東華學院
TUNG WAH COLLEGE

TUNG WAH COLLEGE

LIFE PLANNING CENTRE PORTAL GUIDEBOOK

For Employer

Table of Contents

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

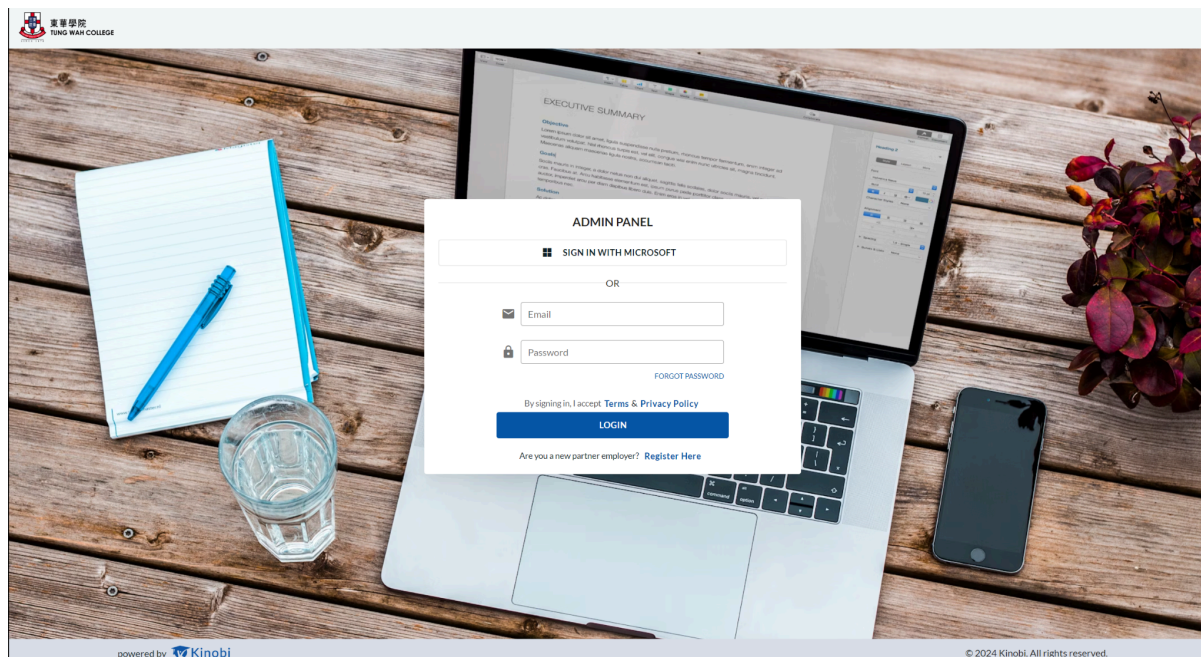1. Visit this login page: https://twclpc.dashboard.kinobi.asia/login

Illustration: Login Page

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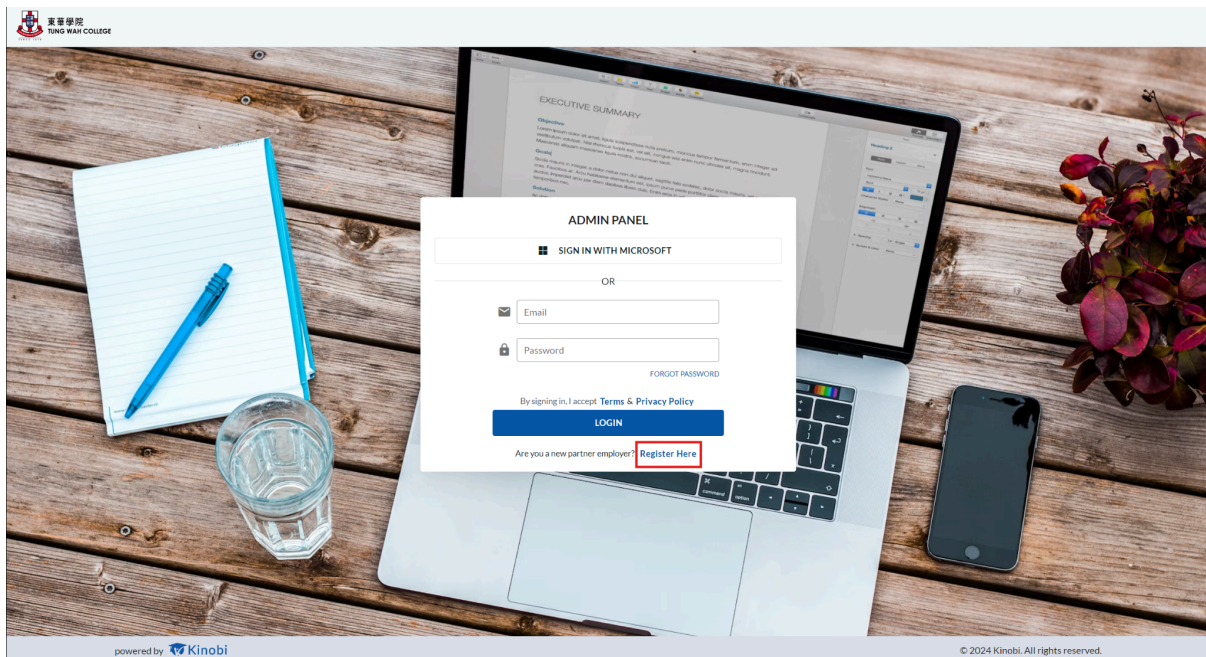

Illustration: Register

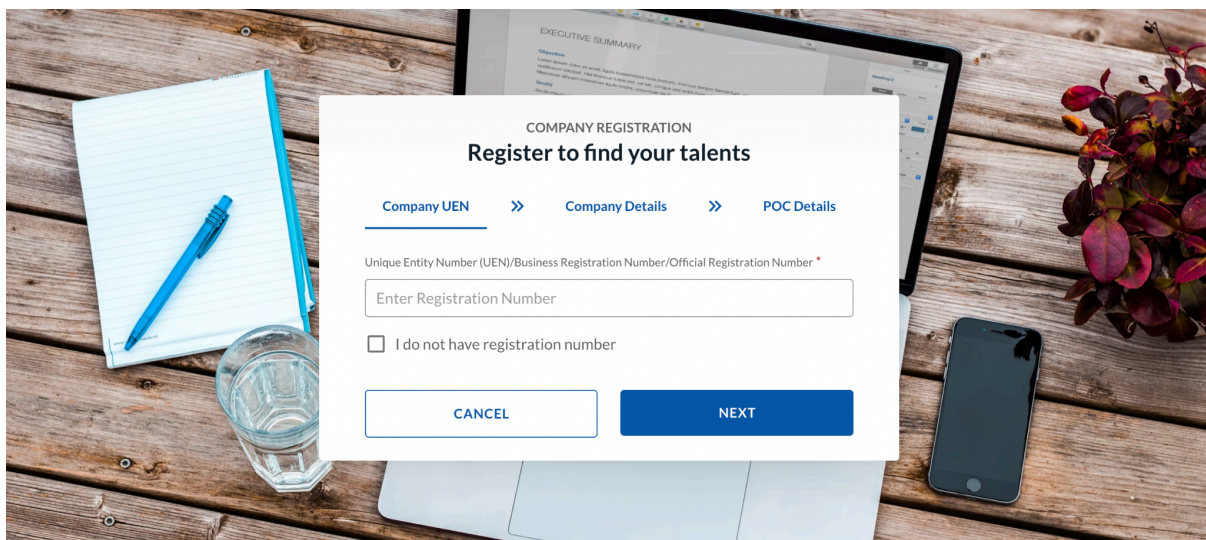3. Fill in all the required fields in each section.

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 https://twclpc.dashboard.kinobi.asia/login 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.

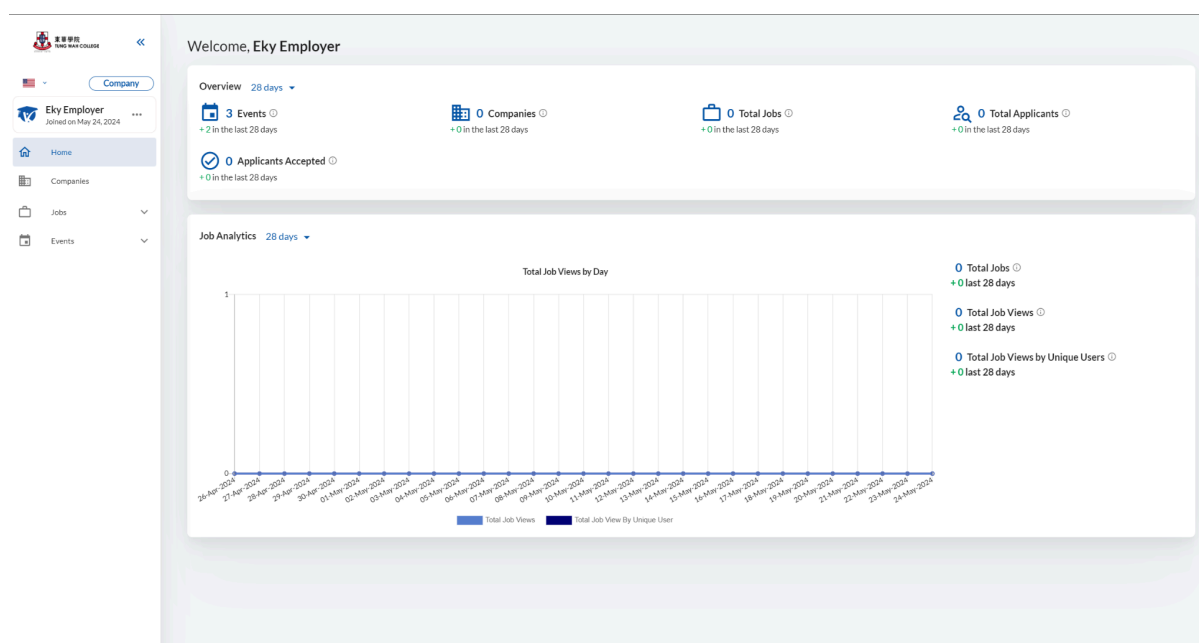3. You will see the below picture if you successfully log in.

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:

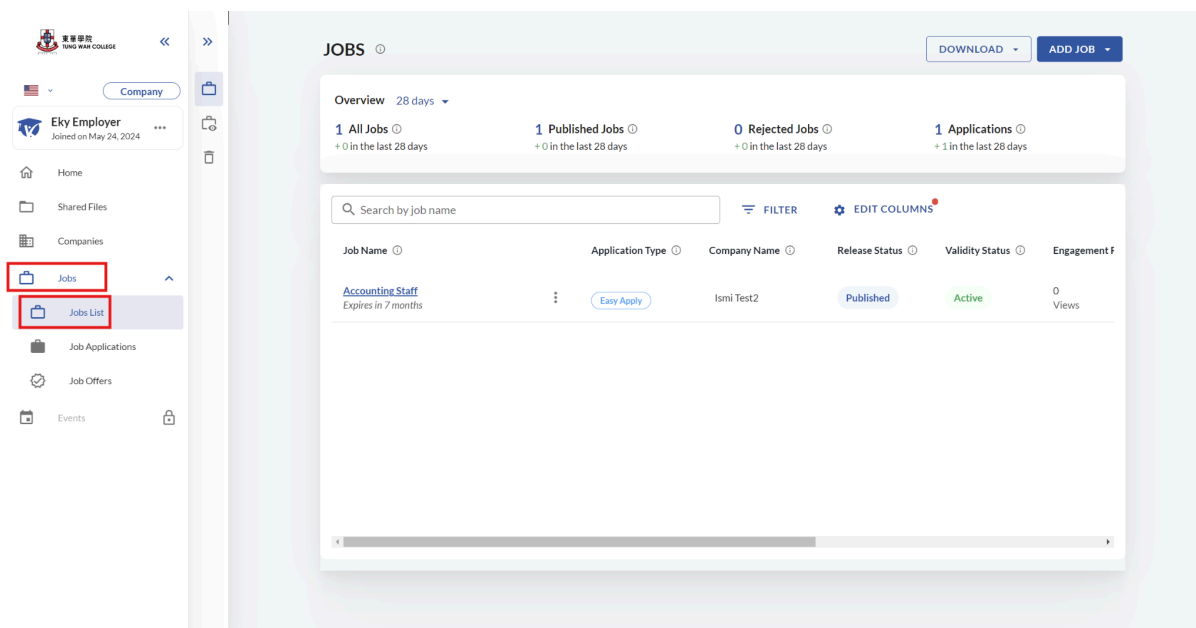1. Go to "**Jobs**".

2. Click on "**Jobs List**".

Illustration: Jobs List Page

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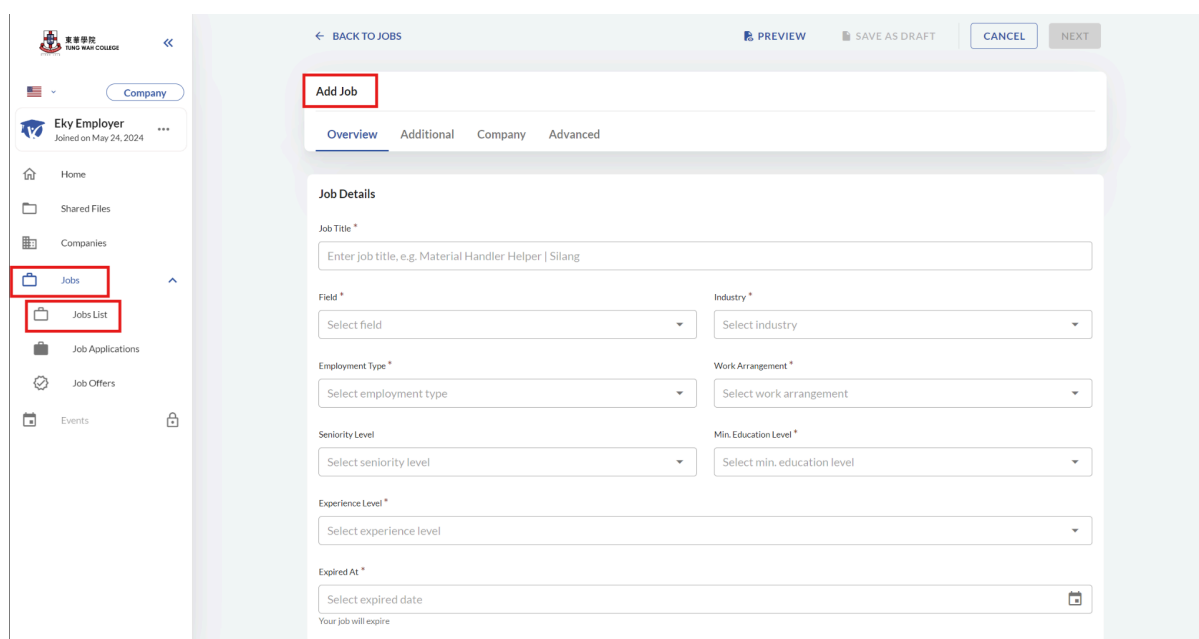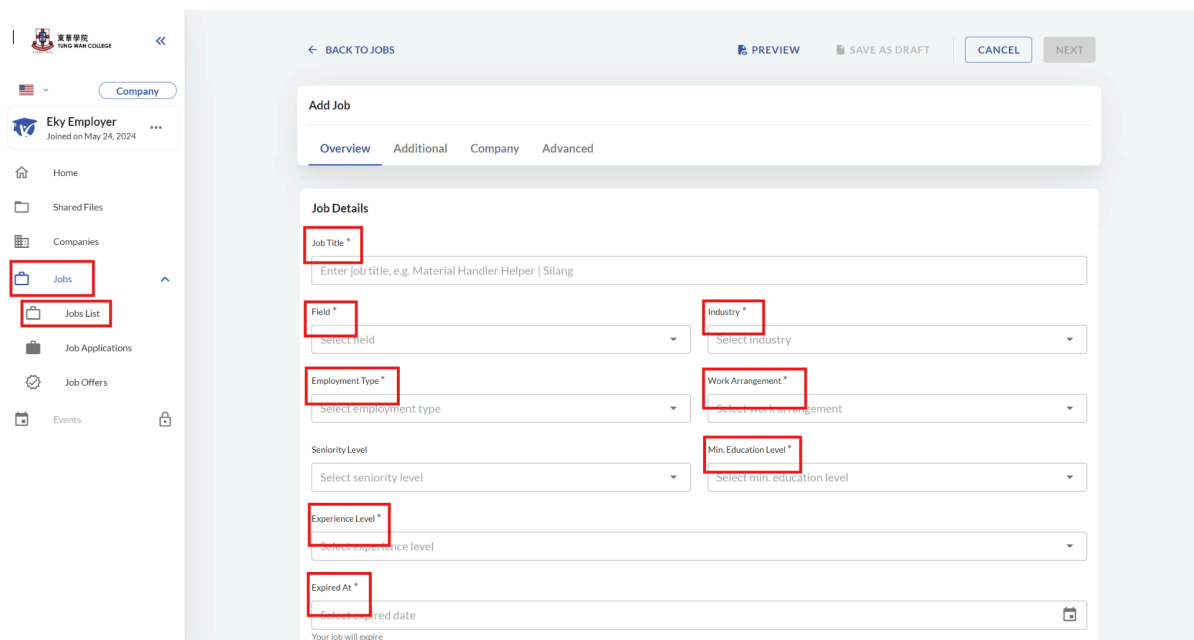

Illustration: Add New Job

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

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.
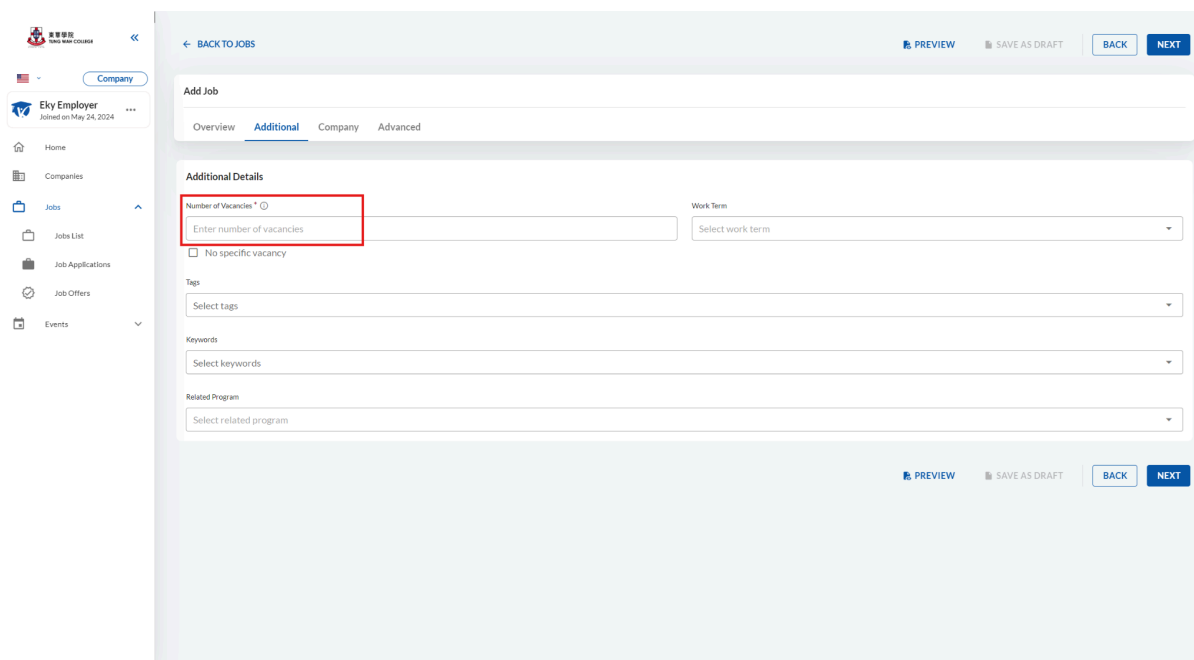
Illustration: Individual Job Posting Page (Additional)

2. The other fields, such as **Work Term**, **Tags**, **Keywords**, and **Related Program**, are not mandatory.
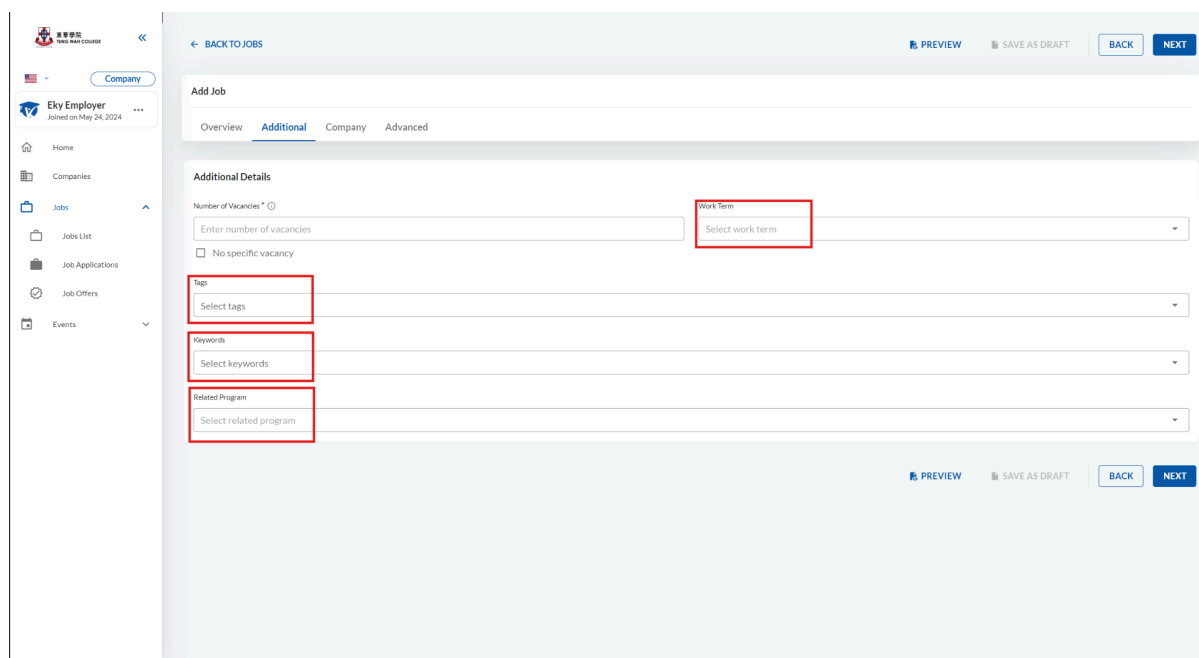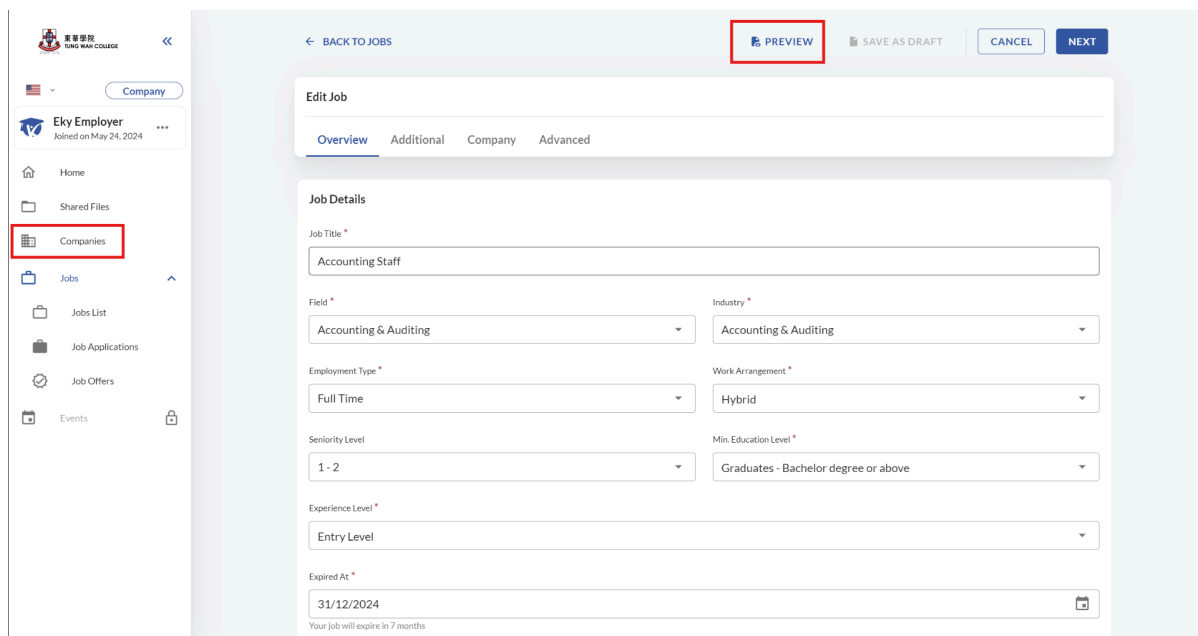
Illustration: Individual Job Posting Page (Additional)

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.

Illustration: Individual Job Posting Page (Preview)

3d. Things to note on the Advanced page of Individual Job Posting
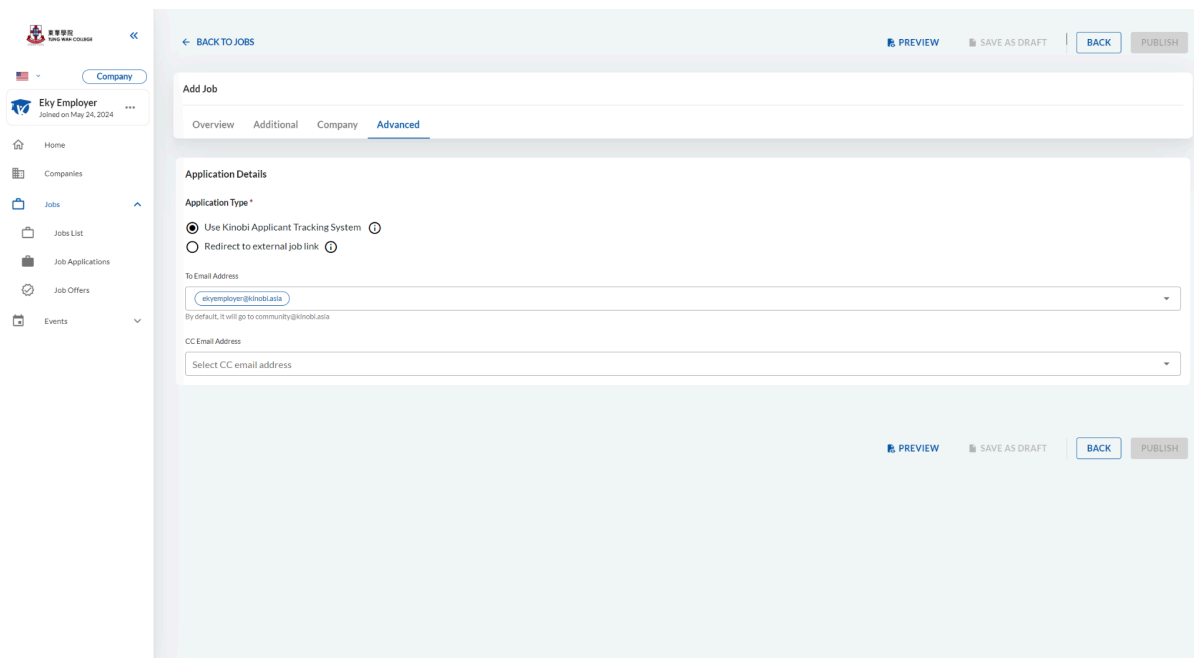
This is what you will see on the Advanced page:

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.
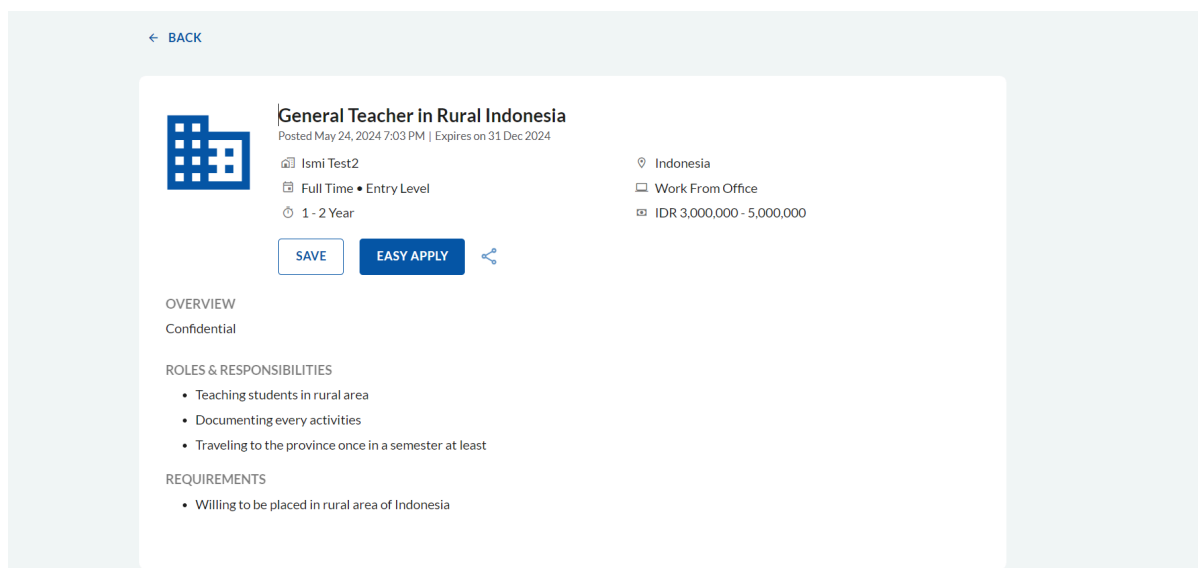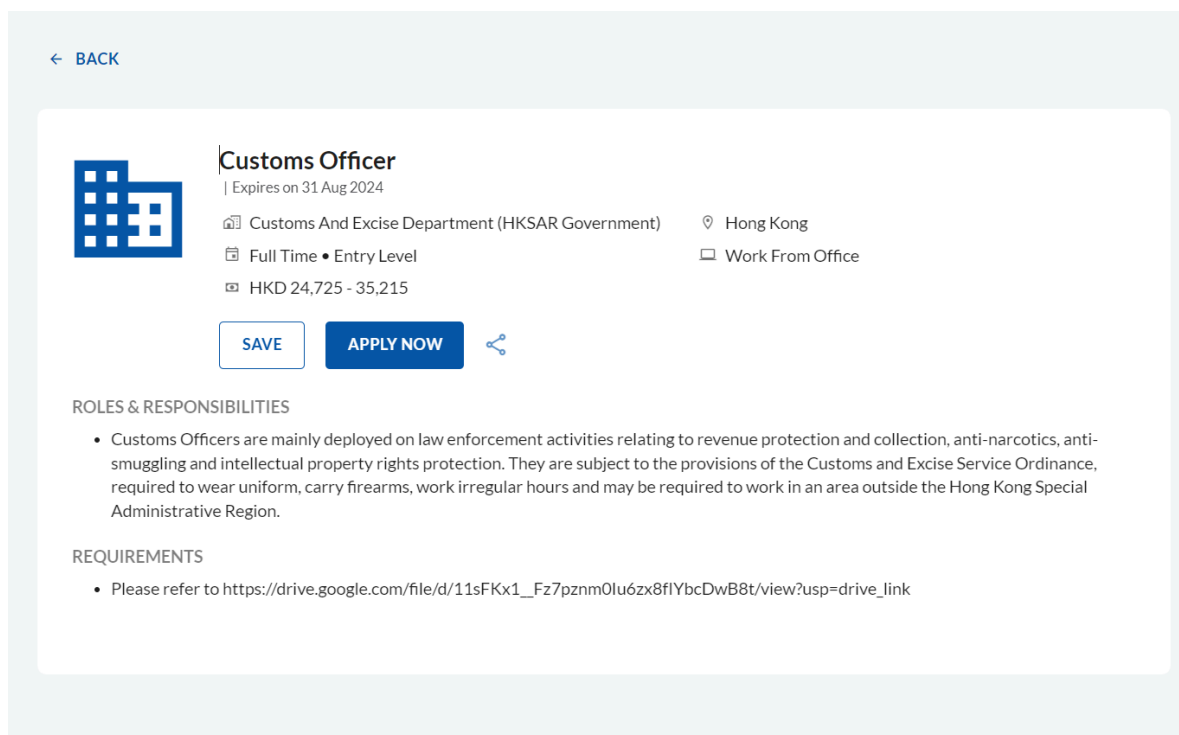
Illustration: Easy Apply

2. 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.

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 (https://twclpc.dashboard.kinobi.asia/).

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**.

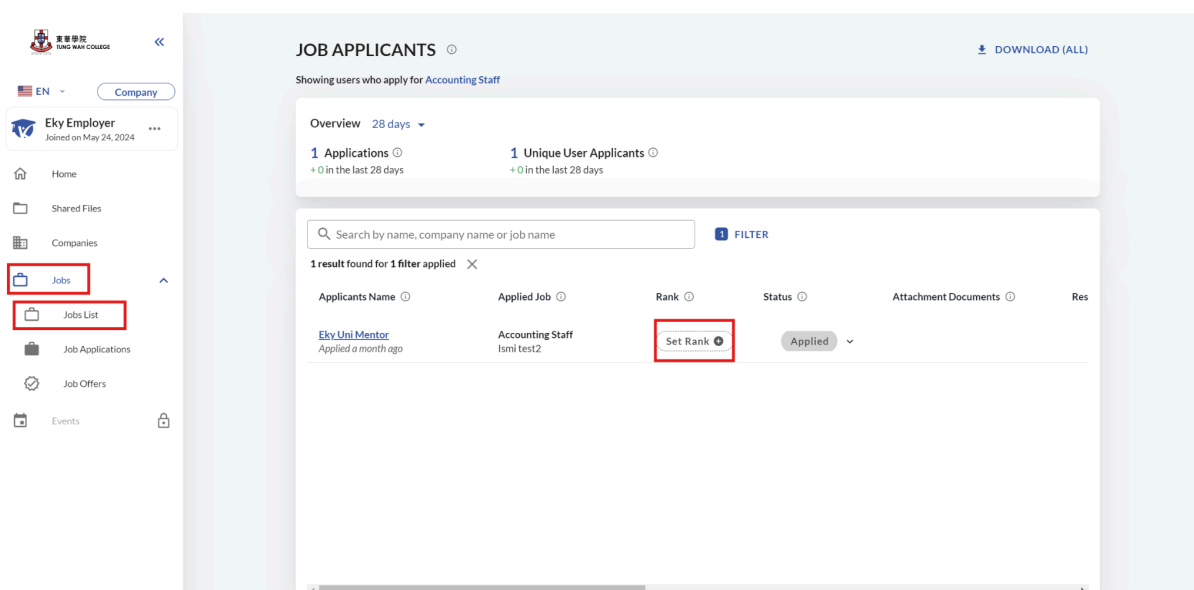   d. Prioritize the applicant by configuring the "Set Rank" option.

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.
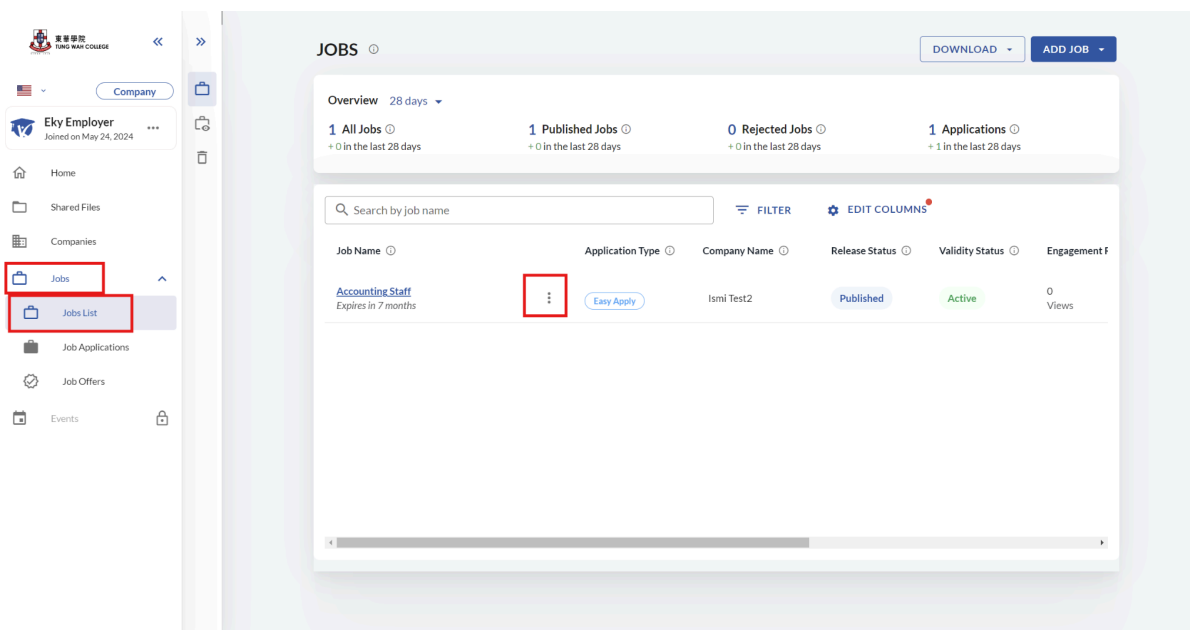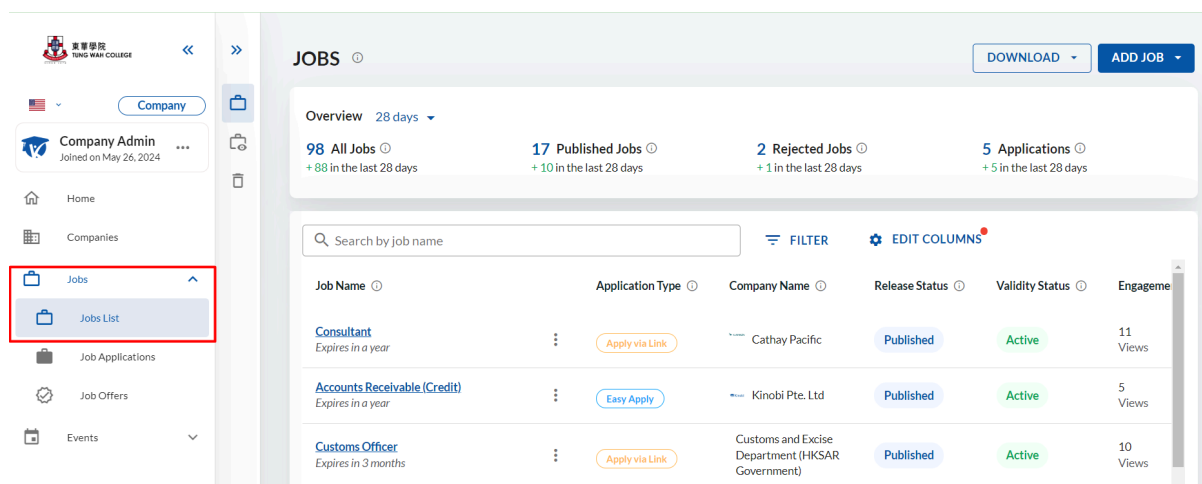
Illustration: Edit Job Post

5. Viewing of Applications (Applicant Tracking System)

1. Navigate to the dashboard's homepage (https://twclpc.dashboard.kinobi.asia/). 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.
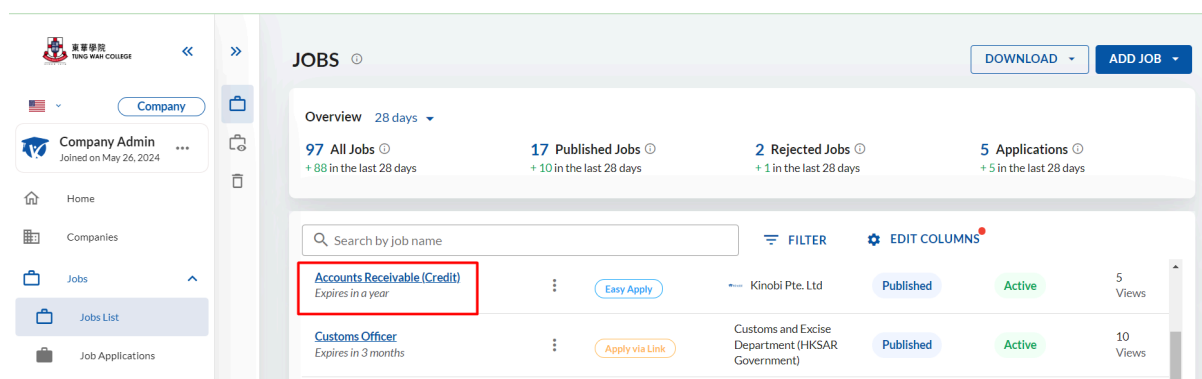
Illustration: Upon clicking the Job List

3. Click on the job name to see the applicants for that specific job post.
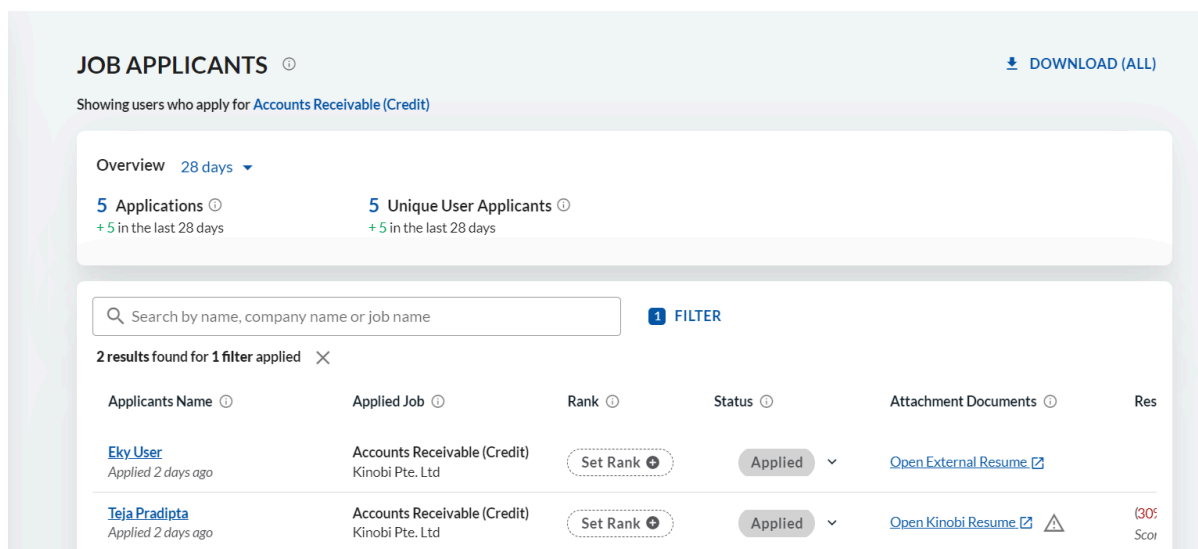
Illustration: Upon clicking the Job List (Job Name)

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:
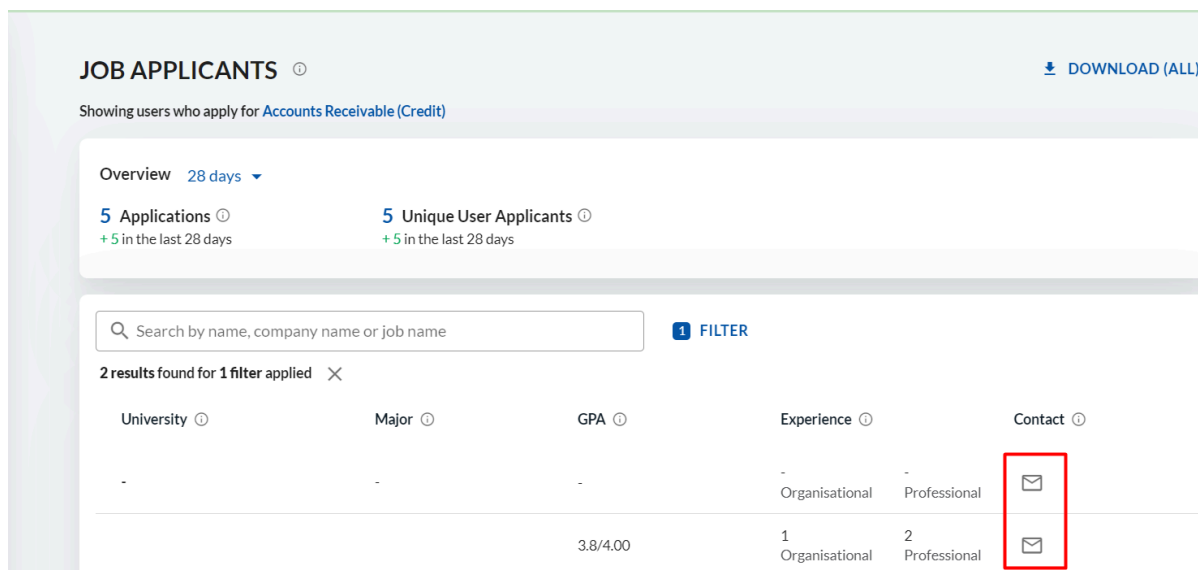
Illustration: Upon clicking your job post

5. You will be able to perform:

a. Contact the candidate directly via email by clicking the email logo ✉ , located in the "Contact" column.

Illustration: Job Applications Page

b.   View the profiles of candidates who apply

Illustration: Upon clicking the candidate's name

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

Illustration: Upon clicking the candidate's name

d. Change their recruitment status in the Status column.

Illustration: Job Applications Page

e. Search for candidates in the search box.

Illustration: Job Applications Page

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

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.
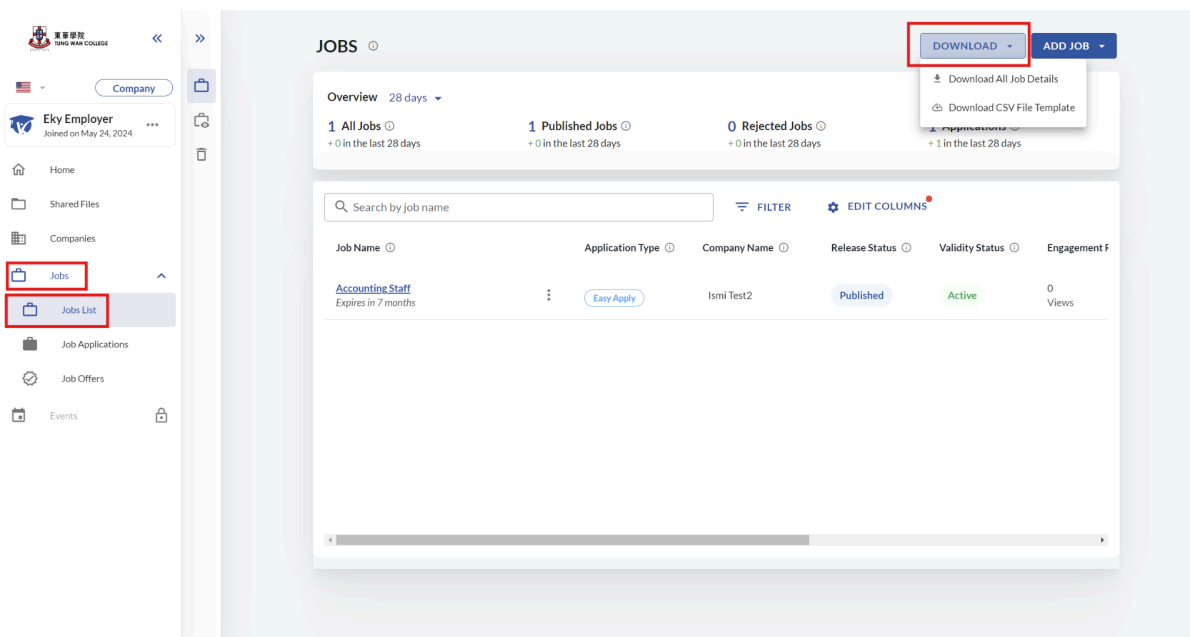
Illustration: Download Job Post

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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.
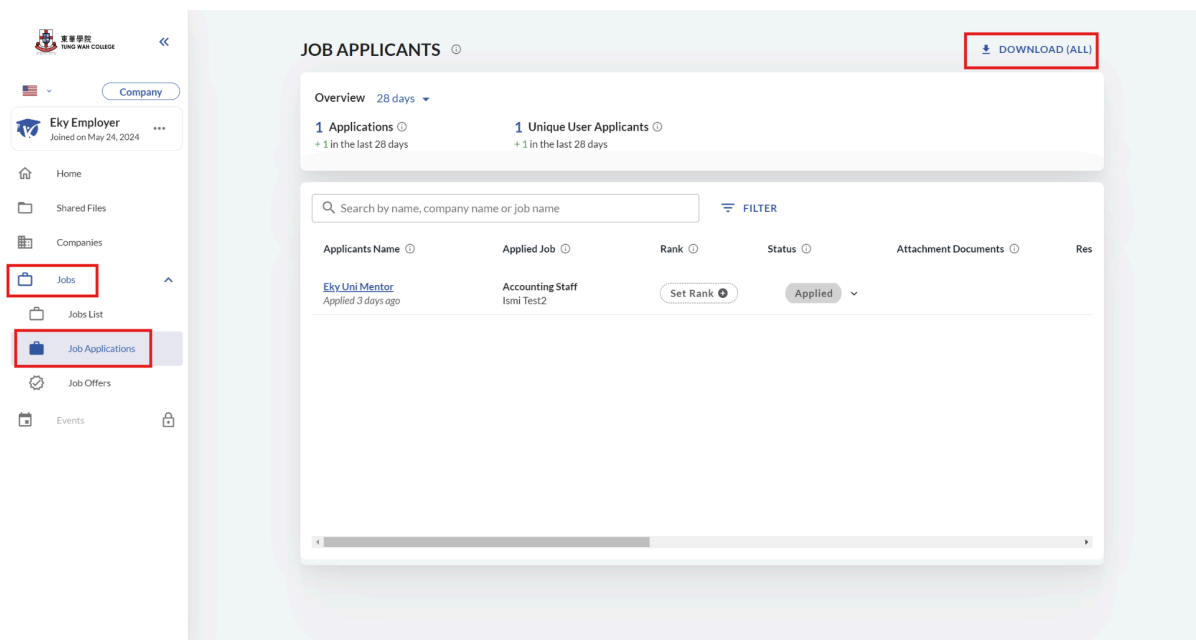

Illustration: Download Job Applicant

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.
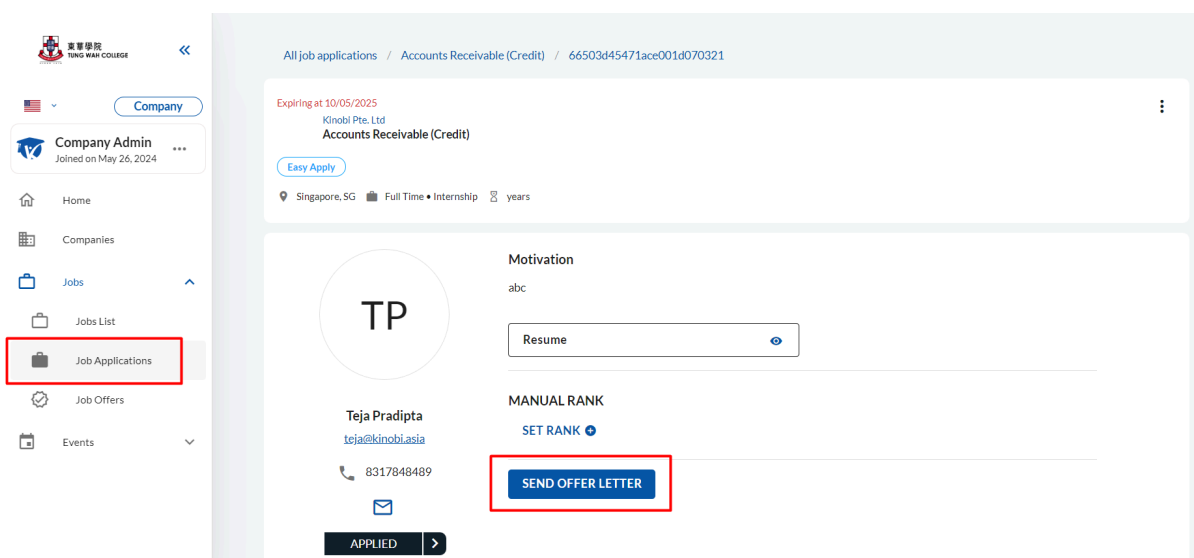2. Click on the applicant's name.
3. Click on "**Send Offer Letter**".

Illustration: Send Offer Letter from Job Applications

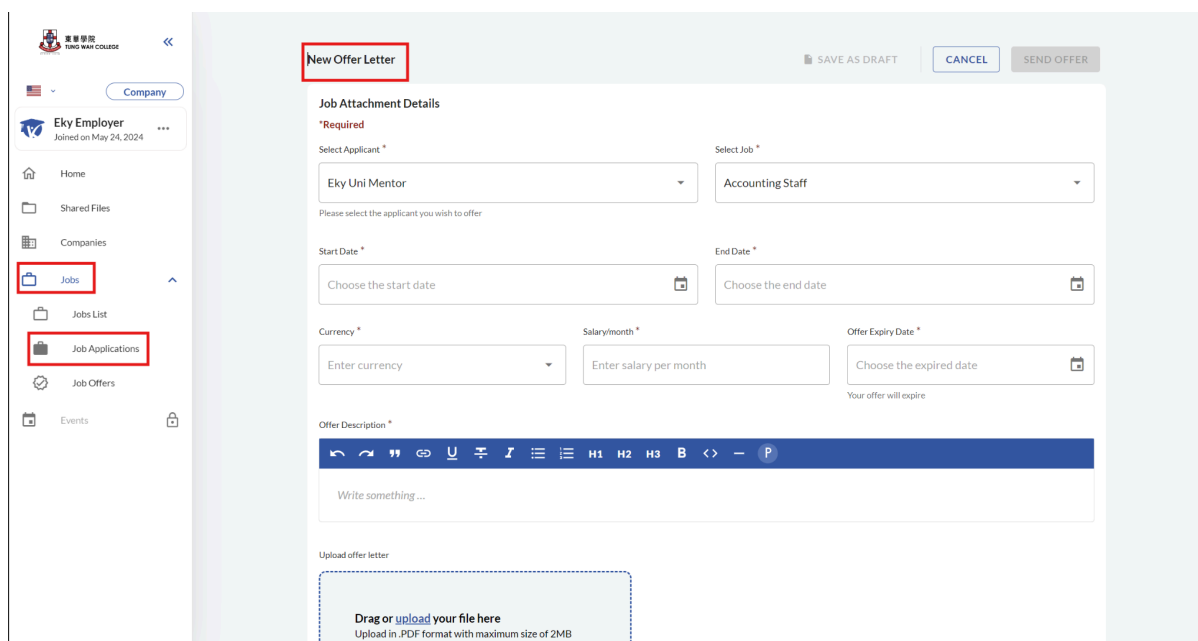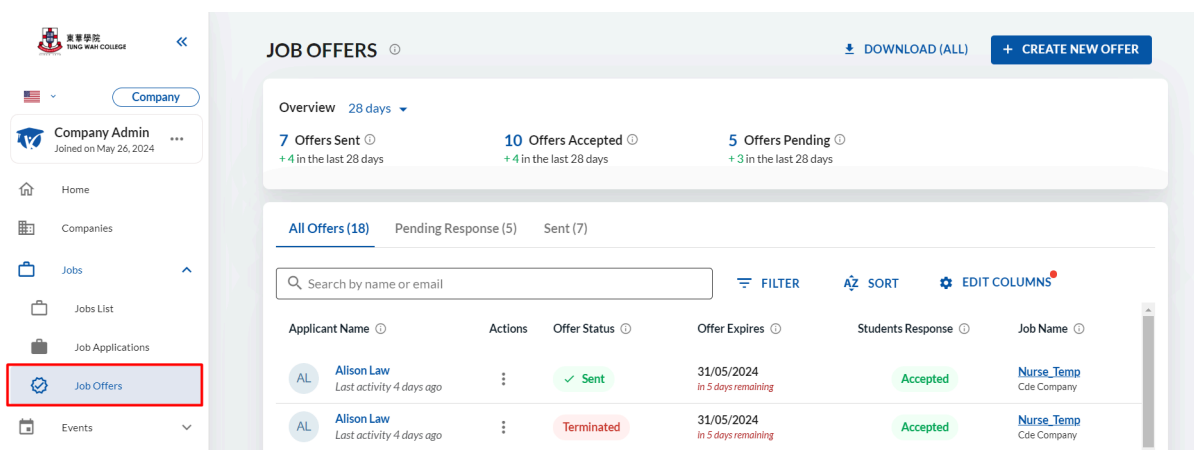4. Fill in all the required fields and click on "**Send Offer**".
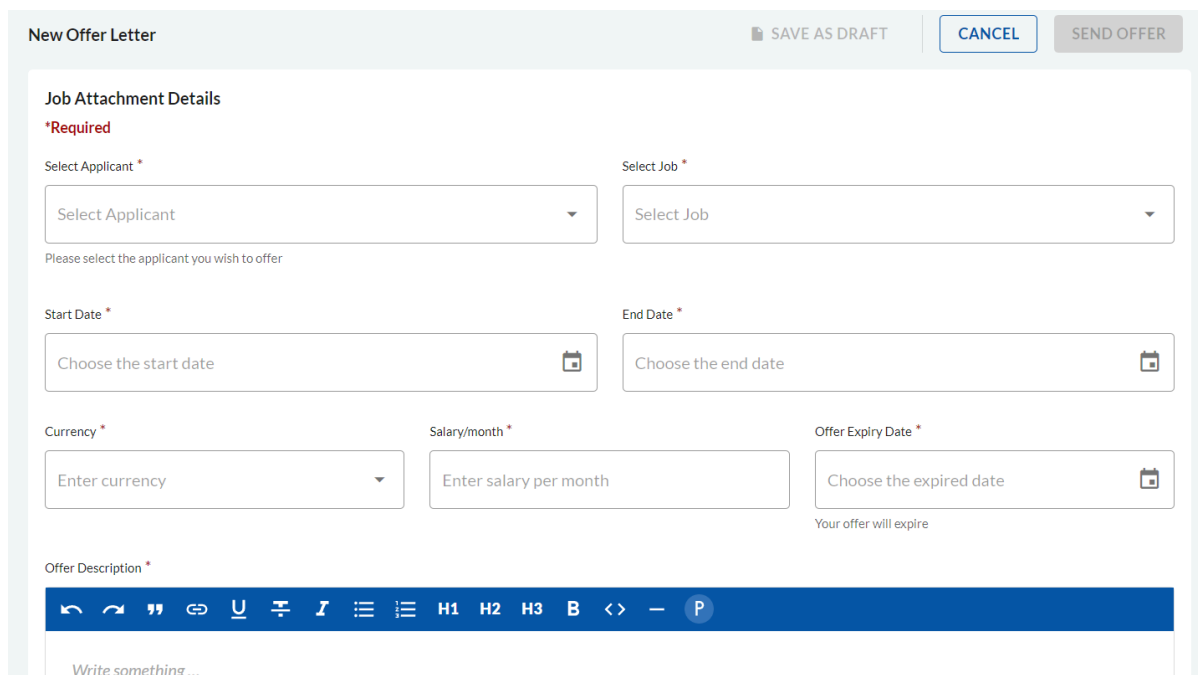

Illustration: New Offer Letter Page

Second Method:

1. Go to "**Job Offers**" under **Jobs** on the left sidebar.

2. Click on "**Create New Offer**" in the top right corner.

Illustration: Send Offer Letter from Job Offers

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

Illustration: New Offer Letter Page

8. Logging Out

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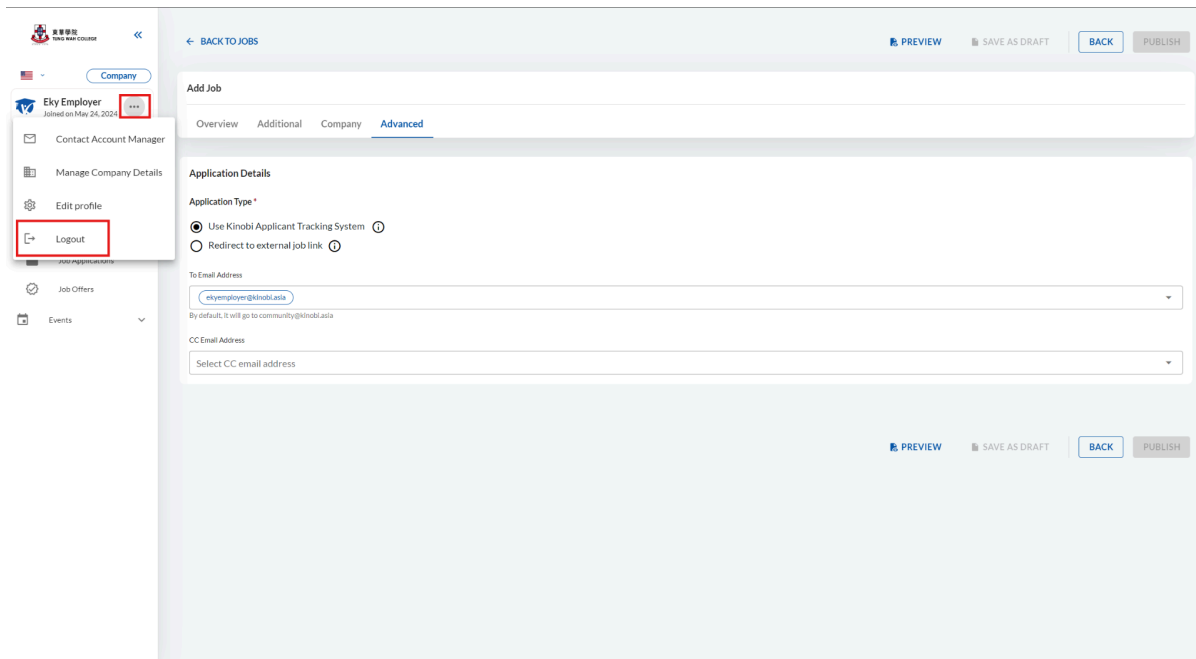

Illustration: Logout

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 career.sao@twc.edu.hk.

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