



User Manual - EXTERNAL CANDIDATE USER MANUAL



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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.

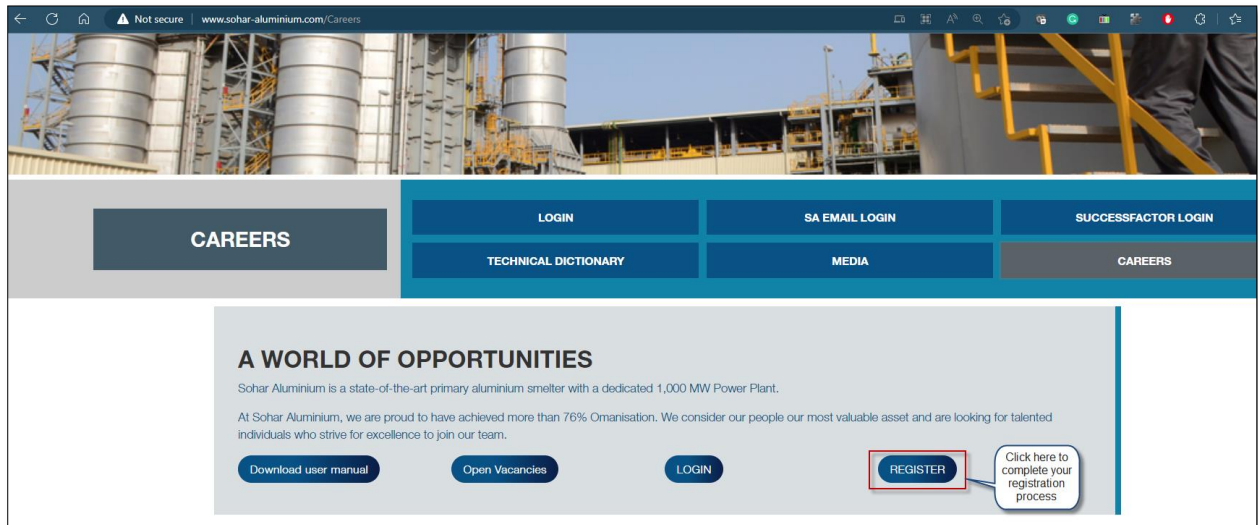
VISION & MISSION

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.

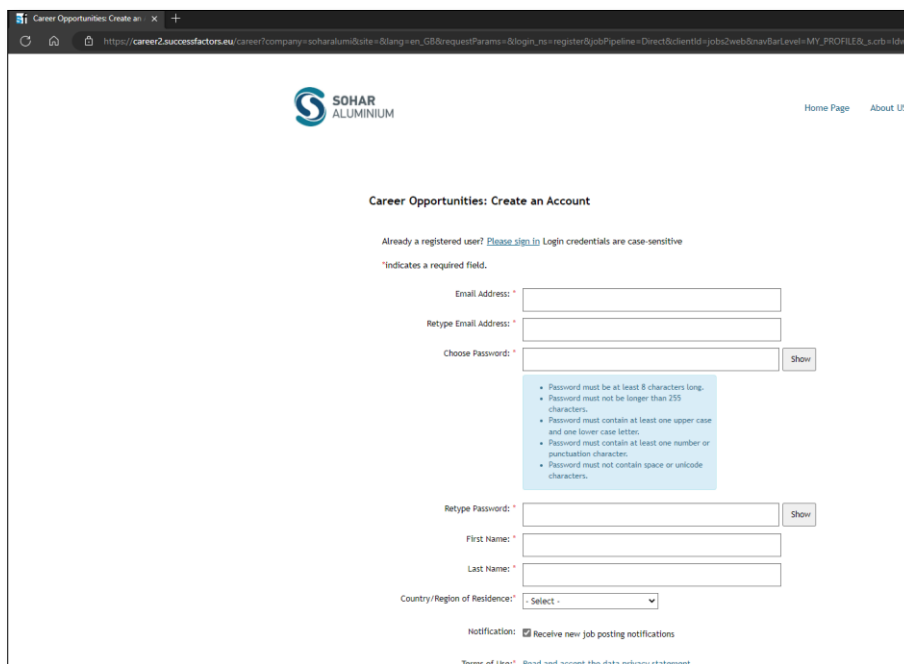
After the successful launch of the E-Recruitment system in 2017; Sohar Aluminium with the aim of serving our candidates with professionalism by using advanced technology launched in 2023 a new recruiting module. The Recruiting module comes as part of the SA digitalization journey in HR domain using the SAP SuccessFactors system. The system is designed to make the recruitment process accurate and smoother for the candidate and the recruiter, keeping in mind the worldwide best practices. 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

- In Sohar Aluminium Corporate Website <http://www.sohar-aluminium.com/Careers> Navigate to “Register” Button as illustrated below.



- You will be redirected to the registration page, where it is required to update all the details to create the account.



The screenshot shows the "Career Opportunities: Create an Account" page. The page includes the Sohar Aluminium logo and navigation links for Home Page and About US. The main heading is "Career Opportunities: Create an Account". Below the heading, there is a link for "Already a registered user? Please sign in" and a note that "Login credentials are case-sensitive". A note indicates that an asterisk (*) denotes a required field. The form contains the following fields: Email Address, Retype Email Address, Choose Password (with a Show button), Retype Password (with a Show button), First Name, Last Name, and Country/Region of Residence (a dropdown menu). A notification checkbox is checked, labeled "Receive new job posting notifications". At the bottom, there is a link for "Terms of Use" and a note to "Read and accept the data privacy statement". A blue box highlights the password requirements: "Password must be at least 8 characters long.", "Password must not be longer than 255 characters.", "Password must contain at least one upper case and one lower case letter.", "Password must contain at least one number or punctuation character.", "Password must not contain space or unicode characters."

- Update all the mandatory fields.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case-sensitive

*indicates a required field.

Email Address: *

Retype Email Address: *

Choose Password: * Show

✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 255 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: * Show

✓ Password matches

First Name: *

Last Name: *

Country/Region of Residence: *

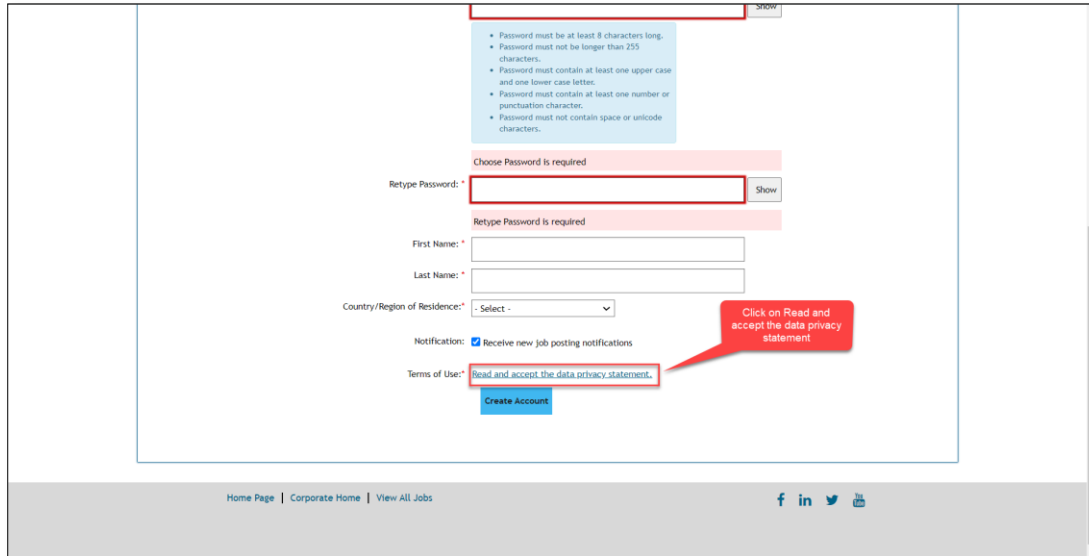
Notification: Receive new job posting notifications

Terms of Use: * [Read and accept the data privacy statement.](#)

Fill in all the Email, Password, Name details, and Region.

If you wish to get the latest update, select the checkbox.

- Read and accept the data privacy statement.



Choose Password is required

Retype Password: Show

Retype Password is required

First Name:

Last Name:

Country/Region of Residence:

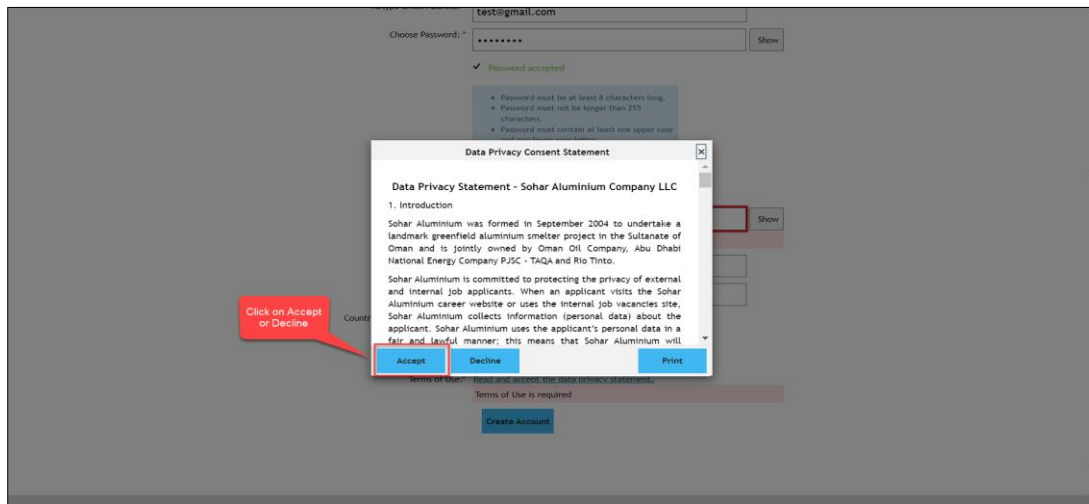
Notification: Receive new job posting notifications

Terms of Use: [Read and accept the data privacy statement.](#)

Home Page | Corporate Home | View All Jobs

f in t

Click on Read and accept the data privacy statement



test@gmail.com

Choose Password: Show

✓ Password accepted

• Password must be at least 8 characters long.
• Password must not be longer than 255 characters.
• Password must contain at least one upper case and one lower case letter.
• Password must contain at least one number or punctuation character.
• Password must not contain space or unicode characters.

Data Privacy Consent Statement

Data Privacy Statement - Sohar Aluminium Company LLC

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.

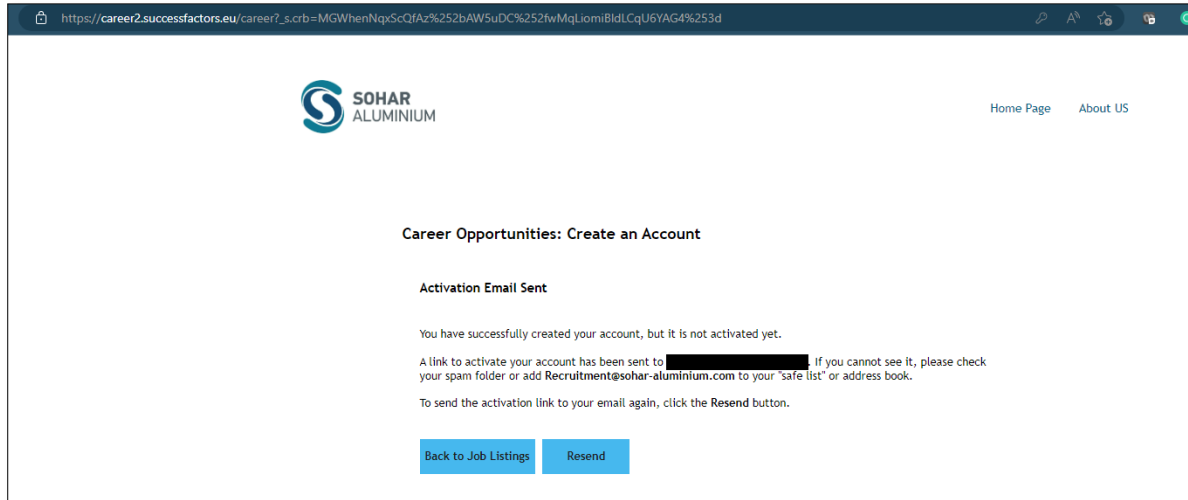
Sohar Aluminium is committed to protecting the privacy of external and internal job applicants. When an applicant visits the Sohar Aluminium career website or uses the internal job vacancies site, Sohar Aluminium collects information (personal data) about the applicant. Sohar Aluminium uses the applicant's personal data in a fair and lawful manner; this means that Sohar Aluminium will

Terms of Use: [Read and accept the data privacy statement.](#)

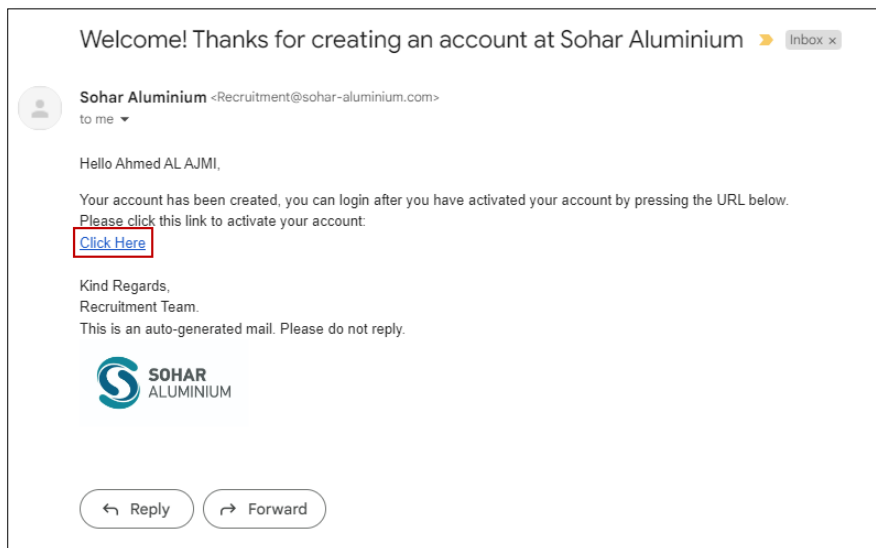
Terms of Use is required

Click on Accept or Decline

- Once the account is created Activation email will be triggered to the registered email.



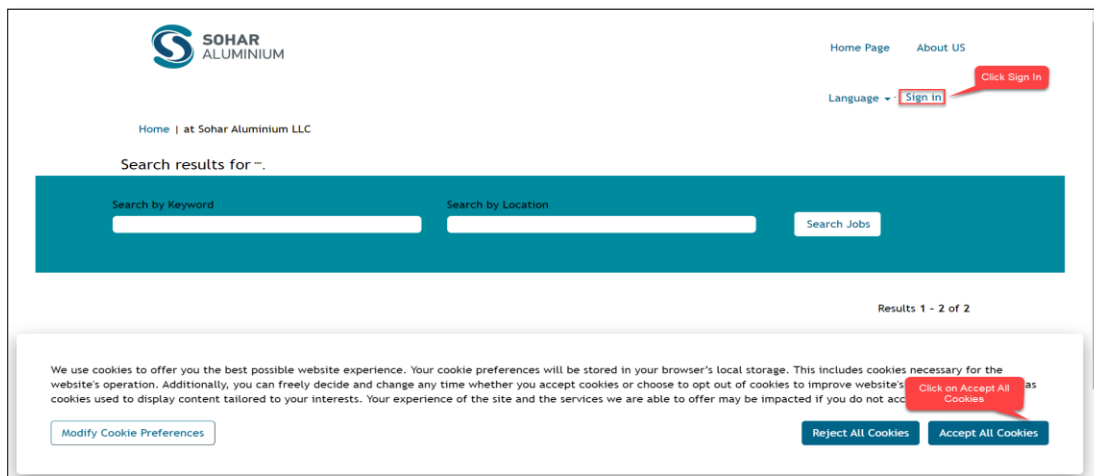
- Following email will trigger and click on the hyperlink "Click Here."



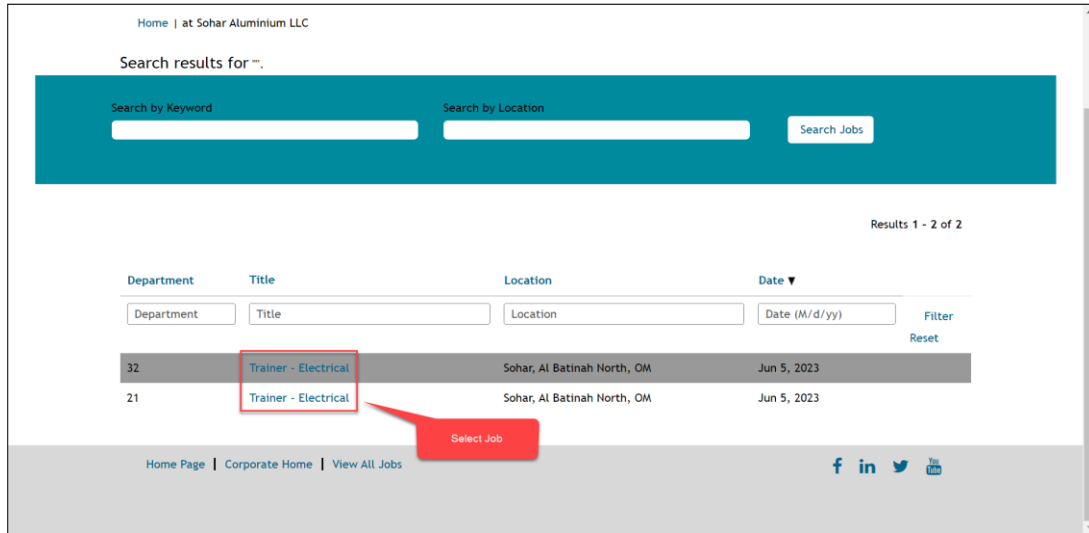
- Then your account will be verified.



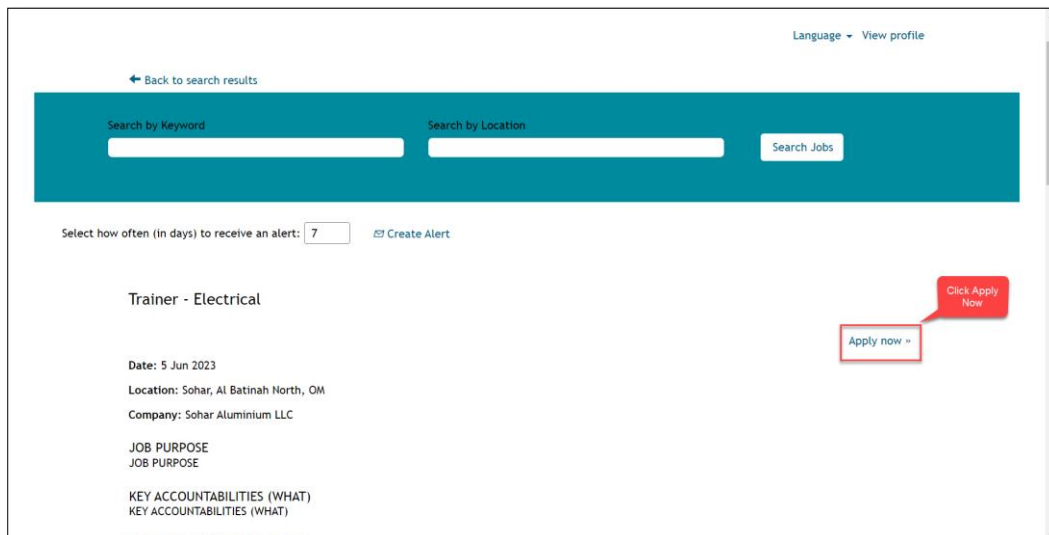
- Click on Accept All Cookies appears below.
- Click on Sign in or click on Search Jobs to view all jobs which are available.



- Select job which want to apply.



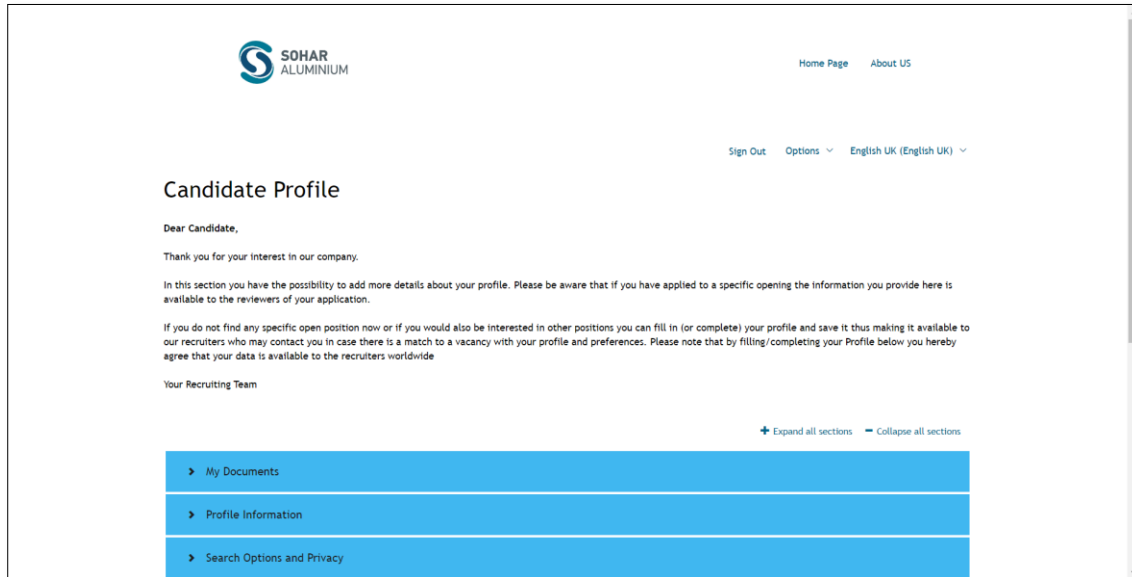
- Click on Apply



3 Updating Candidate Profile

3.1 Navigation to Login Page

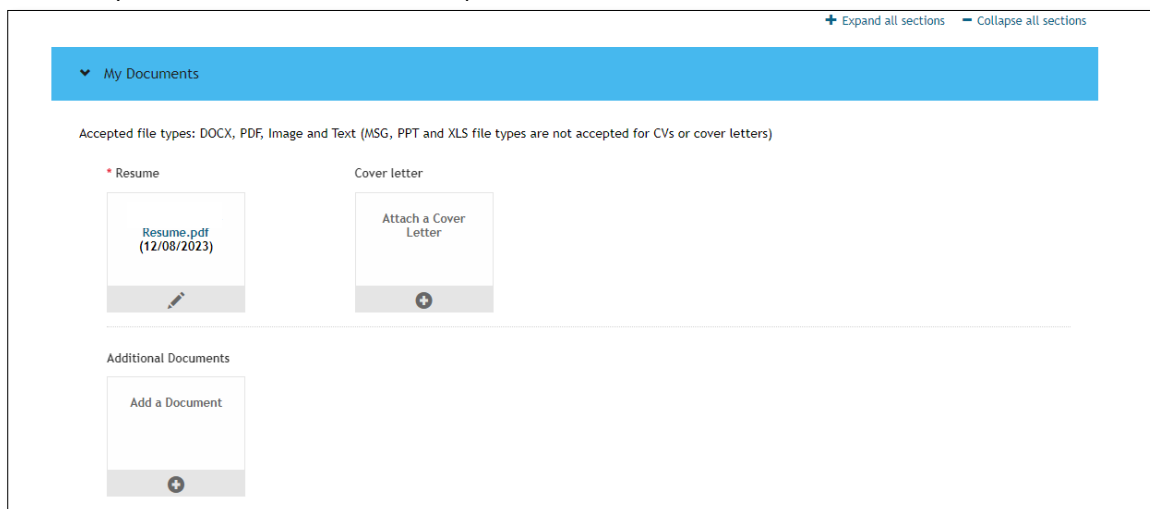
- Please fill all the sections which are mandatory.



The screenshot shows the 'Candidate Profile' page on the Sohar Aluminium website. The page header includes the Sohar Aluminium logo, 'Home Page', and 'About US' links. Below the header, there are links for 'Sign Out', 'Options', and 'English UK (English UK)'. The main content area is titled 'Candidate Profile' and includes a greeting 'Dear Candidate,' followed by a thank you message and instructions on how to update the profile. A section titled 'Your Recruiting Team' is visible. At the bottom, there are three expandable sections: 'My Documents', 'Profile Information', and 'Search Options and Privacy'. The 'My Documents' section is currently expanded.

3.1 My Documents

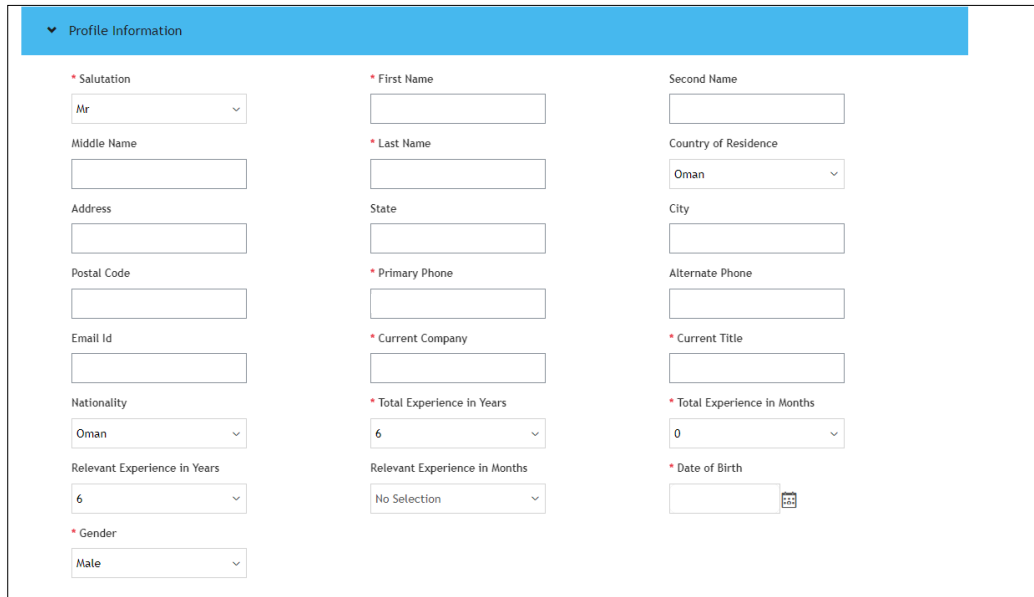
- Upload Resume.
- Any additional documents can be uploaded under Additional Documents.



The screenshot shows the 'My Documents' section of the candidate profile. It features a blue header with a dropdown arrow and the text 'My Documents'. Below the header, there is a note about accepted file types: 'Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for CVs or cover letters)'. There are two main sections: 'Resume' and 'Cover letter'. The 'Resume' section shows a document titled 'Resume.pdf (12/08/2023)' with an edit icon. The 'Cover letter' section shows a document titled 'Attach a Cover Letter' with an add icon. Below these sections, there is an 'Additional Documents' section with a document titled 'Add a Document' and an add icon. The page also includes 'Expand all sections' and 'Collapse all sections' links.

3.2 Profile Information

- Fill all the mandatory information under profile information.

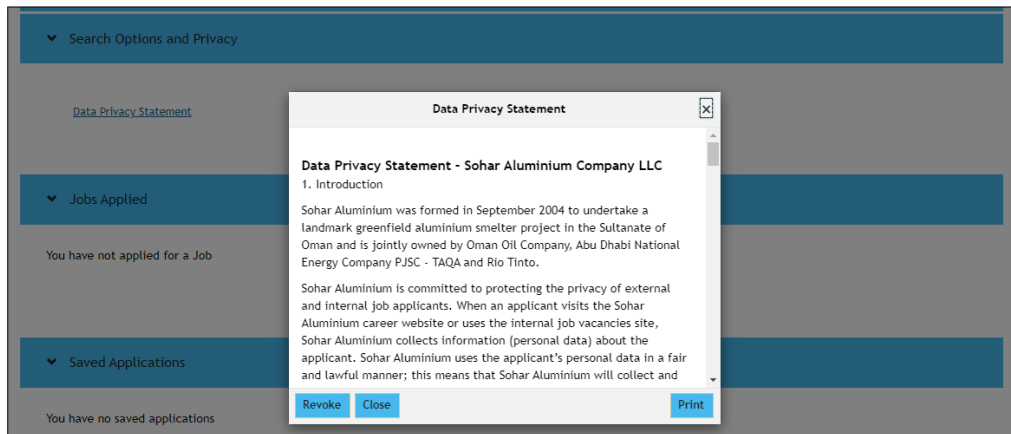


The screenshot shows a 'Profile Information' form with the following fields:

- Salutation:** Mr (dropdown)
- First Name:** (text input)
- Second Name:** (text input)
- Middle Name:** (text input)
- Last Name:** (text input)
- Country of Residence:** Oman (dropdown)
- Address:** (text input)
- State:** (text input)
- City:** (text input)
- Postal Code:** (text input)
- Primary Phone:** (text input)
- Alternate Phone:** (text input)
- Email Id:** (text input)
- Current Company:** (text input)
- Current Title:** (text input)
- Nationality:** Oman (dropdown)
- Total Experience in Years:** 6 (dropdown)
- Total Experience in Months:** 0 (dropdown)
- Relevant Experience in Years:** 6 (dropdown)
- Relevant Experience in Months:** No Selection (dropdown)
- Date of Birth:** (calendar icon)
- Gender:** Male (dropdown)

3.3 Search Options and Privacy

- This section covers SA Data Privacy Statement, user may print, review, or revoke the account.




The screenshot shows the 'Search Options and Privacy' section with a modal window open for the 'Data Privacy Statement'.

Data Privacy Statement - Sohar Aluminium Company LLC
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.
Sohar Aluminium is committed to protecting the privacy of external and internal job applicants. When an applicant visits the Sohar Aluminium career website or uses the internal job vacancies site, Sohar Aluminium collects information (personal data) about the applicant. Sohar Aluminium uses the applicant's personal data in a fair and lawful manner; this means that Sohar Aluminium will collect and

Buttons: Revoke, Close, Print

3.4 Previous Employment

- Here you can add Employment details.
- Click on  Add to add multiple employment details.

Previous Employment

* Is this your present employer?
Yes


Type of Business
No Selection

* Title
[Text Input]


* From Date
01/01/2022

* Company Name
[Text Input]

* End Date
DD/MM/YYYY

 Remove

3.5 Formal Education

- Here you can add Education details.
- Click on  Add to add multiple education details.

Formal Education

* School
[Text Input]


Other Discipline if Applicable
[Text Input]

* Qualification
Bachelors


From Date
01/01/2013

* Discipline
Information Systems

End Date
01/07/2017

 Remove

3.6 Language Skills

- Here you can add Language details.
- Click on  Add to add multiple Language details.

Language Skills


* Language
English

* Speaking Proficiency
Advanced

* Reading Proficiency
Advanced


* Writing Proficiency
Advanced

3.7 Certification/License

- Here you can add Certification details.
- Click on  Add to add multiple certification details.

▼ Certifications/Licences

<p><small>* Certification/License</small></p> <input style="width: 90%;" type="text" value="Recruiter Experience Expert"/>	<p><small>Description</small></p> <input style="width: 90%;" type="text" value="Manage SFSF RCM"/>	<p><small>Institution</small></p> <input style="width: 90%;" type="text" value="SAP"/>
<p><small>From Date</small></p> <input style="width: 90%;" type="text" value="01/12/2022"/>	<p><small>End Date</small></p> <input style="width: 90%;" type="text" value="DD/MM/YYYY"/>	

 Remove

3.8 Job Application

- The below is section is Job Application section. Whenever a job has been applied the below section will appear and need to fill the below section.

▼ Job-Specific Information

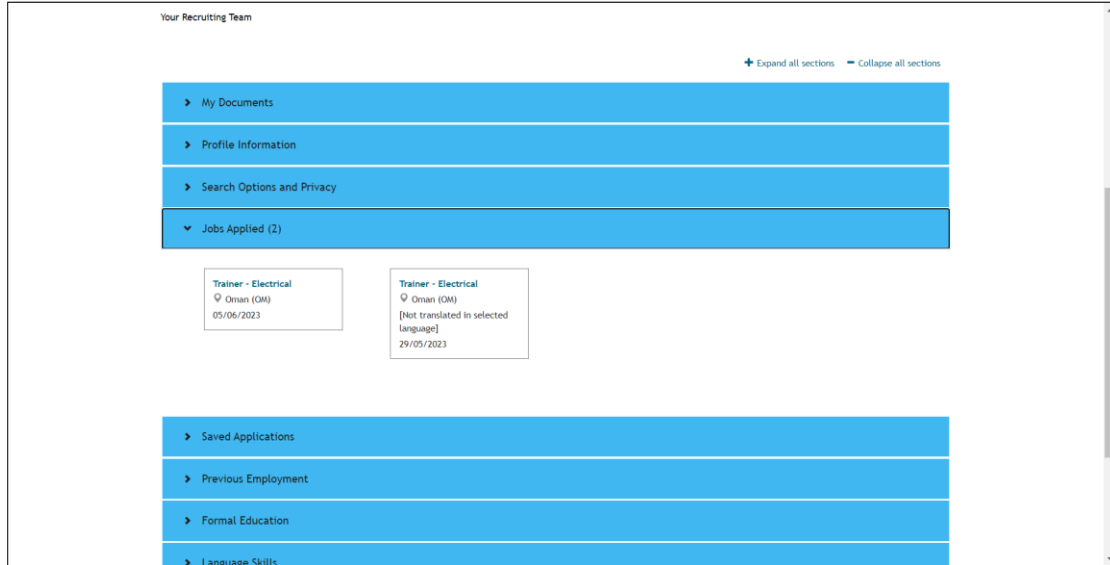
<p><small>* First Name</small></p> <input style="width: 90%;" type="text" value="Test"/>	<p><small>* Second Name</small></p> <input style="width: 90%;" type="text" value="Second"/>	<p><small>Middle Name</small></p> <input style="width: 90%;" type="text"/>
<p><small>* Last Name</small></p> <input style="width: 90%;" type="text" value="User"/>	<p><small>* Country of Residence</small></p> <input style="width: 90%;" type="text" value="Oman"/>	<p><small>* Address</small></p> <input style="width: 90%;" type="text" value="street2"/>
<p><small>* Postal Code</small></p> <input style="width: 90%;" type="text" value="22191"/>	<p><small>* Alternate Email Id</small></p> <input style="width: 90%;" type="text" value="negollelelela-5171@yopmail.com"/>	<p><small>* Mobile Number</small></p> <input style="width: 90%;" type="text" value="768678"/>
<p><small>* Alternate Number</small></p> <input style="width: 90%;" type="text" value="2344543"/>		

Employment Information

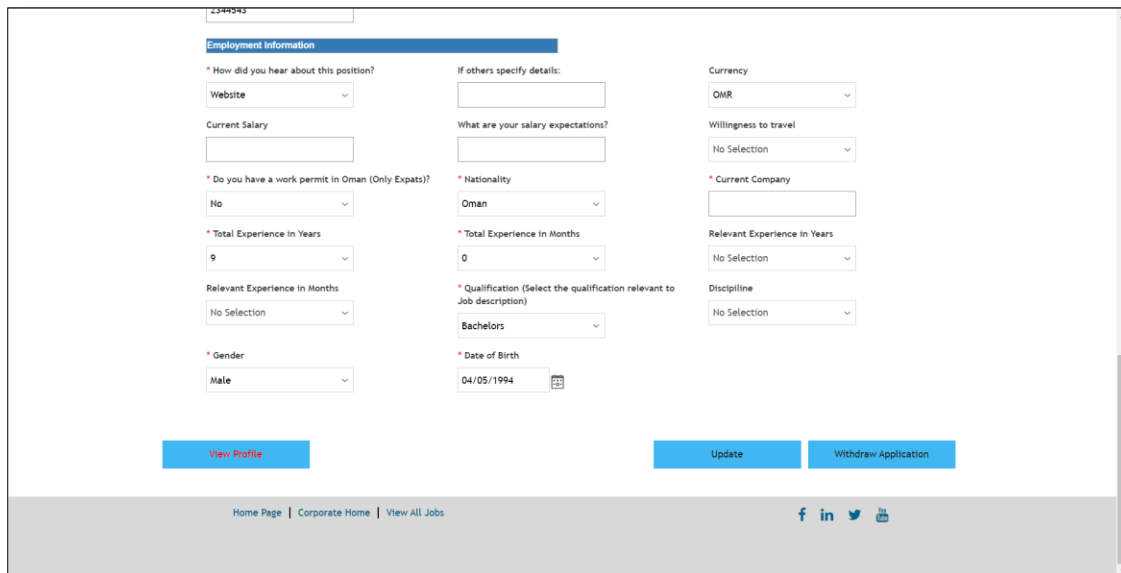
<p><small>* How did you hear about this position?</small></p> <input style="width: 90%;" type="text" value="Website"/>	<p><small>If others specify details:</small></p> <input style="width: 90%;" type="text"/>	<p><small>Currency</small></p> <input style="width: 90%;" type="text" value="OMR"/>
<p><small>Current Salary</small></p> <input style="width: 90%;" type="text"/>	<p><small>What are your salary expectations?</small></p> <input style="width: 90%;" type="text"/>	<p><small>Willingness to travel</small></p> <input style="width: 90%;" type="text" value="No Selection"/>
<p><small>* Do you have a work permit in Oman (Only Expats)?</small></p> <input style="width: 90%;" type="text" value="No"/>	<p><small>* Nationality</small></p> <input style="width: 90%;" type="text" value="Oman"/>	<p><small>* Current Company</small></p> <input style="width: 90%;" type="text"/>
<p><small>* Total Experience in Years</small></p> <input style="width: 90%;" type="text" value="9"/>	<p><small>* Total Experience in Months</small></p> <input style="width: 90%;" type="text" value="0"/>	<p><small>Relevant Experience in Years</small></p> <input style="width: 90%;" type="text" value="No Selection"/>
<p><small>Relevant Experience in Months</small></p> <input style="width: 90%;" type="text" value="No Selection"/>	<p><small>* Qualification (Select the qualification relevant to Job description)</small></p> <input style="width: 90%;" type="text" value="Bachelors"/>	<p><small>Discipline</small></p> <input style="width: 90%;" type="text" value="No Selection"/>

3.9 Applied Jobs

- As a candidate you can track all your applied jobs under this Jobs Applied Section.

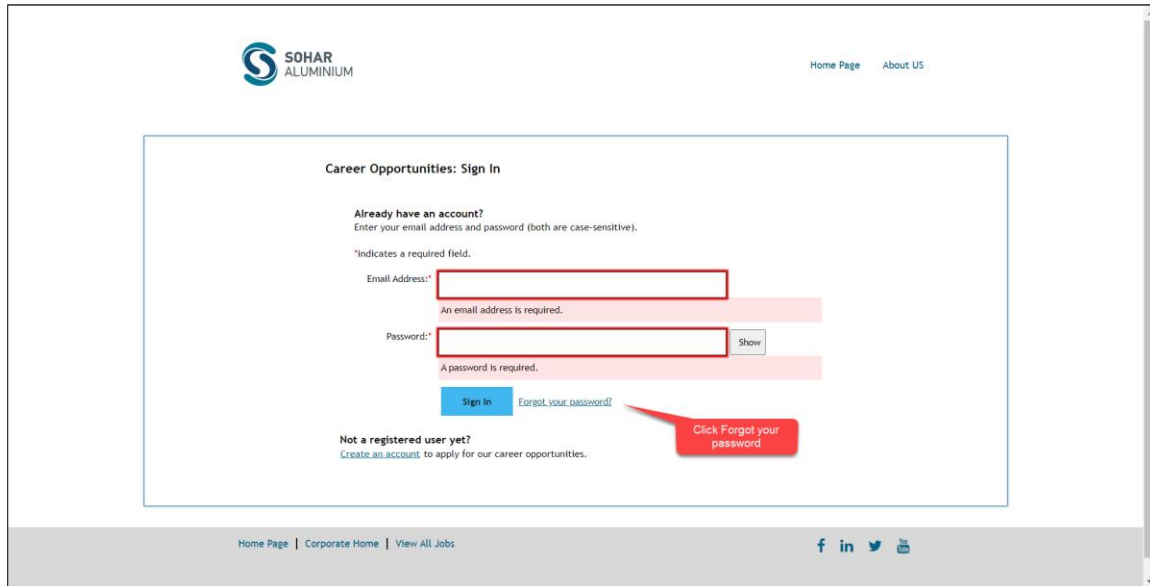


- Whenever changes are made in profile or application page need to click on update button for the data to up to date.
- If you want to withdraw the application, click on Withdraw Application.



4. Password Reset

- If you forget the password, please click on the forgot password.



SOHAR ALUMINIUM Home Page About US

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

*Indicates a required field.

Email Address:

An email address is required.

Password: Show

A password is required.

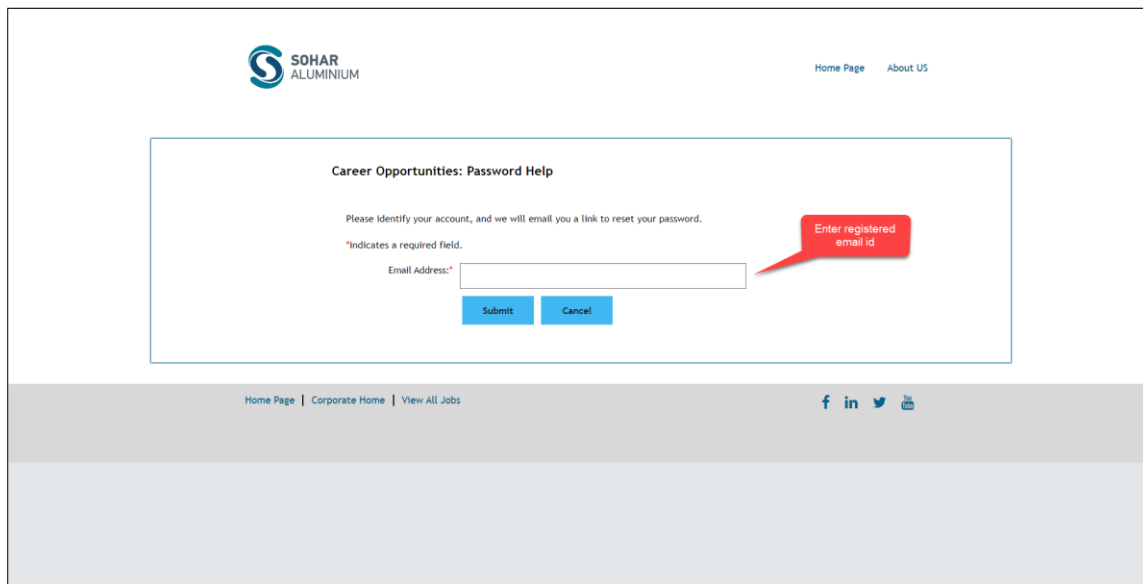
Sign In Forgot your password?

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

Click Forgot your password

Home Page | Corporate Home | View All Jobs f in t y

- Enter registered email address and click submit.



SOHAR ALUMINIUM Home Page About US

Career Opportunities: Password Help

Please identify your account, and we will email you a link to reset your password.

*Indicates a required field.

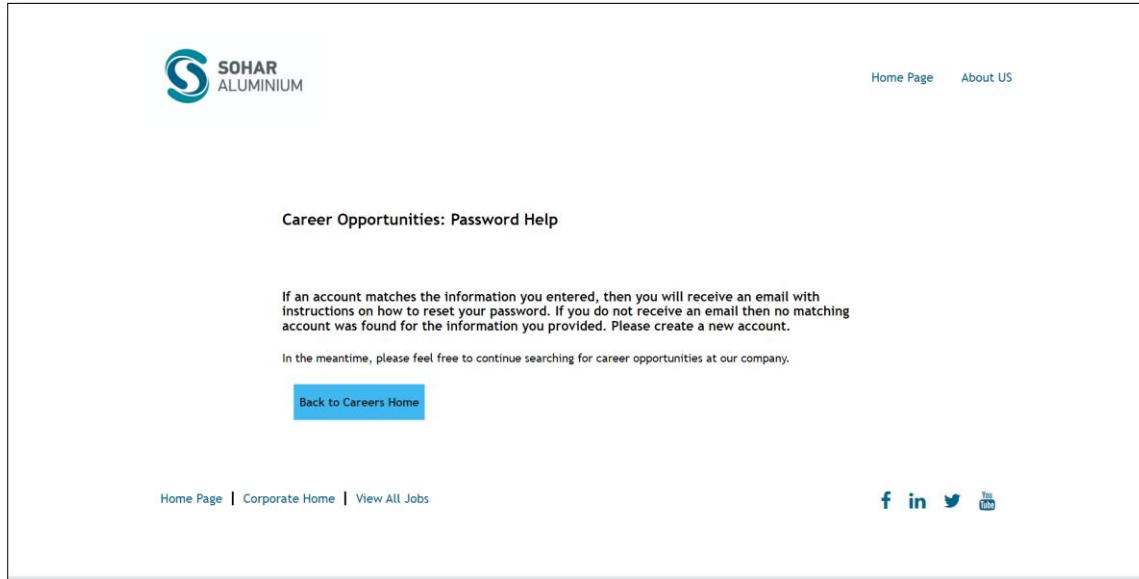
Email Address:

Submit Cancel

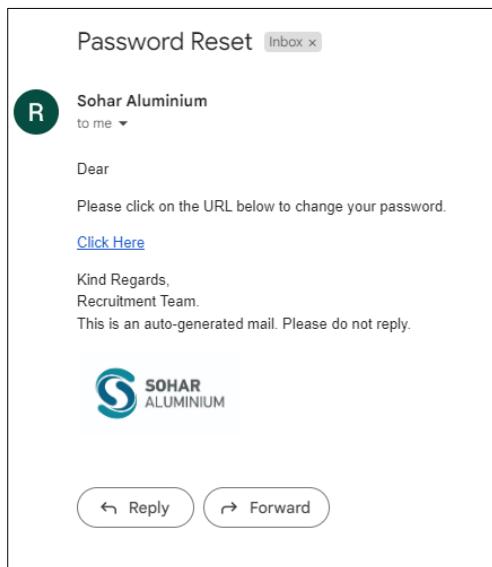
Enter registered email id

Home Page | Corporate Home | View All Jobs f in t y

- Confirmation email will be sent to registered email address.



- Following email will be triggered to the registered email address then click on hyperlink "Click Here."



- It will redirect to password reset page then update new password and submit and you can login with new password.

Please enter your new password below.

New Password: Show

✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 255 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype New Password: Show

✓ Password matches

[Submit](#) [Cancel](#)

[Home Page](#) | [Corporate Home](#) | [View All Jobs](#)

[f](#) [in](#) [t](#) [You Tube](#)