

The List of Activities of the Users on the Website

The list of activities for each type of user on the Domestyx website:

A. Step-by-Step Procedure for Job Providers (Employers):

1. Accessing the Website:

- Open the Domestyx website on your browser.
- Choose to either **Register** or directly **Browse Worker Profiles**.

2. Registration Process (Optional for Browsing):

- Click on the “**Register**” button.
- Select “**Employer**” as the user type.
- Fill out the registration form with:
 - **Name or Company Name**
 - **Email Address**
 - **Phone Number**
 - **Preferred Language**
- Verify the email and phone number or Email using the OTP sent to your contact details.
- Once verified, log in to your new account.

Note: Registration is mandatory to post jobs or contact workers but optional for browsing profiles.

3. Browsing Worker Profiles:

- Click on the “**Browse Workers**” section directly from the homepage.
- Use filters to refine your search:
 - **Job Role** (e.g., Nanny, Cleaner, Chef)
 - **Location**
 - **Experience Level**
 - **Availability (Full-time/Part-time/Live-in)**
- Review worker profiles, which display:
 - **Name/Alias**
 - **Photo (if available)**
 - **Skills and Work Experience**
 - **Expected Salary**
 - **Verified Badge (if applicable)**

Optional: You can “Save” profiles for later or **Compare Workers** side by side.

4. Posting a Job (If Required):

- Click on “**Post a Job.**”
- Enter job details:

- **Job Title**
- **Location**
- **Work Hours**
- **Job Description**
- **Salary Range**
- Submit the job post for review. Approved listings appear in the job feed.

5. Contacting Workers:

- After finding a suitable worker, click “**Contact Worker**.”
- Communicate via:
 - **Real-time Chat**
 - **Direct Call Option** (if the worker has enabled it)
- Discuss job expectations, salary, and interview schedules.

6. Hiring Process:

- Shortlist preferred candidates.
- Conduct interviews (in-person or online).
- Once you select a worker, formalize the hiring by ensuring:
 - **Work Visa (if required)**
 - **Contract Agreement** (complying with UAE labor laws)

7. Post-Hiring Actions:

- **Provide Feedback:** Leave a review about the worker.
- **Job Management:** Close the job posting if filled or repost it for new applications.

8. Account and Profile Management:

- Update your account, post new jobs, or deactivate your profile anytime.
- Track past hires, saved profiles, and ongoing chats.

B. The Procedure for Domestic Workers (Job Seekers) on Domestyx:

1. Accessing the Website:

- Open the Domestyx website on your browser.
- Choose to either **Register** or directly **Browse Job Listings**.

2. Registration Process:

- Click on the “**Register**” button.
- Select “**Worker**” as the user type.
- Fill out the registration form with:
 - **Full Name**
 - **Email Address**

- **Phone Number**
 - **Nationality**
 - **Preferred Language**
- Verify the email and phone number using the OTP sent to your contact details.
- Once verified, log in to your new account.

3. Creating a Worker Profile:

- Access “**My Profile**” in the dashboard.
- Complete the profile by adding:
 - **Job Role Preferences** (e.g., Nanny, Cleaner, Cook)
 - **Skills and Work Experience**
 - **Expected Salary**
 - **Work Availability** (Full-time, Part-time, Live-in)
 - **Preferred Work Locations**
 - **Upload Documents** (ID, Work Permit, References if available)
- Submit the profile for verification.

Note: Profiles with verification badges gain more trust from employers.

4. Browsing Job Listings:

- Click on the “**Browse Jobs**” section.
- Use filters to refine job search:
 - **Job Role**
 - **Location**
 - **Salary Range**
- Click on job postings to view full details:
 - **Employer Information**
 - **Job Description and Requirements**
 - **Salary and Benefits**

Optional: Save jobs you’re interested in or compare multiple job listings.

5. Applying for Jobs:

- Click “**Apply Now**” on preferred job listings.
- Optionally attach additional documents or a short cover note.
- Track application status in the “**My Applications**” section.

6. Communicating with Employers:

- If shortlisted, receive a notification.
- Use the real-time **Chat Feature** to communicate with employers.
- Schedule interviews or discuss job expectations.

7. Accepting Job Offers:

- Once selected, receive a formal job offer through the platform.
- Confirm acceptance and review the employment contract.

- Ensure compliance with UAE labor laws.

8. Post-Hiring Actions:

- Provide feedback about the employer after starting the job.
- Keep your profile updated for future opportunities.

9. Managing Your Account:

- Access profile settings to update experience, skills, and preferences.
- Deactivate your profile if you no longer seek employment.

This procedure ensures a smooth journey for workers seeking employment through Domestyx, providing transparency and easy access to job opportunities.

C. The Procedure for Recruitment Agencies:

1. Registration and Verification:

- Click on the “Register” button and select “Recruitment Agency”.
- Provide agency details:
 - **Agency Name**
 - **MOHRE Approval Number**
 - **Contact Information**
- Submit necessary documents for verification.
- Upon approval, log in to your account.

2. Managing Worker Profiles:

- Upload worker profiles:
 - **Name**
 - **Job Role**
 - **Experience**
 - **Documents for Verification**
- Monitor the verification status.

3. Posting Jobs on Behalf of Employers:

- Post job listings with employer requirements.
- Track applications and shortlist candidates.

4. Facilitating Communication:

- Use the chat feature to coordinate interviews.
- Assist in contract formalities.

5. Managing Agency Profile:

- Update agency details.
- Track job postings and hired candidates.

D. Step-by-Step Procedure for Government and Regulatory Bodies:

1. Registration and Access:

- Register as “**Government/Regulatory Body**”.
- Verify credentials with official documentation.

2. Monitoring Activities:

- Oversee job postings and worker profiles.
- Verify compliance with UAE labor laws.

3. Handling Reports and Violations:

- Review reports of non-compliance.
- Take necessary actions, including profile suspension.

4. Generating Reports:

- Access analytics on employment trends.
- Generate compliance reports.

E. Step-by-Step Procedure for Support Service Providers:

1. Registration:

- Register as “**Support Service Provider**”.
- Provide service details (e.g., visa processing, legal consultancy).

2. Offering Services:

- List available services.
- Respond to service requests.

3. Managing Requests:

- Track ongoing service requests.
- Communicate with users via chat.