

دوامي
DAWAMEE

مؤسسة الإمارات
BY EMIRATES FOUNDATION

Chapter 5

Employers Manual User

Employer’s User Manual on the Dawamee Platform for Flexible Jobs Part time job and remote job

Dawamee is one of the Emirates Foundation programs established to provide new and suitable opportunities for the Emirati job seekers by providing flexible job opportunities (part time job or remote job) according to the market requirements in all sectors through organizational partnerships.

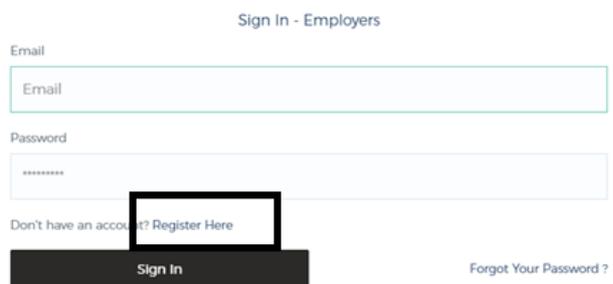
To register on the Platform and post the job opportunities, please follow the following steps

1. Log on Dawamee Platform at:
<https://www.emiratesfoundation.ae/dawamee/>

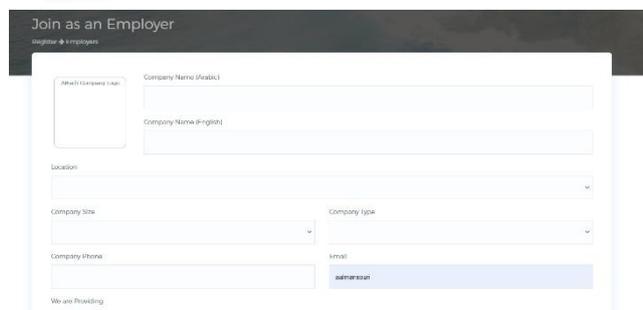
Contains the steps

Should there are any inquiries or difficulties in registration, updating or uploading files, please do not hesitate to contact us: info@dawamee.ae or call: 800-742222

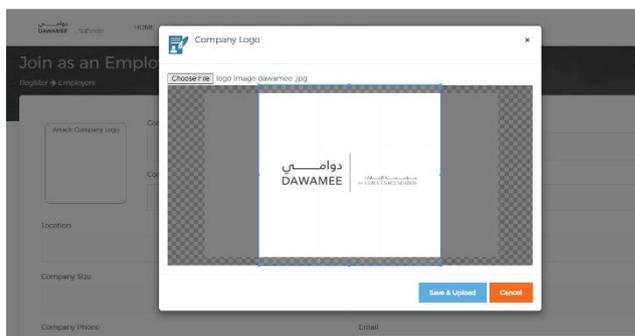
2. Click “Employer” to register a new employer account.
3. If you already have an account, please click “sign in” and then access to employers.
4. Sign in via email and password of the employer account



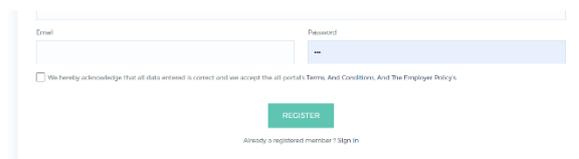
5. Profile page shall be appeared to complete the details of employer.
6. Please complete all information related to the profile of the employer, and make sure to enter the contact numbers, add the employer’s logo, update the details of employer and ensure that the contact details are correct and updated up to date. .



- When you uploading employer’s logo , please ensure that the logo located correctly within lens as shown , and appears correctly ,
- The logo image can be adjusted by The mouse scroller + Ctrl to zoom in or out) until the logo fit within the lens frame.
- Please upload the logo as first step, if the logo is not uploaded, you can refresh the page.

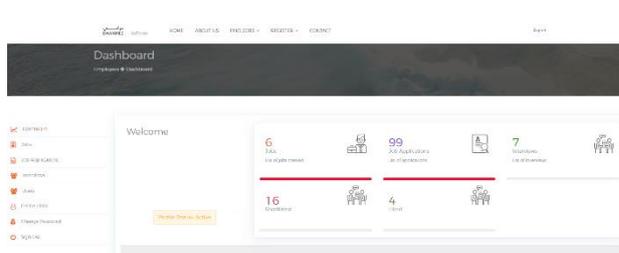


7. Accept the registration policy and general terms and condition, then Click “Register”
8. Dawamee will activate the employer’s account after reviewing the inserted details and its validity



Employer Dashboard

9. The Dashboard consists of 7 elements and statistics of recruitment operations on the Platform as shown in the picture.
10. The employer’s logo can be added or modified at any time through the main page:



- a. Dashboard
- b. Jobs
- c. Applications
- d. Interviews
- e. Users
- f. Profile /Edit
- g. Sign out

11. Page of (Jobs) includes the following items as numbered in the image:

12. Post a new vacancy

- The platform also provides for the possibility of copying a previous post and then adjusting the new vacancy data.

13. Modify the vacancy details

- Vacancy details can be changed or modified before been live by Dawamee admin.

14. Vacancy details and all applications applied to this job can be

15. Vacancy status (active - inactive)

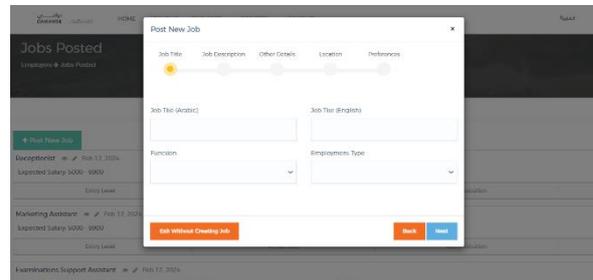
- Vacancy status can be live only by Dawamee Admin



- If job did not deployed successfully employer must to close the job with justification or comments

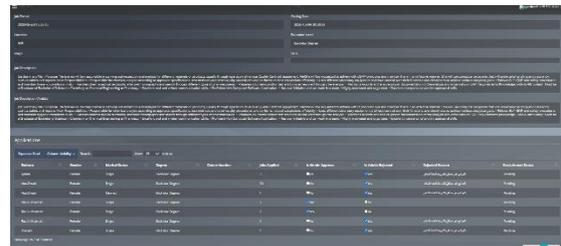
16. Add a new vacancy

- You can add a new vacancy as shown at the previous image and complete all details of the vacancy as required respectively.
- The Dawamee Admin will review the job posted and then move to live or return for reasons being shared with the employer
- The platform system automatically notify registrar for a new job opportunity



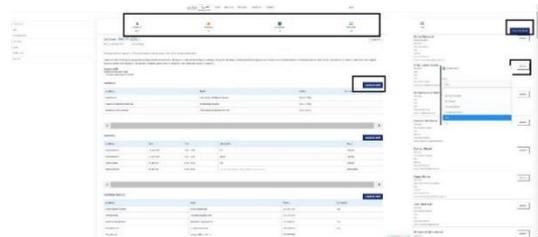
17. Dawamee provides a supporting stage for employer by initial screening process to ensure"

- Provides efficient services
- Saving employer's time and effort in screening the large number of candidates.
- To obtain the best candidates

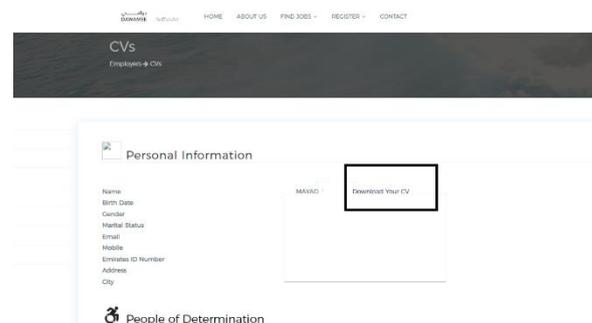


18. Following up applications and recruitment Stages and display the vacancy details. clicking Jobs then the page as showed

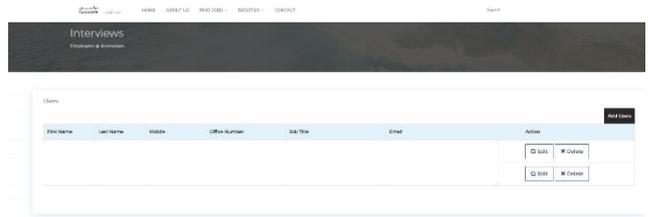
- At the top : Vacant data summaries appear in terms of applicants, candidates, and number of interviews ...etc
- At the right side: Export to excel of all filtered applicants
- Action: to change the status of candidates
- At the center: Display tables of recruitment stages
- Please note that the process is in order. Use the export to excel if needed.



19. To Access /download Applicants CV Under the page of jobs , then click on the Eye icon , click the applicants name, download the Cv hyperlink showing beside the applicants name

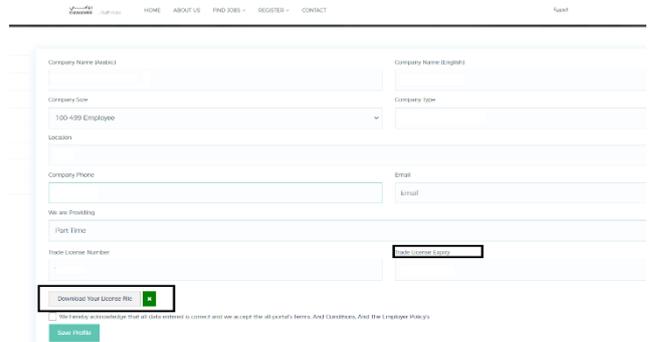


20. Add/ delete/ update users

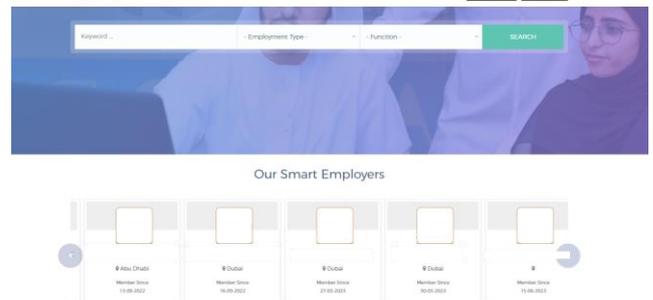


21. Employer details can be updated through File/Edit

The employer can also change the password of the entity's account. Please change it when the entity's account supervisor is changed



22. The employer's logo as benefit to be visible / displayed at Dawamee Platform- home page, when completed a successful deployed applicants through the portal. .



23. Other benefits

The platform provides many awareness recorded sessions for employers and job seekers , furthermore to many success stories over the years.

