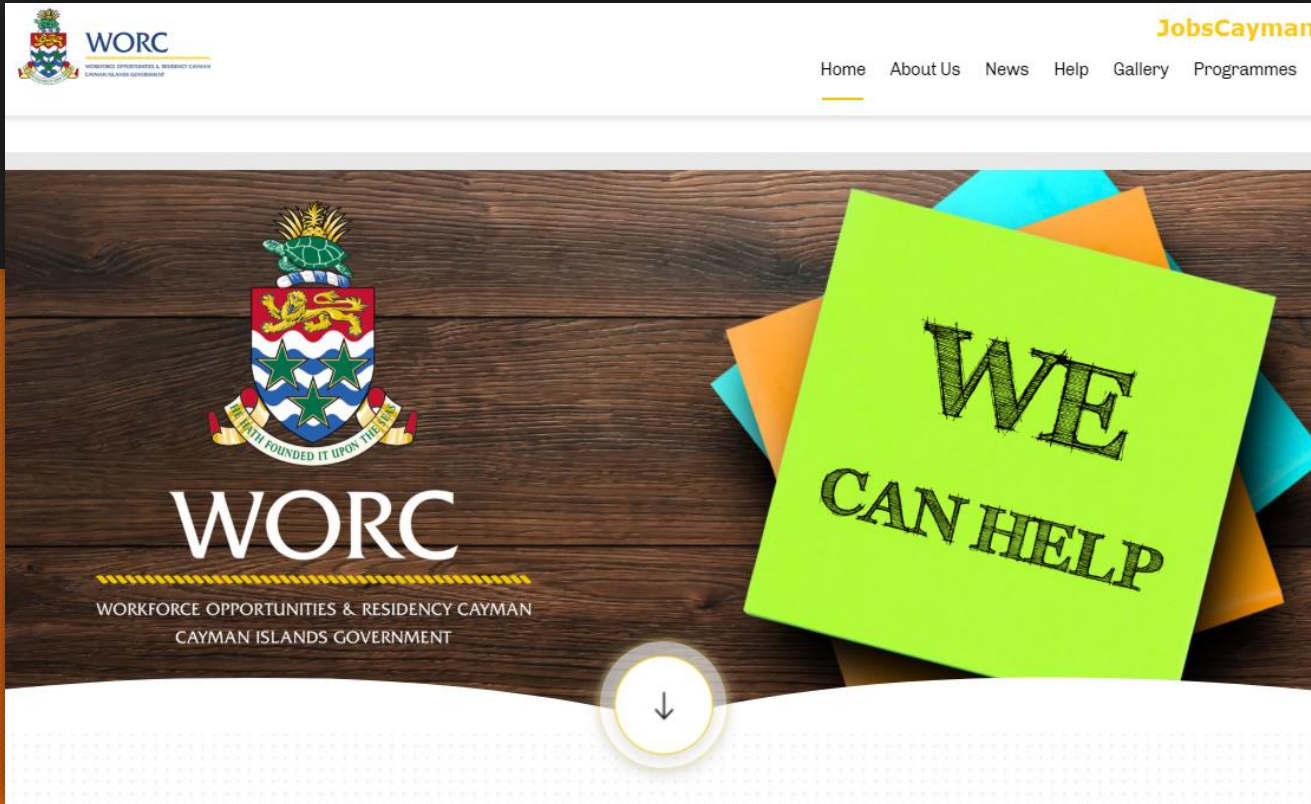




Employer Training

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

The image shows the login page for the WORC JobsCayman portal. It features the WORC logo and coat of arms at the top. Below the logo are two input fields: 'Username:' and 'Password:'. There is a checkbox labeled 'Sign me in automatically'. A blue 'Sign In' button is positioned below the checkbox. At the bottom, there is a link that says 'To change your CIGnet password or to register for a CIGnet account Click Here' and a note: 'If you are a windows user click here to sign in.'

Creating a CIGnet Password



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

User Name:

Password:

☐ Remember me next time.

Log In

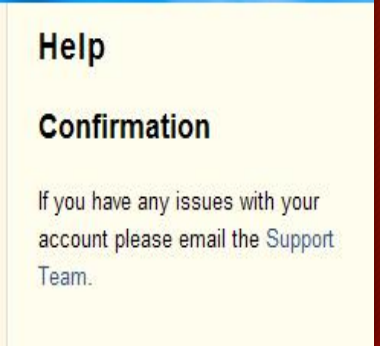
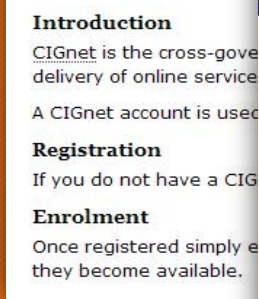
To change your CIGnet password or to register for a CIGnet account [Click Here](#)

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



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

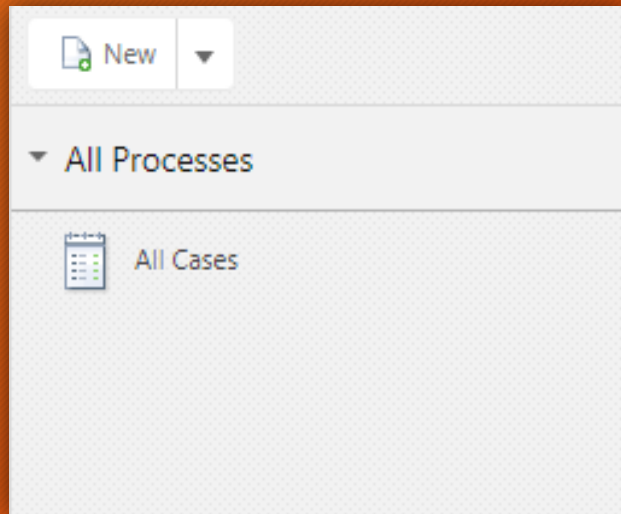
The Register Person process allows an individual to accomplish two things:

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

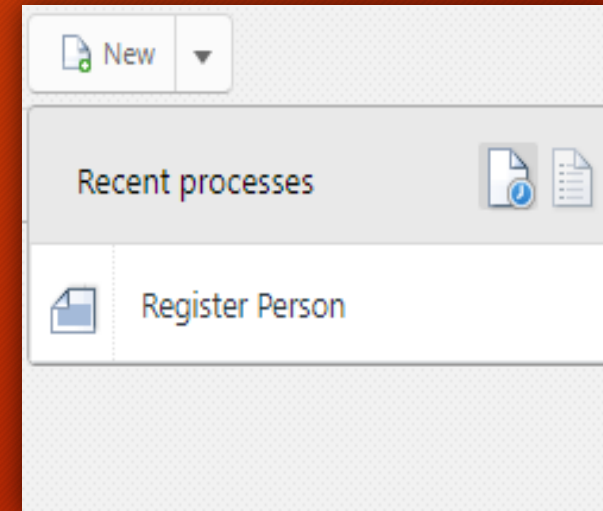
This will also provide a single point of personal information that can be accessed across the E-Government network.

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

All Cases

UEP49

Update Employer Profile

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.

New

All Processes

All Cases 1

Job Clearing House

Update Employer Profile 1

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 won't 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:	<div>Please select...</div>
Gender:	<div>Please select...</div>	Evidence:	<div>No files uploaded</div>

▼ Address and Contact Information

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

▼ 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: ☐

Save Draft

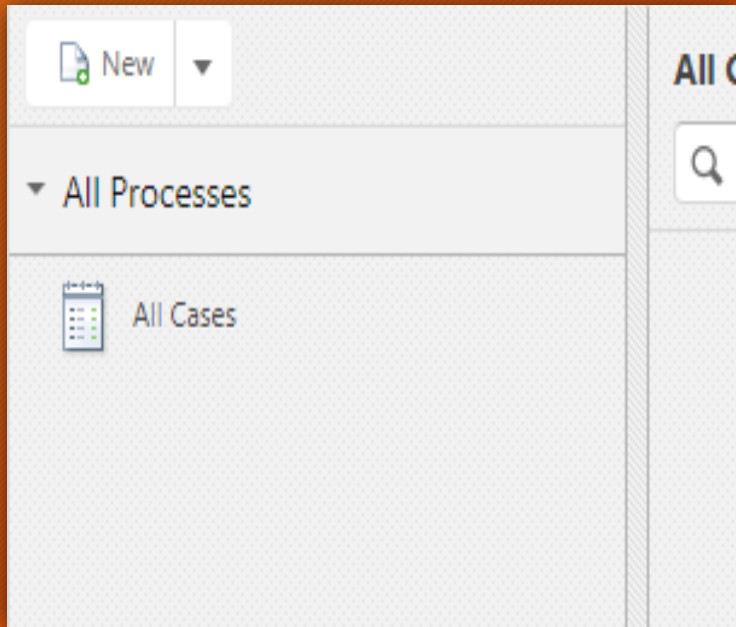
Submit

Update Registered Person Profile

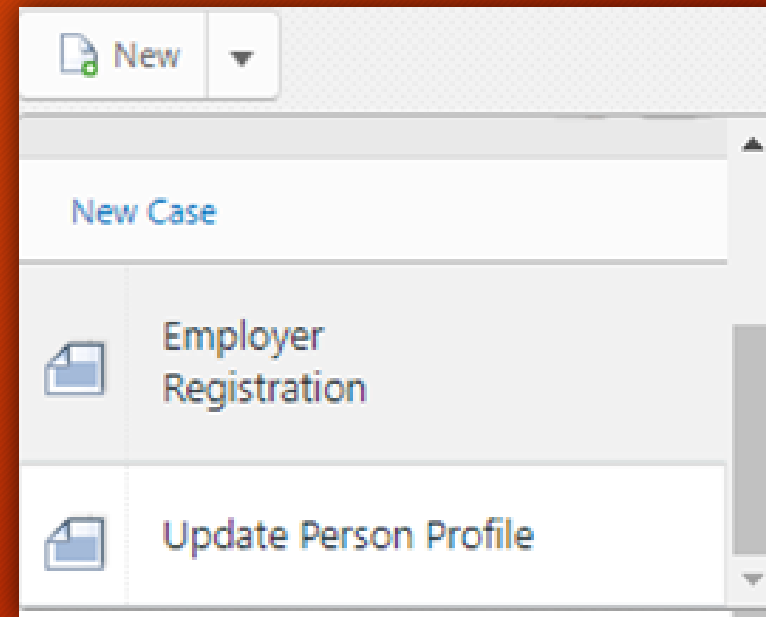
To Update a Person it allows a registered person to update their information as necessary. This will also provide a single point of update to personal information that can be accessed across the E-Government network as resources are added.

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

Name and Immigration Information

Person Registry ID: 190708000004 Date of Birth: 1942/07/08

First Name: cristiano Citizenship: United Kingdom

Middle Name: Immigration Status: Permanent Resident with the Right to Work

I Have No Middle Name: ☐ Immigration Status Expiration: yyyy/MM/dd

Last Name: ronaldo Passport Country: United Kingdom

Maiden Name: Evidence: crest1024x768.jpg

Gender: Male

Address and Contact Information

Cayman Resident: ☒ Yes ☐ No Country:

Physical Address: Address 1 Email Address: shelly.newland@gov.ky

PO Box: Contact Number: +44 22443543

District: Grand Cayman

Postal Code: POBox

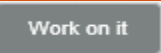
Save Draft Submit

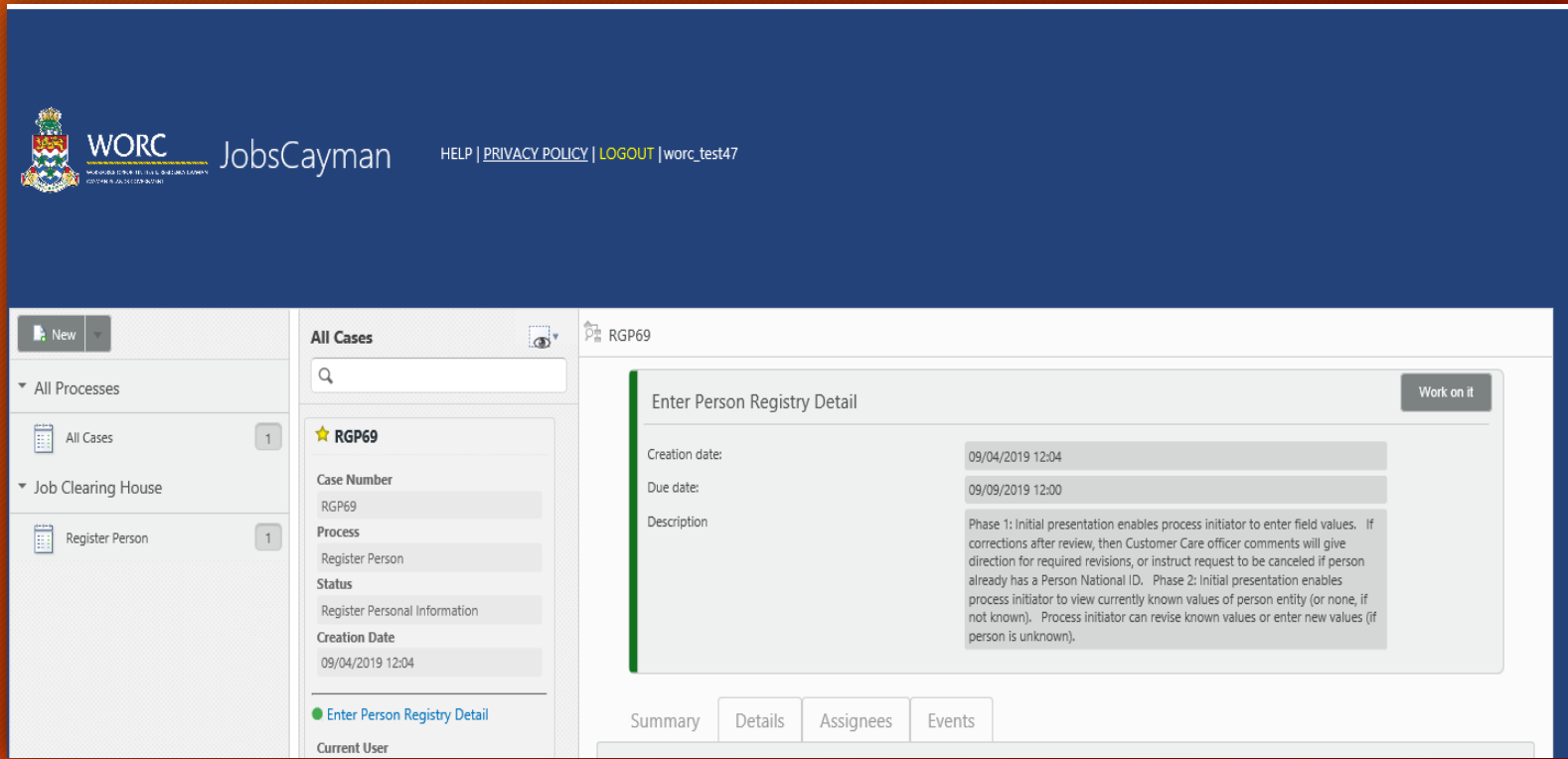
The application will only be passed on to the Customer Care Officer (“CCO”) for review and approval if the Name and Immigration Section contains Changes.

(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. The top navigation bar includes the WORC logo, the text "JobsCayman", and links for "HELP", "PRIVACY POLICY", "LOGOUT", and the user "worc_test47".

The main content area is divided into three sections:

- Left Sidebar:** Contains a "New" button and a list of processes under "All Processes" and "Job Clearing House". The "Register Person" process is highlighted with a "1" icon.
- Center Panel:** Titled "All Cases", it shows a search bar and a list of cases. The case "RGP69" is selected, showing details: Case Number (RGP69), Process (Register Person), Status (Register Personal Information), and Creation Date (09/04/2019 12:04). A green dot next to "Enter Person Registry Detail" indicates it is the current step.
- Right Panel:** Titled "Enter Person Registry Detail", it contains a "Work on it" button and 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).

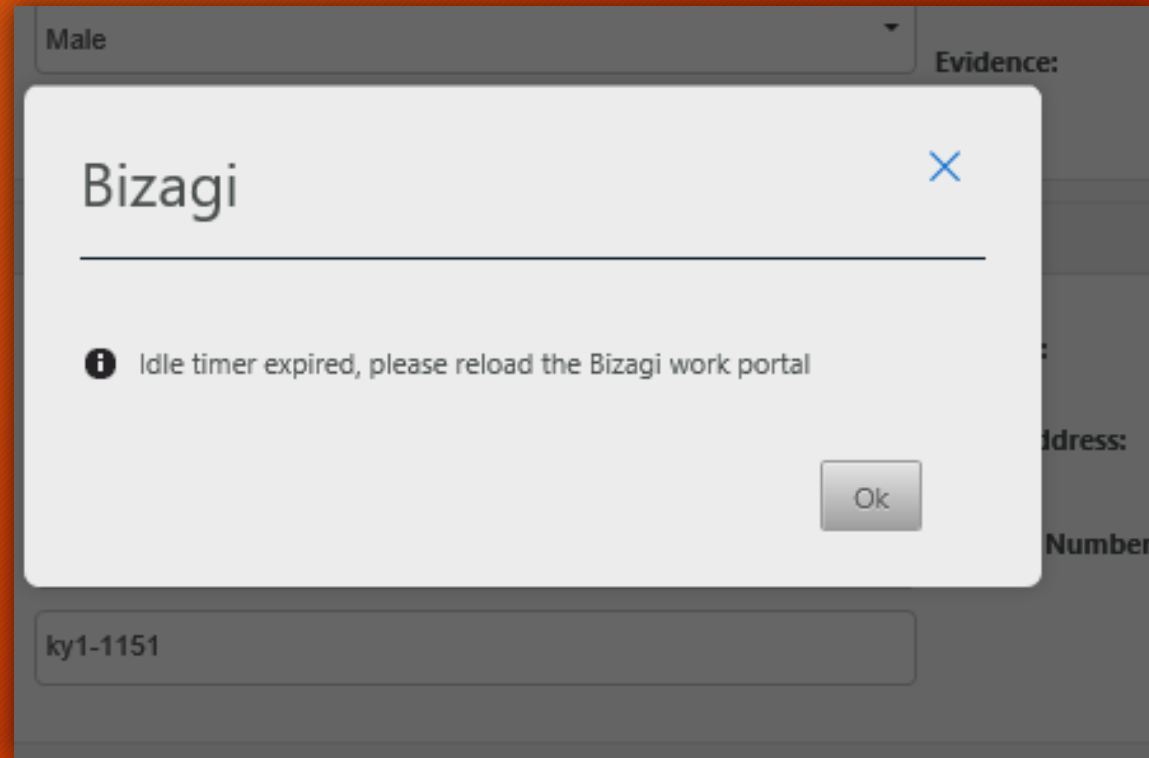
At the bottom of the right panel, there are tabs for "Summary", "Details", "Assignees", and "Events".

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.



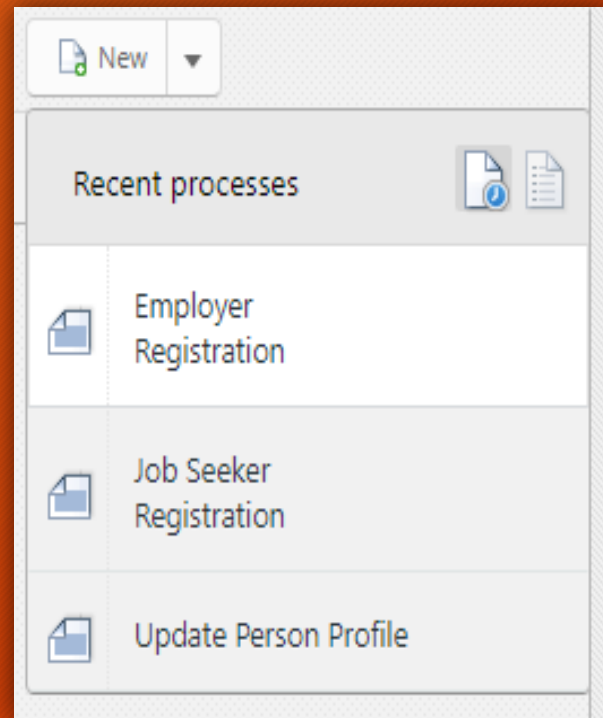
Employer Registration

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:

- ERG11 Enter Registration Detail:** Shows creation date (07/09/2019), due date (07/12/2019), and 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".
- ERG55 Enter Registration Detail:** Shows creation date (09/18/2019 10:18), due date (09/23/2019 10:18), and 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".
- ERG22 Enter Registration Detail:** Shows creation date (07/09/2019 11:53), due date (07/12/2019 11:53), and 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".

The ERG22 window is the most prominent and shows the 'Enter Registration Detail' form for 'App/Processes/Job Clearing House/Employer Registration'. It includes the following fields:

- Employer Registration:** ERG22
- Status:** Register Employer Information
- Register information** (selected) | Case information
- Employer has as a parent employer?:** ☐ Yes ☒ No
- Employer Information:**
 - Employer Name:** Liverpool
 - Postal Code:** KY1
 - Industry:** Transportation and storage
 - Suite Number:**
 - Nature of Business:** Transport
 - Building Number:** 13
 - Trade Business License:**
 - Street Name:** Street
 - General Delivery?:** ☒ Yes ☐ No
 - District:** Grand Cayman
 - PO Box:**
 - Employer has an approved gratuity scheme?:** ☒ Yes ☐ No

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 has been approved by the CCO).

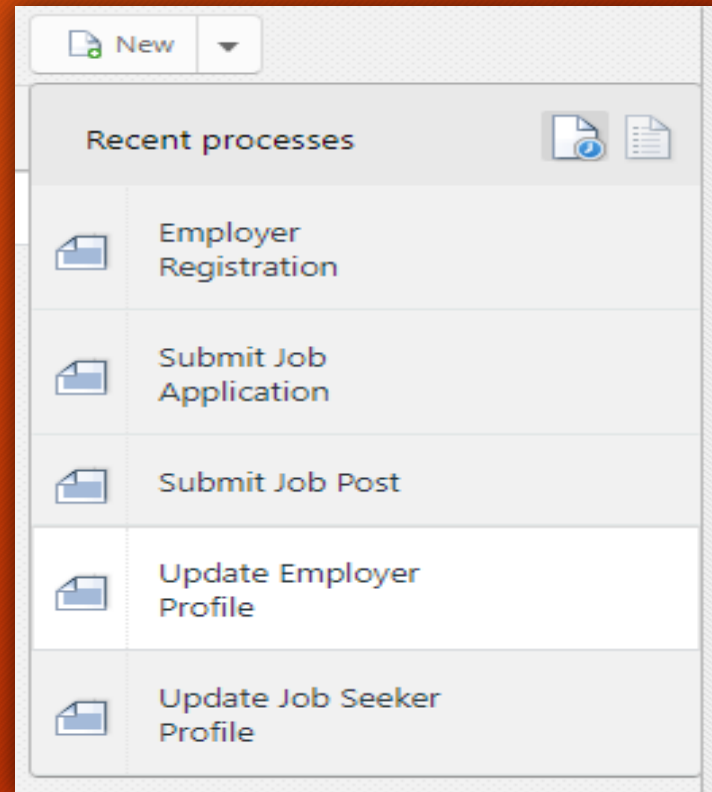
Industry Titles/ Nature of Business

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 for updating employer information. On the left, a sidebar contains a 'New' button and a 'UEP4' icon. Below this is a 'Update Employer Profile' section with fields for 'Creation date' (07/09/2019 13:17), 'Due date' (07/12/2019 12:00), and a 'Description' (In this task user will be able to update employer profile's information). Further down are tabs for 'Details', 'Assignees', and 'Events', with 'Details' selected. The 'Details' tab shows fields for 'Creation date', 'Created by' (worc_test21), 'Case number' (UEP4), 'Process' (Update Employer Profile), and 'Process Path' (App > Processes > Job Clearing House > Update Employer Profile).

The main content area has two tabs: 'Update Employer Information' (selected) and 'Case Information'. At the top of this area are 'Select' and 'Update' buttons. Below the tabs, there is a 'Selected employer' section showing 'Arsenal FC,302' and a 'Change selected employer?' section with 'Yes' and 'No' radio buttons, where 'No' is selected.

The 'Employer's Information' section contains the following fields:

- Employer's Name:** Arsenal FC
- Employer's Registry ID:** 302
- Industry:** Transportation and storage (dropdown menu)
- Nature of Business:** Transport
- Trade Business License:** (empty text field)
- General Delivery:** Yes (selected radio button) / No
- PO Box:** (empty text field)
- Post Office:** Air Port (dropdown menu)
- Postal Code:** KY1-2020
- Suite Number:** (empty text field)
- Building Number:** 15
- Street Name:** Street 1
- District:** Grand Cayman (dropdown menu)
- Approved Gratuity Scheme?:** Yes (selected radio button) / No
- Gratuity Letter:** C1-Crest-01.png (with a close button 'x' and a help icon '?')

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:

Search Agent (s) / Person (s)

▼ 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:


No files uploaded



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"/>

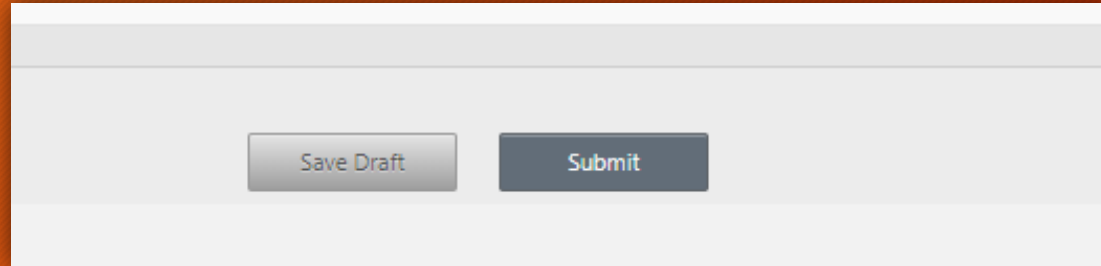
Evidence:  No files uploaded

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

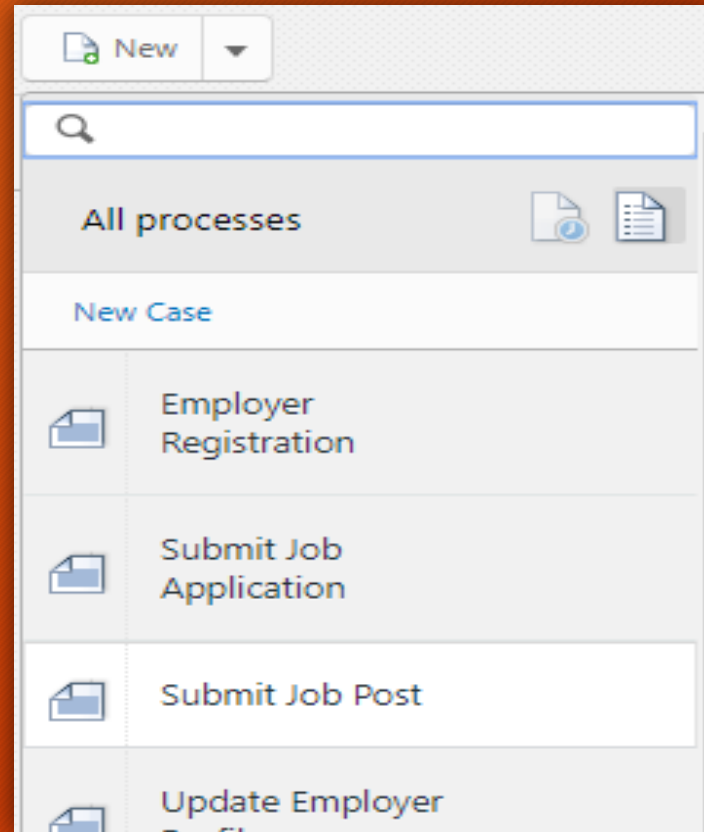
Once all the necessary fields have been updated click on the “Submit” button at the bottom of the page. The application will then be passed on to the Customer Care Officer (“CCO”) for review and approval (Please note a system generated email will be sent when approved, or additional updates are required,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

A screenshot of a web form footer. It features a light gray background with a thin horizontal line at the top. Below the line, there are two buttons: a light gray button labeled "Save Draft" and a dark gray button labeled "Submit". The buttons are positioned side-by-side with a small gap between them.

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:

Employer ID:

Approved Gratuity Scheme?:

Contact person:

Industry:

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”

Job Information

Job Post ID:
Job Title:
Posting date:
End date:
Occupation:
Proposed Tenure:
Description of Job

Job Exemption

This Job has an exemption

Requirements

Years of experience:
Qualifications
Required education:
Preferred education:

Designations / Certifications

+
Required documents:
Add

Specializations

Salary

Rate of salary: Please select...
Minimum salary:
Hours per week:
Comments
Name of form:
External links:

Salary currency: Please select...
Maximum salary:
Form added:
No files uploaded

Save Cancel

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.

▼ Add & Edit Job Posting

▼ Job Posts

	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"/>

+

Clone Job Post

Copy Job Post

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

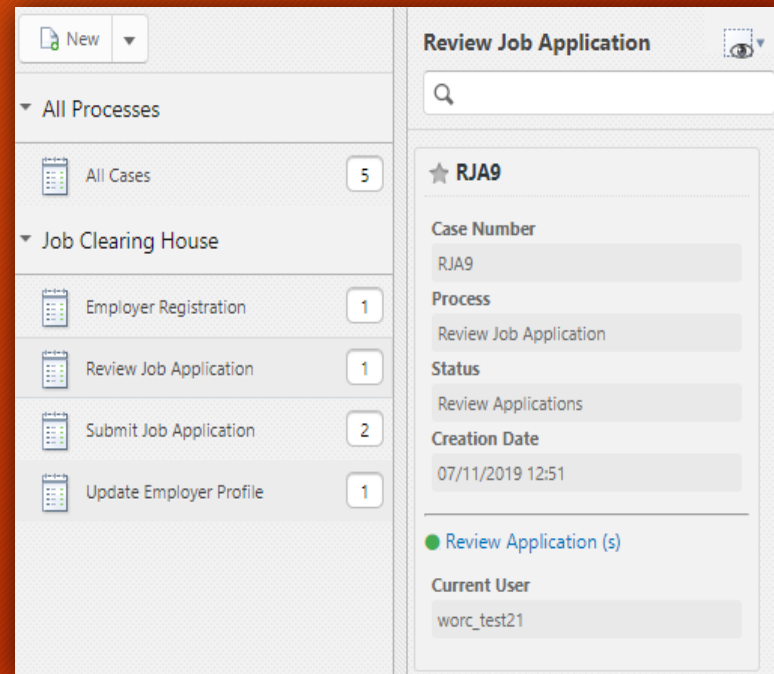
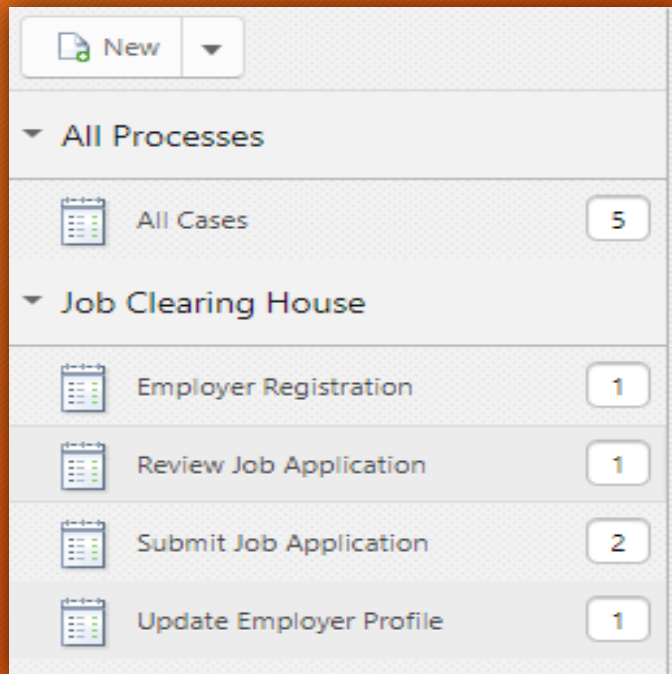
Submit

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	Alayssa	Carsana	Caymanian	Security Guard	2019/07/11	Sorry	<input type="radio"/> Yes <input checked="" type="radio"/> No	yyyy/MM/dd

Review

▼ Job

⋮

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