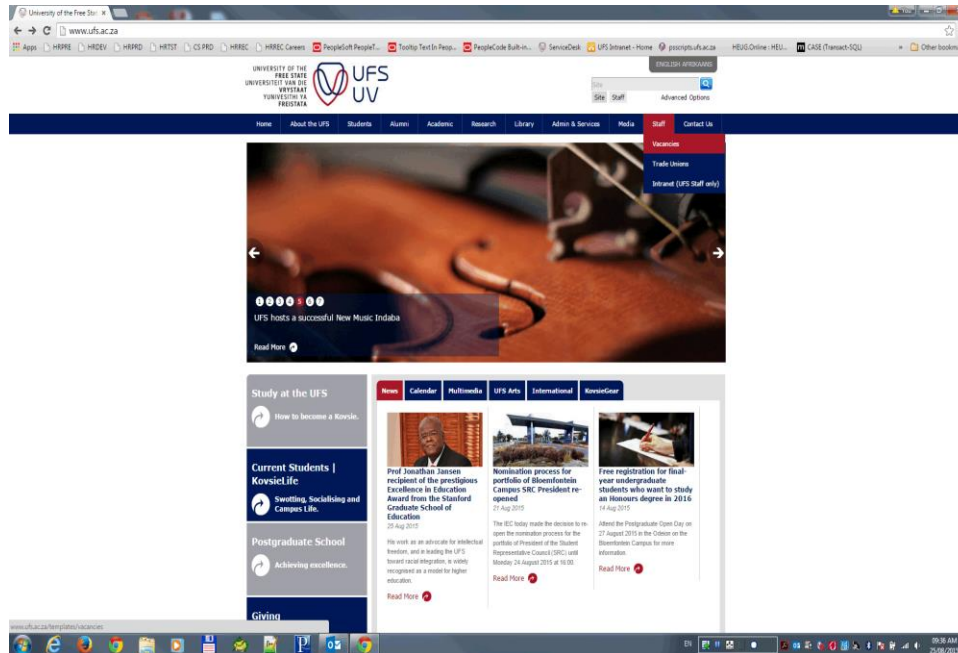
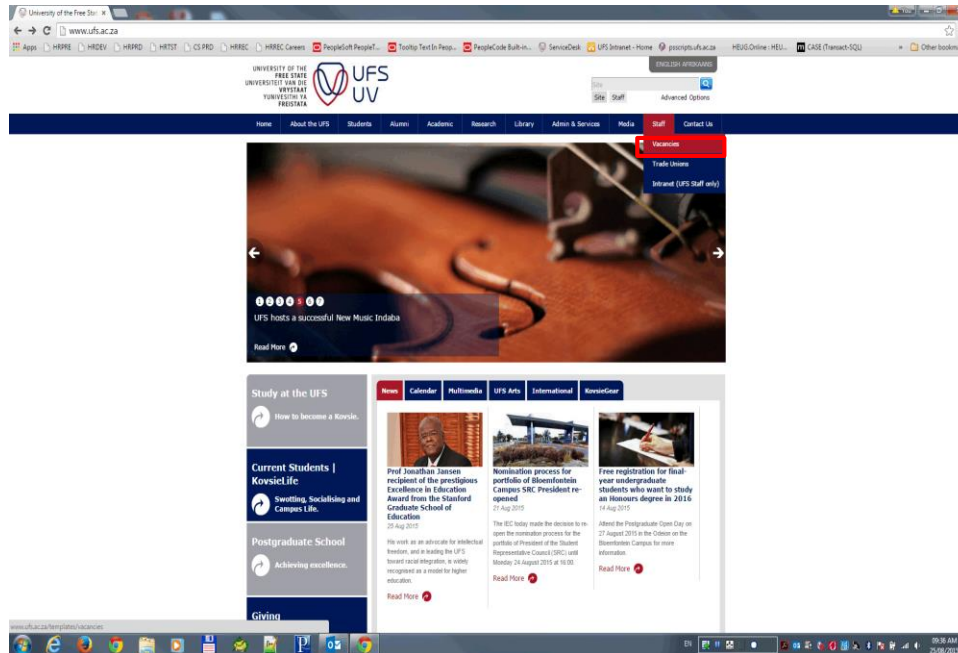


## E- Recruitment





## Step 1

On the UFS website,  
Click the **Staff** , then **Vacancy** link.

The screenshot shows the UFS website's 'Vacancies' page. The page has a dark blue header with the UFS logo and navigation links. Below the header is a hero image with the text 'Inspiring excellence. Transforming lives.' and a sub-header 'Recognised internationally for human reconciliation and academic achievement.'.

The 'Vacancies' section is divided into two tables:

Vacancy Title	Faculty	Department and Division
11215 Senior Lecturer: Associate Professor: Politics	The Humanities	Anthropology
11216 Senior Lecturer: Associate Professor and Deputy Head: Operational Head	The Humanities	Olden School of Music
11217 Senior Lecturer: Associate Professor: Global History and African Studies	The Humanities	Centre for Africa Studies Sen Prof

Vacancy Title	Faculty	Department and Division
11218 Academic Development Head: Contract appointment, 5 years, with the possibility of services & second term		Animal and Wildlife and Geospatial Sciences
11219 Senior Lecturer: Associate Professor: Global History and African Studies		Centre for Africa Studies
11220 Technical Aid: Contract (post 11-11)		Electronics
11221 Personal Assistant: Contract (post 11-11) hours per week: Contract appointment: 50 hours		Microbial Biochemical and Food Biotechnology
11222 Contract: Contract (post 11-11)		Plant Sciences

Step 2

Click the **relevent** Job Opening you are applying for.

## Step 3

Click the **link to apply**.

The screenshot shows a web browser window displaying the UFS Vacancies page. The URL is [www.ufs.ac.za/templates/vacancies?vacancy=2975](http://www.ufs.ac.za/templates/vacancies?vacancy=2975). The page content includes:

- President re-opened:** The BC body made the decision to re-open the nomination process for the portfolio of President of the Student Representative Council (SRC) until Monday 24 August 2015 at 16:00.
- Free registration for final-year undergraduate students who want to study an Honours degree in 2016:** About the Postgraduate Open Day on 27 August 2015 in the Olifant on the Bloemfontein Campus for more information.
- UFS Language Policy Review:** The Council of the University of the Free State mandated the senior leadership to conduct a formal review of the UFS Language Policy.
- Closing date:** 26 August 2015.
- Salary:** The salary scale is available on request. For any further enquiries, please feel free to contact 051 401 9962/3954.
- Fringe benefits:** (Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.
- General:** The University reserves the right not to fill the post. The University subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned act and the employee profile of the specific department/division.
- Applications may be submitted online. All applications must be accompanied by the following:**
  - a detailed curriculum vitae;
  - copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
  - a copy of your identity document (ID).
- Please indicate the reference number and the post you are applying for on the cover letter to your application. Applications that are incomplete, without a reference number, or sent by fax or e-mail, will not be considered. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.**
- External candidates can [click here](#) to apply online.**
- UFS staff members** can log on to mySoft, click Self Service, Recruiting, and Careers to apply online.
- [Back to Vacancies](#)

The page features the UFS logo and the tagline "Inspiring excellence. Transforming lives." at the bottom. A navigation menu includes links for Home, About the UFS, Students, Academic, Research, and Staff. The footer shows the date and time as 10:17 AM on 25/06/2015.

**Job Search** [Sign In](#)

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools. If you wish to apply for more than one job, save those jobs using the Save Job button below and then you may submit one application for multiple jobs.

**Basic Search**

Keywords  Search Tips

Locations  All Locations

Jobs Posted Within: Last Month

[Advanced Search](#)

**Latest Job Postings**

Job Title	Job ID	Location	Faculty	Department	Save Job	Apply
1 Senior Assistant Officer: Personal Assistant 259pw	1287	MAIN	Natural and Agricultural Sciences	Micromol Biochem Food Biotech	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
2 Technical Aid Grl	1290	MAIN	Natural and Agricultural Sciences	Electronics	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
3 Senior Assistant Officer	1285	MAIN	The Humanities	Centre for Africa Studies	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
4 Senior Lecturer/ Associate Professor Global History and African Studies	1263	MAIN	The Humanities	Centre for Africa Stud Sen Pr	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
5 Senior Lecturer/Associate Professor and Artistic and Operational Head	1266	MAIN	The Humanities	Odeon School of Music	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
6 Senior Lecturer/ Associate Professor/ Professor Academic Department Head	1235	MAIN	The Humanities	Anthropology	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>

## Step 4

Click the **New User** link to register as a new user.

Candidate Experience

University of the Free State (24) https://pspr.ufs.ac.za/pspr/hrprd/EMPLOYEE/HRMS/c/HRS\_HRAM.HRS\_APP\_SCHIOB.GBL/FOCUS=Applicant

Apps HRPE HREDEV HRPD CS PRD HRRC HRREC Careers PeopleSoft PeopleSoft Toolkit Test In Peop... PeopleCode Built-in... ServiceDesk UPS Internet - Home psprstuf.ac.za HRIS Online - HELL... CASE (Transact-SQL) Other bookmarks

Oracle Home Add to Favorites Sign out

### Register

If you are new, you must first register in order to continue.

\*User Name

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Primary Email Type

\*Email Address

Primary Phone Type

Phone  Ext.

Preferred Contact Method

**Register**

Already Registered? [Sign In Now](#)

\* Required Information

[Return to Previous Page](#)

## Step 5

Fill in all the necessary information and  
Click the **Register Button to proceed.**

The screenshot displays the Oracle HRMS Job Search page. At the top, there's a navigation bar with 'Job Search' and links to 'My Notifications', 'My Activities', 'My Saved Jobs', 'My Saved Searches', and 'My Account Information'. Below this, a 'Basic Search' section includes fields for 'Keywords', 'Locations', and 'Jobs Posted Within'. A table titled 'Latest Job Postings' lists several roles. The last row, for an Anthropology position, has its 'Apply' button highlighted with a red rectangle. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 10:30 AM on 25/06/2023.

Job Title	Job ID	Location	Faculty	Department	Save Job	Apply
1 Senior Assistant Officer: Personal Assistant/Shipwre	1287	MAIN	Natural and Agricultural Sciences	Microbial Biochem Food Biotech	Save Job	Apply
2 Technical Aid Gtd	1290	MAIN	Natural and Agricultural Sciences	Electronics	Save Job	Apply
3 Senior Assistant Officer	1285	MAIN	The Humanities	Centre for Africa Studies	Save Job	Apply
4 Senior Lecturer/Associate Professor Global History and African Studies	1263	MAIN	The Humanities	Centre for Africa Stud Sen Pr	Save Job	Apply
5 Senior Lecturer/Associate Professor and Artistic and Operational Head	1266	MAIN	The Humanities	Odeon School of Music	Save Job	Apply
6 Senior Lecturer/Associate Professor/ Professor/ Academic Department Head	1235	MAIN	The Humanities	Anthropology	Save Job	Apply

## Step 6

Click the **Apply** button to apply for the specific Job Opening.



## Step 7

Read the information on the screen and  
Click the **Radio Button** to accept the  
**Terms and Agreement..**

Candidate Experience

University of the Free State (24) https://pshr.ufs.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS\_HRAM\_HRS\_APP\_SCHIOB.GBL?FOCUS=Applicant

Apps HRPRE HRPRD HRST HRREC HRREC Careers PeopleSoft PeopleSoft TextToText PeopleSoft Bulk PeopleSoft ServiceDesk UFS Internet - Home ppsprufu.ac.za HRMS Online - HRMS CASE (Transact-SQL)

Oracle Home Add to Favorites Sign out

Start Resume Qualifications Referrals Review/Submit

Start - Step 1 of 5

Applying for: Senior Lecturer/Associate Professor/Professor Academic Department Head

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkboxes below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

This electronic job application procedure allows you to attach a resume (CV) and other documents, and consists of a number of sections. The step-by-step process will guide you through the application. Please complete all information carefully and in full before submitting. A complete summary of the applicant will be created based on the information provided. Incomplete or incomplete information will negatively influence this summary.

Please read the agreement on this page carefully before you begin the application process. By selecting the agreement checkboxes below, you acknowledge that you accept the terms of this agreement. If you do not agree to the terms, click on the Exit button.

Agreement

The applicant is advised that the responses provided in this application constitute a legal undertaking and that any false or incorrect information will render the application void, in which case the University of the Free State ("the University") reserves the right to initiate legal action.

By applying for a vacancy the applicant consents to and authorizes the University to do a reference check on his/her work experience (references). The applicant also authorizes the University to verify his/her educational background. Should the applicant want to attach his/her resume (CV) or work experience references, the application will not be considered. If the applicant does not have work experience, three other references should be listed in the resume (CV).

The applicant agrees that he/she voluntarily provides the University with the information and consents that the University:

- o collects the information and
- o processes the information

to enable the University to process the job application.

The applicant also consents to the University contacting him/her if he/she is found eligible for a position other than the one applied for. Should the applicant experience any technical difficulties, it is his/her responsibility to inform the Human Resources Department of the University in this regard before the closing date for the relevant application. Technical problems will not be considered a valid reason for not submitting all information.

☒ I have read and agree to the above terms and agreements

Exit Previous **Next >**

10:39 AM 25/06/2025

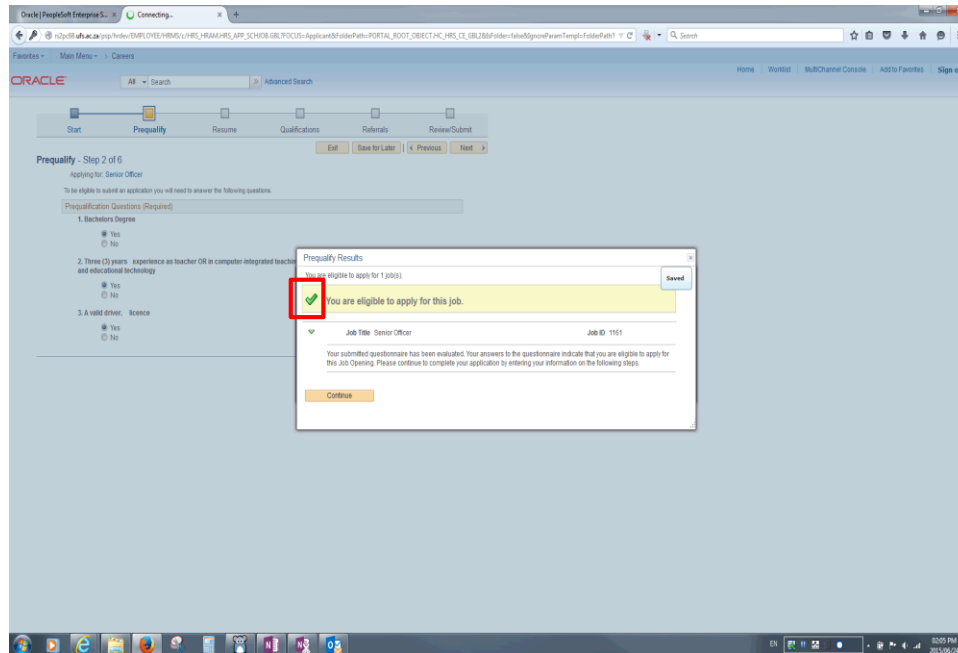
The screenshot displays the Oracle PeopleSoft Enterprise application interface. The top navigation bar includes the Oracle logo, a search bar, and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area shows a progress bar with steps: Start, Prequalify (active), Resume, Qualifications, Referrals, and Review/Submit. Below the progress bar, the 'Prequalify - Step 2 of 6' section is visible. It states 'Applying for: Senior Officer' and 'To be eligible to submit an application you will need to answer the following questions.' A section titled 'Prequalification Questions (Required)' is highlighted with a red box. It contains three questions, each with a radio button for 'Yes' and 'No':

1. Have you completed a degree?  
☐ Yes  
☐ No
2. Have you gained experience as teacher OR in computer integrated teaching and learning OR within the field of blended learning and educational technology?  
☐ Yes  
☐ No
3. Have you completed a Science degree?  
☐ Yes  
☐ No

At the bottom of the form, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The bottom status bar shows the URL 'jpsrcptsubmitAction\_vweb?document=WEB\_SelfHelp&WS\_CEL\_START\_&OTL\_WZ\_BUTTON\_&OTL\_WZ\_NAV\_BUTTON&OTL\_WZ\_NEXT' and the system clock '11:05 PM 2015/06/24'.

Step 8

Click the **relevant Radio Button**.



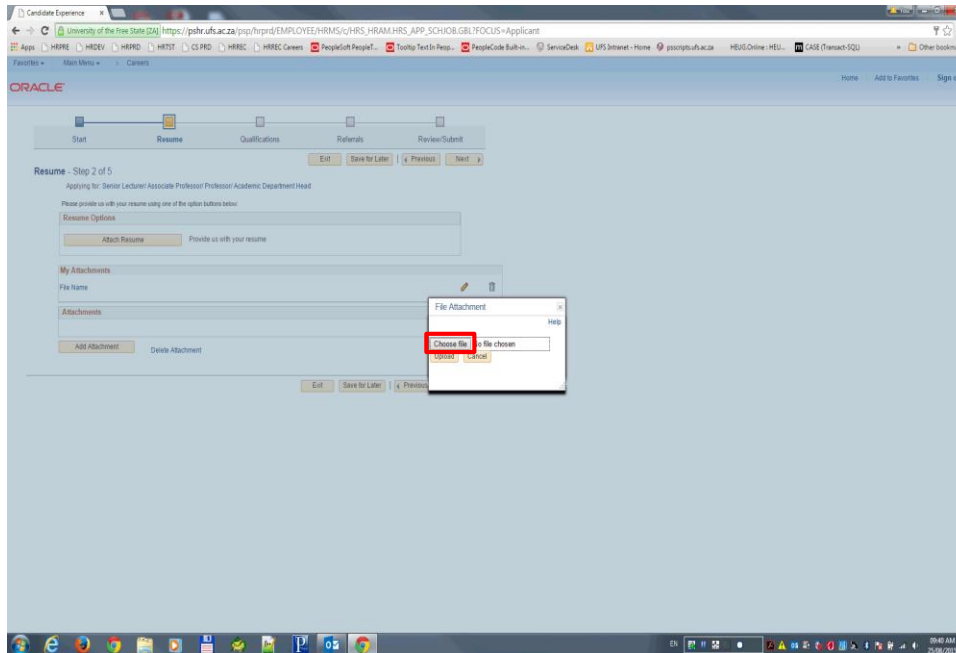
## Step 9

Pop-Up Screen to notify user the Prequalify questions are successful  
Click the **Continue Button**.

The screenshot shows a web browser window displaying the Oracle HRMS application. The browser's address bar shows the URL: [https://pspr.ufs.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL/FOCUS-Applicant](https://pspr.ufs.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL/FOCUS-Applicant). The Oracle logo is visible in the top left corner. The application interface has a navigation bar with tabs: Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Resume' tab is active. Below the navigation bar, the page title is 'Resume - Step 2 of 5'. The main content area is titled 'Applying for: Senior Lecturer/ Associate Professor/ Professor Academic Department Head'. It instructs the user to 'Please provide us with your resume using one of the option buttons below.' Under the 'Resume Options' section, there is a button labeled 'Attach Resume' which is highlighted with a red rectangular box. Below this, there is a section titled 'My Attachments' with a table for 'File Name' and 'Attachments'. At the bottom of the page, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:40 AM on 25/06/2023.

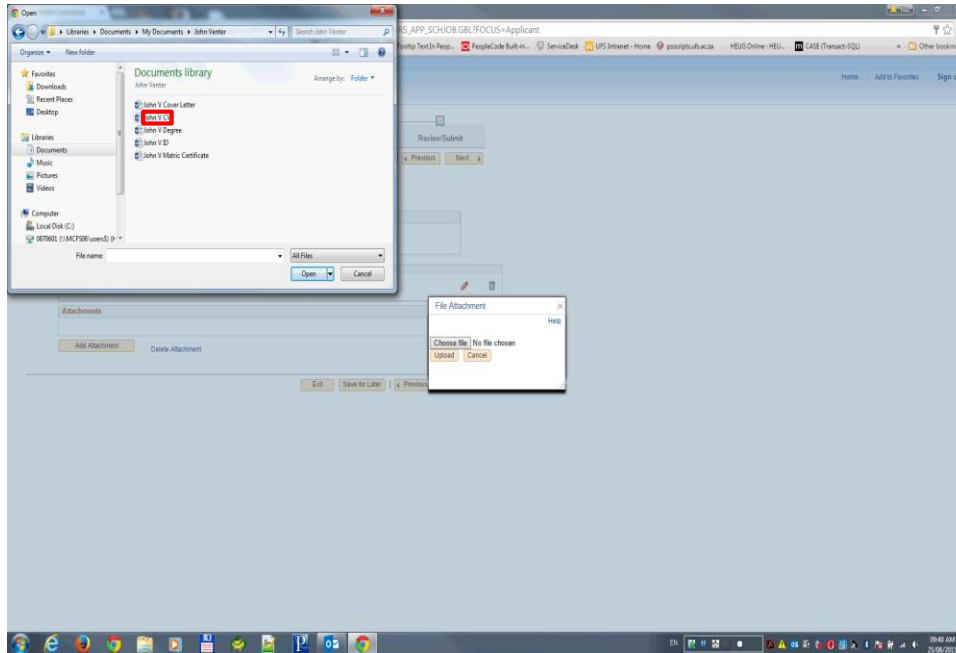
## Step 10

To Attach a Resumé  
Click the **Attach Resumé Button**.



## Step 11

Browse to a specific location to locate necessary documents  
Click the **Choose File Button**.



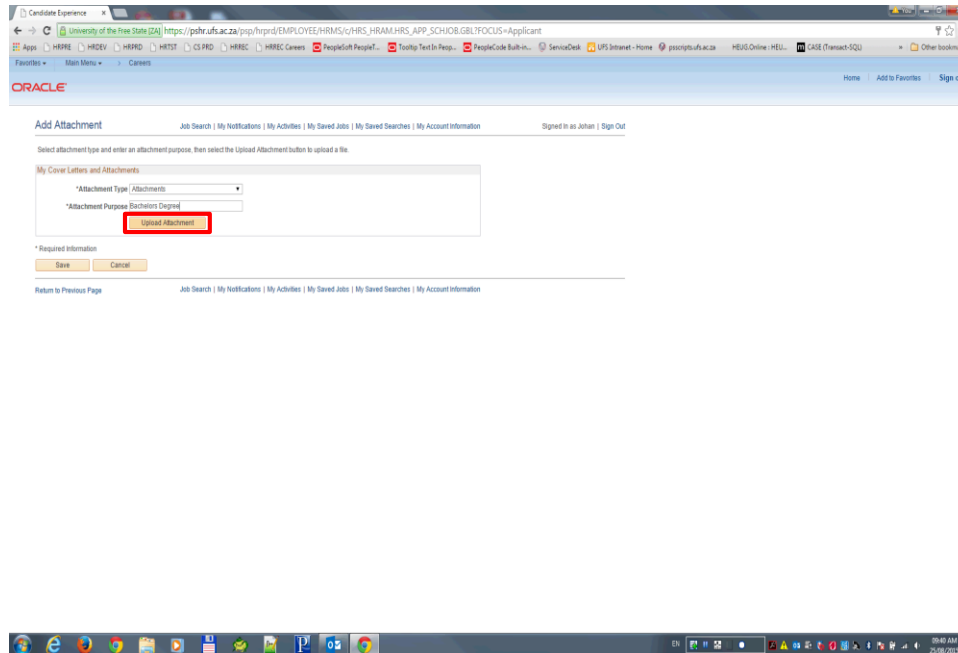
Step 12

Click in the **Name** field.

The screenshot shows a web browser window displaying the Oracle HRMS application. The browser's address bar shows the URL: [https://pspr.ufs.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL/FOCUS=Applicant](https://pspr.ufs.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL/FOCUS=Applicant). The Oracle logo is visible in the top left corner of the application interface. The navigation bar includes tabs for 'Start', 'Resume', 'Qualifications', 'Referrals', and 'Review/Submit'. The 'Resume' tab is currently selected. Below the navigation bar, the page title is 'Resume - Step 2 of 5'. The main content area is titled 'Applying for: Senior Lecturer/ Associate Professor/ Professor Academic Department Head'. It contains a 'Current Resume' section with a table showing the resume file 'John\_V\_CV.docx' and its language 'English'. Below this is a 'My Attachments' section with a table for listing attachments. At the bottom of the 'My Attachments' section, there is a red-bordered button labeled 'Add Attachment' and a link 'Delete Attachment'. The bottom of the screenshot shows a Windows taskbar with various application icons and a system clock indicating 10:40 AM on 25/06/2023.

## Step 13

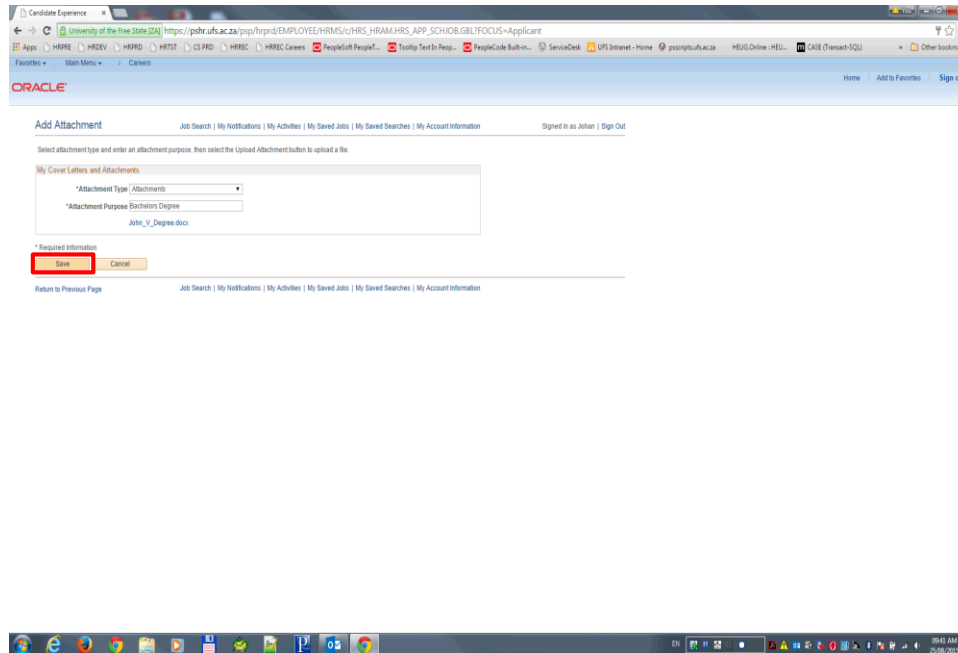
To Attach Supporting Documents(ID,Cover Letter and Qualification)  
Click the **Add Attachment Button**.



## Step 14

Specify the document name and  
Click the **Upload Attachment Button to locate the attachment.**





## Step 15

Click the **Save Button** to save the attachment.

The screenshot displays the Oracle HRMS Applicant Portal interface. The top navigation bar includes the Oracle logo and a 'Candidate Experience' header. Below this, a breadcrumb trail shows the application progress: Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Resume' step is currently active, showing a progress bar with five steps: Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Resume' step is highlighted, and the 'Next' button is visible at the bottom right of the form.

The main content area is titled 'Resume - Step 2 of 5' and shows the application for the position of 'Senior Lecturer/ Associate Professor/ Professor Academic Department Head'. The 'Current Resume' section displays the resume title 'John\_V\_CV.docx' and the language 'English'. Below this, the 'My Attachments' section lists three attachments: 'John\_V\_Degree.docx', 'John\_V\_Matric\_Certificate.docx', and 'John\_V\_ID.docx', each with a date and time of upload (08/25/2015 9:41AM) and a delete icon.

At the bottom of the form, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box, indicating the next step in the process.

## Step 16

After you have attached the supporting documents  
Click the **Next Button to proceed.**

## Step 17

Enter your personal information and  
Click the **Next Button**.

The screenshot displays the Oracle HRMS Applicant Portal interface. At the top, a navigation bar includes 'Start', 'Resume', 'Qualifications', 'Referrals', and 'Review/Submit'. Below this, a sub-navigation bar shows 'Personal Information', 'Education', 'Work Experience', and 'Accomplishments'. The main content area is titled 'Qualifications: Personal Information - Step 3 of 5' and includes a breadcrumb trail: 'Applying for: Senior Lecturer/ Associate Professor/ Professor/ Academic Department Head'. The 'Personal Information' form contains the following fields:

- Marital Status:
- Date of Birth:
- Ethnic Group:
- Gender:
- Disabled: ☐ Disability Type:  No Handicap: ☐
- Country:  National ID Type:  National ID:

At the bottom of the form, there are four buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red rectangle. Below the 'Next' button is a link that says 'Proceed to next step'.

The screenshot shows the Oracle HRMS application interface. The top navigation bar includes links for Start, Resume, Qualifications, Referrals, and Review/Submit. The main content area is titled 'Qualifications: Education - Step 3 of 5' and is for an applicant applying for the position of 'Senior Lecturer/Associate Professor/Academic Department Head'. The 'Education History' section is active, showing a table with columns for Degree, Institution, and Date. A dropdown menu for 'Highest Education Level' is open, displaying a list of education levels. The 'Master's Degree' option is highlighted with a red square. The list of education levels includes: Master's Degree, Doctoral Degree, General Academic Degree, Bachelor's Degree, Graduate Certificate, Master's Certificate, National Certificate, National Diploma, National Higher Certificate, Other Qualification, Post Diploma Diploma, Post Graduate Diploma, Post Graduate Diploma/Cert, and Professional First Degree.

## Step 18

Select the Highest Education Level from the drop down menu  
Click the **drop down**.

The screenshot shows the Oracle PeopleSoft application interface. The top navigation bar includes the Oracle logo and the text 'USER PRODUCTIVITY KIT'. The main content area displays the 'Qualifications: Education' step, which is part of a larger process. The step is titled 'Qualifications: Education - Step 1 of 5' and includes a sub-header 'Applying for Academic Department Head'. The form contains several sections: 'Education History' with a dropdown for 'Highest Education Level, State Certificate', 'Degrees (Required)' with a message 'You must enter information in this section.' and an 'Add Degrees' button, and 'Memberships' with a message 'You have not added any memberships to your application.' and an 'Add Memberships' button. A message box is overlaid on the form, displaying the text 'Please enter the required information' and an 'OK' button highlighted with a red rectangle. The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 11:04 AM on 25/06/2025.

## Step 19

Required information, you need to provide information before you can proceed

Click the **Ok Button to proceed.**

The screenshot shows the Oracle PeopleSoft Sign-on page. The browser address bar displays a URL with parameters including 'EMPLOYEE\_ID', 'PORTALPARAM', 'PTCNAV', 'HC\_HRS', 'CE\_GBLAEOPP', 'SCNode', 'HRMS&EOPP', 'SCPortal', 'EMPLOYEE&EOPP', 'SCName', 'CO', 'EMPLOYEE\_SELF', 'Q', and 'Q'. The page header includes the Oracle logo and navigation links: Home, My Worklist, Add to Favorites, Sign out.

The main content area is titled 'Qualifications: Education - Step 3 of 5' and indicates the user is 'Applying for Academic Department Head'. The 'Education History' section has a dropdown menu for 'Highest Education Level: State Certificate'. Below this, the 'Degrees (Required)' section has a red square icon with a white 'D' and a message: 'You must enter information in this section.' There is an 'Add Degrees' button. The 'Memberships' section has a message: 'You have not added any memberships to your application.' and an 'Add Memberships' button. Navigation buttons at the bottom include 'Exit', 'Save for Later', 'Previous', and 'Next'.

## Step 20

Required information, you need to provide information before you can proceed. If you only have Grade 12, fill in the year you were in Grade 12 and Scholar in the description  
Click the **Add Degree Button**.

The screenshot displays the Oracle HRMS application interface. The main window shows the 'Qualifications: Education - Step 3 of 5' section. A modal dialog box titled 'Add Degrees' is open, allowing the user to add a new degree. The dialog contains the following fields and options:

- Date Acquired:** 01/01/2015
- Degree:** 1st Degree
- Country:** ZAF (South Africa)
- Field of Study:** B.Sc Biomedical Science
- Buttons:** Save, Save and Add Another (highlighted with a red box), Cancel

The background application window shows the 'Education History' section with a table for 'Degrees' and 'Memberships'. The 'Degrees' section indicates that no degrees have been added yet.

## Step 21

To add another qualification  
Click the **Save and Add Another**  
**Button.**

The screenshot displays the Oracle HRMS application interface. The main window shows the 'Qualifications: Education - Step 3 of 5' section. A modal dialog box titled 'Add Degrees' is open in the foreground. The dialog contains the following fields and options:

- Date Acquired:** 01/01/2014
- Degree:** Honours Degree
- Country:** ZAF (South Africa)
- Field of Study:** Biomedical Technology
- Buttons:** Save, Save and Add Another, Cancel

The 'Save' button is highlighted with a red rectangle. The background application window shows a navigation menu with options like Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Qualifications' tab is selected, and the 'Education' sub-tab is active. The 'Add Degrees' dialog is a standard Oracle-style modal window with a title bar and a close button.

## Step 22

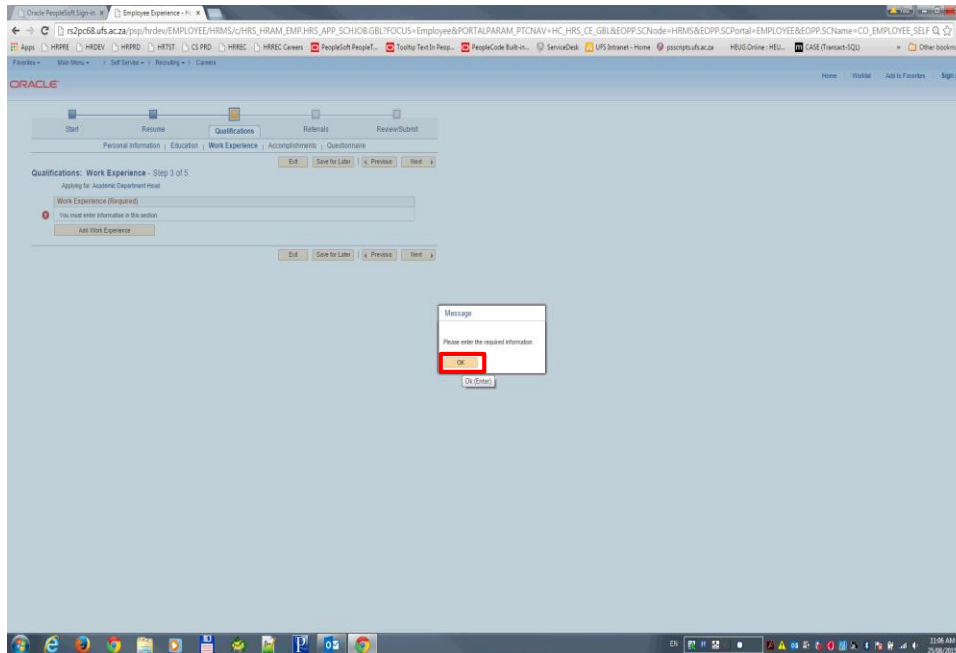
Click the **Save Button** after adding all your qualification.



The screenshot displays the Oracle HRMS application interface. The top navigation bar includes the Oracle logo and the text 'USER PRODUCTIVITY KIT'. The main content area shows the 'Qualifications: Education - Step 3 of 5' form. The form is divided into several sections: 'Education History' with a dropdown for 'Highest Education Level' (currently set to 'Honours Degree'), 'Degrees' with a table listing '1st Degree' and 'Honours Degree', and 'Memberships' with a message 'You have not added any memberships to your application'. The 'Add Memberships' button is highlighted with a red box. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:41 AM on 25/06/2023.

## Step 23

Add membership if applicable and  
Click the **Next Button**.



## Step 24

Required information, You may not click Next before you have added work experience  
Click the **Ok Button**.

The screenshot displays the Oracle PeopleSoft Sign-on interface. At the top, the Oracle logo and 'USER PRODUCTIVITY KIT' are visible. Below the navigation bar, the 'Qualifications' tab is selected, and the 'Work Experience' sub-tab is active. The page title is 'Qualifications: Work Experience - Step 3 of 5'. A message states 'Applying for Academic Department Head'. The 'Work Experience (Required)' section contains a red error icon and the text 'You must enter information in this section'. Below this, the 'Add Work Experience' button is highlighted with a red rectangle. Navigation buttons at the bottom include 'End', 'Save for Later', '< Previous', and 'Next >'. The browser's address bar shows a URL from 'ns2p068.ufs.ac.za'. The Windows taskbar at the bottom indicates the time is 11:06 AM on 25/06/2023.

## Step 25

To Add work experience  
Click the **Add Work Experience**  
**Button.**

## Step 26

To add another work experience  
Click the **Save and Add Another** Button.

The screenshot displays the Oracle HRMS application interface. The main window shows the 'Qualifications: Work Experience - Step 3 of 5' section. A modal dialog box titled 'Add Work Experience' is open, allowing the user to enter details for a new work experience entry. The dialog includes fields for 'Start Date' (02/01/2011), 'End Date' (11/01/2013), 'Employer' (University of the Free State), 'Ending Job Title' (Junior Lecturer), 'Supervisor' (Mr G Wessels), 'Supervisor Email' (wesselsg@ufs.ac.za), and 'Supervisor Phone' (051 401 0000). There is a checkbox for 'OK to contact?'. At the bottom of the dialog, there are three buttons: 'Back', 'Save and Add Another' (which is highlighted with a red rectangle), and 'Cancel'. The background application window shows a navigation menu with 'Start', 'Resume', 'Qualifications', 'Rulesets', and 'Review/Submit' tabs. The 'Qualifications' tab is active, and the 'Work Experience' sub-tab is selected. The 'Add Work Experience' button is visible in the main window.

The screenshot displays the Oracle HRMS application interface. The main window shows the 'Qualifications: Work Experience - Step 3 of 5' section. A modal dialog box titled 'Add Work Experience' is open, allowing the user to enter details for a new work experience entry. The dialog includes fields for 'Start Date' (12/02/2013), 'End Date', 'Employer' (University of the Free State), 'Ending Job Title' (Lecturer), 'Supervisor' (Mr A Boyers), 'Supervisor Email' (boyersa@ufs.ac.za), and 'Supervisor Phone' (051 402 0000). There is a checkbox for 'OK to contact?'. At the bottom of the dialog, there are three buttons: 'Save' (highlighted with a red box), 'Save and Add Another', and 'Cancel'. The background application window shows a navigation menu with 'Start', 'Resume', 'Qualifications', 'References', and 'Review/Submit' tabs. The 'Qualifications' tab is active, and the 'Work Experience' section is selected. The application is running in a web browser, and the Oracle logo is visible in the top left corner.

## Step 27

Enter work experience details and  
Click the **Save Button**.

## Step 28

Click the **Next Button**.

The screenshot shows a web browser window displaying the Oracle HRMS application. The browser's address bar shows the URL: [https://pspr.ufsa.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_HRS\\_APP\\_SCHIOB.GBL/FOCUS+Applicant](https://pspr.ufsa.ac.za/psp/hrprd/EMPLOYEE/HRMS/c/HRS_HRAM_HRS_APP_SCHIOB.GBL/FOCUS+Applicant). The Oracle logo is visible in the top left corner of the application interface. The navigation bar includes tabs for Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Qualifications' tab is active, and the sub-tab 'Work Experience' is selected. The main content area displays the title 'Qualifications: Work Experience - Step 3 of 5' and the text 'Applying for: Senior Lecturer/ Associate Professor/ Professor/ Academic Department Head'. Below this, there is a section titled 'Work Experience' with the message 'You have not added any work experience to your application.' and an 'Add Work Experience' button. At the bottom of the form, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red border. The Windows taskbar at the bottom of the screen shows the time as 10:51 AM on 25/06/2023.

The screenshot displays the Oracle HRMS application interface. At the top, the Oracle logo and 'USER PRODUCTIVITY KIT' are visible. The browser address bar shows the URL: [https://pshr.ufs.ac.za/psp/hrprnd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHIOB.GBL/FOCUS+Applicant](https://pshr.ufs.ac.za/psp/hrprnd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHIOB.GBL/FOCUS+Applicant). The application has a navigation bar with tabs: Start, Resume, Qualifications (active), Referrals, and Review/Submit. Below the navigation bar, there are sub-tabs: Personal Information, Education, Work Experience, and Accomplishments. The main content area is titled 'Qualifications: Accomplishments - Step 3 of 5' and shows the application for 'Senior Lecturer/Associate Professor/Professor Academic Department Head'. Under the 'Language Skills' section, there is a message: 'You have not added any language skills to your application.' Below this message, the 'Add Language Skills' button is highlighted with a red rectangular box. At the bottom of the application, there are navigation buttons: Exit, Save for Later, Previous, and Next. The Windows taskbar at the bottom shows the system clock as 10:51 AM on 25/06/2023.

## Step 29

To add language skill(s)  
Click the **Add Language Skills Button**.

The screenshot displays the Oracle HRMS 'Candidate Experience' interface. The main window shows a progress bar with steps: Start, Resume, Qualifications, Rules, and Review/Submit. The 'Qualifications' step is active, and the 'Accomplishments' tab is selected. A dialog box titled 'Add Language Skills' is open, allowing the user to add a new language skill. The dialog includes fields for 'Language' (set to 'AF'), 'Reading Proficiency' (3 - High), 'Speaking Proficiency' (3 - High), and 'Writing Proficiency' (3 - High). It also has checkboxes for 'Native Language', 'Able To Translate', and 'Able To Teach'. At the bottom, there are three buttons: 'Save', 'Save and Add Another' (highlighted with a red rectangle), and 'Cancel'. The background shows the 'Language Skills' section with a message: 'You have not added any language skills to your application.' and an 'Add Language Skills' button.

## Step 30

To Add another language skill  
Click the **Save and Add Another**  
**Button.**



The screenshot displays the Oracle HRMS application interface. The main window shows the 'Qualifications: Accomplishments - Step 3 of 5' section. A dialog box titled 'Add Language Skills' is open, allowing the user to add language skills to their application. The dialog box contains the following fields and options:

- Evaluation Date:** 08/25/2015
- Language:** English
- Reading Proficiency:** 3 - High
- Speaking Proficiency:** 3 - High
- Writing Proficiency:** 3 - High
- ☒ Native Language
- ☒ Able To Translate
- ☒ Able To Teach

The 'Save' button is highlighted with a red border. Other buttons visible are 'Save and Add Another' and 'Cancel'.

Step 31

Click the **Save Button** to proceed.

## Step 32

Click the **Next Button** to proceed.

The screenshot displays the Oracle HRMS application interface. The top navigation bar includes the Oracle logo and a 'Sign out' link. The main content area is titled 'Qualifications: Accomplishments - Step 3 of 5'. Below this, there is a section for 'Language Skills' with a table listing 'Afrikaans' and 'English'. The 'Next' button is highlighted with a red box. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:51 AM on 25/06/2023.

Language	Edit	Delete
Afrikaans		
English		

Oracle PeopleSoft Sign-on - Employee Experience - Home

Home | Worklist | Add to Favorites | Sign out

Start | Resume | **Qualifications** | Referrals | Review/Submit

Personal Information | Education | Work Experience | Accomplishments | **Questionnaire**

Qualifications: Questionnaire - Step 3 of 5

Applying for Academic Department Head

**Application Questionnaire (Required)**

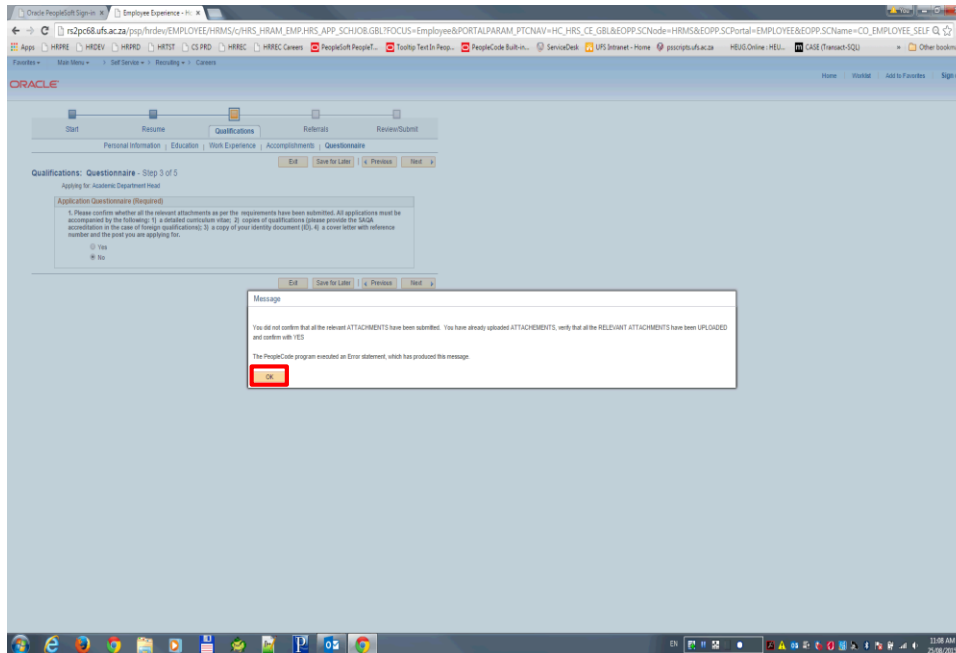
1. Please confirm whether all the relevant attachments as per the requirements have been submitted. All applications must be accompanied by the following: 1) a detailed curriculum vitae; 2) copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications); 3) a copy of your identity document (ID); 4) a cover letter with reference numbers for the post you are applying for.

1

Exit | Save for Later | < Previous | Next >

## Step 33

Please ensure you have attached all the supporting documents, tick the relevant radio button and Click the **Next Button to proceed or Save for Later.**



## Step 34

Error message when you have selected NO to indicate you have not attached all relevant documents  
Click the **OK** button.

## Step 35

Select YES to confirm that you have attached all relevant documents and Click the **Next Button**.

The screenshot displays the Oracle PeopleSoft HRMS application interface. The top navigation bar includes the Oracle logo and the text 'USER PRODUCTIVITY KIT'. The main content area shows a progress bar with steps: Start, Resume, Qualifications, Referrals, and Review/Submit. The 'Qualifications' step is currently active. Below the progress bar, the title 'Qualifications: Questionnaire - Step 3 of 5' is displayed. The main content area contains a section titled 'Application Questionnaire (Required)' with a sub-header 'Applying for Academic Department Head'. The text reads: '1. Please confirm whether all the relevant attachments as per the requirements have been submitted. All applications must be accompanied by the following: 1) a detailed curriculum vitae; 2) copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications); 3) a copy of your identity document (ID); 4) a cover letter with reference number and the post you are applying for.' Below this text, there are two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form, there are four buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box.

Oracle PeopleSoft Sign on - H... Employee Experience - H...

ms2p068.ufs.ac.za (pop/Redes/EMPLOYEE/HRMS/c/HRS\_HRAM\_EMP\_APP\_SCHUD08.GBL?FOCUS=Employee&PORTALPARAM\_PTCNAV=HC\_HRS\_CE\_GBL&EOPP\_SCNode=HRMS&EOPP\_SCPortal=EMPLOYEE&EOPP\_SCName=CO\_EMPLOYEE\_SELF\_Q...

Oracle

Start Resume Qualifications **Referrals** Review/Submit

Referral Source is a required field, please populate with a valid referral source.

End Save for Later Previous Next

Referrals: Referral Source is a required field, please populate with a valid referral source. - Step 4 of 5

Applying for Academic Department Head

Referrals

How did you learn of the job?

Agency  
Employee  
Local Newspaper  
National Newspaper  
**Web Site**

End Save for Later Previous Next

11:09 AM  
25/06/2025

## Step 36

Specify your referral  
Click the **Next Button**.

**Resume**

View Resume	Resume Title	Edit
JAHN_V_CV 6003	JAHN_V_CV 6003	

**Education History**

Highest Education Level	Honours Degree	Edit

**Work Experience**

Employer	Job Title	Start Date	End Date	Edit
University of the Free State	Junior Lecturer	02/01/2011	11/01/2013	
University of the Free State	Lecturer	12/02/2013		

**Degrees**

Degree	Edit
1st Degree	
Honours Degree	

**Language Skills**

Language Skills	Edit
Afrikaans	
English	

**Memberships**

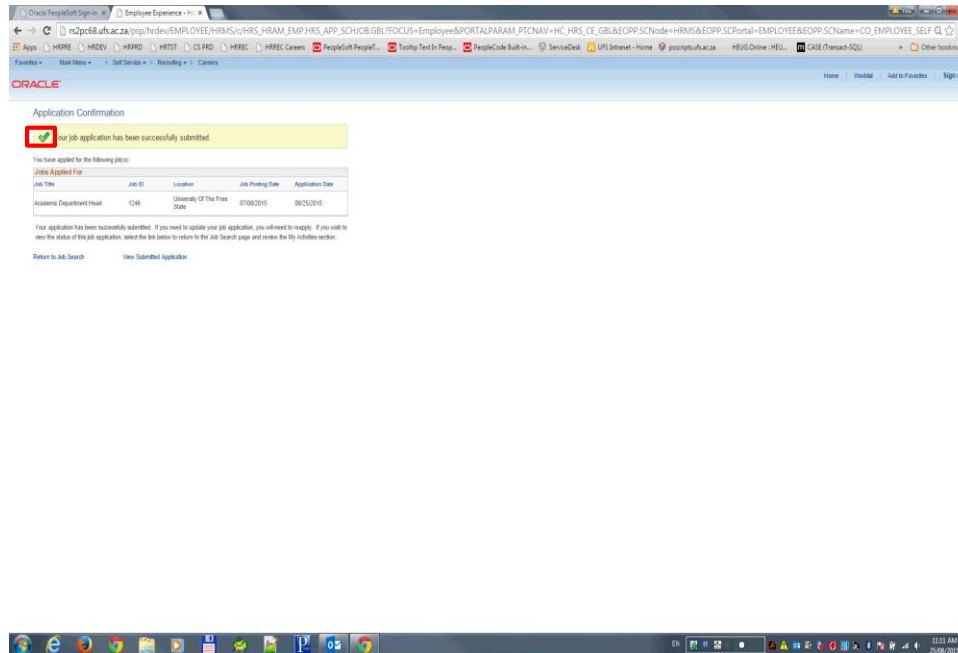
You have not added any memberships to your application.

**Personal Information**

Marital Status	Married
Date of Birth	1982/4/18/83
Gender	Male
Ethnic Group	W
Disability	05
Disability Type	05 No Handicap
National ID Type	NID
National ID	

## Step 37

Summary of information supplied Click  
Submit Application  
Scroll the pane with the mouse wheel.

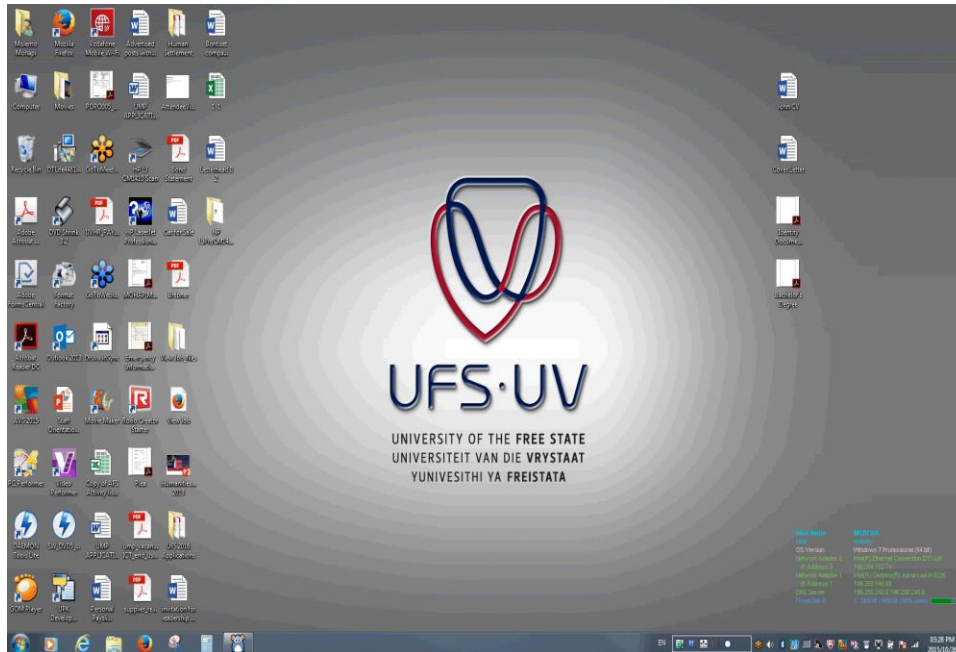


## Step 38

Confirmation Page of the Job Application

Click the **Return to Job Search** or **View Submitted Application**.





Step 39

**End of Procedure.**