



Job Vacancies Applications Flow in MyGJU Guests

Rawan Turab, Feras Al-Hawari, Sara Abu Sa'aleek, Anoud Alufieshat, Fadia Alshoura, and Rasha Al-Attal

Overview

- ▶ The aim of this presentation is to illustrate the job vacancies applications flow in the MyGJU Guests portal from the applicant's perspective.
- ▶ The steps an applicant follows to apply for a job vacancy through the MyGJU Guests portal will be demonstrated.
- ▶ The presentation will highlight the main stages of the application process, including browsing job vacancies, filling in application details, and submitting the application.
- ▶ Applicants can view available job vacancies, apply for open positions, and manage their applications through the **My Applications** tab in the portal.



Introduction

- ▶ Upon the announcement of a job vacancy by the human resources department, a structured application process is required to ensure that qualified candidates are efficiently screened, shortlisted, and progressed through the hiring workflow.
- ▶ Previously, applicants were required to manually submit their resumes and supporting documents via email or in-person, which often led to difficulties in submitting their documents, while HR staff encountered difficulties in collecting, organizing, and forwarding the required documents to the relevant entity.
- ▶ In that regard, this presentation discusses the digitalized job vacancies applications process that is introduced in the MyGJU Guests portal to make the job application process seamless, paperless, fully online, faster, transparent, and less error prone.

Available Job Vacancies

Profile
Payments
Prospective Student
Job Vacancies

Available Job Vacancies
My Applications

Job Vacancies > Available Job Vacancies

Filtering Criteria

Employment Type:

Employment Term:

Job Title:

Employment Entity:

Job Vacancy Description:

Application Start Date:

Application End Date:

Note: The job vacancies listed below are HR-approved and currently active within their specified start and end dates.

Note: You must use the same nationality along with the corresponding National ID or Passport ID for all your existing and future applications to maintain consistency and facilitate verification.

Available Job Vacancies								
(1 of 1) 1								
Job Vacancy	Employment Entity	Employment Term	Employment Type	Application Start Date	Application End Date	Job Vacancy Description	Job Vacancy Details	Manage Application
برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	School of Applied Humanities and Social Sciences	Temporary	Adminstrative	01-08-2025	26-09-2025	View	View	Apply Now
محاسب مساعد	Payroll Section	Permanent	Adminstrative	01-08-2025	30-09-2025	View	View	Apply Now
مساعد بحث وتدریس (مهندس مختبر الابتكار)	The Deanship of Innovation, Technology Transfer and Entrepreneurship	Permanent	Adminstrative	25-08-2025	25-09-2025	View	View	Apply Now

This tab displays all job vacancies that have been approved by the Human Resources department and are currently open for applications.

Available Job Vacancies (Manage Application)

Available Job Vacancies								
(1 of 1) ◀ ◀◀ 1 ▶▶ ▶								
Job Vacancy ▾	Employment Entity ▾	Employment Term ▾	Employment Type ▾	Application Start Date ▾	Application End Date ▾	Job Vacancy Description	Job Vacancy Details	Manage Application ▾
German Year Internship Coordinator	Head of Bureau German Language Center	Permanent	Administrative	28-08-2025	30-09-2025	View	View	Apply Now
برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	School of Applied Humanities and Social Sciences	Temporary	Administrative	01-08-2025	26-09-2025	View	View	Pending Submission
محاسب مساعد	Payroll Section	Permanent	Administrative	01-08-2025	30-09-2025	View	View	Apply Now
مساعد بحث وتدریس	Information Systems and Technology Center	Temporary	Administrative	01-08-2025	24-09-2025	View	View	Submitted
مساعد بحث وتدریس (مهندس مختبر الابتكار)	The Deanship of Innovation, Technology Transfer and Entrepreneurship	Permanent	Administrative	25-08-2025	25-09-2025	View	View	Apply Now

- ❖ Apply now: if no application has been added for the job vacancy.
- ❖ Pending submission: applications can still be edited.
- ❖ Submitted: applications are view-only and cannot be edited.

Apply for a Job Vacancy (1)

Available Job Vacancies								
(1 of 1) [Navigation Buttons]								
Job Vacancy	Employment Entity	Employment Term	Employment Type	Application Start Date	Application End Date	Job Vacancy Description	Job Vacancy Details	Manage Application
برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	School of Applied Humanities and Social Sciences	Temporary	Administrative	01-08-2025	26-09-2025	View	View	Apply Now

1. Select your nationality

Nationality: * Egyptian

Passport ID: *

[← Back](#) [Search](#)

Nationality: * Jordanian

National ID: *

Civil Record ID: * 111/111

Date of Birth: *

[← Back](#) [Search](#)

2. Enter all required fields:
 - a. For Jordanians: enter your National ID, Civil Record ID and Date of Birth
 - b. For Non-Jordanians: enter your passport ID
3. Click on the search button

Fill Job Application Details (Personal Information/Jordanian)

Personal Information

Note: All the disabled fields are provided as-is by the Civil Status Department and are not editable.

Name (AR):

Name (EN):

Nationality:

National ID:

ID Card Number:

ID Card Issue Date:

ID Card Issue Place:

Social Security No.:

Family Book Number: *

Family Book Issue Date: *

Family Book Issue Place: *

Committed to Service:

Commitment Entity Name:

Date of Birth:

Place of Birth:

Gender:

Marital Status:

Mother Name:

Religion: *

Retired Civil:

Retired Military:

Not Retired:

Husband/Wife Nationality:

Husband/Wife Name:

All the highlighted fields are provided by the civil status department and cannot be edited

You must fill all other required personal information fields.

Fill Job Application Details (Personal Information/Non-Jordanian)

Personal Information

First Name: *

Family Name: *

Nationality: *

Passport ID: *

Place of Birth: *

Date of Birth: *

Marital Status: *

Husband/Wife Nationality:

Husband/Wife Name:

You must fill all required personal information fields.

Fill Job Application Details (Contact Information)

Contact Information

Mobile No.: *

Phone No.:

Email: *

Address: *

← Back

Save

You must fill all required contact information fields, then click on the **Save** button.

Fill Job Application Details (Add Scientific Qualification) (1)

Scientific Qualifications									
Degree	Major	Institution Name	Institution address	Number of Study Years	Graduation Year	GPA	Maximum GPA Limit	Rating	Files
No records found									
<input type="button" value="Edit"/> <input type="button" value="Delete"/>									

Total Rows: 0

Scientific Qualification Information

Note: If you have more than one scientific qualification at the same degree, please add only the one that best matches the job requirements.

Degree: *

Select One

Major Name (AR): *

Select One

Major Name (EN): *

Bachelor

High School

Institution Name (AR): *

Institution Name (EN): *

Institution address: *

Number of Study Years: *

0

Graduation Year: *

0

GPA: *

0.0

Maximum GPA Limit: *

0.0

Rating: *

Select One

1. Select degree.
2. Fill all required fields for the selected degree.
3. Click the Save button.

Fill Job Application Details (Add Scientific Qualification) (2)

Scientific Qualification Files

Note: You must upload a file for each file type listed below.

File Type:

Upload File:

(Valid file types: jpg, gif, and png)

Scientific Qualification Files

File Type	Creation Date	View File	Download File	Delete File
No records found				

You must upload a file for every listed file type.

4. After clicking the Save button, upload the scientific qualification files:
- Select the file type.
 - Upload the corresponding file.



Scientific Qualification Files

Note: You must upload a file for each file type listed below.

File Type:

Upload File:

(Valid file types: jpg, gif, and png)

Scientific Qualification Files

File Type	Creation Date	View File	Download File	Delete File
Bachelor Degree Certificate	31-08-2025	<input type="button" value="View File"/>	<input type="button" value="Download File"/>	<input type="button" value="Delete File"/>

You can view, download or delete the uploaded file



Fill Job Application Details (Edit Scientific Qualification)

Scientific Qualifications										
Degree	Major	Institution Name	Institution address	Number of Study Years	Graduation Year	GPA	Maximum GPA Limit	Rating	Files	
<input checked="" type="radio"/>	Bachelor	Computer Science	University of Jordan	Amman-Jordan	4	2016	3.76	4.0	Excellent	Bachelor Degree Certificate Bachelor Degree Transcript

1. Select the scientific qualification

2. Click the edit button

The degree on edit scientific qualification will be disabled and cannot be changed if at least one file has been uploaded for it

Degree:

Major Name (AR):

Major Name (EN):

Institution Name (AR):

Institution Name (EN):

Institution address:

Number of Study Years:

Graduation Year:

GPA:

Maximum GPA Limit:

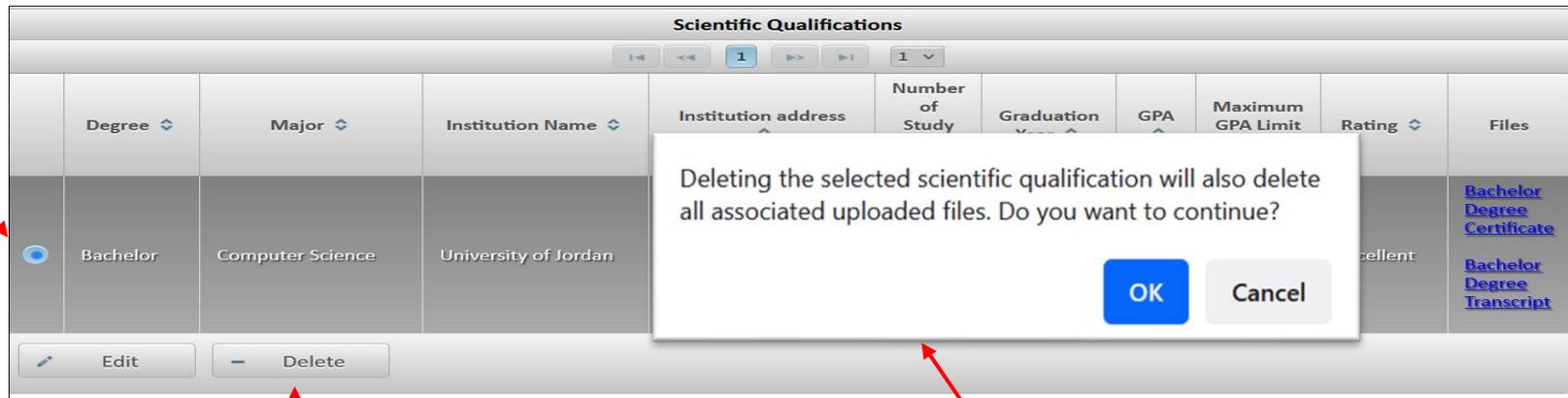
Rating:

Scientific Qualification Files
 Note: You must upload a file for each file type listed below.
 File Type:

Upload File
 (Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)

Scientific Qualification Files				
File Type	Creation Date	View File	Download File	Delete File
Bachelor Degree Certificate	31-08-2025			
Bachelor Degree Transcript	31-08-2025			

Fill Job Application Details (Delete Scientific Qualification)



1. Select the scientific qualification

2. Click the delete button

3. Delete confirmation message will appear, indicating that deleting the scientific qualification will also remove all associated uploaded files.

4. Click "OK" to confirm and proceed with deleting the scientific qualification or click "Cancel" to cancel the delete process.

Fill Job Application Details (Add Experience)

Experiences

Type	Job Title	Institution Name	Institution address	Start Date	End Date	Years of Experience			File
						Years	Months	Days	
No records found									
Edit Delete									
Total Rows: 0									

+ Add Experience

Experience Information

Type: * Select One

Job Title (AR): *

Job Title (EN): *

Institution Name (AR): *

Institution Name (EN): *

Institution address: *

Start Date: *

End Date:

Upload File

Note that your modifications will not be permanently saved until you click the Save button.

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)

+ Choose Upload Cancel

← Back
Save

1. Select experience type (Practical or Academic).
2. Fill all required fields.
3. Click the Save button.

Uploading
an
experience
file is
optional

The experience end date is optional. If no end date is provided, the application date will be used as the end date to calculate the years of experience for evaluation purposes.

Fill Job Application Details (Edit Experience)

Experiences

1

	Type	Job Title	Institution Name	Institution address	Start Date	End Date	Years of Experience			File
							Years	Months	Days	
<input checked="" type="radio"/>	Practical	Programmer	German Jordanian Univeristy	Madaba-Jordan	05-07-2023	N.A.	2	1	25	

Experience Information

Type: *

Job Title (AR): *

Job Title (EN): *

Institution Name (AR): *

Institution Name (EN): *

Institution address: *

Start Date: *

End Date:

Upload File

Note that your modifications will not be permanently saved until you click the Save button.

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)

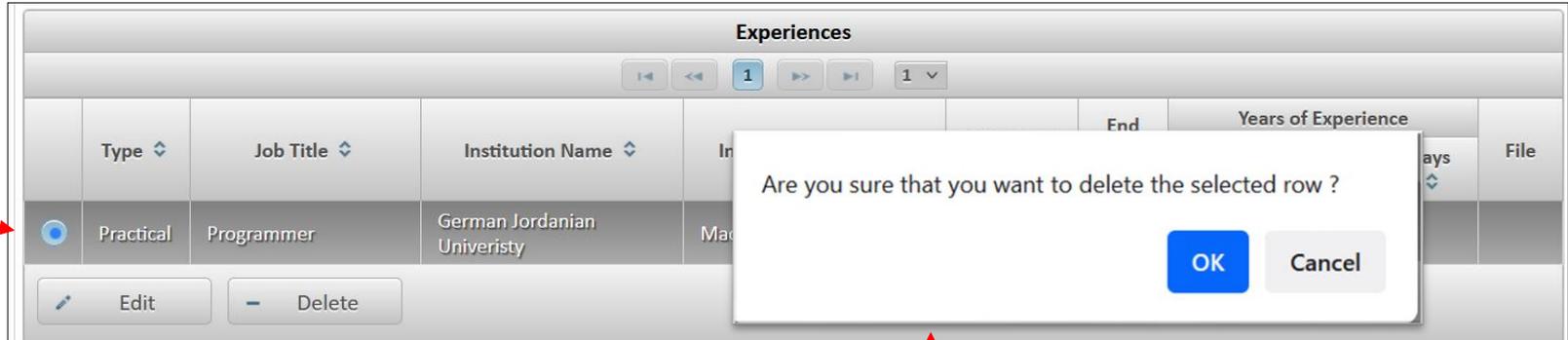
1. Select the experience

2. Click the edit button

3. Make the desired edits, then click the Save button



Fill Job Application Details (Delete Experience)



1. Select the experience

2. Click the delete button

3. A delete confirmation message will appear to confirm that you want to delete the selected experience.

4. Click "OK" to confirm and proceed with deleting the experience or click "Cancel" to cancel the delete process.

Fill Job Application Details (Add Training Course)

Training Courses

Navigation: << < > >> 0

Course Name	Institution Name	Institution address	Start Date	Number of Hours
No records found				

Total Rows: 0

[+ Add Course](#) [Edit](#) [Delete](#)

Training Course Information

Course Name (AR): *

Course Name (EN): *

Institution Name (AR): *

Institution Name (EN): *

Institution address: *

Start Date: *

Number of Hours: *

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

1. Fill all training course information.
2. Click the Save button.

Fill Job Application Details (Edit Training Course)

Training Courses

1

Course Name	Institution Name	Institution address	Start Date	Number of Hours
Oracle Database	German Jordanian University	Madaba-Jordan	07-08-2023	45



Training Course Information

Course Name (AR): * Oracle Database

Course Name (EN): * Oracle Database

Institution Name (AR): * الجامعة الألمانية

Institution Name (EN): * German Jordanian University

Institution address: * Madaba-Jordan

Start Date: * 07-08-2023

Number of Hours: * 45

1. Select the training course

2. Click the Edit button

3. Make the desired edits, then click the Save button

Fill Job Application Details (Delete Training Course)

1. Select the training course

The screenshot shows a web application interface for 'Training Courses'. The table has columns for 'Course Name', 'Institution Name', and 'Number of Hours'. The first row is selected, showing 'Oracle Database' for the course name and 'German Jordanian University' for the institution name, with 45 hours. Below the table are 'Edit' and 'Delete' buttons. A confirmation dialog box is open, asking 'Are you sure that you want to delete the selected row?' with 'OK' and 'Cancel' buttons.

Course Name	Institution Name	Number of Hours
Oracle Database	German Jordanian University	45

2. Click the Delete button

3. A delete confirmation message will appear to confirm that you want to delete the selected training course.

4. Click "OK" to confirm and proceed with deleting the training course or click "Cancel" to cancel the delete process.

Fill Job Application Details (Add Language)

Languages			
Language	Reading Level	Writing Level	Speaking Level
No records found			
Edit	Delete		

Total Rows: 0



Language Information

Language: *

Reading Level: *

Writing Level: *

Speaking Level: *

Back Save

1. Select language.
2. select reading, writing and speaking levels.
3. Click the Save button.

Fill Job Application Details (Edit Language)

Languages

1

Language	Reading Level	Writing Level	Speaking Level
English	Excellent	Excellent	Very Good

Edit Delete

Language Information

Language: * English

Reading Level: * Excellent

Writing Level: * Excellent

Speaking Level: * Very Good

Back Save

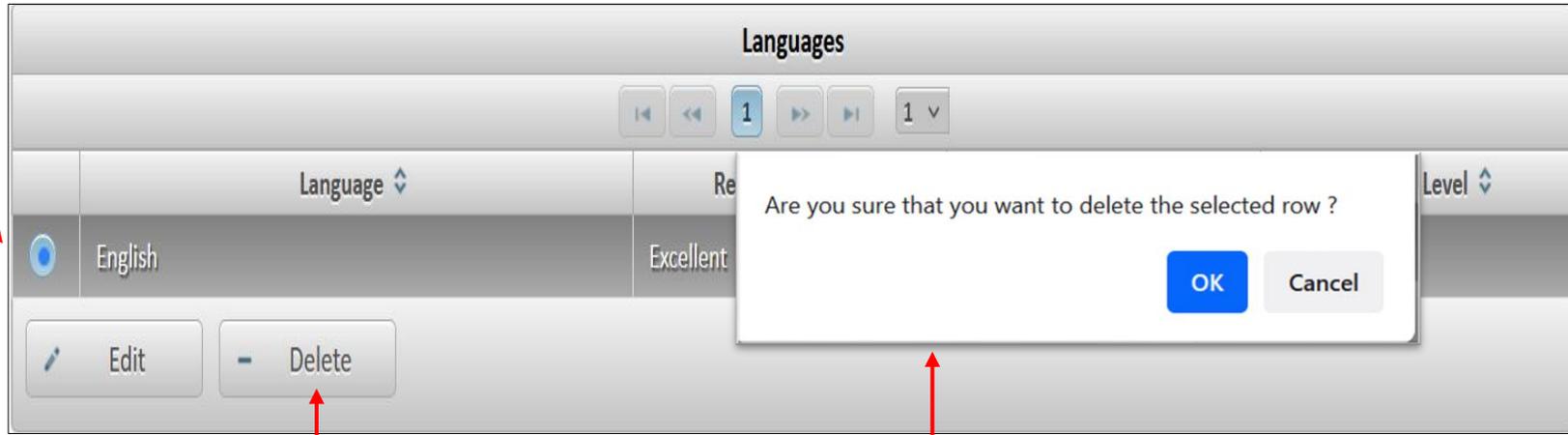
1. Select the language

2. Click the Edit button

3. Make the desired edits, then click the Save button

Fill Job Application Details (Delete Language)

1. Select the language



2. Click the delete button

3. A delete confirmation message will appear to confirm that you want to delete the selected language.

4. Click "OK" to confirm and proceed with deleting the language or click "Cancel" to cancel the delete process.

Fill Job Application Details (Add Publication)

Publications

Type	Publication Title	Journal/Conference Name	Publication Year	Indexed In Scopus	Publication URL	Fund Source Name
No records found						

Total Rows: 0

+ Add Publication

Publication Information

Publication Type: *

Publication Title: *

Journal Name (AR): *

Journal Name (EN): *

Publication Year: *

Indexed In Scopus: *

Publication URL:

Fund Source Name (AR):

Fund Source Name (EN):

Notes:

← Back
Save

1. Select publication type (Journal or Conference).
2. Fill all publication required fields.
3. Click the Save button.

Fill Job Application Details (Edit Publication)



1. Select the publication

Type	Publication Title	Journal/Conference Name	Publication Year	Indexed In Scopus	Publication URL	Fund Source Name
Journal	Authentication techniques in smart grid: a systematic review	Telkomnika	2019	No	https://www.researchgate.net/publication/333538194_Authentication_techniques_in_smart_grid_a_systematic_review	N.A.

2. Click the Edit button

Publication Information

Publication Type: * Journal

Publication Title: * Authentication techniques in smart grid: a systematic review

Journal Name (AR): * Telkomnika

Journal Name (EN): * Telkomnika

Publication Year: * 2019

Indexed In Scopus: * No

Publication URL: https://www.researchgate.net/publication/333538194_Authentication_techniques_in_smart_grid_a_systematic_review

Fund Source Name (AR):

Fund Source Name (EN):

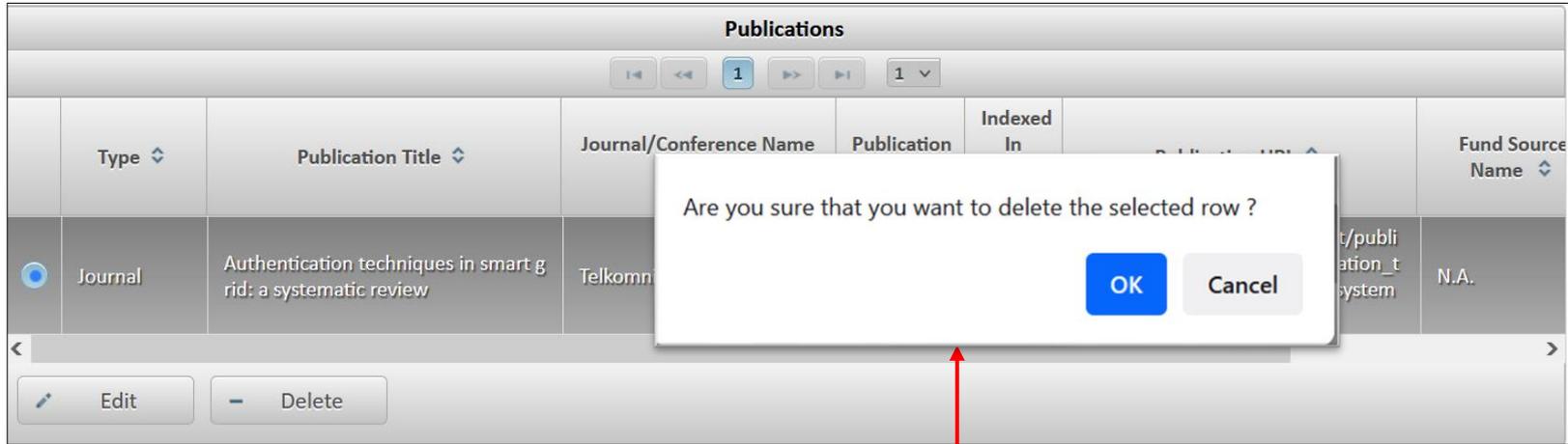
Notes:

Back Save

3. Make the desired edits, then click the Save button

Fill Job Application Details (Delete Publication)

1. Select the publication



2. Click the Delete button

3. A delete confirmation message will appear to confirm that you want to delete the selected publication.

4. Click "OK" to confirm and proceed with deleting the publication or click "Cancel" to cancel the delete process.

Fill Job Application Details (Add Reference)

References

◀ ◀◀ ▶▶ ▶ 0 ▼

Name	Job Title	Work Place	Mobile No.	Email
No records found				

Edit Delete

Total Rows: 0

+ Add Reference

Reference Information

Name: *

Job Title: *

Work Place: *

Mobile No.: *

Email: *

← Back Save

1. Fill all reference required fields.
2. Click the Save button.

Fill Job Application Details (Edit Reference)

References

1

	Name ↕	Job Title ↕	Work Place ↕	Mobile No. ↕	Email ↕
	Rawan	Programmer	German Jordanian Univeristy	962-77-7777777	rawanturab@gmail.com

Edit Delete

Reference Information

Name: *

Job Title: *

Work Place: *

Mobile No.: *

Email: *

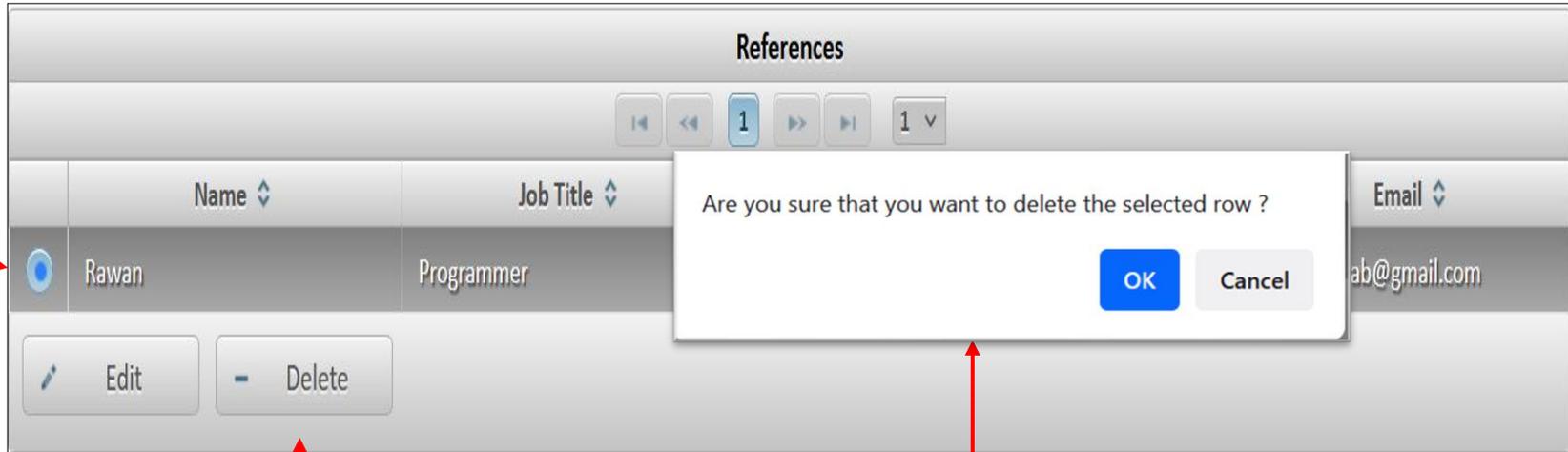
Back Save

1. Select the reference

2. Click the Edit button

3. Make the desired edits, then click the Save button

Fill Job Application Details (Delete Reference)



1. Select the reference

2. Click the Delete button

3. A delete confirmation message will appear to confirm that you want to delete the selected reference.

4. Click "OK" to confirm and proceed with deleting the reference or click "Cancel" to cancel the delete process.

Fill Job Application Details (Upload Required Documents) (1)

Required Documents

Note: You cannot submit the application until you upload a file for each document type listed below.

Document Type:

Upload Document

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)

1. Select the document type.
2. Upload the corresponding file.

Required Documents				
Document Type	Creation Date	View File	Download File	Delete File
No records found				



Required Documents

Note: You cannot submit the application until you upload a file for each document type listed below.

Document Type:

Upload Document

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)



Required Documents				
Document Type	Creation Date	View File	Download File	Delete File
Certified Civil Status ID	01-09-2025			

Fill Job Application Details (Upload Required Documents) (2)

Required Documents

Note: You cannot submit the application until you upload a file for each document type listed below.

Document Type:

Upload Document:

(Valid file size:

- Family Book Copy for Married Individuals
- Passport Copy
- Certified Civil Status ID
- Certified Copy of the Birth Certificate

- ❖ Family book copy is a required document for married Jordanian applicants only.
- ❖ Jordanian applicants must upload one file for each document type listed.
- ❖ Non-Jordanian applicants must upload a passport copy if it is included in the document types list.

Fill Job Application Details (Application Information Confirmation)

1. Tick the confirmation checkbox



Application Information Confirmation

I confirm that all information contained in the above application is correct

2. Click the “Yes” button to confirm that all the application information is correct or click “Cancel” to cancel the confirmation process.



Application Information Confirmation

⚠ I confirm that all information contained in the above application is correct

Yes No

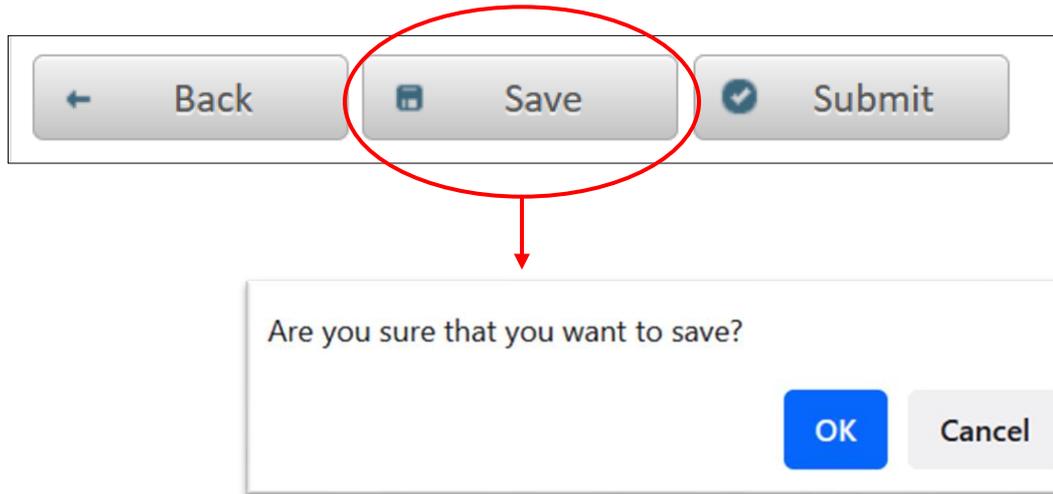
3. Confirmation message with the date will appear.



Application Information Confirmation

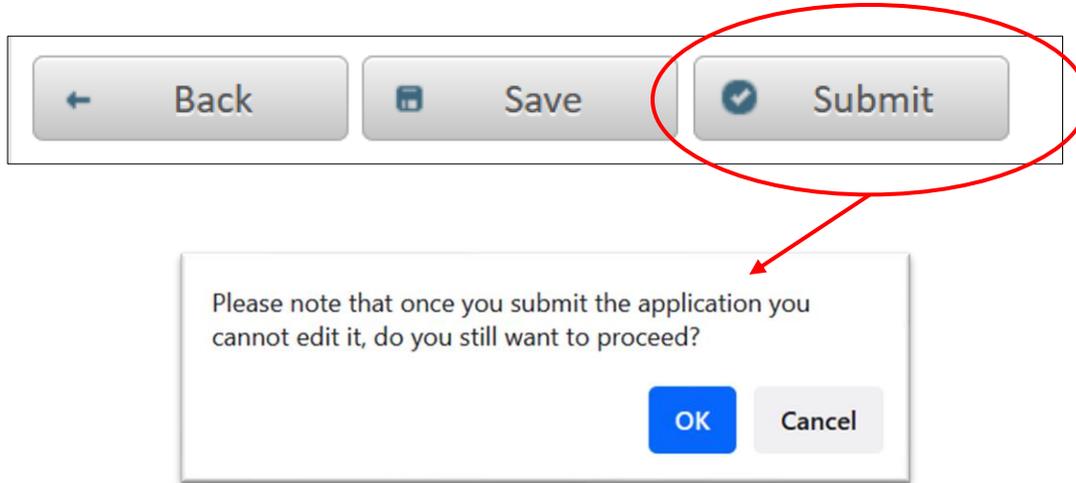
The above application information has been confirmed by the applicant on 2025-09-01

Fill Job Application Details (Save Application Information)



- ❖ **You can still edit the application after it is saved.**
- ❖ **Clicking the Save button will save your personal and contact information.**
- ❖ **If you click the Back button without saving, all unsaved changes will be lost.**

Fill Job Application Details (Submit Application)



- ❖ **You will not be able to edit the application after it is submitted.**
- ❖ **To submit your application, please ensure the following steps are completed:**
 - Add all required scientific qualifications.
 - Upload the required files for each scientific qualification.
 - Fill information for at least one reference.
 - Upload all required documents based on your nationality and marital status.
 - Confirm that all information is correct by ticking the confirmation box.

My Applications

Profile
Payments
Prospective Student
Job Vacancies

Available Job Vacancies
My Applications

▶ Job Vacancies ▶ My Applications

This tab displays all applications that have been added by the applicant for job vacancies

Note: Pending submission applications for unavailable job vacancies can only be viewed. Editing or submitting these applications is not allowed.

Note: Available job vacancies are those whose status is Approved by the Human Resources Department and are active within their specified application start and end dates.

Manage My Applications

(1 of 1) ◀ ◀◀ 1 ▶▶ ▶

Job Vacancy ⚙	Job Vacancy Status ⚙	Employment Entity ⚙	Employment Type ⚙	Application Start Date ⚙	Application End Date ⚙	Job Vacancy Description	Job Vacancy Details	Job Vacancy Available ⚙	Manage Application ⚙	Application Creation Date ⚙
برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	Approved by the Human Resources Department	School of Applied Humanities and Social Sciences	Administrative	01-08-2025	26-09-2025	View	View	Yes	Pending Submission	28-08-2025
محاسب مساعد	Canceled by Human Resources Department	Payroll Section	Administrative	01-08-2025	30-09-2025	View	View	No	View	01-09-2025
مساعد بحث وتدریس	Approved by the Human Resources Department	Information Systems and Technology Center	Administrative	01-08-2025	24-09-2025	View	View	Yes	Submitted	27-08-2025

My Applications (Manage Application)

Manage My Applications										
(1 of 1) << 1 >>										
Job Vacancy ⌵	Job Vacancy Status ⌵	Employment Entity ⌵	Employment Type ⌵	Application Start Date ⌵	Application End Date ⌵	Job Vacancy Description	Job Vacancy Details	Job Vacancy Available ⌵	Manage Application ⌵	Application Creation Date ⌵
برنامج تشغيل الطلبة كلية الإنسانيات والعلوم الاجتماعية	Approved by the Human Resources Department	School of Applied Humanities and Social Sciences	Administrative	01-08-2025	26-09-2025	View	View	Yes	Pending Submission	28-08-2025
محاسب مساعد	Canceled by Human Resources Department	Payroll Section	Administrative	01-08-2025	30-09-2025	View	View	No	View	01-09-2025
مساعد بحث وتدریس	Approved by the Human Resources Department	Information Systems and Technology Center	Administrative	01-08-2025	24-09-2025	View	View	Yes	Submitted	27-08-2025

- ❖ Pending submission: applications can still be edited.
- ❖ Submitted: applications are view-only and cannot be edited.
- ❖ View: if the application is pending submission and the associated job vacancy is no longer available (either because it was not approved by the Human Resources Department or it is inactive due to its start or end date).



Good Luck!