



# USER MANUAL

## iRECRUITMENT – CANDIDATE EXTERNAL WEB TYRE

### KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTER (KFSH&RC)

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## Document Control

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## Introduction

The objective of this user manual is to describe how to use and work with Oracle Human Resources Management System and show how to perform the KFSH&RC Human Resources-related activities through Oracle HRMS.



## Log on to the External Web Tyre

[http://erpapps.kfshrc.edu.sa:8000/OA\\_HTML/IrcVisitor.jsp](http://erpapps.kfshrc.edu.sa:8000/OA_HTML/IrcVisitor.jsp)

Welcome to our Job Site

- [New Jobs \(last 7 days\)](#)
- [New Contract Jobs](#)
- [Post Your Resume](#)

**Job Search**

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords:

Date Posted:

**Login**

**Is this your first time to our Job Site?**

If you have previously worked for this company, then click [here](#) to register with your existing details.

**Already registered on our Job Site?**

Email:

Password:

TIP Did you forget your password?

**New to Our Jobs Site?**

- [Manage My Account](#)
- [Conduct Job Search](#)
- [View Job Basket](#)
- [View Jobs Applied for](#)

## Click on Register today

Welcome to our Job Site

- [New Jobs \(last 7 days\)](#)
- [New Contract Jobs](#)
- [Post Your Resume](#)

**Job Search**

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords:

Date Posted:

**Login**

**Is this your first time to our Job Site?**

If you have previously worked for this company, then click [here](#) to register with your existing details.

**Already registered on our Job Site?**

Email:

Password:

TIP Did you forget your password?

**New to Our Jobs Site?**

- [Manage My Account](#)
- [Conduct Job Search](#)
- [View Job Basket](#)
- [View Jobs Applied for](#)



Put in the desired Login User Name and Password → Submit

Please be informed that using a correct login is very essential as all the important and relevant notifications such as English test score, recommendations and offer details would be send to your account.

Visitor Registration Page

KFSH & RC iRecruitment Job Basket

Home Jobs

Home >

Registration

If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.  
If you have previously worked for this company, then click [here](#) to register with your existing details.

Cancel Submit

\* Indicates required field

**Your Details**

\* Email

\* Family Name

First Name

**Your Password**

\* Password

\* Confirm Password

✓TIP Minimum 8 Characters required for Password

Cancel Submit

Visitor Registration Page

KFSH & RC iRecruitment Job Basket

Home Jobs

Home >

Registration

If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.  
If you have previously worked for this company, then click [here](#) to register with your existing details.

Cancel Submit

\* Indicates required field

**Your Details**

\* Email

\* Family Name

First Name

**Your Password**

\* Password

\* Confirm Password

✓TIP Minimum 8 Characters required for Password

Cancel Submit



Browse to upload the CV → Continue

Home Jobs  
General My Account

Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

Yes, I have a resume  No, I do not have a resume

File Path

Home Jobs Job Basket Logout  
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Enter Candidate Details

1) Enter Personal Information

Home Jobs  
General My Account

Enter Personal Information Add Qualifications and Skills Enter Preferences Create Resume

Register: Personal Information

Provide your personal and professional details to complete your profile.

\* Indicates required field

Basic Details

Please enter your personal information.

\* Family Name

First Name

\* Birth Date

Gender

Email Address

Marital Status

Place of Birth

Age

Height (in cm)

Weight (in Kg)

Health Problems

Number of Dependents

Ever Convicted of Crime

Current Location

Saud National ID

\* Candidate Nationality

Step 1 of 4

Please enter valid contact details so that at any point of time the recruiter wants to contact the candidate, they can do so.

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents



**Attaching Documents** - Candidate can attach all kinds documents on the candidate profile.

File Name	File Type	Upload Date	Description	Delete
No results found.				
<a href="#">Add Another Document</a>				

Enter all the Mandatory Details as shown below

- i) Family Name
- ii) Birth Date
- iii) Candidate Nationality

Candidate Nationality - Saudi Arabia

- i. Saudi National ID is mandatory as show in the screen below

The screenshot shows a registration form with a progress bar at the top containing four steps: 'Enter Personal Information', 'Add Qualifications and Skills', 'Enter Preferences', and 'Create Resume'. An error message is displayed at the top left: 'Error: Please Enter Saudi National ID'. Below the error, the form title is 'Register: Personal Information' with a subtitle 'Provide your personal and professional details to complete your profile.' and navigation buttons for 'Cancel', 'Step 1 of 4', and 'Next'. A legend indicates that an asterisk (\*) denotes a required field. The 'Basic Details' section includes the following fields: Family Name (filled with 'Ansari'), First Name (filled with 'Ahmed'), Birth Date (filled with '12-Nov-1980'), Gender (dropdown menu set to 'Male'), Email Address (filled with 'ahmeda@hotmail.com'), Marital Status (dropdown menu), Place of Birth, Age, Height (in cm), Weight (in Kg), Health Problems, Number of Dependents, Ever Convicted of Crime (dropdown menu), Current Location, Saudi National ID (empty), and Candidate Nationality (dropdown menu set to 'Saudi Arabia'). A 'Source Details' section is partially visible at the bottom. The browser's address bar shows 'Internet | Protected Mode: On' and the zoom level is set to 100%.



After entering all the Mandatory Details → Click on Next to proceed with candidate registration

The screenshot shows the 'Enter Personal Information' step of the registration process. The user is logged in as 'Ahmed' and is currently on 'Step 1 of 4'. The form includes the following fields:

- Family Name: Ansari
- First Name: Ahmed
- Birth Date: 12-Nov-1980
- Gender: Male
- Email Address: ahmeda@hotmail.com
- Marital Status: (Dropdown menu)
- Place of Birth: (Text field)
- Age: (Text field)
- Height (in cm): (Text field)
- Weight (in Kg): (Text field)
- Health Problems: (Text field)
- Number of Dependents: (Text field)
- Ever Convicted of Crime: (Dropdown menu)
- Current Location: (Text field)
- Saudi National ID: 2424355545
- Candidate Nationality: Saudi Arabia

## 2) Add Qualification Details

The screenshot shows the 'Add Qualifications and Skills' step of the registration process. The user is currently on 'Step 2 of 4'. The form includes the following sections:

- Employment History:** A table with columns: Details Employer, Start Date, End Date, Job Title, Location, Delete. A warning message states: "Warning: Please fill the Educational Information and if applicable the Employment History, otherwise your application will not be successfully submitted." There is an "Add Another Employer" button.
- Skills:** A table with columns: Skill, Level, Additional Competence Element Details, Delete. There is an "Add Another Skill" button.
- Education Qualifications:** A table with columns: College or University, Location, Degree, Major Subject, Date Received, Add Degree, Delete. There is an "Add Another Establishment" button.



## Enter Mandatory Information

- Education Qualifications

\* Indicates required field

**Employment History**

**TIP Warning: Please fill the Educational Information and if applicable the Employment History, otherwise your application will not be successfully submitted.**

Details Employer	Start Date	End Date	Job Title	Location	Delete
No results found.					

[Add Another Employer](#)

**Skills**

Please enter your own assessment of the skills which you currently possess.

*Skill	Level	Additional Competence Element Details	Delete
No results found.			

[Add Another Skill](#) [List of Skills](#)

**Education Qualifications**

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as additional Qualifications.

*College or University	*Location	*Degree	*Major Subject	Date Received	Add Degree	Delete
King Saud University	Riyadh	Masters Degree	Nursing	March 2009		

[Add Another Establishment](#)

**TIP** If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

**Additional Qualifications**

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						

[Add Another Qualification](#)

[Cancel](#) [Back](#) Step 2 of 4 [Next](#)

Home Jobs Job Basket Logout  
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## Experience Details - Candidate Experience details should be put in here.

Personal Information | **Qualifications and Skills** | Preferences | Login Information

Indicates required field

**Employment History**

**TIP Warning: Please fill the Educational Information and if applicable the Employment History, otherwise your application will not be successfully submitted.**

Details Employer	Start Date	End Date	Job Title	Location	Delete
No results found.					

[Add Another Employer](#)



Click on Next after entering all the mandatory details

Enter Personal Information      Add Qualifications and Skills      Enter Preferences      Create Resume

Register: Add Qualifications and Skills

Cancel Back Step 2 of 4 **Next**

\* Indicates required field

**Employment History**

✓ **TIP Warning: Please fill the Educational Information and if applicable the Employment history, otherwise your application will not be successfully submitted.**

Details	Employer	Start Date	End Date	Job Title	Location	Delete
No results found.						

Add Another Employer

**Skills**

Please enter your own assessment of the skills which you currently possess.

*Skill	Level	Additional Competence Element Details	Delete
No results found.			

Add Another Skill

**Education Qualifications**

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	*Location	*Degree	*Major Subject	Date Received	Add Degree	Delete
King Saud University	Riyadh	Masters Degree	Nursing	March 2009	+	-

Add Another Establishment

✓ **TIP** If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

**Additional Qualifications**

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						

Add Another Qualification

Internet | Protected Mode: On

### 3) Enter Preferences

#### a. Mandatory: Major - Subject

Enter Personal Information      Add Qualifications and Skills      Enter Preferences      Create Resume

Register: Enter Preferences

Cancel Back Step 3 of 4 **Next**

**Want to Find the Right Job?**

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

✓ **TIP** If you select Major-Subject as "Other", please specify your subject in Other (Major-Subject) field

Keywords

\* Major-Subject

- A/C
- Accounting
- Administrative Science
- Advertising
- Agriculture
- Anesthesiology
- Arabic language
- Architecture

Other - (Major-Subject)

Choose City Preference

Applicant Status History

**Account Privacy**

Display Language: American English

Allow Account To Be Searched

✓ **TIP** If you do not check this box then your details are not visible to managers searching for suitable candidates.

**Email Preferences**

Done

Internet | Protected Mode: On



## Account & Email Preferences

Major-Subject: A/C, Accounting, Administrative Science, Advertising, Agriculture, Anesthesiology, Arabic language, Architecture

Other - (Major-Subject):

Choose City Preference:

Applicant Status History:

**Account Privacy**

Display Language: American English

Allow Account To Be Searched

**Tip** If you do not check this box then your details are not visible to managers searching for suitable candidates.

**Email Preferences**

Receive emails of Matching Jobs

Receive General emails

Frequency of emails: Daily

Email Format:  HTML, mail with attachments;  Plain text mail

Cancel Back Step 3 of 4 Next

Home Jobs Job Basket Logout

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Click on Next after entering all preferences

Enter Personal Information Add Qualifications and Skills Enter Preferences Create Resume

Register: Enter Preferences

Cancel Back Step 3 of 4 **Next**

**Want to Find the Right Job?**

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

**Tip** If you select Major-Subject as "Other", please specify your subject in Other (Major-Subject) field;

Keywords:

Major-Subject: A/C, Accounting, Administrative Science, Advertising, Agriculture, Anesthesiology, Arabic language, Architecture

Other - (Major-Subject):

Choose City Preference:

Applicant Status History:

**Account Privacy**

Display Language: American English

Allow Account To Be Searched

**Tip** If you do not check this box then your details are not visible to managers searching for suitable candidates.

**Email Preferences**

Internet | Protected Mode: On



#### 4) Create Resume

a. Click on Finish to complete the registration process

**KFSH&RC iRecruitment** Navigator Favorites Job Basket Logout

Home Jobs

General **My Account**

Enter Personal Information Add Qualifications and Skills Enter Preferences **Create Resume**

**Register: Create Resume**

Thank you for completing your profile. Select the resume format that you would like to use. Cancel Back Step 4 of 4 Finish

**Select Resume Format**

**Ahmed Ansari**

e-mail: ahmeda@hotmail.com Phone:

**Career history**

**Education, Qualifications & Training**

University: [King Saud University](#) Dates:

NURSING (Masters Degree)

Cancel Back Step 4 of 4 Finish

Home Jobs Job Basket Logout

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Done Internet | Protected Mode: On 100%



## Use of My Account

Candidate/Applicant can update all their details via My Account

The screenshot shows the KFSH&RC iRecruitment portal. The 'My Account' menu item is highlighted with a red box. The page displays a welcome message for Harshal Panchal, a notifications section, and sections for 'Jobs Applied For' and 'My Interviews', both showing 'No results found'.

[iRecruitment Manual](#)

The Following information can be updated via My Account

- Personal Information
- Qualification & Skills
- Preferences
- Login Information

The screenshot shows the 'My Account' page with the 'Personal Information' tab selected and highlighted in red. The page includes a 'Resume' section with an 'Upload Resume' button and a 'Basic Details' section with various input fields for personal information.

**Personal Information** | Qualifications and Skills | Preferences | Login Information

Indicates required field

**Resume**

To upload your resume to your account click Upload Resume. [Upload Resume](#)

**Basic Details**

Please enter your personal information.

\* Family Name

First Name

\* Birth Date

Gender

Email Address

Marital Status

Place of Birth

Age

Height (in cm)

Weight (in Kg)

Health Problems

Number of Dependents

Ever convicted of Crime



**Note:**

Incase while filling up the application the candidate revives any kind of error, please re-start the browser and login again to continue with the registration.



## How to Login after completing the Registration process

**Email & Password:** Enter the email Id and password one had entered during the registration process

The screenshot shows the KFSH & RC iRecruitment website. The navigation bar includes 'Home' and 'Jobs'. The main content area has a 'Welcome to our Job Site' section with links for 'New Jobs (Last 7 days)', 'New Contract Jobs', and 'Post Your Resume'. Below this is a 'Job Search' section with a search form containing 'Keywords' and 'Date Posted' fields, and a 'Search' button. On the right side, there is a 'Login' section with the heading 'Is this your first time to our Job Site?' and a 'Register today' button. Below that, it says 'If you have previously worked for this company, then click here to register with your existing details.' The 'Already registered on our Job Site?' section is circled in red and contains 'Email' and 'Password' input fields and a 'Login' button. Below the login section is a 'TIP' section with the text 'Did you forget your password?' and a 'New to Our Jobs Site?' section with links for 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

## How to upload documents and view/send notifications after completing registration process

View Notifications → Click on Full List to view all Notifications

The screenshot shows the KFSH & RC iRecruitment website. The navigation bar includes 'Home', 'Jobs', 'Navigator', 'Favorites', 'Job Basket', and 'Logout'. The main content area has a 'Welcome to our Job Site Harshal Panchal' section. Below this is a 'Notifications' section with the heading 'Notifications' and the text 'our five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.' The 'Full List' button is highlighted with a red box. Below the notifications section is a 'Jobs Applied For' section with the text 'Below is a list of the jobs for which you have applied. Select Full list to see the complete list of Job Applications.' and a 'Full List' button. Below this is a table with columns: Name, Job Title, Organization, Location, Status, Application Details, Location. The table shows 'No results found.' Below the table is a 'My Interviews' section with columns: Name, Date, Start Time, End Time, Type, Category, Status, Location, Timezone, Primary Interviewer, Contact Name, Contact Number, Interview Details. The table shows 'No results found.' The footer includes 'Home', 'Jobs', 'Job Basket', 'Logout', 'Privacy Statement', and 'King Fahad Specialist Hospital & Research Centre. All rights reserved. P.O. Box 3354 / Riyadh 11211, Kingdom of Saudi Arabia | 464-7272, 442-4000, 442-7888'.



Click on My Account as shown below to update the candidate profile, upload any kind of relevant documents & add employment history etc.

The screenshot shows the KFSH & RC iRecruitment portal. The 'My Account' menu item is highlighted with a red box. The page includes a navigation bar with 'Home', 'Jobs', 'Job Basket', and 'Logout'. Below the navigation bar, there are sections for 'Notifications', 'Jobs Applied For', and 'My Interviews'. The 'Notifications' section shows a message from SYSADMIN dated 02-Jan-2012. The 'Jobs Applied For' section shows a table with columns for Name, Job Title, Organisation, Location, Status, Application Details, and Location. The 'My Interviews' section shows a table with columns for Name, Date, Start Time, End Time, Type, Category, Status, Location, Timezone, Primary Interviewer, Contact Name, Contact Number, and Interview Details.

## Employment History & Education Qualifications (Qualification and Skills tab)

The screenshot shows the 'My Account' page with the 'Qualifications and Skills' tab selected. The 'Employment History' section is highlighted with a red box and contains a table with columns: Employer, Start Date, End Date, Job Title, Location, and Delete. Below the table is an 'Add Another Employer' button. The 'Education Qualifications' section is also highlighted with a red box and contains a table with columns: College or University, Location, Degree, Major Subject, Date Received, Add Degree, and Delete. Below the table is an 'Add Another Establishment' button. The 'Additional Qualifications' section is visible at the bottom but not highlighted.



## Upload documents

Add multiple documents via Personal Information tab.

My Account

[Personal Information](#) [Qualifications and Skills](#) [Preferences](#) [Login Information](#)

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**Documents**

File Name	File Type	Upload Date	Description	Delete
No results found.				
<input type="button" value="Add Another Document"/>				