GWUIM

Recruitment System

User Guide

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1. Introduction

1.1 Purpose of this Document

This document serves as a comprehensive **User Guide for Applicants** using the Gampaha Wickramarachchi University of Indigenous Medicine Recruitment Management System (GWUIMRMS).

It provides detailed instructions on how to register, log in, apply for vacancies, manage personal information, and track the status of applications.

The purpose of this guide is to ensure that all applicants can efficiently navigate the system and complete the recruitment process with minimal difficulty.

1.2 Target Audience (Job-Seekers)

This guide is intended for **job seekers** who wish to apply for academic or non-academic positions at Wickramarachchi University through the online recruitment system.

It is designed for users with basic computer and internet knowledge, requiring no prior technical experience.

Applicants can use this guide to understand each step of the online application process and manage their personal profiles.

1.3 System Overview

The Wickramarachchi University Recruitment Management System is an online portal developed to streamline and digitalize the recruitment process for university staff positions.

It allows applicants to,

- View and apply for available job vacancies.
- Fill in and submit application forms electronically.
- Upload Bank Slip and degree transcript.

- Track the progress of submitted applications.
- Download officially formatted application PDFs.

The system ensures transparency, efficiency, and accessibility by eliminating the need for manual submissions and simplifying the overall recruitment workflow.

2. System Access

2.1 URL or Access Link

Applicants can access the Wickramarachchi University Recruitment Management System using the following web address,

🔗 Recruitment Portal URL: https://recruitment.gwu.ac.lk/

It is recommended to bookmark this link for easy future access.

2.2 System Requirements

To ensure smooth and secure user experience, please verify that your device meets the following requirements:

2.2.1 Hardware Requirements

- A desktop or laptop computer, or a modern smartphone/tablet.
- Stable internet connection (minimum speed of 2 Mbps recommended).

2.2.2 Software Requirements

Supported Web Browsers,

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Microsoft Edge
- Safari (for macOS/iOS users)

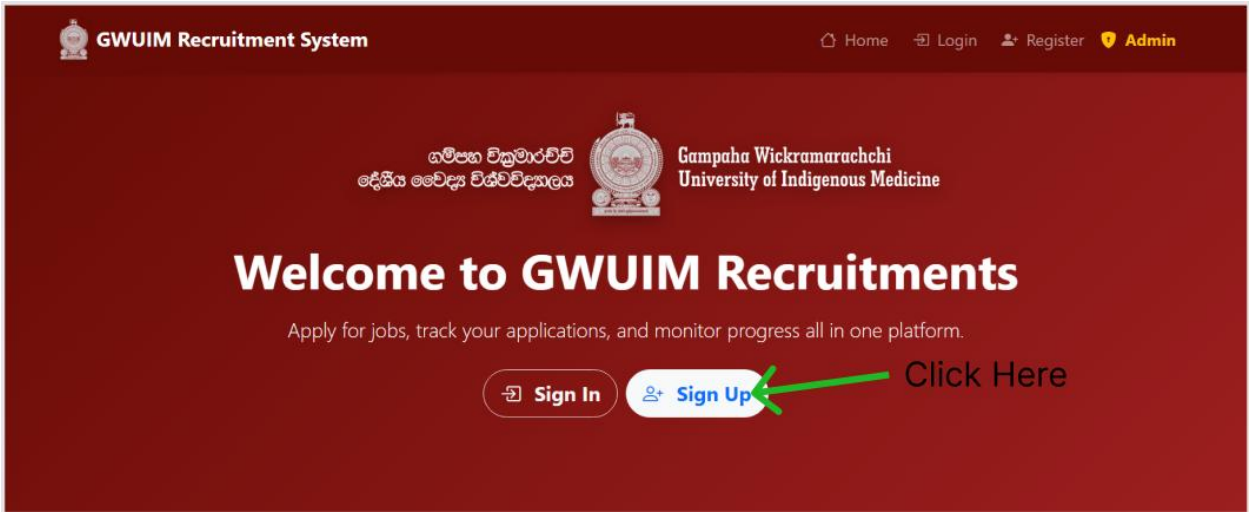
⚠ Note: Internet Explorer is not supported. Some features may not display correctly on outdated browsers.

3. Login and Registration Steps

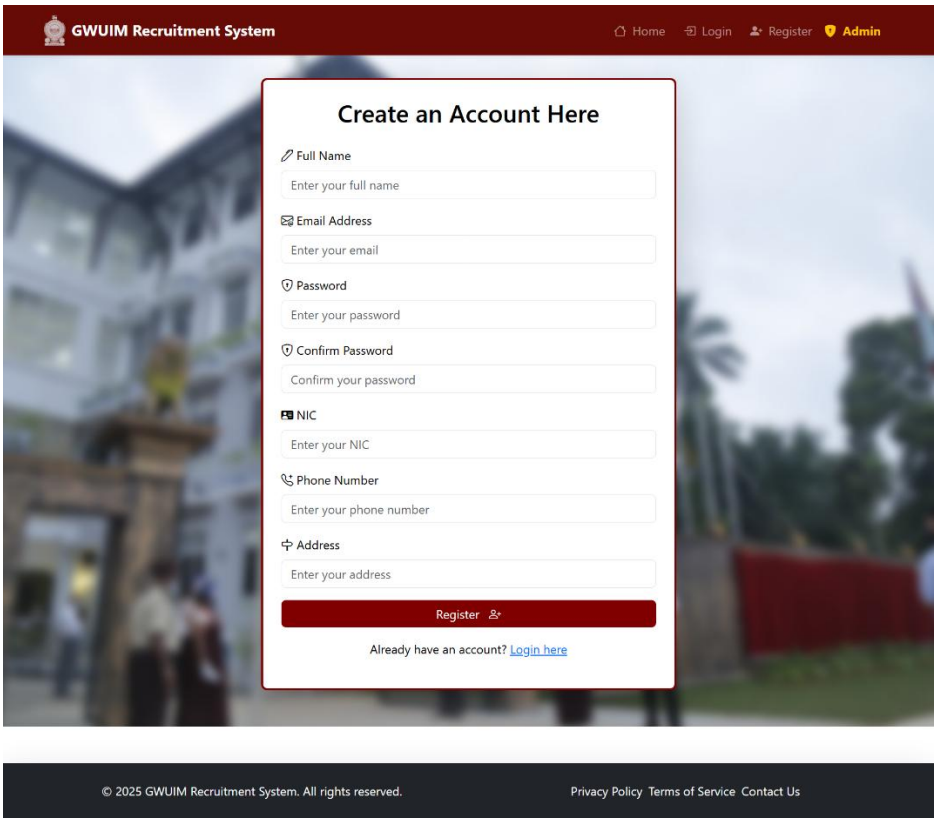
The system allows applicants to create an account and log in securely using their email and password.

Step 1: Create a New Account (Registration)

- Visit the recruitment portal link: https://recruitment.gwu.ac.lk/
- Click on “Sign Up” on the homepage.



- Fill out the required details

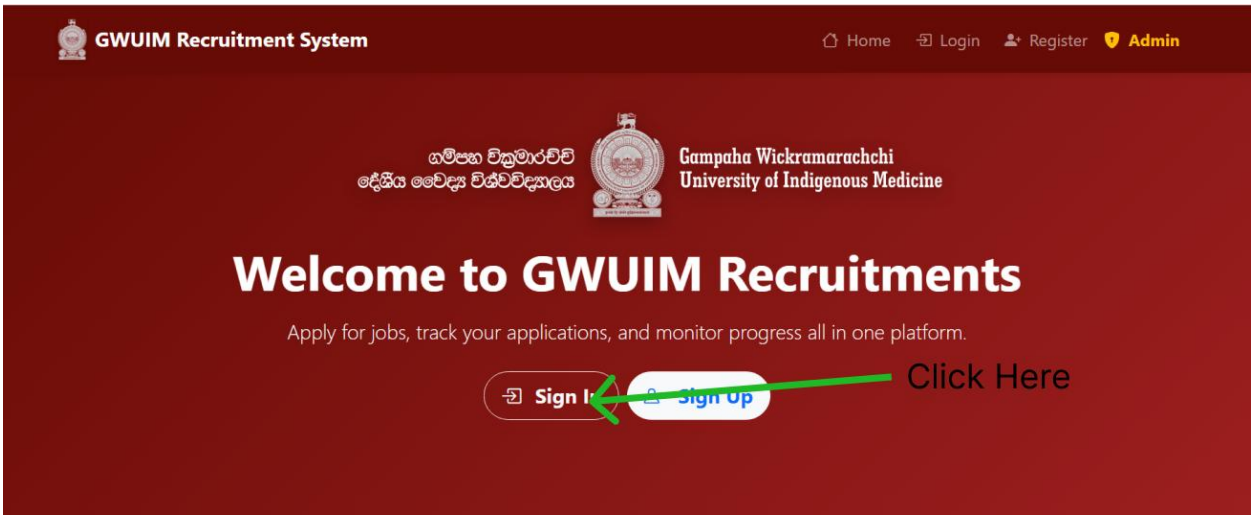


- Click “Register” to create your account

☑ **After successful registration**, a confirmation message will appear, and you can proceed to log in using your registered email and password.

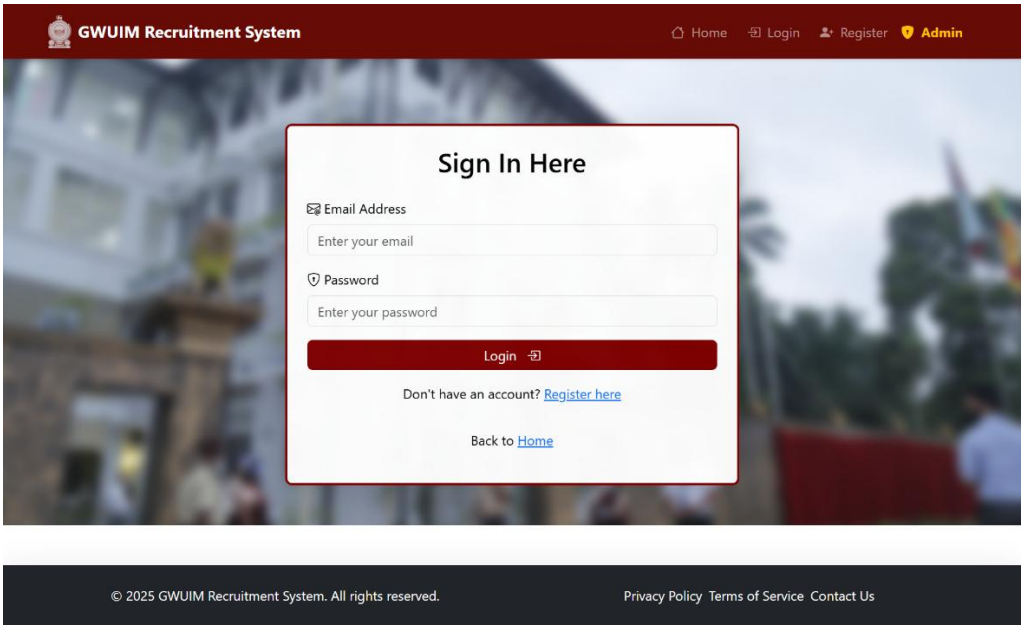
Step 2: Access the Login Page

- Visit the recruitment portal link: https://recruitment.gwu.ac.lk/
- Click on “Sign In” on the homepage.



Step 3: Logging In

- Enter your Email and Password on the Login page.
- Click “Login”.



☑Upon successful login, you will be redirected to your Applicant Dashboard, where you can view available vacancies and start your application process.

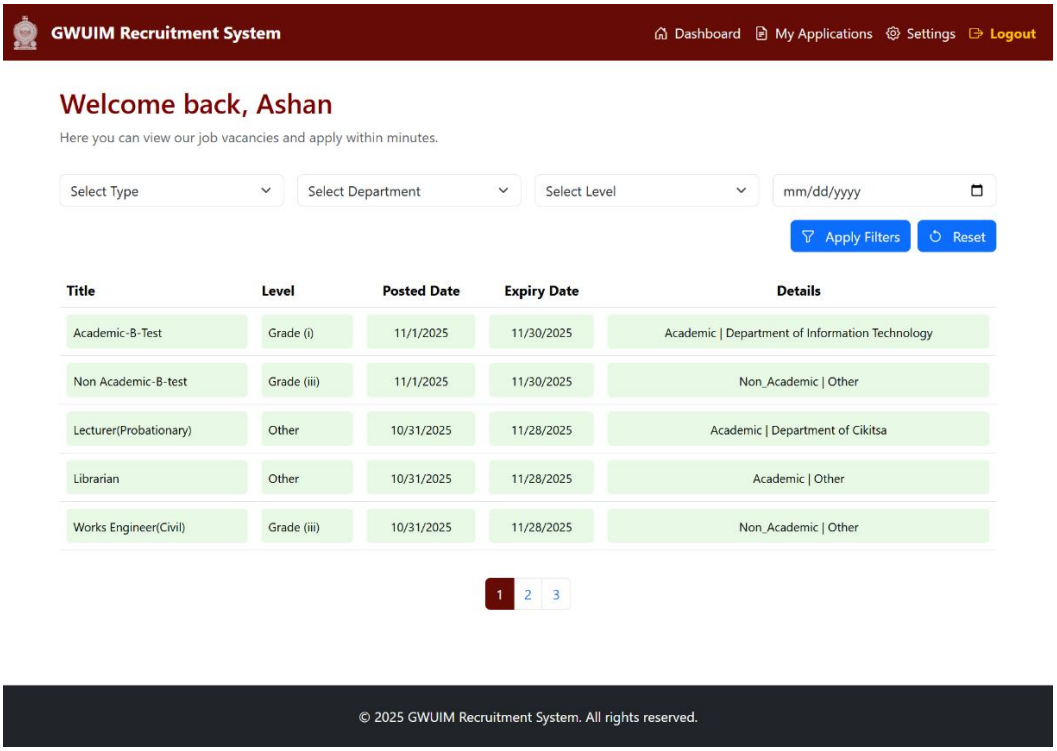
3. Dashboard Overview

After logging in, applicants are directed to the Dashboard, which acts as the main control panel for all actions.

3.1 Dashboard Layout

The dashboard includes,

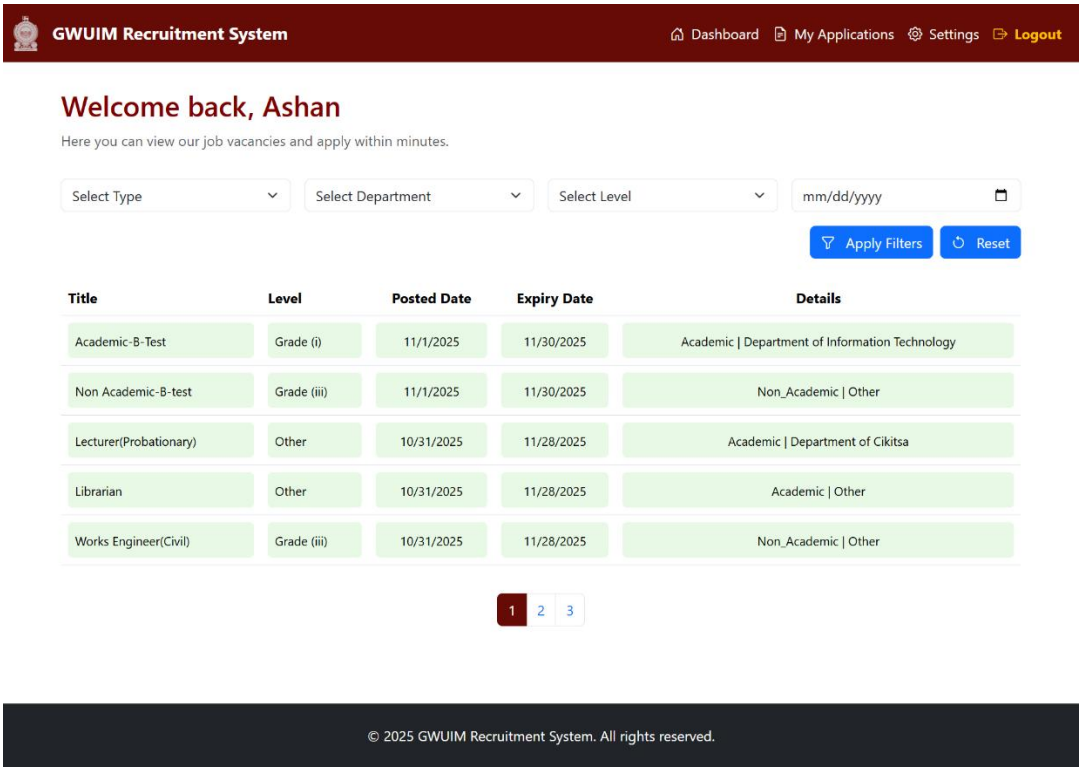
- Navigation Menu: Access main sections quickly.
- Main Display Area: Shows available jobs with filters.
- Header Bar: Displays user name, notifications, and logout.



3.2 Key Sections

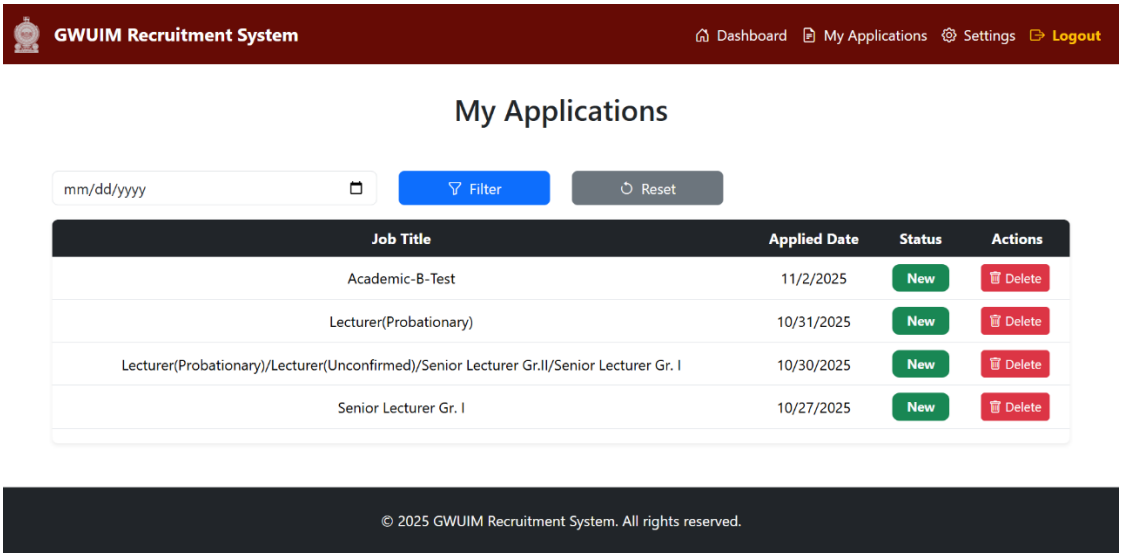
3.2.1 Available Vacancies

View all active job openings, filter, and click to Apply.



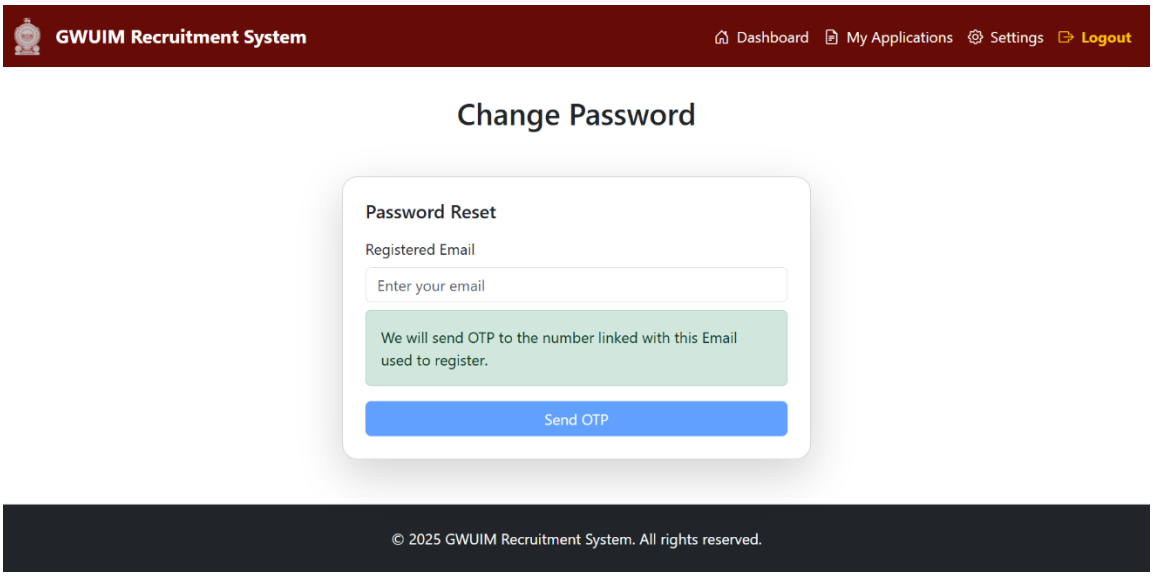
3.2.2 My Applications

Track submitted applications, view their current status and delete it if need.



3.2.3 Profile Settings

Update password.

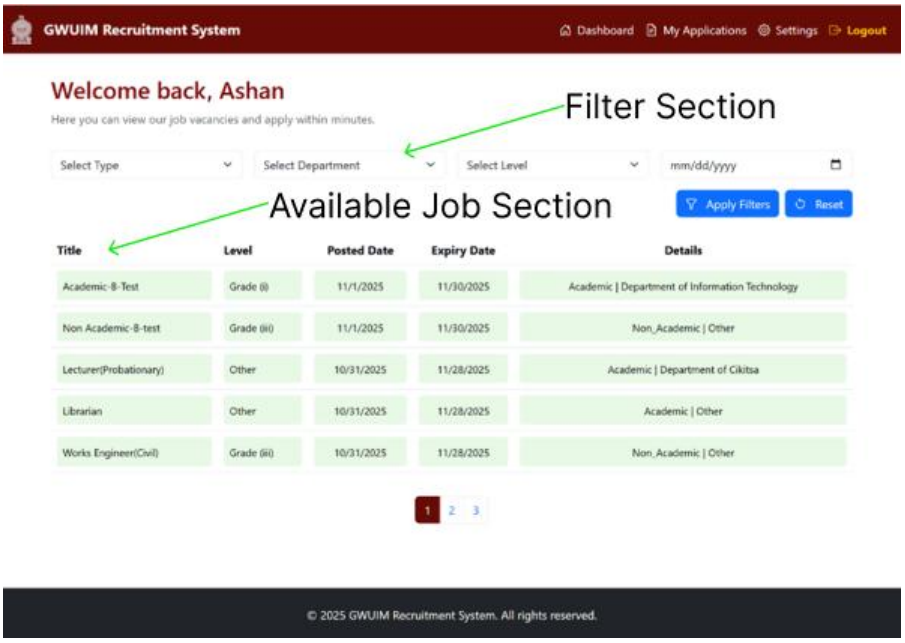


4. Applying for a Job

4.1 Viewing Available Vacancies

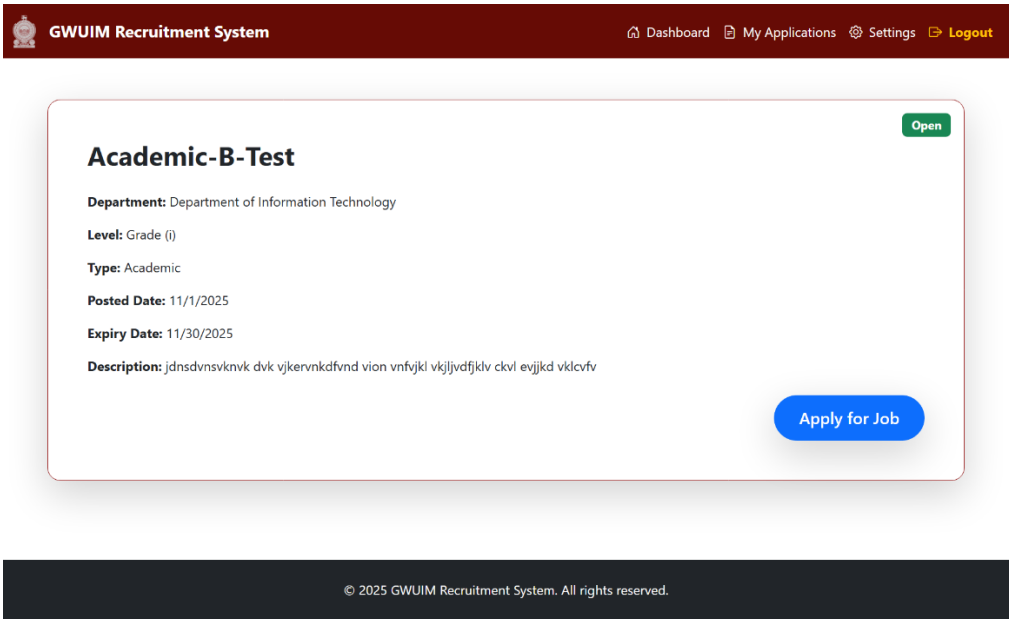
Navigate to “Available Vacancies” from the dashboard to see all open positions.

You can filter by category, department, job type, or closing date.



4.2 Viewing Job Details

Click on a job title to open its Detailed Description, which includes position requirements, qualifications, and application deadlines.



4.3 Starting a New Application

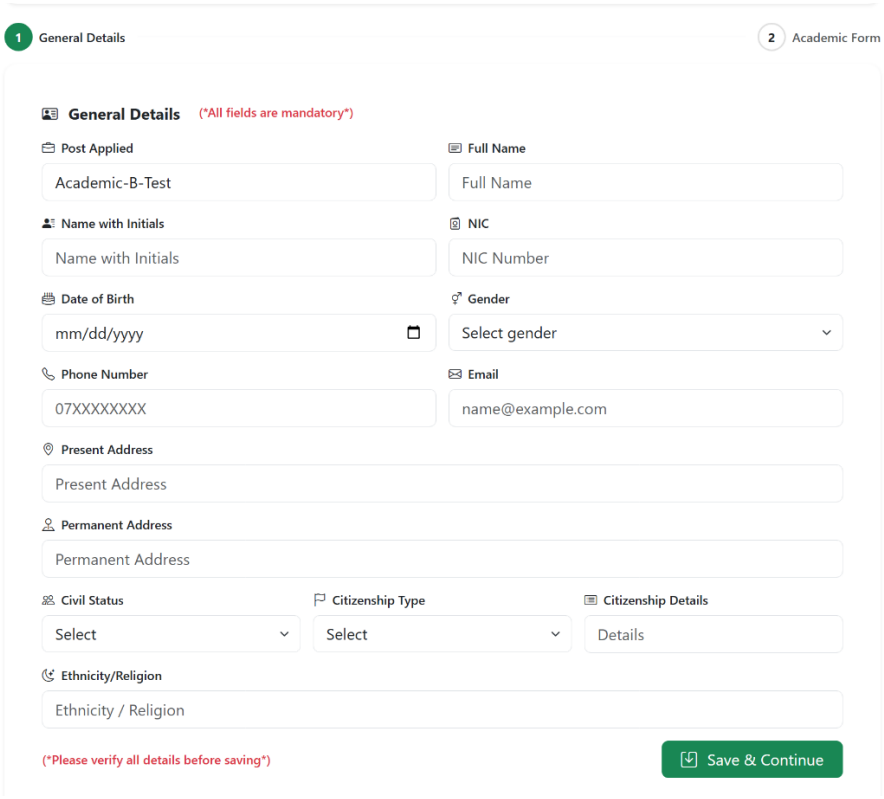
Select “Apply For job” to begin a new application for the chosen vacancy.

A new Application Form will open with multiple sections to complete.

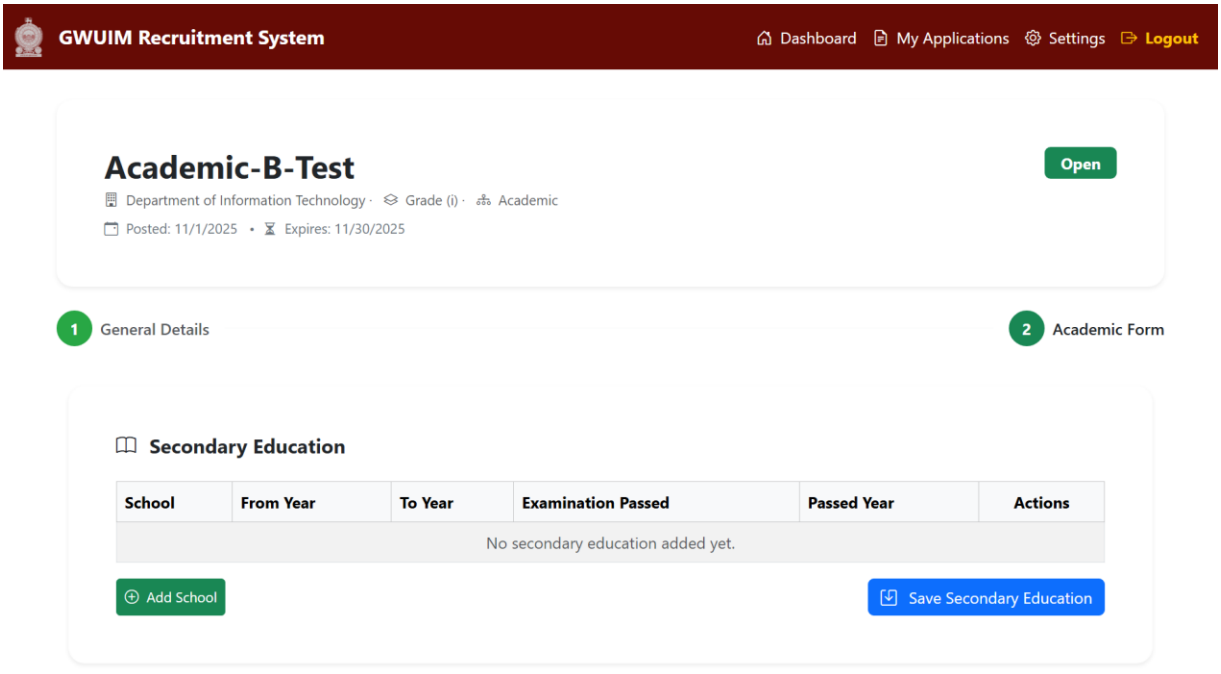
4.4 Filling Out Application Sections

Complete each section carefully

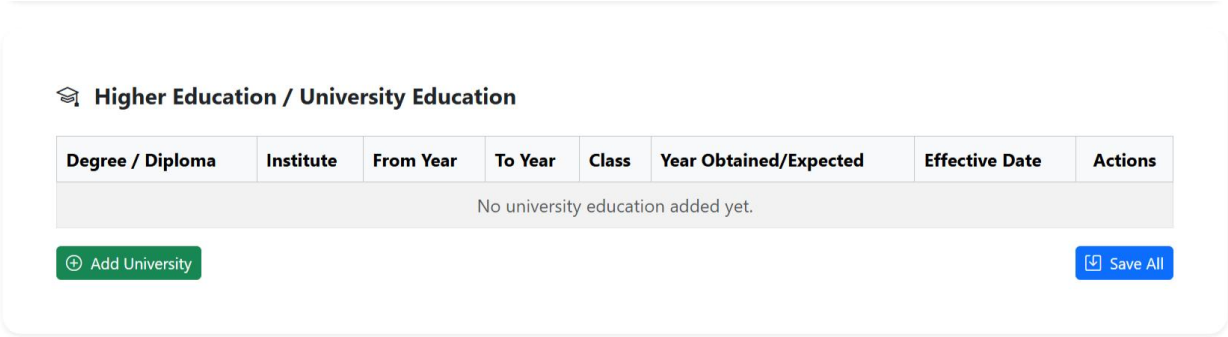
4.4.1 General Details



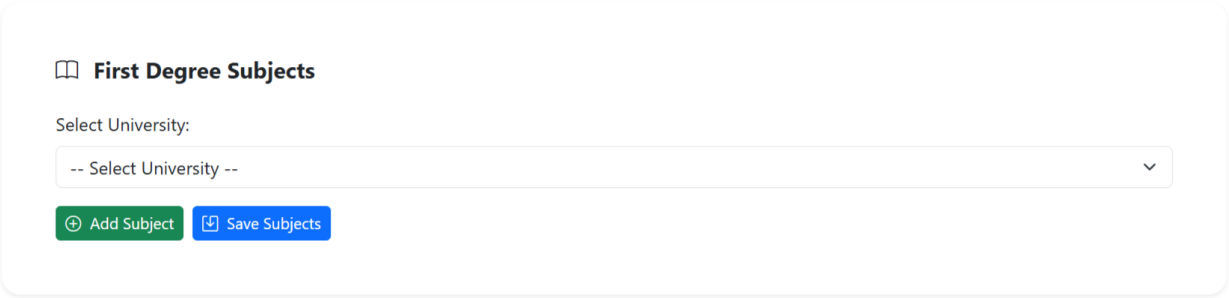
4.4.2 Secondary Education



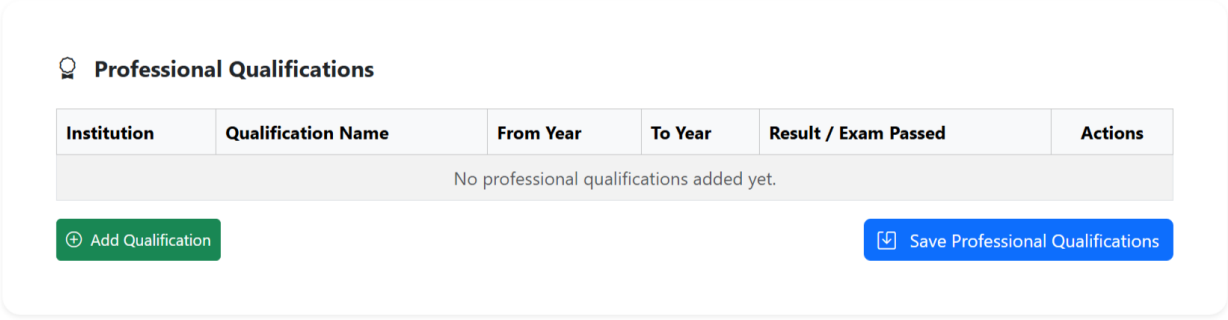
4.4.3 Higer Education



4.4.4 First Degree Subjects

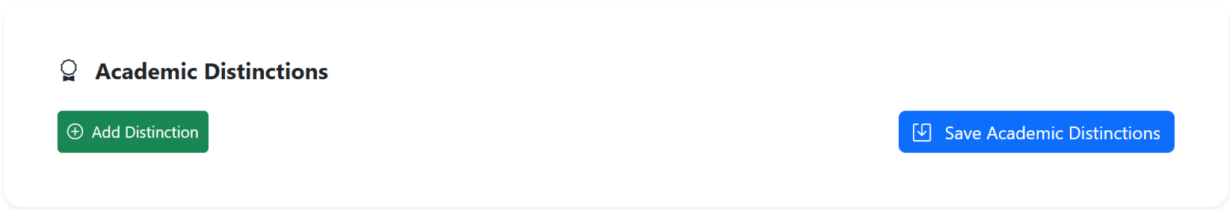


4.4.5 Professional Qualifications

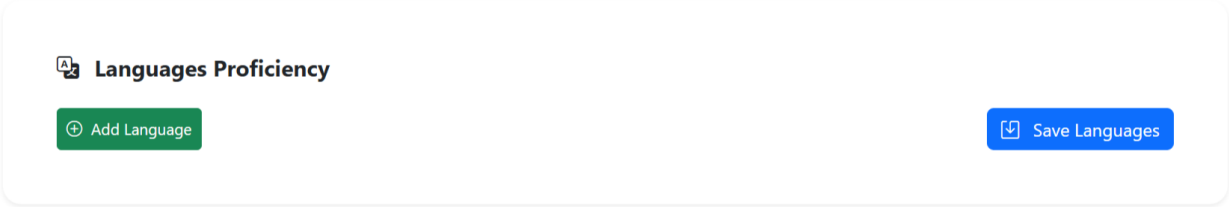


4.4.6 Special Qualifications

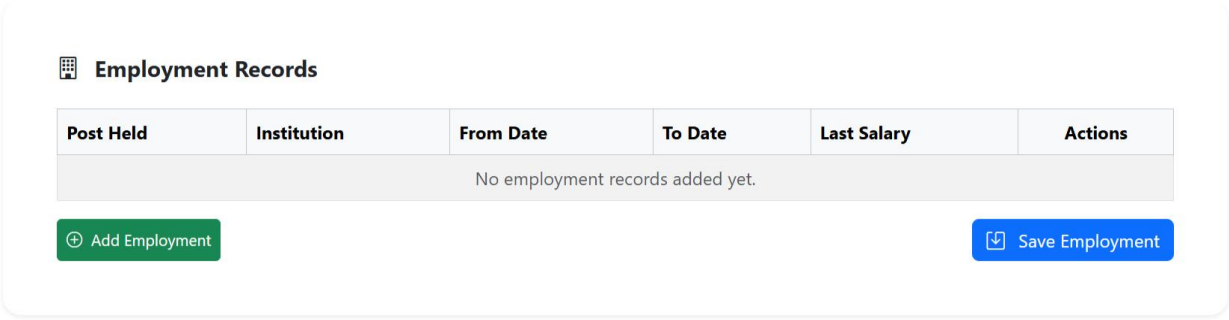
4.4.7 Academic Distinctions



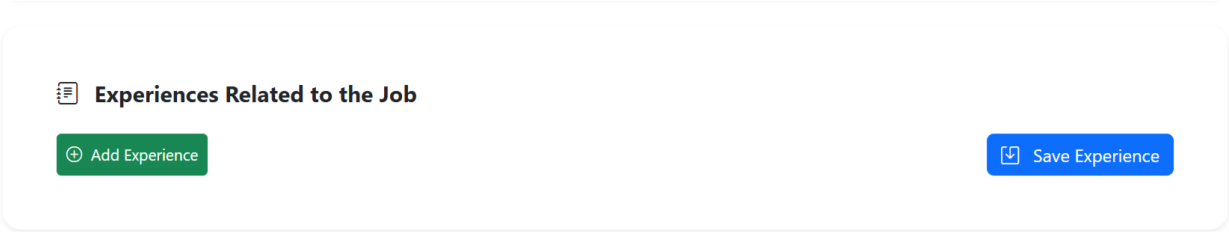
4.4.8 Language Proficiency



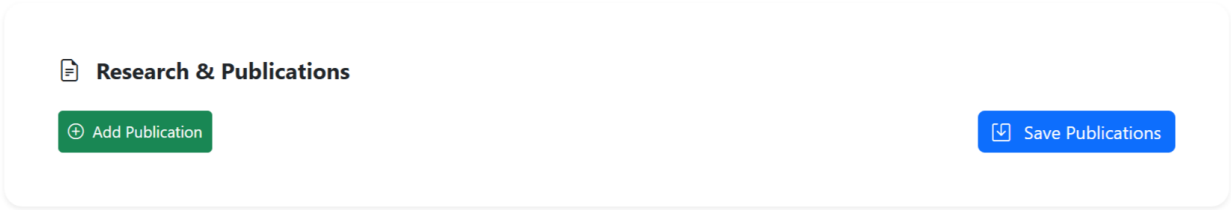
4.4.9 Employment Records



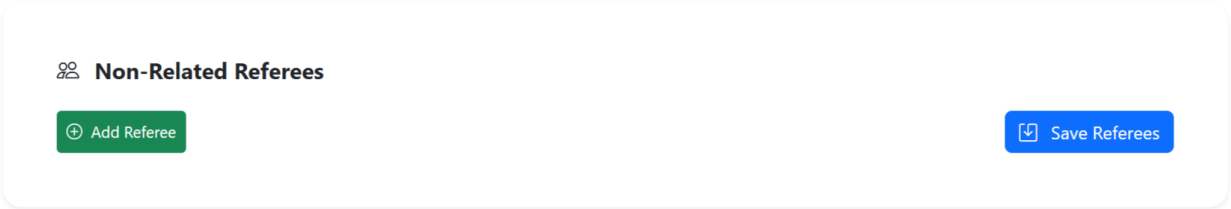
4.4.10 Experiences



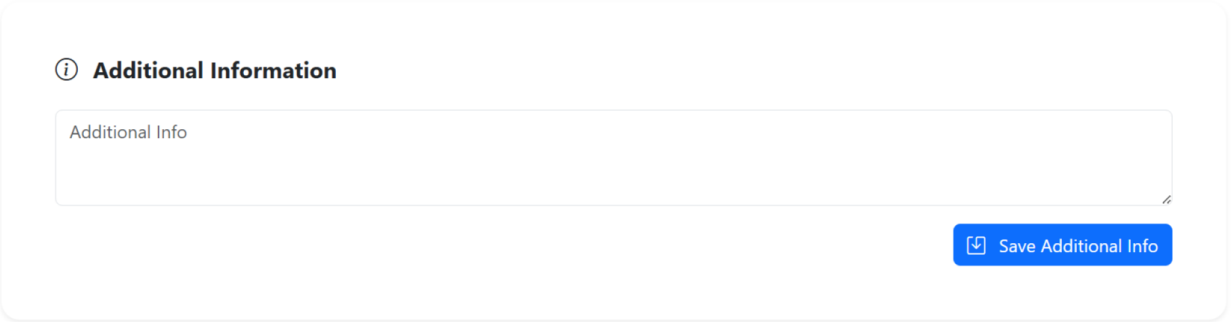
4.4.11 Research & Publications



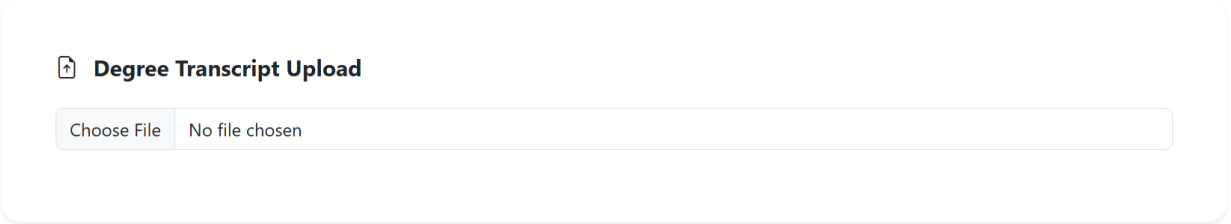
4.4.12 Non-Related Referees



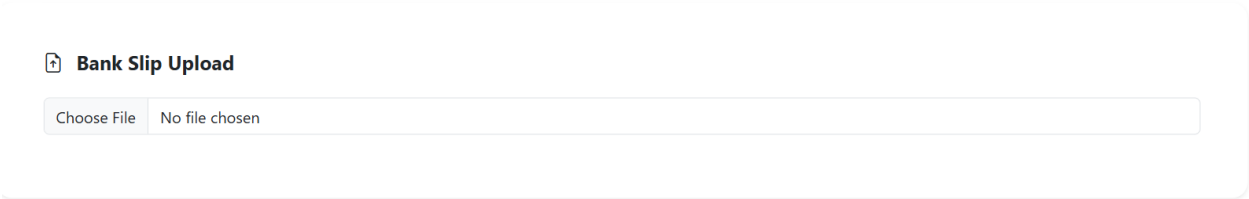
4.4.13 Additional Information



4.4.14 Degree Transcript Upload



4.4.15 Bank Slip Upload



4.4.16 Submitting the Application & Download Application

After completing all sections, review your information carefully and click “Download Application & Complete Submition”.

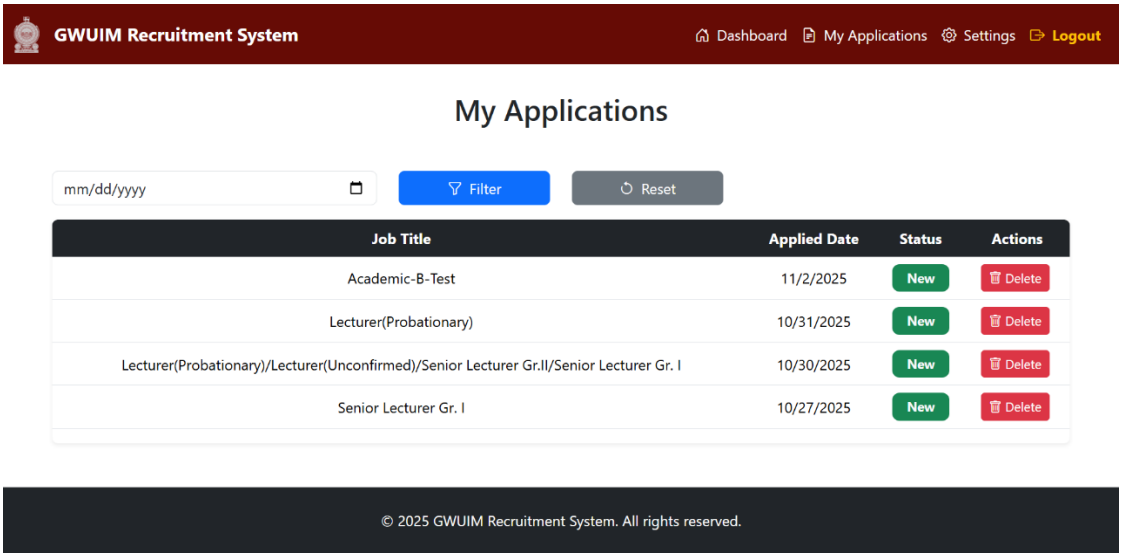
Once clicked, the complete application download.

4.4.17 Tracking Application Status

Go to “My Applications” to check your progress.

Statuses may include:

- New
- In Review
- Called for Interview
- Hired
- Rejected



⚠ If you need to remove your application, you can click “Delete” in the My Applications section before the closing date.

5. Support and Help

If you encounter any issues while using the recruitment system, the following support options are available.

5.1 Contact Information

For assistance, you can reach the support team through the following channels,

- Technical Support: For login issues, errors, or system-related problems

  ☎ Hotline: 077 865 6171 (8. 30 am – 6 .00 pm)
- Recruitment Inquiries: For questions related to job vacancies or application requirements

  🖂 Non - Academic Email: arnacad@gwu.ac.lk

  ☎ Non – Academic Hotline : 033 2 215 829

  🖂 Academic Email: drae@gwu.ac.lk

  ☎ Academic Hotline : 033 2 215 827

5.2 Common Issues and Troubleshooting Tips

- Login Failed: Ensure your email and password are entered correctly. If forgotten, use the "Forgot Password" option.
- Page Not Loading: Check your internet connection or try refreshing the page.
- File Upload Error: Confirm the file format and size match the system's upload requirements.
- Application Not Submitting: Make sure all mandatory fields are filled before clicking "Submit."

⚠ If issues persist, contact Technical Support with your registered email and a short description of the problem.