Alinma Bank
Applying to Internal Job Posts

October 21, 2018
Registering as Internal Employee

If you joined Alinma Bank as an employee on or before (22-2-2016), then you already have an account on the career portal, just click on the link https://career.alinma.com/en/forgot-userinfo/ and reset your password to activate your account.

Otherwise, you will need to create a new account on the career portal. Open your Internet browser. Type the web address https://career.alinma.com, which will display the login screen of the Branded Career Channel.
If you are to create a new account, please take note of the following:

Click the "New User Registration" tab which appears at the bottom part of the Account Log in display box.

After this, registration form will appear on the next stage where you are required to fill-in the User Information and the Personal Information details.

To be verified as Alinma internal employee, you need to answer the question "Are you Alinma Bank employee?". Click "Yes" and enter your Alinma e-mail address.
If you are to create a new account, please take note of the following:

### Post Your CV

<table>
<thead>
<tr>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username:*</td>
</tr>
<tr>
<td>Password:*</td>
</tr>
<tr>
<td>Enter Password Again:*</td>
</tr>
</tbody>
</table>

### Personal Information

<table>
<thead>
<tr>
<th>First Name:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name:*</td>
</tr>
<tr>
<td>Family Name:*</td>
</tr>
<tr>
<td>Birth Date:*</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Nationality:*</td>
</tr>
</tbody>
</table>

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If you are to create a new account, please take note of the following:

It is important to note that internal employees should register his/her Alinma e-mail account.

Once, your e-mail has been verified, “How did you hear about us” will automatically set as “Internal Employee.”
If you are to create a new account, please take note of the following:

Click the appropriate boxes and click register to finish the registration.

Emails Notifications
Subscriptions:
- [ ] Allow Alinma Bank to Contact me via email

Additional Information
- Do you have any criminal records?:
  - [ ] No
  - [ ] Yes
- Do you have any history of infectious or chronic diseases?:
  - [ ] No
  - [ ] Yes
- I authorize Alinma Bank to check my credit record in SIMAH, in accordance with the rules and procedures of the bank, as an added measure for selecting potential candidates
If you are to create a new account, please take note of the following:

After completing the registration, you will be directed to the below page to continue building your CV.

You will receive email to confirm your account, only once done you will be able to view Alinma internal jobs posting.
Building your CV

Option 1: Use the CV Builder

Using this option, you can build your resume from a scratch, completing your profile step-by-step. Please note that field in red are mandatory to be filled-in.

Option 2: Upload your CV

By clicking this option, you need to locate your CV from your PC and click “Open”. The system then will distribute CV data and fill-in corresponding fields in the CV, which saves you a lot of time and effort.

Option 3: Import from LinkedIn

This option will provide information from your LinkedIn account. You need to enter your log in details for your LinkedIn account and click on “Allow Access”.
Option 4: Import your CV from Bayt.com

You have to provide authorization by providing your Bayt.com username/e-mail address and password.

After building your CV, the HC needs to approve the employee as “Internal Employee”, after which, he will now be able to view the internal job posts.
Searching and Applying to Internal Job Posts

After completing your CV, you will now be able to search and apply for internal job vacancy.

Go to https://career.alinma.com/en/ and log-in. Go to “Search Job” menu and select “Internal Posts”.

![Job search screenshot](image-url)
Searching and Applying to Internal Job Posts

• After selecting the Internal Posts link you will be able to see available vacant jobs posted in the internal vacancy announcement.

• Click the “Job Title” of the job you are interested in and review the details.

• If you think your qualifications meet the requirement of the posted job, you may click “Apply Now” to apply instantly.

• After applying, you will see a screen confirmation that your application has been successfully submitted. You will also receive an e-mail confirmation.

• You will then be notified if you have been shortlisted for the job you have applied for.
THANK YOU