

Career Portal Features –Job Seeker

Create Your Online Profile: Begin with the easy, step-by-step Profile Builder - About Me, Career Objective, Education, Work Experience, Competencies, Activities, Awards/Certificates and other essential information. Once registered, you can log in anytime, anywhere to complete your profile and edit or update from time to time. Turn your profile status to “live” only when you are ready to be searchable by employers. Hassle-free. It’s easy!

Record Your Video Introduction: Record using the “live” mode feature or upload pre-recorded video introduction (with allowable capacity up to 20 MB). Be the unique one to stand out from the CROWD!

Search and View Employer Profile: Start your search for prospective employers using keywords or industry. You will be able to view employer profile such as the staff strength, types of industry, corporate profile and video, and contact information. Follow your favourite employer and be noticed!

Post CV and Apply for Jobs directly: Job opportunities are displayed in your dashboard. You can view available job listing and job descriptions and apply for them directly. Click on the selected position and send your CV to employers in various options such as PDF, Word document or Weblink. You will also receive notifications if you are shortlisted with options to book or confirm interview sessions. Increase your success rate of being shortlisted for an interview!

Receive In-System Messaging: With the in-system message, you will be able to receive feedback and comments made by hiring managers. This allows further fine-tuning to your existing CV. It offers the interactive platform to engage with prospective employers readily!

View News & Announcements: Be notified for upcoming news and happenings from employers and PSB Academy Career & Alumni Services through the built-in feature. Search for useful events such as recruitment talk, workshops, or industry briefing to attend!

Weekly Email Alert: Each week the system will automatically generate an 'email alert' to inform candidates of all new jobs posted by organisations over the past one week. Candidates have the option to unsubscribe for this weekly alert.