How to apply for a position at the University of Waikato

Purpose

To guide applicants through the process of applying for a position at the University of Waikato via the careers portal.

Applying for a position

Each of our advertised vacancies includes a description of the position and the key skills, experience and qualifications required. The location where the position is based, a detailed position (job) description as well as the closing date for the position is also noted. Simply click on the vacancy that you are interested in to find out more.

You can also use the **Filter Results** section to search vacancies by location, titles (either general or academic roles) or categories (ranging from administration, academic teaching to IT roles) or simply scroll through all our current job advertisements listed.

When you are ready, click the **'Apply Now'** button at the bottom of the job advertisement you are interested in

- You will need to enter your email address and you will be prompted to confirm your identity – a verification code will be sent to your email address
  - o If you have previously applied for a job with us, we recommend you use the same email address as the information you provided in previous applications will automatically populate your new application form.
- Once verified you can complete the online application form, including questions for:
  - o Personal contact details
  - o Right to work in NZ
  - o Criminal history
  - o Health and safety, and
  - o A section to attach your CV, cover letter and other supporting documents, as well as any links to a relevant website and/or your Linked In profile.
- You can submit your application once you have completed the required fields and attached your relevant documents
  - o Before submitting your application form, you have the opportunity to agree to receiving emails about new job opportunities and/or recruitment marketing campaigns.

NOTE: Your application must be submitted via our careers portal to be considered for the position.
If you find a position that interests you, but you are not ready to apply (such as you have not finalised your CV and/or cover letter), click on the **'star'** at the top of the job advertisement and add it to your favourites. You will need to come back to the position before the closing date to apply.

Your candidate profile

The first time you apply for a position at the University of Waikato, a **Candidate Profile** will be created for you and includes your personal information (**Information and Alerts**) and that relating to your applications (**My Application**).

You can access your **Candidate Profile** at any time via the person icon on the top right of the vacancy page.

- **My Applications**
    - Select this tab to view the positions you have applied for and also the status of your application.
    - This section also allows you to withdraw your application if you wish.
- **Information and Alerts**
    - Select **Edit Personal Information** to update any information about yourself, including:
        - Contact information
        - Work and education history
        - Licenses and certificates
        - Supporting documents and links.
    - Under **Talent Community** you can also choose your preferred job categories and locations and sign up to receive notifications about new job opportunities with the University.
    - You can also manage other marketing communications you might choose to receive from the University from this section.

Need help?

If you need help at any stage through the application process, please email careers@waikato.ac.nz.