



# Goulburn Valley Health



mercury e-recruit user guide  
for registering and applying online



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## Section 1: Introducing mercury e-recruit

*mercury e-recruit* is a system that streamlines the recruitment process within your organisation. This system consolidates all the administration tasks associated with advertising and filling vacant positions.

*mercury e-recruit* allows you to manage all recruitment-related activities:

- Create and advertise vacant positions.
- Search and apply for vacant positions.
- Screen and select candidates.
- Notify unsuccessful candidates.
- Request contracts for successful candidates.

Use *mercury e-recruit* as you would any other web browser, such as Microsoft Internet Explorer™. Find your way around by clicking the browser buttons and the links in the menus with your mouse, and use the keyboard to type information into the boxes on the screen.

### The recruitment process

The *mercury e-recruit* recruitment process involves personnel from inside and outside of Goulburn Valley Health, including the requesting manager, the applicants, the approving managers and the Human Resources team.

The **requesting manager** is someone who is looking to recruit an applicant for a position. As a requesting manager, you can:

- create position requests for approval and advertising,
- monitor the progress of your position requests and
- short-list applicants for interviewing, selection and rejection.

The **approving manager** is someone who has the authority to approve the position requests that requesting managers create. There is often more than one approving manager in the approval chain. As an approving manager, you can:

- review positions for approval and
- re-assign positions to other approving managers.

The **applicant** is someone who is looking is seeking employment with the organisation. As an applicant, you can:

- search for vacant positions,
- register with *mercury e-recruit* to apply for positions receive job e-mail alerts.
- Applicants who are external to Goulburn Valley Health can also apply for these positions if they are registered members of mercury e-recruit.

The **Human Resources team** is the final approver of all position requests. This team also creates contract documentation for the successful applicant.

See the flowchart in Figure 1 for an outline of the recruitment process and the personnel involved.

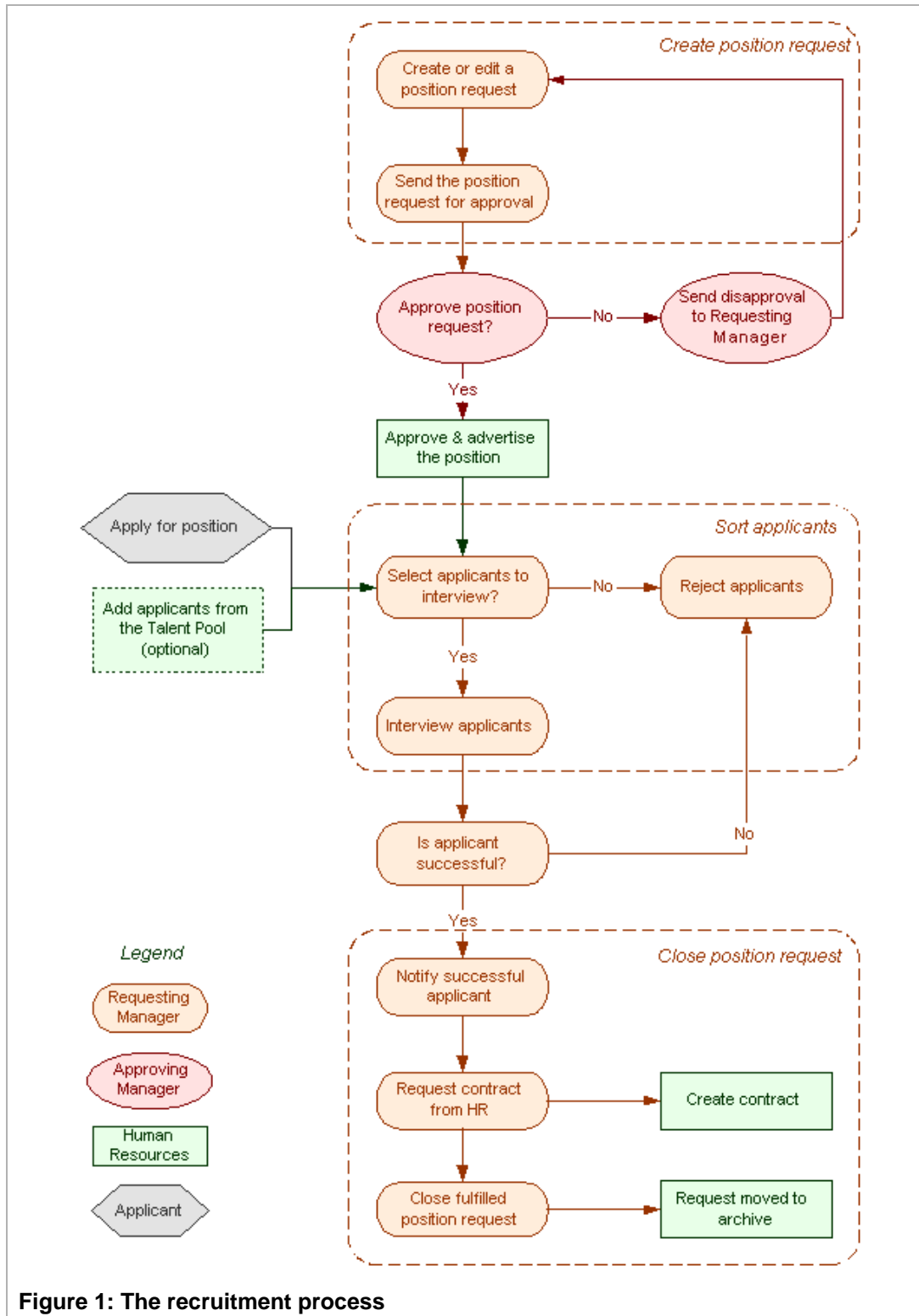


Figure 1: The recruitment process

## How to use this guide

To start using *mercury e-recruit*, refer to **Section 2: Getting started**. This section explains how to register with *mercury e-recruit* for the first time, login to your account and register for e-mail alerts.

In **Section 3: Applying for positions**, learn how to search, download, print and apply for position vacancies in *mercury e-recruit*.

## Section 2: Getting started

In this section, you can learn how to register with *mercury e-recruit* for the first time, login to your account and register for e-mail alerts.

### Launching mercury e-recruit

You can access *mercury e-recruit* using a web browser, such as Microsoft Internet Explorer™ or similar.

1. Double-click the **Internet Explorer** icon on the desktop of your computer. **Internet Explorer** opens in a new window.
2. Enter the following in the **Address** line: *http://gvhealth.mhr.com.au* along the top of the screen. Ensure that you type in the address correctly so that you can access the system.
3. Press **Enter**. The *mercury e-recruit* system for *Goulburn Valley Health* displays on the screen.



**Tip:** After you complete this procedure, add this page to your **Favorites** in **Internet Explorer**. On the **Favorites** menu, click **Add to Favorites** and then click **OK**.

### Registering to use mercury e-recruit for the first time

Register with *mercury e-recruit* to apply for position vacancies and receive job updates via e-mail.

Before following this procedure, you must log in to the system. Follow the *Launching mercury e-recruit* procedure on page 7 to learn how.



**Note:** When you register with *mercury e-recruit*, ensure that you use your employee e-mail address to receive an **employee account**. If you use any other e-mail address when registering, you will only receive a **jobseeker account** which does *not* allow you to access the **Job Toolbox**.

#### Registration – Part 1

1. Follow the *Launching mercury e-recruit* procedure on page 7.
2. Click **Register Now!** along the top of the screen. The **Register – Step 1** screen appears.
3. Type in your details in the boxes on the screen. Ensure that you complete all the fields marked with a red asterisk (\*) in order to register successfully.
4. Click **Continue**. The **Register – Step 2** screen appears with a confirmation. *mercury e-recruit* will send you an e-mail to the address you specified in the **Register – Step 1** screen.

#### Registration – Part 2

1. Log in to your e-mail account.

2. Open the system generated e-mail titled **Registration Received – Activation Required**.
3. Click on the hyperlink in the body of the e-mail. This link allows you to complete your registration and activate your *mercury e-recruit* account. The **Register – Step 3** screen appears in a new window.
4. Click **Continue**. You are now logged in and you can begin using *mercury e-recruit*.



**Note:** If you do not receive this e-mail, check that you have entered the correct email address. If you have entered the correct e-mail address, please contact **support@mhr.com.au**.



**Tip:** If you are not taken to the web page to continue your registration when clicking the hyperlink in the e-mail, manually copy and paste the whole hyperlink directly into the **Address** bar of your web browser.

## Logging in

Once you have registered as a member, you can login performing tasks using *mercury e-recruit*.

If you do not have a login password, follow *Registering to use mercury e-recruit for the first time* on page 7.

1. Follow the *Launching mercury e-recruit* procedure on page 7.
2. Enter your e-mail address in the **E-mail** box in the **Login** area.
3. Enter a new password in the **Password** box.
4. Click **Go**. You are now logged into *mercury e-recruit*.



**Tip:** If you do not remember your password, click **Forgot Password?** Under the **Password** box. Enter the details in the boxes on the screen and then click **Send Me My Password**. *mercury e-recruit* will send your password to your e-mail address.

## Registering for automatic job alerts

Follow this procedure if you want to receive e-mail from *mercury e-recruit* with the latest position vacancies.

1. Follow the *Logging in* procedure on page 8. The registered member screen appears.
2. Click **My Registration** along the top of the screen. The **Edit Registration** screen appears with your current registration details.
3. Click the **Would you like to receive automatic e-mail updates regarding new vacancies?** list and select **Yes**.
4. Click on the **Job Category 1** list and select a category.
5. Repeat the last step for **Job Category 2**, **Job Category 3** and **Job Category 4** if you want to receive emails about more than one job category.
6. Click **Continue**. A message appears informing you that your details have updated.

7. Click **Continue** again to be taken back to the registered member screen.



**Tip:** You can also perform this procedure during the registration process. See the *Registering to use mercury e-recruit for the first time* procedure on page 7.

## Changing registration details

You can change your registration details once you have logged into *mercury e-recruit*.

1. Follow the *Logging in* procedure on page 8. The registered member screen appears.
2. Click **My Registration** along the top of the screen. The **Edit Registration** screen appears.
3. Edit your details in the boxes on the screen. Ensure that you complete all the fields marked with a red asterisk (\*) in order to successfully change your details.
4. Click **Continue**. A message appears informing you that your details have now changed.
5. Click **Continue** again to be taken back to the registered member screen.

## Updating your password

Follow this procedure to update your *mercury e-recruit* password.

1. Follow the *Logging in* procedure on page 8. The registered member screen appears.
2. Click **My Registration** along the top of the screen. The **Edit Registration** screen appears.
3. Click **Update Your Password**. The **Update Password** screen appears.
4. Type in your **current password**, **new password** and then enter your **new password again** into the boxes on the screen.
5. Click **Continue**. A confirmation screen appears informing you that you have successfully changed your password.
6. Click **Continue** to go back to the **Edit Registration** screen.



**Note:** If you did not successfully change your password, a message displays on the screen. Click **Try Again** to re-enter a new password.

## Unsubscribing from mercury e-recruit

Follow this procedure to unsubscribe from *mercury e-recruit*.

1. Follow the *Logging in* procedure on page 8. The registered member screen appears.
2. Click **My Registration** along the top of the screen. The **Edit Registration** screen appears.

3. Click **Un-subscribe From Site**. The **Unsubscribe** screen appears with a message warning you that your registration will be permanently removed if you continue.
4. Type in your **Registered E-mail Address** and **Password**.
5. Click **Continue**. A message appears informing you that your registration has been removed from the system.
6. Click **Continue** again to be taken back to the registered member screen.

## Section 3: Applying for positions

In this section learn how to search, download, print and apply for position vacancies in *mercury e-recruit*.

You do not have to be a registered member of *mercury e-recruit* to search for vacant positions. However, you do have to be a registered member to apply for vacant positions and to receive e-mail alerts.

### Searching for a position vacancy

Follow this procedure if you want to search for a position vacancy on *mercury e-recruit*.

1. Follow the *Launching mercury e-recruit* procedure on page 7. The *mercury e-recruit* **Latest Job Vacancies** screen appears.
2. Select the check boxes under the **Search Current Vacancies** area to choose the area of expertise in which you want to find a vacancy. Otherwise, click **Search all** to search all vacancies.
3. If desired, type in one or more words in the **Keyword(s)** box to refine your search.
4. Enter a **Reference Number** of the position vacancy, if known.
5. Click **Search**. The **Vacancies – Search Results** screen appears with all the latest vacancies.



**Tip:** You can also click **View All Current Vacancies** in the **Latest Vacancies** area to view all open positions.

### Downloading a position description

Follow this procedure if you want to download a position description to your computer.

1. Follow the *Searching for a position vacancy* procedure on page 11.
2. In the **Vacancies – Search Results** screen, click on the title of a position vacancy of interest.
3. Click **Position Description**. A **File Download** message appears.
4. Click **Open** to view the file or click **Save** if you want to save the vacancy details as a file on your computer. The **Save As** dialog box appears.
5. Browse for a location on your computer in which to save the file and click **Save**. The file saves to your computer for future reference.



**Tip:** You can still save a copy of the position vacancy description if you click **Open** to view the full details on the screen. On the **File** menu, click **Save As** and browse for a location in which to save the file. Then click **Save**.

### Printing a position vacancy

Follow this procedure if you want to print a position vacancy you are interested in.

1. Follow the *Searching for a position vacancy* procedure on page 11.
2. In the **Vacancies – Search Results** screen, click on the title of a position vacancy you want to print.
3. Click **More Details**. The full position description displays on the screen.
4. Click **Print**. The **Print** dialog box appears.
5. Select a printer and click **Print**.
6. Check your printer to ensure that the position vacancy has printed.

## Applying for a position vacancy

Follow this procedure if you want to apply for a position vacancy of interest. Before you apply for a position, ensure that you have a soft-copy of your *resume* and if applicable, a *covering letter* on your computer ready to attach to your application.

### Part 1 – Entering your details

1. Follow the *Logging in* procedure on page 8. The registered user screen appears.
2. Follow the *Searching for a position vacancy* procedure on page 11.
3. In the **Vacancies – Search Results** screen, click on a vacancy for which you want to apply.
4. Click **More Details**. The full position description displays on the screen.
5. Click **Apply Now** to apply for the position. The **Application - Step 1 of 3** screen appears.
6. Type in your details in the boxes on the screen. Ensure that you complete all the fields marked with a red asterisk (\*) in order to apply successfully.
7. Click **Continue Application**. The **Application - Step 2 of 3** screen appears. See *Part 2 – Attaching supporting documentation* to continue.

### Part 2 – Attaching supporting documentation

In this section, attach your resume, a cover letter and if desired, references, to support your application.

1. In the **Application - Step 2 of 3** screen, click the first **Browse** button to attach a copy of your resume. The **Choose file** dialog box appears.
2. Click on the file to attach and click **Open**.
3. Repeat steps 1 and 2 for your **Cover Letter** (mandatory) and **Reference Document** if you want to include these as part of your application.
4. Click **Continue Application**. The files are uploaded and the **Application - Step 3 of 3** screen appears. See *Part 3 – Answering selection criteria* to continue.



**Note:** Any file you attach to your application must be in Microsoft Word (.doc), Adobe Acrobat (.pdf) or Rich Text Format (.rtf). The filename must be less than 200 kb in file size and can only contain the letters A-Z or numbers 0-9.



**Tip:** Attach references along with your resume and cover letter to support your application.

### Part 3 – Answering selection criteria

1. In the **Application - Step 3 of 3** screen, answer any **selection criteria** questions by clicking the lists and selecting an option for each criteria.
2. Edit your details in the boxes on the screen. Ensure that you complete all the fields marked with a red asterisk (\*) in order to apply successfully.
3. Click **Continue Application**. The **Application - Complete** screen appears with confirmation that you have successfully completed the application and that you have been sent a receipt of your application to your e-mail address.
4. Click **Continue** to go back to the registered member screen.



**Tip:** You can view a copy of your application from the **My History** screen located in the main menu.

### Updating an application

Follow this procedure if you update the details in an application. Your existing application will be overwritten by this new application.

1. Follow the *Logging in* procedure on page 8. The registered user screen appears.
2. Click **My History**. The **Application History** screen appears with a list of past positions for which you have applied.
3. Look for the position for which you want to update your application and click **Update**. The **Application - Step 1 of 3** screen appears.
4. Follow the *Applying for a position vacancy* procedure on page 12 to continue.

### Withdrawing an application

Follow this procedure if you change your mind about a position you have applied for and no longer want to be considered for the role.

1. Follow the *Logging in* procedure on page 8. The registered user screen appears.
2. Click **My History**. The **Application History** screen appears with a list of past positions for which you have applied.
3. Look for the position for which you want to withdraw your application and click **Withdraw**. The **Withdraw Application** screen appears with a question.
4. Click **Yes** to withdraw the application. A **Thank you** screen appears informing you that your application has been withdrawn and is no longer in the system.
5. Click **Continue** to go back to the registered member screen.



**Note:** You are able to re-apply for a position after you withdraw your application, however, the withdrawal will be visible to the recruiting manager.

### Checking your application status and history

You can check how many positions you have applied for in the past and the status of each application in this step.

1. Follow the *Logging in* procedure on page 8. The registered user screen appears.
2. Click **My History**. The **Application History** screen appears with a list of past positions you have applied for.
3. Click on the position title you want to review. Your **Personal Details** used in the application appear on the screen.
4. Click the other tabs on the screen to review the position details.
5. Click **Home** to return to the registered member screen.