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”

![Registration Interface](image)

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? This area always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career page. Yes, you can find more information about our company and current employment opportunities. If you are interested in a job, you can apply directly through our online application process.

### Name

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### User Data

<table>
<thead>
<tr>
<th>User Name</th>
<th>Password</th>
<th>Repeat Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### Date of Birth

- **Virtual**

### Email

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:user@domain.com">user@domain.com</a></td>
</tr>
</tbody>
</table>

**Please note that the specified e-mail address is correct.** This is necessary as we will contact you via the specified e-mail address.

### Data Privacy Statement

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

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**Sohar Aluminium – SAP E-Recruitment**
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 and 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.
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.
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.
3.3 Update Work Experience

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

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.
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.

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.
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.
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.