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



- 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。



- To change the country search, select the country required from the Location drop down list in the search criteria
- 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。

arch Criteria 🗁	
ecify your job search criteria, then click "Search for Jobs". Hide	e Si
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Job Field	
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Location	
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- 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。



- 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。

ANZNA		
Welcome. You are not signed in. <u>My Account Options</u>		
Plob Search My Jobpage		
Basic Search Advanced Search All Jobs		
ack to prior page		
	Job 4 out of 13 Previous 1 2 3 4 5 Next	
Apply Online Add to My Job Basket		
ob Description		
enior Audit Manager-SHA100379 escription		
Appropriate and timely assessment of risks and controls Manage internal audit project		

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- 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'。

	Printable Format
Privacy Agreement	
nformation Guidelines	
my information you provide to ANZ mus	t be complete and accurate. Any incorrect, mieleading or amitted information may dequalify you from appointment to a position with the Bank or, if already appointed, may be grounds for demissal.
vivacy Statement	
f you accept an offer of employment vi mployed by ANZ and are, or become a	th MR2 the information provided in your application and/or candidate profile and any other information collected in the course of the application and selection process will become part of your employment records. If you a Sank outcomer, your customer records will be notated with a code identifying you as a staff member. This code will be deleted when you cause employment with the MR2.
he information provided in your applica including Taleo Corporation (USA)) on b	tion and/or condidate profile will be held securely and used only by authorised staff of AH2 for the purposes of recruitment and selection for positions within the Bank. The information will be held by external service provid eheld of AH2.
upporting Diversity at ANZ	
t ANZ we aim to offer an indusive work	place where employee differences, such as gender, age, culture, disability and lifestyle choice are valued and leveraged for individual, business and organisational success.
completion of the diversity questions in ppear within your ANZ Candidate Profil	this profiler is optional, and the information is used solely to report on the dwentry of our candidate base or to ensure all applicates have the required support during any assessment process. This information will, howeve and job application.
ve-Employment Screening	

- 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。
- 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。

ANZ	
Welcome. You are not signed in.	
New User Registration	
Please take a few moments to register. You will need to Mandatory fields are marked with an asterick	iis information to access your account in the future.
*User Name	
*Password	
*Re-enter Password	
Register Cancel	
	Powered by Taleo 💥

- 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。

ANZ 😚	
Welcome. You are signed in. My Account Option	ŝ
PJob Search My Jobpage	
Applying for: Financial Planning Referral Service	ng Manager (Job Number: AUS002385) 🖓
E	2 Personal Prescreening Resume Summary
Save and Continue Save as Draft Qu	ut

- 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。

Personal Information	
Please enter all relevant personal information in the fields below.	
*Title Not Specified •	
*First Name	Middle Name

- 13. Click on the Save and Continue button
- 13. 点击 'Save and Continue' 按钮。

Have you been employed by ANZ before? Not Specified	If Yes, Date Left? <u>Not Specified</u>
🗇 Internal Candidate	Employee Number
Place of Residence	
Save and Continue Save as Draft Quit	

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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

ANZ 😚	Bank to A
Heath Sampson, you are signed in. My Account Options	🕅 My Job Cart (O items) Sign Out
P Job Search My Jobpage	
Applying for: NBNZ Outbound Specialist, Contact Centre - Wellington (Monday to Sunday 8.00am to 8.00pm) (Job Number: NEW002454) 🖓 -	Step 2 out of 4 Print/Email
E Percenter Fernance Example	
Save and Continue Save as Draft Quit	
Prescreening	
Mandatory fields are marked with an asterisk.	
Questionnaire	
Please answer the following questions as accurately as possible.	

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

ANZ®	Dask to Af
Heath Sampson, you are signed in. <u>Mv Account Options</u>	🕅 My Job Cart (O items) Sign Out
Plob Search My Jobpage	
Applying for: NBNZ Outbound Specialist, Contact Centre - Wellington (Monday to Sunday 8.00am to 8.00pm) (Job Number: NEW002454)	Step 3 out of 4 Print/Email
B Pressed Pressent Farmer Commercy	
Save and Continue Save as Draft Quit	
Resume	Tips You cannot attach a file that exceeds the allocated limit of 270 kilobytes.
Mandatory fields are marked with an asteriskae	You can attach a maximum of 3 files, one at a time.
* Attachments You can attach flas to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite by attaching a file with exactly the same name and extension.	The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and connected files (

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

17.点击 'Browse' 按钮, 选择您的简历。

Resume	
Mandatory fields are marked with an asterisk.*	
*Attachments	
You can attach files to the candidate record (e.	a.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching
Celest the Se to attack	-
Browse	1

18. Click on the Attach button

18.点击 'Attach' 按钮上传简历。

Resume	
Mandatory fields are marked with an aste	risk. *
*Attachments	
You can attach files to the candida a file with exactly the same name a	te record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching nd extension.
Select the file to attach	Browse
Attach	W McAfee
Comments about the file	The attachment will be scanned to ensure it does not contain any viruses.

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。

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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。

	Thank you
	Process completed
l	Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you.
l	We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.
l	View Ibr. Submissions View the General Profile View All Jobs

