

TRANSNET



Recruitment



**External Applicant
User Guide**

August 2014

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Using this Guide

Please note that this User Guide will assist external applicants to:

- ✓ Apply for Vacant positions at Transnet,
- ✓ Apply for a full time Transnet Bursary, or
- ✓ Update/Maintain a Personal Profile.

Kindly therefore ensure your information is correctly captured/updated on our system according to the relevant requirements.

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Registering to apply for a Full-time Transnet Bursary

We can through our bursary scheme assist you to make your dreams come true.

Full-time bursaries are awarded annually according to the employment needs of the Organisation. All our full-time students are viewed as potential employees – depending on the vacancies being available after successfully completing their qualifications.

Students are permitted to study at a South African University of their own choice who offers the appropriate fields of study and the bursary value covers tuition fees, accommodation and meals, book allowances and experiential training.



When applying for a full time Transnet Bursary, open the Transnet SOC Ltd. website namely www.Transnet.net and Transnet home page will be displayed.

Sign In

TRANSNET
delivering freight reliably

About Us | Our Divisions | Investor Relations | Press Office | Business With Us | **Careers** | PAIA | Contact Us

A Career with Transnet Transnet is engaged in the attraction and retention of talented individuals.

About the Organisation

Transnet is a State Owned Company (SOC), wholly owned by the Government of the Republic of South Africa and is the custodian of rail, ports and pipelines. We are responsible for enabling the competitiveness, growth and development of the South African economy through delivering reliable freight transport and handling services to satisfy customer demand.

Transnet consists of:

Five core Operating Divisions:

- Transnet Freight Rail (TFR)
- Transnet National Ports Authority (TNPA)
- Transnet Port Terminals (TPT)
- Transnet Engineering (TE), and
- Transnet Pipelines (TPL)

Three Specialist Units:

- Transnet Property (TP)
- Transnet Foundation (TF), and

e-Recruitment Shortcuts

- Job search to view our Vacancies.
- Register as an Applicant.
- Login after Registration.
- Apply for vacant positions using a reference code.
- Refer to the External Applicant User Guide for ease of reference.

System Requirements

- Use Internet Explorer for the best results
- Ensure your Pop-up Blocker is OFF.
- Add "Transnet.net" to your compatibility view settings.
- For technical issues send mail to: Careers-Help@transnet.net
- Please allow 20 minutes for System generated e-mail notifications to be sent when you register or request a new

Proceed to access the Career's website by clicking on the "Careers" link on the home page to display the careers page.



Transnet Careers

Welcome to the Transnet SOC Ltd Career Pages

Looking for an exciting opportunity to contribute to future economic growth of South Africa?

Transnet is a world-class employer with a highly motivated workforce exceeding 55 000 permanent employees. We value their dedication and commitment and embrace the importance of ensuring the right skills, capabilities and improved capacity is sustainable in the long-term by helping our employees excel in achieving their desired potential.

Our workplace reflects our dynamic and challenging environment and offers outstanding opportunities aiming at attracting results driven individuals who are suitably qualified and who have the necessary career prospects.

With a vision to become Africa's world champion in transport and logistics solutions, Transnet SOC Limited has its roots established in resourcefulness and transformation. We proudly operate and control South Africa's major transport infrastructure.

Transnet is committed towards working with our customers to suit their every need. We aim to create a working environment that attracts and retains the most talented people, enabling them to reach their full potential.

Employment equity also remains a priority on our transformation agenda. Employing the best skilled people in the industry is vital to the success and sustainability of our company. It is through our staff that we realise our aspirations and deliver on our strategic goals and objectives. Our core values include the following:

- We DELIVER on our promises
- We treat each other with DIGNITY and RESPECT
- We have a SAFETY MINDSET
- We recognise and REWARD GOOD WORK
- We are EMPOWERED to perform in our jobs
- We have GOOD COMMUNICATION
- We are BUSINESS FOCUSED

If you believe you have the right combination of passion, proficiency and tenacity to join our team, then perhaps Transnet is the place for you!

To view our employment opportunities, you can browse through our vacancies by clicking on the [Job Search](#) button.

To apply for any of the vacant positions advertised, you would need to [register](#) as an applicant.

Once you have registered; you may [login](#) at any time to:

- Create/update your profile,
- Change your personal details e.g. email address and contact numbers,
- Change user name & password
- Create job alerts,
- Search and apply for vacant positions,
- Apply for vacant positions using a [reference code](#) as advertised,
- Withdraw an existing application,
- Track the status of vacancies applied for, and

Refer to the [External Applicant User Guide](#) for ease of reference that will assist you in this regard.

"We need to take charge of our destinies, to put our dreams into practical purpose to ensure they come to fruition" – Brian Molefe, Group Chief Executive, Transnet SOC Ltd.

On the Careers screen, select the "Registration" option and the "Logon" screen will be displayed.

Logon

[Register here](#)

User *	<input style="width: 85%;" type="text"/>
Password *	<input style="width: 85%;" type="password"/>
	<input type="checkbox"/> Accessibility
	<input type="button" value="Log On"/>

[Change Password](#) [Password Forgotten](#)

Click on "Register here" under the Logon heading and the Registration page will be displayed.



Registration

Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:
 Second Name:
 Last Name: *

User Data

User Name: *
 Password: *
 Repeat Password: *
 E-Mail: *
 Repeat E-Mail: *
 ⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Data Privacy Statement

Confirm that you accept our data privacy statement

⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Please complete the Registration Form making sure to complete all the required fields, especially those fields marked with an asterisk* as they are mandatory and necessary for the organisation to identify you and contact you appropriately.

Once you have registered, use your username and password to access the site in future. Please note the email address you enter must be unique to you to ensure we can maintain contact with you.

Transnet Password Rules:

- Must be at least 8 characters long
- Must contains a Capital (A – Z)
- Must contains a Number (0 – 9)
- Must contains a Special character (!@#\$\$%^&*()><?)

Type the email address and the repeat email address in the fields provided.

Read and check the Privacy Statement which explains how Transnet will protect you and use the personal data you provided. Please note that Registration is not possible without reading and accepting this privacy statement.



Registration

Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Second Name:

Last Name: *


User Data

User Name: *

Password: *

Repeat Password: *


E-Mail: *

 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

Data Privacy Statement

Confirm that you accept our data privacy statement

 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

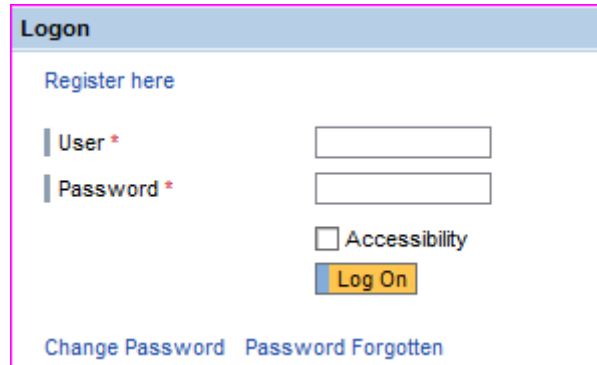
Once you have clicked the register tab, the system will automatically send an email to you containing a link to the website including your Username to log onto the system – copy of which is reflected below.



You have now successfully registered with Transnet.

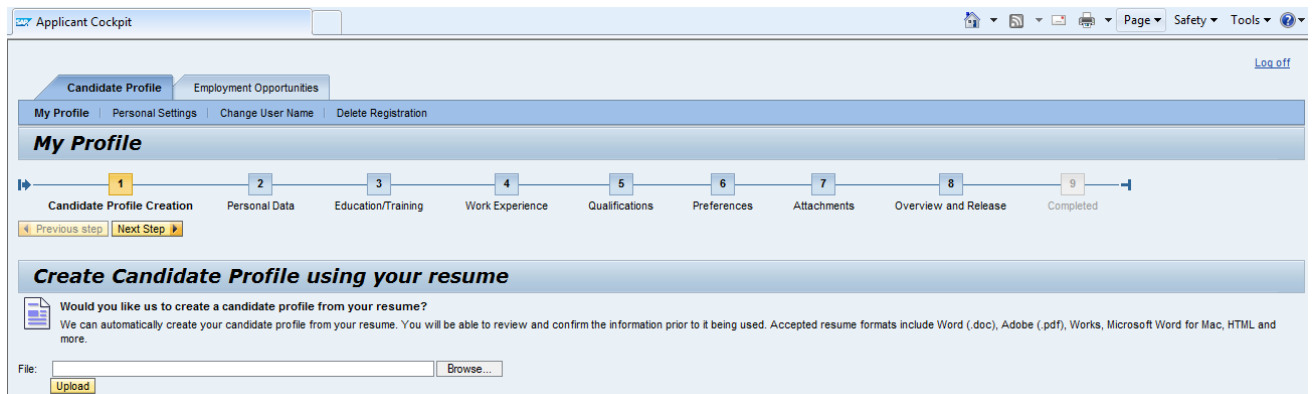
Online Application for a Full-Time Transnet Bursary

Logon to the Transnet Careers website using the logon credentials created.



The screenshot shows a 'Logon' page with a blue header. Below the header is a link 'Register here'. There are two input fields: 'User *' and 'Password *'. Below these is a checkbox for 'Accessibility' and a yellow 'Log On' button. At the bottom, there are two links: 'Change Password' and 'Password Forgotten'.

The “My Profile” page is displayed.



The screenshot shows the 'My Profile' page in the 'Applicant Cockpit'. The page has a blue header with 'Candidate Profile' and 'Employment Opportunities' tabs. Below the header is a navigation bar with 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main content area is titled 'My Profile' and features a progress bar with 9 steps: 1. Candidate Profile Creation (highlighted), 2. Personal Data, 3. Education/Training, 4. Work Experience, 5. Qualifications, 6. Preferences, 7. Attachments, 8. Overview and Release, and 9. Completed. Below the progress bar is a section titled 'Create Candidate Profile using your resume' with a document icon. The text asks: 'Would you like us to create a candidate profile from your resume? We can automatically create your candidate profile from your resume. You will be able to review and confirm the information prior to it being used. Accepted resume formats include Word (.doc), Adobe (.pdf), Works, Microsoft Word for Mac, HTML and more.' There is a 'File:' input field with a 'Browse...' button and an 'Upload' button.



Click on the “Employment Opportunities” tab to activate the job search window.

Applicant Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favourites | My Applications | Job Alerts

Job Search

Are you looking for an interesting new job?
 We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
 You can restrict the search result by specifying search criteria

Start **Reset** **Save Search Query** **Delete Search Query** **Save as Job Alert**

You can save your search criteria for later reuse
 Search Query:

Full Text Search
 Keywords:
 Search Method:

Search Criteria for Employment Opportunities

Functional Area:
 Administration
 Arts & Culture
 Auxiliary
 Business Integration
 Business Strategy

Country:
 South Africa

Contract Type:
 Bursar
 Non-Permanent
 Permanent
 Trainee

Under the heading “Search Criteria for Employment Opportunities” scroll down to “Contract Type” and select “Bursar” in the drop-down screen.

Click the “Start” tab to continue and the search results screen will be displayed

Applicant Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favourites | My Applications | Job Alerts

Job Search

Are you looking for an interesting new job?
 Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
 Choose "Create Favorite" to add the job posting to your list of favorites
 You can also change your entry and restart the search

Return to Search

Search Criteria

Search Criteria for Employment Opportunities
 Contract Type: Bursar

Search Result: 1 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favourite	Application from
Bursar				2013/02/12	<input type="checkbox"/>	

Apply **Add Favourite** **Save Search Query** **Tell a Friend**

Return to Search



Click on the Bursar position to apply for a full time Transnet Bursary and the Bursar application screen will be displayed.

Click on the “Apply” tab and the Application Wizard screen will be displayed.

Since the personal information you have already entered is still available, choose “Continue” to view your résumé or to add additional information.



Click on the “Add” tab and the “Add Education” screen will be displayed.

Add Education

Educational Institution:

Start Date: End Date:

Country: -- Select -- Region:

Location:

Education Type: -- Select -- Education Level: -- Select --

Field of Education: -- Select -- Highest Degree/Certificate:

Subject: Grade:

Description:

(To be Completed should you wish to apply for a Full-Time Bursary)

Subject	Level	Achievement Level	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

Complete all the fields required especially those relating to your past academic school performance by completing the fields Subject, Level, Achievement Level and Percentage fields respectively - an example is depicted below for ease of reference.

Add Education

Educational Institution: Cape Town Boys High School

Start Date: 06.02.2006 End Date: 30.11.2011

Country: South Africa Region: Western Cape

Location: Cape Town

Education Type: Certificate Education Level: Certificate

Field of Education: Other Field Highest Degree/Certificate:

Subject: Grade: 12

Description: wish to pursue a career in the Arts and Humanities field and majoring in Industrial Psychology Quantitative Management

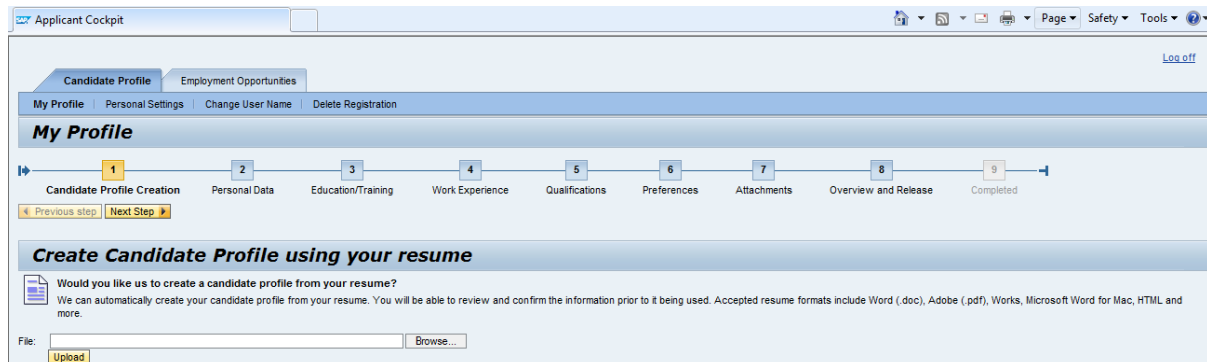
(To be Completed should you wish to apply for a Full-Time Bursary)

Subject	Level	Achievement Level	Percentage
English	High Grade	7 Outstanding Achievement	98%
Afrikaans	Standard Grade	6 Meritorious Achievement	88%
Applied Mathematics	High Grade	6 Meritorious Achievement	80%
Physical Science	High Grade	5 Substantial Achievement	75%
Applied Statistics	High Grade	7 Outstanding Achievement	90%
Business Economics	High Grade	5 Substantial Achievement	78%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

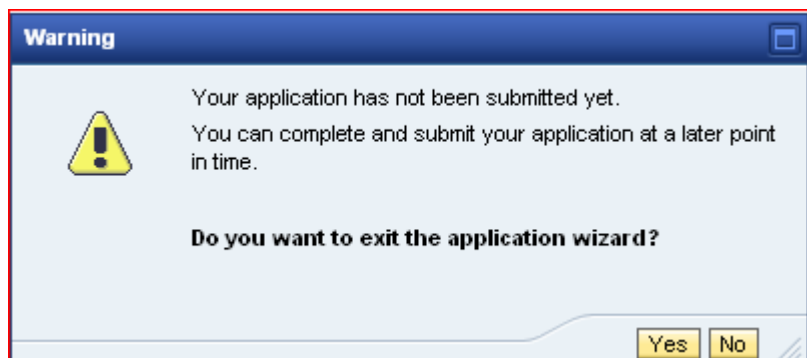
OK Cancel



Select and click on the “OK” tab and the Application Wizard screen is displayed indicating that your application for a bursary has been added for viewing and consideration by Transnet.



Click on the “Close” tab and a “Warning” screen will be displayed where after you are required to click on the “Yes” tab to process your application.



The Transnet Bursary Department, after the screening of all bursary applications received will invite all successful applicants based on their academic performance on secondary or tertiary level will them to and structured interview. These interviews will be conducted in the major centres within South Africa, namely Johannesburg, Bloemfontein, Cape Town and Durban.

The final selection and awarding of bursaries will be subject to a Formal Interview, Satisfactory academic results and Medical fitness.

Registering as an Applicant at Transnet

Once you have registered as an Applicant with Transnet, you will be required to create a Username and Password and submit the request online, where after you will receive a confirmation email informing you where to access the Transnet e-Recruiting System.

Please note that the only browser recommended is Microsoft Internet Explorer version 8.0 or higher. If different browsers or any other versions are used you will not be able to access the system.

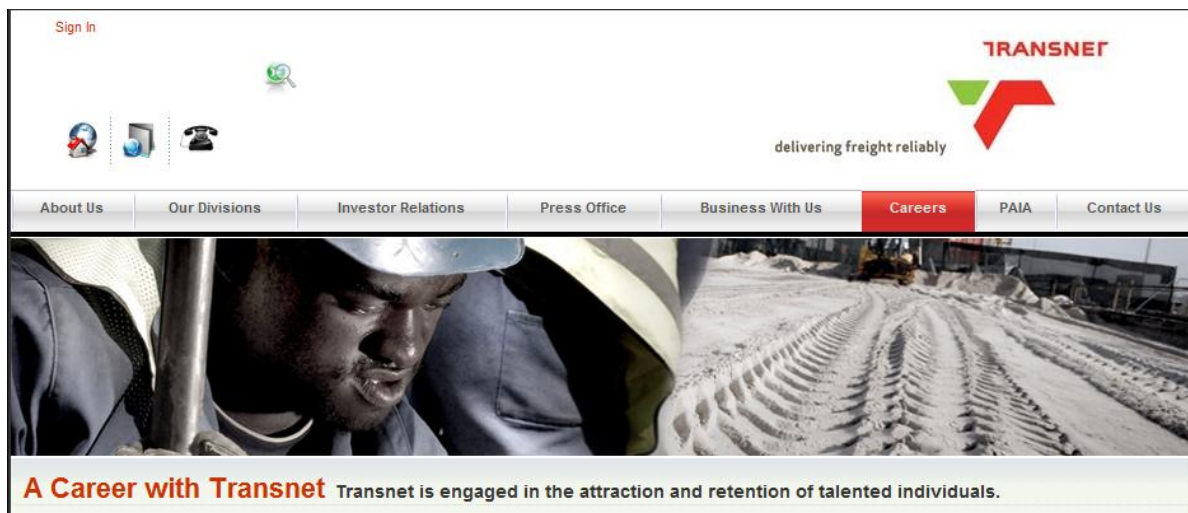
To prevent illegal access to your personal profile, please ensure you log-off before leaving the system especially if you are using a computer in the public domain.

Please always make sure you deactivate the pop-up blocker on the computer during this application to avoid being inhibited to display information, since most screens are opened and displayed in separate windows.

How to Register Online

To apply for a vacant position at Transnet, you first need to create and register a profile online. Once registered, you will be given access to the personal career pages website of Transnet.

To do so, open the Transnet SOC Ltd. Career's website by clicking on the “Careers” link on the home page namely www.Transnet.net and the Careers Page will be displayed.



Click on the “Careers” tab, select “Registration” on the drop-down table and the “Logon” screen will be displayed.



Logon

[Register here](#)

User *

Password *

Accessibility

[Change Password](#) [Password Forgotten](#)

Click on the “Register here” tab and the Registration page will be displayed. Always use your username and password to access the site.

Registration

Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Second Name:

Last Name: *

User Data

User Name: *

Password: *

Repeat Password: *

E-Mail: *

⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

Data Privacy Statement

Confirm that you accept our data privacy statement

⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Please complete the Registration Form making sure to complete all the required fields, especially those fields marked with an asterisk* as they are mandatory and necessary for the organisation to identify you and contact you appropriately.

Transnet Password Rules:

- Must be at least 8 characters long
- Must contains a Capital (A – Z)
- Must contains a Number (0 – 9)
- Must contains a Special character (!@#%\$^&*()><?)

Type the email address and the repeat email address in the fields provided. Please note the email address you enter must be unique to you to ensure we can maintain contact with you.



Read and check the Privacy Statement which explains how Transnet will protect you and use the personal data you provided. Please note that Registration is not possible without reading and accepting this privacy statement.

Registration

Do you want to find out more about your career options in our company?


We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:
Second Name:
Last Name: *


User Data

User Name: *
Password: *
Repeat Password: *
E-Mail: *
Repeat E-Mail: *

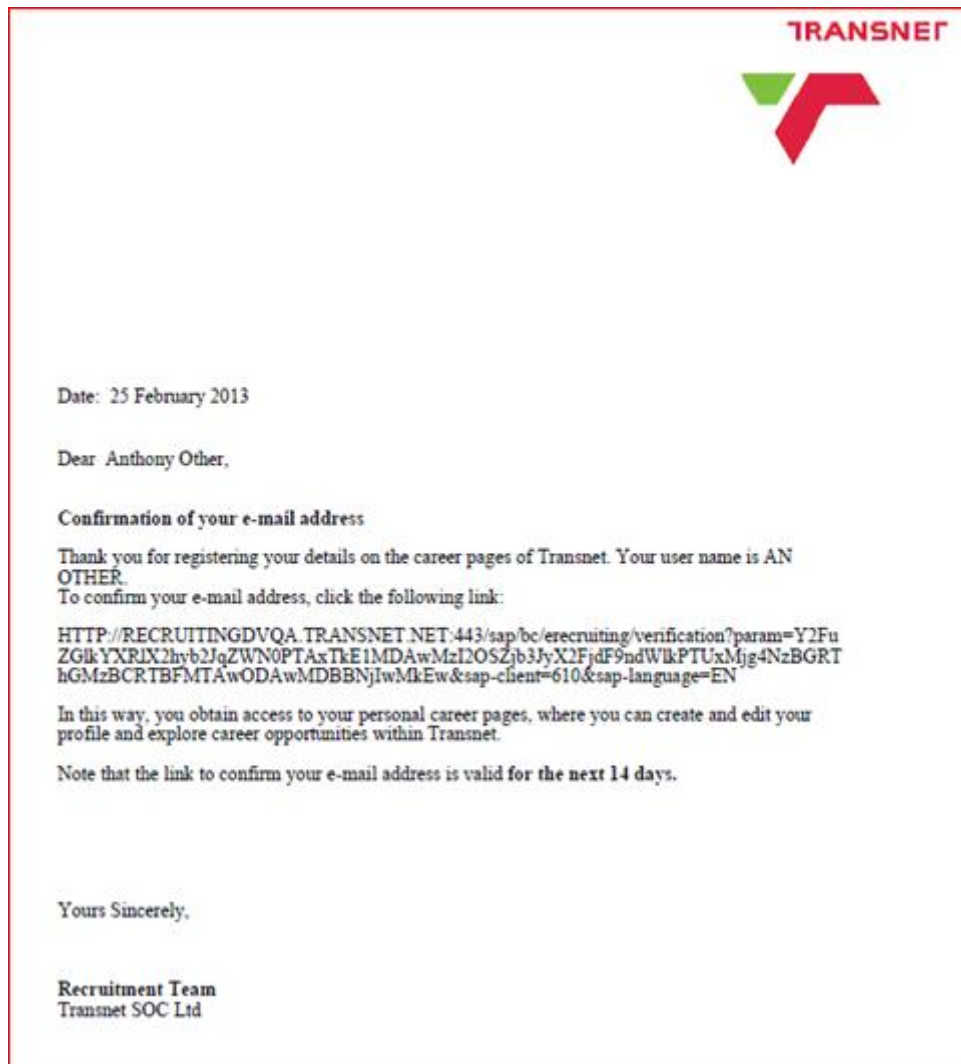
 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Data Privacy Statement

Confirm that you accept our data privacy statement

 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Once you have clicked the register tab, the system will automatically send an email containing a link to the website including your Username to log onto the system in future.



Now that you are registered, click on the link provided to login to the system entering your Username and Password in the relevant fields provided. This will enable you to create your personal profile and apply for any of the vacant positions advertised at Transnet. You will also have the ability to track your application progress.

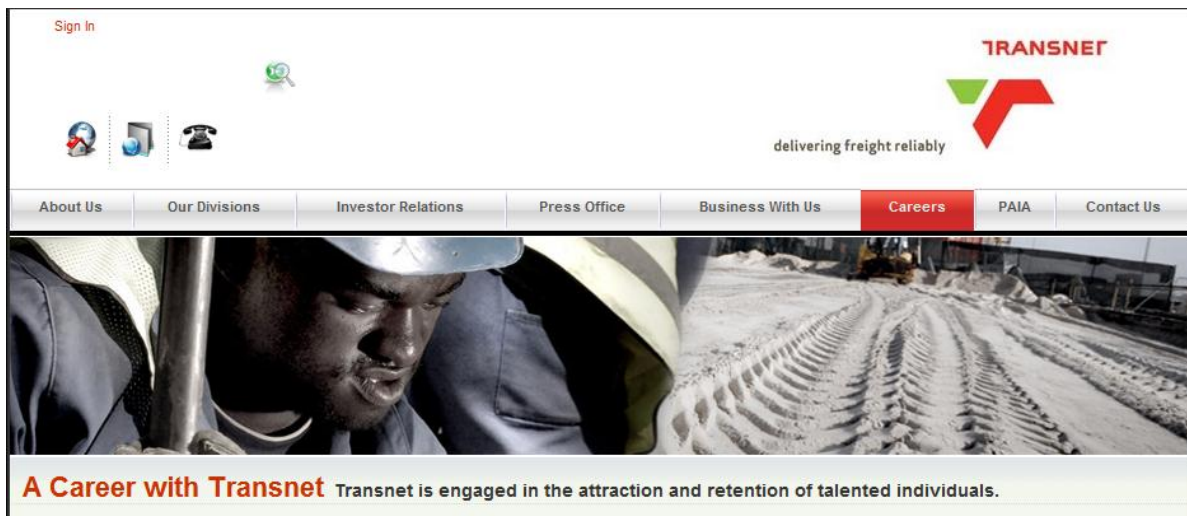
Tips for Registered Users

Logging on to the Talent Warehouse

Once you have registered on our careers website, you need not register again but login using your username and password you have provided. To do so, click on the Transnet Careers website.



The “Careers Page” is displayed.



Click on the login tab to access the careers pages log on screen.

Logon

[Register here](#)

User *

Password *

Accessibility

[Change Password](#) [Password Forgotten](#)

Enter your username and password and click the logon tab.

The applicant Cockpit is opened. If a pop-up messages appears warning you e.g. that you have not yet released your profile, you need to click on “Release Profile” should you wish to do so, which will ensure that the Recruitment Specialist can access your profile.



Release application or profile.

Changing a Password

If you wish to change your password, click on the login tab to access the login screen

Logon

[Register here](#)

User *

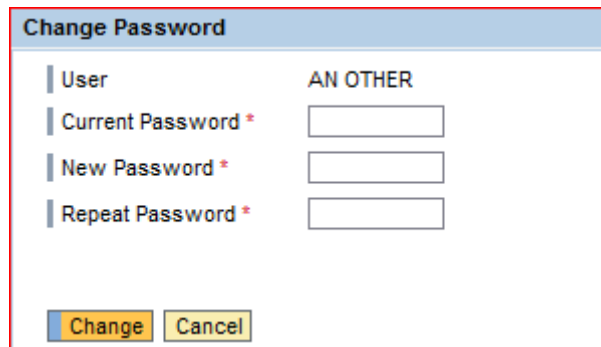
Password *

Accessibility

[Change Password](#) [Password Forgotten](#)

Enter your username and password

Click on the “Change Password” link



The 'Change Password' dialog box has a light blue header. Below the header, there are four rows of labels and input fields: 'User' with the text 'AN OTHER', 'Current Password *' with an empty text box, 'New Password *' with an empty text box, and 'Repeat Password *' with an empty text box. At the bottom, there are two buttons: 'Change' (highlighted in yellow) and 'Cancel'.

Enter your current password and new password. Repeat your new password.

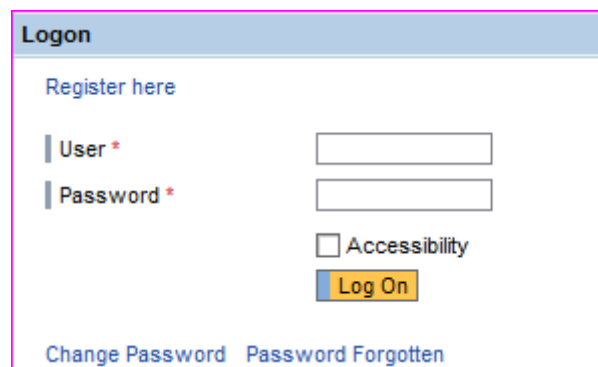
Choose the “Change” button.

The system checks your new password and saves it. From here on, only use your new password. Please note that you can change your password only once per day.

Requesting an alternative password: (You forgot your Password)

If you have forgotten your password, click on the “login” tab to access the logon screen

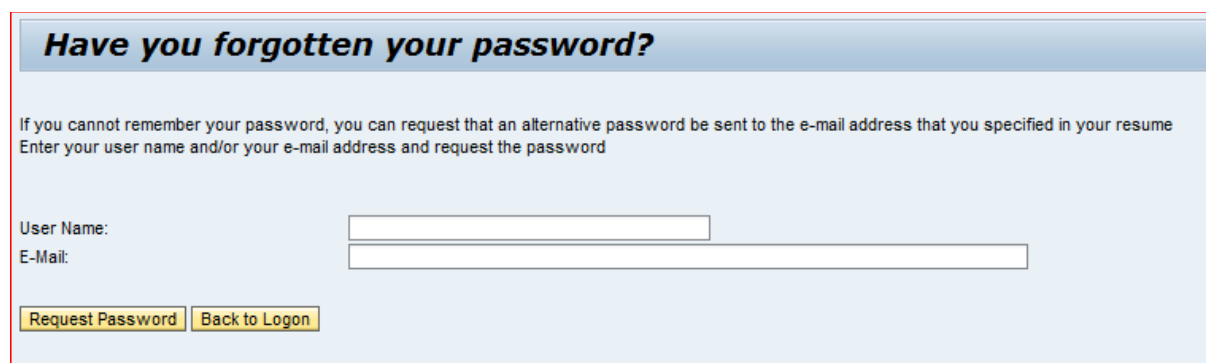
The login screen is displayed



The 'Logon' screen has a light blue header. Below the header, there is a blue link 'Register here'. Then, there are two rows of labels and input fields: 'User *' with an empty text box, and 'Password *' with an empty text box. Below these is a checkbox labeled 'Accessibility'. At the bottom, there is a yellow 'Log On' button. At the very bottom, there are two blue links: 'Change Password' and 'Password Forgotten'.

Click the on the “Password Forgotten” link

The forgotten password screen is displayed



The 'Have you forgotten your password?' screen has a light blue header with the title in bold. Below the header, there is a paragraph of text: 'If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password'. Below this text are two rows of labels and input fields: 'User Name:' with an empty text box, and 'E-Mail:' with an empty text box. At the bottom, there are two yellow buttons: 'Request Password' and 'Back to Logon'.

Enter your username and email address Click on the “Request Password” link. The system checks whether the username and email address is already registered and then sends an alternative password to the email address entered in your personal data.

Type in the alternative password (the temporary one sent in the email to you) to gain access to your personal career pages.

For security reasons, we suggest you should change the alternative password provided immediately once you have successful logged on to the system.

Uploading Documents to your Profile

The success of uploading your document in the e-Recruiting system begins with the document you create in Microsoft Word.

We require uploading a Microsoft Word document, so the document can convert properly into both PDF and HTML versions to allow for viewing by the Organisation.

Here are just a few guidelines to make that process go smoothly.

- i. Use Microsoft Word Version 5.0 (or higher) or save to Rich Text Format for best results.
- ii. Use only original Microsoft Word files. If your document has been cut and pasted into MS Word from Claris or WordPerfect, you will have a problem uploading. Use Microsoft Word Version 5.0 or higher for best results.
- iii. Documents typically uploaded are résumé, cover letter, and writing sample.
- iv. We do not encourage uploading transcripts because they are more complex documents that can cause problems when uploading. If it is necessary to upload a transcript, you may need to copy and paste into Notepad and then copy back into a new Word document to strip the document of any troublesome coding. Save the document under a new name and try to upload again. Also, remove any web links that may be listed on your transcript. Make sure you are uploading your transcript as type “Other Documents”, rather than “Résumé” or “Cover Letters”.
- v. Your résumé should be one page unless you are a graduate student with a CV or an alumnus with accumulated work experience.
- vi. Create a document of maximum file size 500KB (512,000 bytes). As a benchmark, a 500KB document is approximately 20-22 pages long, using 12-point font and double-spacing. To check the file size of your document, open your document in Microsoft Word, click File Properties to display the Properties box, and then click the General tab. Check the size of the document to ensure that it is less than 500KB.
- vii. Use a common font, not one with an unusual typeface. Some examples of common fonts are Times New Roman or Arial.

-
- viii. A minimum of 12 point font is preferred. Anything below that is difficult to read. Sometimes font size can create problems. If you get an error when uploading, you might want to try to change your whole document to 10, 11, 12 point to see what looks best and works successfully.
 - ix. The upload process will process bullets, bold face, underscore and italics. If you get dollar signs in place of bullets, copy and paste your document into Notepad and then back into a new Word document and save again. This will strip the document of any coding that may be causing uploading errors.
 - x. Indents should be predetermined. Do not use the spacebar or multiple tabs for spacing.
 - xi. Do not use password protected files, macros, frames, or tables. Also, be sure your document isn't set to track changes under the Tools menu. This will cause an error when uploading.
 - xii. Do not use headers or footers.
 - xiii. Do not use pagination (adding page numbers).
 - xiv. Do not set excessive page breaks. Do USE your "enter" key to create a more natural break for formatting and to avoid a page break leaving a hanging word or sentence on the next page.
 - xv. Do not force your margins. A minimum margin of one- half or three quarters of an inch is recommended.
 - xvi. If you continue to receive an error or have trouble uploading successfully, copy your document and paste into a new Word document. Save the document with a new name and try uploading again. This strips the document of any unnecessary coding or text that may cause problems when uploading.

Creating a Profile (Electronic Résumé)

To be able to apply for a vacancy online, you need to first create an electronic résumé complete with the necessary supporting documentation. An electronic guide has been designed to enable you to create and submit your application in seven (7) easy steps:

Field	Description
Resume Parsing	This functionality will allow you to download your CV and the information contained will be mapped to the data fields available and where possible these data fields will be updated. The CV will be saved as an attachment to your applicant profile. You have to verify the data updated and correct / replace / complete any data not updated correctly.
Personal Data	This page allows you to: <ul style="list-style-type: none"> • Add your address and contact information. • Add your Identification Number or Passport Number & Work Permit number in the case of non SA Residents. • Change or update information where it has changed. • You do not need to re-enter data already entered when registering.
Education/Training	This page allows you to: <ul style="list-style-type: none"> • Add and update your completed courses of education and related training details.
Work Experience	This page allows you to: <ul style="list-style-type: none"> • Add and update your previous employment work experiences.
Qualifications	This page allows you to: <ul style="list-style-type: none"> • Enter and/or update your competencies and qualifications and assess their proficiency.
Preferences	This page allows you to: <ul style="list-style-type: none"> • Tell us what type of job/position you would like, or your expectations of your new working relationships with Transnet.
Attachments	This page allows you to: <ul style="list-style-type: none"> • To upload relevant attachments to your application such as Transcript's, Degree certificate's and detailed résumé etc.
Overview and Release	This page allows you to: <ul style="list-style-type: none"> • Review your application and submit/release it to Transnet. Remember, you must read the data privacy statement carefully and accept it if you have not yet already done so, failing which we cannot access your application.



Step one: Candidate Profile Creation using Resume Parsing

This functionality will allow you to download your CV and the information contains will be mapped to the data fields available and where possible these data fields will be updated. The CV will be saved as an attachment to your applicant profile. You have to verify the data updated and correct / replace / complete any data not updated correctly.

The screenshot shows the 'Applicant Cockpit' interface. At the top, there are navigation tabs for 'Candidate Profile' and 'Employment Opportunities'. Below this, there are sub-tabs for 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main heading is 'My Profile'. A progress bar below the heading shows nine steps: 1. Candidate Profile Creation (highlighted), 2. Personal Data, 3. Education/Training, 4. Work Experience, 5. Qualifications, 6. Preferences, 7. Attachments, 8. Overview and Release, and 9. Completed. Below the progress bar, there are 'Previous step' and 'Next Step' buttons. The main content area is titled 'Create Candidate Profile using your resume'. It contains a question: 'Would you like us to create a candidate profile from your resume?' followed by a paragraph: 'We can automatically create your candidate profile from your resume. You will be able to review and confirm the information prior to it being used. Accepted resume formats include Word (.doc), Adobe (.pdf), Works, Microsoft Word for Mac, HTML and more.' Below this text is a 'File:' input field with a 'Browse...' button and an 'Upload' button.

After completion you will receive a system message requesting you to review your profile and to ensure all data is updated correctly.

The screenshot shows the 'Applicant Profile' page. At the top, there are navigation tabs for 'Applicant Profile', 'Employment Opportunities', and 'Interview Selection'. Below this, there are sub-tabs for 'My Profile', 'Personal Settings', 'Change User Name', 'Delete Registration', and 'My Inbox'. The main heading is 'My Profile'. A progress bar below the heading shows nine steps: 1. Candidate Profile Creation (highlighted), 2. Personal Data, 3. Education/Training, 4. Work Experience, 5. Qualifications, 6. Preferences, 7. Attachments, 8. Overview and Release, and 9. Completed. Below the progress bar, there are 'Previous step' and 'Next Step' buttons. The main content area is titled 'Create Candidate Profile using your resume'. It contains a green checkmark icon and a message: 'Congratulations! To save you time, we've created your Candidate Profile from your resume. Please review your Candidate Profile and Release it so we can consider you in our candidate searches.' Below this message is a 'File:' input field with a 'Browse...' button and an 'Upload' button.

Step two: Personal Data

Click on the "My Profile" tab if you are not already on the overview page and the "Applicant Profile" will be now be displayed. Complete all the fields as you work your way through all the steps as indicated in the table above to complete the application using the guide to help you. (Remember you can proceed to any step by clicking on the relevant step button if you so wish)



Once you have completed all the steps on the personal data page, click on the “Next Step” tab to continue with the roadmap until complete. Note that all the steps marked with an asterisk”*” are mandatory and have to be completed before navigating away from that specific page.

Step three: Education and Training

The “Education and Training” step is now displayed. Click on the “Add” tab to complete this section. A new window opens for you to add the new detail. Click “OK” once all the mandatory fields are completed. Click on “Transfer” to save the information. Continue to add for each new entry required.

Note that you can edit or delete information by clicking the relevant “Edit” or Delete” tab at the bottom of the screen at any time!



Add Education
[X] [Close]

Educational Institution:

Start Date: End Date:

Country: Region:

Location:

Education Type: Education Level:

Field of Education: Highest Degree/Certificate:

Subject: Grade:

Description:

(To be Completed should you wish to apply for a Full-Time Bursary)

Subject	Level	Achievement Level	Percentage
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Step four: Work Experience

The “Work Experience” step is now displayed. If you have any work experience, it needs to be captured here. Click the “Add” tab to add each job you have had individually. Remember to click on the “OK” tab in the new window to save the information you have entered.

Applicant Profile
[X] [Close]

My Profile | Personal Settings | Change User Name | Delete Registration | My Inbox

My Profile

1
2
3
4
5
6
7
8
9

Candidate Profile Creation
Personal Data
Education/Training
Work Experience
Qualifications
Preferences
Attachments
Overview and Release
Completed

What is your previous work experience?

List all work relationships to date individually.

Start Date	End Date	Employer	Location	Country	Job Title
		Teraoka SA			Trainee Scale Technician
		Teraoka SA, CH Cutting Services			Operator



The screenshot shows a window titled "Add Work Experience" with the following fields:

- Employer: [Text Input]
- Not under Notice:
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Country: [Dropdown: -- Select --]
- Region: [Text Input]
- Location: [Text Input]
- Industry: [Dropdown: -- Select --]
- Functional Area: [Dropdown: -- Select --]
- Hierarchy Level: [Dropdown: -- Select --]
- Job Title: [Text Input]
- Description: [Text Area]

Buttons: OK, Cancel

Complete all the relevant fields and click on “Next Step” to proceed to the next roadmap step.

Step five: Qualifications

The “Qualifications” step is now displayed. This is where you enter your competencies and qualifications and rate (assess) the proficiency of each qualification added to your profile. For example, if you select a Drivers Licence code EB from the list provided, you need to select whether you are able to drive a vehicle or if you select a specific Degree, you need to select the level of proficiency such as not rated, partially rated or complete etc.

Click on the “Add” tab to enter each of your qualifications. The scroll bar and tab buttons will assist you in finding relevant qualifications. Remember to always click on the “Proficiency” drop-down tab to inform us whether the qualification has been completed or not.

Click on “OK” to save any new or changed information before clicking “Next Step” to continue to the next roadmap step.

Step six: Preferences

The “Preferences” step is now displayed. This is where you indicate the type of job, expectations and interests of the new job location etc. This means you can select the type of job you would like to have by selecting the following:

- Type of Industry – selecting one of the Industries from the drop-down table.
- Functional Area – selecting e.g. Administration, Legal Services or Operations etc.
- Hierarchical Level – selecting e.g. Executive, Professional or Technical etc. and,



- Desired Work Location – your preferred work location.

Click on the “Add” tab and enter the individual answers by selecting the appropriate responses in the drop-down screens. Complete all the relevant information and click on the “Next Step” tab to continue to the next roadmap step.

Step seven: Attachments

The “Attachments” step is now displayed. This is where your application is completed by uploading any supporting documentation such as copies of your identification document and qualifications etc. Click on the “Add” tab and browse your computer’s hard drive or flash drive to identify the appropriate documents.

Please note that only certain file-type formats will be accepted i.e. only documents with the following extensions: doc; xls; pdf; jpg; rift; rtf and gif. No Power Point (ppt) documents will be accepted. The document size may not exceed 3 megabytes per document and a maximum of 20 attachments will be permitted.

Once you have found the documents on your hard drive or flash disk drive, “Open” and enter the title of the document into the “document title” field and select the relevant values from the drop down options as necessary. Note that each document needs to be uploaded



separately. Click on the “Transfer” tab to save your attachments and complete your application.

Click on the “Next Step” tab to continue to the next roadmap step.

Step eight: Overview and Release

The “Overview and Release” tab is now displayed.

If you wish your profile details to be searchable, you are required to release your profile to enable the Transnet Recruitment Team to view your detail when searching the talent warehouse.

Not releasing your profile i.e. keeping it in a “locked state” means that it will not be visible to the Transnet Recruitment Team for job matching purposes, however, your profile will be visible to Transnet to access your job application.

My Profile

1 Candidate Profile Creation | 2 Personal Data | 3 Education/Training | 4 Work Experience | 5 Qualifications | 6 Preferences | 7 Attachments | 8 Overview and Release | 9 Completed

Do you want to be considered for open job vacancies?

I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement
[Data Privacy Statement](#)
 We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

Data Overview

The candidate's profile is locked.

Personal Data		Address
Form of Address Mr	First name Anthony	Mr Anthony Other 1 Main Road CAPE TOWN 0001 SOUTH AFRICA
Academic Title 1	Last name Other	
Date of birth 06.02.1985	Sex Male	
Nationality South African	ID Number 198502061113050	
Ethnic Origin Coloured	Work Permit	
Disability		

Review your information and once you are happy with what was captured, click on the “Complete” tab to complete the process. A confirmation message and window will be displayed that shows your applicant profile was locked successfully.



Note that if you do not complete this step, your profile will remain in “draft” format when you view it in “My Applications” and will not be accessible to Transnet Recruitment Specialists to view and process your application appropriately.

Browsing/Searching for Vacant Positions

Should you wish to search for vacancies at Transnet, click on the “Careers” link on the Transnet Website (www.Transnet.net) and the Careers page will be displayed.

Click on the “Employment Opportunities” tab and the “Job Search” page will be displayed.



SAP HCM e-Recruiting External Applicant Guide

Contract Type:
 Bursar
 Non-Permanent
 Permanent
 Trainee

Hierarchy Level:
 Executive
 Middle Management
 Professional / Specialist
 Semi-skilled

Search Method
 All search criteria must be filled
 At least one search criterion must be filled

General Search Settings

Click on “Start” to commence the search for all jobs posted within Transnet without filtering criteria. Alternatively, use the appropriate filters i.e. Functional Area, Contract Type and Hierarchical Level etc. to refine your job search. The Job Search Hit-List results will be displayed.

Applicant Profile | **Employment Opportunities** [Log off](#)

Job Search | Application via Reference Code | Favourites | My Applications | Job Alerts

Job Search

Are you looking for an interesting new job?
 Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
 Choose "Create Favorite" to add the job posting to your list of favorites.
 You can also change your entry and restart the search.

Search Criteria
 The search was not restricted

Search Result: 33 Hits

Operational Division	Position Text	Job Text	Reference Code	Location	Grade Level	Closing Date
Transnet NPA	Graduate - in - Training ICT (NMB Ports)	GIT ICT Management	10153125	Port Elizabeth	G	26.07.2014
Transnet Engineering	Snr Training Officer (Electrical Fitter) KDS EXT	Training & Development (Education Incl.)	30001460	Koedoespoort	G	25.07.2014
Transnet NPA	Contract Project Manager x2- Fixed Term Contract Ngqura	Civil Engineering	10153127	Ngqura	F	28.07.2014
TPT POD Corporate HIO	National Planning Manager	Operational Planning And Control	20000791	Durban	E	23.07.2014
Transnet Freight Rail	Eng Technician	Electrical (Light And Heavy Current)	50004537	Empangeni	G	25.07.2014
Transnet Freight Rail	Consultant	Risk Management	50004605	Ladysmith	F	25.07.2014
Transnet Freight Rail	Snr Investigation Officer	Security & Emergency Services	50004524	Newcastle	H1X	25.07.2014

Click on the “Job Posting” hyperlink that you are interested in for further details pertaining to the job or jobs searched for. Note that this page can always be printed by clicking on the “Print Preview”, “File”, “Print” tab and then Click on the “Close” tab.



Graduate - in - Training: ICT (NMB Ports)

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Tell a Friend](#)

TRANSNET



This advert is open for application by external applicants.

Equity Statement :*Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.*

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

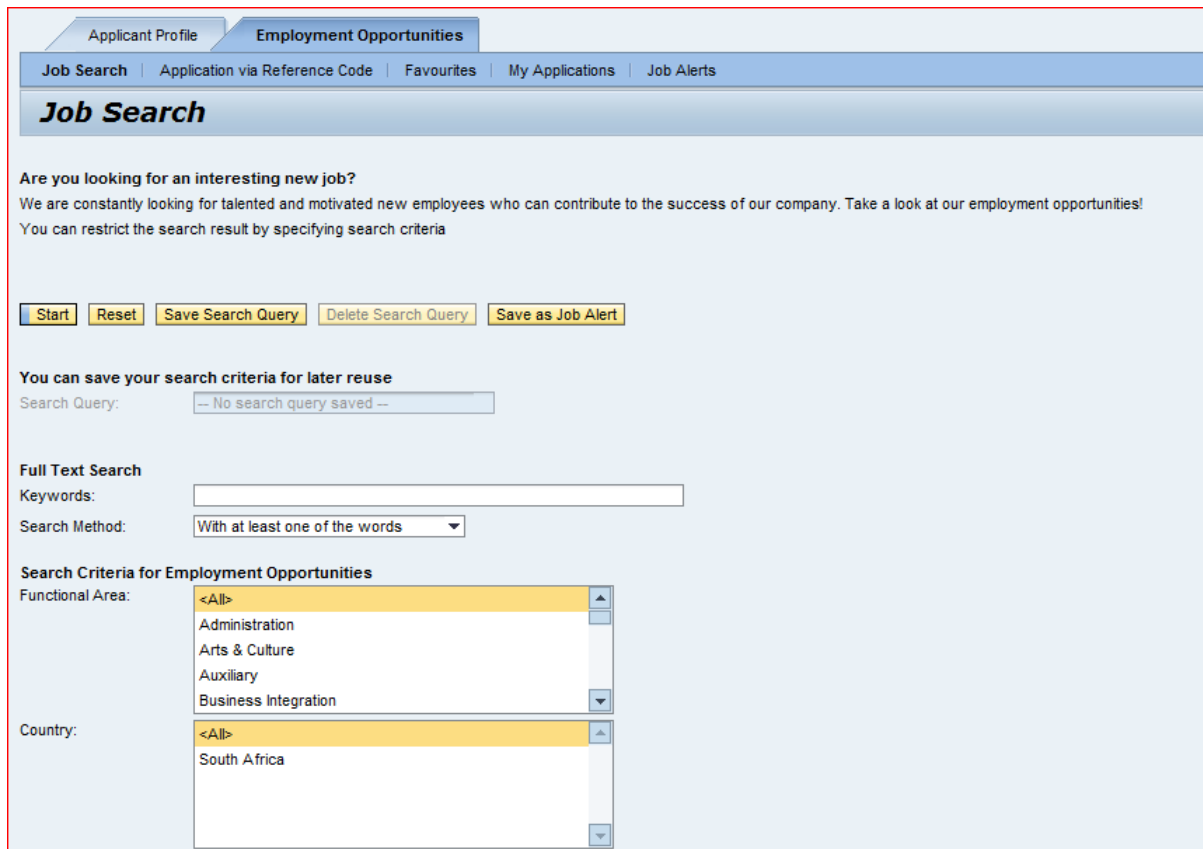
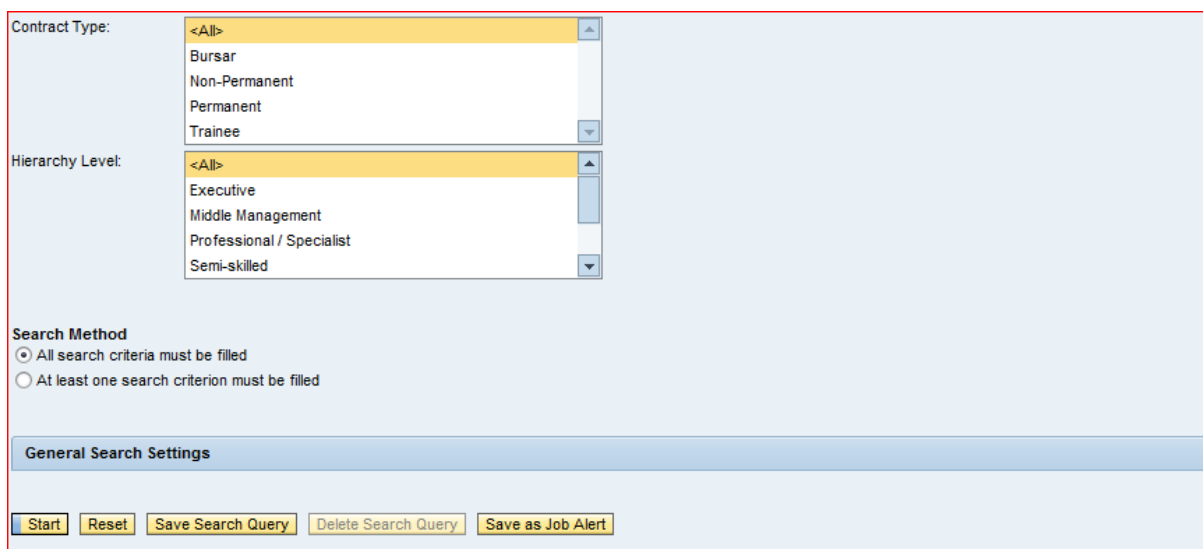
Alternative Application Methods: (Completed Curriculum Vitae to be submitted)

Should you wish to refine or extend the search criteria, click “Return” and continue as above?

Online Application for a Vacancy

Click on the “Employment Opportunities” tab to activate the job search window

Click the “Start” tab to continue. The Employment Opportunities search criteria window is now displayed.

Click on the relevant job posting link to display it. The “Overview Job Posting” window is now displayed



Graduate - in - Training: ICT (NMB Ports)

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Tell a Friend](#)



This advert is open for application by external applicants.

Equity Statement : *Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.*

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

Alternative Application Methods: (Completed Curriculum Vitae to be submitted)

Click “Apply” and the Application Wizard” widow will be displayed.

Application Wizard

Welcome, Mr Anthony Other

Would you like to apply for another employment opportunity? You can also use for this application the resume information that you entered for the previous application. Continue with the application wizard to check your resume again or add further details.

[Continue](#)

Click on the “Display Job Posting” link to display the detail of the position advertised.



This advert is open for application by external applicants.

Equity Statement : *Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.*

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

Alternative Application Methods: (Completed Curriculum Vitae to be submitted)

Click on “Continue” tab to start the application wizard for the relevant window to be displayed.



Should you wish to update your application or to upload an updated CV before you submit it for the position to be applied for, do so by working your way through the relevant steps of the wizard until all the required steps have been completed?

Where you are required to complete a questionnaire, click on the “Questionnaire” tab and the Questionnaire screen will be displayed.

Read through the questions and answer those relevant to the job you are applying for. You can click on the “Reset” tab at any time to clear the questionnaire if you wish to re-enter responses. Note that an asterisk”*” denotes a mandatory question which must be completed, failing which you will not be able to submit your application.

If you wish to submit your application at a later stage, or if you require additional information to be added before submission, just click on the “Close” tab. The system will give you a warning and you can click on “Yes” to proceed or “No” to cancel. Your application will then be saved and can be accessed again later.

The “Complete Application” step is now displayed.



Application Wizard Display Job Posting "SAP PA specialist"

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Qualifications 8 Cover Letter 9 Send Application

[Previous step](#)

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Yes, I have read the data privacy statement and I accept it [Data Privacy Statement](#)

[Send Application Now](#)

Data Overview


Personal Data

Form of Address	First name
	An

Click the “Privacy Statement” tab to display and familiarise yourself with the Transnet Privacy Statement. The approval for the profile to be released “Check Box” button is selected as the default.

When you are satisfied that your application has been correctly completed, click on the “Send Application Now” tab to complete the transaction. Note that if you do not select the check box for releasing the profile, the system will give you a warning message.

Send Application

 Do you want to release your profile in order to be considered for other employment opportunities? You have the option of submitting your application and releasing your profile at the same time. Alternatively, you can submit your application without releasing your profile.

[Release and Submit](#) [Submit Without Release](#)

Proceed by clicking on the “OK” tab or on the “Cancel” tab to change any information. However, once you have clicked on the “OK” tab, the “Application Wizard” window will be displayed.

A message will be displayed confirming that your application has been successfully sent.



Application Wizard Display Job Posting "SAP PA specialist"

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Qualifications 8 Cover Letter 9 Send Application 10 **Completed**

Your application was sent

Thank you for applying for one of our job postings.

We are checking the information in your application and will be in touch with you soon.
You can now close the window.

Click on the "Close" tab to close the window and return to the "Job Posting" screen again.

Please note that if you do not see the "Application Wizard" screen, this means that your application was not correctly completed and will not be available for the Transnet Recruitment Specialists to access for processing.

When your application was successfully processed, you will receive a confirmation of receipt to your email address.

Mr Anthony Other
1
Main Road
CAPE TOWN
0001
SOUTH AFRICA

Date: 08 February 2013

Dear Mr Anthony Other,

RE: Application -

We appreciate your interest in Transnet SOC Ltd., your application for the position, has been received.

Your unique application number is **50081511**.

To enquire about your application status please contact the Transnet Employee Interaction Centre (EIC) on 011 774 1502.

Thank you for your interest shown in our company.

Yours sincerely,

Recruitment Team
Transnet SOC Ltd



The “Job Search” window is now displayed and if you have applied for more than one job, you can click on the “My Applications” tab and the window displayed will reflect the application status for each job you have applied for.

Job Search

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Are you looking for an interesting new job?
 Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard. Choose "Create Favorite" to add the job posting to your list of favorites. You can also change your entry and restart the search.

[Return to Search](#)

Search Criteria
 The search was not restricted

Search Result: 2 Hits

Operational Division	Position Text	Job Text	Reference Code	Location	Grade Level	Closing Date
Transnet Group Services	Appointment	Administration:	60000124	Johannesburg	F	23.07.2014
Transnet Capital Projects	SAP PA specialist	Executives	70000008	Belville		16.08.2014

[Apply](#) [Add Favourite](#) [Save Search Query](#) [Tell a Friend](#)

Deleting/Withdrawing an Application

Once logged into the system in the Applicant Cockpit, the “My Profile” overview screen is displayed.

Click on the “Employment Opportunities” tab and the “Job Search” tab will be displayed.

Click on the “My Applications” link and the window will be displayed.

My Applications

Do you want to call an overview of your applications up to now?
 These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 3

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	In Process
RefCodeB0021		Draft
RefCodeA0040		Draft

[Continue/Display Application](#) [Delete/Withdraw](#)

Click to select the “Job Posting” selection box button to highlight the application you would like to delete or withdraw.



Applicant Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favourites | **My Applications** | Job Alerts

My Applications

Do you want to call an overview of your applications up to now?

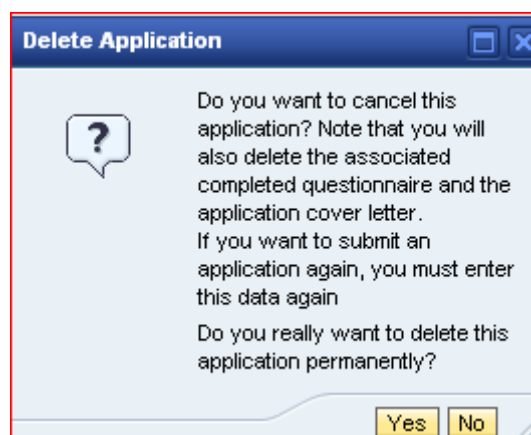
These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 3

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	In Process
RefCodeB0021		Draft
RefCodeA0040		Draft

[Continue/Display Application](#) [Delete/Withdraw](#)

Click on the “Delete/Withdraw” tab to withdraw the application and the “Withdraw Application” dialog box will be displayed.



Note, if you selected a job posting with the status “Draft”, the system will allow you to delete the complete application after you have clicked “Yes” in the dialog box. Note one of the draft applications has been removed.

Applicant Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favourites | **My Applications** | Job Alerts

My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 2

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	In Process
RefCodeA0040		Draft

[Continue/Display Application](#) [Delete/Withdraw](#)

Where your application was already submitted with the status reflecting “In Process”, the system automatically opens the “Withdraw Application” screen where after you must click the “Yes” tab since any submitted application cannot be deleted – only withdrawn.



Click “Yes” to continue and a message confirming that your application has been withdrawn for a selected job will be displayed. You will also receive a notification confirming your application has been withdrawn.

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	Withdrawn
RefCodeA0040		Draft

You will note that the status of your application has now been changed to “withdrawn”. Where the status was in “Draft”, the entry will be completely deleted and will not be displayed for viewing on the list.

Online Display of Status of Applicant Information

When accessing the “My Applications” link, you can view all your applications you have started to create or have already sent for processing.

To view your applications sent, click on the “My Applications” link in the “Overview” tab.

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	Withdrawn



All The applications you have submitted are displayed.

Highlight the application you wish to display by clicking on the tab next to the application.

Do you want to call an overview of your applications up to now?
These are your previous applications. You can check the status of applications, and withdraw or delete applications

Job Posting	Application from	Status
RefCodeA0036	08.02.2013	Withdrawn
RefCodeA0040		Draft

[Continue/Display Application](#) [Delete/Withdraw](#)

Click on the “Continue/Display Application” tab to continue. Depending on the different statuses of your application, different screens will be displayed to continue with your work.

For applications in “Draft” format, the application wizard will appear enabling you to continue working on your existing incomplete job application.

For applications with other statuses such as “In Process”, “To be hired”, “Not selected” or “Withdrawn”, an overview page will appear.



Application Wizard

Welcome, Mr Anthony Other

We have already received an application from you for this employment opportunity You can view your application cover letter again here

Job Posting: [Display Job Posting "RefCodeA0036"](#)

Application from:

Status:

Cover Letter:

Application Source Type:

Application Source:

Other Information:

All questionnaires of the application	
Questionnaire	Completed On
<input type="button" value="i"/> The table does not contain any data	

When complete, click on the "Close" tab to close the window.

Please note that one cannot submit an application twice!

Telephonic Status Follow-up on Application Progress

Transnet has a facility called the Employee Interaction Centre (EIC) which is an unmanned call centre which is available to external Applicants once they have registered and applied for vacancies online to follow-up on the progress on their specific applications made by using the **unique** Application Reference Number provided.

The EIC Call Centre telephone number is Tel: 011 774 1502.

When you apply for a vacancy, you will receive an email or an SMS with your unique Application Reference Number - e.g."50081511".

Once the EIC Call Centre number is dialled, listen carefully and follow the voice prompts and capturing the correct information and unique reference number requested to confirm the status of your application.



Maintaining Personal Settings

Open the “Applicant Profile” window. On the “Overview” window, Click on the “Personal Settings” link and the window will be displayed under the “Applicant Profile”.

Applicant Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

← Previous step
Next Step →

1

2

3

4

5

6

7

8

What is your personal data and how can we contact you?

Form of Address: <input type="text" value="Mr"/>	
Title: <input type="text" value="- Select -"/>	
First Name: <input type="text" value="Anthony"/>	Second Name: <input type="text" value="Neville"/>
Last Name: <input type="text" value="Other"/>	
Gender: <input type="text" value="Male"/>	
Date of Birth: <input type="text" value="06.02.1985"/>	
Ethnic Origin: <input type="text" value="Coloured"/>	ID/Passport: <input type="text" value="198502061113050"/>
Disability: <input type="text"/>	Permit: <input type="text"/>
Nationality: <input type="text" value="South African"/>	

Permanent Residence

Street/House Number: <input type="text" value="1"/>	
Street/House Number 2: <input type="text" value="Main Road"/>	
Country: <input type="text" value="South Africa"/>	Region: <input type="text" value="Western Cape"/>
Location: <input type="text" value="Cape Town"/>	Postal Code: <input type="text" value="0001"/>

Temporary Residence

Street/House Number: <input type="text"/>	
Street/House Number 2: <input type="text"/>	
Country: <input type="text" value="- Select -"/>	Region: <input type="text"/>
Location: <input type="text"/>	Postal Code: <input type="text"/>

Which address would you prefer us to use to contact you?

Preferred Address:

Communication Data

E-Mail: <input type="text" value="another0213@gmail.com"/>	
Private: <input type="text"/>	Business: <input type="text"/>
Mobile: <input type="text" value="0710030050"/>	

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:

Internet References

Type of Internet Reference: <input type="text" value="- Select -"/>	Link: <input type="text" value="http://"/>
Description: <input type="text"/>	



Click on the “Date Format” drop-down list tab to select your preferred “Date Format”.

The screenshot shows the 'Personal Settings' page. At the top, there are tabs for 'Applicant Profile' and 'Employment Opportunities'. Below these are links for 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main heading is 'Personal Settings'. A question asks: 'Would you like to tailor your pages to suit your personal requirements?'. Under 'Basic Settings', it says 'Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again'. The 'Date Format' dropdown is set to 'DD.MM.YYYY'. The 'Decimal Notation' dropdown is set to '1.234.567,89'. Under 'General Settings', it says 'Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed The preferred language specifies the language in which you want to receive and send your correspondence.'. The 'Display Format for Data Overviews' dropdown is set to '-- Select --'. The 'Preferred Language' dropdown is set to 'English'. A 'Save' button is at the bottom left.

You can also change the “Decimal Notation” should you wish to do so, by clicking on “Decimal Notation” drop-down list.

Note that English will be the official language in which we will correspond with regarding your submitted application.

Once the “Save” tab has been clicked, your information will be saved. The “Personal Settings” window will be displayed again and a message indicating that the data has been successfully updated which will reflect the next time you access the system.

The screenshot shows the 'Personal Settings' page after a successful save. At the top, there are tabs for 'Applicant Profile' and 'Employment Opportunities'. Below these are links for 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main heading is 'Personal Settings'. A green checkmark icon and the text 'Data saved successfully' are displayed. Below this is the same question: 'Would you like to tailor your pages to suit your personal requirements?'. Under 'Basic Settings', it says 'Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again'. The 'Date Format' dropdown is now set to 'YYYY/MM/DD'. The 'Decimal Notation' dropdown is still set to '1.234.567,89'. Under 'General Settings', it says 'Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed The preferred language specifies the language in which you want to receive and send your correspondence.'. The 'Display Format for Data Overviews' dropdown is still set to '-- Select --'. The 'Preferred Language' dropdown is still set to 'English'. A 'Save' button is at the bottom left.



Changing Username

To change your Username, open the “Overview” window.

Applicant Profile
Employment Opportunities

My Profile
Personal Settings
Change User Name
Delete Registration

My Profile

1

2

3

4

5

6

7

8

Personal Data Education/Training Work Experience Qualifications Preferences Attachments Overview and Release Completed

◀ Previous step
Next Step ▶

What is your personal data and how can we contact you?

Form of Address:	<input type="text" value="Mr"/>		
Title:	<input type="text" value="-- Select --"/>		
First Name:	<input type="text" value="Anthony"/>	Second Name:	<input type="text" value="Neville"/>
Last Name: *	<input type="text" value="Other"/>		
Gender:	<input type="text" value="Male"/>		
Date of Birth:	<input type="text" value="1985/02/06"/>		
Ethnic Origin:	<input type="text" value="Coloured"/>	ID/Passport:	<input type="text" value="198502061113050"/>
Disability:	<input type="text"/>	Permit:	<input type="text"/>
Nationality:	<input type="text" value="South African"/>		

Permanent Residence

Street/House Number:	<input type="text" value="1"/>		
Street/House Number 2:	<input type="text" value="Main Road"/>		
Country:	<input type="text" value="South Africa"/>	Region:	<input type="text" value="Western Cape"/>
Location:	<input type="text" value="Cape Town"/>	Postal Code:	<input type="text" value="0001"/>

Temporary Residence

Street/House Number:	<input type="text"/>		
Street/House Number 2:	<input type="text"/>		
Country:	<input type="text" value="-- Select --"/>	Region:	<input type="text"/>
Location:	<input type="text"/>	Postal Code:	<input type="text"/>

Which address would you prefer us to use to contact you?

Preferred Address:

Communication Data

E-Mail: *	<input type="text" value="another0213@gmail.com"/>		
Private:	<input type="text"/>	Business:	<input type="text"/>
Mobile:	<input type="text" value="0710030050"/>		

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:

Click on the “Change Username” tab to open the window under “Applicant Profile”

A screenshot of the SAP HCM e-Recruiting 'Change User Name' page. The page has a blue header with two tabs: 'Applicant Profile' (selected) and 'Employment Opportunities'. Below the tabs is a navigation bar with links: 'My Profile', 'Personal Settings', 'Change User Name' (highlighted), and 'Delete Registration'. The main content area has a blue header with the title 'Change User Name'. Below the title, it asks 'Do you want to change your user name?' and provides instructions: 'Enter your new user name and save your entries. Your current user name is then no longer valid. Enter the new user name the next time you log on.' There is a text input field labeled 'User Name:' containing the text 'AN OTHER'. Below the input field is a yellow 'Save' button.

Enter your new Username in the space provided and click “Save” to save your change. Note that the next time you log onto the system, you must use this new Username failing which it will disallow you to continue.

Recommendation of Job Posting (Tell-a-Friend)

Should you wish to inform other people, family or friends whom you believe might be interested in the job advertised in the job search, this process can be followed. The recipient will receive an email containing the link to that relevant job posting which they can display by clicking on the link and then follow due process to apply online if they are interested and meet the requirements of the job in question.



Click on the “Employment Opportunities” tab to display the job search window.

Applicant Profile Employment Opportunities

Job Search Application via Reference Code Favourites My Applications Job Alerts

Job Search

Are you looking for an interesting new Job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
You can restrict the search result by specifying search criteria

Start **Reset** **Save Search Query** **Delete Search Query** **Save as Job Alert**

You can save your search criteria for later reuse
Search Query:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities

Functional Area:
Administration
Arts & Culture
Auxiliary
Business Integration
Business Strategy
Capital Resources

Country:
South Africa

Contract Type:
Bursar
Non-Permanent
Permanent
Trainee

Hierarchy Level:
Executive
Middle Management
Professional / Specialist
Semi-skilled
Senior Management
Technical / Artisan

Search Method
 All search criteria must be filled
 At least one search criterion must be filled

Click on the “Start” tab to continue.



Click on the relevant “Job Posting” link to select it and the Job Posting window will be displayed.

Job Search

Are you looking for an interesting new job?
 Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
 Choose "Create Favorite" to add the job posting to your list of favorites
 You can also change your entry and restart the search

[Return to Search](#)

Search Criteria

Search Criteria for Employment Opportunities
 Functional Area: Administration OR Business Strategy OR Finance OR Human Resources OR Support

Search Result: 5 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favourite	Application from
Bursar	Human Resources			2013/02/12	<input type="checkbox"/>	
Information Analyst	Human Resources		2013/04/01	2013/02/12	<input type="checkbox"/>	
Snr Admin Assistant	Support		2013/03/01	2013/02/12	<input type="checkbox"/>	
PerfTest101	Administration		2013/01/24	2013/01/24	<input type="checkbox"/>	

View the Job Posting and decide whether it would be of interest to another party/acquaintance.

If the decision is to inform another party about the employment opportunity, click on the “Tell-a-Friend” tab at the bottom-left of the screen and the “Tell-a-Friend” screen will be displayed in a new window.

Tell a Friend

Use this option to forward interesting employment opportunities to friends and family.
 Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information.
 The recipient receives your message by mail together with a link to the employment opportunity.

First Name of Recipient:

Last Name of Recipient: *

E-Mail Address of Recipient: *

Message:

First Name of Sender:

Last Name of Sender:

Copy to My E-Mail Address

[Send](#) [Reset](#) [Close](#)

There are two options to tell-a friend, namely;

- You can copy the link of the job posting from the “Tell-a Friend” window to your local email programme, or
- You can open the local email programme automatically by clicking on the corresponding link “Forward Employment Opportunity via Email” on the “Tell-a-Friend” view.

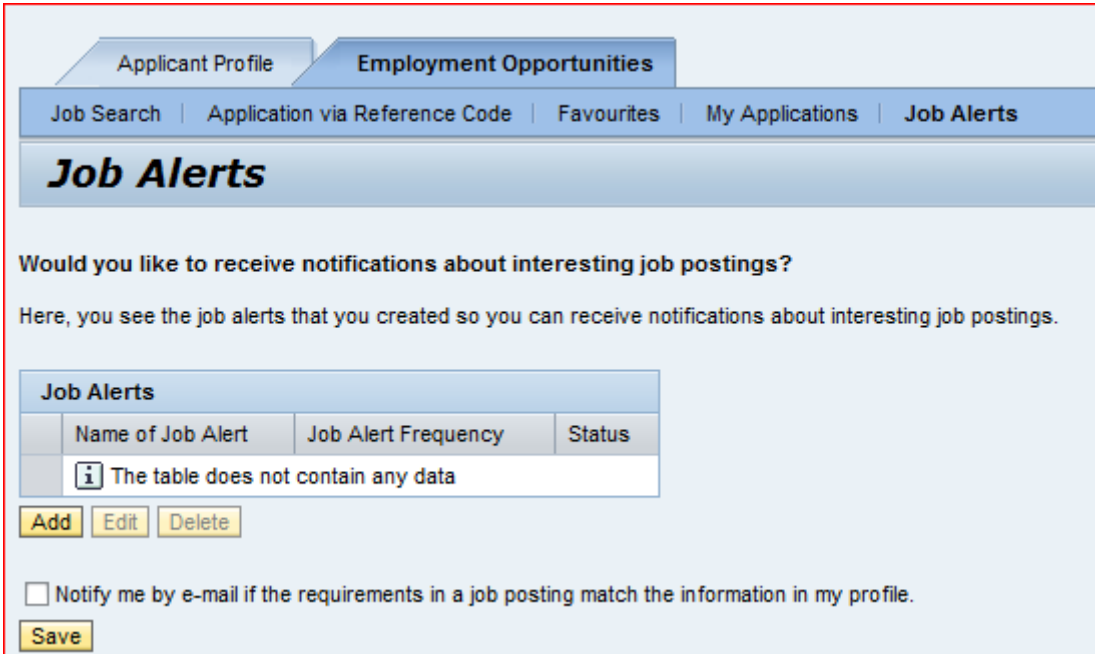
Add any additional information to the email with the link to the employment opportunity and then send the message to the recipient.

Your friend will receive an email with the appropriate link to the relevant job posting which could be used to look at the job posting and apply if interested in the position advertised.

Notification of Relevant Employment Opportunities

This process can be used to receive information regularly and automatically regarding employment opportunities that meet the search requirements as defined by you. This could also include criteria for new work relationships defined in your Applicant Profile.

Click on the “Job Alerts” tab to view the job Alerts window.



Applicant Profile | Employment Opportunities

Job Search | Application via Reference Code | Favourites | My Applications | Job Alerts

Job Alerts

Would you like to receive notifications about interesting job postings?

Here, you see the job alerts that you created so you can receive notifications about interesting job postings.

Name of Job Alert	Job Alert Frequency	Status
The table does not contain any data		

Add Edit Delete

Notify me by e-mail if the requirements in a job posting match the information in my profile.

Save

Select the check Box for receiving emails to allow the system to search and suggest jobs to notify you via your listed email in instances where it finds jobs that might be suitable for you based on your profile.



Click on the “Add” tab to create a new job alert and the Job Search view screen is displayed.

Applicant Profile Employment Opportunities

Job Search Application via Reference Code Favourites My Applications Job Alerts

Job Search

Are you looking for an interesting new Job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
You can restrict the search result by specifying search criteria

You can save your search criteria for later reuse
Search Query:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities

Functional Area:
 Administration
 Arts & Culture
 Auxiliary
 Business Integration
 Business Strategy
 Capital Resources

Country:
 South Africa

Contract Type:
 Bursar
 Non-Permanent
 Permanent
 Trainee

Hierarchy Level:
 Executive
 Middle Management
 Professional / Specialist
 Semi-skilled
 Senior Management
 Technical / Artisan

Search Method
 All search criteria must be filled
 At least one search criterion must be filled

Define your search criteria using Keywords, Functional Area, Contract Type, Hierarchical level etc. and click on the “Save as Job Alert” tab which will open the “Save as Job Alert” window.



Save as Job Alert

To overwrite a job alert, select it in the table and then save it.

Enter a unique name for the job alert.

Name of Job Alert: *

Frequency:

Active:

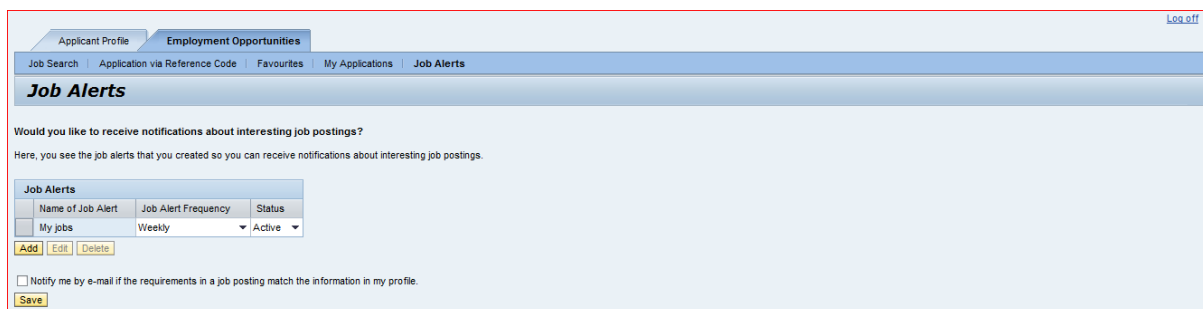
Saved Job Alerts

Name of Job Agent
 The table does not contain any data

Assign a name and define the frequency which the job agent must be run.

Activate the job agent and save your selection by clicking on the “Save” tab.

The system will display the list of all job alerts already defined including the new ones created. Note that the frequency can be changed at any time.



Applicant Profile > Employment Opportunities > Job Alerts

Job Search | Application via Reference Code | Favourites | My Applications | Job Alerts

Job Alerts

Would you like to receive notifications about interesting job postings?
Here, you see the job alerts that you created so you can receive notifications about interesting job postings.

Name of Job Alert	Job Alert Frequency	Status
My jobs	Weekly	Active

Notify me by e-mail if the requirements in a job posting match the information in my profile

Log off if applicable and the system will confirm that you have successfully logged off.

You were logged off successfully.