

SELECTION COMMITTEE MEMBERS

Instructions for Accessing HRonline

To access HRonline, please complete the following steps:

1. From the University of Newcastle homepage, click onto the 'Quick Links' drop down menu located on the top right hand side of the screen.

(**Note** – the recommended Browser types are Mozilla, Firefox and Internet Explorer 7)
2. Scroll down to find 'HRonline'.
3. Enter your HRonline 'User Name' and 'Password'.
4. Locate the Favourites Menu on the right hand side, and click on 'View Applications'.
5. Select 'View Applications' which will list all positions for which you are nominated to view as a Selection Committee Member.
6. Click on the appropriate Vacancy Reference No. and scroll down to view details of applicants and their job application which you can choose to view and/or download.
7. It is recommended that you print a copy of the position description to assist with shortlisting.

PLEASE NOTE:

- Numbering may not be sequenced due to withdrawals.
- You can sort alphabetically by clicking on the column heading 'Surname'.
- If you require any assistance, please contact Human Resource Services (HRS) on phone: +61 2 4921 5266.
- For any technical issues, please notify HRS via hronline-enquiry@newcastle.edu.au