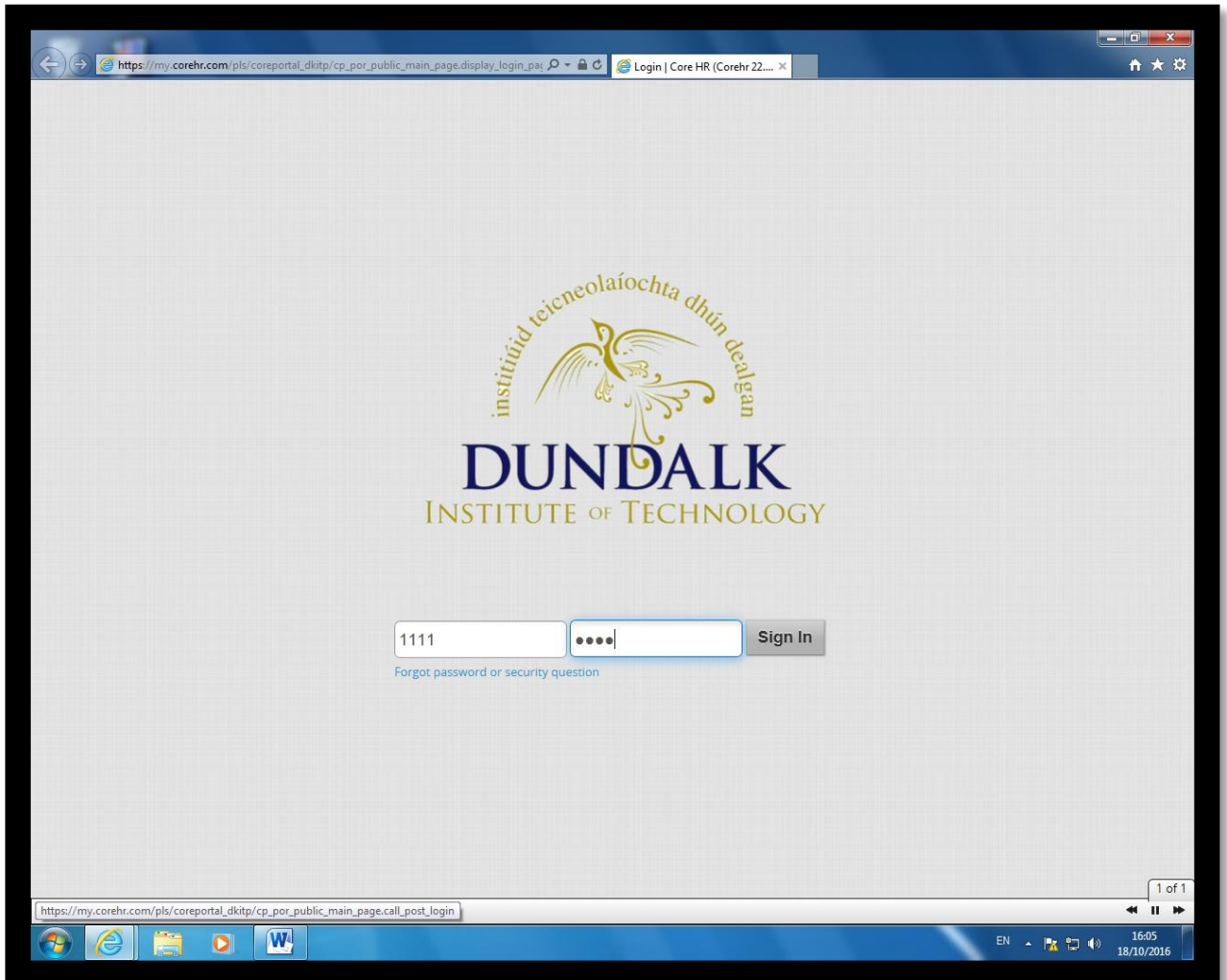


How to apply for a vacancy as a current DkIT employee

All current institute employees who wish to apply for an advertised vacancy must apply using the following steps through Core Portal



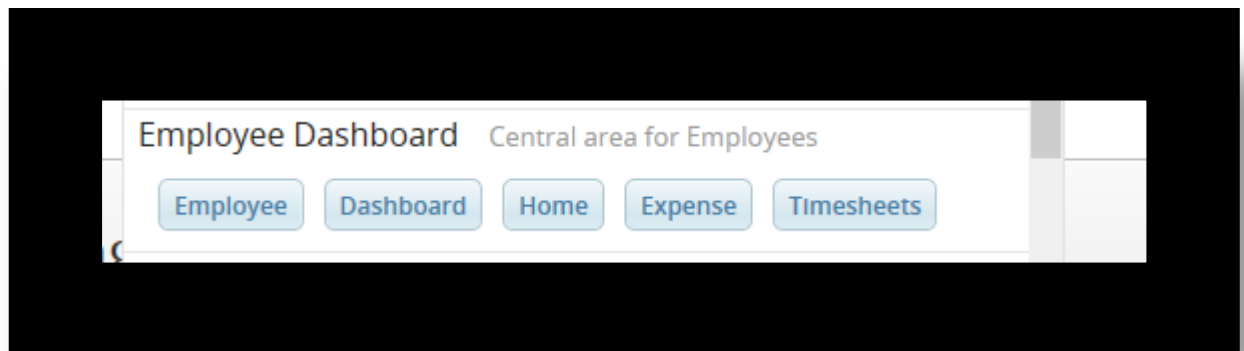
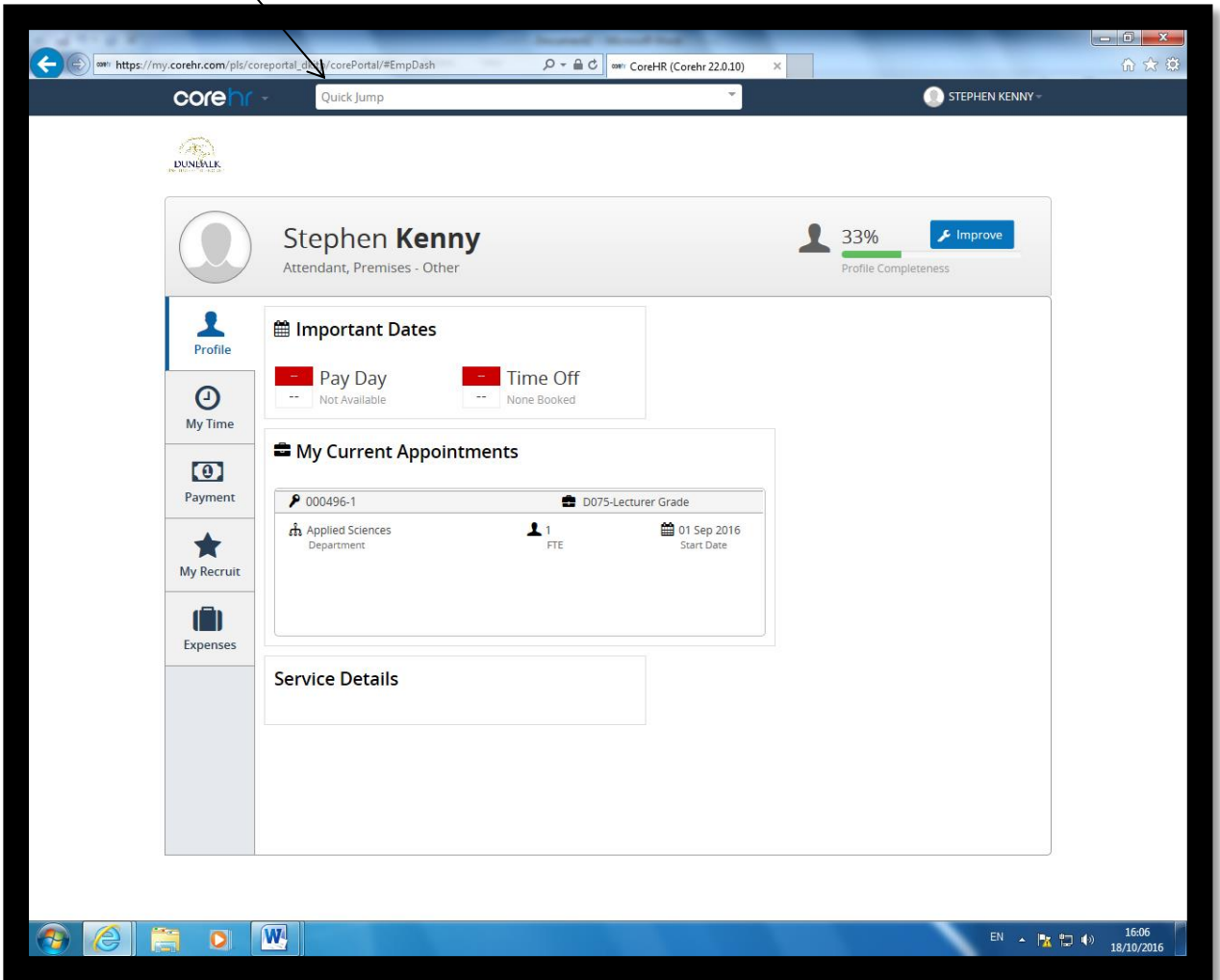
Log onto Employee Core Portal

On selecting the Core Portal icon on the desktop the employee should enter their username and pin number.

The username is always the staff number and has a letter and 3/4digits e.g. B9999 or C999

If an employee has forgotten their password there is an option to click on the Forgot Password option.

Using the **Quick Jump** drop down menu option select **Employee Dashboard** which will display as follows

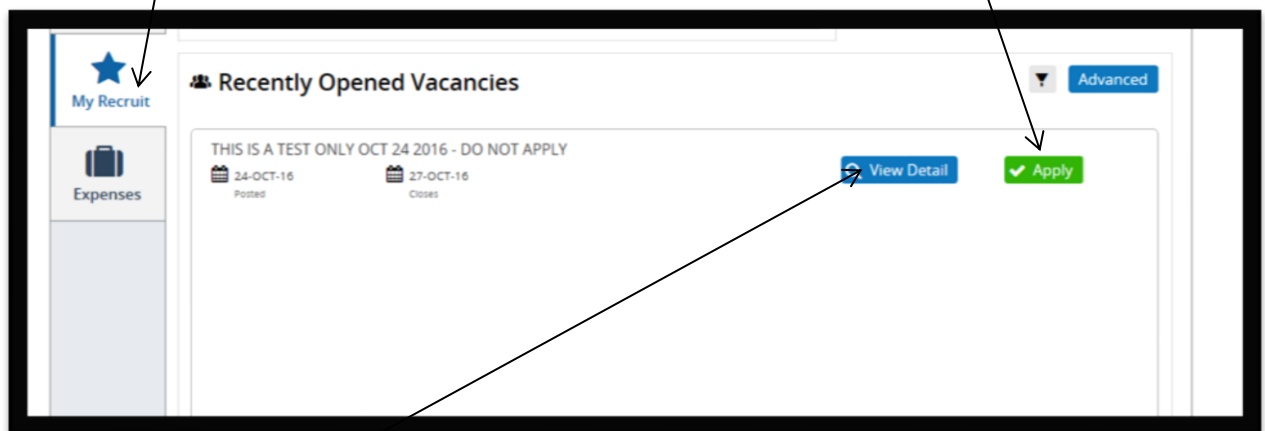


To Apply for a Position as a Current Institute Employee or to View Details and Job Description of Current Vacancies.

Select the My Recruit Tab

If there are no current vacancies or if a competition has ended there will be no data to display.

It is possible to apply for the post without viewing the details by going straight to the green apply button



Click on **View details** to view the job description. This will bring you to the following page where the job description can be view by clicking on the link provided.



Click on the **Apply for Job** button to apply

Where an employee has previously applied for a post through e-Recruitment the details from previous applications will populate the new application form. These details can be amended and saved for the new application.