



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

WELCOME TO THE TUSLA RECRUITMENT HIRING PORTAL

Please find enclosed an overview on how to complete your profile and apply for a position with Tusla.

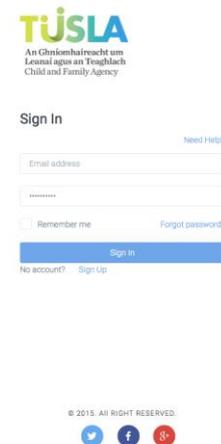
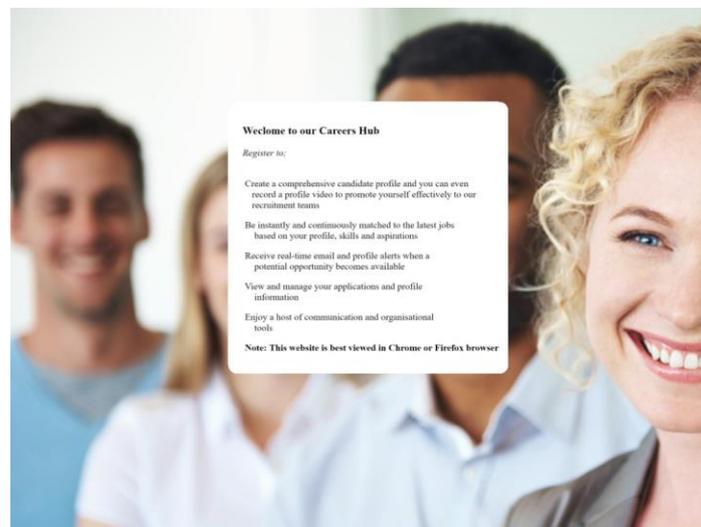
******Please use one of the following compatible browsers to ensure full system functionality:-
Internet Explorer 11; Google Chrome; Firefox and Safari******

If you have any queries please contact the Tusla recruitment team;
tuslarecruit@tusla.ie

If you have any technical difficulties please contact our
technical support team: support@thehirelab.com

First Step: Logging into your Portal

1. Log into your portal at tusla-candidate.wizzki.com
1. Enter your email address, your chosen password and Click Log on
2. Once you have signed in, you will be brought to your Dashboard
3. If you forget your password at any stage, simply click the Forgot your password? link & follow the steps.



Using the Portal: DASHBOARD

YOUR TOOLS

- Dashboard
- Jobs **1**
- My To-dos **0**
- Mail **2**
- Calendar

YOUR INFO

- My Profile **100%**
- Onboarding
- Settings

Dashboard

Welcome, George

Tusla - Child & Family Age...

George Seinfeld

Profile Status 100 %

Edit Profile

Who We Are...

Live Jobs **2** View All

- 10/8/2016sample-2 (closing -) Company: tusla in Cork, Ireland
- Test_job6 (closing -) Company: tusla in India
- sanity_june16_02 (closing 23/06/2016 - Closed) Company: tusla in Dublin, Ireland
- Sanity02 (closing 24/06/2016 - Closed) Company: tusla in Cork, Ireland
- sanity01 (closing 30/08/2016 - 17 Day(s)) Company: tusla in Cork, Ireland

Messages **2 New** **3** View All

There are 3 tabs within the main screen for you to use;

1. Your Dashboard displays recent (1) **Profile** i.e.- Educational, work experience etc
2. To the right are all your (2) **Live Jobs**. Click to go direct. Or click the Job Title to see the job details.
3. On the bottom left is your (3) **Messages** which will display any mail you have received regarding applications you have submitted

Using the Portal: APPLYING TO A ROLE

YOUR TOOLS

- Dashboard
- Jobs 5
- My To-dos 0
- Mail 2
- Calendar

YOUR INFO

- My Profile 100%
- Onboarding
- Settings

Job Pages

- Live Jobs 5 **2**
- Matched Jobs 5
- Applied Jobs 0
- Closed Jobs 0

Last login time: Fri Aug 12, 2016 13:01 Help English

Live Jobs

All Locations All Categories SEARCH (e.g. Sales)

Name 1	Office	Reference no.	Job Type	
10/8/2016sample-2	Cork, Ireland	xcbxcvbxc	Per-Day	Apply Now 3
Test_job6	India	Ref_T_1	Per-Day	Apply Now
sanity_june16_02	Dublin, Ireland	ref001100	Per-Day	Apply Now
Sanity02	Cork, Ireland	ref0004	Per-Day	Apply Now
sanity01	Cork, Ireland	ref00003	Per-Day	Apply Now

1

Within the Job Details Page –

- To access your available jobs.
- This menu allows you to view: (a) Live jobs (b) jobs that you match the criteria for © jobs that you have applied for and (d) closed jobsthat you have applied for.
- To apply to any live jobs select the “Apply now” tag beside the job listing.

Using the Portal: Candidates To-Do List

The screenshot shows the TUSLA portal interface. On the left, a dark sidebar contains navigation options under 'YOUR TOOLS' (Dashboard, Jobs, My To-dos, Mail, Calendar) and 'YOUR INFO' (My Profile, Onboarding, Settings). The 'My To-dos' option is highlighted with a red octagon containing the number '1'. The main content area is titled 'To-Do List' and features a white card with a checked 'To Do List' header. Below the header, a task is listed: 'You have a video due to record for Tusla_May24_1'. This task includes a 'View details' button, a date 'Mon Aug 15, 2016 15:21', and a 'Tips' button. The 'Tips' button is highlighted with a red octagon containing the number '2'. The top right of the page shows the user's last login time, help options, language settings, and notification icons.

To complete any tasks assigned to you:-

1. To access any tasks select your To-Do list.
2. Any tasks allocated will appear here to be completed.

Using the Portal: Messages

The screenshot shows the Tesla portal interface. On the left, there is a dark navigation menu with the following items: Dashboard, Jobs, My To-dos, Mail (highlighted with a red circle and the number '1'), and Calendar. Below these are 'YOUR INFO' items: My Profile (100%), Onboarding, and Settings. The main content area shows the 'Inbox' view. The 'Inbox' label is highlighted with a red circle and the number '2'. The inbox contains a list of messages from the Tesla Recruitment Team, including updates on Education Welfare, General Information, and Job Application Confirmation. The top right of the page shows the user's last login time (Mon May 16, 2016 21:21), a Help link, and a language selector set to English. A notification icon with the number '12' is also visible.

Viewing all messages

1. Select Mail from your main menu to view all messages.
2. A full list of messages will be displayed in your inbox.

Using the Portal: Completing your profile

The screenshot displays the TUSLA portal interface. On the left is a dark sidebar menu with 'YOUR TOOLS' (Dashboard, Jobs, My To-dos, Mail, Calendar) and 'YOUR INFO' (My Profile, Onboarding, Settings). The 'My Profile' item is highlighted with an orange octagon containing the number '1'. The main content area shows a 'Your Profile' page for 'Tom Gibson'. At the top left of this page, 'Profile Strength' is shown as 100% with a green bar and an orange octagon containing the number '2'. Below this is a checklist of profile sections, all marked with green checkmarks: Welcome, Profile, My Qualifications, My Experiences, My Notes, My Documents, and Additional Questions. The profile details include a placeholder for a profile picture, a 'Download Profile' button, and a 'PROFILE VIDEO' section with a 'No Video' placeholder. Personal details listed are: Location: Ireland, Contact Number: 0875647381, Email: goddy34@yahoo.ie, Primary Citizenship, Gender: Female, and Date of Birth. A 'Qualifications' section is partially visible at the bottom.

Completing a candidates profile:-

1. From your main menu select my profile.
2. Complete all sections in your profile until your profile strength to 100%

Next Steps...

Best of luck with your application and if you have any further queries please contact the Tusla recruitment team.

EMAIL the team on tuslarecruit@tusla.ie

If you have any technical difficulties please contact our technical support team:
support@thehirelab.com
