

Internal Application Guidance

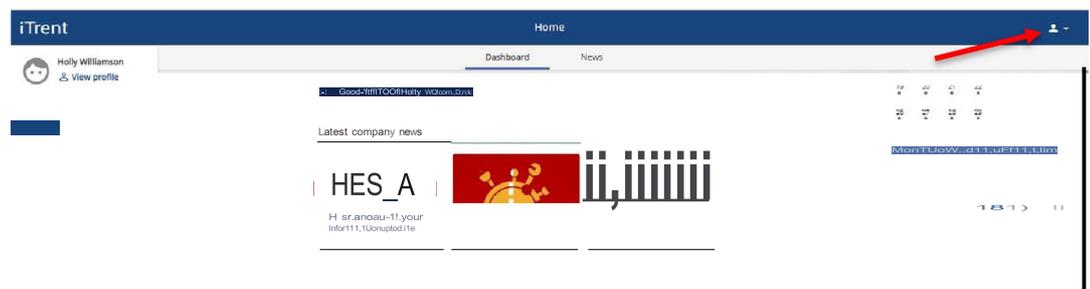
If a role is advertised for internal applications only, you must apply via HR Connect. Please see steps below on how to do this.

If you have any queries or require any support with completing your application, **please contact the Talent Acquisition team at recruitment@napier.ac.uk with the role you're applying in the subject field.** We aim to respond to your email in 2 working days.

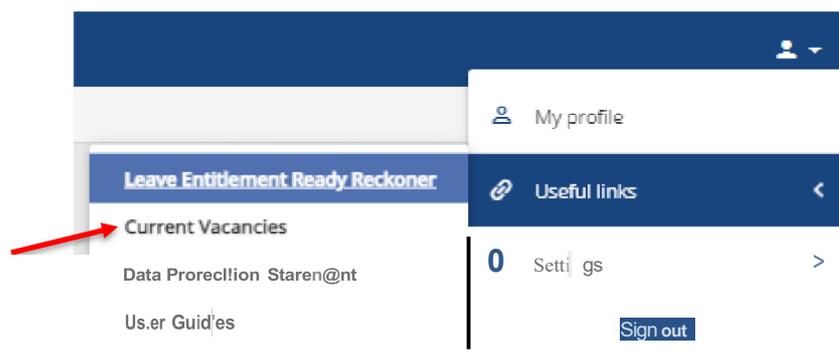
To prevent any communication from us going into your junk/spam folder, please add our email address recruitment@napier.ac.uk to your address book.

I am an internal applicant. How do I apply?

1. Log into HR Connect [here](#).
2. Once signed in, click on the **'Utility Menu'** on the top right corner of the page.



3. Click **'Useful Links'** followed by **'Current Vacancies'**



4. You will then be taken to the internal job site in a new tab where you can search for vacancies using job title, key words or by School/Professional service area.
5. Once you've found the role you want to apply for, click the grey **'apply'** button, which will begin the application process.

If you have any other requests or queries, please contact us at recruitment@napier.ac.uk with the role you're enquiring about in the subject field, and we will respond to you as soon as possible.