

Online E-Recruitment System- User Guideline

How can I create an account?

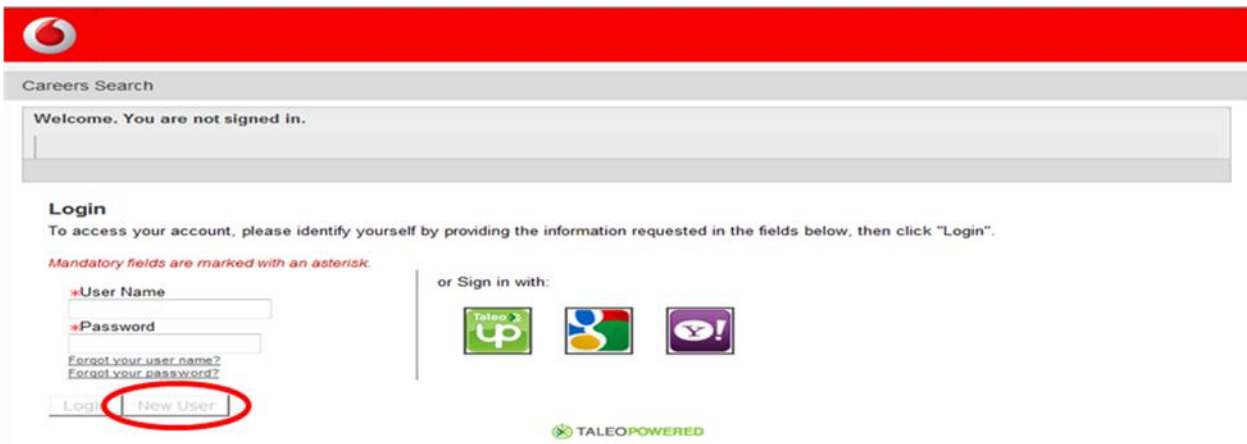
- Click on "Sign In"



- Accept privacy agreement



- click on "New User"



*Presented with the security question. Remember to write your login details down. You will use them later.

How can I apply for a Job?

- From the Job Search page scroll down to the job list and locate job
- Click into the job title, Review the job description then click **“Apply”**

Search Results (6 jobs found)

Results per page: 10 | Sort by: Job Title (Ascending Order)

Beruška_všetečná - BRCGRAD_DM
Full-time
Czech Republic-Praha-Praha 10
Apply | Add to My Job Cart | SHARE

'BRCPROF_SK' - OUT00002
Full-time
Egypt-Alexandria-Alexandria
Apply | Add to My Job Cart | SHARE

BRC HR Manager NJ - BRCTESTNJ
Full-time
Netherlands-Limburg-Maastricht, Egypt-Alexandria-Alexandria, Qatar-Al Khor-Al Khor
Apply | Add to My Job Cart | SHARE

BRCGRAD_NF - BRCGRAD_NF
Full-time
Netherlands-Noord Holland-Amsterdam
Apply | Add to My Job Cart | SHARE

BRCPROF_NF - HOM00003
Full-time
Netherlands-From Home-From Home
Apply | Add to My Job Cart | SHARE

BRCPROF_WD - BRCPROF_WD
Full-time
Netherlands-Limburg-Maastricht
Apply | Add to My Job Cart | SHARE

Candidate Profile
Take a few minutes to create or modify your profile and to specify your preferred working criteria for future opportunities matching your interests.
[Access my profile](#)

Icon legend

- More information
- Urgent need job
- Added to the job cart
- Draft application
- Completed application

How can I view my profile?

- From the Job Search page scroll down the screen and locate the section **“Candidate Profile”** on the right side of the screen, Read the description of candidate profile, then click on **“Access my profile”**

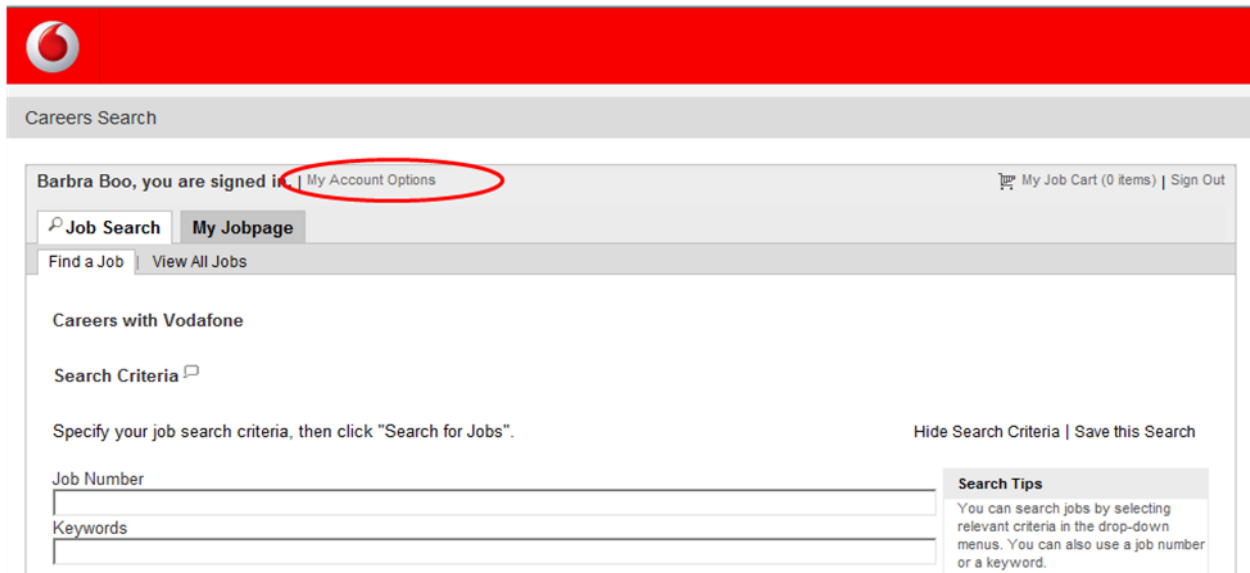
The screenshot shows a job search results page with four job listings on the left and a 'Candidate Profile' section on the right. The 'Candidate Profile' section is circled in red. It contains the following text: 'Candidate Profile', 'Take a few minutes to create or modify your profile and to specify your preferred working criteria for future opportunities matching your interests.', and a link 'Access my profile'. Below this is an 'Icon legend' with three items: 'More information' (with a magnifying glass icon), 'Urgent need job' (with a red exclamation mark icon), and 'Added to the job cart' (with a shopping cart icon). The job listings on the left include 'HR Business Partner', 'HR Recruiter', 'HR Sales Manager', and 'Sales Director', each with details like 'Full-time' and 'Outside Cairo'.

- Presented with General Profile application flow, you can view or edit your profile

The screenshot shows the 'General Profile' application flow. At the top, there is a red header with a white circular logo. Below it, the text 'Careers Search' is visible. The user is signed in as 'Barbra Boo'. There are two tabs: 'Job Search' and 'My Jobpage'. The 'General Profile' section is highlighted, showing a progress bar with six steps: 'Your Personal Information', 'Your Preferences', 'Your Background', 'Your Documents', 'Diversity', and 'Summary'. The 'Summary' step is currently selected and highlighted with a red circle. Below the progress bar is a 'Submit' button. The 'Summary' section contains the text: 'This summary displays the information included in the job application form. To modify some specific information, click "Edit" next to the relevant section.' Below this is a section titled 'Your Personal Information | Edit' with a sub-section 'Personal Information'.

How can I view my account?

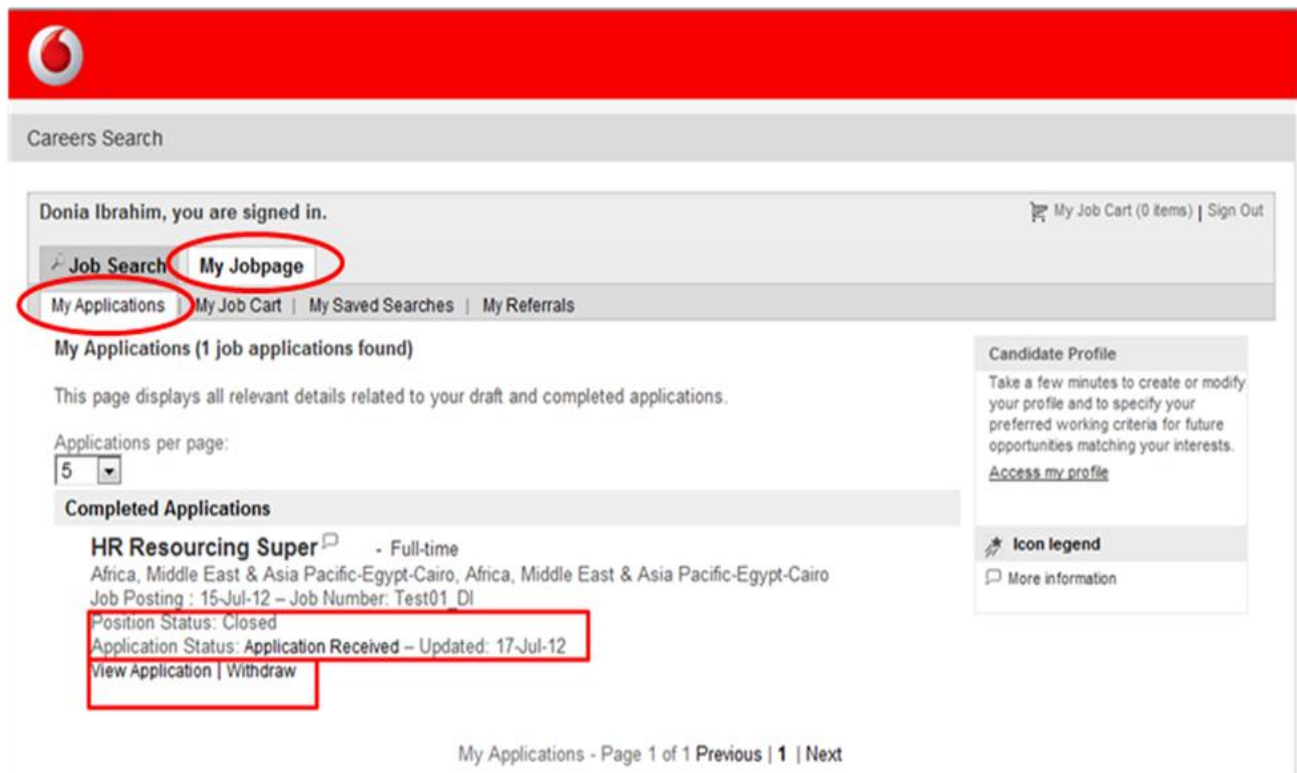
- Click on **“My Account Options”** on the top of the screen to tweak your account settings



The screenshot displays the Vodafone Careers Search interface. At the top, a red header bar contains the Vodafone logo. Below this, a grey navigation bar shows 'Careers Search'. The main content area features a user profile section with the text 'Barbra Boo, you are signed in' and a link for 'My Account Options' which is circled in red. To the right of this link are 'My Job Cart (0 items)' and 'Sign Out'. Below the user section are tabs for 'Job Search' and 'My Jobpage', and sub-tabs for 'Find a Job' and 'View All Jobs'. The main content area is titled 'Careers with Vodafone' and includes a 'Search Criteria' section with a help icon. It contains the instruction 'Specify your job search criteria, then click "Search for Jobs".' and links for 'Hide Search Criteria' and 'Save this Search'. There are two input fields: 'Job Number' and 'Keywords'. A 'Search Tips' box on the right provides guidance on using search criteria and keywords.

How can I access jobs I already applied for?

- Click on **“My Jobpage”** then **“My Applications”** to review all job applications you have made
- You can find the vacancies you applied for and know position and application status
- You can withdraw from the vacancy by clicking on **“withdraw”**



The screenshot shows a user interface for a careers search portal. At the top, there is a red header with a logo. Below it, a grey bar contains the text "Careers Search". A user notification bar indicates "Donia Ibrahim, you are signed in." with links for "My Job Cart (0 items)" and "Sign Out". A navigation menu includes "Job Search", "My Jobpage", "My Applications", "My Job Cart", "My Saved Searches", and "My Referrals". The "My Applications" section is active, showing "My Applications (1 job applications found)". A sidebar on the right contains "Candidate Profile" and "Icon legend" sections. The main content area displays a job listing for "HR Resourcing Super" with details on location, posting date, and application status. The application status is "Application Received" and the application was updated on 17-Jul-12. There are links for "view Application" and "Withdraw".

Donia Ibrahim, you are signed in. [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#) [My Applications](#) [My Job Cart](#) [My Saved Searches](#) [My Referrals](#)

My Applications (1 job applications found)

This page displays all relevant details related to your draft and completed applications.

Applications per page:

Completed Applications

HR Resourcing Super - Full-time
Africa, Middle East & Asia Pacific-Egypt-Cairo, Africa, Middle East & Asia Pacific-Egypt-Cairo
Job Posting : 15-Jul-12 – Job Number: Test01_DI
Position Status: Closed
Application Status: **Application Received** – Updated: 17-Jul-12
[view Application](#) | [Withdraw](#)

Candidate Profile
Take a few minutes to create or modify your profile and to specify your preferred working criteria for future opportunities matching your interests.
[Access my profile](#)

Icon legend
[More information](#)

My Applications - Page 1 of 1 [Previous](#) | **1** | [Next](#)

Thank You