Recruitment ATS: Jobtrain

HIRING MANAGERS GUIDANCE

To sign into Jobtrain

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

We would recommend using the latest version of Internet Explorer or Google Chrome.

The following screen will be shown

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Click on 'Sign in using Microsoft 365'

The following screen will be shown

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Username	5	
Password		
	Login	
SSO Login	Forgotten your password?	
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Enter your @reading.ac.uk email address and enter your University log-in password

Then click 'Sign in'

The following screen will be shown

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	SRF number - (Jobtrain 250319)	SRF Jobtrain test 250319	Offered	Whiteknights Reading UK	27/03/2019	3	1
	SRF9999999	TEST	Shortlisting	Campus to be confirmed	06/08/2018	1	.1

The vacancies that you are managing will be shown

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