

Recruitment

External Candidate Quick Reference Guide



People+
Recruitment

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

Version 1.0

Table of Contents

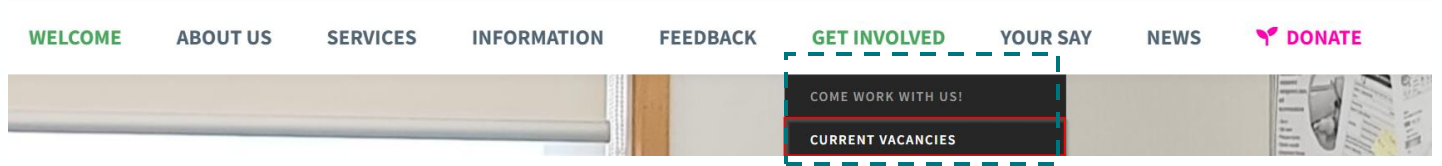
- [Create a new account](#)
- [How to apply for a role](#)
- [Viewing jobs you have applied for](#)
- [Editing your application](#)
- [Withdrawing your application](#)

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 data privacy statement (click the link to open)

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.

1 Enter reference number, job title or keywords
Nursing
Show More Options



About Timboon & District Healthcare Service



Our Benefits

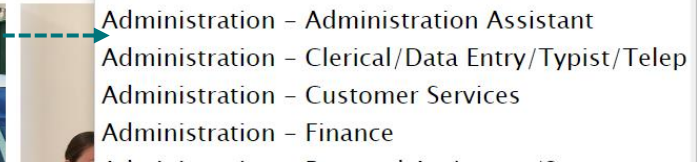


Join our Talent Community!

Enter reference number, job title or keywords
Nursing
Show Fewer Options

Date Posted: All
Category: All

- All
- Aboriginal Cultural Safety Project Officer
- Administration – Administration Assistant
- Administration – Clerical/Data Entry/Typist/Telep
- Administration – Customer Services
- Administration – Finance



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.

Expand all sections Collapse all sections

Please correct the errors below.

- My Documents ✓
- Profile Information ✓
- Employment History ✓
- Education and Certificates ✓
- Language Skills ✓
- Job-Specific Information ⚠

We want to process your application as efficiently as possible. Please take care to complete the information below as accurately as possible.

Personal Information
These fields can be changed on your Candidate profile.

Additional Application Information

* Are you an Australian Citizen? **Are you an Australian Citizen? is required**

* Australian Visa Approved **Australian Visa Approved is required**

What is your Visa Number (if applicable)?

Select this box if you have been employed with our company previously

What date are you available?

I agree to commence employment, I am required to meet the organisation's immunisation requirements (including full Covid-19 and influenza vaccination) set out in the Staff Immunisation Policy. I acknowledge that meeting this requirement is mandatory and a condition of employment subsequently offered.

How did you hear about this position?

* Have you ever resided or worked overseas for 12 months continuously in the last 10 years since turning 26? **Have you ever resided or worked overseas for 12 months continuously in the last 10 years since turning 26? is required**

* I agree, to commence employment, I am required to provide international police check? **I agree, to commence employment, I am required to provide international police check? is required**

Please indicate any specific services or resources you would need to undertake this position.

Answer size should be 4000 characters or less.

* Are you willing to undergo pre-engagement screening that are required by the health service? **Are you willing to undergo pre-engagement screening that are required by the health service? is required**

Registration and Licences
As a health sector employer, many roles at Barwon South West Region require registration with the Australian Health Practitioner Regulation Agency (AHPRA).

AHPRA Registration Number

Equal Employment Information

Barwon South West Region is dedicated to fostering diversity, equity, and inclusion. We welcome and value all individuals, irrespective of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other protected characteristic under the law. Your voluntary input regarding diversity factors aids us in enhancing our recruitment efforts while ensuring our workforce mirrors the communities we serve. Your decision to provide this information will not impact your employment status or opportunities. We appreciate your collaboration in cultivating an inclusive and inviting workplace environment.

Are you of Australian Aboriginal and/ or Torres Strait Islander origin?

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.

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 (2) 

Registered Nurse (Grade 2) - Intensive Care Unit
GEELONG, AUSTRALIA
 Geelong, Australia (AU)
 Role Closed
 14/06/2024

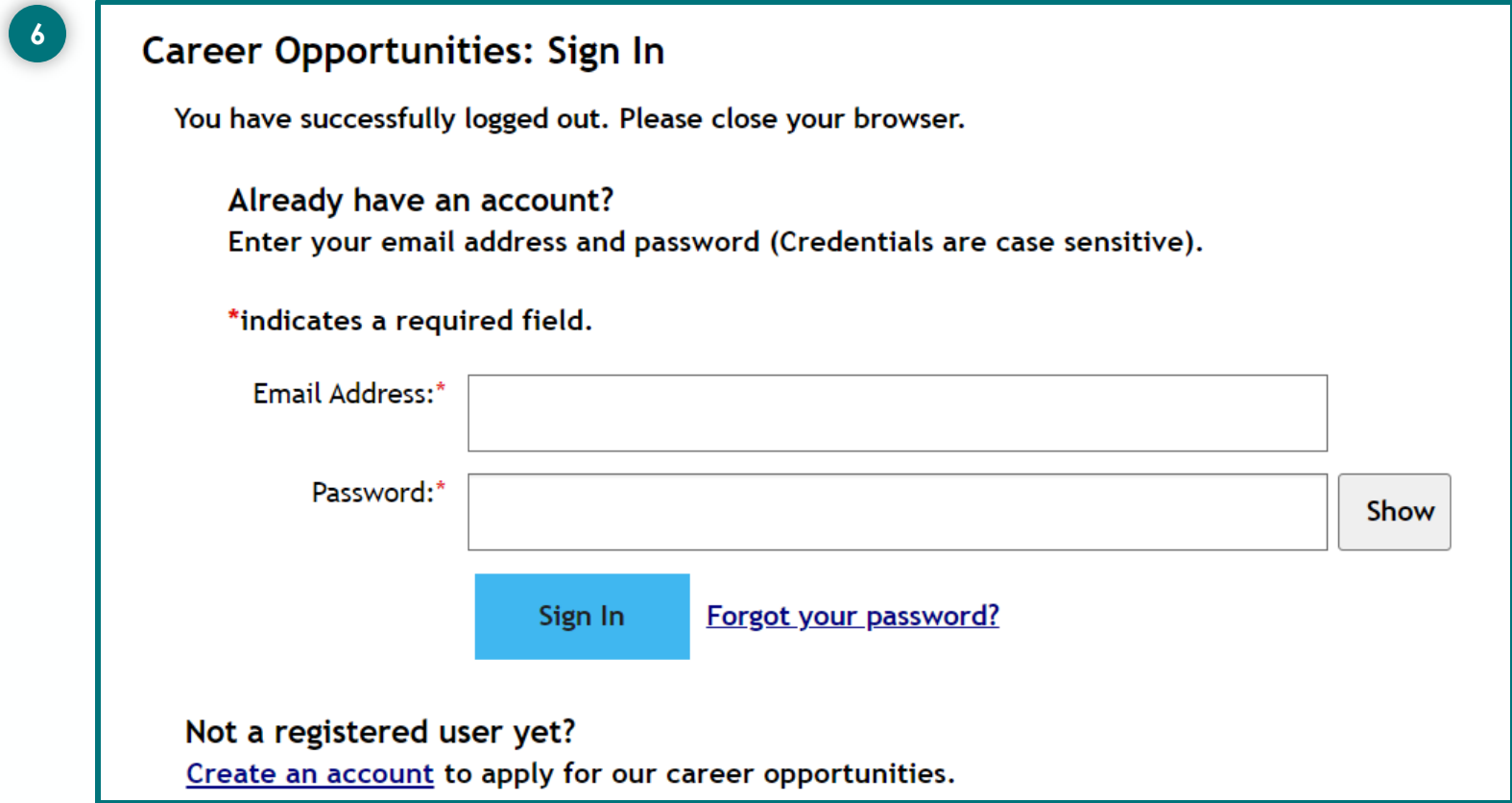
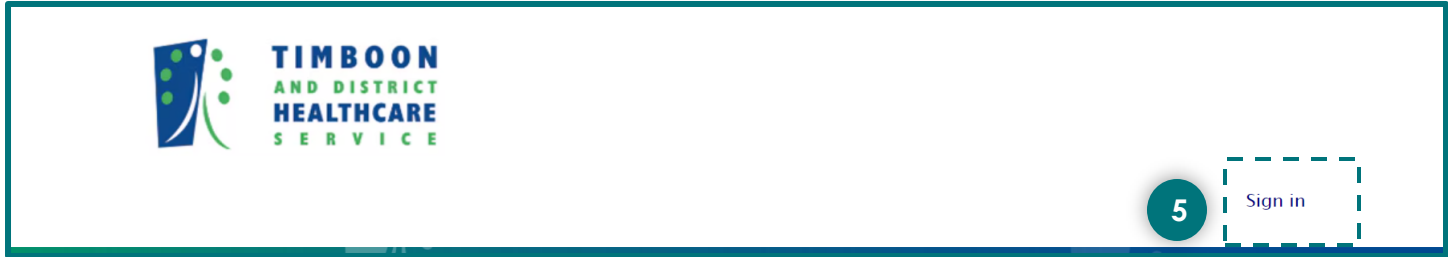
Social Worker (Grade 2) - Primary Care
 Geelong, Australia (AU)
 Unsuccessful
 14/05/2024
 Pending offer acceptance

- ▶ Saved Applications
- ▶ Employment History

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.



Editing your application

Changing Privacy status

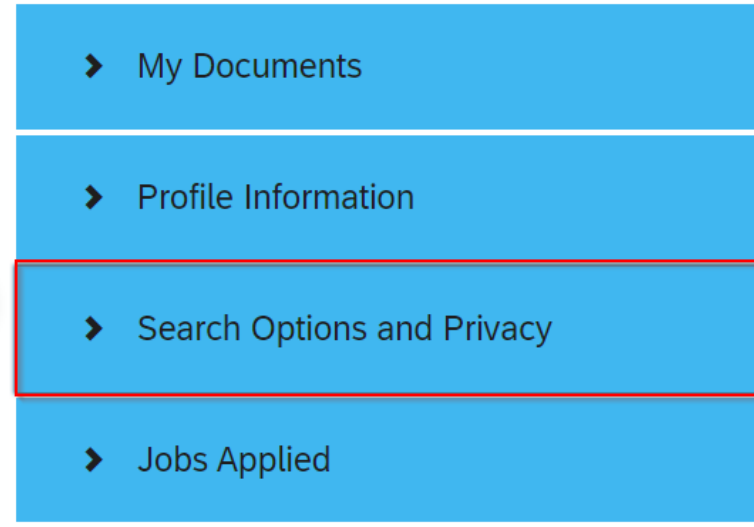
Step 1.

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**

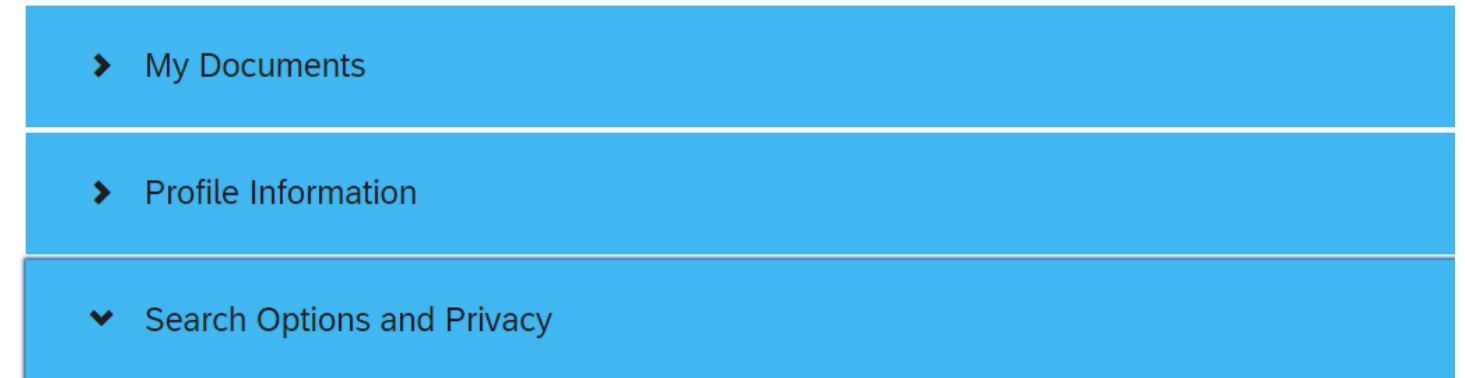
Step 2.

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

1



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

3

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

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 to 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 [X]

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