

e-Recruit | External Candidate Application User Guide

Human Resources Function
UOB Vietnam
June 2024

Join us and make a difference.

Dear valued candidates,

Welcome to e-Recruit helpdesk for external candidates in UOB Vietnam.

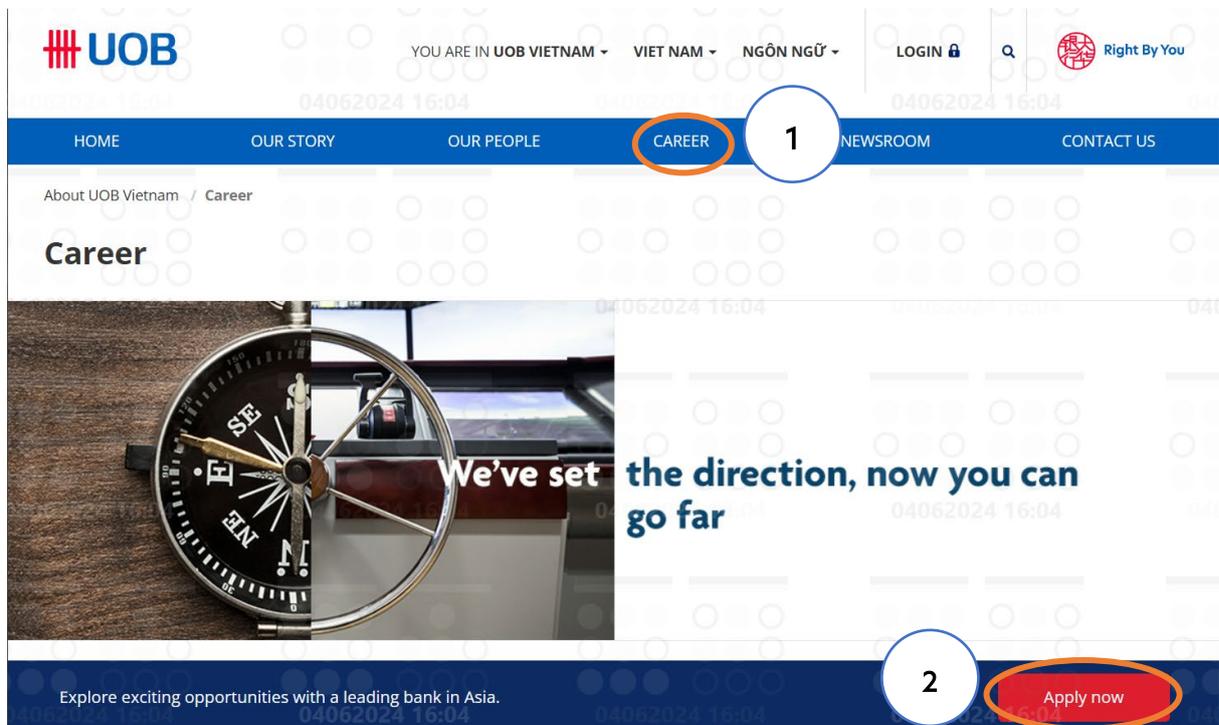
In this field you will find the instruction on how to apply for a job via UOB Career website, set up/edit job alerts or withdraw your existing application.

At UOB, we understand that character sets individuals apart and gives our organization the edge over competition. That's why attract and nurture talents in the many territories where we operate is one of our main objectives throughout times.

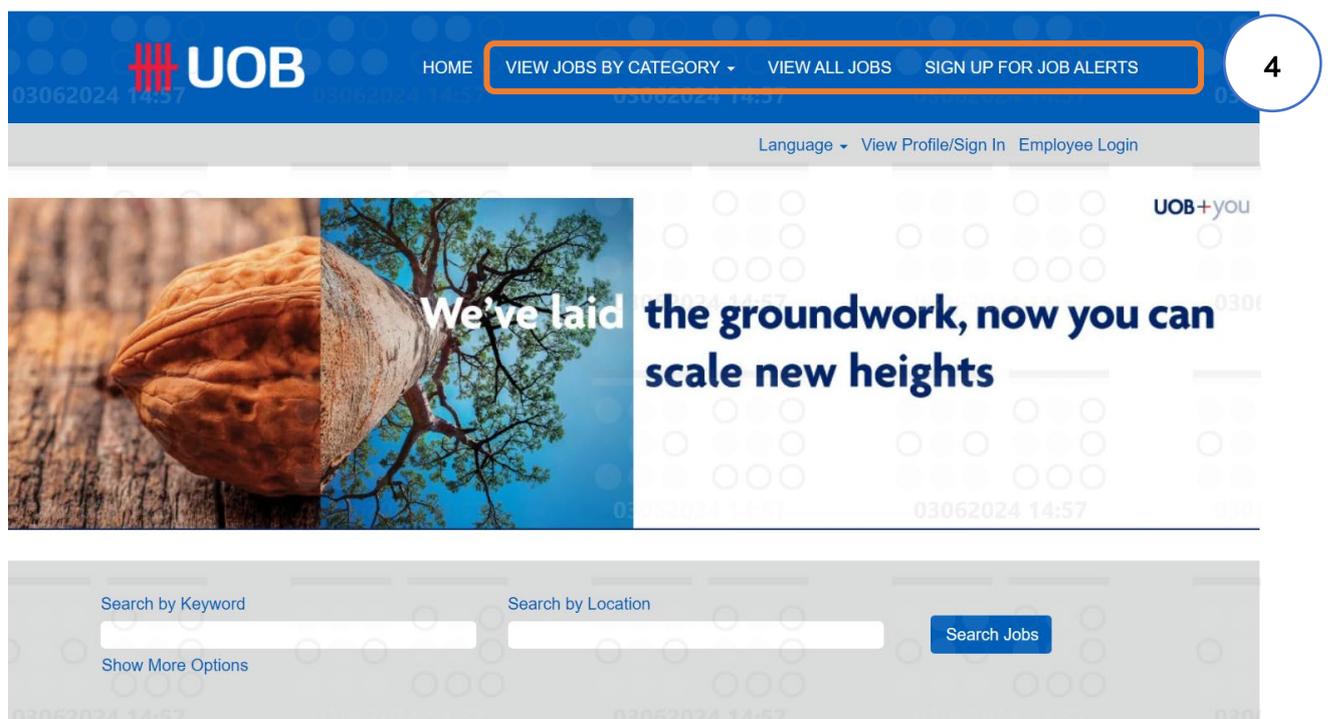
Let's kick start your development journey, with UOB Vietnam right away!

I. External Candidates apply for a job via UOB Career website

1. Go to UOB Career website, click on "Career": <https://www.uob.com.vn/about/career/index.page>
2. Next click on "Apply now"

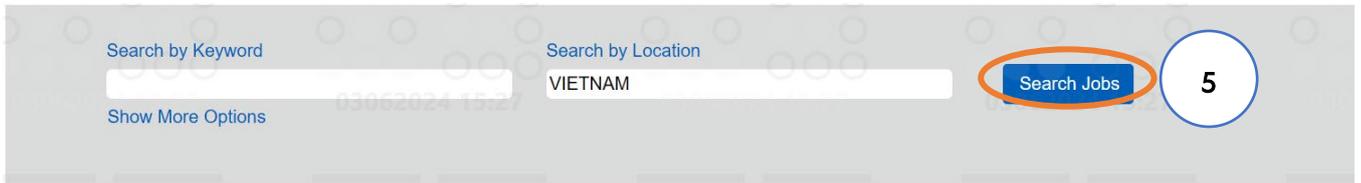


3. Go to UOB's external career website: <https://careers.uobgroup.com/>
4. Click on View Jobs by Category, View All Jobs, Sign Up for Job Alerts



5. Search for jobs based on your preferred criteria, click on “Search Jobs”

6. Click on the job if you are keen to apply for from the list of jobs displayed according to the search



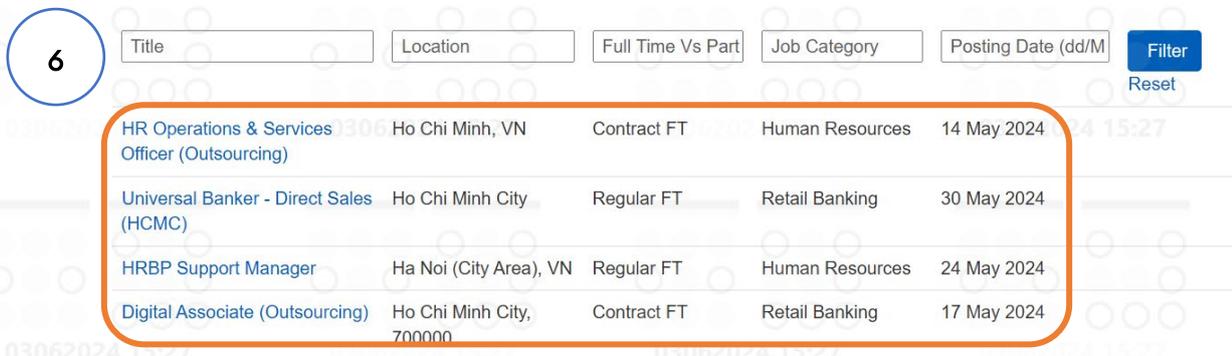
Search by Keyword Search by Location [Search Jobs](#) 5

Show More Options

Select how often (in days) to receive an alert:

[Create Alert](#)

Results 1 – 14 of 14



| Title | Location | Full Time Vs Part | Job Category | Posting Date (dd/M) | Filter Reset |
|--|--------------------------|-------------------|-----------------|---------------------|-----------------|
| HR Operations & Services Officer (Outsourcing) | Ho Chi Minh, VN | Contract FT | Human Resources | 14 May 2024 | |
| Universal Banker - Direct Sales (HCMC) | Ho Chi Minh City | Regular FT | Retail Banking | 30 May 2024 | |
| HRBP Support Manager | Ha Noi (City Area), VN | Regular FT | Human Resources | 24 May 2024 | |
| Digital Associate (Outsourcing) | Ho Chi Minh City, 700000 | Contract FT | Retail Banking | 17 May 2024 | |

7. View the “Job Description” of your selected job

8. Click on “Create Alert” to receive job alerts in the category every X days

9. Find your selected job is interesting, click on “Apply now” to commence your application process

Select how often (in days) to receive an alert:

[Create Alert](#)

8

[Apply now](#)

9

7 **Universal Banker - Direct Sales (HCMC)**

Posting Date: 30 May 2024

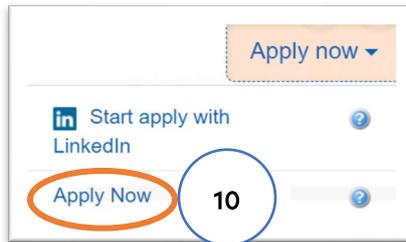
Location: Ho Chi Minh City

Company: UOB Vietnam

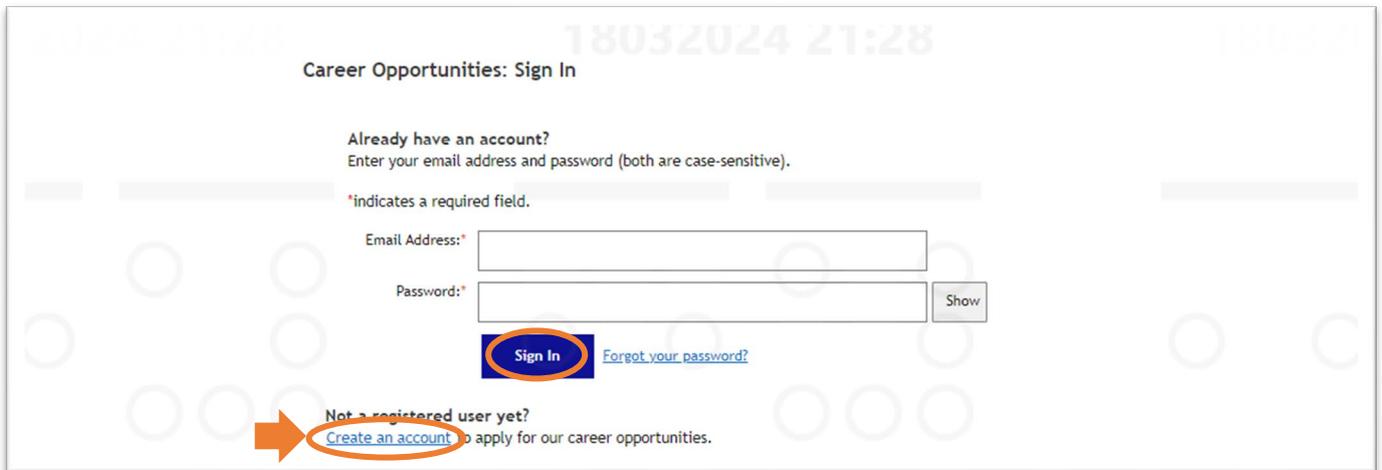
About UOB

United Overseas Bank Limited (UOB) is a leading bank in Asia with a global network of more than 500 branches and offices in 19 countries and territories in Asia Pacific, Europe and North America. In Asia, we operate through our head office in Singapore and banking subsidiaries in China, Indonesia, Malaysia, Thailand and Vietnam, as well as branches and offices. Our history spans more than 80 years. Over this time, we have been guided by our values — Honorable, Enterprising, United and Committed. This means we always strive to do what is right, build for the future, work as one team and pursue long-term success. It is how we work, consistently, be it towards the company, our colleagues or our customers.

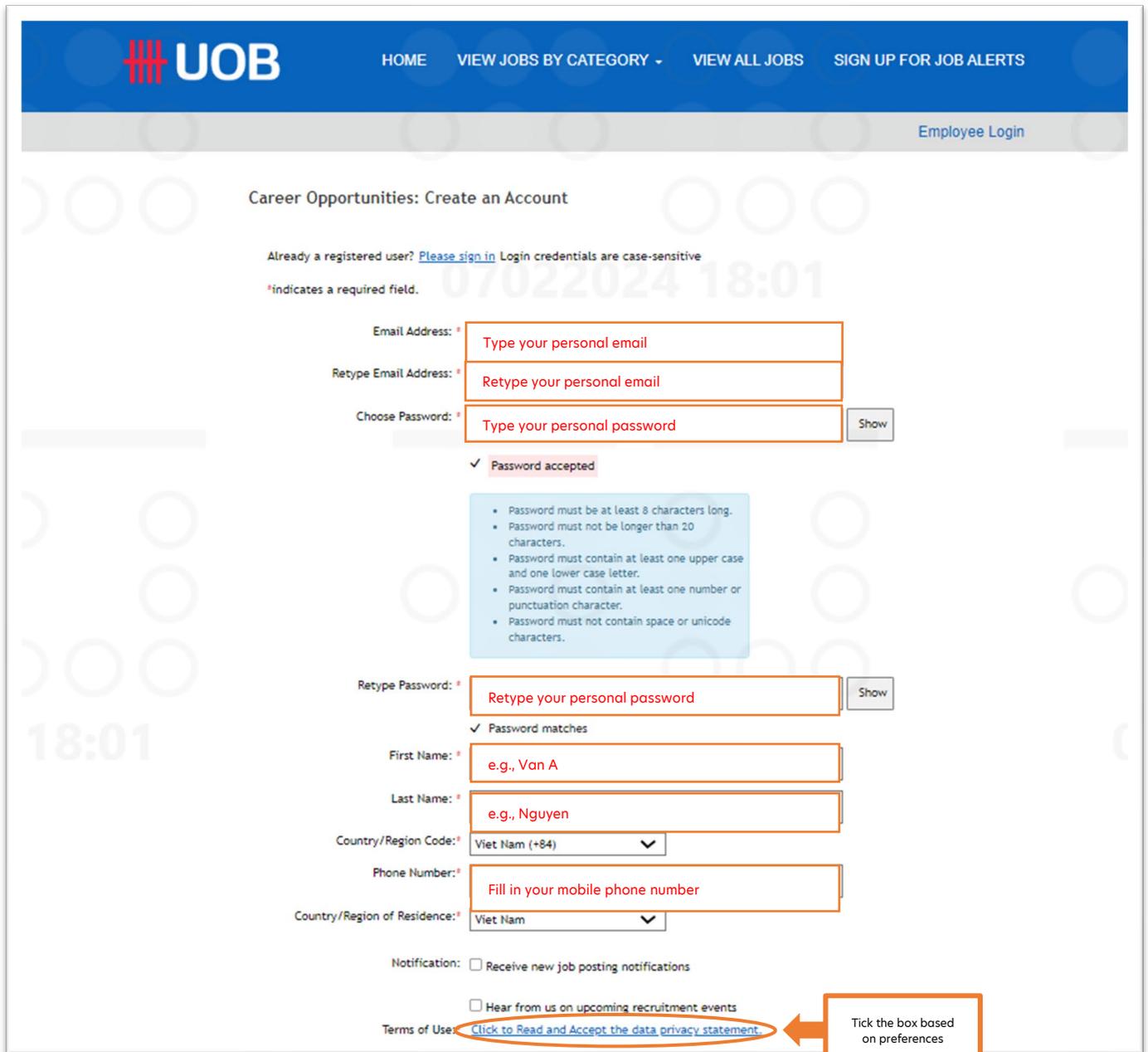
10. Apply using your LinkedIn profile or directly via the site. Select **“Apply Now”**



11. If your account has been created previously, input your account details, and click the **“Sign In”** button. Otherwise, click **“Create an account”** to proceed further



12. Fill in your information as per the screenshot below. Thereafter click “**Term of Use**” to read the data privacy statement



The screenshot shows the 'Create an Account' form on the UOB website. The form includes fields for Email Address, Retype Email Address, Choose Password, Retype Password, First Name, Last Name, Country/Region Code, Phone Number, and Country/Region of Residence. There are also checkboxes for notifications and a 'Terms of Use' section. Annotations include orange boxes around input fields, a blue box with password requirements, and a red box around the 'Terms of Use' link with an arrow pointing to it from a note: 'Tick the box based on preferences'.

UOB HOME VIEW JOBS BY CATEGORY VIEW ALL JOBS SIGN UP FOR JOB ALERTS Employee Login

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case-sensitive

*indicates a required field.

Email Address: *

Retype Email Address: *

Choose Password: * Show

Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 20 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: * Show

Password matches

First Name: *

Last Name: *

Country/Region Code: *

Phone Number: *

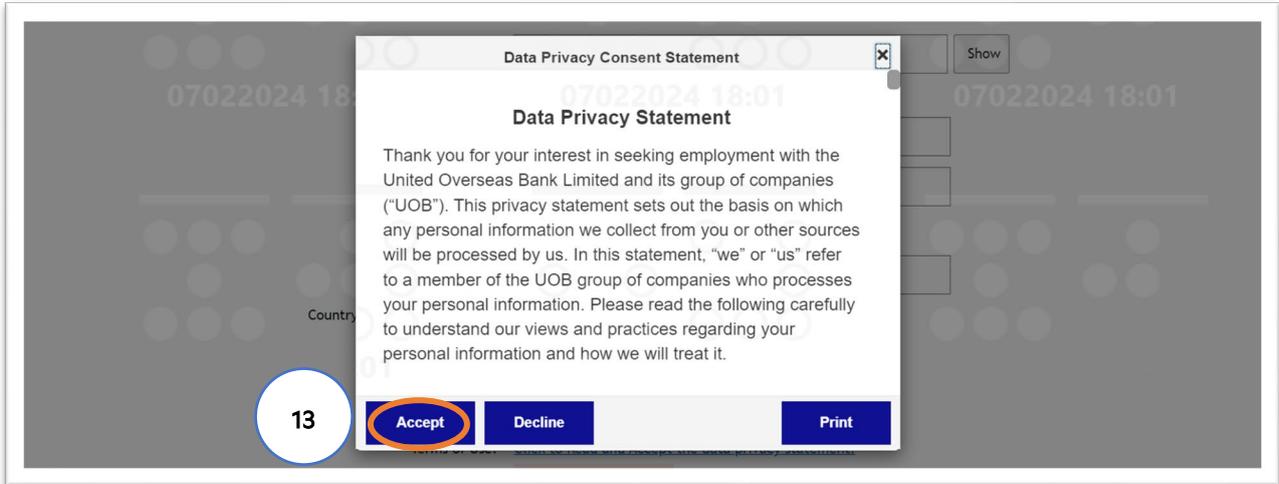
Country/Region of Residence: *

Notification: Receive new job posting notifications

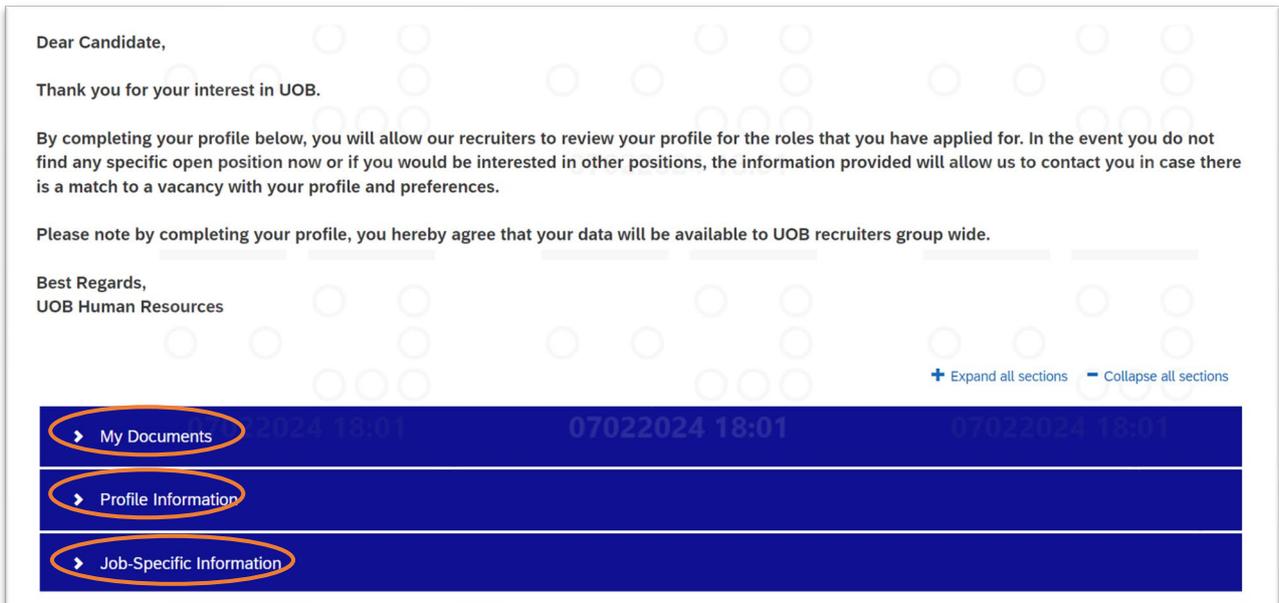
Hear from us on upcoming recruitment events

Terms of Use: [Click to Read and Accept the data privacy statement.](#) ← Tick the box based on preferences

13. Click "Accept" to review the Data Privacy Statement

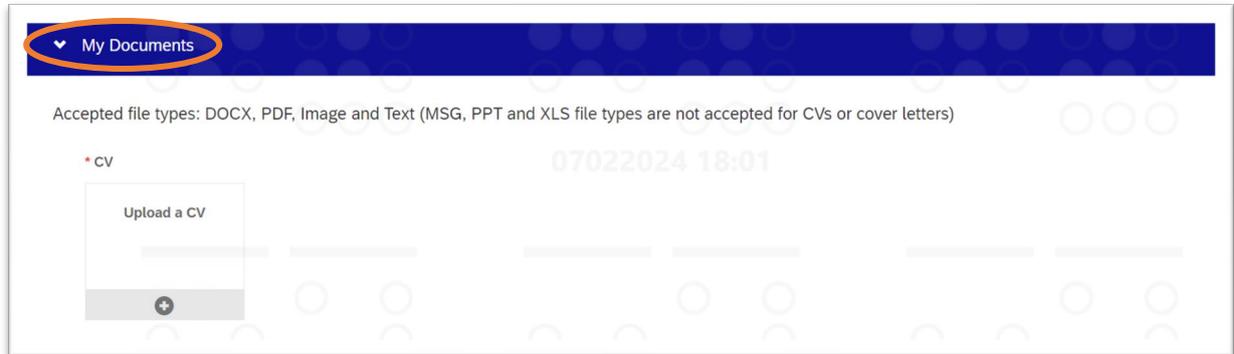


14. Fill in your information below to complete your profile creation



14.1. Upload your CV under “My Documents”

**Note: only one file can be uploaded; otherwise, to include the cover letter, resume, transcripts, etc. in one document.*



14.2. Fill in your information under “Profile Information” as per the screenshot below

Profile Information

Please complete your personal information.

| | | |
|--|---|---|
| <p>* First Name ?</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="e.g., Van A"/> <p>* Preferred Last Name</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="e.g., Nguyen"/> <p>* Mobile Country Code ?</p> <div style="display: flex; border: 1px solid #ccc; padding: 2px;"> Viet Nam Select "Viet Nam" </div> <p>* Nationality</p> <div style="display: flex; border: 1px solid #ccc; padding: 2px;"> Vietnamese Select "Vietnamese" </div> <p>Postal Code</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>City</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>Current Job Title</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>Preferred Work Country 1</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work Country 2</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work Country 3</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> | <p>* Last Name(Surname) ?</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="e.g., Nguyen"/> <p>* Legal Name ?</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="e.g., Nguyen Van A"/> <p>* Mobile (Excluding Country Code)</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Fill in your mobile phone number"/> <p>Address Line 1 ?</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>* Country of Residence</p> <div style="display: flex; border: 1px solid #ccc; padding: 2px;"> Viet Nam Select "Viet Nam" </div> <p>* ID Type (For foreign applicants, please select Passport)</p> <div style="display: flex; border: 1px solid #ccc; padding: 2px;"> Vietnam ID Select "Viet Nam ID" </div> <p>Current Salary Currency</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work State/Province 1</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work State/Province 2</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work State/Province 3</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> | <p>* Preferred First Name</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="e.g., Van A"/> <p>* Email Address</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Fill in your personal email"/> <p>Linkedin Profile URL</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>Address Line 2</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>State/Province</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Current Employer</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>Current Salary</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <p>Preferred Work Location 1</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work Location 2</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> <p>Preferred Work Location 3</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> No Selection ▼ </div> |
|--|---|---|

14.3. Answer the questions below

Job-Specific Information

* 1. Are you currently facing any civil/criminal charges against you or have you ever been convicted or any offence/charged in a court of law/ served any term of imprisonment in any country?

1a. If your answer to Question 1 is Yes, and you are currently facing civil/criminal charges against you or if you have been convicted or offence/charged in a court of law/served imprisonment in any country – please state date and details.

Please contain your answer to 200 Characters

* 2. Have you ever resigned to avoid any potential disciplinary action or been asked to resign or been terminated for disciplinary reasons in your previous employment?

2a. If your answer to Question 2 is Yes, and you have previously resigned to avoid potential disciplinary action or have been asked to resign or been terminated in your previous employment, please state date and details.

Please contain your answer to 200 Characters

* 3. Have you ever been subjected to any bankruptcy proceedings or been adjudicated a bankrupt?

4. If you require any assistance or accommodations to be made for the recruitment process, please state your requirements here.

Please contain your answer to 200 Characters

Are you a relative of any UOB employee, director and /or substantial shareholder? (Relative includes all types of family relationships, whether by blood or through marriage)

Yes

No

How did you get to know about this role?

1. UOB Career site

2. UOB Recruiter / Employee / Hiring Manager

3. UOB Job alerts

4. Job Portal - VietnamWorks

5. Job Portal - LinkedIn

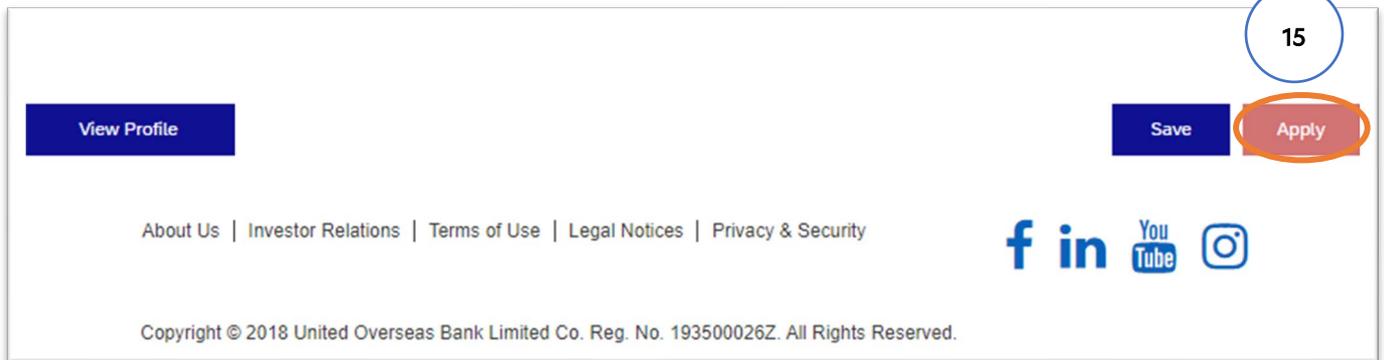
6. Job Portal - Others

7. Job Fair

8. University's job portal/ Electronic Mailer

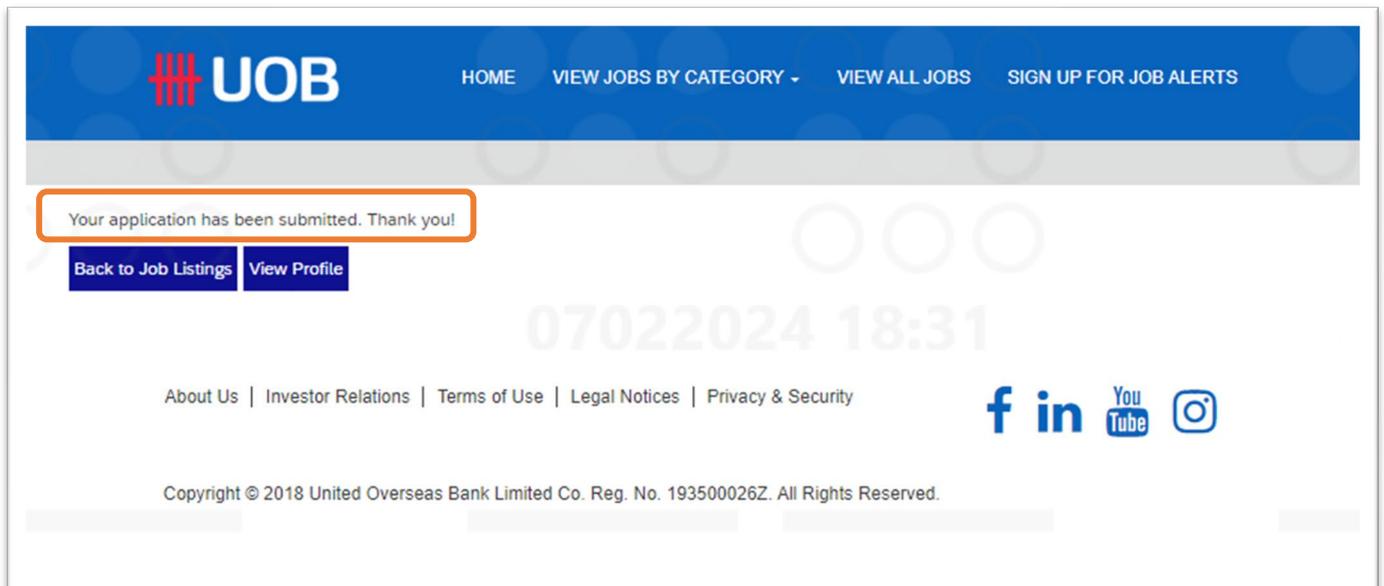
9. Others

15. Click "Apply" to submit your application



The screenshot shows the bottom section of a job application page. On the left is a dark blue button labeled "View Profile". On the right are two more dark blue buttons: "Save" and "Apply". The "Apply" button is highlighted with an orange circle. Above the "Apply" button, the number "15" is displayed inside a white circle with a blue border. Below the buttons is a horizontal line of links: "About Us | Investor Relations | Terms of Use | Legal Notices | Privacy & Security". To the right of these links are social media icons for Facebook, LinkedIn, YouTube, and Instagram. At the bottom, there is a copyright notice: "Copyright © 2018 United Overseas Bank Limited Co. Reg. No. 193500026Z. All Rights Reserved."

**Congratulations! You have successfully submitted your application.
We will be in touch if your profile is shortlisted for the role.**



The screenshot shows the top section of a job application page. At the top left is the UOB logo. To its right are navigation links: "HOME", "VIEW JOBS BY CATEGORY -", "VIEW ALL JOBS", and "SIGN UP FOR JOB ALERTS". Below the navigation bar is a grey horizontal bar. Underneath this bar is a white box with a dark border containing the text "Your application has been submitted. Thank you!". Below this message are two dark blue buttons: "Back to Job Listings" and "View Profile". In the background, there is a large, faint watermark that reads "07022024 18:31". Below the buttons is a horizontal line of links: "About Us | Investor Relations | Terms of Use | Legal Notices | Privacy & Security". To the right of these links are social media icons for Facebook, LinkedIn, YouTube, and Instagram. At the bottom, there is a copyright notice: "Copyright © 2018 United Overseas Bank Limited Co. Reg. No. 193500026Z. All Rights Reserved."

II. Setup/edit Job Alerts

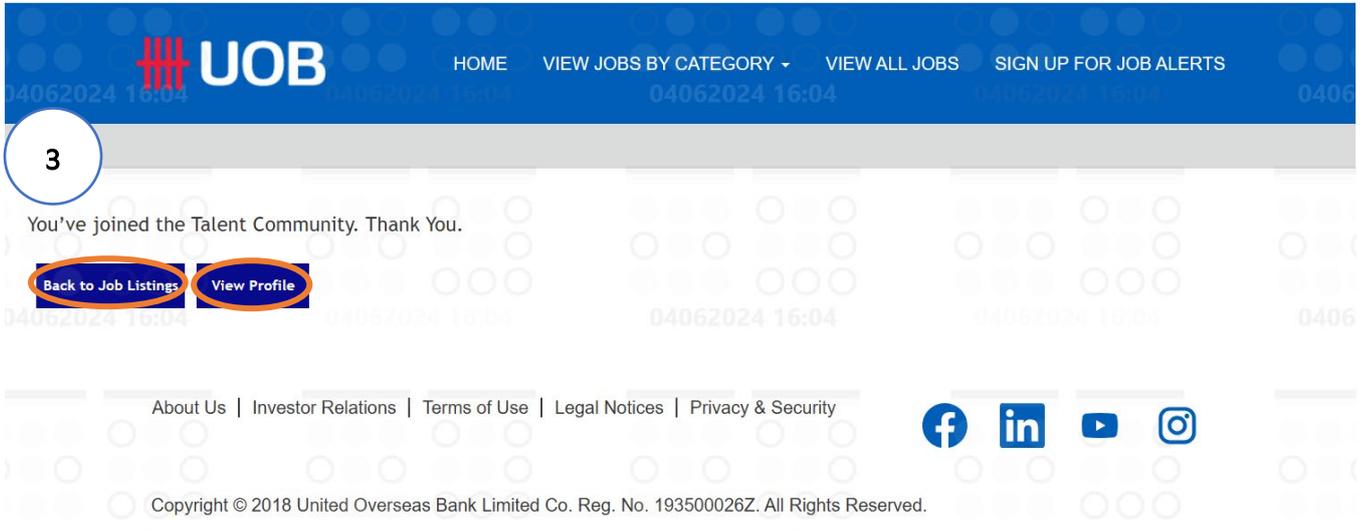
1. Navigate to "Sign up for Job Alerts" page

The screenshot shows the top navigation bar of the UOB website. The header is blue with the UOB logo on the left. Navigation links include "HOME", "VIEW JOBS BY CATEGORY", "VIEW ALL JOBS", and "SIGN UP FOR JOB ALERTS", which is circled in orange. A white circle with the number "1" is in the top right corner. Below the navigation bar is a grey bar with "Language", "View Profile/Sign In", and "Employee Login". The main content area features a hero image of a walnut on a tree trunk with the text "We've laid the groundwork, now you can scale new heights". Below the hero image is a search bar with "Search by Keyword" and "Search by Location" input fields, a "Search Jobs" button, and a "Show More Options" link.

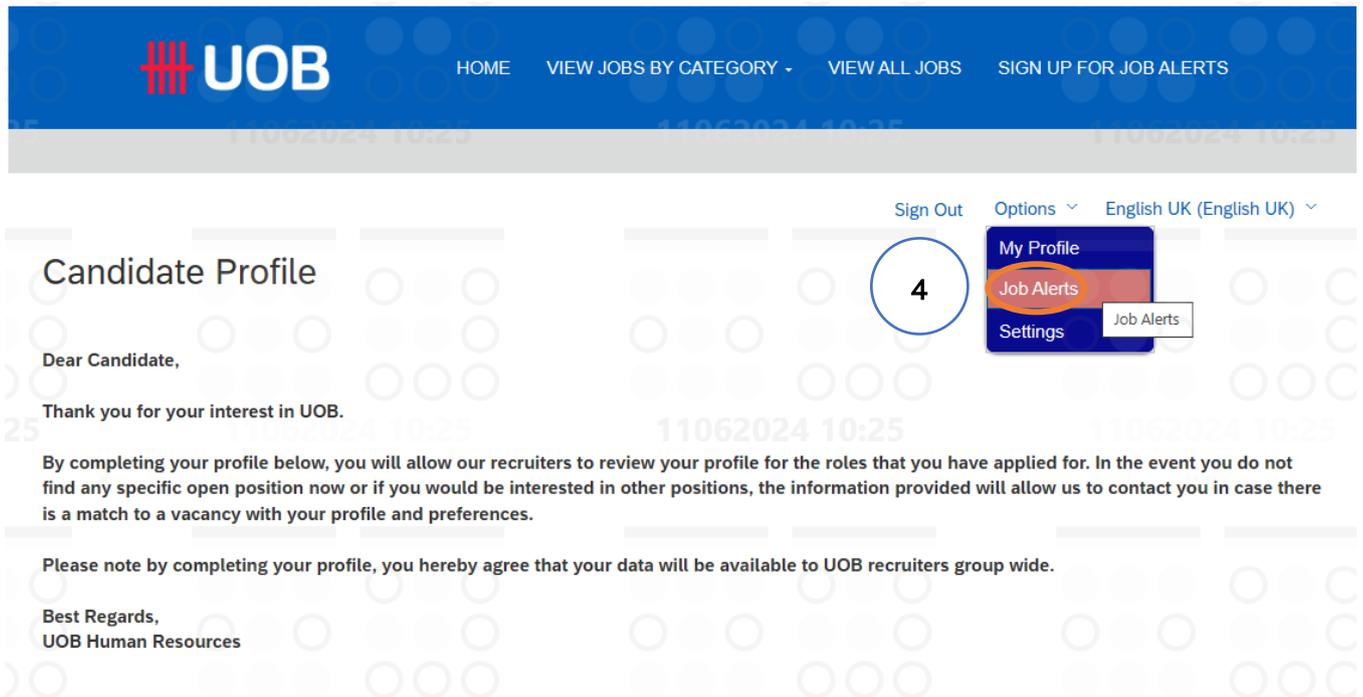
2. Login your existing account/ sign up your new account

The screenshot shows the "Career Opportunities: Create an Account" form. The header is blue with the UOB logo and navigation links: "HOME", "VIEW JOBS BY CATEGORY", "VIEW ALL JOBS", and "SIGN UP FOR JOB ALERTS". The "SIGN UP FOR JOB ALERTS" link is circled in orange. A white circle with the number "2" is in the top right corner. The form includes a link for "Already a registered user? Please sign in" (circled in orange) and a note that "Login credentials are case-sensitive". A note states "*indicates a required field." The form has three required fields: "Email Address:", "Retype Email Address:", and "Choose Password:". A "Show" button is next to the password field.

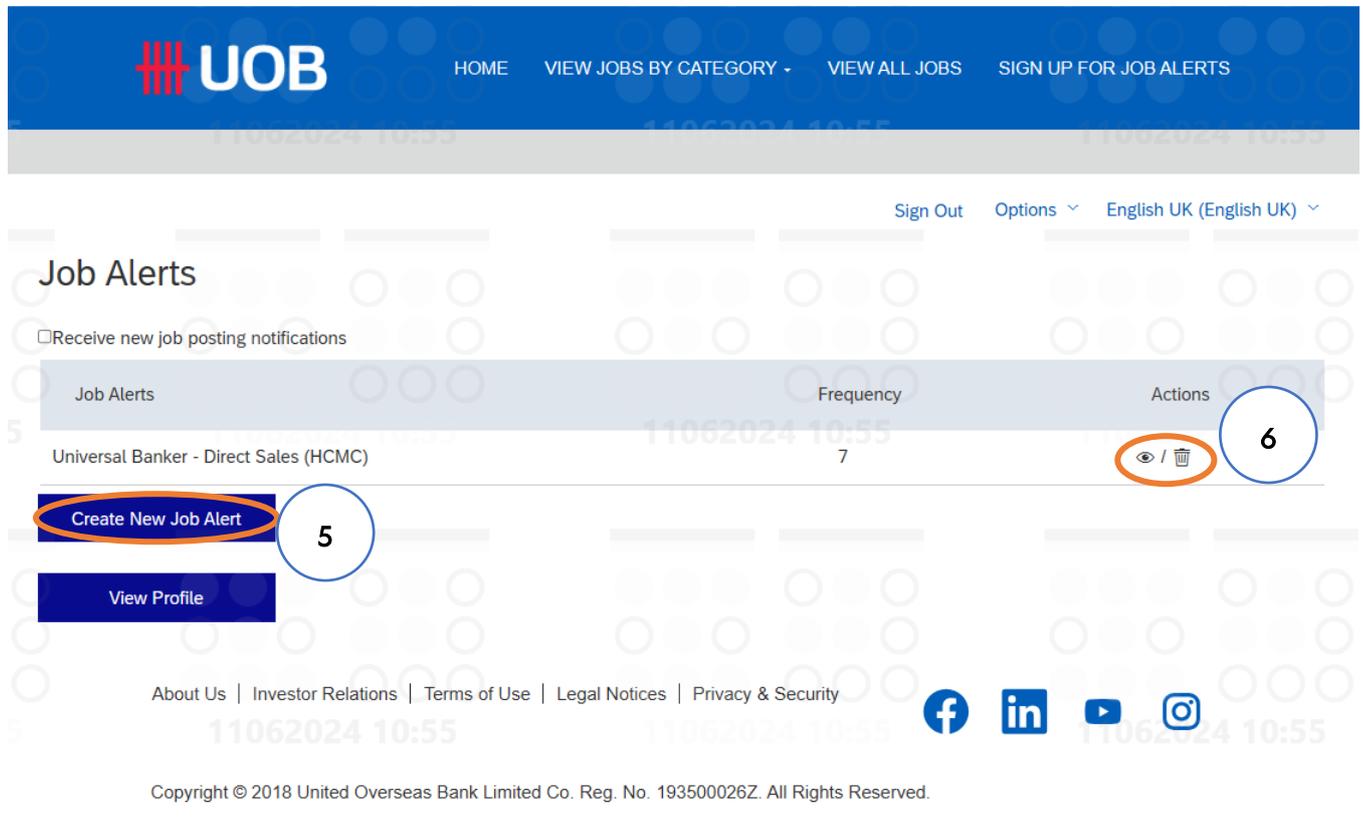
3. Click on **“Back to Job Listings”** to view more jobs then make alerts or **“View Profile”** to review jobs you applied/made alert



4. Click on **“Job Alerts”** to view a list of job that you applied



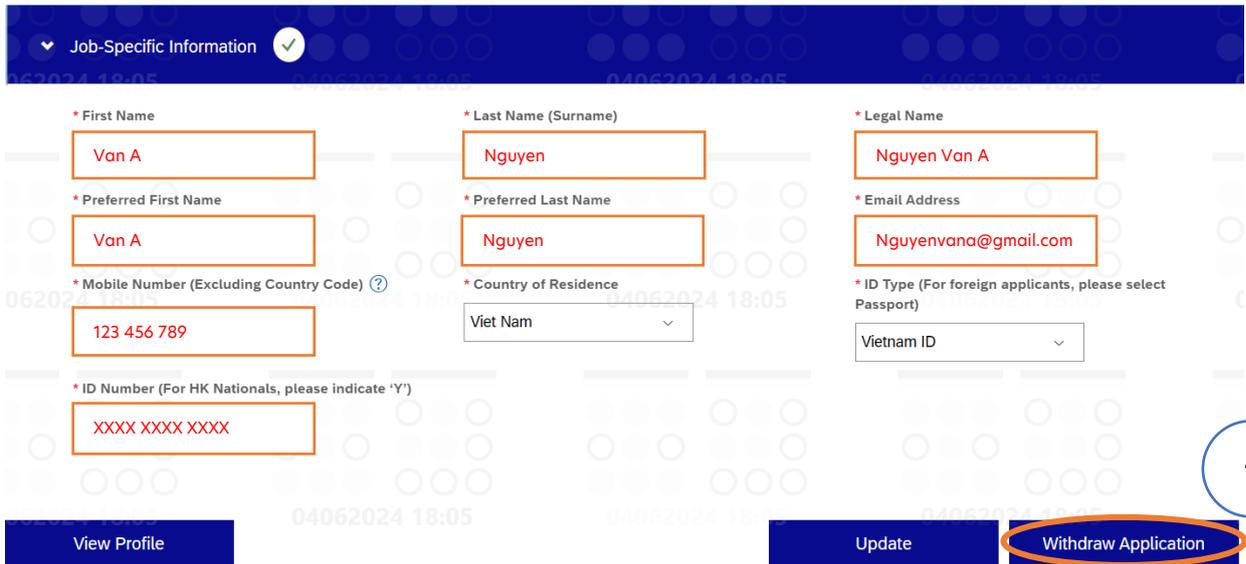
5. Click on **"Create New Job Alert"** to create job alert, search for jobs based upon your criteria and preferences and setup the alerts frequency
6. Edit/delete existing job alerts by click on



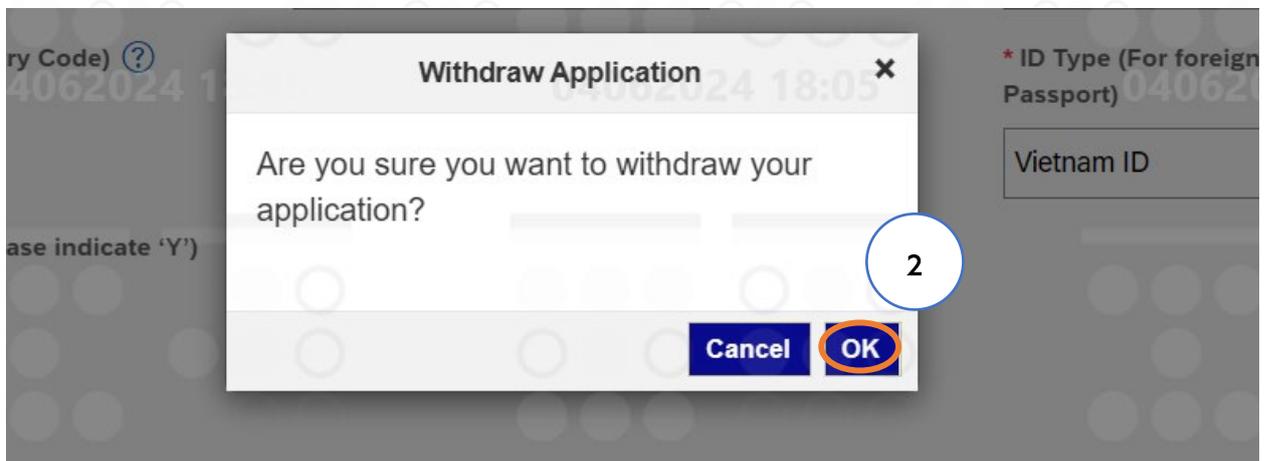
The screenshot shows the UOB Job Alerts page. At the top, there is a blue navigation bar with the UOB logo and links for HOME, VIEW JOBS BY CATEGORY, VIEW ALL JOBS, and SIGN UP FOR JOB ALERTS. Below the navigation bar, there are links for Sign Out, Options, and English UK (English UK). The main content area is titled "Job Alerts" and includes a checkbox for "Receive new job posting notifications". A table lists job alerts with columns for Job Alerts, Frequency, and Actions. The first row shows "Universal Banker - Direct Sales (HCMC)" with a frequency of 7 and action icons for edit and delete. A blue button labeled "Create New Job Alert" is circled in orange and labeled with a blue circle containing the number 5. The action icons in the table are circled in orange and labeled with a blue circle containing the number 6. Below the table, there is a "View Profile" button. At the bottom, there are links for About Us, Investor Relations, Terms of Use, Legal Notices, and Privacy & Security, along with social media icons for Facebook, LinkedIn, YouTube, and Instagram. The footer contains the copyright notice: "Copyright © 2018 United Overseas Bank Limited Co. Reg. No. 193500026Z. All Rights Reserved."

III. External Candidates withdraw an existing application

1. Choose the Position that you would like to withdraw, then click on **“Withdraw Application”**
2. Click on **“OK”** if you surely want to withdraw the application or choose **“Cancel”** if you still want to continue your application



The screenshot shows a form titled "Job-Specific Information" with a green checkmark icon. The form contains several input fields and dropdown menus, all with red borders. The fields are: First Name (Van A), Last Name (Surname) (Nguyen), Legal Name (Nguyen Van A), Preferred First Name (Van A), Preferred Last Name (Nguyen), Email Address (Nguyenvana@gmail.com), Mobile Number (Excluding Country Code) (123 456 789), Country of Residence (Viet Nam), ID Number (For HK Nationals, please indicate 'Y') (XXXX XXXX XXXX), and ID Type (For foreign applicants, please select Passport) (Vietnam ID). At the bottom, there are three buttons: "View Profile", "Update", and "Withdraw Application". The "Withdraw Application" button is circled in red, and a blue circle with the number "1" is placed next to it.



The screenshot shows a confirmation dialog box titled "Withdraw Application" with a close button (X) in the top right corner. The dialog box contains the text "Are you sure you want to withdraw your application?". At the bottom, there are two buttons: "Cancel" and "OK". The "OK" button is circled in red, and a blue circle with the number "2" is placed next to it.

--- End ---