UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوطين

Ministry of Human Resources and Emiratisation

Tawteen Gate

USER MANUAL – Employer

Version: 1.2

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About Tawteen Gate

The Ministry of Human Resources and Emiratisation (MOHRE) applies a strategic plan that seeks to transform the job market in the UAE into an empowering attractive market for Emirati talents.

This represents a roadmap in managing manpower in the UAE to reach a new phase of development and establish a knowledge-based economy according to the future vision of the government; thus contributing to the government's efforts to realize the objectives of the UAE Vision 2021.

In order to achieve this, MOHRE adopts a comprehensive system of policies, standards, regulatory instruments, institutional partnerships, and excellent services. In addition, the Ministry seeks to realize its strategic plan that includes: empowering Emirati manpower; protecting the work environment; and enhancing the job market, while reinforcing innovation, and providing excellent services—including all administrative services—according to high standards of quality, efficiency, and transparency.

A system concerned with the process of managing the job Seekers recruitment cycle from the moment of building a resume, then searching for jobs or applying for training to planning a career path, allowing the Job Seekers to follow the interview process by the concerned employers.

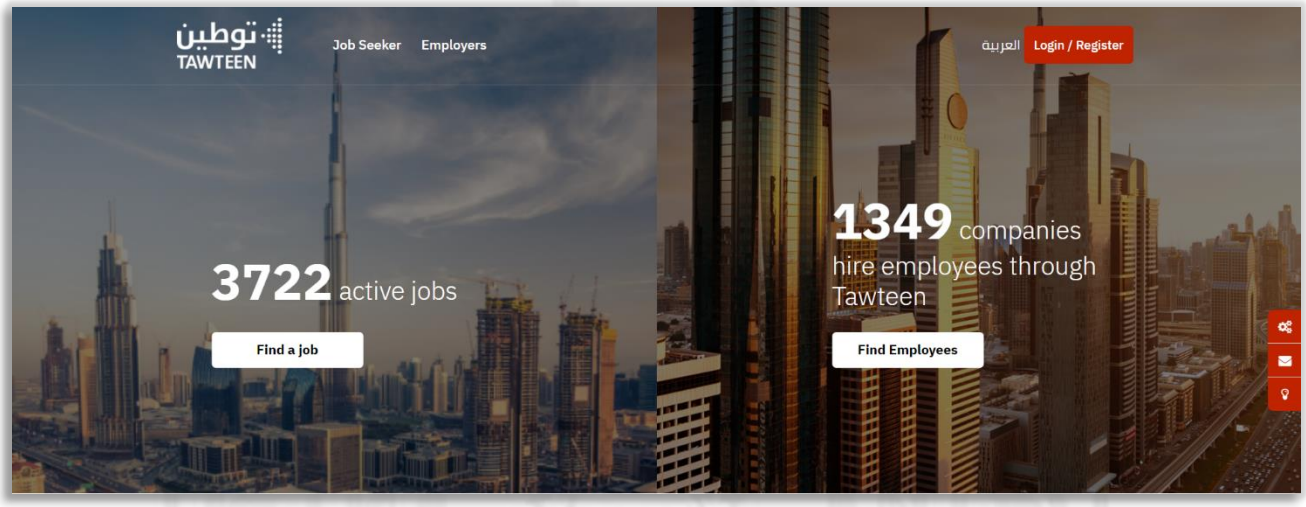
It also provides services for employers, such as searching for citizens looking for work, joining the club of Tawteen partners and planning the workforce according to the needs of each establishment.

Tawteen Gate in General

Home Page

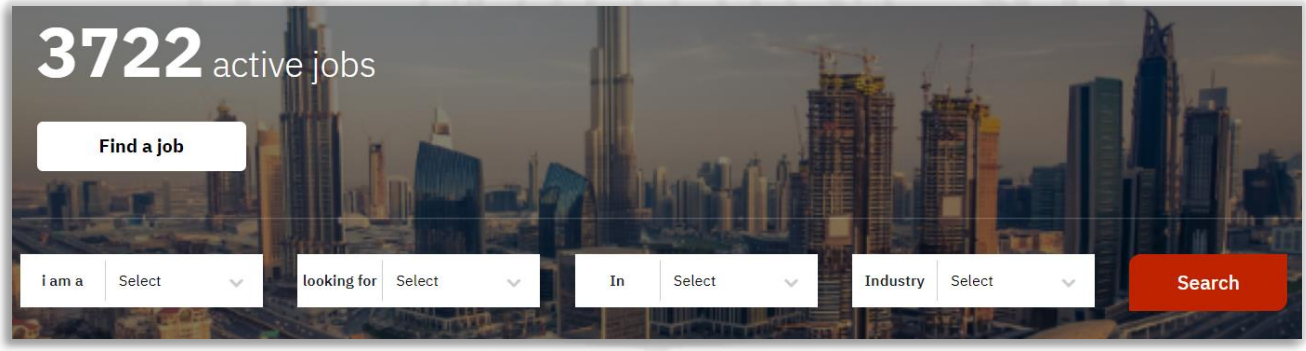
The system allows, before creating the account or registering on the site, to display the available jobs or training according to the desired emirate to work with and by sector.

Employers may offer all Job Seekers looking for work according to the required experience, language, degree of education, and the sector concerned.

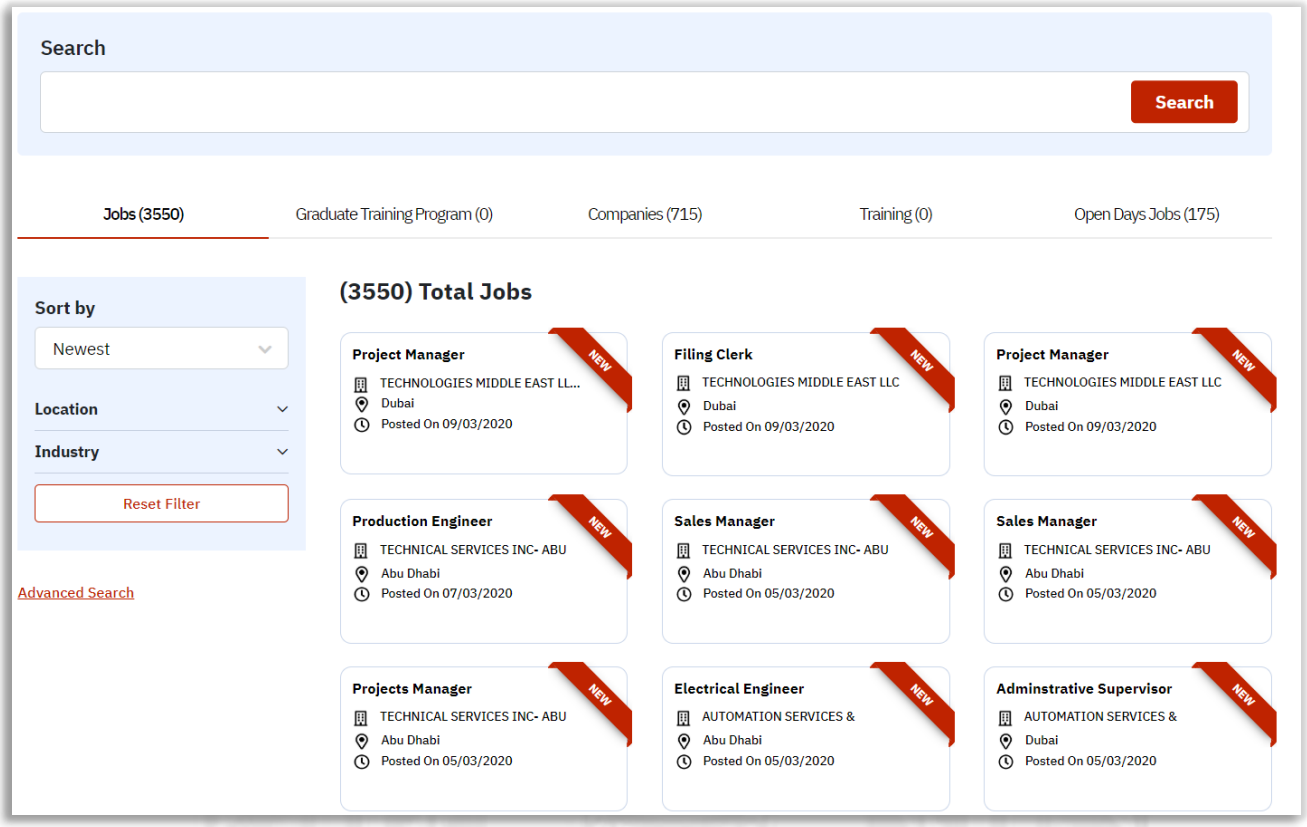


Find A Job

It allows you to search for jobs in a specific sector in more than one emirate or to search for Training.



After selecting the search, the search result's page appears with advanced search feature, where you can select more than one emirate, or choose more than sector interested in.



The system allows to display recently added jobs ,Under the (New) tag.

In addition to the jobs that have been identified by the Ministry as a (Hot Jobs), according to the job title or salary.

You can also see **training programs for graduates**, **companies**, **training** and **jobs** available through **open days** for employment.

When selecting a specific job, a page for that job's details is opened divided into parts:

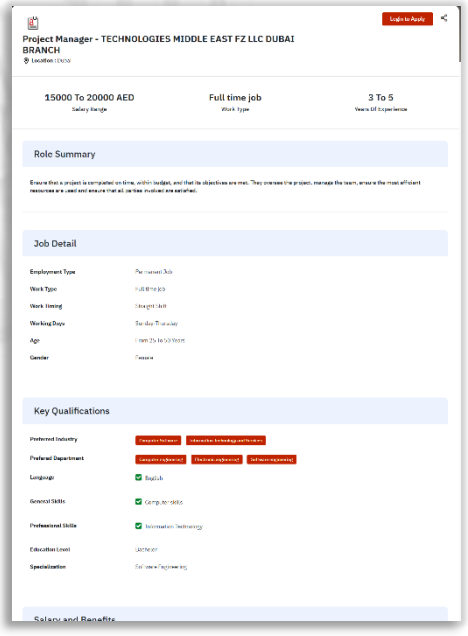
1- Job Details.

2- Job Overview.

3- The applicant's required information.

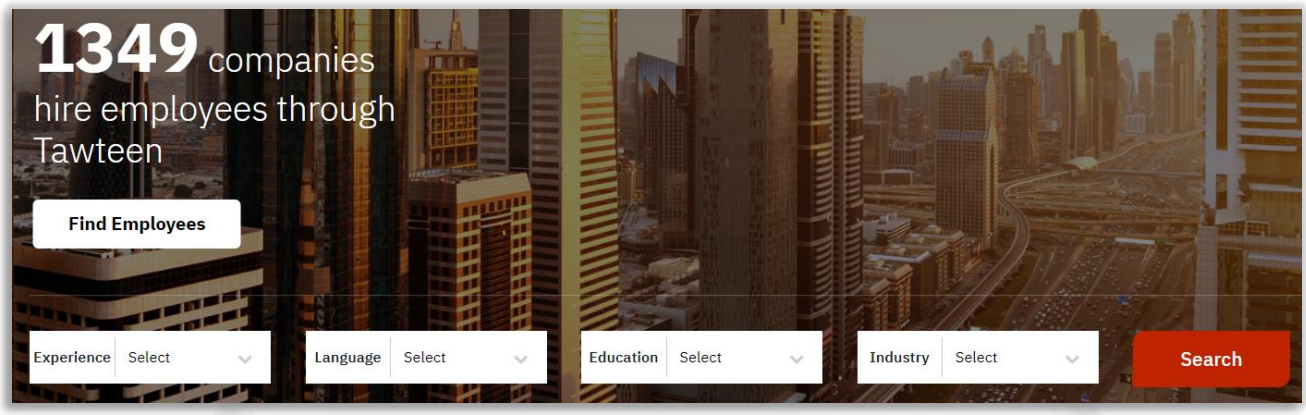
4- Skills, education and specialization.

5- Salary and bonuses.

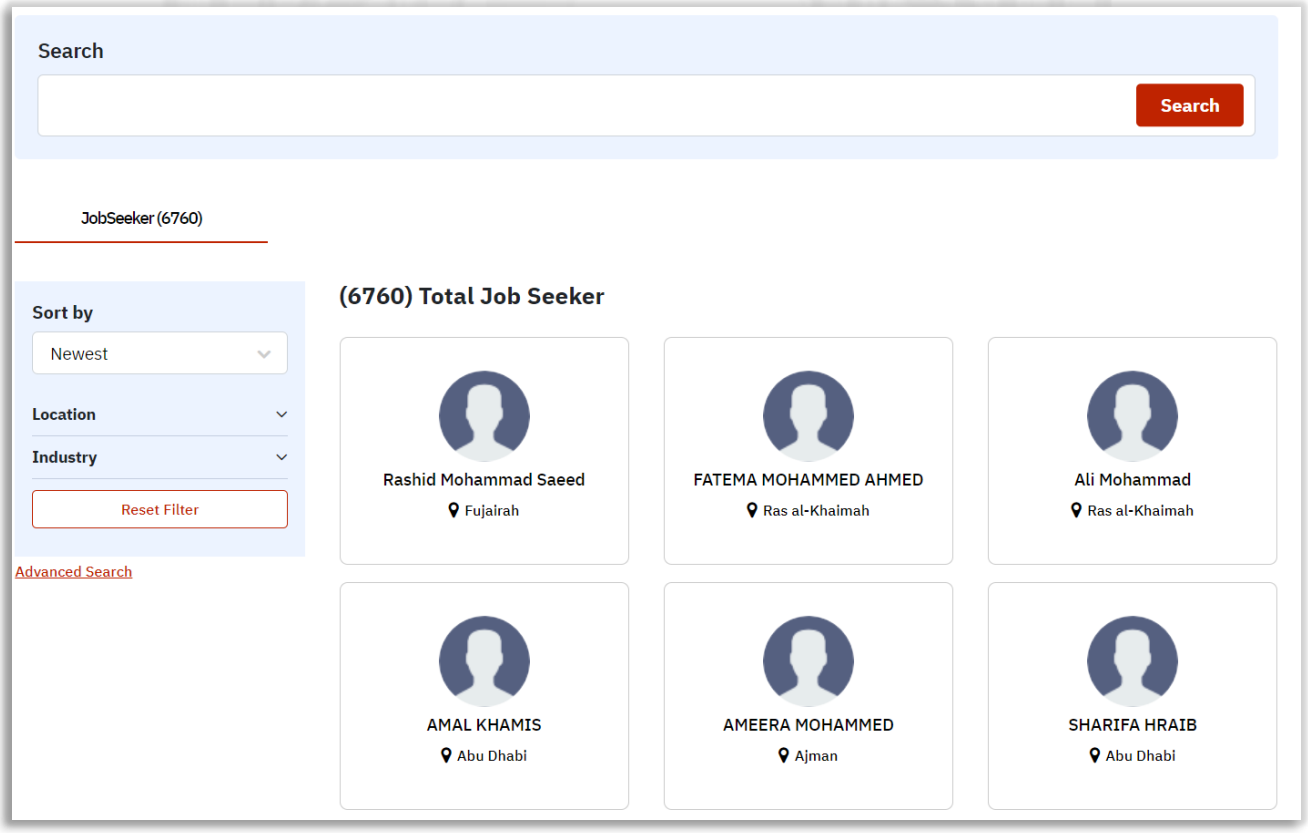


Find Employees

It allows employers to search for UAE locals looking for jobs in a specific sector and by emirate.



After selecting the search fields, the search results page appears with the advanced search feature, where you can select more than one emirate according to the JS location or choose one or more sector.



- Depending on the Job Seeker privacy settings, he can choose to show his data on the portal to the public or not.
- When clicking on a specific Job Seeker, the user is forced to log-in or create an account to see more details.

Services for job Seekers

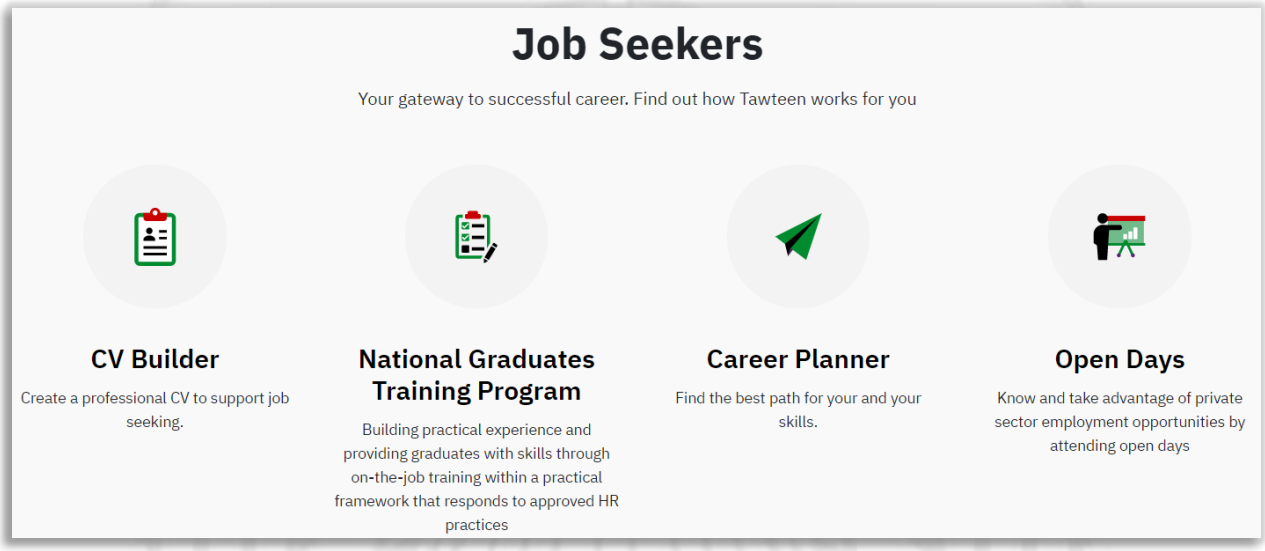
The services provided by the Tawteen Portal for job seekers:

CV builder: Create your CV by collecting information on educational level, skills, experience and general information.

National Graduates Training Program: Building practical experience and providing graduates with skills through on-site training within a practical framework that responds to HR practices approved.

Career Planner: Career path planning helps you chart your career path depending on your areas of expertise and career specialization.

Open Days: Know and take advantage of job opportunities in the private sector by attending the open days of employment



Tawteen Partner Club

Tawteen Partners Club is one of the initiatives of the MOHRE, which aims to provide a package of privileges, incentives and distinguished services provided to establishments registered with the Ministry and supporting Emiratisation according to the level of classification of the facility within the categories of Emiratisation Club.

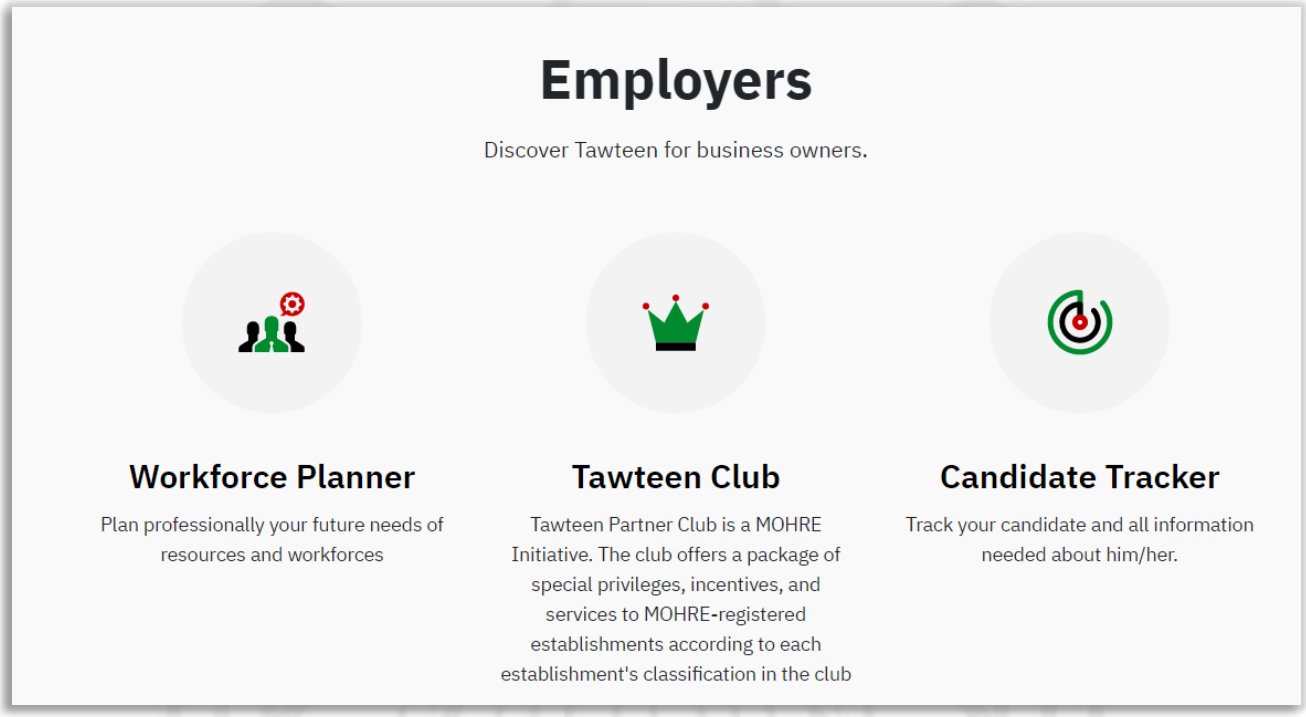
Employers

Services provided by the Tawteen Portal to employers:

Workforce Planner: Plan professionally your future needs of resources and workforces.

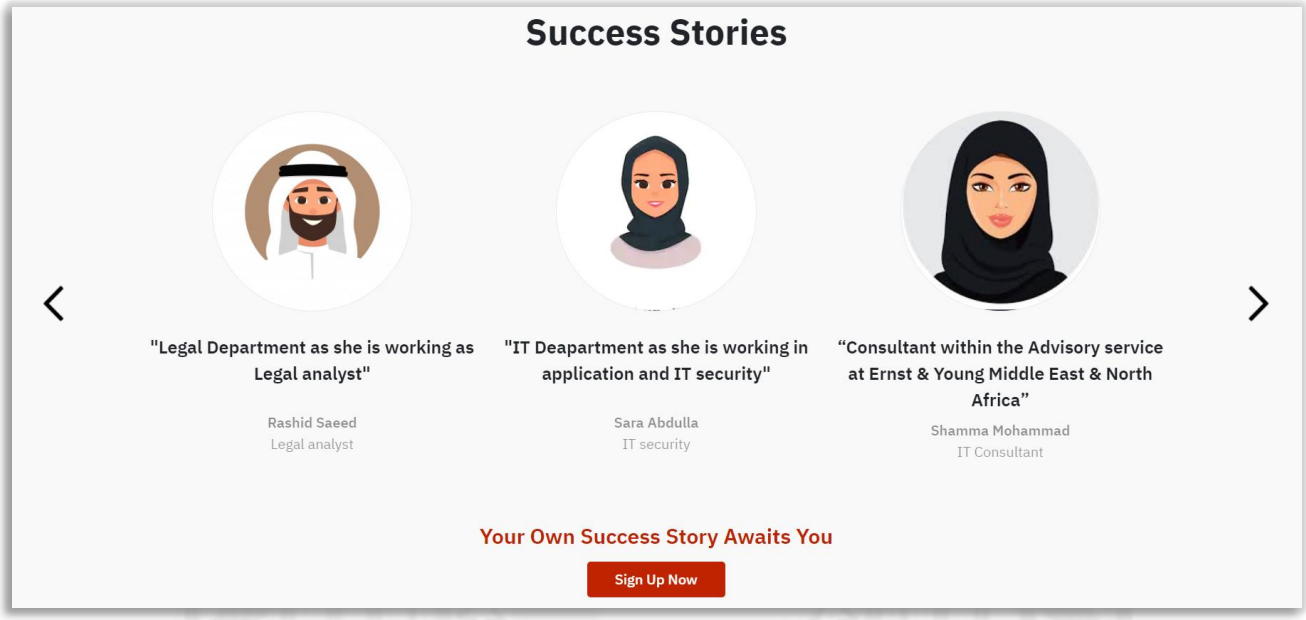
Tawteen Partner Club: Tawteen Partners Club is one of the initiatives of the MOHRE, which aims to provide a package of privileges, incentives and distinguished services provided to establishments registered with the Ministry and supporting Emiratisation according to the level of classification of the facility within the categories of Emiratisation Club.

Candidate Tracker: Track your candidate and all the needed information about them.



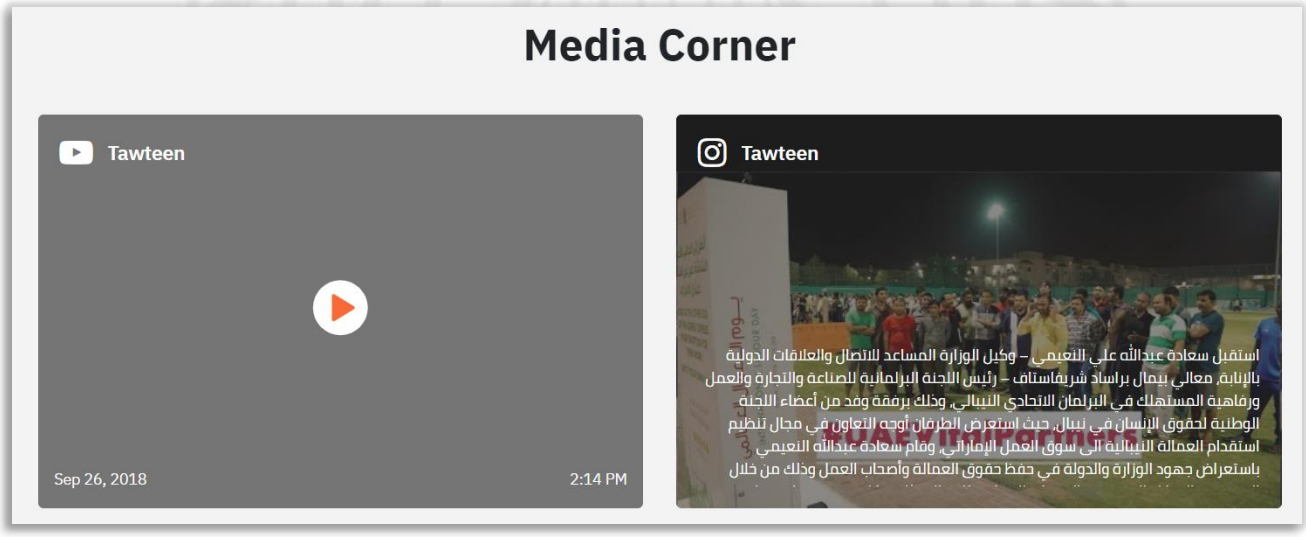
Success Stories

Success stories shows the job seekers get their jobs through Tawteen Portal and employers employed Job Seekers.



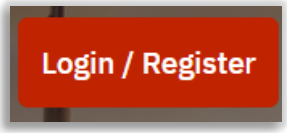
Media Corner

Displays the latest news, events and initiatives related to Emiratisation.



Login / Register

To be able to get all the services provided by the Tawteen portal, you must log-In, if a previous account was created, or create a new account in simple steps, each step below will be explained in detail.



Log In

When you click on "Sign in" at the top of the page, a page for login information will be opened.

You can log in to the Tawteen Portal through:

1- Email and password.

2- UAE Pass.

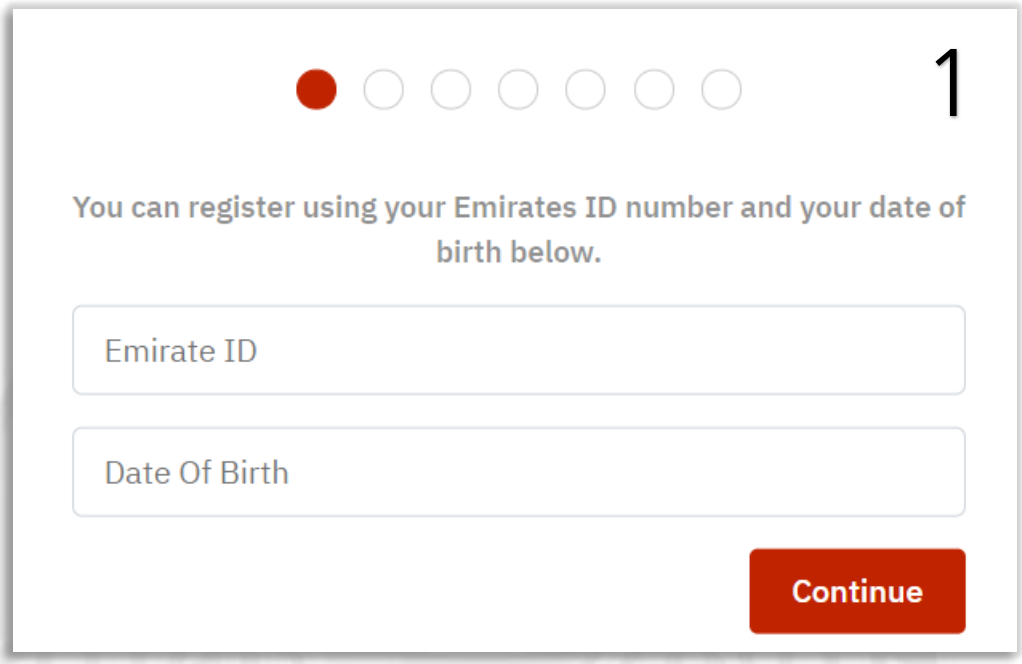
3- Social media account.

You can choose the option (Remember me) if you want to save the login data temporarily until you log out.

Create New Account

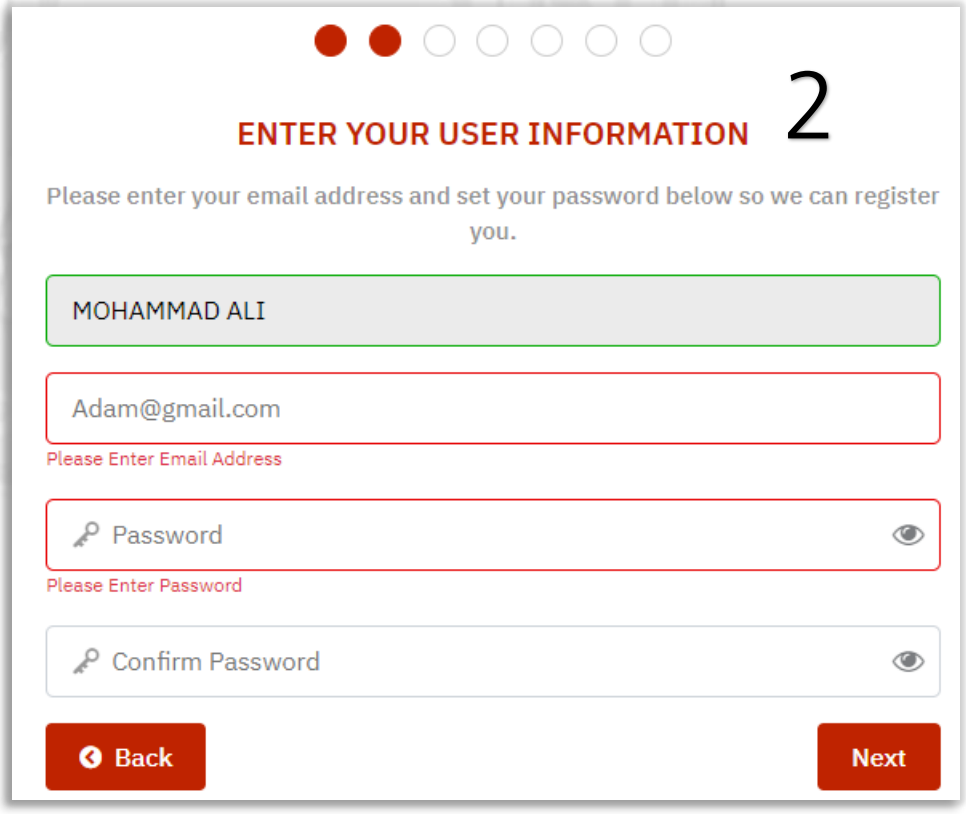
When clicking on Create a new account, the page will appear to create a new account.

An effective Emirati ID number and date of birth is required or by registering with Social Media accounts.

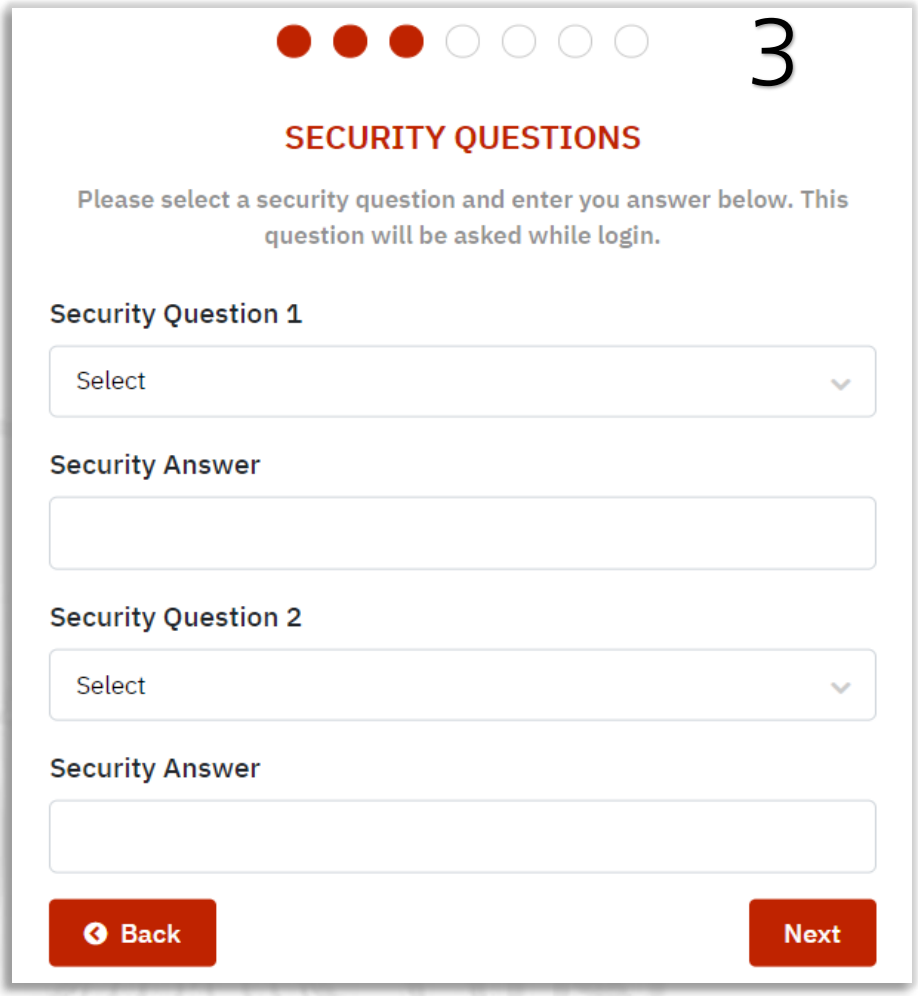


When entering the EID number with your date of birth and press Continue.

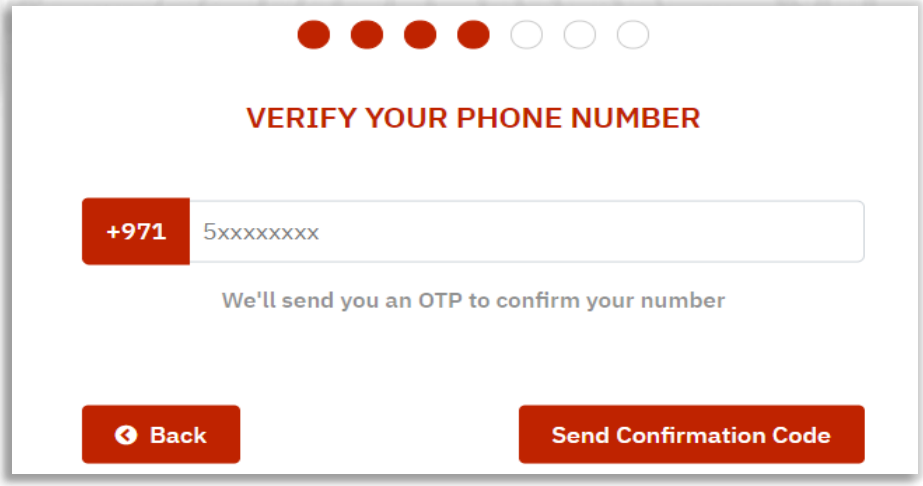
You will proceed to the second step, which is to **Enter The User Data** by filling in the email and specifying your password for the use on Portal.



When you click on **Next**, you will proceed to the third step, which is the **Security Questions**. Choose a security question that suits you to verify it when you log in to the portal later.

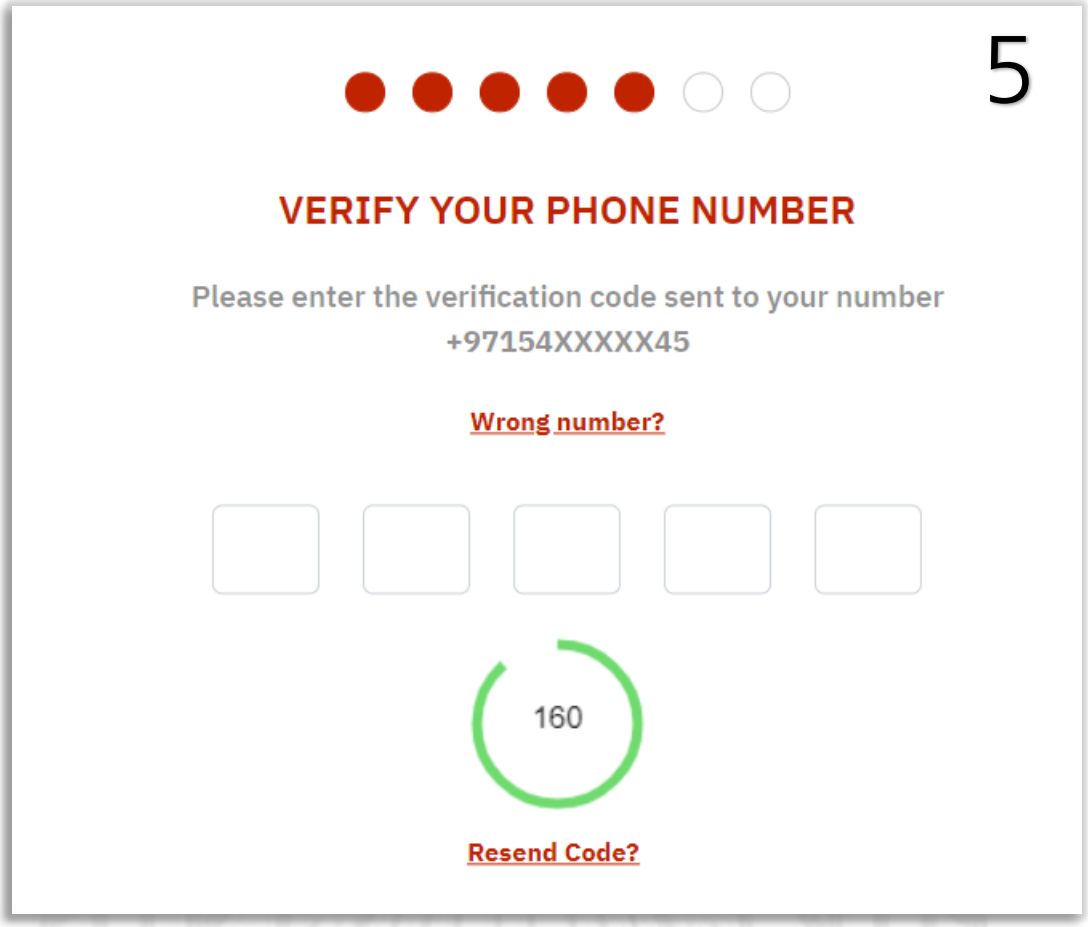


When you click on **Next**, you will proceed to the fourth step. **Verify the mobile phone number**. You must enter your active phone number in order for the user to be verified, and to use it later in the notifications process.



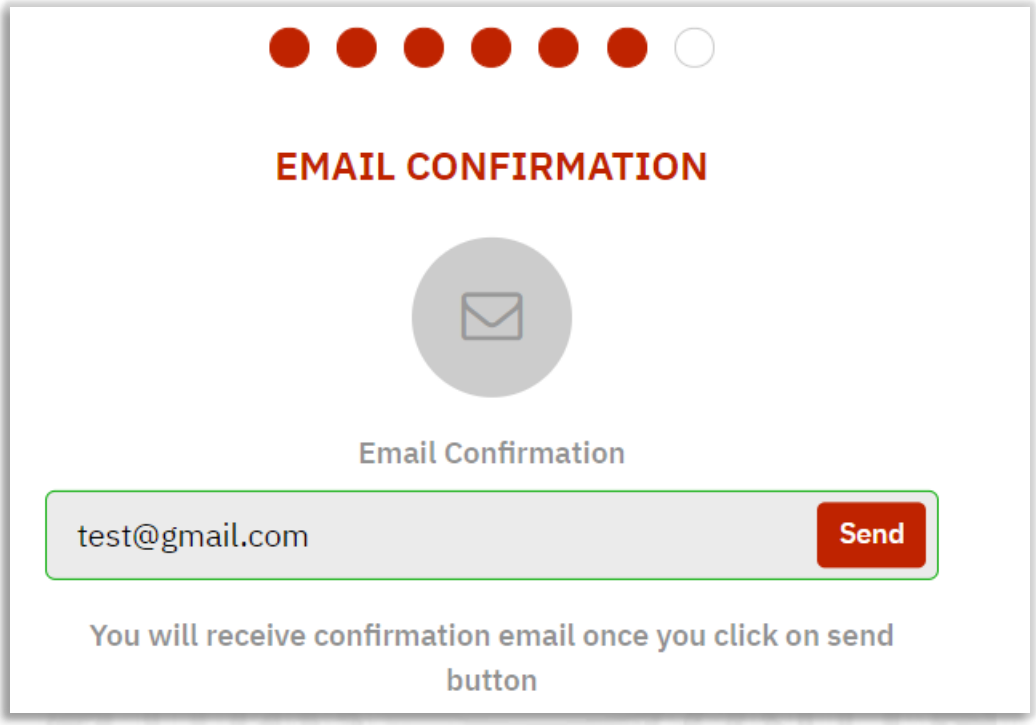
After entering the phone number and press send the verification code, you will proceed to the fifth step.

Entering the **verification code**, you will receive a message on your phone used for the same number contains a 5-digit number. Copy the number and fill it in the boxes.

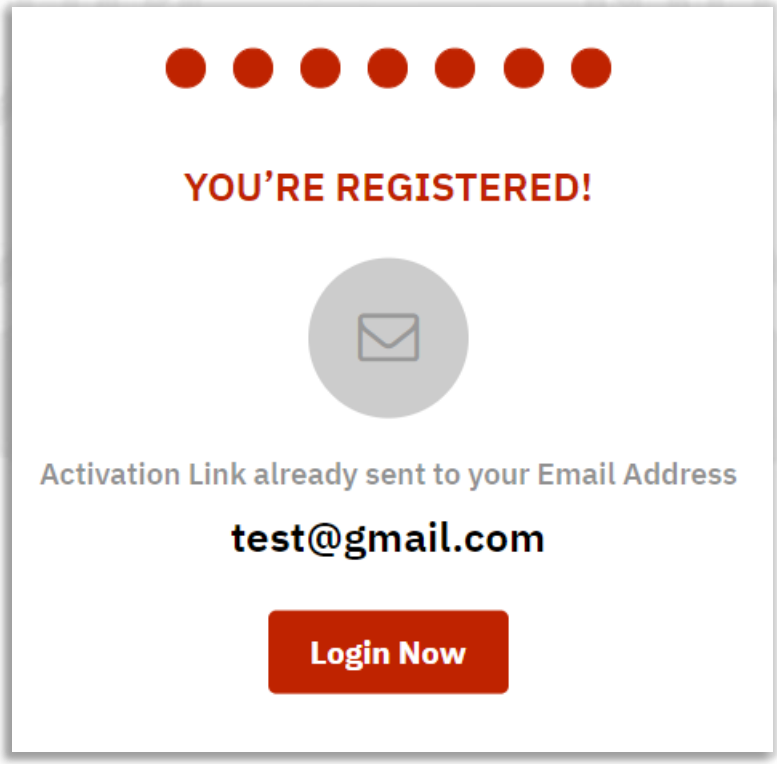


- If the message does not arrive within two minutes, you can press Resend Code.
- The code is only valid for 3 minutes. If it is not used, you must request it again

The system will automatically verify the code with the phone number and will proceed to the sixth step of **Email Confirmation**.



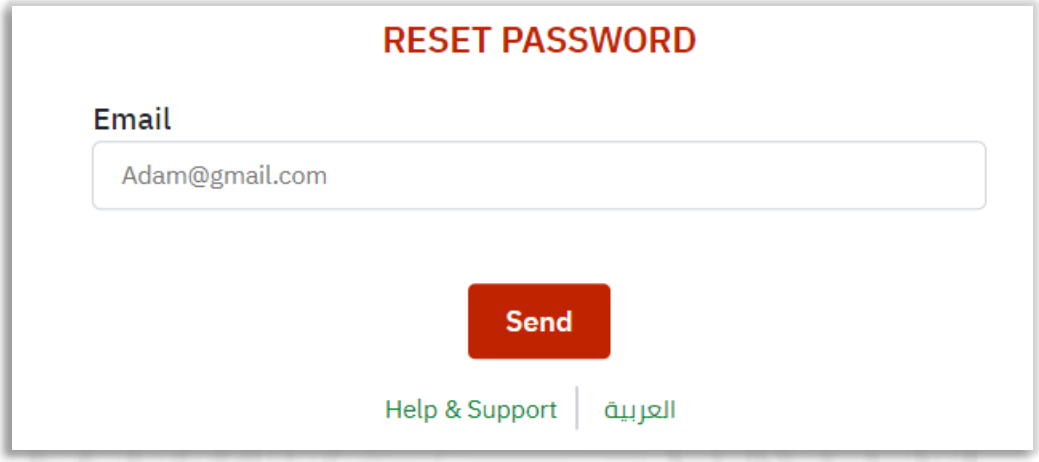
When you click **send**, a link will be sent to the entered email, and you'll be taken to the last step. **Registration Successful**.



Forget Your Password

In case that you forget your password by entering the Tawteen Portal, the site can reset that password.

When you click on forgot password, you will go to a page asking you to enter the pre-registered email, to send a link to it, and when you click on it you will go to the page to enter a new password.



Home Page

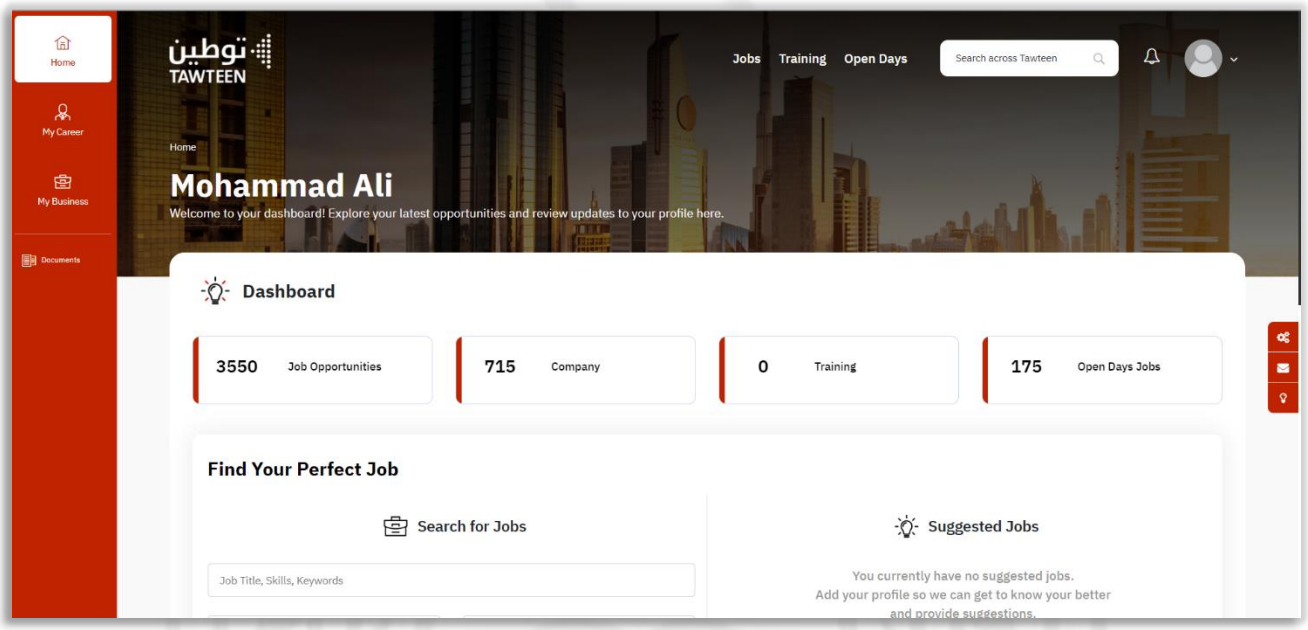
After completing the registration process and login to Tawteen portal, home page will appear.

- The Portal is consisting of two parts:

  1- Job Seeker (My Career).

  2- An employer (My business).

  You can use the system, as mentioned previously, to be a job seeker, employer, or both.



Dashboard

The dashboard contains of four parts as follows:

1- The number of job opportunities available in the portal.

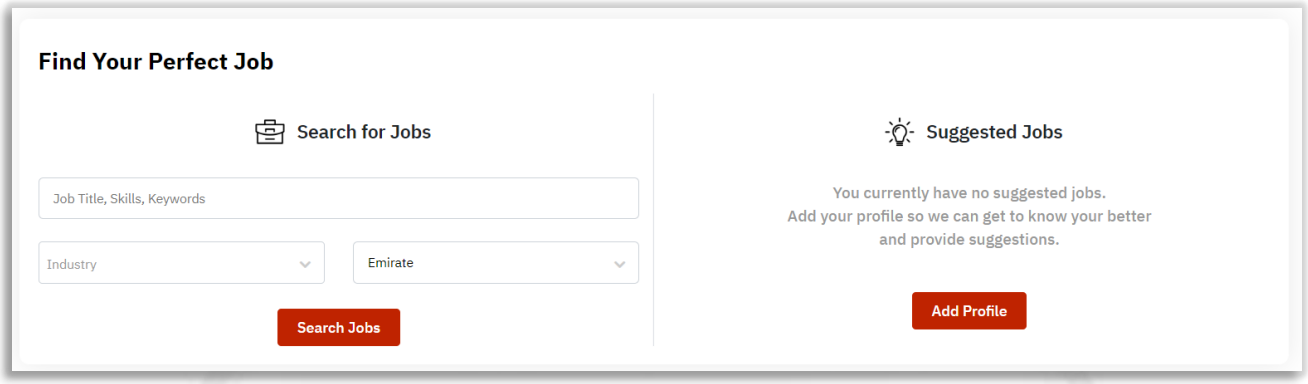
2- The number of companies registered in the portal.

3- The number of trainings available in the portal.

4- The number of jobs in the open days for employment.

Find your Perfect Job

You can search for jobs by job title, Skill, Keyword, Industry or emirate.

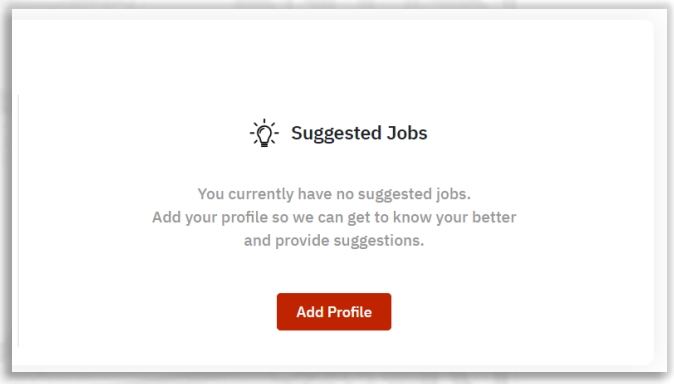


- The system allows you to use all the available features as a job seeker or employer, only when creating one of the components as My Career if you are a job seeker or My Business if you are a business owner.

Suggested Jobs

The matching jobs are shown to you according to specific criteria such as educational level, specialization, experience, etc.

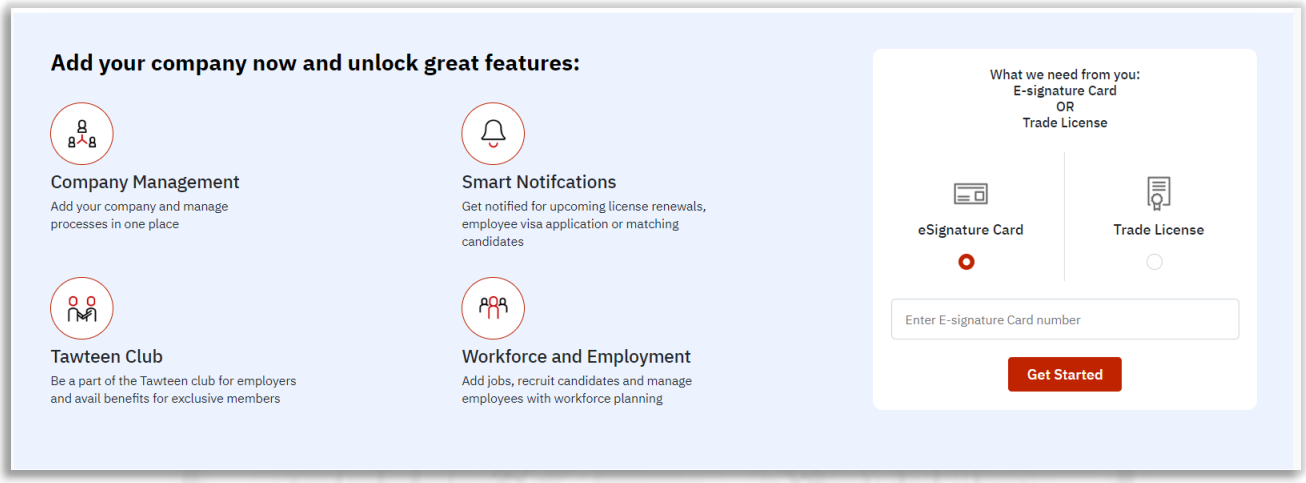
You must add your My Career, in order to see the suggested jobs.



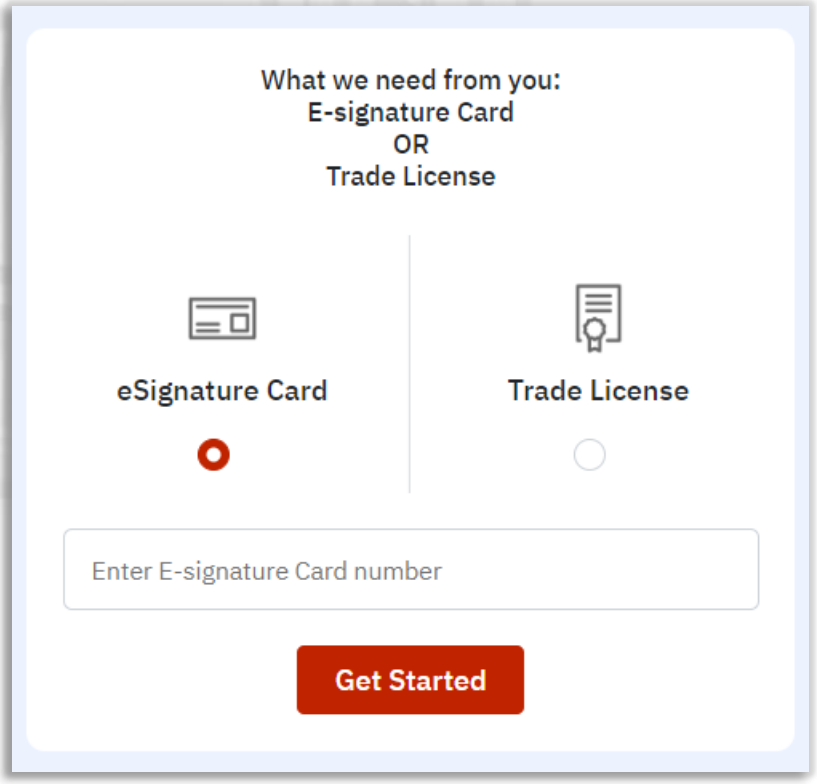
Add Your Company

Enjoy the benefits of Tawteen Portal when adding your own companies in case you are a business owner.

You can manage companies, Tawteen partners club, staff and employees, and smart notifications.



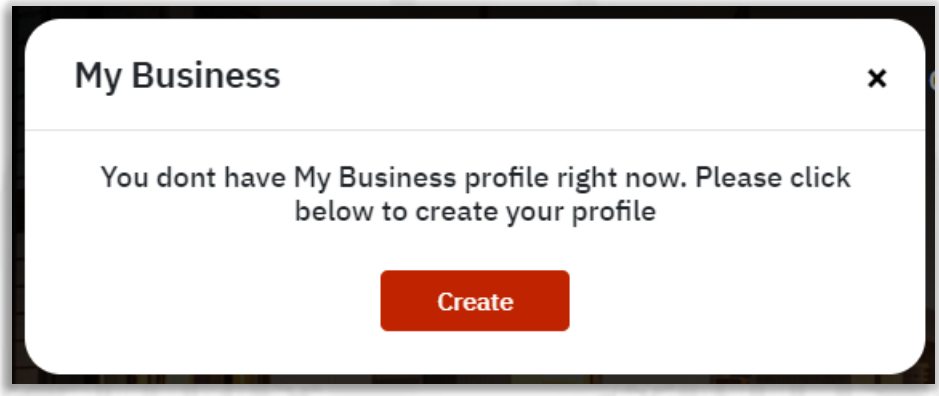
- In case your company falls under the umbrella of the MOHRE, you must enter an e-signature card.
- In case your company is semi-government or free zone, the commercial license number must be entered with the emirate.



My Business

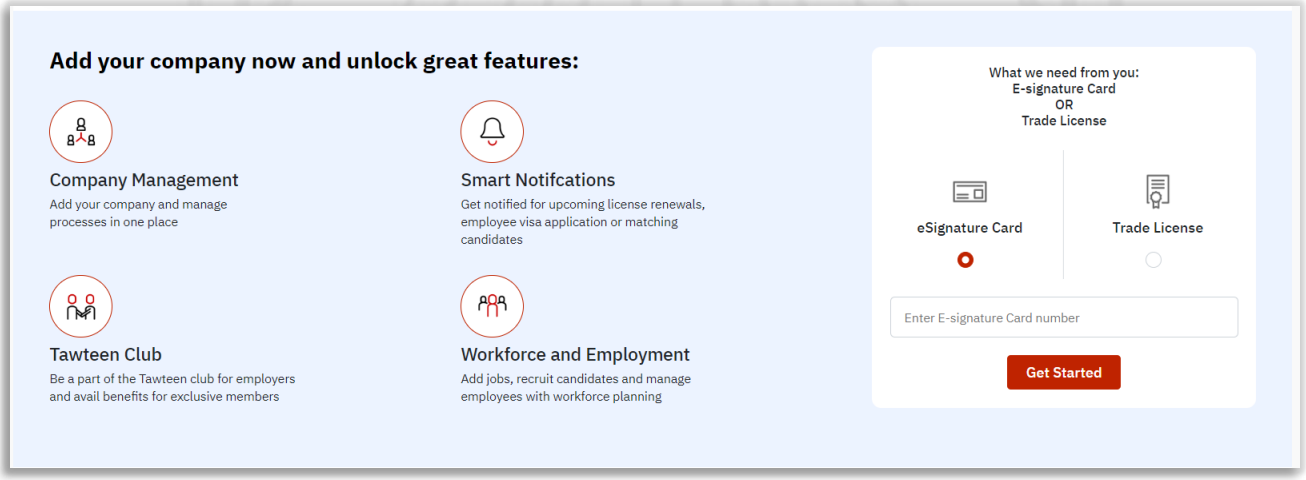
Create My Business

In order to be able to add vacancies, and follow up on your company updates, you must create my business profile, when you click on My Business a page will appear alerting you that my business does not exist and continue to create it:

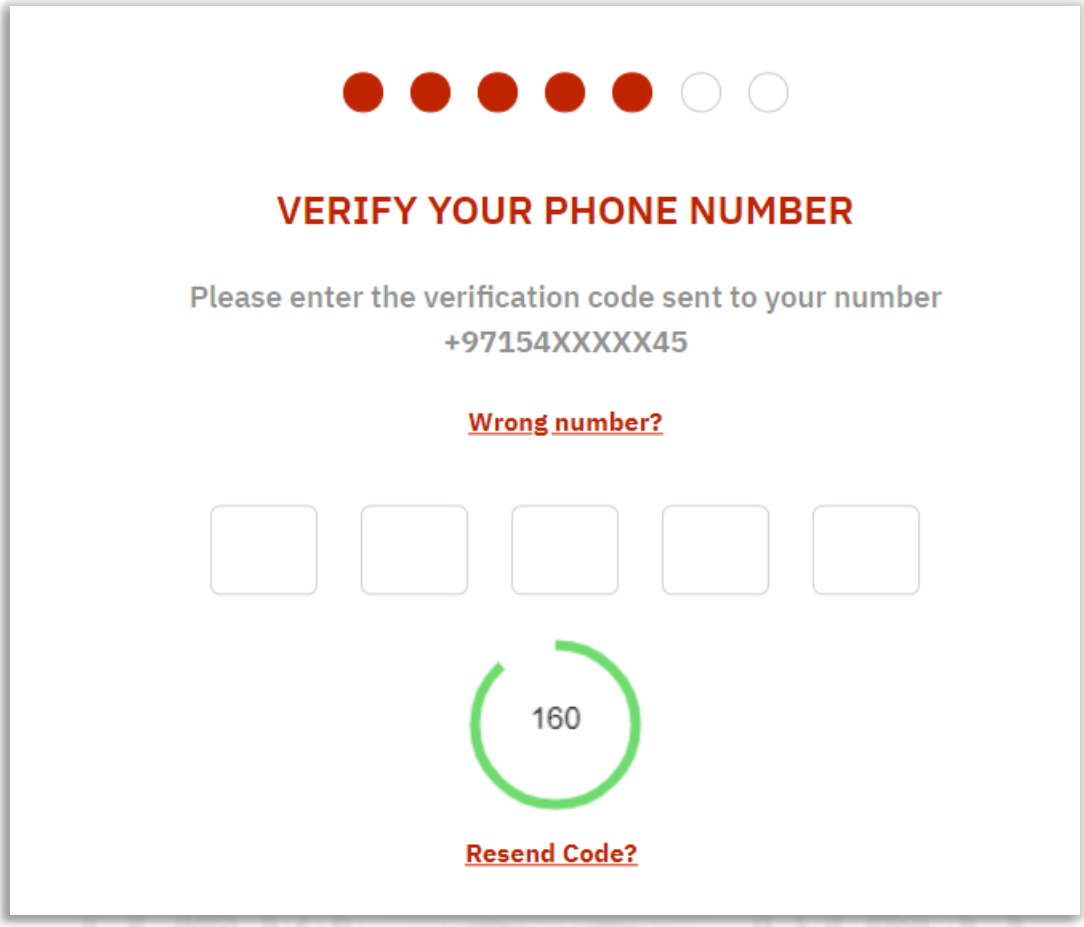


You will automatically proceed to the Addition of your company:

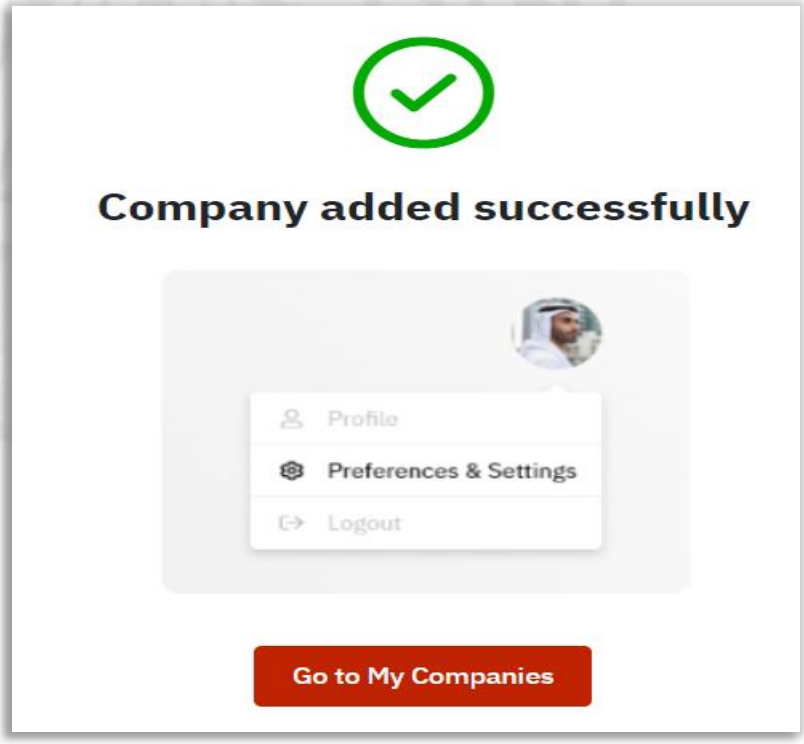
- In case your company falls under the umbrella of the MOHRE, you must enter an e-signature card.
- In case your company is semi-government or free zone, the commercial license number must be entered with the emirate.



After entering the number, press start, you will go to the activation code entry screen, which will received by the company owner phone number, used by the E-signature number.



After entering the code, a message appears that the registration process completed successfully:



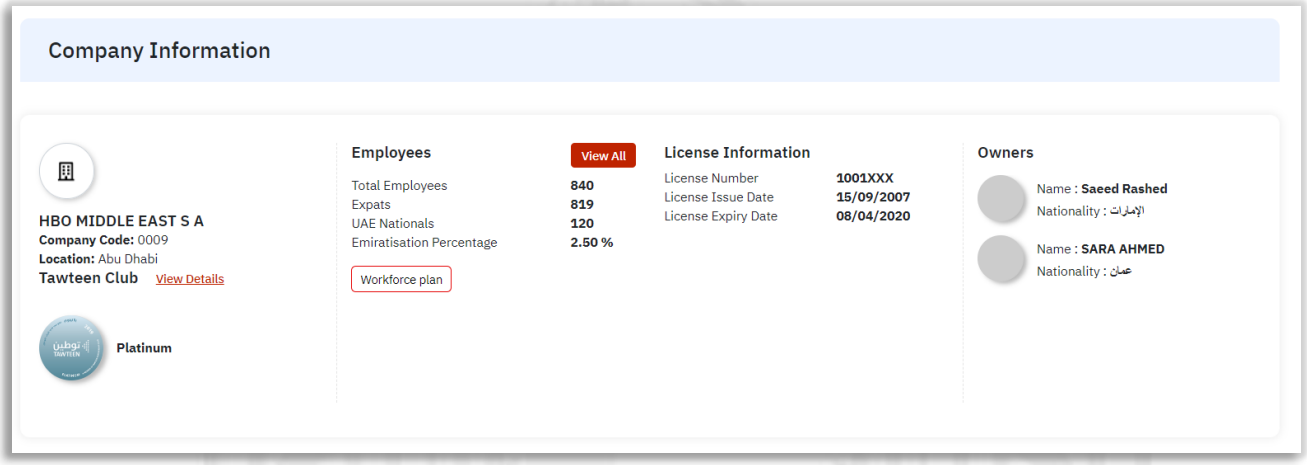
Click on My Business Dashboard to go to the home page.

Dashboard

Consist of the following:

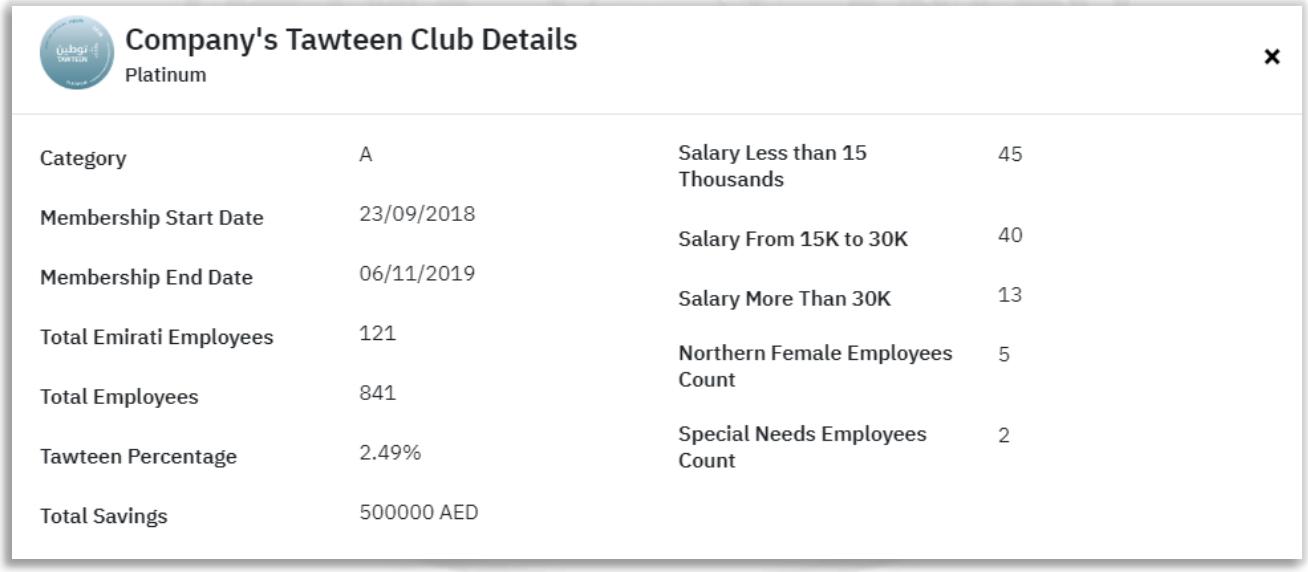
Company Information

Contains the company name, location, employee details, owners, license number, date and issue of expiry and Emiratisation percentage.



View all: Allows you to see all the employees under your company in detail.

You can view you Tawteen Club Details :



Request to join the Tawteen Partner's Club: If you wish to participate in the Tawteen Partner Club, you can click on (Join the Tawteen Partner's Club). The system will be redirected to the home page for the Tawteen Partner Club system.

Permits and Licenses

Details of work permits and licenses appear as follows:

1- Expired work permits with violations.

2- Expired work permits without violations.

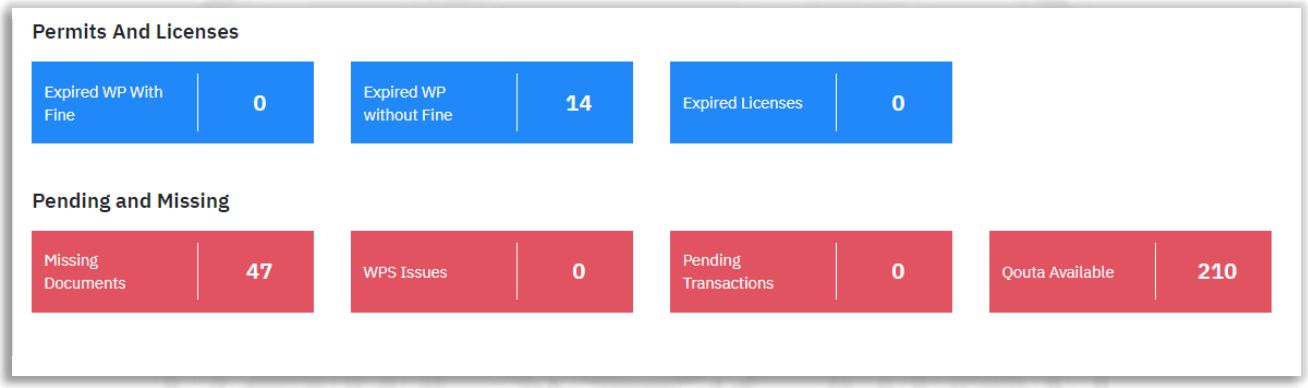
3- The licenses are expired.

4- Missing documents.

5- A problem with the wages protection system.

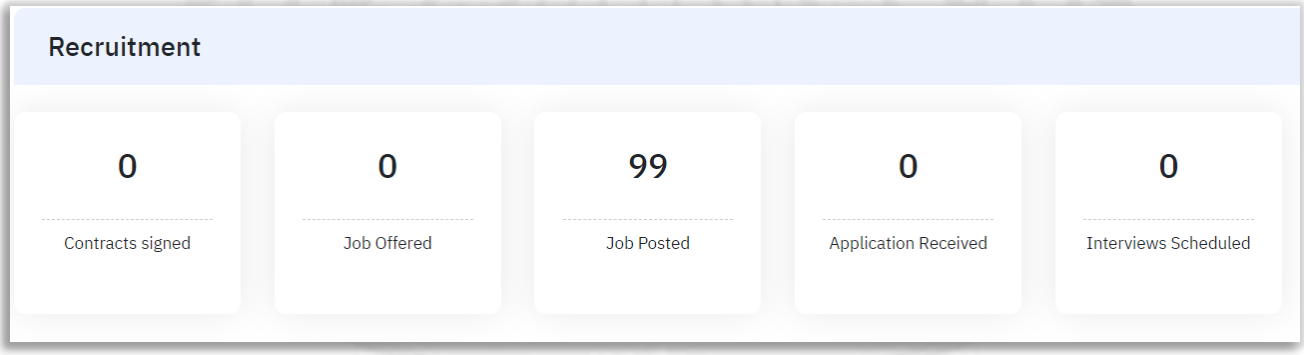
6- Pending transactions.

7- Quotas available.



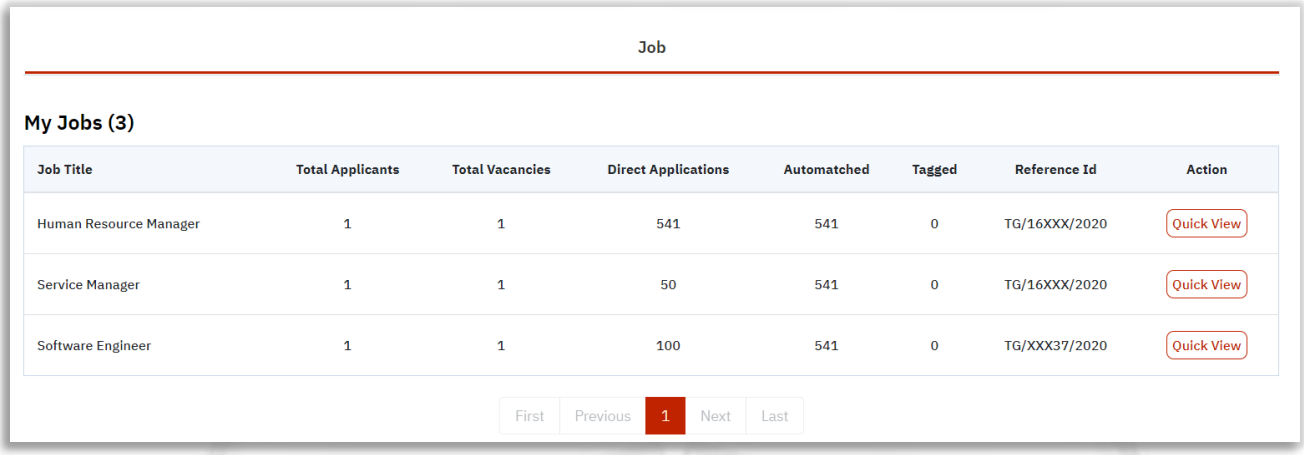
Recruitment

Details of your company's recruitment processes are shown.



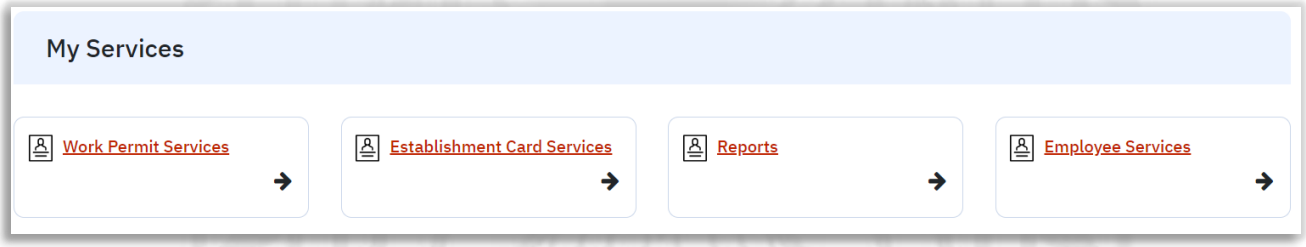
My Jobs

It shows the jobs added by your companies, applicant details and number of vacancies.



My Services

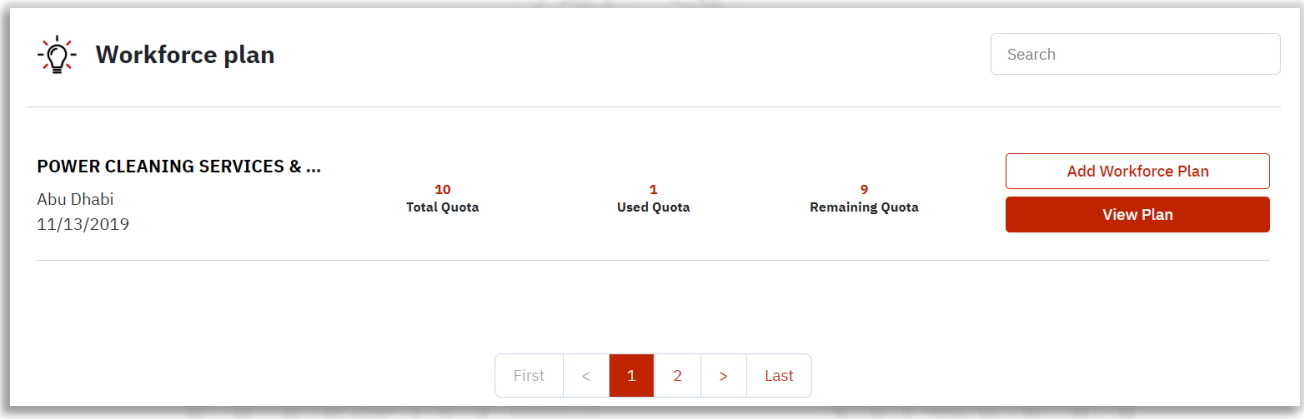
It includes services for your company :



Workforce Plan

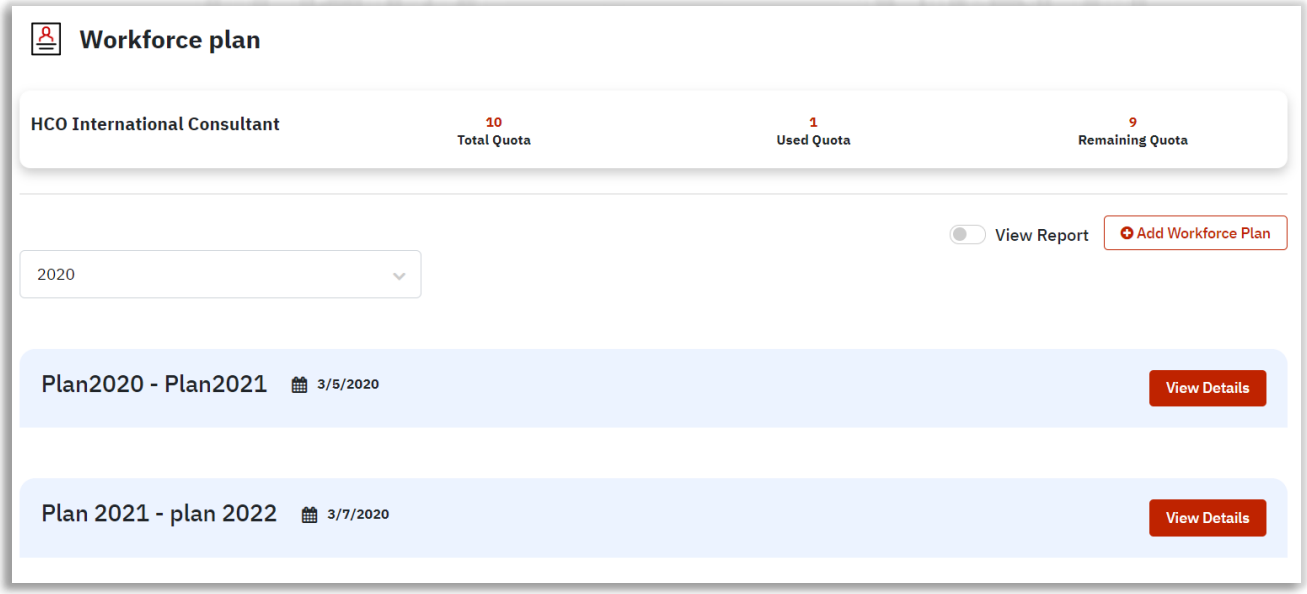
It is a process of planning for your future needs for human resources and manpower.

When you click on the workforce planning menu, you will go to a page that shows all the companies listed under your name as an owner, you can search for companies from the search box at the top of the page and you can view the company details before adding the plan.



View Plan

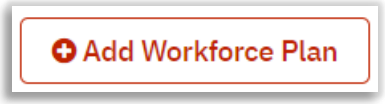
It takes you to the workforce plans detail page, and shows a workforce report

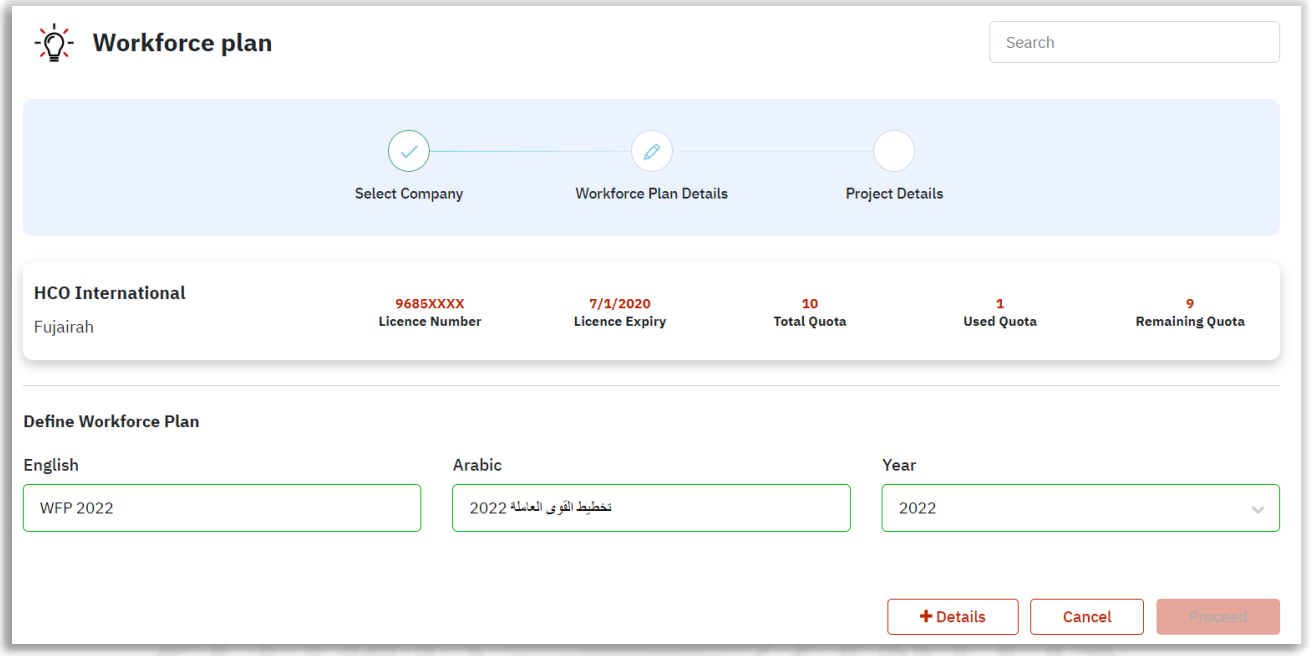


Add Workforce Plan:

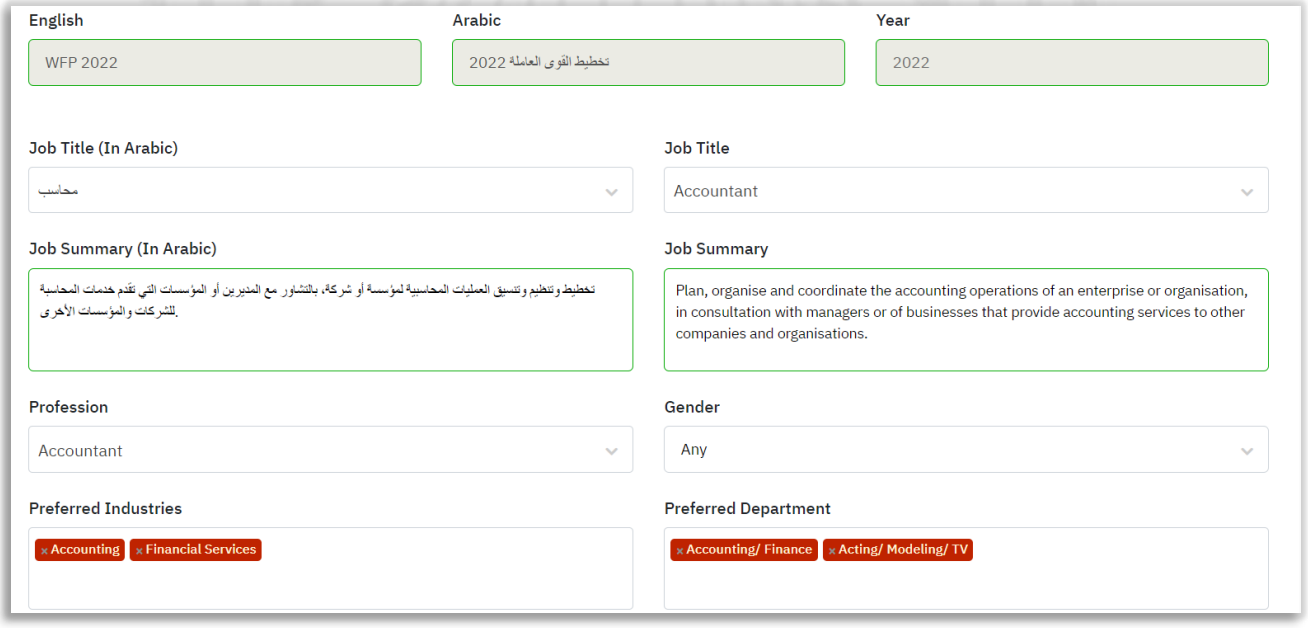
When you click on Add Workforce Plan, a new page will appear

It shows the name of the plan and its implementation year.



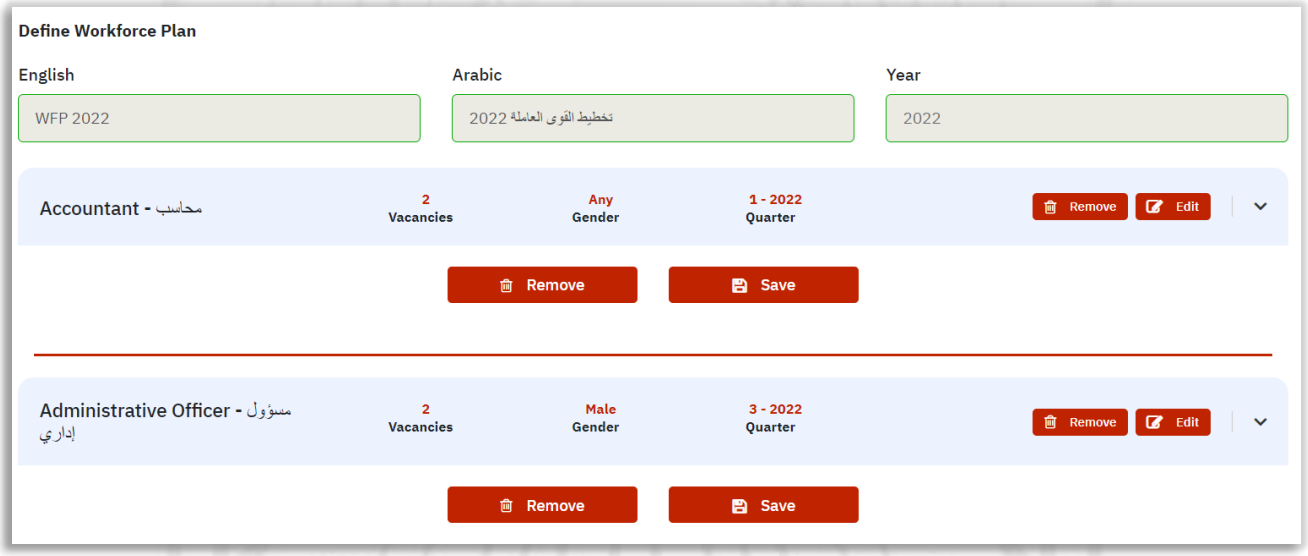


- Add the name of the plan in both language, specifying the year of implementation of this plan.
- By click on Details, a list of job details will be added to the plan:
- When you choose the Job Title, whether in Arabic or English, the job summary will be automatically filled out in both languages:

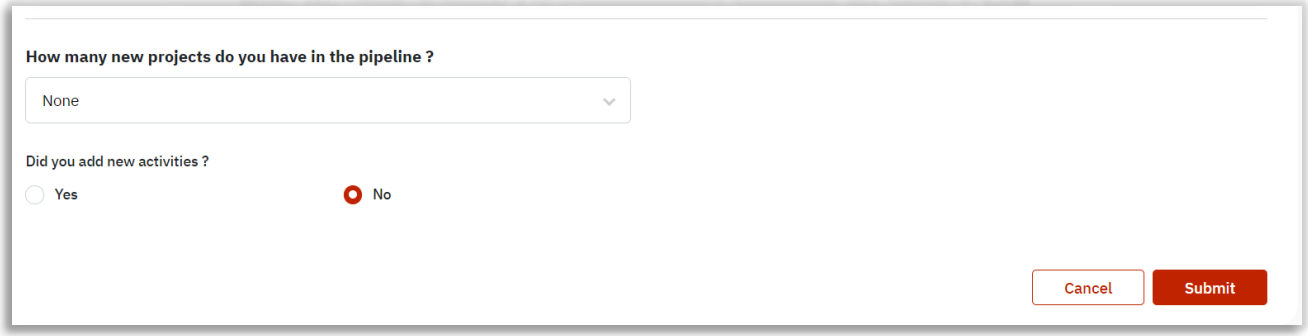


- When you have finished filling out the fields, and selecting the number of vacancies required for this job title, click Save.
- You can delete the details of this title, and re add again.

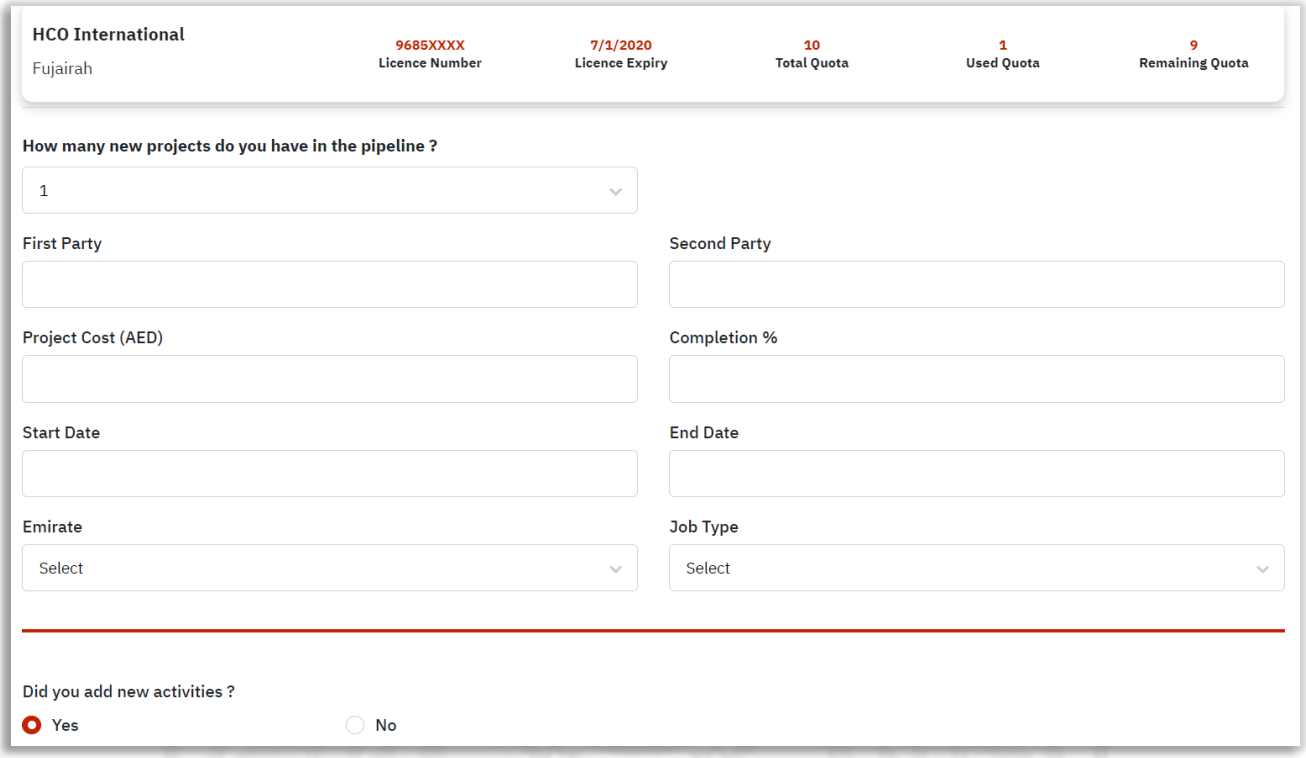
- You can add more than one job title in one Workforce plan.



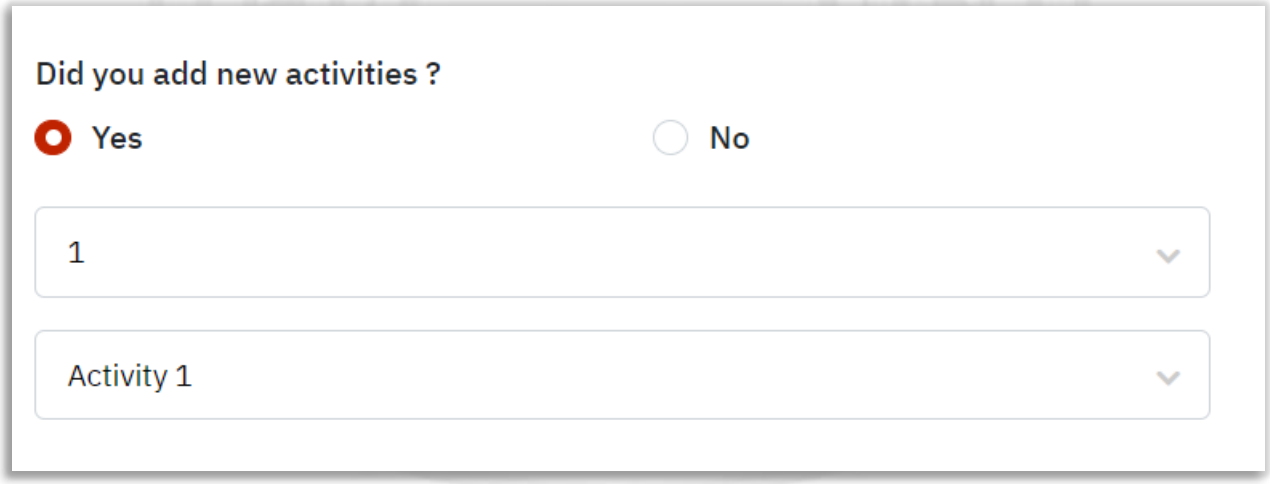
- Upon completion and clicking Continue, you will be taken to the page of related projects to this plan if exist.



- If the plan is not related to a specific project, you can choose None and click Submit.
- If there is a specific number associated with the plan, choose the number from the list and fill in the fields:



- In case of adding a new economic activity, choose the number, and choose the activity

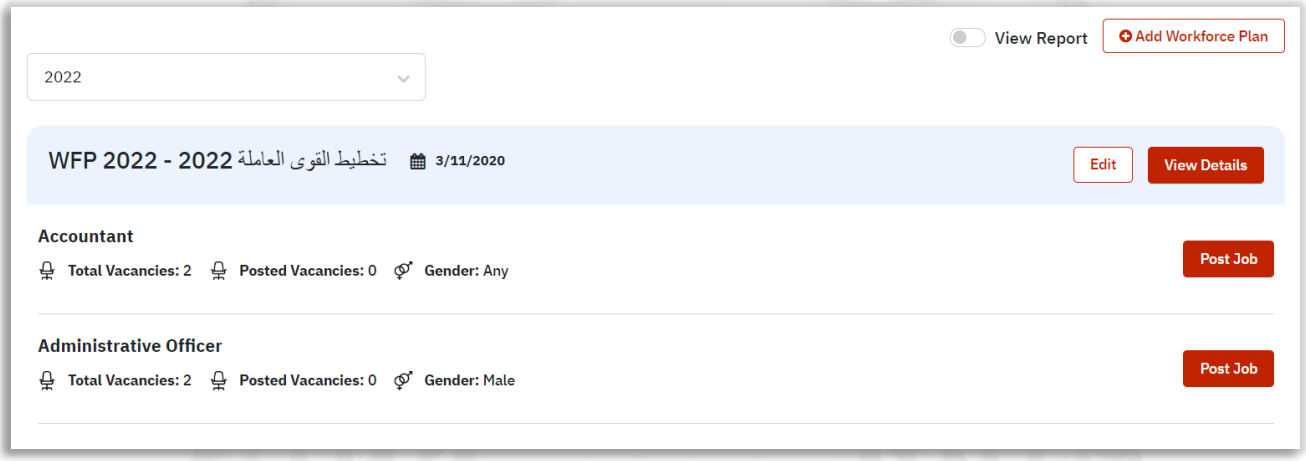


- When finished, click submit.
- You will be taken to the workforce planning menu, and you can view the details of the plans presented.

- You can modify the workforce plan data, by clicking edit.

Posting Workforce Plan Jobs

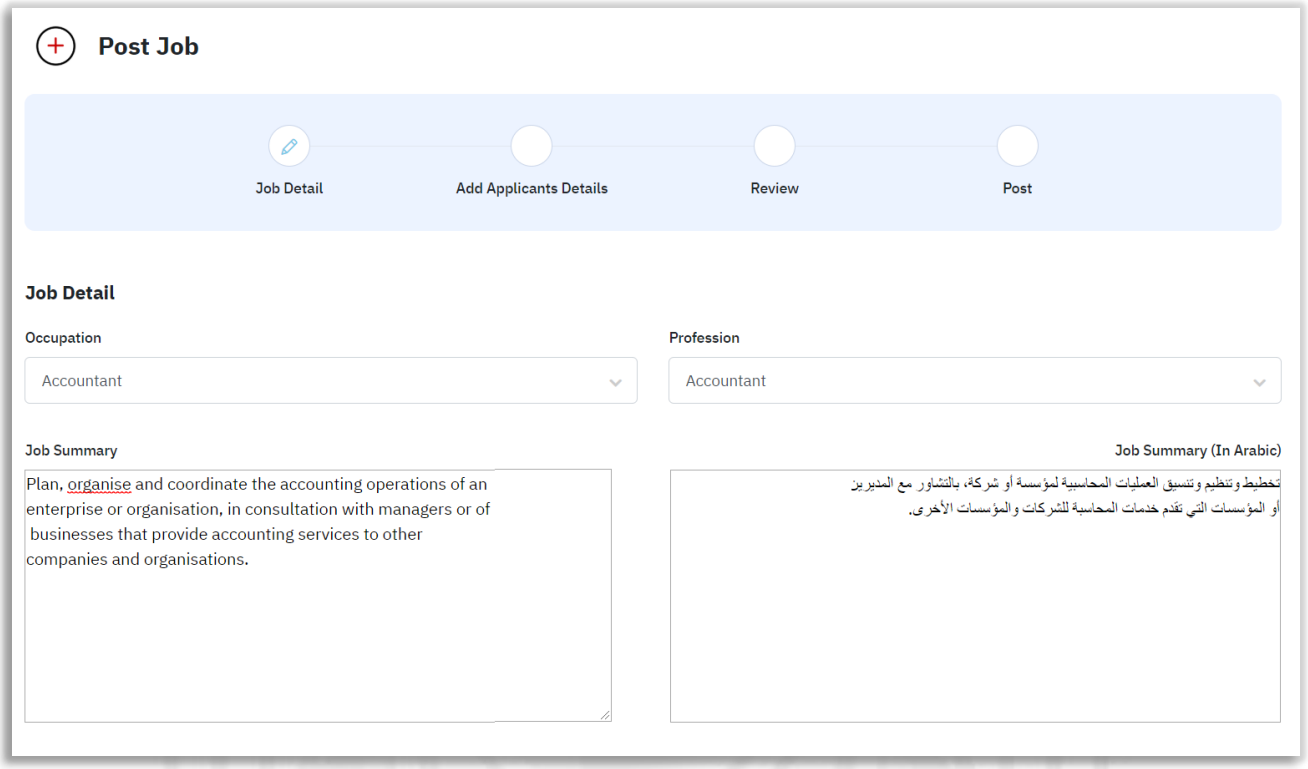
After adding and submitting a workforce plan, you can post the job and link it to an Openday.



Click on Post a job, you will move to Post Job Page.

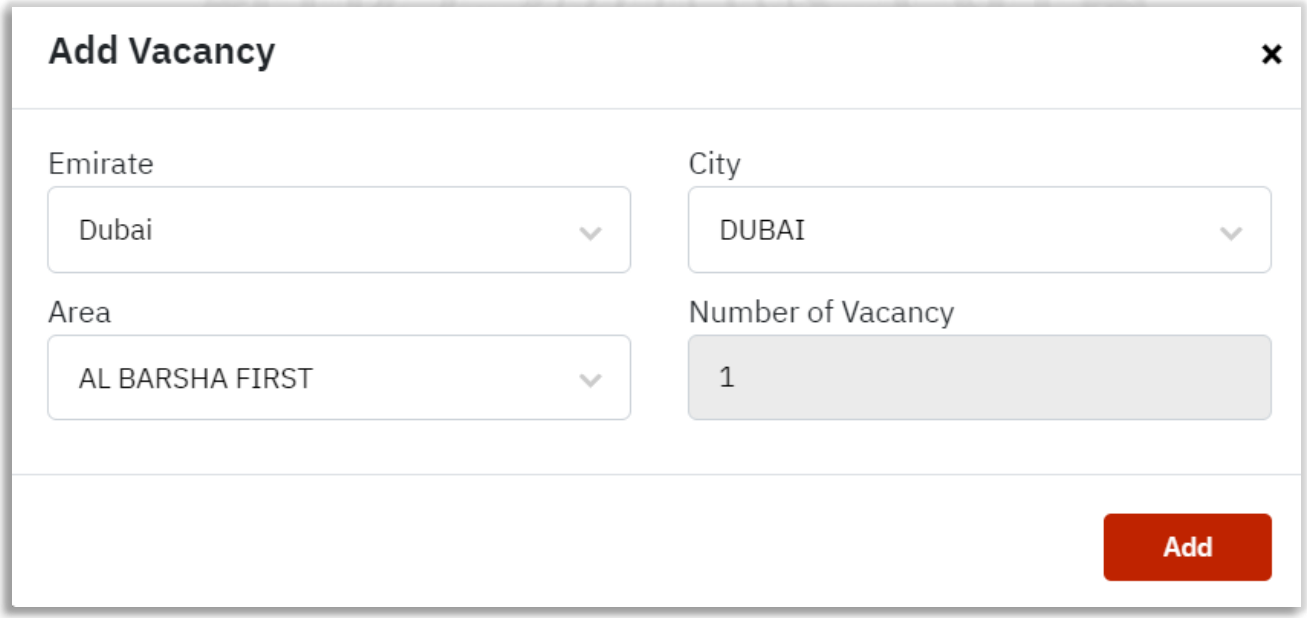
It consists of four parts:

1- **Job Details**: Contains job details such as job title, specialization, experience, etc.



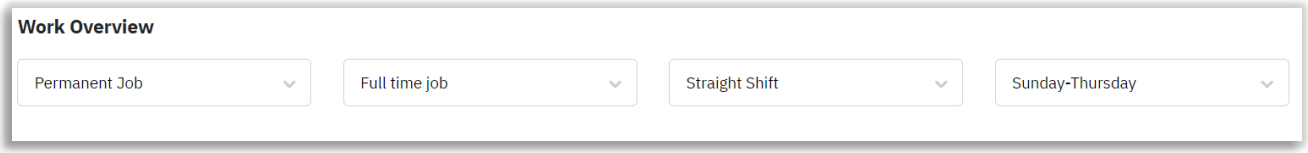
Add Vacancy

When click on add a vacancy the list will appear, you must specify the emirate and the city and the area, and the number of vacancies required is specific to 1.



Work Over View

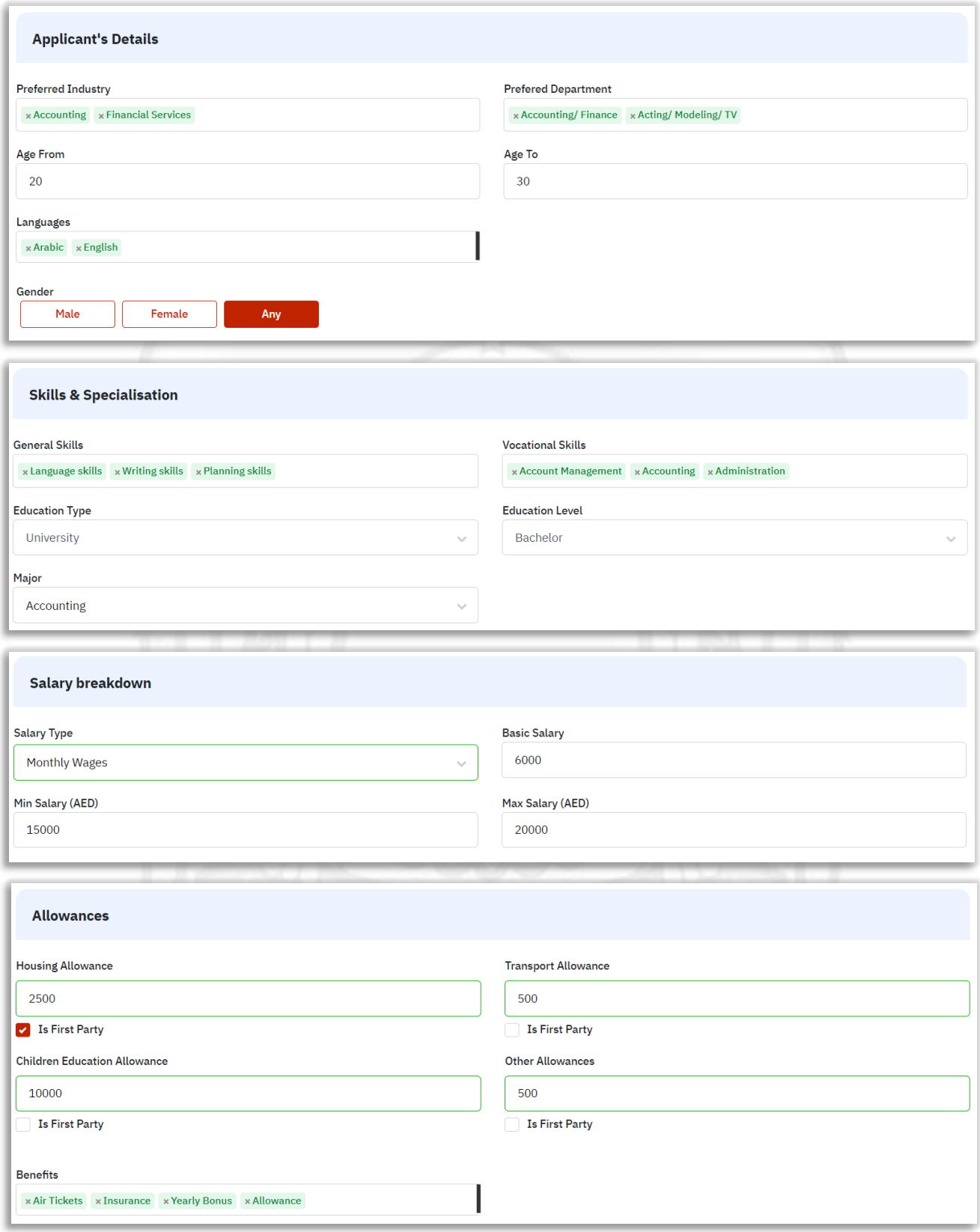
Specify the type of employment, type of work, time of work, work week:



After completing and clicking on next, you will proceed to the next step.

2- Adding applicant details:

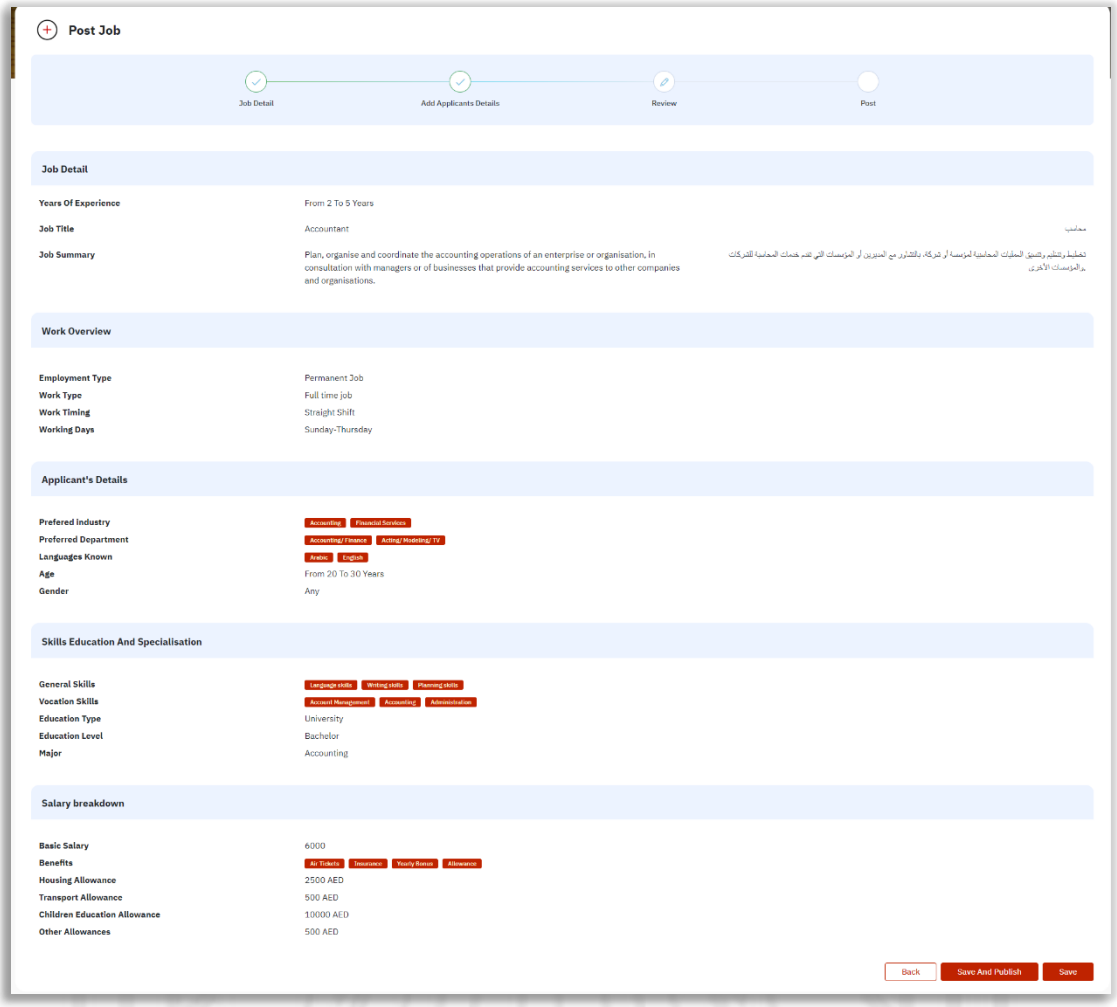
It contains details of the information required for applicants:



Fill out the required information, and click Next, to proceed to the third step.

3- **Review**:

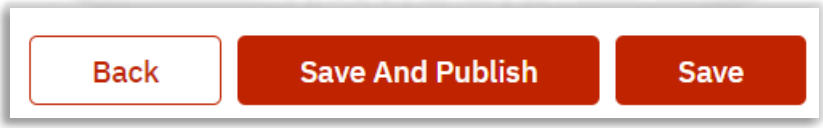
Full details are displayed for the job to be posted, review the data and press:



Save and publish: To post the job to the site.

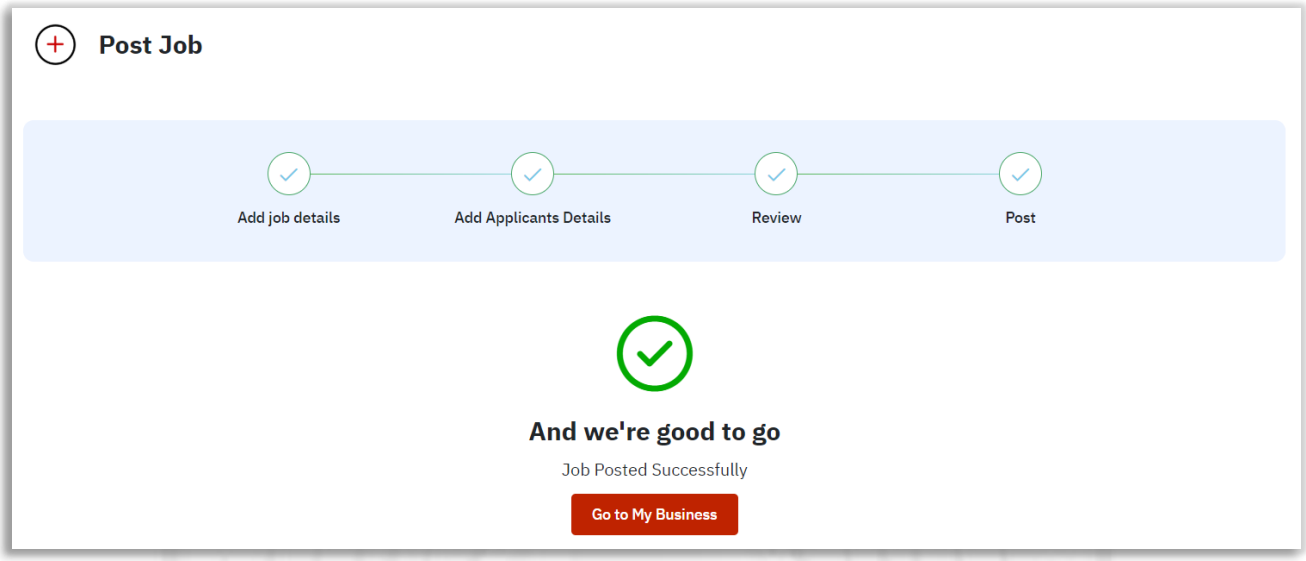
Save: to be saved in draft.

Back: go back to the previous step



4- Job Publishing:

The job posting success message appears.

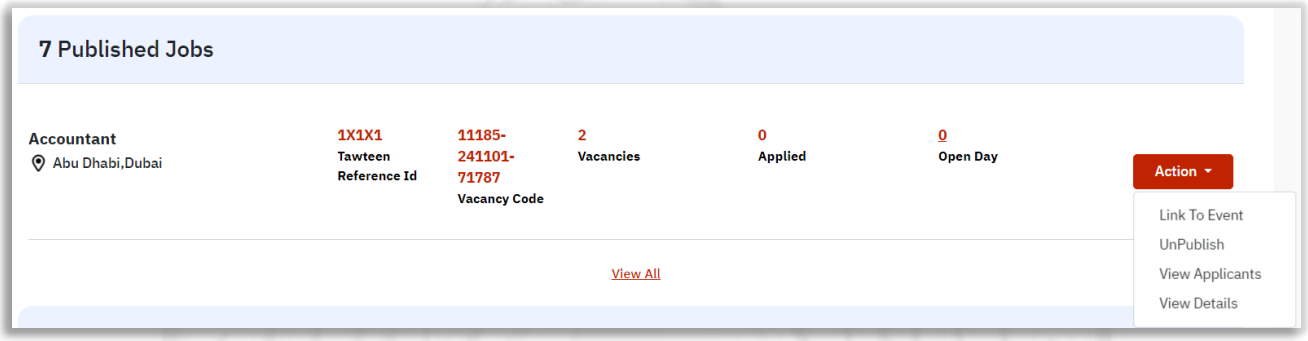


My Jobs

Contain the details of the company's jobs, consist of:

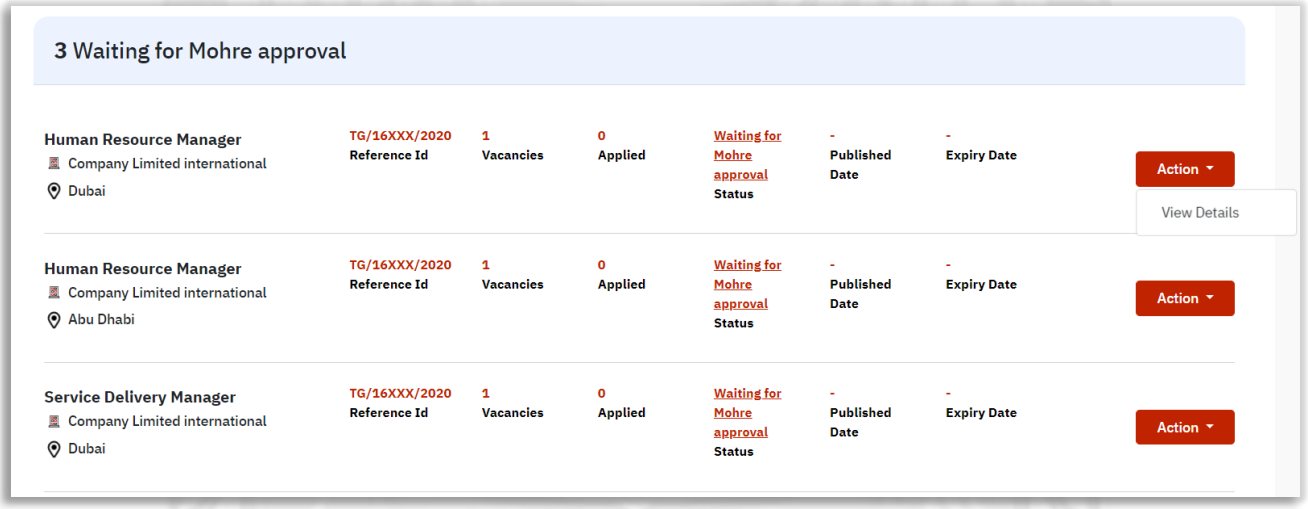
1- **Published Jobs**.

Showing the added jobs from the Workforce plans and it has been published, you can link the job to an open day to speed up the process of finding Jobseekers, Unpublish the job, View Applicants of the job, and View Details of that job.



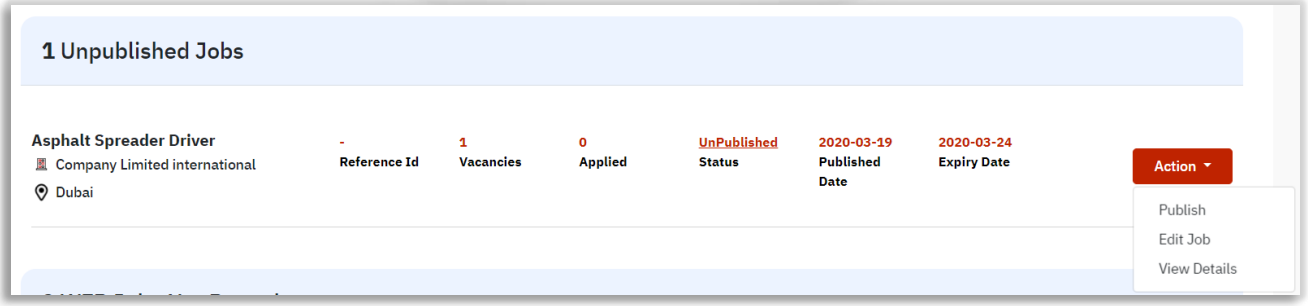
2- **Waiting For MOHRE Approvals**.

These are the jobs that were submitted in the workforce plan and awaiting the Approval from MOHRE.



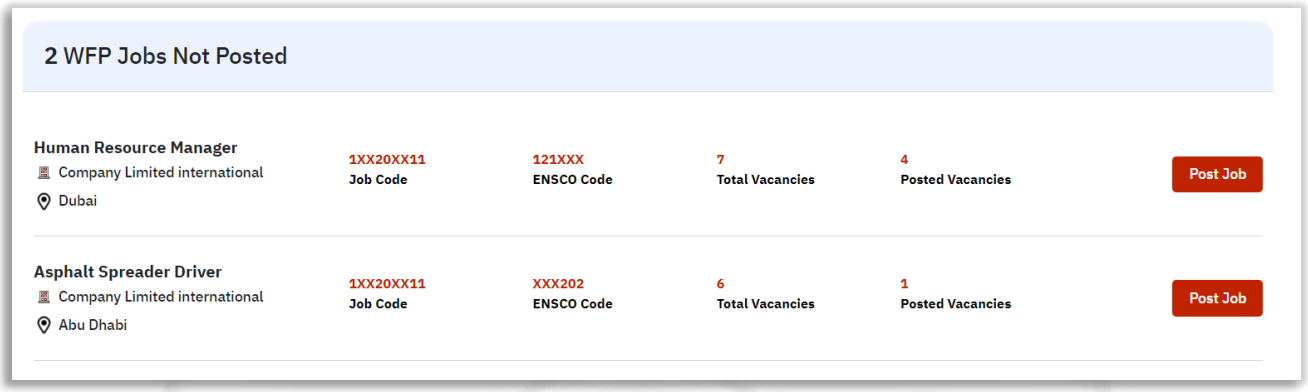
3- **Unpublished Jobs**

These are jobs that have been added to the workforce plan and saved without Posting.



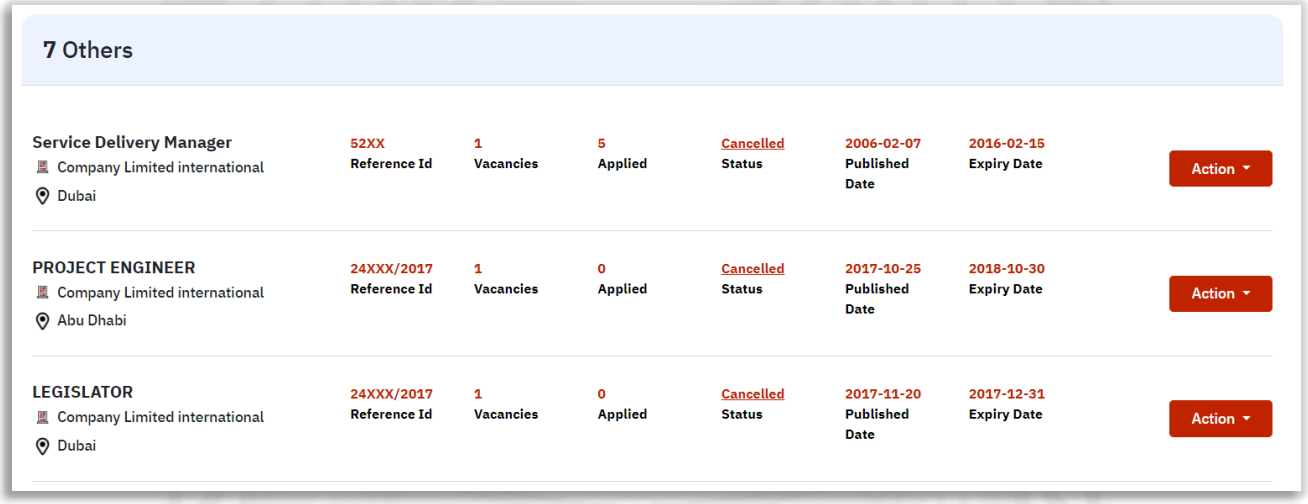
4- Workforce plan Jobs Not Posted.

These are jobs that have been added to the workforce plan and have not been posted.



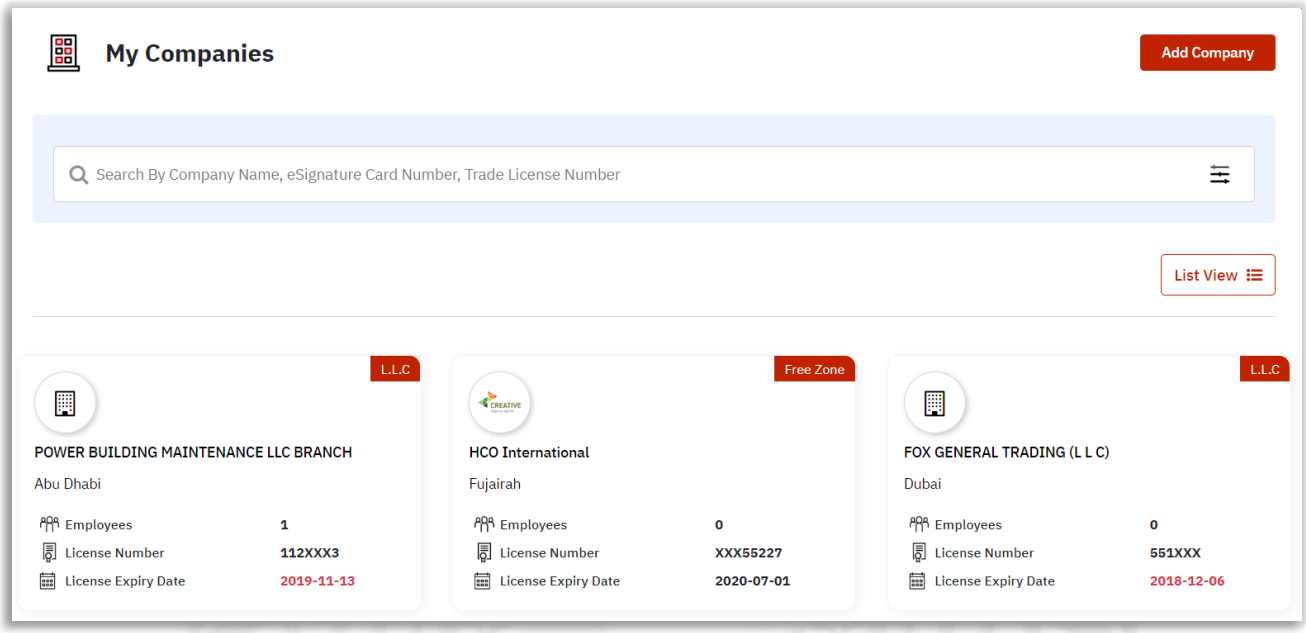
5- Other:

the Expired jobs and cancelled.



My Companies

All companies listed under the owner's account appear, whether under the umbrella of the Ministry, semi-government companies or free zone companies.

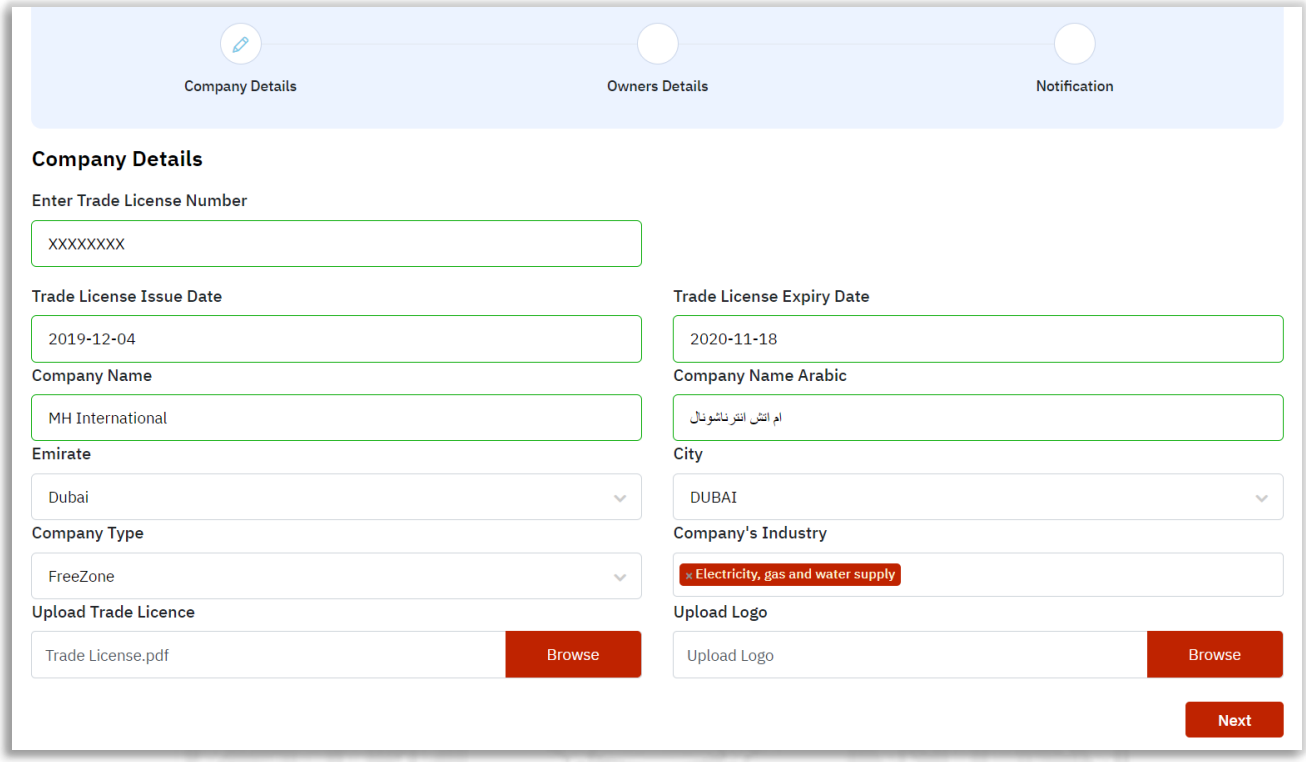


- You can add the free or semi-government companies by commercial license number.
- When you create My Business profile, system automatically will import the companies under the Ministry's umbrella.
- Commercial and semi-government licenses companies must be added manually.

.

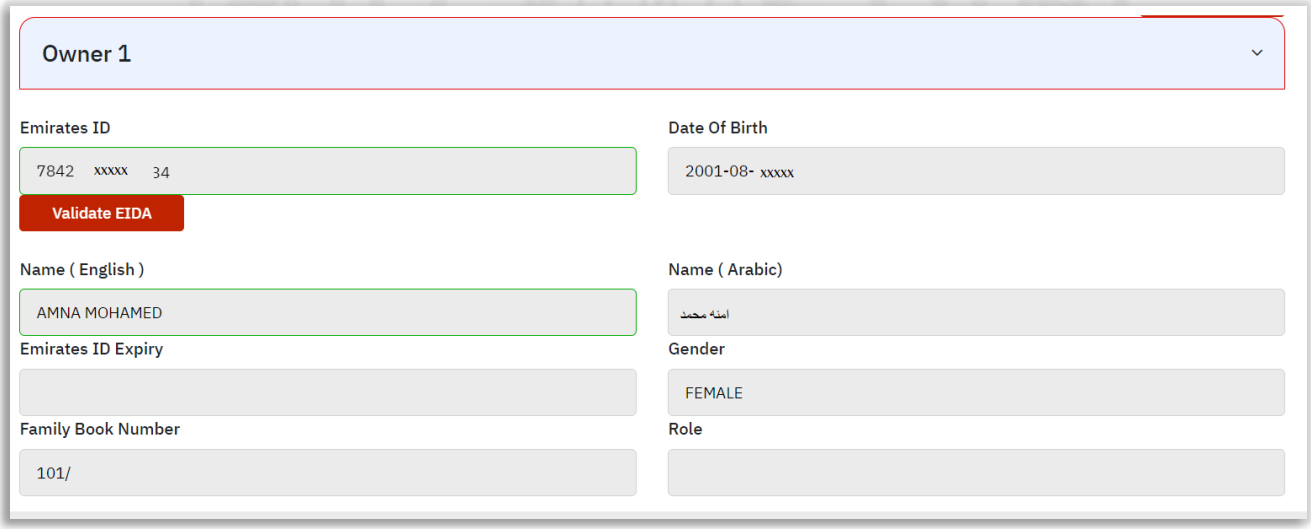
Add Company

When you click on Add Company, **a company details** page will appear, fill out the fields and attach a copy of the Trade license and company logo, and click Next.

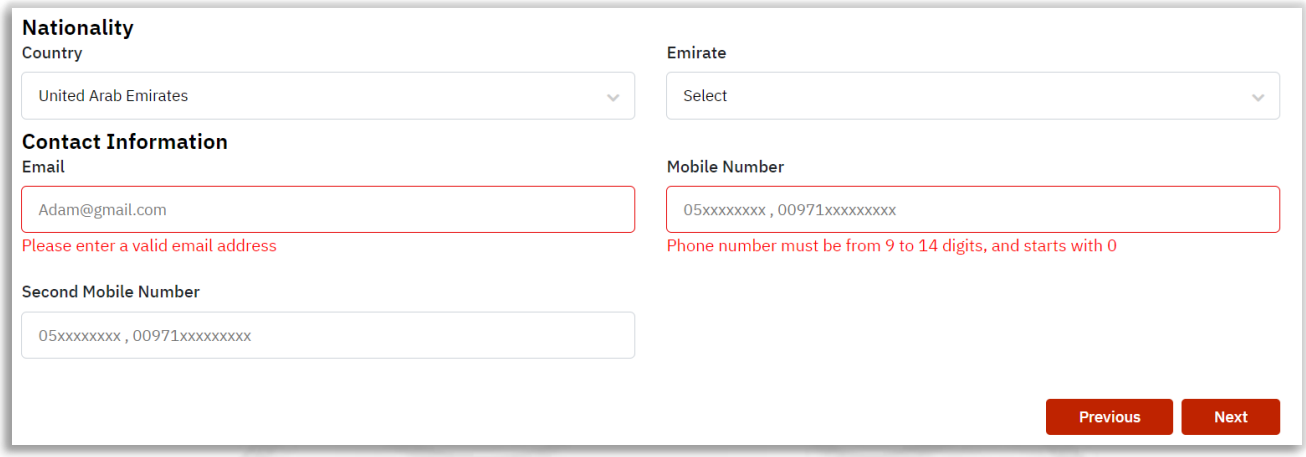


You will go to the second step, **owner** details.

The registered user data as the first owner of the company is automatically imported.

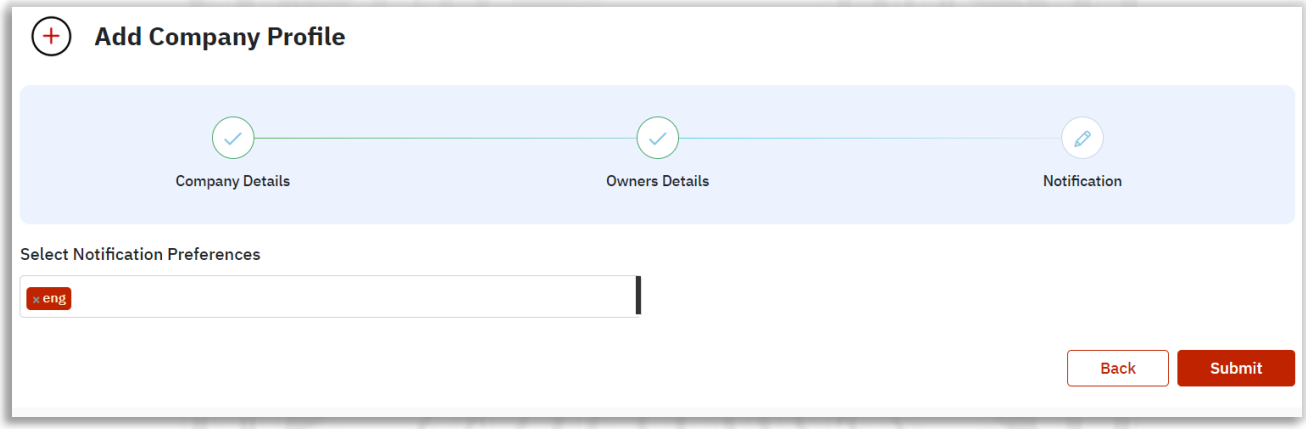


Select the nationality and emirate of residence, and enter the contact information for you.



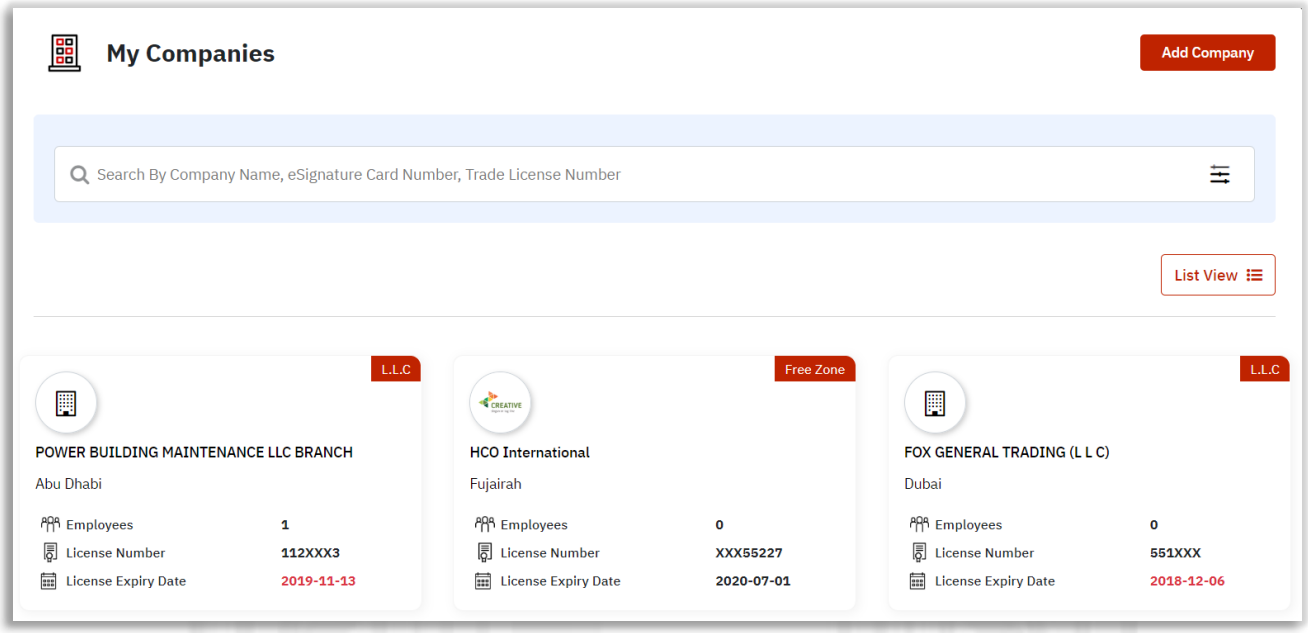
After click on Next, you will proceed to the third step, **notifications**.

Choose the notification method that's suits you, and click Submit.



- Requests to add companies will be sent to the Employer Relation Manager, for company details to be reviewed and approved.

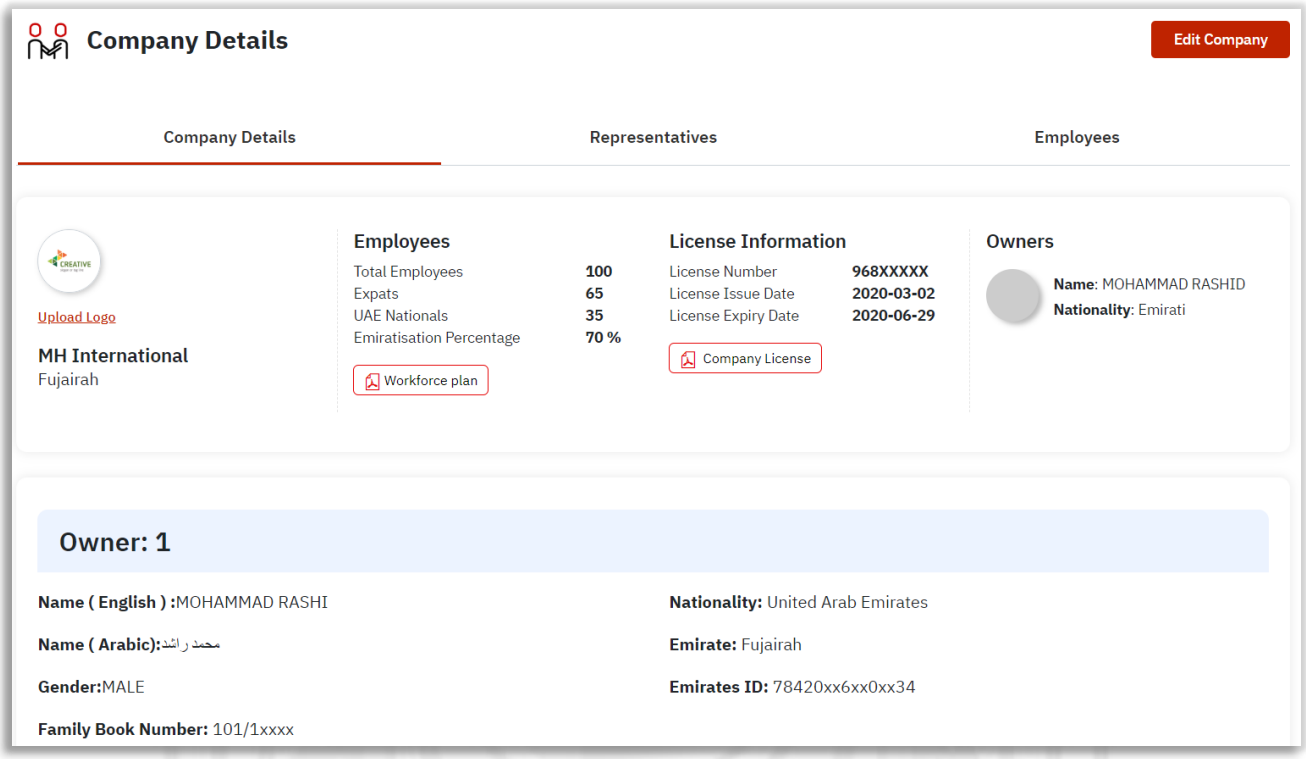
After click submit, you will be redirected to the My Companies list, and the companies that were added recently appear:



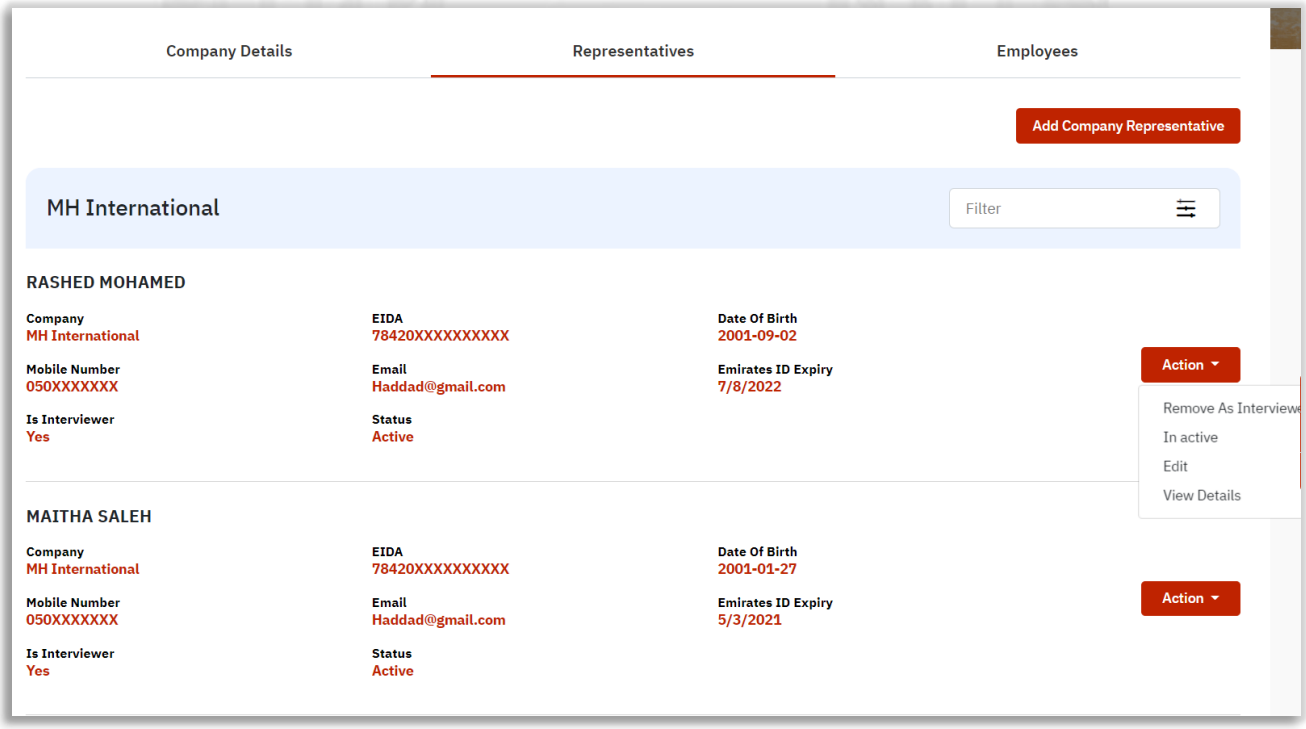
- A tag appears showing the type of company (Free Zone, LLC, semi-government).
- The colour of the expiration date will change to red if the date is past.
- You can change the page view from list to grid.
- You can add a new company.

Company Details

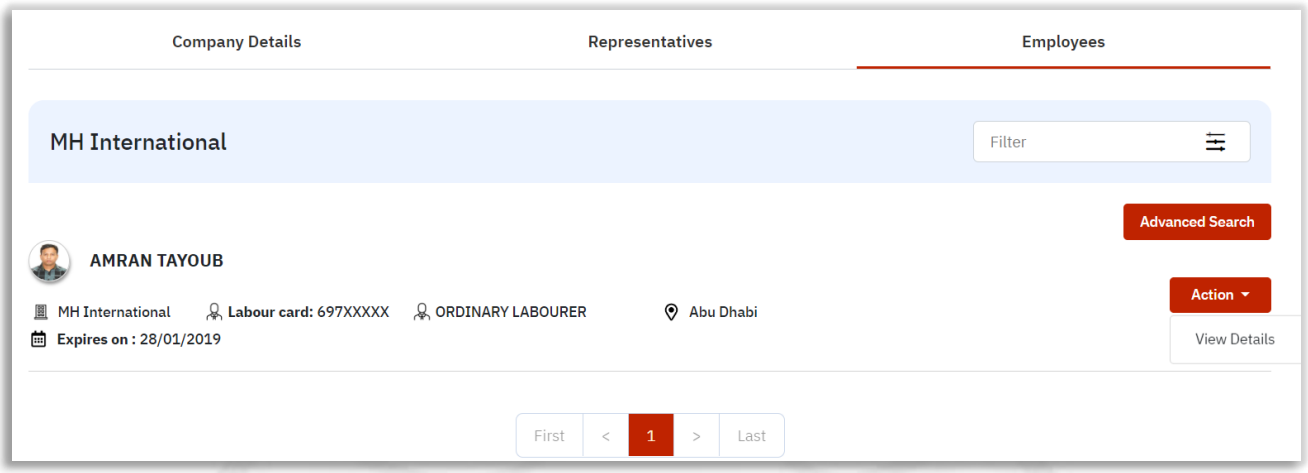
When you open a company profile, company details, company representative and employee data will appear.



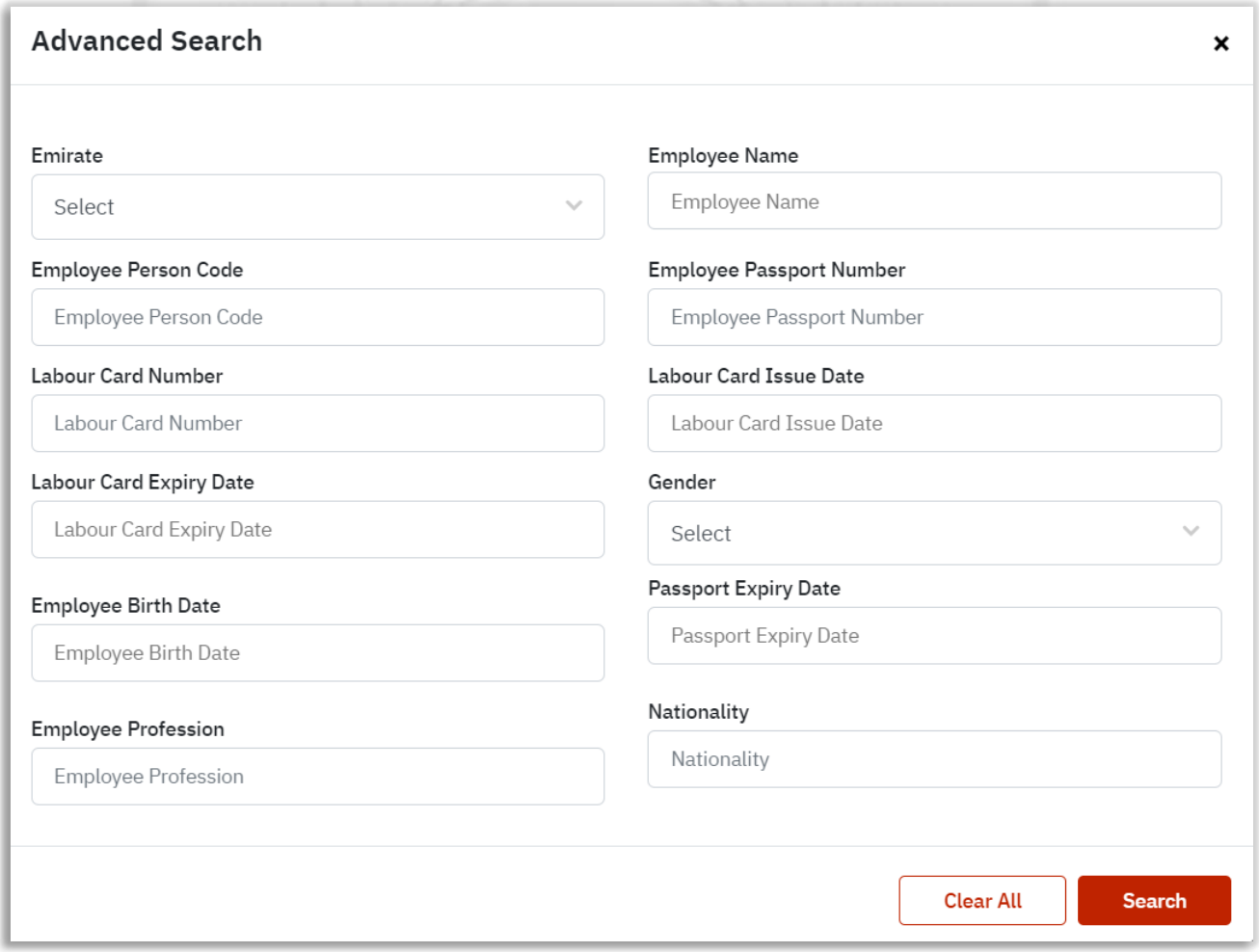
Representatives



Employees



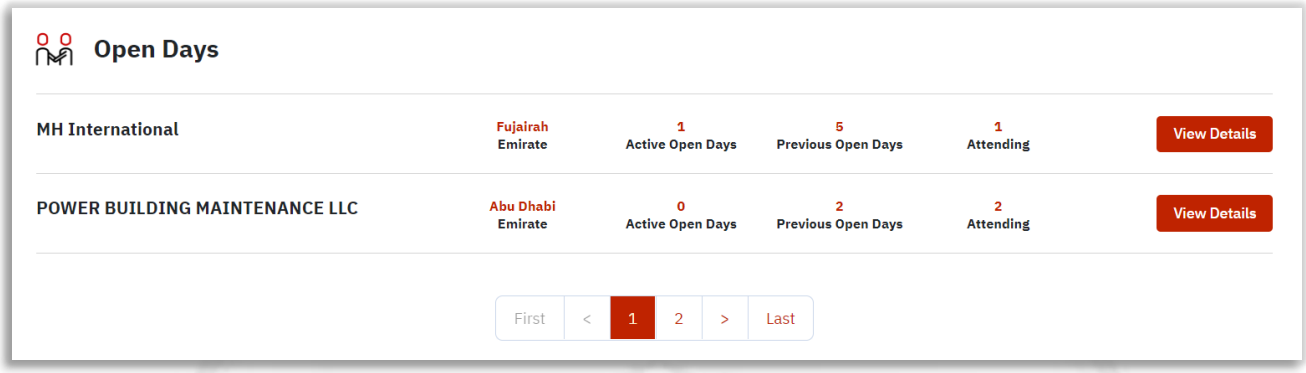
You can use **advanced search:**



Open Days

All what you need about Opendays of employment is on this list, which contains of :

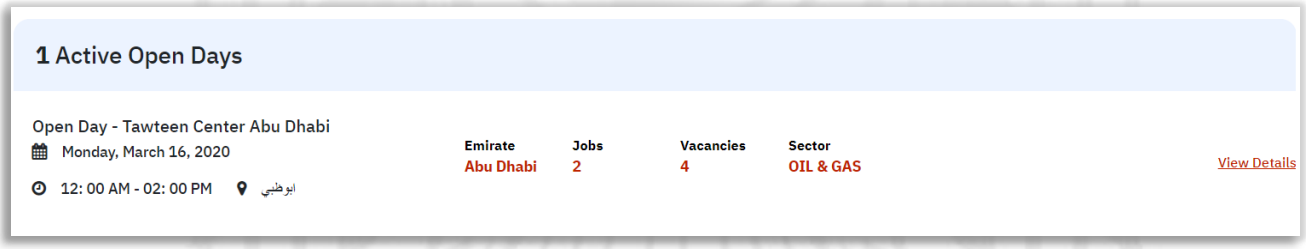
listing of your companies and details of Opendays.



When you click on View Details, you will move to the details of the open days for that company and it contains three internal lists as follows:

Active Open Days

It shows the current open days, and allows you, to view the details of that open day.



Attending Open Days

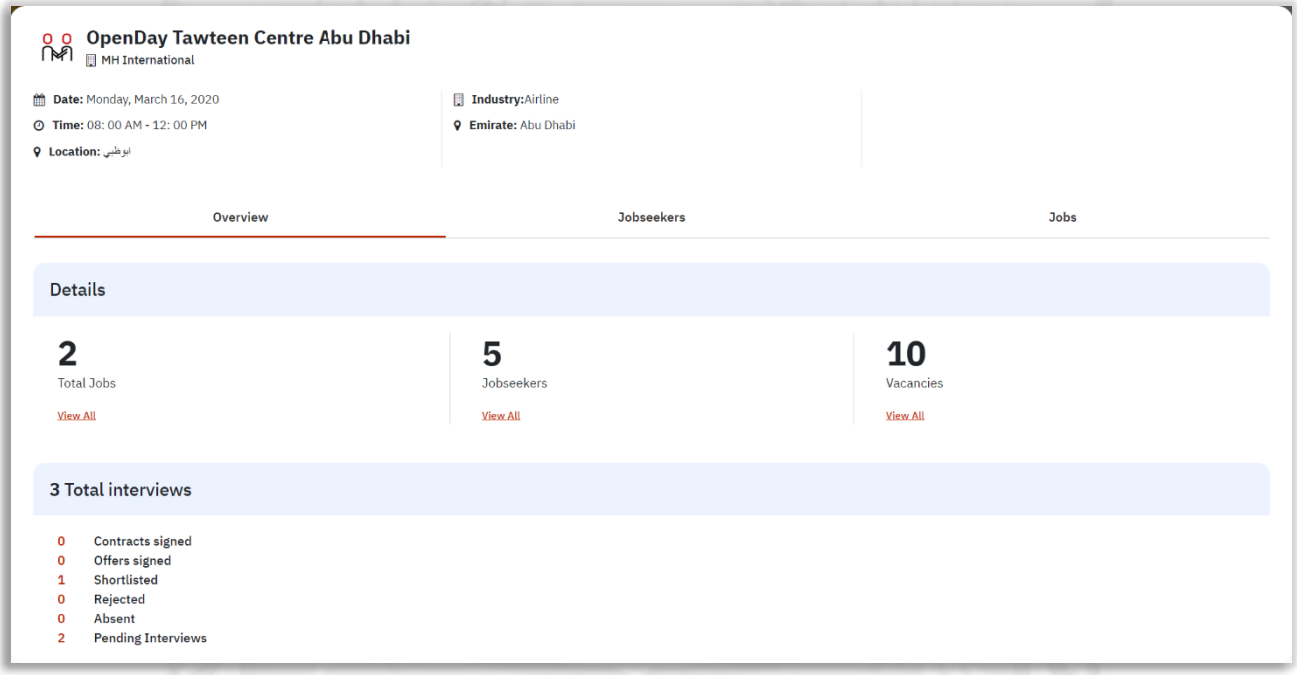
It shows the attending open days, and allows you, to view the details of that open day.

Previous Open Days

Previous open days appear, and allows you, to view the details of that open day

Open Day Details

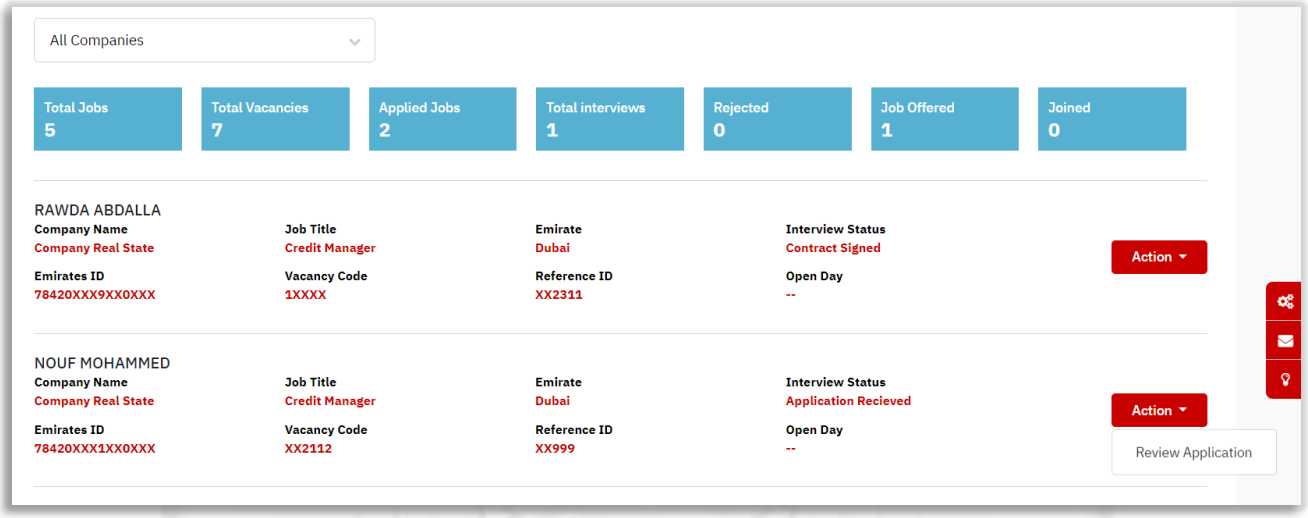
When you click on View Details to see the details of the open day, you will be taken to the Open Day page.



- Details of the open day, date and time, location, sector and emirate.
- An open day overview shows job numbers, job seekers and vacancies.
- Details of the interviews.
- Job seekers.
- Jobs.

Applicants

This page will show all the applicant submitted to your offered jobs, with interview status.

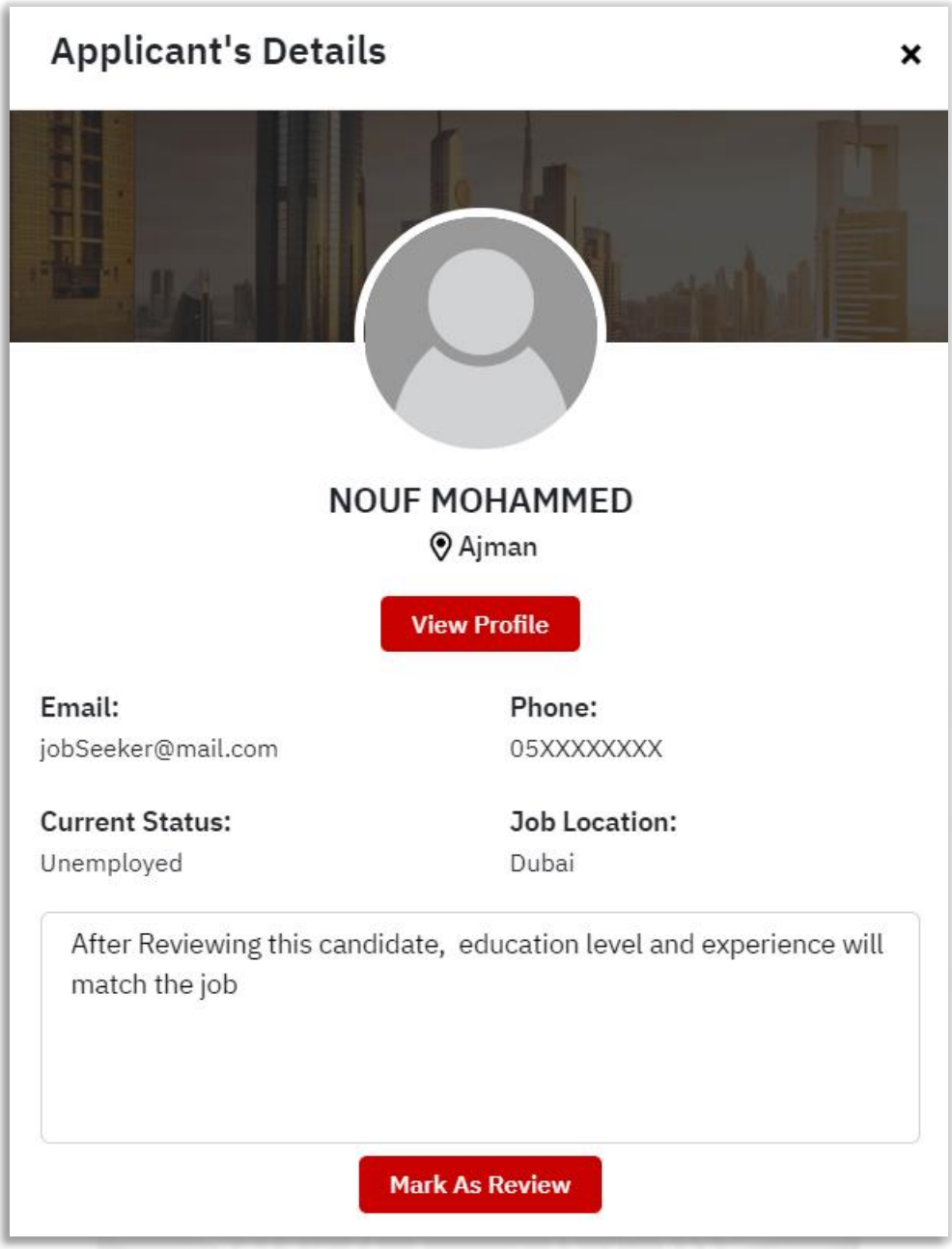


Interview Status:

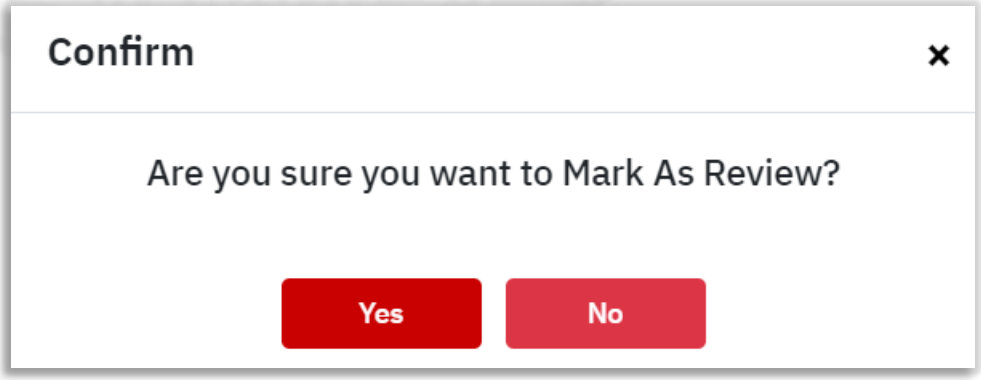
all applications submitted for jobs, has status, and action list will vary based on the status

- Review Application.

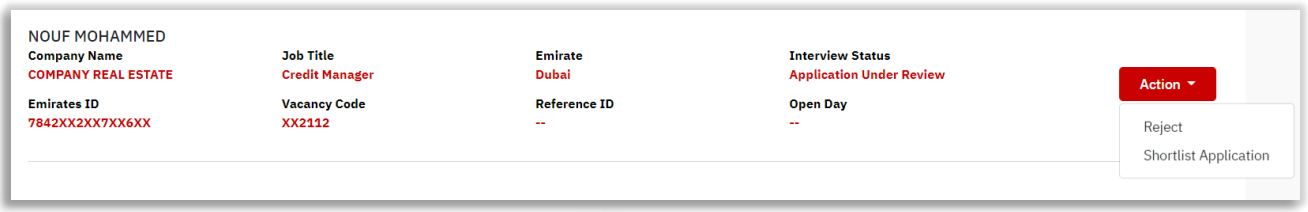
  it will open a page for adding the comments for that applicant, and mark him as reviewed.



Confirmation message will appear for marking that JS as reviewed .

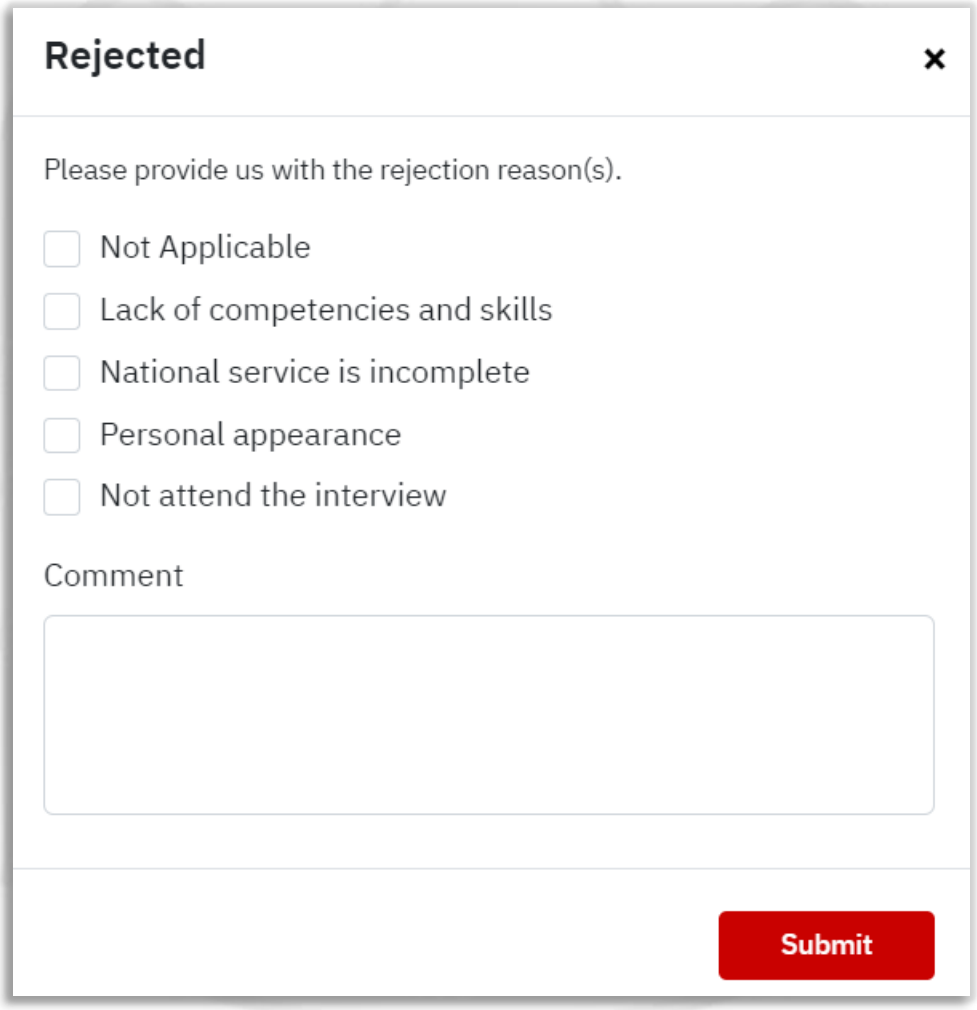


The candidate **Interview Status,** will changed, and new action list will appears:



- **Reject.**

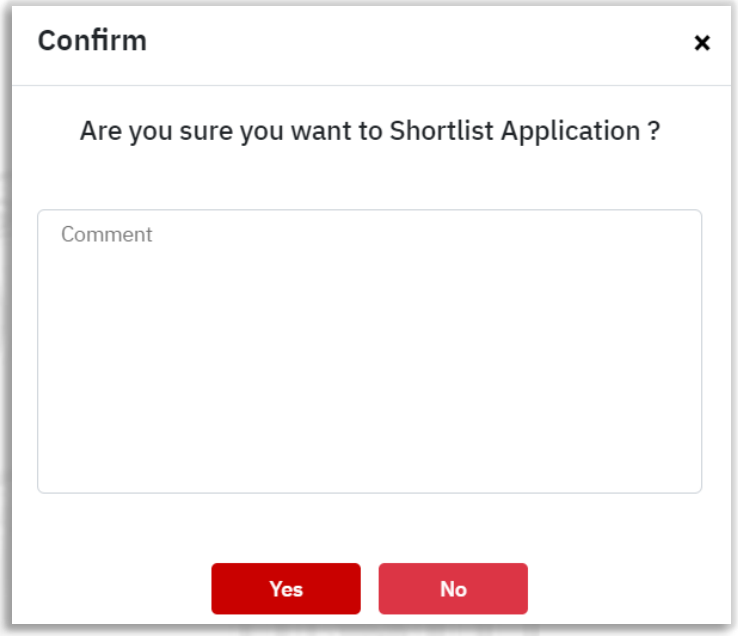
  you can reject the candidate after reviewing the Application, and select the rejection reason.



You can add comments and it will not show to Jobseeker, only can see the rejection reasons.

- Shortlist Application

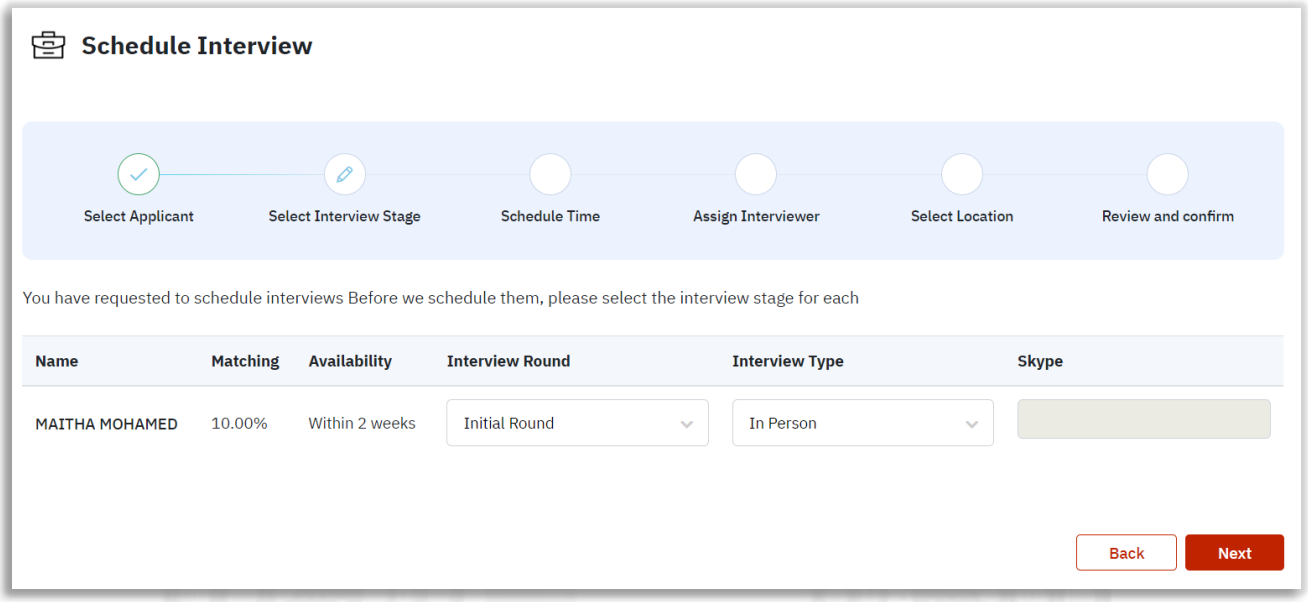
  you can shortlist the application, and confirmation message will appear, and add the comments if exist.



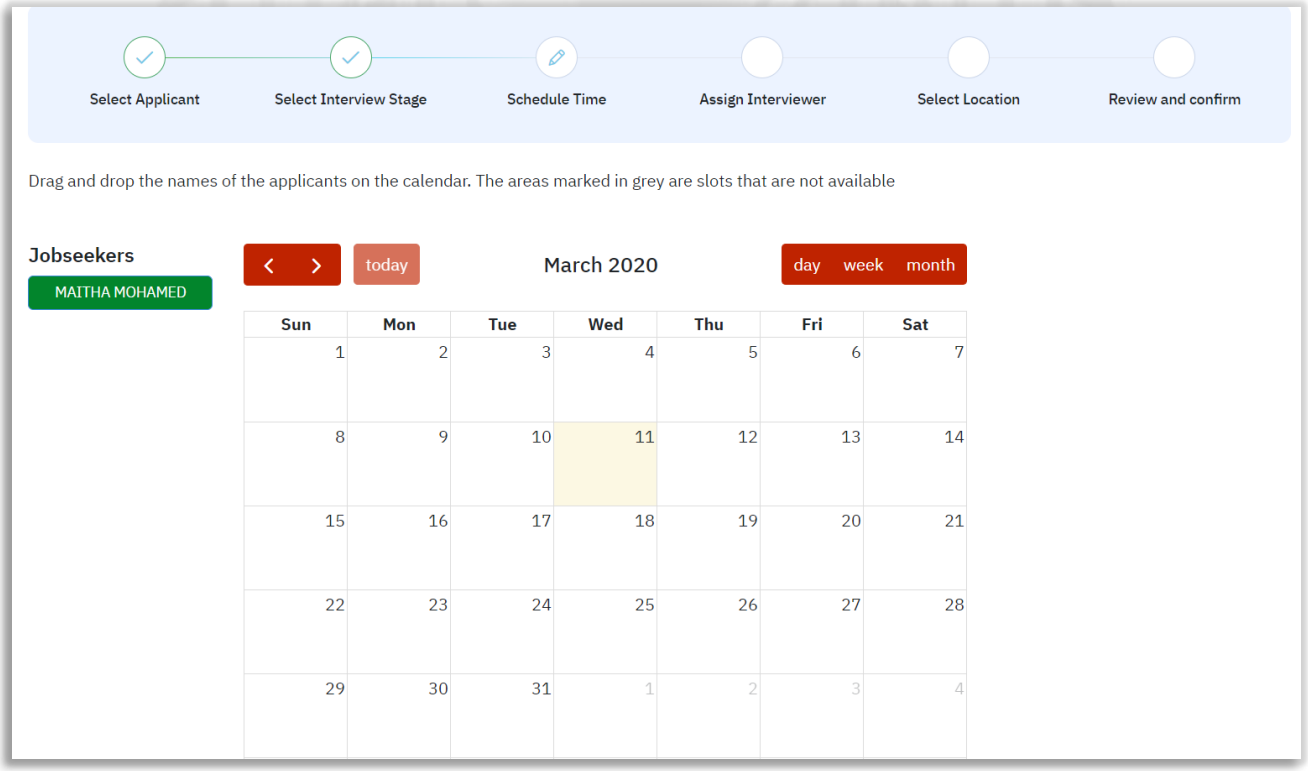
- View Comments

- **Schedule Interview**.

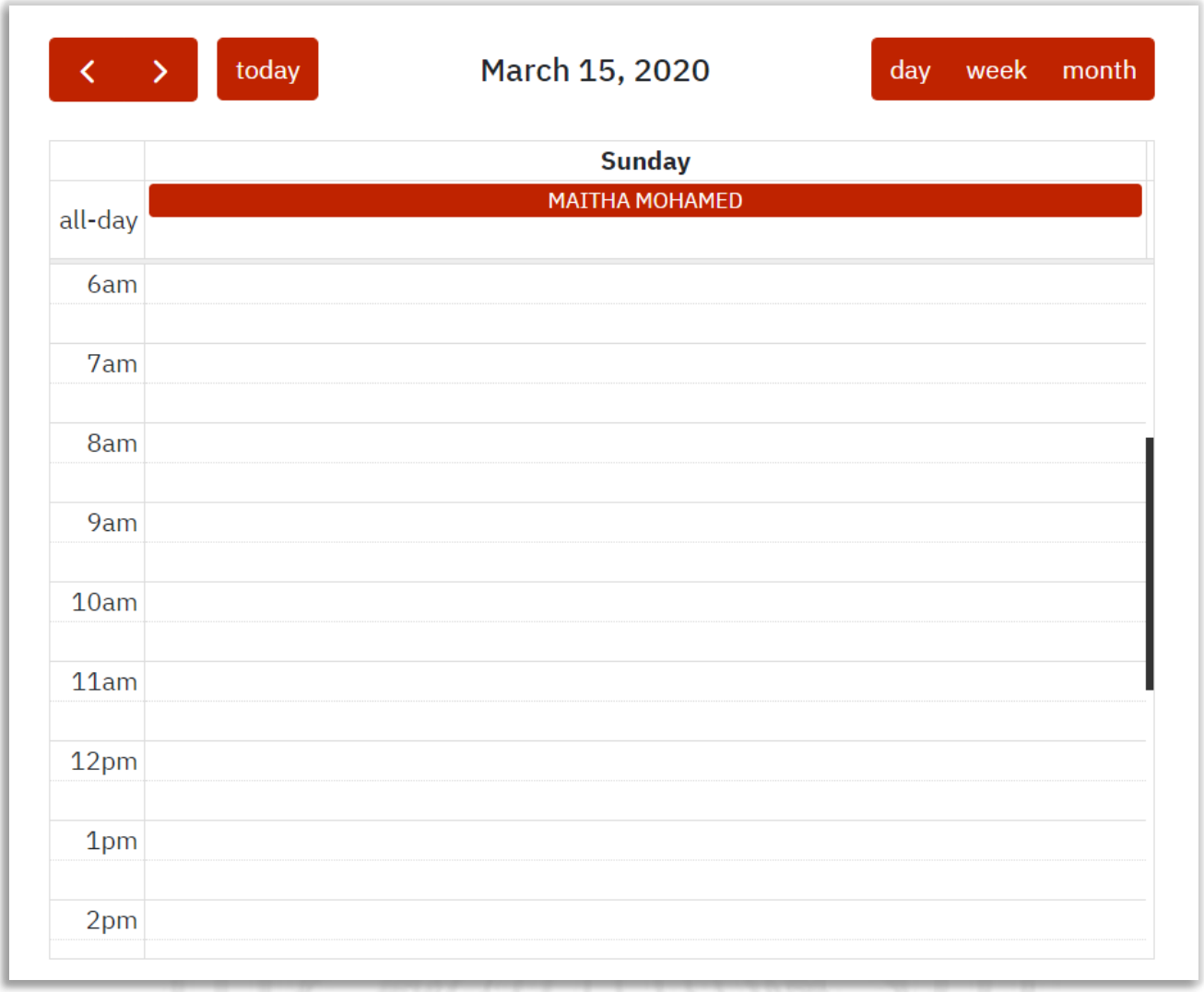
  you will move to schedule interview page, first step Interview Stage, select the interview round and type then click next.



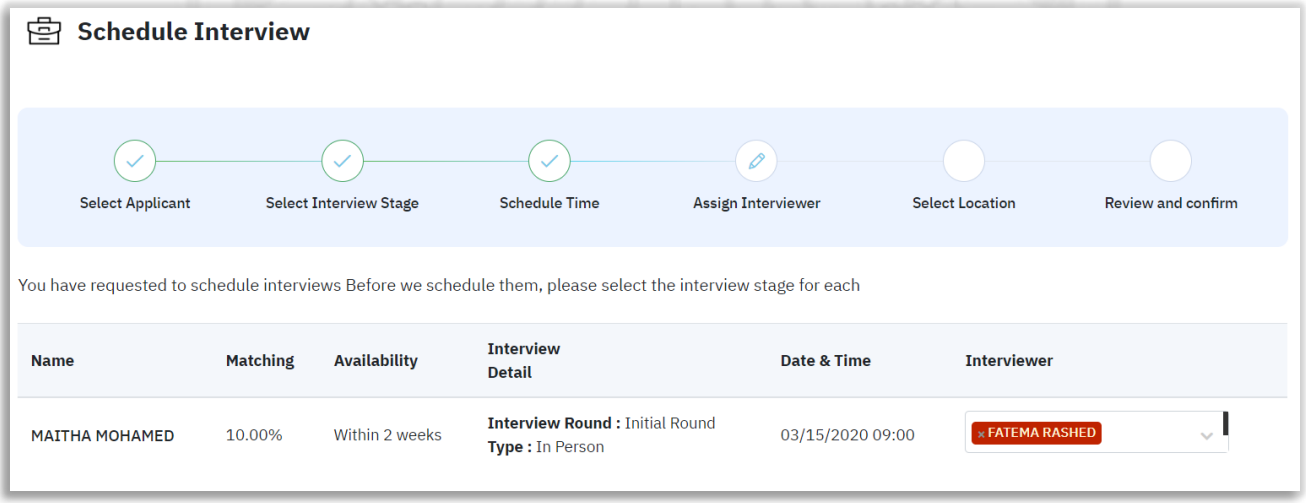
next step Schedule Time, drag the JS to the day you want to have the interview



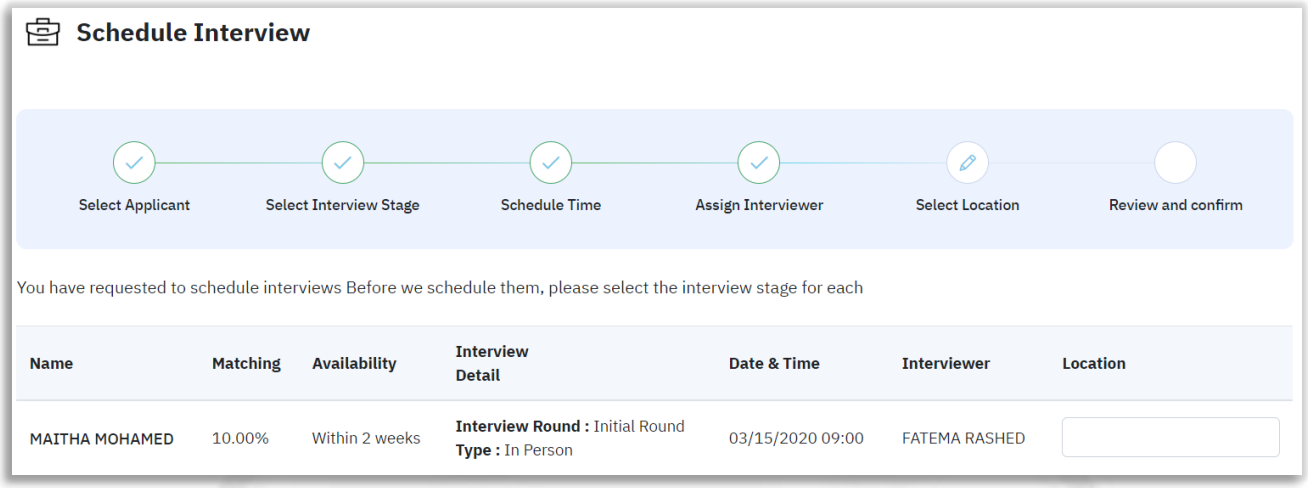
After selecting the day , another page will appear to select the time, drag the JS to the required time.



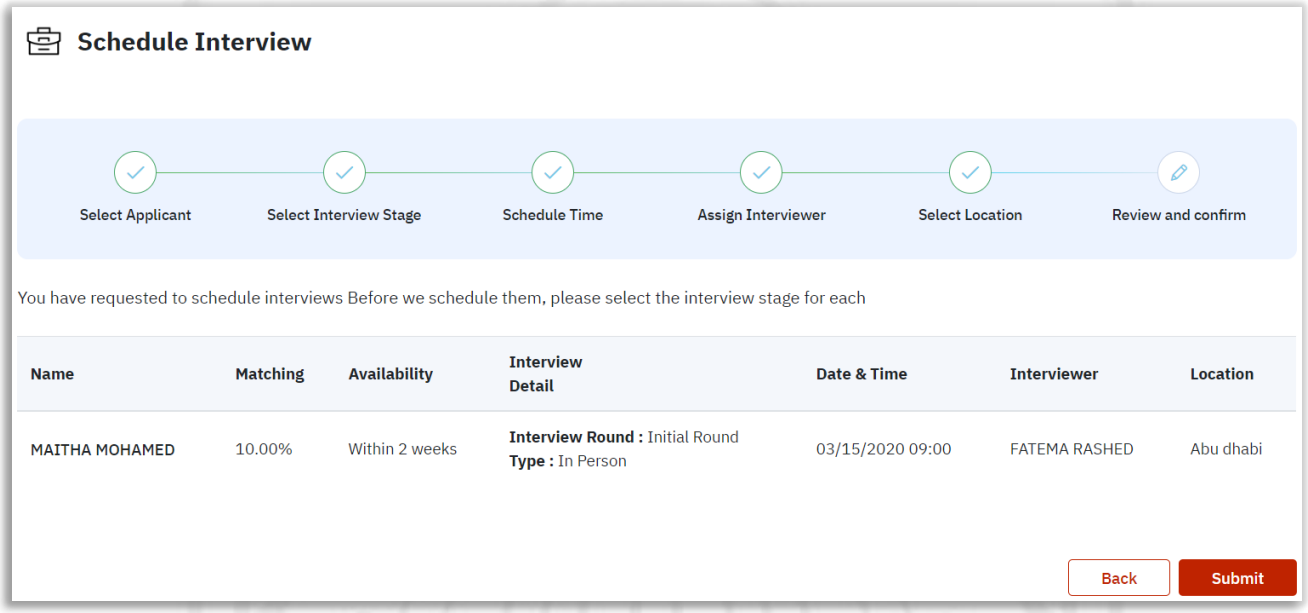
click next, will move to the assign Interviewer step, select the Interviewer from the list.



Click next, will move to step Select Location, select the location from the map.



last step, is review and confirmation, submit the request.

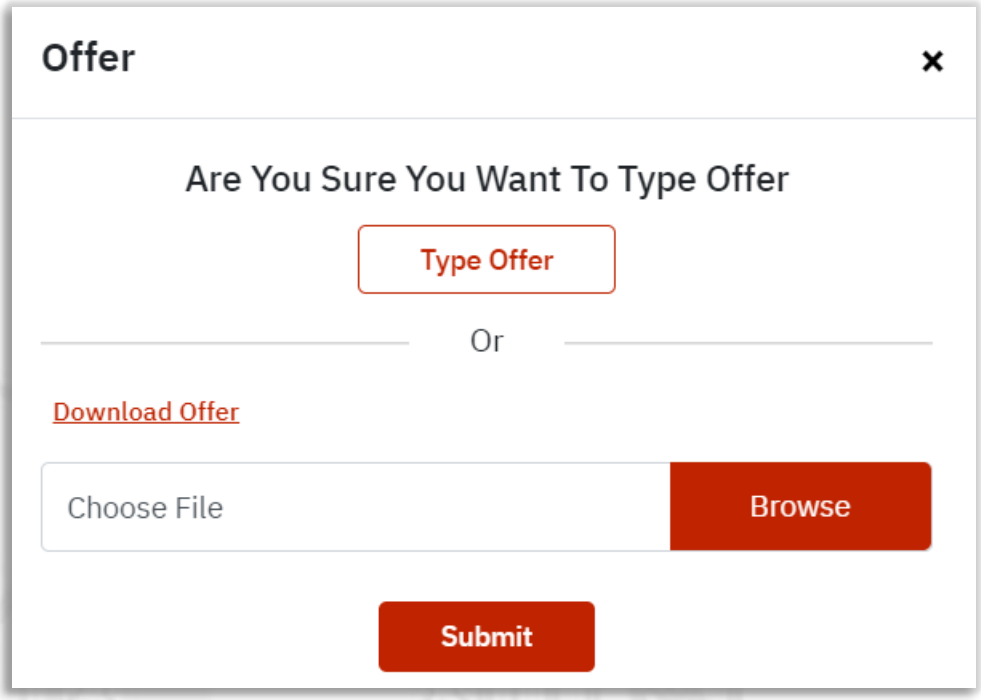


- the Interview status for that JS , will updated to Interview Invitation Sent.

- you can reschedule the interview.

- **Sign Job Offer**.

  you can sign the offer with that JS, once click a message will show :



- You can upload the Job Offer.
- You download offer, then fill it and re-upload.
- Submit after uploading the offer file.

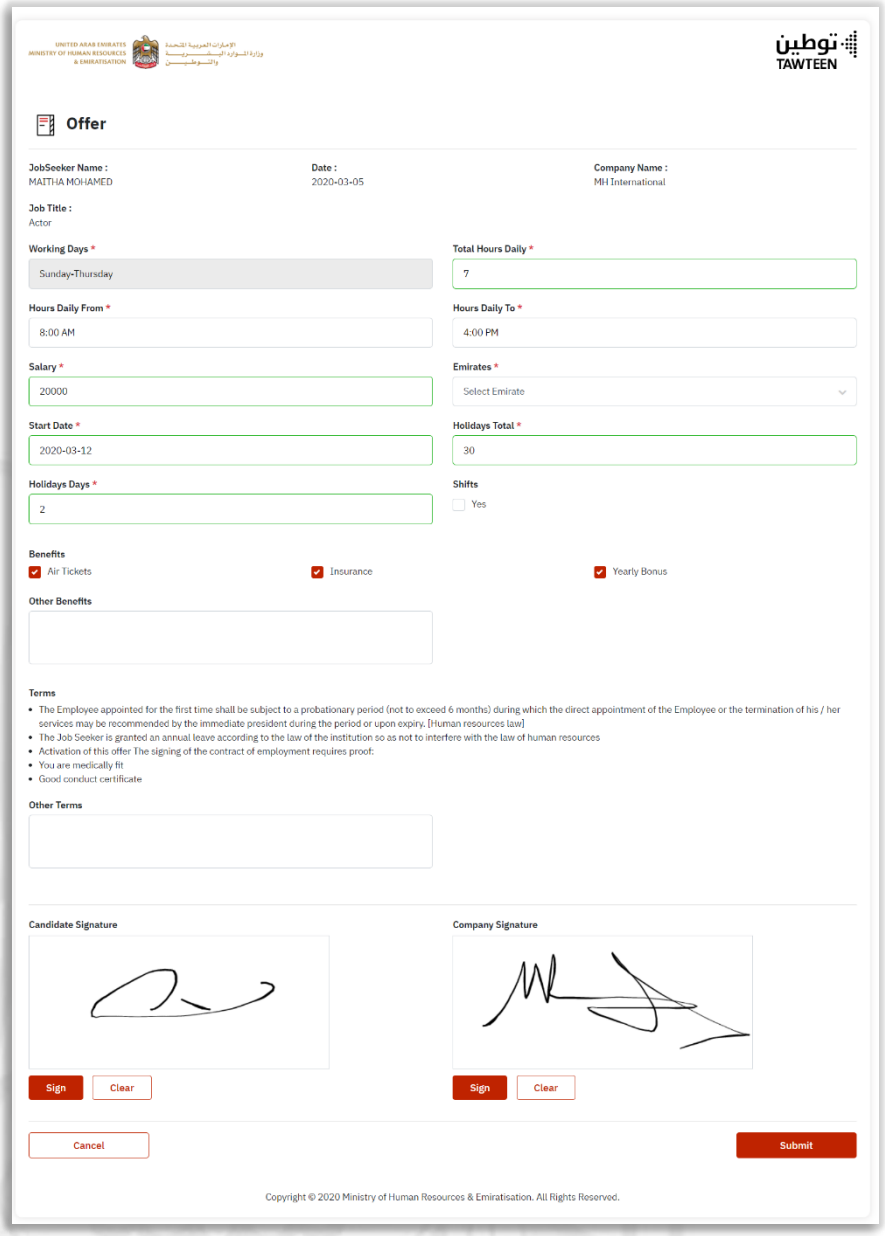
  - **Download Offer.**

    You can download the offer after.

  - **Download contract.**

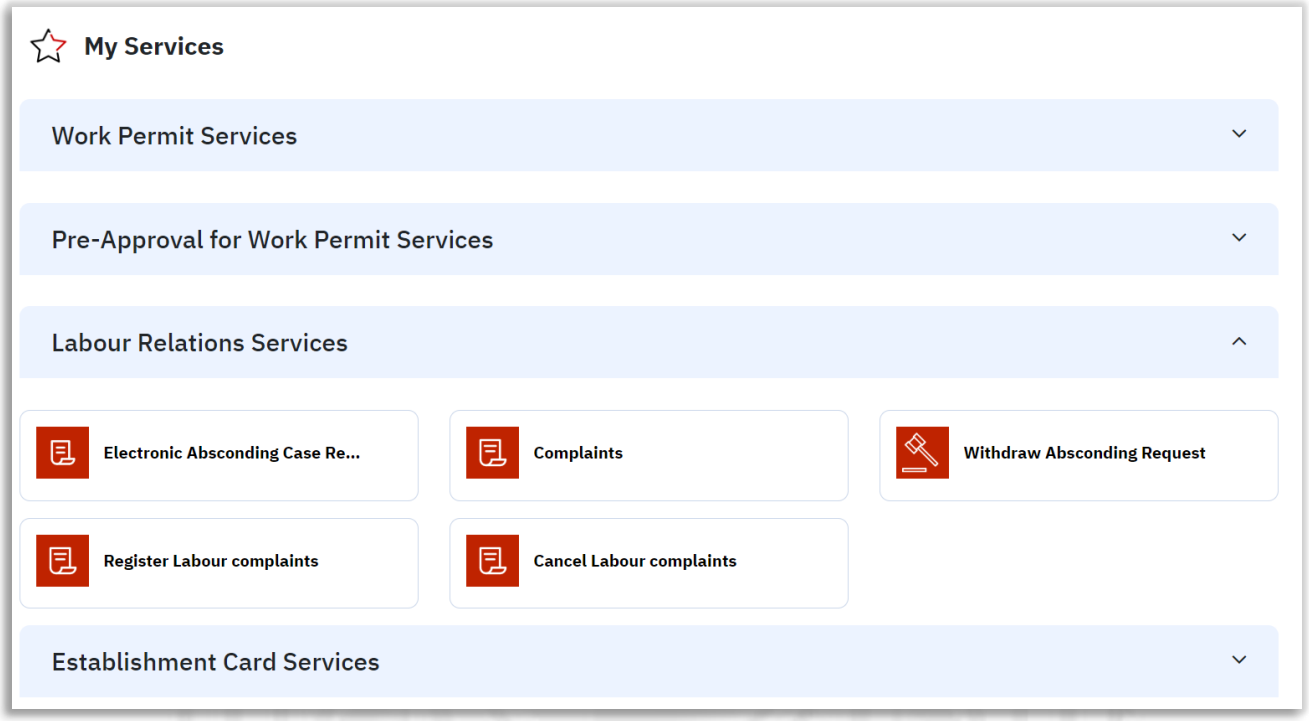
    you can download the contract if signed.

- You can type offer; another page will show for signing the offer:
- Fill up the required fields.
- Sign the offer
- Submit the Offer.



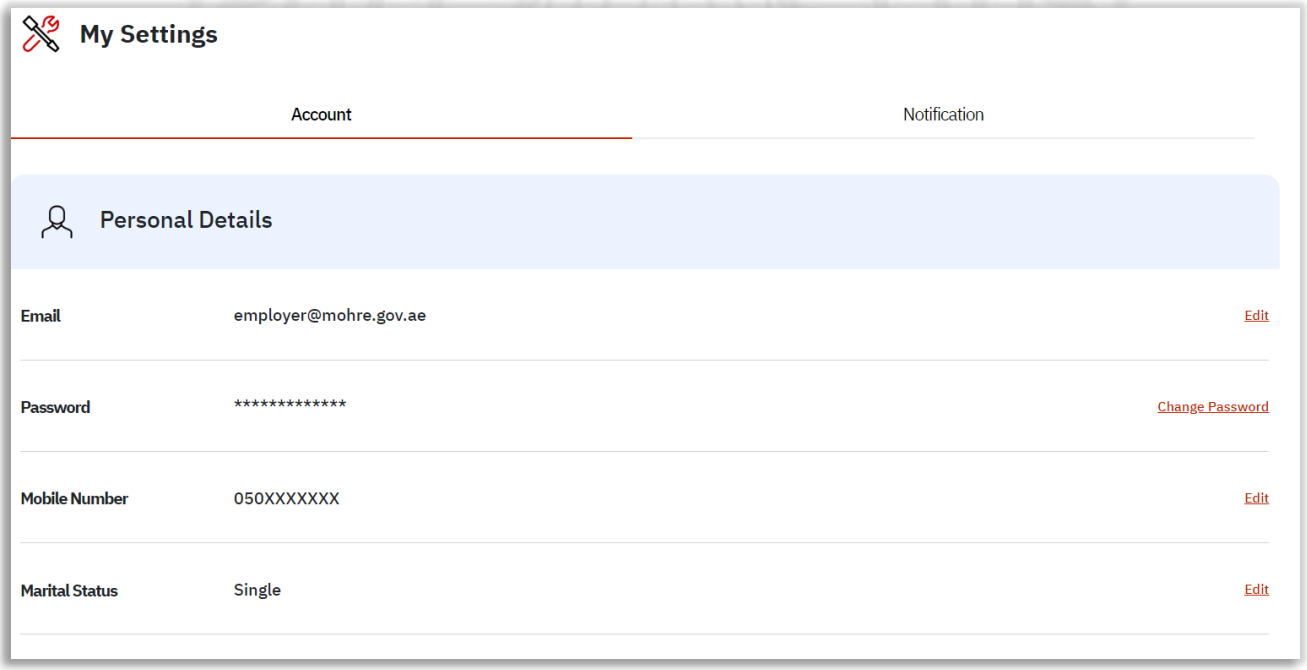
My Services

Includes all services that can be used from the Tawteen Portal:



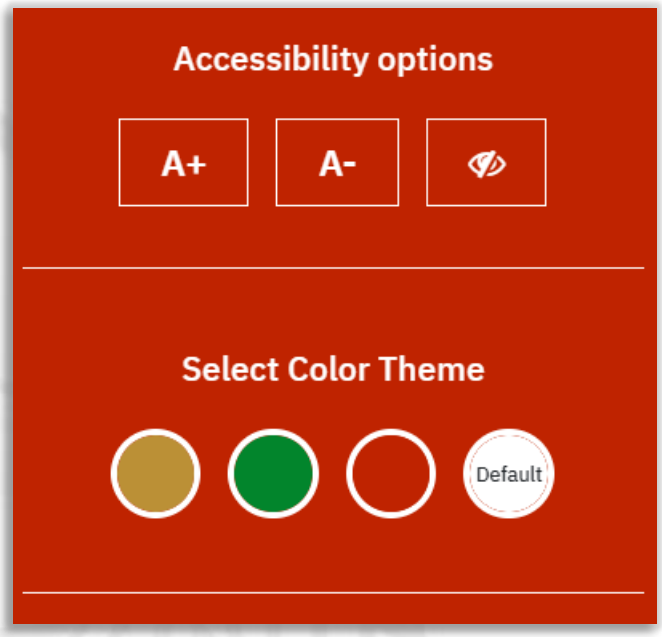
Preferences and Settings

It shows your account information with privacy settings. And notification settings.



Manage Account

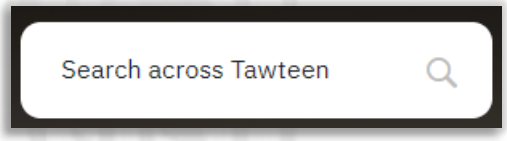
The site gives you some features for ease of use, such as changing the color of the site, or changing the text size.

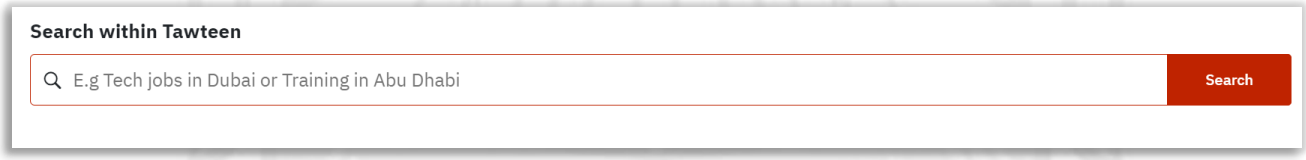


Search

You can search by any keyword in the search box at the top of the page

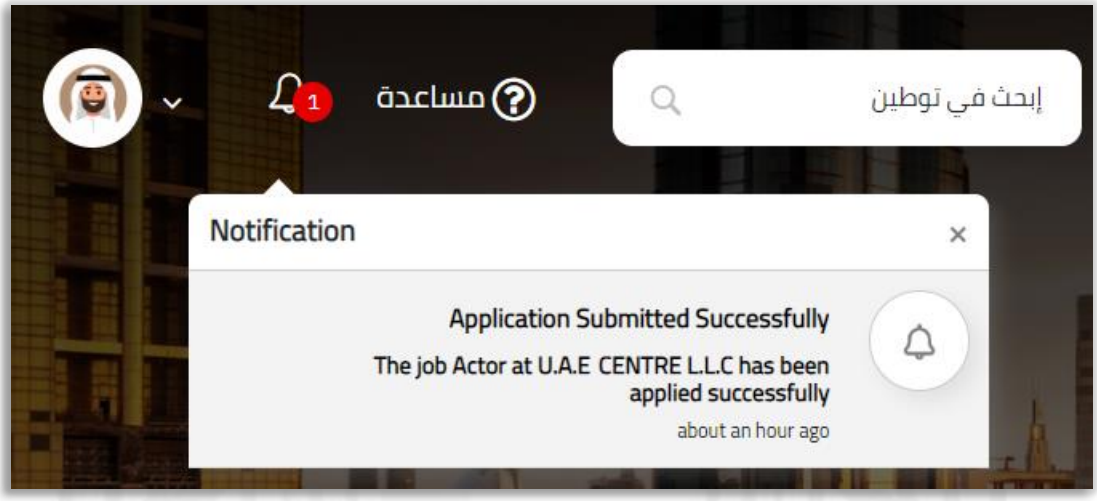
When you click on "Search across Tawteen", the search page will appear:





Notifications

Notifications are the focus point of your alerts, your content activity, and your communications. You may receive notifications for new messages, invitations, and more, making it a great way to stay in touch with contacts. You can control the notifications you receive and update your notification preferences across mobile devices in your settings.



My Profile

Containing:

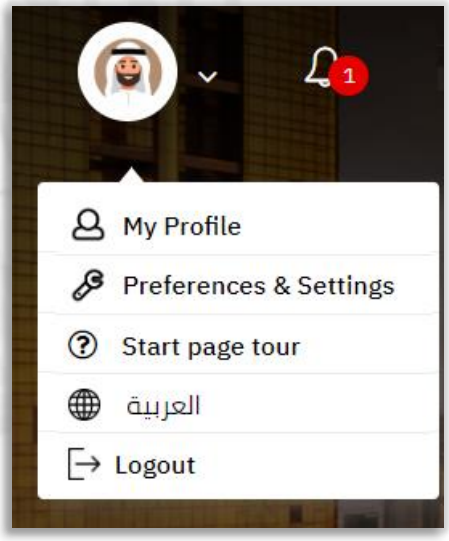
1- My Profile: The page will be redirected to the profile.

2- Preferences and settings: Customize the localization experience by managing your account settings. Learn how to change your account's contact information, including email addresses, phone numbers, language settings, and more

3- Site tour: A dashboard appears for you about all parts of the site.

4- Language: You can change the language between Arabic or English.

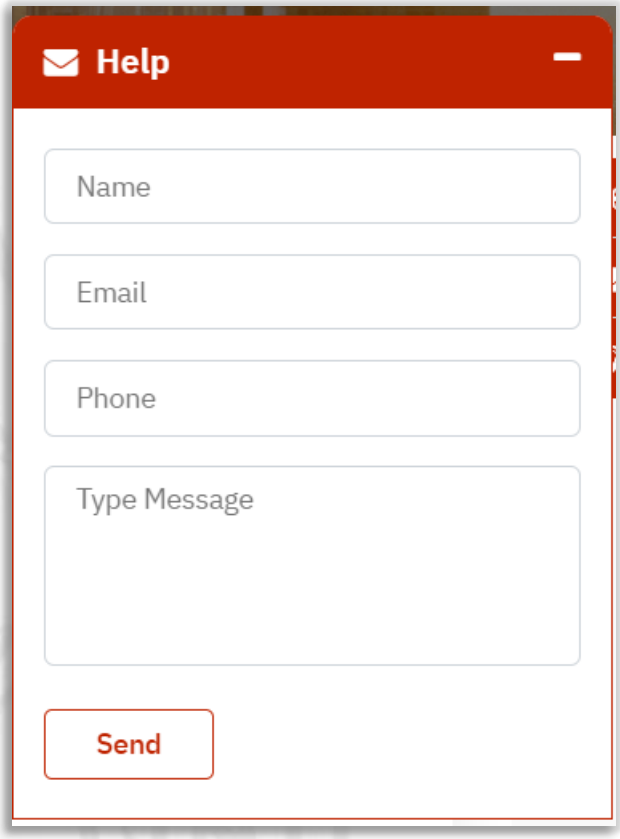
5- Log out.

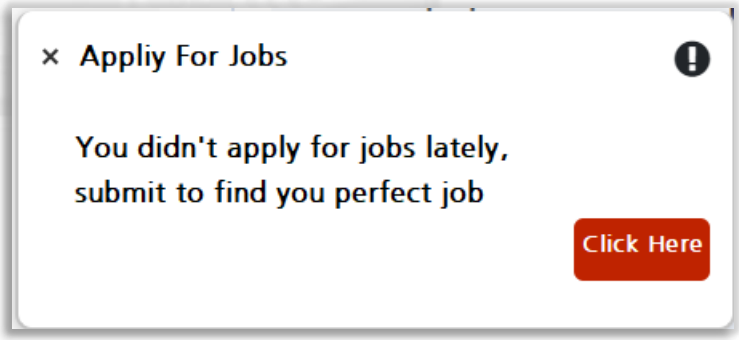


Support

You can fill in the form requesting assistance and send it to the concerned parties, and we will contact you as soon as possible to provide the necessary assistance .

When clicking on the left of the page on the message signal, a request for assistance form will appear, fill in the fields and click Send.



Tips

The site offers you some tips such as creating a professional file or adding a CV and others.
You can hide these tips by clicking on the left of the screen on the tips indication.