People+ Recruitment

Recruitment

Internal Candidate User Guide

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

Version 1.0

Contents

This guide can be used by candidates to follow step-by-step instructions to streamline your journey to joining our organisation.

People Plus

People Plus is an incredibly exciting system which will transform our human resources activities including our recruitment, payroll and employment processes, data and how we work.

Below is an overview of the key benefits.

Benefits

Better employee experience

A more intuitive and user-friendly platform, with greater automation and streamlined processes that saves time and reduces manual work

Self-serve capabilities

Empowers employees and managers with self-serve tools to manage HR tasks independently, reducing reliance on HR workforce

Improved regulatory compliance

Enhanced compliance to regulatory requirements by centralising data, automating processes, and providing robust audit trails

Streamlined operations

A seamless experience throughout the employee lifecycle, from onboarding to offboarding, through consolidated processes on a unified platform

Strategic decision-making

An integrated approach to HR systems and processes, allowing for better alignment with organisational goals and improved decision-making

Data-driven insights

A single source of truth providing accurate and reliable data to identify productivity, measure performance and make data-driven decisions

People Plus SharePoint site

The People Plus SharePoint site is your dedicated resource hub for all things related to the People Plus system. Here, you'll find a comprehensive collection of information and tools designed to support you every step of the way. This site includes:

- **Information and Resources**: Stay informed about updates, best practices, and key insights to help you navigate and make the most of the People Plus system.
- **Quick Reference Guides**: Access easy-to-follow guides for common tasks and functions, perfect for quick solutions and reminders.
- **Videos**: Watch step-by-step instructional videos to see how specific features and tasks work in real time.
- Visit the People Plus SharePoint site regularly to ensure you're equipped with the latest tools and knowledge needed for a successful experience with the system.

Applying for an internal role in People Plus

The process for applying to internal positions has changed.

What you need to know:

- **Automatic profile setup**: All Barwon Health employees now have a basic profile on People Plus. You will need to update your candidate profile to apply for internal positions.
- **Accessing internal positions**: Internal job listings will no longer appear on the external Barwon Health careers site. Instead, they can be viewed under Home > Careers when logged into People Plus.

Click to access People Plus.

How to access People Plus:

- **If you are at work or on a work device**, Access People Plus via the start bar or by clicking here to 'access by searching People Plus in your start menu.'
- **If you are not at work**: Access People Plus via Citrix or sign in to People Plus via the link on your Health Service's external website. You will be required to login using your SWARH network login and Microsoft Multi-Factor Authenticator (MFA).
  MFA adds an extra layer of protection, ensuring your personal information is secure when applying for jobs.
  If you haven't set up MFA, please do so while at work using these instructions.

For support, please log a ticket via SWARH IT Support Portal.

Helpful Resources

- User Guides
- Frequently Asked Questions
- Cost Centre Repository
- Resources for Candidates
- Resources for Hiring Managers
- Resources for Recruitment Specialist

Accessing People Plus

Every employee at Barwon Health, Colac Area Health, Great Ocean Road Health, Hesse Rural Health and Timboon has an internal candidate profile that contains their basic personal information and employment details such as their position and hierarchy structure.

This profile enables all employees to **access internally advertised positions.**

What is MFA -why would I need to set it up?

MFA or multi-factor authentication is a feature widely used by organisations to improve security by requiring users to identify themselves by more than a username and password. Usernames and passwords are vulnerable to brute force attacks and can be stolen by third parties, MFA is an important step in preventing unauthorised access and data loss.

How do I setup my MFA?

You must be on a work device at work or remotely via Citrix, with your mobile device ready to setup MFA. For instructions, please use the helpful links and resources links created by the Microsoft 365 team visit the 365 Adoption Hub or via People Plus SharePoint . Any technical issues log an incident online via the IT Support they are very helpful and understanding.

Helpful links and resources

- Setup your MFA instructions
- Setup your MFA video tutorial
- Setup your MFA on Apple device
- Setup your MFA on Android device

Employee who is using a work device onsite at their organisation or using citrix.

When at work or using Citrix, you can access the People Plus application on the start menu.

People Plus is Single Sign On (SSO), which means that once you have logged onto a work computer on-site, there will not be further logins or passwords required.

Employee who is not onsite working on a personal device or work device.

If you are not at work, you can use the People Plus link on your organsiation's external website.

You will be prompted to enter your work email address and password, and verify your identity with Microsoft MultiFactor Authenticator (MFA).

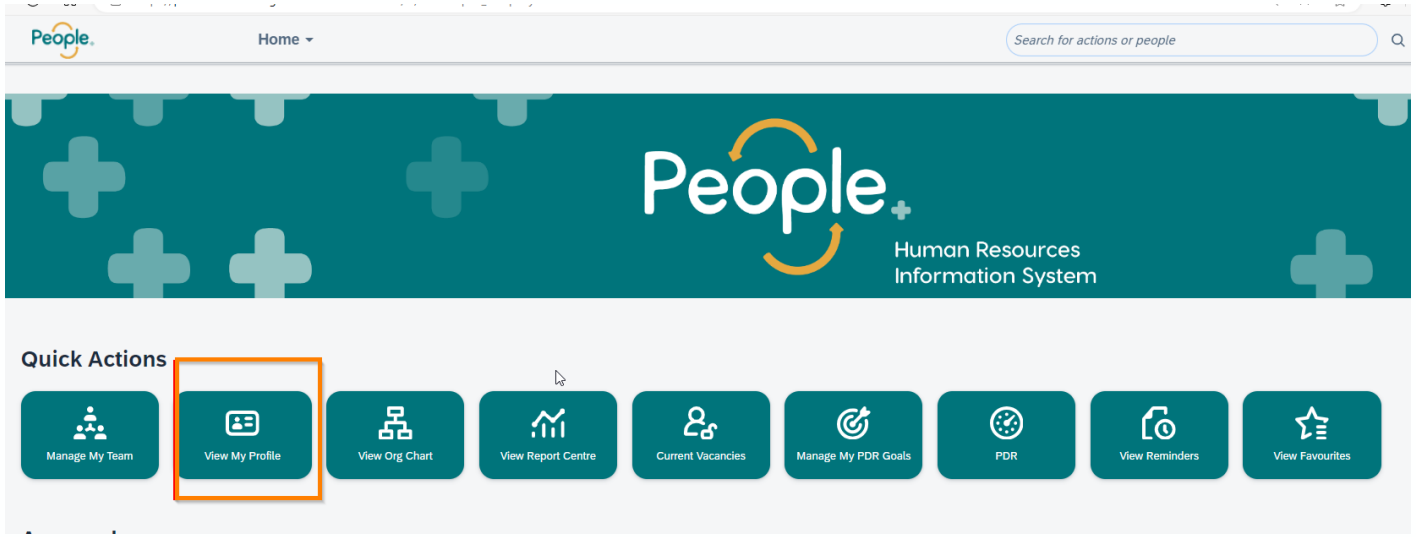
My Employee Profile

Your Employee Profile stores information about you (i.e., your name, title, department, contact information, work experience, education, learning history etc.).

Accessing Your Employee Profile

1. The default page upon login is the **Home** screen.
2. Click the Home >My Employee Files menu option from the drop down menu.

1



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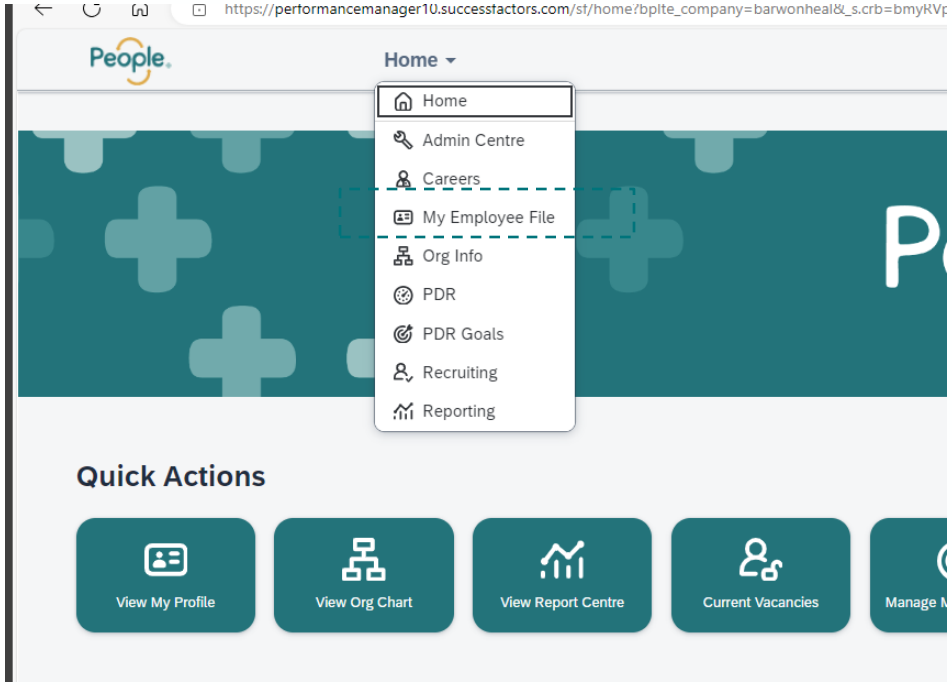

My Employee Profile
How to upload a Photo

1. Your photo will be displayed in multiple locations within People Plus (e.g. your Employee Profile and the Organisational Structure).
2. To upload a picture, go to Edit Profile. Find the photo on your computer that you have saved. Upload your photo in JPG/JPEG/PNG format.
3. To edit background image you have the ability to select one of several preloaded backgrounds to add to your profile. Alternatively, you can choose to upload your own image.
    a. Click the photo you wish to display.
    b. Click OK.

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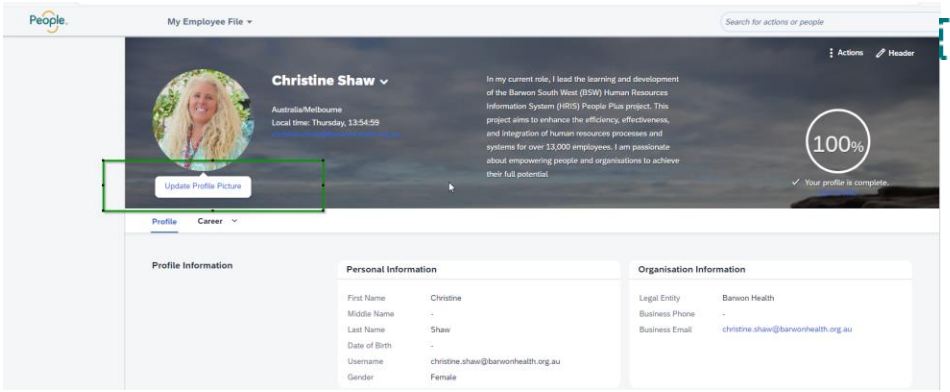

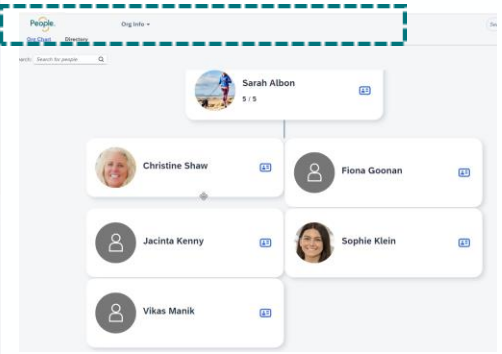

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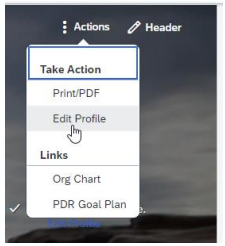

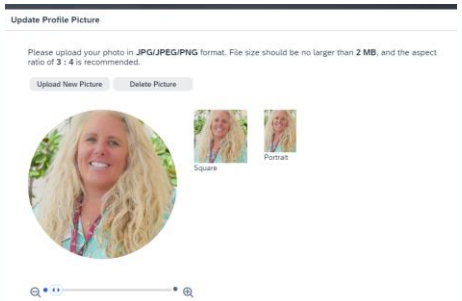

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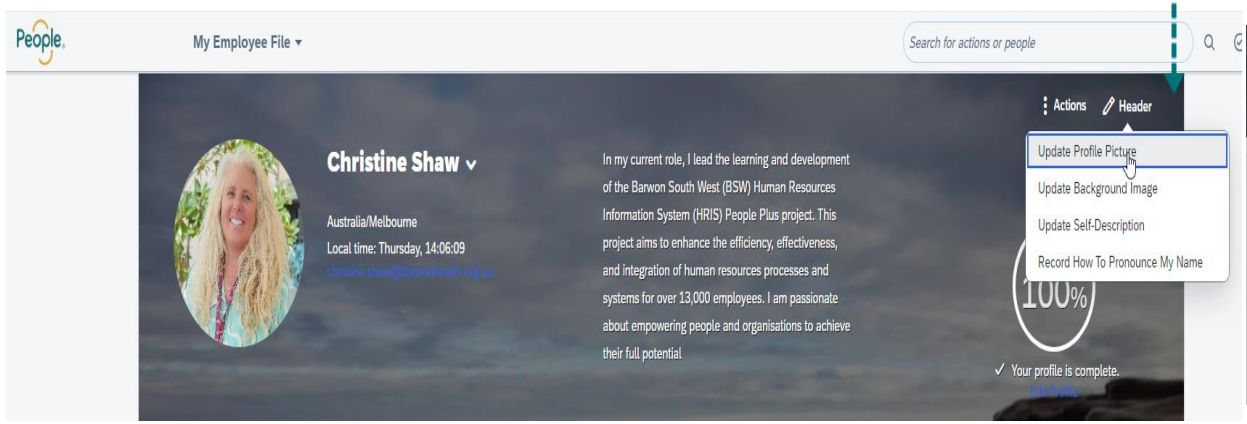
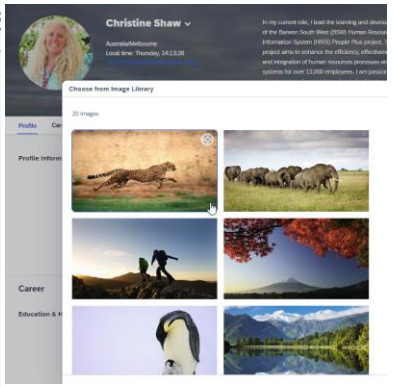




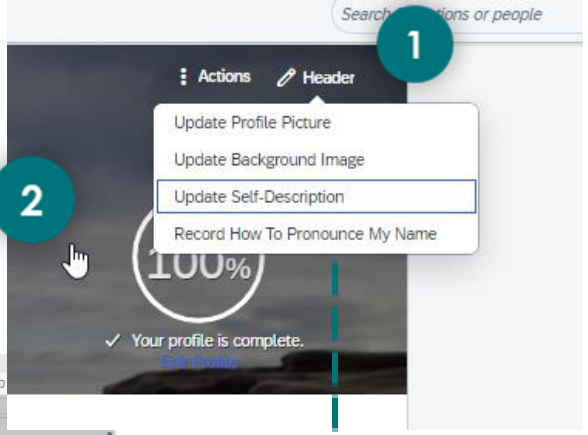
My Employee Profile

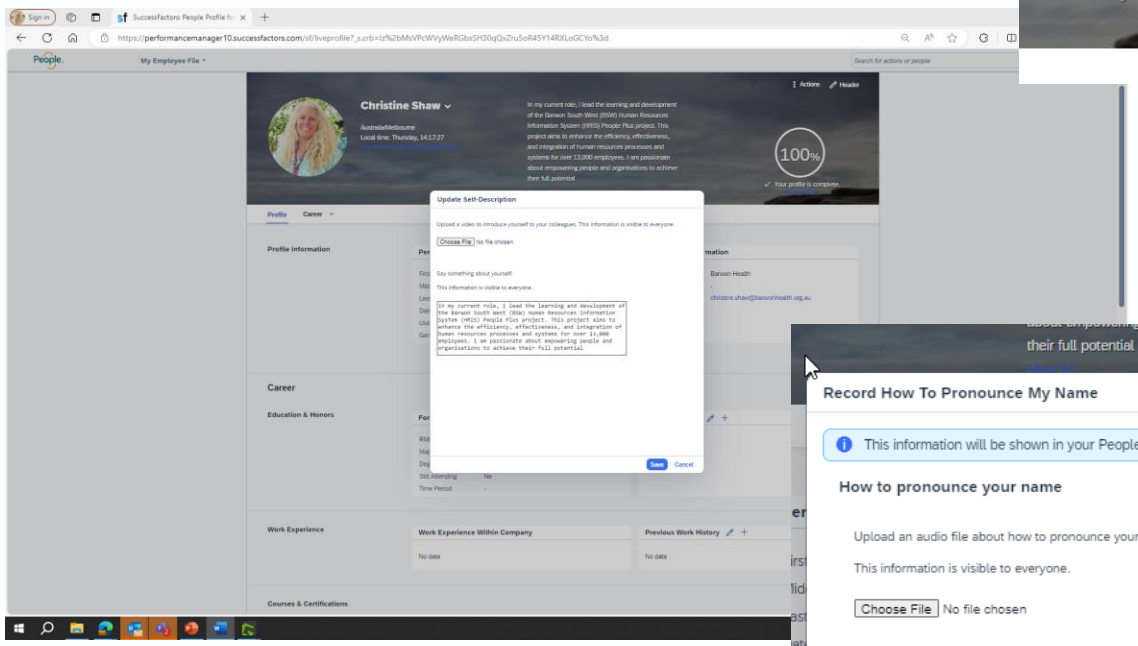
How to add a description to your profile

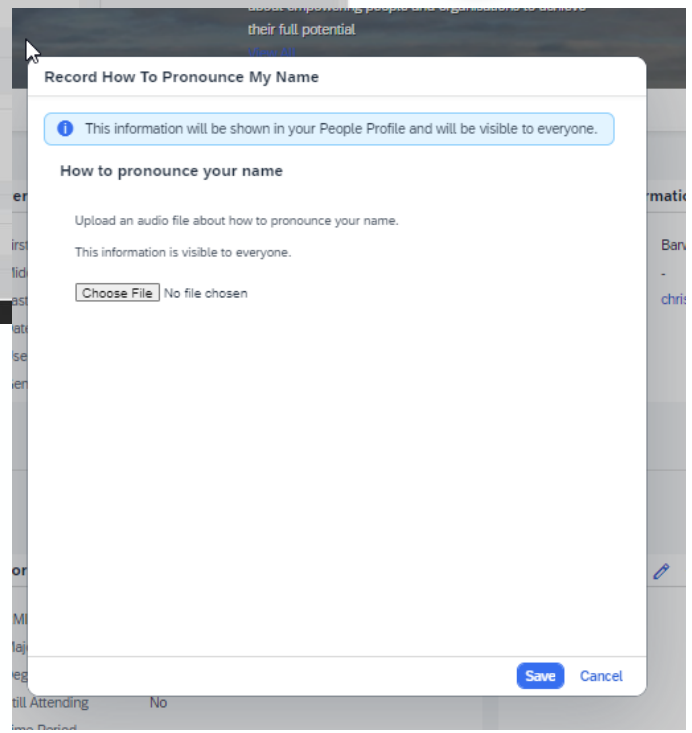
How to Add a Self-Description to Your Profile

Adding a self-description to your profile helps others understand your current role when they search for you. Follow these steps:

1. Go to the "Header" section of your profile.
2. Select "Update Self-Description."
3. A text box will appear where you can write a few sentences about your current role.
4. Record how to pronounce your name. You can include both a recording and a phonetic spelling. This information will be shown in your People Profile and will be visible to everyone.







Completing your profile

To create your candidate profile:

1. From the **Home** menu select **Careers.**

2. Click **My Candidate Profile.**
   A window requests that you upload your CV.

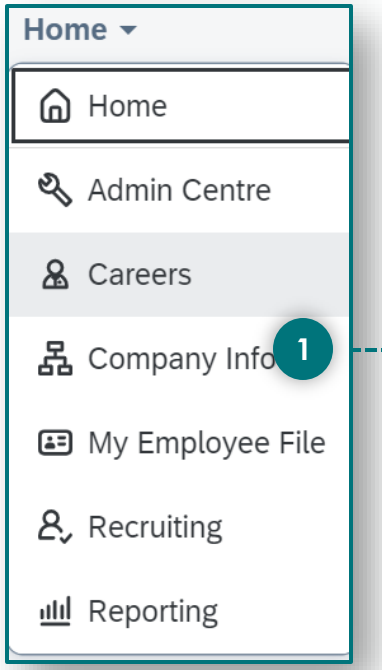
3. Click **Choose File** and **Upload** you CV that you have saved.

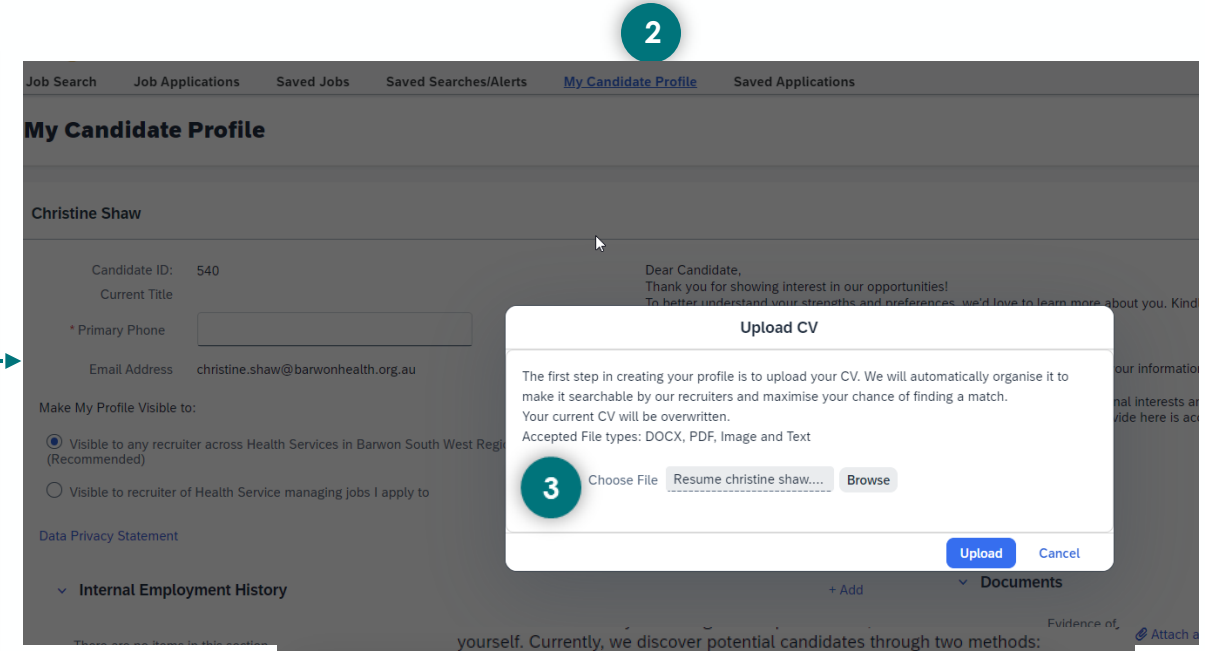
4. You will be asked if you want to keep your profile or overwrite with information extracted from CV.

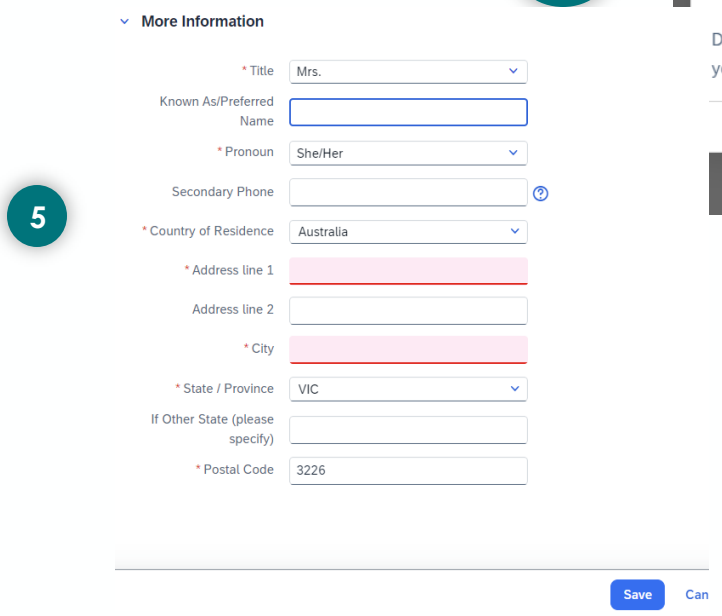
   A. Overwrite will populate your Employment History from your CV into your profile. If any data is not correct you can update or delete

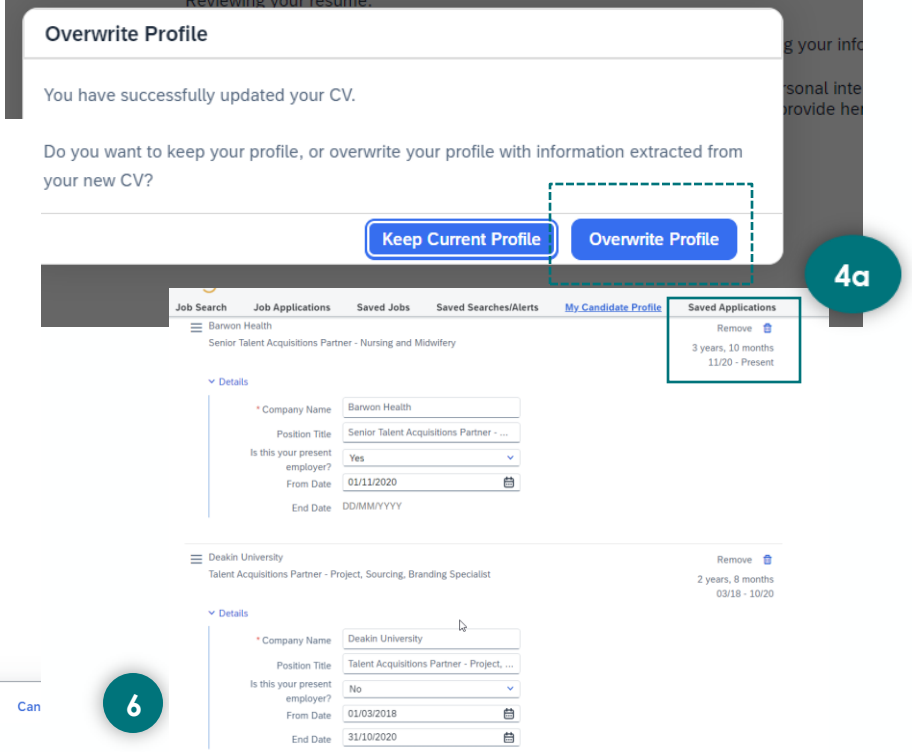
5. Complete mandatory fields and enter other information as required (mandatory fields are marked with an *).

6. Click **Save.**
   You can now edit or print your profile at any time.









Make my profile visible to be considered for all roles

Make My Profile Visible to:*

Visible to any recruiter across Health Services in Barwon Southwest Region

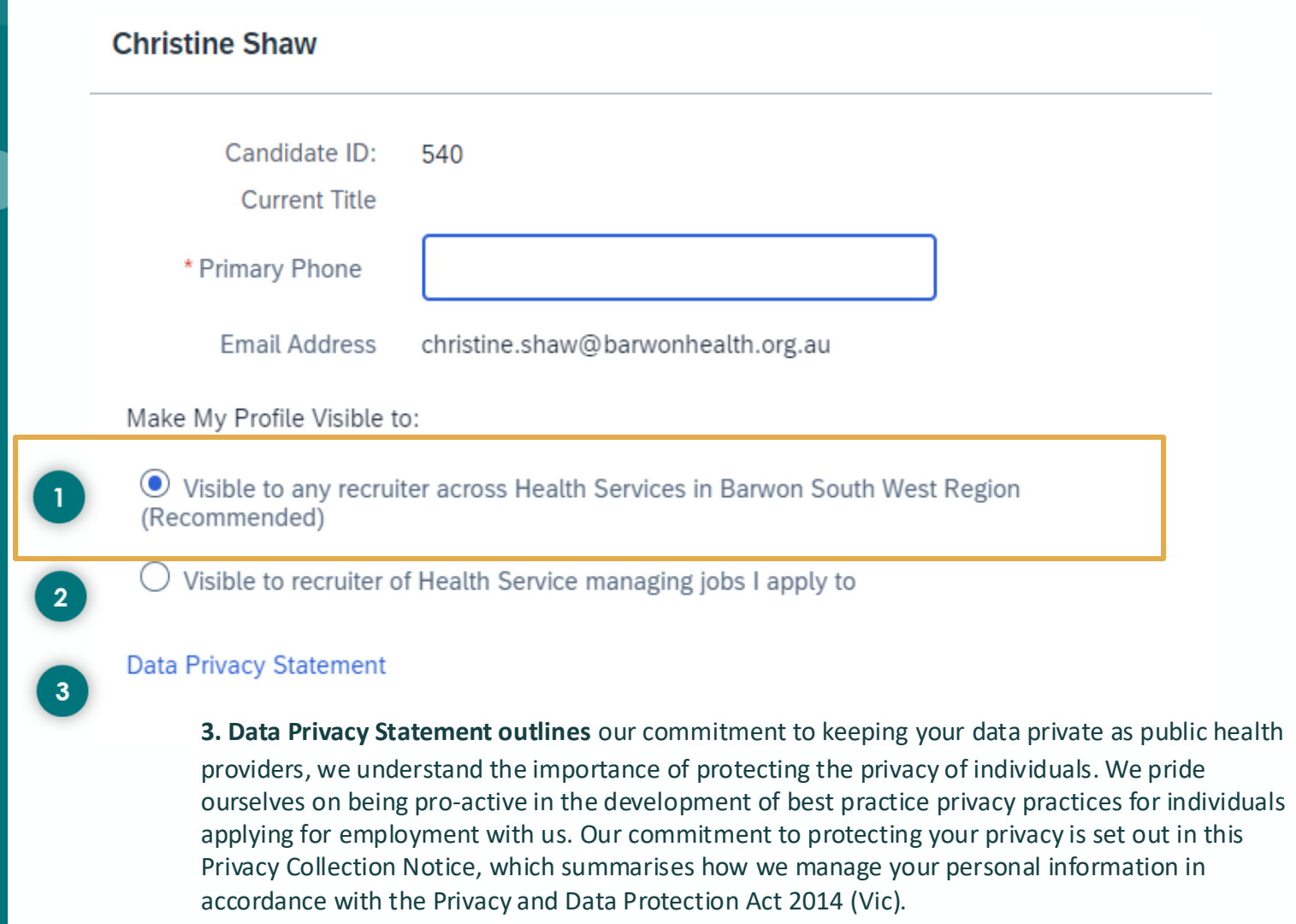
(Recommended)

1. This means recruiters from Barwon Health, Colac Area Health, Hesse Rural Health, Great Ocean Road Health, Timboon Rural Health can see your profile. They can find jobs that match your skills and experience.

OR

2. Visible to the recruiter of the Health Service managing the job I applied to

This means only the recruiter for the specific job you applied to can see your profile. They cannot suggest other jobs for you. You must change this setting if you want to be considered for other roles and be moved into another role. (noting most nursing roles use talent pool adverts and then move you to speciality area's)



3. Data Privacy Statement outlines our commitment to keeping your data private as public health providers, we understand the importance of protecting the privacy of individuals. We pride ourselves on being pro-active in the development of best practice privacy practices for individuals applying for employment with us. Our commitment to protecting your privacy is set out in this Privacy Collection Notice, which summarises how we manage your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic).

Search for and apply for a position

To search for and apply for a position:

1. From the **Home** menu select **Careers**.
   The **Career Opportunities** screen displays in the Job Search tab.

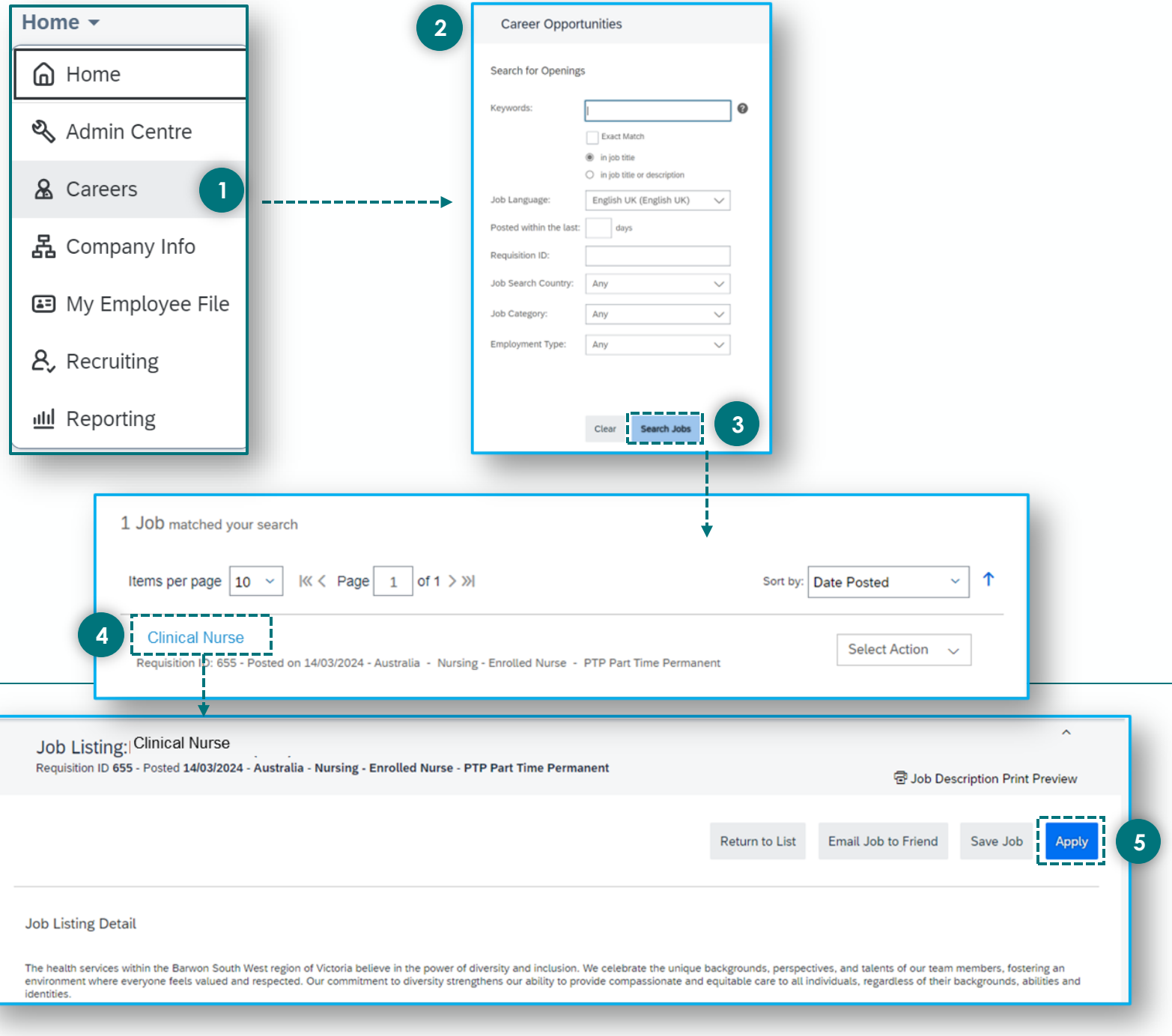
2. Enter search keywords and other search criteria.

3. Click **Search Jobs.**
   Available jobs display.

4. Click a job title.
   The job description displays.

5. Click **Apply** to apply for the position.
   Your Candidate Profile displays.

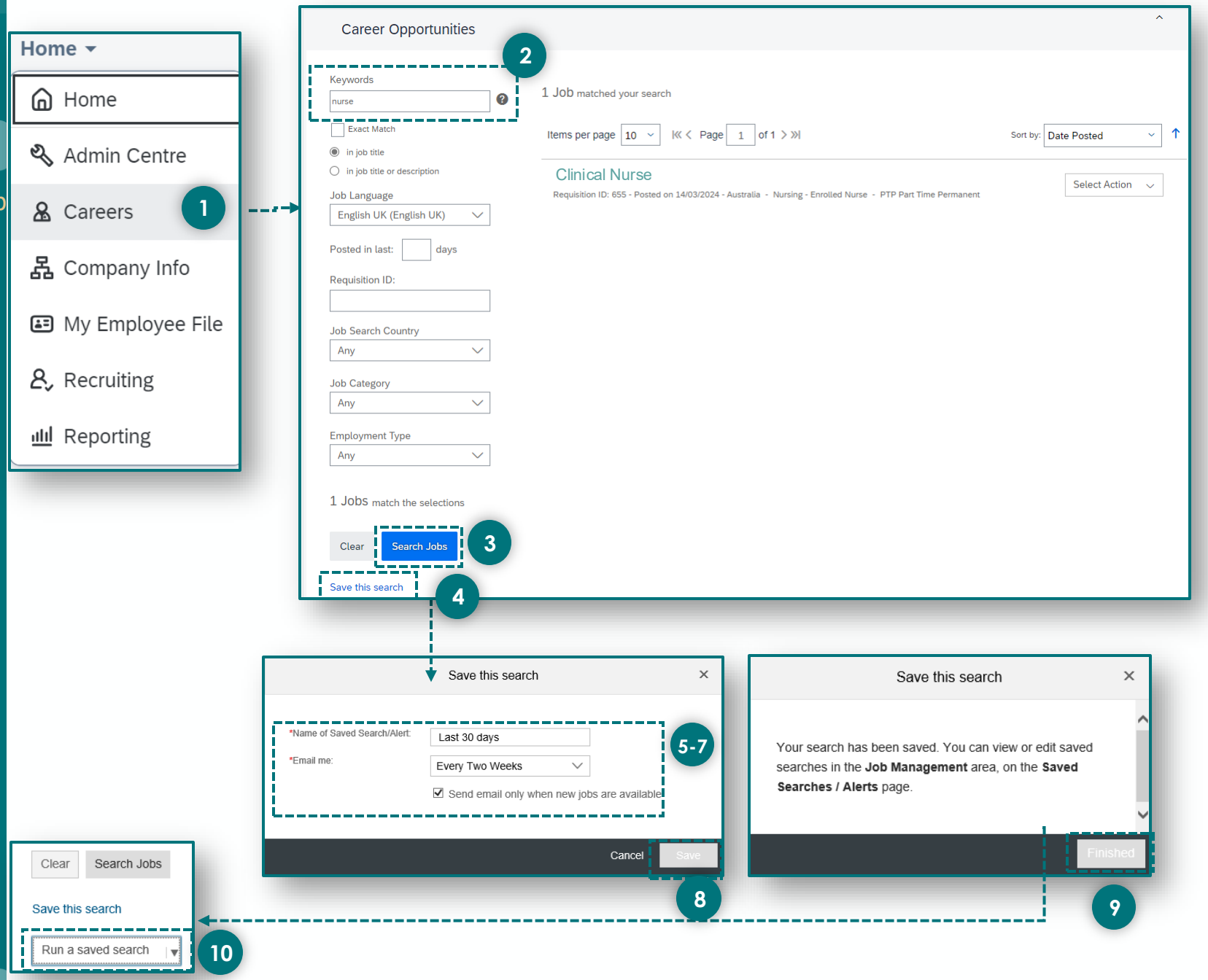
6. You are still required to follow the application process and answer any selection questions you will be promoted to update a new resume it required



Save a job search

To save a job search:

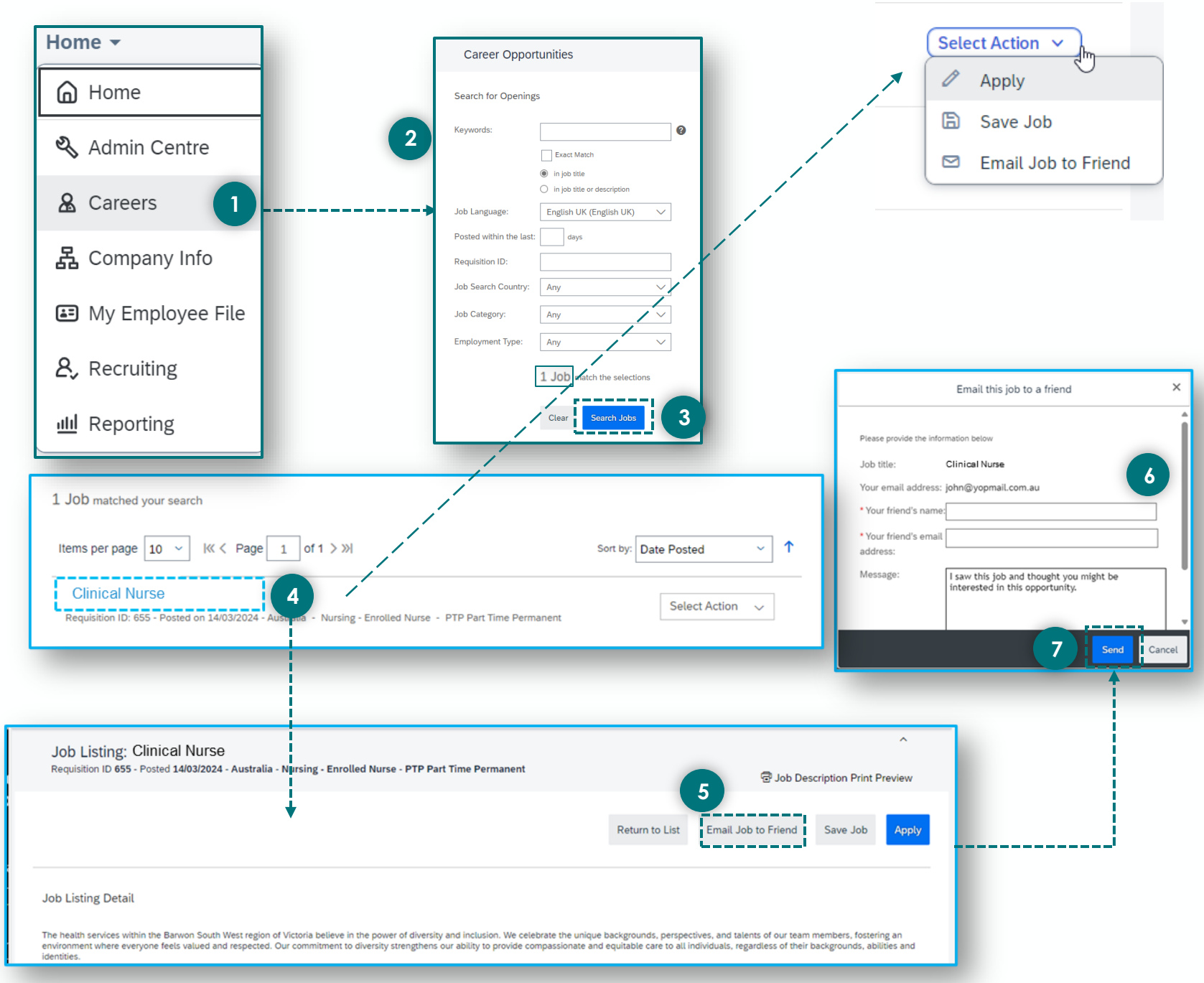
1. From the **Home** menu select **Careers.**
   The Career Opportunities screen displays in the Job Search tab.
2. Enter search keywords and other search criteria.
3. Click **Search Jobs.**
   Available jobs display.
4. Click **Save this search.**
   The Save this search pop-up displays.
5. Enter a name for the search in the **Name of Saved Search/Alert** section.
6. Select how frequently you want to receive email alerts for this job from the **Email me** drop-down list.
7. Select the **Send email only when new jobs are available** checkbox, if required.
8. Click **Save.**
   A confirmation message display.
9. Click **Finished.**
10. To retrieve a saved search, click **Run a saved search** from the **Job Search** tab.



Email a job to a friend

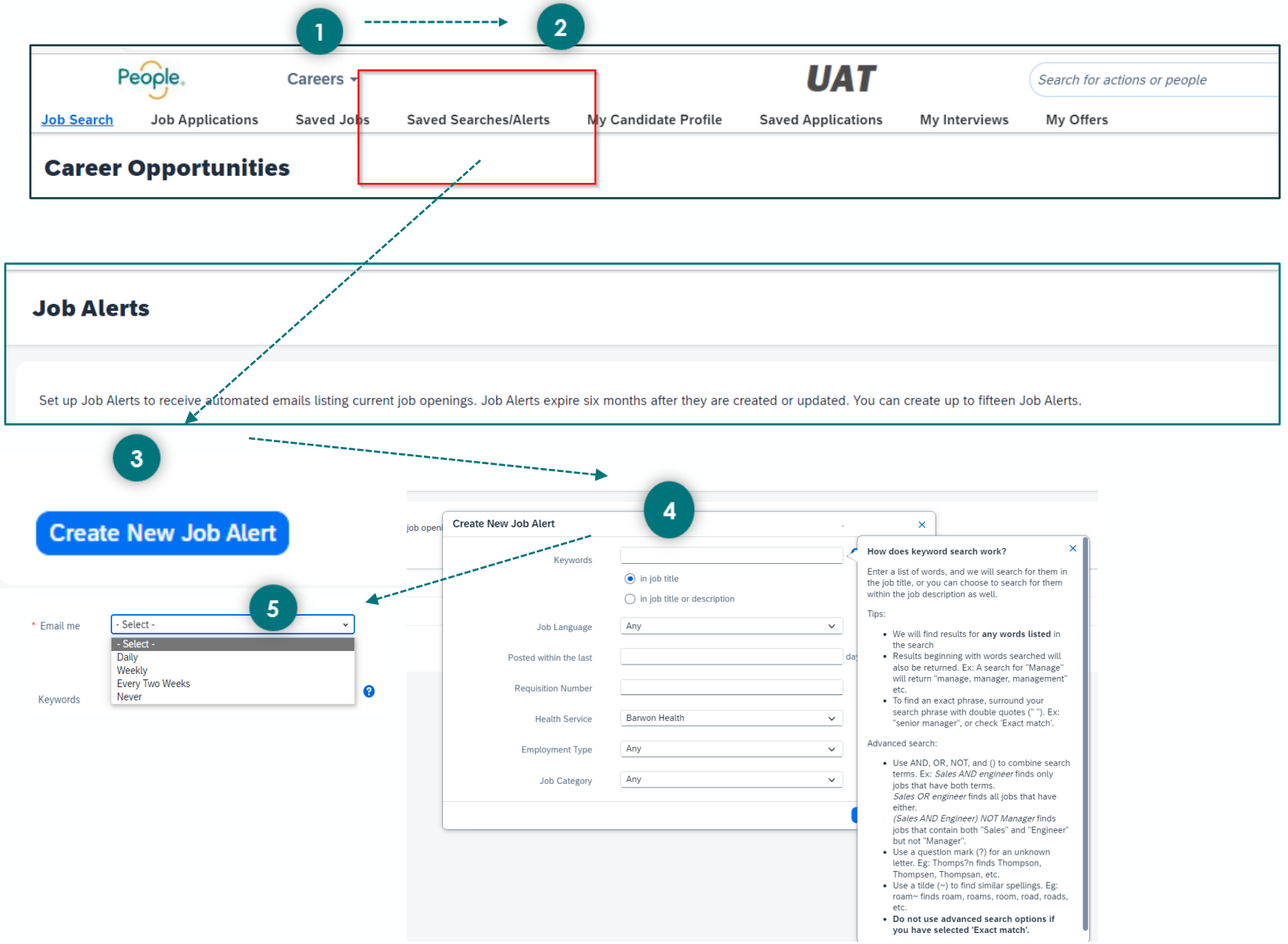
To email a job to a friend:

1. From the **Home** menu select **Careers.**
   The Career Opportunities screen displays in the Job Search tab.
2. Enter search keywords and other search criteria.
3. Click **Search Jobs.**
   Available jobs display.
4. Click on a job title or click on the box next to the job.
   The job description displays.
5. Click **Email Job to Friend** to apply for the position.
   The **Email this job to a friend** pop-up displays.
6. Complete mandatory fields and enter a message (mandatory fields are marked with an *).
7. Click **Send.**



How to set up a job alert

1. From the Home menu select Careers.
2. Select Saved searched/Alerts tab
3. Click on Create New Job Alert button
4. Create a name you would like the job alerts to be grouped under. Eg Administration, Nursing, Project
5. Select how often you would like to receive notifications



How to set up a job alert (cont'd)

6. Once you have set up your names you can run a report that identified all of the e.g. Admin roles currently advertising.
7. Select Action and apply for the role, save job or email to a friend

See previous step on how to guides

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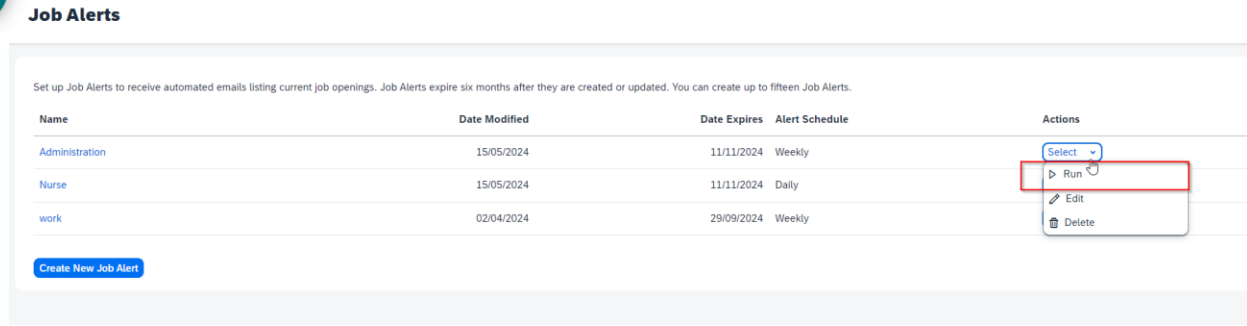

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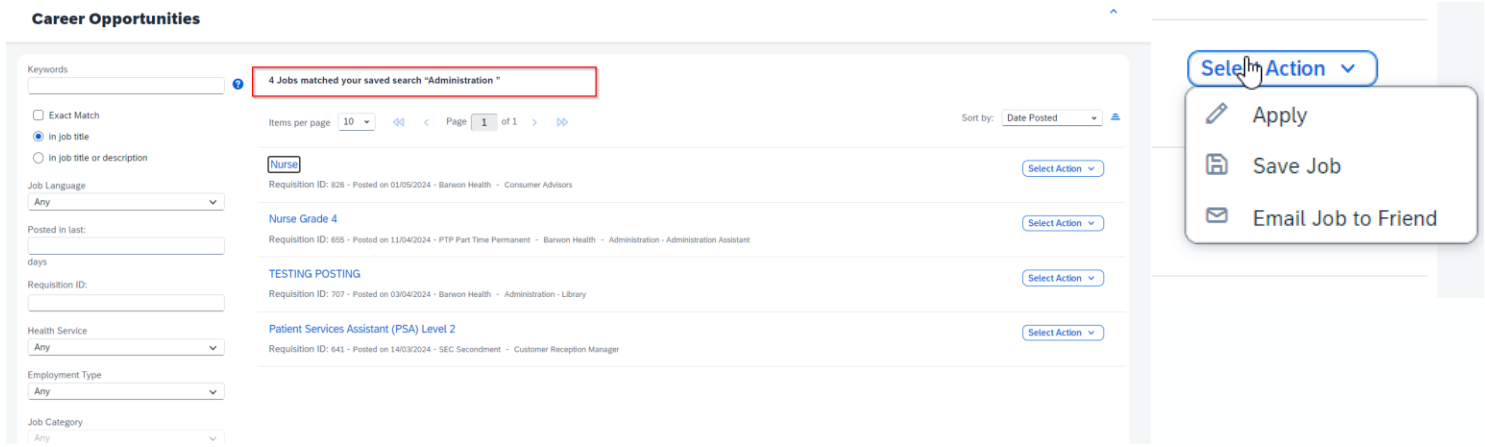
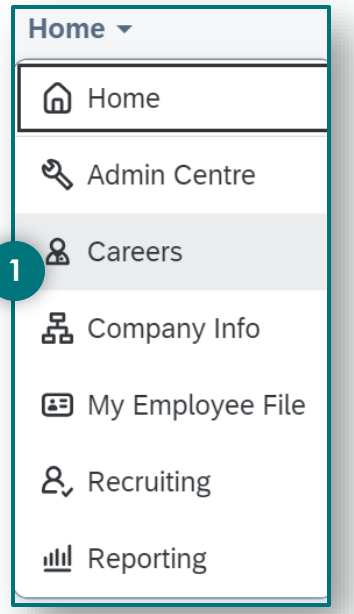
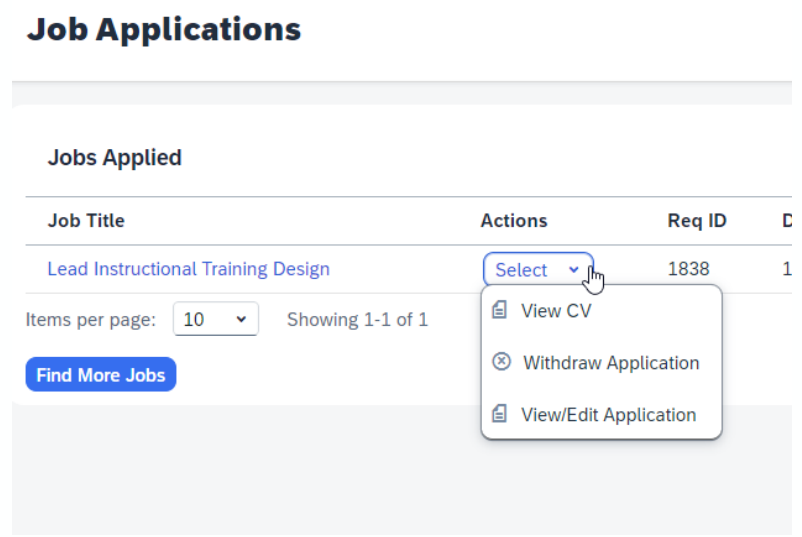


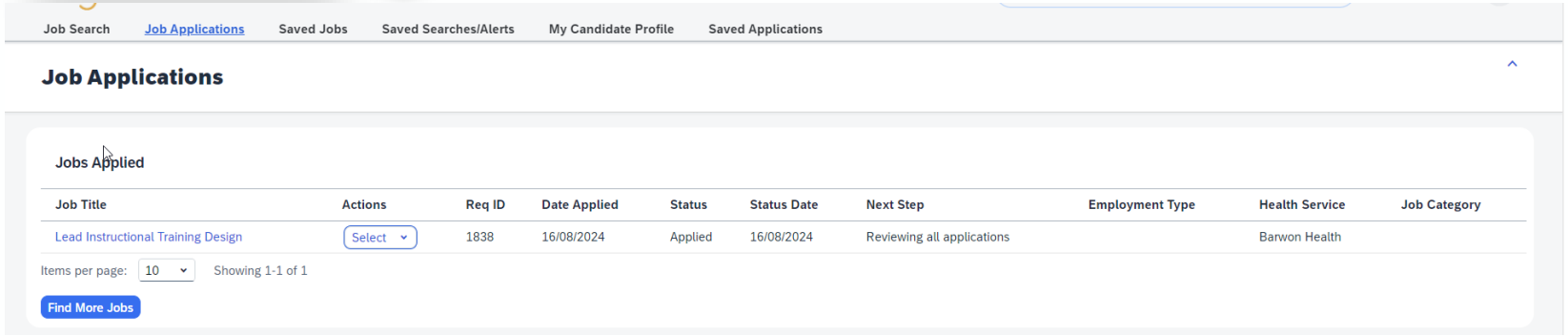
Manage your job application *(check status, withdraw edit)*

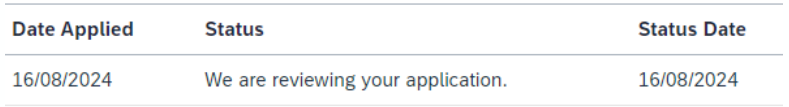
To manage your job application:

1. From the **Home** menu select **Careers.**
2. Click **Job Applications.**
   The **Jobs Applications** screen displays.
3. Review the **Status**, **Status Date** and **Next Step** fields to check the status of the application.
4. If required, click the **Actions** drop-down and choose to do one of the following:
   - **View CV**
   - **Withdraw Application**
   - **View/Edit Application and Add Attachment**







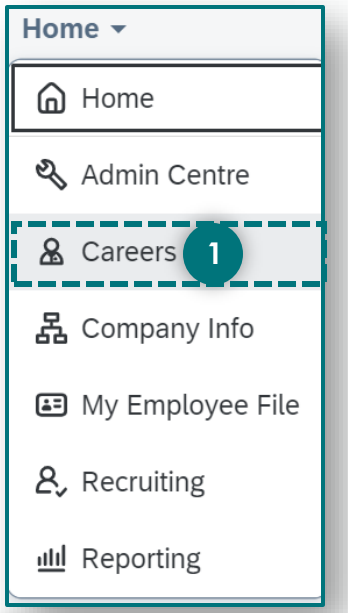


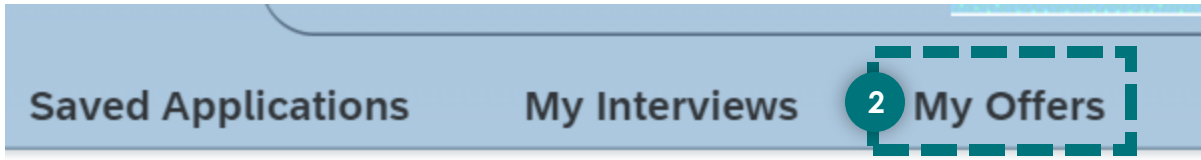
Accept/Decline a Job Offer (Online)

After a Job Offer has been generated by the Hiring Manager, the Candidate will receive an email notification requesting them to review their Job Offer.

1. Candidates will log into their **Careers** portal.
2. Click on the **My Offers** tab.
3. Review your Job Offer.
4. You can **Print** or **Download** the Job Offer.
5. Following your review, you can:

- **Accept** the Job Offer
- **Comment** and **Decline** the Job Offer
- **Contact Recruiter** if you have a query





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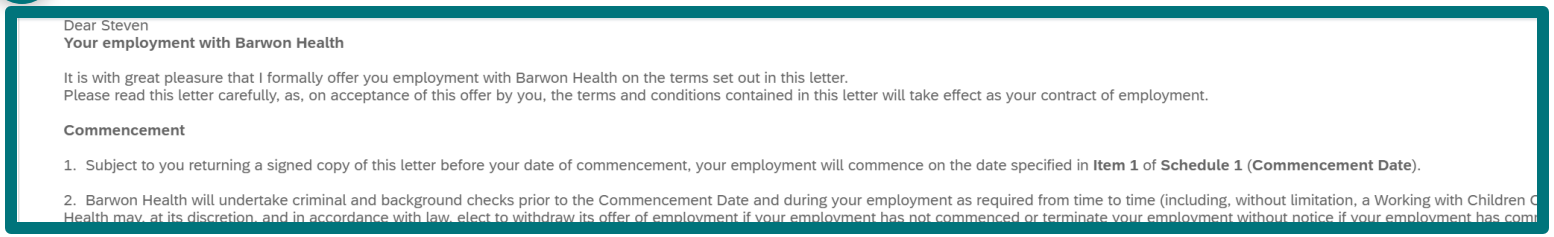
Dear Steven
Your employment with Barwon Health

It is with great pleasure that I formally offer you employment with Barwon Health on the terms set out in this letter.
Please read this letter carefully, as, on acceptance of this offer by you, the terms and conditions contained in this letter will take effect as your contract of employment.

Commencement

1. Subject to you returning a signed copy of this letter before your date of commencement, your employment will commence on the date specified in **Item 1** of **Schedule 1** (**Commencement Date**).

2. Barwon Health will undertake criminal and background checks prior to the Commencement Date and during your employment as required from time to time (including, without limitation, a Working with Children C
Health may, at its discretion, and in accordance with law, elect to withdraw its offer of employment if your employment has not commenced or terminate your employment without notice if your employment has comm

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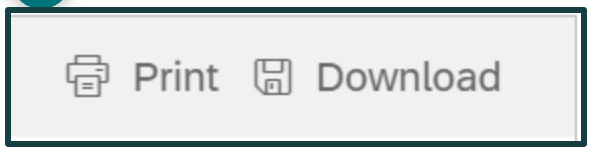

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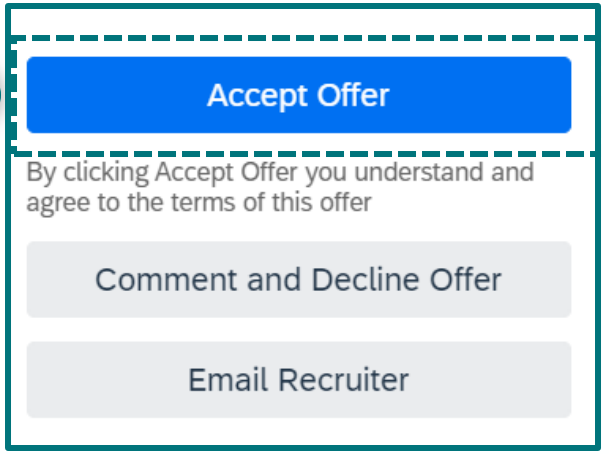

Thank you.