USER MANUAL

iRECRUITMENT – CANDIDATE EXTERNAL WEB TYRE

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

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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

Click on Register today

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.

Browse to upload the CV → Continue

Enter Candidate Details

1) Enter Personal Information

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

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

Documents				
File Name	File Type	Upload Date	Description	Delete
No results found.				

Add Another Document

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

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

2) Add Qualification Details

Enter Mandatory Information

- ## Education Qualifications

Experience Details - Candidate Experience details should be put in here.

Click on Next after entering all the mandatory details

3) Enter Preferences

    a. Mandatory: Major - Subject

Account & Email Preferences

Click on Next after entering all preferences

4) Create Resume

a. Click on Finish to complete the registration process

Use of My Account

Candidate/Applicant can update all their details via My Account

The Following information can be updated via My Account

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

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

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

View Notifications → Click on Full List to view all Notifications

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

Employment History & Education Qualifications (Qualification and Skills tab)

Upload documents

Add multiple documents via Personal Information tab.