



ATH Application & Promotion System Processes Guide

Application submission process

UQ now utilises the HR platform 'Workday' to lodge applications for ATHs and to manage some elements of promotions. All applicants will be asked to complete a questionnaire, upload a copy of their current CV, their cover letter or case for conferral (when required), and a copy of their current AHPRA documentation. It is possible to save and revisit applications prior to final submission.

- A. Applicants without a UQ account should visit the [UQ Title Holder Opportunities](#) site to lodge an '**Academic Title Holder (Level X) – Faculty of Medicine**' application. They will be prompted to create an applicant account.
- B. Applicants with a current UQ account, will have an existing **Workday account** that they should log into with their UQ credentials, via dual authentication process, to submit an internal application. If an applicant does not know their staff login credentials, they can visit the [UQ-ITS Support webpage](#) for troubleshooting assistance.

Once an internal applicant has accessed their workday account, they should use the **careers board** to apply for the ongoing open '**Academic Title Holder (Level X) – Faculty of Medicine**' opportunity. See the process steps listed below:

- Click on the **Menu** (top left corner)
- Click on **My Jobs Hub**
- Click on **Browse Jobs**
- You can reach the Academic Title posts via either the **Job Family** (Academic Title Holder) or the **Job Category** (Unpaid). Tick in box.
- It will bring up the list of continuous open Academic Title Holder Job Posts (Posts) for all levels under the Faculty of Medicine and the Faculty of Health and Behavioural Sciences
- Note that **Faculty of Medicine** Job Posts are generally the 5 posts toward the bottom of the page
- Look for and select the appropriate level Post, click on the heading link for the '**Academic Title Holder (Level X) – Faculty of Medicine**' and read through the information on the page. Start the application by clicking on the **APPLY** button located at the top of the Post.

Ways of accessing Workday with UQ credentials:

- A. Via the [My UQ](#) Dashboard – If Workday does not appear as an option in the dashboard scroll down to 'All apps' on the bottom left and Workday is the very last that will appear. Clicking on the star will save it to favourites for subsequent access.
- B. Via the UQ Workday website: workday.uq.edu.au

Enquiries:

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