

Quick Reference Guide 快速指南

External Candidate Application Process

澳新银行网上申请指南

How to apply for a role at ANZ

如何申请澳新银行职位

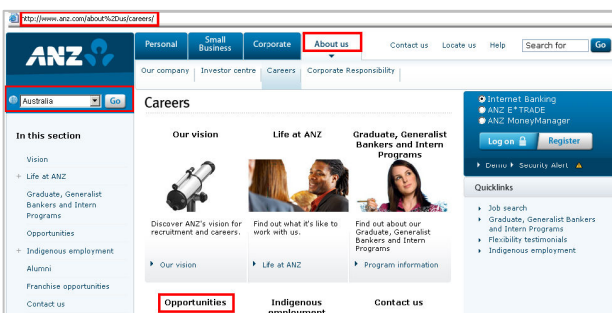
- An external candidate application requires the candidate to complete an online job application via www.anz.com
- 应聘者需要登陆www.anz.com完成在线申请。
- Below is a step by step guide on how to apply and submit your online application. The red boxes highlight the areas you need to select
- 请按以下步骤进行在线注册并提交申请,并按红色框框标记的提示进行选择。

1. External candidates come to the ANZ website to look for jobs.

Go to <http://www.anz.com> choose your country > 'About Us' tab > Careers > Opportunities

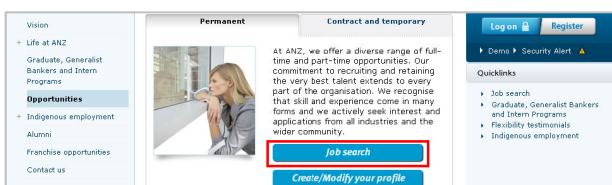
1. 应聘者登陆澳新银行网站了解职位。

登陆 <http://www.anz.com> 搜索国家 > 点击 '关于我们' > 职业发展 > 搜索职位



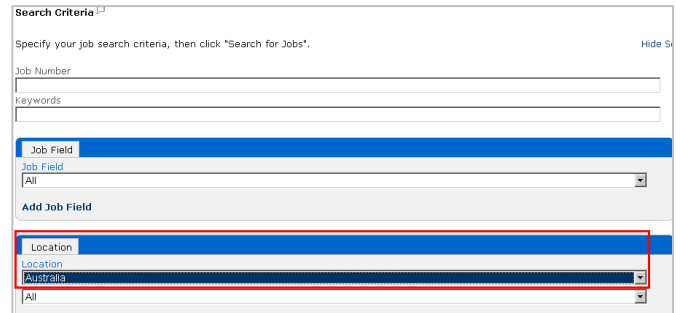
2. Click on the Job Search button to search for jobs or view the roles ANZ are currently advertising

2. 点击职位搜索后浏览职位并阅读职位介绍。



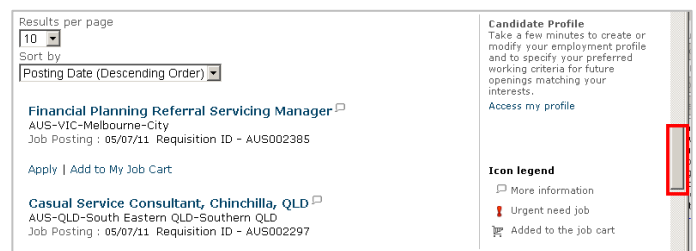
3. To change the country search, select the country required from the Location drop down list in the search criteria

3. 如需选择国家,请在 'search criteria' 里点击 'Location' 项,在下拉项进行选择。选择完毕后点击 'search for jobs' 按钮。



4. Scroll through the job listings/ advertisements to the bottom of the page
NB: These job listings come from Taleo and are specific to the country selected in the previous screen or in step 1

4. 请下拉至页尾浏览职位/广告。注: 该页面将显示您在上一步中所选国家的职位。



5. Click on a job link to show the details of one of the advertised roles and select **Apply Online** button

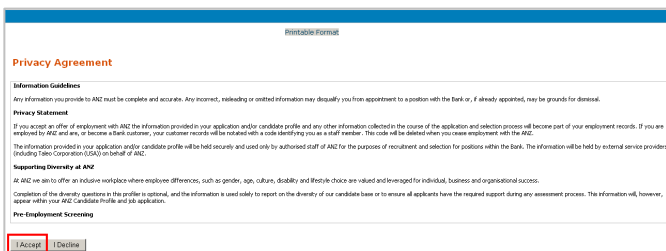
5. 点击某一职位进入该职位的描述及要求,点击 'Apply Online' 按钮开始申请。



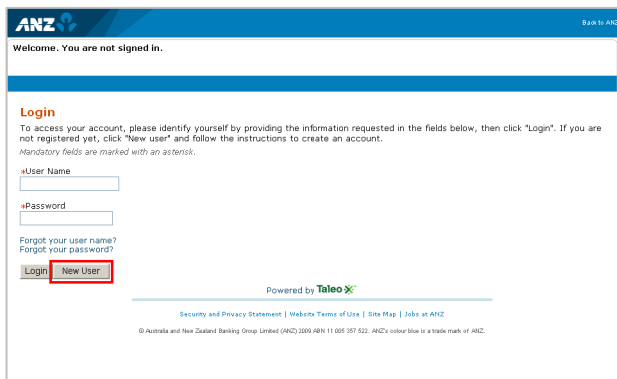
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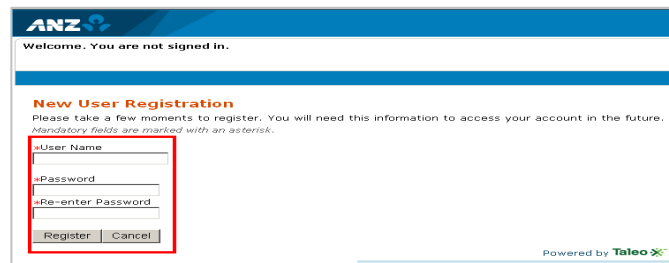
- 6. Click on the **I Accept** button – You will be asked to accept or decline the Privacy Agreement
- 6. 点击 ‘I Accept’ 按钮 – 请仔细阅读 ‘Privacy Agreement’ 选择 ‘I Accept’ 或 ‘I Decline’.



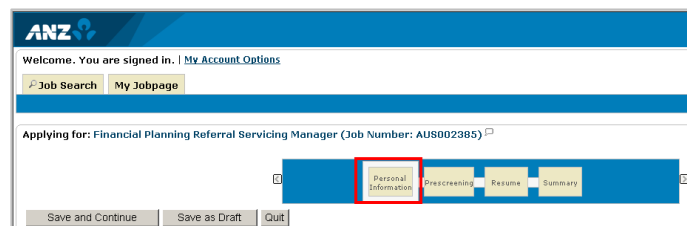
- 7. Next the Candidate Login page is displayed where you are asked to enter your user name and password
- 7. 接下来进入登陆页面，输入您的用户名及密码。
- 8. If you have previously applied for a job at ANZ or already set up a candidate profile, you will have a user name and password that can be entered
- 8. 如果您之前申请过澳新银行的职位或注册过用户信息，请使用之前的用户名。
- 9. If you have not applied for a job at ANZ before click on the **New User** button
- 9. 如果您之前没有申请过澳新银行的职位，请点击 ‘New User’ 按钮。



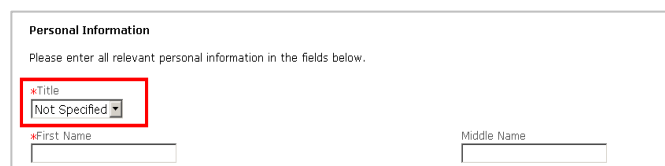
- 10. Create a user name and password
- 10. 创建用户名及密码。



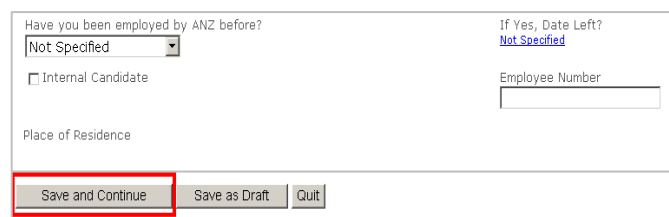
- 11. There are **4 stages** of application, highlighted by the step status here. **1st stage: Personal Information**
- 11. 在线申请需要完成4个步骤。第一步：Personal Information 个人信息。



- 12. Enter their personal information, a red asterisk indicates a mandatory field
- 12. 输入您的个人信息，标红星处为必填项。



- 13. Click on the **Save and Continue** button
- 13. 点击 ‘Save and Continue’ 按钮。

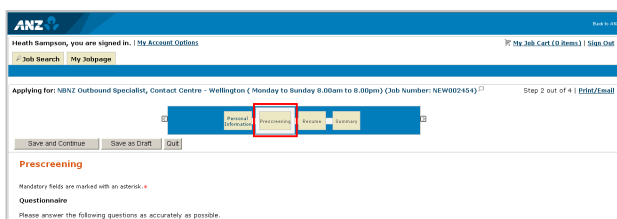


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14. **Stage 2: Pre-screening.** You'll see the Pre-screen phase of the process is now highlighted at the top of the next screen

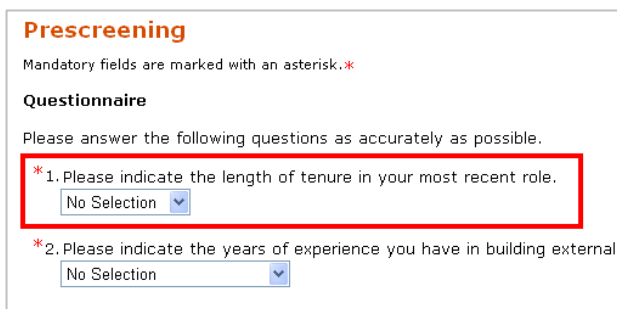
14. 第二步: Pre-screening 基础问题回答
您将在下一页看到您已经进入基础问题回答阶段



15. In this screen, you are asked to complete some questions about yourself e.g. experience, education, etc.

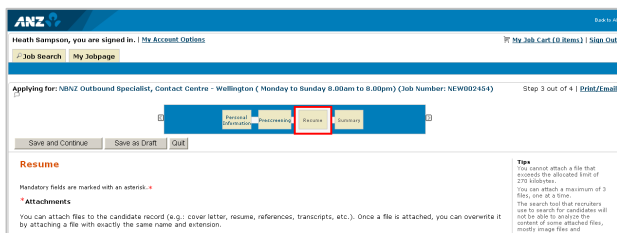
NB: A red asterisk marks a mandatory field

15. 在这个页面, 您将回答一些基本问题, 比如经历, 学历。



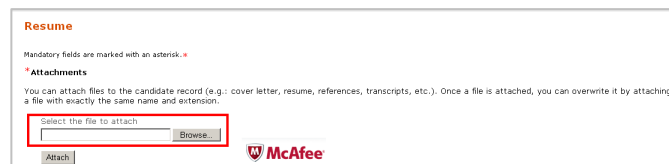
16. You are now at the **Resume** step of the application process

16. 您现在进入申请流程的第三步, 'Resume' 这一部分



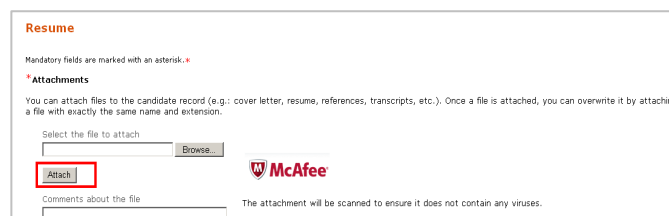
17. Click on the **Browse...** button, select your Resume

17. 点击 'Browse' 按钮, 选择您的简历。



18. Click on the **Attach** button

18. 点击 'Attach' 按钮上传简历。



19. Click on the **Save and Continue** button

19. 点击 'Save and continue' 按钮。

20. You are now at the **Summary** step of the process. Confirm your details and then click on submit

20. 您现在进入到最后一步, 'Summary' 这一部分。请确认您的所有信息并点击 'Submit' 按钮提交申请。



You should now be at the **Thank you** page your application is complete **ONLY** if you reach this page

现在您应该进入到了 'Thank You' 页面。请注意: 只有进入到这一页面, 您的申请才算完成。

