# Batelco

Job Seeker's Manual

1. Getting Started

The following Training Toolkit is meant to serve as a reference to help you get the most out of your experience. Though we have made sure to make the website as user friendly as possible in each step of the design, we also encourage you to visit this presentation in the unlikely case of facing any difficulties.

If this is your first time visiting the platform, you will need to register your personal and professional details before you can gain full access to the site and start applying for jobs.

Once registered, these details can be accessed by employers looking for suitable talent.

1. Registering on Batelco Platform

To register, go to Batelco portal: https://jobs.batelco.com , click on "Log In" tab at the top right side of the home page.
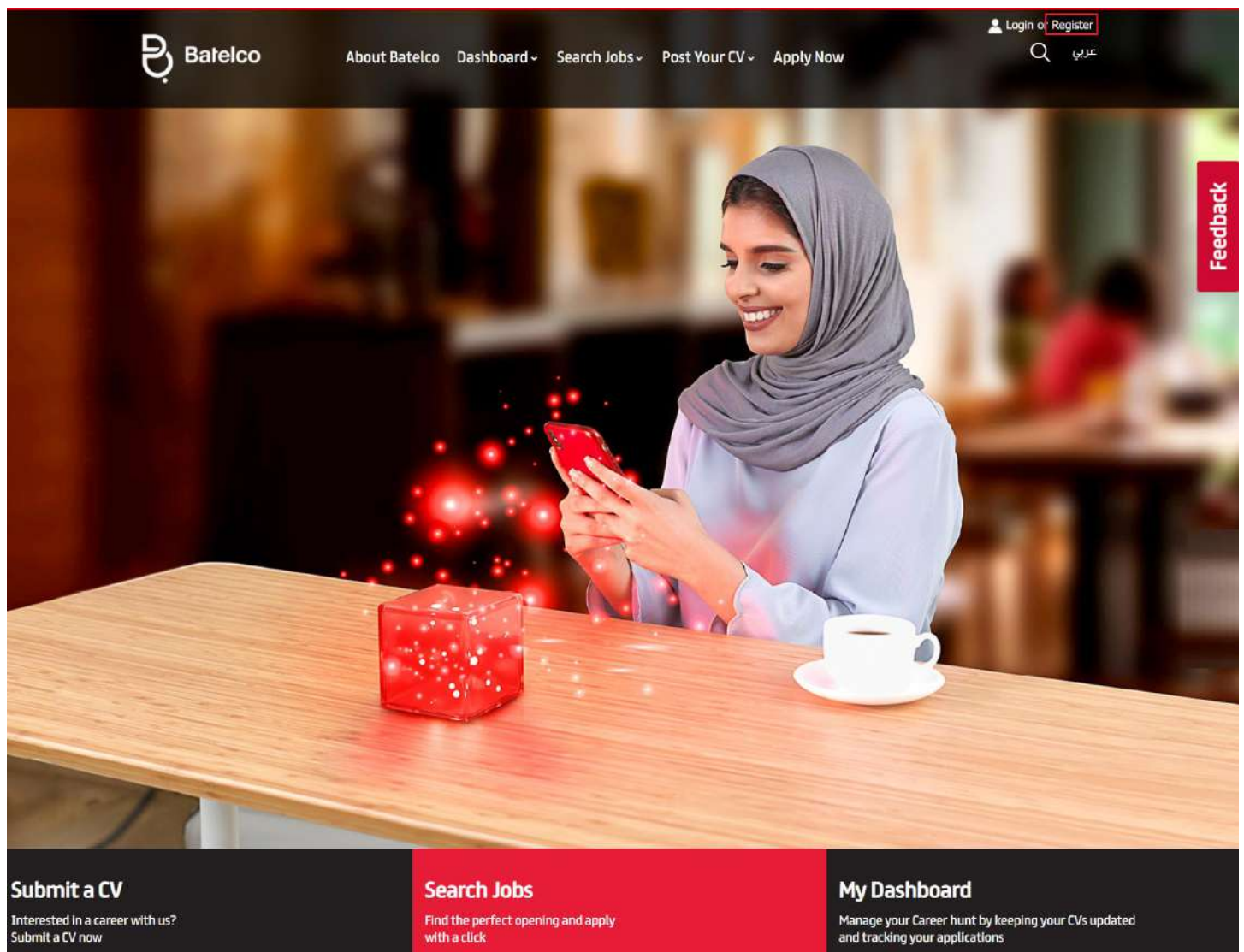
Next, you will be taken to the following page to create your CV account.

Create your CV Account

Get started by creating your CV Account to apply for jobs

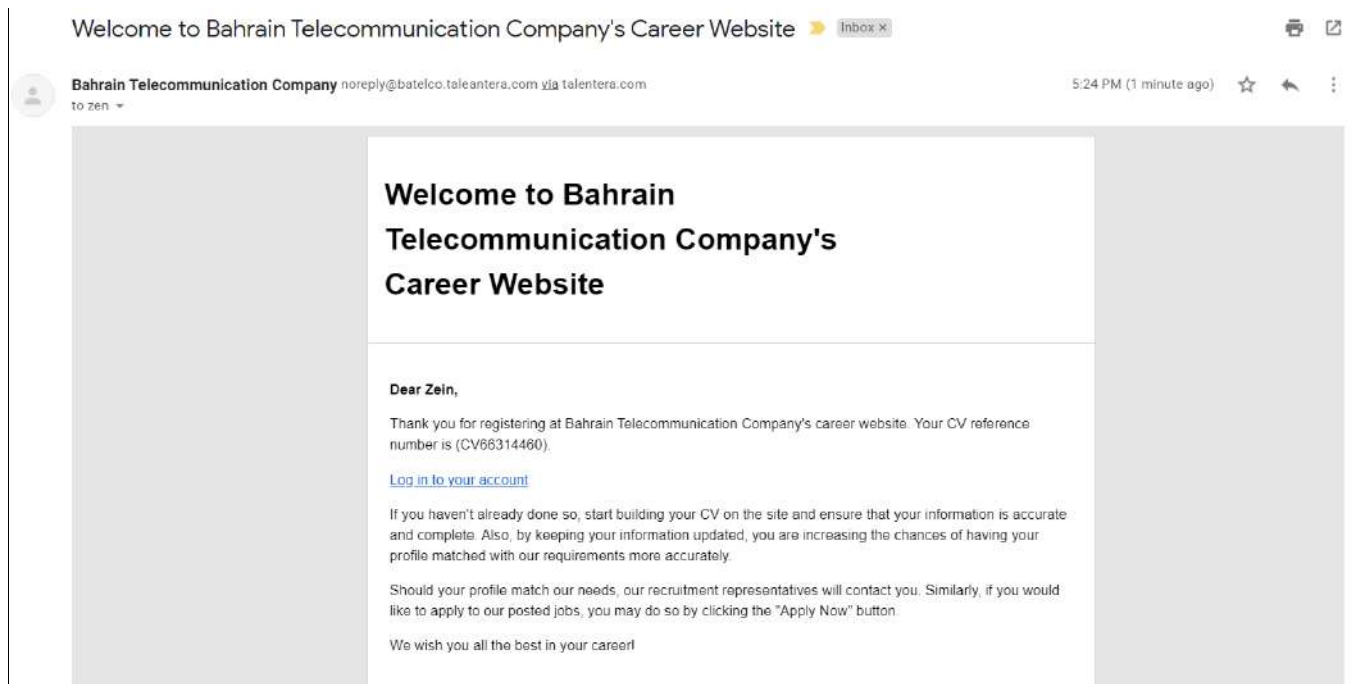|	
Upload Your CV (Optional)	Drag & Drop here or Browse to upload a file
First Name	Ex: John
Last Name	Ex: Doe
Email Address	Ex: Johndoe@example.com
Password	Enter your password
Birth Date	- Day - - Month - - Year -
Are you a Bahrain Telecommunication Company employee	○ Yes ● No
How did you hear about us?	- Select one -

☐ I accept the Terms of Use and Privacy Policy

**Create Account**

Previously applied? Log In

Fill in the fields in the above form, add your user name and password and provide us with the rest of your basic information and make sure to Agree on terms and conditions by clicking on the check box, then click on "Register".

A registration confirmation email will be sent to your email.

Welcome to Bahrain Telecommunication Company's Career Website   Inbox ×

Bahrain Telecommunication Company noreply@batelco.taleantera.com via talentera.com   5:24 PM (1 minute ago)
to zen

Welcome to Bahrain Telecommunication Company's Career Website

Dear Zein,

Thank you for registering at Bahrain Telecommunication Company's career website. Your CV reference number is (CV66314460).

Log in to your account

If you haven't already done so, start building your CV on the site and ensure that your information is accurate and complete. Also, by keeping your information updated, you are increasing the chances of having your profile matched with our requirements more accurately.

Should your profile match our needs, our recruitment representatives will contact you. Similarly, if you would like to apply to our posted jobs, you may do so by clicking the "Apply Now" button.

We wish you all the best in your career!

Since by registering only, you did not create any searchable CV yet, start building your CV by clicking on 'Proceed to Create the CV' tab.

This takes you to the Profile Build Options page, where you can choose to build and complete your profile in one of 3 easy ways:
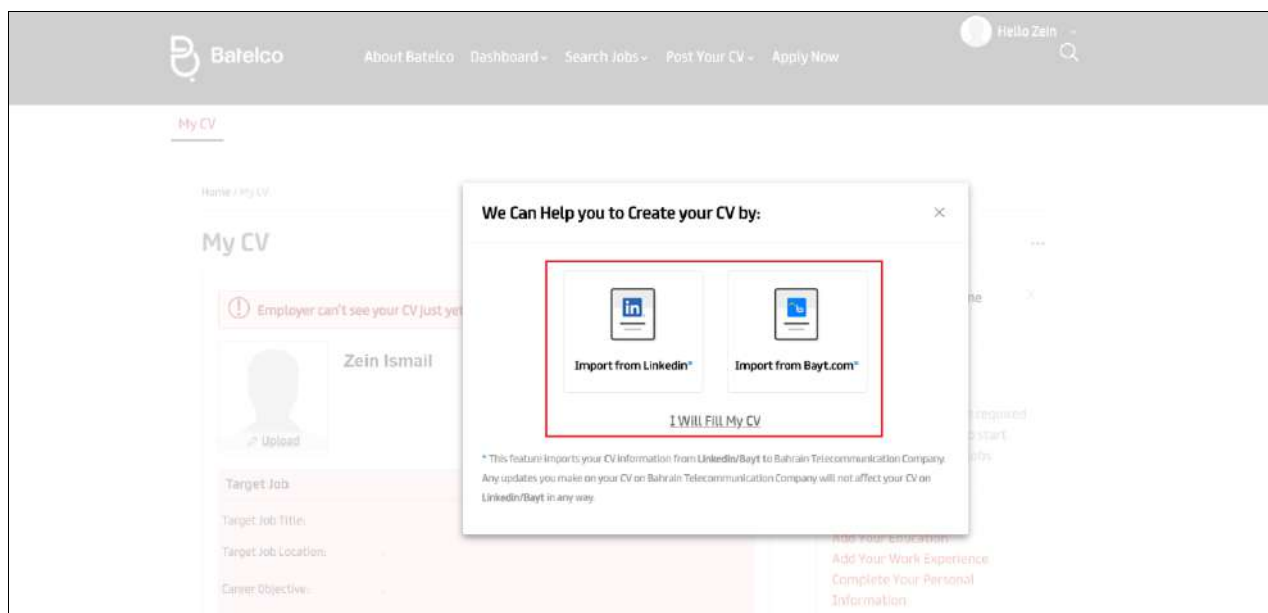
- **Use the CV Builder by clicking on "I Will Fill My CV".**
- **Import from Linked**
- **Import from Bayt.com**

Option 1: Use CV Builder

Using this option, you can build your resume from a scratch, completing your profile step-by-step as you go.

Click on each of the above sections to complete your CV.

In each section, carefully fill in required information. **Some fields appear in red color on the CV Builder. These are mandatory fields and need to be filled in mandatorily before your CV becomes searchable by employers.**

1. Target Job

2. Personal Information

Personal Information	✎ Edit
Name	Ahmad Omar Mahmoud
Date of Birth	6 May 1979 (Age: 40)
Gender	Male
Nationality	Saudi Arabia
Additional Nationalities	-
Marital Status	-
Number of Dependents	-
Driving Licence Issued From	-
Special Needs	-
Saudi ID/Iqama No/Passport No	
Visa Status	-
Are you a former Extra employee?	

3. Contact Information / Experience & Education

Contact Information	✎ Edit
Email Address:	zen@bayt.net
Mobile Phone:	-
Country:	
Address (Line 1):	-
Address (Line 2):	-
P. O. Box:	-
Zip/Postal Code	-
Website:	-

Experience	⊕ Add

You haven't added your experience.

Add Experience

Education	⊕ Add

You haven't added your education.

Add Education

4. Skills/ Languages / References & Memberships

Further, to guide you which sections still are incomplete, the side-box on the right lists them out for you under **"Missing Required CV Section "**. Click on each of these missing sections to fill out information and proceed.

Each mandatory field in the CV builder is designed to make your CV more visible and searchable online. We encourage you to complete the various sections professionally and accurately to improve your chances of hearing back from prospective employers.

You should also **upload your original CV** (customized/personalized) as a best practice to increase your visibility amongst employers. Uploaded CVs can be searched by employers through keywords. The maximum attachment size should not exceed 1 MB.

Your CV is meant to be a dynamic document so you can always revisit each section and edit it from time to time to keep it fresh and updated.

As a final step to personalize your CV, **upload a professional photo** of yourself in JPEG, JPG or GIF formats. The file size should not exceed 3MB.

Remember, the more you invest in your CV, the better your chances of being employed.

> Note: Remember to individually save each section as you enter information.

Once you have filled out all necessary information, your **CV completeness score** on the right panel of the page reflects the same. A confirmation message informs that your CV is now complete.

Congratulations!

Now your CV is complete and ready to be shared with employers!

You have successfully completed your CV on Batelco. By default your CV is now searchable , they can read your CV and contact you directly if they wish.

Option 2: Import from LinkedIn
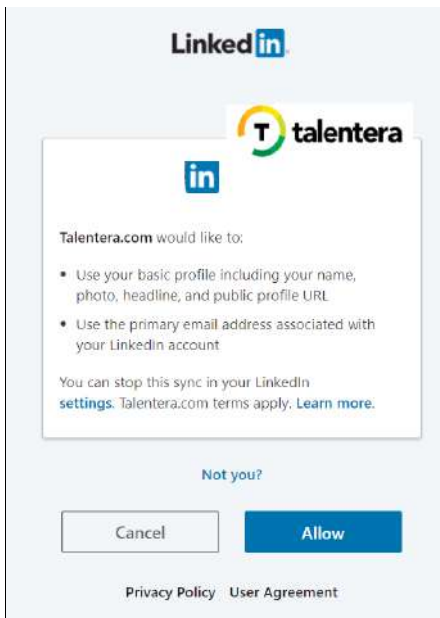
Option 3 : Import from Bayt.com

Job Seeker Home Page:

On logging in to your account on Batelco platform, the system will takes you to the 'Dashboard' page of your account.

1. The Menu Bar on the top side of the page consists of the following options :
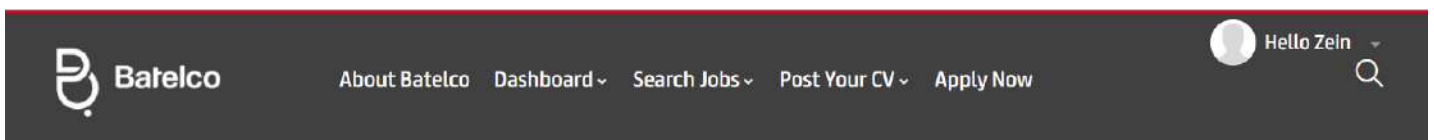
- Dashboard – Gain an overview of your CV performance and Job Alerts. Manage your job applications, account settings, profile information etc., through a single interface.
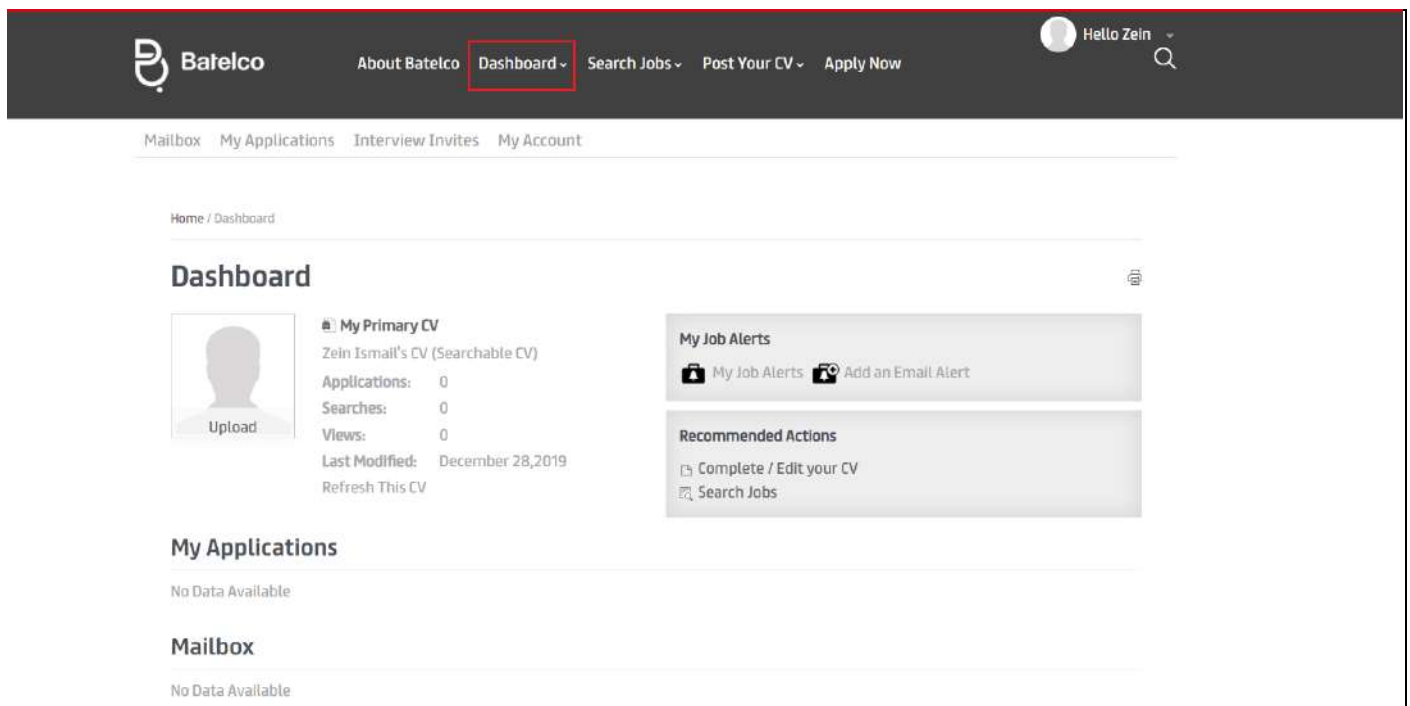
A. Dashboard

1. CV Information: Displaying summary statistics about your CV, such as number of times it came up in search results, number of times it was viewed, last modified on, etc.

2. CV Applications/Searches/Views: These fields refer to statistics that can help you gauge the performance of your CV

- o **Applications**: refers to the number of jobs you have applied for since registering with Laureate Vocational.
- o **Searches**: displays the number of times your CV has appeared as a relevant match against a search query run by the employer.
- o **Views**: calculates the number of times your CV has been opened and read by a recruiter.

3. My Job Alerts: This features assists users who do not frequently visit Batelco Platform but are interested in receiving job alerts and updates. There are multiple benefits of using this advanced tool. You can program the tool to email you daily, weekly or monthly notifications. You only have to login and apply if an advertised position catches your eye.

4. Recommended Actions: Listing some recommendations for you to perform. For example, Complete / Edit your CV, Search Jobs, Career Articles and Guides...etc.

5. My Job Applications: Listing all your previous applications.

6. My CV: Clicking on this option will display any CV you have created previously. You can choose to edit your CV or simply preview it in See how employers view my CV mode. Revisiting and updating your CV from time to time is recommended practice.

B. Mailbox

Where you will be able to check all sent / received emails from employers regarding your application status.
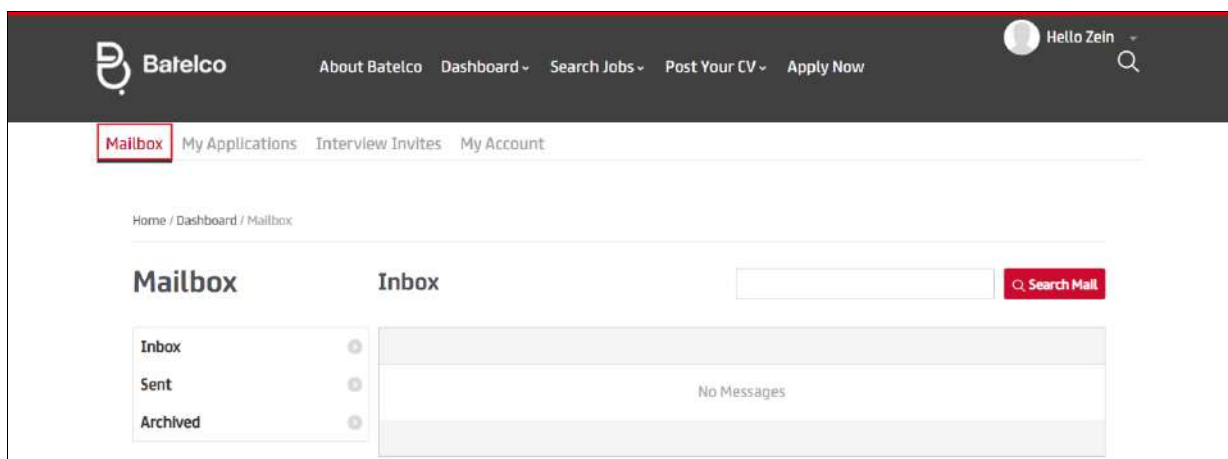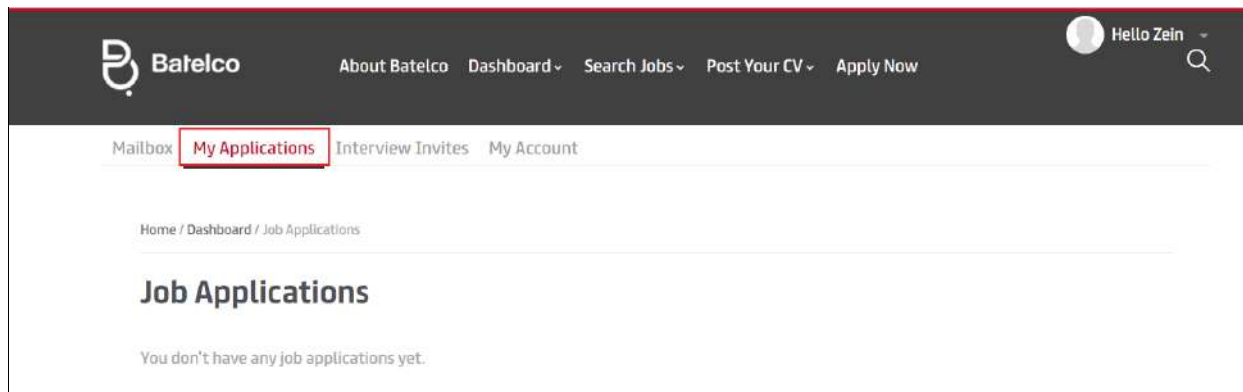
Once you open the received message, you can reply / archive or delete it.

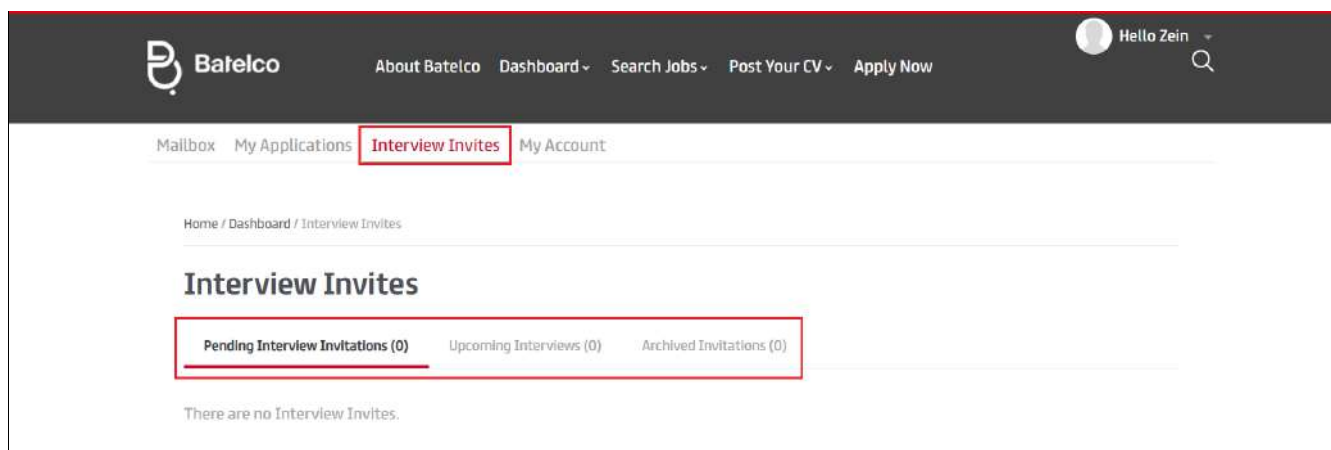The same message will be received on your registered email address as well.

C. My Applications

Listing all your previous applications, under this option you can withdraw your application.

D. Interview Invites

Which lists all the interview invitations received from Employers, where the Job seeker can view, accept, decline them.

E. My Account

Under this option, you can change your account details like:

- **Personal Information**

- **Contact Information**

- **Account Password , Email & Newsletter Subscriptions and Privacy**

Editing any personal information below will automatically reflect on your CV profile as well.

➢ **Search Jobs**

A. Search Jobs – Browse through a full listing of available vacancies

Home / Jobs / Job Search Results

Q   Job title, skills, etc..   **Find Jobs**

We found **7 job vacancies**   Sort by   Posted Date ▾

New
04357.Smart Product Service Tech.Extra-Force 24/7 Maintinance- Khobar   ☆
⊙ Khobar, Saudi Arabia

Job Role: Smart Prod Serv HW Tech   **Career Level:** Mid Career   **Experience:** 1 - 2 Years of Experience

SUMMARY STATEMENT   The Smart products services technician will be the primary point of assistance for technical troubles, using the Senior Technical engineer as resources for particularly diff

View Job Details   🕐 3 Days Ago

Sales Consultant   ☆
⊙ Khobar, Saudi Arabia

Job Role: Sales Consultant   **Career Level:** Entry Level

Work Schedule A Salesman works a flexible schedule, requiring both morning and evening availability. A Salesman is expected to be available for work any day of the week. Requested to b e sch

B. Advanced Search – The Advanced search option helps you personalize your job search.

It will narrow down your search results and this is done by you choosing the desired Job Title, Location and Role, the Company type and industry, the minimum monthly Salary, the Career Level, the Employment type and Status, and jobs posted in a specific language (English, Arabic).

Advanced Job Search

You can search for a specific job by using the search filters below.

Search criteria

Keywords

⦿ All words ○ Any word ○ Exact order ○ Boolean

Job Location: - No preference -

Job Role: - No preference -

Industry: - No preference -

Posted Date: - No preference -

Company Name: - No preference -

Career Level:
- ☐ Unspecified
- ☐ Entry Level
- ☐ Student/Internship
- ☐ Mid Career
- ☐ Management
- ☐ Director/Head
- ☐ Senior Executive

Average Monthly Salary (BHD): - No preference -

Gender:
- ○ Unspecified
- ○ Male
- ○ Female

Company Type: - No preference -

Employment Status:
- ○ Unspecified
- ○ Part time
- ○ Full time

Employment Type:
- ☐ Unspecified
- ☐ Contractor
- ☐ Employee
- ☐ Internship
- ☐ Temporary Employee

Save your search selections (optional)

Saved Search Name* Ex: Accountant

☐ Send Job Alerts to my Email

Alert Frequency Daily

[Search] [Save and search]

In addition, it gives you the option of saving your search.

C. Saved Searches – using this option enables you to setup an email alert to remain updated about relevant jobs via email, you can add a saved search by clicking on the option as below.

Specify the required information like:

- **Email Frequency**

- **Job Alert Settings**

Click on 'Save', all saved email alerts will appear under 'Email Alerts' page and you will be receiving a notification for each suitable job as per your saved options.

After saving the search , you can Edit / Delete and show results.

E. My Saved Jobs – Jobs under this option are those which you have saved for future check, you can add any job to your saved jobs by clicking on the star sign ⭐ .

You are able to view the job posts you have saved under Saved Jobs. By Default they are displayed in Summary View, however you can choose Detail View, to view them in more details, or you can delete one or all of them.
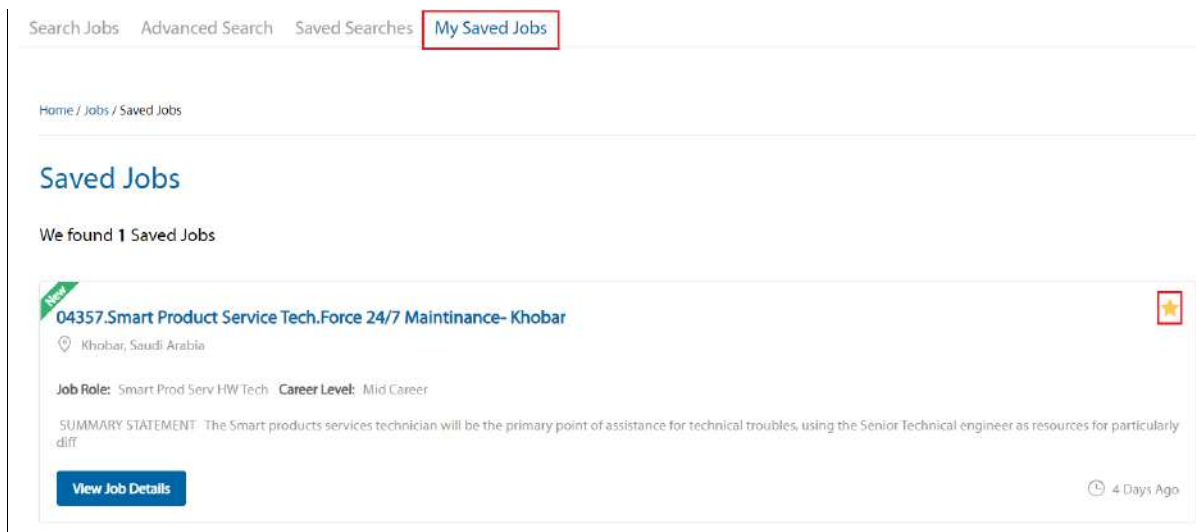
- **Post Your CV -** Create your online CV as a first step towards advancing your career through the Laureate Vocational Platform.
- **Languages**- Change website language from English to Arabic.
- **Log Out**-Exit the system.

Searching & Applying to Jobs

Now since your CV is complete, you can search and apply for jobs. Batelco Platform will display a full list of available vacancies. These requirements are directly advertised by registered employers.

The search jobs section will list all available vacancies which can be sorted by date, company name (alphabetical) or job title. These listing may run into hundreds and appear over multiple pages. To shortlist vacancies of interest, it may be more suitable to use the advanced search tools.

To search for jobs, you will need to click on "Advanced Search".

Automatically you will be navigated to the page shown below where you can enter any desired keywords, job location, Employment Status and Type.

Advanced Job Search

You can search for a specific job by using the search filters below.

Search criteria

Keywords	
	⦿ All words ○ Any word ○ Exact order ○ Boolean
Job Location:	- No preference - ▾
Job Role:	- No preference - ▾
Industry:	- No preference - ▾
Posted Date:	- No preference - ▾
Company Name:	- No preference - ▾
Career Level:	☐ Unspecified ☐ Entry Level ☐ Student/Internship ☐ Mid Career ☐ Management ☐ Director/Head ☐ Senior Executive
Average Monthly Salary (BHD):	- No preference - ▾
Gender:	○ Unspecified ○ Female ○ Male
Company Type:	- No preference - ▾
Employment Status:	○ Unspecified ○ Full time ○ Part time
Employment Type:	☐ Unspecified ☐ Internship ☐ Contractor ☐ Temporary Employee ☐ Employee

Save your search selections (optional)

Saved Search Name*	Ex: Accountant
☐ Send Job Alerts to my Email	
Alert Frequency	Daily ▾

Search   **Save and search**

In addition, you have an added option of saving your current search selection as a job alert and set its alert frequency. This way, every time a job that matches your chosen selection criteria is posted on Laureate Vocational, you will be alerted periodically (based on the alert frequency you set.)

After clicking **Search,** the results will be displayed as demonstrated below.

(1) You can click on the **Job Title** to get more details, or click on **"View Job Details".**

(2) Click on ☆ sign to save the job.

New
04357.Smart Product Service Tech.Extra-Force 24/7 Maintinance- Khobar [1]   [2] ★

⊙ Khobar, Saudi Arabia

Job Role: Smart Prod Serv HW Tech   **Career Level:** Mid Career   **Experience:** 1 - 2 Years of Experience

SUMMARY STATEMENT The Smart products services technician will be the primary point of assistance for technical troubles, using the Senior Technical engineer as resources for particularly diff

View Job Details [1]   ⏱ 3 Days Ago

Read the job description carefully with **special attention given to any advertised skills, years of experience, preferred criteria and salary brackets.** Employers are increasingly particular about their hiring requirements and your CV will have to be a strong match to be shortlisted or viewed.

If you like the job and wish to submit your application towards it, click on **"Apply Now".** This sends your application to the employer who has posted the current vacancy.

(3) Open the job and click on "Apply Now" to apply.
(4) This also offers social connectivity and you can share the vacancy with your network on Facebook & Twitter.