Recommended Internet Brower(s): Internet Explorer 8; Safari

**Helpful Hints:** Please be sure that you are using one of the above mentioned browsers AND that you have your Pop-Up Blocker Turned Off.

- **Internet Explorer:** Tools → Pop-up Blocker → Turn Off Pop-up Blocker
  - o If Pop-Up's Continue to be Blocked → Hold your **CTRL** key down as you select the option.

\*\*Important Browser Note\*\* Firefox, Google Chrome, & Internet Explorer 9 are not fully compatible.

**Recent Modifications:** on 23-Jan-11 – the data field *Country of Residence* was changed so that it is now a Required Field. If you are receiving an error simply complete this field prior to making any other changes and Save your details.

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#### GENERAL INFORMATION

#### **OVERVIEW**

Oracle iRecruit is a web-based software that can be found by navigating through your Internet Browser to the following web path: <a href="http://hrapps2.zu.ac.ae/">http://hrapps2.zu.ac.ae/</a>

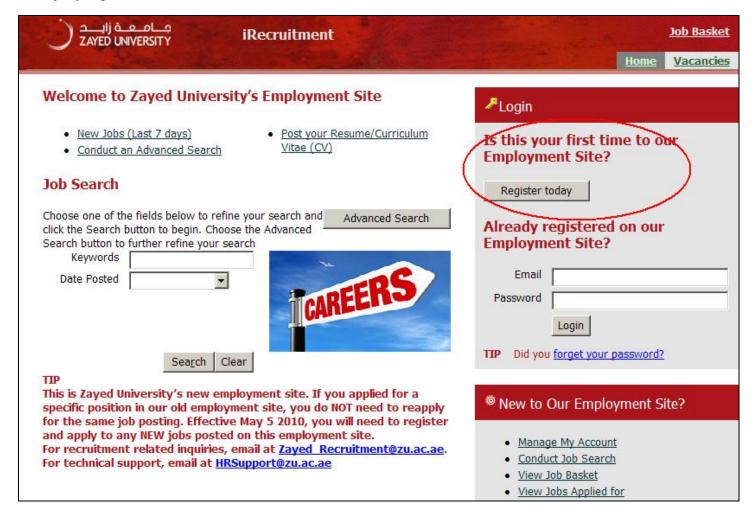
From this page you can view current Openings, Register an account with us, Update your Account, and many other actions related with the Recruitment process.

#### REGISTER TODAY

If you have already registered an account with us you won't need to do this again (unless it was prior to 05-May-2010 – which is when we went LIVE with a new Software).

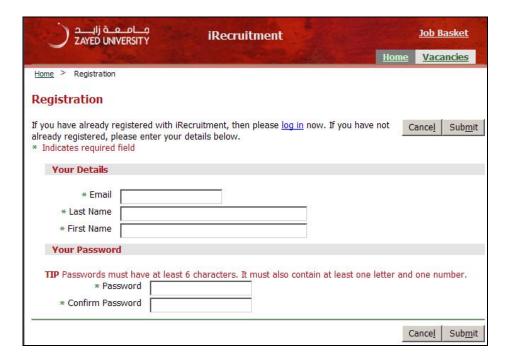
To Register an Account: Click on the "Register Today" button (<a href="http://hrapps2.zu.ac.ae/">http://hrapps2.zu.ac.ae/</a>).

**Note**: have an Electronic version of your CV/Resume ready to be uploaded – as it is a required document to complete all steps of Registration.



#### REGISTRATION INFORMATION

Email	<ul> <li>Use a personal email address that you check regularly, and plan on keeping.</li> <li>Work Email Addresses – are not recommended.</li> <li>This will be the email that you receive alerts for things such as (Job Postings, Offers, Password Resets, etc.)</li> <li>To change this requires a System Administrator to manually modify – this is not something the system will allow general users to update / change.</li> <li>If this email is already in use – the system will not allow the same email to be used twice.</li> </ul>		
Last Name	Insert your Family/Good Name here.		
First Name	Insert your Given Name here.		
Password	The System Requires what is called a "Strong" password.  • Minimum of <u>6</u> characters in length  • Alpha Numeric: made up of only letters & numbers (must contain at least one letter and one number) – e.g. 12345a		
Submit	Once the above data has been completed – click on the "Submit" button to proceed to the next Step "Create Account"		



#### REGISTRATION INFORMATION: CREATE ACCOUNT

At this point – you will need to Attach an Electronic Copy of your CV/Resume – please note that the Resume / CV document is Required to move to the next step.

Once Resume/CV has been uploaded → click the "Continue" button to proceed to the next Step "Personal Information".

**Note**: If you do not have your CV/Resume ready to attach – you can choose to Cancel and finish updating your account details at a later time. *Important: please be sure to remember your email address and password at this time* – *as the system is defaulted to not send emails (even if requesting a new password).* 

<u>عامة ألب </u> iRecruitment	<u> </u>	b Basket	<u>Logout</u>
General My Account		Home	<u>Vacancies</u>
Create Account			
Please attach your Resume/CV in order to create your account.		Cance <u>l</u>	<u>C</u> ontinue
Click browse to upload your resume	Browse		
		Cance <u>l</u>	<u>C</u> ontinue

REGISTER: PERSONAL INFORMATION (STEP 1 OF 3)

Please note that all fields marked with the \* are required and must be populated with something. If there is no information to place into a required field due to being Not Applicable  $\rightarrow$  simply input N/A.

Personal Information (Step 1 of 3) Data Fields			
	Please insert your Personal and Professiona		
	Title	Select one from the list of Options	
	Last Name (Required)	As per your Passport	
	First Name (Required)	As per your Passport	
	Middle Name	As per your Passport	
	Third Name	As per your Passport	
	Country of Birth	As per your Passport	
BASIC DETAILS	Birth Date (Required)	As per your Passport	
[ <u>₹</u>	Gender (Required)	As per your Passport	
)EJ	Email Address		
[C]	Marital Status (Required)		
ASI	Country of Residence (Required)		
B	Nationality (Required)	As per your Passport.	
	Are you a ZU Graduate?		
	Have you worked for ZU before? (Required)		
	If you are a UAE National Passport		
	holder, do you have Khulasat AlQuaid?		
	(Required)		
	Do you have a valid UAE Resident Visa?		
N. S.	Please only input data for Dependants that Reside (or you plan to have reside) with you in the UAE.		
DEPENDAN T DETAILS		he UAE for at least 7 months of each year.	
E E	Name	As per his/her Passport (First, Middle, Third, Last)	
L D	Relation	Select one from the list of options	
— ,	Date of Birth As per his/her Passport		
	Please note that the data fields change be shown below. (Please be sure to complet	used on the Country you select and may vary to what is	
	If Selecting a country other than Un		
S		Turned Off. When you select "Other" it will bring up a new	
ES	window (which will be blocked if you have your pop-up blocker enabled) that allows you to		
ADDRESS	search for other countries. If Pop-Up Continues to be blocked → try holding your CTRL key		
AD	down as you click on the "Othe		
·	A new Search Window will appear – for a full Country listing simply press the Go button with no		
	criteria entered. Otherwise, if you wish to limit your view and search for only countries that		
		"U" into the search criteria and press go.	
		contact you via telephone. Please be sure to follow the Phone	
PHONE		input the full number (inclusive of country code and city code).	
PH	Home	• Work	
Z	Work Fax		
	Mobile Personal	I	

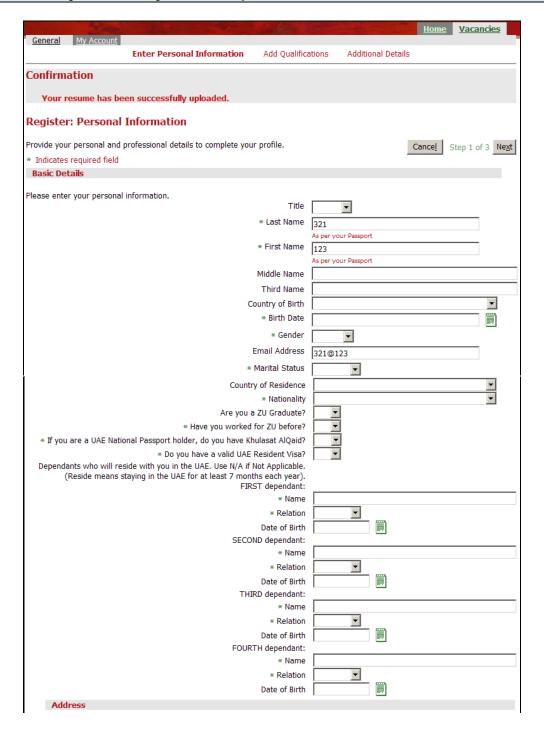
Created by: Brandi Groves Last Updated: 09-May-2011 Page **4** of **23** 

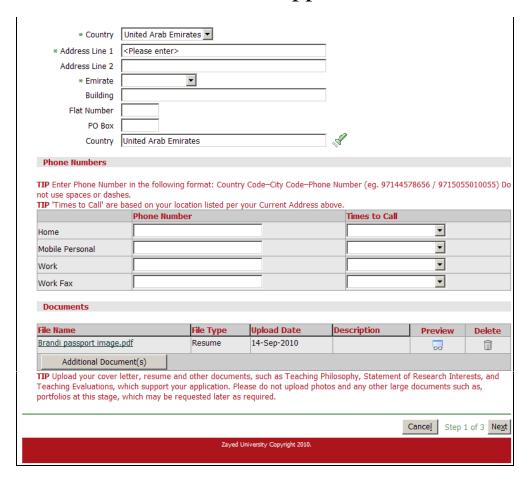
# DOCUMENTS

Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations.

• Please, at this time, do not upload photos or other documents that are large in size such as Portfolios. These may be requested at a later point in the recruitment process.

Click the "Next" button to proceed to Step 2 of 3 "Add Qualifications

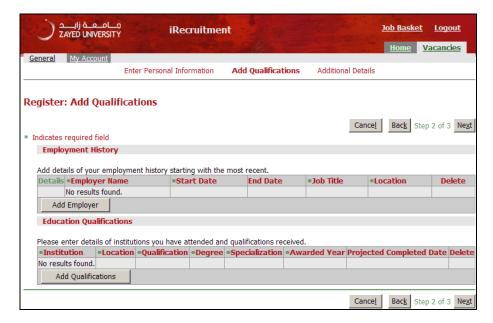




REGISTER: ADD QUALIFICATIONS (STEP 2 OF 3)

In Step 2 of 3 – this is where you input your Work and Educational History.

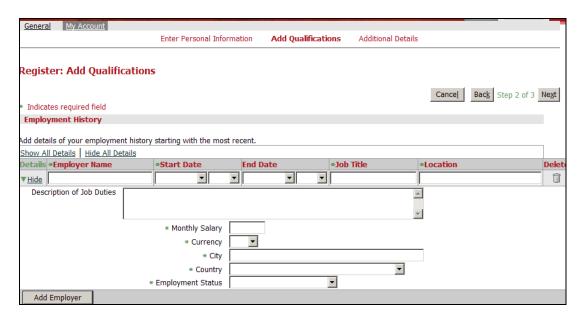
Note: If you Click on the "Add Employer" or "Add Qualification" buttons – you will be required to complete the required fields or Delete the new record by clicking on the Delete icon which is located to the right of the record.



#### ADD EMPLOYER

As you will notice – once the Add Employer button is clicked – a number of new fields appear (including some additional Required Fields). The system will allow you to input up to 20 Employment History Records.

Employer	Detail Fields	
7	Employer Name (Required)	
₹ Æ	Start Date (Required)	
IAF VYV AT.	End Date	
PRIMARY EMPLOYMEN T DATA	Job Title (Required)	
I H	Location (Required)	
H	Delete (Trash Can)	Use this if you wish to remove the Entire Record
<b>1</b> >	Description of Job Duties	
AE A	Monthly Salary (Required)	
ADDITIONAL EMPLOYMEN T DATA	Currency (Required)	
	City (Required)	
ADDI EMPL T D	Country (Required)	Select the Country that you worked from the list of options.
■ E	Employment Status (Required)	Select one from the list of options



ADD QUALIFICATION

Once you click the "Add Qualification" button – it opens up the data fields for data entry. All required fields must be completed before the system will allow you to proceed.

<b>Employer</b>	Employer Detail Fields			
Т	Institution (Required)			
EN.	Location (Required)	Please specify the Country in which the Institution is located.		
N.	Qualification (Required)	Select one from the list of Values provided.		
	Degree (Required)	Select one from the list of Values provided.		
API TA	Location (Required) Location (Required) Please specify the Country in which the Institution is located. Qualification (Required) Select one from the list of Values provided.  Degree (Required) Select one from the list of Values provided.  Specialization (Required) Free text Awarded Year 4 digit Year in which you achieved your degree / qualification.			
EN				
PRIMARY		If you are still in the process of achieving this degree - please keep		
MA	Projected Competed Date	Awarded Year Blank and Insert the best known date of when you		
[K]		expect to complete this degree.		
4	Delete (Trash Can)	Use this if you wish to remove the Entire Record		

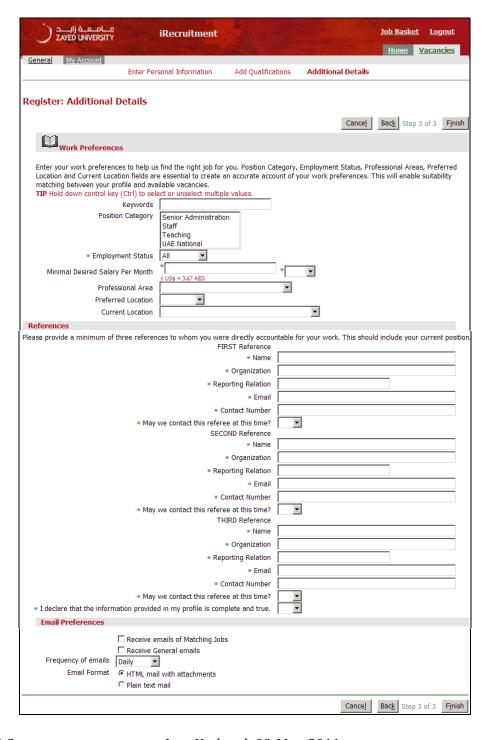
Education Qualifications							
Please enter details of institutions yo	ou have attended and qual	ifications received.					
*Institution	*Location	*Qualification	*Degree	Specialization	···Awarded Year	Projected Completed Date	Delete
		_	•			· ·	î
Add Qualifications							
				Cancel Back	Step 2 of 3 Ne	ot .	

REGISTER: ADDITIONAL DETAILS (STEP 3 OF 3)

A 1 1				
Additiona	al Details (Step 3 of 3)			
	Enter your work preferences to help us find the right job for you. Position Category, Employment Status, Professional Areas, Preferred Location and Current Location fields are essential to create an accurate account of your work preferences. This will enable suitability matching between your profile and available vacancies.			
	-			
	Key Words	Free Text & Self Explanatory		
		Select one or more from the following options:		
	Desiries Colores	Senior Administration  Second Se		
	Position Category	• Staff		
7-7		• Teaching		
<u> </u>		UAE National  Colort and from the following autions:		
E		Select one from the following options:		
$\mathbf{R}$	Ela	• All		
딛	<b>Employment Status</b>	• Full Time		
₹		Part Time		
WORK PREFERENCE		Temporary    Temporary		
<b>X</b>	Minimal Desired	Insert the numerical value of the minimum monthly salary you are willing to accept.		
0	Salary per Month	• <b>Currency</b> : please also note the small box off to the right – please select the currency		
>		(e.g. AED or USD)		
	Professional Area	Select one from the options provided:		
	Professional Area	• Please note that this is not required – if you wish to keep your options open you can leave this blank to avoid filtering out data.		
		Select one from the following options:		
	Preferred Location	Abu Dhabi     All		
		Dubai		
	Current Location	Select the Country that you currently reside in (e.g. Country of Residence)		
	Please provide a minimum of three references to whom you were directly accountable for your work. This state is the country of the state of the country of the country of the state of the country			
	include your current po			
လွ	Name	Please provide the First & Last Name of the contact.		
REFERENCES	Organization	The Company where the Reference currently works.		
Ξ	Reporting Relation	How do you know this person?		
X X	Email	An Email address in which we may contact this reference.		
豆	Contact Number	Please be sure to include the full phone number – inclusive of country & city codes.		
<b>2</b>	Massaura ann taot thèir	Prior to being hired we are required to contact references – BUT if there is any reason		
	May we contact this referee at this time?	that you are wanting us to wait to contact a reference (e.g. current employer) please do		
	referee at this time?	let us know here.		
	Inform the Recruitment System which emails you prefer to receive AND how often you wish to receive			
S	Receive emails of	If you wish to receive emails with links to job postings which match the Work		
<u>C</u> E	Matching Jobs	Preference's that you input – tick this box here.		
		Recommend to keep this box ticked: this will allow the Recruitment System to send you		
EMAIL FEREN	Receive General	email alerts to your email box for items such as:		
EMAIL PREFERENCES	emails	Password Re-Setting: If you have forgotten your password and click on the "forgot"		
X.	**Important**	password link" – if this box is not ticked, the system is not able to send an email		
Д.	important	with a New Password.		
		Interview Invites		

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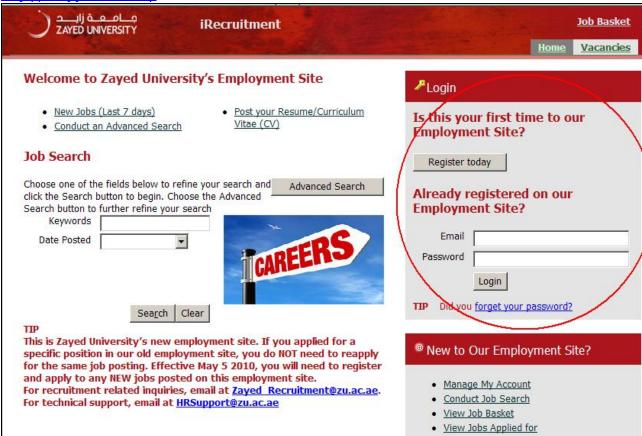
		• Offers		
		Regret Letters		
		• And more		
		Select one from the following list of options:		
		• Daily		
	Frequency of Emails	Weekly		
		Bi-Weekly		
		Monthly		
		Select one from the following options:		
	Email Format	• HTML mail with attachments – this enables pictures and pretty formatting options.		
	Elliali Ful illat	• Plain Text mail - this is your standard text email usually smaller in size and will take		
		up less storage space in your email box.		
FINISH - c	lick the Finish button t	o finish.		



#### LOG INTO YOUR REGISTERED ACCOUNT

Oracle iRecruit is a web-based software that can be found by navigating through your Internet Browser to the following web path:

http://hrapps2.zu.ac.ae/



**Email:** This is the email address in which you used to register your account.

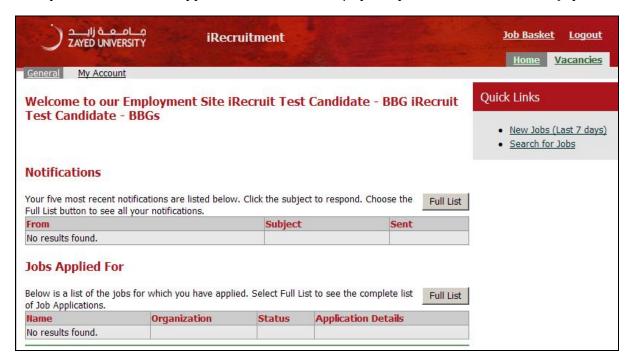
**Password:** Self Generated Password when first registered an account.

Input your Email & Password then click the Login button.

**FORGOT YOUR PASSWORD** – Click on the link below the Login button "forget your password?" and then follow the steps

#### GETTING STARTED

Once logged in successfully you will see a page similar to the image below. From here you can View Notifications, View Jobs that you have submitted Applications for, And View/Update your Profile Information (My Account).



#### VIEW / UPDATE MY ACCOUNT DETAILS

To View and/or Update your Profile Information simply click on *My Account* located at the Upper Left corner of the screen.



This will bring you to your Account Details where you can Add, Update, and/or Delete data within your Account > Personal Information, Qualifications, Additional Details, AND Login Information.

Please note that the Recruitment and Hiring Team only see your most up to date account details when viewing your profile.

#### VIEW / UPDATE PERSONAL INFORMATION

If there is a need to update, add, or modify any information within this section you can do so by simply updating the data within each field and clicking the SAVE button. Once data has been saved → this is what the Zayed University Recruitment team will be viewing.

Last Updated: 09-May-2011 Created by: Brandi Groves Page **11** of



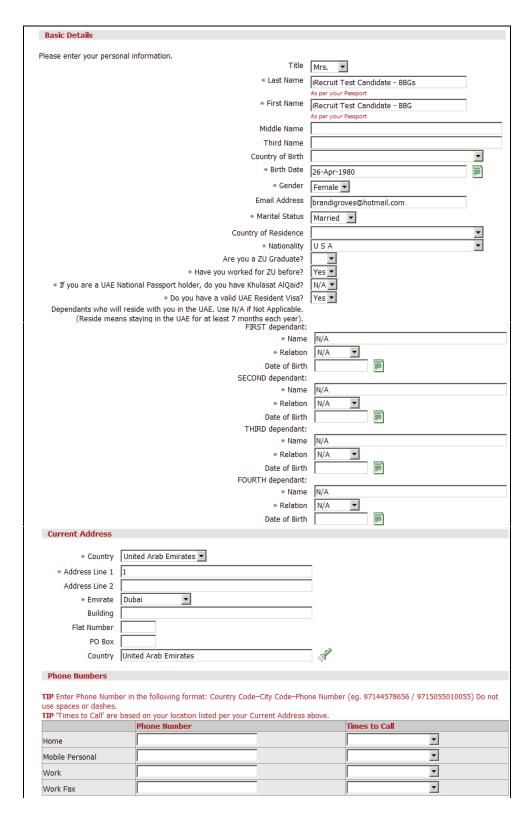
Personal Information Data Fields			
	Please insert your Personal and Professional details within this section.		
	Title	Select	one from the list of Options
	Last Name (Required)	As per	your Passport
	First Name (Required)	As per	your Passport
	Middle Name	As per	your Passport
	Third Name	As per	your Passport
	Country of Birth	As per	your Passport
TS	Birth Date (Required)	As per your Passport	
BASIC DETAILS	Gender (Required)	As per your Passport	
Œ	Email Address		
[C ]	Marital Status (Required)		
ASI	Country of Residence (Required)		
B	Nationality (Required)	As per	your Passport.
	Are you a ZU Graduate?		-
	Have you worked for ZU before? (Required)		
	If you are a UAE National Passport		
	holder, do you have Khulasat AlQuaid?		
	(Required)		
	Do you have a valid UAE Resident Visa?  Please only input data for Perendents that Peride (or you plan to have reside) with you in the UAE.		
AN	Please only input data for Dependants that Reside (or you plan to have reside) with you in the UAE.  Reside: means staying with you in the UAE for at least 7 months of each year.		
DEPENDAN T DETAILS	Name		·
PE]	Relation		his/her Passport (First, Middle, Third, Last) one from the list of options
DE			A
	Date of Birth As per his/her Passport Please note that the data fields change based on the Country you select and may vary to what is		
	shown below. (Please be sure to complet		
	If Selecting a country other than Un		
S			
ES	Be sure your Pop-Up Blocker is Turned Off. When you select "Other" it will bring up a new window (which will be blocked if you have your pop-up blocker enabled) that allows you to		
ADDRESS	search for other countries. If Pop-Up Continues to be blocked $\rightarrow$ try holding your CTRL key		
AD	down as you click on the "Other" option.		
,	A new Search Window will appear – for a full Country listing simply press the Go button with no criteria		
	entered. Otherwise, if you wish to limit your view and search for only countries that begin with the letter "U"		
	key in "U" into the search criteria and press go.		
PHONE	Please use this section to tell us how we can contact you via telephone. Please be sure to follow the Phone Number Formatting Tip requesting that you input the full number (inclusive of country code and city code).		
PHONE UMBER	• Home		• Work
N N	Mobile Personal		Work Fax

# DOCUMENTS

Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations.

• Please, at this time, do not upload photos or other documents that are large in size such as Portfolios. These may be requested at a later point in the recruitment process.

Click the "Save" button to Save the information as it is now keyed into the above data fields.

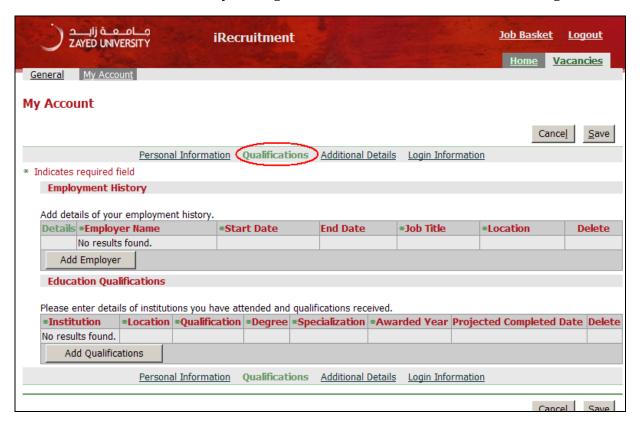




#### VIEW / UPDATE QUALIFICATIONS

This is where you input your Work and Educational History.

Note: If you Click on the "Add Employer" or "Add Qualification" buttons – you will be required to complete the required fields or Delete the new record by clicking on the Delete icon which is located to the right of the record.



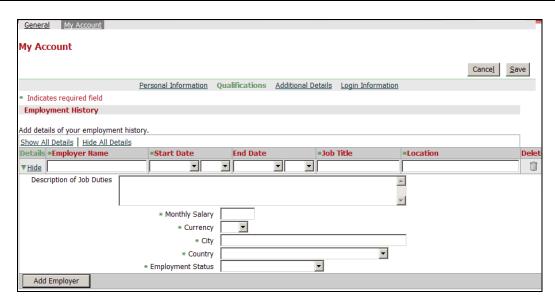
#### VIEW / UPDATE EMPLOYMENT HISTORY

As you will notice – once the Add Employer button is clicked – a number of new fields appear (including some additional Required Fields). The system will allow you to input up to 20 Employment History Records.

Employer	Employer Detail Fields		
~ ~ ~	Employer Name (Required)		
IRY OYM ATA	Start Date (Required)		
MA LO DA	End Date		
PRIN EMPI	Job Title (Required)		
	Location (Required)		

Created by: Brandi Groves

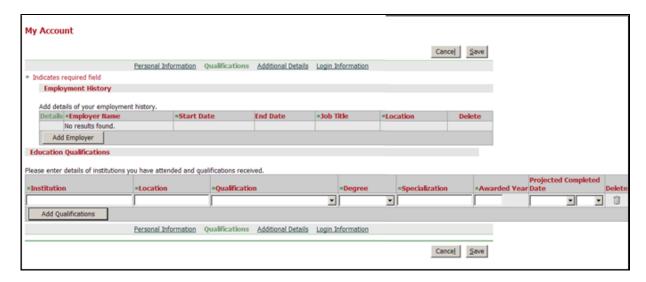
	Delete (Trash Can)	Use this if you wish to remove the Entire Record
<b></b>	Description of Job Duties	
ADDITIONAL EMPLOYMEN T DATA	Monthly Salary (Required)	
101 VX	Currency (Required)	
) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	City (Required)	
IMI	Country (Required)	Select the Country that you worked from the list of options.
A H	Employment Status (Required)	Select one from the list of options



VIEW / UPDATE EDUCATION QUALIFICATIONS

Once you click the "Add Qualification" button – it opens up the data fields for data entry. All required fields must be completed before the system will allow you to proceed.

Employer Detail Fields				
PRIMARY EMPLOYMENT DATA	Institution (Required)			
	Location (Required)	Please specify the Country in which the Institution is located.		
	Qualification (Required)	Select one from the list of Values provided.		
	<b>Degree (Required)</b> Select one from the list of Values provided.			
	Specialization (Required) Free text			
	Awarded Year	4 digit Year in which you achieved your degree / qualification.		
		If you are still in the process of achieving this degree - please keep		
	Projected Competed Date	Awarded Year Blank and Insert the best known date of when you		
		expect to complete this degree.		
д	Delete (Trash Can)	Use this if you wish to remove the Entire Record		

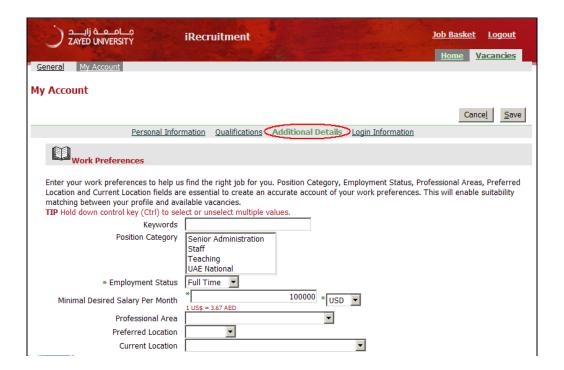


#### VIEW / UPDATE ADDITIONAL DETAILS

Additiona	ditional Details Data Fields			
	Professional Areas, Pref	ences to help us find the right job for you. Position Category, Employment Status, erred Location and Current Location fields are essential to create an accurate account of This will enable suitability matching between your profile and available vacancies.		
	Key Words	Free Text & Self Explanatory		
WORK PREFERENCE	Position Category	Select one or more from the following options:  • Senior Administration  • Staff  • Teaching  • UAE National		
	Employment Status	Select one from the following options:  • All  • Full Time  • Part Time  • Temporary		
	Minimal Desired Salary per Month	<ul> <li>Insert the numerical value of the minimum monthly salary you are willing to accept.</li> <li>Currency: please also note the small box off to the right – please select the currency (e.g. AED or USD)</li> </ul>		
	Professional Area	<ul> <li>Select one from the options provided:</li> <li>Please note that this is not required – if you wish to keep your options open you can leave this blank to avoid filtering out data.</li> </ul>		
	Preferred Location	Select one from the following options:		
	<b>Current Location</b>	Select the Country that you currently reside in (e.g. Country of Residence)		
	Please provide a minimum of three references to whom you were directly accountable for your work. This should			
	include your current position.			
REFERENCES	Name	Please provide the First & Last Name of the contact.		
	Organization	The Company where the Reference currently works.		
Ē	Reporting Relation	How do you know this person?		
ER	Email	An Email address in which we may contact this reference.		
ET.	Contact Number	Please be sure to include the full phone number – inclusive of country & city codes.		
<b>\</b>	May we contact this referee at this time?	Prior to being hired we are required to contact references – BUT if there is any reason that you are wanting us to wait to contact a reference (e.g. current employer) please do let us know here.		

Created by: Brandi Groves

	Inform the Recruitment System which emails you prefer to receive AND how often you wish to receive them.			
	Receive emails of	If you wish to receive emails with links to job postings which match the Work		
	Matching Jobs	Preference's that you input – tick this box here.		
EMAIL PREFERENCES	Receive General emails **Important**	Recommend to keep this box ticked: this will allow the Recruitment System to send you email alerts to your email box for items such as:  • Password Re-Setting: If you have forgotten your password and click on the "forgot password link" – if this box is not ticked, the system is not able to send an email with a New Password.  • Interview Invites  • Offers  • Regret Letters  • And more		
	Frequency of Emails	Select one from the following list of options:  • Daily  • Weekly  • Bi-Weekly  • Monthly		
	Email Format	Select one from the following options:  • HTML mail with attachments – this enables pictures and pretty formatting options.  • Plain Text mail – this is your standard text email usually smaller in size and will take up less storage space in your email box.		
FINISH - c	<b>FINISH</b> – click the Finish button to finish.			



References		
ease provide a minimum of	f three references to whom you were directly accoun FIRST Reference	untable for your work. This should include your current po
	* Name	N/A
	* Organization	N/A
	* Reporting Relation	N/A
	* Email	N/A
	* Contact Number	N/A
	* May we contact this referee at this time?	_ <b>_</b>
	SECOND Reference	
	* Name	.47.
	* Organization	
	* Reporting Relation	
	* Email	
	* Contact Number	17.
	* May we contact this referee at this time?	<u> </u>
	THIRD Reference * Name	
	* Name * Organization	
	* Organization  * Reporting Relation	
	* Reporting Relation  * Email	
	* Email * Contact Number	, -
	* Contact Number  * May we contact this referee at this time?	
* I declare that the inform	* may we contact this referee at this time?  mation provided in my profile is complete and true.	
	ration provided in my prome is complete.	Tes
Email Preferences		
Frequency of emails	Receive emails of Matching Jobs  Receive General emails	
Frequency of emails Email Format	Daily THTML mail with attachments	
Email C	© HTML mail with attachments  C Plain text mail	
<u>F</u>	Personal Information Qualifications Additional	Details   Login Information
		Cance <u>l</u> <u>S</u> av
		rivacy Statement

#### VIEW / UPDATE LOGIN INFORMATION (PASSWORD)

Within this section you can view your User Name (e.g. the email address you used to register your account) and change your Password for logging into iRecruit.



**USER NAME** 

If you have stopped using your email address that your Zayed University iRecruitment Account was created with 
→ the system will not allow you personally to update the email address for your account; however, our Technical 
Team can perform this function via the System Administrator Responsibility so please email us @ 
HRSupport@zu.ac.ae from the email address currently shown within your profile and we will gladly get it updated.

#### CHANGE YOUR PASSWORD

Insert your Current Password and then enter your New Password in the New Password and Confirm New Password Data fields.

Please remember the system requires a **Strong Password**:

#### **Passwords Must be Strong:**

- Alpha Numeric
- Minimum of 6 characters in length
- Zero Repetition of Characters (e.g. no double letters or numbers → aa's, 11's, etc...)

rd es	Strong Passwords (System will Accept)	<ul><li>12345a</li><li>abcde1</li><li>alpha8</li></ul>
Password Examples	Weak Passwords (System will Reject)	<ul><li>happy1</li><li>zayedu</li><li>654321</li></ul>

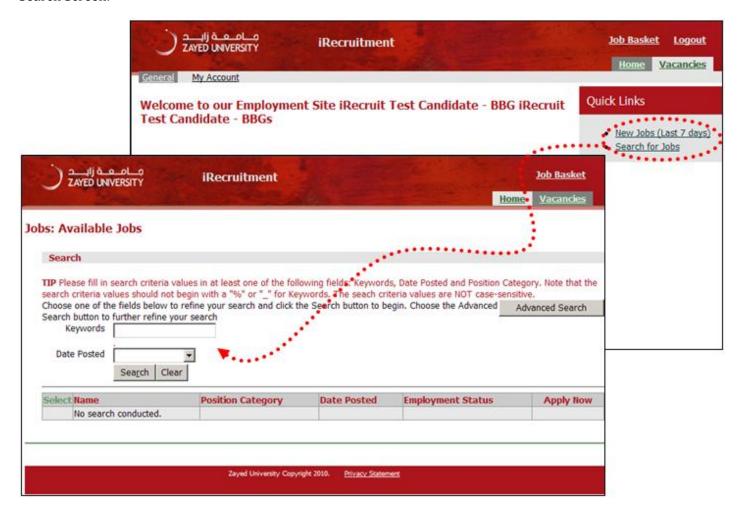
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#### APPLY FOR A VACANCY

So now you have successfully Registered and Updated your Zayed University iRecruit User Account. Now it's time to start applying for the jobs.

#### SEARCH FOR VACANCIES

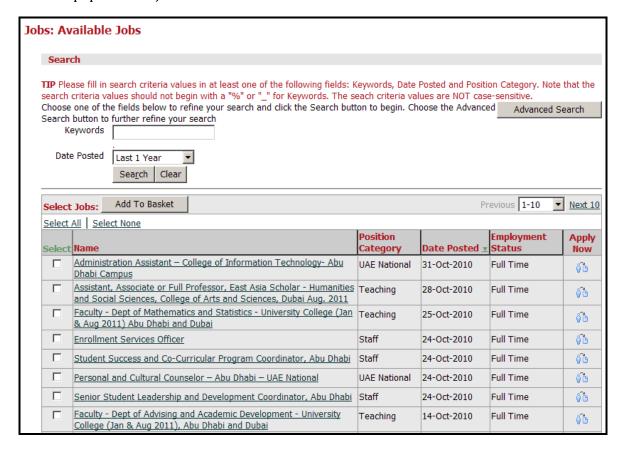
To begin searching for jobs / vacancies to apply for click one of the Quick Links: Search for Job or New Jobs (Last 7 days); which are provided in the upper left hand corner of the screen. This will take you to an Available Jobs Search Screen.



Within the Available Jobs Search Screen. 1- Input your Search Criteria (there must be something input – otherwise you will receive an error) → then click the Search Button.

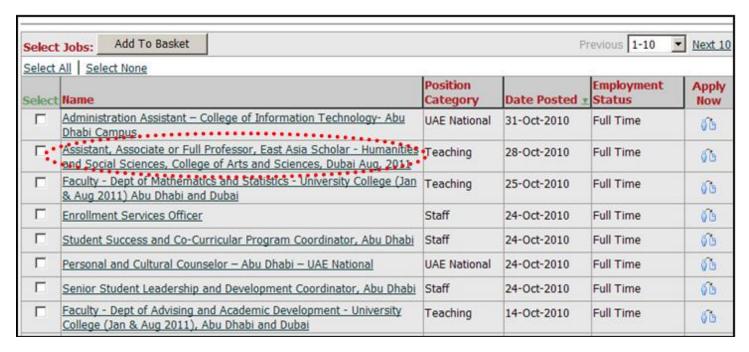
**Hint:** If you wish to view all Available Jobs Select **Date Posted = Last 1 Year.** 

Once your Search Criteria has been input and the Search button has been clicked; all Job Vacancies that meet your search criteria will populate the Job Detail Table below.



#### VIEW FULL JOB DESCRIPTION

To view the full job description click on the Job Name that you wish to view the description of.





Once you have Reviewed the Job Description you have 3 options: 1- Add to Basket, 2- Refer, or 3- Apply Now.

#### ADD TO BASKET

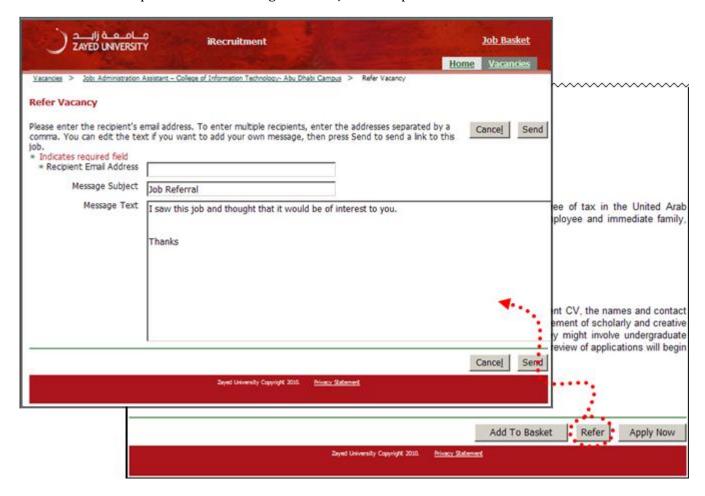
This is an option to help you find this job posting without having to perform another search. Rather, once you add it to your Basket (think in terms of a shopping basket). It's your way of short listing the job vacancies that you wish to submit applications. To do this – simply click the "Add to Basket" button located at the top & bottom of the Job Description.

Click on Job Basket (located in the upper right corner of your screen) to view all jobs that you have added to the Basket.

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#### REFER

If you want to email this job posting to someone you know that may be interested in this job vacancy  $\rightarrow$  Click the Refer button. This will open a new page where you can input the email address of the person in which you wish to send a link that the recipient can use to navigate to the Job Description.



#### **APPLY NOW**

If you wish to Apply now to the Job Vacancy in which you are reviewing  $\rightarrow$  click the Apply Now button. If you are not already signed into the system the system will first bring you to a sign in page.

Once successfully signed in, the system will bring you through a series of steps where you can review your data and make any necessary modifications. Complete all steps by clicking through the pages ensuring all Required Fields are populated.

Please note that the system will log you out for security reasons if you are inactive within the page for any significant period of time (e.g. 5 minutes). To avoid frustration – it is highly recommended that your Account Profile is updated prior to submitting an application so that you can quickly review and submit your application.

Also be aware that you can later update your profile data and only the most updated profile data will be viewable to the Recruiting Team.