

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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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://zasymessw01.sibanyestillwater.com/>

Employee without access to ESS

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

Register on: <https://sbsess.sibanyestillwater.com/Account/Recruitment>

Ensure to use a private e-mail address.

External Candidates

Please register: <https://sbsess.sibanyestillwater.com/Account/Recruitment>

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



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

9102020202020

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



INNOVATION



COMMITMENT



ACCOUNTABILITY



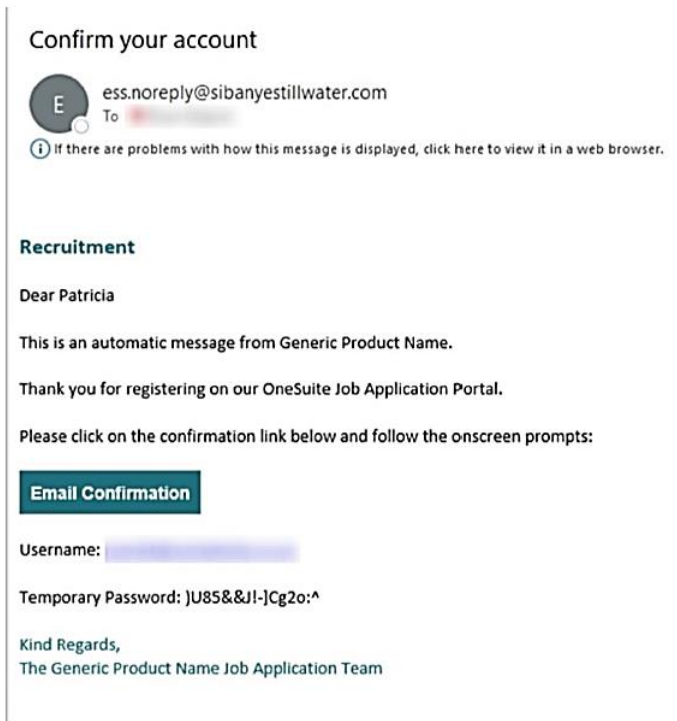
RESPECT



ENABLING



SAFETY



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

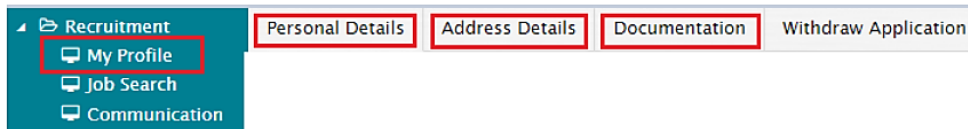
Email	ryand4@symplicity.co.za
Old Password	
Password	
Confirm password	

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

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

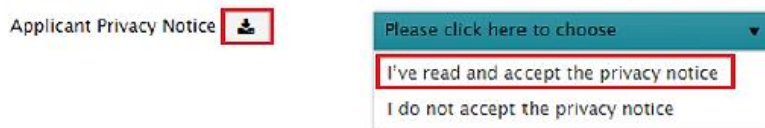
Update all required fields.

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 the 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:

Personal Details	Address Details	Documentation	Withdraw Application
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Upload Documentation

Qualifications
Please upload all supporting qualification documents

Identity Document / Passport
Please upload Identity Document or Passport used to register account

*** Screening Consent**
Please download, complete and upload the screening consent form 

Payslip/Salary Advise
Please upload latest payslip, preferably no older than 3 months

Tax Registration
Please upload proof of Tax Registration

*** Employee Privacy Notice**
Please download, complete and upload the employee privacy form 

*** Employment Equity Act (Department of Labour)**
Please download, complete and upload the employment equity act form 

Medical information will be required if an applicant enters a valid TEBA Industry Number – which then indicates that a person had previously 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.

Personal Details	Address Details	Documentation	Medical Information	Withdraw Application
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Once Personal Details are updated and the required Documents are upload, 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 CRC	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	☒ Yes ☐ No
Do you have Post Basic Pharmacist Assistant qualification	☒ Yes ☐ No

1

20 items per page

1 – 2 of 2 items

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

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 ☒

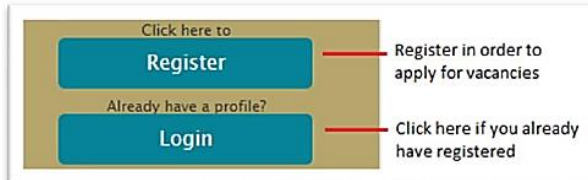
Submit Application

Frequently Asked Questions

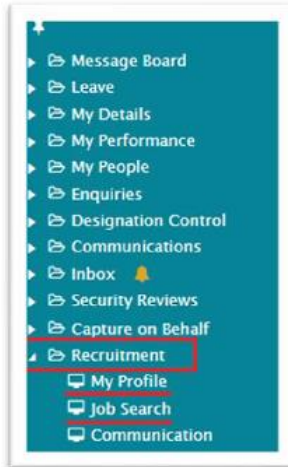
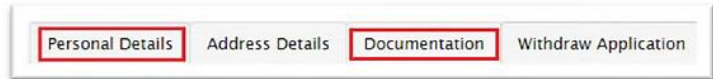
REGISTRATION

- 1 Registration (External applicants or Employees who do NOT have access to the full ESS system)

Ensure to register an account on the Recruitment portal:


- 2 Registration (Internal employees who have access to the full ESS system)

Access ESS as you normally would and update your My Profile details



- 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

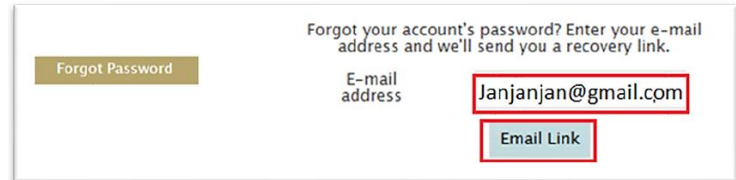
When registering on the Recruitment portal, a Sibanye Stillwater e-mail address cannot be used. Please use a private email address. If a user has full ESS access, then update My Profile details and apply on ESS.

6 User already registered with South African ID Number provided. Failed registering new user

Registration is

7 Forgot password

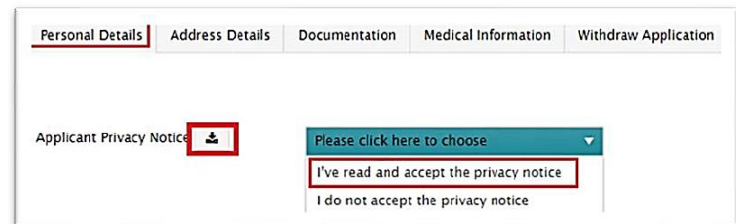
Click on "Forgot password" and follow the prompts to choose a new password. Note that registration should be complete first.



MY PROFILE

8 **Application Failure** Privacy Notice not accepted can't apply

Please go to the bottom of the Personal Details screen and update the Privacy Notice.



- 9 **Missing supporting documentation or personal information:** Please upload under My Profile: Medical Exit Certificate, Fitness Certificate

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

Personal Details
Address Details
Documentation
Medical Information
Withdraw Application

Upload Documentation

Pre-Medical Questionnaire

Please download, complete and upload pre-medical questionnaire



Previous Medical Reports

Please upload previous medical reports e.g. Blood Report

Medical Exit Certificate

Please upload your exit certificate

Active Medical Certificate of Fitness

Please upload your active medical certificate of fitness

Specialist Report

Please upload any specialist reports which may be of interest in your application

Vaccine Certificate

Please upload a copy of your vaccine certificate

Baseline Audiogram

Please upload your OLDEST Available hearing test done in any industry from the year 2001. If not available kindly upload affidavit

10 **Missing supporting documentation or personal information**

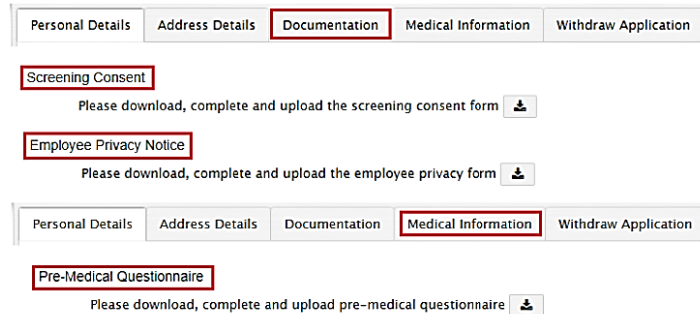
Please update under My Profile: Credential verification, Privacy Notice, Pre-Medical Questionnaire,

Complete missing personal details: Citizenship

Another example of missing information.

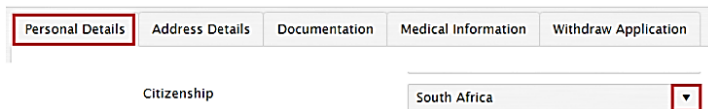
The errors are specific.

Missing under My Profile: Credential verification (Screening consent), Privacy Notice, Pre-Medical Questionnaire: Pre-Medical questionnaire



The screenshot shows two tabs of the application portal. The first tab, 'Documentation', has 'Screening Consent' and 'Employee Privacy Notice' highlighted with red boxes. Below each is a prompt to download, complete, and upload the form. The second tab, 'Medical Information', has 'Pre-Medical Questionnaire' highlighted with a red box, with a similar prompt below it.

Missing Personal Details: Citizenship



The screenshot shows the 'Personal Details' tab with 'Citizenship' highlighted by a red box. The dropdown menu is open, showing 'South Africa' as the selected option, which is also highlighted by a red box.

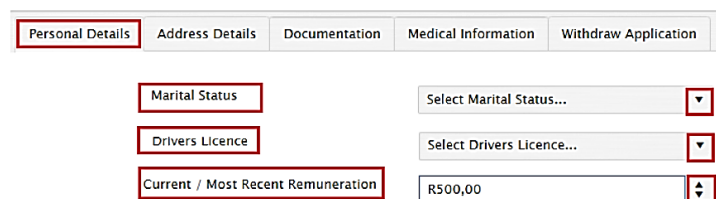
11 **Missing supporting documentation or personal information**

Complete missing personal details: Marital status, Drivers License, Remuneration

Another example of missing information.

The errors are specific.

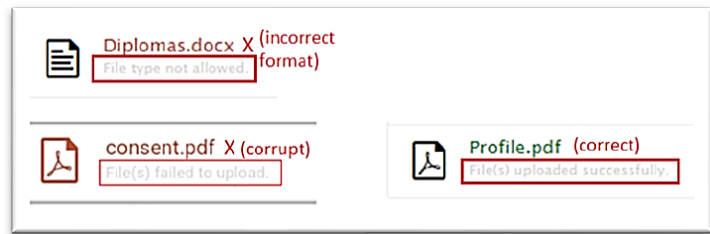
Missing under Personal details:



The screenshot shows the 'Personal Details' tab with 'Marital Status', 'Drivers Licence', and 'Current / Most Recent Remuneration' highlighted by red boxes. The 'Marital Status' and 'Drivers Licence' fields are dropdown menus with 'Select Marital Status...' and 'Select Drivers Licence...' respectively. The 'Current / Most Recent Remuneration' field is a text input showing 'R500,00'.

12 Document upload fail

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



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:

The screenshot shows a questionnaire form. At the top, there are two buttons: 'Save changes' (highlighted with a yellow box) and 'Cancel changes'. Below these are two questions with 'Yes' and 'No' answer options. A red triangle points to the 'Yes' option for the first question, with a text box stating 'Red triangle indicates that changes need to be saved after questions have been answered'.

Question	Answer
Do you have grade 12 or equivalent NQF4 qualifications with English literacy	Yes
Do you have Post Basic Pharmacist Assistant qualification	No