

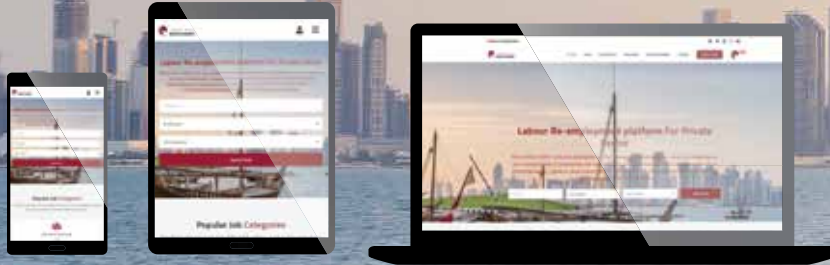


وزارة التنمية الإدارية والعمل والشؤون الاجتماعية  
MINISTRY OF ADMINISTRATIVE DEVELOPMENT, LABOUR & SOCIAL AFFAIRS



غرفة قطر  
QATAR CHAMBER

## Labour Re-employment Platform (User Guide for Companies)





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## Introduction

Qatar Chamber in cooperation with the Ministry of Administrative development, Labour and Social Affairs launched an electronic platform with a view to re-employing skilled labourers in the local market. The platform aims to ensure the continuity of projects and businesses, thus avoiding any shortage of employment that may cause the failure of these projects.

The Joint Commission between the Chamber and the Ministry supervises the platform and facilitates its work in a way that helps companies obtain appropriate employment and preserve and re-employ skilled labourers in the local market.

The platform works through an easy interface that enables companies looking to hire new employment to identify candidates and review their resumes. Also, the linking with the Ministry offers easy procedures that streamline the transfer of employment.

Companies that have redundant or laid-off employment to register their data on the platform.

- **User Guide for New Employment**
- **User Guide for Redundant Employment**



## User Guide for New Employment

### First: Registration

1- Visit the platform's website:

[www.jobs.qatarchamber.com](http://www.jobs.qatarchamber.com)

2- Select 'Register'

3- Fill in the required information using a valid email

4- Select 'I'm an employer looking to hire'

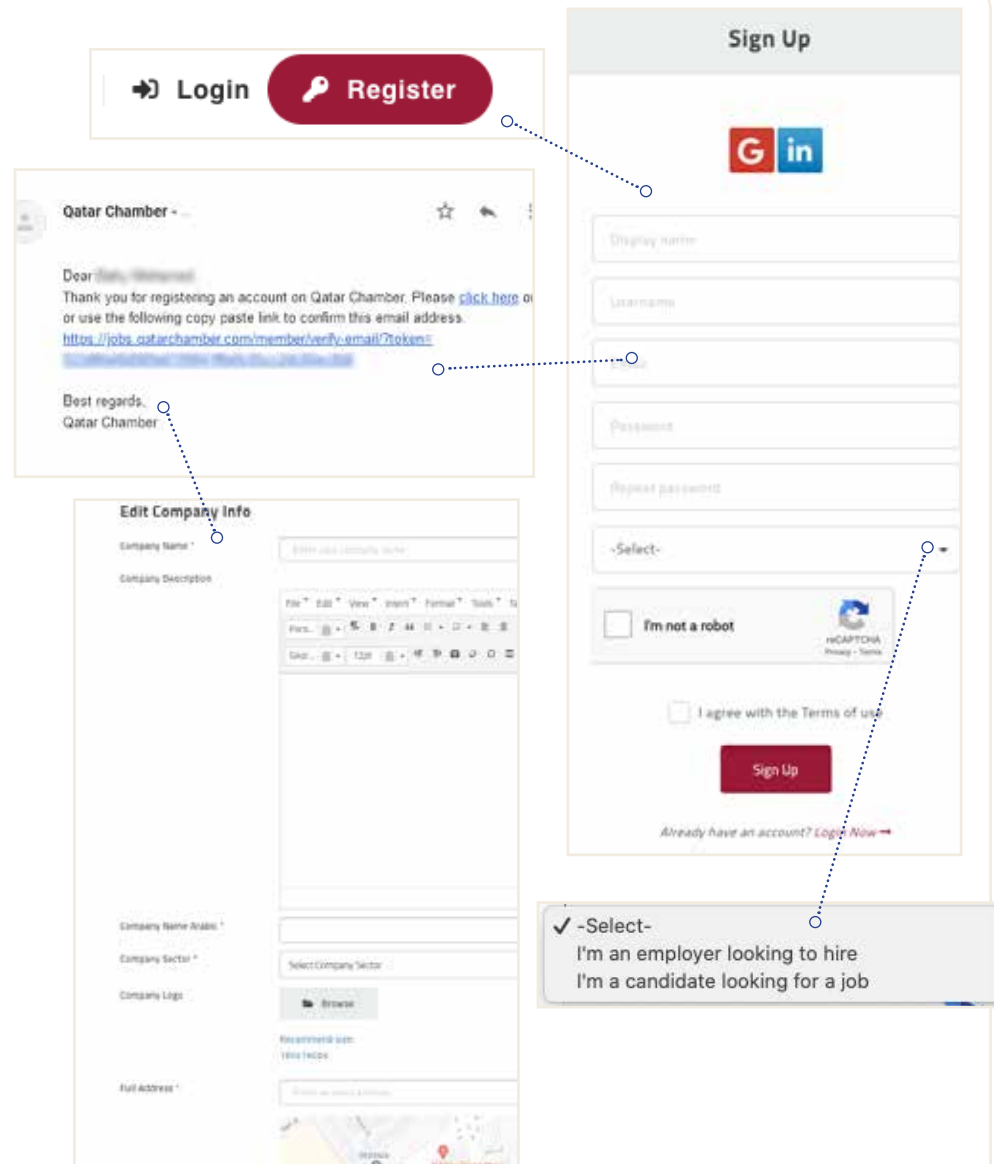
5- Agree with the Terms of Use and select **Register**

(You can register via using accounts in Google of LinkedIn by clicking icons above the window)

6- Shortly, you will receive on your email with a 'Confirmation Link' to verify your account

If you do not receive a message in 'inbox', check the Spam, Junk, Trash, Deleted Items or Archive Folder

7- Following the activation, complete the information and attach the required documents by selecting 'Company Profile' and fill in the required fields correctly.



→ Login Register

Sign Up

Display name

Username

Password

Repeat password

-Select-

I'm not a robot

I agree with the Terms of use

Sign Up

Already have an account? Login Now →

Qatar Chamber - ...

Dear [Name],

Thank you for registering an account on Qatar Chamber. Please [click here](#) or use the following copy paste link to confirm this email address: [https://jobs.qatarchamber.com/member/verify\\_email?token=\[token\]&email=\[email\]&token=\[token\]](https://jobs.qatarchamber.com/member/verify_email?token=[token]&email=[email]&token=[token])

Best regards,  
Qatar Chamber

Edit Company Info

Company Name \*

Company Description

Company Logo \*

Company Sector \*

Company Logo \*

Full Address \*

✓ -Select-  
I'm an employer looking to hire  
I'm a candidate looking for a job

## Second: Verifying Company's status

1-After completing the information, the Company will receive an email stating that the 'Registration' process is complete and the company's information is under review by the Ministry of Administrative Development, Labour and Social Affairs.



A- In case of approval, the Company will receive an email stating that the application is 'Approved' and you can use the platform



B- In case of the application is 'Rejected' due to violations related to labour laws made by the Company, an email will be sent to the Company stating the reason of disapproval and requesting the company to solve any issues so that it can benefit from the platform.

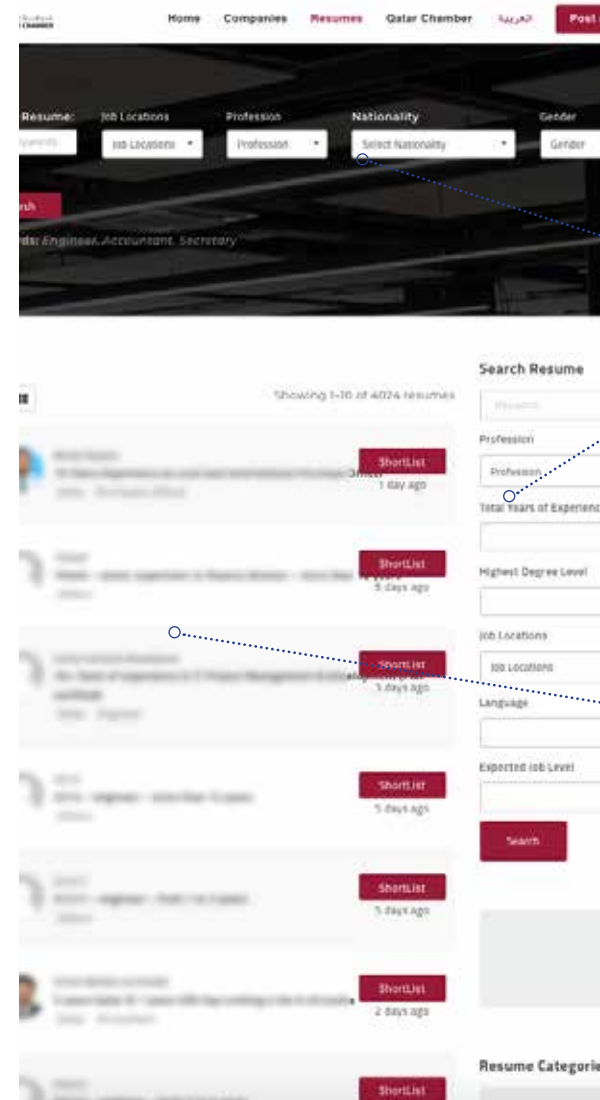
### Third: Browse resumes and shortlist employment

1- After the completion of registration and verification, the Company will be able to browse resumes of candidates and identify its required needs of employment by identifying the required specifications for employment by disciplines or qualifications and experience ... etc.

2- If the Company finds an appropriate labourer and is willing to contract with, it can add him to its candidate list by clicking **'Add to Shortlist'**

3- After the Company completes selecting candidate list, it can review and modify it by selecting **'Shortlist'** from the personal menu

4- After reviewing and modifying the 'Shortlist', the Company can click 'Select All' and click **'Apply'**



Potions to filter resumes according to professions, qualifications, experiences ... etc. for easy access to candidates.



Quick preview for resumes

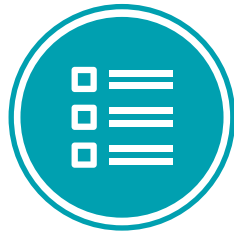
## Fourth: Contracting with employment

After the completion of shortlisting, the Company will receive an email with a link to accomplish procedures of changing workplace from the Ministry of Administrative Development, Labour and Social Affairs



## User Guide for Redundant Employment

Companies that have redundant employment can register their information on the platform according to the following steps:



The Company prepares a list of its redundant employment and send it to the Ministry of Administrative Development, Labour and Social Affairs



Then, the Ministry verifies the list and transfers it to the Qatar Chamber



Accordingly, the Chamber enters data of these employment on the platform to be available for companies that are looking for new employment

Companies can also register data of their redundant employment directly on the platform but one by one.