

UJ CAREER WIZ MANUAL

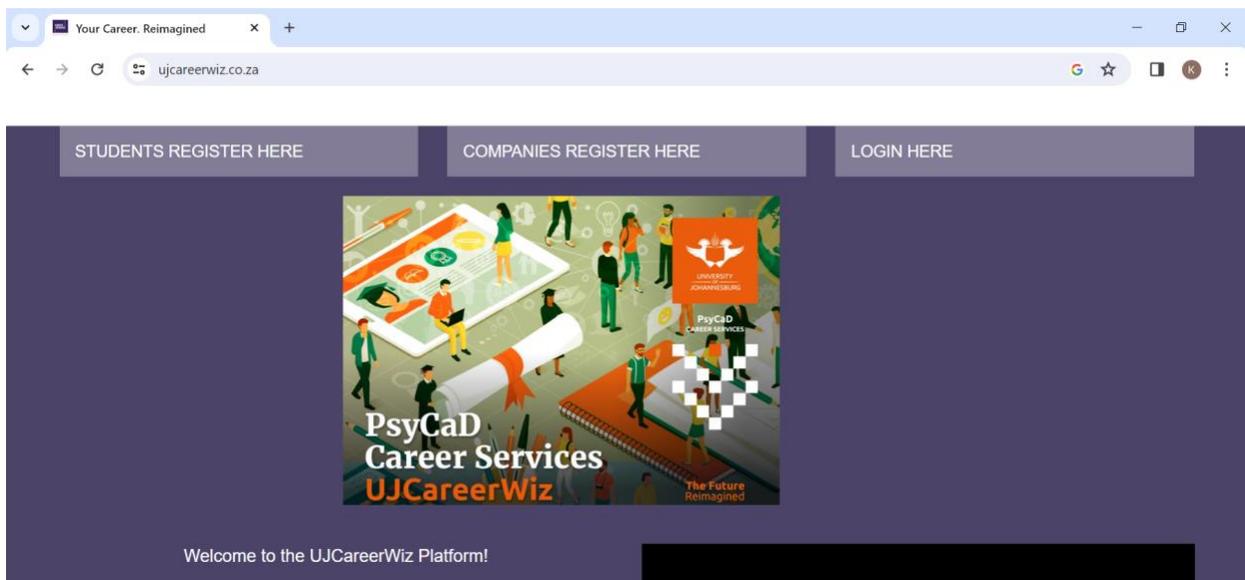
PURPOSE

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.

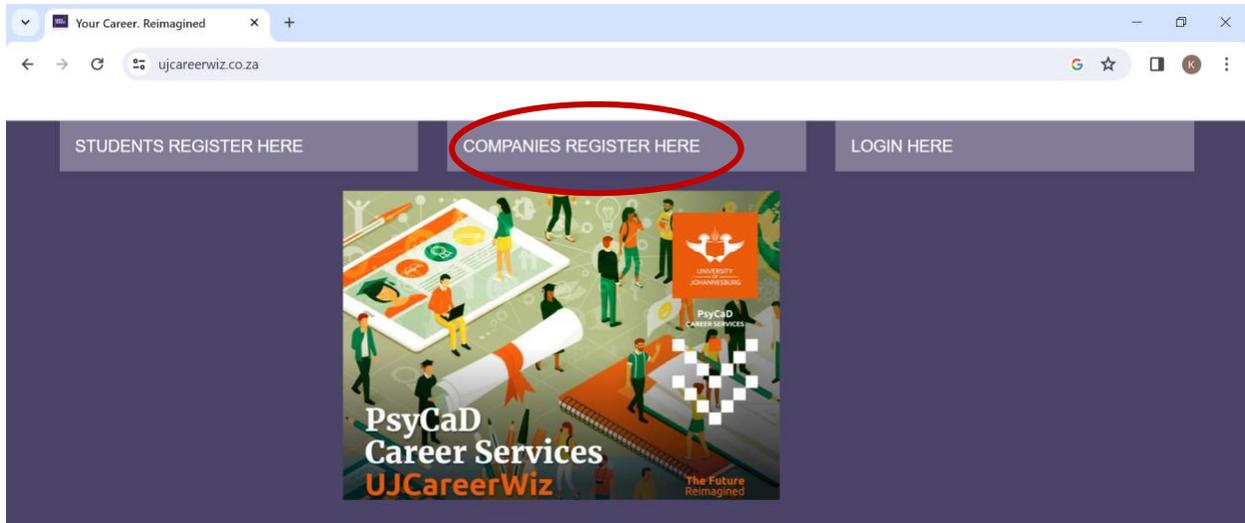
DEPARTMENT REGISTRATION AND USE OF THE PLATFORM

Step 1: Create a department profile on Career Wiz

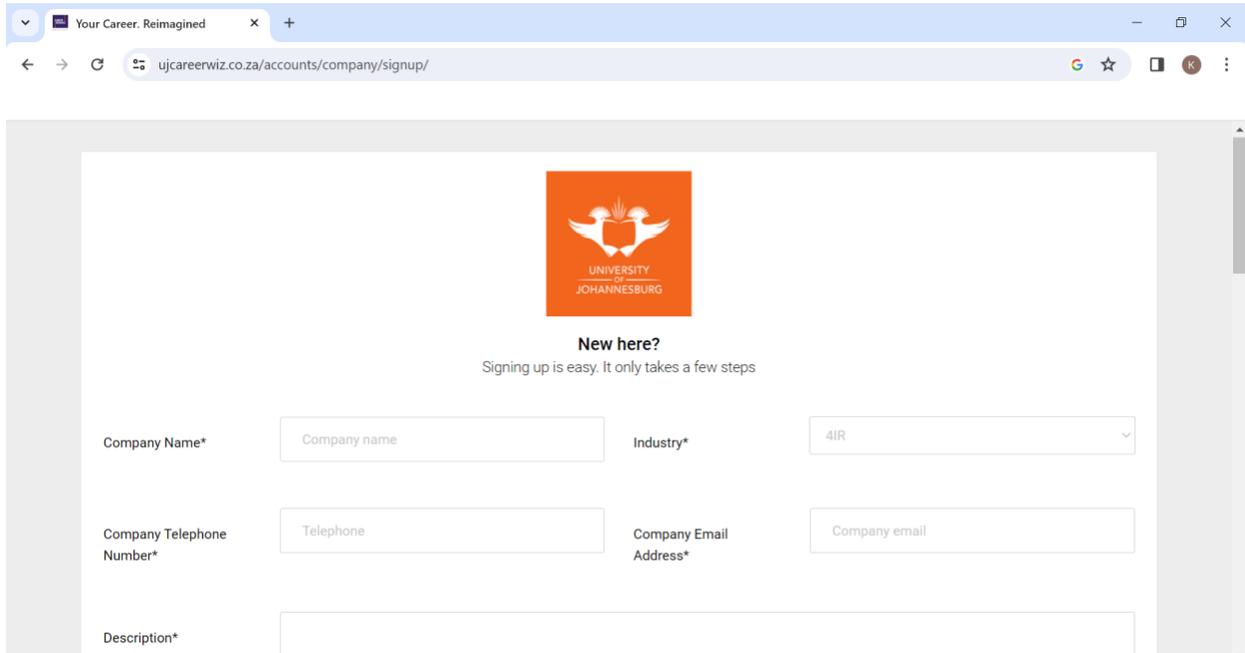
- Go to <https://ujcareerwiz.co.za/>



- Click on [Companies Register Here](#)



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



- Complete the consent and sign up.

City / Suburb* Street Address

POPI Compliance / Privacy Notice

- I give UJCareerWiz consent to collect and process my information.
- The company bio, website and telephone details will be displayed to students but your personal information will not.
- UJCareerWiz will not share my personal information with any 3rd party.
- I can delete my account and information from UJCareerWiz at any point I want to.

Sign Up

Already have an account?
[Login here](#)

- A notice of successful registration will appear.

Successfully added company

Successfully saved primary contact person, you will receive an email with your username and password shortly


New here?
Signing up is easy. It only takes a few steps

CENTRE FOR PSYCHOLOGICAL SERVICES AND CAREER DEVELOPMENT

- 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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[Sign Up](#)

Already have an account?
[Login here](#)

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

UNIVERSITY OF JOHANNESBURG

Hello! let's get you logged in
Sign in to continue.

Email address

Password

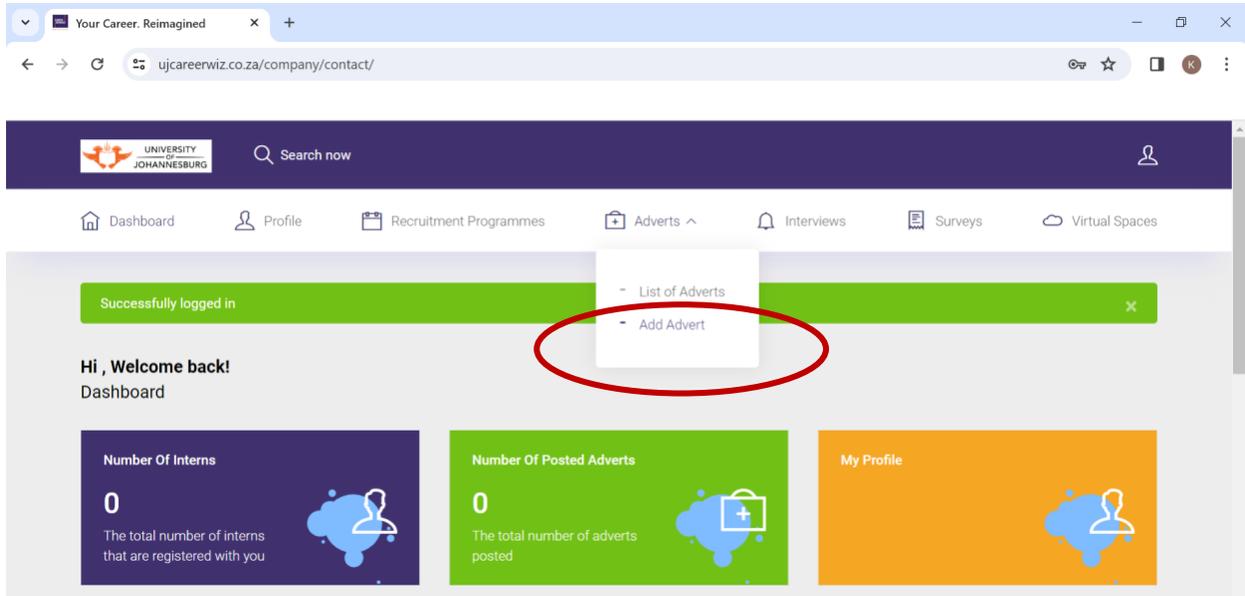
[Log In](#) [Forgot Password](#)

- You are now able to access the company profile.

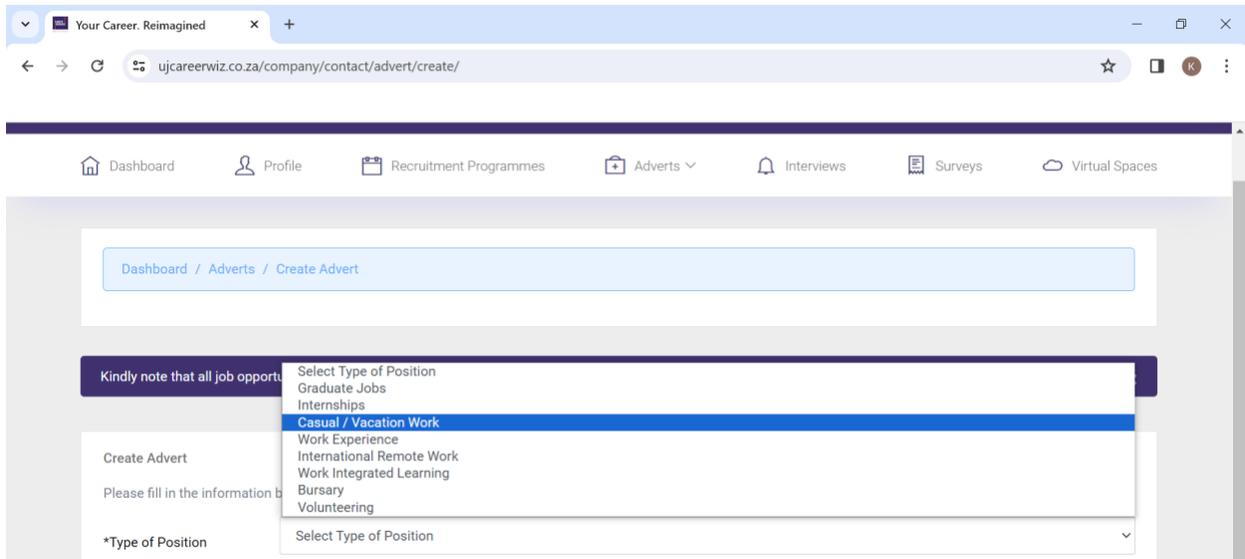
DEPARTMENT REGISTRATION AND USE OF THE PLATFORM

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.



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

The screenshot shows the 'Create Advert' form in a web browser. The form includes the following fields:

- *Type of Position: Casual / Vacation Work
- *Package Pricing for Type: Unlimited advertisements for the current year - R 0 (highlighted with a red circle)
- *Job Title: Student Assistant
- *Industry: Education Other

- 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**.

The screenshot shows the 'Create Advert' form in a web browser. The form includes the following fields:

- *How to Apply: Send your CV to (type in name of contact in department, AND provide email address of contact person). (highlighted with a red circle)
- Link: If the department has created a google form or separate website for applications etc., then type this link in here, if not, LEAVE BLANK. (highlighted with a red circle)

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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 screenshot shows a web browser window with the URL ujcareerwiz.co.za/company/contact/advert/create/. The page features a navigation bar with links for Dashboard, Profile, Recruitment Programmes, Adverts, Interviews, Surveys, and Virtual Spaces. The main content area contains a form with the following fields:

- *Departments:** A dropdown menu with "Department of Marketing Management" selected.
- Year Level:** A dropdown menu with "Year 4" selected.
- Degree:** A dropdown menu with "Bachelor of Science" selected.
- File/Poster:** A file upload area with a "Choose File" button and the text "No file chosen".

At the bottom of the form, there are two buttons: "Submit" (highlighted with a red circle) and "Cancel".

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

The screenshot shows a web browser window with the URL ujcareerwiz.co.za/company/contact/adverts/. The page features a navigation bar with the University of Johannesburg logo, a search bar, and links for Dashboard, Profile, Recruitment Programmes, Adverts, Interviews, Surveys, and Virtual Spaces. The main content area displays a confirmation message:

Dashboard / Create Advert / Adverts

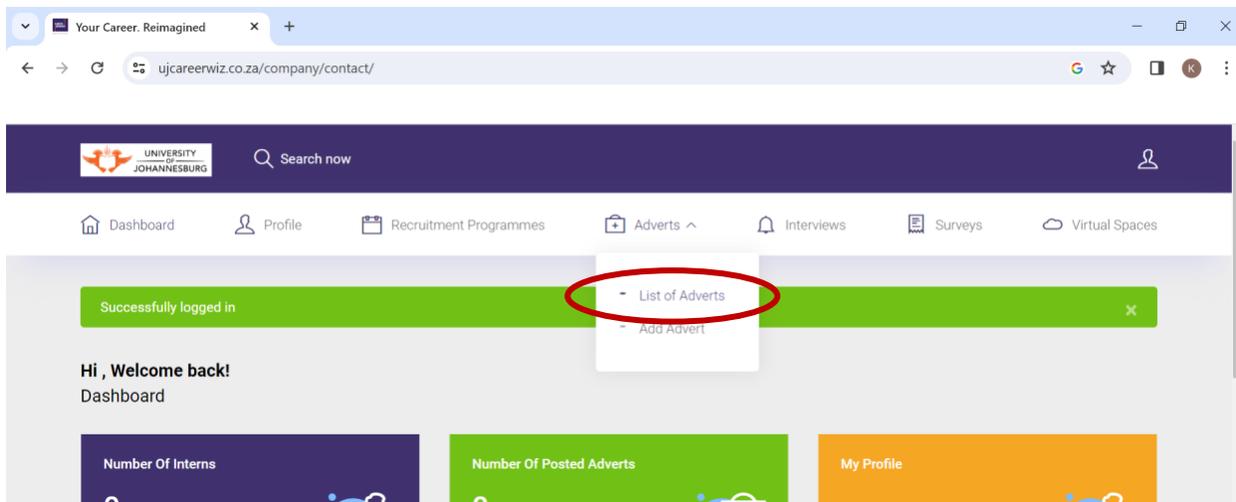
Thank you for posting your opportunity, it will be approved in due course

Kindly note that all job opportunities placed from 1 December 2022, will be activated in January 2023.

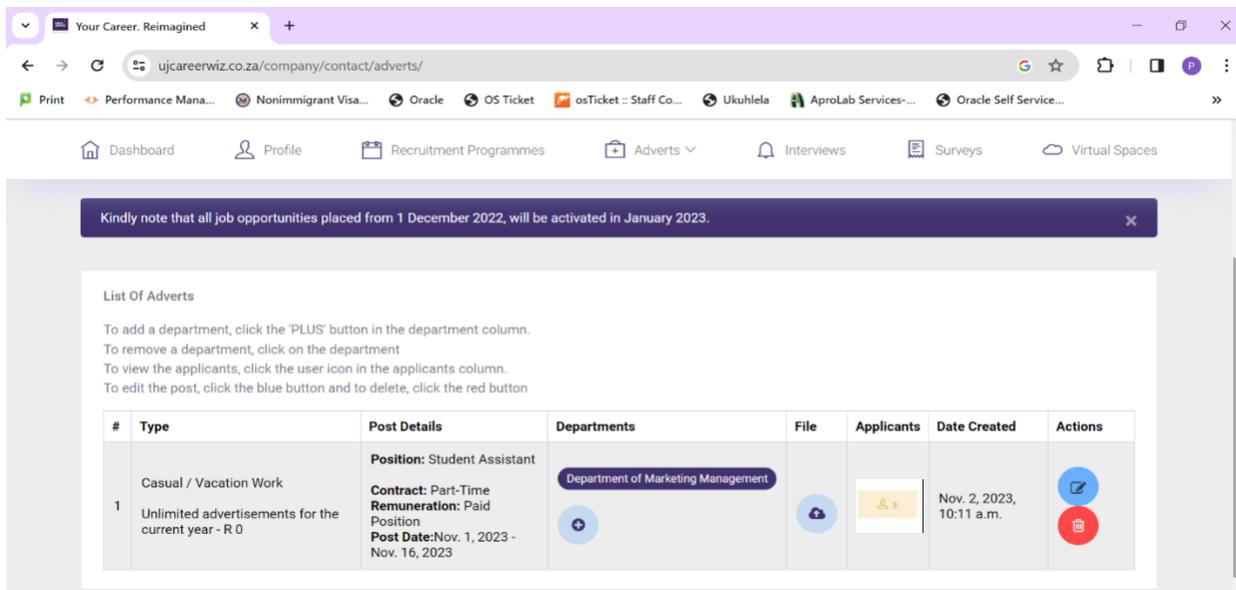
DEPARTMENT REGISTRATION AND USE OF THE PLATFORM

Step 3: Retrieve applicant information

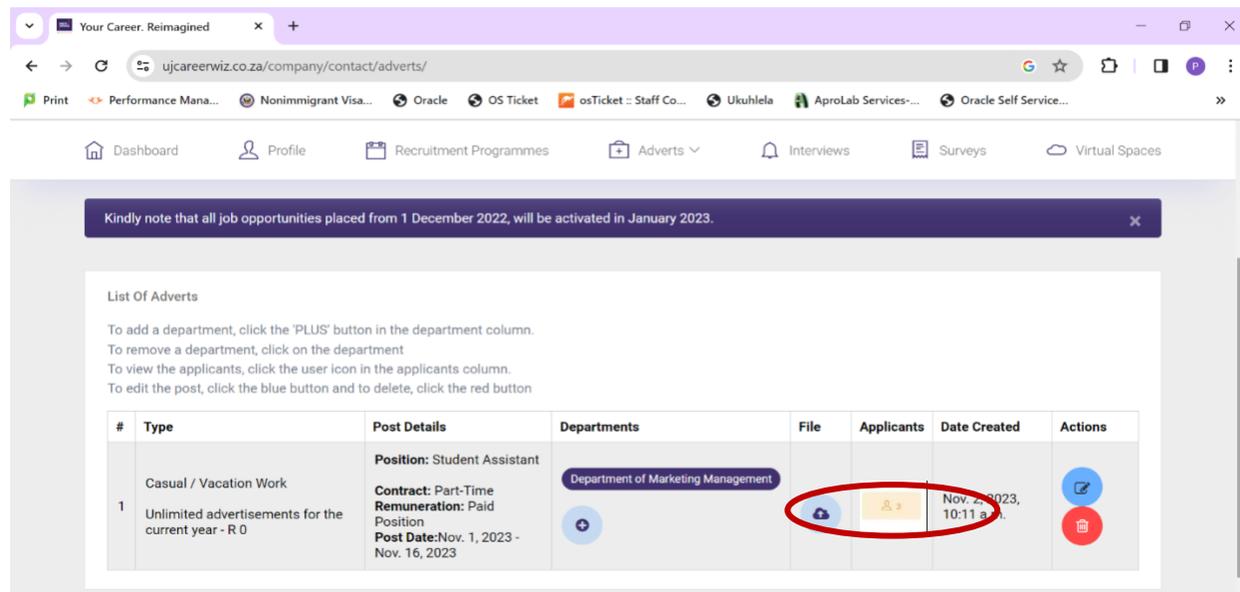
- Once the closing date for applications has been reached, log onto your profile.
- Go to the Adverts tab and click on 'List of Adverts' to see your advert and the applicants.



- 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.



- 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.

