



Kurdistan Regional Government

Ministry of Labor and Social Affairs

Online Job Portal

User Manual

Candidate

User manual

Candidate user manual

Step by step instructions

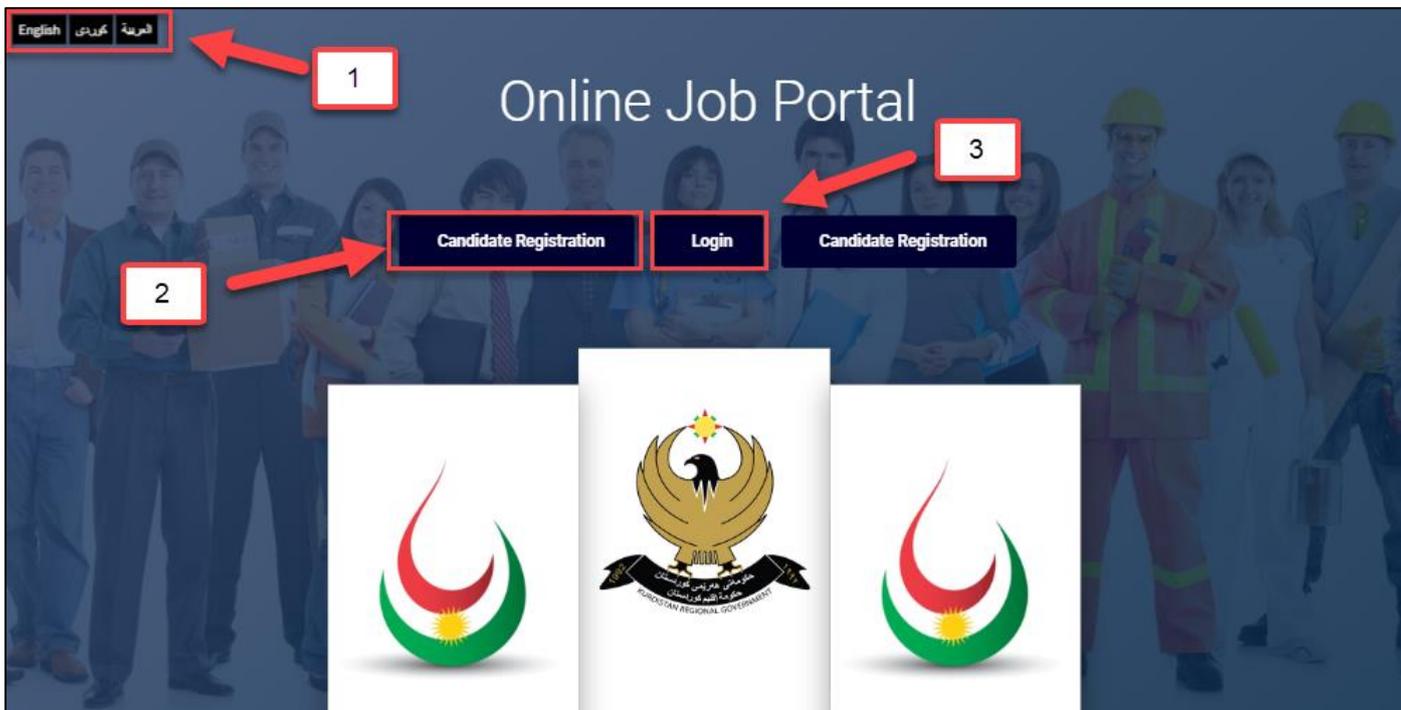
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Home page

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

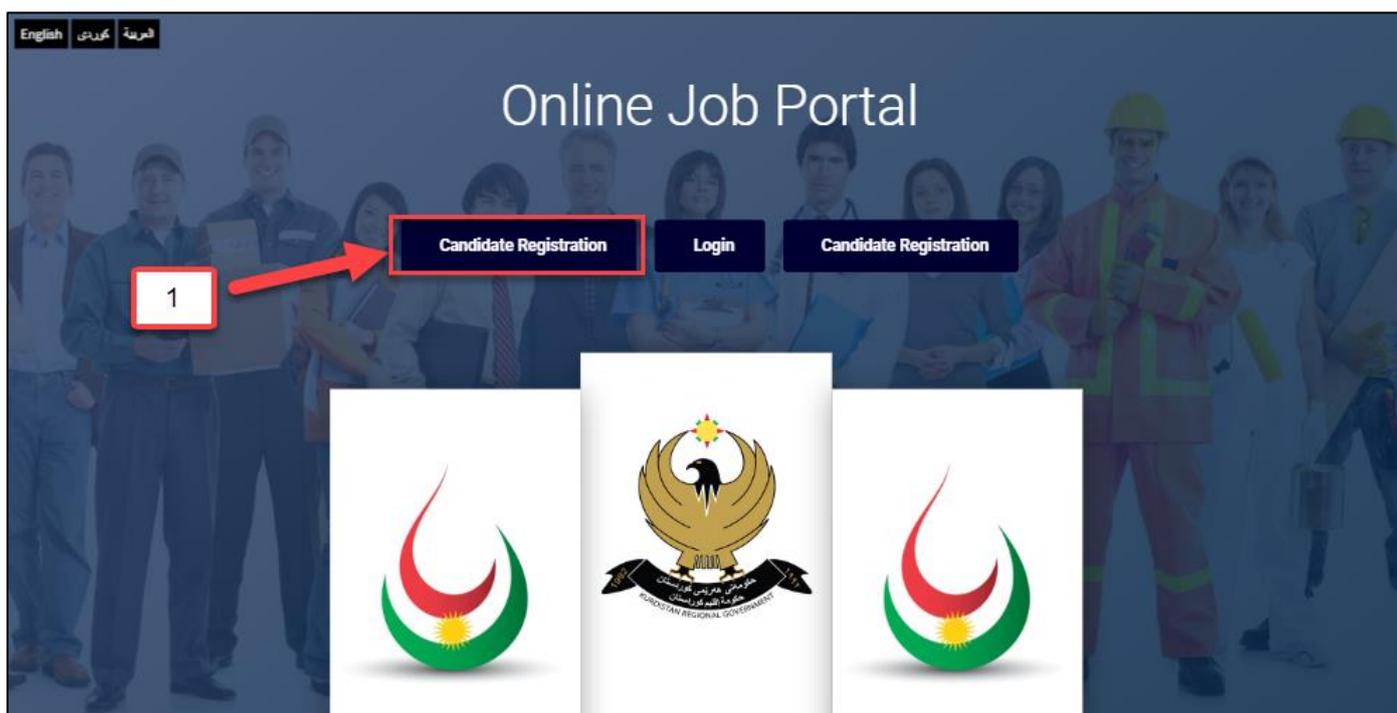
You can find step by step direction to register and apply for a job down below.

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

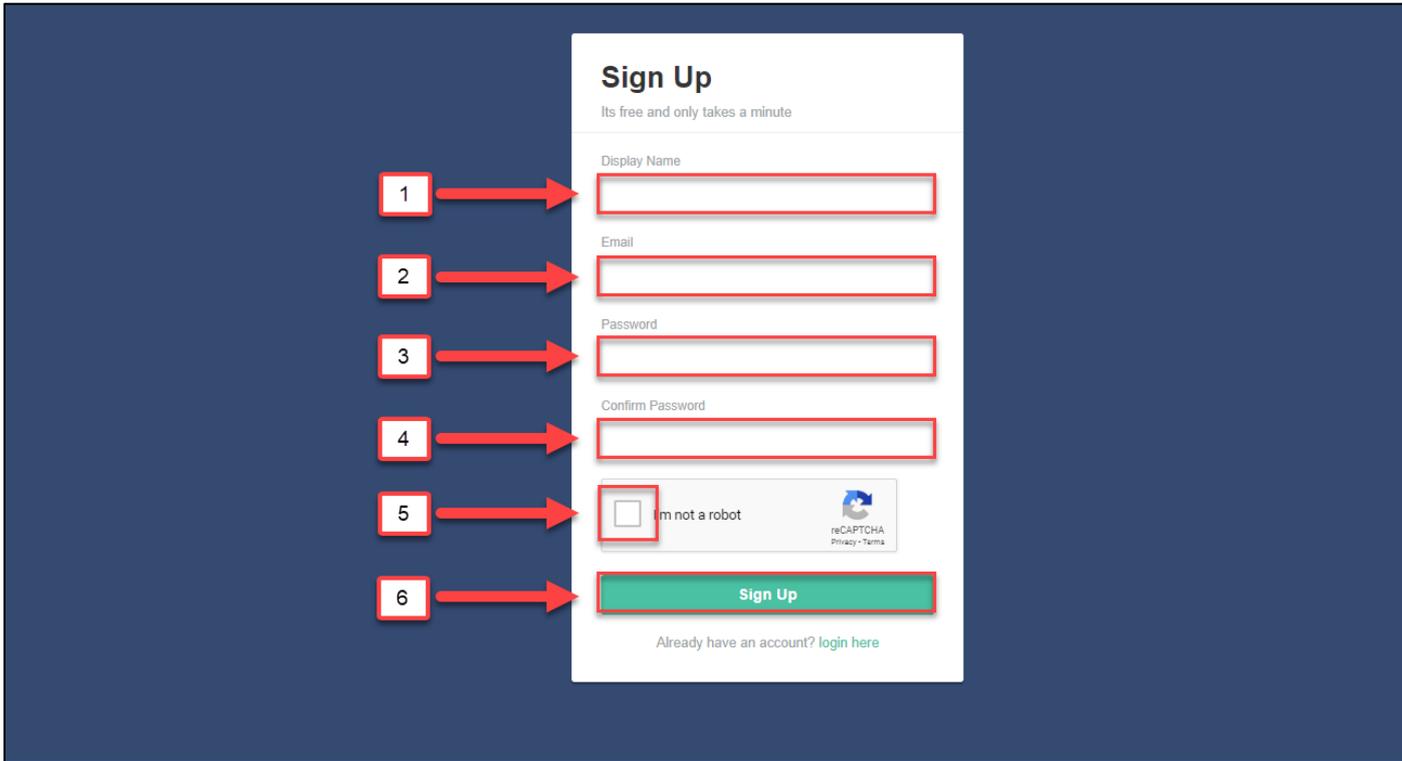


Pointed section:

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

Step #2

Fill out user registration form.



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

- 1**: Points to the 'Display Name' input field.
- 2**: Points to the 'Email' input field.
- 3**: Points to the 'Password' input field.
- 4**: Points to the 'Confirm Password' input field.
- 5**: Points to the 'I'm not a robot' checkbox.
- 6**: Points to the green 'Sign Up' button.

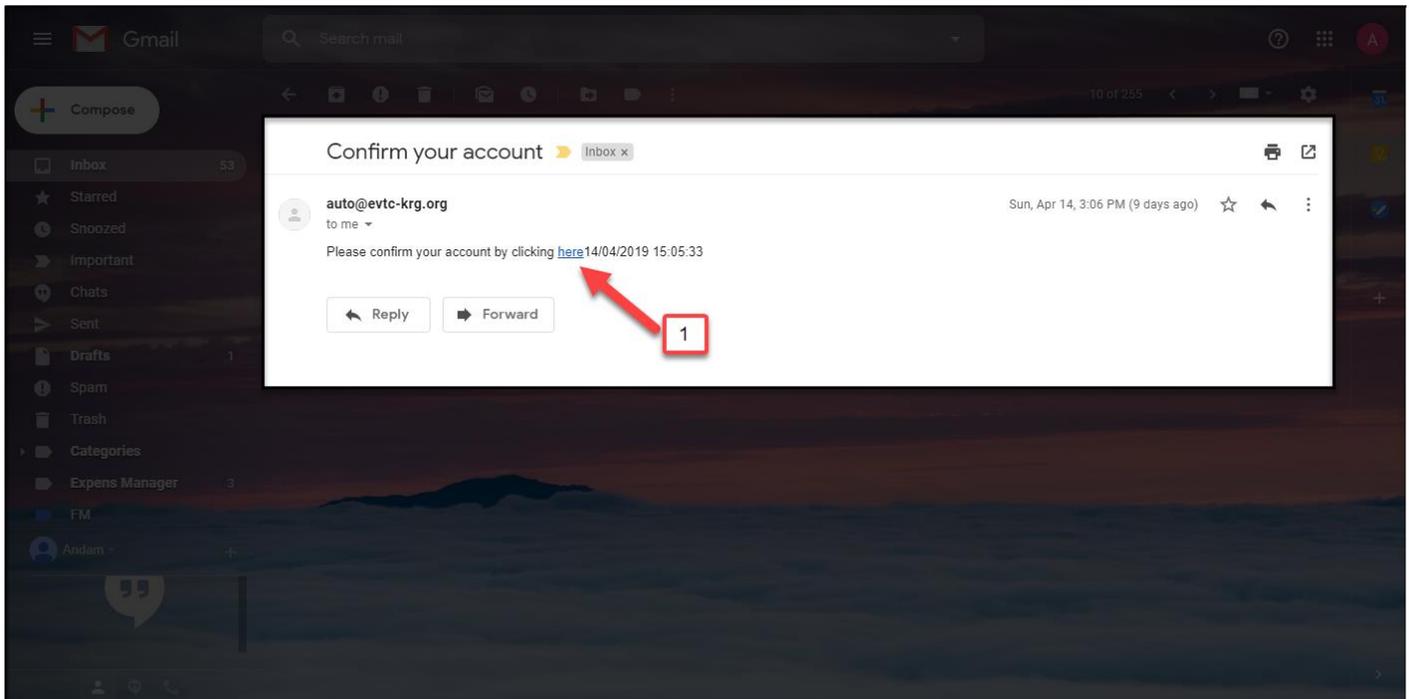
Below the 'Sign Up' button, there is a link: 'Already have an account? [login here](#)'.

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) 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:

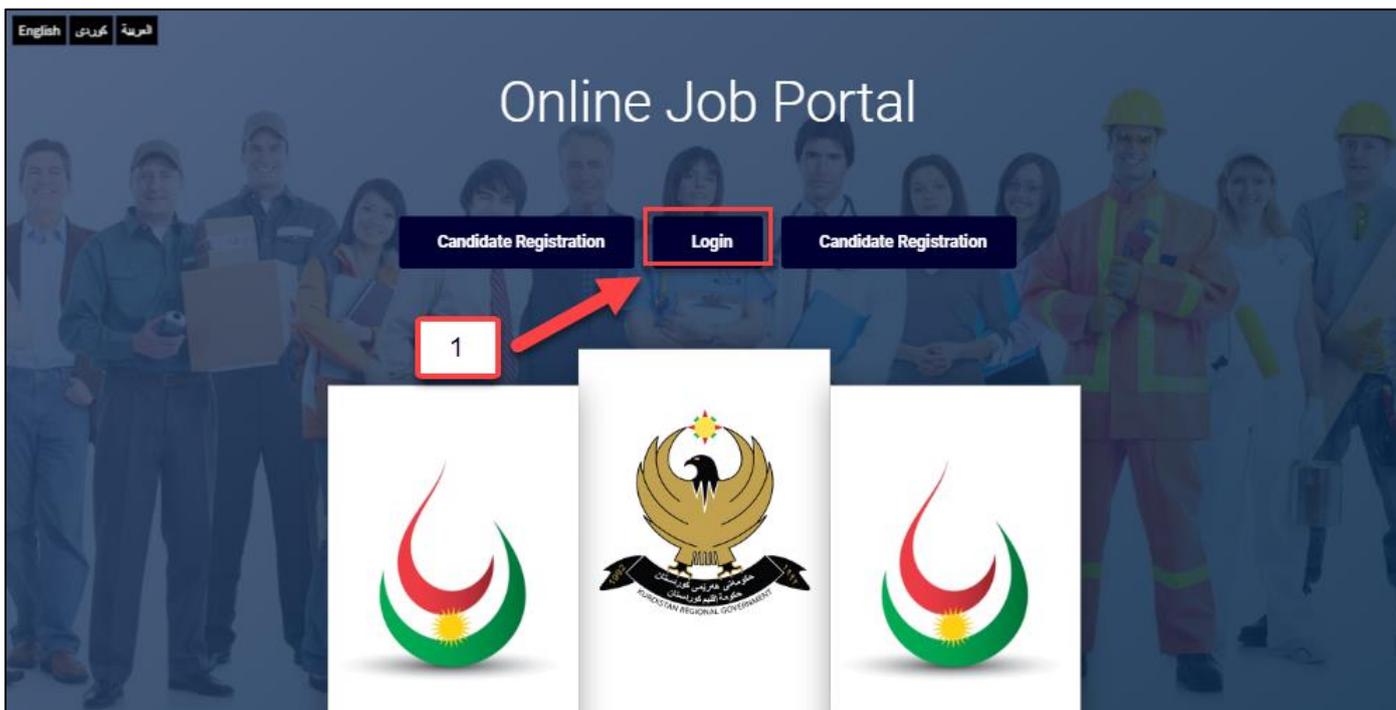
#1- Click on the (here) link to activate your account.

Login to the system

For you to be able to login into the system, you must verify you 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.

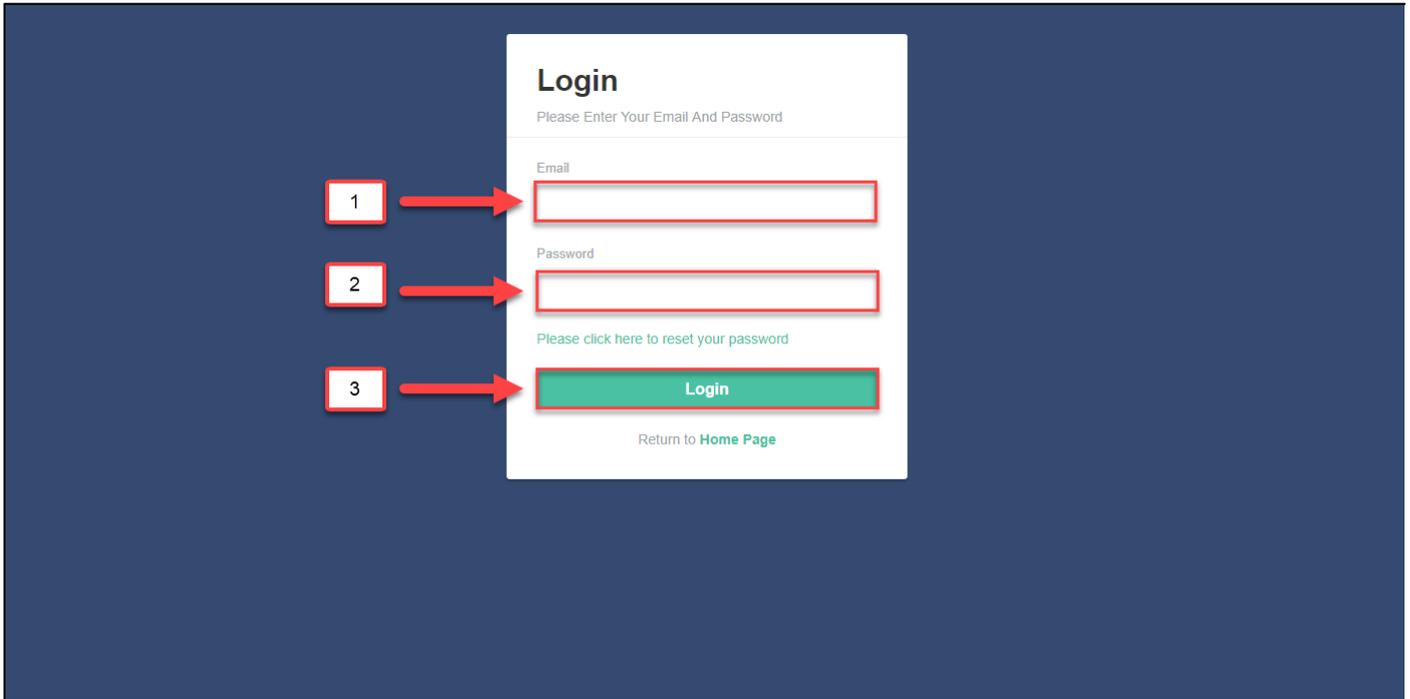


Pointed section:

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

Step #2

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



Pointed section:

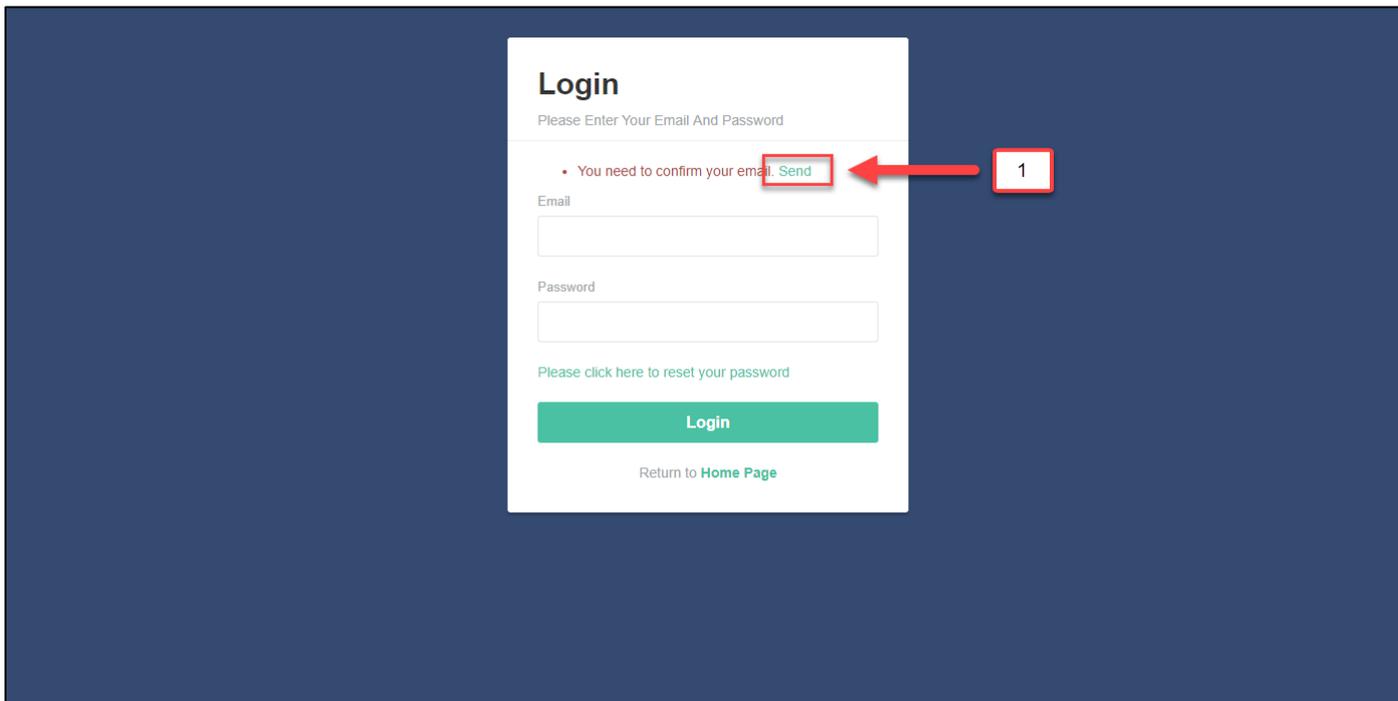
- #1- Enter email address of your account.
- #2- Enter password of your account.
- #3- Click on (Login) button to login into the system.

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 you 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". The form is white and set against a dark blue background. It contains the following elements:

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

Three red boxes with numbers 1, 2, and 3 are positioned to the left of the form. Red arrows point from each box to the corresponding element in the form: box 1 points to the email input field, box 2 points to the "I'm not a robot" checkbox, and box 3 points to the "Send" button.

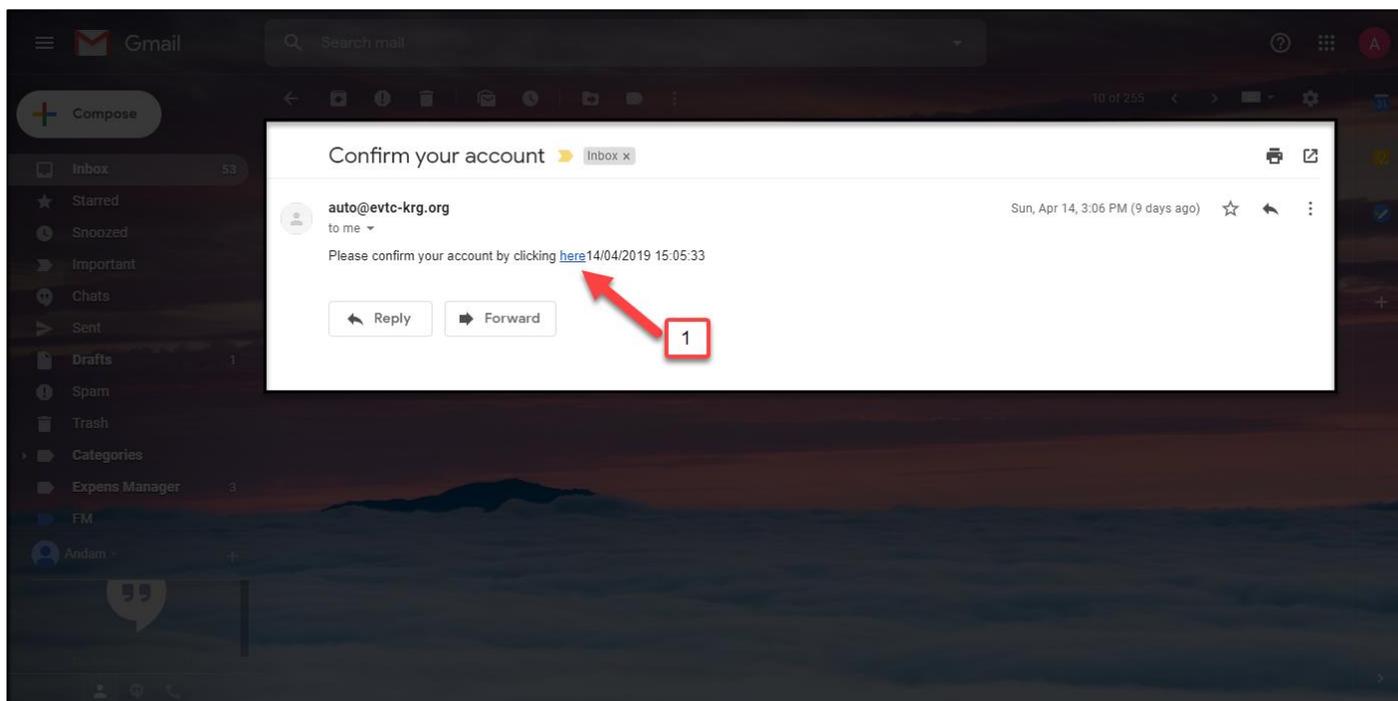
Pointed section:

- #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) 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:

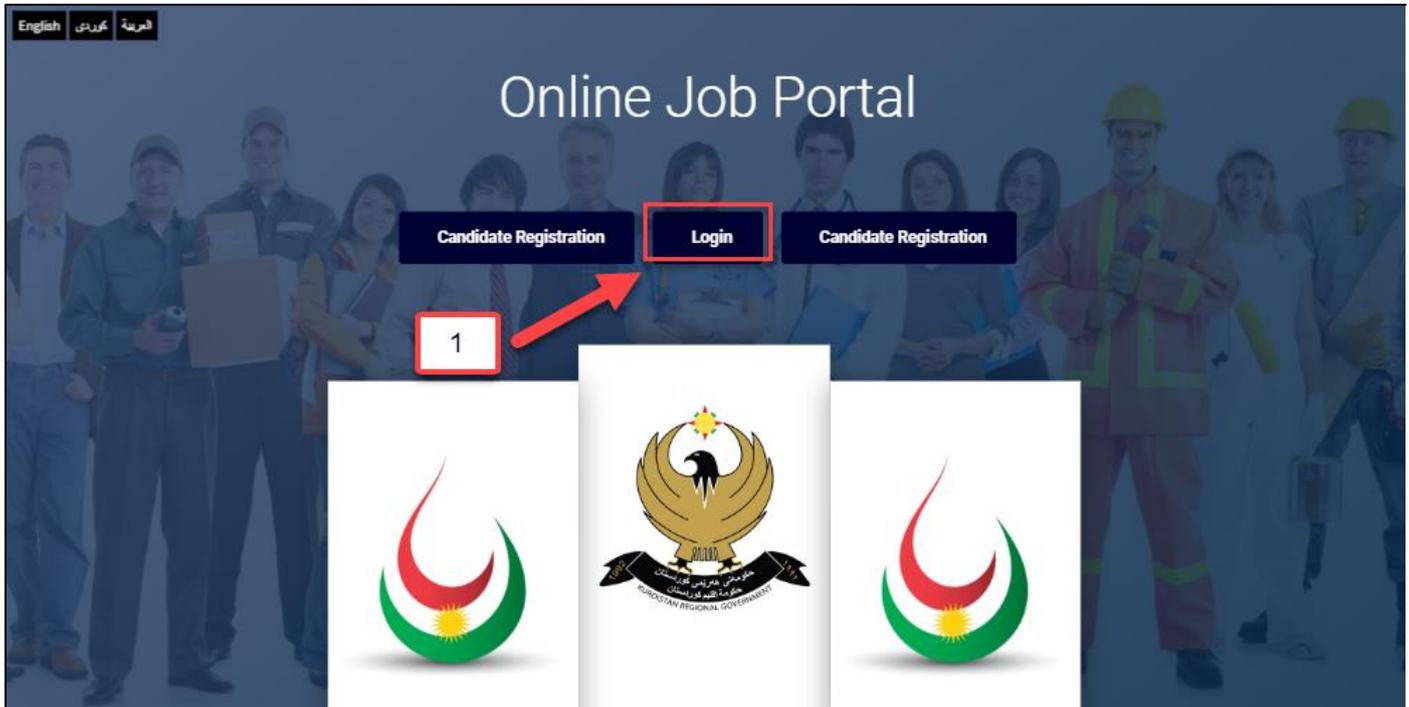
#1- Click on the (here) link to activate your account.

Resetting Password

To Reset your password, follow these steps.

Step #1

Click on (Login) button to view login page.

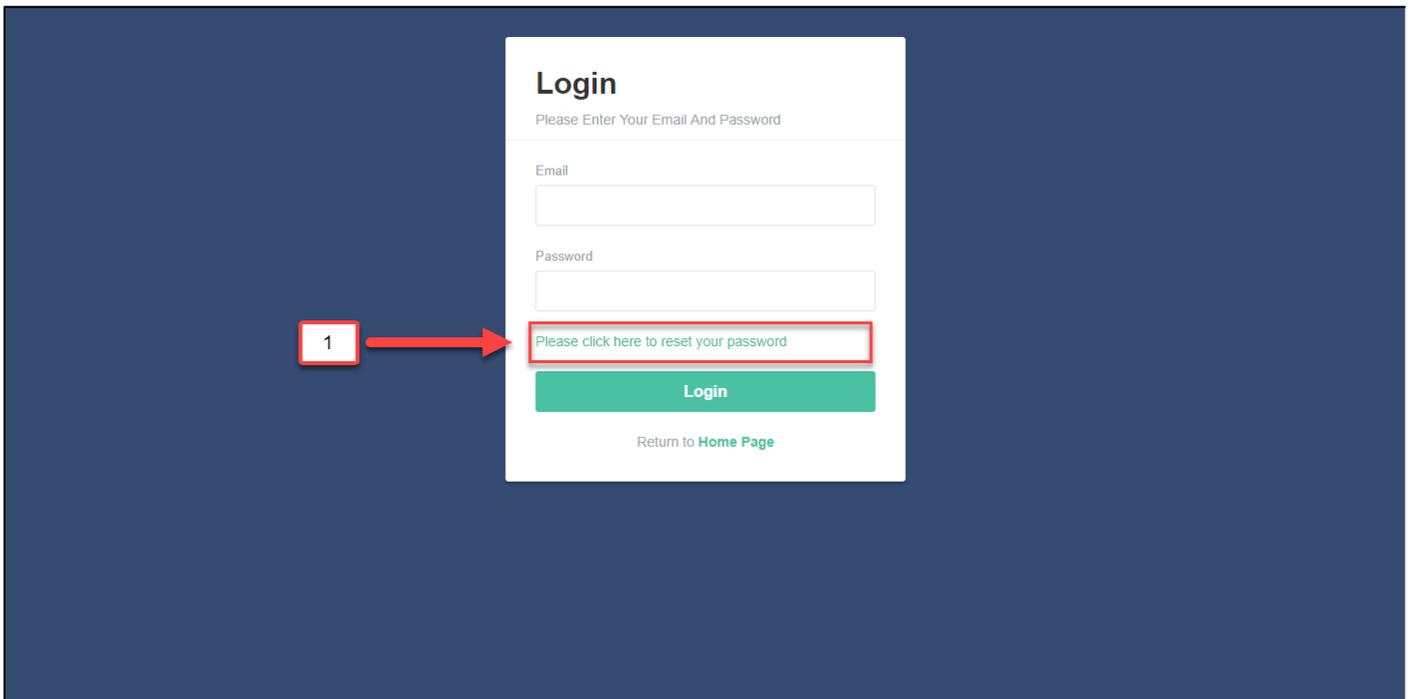


Pointed section:

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

Step #2

Press on the highlighted link to open reset password page.

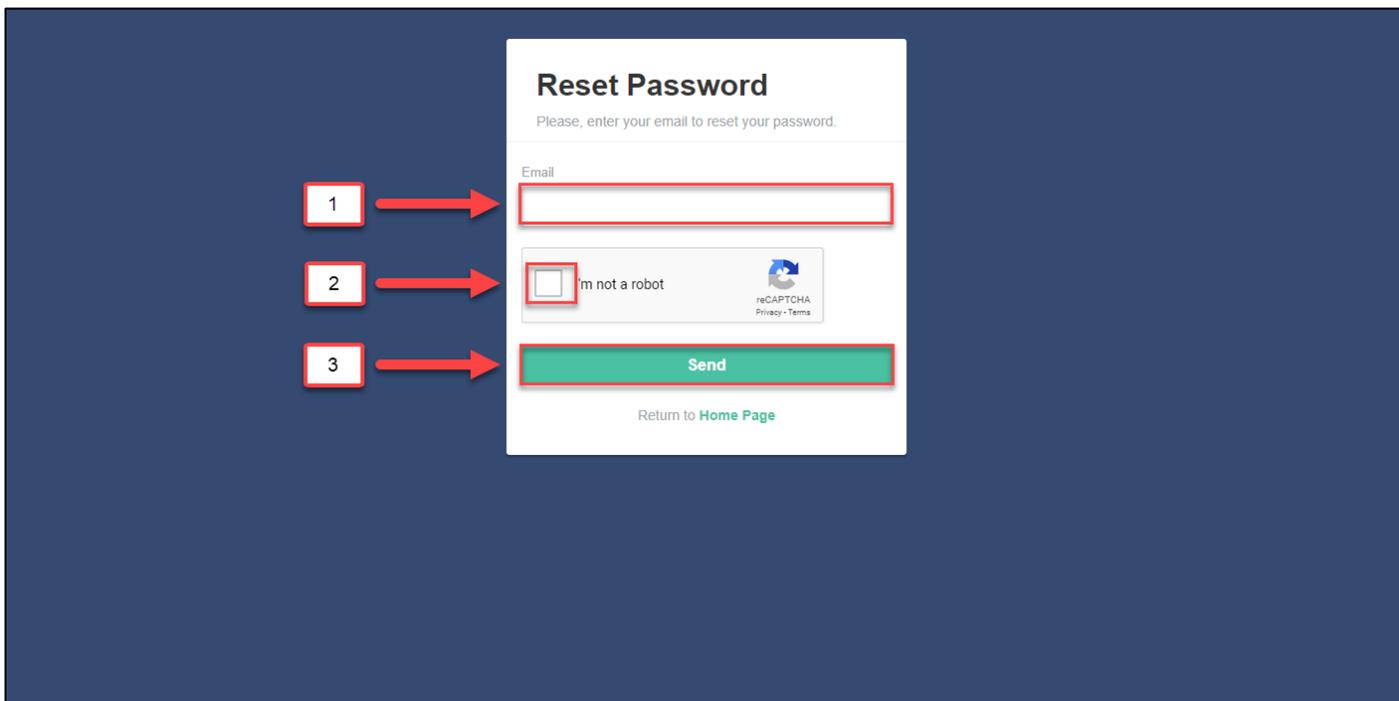


Pointed section:

#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)
- (Checkbox for 'I'm not a robot')
- I'm not a robot (Text next to the checkbox)
- reCAPTCHA (Logo and text)
- Privacy - Terms (Link)
- Send** (Green button)
- Return to [Home Page](#) (Link)

Three red boxes with numbers 1, 2, and 3 are positioned to the left of the form, with red arrows pointing to the email input field, the 'I'm not a robot' checkbox, and the 'Send' button respectively.

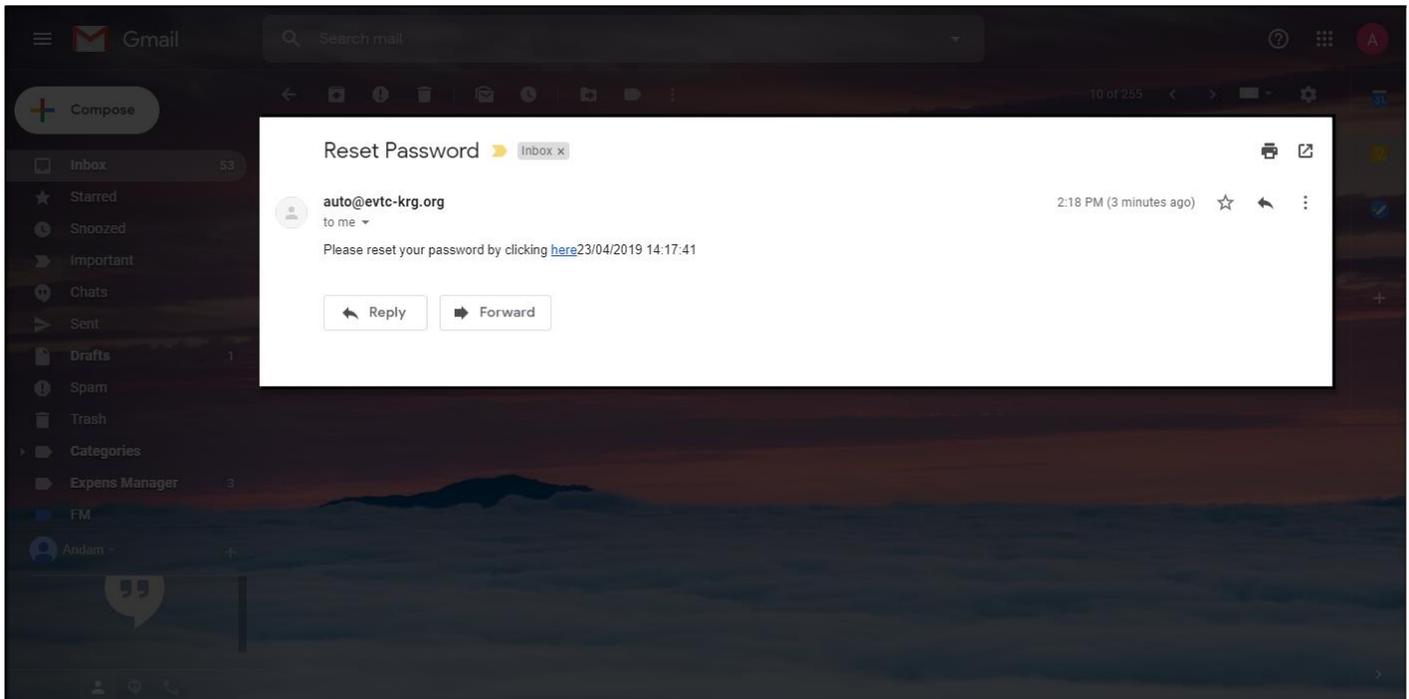
Pointed section:

- #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) 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: a title 'Reset Password', a subtitle 'Please, enter your email and your new password.', three input fields labeled 'Email', 'Password', and 'Confirm Password', a green 'Reset' button, and a link 'Return to Home Page'. Four red arrows point from numbered boxes (1, 2, 3, 4) to the respective input fields and the 'Reset' button.

Pointed section:

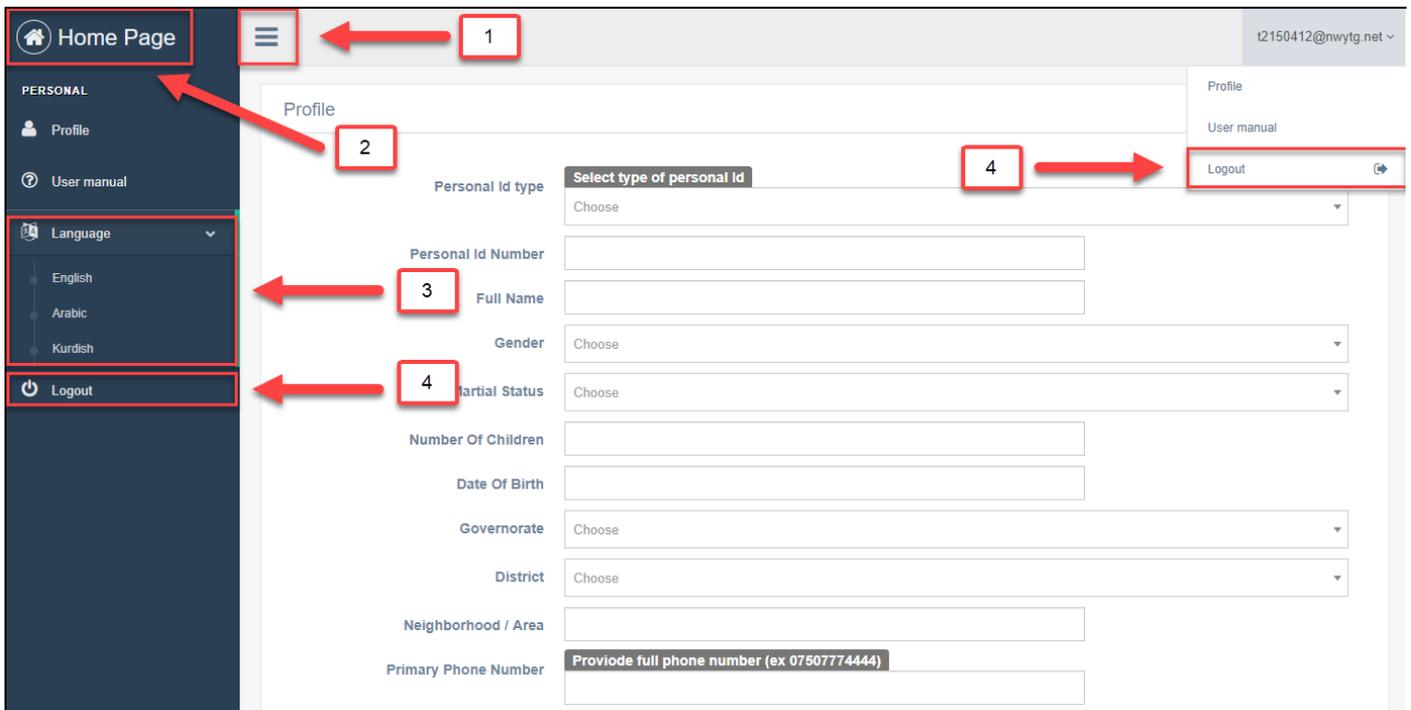
- #1- Enter email address.
- #2- Enter your new password.
- #3- Enter you knew password again to confirm it.
- #4- Click on the (Reset) button.

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.



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 a web application interface with a dark blue sidebar on the left containing navigation options: Home Page, PERSONAL (Profile, User manual, Language, Logout), and a user email address t2150412@nwytg.net. The main content area is titled 'Profile' and contains a form with the following fields:

- Personal Id type: Select type of personal id (dropdown menu) - Callout 1
- Personal Id Number: Text input field - Callout 2
- Full Name: Text input field - Callout 3
- Gender: Choose (dropdown menu) - Callout 4
- Marital Status: Choose (dropdown menu) - Callout 5
- Number Of Children: Text input field - Callout 6
- Date Of Birth: Text input field - Callout 7
- Governorate: Choose (dropdown menu)
- District: Choose (dropdown menu)
- Neighborhood / Area: Text input field
- Primary Phone Number: Provide full phone number (ex 07507774444) (text input field)

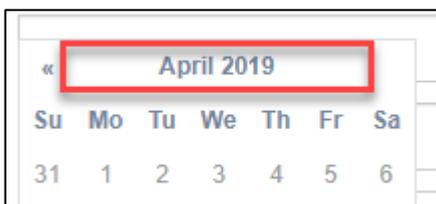
Pointed section:

- #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 portion of a candidate profile form. On the right side, five red arrows point to specific fields, each labeled with a number in a red box:

- 1**: Points to the "Governorate" dropdown menu.
- 2**: Points to the "District" dropdown menu.
- 3**: Points to the "Neighborhood / Area" text input field.
- 4**: Points to the "Primary Phone Number" text input field.
- 5**: Points to the "Secondary Phone Number" text input field.

Other visible fields in the form include: Date Of Birth, Email (t2150412@nwytg.net), Education Level, College / Center Name, Department Name, Speciality, Graduation Year, Language Skills, and Computer Skills.

Pointed section:

- #1- Pick the governorate that you are currently living it.
- #2- Pick the district that you are currently living it.
- #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 image shows a portion of a web form for a candidate profile. The form fields are as follows:

- Secondary Phone Number: Provide full phone number (ex 07507774444)
- Email: t2150412@nwytg.net
- Education Level: Choose (Callout 1)
- College / Center Name: (Callout 2)
- Department Name: (Callout 3)
- Speciality: (Callout 4)
- Graduation Year: (Callout 5)
- Language Skills: Select all the language that you can use. Choose (Callout 6)
- Computer Skills: Select computer skills below that you can use. Choose (Callout 7)
- 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

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 portion of a candidate profile form with the following fields and callouts:

- 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. (Callout 1 points to the checkbox)
- Driver Licence:** Choose (Callout 2 points to the dropdown)
- Special Need:** Choose (Callout 3 points to the dropdown)
- Primary Desired Job:** type a letter or two or full job title then choose it from the list. Choose (Callout 4 points to the dropdown)
- Secondary Desired Job:** Choose (Callout 5 points to the dropdown)
- Work Out Side Your City:** Check the box if you are able to work outside the city you are living in. (Callout 6 points to the checkbox)
- Work Sector:** Private (dropdown)
- 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

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

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' field with the checkbox checked. Below it is a text input field labeled 'Name of the center training took place'.

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' field with the checkbox checked. Below it is a dropdown menu labeled 'City' with 'Choose' selected.

Part #5

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

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

- Language Skills:** A dropdown menu with the instruction "Select all the language that you can use".
- Computer Skills:** A dropdown menu with the instruction "Select computer skills below that you can use".
- Participated in training:** A checkbox with the instruction "Check the box if you have participated in training before".
- Driver Licence:** A dropdown menu.
- Special Need:** A dropdown menu.
- Primary Desired Job:** A dropdown menu with the instruction "type a letter or two or full job title then choose it from the list".
- Secondary Desired Job:** A dropdown menu.
- Work Out Side Your City:** A checkbox with the instruction "Check the box if you are able to work outside the city you are living in".
- Work Sector:** A dropdown menu currently showing "Private". Callout #1 points to this field.
- Has Experience:** A checkbox with the instruction "Check the box if you have experience". Callout #2 points to this checkbox.
- Personal ID Image - Front:** A "Choose File" button. Callout #3 points to this button.
- Personal ID Image - Back:** A "Choose File" button. Callout #4 points to this button.
- Update:** A green button at the bottom left. Callout #5 points to this button.

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 you 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.

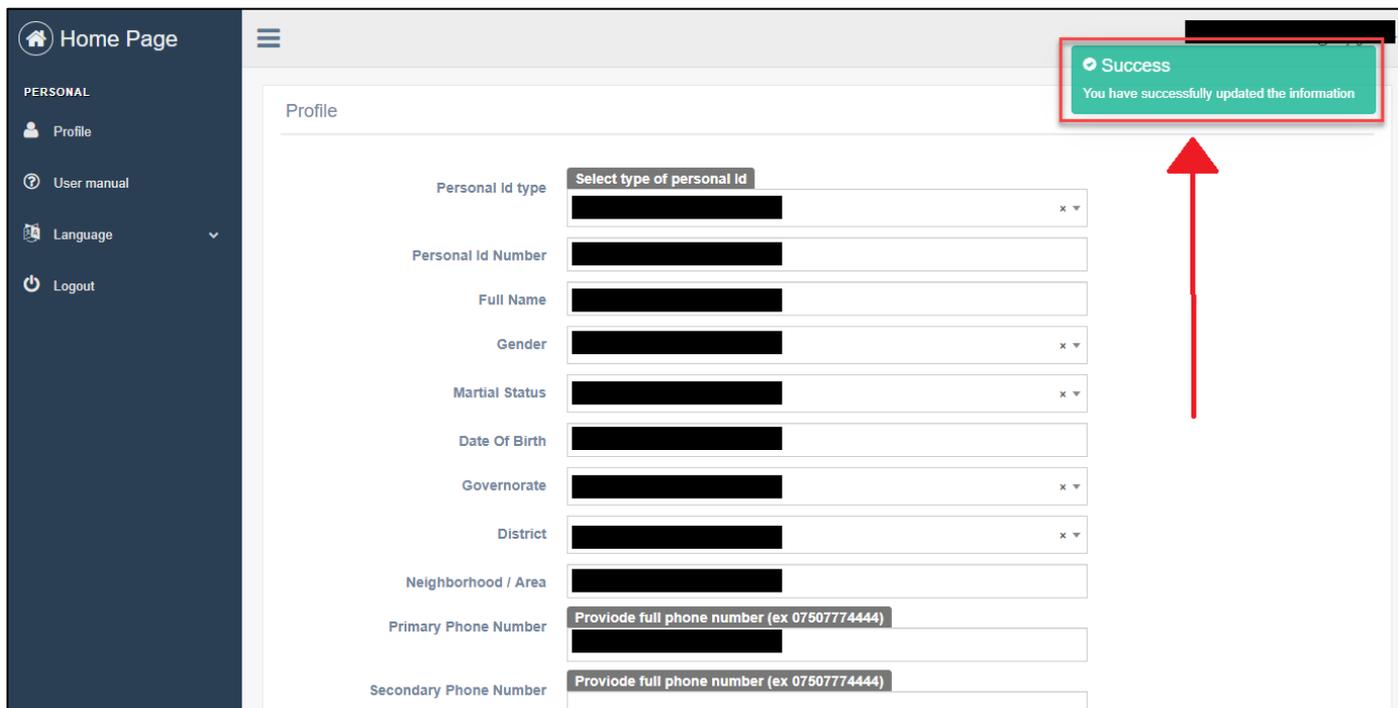
1. Enter address of the place where you have last worked in. Example (Erbil, Gulan St, MRF 5 towers, 202).
2. Enter your last job title. Example (Security guard).
3. Enter number of years that you have experience.
4. Name of (Company, organization, etc.) that you last worked in. Example (Rizgary elementary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

The screenshot shows the 'Has Experience' section of the form with the following fields and callouts:

- Has Experience:** A checked checkbox with the instruction "Check the box if you have experience".
- Address of place last worked in:** A text input field. Callout #1 points to this field.
- Latest Job Title:** A text input field. Callout #2 points to this field.
- Years of experience:** A text input field. Callout #3 points to this field.
- Name of place last worked in:** A text input field. Callout #4 points to this field.

Part #6

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



Note #1

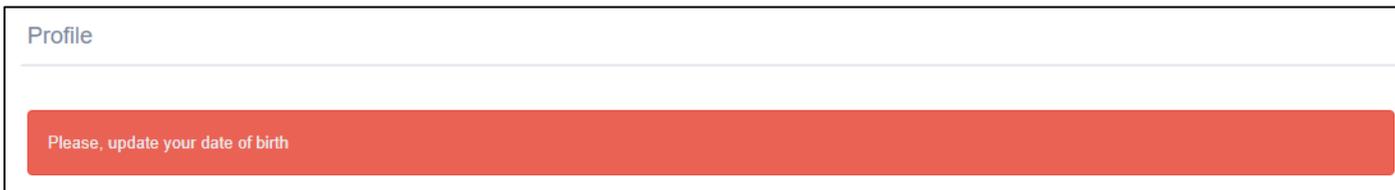
In case you want to change your information and you are not able to, please contact one of offices nearest your location.

Profile messages

Below is example of some the messages you may receive.

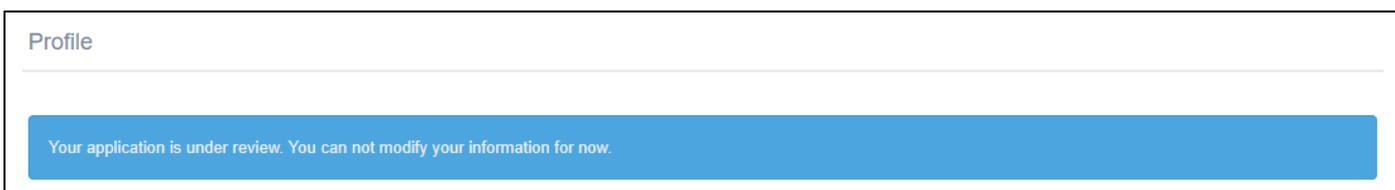
Edit request

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 a web interface for a 'Vacancy list'. At the top, there are language selection buttons for 'English', 'کوردی', and 'العربية'. Below the title 'Vacancy list', there is 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.' with a blue 'Links' link below it. The main content is a table with a dark blue header and two rows of data. The table has columns for '#', 'GOVERNORATE', 'DISTRICT', 'JOB TITLE', 'REQUIRED NUMBER OF EMPLOYEES', and 'VIEW'. The first row shows a vacancy in Duhok, Sinjar, for a 'Social worker for the disabled' with 2 required employees. The second row shows a vacancy in Sulaymaniyah, Sulaymaniyah, for 'Human Resource Management' with 3 required employees. Three red arrows with numbered boxes (1, 2, 3) point to specific features: #1 points to the 'View' button in the first row, #2 points to the 'Search' input field in the table header, and #3 points to the 'Advance search' button on the left side of the table header.

#	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 options for English, كوردی, and العربية. Below the header, 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.' A 'Home Page' button is highlighted with a red arrow and the number 1. Below this is a table of job vacancies with columns for #, Governorate, District, Job Title, and Required number of employees. A 'View' button is highlighted with a red arrow and the number 3. A search bar is highlighted with a red arrow and the number 2. A 'Next' button is highlighted with a red arrow and the number 4. Three filter dropdowns are highlighted with a red arrow and the number 5. A 'Show 50 entries' dropdown is highlighted with a red arrow and the number 6. A sort icon is highlighted with a red arrow and the number 7.

#	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 (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.

The screenshot shows the 'Vacancy 1' details page. At the top, there is a navigation bar with four buttons: 'Sign Up', 'Login', 'Back To List', and 'Home Page'. Red arrows with numbered boxes (1-4) point to these buttons. Below the navigation bar, the vacancy details are displayed in a grid format:

Job Title Social worker for the disabled	Required number of employees 2	Salary 1000000
Governorate Duhok	District Sinjar	Work Shift Type Full Time
From Time 10:00	To Time 18:00	Gender Male
From Age 21	To Age 30	Computer Skills Microsoft Word, Microsoft Access,
Education Level Bachelors	Years Of Experience 2	Off Days Per Week 2
Language Skills Arabic, Kurdish,	Transportation Included <input checked="" type="checkbox"/>	Meal Included <input checked="" type="checkbox"/>
Driver Licence Not Important		

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.