



## APPLICANT ONLINE USER GUIDE

### How to Prepare?

ID number (RSA ID only)	Driver's licence (Code & expiry date)	Qualifications	<b>Read the preface:</b> Visit WCED online Choose "Vacancy Lists". The landing page of eRecruit will appear. Click on "Vacancy List". The preface will appear.
Details of at least three referees	SARS tax reference number	Detailed notes on your employment history	

### Register as a user

### Create your profile

### View and apply for vacant posts

Access the system via Google Chrome.  
All first time users, click the "**Register**" (red) button. Populate the registration form.

Capture or select the following:

Select User Type, viz. "Normal"

Name & surname

Email address (this must be a valid email address)

Confirm email address.

ID number (RSA ID only)

Password

Confirm password.

N.B. Read the notice in red and tick the "Read" box.

Click the Register button and "Close".

An OTP code will be sent to your registered email address. (Gmail, webmail, yahoo, etc.)

Retrieve OTP code from your email (if not received, check your junk/spam mailbox) and go back to eRecruit Login page.

Enter email address and password, click on "Login".

The system will prompt you for the OTP code.

Enter the OTP code and click on "Submit".

**Do not register more than once - your profile will remain incomplete. Use "forgot password/contact us" if you forgot the email address of your first registration.**

Complete the categories as it appears on the left of the profile:

Personal details

Contact details

Qualifications

REQV (only for educators)

Language Proficiency

Employment History

Training and Development

Computer Literacy

Referees

Declaration (to be repeated for every Vacancy List)

**Note:** Information is populated by using the "Add" button.

You are also able to edit your information.

Tip: Enter as much information about yourself.

Provide a complete history of your employment - not just your current position. Do not use bullets and/or spaces and lines between sentences; you will not be able to save the content. The content is more important than the layout.

It is compulsory for educators to complete the phase and subject taught in every position held.

The "Experience Historical" button contains employment information captured on your profile, prior to 2020. The information is stored and applicants can copy and paste it into the current format.

Click on the "Vacancies PS" button on the menu and all the vacancies will be displayed.

Vacancies can be searched e.g. by Rank, Centre Name, Directorate.

Select the post you wish to apply for.

Click on "View Post Details".

Verify post number and click "Apply".

Complete "Why are you applying for this post?" (similar to a cover letter). It is recommended that the cover letter or motivation be drafted in MS Word and then copied onto the relevant section on eRecruit during the application process to avoid the time-out function.

Note: Cover letter should not exceed  $\pm$  3900 characters, i.e. one letter = one character.

Read Pop-up message.

Click OK and submit.

Onscreen notification will appear.

A confirmation email will be sent to registered email address (N.B. if not received, check Junk/Spam mailbox).

- Click on PDF to view your complete (generic) profile. This does not include the "Why did I apply?" section as it is unique to each post applied for.
- Click on "My applications" to view the posts applied for and view the "Why did I apply?" section (cover letter and the advertisement) when preparing for an interview.
- Need to edit your profile after having applied for posts? No need to withdraw an application. The system edits your profile live and it is applied in all the posts you applied for in that bulletin (make sure you edit before the closing date).