Recruitment

External Candidate Quick Reference Guide

Recruitment

TIMBOON
AND DISTRICT
HEALTHCARE
SERVICE

People Plus is the Human Resource Information System for your Health Service.

Version 1.0

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Create a new account

Step 1. From the **Timboon and District Healthcare Service** Home Page, select **CURRENT VACANCIES**.

Step 2. Click the **Sign In** link.

Important: Current employees are required to apply for all positions via the Internal Careers website accessible through People Central. This ensures your application is accurately linked to your Employee Profile.
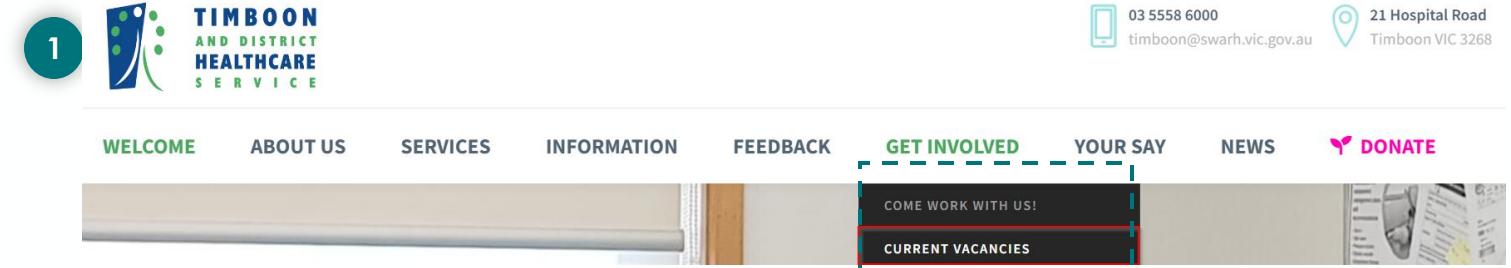
Create an Account

Step 3. Click the **Create an account** link.

Step 4. Fill in all your details

Complete all the fields to enter your personal details.

Note: The red asterisks * indicate that the field must be completed. You will not be able

This question is very important as it will affect the way your application is shared across health services as well roles within each health service.

Step 5. Make My Profile Visible to:

Visible to any recruiter across Health Services in Barwon South West Region (Recommended)

This means recruiters from Barwon Health, Colac Area Health, and Hesse Rural Health can see your profile. They can find jobs that match your skills and experience. This means hiring managers can recommend you to other roles if required.

OR

Visible to the recruiter of the Health Service managing jobs I apply to

This means only the recruiter for the specific job you applied to can see your profile. They cannot send to apply for other roles that you may be suitable for. You must change this setting if you want to be considered for other jobs.

Step 6. You will not be able to progress until you have read and accepted the date privacy statement (click the link to open)

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (Credentials are case sensitive).

*indicates a required field.

Email Address:* [_____]

Password:* [_____] [Show]

[Sign In] Forgot your password?

(3) Not a registered user yet?
Create an account to apply for our career opportunities.

Career Opportunities: Create an Account

(4)

Already a registered user? Please sign in Login credentials are case-sensitive.

*indicates a required field.

Email Address: * [_____]

Retype Email Address: * [_____]

Choose Password: * [_____] [Show]

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: * [_____] [Show]

First Name: * [_____]

Last Name: * [_____]

Country/Region Code:* [- Select -]

Phone Number:* [_____]

Country/Region of Residence:* [- Select -]

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(5) Make My Profile Visible to:*
○ Visible to any recruiter across Health Services in Barwon South West Region (Recommended)

○ Visible to recruiter of Health Service managing jobs I apply to

Notification: ☑ Receive new job posting notifications from Barwon Health, Colac Area Health and Hesse Rural Health

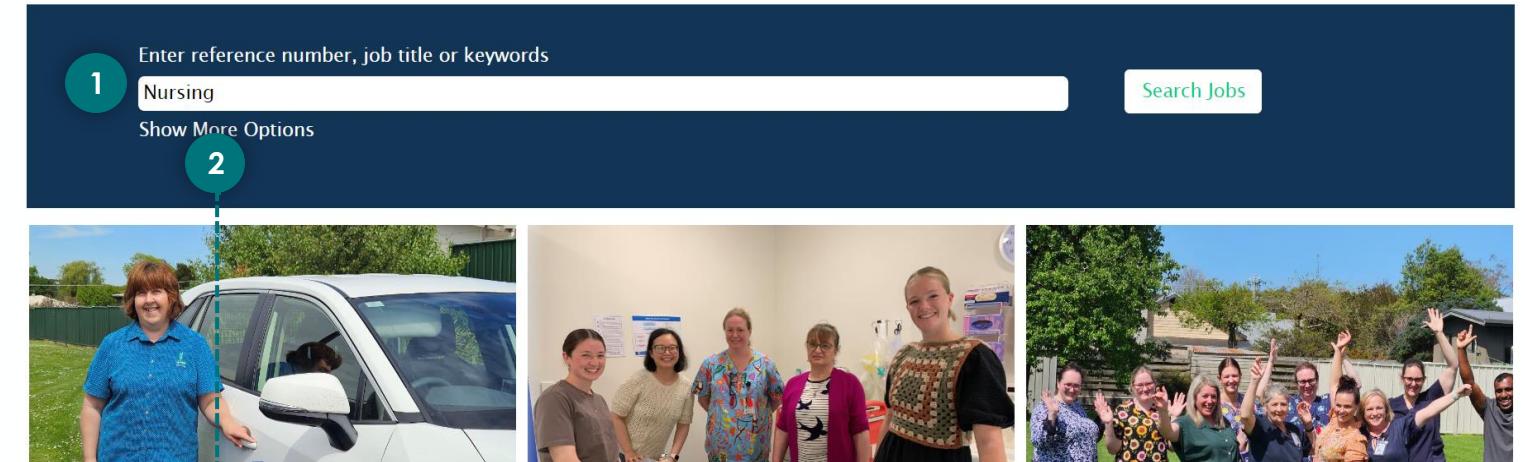**(6)** Terms of Use:* Read and accept the data privacy statement.

[Create Account]

How to apply for a role

1 of 3

Step 1. From the Careers Page, you can search for a job using keywords (e.g. Nursing)

Step 2. Alternatively, select **Show More Options** for a more targeted job search.
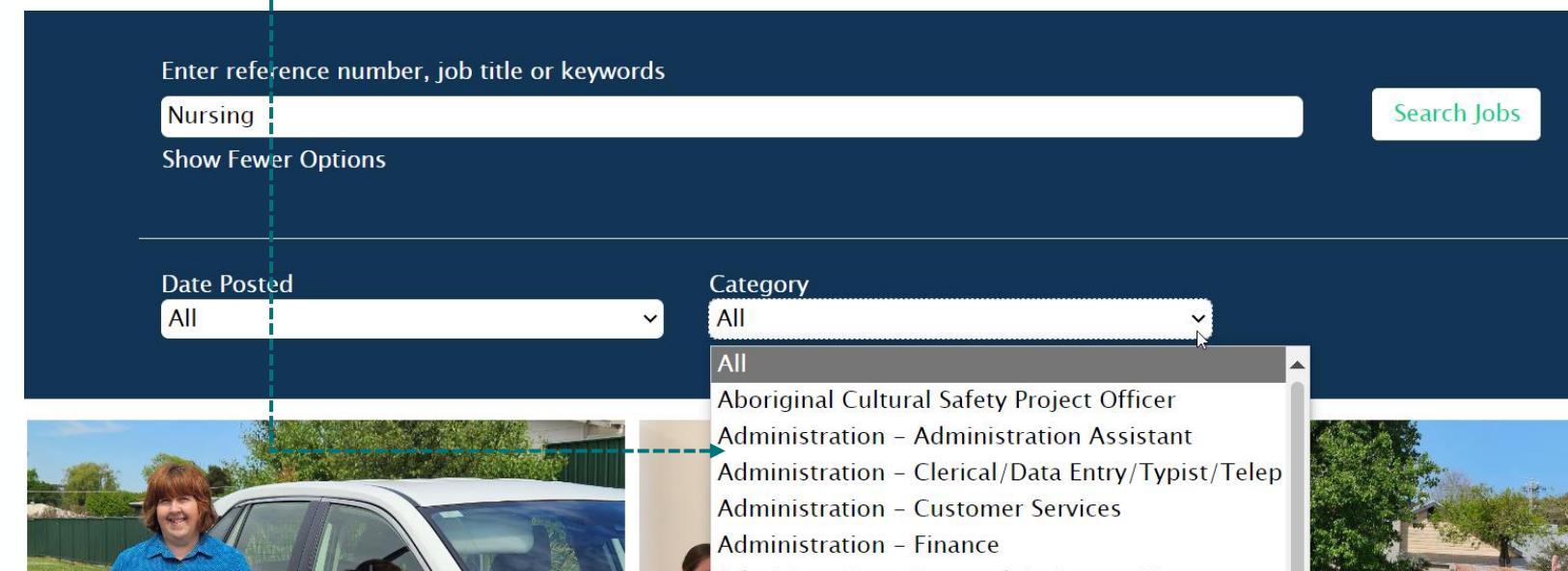
How to apply for a role 2 of 3

Step 3. Locate the vacancy that you wish to apply for. Click **Apply now**.

Step 4. You will need to complete the details in the following sections:

- My Documents

- Profile Information

Step 5. Click **Save**.

3

Apply now »

Patient Services Assistant (Level 1), Cleaner/Housekeeper

Employment Type - Casual
Job Category - Environmental Services - Patient Services Assistant Level 1
Req Id - 2965

4

> My Documents

> Profile Information

> Search Options and Privacy

> Jobs Applied

> Saved Applications

> Employment History

> Education and Certificates

> Language Skills

5 Save

How to apply for a role 3 of 3

Step 6. You will be prompted to complete the mandatory fields.

You will not be able to submit your application until all mandatory fields have been completed.

Viewing jobs you have applied for

Step 1. You can view a record of all the jobs you have applied for.

Noting the symbol next the jobs applied indicates that your application **cannot** be shared with any other recruiters.

Editing your application

Step 5. Click the **Sign in** link on the Barwon Health Career site.

Step 6. Sign in with your log in details you used to create your application.

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TIMBOON
AND DISTRICT
HEALTHCARE
SERVICE

Sign in

6

Career Opportunities: Sign In

You have successfully logged out. Please close your browser.

Already have an account?
Enter your email address and password (Credentials are case sensitive).

*indicates a required field.

Email Address:*

Password:*

Show

Sign In   Forgot your password?

Not a registered user yet?
Create an account to apply for our career opportunities.

Editing your application

Changing Privacy status

Step 1.

If you selected **Visible to the recruiter of the Health Service managing jobs I apply to** when you initially created your account and now wish for you application to be viewed by other Recruiters. you can change this option by going into **Search Options and Privacy**

Step 2.

Select **Visible to any recruiter across Health Services in Barwon South West Region (Recommended)**

①

> My Documents

> Profile Information

① > Search Options and Privacy

> Jobs Applied

> My Documents

> Profile Information

∨ Search Options and Privacy

② Make My Profile Visible to:

⦿ Visible to any recruiter across Health Services in Barwon South West Region (Recommended)

○ Visible to recruiter of Health Service managing jobs I apply to

Editing your application

Step 3. Your Candidate Profile will appear.

Select Jobs Applied and then select the job application you wish to edit.

Candidate Profile

Dear Candidate,
Thank you for showing interest in our opportunities!
To better understand your strengths and preferences, we'd love to learn more about you. Kindly enhance your profile page with additional details about yourself. Currently, we discover potential candidates through two methods:
Reviewing your resume.
1. Exploring the fields in your candidate profile.
2. By completing your profile, you boost the likelihood of our recruiters finding your information during a candidate search. Additionally, remember that you can adjust your visibility preferences on your profile.
Rest assured, we'll reach out if we identify a position that aligns with your personal interests and abilities.
If you've applied to a specific opening, please note that the information you provide here is accessible to the reviewers of your application.
We're here to support you on your journey!
Recruiting Team

+ Expand all sections   **−** Collapse all sections

> My Documents

> Profile Information

> Search Options and Privacy

> Jobs Applied (1)

> Saved Applications

> Employment History

> Education and Certificates

> Language Skills

Save
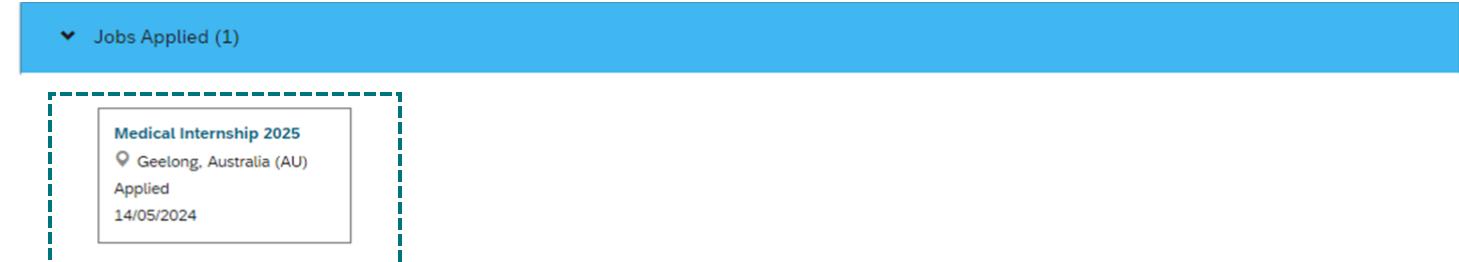
v Jobs Applied (1)

Medical Internship 2025
Geelong, Australia (AU)
Applied
14/05/2024

Editing your application

Step 4. Scroll to the section of your application that you wish to edit.

Click **Update** to save your changes.

4

○ No

* Can you please choose one of Barwon Health's values and describe a situation in the workplace where you have displayed this value?

Please enter up to 3,000 characters.

Answer size should be 3000 characters or less.

* Why do you want to undertake your Internship at Barwon Health?

Please enter up to 3,000 characters.

Answer size should be 3000 characters or less.

* Tell us about a time you've experienced conflict in the workplace and how you resolved it?

Please enter up to 3,000 characters.

Answer size should be 3000 characters or less.

* Have you also applied via PMCV?

○ Yes

⊙ No

| View Profile | | Update | Withdraw Application |

✓ The Application was updated successfully.

> My Documents ✓

> Job-Specific Information ✓

| View Profile | | Update | Withdraw Application |

Withdrawing your application

Step 1. Open the **Jobs Applied** section in your Candidate Profile.

Step 2. Click the select the vacancy that you wish to withdraw your application.

Step 3. Click to select the **Withdraw Application** button.

**Step 4.** Click **OK** to confirm.

Step 5. You will receive a message to confirm your request to withdraw your application was successful.

If you require any support, please contact the hiring manager listed in the job advertisement or send an email to humanresources.tdhs@swarh.vic.gov.au.

1

> My Documents

> Profile Information

> Search Options and Privacy

> Jobs Applied (1)

2

⌄ Jobs Applied (1)

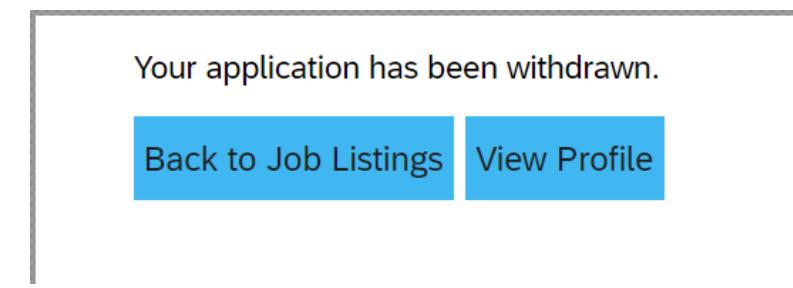**Talent Acquisition Partner 1**
⌖ Geelong, Australia (AU)
Applied
24/10/2024

3

> Job-Specific Information

View Profile

Update   Withdraw Application

4
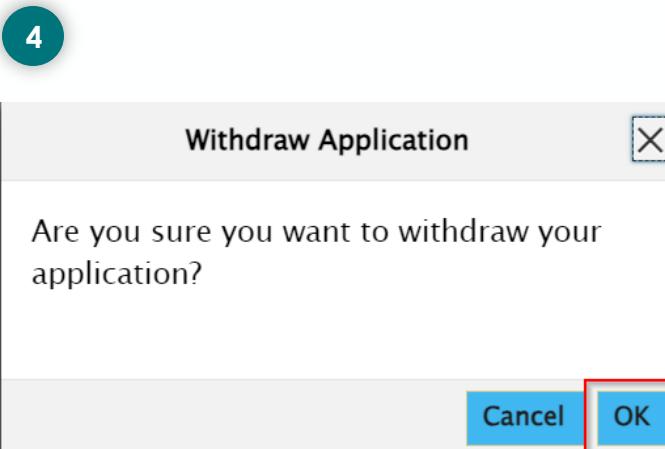
Withdraw Application ☒

Are you sure you want to withdraw your application?

Cancel   OK

5

Your application has been withdrawn.

Back to Job Listings   View Profile

Thank you