

Quick-start guide to e-Recruiting

<p>Login</p>	<p>You will receive a neutral, automatically generated <i>no-reply e-mail</i> containing your login / user name (surname and first name) and password. The sender and subject of this e-mail will be “User Data”. Important: Depending on your PC’s spam settings, you might receive this message directly into your junk e-mail folder. Please check your junk e-mail folder. The link is: https://hr.refline.ch/673277/@@loginForm.html.</p> <p>Once you have received your login-data, please change the received password in the “Preferences” menu and save your new password.</p> <ul style="list-style-type: none"> • Your new password must be at least six characters long. There is no upper limit on password length • It must contain at least two letters (upper or lower case) and two digits or special characters • Your password must begin with a letter • For security reasons, we recommend that you change your password once or twice a year <p>You can use the same user ID (login) for further vacancies.</p>
<p>Applications</p>	<p>HR regularly releases incoming applications. You will receive an automatically generated e-mail containing a link to the application. Candidates receive an automated system e-mail once their application is received.</p> <p>Any paper applications will be processed in consultation with the relevant HR-Manager.</p> <p>If you receive an application by e-mail, please reject it and ask the candidate to apply online at www.eawag.ch/jobs.</p>
<p>Correspondence</p>	<p>HR will take care of all correspondence with candidates (e.g. letters asking for patience, rejection letters, return of hardcopy applications). Please keep HR informed about the current state in order to update the candidates within a reasonable time-frame.</p>
<p>Ratings</p>	<p>Give all candidates your own rating, (A=top; B=hold; C=reject).</p>

Further information on the e-Recruiting tool can be found in the following detailed guide to the application.

Detailed Guide to the e-Recruiting Application

Login

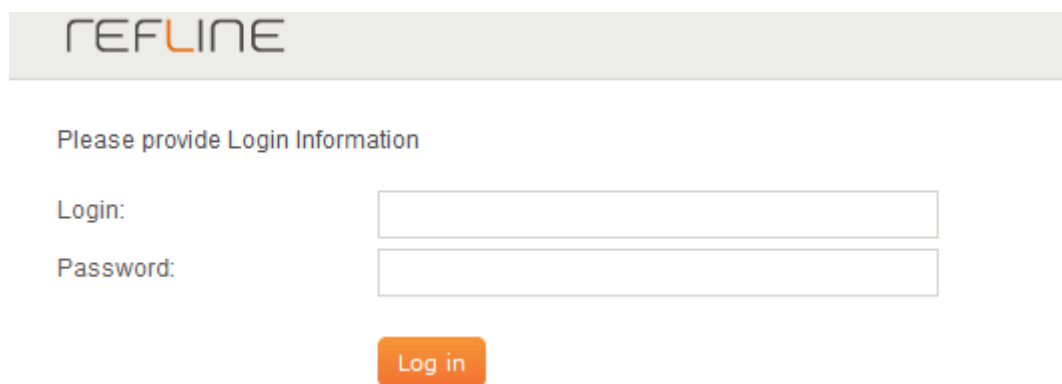
Open the browser and enter the link:

<https://hr.refline.ch/673277/@@loginForm.html>

You will receive a neutral, automatically generated **no-reply e-mail** containing your login / user name (surname and first name) and password.

The sender and subject of this e-mail will be **“User Data”**.

Important: Depending on your PC's spam settings, you might receive this message directly into your junk e-mail folder. Please check your junk e-mail folder.



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Please provide Login Information

Login:

Password:

Log in

Logout

Click the “Logout” button at the top right to exit the application.



REFLINE

en de fr Alexandra Zuest [Logout]

Applications Closed Applications Compare Preferences

Change password You can change your personal details and password in the "Preferences" menu.

REFLINE

Applications Closed Applications Compare **Preferences**

Edit User

Last Name *

First Name *

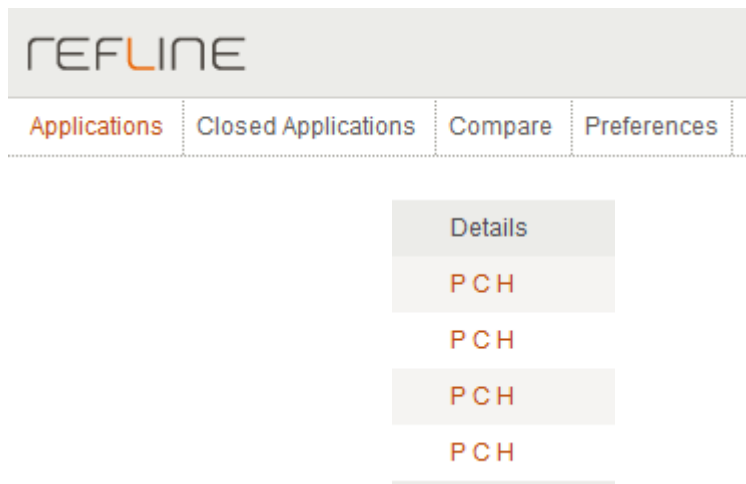
Email Address *

Phone *

Password

Password confirmation

Details



P (Profile)

Clicking “P” displays a brief profile of the selected application on the right of the screen (including letter of application, CV and other documents).

C (Comment)

Clicking “C” enables HR and line managers to insert comments. These will then be displayed. Inserting a comment initiates a separate information message. Please also remember to save your comments.

Private comment: Any comment that is saved as a “private comment” can only be seen by the person who created it.

H (History)

Clicking “H” shows the chronological history of the selected application.


Comparing applications

Last Name	First Name	Entry Date	Details
Muster1	Bewerber	Dec 1, 2014	P C H
Muster2	Bewerberin	Dec 1, 2014	P C H

Mr. Bewerber Muster1

Jan 1, 1970

Überlandstrasse 133
8600 Dübendorf
Switzerland



Nationalities: Switzerland

Documents: Conversion and Virus scan pending
Original Documents
[Application Letter](#)
[Resume](#)
[Print Profile](#)

[Compare](#) go to compare page

You can select an application by clicking "P" (Profile) in "Details", then register the application for a direct comparison by clicking "Compare" (bottom right). Once all applications have been registered for comparison, click "Compare" at the top.

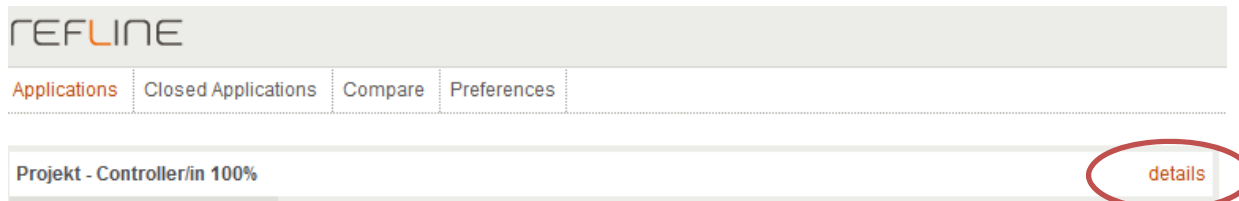
Applications	Closed Applications	Compare	Preferences
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In this way you will be able to select the applications you want to compare and display them next to each other.

✕ Mr. Bewerber Muster1	✕ Mrs. Bewerberin Muster2
Birthdate: 1/1/70	Birthdate: 1/1/71
Nationalities: Switzerland	Nationalities: American Samoa, Switzerland
Address: 8600 Dübendorf	Address: 8600 Dübendorf
Permit:	Permit: C
Possible start date:	Possible start date:
Notice period:	Notice period:
Stati: <input checked="" type="checkbox"/>	Stati: <input checked="" type="checkbox"/>
Rating: —	Rating: —
Degree:	Degree:
School:	School:

Applications overview

In order to be able to have a quick overview of the ratings and comments entered by all involved evaluators, Refline and we have set up an “applications overview”. This overview is available on Refline for each individual published position.



Once clicking the *details“ button within the applications view in a position, a listing of **all applications, currently visible to line management** becomes visible. The listing includes the following information:



Already turned down applications are no longer visible to line management and will not appear on this listing. If needed by line management, HR can make them visible again at any time.

The application overview list can be sorted by the above in orange marked columns (ascending/descending)

The data can also be exported into a PDF or Excel file.:

Export as PDF

Export (csv)

Export (Excel)

You can find these buttons at the end of the applications overview listing. If exported into Excel, you need to manually format the Excel file as certain formats are not transferred correctly.

Should you have any questions or should a technical problem occur, please contact hr@eawag.ch or Beatrice Lamprecht, 058 765 64 18.