



Australian Government  
Department of Defence

# APS Careers @ Defence

## e-Recruitment Applicant User Guide

*One APS Career... Thousands of Opportunities*

5 October 2010



## Registering and Logging In

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### Registering

1. Go to <http://www.defence.gov.au/apscareers>
2. Click on Career Opportunities

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APS Careers @ Defence Home

Employment Principles and  
Conditions

**Career Opportunities**

How to Apply

Frequently Asked Questions

Copyright  
[Disclaimer](#)  
[Privacy](#)

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3. The Jobs List Screen should now be open.

This list includes:

- All Current Vacancies
- Senior Leadership Vacancies
- Non-ongoing Employment Register
- Graduate Opportunities
- Defence Work Experience
- Stepping Into....Program

4. Now you need to register with e-Recruitment. Click on **Job Alert** in the menu and follow the prompts.

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Jobs List ‹ Login ‹ Job Search ‹ My Profile ‹ Help ‹ **Job Alert**

## Registration Process

\* Denotes a mandatory question

If you have already registered with this system, [click here](#) to Log In to your account now.

Title *	First Name *	Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Email Address *	Confirm Your Email Address *		
<input type="text"/>	<input type="text"/>		
Your Desired Password *	Confirm Your Password *		
<input type="text"/>	<input type="text"/>		
The State You Reside In *	If other, please specify		
<input type="text"/>	<input type="text"/>		
Mobile: (For SMS communication - optional)			
<input type="text"/>			
<input type="button" value="Back"/>	<input type="button" value="Save and Continue"/>		

You will be taken to a confirmation screen. An email will be sent to you to confirm your access details.

**Click Save and Continue.**

## Logging In

You need to **Login** to e-Recruitment to apply for a position, edit your job alert details, change your details or to access my Profile. **Your ID is the email address you registered with.**

### Login

Forgot password? [click here to reset your password](#)

ID (e-mail address)	<input type="text"/>
Password	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Login"/>

## Forgotten Password

If you've forgotten your login details, click the link provided on the login page. Enter your email address and click **Submit**.

### Forgotten Password

Enter your email address below and a link to reset your password will be emailed to you.

Email Address	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

You can also access this function by looking at any of the advertised jobs and clicking the link provided under **How to apply**.

#### How to apply:

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the "Begin" button below.
- If you are unsure if you have registered before, [click here and follow the steps](#).
- FORGOTTEN YOUR LOGIN DETAILS? [click here](#)
- If you want to **preview** the Application form prior to logging in, [click here](#).

**PLEASE NOTE:** You can only change your password **once every 24 hours**.



## Finding a Job

### Jobs

1. The first page of e-Recruitment shows the following groups of vacancies. You can also access this page by clicking on **Jobs List** in the top right hand menu.



**Jobs List** ‹ Login ‹ Job Search ‹ My Profile ‹ Help ‹ Job Alert

#### Jobs List

[Click here to view all vacancies.](#)

##### All Current Vacancies

Defence has a range of Australian Public Service (APS) career opportunities that offers the scope for a career change at any time. Our workforce includes administrative support, accountants, intelligence analysts, engineers, customer service officers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. If you think you've got what it takes to work with a leading Government Agency, follow the links below to current opportunities in the Department.

[APS 1 – 6](#)

[EL 1 – 2](#)

##### Senior Leadership Vacancies (SES)

As a member of the Senior Executive Service in Defence you must be able to focus on Defence outputs and link them to broader Government goals. You need to enable and motivate your staff to be high achievers to create a shared vision and sense of purpose for Defence.

People interested in joining the Defence Senior Executive Service are encouraged to apply online.

[SES Band 1 - 3](#)

##### Non-ongoing Employment Register

If short term employment is what you are looking for, Defence has Non-Ongoing Employment Registers to help fill short-term, temporary (several weeks up to 12 month) vacancies.

If you are interested in temporary employment you can [register online](#).

##### Graduate Opportunities

The Department of Defence has several graduate programs on offer. Our programs focus on attracting and developing future leaders in a wide range of areas.

We are seeking talented, highly motivated individuals with great communication skills who possess the potential to become our leaders of tomorrow.

[Graduate Development Program \(GDP\)](#)

[Defence Science and Technology Organisation \(DSTO\)](#)

##### Defence Work Experience

Defence is offering a variety of work experience placements in 2010.

[Click through](#) for more information and save this site on your favourites to keep up with the new opportunities as they come on line.

##### Stepping Into...Program

The Australian Employers' Network on Disability is pleased to be able to offer a comprehensive range of internship opportunities to university students with a disability. For further information see 'Stepping Into...Programs' on the [Australian Employers' Network on Disability](#) website.

Click the appropriate category to display the relevant open jobs.

## Job Search

2. You can also search for current jobs by clicking on **Job search**.

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You can search for jobs by classification, location, vacancy type, position type or salary.

Hold down the **control** key to select more than one item in a list.

Click **Search** at the bottom of the page to display the relevant jobs. If your search returns no vacancies try reducing your search criteria.

## Job Search

Tips for searching the candidate job portal

- To "select **all jobs**" leave ALL boxes blank
- To "select a **specific** job feature" click on your preference
- **Select** multiple job features by clicking on them while holding down the CTRL key
- **De-select** job features by clicking on them while holding down the CTRL key

Classification:

APS Level 1	▲
APS Level 2	
APS Level 2 (Enrolled Nurse)	
APS Level 2 (S&T Level 1)	
APS Level 3	
APS Level 3-4 (S&T Level 2)	
APS Level 3-4 (Technical)	
APS Level 3-Executive Level 1 (Legal 1)	
APS Level 4	
APS Level 4-5 (Academic Level 1)	▼

State:

ACT
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## Jobs List

3. Selecting a category of vacancies or conducting a job search will take you to a list of corresponding vacancies.

<b>APS 6 - Executive Officer</b> <ul style="list-style-type: none"><li>• DSG/12,34</li><li>• Canberra, ACT</li><li>• \$43,844 - \$49,268 (plus super)</li></ul> <a href="#">Information Pack</a>	15-Feb-2010 05:00 PM (AEDT)	3 days	<ul style="list-style-type: none"><li>• Start New Application</li><li>• Access Existing Application</li><li>• Preview Application Form</li><li>• Email A Friend</li></ul>
<b>APS 2 - Records Management Clerk</b> <ul style="list-style-type: none"><li>• DSG/5478</li><li>• Canberra, ACT</li><li>• \$43,844 - \$49,268 (plus super)</li></ul> <a href="#">Information Pack</a>	25-Feb-2010 07:00 PM (AEDT)	14 days	<ul style="list-style-type: none"><li>• Start New Application</li><li>• Access Existing Application</li><li>• Preview Application Form</li><li>• Email A Friend</li></ul>

Click the **job name** to view the Job details. You can also start a new application, access your previous application, preview the application form or email the job to a friend using the links on the right.

Note: if there no matching vacancies a message will appear on the job board advising you.

## Job Details

4. The job details page provides detailed information about the vacancy. From here you can view the information pack, preview the application form or begin your application.

### APS 6 - Executive Officer

The Service Police Central Records Office is seeking a motivated individual to fill the position of Records Management Clerk. The position is responsible for the efficient running of the Records Office including registration of all Service Police investigations records in relevant records management databases and performing administrative tasks.

[Information Pack](#)

#### How to apply:

Click this link to download the Information Pack.

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the 'Begin' button below.
- If you are unsure if you have registered before, [click here to login](#).
- FORGOTTEN YOUR LOGIN DETAILS? [click here to reset your password](#).
- If you want to **preview** the Application form prior to logging in, [click here](#).

IMPORTANT: This site is optimised for - Internet Explorer 5.0 (or later browser versions) and Netscape Navigator 4.0 (or later browser versions).

[Back](#)

[Begin](#)

5. Click the Begin button to start your application.



## How to Apply

**PLEASE NOTE:** If there is no activity registered the system will automatically disconnect after one hour. Typing information onto a screen will not prevent you from disconnecting – you must save or send to maintain your connection.

### Privacy Policy

1. When starting an application you will be shown the Defence Privacy Policy. To accept the policy, click the **I Accept** button

### Register or Login

2. If you haven't registered before, register by completing the form provided and click the **Save & Continue** button to register. If you've already registered, click the link provided to login.

#### Registration Process

\* Denotes a mandatory question

If you have already registered with this system, [click here](#) to Log In to your account now.

Title *	First Name *	Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Email Address *	Confirm Your Email Address *		
<input type="text"/>	<input type="text"/>		
Your Desired Password *	Confirm Your Password *		
<input type="text"/>	<input type="text"/>		
The State You Reside In *	If other, please specify		
<input type="text"/>	<input type="text"/>		
Mobile: (For SMS communication - optional)			
<input type="text"/>			
<input type="button" value="Back"/>	<input type="button" value="Save and Continue"/>		

Any field with an \* is a mandatory field.

3. If you've just logged in you will go straight to the application form. If you've just registered, you will be taken to a confirmation screen. An email will be sent to you to confirm your access details. Click the **Save & Continue** button to begin the application form.

#### Registration Process

Thank you for your registration details.

Please take careful note of the following login details for future access to your information.

Username:

Password: \*\*\*\*\*

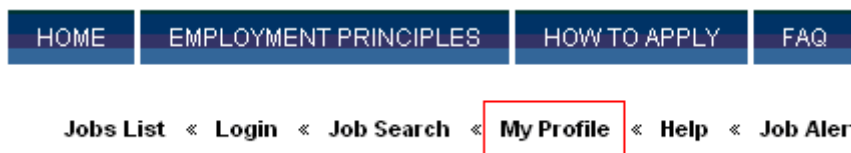
Please click next to proceed

## The Application Form

4. Work your way through the application form by filling in the various fields and clicking **Save and Continue** at the bottom of each page. You can also click **Save** if you haven't completed a page but would like to save your progress.

**PLEASE NOTE:** You will be unable to submit your application unless you have clicked **Save and Continue** for each page of the application form.

Now that you've begun your application it will appear in **My Profile**. If you logout and come back to the application form at a later stage, **login**, then go to **My Profile** to access the application.



Note that some questions are mandatory and are marked with an \*. Mandatory questions must be answered before you can move onto the next page. If you have missed a mandatory question you will be notified when you click **Save and Continue**.

AGS Number: \*  **'AGS Number' is required.**

Note: The email address in the referee field is a mandatory question. If a referee does not have an email address enter: [noemailcontactpleasephone@now.au](mailto:noemailcontactpleasephone@now.au) .

## Response and Resume

5. A part of the application form asks for your response to the vacancy or to each selection criteria. Note that each response has a word limit as specified on the application form and in the candidate kit. If your response is over this word limit you will not be able to submit your application.

\* Denotes a mandatory question

When responding to selection criteria please ensure that you:

- Limit your responses to 400 words per criterion;
- Are comprehensive but succinct;
- Click on 'save' at the bottom of the screen regularly to ensure no data is lost as the page will timeout if inactive for more than 20 minutes; and
- Once you have completed all of your responses, click the 'save and continue' button.

Where possible include specific relevant examples of your work. When you include examples, you should:

- Set the context by describing the circumstance where you used the skills or qualities and gained the experiences;
- Detail what your role was;
- Describe what you did and how you did it; and
- Describe what you achieved – what was the end result and how does it relate to the job you are applying for?

For more information and tips on applying for jobs in the public service go to the [APS Careers @ Defence website \(How to Apply\)](#).

### Formatting tips

Use plain text, do not use bolding or underlining.

If you want to use dot/bullet points, indicate these by using asterisks (\*) or dashes (-).

It is suggested that you prepare your selection criterion responses in a Word document utilising the:

- spell check function, as there is no facility in this application form;
- word count function, to ensure your responses are within the 400 word limit; and
- cut and paste function, from Word into the [APS Careers @ Defence](#)-Recruitment system.

**NOTE:** It is best to prepare your response to the selection criteria in a word document then copy and paste it into this box. Use plain text, and do not include any bullet points, underlines, bolding or italics. If you do want to use bullet points please indicated this using \* or – instead.

If you are having issues with the word limit it may be due to source coding coming across from Microsoft Word that is causing the word count to be higher than 400.

To resolve the issue, paste the text from MS Word to notepad, then copy it from notepad into e-Recruitment. This will ensure there is no source coding coming across.

You can find notepad under **Start > All programs > Accessories > Notepad**.

Copy and paste your responses from MS Word to notepad

Copy and paste your responses from notepad to e-Recruitment


6. You will also be asked to upload your resume. Click the **Browse** button and locate your resume.

**NOTE:** Resumes should not include attachments or images that take the combined file size over 1MB. Files over this size will not penetrate the Defence firewall and therefore will not reach the recruitment area.

**Attach your resume in Adobe (.pdf), Rich Text Format (.rtf) or Microsoft word (.doc) files only.** Documents created with other programs such as Microsoft Works (.wps files) may not be able to be read by the recruitment panel.

The resume will upload when you click **Save** or **Save and Continue**

Please upload your resume: \*



File upload interface showing a text box, a "Browse..." button, and "Cancel", "Save", and "Save and Continue" buttons. A red arrow points from the text above to the "Save and Continue" button.

**PLEASE NOTE:** To update your resume you follow the same instruction. You do not need to delete your current resume; it will disappear when the new version is uploaded. **The file title for the new document will remain as your log on ID and name, only the version number will change but it will be the updated version.**

## Preview and Submit

7. The preview and submit step allows you to review your responses and edit them if required.

[Print Summary](#)

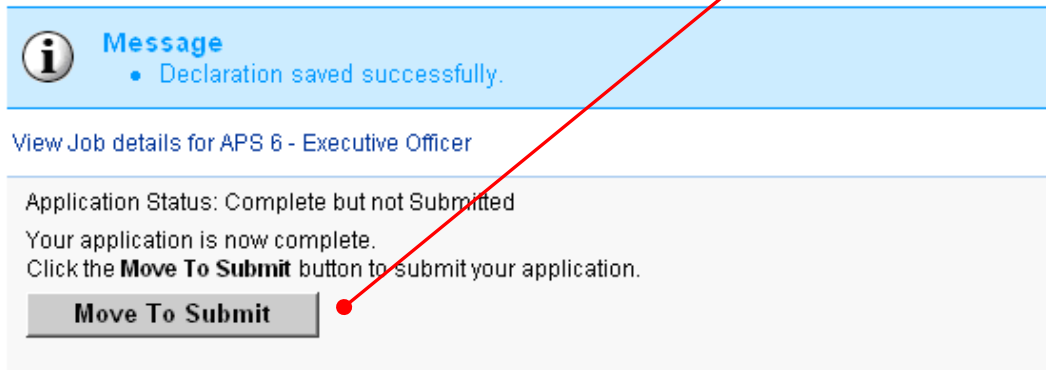
Step 1 - Personal Details		Complete		
QUESTION #		STATUS		
Question 1.1	Title: Ms	Mandatory	Complete	<a href="#">edit</a>
Question 1.2	First Name	Mandatory	Complete	<a href="#">edit</a>
Question 1.3	Last Name	Mandatory	Complete	<a href="#">edit</a>
Question 1.4	Preferred Name	Optional	Complete	<a href="#">edit</a>

If you can't see **Submit Application Now** at the top of the screen, check that you have answered all of the mandatory questions, and that all steps are complete. If any mandatory questions and/or steps are incomplete, click the relevant step number at the top of the page, add any answers required, and click **Save and Continue**.



8. You should now be able to submit your application. Click **Move to Submit** at the top of the **Preview and Submit** page.

## APS 6 - Executive Officer - Preview and Submit



**i** **Message**  
• Declaration saved successfully.

[View Job details for APS 6 - Executive Officer](#)

Application Status: Complete but not Submitted  
Your application is now complete.  
Click the **Move To Submit** button to submit your application.

**Move To Submit**

9. You will now see a confirmation screen. This is your last chance to go back and change any information on your application. You **will not be able to edit your application once it is submitted**.

**PLEASE NOTE:** Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy. **You cannot withdraw your application to make edits, and then re-submit.**

### Please note: You are about to submit your Application.

With the exception of Personal Details, applications CANNOT be edited or updated once they have been submitted for consideration.

Please make sure you are completely satisfied with your entire Application BEFORE submitting.

If you are ready to submit your Application click the 'submit now' button. Otherwise you can click the 'submit later' button which will allow you to return to your Application for editing.

NOTE: Please be patient as the submission process may take some time.

Submit Later

Submit Now

Submit your application by clicking **Submit Now**.

10. The final page will confirm that your application has been received.

## Application Summary:

### Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

[Withdraw Application](#)

An email will be sent to you to confirm that your application has been accepted. You can also go to **My Profile** to check that your application is submitted and not incomplete.



## My Application History

You can access any incomplete or submitted applications by using the **My Profile** function.

Select **My Profile** from the left hand menu. You must be logged in to do this. This allows you to see all the jobs you have applied for and their details.

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[Jobs List](#) « [Login](#) « [Job Search](#) « **[My Profile](#)** « [Help](#) « [Job Alert](#)

From this screen you will be able to see whether your application is incomplete or submitted, withdraw a submitted application, access any emails that have been sent about the vacancy and edit your personal details.

## My Profile

[My Job Applications](#) | [My Forms](#) | [My Emails](#) | [My Tests](#) | [My Interviews](#) | [My Details](#)

If you need to continue an incomplete application, or withdraw a submitted application, click **My Job Applications** and choose the application you require by clicking **View my application summary** for that job.

Under My Profile you can also access previous details on any forms, emails, interview details sent to you from e-Recruitment regarding a particular job,

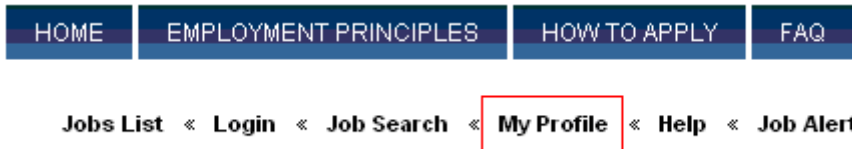


## Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you will need to withdraw your application within e-Recruitment.

**PLEASE NOTE:** Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

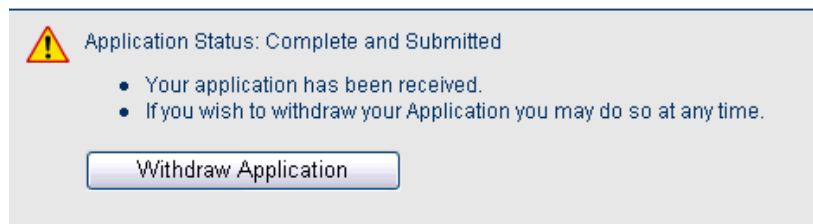
1. Select **My Profile** from the top right hand menu. You must be logged in to do this.



2. Find the relevant application in your Profile and click **View my application summary** for that job.

- [View my application summary](#)

3. Click **Withdraw Application** if you no longer wish to be considered for this role (you will be unable to submit an application for this vacancy).



4. You will now be taken to a confirmation screen. If you are sure you would like to withdraw, provide some details in the text box provided.

Please note that if you withdraw your application you will not be able to:

- access this application again and make changes to it
- re-submit this application
- submit another application for this vacancy

Sorry to see you go, but before you do, please tell us why?

Cancel

Withdraw Application

5. Click **Withdraw Application** to confirm that you are withdrawing your application.
6. You have now withdrawn your application.



Application Status: Withdrawn

Your application has been Withdrawn. Please call or e-mail the contact officer for this position if you have any further enquires.



## Job Alerts

You can register for job alerts, which will advise you of any relevant vacancies as they are advertised.

1. Click on **Job alert** in the menu to access this function. If you're not logged in you will be asked to Register or Login.
2. Choose the classification or location or a combination of these. To choose multiple items in a list hold down the control key while you click.
3. Specify other general preferences, and make your job alert profile active and click **Save**.

### General Preferences

Frequency of Job Alert Emails

Daily

Make my Job Alert Profile active?

No  Yes

Back

Save

**Please note:** Set the frequency of job alert emails to **Daily** so that you get notified of new jobs as soon as possible and have sufficient time to submit your application.

4. Test your profile by clicking **View Job matching my Alert Profile** at the top of the job alert page to see all jobs that match your profile.

**Manage Job Alert Profile**

[View Jobs matching my Alert Profile](#)



## Emails

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1. Emails from e-Recruitment will be sent to your nominated email address

Emails relating to a vacancy can also be accessed through **My Profile**. This will mean that you will never miss any correspondence from e-Recruitment as long as you regularly check **My Profile**.