

# 西南民族大学人才招聘网应聘者操作指南

## 一、 网站概览

### 1、 网站首页

可以直接输入网址 <http://rczp.swun.edu.cn> 进入，也可点击人事处官方网站“人才招聘系统”的链接进入。

点击菜单栏的“应聘须知”，可查看应聘相关注意事项。点击菜单栏的“非教师岗 2”，可进入非教师岗 2 招聘频道。



### 2、 浏览招聘职位

进入非教师岗 2 招聘频道，可查看相关招聘职位信息，点击招聘职位下的职位名称或应聘按钮，可查看详细的职位要求，并进行申请。

The screenshot shows the homepage of the recruitment system. At the top, there is a navigation bar with links for '公告' (Announcement), '招聘首页' (Recruitment Home), '应聘须知' (Application Requirements), '个人中心' (Personal Center), '注册' (Register), and '登录' (Login). Below the navigation bar, there is a search bar with placeholder text '搜索职位' (Search Position) and a dropdown menu for '请选择招聘单位' (Select Recruitment Unit). A large circular icon with a magnifying glass and a computer monitor is displayed, indicating no data found. On the right, a table lists three job positions:

招聘单位	职位名称	年龄	专业要求	招聘人数	相关要求	应聘
西南民族大学	教学管理岗	1989年1月1日及以上的博士研究生或高级职称人员可放宽至1984年1月1日及以上。	不限	6	研究生学历、硕士及以上学位	<a href="#">详情</a>
西南民族大学	实验技术岗	1989年1月1日及以上的博士研究生或高级职称人员可放宽至1984年1月1日及以上。	不限	1	研究生学历、硕士及以上学位	<a href="#">详情</a>
西南民族大学	实验技术岗	1989年1月1日及以上的博士研究生或高级职称人员可放宽至1984年1月1日及以上。	不限	1	研究生学历、硕士及以上学位	<a href="#">详情</a>

This screenshot shows the detailed view for the '教学管理岗' (Teaching Management Position). It includes fields for '招聘人数' (6), '年龄' (1989年1月1日及以上), '专业要求' (不限), and '备注' (空). There are also fields for '联系人' (empty) and '联系电话' (empty). At the bottom, there are three buttons: '应聘' (Apply) which is highlighted with a red box, '收藏' (Bookmark), and '返回' (Back).

The screenshot shows the login page with a '欢迎回来' (Welcome Back) message. It has fields for '电子邮箱' (Email) and '密码' (Password). Below the password field is a '验证码' (Captcha) field with the code 'KXLR'. At the bottom, there is a blue '登录' (Login) button and links for '还没有帐号?' (No account?), '注册一个' (Register one), '忘记密码' (Forgot password), and '找回帐号' (Find account).

## 二、注册并填写简历

### 1、注册

在任意页面，点击右上角注册按钮，进入注册页面，填写注册信息

(带“\*”为必填)，招聘对象需选择“非教师岗 2”。填写完成，阅读注册协议，同意并勾选，点击“提交”。

The screenshot shows the registration form for a recruitment application. The 'Recruitment Object' dropdown menu is open, displaying three options: 'Teacher Position', 'Non-Teacher Position 1', and 'Non-Teacher Position 2'. The 'Non-Teacher Position 2' option is highlighted with a red box. Below the dropdown is a checkbox labeled 'I have read and agree to the registration agreement'.

This screenshot shows the same registration form as the previous one, but with additional interactions. The 'Non-Teacher Position 2' option in the dropdown menu is still highlighted with a red box. The checkbox below it, which reads 'I have read and agree to the registration agreement', now has a checkmark in the box. The large blue 'Submit' button at the bottom of the form is also highlighted with a red box.

## 2、 填写简历

注册成功后，需填写详细的简历信息（带“\*”为必填）。填写完基本信息，继续填写学习经历、工作经历等信息(可以增加多条经历)。

注意：上传照片格式必须为. jpg 格式

The screenshot shows the 'Basic Information' section of the recruitment system. On the left, there's a sidebar with user details like a profile picture, email (1753045457@qq.com), and a note '照片必须为.jpg格式'. Below this are links for 'My Resumes', 'Applied Positions', 'Favorited Positions', and 'Change Password'. The main area has tabs for 'My Resume' (selected), 'Preview', and 'Basic Information'. The 'Basic Information' tab is expanded, showing fields for name, gender, birth date, ID number, political status, ethnicity, health status, place of origin, work experience start time, professional qualifications, education level, graduation school, and major. A red box highlights the 'Basic Information' tab and its sub-sections. A red-bordered button labeled 'Save' is located in the top right corner.

简历附件中，各学习阶段学历学位证书、身份证件正反面等，请放到一个文件中上传（建议使用 PDF 格式上传）

✓ 简历附件

This section lists four required attachments:

- 点击上传 毕业证 (本科, 硕士, 博士) 必传
- 点击上传 学位证 (本科, 硕士, 博士) 必传
- 点击上传 身份证 (含正反面) 必传
- 点击上传 身份证、学历学位证书、党员证明材料、相关资格证书等

### 三、申请职位

应聘者在登录状态下，点击非教师岗 2，认真阅读招聘公告，详细了解招聘对象、范围、条件以及有关政策规定和有关注意事项等内容，根据自身情况报考选择应聘岗位，在岗位详情中点击应聘按钮。

The screenshot shows a job listing for a 'Teaching Management岗' (Teaching Management Position). The listing details include: 招聘人数 6 (Recruitment Number 6), 年龄 1989年1月1日及以后 (Age January 1, 1989 and after), 专业要求 不限 (Major Requirements Not limited), 相关要求 研究生学历、硕士及以上学位 (Qualifications Graduate degree, Master's degree or above), 备注 (Remarks), 联系人 (Contact Person), and 联系电话 (Contact Phone). There are three buttons at the bottom right: '应聘' (Apply), '收藏' (Bookmark), and '返回' (Return).

## 四、打印报名表

点击简历“预览”，进入后简历预览界面，点击“下载”，即可打印报名表。

This screenshot shows the 'Personal Center' section with the 'Preview' tab selected. The 'Basic Information' tab is also visible. The 'Download' button is highlighted with a red box.

This screenshot shows the resume preview page. The 'Download' button is highlighted with a red box. Below it, the '报考信息表' (Application Form) table is displayed, containing the following data:

招聘单位	报考岗位
姓名 李成	性别
证件号码 513425199112238359	出生年月
民族	出生地
政治面貌	学历
所学专业	毕业时间
毕业院校	学位