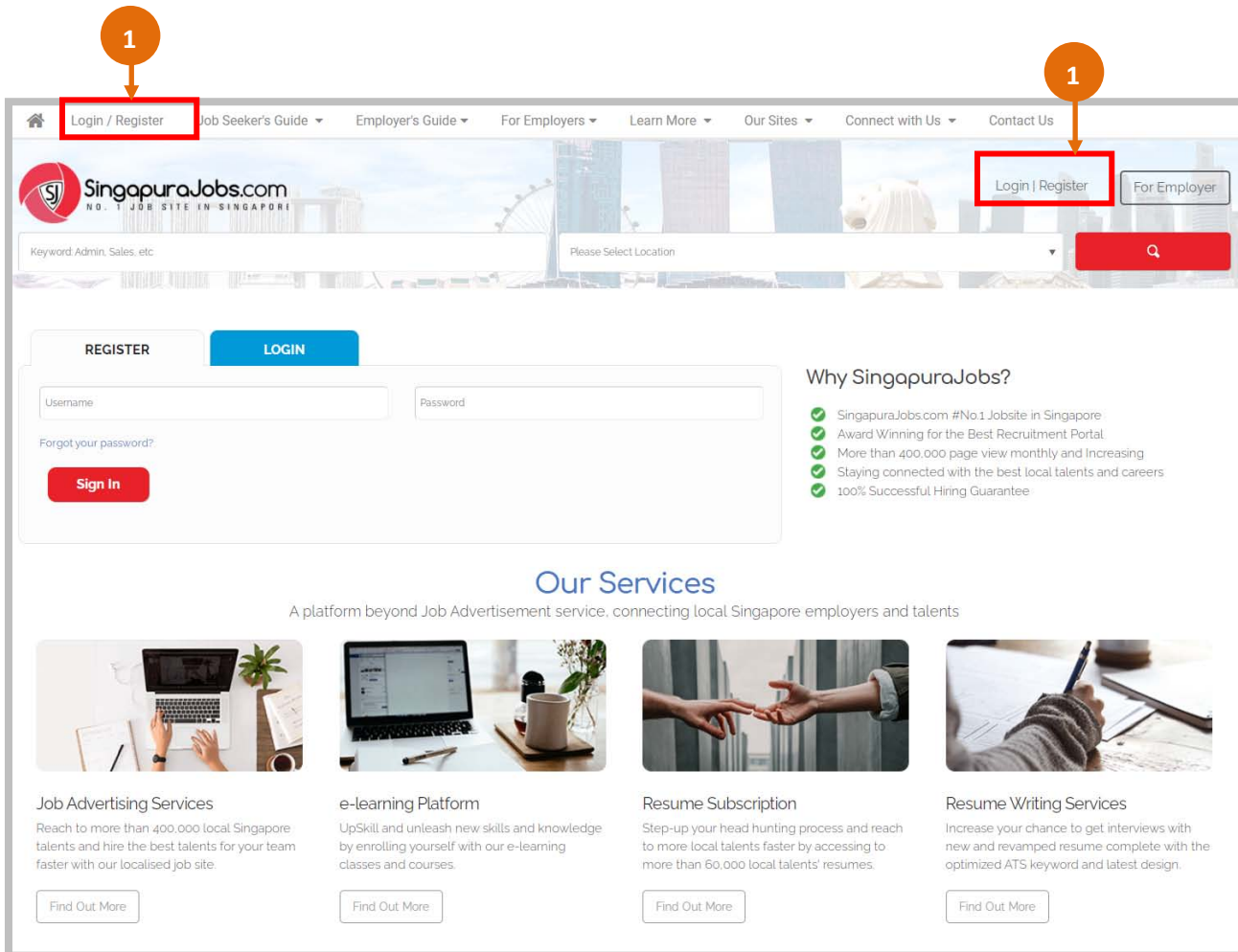


EMPLOYER'S GUIDE

TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| EMPLOYER'S LOGIN: | 1 |
| EMPLOYER'S DASHBOARD: | 6 |
| POST A JOB: | 11 |
| MANAGE JOBS | 24 |
| TALENT MANAGEMENT SYSTEM (TMS)..... | 29 |
| EMAIL NOTIFICATION | 37 |
| CONTACT & RESPOND TO APPLICANTS | 39 |

| EMPLOYER'S LOGIN: *Where to sign-in?*



1

1

1

2

3

4

5

1 Click '**Login/Register**' or '**For Employer**' to access

<https://www.singapurajobs.com/login>

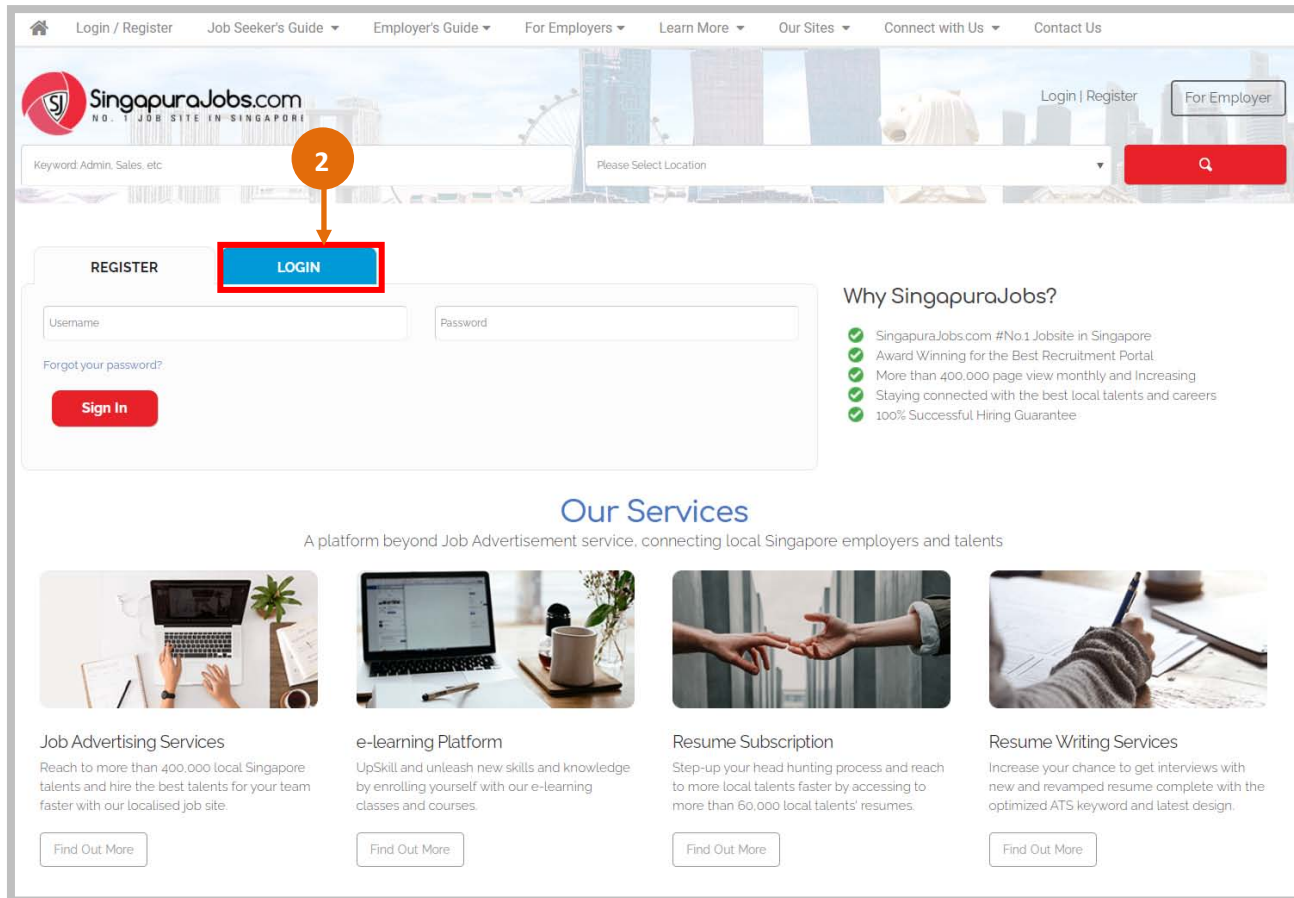
2 Select '**LOGIN**' to sign-in to your Employer's account

3 Key-in your **Username & Password**

4 Click '**Sign In**' to proceed

5 Click '**Forgot your password?**' to reset your password

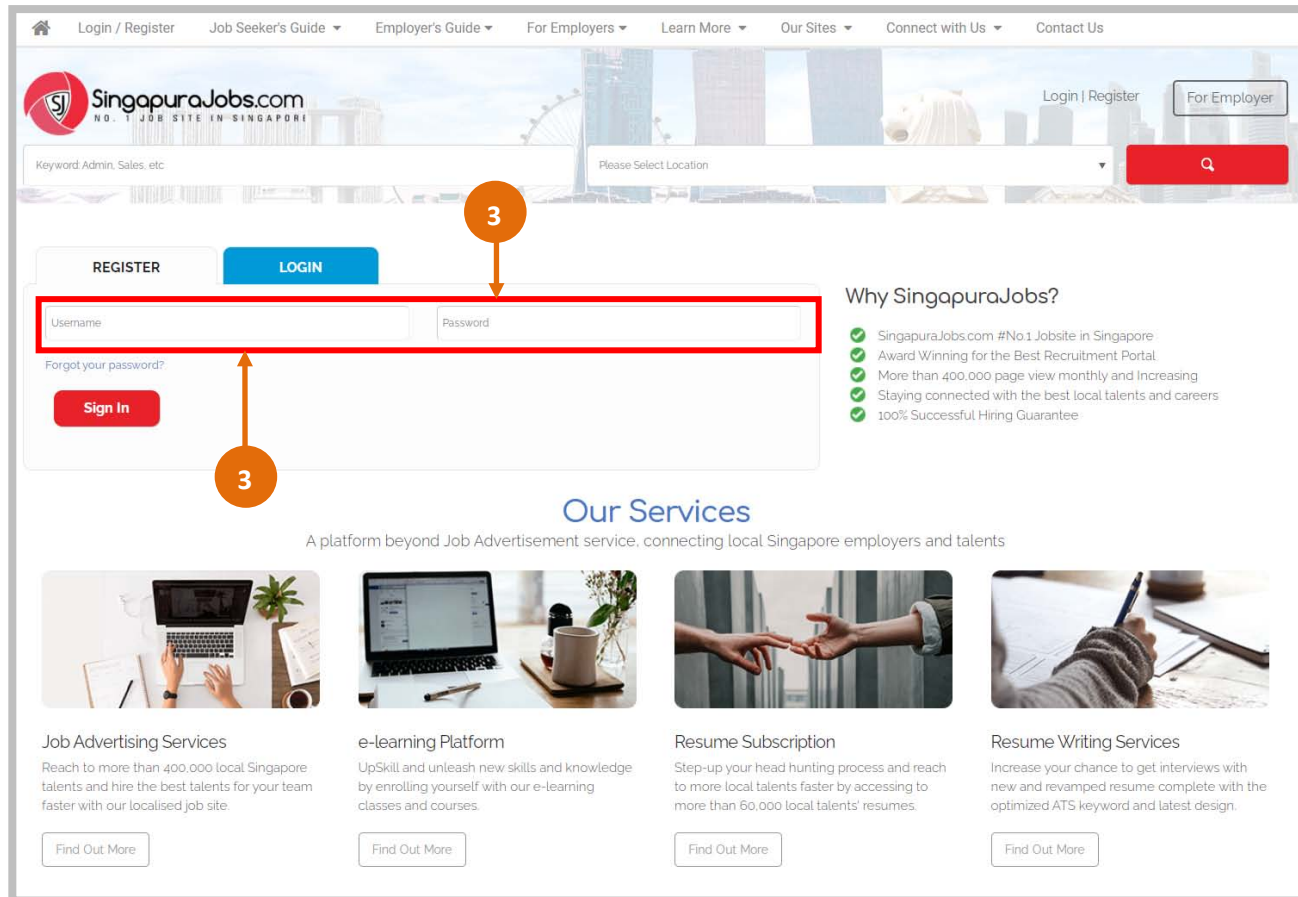
| EMPLOYER'S LOGIN: *Where to sign-in?*



The screenshot shows the top navigation bar with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation is the SingapuraJobs.com logo and a search bar with the text 'Keyword Admin, Sales, etc.' and a 'Please Select Location' dropdown. A red search button is on the right. In the center, there are two buttons: 'REGISTER' and 'LOGIN'. The 'LOGIN' button is highlighted with a red box and a blue circle containing the number '2'. Below these buttons are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a red 'Sign In' button. To the right of the login form is a section titled 'Why SingapuraJobs?' with four bullet points: 'SingapuraJobs.com #No.1 Jobsite in Singapore', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and Increasing', and 'Staying connected with the best local talents and careers'. Below this is a section titled 'Our Services' with the subtitle 'A platform beyond Job Advertisement service, connecting local Singapore employers and talents'. It features four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services', each with a 'Find Out More' button.

- 1 Click 'Login/Register' or 'For Employer' to access <https://www.sarawakjobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

| EMPLOYER'S LOGIN: *Where to sign-in?*



Home Login / Register Job Seeker's Guide Employer's Guide For Employers Learn More Our Sites Connect with Us Contact Us

SingapuraJobs.com NO. 1 JOB SITE IN SINGAPORE

Keyword Admin, Sales, etc. Please Select Location

REGISTER LOGIN

Username Password

Forgot your password?

Sign In

Why SingapuraJobs?

- ✓ SingapuraJobs.com #No.1 Jobsite in Singapore
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 400,000 page view monthly and increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

Our Services

A platform beyond Job Advertisement service, connecting local Singapore employers and talents

Job Advertising Services
Reach to more than 400,000 local Singapore talents and hire the best talents for your team faster with our localised job site.
Find Out More

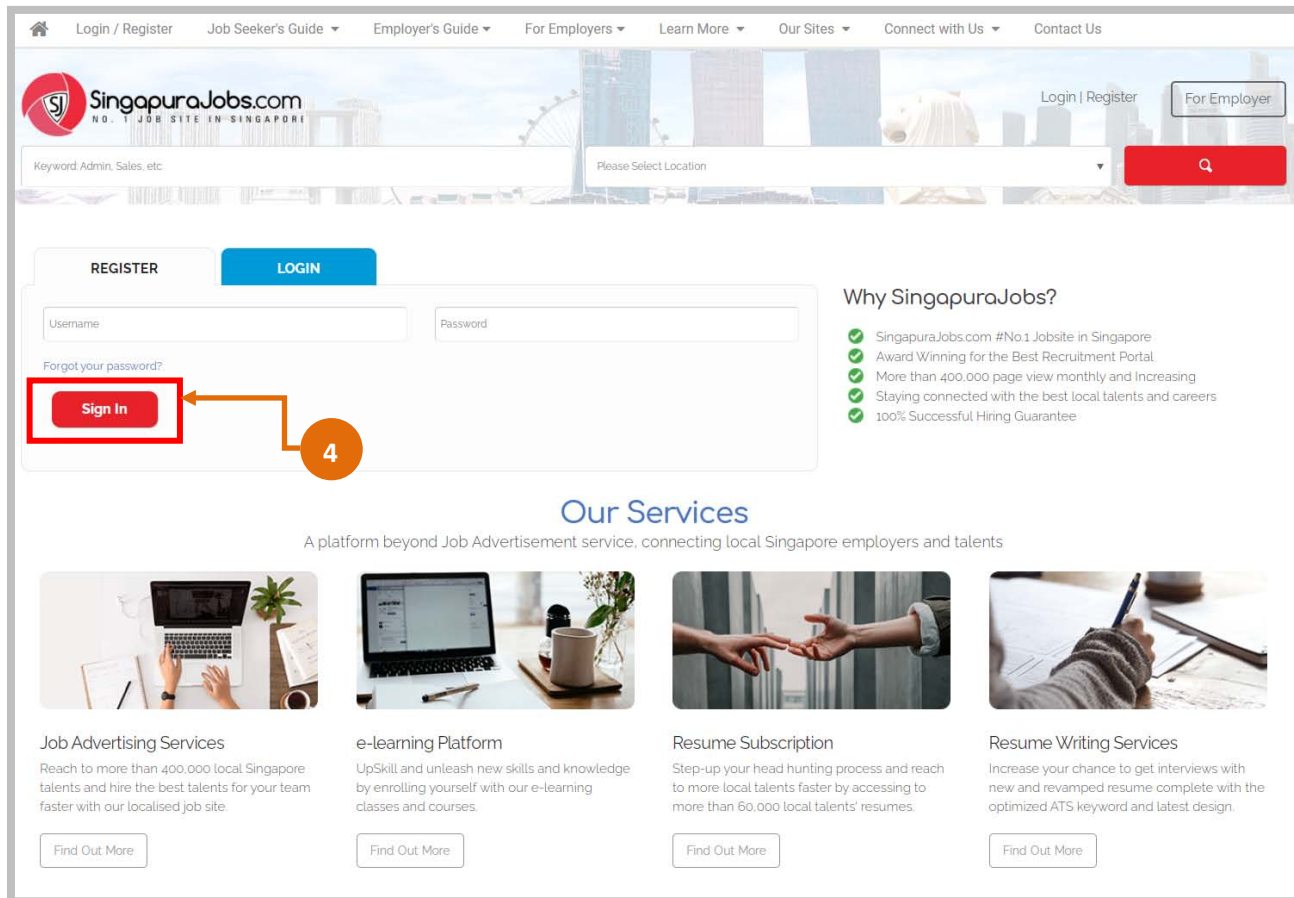
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.
Find Out More

Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.
Find Out More

- 1 Click 'Login/Register' or 'For Employer' to access <https://www.sarawakjobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

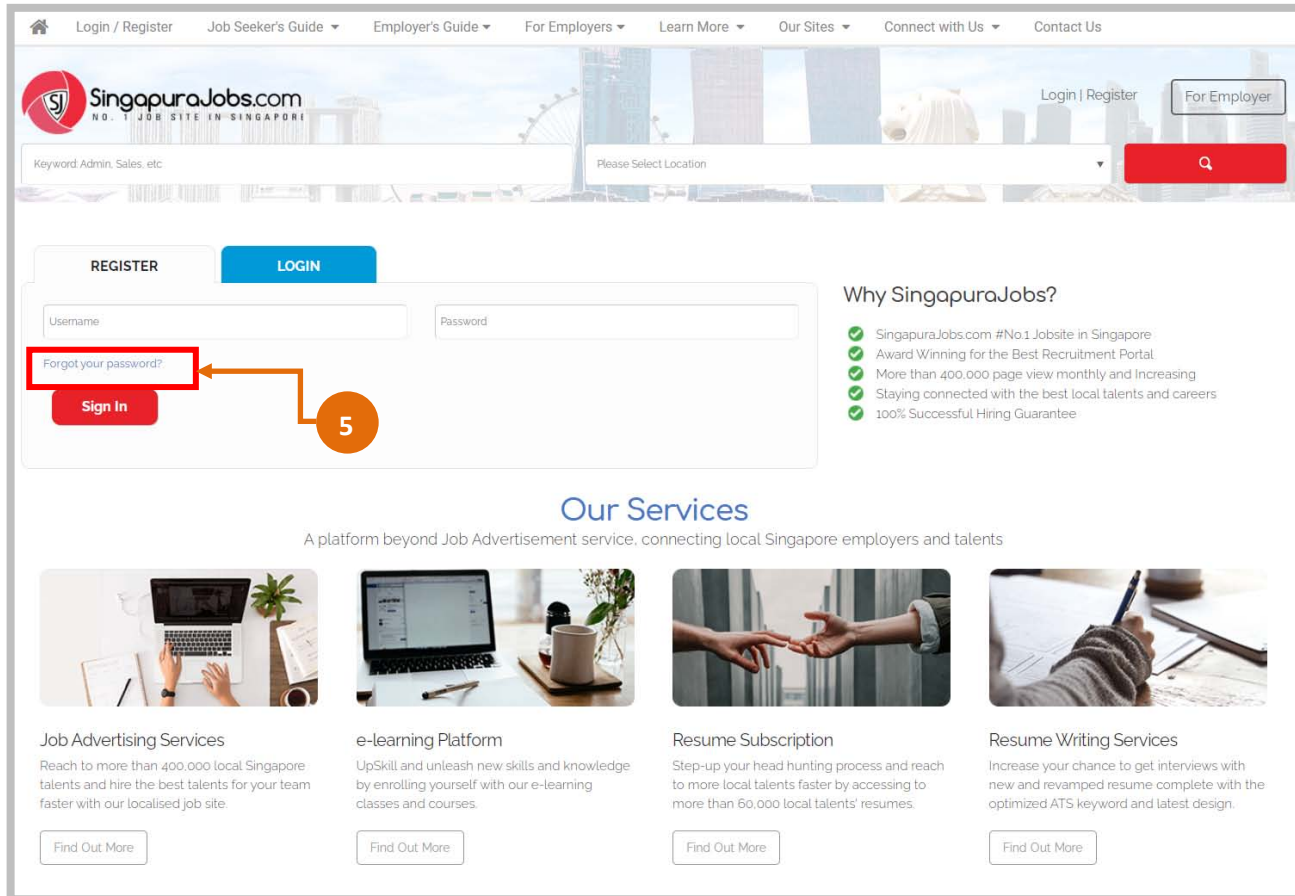
| EMPLOYER'S LOGIN: *Where to sign-in?*



The screenshot shows the top navigation bar with links for Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation is a search bar with a keyword field (containing 'Admin, Sales, etc.'), a location dropdown (containing 'Please Select Location'), and a red search button. The main content area features a 'REGISTER' and 'LOGIN' button bar. Underneath is a login form with 'Username' and 'Password' fields, a 'Forgot your password?' link, and a red 'Sign In' button. A red box highlights the 'Sign In' button, and an orange circle with the number '4' is connected to it by an arrow. To the right of the login form is a 'Why SingapuraJobs?' section with four bullet points. Below this is an 'Our Services' section with four service cards: Job Advertising Services, e-learning Platform, Resume Subscription, and Resume Writing Services.

- 1 Click 'Login / Register' or access <https://www.sarawakjobs.com/login/>
- 2 On the Login / Register page, click 'LOGIN' to login to your Employer's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

| EMPLOYER'S LOGIN: *How to reset password?*



The screenshot shows the SingaporeJobs.com website. At the top, there are navigation links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation is a search bar with the text "Keyword: Admin, Sales, etc." and a "Please Select Location" dropdown. There are buttons for "Login | Register" and "For Employer".

In the center, there is a "REGISTER" and "LOGIN" section. The "LOGIN" button is highlighted in blue. Below it are input fields for "Username" and "Password". A red box highlights the "Forgot your password?" link, and an orange arrow points from a circle with the number "5" to this link. A "Sign In" button is also visible.

To the right of the login section is a "Why SingapuraJobs?" section with four bullet points:

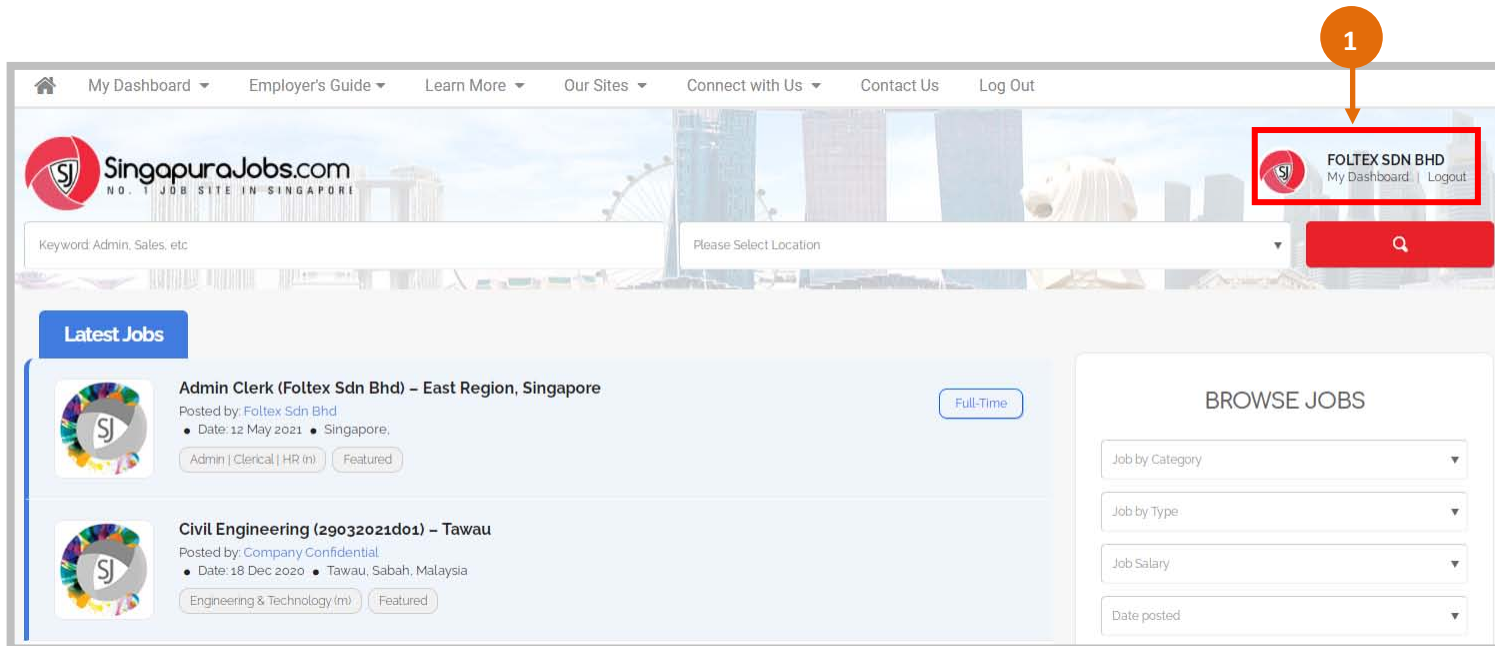
- ✓ SingapuraJobs.com #No.1 Jobsite in Singapore
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 400,000 page view monthly and Increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

Below this is the "Our Services" section, which is a platform beyond Job Advertisement service, connecting local Singapore employers and talents. It features four service cards:

- Job Advertising Services:** Reach to more than 400,000 local Singapore talents and hire the best talents for your team faster with our localised job site. (Find Out More)
- e-learning Platform:** UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses. (Find Out More)
- Resume Subscription:** Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes. (Find Out More)
- Resume Writing Services:** Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design. (Find Out More)

- 1 Click 'Login / Register' or access <https://www.sarawakjobs.com/login/>
- 2 On the Login / Register page, click 'LOGIN' to login to your Employer's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click '**Forgot your password?**' to reset your password

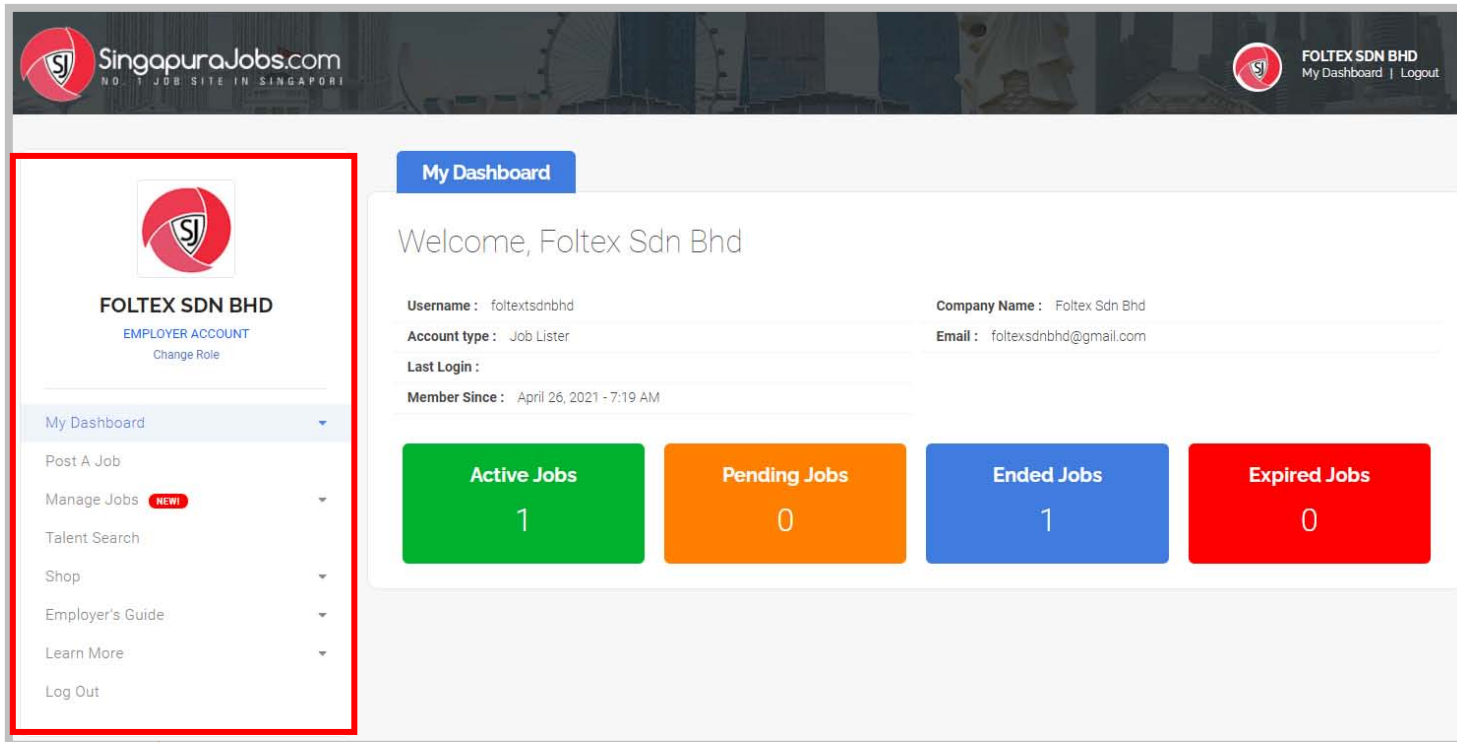
| EMPLOYER'S DASHBOARD: *Where is My Dashboard?*



Once you are signed-in to your employer's account, you will notice your **User Name** appearing on the top right corner.

1 Click '**My Dashboard**' to proceed to access your **Dashboard**.

| EMPLOYER'S DASHBOARD: *What's in My Dashboard?*



My Dashboard

Welcome, Foltex Sdn Bhd

Username: foltextsdnbhd Company Name: Foltex Sdn Bhd
Account type: Job Lister Email: foltextsdnbhd@gmail.com
Last Login: _____
Member Since: April 26, 2021 - 7:19 AM

| Active Jobs | Pending Jobs | Ended Jobs | Expired Jobs |
|-------------|--------------|------------|--------------|
| 1 | 0 | 1 | 0 |

Side Navigation Bar

- My Dashboard
- Post A Job
- Manage Jobs **NEW!**
- Talent Search
- Shop
- Employer's Guide
- Learn More
- Log Out

Welcome, you have now entered **'My Dashboard'**.

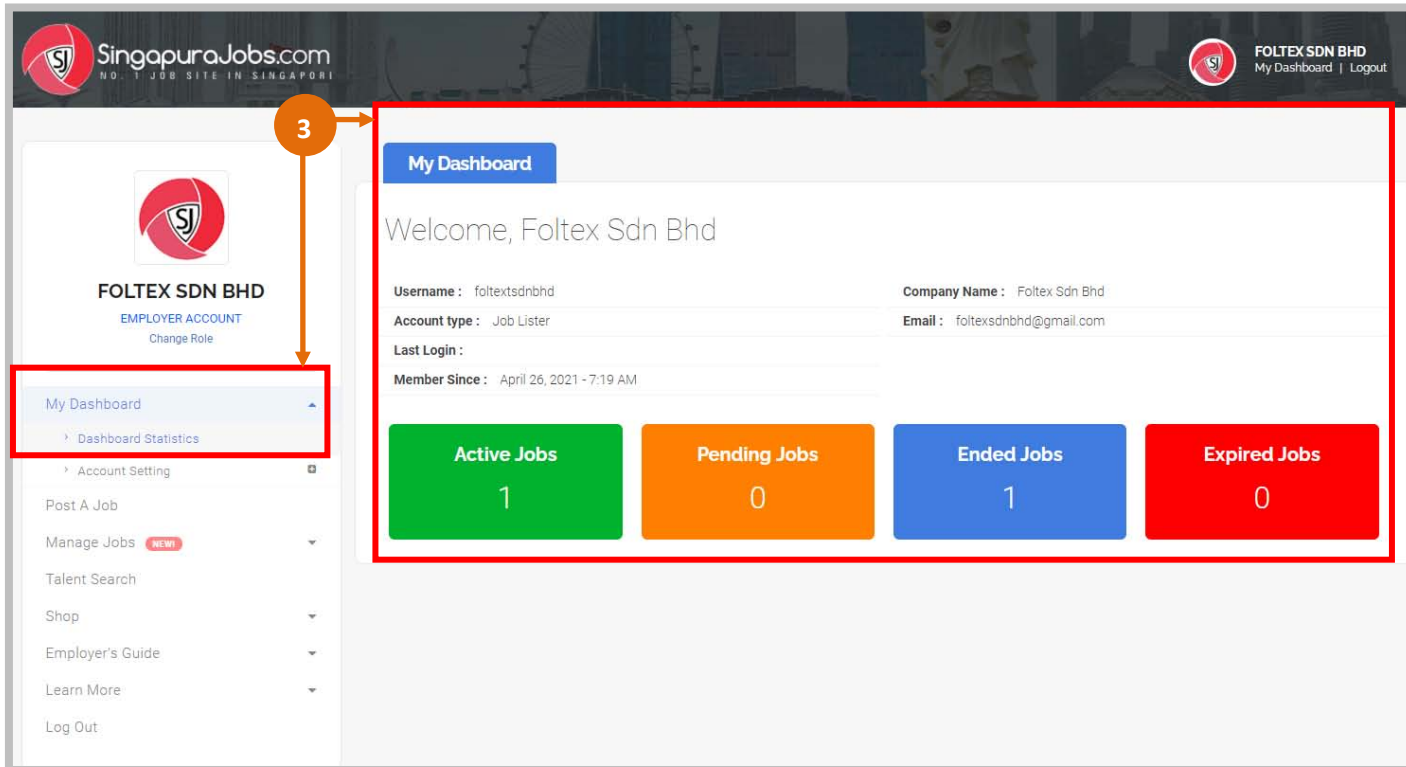
2

Side Navigation Bar

- Refer and use this **Side Navigation Bar** to help guide you through all employer-related pages that you'll like to access quickly.

2

| EMPLOYER'S DASHBOARD: *Dashboard Statistics*



The screenshot displays the employer's dashboard for FOLTEX SDN BHD. The main content area is titled 'My Dashboard' and includes a welcome message, account details, and a summary of job statistics. The statistics are presented in four colored boxes: Active Jobs (1), Pending Jobs (0), Ended Jobs (1), and Expired Jobs (0). The sidebar on the left contains navigation links, with 'My Dashboard' and 'Dashboard Statistics' highlighted by a red box. An orange circle with the number 3 is positioned above the 'Dashboard Statistics' link, with an arrow pointing to the main dashboard content area.

My Dashboard displays your employer account details as well as the access to view;

3 **Dashboard Statistics**

Total number of jobs under your account:

- Active, Pending, Ended or Expired

4 **Account Setting**

- Create, Edit & View your Company Profile

- Once created, your Company Profile will be displayed as shown

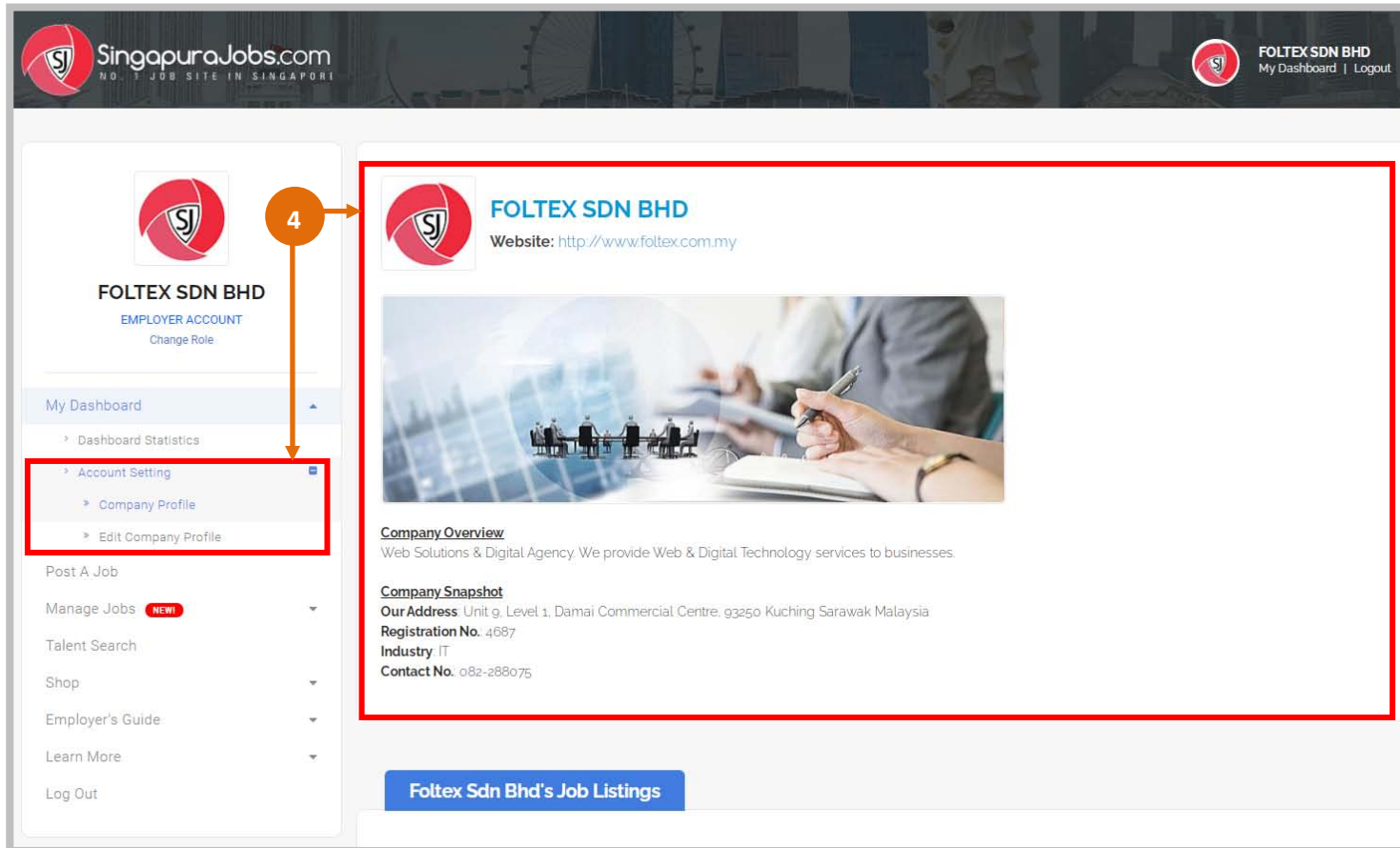
5 **Company Profile**

- Ensure to upload your 'Company Logo'

- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'

- Write more under 'Company Profile'

| EMPLOYER'S DASHBOARD: *Accounting Setting*



The screenshot displays the Employer Dashboard for FOLTEX SDN BHD. The top navigation bar includes the SingaporeJobs.com logo and the user's name 'FOLTEX SDN BHD' with links for 'My Dashboard' and 'Logout'. The left sidebar menu contains options like 'My Dashboard', 'Dashboard Statistics', 'Account Setting', 'Company Profile', 'Edit Company Profile', 'Post A Job', 'Manage Jobs', 'Talent Search', 'Shop', 'Employer's Guide', 'Learn More', and 'Log Out'. The 'Account Setting' menu item is highlighted with a red box and a circled '4'. The main content area shows the company profile for FOLTEX SDN BHD, including the website URL, a company overview, and a company snapshot with details like address, registration number, industry, and contact number. A red box highlights this entire main content area.

My Dashboard displays your employer account details as well as the access to view;

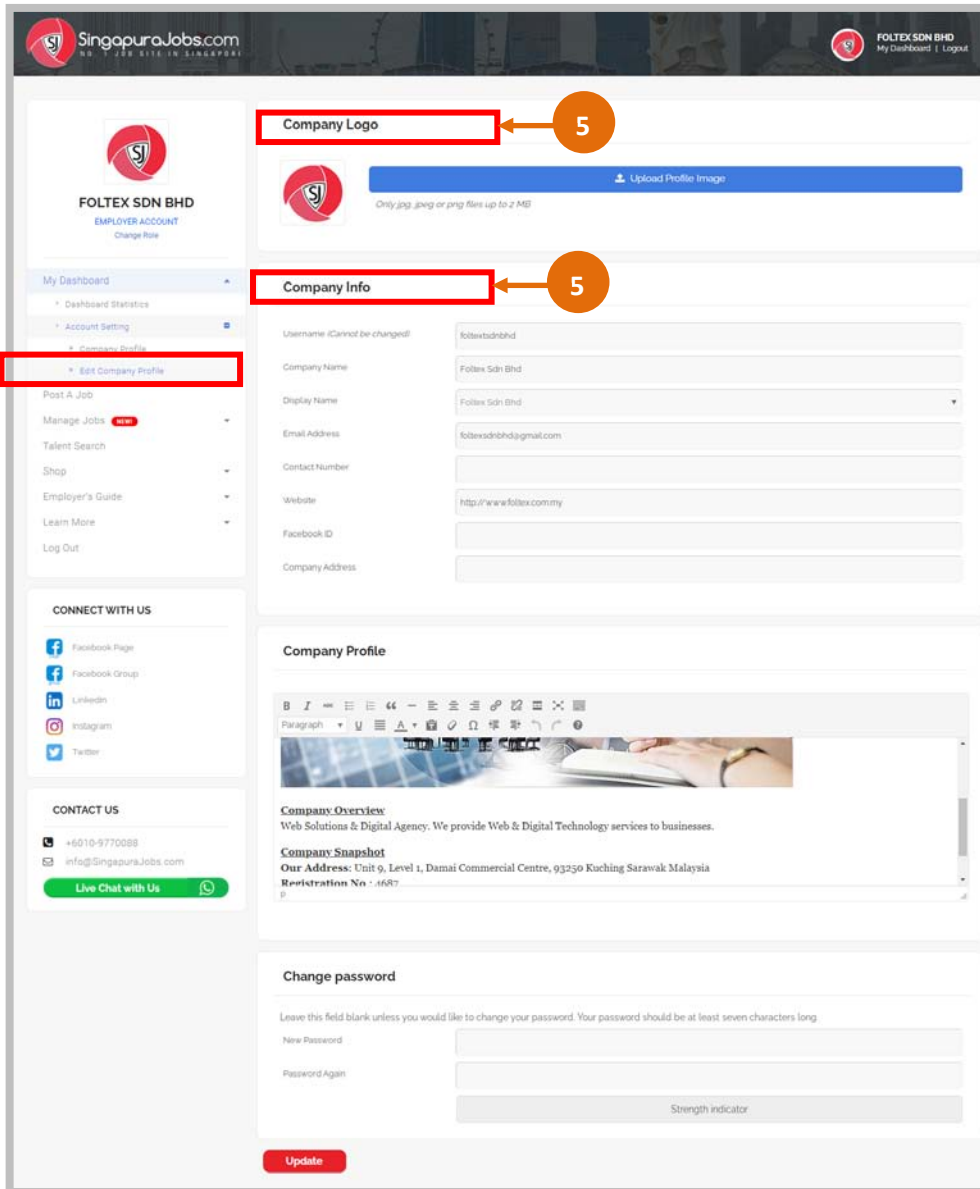
- 3 Dashboard Statistics**
Total number of jobs under your account:
- Active, Pending, Ended or Expired

- 4 Account Setting**
- Create, Edit & View your **Company Profile**
- Once created, your Company Profile will be displayed as shown

- 5 Company Profile**
- Ensure to upload your 'Company Logo'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'

| EMPLOYER'S DASHBOARD: *Company Logo & Profile*

- Write more under 'Company Profile'



My Dashboard page display your account details as well as the access to;

3 Dashboard Statistics

Total number of jobs under your account:
- Active, Pending, Ended or Expired

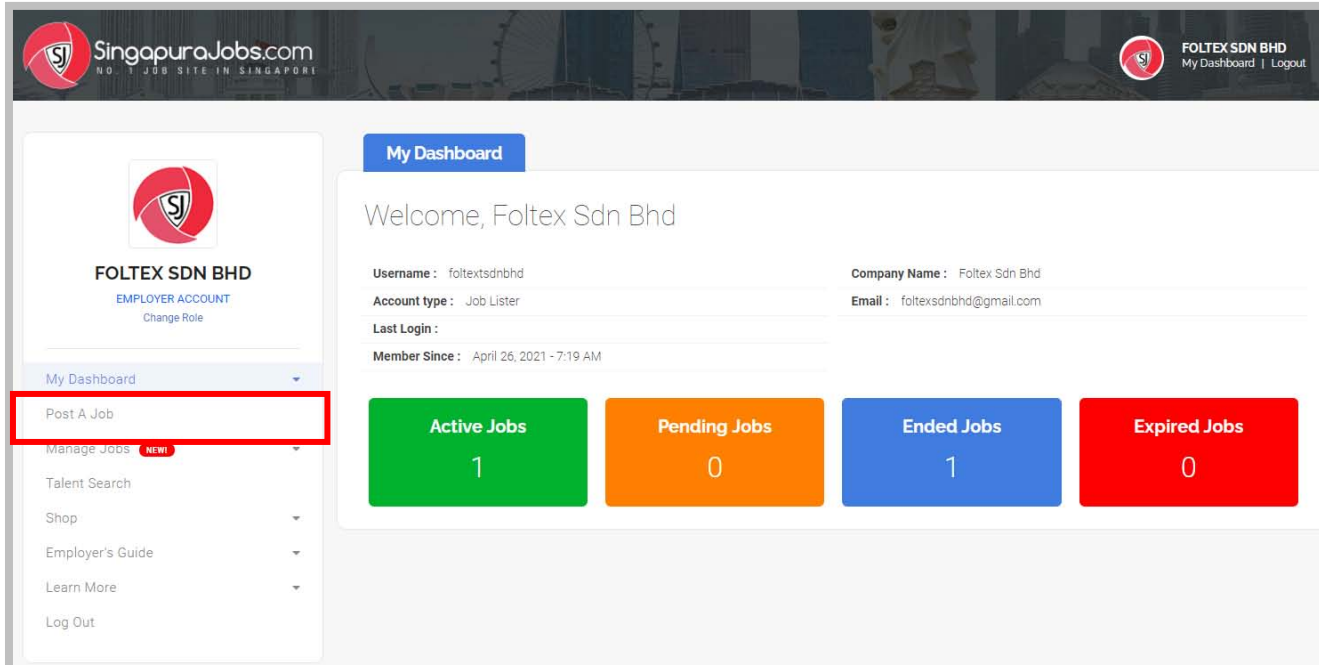
4 Account Setting

- Create, Edit & View your Company Profile
- Once created, your Company Profile will be displayed as shown

5 Company Profile

- Ensure to upload your '**Company Logo**'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under '**Company Info**'
- Write more under '**Company Profile**'

| POST A JOB: *Where to Begin?*



The screenshot shows the employer dashboard for FOLTEX SDN BHD. The side navigation bar on the left contains the following items: My Dashboard, Post A Job (highlighted with a red box), Manage Jobs (with a 'NEW!' badge), Talent Search, Shop, Employer's Guide, Learn More, and Log Out. The main dashboard area displays a welcome message and account details: Username: foltextsdnbhd, Account type: Job Lister, Company Name: Foltex Sdn Bhd, Email: foltextsdnbhd@gmail.com, Last Login: (blank), and Member Since: April 26, 2021 - 7:19 AM. Below the account details are four colored boxes representing job status: Active Jobs (1), Pending Jobs (0), Ended Jobs (1), and Expired Jobs (0).

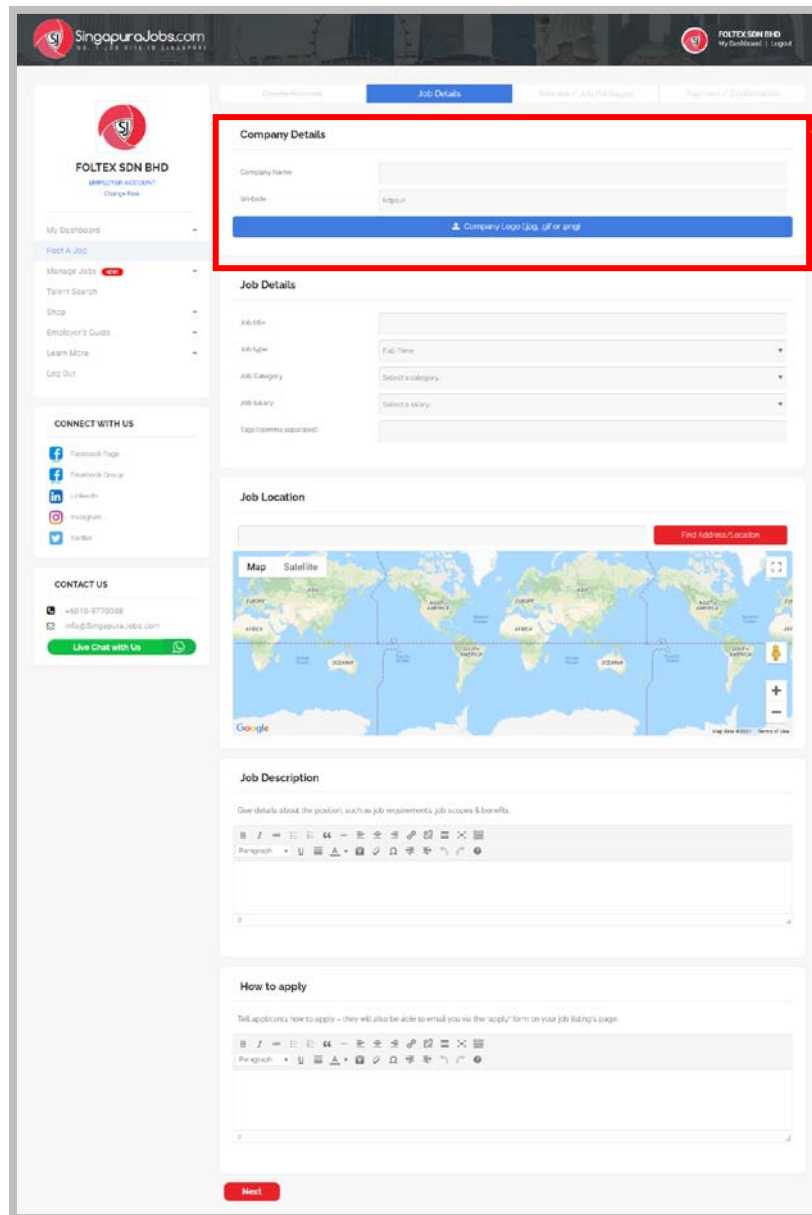
Remember to always use the **Side Navigation Bar** on the left.

> Under **MY DASHBOARD**

> Click '**Post A Job**'

And you will be directed to '**Post A Job**' page to begin your Job posting.

| POST A JOB: *How to Post a Job?*



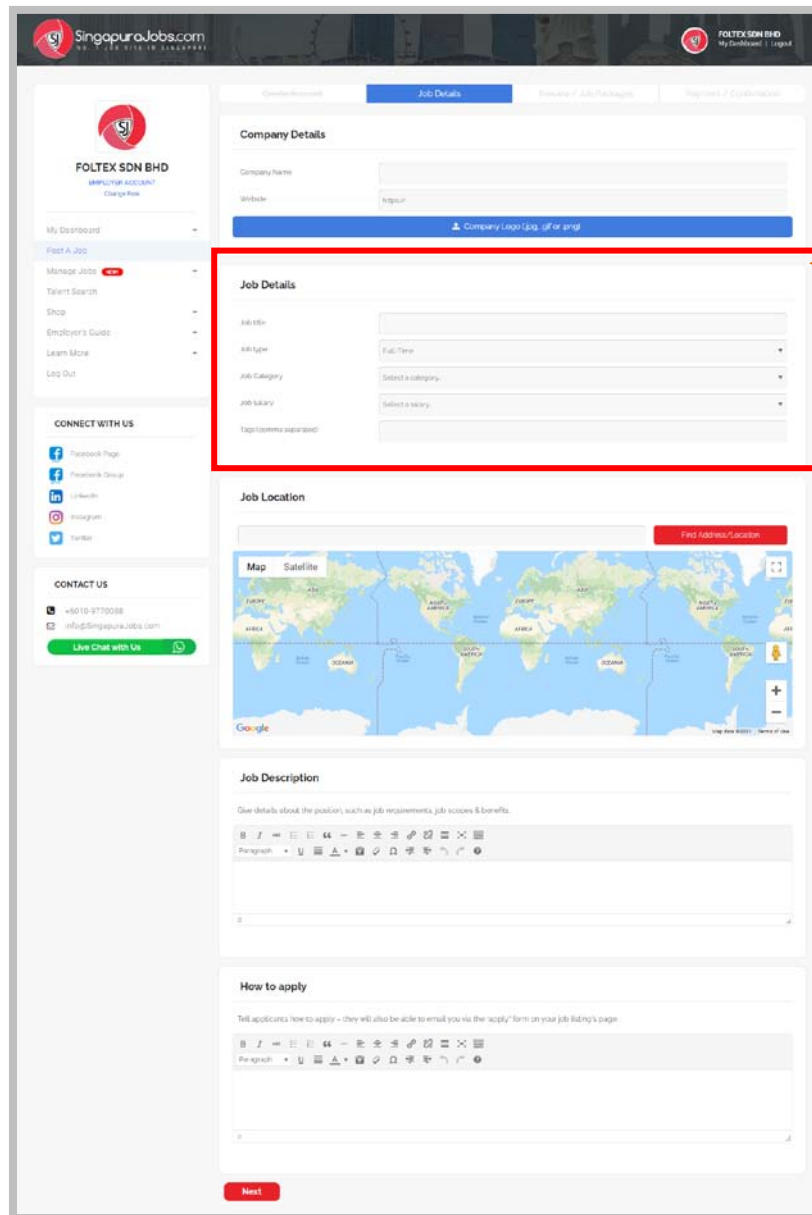
The screenshot shows the 'Post a Job' form on SingaporeJobs.com. The 'Company Details' section is highlighted with a red box and an orange arrow pointing to step 1. The form includes sections for Company Details, Job Details, Job Location, Job Description, and How to apply.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 Job Details section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 Job Location section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 Job Description section: Provide detailed job scope, job requirements & job salary
- 5 How to apply section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form on the SingaporeJobs.com website. The form is titled 'Job Details' and is divided into several sections:

- Company Details:** Includes fields for Company Name, Website, and a button to upload a Company Logo (.jpg, .gif or .png format).
- Job Details:** Includes fields for Job title, Job type (Full-Time), Job Category, Job Salary, and Tags (comma separated).
- Job Location:** Includes a map and a 'Find Address/Location' button.
- Job Description:** Includes a text area for job details and a rich text editor.
- How to apply:** Includes a text area for application instructions and a rich text editor.

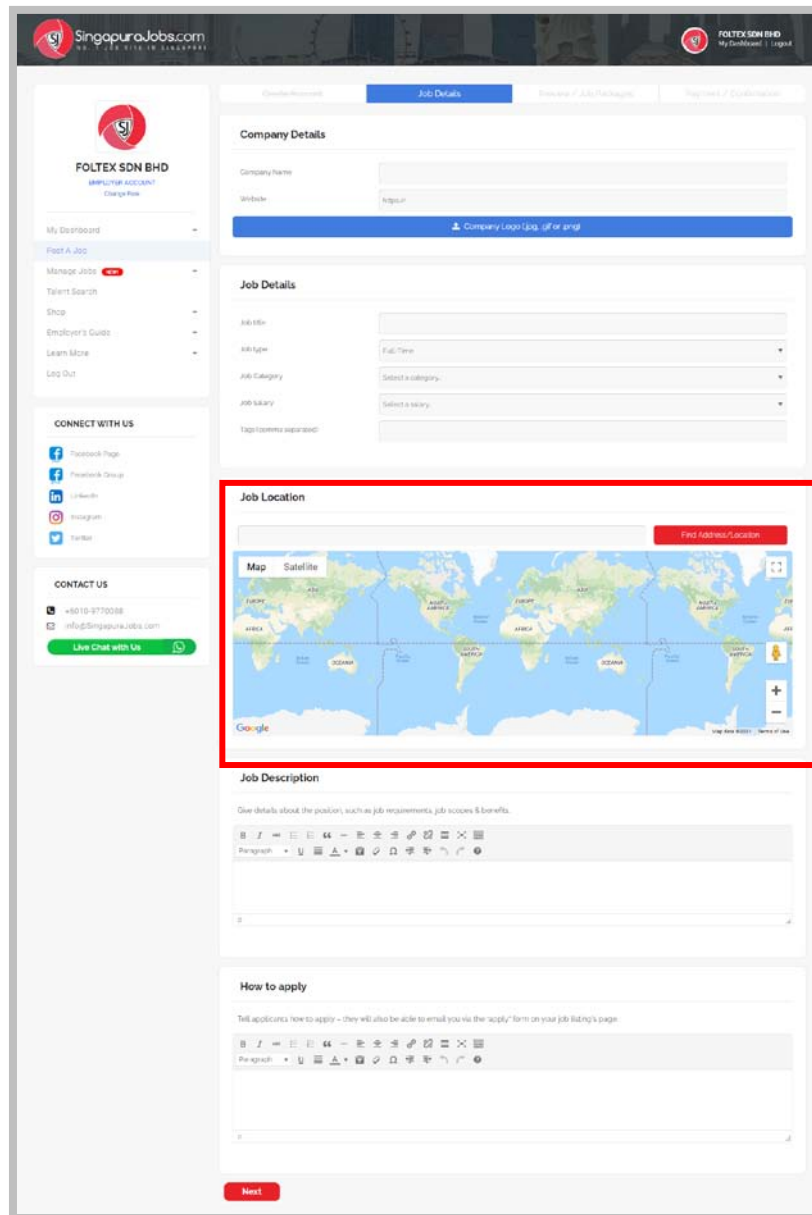
A red box highlights the 'Job Details' section, and an orange arrow points from this box to step 2 in the list on the right.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 Job Location section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 Job Description section: Provide detailed job scope, job requirements & job salary
- 5 How to apply section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form on the SingaporeJobs.com website. The form is titled 'Job Details' and is for 'FOLTEX SDN BHD'. The sections are as follows:

- Company Details:** Fields for Company Name, Website, and a 'Company Logo (jpg, gif or png)' upload button.
- Job Details:** Fields for Job title, Job type (Full-Time), Job Category, Job Salary, and Tags (comma separated).
- Job Location:** A field for 'Job Location' with a 'Find Address/Location' button and a map interface.
- Job Description:** A text area with a rich text editor for 'Give details about the position, such as job requirements, job scopes & benefits.'
- How to apply:** A text area with a rich text editor for 'Tell applicants how to apply - they will also be able to email you via the apply form on your job listing's page.'

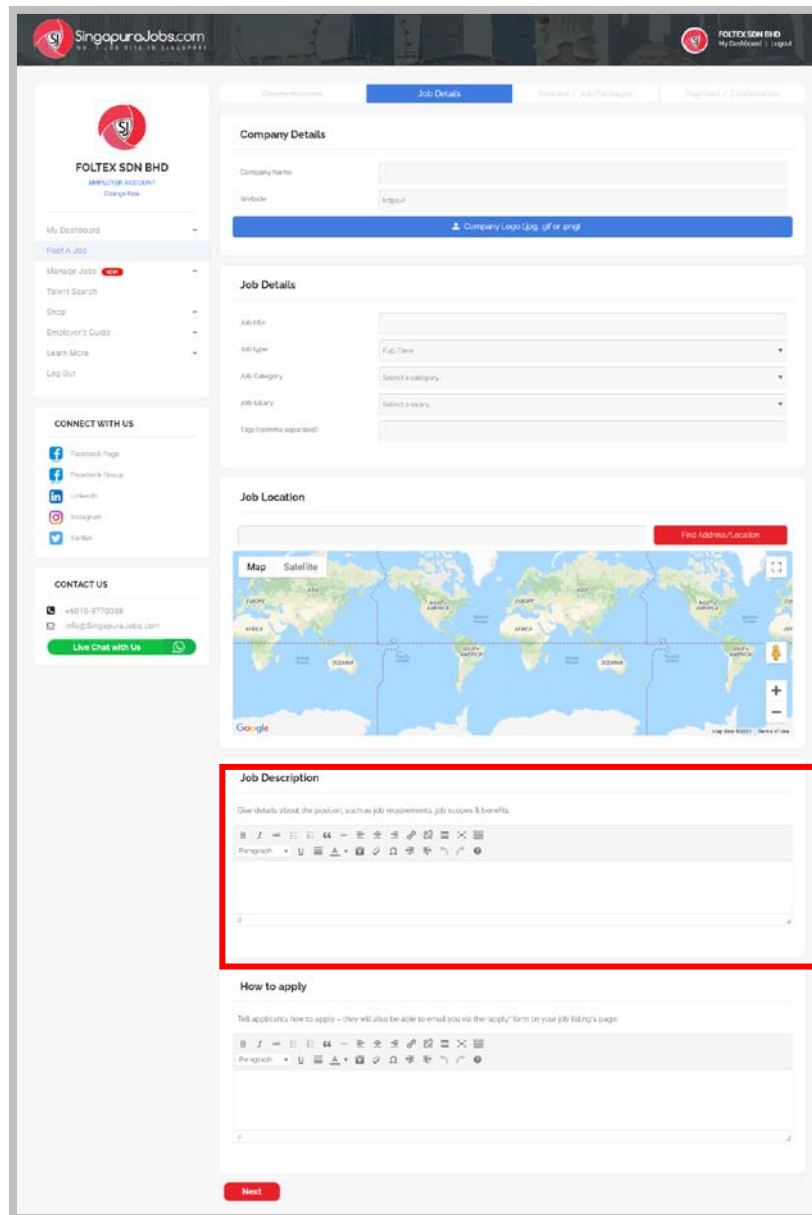
A red box highlights the 'Job Location' section, and an orange arrow points from step 3 of the instructions to this section.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form on the SingaporeJobs.com website. The form is titled 'Job Details' and is for 'FOLTEX SDN BHD'. The sections are as follows:

- Company Details:** Fields for Company Name, Website, and a 'Company Logo (jpg, gif or png)' upload button.
- Job Details:** Fields for Job title, Job type (Full-Time), Job Category, Job Salary, and Tags (comma separated).
- Job Location:** A map interface with a 'Find Address/Location' button.
- Job Description:** A text area with a rich text editor toolbar. This section is highlighted with a red box and an orange arrow from step 4.
- How to apply:** A text area with a rich text editor toolbar for providing contact details.

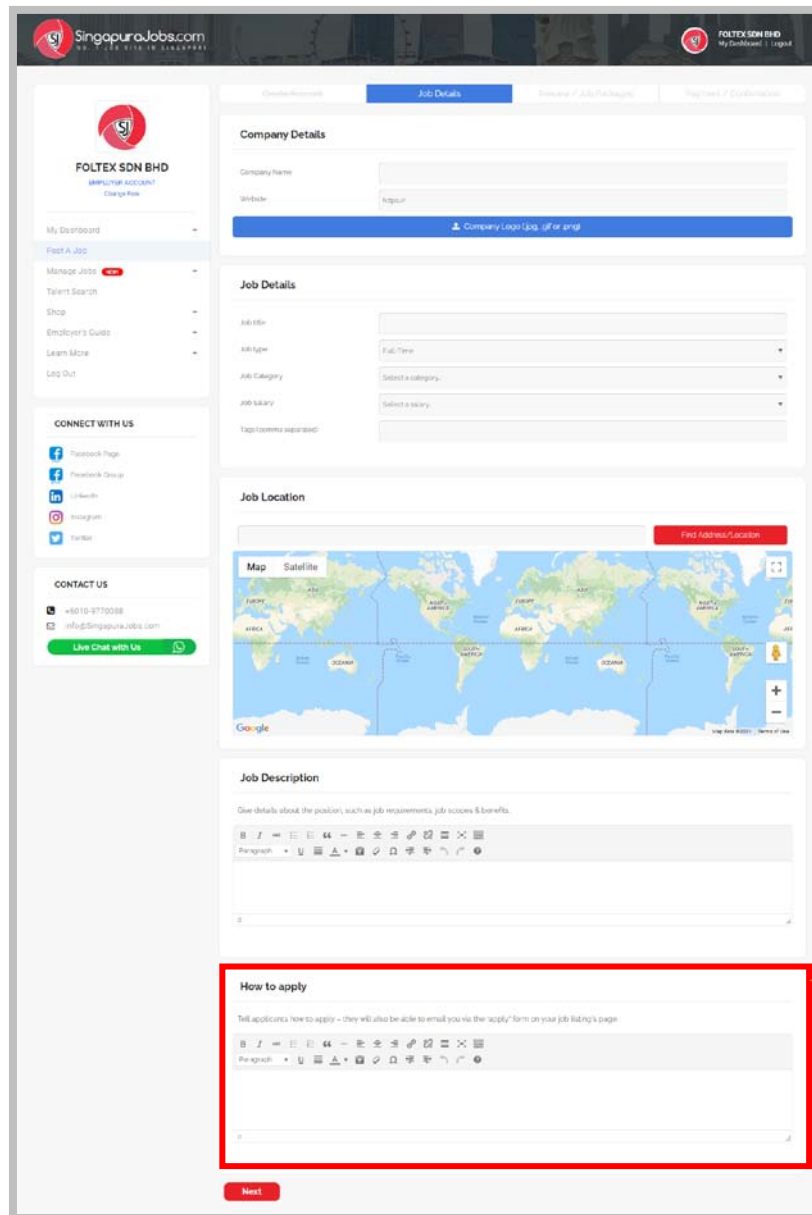
A 'Next' button is located at the bottom of the form.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details section:** Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details section:** Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location section:** Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description section:** Provide detailed job scope, job requirements & job salary
- 5 **How to apply section:** Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 **Click 'Next'** to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form on the SingaporeJobs.com website. The form is titled 'Job Details' and is for the company 'FOLTEX SDN BHD'. The sections are as follows:

- Company Details:** Fields for Company Name, Website, and a 'Company Logo (jpg, gif or png)' upload button.
- Job Details:** Fields for Job title, Job type (Full-Time), Job Category, Job Salary, and Tags (comma separated).
- Job Location:** A 'Find Address/Location' button and a map interface.
- Job Description:** A rich text editor for providing details about the position, job requirements, and benefits.
- How to apply:** A rich text editor for providing contact details and instructions for job application. This section is highlighted with a red box.

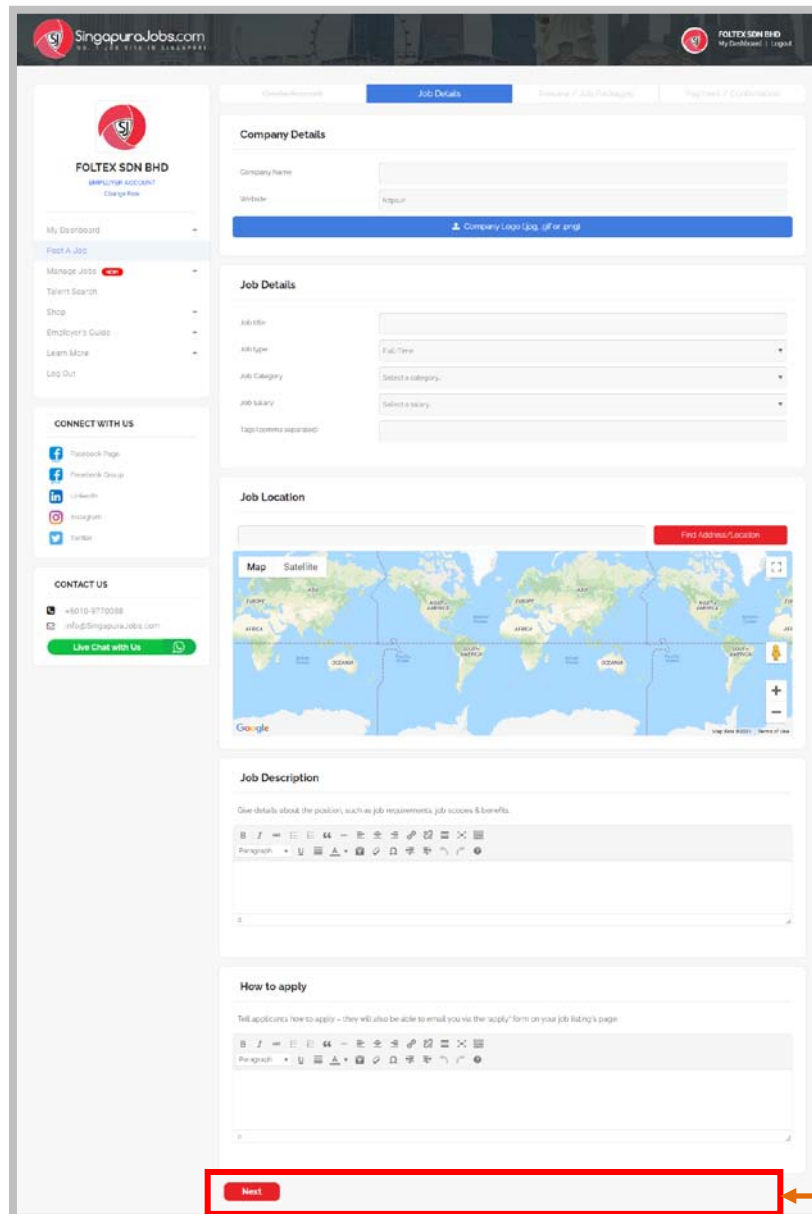
A 'Next' button is located at the bottom of the form.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form on SingapuraJobs.com. The form is titled 'Job Details' and is for 'FOLTEX SDN BHD'. The sections are:

- Company Details:** Fields for Company Name, Website, and a button to upload a company logo.
- Job Details:** Fields for Job Title, Job Type (Full Time), Job Category (Select a category), Job Salary (Select a salary), and a field for tags/keywords separated by commas.
- Job Location:** A field for Job Location and a 'Find Address/Location' button, with a map below.
- Job Description:** A text area with a rich text editor toolbar for describing the job.
- How to apply:** A text area with a rich text editor toolbar for providing application instructions.

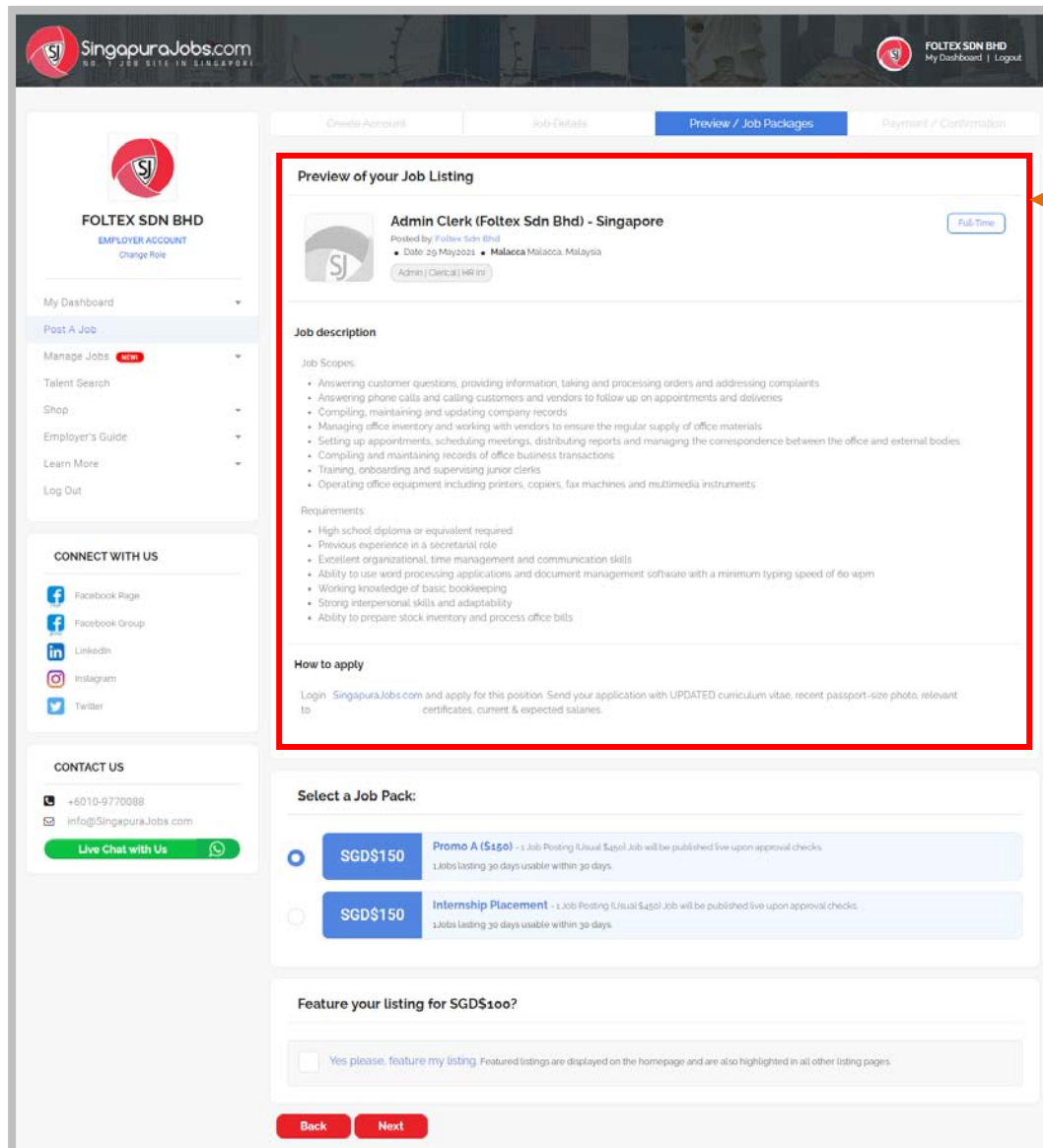
A red box highlights the 'Next' button at the bottom of the form, with an orange arrow pointing to it from step 6.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click '**Next**' to submit your job

| POST A JOB: *Preview a Job*



The screenshot shows the 'Preview / Job Packages' page for a job listing. The job title is 'Admin Clerk (Foltex Sdn Bhd) - Singapore'. The job description includes responsibilities like answering customer questions, managing office inventory, and operating office equipment. Requirements include a high school diploma, previous experience in a secretarial role, and strong interpersonal skills. The 'How to apply' section instructs users to login and apply with updated CVs and photos. Below the job details, there are two job pack options: 'Promo A (S\$150)' and 'Internship Placement' (S\$150). At the bottom, there is a checkbox to 'Feature your listing for S\$100?'. The page has a 'Back' and 'Next' button at the bottom.

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

7

Review the job ad draft; ensure all information are accurate

8

Select a Job Pack section: Click Promo A (RM250) for one job advertisement

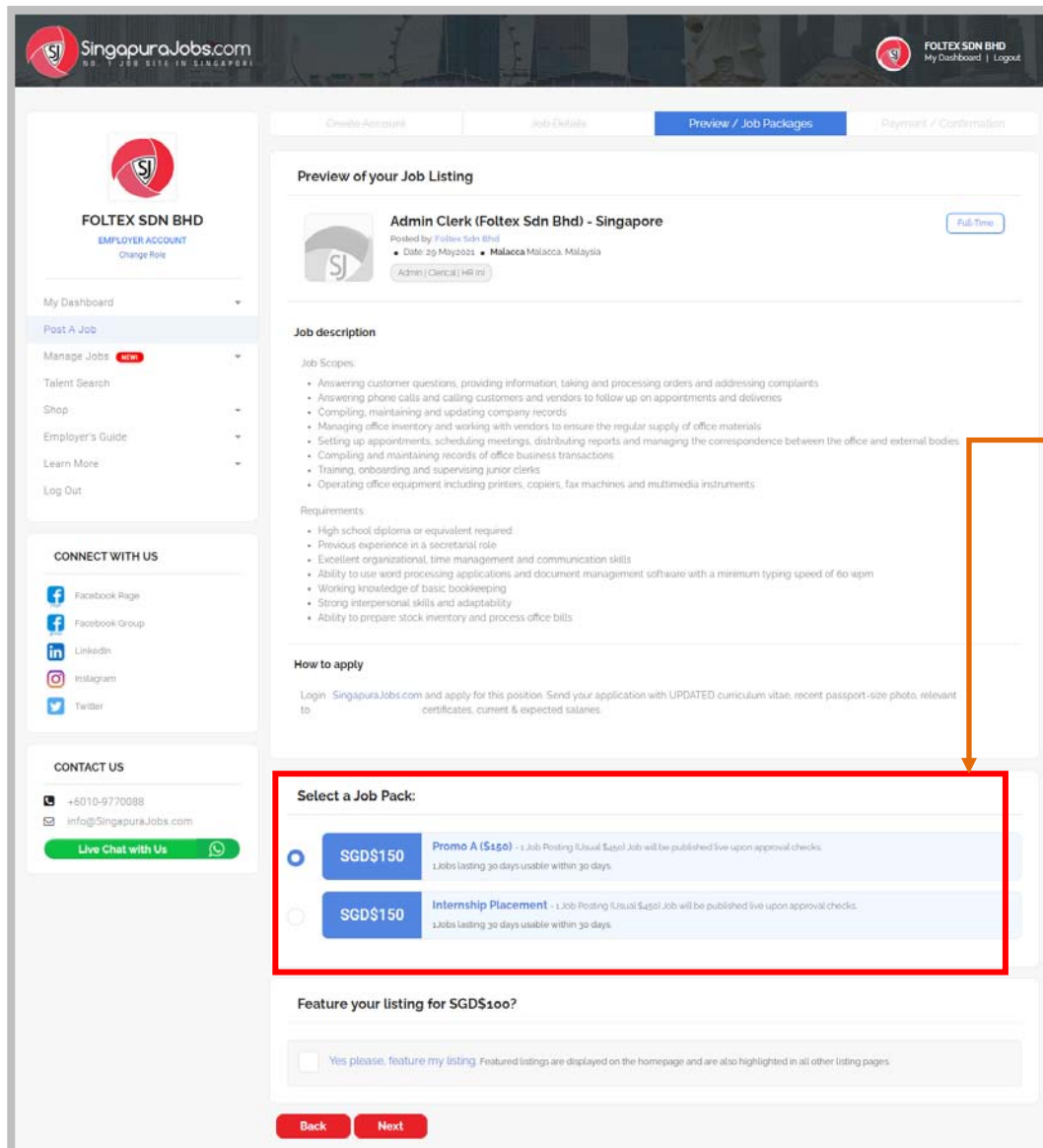
9

Select 'Feature' to feature your job ad, enabling 3x more views

10

Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*

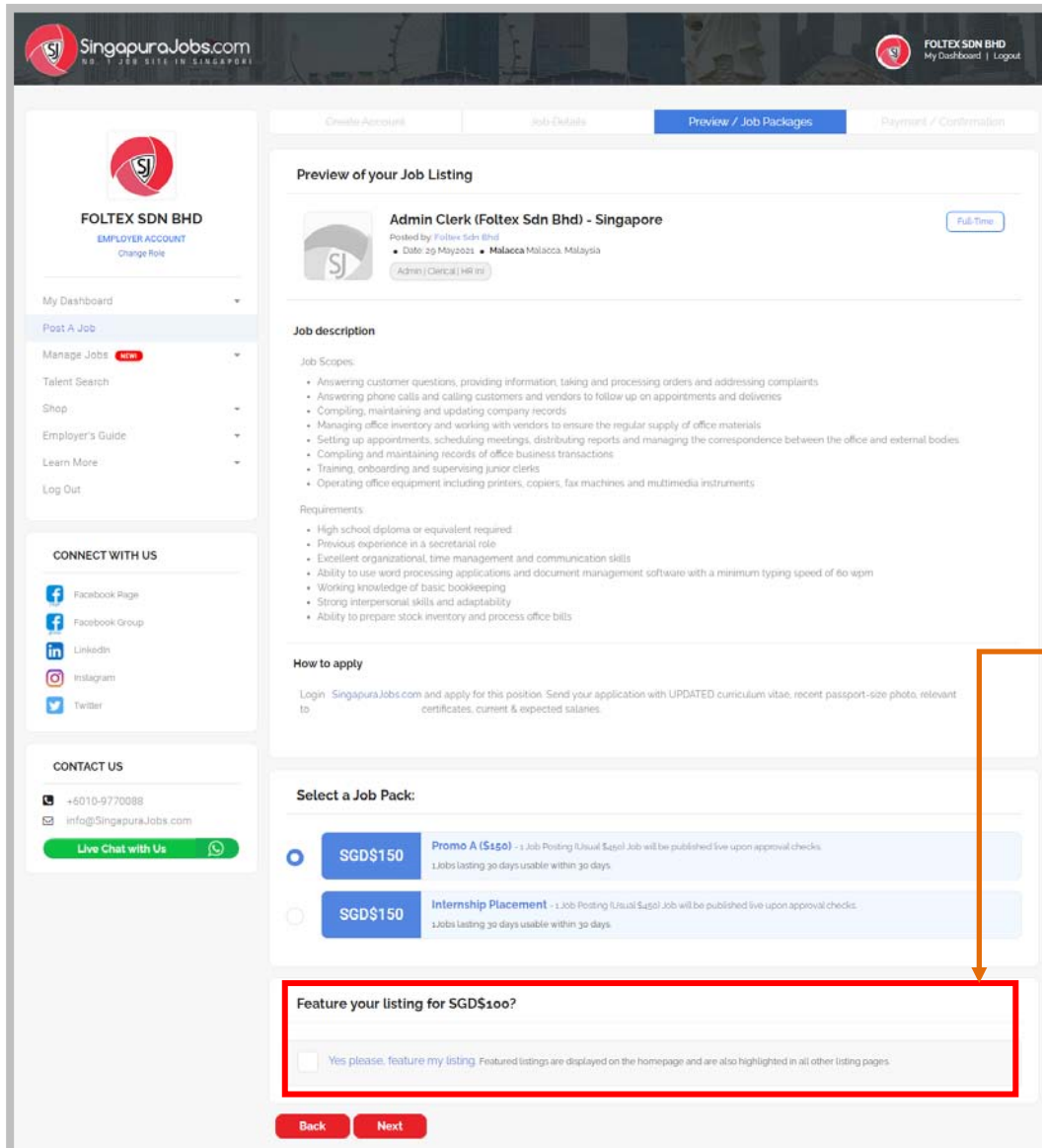


The screenshot displays the 'Preview / Job Packages' page for a job listing titled 'Admin Clerk (Foltex Sdn Bhd) - Singapore'. The page includes a sidebar with navigation options like 'My Dashboard', 'Post A Job', and 'Manage Jobs'. The main content area shows the job title, location (Malacca, Malaysia), and a 'Full Time' button. Below this is the 'Job description' section with a list of responsibilities and requirements. At the bottom, the 'Select a Job Pack' section is highlighted with a red box, showing two options: 'Promo A (\$150)' and 'Internship Placement', both priced at SGD\$150. An orange arrow points from step 8 to the 'Promo A' option.

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*



The screenshot shows the 'Preview / Job Packages' page for a job listing. The page is titled 'Preview of your Job Listing' and displays the following information:

- Job Title:** Admin Clerk (Foltex Sdn Bhd) - Singapore
- Posted by:** Foltex Sdn Bhd
- Date:** 29 May 2021
- Location:** Malacca Malacca, Malaysia
- Job Type:** Full Time

Job description:

Job Scopes:

- Answering customer questions, providing information, taking and processing orders and addressing complaints
- Answering phone calls and calling customers and vendors to follow up on appointments and deliveries
- Compiling, maintaining and updating company records
- Managing office inventory and working with vendors to ensure the regular supply of office materials
- Setting up appointments, scheduling meetings, distributing reports and managing the correspondence between the office and external bodies
- Compiling and maintaining records of office business transactions
- Training, onboarding and supervising junior clerks
- Operating office equipment including printers, copiers, fax machines and multimedia instruments

Requirements:

- High school diploma or equivalent required
- Previous experience in a secretarial role
- Excellent organizational, time management and communication skills
- Ability to use word processing applications and document management software with a minimum typing speed of 60 wpm
- Working knowledge of basic bookkeeping
- Strong interpersonal skills and adaptability
- Ability to prepare stock inventory and process office bills

How to apply:

Login SingaporeJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

Select a Job Pack:

- SGD\$150** **Promo A (\$150)** - 1 Job Posting (Usual \$450) Job will be published live upon approval checks. 1 Jobs lasting 30 days usable within 30 days.
- SGD\$150** **Internship Placement** - 1 Job Posting (Usual \$450) Job will be published live upon approval checks. 1 Jobs lasting 30 days usable within 30 days.

Feature your listing for SGD\$100?

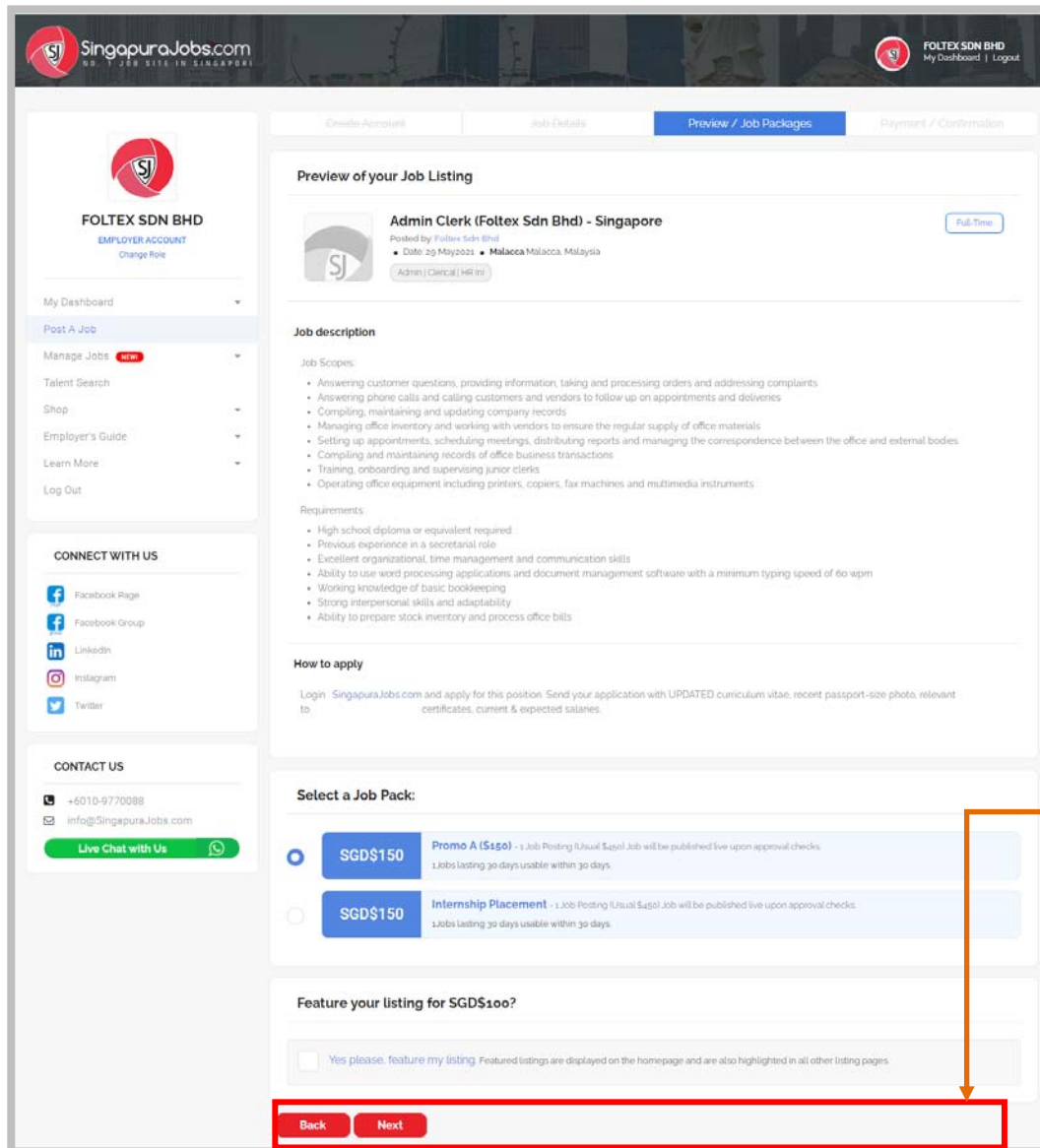
Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

Buttons: Back, Next

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 Select a Job Pack section: Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*

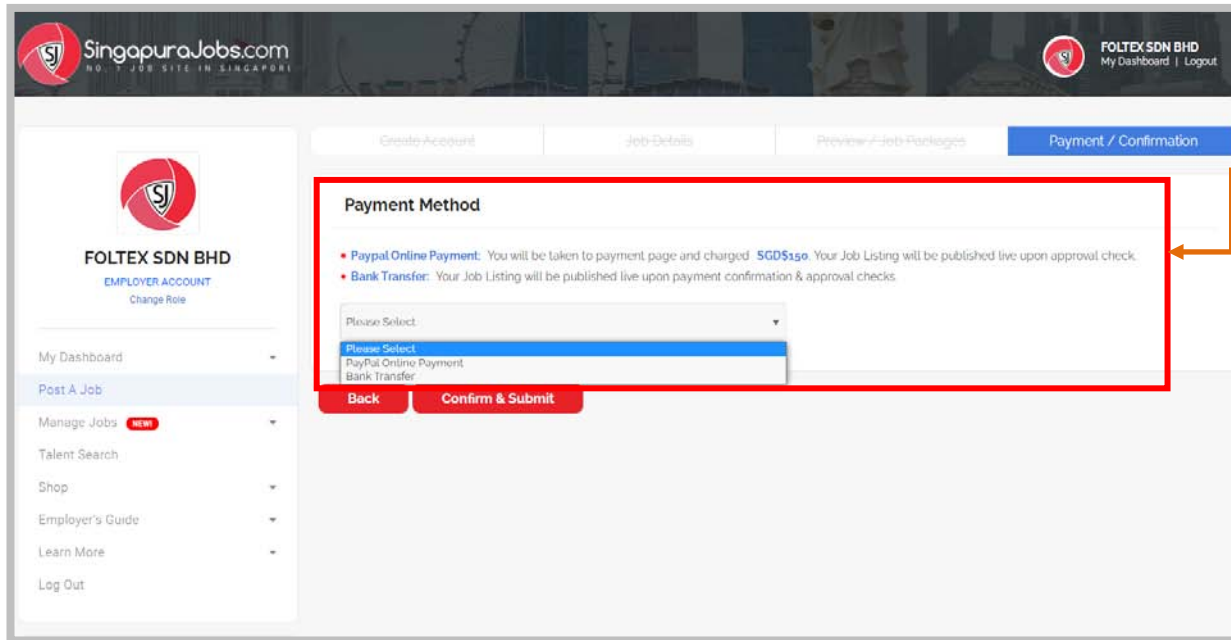


The screenshot displays the 'Preview / Job Packages' page for an employer account. The main content area is titled 'Preview of your Job Listing' and shows details for an 'Admin Clerk (Foltex Sdn Bhd) - Singapore' position. Below the job title, there is a 'Job description' section with a list of responsibilities and requirements. At the bottom of the main content, there is a 'Select a Job Pack' section with two options: 'Promo A (\$150)' and 'Internship Placement'. A red box highlights the 'Next' button at the bottom of the page, which is pointed to by an orange arrow from step 10.

Upon submission of all Job Details, you will be directed to **'Preview / Job Packages'** page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click **'Next'** to proceed to the Payment / Confirmation page

| POST A JOB: *Payment & Confirmation*



Payment Method

- **Paypal Online Payment:** You will be taken to payment page and charged **SGD\$150**. Your Job Listing will be published live upon approval check.
- **Bank Transfer:** Your Job Listing will be published live upon payment confirmation & approval checks.

Please Select:

- Please Select
- PayPal Online Payment
- Bank Transfer

Back **Confirm & Submit**

After reviewing and confirming the job package, you will be taken to **'Payment / Confirmation'** page to proceed with your job order.

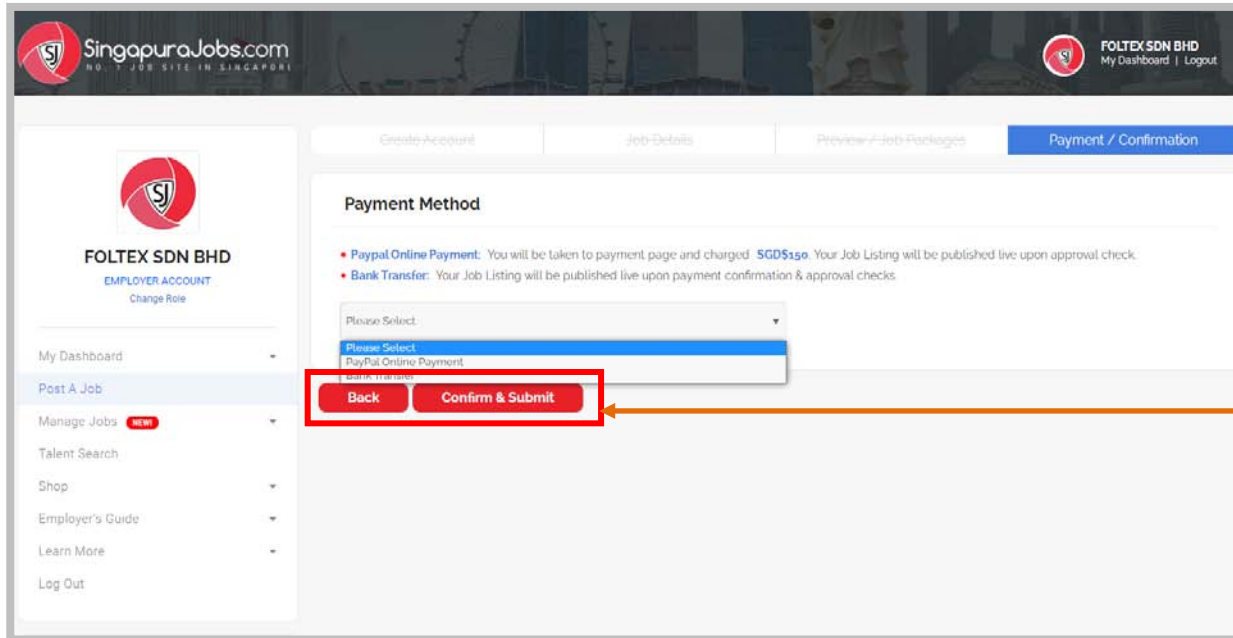
1 On **Payment / Confirmation** page, select payment method;

- Paypal Online Payment
- Bank Transfer

2 Click **'Confirm & Submit'** to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click **'Go Back'** to make amendments on your job ad

| POST A JOB: *Payment & Confirmation*



After reviewing and confirming the job package, you will be taken to **'Payment / Confirmation'** page to proceed with your job order.

1 On **Payment / Confirmation** page, select payment method;

- Paypal Online Payment
- Bank Transfer

2 Click **'Confirm & Submit'** to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click **'Go Back'** to make amendments on your job ad

| MANAGE JOBS

Each job ad submitted via the account will be available to view via your **Dashboard**.

Go to Manage Jobs;

1 Active Jobs: Display all published & active jobs, enabling you to;

- View Applicants via Talent Management System (TMS)
- Edit Job
- End Job

2 Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;

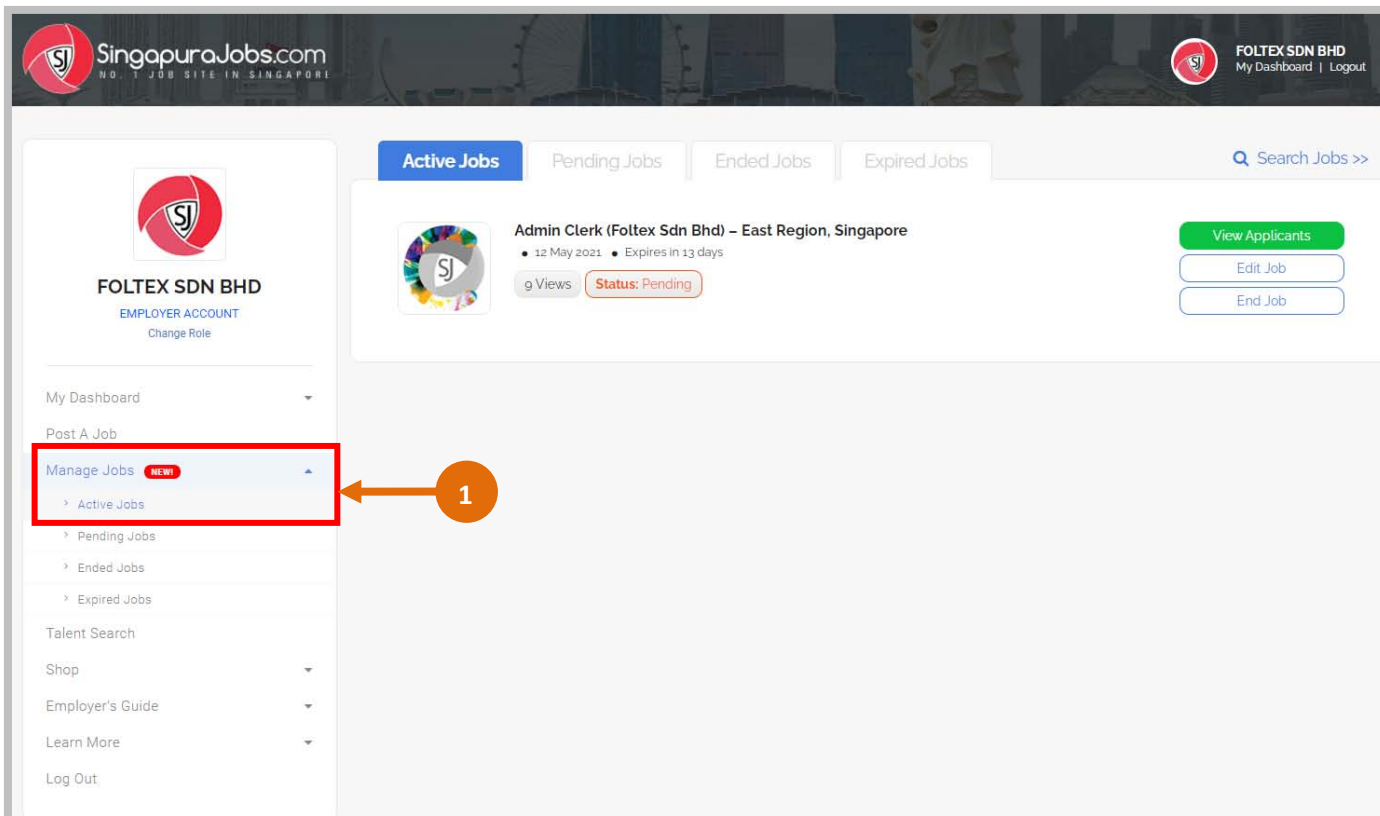
- Edit Job
- Cancel Job

3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

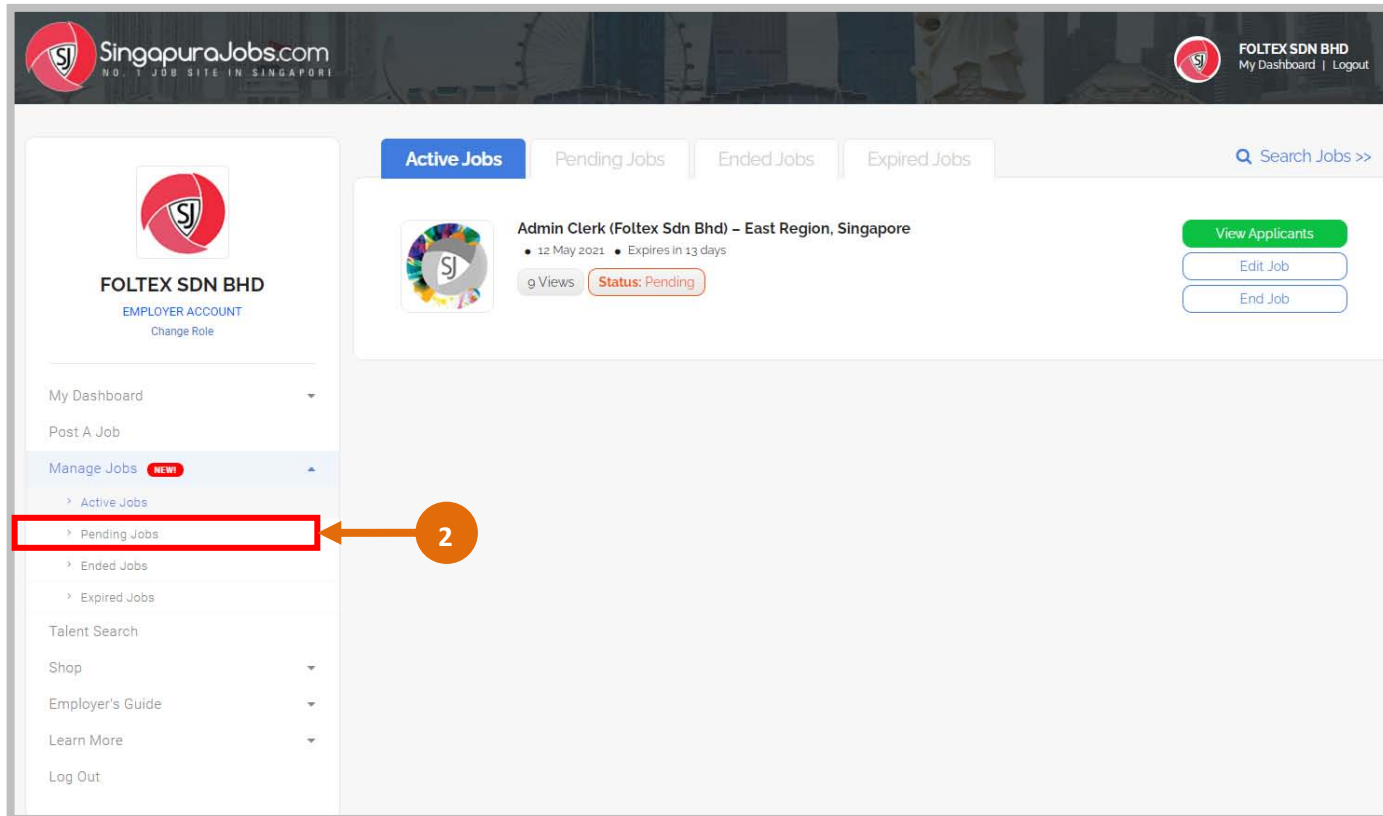
- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

4 Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job



| MANAGE JOBS



Each job ad submitted via the account will be available to view via your **Dashboard**.

1 Go to Manage Jobs;

Active Jobs: Display all published & active jobs, enabling you to;

- View Applicants via Talent Management System (TMS)
- Edit Job
- End Job

2 Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;

- Edit Job
- Cancel Job

3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

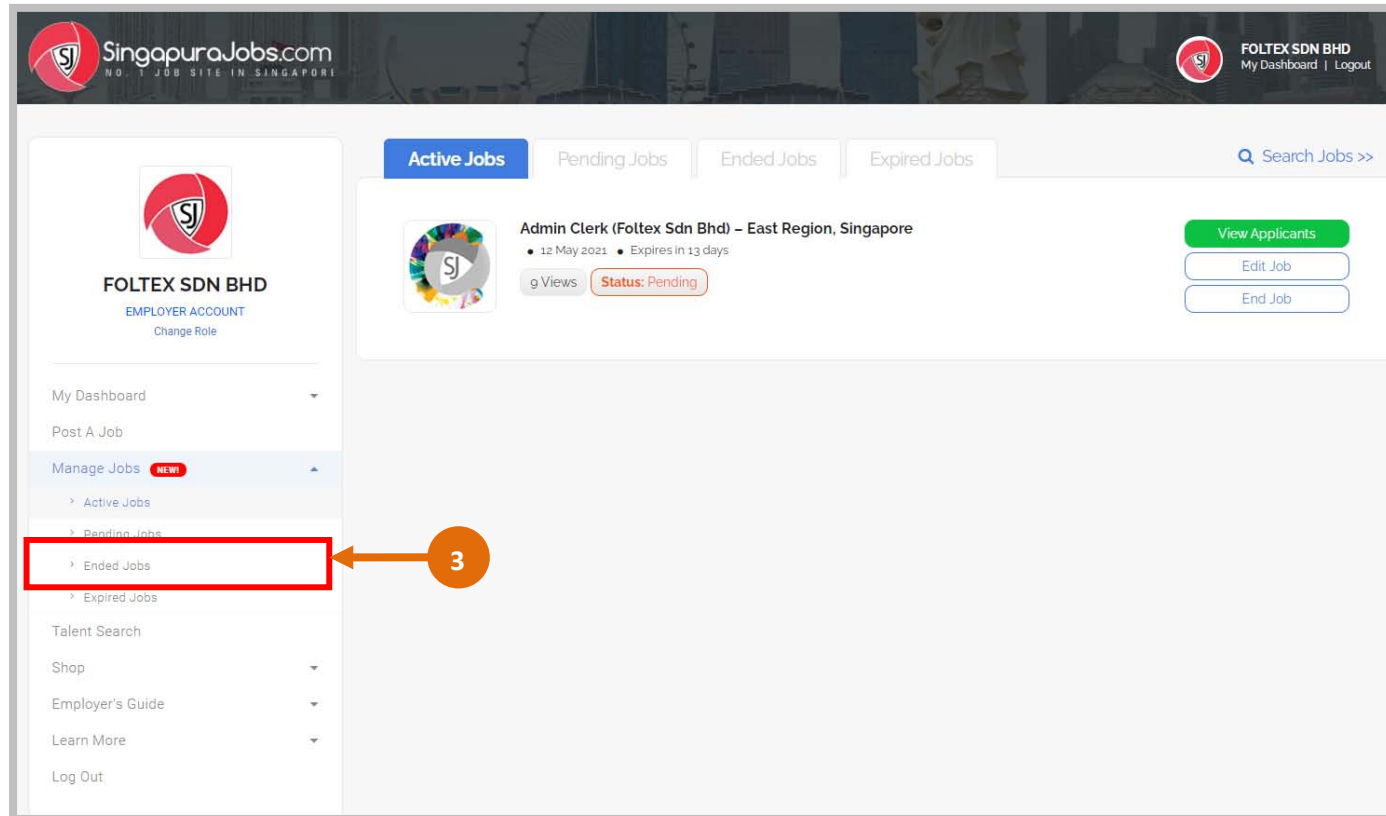
4 Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

| MANAGE JOBS

Each job ad submitted via the account will be available to view via your **Dashboard**.

Go to Manage Jobs;



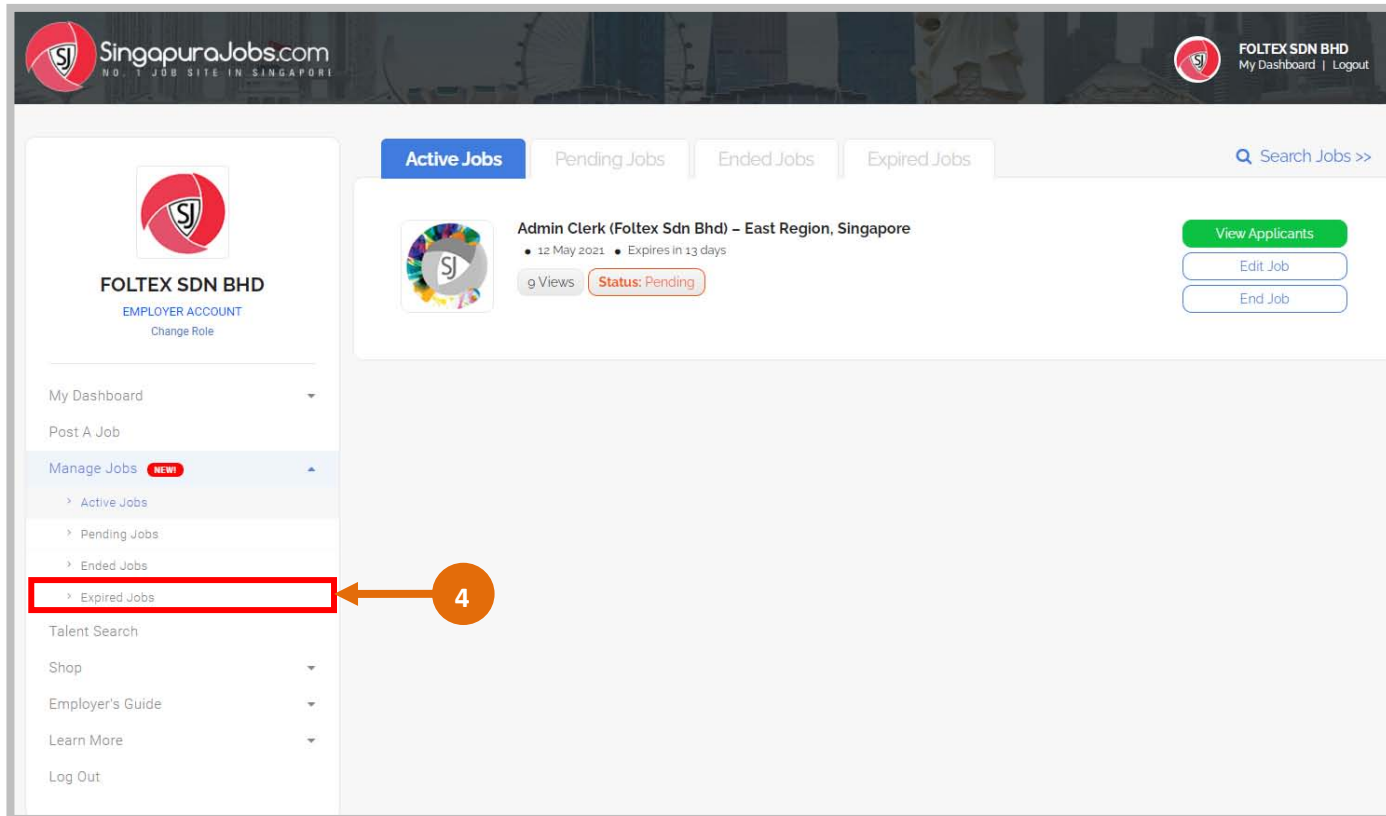
- 1 Active Jobs: Display all published & active jobs, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Edit Job
 - End Job

- 2 Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;
 - Edit Job
 - Cancel Job

- 3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job

- 4 Expired Jobs: Display all expired job ads, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job

| MANAGE JOBS

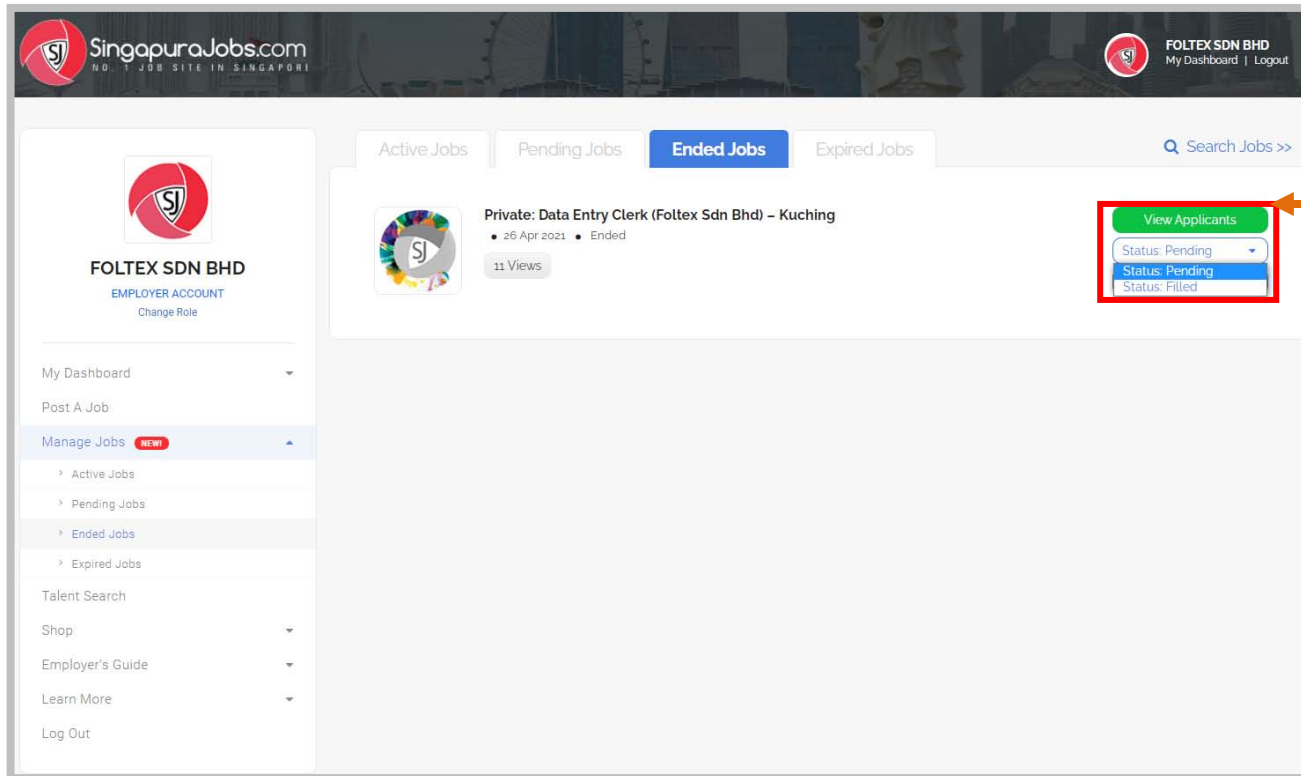


Each job ad submitted via the account will be available to view via your **Dashboard**.

Go to Manage Jobs;

- 1 Active Jobs: Display all published & active jobs, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Edit Job
 - End Job
- 2 Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;
 - Edit Job
 - Cancel Job
- 3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job
- 4 Expired Jobs: Display all expired job ads, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job

| MANAGE JOBS



The screenshot shows the employer dashboard for FOLTEX SDN BHD. The 'Ended Jobs' tab is active, displaying a job listing for 'Private: Data Entry Clerk (Foltex Sdn Bhd) - Kuching'. The job listing includes the date '26 Apr 2021', the status 'Ended', and '11 Views'. A red box highlights the 'View Applicants' button and a dropdown menu with options: 'Status: Pending', 'Status: Pending', and 'Status: Filled'. An orange arrow points from a circled '5' to the 'View Applicants' button.

5

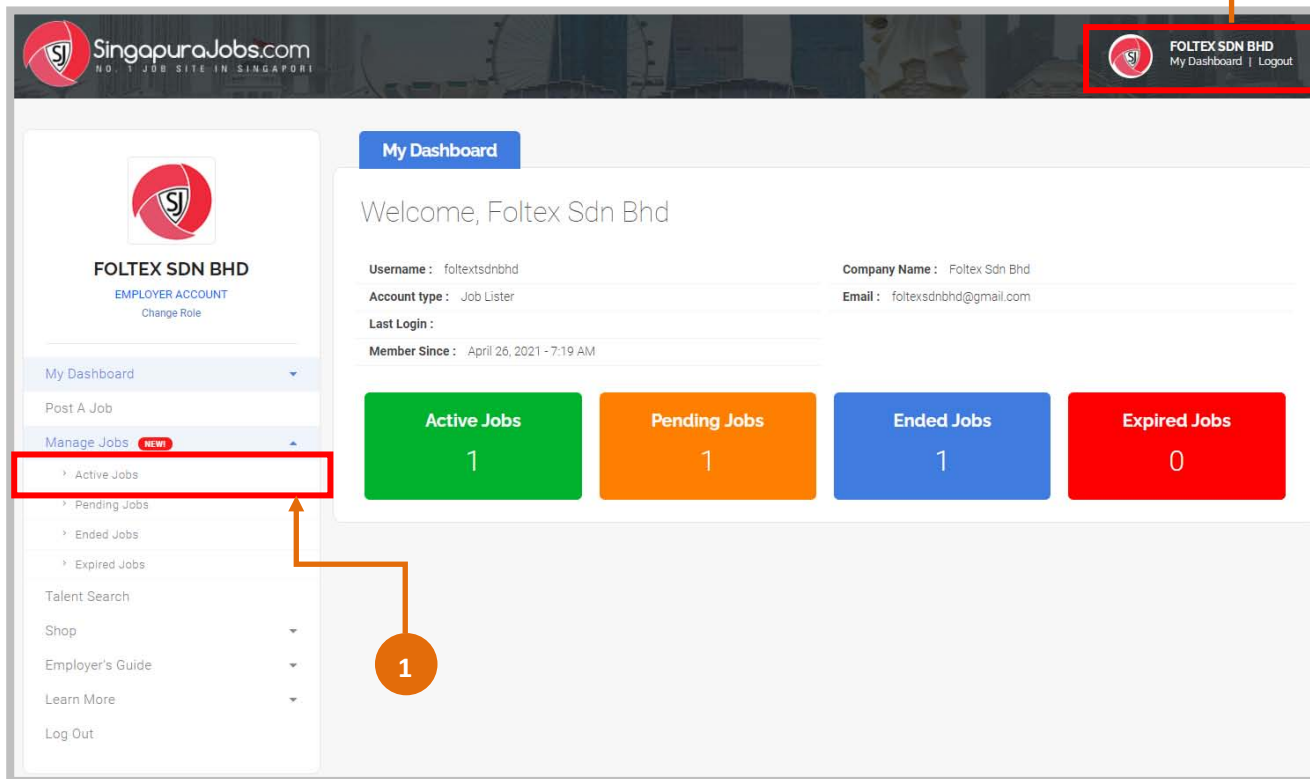
MANAGING ENDED / EXPIRED JOB AD

Depending on your recruitment progress for each job, you can update the **'Application Status'** from **'Pending'** to **'Filled'** based on the outcome of each job.

[NOTE] For expired job ad, you still have the access to 'Talent Management System (TMS) page'. Click on 'View Applications', and it will lead you to 'Talent Management System (TMS) page' for that specific job.

| TALENT MANAGEMENT SYSTEM (TMS)

Ensure that you are already logged in to your account



The screenshot displays the SingapuraJobs.com interface for an employer account. The top navigation bar includes the company logo and a user profile dropdown for 'FOLTEX SDN BHD' with options for 'My Dashboard' and 'Logout'. The main dashboard area is titled 'My Dashboard' and features a 'Welcome, Foltex Sdn Bhd' message. User information is displayed, including Username (foltexsdnbhd), Account type (Job Lister), Company Name (Foltex Sdn Bhd), Email (foltexsdnbhd@gmail.com), Last Login, and Member Since (April 26, 2021 - 7:19 AM). A summary section shows four job status cards: Active Jobs (1), Pending Jobs (1), Ended Jobs (1), and Expired Jobs (0). A sidebar on the left provides navigation options, with 'Active Jobs' highlighted by a red box and a callout '1'. Another callout '1' points to the 'Active Jobs' card in the main dashboard area.

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**

Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**

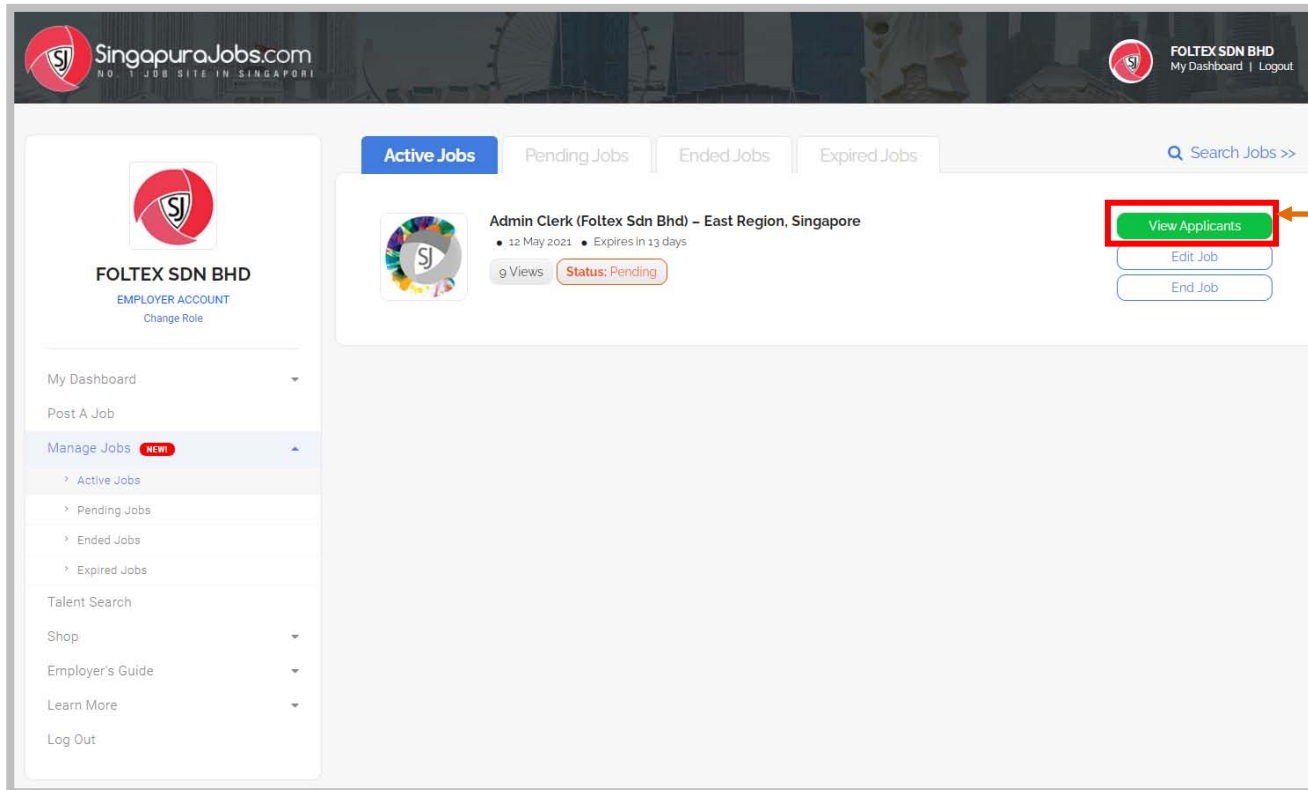
Start to **View, Filter & Sort** job applicants through:
i. Filter function
ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')

Click **'Cover Letter'**, to view the candidate's cover letter.

Click on **'Add Notes'** to key-in details of each candidate.

Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)

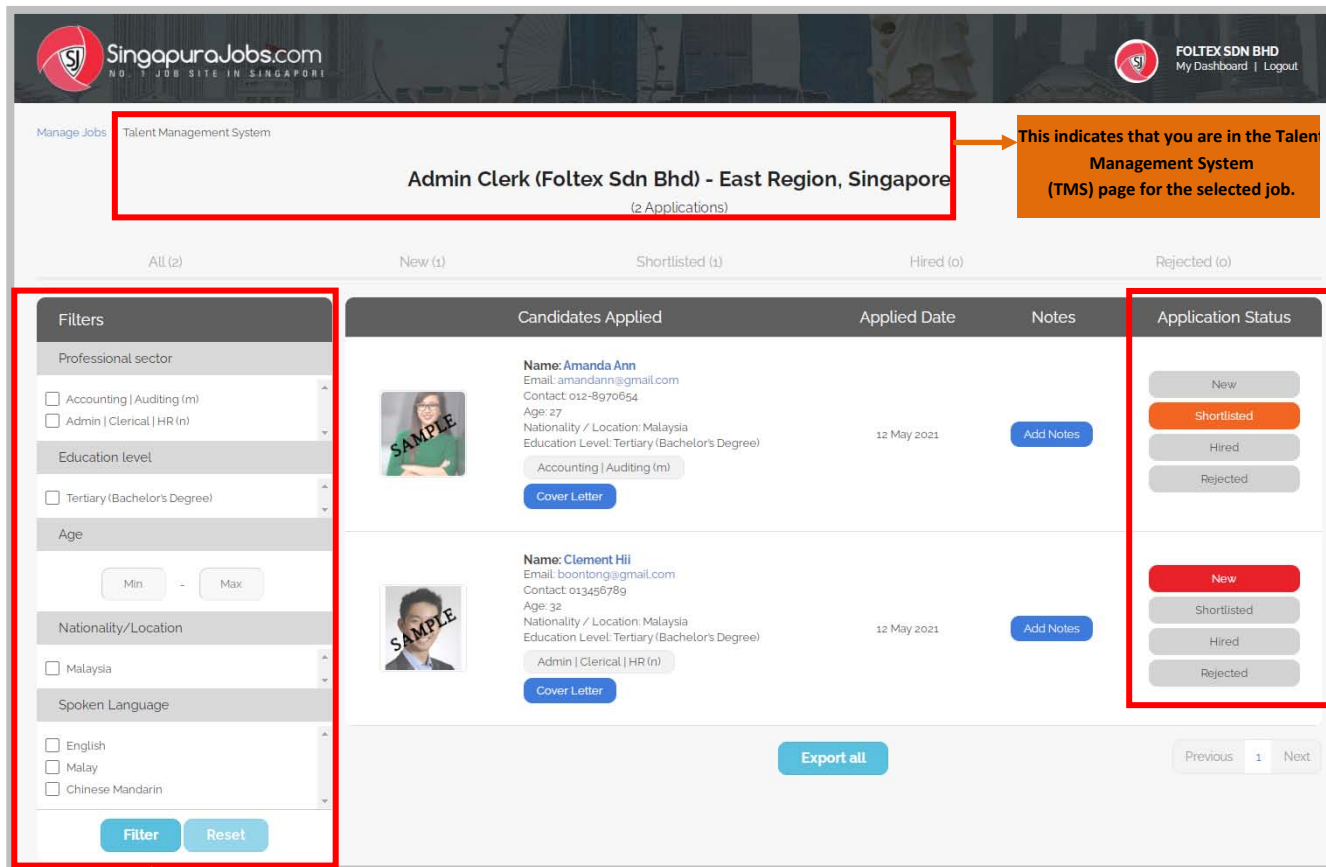


The screenshot shows the SingapuraJobs.com employer dashboard for FOLTEX SDN BHD. The dashboard includes a navigation menu on the left with options like 'My Dashboard', 'Post A Job', 'Manage Jobs', 'Talent Search', 'Shop', 'Employer's Guide', 'Learn More', and 'Log Out'. The 'Manage Jobs' section is expanded, showing 'Active Jobs', 'Pending Jobs', 'Ended Jobs', and 'Expired Jobs'. The 'Active Jobs' tab is selected, displaying a job listing for 'Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore'. The job listing includes details such as '12 May 2021', 'Expires in 13 days', '9 Views', and 'Status: Pending'. A 'View Applicants' button is highlighted in a red box, and an orange arrow points from step 2 of the instructions to this button.

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on '**My Dashboard**' to navigate.

- 1 Under '**Manage Jobs**', Click and Choose '**Active Jobs**'
- 2 Click '**View Applicants**' to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click '**Cover Letter**', to view the candidate's cover letter.
- 5 Click on '**Add Notes**' to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her '**Online Resume**'

| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore
(2 Applications)

This indicates that you are in the Talent Management System (TMS) page for the selected job.

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

| Filters | Candidates Applied | Applied Date | Notes | Application Status |
|--|--|--------------|---------------------------|---|
| Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n) | Name: Amanda Ann Email: amandanng@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |
| Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) | Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |

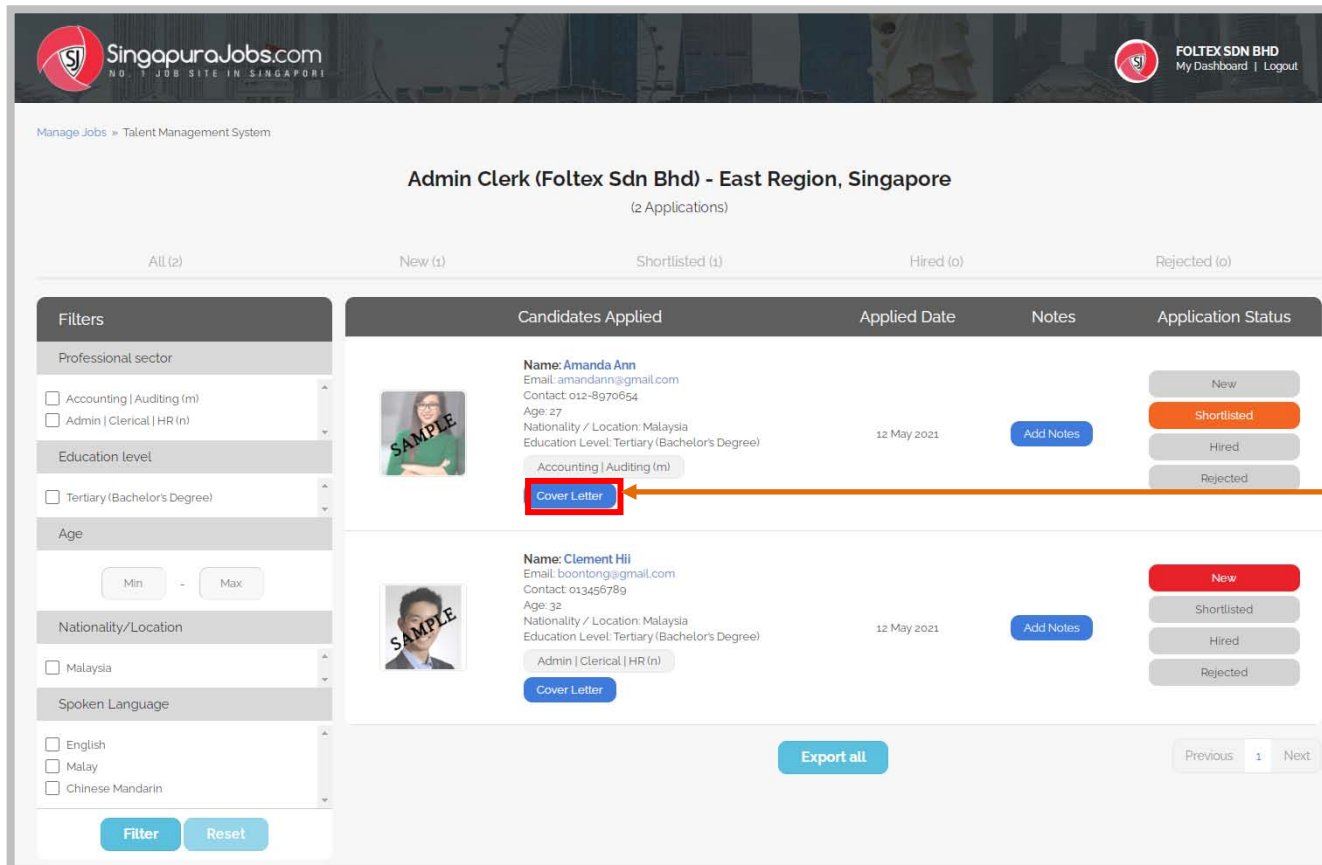
[Export all](#) Previous 1 Next

3

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from **'New'** to **'Shortlisted'**, **'Hired'** or **'Rejected'**)
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**



| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore
(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

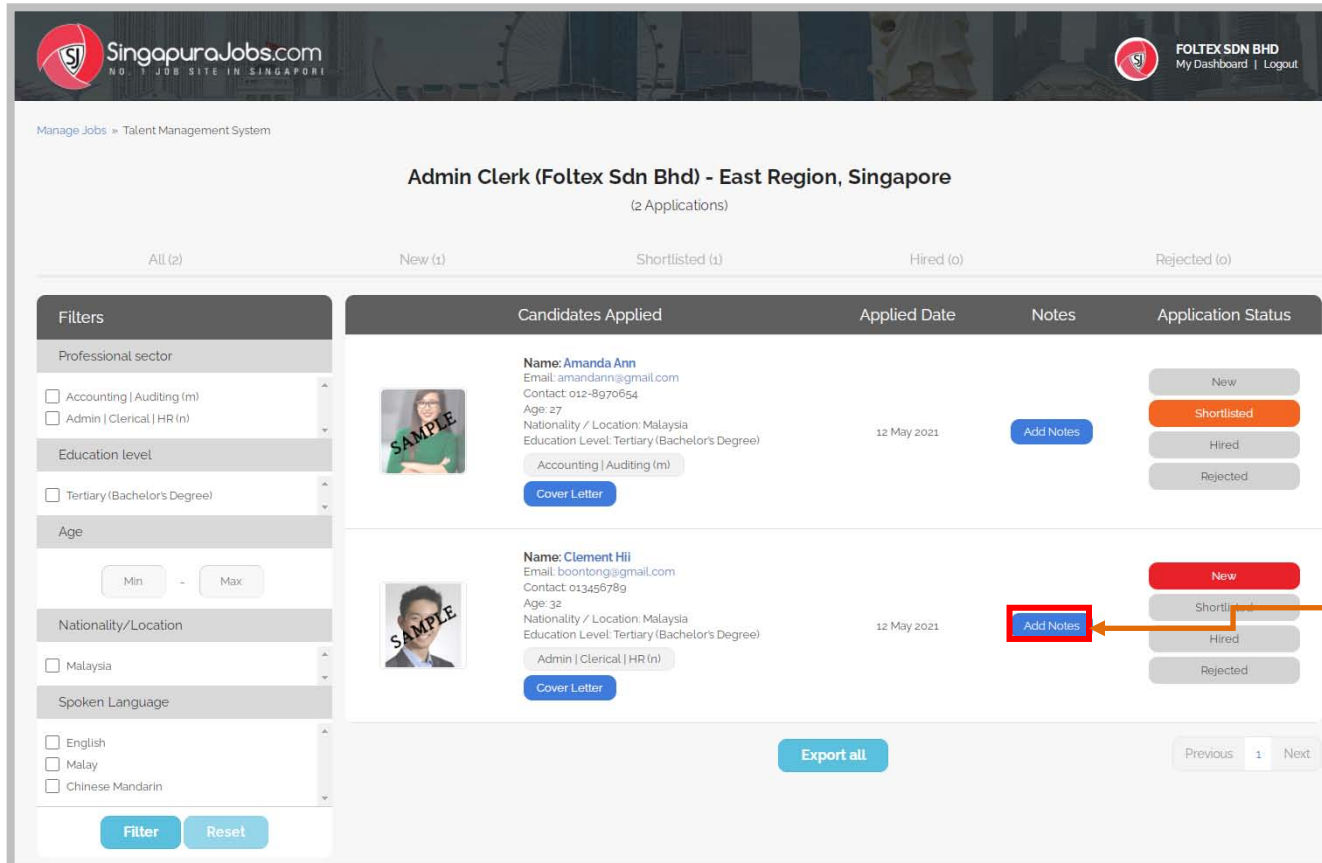
| Filters | Candidates Applied | Applied Date | Notes | Application Status |
|---|--|--------------|---------------------------|--|
| Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n) |  Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input checked="" type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |
| Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) |  Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter | 12 May 2021 | Add Notes | <input checked="" type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |

[Export all](#) Previous 1 Next

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to View, Filter & Sort job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'

| TALENT MANAGEMENT SYSTEM (TMS)



Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.



Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore
(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

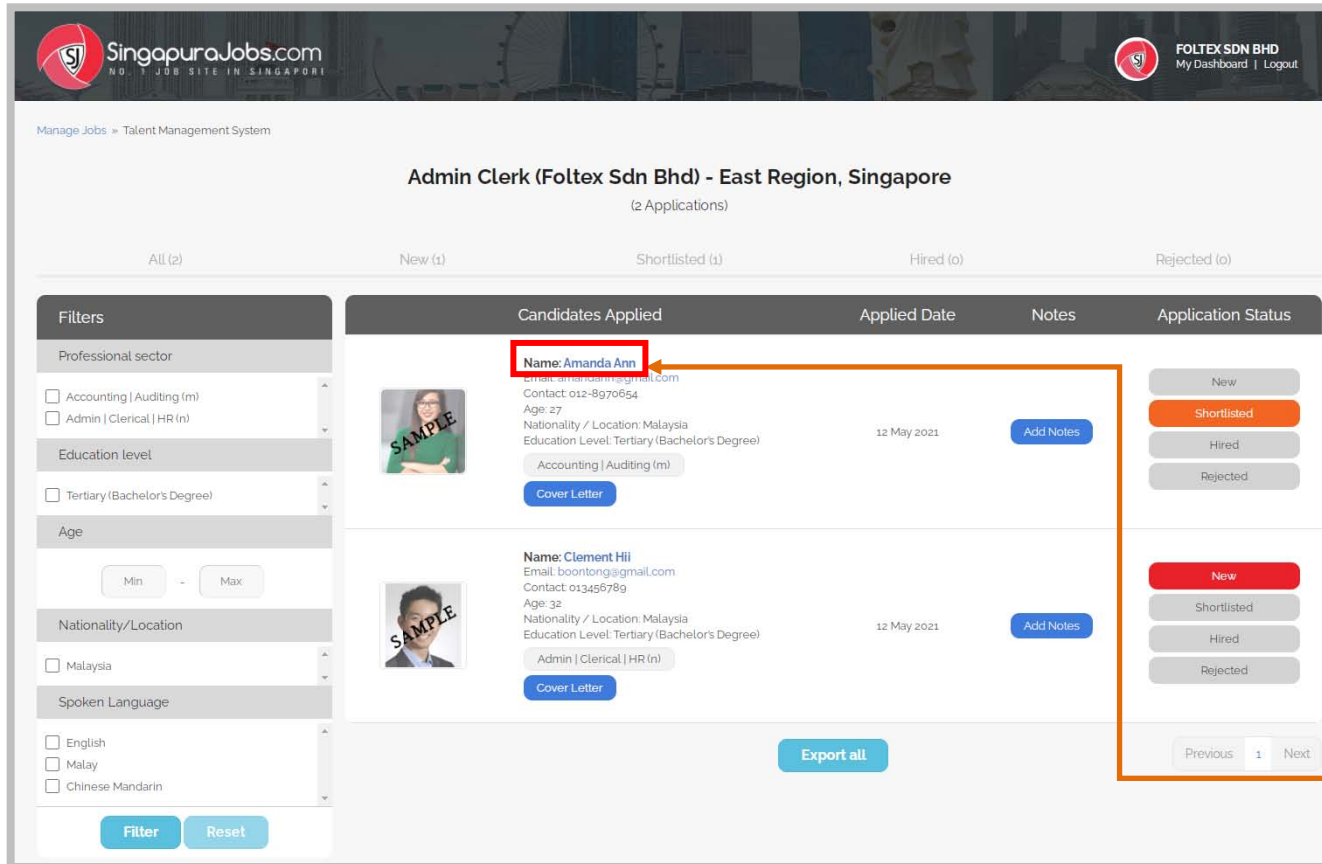
| Filters | Candidates Applied | Applied Date | Notes | Application Status |
|--|--|--------------|-----------|--|
| Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n) |  Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input checked="" type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |
| Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) |  Name: Clement Hii Email: boonlorng@gmail.com Contact: 013458789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter | 12 May 2021 | Add Notes | <input checked="" type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |

Export all Previous 1 Next

Filter Reset

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**



| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - East Region, Singapore
(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

| Filters | Candidates Applied | Applied Date | Notes | Application Status |
|---|--|--------------|-----------|---|
| Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n) |  <p>Name: Amanda Ann Email: amandaann@foltex.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter</p> | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |
| Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) |  <p>Name: Clement Hill Email: boontong@gmail.com Contact: 013458789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter</p> | 12 May 2021 | Add Notes | <input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/> |

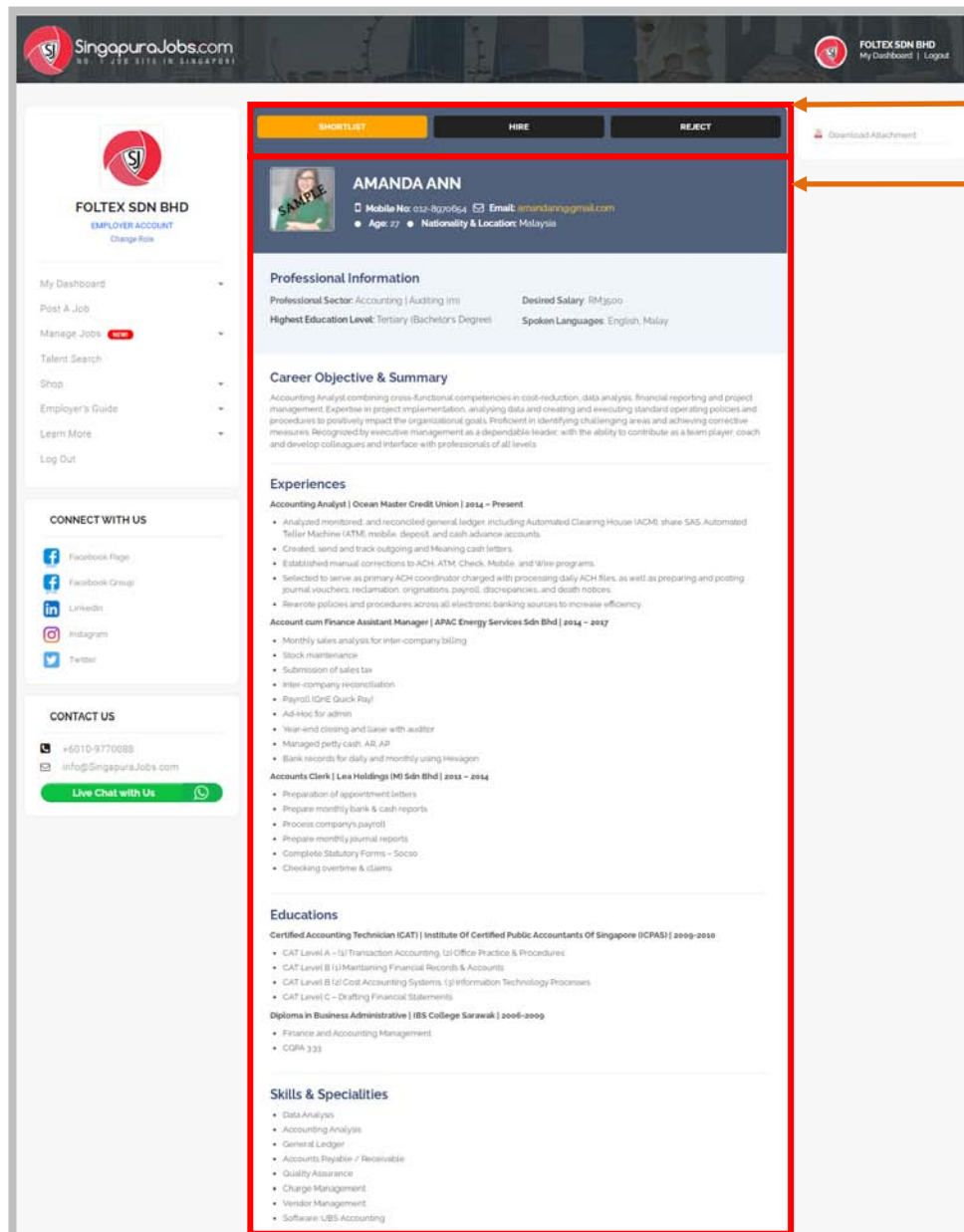
Export all Previous 1 Next

Talent Management System (TMS) is available for all employers to view and manage job applicants.

To start, click on **'My Dashboard'** to navigate.

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



SingapuraJobs.com FOLTEX SDN BHD My Dashboard | Logout

FOLTEX SDN BHD
EMPLOYER ACCOUNT
Change Role

My Dashboard
Post A Job
Manage Jobs
Talent Search
Shop
Employer's Guide
Learn More
Log Out

CONNECT WITH US
Facebook Page
Facebook Group
LinkedIn
Instagram
Twitter

CONTACT US
+6010-9770088
info@SingapuraJobs.com
Live Chat with Us

SHORTLIST HIRE REJECT

Download Attachment

AMANDA ANN
Mobile No: 012-5907064 Email: amandann@gmail.com
Age: 27 Nationality & Location: Malaysia

Professional Information
Professional Sector: Accounting | Auditing (m) Desired Salary: RM3500
Highest Education Level: Tertiary (Bachelor's Degree) Spoken Languages: English, Malay

Career Objective & Summary
Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analyzing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 - Present

- Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts.
- Created, send and track outgoing and incoming cash letters.
- Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamation, originations, payroll, discrepancies, and death notices.
- Revised policies and procedures across all electronic banking sources to increase efficiency.

Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 - 2017

- Monthly sales analysis for inter-company billing.
- Stock maintenance.
- Submission of sales tax.
- Inter-company reconciliation.
- Payroll (ONE Quick Pay).
- Ad-hoc for admin.
- Year-end closing and liaise with auditor.
- Managed petty cash, A/L, AP.
- Bank records for daily and monthly using Hewagon.

Accounts Clerk | Lex Holdings (M) Sdn Bhd | 2013 - 2014

- Preparation of appointment letters.
- Prepare monthly bank & cash reports.
- Process company's payroll.
- Prepare monthly journal reports.
- Complete Statutory Forms - SPCO.
- Checking overtime & claims.

Educations
Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010

- CAT Level A - (a) Transaction Accounting, (b) Office Practice & Procedures.
- CAT Level B (a) Maintaining Financial Records & Accounts.
- CAT Level B (a) Cost Accounting Systems, (b) Information Technology Processes.
- CAT Level C - Drafting Financial Statements.

Diploma in Business Administrative | IBS College Sarawak | 2006-2009

- Finance and Accounting Management.
- CGPA 3.33

Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger
- Accounts Payable / Receivable
- Quality Assurance
- Change Management
- Vendor Management
- Software: UBS Accounting

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

1

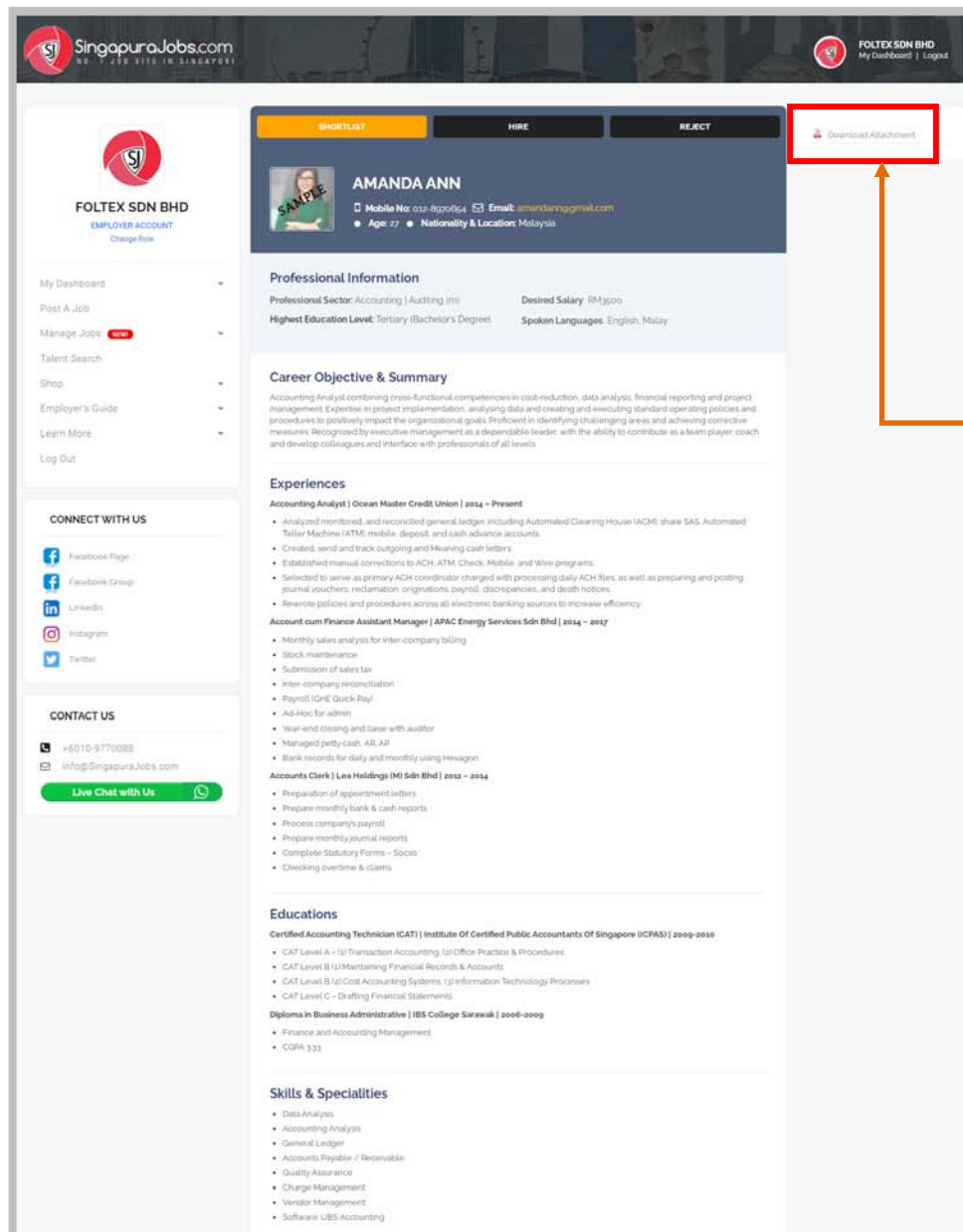
Online Resume includes applicant's;

- Professional Information
- Career Objective & Summary
- Experiences
- Educations
- Skills & Specialities

2

On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

| TALENT MANAGEMENT SYSTEM (TMS)



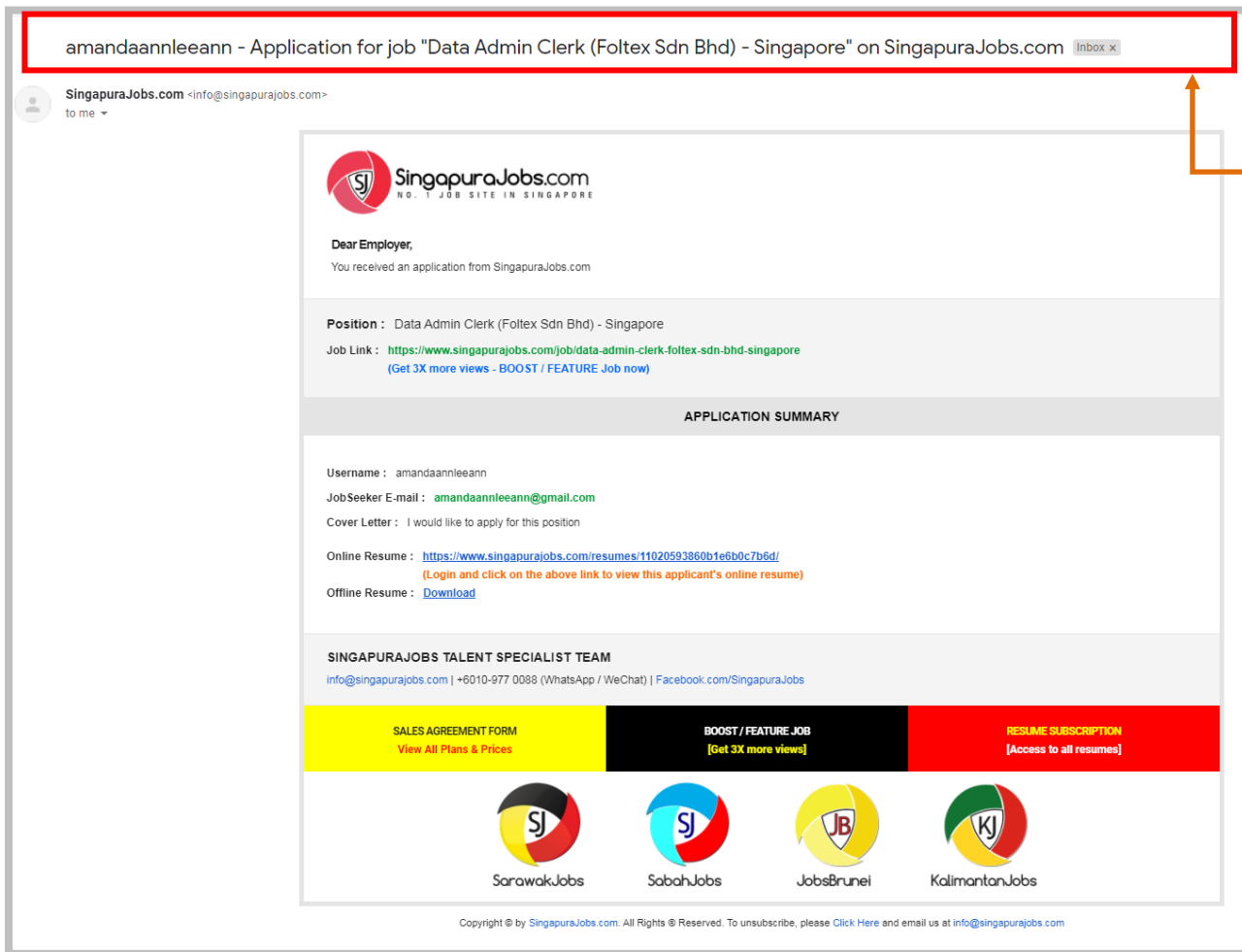
The screenshot displays the SingaporeJobs.com interface for an employer account. The candidate's profile for Amanda Ann is shown, with a 'Download Attachment' button highlighted in a red box. The resume content includes sections for Professional Information, Career Objective & Summary, Experiences, Educations, and Skills & Specialities.

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

‘Shortlisted’, ‘Hired’ or ‘Rejected’

- 1 Online Resume includes applicant's;
 - Professional Information
 - Career Objective & Summary
 - Experiences
 - Educations
 - Skills & Specialities
- 2 On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

| EMAIL NOTIFICATION



When a job seeker applies to your job at SingapuraJobs.com, you will receive Job email notification to your registered email address from SingapuraJobs' email system (info@SingapuraJobs.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@SingapuraJobs.com

Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

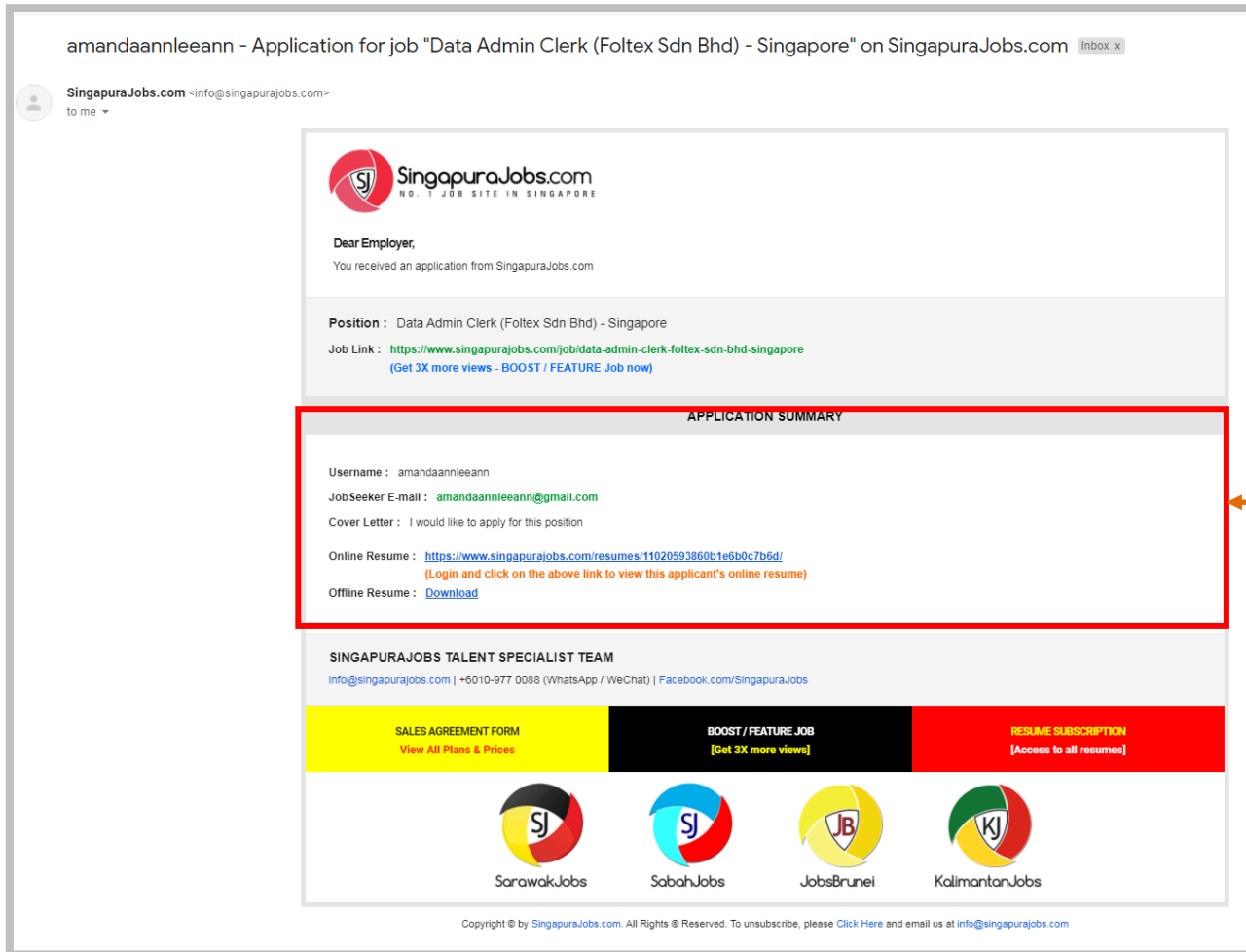
2

Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume

(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

| EMAIL NOTIFICATION



When a job seeker applies to your job at SingapuraJobs.com, you will receive Job email notification to your registered email address from SingapuraJobs' email system (info@SingapuraJobs.com).

- 1 Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

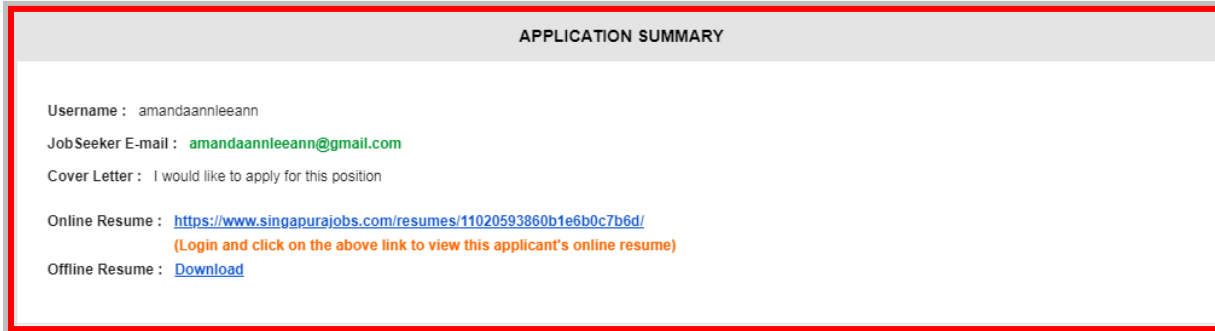
Look for emails from info@SingapuraJobs.com

Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

- 2 Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;
 1. Applicant's Username & E-mail
 2. Cover Letter
 3. Applicant's Online Resume
 4. Applicant's Offline Resume
(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

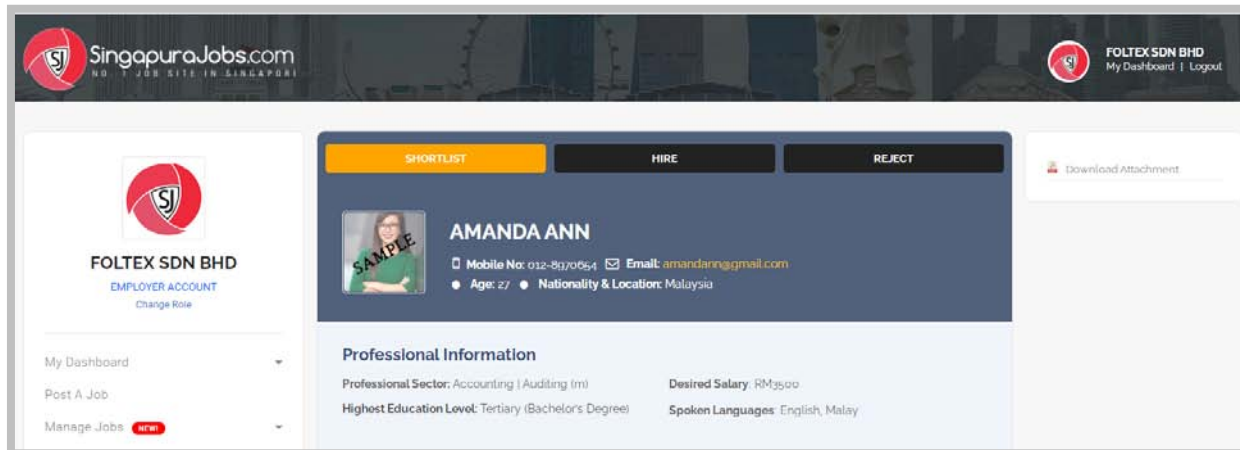


It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

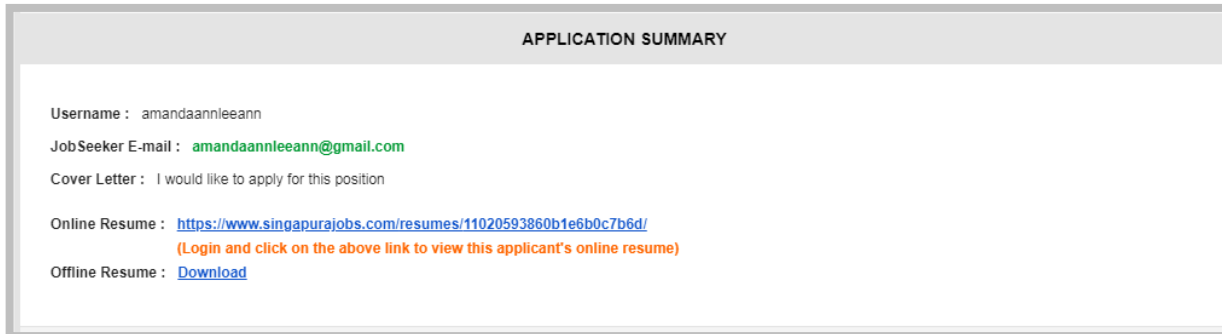
1 Via **NOTIFICATION EMAIL**: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

2 Via **ONLINE RESUME**: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL



It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

1 Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

2 Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.

