



USER MANUAL SAP E- RECRUITMENT

ROBI AXIATA LIMITED

**Robi Corporate Office,
53, Gulshan South Avenue
Gulshan-1, Dhaka 1212**

USER MANUAL

E-RECRUITMENT

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1. Logon - SAP Web Application Server

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

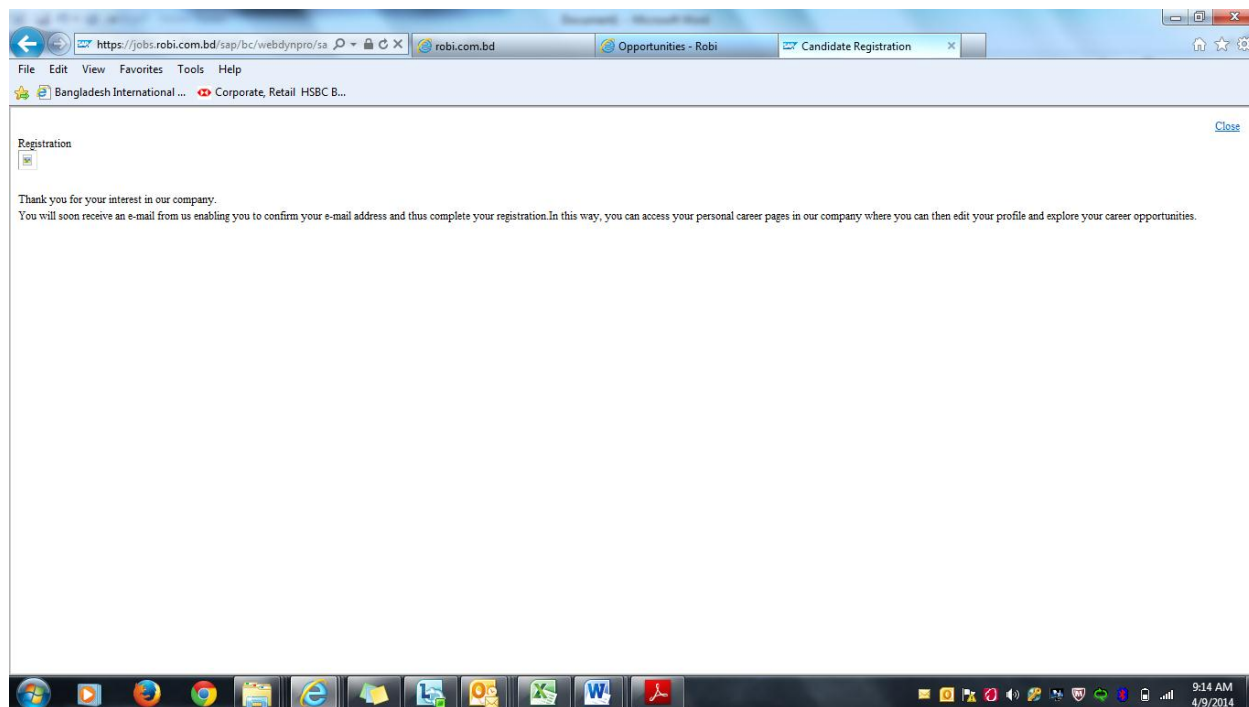
Click Register here link label [Register here](#) and complete/review the following fields:

2. Registration

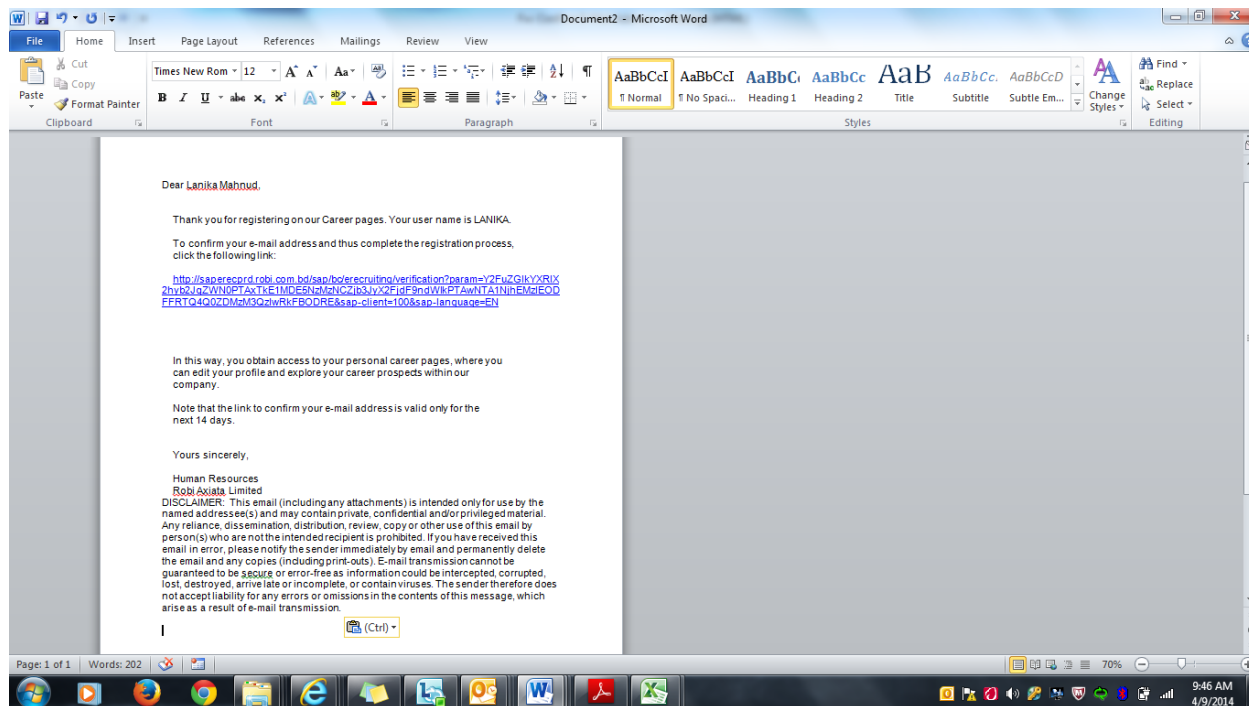


Click Register button **Register**.

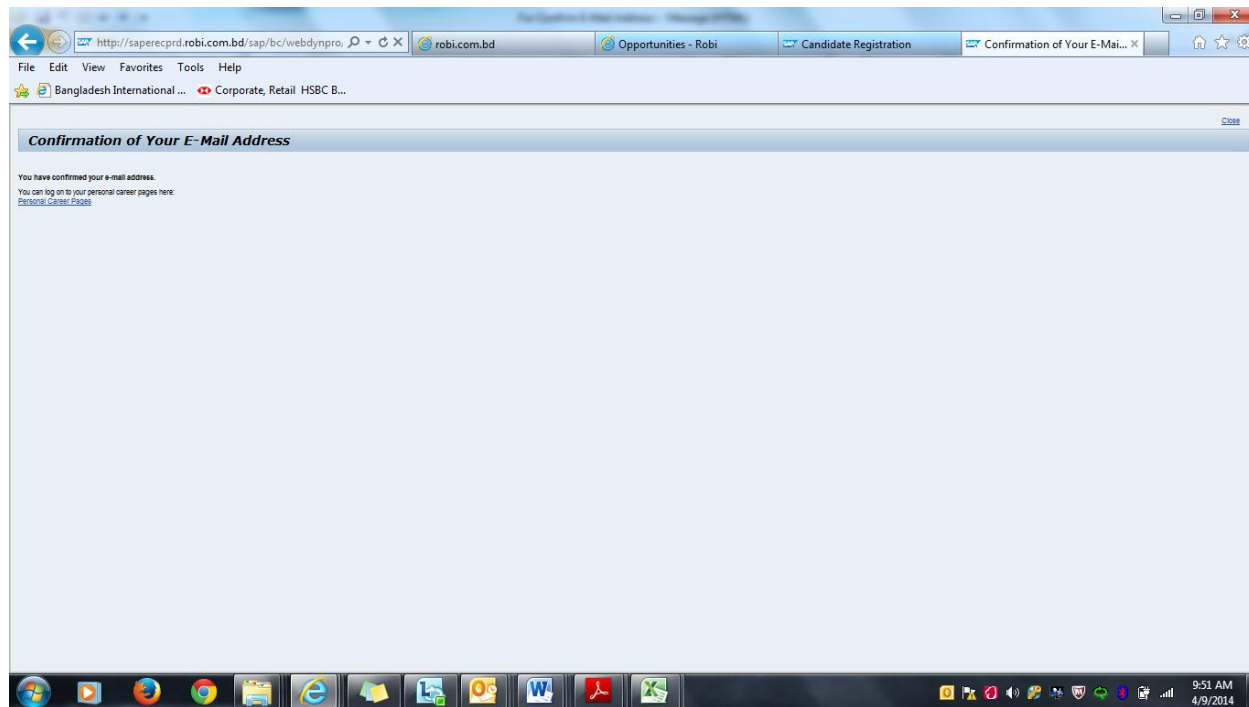
2.a



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

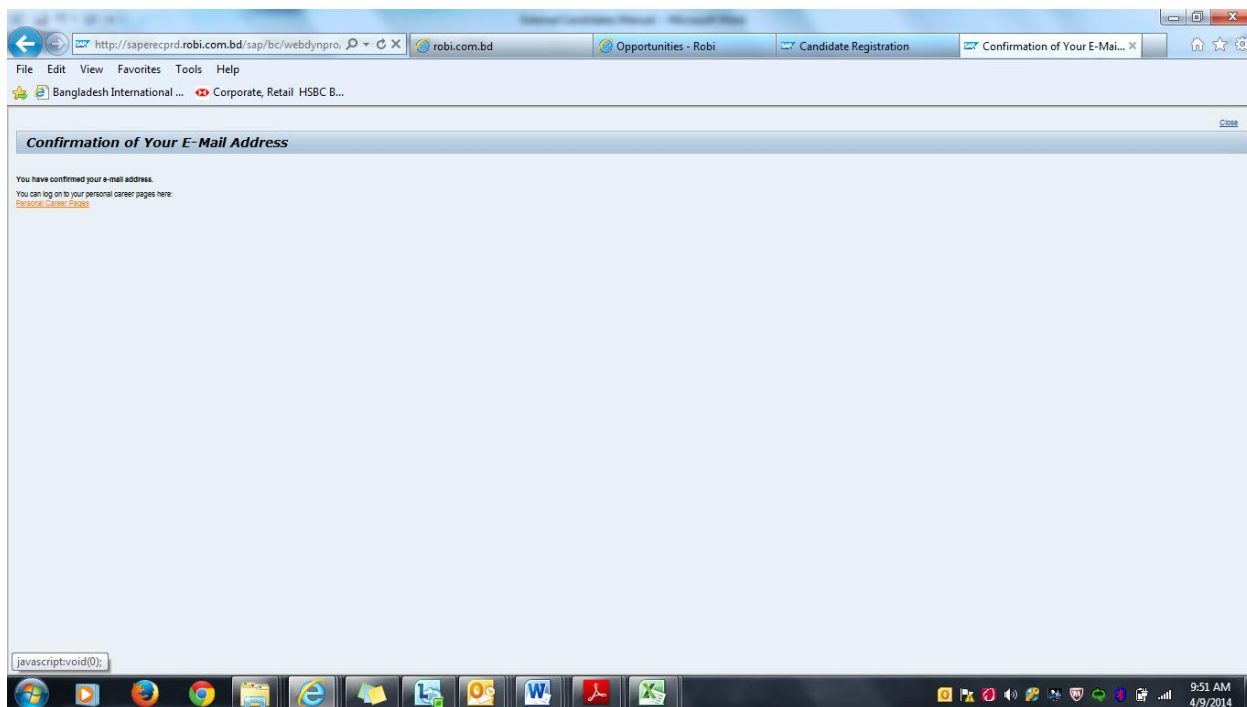


2.c. Press the link to confirm e mail address

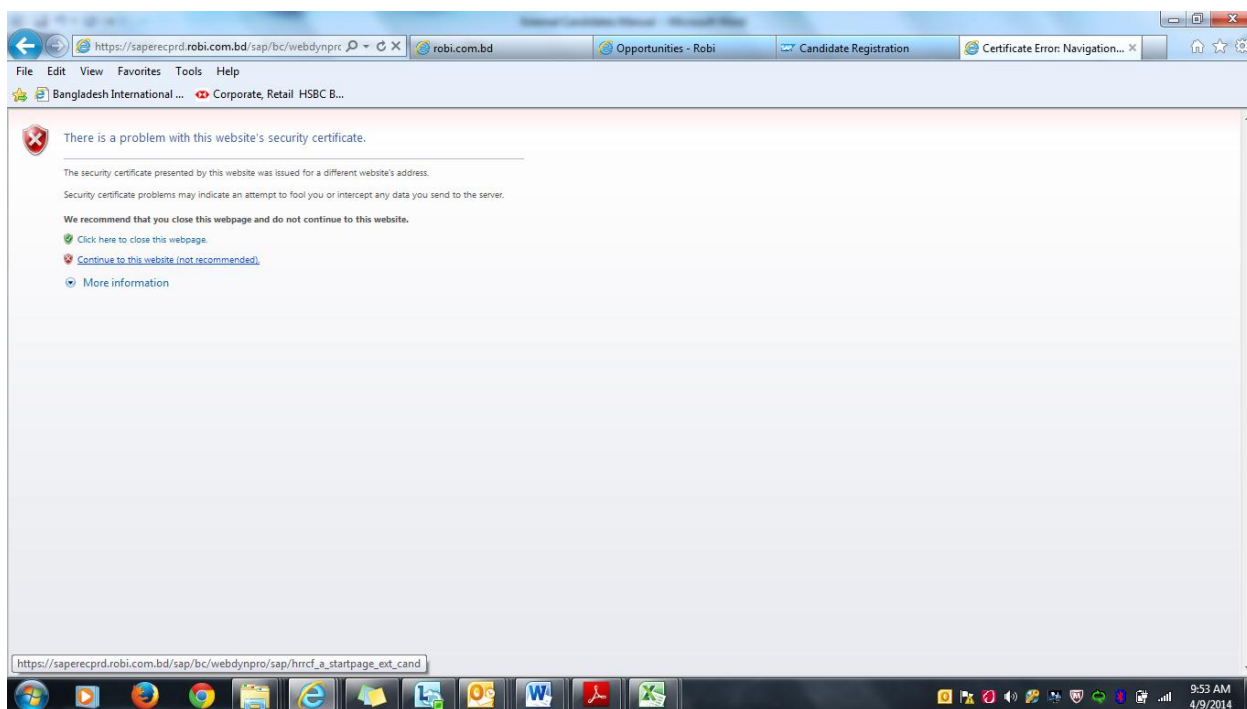




2.d. Press Personal Career Pages

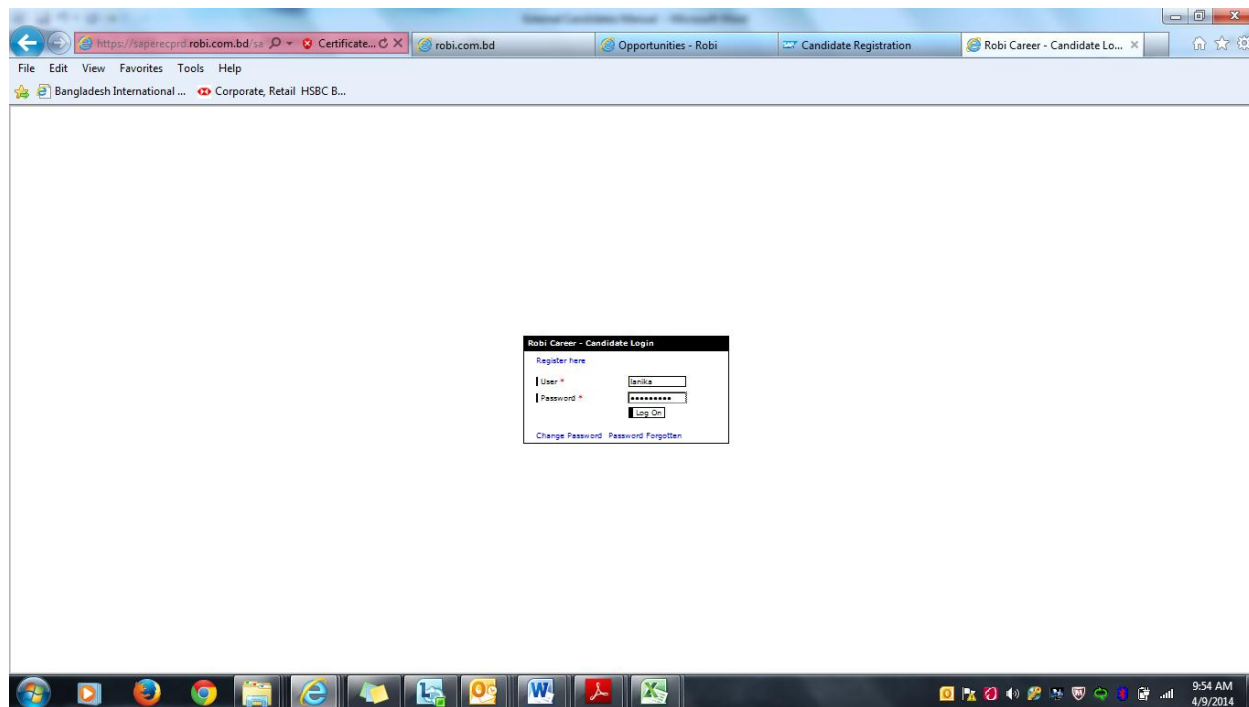


2.e. Press Continue to this Website

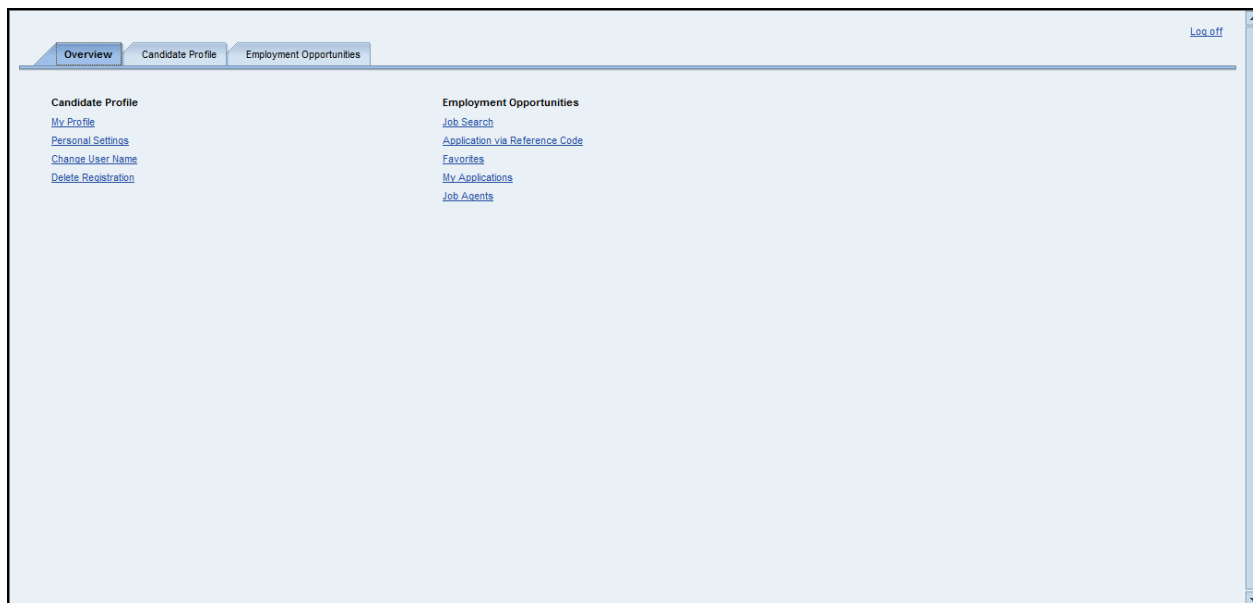




2.f. Give user name & Password to complete all detail

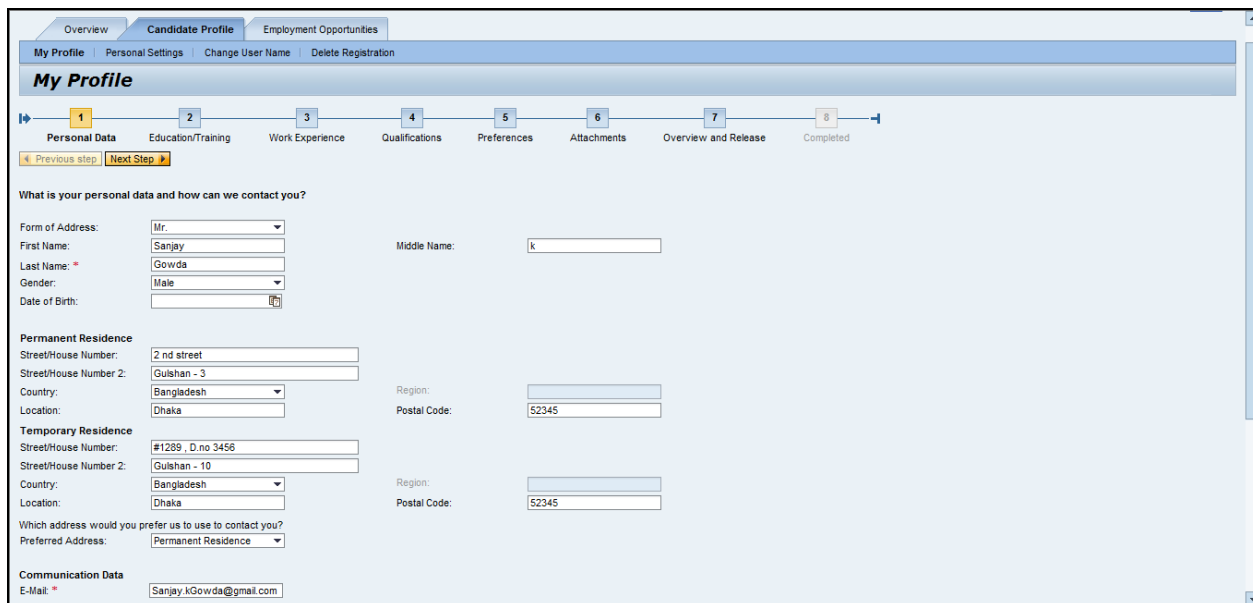


3. Applicant Cockpit: Maintain Profile details.



Click Candidate Profile -> My Profile link label [Candidate Profile -> My Profile](#).

4. My Profile – Personal Data



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step

What is your personal data and how can we contact you?

Form of Address: Mr. First Name: Sanjay Middle Name: k Last Name: Gowda Gender: Male Date of Birth: [Date Picker]

Permanent Residence
 Street/House Number: 2 nd street
 Street/House Number 2: Gulshan - 3
 Country: Bangladesh Region: [Region Picker]
 Location: Dhaka Postal Code: 52345

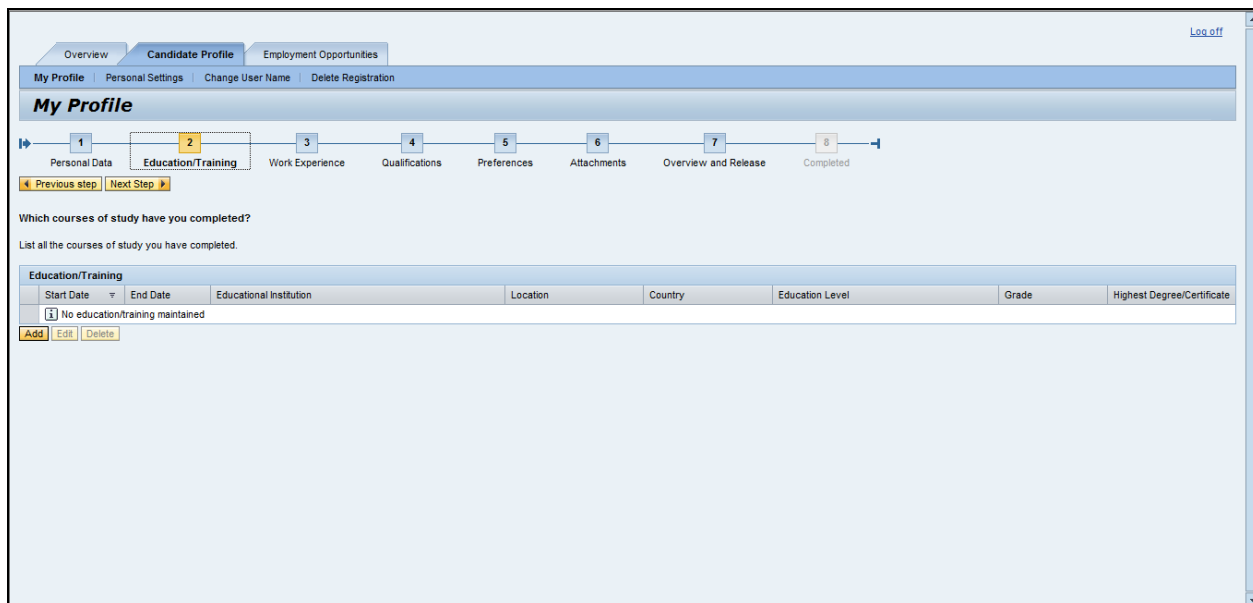
Temporary Residence
 Street/House Number: #1289 , D.no 3456
 Street/House Number 2: Gulshan - 10
 Country: Bangladesh Region: [Region Picker]
 Location: Dhaka Postal Code: 52345

Which address would you prefer us to use to contact you?
 Preferred Address: Permanent Residence

Communication Data
 E-Mail: Sanjay.kGowda@gmail.com

Complete/review the following fields: Click Next Step button **Next Step**

5. My Profile – Education and Training



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step

Which courses of study have you completed?

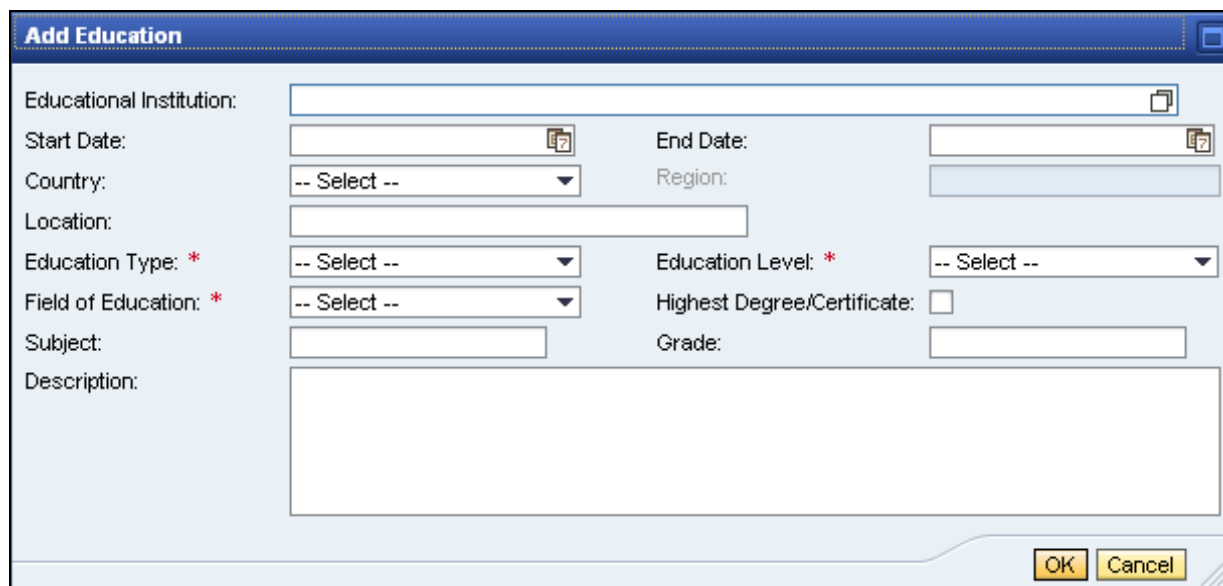
List all the courses of study you have completed.

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
No education/training maintained							

Add Edit Delete

Click Add button **Add**

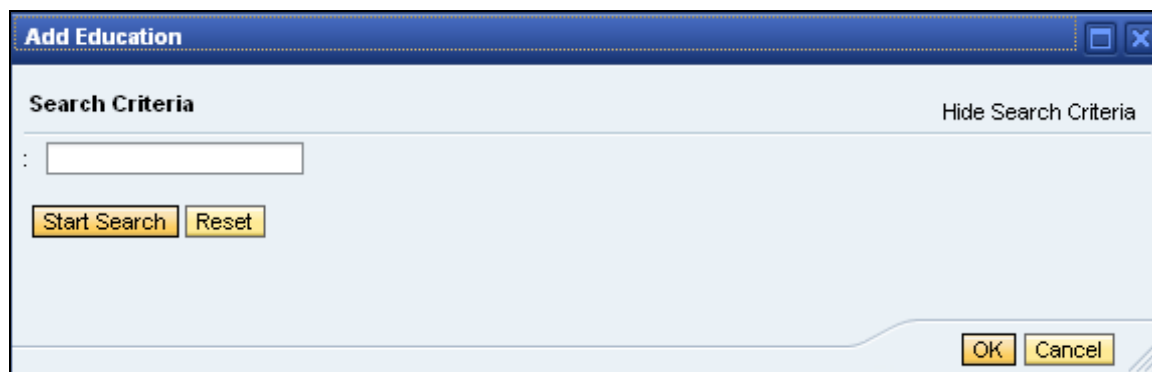
Add Education




The 'Add Education' form is a web-based interface for adding educational records. It features a blue header bar with the title 'Add Education' and a close button. The form is organized into two columns. The left column contains fields for 'Educational Institution:', 'Start Date:', 'Country:', 'Location:', 'Education Type: *', 'Field of Education: *', 'Subject:', and 'Description:'. The right column contains fields for 'End Date:', 'Region:', 'Education Level: *', 'Highest Degree/Certificate:', and 'Grade:'. Most fields are text inputs, while 'Country:', 'Education Type:', and 'Field of Education:' are dropdown menus. The 'Description:' field is a large text area. At the bottom right, there are 'OK' and 'Cancel' buttons.

As required, complete/review the following fields:

Click button .



The 'Add Education Search Criteria' form is a web-based interface for searching educational records. It features a blue header bar with the title 'Add Education' and a close button. The form has a light blue background. At the top, there is a 'Search Criteria' section with a text input field and a 'Hide Search Criteria' link. Below the input field, there are 'Start Search' and 'Reset' buttons. At the bottom right, there are 'OK' and 'Cancel' buttons.

Click Start Search button .

Add Education

Add Education

Search Criteria [Hide Search Criteria](#)

:

Results List: 78 results found for Educational Institution

<input type="checkbox"/>	Educ.Institution
<input type="checkbox"/>	Other
<input type="checkbox"/>	AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY
<input type="checkbox"/>	AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH
<input type="checkbox"/>	ASIAN UNIVERSITY OF BANGLADESH
<input type="checkbox"/>	ATISH DIPANKAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
<input type="checkbox"/>	BANGABANDHU SHEIKH MUJIBUR MEDICAL UNIVERSITY
<input type="checkbox"/>	BANGABANDHU SHEIKH MUJIBUR RAHMAN AGRICULTURAL UNIVERSITY
<input type="checkbox"/>	BANGLADESH AGRICULTURAL UNIVERSITY
<input type="checkbox"/>	BANGLADESH OPEN UNIVERSITY
<input type="checkbox"/>	BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY

Click OK button .

As required, complete/review the following fields:



Add Education

Add Education

Educational Institution:

ASIAN UNIVERSITY OF BANGLADESH

Start Date:

14.12.2004

End Date:

14.12.2006

Country:

Bangladesh

Region:

Location:

Dhaka

Education Type: *

B.Sc. (Pass)

Education Level: *

Primary School

Field of Education: *

Field of Business

Highest Degree/Certificate:

☐

Subject:

HR

Grade:


68%

Description:

HR details

OK

Cancel

Click OK button .

My Profile

OverviewCandidate ProfileEmployment Opportunities

[My Profile](#) | [Personal Settings](#) | [Change User Name](#) | [Delete Registration](#)

My Profile

12345678

Personal DataEducation/TrainingWork ExperienceQualificationsPreferencesAttachmentsOverview and ReleaseCompleted

Previous step

Next Step

Which courses of study have you completed?

List all the courses of study you have completed.


Education/Training

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
14.12.2004	14.12.2006	ASIAN UNIVERSITY OF BANGLADESH	Dhaka	Bangladesh	Primary School	68%	<input type="checkbox"/>

Add

Edit

Delete

Click Next Step button .

6. My Profile – Work Experience

[Overview](#)
[Candidate Profile](#)
[Employment Opportunities](#)

[My Profile](#)
[Personal Settings](#)
[Change User Name](#)
[Delete Registration](#)

My Profile

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

[Previous step](#)
[Next Step](#)

What is your previous work experience?

List all work relationships to date individually.

Start Date	End Date	Employer	Location	Country	Job Title
No work experience maintained					

[Add](#)
[Edit](#)
[Delete](#)

Professional Objective :

Specialized Skills

Area of Expertise:

Skill1: Exp1 (Year):
Skill2: Exp2 (Year):
Skill3: Exp3 (Year):
Skill4: Exp4 (Year):
Skill5: Exp5 (Year):

Demonstration

Click Add button [Add](#).



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

Add Work Experience

Employer:	<input type="text" value="It Champs"/>		
Current Employer:	<input checked="" type="checkbox"/>		
Start Date:	<input type="text" value="14.12.2008"/>		
Country:	<input type="text" value="Bangladesh"/>	Region:	<input type="text"/>
Location:	<input type="text" value="Dhaka"/>		
Industry:	<input type="text" value="Telecommunication"/>	Functional Area:	<input type="text" value="Human Resources"/>
Hierarchy Level:	<input type="text" value="Vice President"/>		
Job Title:	<input type="text" value="Sap Consultant"/>		
Company Description:	<input type="text" value="company details"/>		
Job Responsibilities:	<input type="text" value="Working Job details"/>		
Key Achievements:	<input type="text" value="Best employee award"/>		
Reason for Leaving / Interest:	<input type="text"/>		

Click OK button

My Profile

Start Date	End Date	Employer	Location	Country	Job Title
14.12.2008		It Champs	Dhaka	Bangladesh	Sap Consultant

[Add](#) [Edit](#) [Delete](#)

Professional Objective : A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

Specialized Skills

Area of Expertise: SAP HR

Skill1: technical Exp1 (Year): 0-1 [📅](#)

Skill2: Functional Exp2 (Year): 3-4 [📅](#)

Skill3: Porati Exp3 (Year): 1-2 [📅](#)

Skill4: Basis Exp4 (Year): 0-1 [📅](#)

Skill5: Nakisha Exp5 (Year): 0-1 [📅](#)

Demonstration

Provide example how you demonstrated following Guideline Principles

I Can, I Will: A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

Customer at the Center: A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

Uncompromising Integrity: A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

Adaptability: A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

As required, complete/review the following fields:

My Profile

[Log off](#)

Overview **Candidate Profile** Employment Opportunities

[My Profile](#) [Personal Settings](#) [Change User Name](#) [Delete Registration](#)

My Profile

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

[Previous Step](#) [Next Step](#)

What is your previous work experience?

List all work relationships to date individually.

Start Date	End Date	Employer	Location	Country	Job Title
14.12.2008		It Champs	Dhaka	Bangladesh	Sap Consultant

[Add](#) [Edit](#) [Delete](#)

Professional Objective : A position as an interior designer, using design concepts while completing projects that will further the firm's goals(Test data only please dont consider)

Specialized Skills

Area of Expertise: SAP HR

Skill1: technical Exp1 (Year): 0-1 [📅](#)

Skill2: Functional Exp2 (Year): 3-4 [📅](#)

Skill3: Porati Exp3 (Year): 1-2 [📅](#)

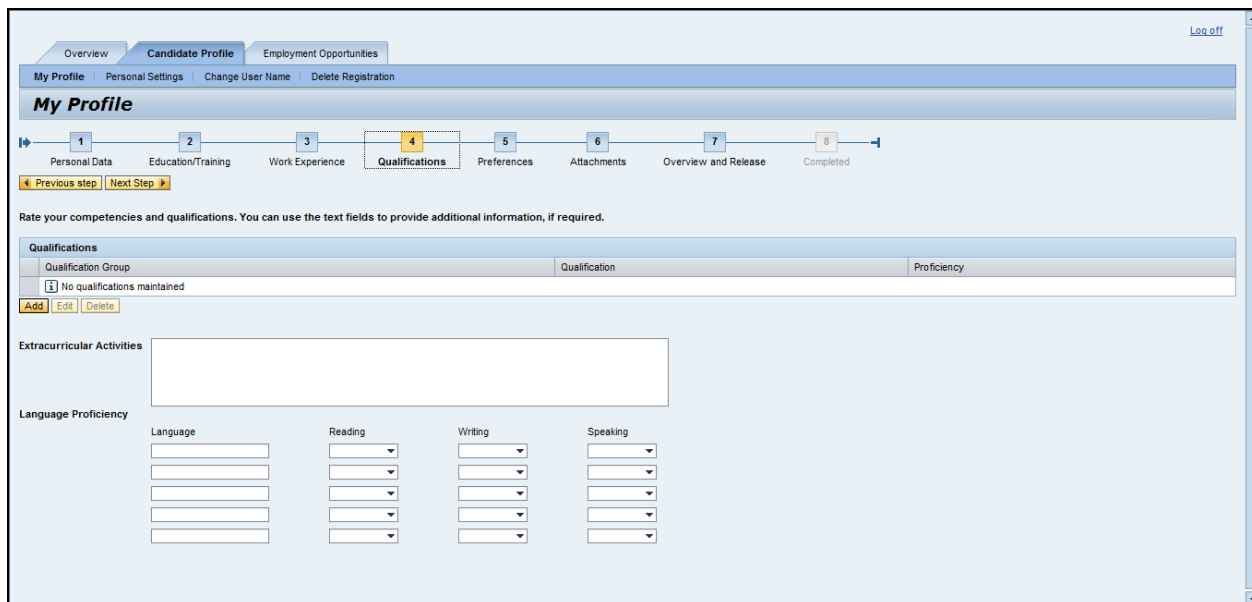
Skill4: Basis Exp4 (Year): 0-1 [📅](#)

Skill5: Nakisha Exp5 (Year): 0-1 [📅](#)

Demonstration

Click Next Step button [Next Step](#)

7. My Profile – Qualification



Overview | **Candidate Profile** | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data | 2 Education/Training | 3 Work Experience | **4 Qualifications** | 5 Preferences | 6 Attachments | 7 Overview and Release | 8 Completed

Previous Step | Next Step

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

Qualifications

Qualification Group	Qualification	Proficiency
No qualifications maintained		

Add | Edit | Delete

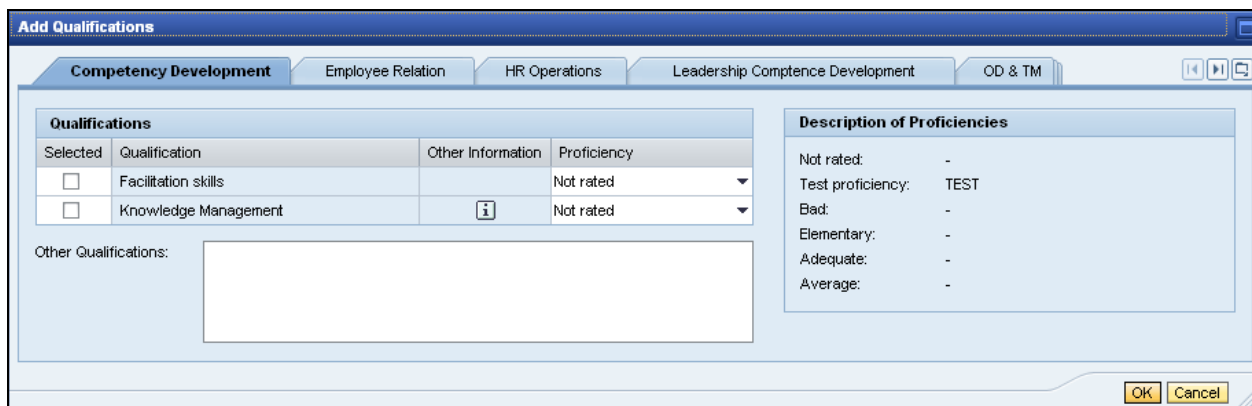
Extracurricular Activities

Language Proficiency

Language	Reading	Writing	Speaking

Click Add button **Add**.

Add Qualifications



Add Qualifications

Competency Development | Employee Relation | HR Operations | Leadership Competence Development | OD & TM

Selected	Qualification	Other Information	Proficiency
<input type="checkbox"/>	Facilitation skills		Not rated
<input type="checkbox"/>	Knowledge Management		Not rated

Other Qualifications:

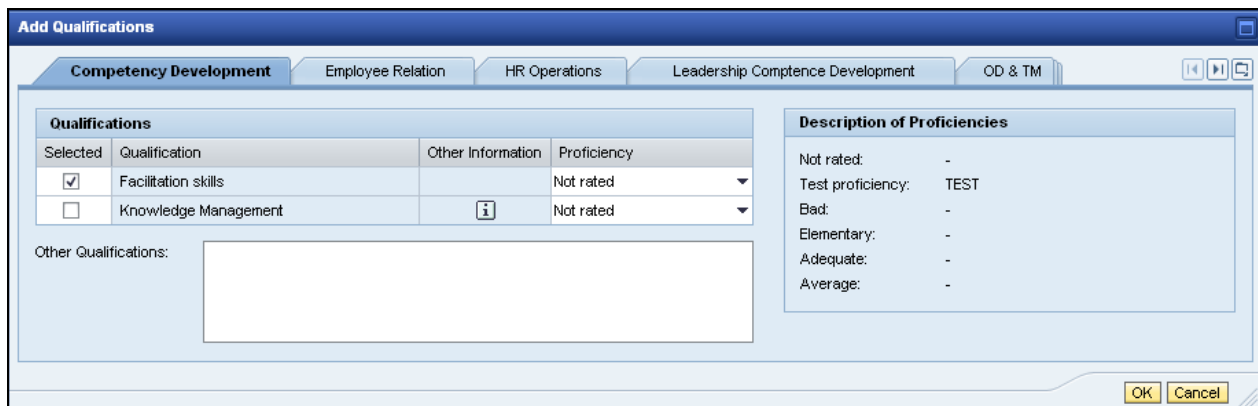
Description of Proficiencies


Not rated: -
 Test proficiency: TEST
 Bad: -
 Elementary: -
 Adequate: -
 Average: -

OK Cancel

Click Selected check box ☐.

Add Qualifications



Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Facilitation skills		Not rated
<input type="checkbox"/>	Knowledge Management		Not rated

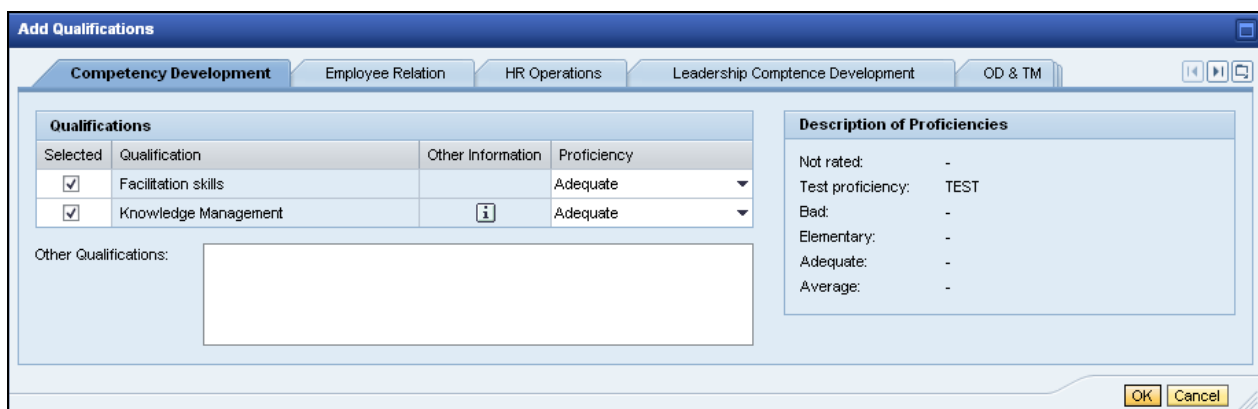
Other Qualifications:


Not rated: -
 Test proficiency: TEST
 Bad: -
 Elementary: -
 Adequate: -
 Average: -

OK Cancel

Click control Adequate.

Add Qualifications



Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Facilitation skills		Adequate
<input checked="" type="checkbox"/>	Knowledge Management		Adequate

Other Qualifications:

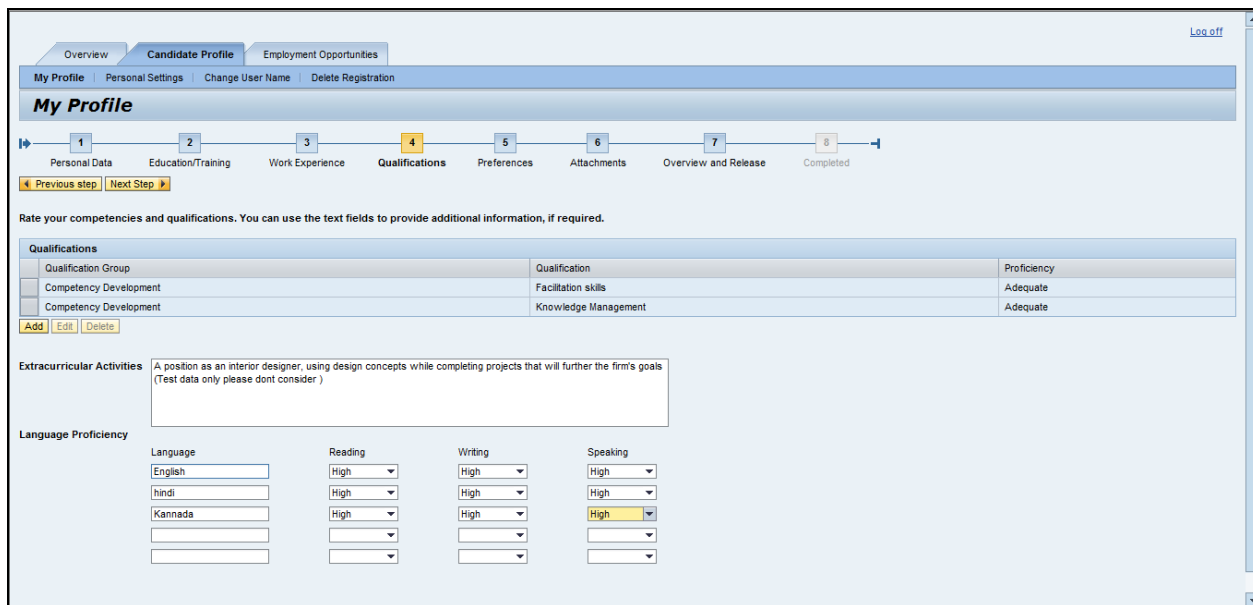
Not rated: -
 Test proficiency: TEST
 Bad: -
 Elementary: -
 Adequate: -
 Average: -

OK Cancel

Click OK button OK.

As required, complete/review the following fields:

My Profile



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

Qualification Group	Qualification	Proficiency
Competency Development	Facilitation skills	Adequate
Competency Development	Knowledge Management	Adequate

Add Edit Delete

Extracurricular Activities A position as an interior designer, using design concepts while completing projects that will further the firm's goals (Test data only please dont consider)

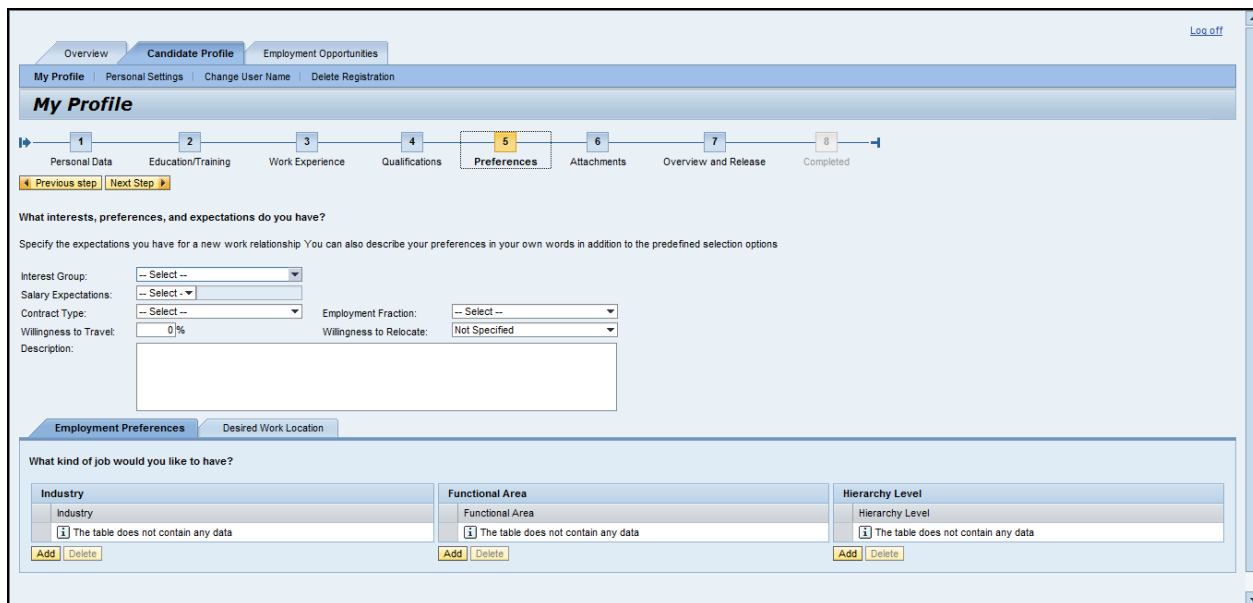
Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High
hindi	High	High	High
Kannada	High	High	High

As required, complete/review the following fields:

Click Next Step button **Next Step**

8. My Profile – Preferences



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step

What interests, preferences, and expectations do you have?

Specify the expectations you have for a new work relationship You can also describe your preferences in your own words in addition to the predefined selection options

Interest Group: -- Select --

Salary Expectations: -- Select --

Contract Type: -- Select -- Employment Fraction: -- Select --

Willingness to Travel: 0% Willingness to Relocate: Not Specified

Description:

Employment Preferences Desired Work Location

What kind of job would you like to have?

Industry	Functional Area	Hierarchy Level
The table does not contain any data	The table does not contain any data	The table does not contain any data

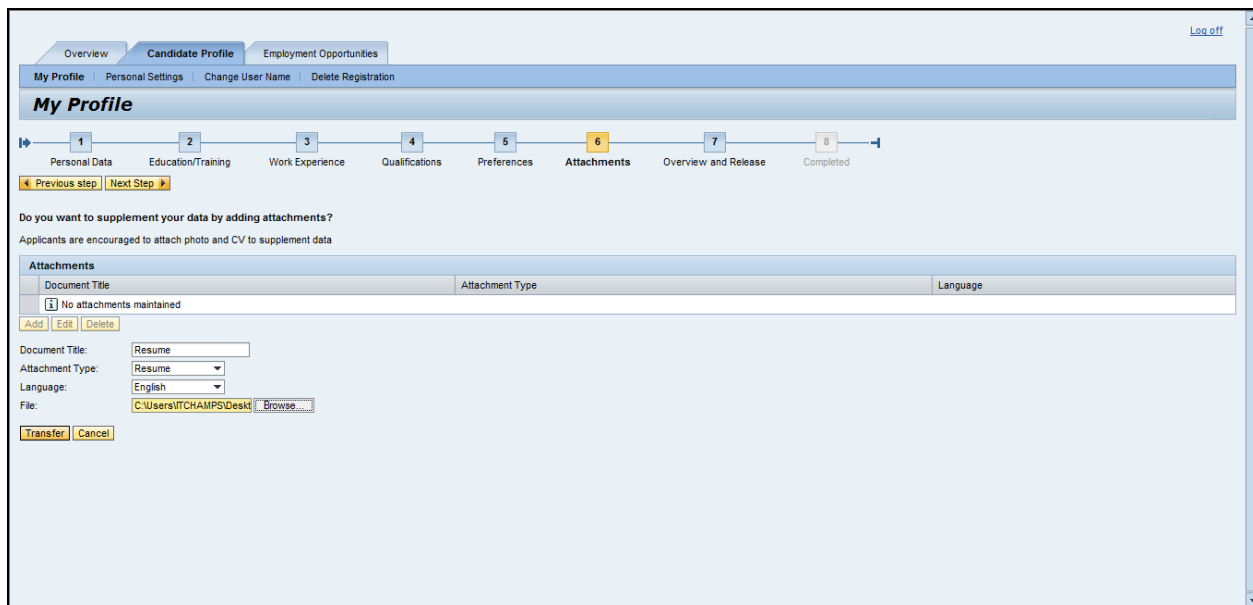
Add Delete Add Delete Add Delete

Click Interest Group: combo box -- Select --

Click Next Step button **Next Step**

9. My Profile – Attachments

Note: Applicants are requested to attach complete updated CV to be seen by recruiter.



Overview | **Candidate Profile** | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Qualifications | 5 Preferences | **6 Attachments** | 7 Overview and Release | 8 Completed

Previous step | Next Step

Do you want to supplement your data by adding attachments?
Applicants are encouraged to attach photo and CV to supplement data

Document Title	Attachment Type	Language
No attachments maintained		

Add | Edit | Delete

Document Title:

Attachment Type:

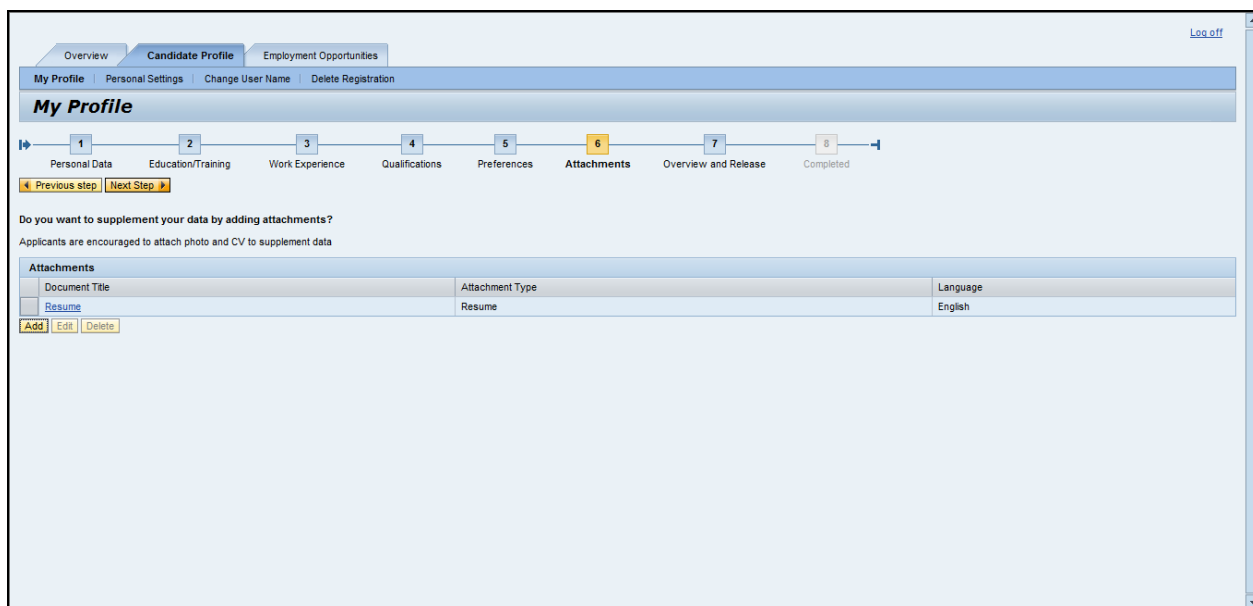
Language:

File: Browse...

Transfer | Cancel

Click Transfer button **Transfer**.

My Profile



Overview | **Candidate Profile** | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Qualifications | 5 Preferences | **6 Attachments** | 7 Overview and Release | 8 Completed

Previous step | Next Step

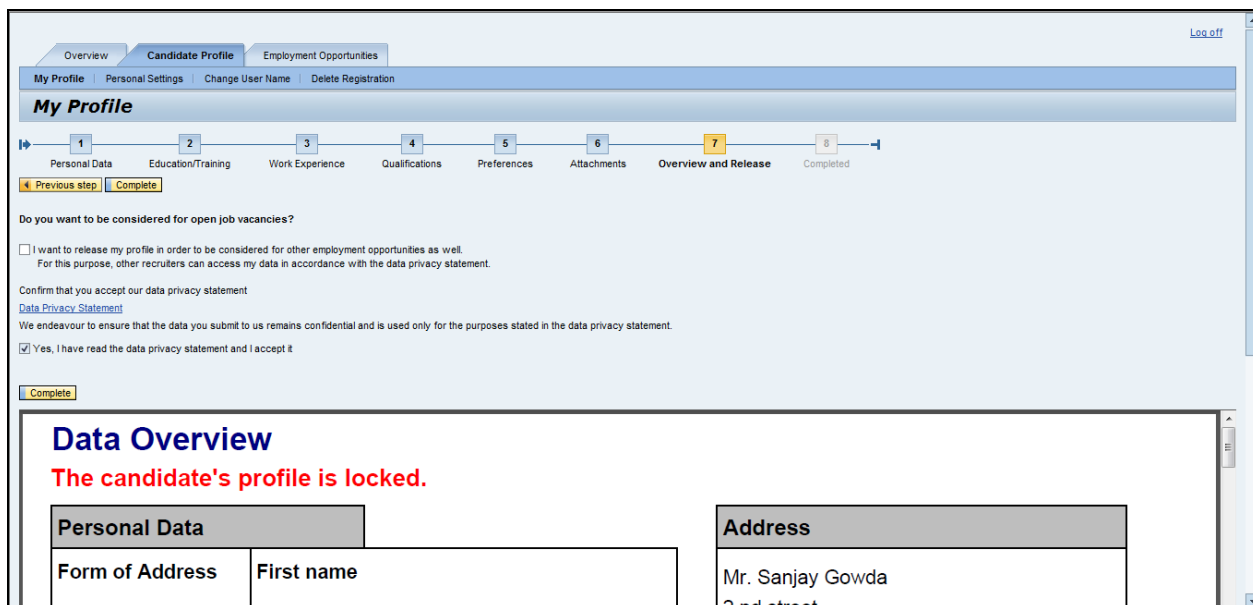
Do you want to supplement your data by adding attachments?
Applicants are encouraged to attach photo and CV to supplement data

Document Title	Attachment Type	Language
Resume	Resume	English

Add | Edit | Delete

Click Next Step button **Next Step**.

10. My Profile – Overview and Release



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 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.

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

Complete

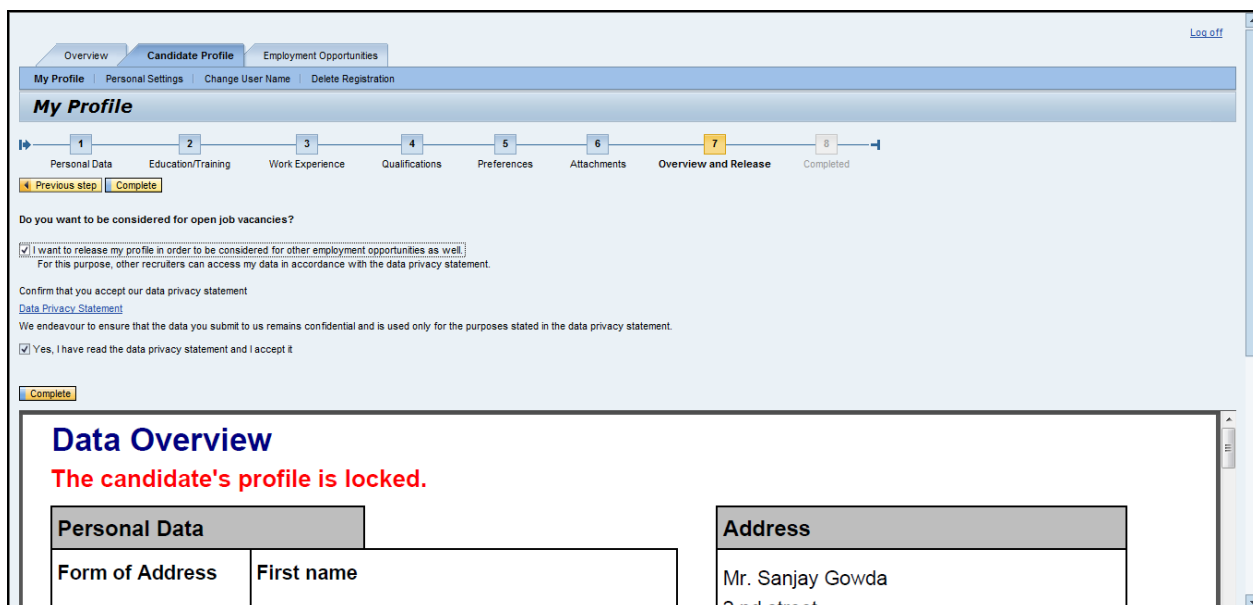
Data Overview

The candidate's profile is locked.

Personal Data		Address
Form of Address	First name	Mr. Sanjay Gowda
...	...	2nd street

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

My Profile



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 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.

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

Complete

Data Overview

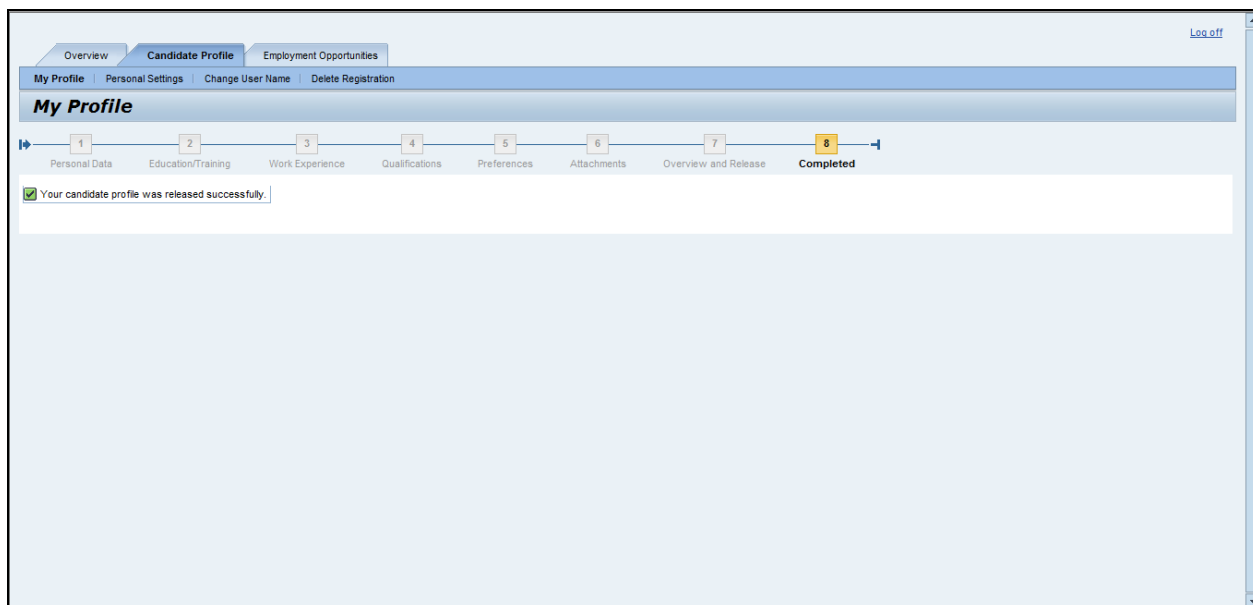
The candidate's profile is locked.

Personal Data		Address
Form of Address	First name	Mr. Sanjay Gowda
...	...	2nd street

Click Complete button .

Click Your candidate profile was released successfully. label
Your candidate profile was released successfully.

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 --**.

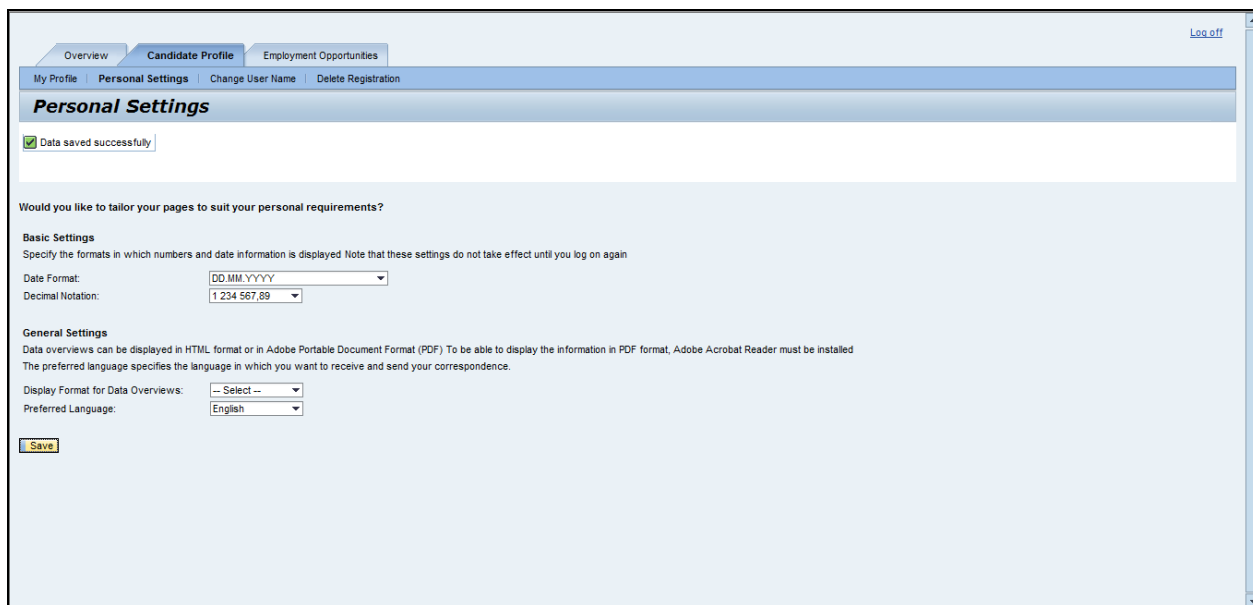
Click Preferred Language: combo box **English**.

Click list item **English**.

Click Preferred Language: combo box **English**.

Click Save button **Save**.

12. Personal Settings

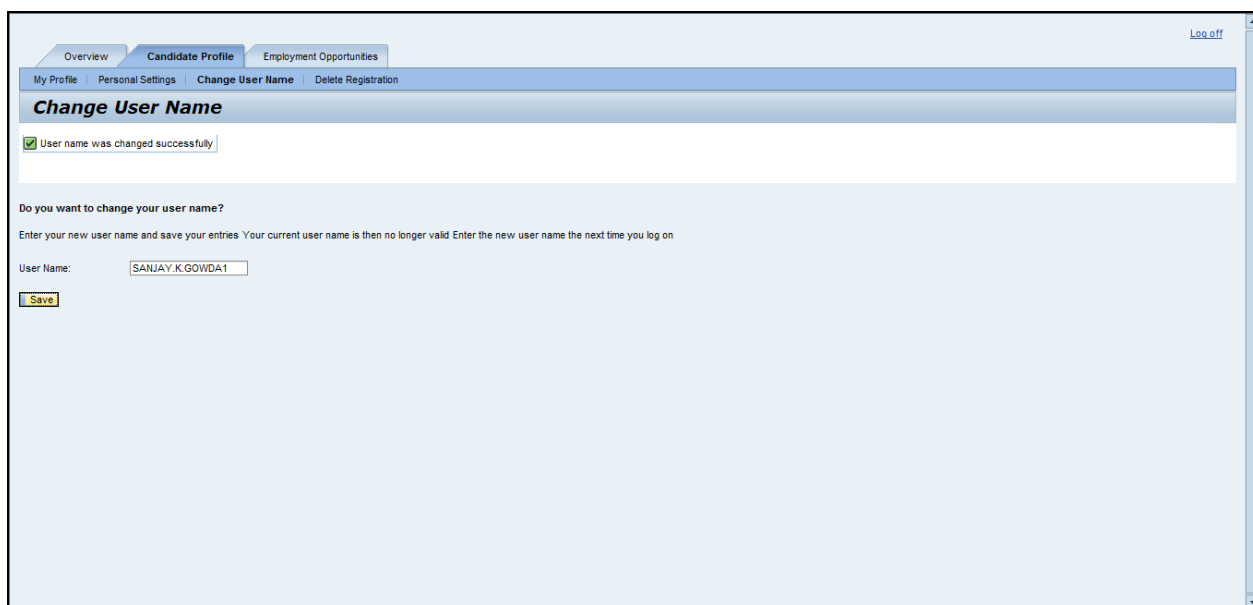


The screenshot shows the 'Personal Settings' page. At the top, there are tabs for 'Overview', 'Candidate Profile', and 'Employment Opportunities'. Below these, there is a sub-menu with 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The 'Personal Settings' sub-menu item is selected. The page title is 'Personal Settings'. A green message box at the top left says 'Data saved successfully'. Below this, there is a question: 'Would you like to tailor your pages to suit your personal requirements?'. Under 'Basic Settings', there is a note: 'Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again'. There are two dropdown menus: 'Date Format' set to 'DD.MM.YYYY' and 'Decimal Notation' set to '1 234 567,89'. Under 'General Settings', there is a note: 'Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed The preferred language specifies the language in which you want to receive and send your correspondence.' There are two dropdown menus: 'Display Format for Data Overviews' set to '-- Select --' and 'Preferred Language' set to 'English'. At the bottom left, there is a yellow 'Save' button.

Click Change User Name menu item **Change User Name**.

Click Save button **Save**.

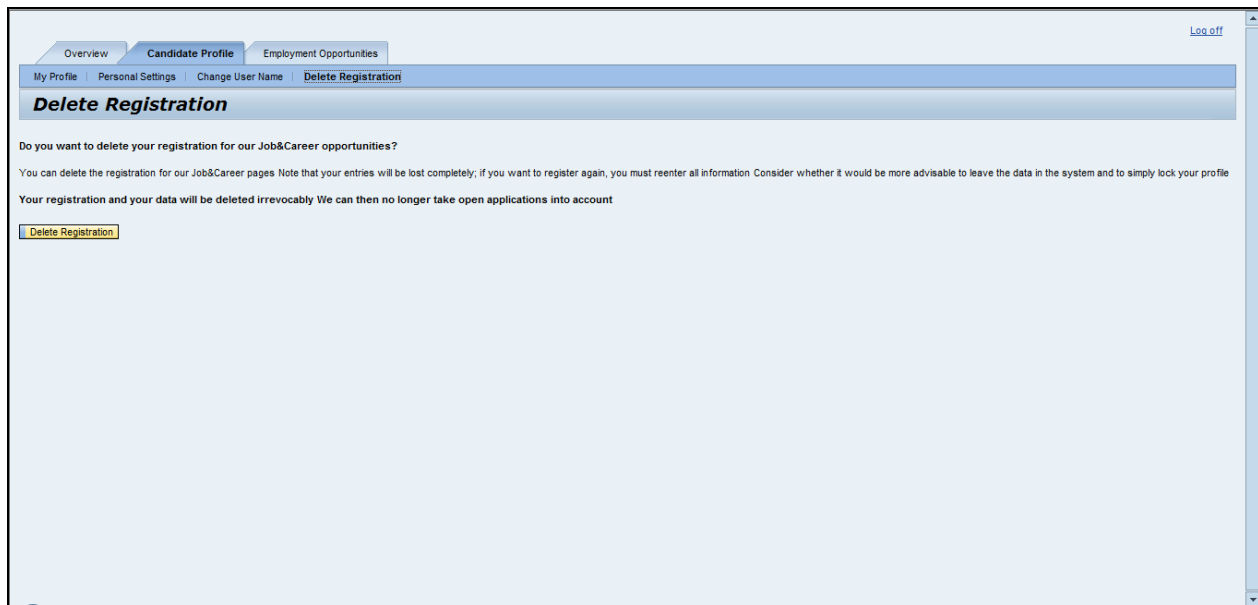
13. Change User Name



The screenshot shows the 'Change User Name' page. At the top, there are tabs for 'Overview', 'Candidate Profile', and 'Employment Opportunities'. Below these, there is a sub-menu with 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The 'Change User Name' sub-menu item is selected. The page title is 'Change User Name'. A green message box at the top left says 'User name was changed successfully'. Below this, there is a question: 'Do you want to change your user name?'. Underneath, there is a note: 'Enter your new user name and save your entries Your current user name is then no longer valid Enter the new user name the next time you log on'. There is a text input field labeled 'User Name' containing the text 'SANJAY.K.GOWDA1'. At the bottom left, there is a yellow 'Save' button.

Click Delete Registration menu item **Delete Registration**.

14.Delete Registration



Overview Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name **Delete Registration**

Delete Registration

Do you want to delete your registration for our Job&Career opportunities?

You can delete the registration for our Job&Career pages Note that your entries will be lost completely; if you want to register again, you must reenter all information Consider whether it would be more advisable to leave the data in the system and to simply lock your profile

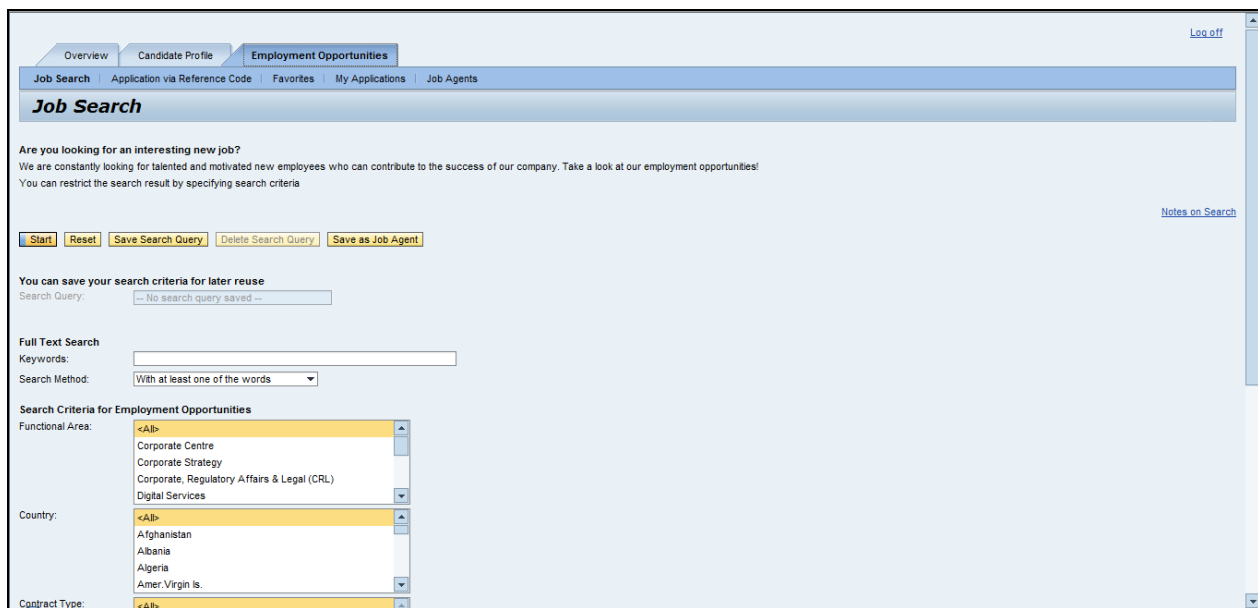
Your registration and your data will be deleted irrevocably We can then no longer take open applications into account

[Delete Registration](#)

Click Employment Opportunities tab control

Employment Opportunities

15.Job Search



Overview Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites My Applications Job Agents

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
You can restrict the search result by specifying search criteria

[Start](#) [Reset](#) [Save Search Query](#) [Delete Search Query](#) [Save as Job Agent](#)

You can save your search criteria for later reuse

Search Query:

Full Text Search

Keywords:

Search Method:

Search Criteria for Employment Opportunities

Functional Area:
Corporate Centre
Corporate Strategy
Corporate, Regulatory Affairs & Legal (CRL)
Digital Services

Country:
Afghanistan
Albania
Algeria
Amer.Virgin Is.

Contract Type:

Click Start button

Start



Job Search

[Job Search](#) | [Application via Reference Code](#) | [Favorites](#) | [My Applications](#) | [Job Agents](#)

Job Search

Are you looking for an interesting new job?
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: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Finance - Employee	Finance	Bangladesh		11.12.2013	<input type="checkbox"/>	
Corporate center - Employee	Digital Services			03.12.2013	<input checked="" type="checkbox"/>	
Manager	Human Resources			25.11.2013	<input type="checkbox"/>	
HR Manager	Corporate, Regulatory Affairs & Legal (CRL)	Bangladesh	15.01.2014	19.11.2013	<input type="checkbox"/>	
Robi Requisition	Human Resources			16.11.2013	<input type="checkbox"/>	
sap e-rec				05.11.2013	<input type="checkbox"/>	
E-Rec Test	Corporate, Regulatory Affairs & Legal (CRL)		17.01.2014	05.11.2013	<input type="checkbox"/>	
E Recruitment Requisition			03.01.2014	03.11.2013	<input type="checkbox"/>	
Test1			01.10.2014	29.10.2013	<input type="checkbox"/>	

[Apply](#) | [Add Favorite](#) | [Save Search Query](#) | [Tell a Friend](#)

[Return to Search](#)

Click Add Favorite button [Add Favorite](#)

Click Tell a Friend button [Tell a Friend](#)

16. Tell a Friend

Tell a Friend

Use this option to forward interesting employment opportunities to friends and family. Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information. The recipient receives your message by mail together with a link to the employment opportunity.

First Name of Recipient:

Last Name of Recipient: *

E-Mail Address of Recipient: *

Message:

First Name of Sender:

Last Name of Sender:

☒ Copy to My E-Mail Address

Send Reset Close

Click Send button .

Job Search

Job Search

Application via Reference Code Favorites My Applications Job Agents

☒ Data was sent successfully

Are you looking for an interesting new job?
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

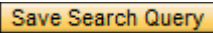
Search Criteria

The search was not restricted

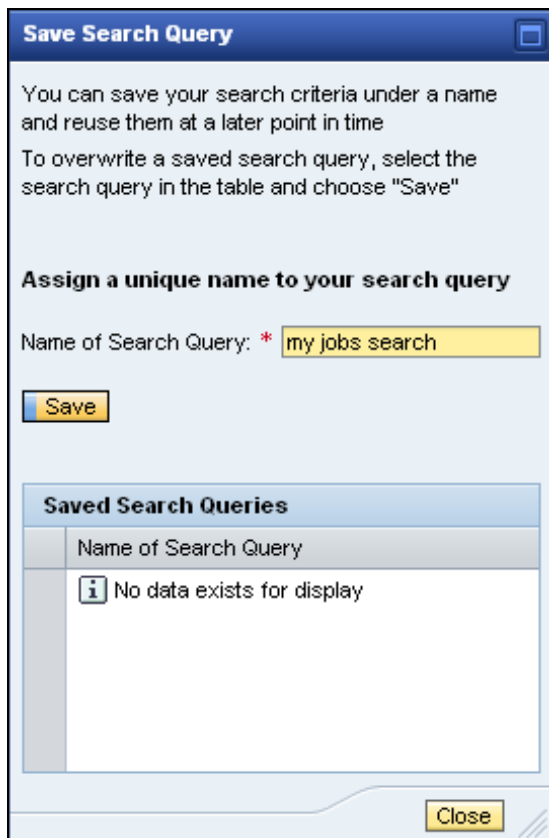
Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Finance - Employee	Finance	Bangladesh		11.12.2013	<input type="checkbox"/>	
Corporate center - Employee	Digital Services			03.12.2013	<input checked="" type="checkbox"/>	
Manager	Human Resources			25.11.2013	<input type="checkbox"/>	
HR Manager	Corporate, Regulatory Affairs & Legal (CRL)	Bangladesh	15.01.2014	19.11.2013	<input type="checkbox"/>	
Robi Requisition	Human Resources			16.11.2013	<input type="checkbox"/>	
SAP e-rec				05.11.2013	<input type="checkbox"/>	
E-Rec Test	Corporate, Regulatory Affairs & Legal (CRL)		17.01.2014	05.11.2013	<input type="checkbox"/>	
E Recruitment Requisition			03.01.2014	03.11.2013	<input type="checkbox"/>	
Test1			01.10.2014	29.10.2013	<input type="checkbox"/>	

Apply Add Favorite Save Search Query Tell a Friend

Click Save Search Query button .

17. Save Search Query


A screenshot of a 'Save Search Query' dialog box. The title bar is blue with the text 'Save Search Query' and a close button. The main area has a light blue background. It contains instructional text: 'You can save your search criteria under a name and reuse them at a later point in time' and 'To overwrite a saved search query, select the search query in the table and choose "Save"'. Below this is a section titled 'Assign a unique name to your search query'. It includes a label 'Name of Search Query: *' followed by a text input field containing 'my jobs search'. Below the input field is a 'Save' button. At the bottom, there is a table titled 'Saved Search Queries' with a single header 'Name of Search Query'. The table body is empty, and a message 'No data exists for display' is shown. A 'Close' button is located at the bottom right of the dialog box.


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: *

Name of Search Query
 No data exists for display

Click Save button .



Job Search

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

Job Search

Are you looking for an interesting new job?
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: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Finance - Employee	Finance	Bangladesh		11.12.2013	<input type="checkbox"/>	
Corporate center - Employee	Digital Services			03.12.2013	<input checked="" type="checkbox"/>	
Manager	Human Resources			25.11.2013	<input type="checkbox"/>	
HR Manager	Corporate, Regulatory Affairs & Legal (CRL)	Bangladesh	15.01.2014	19.11.2013	<input type="checkbox"/>	
Robi Requisition	Human Resources			16.11.2013	<input type="checkbox"/>	
sap e-rec				05.11.2013	<input type="checkbox"/>	
E-Rec Test	Corporate, Regulatory Affairs & Legal (CRL)		17.01.2014	05.11.2013	<input type="checkbox"/>	
E Recruitment Requisition			03.01.2014	03.11.2013	<input type="checkbox"/>	
Test1			01.10.2014	29.10.2013	<input type="checkbox"/>	

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

Click Apply button [Apply](#).

18.Application Wizard

[Close](#)

Application Wizard

[Display Job Posting "Corporate center - Employee"](#)

Welcome, Mr. Sanjay Gowda

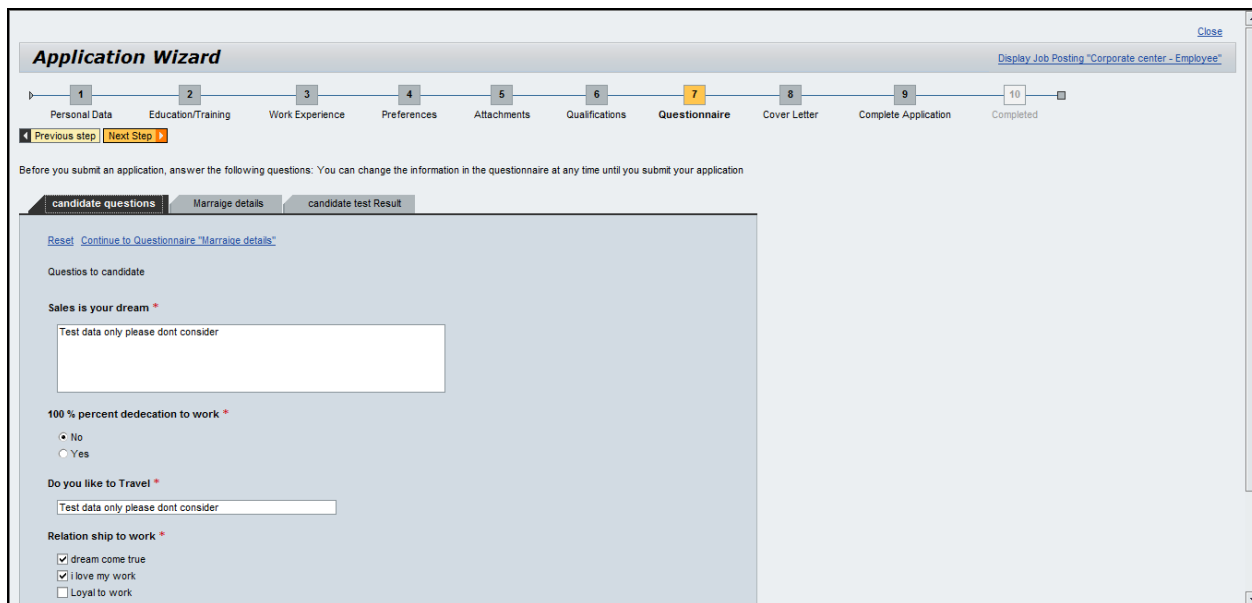
Would you like to apply for another employment opportunity? You can also use for this application the resume information that you entered for the previous application. Continue with the application wizard to check your resume again or add further details.

[Continue](#)

Click Continue button [Continue](#).

Click 7 label [7](#).

19.Application Wizard – Questionnaire



Application Wizard [Close](#)

Display Job Posting "Corporate center - Employee"

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 **Questionnaire** 8 Cover Letter 9 Complete Application 10 Completed

[Previous step](#) [Next Step](#)

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

[candidate questions](#) [Marriage details](#) [candidate test Result](#)

[Reset](#) [Continue to Questionnaire "Marriage details"](#)

Questions to candidate

Sales is your dream *

Test data only please dont consider

100 % percent dedecation to work *

☐ No
☐ Yes

Do you like to Travel *

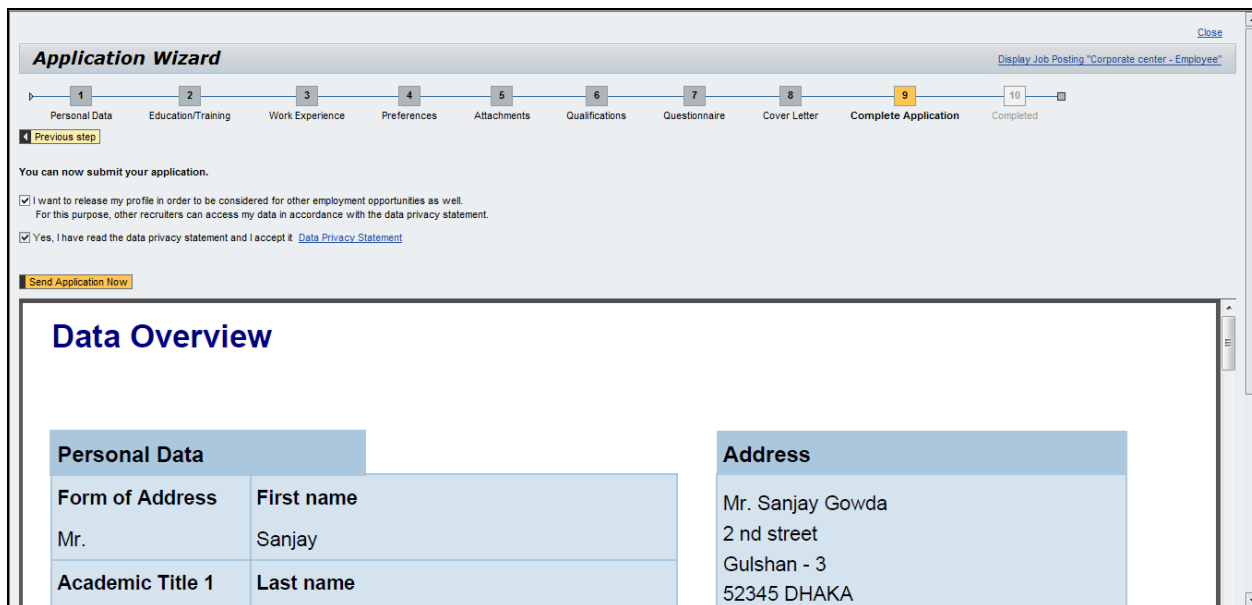
Test data only please dont consider

Relation ship to work *

☒ dream come true
☒ i love my work
☐ Loyal to work

Click Next Step button [Next Step](#)

20.Application Wizard



Application Wizard [Close](#)

Display Job Posting "Corporate center - Employee"

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Questionnaire 8 Cover Letter 9 **Complete Application** 10 Completed

[Previous step](#)

You can now submit your application.

☒ 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.

☒ Yes, I have read the data privacy statement and I accept it [Data Privacy Statement](#)

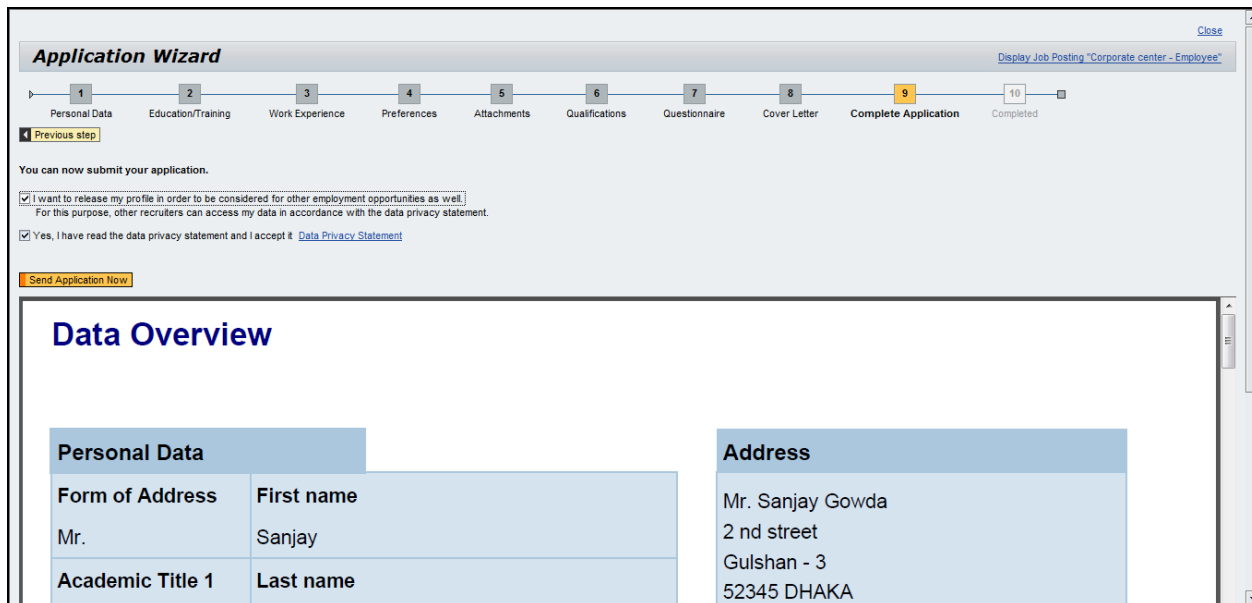
[Send Application Now](#)

Data Overview

Personal Data		Address
Form of Address	First name	Mr. Sanjay Gowda
Mr.	Sanjay	2 nd street
Academic Title 1	Last name	Gulshan - 3
		52345 DHAKA

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

Application Wizard



Application Wizard [Close](#)

Display Job Posting "Corporate center - Employee"

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Questionnaire 8 Cover Letter 9 **Complete Application** 10 Completed

[Previous step](#)

You can now submit your application.

☒ 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.

☒ Yes, I have read the data privacy statement and I accept it [Data Privacy Statement](#)

[Send Application Now](#)

Data Overview

Personal Data		Address
Form of Address	First name	Mr. Sanjay Gowda
Mr.	Sanjay	2 nd street
Academic Title 1	Last name	Gulshan - 3
		52345 DHAKA

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

