

# LCC Recruitment Portal

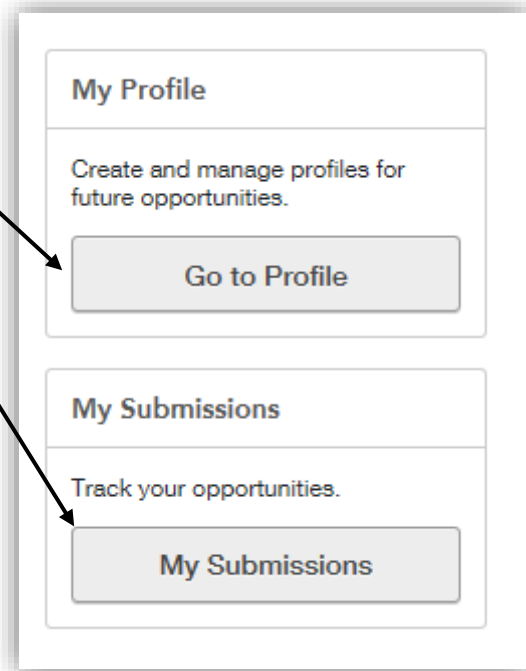
## Candidate Profile Guidance

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)



## Accessing the Login to the Candidate Profile

Your Profile can be accessed at any time via the LCC career site next to the job vacancies by selecting the following buttons to sign in.



When selecting either button you are presented with the following screen, this is also the same screen that appears when the Apply Now button under each vacancy is selected

Lancashire  
County  
Council

Jobs

Welcome. You are not signed in.

**JOB SEARCH**

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet click "New user" and follow the instructions to create an account. Please remember the password you created will be at least 8 characters and contain an uppercase, lowercase, numeric and special character. It won't contain more than 2 identical consecutive characters or contain your email address, first or last names.

*Mandatory fields are marked with an asterisk.*

Returning user

\*Email Address

\*Password

Login

[Forgot your user name?](#)  
[Forgot your password?](#)

Don't have an account?

New User

You can create a Profile at any stage, even before applying for a vacancy by selecting 'New User'.

For returning users just enter your email address and password.

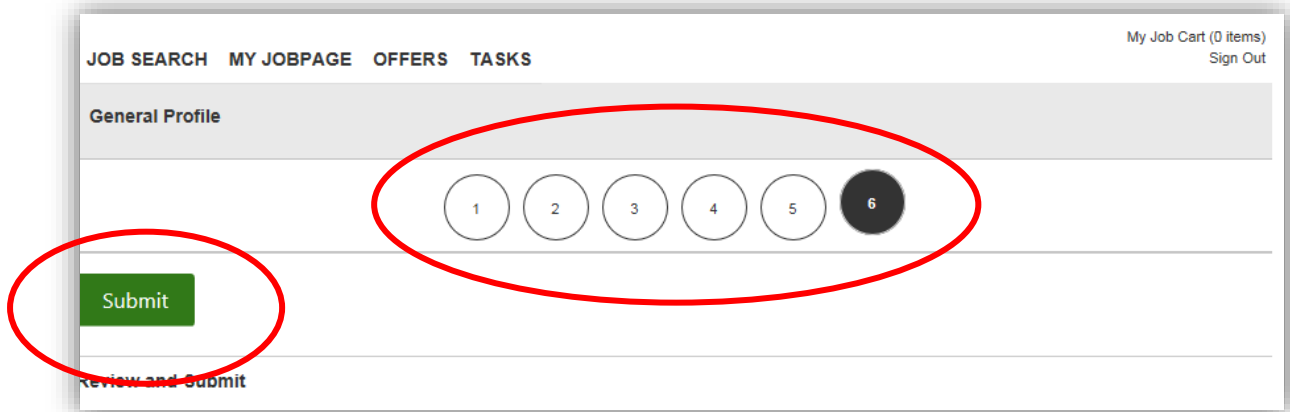
Any users who have forgotten their login details are advised to use the 'Forgot your user name?' or 'Forgot your password?' links provided. You are advised to check your junk and spam email folders as some email providers will treat auto generated password reset emails as junk/spam.

Please ensure when registering you use an email address that you can always access. If you forget your password you will need access to this email account to reset. The password reset email will contain an 'access code' and this will be your temporary password. After logging in with your temporary password you will be required to create a new password.

Please be aware that if you use a full stop as your special character in your password some mobile devices automatically input a space after a full stop, if this happens the space will count as one of your characters in your password.

## Candidates General Profile

When you first sign in to your profile you will have the opportunity to edit or add any information straight away.



Each page, shown at the top, contains general information about you that can be updated any time upon sign in.

- |        |  |
|--------|--|
| Page 1 | CV upload  |
| Page 2 | Personal information – Name, address etc.  |
| Page 3 | Employment/Work History and Education (the Education section won't appear on guided applications see below for more information) |
| Page 4 | Employment preferences   |
| Page 5 | A Review of all details entered  |

Once you have made changes, if applicable, select submit.

If no changes have been made you can carry on to access your profile as normal using the tabs at the top of the page.

When you apply for a job you will be required to answer some initial questions. Please read and answer these questions carefully as choosing the wrong answer could result in you being automatically disqualified from the job.

In addition, some of our jobs use guided application forms. The guided application requires the candidate to answer a set of job specific questions instead of submitting a supporting statement or CV. If any of our guided application jobs require a qualification this will be asked as a question and, therefore, there will be no option to list your education history.

## Candidate Profile Tabs

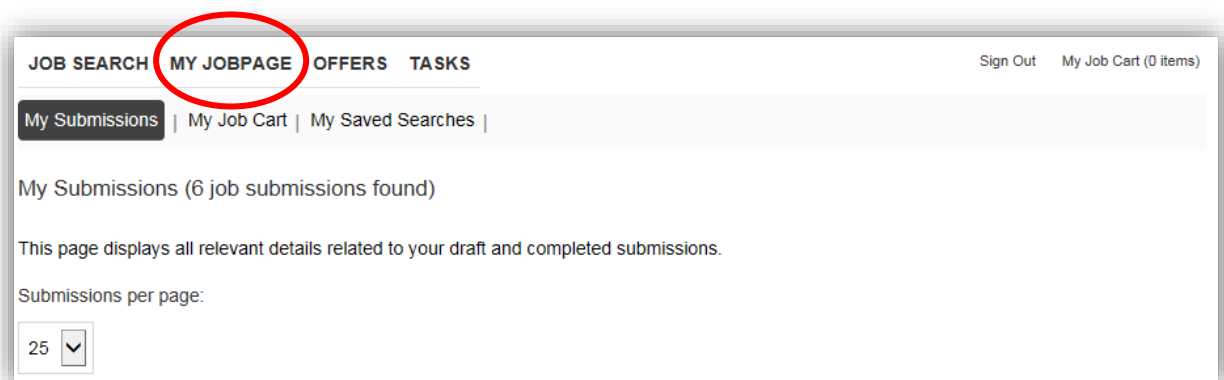


Within the Candidate Profile the above tabs are available and contain information regarding your applications, advert details, job offers and new starter tasks.

The Job Search tab takes you back to the career site so you can continue your search for jobs.

## My Job Page

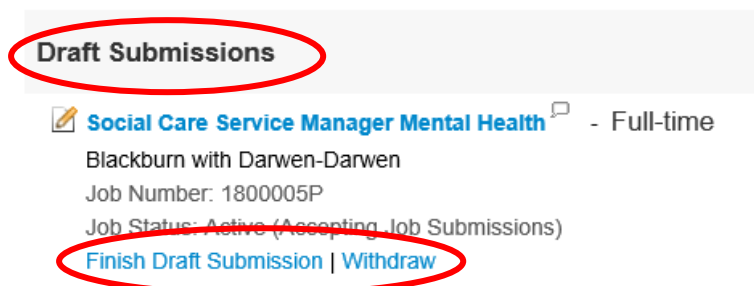
The 'My JobPage' tab will take you to a list of all of the Job Submissions you have made or started so far, regardless of status.



Your Job Submissions will be separated into Draft Submissions and Completed submissions.

There is also a withdrawn submissions section if any have been withdrawn. Withdrawn submissions can be edited and resubmitted as long as the job hasn't closed.

You are able to withdraw Draft Submissions at any time, however once the application has been submitted, and the vacancy has closed, you can no longer edit it. To continue with a draft submission use the 'Finish Draft Submission' option.



Once the closing date of the job has passed you can no longer edit draft submissions, you will only have the option to view or withdraw what you started.

### Draft Submissions

 **Cleaning Operative**  - Full-time  
Wyre-Garstang  
Job Number: 1800000M  
Job Status: Active (Accepting Job Submissions)  
[View Submission | Withdraw](#)



For completed submissions you can view/edit or withdraw the submission at any point prior to the job closing. If you edit the submission you must remember to re-submit before the job closes.

### Completed Submissions

 **Business Support**  - Full-time  
Preston  
Job Number: 1900001S  
Job Status: Active (Accepting Job Submissions)  
Submission Status: [Application Received](#) – Updated: 14.01.2019  
[View/Edit Submission | Withdraw](#)

When the closing date has passed you will only be able to view or withdraw your completed submission.

### Completed Submissions

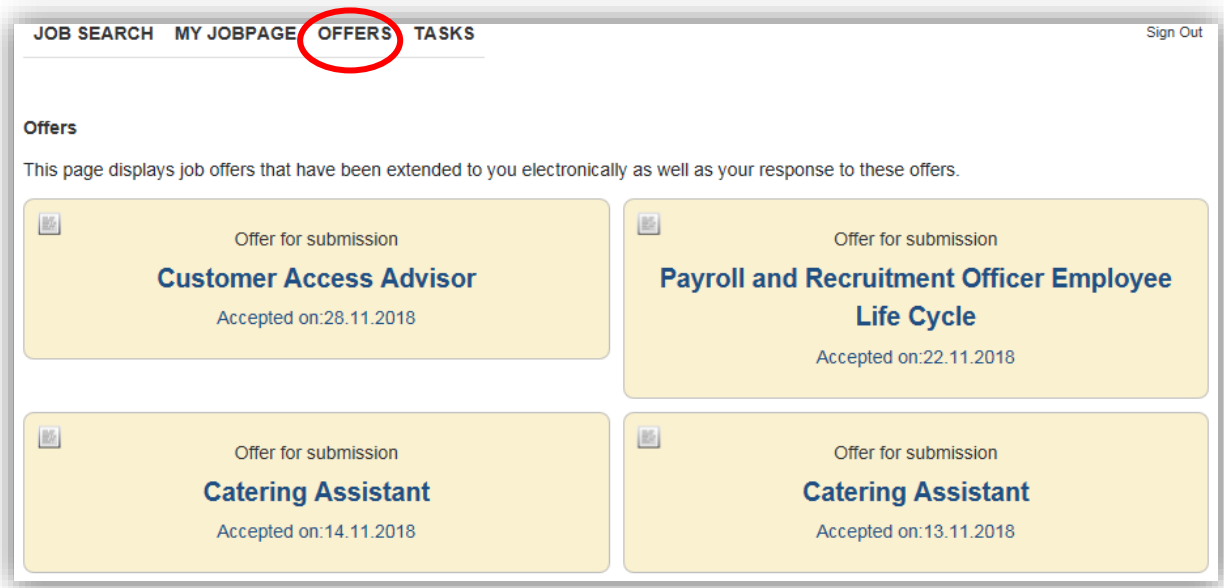
 **ICT Engineer/Designer**  - Full-time  
Preston-Preston City  
Job Number: 1800007Q  
Job Status: Active (Accepting Job Submissions)  
Submission Status: [Progress to Interview](#) – Updated: 29.11.2018  
[View Submission | Withdraw](#)

For each job, various information will be displayed regarding your application so that you can see the submission status of your application, i.e. if you are unsuccessful or your job is still in the process (Active).

By clicking on the job title you will be able to view the Job Details and role profile regardless of posting status. Therefore, if you need to prepare for an interview, you can visit the vacancy via My Submissions to go over the details in preparation.

## Offers

The 'Offers' tab will show all the conditional job offers that have been made to you and the date on which the offer was accepted.



The screenshot displays a user interface with a navigation bar at the top containing 'JOB SEARCH', 'MY JOBPAGE', 'OFFERS', and 'TASKS'. The 'OFFERS' tab is circled in red. In the top right corner, there is a 'Sign Out' link. Below the navigation bar, the page is titled 'Offers' and includes a descriptive sentence: 'This page displays job offers that have been extended to you electronically as well as your response to these offers.' The main content area features four yellow cards, each representing a job offer. Each card contains a document icon, the text 'Offer for submission', a bolded job title, and the date it was accepted.

Job Title	Accepted on
Customer Access Advisor	28.11.2018
Payroll and Recruitment Officer Employee Life Cycle	22.11.2018
Catering Assistant	14.11.2018
Catering Assistant	13.11.2018

Clicking on the job title will open a copy of the conditional contract. This will always be available on your candidate profile. Recruitment Services will also download this document from the recruitment portal and save to the successful candidates HR file.

## Tasks

The 'Tasks' tab is where you will have tasks to complete during the Onboarding process and before the conditional offer can be converted to an unconditional offer.

The screenshot displays the 'Tasks' tab in a web application. The navigation menu at the top includes 'JOB SEARCH', 'MY JOBPAGE', 'OFFERS', and 'TASKS', with 'TASKS' circled in red. Below the navigation, the page title is 'Tasks' and a subtitle reads 'This page displays groups of tasks that are assigned to you.' The main content area lists five job titles, each with a progress bar and completion status:

Job Title	Tasks Completed	Total Tasks
WPEH Business Support Officer	6 of 6	6
Unit Catering Supervisor 6	9 of 10	10
Executive Director of Education and Children's Services	5 of 5	5
WPEH Business Support Officer	6 of 6	6
Catering Assistant	1 of 6	6

Selecting the job title will take you to the tasks that have been completed and the tasks that are still outstanding.

The progress is highlighted on the right hand side to show how many tasks are left for you to complete.

The further along the process, more tasks will be allocated to you.

Email alerts will be sent to you to highlight a task that requires completion.