

Web Recruitment User Guide for Applicants

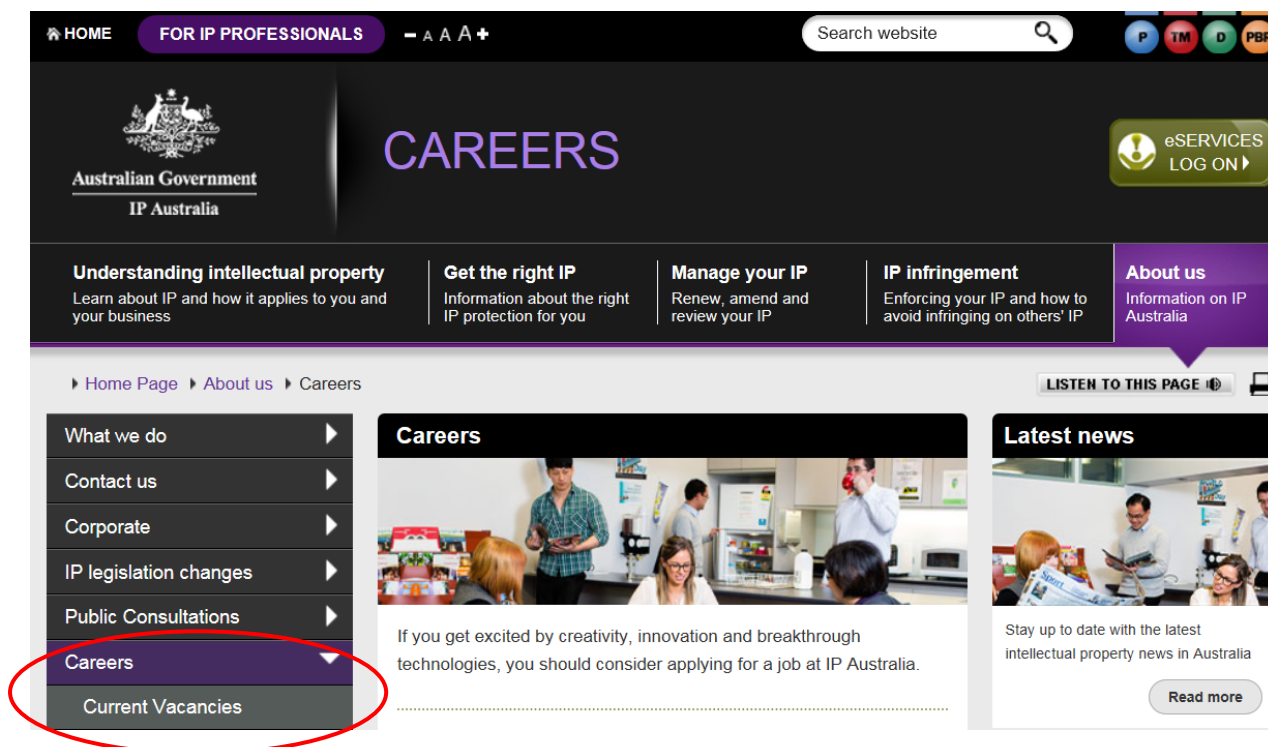
Three key Web Recruitment navigation tips:

- Fields outlined in **RED** are mandatory fields.
- The **Save and Close** button will save your application and return you to the WebRecruit landing page. You must save your application before you log out. Information not saved will be lost. You can access applications that have been started or submitted, simply log in and from the landing page select **“Your submitted, or incomplete job applications”**.
- To log out of WebRecruit, click on **Log Out** on the **Personal** tab.

In **Web Recruitment** you can view and apply for IP Australia vacancies (refer Part 1 of this Guide) and establish a Job Alert profile to enable automatic notification of vacancies (refer Part 2 of this Guide)

Part 1 View and Apply for IP Australia vacancies

IPAustralia Vacancies are listed on our website. To view **Current Vacancies** go to **Careers** under the **About us** tab.



Step 1 – The **Current Vacancies** page will display. Click on **Vacancies** to access vacancy information. Note that there is additional information for candidates on the bottom of this screen, to view scroll down.

Current Vacancies

Thank you for your interest in joining IP Australia.

If a vacancy is not currently available in your preferred area of employment, you can register to be alerted via email should a position become available in the future.

Before you can apply for a vacancy, or set up a job alert, you will need to sign in or register as a new user, using a valid email address.

Please note: we have recently discovered an issue with Safari. We are working to resolve the issue. Safari users should consider using an alternative browser to access web recruitment.

To apply for vacancies with IP Australia, you must be an Australian citizen, unless other requirements are listed in the vacancy.

Please scroll to the bottom of this page for some "tips for applicants". If you experience any difficulties using the Web Recruitment system, please contact recruitment@ipaustalia.gov.au prior to the closing date of the vacancy.

Please select an option

- Vacancies (including Expressions of Interest):
- Temporary Registers:

Step 2 – To view details of the vacancy, click on the relevant job.

Vacancies (including Expressions of Interest):			
Position	Synopsis	Location	Closing
Assistant Director	EL1, Pn 4409, Assistant Director, Trade Marks and Designs Group, non-ongoing vacancy	Canberra	Applications close 16-JAN-2015
Project Support Officer	APS5, Pn 6563, Project Support Officer, non-ongoing vacancy up to 30 June 2015	Canberra	Applications close 16-JAN-2015
General Manager	EL2, Pn 6707, General Manager Customer Operations Group, non-ongoing vacancy up to 6 months	Canberra	Applications close 30-JAN-2015
General Manager PPBRG	SES Band 1, PN7035, General Manager, Patent and Plant Breeder's Rights Group, Non-ongoing up to 3 months	Canberra	Applications close 30-JAN-2015

Step 3 – to apply for a vacancy, either click on **Apply**

<< Go Back

Vacancy Details

Apply

Position	Assistant Aurion Administrator
Organisation Unit	HR Systems & Reporting
Location	Australian Capital Terr
Package	\$69,764.00 - \$74,761.00
Tenure	Permanent Full Time
Closing	25/07/2014

Position details

Job title, Classification, PN
Business Group, Section
Salary Range
Type of employment (ongoing, non-ongoing, contract etc)

< Insert description about the role - can be drawn from the condensed wording for the gazette as provided in the job form. >

Essential qualifications/requirements of the job: < Insert/delete as appropriate >

Step 4 – If this is the first time you have used WebRecruitment, you will need to **Sign up as a new user**. To do this enter your email address and assign a password (minimum 9 characters long and contain 1 capital letter and 1 numeral). Click **Confirm**.

Note: you will need to remember this email and password to access partially complete and saved applications.

Sign In | Register

Sign In as an existing user Sign Up as a new user I have forgotten my password

▲ Login Details

Email	<input type="text"/>
Password	<input type="password"/>

Confirm Cancel

Step 5 – Once signed in, the Web Recruitment landing page will appear. To view vacancies, click on **Vacancies**. Select the vacancy you wish to apply for.

Please select an option

- Vacancies (including Expressions of Interest):
- Temporary Registers:
- Your submitted or incomplete vacancy applications:
- Your submitted or incomplete temporary register applications:
- Job alert profile:
- Messages:
- Employment history:
- Educational history:
- Referees:
- Eligibility responses:
- Personal:

Vacancies (including Expressions of Interest): 🔍 🗨️ ? 🖨️ ▲

Position	Synopsis	Location	Closing ▲
Assistant Director	EL1, Pn4409, Assistant Director, Trade Marks and Designs Group, non-ongoing vacancy	Canberra	Applications close 16-JAN-2015
Project Support Officer	APS5, Pn 6563, Project Support Officer, non-ongoing vacancy up to 30 June 2015	Canberra	Applications close 16-JAN-2015
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General Manager PPBRG	SES Band 1, PN7035, General Manager, Patent and Plant Breeder's Rights Group, Non-ongoing up to 3 months	Canberra	Applications close 30-JAN-2015

Step 6 – Review the vacancy details to confirm you have selected the correct position, and click on **Apply** to commence your application.

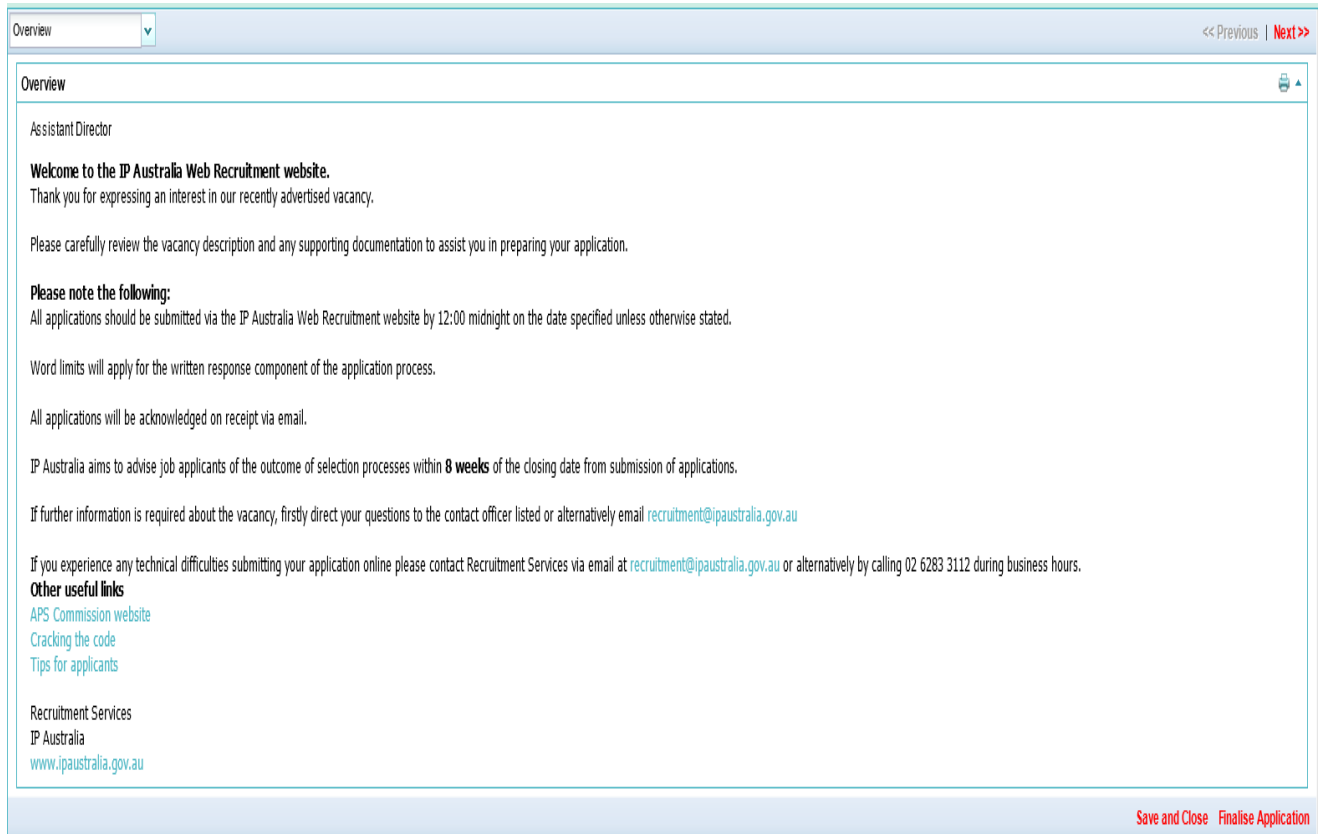
<< Go Back

Vacancy Details

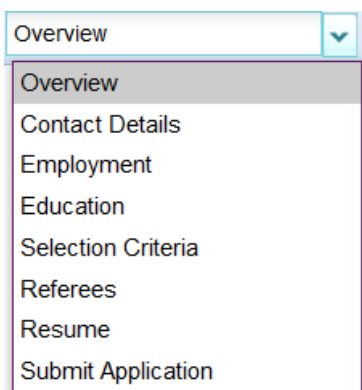
Apply Email To A Friend

Position	Project Officer
Organisation Unit	HR Projects
Location	ACT
Package	\$76,189.00 - \$86,548.00
Tenure	Permanent Full Time
Closing	22/05/2014

Step 7 – The **Overview** page provides general information about WebRecruitment and IP Australia. It also includes links to a number of useful sites. To commence the application process, click the **Next** button in the top right hand corner.









Step 8 – As you progress through the application process you will be asked to provide:



Contact details - name, contact information, address etc.




Employment history – list relevant employment history. To add additional information, click on the **Add** button.

Employment History 			
Add	Remove		
Job	Organisation	From	To

Employment History Details 	
From	<input type="text"/>  To <input type="text"/> 
Job	<input type="text"/>
Organisation	<input type="text"/>
Industry	<input type="text"/> 
Tenure	<input type="text"/> 
Document	<input type="text" value="Attach"/>

Education details – list education details. Attach any relevant transcripts/documentation. To add additional information, click on the **Add** button.

Education		
Add	Remove	
Type	Discipline	Description

Education Details	
Type	<input type="text"/> 
Discipline	<input type="text"/> 
Description	<input type="text"/>
Institute	<input type="text"/>
Completed	<input type="text"/> 
Other Details	<input type="text"/>
Document	<input type="text" value="Attach"/>

Selection Criteria – you must address the selection criteria for the position you are applying for. Selection criteria and application requirements will vary between roles. Please ensure you tailor your application to the requirements of the job.

Selection Criteria

When providing your claims against the selection criteria it is important that you demonstrate your experience in relation to each one.

▲ Expressions of Interest

Applicants are required to prepare a [1-2 page summary of their skills against the below criteria/capabilities] or [responses to the below selection criteria] and upload in the below field.

[Recruitment to upload selection criteria or capabilities for the role here]

Applications that do not adhere to the word or page limit may not be considered for the role. Please ensure that you list your first name and surname at the top of the attached document so that we may identify you.

Please attach a **Word** or PDF document.

Attachment

Referees – You must provide the contact details of at least 1 referee. To add details of your second referee, click on the **Add** button.

Referees

Add **Remove**

First Name	Last Name	Job	Employer
Karl	K	Doctor	Australia

Referee Details

You must provide at least 1 referee. Once you have added the first referee click on the **Add** button to add further referees.

Title

First Name

Last Name

Job

Relationship

Employer

Phone

Mobile

Fax

Email

Document

Resume – to attach your resume to your application, click on the **Attach** button.

Resumé

Our preferred document formats are either Microsoft Word compatible or Adobe PDF documents.

Note: File size is limited to 5MB. If the file size exceeds this limit please contact recruitment@ipasutrialia.gov.au for further assistance.

Resumé

Step 9 – Submit Application – review the information you have provided and documents you have attached. Update as required and ensure you **save any changes**. Once you are happy with the final application, click the **Submit Application** button in the bottom right hand corner.

Submit Application

You're almost done.

Just press "Submit Application" in the bottom right hand corner and your application will be considered for this vacancy.

A confirmation email will be sent to your nominated email address.

All further correspondence will be sent to you via email. To ensure you receive these emails, you should add recruitment@ipaaustralia.gov.au to your contact list.

Please take the time to set up a Job Alerts profile, especially if you're interested in examination roles within Patents or Trade Marks & Designs. This will have you receive automated notifications for these roles IP Australia may advertise that you may be suited for.

Declaration: By submitting my application I confirm that, to the best of my knowledge, this information is true and correct and understand that any misleading statements or omissions may make me ineligible for employment.

Recruitment Services
IP Australia
www.ipaustralia.gov.au

Resumé [Open](#)

Employment history:

Job	Organisation	From	To
You have not provided any Employment History details at this time.			

Referees:

First Name	Last Name	Job	Employer
Karl	K	Doctor	Australia

Education

Type	Discipline	Description	Completed
You have not provided any Employment History details at this time.			

Save and Close **Submit Application**

When you submit your application you will be returned to the Web Recruitment landing page.

To modify and view partially complete (saved) and/or submitted applications

To view applications you have commenced and/or submitted click **Your submitted, or incomplete, job applications** on the Web Recruitment landing page. The **Status** column details the application status of each application. Click on the job you wish to finalise.

Please select an option

- Personal
- Vacancies:
- Expressions of Interest and Temporary Registers:
- Your submitted, or incomplete, job applications:**
- Your submitted or incomplete Expressions of Interest:
- Your job alert profile:
- Your messages:
- Your employment history:
- Your educational history:
- Your referees:
- Your eligibility questionnaire responses:
- Your offers of employment:
- Offers of employment:

Your submitted, or incomplete, job applications:

Position	Organisation Unit	Location	Tenure	Status
Assistant Aurion Administrator	HR Systems & Reporting	Australian Capital Terr	Permanent Full Time	This application was Submitted
Supervising Examiner	Patent Examination A2	Australian Capital Terr	Permanent Full Time	This application is In Progress
Information Tech Officer	Applications Maintenance	Australian Capital Terr	Permanent Full Time	This application is Draft

To continue/finalise a partially complete application, click **Modify**. This will take you into the application. Finalise the application and follow the steps above to submit the application.

Application Details

Modify **Submit** **Delete**

Position	Information Tech Officer
Organisation Unit	Applications Maintenance
Location	Australian Capital Terr
Tenure	Permanent Full Time

JOB DESCRIPTION

The positions are within the IP Australia Project Office. The Project Office works across IP Australia to co-ordinate the delivery of the IP Australia Portfolio of Programs and Projects.

To **Recall** or **Withdraw** a submitted application review locate the application under the **Your submitted, or incomplete, job applications** tab on the Web Recruitment landing page.

Recall will return the application to draft status. You will be able to modify the application and resubmit it.

Withdraw will remove the application from the process and the system. You will be asked to provide a reason for withdrawing the application. If you continue and withdraw the application, the application will be removed/deleted from the system.

Application Details	
Recall	Withdraw
Position	Assistant Aurion Administrator
Organisation Unit	HR Systems & Reporting
Location	Australian Capital Terr
Tenure	Permanent Full Time
Position details	

For any questions/issues regarding WebRecruitment, please email recruitment@ipaustalia.ov.au.

Note:

Part 2 - Establish a Job Alert profile

The Job Alert profile in Web Recruit enables you to establish automatic notification of vacancies that are open all Australian Citizens. To set up your job alert profile click **Start Alerts**.


Please select an option		
Personal		
Vacancies:		
Expressions of Interest and Temporary Registers:		
Your submitted, or incomplete, job applications:		
Your submitted or incomplete Expressions of Interest:		
Your job alert profile:		
Your messages:		
Your employment history:		
Your educational history:		
Your referees:		
Your eligibility questionnaire responses:		
Your offers of employment:		
Offers of employment:		
Your job alert profile: Start Alerts		
Work Types ▾	Locations	Tenures
Subscribe to job alerts to be notified of suitable vacancies arising in the future. Click 'Start Alerts' to subscribe.		

Select the **work types** you would like to receive information on. To select more than one option, press **Ctrl** and **click**. Confirm your choices by clicking **Confirm**.

Job Alerts Details	
Work Types	<ul style="list-style-type: none"> All Work Types ... Corporate Roles ... Administrative ... Finance ... Human resources ... Information Technology
Locations	<ul style="list-style-type: none"> All Locations ... Canberra (ACT) ... Melbourne (VIC)
Tenures	<ul style="list-style-type: none"> All Tenures
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

You can view your job alert provide via the Web Recruitment landing page

Please select an option		
Personal		
Vacancies:		
Expressions of Interest and Temporary Registers:		
Your submitted, or incomplete, job applications:		
Your submitted or incomplete Expressions of Interest:		
Your job alert profile:		
Your messages:		
Your employment history:		
Your educational history:		
Your referees:		
Your eligibility questionnaire responses:		
Your offers of employment:		
Offers of employment:		

Your job alert profile: 		
Work Types	Locations	Tenures
Administrative, Human resources	All	All

To modify or cancel you job alerts on the Job Alerts Details page click **Modify** or **Stop Alerts** as needed.

Job Alerts Details	
<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> Modify Stop Alerts </div>	
Work Types	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> All Work Types ... Corporate Roles ... Administrative ... Finance ... Human resources ... Information Technology </div>
Locations	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> All Locations ... Canberra (ACT) ... Melbourne (VIC) </div>
Tenures	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> All Tenures </div>