

Employer's User Manual on Dawamee Portal

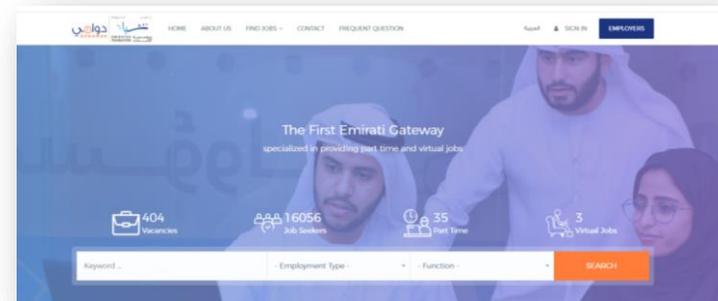
The First UAE Portal for flexible jobs (part time job and remote job)

Dawamee is one of Emirates Foundation key programs established to empower Emirati with access to remote and part-time job opportunities in response to the market needs and partners requirements

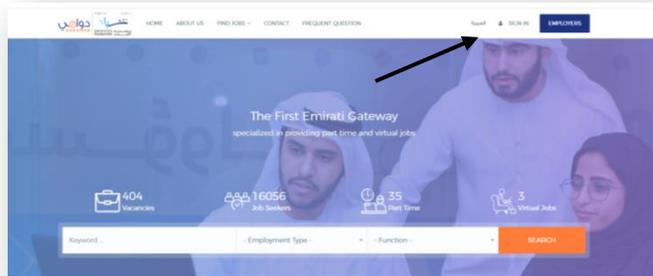
To register on the portal and post the job opportunities, please follow the following steps:

1. Log on Dawamee Portal at:
<https://www.emiratesfoundation.ae/dawamee/>
2. Contains the steps

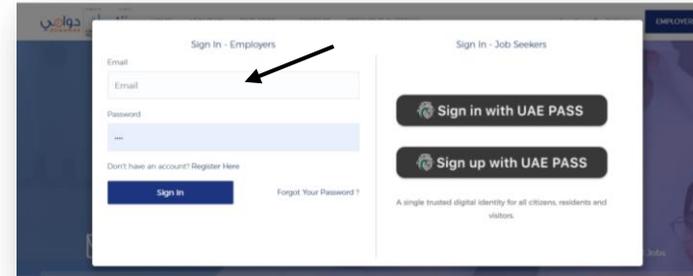
Should there are any inquiries or difficulties in registration, updating or uploading files, please do not hesitate to contact us: info@dawamee.ae or call: 800-742222



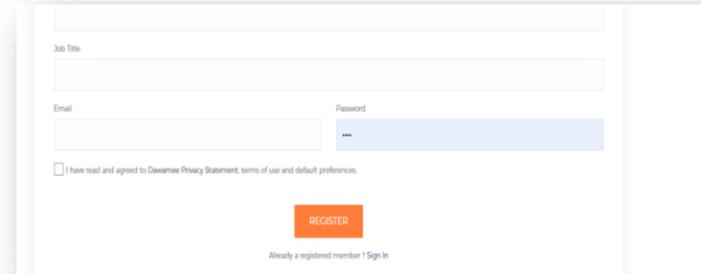
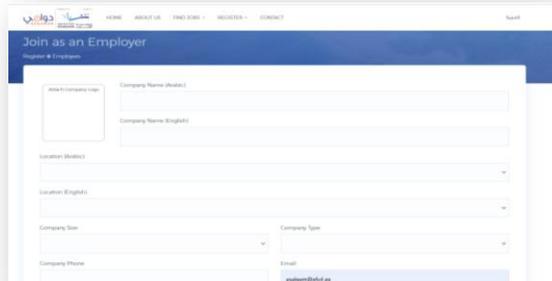
3. Click “Employer” to register a new employer account.



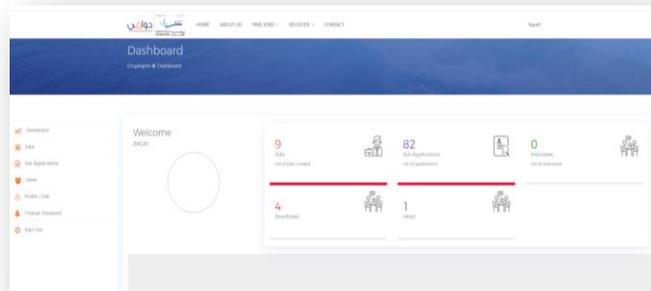
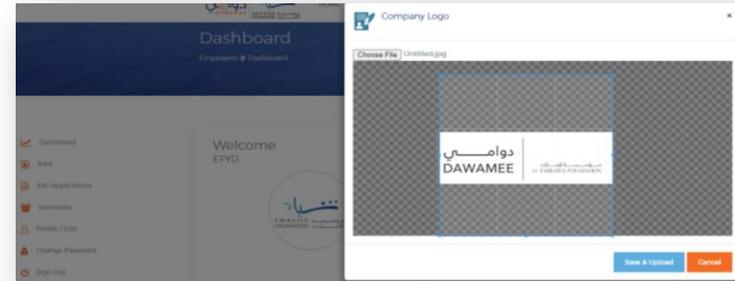
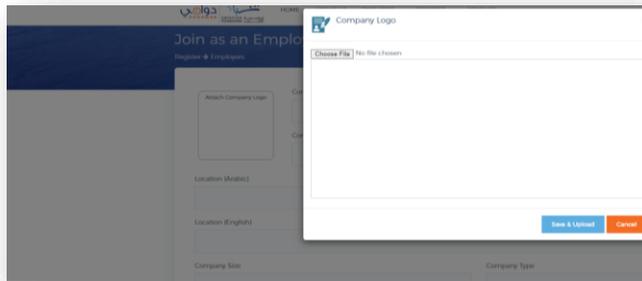
- 4. If you already have an account, please click “sign in” and then access to employers.
- 5. Enter the Email and Password of the employer account.



- 6. Profile registration page shall be appeared to complete all required fields.
- 7. You must complete all information related to the employer’s account, 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.
- 8. Accept the Terms and condition policy Then Click “Register”
- 9. Dawamee will approve your registration and activate your account , then you can post your jobs



When putting the employer’s logo, please ensure that the logo appears correctly. The magnifying glass can be used for adjustment as stated or use the Mouse Zoom in or out.



Employer Dashboard

10. The Dashboard consists of 7 elements

11. The employer's logo can also here added or modified at any time.

- a. Jobs
- b. Applications
- c. Interviews
- d. Users
- e. File/Edite
- f. Change Password
- g. Sign Out

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



- **Add a new vacancy**

You can add a new vacancy by clicking the button **number (1)**

- **Modify of vacancy details**

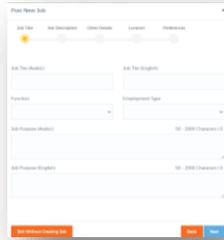
Vacancy details can be changed or modified before posting by clicking the button **number (2)**

- **Display the vacancy details and applied applications.**

Vacancy details and all applications applied to this job can be displayed by clicking the button **number (3)**.

- **Vacancy status (active - inactive)**

Vacancy status can be changed to active or inactive by clicking the button **number (4)**.



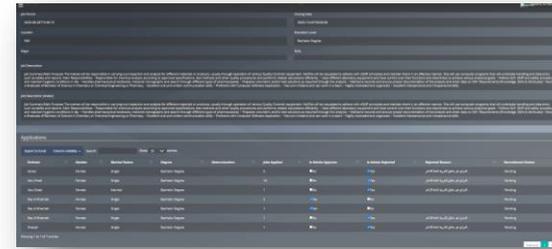
13. Add a new vacancy

You can add a new vacancy by clicking the button number (1) in the previous image and complete all details of the vacancy as required respectively.

14. **Please** make sure to active the job after the vacancy saved by clicking button number 4



17. Add/ delete/ update users



15. Dawamee providing the first filtration and provide the talented UAE job seekers and benefit the following for employer

- Saving time and efforts for in Screening large number of CVs
- Provide the best candidates

16. Following up applications and recruitment Stages and display the vacancy details.

- clicking Jobs then the button as showed
 
- **At the top :** Vacant summaries can be reviewed in terms of applicants, candidates, and number of interviews ...etc
- **At the right side:**
 - Export to excel of all filtered candidates
 - **Action:** to change the status of candidates
- **At the center:** Display the table of recruitment stages to move candidates from stage to the next, please note that the process is in order. Use the export to excel if needed.

18. **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.

