

FAQs – Recruitment System

This guidance is only applicable for applications made via iTrent and does not apply to HIRE. Please use the images below to determine which system you are using to submit your application:

HIRE

Login/Register

To submit an application for a vacancy you must register to access the secure online application form.

If you have already registered you may login again by entering your email address and the password you created during registration to access your secure information and submit applications.

If you have not previously registered, you will need to do so to make an online application, simply follow the registration process below to complete your registration.

Please note: **Javascript and cookies must be enabled to use this website**

Cardiff Metropolitan University Staff Login

If you are a member of staff at Cardiff Metropolitan University, please click the "Staff Login" button to access this site.

[Staff Login](#)

Already Registered?

Email/Username:

Password:

I accept cookies

[Login](#)

Not Registered?

Proceed to the registration process.

[Register](#)

Forgotten Password?

If you have forgotten your password, you can reset your password by following our password reset procedure. You will be emailed a link which you must follow to be able to reset your password.

[Reset Password](#)

iTrent

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Search for job ⓘ The asterisk symbol denotes mandatory fields which must be completed

Existing user login

Forgotten password

My applications

My profile

Contact us

Welsh

Existing user login

Please enter your Username and password. If you are a current staff member, please login to MyMet and select the internal vacancies link. If you have forgotten your password, please use the link below. If you've entered an incorrect password 3 times your account will be deactivated, please contact the Recruitment team at staffrecruitment@cardiffmet.ac.uk or call us on 02920 417317.

User Name *

Password *

[Forgotten your password?](#)

[Log in](#) [Back to search results](#)

For support with applications made via HIRE please contact the Staff Recruitment Team using the details below:

- Staff recruitment telephone number: +44 (0) 2920 417 317
- Email: StaffRecruitment@CardiffMet.ac.uk

Account Details

Q. How do I create a user account?

A. Click the **Apply online** button on the job you wish to apply for. Select **New user registration** and enter the required information.

Q. I'm a Cardiff Metropolitan University employee and some of my personal information you hold is incorrect. How can I update it?

A. Please log in to **Employee Self-Service** and update your details via the 'My profile' tab.

Q. I've forgotten my password, how can I log in?

A. If you are an external candidate click on **Forgotten Password** on the left-hand menu and enter the required information. You will be sent an email containing a link to reset your password. Please note that this link is only valid for six hours from the time it's sent to you.

If you are an internal candidate, you will need to change your password via the password management portal on InSite.

Q. I've entered my password several times and I still can't login, what can I do?

A. Your account will deactivate if you enter the password incorrectly more than three times. To reactivate, please, contact us on staffrecruitment@cardiffmet.ac.uk or 02920 417317.

Q. I'm a Cardiff Metropolitan University student, can I log in with my student University username and password?

A. Students should create a new user account by clicking on **new user registration**. You can use your student email address if you wish. If you're a student with an existing contract of employment with the University, you need to log in via Employee Self-Service.

Your Application

Q. I want to apply for more than one job, can I just submit one application?

A. No. You will need to complete and submit one application for each job for which you wish to apply. Most of the information that you enter will be kept in your user account and will appear when you next login.

Q. I've submitted my application but I've made some mistakes and/or missed some information. How can I amend it?

A. Once you have submitted your application online, you are unable to make any changes to it. You are also unable to submit another application for the same job vacancy. You will need to contact Staff Recruitment who will be able to delete your application to enable you to start again. To contact us, select '**Contact Us**' in the left hand menu or reach us on staffrecruitment@cardiffmet.ac.uk or 02920 417317.

Q. I've tried to enter my job details. it is telling me that the maximum data length has been exceeded even though the amount of characters I've entered is within the limit. What should I do?

A. The 'maximum data length exceeded' message will ***appear above*** the field to which it is relating.

Q. Can I attach my CV to my application?

A. There is only the option for CVs to be attached to an application for certain positions.

Q. What's the deadline for applications?

A. All positions close at 11.59pm on their specified closing date.

Q. Are there any other formats that I can submit my application?

A. Applicants are required to submit applications using the online system, however alternative formats of the application form are available. Please contact the recruitment team on staffrecruitment@cardiffmet.ac.uk for further information.

Cwestiynau Cyffredin - System Recriwtio

Dim ond ar gyfer ceisiadau a wneir drwy iTrent y mae'r canllaw hwn yn berthnasol ac nid yw'n berthnasol i HIRE. Defnyddiwch y delweddau isod i benderfynu pa system rydych chi'n ei defnyddio i gyflwyno'ch cais:

HIRE

Mewngofnodi/Cofrestru

I gyflwyno cais am swydd wag rhaid i chi gofrestru i gyrchu'r ffurflen gais ddiogel ar-lein.

Os ydych eisoes wedi cofrestru gallwch fewngofnodi eto drwy roi eich cyfeiriad e-bost a'r cyfrinair a grëwyd gennych yn ystod y cofrestru i gael mynediad at eich gwybodaeth ddiogel a chyflwyno ceisiadau.

Os nad ydych wedi cofrestru o'r blaen, bydd angen i chi wneud hynny i wneud cais ar-lein, dilynwch y broses gofrestru isod i gwblhau eich cofrestriad.

Sylwer: **Rhaid galluogi Javascript a chwcis I ddefnyddio'r wefan hon**

Mewngofnod staff Prifysgol Metropolitan Caerdydd

Os ydych chi'n aelod o staff ym Prifysgol Metropolitan Caerdydd, cliciwch ar y botwm "Mewngofnod Staff" i gael mynediad i'r wefan hon.

[Mewngofnod Staff](#)

<div style="background-color: #1a3d4d; color: white; padding: 5px; text-align: center;">Eisoes wedi cofrestru?</div> <p>Ebost/Enw Defnyddiwr: <input type="text"/></p> <p>Cyfrinair: <input type="text"/></p> <p><input type="checkbox"/> Rwy'n derbyn cwcis</p> <div style="text-align: right;">Mewngofnodi</div>	<div style="background-color: #1a3d4d; color: white; padding: 5px; text-align: center;">Heb Gofrestru?</div> <p>Mynd ymlaen i'r broses gofrestru</p> <div style="text-align: right;">Cofrestru</div>	<div style="background-color: #1a3d4d; color: white; padding: 5px; text-align: center;">Wedi anghofio'ch cyfrinair?</div> <p>Os ydych chi wedi anghofio eich cyfrinair, gallwch ailosod eich cyfrinair drwy ddilyn ein gweithdrefn ailosod cyfrinair. Anfonir dolen ichi mewn e-bost y mae'n rhaid i chi ei dilyn i ailosod eich cyfrinair.</p> <div style="text-align: right;">Ailosod Cyfrinair</div>
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iTrent

[Hafan](#) [Ynglyn â Ni](#) [Astudio](#) [Rhyngwladol](#) [Partneriaethau](#) [Ymchwil](#) [Busnes](#) [Cyn-fyfrwyr](#)

Chwilio am swydd ↓ Mae'r seren yn dangos y meysydd gorfodol y bydd rhaid eu cwblhau.

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy ngheisiadau

Fy mhroffil

e-bostiwch ni

English

Mewngofnodi defnyddiwr presennol

Rhowch eich Enw Defnyddiwr a'ch Cyfrinair. Os ydych wedi anghofio'ch cyfrinair, defnyddiwch y ddolen isod. Os ydych chi wedi nodi cyfrinair anghywir 3 gwaith, bydd eich cyfrif yn cael ei diactifadu, cysylltwch ag Adnoddau Dynol.

Enw Defnyddiwr *

Cyfrinair *

[Anghofio'ch cyfrinair?](#)

[Mewngofnodi](#) [Yn ? ganlyniadau chwilio](#)

I gael cymorth gyda cheisiadau a wneir drwy HIRE, cysylltwch â'r Tîm Recriwtio Staff gan ddefnyddio'r manylion isod:

- Rhif ffôn recriwtio staff: +44 (0) 2920 417 317
- e-Bost: StaffRecruitment@CardiffMet.ac.uk

Manylion Cyfrif

C. Sut ydw i'n creu cyfrif defnyddiwr?

A. Cliciwch ar y botwn **Ymgeisio ar-lein** ar y swydd yr hoffech wneud cais amdani. Dewiswch **Cofrestru defnyddiwr newydd** a nodwch y wybodaeth ofynnol.

C. Rwy'n gyflogai ym Mhrifysgol Fetropolitan Caerdydd ac mae rhywfaint o'm gwybodaeth bersonol sydd gennych yn anghywir. Sut allaf i ei diweddarau?

A. fMewngofnodi i **Hunanwasanaeth i Gyflogeion** a diweddarau eich manylion os gwelwch yn dda.

C. Rwyf wedi anghofio fy nghyfrinair, sut allaf i fewngofnodi?

A. Os ydych chi'n ymgeisydd allanol, cliciwch ar **Anghofio'ch cyfrinair** ar y ddewislen chwith a nodwch y wybodaeth ofynnol. Anfonir e-bost atoch sy'n cynnwys linc i ailosod eich cyfrinair. Sylwch Sylwer bod y linc yn ddilys am chwe awr yn unig o'r amser y caiff ei hanfon atoch chi.

Os ydych chi'n ymgeisydd mewnol, bydd angen i chi newid eich cyfrinair trwy Hunanwasanaeth i Gyflogeion.

C. Rydw i wedi rhoi fy nghyfrinair sawl gwaith ac rwy'n dal i fethu â mewngofnodi, beth allaf ei wneud?

A. Bydd eich cyfrif yn cael ei atal os byddwch yn nodi'r cyfrinair anghywir fwy na thair gwaith. I ailweithredu cysylltwch â ni ar staffrecruitment@cardiffmet.ac.uk neu 02920 417317.

C. Rwy'n fyfyrwr ym Mhrifysgol Fetropolitan Caerdydd, a allaf i fewngofnodi gyda fy enw defnyddiwr a chyfrinair myfyriwr y Brifysgol?

A. Dylai myfyrwyr greu cyfrif defnyddiwr newydd trwy glicio ar **new user registration**. Gallwch ddefnyddio eich cyfeiriad e-bost myfyriwr os dymunwch. Os ydych chi'n fyfyrwr sydd â contract cyflogaeth presennol gyda'r Brifysgol, bydd angen i chi fewngofnodi gyda Hunanwasanaeth i Gyflogeion.

Eich Cais

C. Rwyf am wneud cais am fwy nag un swydd, a allaf gyflwyno un cais yn unig?

A. Na chewch. Bydd angen i chi lenwi a chyflwyno un cais am bob swydd yr ydych yn dymuno gwneud cais amdani. Bydd y rhan fwyaf o'r wybodaeth y byddwch chi'n ei nodi yn cael ei chadw yn eich cyfrif defnyddiwr a bydd yn ymddangos y tro nesaf y byddwch yn mewngofnodi.

C. Rwyf wedi cyflwyno fy nghais ond rwyf wedi gwneud rhai camgymeriadau a/neu wedi anghofio rhoi rhywfaint o wybodaeth. Sut allaf ei ddiwygio?

A. Ar ôl i chi gyflwyno'ch cais ar-lein, ni allwch wneud unrhyw newidiadau iddo. Ni fyddwch ychwaith yn gallu cyflwyno cais arall am yr un swydd. Bydd angen i chi

gysylltu ag Recritwio Saff a fydd yn gallu dileu'ch cais i'ch galluogi i ddechrau eto. I gysylltu â ni, gwasgwch **e-bostiwrch ni** ar y ddewislen chwith neu ebostio staffrecruitment@cardiffmet.ac.uk neu ffonio 02920 417317

C. Rwyf wedi ceisio nodi manylion fy swyddi. Mae'n dweud wrthyf fy mod wedi mynd y tu hwnt i'r swm data uchaf er bod y nifer o nodau yr wyf wedi'u rhoi o fewn y terfyn. Beth y dylwn ei wneud?

A. Bydd y neges 'maximum data length exceeded' yn **ydddangos uwchben** y maes y mae'n cyfeirio ato.

C. A allaf atodi fy CV i'm cais?

A. Dim ond ar gyfer rhai swyddi ceir yr opsiwn i atodi CV i gais.

C. Beth yw'r dyddiad cau ar gyfer ceisiadau?

A. Mae pob swydd yn cau am 11.59pm ar y dyddiad cau penodedig.

C. A oes unrhyw fformatau eraill y gallaf eu defnyddio i gyflwyno fy nghais?

A. Mae'n ofynnol i ymgeiswyr gyflwyno ceisiadau gan ddefnyddio'r system ar-lein, fodd bynnag mae fformatau amgen o'r ffurflen gais ar gael. Cysylltwch â'r tîm recriwtio ar staffrecruitment@cardiffmet.ac.uk am ragor o wybodaeth.