

## How to apply for a vacancy as a current MTU employee

All current MTU employees who wish to apply for an advertised vacancy must apply using the following steps through Core Portal.

### Step 1:

Log onto Employee Core Portal. The employee should enter their username name which is always their staff number and then their password.

- Staff with 5 digit number must put MS00 (two zeros) in front of the staff id, for example MS0012345
- Staff with a 6 digit number must put MS0 (one zero) in front of the staff id, for example MS0456789
- Staff with a T number must replace the first two characters with MS, for example T00012345 will become MS0012345
- BCO staff and Cork SU staff who use a 3 digit id, must now prefix it with MS0000 (4 zeros), for example MS0000699


### New password requirements:

- Minimum of 10 characters \*
- Cannot be the same as a previous password
- Must use minimum of 1 number, 1 uppercase, 1 lowercase and one special character e.g. @ # !

If the employee has forgotten their password there is an option to click on the forgot password option.



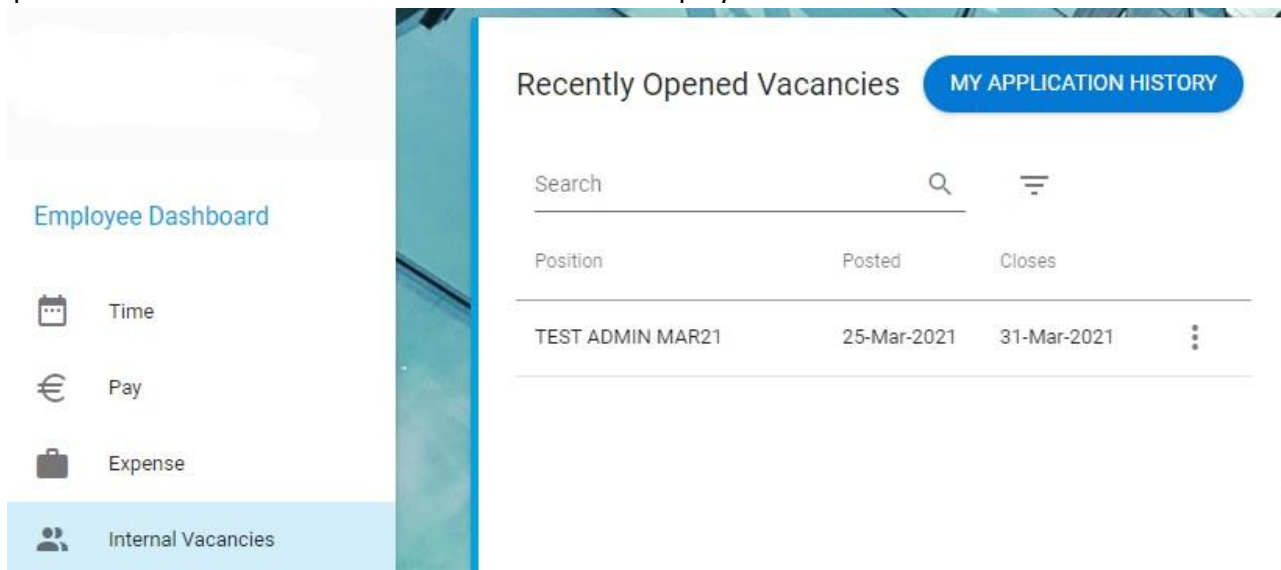
### Step 2:

On the Employee Dashboard, click on  icon at the top left corner of the screen if required to show/hide the list of dashboard tabs on left hand side below.

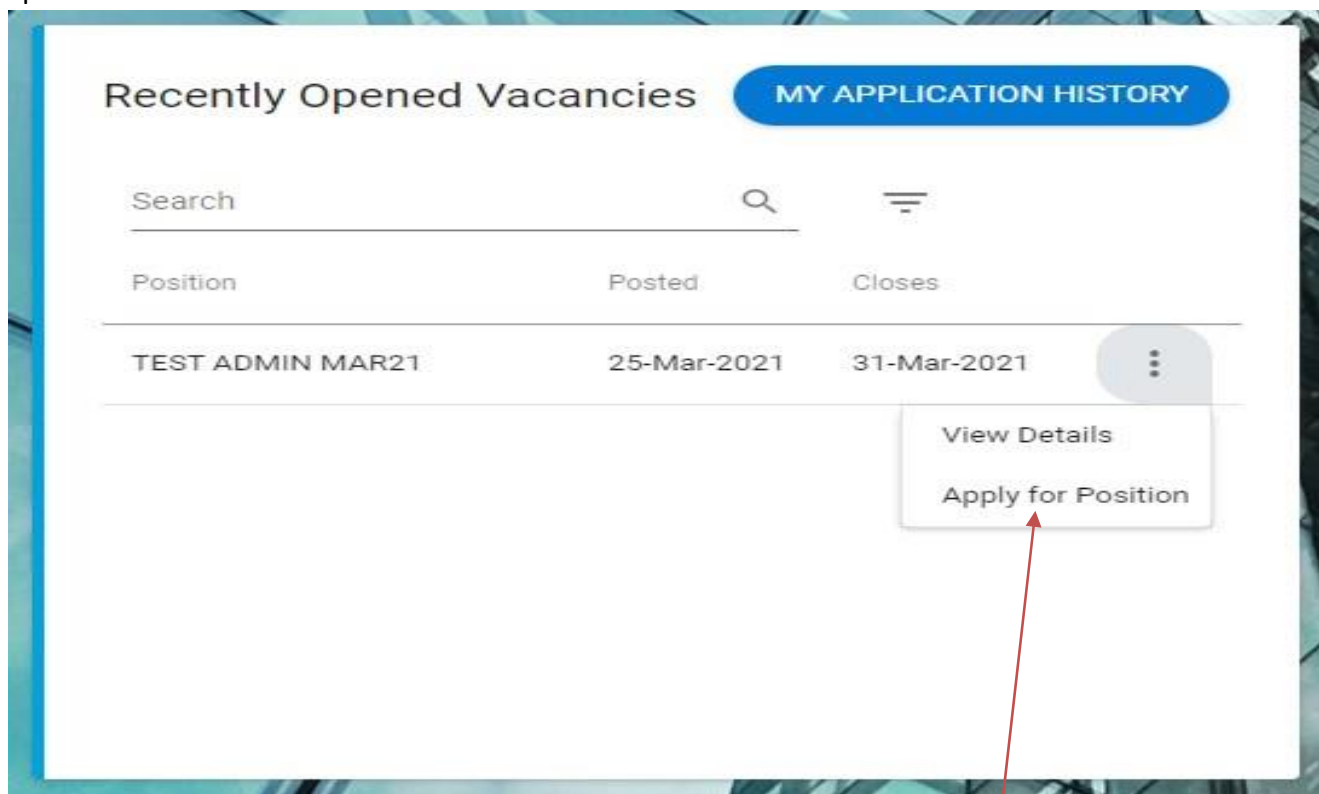


**Step 3:**

Select the 'Internal Vacancies' tab on the left-hand side. If there are no current vacancies or if the competition has ended there will be no vacancies to display.

**Step 4:**

Click on the three dots alongside the vacancy button to view the job description and to apply for the position.



It is possible to apply for the post without viewing the details by going straight to the 'Apply' button.

### Step 5:

This will bring you to the following page where the position details can be viewed by clicking on the link provided. You can click on the 'Apply for Job' button to proceed with making an on-line application.

**Navigation Section**

- > Search Vacancies  
Click to carry out a search of vacancies
- > My Application History  
Click to view your Application History
- > Job information Sheet  
Click to view the current job information sheet
- > Logout  
Click to logout

## Job Information Sheet

AL Ag Engineering

Click on the link(s) below to view documents

| Filesize              | Notes |
|-----------------------|-------|
| Information Sheet.pdf | 216.6 |

Apply for Job

### Step 6:

Where an employee has previously applied for a post through e-Recruitment, the details from previous applications will populate the new application form. These details can be amended and saved for the new application. You can select a prior application form that you submitted if you wish to pre-populate the details from this form for the new position that you are applying for by clicking on 'Select'. Otherwise click on 'New' to proceed with completing a new application.

## Copy of Previous Forms

**NB** Please read the following carefully:

If you pick from a past submitted application form below this will prefill the various sections of the new application form for the post you are now applying for.

**NB** if you do not pick a prior form and select 'New' at the end of this page **none** of your prior details will appear. Therefore, you would have to complete the application in its entirety i.e. each section will have to be completed as those sections will be blank.

| Recruitment ID | Job Title                | Comp Desc | Location | Select                 |
|----------------|--------------------------|-----------|----------|------------------------|
| 006709         | Grade V - HR Office      |           |          | <a href="#">Select</a> |
| 007115         | Test - 1 Research - Test |           |          | <a href="#">Select</a> |

Please ensure to complete each section of the on-line application where applicable, complete mandatory sections, and submit the application form before the closing date and time.