



جامعة زايد  
ZAYED UNIVERSITY

# Career Portal Guide

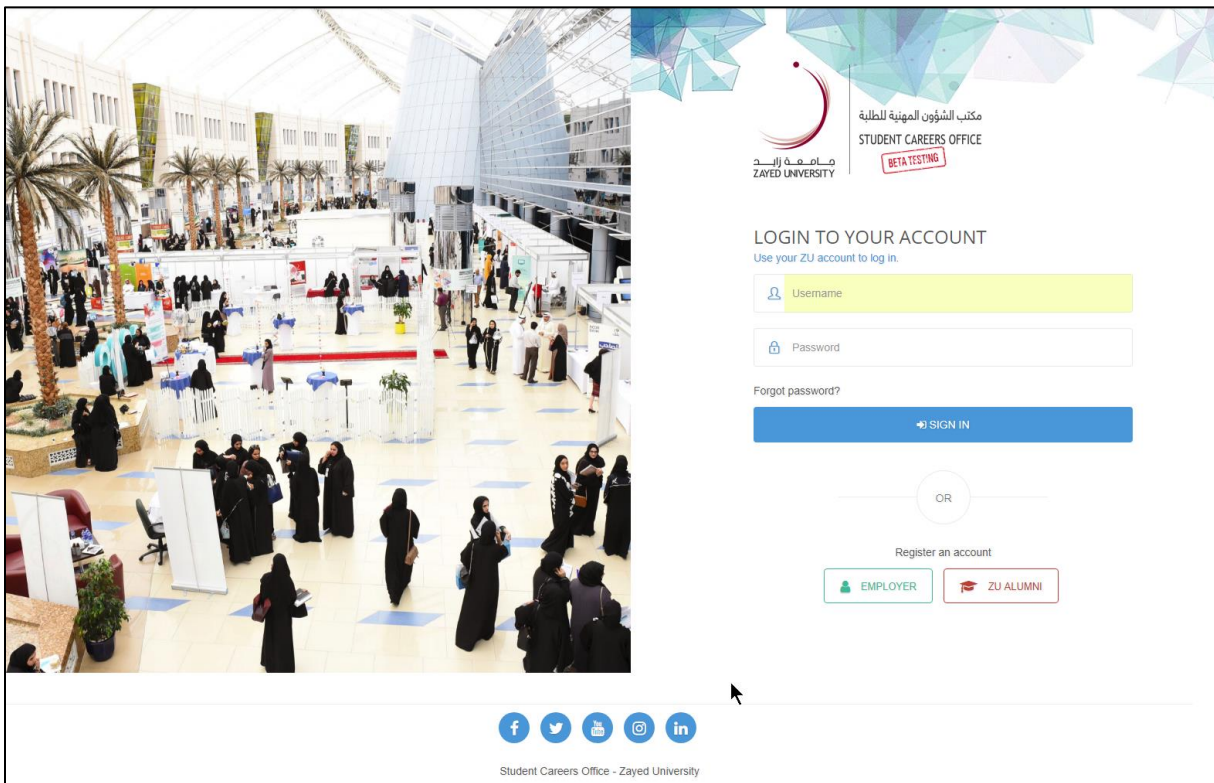
How to use the Career Portal for Employers

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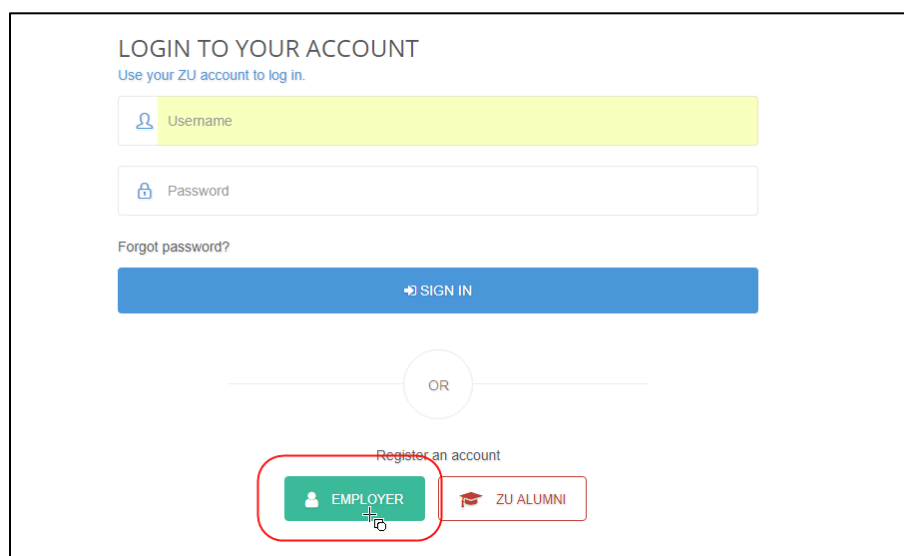
# Getting Started

To start, visit the URL (<https://careers.zu.ac.ae>) to access the ZU Career Portal site.



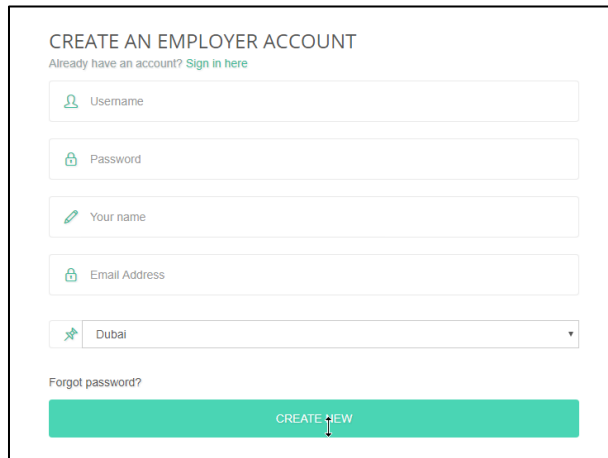
## Register an account

To create a new account, click on "EMPLOYER".



## Registration form

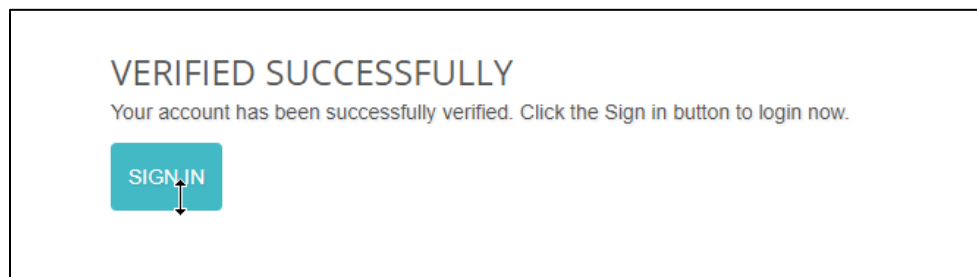
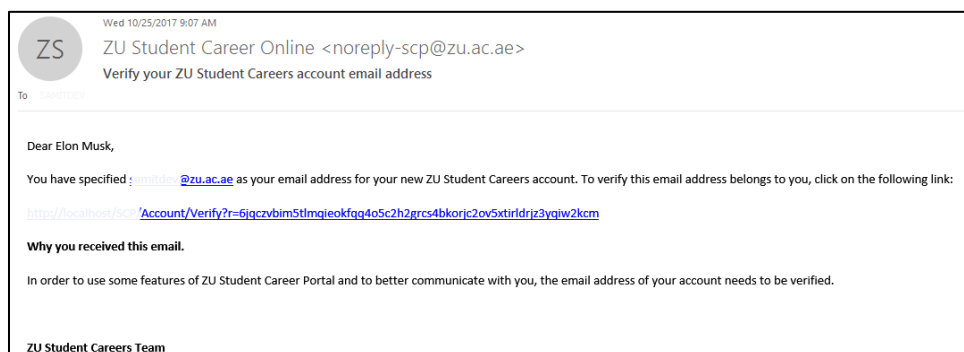
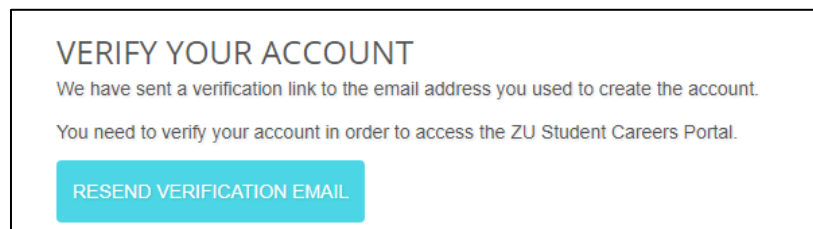
Fill in your username, password, full name and email address. Select the Emirate then click "Create new".



The screenshot shows a registration form titled "CREATE AN EMPLOYER ACCOUNT". At the top, it asks "Already have an account? Sign in here". Below this are five input fields: "Username", "Password", "Your name", "Email Address", and a dropdown menu for "Dubai". A "Forgot password?" link is located below the dropdown. At the bottom of the form is a large green button labeled "CREATE NEW".

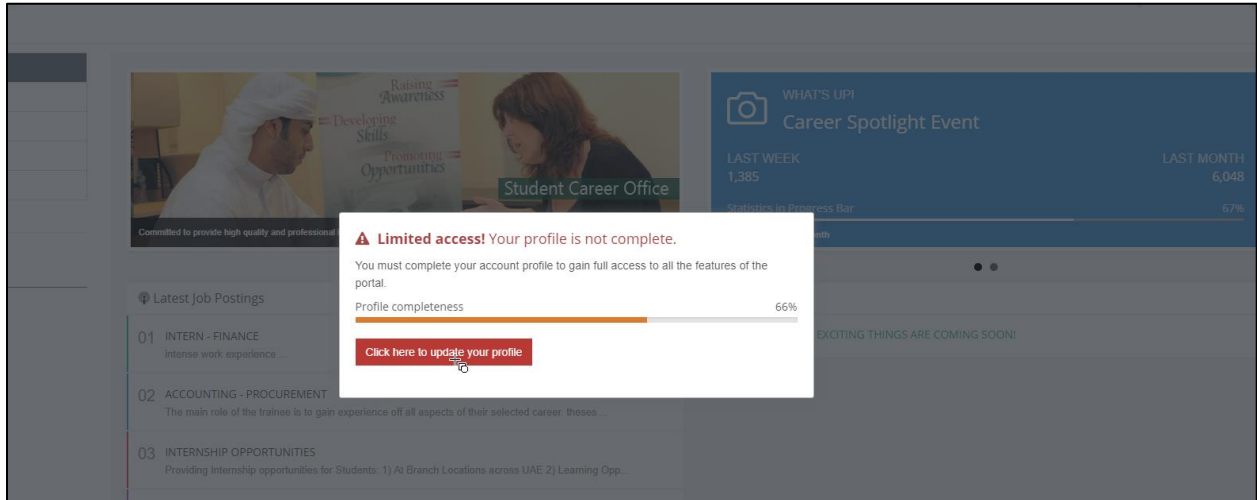
## Verify your account

An email will be sent to your email address to verify your account. Click on the link to complete the verification process.



## Complete your profile

Go to the Career Portal site and logon using your account. To gain full access, you need to complete your profile. Click on “update your profile” to proceed.




## Manage your profile

Complete the required information. We recommend that you upload a picture for your profile picture.

[Edit Profile](#) [Company Information](#) [Change Password](#)

Manage your Name, Email Address and Contact Numbers.  
Below are the name and email address on file for your account.

**Profile Picture:**  
  
[View original](#)  
[Choose File](#) No file chosen  
Accepted image file format (jpg, gif, png, bmp). Recommended image dimension is 128x128 pixel size.

**First Name:**

**Last Name:**

**Email Address:**  Verified

**Mobile Number:**

**Phone Number:**

**Emirate:**

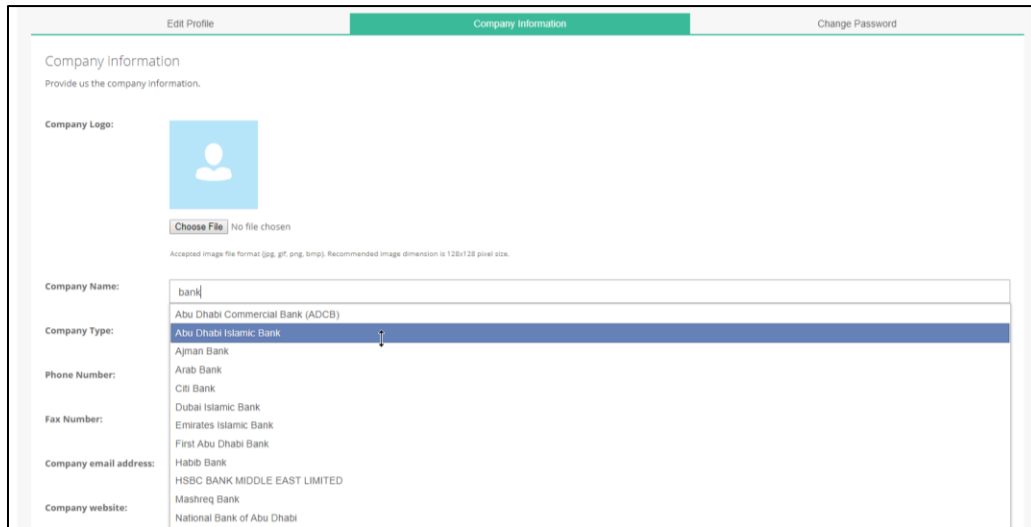
**Job Position:**

**Are you a ZU graduate?**  Yes  No

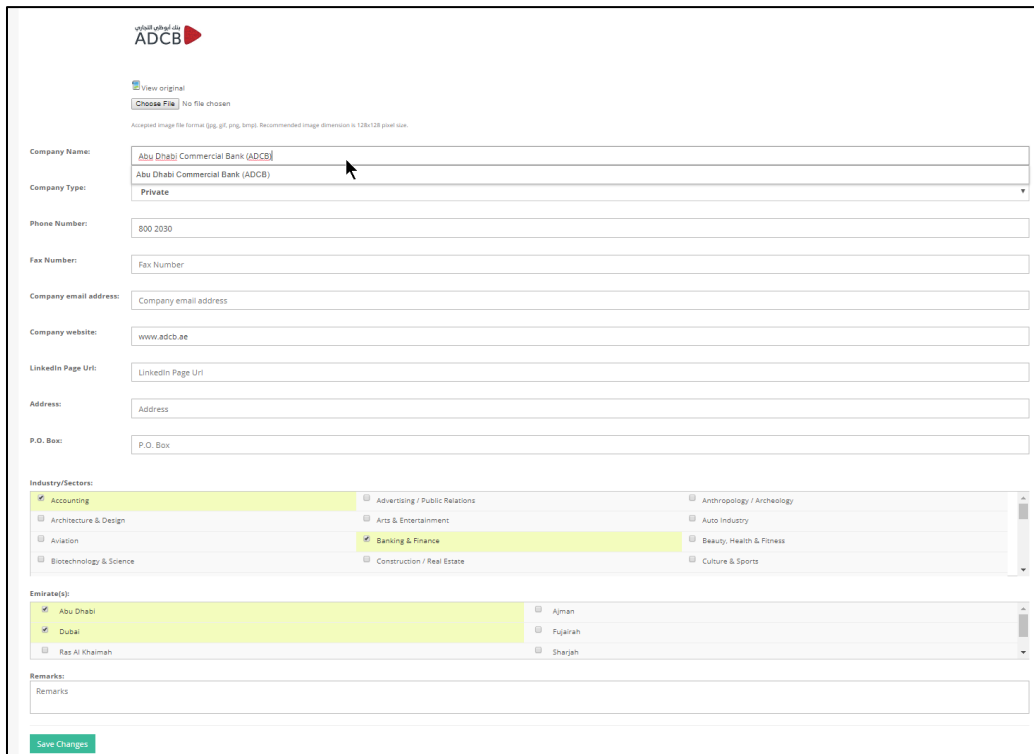
[Save Changes](#)

## Company Information

Career Portal provides a centralized company repository database. Company information are kept and can be reused. To check if the company you represent already exists, type in the first few characters in the Company Name field;



If found, select the company. The company information will be filled automatically. If the company is not in the list, please provide the required information by filling up the form. Click "Save Changes" to complete your profile.



# Internship Program

Zayed University's Internship Program provides a great opportunity for your organization to hire our smart, inquisitive, critical, talented, hard-working, and enthusiastic baccalaureate degree students and can contribute to your organization with innovative input and quality results. Participating in Zayed University's Internship Program is also a great way to promote your organization among our students and to develop a direct and critical link with Zayed University.

## Opt-in

To join the Zayed University Internship Program, simply click on "Opt-in" to register. Once registered, you will have full access to our Internship Program services.

The screenshot shows the top navigation bar with links for HOME, EMPLOYMENT, INTERNSHIP, CV BOOK, and PROFILE. Below the navigation is a breadcrumb trail: Home / Internship / Internship Applications. The main content area features a yellow header for the 'Internship Program' with a brief description. Below this, there is a section titled 'Each internship follows a well-prepared, detailed format which:' followed by a bulleted list of benefits. At the bottom of this section, the text 'To join the Zayed University Internship Program, simply click on "Opt-in" to register. Once registered, you will have full access to our Internship Program services.' is displayed, with the 'Opt-in' button highlighted by a red circle.

The screenshot shows a yellow confirmation message box. The text reads: 'Your request has been submitted'. Below this, it says: 'Thank you for your interest to join our Internship Program. One of our Internship Coordinator will get in touch with you to complete your registration.' At the bottom, it includes the timestamp: 'Requested on Oct 25, 2017 11:22 AM'.

The screenshot shows an email notification from ZU Student Career Online. The sender is 'ZU Student Career Online <noreply-scp@zu.ac.ae>' and the subject is 'ZU Internship Program - Approved'. The recipient is 'ZU Apps'. The email content reads: 'Hi Elon Musk, Good news! Your request to join the Internship Program has been approved! You now have full access to Zayed University's Internship Program Services. Here are some of the features that you can use.' followed by a bulleted list: 'Manage student applications.', 'Full access to view the Student Academic Transcript', and 'Download related documents and more'. The email concludes with: 'To know more, please logon to the Student Careers Portal site.'

## Manage internship applications

To manage the internship applications, go to Internship > Applications.

## Student information

To view the application details, click on "View". The view provides the Student information and the Academic Transcript. The Academic Transcript is the update-to-date academic details of the student. You can also download the CV, Official letter and the Required Documents.

Course	Title	Credits	Grade	Repeated
<b>201111 - 2011 ABP Fall Term 1</b>				
ENG-006-507 (11170)	Academic Bridge Level 6	0	S	N/A
<b>201112 - 2011 ABP Fall Term 2</b>				
ENG-007-507 (11145)	Academic Bridge Level 7	0	S	N/A
<b>201113 - ABP 2012 Spring Term 1</b>				
ENG-008-504 (13025)	Academic Bridge Level 8	0	S	N/A
<b>201122 - 2012 Spring Semester</b>				
ADV-100-505 (24251)	Advising	0	FL	N/A
COI-140-503 (23050)	English Composition I	3	C	N/A

Completed Form:	Emirates ID: <a href="#">View</a>
Family book: <a href="#">View</a>	High School Certification: <a href="#">View</a>
IELTS or TOFEL Certification: <a href="#">View</a>	Passport: <a href="#">View</a>
Photo: <a href="#">View</a>	



## Hired and Accepted

Thank you for your consideration. To accept an Internship applicant. Simply click on “**Marked as Hired**”. Please note that, once marked as HIRED, it cannot be undone. If you wish to decline an application, simply click on “Mark as Declined”.

**Fatma Saif Mohamed Ahmad Belmahaina**  
User ID: 201103052  
Major: Accounting  
GPA: 2.27  
CV Official Letter

Campus: DXB - Day Program (Women)  
Email: 201103052@zu.ac.ae

Mark as Hired Mark as Declined

Academic Transcript Documents

Completed Form: Emirates ID: [View](#)

Family book: [View](#) High School Certification: [View](#)

IELTS or TOFEL Certification: [View](#) Passport: [View](#)

Photo: [View](#)

HOME EMPLOYMENT INTERNSHIP The applicant has been marked as hired.

Home / Internship / Internship Applications

Showing all Internship applications.

Major: All GPA (greater and equal): 0 [GO](#) [Clear](#)

Number of records shown: 1

Show 50 entries Search:

Student ID	Name	Major	GPA	Date Applied	Status
<a href="#">View</a> 201103052	Fatma Saif Mohamed Ahmad Belmahaina	Accounting	2.27	9/11/2017 12:24:17 PM	Hired

Showing 1 to 1 of 1 entries

## The next step

After accepting internship applicants, the ZU Career Internship Team will get in touch with you to coordinate the next steps in the hiring process.