



UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

# MOHRE – Employer

## Step wise Guide



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## Scope

This document is a user guide for the Employers who wish to recruit Jobseekers using the of Ministry of Human Resources and Emiratization (MOHRE) portal

## Introduction

1. This guide will allow MOHRE Employers to do the below activities on the MOHRE portal :
  - a. Register / login as an Employer
  - b. Post available jobs for candidates to apply
  - c. Manage Jobs posted
  - d. Search for CV's of candidates who have applied for jobs
  - e. Arrange for Interviews and recruit candidates

## Employer Services Details

When you visit to [www.mohre.gov.ae](http://www.mohre.gov.ae) on the site Click on SERVICES then Click on National Employment in Private sector. On Click of National Employment in Private sector site will take you on Services Page.

**WELCOME TO TAWTEEN GATE**

About the Portal | Tawteen Partners Club | Absher | Latest Jobs | Complaint System | Service Manager | Expert Consultations | Joint Programs | Call Us

Job Seeker | **Employer** | Training Provider | Career Guidance



 Job Seeker	 Employer	 Training Provider	 Career Guidance
→ Login	→ Login	→ Training for Employment Programs	→ Login
→ UAE National Registration	→ Register Now	→ On the Job Training	→ Jobseekers
→ UAE National Journey	→ Benefits	→ Work Placement Training	→ Parents
→ Roles and Responsibilities	→ Tawteen Partners	→ Linked-In E-learning	→ School Students
→ User Guide	→ Mechanism of acquiring points	→ Training Plan	→ University Students
→ Demo	→ Red carpet	→ FAQ	→ FAQ
→ FAQ	→ Roles and Responsibilities		
	→ User Guide Demo		
	→ FAQ		

Service page will allow you to view different services offered by MOHRE.

## Employer Registration

For New registration – Click on “Register Now” in the menu. Select “Employer Registration”

 Job Seeker	 Employer	 Training Provider	 Career Guidance
→ Login	→ Login	→ Training for Employment Programs	→ Login
→ UAE National Registration	→ Register Now	→ On the Job Training	→ Jobseekers
→ UAE National Journey	→ Benefits	→ Work Placement Training	→ Parents
→ Roles and Responsibilities	→ Tawteen Partners	→ Linked-In E-learning	→ School Students
→ User Guide	→ Mechanism of acquiring points	→ Training Plan	→ University Students
→ Demo	→ Red carpet	→ FAQ	→ FAQ
→ FAQ	→ Roles and Responsibilities		



Enter the details in the registration form:

If the Employer selects the Private sector, enter the Establishment No (Company Code) to verify the information from Tasheel.

**Company Information**

Sector\*

Establishment Number\*  Trade License Number\*

Start Date\*  End Date\*

Company Name (Eng)\*  Company Name (Ar)\*

Emirate\*  City\*

**Account Information**

Password should be between 8 to 24 Characters

User Name\*

Password\*  Confirm Password\*

Secret Question\*  Secret Answer\*

**Contact Details**

First Name\*  Family Name\*

Mobile No\*    Phone Number\*

Designation/Title\*  Email ID\*

Terms and conditions [\(view\)](#)  I Agree  
Accept agreement to proceed with saving

Employer needs to validate the mobile number by clicking "Send OTP" and typing the OTP received in their mobile



784-

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OTP Verification

We have sent you an OTP to the Registered Mobile Number

04:58

Validate OTP

Employer needs to accept the Terms and condition, to view the Terms and condition click on the “View” link.

In order to submit your information Click on the “Register” button to complete the Registration.

Once you complete the Registration, employer will receive the Registration Notification on their Email to verify the email.

Once the Employer is registered with MOHRE then:

- MOHRE verifies and activates the account in the Portal,
- All Employers registering will be allocated to a dedicated Employment Relations Manager (ERM), based on the Employer’s Emirate location, and a dedicated Employment Officer (EO).
- The primary role of the ERM will be to ensure Employer satisfaction and will be the prime contact for the Employer.
- Once registered the Employer will be able to post the vacancies.
- View and appoint applicants



## Login

Once the Employer is Registered, they can “Login” using their credentials. This will allow viewing and updating the profile, Post Jobs, Search jobseekers, Nominate and Schedule interviews for jobseekers registered in MOHRE.

## Dashboard

On login to the MOHRE portal by the employer using his registered credentials the below screen will appear with the “Dashboard” giving the following information:

1. Vacancies – Active and Inactive
2. Count of jobseekers who have applied on TASHEEL and TAWTEEN
3. Count of Candidates joined
4. List of Matching CV's
5. Count of Pending and Accepted nominations
6. Interview statistics
7. Offer Statistics



The dashboard displays the following data:

- Vacancies:** Total Count: 20, Active: 23, Inactive: 2
- Job Seekers:** Total Count: 6, TASHEEL: 6, TAWTEEN: 11
- Joined:** Total Count: 0
- Matching:** Total Count: 3, Auto Match (TASHEEL): 3, Rejected: 0
- Nomination:** Total Count: 7, Pending: 6, Accepted: 0, Rejected: 1
- Interview:** Total Count: 3
- Offer:** Total Count: 0

	INVITED	ACCEPTED BY JOBSEEKER	SELECTED	RESCHEDULED	REJECTED
FIRST INTERVIEW	1	0	1	0	0
SECOND INTERVIEW	0	0	1	0	0
FINAL INTERVIEW	1	1	1	0	1

	OFFER PENDING	UNDER PROCESS	OFFER RELEASED	OFFER ACCEPTED	REJECTED
Total Count	0	0	0	0	0

## Job Posting

The Employer can post jobs by selecting the “POSTING” option from the selection Tab.



### JOB INFORMATION

Job Code	(Auto Generated No.)	Job Title*	--Select Job Title--
Vacancy expiry date*	2019-11-18	Locations*	None selected
Job Posting Type	<input type="radio"/> Normal <input checked="" type="radio"/> Urgent	Employment Type*	--Select Employer Type--
No. of People to be hired*	<input type="text"/>	Monthly Salary Range*	<input type="text"/> - <input type="text"/> AED
Job Benefits	None selected	Work type*	--Select Work Type--
Work Timings*	Split Shift	Working Week	--Select Working Week--
Shift 1 *	From 00:00 To 00:00		

You cannot edit/delete the job after posting

Save Clear



This site is best viewed in 1024x768 screen resolution. Supports Microsoft Internet Explorer 10.0+.  
Firefox 3.0+, Safari 3.0+, Google Chrome 12.0



#### Quick Links

- Accessibility Policy
- Disclaimer
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- Copyright
- Terms and Conditions
- Users Services Policy
- FAQ
- Suppliers
- Definitions
- Careers
- Customer Charter

#### Newsletter Subscription

Email address

App Download



Supported Channels



To Post a Job the information as given in the below screen has to be completed by the employer and saved by selecting the "SAVE" options.

Note:



- The Job details cannot be amended once the “Save” button is clicked, so it is important that all the details are correctly entered before saving the Job.
- Once the Job is posted, there will be an automated search of the portal to check if suitable Emirati candidates are available for the job vacancy.
- If the Employer is posting a new job vacancy for an identical job vacancy already posted, and the status shows “In-Progress”, then they cannot proceed to post it.
- The Employer can post more jobs/ vacancies by clicking “Add More Jobs”.
- If the Employer cannot find an Emirati candidate to match their job criteria, the status will show “No Match” and they can then proceed with “typing the job offer” by clicking “Continue”.
- Please note - the defined salary details cannot be modified, once entered, for the specified job type.
- All Job Vacancies can be posted on either Tasheel Portal or Tawteen Portal. Vacancies will be one of two types:
  1. Active: All Active vacancies are vacancies with Matched Applicants that were found during the matching process and have not passed their Target date or have not yet been closed by the Employer or the ERM.
  2. Expired: All vacancies without Matched Applicants or whose Target dates have passed or have been closed by the Employer or ERM.

### Manage Job posts

This feature allows the Employer to view all his job posting status (Active, Expired, Closed or cancelled)



### Manage Job Posting

Search Posting  From  To  All

	JOB TITLE	JOINED	JOBSEEKER	STATUS	EXPERIENCE	REFERENCE NO	Exhibition Name
1	<a href="#">ACCIDENTS COORDINATOR</a>	0	0	<span>Planned</span>	3 - 8 Yrs	TG/246/2018	<a href="#">Request More CV</a>
2	<a href="#">ACCIDENT SURVEYOR</a>	0	0	<span>Cancelled</span>	4 - 11 Yrs	TG/245/2018	
3	<a href="#">A/C SUPPLIES SALES</a>	0	1	<span>In-Process</span>	4 - 9 Yrs	TG/244/2018	<a href="#">Request More CV</a>
4	<a href="#">ANALYST, INFORMATION SYS...</a>	0	0	<span>Cancelled</span>	4 - 12 Yrs	TG/242/2018	
5	<a href="#">START UP MANAGER</a>	0	1	<span>In-Process</span>	3 - 10 Yrs	TG/241/2018	<a href="#">Request More CV</a>
6	<a href="#">START UP MANAGER</a>	0	0	<span>In-Process</span>	3 - 10 Yrs	TG/240/2018	<a href="#">Request More CV</a>
7	<a href="#">START UP MANAGER</a>	0	0	<span>In-Process</span>	3 - 10 Yrs	TG/239/2018	<a href="#">Request More CV</a>
8	<a href="#">START UP MANAGER</a>	0	0	<span>In-Process</span>	3 - 10 Yrs	TG/238/2018	<a href="#">Request More CV</a>
9	<a href="#">START UP MANAGER</a>	0	0	<span>In-Process</span>	3 - 10 Yrs	TG/237/2018	<a href="#">Request More CV</a>
10	<a href="#">START UP MANAGER</a>	0	0	<span>In-Process</span>	3 - 10 Yrs	TG/236/2018	<a href="#">Request More CV</a>

Call Center  
**800-60**

This site is best viewed in 1024x768 screen resolution, Supports Microsoft Internet Explorer 10.0+  
Firefox 3.0+, Safari 3.0+, Google Chrome 12.0



#### Quick Links

- Accessibility Policy
- Disclaimer
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- Sitemap
- Help
- Copyright
- Terms and Conditions
- Users Services Policy
- FAQ
- Suppliers
- Definitions
- Careers
- Customer Charter

#### Newsletter Subscription

Email address

App Download



Supported Channels





Other features available are “Request more CV”, “Close Job Request”. Both these options will send notification back to their ERM for further action.

The jobs posted by the Jobseekers can be searched by entering the “From” and “To” date or “All”. All Jobs posted by the employer will be listed for the selected period with the status like “Planned”, “In process”, “Cancelled”, “Closed”. The Employer can also “Request more CV” if he is not satisfied with the existing candidates. The existing jobs can also be closed using the “Close job Request” if the position is not longer required.

### “Request for more CV”

On selection of this option, a notification will sent to their ERM, who will take necessary action to send more matching CV’s.

Home \ Manage Job Posting Manage Job Posting

Search Posting From dd/mm/yyyy To dd/mm/yyyy Active Posting GO

	JOB TITLE	JOINED	JOBSEEKER	STATUS	EXPERIENCE	REFERENCE NO	Exhibition Name	
1	<a href="#">Accountant</a>	0	0	Planned	1 - 14 Yrs	TG/210/2018		<a href="#">Request More CV</a> <a href="#">Close Request</a> <a href="#">Link to Exhibitions</a>
2	<a href="#">Accountant</a>	0	1	Planned	0 - 3 Yrs	TG/209/2018	OpenDay3: Pending	<a href="#">Request More CV</a> <a href="#">Close Request</a>

### “Request for Job Closure”

At any stage before the Job Expiry, the Employer can request a Job Closure, by clicking on the Close Request icon below and citing the reason for it. This request will then be passed to the Employment Relationship Officer for approval and further to a Higher Committee if applicable.

Home \ Manage Job Posting Manage Job Posting

Search Posting From dd/mm/yyyy To dd/mm/yyyy Active Posting GO

	JOB TITLE	JOINED	JOBSEEKER	STATUS	EXPERIENCE	REFERENCE NO	Exhibition Name	
1	<a href="#">Accountant</a>	0	0	Planned	1 - 14 Yrs	TG/210/2018		<a href="#">Request More CV</a> <a href="#">Close Request</a> <a href="#">Link to Exhibitions</a>
2	<a href="#">Accountant</a>	0	1	Planned	0 - 3 Yrs	TG/209/2018	OpenDay3: Pending	<a href="#">Request More CV</a> <a href="#">Close Request</a>



On approval from all concerned parties from MOHRE, requested Job will be closed and the Employer can then proceed for the job application in Tasheel.

In case of Rejection, the Employer has to continue with the process defined above.

## Jobseekers search

This option allows the employer to search candidate CV for his posted jobs.

On selection of this option a below screens appears, where the employer has to input the right criteria as per the job role. On input of the criteria the “Search” button will display all candidate CV’s matching the criteria. The employer then has the option to individually preview the CV’s of the candidates by clicking on the related jobseekers name.

DASHBOARD POSTING SEARCH

Home \ Search CV Search CV

Keyword   And  Or  Any Word  All Keyword  Exact Phrase

Years of Experience  Yrs To  Yrs  And  Or

Normal Search

Education Level   And  Or Education Type   And  Or

Major   And  Or Emirate   And  Or

City   And  Or Age  To   And  Or



Home \ Search CV Search CV

[Back](#) [Save Search](#)

	JOBSEEKER NAME	JOBSEEKER ID	MOBILE NO	EMAIL ID	AGE	EXPERIENCED
1	[REDACTED]	22012019113225	[REDACTED]	jsmohr1@malinat...	18	
2	[REDACTED]	20012019094723	[REDACTED]	testmohr12@malinat...	21	0.00 YRS
3	[REDACTED]	17012019115927	[REDACTED]	[REDACTED]	24	0.00 YRS
4	[REDACTED]	30122018120718	[REDACTED]	jsmohr102@malinat...	39	
5	[REDACTED]	25122019142436	[REDACTED]	jsmohrecg3@malinat...	44	0.00 YRS
6	[REDACTED]	25122018140138	[REDACTED]	jsmohrecg2@malinat...	44	0.00 YRS
7	[REDACTED]	25122018120318	[REDACTED]	jsmohrecg@malinat...	44	0.00 YRS

The CV can be viewed by clicking on the 'Jobseeker ID' in the search screen

Home \ CV preview CV preview

  
UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION  
الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف



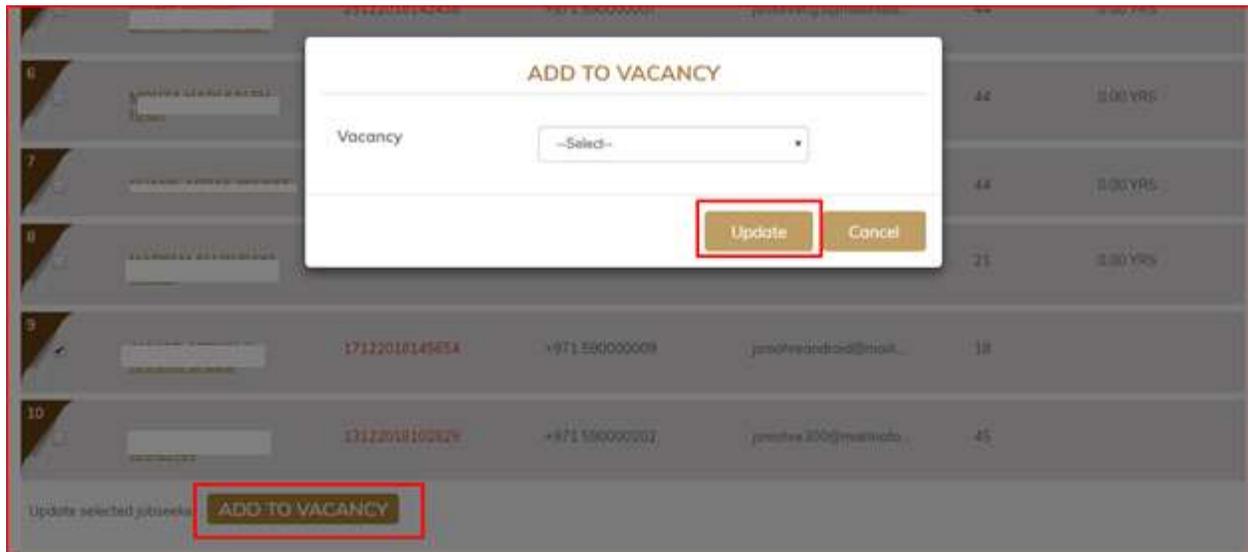
Job Seeker ID : 25122018120318  
Full Name : [REDACTED]  
Address : AL ASAMFUJAIRAH CITYFUJAIRAH  
Mobile :+ [REDACTED] - Email ID : [REDACTED]

Personal Information	
Birth Date	01/07/1974
Gender	Female
Marital Status	Divorced
Special Need	
Employment Status	Fresher

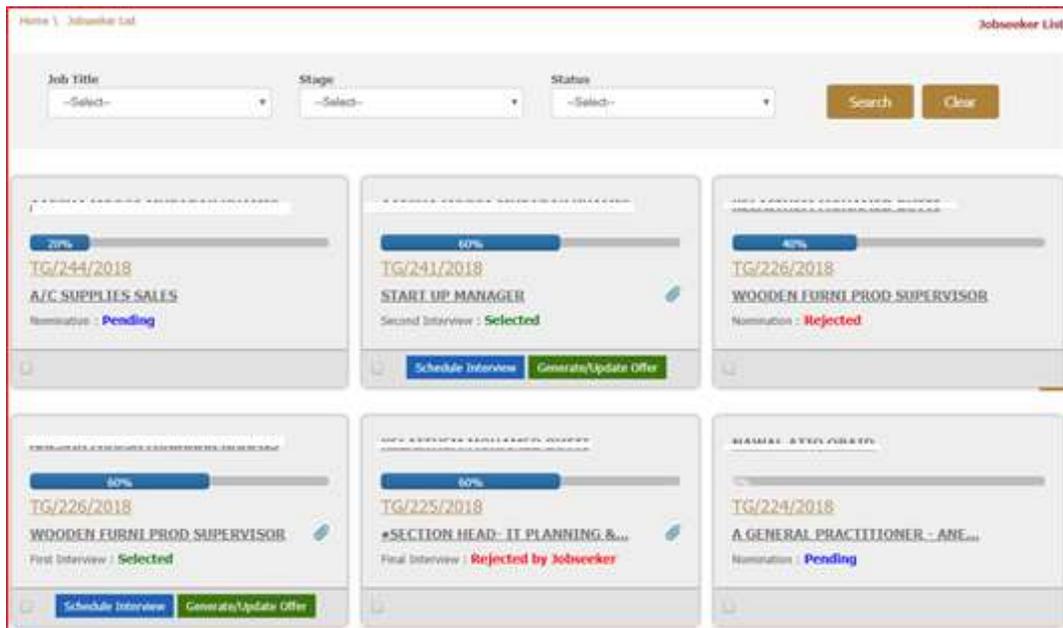


## Nominate Jobseeker

Employer can nominate the jobseeker by selecting the list from the search screen and clicking on 'Add to Vacancy' button.



The nominated jobseekers will be notified and the status of each jobseeker will be shown in the jobseeker list page





## Jobseekers list

All Jobseekers who have applied for the available job postings can be searched by “Stage” of selection, “Status” of their selection.

Home \ Jobseeker List Jobseeker List

[Back](#)

Job Title: Accountant Stage: Nomination Status: --Select-- [Search](#)

IG/209/2018  
Accountant  
Nomination: **Accepted by Jobseeker**

Jobseekers as per the specified search will appear, along with the status of the application, i.e. “Pending”, “Invited”, “Rejected”, or “Selected”.

For the “Selected candidates the employer can “Schedule an Interview” or “Generate offer letter” by using the appropriate option.



The screenshot displays the 'Jobseeker List' dashboard. At the top, there is a navigation bar with 'DASHBOARD', 'POSTING', and 'SEARCH' options. Below this, a search filter section includes dropdown menus for 'Job Title', 'Stage', and 'Status', along with 'Search' and 'Clear' buttons. The main area contains a grid of job listings, each with a progress bar, job ID, title, nomination status, and action buttons like 'Schedule Interview' and 'Generate/Update Offer'. The listings include:

- TG/244/2018: A/C SUPPLIES SALES (Nomination: Pending)
- TG/241/2018: START UP MANAGER (Second Interview: Selected)
- TG/226/2018: WOODEN FURNI PROD SUPERVISOR (Nomination: Rejected)
- TG/226/2018: WOODEN FURNI PROD SUPERVISOR (First Interview: Selected)
- TG/225/2018: SECTION HEAD- IT PLANNING &... (Final Interview: Rejected by Jobseeker)
- TG/224/2018: A GENERAL PRACTITIONER - ANE... (Nomination: Pending)
- TG/224/2018: A GENERAL PRACTITIONER - ANE... (Nomination: Pending)
- TG/223/2018: A GENERAL PRACTITIONER - ANE... (First Interview: Invited)
- TG/220/2018: SALES EXECUTIVE (Final Interview: Invited)
- TG/219/2018: SALES EXECUTIVE (Nomination: Pending)

At the bottom, there is a pagination control showing '1' and '2', and a '10' items per page selector.

If the “Schedule an Interview” option is selected a new screen will pop up (See screen below) will appear, where the employer has to complete the following information like, “Interview stage” Interview date” “Panel” “Mode” “Round” and “Venue”



The screenshot shows a 'Schedule Interview' modal form overlaid on a dashboard. The form contains the following fields:

- Interview stage: First Interview
- Interview date: [Empty text box]
- Interview panel: Employees Five
- Interview mode: Face to Face Interview
- Interview Round: Round 1
- Interview Venue:  MOHRSE Venue  Employer Venue
- [Empty dropdown menu]

Buttons: Schedule, Cancel

### Jobseeker Interview Accept / Reject

- Once the interview is scheduled, the Jobseeker can login on Tawteen Portal to view the Scheduled interviews and decide either to Accept/Reject or Reschedule the interview
- When the Jobseeker clicks “Accept”, the interview will be accepted and a message will be sent automatically to the Employer, ERM and EO.
- If the Jobseeker rejects the interview he has to provide a reason for rejection.
- If the Jobseeker reschedules the interview, a notification will be sent to the Employer, ERM and EO with the new requested interview date/time of the Jobseeker
- Upon interview acceptance by the Jobseeker, the Employer will be able to view the Interview Feedback icon
- Once the Jobseeker is selected for interview, the Employer can schedule the next stage of interview by clicking on interview schedule and the same process of Interview Accept and Reject will follow.

### Offer Management

Employers can enter the Offer details and upload the Offer letter in this module once the Jobseeker passes the interview.

The offer can be created by inputting offer details like Offer Amount, Designation, Date of Joining and Offer Letter.



**Offer Details**

Jobseeker Full Name

Mobile Number

Email ID

Planned Joining Date\*

Offered Location\*

Offered Designation\*

Offered Salary (Monthly)\*

Offer Letter\*

Please upload the file with doc,docx,pdf format  
Please upload upto 2 MB files only

Once the jobseeker has accepted the job offer, employer can update the offer status and the jobseeker is hired for that job.

**Offer Status**

Status