



User Manual - EXTERNAL CANDIDATE USER MANUAL





EXTERNAL CANDIDATE USER MANUAL

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1. Introduction

Sohar Aluminium was formed in September 2004 to undertake a landmark Greenfield aluminium smelter project in the Sultanate of Oman and is jointly owned by Oman Oil Company, Abu Dhabi National Energy Company PJSC - TAQA and Rio Tinto Alcan.

VISION & MISSION

We have a passion for excellence and strive to be the best. We aim to bring wealth, prosperity, and growth to the Al Batinah region through excellence and ownership.

After the successful launch of the E-Recruitment system in 2017; Sohar Aluminium with the aim of serving our candidates with professionalism by using advanced technology launched in 2023 a new recruiting module. The Recruiting module comes as part of the SA digitalization journey in HR domain using the SAP SuccessFactors system. The system is designed to make the recruitment process accurate and smoother for the candidate and the recruiter, keeping in mind the worldwide best practices. Moreover, the system will help each candidate have his or her own user ID at Sohar Aluminium which will help them to get regular updates about vacancies in the company.



2. Registration Process

• In Sohar Aluminium Corporate Website <u>http://www.sohar-aluminium.com/Careers</u> Navigate to "**Register**" Button as illustrated below.

C A Notseare www.sohar-akuminum.com/Carees			
CAREERS	LOGIN TECHNICAL DICTIONARY	SA EMAIL LOGIN MEDIA	SUCCESSFACTOR LOGIN
A WORLD OF C Sohar Aluminium, we are prou individuals who strive for excellen Download user manual	DEPORTUNITIES art primary aluminium smelter with a dedicated 1,000 MV d to have achieved more than 76% Omanisation. We cons ce to join our team. Open Vacancies	V Power Plant. ider our people our most valuable asset and are looking t	Click here to complete your registration process

• You will be redirected to the registration page, where it is required to update all the details to create the account.

Gareer Opportunities: Create an / × +			
🖸 🙆 https://career2.successfactors.eu/career?company=soharalumi8tsite=8tlang=en_GB8trequestParams=8tlo			
Sohar Aluminium		Home Page	About US
Career Opportunities: Creat	e an Account		
Already a registered user? Please s	ign in Login credentials are case-sensitive		
"indicates a required field.			
Email Address: *]	
Retype Email Address: *]	
Choose Password: *		Show	
	Password must be at least 8 characters long. Password must not be longer than 255 characters Password must contain at least one upper case and one low-case letter. Password must contain a tleast one number or password must not contain space or unicode characters. Password must not contain space or unicode characters.		
Retype Password: *		Show	
First Name: *]	
Last Name: *]	
Country/Region of Residence:"	- Select - 👻		
Notification:	Receive new job posting notifications		
Terms of Use;"	Read and accept the data privacy statement.		_

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• Update all the mandatory fields.

Career C)pportunities: Creat	e an Account	
Already	a registered user? <u>Please s</u>	ign in Login credentials are case-sensitive	
*indicate	es a required field.		
	Email Address: *		
	Retype Email Address: *		
	Choose Password: *	·····	Show
Fill in all the Email, Password, Name detail and Regior	Retype Password: *	 Password accepted Password must be at least 8 characters long. Password must not be longer than 255 characters. Password must contain at least one upper case and one lower case letter. Password must contain at least one number or punctuation character. Password must not contain space or unicode characters. 	Show
	First Name: *	Password matches	
	Last Name: *		
C	y/Region of Residence:*	Oman 🗸	
If you w get the update, the chee	Notification: select ckbox.	Receive new job posting notifications Read and accept the data privacy statement. Create Account	



• Read and accept the data privacy statement.

		Snow
		Password must be at least 8 characters long. Password must not be longer than 255 characters. Password must contain at least one upper case and one lower case Item. particular contain space or an unbody or particular to contain space or unitode characters.
	Retype Password: *	Choose Password is required Show
		Retype Password is required
	First Name: *	
	Last Name: *	
	Country/Region of Residence:*	- Select - V Click on Read and
	Notification:	Receive new job posting notifications
	Terms of Use:*	Read and accept the data privacy statement.
		Create Account
Home Page	e Corporate Home View All Jobs	fin 🎐 🔠
		· · · · · · · · · · · · · · · · · · ·





• Once the account is created Activation email will be triggered to the registered email.

https://career2.successfactors.eu/career2_s.crb=MGWhenNqxScClfAz%252bAW5uDC%252fwMqLiomiBldLCqU6YAG4%253d			60	G
SOHAR ALUMINIUM	Home Page	About US		
Career Opportunities: Create an Account				
Activation Email Sent				
You have successfully created your account, but it is not activated yet.				
A link to activate your account has been sent to example . If you cannot see it, please check your spam folder or add Recruitment@sohar-aluminium.com to your "safe list" or address book.				
To send the activation link to your email again, click the Resend button.				
Back to Job Listings Resend				

• Following email will trigger and click on the hyperlink "Click Here."





• Then your account will be verified.

SOHAR ALUMINIUM	Home Page About US
Your account has already been verified. View Profile Back to Job Listings	
Home Page Corporate Home View All Jobs	f in 🋩 🖮

- Click on Accept All Cookies appears below.
- Click on Sign in or click on Search Jobs to view all jobs which are available.

Sohar Aluminium		Home Page About US
		Language 🚽 Sign in
Home at Sohar Aluminium LLC		
Search results for		
Search by Keyword	Search by Location	Search Jobs
		Results 1 - 2 of 2
We use cookies to offer you the best possible website experien website's operation. Additionally, you can freely decide and ch cookies used to display content tailored to your interests. Your Modify Cookie Preferences	ce. Your cookle preferences will be stored in your browser's local is ange any time whether you accept cookles or choose to opt out of experience of the site and the services we are able to offer may b	torage. This includes cookies necessary for the cookies to improve websites be impacted if you do not account account of the Reject All Cookies Accept All Cookies



• Select job which want to apply.

Search by Keyword		Search by Location	Search Jobs
			Denvilsed (2) of 2
			Results 1 - 2 of 2
Department	Title	Location	Date V
Department	Title	Location	Date (M/d/yy) Filter
			Reset
32	Trainer - Electrical	Sohar, Al Batinah North, OM	Jun 5, 2023
21	Trainer - Electrical	Sohar, Al Batinah North, OM	Jun 5, 2023

• Click on Apply

		Language 🗸 View profile
+ Back to search results		
Search by Keyword	Search by Location	Search Jobs
Select how often (in days) to receive an alert: 7	의 Create Alert	
Trainer - Electrical		Click Apply Now
Date: 5 Jun 2023		
Location: Sohar, Al Batinah North, OM		
Company: Sohar Aluminium LLC		
JOB PURPOSE JOB PURPOSE		
KEY ACCOUNTABILITIES (WHAT) KEY ACCOUNTABILITIES (WHAT)		



3 Updating Candidate Profile

3.1 Navigation to Login Page

• Please fill all the sections which are mandatory.

SOHAR ALUMINIUM	Home Page About US
	Sign Out Options \sim English UK (English UK) \sim
Candidate Profile	
Dear Candidate,	
Thank you for your interest in our company.	
In this section you have the possibility to add more details about your profile. Please be awa available to the reviewers of your application.	are that if you have applied to a specific opening the information you provide here is
If you do not find any specific open position now or if you would also be interested in other our recruiters who may contact you in case there is a match to a vacancy with your profile a agree that your data is available to the recruiters worldwide	positions you can fill in (or complete) your profile and save it thus making it available to and preferences. Please note that by filling/completing your Profile below you hereby
Your Recruiting Team	
	+ Expand all sections – Collapse all sections
> My Documents	
> Profile Information	
> Search Options and Privacy	

3.1 My Documents

- Upload Resume.
- Any additional documents can be uploaded under Additional Documents.

			+ Expand all sections	 Collapse all sections
 My Documents 				
Accepted file types: DUCX, PDF, Imag	ge and lext (MSG, PPT and XLS file types	are not accepted for CVS or cover letters)		
* Resume	Cover letter			
	Attach a Cover			
Resume.pdf (12/08/2023)	Letter			
. det	0			
Additional Documents				
Add a Document				
O				



3.2 Profile Information

• Fill all the mandatory information under profile information.

* Salutation	* First Name	Second Name
Mr ~		
Middle Name	* Last Name	Country of Residence
		Oman ~
Address	State	City
Postal Code	* Primary Phone	Alternate Phone
Email Id	* Current Company	* Current Title
Nationality	* Total Experience in Years	* Total Experience in Months
Oman ~	6 ~	0 ~
Relevant Experience in Years	Relevant Experience in Months	* Date of Birth
6 ~	No Selection ~	
* Gender		

3.3 Search Options and Privacy

• This section covers SA Data Privacy Statement, user may print, review, or revoke the account.

 Search Options and Privacy 		
Data Privacy Statement	Data Privacy Statement	
	Data Privacy Statement - Sohar Aluminium Company LLC 1. Introduction	
✓ Jobs Applied	Sohar Aluminium was formed in September 2004 to undertake a	
You have not applied for a Job	Oman and is jointly owned by Oman Oil Company, Abu Dhabi National Energy Company PJSC - TAQA and Rio Tinto.	
	Sohar Aluminium is committed to protecting the privacy of external and internal job applicants. When an applicant visits the Sohar Aluminium career website or uses the internal job vacancies site,	
✓ Saved Applications	Sohar Aluminium collects information (personal data) about the applicant. Sohar Aluminium uses the applicant's personal data in a fai and lawful manner; this means that Sohar Aluminium will collect and	r 🗸
You have no saved applications	Revoke Close P	rint



3.4 Previous Employment

- Here you can add Employment details.
- Click on ⁽⁺⁾ Add to add multiple employment details.

 Previous Employment 		
* Is this your present employer? Yes $~~\!$	* Title	* Company Name
Type of Business No Selection	• From Date 01/01/2022	* End Date DD/MM/YYYY
		Remove

3.5 Formal Education

- Here you can add Education details.
- Click on ⁽⁺⁾ Add to add multiple education details.

• Formal Education		
* School	* Qualification	* Discipline
	Bachelors ~	Information Systems $~~$
Other Discipline if Applicable	From Date	End Date
	01/01/2013	01/07/2017
		🗑 Rem

3.6 Language Skills

- Here you can add Language details.
- Click on ⁽⁺⁾ Add to add multiple Language details.

✓ Language Skills		
* Language English V	* Speaking Proficiency Advanced ~	* Reading Proficiency Advanced ~
* Writing Proficiency Advanced ~		



3.7 Certification/License

- Here you can add Certification details.
- Click on ⁽⁺⁾ Add to add multiple certification details.

✓ Certifications/Licences		
* Certification/License Recruiter Experience Expert	Description Manage SFSF RCM	Institution SAP
From Date 01/12/2022	End Date DD/MM/YYYY	
		🗑 Remove

3.8 Job Application

• The below is section is Job Application section. Whenever a job has been applied the below section will appear and need to fill the below section.

✓ Job-Specific Information		
* First Name	* Second Name	Middle Name
Test	Second	
* Last Name	* Country of Residence	* Address
User	Oman v	street2
* Postal Code	* Alternate Email Id	* Mobile Number
22191	negolleillela-5171@yopmail.com	768678
* Alternate Number		
2344543		
Employment Information		
* How did you hear about this position?	If others specify details:	Currency
Website ~		OMR ~
Current Salary	What are your salary expectations?	Willingness to travel
		No Selection \sim
* Do you have a work permit in Oman (Only Expats)?	* Nationality	* Current Company
No ~	Oman ~	
* Total Experience in Years	* Total Experience in Months	Relevant Experience in Years
9 ~	0 ~	No Selection \checkmark
Relevant Experience in Months	* Qualification (Select the qualification relevant to	Discipiline
No Selection \sim	Bachelors ~	No Selection \sim

3.9 Applied Jobs



*

• As a candidate you can track all your applied jobs under this Jobs Applied Section.

	Expand all sections
My Documents	
> Profile Information	
Search Options and Privacy	
♥ Jobs Applied (2)	
Trainer - Electrical	
> Saved Applications	
Previous Employment	
> Formal Education	
▶ Language Skills	

- Whenever changes are made in profile or application page need to click on update button for the data to up to date.
- If you want to withdraw the application, click on Withdraw Application.

1311313		*
Employment Information		
* How did you hear about this position?	If others specify details:	Currency
Website \sim		omr ~
Current Salary	What are your salary expectations?	Willingness to travel
		No Selection \sim
* Do you have a work permit in Oman (Only Expats)?	* Nationality	* Current Company
No ~	Oman ~	
* Total Experience in Years	* Total Experience in Months	Relevant Experience in Years
9 ~	0 ~	No Selection \checkmark
Relevant Experience in Months	* Qualification (Select the qualification relevant to	Discipiline
No Selection \sim	Job description)	No Selection ~
	Bachetors	
• Gender	Date of Birth	
Mate	04/05/1994	
View Profile		Update Withdraw Application
Home Page Corporate Home View All Jobs		f in M lit
		· · · · · · · · · · · · · · · · · · ·



4. Password Reset

• If you forget the password, please click on the forgot password.

SOHAR Home Page About US	Î
Career Opportunities: Sign In	
Already have an account? Enter your email address and password (both are case-sensitive). 'indicates a required field. Email Address: * An email address is required. Password: * A password is required. A password is required.	
Sign In Forgot your password? Not a registered user yet? Click Forgot your password Create an account to apply for our career opportunities. Click Forgot your password	
Home Page Corporate Home View All Jobs 🧍 f in 🎔 🔠	

• Enter registered email address and click submit.

SOHAR ALUMINIUM	Home Page About US
Career Opportunities: Password Help Please Identify your account, and we will email you a link to reset your password. "Indicates a required field. Email Address." Submit Cancel	Enter registered email id
Home Page Corporate Home View All Jobs	f in 🎔 🛎



• Confirmation email will be sent to registered email address.

SOHAR ALUMINIUM	Home I	Page	A	bout US
Career Opportunities: Password Help				
If an account matches the information you entered, then you will receive an email with instructions on how to reset your password. If you do not receive an email then no matching account was found for the information you provided. Please create a new account. In the meantime, please feel free to continue searching for career opportunities at our company. Back to Careers Home				
Home Page Corporate Home View All Jobs	f	in	y	in

• Following email will be triggered to the registered email address then click on hyperlink "Click Here."

	Password Reset Inbox ×	
R	Sohar Aluminium to me 👻	
	Dear	
	Please click on the URL below to change your password.	
	Click Here	
	Kind Regards, Recruitment Team. This is an auto-generated mail. Please do not reply.	
	SOHAR ALUMINIUM	
	← Reply → Forward	



• It will redirect to password reset page then update new password and submit and you can login with new password.

Please enter your new password be	vlow.	
New Password:	•••••	Show
	✓ Password accepted	
	 Password must be at least 8 characters long. Password must not be longer than 255 characters. Password must contain at least one upper case and one lower case letter. Password must contain at least one number or punctuation characters. Password must not contain space or unicode characters. 	
Retype New Password:	••••••	Show
	✓ Password matches	
	Submit Cancel	
Home Page Corporate Home View All Jobs		f in 🎔 🛗