Accessing your information in eRecruit

1. Log on to eRecruit

When you log on to eRecruit Recruitment at the University of Southampton (soton.ac.uk) you can view your status from the dashboard in “My Casual Work”.

2. Permission to work status

This is colour coded red, amber, or green.

- Red - no permission to work, a right to work check is required before your commence work.
- Amber - a visa is about to run out and a recheck will be required.
- Green - permission to work is valid.

3. Casual worker permit

Click on the “Permission to Work” status and it will provide details of your casual worker permit, including any visa restrictions and end date as well as your payroll reference number required for timesheets.
4. View current assignments, mailing pool and casual applications

You can view and amend your pool applications.