

Dear Applicant,

Please follow the instructions below carefully to complete your online interview successfully.

Step 1: Login to Your Account

1. Open your browser and go to the login page:
https://tayoerp.co.tz/recruitment/authentication_candidate/login
2. Enter your login credentials (email and password) to access your recruitment account.

PLEASE LOGIN OR REGISTER

⚠ Recruitment is done only through this portal.
✗ No agents - ✗ No payments. ✨ Only shortlisted candidates will be contacted.

Email Address

Password

Login

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Step 2: Access Your Profile

1. After logging in, navigate to your profile page.
2. Make sure your profile information is up-to-date before starting the interview.

Online Interview Guide – TAYOA ERP Recruitment

TAYOA ERP

Recruitment Portal

Profile

Applied Jobs

Interview Schedules

Logout

Welcome to the TAYOA ERP - Recruitment Portal

This Recruitment Portal is designed to make it easy for you to explore current job opportunities and apply directly online. To get started, browse available job postings, read detailed descriptions, and review requirements. When you are ready to apply, please ensure you have a valid account and logged in.

All application documents such as your CV, Cover Letter, and supporting materials must be submitted in **PDF format** to guarantee smooth processing. Please note that only shortlisted candidates will be contacted.

TAYOA does not engage any recruitment agencies and does not charge applicants any fees at any stage of the recruitment process. All applications must be submitted exclusively through this official portal.

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Click in applied jobs

Step 3: Start Your Interview

1. If your scheduled interview time has started, you will see a **“Start Interview”** button on your profile page.
2. Click the **“Start Interview”** button to begin.

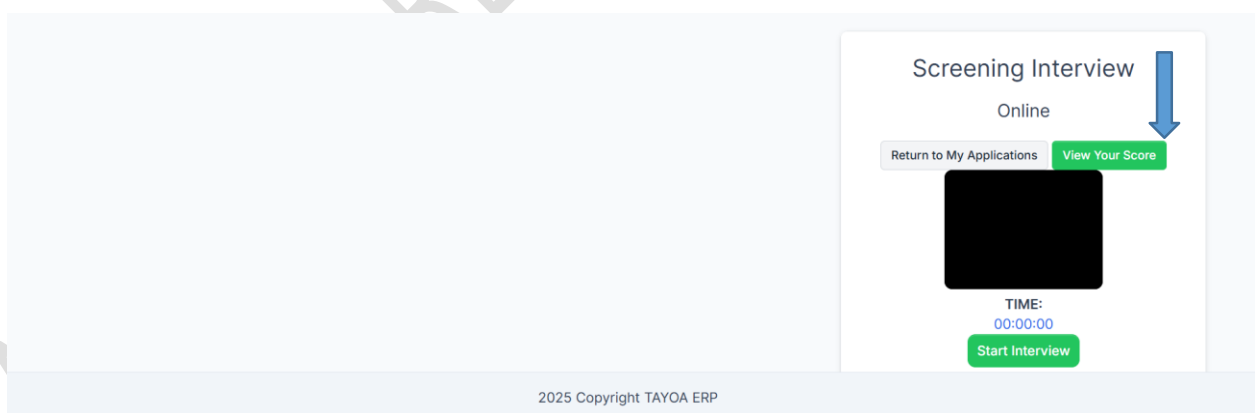
003 - Zonal Project Officer(3 Post) 2025-09-30 12:34:32 Application Received

Update Delete

START INTERVIEW

Step 4: During the Interview

- You will be redirected to the online interview page.
- **Turn on your camera** and ensure you are in a quiet, well-lit environment.
- **Smartphones are not recommended** because their small screens may make it difficult to complete the interview comfortably. Use a laptop or desktop computer if possible.
- Read all questions carefully before answering.
- Take your time but stay within the allocated interview time
- At the start of the interview form, you will see a page asking you to choose the interview position you are applying for — **Finance Volunteer Officer** or **Regional Support Staff Volunteer**. Please choose **one** option.
- Please pay close attention to both the **start time** and **end time** to ensure you complete the interview within the allotted time.



Step 5: Submitting Your Interview

1. After completing all questions, **submit your results immediately** by clicking the **“Submit”** button.
 2. Please wait for a confirmation message on the screen indicating that your responses have been successfully submitted. After that, you will be redirected to the results page.
 3. Do **not close the browser** or refresh the page until you receive this confirmation.
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TAYOA ERP-RECRUITMENT PORTAL

Important Reminders:

- Completing the online interview is **mandatory for all candidates**. Failure to do so may affect your application.
- Make sure your internet connection is stable throughout the interview.
- Ensure your camera are working properly before starting.
- Follow all instructions carefully to avoid errors during submission.

We wish you the best of luck in your interview!

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