

# How-to guide

## Uploading mandatory documents to your Possability job application prior to interview

Start here ↓

Log in to your e-Recruit account

(This will have been created when you first applied for a role at Possability)

- a) Navigate to the position that has progressed to the **Interview** stage

My Applications

| Vacancy       | Status    | Location    |
|---------------|-----------|-------------|
| Manager - ICT | Interview | TAS - North |

- b) Click 'Review Application'

| Actions                            |
|------------------------------------|
| <a href="#">Review Application</a> |
| <a href="#">View Application</a>   |

- c) Scroll to the section of your application titled 'Application Attachments'

### Application Attachments

- d) You should now see a list of attachments. Some will be labelled 'Mandatory' and others 'Optional'
- Click on 'Edit' to change or add information to each section
  - Ensure that you upload at least the **Mandatory** attachments

|                                                                  |
|------------------------------------------------------------------|
| Qualification 1 (optional) (in PDF, JPEG, PNG format)            |
| Police Check (optional) (in PDF, JPEG, PNG format)               |
| Australian Working Rights (mandatory) (in PDF, JPEG, PNG format) |

- e) You may also update your references at this stage by entering their information in the relative section

|                                                           |
|-----------------------------------------------------------|
| Referee [REF] *                                           |
| Enter the referrers for the vacancy you are applying for. |

- f) To add a second reference, select 'Add' under the Referee section

|     |        |      |
|-----|--------|------|
| Add | Delete | Edit |
|-----|--------|------|

- g) Once you have saved a referee, they will appear in the following list:

| Referee (REF) List |                |      |            |
|--------------------|----------------|------|------------|
| Vacancy            | Referee Number | Type | First Name |
| Manager - ICT      |                | 1 B  |            |

- h) Ensure that you **save each section** where you are adding files/editing information

Once you have completed uploading your required documents and have saved this section of your application, select 'Go Back' at the bottom of the form.

**You have now completed uploading mandatory documents to your Possability job application prior to interview.**