Access for people with a disability

If you have any questions or concerns about the accessibility of the online process, or to arrange any disability access or participation requirements needed for the interview, please contact us via hr@federation.edu.au or phone 5327 9756.

Accepting an interview

If you are shortlisted for an interview you will receive an email (or SMS if you have elected to receive SMS notifications) advising that you have been shortlisted and asking you to login to your account to select an interview time.

Please click on Existing applicant login on the left-hand side of the Careers@FedUni website or click here to login to your account.

When you login you will see a yellow banner at the top of the screen as shown below. Click on Make a Booking.
Select a timeslot by clicking the button beside the suitable time. Then click Confirm booking.

The below confirmation will then appear.

You will also receive an email confirming your interview details and a reminder one day prior to your interview.
Declining an interview

If you wish to decline an interview you have two options:

1. On the Event booking screen select Decline this booking; or

2. From the Home screen select View booking beside the relevant application, then Decline this booking. The below confirmation will then appear.

At this stage—using either option—you will then be asked to provide a reason that you are declining your interview (shown below).

Please Note: by declining the interview you are withdrawing your application.
Reschedule an interview

You have the option of rescheduling your booking if timeslots are available. To do this, click on View booking as shown below.

![Event bookings](image)

Now click Reschedule this booking.

![Event booking details](image)

You will then be able to select a suitable timeslot from those remaining.