




## NUIG PLACEMENT APPLICATION: ACCESSING THE SYSTEM

1. To access the **Placement Application** it is necessary to register in your programme of study. Once you have registered and you have your Student User ID and Password you can access the 'Placement Application'
2. Go to the Placement Office Home <http://www.nuigalway.ie/placement>
3. Click on the link 'NUI Galway Placement Application'
4. Enter your **Student User ID** (**Student ID Number plus a leading 0** (must be 8 digits) and your **Password**
5. Click on  tab
6. To progress on the Placement Application it is necessary to read and **Accept** the waiver to "authorise the transfer of information stored on QuercusPlus to populate your CV"


### NOTE 1:



Throughout the Placement process, Placement Officers will correspond with you through your **NUI Galway e-mail account** and your **mobile phone**. Click on the '**My Details**' tab to ensure that your **mobile number** and the **term address** are correct and up-to-date.

You only have access to change your Term Address, changes to Home Address and Mailing Address is done through the Student Contact Centre.

**Note:** Documentation and information necessary to complete the placement process will be available on the web. **Login** to <http://www.nuigalway.ie/placement/>

Click on  documentation in this section will be updated throughout the academic year.

## (A) CV PHASE



Go to  Tab

In the  portlet click here to create your cv.

NOTES:





- Each section has a  spell check function. It is strongly advised after you enter data in to each section to click on the 
- Click '**Save**' command button after each section that you update. The '**Save**' icon is located at the bottom right hand side of CV page one and CV page two.
- Please note the Deadline for cv submission date on the top of Page 1 of your cv.

#### CREATING "MY CV" PAGE 1

<b>Title:</b>	This is automatically populated from QuercusPlus
<b>First Name:</b>	This is automatically populated from QuercusPlus
<b>Surname:</b>	This is automatically populated from QuercusPlus
<b>Date of Birth:</b>	This is automatically populated from QuercusPlus
<b>Nationality:</b>	This is automatically populated from QuercusPlus
<b>Home Tel:</b>	This is automatically populated from QuercusPlus
<b>Mobile No:</b>	This is automatically populated from QuercusPlus
<b>E-mail Address:</b>	This is automatically populated from QuercusPlus with your NUI Galway email address. All interaction, through email, with the Placement Application will go to your NUI Galway email address. Ensure you have free space in your NUI Galway email account to receive the email alerts.
<b>Full Driving Licence:</b>	Complete with "Yes" or "No". If you have a "Provisional" licence please state this in "Add. Skills Information"
<b>Home Address:</b>	This is automatically populated from QuercusPlus
<b>Term Address:</b>	This is automatically populated from QuercusPlus
<b>Projects or Practical Course Work:</b>	Name and briefly outline all projects and practical course work you have worked on or completed. It is important to put time and effort into the completion of this <b>critical</b> and very important section of your CV. This section is read by employers and the information given in this section is often the reason you are





<b>NB!</b>	short-listed for interview.
<b>Computer Literacy:</b>	List all computer languages and software packages which you have used e.g. Microsoft Word, Excel, PowerPoint, C, Fortran.
<b>Achievements/Awards:</b>	Name the award you received e.g. Student of the Year, Scholarship, Certificate of Merit, President's Award.
<b>Education</b>	
<b>1st Year Results:</b>	This is automatically populated from QuercusPlus, if you have undertaken your 1 <sup>st</sup> and 2 <sup>nd</sup> year of study in NUI Galway. It is not populated for 'transfer' students or for 'postgraduate' students.
<b>2nd Year Results:</b>	This is automatically populated from QuercusPlus, if you have undertaken your 1 <sup>st</sup> and 2 <sup>nd</sup> year of study in NUI Galway. It is not populated for 'transfer' students or for 'postgraduate' students.
<b>Current Subjects:</b>	This is automatically updated, from QuercusPlus, with the subjects you have registered to study. Check that the subjects listed are correct.
<b>Second Level Results:</b> <b>(Include Name and Address of Second Level School Attended, Subjects, Levels, Grades).</b>	1) Enter the name & address of the <b>Second Level School</b> you attended 2) Enter your results as per example:  Maths     (H)   A1  English    (L)   B1  Irish       (H)   A2
<b>External Academic History:</b>	1) If you have undertaken your 3 <sup>rd</sup> level study to date, <b>solely</b> , in your current registered programme in NUI Galway, it is necessary for you to put n/a (not applicable) in this section.  2) If you have undertaken your 3 <sup>rd</sup> level study in another programme in NUI Galway, please complete this section with the relevant information.  3) If you have 3 <sup>rd</sup> level courses part or fully completed in another University/College other than in NUI Galway please complete this section with the relevant information





CREATING “MY CV” PAGE 2

**Employment History:**

List employment in chronological order *i.e. the most recent job first*

<b>Employer:</b>	Give the Company Name and Address
<b>Start:</b>	Specify the start date of employment <b>Use the Calendar option to enter the ‘start’ date and ‘finish’ date you commenced employment.</b>
<b>Finish:</b>	Specify the finish date of employment <b>Use the Calendar option to enter the date you finished employment.</b> e.g. DD/Month/YYYY e.g. 25 September 2006
<b>Duties and Responsibilities:</b>	<p>Specify your <b>Job Title</b> e.g. café assistant, waitress, forklift operator.</p> <p>Briefly list your main duties and responsibilities</p> <p>e.g. serving customers and handling cash, unloading deliveries and stocking warehouse, dispatch and scheduling of raw material</p> <p>If you have been working in the same position for the past two or more years state; currently working in this position etc.,</p>
<b>Hobbies &amp; Interests:</b>	<p>The following headings will be useful in filling in this section, but include any other headings, which are relevant to you.</p> <p><b>Sport:</b> indicate name of club, level of participation, competitions, certificates or medals awarded, coaching junior teams.</p> <p><b>Music:</b> indicate instrument played or name of band/choral group or any competitions or awards.</p> <p><b>Arts/Cultural:</b> membership of club, society or committee, positions held e.g. treasurer, participation in events or festivals.</p> <p><b>Voluntary Work:</b> care of elderly or disadvantaged, charity work or participation in fund-raising events, e.g. Scouts Leader, Foróige Youth Leader</p>
<b>Add. Skills Information:</b>	<p>The following example will be useful in filling in this section, but include any other relevant information, which you feel may be important to your CV.</p> <ul style="list-style-type: none"><li>• Provisional driving licence</li><li>• Awarded Order of Malta Certificate in First Aid</li><li>• Involved in family engineering business from an early age</li></ul>





	<ul style="list-style-type: none"><li>• Organised a trip to the Aran Islands for thirty class members</li><li>• Proficient in scientific report preparation and oral presentation</li><li>• Guide Leader</li></ul>
<b>Language Proficiency:</b>	Indicate level of language proficiency e.g. Fluent Irish, Basic German, Intermediate French. If English is your native language – do not state “Fluent in English”
<b>Location Preferences:</b>	You must select a COUNTRY where you wish to complete your work Placement. NOTE: If you select IRELAND, you must select 3 different counties from the drop down fields. <b>NB: THIS DOES NOT GUARANTEE YOU WILL BE PLACED AT THIS LOCATION! IT IS PURELY TO ASSIST THE EMPLOYER IN THEIR SELECTION PROCESS!</b>
<b>Referee 1:</b>	It is necessary to complete all fields in this section. It is recommended that “ <b>Referee 1</b> ” is a person who knows you and is in an educational environment. We suggest one Academic Referee that <b>knows you</b> rather than a Post Primary Referee. It is important to get permission and to check with your contact before putting their name forward as your chosen Referee. <b>Note:</b> Some Companies do complete a reference check prior to offering you a placement, so it is important to complete this section with care. We recommend that your work Referee should be based in Ireland, not overseas. A written reference is sometimes required; this will be requested by the company.
<b>Referee 2:</b>	It is necessary to complete all fields in this section. It is recommended that “ <b>Referee 2</b> ” is a person who knows you and is in a position of responsibility, preferably from a work environment. It is important to get permission and to check with your contact before putting their name forward as your chosen Referee.
<b>Print:</b>	To print “ <b>My CV</b> ” click on the “ <b>Print Icon</b> ” on your CV and not on “ <b>Print</b> ” on the web toolbar

**[Read over for accuracy of information!!](#)**





3. When you have completed the update of your CV, click on '**Submit**' command button

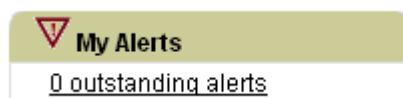
**NOTES:**

- Once you click on 'Submit' it is necessary to "Accept" a further waiver "authorising others to view your CV".
- Once the waiver is accepted, the SPELL CHECK function will appear for the CV in its entirety. Please ensure that all spelling errors are corrected.
- After the SPELL CHECK IS COMPLETE your CV is available to your Placement Officer to "Accept" or "Reject"
- **You can edit your cv at anytime time during the placement process, it is important to update it with current projects etc.**

**(B) APPLICATION PHASE**

1. An Employer will post a Position.

2. In the 'My Alerts' portlet, click on the hypertext which will show the alert for the new post. When you are finished reading the alert, click on the red 'X' to delete.



**NOTE:** Alert for new position: **A new job has been posted on the Placement Application.**

Alert for deleted position: **<Job title> with <company name> has been revoked.**

Note **My Alerts** portlet will increment each time you receive a new alert.

3. Click on the position and click on the '**Apply for position**' command button.

**NOTE:** The drop down list entitled '**Show**' has 2 options:

'**All Available Jobs**' which is all jobs available to your course

'**My Jobs Only**' are jobs that you are associated with.

4. Once you have applied for the position, click on the '**My Applications**' portlet, to see the position(s) that are associated with you.



**5. (NB) Employers can also search CV's and put selected students of their choice forward for interview.**







### (C) INTERVIEW PHASE

1. When the Employer posts an Interview Schedule with you as interviewee, you will get an alert. Click on the Alert portlet, to view and delete the alert.

**NOTE:** Alert for Interview request: **You have a request for interview regarding <job title>**

Interview Schedule change Alert: **Interview Schedule has changed for <Job Title>**

2. In the '**My Interviews**' portlet, click on the hypertext to view the Interview Schedule.



My Interviews

3. (NB) Click on '**Confirm**' command button to confirm your attendance.

### (D) OFFER PHASE

1. When you receive a Job Offer, you will get an alert.

Click on '**My Alerts**' portlet to view and delete the Job Offer Alert.

Job Offer Alert: **You have a new job offer**

Job offer revoked: **<Company Name> has revoked <job title> offer**

2. Click on **My Job Offers** portlet to view job offer details.

3. (NB) Click on '**Acknowledge Offer**' command button.

**NOTE:** If you do NOT acknowledge your offer, the portlet 'PLACEMENT' will NOT appear.

### (E) PLACEMENT PHASE

1. When you have started your placement, you must send us your Placement Details.

Click on the hypertext in the '**My Placement**' portlet to view and input your Placement Details.



My Placement

2. Update your work tel, work e-mail and work address

3. Click on '**Search**' button to search for your Supervisor's Name and click on '**Add**'.

**Note:** Click on '**Add Contacts**' button if the supervisor's details are not already on screen.

4. Placement Office staff will update your Academic Supervisor

### (F) PEP REPORT PHASE

1. Details, dates and method of submission of your PEP Report will be provided by your Discipline.

