

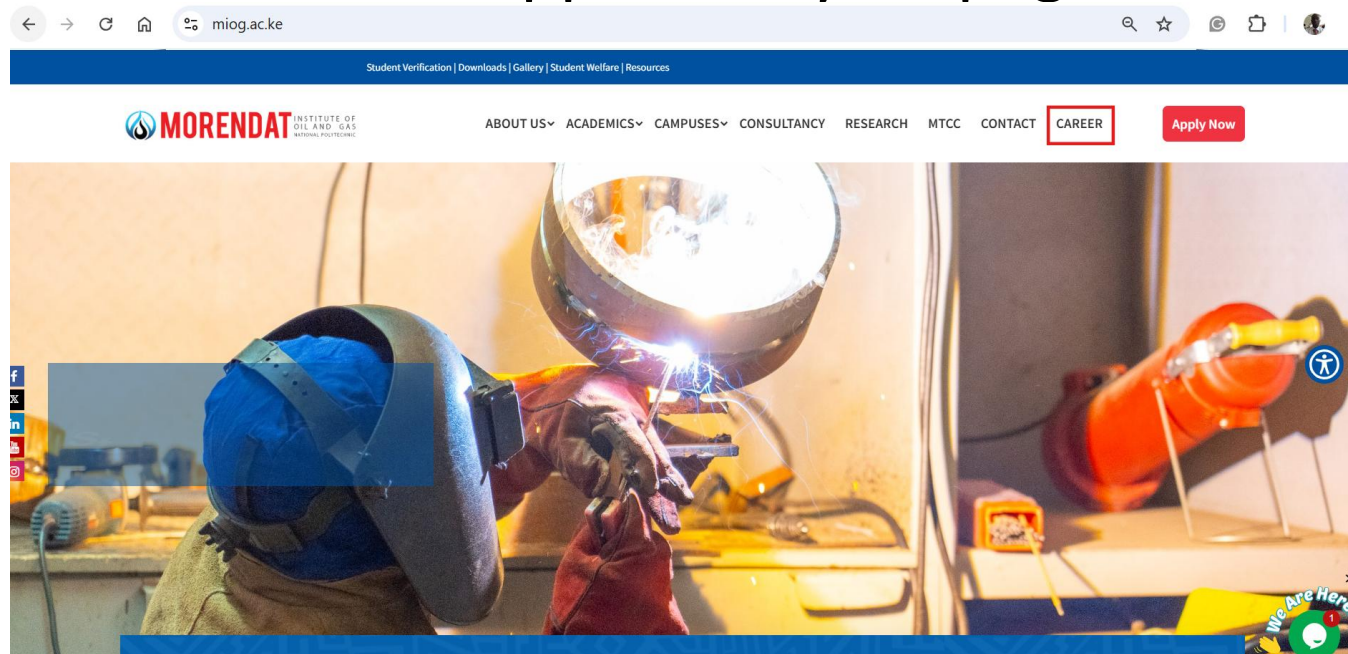
# E – RECRUITMENT USER MANUAL



**Your Future  
Starts Here**



- Preferred Browser Google chrome and Mozilla Firefox.
- Visit MIOG NP website <https://miog.ac.ke/>
- Click **Career**
- On Career opportunity page, click **Apply**



- Click on **Accept** to continue.

The screenshot displays the E-Recruitment Portal interface. At the top left is the logo for MORENDAT INSTITUTE OF OIL AND GAS NATIONAL POLYTECHNIC. A red banner at the top right reads "E-Recruitment Portal". Below this is a dark navigation bar with links for "MIOG NP Website" and "E\_Recruitment User Manual". The main content area is titled "KPC MIOG-NP Recruitment Terms and Conditions" and contains a list of 10 terms. A green "Accept" button is located at the bottom left of the content area.

**MORENDAT** INSTITUTE OF OIL AND GAS NATIONAL POLYTECHNIC

**E-Recruitment Portal**

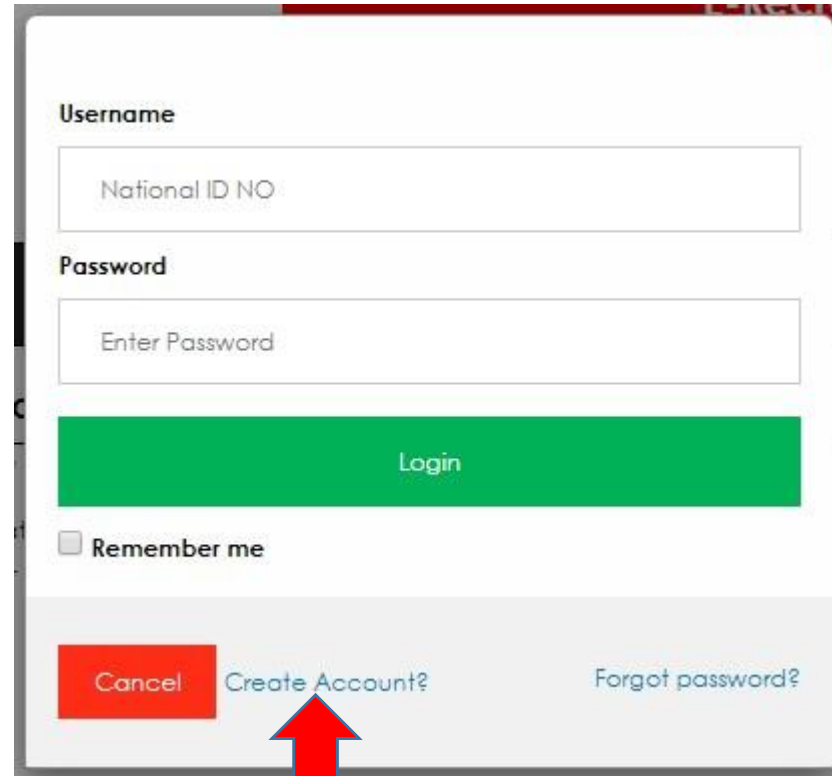
MIOG NP Website E\_Recruitment User Manual

### KPC MIOG-NP Recruitment Terms and Conditions

1. Please provide accurate information. In accurate information shall lead to disqualification
2. If you have not updated your profile recently please do so before applying for any jobs available
3. Please note the deadline shall not be extended
4. All uploads must be in PDF format
5. For you to apply for any job, you have to create account
6. For the first users, you need to create account before you proceed to login to the system.
7. Please go through the [E\\_Recruitment User Manual](#) before applying for the position
8. Preferred Browser: Google Chrome, Mozilla Firefox, and Microsoft Edge.
9. *Please use a Laptop or a desktop computer mobile devices are not compatible with the portal*
10. For technical support please email [recruitment@miog.ac.ke](mailto:recruitment@miog.ac.ke).

Accept

- If you are accessing the portal for the first time click on **Create Account** to register.

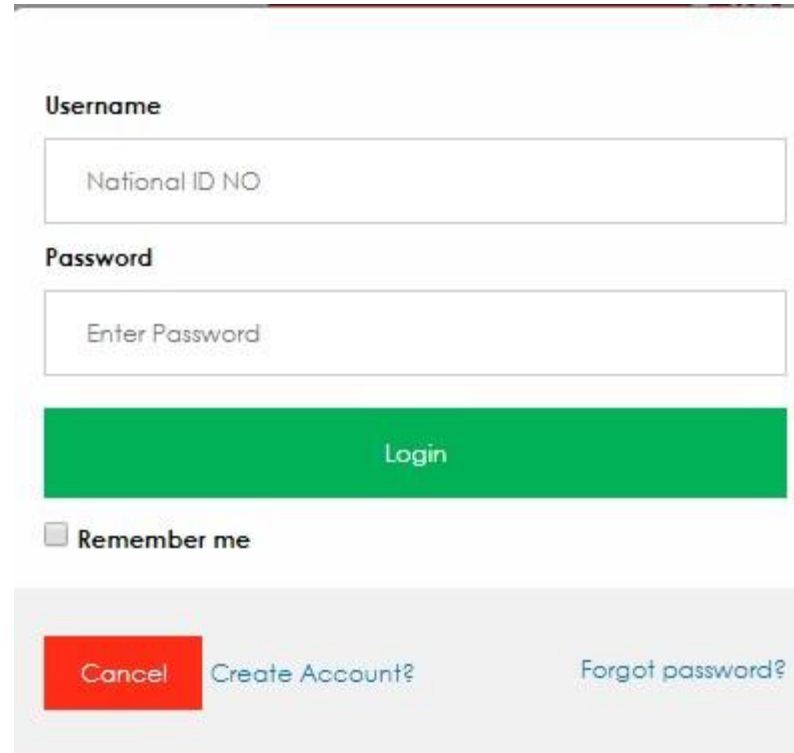


The image shows a web form for user authentication. It includes a 'Username' field with a placeholder 'National ID NO', a 'Password' field with a placeholder 'Enter Password', and a green 'Login' button. Below the password field is a 'Remember me' checkbox. At the bottom, there are three links: 'Cancel' (in a red box), 'Create Account?' (in blue text), and 'Forgot password?' (in blue text). A large red arrow points upwards from the bottom center towards the 'Create Account?' link.

- Enter your details in the required fields and click **Create**.
- Click **Accept** to continue
- A Login page will appear.

User Name*	<input type="text" value="NATIONAL ID NO"/>	Password*	<input type="password"/>	Confirm Password*	<input type="password"/>
Personal Details					
First Name *	<input type="text"/>	Middle Name	<input type="text"/>		
Last Name *	<input type="text"/>				
Physical Challenge status*	<input type="text" value="No"/>	Date of Birth *	<input type="text"/>		
Gender*	<input type="text" value="&lt;None&gt;"/>	Marital Status*	<input type="text" value="&lt;None&gt;"/>		
County of Origin*	<input type="text" value="&lt;None&gt;"/>	Ethnicity*	<input type="text" value="&lt;None&gt;"/>		
Security Questions					
Security question 1 *	<input type="text" value="Select one..."/>	Answer 1*	<input type="text"/>		
Security question 2 *	<input type="text" value="Select one..."/>	Answer 2*	<input type="text"/>		
Security question 3 *	<input type="text" value="Select one..."/>	Answer 3*	<input type="text"/>		
Contacts					
Phone Number*	<input type="text" value="07xxxxxxxx"/>	Email Address*	<input type="text"/>		
<input type="button" value="Back"/>			<input type="button" value="Create"/>		

- Input your ID Number as Username and password to log in.
- Click on Forgot Password to reset/change your password in case you have forgotten



The image shows a login form with the following elements:

- Username:** A text input field with the placeholder text "National ID NO".
- Password:** A text input field with the placeholder text "Enter Password".
- Login:** A prominent green button with the text "Login".
- Remember me:** A checkbox followed by the text "Remember me".
- Footer:** A light gray bar containing three elements: a red button labeled "Cancel", a blue link labeled "Create Account?", and another blue link labeled "Forgot password?".

- On successful logon, a list of advertised jobs will appear.
- Click **View** link to access the respective jobs descriptions.
- To apply for the position you need to create your Profile by clicking **My Profile** link.

If you have not updated your profile recently please do so before applying for any jobs available. Click My Profile to Update

Show

Search:

entries

Details	Profile	Id	Position	Job Ref. No	Job Group	Expiry Date	
<a href="#">View</a>	<a href="#">My Profile</a>	1	EXECUTIVE TECHNICAL ASSISTANT TO THE MD	KPC/ADVT/17/2017	4	2019-11-18	<a href="#">Apply</a>
<a href="#">View</a>	<a href="#">My Profile</a>	2	Senior ICT Officer (Applications Developer)	KPC/ADVT/08/2017	4	2019-11-18	<a href="#">Apply</a>
<a href="#">View</a>	<a href="#">My Profile</a>	3	ICT Officer I (Systems Administrator)	KPC/ADVT/09/2017	5	2019-11-18	<a href="#">Apply</a>

Showing 1 to 3 of 3 entries

- Fill all the applicable details
- All uploads should be in pdf
- Save your details before clicking on the **next** button.
- You can add as many qualification as possible by filling the details and clicking

Home >> Academics Qualifications >> Professional Qualifications >> Professional Membership >> Positions Held >> Work Experience >> Uploads

Academics Qualifications

Please complete the form below. Providing inaccurate information shall lead to disqualification.  
Please Make sure you save before the next step.  
If you don't remember the date you attained the qualification, Please select the first date of the month you attained.

Academics Qualification*	<input type="text" value="&lt;None&gt;"/>	Qualification Title*	<input type="text"/>
Grade*	<input type="text"/>	Date of Attained*	<input type="text"/>
Upload Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Save"/>	

Qualification	Qualification Title	Grade	Date Acquired	Delete
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div>				

## Save button

- To submit your application, Click the respective **Apply** button.

	End date
8	20 Jul 2018
2018	28 Aug 2018

- A window will appear asking you to confirm that you are ready to

*NB:*

submit. *YOU CAN STILL EDIT YOUR APPLICATION*

Apply

*BEFORE THE DEADLINE DATE OF SUBMISSION  
BY EDITING YOUR PROFILE*

- You can view the positions you have applied by clicking **Jobs Applied** link.

