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
- 1. External candidates come to the ANZ website to look for jobs.
- Go to <u>www.anz.com</u> 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



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

Search Criteria 🖯	
Specify your job search criteria, then click "Search for Jobs".	Hide S
Job Number	
Keywords	
Job Field	
Job Field All	×
Add Job Field	_
Location	
Location	
Australia	
All	_

 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

Printable Format
Privacy Agreement
Information Guidelines
Any information you provide to AN2 must be complete and accurate. Any incorrect, minimating or omitted information may dispatify you from appointment to a position with the Bank or, if already appointed, may be grounds for dismissal.
Privacy Statement
If you accept an offer of employment with AR2 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 be come on a selection process will be come of source employment with the AR2.
The information provided in your explication analysis endiates profile will be held securely and used only by authorised staff of ARE for the purposes of resrutment and selection for positions within the Earl. The information will be held by external service provider (including Takio Corporation/USA) on bahaf of ARE.
Supporting Diversity at ANZ
APL AVIC we aim to offer an inclusive workplace 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 this profiler is optional, and the information is used solely to report on the diversity of our candidate base or to ensure all applicants have the required support during any assessment process. This information will, however, appear within your AVIC Candidate Profile and pib application.
Pre-Employment Screening
I Accept I Decline

- 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

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

ANZ 😯								
Welcome. You	are signed	in. <u>My Account (</u>	Options					
₽Job Search	My Jobpa	ge						
Applying for: Fi	nancial Pla	nning Referral S	ervicing Mana	ger (Job Number:	AUS002385)	2		
			C	Personal Information	Prescreening	Resume Summ	iary	Þ
					_			

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

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

NZ♀	Have you been employed by ANZ before? If Yes,	Date Left?
Icome. You are not signed in.	Not Specified	<u>pified</u>
	Internal Candidate Employ	ee Number
ogin		
a access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the structions to create an account.		
andatory fields are marked with an asterisk.	Place of Residence	
User Name		
Password		
srgat your user name? srgat your password?	Save and Continue Save as Draft Quit	
Logn New User		

10. Create a user name and password

ANZ 😯 🥢	
Velcome. You are not s	igned in.
New User Regis	tration
Please take a few mome	ents to register. You will need this information to access your account in the future.
Mandatory fields are marke	ad with an asterisk.
*User Name	
*Password	
Fassword	
*Re-enter Password	
Register Cancel	
	Powered by Taleo 💥

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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

ANZ	
Welcome. You are signed in. <u>My Account Options</u>	
PJob Search My Jobpage	
Applying for: Financial Planning Referral Servicing Mana	ager (Job Number: AUS002385) 🖓
C	Personal Information Prescreening Resume Summary
Save and Continue Save as Draft Quit	

- 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



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



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

	,
Resume	
Mandatory fields are ma	rked with an asterisk.
*Attachments	
You can attach files a file with exactly the	to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attachin e same name and extension.
Select the file to	attach
Allent	Browse
Anach	
18.	Click on the Attach button
Resume	
Mandatory fields are mari	ked with an asterisk. *
*Attachments	
You can attach files t	o the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attachin
Colocit the file to	Same name and extension.
Select the rile to	Browse
Attach	W McAfee
Comments about 1	the file The attachment will be compared to accurs it does not contain you vieweer
	The actacisitient will be scalined to ensure it does not contain any viruses.
10	Click on the Save and Continue
19.	Click of the Save and Continue
	button
20.	Your are now at the Summary step of
	the process. Confirm your details and
	then click on cubmit
	Personal Prescreening Resume Summary
Submit Save	as Draft Ouit
Submit Save	astrait
21	You should now be at the Thank you
21.	Tod should now be de the Thank you
	page your application is complete
	ONLY if you reach this page
	,
Thank you	
Process completed	us vers aning ich submission. If vers anothermant molile corresponds to personnements is weather of every lower exercises of
contact you.	w you winne you soundsten. If your engosymeric prome corresponds to our requirements, a memoer or our numan resources department will
We invite you to view	the job openings available in our Career section and to further explore the functionalities of your account.
View My Submissions V	lieu the General Profile View All Jobs
	Demonster Tolen X ²
	Powered by Taleo X

