**Application Process for an Administrative Position via the DAP Portal**

The application process for a job position in administration through the DAP portal consists of the following steps:

**1. Accessing the Portal and Selecting a Position**

* The applicant accesses the DAP portal and selects an available job position.
* If the application deadline for a specific position has expired, the applicant must choose another position with an open deadline.

**2. Preparing and Submitting the Application**

* Once the position is selected, the applicant prepares the required documents.
* The completed application is submitted through the system.
* The DAP system will accept applications until the deadline for the selected position expires.

**3. Document Review and Notification**

* If any documents are missing, the system will notify the applicant, allowing them to reapply.
* After the application deadline closes, the system will review the applicant's documents to verify if they meet the job requirements.

**4. Eligibility Check and Appeal Process**

* If the applicant does not meet the criteria, they will be informed of the rejection and the reason.
* The applicant has the right to appeal the decision, and upon appeal, the system will provide a more detailed explanation of the rejection.
* If the applicant meets the criteria, they will be notified that they have passed the first phase: the **written exam**.

**5. Written Examination and Selection**

* The DAP conducts the written exam and selects the candidates who pass.
* If no applicants reach the minimum required score, the exam will be repeated.

**6. Oral Interview**

* Candidates who pass the written exam proceed to the second phase: the **oral interview**.
* After the interviews, DAP selects the successful candidates.
* If an applicant does not pass, they will be notified.
* If an applicant is successful, they will be informed that they have passed this phase.

**7. Final Selection and Job Offer**

* DAP sends the list of successful candidates to the relevant institution.
* The institution contacts the selected applicant to offer the position.
* If the applicant **accepts**, they are officially declared the winner, and the vacancy is closed.
* If the applicant **declines**, the second-ranked candidate is contacted.

BPMN (Business Process Model and Notation):

Business Process Model and Notation (BPMN) is a standardized graphical notation used to model business processes, improving clarity, efficiency, and automation. It provides a universal language for stakeholders, ensuring better communication and process optimization. BPMN plays a key role in business process modeling by visually representing workflows using tasks, events, gateways, and sequences, making it easier to analyze and enhance processes. In the job application process via the DAP portal, BPMN maps the steps from accessing the portal, selecting a position, submitting documents, and eligibility checks to written exams, interviews, and final selection. This structured approach enhances process transparency, efficiency, and automation readiness.



Decision Trees:

A decision tree is a visual tool used to map out choices, potential outcomes, and their consequences in a structured, tree-like format. It simplifies complex decision-making by breaking options into smaller steps, helping assess risks, probabilities, and benefits.

