Powered by:







# Employer User Guide

(Version 1.0)

Updated on 29 Apr 2024



Copyright © 2023 FINDSGJOBS Ltd. All rights reserved.

No part of this proposal may be reproduced or copied in any forms or by any means – graphics, electronic or mechanical, including photocopying, recording, taping or information retrieval system – without the written permission of FINDSGJOBS Ltd. This document is the property of FINDSGJOBS Ltd. It contains confidential and proprietary information of FINDSGJOBS Ltd.

Powered by:





# Table of Contents

1	Lan	ding Page	3
1	1.1	General Information	3
1	.2	Employer Registration	3
1	.3	Two Factor Authentication	4
1	.4	Company Information	5
1	.5	Login	6
2	Das	hboard	7
3	Job	Postings	8
4	Mar	nage Application	.11
5	Mar	nage Interviews	.13
5	5.1	Upcoming Interviews	.13
5	5.2	Completed Interviews	.14
5	5.3	Offered	.15
6	Arch	nive	.15
7	Sub	accounts and Settings	.16

Powered by:

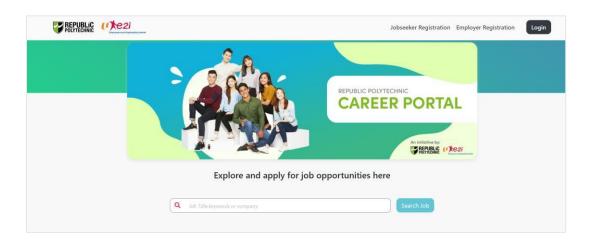




# Landing Page General Information

Republic Polytechnic Career Portal website: https:/e2i.virtualfair.sg/rp

\*For better user experience, please use Chrome, Firefox, or Microsoft Edge as browser. Look of landing page:



# 1.2 Employer Registration

PELVIEC UXe2i		Jobseeker Registration Employer Registration Login
	Employer registration × Company Name Company VEN Company UEN Company UEN Constact Name	PORTAL
a so me.	Clanther Name Phone Number +65 (Phone Number	Search Job
ſ	Email peter@clan.com Password Minimum of & characters	
Re	Confirm Password Core semicire Core semicire Core semicire Enter Code Code Register Register	r jobs
	Arguiter By dicking "Register" you are agreeing to our Terms of use Already have an account? Login here: See More >>	







To be able to login, an employer needs to register first.

Please click '**Employer Registration**' on the top of the landing page.

Please fill in all the fields in Employer Registration page:

- Company Name
- Company UEN
- Contact Name
- Phone Number
- Email
- Password: Passwords must be a minimum of 8 characters.
- Confirm Password: Confirm password must be same as password.
- Enter Code: If the code is unclear, please click '**Refresh Code**' to generate another code for use.
- After filling in all the fields, please click '**Register**'.

(Note: Please read the terms of use of the portal before you register. By clicking 'Register', you are agreeing to the terms of use of the portal)

REPUBLIC (The2i	Jobseeker Registration Employer Registration Login
	REPUBLIC POLYTECHNIC
Two Factor Auth Can Jan The Please enter verification	
Please enter verification Enter verification code here	
O1 Register an Account	02 03 load your Resume Search & Apply for Jobs

#### 1.3 Two Factor Authentication

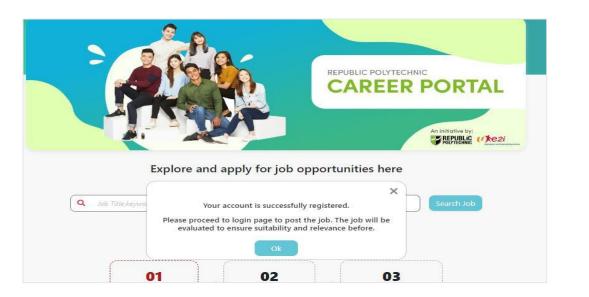
After registering for 'Employer Registration' there will be a prompt window to enter verification code for '**Two Factor Authentication**'.

Please get the code from the email you provided during the registration step. Enter the code to verify.

Powered by:







After completing the verification, you will see the prompt message 'Your account is successfully registered'. You can click '**Ok'** to proceed.

# 1.4 Company Information

	Mezi				Home 🌲 💰 🛩
Dashboard Weisenia to Virtual Fa			COMPETING THE POLICE Skip S Company information		
	our hiring pr		ABCComp		
			Address		
Scheduled Inte	erviews	22	Addrives (D) Company UEN 1224	Archive	
E Start M			National States	)	Usar   All 🗸
<		ci		>	Interview Details
			بر ر	Sat	Am interview releated
26	27	28	al Logo Logo facto fact with 27bs a T80b insign	1	
2	3	4	Upload Company Website	8	New Applicants
9	No Interviews today	11	Company Website Fan Sites	15	There are no new applications commity
16	17	18	Save Changes Cancel	22	
23	24	25	20 21 28	29	







After registration, you can complete the Company Information by filling in the fields:

- Company Name
- Address
- Company Description
- Upload Company Logo
- Company Website
- Fan Sites (if any) by clicking '+',

(If you do not have Fan Sites, no input is required)

Click 'Save Changes' to save the Company Information.

### 1.5 Login

		Jobseeker Registration Employer Registration Login
>	Login Email address	×
	Vent@gmail.com Password Minimum of 8 characters Forgot password? Reset	
Q Job 1	Enter Code	Search Job
	Login Click here to register as a Jobseeker	

The next time you log in, click on '**Login**' at the top of the landing page and enter your Email address, Password and Code to proceed.

If the code is unclear, please click 'Refresh Code' to generate another code for use.

There will be a prompt window to enter verification code for '**Two Factor Authentication**'. Please get the code from the email and enter the code to verify.



#### Powered by:



# 2 Dashboard

		11	NAA BAAN	enge II Austa	arti di Varies	a B Action	
Scheduled Int				~		1941	0
<	-	1	April 2023	5			
•		the	on three shart for some de	Ante		,	Interview Details
100	-	Terr	West	The	14	Sec.	
-26	27	38	29	30	31	3	
2	3	4	5	6	7		8
9	fan annener antes	n	12	13	14	15	hard an one application second
16	17	18	19	20	21	22	NO
23	24	25	26	27	28	29	
30		2		4	5	4	
Events	9					On Galley Manary	
30						4	

**1. Schedule** – Scheduler will display your upcoming interviews.

**2. Job Postings** – Create and post your jobs.

**3. Applicants** – View applications from jobseekers.

**4. Interviews –** View all your upcoming/past interviews.

**5. Archive** – List of expired and rejected candidates will be shown here.

**6. Scheduler Display** – You can toggle between Day, Week and Month view.

**7. Interview Details** – Information bar displaying your next upcoming actionable item.

**8. New applicants** – List of new applicants will be shown here.

**9. Events** – Events that your company is currently participating in.







# 3 Job Postings

2 Apr 2023				11 Apr 2023		
incipal				RP Teacher		
of Views No. of Ap 0	plications	Application expiry @ 12 May 2023	3	No. of Views	No. of Applications 0	Application expiry: @ 11 May 2023
ieo Interview 🛛 💿	2			Video Interview Ø		
Edit	Duplicate					
	Duplicate	vending	Approval	Edit	Duplica	te Activate
	Dupincate		Ferdinand Tan	Edit	Duplier	Activate Perdinand 70
	Dupicate			Edit	Ouplice	
Apr 2023	Upricate			10 Apr 2023	Ouplic	
	Upincare			Comment of the second	Ouplice	
Developer		Application spiry	Ferdinand Tan	10 Apr 2023	No. of Applications	
Developer et Views No. et Ap		Application supply		10 Apr 2023 Accountant No. of Views	No. of Applications 1	Application expiry <b>Q</b>

- 1. + New Job Post Create new job posting.
- **2. Video Interview –** Video Interview function is unavailable. Kindly set up walk-in interview or phone interview with candidate.
- 3. Controls:
  - Edit Edit your job posting details.
  - **Duplicate –** Create new job posting with existing details.
  - **Pending Approval** This status means pending job posting approval from Administrator.
  - Activate/Deactivate To start/stop receiving application for this position.



Commence Side Brand Branch Norma	
Company's Sub-Brand/Branch Name	
Title	Years of Experience
lob's title	Select Vears of Experience
Job Description - View guidelines	Education Level
	Select Education I
	Salary 5
	State amount in numbers
	Do Not Display Salary
P	d Salary Per Month - optional
ob Requirements - optional	Select Salary Per Month
	Workplace Location - optional
	Enter a location
	Employment Type - optional
	Click to select
p	A No of vacancies
Skills - optional	State amount in numbers
	Application Settings
lob Category	
Click to select	•
Position Level	
Select Position Level	Enable / Disable Online Video     Interview
lob Level	
	•

Powered by:



- Brand name To display your brand name/different entity under your main company.
- 2. Input **Title** of the job and ensure **Job Description** comply with TAPEF guidelines <u>https://www.tal.sg/tafep/employment-</u> practices/recruitment
- **3. Salary –** Free text field to display the salary or salary range.
- Check <u>Do Not Display Salary</u> if you do not want to display salary information to public.

**Applications Settings –** Email address under this application settings will receive notification when there is a new job application.

Complete the mandatory fields to proceed.

#### **IMPORTANT NOTE:**

Note: For job post to be published on the career portal, these are the minimum criteria that need to be fulfilled.

1) Minimum Diploma qualification job roles, for:

(a) <u>Full-Time position</u>, please use the median gross monthly salary published in January 2024 as a salary guide. (For news coverage on salaries for fresh Polytechnic graduates in 2023, please refer <u>here</u>)

b) Part-time/temporary/holiday jobs are welcomed.

2) Relevant to the Diploma or course of study.

3) Job posting will be valid for sixty (60) days. If the job posting is expired and vacancy is still available, please proceed to login and repost the job.

4) Please ensure that your jobs descriptions adhere to the Tripartite Guidelines



Powered by:

(https://www.tal.sg/tafep/employment-practices/recruitment/job-advertisements#)

5) To post internship opportunities, please register at https://internship-placement.rp.edu.sg/

6) Please note that if you are posting a job on behalf of a client, you are required to disclose the identity of the hiring company in the job title/description.

The career portal support team retain the right to reject or remove any content or account that does not meet our requirements or users' interests, for any or no reason without notice.







### Click **Preview Post** to proceed.

Job Post Preview		×
Republic Polytechnic	Other open positions	
IT Manager		
More Than 3 Years experience	Accountant	$\heartsuit$
\$6000	More Than 3 Years experience	
Posted on 11 Apr, 2023	\$5000	1
Job Description		dot v
Manage Project		1
		~
	IT Developer	
Job Requirements Bachelor Degree in Engineering or Computer Science	2 Years experience	1
Bachelor Degree in Lingmeening of Computer Science		
	Min. 2 Years	dot v
	View More	
About the Company	VIEW MOTE	
Republic Polytechnic		
Back	Post Job	
Confirm	n your information.	
	ost Job to proceed.	

Powered by:





# 4 Manage Application

					Home 🌲 <sup>5</sup> 译题能 🌱
Applications					
Manage your hiring proce Sorting function allows a better view of your applica					
	Schedule 🔹 Job Posting	gs 🛃 Applicants	interviews	Archive	
	New Application	Under Review	Shortlisted 0		<b>5</b> 1
Filter by: Position ~ Hirin	g Manger 🖌 🗌 Recommended				Download ~
10 Apr 2023 Charlotte					
Accountant	5				
Application Expiry  Application Source  Application Source  Republic Polytechnic Ca	reer Portal				
Shortlist Arrange In		<u> </u>			
4					
		< 1 >			

- **1. Application Stages** job applications are further defined into 3 stages:
  - New Applications applications that you have not viewed.
  - Under Review applications that you have viewed but not further classified.
  - Shortlisted applications that you are interested and shortlisted for further consideration.
- 2. Download bulk download all the applications under the current list.
- 3. Toggle between Card and List view based on your preference.
- 4. Filter your list here.
- 5. Decision button:
  - Shortlist move candidate to Shortlisted stage.
  - Arrange Interview move candidate to Upcoming Interview stage.
  - **Reject** application will be move under Archive.







For mode of interview, you may choose to conduct the interview in the following modes:

- 1. Walk-in Interview Set walk-in interview venue, date and time, and notify candidate(s).
- 2. **Phone Interview** Set phone interview date and time, and notify candidate(s).

	)
	•
	le
	•
Duration	
10 min	-
	Duration

2. Phone Interview	
Arrange for interview	×
Charlotte	
Applying for:	
Accountant	
Interview Mode	
Phone	*
Interviewer	
Ferdinand Tan	¥
Interview Date	
30-04-2023	
Start Time Duration	
03:30 PM 🛅 10 min	*







# 5 Manage Interviews

#### 5.1 Upcoming Interviews

Interviews	
Manage your hiring process	
Interview invitations sent out will be reflected in your schedule	
🕂 👔 Schedule 📾 Job Postings 🔡 Applicants 🔯 Interviews 🖻 Archive	
2 3 Upcoming Interviews Offered	
Filter by: Position V Hiring Manger V Recommended	Walk-In Interview Phone Interview
11 Apr 2023	
Bobby Wong	
View details	
IT Developer 4	
Interview Time Application Source  Application Source  Republic Polytechnic Career Portal	
Interview Details Reschedule	

- 1. Interview Stages interviews are further defined into 3 stages:
  - Upcoming Interviews shows all upcoming interviews you have arranged.
  - Completed Interviews shows all completed interviews (Refer to Section 5.2).
  - Offered shows all candidates you have offered (Refer to Section 5.3).
- 2. Toggle between Card and List view based on your preference.
- 3. Filter your list here.
- 4. Decision button:
  - Interview Details shows all the interview details.
  - **Reschedule** the interview date or time.

Powered by:

An initiative by:





#### 5.2 Completed Interviews

System will automatically move candidates under Completed Interviews after the pre-arranged interview Date and Time.

Manage your hiring pro	CASS			
Interview invitations sent out will be reflected in				
•	Schedule 🗟 Job Postings	🛃 Applicants 🛛 🔁 Interviews	Archive	
1 2	Upcoming Interviews Compl	leted Interviews Offered		
Filter by: Position Y	iring Manger 🗡 🗌 Recommended		Tt <sup>†</sup> 🔋 Video Interviews	B Walk-In Interview
10 Apr 2023 Charlotte				
View details	3			
Outcome Application Source Interview Details Republic Polytechnic Care	er Portal			

- 1. Toggle between Card and List view based on your preference.
- 2. Filter your list here
- 3. Decision buttons:
  - **Reschedule interview –** you might miss the interview; you can reschedule the interview here.
  - Hire Candidate you can indicate your offer to candidate here.

Hire candidate		
Charlotte		
Shortlisted for		
Accountant		
Start work date		
17-04-2023		
Salary offer		
3000		
Confirm	Cancel	

• Reject Candidate – you can reject candidate here.







## 5.3 Offered

Candidates whom you have offered will be shown in this tab.

Manage your hir	ing process					
Interview invitations sent out will l	be reflected in your sched	fule				
		Schedule 🔤 Job Pos	tings 🛃 Applicants 📋	📷 Interviews 🧧 Archi	ve	
		Upcoming Interviews	Completed Interviews	Offered		
		1				
		1	0	1	<b>T</b> : <b>1</b>	
Filter by: 🗌 Posi	ition 👻 🗌 Hiring Man	ger ~ _ Recommended			T4 🚦 Video Interviews	Walk-In Interview Phone Interview
10 Apr 2023	ition 🌱 📄 Hiring Man	1			T <sub>4</sub> † 🚦 Video Interviews	Walk-In Interview     Phone Interview
	ition 🌱 📄 Hiring Man	1			¥₄†	B Walk-In Interview B Phone Interview
10 Apr 2023 Charlotte	ition 👻 📄 Hiring Man	1			1 Video Interviews	Walk-in Interview     Phone Interview
10 Apr 2023 Charlotte View details Accountant		1			T.? 🚺 Video Interviews	Walk-in Interview Phone Interview
10 Apr 2023 Charlotte View details	ttion ~ Hiring Man	ger ♥ _ Recommended			T. Video Interviews	Walk-in Interview Phone Interview.

# 6 Archive

List of expired and rejected candidates will be shown in Archive.

You can still view the candidates' details to contact them if you are interested by clicking

#### 'Restore Application'.

Dashboard Welcome to Virtual Fair			
Archive You can restore the cards back to its original ic			
	👔 Schedule 💼 Job Postings 🔡 Applic	ants 📷 Interviews 🧰 Archive	
	From Applicants Fr	om Interviews 0	
Filter by: 🗌 Status 🌱 🗌 H	ng Manger 🗡		
11 Apr 2023 Bobby Wong			
IT Developer			







# 7 Sub accounts and Settings

There is no limit to the number of sub accounts for one company.

Please note that companies are supposed to manage your sub account access carefully as sub account holders can access to candidates and company's information.

i≟ Back	
Accounts	3
<b>A</b>	
U 6	Han Account + New Sub-Account
Ferdinand Tan	Create new sub-accounts & manage permitations
yanswiringat@gmail.com	
87901212	Main Account Information
JPG oc PHG with interment	
the size of 5 rets	Ferdinand Tan
Permissions enabled for this account	yansvivi.rpat@gmail.com
Manage Company Profile Page	87901212
Create User Account	
Manage User Accounts	
Manage Job Posting	
Manage Job Posting Of Other Users	
Manage Schedule	
Manage Schedule Of Other Users	
Manage Application	
Manage Application Of Other Users	
Manage Interview	
Manage Interview Of Other Users	
4	
	Set Account
5 Dione Ng	×
dioneng@gmail.com	
87901111	
JPG or PNG with maximum	
file size of 5 mb.	
Permissions enabled for this account	
Manage Company Profile Page	
Manage Job Posting	
Manage Job Posting Of Other Users	
Manage Schedule	
Manage Schedule Of Other Users	
Manage Interview	
Manage Interview Of Other Users	
·	

- 1. Account profile Displays your profile photo and profile information.
- 2. Edit Click to update details and permission.
- 3. + New Sub-Account Create new Sub-Account and manage permissions.
- 4. Edit Sub-Account permissions Click to update details and permissions for Sub-Account.
- 5. Sub-Account permissions Display rights that are enabled.