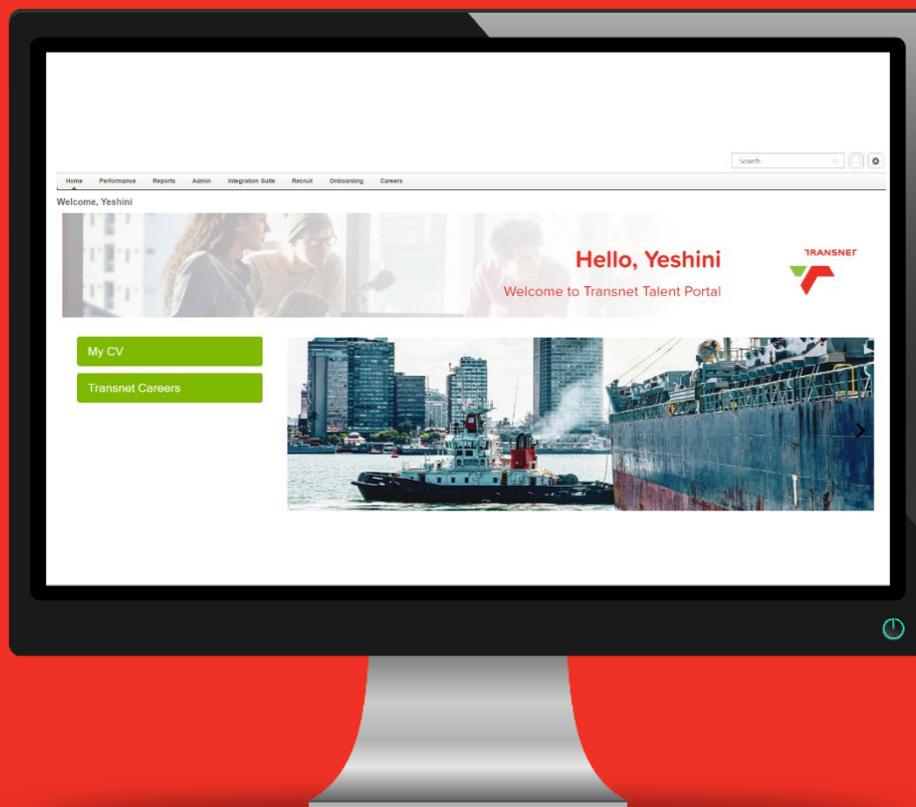




Transnet IPMP

Recruitment – External Applicant



Transnet IPMP

Recruitment: External Applicant Guide

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1. External Applicant Guide

1.1 Create external applicant profile



External applicant

This function is assigned to **external applicants**, who want to search for jobs to apply for. Here are the steps to follow:

transnet.net/Career/Pages/Careerpage.aspx

Teamwork Teamwork Chat Google Hangout Google Drive Talentek Payspace Zoho Tickets CSOD Dog Food The Hub Talentek Calendar Success Centre CSOD GPS Case

"LEADERS DON'T CREATE FOLLOWERS, THEY CREATE MORE LEADERS"
- Tom Peters

A CAREER WITH TRANSNET

A Transnet, **excellence is our standard.** We proudly operate and control South Africa's major transport infrastructure networks and in expanding our operations globally, we hold a vision to become Africa's world champion in transport and logistics solutions.

Transnet is a leading world-class employer, boasting a highly motivated workforce in excess of 55000 employees. Our workplace **offers outstanding opportunities** aimed towards attracting results driven individuals who are suitably qualified and who can aspire to even greater heights in our company.

Should you encounter technical related challenges on our Careers site, please email: careers-help@transnet.net

Find out about Transnet opportunities and apply now

REGISTER LOGIN JOB SEARCH FAQ

Browse the Transnet website and click on *Careers*.
If you click on the highlighted circular icon, "ID number verification" needs to be completed.

Create a Profile

We need your information to register you. Please provide it before continuing

ID Type

Date of Birth

Gender

Id Number

Select *ID number* on the dropdown menu next to *ID Type*. If you do not have an ID number, select *Passport* from the drop down.

Capture your date of birth.

Select your gender.

Capture your ID number.

Click the *Verify* button.

Create a Profile

You are creating account using provided document. ██████████965086

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Password cannot be the same as the e-mail address.
- Passwords must contain both uppercase and lowercase letters.
- Passwords must contain both alphabetic and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 12 - 20 characters.

* First Name

* Last name

* E-mail

* Confirm e-mail

* Phone

* Password

* Confirm password

Language English (US) ▼

I'm not a robot 

By checking this box you agree to our [Terms of Service](#)

Create Profile

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Capture all the required fields.

Select English (UK) from the Language drop down.

Check *I'm not a robot* reCAPTCHA.

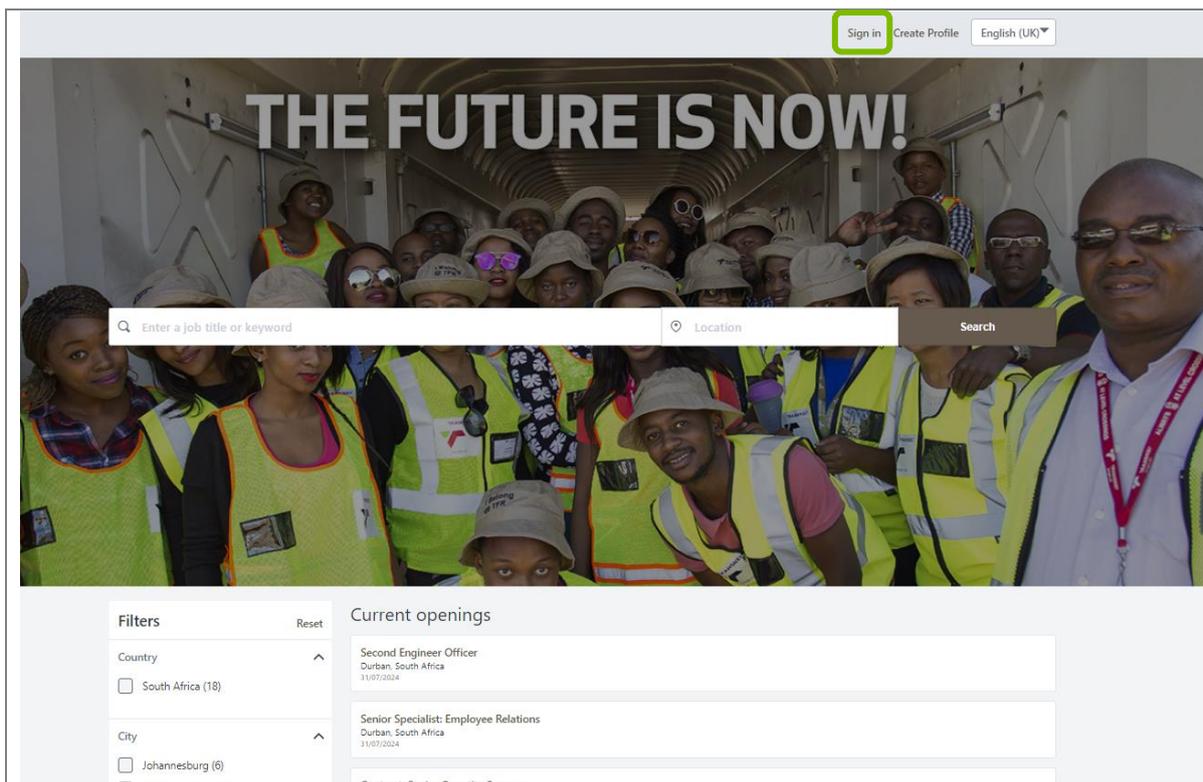
Check the block indicating that you agree with the Terms of Services.

Click the *Create Profile* button.

You will receive a system-generated email for the address you have captured. Click on the link included in the email to verify your email address.

From there you can use your username and password to sign in.

NOTE: Please ensure you capture the correct email address as this will affect the log in process.



Click the *Sign in* button at the top of the page.

Sign in

E-mail

Password

[Forgot password or need to create a password?](#)

[Haven't got a profile? Create a new profile](#)

By signing in or creating a profile you agree to our [Terms of Service](#)

[<< Back](#)

Enter your verified email address and the password you created.

Click the *Sign in* button when done.

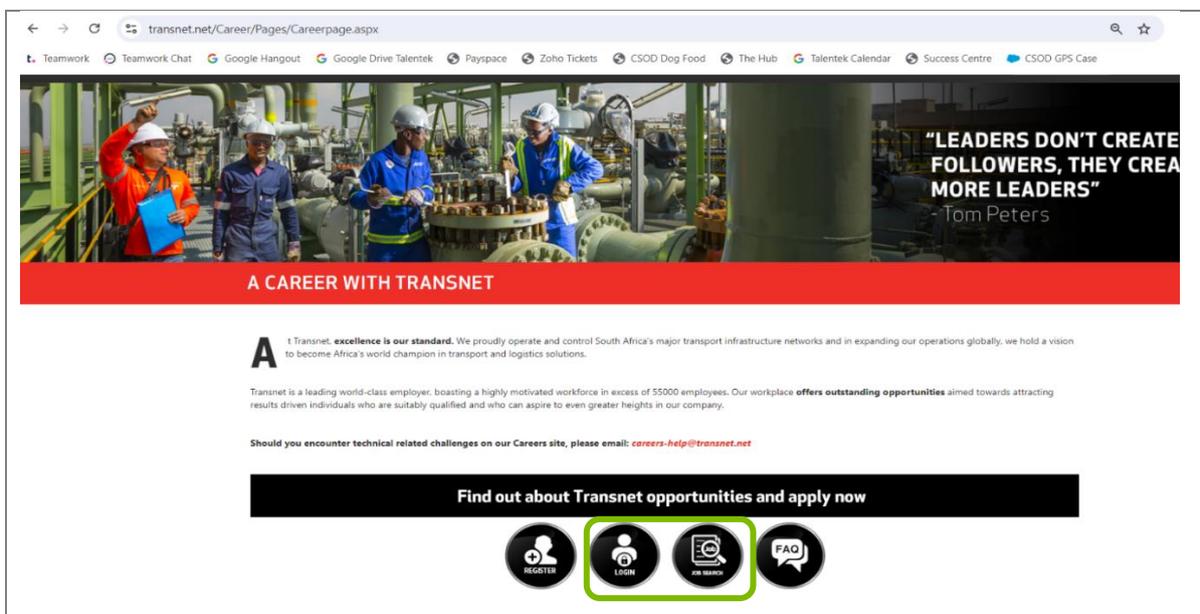
You can now search and apply for the job you are interested in.

1.2 Signing into an external applicant profile



External applicant

This function is assigned to **external applicants**, who want to search for jobs to apply for. Here are the steps to follow:



Browse the Transnet website and click on *Careers*.

If you click on any of the two highlighted circular icons, "Sign in" needs to be completed.

Sign in

E-mail

Password

[Forgot password or need to create a password?](#)

[Haven't got a profile? Create a new profile](#)

By signing in or creating a profile you agree to our [Terms of Service](#)

[<< Back](#)

Enter your verified email address and the password you created.

Click the *Sign in* button when done.

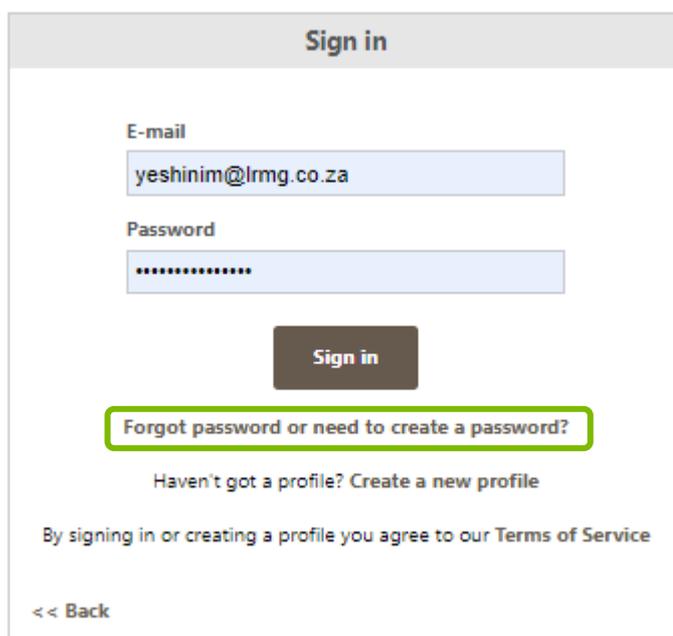
You can now search and apply for the job you are interested in.

1.3 External applicant – forgot password



External Applicant

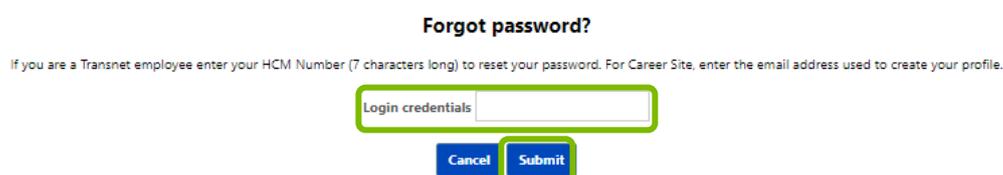
This function is assigned to **external applicants**, who have forgotten their profile passwords. Here are the steps to follow:



The screenshot shows a 'Sign in' form with the following elements:

- Sign in** (header)
- E-mail** field: yeshinim@lrmg.co.za
- Password** field: masked with dots
- Sign in** button
- Forgot password or need to create a password?** (highlighted with a green box)
- Haven't got a profile? Create a new profile**
- By signing in or creating a profile you agree to our Terms of Service**
- << Back**

If you have forgotten your password, or need to reset your password, you will need to click on the link highlighted above on the *Sign in* page.



The screenshot shows the 'Forgot password?' page with the following elements:

- Forgot password?** (header)
- Text: *If you are a Transnet employee enter your HCM Number (7 characters long) to reset your password. For Career Site, enter the email address used to create your profile.*
- Login credentials** field (highlighted with a green box)
- Cancel** and **Submit** buttons

Enter your verified email address into the *Login credentials* field and click *Submit*.

Please note:

If you have used the incorrect email address upon creation of your profile, the link to reset your password will not be received.

Queries in this regards, or any other can be sent to **careers-help@transnet.net**.

1.4 Searching and applying for a job as an external applicant



External Applicant

This function is assigned to **external applicants**, who will be searching and applying for jobs. Here are the steps to follow:

Browse the Transnet website and click on *Careers*.

If you click on any of the two highlighted circular icons, "Sign in" needs to be completed as indicated below with the relevant log-in details.

Sign in

E-mail

Password

Sign in

Forgot password or need to create a password?

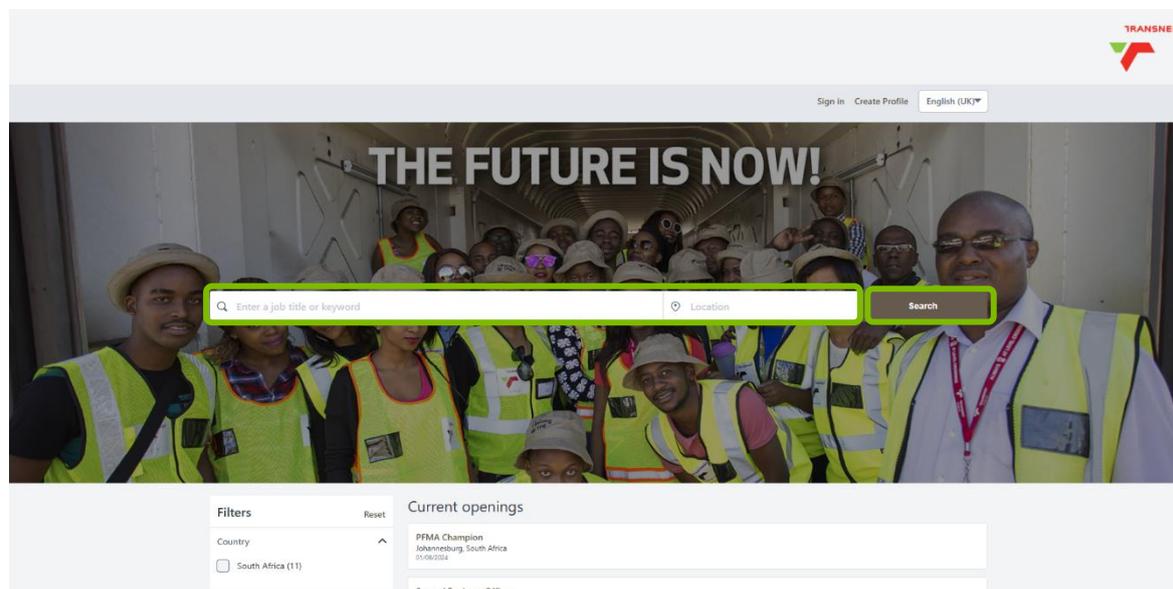
Haven't got a profile? [Create a new profile](#)

By signing in or creating a profile you agree to our [Terms of Service](#)

<< Back

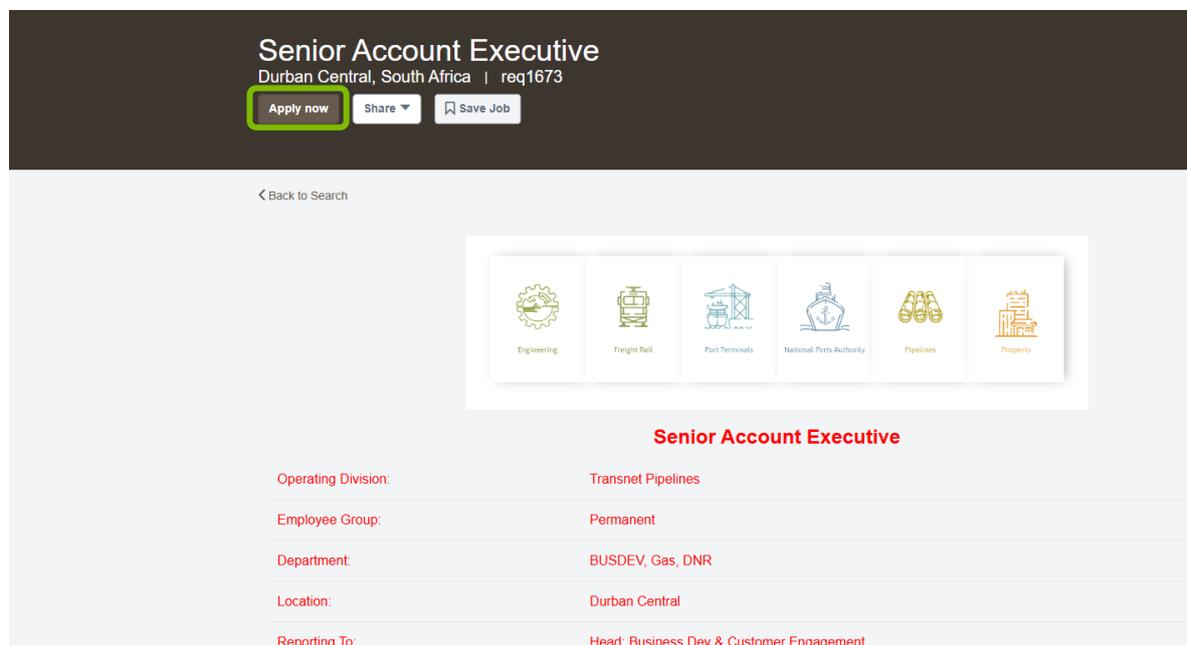
Enter your verified email address and the password you created.

Click the *Sign in* button when done.



Capture the *Job Title* of a *keyword* in the job title field, select *Location* and click the *Search* button.

Click on the *position link* for more information about that job.



Read through the job specification and apply by clicking on the *Apply now* button.