APPLICATION GUIDE ON FUBK RECRUITMENT PORTAL

STEP 1: CREATE AN ACCOUNT

Click on the 'Create Account' Menu from the home page and fill up all the fields. Choose your password wisely as it would be part of your login credentials later. Choose your preferred faculty/department/unit appropriately, the available jobs under each department will automatically be generated, choose as appropriate. Click on 'Submit' to create your account. You will receive an Email detailing your Application No. and your password (as created by you) with further instructions.

STEP 2: LOGIN WITH YOUR APPLICATION NO AND PASSWORD

Use the login details sent to your mail by supplying the application no and password to have access to your session on the application portal. On login in, notice that some fields have been automatically filled? Yes! Those are some of the information we received from you on creating your account. Fill the other blank fields. However, you can still edit some of the pre-filled fields. Also notice that; email address, phone no, faculty/department/unit and Job title are not included? Yes! Which is why you should make sure your email address, phone no and Job positions are chosen appropriately as you may not be able to change that later.

STEP 3: SAVE YOUR ENTRIES AND PROCEED

You can then proceed by filling all other required information by clicking the menus. Academic Records, work experience, memberships, certifications, research, award/prizes, workshops, interests, have almost the same processes. Just fill all the required fields. Your entries automatically appears in a grid at the right side of the page, you can however, edit or delete any of the entries if you so wish. There's no limit to the number of entries you can key-in on each of the menus. Remember you can leave blank any of the menus or fields to which you do not have relevant information.

STEP 4: UPLOAD YOUR PASSPORT AND CREDENTIALS

You will be required to upload all your credentials here including your passport-sized photograph. Remember however, that all your credentials must be in .pdf format not more than 200kb, likewise, the passport must be in .jpg format only and not more than 100kb. Make sure you correctly label
your credentials by entering the appropriate name or title for each of the upload. All uploaded credentials automatically appear in a grid on clicking the 'Upload' button.

STEP 5: REFERENCES

Supply your referee's details as specified. Not more than three (3) referees. Meanwhile, your referees shall be required to send their reports online. An automatic message will be sent to the email addresses you provide, prompting them to click a link where the online reference note can be sent. Failure of which may inhibit your chances of getting selected. Note that the referee's note must be sent in earnest.

STEP 6: MY DASHBOARD

On 'My Dashboard' Menu, there are three (3) tabs there; My Messages, My Checklist, and My Enteries. You can always view all private messages to you from this dashboard menu, endeavour to check often. My checklist shows you all specified menus you have filled and submitted successfully. You would see a 'Mark' sign on each of the menus you have adequately completed, and 'Wrong' sign on each of the menus to which you do not have any information. My Entries shows brief details about you, however, you are required to click the 'click to see the full entries' link below to print your application form. You may wish to keep that for your record purposes only.

ON COMPLETION

You have the privilege to always login and check your entries, update as necessary and check your private messages as long as possible. But, any update to your information after we might have received your entries and initiated processes on it shall be disregarded. You shall be duly communicated, if there's need for more information on your entries. Meanwhile, make sure all information supplied is to the best of your knowledge, complete and correct. We will not accept any false information as a mistake or an act of ignorance.

Best of Luck!