



جامعة الإمارات العربية المتحدة
United Arab Emirates University

UAEU

USER Guide

JOB SEEKERS



JOB NAVIGATOR

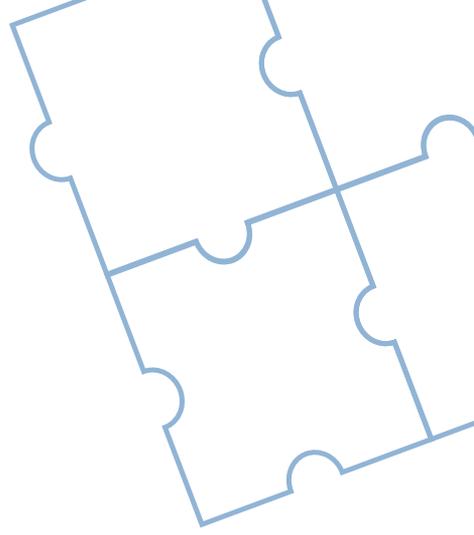
Locating Your Career Path

USER Guide

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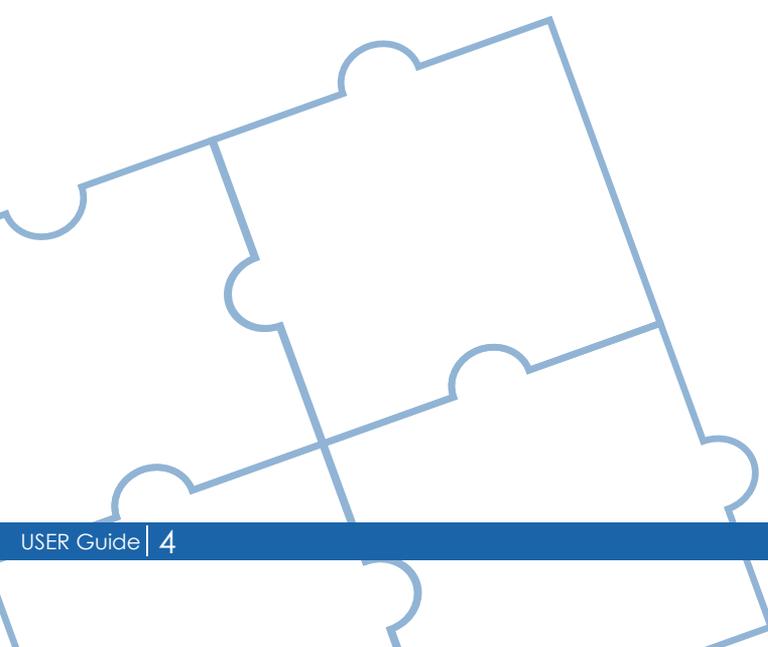
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WELCOME TO JOB NAVIGATOR

The Center for Career Placement and Alumni (CCPA) aims to connect UAEU graduates with different public and private sector employers by offering Job Search Opportunities through The “Job Navigator” online portal which provides UAEU graduates with the opportunity to browse through hundreds of jobs available at partner employer organizations and to apply for jobs of their choice.



HELP FOR EMPLOYERS

An applicant of the Job Navigator system can be any UAEU graduate or current registered student. Applicants can view and search published job postings, also they can apply for any job posting. All it needs to apply for a job to fill and complete the applicant profile. Also, the Job Navigator system allows applicants to follow-up their applications and get notified the moment when a new job posting is published. You can use this online guide to learn using the system and how to perform different tasks.

Learn How To:

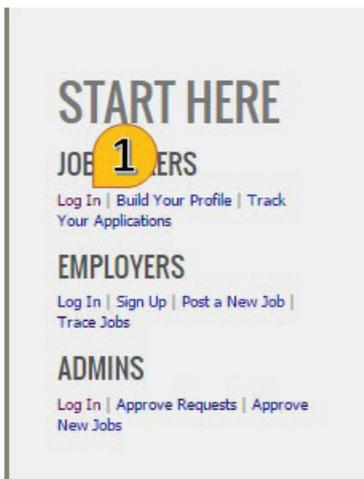
- Sign-Up your new account?
- Login to the system
- Fill the profile
- Generate your CV
- Browse the job postings directory
- Apply for a job
- Withdraw from a job
- Follow-up your application
- Get notified about new jobs

HOW TO SIGNUP FOR A NEW ACCOUNT?

To sign-up a new account applicant account in Job Navigator system, you must be either a university graduate or a current registered student. The sign-up process is very simple and will take few minutes to complete.

FOLLOW THESE STEPS TO SIGN-UP A NEW ACCOUNT

- Open the Job Navigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your University ID and password and click LOGIN
- Since this is the first time to login to the system, you will be asked to read and accept the terms and conditions of using the Job Navigator system. Click NEXT
- The new account is created immediatly and you can start filling your profile.



WELCOME TO JOBNAVIGATOR

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Start Here

Applicant

Enter your **2** ID and password to login

3 University ID

3 Password

4 LOGIN

Important Notes:

Please enter your UAEU email password, If you don't remember your password

- Alumni request: [click here](#)
- Students request: contact UITS Help Desk

University IT Services - UITS
United Arab Emirates University
PO Box 15551, Al-Ain, UAE
Tel: +9713 713 6111
Fax: +9713 713 6999
Email: Helpdesk@uaeu.ac.ae



Login Page

HI FATIMA

This is your first login to the Job Navigator. To complete your account registration, please read and accept the below terms of conditions and click 'Continue'

Introduction

These terms and conditions govern your use of this website; by using this website, you accept these terms and conditions in full. If you disagree with these terms and conditions or any part of these terms and conditions, you must not use this website. **5**

[You must be at least [18] years of age to use this website. By using this website [and by agreeing to these terms and conditions] you warrant and represent that you are at least [18] years of age.]

6

I accept the terms of conditions of the website **7**

I am a first Time Job Seeker (First time job seekers are allowed to apply for jobs without having any experience record) **8**

CONTINUE

Read and Accept Terms And Conditions

HI FATIMA

9

You can use the top navigation menu to do the following:

- Job Posts : To search for available job posts. You can search by major, location, career level and many other options that match your needs.
- Employer Directory : To read more information about employer which are presenting their vacant positions.
- My Profile : To fill and update your profile. You must have at least one educational record, one experience record and one reference record to be able to apply for any job post in this site.
- My Applications : To track your application status and to provide your feedback.
- My Alerts : To create alerts which notifies you about any job post immediatly after publishing the job post. You can customize the alerts to match specific needs of your interests.

Notes

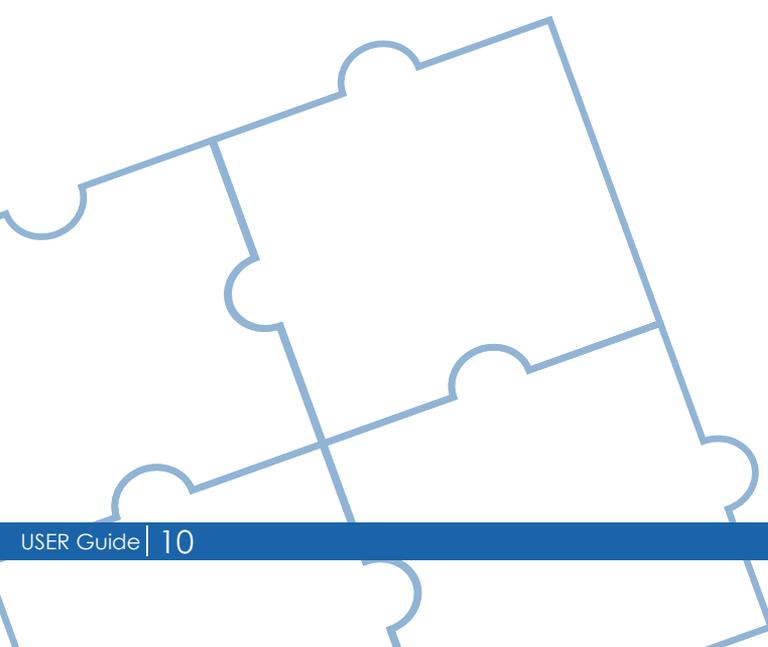
- If you forget your University ID, please contact the Alumni Department.
- If you forget your University password, please contact the university Helpdesk at helpdesk@uaeu.ac.ae

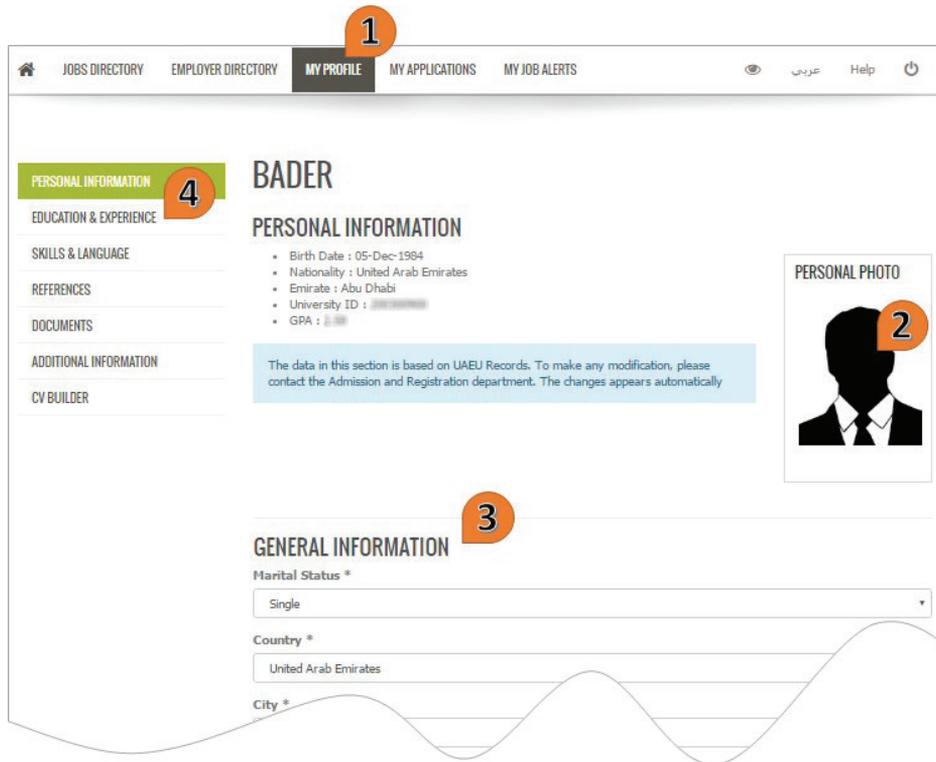
HOW TO FILL YOUR PROFILE?

Each applicant has a full profile. Filling the profile allows the applicant to apply for any posted job. The profile has many section, however filling the profile can be done in few minutes.

FOLLOW THESE STEPS TO FILL YOUR PROFILE

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your Univerisity ID and password and click LOGIN
- In the top menu, click «MY PROFILE»
- In the profile screen, click the link Personal Photo to upload your recent photo.
- Fill the General Information section and click Save.
- Use the left menu to move between different sections.
- Fill and save the information in each section.





Notes

- During the account sign-up, if you set your account as First-Time job seeker. Making this selection, you will not have to fill the Work Experience part of your profile to apply for a job.
- The «Personal Information» section is updated from the university student information system and hence this section cannot be edited and changed. If you want to make any changes to this section, you will have to contact the University Admission and Registration department.
- To apply for a job, the following sections need to be filled:
 - General Information
 - Education
 - Work Experience (does not apply for First-Time job seekers)
 - Career objective
 - Skills and Languages
 - References

HOW TO GENERATE YOUR CV?

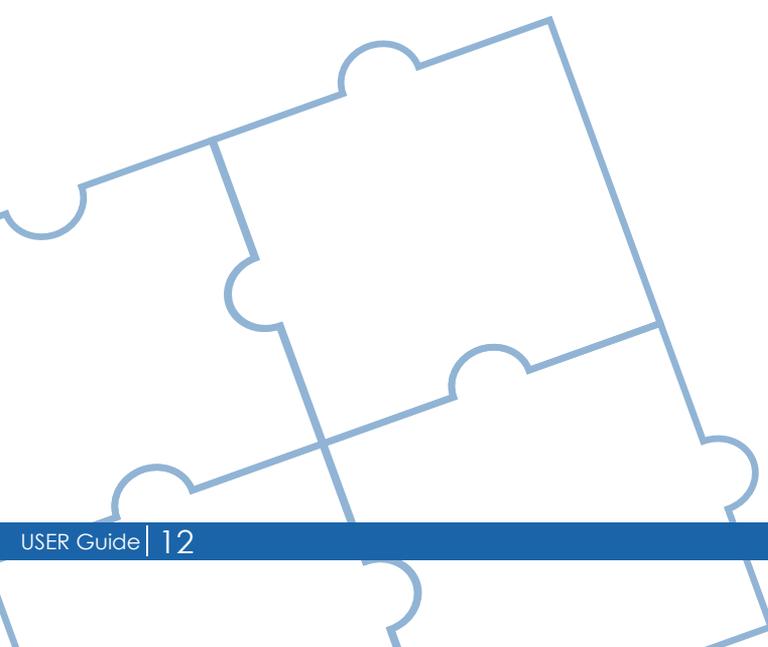
You can generate your CV out from the profile. You have different CV formats to be used.

Follow these steps to fill your profile

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your University ID and password and click LOGIN
- In the top menu, click «MY PROFILE», click the «CV Builder» menu option in the left menu
- In the CV Builder screen, select and click one of the available CV formats. The system collects the information from the profile and produce the CV in Adobe Acrobat (PDF) format.

Notes

- To be able to view the generate CV, you must have the Adobe Acrobat Reader software installed on your workstation.



HOW TO BROSWE THE JOBS DIRECTORY?

The Jobs directory lists all active jobs. Any active applicant can apply for a job in the jobs directory. The jobs directory displays breif information about any job post. To view full details about a job, you will need to login to the system.

Follow these steps to browse the jobs directory

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your Univerisity ID and password and click LOGIN
- In the top menu, click «JOBS DIRECTORY».
- To view jobs filtered by a specific location, contract type or major, you can use the shortcuts in the left menu or you can search for a specific job that match your own criteria, click the «Search» menu in the left menu.
- To read more details about any job, click the link «More Details ...» in the jobs description.

The screenshot shows a web interface for a 'JOBS DIRECTORY'. At the top, there are navigation tabs for 'JOBS DIRECTORY' and 'EMPLOYER DIRECTORY', with a home icon and a language selector 'عربي'. A sidebar on the left contains a list of filters: 'JOB POSTS', 'LOCATION', 'CONTRACT TYPE', 'MAJOR', and 'SEARCH'. The main content area is titled 'JOBS DIRECTORY' and shows 'Total 7 records.' Below this, two job listings are visible. The first listing is for a 'CHIEF TECHNOLOGY OFFICER' at 'Abu Dhabi Ports Company (ADPC)'. It includes details such as 'Location: Dubai', 'Contract Type: Full Time', and 'Close Date: 15-Jun-2016'. A green 'APPLY' button is located below the job details. The second listing is for a 'COMPUTER OPERATIONS MANAGER' at 'Abu Dhabi Ports Company (ADPC)', with similar details and a green 'APPLY' button. Three yellow callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the top navigation area, callout 2 points to the sidebar filters, and callout 3 points to the 'More Details ...' link in the first job listing.

Notes

- To be able to view the full details of the job, you must login to the system.

HOW TO APPLY FOR A JOB?

To apply for any job, you need to have an active account. Also, you have to complete your profile in the JobNavigator system. There are certain sections which must be filled to be able to apply for a job such as :

- General Information
- Education
- Work Experience (does not apply for First-Time job seekers)
- Career objective
- Skills and Languages
- References

Follow these steps to browse the jobs directory

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your University ID and password and click LOGIN
- In the top menu, click «JOBS DIRECTORY», and then either browse or search the directory to locate the job which you want to apply for. Click «Apply». The system displays the full details of the job.
- In the job details, review the job description, the required qualifications and the job summary at the left.
- When you are ready to apply for the job, click «Apply» again to apply for this job.

Job Details

3

Job Reference Number:
28

Salary Range:
20,000-30,000

Location:
Dubai

Career Level:

Contract Type:
Full Time

Targeted Nationality:
All Nationalities

Close Date:
23-Jun-2016

COMPUTER OPERATIONS MANAGER

1

Description

Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor.

2

Minimum Qualifications

Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor.

- > Years of Experience: 5
- > Number of Required Positions: 2

4

APPLY

Confirm Applying for a Job

Please read carefully, and take proper action ...

By applying to the job post, you agree to share your contact information including the personal mobile number and personal email which are listed in the personal information section with the employer.

Are you sure **5** to apply for this job post?. Click Ok to apply, otherwise click Cancel.

OK CANCEL

Cannot Apply For a Job because of missing incomplete profile



Notes

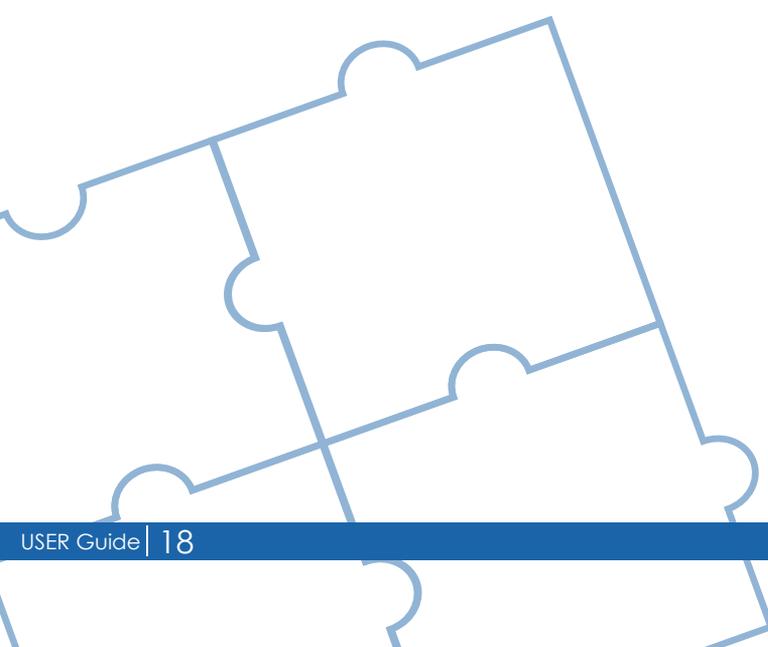
- To be able to view the full details of the job, you must login to the system.
- You must know that once you apply for a job, the employer offering this job will be able to view your contact details and will use these contact details to contact you.

HOW TO WITHDRAW FROM A JOB?

You can withdraw from any job at any time. Also, you can apply again after withdraw.

Follow these steps to withdraw from a job

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your Univerisity ID and password and click LOGIN
- In the top menu, click «MY APPLICATIONS», and from the applications list locate the job which you want to withdraw.
- In the required job section, click «Withdraw». The system displays a confirmation message. Click «Ok» to withdraw and remove your application.
- After withdraw, the employer will no longer be able to see your application for this job.



Withdraw from a job posting

1

HOME JOBS DIRECTORY EMPLOYER DIRECTORY MY PROFILE **MY APPLICATIONS** MY JOB ALERTS

عربي Help

MY APPLICATIONS

Total 1 records.

COMPUTER OPERATIONS MANAGER [Withdraw](#) | [Give Your Feedback](#)
Abu Dhabi Ports Company (ADPC)

- > Your Application status is "New"
- > Your Application is sent on 04-Oct-2016
- > Job Posting closing date is 23-Jun-2016

Are you **3** want to withdraw your application for this job post ? Click OK to withdraw, otherwise click Cancel.

OK CANCEL

Notes

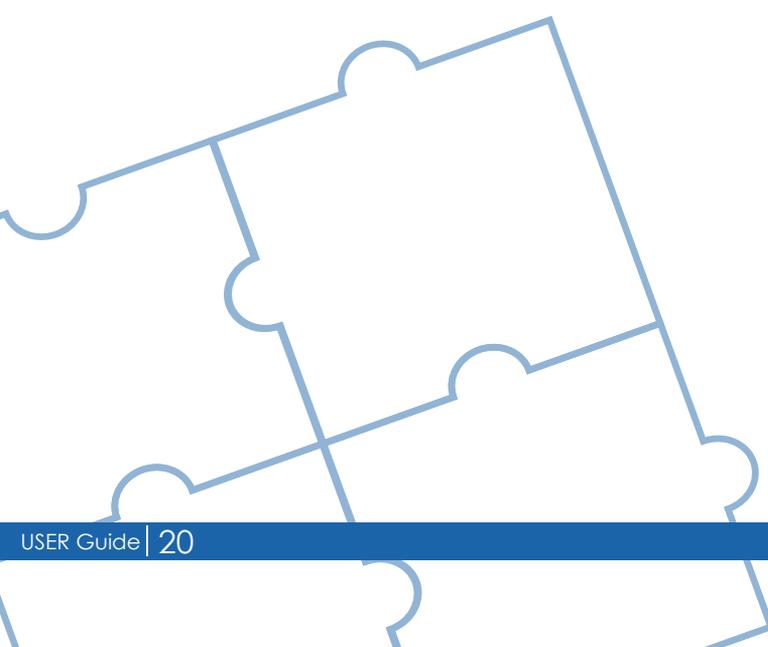
- You can apply again after withdraw.
- Your application will be removed from your applications list.

HOW TO FOLLOW-UP YOUR APPLICATIONS?

If you apply for many jobs, you can follow-up your application status for each job to know if you have selected for an interview.

Follow these steps to follow-up your applications

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your Univerisity ID and password and click LOGIN
- In the top menu, click «MY APPLICATIONS».
- The list of all your current and previous applications are listed.
- You can use this list to view the status of the application, provide your feedback about the job posting or withdraw from the application.
- You can review the job details by click the Job Title link, also you can review the employer details by clicking the Employer Name link.



The screenshot shows the 'MY APPLICATIONS' page in a web application. At the top, there is a navigation bar with links for 'JOBS DIRECTORY', 'EMPLOYER DIRECTORY', 'MY PROFILE', 'MY APPLICATIONS' (highlighted), and 'MY JOB ALERTS'. On the right side of the navigation bar, there are icons for 'عربي' (Arabic) and 'Help', along with a power icon. Below the navigation bar, the main heading is 'MY APPLICATIONS'. A status bar indicates 'Total 1 records.'. The main content area displays a job application for 'COMPUTER OPERATIONS MANAGER' with a status of 'Withdraw' and a link to 'Give Your Feedback'. Below this, there is a 'Your Request Status *' dropdown menu with 'Select' as the current option. Underneath is a 'Comments *' text area. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons. Five yellow callout boxes with numbers 1 through 5 are overlaid on the page: 1 points to the 'MY APPLICATIONS' tab, 2 points to the job title, 3 points to the status dropdown, 4 points to the comments text area, and 5 points to the 'SAVE' button.

Notes

- Your feedback about the job will be seen only by the JobNavigator administrator and will be available to the employer.
- Your application list keeps your current and old postings even if the job post is closed and longer available.

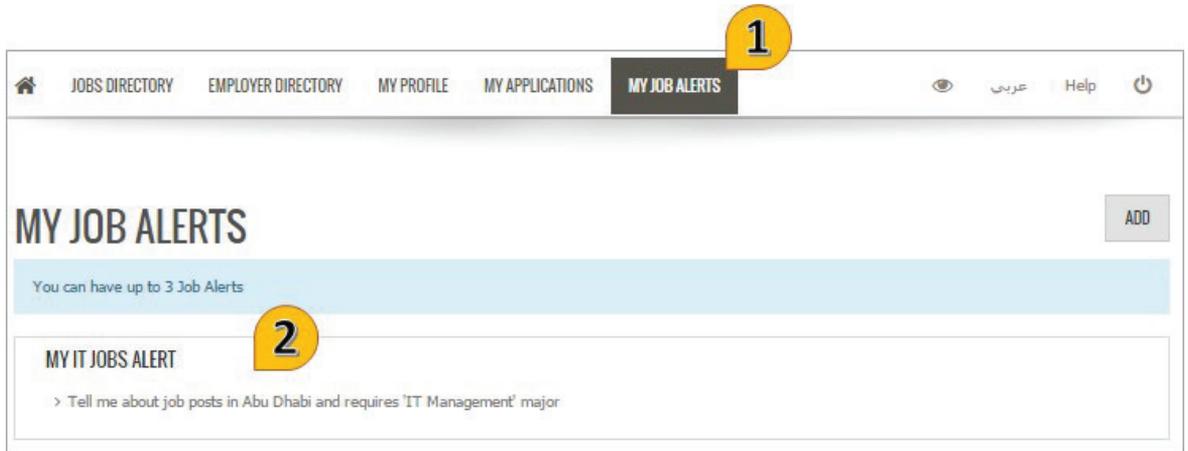
HOW TO GET NOTIFIED ABOUT NEW JOBS?

The JobNavigator system offers you 3 alerts to use to notify you when a new job posting is published. You can configure each alert to match specific jobs that match what you are seeking for.

Follow these steps to create and configure job alerts

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Job Seekers», click the link Login
- In the login page enter your Univerisity ID and password and click LOGIN
- In the top menu, click «MY JOB ALERTS».
- The page displays the list of job alerts.

Withdraw from a job posting



How to create a new job alert

- Click «ADD» button at the top right.
- Enter the criteria to filter jobs by Location, Employer or Major. You can use one or more filter criteria.
- Enter the alert name and click «Save»
- On daily basis the system searches the jobs directory using the criteria defined in your alert. If a matched job is found, the system sends you a notification message about this job.

Add a new job alert

The screenshot shows a web interface for creating a job alert. At the top right, there is a grey 'ADD' button with a yellow circle containing the number '1'. Below this is a light blue banner with the text 'You can have up to 3 Job Alerts'. The main section is titled 'ADD NEW RECORD'. It contains four input fields: 'Name *' (a text box with a yellow circle '2'), 'Location' (a dropdown menu with 'Select' and a yellow circle '3'), 'Major' (a dropdown menu with 'Select' and a yellow circle '4'), and 'Employer' (a dropdown menu with 'Select' and a yellow circle '5'). At the bottom, there is a green bar with 'SAVE' and 'CANCEL' buttons, with a yellow circle '6' over the 'SAVE' button.

How to modify a job alert

- Locate the job alert to modify in the alerts list.
- Click the action link «Edit»
- Modify the criteria to filter jobs by Location, Employer or Major. You can use one or more filter criteria.
- Enter the alert name and click «Update»

Change a job alert

MY JOB ALERTS ADD

You can have up to 3 Job Alerts

MY IT JOBS ALERT [Edit](#) | [Delete](#)

> Tell me about job posts in Abu Dhabi and requires 'IT Management' major

1

2 Name *
My IT jobs alert

3 Location
Abu Dhabi

4 Major
IT Management

5 Employer
Select

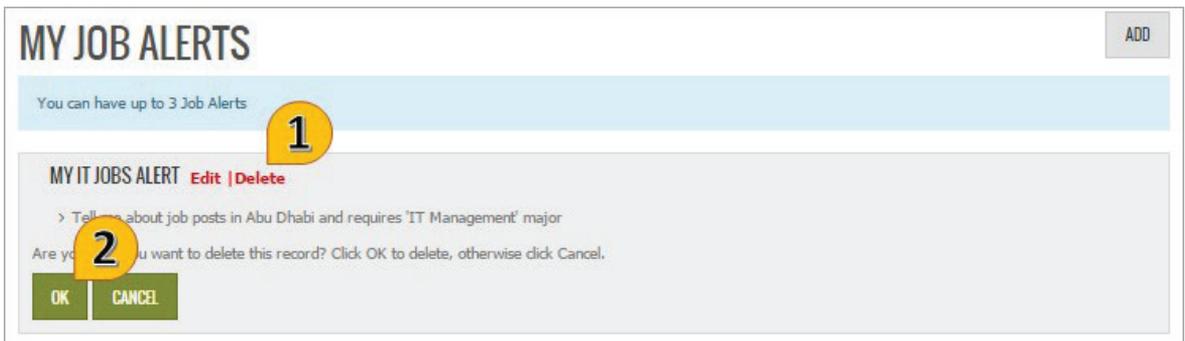
6

UPDATE CANCEL

How to delete a job alert

- Locate the job alert to modify in the alerts list.
- Click the action link «Delete»
- In the confirmation message click OK to delete the alert.
- You will no longer receives any notifications generated by the deleted alert.

Delete a job alert



Notes

- The system automatically removes any alert that has been created 30 days ago and never been updated during this period.
- You can have up to 3 alerts.

CONTACT US

How to send us your suggestions

If you have a suggestion or a recommendation, you can send us your suggestion or recommendation by doing the following steps:

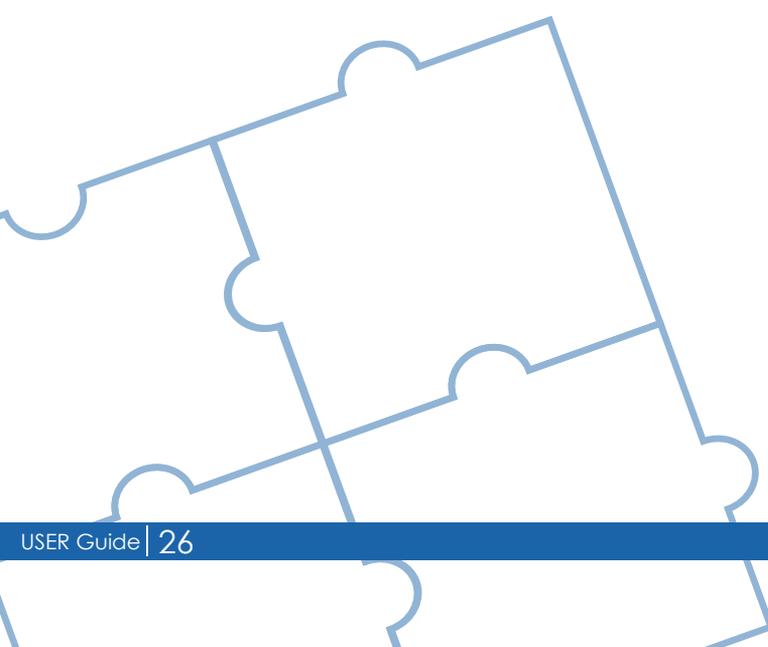
- Login to the Job Navigator system
- Click the menu «Help», and then click «Your Feedback»
- In the Feedback form, enter your suggestion and click Submit.
- Your feedback will be submitted to the IT department for review.

How to report a problem

If a problem occurs, try to logout the application and then login again. If the problem occurs again, you can do the following steps:

- Login to the Job Navigator system
- Click the menu «Help», and then click «Report a Problem»
- In the «Report a Problem» form, enter the problem description and click Submit.
- Your request will be logged into the ticketing system and you will be able to follow-up the progress of your issue.

If you cannot login to the Job Navigator system to submit your feedback or report your problem, you have to call the Helpdesk and explain the details of your problem. It is recommended to provide the following information:



- Screen shot of the screen that has the problem
- Access location either inside or outside university
- The operating system, web browser and its version (for example : Windows8 and IE 10)
- Details of the steps taken that have led to the problem

If you have questions or need assistance, contact the Center for Career Placement & Alumni

- University IT Services - UITS
- United Arab Emirates University
- PO Box 15551, Al-Ain, UAE
- Tel: +9713 713 4703-4702
- Fax: +9713 713 6999
- Email: Helpdesk@uaeu.ac.ae

If you want to reset your password, contact the UITS Help Desk.

- University IT Services - UITS
- United Arab Emirates University
- PO Box 15551, Al-Ain, UAE
- Tel: +9713 713 6111
- Fax: +9713 713 6999
- Email: Helpdesk@uaeu.ac.ae



