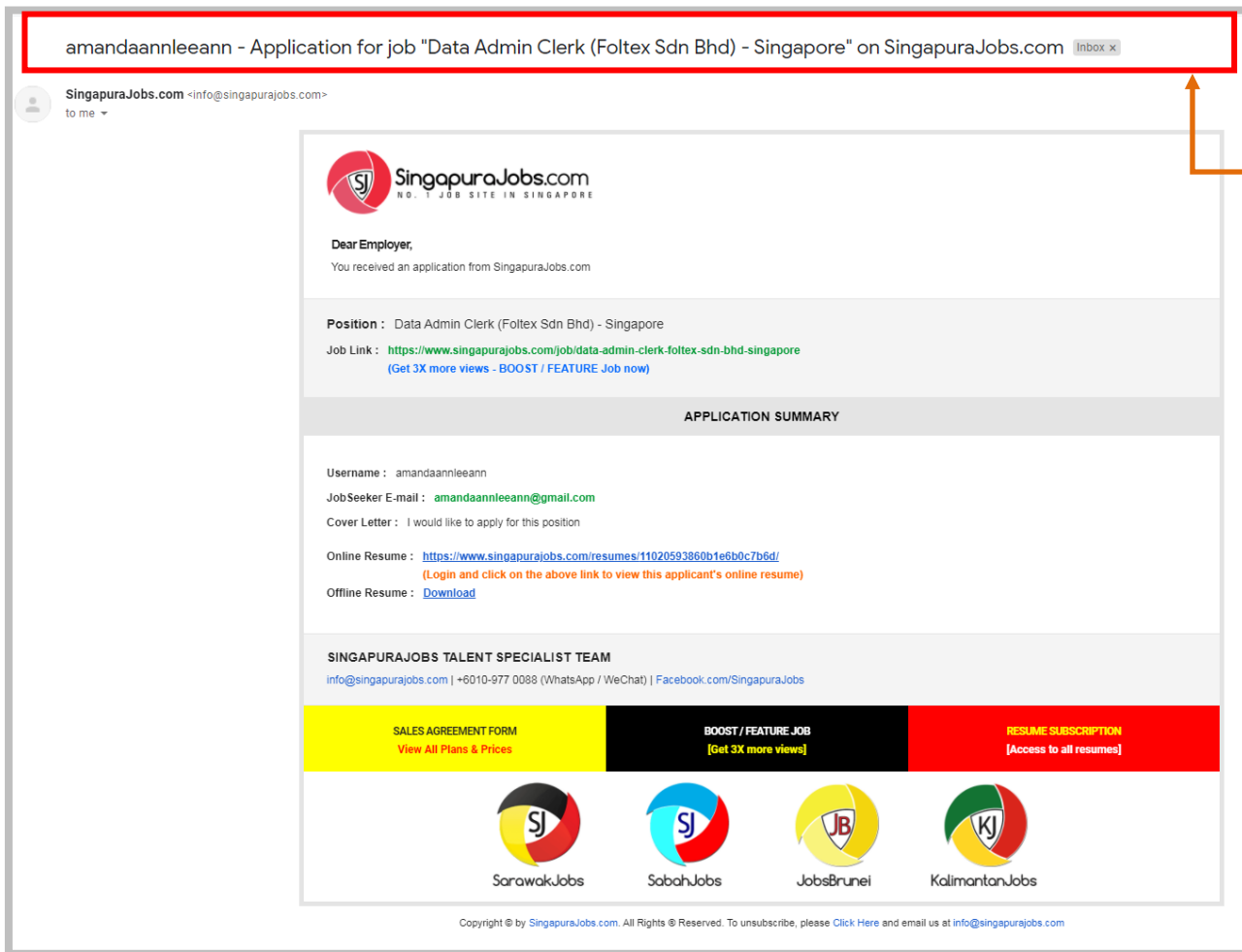




SingapuraJobs.com
NO. 1 JOB SITE IN SINGAPORE

MANAGE APPLICANTS VIA EMAIL

| 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.

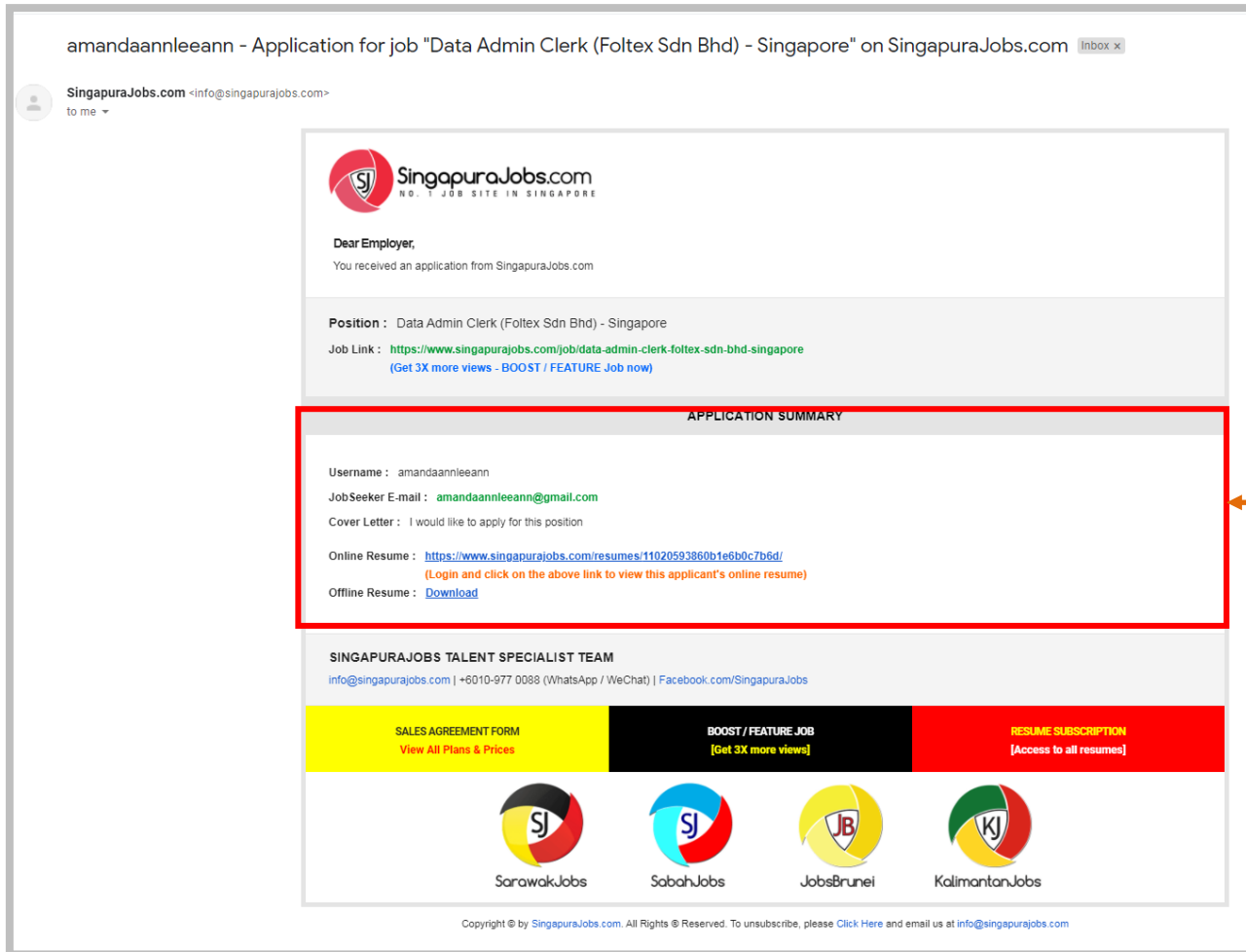
2

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

APPLICATION SUMMARY

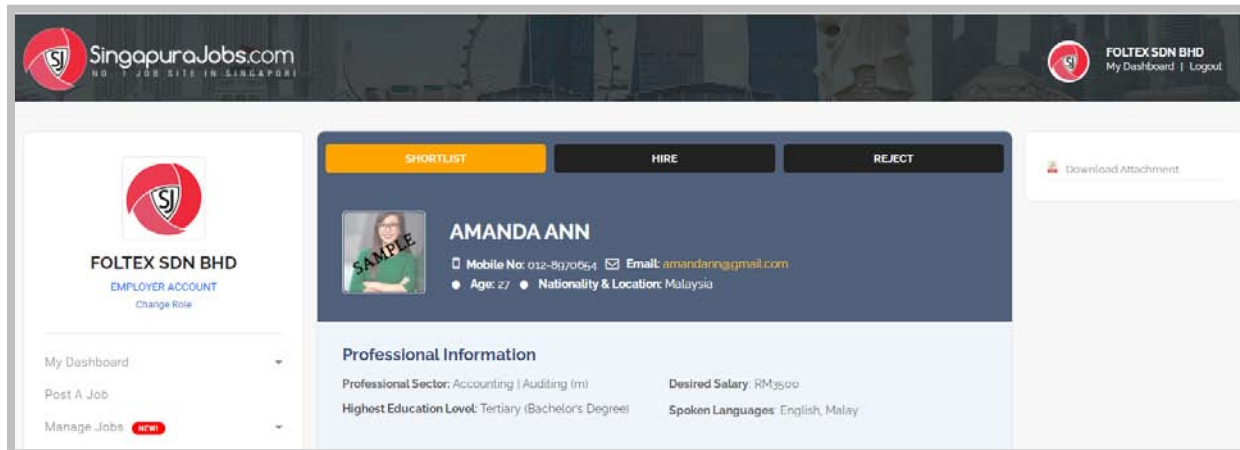
Username : amandaannleeann
 JobSeeker E-mail : amandaannleeann@gmail.com
 Cover Letter : I would like to apply for this position
 Online Resume : <https://www.singapurajobs.com/resumes/11020593860b1e6b0c7b6d/>
 (Login and click on the above link to view this applicant's online resume)
 Offline Resume : [Download](#)

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

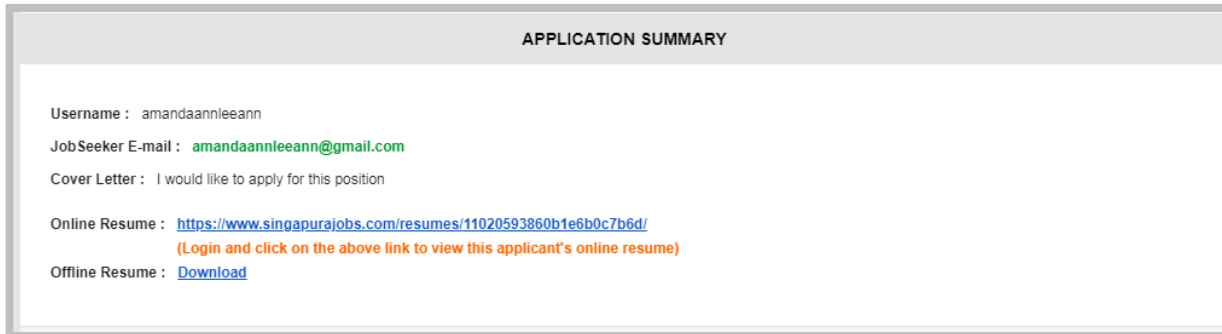
2 Via **ONLINE RESUME**: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



The screenshot shows the SingapuraJobs.com interface for an employer account (FOLTEX SDN BHD). The candidate profile for AMANDA ANN is displayed, including her contact information (Mobile No: 012-8970654, Email: amandaann@gmail.com) and professional details (Professional Sector: Accounting | Auditing (m), Highest Education Level: Tertiary (Bachelor's Degree), Desired Salary: RM3500, Spoken Languages: English, Malay). The interface includes navigation tabs for SHORTLIST, HIRE, and REJECT, and a 'Download Attachment' button.

| 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'.

