



University  
*of* Glasgow

People & Organisational  
Development

# Applicant Guide



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## Applicant Guide

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## 1. Introduction

The purpose of this guidance document is to help you with any queries that you may have regarding the online application process. All applications must be submitted using the online application system. You will need to register your details and submit a CV and cover letter. If you cannot find an answer to your query within this document, or require further assistance, please contact the Recruitment Team at [recruitment@glasgow.ac.uk](mailto:recruitment@glasgow.ac.uk) (office hours: Monday–Friday 09.00–17.00).

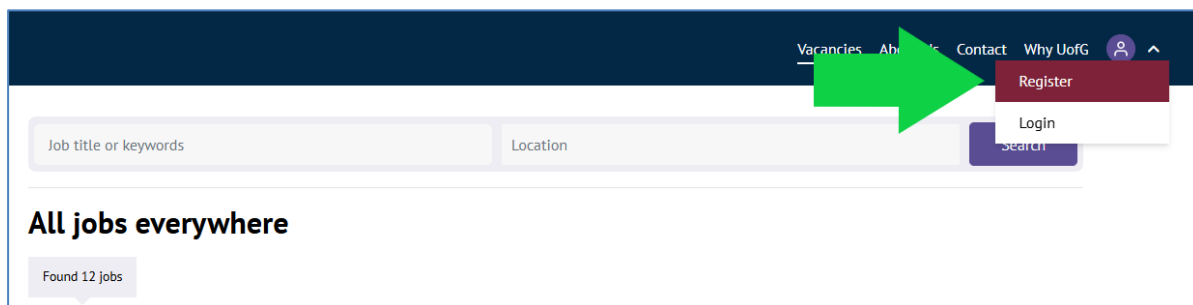
**All vacancies are available until 23:45 UK time on the day the vacancy closes.**

The Jobs at UofG website can be accessed at <https://www.jobs.gla.ac.uk/>. All current vacancies will be listed on our website. From this link, you can search and apply for vacancies, and register for email job alerts based on a criteria of your choosing. Please read on for further information.

**Please note that the Jobs at UofG website was launched on 7<sup>th</sup> January 2025. If you had an account on our previous jobs portal, please be advised that you will need to register an account on the Jobs at UofG website, as previous accounts won't have been transferred over. If you are an internal candidate, you must register an account using your UoG email address.**

## 2. How to register

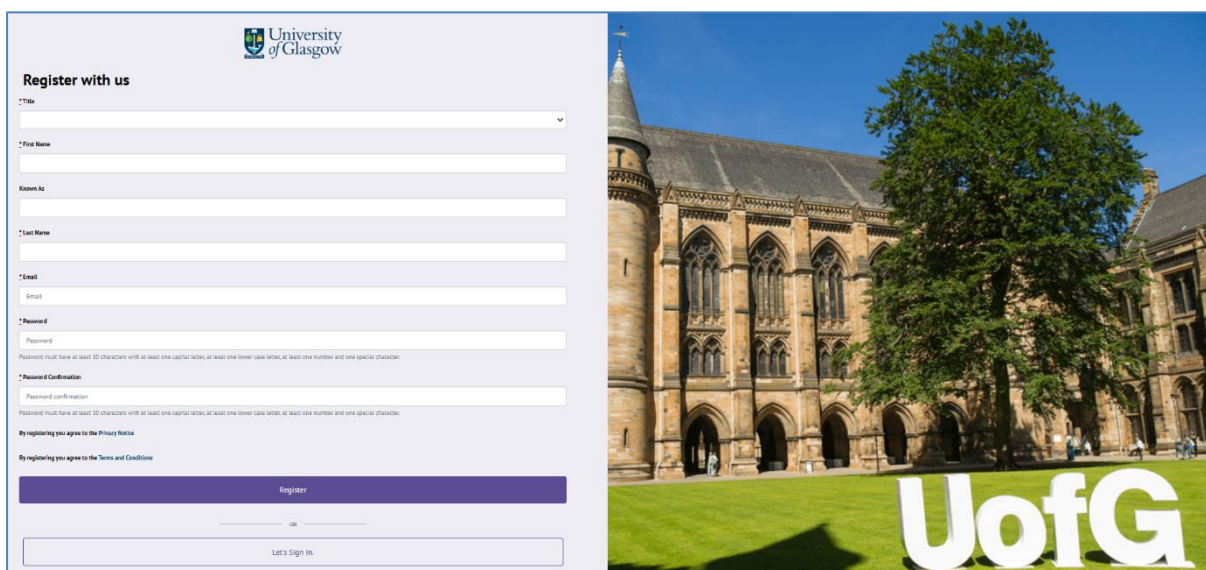
It is necessary to register your details on the University's jobs website in order to apply for vacancies. Please note that all applicants must register an account when applying for the first time. If you have not previously registered your details on the website, click on **Register** (under the **My Account Menu** in the **Navigation Bar** in the upper right-hand corner).



Input your personal details and create a suitable password. Passwords must have at least 10 characters with at least one capital letter, at least one lower case letter, at least one number, and one special character.

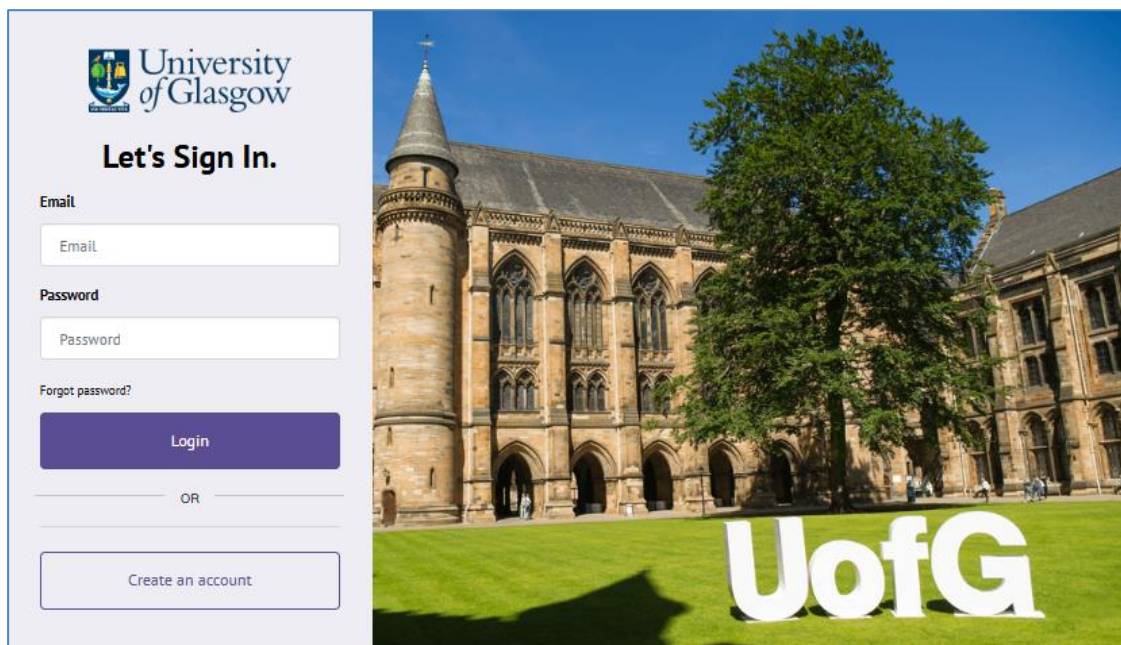
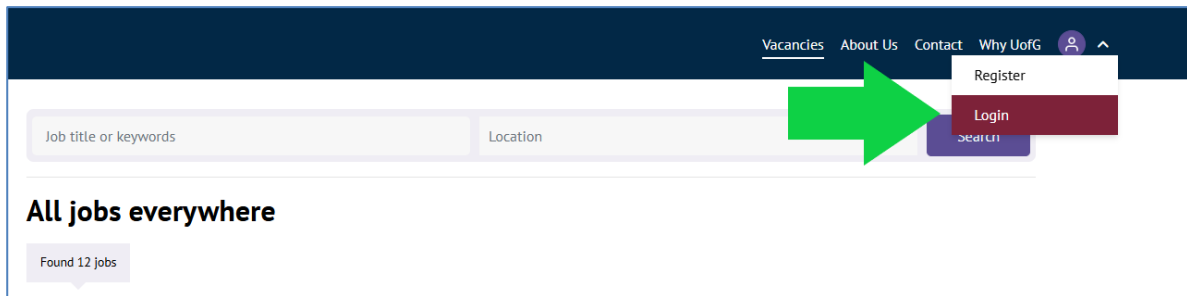
**Please note, if you are an internal candidate, you must register using your UoG email address.**

By registering, you agree to the Terms and Conditions, which can be found by clicking on the link.

A screenshot of the University of Glasgow registration form. The form is titled 'Register with us' and includes the University of Glasgow logo. The form fields are: Title (dropdown), First Name, Surname, Last Name, Email, Password, and Password Confirmation. Below the form, there are checkboxes for 'By registering you agree to the Privacy Notice' and 'By registering you agree to the Terms and Conditions'. A large purple 'Register' button is at the bottom of the form. To the right of the form is a background image of the University of Glasgow building, a large stone structure with many windows, and a large green tree in the foreground. The 'UofG' logo is overlaid on the bottom right of the image.

### 3. How to log in if you have already registered

Select **Login** from the **My Account Menu** located in the upper right-hand corner, and then enter your email address and password in the next screen.



The function to log back in will be available at any time via the **My Account Menu** in the upper right-hand corner – for example, when browsing through vacancies – and you can therefore choose to log in when it is appropriate to do so, for example, once you have considered a vacancy you wish to commence an application for.

## 4. My Account

Here, you will be able to save and apply for jobs, edit your profile, add CVs and cover letters, view previous applications, and sign up for Job Alerts, among other things.

Please note that you are unable to upload images as part of your application (CV/ Cover Letter/ Additional Documents (where applicable)). The supported file formats for any uploaded documents are: .pdf, .doc, .docx, .txt.

The screenshot displays the 'My Account' dashboard for the University of Glasgow. The top navigation bar includes the university logo, 'Vacancies', 'About Us', 'Contact', 'Why Us?G', and a user profile icon. Below this, a secondary navigation bar shows 'Overview', 'Profile', 'Jobs', and 'Activity', with 'Overview' selected. The main content area is divided into several sections:

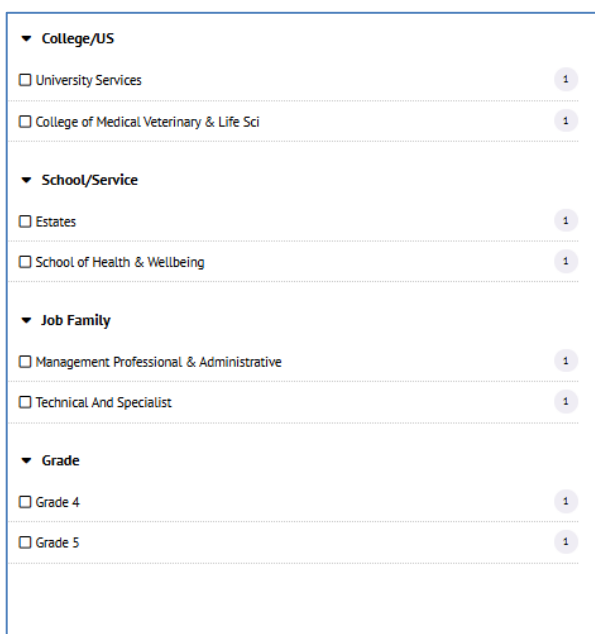
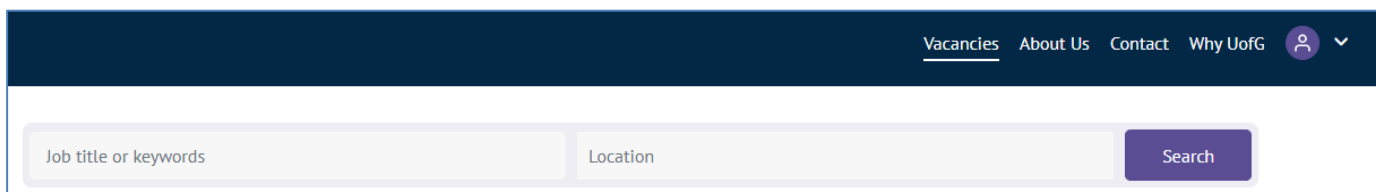
- Profile:** A circular profile picture placeholder with a camera icon. Below it, the text 'First Name Last Name' and 'email@address.com' is displayed, along with an 'Edit profile' link.
- My CVs:** A section titled 'My CVs' with a warning icon and the text 'No CV available'. It features a 'Browse files' button and a note: '\*Supported file formats: pdf, doc, docx, txt (min. size 5kb)'. A dashed box indicates where a CV would be displayed.
- My Documents:** A section titled 'My Documents' with a warning icon and the text 'No documents available'. It features a 'Browse files' button and the same supported file format note.
- My Requests:** A section titled 'My Requests' with a link: 'I want to delete my account. What is Right To Be Forgotten?'.
- Suggested Jobs:** A section titled 'Suggested Jobs' with a plus icon. It lists several job opportunities with details such as salary ranges and job purposes. The first job is 'TEST Head of Student Learning Development' with a salary of 'Glasgow, Grade 6, £35,132 - £36,924 per annum'. The second is 'Test FM - T4 Brochure' with a salary of 'Glasgow, Grade 5, £30,000 - £31,000 per annum'. The third is 'Volcanic Tester - Test2 - FM' with a salary of 'Glasgow, Grade 5, £30,000 - £31,000 per annum'. A pagination indicator shows '1' out of a total of 5 jobs.
- Job Alerts:** A section titled 'Job Alerts' with a warning icon and the text 'No job alerts'. It features a 'Create Job Alerts' button.

## 5. How to search for vacancies

Click on **Vacancies** in the **Navigation Bar** in the upper right-hand corner.



In the **search bar**, you can search for vacancies using a job title, vacancy reference, or keywords.

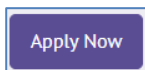


Alternatively, you can select the Grade, College, Job Family, or School you are interested in and confirm via the **Search** button; all vacancies that fall within the selected criteria will now appear. If no search criteria have been selected, then all current vacancies will appear.

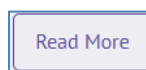
Please note that the options displayed in the various search category lists reflect the vacancies that are currently available. For example, if there are no vacancies within the **James Watt School of**

**Engineering**, you will not be able to select this from **School/ Service** list.

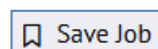
To apply for a vacancy, click **Apply Now**. Please note, after clicking 'Apply Now' you will be directed to either login or register before you are taken to the application form for the vacancy.



To find out more information about a vacancy, click **Read More**.

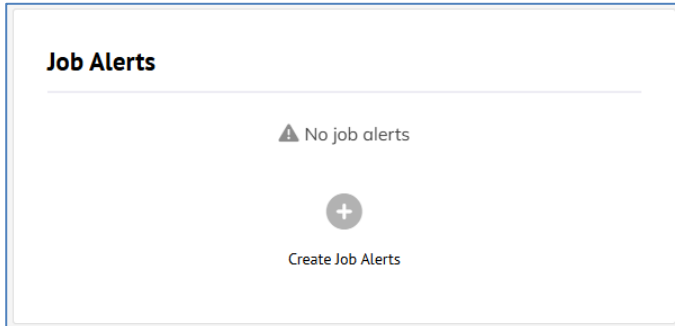


You can also save a vacancy to come back to it at a later time by clicking **Save Job**.

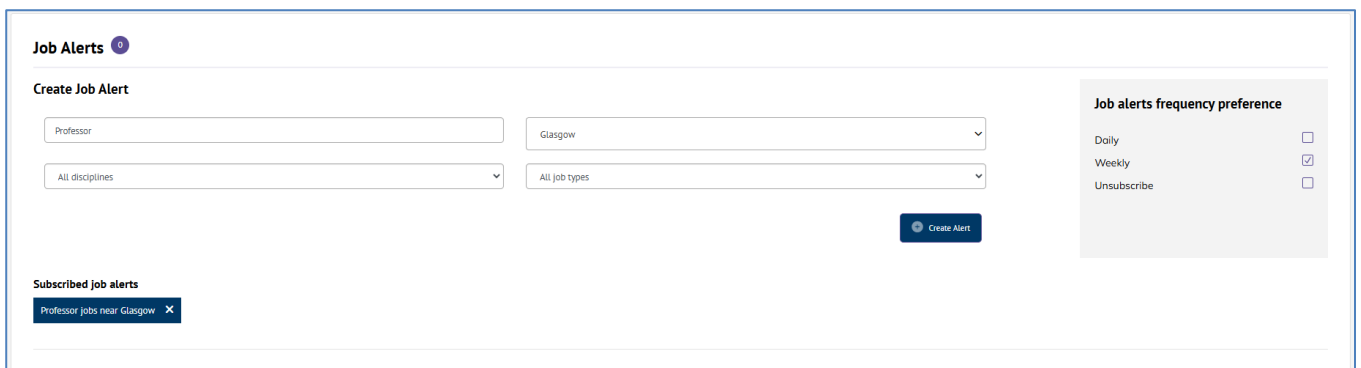


## 6. How to Create a Job Alert

Go to **My Account** and scroll down to the field **Job Alerts** on the right-hand side. Click on **Create Job Alerts**.



You can create a Job Alert by Job Title, Location, and Job Family. Select how often you would like to receive Job Alerts in the right-hand field.

A screenshot of the "Job Alerts" form. The title "Job Alerts" is at the top left. Below it is the "Create Job Alert" section with four input fields: "Professor", "Glasgow", "All disciplines", and "All job types". A "Create Alert" button is to the right. On the far right, there is a "Job alerts frequency preference" section with three options: "Daily" (unchecked), "Weekly" (checked), and "Unsubscribe" (unchecked). Below the form, there is a "Subscribed job alerts" section with a single alert box: "Professor jobs near Glasgow" with a white X icon.

Once a job alert has been created, it will be visible under the 'Subscribed job alerts' heading, as pictured below. To unsubscribe from job alerts, please click the white X icon in the relevant job alerts box.





## 7. How to view full details of a vacancy

You can view the full job description by clicking **Read More**.

If you wish to go straight to the application, select the **Apply Now** button.

If you want to save the job for later, click **Save Job**.

Posted 16 days ago

### Lecturer in Physics

Glasgow | Grade 7 - £40,247 - £45,163 per annum

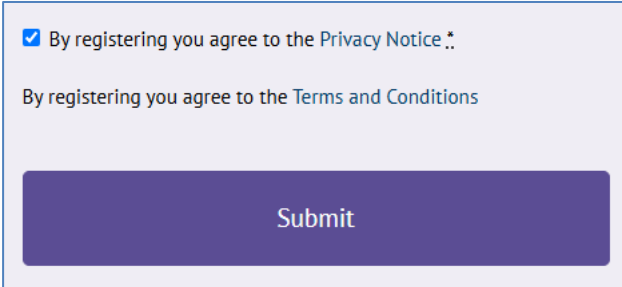
To contribute to the delivery of an excellent student experience by delivering, organising and reviewing teaching, assessment and administration processes associated with undergraduate and postgraduate programmes and to undertake scholarship to enhance learning and teaching in the School of Physics and Astronomy.

[Apply Now](#) [Read More](#) [Save Job](#)

## 8. How to apply for a vacancy

Please note that you will need to have registered an account or logged in in order to apply for a vacancy. If you are logged in and have previously applied for a vacancy, most of your details will be automatically filled in, although you will be able to amend any details as necessary. All required fields are marked with an asterisk \*.

Your application can be submitted immediately after completing all the **Required** sections.

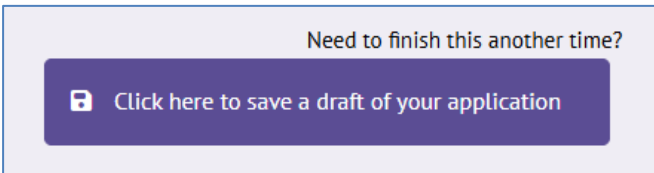


By registering you agree to the [Privacy Notice](#).\*


By registering you agree to the [Terms and Conditions](#)

Submit

Alternatively, you may start, save a draft and return to the application at a later time. Please note that the vacancy will not be automatically saved to your **Saved Jobs** when saving a draft application. To continue your application, go to the vacancy and click **Apply now** – the information you filled in earlier will be saved.



Need to finish this another time?

 Click here to save a draft of your application

Your application requires some personal information, a CV and cover letter **in which we request that you address how you meet the essential and desirable criteria found within the job description – see example below.**

The University's shortlisting process is completed based on the responses provided to the essential and desirable criteria, so it's imperative that you address these as fully as possible – failure to do so could result in your application not being assessed.

You will be required to agree to our Privacy Notice, and our Terms and Conditions before you can submit the application (see screenshot above).

## **Example Cover Letter**

University of Glasgow  
Recruitment Department

[REDACTED]  
[REDACTED]  
[REDACTED]

January 6, 2025

Dear Sir/Madam,

### **Position title**

Please find attached my application for the post of ...

I am very keen to take up this role as I believe the role of [REDACTED] is vital for the University continuing to strive to be World-Changing.

My mix of skills includes management, advocacy/advice, person centred, empathic and non- judgemental approach, with a wide variety of people from diverse backgrounds will be well suited to this position and I address the criteria of your job description below in order to evidence this:

A1-I have....

A2-My knowledge of...

And so on and so forth.

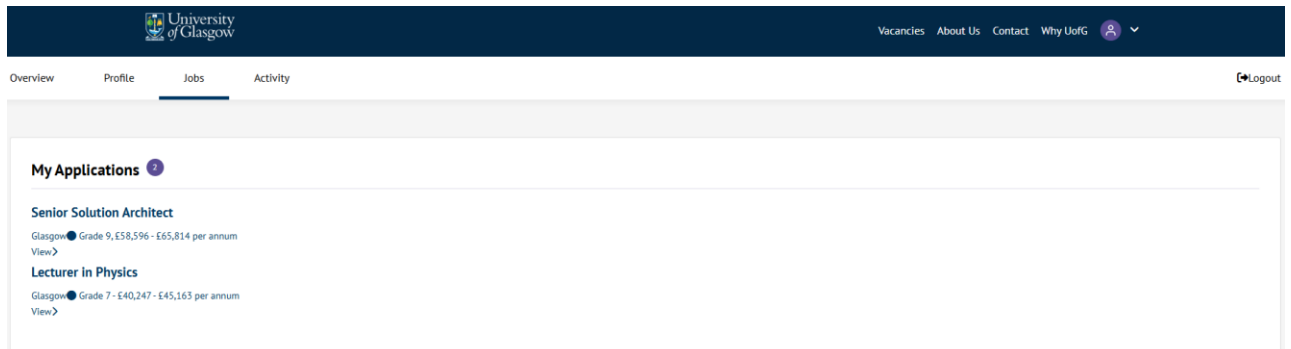
I look forward to hearing from you and discussing my skills in more detail at interview.

Yours faithfully,

## 9. Accessing previous applications

It is always possible to access the recruitment website in order to see previous applications.

You can view these in your account under the tab **Jobs**. Click **View** under the application you wish to access.



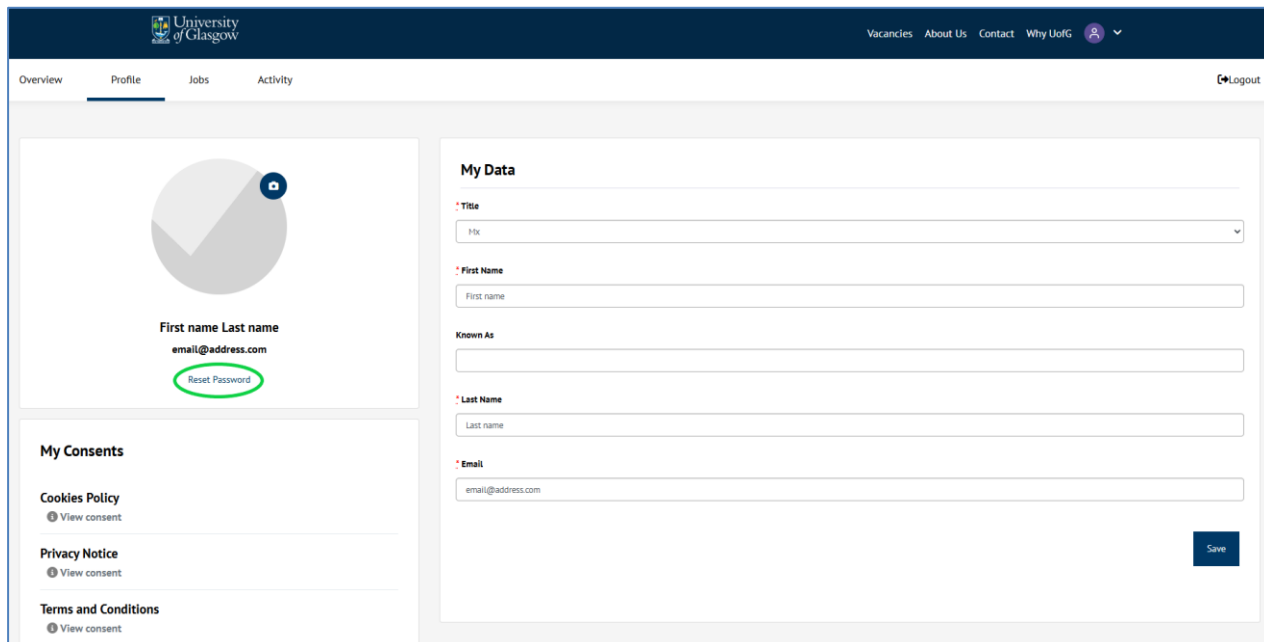
You will be notified of the outcome of your application via email – please note that any emails will be sent to the email account that you have registered your account with.

## 10. Amending or withdrawing an application

You will not be able to amend or withdraw an application that has been submitted. If you want to do this, please contact the Recruitment Team on [recruitment@glasgow.ac.uk](mailto:recruitment@glasgow.ac.uk) (office hours: Monday–Friday 09.00–17.00).

## 11. How to change your password

In your account, go to **Profile**. Click the **Reset Password** link under your bio tile. Enter your email address when prompted, and you will be sent a reset link.

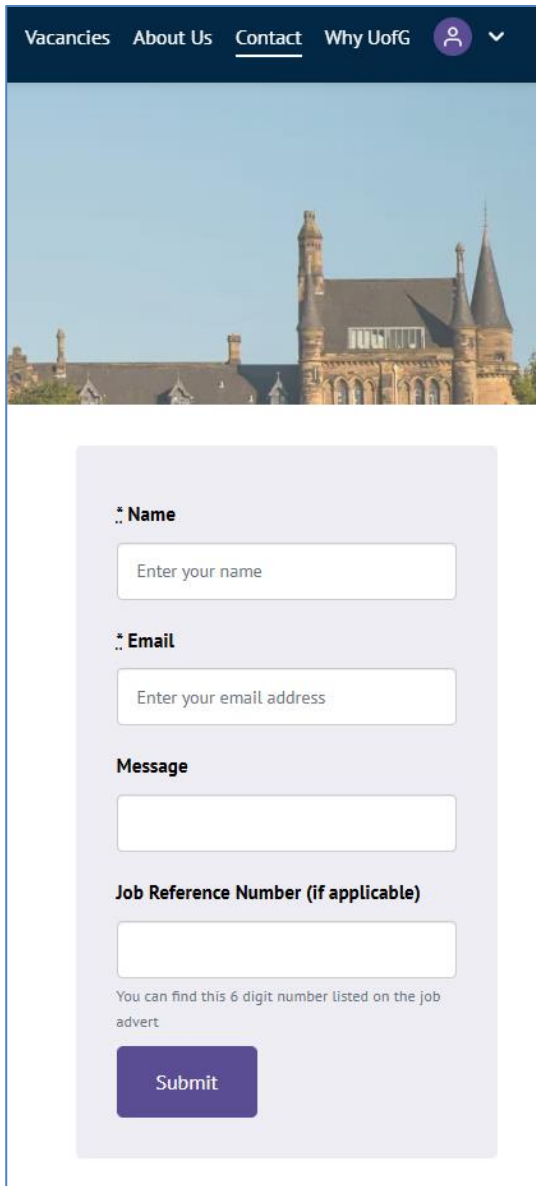


The screenshot shows the University of Glasgow user profile page. The header includes the University of Glasgow logo and navigation links: Vacancies, About Us, Contact, Why UoG, and a user profile icon. The main navigation bar has tabs for Overview, Profile (selected), Jobs, and Activity, along with a Logout button. The profile section features a bio tile with a placeholder profile picture, the text "First name Last name", and an email address "email@address.com". A "Reset Password" link is circled in green. Below the bio tile is a "My Consents" section with links for "Cookies Policy", "Privacy Notice", and "Terms and Conditions", each with a "View consent" button. To the right is a "My Data" form with fields for Title (a dropdown menu), First Name, Last Name, and Email (pre-filled with "email@address.com"). A "Save" button is located at the bottom right of the form.

## 12. Contact us

If you are unable to find the answer to your question in this document, please contact the Recruitment team.

You can do this by emailing [recruitment@glasgow.ac.uk](mailto:recruitment@glasgow.ac.uk) (office hours: Monday–Friday 09.00–17.00), or by filling in the form shown below. Please always include the six-digit job reference number if you are contacting us about a specific vacancy or application.



The image shows a screenshot of a web form for contacting the recruitment team. The form is set against a background image of a Gothic-style building. The navigation bar at the top includes 'Vacancies', 'About Us', 'Contact' (which is underlined), and 'Why UofG'. There is also a user profile icon and a dropdown arrow. The form fields are as follows:

- Name:** A text input field with the placeholder text 'Enter your name'.
- Email:** A text input field with the placeholder text 'Enter your email address'.
- Message:** A larger text area for entering the message.
- Job Reference Number (if applicable):** A text input field.

Below the 'Job Reference Number' field, there is a note: 'You can find this 6 digit number listed on the job advert'. At the bottom of the form is a purple 'Submit' button.