



**Queensland Register  
of Nominees to  
Government Boards**  
— USER GUIDE



**Queensland  
Government**



**The Queensland Register of Nominees to Government Boards (QRON) makes it easy to nominate for vacancies on government bodies.**

This user guide will show you how to join QRON, search and apply for vacancies and manage your profile.

---

## Contents

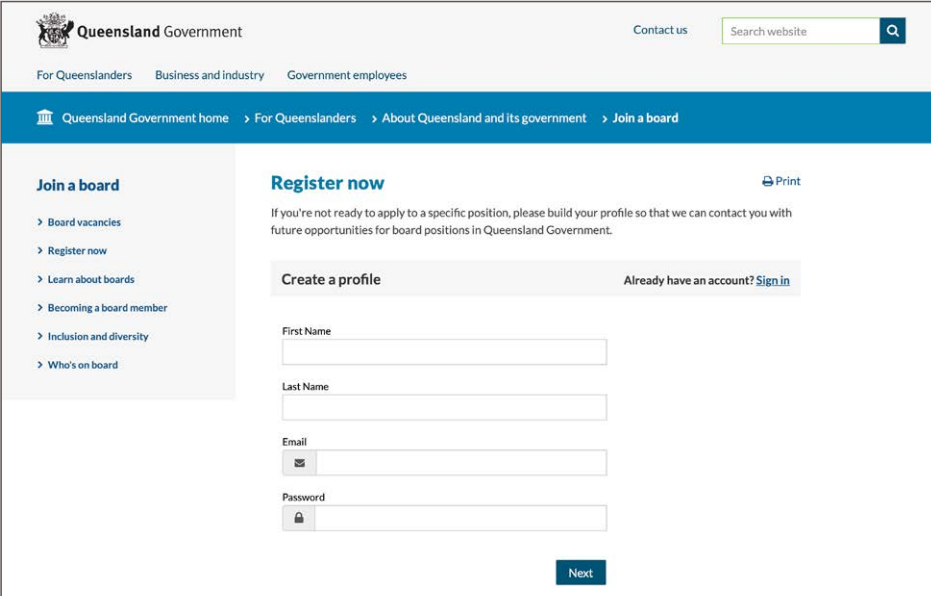
How to join .....	3
How to build your profile.....	4
Upload resume .....	4
Personal details .....	5
Qualifications and experience .....	5
Completing your profile – privacy and the QRON talent pool .....	6
Log in and update your details .....	7
Update your profile .....	8
Change your email address or password.....	8
How to reset your password .....	8
How to search for vacancies.....	8
How to apply for a vacancy.....	9
How to modify or withdraw your application.....	11
Vacancy alerts .....	11
How to remove yourself from the register .....	12
Further assistance .....	12

## How to join

To register on QRON you will need to create a secure account via the **Join a board** website, build a profile including your contact details and areas of expertise, and upload a current resume (two pages or less). The registration process should take 10–15 minutes.

Access QRON by navigating to the Join a board homepage at [www.qld.gov.au/join-a-board](http://www.qld.gov.au/join-a-board) and click **Register now**.

**Register now**



The screenshot shows the 'Join a board' registration page on the Queensland Government website. The page header includes the Queensland Government logo, 'Contact us', and a search bar. The main navigation bar lists 'For Queenslanders', 'Business and industry', and 'Government employees'. The breadcrumb trail reads: 'Queensland Government home > For Queenslanders > About Queensland and its government > Join a board'. On the left, a 'Join a board' sidebar contains links for 'Board vacancies', 'Register now', 'Learn about boards', 'Becoming a board member', 'Inclusion and diversity', and 'Who's on board'. The main content area is titled 'Register now' and includes a 'Print' icon. Below the title, a message states: 'If you're not ready to apply to a specific position, please build your profile so that we can contact you with future opportunities for board positions in Queensland Government.' The 'Create a profile' section contains a link for 'Already have an account? Sign in'. The form fields are: 'First Name', 'Last Name', 'Email' (with an envelope icon), and 'Password' (with a lock icon). A 'Next' button is located at the bottom right of the form.

On the registration page, enter your name and email address, and create a complex, unique password. Ensure your password is at least 8 characters in length with a mixture of uppercase, lowercase, numbers and/or special characters (!@#\$%^&+=-\_).

Click **Next** to proceed to building your profile to finalise your account.

*Note: your email address will also be your username. You will use this to log into your account in the future.*



## How to build your profile

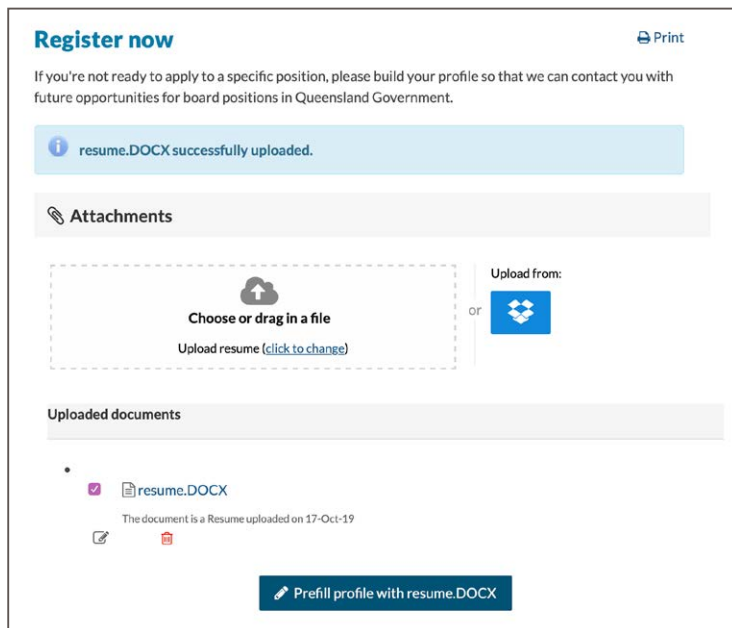
### UPLOAD RESUME

The first step in building your profile is to upload your current resume (two pages or less) in either MS Word or Adobe PDF format. You can download an abridged resume template from the Join a board website to assist.

To upload a document, drag the file from your local drive into the grey box containing the cloud icon, or click inside the grey box to browse your local files and choose the correct document. Alternatively, you can upload a document using Dropbox.

The **click to change** option can be used to define the type of document you're uploading (the available document types are resume, reference, form, letter, certification or other). You can provide additional resources, however, the only mandatory document required to create your profile is your resume.

You will receive a notification at the top of the page to confirm your resume has been uploaded.



If you upload the wrong document, click the red trashcan icon to delete it.

The **Prefill profile** option will appear if you have defined your document as a resume. If using this function, the system will scan your resume and automatically populate your profile with certain personal details. The use of this function is optional and you should check any pre-filled information before submitting your registration.



### PERSONAL DETAILS

In the **Personal details** section, enter your basic information and contact details. All fields marked with a red asterisk (\*) are mandatory and must be completed to save your profile. You can edit the information in your profile any time after it has been completed.

Note: if you selected **Prefill profile** in the previous step, you will need to review all details and provide any missing information.

**Personal Details**

\* Title  
Please select

\* Email Address  
\* This field is required  
\* Invalid email address

\* First Name  
\* This field is required

\* Last Name  
\* This field is required

The **Region** drop-down field relates to the area of Queensland where you currently reside.

### QUALIFICATIONS AND EXPERIENCE

Select your most recent or highest level of qualification in the first drop-down field.

You can use the second drop-down field to capture other relevant qualifications. Note that the second drop-down field can capture multiple qualifications, as shown below.

**Qualifications & Experience**

Please select your most recent or highest qualification  
Graduate Certificate

Please select any other relevant qualifications  
Certificate IV x Bachelor Degree x

Next, select up to *four* areas of expertise from the list of checkboxes. Certain options will expand into sub-categories as shown below.

**Areas of Experience (select up to four)**

Accounting, Economics and Finance

Arts  
Experience  
Arts Administration x Film and television x

Aviation

Built environment

Finally, answer the questions in the **General information** and **Social media** sections.





## COMPLETING YOUR PROFILE – PRIVACY AND THE QRON TALENT POOL

The **Privacy** section asks you to respond to three statements.

The first two statements are *optional*:

 **Privacy**

I agree to receive emails informing me of other opportunities

I agree to enter the Queensland Register of Nominees talent pool and make my profile searchable

If you would like to receive emails regarding other board-related events or opportunities, tick the first checkbox.

The second checkbox provides an option to join the QRON talent pool. Tick the checkbox if you would like to join the pool.

You must also agree to the privacy statement to complete your registration by clicking **I agree**. The privacy statement outlines the collection, use and disclosure of your personal information.

Finally, click **Save details**. Your account has now been created and you have been added to QRON.

\* I agree to the collection, use and disclosure of my personal information as outlined in the [Privacy Statement](#). I declare that the information I have provided is true and correct and I acknowledge that registering for the Queensland Register of Nominees to Government Boards does not guarantee my appointment to Queensland Government boards or committees.

I agree

[Reset](#)



## Log in and update your details

Navigate to [www.qld.gov.au/join-a-board](http://www.qld.gov.au/join-a-board) and click **Login**.



On the **Login** page, enter your email address and password, and click **Logon**.

[Print](#)

### Welcome to the Queensland Register of Nominees to Government Boards

Create a free account to register and set up vacancy alerts for Queensland Government board vacancies that suit your skills and experience.

Username (Email Address)

Password

[Forgotten your password?](#)

If you enter an incorrect password five times, your account will be locked. To unlock your account, select the **Forgotten your password?** link.

When you log on, you will be taken to your **Account homepage**, as shown below.

Queensland Government [Contact us](#)

[For Queenslanders](#) [Business and industry](#) [Government employees](#)

[Queensland Government home](#) > [For Queenslanders](#) > [About Queensland and its government](#) > [Join a board](#)

### Join a board

- > [Board vacancies](#)
- > [My applications](#)
- > [My profile](#)
- > [My vacancy alert](#)
- > [Update details](#)
- > [Logout](#)
- > [Learn about boards](#)
- > [Becoming a board member](#)
- > [Inclusion and diversity](#)
- > [Who's on board](#)

### Welcome

[Print](#)

[Board vacancies](#)  
View all available board vacancies.

[My applications](#)  
Applications you have made to board positions are stored on your account. This is designed to assist you in keeping track of your past and present board applications online.

[My profile](#)  
You can upload your details or resume onto your database here.

[My vacancy alert](#)  
The vacancy alert service allows you to register search criteria that suit your interests. Our system will then send an email when board vacancies that suit your criteria are advertised.

[Update details](#)  
This section allows you to manage your account, including updating your password.



## UPDATE YOUR PROFILE

To update the information in your personal profile, including your contact details, qualifications and areas of expertise, or to upload a new resume, click the **My profile** link from the options.

Follow the steps set out in the **How to build your profile** section above to update your personal details. Click **Save details** to finalise your changes.

## CHANGE YOUR EMAIL ADDRESS OR PASSWORD

To change your email address or password, click the **Update details** link from the listed options. You will need to re-enter your password at the top of this page to change your password or record a new email address. Click **Save** to complete the update.

*Note: only one email address can be associated with your account.*

## How to reset your password

Visit [www.qld.gov.au/join-a-board](http://www.qld.gov.au/join-a-board) and click **Login**.

On the **Sign-in** page, under the password field, click the link **Forgotten your password?**

On the next page, enter your email address and click **Submit**. If the email address entered matches the address used to register your account, you will receive an email with instructions on how to reset your password. If the email does not appear in your inbox, please check your 'junk' email folder.

## How to search for vacancies

From your account homepage, select **Board vacancies** from the listed options on the menu.

The **Board vacancies** page will list all current vacancies, where the board is located, the relevant government department and closing date.

You can use the **Refine your search** options on the right-side of the page to search by keyword, position type, location or government department.

**Q Refine your search**

**Keywords:**  
e.g. Job title

**Position title**

- Chair (2)
- Member (2)
- President (1)

**Location**

- Brisbane and surrounds (4)
- Cairns (1)
- President (1)

**Department**

- Department of Aboriginal and Torres Strait





## How to apply for a vacancy

From the **Board vacancies** page, select your chosen vacancy from those listed.

The **Vacancy summary** page will outline the details of the vacancy, including the contact person and any additional application requirements. At the bottom of the **Vacancy summary** page, click **Apply online** to begin the application process.

### Apply online

If you have a profile, many of your personal details will be pre-filled in your application. Check that all pre-filled information is correct, and ensure any fields marked with a red asterisk (\*) are completed.

The **Probity (Personal Particulars Form)** section asks a series of questions regarding your background, including conflicts of interest, criminal history, bankruptcy, and other declarations. Answer each question using the drop-down fields.

You must attach a resume to every application. You can attach a new resume, or use the resume uploaded at the time you created your account.

To begin the process, click **Attach files** in the **Attachments** section of the application.

### Attachments

Please ensure you include the appropriate attachments with your application.

Size Limit: 2MB

- Up to 5 documents can be uploaded where necessary (.pdf .doc .docx .rtf .txt)
- documents need to be uploaded one at a time
- maximum combined file size up to 2MB

**Attach files** \*

View files



The following pop-up window will provide options to attach your resume:

**Upload files**  
Upload a new file or choose a file that you have uploaded to us previously.

**Upload a new file**

Type: Resume

Drag & drop a file here  
or choose from an option on the right,  
and click the 'Upload' button below

Browse for a file

Choose previously uploaded file

Upload Close

If you would like to upload a new resume, you can drag the file from your local drive to the indicated **Drag and drop** section or click **Browse for a file** to locate the document on your local drive.

To use a resume document previously uploaded (with your profile or a previous application), click **Choose previously uploaded file**.

**Choose from previously uploaded files**

#	File Name	Document Type	Type	Last Updated
<input checked="" type="checkbox"/>	NEW Resume.docx	Resume	Word	17-OCT-19

Use selected Cancel

Select the checkbox next to the appropriate resume document, then click **Use selected**. You can close the pop-up window after completing this process to return to the **Application** page.

Your selected resume document will be listed as an attached file:

Attach files \*

View files

1 document(s) attached –  
NEW Resume.docx



## How to modify or withdraw your application

From your **Account homepage**, select **My applications** from the listed options on the left-side menu.

The **My Applications** page will list any positions you have applied for.

To formally withdraw a current application, click the checkbox in the **Withdraw** column, then click the **Withdraw applications** button at the bottom of the page. If you withdraw your application but wish to re-apply, you must first delete your application by clicking on the link in the **Vacancy details** column, then click **Delete** at the bottom of the next screen.

To modify an existing application, click the title of the board vacancy listed in the **Vacancy Details** column. This will load your existing application. Scroll to the bottom of the page and click **Modify application**. You can change any details in your original application.

## Vacancy alerts

You can set up a vacancy alert to receive an email whenever a board vacancy based in certain locations or relating to certain departments is posted. Vacancy alerts remain current for 90 days.

To set up a vacancy alert, select **My vacancy alert** from the listed options on the menu of your **Account homepage**. Type your chosen location, department or keyword in the indicated field(s), then click **Test**.

Keyword  
animal

Location  
All  
Brisbane and surrounds  
Cairns  
Darling downs - Maranoa  
Central Queensland

Department  
All

Test Save Suspend Cancel

Any current vacancies found within your search parameters will display at the bottom of the page.

You must click **Save** to finalise your vacancy alert after testing (whether there are any related current vacancies or not). You will receive an email to confirm that your vacancy alert has been created. Any new vacancies listed within your search parameters will be forwarded to your email address on the day they are posted.

To cancel vacancy alerts, select **Cancel** at the bottom of the page and follow the prompts.



## How to remove yourself from the register

After logging into your secure account, click the **Update details link** from the listed options.  
Enter your current password in the **Old password** field.

### Update details

Questions marked with \* must be completed.

\* Old password

Then click **Delete details** at the bottom of the page.

[Return to boards](#)

## Further assistance

If you are experiencing technical issues with the website or need further assistance, please phone **13 QGOV** (13 74 68) for assistance.