



eRecruit For External Candidates

HR UOBV
25th February 2020

Join us and make a difference.



Dear valued candidates,

Welcome to UOB Vietnam eRecruit helpdesk for external candidates.

In this field you will find the instruction on how to apply for job via UOB Website, set up/ edit job alerts or withdrawing existing applications.

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.

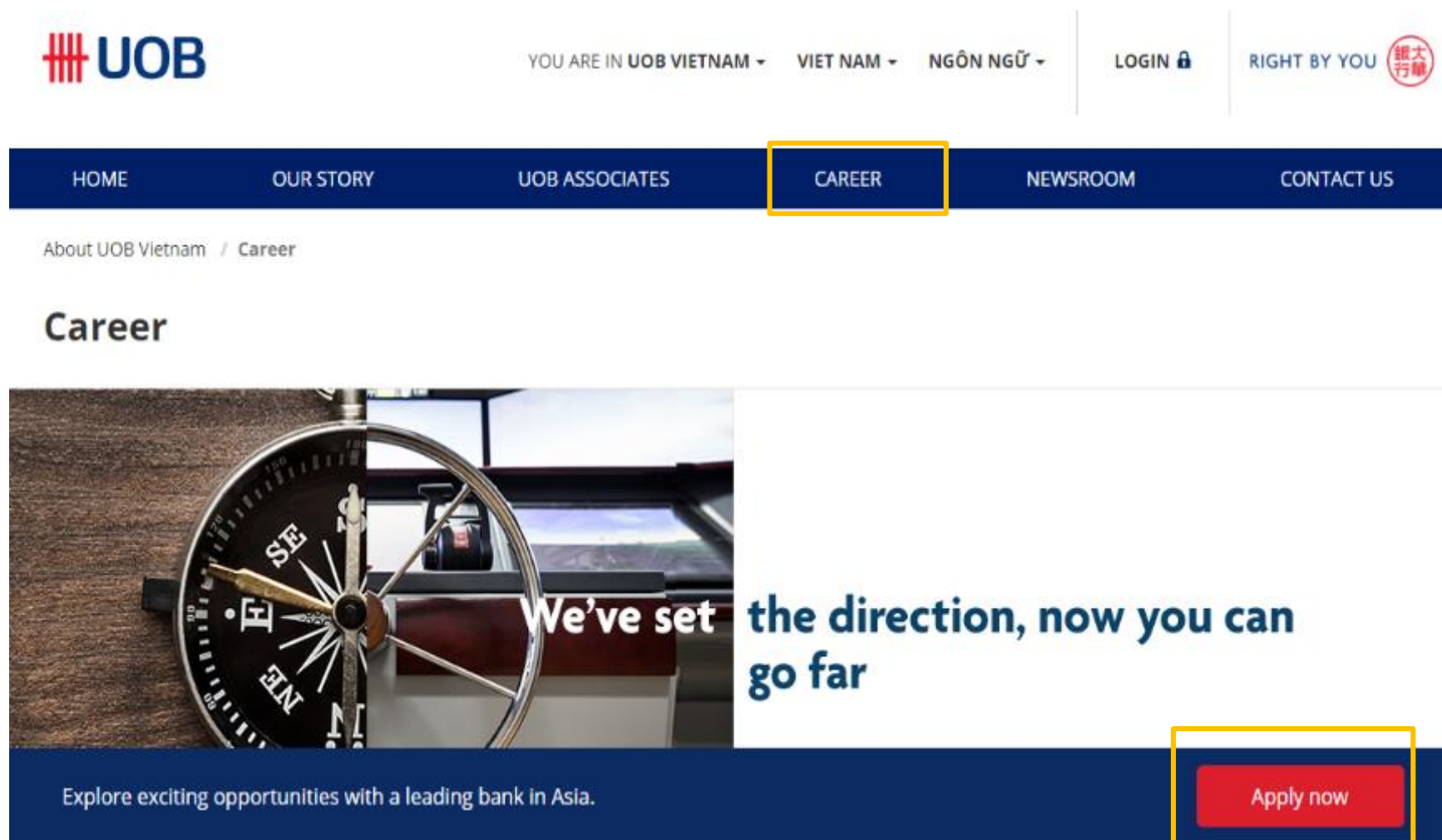
Let's kick start your development journey, with UOB Vietnam right away!

Overview

- I External Candidates Applying for Job via UOB Website
- II Setup/Edit Job Alerts
- III External Candidates Withdraw Existing Application

I. External Candidates Applying for Job via UOB Website

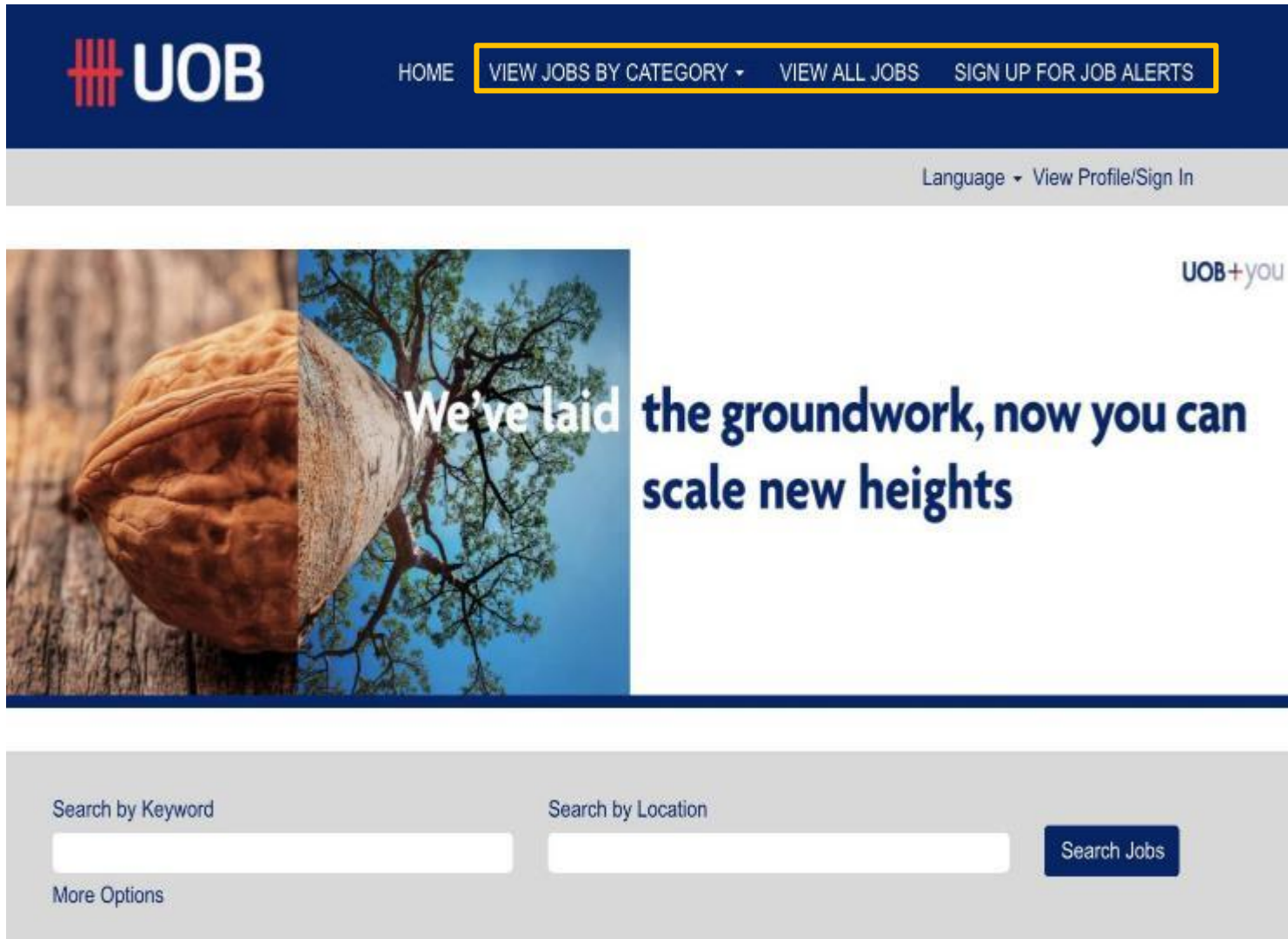
1. Go to UOB Website Career Website, Click on “Career”: <https://www.uob.com.vn/about/career/index.page>
2. Next click on “Apply now”



The screenshot shows the UOB Vietnam website's career page. At the top left is the UOB logo. To its right is a navigation menu with links for "YOU ARE IN UOB VIETNAM", "VIET NAM", and "NGÔN NGỮ". Further right are "LOGIN" and "RIGHT BY YOU" with a circular logo. Below this is a dark blue navigation bar with white text for "HOME", "OUR STORY", "UOB ASSOCIATES", "CAREER" (highlighted with a yellow box), "NEWSROOM", and "CONTACT US". Underneath the navigation bar, the breadcrumb "About UOB Vietnam / Career" is visible. The main heading "Career" is displayed in a large, bold font. Below the heading is a large image of a ship's compass. Overlaid on the right side of the compass image is the text "We've set the direction, now you can go far". At the bottom of the page, there is a dark blue footer with the text "Explore exciting opportunities with a leading bank in Asia." and a red "Apply now" button (highlighted with a yellow box).

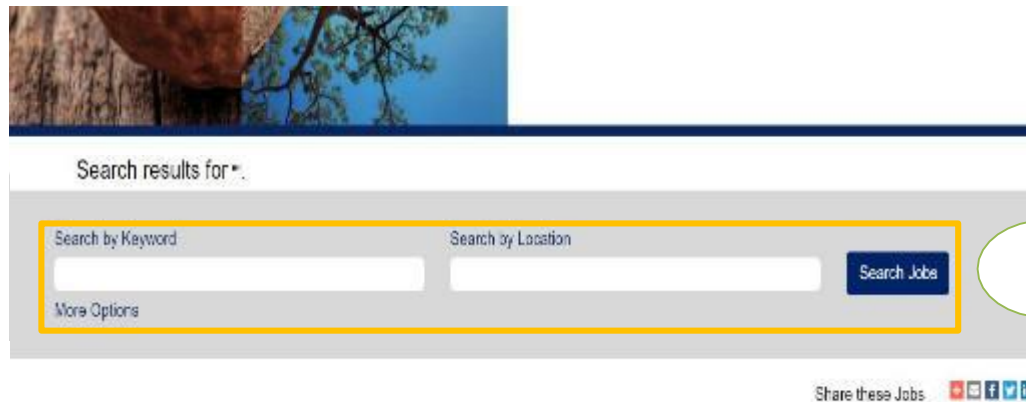
3. Candidates will go to UOB's External Career Website: <https://careers.uobgroup.com/>

4. External Candidates can **View Jobs by Category**, **View All Jobs**, **Sign Up for Job Alerts**



The screenshot shows the UOB External Career Website homepage. At the top left is the UOB logo. To its right are navigation links: HOME, VIEW JOBS BY CATEGORY (highlighted with a yellow border), VIEW ALL JOBS, and SIGN UP FOR JOB ALERTS. Below these links, on the right side, are links for Language and View Profile/Sign In. The main content area features a large image of a walnut on the left and a tree on the right. Overlaid on the image is the text: "We've laid the groundwork, now you can scale new heights". The UOB+you logo is in the top right corner of the main content area. At the bottom, there is a search bar with two input fields: "Search by Keyword" and "Search by Location", and a "Search Jobs" button. A "More Options" link is located below the "Search by Keyword" field.

5. External Candidates further search for jobs based on their preferred criteria, click on **“Search Jobs”**
6. They can click on the job they are keen to apply for from the list of jobs displayed according to the search



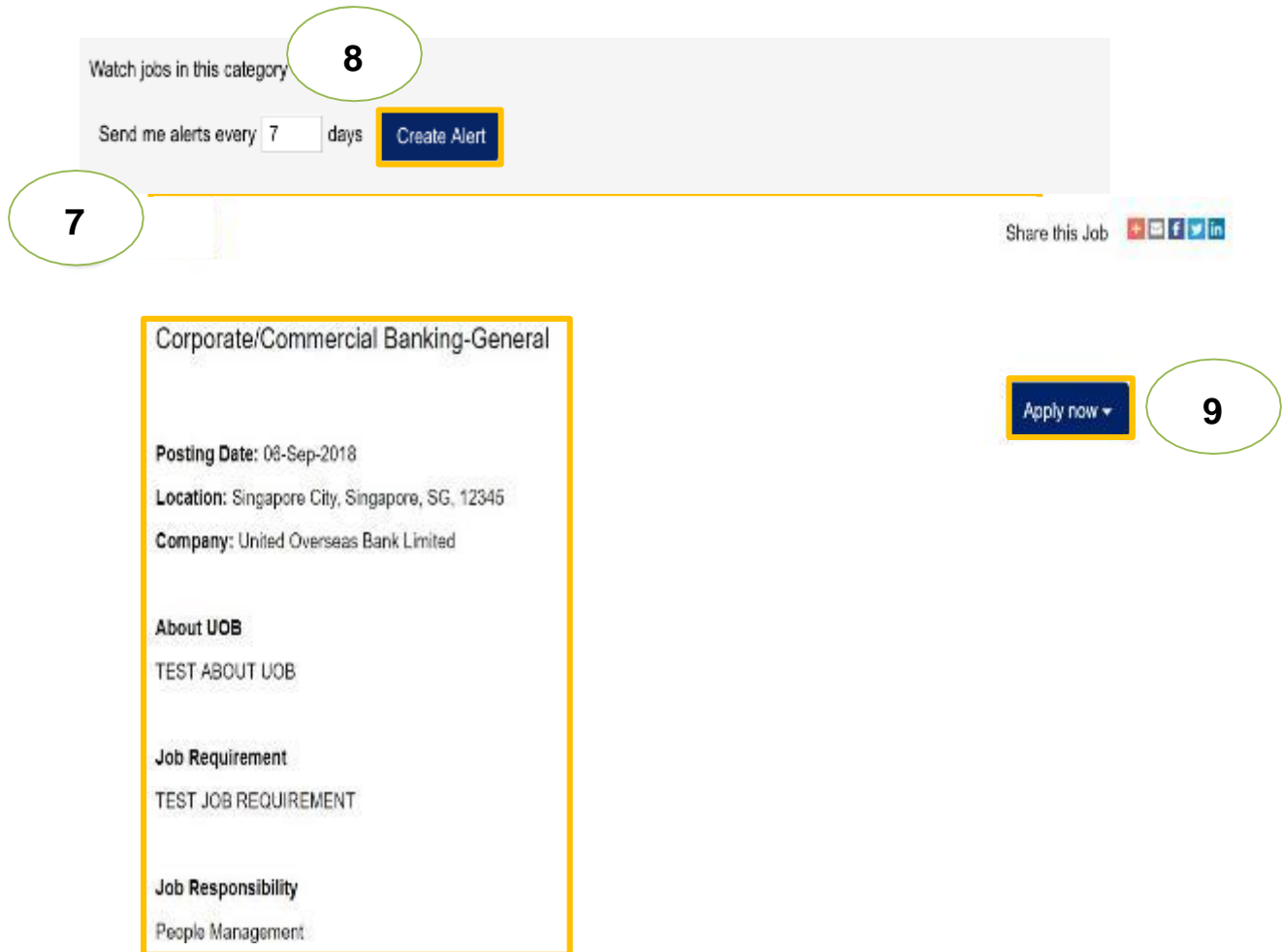
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Results 1 – 12 of 12

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Title	Location	Full Time Vs Part	Job Category	Posting Date (dd)	Filter
Corporate/Commercial Banking-General	Singapore City, Singapore, SG, 12345	Regular FT	Human Resources	06-Sep-2018	Reset
Relationship Management-Financial institutions	Hong Kong City, Hong Kong Island, HK, 12352	Regular FT	Corporate Banking	06-Sep-2018	
Relationship Management-Financial institutions	Beijing City, Beijing, CN, 12354	Regular FT	Corporate Banking	06-Sep-2018	
Financial Reporting & Accounting-General	Jakarta City, DKI Jakarta Jakarta, ID, 12350	Regular FT	Corporate Banking	06-Sep-2018	

- 7. External Candidates can view the "**Job Description**" of the selected job
- 8. They can also "**Create Alert**" to receive job alerts in the category every Xdays
- 9. Should they find the job interesting, they can click on "**Apply now**"



The screenshot shows a job listing interface. At the top, there is a grey box with the text "Watch jobs in this category" and a circled number "8". Below this, there is a form with "Send me alerts every 7 days" and a blue "Create Alert" button. To the left of this box, a circled number "7" is connected to the job listing area by a yellow line. The job listing area contains the following text: "Corporate/Commercial Banking-General", "Posting Date: 08-Sep-2018", "Location: Singapore City, Singapore, SG, 12345", "Company: United Overseas Bank Limited", "About UOB", "TEST ABOUT UOB", "Job Requirement", "TEST JOB REQUIREMENT", "Job Responsibility", "People Management". To the right of the job listing, there is a blue "Apply now" button with a dropdown arrow, circled with a number "9". At the bottom right of the job listing area, there is a "Share this Job" button with social media icons for WhatsApp, Facebook, and LinkedIn.

10. At the applications page, External Candidates are required to upload their **CV**

11. As well as their personal details in "**Profile Information**"

12. They are required to answer mandatory declaration questions in "**Job Specific Information**"

13. Once completed, they can click on "**Apply**" to submit their job application

My Documents

Accepted File Types: DOCX, PDF, CSV, Image and Text. (MSG, PPT and XLS file types are not accepted for CVs and/or Cover Letters)

* CV

(Resume) (000012018)

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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?

No Selection

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 offences/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?

No Selection

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

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Profile Information

* First Name	* Last Name(Surname)	* Legal Name
Geometrie	No	Geometrie-Hu
* Email Address	* Mobile Number	* Nationality
geometrie@malinator.com	86255182	Chinese
Address Line 1	Address Line 2	Postal Code
Main Street 2		
* Country of Residence	State/Province	City
Singapore	No Selection	Shanghai city
* ID Type (for foreign applicants, please select Passport)	* ID Number	Current Employer
Singapore Blue NRIC	867727882	Accenture
Current Job Title	Current Salary Currency	Current Salary
Consultant	No Selection	8000.00



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View Profile

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Save Apply

II. Setup/Edit Job Alerts (External Candidate)

1. Candidates navigates to "**Job Alerts**" page
2. Click on "**Create New Job Alert**" to create job alert, search for jobs based upon your criteria and preferences and setup the alerts frequency
3. Candidates can also edit/delete existing job alerts by click on  / 



The screenshot shows the 'Job Alerts' page. At the top right, there are links for 'Sign Out', 'Options', and 'English UK (English UK)'. A dropdown menu is open, showing 'My Profile', 'Job Alerts' (highlighted in orange), and 'Settings'. A green circle with the number '1' is around the 'Job Alerts' menu item. Below the navigation, there is 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 'Senior Vice President, Strategic Planning & Pref Mgmt, Singapore' with a frequency of '7'. A green circle with the number '3' is around the 'Actions' column, which contains an eye icon and a trash icon. Below the table, there is a 'Create New Job Alert' button (highlighted in orange) and a 'View Profile' button. A green circle with the number '2' is around the 'Create New Job Alert' button.

Job Alerts	Frequency	Actions
Senior Vice President, Strategic Planning & Pref Mgmt, Singapore	7	 / 

III. External Candidates Withdraw Existing Application

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

Sign Out Options English UK (English UK)

Customer Service Officer V (968)

Expand all sections Collapse all sections

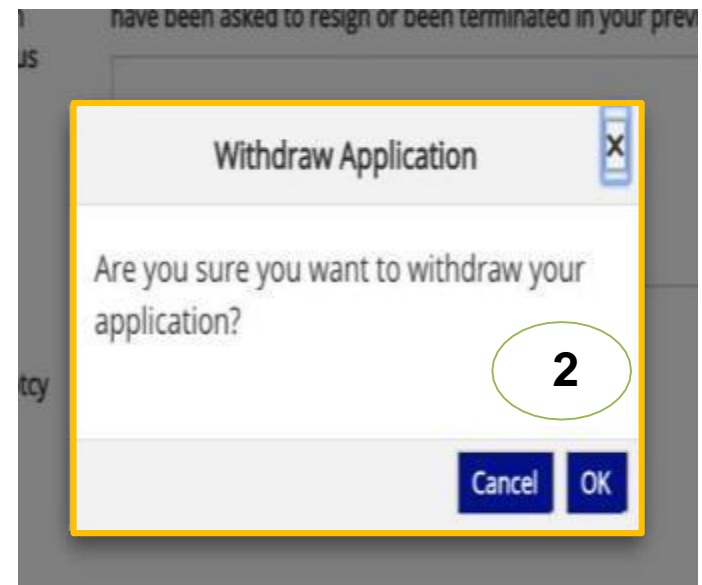
Job-Specific Information

* First Name Lester	* Last Name (Surname) Sim	* Legal Name Lester Sim
* Email Address lestersim@mailinator.com	* Mobile Number 98765432	* Nationality Singaporean

* 3. Have you ever been subjected to any bankruptcy proceedings or been adjudicated a bankrupt?
No

View Profile Update **Withdraw Application**

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Thank You