

MYFutureJobs

Your National Employment Services Provider

MYFUTUREJOBS EMPLOYER PORTAL

USER GUIDE



PERKESO



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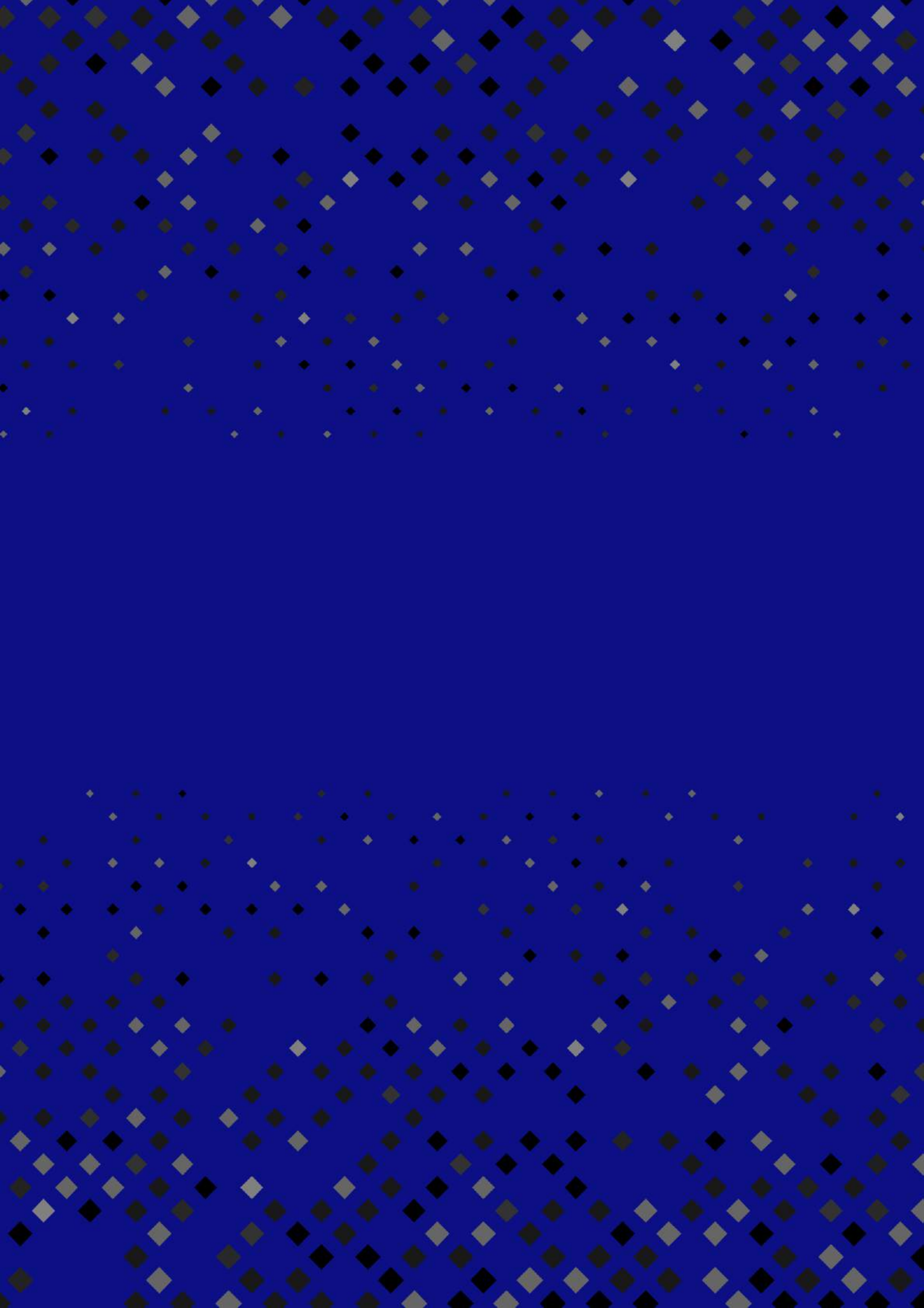
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Introduction

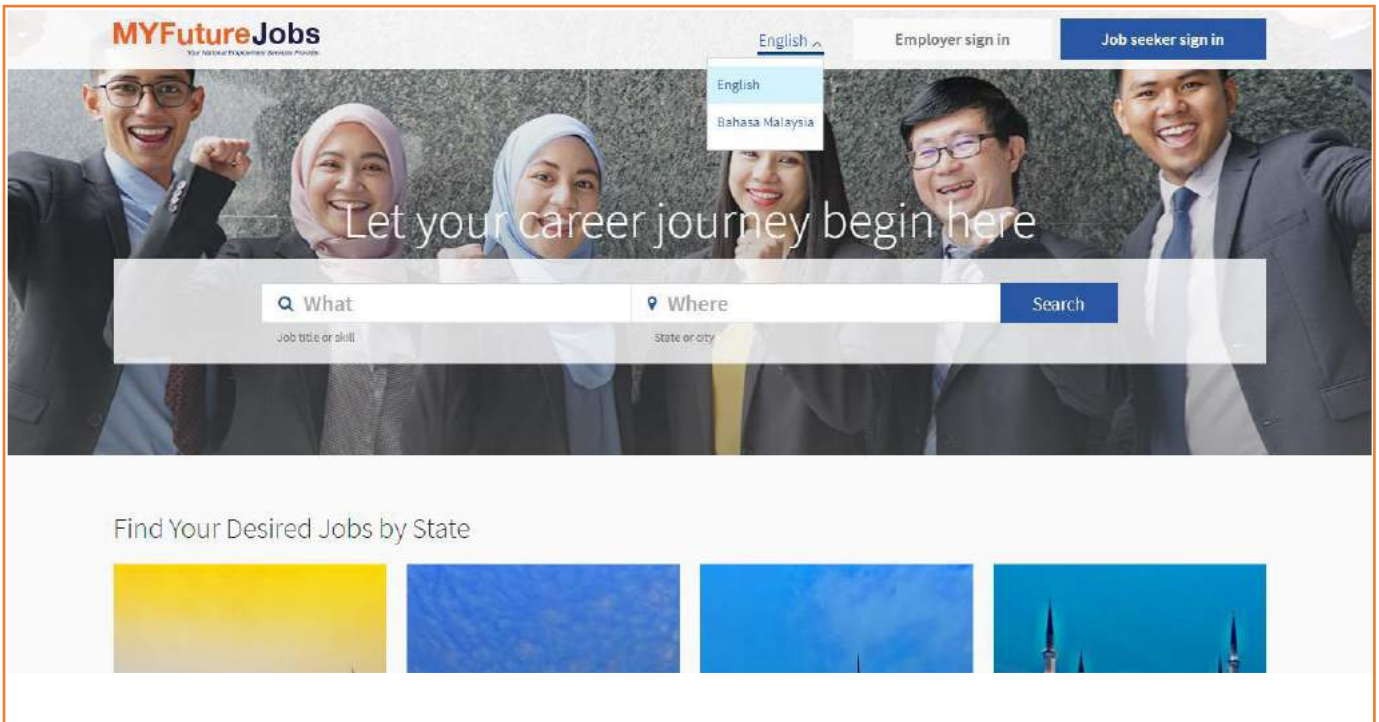
As Malaysia's National Employment Services provider, MYFutureJobs is committed to supporting employers in filling in their vacancies with the best-matched jobseekers. The uniqueness of the MYFutureJobs portal lies in the individualised recruitment services offered by SOCSO's Employer Key Account support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

MULTILINGUAL SITE




MYFutureJobs is now available in Bahasa Malaysia.



GENERAL INFORMATION - EMPLOYER PORTAL FUNCTIONALITIES

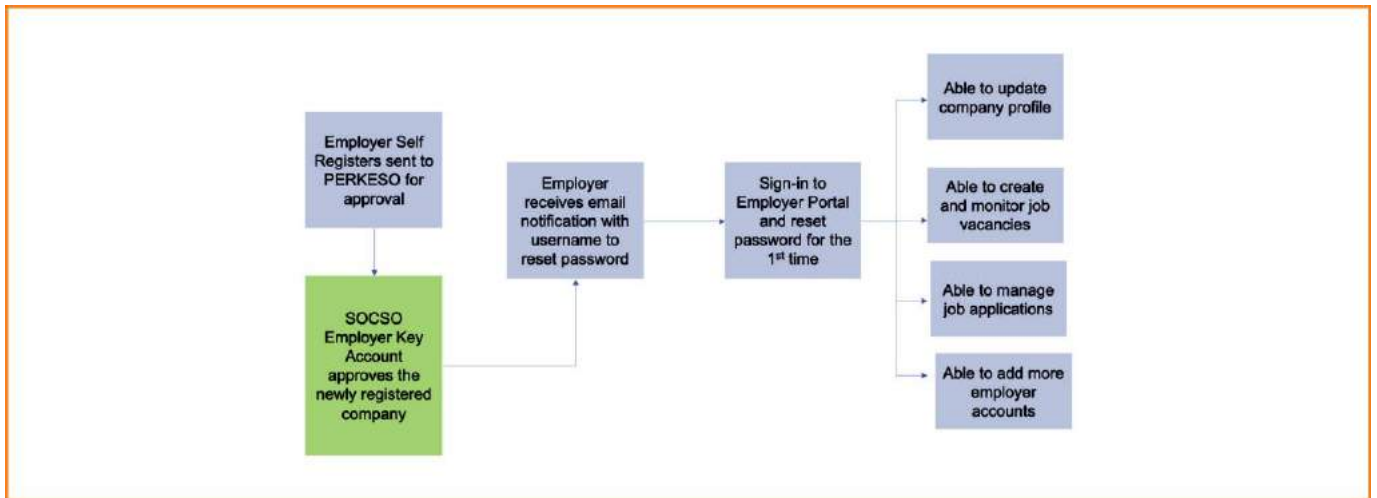
Menu Item Name	Description
My Vacancies	View and manage the vacancies available in your company. See Managing Vacancies for more information.
My Company	Edit information about your company. See Editing Company Information for more information.
+ New Vacancy	To create new vacancies, click on + New Vacancy . See Creating a New Vacancy for more information.
Employer Workbasket	The workbasket allows employers to execute actions such as: <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 screenshot shows the 'Employer registration' form. It has a 'Company' section with a 'Company name*' field. Below that are two fields: 'Registration number (SSM)' with a sub-note 'You need to fill the Registration number (SSM)' and 'SOCSO employer code no.' with a sub-note 'You need to fill the SOCSO code'. These two fields are enclosed in a red-bordered box. A red arrow points from this box to a text box on the right that says 'You must fill in either the Registration Number (SSM) or the SOCSO Employer Code (ASSIST Code) field. These numbers are unique to an employer.' Below these fields is the 'Company Size' section with radio buttons for 'Up to 10 employees', '10-50 employees', '50-250 employees', and 'More than 250 employees'. At the bottom is the 'Sector*' section with a dropdown menu labeled 'Select one or more sectors'.

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.

Company

Close

Company name *

PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)

Registration number (SSM)

You need to fill the Registration number (SSM)

SOCSO employer code no.

A360004174K

You need to fill the SOCSO code

Company Size (optional)

Up to 10 employees 10-50 employees 50-250 employees More than 250 employees

Sector*

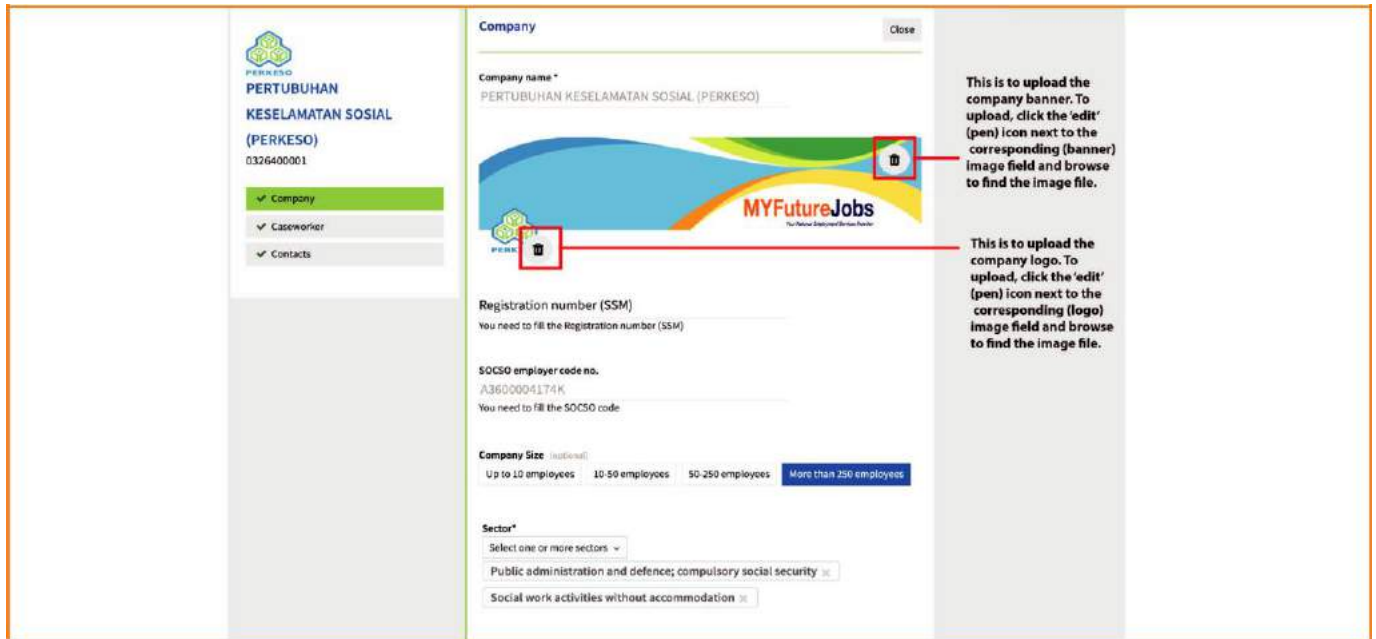
Select one or more sectors

Public administration and defence; compulsory social security

Social work activities without accommodation

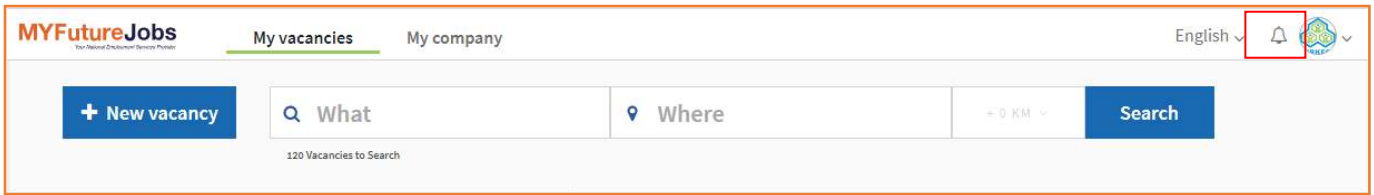
Under the company name field, you can see two image fields.

- 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: 708x154px.png or .jpg
 - Logo: 60x60px .png or .jpg



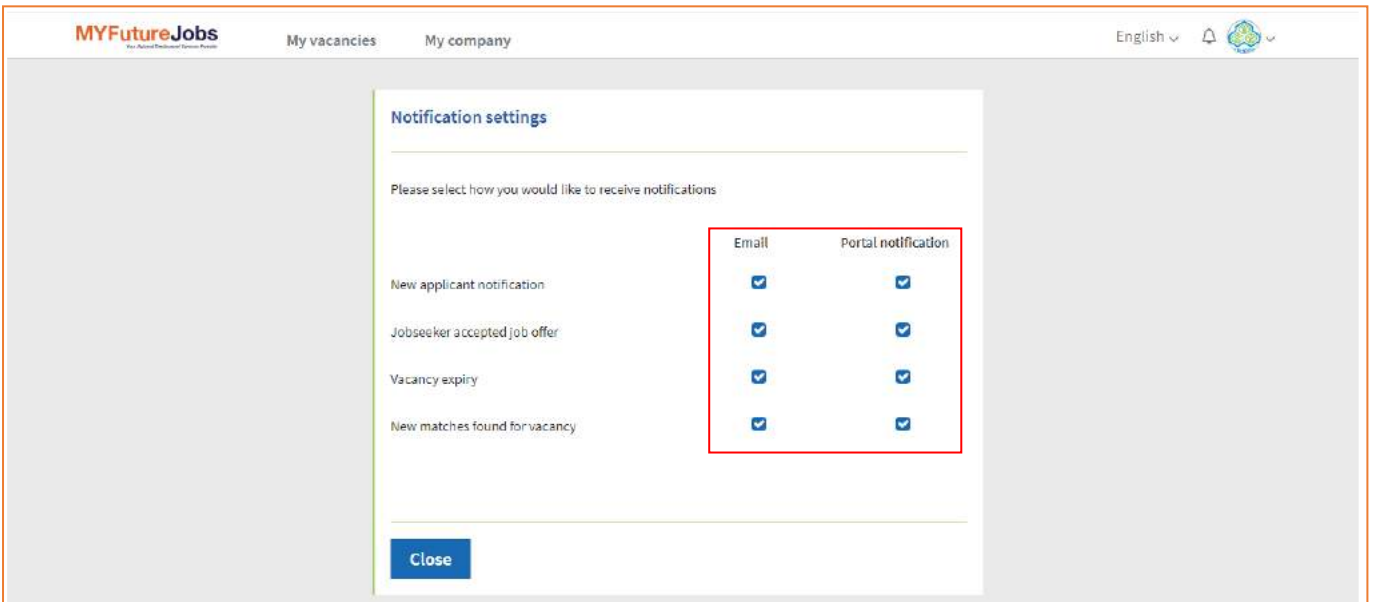
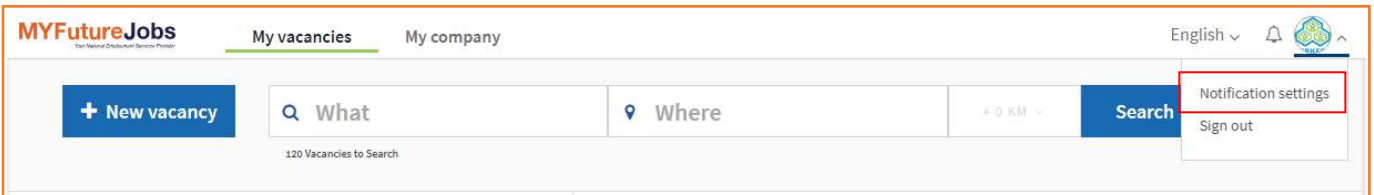
PORTAL NOTIFICATION

Portal notification that notifies employer on the latest updates.




Employer able to update the notification settings-;


1. Click on the profile's icon.
2. Select notification setting.
3. Uncheck box accordingly employer's need.



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.

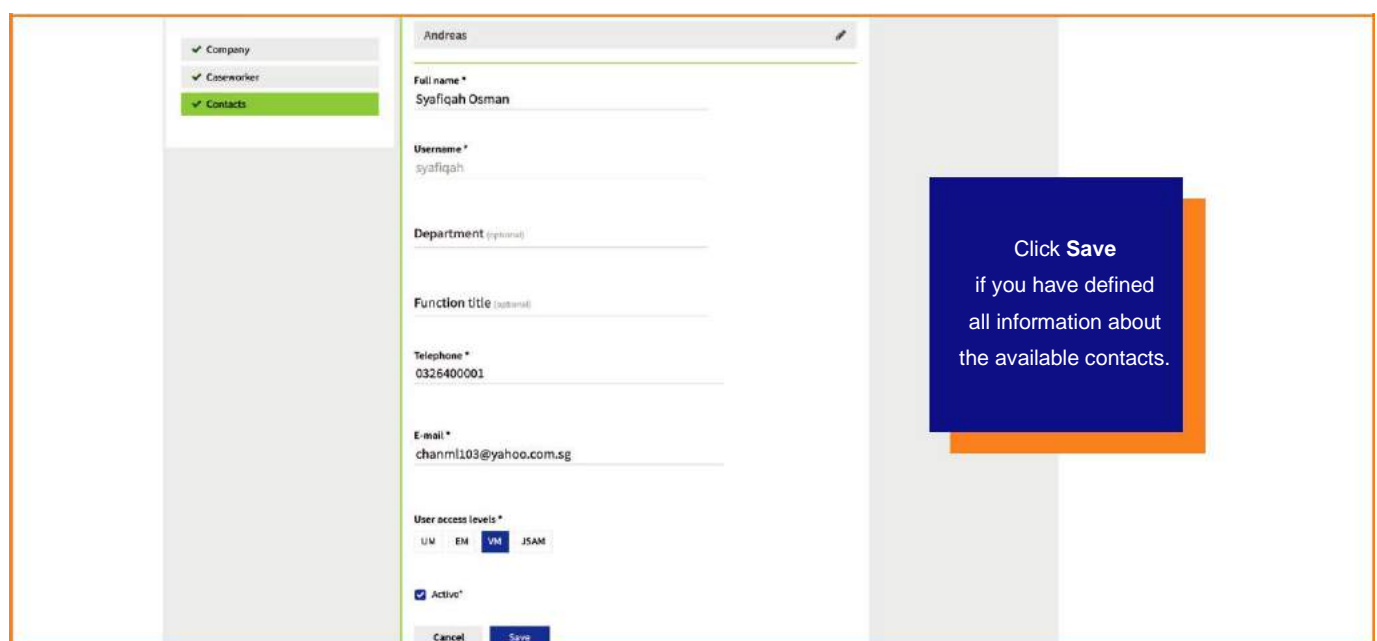
You can click the edit button () next to an existing contact to edit it.

You can click the delete button () next to an existing contact to delete it. You are not able to delete single EM role in the contacts.

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 shows a user management form for a contact named 'Andreas'. The form includes the following fields and options:

- Full name ***: Syafiqah Osman
- Username ***: syafiqah
- Department (optional)**: (empty)
- Function title (optional)**: (empty)
- Telephone ***: 0325400001
- E-mail ***: chanml103@yahoo.com.sg
- User access levels ***: Radio buttons for UM, EM, **VM** (selected), and JSAM.
- Active ***:
- Buttons**: Cancel and Save.

A blue callout box with white text says: "Click Save if you have defined all information about the available contacts."

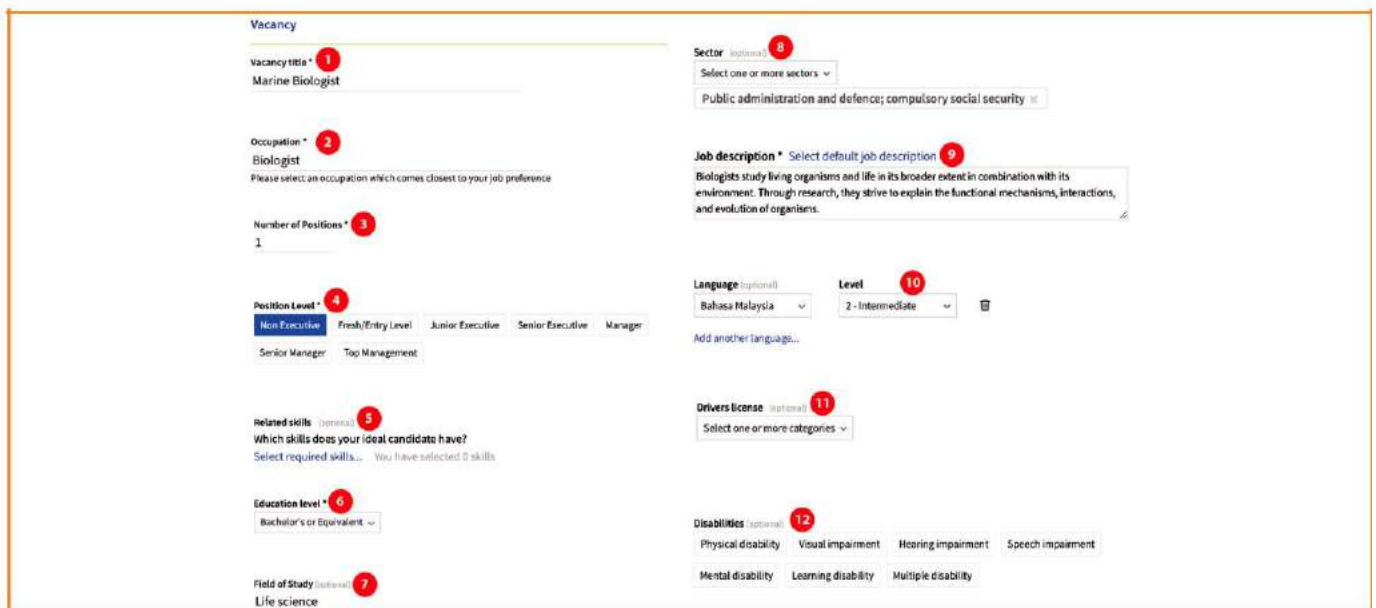
MY VACANCIES

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 *

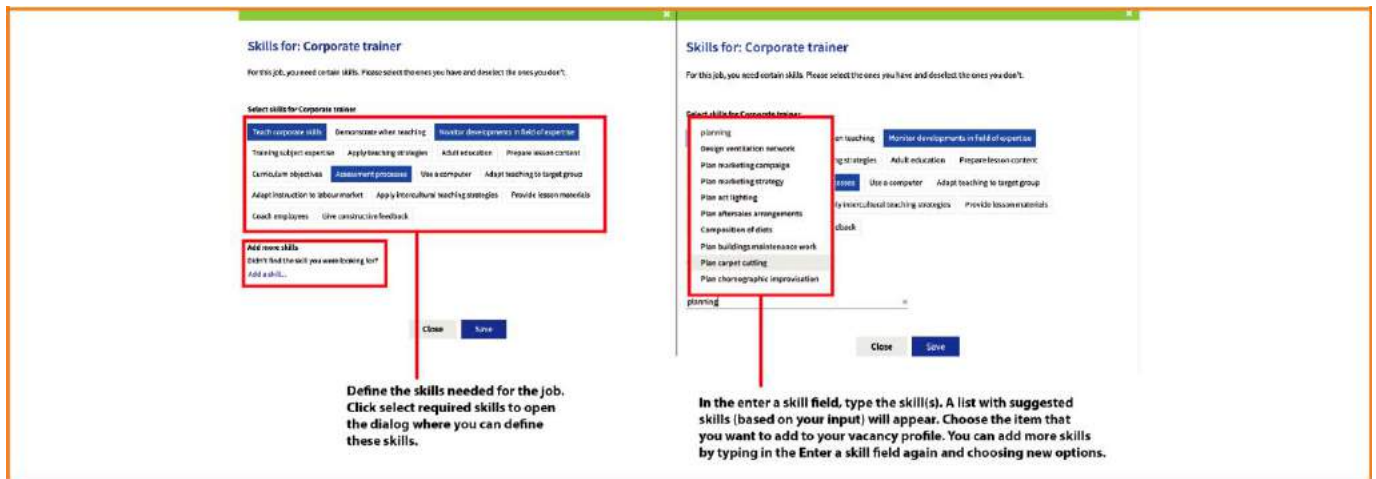
Bank teller

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.

The screenshot shows the ESCO portal search results for 'bank teller'. On the left, a search bar contains 'BANK TELLER' and a list of suggestions is displayed under the 'OCCUPATIONS' tab. The suggestions include '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', and 'astrologer'. On the right, the details for 'bank teller' are shown, including the code '4211.1', a 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', and a list of alternative labels: 'bank cashier', 'teller coordinator', 'bank counter clerk', 'bank vault attendant', 'bank office clerk', 'bank clerk', and 'teller'.

- 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.

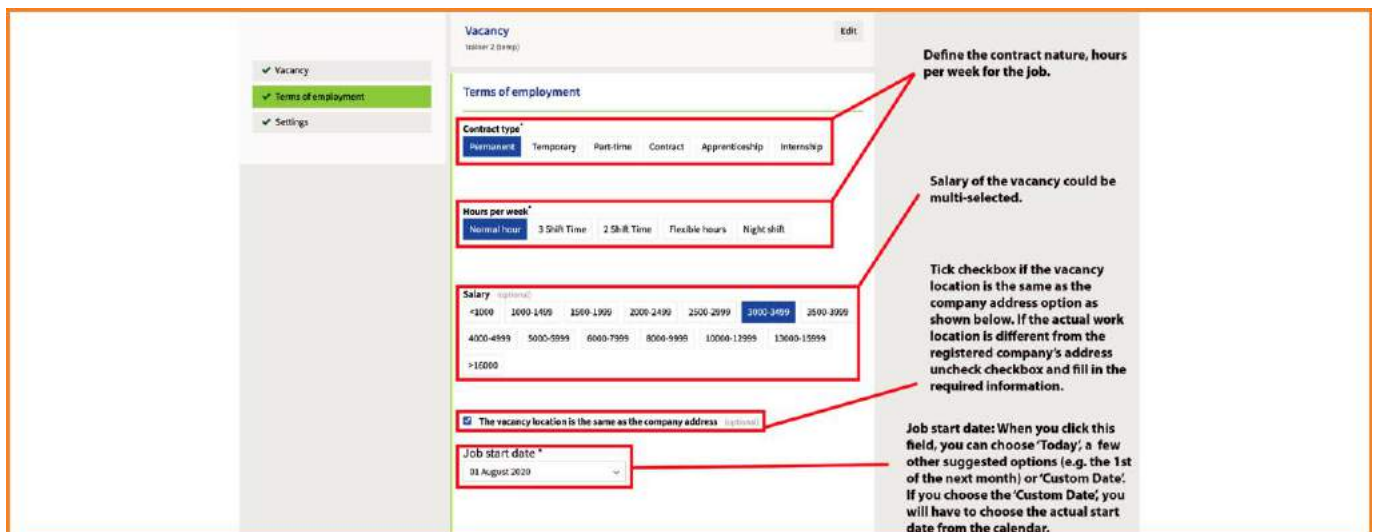


Define the skills needed for the job. Click select required skills to open the dialog where you can define these skills.

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

- 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.

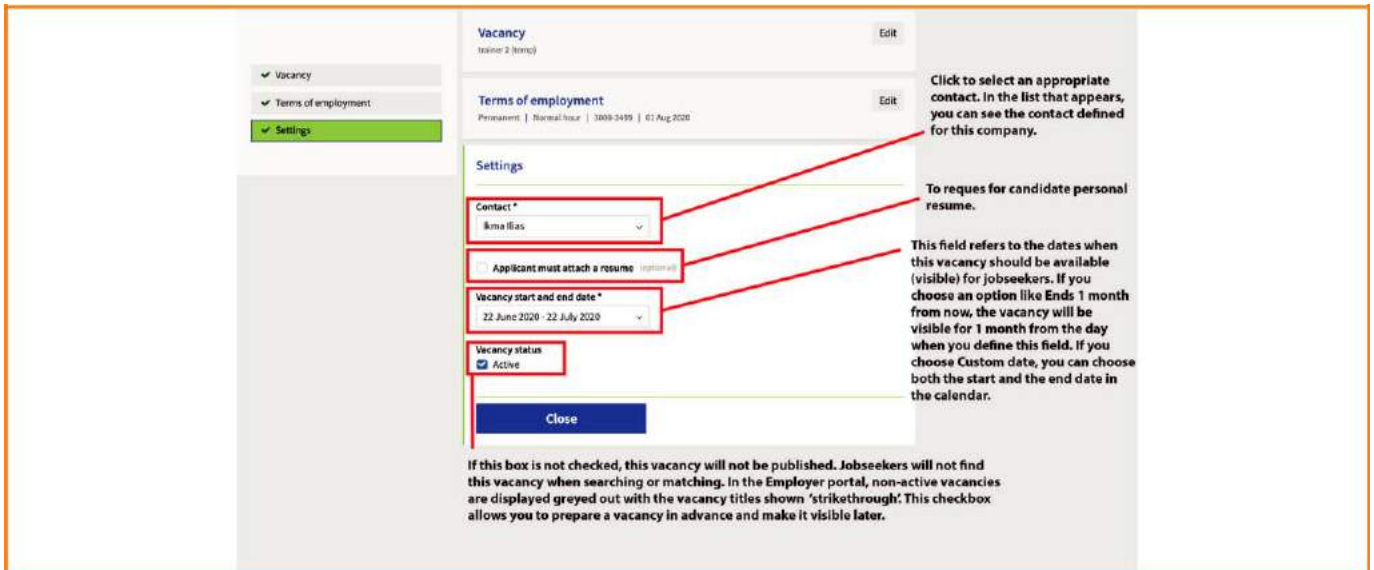
Tick checkbox if the vacancy location is the same as the company address option as shown below. If the actual work location is different from the registered company's address uncheck checkbox and fill in the required information.

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.

- 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).

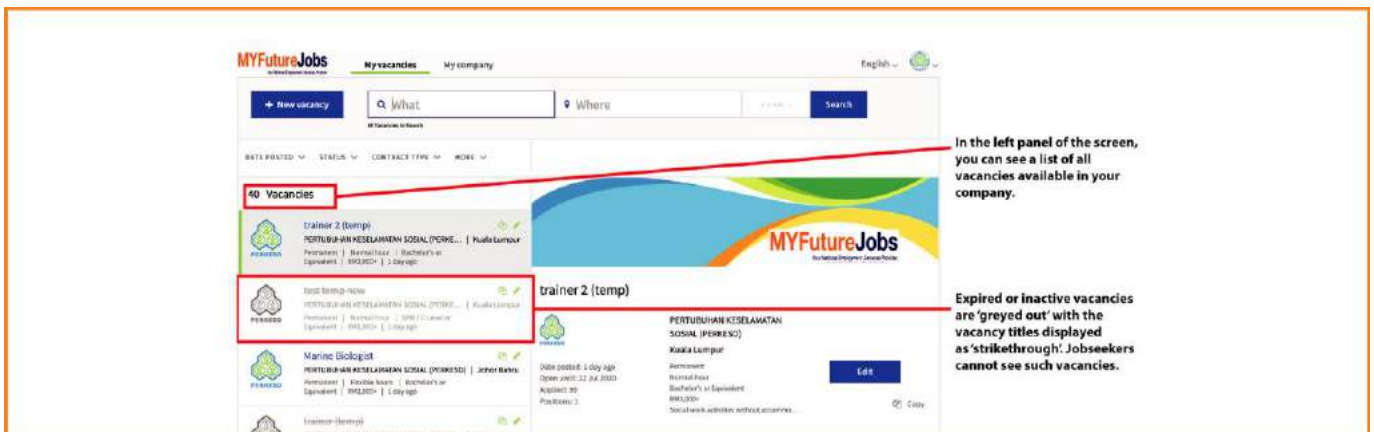
SETTINGS

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.



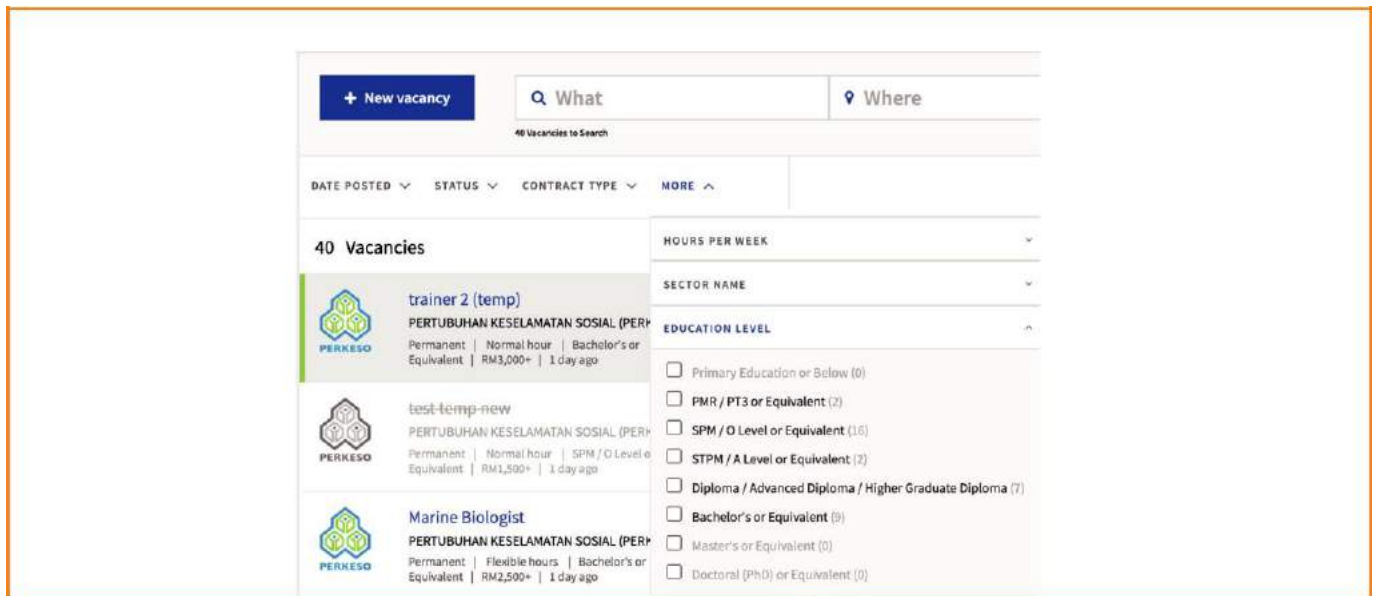
MANAGING VACANCIES

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.

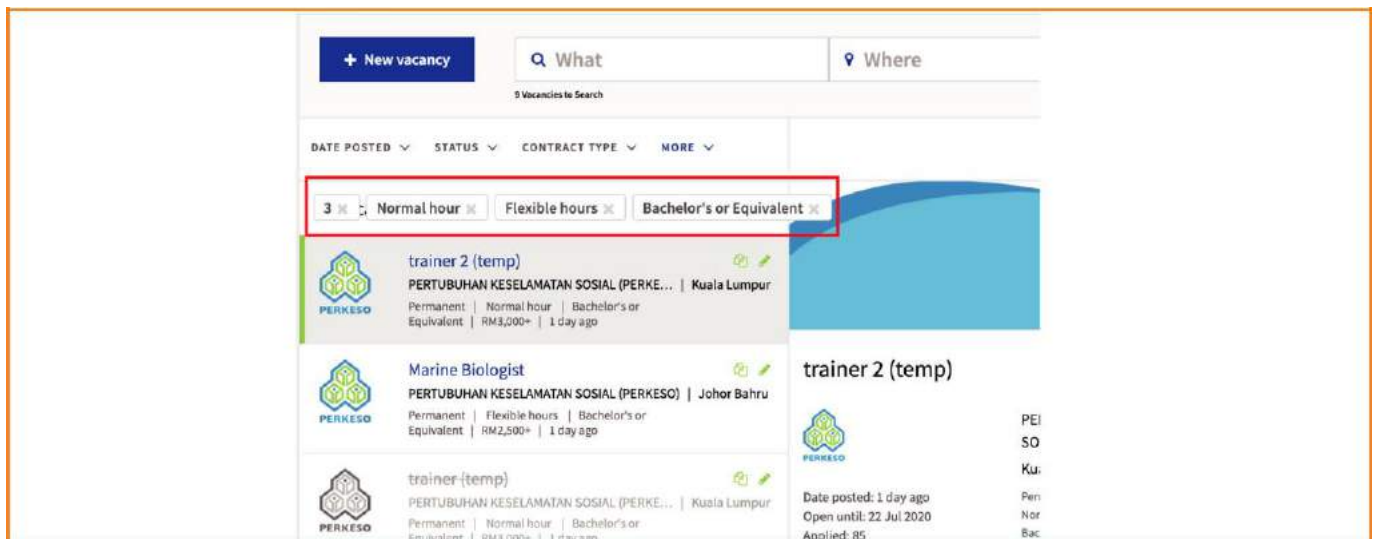


FILTERING VACANCIES


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.


trainer 2 (temp)

 PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)
Kuala Lumpur


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

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

Edit


 Copy

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**.


trainer 2 (temp)

 PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)
Kuala Lumpur

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

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

Edit

 Copy

MANAGING APPLICANTS

There are 4 sub-panes:

- List of Applicants
- List of Rejected Applicants
- List of Matches
- List of Keep in View

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	shazwansneljder26...	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

Keep in view
^

Name	Phone	E-mail	Date	CV	Motivation	Video	Actions
faizi alias	0193524314	ob.perkeso2020@gm...	08-09-20				...

List shows applications to this vacancies

Rejected applicants will be listed in this rejected applicants list.

Matches are the list of jobseeker matched to the vacancies.

Keep In View applicants will be listed in this list. At the Keep in View list, the applicant, can be removed from the KIV list and be remove from KIV list to Applicants list.

MANAGING THE LIST OF APPLICANTS FOR THE VACANCY

Applicants ^							
Name	Phone	E-mail	Date	CV	Motivation	Video	Actions
AHMAD FUDH...	0125150965	ail_pro1@yahoo.com	04-07-20				...
Nurul Syasya ...	0125131435	nsrsyasya@gmail.com	04-07-20				<ul style="list-style-type: none"> Ask for additional info Invite for interview Register interview feedback Send offer to applicant
Nurul Husna ...	01119941388	husnalia1311@gmail...	04-07-20				
Luqmanulhak...	01126338548	man.hakim248@gm...	04-07-20				
MUHAMMAD A...	0195505920	safwan.samad@perkes...	04-07-20				<ul style="list-style-type: none"> Confirm employment Keep in view Reject applicant
NUR-HIDAYAH...	01111416592	nurhidayah1822@g...	04-07-20				
Syaznida binti...	+6017-7722...	syaznidao@gmail.com	04-07-20				
NURHASMIRA ...	0135377329	nurhasmiratajol@gm...	04-07-20				...

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.
Keep in View	This action is for you to move the corresponding jobseeker to the Keep In View Applicants list.
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:

The screenshot displays a job application management interface. At the top, there are job details: 'Date posted: 3 days ago', 'Open until: 22 Jul 2020', 'Applied: 2', 'Positions: 1', 'Permanent', 'Normal Hour', 'SPM / O Level or Equivalent', and 'RM1,500+'. An 'Edit' button is visible. Below this is the 'Applicants' section with a table listing applicants. The 'Rejected applicants' section is highlighted with a red box and contains a table with columns: Name, Phone, E-mail, Date, Reinstate, and appl... The 'Reinstate' button for the applicant 'RABIAHTUL FAT...' is highlighted with a red box. A red arrow points from this button to a text box that says: 'The rejected applicant can be reinstated to the List of Applicants by clicking on Reinstate'. Another text box on the right says: 'When action to Reject Application happens, the applicant name is moved from the List of Applicants to List of Rejected Applicants.' Below the 'Rejected applicants' section is the 'Matches' section with a table listing matches with columns: Name, State, City, Education level, CV, and Actions.

- 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.

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 Bharu	Master's or Equivalent ...	📄	Invite to apply
Leong Tong Xen	Melaka	Melaka	Bachelor's or Equivalent	📄	Invite to apply
Khairun Falzain 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 ELVA NABIL...	Selangor	Kajang	Bachelor's or Equivalent	📄	Invite to apply
Nurazliah 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.

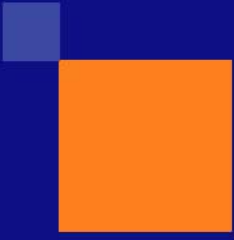
Invite matched jobseeker to apply for the vacancy.

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.

KEEP IN VIEW OF CANDIDATES IN THE VACANCY

In the keep in view section, you can keep in view (KIV) candidates accordingly. It can be removed from the KIV's list and the candidates will go into applicant's list.

Name	Phone	E-mail	Date	CV	Motivation	Video	Actions
faizi alias	0193524314	ob.perkeso2020@gm...	08-09-20	📄			...



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