جامعة الإمارات العربية المتحدة
United Arab Emirates University
UAEU

USER Guide

EMPLOYERS

JOB NAVIGATOR
Locating Your Career Path

USER Guide

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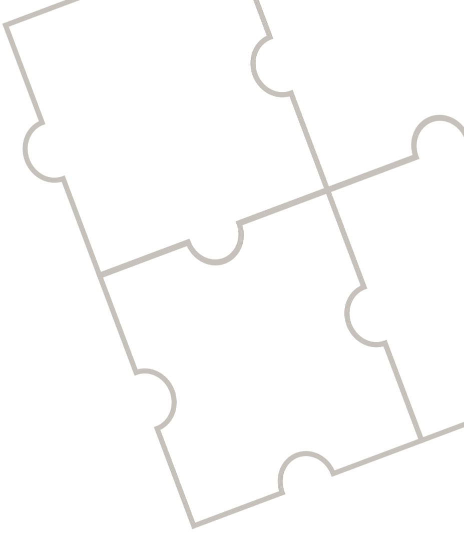
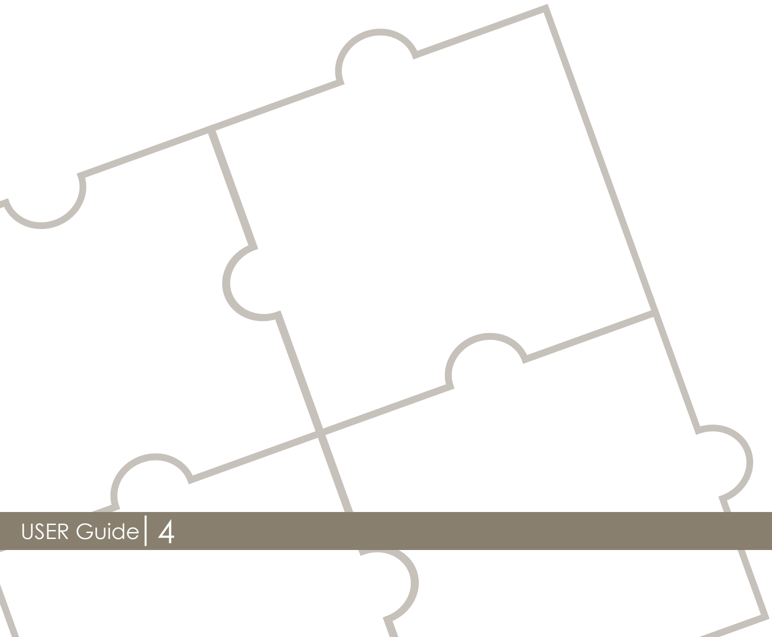


WELCOME TO JOB NAVIGATOR

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 throught 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

The Job Navigator system allows employers to post job opportunities to attract skilled applicants graduated from United Arab Emirates University. Not only graduates, but the system allows UAEU students who didn›t finish their study to view these job posts and plan for their future career. Each employer can be presented by one or more agents. Each agent has a separate account to be able to create and review job posts. You can use this online guide to learn how to use the system.

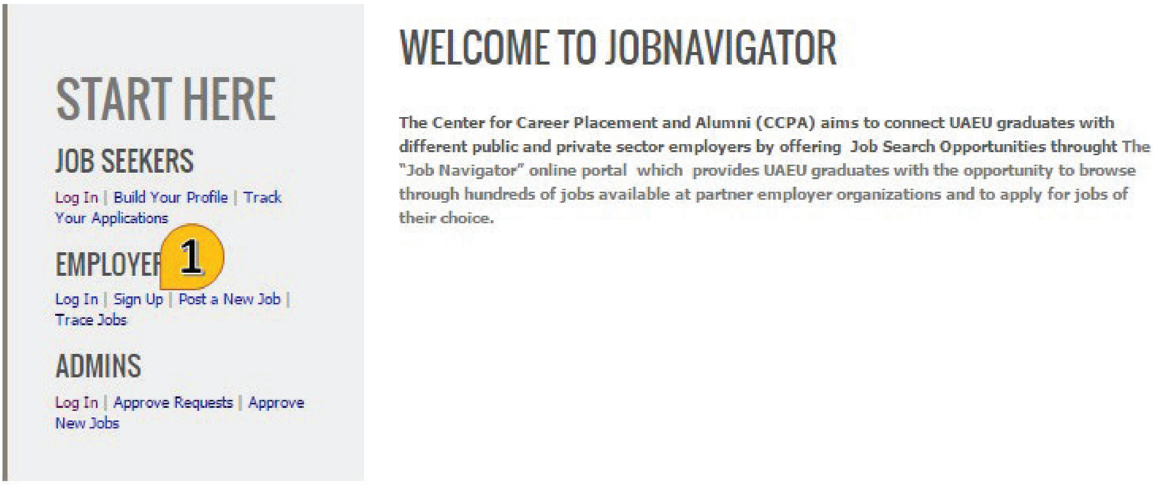
HOW TO SIGNUP FOR A NEW ACCOUNT?

To sign-up a new account employer agent account in JobNavigator system, you must an active employee in the employer which you want to create the account for. 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 JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Sign Up
- In the registration page, selects the employer and click Next. If the employer name is not listed, then click Next without selecting any employer.
- If you did not selects an employer, the system will request from you to enter the employer name, employer email address, and breif discription about the employer.
- In the next screen read and accept the terms and conditions of the JobNavigator system. And then click Next
- In the Agent information screen, enter your personal details and make sure to provide your personal email address correctly because this email address will be used later to login to the system. Finally, click Next
- The JobNavigator system sends a verification message to your the email address. Check your personal email inbox and locate the verification message. Click the link in the verification message to verify your account. Once your account is verified you can login to the system using your personal email and the password you entered in the agent information.

Start Signup



START HERE

JOB SEEKERS

Log In | Build Your Profile | Track Your Applications

EMPLOYER

Log In | Sign Up | Post a New Job | Trace Jobs

ADMINS

Log In | Approve Requests | Approve New Jobs

WELCOME TO JOBNAVIGATOR

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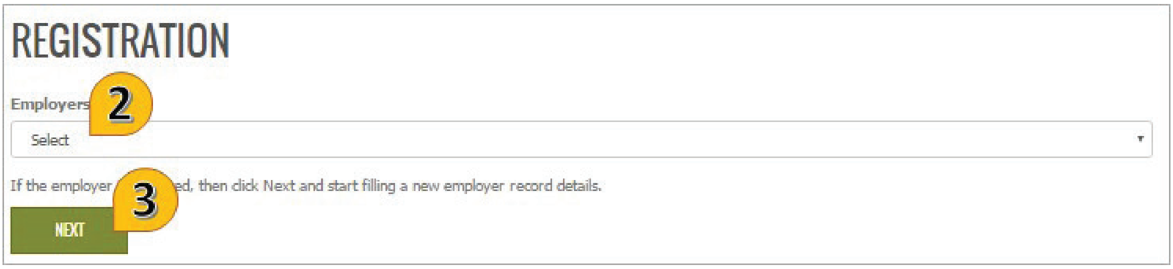
Select the employer

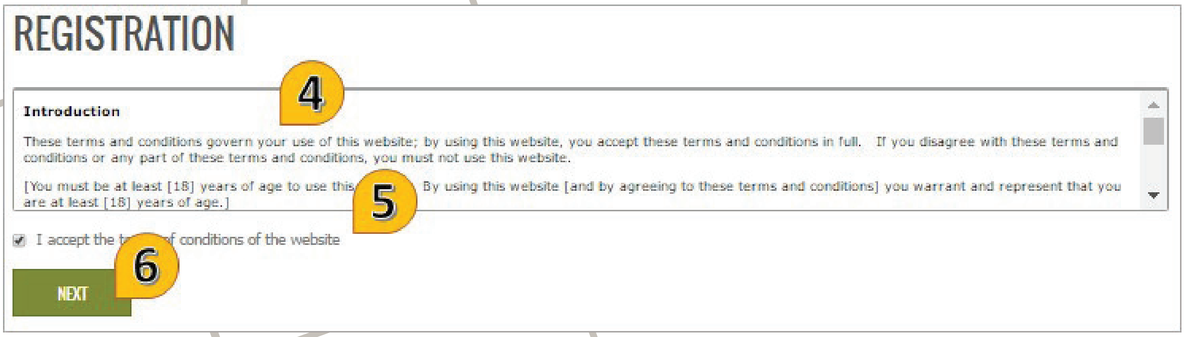


REGISTRATION

Employers

If the employer ed, then click Next and start filling a new employer record details.

Accept the terms and conditions



REGISTRATION

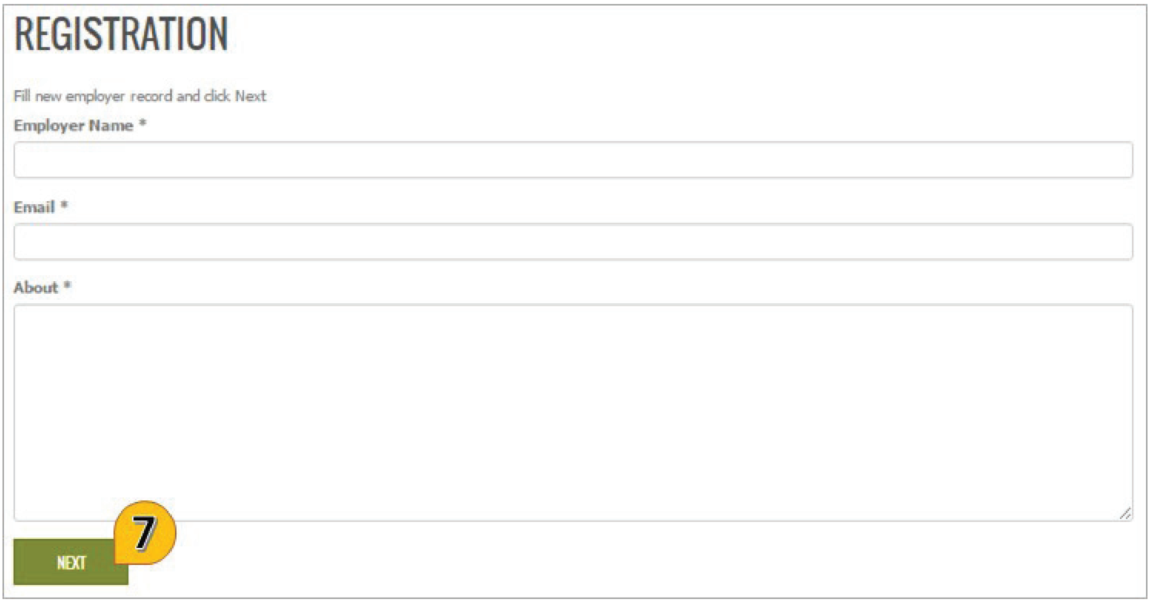
Introduction

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.

[You must be at least [18] years of age to use this 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.]

☑ I accept the t f conditions of the website

Fill the employer information (If the employer is not found in step 2#)



REGISTRATION

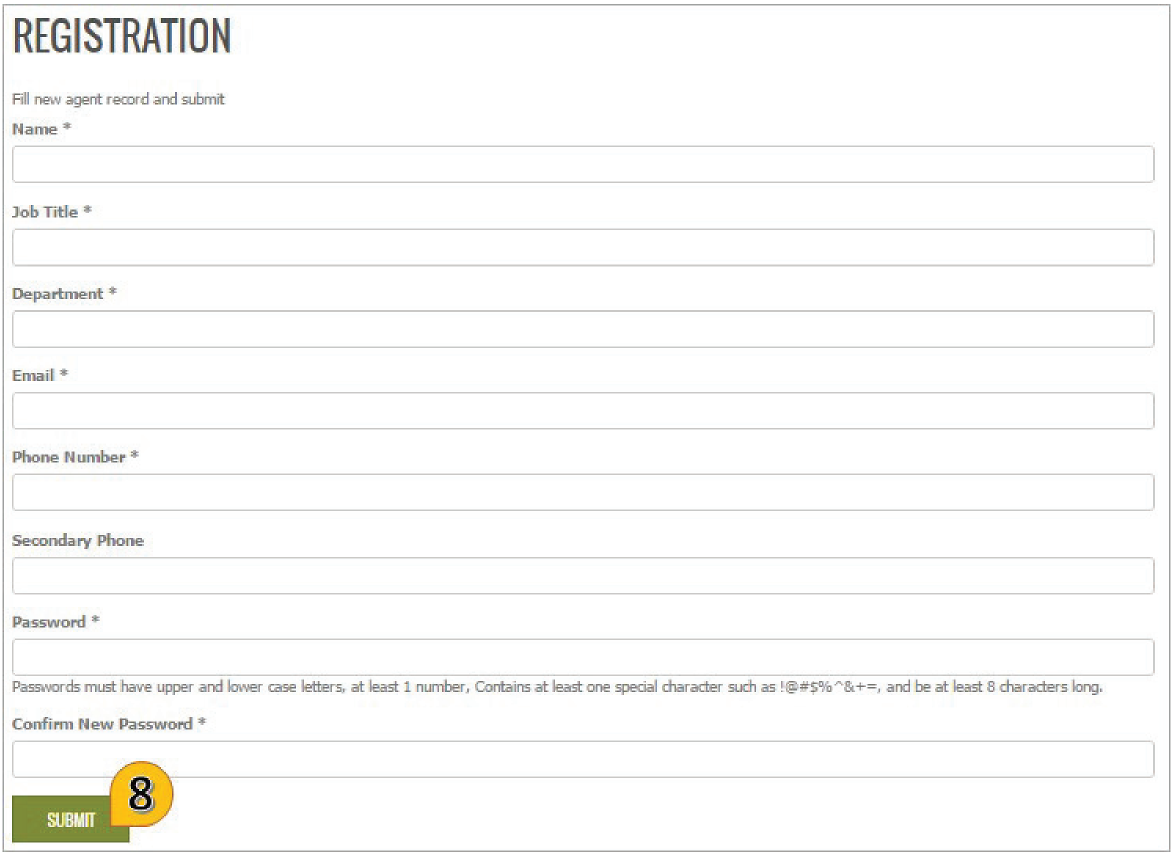
Fill new employer record and click Next

Employer Name *

Email *

About *

Fill the agent information



REGISTRATION

Fill new agent record and submit

Name *

Job Title *

Department *

Email *

Phone Number *

Secondary Phone

Password *

Passwords must have upper and lower case letters, at least 1 number, Contains at least one special character such as !@#$%^&+=, and be at least 8 characters long.

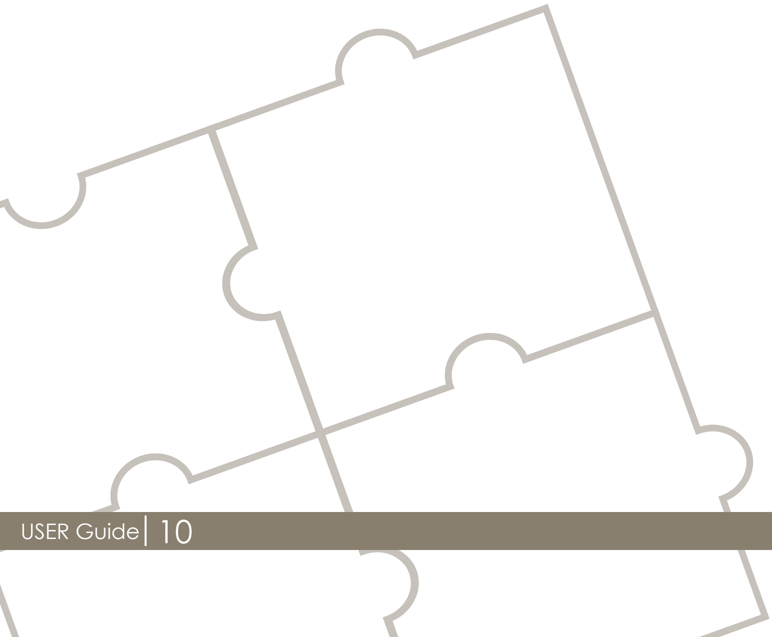
Confirm New Password *

Follow these steps to submit the agent account for approval

- In the top menu, click «MY ACCOUNT»
- Review the account details and make sure all information are correct.
- Click «Submit» to submit the account for approval by JobNavigator Administrator

Notes

- The verification email link can be used only once. If the link is clicked again, the JobNavigator system displays an error message.
- After submitting the agent›s account for approval, you cannot make any further changes. After approving the account, if you want to make any modifications, you can contact the JobNavigator Administrator to make the necessary modifications.
- The JobNavigator Administrator may rejects the agent›s account because of missing or inaccurate information. In this case you will need to make the required changes and submit the account one again for approval.



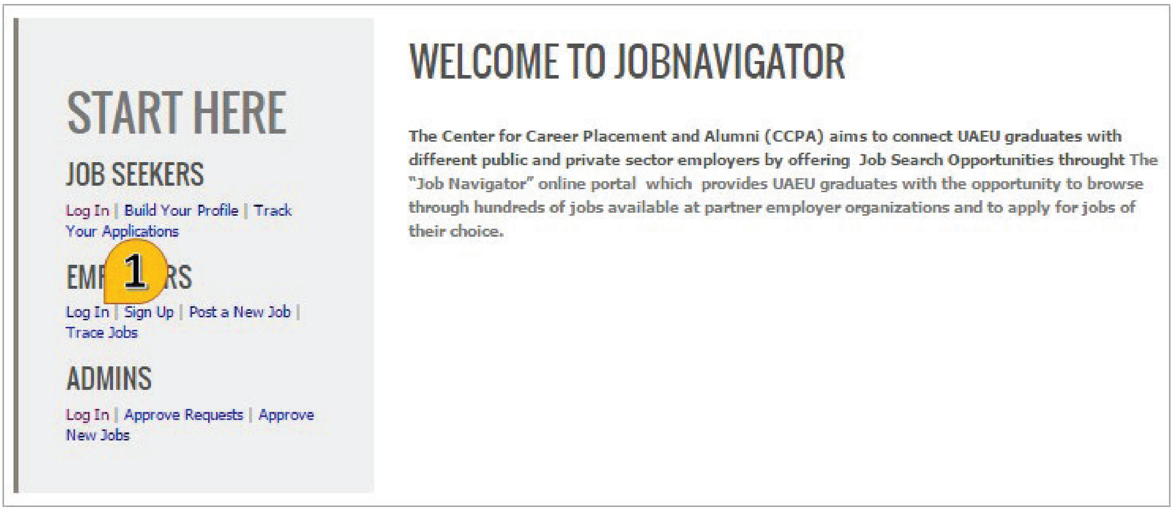
HOW TO LOGIN?

To login to the JobNavigator system, you must have a verified agent account in the JobNavigator system. Also, you must know your personal email address and password which you used when registring the new account.

Follow these steps to login

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN

Start employer login



START HERE

JOB SEEKERS

Log In | Build Your Profile | Track Your Applications

1

EMP RS

Log In | Sign Up | Post a New Job | Trace Jobs

ADMINS

Log In | Approve Requests | Approve New Jobs

WELCOME TO JOBNAVIGATOR

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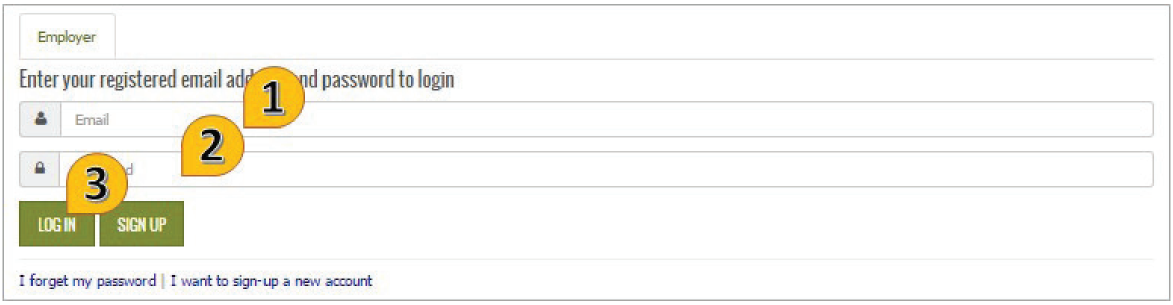
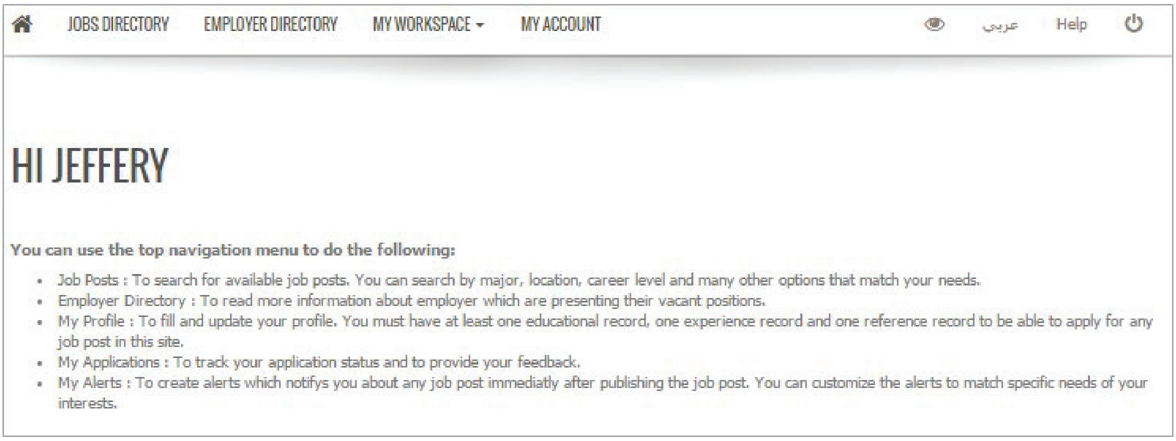
Login to employer›s agent account


Employer
Email
1
2
3
LOG IN
SIGN UP
I forget my password | I want to sign-up a new account

Enter your registered email add nd password to login

The start screen of the employer›s agent


JOBS DIRECTORY
EMPLOYER DIRECTORY
MY WORKSPACE
MY ACCOUNT
عربي
Help

HI JEFFERY

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 notifys you about any job post immediatly after publishing the job post. You can customize the alerts to match specific needs of your interests.

Notes

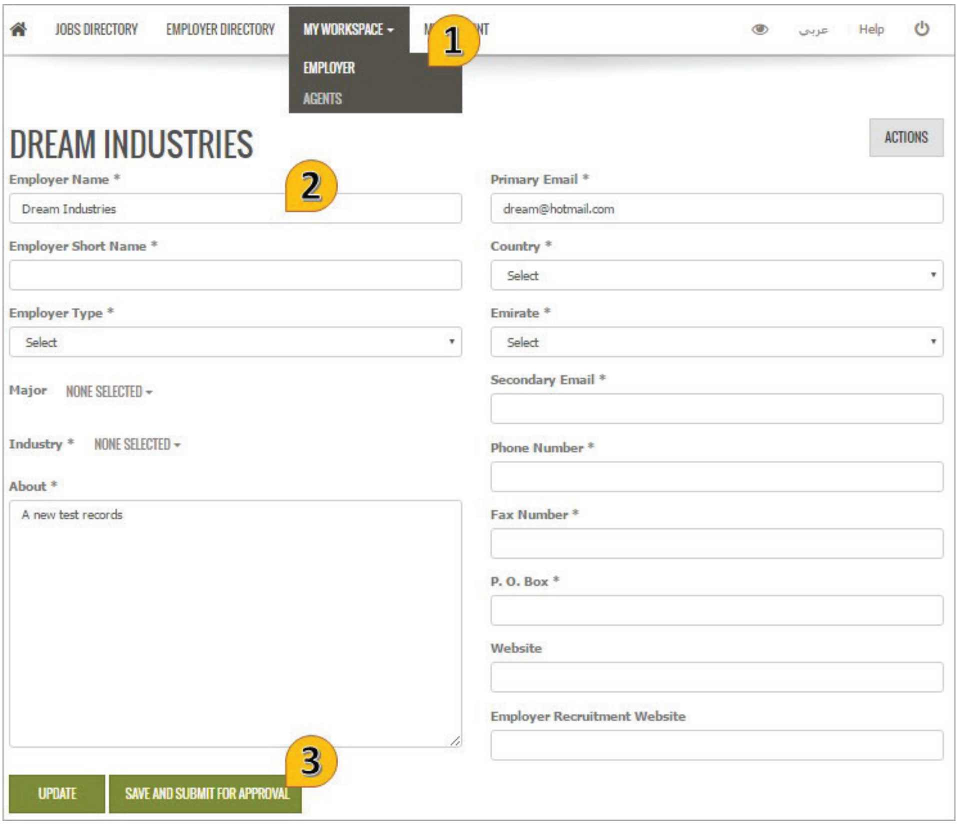
- If you forget your email address, please contact the Alumni Department.
- If you forget your password, please follow the steps to **reset your password**

HOW TO SUBMIT EMPLOYER RECORD FOR APPROVAL?

To be able to publish new job posts in the JobNavigator, you must make sure that your employer account is approved.

Follow these steps to submit employer record for approval

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «EMPLOYER»
- In the employer details screen, fill all employers information.
- If you want to continue editing the employer information, click Save
- If you want to submit the employer record for approval, click Save and Submit for Approval.
- After submitting the account for approval, you cannot make any further changes to the employer record.


JOBS DIRECTORY
EMPLOYER DIRECTORY
MY WORKSPACE
EMPLOYER
AGENTS
1
عربي
Help
ACTIONS
2
3
UPDATE
SAVE AND SUBMIT FOR APPROVAL

DREAM INDUSTRIES

Employer Name * Dream Industries
Primary Email * dream@hotmail.com
Employer Short Name *
Country * Select
Employer Type * Select
Emirate * Select
Major NONE SELECTED
Secondary Email *
Industry * NONE SELECTED
Phone Number *
About * A new test records
Fax Number *
P. O. Box *
Website
Employer Recruitment Website

Notes

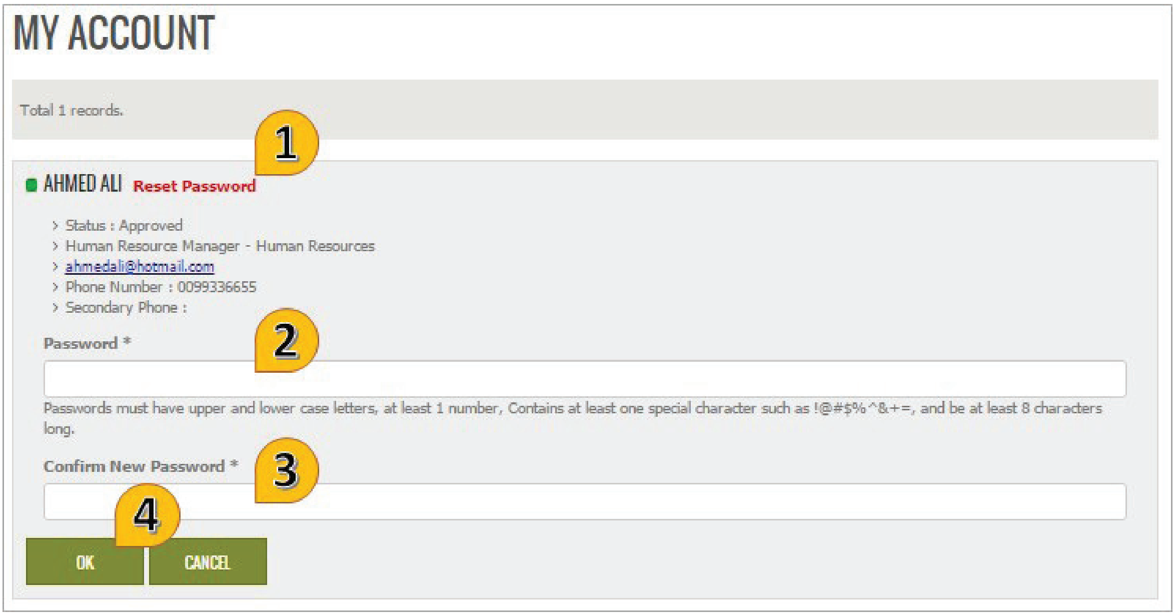
- The JobNavigator administrator may rejects the employer record because of missing information or invalid information. In this case you will be able to see the JobNavigator administrator recommendation to understand what needs to be added or modified and submit the record approval once again.
- After approving the employer record, you cannot any further changes to the employer information. If you want to make any changes, you can send the new information to the JobNavigator administrator.

HOW TO CHANGE PASSWORD?

It is recommended to change the agent›s account password everywhile to ensure secure access to the JobNavigator system.

Follow these steps to change your password

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY ACCOUNT»
- In the agent record, click the «Change Password» link.
- In the change password screen, enter the new password and make sure to follow the guidelines to select a good password.
- Finally, click Save to change the password. Next time you login to the system you have to use the new password.



MY ACCOUNT

Total 1 records.

AHMED ALI **Reset Password**

- Status : Approved
- Human Resource Manager - Human Resources
- ahmedali@hotmail.com
- Phone Number : 0099336655
- Secondary Phone :

Password *

Passwords must have upper and lower case letters, at least 1 number, Contains at least one special character such as !@#$%^&+=, and be at least 8 characters long.

Confirm New Password *

HOW TO BROSWE THE EMPLOYERS DIRECTORY?

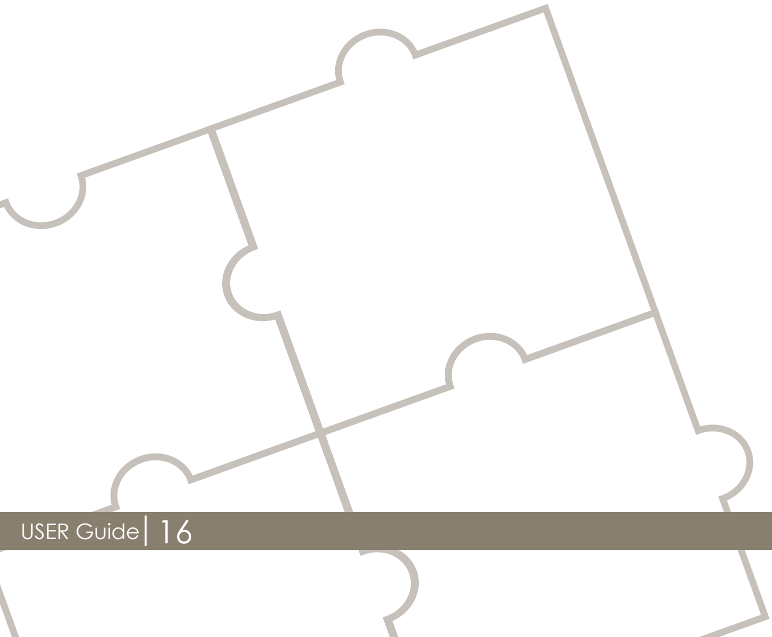
The Employers directory lists all active employers. Any active applicant can view the details of the employers and the jobs offered by the employer.

Follow these steps to browse the employers directory

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «EMPLOYERS DIRECTORY».
- To read more details about any employer, click the link «More Details ...» in the employer›s description.
- To view employers filtered by a specific location, employer type or industry, you can use the shortcuts in the left menu.
- To search for a specific employer, click the «Search» menu in the left menu.

Notes

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

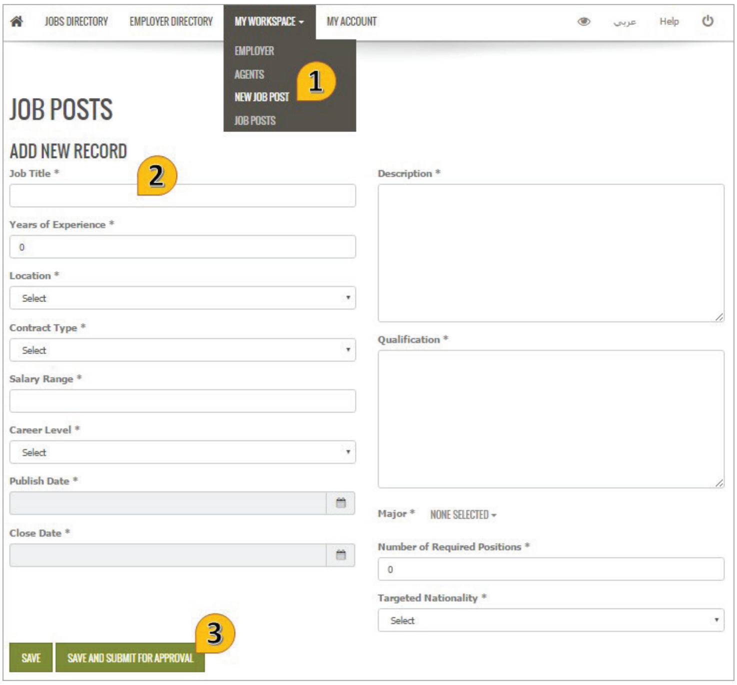


HOW TO CREATE A NEW JOB POSTING?

Any approved agent account under an approved employer record can create and publish a new job posting. However, the job posting must be approved by the JobNavigator Administrator. In certain cases the employer may be blocked and no longer allowed to publish new postings, such cases are explained in the notes section.

Follow these steps to create a new job posting

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «NEW JOB POST»
- Fill the information of the new job post.
- If you want to continue editing information of the new job posting later, click Save
- If you want to submit the new job posting for approval, click «Save and Submit for Approval»
- After submitting the job posting, you cannot make any further changes. To make any modifications, you can contact the JobNavigator Administrator.


JOBS DIRECTORY
EMPLOYER DIRECTORY
MY WORKSPACE
MY ACCOUNT
عربي
Help
EMPLOYER
AGENTS
NEW JOB POST
JOB POSTS
1
JOB POSTS
ADD NEW RECORD
2
3
SAVE
SAVE AND SUBMIT FOR APPROVAL

Job Title *
Years of Experience * 0
Location * Select
Contract Type * Select
Salary Range *
Career Level * Select
Publish Date *
Close Date *
Description *
Qualification *
Major * NONE SELECTED
Number of Required Positions * 0
Targeted Nationality * Select

Notes

- The JobNavigator administrator may rejects the new job posting because of missing information or invalid information. In this case you will be able to see the JobNavigator administrator recommendation to understand what needs to be added or modified and submit the record for approval once again.
- After approving the job posting record, you cannot any further changes to the posting information. If you want to make any changes, you can send the new information to the JobNavigator administrator.

HOW TO DELETE A JOB?

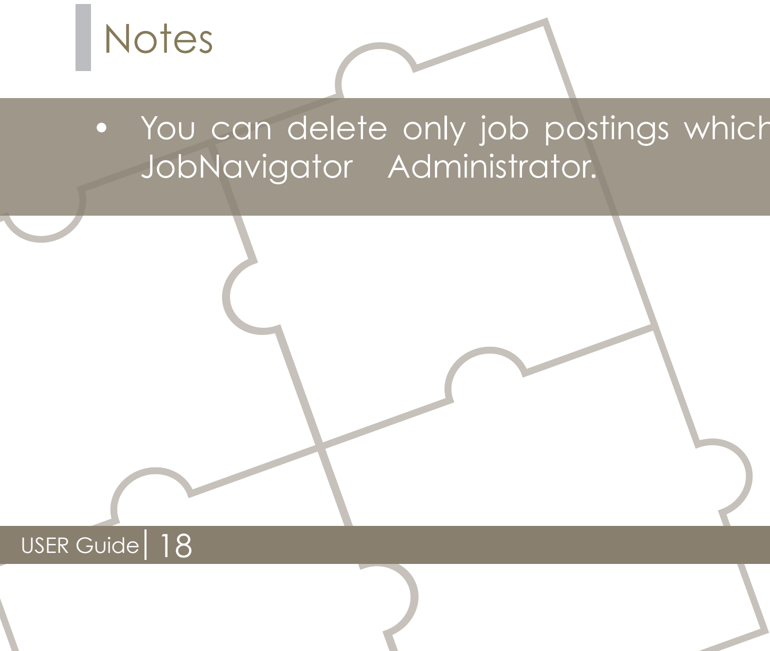
You may request to delete any job posting which is not yet approved. The job posting will be removed from the system and will not show in your job postins any more.

Follow these steps to delete a job

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «JOB POSTS»
- Locate the job posting to delete, and click the link «Delete»
- In the confirmation message, click OK to confirm deleting the job posting record

Notes

- You can delete only job postings which are not yet approved by the JobNavigator Administrator.



HOW TO EXTEND THE CLOSING DATE OF JOB POSTING?

Any job posting has a publishing date and closing date. The publishing date indicates the date to make the post available in the jobs directory, while the close date indicates the date to stop receiving applications for this post and also the posting will be removed from the jobs directory after this date. In some cases, you may need to extend the close date specially if no or few applicants applied for the job.

Follow these steps to extend the job posting close date

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «JOB POSTS»
- In the job posts list, locate the job to be extended and click the action link «Extend».
- In the extend window, enter the new close date and click «Ok» to save the new closing date.

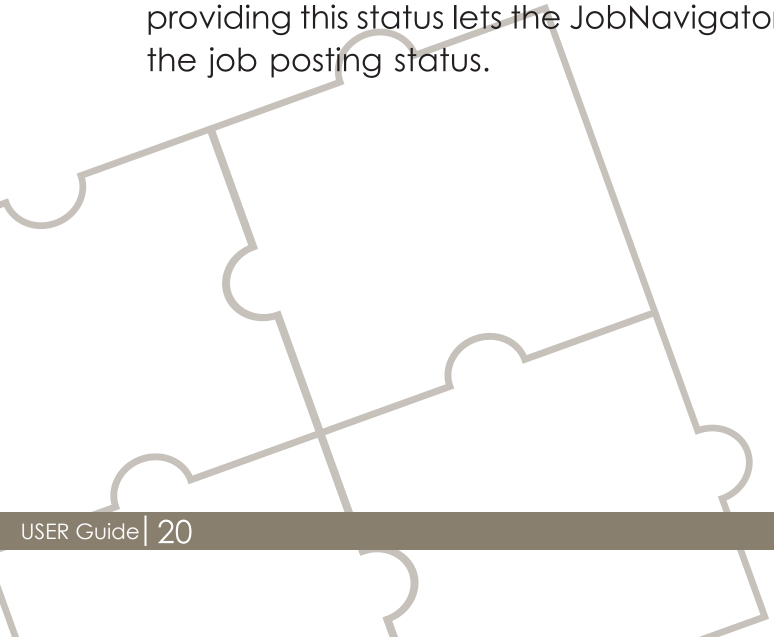
Notes

- You can change the close date only before reaching this close date. If you want to do that after reaching the close date, you need to contact the JobNavigator Administrator.
- After closing the job posting, you have a deadline to review the submitted application and indicate the status of each application. If you failed to do that before the deadline, you will not be able to create any new job posting.

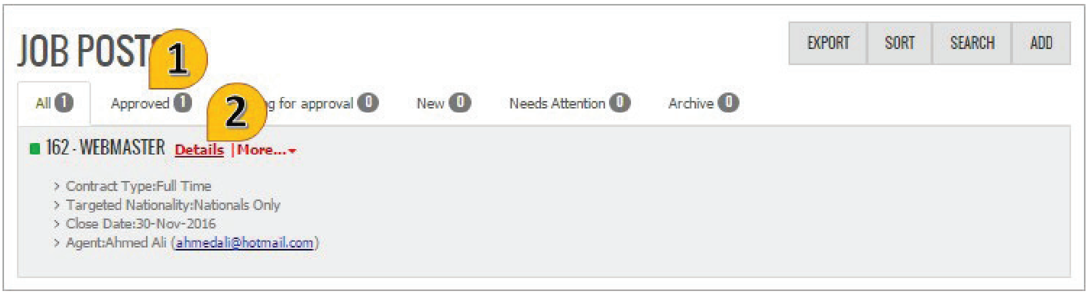
HOW TO VIEW APPLICATIONS OF A JOB?

Follow these steps to view applications of a job

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «JOB POSTS»
- All job postings which belongs to the your employer are listed.
- You can use the top tabs to view the job postings classified based on the job posting status.
- Locate the job posting to view its appliants, and click the link «Details»
- In the job posting details screen, you can view the job posting details and also you can view the list of applicants by clicking on the «Applicants» tab.
- The applicants are classified based on applicant status. There are four different statuses for an application:
  - **New :** those applications which are just submitted by applicants
  - **Shortlisted :** those applicants which are selected in the short list
  - **Interviewed :** those applicants which are marked to be interviewed
  - **Hired :** those applicants which are hired for the job
- For each application you can view the CV of the applicant and other documents submitted by the applicant.
- You can change the status of each application depending on what happened with the applicant. Providing the status of the applicant very important to let the applicant know the progress of applicantion. Also, providing this status lets the JobNavigator Administrators be able to know the job posting status.



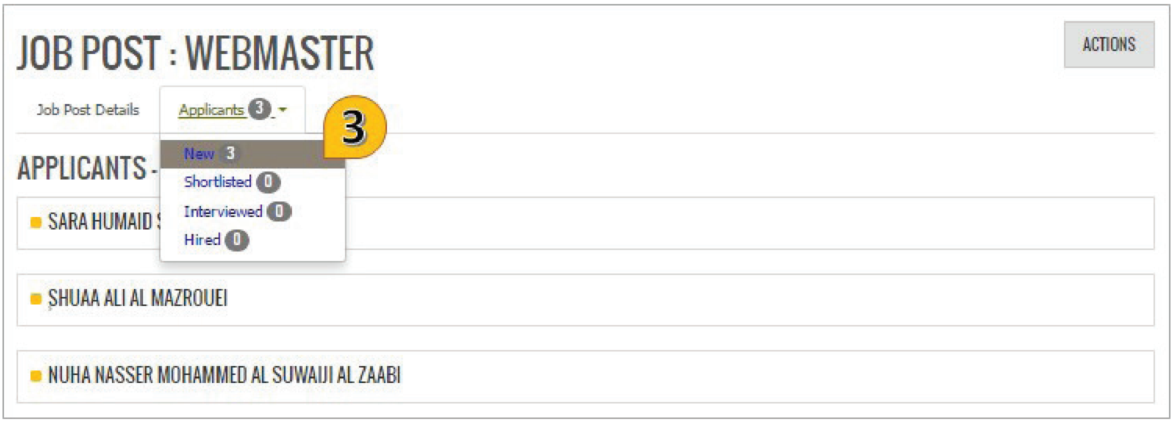
View the list of jobs and view the selected job details


JOB POST
1
2
EXPORT
SORT
SEARCH
ADD
All 1
Approved 1
g for approval 0
New 0
Needs Attention 0
Archive 0
Details
| More...

162 - WEBMASTER

- Contract Type:Full Time
- Targeted Nationality:Nationals Only
- Close Date:30-Nov-2016
- Agent:Ahmed Ali (ahmedali@hotmail.com)

View the list of applications


JOB POST : WEBMASTER
ACTIONS
Job Post Details
Applicants 3
3
APPLICANTS -
New 3
Shortlisted 0
Interviewed 0
Hired 0

- SARA HUMAID S
- SHUAA ALI AL MAZROUEI
- NUHA NASSER MOHAMMED AL SUWAIJI AL ZAABI

Notes

- When reviewing the CV of the applicant, the contact information will be available only when the candidate is selected in the shortlist.
- Setting the application status is important to allow you to continue using the system and be able to cretae more job postings in the future.
- All applicants who are hired must be identified and make their application records as «Hired». The number of hired applicants must match the number of offered positions in the job posting details. If the number of hired applicants is less, you will have to contact the JobNavigator Administrator to set the required number of positions to match the number of hired applicants. This is essential to be able to create more job postings in the future.

HOW TO FOLLOW UP THE APPLICATIONS?

Follow these steps to view applications of a job

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «JOB POSTS»
- Locate the job posting to view its appliants, and click the link «Details»
- In the job posting details screen, you can view the job posting details and also you can view the list of applicants by clicking on the «Applicants» tab.
- The applicants are classified based on applicant status. There are four different statuses for an application:
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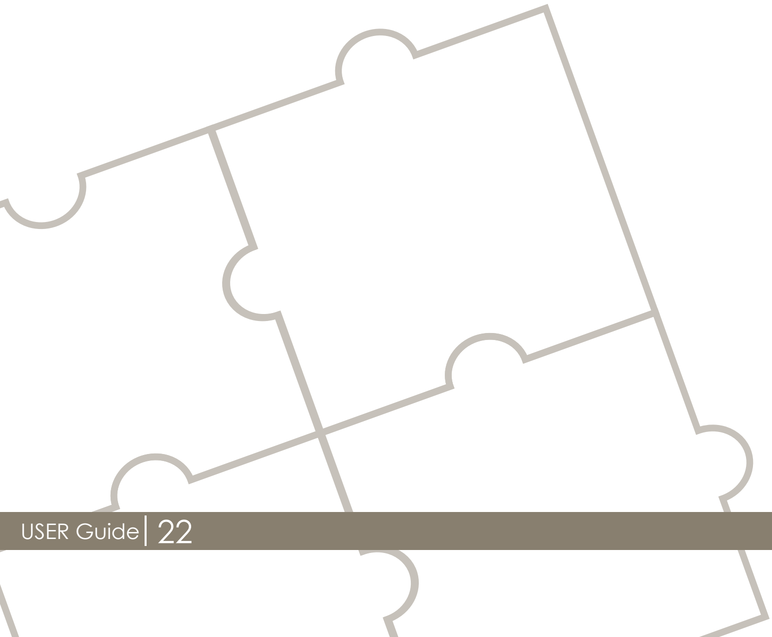
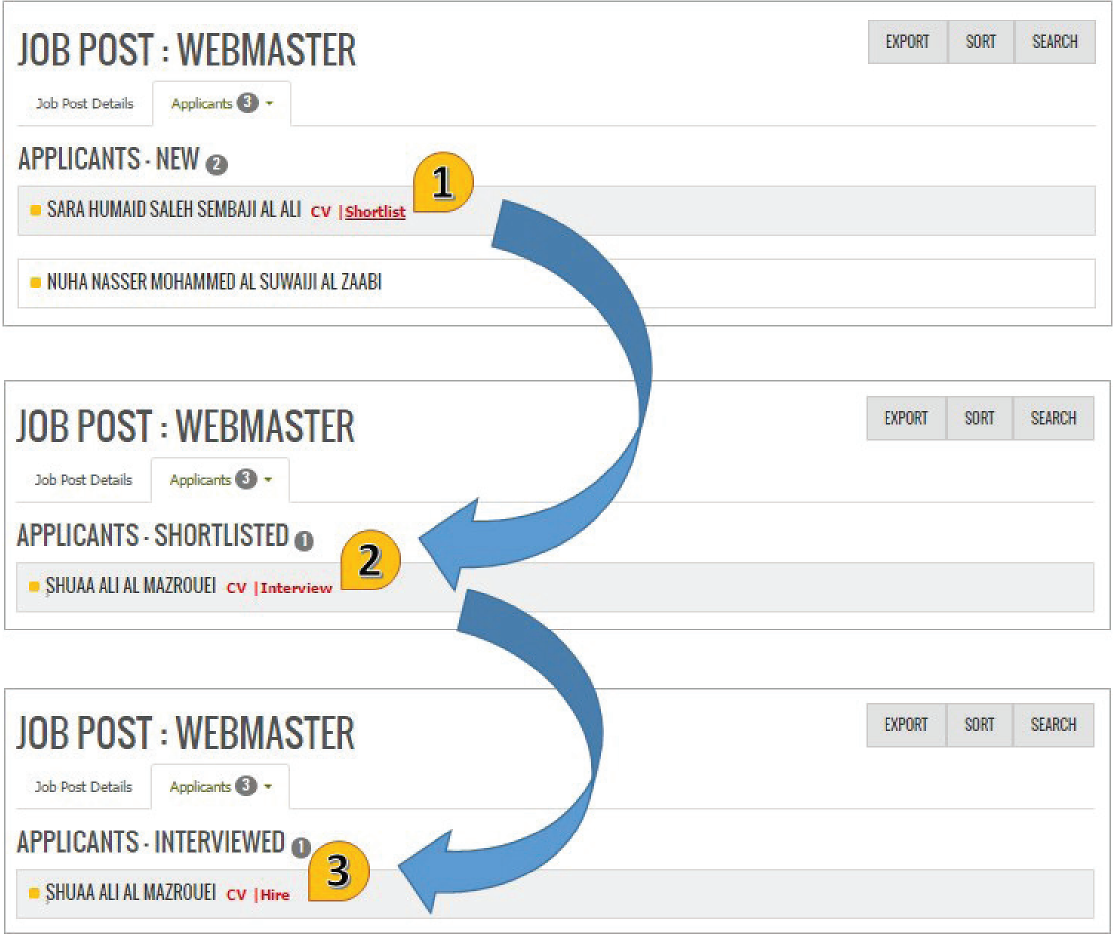
    - **Shortlisted :** those applicants which are selected in the short list
    - **Interviewed :** those applicants which are marked to be interviewed
    - **Hired :** those applicants which are hired for the job
- For each application you can view the CV of the applicant and other documents submitted by the applicant.
- Starting with the «New» applicants list, to shortlist an applicant, click «Shortlist» link of the selected applicant.
- In the «Shortlisted» applicants, to indicate which applicants are interviewed or will be interviewed, click «Interviewed» link of the selected applicant.
- In the «Interviewed» candidates list, to indicate which applicants are hired , click the «Hired» link of the hired candidates.





JOB POST : WEBMASTER

APPLICANTS - NEW 2

SARA HUMAID SALEH SEMBAJI AL ALI CV |Shortlist

NUHA NASSER MOHAMMED AL SUWAIJI AL ZAABI

JOB POST : WEBMASTER

APPLICANTS - SHORTLISTED 1

SHUAA ALI AL MAZROUEI CV |Interview

JOB POST : WEBMASTER

APPLICANTS - INTERVIEWED 1

SHUAA ALI AL MAZROUEI CV |Hire

Notes

- When reviewing the CV of the applicant, the contact information will be available only when the candidate is selected in the shortlist.
- Setting the application status is important to allow you to continue using the system and be able to cretae more job postings in the future.
- All applicants who are hired must be identified and make their application records as «Hired». The number of hired applicants must match the number of offered positions in the job posting details. If the number of hired applicants is less, you will have to contact the JobNavigator Administrator to set the required number of positions to match the number of hired applicants. This is essential to be able to create more job postings in the future.

HOW TO REPOST A JOB?

In some cases when the job is cancelled or closed without be able to find a suitable candidate, you may need to repost the job posting. Repost a job creates a new job posting with the same exact details as the original jop post, all you need to do in this case is to review these details and put the correct dates.

Follow these steps to repost a job

- Open the JobNavigator webpage in your browser
- In the «Start Here» section, under the «Employers», click the link Login
- In the login page enter your personal email address and password and click LOGIN
- In the top menu, click «MY WORKSPACE», and then click «JOB POSTS»
- All job postings which belongs to the your employer are listed.
- You can use the top tabs to view the job postings classified based on the job posting status.
- Locate the required job posting, and click the «Re-post» action link in the posting record.
- The system creates another copy of the old posting. The system displays the new postings details page.
- Review all the postings details and make the necessary changes and then click «Save» or «Save and Submit for Approval»

Notes

- Each job posting has two main dates : publishing date and closing date. The publishing date is the date to make the job posting available in the jobs directory. The closing date is the date to hide the job posting from the jobs directory and prevent any more application submission.

HOW TO BROSWE THE JOBS DIRECTORY?

The Jobs directory lists all active jobs. Any user can view the jobs directory. The jobs directory displays breif information about any job post. The full details of the job post is available only applicants, however you can see the full details only for the job postings which belong to your employer.

Follow these steps to browse the jobs directory

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

Notes

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

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:

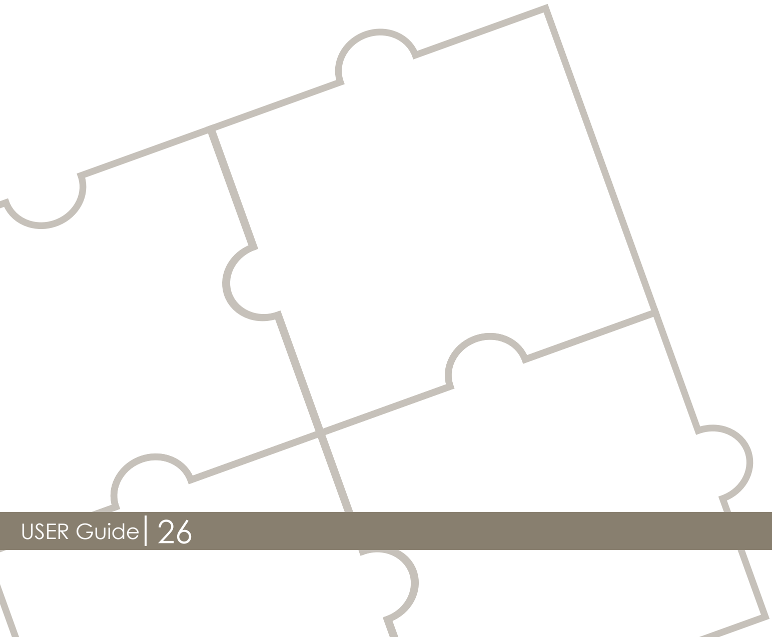
- Login to the Job Navigator system
- Click the menu «Help», and then click «Your Feedback»
- In the Feedback form, enter your suggestion and click Submit.
- Your feedback will be submitted to the IT department for review.

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 - 5409
- 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