

# FREQUENTLY ASKED QUESTIONS (Q & A)

#### 1. General Information

#### Q1: What is the purpose of this recruitment portal?

**A1:** This portal is designed to streamline the appointment process for senior positions in the Lebanese public sector. It aims to establish a transparent framework for selecting senior employees in public administrations, based on clear criteria of competence and professional experience.

#### Q2: Who can apply for these senior positions?

**A2:** The recruitment process is open to qualified professionals who meet the required criteria for each position, as defined by the Lebanese public sector regulations.

#### Q3: Where can I view the list of open positions?

**A3:** You can view the list of open positions by visiting the following link: https://seniorrecruit.omsar.gov.lb/Positions en.aspx

# 2. Application Process

#### Q4: How do I apply for a position?

A4: To apply for a position, please create an account on the portal by visiting <a href="https://seniorrecruit.omsar.gov.lb/Positions">https://seniorrecruit.omsar.gov.lb/Positions</a> en.aspx. Fill out the online Personal Profile application form and click "Save." After saving your profile, a pop-up screen will confirm that your profile has been saved and prompt you to click "OK." Once you click "OK," you will be directed to the "List of Current Vacant Positions" page. From there, you can select the position you wish to apply for by clicking on "Click to Apply."

#### Q5: What language should I use when entering my information?

**A5:** You can enter your information in Arabic, English, or French. You can change the language of the Personal Profile application from the upper left of your screen.

#### Q6: I have a personal profile from a previous recruitment cycle. Can I use the same profile to apply?

**A6:** Yes, if you have an existing account on the portal, you can log in and use your profile for new positions. However, we recommend reviewing and updating your information, including education, work experience, and certifications, to ensure it reflects your latest qualifications.

#### Q7: I didn't receive an email confirming the creation or update of my personal profile. What should I do?

**A7:** Please check your spam or junk folder. If you still haven't received a confirmation email, try logging in to verify if your profile was created/updated successfully. If the issue persists, contact technical support at <a href="mailto:recruitment-senior@omsar.gov.lb">recruitment-senior@omsar.gov.lb</a>

#### Q8: What do I do after I fill out my Personal Profile?

**A8:** After completing and saving your Personal Profile application, you need to apply to the position you are interested in by visiting the "List of Current Vacant Positions" page. Once you apply to a position, you will receive an email confirming your submission titled "Application Confirmation Submission." If you don't receive one, please check your spam folder or contact the support team.



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### Q9: Can I apply for more than one position?

**A9:** Yes, you can apply for multiple positions.

#### Q10: Can I attach my CV to my application?

**A10:** No, applicants cannot upload or send their CV. All required information must be entered directly into the online personal profile, replacing the need for a CV. Please ensure that all details are accurate and complete before submitting your application.

#### Q11: Can I apply to a position that has been closed?

**A11:** No, you cannot apply to a position that has been closed. Once the application deadline has passed, the position is no longer available for submission. Please make sure to submit your application before the stated closing date.

#### 3. Evaluation and Selection

#### Q12: How will my application be evaluated?

**A12:** Applications will be assessed based on qualifications, experience, and competency requirements for the position. Shortlisted candidates will be invited for interviews.

#### Q13: Will I be notified if I do not reach the level of interviews?

**A13:** Yes, you will be notified via email along with the reason why you did not proceed to the evaluation process.

#### Q14: How will I be notified for an interview?

**A14:** You will be notified by email to schedule your appointment for the interview. Please ensure that your email address is accurate and check your inbox regularly, including your spam or junk folders.

#### Q15: What is the modality for the interview?

**A15:** The interview will follow a hybrid format. It can be conducted either in person or via Zoom, depending on the circumstances and scheduling arrangements. Further details will be provided in your interview invitation email.

#### Q16: How long does the recruitment process take?

**A16:** The duration varies by position and the number of applications received.

# 4. Technical Support

#### Q17: I forgot my password. How can I reset it?

**A17:** Click on the "Forgot Password" link on the login page and follow the instructions to reset your password.

#### Q18: I am facing technical issues while submitting my application. What should I do?

**A18:** Please contact our technical support team at recruitment-senior@omsar.gov.lb for assistance.

# OMSAR OMSAR Office of the Minister of State for Administration Reference

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# 5. Additional Inquiries

#### Q19: Can I edit my Personal Profile before applying to a position?

**A19:** Yes, you can update and save your Personal Profile at any time before applying to a position. However, please note that the information linked to your application is only captured at the moment you apply to the position. If you update your profile after applying, you must reapply to the position before the closing date to ensure that your updated information is registered for that specific application. Otherwise, the evaluation of your profile for the position will be based on the earlier submitted version.

#### Q20: Can I edit my Personal Profile after I have applied to a position?

**A20:** You can update your Personal Profile at any time; however, updates made after applying to a position will not automatically reflect in your application. If you modify your profile before the closing date, you must reapply to the position to register the updated information. After the closing date, no new updates or modifications will be considered for that position, even if your profile was updated. Always ensure that you reapply before the deadline to submit the most accurate and up-to-date information.

# △ Important Notice:

If you update your Personal Profile, you must reapply to the position before the closing date to ensure your updated information is registered. Updates made without reapplying will not be reflected in your application. After the closing date, no further updates will be considered.

#### Q21: How will I be informed about the next steps?

**A21:** You will receive notifications via email regarding your application status and any upcoming interviews.

#### Q22: Can I contact someone for further questions?

**A22:** Yes, for inquiries related to the recruitment process and/or technical issues, reach out to <u>recruitment-senior@omsar.gov.lb</u>. Please note that no phone calls will be accepted; all questions must be sent via email.

#### Q23: Where can I find more information about the recruitment process?

**A23:** For detailed guidelines, please click on the "Instructions" label available on the portal.

# Q24: It took me some time to fill out my application, and then I found that my information was lost. What should I do?

**A24:** For security reasons, there is a timeout on the application form. To avoid losing your information, please make sure to save your progress regularly by clicking "Save" as you complete each section.

# (A) Important Deadline Information:

To avoid any last-minute issues, applicants are strongly encouraged to submit their applications well before the deadline.