



Sohar Aluminium Company LLC



EXTERNAL CANDIDATE USER MANUAL

E-Recruitment Contents

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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.

Sohar Aluminium launched the E-Recruitment system in 2017 with the aim of serving our candidates with professionalism by using technology. The E-recruitment system is an SAP program that is designed to make the recruitment process accurate and smoother for the candidate and the recruiter. 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

2.1 Register for E-Recruitment

The Candidate must start the registration process in e-recruitment by using the interface below and clicking on “Register here”



Register here

User: *

Password: *

Accessibility

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

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2.2 Accept Data Privacy Statement

The Candidate must fill in all the required fields with needed information and accept the **Data Privacy Statement** and then click on “Register” button.


Registration**Do you want to find out more about your career options in our company?**

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. 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.

Name


First Name:
Middle Name:
Last Name: *

User Data

User Name: *
Password: *
Repeat Password: *
E-Mail: *
 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.
Repeat E-Mail: * X

Data Privacy Statement

Confirm that you accept our data privacy statement

 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

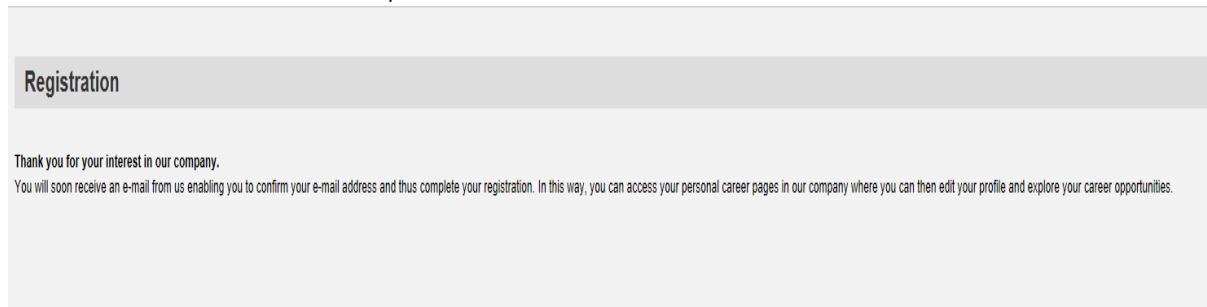
[Data Privacy Statement](#)

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

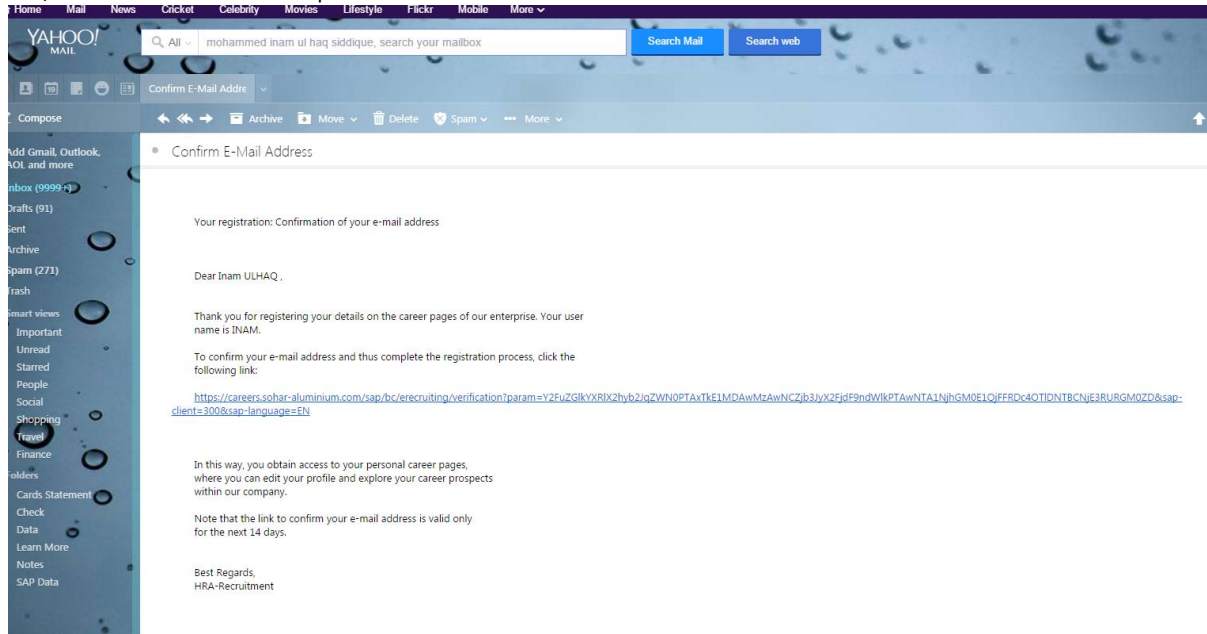
2.3 Receive Email to Complete the Activation Process

After completing the registration process, the candidate will receive an email with a verification link to confirm his/her email address.



2.4 Activate Account in E-Recruitment

The Candidate must open their mailbox click on the link in the mail received to activate his/her email. The example below shows the email received in the candidate's mailbox.



2.5 Update Personal Career Page

After the account has been activated, click on “Personal Career pages” to add and modify your details.

Confirmation of Your E-Mail Address

You have already confirmed your e-mail address.

You can log on to your personal career pages here:

[Personal Career Pages](#)

2.6 Enter the System after the Completing the Registration Process

Once the registration process is completed, the candidate can enter their User ID and Password and click on “Log On” button.



SOHAR
ALUMINIUM

Register here

User: * inam

Password: * [masked]

Accessibility

Log On

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

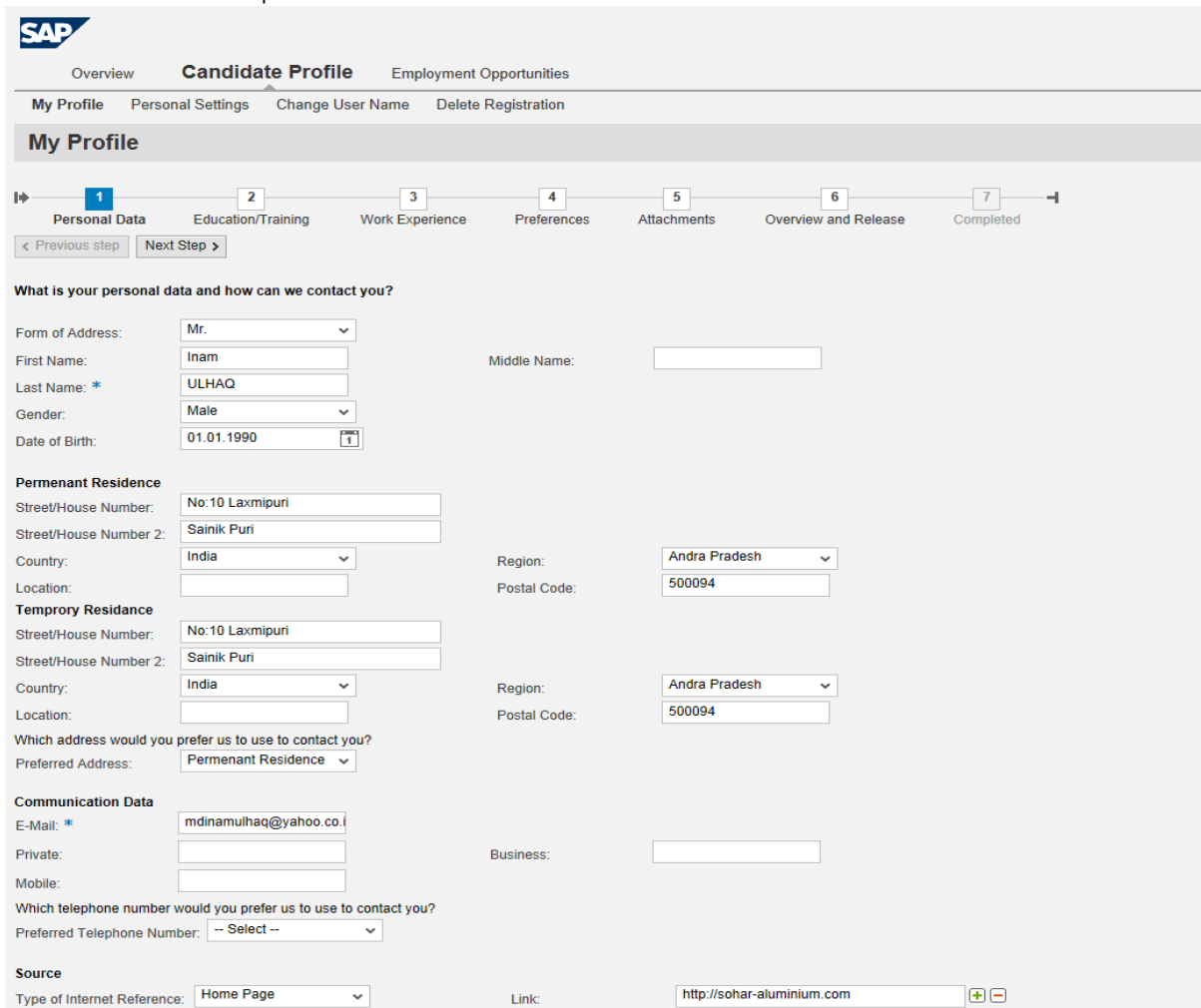
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3 Candidate Profile

E- recruitment provides an easy interface to update candidate profile as summarised in the steps below:

3.1 Update Personal Data

The Candidate is required to fill all fields to ensure the information is available.

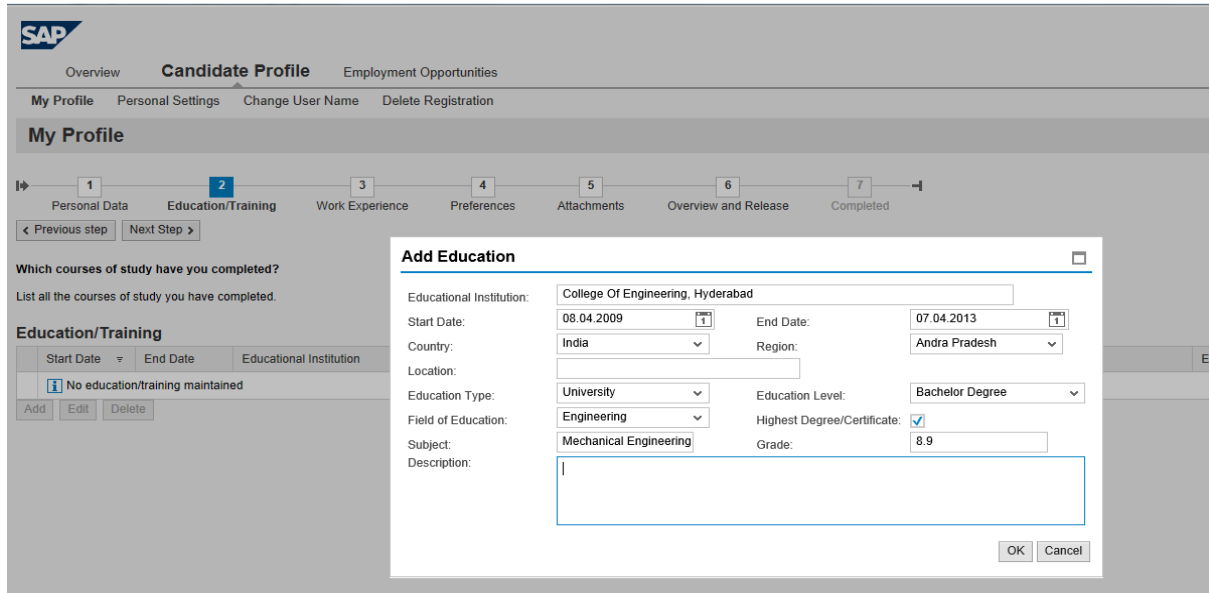


The screenshot shows the SAP E-Recruitment 'Candidate Profile' page. The 'My Profile' section is active, and the 'Personal Data' step (1) is highlighted in the progress bar. The form contains the following fields:

- Personal Data:** Form of Address (Mr.), First Name (Inam), Last Name (ULHAQ), Gender (Male), Date of Birth (01.01.1990).
- Permanent Residence:** Street/House Number (No:10 Laxmipuri), Street/House Number 2 (Sainik Puri), Country (India), Region (Andra Pradesh), Postal Code (500094).
- Temporary Residence:** Street/House Number (No:10 Laxmipuri), Street/House Number 2 (Sainik Puri), Country (India), Region (Andra Pradesh), Postal Code (500094).
- Preferred Address:** Permanent Residence.
- Communication Data:** E-Mail (mdinamulhaq@yahoo.co.i), Private, Mobile, Business.
- Preferred Telephone Number:** -- Select --.
- Source:** Type of Internet Reference (Home Page), Link (http://sohar-aluminium.com).

3.2 Update Education and Training Records

- Candidate can add his qualification level, details, training certificate etc. by clicking on “add” button.
- Candidate must ensure data accuracy and validity of the information entered in his profile.



The screenshot shows the 'Add Education' dialog box in the SAP Candidate Profile system. The dialog is titled 'Add Education' and contains the following fields:

- Educational Institution: College Of Engineering, Hyderabad
- Start Date: 08.04.2009
- End Date: 07.04.2013
- Country: India
- Region: Andhra Pradesh
- Location: (empty)
- Education Type: University
- Education Level: Bachelor Degree
- Field of Education: Engineering
- Highest Degree/Certificate:
- Subject: Mechanical Engineering
- Grade: 8.9
- Description: (empty text area)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.



The screenshot shows the 'Education/Training' table in the SAP Candidate Profile system. The table has the following columns: Start Date, End Date, Educational Institution, Location, Country, Education Level, Grade, and Highest Degree/Certificate. The table contains one record:

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
08.04.2009	07.04.2013	College Of Engineering, Hyderabad		India	Bachelor Degree	8.9	<input checked="" type="checkbox"/>

Buttons for 'Add', 'Edit', and 'Delete' are located at the bottom left of the table.

3.3 Update Work Experience

The Candidate can utilize this function to provide his/her work experience by clicking on “Add” button

The screenshot shows the 'Add Work Experience' dialog box in the SAP E-Recruitment system. The dialog is titled 'Add Work Experience' and contains the following fields:

- Employer: Bosch Information Technology
- Not under Notice:
- Start Date: 01.06.2013
- End Date: 31.12.2016
- Country: India
- Region: Andhra Pradesh
- Location: (empty)
- Industry: IT / Data Processing an
- Functional Area: IT
- Hierarchy Level: Expert
- Job Title: SAP MM Functional Cpsultant
- Description: (empty text area)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

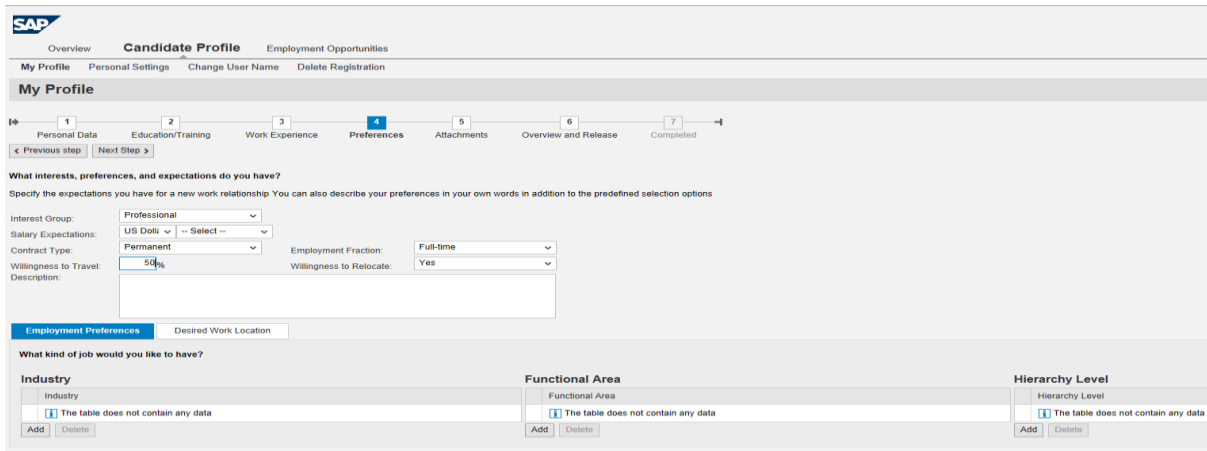
The screenshot shows the 'Work Experience' section of the SAP Candidate Profile. The 'Work Experience' step is highlighted in the navigation bar. Below the navigation bar, there is a table with the following data:

Start Date	End Date	Employer	Location	Country	Job Title
01.06.2013	31.12.2016	Bosch Information Technology		India	SAP MM Functional Consultant

Buttons for 'Add', 'Edit', and 'Delete' are located below the table.

3.4 Update Employment Preferences

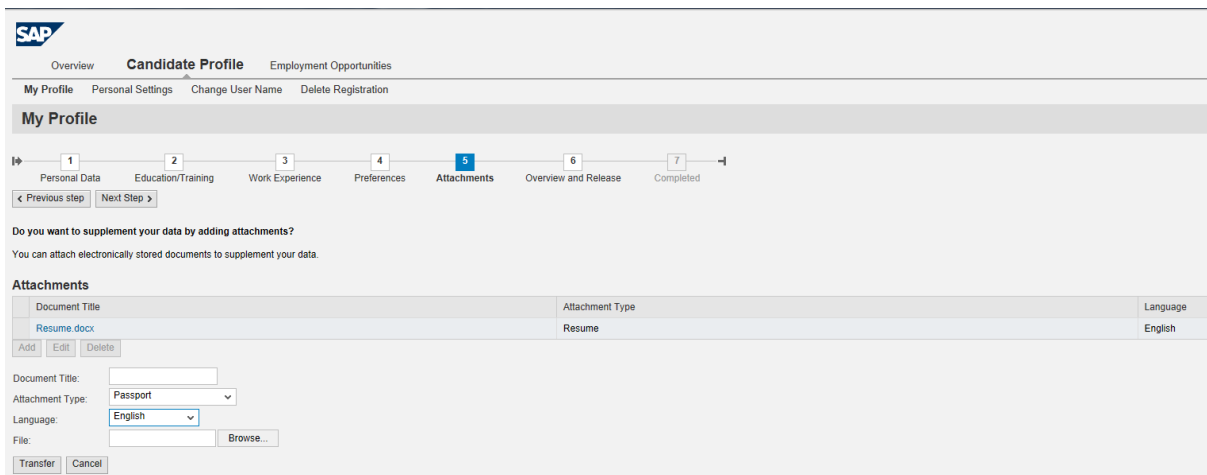
The Candidate should enter data into the “**Employment Preferences**” tab by clicking on the “**Add**” button and then selecting the functional area relevant to him/her.



The screenshot shows the SAP Candidate Profile interface with the 'Employment Preferences' tab selected. The breadcrumb trail is: Overview > Candidate Profile > Employment Opportunities > My Profile > Personal Settings > Change User Name > Delete Registration. The 'My Profile' section has a progress bar with 7 steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences (active), 5. Attachments, 6. Overview and Release, 7. Completed. Below the progress bar, there are navigation buttons: '< Previous step' and 'Next Step >'. The main content area asks 'What interests, preferences, and expectations do you have?' and provides a form with the following fields: Interest Group (Professional), Salary Expectations (US Dollar), Contract Type (Permanent), Willingness to Travel (50%), Employment Fraction (Full-time), and Willingness to Relocate (Yes). Below this is a 'Description' text area. At the bottom, there are three tables: 'Industry', 'Functional Area', and 'Hierarchy Level', all of which are currently empty with the message 'The table does not contain any data' and 'Add'/'Delete' buttons.

3.5 Adding Attachments in the E-Recruitment System

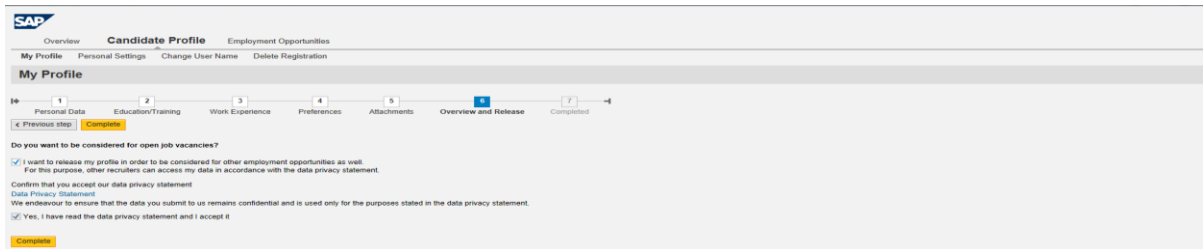
- Candidate can use this function to upload his/her documents such as resume, certificate, licence, civil car, etc. by clicking on the “**Add**” button.
- Candidate must ensure his/her uploaded documents are shown on the attachment page.



The screenshot shows the SAP Candidate Profile interface with the 'Attachments' tab selected. The breadcrumb trail is: Overview > Candidate Profile > Employment Opportunities > My Profile > Personal Settings > Change User Name > Delete Registration. The 'My Profile' section has a progress bar with 7 steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments (active), 6. Overview and Release, 7. Completed. Below the progress bar, there are navigation buttons: '< Previous step' and 'Next Step >'. The main content area asks 'Do you want to supplement your data by adding attachments?' and provides a form with the following fields: Document Title (Resume.docx), Attachment Type (Resume), Language (English), Document Title (empty), Attachment Type (Passport), Language (English), and File (empty) with a 'Browse...' button. At the bottom, there are 'Transfer' and 'Cancel' buttons.

3.6 Release and Overview Profile

- At this stage the candidate has access to overview his/her profile.
- Candidate must check both boxes to allow the recruitment team to view his/her profile while applying for any job vacancy at Sohar Aluminium.
- Finally, click on **“Complete”** button to complete profile update process.



SAP 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 Preferences 5 Attachments 6 Overview and Release 7 Completed

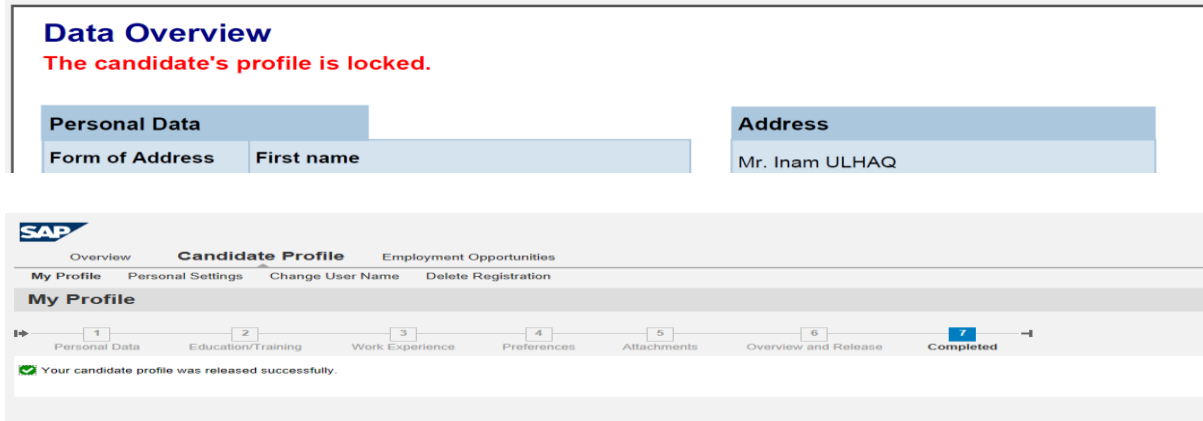
Do you want to be considered for open job vacancies?

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



SAP 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 Preferences 5 Attachments 6 Overview and Release 7 Completed

Data Overview

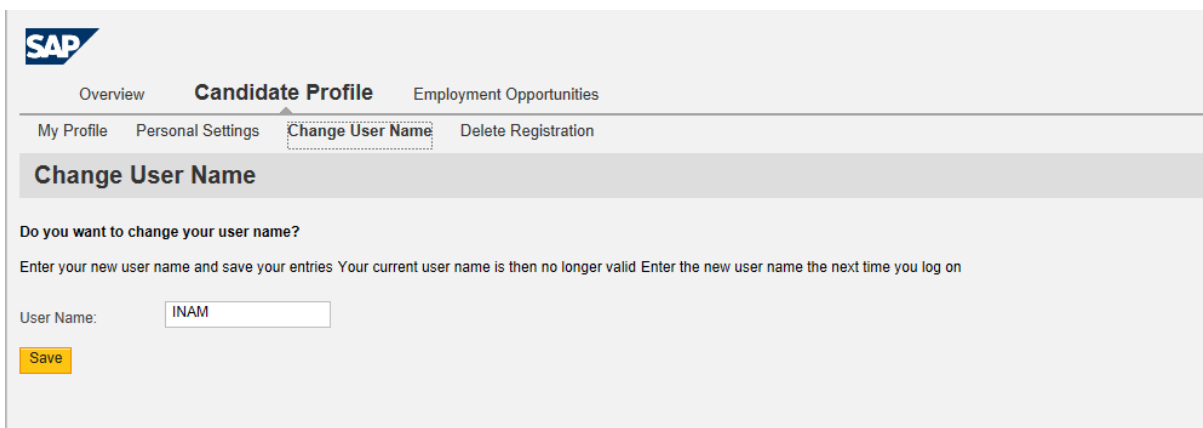
The candidate's profile is locked.

Personal Data		Address
Form of Address	First name	Mr. Inam ULHAQ

✔ Your candidate profile was released successfully.

4 How to Change User Name

- Candidate can easily change his/her user name by clicking on **“Change User Name”** in the candidate profile tab.
- Once you change your username, click on **“Save”** button.



SAP Candidate Profile Employment Opportunities

My Profile Personal Settings **Change User Name** Delete Registration

Change User Name

Do you want to change your user name?

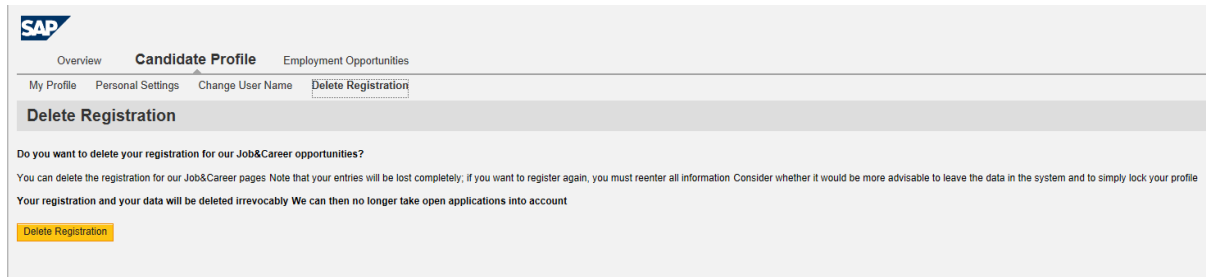
Enter your new user name and save your entries Your current user name is then no longer valid Enter the new user name the next time you log on

User Name:

Save

5 How to Delete Registration

To delete candidate registration, click on “Delete Registration” button in the candidate profile tab.



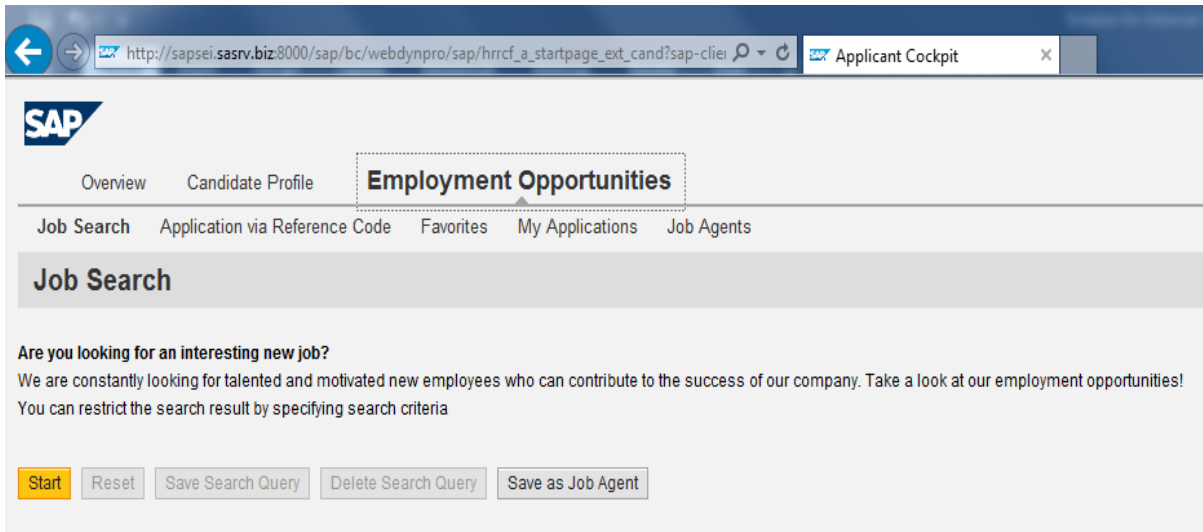
6 How to Search for a Job in E-Recruitment System

When the candidate has completed creation of his/her profile in the Sohar Aluminium e-recruitment system, the candidate can easily search for any vacant job at Sohar Aluminium by clicking on the “Employment Opportunities” tab and then “Job Search”.

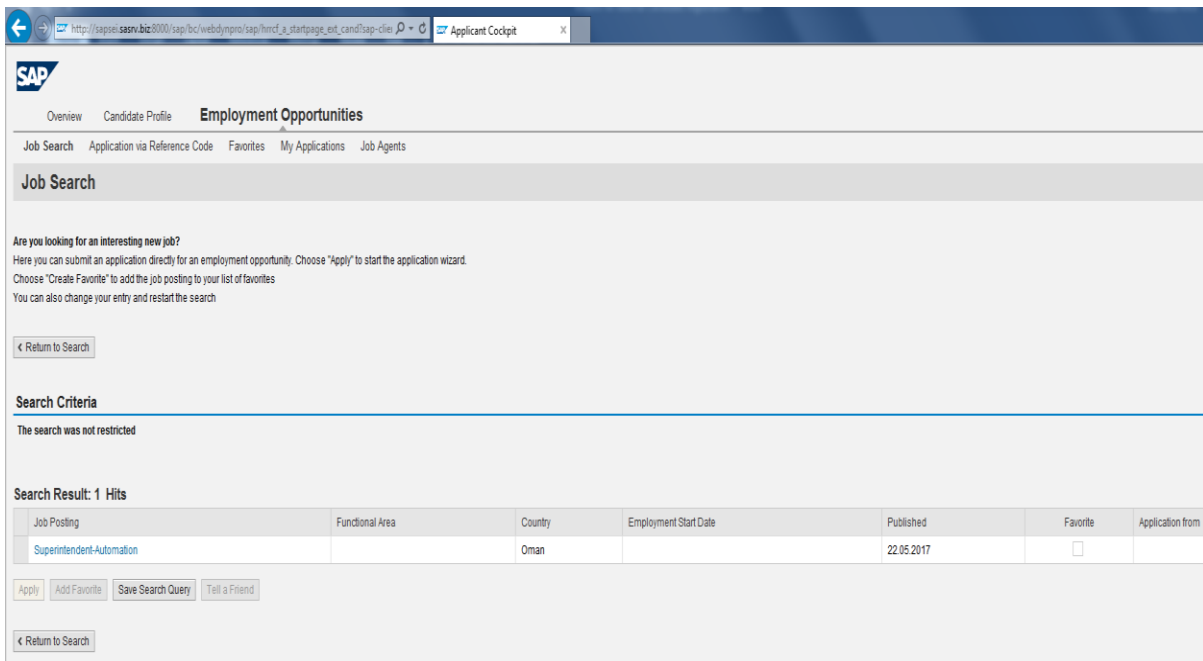


6.1 Job Search

Candidate must click on the “Start” button to view all available vacancies.



The screenshot shows the SAP Applicant Cockpit interface. At the top, there is a navigation bar with the SAP logo and tabs for Overview, Candidate Profile, and Employment Opportunities. Below this is a sub-navigation bar with Job Search, Application via Reference Code, Favorites, My Applications, and Job Agents. The main content area is titled 'Job Search' and contains the text: 'Are you looking for an interesting new job? We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities! You can restrict the search result by specifying search criteria'. At the bottom of this section are five buttons: Start (highlighted in yellow), Reset, Save Search Query, Delete Search Query, and Save as Job Agent.



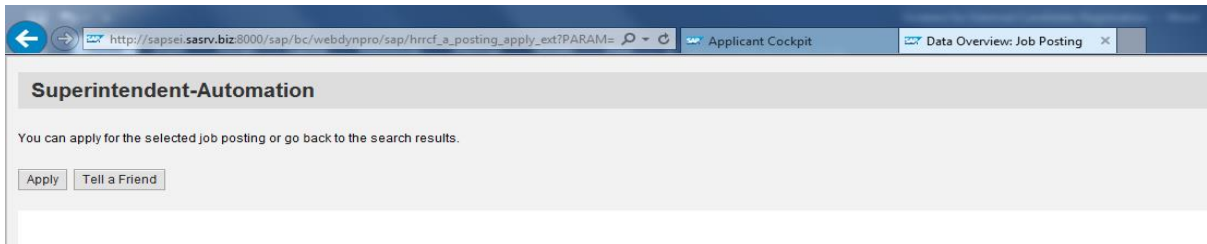
The screenshot shows the SAP Applicant Cockpit interface displaying search results. The navigation bar and sub-navigation bar are the same as in the previous screenshot. The main content area is titled 'Job Search' and contains the text: 'Are you looking for an interesting new job? Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard. Choose "Create Favorite" to add the job posting to your list of favorites. You can also change your entry and restart the search'. Below this text is a button labeled '< Return to Search'. The section is titled 'Search Criteria' and contains the text: 'The search was not restricted'. Below this is the section 'Search Result: 1 Hits' which contains a table with the following data:

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Superintendent-Automation		Oman		22.05.2017	<input type="checkbox"/>	

Below the table are four buttons: Apply, Add Favorite, Save Search Query, and Tell a Friend. At the bottom of the results section is a button labeled '< Return to Search'.

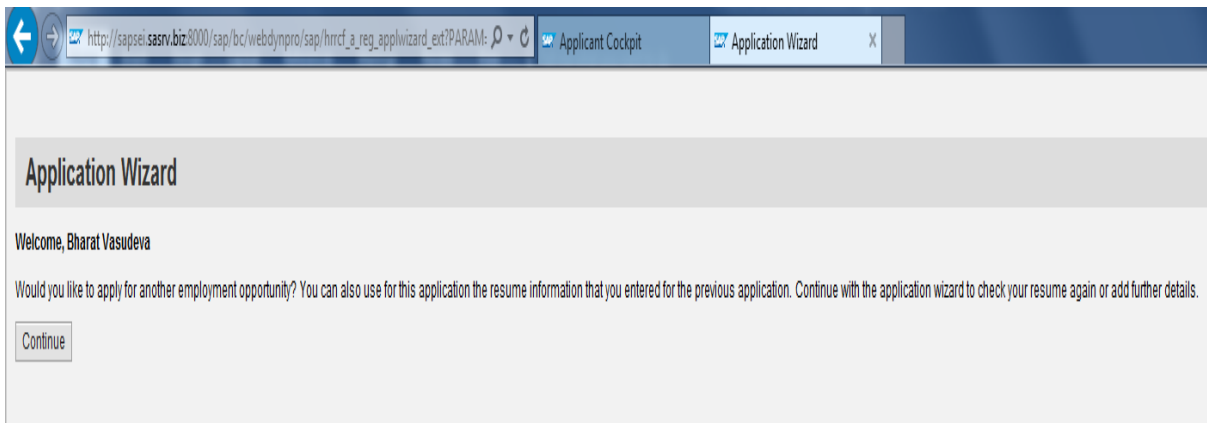
6.2 Apply or Tell a Friend

After displaying all available vacancies, the candidate can apply for any suitable post that suits his/her background or can refer the job to someone who might be interested in it.



6.3 Application Wizard:

- When the candidate applies for the posted vacancies in the system, the following screens will appear to update any required information in his/her profile.
- Click on **“Continue”** button and proceed to next screen.



- Once you update the required details in your profile, click on **“Send Application”**. The system will display a message indicating that the application was sent.

