

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, the logo 'Sterling HRPortal' is displayed in red and black. To the right of the logo are navigation links: [Home](#), [My Resumé](#), [Job Listing](#), [Contact Us](#), and [Admin](#). A 'Logout' button is located in the top right corner. Below the navigation bar, a header section displays the user's name, 'Anyasor, Chigozie's Resumé'. The main content area features a table with the following information:

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

Below the table is a link: [Review My Details](#). To the right of the table is a red button labeled 'Update Profile'. The footer section contains the Sterling Bank logo and tagline 'The one - customer bank.' on the left. On the right, there are five columns of links: 'Sterling Bank Plc' (with sub-links for Corporate Information and Board of Directors), 'E-Products' (with sub-links for Internet Banking and Sterling Debit Cards), 'Consumer Products' (with sub-links for Savings Accounts and Current Accounts), and 'More Links' (with sub-links for Customer Care and 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.

<b>Surname</b> <small>Family's common name</small>	<input type="text" value="Tijani"/>	<b>Gender</b> <small>male or female</small>	<input type="text" value="Female"/>
<b>First Name</b> <small>Given name</small>	<input type="text" value="Adetoun"/>	<b>Marital Status</b> <small>single, married or other</small>	<input type="text" value="Single"/>
<b>Date of Birth</b> <small>When you were born</small>	<input type="text" value="01"/> <input type="text" value="JAN"/> <input type="text" value="Year:"/>	<b>Religion</b> <small>Christian, Islam etc</small>	<input type="text" value="Islam"/>
<b>Email Address</b> <small>Valid email</small>	<input type="text" value="Adetoun.Tijani@Sterlingbankng.com"/>	<b>Nationality</b> <small>Country of origin</small>	<input type="text" value="Nigeria"/>
<b>Mobile</b> <small>eg 08039590420</small>	<input type="text" value="08029163773"/>	<b>State of Origin</b> <small>If Nigerian</small>	<input type="text" value="Ogun State"/>
<b>Alternative Phone Number</b> <small>eg 08039590420</small>	<input type="text"/>	<b>LGA</b> <small>if Nigerian</small>	<input type="text" value="Odogbolu"/>
<b>Languages spoken</b> <small>Separate with comma</small>	<input type="text" value="English, Yoruba"/>	<b>Home Town</b> <small>If Nigerian</small>	<input type="text" value="Egbe"/>

The page is divided into various tab 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:

# Sterling HRPortal

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

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## 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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[Executive Management](#)

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[Sterling LiveWeb](#)

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[Savings Accounts](#)

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