



東華學院 TUNG WAH COLLEGE

TUNG WAH COLLEGE

LIFE PLANNING CENTRE PORTAL GUIDEBOOK

For Employer



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Overview

The Tung Wah College (TWC) Life Planning Centre Portal is a portal that facilitates the matching of job opportunities for TWC students and companies.

1. Creating Your Account

1a. Register

1. Visit this login page: https://twclpc.dashboard.kinobi.asia/login

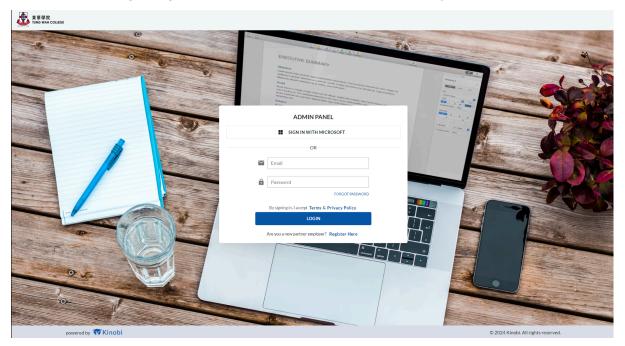


Illustration: Login Page



2. Click on "Register Here" next to Are you a new partner employer?.

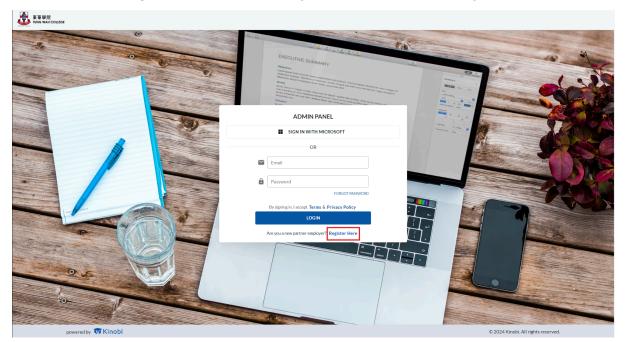


Illustration: Register

3. Fill in all the required fields in each section.

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|--------------|---|--|--|--|
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| | | REGISTRATION | | AT SURA |
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| | | | the second s | |
| | Listens Estitution (LENIV/Dusis and Dusister | tion Number (Off sid Destination Number * | | CAN CO |
| | Unique Entity Number (UEN)/Business Registra | tion Number/Official Registration Number | | |
| | Enter Registration Number | | the second second | 14 1 1 |
| | _ | | | SIL |
| | I do not have registration numb | er | | |
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| E CONTRACTOR | | | | 14 |
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Illustration: Register

- 4. Once completed, click on "Register".
 - a. The registration is routed to the TWC Staff to approve or reject your account registration.
 - b. **[IMPORTANT]** Please remember and note down the password you provided, as it will be used during login.
- 5. After the TWC Staff has approved your registration, you will receive an email from *community@kinobi.asia* with the subject "Welcome! Your account has been approved".



- 6. You can log in at <u>https://twclpc.dashboard.kinobi.asia/login</u> with the password you provided during registration.
- 7. Please note that if you have an account created before receiving the email invitation, you can proceed directly to the login section.

2. Setting Up Your Account

2a. Login

- 1. Visit this login page: https://twclpc.dashboard.kinobi.asia/login
- 2. Log in with your credentials: Email and Password.
- 3. You will see the below picture if you successfully log in.

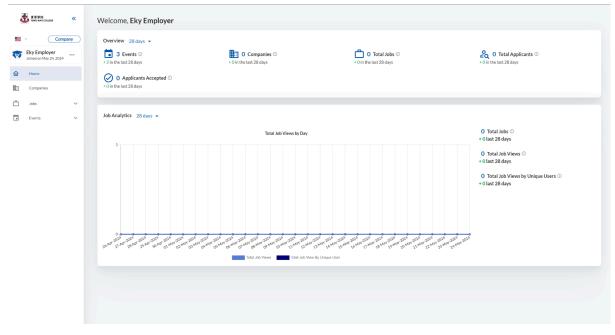


Illustration: Successful Login

2b. Accessible Feature

- Companies
- Jobs List
- Job Applications
- Job Offers

3. Uploading Your Job Post

Steps by steps to successfully upload your job can be seen below:

- 1. Go to "**Jobs**".
- 2. Click on "Jobs List".



| TUNG WAR COLLEGE 《 | » | JOBS © | | | | (| DOWNLOAD - | ADD JOB |
|--|---|--|------------------------------------|--------------------|---|------------------|--|------------|
| Company Key Employer Joined on May 24, 2024 Home | | Overview 28 days - 1 All Jobs ① + 0 in the last 28 days | 1 Publish + 0 in the las | | 0 Rejected Jobs + 0 in the last 28 day | | 1 Applications ① + 1 in the last 28 days | |
| Shared Files | | Q Search by job name | | | = FILTER | COLUMN | s• | |
|] Companies | | Job Name 🛈 | | Application Type 🛈 | Company Name 🛈 | Release Status 🛈 | Validity Status 🕕 | Engagement |
| Jobs 🔨 | | Accounting Staff Expires in 7 months | : | Easy Apply | Ismi Test2 | Published | Active | 0 Views |
| Job Applications | | | | | | | | |
| Events | | | | | | | | |
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Illustration: Jobs List Page

3. Click "Add Job" and select "Add New Job". This is what you will see:

| 東華學院 TUNG WAR COLLEGE 《 | ← BACK TO JOBS | REVIEW SAVE AS DRAFT CANCEL NEX |
|--|--|---------------------------------|
| Company | Add Job | |
| Eky Employer Joined on May 24, 2024 | Overview Additional Company Advanced | |
| ப் Home | Job Details | |
| Shared Files Companies | Job Title * | |
| Dobs ^ | Enter job title, e.g. Material Handler Helper Silang | |
| 🗂 Jobs List | Field * | Industry * |
| Job Applications | Select field • | Select industry 👻 |
| Ø Job Offers | Employment Type * Select employment type | Work Arrangement * |
| Events | Seniority Level | Min. Education Level * |
| | Select seniority level | Select min. education level |
| | Experience Level * | |
| | Select experience level | • |
| | Expired At * | |
| | Select expired date Your job will expire | |

Illustration: Add New Job

3a. Things to note on the Overview page of Individual Job Posting

- 1. Please fill out all required fields marked in asterisks.
 - a. Job Title
 - b. Field
 - c. Industry
 - d. Employment Type



- e. Work Arrangement
- f. Min. Education Level
- g. Experience Level
- h. Expired At

| 業要學院 INNG MARI COLLEGE ≪ | ← BACKTO JOBS 🖹 PREVIEW 📓 SAVE AS DRAFT | CANCEL |
|--|--|--------|
| Company | Add Job | |
| LKy Employer Joined on May 24, 2024 | Overview Additional Company Advanced | |
| Shared Files | Job Details | |
| Companies | Job Title * Enter job title, e.g. Material Handler Helper Silang | |
| List | Field * Industry * Select industry * Select industry | • |
| Job Applications | Employment Type* Vork Arrangement* | |
| Events | Select employment type | • |
| | Select seniority level Min. Education Level Select min. education level | • |
| | Experience Level * | • |
| | Letect capement a rever | |
| | Select on a selection of the selection o | i i |

- 2. The "Expired At" field is the duration of the job post. We recommend 1-2 months.
- 3. You are required to enter the salary range, but you can check the "**Prefer not to disclose**" box, so the salary range will not be visible to students.



3b. Things to note on the Additional page of Individual Job Posting

1. Please update the Number of Vacancies available for the position posted.

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|--------------------------------------|--|-----------|---------------|------|
| Eky Employer | Add Job | | | |
| Virginitia Construction New 24, 2024 | Overview Additional Company Advanced | | | |
| fr Home | | | | |
| Companies | Additional Details | | | |
| 🗂 Jobs 🔨 | Number of Vacancies * O Work Term | | | |
| Dobs List | Enter number of vacancies Select work term | | | - |
| Job Applications | No specific vacancy | | | |
| Ø Job Offers | Tags | | | |
| 🖬 Events 🗸 | Select tags | | | |
| | Keywords | | | |
| | Select keywords | | | · |
| | Related Program | | | |
| | Select related program | | | • |
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| | | R PREVIEW | SAVE AS DRAFT | BACK |
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Illustration: Individual Job Posting Page (Additional)

2. The other fields, such as **Work Term**, **Tags**, **Keywords**, and **Related Program**, are not mandatory.

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|--|--|-----------|---------------|------|
| Company | Add Job | | | |
| View Content of Conten | | | | |
| G Home | Overview Additional Company Advanced | | | |
| Companies | Additional Details | | | |
| A stot | Number of Vacancies * () Work Term | | | |
| 🗂 Jobs List | Enter number of vacancies Select work term | | | • |
| Job Applications | No specific vacancy | | | |
| Job Offers | Tags | | | |
| Events V | Select tags | | | • |
| | Keywords | | | |
| | Select keywords | | | • |
| | Related Program | | | |
| | Select related program | | | • |
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Illustration: Individual Job Posting Page (Additional)



3c. Things to note on the Company Page of Individual Job Posting

- 1. The "Company" field under the Company Details section is your company name.
- 2. You can save a draft job post by clicking "SAVE AS DRAFT".
- 3. You can click "**Preview**" to see how your job post will be visible to students.

| 東華學院 INING WARE COLLEGE 《 | ← BACK TO JOBS | CANCEL |
|--|--|--------|
| Company | Edit Job | |
| View Constant Constan | Overview Additional Company Advanced | |
| 合 Home | | |
| Shared Files | Job Details | |
| Companies | Job Title * | |
| Jobs ^ | Accounting Staff | |
| Jobs List | Field * Industry * | |
| Job Applications | Accounting & Auditing | • |
| Job Offers | Employment Type * Work Arrangement * | |
| - | Full Time | - |
| Events | Seniority Level Min. Education Level * | |
| | 1 - 2 Graduates - Bachelor degree or above | • |
| | Experience Level* | |
| | Entry Level | - |
| | Expired At * | |
| | 31/12/2024 | |
| | Your job will expire in 7 months | |

Illustration: Individual Job Posting Page (Preview)



3d. Things to note on the Advanced page of Individual Job Posting

This is what you will see on the Advanced page:

| 支軍學院 Time was coulses | « | ← BACKTOJOBS | R PREVIEW | SAVE AS DRAFT | BACK PUBLISH |
|--------------------------|-----|--|-----------|---------------|--------------|
| Comp | any | Add Job | | | |
| Joined on May 24, 2024 | | Overview Additional Company Advanced | | | |
| G Home | | | | | |
| Companies | | Application Details | | | |
| adol. | ^ | Application Type * | | | |
| Dobs List | | Use Kinobi Applicant Tracking System O Redirect to external job link | | | |
| Job Applications | | To Email Address | | | |
| Job Offers | | (ekyemployer@kinobl.asia) | | | • |
| Events | ~ | By default, it will go to community@kinoblasia | | | |
| | | CC Email Address | | | |
| | | Select CC email address | | | • |
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Illustration: Individual Job Posting Page (Advanced)

There are two types of job application methods:

1. Use Applicant Tracking Systems - This method of application is recommended as it allows employers to access applicant's information and update their progress, and the ease of application will also encourage students to apply for your job role.

Illustration: Easy Apply



 Redirect to external job link - job applicants will be directed to an external job application website. The job application button will appear as "Apply Now" on the job portal.

| ← BACK | | |
|---|---|--|
| | Customs Officer Expires on 31 Aug 2024 Customs And Excise Department (HKSAR Government) Full Time • Entry Level HKD 24,725 - 35,215 | Ø Hong Kong □ Work From Office |
| smuggling ar required to v Administrati REQUIREMENTS | ficers are mainly deployed on law enforcement activities relating t ad intellectual property rights protection. They are subject to the vear uniform, carry firearms, work irregular hours and may be req ve Region. | provisions of the Customs and Excise Service Ordinance, juired to work in an area outside the Hong Kong Special |
| | | |

Illustration: Redirect to the external link

- a. If you choose the "Applicant Tracking Systems" option, please indicate your preferred email address to receive notifications on the applications.
- b. If you choose the "Redirect to external job link" option, you will only need to fill out the "URL form" field.
- c. Fill out the fields that are relevant to you. You can publish the job by clicking "**Publish**"
- 3. Your job post must be approved by the TWC admin before it can be visible to students.
- 4. Job postings will be visible once approved by the TWC Team.



4. Configuring Your Job Posts

- 1. Navigate to the dashboard's home page (<u>https://twclpc.dashboard.kinobi.asia/</u>).
- 2. Go to "Jobs" and select "Jobs List" to find your job posts.
- 3. You can also "**Set Rank**" to prioritize your applicant within a specific job.
 - a. Go to "Jobs".
 - b. Select "Jobs List".
 - c. Select one of your list under the Job Name.
 - d. Prioritize the applicant by configuring the "Set Rank" option.

| 東華學院 TUNG WAR COLLEGE 《 | JOB APPLICANTS O | 👲 DOWNLOAD (ALL) |
|-----------------------------|--|---|
| EN - Company | Showing users who apply for Accounting Staff | |
| Eky Employer | Overview 28 days - 1 Applications 1 Unique User Applicants - + 0 in the last 28 days + 0 in the last 28 days - | 0 |
| Shared Files Companies Jobs | Q. Search by name, company name or job name 1 result found for 1 fifter applied X | 1 FILTER |
| Dobs List | Applicants Name Applied Job Elsy Uni Mentor Accounting Staff Applied a month ago Ismi test2 | Rank O Status O Attachment Documents O Res Set Rank O Applied ~ |
| Events 🗗 | | |
| | | |

Illustration: Edit Job Post



- 4. Upon finding your Job Post, click the "**three dots**" located to the right of your job post to edit or duplicate your post.
- 5. After you edit a job post, it will need to be approved by the TWC admin.

| 支援 東着 学院 TING WAR COLLEGE 《 | » | JOBS 0 | | | DOWNLOAD - | ADD JOB 👻 |
|--|---------------------|---|--|---|--|----------------------------|
| Company Kky Employer Joined on May 24, 2024 | <mark>ث</mark> ت | Overview 28 days → 1 All Jobs ③ + 0 in the last 28 days | 1 Published Jobs ③ + 0 in the last 28 days | O Rejected Jobs + 0 in the last 28 days | 1 Applications ① + 1 in the last 28 days | |
| Home Shared Files | J | Q Search by job name | | ₹ FILTER 🂠 ED | | |
| Companies Companies Jobs | | Job Name ① Accounting Staff Expires in 7 months | Application Type ③ | Company Name ③ Release Ismi Test2 Public | e Status 🛈 Validity Status 🛈 shed Active | Engagement F 0 Views |
| Job Applications | | | | | | |
| Events A | | | | | | |
| | | 4 | | | | , |
| | | | | | | |

Illustration: Edit Job Post



5. Viewing of Applications (Applicant Tracking System)

- Navigate to the dashboard's homepage (<u>https://twclpc.dashboard.kinobi.asia/</u>). Candidates on this page appear after the user applies for the "Applicant Tracking System" Jobs.
- 2. Click "Jobs", located at the left panel, select "Jobs List", and find your specific job post.

| 文章學院 TUNG WAR COLLEGE 《 | » | JOBS © | | | (| DOWNLOAD - | ADD JOB - |
|---|------------------|---|--|--|-----------------------------------|--|-------------|
| Company Admin Joined on May 26, 2024 | 1 1 1 1 | Overview 28 days ▼ 98 All Jobs ① + 88 in the last 28 days | 17 Published Job + 10 in the last 28 day | | | 5 Applications ① + 5 in the last 28 days | |
| Companies | | Q. Search by job name | Amlica | ⇒ FILTER ion Type ⊙ Company Name ⊙ | 🔅 EDIT COLUMN Release Status 🛈 | S [®] Validity Status ① | Engageme |
| Jobs List | | Consultant Expires in a year | | | Published | Active | 11 Views |
| Job Offers | | Accounts Receivable (Credit) Expires in a year | Easy A | •core Kinobi Pte. Ltd | Published | Active | 5 Views |
| Events V | | Customs Officer Expires in 3 months | Apply | Customs and Excise la Link Department (HKSAF Government) | Published | Active | 10 Views |

Illustration: Upon clicking the Job List

3. Click on the job name to see the applicants for that specific job post.

| 東華學院 TIWG WAH COLLEGE 《 | » | JOBS © | | | DOWNLOAD - | ADD JOB |
|---|---|---|--|--|--|-------------|
| Company | Ċ | Overview 28 days - | | | | |
| Company Admin Joined on May 26, 2024 | Ċ | 97 All Jobs ① + 88 in the last 28 days | 17 Published Jobs (1) + 10 in the last 28 days | 2 Rejected Jobs (i) + 1 in the last 28 days | 5 Applications (+ 5 in the last 28 day | |
| ☆ Home | Ô | | | | | |
| Companies | | Q Search by job name | | \Xi FILTER 🏼 🌣 | | |
| 🖞 Jobs 🔨 | | Accounts Receivable (Credit) Expires in a year | Easy Apply | 🐜 Kinobi Pte. Ltd P | ublished Active | 5 Views |
| Jobs List | | Customs Officer Expires in 3 months | Apply via Link | Customs and Excise Department (HKSAR Government) | ublished Active | 10 Views |

Illustration: Upon clicking the Job List (Job Name)

a. The job applications will be automatically filtered to that specific job post.



4. In the "Job Applicants", you will be able to see this:

| OB APPLICANTS | - | | | DOWNLO | |
|---|--------------------------|---------|------------------|--|---|
| howing users who apply for Accou | Ints Receivable (Credit) | | | | |
| Overview 28 days 👻 | | | | | |
| 5 Applications ^① | 5 Unique User Applicant | s 🛈 | | | |
| + 5 in the last 28 days | + 5 in the last 28 days | | | | |
| Q Search by name, compa | | 1 FI | LTER | | |
| Q Search by name, compa 2 results found for 1 filter applie Applicants Name ① | | Aank () | LTER Status ① | Attachment Documents ① | R |
| 2 results found for 1 filter applie Applicants Name ① | Applied Job ① | | | Attachment Documents ① | R |
| 2 results found for 1 filter applie | ed X | | | Attachment Documents ③ Open External Resume [2] | R |

Illustration: Upon clicking your job post

- 5. You will be able to perform:
 - a. Contact the candidate directly via email by clicking the email logo located in the "Contact" column.

| OB APPLICANTS | 0 | | | | | |
|--|---|-------|----------|---------------------|-------------------|-----------|
| owing users who apply for Accou | Ints Receivable (Credit) | | | | | |
| Overview 28 days 🗸 | | | | | | |
| 5 Applications ① + 5 in the last 28 days | 5 Unique User A + 5 in the last 28 day | | | | | |
| Q Search by name, compa | ny name or job name | | 1 FILTER | | | |
| 2 results found for 1 filter applie | ed 🗙 | | | | | |
| | Major 🛈 | GPA 🛈 | I | Experience 🛈 | | Contact 🛈 |
| University (i) | | | | | | |
| University ① - | - | - | | - Organisational | - Professional | |

Illustration: Job Applications Page



b. View the profiles of candidates who apply

| All job applications / Accounts Receiva | able (Credit) / 66503d45471ace001d070321 | |
|---|--|---|
| Expiring at 10/05/2025 Kinobi Pte. Ltd Accounts Receivable (Credit) | | : |
| Easy Apply Singapore, SG Full Time • Internship | | |
| V Singapore, 33 Puir nine • internship | □ years | |
| | Motivation | |
| ТО | abc | |
| ТР | Resume | |
| | | |
| Teja Pradipta | MANUALRANK | |
| teja@kinobi.asia | SET RANK 🚭 | |
| 8317848489 | SEND OFFER LETTER | |
| | | |
| APPLIED > | | |

Illustration: Upon clicking the candidate's name

c. View their resume by clicking on the view button marked in red.

| All job applications / Accounts Receiv | vable (Credit) / 66503d45471ace001d070321 | |
|---|---|---|
| Expiring at 10/05/2025 Kinobi Pte, Ltd Accounts Receivable (Credit) Easy Apply Singapore, SG 🛍 Full Time • Internship | ℤ years | : |
| ТР | Motivation abc Resume | |
| Teja Pradipta teja@kinobi.asia | MANUAL RANK SET RANK | |
| 8317848489 | SEND OFFER LETTER | |
| APPLIED > | | |

Illustration: Upon clicking the candidate's name



d. Change their recruitment status in the Status column.

| BAPPLICANTS © |) | | | DOWNLO, | AD (AL |
|---|---|--------|-----------------------|--|--------|
| Overview 28 days 👻 | | | | | |
| 5 in the last 28 days | 5 Unique User Applicant + 5 in the last 28 days | ts 🛈 | | | |
| Q Search by name, compared | ny name or job name | 1 | FILTER | | |
| results found for 1 filter applie | d \times | | | | |
| results found for 1 filter applie Applicants Name ① | d 🗙 Applied Job 🛈 | Rank 🛈 | Status 🕕 | Attachment Documents ③ | R |
| | | Rank 🗊 | Status ① Applied ~ | Attachment Documents ③ Open External Resume [2] | R |

Illustration: Job Applications Page

e. Search for candidates in the search box.

| Querview 29 days | | | | | |
|---|---|----------|-----------------------|--|-----------------------|
| Overview 28 days ▼ | | | | | |
| 17 Applications → 7 in the last 28 days | 13 Unique User Applicat + 6 in the last 28 days | nts U | | | |
| | | | | | |
| | | | | | |
| Q Search by name, compa | ny name or job name | | LTER | | |
| | | | | | |
| Applicants Name ③ | Applied Job 🛈 | Rank 🛈 | Status 🛈 | Attachment Documents ③ | F |
| Applicants Name ① Eky User Applied 2 days ago | Applied Job ① Accounts Receivable (Credit) Kinobi Pte. Ltd | Rank 🕤 | Status ① Applied ~ | Attachment Documents ① Open External Resume 2 | F |
| Eky User | Accounts Receivable (Credit) | | | | F (: S |
| Eky User Applied 2 days ago Teja Pradipta | Accounts Receivable (Credit) Kinobi Pte. Ltd Accounts Receivable (Credit) | Set Rank | Applied ~ | Open External Resume [2] | F (S (S |

Illustration: Job Applications Page



f. Export the candidates' data by clicking on "Download".

| OB APPLICANTS © |) | | | ± DOWNLO | AD (A |
|---|--|------------|------------|--------------------------|-------|
| Overview 28 days 👻 | | | | | |
| 17 Applications ① + 7 in the last 28 days | 13 Unique User Applica + 6 in the last 28 days | nts 🛈 | | | |
| Q Search by name, compar | ny name or job name | | LTER | | |
| Applicants Name 🛈 | Applied Job ③ | Rank 🛈 | Status 🛈 | Attachment Documents ① | I |
| Eky User Applied 2 days ago | Accounts Receivable (Credit) Kinobi Pte. Ltd | Set Rank 💿 | Applied ~ | Open External Resume [2] | |
| Teja Pradipta Applied 2 days ago | Accounts Receivable (Credit) Kinobi Pte. Ltd | Set Rank 💿 | Applied ~ | Open Kinobi Resume 🛛 🛕 | (|
| Aisha New Student Applied 12 days ago | Nurse_Temp CDE Company | Set Rank 💿 | Rejected ~ | Open Kinobi Resume 🛛 🔬 | (|
| Alison Law Applied 13 days ago | Nurse_Temp CDE Company | 8 💷 | Accepted ~ | Open Kinobi Resume 🛙 🔥 | |

Illustration: Job Applications Page



6. Reporting Your Job Posts

6a. Downloading your job posts

- 1. Go to "Jobs" on the left tab and select "Jobs List".
- 2. Click on the "**Download**" button at the top right corner and select "**Download (All)**" to download your jobs list as an Excel file.
- 3. "Download CSV File Template" is used to upload job posts in bulk.
- 4. In the Excel file, you can see the statistics of your job posts.

| 東華學院 《 | » | JOBS © | | | DOWNLOAD - ADD JOB - |
|--|---|---|--|---|--|
| Company | Ċ | Overview 28 days 👻 | | | Download All Job Details |
| Vice State S | Ġ | 1 All Jobs ① + 0 in the last 28 days | 1 Published Jobs ① + 0 in the last 28 days | • 0 Rejected Jobs () + 0 in the last 28 days | Download CSV File Template Applications + 1 in the last 28 days |
| Home | Ô | | · · · · · · · · · · · · · · · · · · · | | |
| Shared Files | | Q. Search by job name | | \Xi FILTER ಿ EDIT | COLUMNS |
| Companies | | Job Name 🛈 | Application Type ① | Company Name ① Release St | tatus 🛈 Validity Status 🛈 Engagement F |
| jobs ^ | | Accounting Staff Expires in 7 months | Easy Apply | Ismi Test2 Publishe | ed Active 0 Views |
| Job Applications | | | | | |
| Job Offers | | | | | |
| Events | | | | | |
| | | x | | | |
| | | | | | |
| | | | | | |

Illustration: Download Job Post



6b. Downloading your job applicants

- 1. Go to "Jobs" and select "Job Applications".
- 2. Click the "**Download**" button on the top right corner to download the list of job applicants as an Excel file.

| Company EVENDIONET 28 days + EVENDIONET 28 days + Shared Riles Companies | 東華學院 TUNG WAR COLLEGE 《 | JOB APPLICANTS © | | | | ± DOWNLO | AD (ALL) |
|--|--|---------------------------|---------------------|------------|-----------|------------------------|----------|
| Job Applications | Company | Overview 28 days 👻 | | | | | |
| Shared Files Companies Companies Jobs Jobs List Jobs List Companies Applicants Name © Applied Job © Rank © Status © Attachment Documents © Exv Unit Mentor Applied J days ago Ismi Test2 Applied V | Eky Employer *** loined on May 24, 2024 | | | icants 🛈 | | | |
| Companies Applicants Name O Applied Job O Rank O Status O Attachment Documents O Bob Applied J doys ago Accounting Staff Set Rank O Applied J doys ago | Home | | | | | | |
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| Job Offers | | | | | | | |
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Illustration: Download Job Applicant

3. In the Excel file, you can see the summary of the applicants' data.



7. Offer Letter to Students

After you have selected a candidate and would like to make an offer, you may proceed to contact him/her via email. There are two methods to send an offer letter:

First Method:

- 1. Go to "Job Applications" under Jobs on the left sidebar.
- 2. Click on the applicant's name.
- 3. Click on "Send Offer Letter".

| 文章 学院 Tining WAH COLLEGE 《 | All job applications / Accounts Receivable (Credit) / 66503d45471ace001d070321 | |
|--|---|---|
| Company Admin Joined on May 26, 2024 | Explring at 10/05/2025 Kinobi Pte. Ltd Accounts Receivable (Credit) Easy Apply Singapore. SG E Full Time • Internship Z years | ÷ |
| Companies Jobs Jobs List Job Applications Job Offers Events | Motivation abc Resume MANUAL RANK SET RANK SEND OFFER LETTER MOTIVATION BC MANUAL RANK SET RANK SEND OFFER LETTER | |

Illustration: Send Offer Letter from Job Applications

4. Fill in all the required fields and click on "Send Offer".

| 重要完 Tind WAN COLLEGE 《 | New Offer Letter SAVE AS DRAFT CANCEL SEND OFFER |
|---|---|
| Company Eky Employer Joined on May 24, 2024 | Job Attachment Details "Required |
| nੇ Home | Select Applicant * Select Job * Eky Uni Mentor Accounting Staff |
| Companies | Please select the applicant you wish to offer Start Date * End Date * |
| Jobs ^ | Choose the start date Choose the end date Currency* Salary/month* Offer Expiry Date* |
| Job Applications | Enter currency Enter salary per month Choose the expired date Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine Your offer will copine |
| Events | Offer Description* ⊷ ~ ** ⇔ U ∓ I ≔ ⊨ H1 H2 H3 B <> - P |
| | Write something |
| | Upload affer letter |
| | Drag or <u>upload</u> your file here Upload in .PDF format with maximum size of 2MB |

Illustration: New Offer Letter Page



Second Method:

- 1. Go to "Job Offers" under Jobs on the left sidebar.
- 2. Click on "Create New Offer" in the top right corner.

| ● 東東學院 TUNG WAH COLLEGE 《 | JOB OFFERS © | |
|---|---|--|
| Company | Overview 28 days 👻 | |
| Company Admin Joined on May 26, 2024 | 7 Offers Sent ① 10 Offers Accepted ① + 4 in the last 28 days + 4 in the last 28 days | 5 Offers Pending ⊙ + 3 in the last 28 days |
| ☆ Home | | |
| Companies | All Offers (18) Pending Response (5) Sent (7) | |
| 🗂 Jobs 🔨 | Q. Search by name or email | \Xi FILTER ÁZ SORT 🏟 EDIT COLUMNS |
| | | |
| 🖞 Jobs List | Applicant Name ③ Actions Offer Status ③ | Offer Expires ① Students Response ① Job Name ③ |
| Jobs List Job Applications | Alicon Law | Offer Expires ③ Students Response ③ Job Name ③ |
| | Applicant Name ③ Actions Offer Status ③ AL Alison Law Last activity 4 days ago : · | |

Illustration: Send Offer Letter from Job Offers

3. Fill in all the required fields, click on "Send Offer".

| lew Offer Letter | | SAV | E AS DRAFT | CANCEL | SEND OFFER |
|---|------------------------|---------------------|-----------------------|--------------|------------|
| Job Attachment Details *Required | | | | | |
| Select Applicant * | | Select Job * | | | |
| Select Applicant | • | Select Job | | | • |
| Please select the applicant you wish to offer | | | | | |
| Start Date * | | End Date * | | | |
| Choose the start date | Ē | Choose the end date | | | Ē |
| Currency * | Salary/month * | | Offer Expiry Date * | | |
| Enter currency 👻 | Enter salary per month | | Choose the e | expired date | Ċ. |
| | | | Your offer will expir | e | |
| Offer Description * | | | | | |
| | Н1 Н2 Н3 В < | > - P | | | |
| Write something | | | | | |

Illustration: New Offer Letter Page



8. Logging Out

a. Click on the "three dots" on the left sidebar next to your profile/avatar.

| 夏季祭政 TING MARCOLLOF 《 | ← BACK TO JOBS | R PREVIEW | SAVE AS DRAFT | BACK PUBLISH |
|--|--|-----------|---------------|--------------|
| Company Company Eky Employer Joined on May 24, 2024 Contact Account Manager | Add Job Overview Additional Company Advanced | | | |
| Manage Company Details Company Details Company Logout Company Company | Application Details Application Type * O Use Kinobi Applicant Tracking System O Constitute to external job link To Enself Address To Enself Address | | | |
| ⊘ JobOffers | (typerploying/bitold.tal) By default, H vill ges community/bitold.tals CC Email Address Select CC email address | | | • • |
| | | R PREVIEW | AVE AS DRAFT | BACK PUBLISH |

Illustration: Logout

b. Click on "Logout".

9. Technical Support

Should you require any technical or non-technical support, our dedicated support teams are here to assist you. Please reach out by emailing <u>career.sao@twc.edu.hk</u>.

Please kindly provide a screenshot of the error message for us to assist you promptly.