Employer User Guide

(Version 1.0)

Updated on 29 Apr 2024

Table of Contents

1 Landing Page

1.1 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

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

Please click '**Employer Registration**' on the top of the landing page.
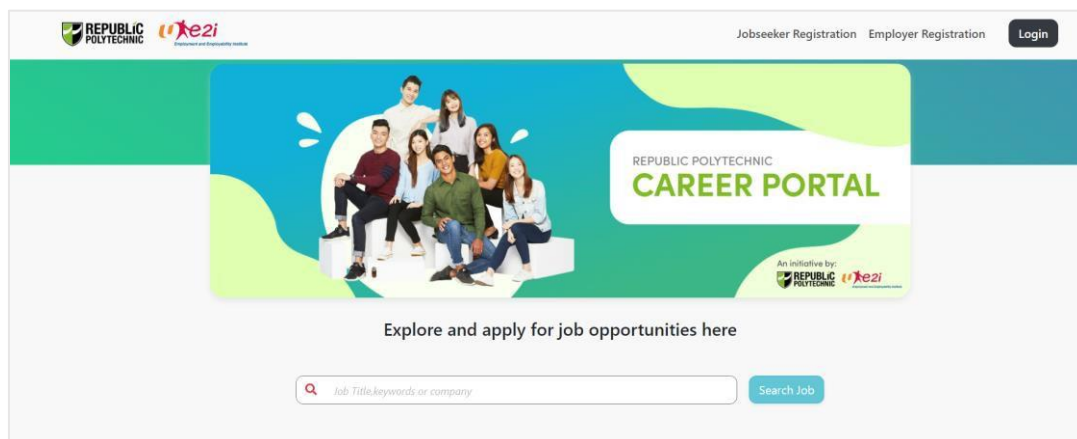
Please fill in all the fields in Employer Registration page:

- 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)
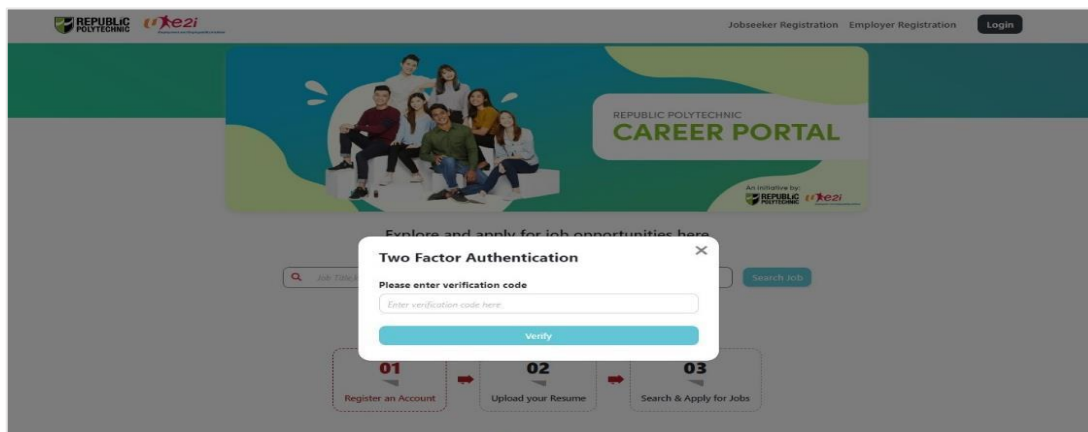
1.3   Two Factor Authentication

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

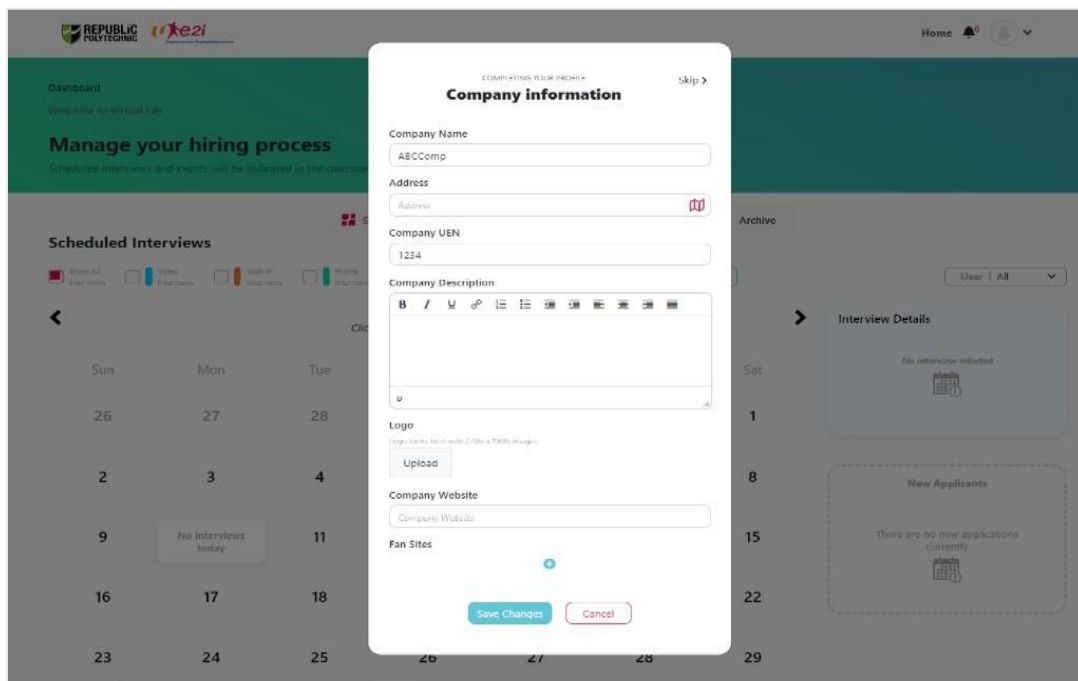Please get the code from the email you provided during the registration step. Enter the code to verify.

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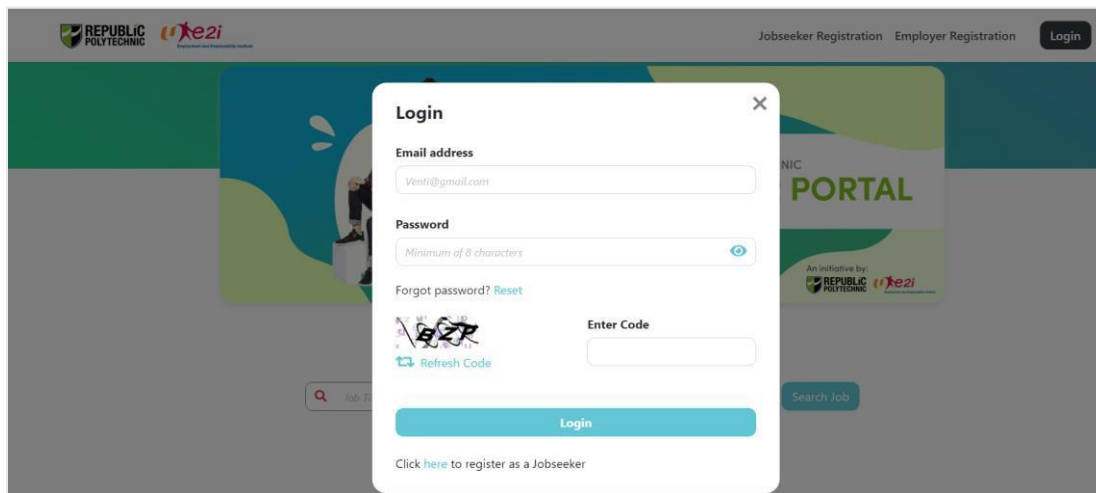
1.4   Company Information

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


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.

2   Dashboard
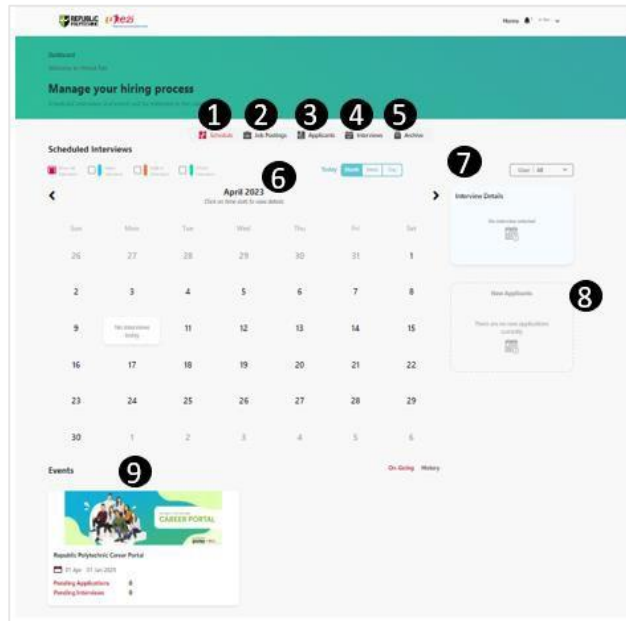
1. Schedule – Scheduler will display your upcoming interviews.

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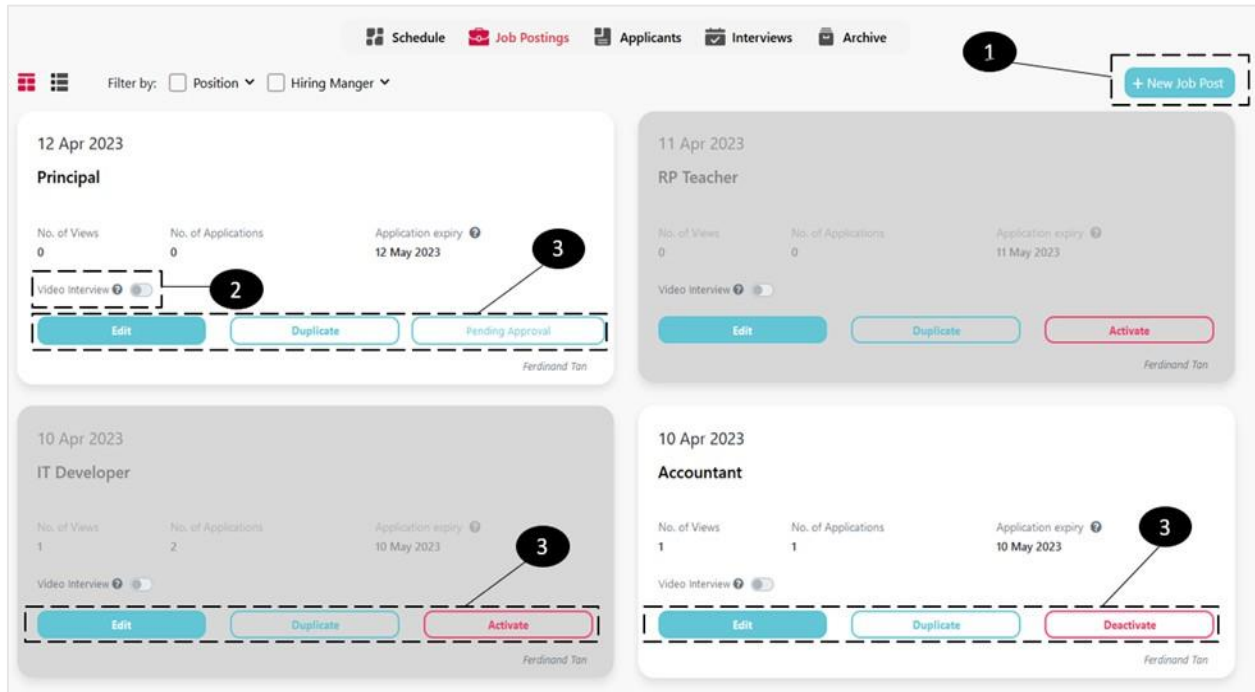
6. Scheduler Display – You can toggle between Day, Week and Month view.

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

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

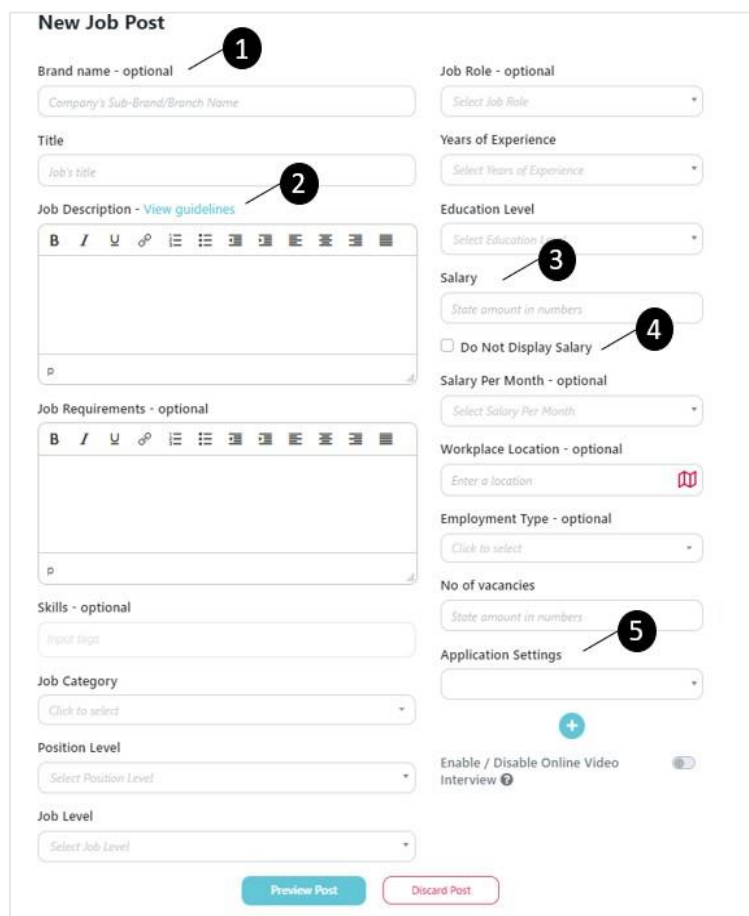**9. Events** – Events that your company is currently participating in.

3   Job Postings

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.

1. **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 https://www.tal.sg/tafep/employment-practices/recruitment

3. **Salary –** Free text field to display the salary or salary range.

4. Check **Do Not Display Salary** 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) Full-Time position, 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 here)

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

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(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

IT Manager
More Than 3 Years experience

$6000
Posted on 11 Apr, 2023

Job Description
Manage Project

Job Requirements
Bachelor Degree in Engineering or Computer Science

About the Company
Republic Polytechnic

Other open positions

Accountant
More Than 3 Years experience

$5000
Min. More Than 3 Years   View Job

IT Developer
2 Years experience

Min. 2 Years   View Job
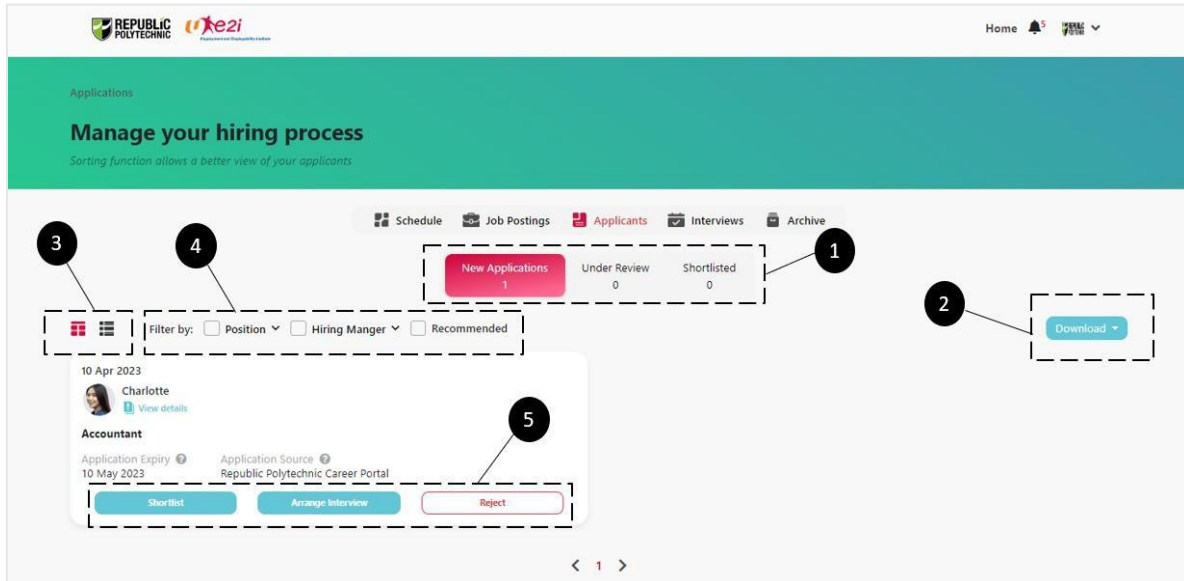
View More

Back   Post Job

Confirm your information.
Click **Post Job** to proceed.

4   Manage Application

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.

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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).

1. Walk-In Interview

Arrange for interview   ✕

Charlotte

Applying for:
Accountant

Interview Mode

| Walk-in | ▾ |

Venue for interview

| China Town |

Interviewer

| Ferdinand Tan | ▾ |

Interview Date

| 30-04-2023 | 📅 |

Start Time   **Duration**

| 03:30 PM | 📅 | | 10 min | ▾ |

[Confirm]   [Cancel]

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 | ▾ |

[Confirm]   [Cancel]

5   Manage Interviews

5.1   Upcoming Interviews
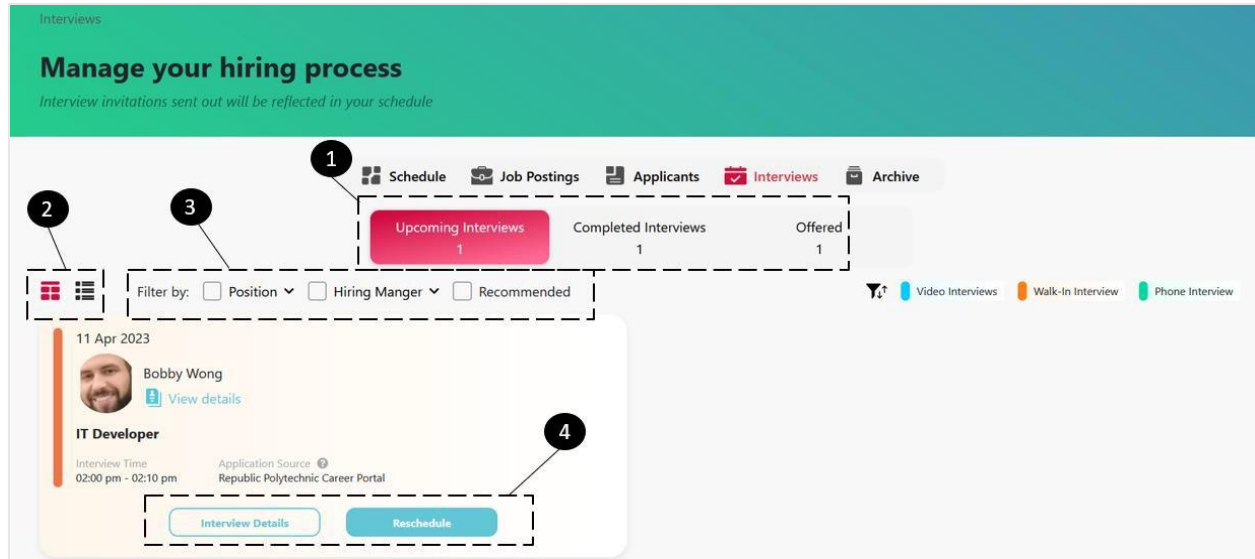
1. **Interview Stages** – interviews are further defined into 3 stages:

   - **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)**.

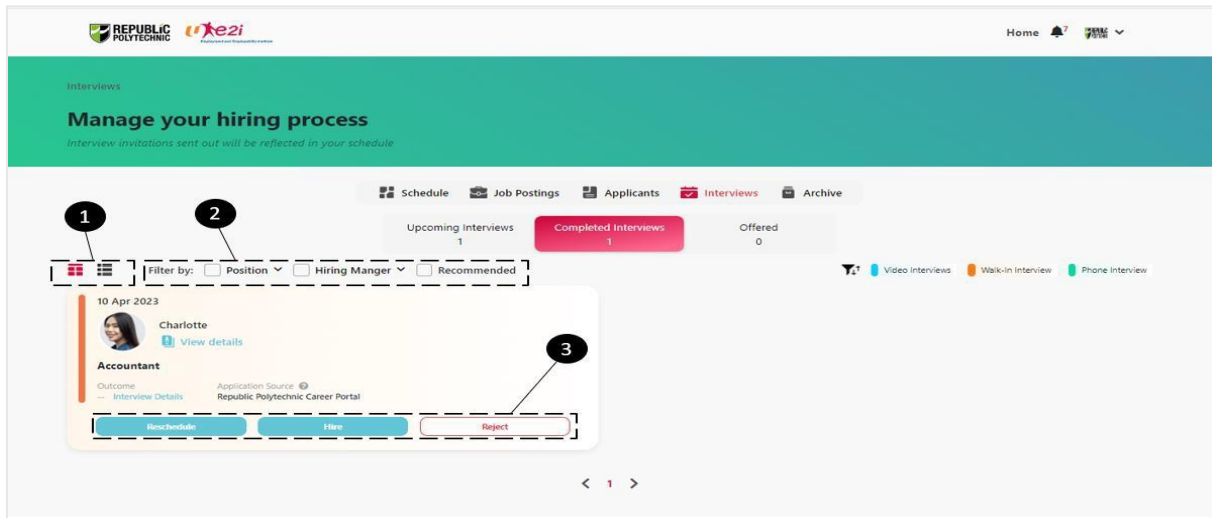2. **Toggle** between **Card** and **List** view based on your preference.

3. **Filter** your list here.

4. **Decision button:**

   - **Interview Details –** shows all the interview details.
   - **Reschedule** the interview date or time.

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5.2   Completed Interviews

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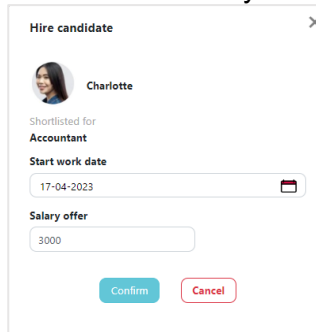

1. **Toggle** between **Card** and **List** view based on your preference.

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.

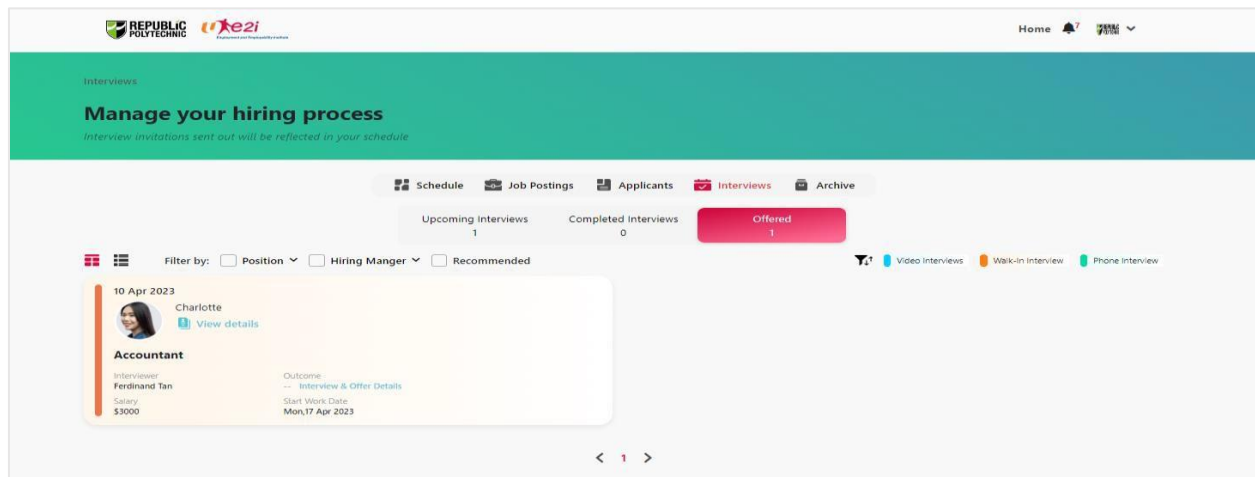   - **Reject Candidate –** you can reject candidate here.
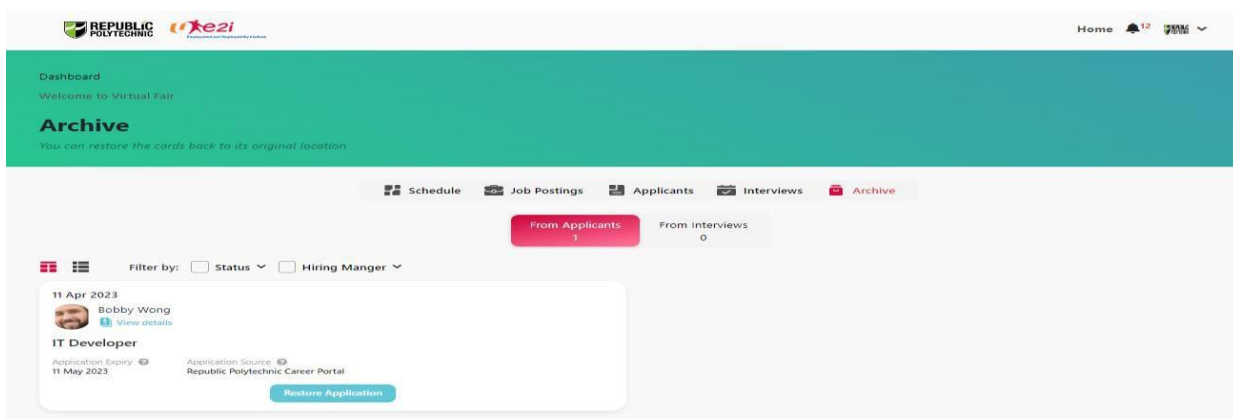
5.3   Offered

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

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'**.

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.
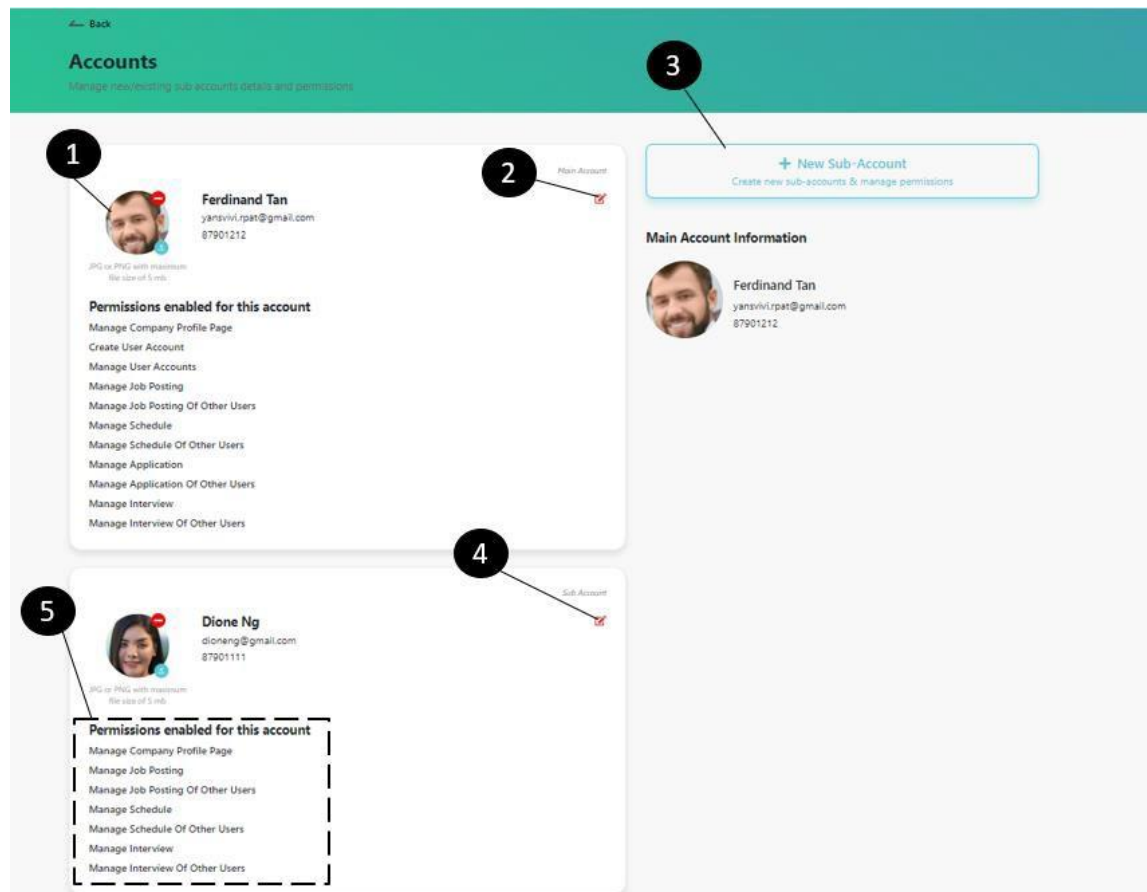
1. **Account profile –** Displays your profile photo and profile information.

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.