

Cruise ship Recruitment Online System/Platforms

Two systems needed

①For Submission of Applications & Screening of Candidates for Preliminary interviews

★Has to be linked to our website,permitting candidates to 1st browse for available job posts,identify the specific hiring cruise line and access job requirements and job specifications.

★Enable candidates to select and apply for their preferred & most suiting job posts

Key Portals not to be missed on this platform

Personal Details

●Title/ Name ,Initials and Surname/Age /Gender/Marital Status/Nationality/Citizenship/Languages

Contact Details

- Email Address
- Physical Address
- Phone numbers
- Skype I.D

Application Details

- Job position being applied for
- candidates' ability to upload documents (Resumes/Certificates/IdentityCards/Traveling Documents/Referrals
- candidates' ability to write down personal summaries
- Candidates' ability to fill in Employment History indicating specific Duties,Name of Employers/ Time frame of Employment
- Agency's ability to view and access all this information from our end
- Draft a computerized way for screening resumes and or Curriculum Vitae's

②For Profiling Successful Candidates

★A platform for legal record keeping of successful candidates(those who have passed the final interview)

★Safe keeping of all important information for reference sake & in case of any emergency of some sort

★A computerized system that assigns Successful Candidates with Employment Numbers (these will be their work I.D numbers to access the platform/system)

★A data base detailing the following important Candidates' Information

●Personal Details

Full Name/Place of Birth/Gender/ Marital Status/Next Of Kin & Details /Emergency Contact Persons & Details/Home Address/Contact Details

●Physical Attributes

Height/Weight/ Hair & Eyes Colours/Blood Group

●Legal Documents

Passport Copy

Identity card Copy

Seaman's Book Copy

timely Updated Candidates' Profile Photos

★System should enable the agency / hiring Cruise line to issue online accessible Joining dates and Sign off dates/ Contracts/Flights/ and other joining documents & information to Successful Candidates.

★System has to provide portals on which candidates can upload signed contracts,signed acknowledgment of company policies,signed employment agreements,issued Visas,STCW certificates,Preemployment Medical Examinations (PEME)

★A computerized way that specifies completion of all required joining documents for crew in defining crew readiness to join ship

★Has has to reflect whether the crew member is on board/on vacation

Legal and System Management Considerations

- The system provider's legal rights
- Frequency for running system updates
- presence of Any laws governing online application platforms