

University College Cork

UCC ESS

Interview Panel Access

Version 2.0

Contents

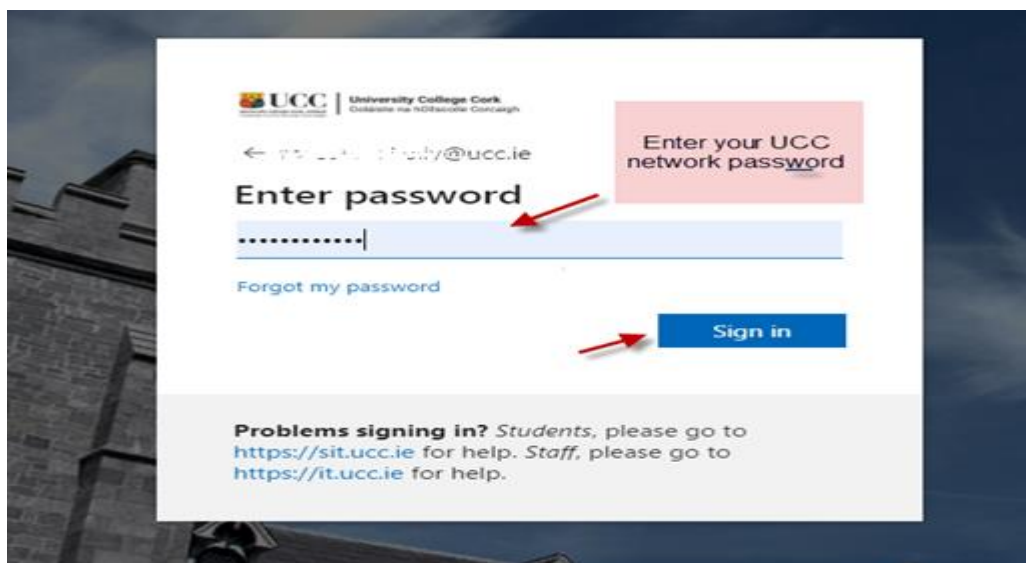
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How to Access UCC Employee Self Service (ESS)

1. Type the following URL into a web browser <http://www.ucc.ie/en/ess> This brings you to the main UCC Employee Self Service (ESS) webpage



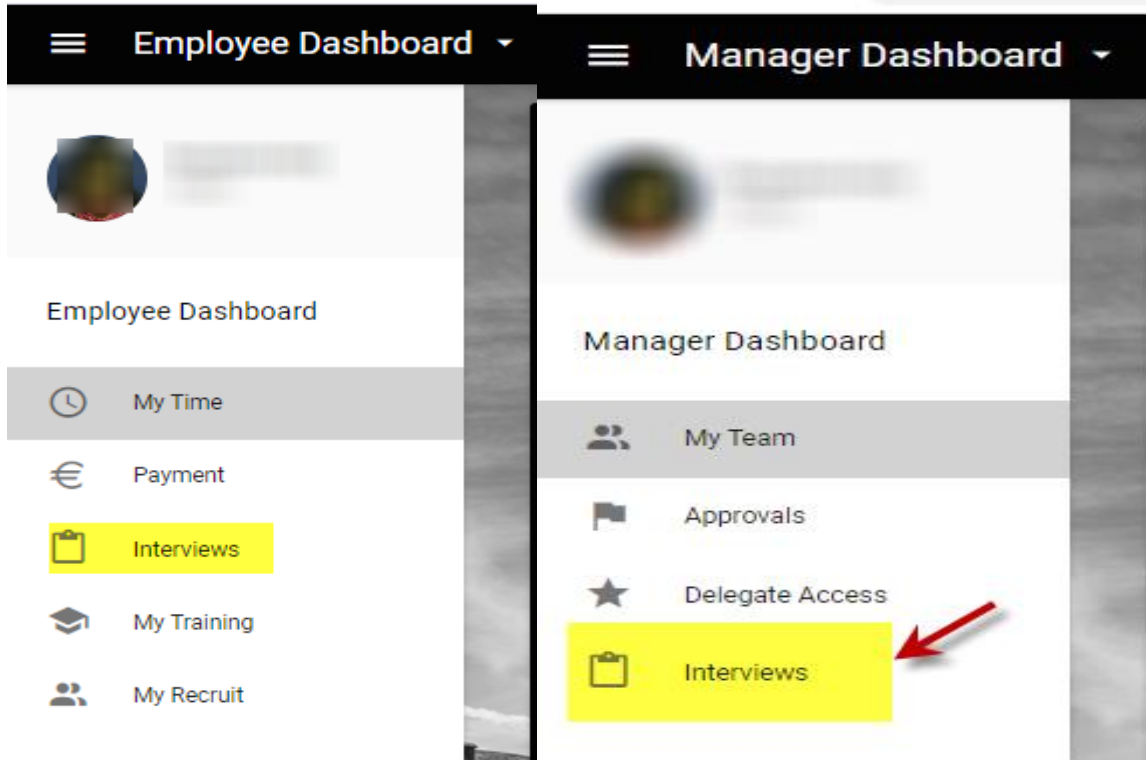
2. Click on **ESS Login**: This will open the Core Portal ESS@UCC login page. Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.



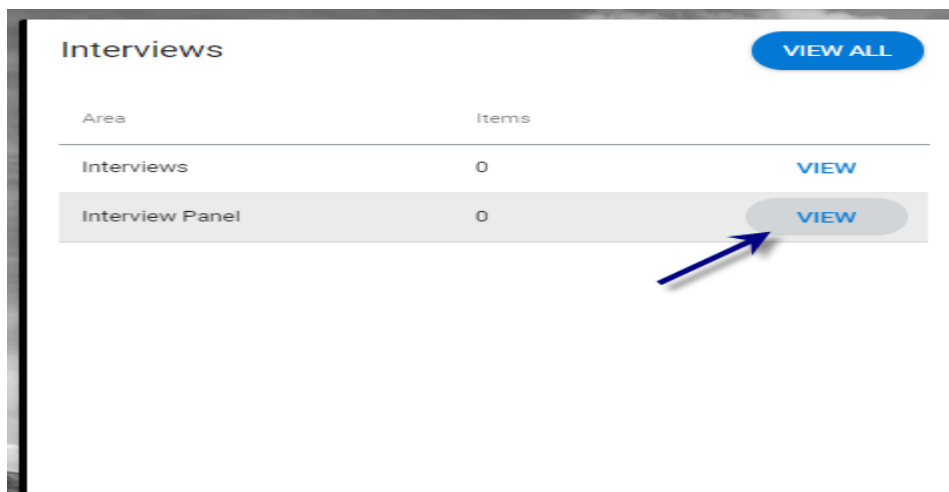
Interviews

View vacancy details as Internal Interview panel member

1. Once you have been selected as an Internal Interview panel member on a vacancy you can view the vacancy details on your own CorePortal/ESS account
2. Click on the Interviews tab to the left of the screen as highlighted below (note it is available on either Employee or Manager dashboard on the left handside menus)

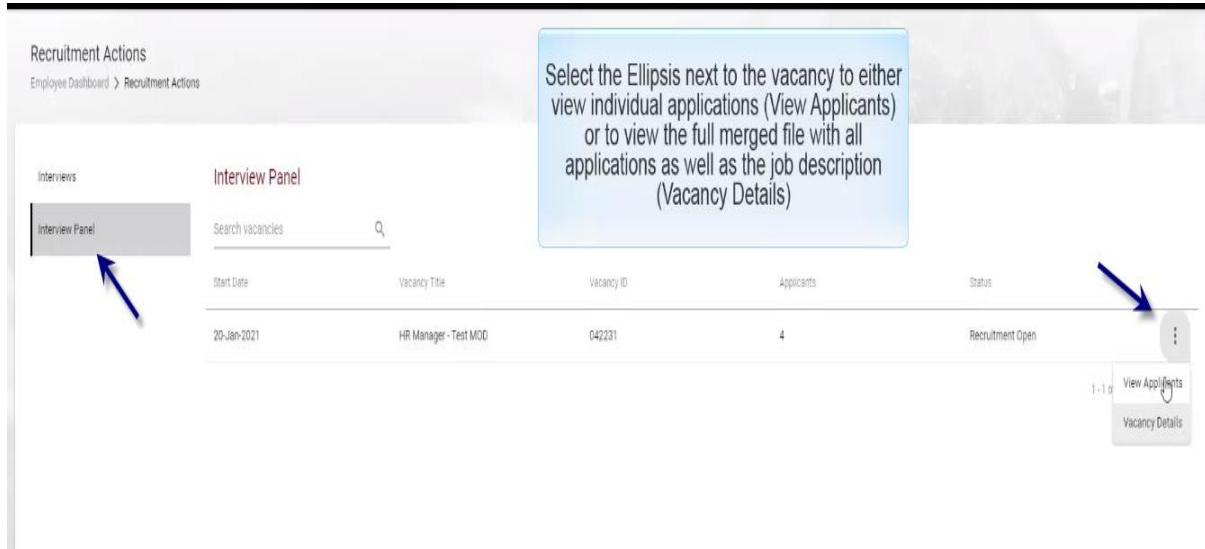


3. Click on 'View' next to the Interview panel option



4. From the Interviews screen you can view the following if you click on the Ellipsis next to the vacancy for which you are a board member

- a. View Applicants - view individual application details in real time once an application has been submitted for the vacancy
- b. Vacancy Details –Documents - view merged applications when all applications are submitted, i.e. on one file



- c. When you drill down to Vacancy Details, the Job description will open, select the Documents tab, then click on the Ellipsis next to the Merged document & download

