**FAQs for** **a jobseeker**

**Q1 - How do I find a job in Malta?**

**Answer:**

Finding a job in Malta is now easier than ever with Angel Jobs Malta! Follow these easy steps to find your perfect job. Finding a job in Malta requires a systematic approach.

Here are some steps to help you in your job search in Malta.

**Register with Angel-Jobs Malta:** Visit https://angel-jobs.mt and sign up swiftly. It's your first step towards unlocking exciting career options.

**Create Your Profile:** Complete your profile with your skills, experience, and preferences. It helps us match you with the most relevant job opportunities in Malta.

**Explore Jobs:** Once registered, take advantage of job opportunities tailored just for you. Our portal is filled with diverse listings from different industries, making it a one-stop destination for all job seekers.

**Apply Easily:** Have you found a suitable job? Apply directly through our Angel Jobs Malta portal, saving you time and effort.

**Enable Notifications:** Stay ahead by activating job notifications. We send the latest job notifications for new openings matching your profile to ensure you stay ahead in your job search.

At Angel-Jobs Malta, we are committed to efficiently connecting you with the right job opportunities. Register today, explore with ease, and take the next step in your career journey. Your dream job in Malta is just a click away!

**Register now with Angel-Jobs Malta and let your career soar!**

**Q2 - How do I register for Angel-Jobs?**

**Answer:**

**Visit our website:** Go to https://angel-jobs.mt.

**Sign Up:** Look for the "Sign Up" or "Register" button and click on it.

**Enter your details:** Fill in the basic information: name, address, mobile number, and email. Choose a password for future logins.

**Verify Your Account:** You will receive a confirmation email in your inbox. Click the link to confirm your registration.

**Upload Your Resume:** Complete your profile with your skills and preferences by uploading your resume.

And that's it! You're now ready to explore job opportunities tailored just for you. Start your journey with Angel Jobs today!

**Q3 - Does Angel-Jobs cost anything to me?**

**Answer:**

Registering on Angel-Jobs, creating your profile, searching, and applying for jobs—everything is free! You can also get relevant opportunity notifications without any charges.

We also have premium services like resume building and personal assistance available at an extra cost, but your basic job search is always budget-friendly. Explore opportunities hassle-free with Angel Jobs Malta!

**Q4 - How can I update my profile and password?**

**Answer:**

Updating your profile and password is very easy! Here's a simple guide:

1. Log in to your account at https://angel-jobs.mt.
2. Click on "My Profile" and find the "Edit Profile" link.
3. Make the necessary updates to keep your profile up-to-date.
4. Don't forget to save your changes after updating your profile or password.

**If you want to update your password, there's usually a "Reset Password" option within the “My Profile.**

That’s it! Your profile is now up to date, and your password is refreshed.

**Q5 - What should I do if I do not receive my account confirmation link?**

**Answer:**

If you haven't received your account confirmation link, no worries! Here's a simple guide:

**Check your spam folder:** Look in your spam folder. Sometimes, confirmation emails end up in the spam or junk folder.

**Login and Resend:** Resend it again from your profile.

**Verify Email Address:** Ensure the email address you used is correct. If not, update it and request a new confirmation email.

**Contact Support:** Still stuck? Reach out to our support team. They'll assist you in getting your account confirmed.

**Remember, we're here to help make the process smooth for you!**

**Q6 - How do I enable job notifications?**

**Answer:**

1. Log In: Sign in to your Angel-Jobs account.
2. Profile Section: Go to "My Profile."
3. Notifications: Look for " User mail setting."
4. Enable Jobs: Select "Job Alert."
5. Subscribe: Click on "Subscribe". Ready to receive job updates.

Alerts will start automatically once you subscribe to our newsletter.

**Q7 - How do I unsubscribe from receiving Job Notifications?**

**Answer:**

To stop getting job notifications, follow these steps:

1. Log in to your Angel-Jobs account.
2. Go to your "User mail setting" inside "My Profile" option.
3. Look for the "Job Alert" option and uncheck it to unsubscribe or disable job notifications.

That's it! You've successfully unsubscribed from job notifications.

**Q8 - How do I apply for the jobs that I find in the search?**

**Answer:**

You can easily apply for a job you find in your search.

1. Click on the job you're interested in to view details.
2. Look for the "Apply Now" or Apply button.
3. Follow the instructions to submit your application.
4. Ensure your profile is updated for a better chance.

Best of luck with your application!

**Q9 - I don't remember my password. How do I retrieve my password?**

**Answer:**

If you've forgotten your password, don't worry! Here's a simple guide for you:

Click on the "Forgot Password" link on the login page.

Provide the email associated with your Angel-Jobs account.

A password reset email will be sent to you.

Create a new password by clicking the link.

Ensure your password is clear and secure by including at least one uppercase letter, one lowercase letter, a number, and an alphanumeric character.

**Now, you can log in with your new password. You're back in action!**

**Q10 - I have created my profile but am not able to log in.**

**Answer:**

If you're having trouble logging in after creating your profile, no worries! Here's a simple solution:

1. Double-check your username and password for accuracy.
2. If you forgot your password, use the "Forgot Password" link to reset it.
3. Ensure your internet connection is stable.
4. Clear your browser's cache and cookies.
5. Contact support if issues persist.

**Q2 - Are there specific work hours or limitations for students working part-time in Malta?**

**Answer:**

Absolutely, yes!

During academic terms, students can work up to 20 hours per week. During the summer holidays, the maximum allowable work hours increase to 40 hours per week. However, students must dedicate a minimum of 15 hours per week to their studies. It's important to note that students can only work a maximum of 20 hours per week after their initial three months of study in Malta.

**Q3 - What kind of part-time jobs are commonly available for students in Malta?**

**Answer:**

When it comes to part-time work for students in Malta, there are various opportunities in sectors like tourism and services. Here are some common part-time jobs for students in Malta:

1. **Hospitality Sector:** Jobs in hotels, restaurants, cafes, and bars are popular due to high turnover.
2. **Retail Sector:** Opportunities such as retail sales assistants, cashiers, and sales assistants are widely available.
3. **Customer Service:** Jobs in call centers, as representatives or receptionists, are common.
4. **Office Roles:** Administrative and office support roles, including office clerks and assistants.
5. **Diverse Roles:** Other roles encompass delivery services, content writing, babysitting, and tutoring.

These options cater to various interests and skills, providing students with flexible part-time work opportunities in Malta.

**Q4 - Are there language requirements for part-time jobs, and do employers prefer English-speaking candidates?**

**Answer:**

In Malta, English is the main language for many part-time jobs, especially in business and services. While public sector roles usually require proficiency in both Maltese and English, knowing Maltese can be beneficial for local company jobs. English is an official language in Malta, and many Maltese people are bilingual, speaking both English and Maltese. For part-time positions, bilingual candidates are often preferred. It reflects Malta's preference for English.

**FAQs for** **an employer**

**Q1 - How can I create an employer account on Angel Jobs Malta?**

**Answer:**

Creating an employer account on Angel-Jobs is quick and easy:

1. Visit the Angel-Jobs website at https://www.angel-jobs.mt/login-employer.
2. Click on the "Employer Login" or "Register" button.
3. Fill in the required information to set up your account.
4. Verify your email address through the confirmation link sent to you.
5. Choose a username and an alphanumeric password for your account.
6. Log in with your new account details.
7. Complete your employer profile with company details and job postings.

Congratulations! Your employer account on Angel Jobs Malta is ready to connect you with potential talents.

**Q2 - What are the key features and benefits for employers using Angel-Jobs?**

**Answer:**

Employers using Angel Jobs benefit from a range of features, including:

1. Unlimited Job Listings: Post an unlimited number of job listings.
2. Free Applicant Tracking System: Easily manage applicant data on the platform with our complimentary tracking system.
3. Quick Applicant Management: Respond promptly to candidates with organized resume folders.
4. Contact and Organize: Reach out to candidates via email or SMS, shortlist, forward resumes, and organize them in folders.
5. Customized Company Profile: Showcase your company culture and values with a personalized profile.
6. Intelligent Search Engine: Effortlessly find the most relevant candidates using our intelligent search engine.
7. Real-time Notifications: Stay informed with instant updates on applications and job matches.
8. Time- and Cost-Efficiency: Efficiently find candidates that match your specific job requirements.
9. Targeted Recruitment: Locate candidates that align with your specific job requirements.

By using these features and benefits, employers on Angel Jobs Malta can streamline their recruitment process and connect with top talent efficiently.

**Q3 - How do I post a job vacancy on the platform, and what information should I include?**

**Answer:**

Here is a list of what to do and what to include when you are posting a job vacancy on Angel Jobs Malta:

1. Log in to your Angel-Jobs employer account.
2. Once logged in, go to your dashboard.
3. Look for the " Post new job " and click on it.
4. Provide the job title, job type, description, location, and other relevant details.
5. Specify the skills, qualifications, and experience required for the role.
6. Include the salary range and any additional benefits offered.
7. Set a deadline for applications, if applicable.
8. Ensure your company profile is up-to-date for better visibility.
9. Review your job posting and click "Publish" to make it live.

**By following these steps, you will effectively showcase your job vacancy to potential candidates.**

**Q4 - How can I search and view potential candidates on Angel-Jobs?**

**Answer:**

Searching and viewing potential candidates on Angel Jobs Malta is a straightforward process. Here's a simple guide:

1. **Login or Create an Account:** Log in to your Angel Jobs account. If you don't have one, create an account on the platform.
2. **Navigate to Jobseeker Search:** Look for a section or tab that's about finding candidates. It labeled "Jobseeker"
3. **Use filters:** Angel-Jobs likely offers filters to narrow down candidates. You can filter by job title, skills, location, experience, or education.
4. **View Candidate Profiles:** Once you've set your filters, a list of potential candidates matching your criteria will appear. Click on their profiles to view more details about their experience, skills, education, and any additional information they've provided.
5. **Evaluate Profiles:** Review each candidate's profile thoroughly to assess if their qualifications match your job requirements and company needs.
6. **Contact Candidates:** Angel Jobs provide options to directly message or contact candidates you're interested in. Follow the platform's guidelines for contacting candidates.
7. **Save or Shortlist Candidates:** Angel Jobs allow you to save or shortlist candidates for future reference or comparison.

**Q5 - Can I manage multiple job listings from a single employer account?**

**Answer:**

Absolutely! You can handle lots of job listings with just one employer account. Here's how:

1. Log in to your employer account.
2. Click on "view posted jobs" in the Jobs tab at the top.
3. There, you'll see all the jobs you've posted.

This way, you can keep track of all your job listings in one place.

**Q6 - How can I set up notifications to stay informed about new applicants?**

**Answer:**

To get updates on new applicants, you'll receive notifications in your profile inbox when someone applies through your job posts. Just follow these steps:

1. Click on the "Message" tab at the top of the page.
2. Then, hit Inbox. There, you'll find all your notifications.

**That's it! Easy as pie. You'll stay in the loop about new applicants through your inbox.**

**Q7 - Can I browse resumes and profiles without posting a job on Angel-Jobs?**

**Answer:**

You can check out resumes and profiles on Angel Jobs without posting a job. Here's how:

1. Create an employer account on Angel Jobs Malta’s portal.
2. Log in to your account.
3. Once logged in, look for the "Jobseeker" tab in the top header.
4. Click on it, and you can start exploring the profiles and resumes of job seekers.

**Q8 - Are there any costs associated with using Angel-Jobs for employers?**

**Answer:**

Signing up, downloading, and searching profiles on Angel Jobs for employers are completely free. There are no costs involved!

How can I deactivate or remove a job posting from the platform when the position is filled?

If you want to take down a job post because the position is filled, here's what you do:

1. Log in to your account.
2. Inside your employer profile, find the "Manage Jobs" menu tab.
3. Pick the job post you want to remove.
4. Click on the delete button.

**And that's it! Your job post is now gone.**

**Q9 - If my company is a startup and our website is under construction, can we still register?**

**Answer:**

If your startup is still working on its website, you can still register. Simply send us a link to a trusted page containing your company's profile. This could be your Facebook or Twitter profile or even an “About” page that talks about your company. This way, we get more information about what you are doing. Once your official website goes live, make sure to update your details with us. As easy as that!

**FAQs for** **a student**

**Q1 - How can I create an employer account on Angel Jobs Malta?**

**Answer:**

Is it mandatory to have a Maltese phone number for registration, or can I use my international number?

No, it is not mandatory to have a Maltese phone number to register on the Angel Jobs Malta portal. You can use any contact number. However, it is worth considering that if a Maltese employer needs to contact you, having a Maltese phone number may make it easier for them to reach you. It is a good idea to make your Maltese phone easily accessible to potential employers.