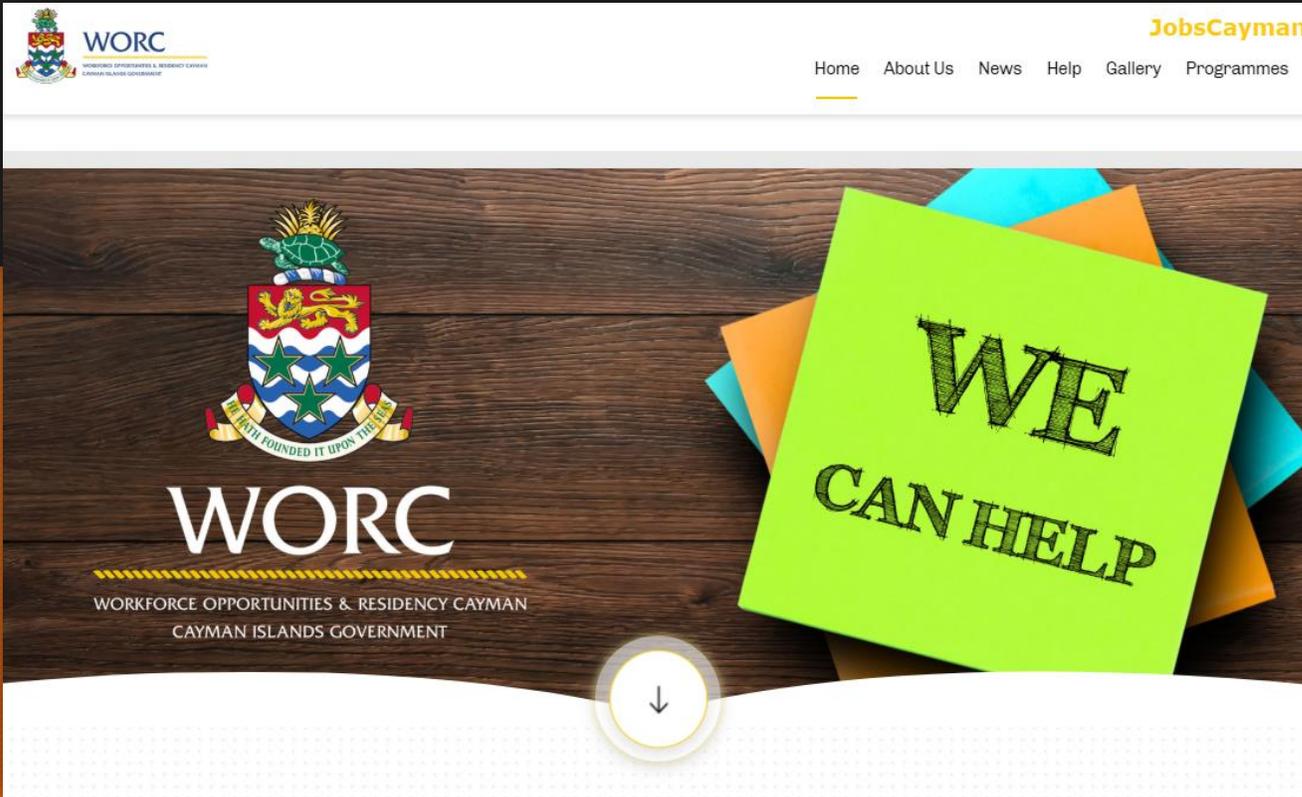




Employer Training

Assisting Employers/Customers

Accessing the JobsCayman Portal



WORC.gov.ky

Click JobsCayman to login

Customers with login credentials for the following will not have to create new credentials to access JobsCayman.

- NWDA Job Link Portal
- Customs Online
- Immigration Online

Username:

Password:

Sign me in automatically

Sign In

To change your CIGnet password or to register for a CIGnet account [Click Here](#)

If you are a windows user click [here](#) to sign in.

Creating a CIGnet Password



User Name:

Password:

Remember me next time.

Log In

To change your CIGnet password or to register for a CIGnet account [Click Here](#)

If the customer has an existing account, they will enter their username and password to access JobsCayman.

If the customer does not have credentials. Click on the link below.

To change your CIGnet password or to register for a CIGnet account [Click Here](#)

Creating CIGnet login credentials

Help | FAQs | Contact Us | Forms [search](#)



CIGnet

Cayman Islands Global Network

Home | About Government



CIGnet

Cayman Islands Global Network

Registration front page: HOME.

Introduction

CIGnet is the cross-governance delivery of online services.

A CIGnet account is used for...

Registration

If you do not have a CIGnet account...

Enrolment

Once registered simply email the Support Team and they become available.

Registration

About You > Create Username > About You

* First Name

* Surname

* Email Address

[Next](#)

Registration

About You > **Create Username** > Shared Secrets

Username

* Password

Enter a password including one number

* Confirm Password

[Back](#) [Next](#)

Registration

About You > Create Username > **Shared Secrets**

* Favourite Colour

* Favourite Holiday

* Favourite Film

First Car

First Pet's Name

Father's Middle Name

[Back](#) [Register](#)

Registration

About You > Create Username > Shared Secrets > **Confirmation**

Confirmation

You have successfully registered for a CIGnet account. Your username is janedoe@gov.ky.

Help

Confirmation

If you have any issues with your account please email the Support Team.

Accessing the system - Roles

First Steps in setting up a user.

- Every user of JobsCayman must be registered as a Person.
- Once a Person's registration has been approved, they can expand their account to include a Job Seeker Profile, an Employer Profile or both.
- Employer Profiles have the ability to share access
 - This facilitates 3rd party agents acting on behalf of the employer as well as access within the employer's company to multiple staff members.
 - The Employer will be responsible for managing who has access to their Employer Profile and the level of access granted or revoked for each profile.
 - Also the Employer can give full access to a delegated staff member to operate as the owner.
- The profile/s that have been registered/placed as an agent on a Person's account, can determine what services they are able to access by the account holder.

Examples

- Submitting jobs - Employer
- Submitting Applications - job seekers

Registering as a Person

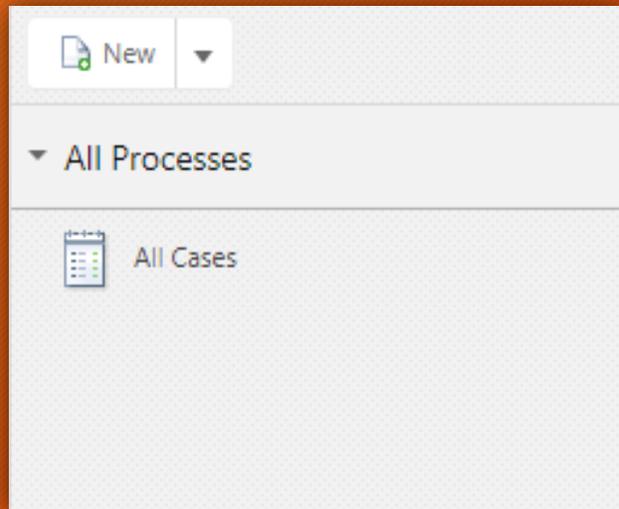
The Register Person process allows an individual to accomplish two things:

Registration and verification of identity for issuance of a Cayman Islands Person Register Identification number.

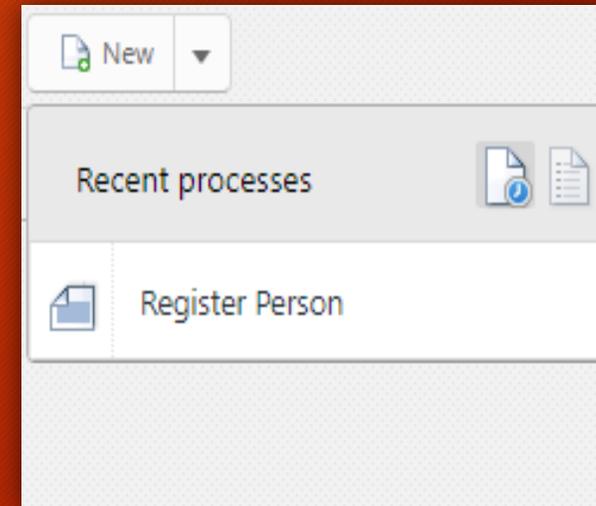
This will also provide a single point of personal information that can be accessed across the E-Government network.

Obtain access to the JobsCayman, which will allow creation of profile extensions that include Job Seeker and Employer.

Click on “New”



Click on “Register Person”



Name and Immigration Information Section

Here you will enter basic information about yourself and how you can be contacted. All fields with a red bar beside them are required and must be completed before you can move forward with the application.

RGP42 Enter Person Registry Detail
App/Processes/Job Clearing House/Register Person
Register Person > Enter Person Registry Detail

Register Person RGP42 Status: Register Personal Information

Register Review Approved

Personal Registry Information Case Information

Name and Immigration Information

First Name:	<input type="text"/>	Date of Birth:	<input type="text" value="yyyy/MM/dd"/>
Middle Name:	<input type="text"/>	Citizenship:	<input type="text" value="Please select..."/>
I Have No Middle Name:	<input type="checkbox"/>	Immigration Status:	<input type="text" value="Please select..."/>
Last Name:	<input type="text"/>	Immigration Status Expiration:	<input type="text" value="yyyy/MM/dd"/>
Maiden Name:	<input type="text"/>	Passport Country:	<input type="text" value="Please select..."/>
Gender:	<input type="text" value="Please select..."/>	Evidence:	<input type="text" value="No files uploaded"/>

Note:

- Name entered should reflect the name on your legal name, typically matching your Passport, Voter ID, or Birth Certificate
- At any point during the application the User can click on “Save Draft” and return later to complete
- Once all required fields are completed click on “Submit”, at this point the application will be sent to Customer Care Officers (“CCO”) to review and approve.

Different Views available

Update Employer Profile Work on it

Creation date: 09/05/2019 12:19

Due date: 09/10/2019 12:00

Description: In this task user will be able to update employer profile's information

Summary Details Assignees Events

Update Employer Information Case Information

Grid View- in this view your able to see multiple cases which can be confusing especially while viewing a case.

All Cases

Case Number	Process	Activity	Current User	Status	Creation Date	
UEP49	Update Employer Profile	Update Employer Profile	worc_test4	Updating Employer Information	09/05/2019 12:19	View Summary

Regular view - this view allows you to see the selected profile only.

Address and Contact Information Section

Once all the necessary fields have been completed click on the “Submit” button at the bottom of the page. The application will be passed on to the Customer Care Officer (“CCO”) for review and approval (Please note a system generated email will be sent when approved, or additional updates are required, by the CCO). Until this process is completed the registered person wont be able to access the other options available such as registering as a Job seeker, Employer etc.

Last Name:	<input type="text"/>	Immigration Status Expiration:	<input type="text" value="yyyy/MM/dd"/>
Maiden Name:	<input type="text"/>	Passport Country:	<input type="text" value="Please select..."/>
Gender:	<input type="text" value="Please select..."/>	Evidence:	<input type="text" value="No files uploaded"/>

▼ Address and Contact Information

Cayman Resident:	<input type="radio"/> Yes <input type="radio"/> No	City:	<input type="text"/>
Physical Address:	<input type="text"/>	State:	<input type="text"/>
PO Box:	<input type="text"/>	Country:	<input type="text" value="Please select..."/>
District:	<input type="text" value="Please select..."/>	Email Address:	<input type="text"/>
Postal Code:	<input type="text"/>	Contact Number:	<input type="text" value="+1345"/>

▼ Disclaimer

All personal information collected by CIG WORC is done so exclusively with your consent, by means of a form posted on our website, an email received from you or by telephone. No information is collected automatically

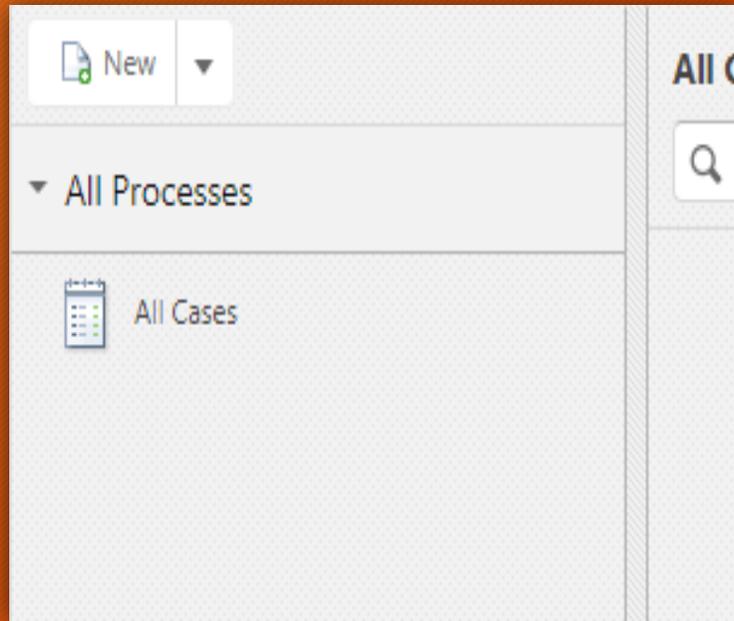
Agree:

Update Registered Person Profile

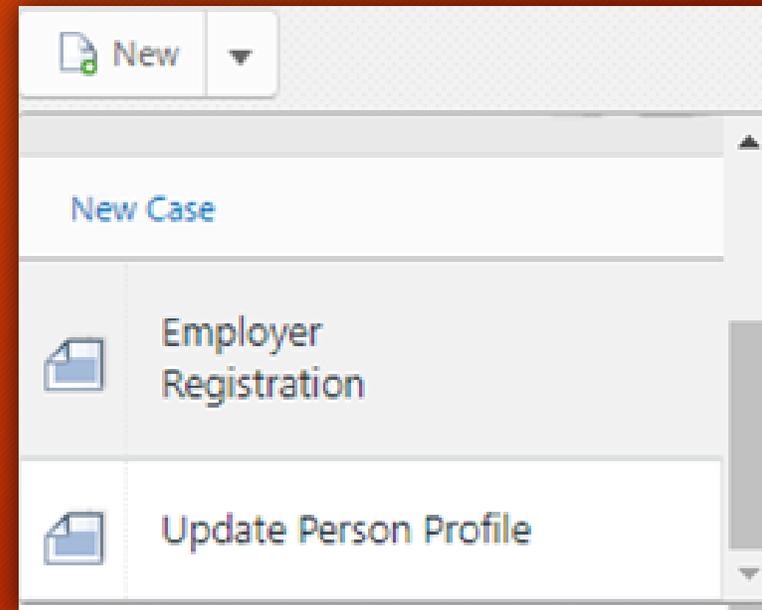
To Update a Person it allows a registered person to update their information as necessary. This will also provide a single point of update to personal information that can be accessed across the E-Government network as resources are added.

Once the registered person profile is approved by the ESO the user can update the profile as needed.

Click “New”



Click on “Update Person Profile” (If the full list is not shown click on to expand the list of options)



Update Registered Person Profile - continued

Review the information and update as necessary (This is a similar process to the initial creation of the person profile). Once all the necessary fields have been updated click on the “Submit” button at the bottom of the page.

Update Person Profile UPP4

Status: Update Personal Information

Update Person Profile Case Information

Update Person Registry

Creation date: 07/09/2019 13:34
Due date: 07/12/2019 12:00
Description: Task for a person to update their personal profile. All fields will be editable, but changes to the "Name and Immigration Information" section will trigger a mandatory review by a Customer Care Officer

Details Assignees Events

Creation date: 07/09/2019 13:34
Created by: worc_test21
Case number: UPP4
Process: Update Person Profile
Process Path: App > Processes > Job Clearing House > Update Person Profile

Details Assignees Events

Creation date: 07/09/2019 13:34
Created by: worc_test21
Case number: UPP4
Process: Update Person Profile
Process Path: App > Processes > Job Clearing House > Update Person Profile

Person Registry ID: 190708000004
Date of Birth: 1942/07/08
First Name: cristiano
Middle Name:
Last Name: ronaldo
Maiden Name:
Gender: Male
Citizenship: United Kingdom
Immigration Status: Permanent Resident with the Right to Work
Immigration Status Expiration: yyyy/MM/dd
Passport Country: United Kingdom
Evidence: crest1024x768.jpg

I Have No Middle Name:

Address and Contact Information

Cayman Resident: Yes No
Country:
Physical Address: Address 1
Email Address: shelly.newland@gov.ky
PO Box:
District: Grand Cayman
Contact Number: +44 22443543
Postal Code: POBox

Save Draft Submit

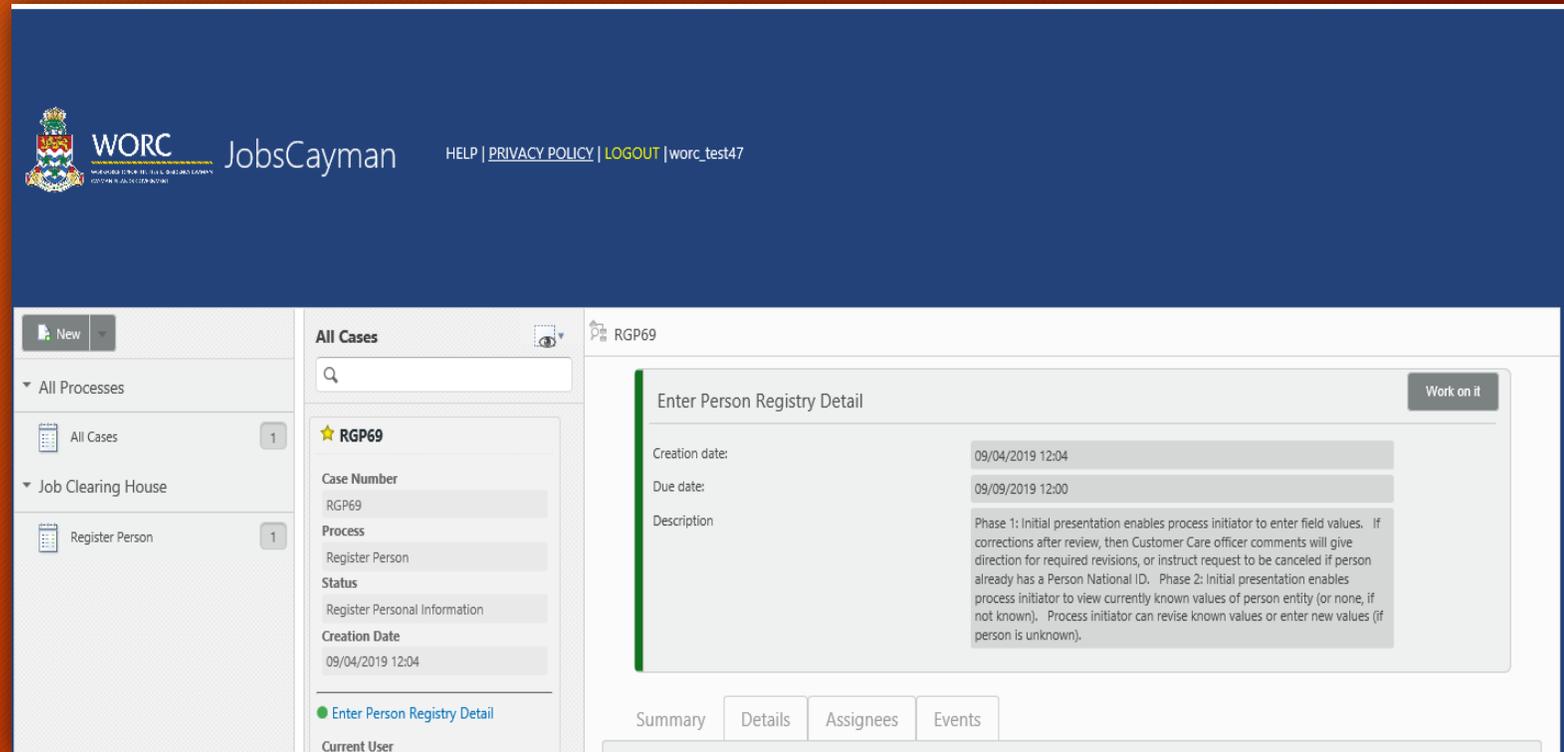
The application will only be passed on to the Customer Care Officer (“CCO”) for review and approval if the Name and Immigration Section contains Changes.

(Please note a system generated email will be sent when approved, or additional updates are required, by the CCO).

Incomplete registrations

Not having enough time to finish your registration at the time, and would like to log back in and complete at a later time.

Incomplete registrations to work on look for the famous  this will allow you to pick up where you left off, and complete your registration effectively and don't forget to submit and save.



The screenshot displays the WORC JobsCayman web application interface. At the top, the logo for WORC (WORKING TOGETHER TO BUILD A BETTER CAYMAN) and JobsCayman are visible, along with navigation links for HELP, PRIVACY POLICY, and LOGOUT, and the user ID |worc_test47.

The main content area is divided into three sections:

- Left Sidebar:** A navigation menu with a 'New' button and a search icon. It lists 'All Processes' (expanded) with 'All Cases' (1) and 'Job Clearing House' (expanded) with 'Register Person' (1).
- Center Panel:** Titled 'All Cases', it shows a search bar and a list of cases. The selected case is 'RGP69', with details: Case Number (RGP69), Process (Register Person), Status (Register Personal Information), and Creation Date (09/04/2019 12:04). A 'Work on it' button is present next to the case name. Below the case details, there is a link for 'Enter Person Registry Detail' and a 'Current User' field.
- Right Panel:** Titled 'Enter Person Registry Detail', it shows a form with the following fields:
 - Creation date: 09/04/2019 12:04
 - Due date: 09/09/2019 12:00
 - Description: Phase 1: Initial presentation enables process initiator to enter field values. If corrections after review, then Customer Care officer comments will give direction for required revisions, or instruct request to be canceled if person already has a Person National ID. Phase 2: Initial presentation enables process initiator to view currently known values of person entity (or none, if not known). Process initiator can revise known values or enter new values (if person is unknown).A 'Work on it' button is located in the top right corner of this panel.

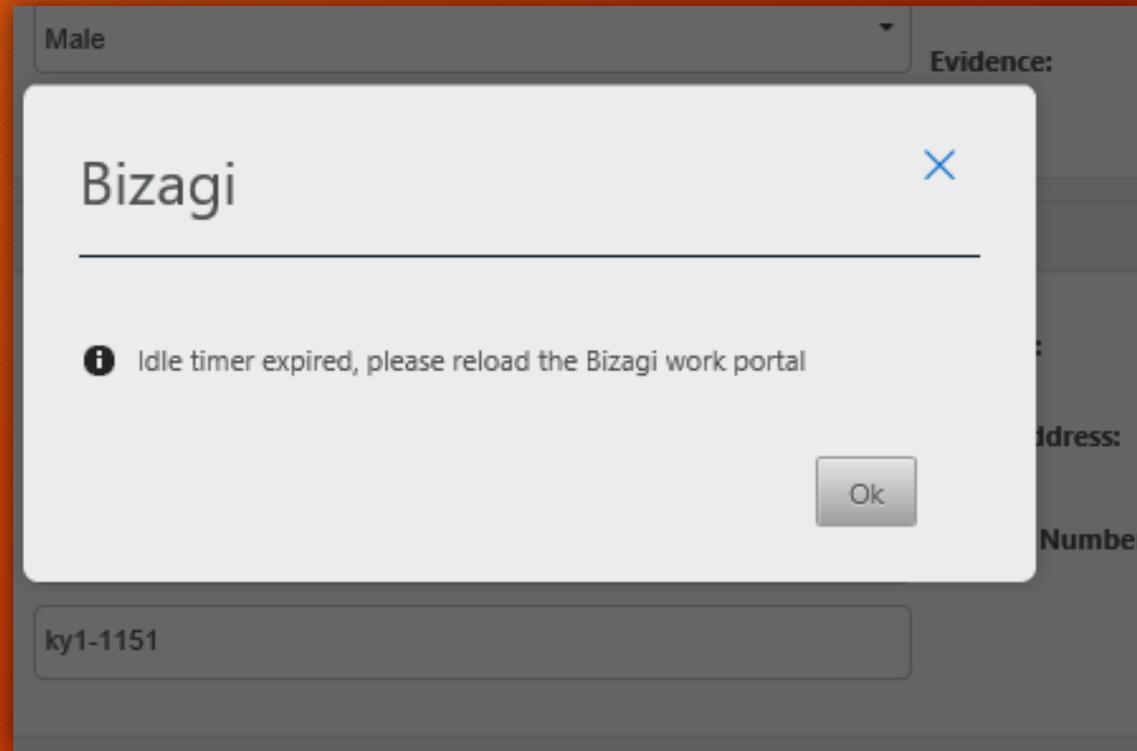
At the bottom of the right panel, there are tabs for 'Summary', 'Details', 'Assignees', and 'Events'.

Error Message

If this error message pops up on your screen just log out and go back in if necessary, going through each steps its always best to click on the save button. By doing that your information is not totally lost.

This indicates that you left the screen idle for too long and your session with the server has timed out. You click ok, logout if necessary and login to establish a new session.

If your session expires you may lose changes that were made prior to the session ending.



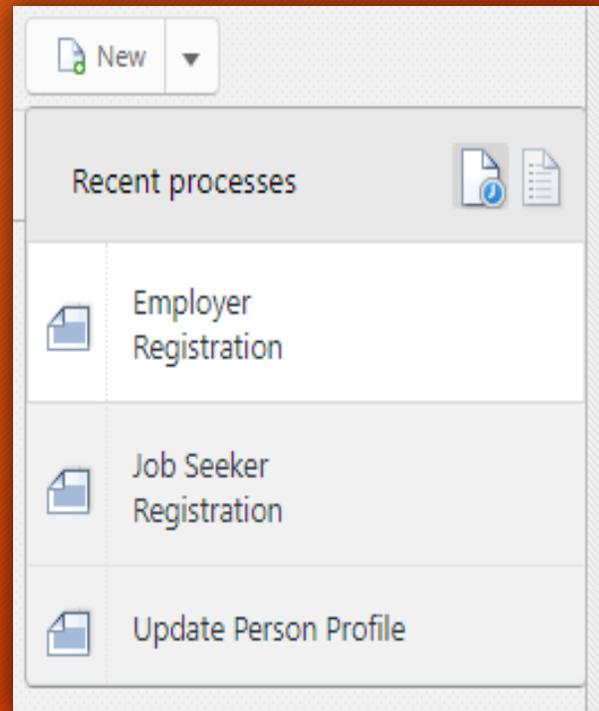
Employer Registration

The Employer registration will allow an employer to register a company in the JobsCayman. The employer will be able to do the following :-

- Post job vacancies online for recruitment purposes.
- Document outcomes for each job seeker application that is received for the job vacancy/cies posted.
- Evidence of the Primary Contact Person's right to act on behalf of the employer if the person registering the employer is not the owner.

Steps for creating a New Employer:-

- Click "New"
- Click on "Employer Registration" (If the full list is not shown click on the down arrow to expand the list of options).
- Start filling out your information.



Employer Registration - Continued

The screenshot displays three overlapping windows from the Employer Registration system. The largest window, titled "ERG22 Enter Registration Detail", shows the main form for entering registration information. The form includes a navigation bar with "Register", "Create", and "Review" buttons. Below the navigation bar, there are tabs for "Register information" and "Case information". The "Register information" tab is active, showing a form with the following fields:

- Employer has as a parent employer?: Yes No
- Employer Information section:
 - Employer Name: Liverpool
 - Postal Code: KY1
 - Industry: Transportation and storage
 - Suite Number: [Empty]
 - Nature of Business: Transport
 - Building Number: 13
 - Trade Business License: [Empty]
 - Street Name: Street
 - General Delivery?: Yes No
 - District: Grand Cayman
 - PO Box: [Empty]
 - Employer has an approved gratuity scheme?: Yes No

The other two windows, "ERG11" and "ERG55", show similar forms but are partially obscured. The ERG55 window shows a description: "The Employer can be registered by an agent. At this point employer can assign the industry codes, these codes will come from a table that bizagi can query".

Once all the necessary fields have been completed click on the “**Submit**” button at the bottom of the page. The application will then be passed on to the Customer Care Officer (“CCO”) for review and approval (Please note a system generated email will be sent if additional conditions/updates are required, or it is has been approved by the CCO).

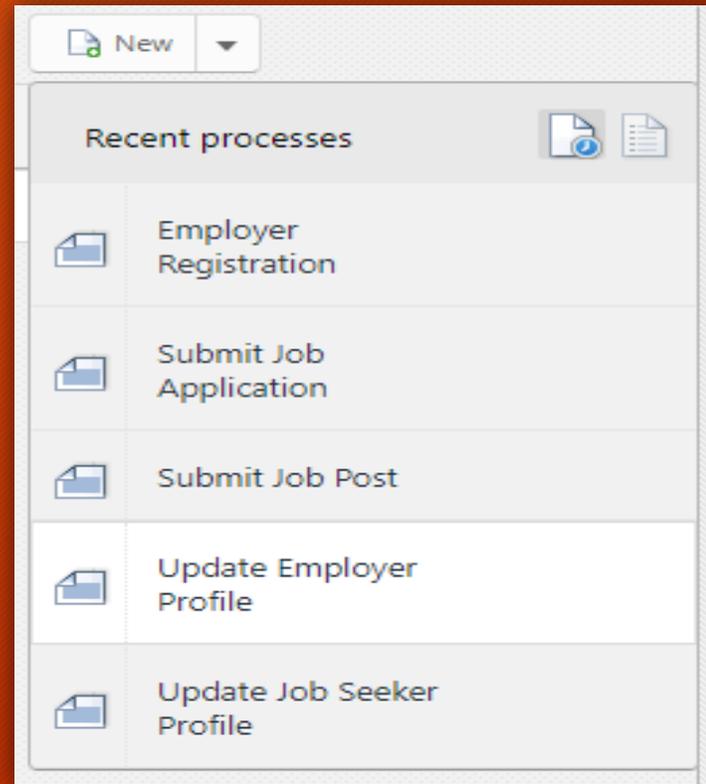
Industry Titles/ Nature of Business

What is Retail -

Update Employer Profile

The Update Employer profile process, allows the employer to update their basic information. The Employer also manages the access given to 3rd party agents and also staff members. Access given to 3rd party agents or employees can vary from view only to full access.

- Click on “New”
- Update Employer profile
- This allows the employer to update and amend any information necessary.
- Such as :- contact information, address and other necessary updates.



Update Employer - Employer's information continued

What it should look like when you want to update the employers information. Just ensure that it states update employer because the other update options are very similar in features.

The screenshot displays a web application interface for updating employer information. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar:

- Navigation: New
- Case ID: UEP4
- Section: Update Employer Profile
- Creation date: 07/09/2019 13:17
- Due date: 07/12/2019 12:00
- Description: In this task user will be able to update employer profile's information
- Details | Assignees | Events
- Creation date: 07/09/2019 13:17
- Created by: worc_test21
- Case number: UEP4
- Process: Update Employer Profile
- Process Path: App > Processes > Job Clearing House > Update Employer Profile

Main Content Area:

- Buttons: Select, Update
- Tabs: Update Employer Information (active), Case Information
- Selected employer: Arsenal FC,302
- Employer to be updated: Arsenal FC,302
- Change selected employer?: Yes No
- Employer's Information
- Employer's Name: Arsenal FC
- Employer's Registry ID: 302
- Industry: Transportation and storage
- Nature of Business: Transport
- Trade Business License: [Empty field]
- General Delivery: Yes No
- PO Box: [Empty field]
- Post Office: Air Port
- Postal Code: KY1-2020
- Suite Number: [Empty field]
- Building Number: 15
- Street Name: Street 1
- District: Grand Cayman
- Approved Gratuity Scheme?: Yes No
- Gratuity Letter: [Cl-Crest-01.png](#) [Close] [Help]

Update Employer - Continued

Within the text box “Select employer to be updated” search for the registered employer that an update is needed for, once the user enters the registered employers name click “Submit”. This is used to update job titles, job descriptions and other updates.

UEP5 Select Employer

App/Processes/Job Clearing House/Update Employer Profile

Update Employer Profile > Select Employer

Update Employer Profile UEP5 Status: Select Employer

Select **Update**

Select Employer Case Information

Please write employer's name or employer's registry ID to execute the search, at least 3 characters.

Select employer to be updated:

Save Draft Submit

Note:

Entering %%% will allow use of a wildcard and return all Employers that the User has access to.

“Wildcard” - means that the system will pull up all the names that is accessible to the clients profile.

Update Employer - Adding Agent's/Person's

Agents/Persons can be added to the employer in order to assist with job application reviews. Adding Agents/Persons to do the following:

1. In the text box for “Agent's/Person's ID” enter the users ID number (note that this field does not accept letters).
2. Once the Agent/Person ID is entered into the text box click “Search Agent (s)/Person (s)”

The added Agent(s)/Persons(s) can be given a specific role of Primary Person, delegate (Super user), Delegate (Super case), Child Company Delegate “Recruiter” or “Recruiter Admin” which can be selected here. The “Recruiter” is able to submit jobs and review applications (later on they will also be able to submit work permits) and the “Recruiter Admin” can grant recruiter access to other users and act as a recruiter. Along with the other roles such as

Manage Associated Agents or Persons

Associated Agents or Persons

Agent's / Person's Name	Email	Primary Contact	Delegated Contact	Child Company Delegate	Recruiter Role
worc_test21	shelly.newland@gov.ky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please select...

Agent's / Person's ID:

Manage Associated Employers

Update Employer - Person or Agent Type

Primary Contact Person:

The Primary Contact Person role is assigned to the person creating an Employer/Company registration. The Primary Contact Person can only be changed to a different person by submitting a request to a Customer Care Officer with supporting evidence.

Delegate Contact (Super user):

The Primary can assign the role of Delegate to another person. This is a super user role typically assigned to a primary's designate within the same company, such as the HR Manager.

Child Company Delegate:

The Primary or Delegate can assign this role to a person to allow them to choose the Primary or Delegate's employer/company when creating a new employer/company. This establishes the company's parent / child relationship. This would typically be used in cases where an umbrella company is present. In some cases, companies that fall under the umbrella company would hire employees and would then need to register the company as an employer.

Recruiter Admin:

The Primary or Delegate can assign this role to a person to allow them to add additional persons. The Recruiter Admin can assign this role to other persons that will by default be assigned the Recruiter role. The person holding this role will also be able to perform the functions of the Recruiter role. This role will most typically be assigned with a recruiting company is being contracted to perform recruiting activities on behalf of the Primary or Delegates Employer/Company.

Recruiter:

The Primary, Delegate or Recruiter Admin can assign this role to a person. This role allows a recruiter to submit/update job vacancy submissions.

Update Employer - Adding Associated Employers

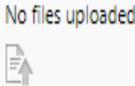
▼ Manage Associated Employers

Employer's Name:

Search Employer (s)

Employer's Search Results

Associate Employer(s)

Evidence: 

To **add** an Associated employer, do the following:

1. In the “Search Employer (s)” text box, enter the name of the employer needed to be associated (note that the employer will need to have already been registered and approved by the CCO).
2. Once the employer is found click on “Associate Employer (s)” and ensure tick the Associate box.
3. Add any applicable evidence to show the link between the employers.
4. After all associated employers have been added click on “Submit” at the bottom of the page for review and approval by the ESO.

Update Employer - Removing Associated Employers

Employer's Name: 

▼ Employer's Search Results

Employer Name	Business Registry ID	Associate
Liverpool	313	<input checked="" type="checkbox"/>

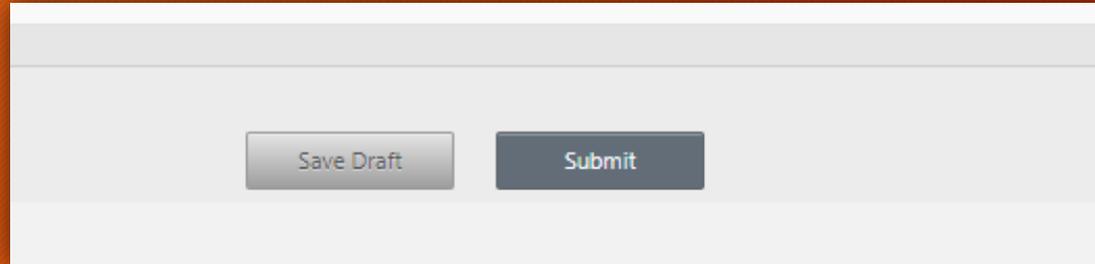
Evidence: 

To **remove** an Associated employer, do the following:

1. Under the “Manage Associated Employers” section untick the tick box under the heading “Associate” for the respective associated employer that needs to be removed.
2. After all associated employers have been removed click on “Submit” at the bottom of the page for review and approval by the CCO.

Update Employer - Continued

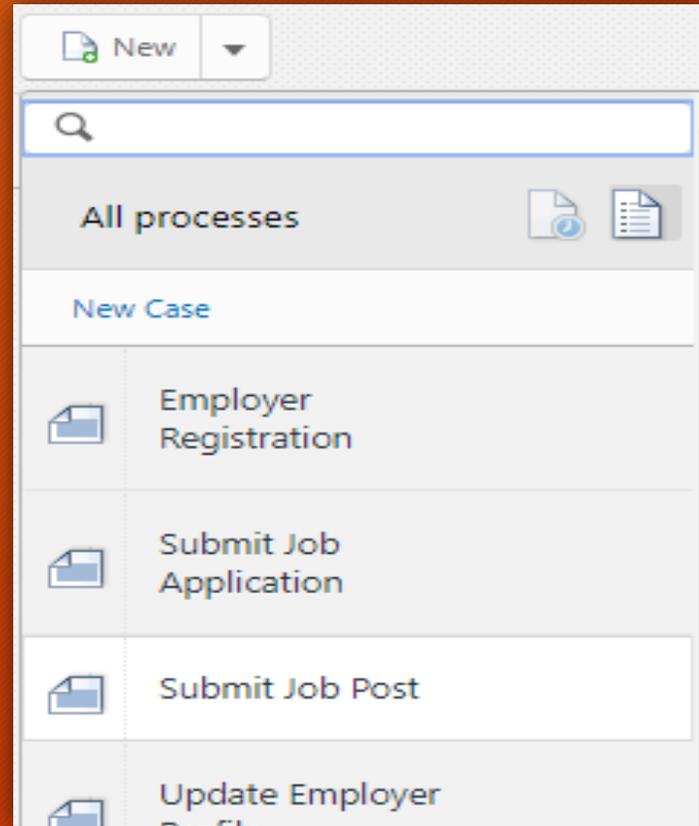
Once all the necessary fields have been updated click on the “Submit” button at the bottom of the page. The application will then be passed on to the Customer Care Officer (“CCO”) for review and approval (Please note a system generated email will be sent when approved, or additional updates are required, by the CCO).



Submit Job Post

The Submit Job Post process allows the employer to create a job ad in the JobsCayman. This process features different ways to post a job including, creation of a new job post, cloning an existing approved job post and the copy and editing of an existing approved job post.

- Click “New”
- Click on “Submit Job Post” (If the full list is not shown click the arrow to view the list of options)



Submit Job Post - Continued

To submit a job post the user will have to search for the employer (please note job posts can only be added to employers once they are registered).

SJP5 Post New Job

App/Processes/Job Clearing House/Submit Job Post

Submit Job Post > Post New Job

Activity Information Case Information

Submit Job Post SJP5 Status: New

New Post Pending Approve

Employer information

Employer name: Contact person:

Employer ID: Industry:

Approved Gratuity Scheme?:

Add & Edit Job Posting

Job Posts

No records

+

Submit Job Post - Add & Editing Job Postings

To add a new job posting click on the + symbol; once all the required fields have been updated click on “Save” to completed the addition of a new job posting.

▼ Add & Edit Job Posting

▼ Job Posts

No records

+ 

Clone Job Post

Copy Job Post

Submit Job Post - New Job Post

The input screen will open to allow entry of job post details, once all required fields are complete click on “Save”

The image shows a multi-panel web form for submitting a new job post. The panels are stacked and overlapping, showing different sections of the form:

- Job Information:** Fields for Job Post ID, Job Title, Posting date, End date, Occupation, Proposed Tenure, and Description of Job.
- Job Exempt:** A section with the text "This Job has an e...".
- Designations / Certifications:** A section with a "+" icon and a table for "Required d...". The table has an "Add" button and several rows with checkboxes.
- Specializations:** A section with a "+" icon.
- Salary:** Fields for Rate of salary (dropdown menu), Salary currency (dropdown menu), Minimum salary, Maximum salary, and Hours per week.
- Comments:** A large text area for entering comments.
- Form added:** A field for "Name of form" and a "Form added:" section with a "No files uploaded" message and a file upload icon.
- External links:** A field for entering external links.

At the bottom right of the form, there are "Save" and "Cancel" buttons.

Submit Job Post - Copy and Clone Job Post

Two other options for creating a new job post allow an Employer to select a previously approved job. Those options are the following:

Copy Job Post - If the employer requires a job to be copied where changes can be made to the job post ensure the job post needing to be copied is selected and click the “Copy Job Post” button.

Clone Job Post - This option will not allow modifications to be made to the Job Post and does not require approval by the CCO. If the employer requires a job post to be cloned ensure the job post is selected and then click the “Clone Job Post” button.

The screenshot displays a web interface for managing job postings. At the top, there is a dropdown menu labeled 'Add & Edit Job Posting'. Below this is a section titled 'Job Posts' containing a table with the following data:

Job Post ID	Posting date	Job title	Expiration date	Active?	Status	Select
22	2019/07/11	Security Guard	2019/07/30	No	New	<input checked="" type="checkbox"/>

Below the table, there are four icons: a plus sign (+), a pencil (edit), a trash can (delete), and a document with a checkmark (clone). At the bottom of the interface, there are two buttons: 'Clone Job Post' on the left and 'Copy Job Post' on the right.

Submit Job Post - Continued

Once all the job posts information has been captured. The post should be selected by clicking on the job post in the list and clicking the “Submit” button.

Only one job post can be submitted at a time.

Save Draft

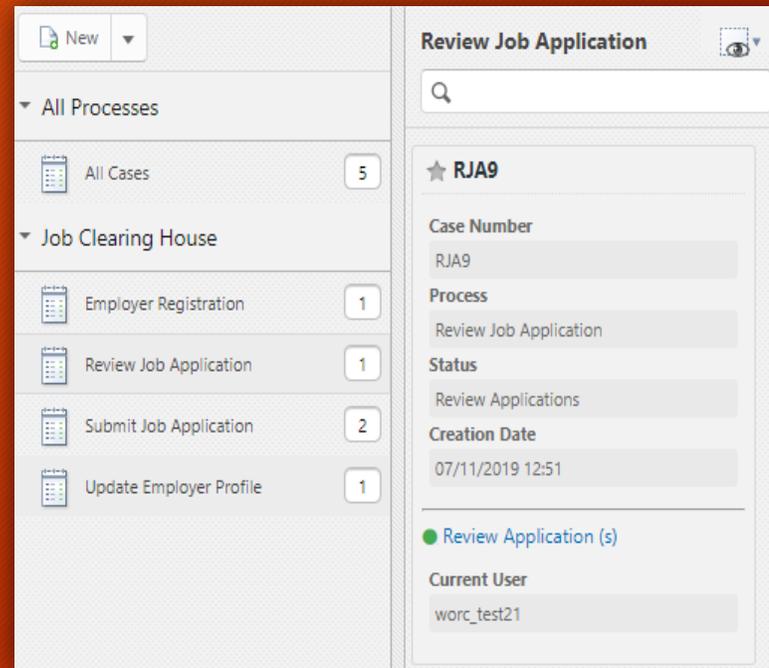
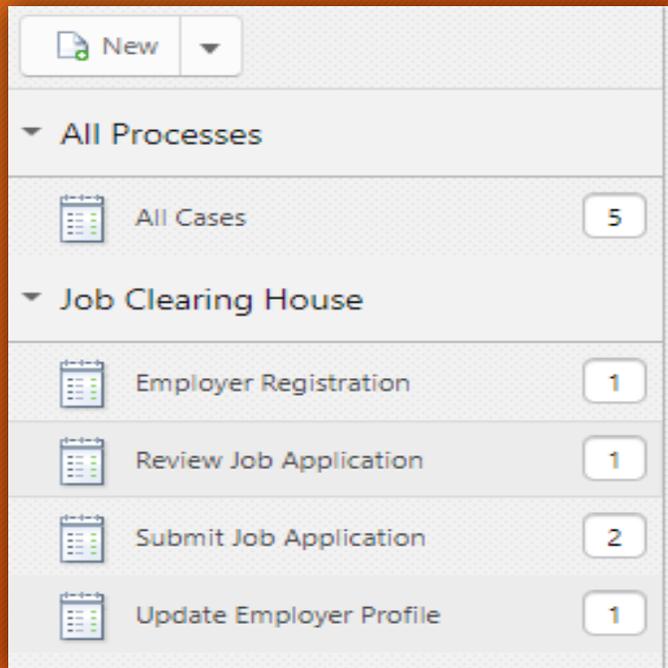
Submit

Review Job Applications

The review of the job applications process allows employers to view the details of each application submitted for a specific job. This would include the questionnaire, resume and any additional documents that were required to be submitted. This process also allows the employer to enter feedback and outcome information for each of the applications submitted by job seekers.

There is also a feedback opportunity built into this process for the job seeker.

- Click on “New”
- Click on “Review Job Application”
- Click on “Review Job Application”



Review Applications - Enter Feedback

Employer can then enter a comment and click yes (accepting the applicant) or no (rejecting the applicant).

RJA9 Review Application (s)

App/Process

Review Job A

Job Applications

	Resume	Client's First Name	Client's Last Name	Immigration Status	Job Title	Application Date	Comment	Recruited?	Hiring Date
:	Resume.pdf	William	Seasoning	Caymanian	Security Guard	2019/07/11	Welcome	<input checked="" type="radio"/> Yes <input type="radio"/> No	2019/07/15
:	Resume.pdf	Alyssa	Carsana	Caymanian	Security Guard	2019/07/11	Sorry	<input type="radio"/> Yes <input checked="" type="radio"/> No	yyyy/MM/dd

Save Draft Submit

- To see details of the job applicant, highlight the applicant row by clicking on the row and then click on the magnifying glass after selecting a row.
- Once feedback has been entered for all applicants click the “Submit” button, each of the applicants will receive an email notification of the feedback entry.

Job Seeker Training - Coming Soon