



**Southern Cross  
University**

# Joining an SCU Talent Community

Overview

October 2024

## Introduction

- Joining one of the 8 Talent Communities is a two-step process.
- The purpose of this pack is to provide an overview of how to complete these two steps.

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

2

### Apply to join a Talent Community

Joining a Talent Community will allow you to be considered for casual work at SCU

## Step 1: Register a User Account

1

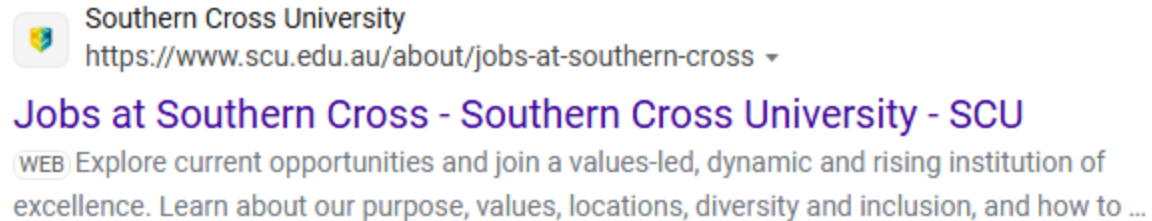
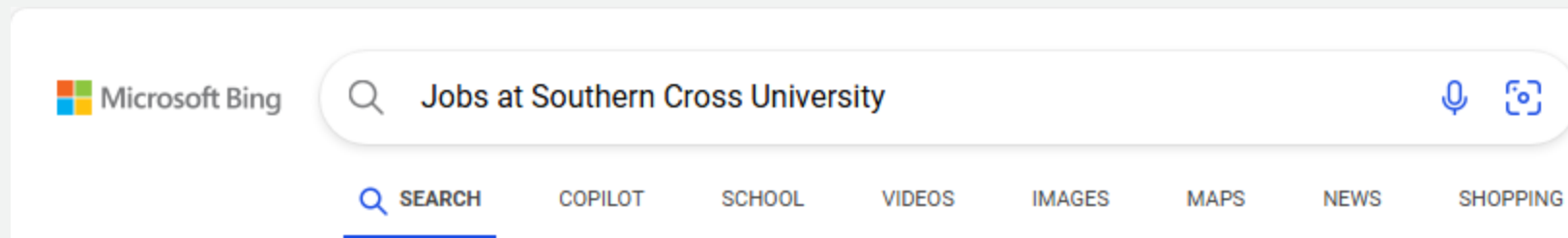
### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

### Steps:

- Type in your internet search engine: Jobs at Southern Cross University.
- Click on the result: **Jobs at Southern Cross – Southern Cross University – SCU.**

**Note:** Or simply type the following address into your search engine: [www.scu.edu.au/about/jobs-at-southern-cross](http://www.scu.edu.au/about/jobs-at-southern-cross)



## Step 1: Register a User Account

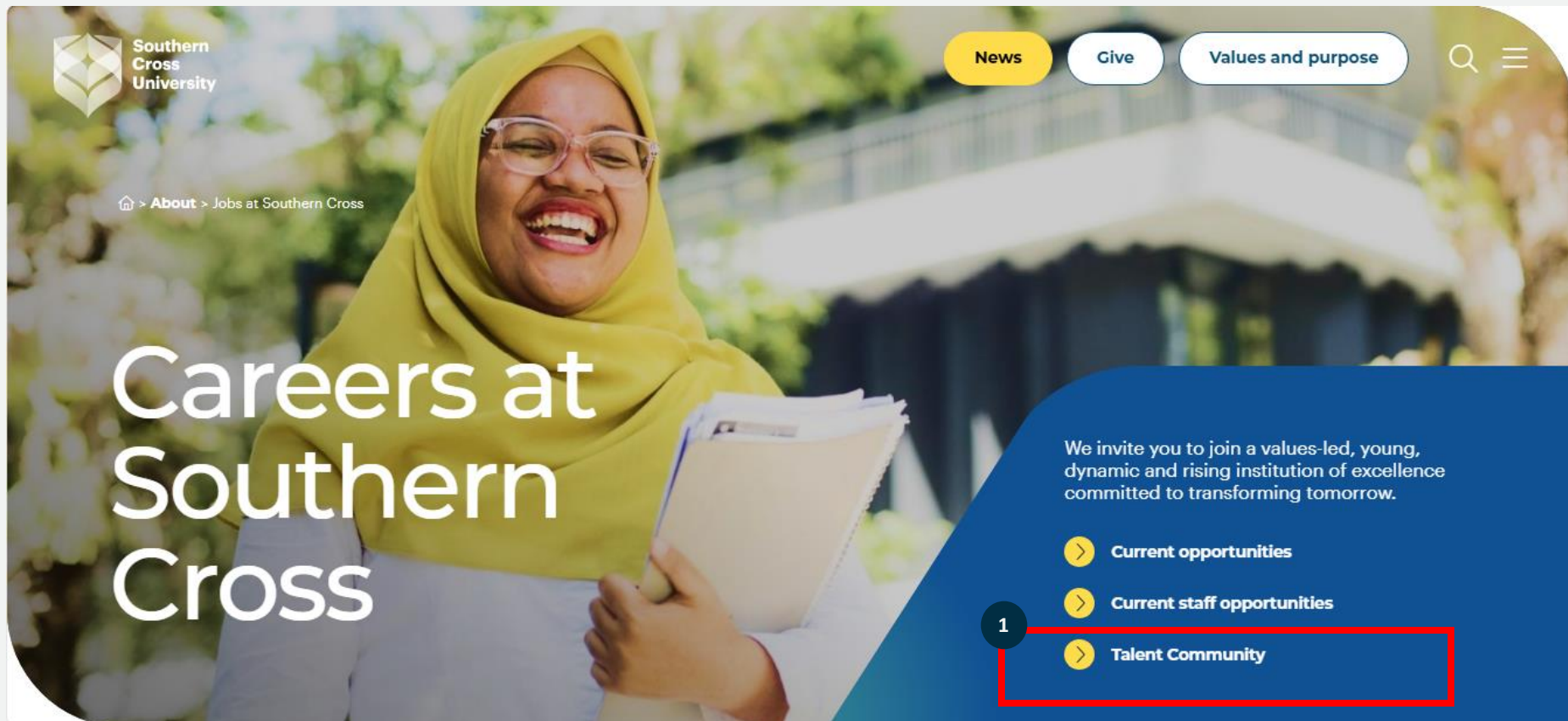
### Steps:

1. Select the Talent Community Option.

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you



## Step 1: Register a User Account

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

### Steps:

2. On the Talent Community page, select the Talent Community option again.





Southern Cross University

## Step 1: Register a User Account

### Steps:

3. There are eight (8) Academic Talent Communities to choose from. Scroll down the page until you find the Academic Talent Community that you would like to apply to.
4. Under the Action column, select Start New Application.

The screenshot shows the Southern Cross University website's 'Employment Opportunities - Talent Community' page. The page header includes the university logo, navigation links (Home, Job Alert, Job Search, Jobs List), and user options (My Profile, Login, Help). A table displays two job listings, both with 'Open' closing dates. The 'Action' column for each listing contains three options: 'Start New Application', 'Access Existing Application', and 'Preview Application Form'. Red boxes and callouts highlight the 'Start New Application' option in both rows.

Job Name	Closing Date	Time Remaining	Action
Academic Talent Community – Centre for Teaching and Learning Job Ref - 381_11/23 <ul style="list-style-type: none"><li>Join SCU's Centre for Teaching and Learning Talent Community</li><li>Flexible, inclusive work environment with generous remuneration and benefits</li><li>Together we are shaping a better future. We are transforming tomorrow</li></ul>	Open		<ul style="list-style-type: none"><li>Start New Application</li><li>Access Existing Application</li><li>Preview Application Form</li></ul>
Professional Staff Talent Community Job Ref - 380_11/23 <ul style="list-style-type: none"><li>Join our Talent Community to be considered for short-term and temporary roles</li><li>Flexible, inclusive work environment with generous remuneration and benefits</li><li>Together we are shaping a better future. We are transforming tomorrow</li></ul>	Open		<ul style="list-style-type: none"><li>Start New Application</li><li>Access Existing Application</li><li>Preview Application Form</li></ul>



Southern Cross University

## Step 1: Register a User Account

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

### Steps:

5. The front page for the Talent Community you have selected will be displayed.
6. Scroll down to the end of the page.
7. Select the Begin button.

5



Southern Cross University

My Profile ▾

Login

Help

Home

Job Alert

Job Search

Jobs List

## Academic Talent Community – Faculty of Health

- Join SCU's Faculty of Health Talent Community
- Flexible, inclusive work environment with generous remuneration\_and benefits
- Together we are shaping a better future. We are

### About us

Southern Cross University is a dynamic, ambitious institution focused on teaching and research with real impact. Our game changing initiatives focus on student outcomes, quality of life and a better way to work in a sustainable environment and economy.

Working at Southern Cross University combines a rare opportunity to work with colleagues and an environment of stunning natural beauty across South Wales, Coffs Harbour and the Gold Coast and

Together, we are Transforming Tomorrow.

### How to apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

By choosing to continue, you agree to the Privacy Notice. [Show Privacy Notice](#)

Back

Begin

6

7



Southern Cross  
University

## Step 1: Register a User Account

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

### Steps:

8. The login Screen will be presented.
9. If you already have an account then enter your email address and password.
10. If you have not created a User Account, select [click here to register](#).

8



Southern Cross  
University

My Profile ▾

Login

Help

Home

## Login

Forgot password? [click here to reset your password](#)

9

Email address

Password

Cancel

Login

10

New user? [click here to register](#)





# Step 1: Register a User Account

## Steps:

- 11. Complete the mandatory fields, marked with **Asterix\***.
- 12. Press the Save and Next button.

11

**Southern Cross University** My Profile Login Help

Home Job Alert Job Search Jobs List

### Registration Process

#### Academic Talent Community – Faculty of Health

\* Denotes a mandatory question

Please [login](#) to your account if you have already registered

The minimum number of characters in your password must be 8. Your password must contain at least 1 numeric character, 1 uppercase character, 1 lowercase character.

Title \* First Name \* Initial Last Name \*

Dr Daffy D Duck

Your Email Address \* Confirm Your Email Address \*

drdaffy.d.duck@personalemailad drdaffy.d.duck@personalemailad

The State You Reside In \* If other, please specify

NSW

Mobile Number (for sms communication):

Please choose your preferred time zone \*

GMT (+10:00) Canberra, Melbourne, Sydney

Information entered on this step can only be managed by accessing your profile as a logged in candidate.

By choosing to continue, you agree to the Privacy Notice. [Show Privacy Notice](#)

12

Cancel Save and Next



Southern Cross  
University

## Step 1: Register a User Account

1

### Register a User Account

This will allow you to see forms, applications, etc that are specific to you

### Steps:

13. The Registration Process message will be presented. Check the email address you gave to Register.
14. You will receive an email notification to the email address that you gave in the Registration process that the registration is complete.

13

Southern Cross University

My Profile Login Help

Home

Job Alert

Job Search

Jobs List

### Registration Process

**Message**

- Registration Process saved successfully

Registration completed. Please check your inbox for next steps.

14

### Registration Complete

E erecruit@nga.net.au

To: You

Your registration is now complete.

Please [login](#) with your username and password to access your account and manage your applications.

Thank you



## Step 2: Apply to join a Talent Community

### Steps:

- 15. Go back to the front page of the Talent Community that you are registering for (as outlined on slide 7 of this pack).
- 16. Choose [login to an existing account](#).

15

**Southern Cross University**

My Profile Login Help

### Academic Talent Community – Faculty of Health

- Join SCU’s Faculty of Health Talent Community
- Flexible, inclusive work environment with generous remuneration\_and benefits
- Together we are shaping a better future. We are

**Together, we are Transforming Tomorrow.**

#### How to apply:

- Start your application by clicking the "begin" button
- **Login to an existing account or reset your password**
- Preview Application Form

By choosing to continue, you agree to the Privacy Notice. [Show Privacy Notice](#)

Back Begin

16

## Step 2: Apply to join a Talent Community

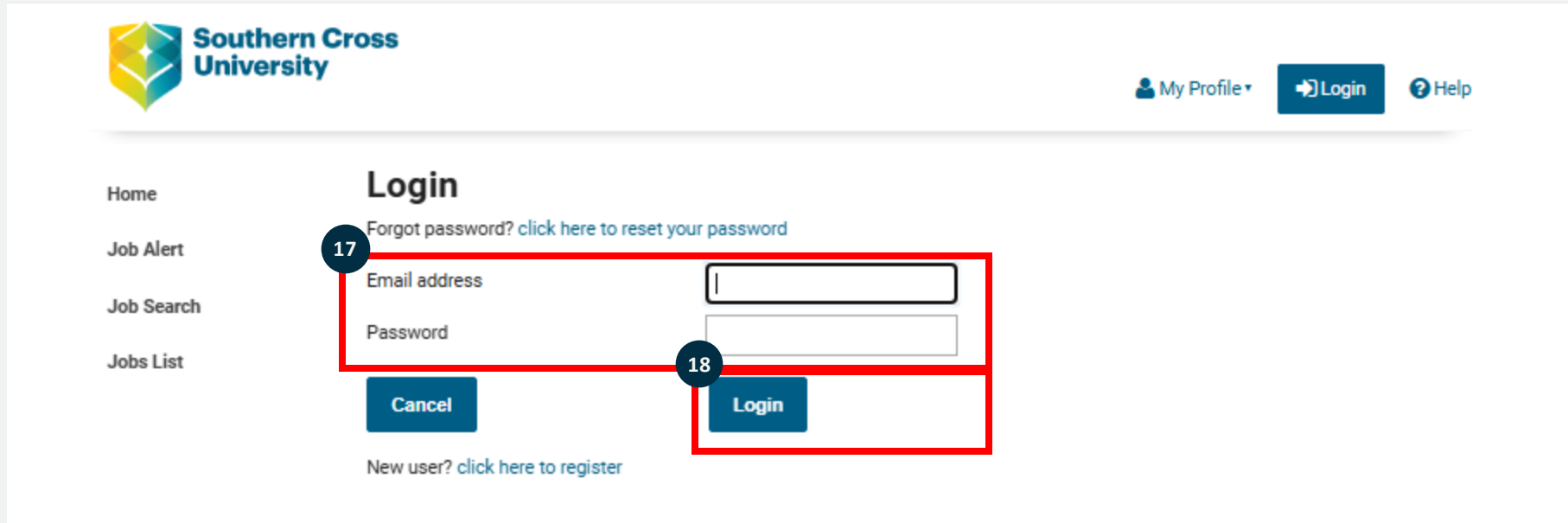
2


### Apply to join a Talent Community

Joining an SCU Talent Community will allow you to be considered for casual work

#### Steps:

17. Complete the email address and password fields, using those used to Register.
18. Press Login.



 Southern Cross University

[My Profile](#) [Login](#) [Help](#)

Home

Job Alert

Job Search

Jobs List

### Login

Forgot password? [click here to reset your password](#)

17 Email address

Password

18 [Cancel](#) [Login](#)

New user? [click here to register](#)



## Step 2: Apply to join a Talent Community

2

### Apply to join a Talent Community

Joining an SCU Talent Community will allow you to be considered for casual work

### Steps:

19. The Talent Community you have selected will be presented. Scroll down to the bottom of the page.
20. Press the Begin button.

19



## Academic Talent Community – Faculty of Health

- Join SCU's Faculty of Health Talent Community
- Flexible, inclusive work environment with generous remuneration and benefits
- Together we are shaping a better future. We are

### About us

Southern Cross University is a dynamic, ambitious institution focused on teaching and research with real impact. Our game changing approach to education delivers student outcomes, quality of life and a better way to work in a sustainable environment and economy.

Working at Southern Cross University combines a rare opportunity to work with colleagues and an environment of stunning natural beauty across South Wales, Coffs Harbour and the Gold Coast and

Together, we are Transforming Tomorrow.

### How to apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

By choosing to continue, you agree to the Privacy Notice. [Show Privacy Notice](#)

Back

Begin

20

19



Southern Cross University

## Step 2: Apply to join a Talent Community

2

Apply to join a Talent Community

Joining an SCU Talent Community will allow you to be considered for casual work

### Steps:

21. Complete the application form ensuring all mandatory fields, marked with a **Asterix\*** are completed.

21

The screenshot displays the Southern Cross University website interface for the Academic Talent Community application. The header includes the university logo, navigation links for 'Home', 'Job Alert', 'Job Search', and 'Jobs List', and user options for 'My Profile', 'Logout', and 'Help'. The main heading is 'Academic Talent Community – Faculty of Business, Law and Arts - Personal Details'. Below this, the application progress is shown as 'Application Step 1 of 6'. A horizontal progress bar consists of six numbered steps: 1. Personal Details (highlighted in blue), 2. CV, Qualifications and Referee Details, 3. Skills and Experience, 4. Additional Information, 5. Declaration, and 6. Preview and Submit.

## Step 2: Apply to join a Talent Community

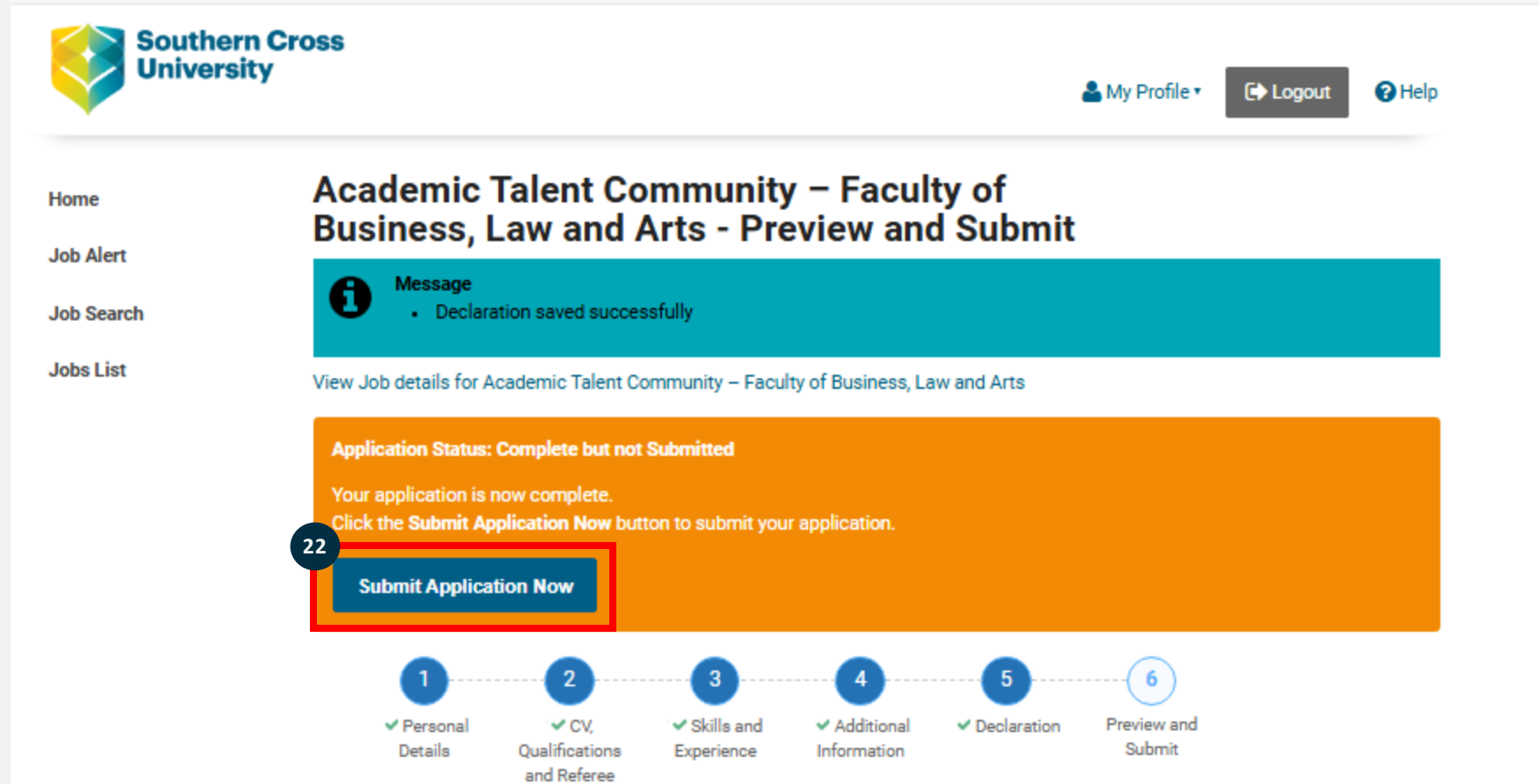
2

Apply to join a Talent Community

Joining an SCU Talent Community will allow you to be considered for casual work

### Steps:

22. Submit the application pressing the Submit Application Now button.



**Southern Cross University**

My Profile Logout Help

Home  
Job Alert  
Job Search  
Jobs List

### Academic Talent Community – Faculty of Business, Law and Arts - Preview and Submit

**i** Message  
• Declaration saved successfully

View Job details for Academic Talent Community – Faculty of Business, Law and Arts

**Application Status: Complete but not Submitted**

Your application is now complete.  
Click the **Submit Application Now** button to submit your application.

**22** **Submit Application Now**

1 Personal Details  
2 CV, Qualifications and Referee  
3 Skills and Experience  
4 Additional Information  
5 Declaration  
6 Preview and Submit



Southern Cross  
University

## Step 2: Apply to join a Talent Community

2

Apply to join a Talent Community

Joining an SCU Talent Community will allow you to be considered for casual work

### Steps:

23. You will receive an email from [erecruit@nga.net.au](mailto:erecruit@nga.net.au) advising your application has been received.

23

### Application for Academic Talent Community – Faculty of Health Received

E erecruit@nga.net.au  
To: You

← Reply ← Reply all → Forward [grid icon] ...

Thu 8/08/2024 9:59 AM

Dear Shelley,

Thank you for registering on Southern Cross University's Talent Community.

Our hiring managers will reach out to those who are the best fit for any role(s) that we are looking to fill at that time. The Talent Community is used primarily to recruit temporary and sessional roles, and registration does not guarantee an offer of employment. If there is a specific role that is advertised that you want to apply for, please follow the application instructions in the relevant position advertisement.

Please be aware that recruitment volumes vary through the teaching year. If a role we are currently recruiting is not the best fit for you, the next one may be.

You can update or withdraw your application at any time by logging into the [Candidate Portal](#).

Kind regards,

Recruitment Team

HR Services  
Southern Cross University

T 02 6620 3667 E [jobs@scu.edu.au](mailto:jobs@scu.edu.au)

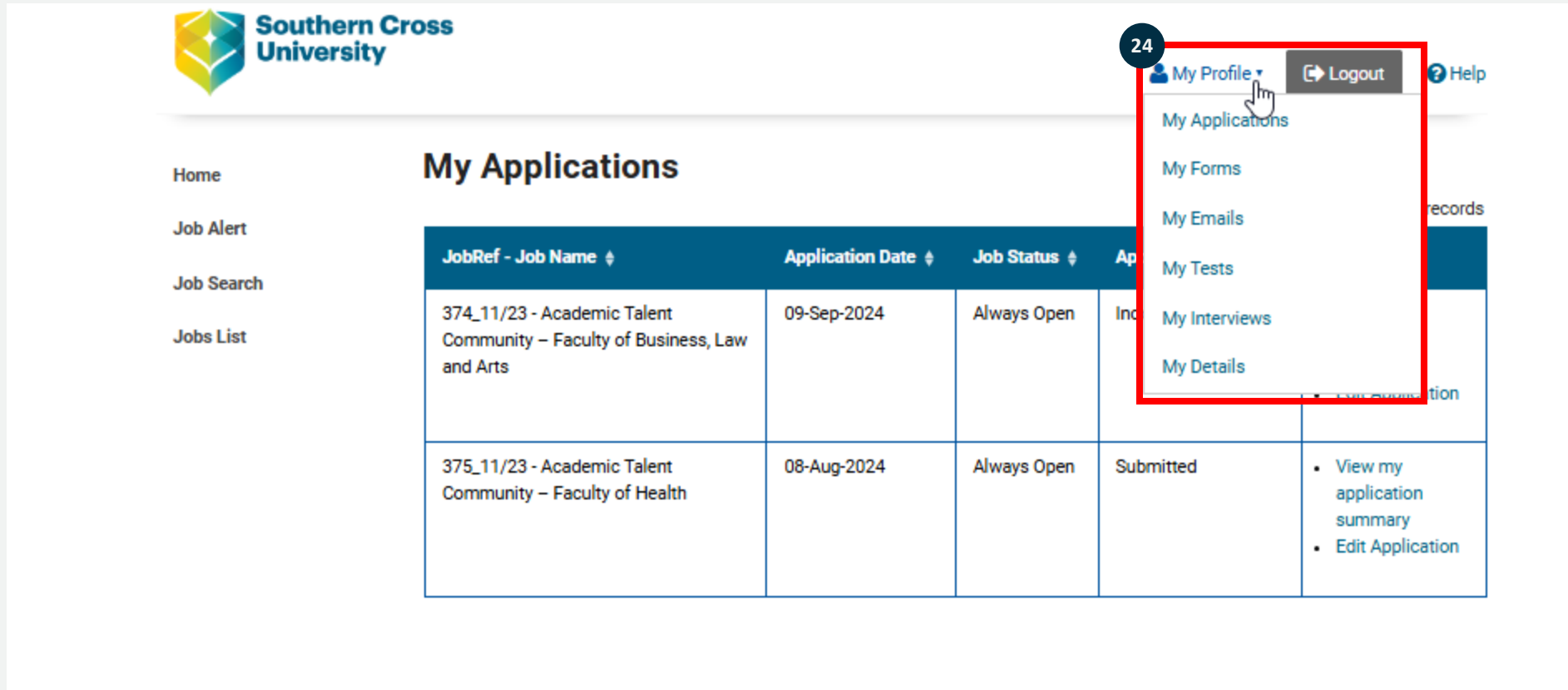




## Viewing your Forms

### Steps:

24. Once you log in, you are able to see all of your documents by clicking the relevant item from the **My Profile** drop-down list.



The screenshot shows the Southern Cross University portal. The top navigation bar includes the university logo, a 'Home' link, and a 'My Profile' dropdown menu. The dropdown menu is highlighted with a red box and contains the following items: My Applications, My Forms, My Emails, My Tests, My Interviews, and My Details. A hand cursor is shown clicking on 'My Applications'. Below the navigation bar, the main content area is titled 'My Applications' and contains a table with two rows of application data.

JobRef - Job Name	Application Date	Job Status	Ap
374_11/23 - Academic Talent Community – Faculty of Business, Law and Arts	09-Sep-2024	Always Open	Inc
375_11/23 - Academic Talent Community – Faculty of Health	08-Aug-2024	Always Open	Submitted

- View my application summary
- Edit Application



Southern Cross  
University

## Saving and Printing your Forms

### Steps:

25. Helpful Hint: Click on the page and right mouse click to print or save a document.

The screenshot shows the Southern Cross University website interface. The main heading is "Academic Talent Community – Faculty of Business, Law and Arts - Preview and Submit". Below this, there is a message: "Application Status: Complete but not Submitted" and "Your application is now complete. Click the Submit Application Now button to submit your application." A progress bar shows six steps: 1. Personal Details, 2. CV, Qualifications and Referee Details, 3. Skills and Experience, 4. Additional Information, 5. Declaration, and 6. Preview and Submit. A right-click context menu is open over the page, with a red box highlighting it and a circled number 25. The menu options include Back, Refresh, Save as, Print, Send tab to your devices, Create QR Code for this page, Read aloud, Translate to English, Open in sidebar, Share, Screenshot, and View page source.

Southern Cross University

My Profile Logout Help

Home  
Job Alert  
Job Search  
Jobs List

### Academic Talent Community – Faculty of Business, Law and Arts - Preview and Submit

View Job details for Academic Talent Community – Faculty of Business, Law and Arts

Application Status: Complete but not Submitted

Your application is now complete.  
Click the **Submit Application Now** button to submit your application.

**Submit Application Now**

1 Personal Details  
2 CV, Qualifications and Referee Details  
3 Skills and Experience  
4 Additional Information  
5 Declaration  
6 Preview and Submit

Print Friendly Version

Status: Complete

Step 1 - Personal Details Edit

Question 1 Title: Response

25

- Back Alt+Left arrow
- Refresh Ctrl+R
- Save as Ctrl+S
- Print Ctrl+P
- Send tab to your devices
- Create QR Code for this page
- Read aloud Ctrl+Shift+U
- Translate to English
- Open in sidebar
- Share
- Screenshot Ctrl+Shift+S
- View page source Ctrl+U