

# STO Job Portal User Guide

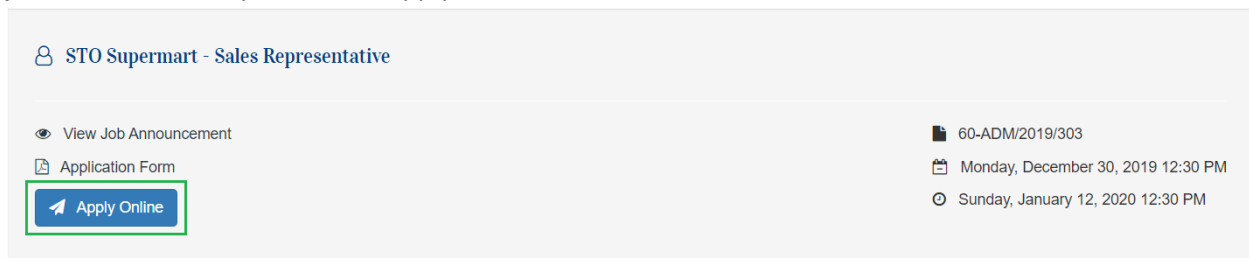
V1.0

## Introduction

Job Portal is a modern, online platform aimed at providing an easy and convenient solution for applying to jobs by STO.

## Applying for Jobs

- To apply for a job online, head over to <https://sto.mv/career>, and click on the “Apply Online” button below the job announcement you want to apply for.



STO Supermart - Sales Representative

View Job Announcement

Application Form

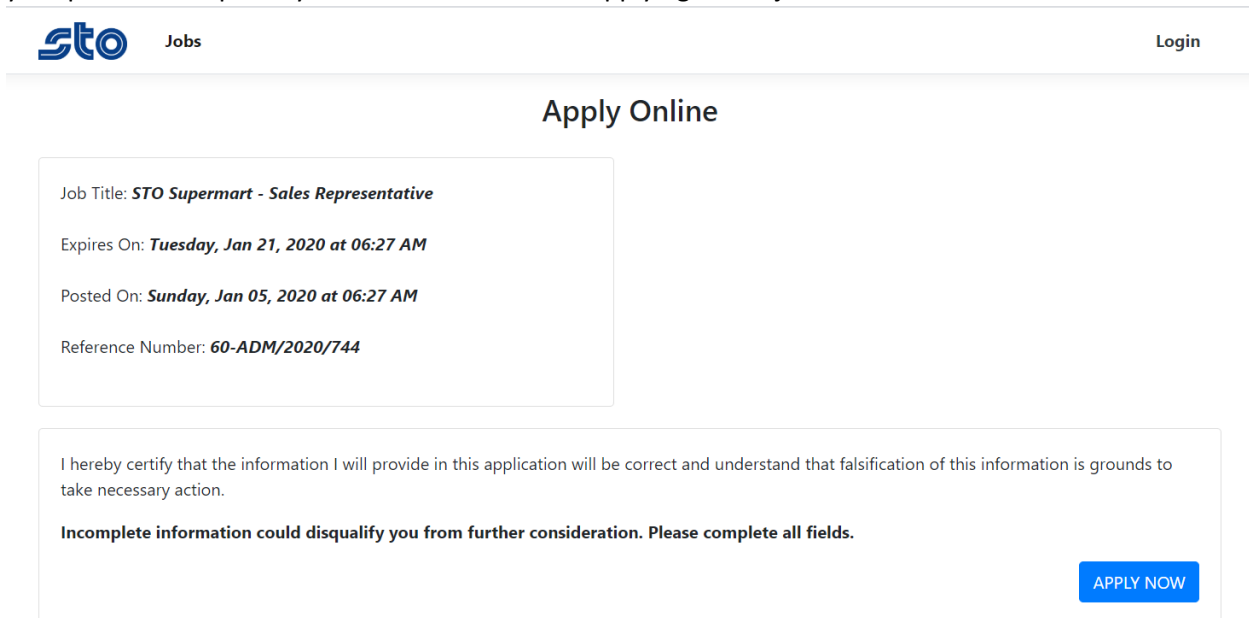
Apply Online

60-ADM/2019/303

Monday, December 30, 2019 12:30 PM

Sunday, January 12, 2020 12:30 PM

- Once you click on the Apply Online button, you will be redirected to the STO Job Portal, where you will create your profile and update your information before applying to the job.



sto Jobs Login

### Apply Online

Job Title: **STO Supermart - Sales Representative**

Expires On: **Tuesday, Jan 21, 2020 at 06:27 AM**

Posted On: **Sunday, Jan 05, 2020 at 06:27 AM**

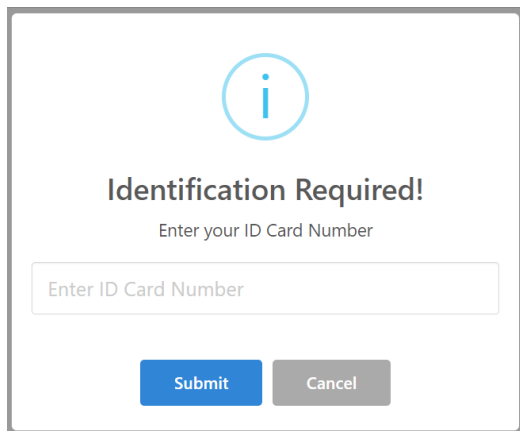
Reference Number: **60-ADM/2020/744**

I hereby certify that the information I will provide in this application will be correct and understand that falsification of this information is grounds to take necessary action.

**Incomplete information could disqualify you from further consideration. Please complete all fields.**

**APPLY NOW**

- Once you are redirected to job portal, you will see the details of the job you are trying to apply for.
- Also below the job details, you will see the disclaimer that you need to accept before applying to the job.
- Once you are ready to apply, click on the “APPLY NOW” button below.
- When you click on the “APPLY NOW” button, you will be prompted to enter your ID Card number.

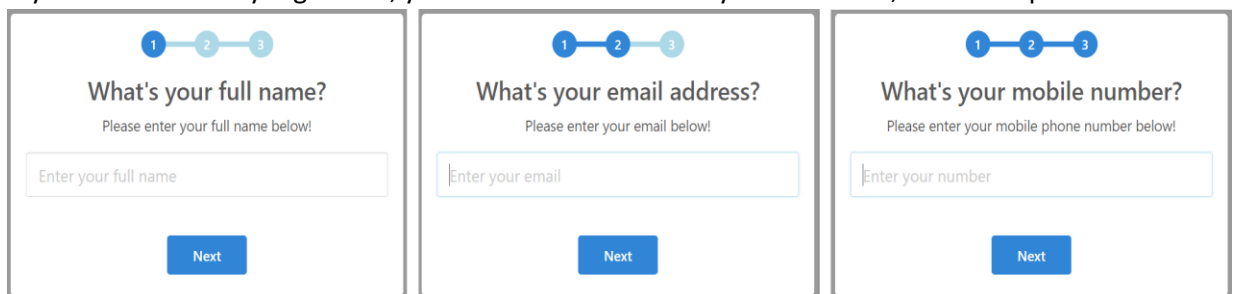


Identification Required!

Enter your ID Card Number

Submit Cancel

- Enter your ID Card number and click on the Submit button.
- Depending on whether you have registered to Job Portal before or not, two things can happen.
  1. If you are not already registered, you will be asked to enter your full name, email and phone number.



1 2 3

What's your full name?

Please enter your full name below!

Next

1 2 3

What's your email address?

Please enter your email below!

Next

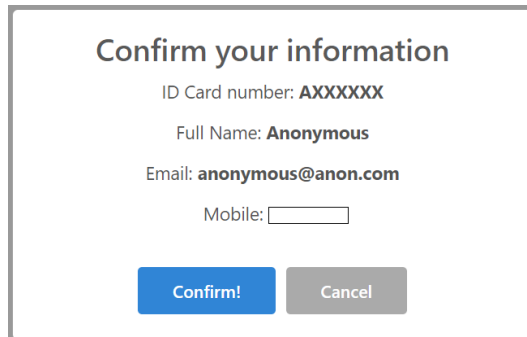
1 2 3

What's your mobile number?

Please enter your mobile phone number below!

Next

- After you have entered your information, you will be asked to confirm the information you have entered.



Confirm your information

ID Card number: **AXXXXXX**

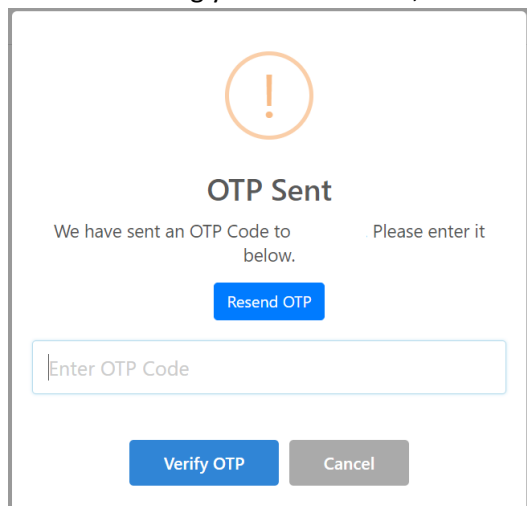
Full Name: **Anonymous**

Email: **anonymous@anon.com**

Mobile:

Confirm! Cancel

- After confirming your information, an OTP will be sent to your mobile number.




OTP Sent

We have sent an OTP Code to below. Please enter it

Resend OTP

Verify OTP Cancel

2. If you have previously registered to job portal, you won't be asked to enter your information. You will be sent an OTP directly to your phone number.
3. Once you have verified your OTP code, you will be redirected to your profile home page.

[Jobs](#)[My Profile](#)[My Applications](#)Hello AXXXXXX![Logout](#)

100 %

✖ You should have at least a **O'Levels** to apply for this job.

✖ You should have minimum **1 years** of work experience to apply for this job. [Click here to add work experience.](#)


✖ Please upload your **ID Card Copy** document

✖ Please upload your **CV** document

✖ Please upload your **Educational Document** document

✖ Please upload your **Employment Letter** document

[Profile](#)[Educational Qualification](#)[Employment Records](#)[Documents](#)



Bio

[Update my info](#)

Nationality:

Full Name: Mr. ANONYMOUS

ID Card Number: AXXXXXX

Date Of Birth:

Email: anonymous@anon.com

Mobile Number: 9640388

Permanent Address:

Current Address:

## Profile Management

- Your profile consists of 4 main areas.
  1. Basic profile
  2. Educational Qualification
  3. Employment Records
  4. Documents
- You must update your basic profile information before you can apply to any job.
  1. You should update your Date of Birth, Permanent Address, Current Address.
  2. To update the basic info, click on the "Update my info" button.

Update basic info

Nationality

Afghan

Full Name

Mr ANONYMOUS

ID Card Number

AXXXXXX

Date Of Birth

Date of Birth

Email

anonymous@anon.com

Mobile Number

Bio

Type your bio

Permanant Address

Address should be in the format [House Name, Apartment No, Road Name, Island/City, Country]

House Name, Apartment No, Road Name, Island/City, Country.

Current Address

House Name, Apartment No, Road Name, Island/City, Country.

☐ Same as permanant address

Drag and Drop Profile Picture Here.

Close

Save changes

- Depending on the requirements of the job, you may or may not need to update other areas. But most likely every single job that is posted by STO has some sort of requirements. So you should always keep your profile updated beforehand.

### Educational Qualifications

- Education qualifications are categorized into 4 groups
  - Basic
    - Includes basic school education up to grade 12.
  - O'Levels
    - GCE O Level or IGCSE Equivalent.
  - A'Levels
    - GCE A Levels, Edexcel IAL or Equivalent.
  - Certificate Level
    - Certificate I
    - Certificate II
    - Certificate III
    - Advanced Certificate
    - Diploma
    - Advance Diploma
    - Bachelor's Degree
    - Postgraduate Diploma
    - Master Degree
    - Doctoral Degree
- To add an educational qualification record, just fill the required fields and click on the "+" button.

[Basic](#)
[O'Levels](#)
[A'Levels](#)
[Certificate Level](#)

**No Educational Information Added Yet!**

Institution \*

Year \*

Last Attended Gra

+

## Employment Records

- Employment records can be of two types, Current and Past.
- To Add an employment records, click on the “Add” button.

New Record ×

Employer Name

Employer name

Reference

Reference

Position Held

Job title

Salary

Salary

Start Date

Start date

☒ I am currently working here.

Close

Save changes

- If you check the “I am currently working here” checkbox, it will be added under Current employment records, else it will be added under Past records.

New Record ×

Employer Name

Employer name

Reference

Reference

Position Held

Job title

Salary

Salary

Start Date

Start date

End Date

End date

Reason For Leaving

Reason for leaving

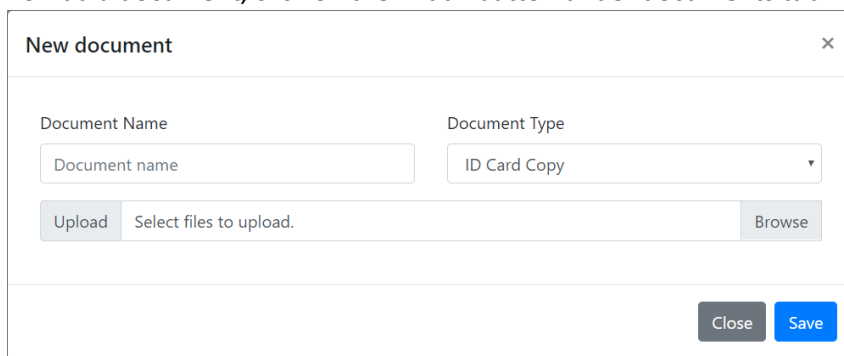
☐ I am currently working here.

Close

Save changes

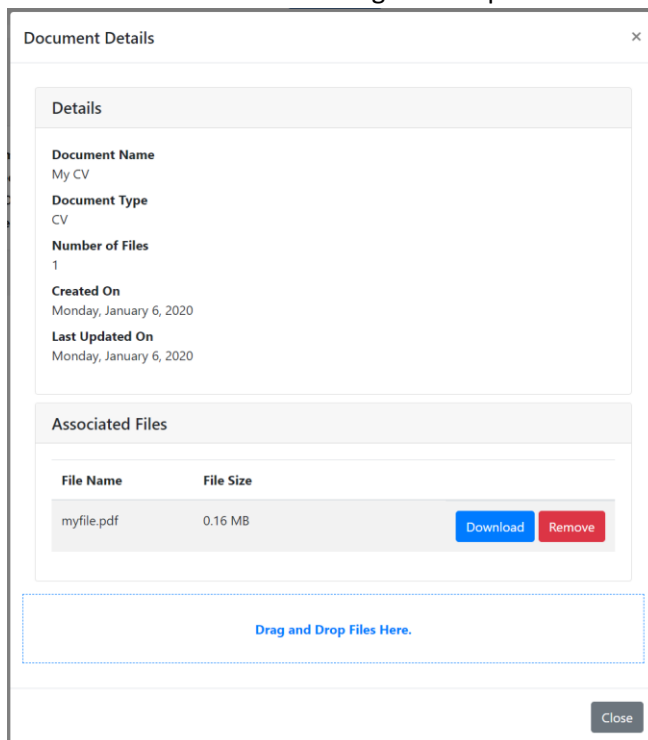
## Documents

- Documents are basically where you save your files.
- You can attach multiple files to a single document.
- There are 9 document types at the moment.
  1. ID Card Copy
  2. Passport
  3. CV
  4. Cover Letter
  5. Educational Document
  6. Employment Letter
  7. Police Record
  8. License
  9. Trainings & Other Programs
- To Add a document, click on the “Add” button under documents tab.



A modal window titled "New document" with a close button (X) in the top right corner. It contains two input fields: "Document Name" with the placeholder text "Document name" and "Document Type" with a dropdown menu currently showing "ID Card Copy". Below these fields is a file upload section with an "Upload" button, a text input with the placeholder "Select files to upload.", and a "Browse" button. At the bottom right of the modal are "Close" and "Save" buttons.

- Enter the document name, select the type, and select the files to upload and click on save.
- You can only add 1 document of each type. If you want to add multiple files to a single document, just open the document and click on the Drag and Drop area to select the files or simply drag and drop the files there.



A modal window titled "Document Details" with a close button (X) in the top right corner. It is divided into two main sections: "Details" and "Associated Files".

The "Details" section contains the following information:

- Document Name:** My CV
- Document Type:** CV
- Number of Files:** 1
- Created On:** Monday, January 6, 2020
- Last Updated On:** Monday, January 6, 2020

The "Associated Files" section contains a table with one file:

File Name	File Size	
myfile.pdf	0.16 MB	<a href="#">Download</a> <a href="#">Remove</a>

Below the table is a dashed blue box with the text "Drag and Drop Files Here." At the bottom right of the modal is a "Close" button.

## My Applications

- You can view all of your applied jobs in my applications page.
- You can see the status history of the jobs you have applied.

