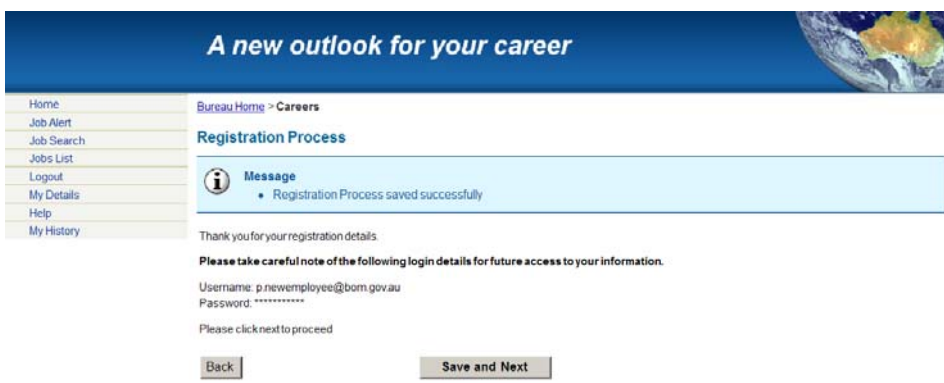
Then click on the **Save and Next** button. The screen will send you an email advising that your registration has been successful.



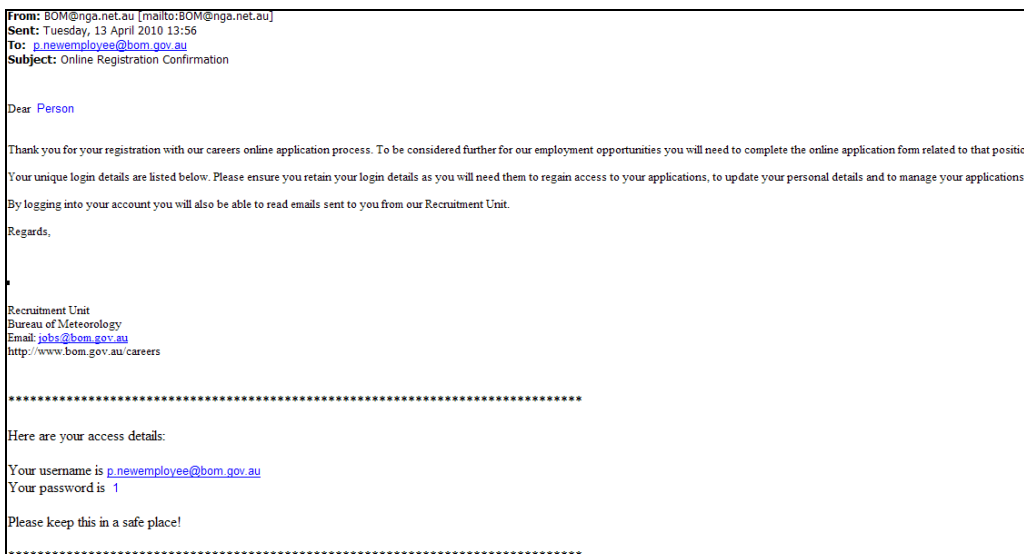
If you have not completed all mandatory fields correctly a red warning message will display advising which information needs to be changed.



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.



4. Managing your Job Alert Profile

A new outlook for your career

Job Alert Bureau Home > Careers

Job Search

Jobs List

Logout

My Details

Help

My History

Home

Manage Job Alert Profile

Please select all locations you would like to be notified about:

--Please Select--
ACT
Antarctic
Northern Territory
NSW
Queensland
South Australia
Tasmania
Victoria
Western Australia

Please indicate the Classification Level(s) you would like to be notified about:

--Please Select--
SES Level 2
SES Level 1
Executive Level 2
Executive Level 1
APS 6
APS 5
APS 4
APS 3
APS 2

Please indicate the type of role that you would like to be notified about:

--Please Select--
Ongoing

General Preferences

Frequency of Job Alert Emails Daily

Make my Job Alert Profile active? No Yes

Back Save

Please select all locations you would like to be notified about:

ACT
Antarctic
Northern Territory
NSW
Queensland
South Australia
Tasmania
Victoria
Western Australia
Other

Click all locations you are interested in (Hold your Ctrl key to select more than one)

Please indicate the Classification Level(s) you would like to be notified about:

Click all classifications you are interested in (Hold your Ctrl key to select more than one)

Please indicate the type of role that you would like to be notified about:

Click all roles you are interested in (Hold your Ctrl key to select more than one)

You can select the frequency of the job alert emails – weekly is recommended as that is generally the rate we advertise new vacancies on our website.

General Preferences


Frequency of Job Alert Emails

Click on the Yes radio button

Make my Job Alert Profile active?

No Yes

and click 

 **Message**

- Your Alert Profile saved successfully

5. Password Re-sets

Click on Login from the Jobs List - Candidate Portal



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Home | [Bureau Home](#) > Careers

Job Alert

Job Search

Jobs List

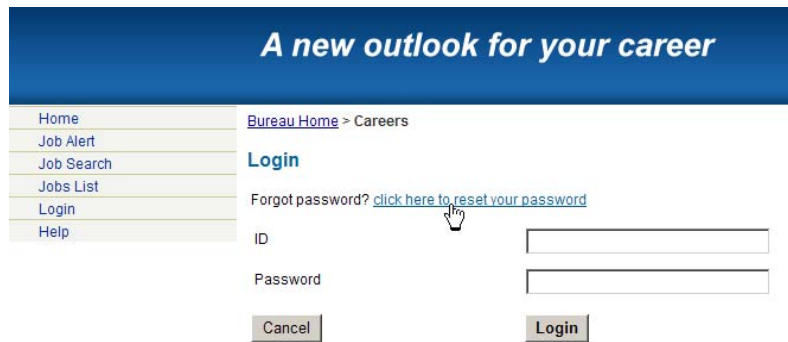
Login

Help

Jobs List - Candidate Portal

Job Name	Closing Date	Time Remaining	Action
TESTING Job Ref - New101 <ul style="list-style-type: none">Great locationGreat entitlementsDocklands, Melbourne Position information	15-Apr-2010 11:30 PM (AEST)	6 hours	<ul style="list-style-type: none">Start New ApplicationAccess Existing ApplicationPreview Application FormEmail A Friend

The Login screen will display. Click on the link to reset your password.



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Home | [Bureau Home](#) > Careers

Job Alert

Job Search

Jobs List

Login

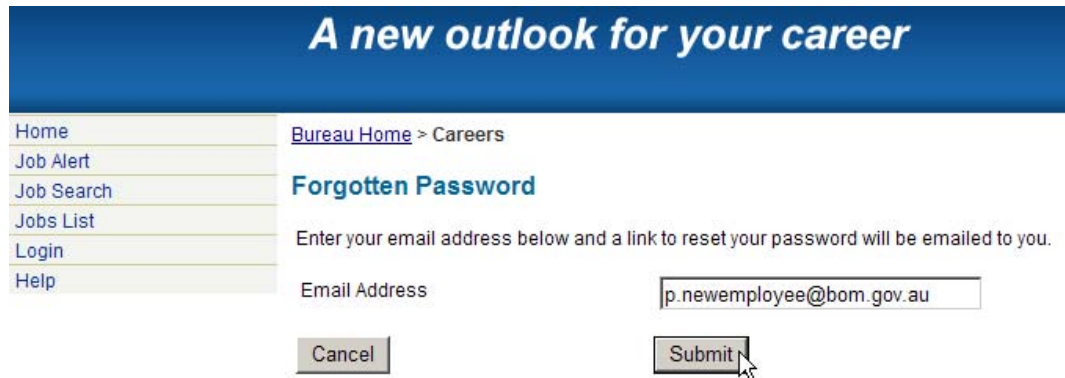
Help

Login

Forgot password? [click here to reset your password](#)

ID

Password



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Home | [Bureau Home](#) > Careers

Job Alert

Job Search

Jobs List

Login

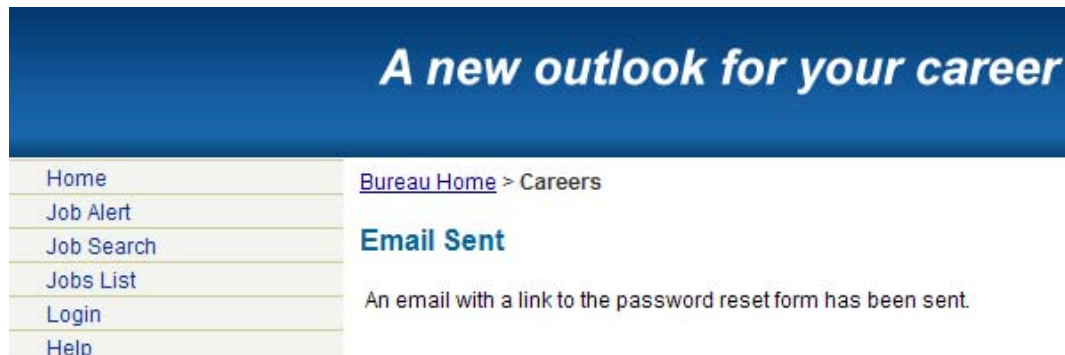
Help

Forgotten Password

Enter your email address below and a link to reset your password will be emailed to you.

Email Address

Click on Submit and you will receive an email with the link to password reset.



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Home | [Bureau Home](#) > Careers

Job Alert

Job Search

Jobs List

Login

Help

Email Sent

An email with a link to the password reset form has been sent.