



# Kurdistan Regional Government

## Ministry of Labor and Social Affairs

# Online Job Portal

---

## User Manual

## Candidate

**User manual**

Candidate user manual

Step by step instructions

## Table of Contents

Home page .....	3
Step by step guides .....	4
Register as candidate .....	4
Step #1 .....	4
Step #2 .....	5
Step #3 .....	6
Login to the system .....	7
Step #1 .....	7
Step #2 .....	8
Verify Account .....	9
Step #1 .....	9
Step #2 .....	10
Step #3 .....	11
Resetting Password .....	12
Step #1 .....	12
Step #2 .....	13
Step #3 .....	14
Step #4 .....	15
Step #3 .....	16
Profile layout .....	17
Candidate profile page .....	17
Apply for a job .....	18
Part #1 .....	18
Part #2 .....	19
Part #3 .....	20
Part #4 .....	21
Part #5 .....	22
Part #6 .....	23
Profile messages .....	24
Edit request .....	24
Submission Accepted .....	24
View available vacancies .....	25
Home Page Vacancy Section .....	25
Advance Search .....	26

Vacancy Details .....	27
-----------------------	----

## Home page

When you first visit [MoLSA Job Portal](#) you will be greeted with the following page. In this page, you can change display language, register yourself as a candidate, login ... etc.



Pointed section:

- #1- Change language
- #2- Register yourself as a candidate
- #3- Login into the system

## Step by step guides

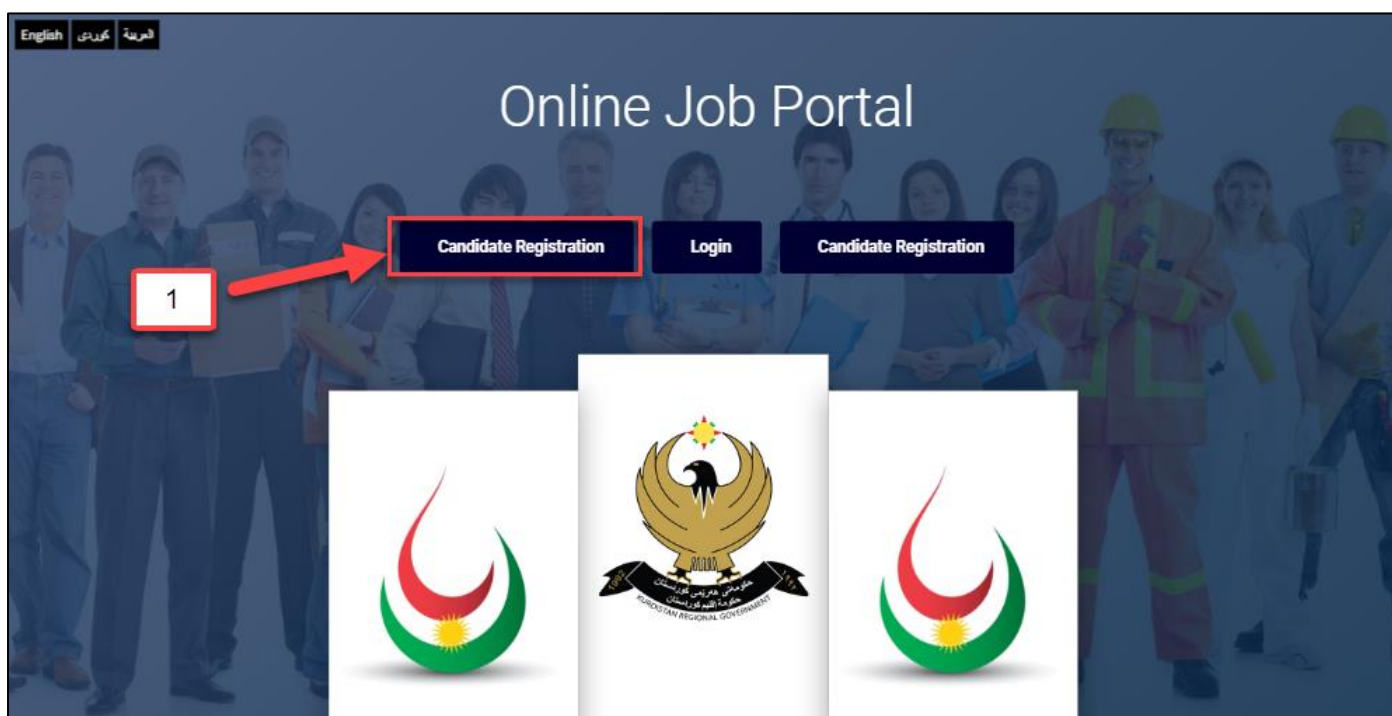
You can find step by step direction to register and apply for a job down below.

### Register as candidate

To register yourself as a candidate you will need an email address. Please, keep in mind you must have access to this email in future as it will be required for other feature of the system to work properly.

#### Step #1

Click on (Candidate Registration) button



Pointed section:

#1- Click on (Candidate Registration) button to open registration page.

## Step #2

Fill out user registration form.

**Sign Up**  
Its free and only takes a minute

1 → Display Name

2 → Email

3 → Password

4 → Confirm Password

5 → ☐ I'm not a robot

6 → Sign Up

reCAPTCHA  
Privacy - Terms

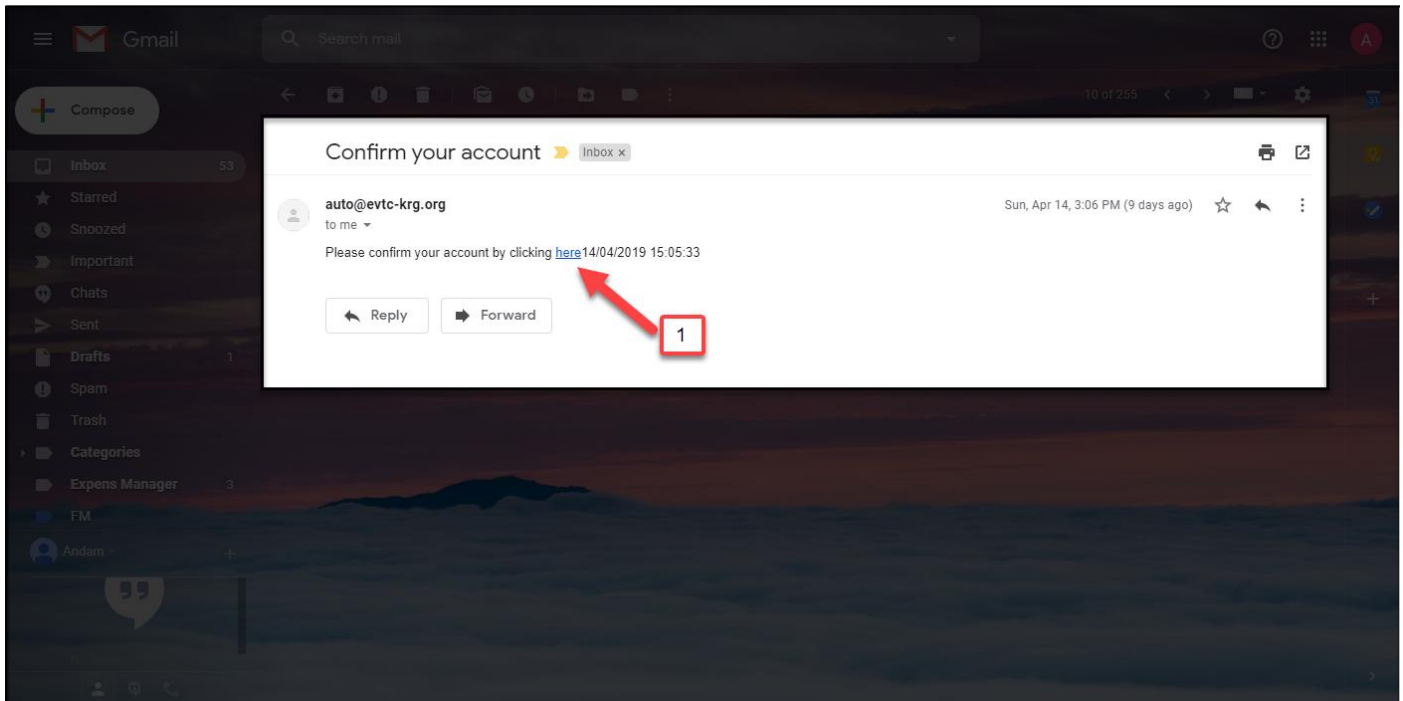
Already have an account? [login here](#)

## Pointed section:

- #1- Enter your name here. Example (Ahmed Hasan)
- #2- Enter you email address here. Example ( ahmedhasan@yahoo.com )
- #3- Enter your password here. Example (11@PPcA)
- #4- Enter your password again for confirmation.
- #5- Check this box and answer some quick questions.
- #6- Press (Sign Up) button

## Step #3

Open your email address inbox. You should receive an email from ( [auto@evtc-krq.org](mailto:auto@evtc-krq.org) ) with title (Confirm Your Account). Open the email and press on the (here) part of the email to activate your account.  
If you do not find the message in your inbox, make sure it is in spam.



Pointed section:

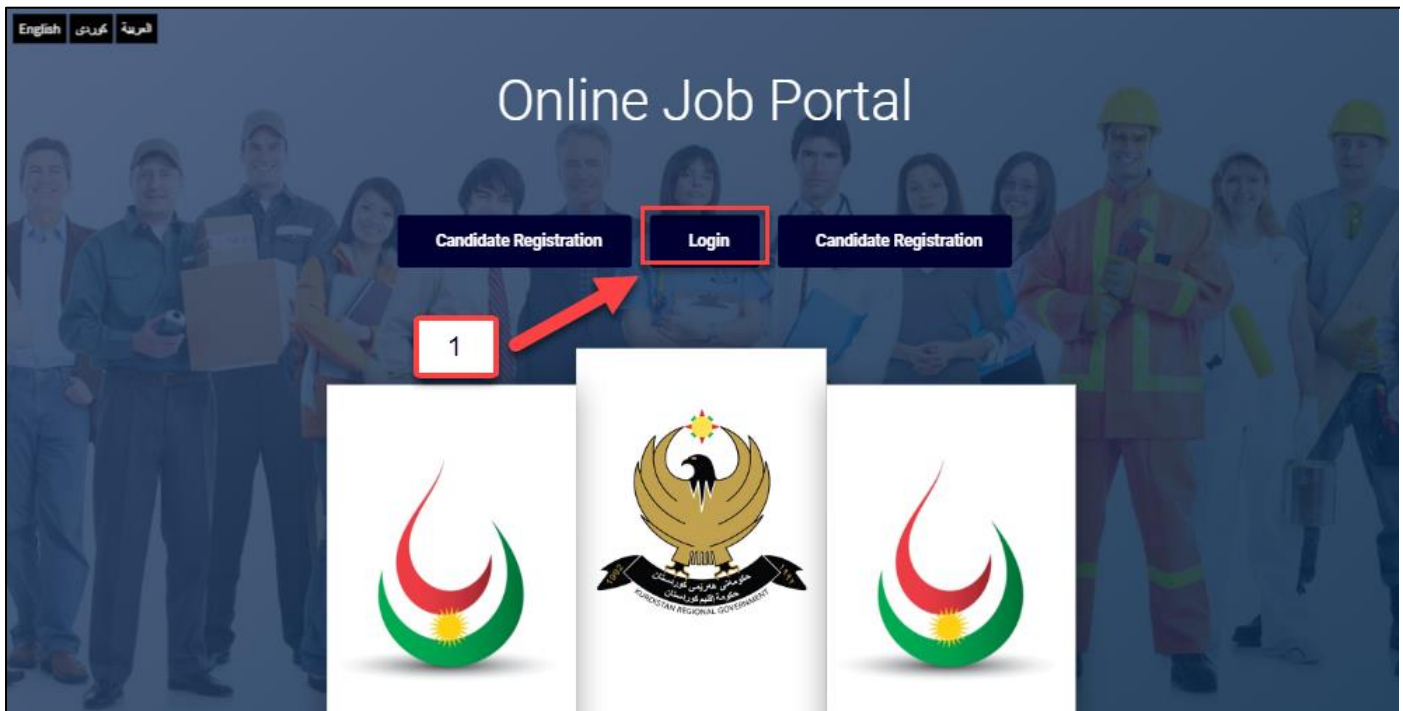
#1- Click on the (here) link to activate your account.

## Login to the system

For you to be able to login into the system, you must verify your email in the registration process. If you have not verified your account, follow the steps of (Verify Account) section of this manual.

### Step #1

Click on (Login) button to open login page.



Pointed section:

#1- Click on (Login) button to open login page.



Step #2

Enter the email and password of your account then press (Login) button.

The image shows a login form titled "Login" with the instruction "Please Enter Your Email And Password". The form contains three main elements: an "Email" input field, a "Password" input field, and a green "Login" button. To the left of the form, three numbered boxes (1, 2, and 3) are connected to the form elements by red arrows. Box 1 points to the Email field, box 2 points to the Password field, and box 3 points to the Login button. Below the password field, there is a link that says "Please click here to reset your password". At the bottom of the form, there is a link that says "Return to Home Page".

Pointed section:

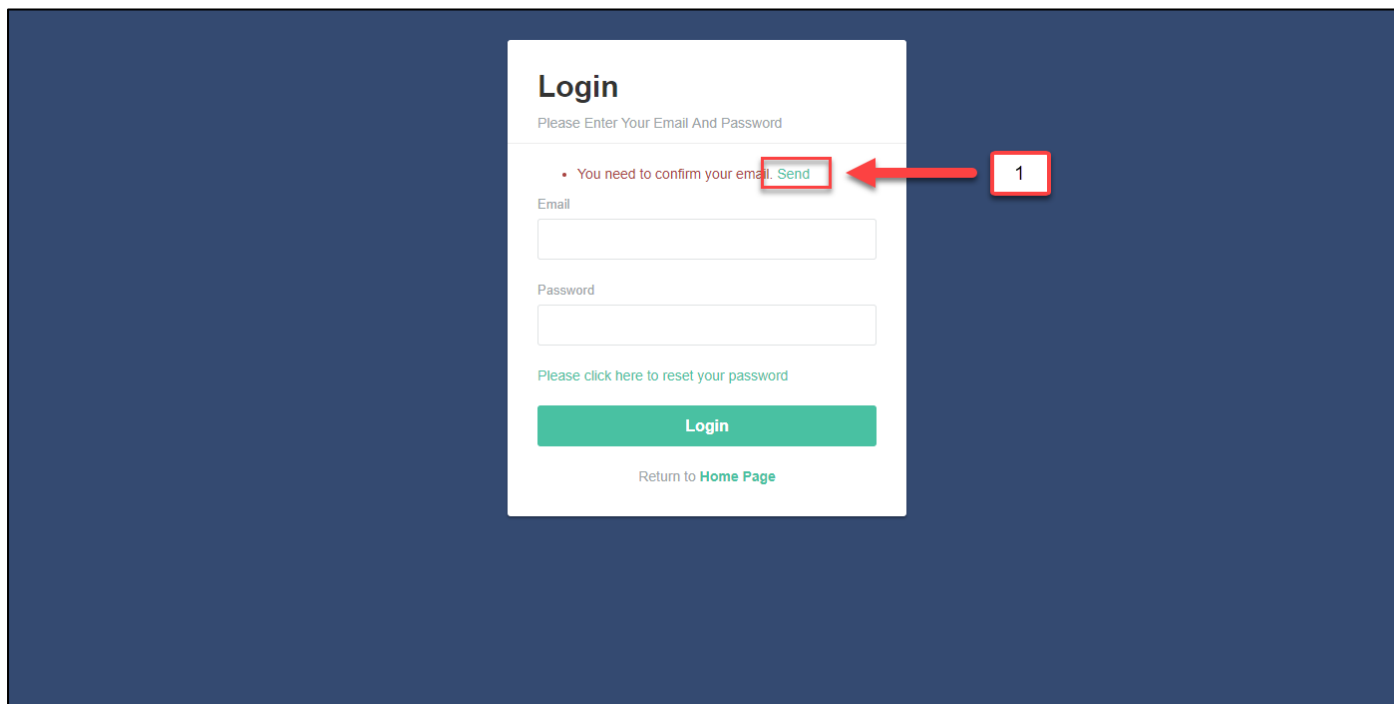
- #1- Enter email address of your account.
- #2- Enter password of your account.
- #3- Click on (Login) button to login into the system.

## Verify Account

If you have tried to login into the system and the response of the system is (You need to confirm your email). You will have to verify your email address first. If you have not tried to login to the system first, try to login.

### Step #1

After failed attempt of your login. You should be able to see a message like this depending of the display language. Click on (Send) link in order to open verify account page.



Pointed section:

#1- Press (Send) link to open verify account page.

## Step #2

First you will have to provide your email address. After that, check the check box and answer a few quick questions. Finally press (Send) button.

The image shows a screenshot of a web form titled "Email Confirm" on a dark blue background. The form is white and contains the following elements:

- An "Email" label above a text input field.
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- A green "Send" button.
- A link "Return to Home Page" at the bottom.

Three red boxes with numbers 1, 2, and 3 are positioned to the left of the form, with red arrows pointing to the corresponding elements:

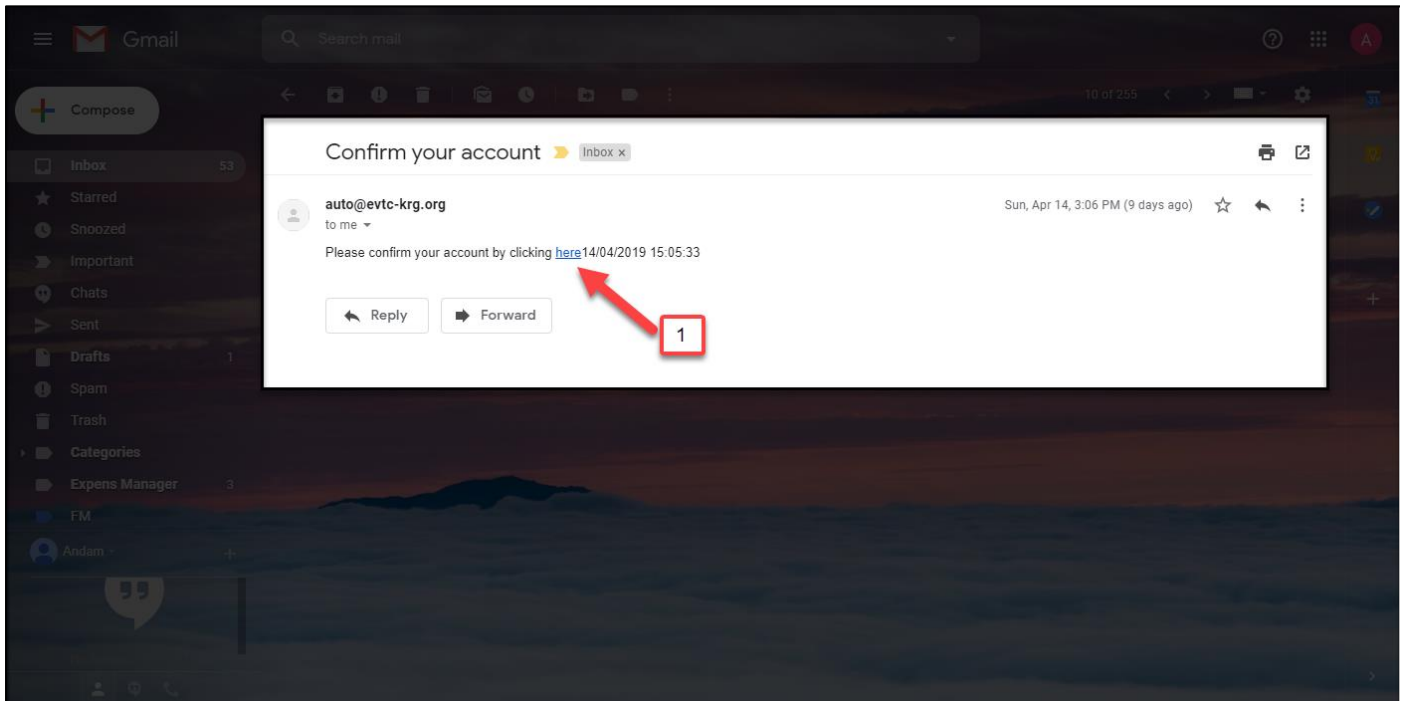
- Box 1 points to the email input field.
- Box 2 points to the "I'm not a robot" checkbox.
- Box 3 points to the "Send" button.

## Pointed section:

- #1- Enter your email address.
- #2- Check the check box and answer a few questions.
- #3- Press (Send) button.

## Step #3

Open your email address inbox. You should receive an email from ( [auto@evtc-krq.org](mailto:auto@evtc-krq.org) ) with title (Confirm Your Account). Open the email and press on the (here) part of the email to activate your account.  
If you do not find the message in your inbox, make sure it is in spam.



Pointed section:

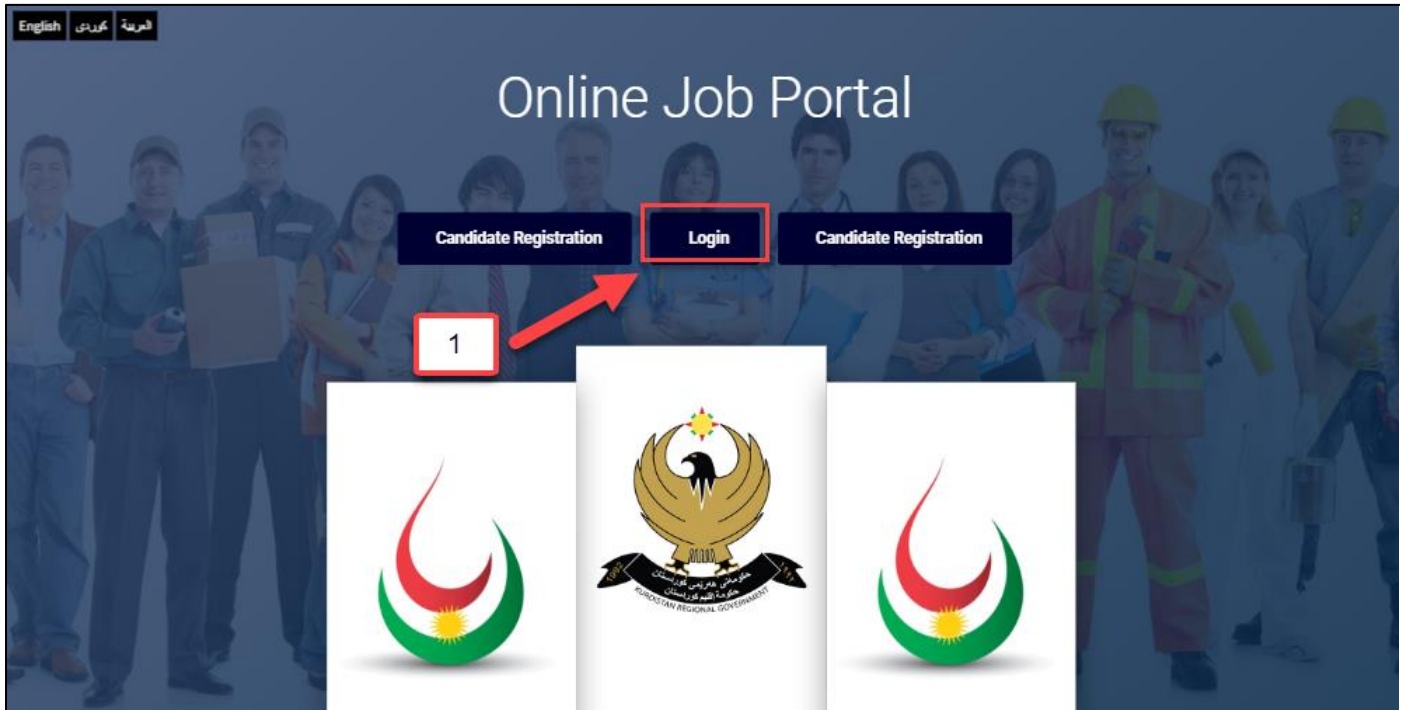
#1- Click on the (here) link to activate your account.

## Resetting Password

To Reset your password, follow these steps.

### Step #1

Click on (Login) button to view login page.

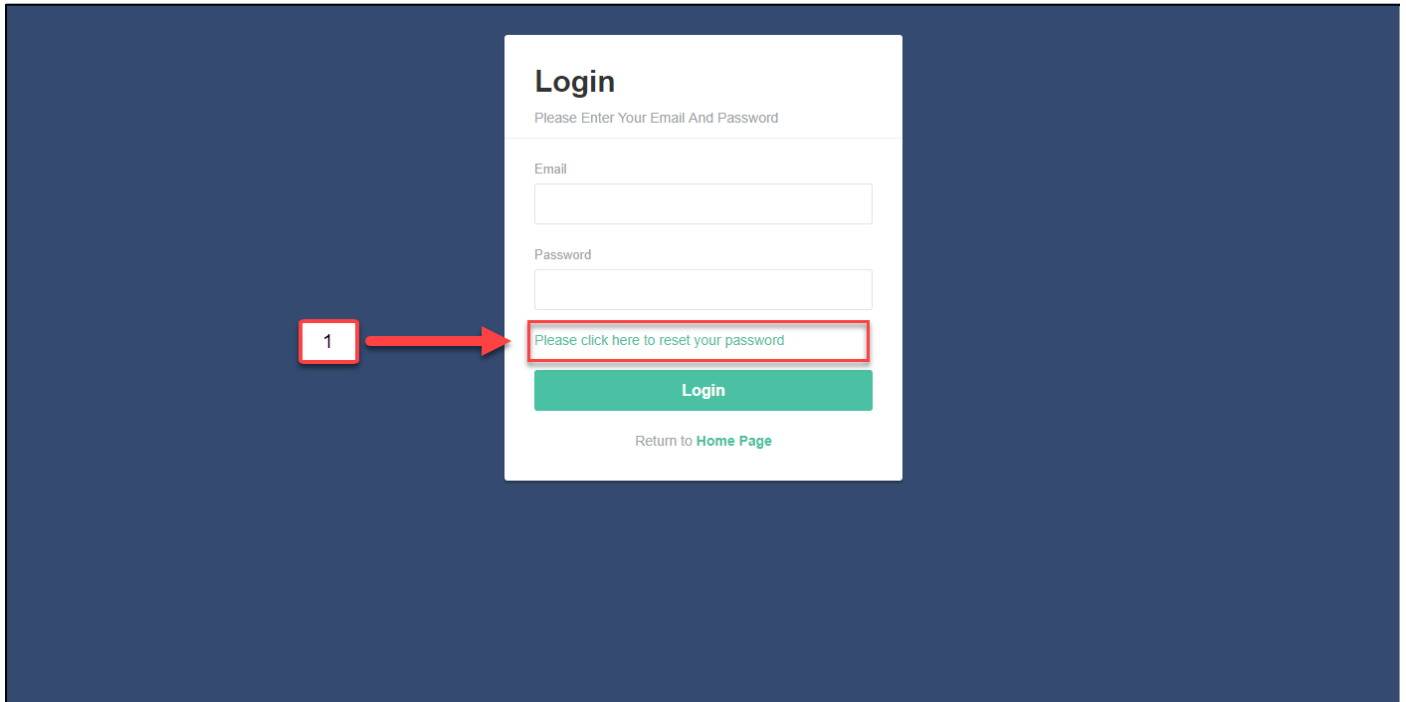


Pointed section:

#1- Click on (Login) button to open login page.

Step #2

Press on the highlighted link to open reset password page.



Pointed section:

#1- Click on the (Please click here to reset your password) link to open reset password page.

## Step #3

First, you will have to enter your email address. After this, check the check box and answer a few questions. Finally, press (Send) button.

The image shows a 'Reset Password' form on a dark blue background. The form is white and contains the following elements:

- Reset Password** (Section Header)
- Please, enter your email to reset your password. (Instructional text)
- Email** (Label for the input field)
- (Email input field)
- ☐ (Check box for CAPTCHA)
- I'm not a robot (Text next to the check box)
- reCAPTCHA (Logo and text)
- Privacy - Terms (Link)
- Send** (Green button)
- Return to [Home Page](#) (Link)

Three numbered steps with red arrows point to the form elements:

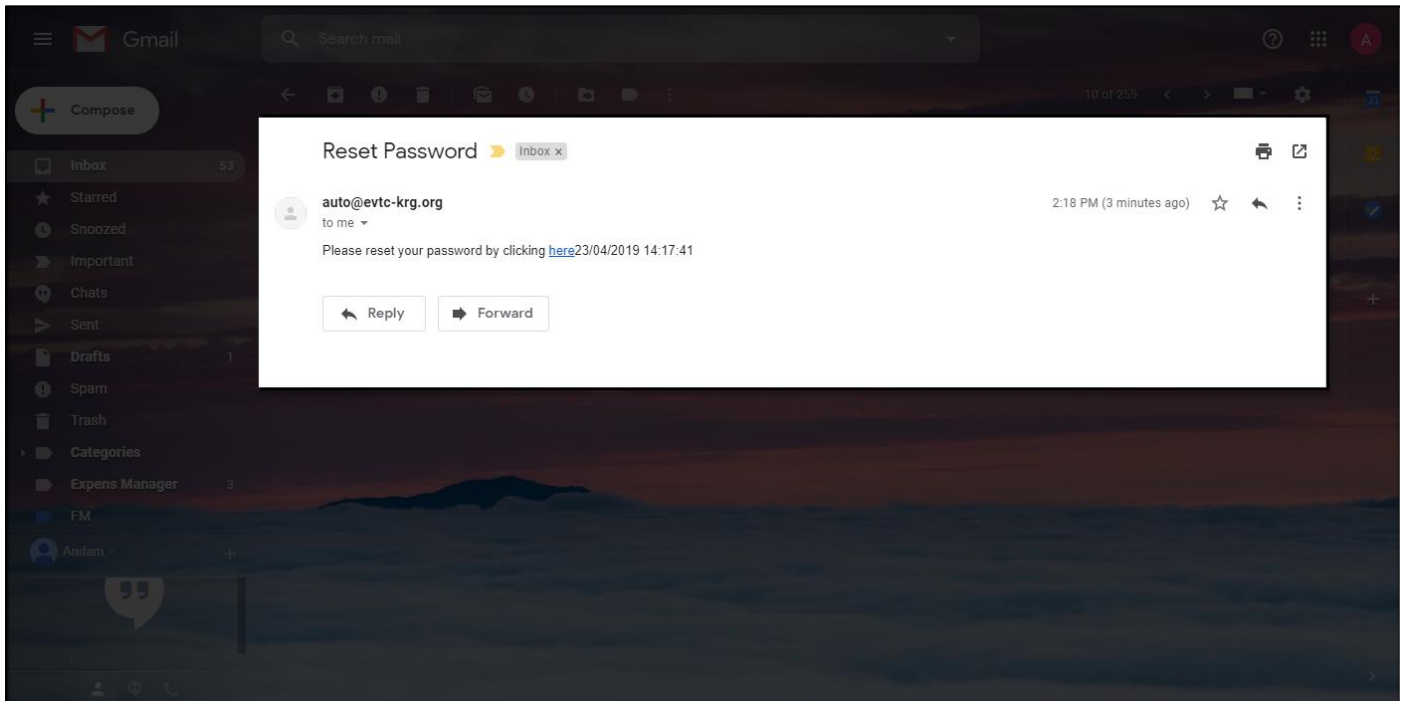
- Step 1 points to the Email input field.
- Step 2 points to the 'I'm not a robot' check box.
- Step 3 points to the Send button.

## Pointed section:

- #1- Enter email address.
- #2- Check the check box and answer a few quick questions.
- #3- Click on the (Send) button.

## Step #4

Open inbox of your email address. You have received an email from ( [auto@evtc-krq.org](mailto:auto@evtc-krq.org) ) with title (Reset Password). Open the email and press on the (here) part of the email to reset your password. If you do not find the message in your inbox, make sure it is in spam.



## Pointed section:

- #1- Click on the (here) link to rest your password.



## Step #5

Enter your email address along with a new password. Then press (Reset) button

The image shows a 'Reset Password' form on a dark blue background. The form is white and contains the following elements:

- Reset Password** (Section Header)
- Please, enter your email and your new password. (Instructional text)
- Email** (Label) followed by a text input field.
- Password** (Label) followed by a text input field.
- Confirm Password** (Label) followed by a text input field.
- Reset** (Green button)
- Return to [Home Page](#) (Link)

Four numbered steps with red arrows point to the form fields:

- Step 1 points to the Email input field.
- Step 2 points to the Password input field.
- Step 3 points to the Confirm Password input field.
- Step 4 points to the Reset button.

## Pointed section:

- #1- Enter email address.
- #2- Enter your new password.
- #3- Enter you knew password again to confirm it.
- #4- Click on the (Reset) button.

## Profile layout

Once you have logged into the system. You would be redirected to your profile page.

## Candidate profile page

Below is an image of the candidate profile page.

The screenshot shows the Candidate Profile page. The left sidebar contains the following links: Home Page, PERSONAL, Profile, User manual, Language (with a dropdown menu showing English, Arabic, and Kurdish), and Logout. The main content area is titled 'Profile' and contains the following fields: Personal Id type (with a dropdown menu), Personal Id Number, Full Name, Gender (with a dropdown menu), Marital Status (with a dropdown menu), Number Of Children, Date Of Birth, Governorate (with a dropdown menu), District (with a dropdown menu), Neighborhood / Area, and Primary Phone Number (with a placeholder text 'Provide full phone number (ex 07507774444)'). The top right corner shows the user's email address 't2150412@nwytg.net'. Red arrows and numbered boxes (1-4) point to specific elements: 1 points to the menu icon, 2 points to the Home Page link, 3 points to the Language dropdown menu, and 4 points to the Logout link in the top right corner.

## Pointed section:

- #1- To toggle menu.
- #2- To visit home page
- #3- To change display language.
- #4- To logout of the system.

## Apply for a job

To apply to for a job first, register yourself as a candidate and login to the system. In your profile page, fill out this form.

### Part #1

Below is an image of first part of the candidate profile form.

The screenshot shows the 'Profile' form in a web application. The left sidebar contains navigation links: Home Page, PERSONAL, Profile, User manual, Language, and Logout. The main form area is titled 'Profile' and contains the following fields:

- Personal Id type:** A dropdown menu with the placeholder text 'Select type of personal Id' and 'Choose'. A red arrow points to this field with the number 1.
- Personal Id Number:** A text input field. A red arrow points to this field with the number 2.
- Full Name:** A text input field. A red arrow points to this field with the number 3.
- Gender:** A dropdown menu with the placeholder text 'Choose'. A red arrow points to this field with the number 4.
- Marital Status:** A dropdown menu with the placeholder text 'Choose'. A red arrow points to this field with the number 5.
- Number Of Children:** A text input field. A red arrow points to this field with the number 6.
- Date Of Birth:** A text input field. A red arrow points to this field with the number 7.
- Governorate:** A dropdown menu with the placeholder text 'Choose'.
- District:** A dropdown menu with the placeholder text 'Choose'.
- Neighborhood / Area:** A text input field.
- Primary Phone Number:** A text input field with a placeholder text 'Provide full phone number (ex 07507774444)'.

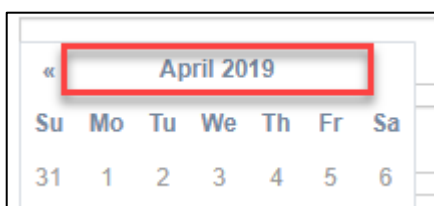
### Pointed section:

- #1- Pick one of the Id types.
- #2- Enter your Id number.
- #3- Enter your full name. Example (Ahmed Hasan Abubaker).
- #4- Pick your gender.
- #5- Pick your marital status. If you have picked (Single) as a marital status, #6 will be hidden for you.
- #6- Enter number of your children.
- #7- Pick your date of birth.

### Side Notes

#### Note #1

When you click on (Date of Birth) field, a pop-up box will appear as the below image. To pick a month click on the highlighted area. To pick a year click on the highlighted area again.



## Part #2

Below is an image of second part of the candidate profile form.

The image shows a web form for a candidate profile. On the left is a dark blue sidebar. The main form area contains the following fields:

- Date Of Birth:
- Governorate:  (Callout 1 points to this field)
- District:  (Callout 2 points to this field)
- Neighborhood / Area:  (Callout 3 points to this field)
- Primary Phone Number:  (Callout 4 points to this field)
- Secondary Phone Number:  (Callout 5 points to this field)
- Email:
- Education Level:
- College / Center Name:
- Department Name:
- Speciality:
- Graduation Year:
- Language Skills:  (Callout 4 points to this field)
- Computer Skills:  (Callout 5 points to this field)

Pointed section:

- #1- Pick the governorate that you are currently living in.
- #2- Pick the district that you are currently living in.
- #3- Enter the neighborhood or the area that you are currently living in.
- #4- Enter your personal phone number.
- #5- Enter your second personal phone number or someone close to you (Family member, close friend, etc.).

## Part #3

Below is an image of third part of the candidate profile form.

The screenshot shows a form with the following fields and callouts:

- Secondary Phone Number**: Field with placeholder "Provide full phone number (ex 07507774444)".
- Email**: Field with value "t2150412@nwytg.net".
- Education Level**: Dropdown menu with "Choose" selected. Callout 1 points to this field.
- College / Center Name**: Text input field. Callout 2 points to this field.
- Department Name**: Text input field. Callout 3 points to this field.
- Speciality**: Text input field. Callout 4 points to this field.
- Graduation Year**: Text input field. Callout 5 points to this field.
- Language Skills**: Field with header "Select all the language that you can use" and a "Choose" dropdown. Callout 6 points to this field.
- Computer Skills**: Field with header "Select computer skills below that you can use" and a "Choose" dropdown. Callout 7 points to this field.
- Participated in training**: Field with a checkbox and label "Check the box if you have participated in training before".
- Driver Licence**: Dropdown menu with "Choose" selected.
- Special Need**: Dropdown menu with "Choose" selected.
- Primary Desired Job**: Field with header "type a letter or two or full job title then choose it from the list" and a "Choose" dropdown.
- Secondary Desired Job**: Field with a "Choose" dropdown.

## Pointed section:

- #1- Pick your education level.
- #2- Enter College / Center where you finished latest degree if exist.
- #3- Enter the department name where you finished latest degree if exist.
- #4- Enter your specialty if exist.
- #5- Pick the year of your graduation.
- #6- Pick your language skills. You can pick multiple when needed.
- #7- Pick your computer skills. You can pick multiple when needed.

## Side Notes

## Note #1

For #6 and #7 you can search for a skill by typing a few letters.

## Part #4

Below is an image of fourth part of the candidate profile form.

The screenshot shows a candidate profile form with the following fields and checkboxes:

- Language Skills:** Select all the language that you can use. Choose.
- Computer Skills:** Select computer skills below that you can use. Choose.
- Participated in training:** ☐ Check the box if you have participated in training before.
- Driver Licence:** Choose.
- Special Need:** Choose.
- Primary Desired Job:** type a letter or two or full job title then choose it from the list. Choose.
- Secondary Desired Job:** Choose.
- Work Out Side Your City:** ☐ Check the box if you are able to work outside the city you are living in.
- Work Sector:** Private.
- Has Experience:** ☐ Check the box if you have experience.
- Personal ID Image - Front:** Choose File. No file chosen.
- Personal ID Image - Back:** Choose File. No file chosen.

Red boxes and arrows highlight specific areas:

- #1: Participated in training checkbox.
- #2: Driver Licence dropdown.
- #3: Special Need dropdown.
- #4: Primary Desired Job dropdown.
- #5: Secondary Desired Job dropdown.
- #6: Work Out Side Your City checkbox.

An **Update** button is located at the bottom left of the form.

## Pointed section:

- #1- Tick this check box if you have participated in a training before.
- #2- Pick the type of your driver license. You can pick (None) if you don't have any.
- #3- If you are a person with special needs / cares, pick one of the options otherwise pick (None).
- #4- Pick one of the job areas in list that you wish work in.
- #5- If you want to, you can pick another job area in list that you wish work in.
- #6- If you are able and have desire to work in outside your city, tick this check box.

## Side Notes

## Note #1

If you have ticked check box in #1 another field will appear as in the below image. Enter name(s) of the place where the training took place. If there are multiple, separate them by (,)

The screenshot shows the 'Participated in training' checkbox checked, and the text input field 'Name of the center training took place' is visible.

## Note #2

If you have ticked check box in #1 another field will appear as in the below image. Enter name(s) of the place where the training took place. If there are multiple, separate them by (,)

The screenshot shows the 'Work Out Side Your City' checkbox checked, and the 'City' dropdown menu is visible.

## Part #5

Below is an image of fifth part of the candidate profile form.

Language Skills **Select all the language that you can use**  
Choose

Computer Skills **Select computer skills below that you can use**  
Choose

Participated in training ☐ **Check the box if you have participated in training before**

Driver Licence Choose

Special Need Choose

Primary Desired Job **type a letter or two or full job title then choose it from the list**  
Choose

Secondary Desired Job Choose

Work Out Side Your City ☐ **Check the box if you are able to work outside the city you are living in**

Work Sector Private x ▾ **1**

Has Experience ☐ **Check the box if you have experience** **2**

Personal ID Image - Front Choose File **3**

Personal ID Image - Back Choose File **4**

**Update** **5**

## Pointed section:

- #1- Pick the sector that you want to work in.
- #2- Tick this check box if you have previous experience.
- #3- Upload the front side of your Id.
- #4- Upload the back side of your Id.
- #5- Take a second look and see if you have filled out the form correctly, read the notes for extra instructions. if everything is ready, click on (Update) button to save your information.

## Side Notes

## Note #1

If you have ticked check box in #2 some other fields will appear as in the below image.

1. Enter address of the place where you have last worked in. Example (Erbil, Gulan St, MRF 5 towers, 202).
2. Enter your last job title. Example (Security guard).
3. Enter number of years that you have experience.
4. Name of (Company, organization, etc.) that you last worked in. Example (Rizgary elementary school)

**Has Experience** ☒ **Check the box if you have experience**

**Address of place last worked in** **1**

**Latest Job Title** **2**

**Years of experience** **3**

**Name of place last worked in** **4**

## Part #6

If everything has been filled out correctly. You will receive a message response as in the image below.

The screenshot displays the 'Profile' page of a candidate user interface. On the left is a dark blue sidebar with navigation links: 'Home Page' (with a house icon), 'PERSONAL', 'Profile' (with a person icon), 'User manual' (with a question mark icon), 'Language' (with a globe icon and a dropdown arrow), and 'Logout' (with a power icon). The main content area is titled 'Profile' and contains a form with the following fields: 'Personal Id type' (with a dropdown menu showing 'Select type of personal id'), 'Personal Id Number', 'Full Name', 'Gender' (with a dropdown menu), 'Marital Status' (with a dropdown menu), 'Date Of Birth', 'Governorate' (with a dropdown menu), 'District' (with a dropdown menu), 'Neighborhood / Area', 'Primary Phone Number' (with a placeholder 'Provide full phone number (ex 07507774444)'), and 'Secondary Phone Number' (with the same placeholder). A green success message box in the top right corner, outlined in red, reads 'Success' with a checkmark icon and 'You have successfully updated the information'. A red arrow points from the bottom of the message box towards the 'Primary Phone Number' field.

## Note #1

In case you want to change your information and you are not able to, please contact one of offices nearest your location.



## Profile messages

Below is example of some the messages you may receive.

### Edit request

If there are incorrect information in your form, a message like the image below will appear in your profile after some time from your submission date. The message will contain some instructions for you to correct the requested field or provide extra information. After modifying the field press (Update) button.



### Submission Accepted

If your form submission has been accepted. You will receive a message as in image below. Please be noted that you can't modify your information after approval.



## View available vacancies

To see currently available vacancies, scroll to vacancy section the home page.

## Home Page Vacancy Section

You can see all the available vacancy in this section. If you are looking for something specific, you can use search feature or advance filter feature.

The screenshot shows the 'Vacancy list' section of a website. At the top, there are language selection buttons for 'English', 'کوردی', and 'العربية'. Below the title 'Vacancy list', a message states: 'To be able to apply for a vacancy, you will need to have an account. You can use following links to create one or login if you already have an account.' with a blue 'Links' text below it. The main content is a table with two rows of vacancies. Red arrows with numbered boxes point to specific features: #1 points to the 'View' button in the first row, #2 points to the 'Search' button in the top right of the table, and #3 points to the 'Advance search' link in the top left of the table.

#	GOVERNORATE	DISTRICT	JOB TITLE	REQUIRED NUMBER OF EMPLOYEES	VIEW
1	Duhok	Sinjar	Social worker for the disabled	2	View
2	Sulaymaniyah	Sulaymaniyah	Human Resource Management	3	View

## Pointed section:

- #1- You can click on (View) button to look at the details of the vacancy.
- #2- You can use search feature to look for a specific city, district or job.
- #3- If you need to filter the results further down more. You can use Advance search feature.

## Advance Search

In this page, you are presented with multiple features. You can filter, sort and search as you need.

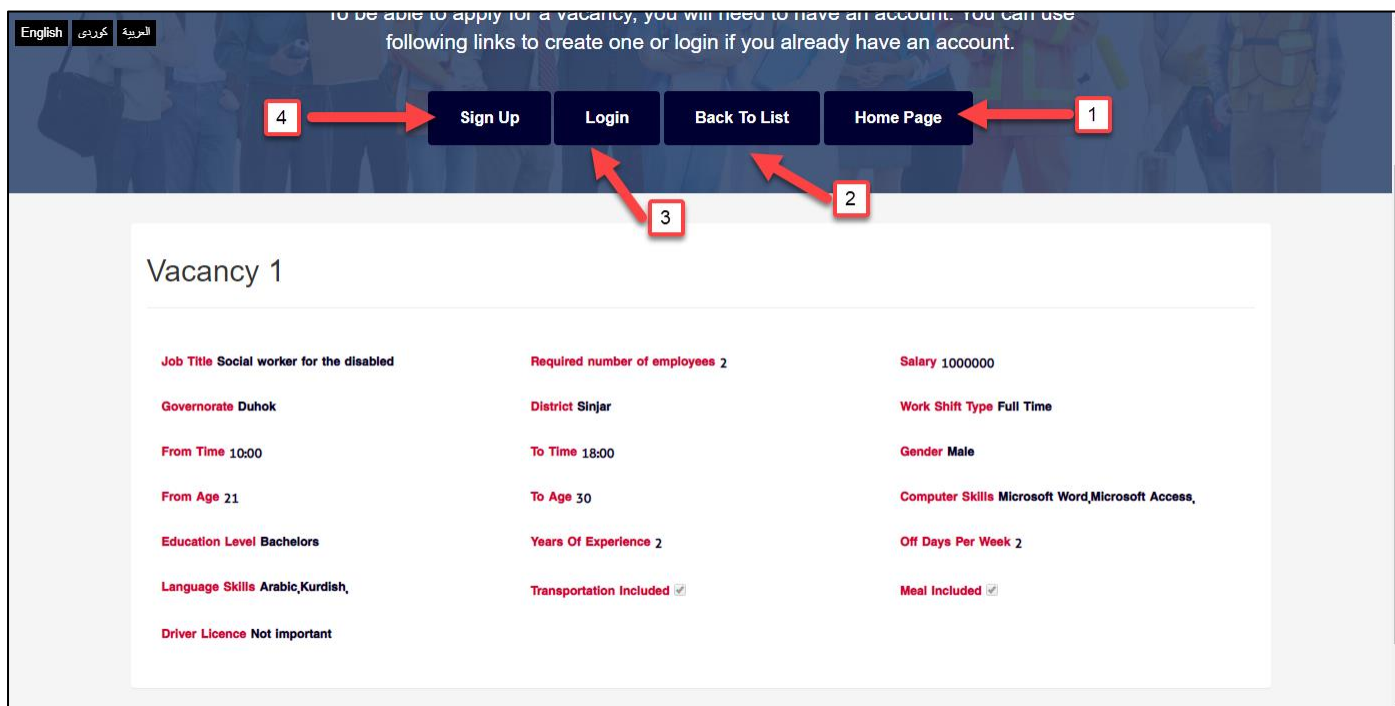
The screenshot shows the 'Online Job Portal' interface. At the top, there are language selection buttons for 'English', 'کوردی', and 'العربية'. Below this is a large banner with the title 'Online Job Portal' and a message: 'To be able to apply for a vacancy, you will need to have an account. You can use following links to create one or login if you already have an account.' A 'Home Page' button is located below the banner, highlighted with a red arrow and the number 1. Below the banner is a table of job vacancies. The table has columns: '#', 'Governorate', 'District', 'Job Title', 'Required number of employees', and 'View'. Two vacancies are listed: 1. Duhok, Sinjar, Social worker for the disabled, 2; 2. Sulaymaniyah, Sulaymaniyah, Human Resource Management, 3. Each row has a green 'View' button. Above the table, there is a search bar (highlighted with a red arrow and the number 2) and a 'Show 50 entries' dropdown (highlighted with a red arrow and the number 6). Below the table, there are three filter dropdowns (highlighted with a red arrow and the number 5) and a 'Showing 1 to 2 of 2 entries' text. At the bottom right, there are 'Previous', '1', and 'Next' buttons (highlighted with a red arrow and the number 4). A red arrow and the number 7 point to the 'District' column header. A red arrow and the number 3 point to the 'View' button of the first vacancy.

### Pointed section:

- #1- You can click on (Home page) button to go back to home page.
- #2- You can use this feature to search for an option.
- #3- You can press (View) button to view details of a vacancy.
- #4- You view next set of vacancy.
- #5- You can use this feature to filter multiple columns.
- #6- You can select number of displayed set of vacancies.
- #7- You can sort vacancy set by this column.

## Vacancy Details

In this page, you can view details about available vacancy such as gender and age to. You can make your form submission based on information presented here.



### Pointed section:

- #1- You can click on (Home page) button to go back to home page.
- #2- You can click on (Back to List) button to go back to the advanced search page.
- #3- You can click on (Login) button to go to the login page.
- #4- You can click on (Sign up) button to go to the registration page.