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Redeployment Portal Overview

Staff on the University's Redeployment Register will have access to an application on QOL called Redeployment Portal. This application will allow you to apply for various jobs before they are advertised to internal or external candidates.

Weekly Email

A weekly email will be sent to you informing you of jobs that are currently on the portal. You can also get a list of jobs included in the email that are of particular interest to you (See [Search for jobs](#) in this document).

Redeployment Portal Home Page

- Search for Jobs
 - You can search for jobs by school, basis and category
 - You can opt to have these search results included in the weekly email
- View all eligible jobs
 - Shows all jobs that you are eligible for (i.e. current grade or below)
- View my applications
 - View all redeployment opportunities that you have applied for

Redeployment Portal (TEST SYSTEM)

Welcome to the University's on-line redeployment system. The system is designed to bring to your attention relevant posts which are available in the University and to allow you to consider and apply for posts which you consider may be suitable.

If you wish to be considered for a particular post please follow the links below.

- [Search for jobs](#)
- [View all eligible jobs](#)
- [View My Applications](#)

Search for jobs

Click Search for jobs on the home page

- Use the menus to select which search options are of particular interest to you
- Tick the “Include results in weekly email” box to get the matches sent to you in the weekly email
- Click “Save & Search” to save your preferences and run a job search based on these preferences.

[Home](#)

Redeployment Portal (TEST SYSTEM) - Search for jobs

Complete the form below to specify which search options are of particular interest to you.

- Your preferences will be saved for future use.
- Jobs that match your preferences below will be sent to you in a weekly email if you tick the 'Include results in weekly email' box.
- To select more than one value in a list hold the 'ctrl' button on your keyboard while selecting the value.

School / Directorate	Basis	Category
Academic and Student Affairs	Full-time	Academic
Arts, Humanities and Social Sciences (Dean's Office)	Part-time	Academic related
Communications and External Affairs Office		Clerical
Development and Alumni Relations Office		Library Assistants
Engineering and Physical Sciences (Dean's Office)		Nurse Lecturers
Estates		Operational
Finance		Research
Human Resources		Teaching Fellow/Asst

Include results in weekly email?


- The search results will be displayed at the bottom of the screen.
- Click on a link “View Job Details and Apply online” to view the job details and to apply online. See [View Job Details and Apply online](#) in this document for more details.

[Home](#)

Redeployment Portal (TEST SYSTEM) - Search for jobs

Complete the form below to specify which search options are of particular interest to you.

- Your preferences will be saved for future use.
- Jobs that match your preferences below will be sent to you in a weekly email if you tick the 'Include results in weekly email' box.
- To select more than one value in a list hold the 'ctrl' button on your keyboard while selecting the value.

 **Save Successful!**

School / Directorate	Basis	Category
Academic and Student Affairs	Full-time	Academic
Arts, Humanities and Social Sciences (Dean's Office)	Part-time	Academic related
Communications and External Affairs Office		Clerical
Development and Alumni Relations Office		Library Assistants
Engineering and Physical Sciences (Dean's Office)		Nurse Lecturers
Estates		Operational
Finance		Research
Human Resources		Teaching Fellow/Asst

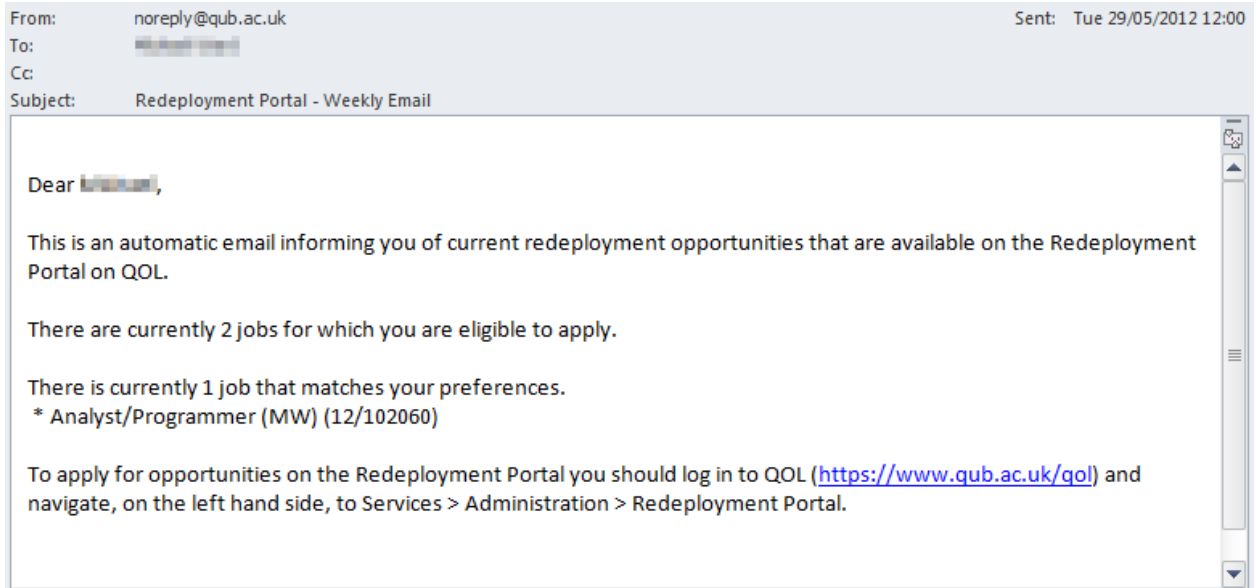
Include results in weekly email?

Search Results

1 job returned.

Analyst/Programmer (MW), Ref: 12/102060 Academic and Student Affairs, Closing Date: 01/06/2012	View Job Details and Apply online
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- A sample of the weekly email is shown below. It includes the jobs that matched your preferences.



View all eligible jobs

Click View all eligible jobs on the home page

- This options will show all jobs that you are eligible to apply for – jobs at or below your current grade
- Click on a link “View Job Details and Apply online” to view the job details and to apply online. See [View Job Details and Apply online](#) in this document for more details.

Home

View all eligible jobs

Click on a link below to view the Job Details and Apply online.

2 jobs returned.

Clerical Officer, Ref: 12/101923

School of Medicine, Dentistry and Biomedical Sciences, Closing Date:
11/03/2012

[View Job Details and
Apply online](#)

Clerical Post, Ref: 12/101924

Information Services, Closing Date: 11/03/2012

[View Job Details and
Apply online](#)

Job Details and Apply online

- You must upload a CV and enter a supporting statement
- Your supporting statement should demonstrate how your qualifications, skills and experience meet the essential and, if appropriate, desirable criteria which are outlined in the Job Details
- Click “Apply for Job” to apply

[Home](#)

Job Details and Apply online

Please complete the following form to apply for this job.

- Your CV should be in Microsoft Word format or PDF (.doc, docx or .pdf) and be less than 4MB in size.
- Your Supporting Statement should be no more than 6000 characters (including spaces).
- Once submitted you will not be able to re-apply.

Reference	12/101923
Name	Clerical Officer
School / Directorate	School of Medicine, Dentistry and Biomedical Sciences
Start Date	01/03/2012
Closing Date	11/03/2012
Grade	Grade 4
Job Details	Download (PDF)

CV

Supporting Statement


6000

Job Details and Apply online (submitted application)

- If your application submits successfully you will see a message similar to the one below.
- You will not be able to resubmit your application.

[Home](#)

Job Details and Apply online

 Thank you for submitting your application for Clerical Officer (Ref: 12/101923).

Email Notification

- You will receive an email similar to the following confirming your application.

From: noreply@qub.ac.uk Sent: Thu 08/03/2012 14:26
To: [Redacted]
Cc:
Subject: Redeployment Portal

Dear [Redacted],

Thank you for submitting your application for Clerical Post (Ref: 12/101924).

View My Applications

Click View My Applications on the home page

- This screen will list all redeployment opportunities you have applied for.
- You can also download the CV and supporting statement that you submitted.

[Home](#)

My Applications

You have applied for the following redeployment opportunities.

Reference	Name	Date Applied	CV	Supporting Statement
12/102047	Research Assistant (Self Steered Antenna Design), ECIT	14/05/2012 10:19	View	View