Academic Promotion Online Application

REX Instruction Guide

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1. Go to: [www.adm.monash.edu/human-resources/academic-promotion](http://www.adm.monash.edu/human-resources/academic-promotion)
2. Click on the “Apply Now” button
1. Select and click the “Application for promotion link” for the level you are applying for. Links are split down by level then faculty.
2. You will be directed to the application form in the e-recruitment system.
1. The first screen of the application form is a privacy collection statement.
2. Review the statement; and
3. Select “I agree” to proceed to the next screen.
1. Enter your email address and password. If you have used the e-recruitment system before, please use the same email address as your previous application.

2. Select “Next” to move to the next screen.
1. Input your personal details. You are only required to complete the mandatory fields.
2. Select “Continue” at the bottom of the questions to move to the next screen.
1. Input details relating to your current position.
2. Select “Continue” to move to the next screen.
1. Indicate “yes” or “no” to these two additional information questions.
2. Select “Continue” to move to the next screen.
1. Indicate if your application includes relevant personal circumstances.
2. Select “Continue” to move to the next screen.
1. Attach your completed Case for Promotion, 5 pages of supporting evidence, your research performance report and achievement record/s as appropriate for your appointment type.
2. Select “Continue” to move to the next screen
1. Declare that all of the information you have provided is correct.
2. Select “Continue” to move to the next screen.
1. Select “Not Applicable” from the drop down box to answer this question.
2. Select “Submit” to submit your application for promotion.
3. You will receive an acknowledgement email to confirm that your application has been received.
"Submit": Once you have clicked the "submit" button you will not be able to access your application again in the system. (Contact your promotion coordinator for further advice).

"Save and exit" function: This function allows you to come back to your application at a later date and resume your submission.