AIC Kijabe Hospital Training Material

E-Recruitment Portal

Microsoft Dynamics 365 - Business Central

Workflow Documentation

This document has been created solely for training purposes. It reflects our current processes, which may evolve as we continually improve and update the staff portal and BC backend. Please note that the contents of this document are dynamic and might change over time. Feel free to use this material within our organization to enhance learning and development. This document is a part of our commitment to ongoing training for our staff.

1. Open Browser

Using a digital device such as a Phone, Tablet, and tablet, open any standard browser such as Google Chrome, Mozilla Firefox, Safari, Opera, Microsoft Edge, or Brave.
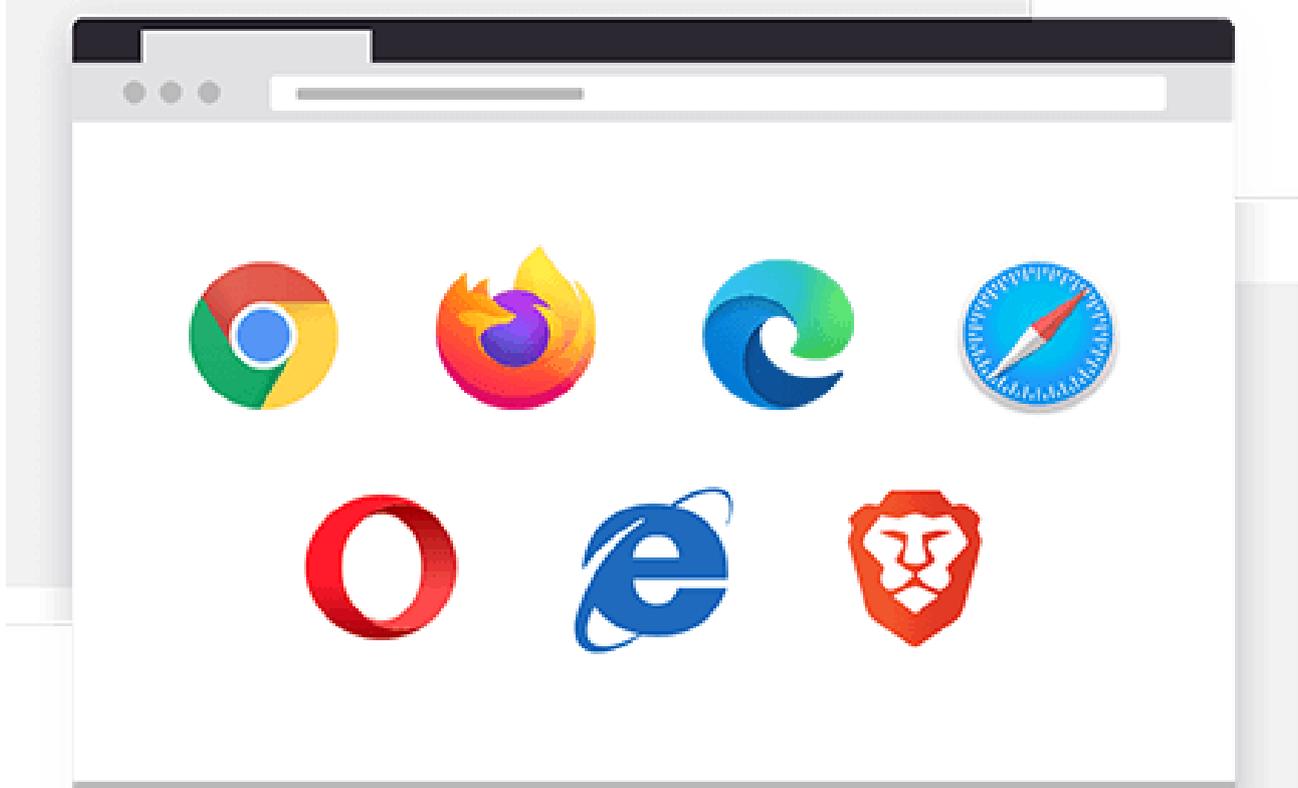

2. Enter the URL

The Recruitment portal is accessible in the AIC Kijabe Hospital through the URL https://kijabehospital.org. Enter this URL on the Address Bar as shown in the image below. Some browsers such as Chrome will allow you to search the URL in the search box.

*Optional: Once the URL loads, bookmark the page and save the link as a shortcut on your desktop (for PC users) or add to home screen (for mobile users).



3. AIC Kijabe Hospital Website

The hospital website has detailed information about our services, appointment booking, Kijabe College of Health Sciences, and Careers where you will access the recruitment portal.
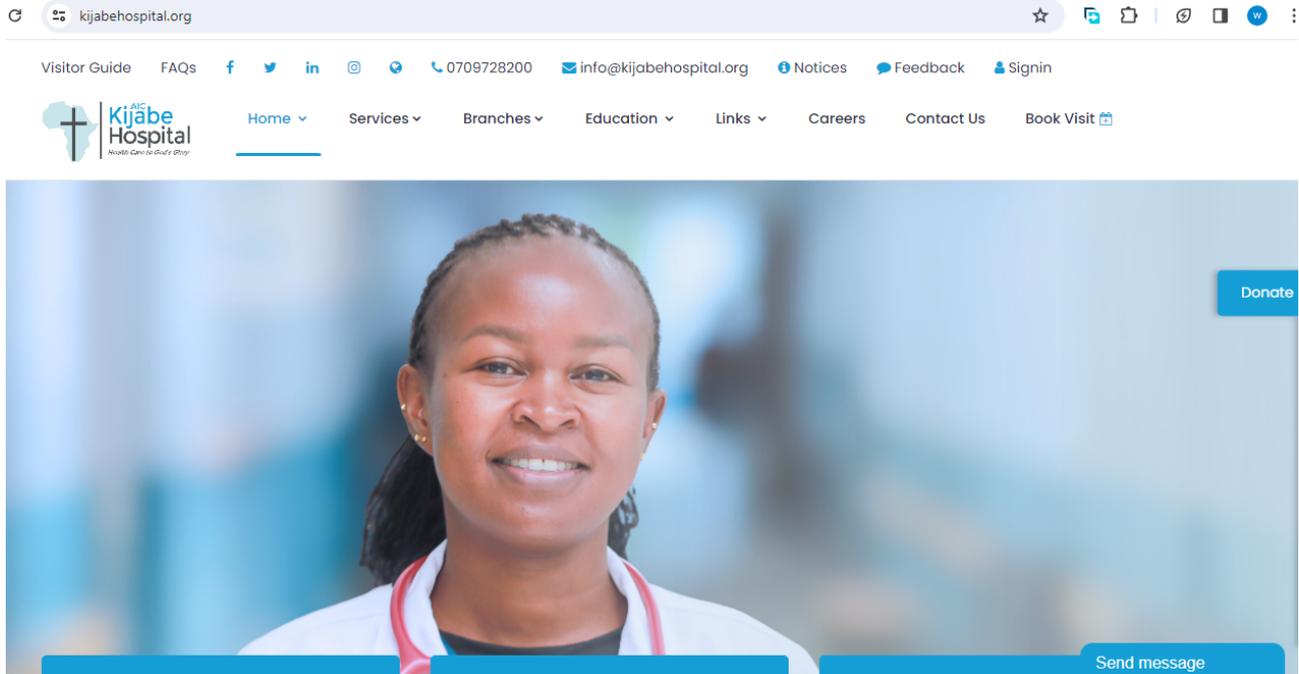
4. Careers Page

Scroll down to the guidelines necessary during your application process. Click on:

i. Visit Portal to direct you to the Recruitment Portal to discover current job openings and submit your application.

ii. Learn More; will direct you to help topics on the guidance for our application process.

iii. Read Policy; shows the recruitment policy of our commitment to equity during the recruitment process.

iv. Read Notice; will give you our data privacy notice to understand how we handle data throughout the recruitment process.
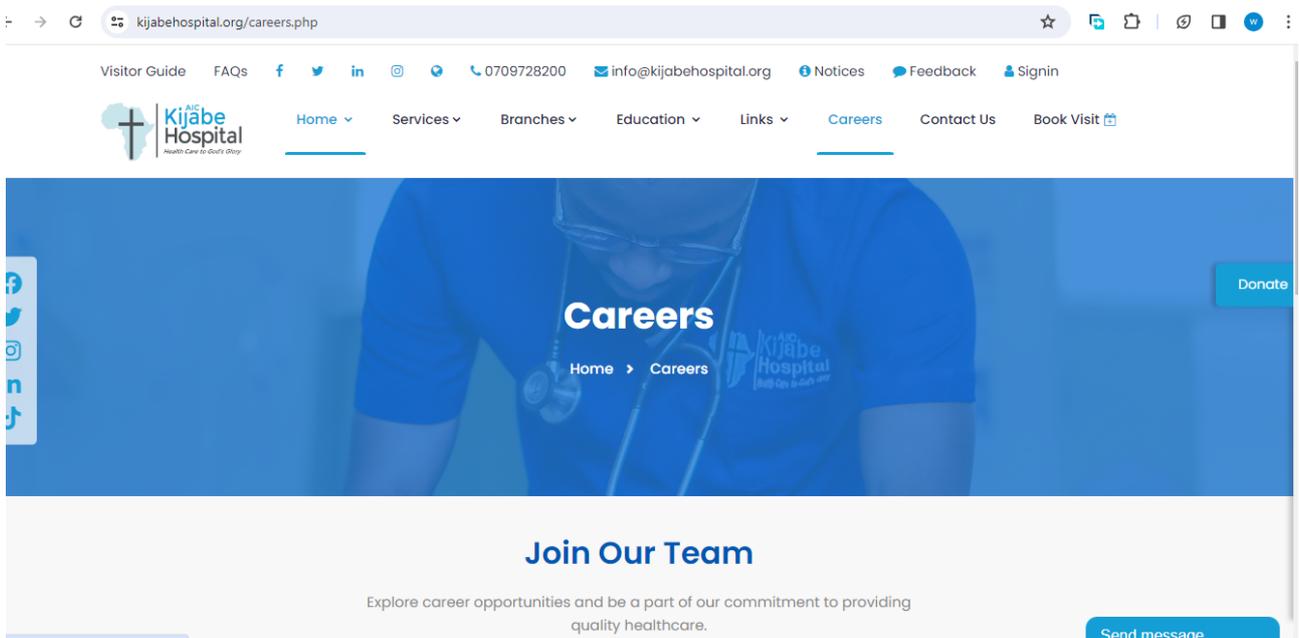
5. Recruitment Portal

Click on the Visit Portal button, which will direct you to the landing page for the recruitment portal.

This page shows the Jobs openings, requirements and roles of the position.

Click on Register to create an account and Login in you had already created an account.
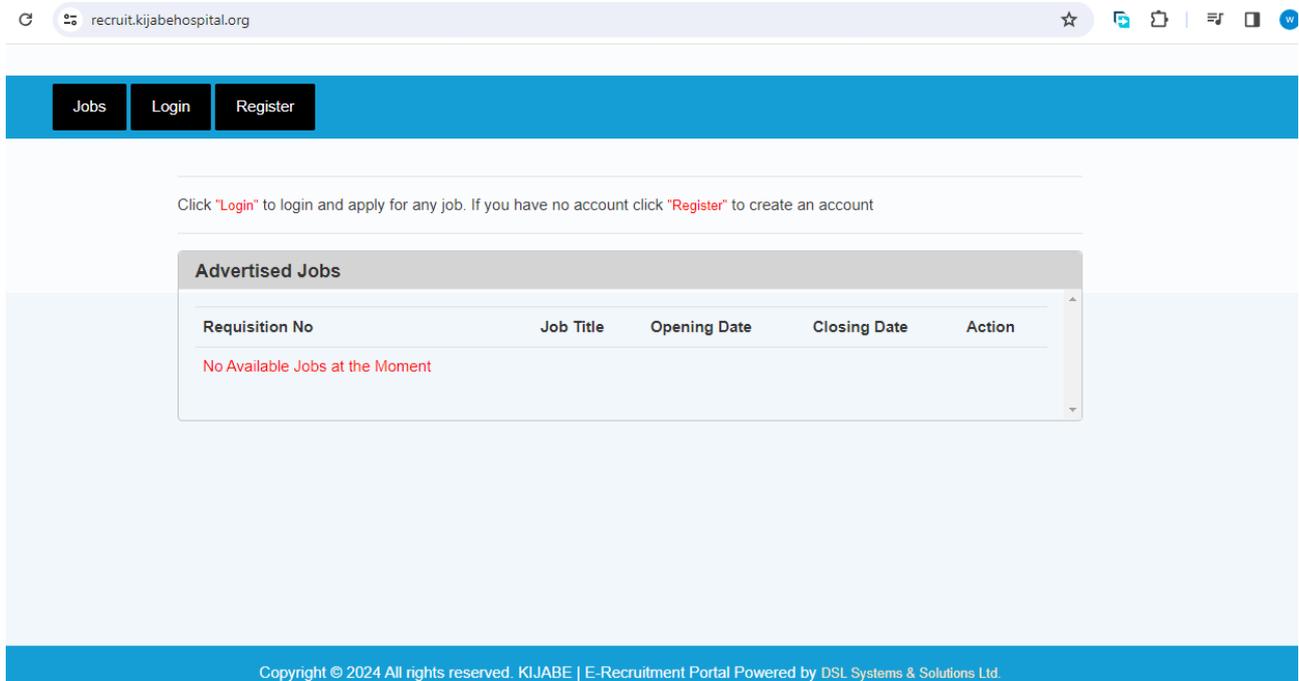
6. Register New Account

Ensure you put accurate information, ID Number for Kenyans and Passport Number for Non-Kenyans, your three names according to your National ID, and a functional Email to receive any official communication from us.

Create a strong password that you will use to Log into the Portal and confirm it for verification.
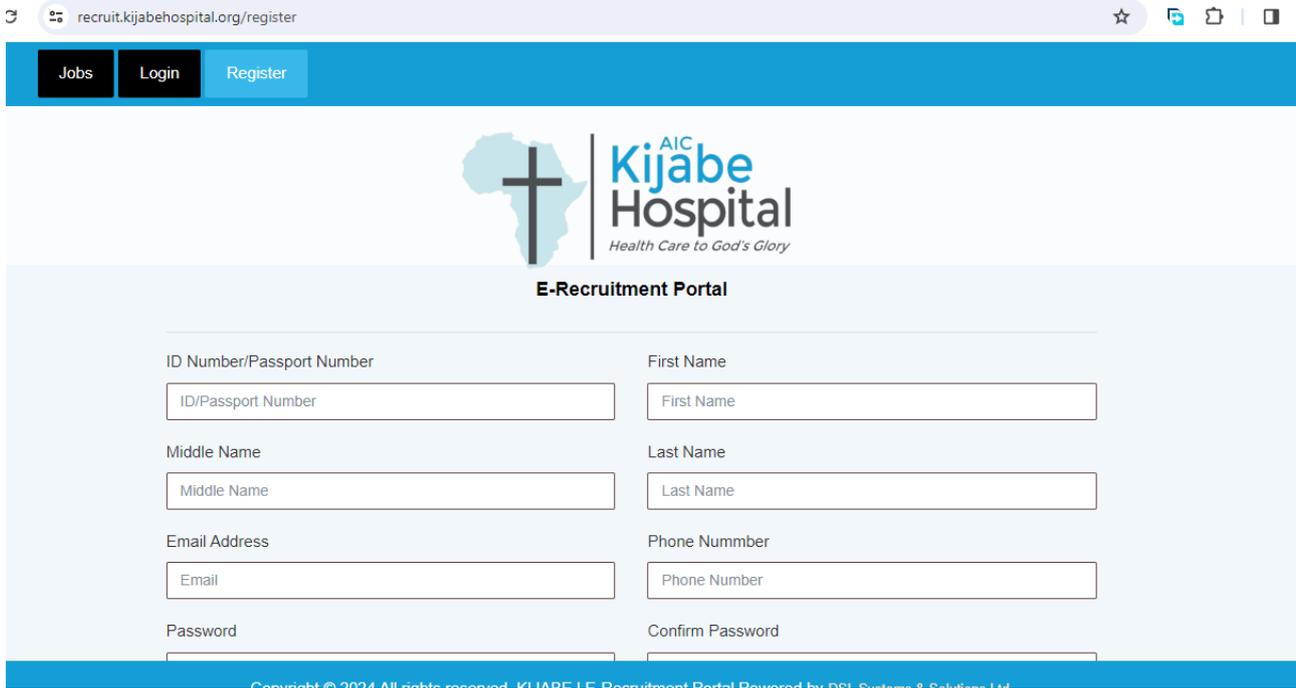
7. Login

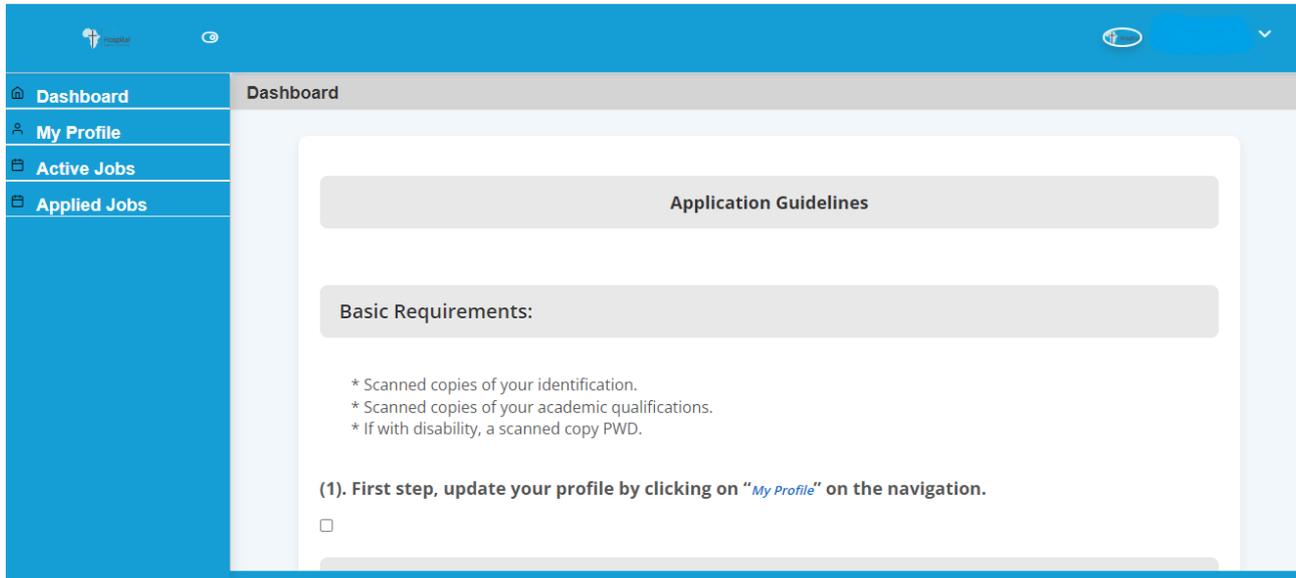Using your ID number or Passport Number, and the Password you had set when creating your account.
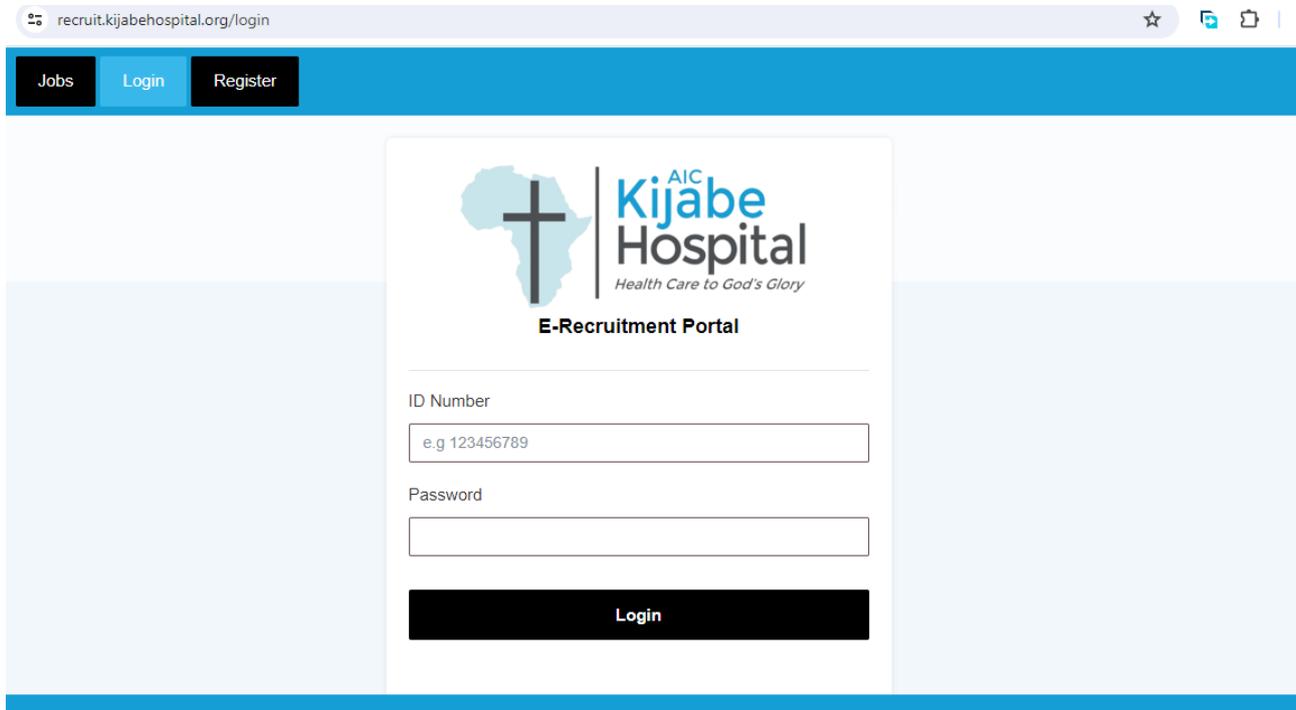
8. Dashboard

Checkout the Application guidelines you have been given on this page.

Ensure your documents are well scanned and named for easier referencing.

Click on My Profile on the navigation to update your profile.

9. General Information

Confirm that your Names, ID/ Passport number, Phone number, are correct.
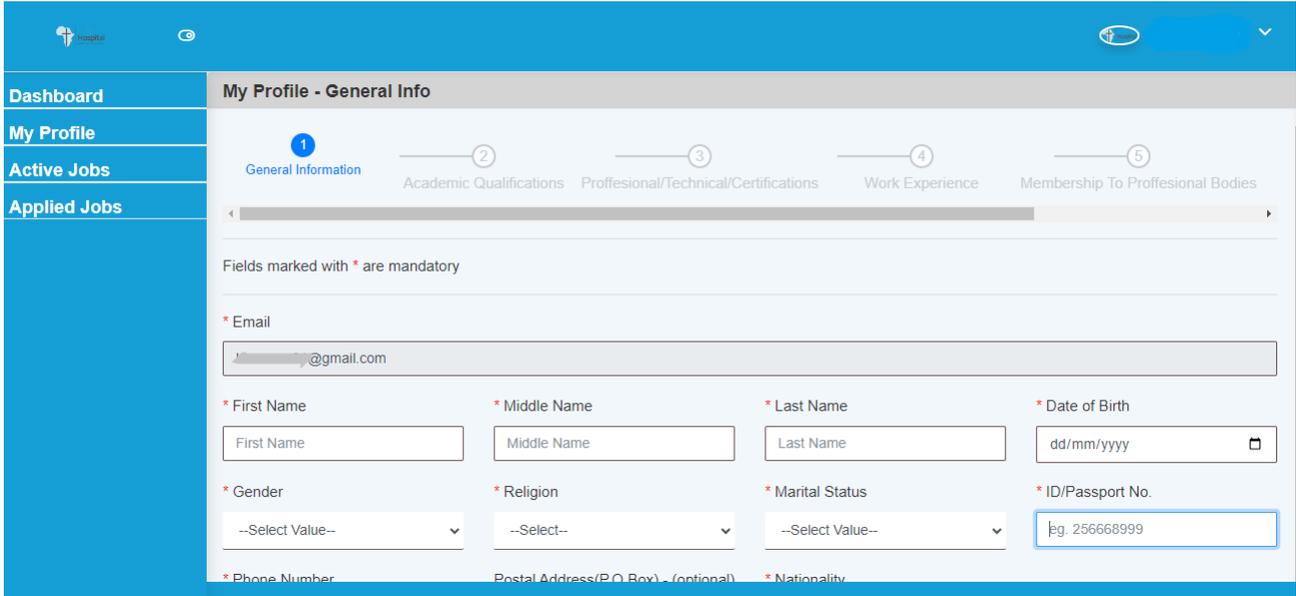
Ensure that the details you will enter are accurate such as Date of birth, gender, religion, marital status, and Postal Address.

Select your nationality, If you are a Kenyan Citizen Select Kenyan and your Home County. If you are not a Kenyan citizen, Select Non Kenyan and fill in your Country of Origin.

For a Person Living with Disability, select Yes and fill in the Nature of Disability. Ensure you upload the PWD Card for verification.

Upload your uploaded CV and National ID for Kenyans or Passport for Non Kenyans.

Click Save and Next to continue updating your profile.

10. Academic Qualifications

Start with the highest qualification by first.

i. Select Type of Qualification, choosing the Qualification Category and Qualification, if the qualification is not on the list given select Others to Specify Course.

ii. Enter the University/ College or High school you attained your Academic certificate, Fill in your Mean Grade/Award, Date you finished Data Obtained.

iii. Lastly, Upload the Certificate related to the academic qualification you choose and click Save.

iv. Click Add Qualification to add another academic qualification and follow the same steps.

v. Click Next to continue updating your profile.

11. Professional/Technical/Certifications

A Professional Qualification is a course don to supplement the academic qualification

i. Select Professional Courses on the Professional Qualification to select the Qualification course, if the qualification is not on the list given select Others to Specify Course.

ii. Enter the institution you attained the Professional qualification, the Date you started the course (From Date) and the date you finished the course (TO Date)

iii. Lastly, Upload the Certificate related to the Professional qualification you choose and click Save.

iv. Click Add Qualification to add another Professional qualification and follow the same steps.

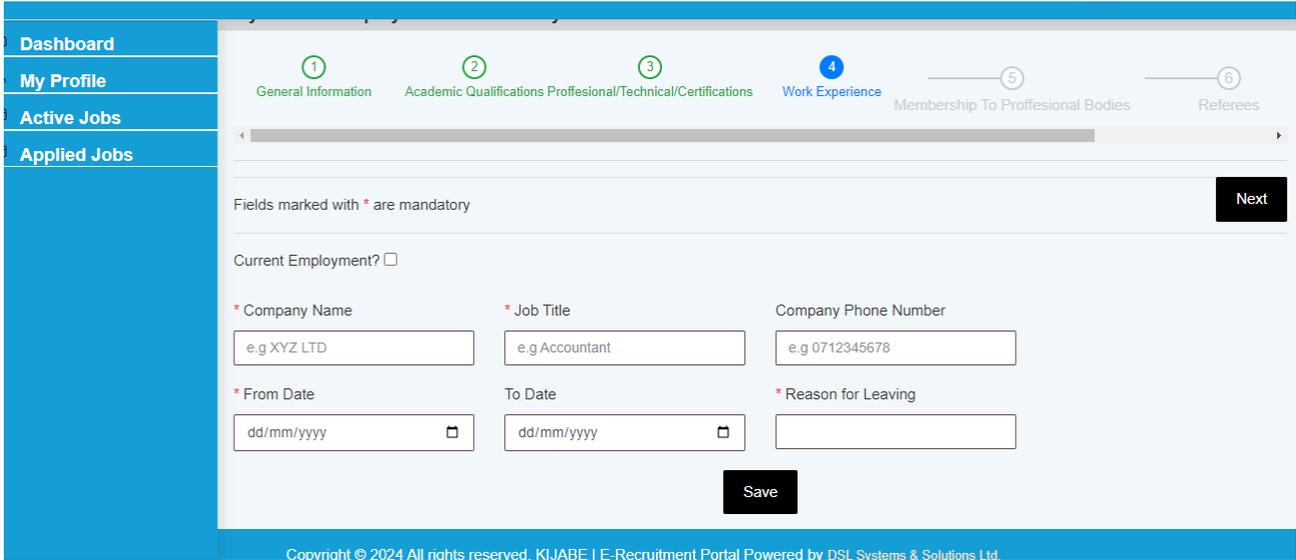v. Click Next to continue updating your profile.

12. Work Experience

If you are currently employed, click on the check box next to the question Current Employment fill in the Company Name, Job Title, Company Phone Number.

Enter the date you started working in the company (From Date, Department Name, the type of contract employment (Employment Type), and the salary you paid (Gross Salary) and click Save.

Click Add Work Experience to add another Work Experience and follow the same steps.

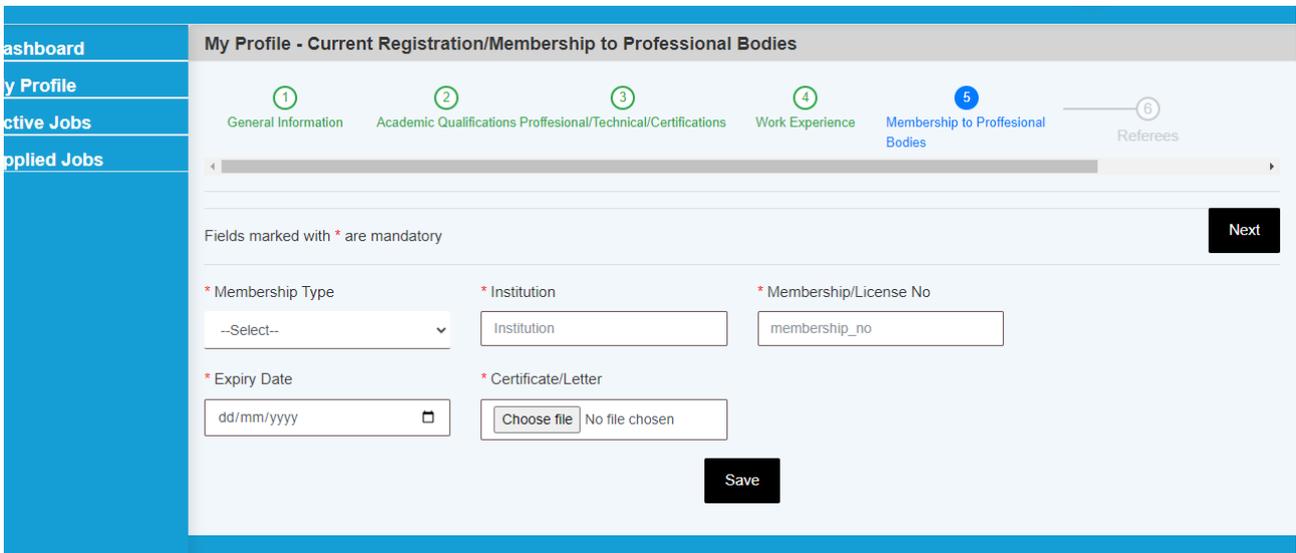Click Next to continue updating your profile.

13. Membership to Professional Bodies

If you are in any Professional body, enter your Membership Type, institution you attained the Membership from, Membership/License Number,

Enter date of expiry of the membership License and lastly, upload the Certificate or letter for the membership and click Save.

Click Add Membership to add another Membership and follow the same steps.

Click Next to continue updating your profile.

14. Referees

Ensure you have at least 3 referees to qualify to apply any job.

Enter the details of the referee in the slots: Referee Name, Company/Institution, Designation, Personal Email, Personal Phone Number, Personal Address, and click Save.

Click Add Referee to add another Referee and follow the same steps.

Click Next to continue updating your profile.
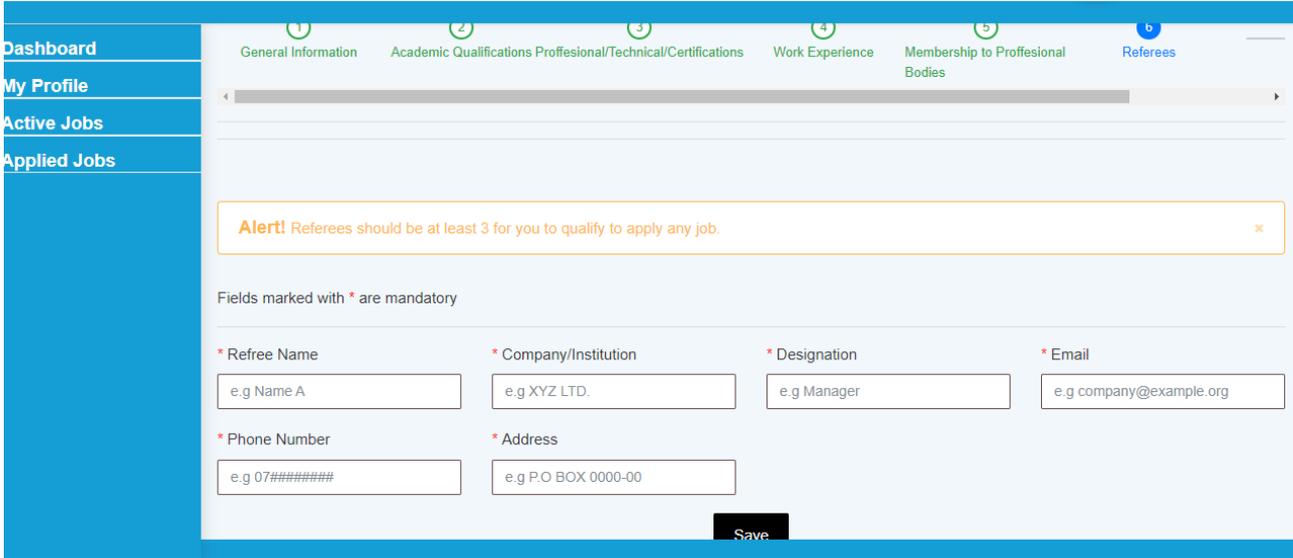
15. Other

If you are currently employed at AIC Kijabe Hospital, Click on the checkbox next to the question; Are you a current Employee of AIC Kijabe Hosipital?

Select YES if you have ever been convicted of any convicted of any criminal offence or subject of probation order, and State the nature of offence, Probation Start Date, and Probation End Date.

Select YES if you been dismissed or removed from employment, and State reason of reasons, and the date you were dismissed (Effective Date).

Enter the Church you attend and the statement of faith should be less than 40 words.

Enter your expected salary and click Save.
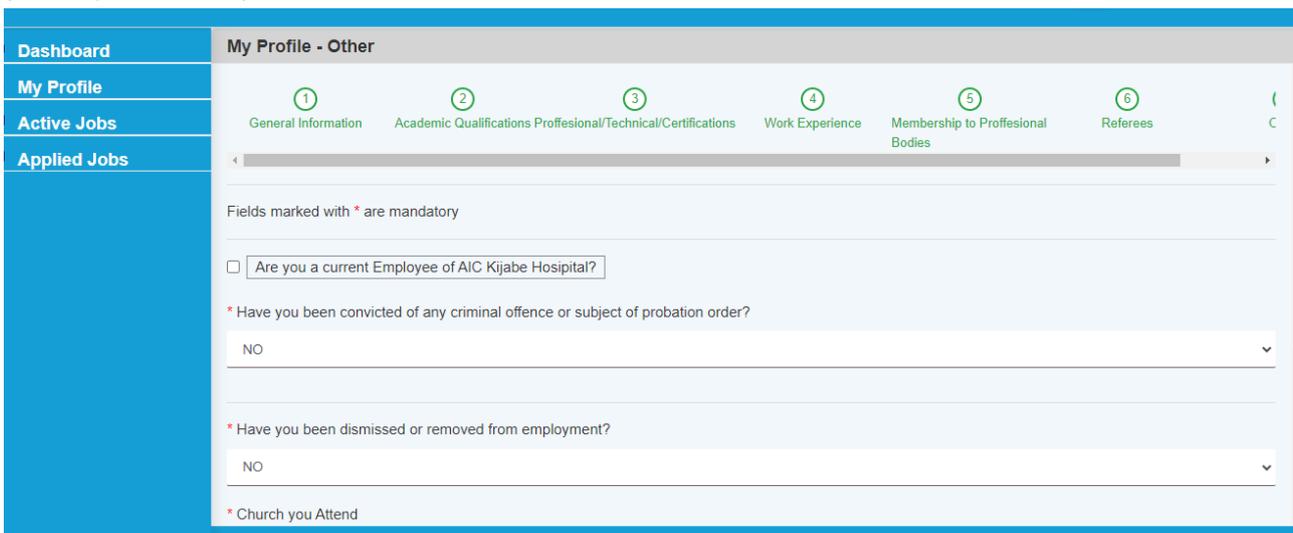
16. Active Jobs

Once you have finished updating your profile, Click on the Active Jobs on the Navigation.

Click apply on the job that you are interested and qualified.

Sign a declaration and then submit your application.

Dashboard	**Advertised Jobs**				
My Profile	**Info!** If your profile is complete and up-to-date, you can proceed to apply for a job from the job list by clicking the "Apply" button. This will submit your application and allow us to review your profile and qualifications. Make sure to carefully review the job requirements and your profile information before clicking the "Apply" button to ensure a successful application.				×
Active Jobs					
Applied Jobs					
	Requisition No	**Job Description**	**Opening Date**	**Closing Date**	**Action**
	No Available Jobs at the Moment				

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17. Applied Jobs

Click on Applied Jobs on the Navigation to keep track of your job application.

Dashboard	**My Applied Jobs**				
My Profile	**Requisition No**	**Job Description**	**Date Applied**	**Status**	**Action**
Active Jobs	No Available Jobs at the Moment				
Applied Jobs					

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Please note that the Staff Portal is linked to a backend HR System and the dashboard is mainly read-only. Be aware that your ability to perform certain functions within the Staff Portal may vary based on your assigned rights and roles, ensuring a tailored experience that aligns with your specific responsibilities. For any assistance, please feel free to reach out to our dedicated support teams. If you require technical support or have inquiries related to the Staff Portal and its accessibility, you can contact our ICT team from extensions at 8248/8246 or through mobile on 0709728248/0709728246. For HR-related queries, please call 8208. Alternatively, you can email us at ictmgr@kijabehospital.org or ict@kijabehospital.org for more detailed support.