

# 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.