Instructions for submitting a job application in the electronic recruitment system

You can apply for vacancies open at the University of Tampere by submitting your application and its enclosures in the electronic recruitment system.

Please submit your application well in advance. You must observe the deadline for applications.

If you have internet connection problems at the time of the application deadline, you can submit your application by e-mail sent to registry@uta.fi

Link to the electronic application form can be found at the end of the vacancy announcement:

f Share **t** Tweet **in** LinkedIn

Applying starts: 2013-10-11 08:00 **Applying ends:** 2013-11-29 15:45

Apply for this position

Please fill in your personal details carefully. Please give your personal e-mail address and make sure that you have spelled it correctly. The electronic recruitment system and later the University of Tampere will send you e-mail to the address you have given.

1. FILLING AND SUBMITTING YOUR APPLICATION

Please note, that all information you've given will be saved to the recruitment system only after you have sent your application. Your application can be sent only after you have filled all the mandatory fields marked with *. You can update your application or remove it within the period of application (see 3. UPDATING AND DELETING YOUR APPLICATION).

Please check the information you have given by choosing "Preview".

After the preview, you can either submit your application or continue working on it. *Please remember to add the relevant enclosures* to your application before you send it.

Please remember to send your application after proofreading and correcting it.

Remember to send your application after you have checked it for spelling and other mistakes.

Modify Send

When you have submitted your application you get the following announcement

TAMPEREEN YLIOPISTO

Your application has been received.

Thank you for your application.

2. CONFIRMATION E-MAIL, USER ACCOUNT AND PASSWORD

After you have submitted your application, you will be sent two e-mails in the e –mail address you have given; one stating that your application has been received and another that will include your user account and password. You can use them to access the electronic recruitment system to update your application until the deadline of the application. Messages will be sent to *you in a few minutes* from the address University of Tampere recruitment utarekry@uta.fi:

NB: If you have applied for a doctoral study right or an open position via this electronic application system before, you won't receive a new password. You can access the system by using your old password. If your password is missing, please see instructions below. Applications are stored in the system for 3 years before they are automatically deleted. If you haven't applied for a position in the system for 3(+) years, your user account is automatically deactivated and your password in no longer valid.

Confirmation e-mail: Dear Applicant,

Thank you for your application, it has been saved in our system.

University of Tampere, recruitment

E-mail about your username and password:

You can get the username and password needed to change your information by clicking the link below:
https://uta.rekrytointi.com/paikat/?o=A_APW&key=99fcd85212d47b830dpodsp0d1
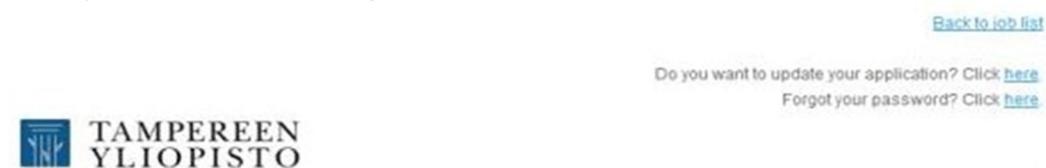
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3. UPDATING AND DELETING YOUR APPLICATION

You can update your application or remove it within the period of application. You can also print your application by signing in the recruitment system through the link in the vacancy announcement (in the right top corner):

Back to job list

Do you want to update your application? Click here
Forgot your password? Click here

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4. MISSING PASSWORD

When necessary, you will be sent a new password and instructions on activating it in your e-mail though the link in the vacancy announcement (in the right top corner):

Back to job list

Do you want to update your application? Click here
Forgot your password? Click here

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5. USING APPLICATION YOU HAVE SUBMITTED PREVIOUSLY AS THE BASIS FOR APPLYING FOR A NEW VACANCY

You can use an application you have submitted previously as the basis for applying for a new vacancy.

Please start saving your application by first signing in the electronic recruitment system with the user account you have received. After that you get the option of using one of your earlier applications as the basis for a new one. Use the 'Upload' button to retrieve the information which will then appear on the new application form. Please note that the upload function replaces all information you may already have written on your new application. Attachments won't be retrieved, so you'll have to attach them separately for every application.

PROBLEMS USING THE RECRUITMENT SYSTEM?

If you have any problems using the electronic recruitment system, please contact:

utarekry@uta.fi

Registry Office +358 (0)50 318 6689

The Registry Office is open daily at 9:00-15:00 (Finnish time)