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

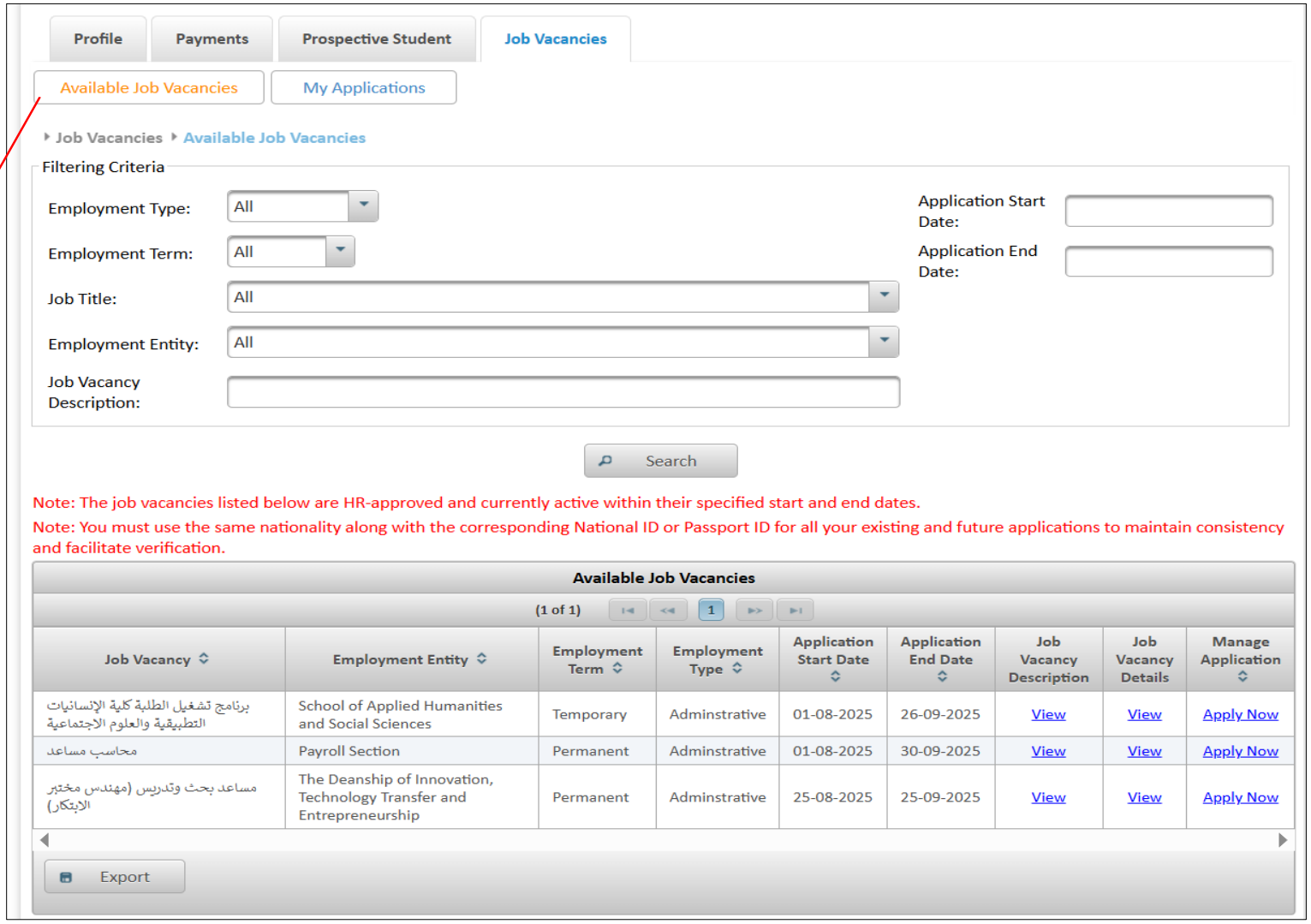
- Upon the announcement of a job vacancy by the human resources department, a structured application process is required to ensure that qualified candidates are efficiently screened, shortlisted, and progressed through the hiring workflow.

- 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

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	Adminstrative	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	Adminstrative	01-08-2025	26-09-2025	View	View	Pending Submission
محاسب مساعد	Payroll Section	Permanent	Adminstrative	01-08-2025	30-09-2025	View	View	Apply Now
مساعد بحث وتدريس	Information Systems and Technology Center	Temporary	Adminstrative	01-08-2025	24-09-2025	View	View	Submitted
مساعد بحث وتدريس (مهندس مختبر الابتكار)	The Deanship of Innovation, Technology Transfer and Entrepreneurship	Permanent	Adminstrative	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.

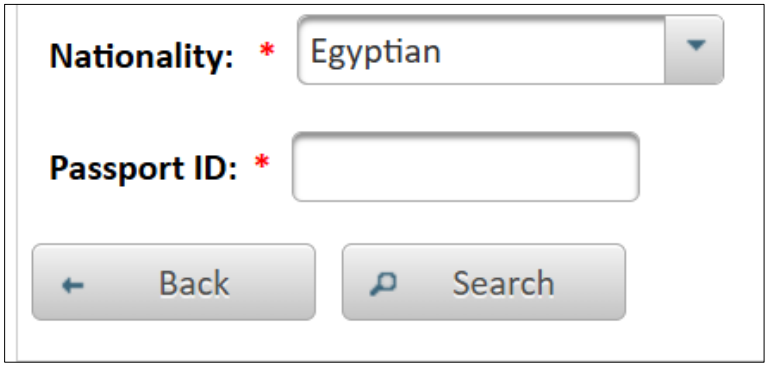
Apply for a Job Vacancy (1)

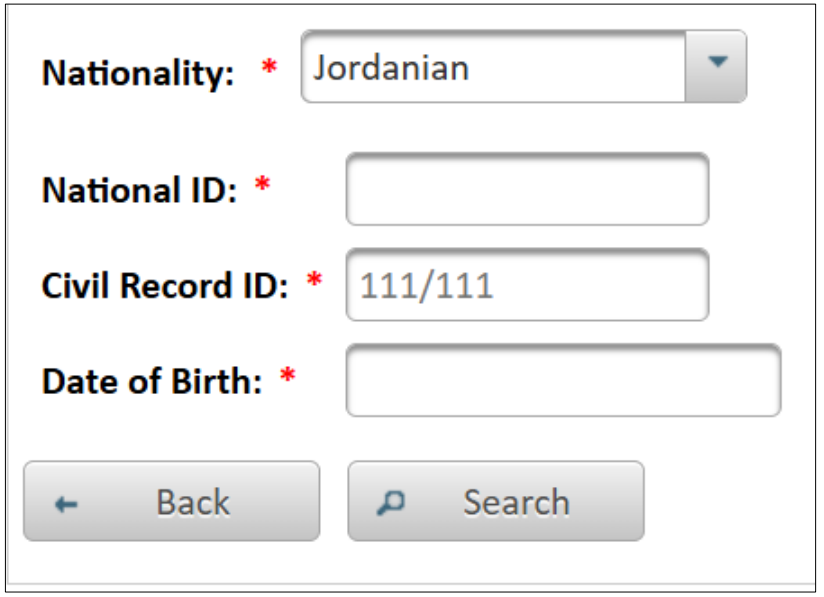
Available Job Vacancies

(1 of 1) 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

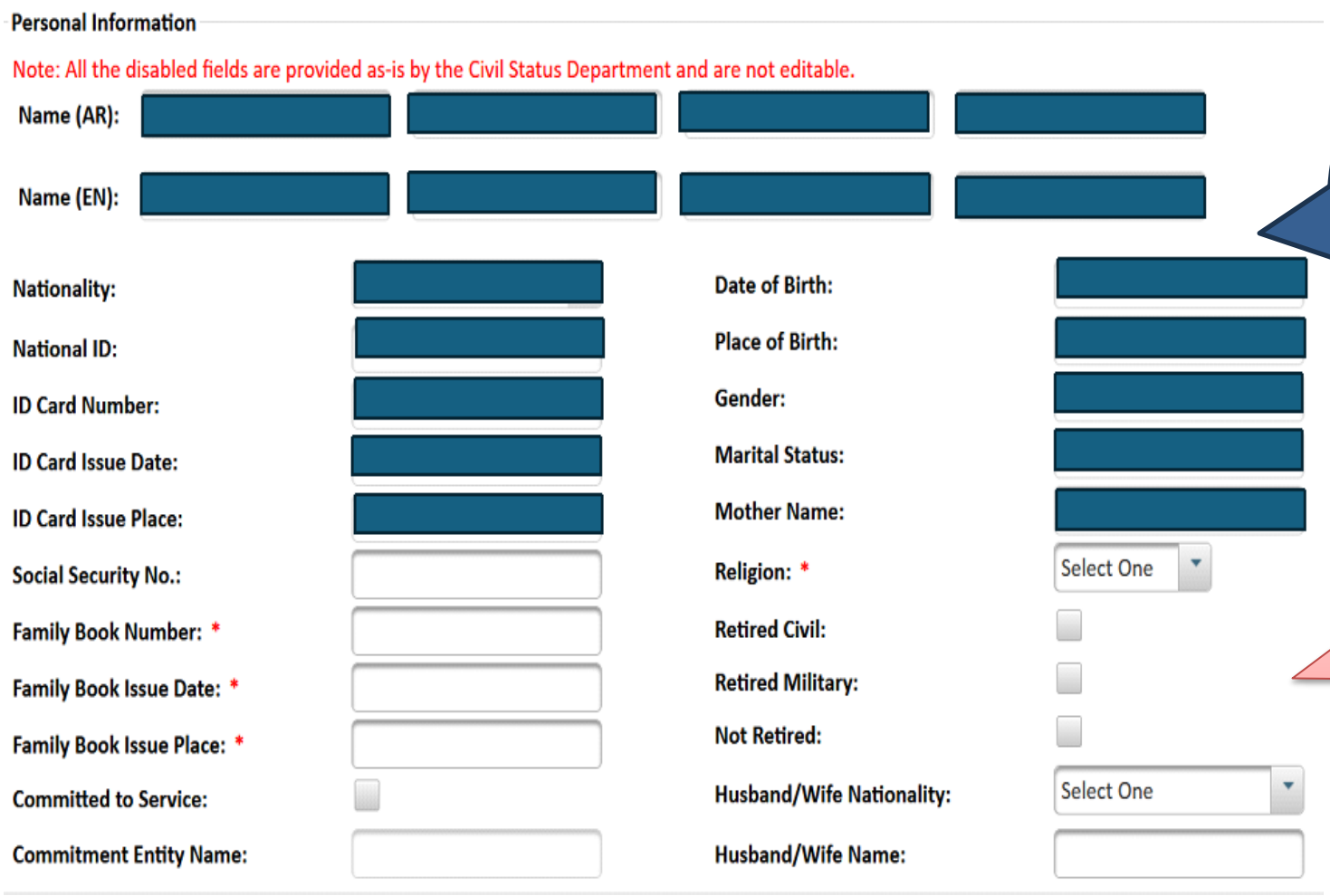
1. Select your nationality





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

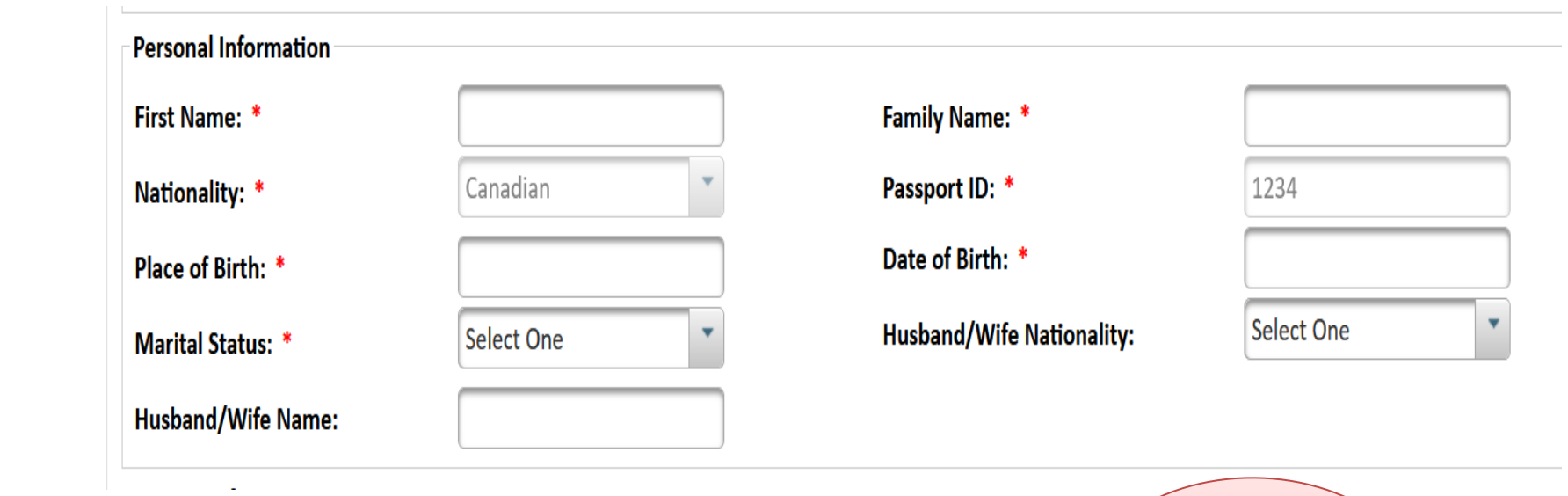
Fill Job Application Details (Personal Information/Jordanian)



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

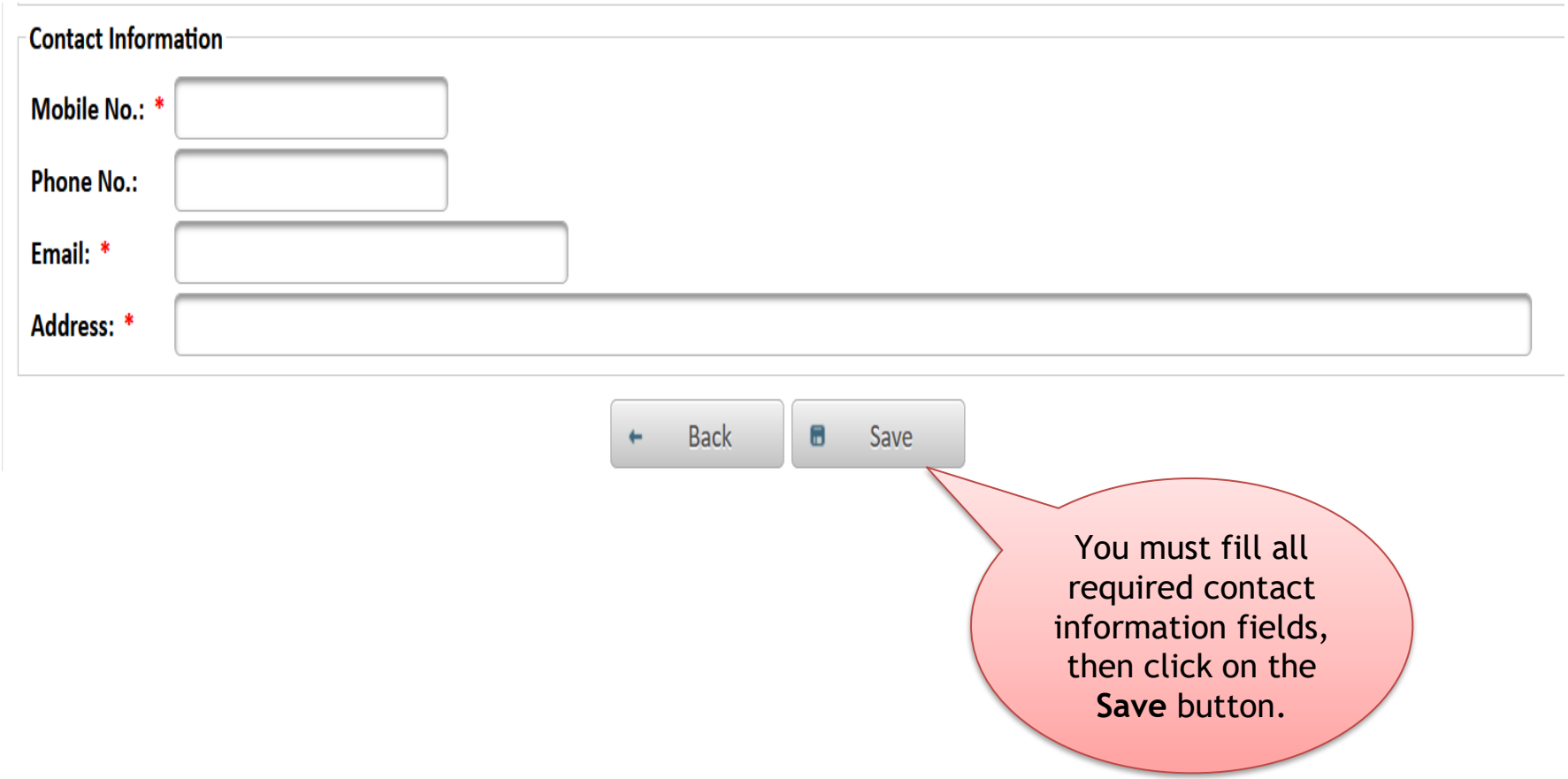
You must fill all other required personal information fields.

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

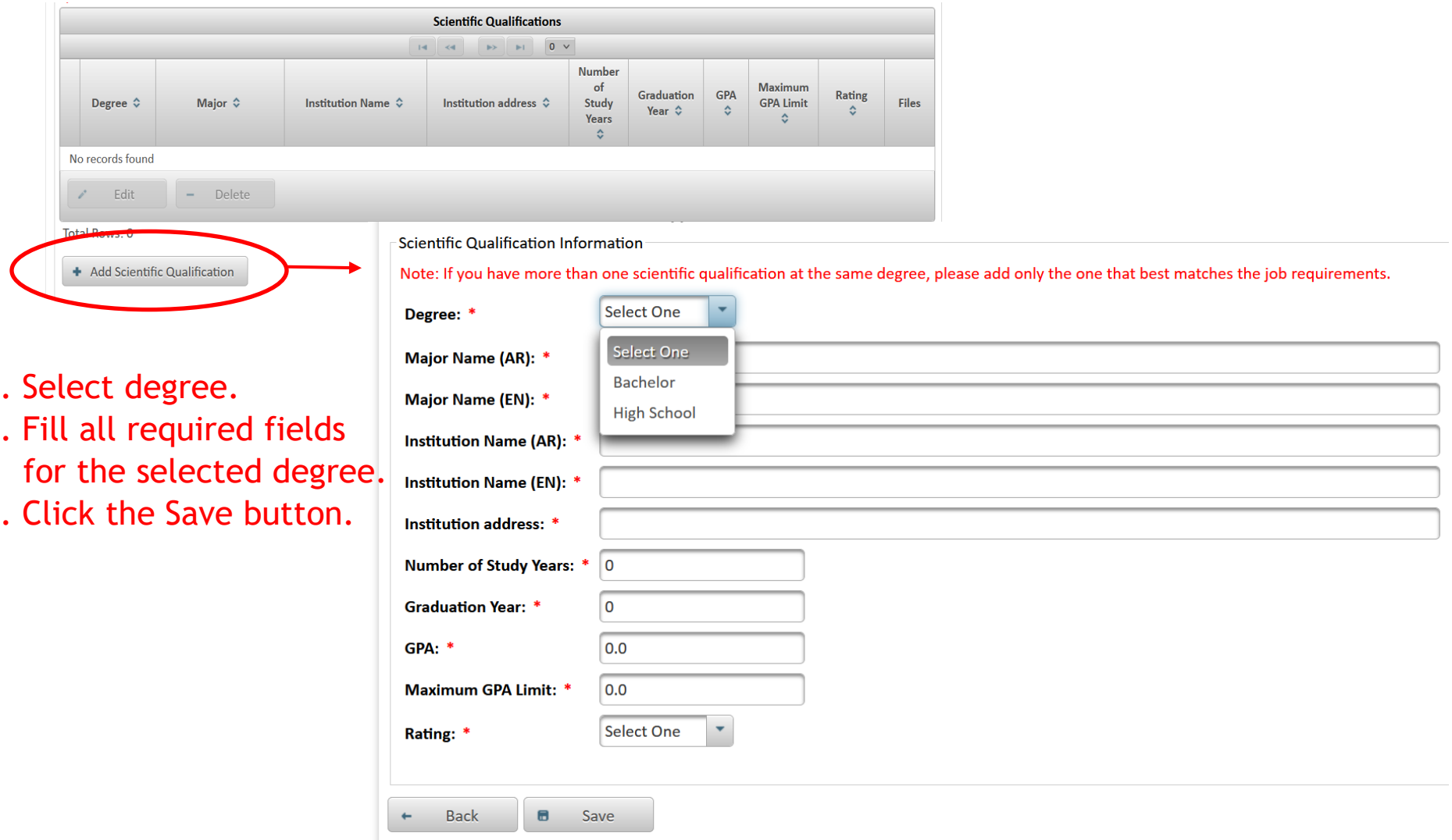


You must fill all required personal information fields.

Fill Job Application Details (Contact Information)

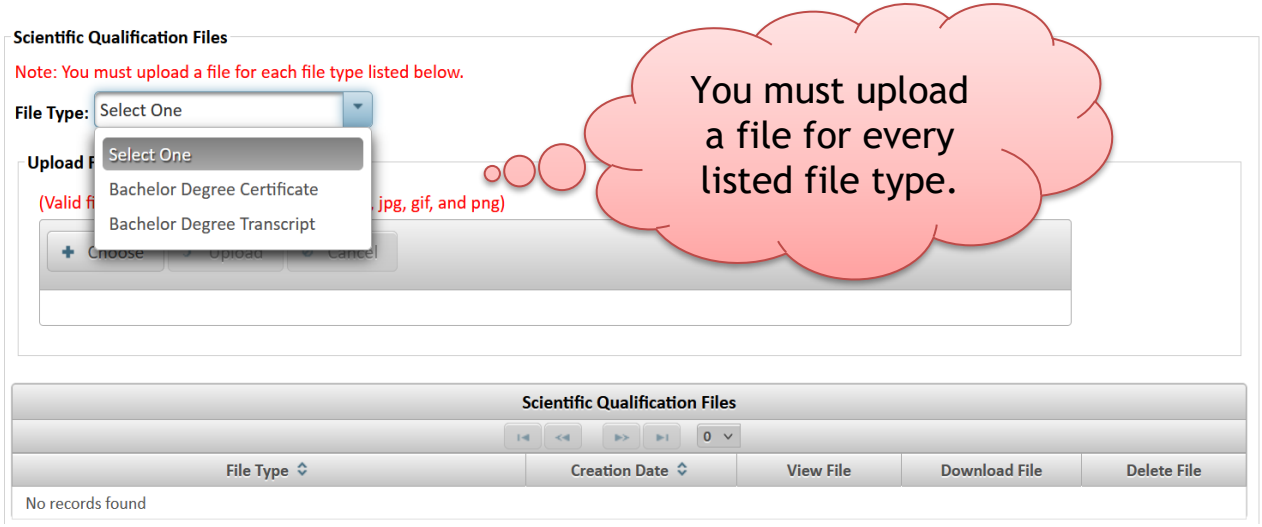


Fill Job Application Details (Add Scientific Qualification) (1)

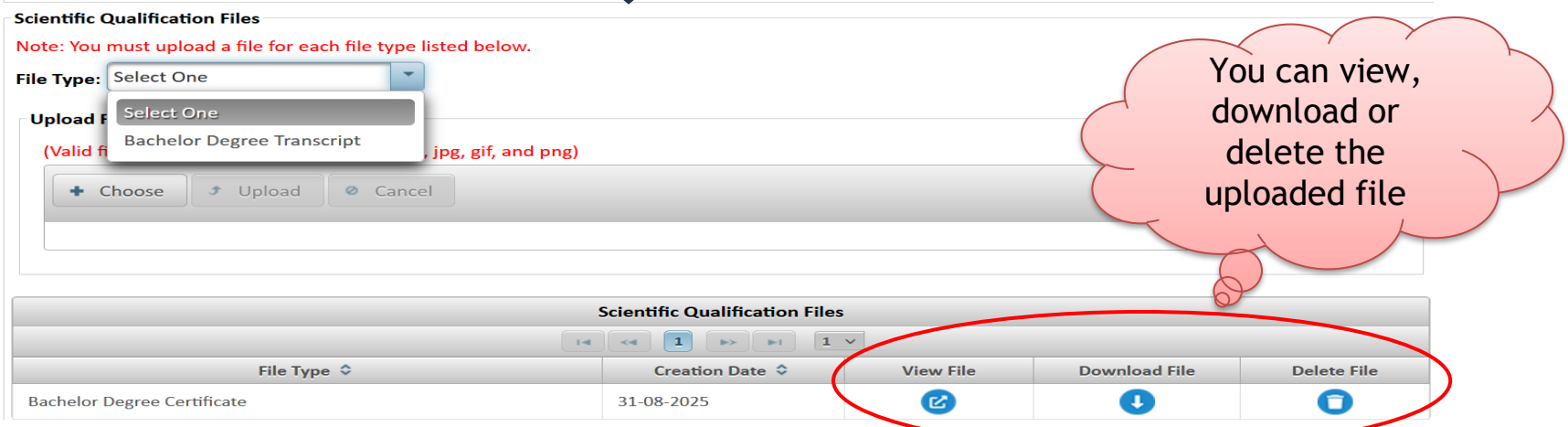


1. Select degree.
2. Fill all required fields for the selected degree.
3. Click the Save button.

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



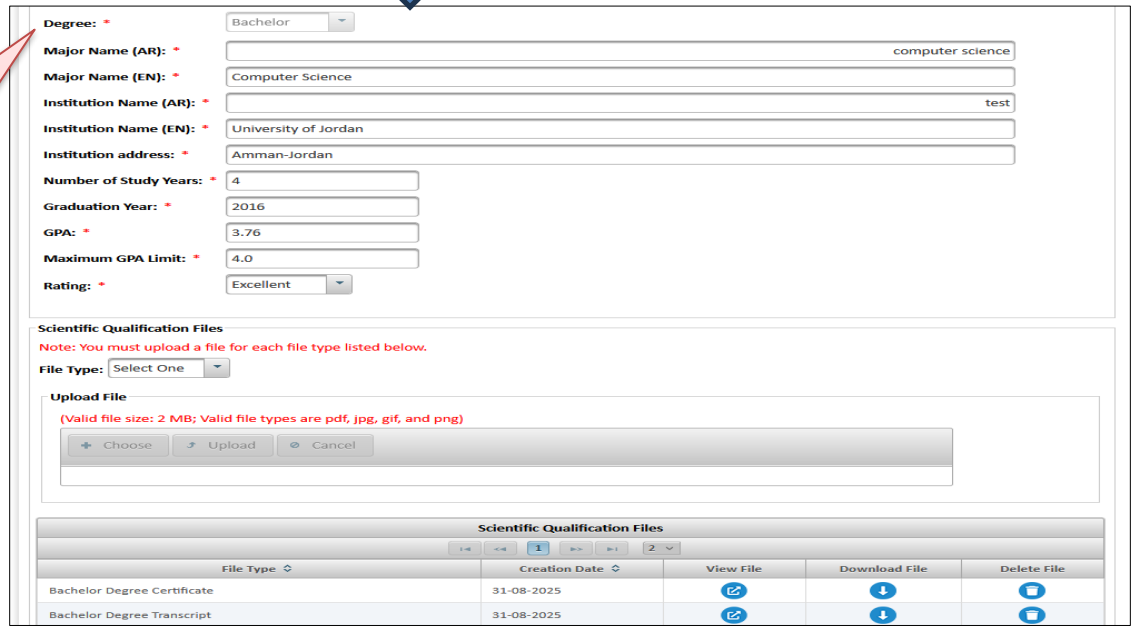
4. After clicking the Save button, upload the scientific qualification files:
a. Select the file type.
b. Upload the corresponding file.



Fill Job Application Details (Edit Scientific Qualification)

1. Select the scientific qualification

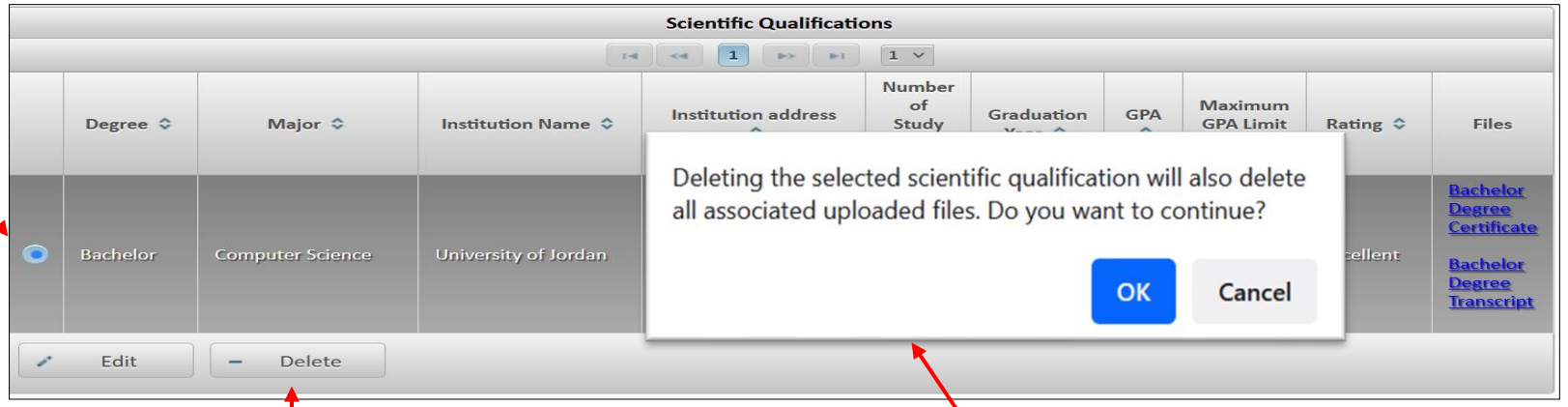
2. Click the edit button



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

Fill Job Application Details (Delete Scientific Qualification)

1. Select the scientific qualification

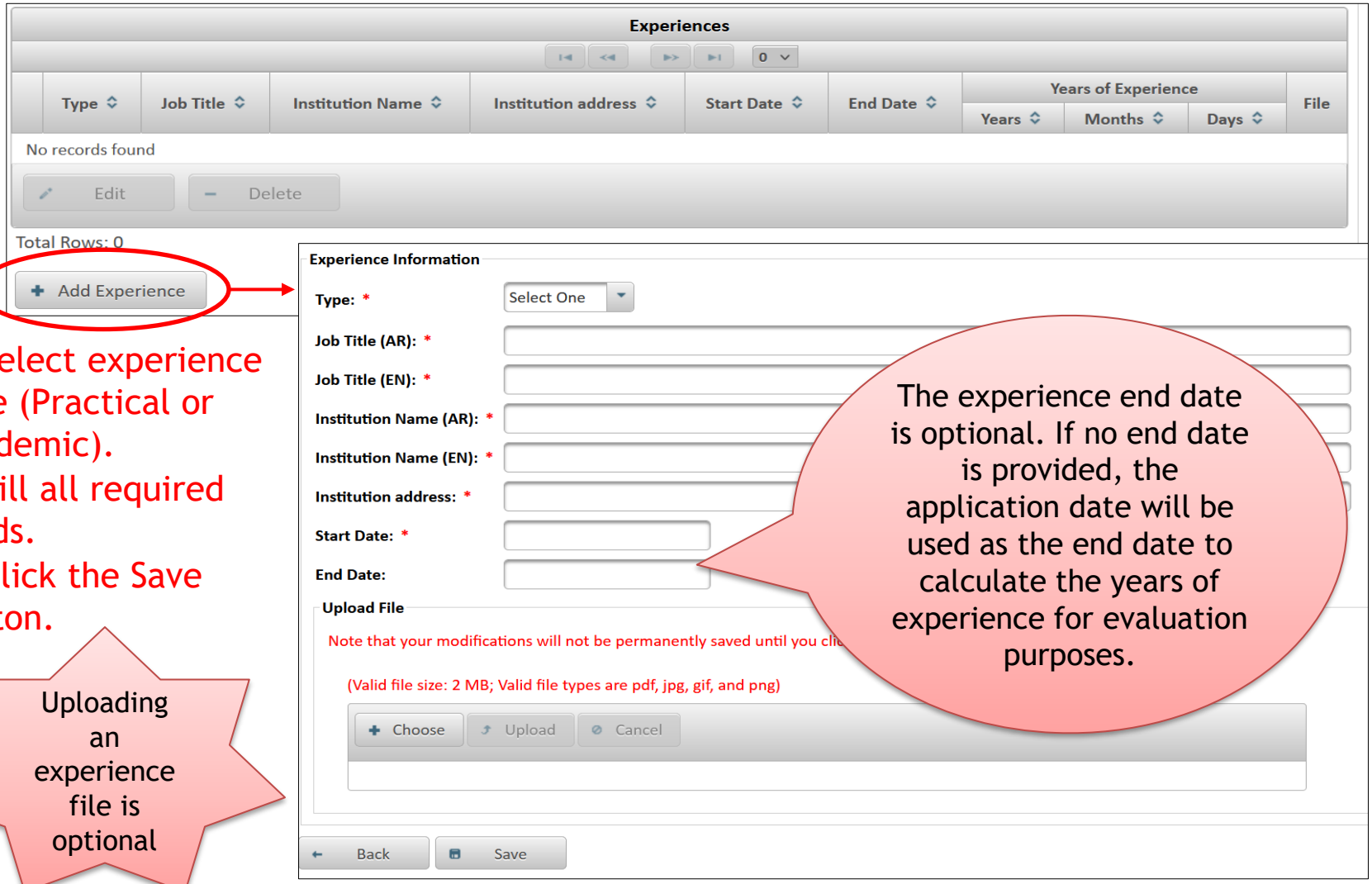


2. Click the delete button

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)



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

Uploading an experience file is optional

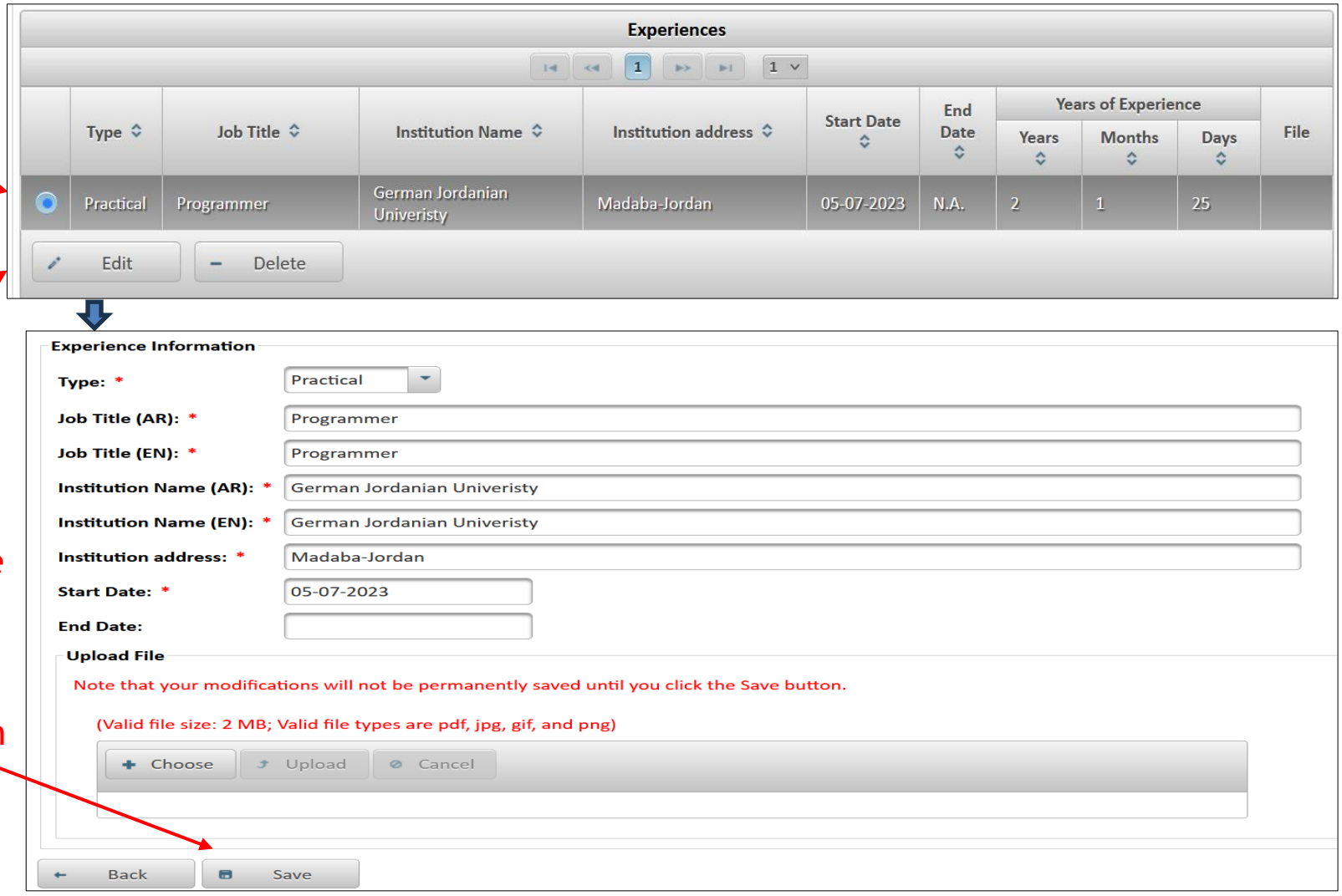
The experience end date is optional. If no end date is provided, the application date will be used as the end date to calculate the years of experience for evaluation purposes.

Fill Job Application Details (Edit Experience)

1. Select the experience

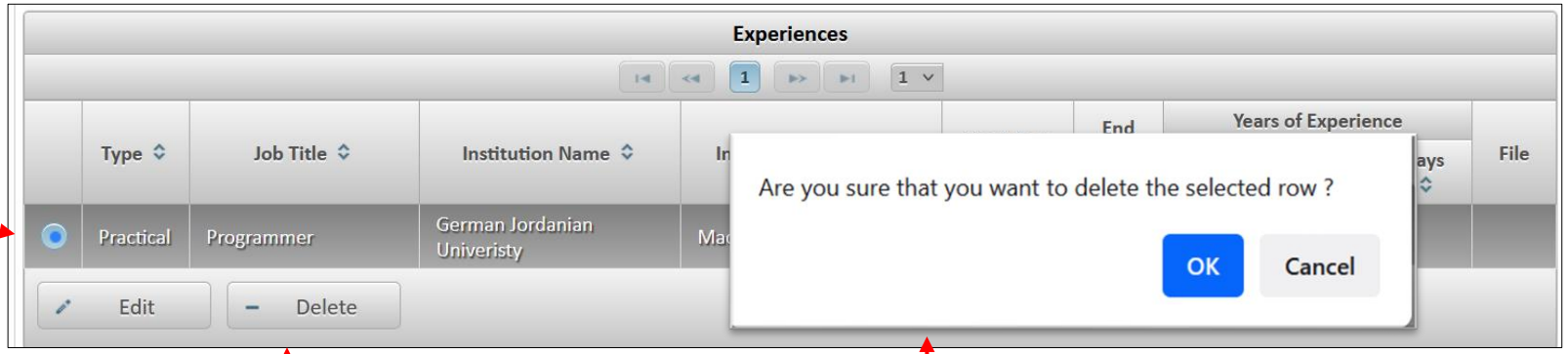
2. Click the edit button

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



Fill Job Application Details (Delete Experience)

1. Select the experience

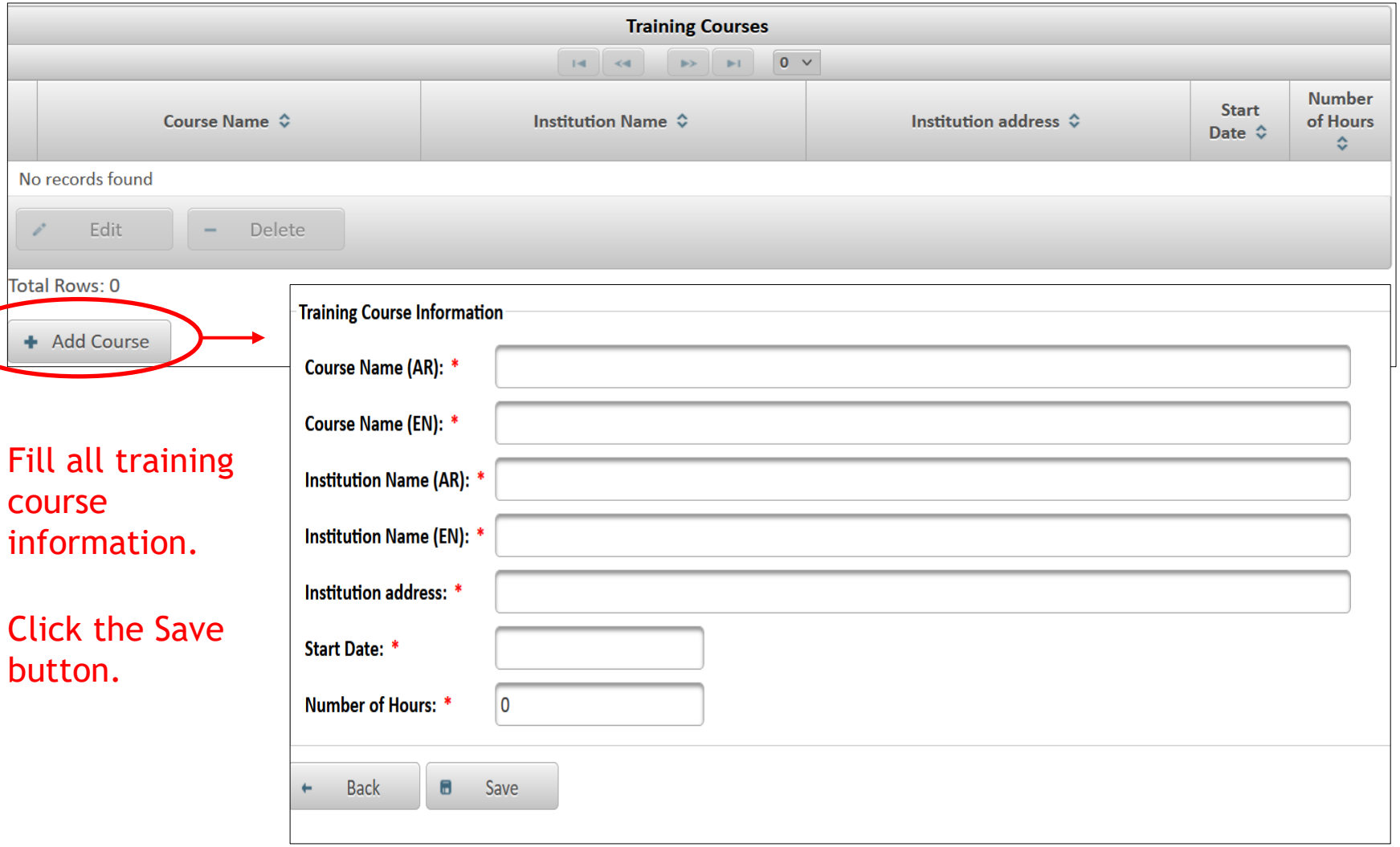


2. Click the delete button

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)



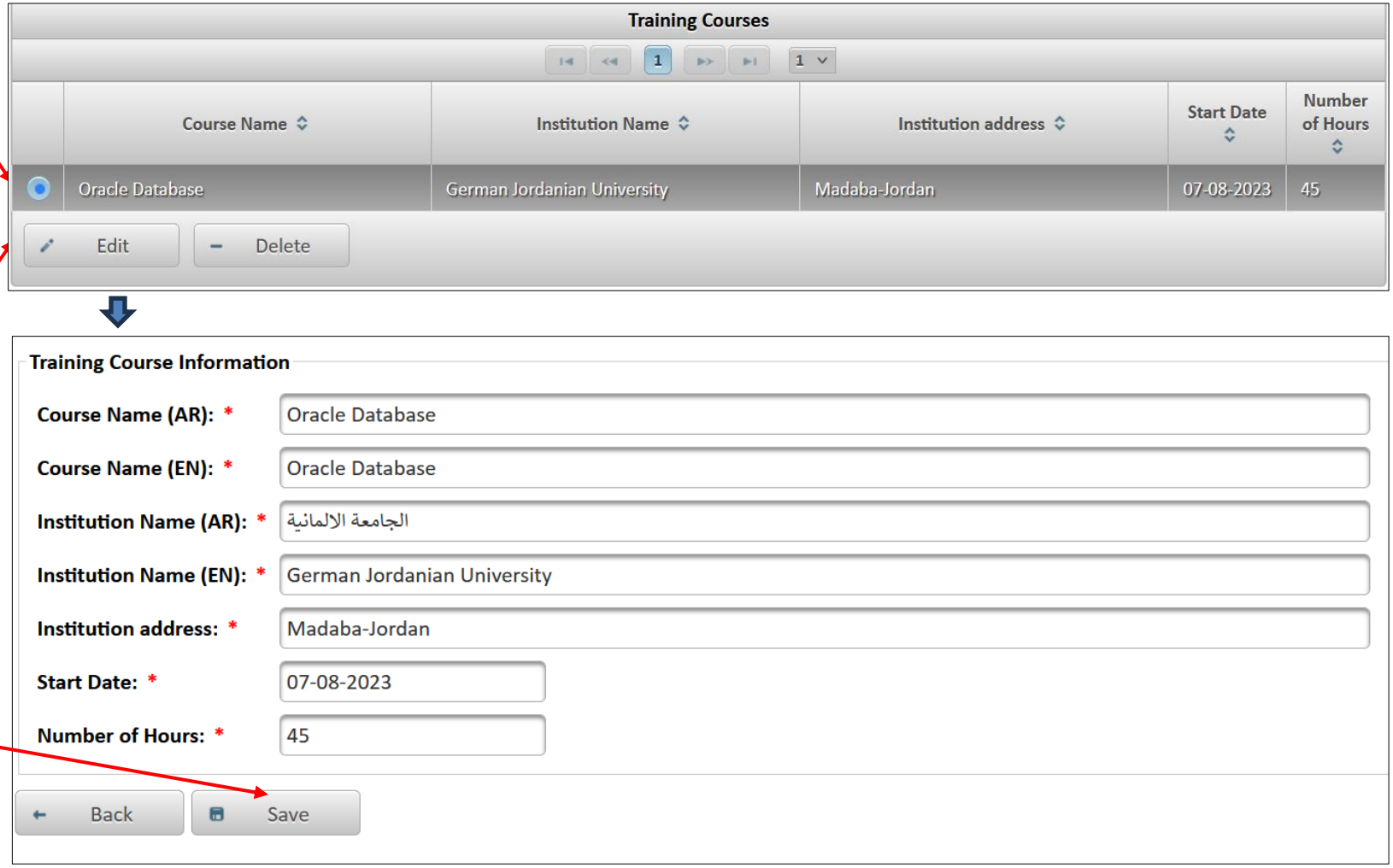
1. Fill all training course information.
2. Click the Save button.

Fill Job Application Details (Edit Training Course)

1. Select the training course

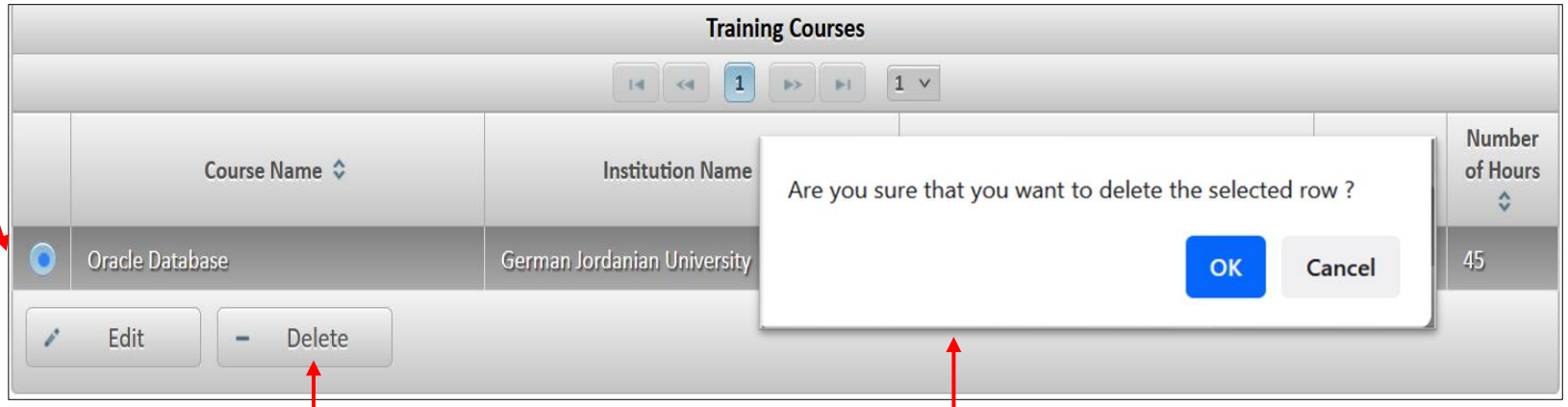
2. Click the Edit button

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



Fill Job Application Details (Delete Training Course)

1. Select the training course

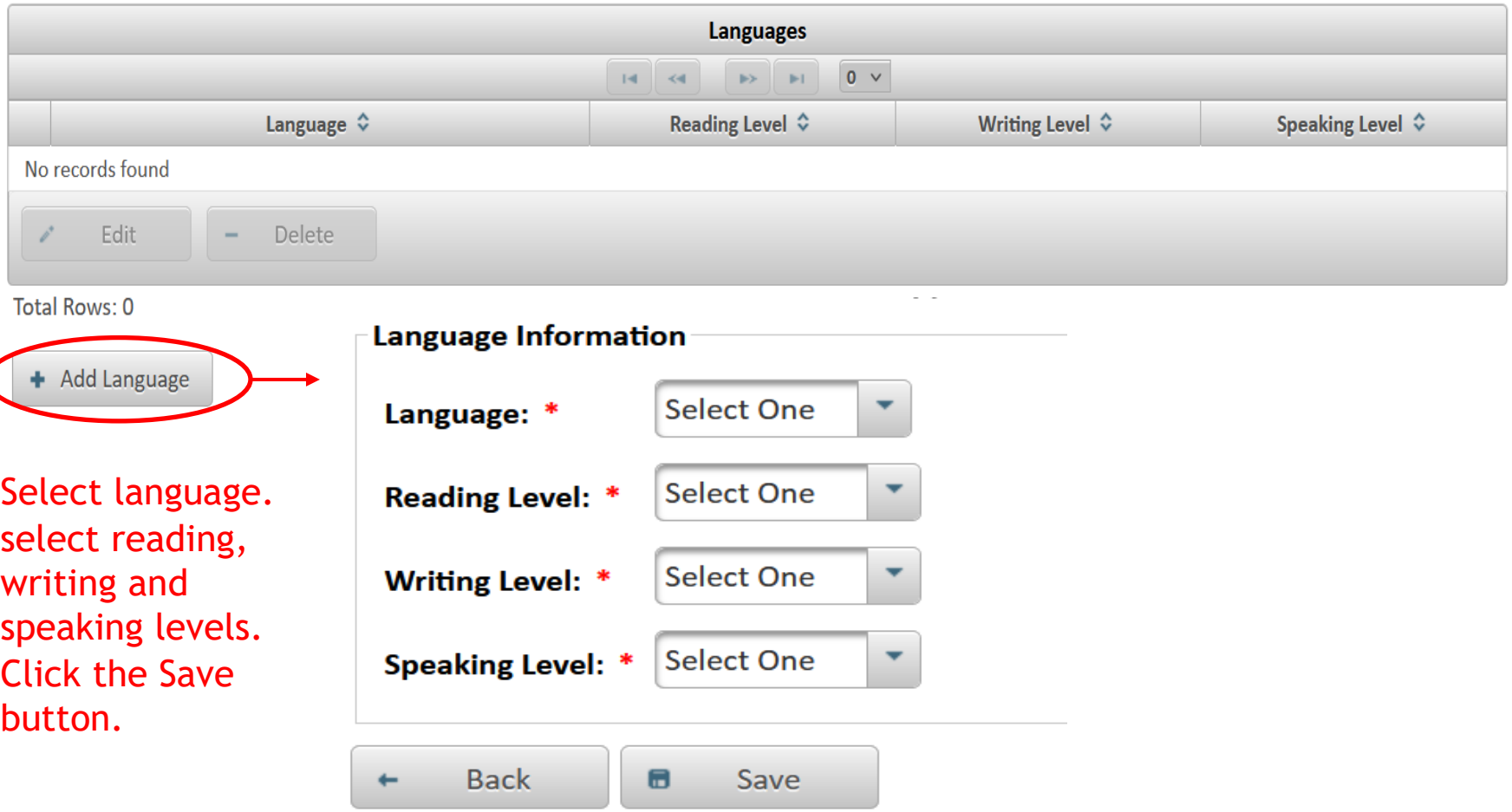


2. Click the Delete button

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)



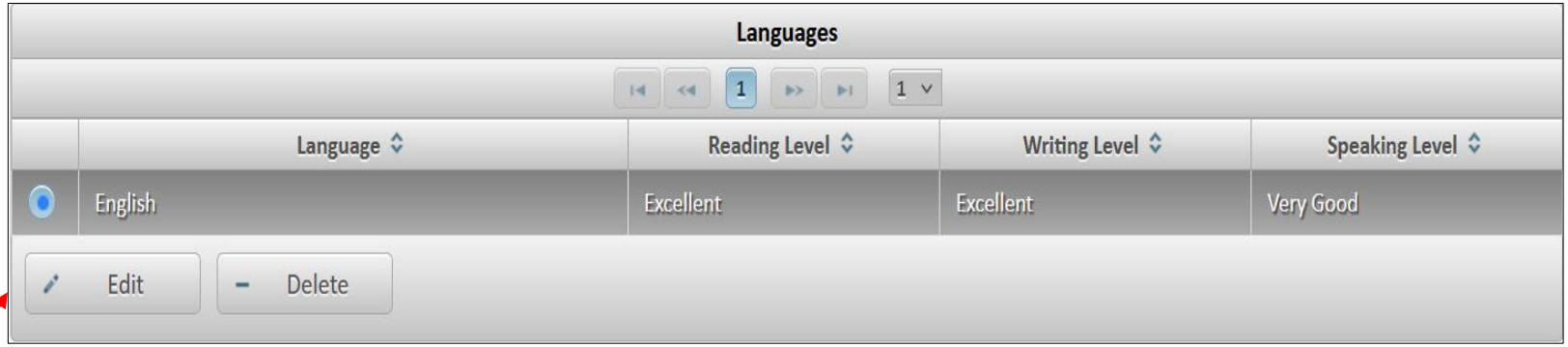
1. Select language.
2. select reading, writing and speaking levels.
3. Click the Save button.

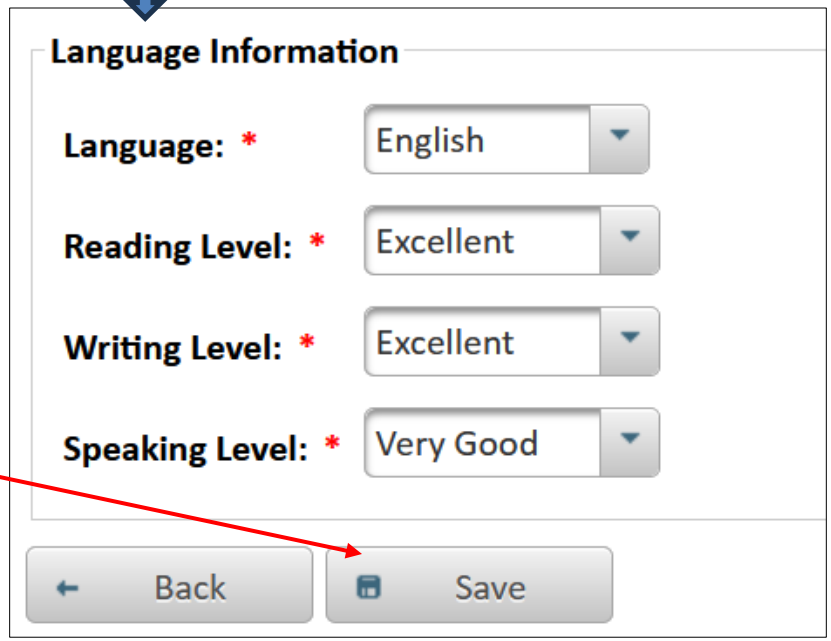
Fill Job Application Details (Edit Language)

1. Select the language

2. Click the Edit button

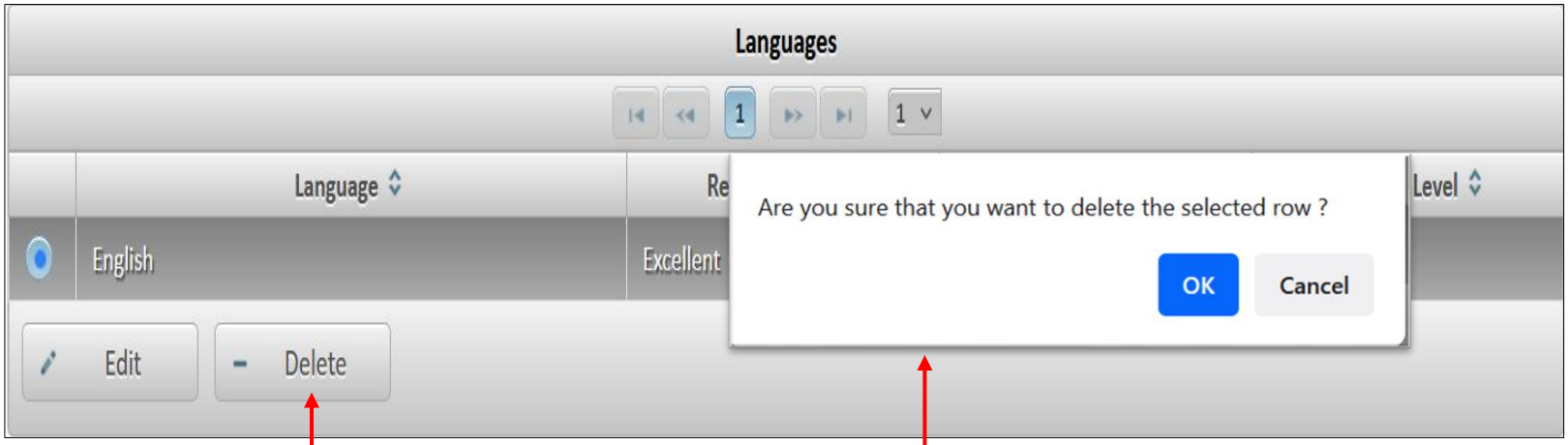
3. Make the desired edits, then click the Save button





Fill Job Application Details (Delete Language)

1. Select the language

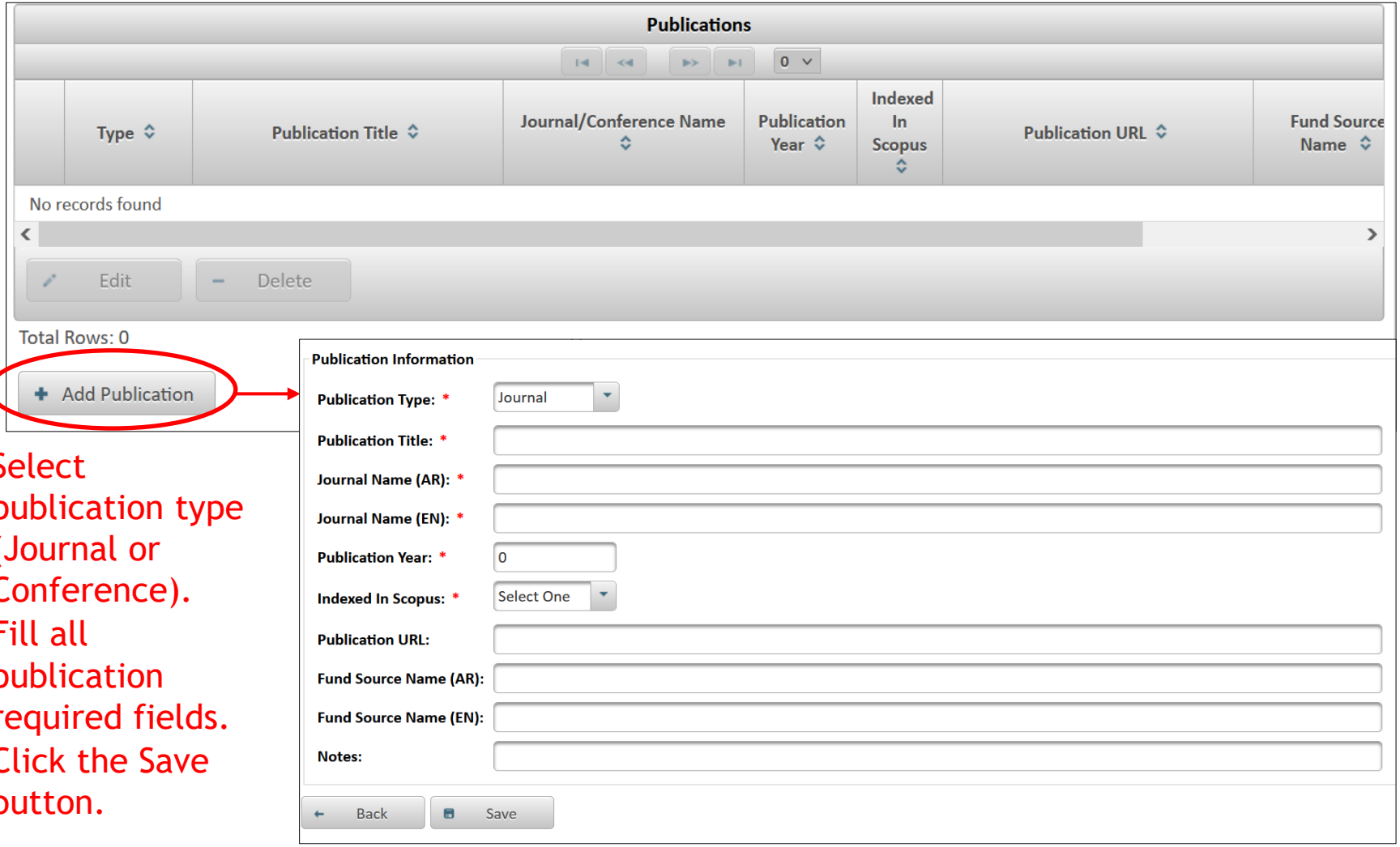


2. Click the delete button

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)



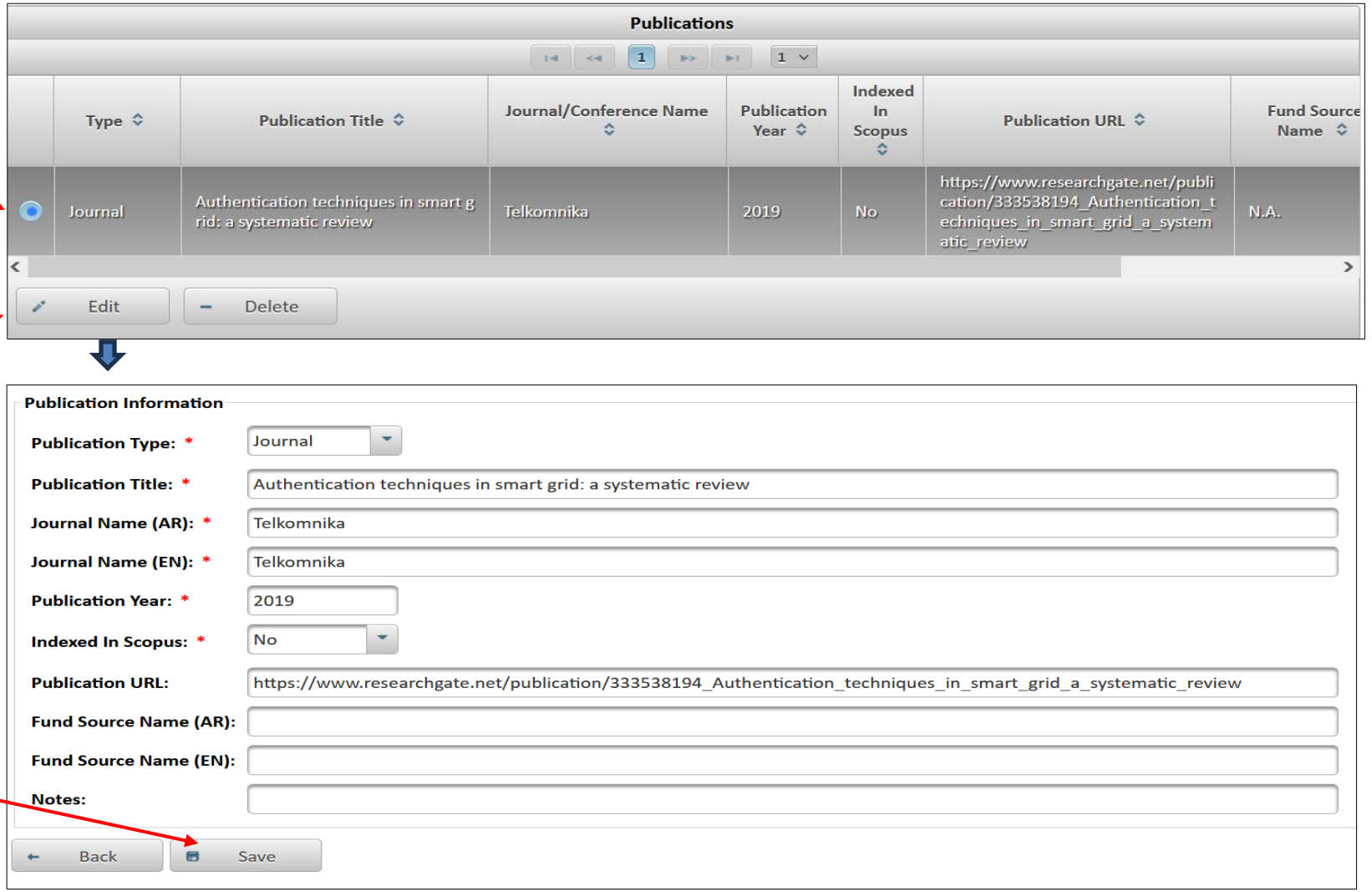
1. Select publication type (Journal or Conference).
2. Fill all publication required fields.
3. Click the Save button.

Fill Job Application Details (Edit Publication)

1. Select the publication

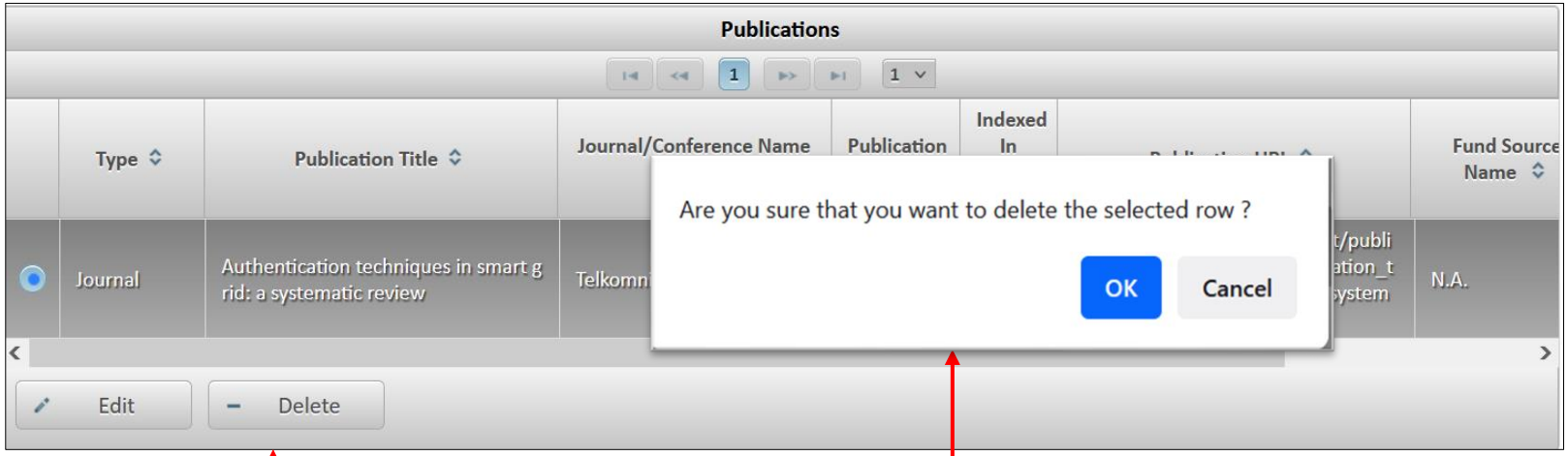
2. Click the Edit button

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



Fill Job Application Details (Delete Publication)

1. Select the publication

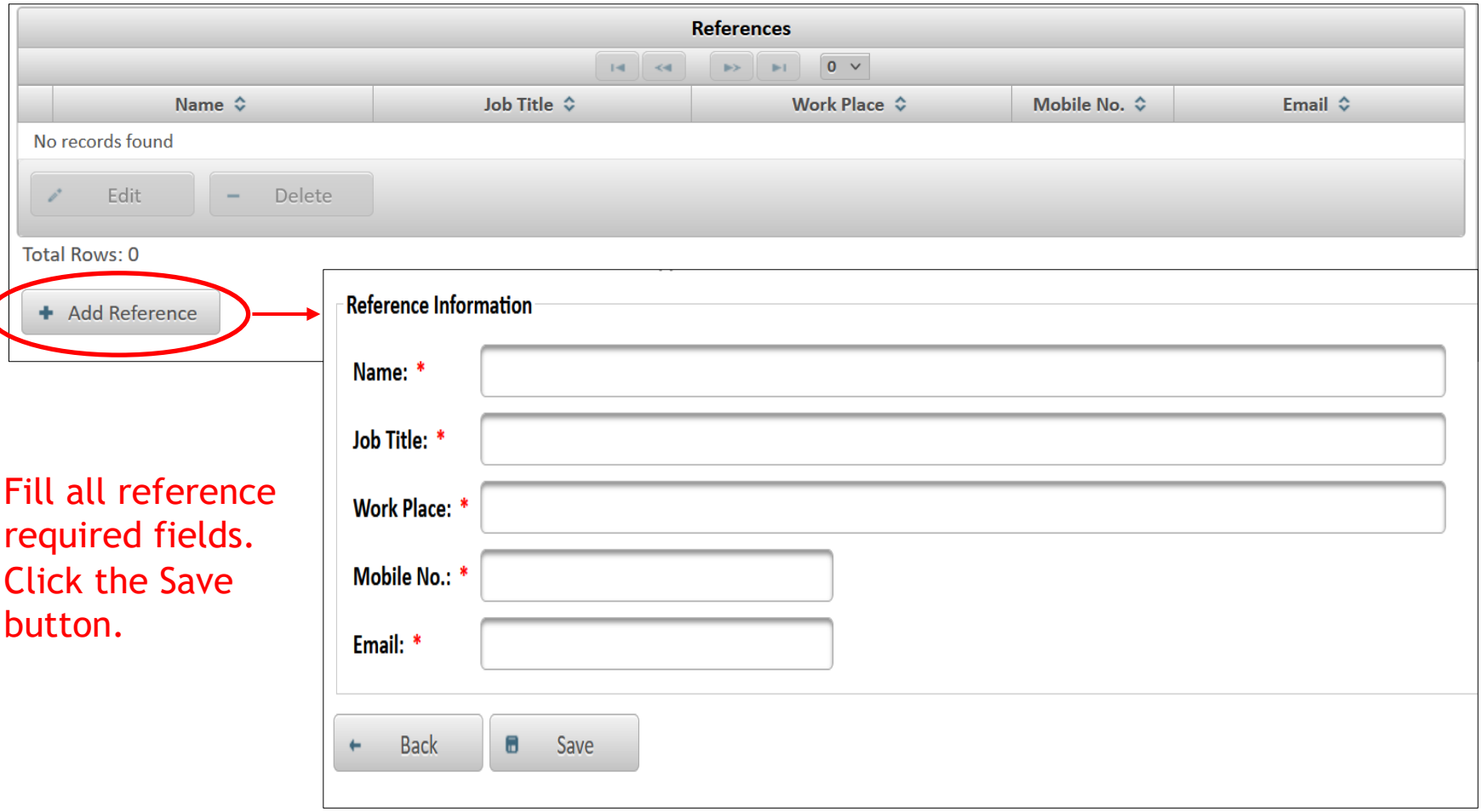


2. Click the Delete button

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)



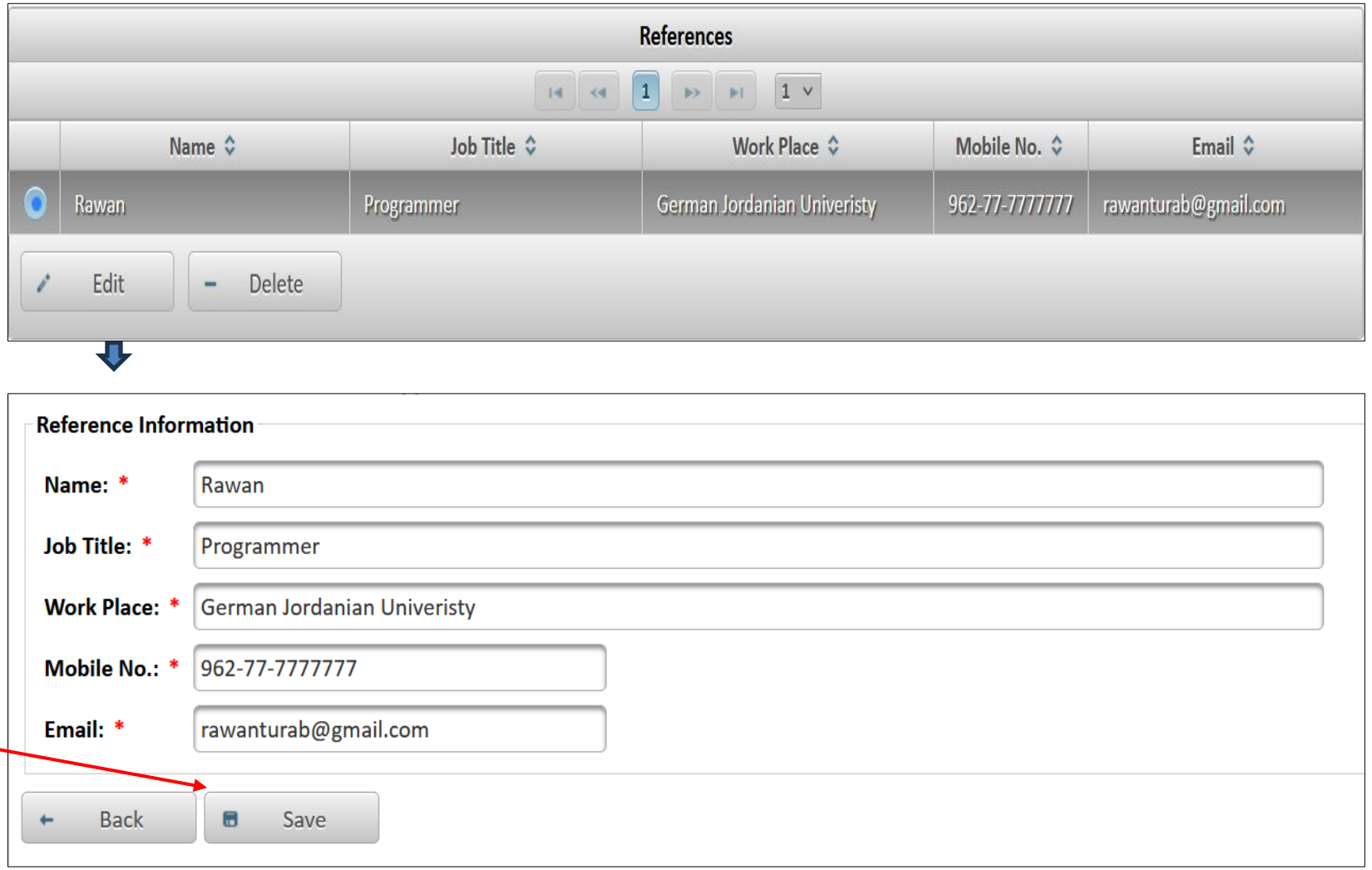
1. Fill all reference required fields.
2. Click the Save button.

Fill Job Application Details (Edit Reference)

1. Select the reference

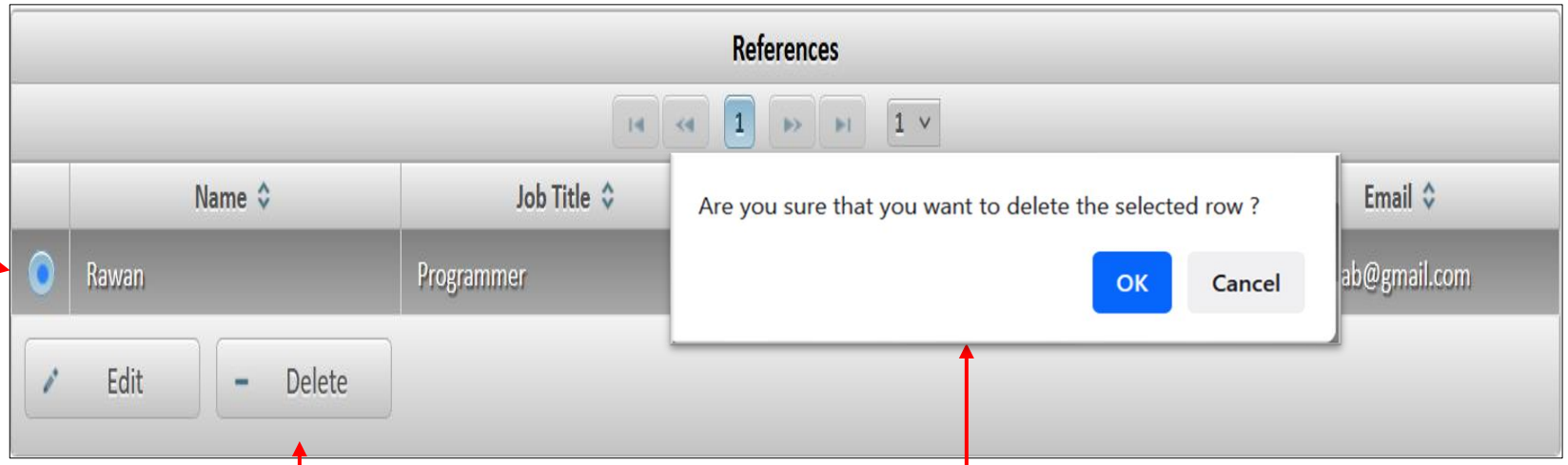
2. Click the Edit button

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



Fill Job Application Details (Delete Reference)

1. Select the reference

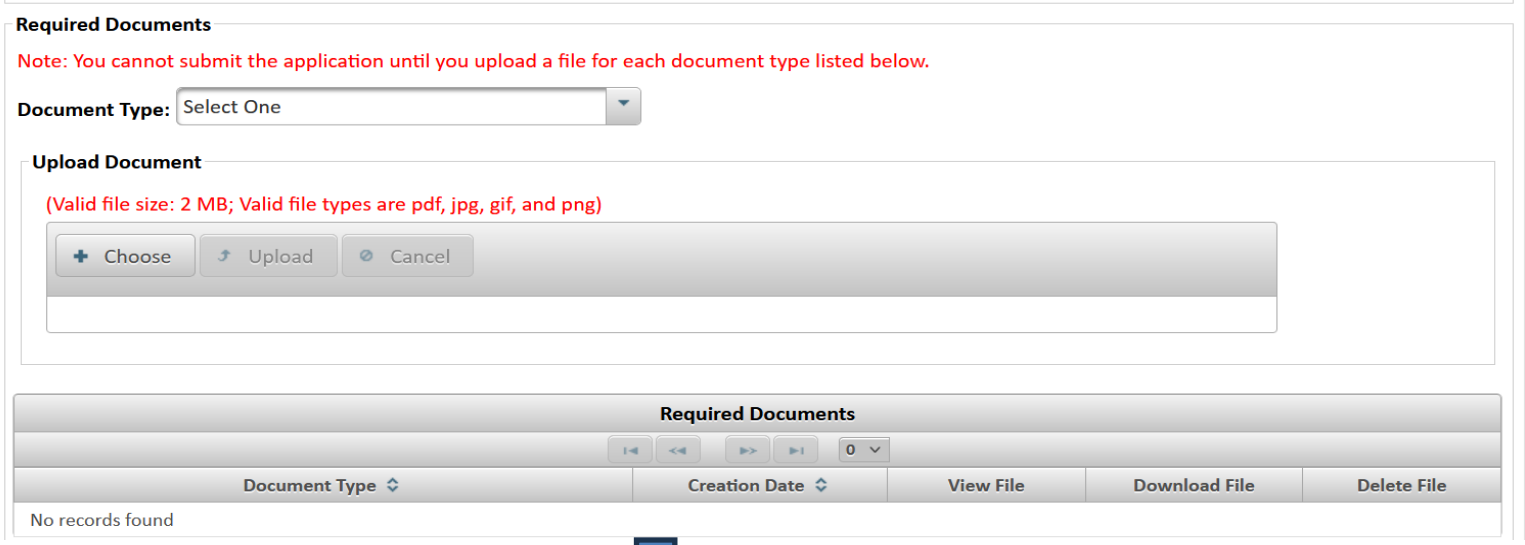


2. Click the Delete button

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

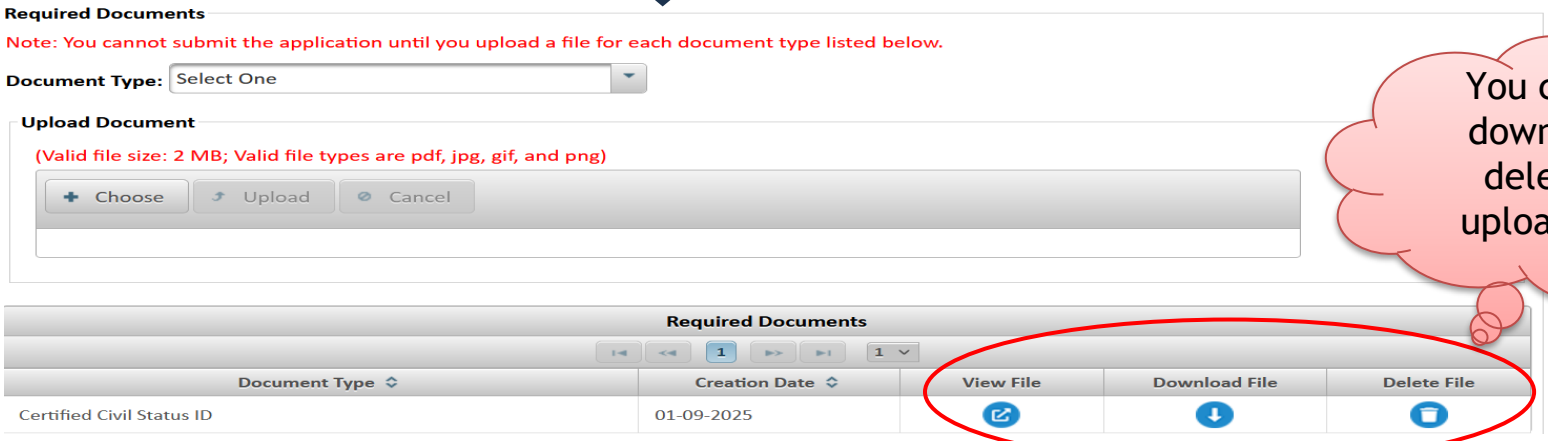
4. Click "OK" to confirm and proceed with deleting the reference or click "Cancel" to cancel the delete process.

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



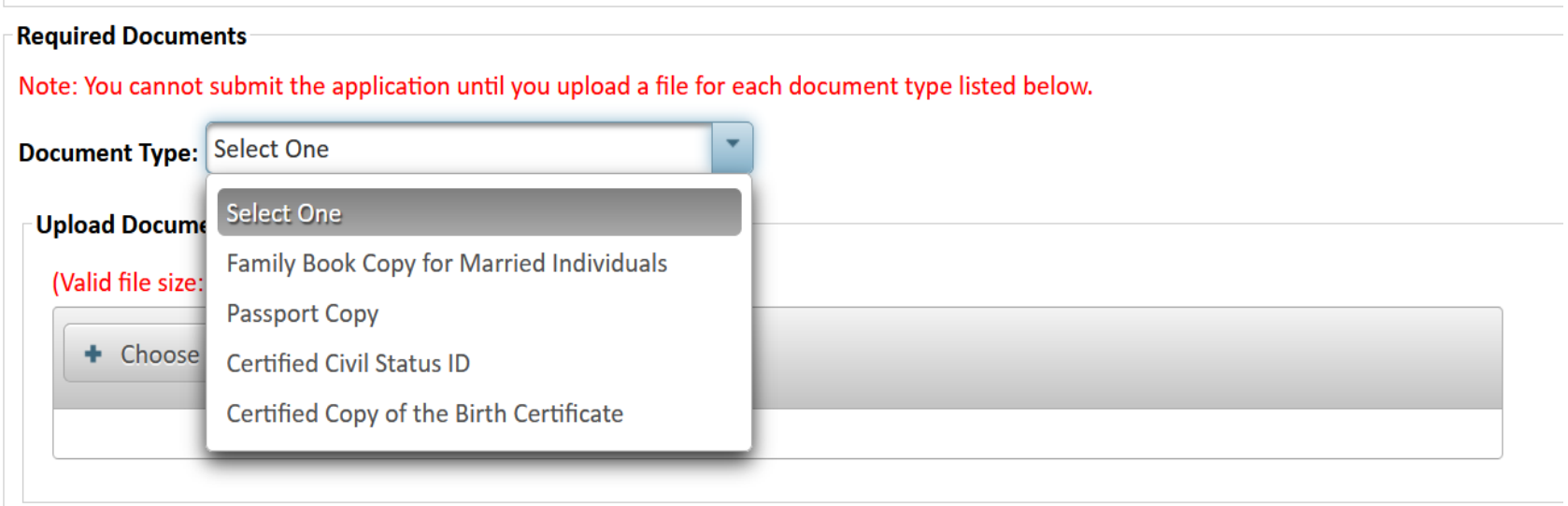
1. Select the document type.

2. Upload the corresponding file.



You can view, download or delete the uploaded file

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



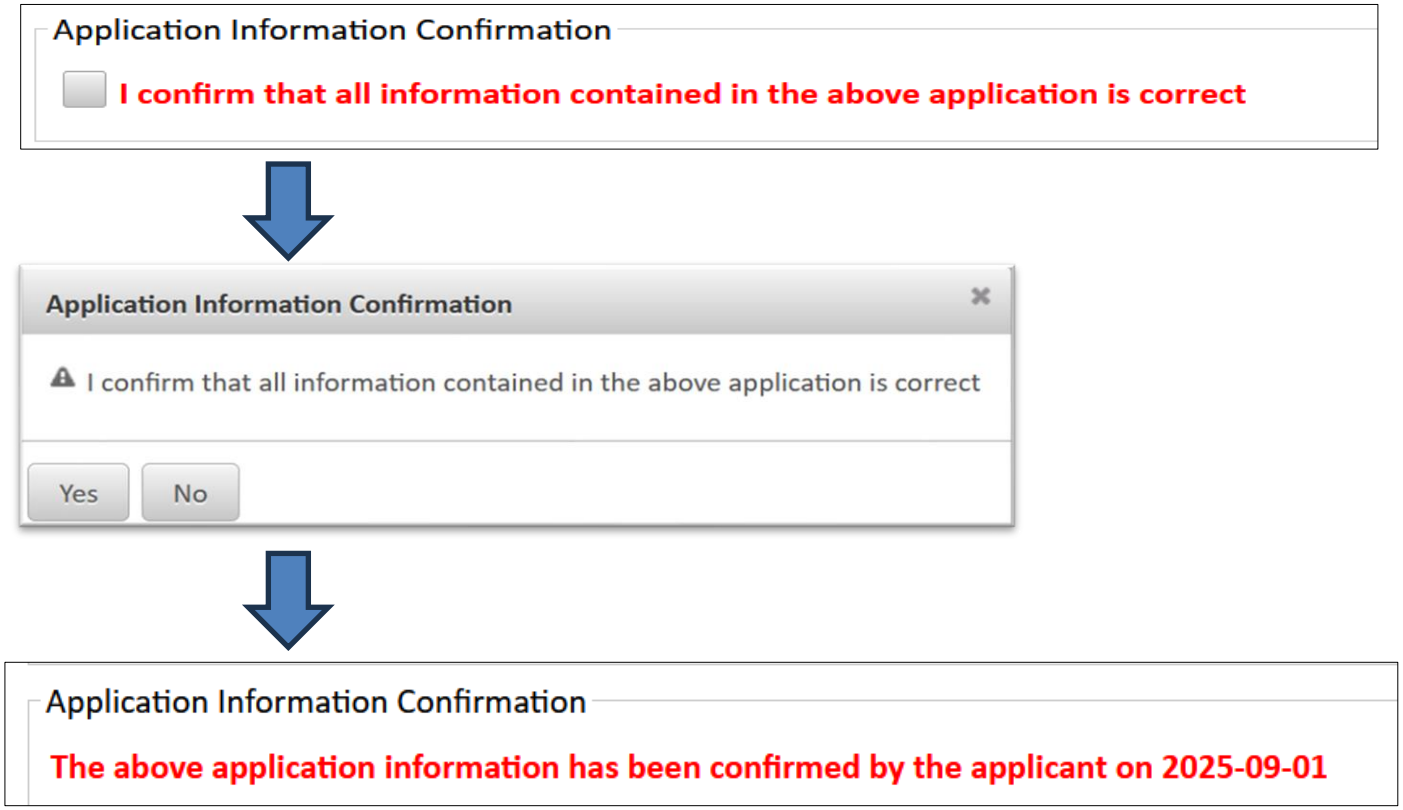
- Family book copy is a required document for married Jordanian applicants only.
- Jordanian applicants must upload one file for each document type listed.
- Non-Jordanian applicants must upload a passport copy if it is included in the document types list.

Fill Job Application Details (Application Information Confirmation)

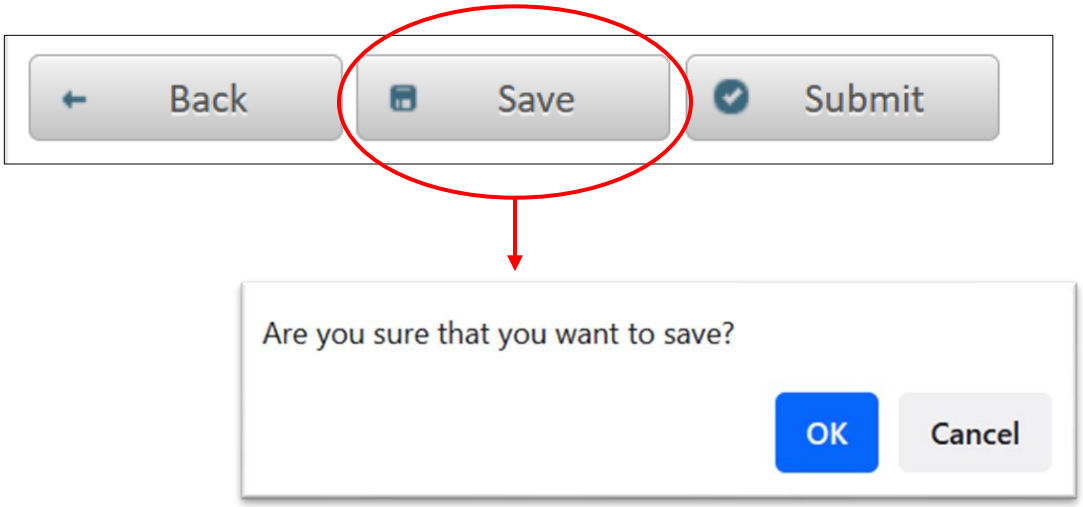
1.Tick the confirmation checkbox

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

3.Confirmation message with the date will appear.

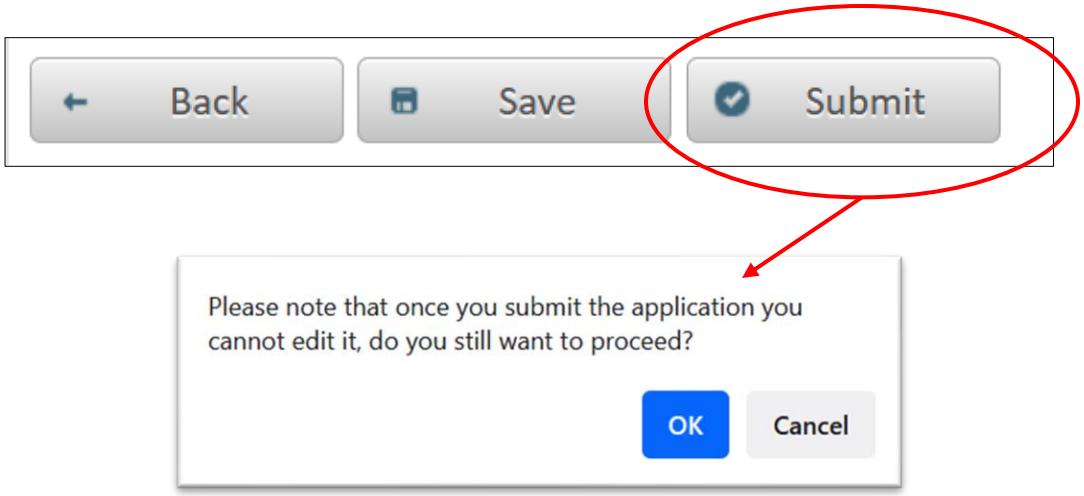


Fill Job Application Details (Save Application Information)



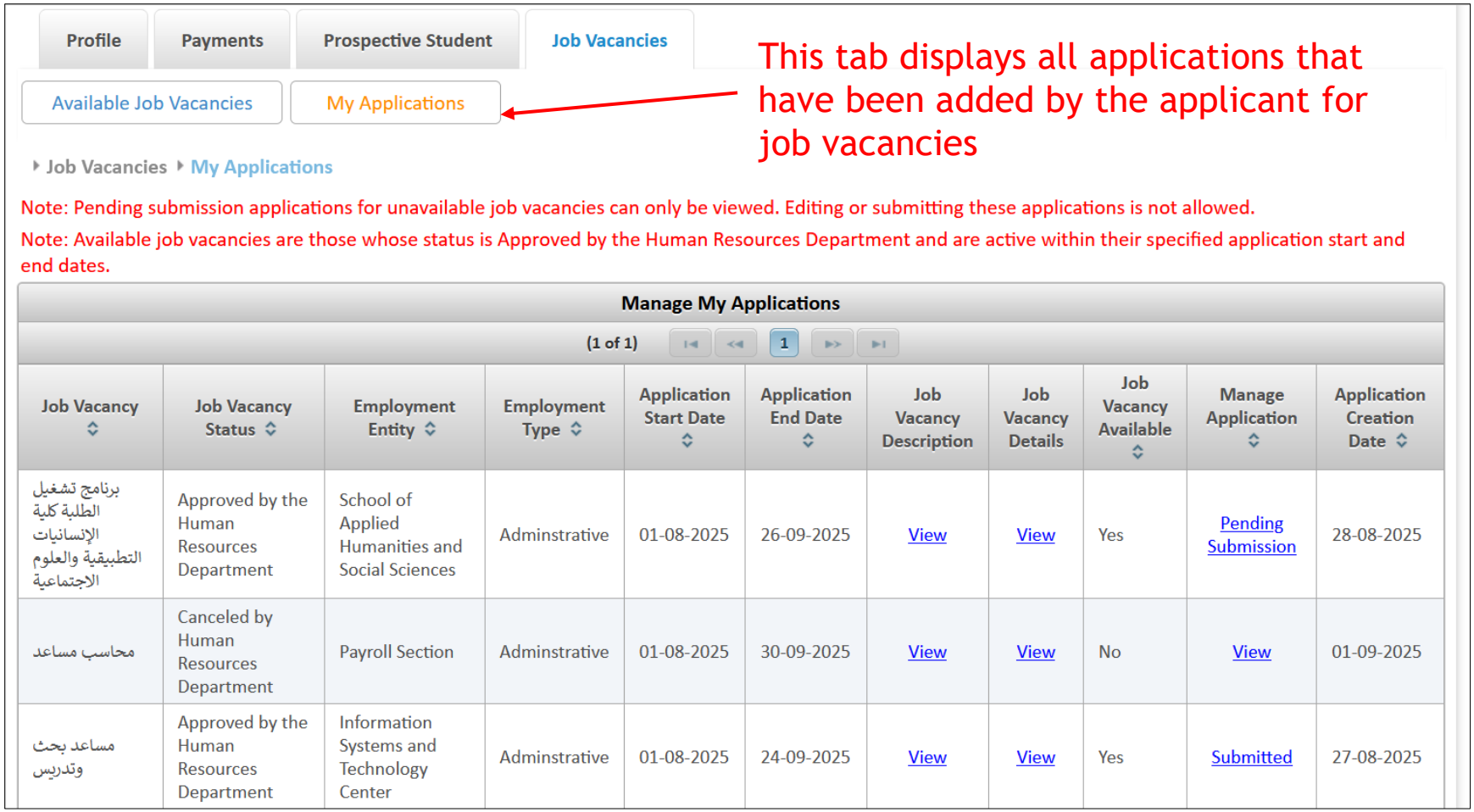
- **You can still edit the application after it is saved.**
- Clicking the **Save** button will save your personal and contact information.
- If you click the **Back** button without saving, all unsaved changes will be lost.

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



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 التطبيقية والعلوم الاجتماعية	Approved by the Human Resources Department	School of Applied Humanities and Social Sciences	Adminstrative	01-08-2025	26-09-2025	View	View	Yes	Pending Submission	28-08-2025
محاسب مساعد	Canceled by Human Resources Department	Payroll Section	Adminstrative	01-08-2025	30-09-2025	View	View	No	View	01-09-2025
مساعد بحث وتدريس	Approved by the Human Resources Department	Information Systems and Technology Center	Adminstrative	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!