# Human Resources – E-Recruitment

# (User Guide _ External)

TABLE OF CONTENTS

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.

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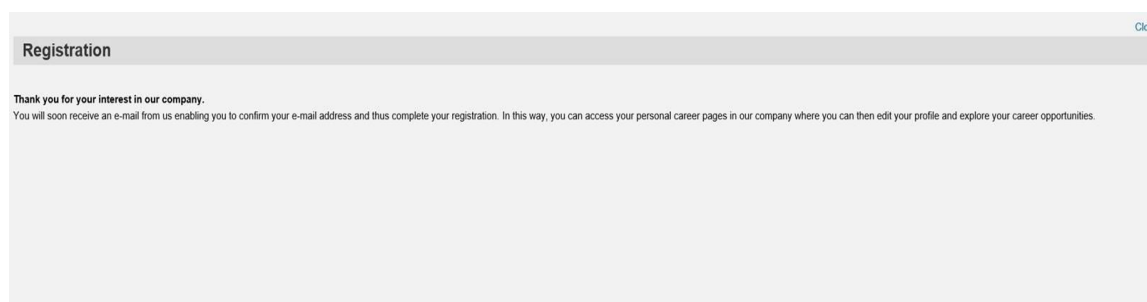
Before you complete your registration, you must accept that you have read the data **Privacy Statement** by selecting the relevant checkbox on the Registration Screen " *Yes I have read the Privacy statement and I accept it.*"

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**.

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=Y2FuZGlkY
XRlX2hyb2JyQZWN0PTAxTkE1MDA3OTQ4NiZjb3JyX2FjdF9ndWlkPTE2MDYyREE
5NEY2MjFFFRT1BOTkwMUZBREVGVGRDBDRjAx&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 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.

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.



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.

**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.

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

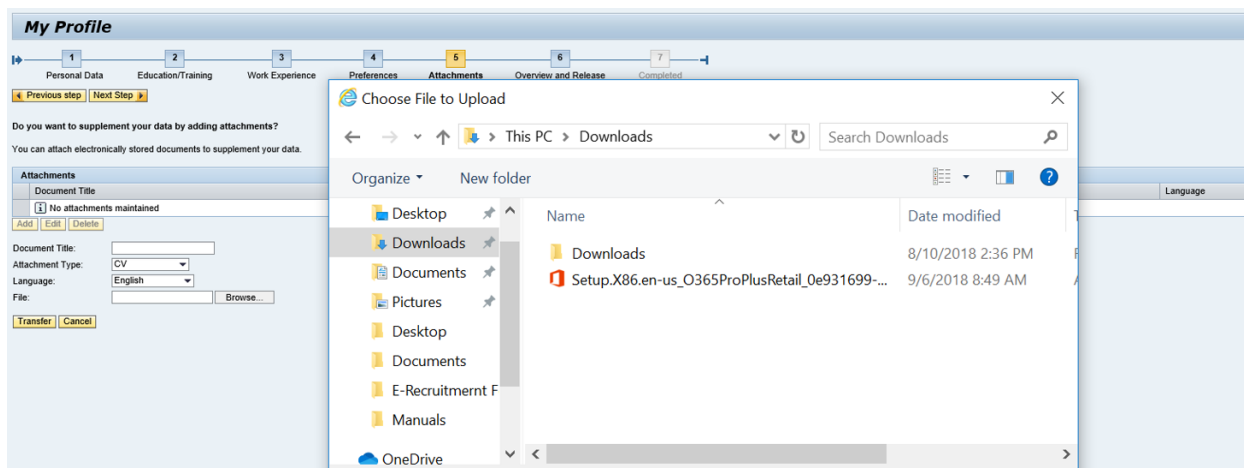Enter your job preferences in this screen

**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.

**My Profile**

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

☑ 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.*

### 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://…….



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.

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.



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**:**

**Application Wizard**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Personal Data | Education/Training | Work Experience | Preferences | Attachments | Questionnaire | Complete Application | 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 | ☐ | 14.06.2019 |
| Post Of General Manager Finance | Financial Accounting | | 31.07.2019 | 13.06.2019 | | 17.06.2019 |
| HEAD OF ADMINISTRATION | Administration | | 28.08.2019 | 12.06.2019 | | |

**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.