



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

To Review Applicants

A QUICK GUIDE TO USING THE ONLINE PORTAL





To review who applied for Jobs

1. Log in to the JobsCayman Portal.

User Name:

Password:

Remember me next time.

Log In

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

2. Select the blue writing that says “Review Application(s)”

| Employer Name | Job Title | Job Expiration Date | Number of applications | Case Number | Process | Activity | Current User | Case Status | Case Creation Date |
|---------------|-----------|---------------------|------------------------|-------------|------------------------|--|--------------------------|---------------------|--------------------|
| KIRKS MARKET | cashier | 02/07/2020 18:00 | 1 | RJA72 | Review Job Application | Review Application (s) | admin.gov.ky/worc_test70 | Review Applications | 01/31/2020 07:57 |



To review who applied for Jobs

WORC JobsCayman HELP | PRIVACY POLICY woro_test170 | LOG OUT

RJAT2
App/Processes/Job Clearing House/Review Job Application

Review Job Application - Review Application (s)

Review Job Application - RJAT2 Status: Review Applications

Review Job Applications Job Post Details Case Information

Employer Information

Employer Name: KRKS MARKET Contact Person: TOM
Employer Registry ID: 5603 Email: SHELLEY.BANKS-OKWARD@GOV.KY
Industry: 4799 Other retail sale not in stores, stalls or markets

| Resume | Client's First Name | Client's Last Name | Immigration Status | ID Job | Job Title | Application Date | Comment | Recruited? | Hiring Date | Reviewed? |
|----------------------------|---------------------|--------------------|----------------------------|--------|-----------|------------------|---------|---|-------------|-----------|
| Resume.pdf | Maggie | Desposito | Legal or Ordinary Resident | 356 | cashier | 01/31/2020 | | <input checked="" type="radio"/> Yes <input type="radio"/> No | 02/24/2020 | Yes |

Number of applications received: 1
Number of applications pending for review: 0

Save Draft Submit

3. It shows the applicants for that position. Select the resume to see the applicants resume.

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Number of applications received: 1
Number of applications pending for review: 0

Save Draft Submit

4. Make a decision if you are going to hire the person or not



To review who applied for Jobs

5. When completed, hit submit.

The screenshot shows the 'Review Job Application' page for case RJA72. The page includes a sidebar with navigation options like 'Details', 'Assignees', and 'Activities'. The main content area has tabs for 'Review Job Applications', 'Job Post Details', and 'Case Information'. The 'Review Job Applications' tab is active, showing a table of job applications. The table has columns for 'Resume', 'Client's First Name', 'Client's Last Name', 'Immigration Status', 'ID Job', 'Job Title', 'Application Date', 'Comment', 'Recruited?', 'Hiring Date', and 'Reviewed?'. There is one application listed with a resume named 'Resume.pdf', client name 'Maggie Desposito', and application date '01/31/2020'. At the bottom of the main content area, there are 'Save Draft' and 'Submit' buttons. An arrow points to the 'Submit' button.

**Please note, when the person is not hired please make note in the comment box on why the person was not hired*