# The process for applicants

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What the applicant will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> Applicants view advertisement and decide to apply.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>All jobs are advertised on the <a href="https://www.jobsatuwa.edu.au">Jobs at UWA</a> website as well as other websites or media. Candidates are instructed to apply online by clicking on <strong>Apply now</strong>.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td><strong>STEP 2:</strong> Applicants start the online application form:</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>After clicking on <strong>Apply now</strong>, applicants are prompted to accept the UWA privacy statement and complete the application form. The application form contains the following:</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>- Eligibility questions (depending on the role: visa, UWA staff, etc.)</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>- Education (non-mandatory)</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>- Referees details</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>- Additional information (E.g: previous higher education experience)</td>
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<tr>
<td>- Equity and diversity data collection</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>- Documents upload (resume, key selection criteria, cover letter, additional documents)</td>
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<td><strong>STEP 3:</strong> Incomplete application reminder</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>Applicants appear as “incomplete” in the system until they complete and submit the application form. They receive several automated reminders emails to do so. This is why incomplete applications can be disregarded.</td>
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<tr>
<td><strong>STEP 4:</strong> “Application received” confirmation</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
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<tr>
<td>Once the applicants submit their applications, they receive an automated email confirming that the application has been received. Applications are visible to the panel members as soon as they have been submitted.</td>
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</table>
### STEP 5: “Applications have closed” email notification

The day after the applications close, candidates receive a notification that shortlisting for the position is underway.

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**Dear Mr. Jackson,**

Thank you for your recent application for the position of Administrative Assistant [REF: 492753] with The University of Western Australia.

This is to advise you that applications have closed and shortlisting for the position is now underway.

You will be kept informed of the progress of your application either by phone or email as the shortlisting process proceeds.

Once again, we appreciate the time you have taken in preparing your application and thank you for considering The University of Western Australia as a prospective employer.

Regards,

Human Resources
The University of Western Australia

Please do not respond to this email. This is an unattended mailbox.

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### STEP 6: Shortlisting decision

**Shortlisted applicants** are contacted directly by the selection panel when the interviews are organised.

**Non-shortlisted applicants** are advised via email by HR Services that their application was unsuccessful on this occasion. It is recommended to request the emails to be sent as soon as possible during the recruitment process.

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**Dear Mr. Jackson,**

Thank you for your recent application for the position of Administrative Assistant [REF: 492753].

Your application has been reviewed and shortlisting for the position is now complete. We regret to advise that on this occasion your application has been unsuccessful.

Thank you for your interest in working at UWA.

If you would like more information about the shortlisting process, please contact the chair of the panel listed on the advertisement. This can be accessed via your applicant portal.

If you would like to be informed of similar positions in the future, you can register for job alerts through www.jobs.uwa.edu.au.

We wish you all the best with your career endeavours.

Kind regards,

Human Resources
The University of Western Australia

Please do not respond to this email. This is an unattended mailbox.

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### STEP 7: Attending the interview(s)

Shortlisted applicants attend the interview(s) as confirmed by the selection panel.

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### STEP 8: Notification of interviews outcome

Interviewed applicants are notified of the outcome of their application by the selection panel.

**Unsuccessful applicants:** No further communication is sent by HR Services.

**Successful applicant:** Once the offer is approved, the successful applicant will receive an email and sms with instructions to review and accept the offer of employment.

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**Dear Mr. Jackson,**

This email contains important information about your contract of employment for the Associate Professor at The University of Western Australia.

To view our offer of employment to you, please login to your [applicant portal](https://applicantportal.com).

Please use the account details that you would have set up to apply for this role. If you have forgotten your password, please click on the “Forgotten Password” link. A new password will be generated and sent to your email address.

After logging in, if you wish to accept the offer, please click on the “Accept” button after reading the necessary documents. Make sure that you save a copy of the contract for your own records. No hard copy document will be sent.

After accepting your offer, you may be required to complete a form that is essential to enable payment of your salary and activation of your IT access.

Once you have completed the forms, you will be directed towards your induction portal.

For a successful start, please follow these steps promptly. If you have any questions about your offer of employment or next steps, do not hesitate to contact the person identified in the covering letter of your contract.

Kind regards,

Human Resources
The University of Western Australia
STEP 9: Successful applicant logs in to applicant portal
As per the email received, the successful applicant logs in to the applicant portal.

STEP 10: Successful applicant reviews offer of employment
The system provides two options:

- Decline the offer. If so, a reason is required.
- Accept the offer.

These actions trigger a notification email to the hiring manager.

The offer of employment contains a contact for enquiries to provide the opportunity to ask questions about the contract.

STEP 11: Successful applicant is required to complete online forms
After the appointee hits I accept, they are presented with the following online form:

- Declaration of ability to perform the inherent requirements of the position
- Authorisation of salary transfer
- Tax file number declaration

STEP 12: Online induction
Once the online forms have been submitted, the appointee is presented with the online induction portal.

This portal contains:

- A list of tasks (activating Pheme, return documents, enrol to inductions, obtain staff card, etc.)
- Information relevant to new staff members (map, transport, information about Perth, etc.)

The supervisor / induction coordinator are able to view and monitor the completion of the tasks. They are also assigned their own tasks.

1 Except appointees relocating from overseas as they are unable to complete these forms until they arrive in Australia.
### Welcome to the University of Western Australia

**For a successful start, review your task list**

#### Your task list

<table>
<thead>
<tr>
<th>Pre-commencement</th>
<th>Due: 27 Feb 2015</th>
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<tbody>
<tr>
<td>IT access (Pheme)</td>
<td></td>
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<tr>
<td>Important documents to provide</td>
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<tr>
<td>Online health and safety induction</td>
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<tr>
<td>Email to orientations and inductions</td>
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</tr>
<tr>
<td>Get to know your work tools</td>
<td></td>
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<tr>
<td><strong>Day 1</strong></td>
<td></td>
</tr>
<tr>
<td>Setup voicemail and email client</td>
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</table>

**Congratulations on joining UWA, a world top 100 university**

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The candidate process