



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Dún na nGall

Donegal

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In order to complete an application for vacancies at ATU Donegal you will be required to enter your details online. Please read and follow the guidelines carefully.

Internal Applicants: Employees of ATU Donegal

External Applicants: Non ATU Donegal Employees

When you click on the “**Vacancies**” Button on our eRecruitment web page this will open a dialog box, for **External Applicants** please click “**Job Vacancy External Applicants**” to bring you to the **ATU Donegal Vacancies Page** where you can search for appointments. Click on the “**Search**” Button to give you a list of ATU Donegal current vacancies.

For **Internal Applicants** please click “**Job Vacancy Internal Applicants**” to bring you to CoreHR Portal.

Please Note: All Internal Applicants must apply via their CoreHR Portal.

You can view the Job Specification by clicking on “**Read More**” within the current Job Vacancies section.

If you wish to apply for any vacancy listed please click on the “**Apply**” Button and this will bring you to our login section.

*Please note: If you have previously registered with ATU Donegal click on “**login**” Button. If you are a new user, click on “**Register Now**” Button and follow the instructions below.*

- 1. Registering a New User Account at ATU Donegal (Not Applicable to Internal Applicants)**

In order to create a new account, you must complete the details on the 'Register New User' page. The following details are required:

First Name, Surname, Email address and Password.

Your password must be between 8 and 20 characters and include mixed case letters and numbers.

This email address and password combination will be used to login to ATU Donegal eRecruitment website so please keep these details safe.

*If at any time you forget your password please enter your email address and click on the “**Forgotten Password?**” Button and a new password will then be emailed to you.*

Please ensure to read the Terms & Conditions in this section and click on the “**click to agree**” checkbox.

When all the details have been entered correctly please click on the “**Register**” Button. You will then be required to enter your details on the online application for the job that you are applying for.

2. Creating an Application

During the course of the application you will be required to complete various sections of the online application. Within each section any field marked with * is mandatory and must be completed.

To move between sections of the application you must click on the relevant Buttons at the bottom of each section.

The following explains the function of the Navigation Buttons as you navigate through the application:

- Click on the “**Save and Next**” Button to save details entered and to bring you to the next section of the application.
- Click on the “**Add**” Button to insert a record, click on “**Save and Add**” if you wish to insert more than one record in a section for e.g. Qualification Details, Professional Body Membership, Employment Details etc.

- Click on the “**Next**” Button to bring you to the next section of the application.
- Click on the “**Back**” Button to bring you back to the previous section.
- Click on the “**Return to Summary**” Button to bring you back to your application.
- Click on “**Save for Later**” Button to complete the application process at a later stage, before the closing date. When ready to complete the application log back into your account, click **Application History** in the **navigation panel** on the left-hand side, click on “**Details**” to view and/or complete the Application.
- Click on the “**Print Friendly Summary**” Button if you wish to print your application before submitting.
- Click on the “**Submit**” Button to submit your application.

3. Equal Opportunities Monitoring

ATU Donegal is committed to Equality, Diversity and Inclusion and in order to capture the diversity of applicants an Equal Opportunities Monitoring Section is included on the online application. Please note: any information provided in this section is strictly confidential and for HR statistical purposes only and does not form part of the short-listing process.

4. Submitting your Application

*It is very **important to keep note of the specified closing date and time** to ensure successful submission of your online application before the deadline. If you are in the process of applying for a post online and the closing time is approaching a message will appear on screen informing you that the competition is closing in x minutes.*

You will not be permitted to make any changes to your application once it has been submitted so please ensure all your details have been entered correctly in each section.

To assist you the system will automatically have a green tick in the summary screen indicating which sections have been completed.

When you have completed all sections and are ready to submit the application,

please tick that you agree to the Terms & Conditions as outlined in the document.

You will then receive the message below, if you do not receive this message your application **has not** been submitted.

Application Successful

Your application has been successfully submitted. You can no longer edit the details for this competition. Click on the search link for further competitions.

5. Acknowledgement of your Application via Email

You will receive an automated email acknowledgement of your online application which will be sent to the email address used to register (this may take about 15 minutes).

Please keep a print out of this email acknowledgment as it will be proof that you have submitted your application prior to the closing date and time.

If you experience any difficulties in using the online eRecruitment system when applying online for a competition in ATU Donegal, please contact the HR Dept by emailing recruitment.donegal@atu.ie

Please state the competition/vacancy ref number and title of the post on your email.