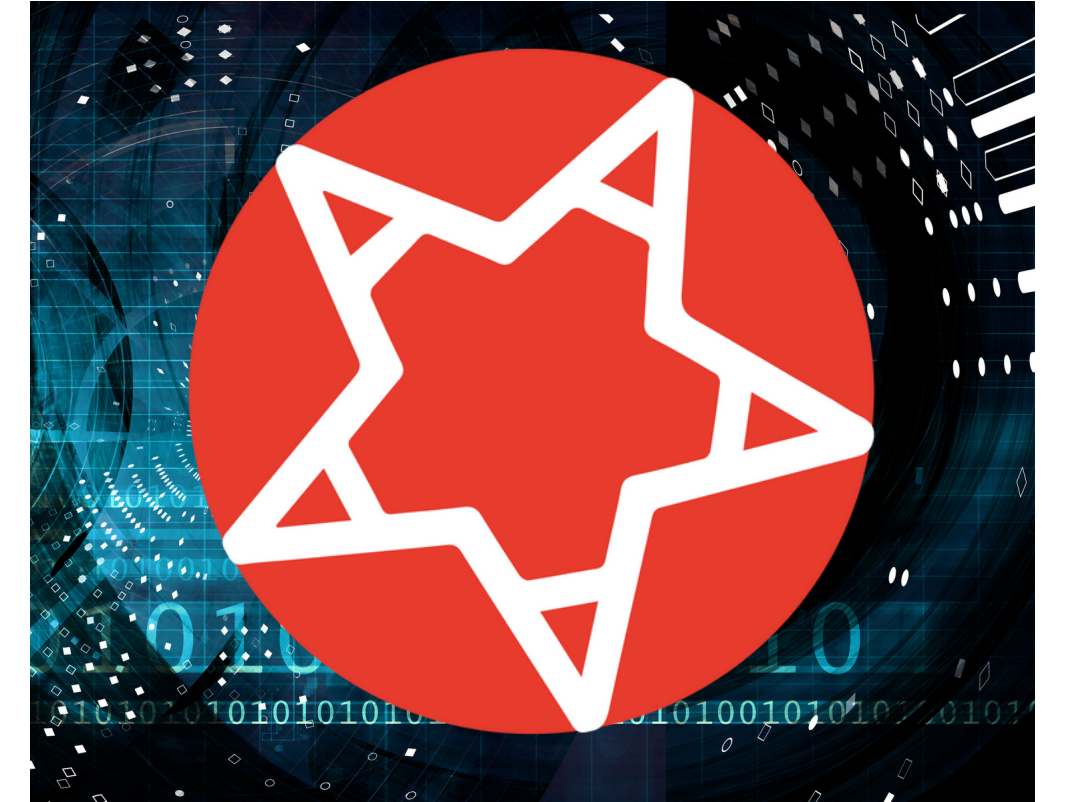# ankaa
RECRUITER

QUICK START GUIDE

WHAT IS ANKAA?

Ankaa is a comprehensive platform where your company advertises and manages job vacancies. You will be asked to create a Digital Profile which is where all your information, documentation and work history will be entered and saved.

Your job seeker data is safe in Ankaa, our system is fully GDPR compliant and uses similar security technologies trusted by major financial institutions.

Before you enter the system, you'll be asked to accept the Terms and Conditions along with the Privacy Policy. This is an additional step to ensure we're all working to the same standards of privacy and protection.

Ankaa makes it easier than ever to find your next seagoing job.

WHAT IS A DIGITAL PROFILE?

When applying for jobs, you will be asked to create a Digital Profile which is where you can save documents and certificates, add your assignments information and personal details.

Your secure Ankaa Recruiter profile contains everything that the company needs to review your experience and certification, shortlist and send your details to our clients for review.

It's important you add your personal details, sea service history and documentation with as much detail as possible. This really helps our recruitment team be able to match you with the best vacancy for your experience.

The Digital Profile is a secure space to store documents, set expiry alerts, view sea time analytics, and apply for jobs with a couple of clicks.
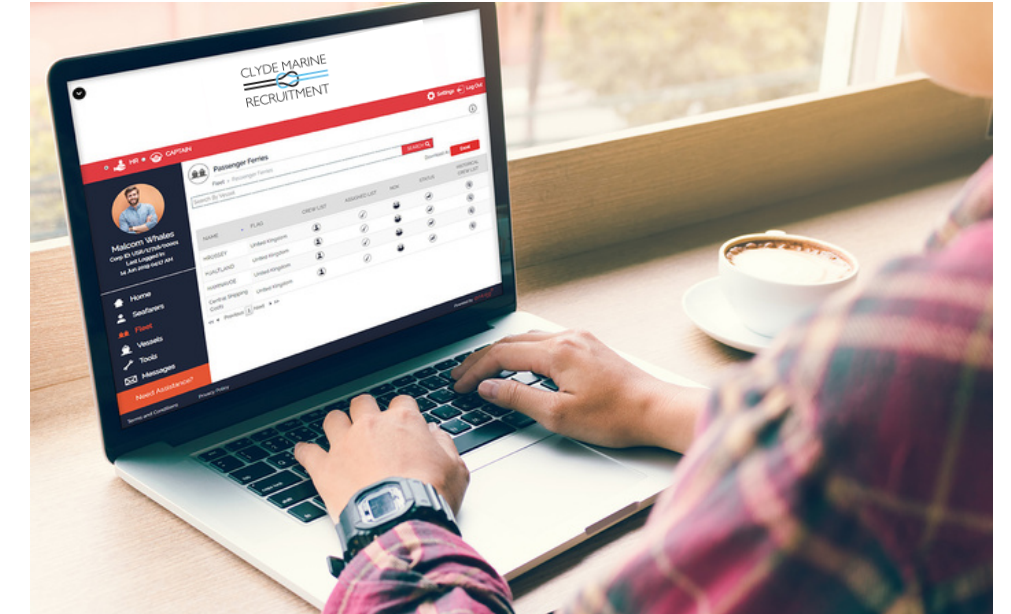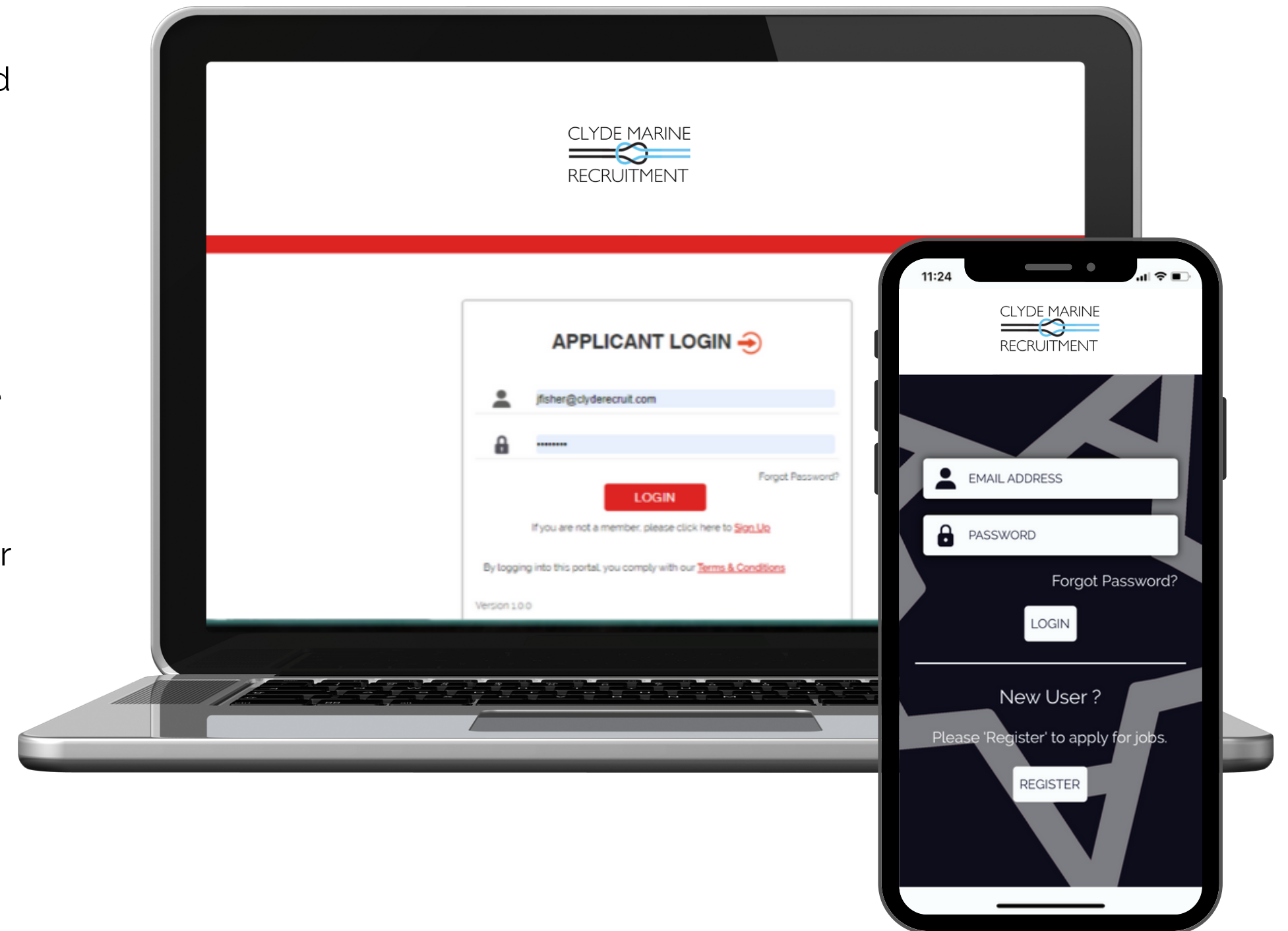
HOW TO CREATE A DIGITAL PROFILE

The recruitment team will send you a URL to set up your digital profile. Simply register, confirm your email address and log in using the log in credentials provided. You can change your password to something more memorable in 'settings' after your first log in.

If you are using the app, your recruitment team will send you a company corporate code which you will need to access the system.

Once you have registered please upload information into your digital profile.

CLYDE MARINE RECRUITMENT

APPLICANT LOGIN

jfisher@clyderecruit.com

••••••••

Forgot Password?

LOGIN

If you are not a member, please click here to Sign Up

By logging into this portal, you comply with our Terms & Conditions

Version 1.0.0

11:24

CLYDE MARINE RECRUITMENT

EMAIL ADDRESS

PASSWORD

Forgot Password?

LOGIN

New User ?

Please 'Register' to apply for jobs.

REGISTER

NAVIGATING THE SYSTEM

The homepage gives you a quick view of important areas you should check regularly.
Access the different areas by using the menu shortcuts on the left.

PROFILE - Personal Details
Complete all sections and remember to click Save when you finish. Please include a photo to help us recognise you!

DOCUMENTS
Add your certificates, medical, travel documents etc. You can add a JPG or PDF of your certificate or take a photo and upload. Bear in mind, you'll not be able to apply to jobs unless your profile meets the minimum certification so add all your documents, not just the ones you think are essential!

ASSIGNMENTS
Add your sea service history. We are keen to see the **Description** on each trip: cargo, trading areas, restricted horsepower, challenges and achievements, customer service specialty etc. It is your unique experience that employers are most interested in!

If your specific rank is not featured, please select the closest rank and add a note of your specialism in the Description. When entering past temporary assignments, please put the ship owner as the employer, not the recruitment agency or offshore employer, as this will give a fuller understanding of your experience to prospective employers.

MESSAGES
Your personal Inbox where you will receive information with regards to your applications and messages from the recruitment team.

KEY ICONS

Here's a quick guide to the main icons used throughout the online portal and mobile app. You will become more familiar with them while creating your profile. We've made a note of the most important icons here for your reference.

PROFILE
Click on the plus sign to add a new document, or assignment. At present, you can only attach one document per entry max 5MB in size.

EDIT
This icon indicates where you can make changes to your profile, assignments, documents and all personal information.

ROTATIONAL ASSIGNMENT
To create a rotational assignment tick the 'rotational' checkbox at the bottom and select your rotation schedule - our system will do the rest for you.

DELETE
You will need to select the entry you wish to delete before this Delete button becomes active.

SETTINGS
Located in the top right hand corner of your screen in here you can change your password, update your location and choose your time zone.

DOCUMENT EXPIRY ALERT
These are the icons you will see your documents begin to expire. **Yellow** is your first alert, **Orange** the second and **Red** means your document has now expired.

VERIFIED DOCUMENTS
This tick means your documents have been checked, verified and locked by HR.

ATTACHMENT
This indicates you have added an attachment to your document entry.

LOG OUT
If you're using a shared computer, please remember to log out before you leave!

APPLYING FOR JOBS

Once you have completed your profile, it's time to start applying for jobs.

Please note there are two tabs - a tab for active vacancies - that's all the current jobs. The second tab has your application history - a note of all the jobs you have applied for.
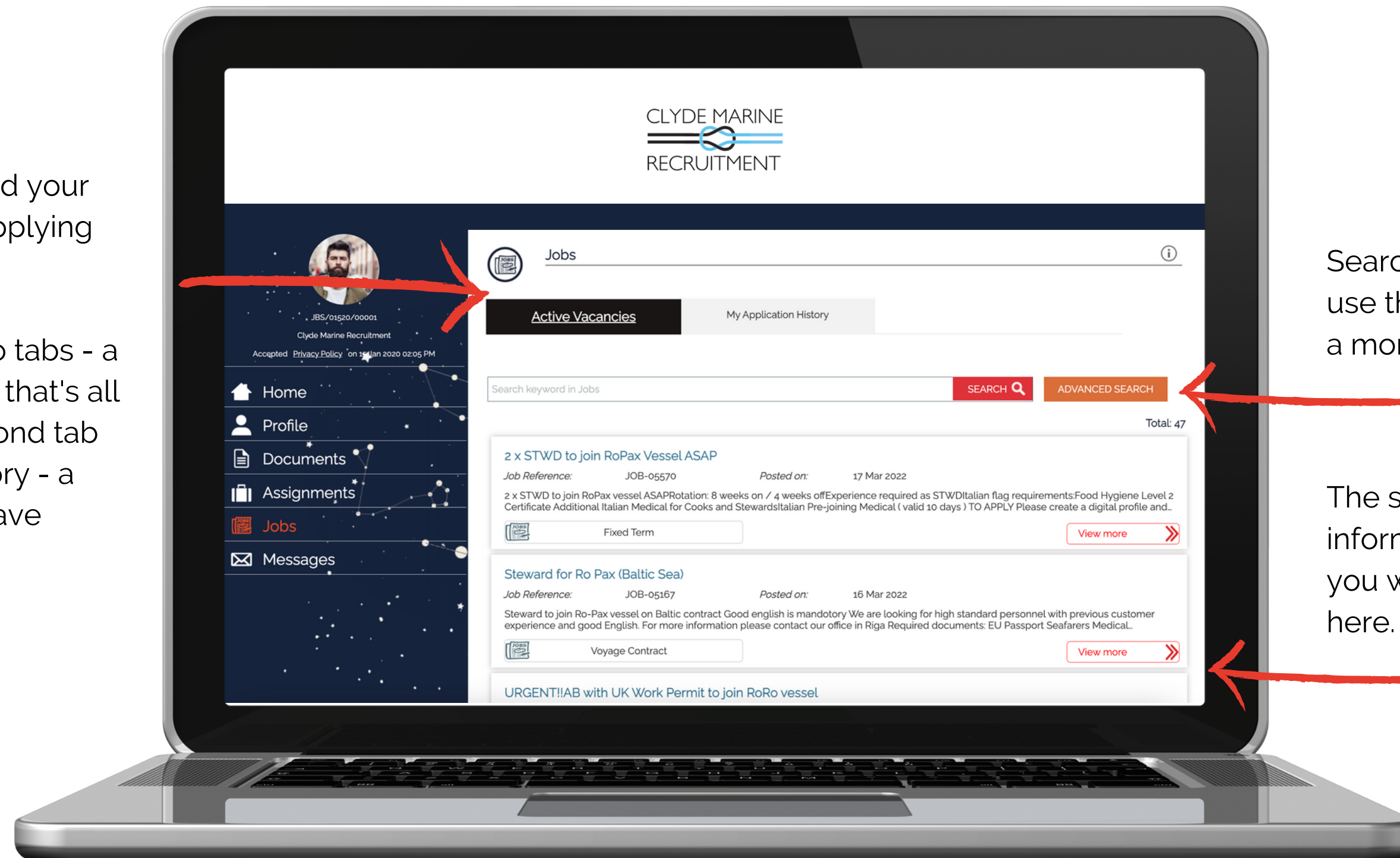
Search for specific jobs or use the advanced search for a more detailed approach.

The short advert shows brief information about the job, if you would like to apply click here.

APPLYING FOR JOBS

Each job has set minimum criteria, uploading all valid documentation is essential in order to apply for jobs. If your profile does not meet this minimum criteria you will not be able to apply for the job.

Desirable documentation is also detailed, if you have these please make sure they are uploaded to your profile. The more you meet our clients criteria the better!

When you are sure your profile is ready, all the correct documents are uploaded and your profile is complete, then click apply.

Once your profile is completed all you need to do is keep your certificates and assignments up to date.
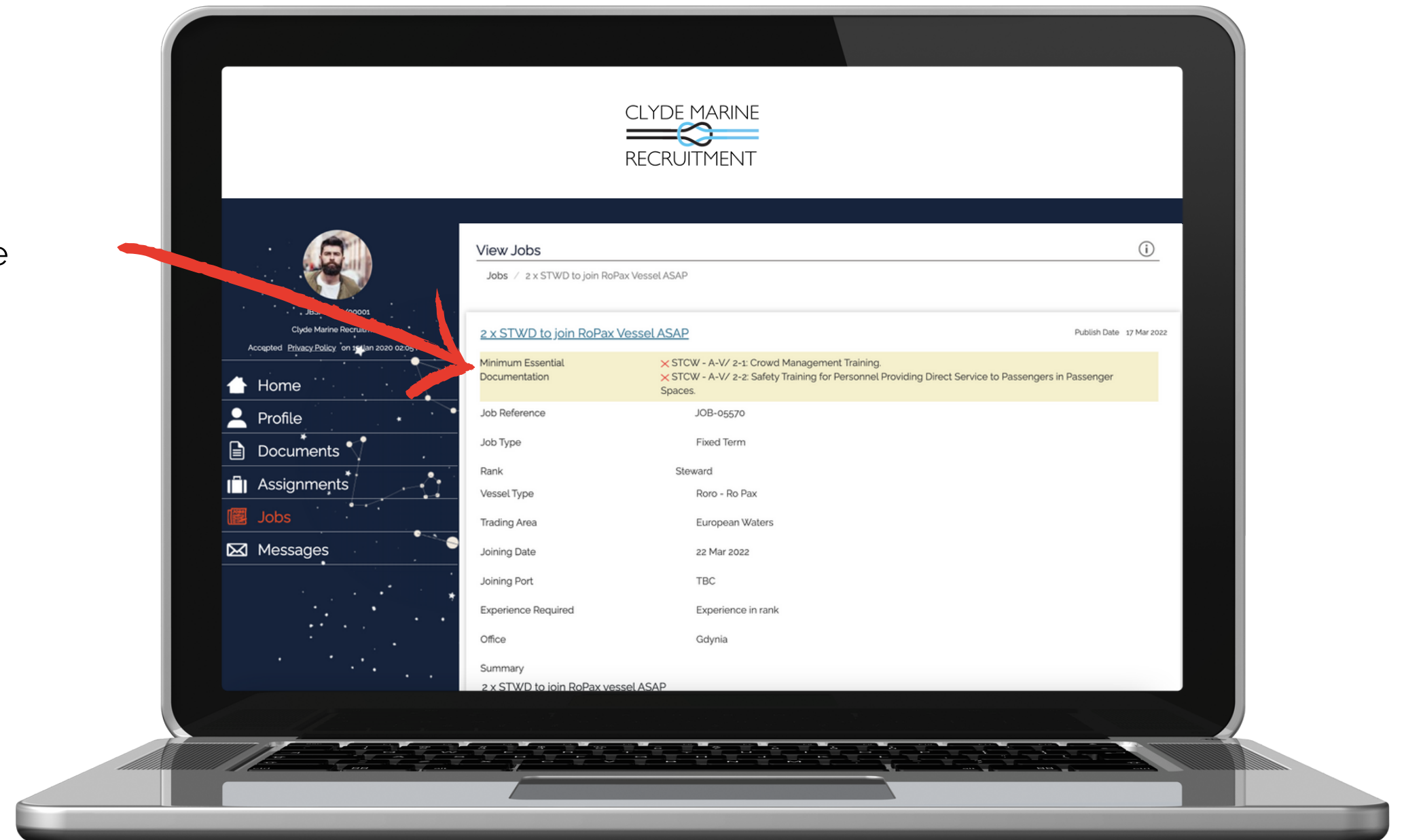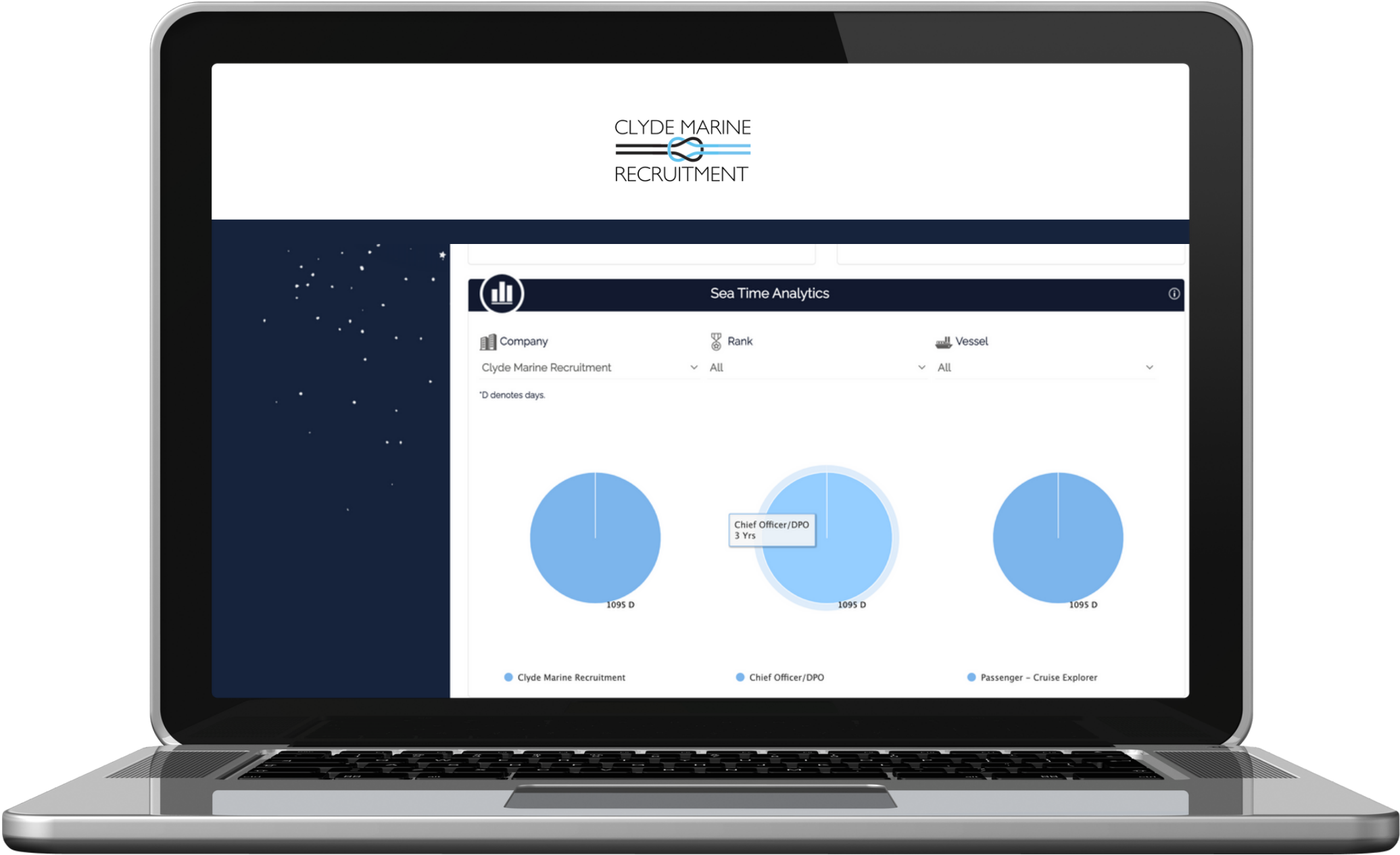
SEA TIME ANALYTICS

Sea Time Analytics can be viewed by logging into the web portal at the bottom of your home page.

As you enter your sea service history into the Assignments section you will see your analytics develop.

View by Time in Rank, Time in Company, Time on Vessel with filters available to look further into the data.

A useful tool for any seafarer.

COMPANY LOG IN

UNIQUE URL
Click here to register and create a digital profile
www.ankaa.jobs/voyonic

DOWNLOAD THE APP
Click on the icon to download the app to your device.

COMPANY CODE
To access the app you must enter the company code.

CRPVYNIC