

Career Portal Features - Employer

Create Online Corporate Profile: Begin with the easy, step-by-step Profile Builder – Company Background, Contact Details, Corporate Video, FAQs and other essential information. Once registered, you can log in anytime, anywhere to complete your profile. Hassle-free. It's easy!

Conduct Basic and Advanced Search for Candidate Profile: Start your basic search for potential candidates using programme/discipline, availability or advanced search to filter your results. Bookmark the desired candidates and shortlist through the in-system messaging. Leverage on the system to get what you want!

Shortlist Candidates for Interviews: Job applications from potential candidates can be viewed anytime at your dashboard. You will be able to monitor the responses for the positions advertised and shortlist the desired candidates for interview. Employers will be able to set up interview details using the built-in interview scheduler. Shortlisted candidates will be notified through the message inbox and respond accordingly. It's time-saving to arrange for interviews!

Post and Manage Job Opportunities: With the online job posting platform, employers will be able to post and manage job advertisements with ease. Employers can simply upload a pdf or word doc file and not required to manually fill in the job description in the portal template. One other friendly feature to note is that your job posting will automatically be "hidden" from candidates' view upon expiry of your job posting. No down-time in featuring the latest job posting!

Manage Announcements: Candidates will be notified of upcoming news and happenings from employers through the built-in feature. This feature allows employers to invite potential candidates for recruitment drive, networking events and more! Better engagement with candidates!

Weekly Email Alert: To ensure that candidates are regularly updated about new job postings in the portal, 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.