

ESS Recruitment Guide

For applicants wishing
to apply for a vacancy



Introduction

Sibanye-Stillwater only accepts on-line applications.

This document will guide candidates on how to register, update profile information and how to apply for a vacancy.

Process



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System support:

- sibanyeesrecruitmentsupport@sibanyestillwater.com



1. Registration

Employee with access to ESS

Candidate **does have** access to ESS. Go to ESS Login as normal and navigate to the Recruitment tab on the Menu. No registration required.

Access: <https://zaldcsymw03.sibanyestillwater.com:8484/Account/recruitment>

Employee without access to ESS

Candidate who **does not have** access to ESS and is not using Sibanye's network.

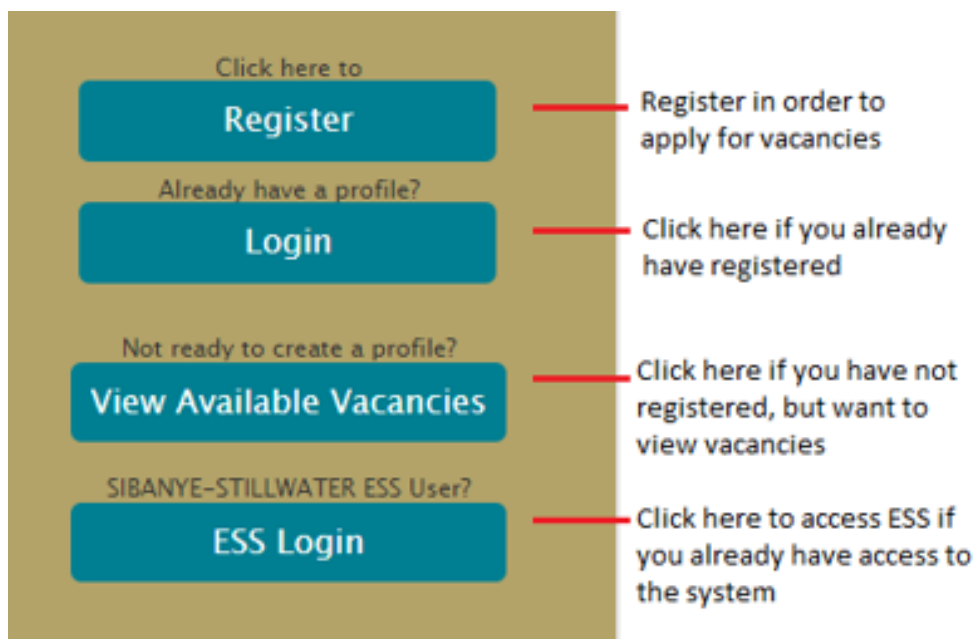
Register on: [SIBANYE-STILLWATER \(sibanyestillwater.com\)](https://sibanyestillwater.com)

Ensure to use a private e-mail address

External Candidates

Please register: [SIBANYE-STILLWATER \(sibanyestillwater.com\)](https://sibanyestillwater.com)

Ensure to register and confirm email using the same device and e-mail address.



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SIBANYE-STILLWATER RECRUITMENT PORTAL

Register as new user

First Name
Jan-Jan

Last Name
Janneker

Personal Email
Janjanjan@gmail.com

Mobile Number
0123456789

Identification Type
SA Identification Number ▼

South African ID Number
91020202020

Registering as
Candidate ▼

Register

Ensure to remove any spaces before or after your email address.

After clicking on the Registration button, you will receive an email confirming your account:

✓ **Success** Account registered
You will receive an e-mail shortly to activate your account. ✕

Sibanye-Stillwater, we believe our mining improves lives



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Confirm your account


ess.noreply@sibanyestillwater.com


 If there are problems with how this message is displayed, click here to view it in a web browser.

Recruitment

Dear Patricia

This is an automatic message from Generic Product Name.

Thank you for registering on our OneSuite Job Application Portal.

Please click on the confirmation link below and follow the onscreen prompts:

Email Confirmation

Username:

Temporary Password:]U85&&J!-]Cg2o:^

Kind Regards,
The Generic Product Name Job Application Team

After clicking on the Email Confirmation Button, the following screen will open:
Complete the form and create a Password for your account.

At Sibanye-Stillwater, we believe our mining improves lives.

Please set your new password

Email

ryand4@symplexity.co.za

Old Password

.....

Password

.....

Confirm password

.....

The password length must be at least 16 characters.
The password length can't exceed 50 characters.

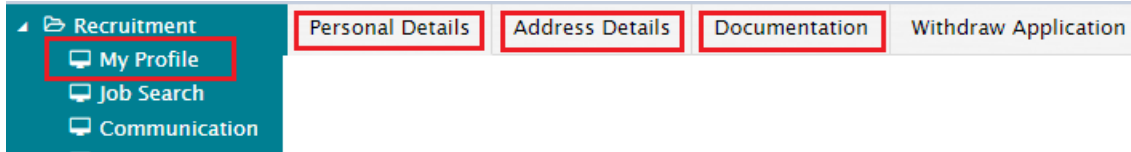
Set Password

Once registration is complete, update your Personal Details and upload documents as required.



2. My Profile

Update personal details, address details and add relevant supporting documents as required.



Personal Details

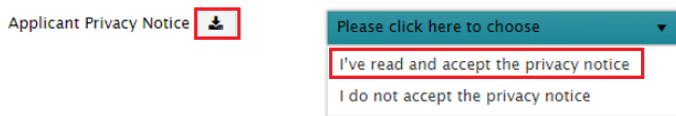
Update all required fields.

Industry number – enter industry number as provided by TEBA.

Industry Number

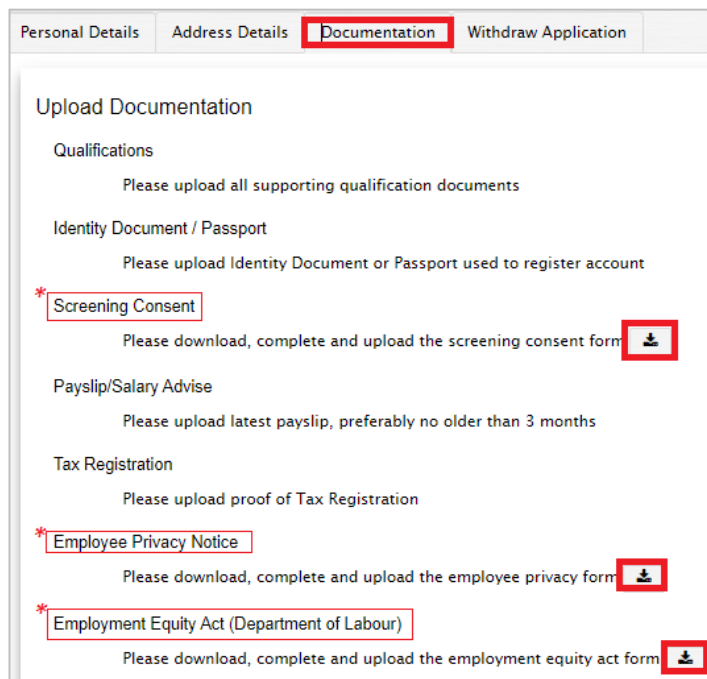
If you do not have an Industry number, leave this field blank

Privacy Notice – please download the document, familiarize yourself with the content and then indicate whether you accept the notice. If you do not accept the notice, you may not continue.



Documentation

Where required, please download relevant documentation, complete the form, save the form as a .PDF and then upload the form again:




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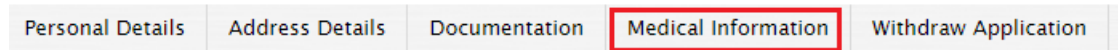
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Medical information will be required if an applicant enters a valid TEBA Industry Number – which then indicates that a person had previously worked for or is working in the mining industry.

If a person has not worked for a mining industry before, then the industry number field should be left blank, and the documents are then not required.



Once Personal Details are updated and the required Documents are uploaded, please navigate to the Job Search tab to apply for a vacancy.

3. Job Search

Navigate to the Job search tab under Recruitment on the menu.
Click on Apply to apply for a relevant vacancy.

JOB SEARCH						
						Search...
Requisition Number	Designation	Location	Employee Type	Closing Date	Actions	
▶ WPL 0041099	Unit Manager Engineering UG	Marikana, WPL	Employee	15 Feb 2023	Details	Apply
▶ SGL 0041191	Superintendent Data Scientist	Corporate, Sibanye Gold	Employee	15 Feb 2023	Details	Apply
▶ EPL 0041212	Shift Supervisor Production UG	Marikana, EPL	Employee	15 Feb 2023	Details	Apply
▶ WPL 0041219	MTS Draughtsperson	Marikana, WPL	Employee	15 Feb 2023	Details	Apply
▶ SGL 0041221	Supervisor GRC	Corporate, Sibanye Gold	Employee	15 Feb 2023	Details	Apply
▶ WPL 0041243	Pharmacist Assistant B5	Marikana, WPL	Employee	16 Feb 2023	Details	Apply
▶ WPL 0041256	Technician Instrumentation UG	Marikana, WPL	Employee	16 Feb 2023	Details	Apply



Complete the information as requested,
Then click on Submit application.

Please review your **Cover Letter** and upload your **Curriculum Vitae**.

Curriculum Vitae:

Select files...

CV.pdf
File(s) uploaded successfully

Cover Letter:

Select files...

Cover letter.pdf
File(s) uploaded successfully.

Please also answer the following questionnaire:

☒ Save changes
 ☐ Cancel changes

Question	Answer
Do you have grade 12 or equivalent NQF4 qualifications with English literacy	<input checked="" type="checkbox"/> Yes
Do you have Post Basic Pharmacist Assistant qualification	<input checked="" type="checkbox"/> No

Red triangle indicates that changes need to be saved after questions have been answered

1

20 items per page

1 – 2 of 2 items

Disclaimer:

I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may render for refusal of this application.

I also understand that once applied for a position that I will not be able to update or add any information until the recruitment process has ended.

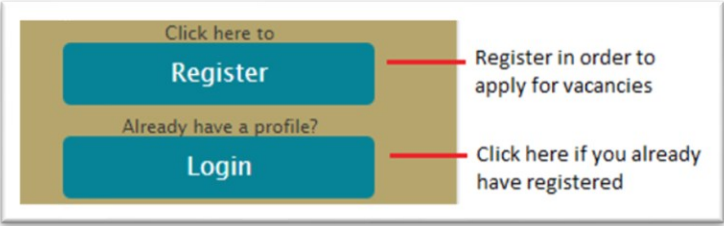
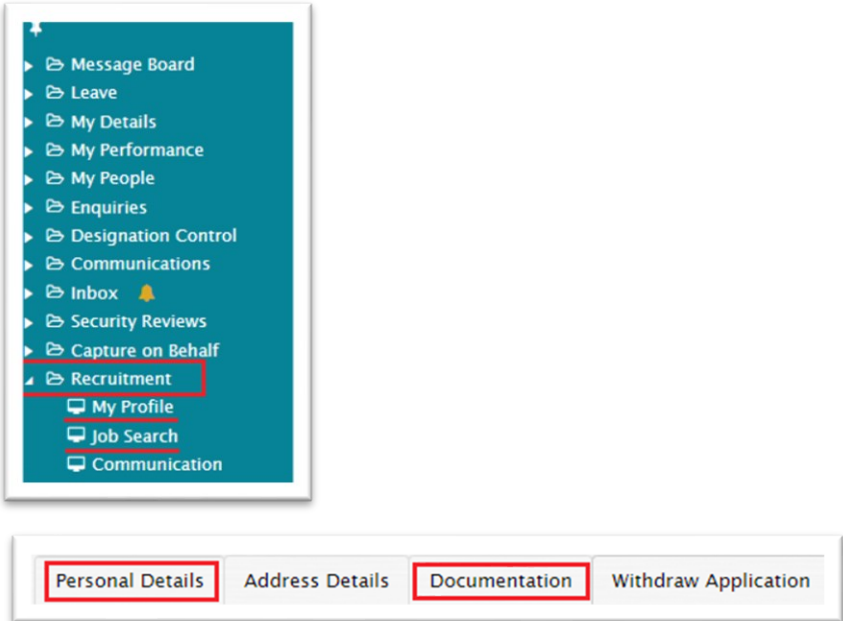
I accept these conditions

☒ Yes

Submit Application



4. Frequently Asked Questions

No	Item/ Error	Reason
REGISTRATION		
1	Registration (External applicants or Employees who do NOT have access to the full ESS system)	<p>Ensure to register an account on the Recruitment portal:</p> 
2	Registration (Internal employees who have access to the full ESS system)	<p>Access ESS as you normally would and update your My Profile details.</p> 
3	Invalid username or password	Ensure to use the correct username (e-mail address) and chosen password
4	Error ID Number already has an ESS account associated, can't act on behalf. Failed creating new user	Candidate cannot register on the Recruitment portal as s/he already has access to the full ESS system.
5	Please provide a valid e-mail address. Please ensure that you are using a personal e-mail address	When registering on the Recruitment portal, a Sibanye-Stillwater e-mail address cannot be used. Please use a private email address. If a user has full ESS access, then update My Profile details and apply on ESS.
6	User already registered with South African ID Number provided. Failed registering new user	Registration is complete. Please click on Forgot password and follow the prompts to choose a new password



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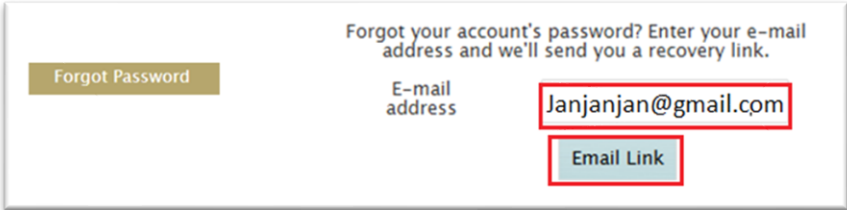
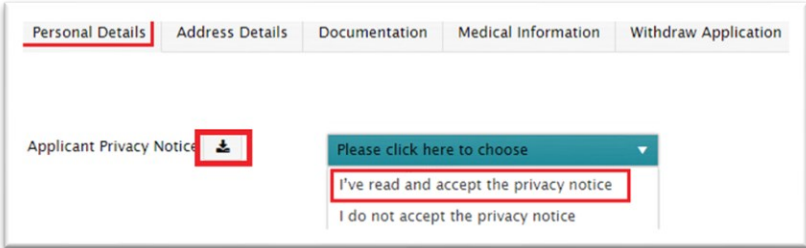
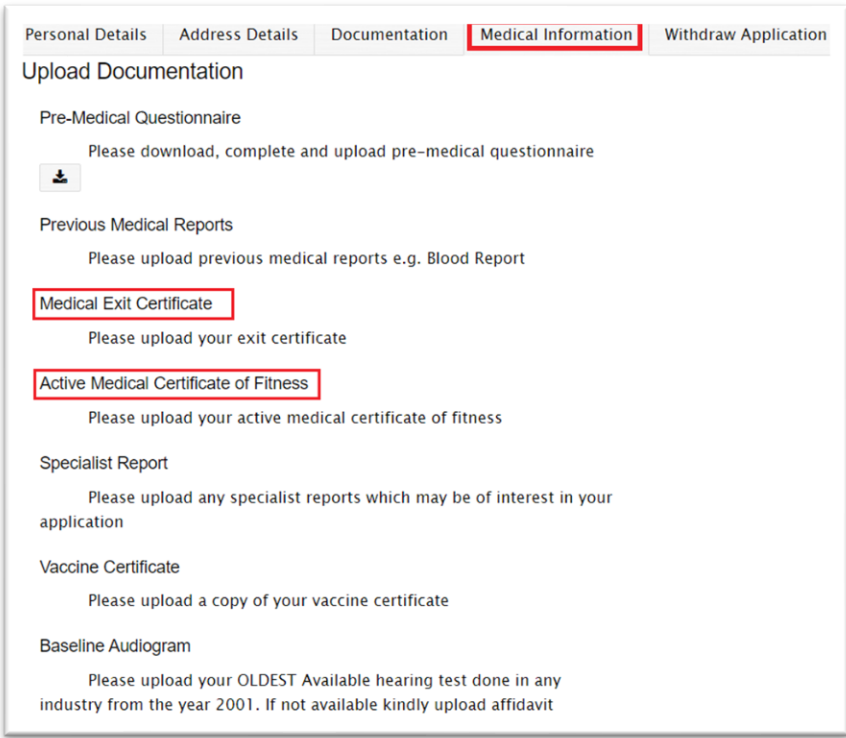
RESPECT



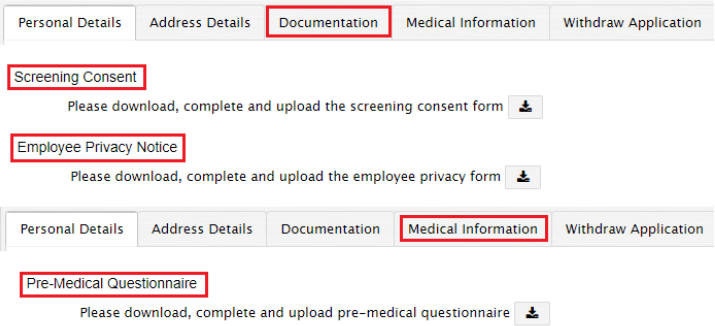
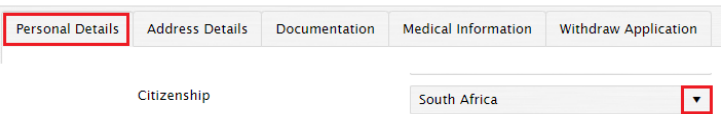
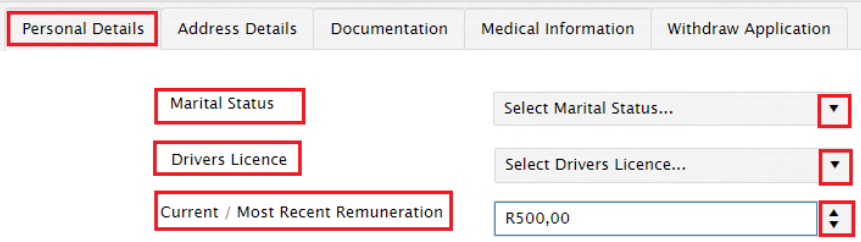
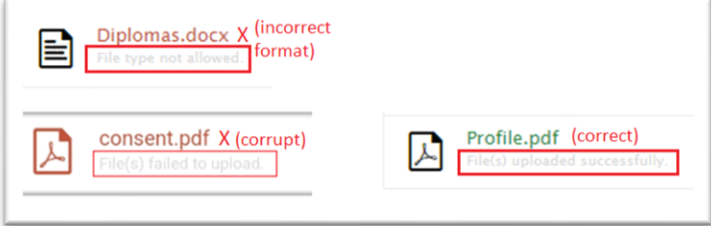
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7	Forgot password	<p>Click on Forgot password and follow the prompts to choose a new password. Note that registration should be completed first.</p> 
MY PROFILE		
8	Application Failure Privacy Notice not accepted can't apply	<p>Please go to the bottom of the Personal Details screen and update the Privacy Notice.</p> 
9	Missing supporting documentation or personal information: Please upload under My Profile: Medical Exit Certificate, Fitness Certificate	<p>If any required supporting documentation is missing the system will prompt you accordingly. Please upload PDF document as required under either Documentation or Medical information.</p> 



10	<p>Missing supporting documentation or personal information Please update under My Profile: Credential verification, Privacy Notice, Pre-Medical Questionnaire,</p> <p>Complete missing personal details: Citizenship</p>	<p>Another example of missing information.</p> <p>The errors are specific. Missing under My Profile: Credential verification (Screening consent), Privacy Notice, Pre-Medical Questionnaire: Pre-Medical questionnaire</p>  <p>Missing Personal Details: Citizenship</p> 
11	<p>Missing supporting documentation or personal information Complete missing personal details: Marital status, Drivers Licence, Remuneration</p>	<p>Another example of missing information.</p> <p>The errors are specific. Missing under Personal details:</p> 
12	Document upload fail	<p>All documents uploaded must be in a PDF Format. If the file is not PDF or could be corrupt, it will appear in Red. Please re-load the correct file</p> 



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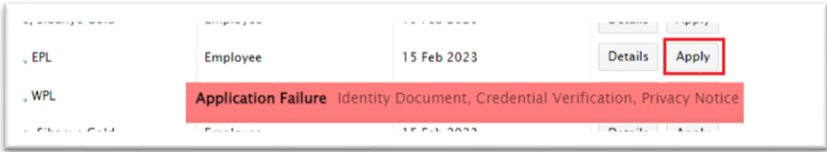
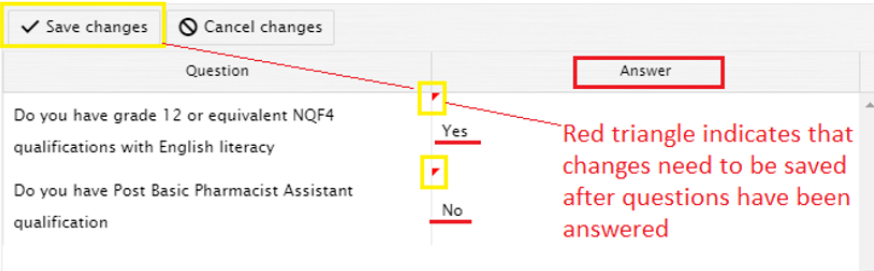
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JOB SEARCH		
13	Application failure Identity Document, Credential verification, Privacy notice	Update your Personal Details and upload documents as required before applying for a vacancy. 
14	Error submitting application Please complete questionnaire, by clicking on the Save button at the top of the grid	Answer the Yes / No questions and then click on the Save Changes button. Please also answer the following questionnaire: 



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