External Applicants

User Guide

PLEASE CLICK TO SEE THE LIST OF Supported Browsers

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Alternative 1: Register and Login

1. How to Register and Login

1.1 How to register

Instructions


Note: First Time Applicants: If this is your first time applying for a position at QP, you must register, otherwise you can directly enter your user name and password and jump to section 1.2 – How to Login.
3. Click on the Register here option [Register here].

**Warning:** When you receive this message, or a similar message please click on “Allow”.

This webpage wants to run the following add-on: 'Java SE Runtime Environment 8 Update 92' from 'Oracle America, Inc.'.
What's the risk? [Allow]

Registration

Do you want to find out more about your career options in our company?
We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages.
You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online.
If you cannot find a suitable job but would like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name: * Mohamed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Name: * Solomon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Data</th>
<th>User Name: * MOHAMEDSOLMANI</th>
</tr>
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<tbody>
<tr>
<td>Password:</td>
<td>******************</td>
</tr>
<tr>
<td>Repeat Password:</td>
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</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:mahmoud.salam@gmail.com">mahmoud.salam@gmail.com</a></td>
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<tr>
<td>Repeat E-mail:</td>
<td><a href="mailto:mahmoud.salam@gmail.com">mahmoud.salam@gmail.com</a></td>
</tr>
</tbody>
</table>

Data Privacy Statement

Confirm that you accept our data privacy statement:
- The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker you must first deactivate this setting.

Data Privacy Statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker you must first deactivate this setting.

I have read the data privacy statement and accept it.

4. As required, complete all fields that are marked with an asterisk * and accept the “Data Privacy Statement” by clicking in the check box [ ] and on [Register].
Note: Passwords must be minimum 8 characters and contain at least 3 alpha characters, 1 number and 1 special character.

Information: Data Privacy Statement link opens in a new window.

Registration

Registration

Thank you for your interest in our company.
You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration. In this way, you can access your personal career pages in our company where you can then edit your profile and explore your career opportunities.

5. Once registered, you will receive an email with a verification link to confirm your email address. You can Close the screen.

E-Mail Notification

Dear Mohammed,

Thank you for registering with Qatar Petroleum Careers.

Your User Name is: MOHAMMEDSOLOMAN

To confirm your e-mail address and complete the registration process, click on the following link:

Verification Link

Regards,
Recruitment Team,
Qatar Petroleum
Warning: The email you will receive to verify your email address will contain an attachment, which will be in PDF format. To open this attachment, please ensure that Adobe Reader is installed on your Computer.

6. You can click on Verification Link in the PDF form to confirm your email address.

Confirmation of Your E-Mail Address

7. You will receive a confirmation that you have confirmed your e-mail address. You can close the page or go to Personal Career Pages by clicking on Personal Career Pages.

8. By clicking on Personal Career Pages and as a first time user, you will be required to read through the Data Privacy Statement before continuing with your application.

Data Privacy Statement

9. Click the check box Yes, I have read the data privacy statement and I accept it and click on Continue or Cancel and Close.
1.2 How to login

Instructions


2. Click on the icon.
3. If you have previously visited the Careers page and have already registered, enter your User Name and Password and click on Log On.

Note: You can change your password by clicking on Change Password or if you have forgotten your password click on Forgot your password?
Change your password

To change your password enter your user name and password and then and click on Change Password.

Forgot your password?

If you have forgotten your password click on Forgot your password.

Have you forgotten your password?

Type in your User Name or E-mail address to request the password and click on Request Password or Back to Logon.

Note: An email will be sent with a link to reset your password.

Warning: It is advised to have all necessary information ready before you begin as the system will timeout after 30 minutes of inactivity.
2. Login and Create Your Profile

2.1 Complete/Maintain Your Profile

Instructions


2. Click on the LOG IN icon.
3. Enter your **User Name** and **Password** and click on **Log On**.

**Candidate Profile**

**Note:** The Personal Data field will already be populated by your First Name and Last name and e-mail address, as and when you registered.

4. On the **Candidate Profile** page and under “**My Profile**” you are able to add and change all of your personal information, including Education/Training, your Work Experience, attach your resume and other relevant documents pertaining to your registration.
5. Populate all of the fields on the “Personal data” page, utilizing text fields, drop-down lists and calendars that are marked with an asterisk.*

6. After all fields are populated click on [Next Step >].

**Warning:** Every section in the roadmap has to be completed before moving to the next step.

**Warning:** The accuracy of this information is critical in order to receive automated and direct email messages as well as follow-up contact.
2.2 How to Add Education and Training Information

Instructions

1. Under My Profile section on the “Education /Training” roadmap, you can add, edit or replace language skills or attachments.

2. Select the Language Skills by clicking on the appropriate radio button and click on Add.

Add Education

3. Add your educational details like educational institution, state, country, location, field of education, subject, educational level etc. has been populated. Fields marked with an asterisk * is a mandatory field.
4. Click on OK.

Note: Ensure the educational information is transferred to the “Education/Training” page. Use “Add” again to create multiple educational records.

Information: You can also Edit or Delete entries, highlighting the specific education.

5. Click on Next Step.
2.3 How to Enter your Work Experience

Instructions

1. Under the My Profile section on the “Work Experience” roadmap, you can add, edit or replace information or attachments.

2. Enter all of the work experience information using text, drop-down lists, and radio buttons under the Job Information section.

3. Click on Add.

Add Work Experience
4. Enter all of the work experience information using text, drop-down lists, and calendars and click OK.

**Note:** Ensure your work experience information is transferred to the “Work Experience” section. Use “Add” again to create multiple work experiences.

**Information:** You can also **Edit** or **Delete** entries by highlighting the specific work experience.

5. Click on **Next Step >**.
2.4 How to Add a Resume or Attachment

Instructions

1. Under the My Profile section on the “Attachments” roadmap, you can add, edit or delete attachments.

2. To add an attachment, click on .

3. Enter the document title, select the Attachment Type and upload your resume by clicking on . Select a file to upload.

4. Click on .

⚠️ Caution: Resume upload is a mandatory requirement to enable the release of your profile to be considered for employment.
Caution: A maximum of 10MB is permitted per document uploaded. Resumes should be submitted in Word or PDF Format.

Information: Different as well as multiple attachments can be added, such as photos, passport scan, certificates, etc.

Note: Ensure your attachment is transferred to the “Attachments” section.

5. You can also edit the attached document by selecting the line of the attachment and click on Edit.
6. Click on **Replace Current Document** to upload a new attachment. Then click on **Transfer**.

7. Click on **Next Step**.
2.5 How to Release your Profile

Instructions

1. Under the My Profile section on the “Overview and Release” roadmap, please ensure all of the data entered on the 1,2,3 and 4 roadmaps are being displayed in the Data Overview section.

2. Click in the check box to ensure that your profile will be released for other recruiters to see.

3. Click on Complete.

Note: The “Data Privacy Statement” check box is checked by default

Caution: Your profile will be locked and not visible until it is released by selecting the checkbox
4. Under the “Completed” page a message will appear that your profile was released.

Note: Click on to search and apply for a job.

2.6 How to Set your Personal Settings

Instructions

1. Click on “Personal Settings” to set your system preferences section. Example (Date Format and format of data overview whether to be as HTML or PDF).

Personal Settings

Note: Click on to confirm any changes you make.
2.7 How to Change your User Name

Instructions

1. Click on “Change User Name” to change your user name

Change User Name

Note: Click on Save to confirm any changes you make
2.8 How to Delete a Registration

Instructions

1. Click on “Delete Registration” then on Delete Registration to delete your registration.

2. When you click the delete registration button, a dialog box will appear requesting you to confirm the deletion of your registration.

3. Click OK.

Caution: Clicking OK will remove your profile from the system. This action cannot be undone.
3. Apply for a Job

3.1 How to Search for a Job

Instructions

1. Click Employment Opportunities, Then click Job Search.

Employment Opportunities

2. Candidates can search for a job either by “Functional Area” or by “Keywords”.

3. Choose you criteria then click on Start.
Job Search

4. Once the search results are displayed, candidates can view the details of a job posting either by clicking on its title or by selecting it and clicking on Apply.

Note: Other actions available are: Create Favorite, Save Search Query, or Tell a Friend.
3.2 How to Create a Favourite

Instructions

1. Start a search as described in section 3.1

   ![Job Search](image)

   **Search Result: 32 Hits**

<table>
<thead>
<tr>
<th>Job Posting</th>
<th>Functional Area</th>
<th>Published</th>
<th>Hit Job</th>
<th>Favorite</th>
<th>Application from</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTANT, PAYROLL (DHAUSH)</td>
<td>Finance &amp; Planning</td>
<td>26/04/2015</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
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<td>Audit</td>
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<td>✔️</td>
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</tbody>
</table>

2. Select a search result and click on **Create Favorite**.

3. A message will notify you that the job posting has been added to your favorites.

   ![Job posting](image)
3.3 How to Save a Query

Instructions

1. Start a search as described in section 3.1

2. Select a search result and click on "Save Search Query".

3. Enter a name for the Search Query and click on "Save".

Note: You can save multiple Search Queries
3.4 How to Tell a Friend

Instructions

1. Start a search as described in section 3.1

   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.

   Search Criteria

   The search was not restricted

   Search Result: 32 Hits

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
<th>Published</th>
<th>Hit Job</th>
<th>Favorite</th>
<th>Application from</th>
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</thead>
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<td>30/04/2016</td>
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<td>30/04/2016</td>
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<td>Certified Financial Planner Standards</td>
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<td>SR. AGREEMENT ANALYST</td>
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<td>Audit</td>
<td>18/04/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Select a search result and click on **Tell a Friend**.
3. Enter the name, last name and e-mail address of the Recipient and write message. Click on checkbox **Copy to My E-Mail Address** to receive a copy of the sent email.

4. Click on **Send**.

5. A message will notify you that the data was sent successfully to the email recipient.

   ✔ Data was sent successfully
3.5 How to Apply

Instructions

1. Start a search as described in section 3.1

2. Select a search result and click on **Apply**.

3. The above message appears to view your resume again and enter additional information. You can also display the description of the job posting you are applying for.

4. Click on **Continue**.

**Caution:** If you have previously applied for the same position, a message will appear that you have already applied.
5. View your resume and provide additional information and attachments to support your application.

6. Click on "Cover Letter".
7. Choose from  and  Enter Other information if required.
8. Write a short application cover letter. (You can copy and paste text)
9. Click on Next Step.

10. View your application and click in the check boxes acknowledge the Privacy Statement and release your profile.
11. Click on Send Application Now.

12. A message notifies you that your application was sent.
3.6 How to Apply for A Job Via Reference Code

Instructions

1. Click on **Application via Reference Code** under the “Employment Opportunities” page.

Search via Reference

2. Enter the Reference Code and click on **Start Search**.

Application via Reference Code

3. Select the position and click on either **Apply** or **Tell a Friend**.
3.7 How to View your Favourites

Instructions

1. Under the “Employment Opportunities” page click on Favorites.

2. Select a Job Posting and choose one of the available actions

   - Apply
   - Delete
   - Tell a Friend

3.8 How to View your Applications

Instructions

1. Under the “Employment Opportunities” page click on My Applications.

2. Select an Application and choose either Continue/Display Application or Delete/Withdraw.

3. Click on Delete/Withdraw.
4. You will be prompted when deleting or withdrawing an Application. Click on **Yes** to proceed or **No** to cancel.

### 3.9 Save a Search Query as a Job Agent

**Instructions**

Note: A Job Agent or Job Alert allows you to receive information regularly and automatically about employment opportunities that meet search criteria you have previously defined.

1. Under the **Employment Opportunities** page click on the **Job Agents** section.

2. Click on **Add**.

   **Note:** Click the notify by email check box to receive emails for job posting matching your profile.
3. Enter the criteria that you would like to save as a job query and click **Save as Job Agent**.

4. Enter the Name of Job Agent, the Frequency and check the tick box for **Active** then click on **Save**.
5. A message will notify you that your data has been saved successfully.

Data saved successfully

Information: You can either Add, Edit or Delete your job agents.
Alternative 2: Search and Apply

1. Search and Apply for a Job

Instructions

Note: This is an alternative way of searching and applying for a job, without registration nor login.


2. Click on the LOG IN icon.
3. Candidates can search for a job either by “Functional Area” or by “Keywords”.

4. Click on Start.

⚠️ Warning: It is advised to have all necessary information ready before you begin, as the system will timeout after 30 minutes of inactivity.

5. Once the search results are displayed, candidates can view the details of a job posting either by clicking on its title or by selecting it and clicking on Apply.
6. The above message appears to view your resume again and enter additional information. You can also display the description of the job posting you are applying for.

7. Click on Application Wizard.

Caution: If you have previously applied for the same position a message will appear that you have already applied.

8. If you have previously visited the Careers page and have already registered, enter your User Name and Password and click on Log On.

Note: Click on Change Password to change your password or on Forgot your password? in case you forgot your password.

9. Click on Continue.
10. View your resume and provide additional information and attachments to support your application.

11. Click on .

12. Choose the and . Enter Other Information if required.

13. Write a short application cover letter. (You can copy and paste text)
14. Click on Next Step >.

15. View your application and click in the check box to release your profile.

16. Click on Send Application Now.

17. A message will notify you that your application was sent.
# Supported Browsers

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version</th>
<th>Operating System</th>
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</thead>
<tbody>
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<td>Microsoft Internet Explorer</td>
<td>IE 8</td>
<td>ALL</td>
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<td>MS Edge</td>
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<td>Apple Safari</td>
<td>Apple Safari 7.0</td>
<td>Mac OS 10.9</td>
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<tr>
<td></td>
<td>Apple Safari 8.0</td>
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<td></td>
<td>Apple Safari OS X</td>
<td>Mac OS 10.11</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Latest Release Cycle for Windows</td>
<td>OS X 10.11 (EL CAPITAN) &lt;br&gt;WINDOWS 10 32-BIT &lt;br&gt;WINDOWS 8 32-BIT &lt;br&gt;WINDOWS 10 64-BIT &lt;br&gt;WINDOWS 7 32-BIT &lt;br&gt;WINDOWS 8 64-BIT &lt;br&gt;WINDOWS 8 32-BIT &lt;br&gt;WINDOWS 7 64-BIT</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Latest Extended Support Release Cycle or Latest Rapid Release Cycle</td>
<td>WINDOWS 10 64-BIT &lt;br&gt;WIN VISTA 32-BIT &lt;br&gt;WINDOWS 10 32-BIT &lt;br&gt;WINDOWS 8 64-BIT &lt;br&gt;WINDOWS 7 32-BIT &lt;br&gt;OS X 10.11 (EL CAPITAN) &lt;br&gt;OS X 10.10 (YOSEMITE) &lt;br&gt;WIN VISTA 64-BIT &lt;br&gt;WINDOWS 8 32-BIT &lt;br&gt;WINDOWS 7 64-BIT</td>
</tr>
</tbody>
</table>

Please note this user guide was created using Internet Explorer 11 (IE11). The look and feel could be different on other web browsers.