

#### How to apply for a role at ANZ

##### 如何申請澳盛銀行職位

An external candidate application requires the candidate to complete an online job application via [www.anz.tw](http://www.anz.tw)

應徵者，請登入 [www.anz.tw](http://www.anz.tw) 完成線上申請。

Below is a step by step guide on how to apply and submit your online application. The **red boxes** highlight the areas you need to select

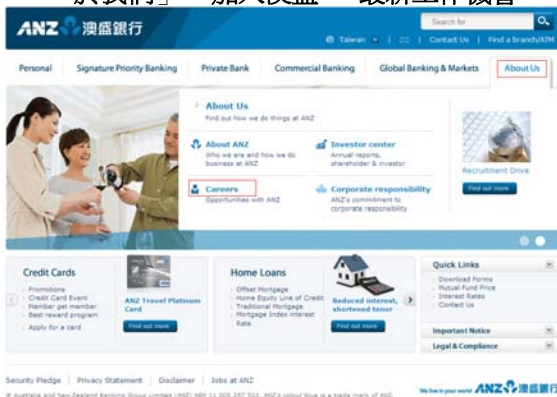
請按照以下步驟，進行線上註冊，以完成申請。

並依紅色框線標記提示，進行選擇。

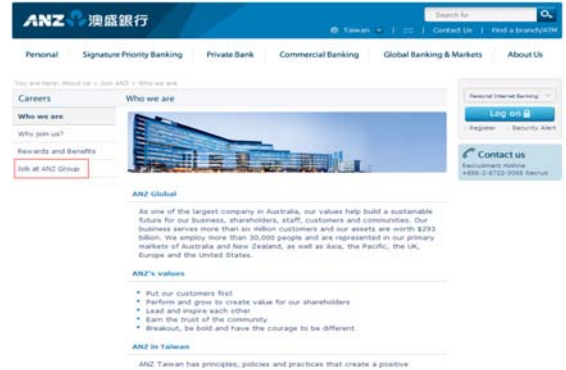
1. External candidates come to the ANZ website to look for jobs.

Go to [www.anz.tw](http://www.anz.tw) choose 'About Us' tab > **Careers**

1. 應徵者，請登入澳盛銀行網站了解職缺。  
登入 [www.anz.tw](http://www.anz.tw) 搜尋國家 > 按下「關於我們」> 加入澳盛 > 最新工作機會

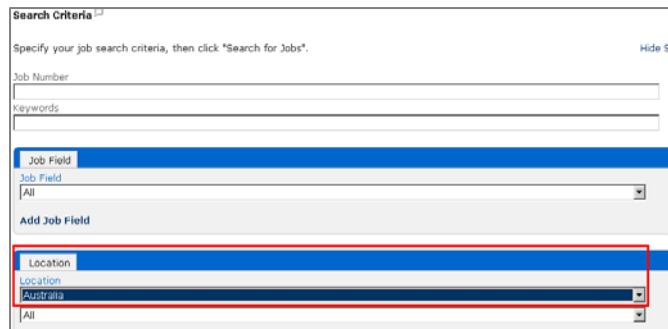


2. Click on the Job Search button to search for jobs or view the roles ANZ are currently advertising
2. 按下職位搜尋後，瀏覽職缺，並閱讀職缺介紹。



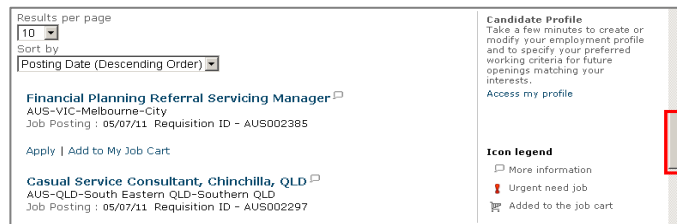
3. To change the country search, select the country required from the Location drop down list in the search criteria

3. 如需選擇國家，請按下「Location」的下拉選項，進行選取。



4. Scroll through the job listings/advertisements to the bottom of the page **NB: These job listings come from Taleo and are specific to the country selected in the previous screen or in step 1**

4. 請將頁面下拉至頁尾，瀏覽職缺及招募廣告。請注意：該頁面，將顯示您在上一步中，所選取之國家的職缺。



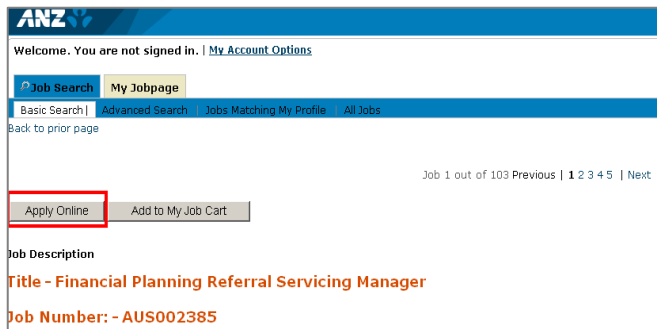
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# Quick Reference Guide 應徵指南

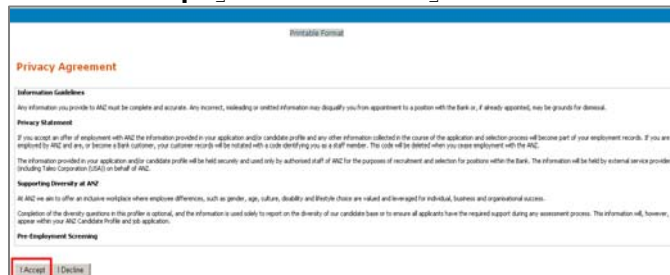
## External Candidate Application process

### How to apply for a role at ANZ

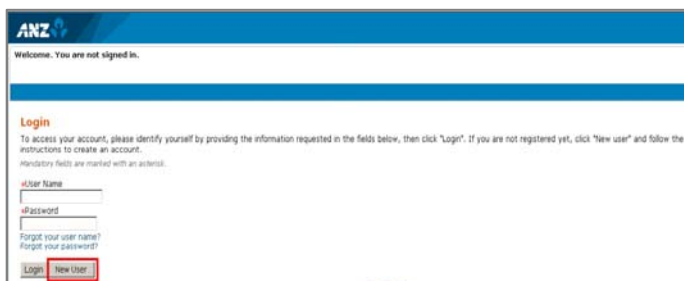
- Click on a job link to show the details of one of the advertised roles and select **Apply Online** button
- 請按下某一職位，進入該職位的介紹及條件，按下「**Apply Online**」開始應徵。



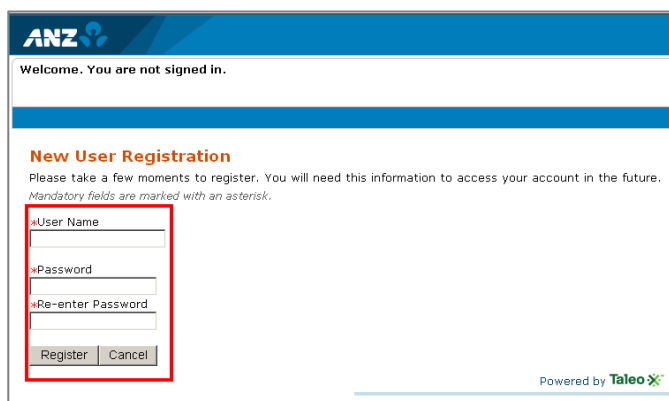
- Click on the **I Accept** button – You will be asked to accept or decline the **Privacy Agreement**
- 按下「**I Accept**」按鈕 – 請仔細閱讀「**Privacy Agreement**」。選擇「**I Accept**」或「**I Decline**」。



- Next the Candidate Login page is displayed where you are asked to enter your user name and password
- 接下來，進入登入畫面，輸入您想使用的帳號及密碼。



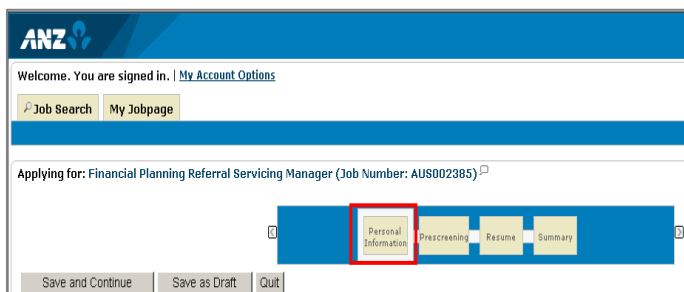
- If you have previously applied for a job at ANZ or already set up a candidate profile, you will have a user name and password that can be entered
- 如果，您之前曾申請過澳盛銀行職缺，請使用之前的帳號登入。
- If you have not applied for a job at ANZ before click on the **New User** button
- 如果，您之前沒有申請過澳盛銀行職缺，請按下「**New User**」按鈕。



- Create a user name and password
- 建立帳號及密碼。

After logging in with your user name and password

- There are 4 stages of application, highlighted by the step status here. **Stage 1: Personal Information**
- 線上申請，需要完成4個步驟。  
第一步：「**Personal Information**」個人資料



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### How to apply for a role at ANZ

12. Enter your personal information, a red asterisk indicates a mandatory field
12. 請輸入您的個人資料，有紅色星號註記者，為必填欄位。

**Personal Information**  
Please enter all relevant personal information in the fields below.

\*Title  
[Not Specified]

\*First Name [ ] Middle Name [ ]

After entering your personal information

13. Click on the **Save and Continue** button
13. 請按下「**Save and Continue**」按鈕。

Have you been employed by ANZ before? [Not Specified] If Yes, Date Left? [Not Specified]

Internal Candidate Employee Number [ ]

Place of Residence [ ]

**Save and Continue** Save as Draft Quit

14. **Stage 2: Pre-screening questions** You'll see the Pre-screen phase of the process is now highlighted at the top of the next screen
15. **第二步：「Pre-screening」基本問題**  
在次頁上方，您將看到已進入基本問題回答階段

**ANZ**  
Welcome. You are signed in. | My Account Options

Job Search My Jobpage

Applying for: Financial Planning Referral Servicing Manager (Job Number: AUS002385)

Personal Information **Pre-screening** Resume Summary

Save and Continue Save as Draft Quit

15. In this screen, you are asked to complete some questions about yourself e.g. experience, education,

NB: A red asterisk marks a mandatory field

15. 在這個頁面，您將回答一些有關您的基本資料問題；例如工作經歷、學歷。

### Prescreening

Mandatory fields are marked with an asterisk.\*

#### Questionnaire

Please answer the following questions as accurately as possible.

- \*1. Please indicate your employment status:

[No Selection]

- \*2. What is your highest education qualification?

[No Selection]

16. You are now at the **Resume** step of the application process
16. 您現在，進入申請流程的第三步：「**Resume**」履歷表

**ANZ**  
Tanya Cassidy, you are signed in. | My Account Options

Job Search My Jobpage

Applying for: Financial Planning Referral Servicing Manager (Job Number: AUS002385)

Personal Information Pre-screening **Resume** Summary

Save and Continue Save as Draft Quit

17. Click on the **Browse...** button, select your Resume
17. 請按下「**Browse**」按鈕，選取您的履歷表。

**Resume**

Mandatory fields are marked with an asterisk.\*

\*Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach [Browse...]

Attach McAfee

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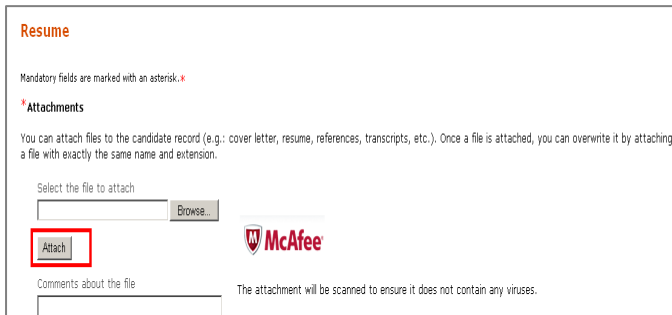
# Quick Reference Guide

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18. Click on the **Attach** button

18. 請按下「**Attach**」按鈕，來上傳履歷表。



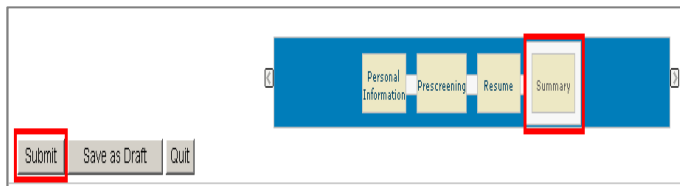
The screenshot shows the 'Resume' section of the application form. It includes a heading 'Resume', a note 'Mandatory fields are marked with an asterisk.\*', and a section titled '\* Attachments'. Below this, there is a text box for 'Select the file to attach' with a 'Browse...' button. A red box highlights the 'Attach' button. To the right, there is a McAfee logo and a note: 'The attachment will be scanned to ensure it does not contain any viruses.' At the bottom, there is a 'Comments about the file' text box.

19. Click on the **Save and Continue** button

19. 請按下「**Save and continue**」按鈕。

20. You are now at the **Summary** step of the process. Confirm your details and then click on **submit**

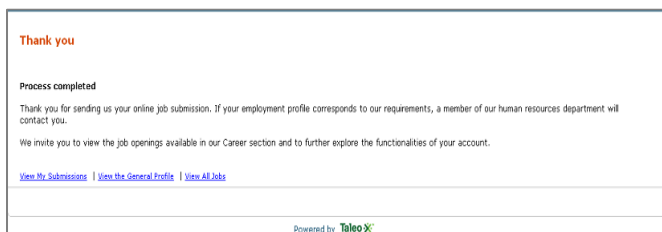
20. 您現在，進入到最後一步「**Summary**」請確認，您的所有資料，並按下「**Submit**」按鈕來應徵。



The screenshot shows a progress bar with four steps: 'Personal Information', 'Prescreening', 'Resume', and 'Summary'. The 'Summary' step is highlighted with a red box. Below the progress bar, there are three buttons: 'Submit', 'Save as Draft', and 'Quit'. The 'Submit' button is also highlighted with a red box.

You should now be at the **Thank you page** your application is complete **ONLY** if you reach this page

現在，您應該進入到了「**Thank You**」頁面  
請注意：只有，進入到這一頁面您的應徵才算完成。



The screenshot shows the 'Thank you' page. It has a heading 'Thank you' and a section 'Process completed'. The text reads: 'Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you. We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.' There are three links: 'View My Submissions', 'View the General Profile', and 'View All Jobs'. At the bottom, it says 'Powered by Taleo'.

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