

User Guide

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1.0 Using This Guide

As an ongoing endeavor towards continuous improvement and to ensure the consistency, integrity and transparency of the recruitment process across Oil & Gas operators, it was agreed to establish a joint recruitment portal for the Oil & Gas operators named Petrojobs where Petroleum Development Oman have joined the Portal . This portal/Gateway will be the one stop shop for the job seekers to find & apply for the vacancies in the Oil & Gas industry including PDO.

Key success is determined by:

- ✓ Creating Consistency in hiring across the Oil & Gas operators/companies within this portal.
- ✓ Improve Transparency with job seekers and applicants.
- ✓ Provide a one stop shop to navigate/search for vacancies.

This document is aimed at providing candidates on how to apply suitable jobs with PDO via the portal of Petro jobs. PDO recruitment system (SAP E-Recruitment) is fully integrated with Petrojobs system. The document clearly illustrates every step of the candidate registration and job application process and highlights how candidates can resolve any specific query they have.

The SAP e-Recruiting tool enables PDO to identify, attract and source suitable employees from across the world and offers an automated end-to-end service from job application until successful candidate is on-seat. This tool provides applicants with an interface where they can apply for jobs, maintain their talent profile by uploading resumes and CVs; document their desires, skills, and qualifications; and provide their career history.

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2.0 Before We Start

Key important elements to remember before starting the experience of application are in relation to system compatibility.

- The following browsers are recommended for use with the SAP e-Recruiting system to increase the probability of smooth application process :
 - ✓ Apple Safari Version 4.0 or higher,
 - ✓ Microsoft Internet Explorer Version 6.0 or higher,
 - ✓ Firefox Version 3.6 or higher
- If you use any other version or different browser and are not able to access the system, please switch to any of the above recommended browsers.
- For personal security and to prevent illegal access to your profile, please always remember to click “**Log off**” before leaving the system, especially if you are using a public computer.
- Most screens are opened and displayed in new windows or tabs. If you have suppressed the display of additional windows with a popup blocker, you must deactivate this for this application.

For further details on compatibility document, please click the below link:

https://www.petrojobs.om/en-us/Documents/PDO_SAP_E-Recruiting_BrowsersCompatibility.pdf

3.0 How to Apply to PDO positions via Petrojobs Website

Upon completion of registration process in petrojobs website, search for PDO position through “Search Jobs” as shown below:

For full registration process/guide in Petrojobs, please click (link).



Once you find a suitable position, click on “View Details” where an overview of the position detail will appear.

Job Title	Discipline	Last Date to Apply	
IM&T Application Engineer - Surface	Contracting and Procurement	Nov 30, 2017	View Details
MOG Testing Phase	IT	Dec 14, 2017	View Details

Go ahead and click on “Proceed” as shown in the below screenshot.

The screenshot shows a job details page for 'IM&T Application Engineer - Surface'. On the left is a 'Menu' with links: Home, About Us, Search Jobs, FAQ, My Account, and Contact Us. The main content area includes a job ID (PDO50522437), start and end dates (Nov 15, 2017 to Nov 30, 2017), company name (Petroleum Development Oman), discipline (Contracting and Procurement), and number of positions (1). It also lists 'Education & Experience Required' with a 'Bachelor' degree and 4 years of experience. Below this are sections for 'Job Description', 'Skills Required', and 'Other Job Details'. At the bottom of the page, a 'Proceed' button is highlighted with a red circle.

Upon clicking on “Proceed”, your basic information (Email address, First name and Surname) will automatically move to PDO E- recruitment system to continue the process of application.

4.0 The start of the application process in PDO E recruitment system

For existing PDO candidates:

- If you are an existing candidate in PDO E- recruitment system and already have a profile, your email address will be automatically recognized by our system provided that you are using the same email address registered in Petrojobs.
- You will only be required to enter your PDO password.



Logon

[Register here](#)

User * TASNEEM.MG@V

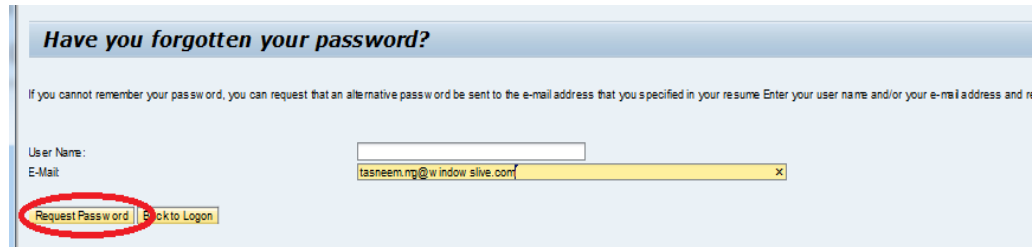
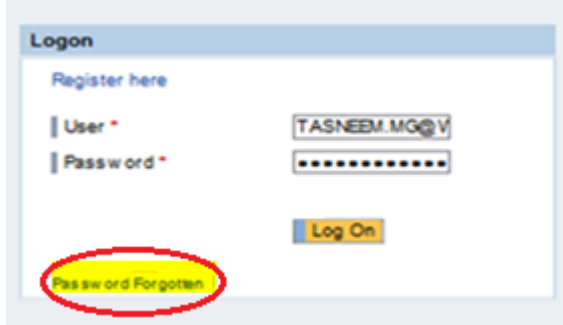
Password * *****

Accessibility

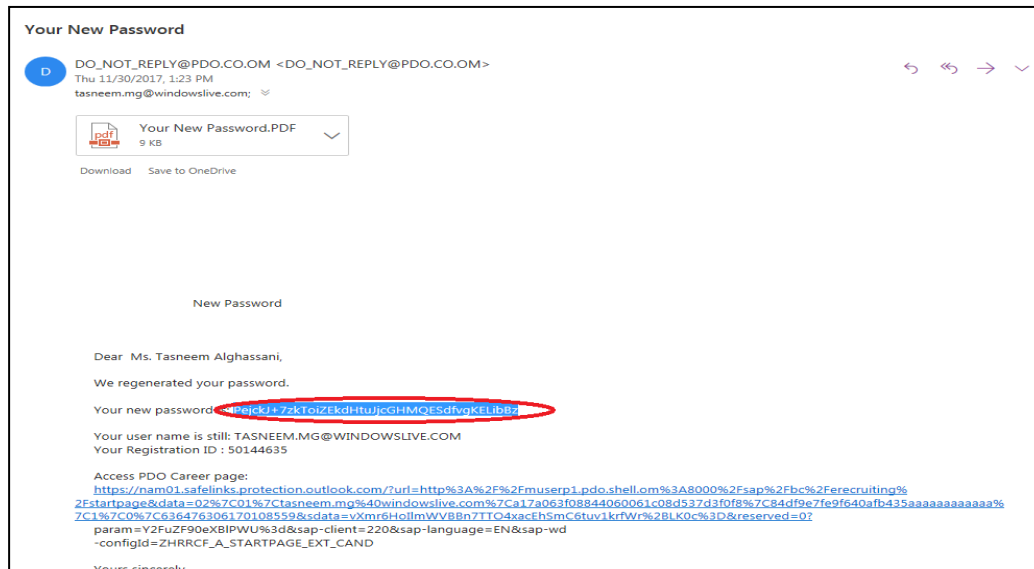
[Log On](#)

[Password Forgotten](#)

If you do not remember your PDO password click on “ Password forgotten” as shown below :



An automated email will be sent to you with a password (used once) to prompt a password reset/change.



• Use the below rules/instructions in password resetting:

- Password must contain at least 8 characters including a mix of alphabetic, at least one Capital letter (Upper case) , one small letter (lower case) , one number and one special characters (# \$ etc.)
- It must be different from your User Name (email address)
- Do not use your previous 13 passwords
- Passwords are case sensitive (upper & lower case)

• In case the e recruitment page expires before you reset the password, it is advisable to go back to PetroJobs website <https://www.petrojobs.om> and go through the process again.

For non existing PDO candidates:

- If you are not an existing candidate in PDO e recruitment system, you will have to complete the application wizard in PDO e-recruitment system to create an account. Your Email address, First name and Last name will automatically be fetched from Petrojobs website and populated in the application wizard in e-recruitment system. Then you can continue the application process as shown below :

Application Wizard

- To successfully register, please fill in the mandatory fields
- For further support please go through our PDO user guide
- Important note: the password is not the same as PetroJobs password, it is unique to the PDO system
- Please keep note of your PDO password

Is this your first visit to our career pages?
To be able to submit an application for this job, please enter the following information:

First Name:
 Second Name:
 Last Name:
 Password: *
 Repeat Password: *

PDO password must be:
 - Must be different from your User Name
 - Must contain at least 8 characters including a mix of alphabetic at least one Capital letter (Upper case) , one small letter(lower case) , one number and one special characters (# \$ etc.)
 - Do not use your previous 13 passwords
 - Passwords are case sensitive (upper & lower case)

E-Mail: *
 Repeat 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.

Please accept the data privacy statement so that you can create your application. You will then receive an e-mail from us to confirm your e-mail address. In this way, you can complete your registration and submit your application.
[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

SAP
Candidate Profile
My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

← Previous step | Next Step →

What is your personal data and how can we contact you?

Form of Address: -- Select --
 First Name: Second Name:
 Third Name:
 Last Name:
 Gender: * -- Unknown --
 Date of Birth: *
 Nationality: * Oman National Id:

Permanent Residence
 Street/House Number:
 Street/House Number 2:
 Country: -- Select -- Region:
 Location: Postal Code:

Temporary Residence
 Street/House Number:
 Street/House Number 2:
 Country: -- Select -- Region:
 Location: Postal Code:

Which address would you prefer us to use to contact you?
 Preferred Address: -- Select --

Communication Data
 E-Mail: * Business:
 Private:
 Mobile:

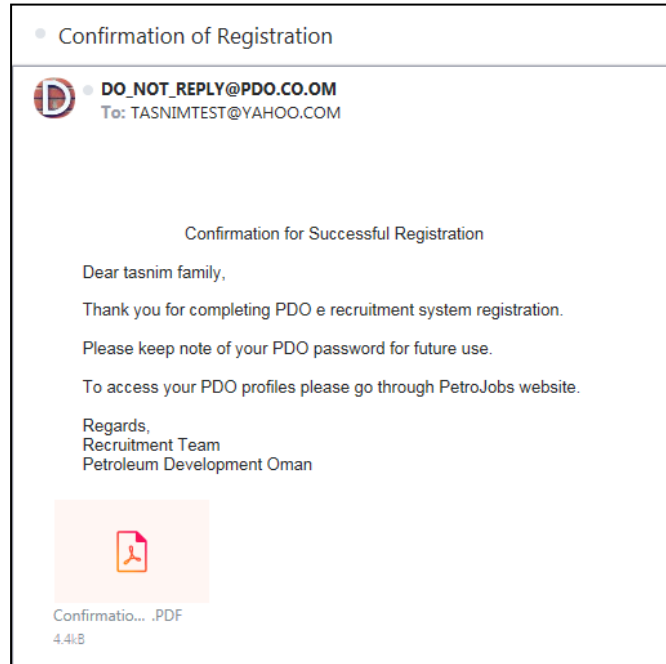
Which telephone number would you prefer us to use to contact you?
 Preferred Telephone Number: -- Select --

Internet References
 Type of Internet Reference: -- Select -- Link:
 Description:

• Proceed in creating a PDO Password following the below rules :

- Password must contain at least 8 characters including a mix of alphabetic, at least one Capital letter (Upper case) , one small letter (lower case) , one number and one special characters (# \$ etc.)
- It must be different from your User Name (email address)
- Do not use your previous 13 passwords
- Passwords are case sensitive (upper & lower case)

• An automated email (Registration email) will be sent to you from PDO system as show below:



- Upon completion of registration, a “candidate profile” will appear as shown below.
- Under “My Profile”, you are expected to enter all your personal information. Make sure that you fill in the entire drop down lists.



To ensure that you have a smooth experience, make sure you fill all the following mandatory details in each section:

✓ **Personal data section (mandatory fields):**

1. First Name
2. Second Name
3. Third Name
4. Last Name
5. Gender
6. Date of Birth
7. Nationality
8. National ID (For Omani's)
9. Country
10. Location
11. Region
12. Preferred Address
13. E-Mail
14. Mobile

The screenshot shows the 'My Profile' form with the following sections and fields:

- Form of Address:** A dropdown menu set to 'Ms'.
- First Name:** A text input field.
- Third Name:** A text input field.
- Last Name:** A text input field.
- Gender:** A dropdown menu.
- Date of Birth:** A date picker.
- Nationality:** A dropdown menu with 'Omani' selected.
- Second Name:** A text input field.
- National ID:** A text input field.
- Permanent Residence:**
 - Street/House Number: Text input
 - Street/House Number 2: Text input
 - Country: Dropdown menu (Oman)
 - Location: Dropdown menu (Chavair)
 - Region: Dropdown menu (SOUSHER)
 - Postal Code: Text input (1115 MSQ)
- Temporary Residence:**
 - Street/House Number: Text input
 - Street/House Number 2: Text input
 - Country: Dropdown menu (Oman)
 - Location: Dropdown menu (North Hill)
 - Region: Dropdown menu (SEEB)
 - Postal Code: Text input (1115 MSQ)
- Which address would you prefer us to use to contact you?:** A dropdown menu (Temporary/Residence).
- Preferred Address:** A text input field.
- Communication Data:**
 - E-Mail: Text input
 - Private: Text input
 - Mobile: Text input
 - Business: Text input
- Which telephone number would you prefer us to use to contact you?:** A dropdown menu (Mobile).
- Preferred Telephone Number:** A text input field.
- Internet Reference:**
 - Type of Internet Reference: Dropdown menu (Select)
 - Link: Text input field with a URL icon.
 - Description: Text input field.

✓ **Education/ Training section(mandatory fields):**

1. Educational Institute
2. Start Date
3. End Date
4. Country
5. Education Type
6. Education Level
7. Field of Education
8. Grade
9. You must tick on your “Highest Degree/ Certificate”

The screenshot shows the 'My Profile' application interface. The 'Education/Training' section is active. A table lists a completed course at 'Higher College of Technology' from 15.03.2009 to 05.01.2014. An 'Add Education' dialog box is open, showing fields for 'Education Institute', 'Start Date', 'End Date', 'Country', 'Region', 'Location', 'Education Type', 'Education Level', 'Field of Education', 'Highest Degree/Certificate', and 'Grade'. A red circle highlights the 'Add' button, and a red arrow points to the 'Education Institute' field.

✓ **Work Experience section (mandatory fields):**

1. Employer
2. Start Date
3. End Date
4. Country
5. Job Title

The screenshot shows the 'My Profile' application interface. The 'Work Experience' section is active. A 'Total Experience' field shows '00' years. An 'Add Work Experience' dialog box is open, showing fields for 'Employer', 'Not Under Notice', 'Start Date', 'End Date', 'Country', 'Region', 'Location', 'Industry', 'Functional Area', 'Hierarchy Level', 'Job Title', and 'Description'. A red circle highlights the 'Add' button, and a red arrow points to the 'Employer' field.

✓ **Cover letter section (mandatory fields):**

1. Chose from the drop down list application source type

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Questionnaire 8 Cover Letter

Previous step Next Step

Where did you find out about us?

Application Source Type: Third-Party Provider

Application Source: Exhibition

Third-Party Provider Type: Career Fair

Other Information: Career Fair

Why are you applying for this employment opportunity?
Create a short application cover letter. Here you can provide a more detailed explanation about why you are interested in the job.

✓ **Attachment section (mandatory fields):**

1. Attach your resume and make sure that you select the correct document type from the drop down list

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments

Previous step Next Step

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

The following document types are allowed : doc , docx , jpeg , jpg , pdf , png , rar , tif , tiff , txt , xls , xlsx , zip

Attachments

Document Title
Curriculum Vitae
Transcript
Manpower Register Number

Add Edit Delete

Document Title: [Text Field]

Attachment Type: -- Select --

Language: -- Select --

File: [Text Field] Browse...

Transfer Cancel

✓ Overview and release (**mandatory fields**):

1. You must tick all the statements sections
2. Click on “Complete”

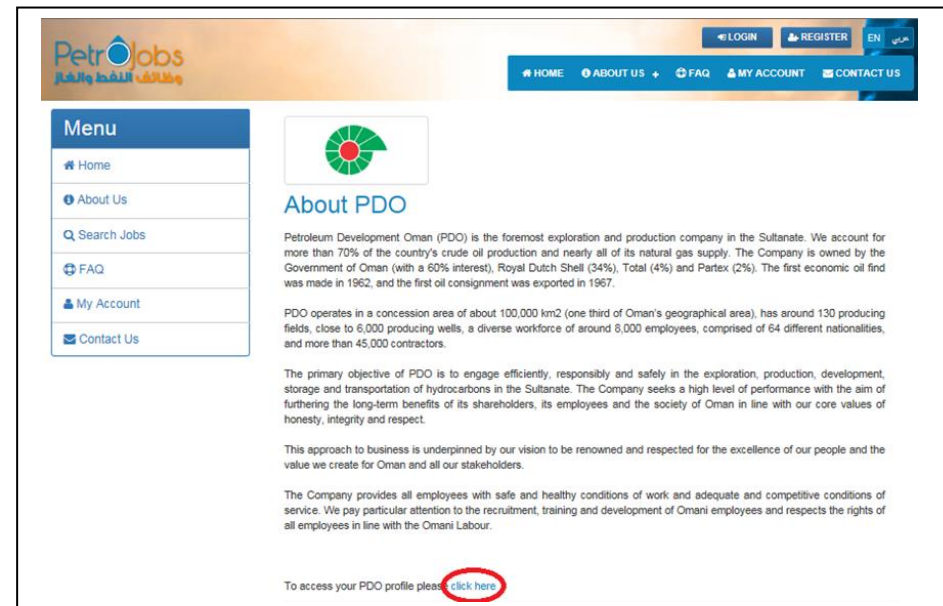
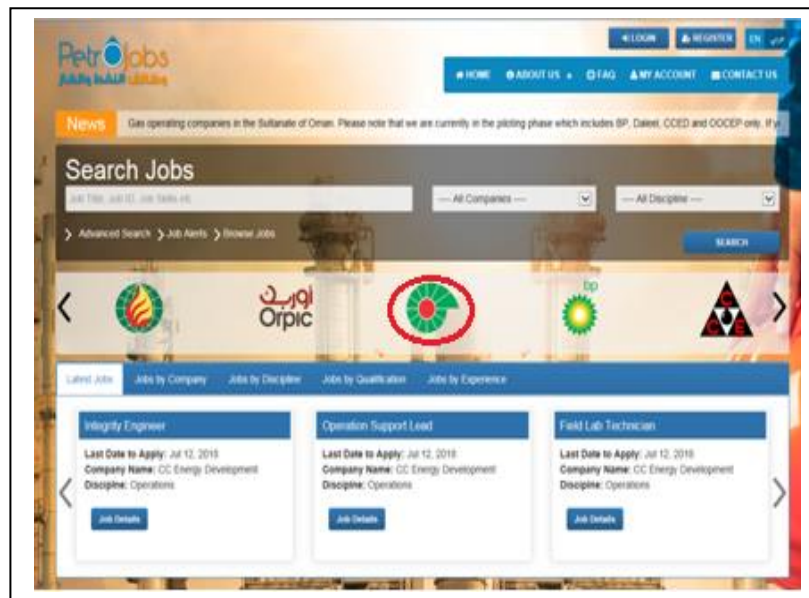
🌱 You are highly encouraged to fill in all information even if the field is not mandatory to have optimum information on you as a candidate.

5.0 How can I know that I have completed Job application:

- You will receive an email notification from PDO e-recruitment system to confirm completion of your application.
- A complete application does not guarantee being shortlisted or called for an interview.
- PDO reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful

6.0 How can I update my PDO candidate profile without applying to a Job:

- Go to PDO profile in PetroJobs website and click on the link available



End of the User Guide