

Launching Online Recruitment

About the new Online Recruitment System

The Education Authority's online recruitment system is a cloud-based system that can be accessed by users on demand via the Internet. This online recruitment system is now compatible with mobile devices which will now allow you to carry out tasks such as requisition and candidate management.

As with all cloud-based systems, this application will be subject to mandatory upgrades and users will be kept informed of any changes may impact the user experience.

Launching the new Online Recruitment Centre

The recommended browser for this application is Google Chrome.



To access the online recruitment centre, enter the following URL into your browser:

<https://eani.taleo.net>

Tip: If you are viewing this guide electronically, you can access the website from this document by holding **Ctrl** on your keyboard and clicking on the aforementioned URL.

The following screen will appear:



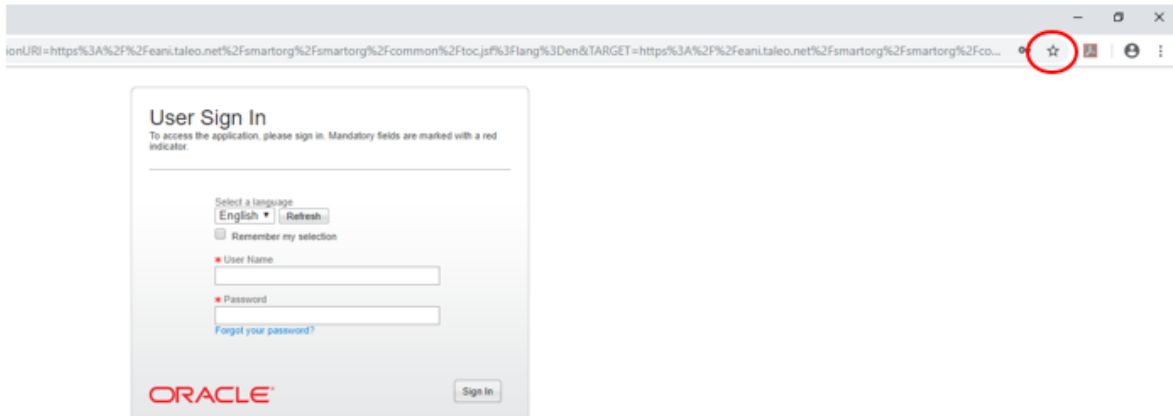
The screenshot shows a 'User Sign In' page. At the top, it says 'User Sign In' and 'To access the application, please sign in. Mandatory fields are marked with a red indicator.' Below this, there is a language selection dropdown set to 'English' with a 'Refresh' button next to it. A checkbox labeled 'Remember my selection' is present. There are two input fields: one for 'User Name' and one for 'Password', both marked with a red asterisk. A blue link 'Forgot your password?' is located below the password field. At the bottom right, there is a 'Sign In' button. The Oracle logo is visible at the bottom left of the page.

Adding a Webpage as a Favourite page

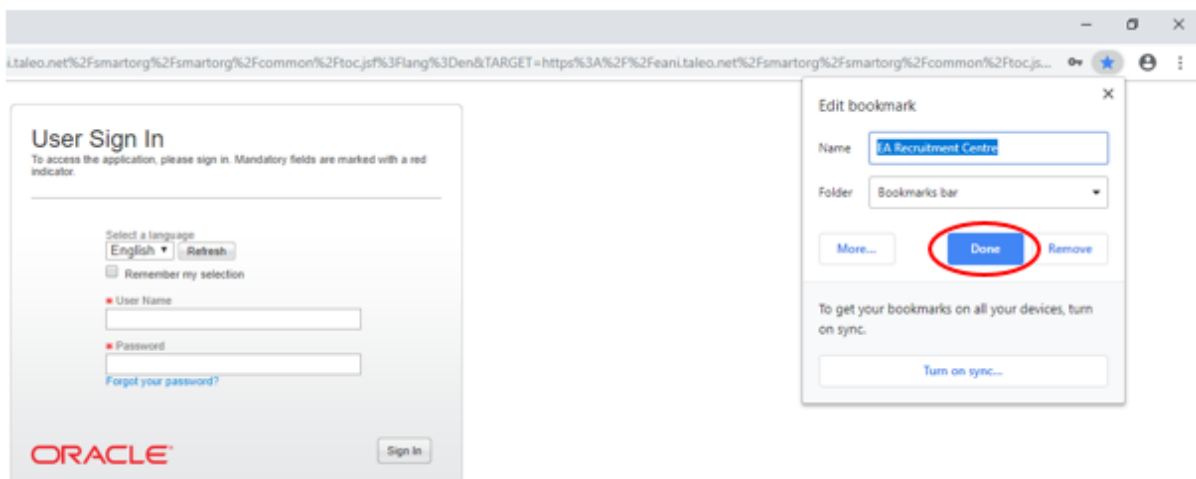
Frequent users may find it beneficial to bookmark this URL to their browser favourites for quick and easy access. You can do this as follows:

Via Google Chrome:

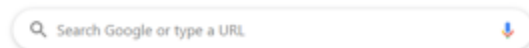
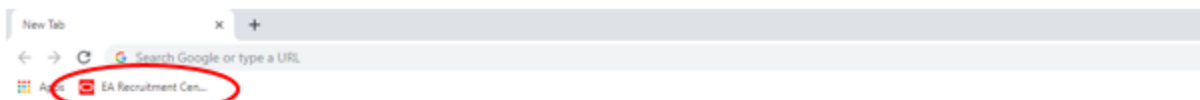
Click on the **star icon** on the top right of the screen:



Re-name the link so that it is easily identifiable and click the **Done** button:

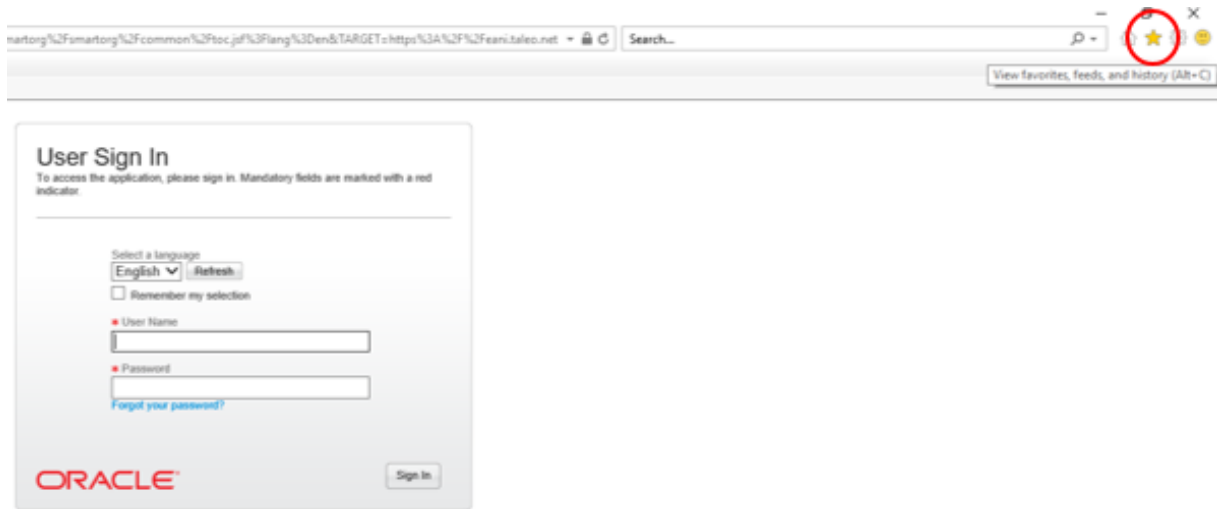


When you next launch Google Chrome, the website will now be bookmarked at the top of your browser for quick and easy access in the future:

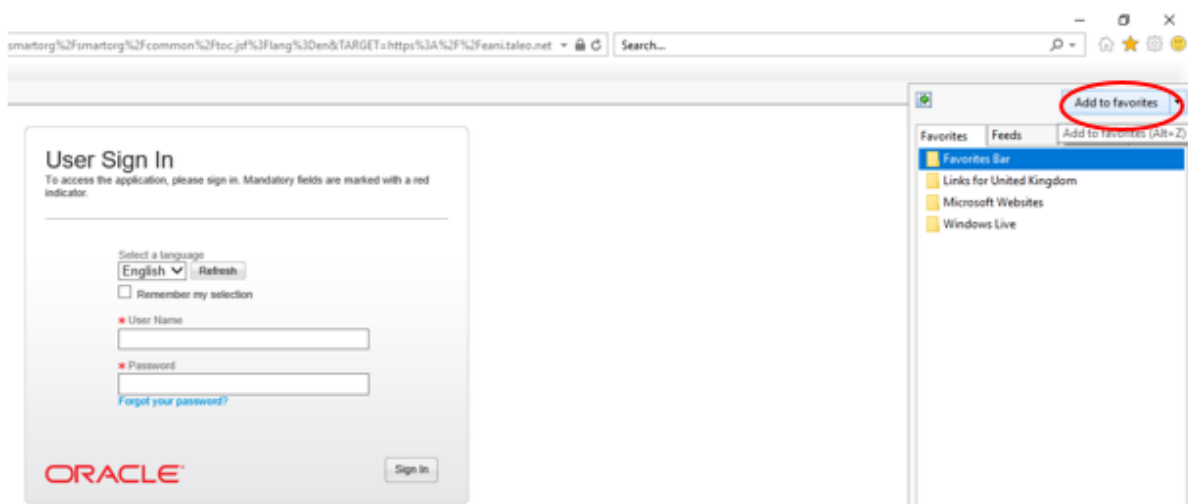


Via Internet Explorer:

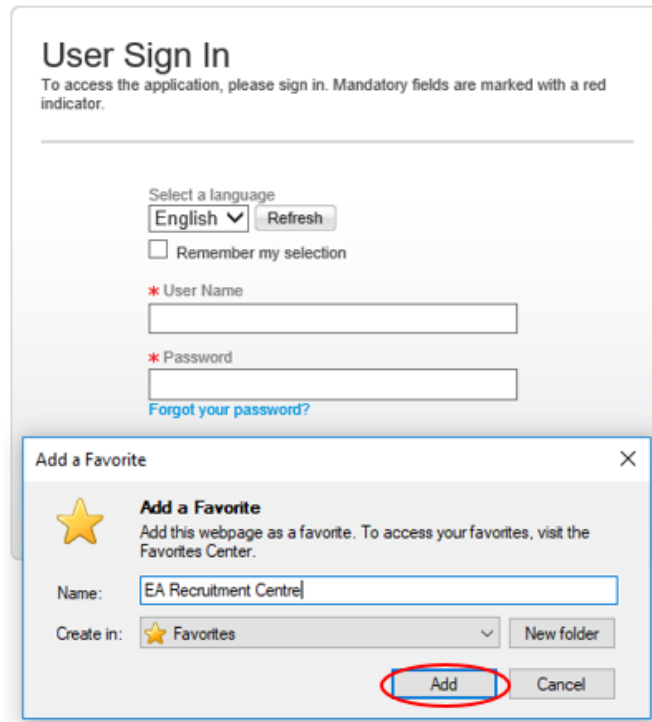
Click on the **star icon** on the top right of the screen or alternatively use the shortcut **Alt + C**:



Click **Add to favourites** or alternatively use the shortcut **Alt + Z**:



Re-name this link so that it is easily identifiable and click the **Add** button:



The link to the online recruitment centre website will now be bookmarked under the favourites tab and can be accessed via the **star icon** or by clicking **Alt + C** in the future:

