MYFutureJobs

Your National Employment Services Provider

MYFUTUREJOBS EMPLOYER PORTAL

USER GUIDE

PERKESO

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Confidential information

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Introduction

As Malaysia's National Employment Services provider, MYFutureJobs is committed to supporting employers in filling in their vacancies with the best-matched jobseekers. The uniqueness of the MYFutureJobs portal lies in the individualised recruitment services offered by SOCSO's Employer Key Account support to employers who use the portal.

The MYFutureJobs portal is powered by an advanced AI technology that matches your vacancies to the right jobseeker based on your requirements. The MYFutureJobs portal consists of 3 portals – Candidate Portal, Employer Portal and Case Management Portal. The Employer Portal provides a wide range of services for employers seeking the best candidates, where the best-matched candidates will be suggested for your vacancies. Using **European Classification of Skills, Competencies, Qualifications and Occupations (ESCO)**, which classifies jobs with the specific skill sets, each jobseeker can select their relevant skills and competencies to generate the best results for themselves.

1. Employer self-registration
2. Create users
3. Create new vacancies
4. Manage vacancies

GENERAL INFORMATION - EMPLOYER PORTAL FUNCTIONALITIES

Menu Item Name	Description
My Vacancies	View and manage the vacancies available in your company. See Managing Vacancies for more information.
My Company	Edit information about your company. See **Editing Company Information** for more information.
+ New Vacancy	To create new vacancies, click on **+ New Vacancy**. See **Creating a New Vacancy** for more information.
Employer Workbasket	The workbasket allows employers to execute actions such as: • Ask for additional info • Invite for interview • Register interview feedback • Send offer to applicant • Confirm employment • Reject applicant

Indicator icons in the application:

1. Mandatory fields are marked with an asterisk (*).
2. Warning icons are shown (⚠) for incomplete mandatory fields.
3. To edit information, click the edit icon (✏).
4. To delete items, click the delete icon (🗑).
5. All actions taken in the portal will be auto-saved.

CREATING YOUR EMPLOYER ACCOUNT
EMPLOYER SELF-REGISTRATION
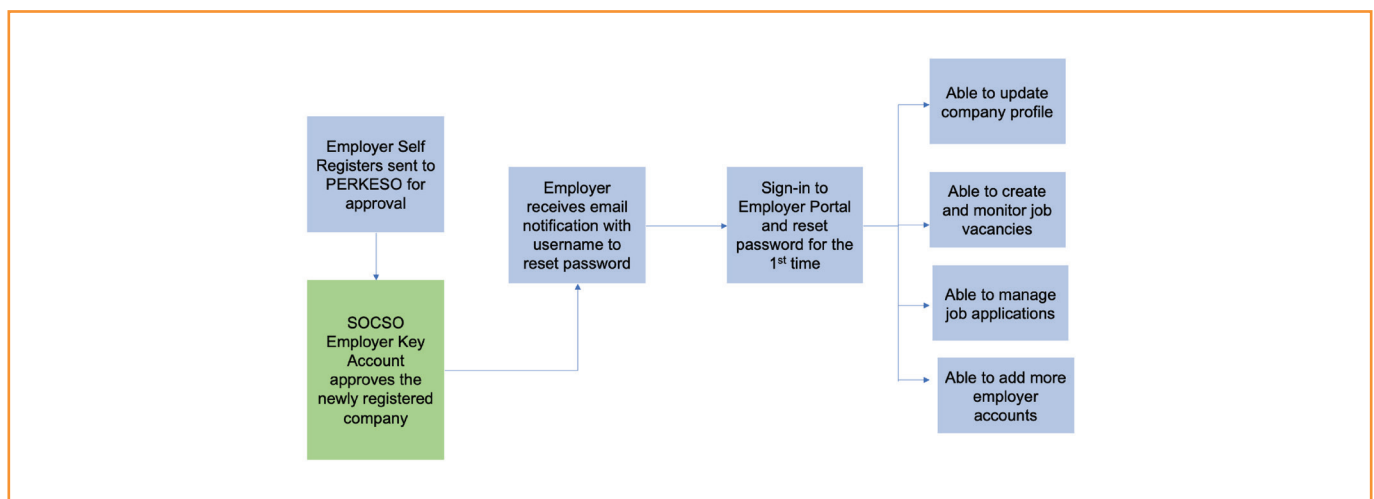
To start employer self-registration, click the **New company? Register here!** link at the bottom of the login dialog.

USER SIGN-ON

To register as a user:

1. Your company must first be registered with MYFutureJobs or be registered as an employer on any official registration.
2. A registered employer account administrator will be able to add more account users.

FILLING EMPLOYER SELF-REGISTRATION DETAILS

Please make sure to select sectors which are relevant to the nature of your company. Users will be able to select more than one sector. Please email us for more information on filling in your sectors or to get suggestions for the most accurate matches if your relevant sectors are not in the picklist.

Enter contact number information (name, department, telephone number, email etc.) in the Contact section below. This the first contact; it will be used for finalizing the registration. The confirmation email will be sent to the corresponding email address. Later on you can define more contacts for this employer.

To tick this confirmation.

Note this statement.

When all relevant information has been defined, check the **I have read and agreed to the Terms & Conditions and the Privacy Policy** box and click **Send for approval** at the bottom of the screen. After the approval, an email with the login information (password) will be sent to the contact person.

EDITING COMPANY PROFILE

Click the **Edit** button next to this section in the right panel. The corresponding section (e.g. **Company** in the screenshot below) will expand.

Notice that some fields cannot be edited – they are defined during the initial company registration and can only be viewed later (e.g. the company name, registration number or SOCSO employer code no.).

In the fields that appear, (re)define detailed information about the company.

Under the company name field, you can see two image fields.

- The first image is the company banner. The company banner is displayed when a vacancy from your company is chosen from the list.

- The second image is the company logo. The company logo will be displayed when vacancies from your company are selected in vacancy lists in the left panel.

- The sizes and dimensions for each of the following are:
  - Banner: 60x60px .png or .jpg
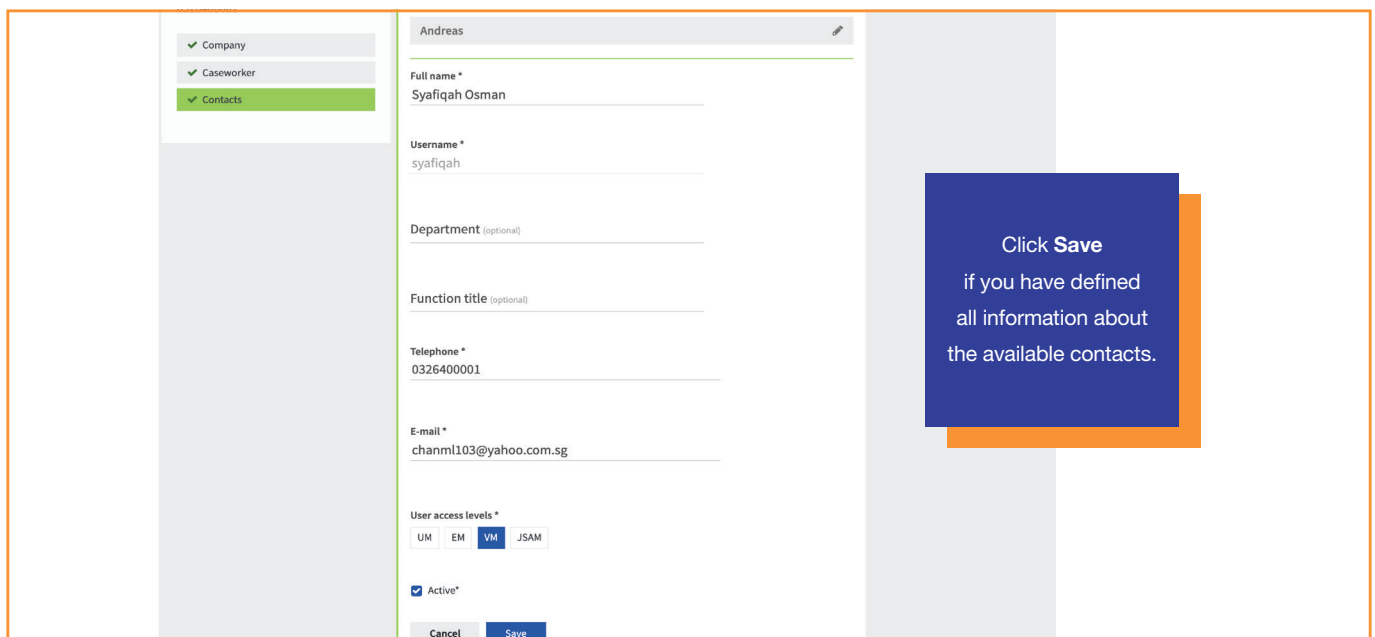 - Logo: 708x154px .png or .jpg

ACCOUNT MANAGEMENT FOR MORE THAN ONE ACCOUNT USER

To edit the information in the **Contacts** section, click the section in the left panel or the **Edit** button next to this section in the right panel. In the **Contacts** section, at least one contact (defined during the company registration) must already be present. You can click the edit button (✏) next to an existing contact to edit it.

You can also click **Add another contact** to add a new contact for the same employer.

Along with the basic contact information, define the access level and check the **Active** box.

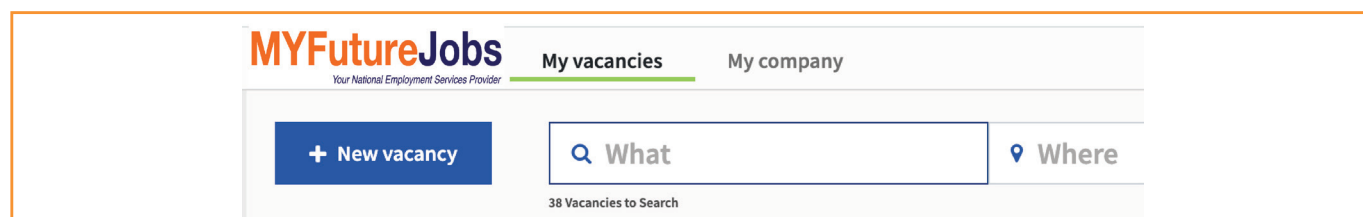| User Access	Explanation
Employer Management (EM)	Super User – takes up all functions • Can create job vacancies. • Job vacancies are assigned to. This role will receive emails and calls from jobseekers during the job application process. • Can create new company contacts in Employer Portal.
Jobseeker Application Management (JSAM)	Manages job applications • Can create job vacancies. • Job vacancies are assigned to. This role will receive emails and calls from jobseekers during the job application process.
User Management (UM)	Manages contacts • Can create job vacancies. • Can create new company contacts in Employer Portal.
Vacancy Management (VM)	Only views employer and contact information • Can create job vacancies.

Click **Save** if you have defined all information about the available contacts.

MY VACANCIES

Vacancy information is arranged in the following sections: Vacancy, Terms of Employment, and Settings.

In the **My vacancies** screen (that opens directly when you log into Employer Portal), click the **New vacancy** button (shown below).

VACANCY INFORMATION

Indicator	Item	Description
1	**Vacancy Title**	A free text field where you can define the title that will be used in the vacancy overviews, vacancy search and match results, alert emails for jobseekers, etc. Vacancy title has a maximum length of 60 characters.
2	**Occupation**	Define the occupation that corresponds to the offered job. Start typing and a drop-down list from the **ESCO Titles** with suggestions will appear. Select an occupation title which comes closest to the job you are offering.
3	**Number of Positions**	Number of positions available for this vacancy. The default number of positions is 1 and the maximum number of positions is 999.
4	**Position Level**	Choose an appropriate option. In this example, the vacancy requires a "Non Executive" level specialist.
5	**Related Skills**	Define the skills needed for the job. Click **Select required skills** (highlighted in the screenshot above) to open the dialog where you can define these skills. You can also add other skills that are not suggested based on the occupation by clicking the **Add a skill** link under the suggested skills.

Indicator	Item	Description
6	**Education Level**	Click to see the list of options. Choose the education level required for the vacancy, e.g. "Bachelor's or Equivalent".
7	**Field of Study**	Start typing and a drop-down list with suggestions will appear. Select an education field from the list of suggestions. This field is optional.
8	**Sector**	Select the applicable sector(s) from the drop-down box for this vacancy. You can select all or some of the sectors defined in the corresponding company's profile. Click **Select one or more sectors** and check the boxes next to the sectors you want to choose.
9	**Job Description**	Select **Default job description** next to the **Job description** box. In this case, the standard job description for the selected occupation will appear in this box. You can adjust this description as necessary.
10	**Language**	Skills such as language fluency and driving skills can be specified.
11	**Driver's Licence**	Licences possessed by the jobseeker.
12	**Disabilities**	Some vacancies are available for people with specific disabilities.

ESCO OCCUPATIONS

MYFutureJobs Portal uses **ESCO Occupations** to map occupations to skills which are relevant to the employer's vacancies. For every occupation, there will be multiple skills for employers to select to determine the most suitable match for each vacancy.

To complete the occupation selection:

1. Enter the desired **ESCO** occupation in the **Occupation** field from the list of possible occupation suggestions.

Occupation *

Bank teller

Please select an occupation which comes closest to your job preference

2. Select an **ESCO** occupation which comes closest to your vacancy from the list of suggestions. In order to find the closest ESCO occupation to your vacancy, you may visit *https://ec.europa.eu/esco/portal/occupation* and search for your preferred occupation.

3. In the event where you are not able to find any suitable **ESCO** occupations for your vacancy, please contact your nearest SOCSO office to get consultation on filling up your profile from our dedicated SOCSO Employers Key Accounts.

Define the skills needed for the job. Click select required skills to open the dialog where you can define these skills.

In the enter a skill field, type the skill(s). A list with suggested skills (based on your input) will appear. Choose the item that you want to add to your vacancy profile. You can add more skills by typing in the Enter a skill field again and choosing new options.

TERMS OF EMPLOYMENT

1. In the **Terms of Employment** section that appears in the right panel, enter all information regarding contract type, hours per week, salary, and start date.

Define the contract nature, hours per week for the job.

Salary of the vacancy could be multi-selected.

Tick checkbox if the vacancy location is the same as the company address option as shown below. If the actual work location is different from the registered company's address uncheck checkbox and fill in the required information.

Job start date: When you click this field, you can choose 'Today', a few other suggested options (e.g. the 1st of the next month) or 'Custom Date'. If you choose the 'Custom Date', you will have to choose the actual start date from the calendar.

2. **Job end date:** Applicable if you are creating a temporary vacancy (Temporary, Part-time or Contract). If you are defining a temporary job, define the corresponding date (e.g. the date when the temporary contract expires).

SETTINGS

1. In the **Settings** section that appears in the right panel, you can assign a (new) contact to the vacancy, define the dates of when the vacancy should be available and decide if the applicant has to attach a resume. You can also make this vacancy active or inactive.

MANAGING VACANCIES

You can view and manage all vacancies available in your company using the **My vacancies** screen. This screen opens directly when you log into Employer Portal. You can also click the **My vacancies** tab at the top of the screen at any time to switch to this screen.

FILTERING VACANCIES

You can use these filters to show only those vacancies that meet certain criteria. The filtering criteria are job posting date, status (active, inactive, expired or future vacancies), contract type and more (hours per week, sector and education level).

You can define several filters at the same time.

EDITING VACANCIES

On the screen that appears, edit information as necessary. There are three sections: Vacancy, Terms of Employment and Settings. By default, the Vacancy section will appear first. You can switch to another section by clicking its name in the left panel or clicking **Edit** next to this section in the right panel.

DUPLICATING A VACANCY

Choose the vacancy that you want to duplicate in the list of vacancies. You will see the job details in the right panel. If you want to create a new vacancy based on this one, click **Copy**.

MANAGING APPLICANTS

There are 3 sub-panes:
- List of Applicants
- List of Rejected Applicants
- List of Matches

In the right panel, under general information about the vacancy, two additional sections are present – Applicants and Matches. One more section, Rejected Applicants, may also be present as explained below.

MANAGING THE LIST OF APPLICANTS FOR THE VACANCY

List of actions are as the table below:

Menu Item Name	Description
Ask for Additional Info	This action is for you to request additional information from the applicants. A dialog will appear where you can type what kind of information you need from the applicant. Click **Send** to send an email with the corresponding request to the jobseeker.
Invite for Interview	This action is for you to define the date, time and venue for the interview. Click **Send invite** to send an email with the corresponding invitation to the jobseeker.
Register Interview Feedback	This action is for you to type your feedback related to the applicant's interview. Click **Send** to register the feedback.
Send Offer to Applicant	This action is for you to define the date, time and venue, as well as when and where the candidate can report for the job. Click **Send invite** to send an email with the job offer and related information to the jobseeker.
Confirm Employment	This action is for you to upload a letter of employment. Click **Upload** and select the corresponding document (Word, JPG, PNG or PDF format). After the document is uploaded, click **Confirm employment**. An employment confirmation email will be sent to the employer and jobseeker's caseworker.
Reject Applicants	This action is for you to move the corresponding jobseeker to the **Rejected Applicants** list.

If any applications for this role have already been rejected, you will additionally see the **Rejected applicants** overview below the **Applicants** section. For each applicant in this list, the following actions are available:

- Reinstate: Clicking this option will move the applicant back to the **Applicants** list.
- Delete: The application will be permanently deleted from the list (after the confirmation). The jobseekers can, however, still see that they have already applied for this vacancy.

# VIEWING AND INVITING CANDIDATES MATCHING THE VACANCY

In the **Matches** section, you can see a list of job candidates matching this vacancy. For each candidate, you can see the following information: name, state, city, and education level. If a CV is available, you can click the download icon in the corresponding column to download the document.

You can also filter the list of matching candidates. In the screenshot below, you can see the **STATE** and **CITY** filters that you can click to choose the filtering criteria.

Matches	STATE ⌄	CITY ⌄	EDUCATION LEVEL ⌄			⌃
Name	**State**	**City**	**Education level**	**CV**	**Actions**	
Nur Erisa Aiman …	Sabah	Kota Kinabalu	Bachelor's or Equivalent …	⬇	Invite to apply	
Nur Ezzati Abidin	Kedah	Bedong	Bachelor's or Equivalent	⬇	Invite to apply	
Nor Azrini binti A…	Kelantan	Kota Bahru	Master's or Equivalent …	⬇	Invite to apply	
Leong Tong Xen	Melaka	Melaka	Bachelor's or Equivalent	⬇	Invite to apply	
Khairun Faizzin b…	Kuala Lumpur	Kuala Lumpur	Bachelor's or Equivalent	⬇	Invite to apply	
NURDINI ZULAIK…	Pulau Pinang	Tasek Gelugur	Bachelor's or Equivalent …	⬇	Invite to apply	
NUR ELYA NABIL…	Selangor	Kajang	Bachelor's or Equivalent	⬇	Invite to apply	
Nurazilah binti M…	Sabah	Tawau	Bachelor's or Equivalent …	⬇	Invite to apply	
Nur Erysha Sabri…	Pahang	Kuantan	Bachelor's or Equivalent …	⬇	Invite to apply	
Nurfamiza syazw…	Pulau Pinang	Perai	Bachelor's or Equivalent	⬇	Invite to apply	

Filter the matched applicants.

Employer is able to download the CV to view.

Invite matched jobseeker to apply for the vacancy.

If you think that the candidate's profile fits the job, you can click the **Invite to apply** link in the **Actions** column. In this case, after a confirmation in the dialog has appeared, an email will be sent to the corresponding jobseeker in applying to apply for the vacancy. A copy of the email will be sent to the jobseeker's caseworker if there is one assigned to the corresponding case.
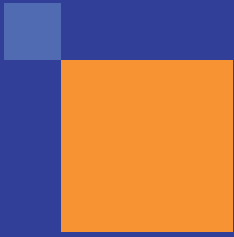
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