



WE'RE GOING DIGITAL - BECOME AN EARLY ADOPTER!

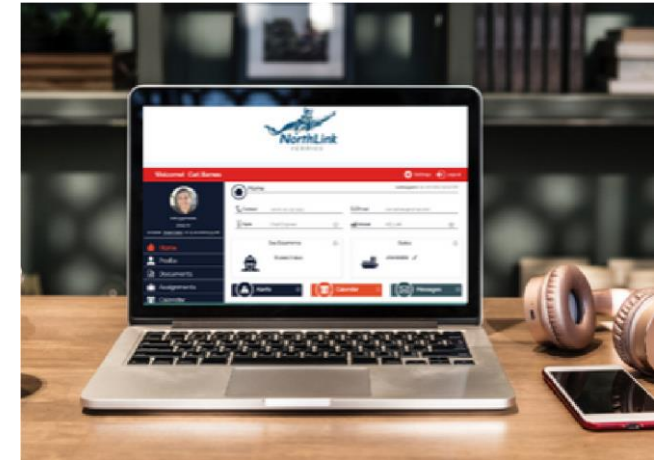
Northlink Ferries are using a new system called Ankaa Recruiter to manage all our crew applications - this includes personal details, documents and assignment details. We will no longer be accepting CVs but instead are providing you with a personal Digital Profile to store all your information.

Simply register through our web portal and set up a digital profile to manage your personal details, certification and sea service online.

You'll also benefit from great features including certificate expiry alerts, sea-time analytics and more. It's easy to use and update your details on the go, simply snap a picture of your new certificate and upload it wherever you are.

Rest assured your details are secure and only accessible by the team at Serco Northlink.

NEW DIGITAL CANDIDATE PROFILES





It's easy to register online on your computer or tablet.

CREATE YOUR DIGITAL PROFILE

REGISTER HERE

PASSWORD POLICY

- MIN 8 CHARACTERS
- 1 CAPITAL LETTER
- 1 NUMBER
- 1 SPECIAL CHARACTER (!"#\$%&)



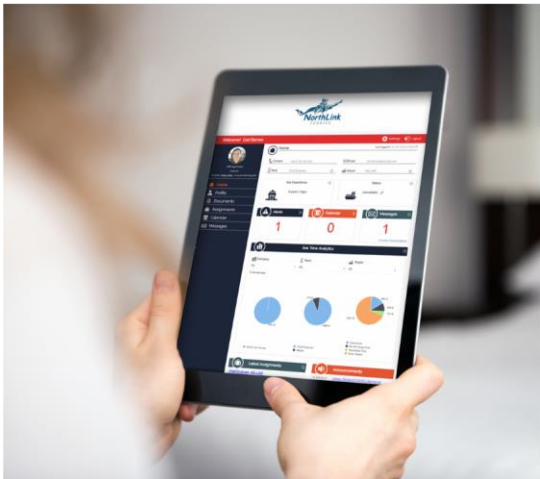
<https://northlinkferries.ankaarecruiter.com/JobSeeker/>

Enter your email address and create a password, please make sure your password meets our password policy.

Once you have registered online you can start updating your profile. Remember we are using these instead of your CV so please make sure that you add lots of information into the following sections;

1. **Personal details** - we need to know all about you and your next of kin.
2. **Documents** - we need to see which documents and certificates you have. Please include photo uploads of the documents for verification.
3. **Assignments** - add a short note for each job relevant to your rank- what did you do, where were you sailing, what was the cargo or engine type. Did you face any challenges? Key info for each assignment will give us a better understanding of your experience and help you stand out.

Keep your profile up to date as you update your documents and complete assignments - your digital profile is your new CV!



NAVIGATING THE SYSTEM

MENU SHORTCUTS



PROFILE

Please include a photo to help your company recognise you! Complete all sections and remember to click **save** when you finish.



DOCUMENTS

Add your certificates, travel documents etc with a high res image attachment. Set expiry alerts for your documents so you never miss a renewal.



ASSIGNMENTS

Add your sea service history here.. Add a short description of each assignment so we can get a better understanding of your experience.



JOBS

View current vacancies and apply quickly via your profile!

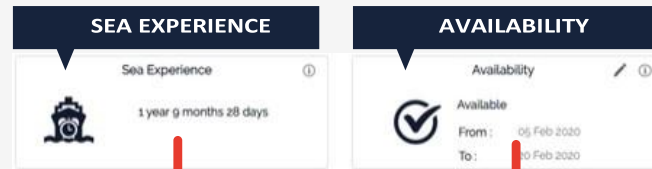


MESSAGES

Your personal Inbox. You will receive information on assignments, travels details or system updates here. You can also message relevant company personnel if you have any questions.

The portal homepage gives you an overview of important areas to check regularly. Access the different areas by using the menu shortcuts on the left.

On your home page there are four quick links.



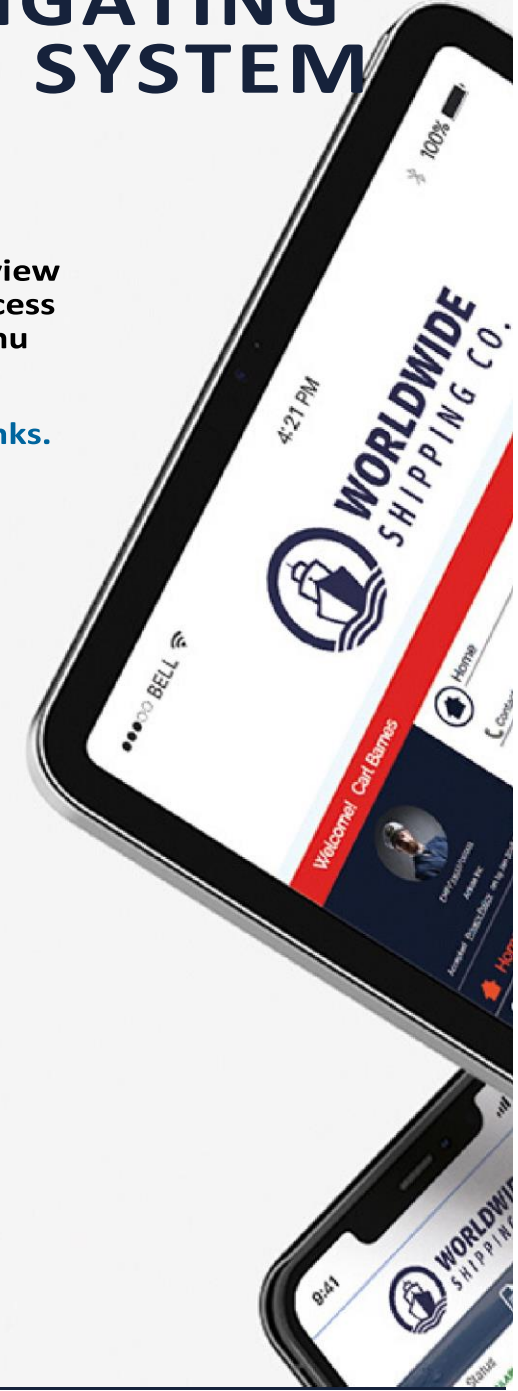
As you add assignments your sea experience will update.

If you know you're available for certain dates edit this section.



Click on Alerts to see which documents are due to expire.

Your personal inbox, communicate with your recruiter here.





KEY ICONS

A QUICK GUIDE TO THE MAIN ICONS USED THROUGHOUT

THE ONLINE PORTAL.

You will become more familiar with these icons as you creating your profile., we have made a note of the most important icons here for your reference.

ADD



Click on the plus sign to add a new document, or assignment.



EDIT

This icon indicates where you can make changes to your profile, assignments, documents and all personal information.



DELETE

Using the check box please select the entry you wish to delete before clicking the delete button.



DOCUMENT EXPIRY ALERT These are the icons you will see your documents begin to expire. **Yellow** is your first alert, **Orange** the second and **Red** means your document has now expired.



ROTATIONAL ASSIGNMENT To create a rotational assignment tick the 'rotational' checkbox at the bottom and select your rotation schedule - our system will do the rest for you.



SETTINGS

Located in the top right hand corner of your screen in here you can change your password, update your location and choose your time zone.

VERIFIED DOCUMENTS



This tick means your documents have been checked, verified and locked by HR. Once verified you will no longer be able to make any changes.



ATTACHMENT

This indicates there is an attachment to your document entry.



attachment

LOG OUT

If you're using a shared computer, please remember to log out before you leave!



SEA TIME ANALYTICS

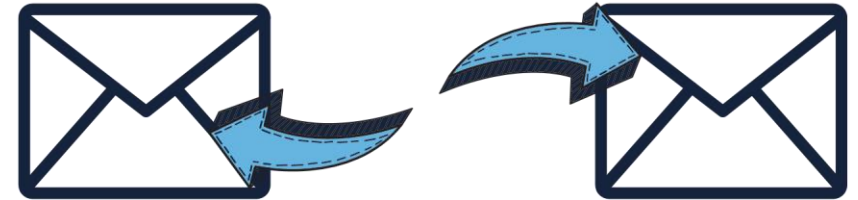


How long have you been at sea for? We're sure you know this, but could you easily tell us how long you were at sea in each rank or on a particular type of vessel?

Sometimes we are looking for specific experience which may not be highlighted by your current role. Sea time analytics, along with detail in your assignments is an ideal opportunity to demonstrate your experience in a simple way.

SEA TIME ANALYTICS & MESSAGING

MESSAGING



The messaging section is a key communication tool. In here you will find messages between you and your recruiter and company updates.

To reply to a message click on this arrow



This icon indicates that there is an attachment





FORGOT YOUR PASSWORD?

Your sea time analytics can be viewed by logging into the web portal and scrolling down your home page.

Click on the **Forgot Password** link on the log in page. This will send a link to your email, please note that once this has been sent your old password will no longer be valid.

APPLICANT LOGIN →

Hello@email.com

LOGIN

Forgot Password?

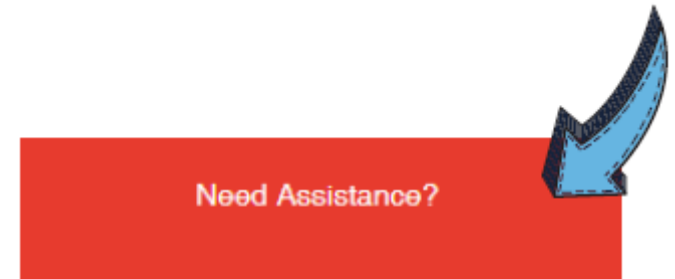
If you are not a member, please click here to [Sign Up](#)

By logging into this portal, you comply with our [Terms & Conditions](#)

Version 1.0.0

FURTHER HELP

NEED MORE HELP?



At the bottom lefthand corner of your profile there's a link called Need Assistance - click here to view more