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.

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.

- If you do not remember your PDO password click on " Password forgotten" as shown below :
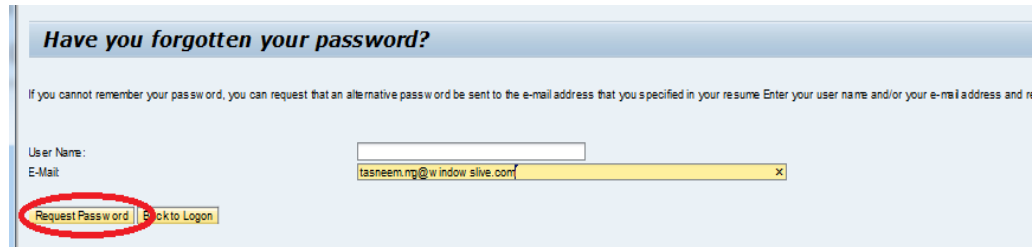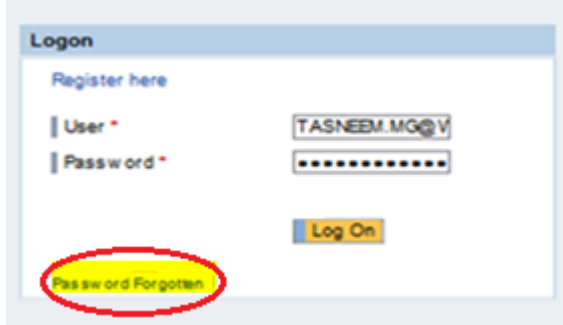
- An automated email will be sent to you with a password (used once) to prompt a password reset/change.
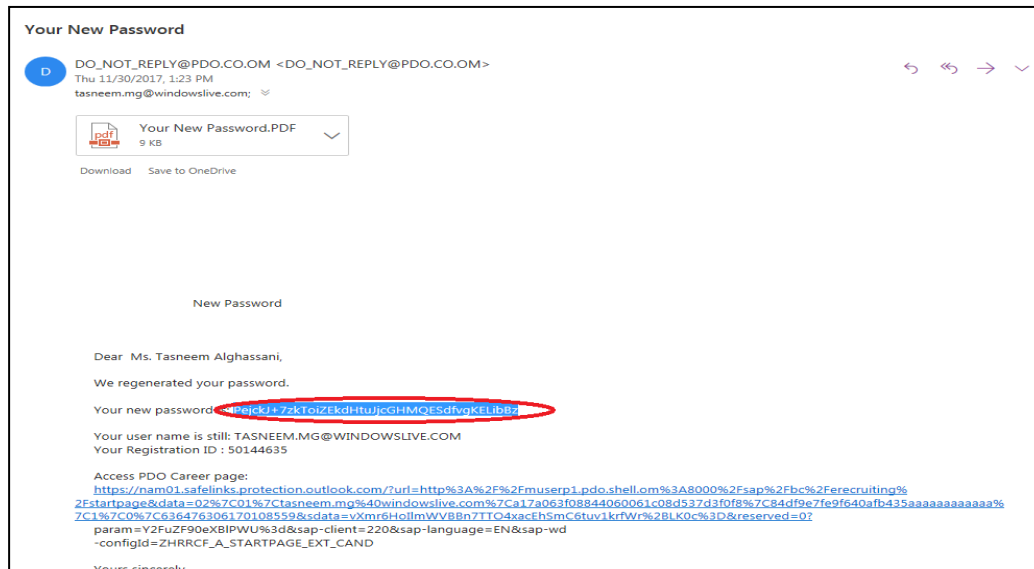
- Use the below rules/instructions in password resetting:

    - 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 :

- 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:

Confirmation of Registration

DO_NOT_REPLY@PDO.CO.OM
To: TASNIMTEST@YAHOO.COM

Confirmation for Successful Registration

Dear tasnim family,

Thank you for completing PDO e recruitment system registration.

Please keep note of your PDO password for future use.

To access your PDO profiles please go through PetroJobs website.

Regards,
Recruitment Team
Petroleum Development Oman

Confirmatio... .PDF
4.4kB

- 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

- ✓ **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"

- ✓ **Work Experience section (mandatory fields):**
  1. Employer
  2. Start Date
  3. End Date
  4. Country
  5. Job Title

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

1. Chose from the drop down list application source type

✓ Attachment section **(mandatory fields):**:
1. Attach your resume and make sure that your select the correct document type from the drop down list

- ✓ Overview and release **(mandatory fields):**
1. You must tick all the statements sections
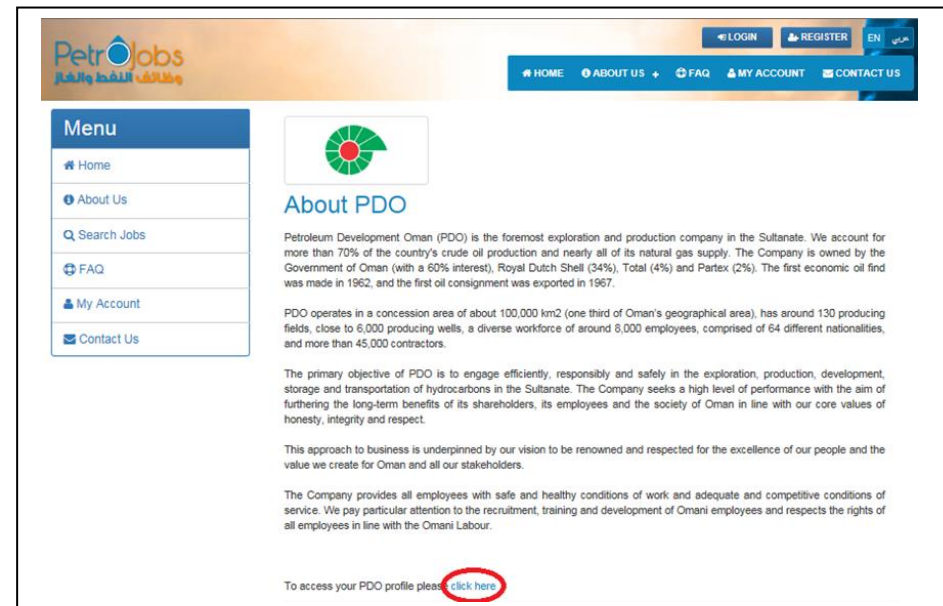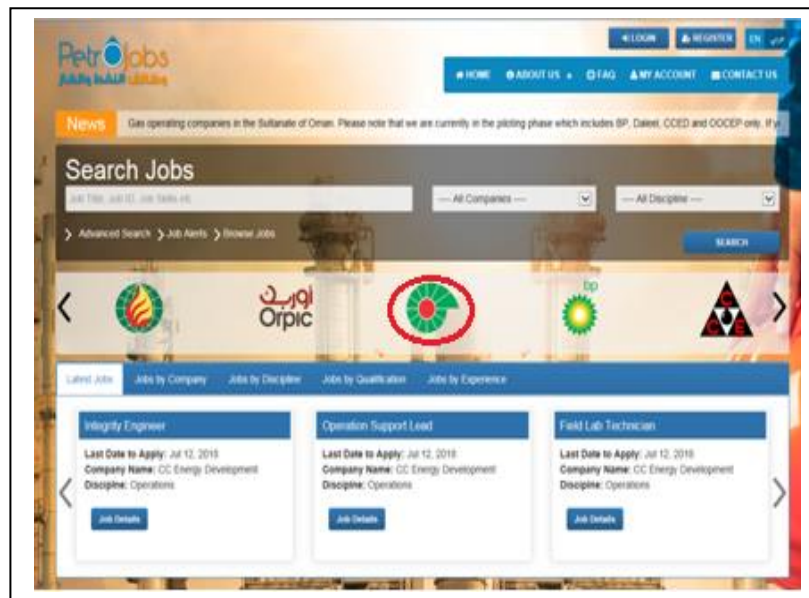2. Click on "Complete"

❖ 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