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CENTRE FOR PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT
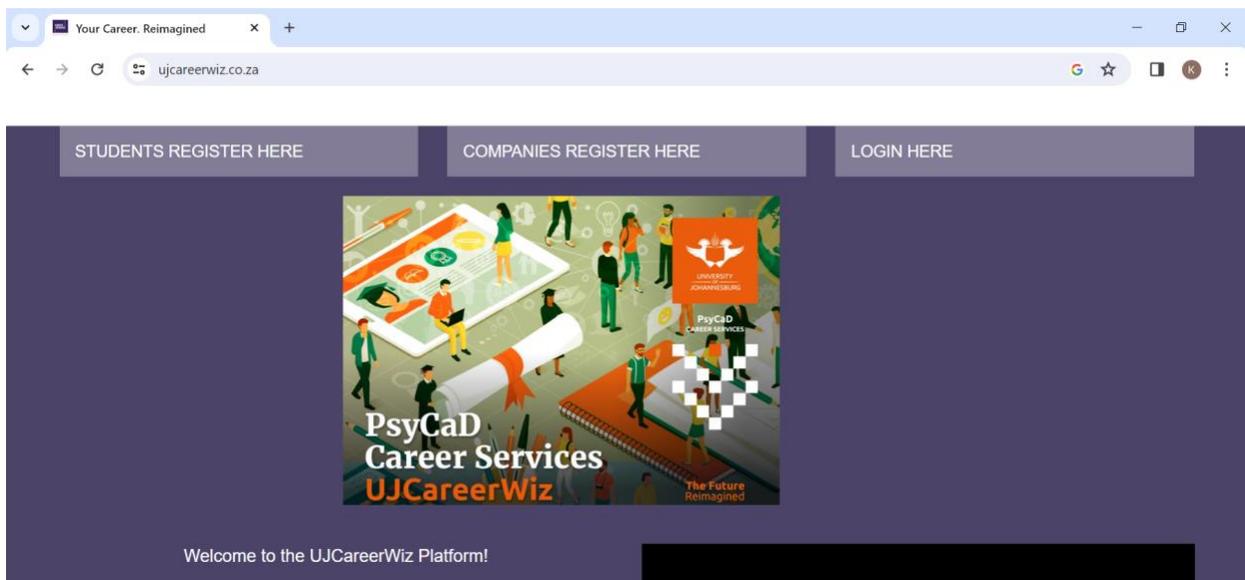
UJ CAREER WIZ MANUAL

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.
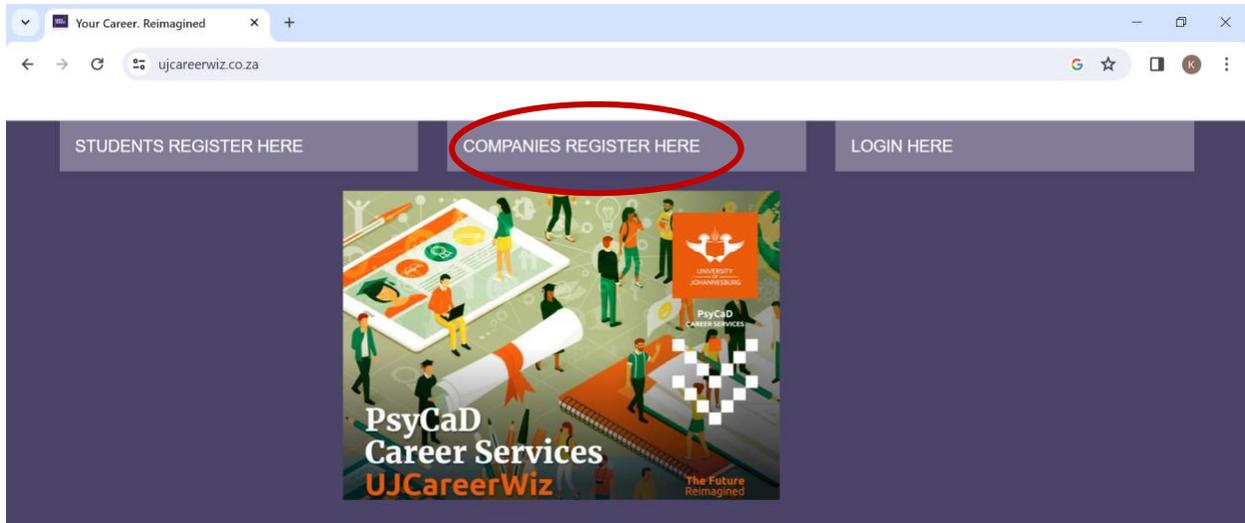
DEPARTMENT REGISTRATION AND USE OF THE PLATFORM
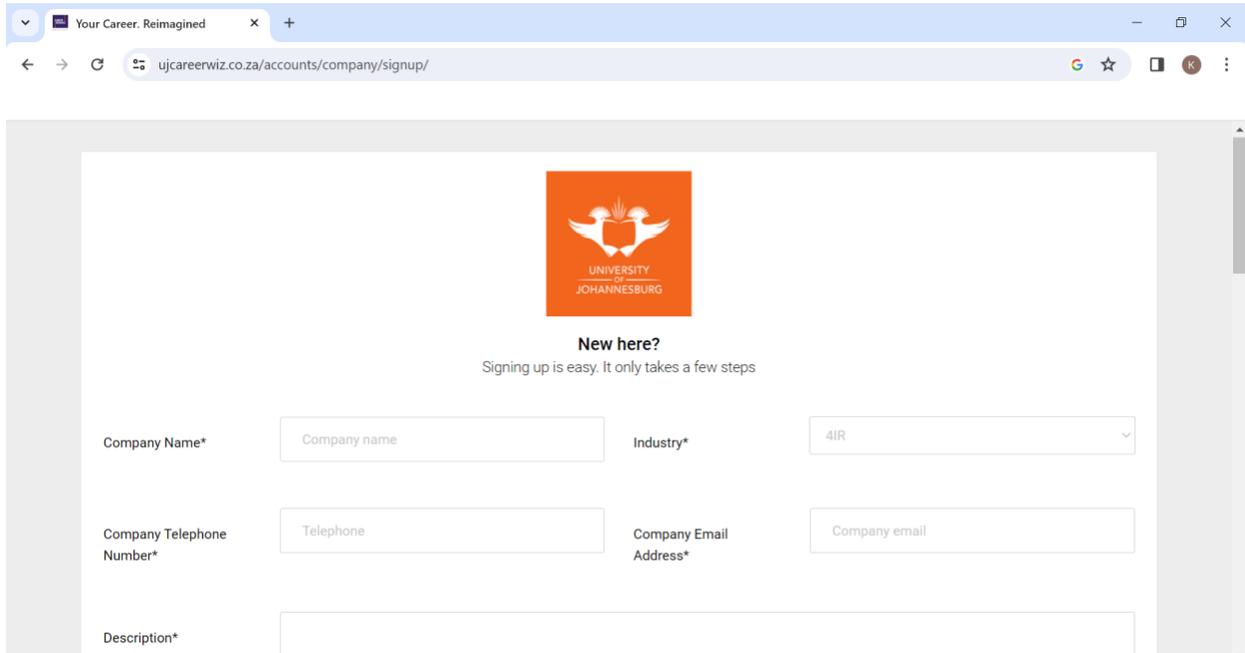
Step 1: Create a department profile on Career Wiz

- Go to https://ujcareerwiz.co.za/

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PO Box 524 Auckland Park 2006 I Tel +27 11 559 2911 I www.uj.ac.za
Auckland Park Bunting Campus I Auckland Park Kingsway Campus
Doornfontein Campus I Soweto Campus

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- Click on Companies Register Here

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

- 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.

- Fill in the username and password as provided in the email.

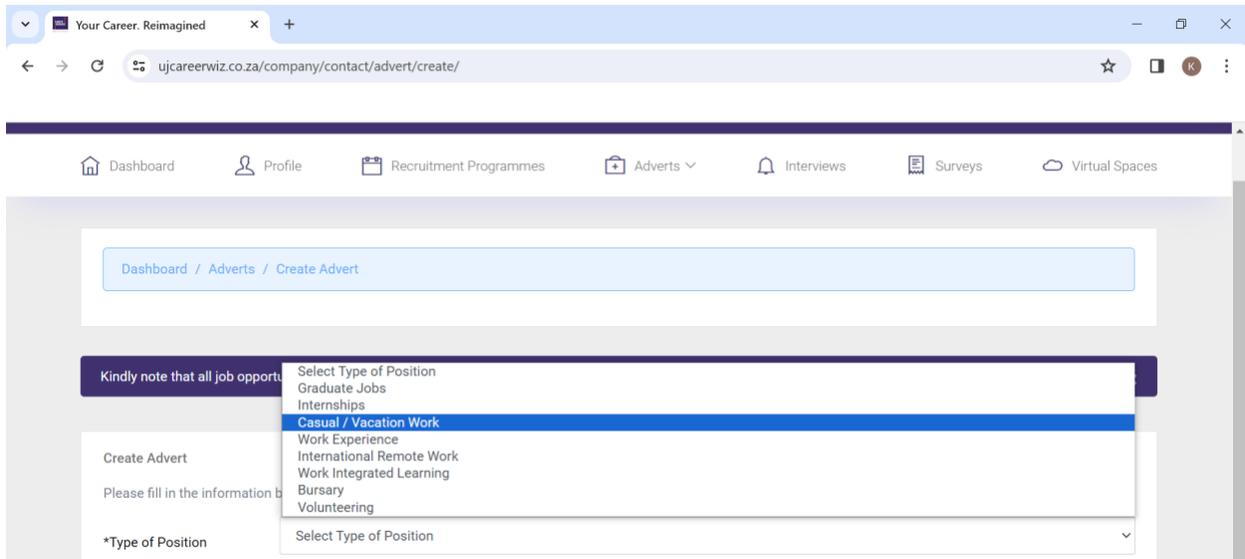- You are now able to access the company profile.

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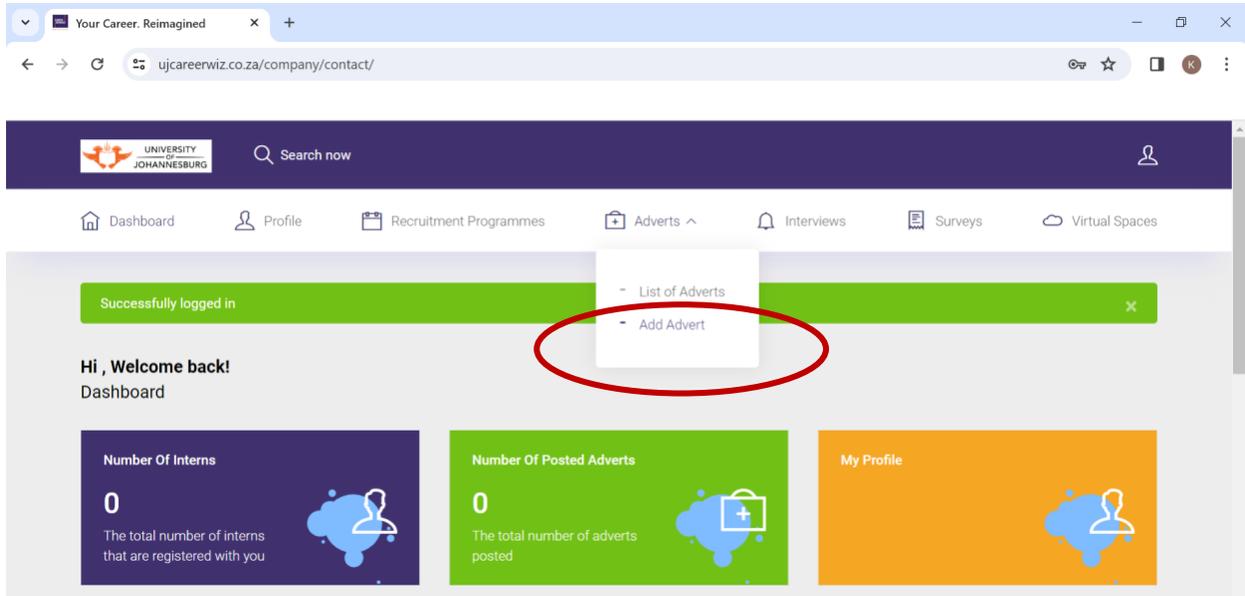
- Select the appropriate type of position from the drop-down list.

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- Fill in the required information.
- Note* under 'package pricing for type' select 'unlimited advertisements for current year – R0'.

- NB '**under how to apply**', write – 'Send your CV to (type in name of contact person in the department who will receive the CV's, AND provide the email address 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

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

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*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.
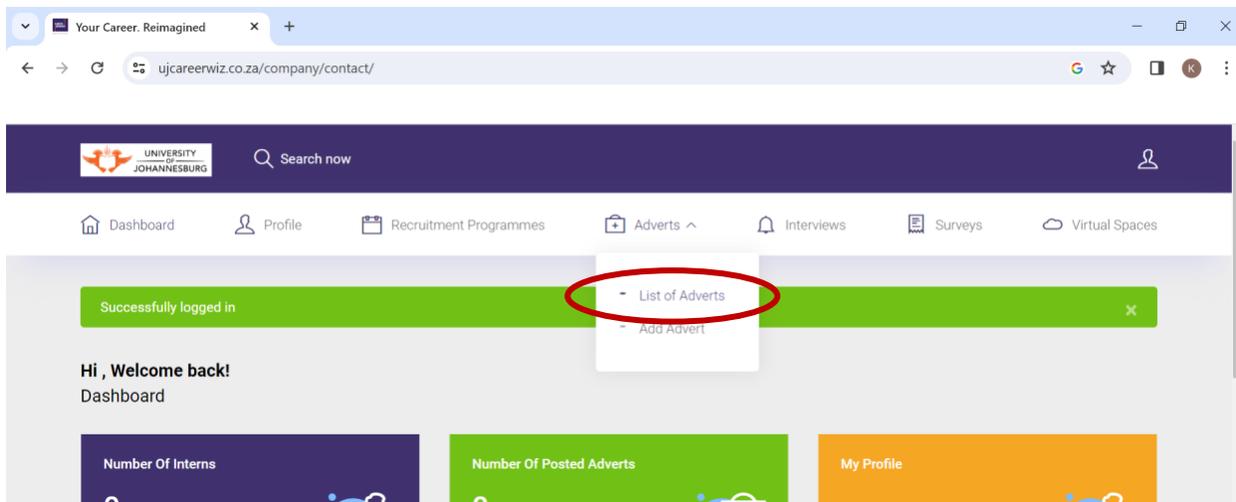
- If you have told the applicant to email you directly as shown above, all copies of the CV's will come directly to you. For back up, these CV's can also be accessed directly from the platform.
- On the list of adverts tab, you will see the below screen.

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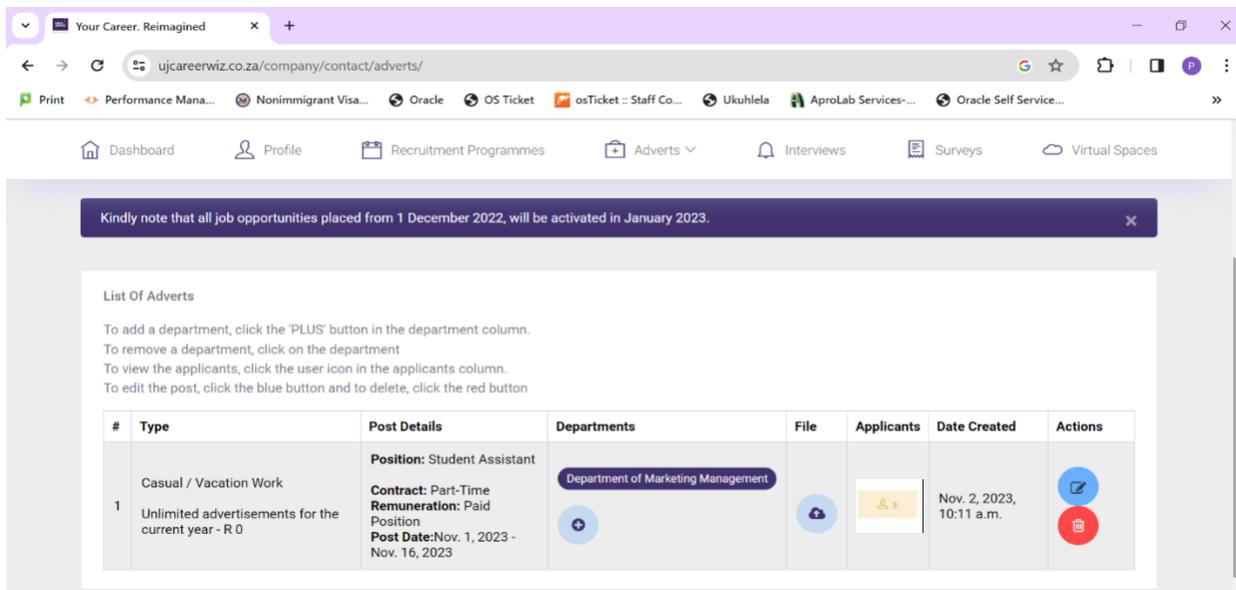
- If the below orange picture does not appear, it means that the closing date for the applications have not yet passed. You will need to log back in once the application has closed.
- When the tab appears, you can click on it to see the list of candidates and access their CV's.
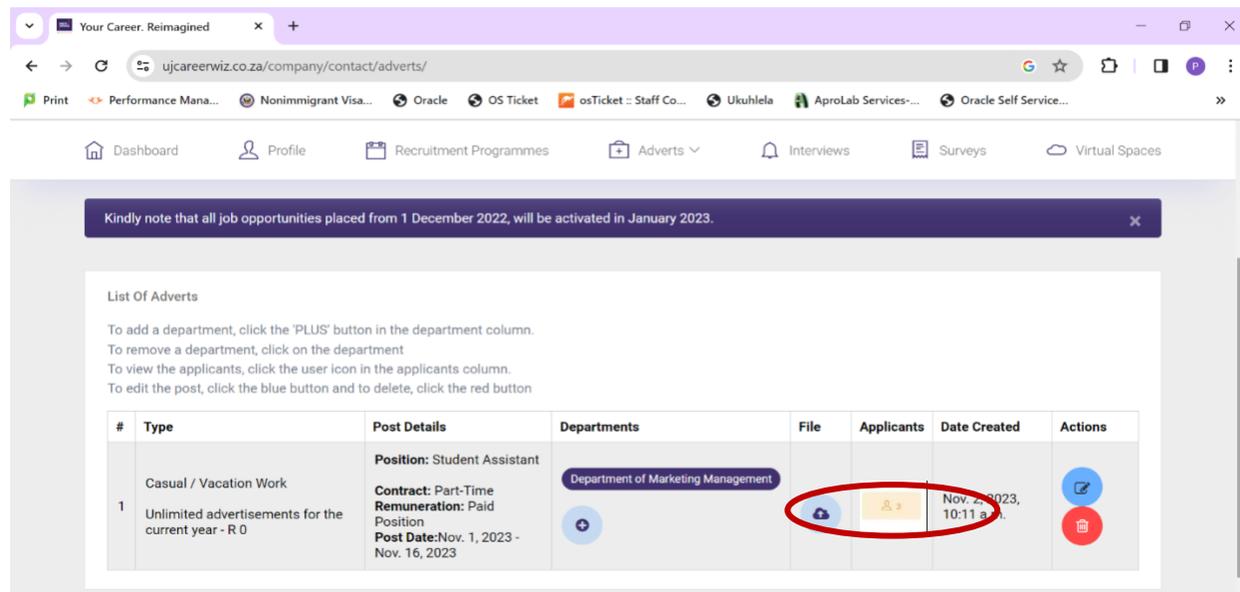
- The blue documents tab will allow you to access the CV of the applicant. You can also contact the applicant directly from the platform if desired.