

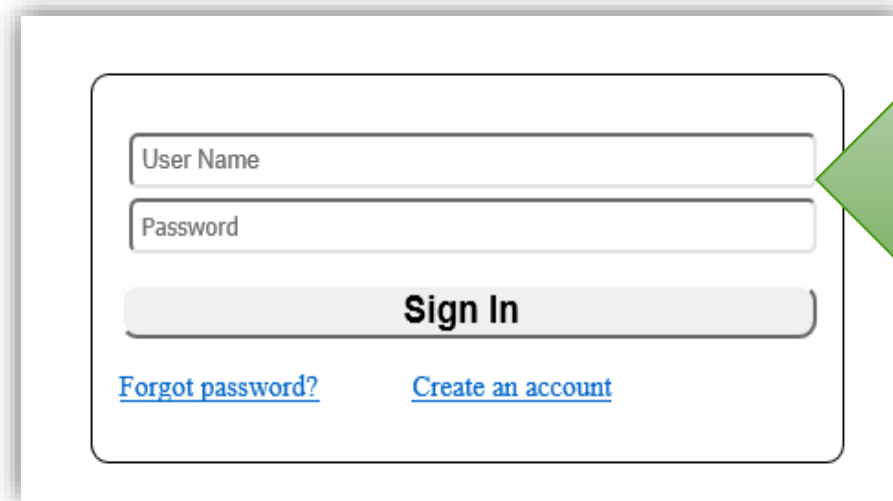


E-Recruitment

How to create applicant profile

Log In

<https://munrec.collaboratoronline.com/>

A screenshot of a web login form. It features two input fields: 'User Name' and 'Password'. Below these fields is a 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Create an account'. The form is enclosed in a white box with a thin border and a subtle drop shadow.

User Name

Password

Sign In

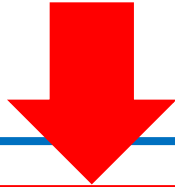
[Forgot password?](#) [Create an account](#)

Log in with
email and
password

If you have not yet
registered as a user,
go to the user
registration demo

Home Page

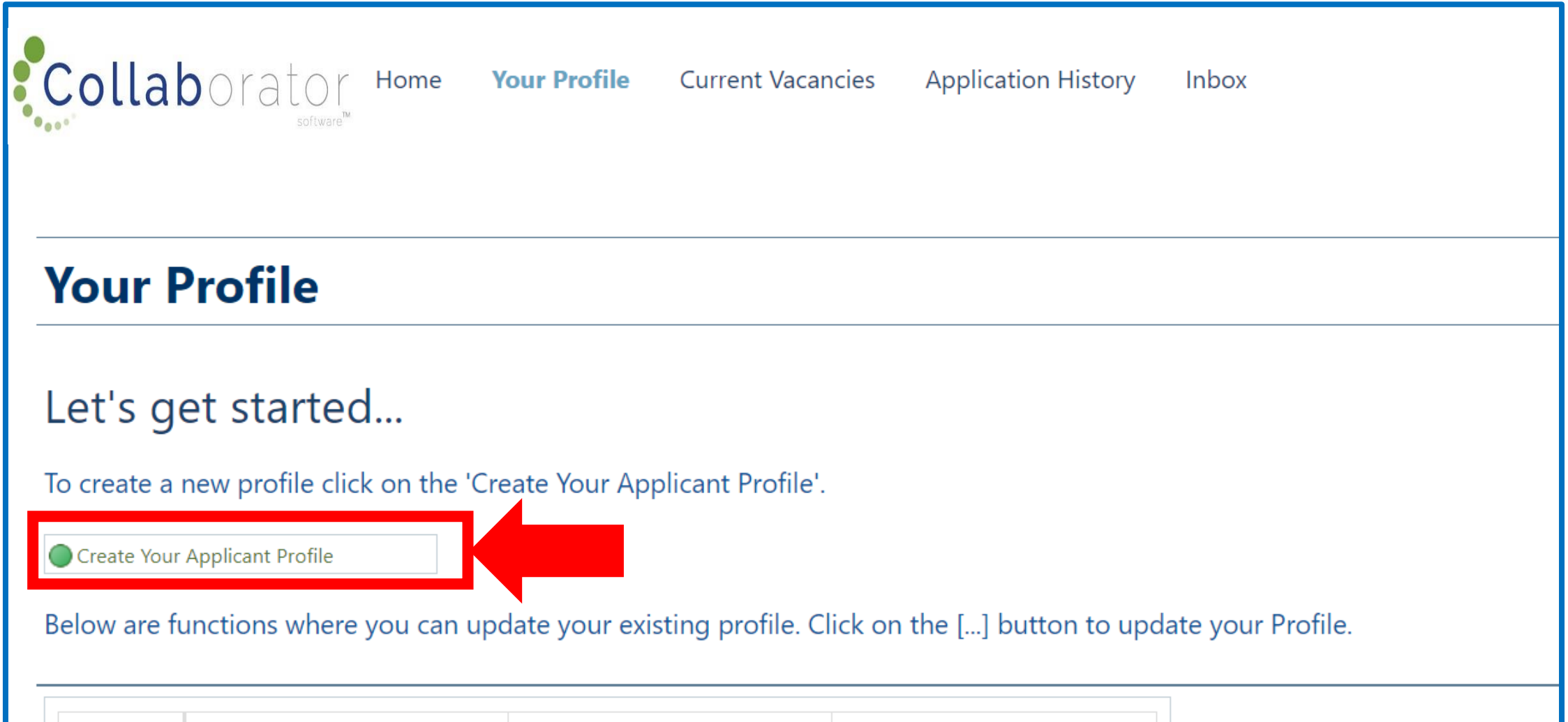
First create your Profile. Click on the 'Your Profile' tab.



A screenshot of the Collaborator software home page. The navigation menu at the top includes 'Home', 'Your Profile' (highlighted with a red box and a red arrow), 'Current Vacancies', 'Application History', 'Inbox', and 'EDIT LINKS'. A search bar is located in the top right corner. Below the navigation is a large heading 'Welcome to the Municipality Recruitment Portal' followed by a paragraph: 'We will guide you through creating a profile and to successfully apply for published vacancies by various institutions.' The page is divided into two main sections: 'Published Vacancies' and 'My Profile Status'. The 'Published Vacancies' section contains a table with columns for 'Action', 'Institution', and 'New'. The 'My Profile Status' section contains a table with columns for 'Action' and 'Profile', and a status message: 'You are eligible to apply for published vacancies.'

Applicant Profile

Click on:  to create your profile



The screenshot shows the 'Collaborator software' logo in the top left corner. The navigation menu includes 'Home', 'Your Profile' (highlighted in blue), 'Current Vacancies', 'Application History', and 'Inbox'. Below the navigation, the page title 'Your Profile' is displayed. The main content area begins with the text 'Let's get started...' followed by the instruction 'To create a new profile click on the 'Create Your Applicant Profile''. A red box highlights the 'Create Your Applicant Profile' button, with a red arrow pointing to it from the right. Below this, there is a paragraph: 'Below are functions where you can update your existing profile. Click on the [...] button to update your Profile.' The bottom of the page shows the top of a table with several empty columns.

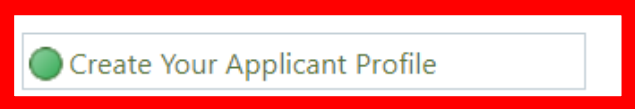
Collaborator software™

Home **Your Profile** Current Vacancies Application History Inbox

Your Profile

Let's get started...

To create a new profile click on the 'Create Your Applicant Profile'.



Below are functions where you can update your existing profile. Click on the [...] button to update your Profile.

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Applicant Profile

Check for duplicates

Check for Existing Applicant Profile

Applicant Profile Reference	1226
Record Name	
Initials *	<input type="text"/>
Surname *	<input type="text"/>
Are you a South African citizen? *	<input type="checkbox"/>

Once ALL required fields have been completed, use the SUBMIT button to capture your details.

If this screen is closed without submitting, then this page can be found in your INBOX to complete at a later stage.

Applicant Profile

A new window will open where you will have to complete all the applicable fields. Scroll down and complete all applicable fields.

Complete Your Applicant Profile

Use the SAVE button to save data while capturing. //

If this screen is closed, it can be found in your INBOX. //

Use the SUBMIT button to complete capturing when done. //

All Compulsory fields MUST be completed. //

Record Name **N Surname -**

SECTION 1 - PERSONAL DETAIL

ID Number //

Passport Number //

Surname * Surname //

Full Names * Names //

Initials * N //

Home/Cell Number * //

Alternate Contact Detail * //

E-mail Address * //

Permanent Residential Address * //

Applicant Profile

How to use the data sources

SECTION 2 - LANGUAGES

Select languages from the data source button to the right of the field - [...]

Language *

1 Click on the data source

2 New window will open

LANGUAGE NAME	Select All	LANGUAGE NAME	Deselect All
Afrikaans	Select		
English	Select		
Other	Select		
Xhosa	Select		

Submit

3 Select the languages you are proficient in (multiple languages can be selected)

4 Click on Submit

5 Depending on the languages selected, more fields will open. Select the correct option from the drop-downs.

Lan Afrikaans;English

Afrikaans Spoken Ability *

Afrikaans Reading and Writing Ability *

English Spoken Ability *

English Reading and Writing Ability *

Applicant Profile

Highest Qualification – NQF Explanation

SECTION 4 - HIGHEST QUALIFICATION

Computer Literate * ||||

Highest Education Level * ||||

Highest Education Level: Name of Qualification *

Highest Education Level: Year Completed *

Highest Education Level: Diploma/Grade Completed (NQF Level) * ...

Click on data source to select level

test

Highest Education Level: List of Subjects Passed *

Select - Google Chrome

munreccollab.collaboratoronline.com/collab/BusinessProcesses/DSSingleLookup.aspx?TaskID=2927&Field

OBJECTREF	NQF LEVEL	QUALIFICATION	HOW TO ACHIEVE NQF LEVEL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26329	Grade 1	Grade 1	Successfully complete grade 1
26331	Grade 2	Grade 2	Successfully complete grade 2
26332	Grade 3	Grade 3	Successfully complete grade 3
26333	Grade 4	Grade 4	Successfully complete grade 4
26334	Grade 5	Grade 5	Successfully complete grade 5
26335	Grade 6	Grade 6	Successfully complete grade 6
26336	Grade 7	Grade 7	Successfully complete grade 7

Explanation of NQF Level

Applicant Profile

Other Qualifications – Fill in second Qualification

SECTION 5 - OTHER QUALIFICATIONS

1. Name of University/Institution

1. Year Completed

[CLICK HERE TO SEE NQF EXPLANATION](#)

1. Diploma/Grade Completed (NQF Level)

1. List the Subjects passed

Register a Second Qualification

Register a Third Qualification

1 Complete fields if applicable. These fields are not mandatory to complete

2 If you want to register another Qualification, click on 'Yes'

3 Fields will open where you can register a second qualification

Register a Second Qualification Yes

2. Name of University/Institution *

2. Year Completed *

2. Diploma/Grade Completed *

Register a Third Qualification

Applicant Profile

Other and Option to upload qualification documents

SECTION 6 - CURRENT STUDIES

1. Name of Current University/Institution

How to Select a date in the past or future

1. Expected Date of Completion

Click on the red label to view the explanation on how the calendar fields works or see the next slide.

SECTION 7 - COURSES \ CERTIFICATES

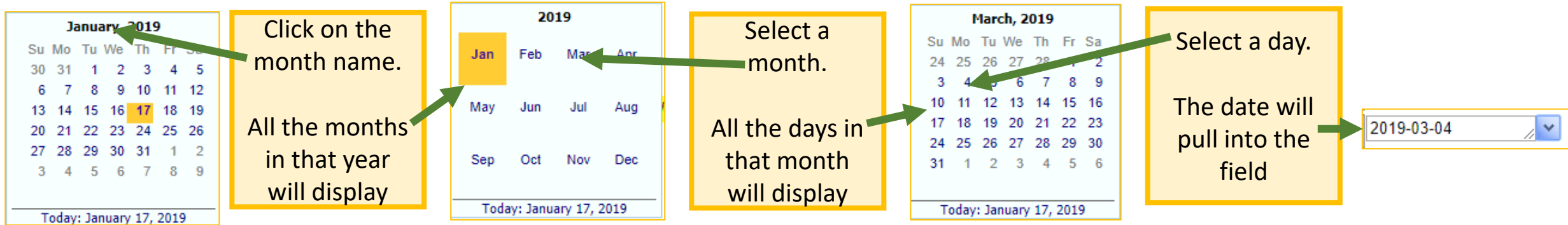
Do you have any qualification documents and/or certificates that can be uploaded? *

Yes ▾

Select Yes if you want to upload qualification documents to your profile

List of courses (Supply the name of course and year completed)

How to select a date other than the current month



Select a date other than the current year



Applicant Profile

Employment History – Sector Data Source

SECTION 8 - EMPLOYMENT HISTORY

Name of Current Employer *

Current Position *

Sector *

Date Employed in Position *

Current Annual Salary (R) *

Notice Period *

1 Click on the data source to select the sector. New window will open where you can select a sector

SECTOR NAME

Academic

Accounting

Admin

Advertising

Agriculture

Automotive

Aviation

Banking

Business Management

Call Centre

Chemical

Clothing

Construction

Consulting

Cruise Ship

Defence

E-Commerce

Education

Entertainment

Environmental

Page 1 of 4 (69 items) < [1] 2 3 4 >

Submit

2 Select your sector and click on Submit

Applicant Profile

References and submit

SECTION 9 - REFERENCES

1. Name *	<input type="text"/>	<input type="button" value=""/>
1. Institution *	<input type="text"/>	<input type="button" value=""/>
1. Position *	<input type="text"/>	<input type="button" value=""/>
1. Contact Number *	<input type="text"/>	<input type="button" value=""/>
2. Name *	<input type="text"/>	<input type="button" value=""/>
2. Institution *	<input type="text"/>	<input type="button" value=""/>
2. Position *	<input type="text"/>	<input type="button" value=""/>
2. Contact Number *	<input type="text"/>	<input type="button" value=""/>
3. Name *	<input type="text"/>	<input type="button" value=""/>
3. Institution *	<input type="text"/>	<input type="button" value=""/>
3. Position *	<input type="text"/>	<input type="button" value=""/>
3. Contact Number *	<input type="text"/>	<input type="button" value=""/>

2 When you filled in all the fields, click on **Submit**

1 Complete fields. These fields are all mandatory to complete.

3 If you get this message when you submit

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

4 Look for a fields highlighted in pink and fill in the field

E-mail Address *

5 When all the pink highlighted fields are filled in, you can submit your profile

Applicant Profile: Upload of CV

1 Next window will open for you to upload your CV

Upload Your CV (Curriculum Vitae)

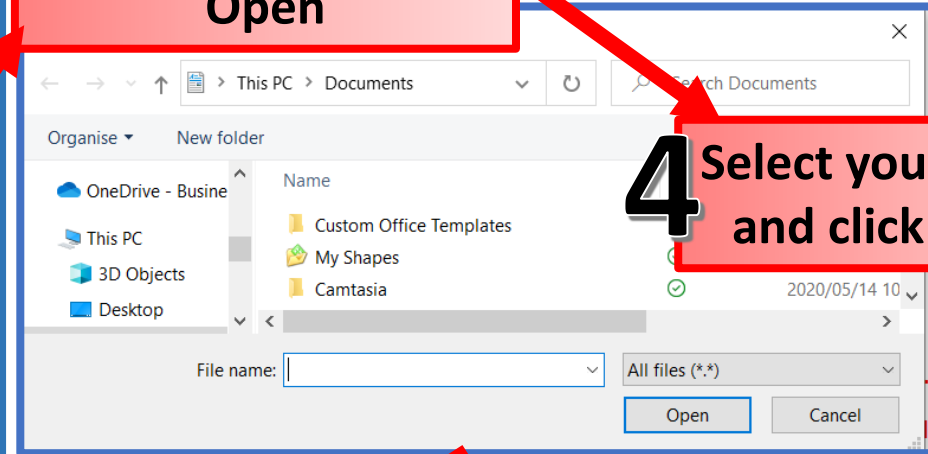
Record Name	T testSurname - 1031
Updated Date	2021-11-03
Document Name *	Curriculum Vitae

Use the **CHOOSE FILE** button below to upload a document from your PC.
Use the **SUBMIT** button to complete your upload when a file has been selected.
If this screen is only closed, it can be found in your **INBOX** again.

File No file chosen

2 Click on Choose File

3 Your Doc library will Open



4 Select your saved CV and click on Open

5 The document name will pull into this field, this means the document is attached.

File Test CV.pdf

6 Click on Submit

Applicant Profile: Upload of ID Document

1 Next window will open for you to upload your ID

Record Name T testSurname - 1031

Updated Date 2021-11-03

Document Name * Identity Document

Use the CHOOSE FILE button below to upload a document from your PC.

Use the SUBMIT button to complete your upload when a file has been selected.

If this screen is only closed, it can be found in your INBOX again.

File Choose File No file chosen

Submit Save Close

2 Upload your ID the same as demonstrated in previous slide

3 The document name will pull into this field, this means the document is attached

File Choose File Test ID.pdf

Submit Save Close

4 Click on Submit

Applicant Profile: Upload of Drivers License

1 If you selected in your profile that you do have a drivers license, this window will open.

Upload Your Drivers License

Record Name	T testSurname - 1031
Updated Date	2021-11-03
Document Name *	Drivers License

Use the **CHOOSE FILE** button below to upload a document from your PC.

Use the **SUBMIT** button to complete your upload when a file has been selected.

If this screen is only closed, it can be found in your **INBOX** again.

File No file chosen

2 Upload your Drivers license the same as demonstrated in previous slides

3 Click on Submit

Applicant Profile: Upload of Qualifications

1

If you selected in your profile that you want to upload qualification documents Next window will open for you to upload your Qualifications

Record Name T testSurname - 1031

Updated Date 2021-11-03

Indicate types of Qualification Documents uploaded *

Use the CHOOSE FILE button below to upload a document from your PC.

Use the ADD FILE button for each additional document that is uploaded (multiple files).

Use the X button next to the yellow folder to remove any of the uploaded files.

Use the SUBMIT button to complete your upload when all files have been selected.

If this screen is only closed, it can be found in your INBOX again.

File Choose File No file chosen Add File

2 Click on the data source

3 Select the type of documents you are about to upload

Search Search

QUALIFICATION TYPE	Select All	QUALIFICATION TYPE	Deselect All
Certificate	Select		
...	Select		
School Qualification	Select		
Tertiary Qualification	Select		

Submit

4 Click on Choose File to upload your first document, the same as explained in previous slides

5 When you want to upload another document, click on add file

6 The first document you uploaded will move to the bottom, you can now again click on Choose File to upload another document

File Choose File No file chosen Add File File added.

File Name	File Size	Action
Test Qualifications.pdf	8 KB	

Submit Save Close

7 Submit when you uploaded all your qualifications

Applicant Profile: Notification

1 When you completed your profile, you will receive a notification informing you that your profile was successfully created

Notification: Applicant Profile Successfully Created

Applicant Profile Reference

1031

Record Name

T testSurname - 1031

Your applicant profile has been successfully created. You may now apply for a vacancy.

Submit

Save

Close

2 You can submit this task and go to the browse vacancy icon to apply for a vacancy



Thank you for your time!