USER MANUAL
SAP E- RECRUITMENT

ROBI AXIATA LIMTED

Robi Corporate Office,
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Gulshan-1, Dhaka 1212

USER MANUAL
E-RECRUITMENT

Contents

1. Logon - SAP Web Application Server

External candidate will click on Job search in Robi Career portal .
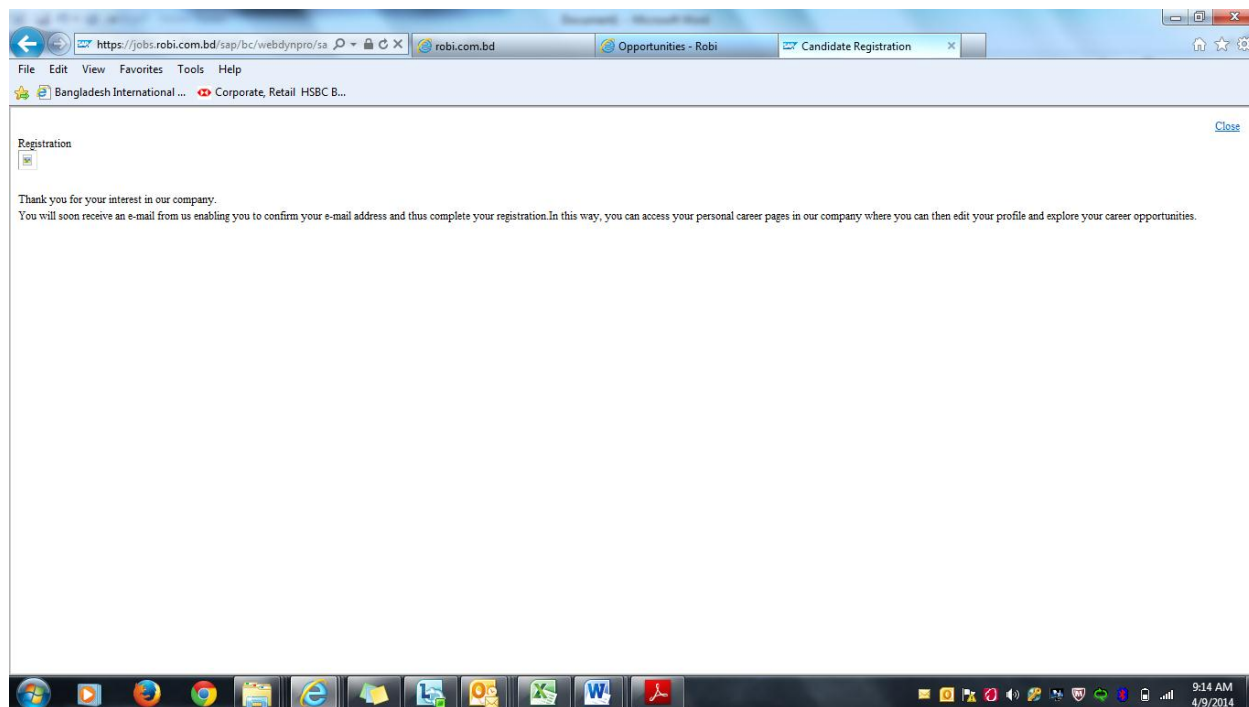

Click Register here link label *Register here* and complete/review the following fields:
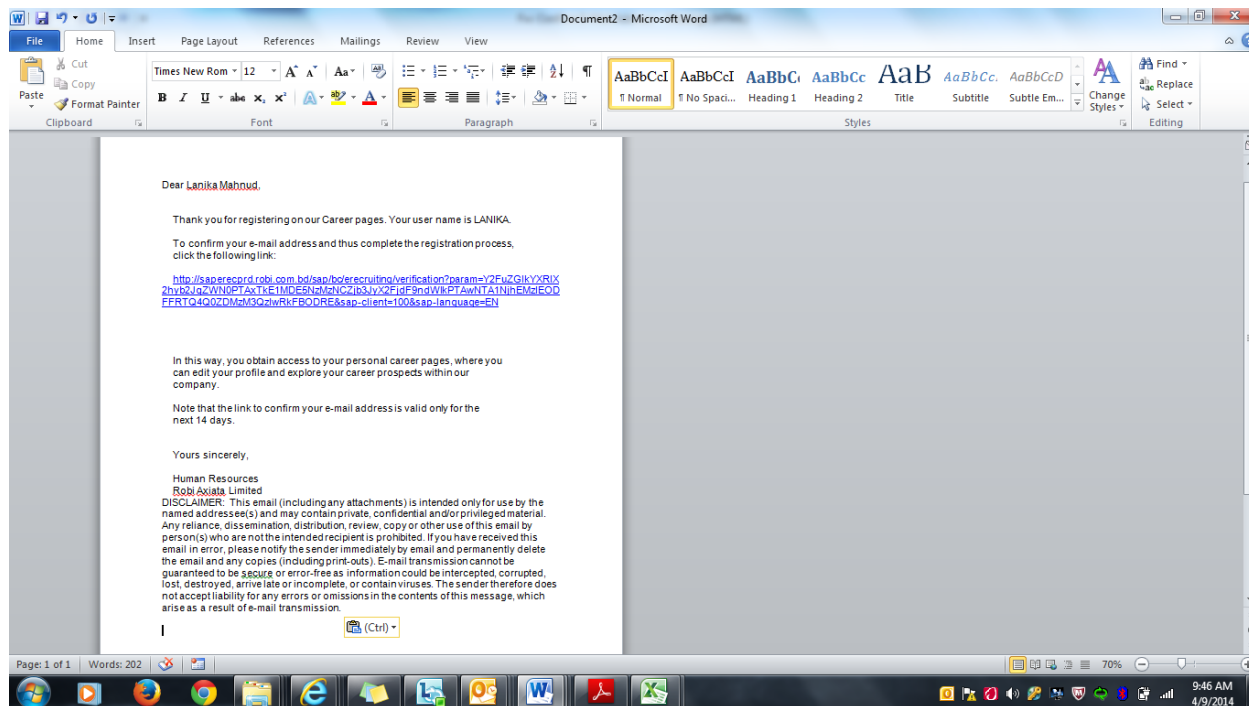
2. Registration

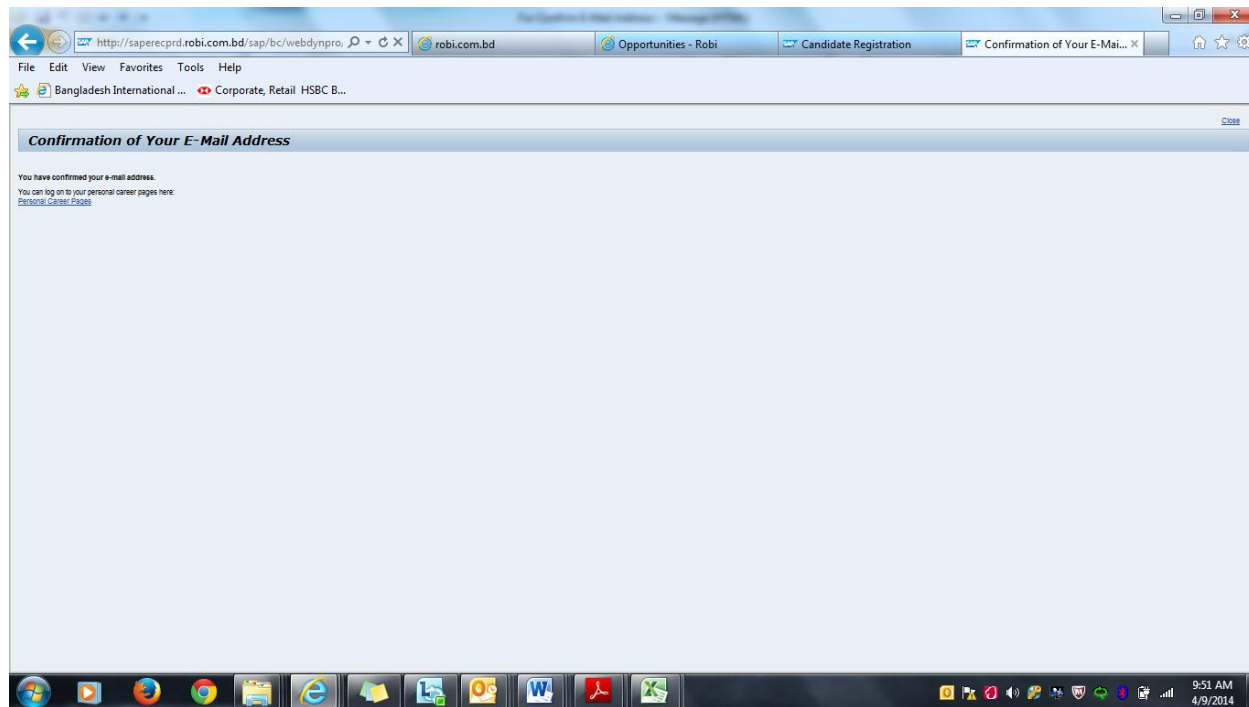Click Register button **Register**.
2.a

2.b.Candidate will receive a mail to his/her e mail (given during registration) from career @robi.com.bd to confirm e mail address
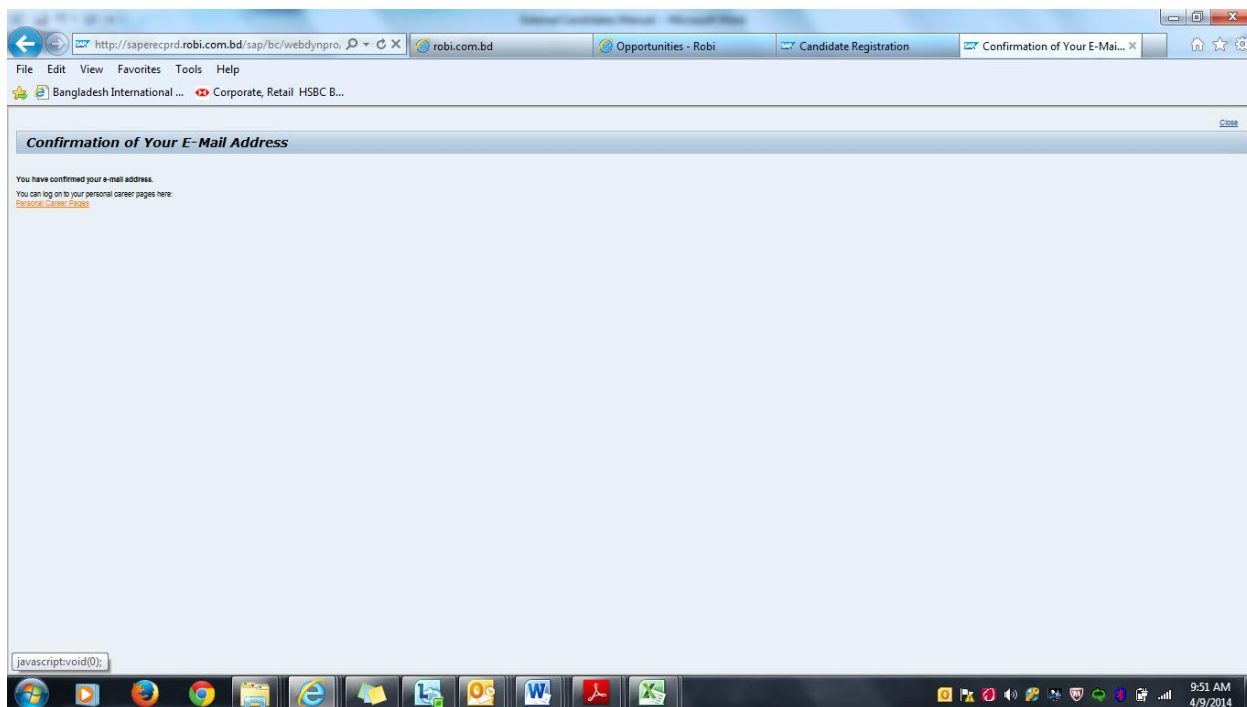

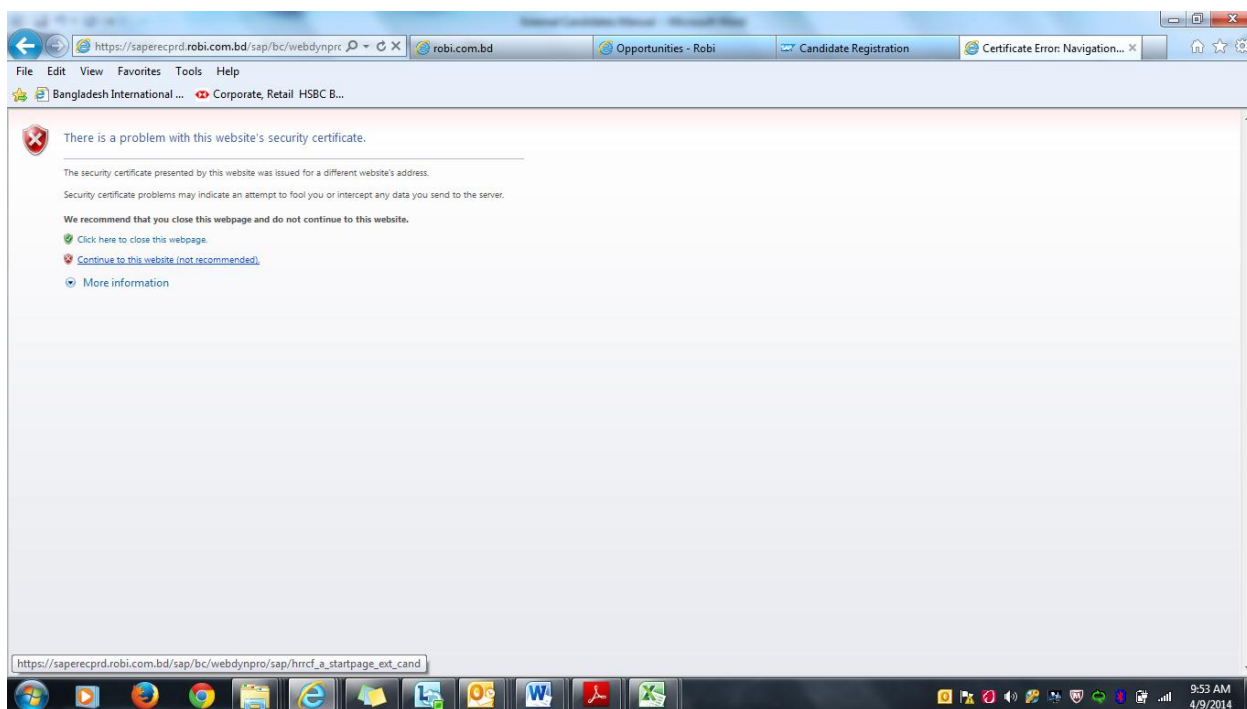2.c. Press the link to confirm e mail address
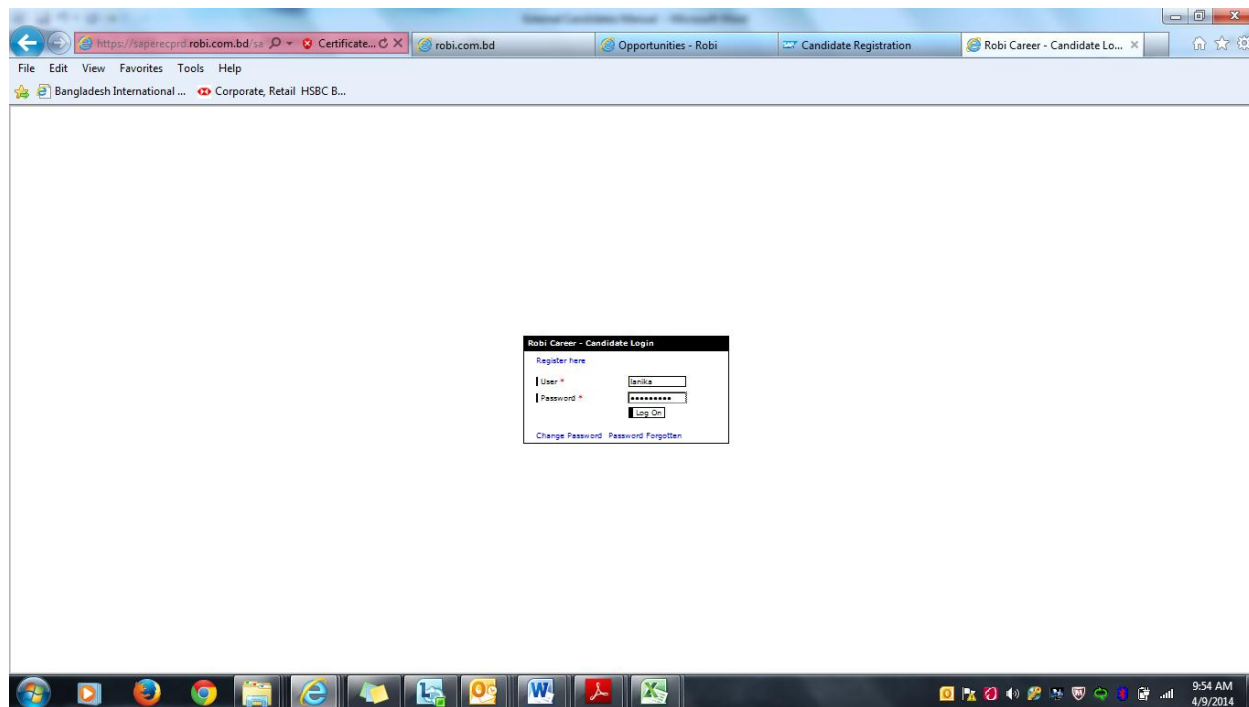
2.d. Press **Personal Career Pages**
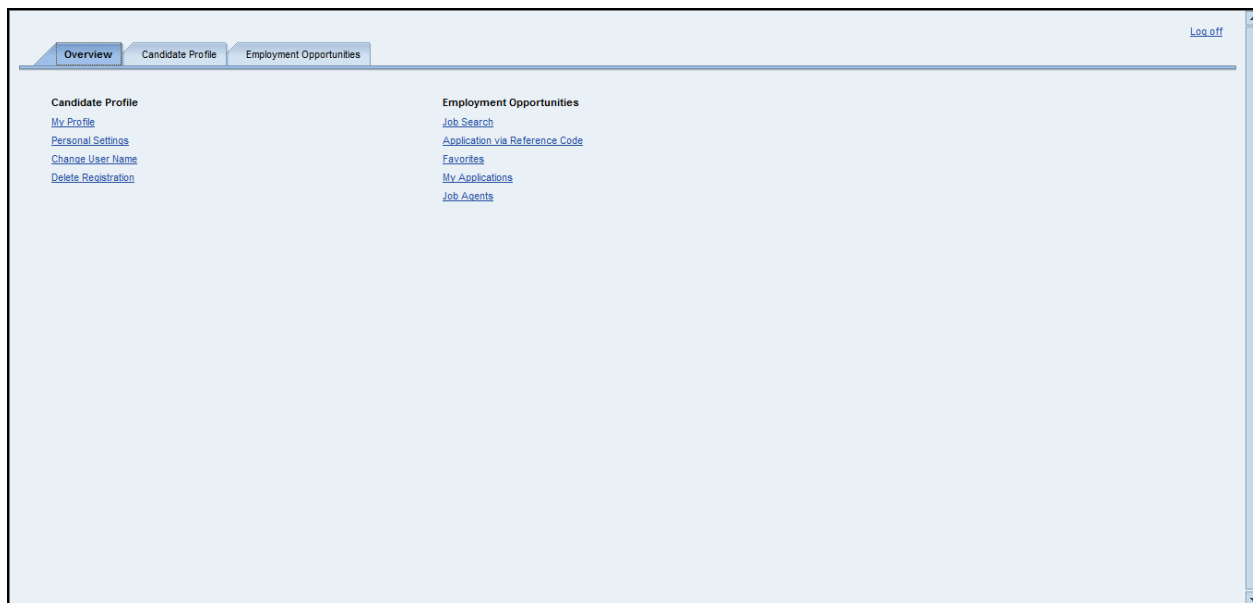

2.e. Press **Continue to this Website**

2.f. Give **user name & Password** to complete all detail

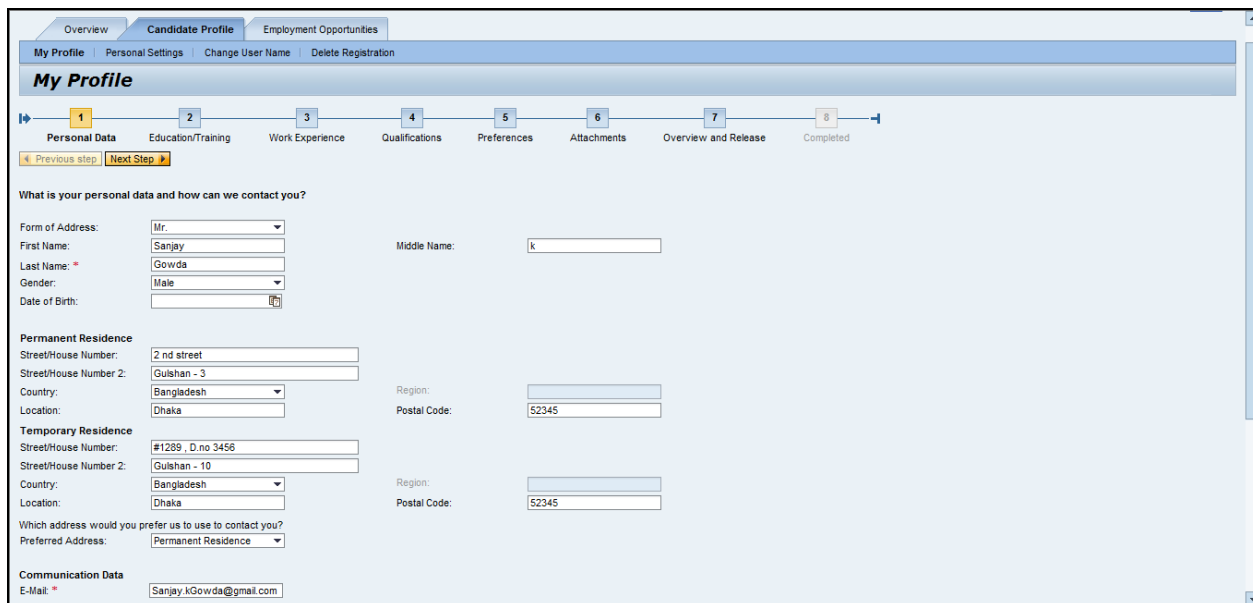## 3. Applicant Cockpit: Maintain Profile details.

Click Candidate Profile -> My Profile link label Candidate Profile -> My Profile.

4. My Profile – Personal Data

Complete/review the following fields: Click Next Step button Next Step ▶.

5. My Profile – Education and Training
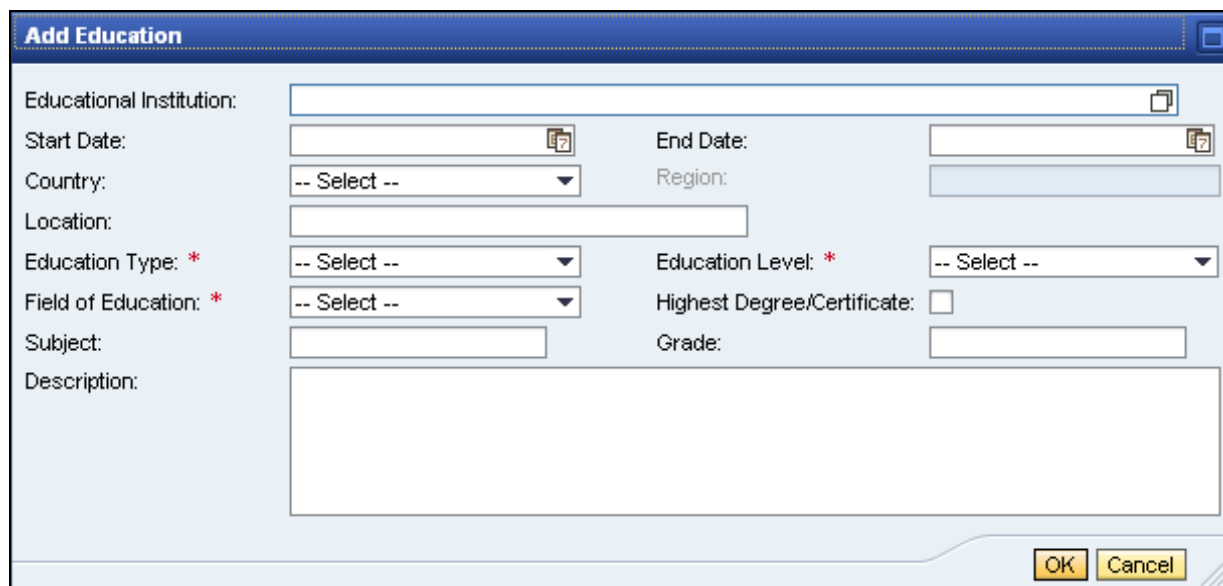
Click Add button Add.

Add Education

As required, complete/review the following fields:

Click button ☐.

Click Start Search button Start Search.

Add Education

Click OK button [OK].

As required, complete/review the following fields:

Add Education

Click OK button [OK].

My Profile

Click Next Step button [Next Step ▶].

6. My Profile – Work Experience

Click Add button .

Add Work Experience

Add Work Experience

Employer:	
Current Employer:	☐
Start Date:		End Date:	
Country:	-- Select --	Region:	
Location:	
Industry:	-- Select --	Functional Area:	-- Select --
Hierarchy Level:	-- Select --
Job Title:	
Company Description:	
Job Responsibilities:	
Key Achievements:	
Reason for Leaving / Interest:	

OK Cancel

As required, complete/review the following fields:

Add Work Experience

Employer:	It Champs
Current Employer:	☑
Start Date:	14.12.2008
Country:	Bangladesh ▼ Region:
Location:	Dhaka
Industry:	Telecommunication ▼ Functional Area: Human Resources ▼
Hierarchy Level:	Vice President ▼
Job Title:	Sap Consultant
Company Description:	company details
Job Responsibilities:	Working JOb details
Key Achievements:	Best employee award
Reason for Leaving / Interest:	

OK Cancel

Click OK button OK .

My Profile

As required, complete/review the following fields:

My Profile

Click Next Step button .

7. My Profile – Qualification

Click Add button ![Add].

Add Qualifications
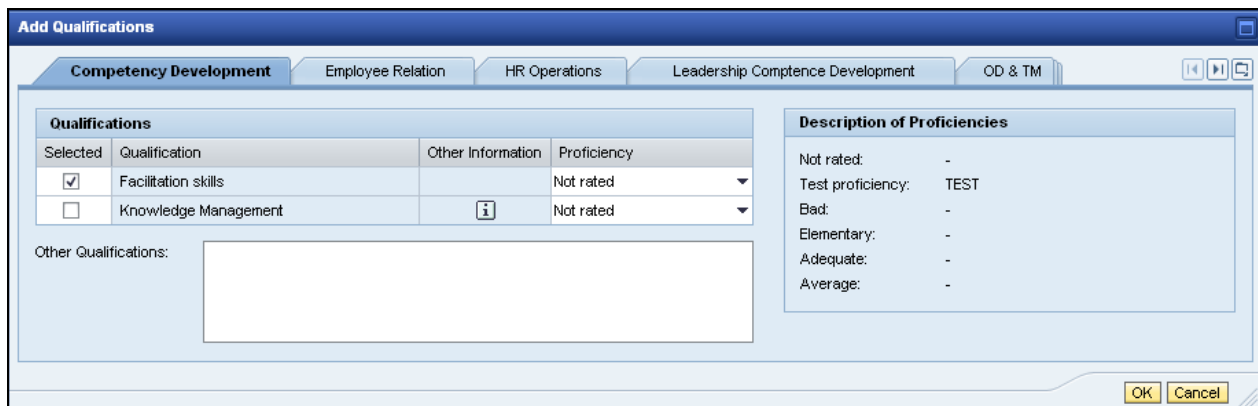
Click Selected check box ☐.

Add Qualifications
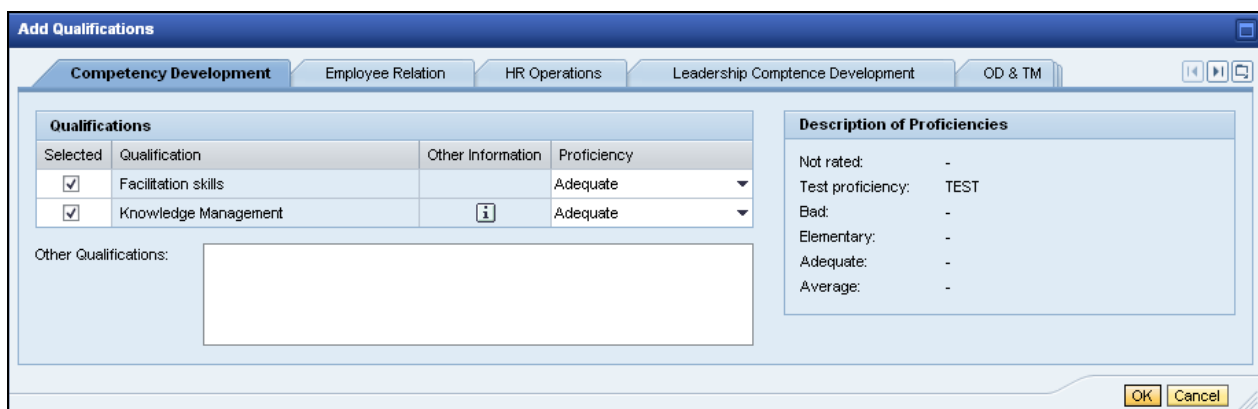
Click control ` Adequate ` .

Add Qualifications

Click OK button ` OK `.

As required, complete/review the following fields:

My Profile

As required, complete/review the following fields:

Click Next Step button .

8. My Profile – Preferences

Click Interest Group: combo box .

Click Next Step button .

9. My Profile – Attachments

<u>Note: Applicants are requested to attach complete updated CV to be seen by recruiter.</u>
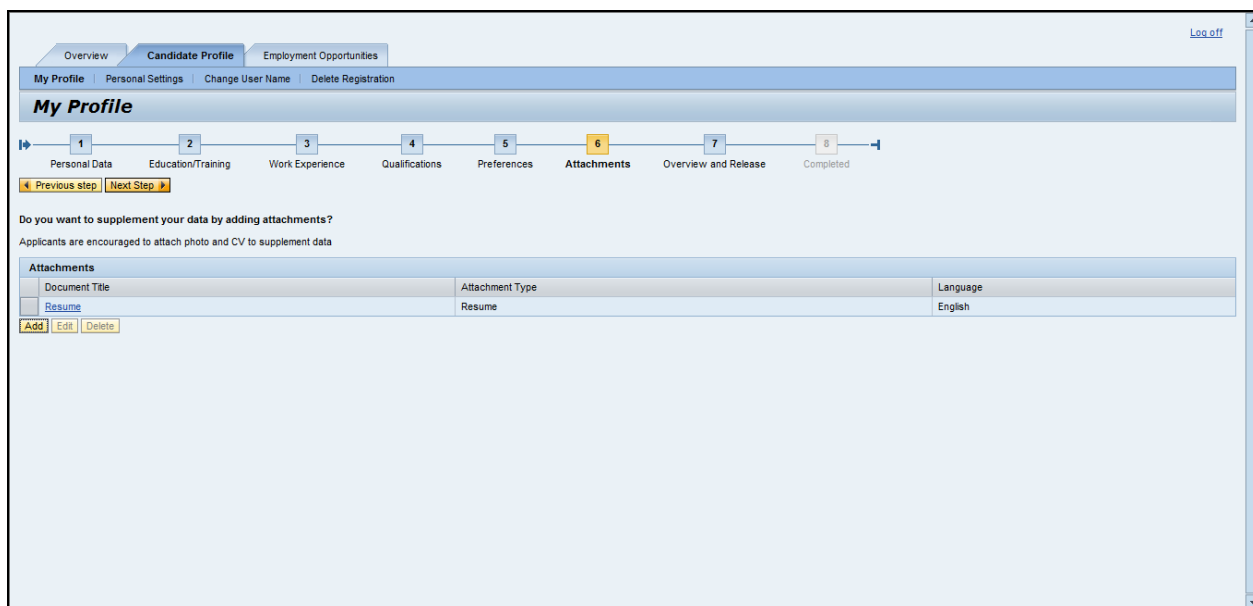
Click Transfer button [Transfer].

My Profile
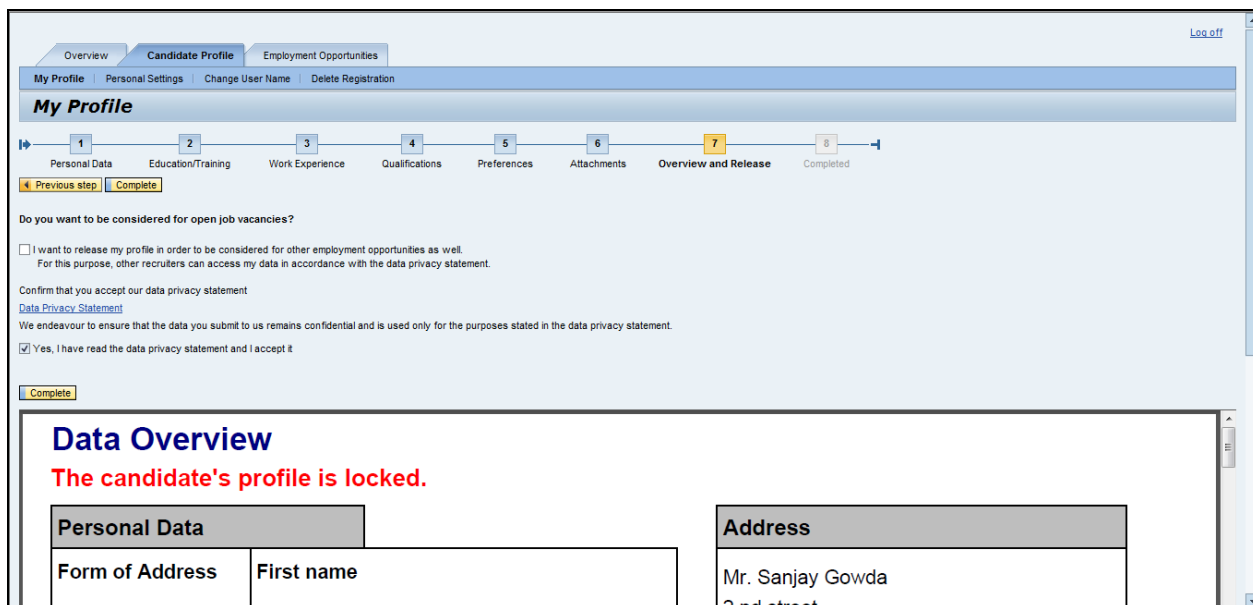
Click Next Step button [Next Step ▶].

10. My Profile – Overview and Release

Click I want to release my profile in order to be considered for other employment opportunities as well. check box .

My Profile

Click Complete button .

Click Your candidate profile was released successfully. label
.

11. My Profile – Completed

Click Personal Settings menu item Personal Settings.

Click Decimal Notation: combo box 1.234.567,89 ▼.

Click list item 1.234.567,89 ▼.

Click control 1 234 567,89.

Click DD.MM.YYYY list item DD.MM.YYYY ▼.

Click Display Format for Data Overviews: combo box -- Select -- ▼.
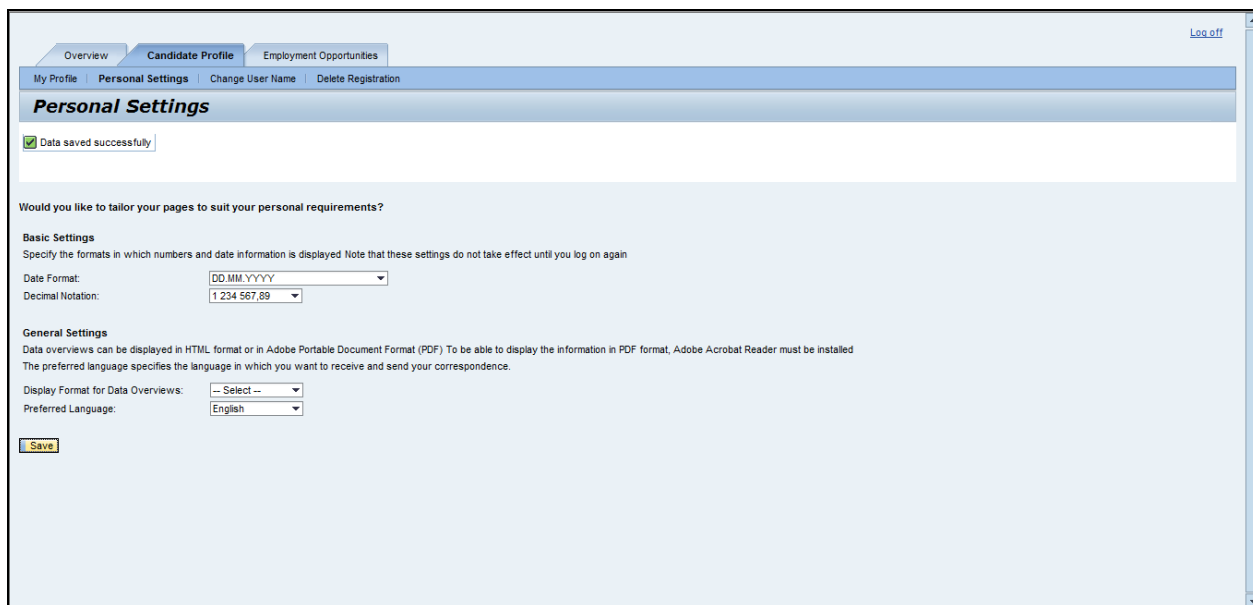
Click -- Select -- list item -- Select -- ▼.

Click Preferred Language: combo box English ▼.

Click list item English ▼.

Click Preferred Language: combo box English ▼.

Click Save button Save.

12. Personal Settings

Click Change User Name menu item Change User Name.

Click Save button Save.

13. Change User Name

Click Delete Registration menu item Delete Registration.

14. Delete Registration

Click Employment Opportunities tab control **Employment Opportunities**.

15. Job Search

Click Start button **Start**.

Job Search

Click Add Favorite button .

Click Tell a Friend button .

16. Tell a Friend

Click Send button **Send**.

Job Search

Click Save Search Query button Save Search Query .

17. Save Search Query

Save Search Query

You can save your search criteria under a name and reuse them at a later point in time

To overwrite a saved search query, select the search query in the table and choose "Save"

Assign a unique name to your search query

Name of Search Query: * my jobs search

Save

Saved Search Queries

Name of Search Query

[i] No data exists for display

Close

Click Save button Save .

Job Search

Click Apply button .

18. Application Wizard
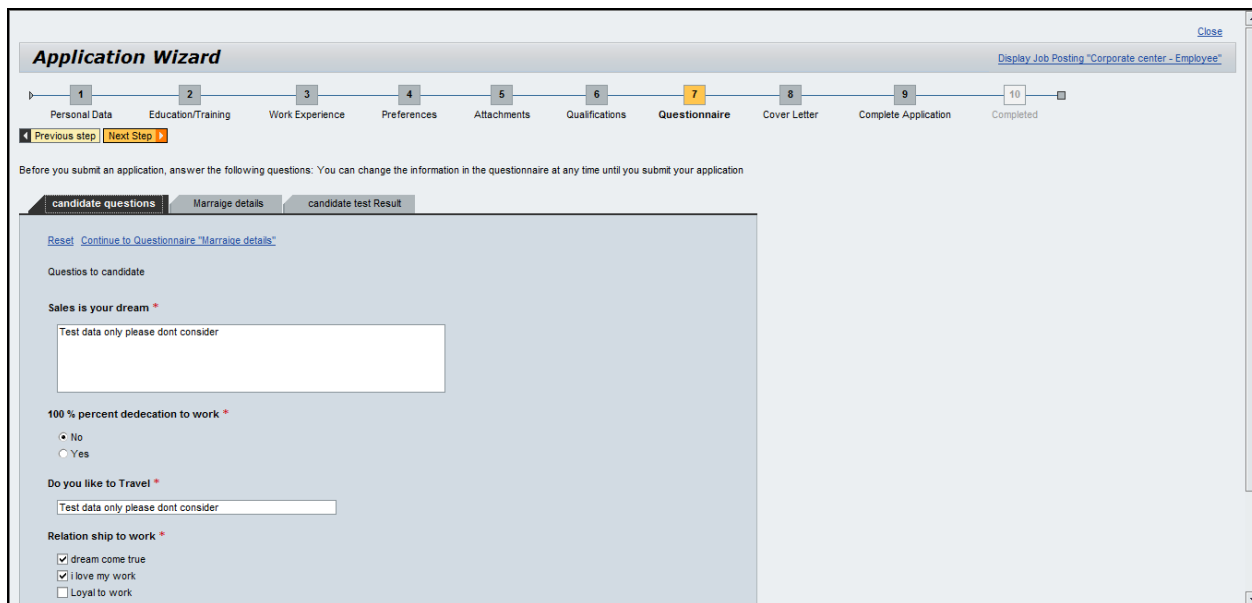
Click Continue button .

Click 7 label .

19. Application Wizard – Questionnaire

Click Next Step button .

20. Application Wizard

Click I want to release my profile in order to be considered for other employment opportunities as well. check box .

Application Wizard

Click Send Application Now button ![Send Application Now].

Click My Profile label ![My Profile].

21.   Important Note for Applicants

- **Applicants are requested to attach complete updated CV**
- **Provide valid contact no & e mail address**
- **Applicants are requested to use only Internet Explorer Browser to avoid any technical difficulty to apply**