

Recruitment ATS: Jobtrain

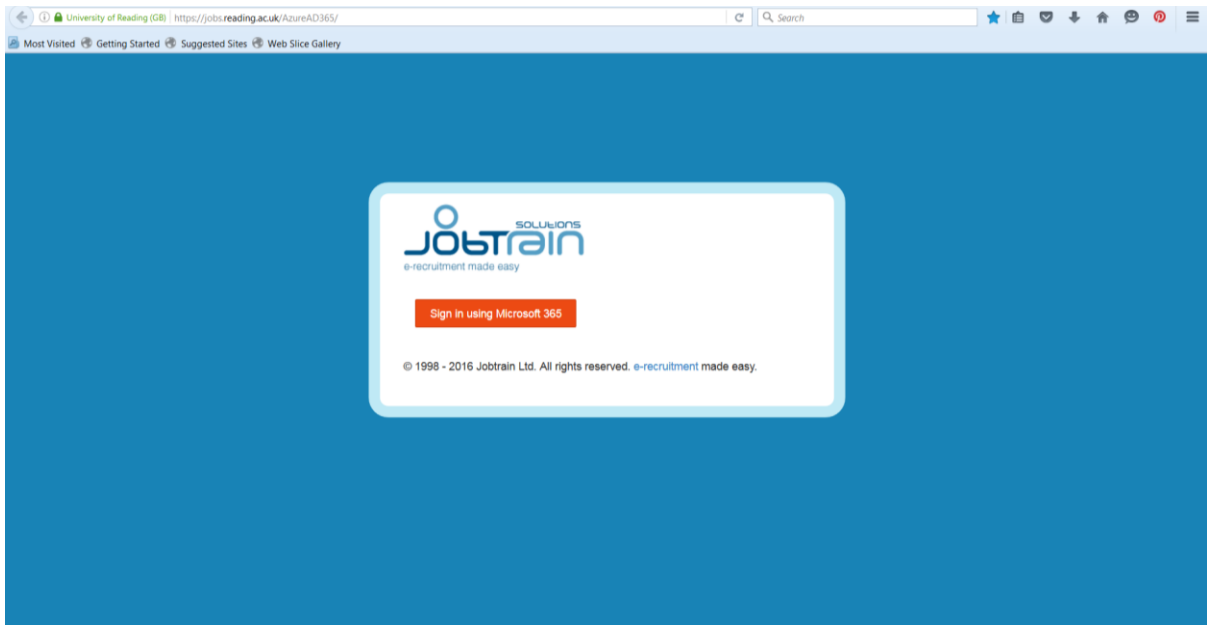
HIRING MANAGERS GUIDANCE

To sign into Jobtrain

Go to <https://jobs.reading.ac.uk/client>

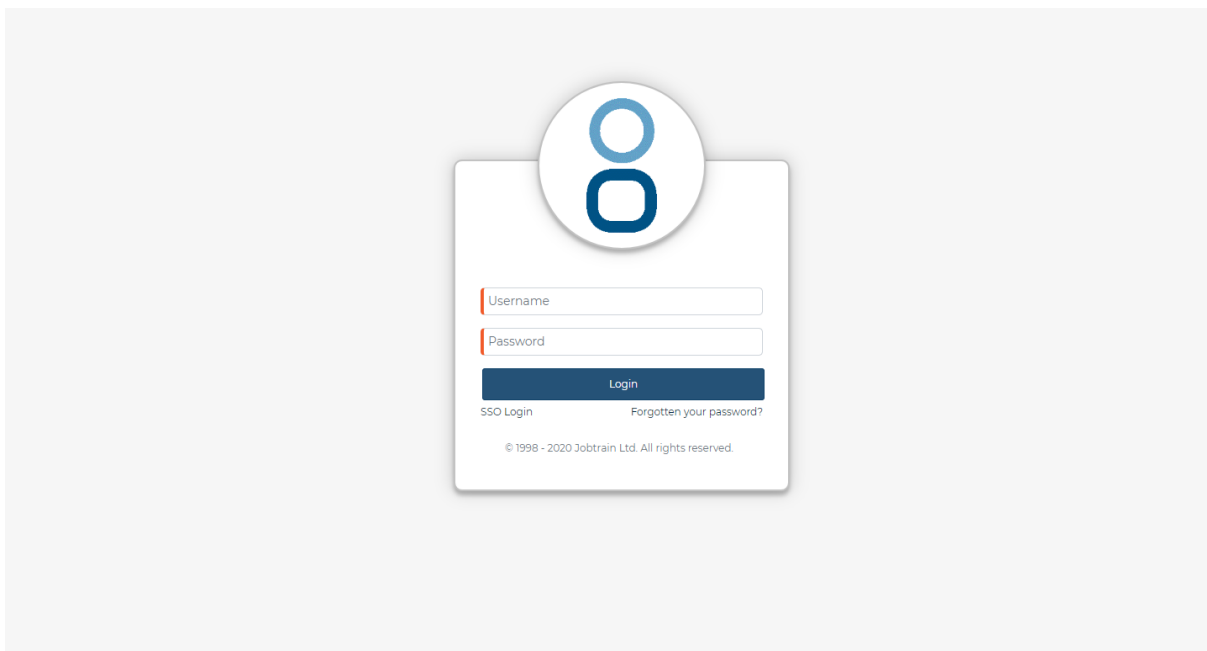
We would recommend using the latest version of Internet Explorer or Google Chrome.

The following screen will be shown



Click on 'Sign in using Microsoft 365'

The following screen will be shown



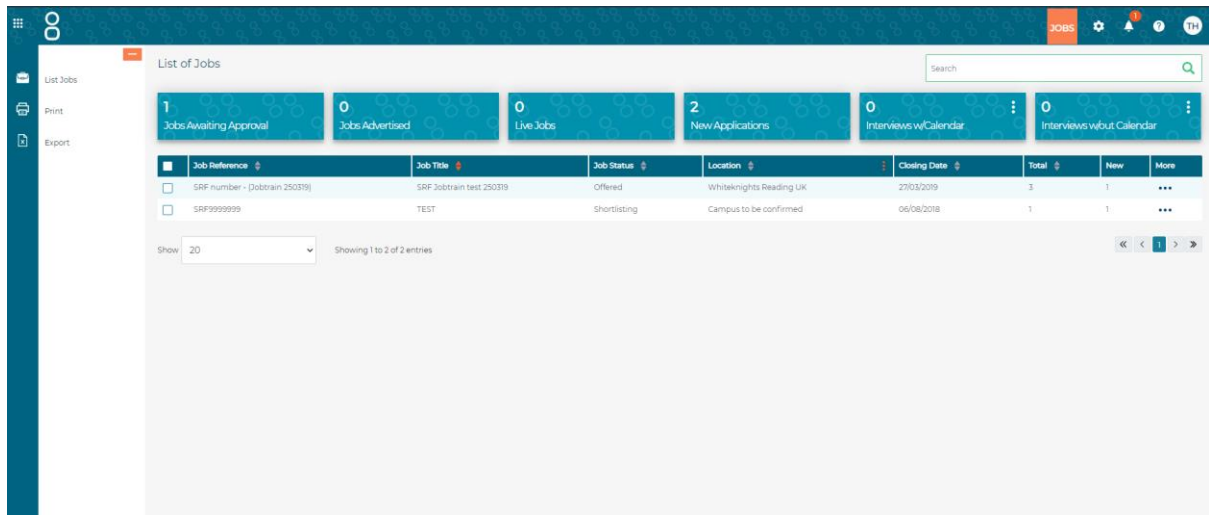
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Enter your @reading.ac.uk email address and enter your University log-in password

Then click 'Sign in'

The following screen will be shown



The screenshot displays the 'List of Jobs' dashboard in the Jobtrain recruitment system. The dashboard includes a search bar, a summary of job counts across various stages, and a table of job listings.

| Job Reference | Job Title | Job Status | Location | Closing Date | Total | New | More |
|---|--------------------------|--------------|-------------------------|--------------|-------|-----|------|
| <input type="checkbox"/> SRF number - (Jobtrain 250378) | SRF Jobtrain test 250378 | Offered | Whiteknights Reading UK | 27/03/2019 | 3 | 1 | ... |
| <input type="checkbox"/> SRF9999999 | TEST | Shortlisting | Campus to be confirmed | 06/08/2018 | 1 | 1 | ... |

Showing 1 to 2 of 2 entries

The vacancies that you are managing will be shown

END OF PROCESS