



External Applicant User Guide

City of Tshwane e-Recruitment

1. EXTERNAL APPLICANT USER GUIDE

The

City of Tshwane) Career Page on the Tshwane website is used by external applicants to register and apply for advertised posts at the City of Tshwane.

Users must register and confirm their registration using the URL in the correspondence email that will be sent to their email addresses after registration.

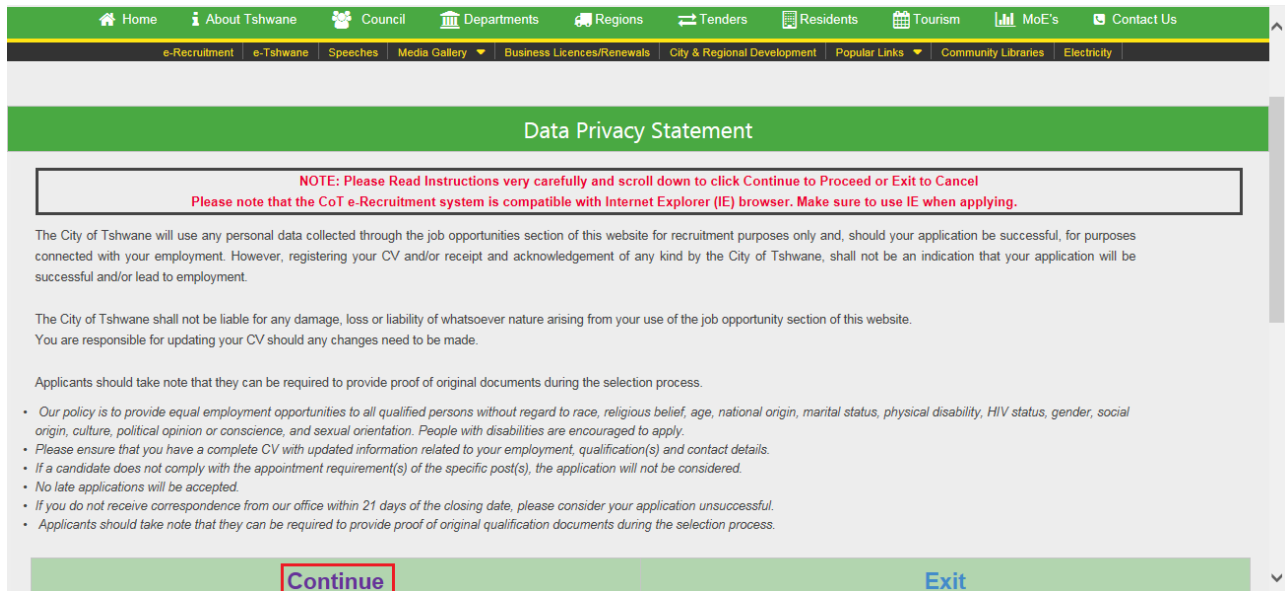
*** Please take note of the following:**

- Always make sure that "Pop-up blocker" is off as most screens display in separate windows.
- The only compatible browser to use is Internet Explorer version 8 and above. If any other browser is used, you may not be able to get the desired results, or you may not be able to access the system.
- Complete all the required fields, especially those marked with an asterisk* as they are mandatory.
- Always logoff when using public computers, to secure your personal details.
- Make sure that you adhere to the rules and requirements when setting a new password, eg combining capital letters, numerals and/or special characters.

1.1 Register on the City of Tshwane career page

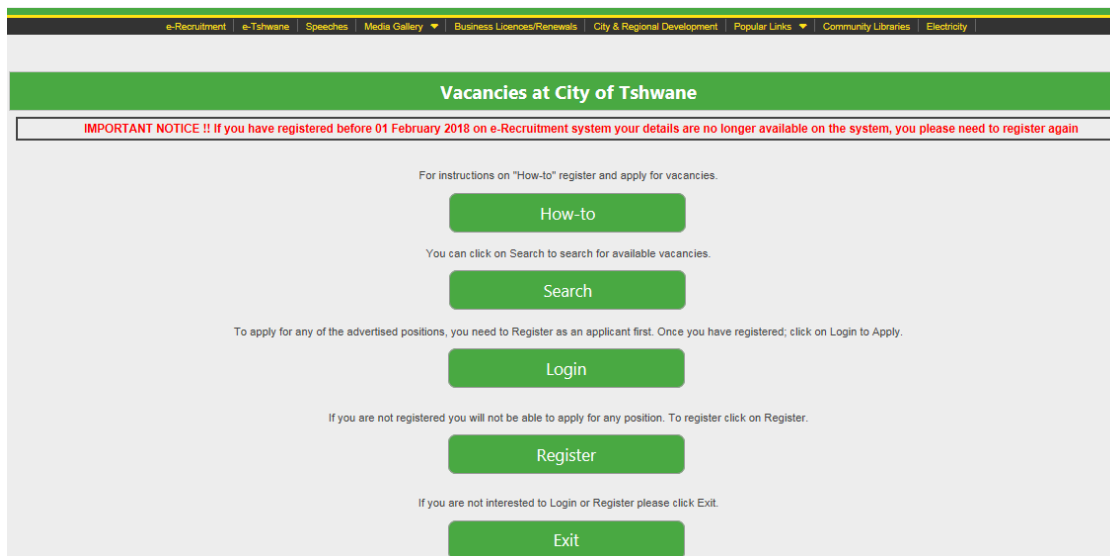
- Log in to Tshwane's website: www.tshwane.gov.za

Please read the Data Privacy Statement (terms and conditions) before continuing.



The screenshot shows the 'Data Privacy Statement' page. At the top, there is a navigation bar with links: Home, About Tshwane, Council, Departments, Regions, Tenders, Residents, Tourism, MoE's, and Contact Us. Below this is a secondary navigation bar with links: e-Recruitment, e-Tshwane, Speeches, Media Gallery, Business Licences/Renewals, City & Regional Development, Popular Links, Community Libraries, and Electricity. The main heading is 'Data Privacy Statement'. A red-bordered box contains a note: 'NOTE: Please Read Instructions very carefully and scroll down to click Continue to Proceed or Exit to Cancel. Please note that the CoT e-Recruitment system is compatible with Internet Explorer (IE) browser. Make sure to use IE when applying.' Below the note, there is text explaining that the City of Tshwane will use personal data for recruitment purposes only. Further down, there is a list of bullet points regarding the policy, CV requirements, and application deadlines. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Exit'.

- Click on **Continue** at the bottom of the Data Privacy Statement screen



The screenshot shows the 'Vacancies at City of Tshwane' page. At the top, there is a navigation bar with links: e-Recruitment, e-Tshwane, Speeches, Media Gallery, Business Licences/Renewals, City & Regional Development, Popular Links, Community Libraries, and Electricity. Below this is a secondary navigation bar with links: e-Recruitment, e-Tshwane, Speeches, Media Gallery, Business Licences/Renewals, City & Regional Development, Popular Links, Community Libraries, and Electricity. The main heading is 'Vacancies at City of Tshwane'. A red-bordered box contains an important notice: 'IMPORTANT NOTICE !! If you have registered before 01 February 2018 on e-Recruitment system your details are no longer available on the system, you please need to register again'. Below the notice, there is text: 'For instructions on "How-to" register and apply for vacancies.' followed by a 'How-to' button. Then, 'You can click on Search to search for available vacancies.' followed by a 'Search' button. Then, 'To apply for any of the advertised positions, you need to Register as an applicant first. Once you have registered; click on Login to Apply.' followed by a 'Login' button. Then, 'If you are not registered you will not be able to apply for any position. To register click on Register.' followed by a 'Register' button. Finally, 'If you are not interested to Login or Register please click Exit.' followed by an 'Exit' button.

IMPORTANT NOTICE: If you have registered on the e-Recruitment system before 1 February 2018, your details are no longer available on the system, and you must please register again.

- Click on the **Register** button 

Registration

Do you want to find out more about your career options in our organisation?

We are always looking for talented and motivated new employees who can contribute to the success of our organisation. You can find important information about our organisation and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our organisation, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:
 Cellphone:
 Last Name: *

User Data

User Name: *
 Password: *
 Repeat Password: *
 E-Mail: *
 ⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.
 Repeat E-Mail: *

Data Privacy Statement

Confirm that you accept our data privacy statement

⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

- Enter the following applicant data for registration:
 - First name
 - Cell phone number
 - Last name
 - User name
 - Password
 - Repeat password
 - E-mail address
 - Repeat E-mail address
- Accept the Privacy Statement by clicking on the checkbox
- Click on **Register**

[Close](#)

Registration

Thank you for your interest in our organisation.
 You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration. In this way, you can access your personal career pages in our organisation where you can edit your profile and explore career opportunities.

NB: An email will be sent to your email address (the address you specified on the registration page)

External applicants must confirm their registration using the link in the email.



Dear Candidate Registration,

Re: Confirmation of your e-mail address

Thank you for registering your details on the City of Tshwane (CoT) career page.

Your user name is **CANDIDATER**.

To confirm your e-mail address and thus complete the registration process, click the following link:

<https://WEBAPPS.TSHWANE.GOV.ZA/sap/bc/erecruiting/verification?param=Y2FuZGllkYXRlX2hyb2JgZWNOPTAxTkE1MDAzMjc2MyZib3JyX2FidF9ndWlkPTAwNTA1NkI2NEIzOTFPRDdcNUQwODk2OTZFRDQwMEY0&sap-client=101&sap-language=EN>

In this way, you obtain access to your personal career pages, where you can edit your profile and explore your career prospects within City of Tshwane.

Note that the link to confirm your e-mail address is valid only for the next 14 days.

Kind Regards
Recruitment Team
01.12.2017

Please do not reply to this email address - it is an unmonitored mailbox

- Click on the link received in the email for confirmation.

Confirmation of Your E-Mail Address

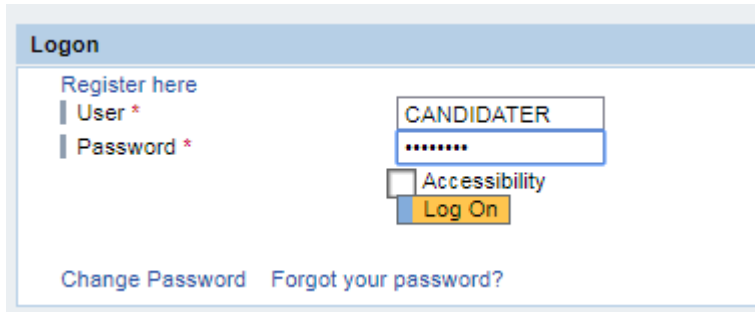
You have confirmed your e-mail address.

You can log on to your personal career pages here:
[Personal Career Pages](#)


- Click on **Personal Career Pages** to login. [Personal Career Pages](#)

1.2 Create/Maintain Profile

Login to access the Maintain Profile



The screenshot shows the SAP Logon interface. At the top left, there is a "Logon" header. Below it, there is a "Register here" link. The main form contains two input fields: "User *" with the text "CANDIDATER" and "Password *" with masked characters "*****". To the right of the password field is an "Accessibility" checkbox. Below the input fields is a yellow "Log On" button. At the bottom of the form, there are two links: "Change Password" and "Forgot your password?".

- Enter your user name (which you received in the email)
- Enter the Password that you created during registration
- Click on **Log On** 



The screenshot shows the SAP Candidate Profile page. At the top left is the SAP logo. Below it are three tabs: "Overview", "Candidate Profile", and "Employment Opportunities". The "Candidate Profile" tab is selected. The page is divided into two columns. The left column is titled "Candidate Profile" and contains links for "My Profile", "Personal Settings", "Change User Name", "Delete Registration", and "My Inbox". The right column is titled "Employment Opportunities" and contains links for "Job Search", "Application via Reference Code", "Favorites", "My Applications", and "Job Agents".

- Click the **Candidate Profile** tab 

My Profile | Personal Settings | Change User Name | Delete Registration | My Inbox

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Overview and Release 7 Completed

Previous step Next Step

What is your personal data and how can we contact you?

Form of Address: Title:

Name Affix:

First Name: Cellphone:

Last Name: * Name Prefix:

Gender:

Date of Birth: Disability:

Ethnic origin:

ID Number: Driver's Licence Code:

Residential Address

Street/House Number:

Street/House Number 2:

Country:

Location:

Region:

Postal Code:

Postal Address

Street/House Number:

Street/House Number 2:

Country:

Location:

Region:

Postal Code:

Which address would you prefer us to use to contact you?

Preferred Address:

Communication Data

E-Mail: *

Private/ Home Number:

Business/ Work Number:

Mobile:

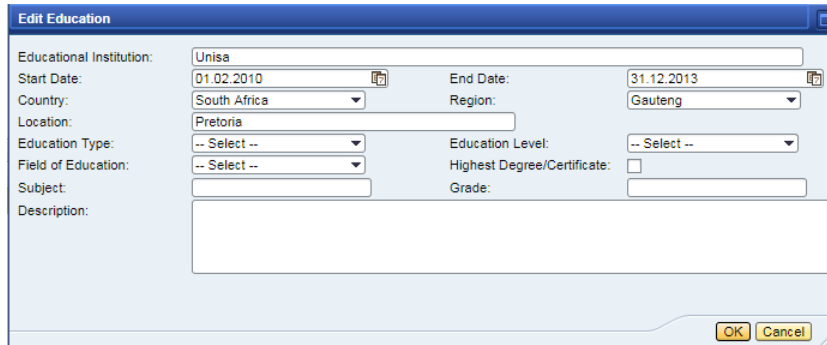
Which telephone number would you prefer us to use to contact you?


Preferred Telephone Number:

- Complete the **Personal Data** (applicant) fields.
- Complete **Residential Address** and **Postal Address** (if available)
- Select the **Preferred Address** to use for correspondence
- Enter your **Communication Data**
- Select **Preferred Telephone Number**

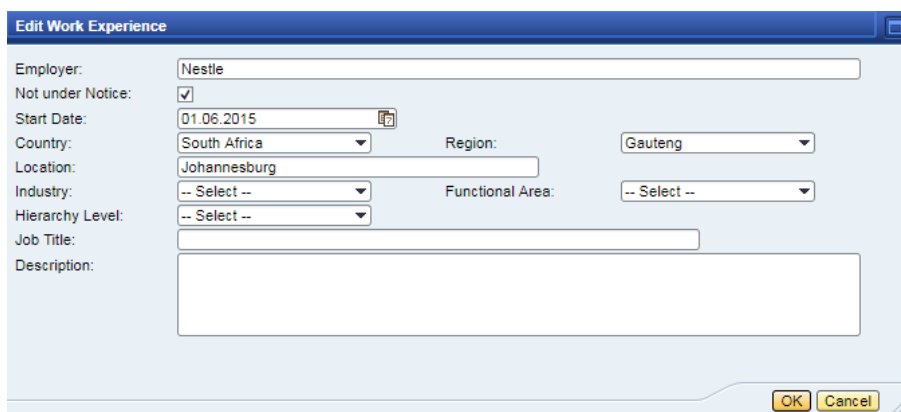
NB: Only enter the Internet References if you know the URL link to access your reference profile. If you do not know the URL link, do not enter or select any information in the fields.

- Click on **Next Step** or click on 
- Click **Add** to add your Education details:



- **Educational institution:** Enter the name of the institution where you studied.
- **Start Date and End Date:** The period of your studies at the above institution.
- **Country:** Select your county from the drop-down list.
- **Region:** Select your region from the drop-down list.
- **Location:** Enter the name of the town/area where the institution is situated.
- **Education Type:** Select the type of education from the drop-down list.
- **Education Level:** Select your level from the drop-down list.
- **Field of Education:** Select your field of education from the drop-down list.
- **Highest degree of education:** Click on the text box **only if** this qualification is the highest level you have achieved to date.
- **Subject:** Enter the subjects you studied.
- **Grade:** Enter the highest Secondary Grade you have passed.
- **Description:** Enter a description of your qualification
- Click on **OK** .


- Click on **Next Step**  or  **3** .
- Click **Add**  to add your work experience .




- **Employer:** Enter the name of your current/last employer.

- **Not Under Notice:** Click the checkbox if you are still employed, ie if you have not resigned. Once the checkbox is ticked, the **End Date** field will not be displayed, meaning that you only have to fill in the employment **Start Date**.

For any position that you previously occupied, perform the step below and continue with the rest

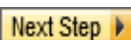

- **Start Date and End Date:** Your period of employment.
- **Country:** Select from the drop-down list.
- **Region:** Select from the drop-down list.
- **Location:** Enter text
- **Industry:** Select from the drop-down list.
- **Functional Area:** Select from the drop-down list.
- **Hierarchy level:** Select from the drop-down list.
- **Job Title:** Enter text (**Make sure to enter the current job title**)
- **Description:** Enter a summary of the job description of your current position.
- Click **OK** .

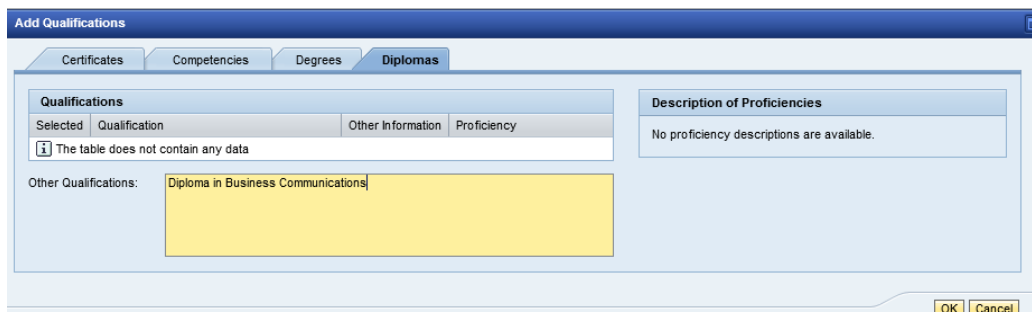


The screenshot shows the 'My Profile' page with a progress bar indicating seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience (highlighted), 4. Qualifications, 5. Preferences, 6. Overview and Release, and 7. Completed. Below the progress bar, there are 'Previous step' and 'Next Step' buttons. The 'Next Step' button is highlighted with a red box. The main content area asks 'What is your previous work experience?' and provides a table to list work relationships.

Start Date	End Date	Employer	Location	Country
01.06.2015		Nestle	Johannesburg	South Africa

Buttons: Add, Edit, Delete

- Click **Next Step**  or **Qualifications** .



The screenshot shows the 'Add Qualifications' dialog box with tabs for Certificates, Competencies, Degrees, and Diplomas. The 'Diplomas' tab is selected. The 'Qualifications' table is empty, showing a message 'The table does not contain any data'. The 'Description of Proficiencies' section is empty, showing 'No proficiency descriptions are available.' The 'Other Qualifications' field contains the text 'Diploma in Business Communications'. Buttons for 'OK' and 'Cancel' are at the bottom right.

- Select the relevant tab to add the qualification, eg **Certificate, Diploma, Degree**, etc
- **Other Qualifications:** Enter your qualifications.

Make sure to enter your qualification under the correct qualification tab

- Click **OK** .

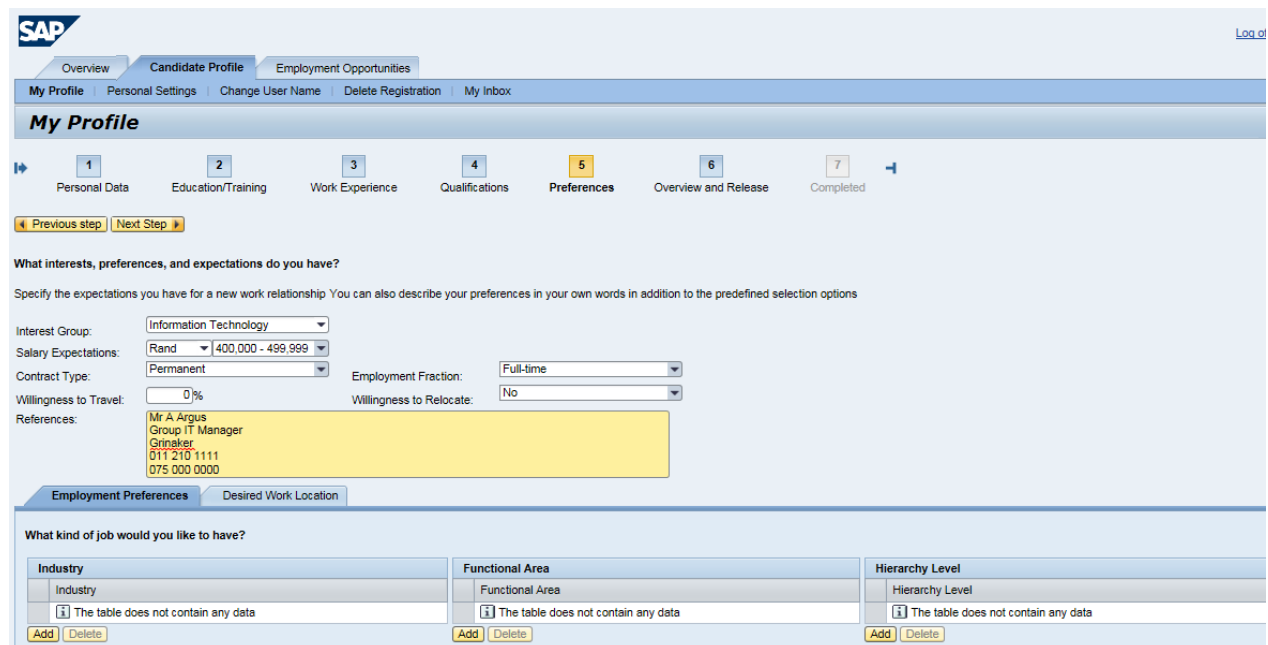


The screenshot shows the SAP Candidate Profile page at the 'Qualifications' step (4). The progress bar indicates steps 1 (Personal Data), 2 (Education/Training), 3 (Work Experience), 4 (Qualifications), 5 (Preferences), 6 (Overview and Release), and 7 (Completed). Below the progress bar, there is a table for 'Qualifications'.

Qualification Group	Qualification	Proficiency
Diplomas	Diploma in Business Communications	-

Buttons: Add, Edit, Delete

- Click **Next Step**  or **Preferences** .



The screenshot shows the SAP Candidate Profile page at the 'Preferences' step (5). The progress bar indicates steps 1 (Personal Data), 2 (Education/Training), 3 (Work Experience), 4 (Qualifications), 5 (Preferences), 6 (Overview and Release), and 7 (Completed). Below the progress bar, there is a form for 'What interests, preferences, and expectations do you have?'.

What interests, preferences, and expectations do you have?
Specify the expectations you have for a new work relationship. You can also describe your preferences in your own words in addition to the predefined selection options.

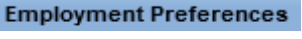

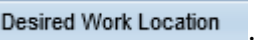
Interest Group: Information Technology
Salary Expectations: Rand 400,000 - 499,999
Contract Type: Permanent
Employment Fraction: Full-time
Willingness to Travel: 0%
Willingness to Relocate: No
References: Mr A Argus, Group IT Manager, Grinaker, 011 210 1111, 075 000 0000

Employment Preferences: **Employment Preferences** | Desired Work Location

What kind of job would you like to have?

Industry	Functional Area	Hierarchy Level
Industry	Functional Area	Hierarchy Level
The table does not contain any data	The table does not contain any data	The table does not contain any data

Buttons: Add, Delete

- Interest Group:** Select from the drop-down list.
- Salary expectations:** Select the currency and amount from the drop-down list.
- Contract Type:** Select from the drop-down list.
- Employment Fraction:** Select from the drop-down list.
- Willingness to Travel:** Enter the travel % of your preference.
- Willingness to Relocate:** Select from the drop-down list.
- References:** Enter your references and referees in the area.
- Click on **Employment Preferences** .
- Click **Add**  in the **Industry**, **Functional Area** and **Hierarchy Level** and select the preferred data from the drop-down list.
- Click on **Desired Work Location** .

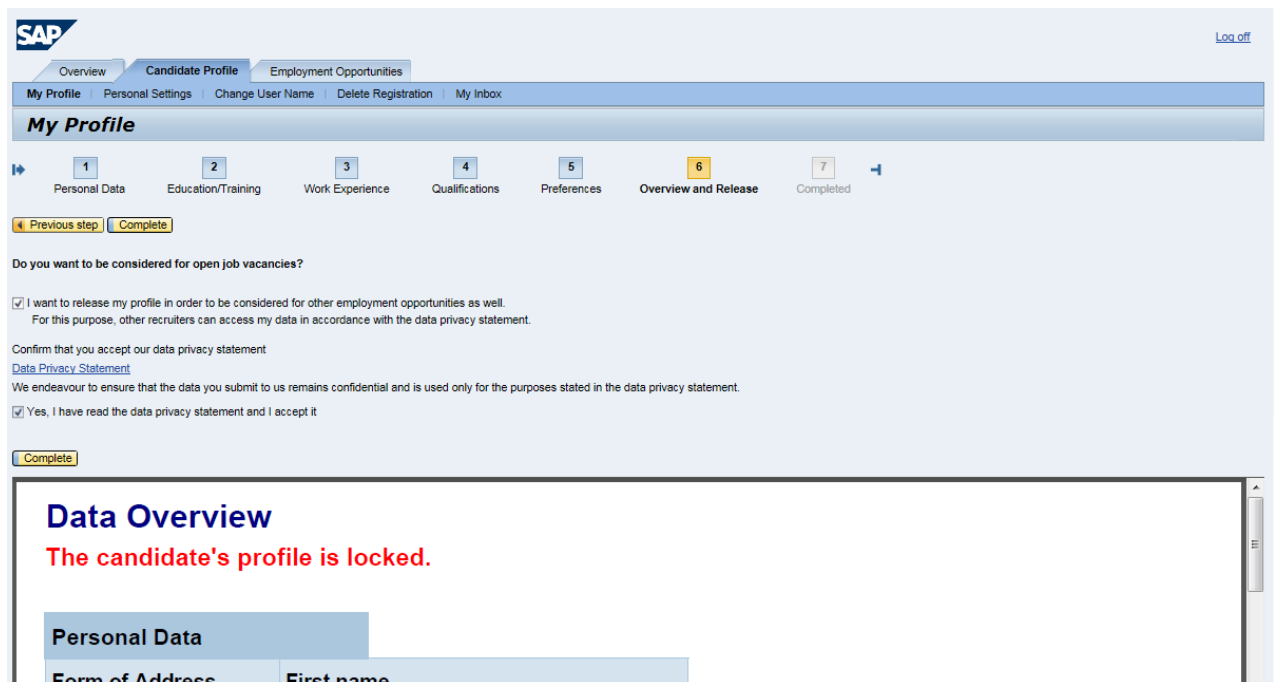
Employment Preferences **Desired Work Location**

Where do you want your future job to be based?

Desired Work Location		
Country	Region	City
South Africa	KwaZulu-Natal	Pietermaritzburg

Add Edit Delete

- Click **Add** **Add** and use the drop-down list to select.
- Select the **Country** and **Region** you desire from drop-down list and enter location text.
- Click **Transfer** **Transfer**
- Click **Next Step** **Next Step**



SAP Log off

Overview **Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration My Inbox

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences **6 Overview and Release** 7 Completed

Previous step Complete

Do you want to be considered for open job vacancies?

I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement
[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

Complete

Data Overview

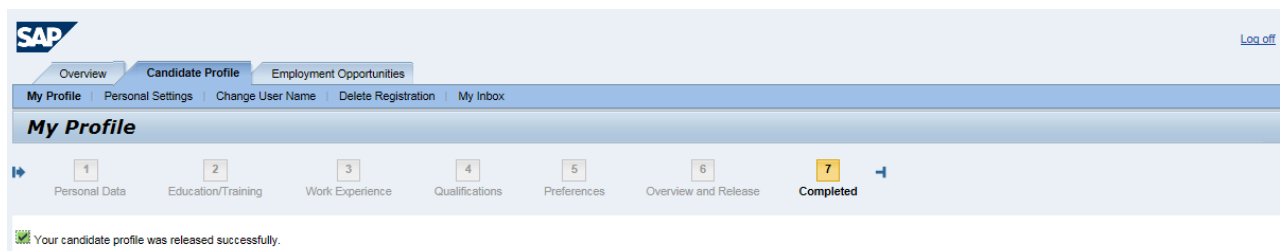
The candidate's profile is locked.

Personal Data

Form of Address First name

Read the information next to the checkboxes and make sure that they are all ticked.

- Select the **Release profile** checkbox .
- Click **Complete** **Complete**.



SAP Log off

Overview **Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration My Inbox

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Overview and Release **7 Completed**

✔ Your candidate profile was released successfully.

A message that indicates that your profile is released, will be displayed.

Applicants are not required to attach any documentation, such as CVs, Qualifications, etc – shortlisted candidates will be requested to bring them along when invited for the interview.

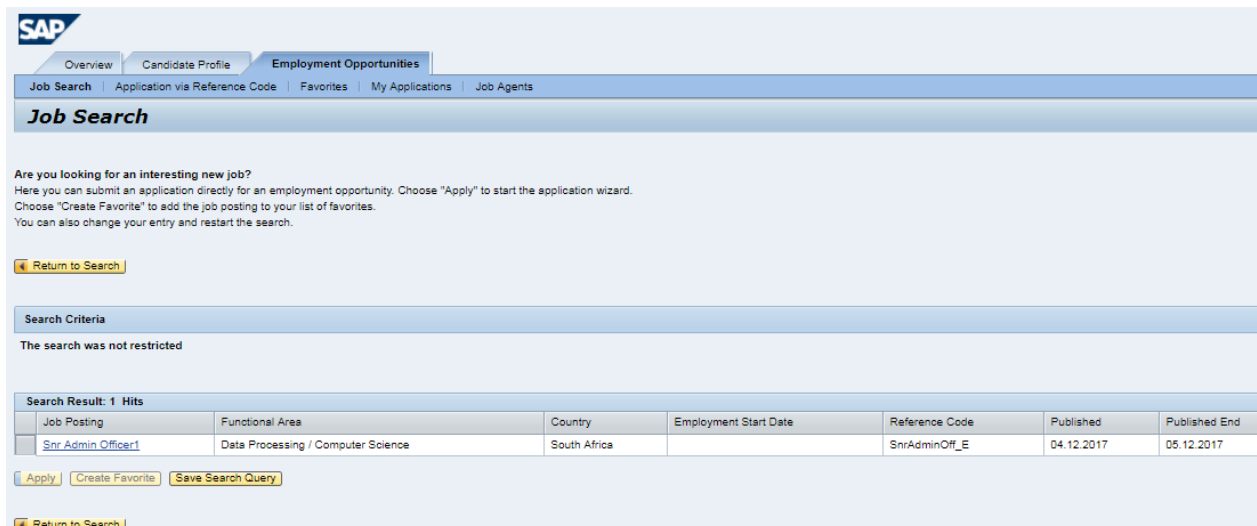
1.3 Search for Vacancies (registered candidate)

To continue searching and applying for jobs, continue from 1.2.



The screenshot shows the SAP Job Search interface. The 'Employment Opportunities' tab is selected. Below the navigation bar, there are buttons for 'Start', 'Reset', 'Save Search Query', 'Delete Search Query', and 'Save as Job Agent'. A section titled 'You can save your search criteria for later reuse' contains a search query field with the text '-- No search query saved --'. Below that is a 'Full Text Search' section with a 'Keywords:' label and an empty text input field.

- Click on **Employment Opportunities** Employment Opportunities
- Click **Start** Start.



The screenshot shows the SAP Job Search interface with search results. The 'Return to Search' button is visible. Below the 'Search Criteria' section, it states 'The search was not restricted'. The 'Search Result: 1 Hits' section contains a table with the following data:

Job Posting	Functional Area	Country	Employment Start Date	Reference Code	Published	Published End
Snr Admin Officer1	Data Processing / Computer Science	South Africa		SnrAdminOff_E	04.12.2017	05.12.2017

Below the table, there are buttons for 'Apply', 'Create Favorite', and 'Save Search Query'. A 'Return to Search' button is also present at the bottom.

- Select **Vacancy** next to the advertisement, to apply.

1.4 Search for Vacancies (unregistered candidate)

Unregistered candidates will only be able to view advertised positions. To be able to apply for any position, a candidate needs to register first.

- Login to the Tshwane Website: www.tshwane.gov.za.

Home About Tshwane Council Departments Regions Tenders Residents Tourism MoE's Contact Us

e-Recruitment e-Tshwane Speeches Media Gallery Business Licences/Renewals City & Regional Development Popular Links Community Libraries Electricity

Data Privacy Statement

NOTE: Please Read Instructions very carefully and scroll down to click Continue to Proceed or Exit to Cancel
Please note that the CoT e-Recruitment system is compatible with Internet Explorer (IE) browser. Make sure to use IE when applying.

The City of Tshwane will use any personal data collected through the job opportunities section of this website for recruitment purposes only and, should your application be successful, for purposes connected with your employment. However, registering your CV and/or receipt and acknowledgement of any kind by the City of Tshwane, shall not be an indication that your application will be successful and/or lead to employment.

The City of Tshwane shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website. You are responsible for updating your CV should any changes need to be made.

Applicants should take note that they can be required to provide proof of original documents during the selection process.

- Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion or conscience, and sexual orientation. People with disabilities are encouraged to apply.
- Please ensure that you have a complete CV with updated information related to your employment, qualification(s) and contact details.
- If a candidate does not comply with the appointment requirement(s) of the specific post(s), the application will not be considered.
- No late applications will be accepted.
- If you do not receive correspondence from our office within 21 days of the closing date, please consider your application unsuccessful.
- Applicants should take note that they can be required to provide proof of original qualification documents during the selection process.

Continue
Exit

- Click **Continue** at the bottom of the *Data Privacy Statement* screen

e-Recruitment e-Tshwane Speeches Media Gallery Business Licences/Renewals City & Regional Development Popular Links Community Libraries Electricity

Vacancies at City of Tshwane

IMPORTANT NOTICE !! If you have registered before 01 February 2018 on e-Recruitment system your details are no longer available on the system, you please need to register again

For instructions on "How-to" register and apply for vacancies.

How-to

You can click on Search to search for available vacancies.

Search

To apply for any of the advertised positions, you need to Register as an applicant first. Once you have registered; click on Login to Apply.

Login

If you are not registered you will not be able to apply for any position. To register click on Register.

Register

If you are not interested to Login or Register please click Exit.

Exit

- Click on the **Search** Search button.

Job Search

Are you looking for a new challenge?
 We have lots of different jobs on offer - come and have a look at our employment opportunities!
 You can restrict the search result by specifying search criteria.

Start Reset

Full Text Search
 Keywords:
 Search Method: With at least one of the words

Search Criteria for Employment Opportunities
 Functional Area:
 <All>
 Audit and Risk
 City Strategy and Organisational Performance
 Communication and Marketing

- Click on **Start** (all advertised positions will be displayed).

You can use the *Keywords* field to type the search word and scale down the display.

Job Search

Are you looking for a new challenge?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
You can also change your entry and restart the search.

[Return to Search](#)

Search Criteria

The search was not restricted

Search Result: 1 Hits

Job Posting	Reference Code	Published	Published End
Snr Admin Officer1	SnrAdminOff_I	04.12.2017	05.12.2017

[Apply](#)

[Return to Search](#)

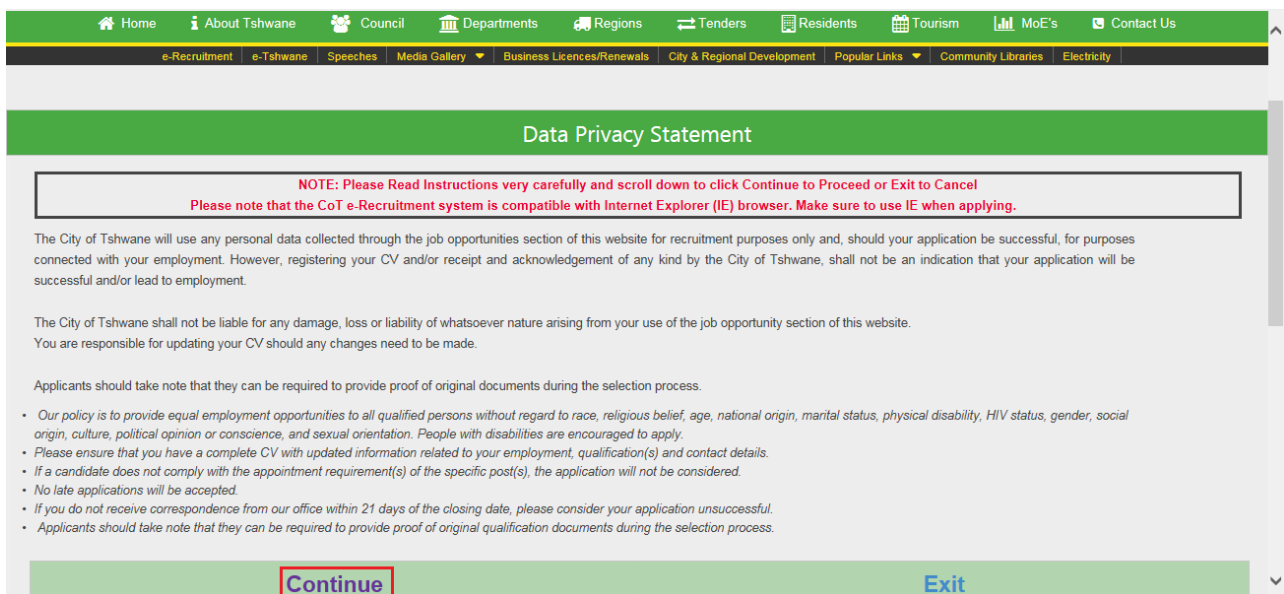
Advertised positions will be displayed.

NB: Please register first and confirm your email address before trying to apply for position.

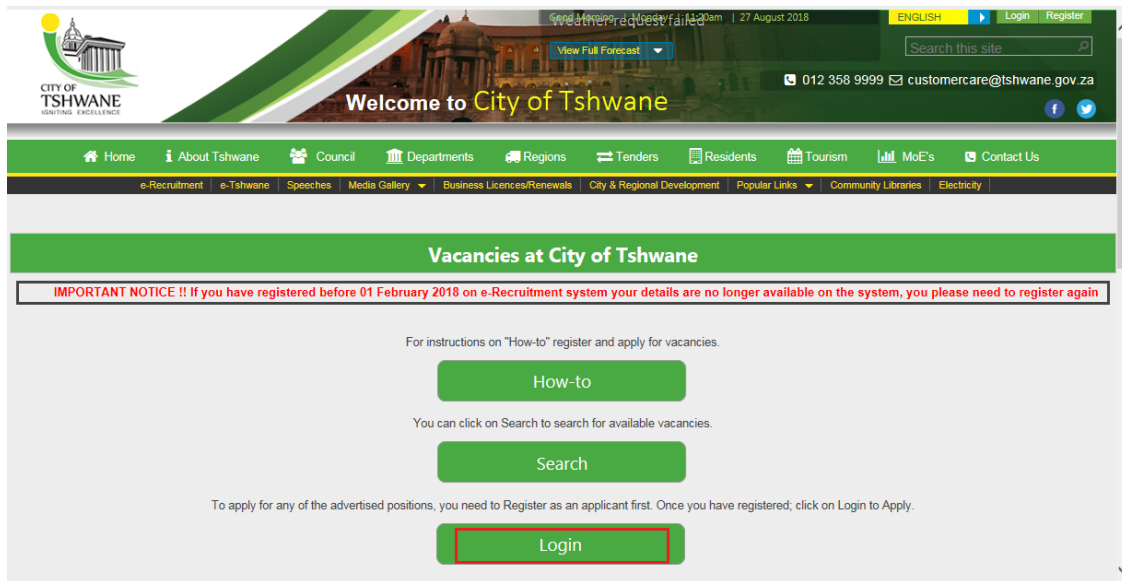
1.5 Login and apply for Jobs

Once registered, you can login and apply for jobs.

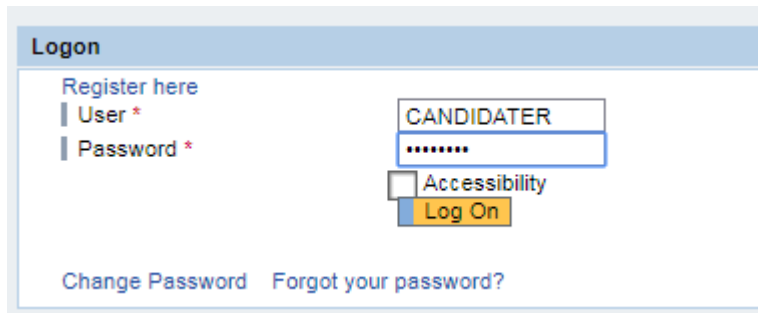
- Log in to the Tshwane Website: www.tshwane.gov.za.



- Click **Continue** at the bottom of the Data Privacy Statement screen



- Click the **Login** [Login](#) button.



- Enter your username
- Enter the Password
- Click on **Log On** [Log On](#)



- Click **Employment Opportunities** [Employment Opportunities](#)

Job Search

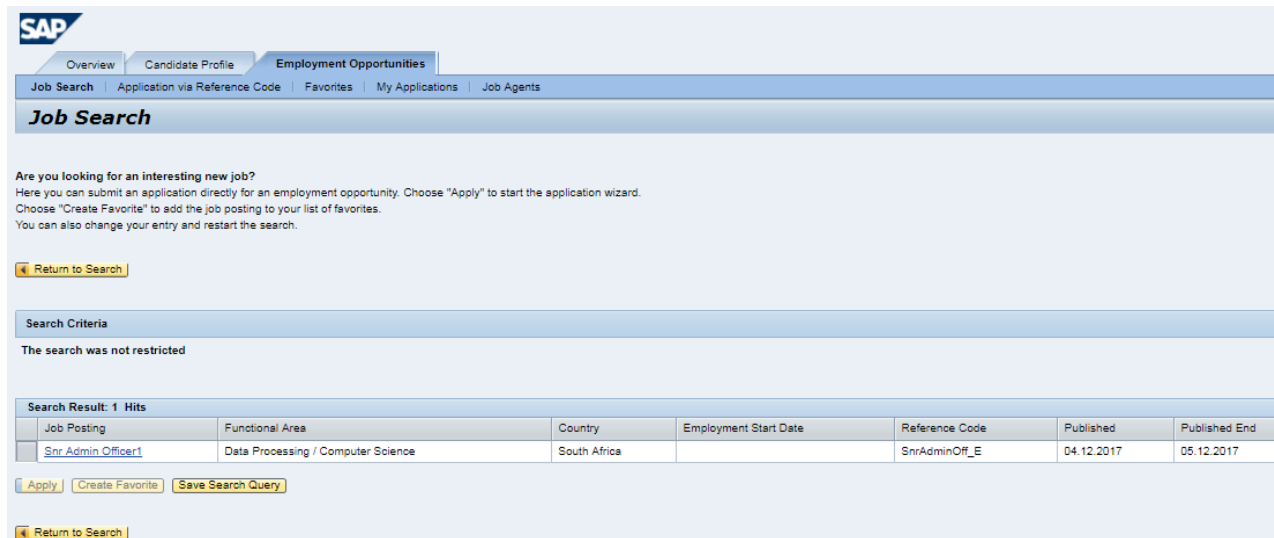
Are you looking for a new challenge?
We have lots of different jobs on offer - come and have a look at our employment opportunities!
You can restrict the search result by specifying search criteria.

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities
Functional Area:

- Audit and Risk
- City Strategy and Organisational Performance
- Communication and Marketing

- Click **Start** (to view all advertised positions).



SAP

Overview Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites My Applications Job Agents

Job Search

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites.
You can also change your entry and restart the search.

Search Criteria
The search was not restricted

Search Result: 1 Hits

Job Posting	Functional Area	Country	Employment Start Date	Reference Code	Published	Published End
Snr Admin Officer1	Data Processing / Computer Science	South Africa		SnrAdminOff_E	04.12.2017	05.12.2017

- Select the Job Posting link [Snr Admin Officer1](#) to view details of the advert.
- Click next to the advertisement of the position for which you want to apply.
- Click **Apply**

1.6 Request alternative password

If an applicant has forgotten his/her password, he/she can request a new password. The password will be sent to the applicant's email address (the one used during registration).

- Login to Tshwane Website: www.tshwane.gov.za.
- Click **Continue** at the bottom of the *Data Privacy Statement* screen.
- Click on the **Login** button.

Logon

[Register here](#)

User *

Password *

Accessibility

[Log On](#)

[Change Password](#) [Forgot your password?](#)

- Enter your username.
- Click on **Forgot your password?** [Forgot your password?](#)

Have you forgotten your password?

If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password.


User Name:

E-Mail:

[Request Password](#) [Back to Logon](#)

- Enter your username and e-mail address (the username and address you entered when you registered).

Have you forgotten your password?

 Password will be sent via e-mail

If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password.

User Name:

E-Mail:

[Request Password](#) [Back to Logon](#)

- Click the **Back to Logon** button [Back to Logon](#)

NB: A temporary password will be mailed to you. Check you emails.

COMPOSE
Access Authorization Inbox x


Inbox

Starred

Sent Mail


Drafts

More ▾

 Elizabeth ▾

No recent chats
[Start a new one](#)

12:33 PM (2 minutes ago)

 to me ▾

Ms. Lizzy Rammy
25 Burger Street
PIETERMARITZBURG
3100
SOUTH AFRICA

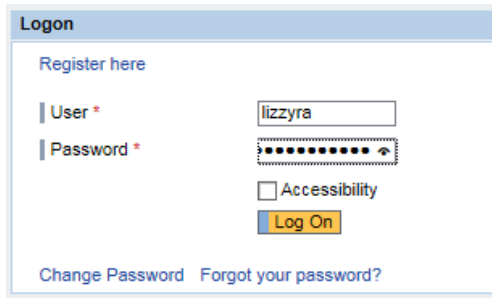
Forgotten Password

Dear Ms. Ms. Lizzy Rammy,

Your temporary password is:
o/WztMxa/CxNj&lx)wY(8Jf(Uv3Kg8[=5vKx4KW.

Sincerely
Recruitment Team
24.08.2016

- Copy the temporary password in the mail and paste it in the *Password* field



Logon

[Register here](#)

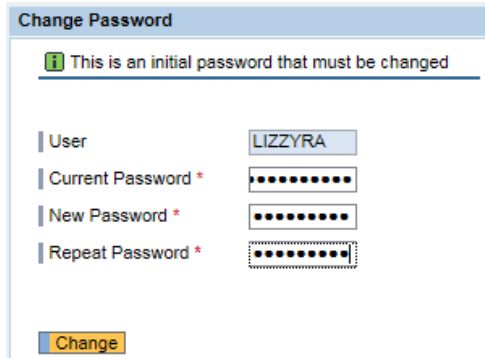
User *

Password *

Accessibility

[Change Password](#) [Forgot your password?](#)

- Click on the **Change Password** link [Change Password](#).



Change Password

i This is an initial password that must be changed

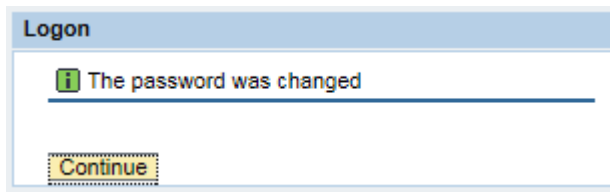
User

Current Password *

New Password *

Repeat Password *

- Copy and paste the temporary password into the **Current Password** field.
- Type in a new password and confirm it in the **Repeat Password** field.
- Click on the **Change** button .



Logon

i The password was changed

Click **Continue** to login and continue applying for advertised posts.