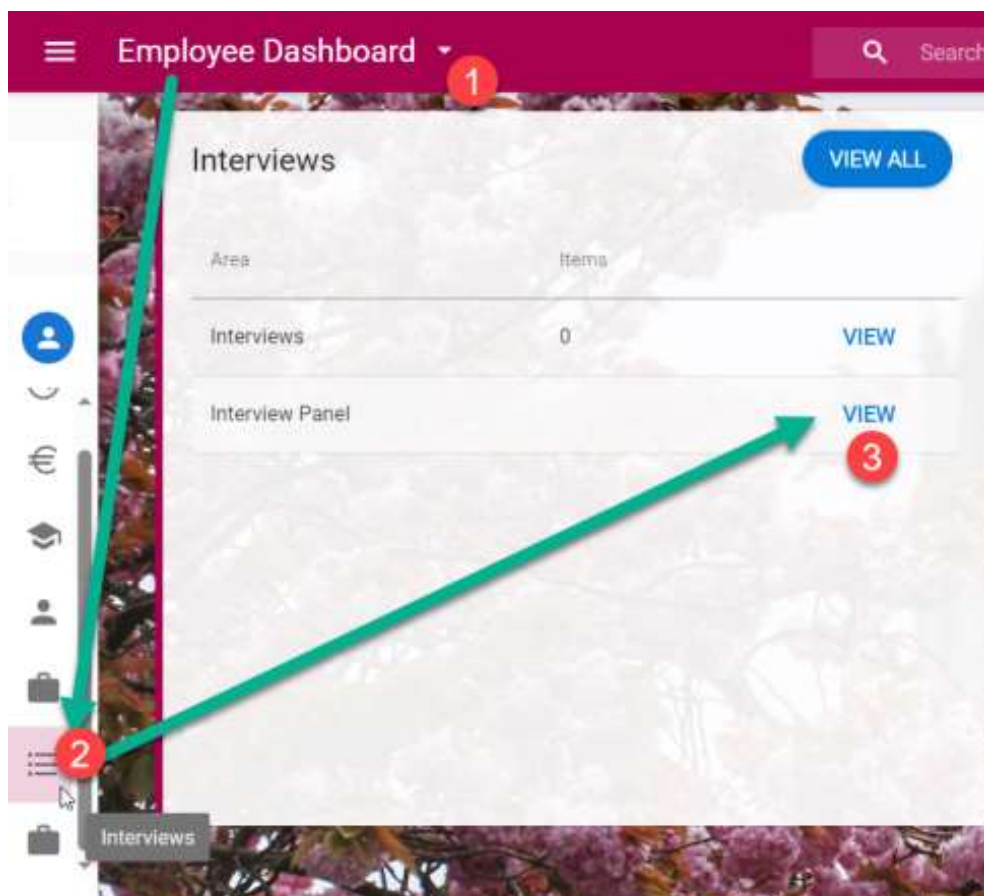


To access applications in Core portal please complete the following steps:


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 screenshot below).



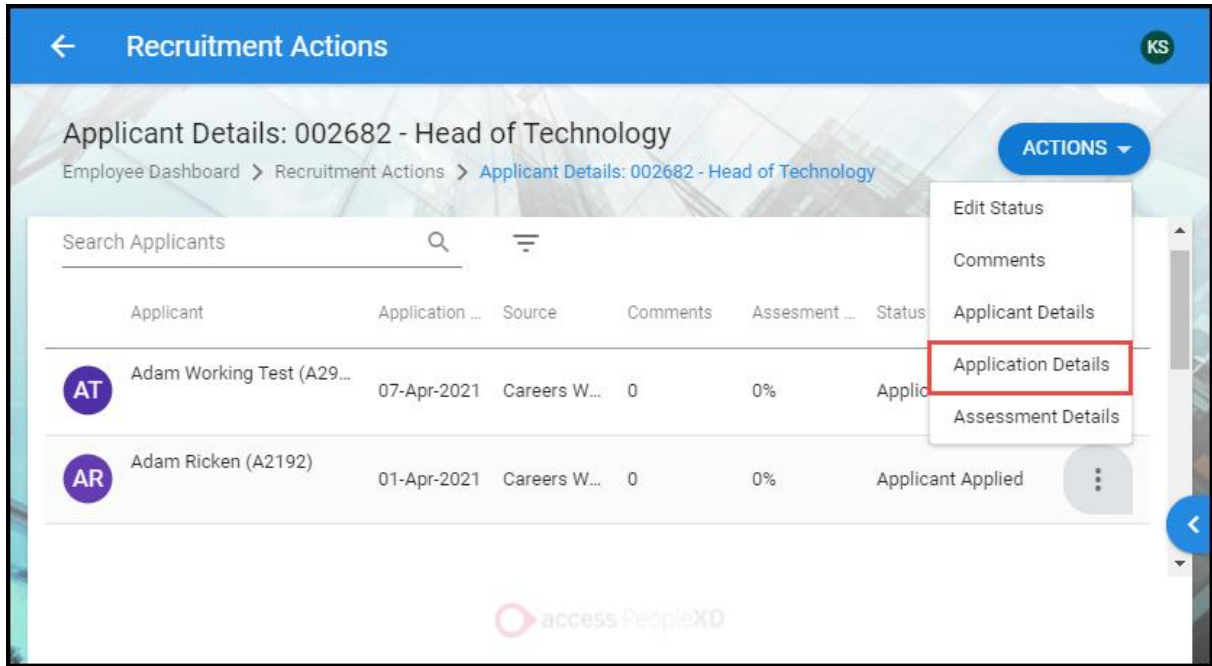
Viewing Applicant's Application Details:

To view Applicants - view individual application details including where the candidate is located & synopsis of experience.

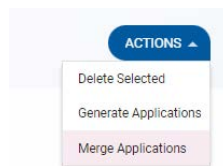
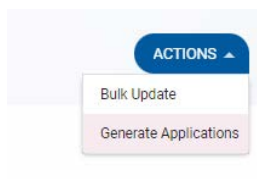
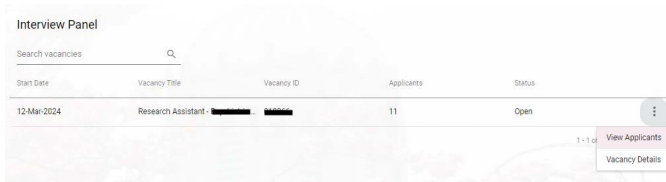
To load the individual application by selecting 'applicant details',

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).



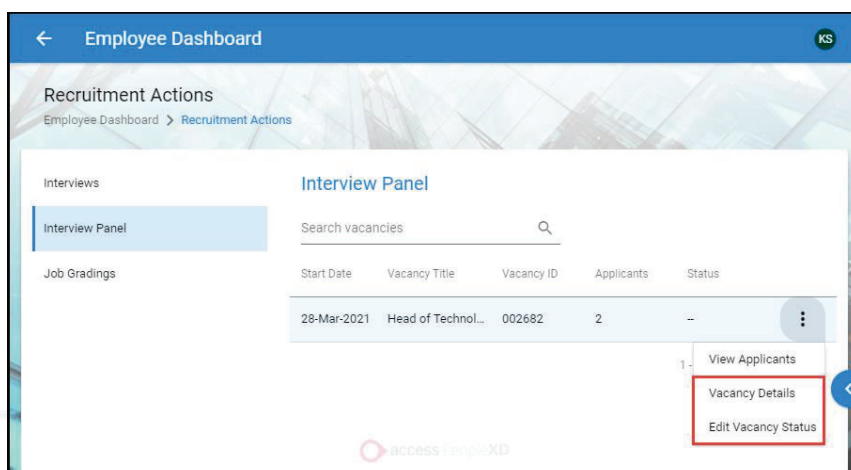
To merge applications:



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.




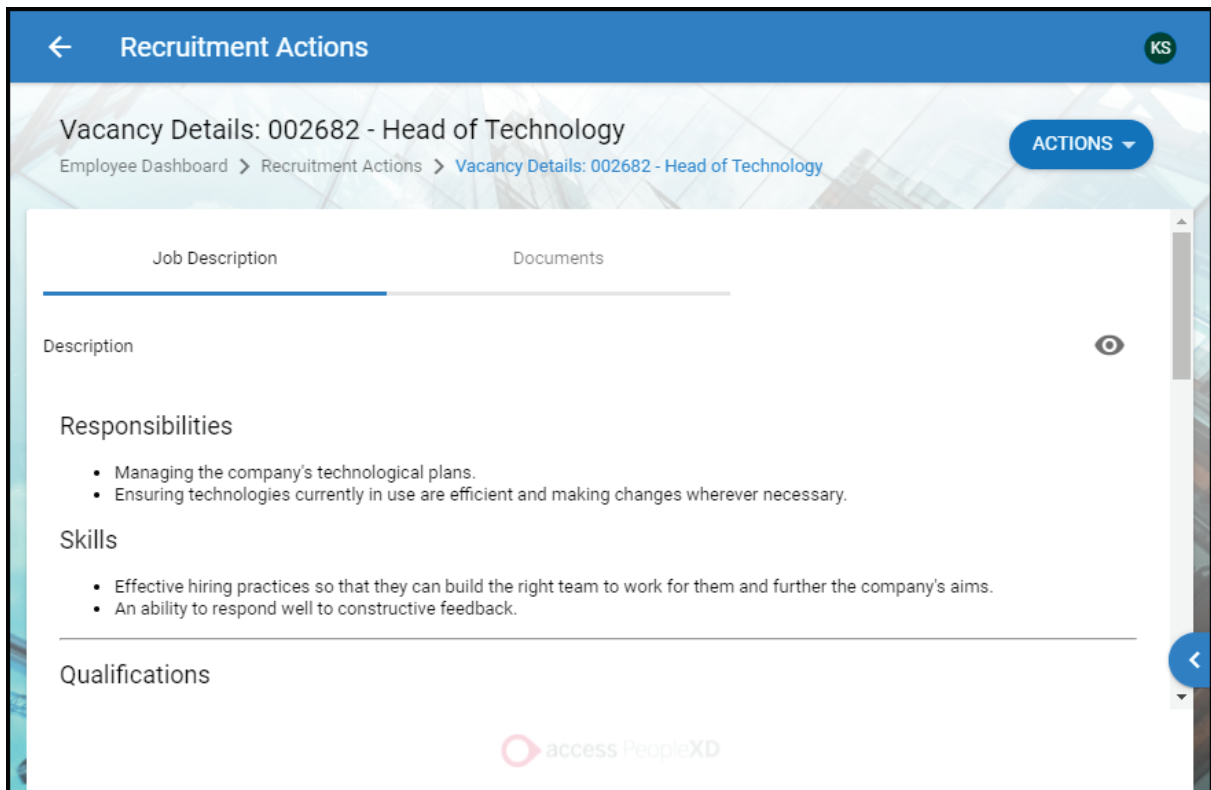
The following items are the only details that the Panel Member can view:

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

Vacancy Details

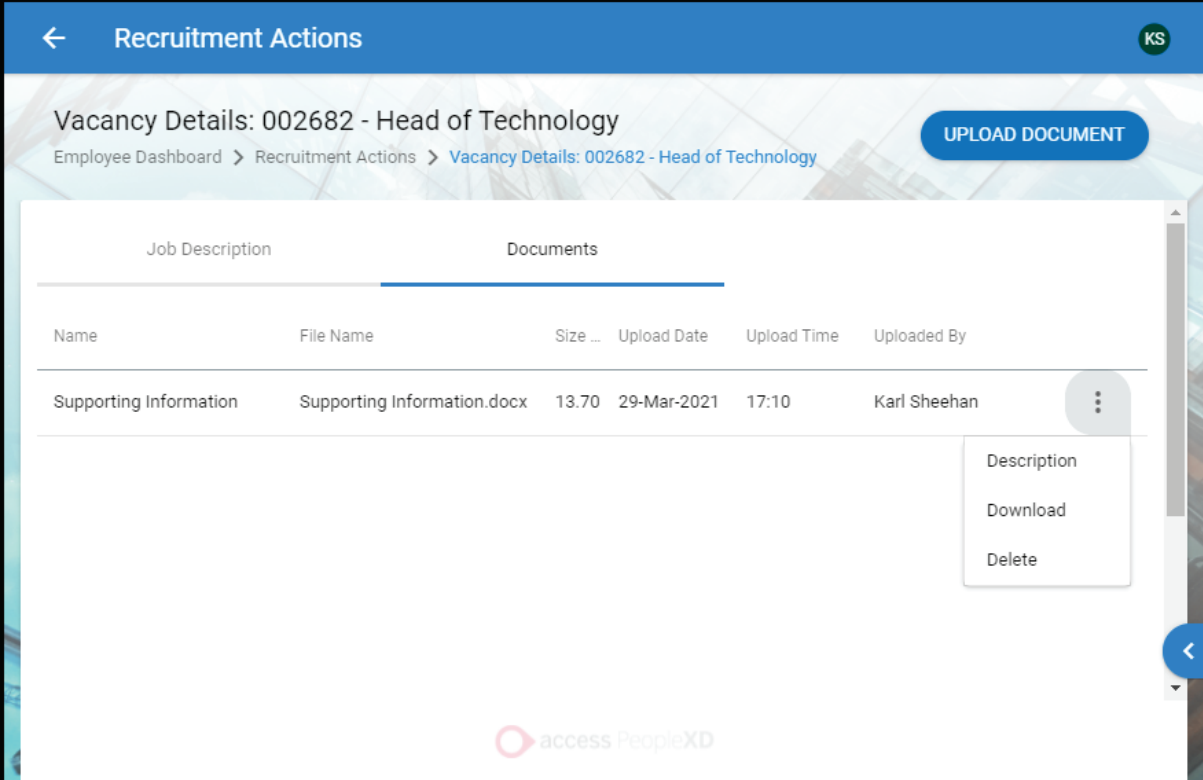
To view Vacancy Details:

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.



The screenshot displays the 'Recruitment Actions' interface. At the top, there is a blue header with a back arrow, the text 'Recruitment Actions', and a user profile icon 'KS'. Below the header, the page title is 'Vacancy Details: 002682 - Head of Technology'. A breadcrumb trail shows 'Employee Dashboard > Recruitment Actions > Vacancy Details: 002682 - Head of Technology'. A blue button labeled 'UPLOAD DOCUMENT' is located in the top right corner. The main content area is divided into two tabs: 'Job Description' and 'Documents', with 'Documents' being the active tab. Below the tabs is a table with the following columns: Name, File Name, Size ..., Upload Date, Upload Time, and Uploaded By. The table contains one row of data: 'Supporting Information', 'Supporting Information.docx', '13.70', '29-Mar-2021', '17:10', and 'Karl Sheehan'. A three-dot menu icon is visible to the right of the row, and a dropdown menu is open, showing options for 'Description', 'Download', and 'Delete'. At the bottom of the page, there is a logo for 'access PeopleXD'.

Name	File Name	Size ...	Upload Date	Upload Time	Uploaded By
Supporting Information	Supporting Information.docx	13.70	29-Mar-2021	17:10	Karl Sheehan