

ONLINE APPLICATION GUIDE (REX)

Step 1

Once your application is complete and you are ready to submit, go to [How to Apply](#).

Step 2

Under [Submission process](#), locate the relevant level you are applying to and faculty. You will be directed to the online application form (REX).

Submission process

Level B Australia based-campus	➤
Level B Malaysia based-campus	➤
Level C (Senior Lecturer/Senior Research Fellow) & Level D (Associate Professor)	➤
Level C & D Malaysia based-campus candidates (excluding Professorial candidates)	➤
Level E (Professor)	➤

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Step 3 Log in

You will be asked to enter your email address and password.

Note: this is not your authcate.

If you have used REX before, please use the same email address.

If you have forgotten your password, please select forgot password and reset it.

If you are still experiencing issues with log in, contact Access HR at 990 20400 or hr@monash.edu.

Begin application

E-mail address:

By continuing, you agree that you have read our [Privacy Statement](#)

Next

New applicants:
Be sure to type your address correctly as communication about your job application will be sent here.

Existing applicants:
If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.

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Step 4 Personal details

Check/input your details. Select “Save & Continue”.

Step 5 Current Position details

Input your staff ID. Select “Save & Continue”.

Save and jump to: [Home](#) > [Personal details](#) > [Current Position Details](#) > [Your Promotion Application](#) > [Declaration](#) > [Submit](#)

Current Position Details

Staff ID*

Save & Continue

Save and exit

ACADEMIC PROMOTION ONLINE APPLICATION GUIDE (REX)

Step 6 Your Promotion Application

Select the [level you are applying](#) for.

Attach and submit all required documents of your promotion application. It is recommended that you upload all attachments in PDF format.

I am applying for promotion to level:*

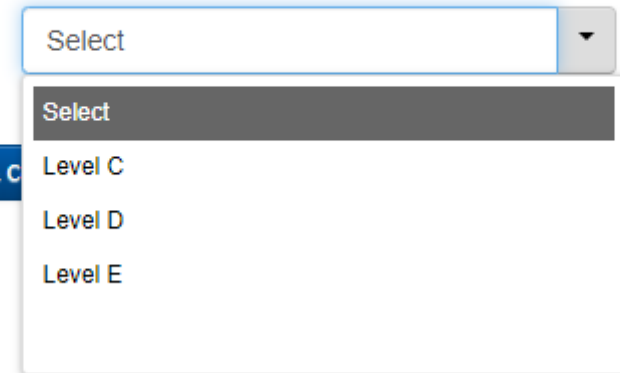
Select

Select

Level C

Level D

Level E



Step 7 Upload documents

Upload required documents in [PDF](#). Select "Save & Continue".

Step 8 Declaration

Read the declaration. Select “Save & Continue”.

Save and jump to: [Home](#) > [Personal details](#) > [Current Position Details](#) > [Your Promotion Application](#) > [Declaration](#) > [Submit](#)

Declaration

Declaration*

- I hereby declare that the details provided are true and correct to the best of my knowledge. I acknowledge and understand that Monash University may vary or reverse any decision regarding my promotion application or possible subsequent employment on the basis of incorrect or misleading information.

Save & Continue

Save and exit

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Step 9: Submit application

How did you hear about this opportunity select “Not Applicable”.

Submit application

Please fill in all mandatory fields marked with an asterisk (*).

To help us with our marketing strategy please can you answer the following question:

How did you hear about this opportunity?:*



A screenshot of a web form showing a dropdown menu. The menu is open, displaying four options: "Select" (with a downward arrow), "Select", "Other", and "Not Applicable". A red arrow points to the "Not Applicable" option, which is highlighted in blue.

Submit

Submit your application.

You will not be able to edit the application once submitted (contact the [relevant promotion coordinator](#) for assistance).

You will **receive an acknowledgement email** to confirm that your application has been received. If you did not receive this, please call 9902 0400 or email hr@monash.edu.

Save and exit

This allows you to return to your application at a later date and resume your submission.