

Quick Reference Guide

External Candidate Application process

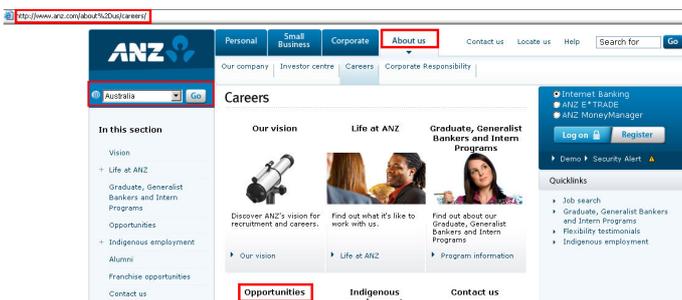
How to apply for a role at ANZ

- An external candidate application requires the candidate to complete an online job application via www.anz.com

- 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

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

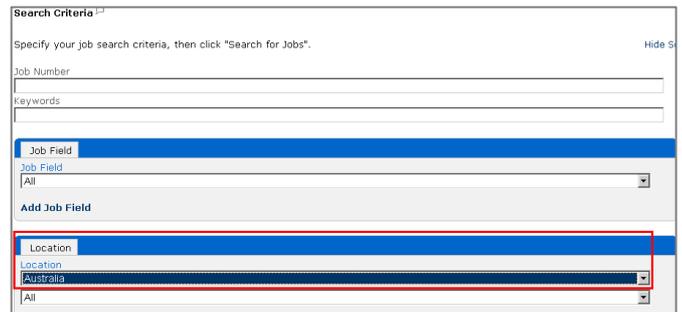
Go to www.anz.com choose your country > 'About Us' tab > Careers > Opportunities



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



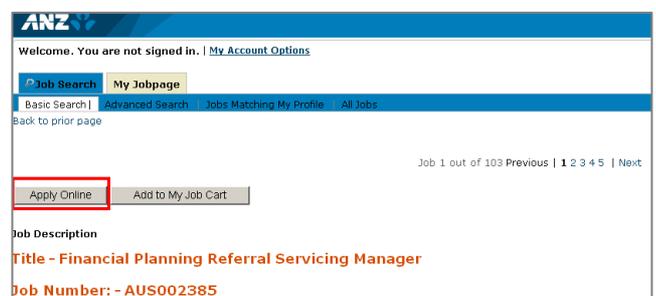
- To change the country search, select the country required from the Location drop down list in the search criteria



- 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**



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



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6. Click on the **I Accept** button – You will be asked to accept or decline the Privacy Agreement

7. Next the Candidate Login page is displayed where you are asked to enter your user name and password

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

9. If you have not applied for a job at ANZ before click on the **New User** button

10. Create a user name and password

11. There are 4 stages of application, highlighted by the step status here. **1st stage:** Personal Information

12. Enter their personal information, a red asterisk indicates a mandatory field

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

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



15. In this screen, you are asked to complete some questions about yourself e.g. experience, education,
NB: A red asterisk marks a mandatory field

Prescreening

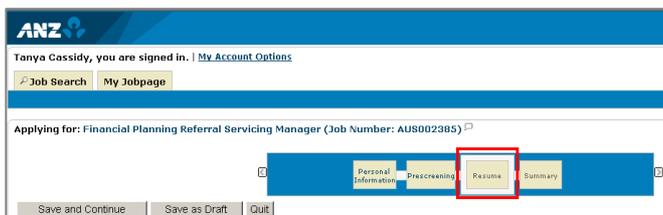
Mandatory fields are marked with an asterisk.*

Questionnaire

Please answer the following questions as accurately as possible.

- *1. Please indicate your employment status:
- *2. What is your highest education qualification?

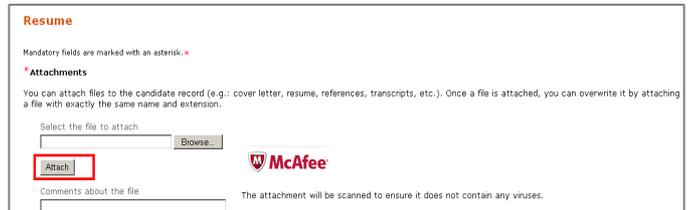
16. You are now at the **Resume** step of the application process



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



18. Click on the **Attach** button



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

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



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

