

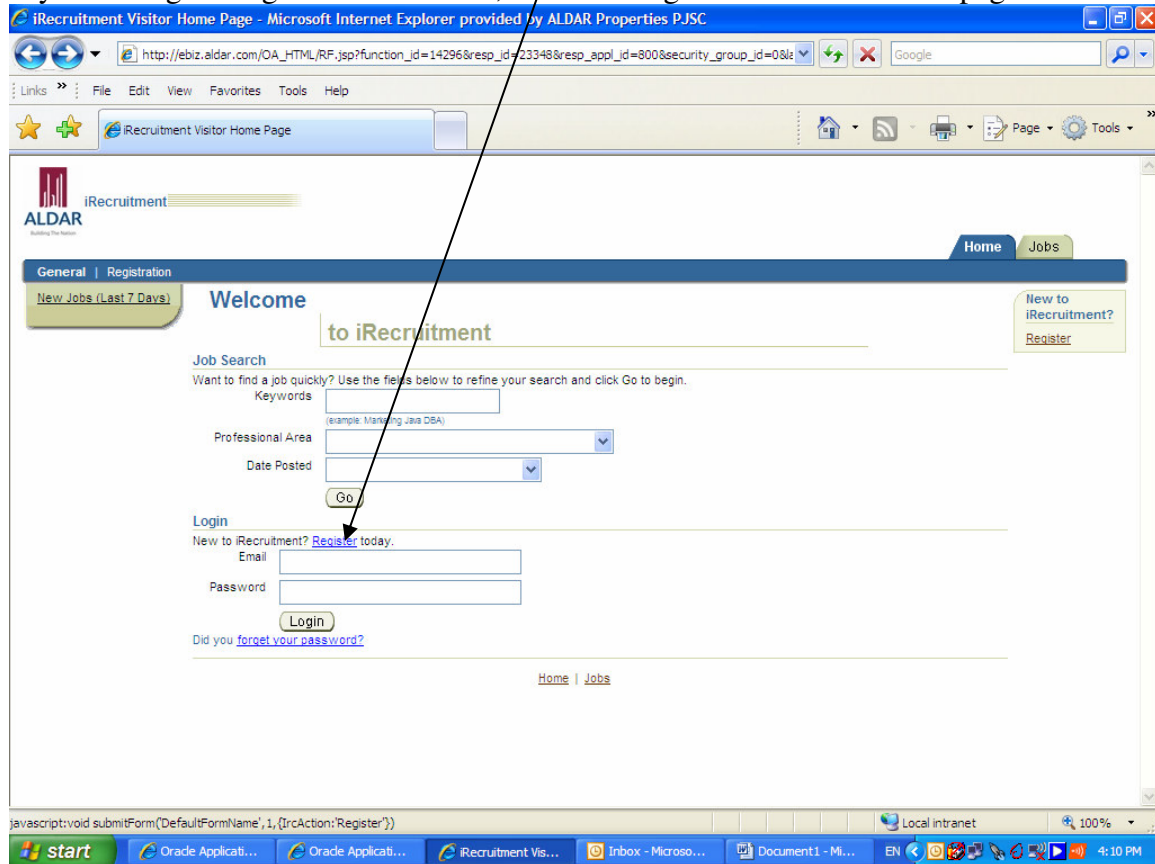


Procedural Steps to apply against available vacancy

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Step 1: Register

If you are registering for the first time, Click on Register link on the main page



The screenshot shows the iRecruitment website interface. At the top, there is a navigation bar with 'Home' and 'Jobs' tabs. Below this, there are tabs for 'General' and 'Registration'. A 'New Jobs (Last 7 Days)' button is visible. The main content area features a 'Welcome to iRecruitment' message. Underneath, there is a 'Job Search' section with a search bar for 'Keywords', a dropdown for 'Professional Area', and a 'Date Posted' dropdown. A 'Go' button is located below these fields. Below the search section is a 'Login' section with fields for 'Email' and 'Password', and a 'Login' button. A link for 'Did you forget your password?' is also present. On the right side, there is a box titled 'New to iRecruitment?' with a 'Register' link. A black arrow points from the text 'Click on Register link on the main page' to this 'Register' link. The browser's address bar shows the URL: http://ebiz.aldar.com/OA_HTML/RF.jsp?function_id=14296&resp_id=23348&resp_appl_id=800&security_group_id=0<. The taskbar at the bottom shows the Windows start button and several open applications, including 'Oracle Applicati...', 'Recruitment Vis...', 'Inbox - Microso...', and 'Document1 - M...'. The system clock shows 4:10 PM.



ALDAR iRecruitment Application

log in now. If you have not already registered, please enter your details below.' Below this message are three input fields: '* Email', '* Password', and '* Confirm Password'. Each field is preceded by an asterisk and the label. There are 'Cancel' and 'Apply' buttons to the right of the input fields. At the bottom of the page, there is a copyright notice: 'Copyright 2001 Oracle Corporation. All rights reserved.' and a 'Privacy Statement' link. The browser's taskbar shows several open applications: 'Oracle Applicatio...', 'Visitor Registrati...', 'Inbox - Microsof...', and 'Document1 - Mic...'. The system clock shows '4:12 PM'." data-bbox="144 113 850 525"/>

Email: Enter your valid email address (yahoo, hotmail, gmail, etc) which you will use as your user id and notification

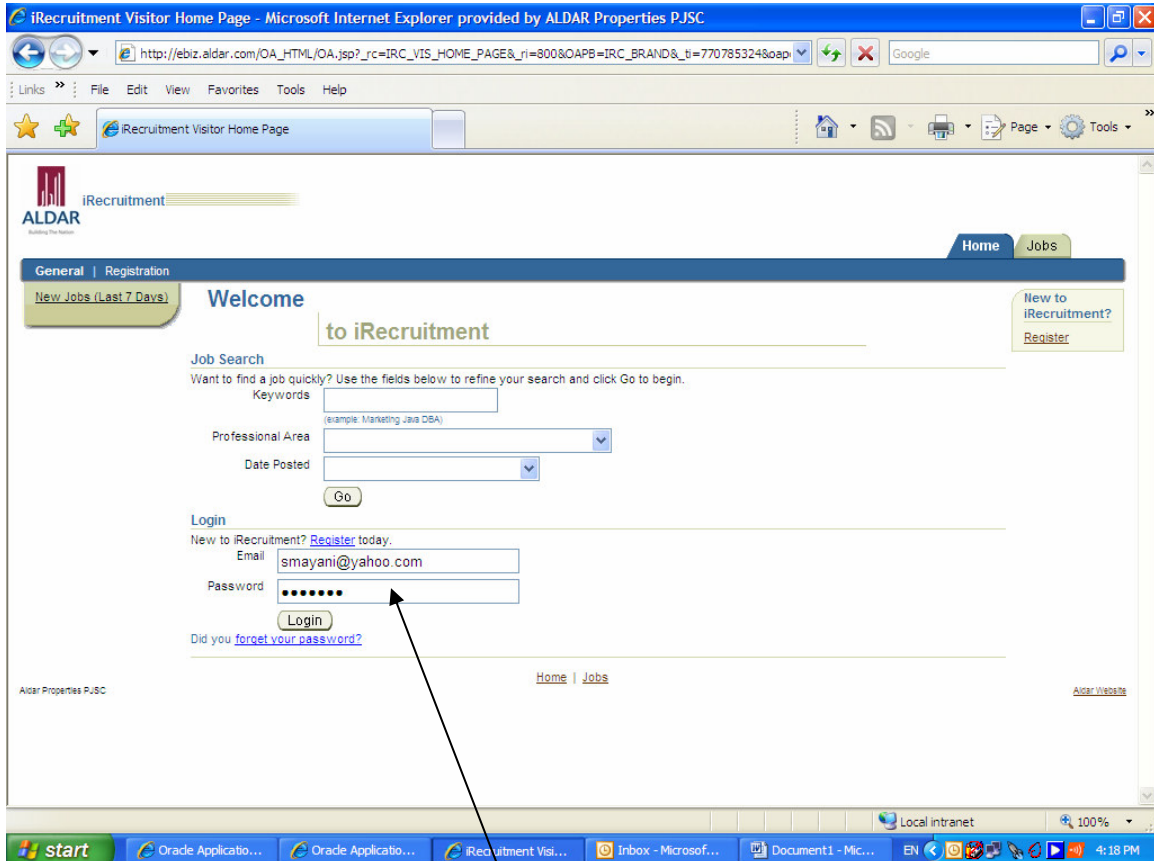
Password: Enter a password which you will use to access the ALDAR recruitment application

Note: Password Policy - Password should be minimum 6 characters, alphanumeric and should not contain repeating characters)

Confirm Password: Re-enter the above password

Step 2: Login to iRecruitment

Pre-requisite: Registration should be complete as per step 1



Login with Email and Password as shown above

Email: Enter the email id you have used at the time of registration

Password: Enter the password that you created during registration

Click on Login. Button.

Once logged in, you will get the My account form to fill your personal details as mentioned below.



ALDAR iRecruitment Application

Personal Details - Microsoft Internet Explorer provided by ALDAR Properties PJSC

http://ebiz.aldar.com/OA_HTML/OA.jsp?_rc=IRC_APL_PERSONAL_ACC_DET...&_ri=800&OASF=IRC_APL_PERSONI

Personal Details

ALDAR iRecruitment

Logout Personalize Page

Home Jobs

General | My Account

Personal Details
Email Preferences
Work Preferences
Login Information

My Account: Personal Details samir,
* Indicates required field

Personalize "Basic Details" [Cancel] [Save]

Basic Details

Please enter your personal information.

* Family Name as on Passport

First Name as on Passport

* Email Address

Marital Status

Gender

Birth Date

Personalize "Phone Numbers"

Phone Numbers

Personalize "List of Phone numbers"

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text" value="0097150121345"/>	<input type="text"/>

Please enter your phone numbers. These numbers will only be used for recruiting purposes and will not be passed on to a third party.

[List of Phone numbers] [Cancel] [Save]

Home | Jobs | Logout | Personalize Page

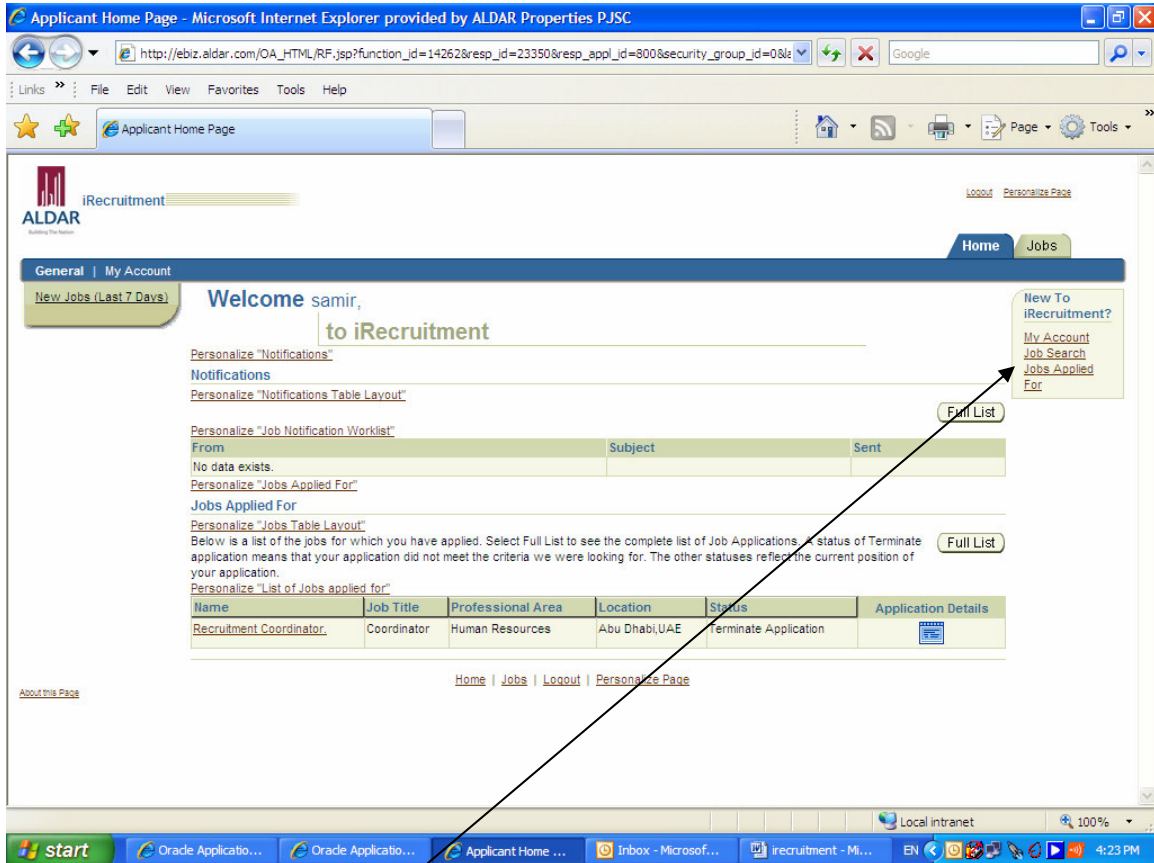
Local intranet 100%

start 5 Internet Explorer Inbox - Microsoft Out... iRecruitment - Microso... EN 4:51 PM

Once you have finished entering your personal information click on Save

Step 3: Search for a Vacancy

Once you have logged in, the following screen will be displayed



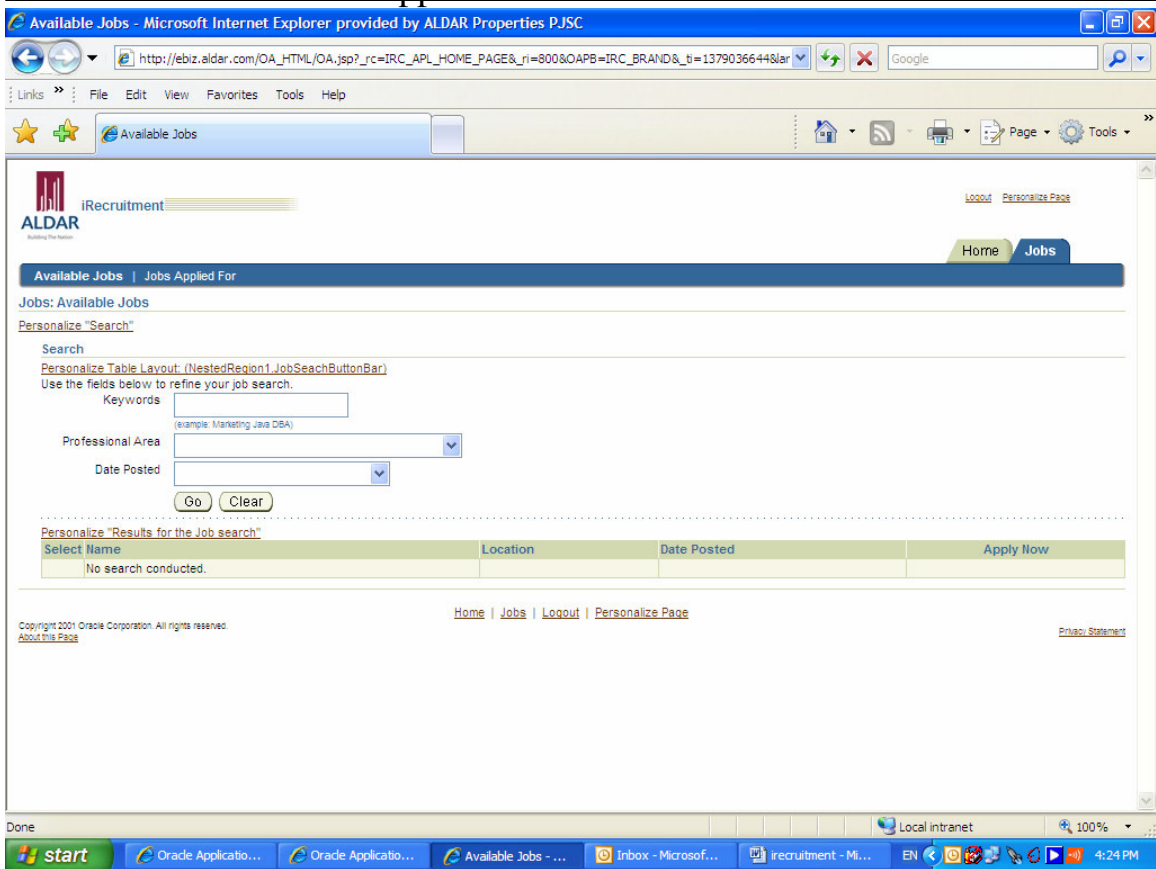
The screenshot displays the ALDAR iRecruitment Applicant Home Page. The browser title is "Applicant Home Page - Microsoft Internet Explorer provided by ALDAR Properties PJSC". The address bar shows the URL: http://ebiz.aldar.com/OA_HTML/RF.jsp?function_id=14262&resp_id=23350&resp_appl_id=800&security_group_id=08&. The page features the ALDAR logo and "iRecruitment" branding. Navigation tabs include "Home" and "Jobs". A "Logout" and "Personalize Page" link are in the top right. The main content area includes a "Welcome samir, to iRecruitment" message, a "New Jobs (Last 7 Days)" section, a "Notifications" section with a "Full List" button, and a "Jobs Applied For" section with a "Full List" button. A sidebar on the right contains a "New To iRecruitment?" section with links for "My Account", "Job Search", and "Jobs Applied For". A black arrow points from the "Job Search" link to the "Full List" button in the "Jobs Applied For" section. The Windows taskbar at the bottom shows the Start button and several open applications, including "Oracle Applicatio...", "Applicant Home...", "Inbox - Microsof...", and "irecruitment - Mi...". The system tray shows "Local intranet" and "100%" zoom.

Click on Job Search link on the right of the displayed page.

This will open the following page



ALDAR iRecruitment Application



Available Jobs - Microsoft Internet Explorer provided by ALDAR Properties PJSC

http://ebiz.aldar.com/OA_HTML/OA.jsp?_rc=IRC_APL_HOME_PAGE&_ri=800&OAPB=IRC_BRAND&_ti=1379036644&lar

ALDAR iRecruitment

Logout Personalize Page

Home Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Personalize Search

Search

Personalize Table Layout: /NestedRegion1_JobSearchButtonBar

Use the fields below to refine your job search.

Keywords

(example: Marketing Java DBA)

Professional Area

Date Posted

Go Clear

Personalize Results for the Job search

Select Name	Location	Date Posted	Apply Now
No search conducted.			

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About this Page

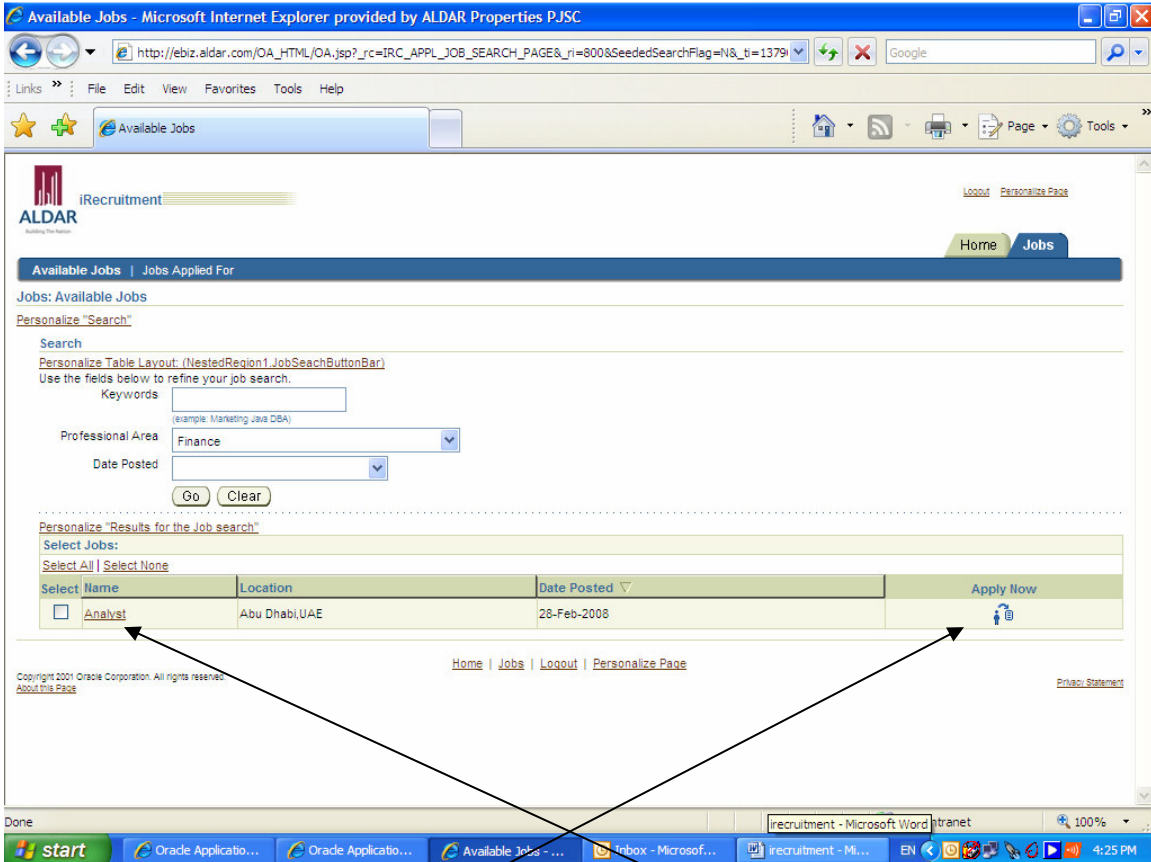
Home | Jobs | Logout | Personalize Page

Private Statement

You can search for available vacancies by entering Keywords or selecting the functional area (from the professional area list)

Click on go.

Based on your search criteria, the matching results will be displayed as below



Available Jobs - Microsoft Internet Explorer provided by ALDAR Properties PJSC

http://ebiz.aldar.com/OA_HTML/OA.jsp?_rc=IRC_APPL_JOB_SEARCH_PAGE&_ri=800&SeededSearchFlag=N&_ti=13791

Available Jobs

ALDAR iRecruitment

Logout Personalize Page

Home Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Personalize "Search"

Search

Personalize Table Layout: (NestedRegion1_JobSearchButtonBar)

Use the fields below to refine your job search.

Keywords


Professional Area

Date Posted

Personalize "Results for the Job search"

Select Jobs:

Select All | Select None

Select	Name	Location	Date Posted	Apply Now
<input type="checkbox"/>	Analyst	Abu Dhabi,UAE	28-Feb-2008	

Home | Jobs | Logout | Personalize Page

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Private Statement

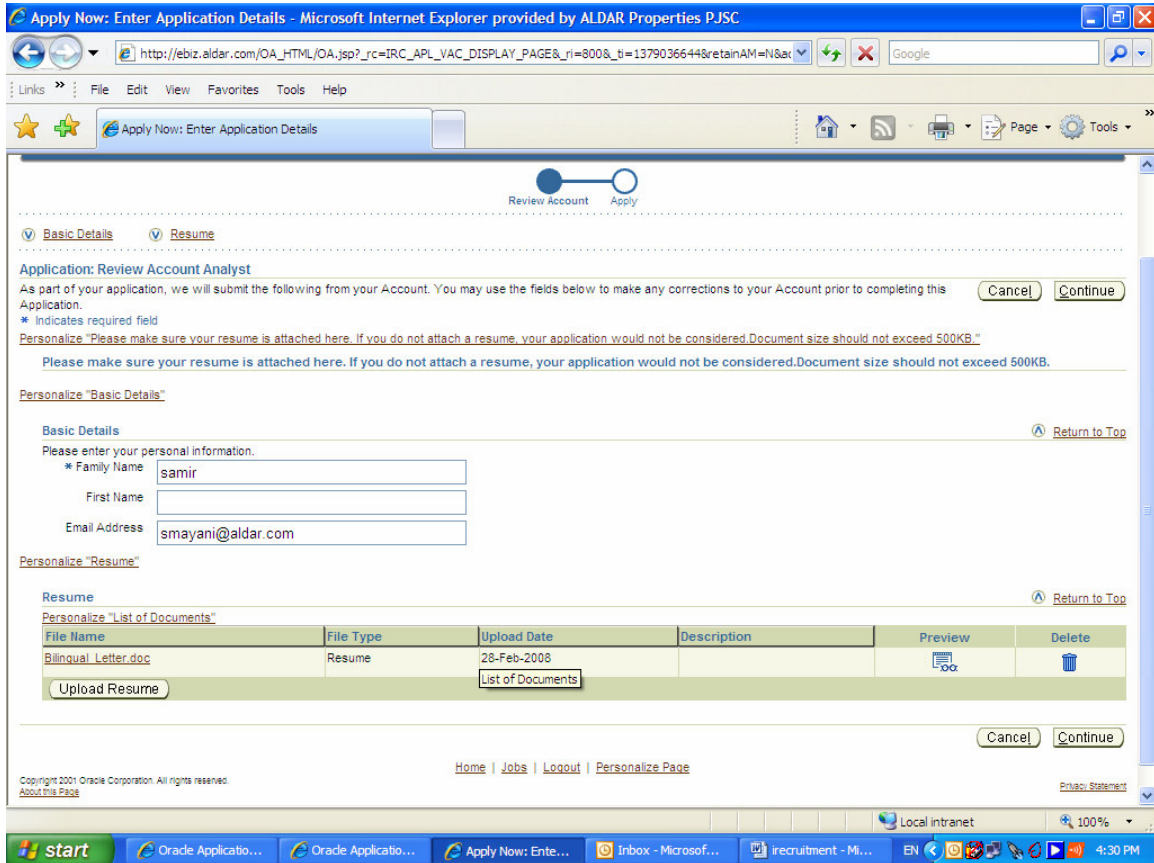
You can view the details of the profile by clicking on the Vacancy Name.

If you wish to apply you can click on the apply now icon.

Alternatively you can click on Apply Now button that is available in the detail page of this vacancy

Step 4: Apply for a Vacancy

Once you click on the apply icon/button the following page will be displayed



Apply Now: Enter Application Details - Microsoft Internet Explorer provided by ALDAR Properties PJSC

http://ebiz.aldar.com/OA_HTML/OA.jsp?_rc=IRC_APL_VAC_DISPLAY_PAGE&_ri=800&_ti=1379036644&retainAM=N&ar

Apply Now: Enter Application Details

Review Account Apply

Basic Details Resume

Application: Review Account Analyst

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. [Cancel](#) [Continue](#)

* Indicates required field

Personalize "Please make sure your resume is attached here. If you do not attach a resume, your application would not be considered. Document size should not exceed 500KB."

Please make sure your resume is attached here. If you do not attach a resume, your application would not be considered. Document size should not exceed 500KB.

Personalize "Basic Details"

Basic Details [Return to Top](#)

Please enter your personal information.

* Family Name



First Name

Email Address

Personalize "Resume"

Resume [Return to Top](#)

Personalize "List of Documents"

File Name	File Type	Upload Date	Description	Preview	Delete
Bilingual Letter.doc	Resume	28-Feb-2008			

[Upload Resume](#)

[Cancel](#) [Continue](#)

[Home](#) | [Jobs](#) | [Logout](#) | [Personalize Page](#)

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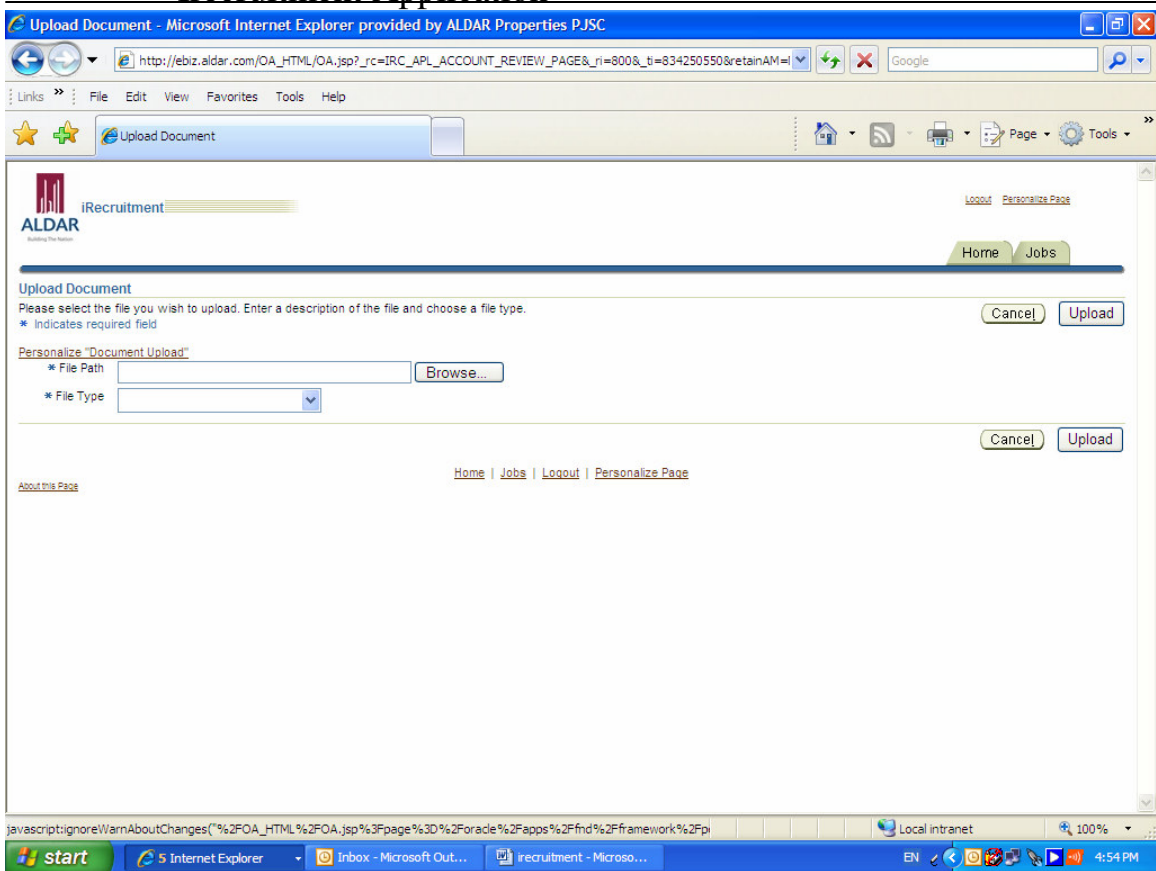
Local intranet 100%

start Oracle Applicatio... Oracle Applicatio... Apply Now: Ente... Inbox - Microsof... irecruitment - Mi... EN 4:30 PM

Click on Upload Resume button



ALDAR iRecruitment Application



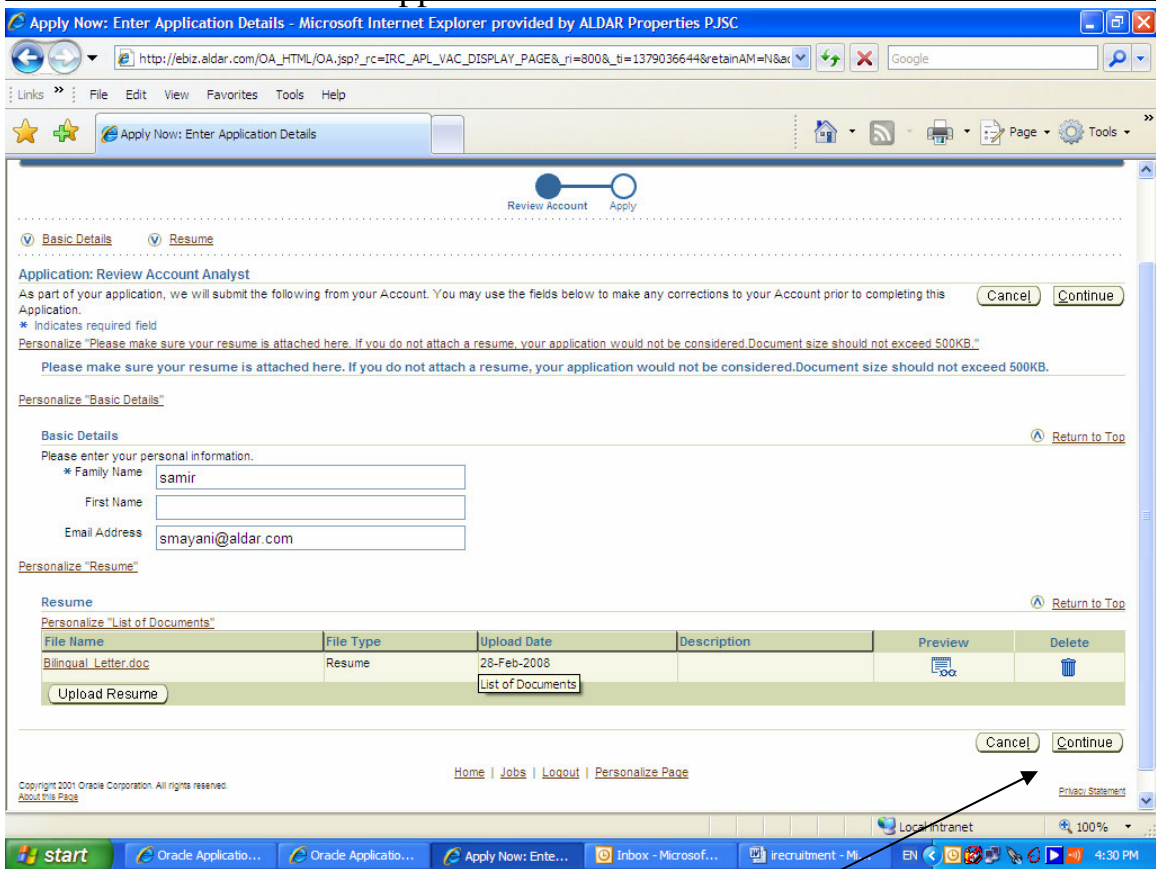
File Path: Browse for your resume from the location

File Type: Select Resume from the list

Click on Upload. This will upload your resume



ALDAR Recruitment Application

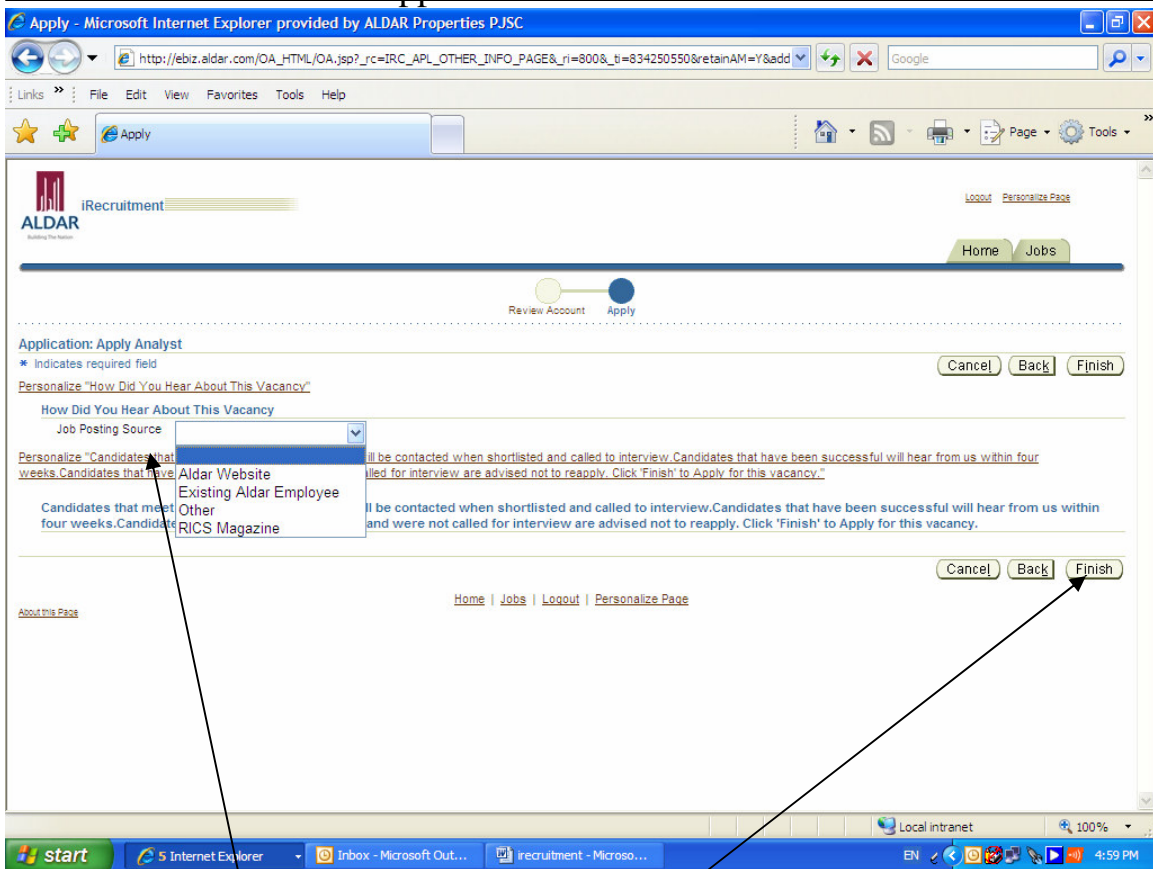


Once you have uploaded your resume, click on Continue button

This will open the following page



ALDAR iRecruitment Application



Application: Apply Analyst

Personalize "How Did You Hear About This Vacancy"

How Did You Hear About This Vacancy

Job Posting Source

Personalize "Candidates that will be contacted when shortlisted and called to interview. Candidates that have been successful will hear from us within four weeks. Candidates that have not been called for interview are advised not to reapply. Click 'Finish' to Apply for this vacancy."

Candidates that meet four weeks. Candidates that have been successful will hear from us within and were not called for interview are advised not to reapply. Click 'Finish' to Apply for this vacancy.

Cancel Back Finish

Select the Job Posting Source from the list and click on Finish.

Your Job Application will be submitted and you will receive a confirmation message on the screen