

MYFutureJobs

Your National Employment Services Provider

MYFUTUREJOBS EMPLOYER PORTAL

USER GUIDE





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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

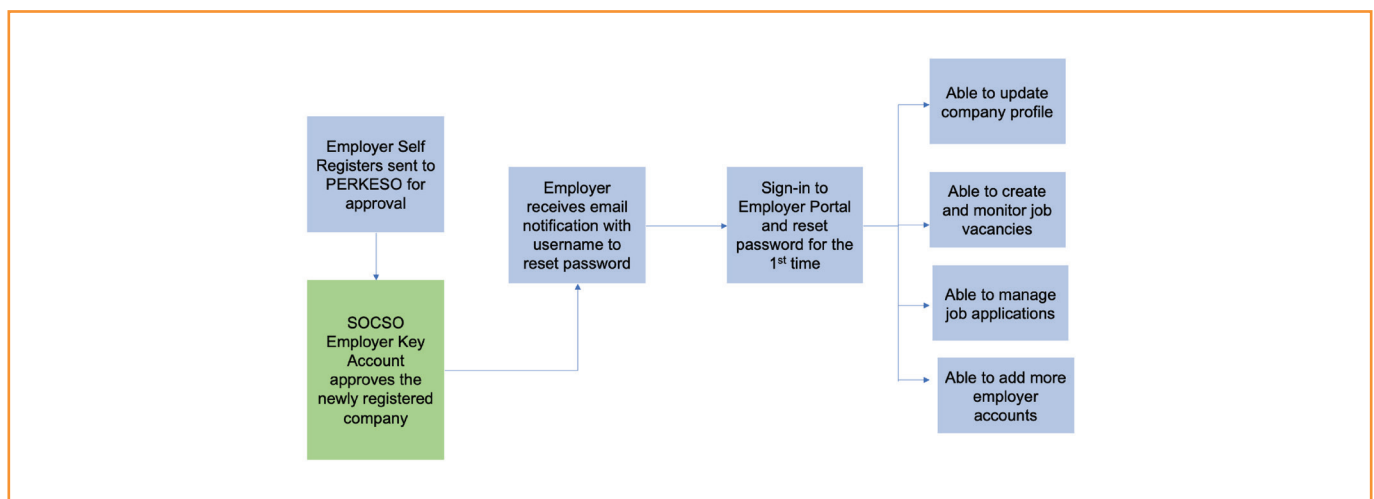
GENERAL INFORMATION - EMPLOYER PORTAL FUNCTIONALITIES

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	<p>The workbasket allows employers to execute actions such as:</p> <ul style="list-style-type: none"> • 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

The image shows the "Employer registration" form. It has a grey header with the title "Employer registration". The form is divided into two main sections. The left section contains the following fields: "Company" (with a sub-label "Company name *"), "Registration number (SSM)" (with a sub-label "You need to fill the Registration number (SSM)"), "SOCSO employer code no." (with a sub-label "You need to fill the SOCSO code"), "Company Size" (with a sub-label "(optional)" and four radio buttons: "Up to 10 employees", "10-50 employees", "50-250 employees", and "More than 250 employees"), and "Sector*" (with a sub-label "Select one or more sectors" and a dropdown menu). The right section contains a note: "You must fill in either the Registration Number (SSM) or the SOCSO Employer Code (ASSIST Code) field. These numbers are unique to an employer." Red lines connect the "Registration number (SSM)" and "SOCSO employer code no." fields to the note.

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.

Full name *

Username *

Department (optional)

Function title (optional)

Telephone *

E-mail *

☐ I have read and agree to the [Terms & Conditions](#) and the [Privacy Policy](#).*

Send for approval

After your company details have been verified, you will receive your account details through your registered mail.

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.




PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)
0326400001

- ✓ Company
- ✓ Caseworker
- ✓ Contacts

Company

Company name *
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)



Registration number (SSM)
You need to fill the Registration number (SSM)

SOCSSO employer code no.
A3600004174K
You need to fill the SOCSSO code

Company Size (optional)

Sector*

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

Company Close

Company name *
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)

Company banner
This is to upload the company banner. To upload, click the 'edit' (pen) icon next to the corresponding (banner) image field and browse to find the image file.

Company logo
This is to upload the company logo. To upload, click the 'edit' (pen) icon next to the corresponding (logo) image field and browse to find the image file.


Registration number (SSM)
You need to fill the Registration number (SSM)

SOCISO employer code no.
A3600004174K
You need to fill the SOCISO code

Company Size (optional)
Up to 10 employees 10-50 employees 50-250 employees More than 250 employees

Sector*
Select one or more sectors
Public administration and defence; compulsory social security
Social work activities without accommodation

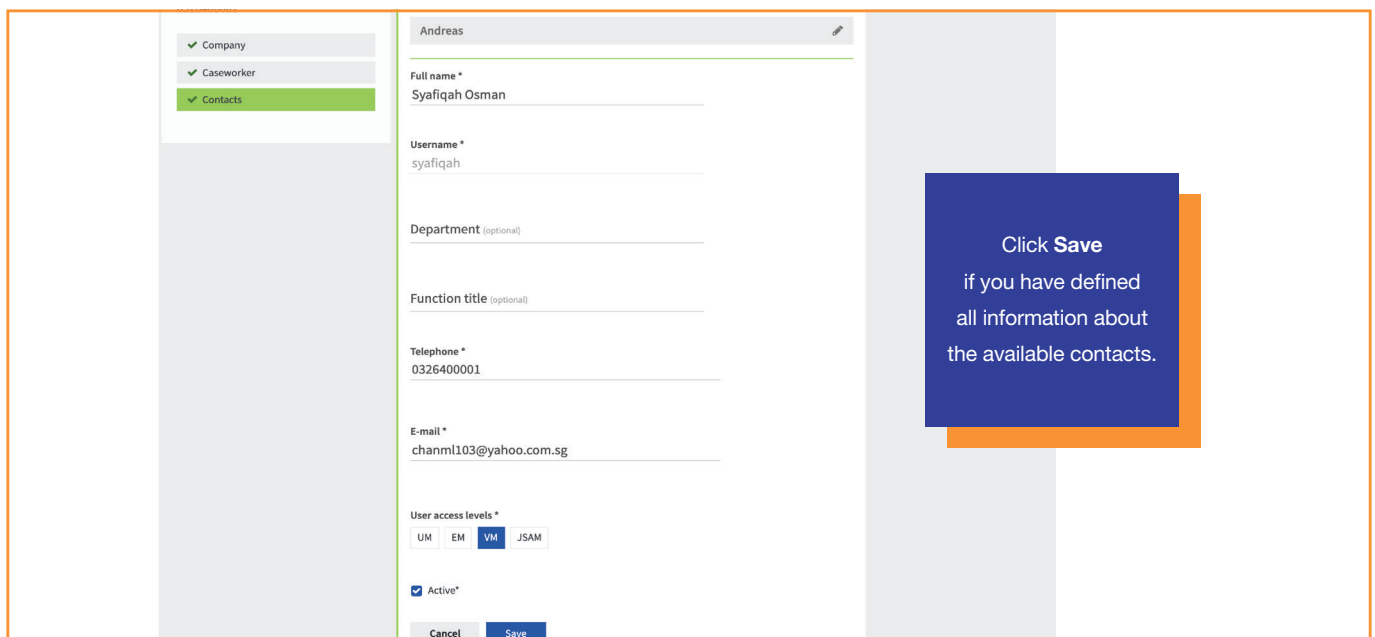
ACCOUNT MANAGEMENT FOR MORE THAN ONE ACCOUNT USER

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Can create job vacancies.• Can create new company contacts in Employer Portal.
Vacancy Management (VM)	Only views employer and contact information <ul style="list-style-type: none">• Can create job vacancies.

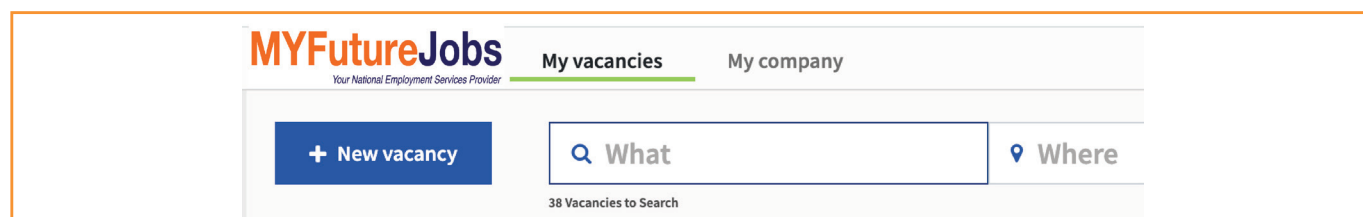


The screenshot displays a user management interface. On the left, a sidebar contains a menu with 'Company', 'Caseworker', and 'Contacts' (highlighted in green). The main area shows a form for editing a contact named 'Andreas'. The form includes fields for 'Full name *' (Syafiqah Osman), 'Username *' (syafiqah), 'Department (optional)', 'Function title (optional)', 'Telephone *' (0326400001), and 'E-mail *' (chanml103@yahoo.com.sg). Below these fields, there is a section for 'User access levels *' with radio buttons for 'UM', 'EM', 'VM' (selected), and 'JSAM'. At the bottom, there is a checkbox for 'Active*' which is checked, and 'Cancel' and 'Save' buttons. A blue callout box on the right side of the form contains the text: '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.

Q BANK TELLER

OCCUPATIONS

bank teller
Bank tellers and related clerks
Tellers, money collectors and related cl...
foreign exchange cashier
Customer services clerks
central bank governor
Security guards
bank manager
banking products manager
bank account manager
ATM repair technician
corporate banking manager
relationship banking manager
bank treasurer
fortune teller
securities trader
corporate investment banker
astrologer
investment banker

English (en)

bank teller

[Discuss this topic in the Online Forum](#)

Code
4211.1
Description
Bank tellers deal most frequently with customers of the bank. They promote the banks products and services, and provide information about the customers personal accounts and related transfers, deposits, savings etc. They order bank cards and checks for the customers, receive and balance cash and checks and ensure compliance with internal policies. They work on client accounts, deal with payments and manage the use of vaults and safe deposit boxes
Alternative label
bank cashier
teller coordinator
bank counter clerk
bank vault attendant
bank office clerk
bank clerk
teller

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

Skills for: Corporate trainer

For this job, you need certain skills. Please select the ones you have and deselect the ones you don't.

Select skills for Corporate trainer

Teach corporate skills | Demonstrate when teaching | Monitor developments in field of expertise

Training subject expertise | Apply teaching strategies | Adult education | Prepare lesson content

Curriculum objectives | Assessment processes | Use a computer | Adapt teaching to target group

Adapt instruction to labour market | Apply intercultural teaching strategies | Provide lesson materials

Coach employees | Give constructive feedback

Add more skills
Didn't find the skill you were looking for?
Add a skill...

Close Save

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

planning
Design ventilation network
Plan marketing campaign
Plan marketing strategy
Plan act lighting
Plan after-sales arrangements
Composition of diets
Plan buildings maintenance work
Plan carpet cutting
Plan choreographic improvisation

planning

Close Save

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.

Vacancy
trainer 2 (temp)

✓ Vacancy
✓ Terms of employment
✓ Settings

Terms of employment

Contract type*
Permanent | Temporary | Part-time | Contract | Apprenticeship | Internship

Hours per week*
Normal hour | 3 Shift Time | 2 Shift Time | Flexible hours | Night shift

Salary (optional)
<1000 | 1000-1499 | 1500-1999 | 2000-2499 | 2500-2999 | 3000-3499 | 3500-3999
4000-4999 | 5000-5999 | 6000-7999 | 8000-9999 | 10000-12999 | 13000-15999
>16000

☒ The vacancy location is the same as the company address (optional)

Job start date*
01 August 2020

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.

Vacancy
trainer 2 (temp) Edit

Terms of employment
Permanent | Normal hour | 3000-3499 | 01 Aug 2020 Edit

Settings

Contact *
Ikma Ilias

☐ Applicant must attach a resume (optional)

Vacancy start and end date *
22 June 2020 - 22 July 2020

Vacancy status
☒ Active

Close

Click to select an appropriate contact. In the list that appears, you can see the contact defined for this company.

To request for candidate personal resume.

This field refers to the dates when this vacancy should be available (visible) for jobseekers. If you choose an option like Ends 1 month from now, the vacancy will be visible for 1 month from the day when you define this field. If you choose Custom date, you can choose both the start and the end date in the calendar.

If this box is not checked, this vacancy will not be published. Jobseekers will not find this vacancy when searching or matching. In the Employer portal, non-active vacancies are displayed greyed out with the vacancy titles shown 'strikethrough'. This checkbox allows you to prepare a vacancy in advance and make it visible later.

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.

MYFutureJobs
My vacancies | My company

+ New vacancy Search

40 Vacancies

trainer 2 (temp)
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO) | Kuala Lumpur
Permanent | Normal hour | Bachelor's or Equivalent | RM3,500+ | 1 day ago

test (temp)-new
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO) | Kuala Lumpur
Permanent | Normal hour | SP4 / O Level or Equivalent | RM1,500+ | 1 day ago

Marine Biologist
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO) | Johor Bahru
Permanent | Flexible hours | Bachelor's or Equivalent | RM2,500+ | 1 day ago

trainer 2 (temp)
PERTUBUHAN KESELAMATAN SOSIAL (PERKESO) | Kuala Lumpur
Permanent | Normal hour | Bachelor's or Equivalent | RM3,000+ | Social work activities without accommo...
Date posted: 1 day ago
Open until: 22 Jul 2020
Applied: 39
Positions: 1
Edit

In the left panel of the screen, you can see a list of all vacancies available in your company.

Expired or inactive vacancies are 'greyed out' with the vacancy titles displayed as 'strikethrough'. Jobseekers cannot see such vacancies.

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).

The screenshot shows the MYFutureJobs search interface. At the top, there's a '+ New vacancy' button, a search bar with 'What', and a location filter with 'Where'. Below this, it says '40 Vacancies to Search'. A row of filters includes 'DATE POSTED', 'STATUS', 'CONTRACT TYPE', and 'MORE'. The main results area shows '40 Vacancies' and lists three job postings from PERKESO: 'trainer 2 (temp)', 'test-temp-new', and 'Marine Biologist'. To the right, there are dropdown filters for 'HOURS PER WEEK', 'SECTOR NAME', and 'EDUCATION LEVEL'. The 'EDUCATION LEVEL' filter is expanded, showing a list of education levels with their respective counts: Primary Education or Below (0), PMR / PT3 or Equivalent (2), SPM / O Level or Equivalent (16), STPM / A Level or Equivalent (2), Diploma / Advanced Diploma / Higher Graduate Diploma (7), Bachelor's or Equivalent (9), Master's or Equivalent (0), and Doctoral (PhD) or Equivalent (0).


You can define several filters at the same time.

This screenshot shows the same MYFutureJobs search interface but with several filters applied. The search bar still contains 'What' and the location filter is 'Where'. The filter row now includes 'DATE POSTED', 'STATUS', 'CONTRACT TYPE', and 'MORE'. Below the filter row, a red box highlights the applied filters: '3', 'Normal hour', 'Flexible hours', and 'Bachelor's or Equivalent'. The results area now shows '9 Vacancies to Search' and lists three job postings from PERKESO: 'trainer 2 (temp)', 'Marine Biologist', and 'trainer (temp)'. On the right, there's a detailed view for the 'trainer 2 (temp)' job, showing its location as 'Kuala Lumpur', and statistics: 'Date posted: 1 day ago', 'Open until: 22 Jul 2020', and 'Applied: 85'.

EDITING VACANCIES



trainer 2 (temp)




Date posted: 1 day ago
Open until: 22 Jul 2020
Applied: 85
Positions: 1

PERTUBUHAN KESELAMATAN
SOSIAL (PERKESO)
Kuala Lumpur


Permanent
Normal hour
Bachelor's or Equivalent
RM3,000+
Social work activities without accommo...

[Edit](#)


 Copy

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



trainer 2 (temp)




Date posted: 1 day ago
Open until: 22 Jul 2020
Applied: 85
Positions: 1

PERTUBUHAN KESELAMATAN
SOSIAL (PERKESO)
Kuala Lumpur

Permanent
Normal hour
Bachelor's or Equivalent
RM3,000+
Social work activities without accommo...

[Edit](#)

 Copy

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.

Date posted: 3 days ago
Open until: 22 Jul 2020
Applied: 2
Positions: 1

Permanent
Normal Hour
SPM / O Level or Equivalent
RM1,500+

Edit

Copy

Applicants

Name	Phone	E-mail	Date	CV	Motivation	Actions
Mohamad Shazw...	0179073986	shazwansneijder26...	22-06-20			...

List shows applications to this vacancies

Rejected applicants

Name	Phone	E-mail	Date	Reinstate	appl...
RABIAHTUL FAT...	0174553637	fathiyahsaipolbahri...	22-06-20		

Rejected applicants will be listed in this rejected applicants list.

Matches

STATE CITY EDUCATION LEVEL

Name	State	City	Education level	CV	Actions
SITI WAHIDA MO...	Johor	Johor Bahru	SPM / O Level or Equivalent ...		Invite to apply
mariam binti aziz	Kedah	Pokok Sena	SPM / O Level or Equivalent		Invite to apply

Matches are the list of jobseeker matched to the vacancies.

MANAGING THE LIST OF APPLICANTS FOR THE VACANCY

PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)
Kuala Lumpur

Date posted: 1 day ago
Open until: 22 Jul 2020
Applied: 61
Positions: 1

Permanent
Normal hour
Diploma / Advanced Diploma / Higher Graduate Diploma
RM1,500+

Edit

Copy

Applicants

Name	Phone	E-mail	Date	CV	Motivation	Actions
MUHAMAD FAHM...	01114313296	fahmi.suzali@gmail...	23-06-20			...
NURANIS SAFIR...	0196336113	anis.fira63@gmail.c...	23-06-20			Ask for additional info Invite for interview Register interview feedback Send offer to applicant Confirm employment Reject applicant
NIRMA BINTI RU...	0142318483	nirma.ruddin@gmai...	23-06-20			
Aziah Nur Amira ...	0196723645	aziahnuramira97@g...	23-06-20			
NURUL HAKIMA...	012-3911399	hakimahhafizan@g...	23-06-20			
MUHAMAD HAFI...	01111483792	hafiz.ahmad6149@...	23-06-20			
Ain Umairah bint...	01124042102	umyraaynn@gmail...	23-06-20			...

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:

Date posted: 3 days ago
Open until: 22 Jul 2020
Applied: 2
Positions: 1

Permanent
Normal Hour
SPM / O Level or Equivalent
RM1,500+

Edit

Copy

Applicants

Name	Phone	E-mail	Date	CV	Motivation	Actions
Mohamad Shazw...	0179073986	shazwansneijder26...	22-06-20			

Rejected applicants

Name	Phone	E-mail	Date	Reinstate	appl...
RABIAHTUL FAT...	0174553637	fathiyahsaipolbahri...	22-06-20		

Matches

STATE CITY EDUCATION LEVEL

Name	State	City	Education level	CV	Actions
SITI WAHIDA MO...	Johor	Johor Bahru	SPM / O Level or Equivalent ...		Invite to apply
mariam binti aziz	Kedah	Pokok Sena	SPM / O Level or Equivalent		Invite to apply

When action to Reject Application happens, the applicant name is moved from the List of Applicants to List of Rejected Applicants.

The rejected applicant can be reinstated to the List of Applicants by clicking on Reinstate

The rejected applicants will be remove from the list

- 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

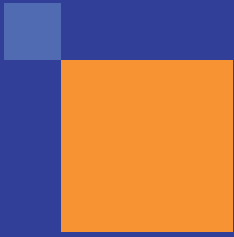
In the **Matches** section, you can see a list of job candidates matching this vacancy. For each candidate, you can see the following information: name, state, city, and education level. If a CV is available, you can click the download icon in the corresponding column to download the document.

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.

The screenshot displays the 'Matches' section of a job portal. At the top, there is a filter bar with tabs for 'Matches', 'STATE', 'CITY', and 'EDUCATION LEVEL'. Below this is a table listing candidates. The table has columns for Name, State, City, Education level, CV, and Actions. The 'CV' column contains a download icon for each candidate. The 'Actions' column contains an 'Invite to apply' link for each candidate. A red box highlights the 'Invite to apply' link for the candidate 'Nor Azrini binti A...'. To the right of the table, there are three callout boxes: 'Filter the matched applicants.' pointing to the filter bar, 'Employer is able to download the CV to view.' pointing to the download icon, and 'Invite matched jobseeker to apply for the vacancy.' pointing to the 'Invite to apply' link.

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

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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