

مصرف الإنماء
alinma bank



مصرف الإنماء
alinma bank



Recruitment System User Guide

Proprietary and Confidential

© Copyright 2020 Alinma Bank.

All rights reserved. All information contained in this document is confidential and proprietary to Alinma Bank. No part of this document may be photocopied, electronically transferred, modified, or reproduced in any manner without the prior written consent of Alinma Bank.

All brands or product names are trademarks or registered trademarks of their respective companies or organizations.

Steps:

- Candidate Applies for the job through External career section.
- Access external career section as external candidate.
- Read the “Privacy Statement’ click “ I Accept” to proceed .
- Click on ‘**New user**’ to create account, or ‘**login**’ if you have an account .
- Existing login credentials can be used if candidate has the profile already.
- Enter User Name, Password and email address.
- Requisition Job Title information’ click Apply ‘.
- Click on ‘apply online’ to begin application process.
- Select ‘**Access my Profile**’ if the candidate is submitting the general profile (without applying to the Job) from external career section.
- Resume upload block has multiple options to upload resume.
- Enter all mandatory fields.
- After **submitting** thank You message will appear to confirm process has been completed.

Candidate Applies for the job

Access external career section as external candidate.

Welcome. You are not signed in. | [My Account Options](#)



[My Job Cart](#) |

[Sign In](#)

[Job Search](#)

[My Jobpage](#)

[Basic Search](#) |

[Advanced Search](#) |

[All Jobs](#)

Basic Job Search

Search Criteria 

Specify your job search criteria, then click "Search for Jobs".

[Hide Search Criteria](#) | [Save this Search](#)

Job Number

Keywords

Search Tips

You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

Candidate Applies for the job

Read the “Privacy Statement” select the required option

Welcome. You are not signed in.

[Sign In](#)

[Job Search](#)

[Printable Format](#)

Privacy Agreement

I am responsible for the accuracy of all provided information

أنا مسؤول عن دقة جميع المعلومات المقدمة

Candidate Applies for the job

- Click on 'New user' to create account.
- Existing login credentials can be used if candidate has the profile already.

Welcome. You are not signed in.

 Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

* User Name

* Password

[Forgot your user name?](#)
[Forgot your password?](#)

or Sign in with:




Login

New User

Candidate Applies for the job

- Enter User Name, Password and email address.
- Click on 'Register'

Welcome. You are not signed in.

 Job Search

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

* User Name

Alex

* Password

••••••••

* Re-enter Password

••••••••

Email Address

Alex.halesUAT@yopmail.com

Re-enter Email Address

Alex.halesUAT@yopmail.com

Register

Cancel


or Sign in with:



Candidate Applies for the job

- ‘Requisition Job Title information’ click Apply if the candidate is submitting the ‘Job Submission’ Profile.

Search Results (1 job found)

Results per page 25 

Sort by Posting Date (Descending Ord) 

[Deputy General Manager](#) 

Requisition ID: 19000004
Work Locations: Saudi Arabia
Schedule: Full-time
Job Posting: Nov 20, 2019

[Apply](#) | [Add to My Job Cart](#) |  [SHARE](#)    ...





Jobs - Page 1 out of 1 [Previous](#) | 1 | [Next](#)

Candidate Profile

Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)


Icon legend

-  More information
-  Added to the job cart
-  Draft submission
-  Completed submission

Candidate Applies for the job

- Click on 'apply online' to begin application process.

Search Results (1 job found)

Results per page 25 

Sort by Posting Date (Descending Ord 

Deputy General Manager

Requisition ID: 19000004
Work Locations: Saudi Arabia
Schedule: Full-time
Job Posting: Nov 20, 2019

[Apply](#) | [Add to My Job Cart](#) |  SHARE    ...





Jobs - Page 1 out of 1 Previous | 1 | Next

Candidate Profile

Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)


Icon legend

-  More information
-  Added to the job cart
-  Draft submission
-  Completed submission

Candidate Applies for the job

Select 'Access my Profile' if the candidate is submitting the general profile (without applying to the Job) from external career section.

Search Results (1 job found)

Results per page 25 

Sort by Posting Date (Descending Ord )

Deputy General Manager

Requisition ID: 19000004

Work Locations: Saudi Arabia

Schedule: Full-time

Job Posting: Nov 20, 2019

[Apply](#) | [Add to My Job Cart](#) |  [SHARE](#)    ...

Jobs - Page 1 out of 1 [Previous](#) | 1 | [Next](#)

Candidate Profile


Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)

Icon legend

 More information

 Added to the job cart

 Draft submission

 Completed submission

Candidate Applies for the job

- Resume upload block has multiple options to upload resume.

Welcome. You are signed in. |

[My Account Options](#)



[My Job Cart \(0 items\)](#) |

[Sign Out](#)

[Job Search](#)

[My Jobpage](#)

General Profile

Step 1 out of 7

[Resume Upload](#)

[Personal Information](#)

[Education](#)

[Employment History](#)

[Preferences](#)

[File Attachments](#)

[Review and Submit](#)

[Save and Continue](#)

[Save as Draft](#)

[Quit](#)

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.


If you do not upload a resume, you will need to fill out the online submission manually.

Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the unloading process is

Candidate Applies for the job

- Enter all mandatory Personal Information and click on 'Save and Continue.'

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 1 out of 6

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ [Preferences](#) ▶ [File Attachments](#) ▶ [Review and Submit](#)

[Save and Continue](#)

Personal Information

Please fill all the relevant field information in 'English'

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

* Source Type
 ▼

* Social Network
Social Network

Personal Information

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

Candidate Applies for the job

- To receive job posting notification check mark on 'send an email notification whenever a new posting matching this profile is posted'
- Click on 'Save and Continue'.

Job Posting Notification


Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Candidate Applies for the job

- Enter all mandatory education information and click on 'save and continue'
- Click on 'Add Education' button to add multiple education entries.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 2 out of 6 | [Print](#)

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ [Preferences](#) ▶ [File Attachments](#) ▶ [Review and Submit](#)

[Save and Continue](#)

Education

Education

List the educational experiences below, starting with the most relevant education.

Education 1

Start Date- تاريخ البداية Mar 11, 2003	Graduation Date- تاريخ التخرج Not Specified	Antipated Graduation Date- تاريخ التخرج المتوقع Not Specified
* Education Level- المستوى التعليمي <input type="text" value="Diploma"/>	Qualification- المؤهلات التعليمية <input type="text"/>	* Major- التخصص <input type="text" value="Consultation"/>

Adding education entries


To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries

To remove an education from the list, identify it, then click "Remove Education".

Candidate Applies for the job

- Enter all Work Experience & Certification details information and click on 'save and continue'
- Click on 'Add Work Experience' button to add multiple Work Experiences entries.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

General Profile Step 3 out of 6 | [Print](#)

[Personal Information](#) → [Education](#) → **[Employment History](#)** → [Preferences](#) → [File Attachments](#) → [Review and Submit](#)

[Save and Continue](#)

Employment History

Work Experience

List the work experiences below, starting with the most relevant one.

Work Experience 1

Current Job

* Start Date- تاريخ البدء
Mar 5, 2007

* End Date- تاريخ الانتهاء
Mar 4, 2019

* Employer
Offshore) for Taleo Imple [Select](#)

* Job Title- المسمى الوظيفي
dasdsad

Adding work experience entries


To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries

To remove a work experience from the list, identify it, then click "Remove Work Experience".

Candidate Applies for the job

Select Job fields category, under employment preference click 'Add to List' click Save and continue to access the next option.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 4 out of 6 | [Print](#)

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ **Preferences** ▶ [File Attachments](#) ▶ [Review and Submit](#)

[Save and Continue](#) Page 1 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Category


▼

[Add to List](#) [Reset](#)

Job Field Preferences

Candidate Applies for the job

Select Saudi & select relevant city from the city dropdown list category, under Location Preference click 'Add to List' click Save and continue to access the next option.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 4 out of 6 | [Print](#)

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ **Preferences** ▶ [File Attachments](#) ▶ [Review and Submit](#)

[Save and Continue](#) Page 2 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Location".

Location

Country

▼


City

▼

[Add to List](#) [Reset](#)

Candidate Applies for the job

- File Attachment is optional.
- To attach the file click on choose file and then click on attach to attach the file.
- Once attached you can see at the bottom.
- Click on save and Continue to progress further.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 5 out of 6 | [Print](#)

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ [Preferences](#) ▶ [File Attachments](#) ▶ [Review and Submit](#)

[Save and Continue](#)

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[Browse...](#)

Comments about the file

[Attach](#)

Tips


You cannot attach a file that exceeds the allocated limit of 5120 kilobytes.

You can attach a maximum of 10 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Candidate Applies for the job

- Review the information provided and click on 'Submit'
- Click on 'save as draft' to complete the application process later.

Suresh Murali, you are signed in. | [My Account Options](#)  [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) | [My Jobpage](#)

General Profile Step 6 out of 6 | [Print](#)

[Personal Information](#) ▶ [Education](#) ▶ [Employment History](#) ▶ [Preferences](#) ▶ [File Attachments](#) ▶ [Review and Submit](#) ▶

[Submit](#)

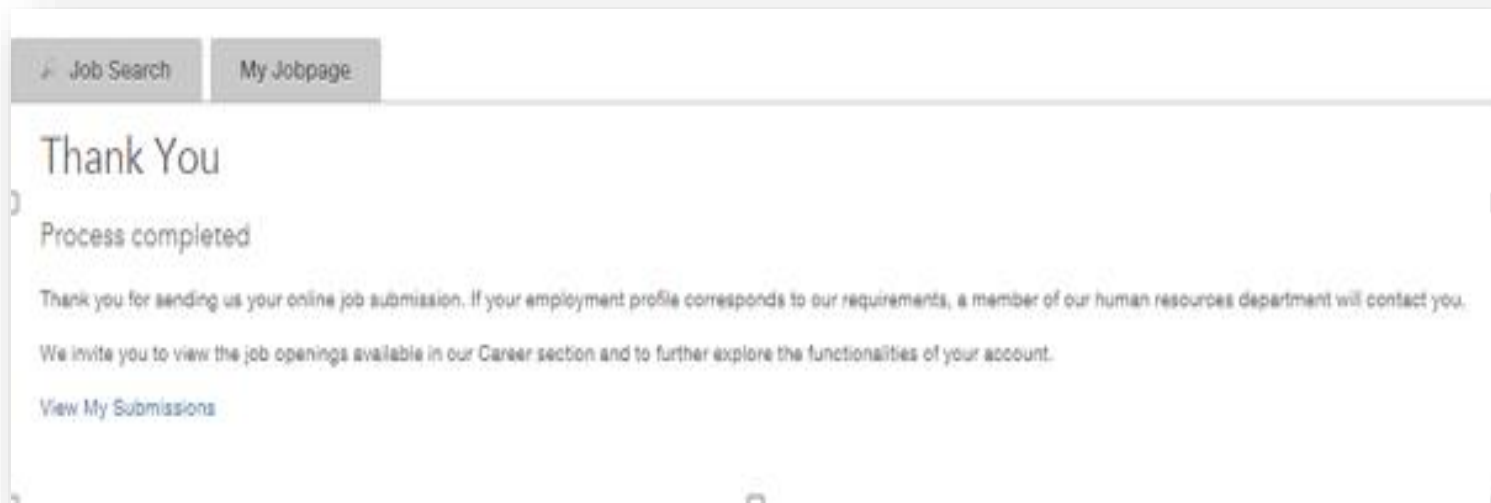
Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information Edit	
Source Tracking	
Source Type	Social Network
Source	Social Network
Personal Information	

Candidate Applies for the job

- Thank You message will appear to confirm process has been completed.



Thank you