

CENTRE FOR PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT

### **UJ CAREER WIZ MANUAL**

#### PURPOSE

UJ Career Wiz serves as a platform for students to explore both internal and external job opportunities. UJ departments can utilize the site to post and promote their internal job openings. When a department posts a vacancy, they gain access to a list of students who have applied, along with the ability to view their CVs and profiles on Career Wiz.

#### **DEPARTMENT REGISTRATION AND USE OF THE PLATFORM**

Step 1: Create a department profile on Career Wiz

• Go to <u>https://ujcareerwiz.co.za/</u>





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• Click on Companies Register Here



• Complete the departmental profile and the contact details of the Primary Contact Person.

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	Com	pany Name*	Company name	Industry*	4IR		~			
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- Complete the consent and sign up.

#### • A notice of successful registration will appear.





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- The Primary Contact Person will receive an email with their username and password.
- Once the email is received, scroll down, and click Login here.

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		□ I give UJCareerWiz consent to collect and p	rocess my information.						
		The company bio, website and telephone de	tails will be displayed to students but y	your personal information will not	t.				
		□ UJCareerWiz will not share my personal info	ormation with any 3rd party.						
		□ I can delete my account and information fro	m UJCareerWiz at any point I want to.						
			Signal Already have been	e an account?					ł
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• Fill in the username and password as provided in the email.

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• You are now able to access the company profile.



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#### **DEPARTMENT REGISTRATION AND USE OF THE PLATFORM**

Step 2: Create a Vacancy Post

• To advertise for a vacancy, click on the Adverts drop down and select 'Add Advert'.

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Dashboard			
Number Of Interns	Number Of Posted Adverts	My Profile	
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The total number of interns that are registered with you	The total number of adverts posted		

• Select the appropriate type of position from the drop-down list.

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	Casual / Vacation Work				
Create Advert	International Remote Work				
Please fill in the information b	Bursary Volunteering				
*Type of Position	Select Type of Position				~





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- Fill in the required information.
- Note\* under 'package pricing for type' select 'unlimited advertisements for current year RO'.

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- NB 'under how to apply', write 'Send your CV to (type in <u>name of contact person in the</u> <u>department who will receive the CV's</u>, AND provide the <u>email address</u> of contact person)'.
- Under 'Link' IF the department has created a google form or a separate website for applications etc., then type this link in here, IF NOT, LEAVE BLANK.

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- Specify the opening and closing dates, whether the position is paid/unpaid, duration of position, required qualification and year of study.
- You may also add a poster for the advertisement if desired.
- Click on Submit

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File/Poster	Choose	File No file chosen						
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Submit Ca	ancel							

• The Job Advert is now submitted for approval, once live, candidates can begin to apply.

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Thank you for posting your opportu	nity, it will be approved in due course				×	
Kindly note that all job opportunities pl	aced from 1 December 2022, will be ac	ctivated in January 2023.			×	



#### CENTRE FOR PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT

#### **DEPARTMENT REGISTRATION AND USE OF THE PLATFORM**

Step 3: Retrieve applicant information

- Once the closing date for applications has been reached, log onto your profile.
- Go to the Adverts tab and click on 'List of Adverts' to see your advert and the applicants.

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Successfully logged in     List of Advert   Add Advert	×
Hi , Welcome back! Dashboard	
Number Of Interns         Number Of Posted Adverts         My Profile	
	•

• If you have told the applicant to email you directly as shown above, all copies of the CV's will come directly to you. For back up, these CV's can also be accessed directly from the platform.



• On the list of adverts tab, you will see the below screen.



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- If the below orange picture does not appear, it means that the closing date for the applications have not yet passed. You will need to log back in once the application has closed.
- When the tab appears, you can click on it to see the list of candidates and access their CV's.

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• The blue documents tab will allow you to access the CV of the applicant. You can also contact the applicant directly from the platform if desired.

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