EXTERNAL CANDIDATE USER MANUAL
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1.0 Using This Guide

As an ongoing endeavour towards continuous improvement, Petroleum Development Oman (PDO) has launched a new online recruitment system. This tool has been launched with an aim to increase the efficiency and transparency of our recruitment process and ensure that timely recruitment is done.

The SAP e-Recruiting tool enables PDO to identify, attract and source suitable employees from across the world and offers an automated end-to-end service from job application until successful candidate is on-seat. This tool provides applicants with an interface where they can search for jobs, maintaining their talent profile by uploading resumes and CVs; document their desires, skills, and qualifications; and provide their career history.

This document is aimed at providing these candidates with support in searching and applying for suitable jobs with PDO. The document clearly illustrates every step of the candidate registration and job application process and highlights how candidates can resolve any specific query they have.

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2.0 Before We Start

Please note that once you have registered, you will use the assigned username to access this site in future.

The following browsers are recommended by SAP for use with the SAP e-Recruiting system:

- Apple Safari Version 4.0 or higher,
- Microsoft Internet Explorer Version 6.0 or higher,
- Firefox Version 3.6 or higher

If you use any other version or different browser and are not able to access the system, please switch to any of the above recommended browsers.

For personal security and to prevent illegal access to your profile, please always remember to click “Log off” before leaving the system, especially if you are using a public computer.

Most screens are opened and displayed in new windows or tabs. If you have suppressed the display of additional windows with a popup blocker, you must deactivate this for this application.
3.0 How to Register in e-Recruitment

Candidate can register in the system using the below interface by clicking on “Register here”

- Candidates are required to enter all the information provided below, accepting the “Data Privacy Statement” and selecting the “Register” button.

- Once registered, the candidate will receive an email with a verification link to confirm their email address.

- Click on the link in the received, confirmation email. This will direct you to your profile to add and modify your details.

- Click on “Personal Career Pages” to get into the Candidate Profile.
4.0 How to maintain and add personal data

- In the **Candidate tab** and under **My Profile**, candidates are able to change all personal information and attach their CV.
- Enter the candidate profile page.
- Populate all of the fields on the **personal data** page, utilising text fields, drop-down lists and calendars.
- Ensure all drop-down lists are populated with items and all selected or entered data is populated.
5.0 How to Update Your Education/Training

Once all the data are entered in the “Personal data” page, navigate to the “Education/Training”

- Add your educational details like educational institution, state, country, location, field of education, subject, educational level etc. by clicking the “Add” button

- The “Add” button will lead you to the pop-up to add educational details.
- Populate all of the educational fields using text, drop-down lists, and calendars.
- When fields are populated select the “OK” button.
- Ensure the educational information is transferred to the Education page.
- Create multiple educational records and ensure all are populated on the “Education page”.
6.0 How to enter your work experience in the profile

- After entering your educational details click [Next Step]
- Navigate to the Work Experience page
- Enter the total number of years worked in the “work experience” field. By default, the field has "00"
- Click the “Add button” to enter your work experience.

- Enter all of the work experience fields using text, drop-down lists, and calendars.
- Click the “OK” button.
• Ensure your work experience information is transferred to the “work experience” page.
• Create multiple work experiences and ensure all are populated on the “work experience” page.
7.0  How to enter your Qualification in the profile

After entering your work experience, proceed to qualification.

- Click the “Add” button to enter your qualifications.
- Select multiple qualifications using the tool and build a set of qualifications using multiple tabs.
- The qualifications are categorised based on the various functions. Therefore, select the qualifications in the functions (tabs) which are relevant to your experience.
- When list is complete, click the “OK” button to populate the qualifications page.

- Enter the information required
- Click on “OK” to save the new or the updated information before proceeding to the next step as shown below.
• Click each tab one by one and enter the relevant information.
• The selected tab will turn to a dark colour which indicates which tab you have selected.

• The tab selected below (Alarm Management) represents the qualification catalogue or function in which the qualification belongs to.
• Select the qualification relevant to you as a candidate by checking the "Selected" checkbox. Then select, the Proficiency you have for that qualification.
• Refer to "Description of Proficiencies" on the right hand side to understand what each proficiency represents.

To navigate to another qualification catalogue, you can either select the next tab (as highlighted in red), or the arrow (highlighted in red) or expand the folder list (as highlighted in green)
- When expanding on the folder list (highlighted in green above), the complete qualification catalogue will be listed as shown below. You can scroll down until you find a qualification that is relevant to your experience, then accordingly select it along with the proficiency.

- You can also enter relevant qualifications that do not exist in the PDO catalogue in the "Other Qualifications" text area as highlighted in red below.
8.0 Create your preference to the profile

- Enter all of the fields on the preferences page utilising text fields and drop-down lists.
- Ensure all drop-down lists are populated with items and all selected or entered data is populated.
- Ensure to enter data into the “Employment Preferences” tab by clicking on the “Add” button and then selecting the Functional Area relevant to you.
9.0 How to add your resume

After entering your preference, click [Next Step] to navigate to the attachment page.

- Click the “Add” button to access the upload tool.
- Browse and upload at least one document.
- Ensure uploaded documents show on the “Attachments” page.

- Click the “Browse” button to upload the document.
Once the file has been selected, enter the "Document Title", "Attachment Type", and then click on the "Transfer" button.
10.0 How to review the data entered

- After attaching the document, click to review the “Profile Overview” and make sure all of the data entered on all of the profile pages is being displayed in the appropriate section of the overview.
- Select the “Data Privacy Statement”, ensure the link is valid and take the user to the Data Privacy Statement.
- Check to see that all attachments are listed at the bottom of the data overview page.
- Click the “Complete” button.
11.0 How to set your Personal Setting

- Candidates are able to change the setting as per their preference on “Personal Setting”. Example (Date Format and format of data overview whether to be as HTML or PDF).
12.0 How to Change your username

- Click on “Change Username” link in the candidate profile tab to change your username.
- Type the new username. This will change the username you have used to logon to the candidate profile.
- Now click “Save” to save the changes made.
13.0 How to Delete Registration

- Click the “Delete registration” button under the candidate profile page. As shown below

When you click the delete registration button a dialog box will appear asking you the confirmation on if you really want to delete the registration. Click “OK” to it. Once you click ok, the deletion procedure is completed.
14.0 How to search or find a job

- Candidates are able to search for a job using the “Employment Opportunities” tab.
- Candidates can either search as a “general” or by using the “Keywords”
Once the search results are displayed, candidates can click on the “Job posting” to view it or select the Job posting and click on the "Apply" button as shown below.

If the candidate clicks on the Job Posting, the details of the job posting are displayed as shown below.
• Candidates can select a specific job or add it to their favourites

To apply for a job, Candidate may do so by Clicking on the “Apply” button in the ‘Job Posting” as shown in the snapshot below
If the candidate has applied for the job before, the application will appear in the job search results as shown below in the “Application From” column.

Once the candidate clicks on the job posting which they have applied for, the following screen will appear.
15.0 How to use the “Tell a Friend” Service to inform a friend of a job posting

- Select the Job Posting
- Click on Tell a Friend button

- Enter the details required

Tell a Friend

Use this option to forward interesting employment opportunities to friends and family. Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information. The recipient receives your message by e-mail together with a link to the employment opportunity.

First Name of Recipient: Manuel
Last Name of Recipient:        Russel
E-Mail Address of Recipient:  marcel@hotmail.com
Message:                      Try to Register in this job

First Name of Sender:        Andy
Last Name of Sender:         Smith

[Check box] Copy to My E-Mail Address

Send  Reset  Close
16.0 How to Search an Application via Reference Code

- You may start searching for a basic job using “Reference Code”

The Reference code of a job posting can be found in the job posting itself as shown below.

- Select the "Application via Reference Code" under the Employment Opportunities tab as shown below.
Enter the Reference Code found in the Job Posting and click on “Start Search”

The result of the search will appear in the Search Result as shown in the snapshot below.
17.0 How to add a job into your favourite List

- Under the “Favourites” tab, candidates can find previously added jobs, delete them, apply for specific job or tell a friend of a job posting.

- “My Applications” tab contains all applications that you have applied for. Here, candidate can Continue/Display application or withdraw/delete applications.
18.0 How to login to the portal

Candidates can use fields on the Logon page to access into their profile. Enter your user name and password and then, click “Log on”.

![Logon Form](image)
19.0 How to view previous applications

- Go to Employment Opportunities tab and then click on My Applications
- The page lists all previous applications completed by the candidate and their statuses

Candidates can select on the application and has the option of:
- **Continuing / Display Application** - This can be selected if the candidate has not completed his/her application or wants to display a completed application
- **Delete/Withdraw** - this can be selected if the candidate wants to delete or withdraw his/her application
20.0 How to Create Job Agents

You can create a job agent in order to receive notifications whenever there is a new job posting on the website.

- Click on Employment Opportunities Tab
- Click on Job Agents
- Click on Add button
• The Add button will direct you to the Job Search Page whereby you can select the criteria for the job agent you want to create.

You can select the Functional Area and Work Location in which you would like to receive future job posting notifications for as shown below.
• Click on Save as Job Agent

- Enter the Name of the Job Agent you want to give;
- Select the frequency of the job Agent (Daily, Weekly, Monthly),
- Select "Active" to activate the Job Agent and
- Click on Save button
Note:
The Frequency sets how often to trigger the email to the candidate.
If the frequency is set to "Daily" then the email notification for existing and new job postings will be sent only once a day.
If the frequency is set to "Weekly", the email notification will be sent once a week with the existing and new job posting.
If the frequency is set to "Monthly", the email notification will be sent once a month with the existing and new publication

- The Job Agent is Added as shown in the snapshot below
- In order to receive email for the criteria saved, ensure to Check on the "Notify me by email if the requirements in a job posting match the information in my profile". By profile, it is referring to the activated Job Agent profile you created.