



Candidate User Guide – Creating an Account and Profile on Revenue’s Applicant Tracking System (ATS)

INTRODUCTION

This guide is intended to assist applicants in navigating the process of creating an account and profile within the Applicant Tracking System (ATS),

As a first-time user of the ATS system, applicants will be required to register an account and create a profile before applying for any live jobs.

Applicants can create a profile through this link to [the ATS login page here](#).

First time users will need to create an account using the fields on the right side of the webpage, as in below screengrab.

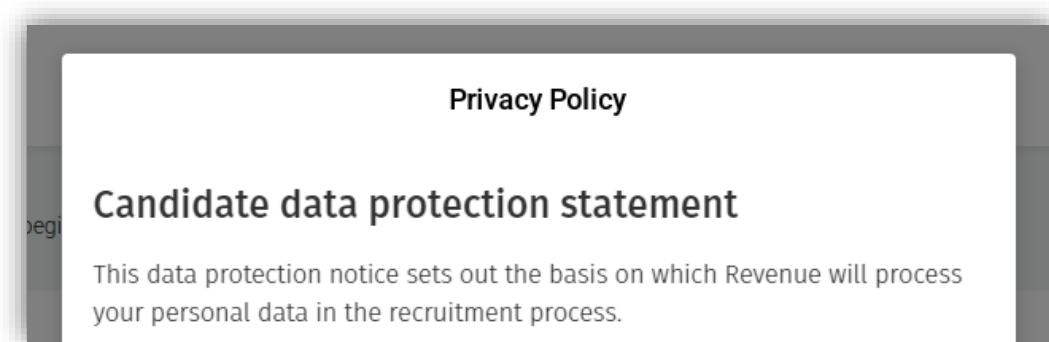
If you have already registered an account, you can simply login using the fields on the left, as in below screengrab.

1.1 ATS Login page where applicants can create an account and then login into an existing account.

The image shows a web interface with two columns. The left column is for login, featuring a link 'Already Registered? Log in here' with a person icon, an 'Email Address' input field, a 'Password' input field with an eye icon, a 'Login here' button, and a 'Forgot Password?' link. The right column is for registration, featuring a link 'Join our Careers Portal' with a person icon, an 'Email Address' input field, a 'Create Password' input field with an eye icon, a 'Re-enter password' input field with an eye icon, and a 'Sign Up' button.

You will next be presented with the Candidate data protection statement.

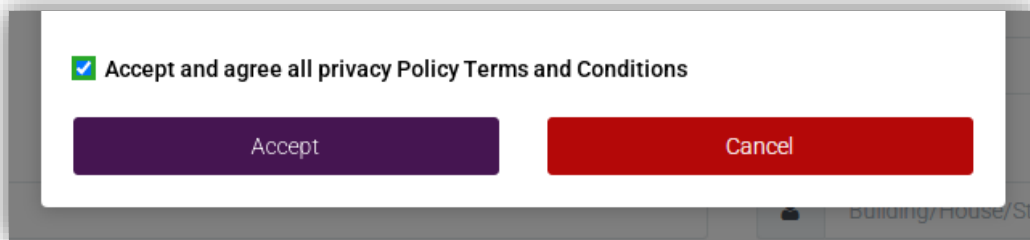
1.2 ATS Candidate data protection statement popup screen for your review



After reviewing in full, to agree with the privacy terms and conditions listed, please tick the relevant checkbox at the bottom of the pop-up screen and press accept on the next line down, as in the below image.

Should you not agree to the privacy policy terms and conditions listed then please proceed to press cancel on the bottom line, as in below image, after which you will be redirected out of the system as you will be unable to proceed with account creation.

1.3 ATS Candidate data protection statement checkbox and 'accept' and 'cancel' options available to user.



Applicants cannot create accounts on the system without agreeing to the privacy terms and conditions listed under the candidate data protection statement and therefore will be unable to continue to create an account on the system.

Next you will be presented with Step 1 of 2 of adding personal details to your account and asked to input relevant personal information, such as name, surname, contact number, address, etc.

Please see mandatory fields are marked with an asterisk (*) symbol and all mandatory fields must be completed before users may progress to the next page.

1.4 Step 1 of 2 asking users to input relevant personal details for their account.

Please note that at any stage of your account creation, information can be saved as a draft using the “Save as draft” option at the bottom of your screen, marked with red box in below image.

1.5 ‘Save as draft’ button illustrated to users for use during account creation.



The system will automatically save any entered information periodically every 10 minutes. If no input is detected for over 30 minutes, your information will be saved in draft, and you will be logged out from the system. However, we suggest users manually save their progress as often as possible and do not rely solely on the autosave function.

When you have input all mandatory data requested, please proceed to press 'Next Step' at the bottom of your screen.

1.6 'Next Step' button illustrated to users for continuing to next webpage.



You will next be presented with Step 2 of 2 where details input in the previous screen will be displayed for your review.

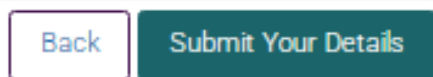
1.7 Step 2 of 2 asks users to review personal data input in Step 1 before submitting details

A screenshot of a web form titled 'Step 2 of 2' with the subtitle 'Complete and submit your profile, then simply apply for the roles that interest you..'. In the top right corner are two buttons: 'Back' (light blue) and 'Submit Your Details' (green). The main content area displays the name 'John Doe' above a generic person icon. Below the icon, several details are listed: 'Location: Test Test Test, Test, Test, Dublin, Ireland', 'Contact Number: 45120541320', 'Email: hello@hello.ie', and 'Are you an Irish/EEA citizen? Yes'. At the bottom left of the details section is a link 'Download Profile (PDF)' with a download icon.

If all personal details displayed are correct, please proceed to press 'Submit your details'.

If any personal details displayed are incorrect, please proceed to press 'Back' and be diverted back to the previous page where these can be amended. Once corrected, please repeat the previous steps to return to Step 2 of 2.

1.8 'Submit your details' and 'Back' button at the end of the user available to the user after reviewing their personal details.



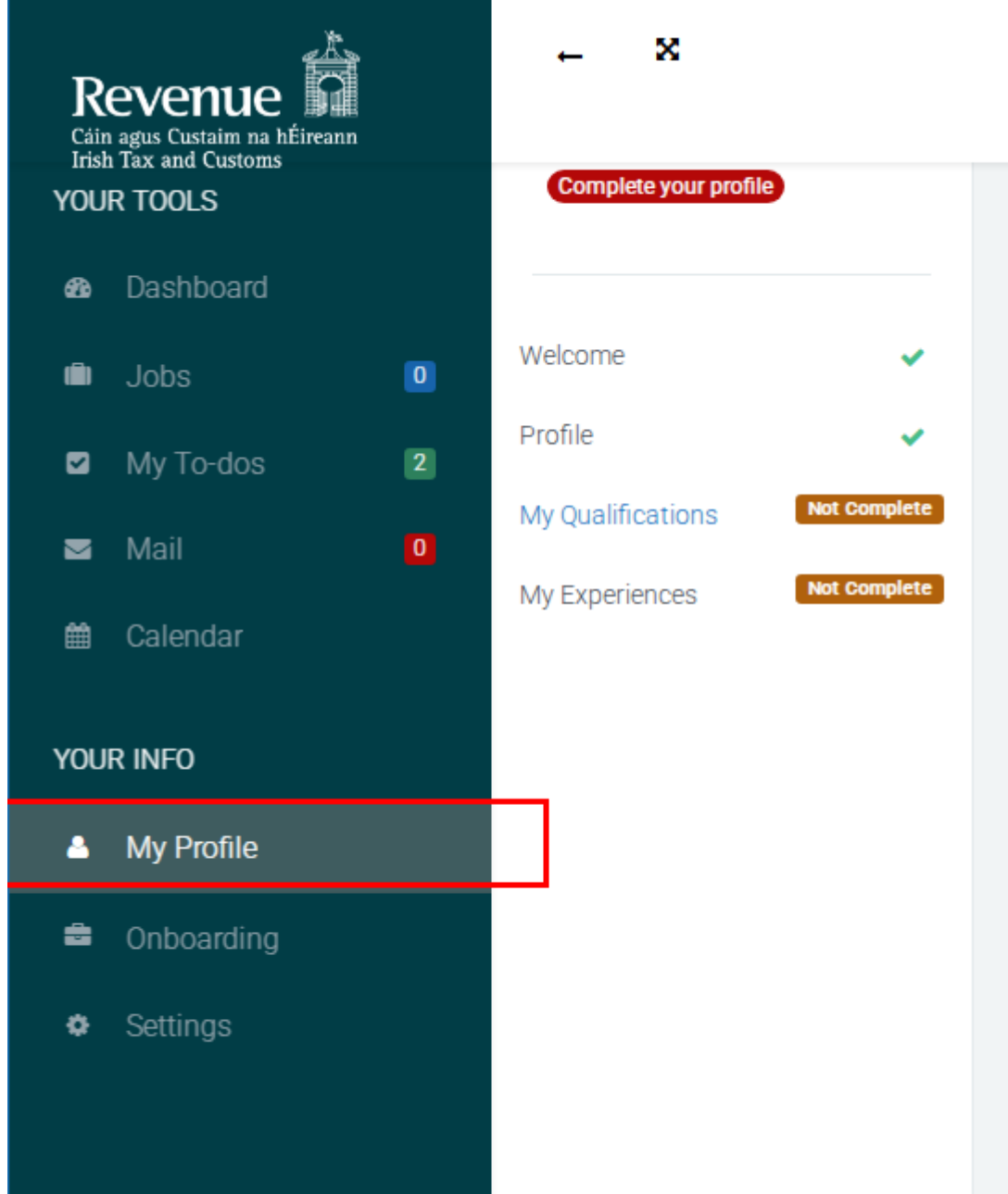
After submitting your details, you will have successfully created an account on the ATS.

Building your profile will be the next step and this can be completed anytime after your account is created.

To build your profile, you may proceed to input your qualifications and experience to date. All qualifications and experiences you add to your profile will transfer across to the application forms of all competitions you apply for through the ATS.

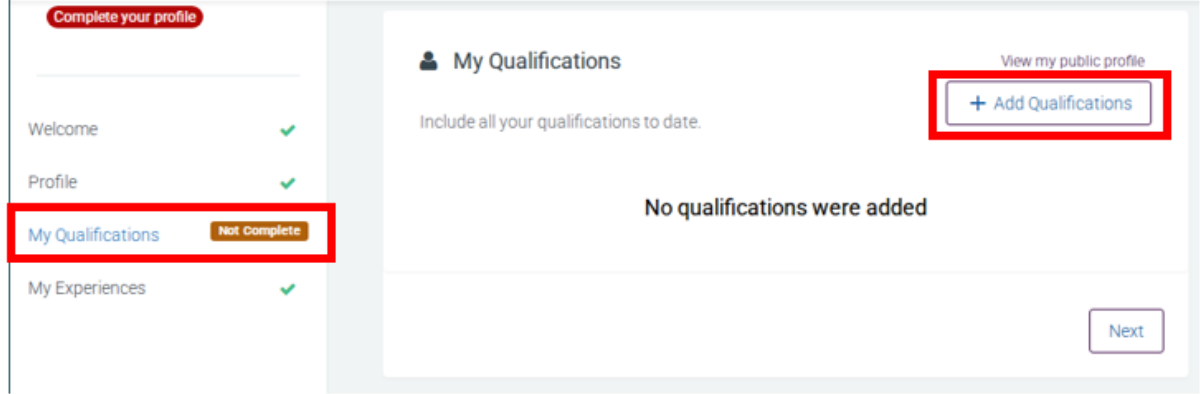
To complete or update your profile, on the green panel on the left side of the screen, under 'YOUR INFO' please proceed to press 'My Profile'.

1.9 ATS Homepage with red box indicating where users can select 'my profile' to input qualifications and experience to date

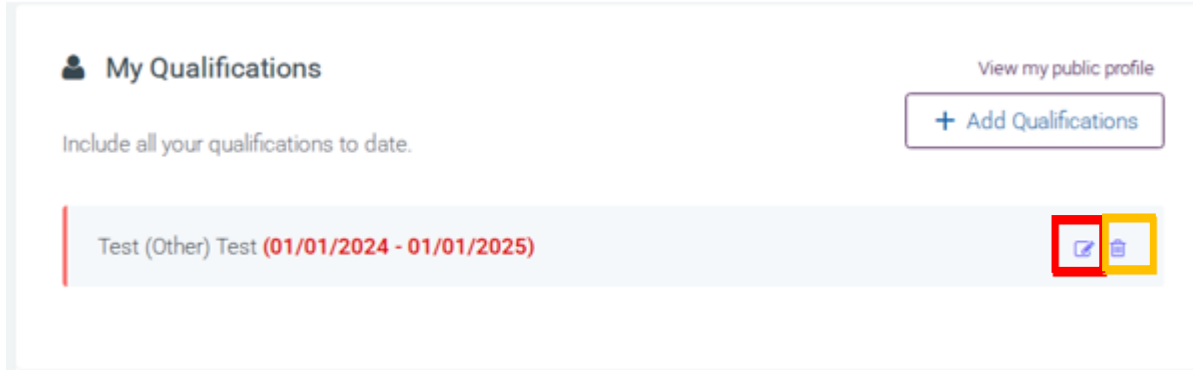


To input details of your qualifications to date, please select 'My Qualifications' on the left navigating panel, illustrated in image below. Please select '+Add Qualifications' button for each qualification you wish to add to your profile.

1.10 'My Qualifications' page where users can add details of qualifications to date, selecting the '+Add Qualifications' button to load a new input form for each qualification they wish to add.

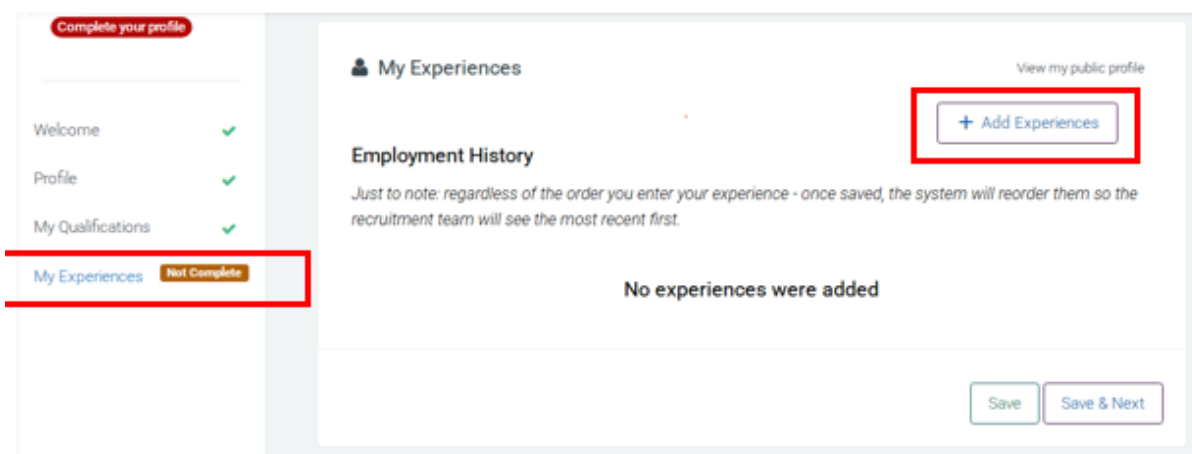


1.11 Fields available to users when adding qualifications to their profile



To add experiences from your career to your profile, please select 'My Experiences'

1.13 'My Experiences' page where users can add details of experiences in their career to date, selecting the '+Add Experiences' button to load a new input form for each experience they wish to add.



1.14 Fields available to users when adding experiences to their profile

Add Experience

×

* Fields must be filled

EMPLOYER *

Employer

JOB TITLE *

Job Title

INDUSTRY SECTOR *

Please Select

WORK ADDRESS *

Work Address

DESCRIPTION OF YOUR DUTIES *

B *I* U ~~ABC~~ **S** X^2 X_2 14 **A**

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TIME PERIOD *

dd/mm/yyyy

☰

dd/mm/yyyy

☰

☐ I am currently working here


REASON FOR LEAVING *

Reason for leaving

Dismiss

Save

1.15 To review any of your saved experiences on your profile, please select the note icon marked in the image below with a red box; please select the bin icon marked in the below image with an orange box to delete the qualification entry and remove from your profile.

 My Experiences


View my public profile


+ Add Experiences

Employment History

Just to note: regardless of the order you enter your experience - once saved, the system will reorder them so the recruitment team will see the most recent first.

Test, Test (- Present)





Save

Save & Next

Once you have added all relevant qualifications and experiences to your profile, this will transfer across to any application you complete for opportunities in Revenue advertised through the system.

Users are encouraged to revisit their profile periodically as well as when applying for jobs and ensure their profile is up to date.