Frequently Asked Questions

1. **What is PetroJobs?**
   PetroJobs is a joint recruitment portal between MOG and operators where job applicants can find & apply for vacancies in the Oil & Gas Industry.

2. **How to I register in PetroJobs?**
   Go to www.petrojob.om and click on the tab of "Register" and fill in the create account form. If faced with issues go to the tab of "Contact Us" in PetroJobs website

3. **How do I apply to a position in PDO?**
   Application to PDO is only through www.petrjobs.om . You have to register and create an account in PetroJobs portal. Once your account is active, go to PDO profile and view advertised Jobs and apply. For detailed explanation on how to apply please refer to the user guide.

4. **Can I apply directly for a vacancy in PDO website?**
   No. PDO is fully integrated with PetroJobs Portal Where in order to apply/view vacancies of PDO, you will have go through www.petrjobs.om.

5. **Will I be able to complete my application if I apply through Smartphone devices such as Tablets and Mobiles?**
   The PDO e-recruitment is not fully compatible with the Smartphone devices such as Tablets and Mobiles. To ensure smooth application experience, use a desktop or laptop.

6. **Do I need to ensure that my laptop/desktop is compatible to certain browsers to ensure completion of my application?**
   Yes, for further details refer to the PDO SAP E-Recruitment Browser Compatibility.

7. **How do I know that my browser is compatible?**
   Check the PDO SAP E-Recruitment Browser Compatibility.

8. **In case of issues faced across the application experience, whom to contact?**
   Step 1: First check your compatibility
   Step 2: Refer to the user guide for guidance
   Step 3: If still faced with issues after going through steps 1 and 2, contact PetroJobs support team on **contact@petrpjobs.om**.

9. **How do I know that my application is complete?**
   i. You will receive an email notification from PDO e-recruitment system to confirm completion of your application.
   ii. A complete application does not guarantee being shortlisted or called for an interview.
   iii. PDO reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful.

10. **How do I know the status of my application?**
    Go to www.petrojob.om and click on the tab of "My Account", input your login details and view your application status

11. **Where can I check for my application status in PetroJobs?**
    Go to www.petrojob.om and click on the tab of "My Account", input your login details and view your application status

12. **Is my password to PetroJobs profile the same in PDO e- recruitment system?**
    No. The password used to register in PetroJobs is unique to the portal

requirements, and the password used to register in PDO e-recruitment system is unique to the PDO e-recruitment system requirements.

13. What is the password rule to be followed when keying in a password in PDO recruitment Portal?
   i. Password must contain at least 8 characters including a mix of alphabetic, at least one Capital letter (Upper case) , one small letter (lower case) , one number and one special characters (# $ etc.)
   ii. It must be different from your User Name (email address)
   iii. Do not use your previous 13 passwords
   iv. Passwords are case sensitive (upper & lower case)

14. What is the password rule to be followed when keying in a password in PetroJobs Portal?
   i. You must use minimum 8 characters and at least 1 Alphabet, 1 Number and 1 Special Character in your password.
   ii. Do not use recurring character while choosing your password. e.g. wisdom1*

15. Do I need to create a user name in PDO e-recruitment system?
Your username in PDO e-recruitment system is the email address you have used to register in PetroJobs portal, which will automatically be pushed to PDO e-recruitment system. Hence, no action is required from you.

16. How can I change my password in PDO e-recruitment system?
Go to PDO Profile in PetroJobs Portal by clicking on PDO Logo in the home page www.petrojobs.om , there you will find a link "login to access your PDO Profile" which you can use to access your account in PDO e-recruitment system. Then click on "Password forgotten" tab to help you re-set your password**.** Refer to the user guide to follow the steps to follow to re-set password. (hyperlink done by Yahya)

17. What do I do in case the user name in PDO e-recruitment system is blank?
Step 1: Close the page, go to www.petrojobs.om and start over again. It's advised that you wait for 5 minutes prior to starting over again.
Step 2: If issue still persists after completion of steps 1, contact PetroJobs support team on **contact@petrpjobs.om** as this might be a technical error.

18. My Application was submitted before PetroJobs, how can I track it?
PDO reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful.

19. How does a complete application in PDO look like?
   i. An application is considered complete once you receive an email notification from PDO e-recruitment system to confirm completion of your application.
   ii. A complete application does not guarantee being shortlisted or called for an interview.
   iii. PDO reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful.

20. If I apply via Petro jobs and did not get a confirmation from PDO that the application is successful, can I assume that my application is complete?
No. please refers to question 19.

21. Will my old profile in PDO e-recruitment system be changed as a result of

PetroJobs?

Yes, the old user name will be removed and to make is simpler, your email address will be used as your user name