

Candidate Help & Support

Frequently Asked Questions

Click on the questions below to find answers to the most frequently asked questions

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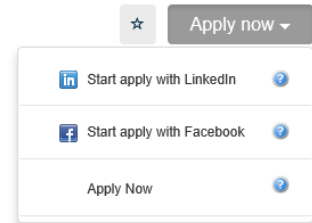
General

[Contact the Recruitment Team](#)

Applications

How do I apply for a vacancy?

To apply for a position you have seen on our site click the 'Apply Now' button at the top of the advert. You will have the option to log in with LinkedIn or Facebook, alternatively you can create an account by clicking on Apply Now.



If you already have an account you can enter your login information. If you have not yet registered as a user, click on [Create an account](#) to apply for our career opportunities.

Once logged in, you will be directed to the [My Candidate Profile](#) page, where you will need to enter your contact details and upload your CV. If you are using an existing candidate profile, please verify the information is up to date.

When you click [Next](#), you will be taken to the application page for the vacancy. Enter the personal information in the application form. Some of this will already be pre-populated using the information in your profile. You should answer all the Questions.

Note: Fields with a red asterisk (*) are mandatory to complete.



You can save your application for completion at a later date at any time by clicking on the [Save](#) button in the bottom right hand corner.

Note: Clicking on Save will not submit your application for consideration.

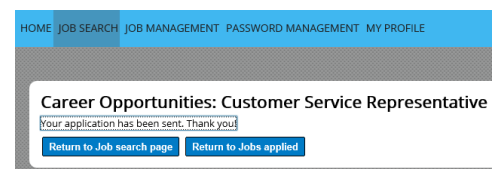
You can continue with a saved application by clicking on [Job Management](#) in your Candidate Profile and selecting [Saved Applications](#).



Using the drop down menu under [Actions](#), click on [Apply](#) to continue with your application.

When you have completed your application, click on the [Apply](#) button at the bottom of the page to submit your application for consideration.

Confirmation that your application has been submitted will come up on the next screen. You will also receive an email confirming your application has been submitted.

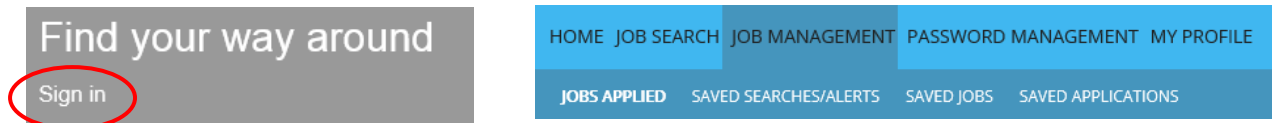


I have clicked on apply, but nothing has happened?

Please ensure you have enabled pop-ups on your internet browser for this website.

How can I check on the progress of my application?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Job Management](#) and select [Jobs Applied](#).



On this page you can view all the jobs you have applied for, the status of your application and other details such as date applied, and job location.

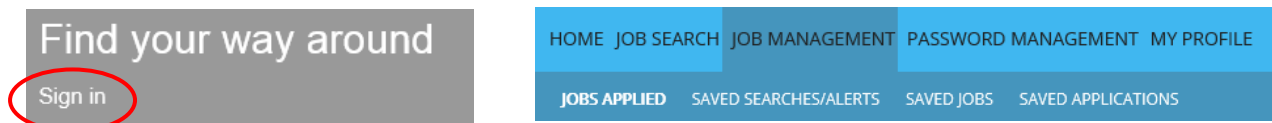
Career Opportunities: Jobs Applied

Job Title	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Country of Job	Job Location
Customer Service Representative	Select	14501	11/05/2017	In Progress	11/05/2017		United Kingdom	Caerphilly
Manufacturing Operative	Select	12741	24/03/2017	Unsuccessful	24/03/2017		United Kingdom	Walsall
Manufacturing Trainees	Select	13861	24/03/2017	In Progress	24/03/2017		United Kingdom	Port Talbot
Mechanical Engineering Graduate Stocksbridge	Select	8121	08/12/2016	Withdrawn Application	08/12/2016		United Kingdom	Stocksbridge

[Find More Jobs](#)

How can I amend my application?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Job Management](#) and select [Jobs Applied](#).



Using the drop down menu under [Actions](#), click on [View/Edit Application and Add Attachments](#).

Career Opportunities: Jobs Applied

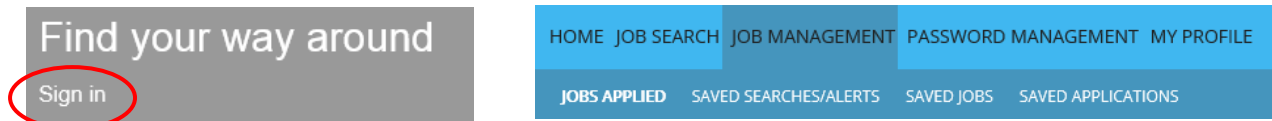
Job Title	Actions	Req ID	Date Applied	Status
Customer Service Representative	Select	14501	11/05/2017	In Progress
Manufacturing Operative			2017	Unsuccessful
Manufacturing Trainees			2017	In Progress
Mechanical Engineering Graduate Stocksbridge			2016	Withdrawn Application

You will then be able to make any necessary changes to your application including versions of your CV. When your changes have been made, click on the [update button](#) in the bottom right hand corner.

Note: You will not be able to make any amendments to your application after the advertising closing date.

How can I withdraw my application?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Job Management](#) and select [Jobs Applied](#).



Using the drop down menu under [Actions](#), click on [Withdraw Application](#).

Career Opportunities: Jobs Applied

Items per page: 10 Showing 1-4 of 4

Job Title △	Actions	Req ID	Date Applied	Status
Customer Service Representative	Select ▼	14501	11/05/2017	In Progress
Manufacturing Operative	View CV		2017	Unsuccessful
Manufacturing Trainees	Withdraw Application		2017	In Progress
Mechanical Engineering Graduate Stocksbridge	View/Edit Application and Add Attachments		2016	Withdrawn Application

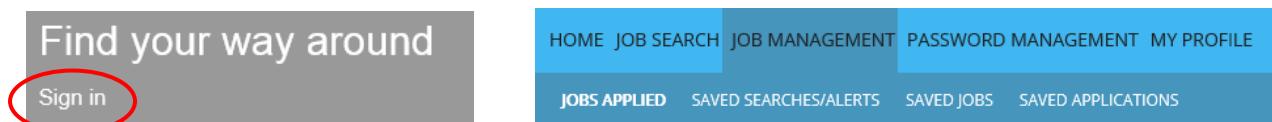
A pop up message will ask if you are sure you want to withdraw your application. Click on [OK](#) to confirm you would like to withdraw your application. A new pop up message will confirm that your application has been withdrawn and the status will be updated on your jobs list.

Job Title △	Actions	Req ID	Date Applied	Status
Customer Service Representative	Select ▼	14501	11/05/2017	Withdrawn By Candidate
Manufacturing Operative	Select ▼	12741	24/03/2017	Unsuccessful

Email Alerts

I would like to create a 'Job Alert' search

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Job Management](#) and select [Saved Searches/Alerts](#).



Click on [Create New Job Alert](#). A new screen will open, enter the name of the search/alert and select the option for [email me](#) from the drop down selection, enter other relevant information as per the requirement of search and then click on the [Save](#) button.

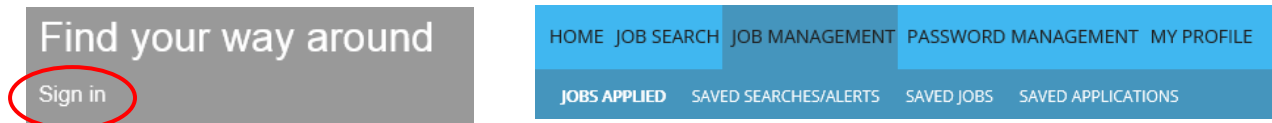
The job alerts page will then display the details for the job alert created

* Name of Saved Search/Alert:	<input type="text" value="Engineering Jobs"/>
* Email me:	Weekly ▼
	<input checked="" type="checkbox"/> Send email only when new jobs are available
Keywords:	<input type="text" value="Engineering"/> <input type="text"/>
	<input type="radio"/> in job title <input checked="" type="radio"/> in job title or description
Job Language:	English UK (English UK) ▼
Posted within the last:	<input type="text" value=""/> days
Requisition Number:	<input type="text"/>
Country of Job:	United Kingdom ▼
Job Location:	Multiple(2) ▼
Level of Experience:	Any ▼
Level of Education:	Any ▼
Number of Hours:	Any ▼

[Save](#) [Cancel](#)

I would like to edit or delete a 'Job Alert' search

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Job Management](#) and select [Saved Searches/Alerts](#).



Click on the drop down menu under the [Actions](#) column and click on [Edit](#) or [Delete](#) as appropriate.

Job Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
HR Director	29/07/2015	25/01/2016	Weekly	Select ▼ Run Edit Delete

[Create New Job Alert](#)

My Account

How do I create a profile without applying for a vacancy? (Join our Talent Community)

On the [Tata Steel Careers](#) web page, click on [Sign in](#) on the grey menu box. A new page will open, click on [New Member](#).

Please sign in to access your profile.
New Member?

Email*

Password*

[Forgot password?](#)

[Sign in](#)

Fill out the profile information as required.

You're one step away from joining our talent community
Please tell us about yourself by amending your job search preferences using 'My Job Agents' below

Profile Information
Already a member? [Sign in](#)

Email*

We have given you a password.
[Personalise it?](#)

First Name*

Last Name*

Phone Number*

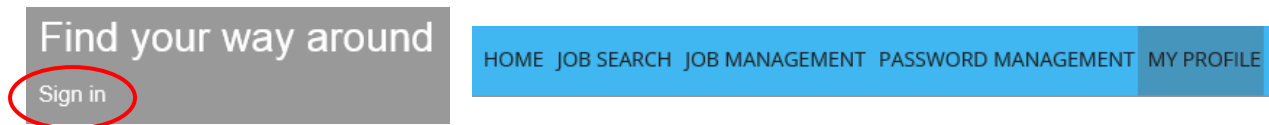
It is ok if a recruiter contacts me with open jobs

You will then be able to create and save a job alert search.

Note: Fields with an asterisk (*) are mandatory to complete.

I would like to change my registered details

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [My Profile](#)



On the Candidate Profile Page, enter/update the information as necessary and click [Save](#) in the top right hand corner.

I have forgotten my password – how do I access my account?

On the [Tata Steel Careers](#) web page, click on [Sign in](#) on the grey menu box. A new page will open, click on [Forgot Password](#).

Please sign in to access your profile.

[New Member?](#)

Email*

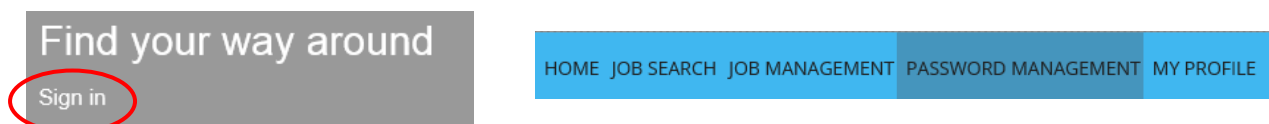
Password*

[Forgot password?](#)

An email will then be sent to your email address with instructions on how to reset your password.

How do I change my password?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [Password Management](#).

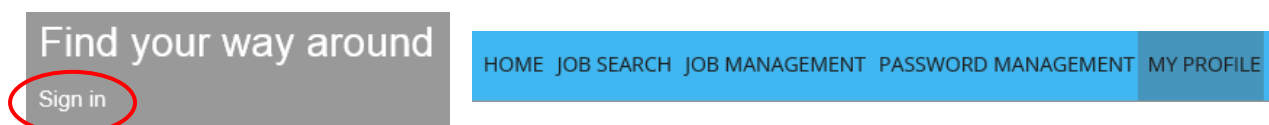


Enter your current password, new password and confirm your new password, then click on [Reset Password](#).

Note: clicking on [Password Policy](#) brings up requirements for the password.

How do I remove my Candidate Profile?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page and click on [View Profile](#). Click on [My Profile](#)



Click on [Delete Profile](#) in the top right hand corner.

General

Contact the Tata Recruitment Team

If you have any further queries regarding your application or a vacancy, you can contact the Tata Recruitment team by sending an email to recruitmentuk@tatasteel.com