

User guide – External candidates

You will need to create a log in and register your details to apply for a vacancy with the Council and manage/view your applications. You can also get a regular update of the latest #TeamEBC job vacancies by signing up for *Your Weekly Borough News*. [Sign up here](#)

1 Logging in to the recruitment portal

1.1 To create a log in please click on the green 'Login' button on the main page



Welcome to Eastleigh recruitment, here you can view the current vacancies we have. Please click on the link to download the privacy notice [Click here](#)

At Eastleigh we are pioneering a new approach to delivering Council services – and we need a special type of individual to join us on that journey.

We have created a collaborative culture designed to help you get the job done and give you the confidence to speak up if something isn't working. We're focused on making our workplace supportive, inclusive and enjoyable-and geared towards getting the best out of our people so that you want to stay and build your career with us.

Current vacancies

Search:



1.2 Click on 'Register' to create a login

Username

Password

Log In
[Forgot Your Password?](#) [Register](#)

1.3 Enter your first name, surname, and email address and click submit

Create login

Please enter your first name, surname and email address and click on submit. This will create you as a user on our recruitment site. You will receive an email which will contain a link to the site. This link will enable you to log on, provide your application details and apply for vacancies

First name Last name
Email

Submit **Cancel**

1.4 You will receive an email from RecruitmentLEX (please check your junk/spam folder). Click the link within the email to create a password. Once you have set your password you will be able to login using your username (your email address), and your password.

2 The recruitment portal

2.1 Once logged in you can view the current vacancies. To view the details of each vacancy please click 'View' and to make an application please click 'Apply'

Vacancies My Applications My Profile Attachments Logout

To apply immediately please click apply button, to see more details and apply click view.

Search

| Post Title | Directorate | Location | Advert Close date | |
|-------------------|------------------|-----------------|-------------------|------------|
| Artistic Director | Service Delivery | Eastleigh House | 19-Jul-2020 | View Apply |

2.2 On the 'My Applications' tab you can view the status of your applications, view draft applications and submitted applications, and withdraw your applications.

Vacancies **My Applications** My Profile Attachments Logout

| Post Title | Date of application | Application status | Current Application Status | |
|-------------------------|---------------------|--------------------|----------------------------|----------------------|
| Cafe Manager | 01-Jul-2020 | Submitted | Rejected on screening | View Withdraw |
| Case Management Officer | 01-Jul-2020 | Submitted | Short List | View Withdraw |
| HR Advisor (Projects) | 14-Jul-2020 | Submitted | Offer Accepted | View Withdraw |
| Artistic Director | 22-Jul-2020 | Draft | | View Withdraw Submit |

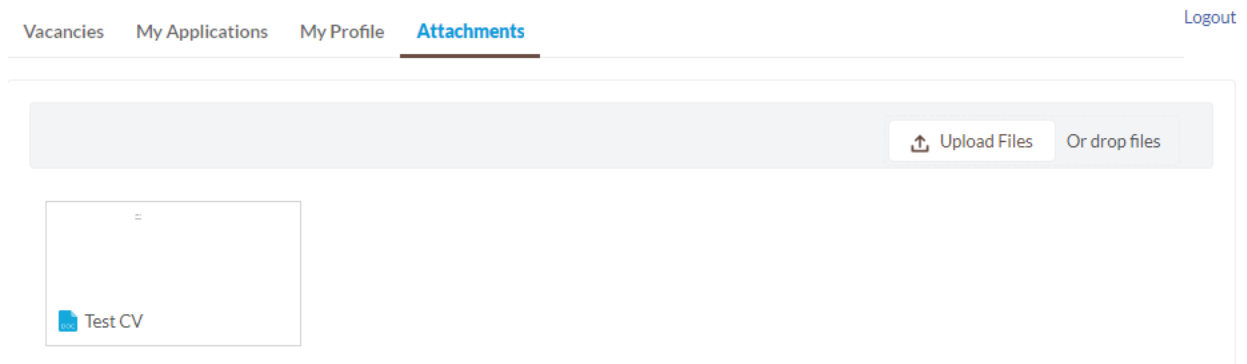
2.3 On the 'My Profile' tab you can enter your details and edit these at any point.

Vacancies My Applications **My Profile** Attachments Logout

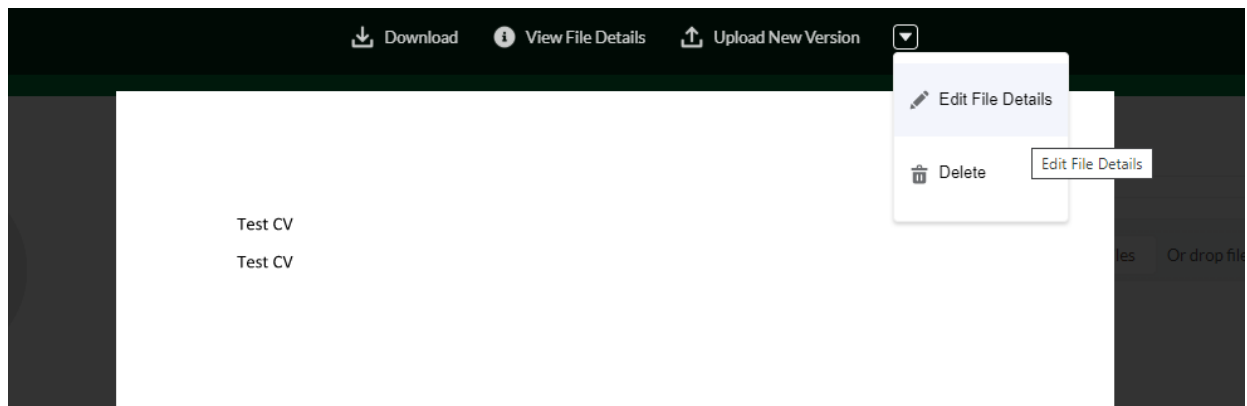
Edit

| | |
|---|----------------------------------|
| Title | Address 1 Eastleigh House |
| First name John | Address 2 Upper Market Street |
| Last name Smith | City Eastleigh |
| Middle name | Postcode SO50 9YN |
| Preferred contact number 023 8068 8000 | |

2.4 On the 'Attachments' tab you can upload your CV here by clicking on the 'Upload Files' button. Please note that this will be attached to all vacancies you apply for.

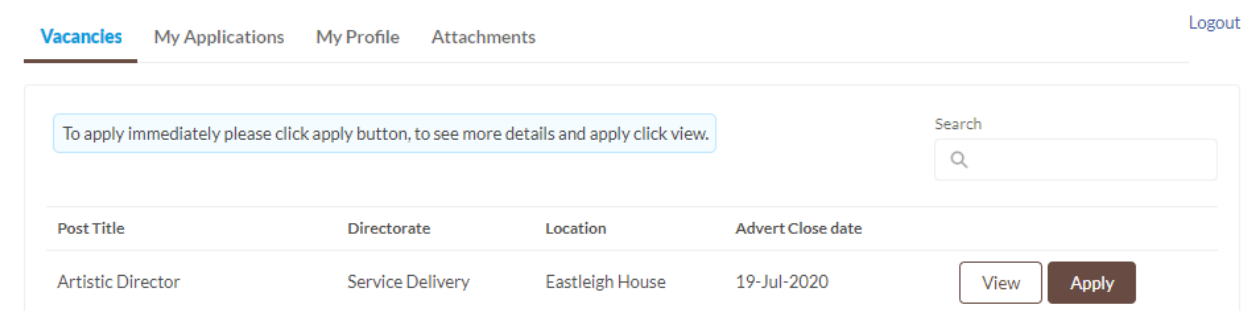


2.5 To upload a new version of your CV or delete the file, click on the document to show a preview of the file. Click on 'Upload New Version' to replace the existing file with the new file you wish to upload. To delete the file, click on the down arrow and click on the 'Delete'.



3 Applying for a vacancy

3.1 Once you are logged in you can apply for a vacancy by clicking on the 'Apply' button next to the vacancy listing or when you view the vacancy, the 'Apply' button is on the top right-hand side.



3.2 A new screen will pop up with the application form for you to complete. Please scroll down and complete each section. You can then either click 'Save draft' and upload your CV using the Attachments tab at the top of the page (see 2.4). Or you can click 'Attach CV & save draft' to upload your CV directly to the application form. Please ensure you attach the correct file as you will not be able to amend this. You can then view your application under the 'My applications' tab.

The screenshot shows a 'Next Steps' section with a grey header. Below the header, there is a list item with a bullet point. The text explains that a CV must be submitted with the application and provides instructions on how to do so: either by clicking 'Save draft' and then using the Attachments tab, or by clicking 'Attach CV & save draft' directly. It also mentions that once a draft is saved, it can be edited before submission, and that the 'Submit' button is used to finalize the application. At the bottom right of the section, there are three buttons: 'Cancel', 'Save draft', and 'Attach CV & save draft'.

3.3. Before you submit your application, you will be able to make edits. View your application via the 'My Applications' tab and then click the 'Edit' button. Once you have made your changes click 'Save'.

The screenshot shows the 'My Applications' tab selected in a navigation menu. The page title is '3'. Below the title, there are four buttons: 'Back', 'Edit', 'Submit', and 'Withdraw'. The 'Edit' button is circled in green. Below the buttons, there is a section titled '1. Personal Details' with a dropdown arrow. This section contains a table with the following information:

| | |
|--------------------------|-----------------|
| First name | Last name |
| John | Smith |
| Preferred contact number | Address |
| 023 8068 8000 | Eastleigh House |

3.4 Before you submit your application please ensure that you have attached your CV either by uploading it via the 'Attachments' tab or clicking 'Attach CV & save draft' on the application form and uploading your CV.

3.5 To submit your application please click the 'Submit' button next to your application listed on the 'My Applications' tab or at the top of page when you are viewing your application.

The screenshot shows a row of application details: 'Artistic Director', '22-Jul-2020', and 'Draft'. To the right of these details are three buttons: 'View', 'Withdraw', and 'Submit'. The 'Submit' button is circled in green.

3.6 The status of your application will then be updated from 'Draft' to 'Submitted'.

4 Next steps

- 4.1 If you have not been selected for interview you will receive an email from HR to confirm this and encourage you to apply for any further vacancies with us.
- 4.2 If you have been invited to interview you will receive an email from HR to confirm your interview date and time. You will also be informed if there is also a test to complete or you are required to give a presentation. To confirm your attendance please reply to the email as soon as possible.
- 4.3 If you are unsuccessful following your interview you will receive an email from HR to confirm this decision and we encourage you to apply for any further vacancies with us.
- 4.4 If you are successful following your interview you will be notified by phone by either the hiring manager who interviewed you, or HR.

If you have any queries, please email hrinfo@eastleigh.gov.uk