

Candidate Registration For the Career Site

Step 1. Visit www.warbabank.com

Step 2. Click on the Careers Link on the right hand corner

Step 3. Click on New User Registration (Below the Login tab on the right side)

Step 4. The candidate will need to fill a new username and password and all his basic information in the form (Username, Password, Name, Nationality, Email id etc...). All fields in step 4 are compulsory and have to be filled by the candidate.

Step 5. Click on Proceed to create CV

Step 6. If the email entered in step 4 is registered on Bayt, it will ask the candidate if he would like to copy his CV from Bayt to Warba OR would he like to create a total new CV.

Step 7. If the candidate selects to Copy his CV from Bayt then all details from his Bayt account will be automatically copied to Warba Bank.

Step 8. If the candidate selects to create a total new CV, he will need to select a name for his CV and click on continue.

Step 9. Once step 8 is complete, he can either upload his CV from his computer or Flash drive to the site and the system will automatically fill all his details from his CV and will also attach his CV to his registration.

Step 10. If the candidate <u>does not</u> have a CV to upload, he will need to fill details on the CV Manually like Telephone/Mobile number, Work Experience, Education, Skills etc...

Step 11. Once all the above is done, his CV status will change to complete and he will be able to apply to any positions available on your Career site.

I have attached some snapshots of the above mentioned procedure to help you understand each step. It is a very easy process and should be very easy for the candidate to register and upload their CV on your site.





Step 3.



My Workspace Search Jobs	Post Your CV	
ost Your CV		Account Login
ser information		User Name:
User Name:		User Name or Email Address
	Check user name availability	Password:
Password:	5	
Enter Password Again:		Log In
		Forgot your login info?
ersonal Information		New User Registration
First Name:		
Family Name:		
Birth Date	- Day - 💌 - Month - 💌 - Year - 💌	
Gender:	Male C Female	
Nationality:	- Select one -	
Email Address:	For Bayt.com users: You can import your Bayt.com CV into your account if you use the same email address you used when you registered on Bayt.com.	
	Check email address availability	
Residence Location:	- Select one -	
City:		
How did you hear about us?	- Select one -	
mail and Newsletter Subscriptions		
	-	

Step 6.

وريـــة WARBA		عربى
Post Your CV My CV	Search outs Positivation	
Home > Post Your CV		Welcome, Dolreich
Post Your CV		> Log Out
Based on your email address you wish, you may load your t	(dolreich77@hotmail.com), we have detected that you have registered and posted a CV on <u>Bayt.</u> CV from Bayt.com to speed up your CV creation process.	com. If
What do you wish to do?		
> Options:	Create a new CV	
	C Load my CV from Bayt.com	
	Continue	
Feedback <mark>ठे</mark> Subscribe		

Step 8.

بنے وربے WARBA BANK	عربي
Home My Workspace Search Jobs Post Your CV	
My Workspace Mailbox Interviews My Account	
Home > Post Your CV	Welcome, Dolreich
Post Your CV	> Log Out
CV Name:	
Select a name for your CV. This name is only for your reference	
[
Continue	
Feedback Subscribe	

Step 10.

بنے وربے ا	عريب
Home My Workspace Search Jobs Post Your CV	
Post Your CV My CV	
My Primary CV	Cover Letters
Upload CV as Attachment Attaching your CV from file will enhance your visibility to employers.	8
Employer can't see your CV just yet because it isn't complete.	Your CV is Incomplete
Candidate's Name	CV sections to start applying for jobs.
Ø Upload	Missing Required CV Sections Add Your Work Experience Add Your Education Complete Your Target Job

Experience		+ Ad
	You haven't added your experience. Add your Experiences	
Education		<u>+</u> Ad
	You haven't added your education. Add Your Education	
Skills		+ Ac
	You haven't added your skills. Add Yours Skills	
Languages		<u>.</u> • Ac
	You haven't added your languages	

Step 11.



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Skills	+ Add			
Proficient in Excel, PowerPoint, Word & Internet. Level: Expert Experience: 5 years or less Last Used: 6 months or less	🖉 Edit <u>च</u> Delete			
Languages	+ Add			
English Level: Expert Experience: More than 10 years Last Used: 1 month or less	🖉 Edit 🛅 Delete			
References	+ Add			
Mr Saud alfarhan Job Title: project manager Company Name: MS-RETAIL COMPANY Phone Number: +965.55298999 Email Address:	⊘ Edit 🛅 Delete			
Memberships	+ Add			
You haven't added your memberships. Add Your Memberships				
Original CV Attachment				
K View the information taken from attached file	⊘ <u>Update</u> 🛱 <u>Delete</u>			

CV Completeness Score



To improve your chances of landing a job, enhance your CV by filling out more sections.

Suggested CV Sections List More Skills (+4%) Add Your Photo (+3%) Enter Missing Education Details (+1%)