



## HOW TO REGISTER ON THE WEBSITE

### 1. Candidate Registration Process in SAP

The screenshot shows the SIDF Career Portal registration form. The form is titled "Build your CV" and includes the SIDF logo and name. Below the title, there is a paragraph of text: "You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you." The form fields are: Name (First Name, Second Name, Last Name), User Data (User Name, Password, Repeat Password, E-Mail, Repeat E-Mail), and a checkbox for "Yes, I have read the data privacy statement and I accept it". A "Register" button is located at the bottom left of the form.

Please complete the Registration Form. The fields marked with an asterisk are mandatory, and are necessary for us to identify and contact you.

The screenshot shows the SIDF Career Portal registration form with sample data entered. The form is titled "Build your CV" and includes the SIDF logo and name. Below the title, there is a paragraph of text: "You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you." The form fields are: Name (First Name: Ketul Patel, Second Name: , Last Name: IN), User Data (User Name: ketul0505, Password: , Repeat Password: , E-Mail: ketul@gmail.com, Repeat E-Mail: ketul@gmail.com), and a checkbox for "Yes, I have read the data privacy statement and I accept it". A "Register" button is located at the bottom left of the form.

Once you click on the Register button, the below message will be shown to you.

The screenshot shows a registration confirmation message. The message is titled "Registration" and includes the text: "Thank you for your interest in our company. You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration. In this way, you can access your personal career pages in our company where you can then edit your profile and explore your career opportunities." A "Close" button is located at the top right of the message.

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

## 2. Candidate Career Page Access:

How to Logon into the Career Site and Search, Apply, etc.

Once you have registered in our career website, you need not to register again, but login with the username and password you have provided.

The login screen is displayed.



**SIDF Career Portal**

[Register here](#)

User: \*

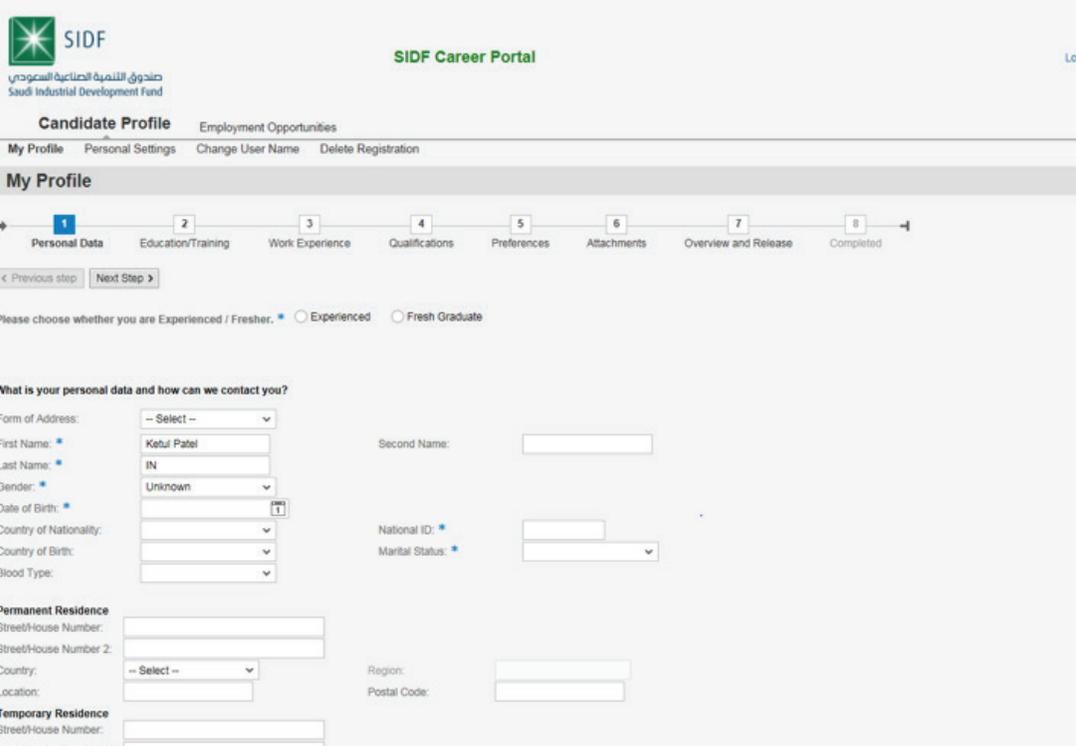
Password: \*

Language:

[Change Password](#) [Forgot your password?](#)

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The «Applicant Cockpit» is opened.



 **SIDF Career Portal** Log

صندوق التنمية الصناعية السعودي  
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**Candidate Profile** [Employment Opportunities](#)

[My Profile](#) [Personal Settings](#) [Change User Name](#) [Delete Registration](#)

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Please choose whether you are Experienced / Fresher. \*  Experienced  Fresh Graduate

**What is your personal data and how can we contact you?**

Form of Address:

First Name: \*  Second Name:

Last Name: \*  Gender: \*

Date of Birth: \*

Country of Nationality:

Country of Birth:  National ID: \*

Blood Type:  Marital Status: \*

**Permanent Residence**

Street/House Number:

Street/House Number 2:

Country:  Region:

Location:  Postal Code:

**Temporary Residence**

Street/House Number:

Street/House Number 2:

## Step 1: Enter the personal Data

**Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

### My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments

< Previous step Next Step >

Please choose whether you are Experienced / Fresher. \*  Experienced  Fresh Graduate

Select the Category: \*  Out of 4  Out of 5  Percentage

GPA/Percentage:

**What is your personal data and how can we contact you?**

Form of Address:

First Name: \*  Second Name:

Last Name: \*

Gender: \*

Date of Birth: \*

Country of Nationality:  National ID: \*

Country of Birth:  Marital Status: \*

Blood Type:

**Permanent Residence**

Street/House Number:

Street/House Number 2:

Country:

Region:

Location:  Postal Code:

**Temporary Residence**

Street/House Number:

Street/House Number 2:

Click on the «Next Step» button to proceed further.

## Step 2: Enter the Education Details

The screenshot shows the 'My Profile' page with the 'Education/Training' step selected. A modal window titled 'Add Education' is open, containing the following fields:

- Educational Institution:
- Start Date:  (with a calendar icon)
- End Date:  (with a calendar icon)
- Country:  (dropdown menu)
- Region:
- Location:
- Education Type:  (dropdown menu)
- Education Level:  (dropdown menu)
- Field of Education:  (dropdown menu)
- Highest Degree/Certificate:
- Subject:
- Grade:
- Description:

At the bottom right of the modal are 'OK' and 'Cancel' buttons.

Click OK, then click on the «Next Step» button to proceed further.

## Step 3: Enter the Work Experience Details and click on the OK button.

The screenshot shows the 'My Profile' page with the 'Work Experience' step selected. A modal window titled 'Add Work Experience' is open, containing the following fields:

- Employer:
- Not under Notice:
- Start Date:  (with a calendar icon)
- End Date:  (with a calendar icon)
- Country:  (dropdown menu)
- Region:
- Location:
- Industry:  (dropdown menu)
- Functional Area:  (dropdown menu)
- Hierarchy Level:  (dropdown menu)
- Job Title:
- Description:

At the bottom right of the modal are 'OK' and 'Cancel' buttons.

Click on the «Next Step» button to proceed further.

## Step 4: Enter the Qualification Details and click on the OK button

**Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 **Qualifications** 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step >

te your competencies and q

**Add Qualifications**

Behavioural Skills

**Qualifications**

Selected	Qualification	Other Information	Proficiency
<input type="checkbox"/>	Communication skills		Not rated
<input type="checkbox"/>	Organizing and Planning Skills		Not rated

Other Qualifications:

**Description of Proficiencies**

No proficiency descriptions are available.

OK

Click on the "Next Step" button to proceed further.

## Step 5: Enter the preferences if any and click on the «Next Step» button to proceed further.

Here you can attach the required documents:

**Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 **Attachments**

< Previous step Next Step >

**Do you want to supplement your data by adding attachments?**

You can attach electronically stored documents to supplement your data.

**Attachments**

Document Title	Attachment Type
No attachments maintained	

Add Edit Delete

Document Title:

Attachment Type: -- Select --

Language: -- Select --

File:  Browse...

Transfer Cancel

- Enter the Document Title
- Choose the Attachment Type
- Language
- File ( Attach the File)
- Click on the Transfer button to save

Click on the "Next Step" button to proceed further.

**Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release

< Previous step Next Step >

**What interests, preferences, and expectations do you have?**

Specify the expectations you have for a new work relationship You can also describe your preferences in your own words in addition to the predefined selection options

Interest Group: -- Select --

Salary Expectations: -- Select --

Contract Type: -- Select -- Employment Fraction: -- Select --

Willingness to Travel: 0 % Willingness to Relocate: Not Specified

Description:

Employment Preferences Desired Work Location

**What kind of job would you like to have?**

Industry	Functional Area	Hierarchy L
Industry	Functional Area	Hierarchy
The table does not contain any data		
Add Delete	Add Delete	Add Delete

Click on the "Next Step" button to proceed further.

Click on the "Tick Mark»" to complete the registration process successfully.

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release

< Previous step Complete

**Do you want to be considered for open job vacancies?**

I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.

confirm that you accept our data privacy statement

[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

Complete

**Data Overview**

The candidate's profile is locked.

Now, your profile is been released for further access by the recruitment team

**Candidate Profile** Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

**My Profile**

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Your candidate profile was released successfully.

Now, your profile is been released for further access by the recruitment team.

### 3. External Candidate Job Search Process

In Employment Opportunity tap:

#### Step 1:

Various filter options are available for search.

#### Step 2:

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
IT Application Engineer	Information Technology			23.12.2017	<input type="checkbox"/>	
IT Manager				23.12.2017	<input type="checkbox"/>	
Erec WF SS				07.12.2017	<input type="checkbox"/>	
Recruiter 2	Human Resources / Education and Training			29.11.2017	<input type="checkbox"/>	
Head of Corporate Finance Unit	Consulting			28.11.2017	<input type="checkbox"/>	
Database Specialist	Human Resources / Education and Training			28.11.2017	<input type="checkbox"/>	
Service Engineer	Information Technology		01.01.2018	27.11.2017	<input type="checkbox"/>	

Choose the job as above and click on the apply button.

## Step 3:

Now, new window will open with «Application Wizard» as below

The screenshot shows the 'Application Wizard' interface for a job posting titled 'TT Application Engineer'. The progress bar at the top indicates that Step 1, 'Personal Data', is the current step. Below the progress bar, there are navigation buttons for 'Previous step' and 'Next Step'. The main content area contains the following fields and options:

- Radio buttons for 'Experienced' and 'Fresh Graduate' (selected).
- Radio buttons for 'Out of 4', 'Out of 5' (selected), and 'Percentage'.
- A text input field for 'GPA/Percentage' with the value '4.5'.
- A dropdown menu for 'Form of Address' with the value 'Male'.
- Text input fields for 'First Name' (Ketul Patel) and 'Last Name' (IN).
- A text input field for 'Second Name'.

Click «Next Step» button if there is anything needs to be updated, here you can update and submit your application for the job.

## Step 4:

Last step to complete and send the application for the job.

The screenshot shows the 'Application Wizard' interface at Step 4, 'Complete Application'. The progress bar indicates that Step 8 is the current step. Below the progress bar, there are navigation buttons for 'Previous step' and 'Send Application Now'. The main content area contains the following elements:

- A checkbox for 'I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.' (checked).
- A checkbox for 'Yes, I have read the data privacy statement and I accept it. Data Privacy Statement' (checked).
- A yellow button labeled 'Send Application Now'.
- A section titled 'Data Overview' with a placeholder box.

Click on the «Send Application Now» button to complete the step.

The screenshot shows a dialog box titled 'Send Application' with a close button (X) in the top right corner. The dialog contains the following text:

Do you want to release your profile in order to be considered for other employment opportunities?

You have the option of submitting your application and releasing your profile at the same time. Alternatively, you can submit your application without releasing your profile.

At the bottom of the dialog, there are two buttons: 'Release and Submit' and 'Submit Without Release'.