



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Human Resources – E-Recruitment (User Guide _ External)



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

TABLE OF CONTENTS

1. INTRODUCTION.....	3
Pre-requisites:	3
1.0 REGISTRATION.....	4
2.0 APPLICATION WIZARD	7
2.1 CREATION OF YOUR PROFILE:	7
3.0 APPLYING FOR A JOB THROUGH JOB SEARCH:.....	12
3.1 Job Search	12
3.2 Applying Against a Job:.....	14



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

1. INTRODUCTION

SAP E-recruitment handles the entire recruitment process chain, from planning through attracting, hiring, and retaining employees. The diversity of functions, such as electronic screening, filtering, sorting, and ranking optimizes the work of the recruiters.

The main functions carried out in this system are: -

- Registration of applicants
- Job search
- Application of Jobs

Pre-requisites:

- i. Applicant needs to have a valid E-mail and National Identity Number (ID) before embarking on the registration process.
- ii. Enter your E-mail cautiously because a Confirmation Link will be sent to that particular E-mail address.
- iii. You have to register as an applicant before applying for any Job.
- iv. While at registration if you experience any error, please take the screen shot of the same by pressing the "Print Screen" button from the key board. Attach the screen shot and mail it to **e-recruitment@kpa.co.ke** stating the problem encountered.
- v. When faced with challenges during profile creation or application, log your problem to **e-recruitment@kpa.co.ke**
- vi. This application is supported by Internet Explorer 9 or higher, Mozilla Firefox, and Chrome. Ensure that you are using the above-mentioned browsers only.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

- vii. The scanned copies of your CV and Passport size photo should both be in PDF format only. No other file formats will be accepted by the system.
- viii. Please Disable Pop-up Blocker on your Web Browser.
- ix. The confirmation mail will be received within 5-10 minutes of initial registration. So, kindly wait to receive the confirmation mail.
- x. Zoom the document in case some of the screen shots are not legible.

1.0 REGISTRATION

Step one: **Registration Form**

Please complete the registration Form. The fields marked with an asterisk (*) are mandatory. Once you have clicked on "**Register Now**", the system generates an automated e-mail with a link to confirm your email address.

To complete the registration process click on the link provided in the mail and enter your details and the user name (alias). The email will be received within 5-10 minutes and please note that once you have registered, you will use the assigned username to access this site in future.

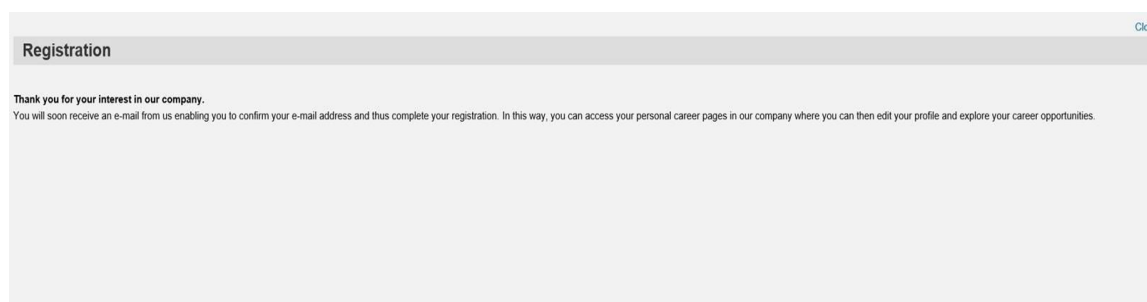
The screenshot shows the 'Registration' form for the Kenya Ports Authority. It includes a header with the KPA logo and name. Below the header, there is a section titled 'Do you want to find out more about your career options in our company?' with a link to 'About the Kenya Ports Authority'. The main form area contains several sections: 'Name' with fields for First Name, Second Name, and Last Name; 'User Data' with fields for User Name, Password, Repeat Password, and E-Mail; and 'Data Privacy Statement' with a checkbox for 'I have read the data privacy statement and I accept it'. A 'Register' button is located at the bottom right of the form.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Before you complete your registration, you must accept that you have read the data **Privacy Statement** by selecting the relevant checkbox on the Registration Screen “ ***Yes I have read the Privacy statement and I accept it.***”

When you click on the **Register** pushbutton, a dialog box appears with a message thanking the candidate for their application



Step Two: Login

To continue with the application, check your e-mail address and click the embedded link provided to access the **Personal Career Pages**.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Your Registration

Dear testalias,

Thank you for registering your details on our career page.
Your user name is TESTALIAS.

To confirm your e-mail address and complete the registration process click the following link:

<http://sapdev.Kenya-Ports.com:1080/sap/bc/erecruiting/verification?param=Y2FuZGlkYXRlX2hyb2JqZWNOPTAxTkE1MDA3OTQ4NiZjb3JyX2FjdF9ndWlkPTE2MDYyREE5NEY2MjFFRTlBOTkwMUZBREVGRRDBDRjAx&sap-client=240&sap-language=EN>

Note that the link to confirm your e-mail address is valid for the next 14 days.

Yours faithfully,

Recruiting team.

KENYA PORTS AUTHORITY

Now that you have registered, you can use your login details (username /ID and password) to login to the KPA career site.

The screenshot shows a 'Logon' window with a light blue header. Below the header is a 'Register here' link. The main area contains two input fields: 'User *' and 'Password *'. The 'User *' field has a dropdown menu with 'cmwa' selected and a small 'x' icon to its right. Below the 'Password *' field is a checkbox labeled 'Accessibility'. A yellow 'Log On' button is positioned below the 'Accessibility' checkbox. At the bottom of the window, there are two links: 'Change Password' and 'Forgot your password?'.

The overview page is opened with links for further navigation by clicking on link '**Personal Career Pages**'.

Please note the validity period of the link is 14 days.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

If the mail link does not work, then copy the URL and paste it to the browser directly.

2.0 APPLICATION WIZARD

2.1 CREATION OF YOUR PROFILE:

Step One: Personal data

Click on "Personal Data" tab and fill the required details.

The screenshot displays the 'My Profile' application wizard. At the top, a progress bar shows seven steps: 1. Personal Data (highlighted), 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments, 6. Overview and Release, and 7. Completed. Below the progress bar are 'Previous step' and 'Next Step' buttons. The 'Personal Data' section is titled 'What are your personal details?' and contains the following fields:

- Form of Address: -- Select --
- Title: -- Select --
- First Name: * (text input)
- Last Name: * (text input)
- Gender: * (Male, Female)
- Date of Birth: * (text input with calendar icon)
- Disability: * (No, Yes)
- ID No.: * (text input)
- Second Title: -- Select --
- Second Name: (text input)
- Ethnicity: * (text input)
- PIN No.: * (text input)

The 'Internet References' section includes:

- Type of Internet Reference: -- Select --
- Link: http:// (text input with icon)
- Description: (text area)

Below the form, there is a disclaimer and a list of requirements:

We thank all applicants for their interest. However, only those candidates selected for interview (i.e. shortlisted) will be contacted. For candidates who are successful at the interviews, appointment will be subject to satisfactory and complete verification of academic and professional qualifications as well as employment details, where applicable. Applicants will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 which are as follows:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission;
- Report from an Approved Credit Reference Bureau.

E-mail or hard copy applications will not be accepted. Only those applications submitted through the KPA e-recruitment portal will be considered.

☒ I agree

Once you have completed updating this step (page), check on the box indicated above "I agree" to enable you move to the "Next Step" and continue to the next road map step.

Note that **fields marked with an asterisk are mandatory** and have to be completed before navigating away from this page.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Step Two: Education/Training

Click on the “Education/Training” tab and fill in your Academic and Professional qualifications **beginning with the highest qualification** that is relevant to the position you are applying.

When you have entered the necessary information, click “OK” to save the information.

Click on “Add” for each new entry.

Click “Next Step” to move to the next screen.

Step Three: Work Experience

Your work experience details need to be entered in this tab.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Click on the “Add” button for each individual job details stating the period worked in the organization and indicate the latest position held under **Job Title**.

Click the “OK” button in the new window to save the information you have entered. If you have worked in more than one job, click the add button to add the various work experiences.

Step Four: Preferences

Enter your job preferences in this screen

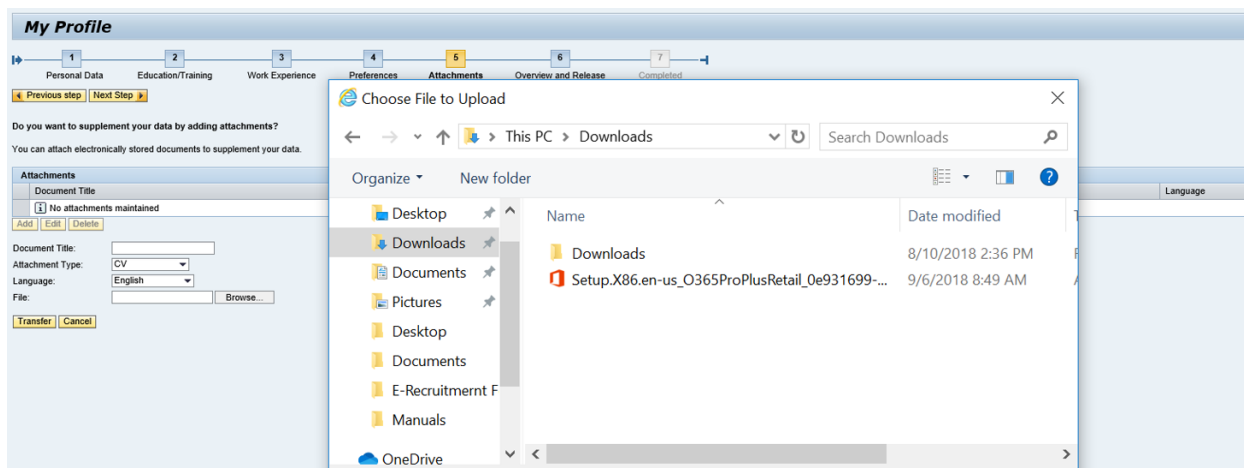


KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Step Five: Attachments

This tab is for uploading your passport size photograph and CV in PDF format only.

Click on “Add” Then click on “Browse” to locate the document. (The document may be stored in your computer/ USB drive etc.).



Select the document and click “open” Then enter the title of the document into the “Document title” field”. Repeat the above steps for the next document. Click on upload button to upload each document.

Click on “Employment Opportunities” tab to check for any Job openings. If they are no job openings you can attach your application for future Job openings through the “Job Search” link.

You can change your user name, delete registration and check your inbox for applications submitted by yourself.

Step Six: Overview & Release

Click on this step “Overview & Release” for the KPA recruiters to access your profile.

You can display your data in the Data Overview to confirm that all the relevant details have been captured.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Complete

Do you want to be considered for open job vacancies?

☒ I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement
[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

☒ Yes, I have read the data privacy statement and I accept it

Complete

Click on the “Complete” pushbutton to complete the application process.

This changes the status of your profile to “Completed” and you will receive a confirmation message that “your candidate profile was released successfully” as indicated below.

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Complete

☒ Your candidate profile was released successfully.

This shows that your *application is successfully saved and submitted.*

If you do not get this message your application will still be in “Draft” status and cannot be accessed by KPA recruiters.



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

3.0 APPLYING FOR A JOB THROUGH JOB SEARCH:

If registered, you need not register again but login with the user name and password you provided.

To do so, click on the following link-<https://.....>

The screenshot shows a 'Logon' window with a light blue header. Below the header, there is a 'Register here' link. The main form contains two input fields: 'User *' with the text 'cmwai' and a clear button 'x', and 'Password *' which is empty. Below these fields is an 'Accessibility' checkbox and a 'Log On' button. At the bottom of the form are two links: 'Change Password' and 'Forgot your password?'.

Enter your username and password.

Click on "Logon" to open the "Applicant Cockpit".

3.1 Job Search

Click on the "Employment Opportunities" tab and again on the 'Search' button to display the published job opportunities.

The screenshot shows the 'Job Search' page with a light blue header and a 'Job Search' sub-header. Below the header, there is a section titled 'Are you looking for a new challenge?' with a paragraph of text and a link 'Notes on Search'. Below this is a row of buttons: 'Start', 'Reset', 'Save Search Query', 'Delete Search Query', and 'Save as Job Agent'. Below the buttons is a section titled 'You can save your search criteria for later reuse' with a 'Search Query' field containing the text 'No search query saved'. Below this is a section titled 'Full Text Search' with a 'Keywords' field and a 'Search Method' dropdown menu set to 'With at least one of the words'. Below this is a section titled 'Search Criteria for Employment Opportunities' with a 'Country' dropdown menu set to '<All>'. In the bottom right corner, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Click on the Job opening you are interested in.

Click on the "Apply" function to get you to the "Personal Data" tab which you have already filled.

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Questionnaire 7 Complete Application 8 Completed

< Previous step Next Step >

What are your personal details?

Form of Address: -- Select --
Title: -- Select --
First Name: * First Name
Last Name: * Last name
Gender: * Male
Date of Birth: *
Disability: * No
ID No.: * 999999999

Second Title: -- Select --
Second Name: *
Ethnicity: * -- Select --
PIN No.: * 999999999999

Internet References

Type of Internet Reference: -- Select --
Link: http://
Description:

We thank all applicants for their interest.
However, only those candidates selected for interview (i.e. shortlisted) will be contacted.
For candidates who are successful at the interviews, appointment will be subject to satisfactory and complete verification of academic and professional qualifications as well as employment details, where applicable.
Applicants will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 which are as follows:
- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission;
- Report from an Approved Credit Reference Bureau.
E-mail or hard copy applications will not be accepted. Only those applications submitted through the KPA e-recruitment portal will be considered.

☒ I agree

A new window opens in a Pop-up (If not, kindly Disable Pop-up blocker in your Web-browser).

Click on the icon "I agree"

Click on "next step" and continue filling in the required details in the candidate profile steps.

Note: Complete any **Questionnaire that may** have been assigned to the job posting as seen below:





KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Questionnaire 7 Complete Application 8 Completed

← Previous step Next Step →

What are your personal details?

3.2 Applying Against a Job:

Overview

Job Search

Are you looking for a new challenge?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites.
You can also change your entry and restart the search.

Return to Search

Search Criteria

The search was not restricted

Search Result: 3 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
GANTRY CRANE OPERATOR3	Container Operations			14.06.2019	<input type="checkbox"/>	14.06.2019
Post Of General Manager Finance	Financial Accounting		31.07.2019	13.06.2019	<input type="checkbox"/>	17.06.2019
HEAD OF ADMINISTRATION	Administration		28.08.2019	12.06.2019	<input type="checkbox"/>	

Step One: You can review your personal data, which has already been filled by you. Check the data for accuracy and modify the details provided.

If this is your first visit to the career page, you will be required to proceed with the registration.

Note that fields marked with an asterisk are mandatory and have to be completed before navigating away from this page.