To access applications in Core portal please complete the following steps:
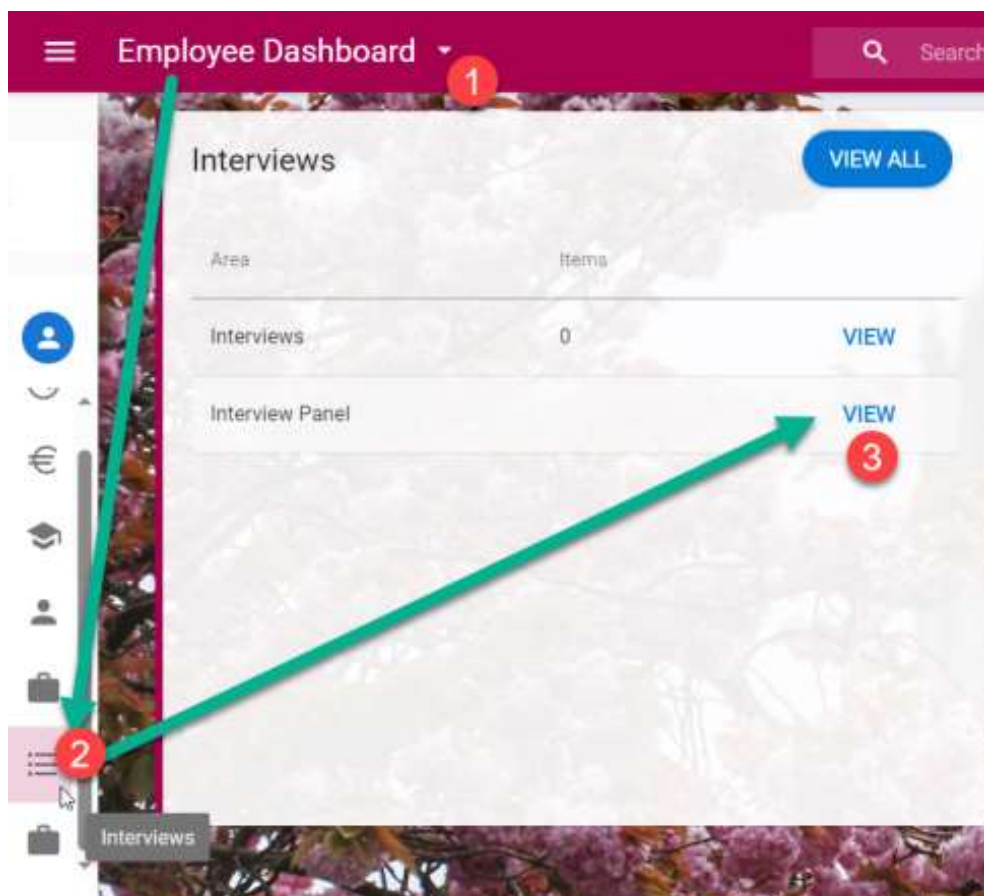
1. Link to Core Portal is here.

2. Enter your Microsoft O365 login and password. **Further information can be found here:** Login - University of Galway for information on how to log into Core Portal.

3. Select the Interviews Icon on the left of screen (marked 2 screenshot below).

4. Select the Interview panel widget on the screen and the title of the post should appear below (marked 3 in screeshot below).
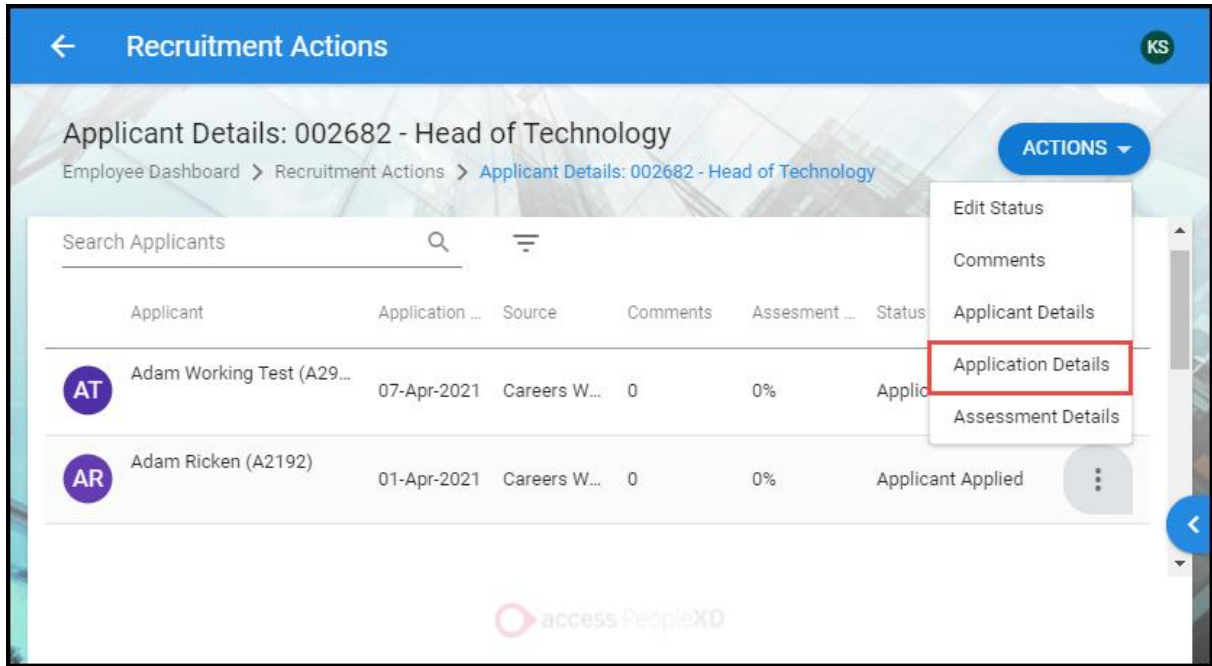

Viewing Applicant's Application Details:

To view Applicants - view individual application details including where the candidate is located & synopsis of experience.
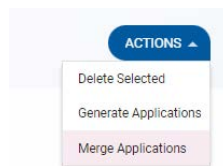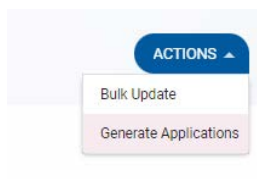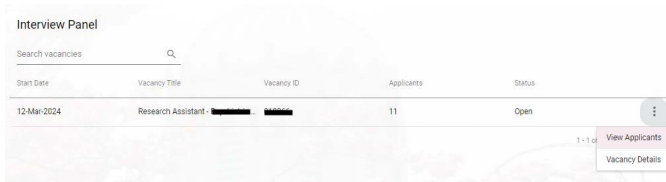
To load the individual application by selecting 'applicant details',

1. Click the ⋮ button and select Application Details.

then select documents on left of screen. The first document is the applicants full application (including all attachments).
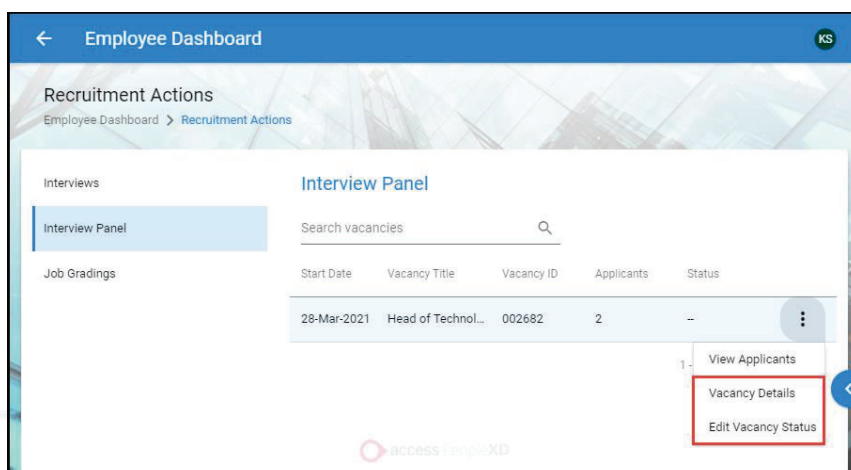
To merge applications:

To access Shortlisting & Interview Paperwork in Core portal please complete the following steps:

The panel member has access to view and update a limited set of details on the actual vacancy record itself.

These can be accessed by selecting the ⋮ button on the vacancy via the *Interview Panel* section.
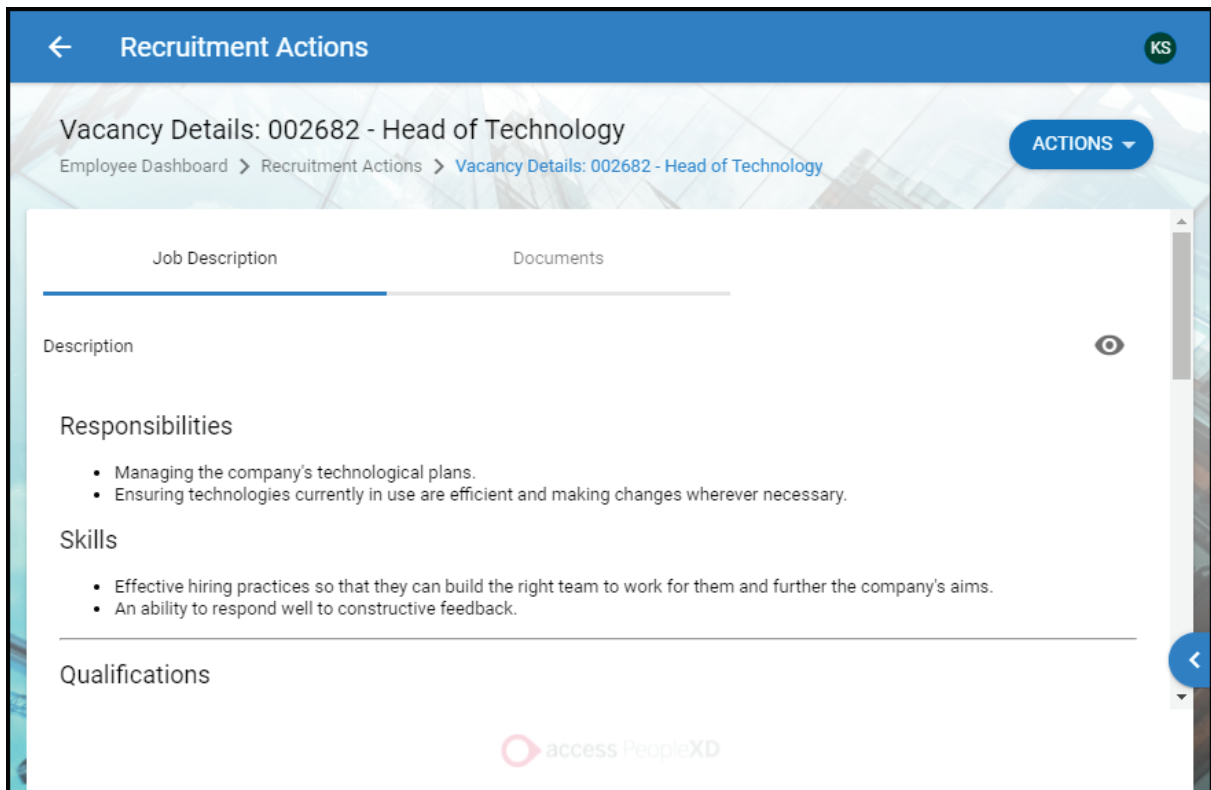
The following items are the only details that the Panel Member can view:

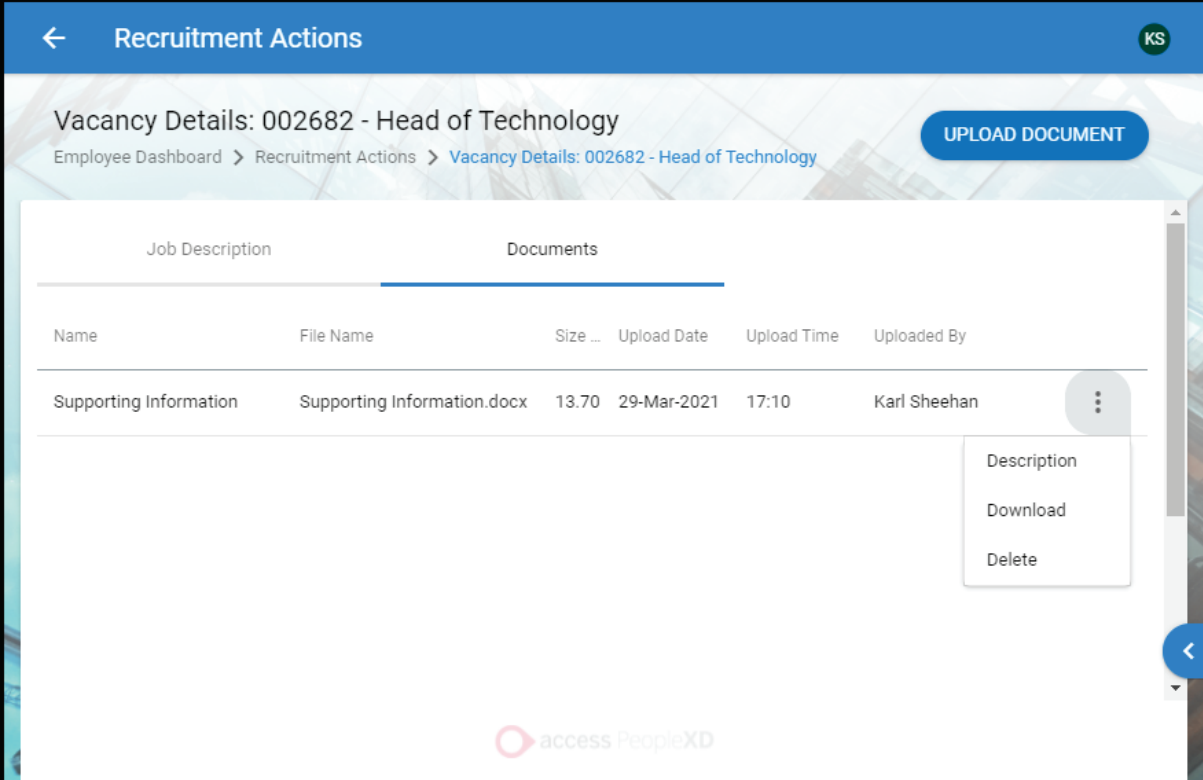| Option	Description
Vacancy Details	View the *Job Description* & *Documents* only.
Edit Vacancy Status	Directly update the *Vacancy Status* value e.g. to record the completion of the shortlisting process.

Vacancy Details

To view Vacancy Details:

1. Select the ⋮ button on the vacancy.

2. Select the **Vacancy Details** option.

3. The Job Description tab opens on screen.

      a. This is read-only and cannot be edited here.

4. Select the **Documents** tab.

This provides a list of documents that the recruitment administrator has loaded against the vacancy and flagged these as suitable for review by interview panel members.