

Welcome to Sterling HRportal Online Guide.



## Registration/Login Page

**Sterling HR Portal** Login / Create an account

[Home](#) [My Resumé](#) [Job Listing](#) [Contact Us](#)

**Registration / Login**

**Sign Up**

Surname:

First name:

Email:

Gender: ☐ Male ☐ Female

Date Of Birth: Day:  Month:  Year:

Enter Code:

**Login**

Email:

Password:

[Forgot Password?](#)

**Sterling Bank** Sterling Bank Plc E-Products Consumer Products More Links

[Corporate Information](#) [Internet Banking](#) [Savings Accounts](#) [Customer Care](#)

From the page above you can do the following:

1. Sign up
2. Login to the HR portal (for users that already have a signed up account)

## Sign up section

The sign up section expects the following details from you:

1. Surname
2. Firstname
3. Email
4. Gender
5. Date of Birth
6. Enter code (a captcha code that is generated by the system for you)

Upon successful sing up, an email will be sent to your email address (the email address you registered) as shown below:



Dear **Akinlade Temitope**

Congratulations!  
Your Sterling HR Portal Account has been created!  
This mail is to verify that this email address belongs to you.  
Click on [Activate My Account] to continue.

Activate  
My Account

Clicking on the Activate My Account button will take you to the page below where you will be required to set a password for yourself.

## Account Activation

### Set Your Password

Password:

Confirm Password:

Once you have successfully set a password for your account, you can then proceed to login with your email address and the password that you have set for yourself.

## My Resume'

Once you logon successfully, you will need to click on My Resume' link to update your resume' before applying for any job. By clicking on the My Resume' link you will be presented with the page below:

The screenshot shows the 'Sterling HRPortal' interface. At the top, there is a navigation bar with links: Home, My Resumé, Job Listing, Contact Us, and Admin. A 'Logout' button is located in the top right corner. Below the navigation bar, the user's name 'Anyasor, Chigozie's Resumé' is displayed. The main content area lists various profile sections and their completion status:

Personal Information	Completed
Contact Information	Completed
NYSC Information	Completed
Work Experience	6 work experience(s)
Academic Qualifications	3 academic qualification(s)
Professional Qualifications	2 professional qualification(s)
Referee Information	2 referees informations(s)
Other Skills	2 other skill(s)
Post Primary School	3 post primary qualification(s)

Below the table, there is a link 'Review My Details'. To the right of the table, there is a red button labeled 'Update Profile'.

The footer of the page contains the Sterling Bank logo and tagline 'The one - customer bank.', along with links to Sterling Bank Plc Corporate Information, Board of Directors, E-Products (Internet Banking, Sterling Debit Cards), Consumer Products (Savings Accounts, Current Accounts), and More Links (Customer Care, Career Move).

This page shows you a summary of your data. You can click on Review My Details link to review your CV details or click on Update Profile to update your profile.

Clicking on Update Profile button will take you to the page below:

Personal Info
Contact Info
NYSC Info
Work Experience
Academic Qualifications
Professional Qualifications
Referee Info
Other Skills

### Personal Info

Tell us about you.

**Surname**  
Family's common name

**Gender**  
male or female

**First Name**  
Given name

**Marital Status**  
single, married or other

**Date of Birth**  
When you were born

**Religion**  
Christian, Islam etc

**Email Address**  
Valid email

**Nationality**  
Country of origin

**Mobile**  
eg 08039590420

**State of Origin**  
If Nigerian

**Alternative Phone Number**  
eg 08039590420

**LGA**  
if Nigerian

**Languages spoken**  
Separate with comma

**Home Town**  
If Nigerian

Save

The page is divided into various tabs for easy updating of your CV. Once you are done with a particular tab, you can then proceed to other tabs by clicking on the tab name.

## How to Apply for a Job

# Sterling HRPortal

[Home](#) [My Resumé](#) [Job Listing](#) [Contact Us](#) [Admin](#)

Logout

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### Our Core Values

- Responsibility
- Integrity
- Customer Focus
- Innovation
- Teamwork



### Latest Job Postings

Title	Location	Type	Closing Date	
Brand Manager	Any location	Any Type	24 Mar 2011	
Business Manager	Lagos State	Any Type	25 Feb 2011	
Compliance Manager	Any location	Any Type	11 Feb 2011	
Customer Service Officer	Any location	Any Type	18 Feb 2011	
Graduate Trainee	Any location	Any Type	31 Mar 2011	

Customer Care

01- 4484481 - 5



customer care@sterlingbankng.com

Locate the job title you want to apply for as shown above and then click on the magnifier icon on the right to view details of the job as shown below:

If Graduate Trainee was clicked the details of the job will be displayed as shown below:

Entered by: anyaspro (2011-05-19 07:24:07)  
Net System Certified

# Sterling HRPortal

[Home](#)[My Resumé](#)[Job Listing](#)[Contact Us](#)[Admin](#)

Logout

## Sterling Job: Graduate Trainee

[Share](#)[Tweet](#)[Email](#)

**Job Title:****Department:****Description:****Job Conditions:****Reporting To:****Required Skills:**  
**Qualification:**  
**Location:****Type:****Expiry Date:**

Graduate Trainee  
HR/Technology/Compliance  

- Executive Trainee Post

  
Normal Sterling Work Conditions  
Line Manager  
Non Required  
  

- Minimum of 2.1
- Masters is an added advantage

  
  
Any Type  
Thursday, March 31, 2011

Apply Online

If you are interested in the job you will click on the Apply Online button and your details will be submitted while you are presented with the information below:



**Apply for Post!**

Your application for the post of **Graduate Trainee** has been submitted successfully

**Sterling Bank**  
The one - customer bank.  
RC 2392  
20 MARINA, LAGOS.

Sterling Bank Plc

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