Recruitment ATS: Jobtrain
HIRING MANAGERS GUIDANCE

To sign into Jobtrain

Go to https://jobs.reading.ac.uk/jobtrain

The following screen will be shown

Click on ‘Sign in using Microsoft 365’

The following screen will be shown

Enter your @reading.ac.uk email address and enter your University log-in password

Then click ‘Sign in’
The following screen will be shown

Enter your @reading.ac.uk email address and University log-in password

The following screen will be shown

The vacancies that you are managing will be shown

Ends