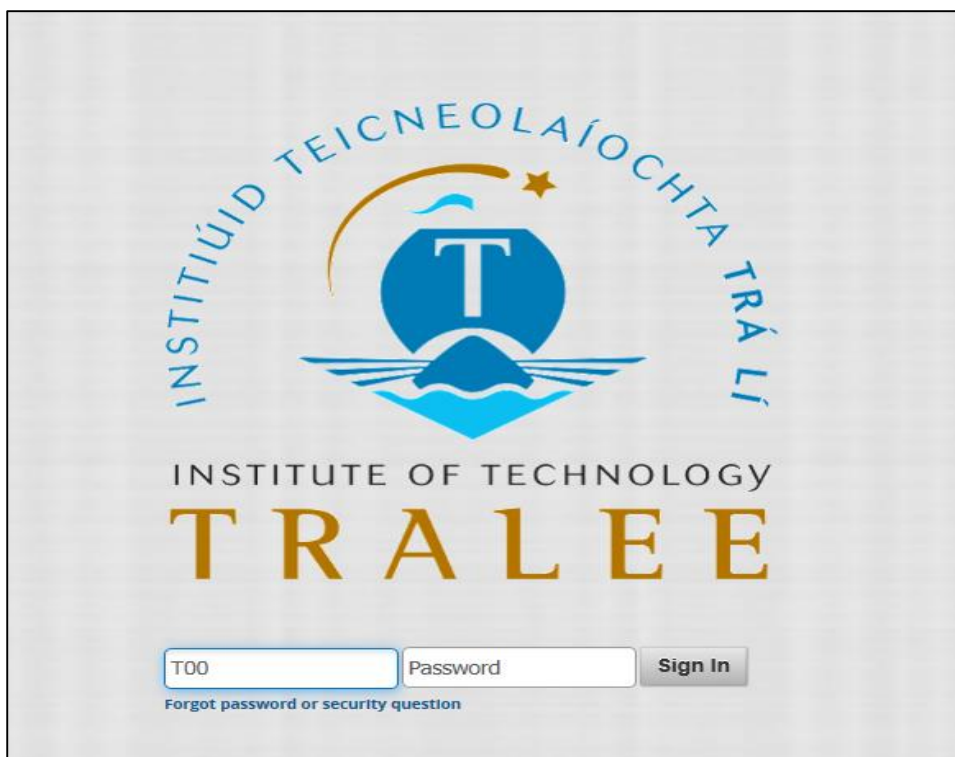


## How to apply for a vacancy as a current ITT employee

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

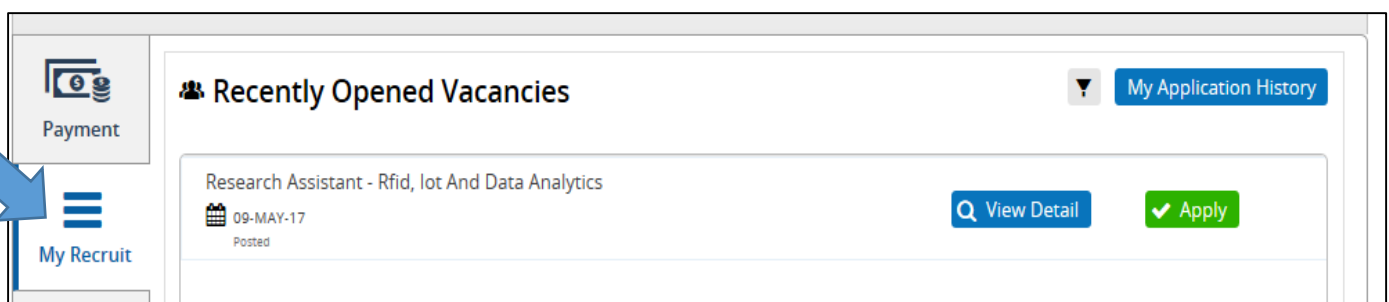
### Step 1:

Log onto Employee Core Portal. On selecting the Core Portal icon on the Infoweb the employee should enter their username name which is always the staff T number and then their pin number. If the employee has forgotten their password there is an option to click on the forgot password option.



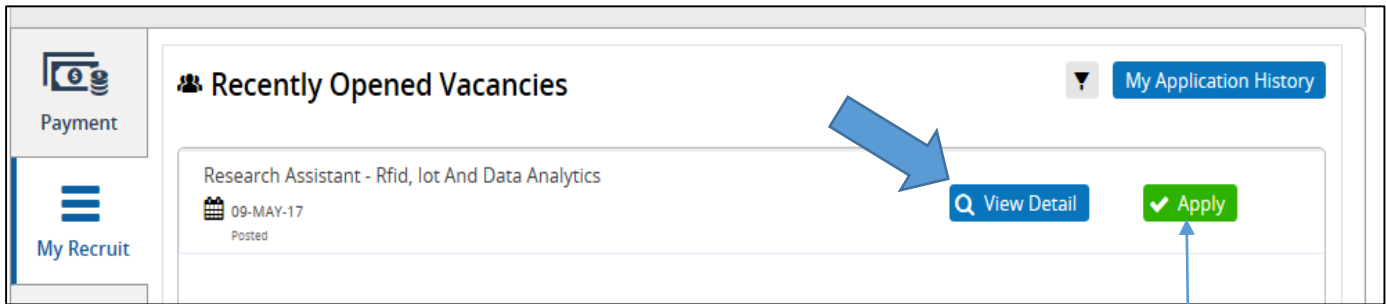
### Step 2:

Select the 'My Recruit' tab on the left hand side. If there are no current vacancies or if the competition has ended there will be no vacancies to display.



Step 3:

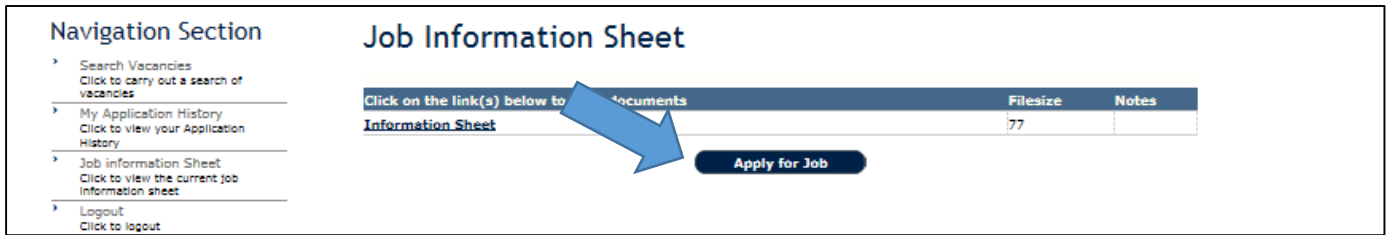
Click on the ‘View Detail’ button to view the job description.



It is possible to apply for the post without viewing the details by going straight to the ‘Apply’ button.

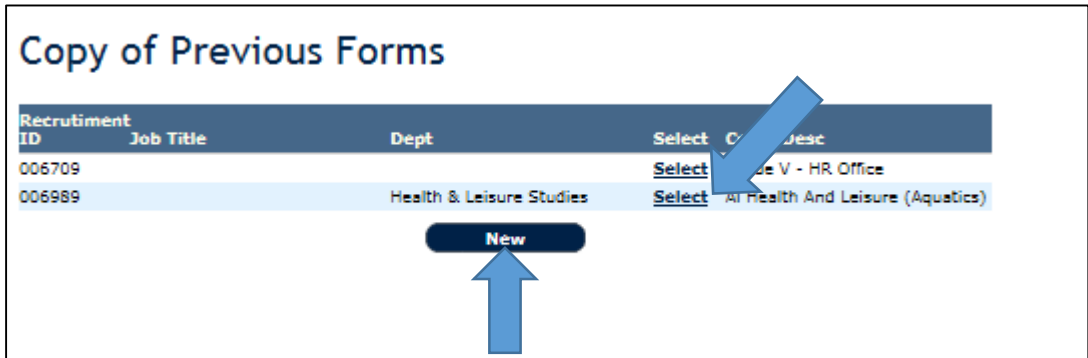
Step 4:

This will bring you to the following page where the job description can be viewed by clicking on the link provided. You can click on the ‘Apply for Job’ button to proceed with making an on-line application.



Step 5:

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. You can select a prior application form that you submitted if you wish to pre-populate the details from this form for the new position that you are applying for by clicking on ‘Select’. Otherwise click on ‘New’ to proceed with completing a new application.



Please note to complete each section of the on-line application where applicable, completing the mandatory sections etc. and to submit the application form before the closing date.