



GÖTEBORGS UNIVERSITET

Job Application Portal

**Manual for the Job Application Portal
in the University of Gothenburg e-recruitment system**

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The University of Gothenburg's Job Application Portal

The University of Gothenburg's Job Application Portal is a service for anyone looking for vacant posts at the university. Within the Job Application Portal, you can easily create an account, then register and update your CV and find current vacant posts.

Things to consider:

- All information entered in the Job Application Portal is automatically saved when you exit the field.
- Some of the fields are: *Max. 300 characters*. This is stated by the relevant field, although be aware of the number of characters when the system does not automatically specify it.
- Remember to review your application before you submit it.
- Tab "11. Job vacancies" contains all the vacant posts at the University of Gothenburg. This is where to search for current vacancies.
- Some posts contain job-specific questions that you are asked to answer as part of your application. These appear when you click on "Apply".
- You can *supplement* an application you have already submitted by changing or adding to the relevant information and then *submitting the application again*. If you do not resubmit your application any changes you make will not be included.
- For questions regarding an *application* or *the application process*, contact any of the designated contact persons listed in the column to the right of each job posting. For technical questions, please contact support: rekrytering@gu.se.

Creating a new account

When you first register for the University of Gothenburg's Job Application Portal, select "Register as a new user" on the login page. Then fill in your details and tick the PUL screen.

Registering new user

Name

Surname

E-mail address (Username)

A temporary password will be sent to the entered e-mail address.

Personal Data Act (PUL - Personuppgiftslagen)

I have taken part of the information in "Read more" regarding "PUL 1998:204" and the handling of my personal data at the University of Gothenburg. [Read more](#)

After filling in your details and clicking "Register", a temporary password will be sent to your e-mail address. This will also serve as your user ID. The temporary password is used the first time you log in. When you log in for the first time, a new window will open for you to change to a password of your choosing. For the password to be considered safe and approved, it must consist of at least 6 characters and contain both uppercase and lowercase letters and at least one digit. It is the new password that you will use in the future.



Login - Job application portal

Username (e-mail address):

Password:

- ✓ Login
- ✓ Register as new user
- ✓ Forgotten your password?
- ✓ Change password

[Login instruction](#)

Now log in to the Job Application Portal by entering your e-mail address as your user ID and the password you created yourself. Do not forget to first remove the old password which has already been filled in.

The login box contains a help function if you have forgotten your password or want to change it.

Start page

When you log into the Job Application Portal, you arrive at the start page. There you can see the jobs you have applied for and where they are in the recruitment process. On the start page, you can also subscribe to vacant posts as they are announced at the University of Gothenburg. You do this by selecting the box for the job category/categories you wish to subscribe to.



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| | | | | | |
|----------------------|----------------------------|------------------------|-----------------------------|--------------------------|---------------------|
| 1. Start page | 2. Personal details | 3. Cover letter | 4. Employment | 5. Education | 6. Languages |
| 7. References | 8. Academic merits | 9. Attachments | 10. View application | 11. Job vacancies | |

Welcome Linn Lundborg to University of Gothenburg job application portal

In the job application portal you will be able to create and edit your personal Curriculum Vitae and apply for vacant positions. When making your application, please take the following into consideration:

- When creating your CV please follow the order given in the menu line. The data you submit will be automatically registered and saved when you leave the current page.
- Please remember to review your application before submitting it for a vacant position.
- Vacancies for which you can apply, through the job application portal, are listed in the "Job Vacancies" menu.
- Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.
- Additional information or supplementary documentation in support of your application should be added via the job application portal and you should then re-apply via the portal.
- Additional information or supplementary documentation, such as publications/books should be sent to the adress given in the application ad.

| | | | |
|---|---|--------------------------|-------------------------------------|
| ▼ Application history | | | |
| <hr/> | | | |
| ▼ Subscribe - job vacanices | | | |
| Please mark the employment categories to which you wish to subscribe. When a position is registered as vacant, information will be sent to you via the e-mail address you have submitted. | | | |
| Technical/Administrative staff | Doctoral student/assistant/teaching assistant | Teacher/Post doc | Researcher and other academic staff |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E-mail address | | | |
| <u>linn.lundborg@gu.se</u> | | | |

Creating your application/CV



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| | | | | | |
|----------------------|----------------------------|------------------------|-----------------------------|--------------------------|---------------------|
| 1. Start page | 2. Personal details | 3. Cover letter | 4. Employment | 5. Education | 6. Languages |
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In tab “2. Personal details”, fill in your basic information directly on the page. In the tabs “3. Cover letter”, “4. Employment”, “5. Education”, “6. Languages” and “7. References” click on “Add” to add information in each field.

To attach documents to your application, such as grades, certificates, letters of recommendation, a publications list, etc., go to tab “9. Attachments” and click on “Add”. Each attachment can be up to 25 MB.

In tab “10. View application“, you can preview the information you have entered in your application. It is also possible to print the application.



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▼ Referee

Here you can provide details of your referees. To add a referee click "Add".

| View/Edit | Delete | Name | Employer | Telephone number - work | Telephone number - mobile |
|-----------|--------|---------------|----------|-------------------------|---------------------------|
| | | Lars Svensson | SAS | 031-78600 | |

Add

Creating an application for a teaching post

If you are applying for a teaching post, activate tab “8.Academic merits”. You do this by going to tab “2. Personal details” and tick the box under the header “When applying for a teacher’s position”.



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| | | | | | |
|---------------|---------------------|-----------------|----------------------|-------------------|--------------|
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| 7. References | 8. Academic merits | 9. Attachments | 10. View application | 11. Job vacancies | |

✓ Expand all posts

▶ Personal Details

▶ Address of Present Employer

▼ When applying for a teachers position

When applying for a teachers position, please tick this box. This will activate the "Academic Merits" menu.

[Read more](#)

You can then fill in the additional details required for applications for teaching posts. These can be found under the “8.1 Scientific/Artistic merits” – “8.4 Third stream activities”.



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| 7. References | 8. Academic merits | 9. Attachments | 10. View application | 11. Job vacancies | |
| 8.1 Scientific/Artistic merits | 8.2 Pedagogical merits | 8.3 Leadership | 8.4 Third stream activities | | |

✓ Expand all posts

▶ Selected publications

▶ Scientific/Artistic CV - please see if any specific instructions are provided in the announcement

▶ Scientific/Artistic activities - please see if any specific instructions are provided in the announcement

▶ Other

Applying for a post

Tab “11. Job vacancies” contains a list of all the vacant posts at the University of Gothenburg. To view and apply for a post, click on  in the “See advertisement” or “Apply” column.



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| | | | | | |
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▼ Job vacancies

Here you can see advertisements as well as applying for vacant positions at University of Gothenburg. After applying - a confirmation regarding your application will be sent to your E-mail address. Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.

You apply for the position by clicking on the checkmark in the column "Apply". When you have applied for employment you will receive an email notification that your application is received.

Please note that "Academic Merits" will only be included when applying for a teachers position.

Select employment category

All

| See advertisement | Apply | Reference number | Date | Title | Employment category | Closing date |
|-------------------|-------|------------------|------------|--|---|--------------|
| | | PER 2012/204 | 2012-10-29 | Post doc in Communication | Teacher/ post doc | 2012-11-27 |
| | | PER 2012/224 | 2012-10-26 | Senior lecturer in Chinese | Teacher/ post doc | 2012-11-16 |
| | | PER 2012/194 | 2012-10-26 | Lecturer in Media and Communication Studies with a specialisation in Strategic Communication | Teacher/ post doc | 2012-11-23 |
| | | PER 2012/193 | 2012-10-26 | Senior lecturer in Journalism, Media and Communication with a specialisation in Digital Journalism and Digital Media | Teacher/ post doc | 2012-11-23 |
| | | UR 2012/606 | 2012-10-19 | Doctoral student in Natural language processing | Doctoral student/ assistant/ teaching assistant | 2012-11-11 |

Some posts have one or more job-specific questions to be answered. If such questions are required for the post you are applying for, you will automatically be taken to these when you click on “Apply”.

In order for your application to be registered, you must click on “Finished the questions? Click here to send the application”. A confirmation message will then appear on the screen. You will also receive an e-mail confirming that your application has been registered.

Submitting additions

To supplement your application, you add or edit the relevant details in the Job Application Portal and then search for the post again.

NB! If do not search for the post again, your additions will not be included – therefore you must click on “Apply” again.

All the posts for which you have applied, and any related advertisements, are available on your start page. You can also follow the status of any posts you have applied for and see where they are in the recruitment process on the start page.

Any additions that cannot be made electronically, such as hard-copy publications, should be sent to the address given in the advertisement.

Support

For questions regarding an *application* or *the application process*, contact any of the people listed as contacts in the advertisement.

For technical questions regarding the Job Application Portal, contact support: rekrytering@gu.se.