



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

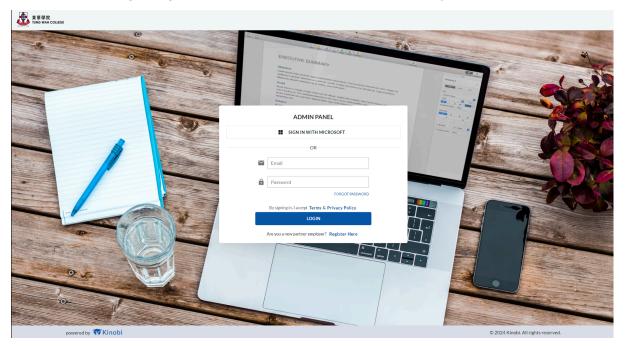


Illustration: Login Page



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

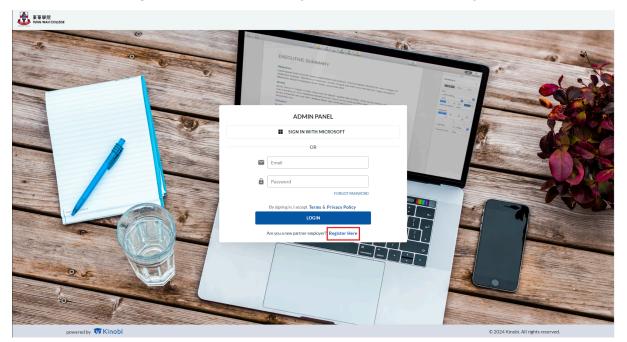


Illustration: Register

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

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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.

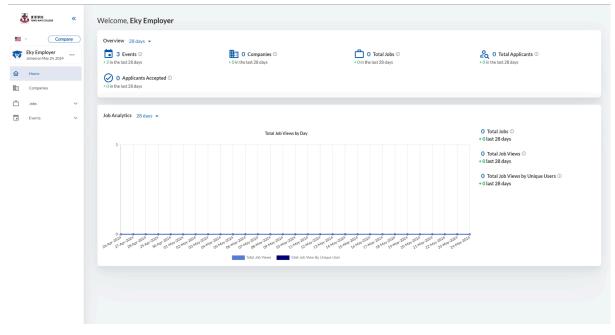


Illustration: Successful Login

#### **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 - <b>1</b> All Jobs ① + 0 in the last 28 days	<b>1 Publish</b> + 0 in the las		0 Rejected Jobs + 0 in the last 28 day		<b>1</b> 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								
		4						ŀ
								ŀ

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.

表單學校 Thino MAN COLLEGE 《	← BACKTOJOBS	R PREVIEW	SAVE AS DRAFT	BACK
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			•
		R PREVIEW	SAVE AS DRAFT	BACK

Illustration: Individual Job Posting Page (Additional)

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

東東受院 Tablo WAH COLITOR 《	← BACKTO JOBS	R PREVIEW	SAVE AS DRAFT	BACK
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			•
		-		
		R PREVIEW	SAVE AS DRAFT	BACK

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			•
			R PREVIEW	SAVE AS DRAFT	BACK PUBLISH

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	<ul> <li>Ø Hong Kong</li> <li>□ Work From Office</li> </ul>
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	<b>1 Published Jobs</b> ③ + 0 in the last 28 days	<b>O Rejected Jobs</b> + 0 in the last 28 days	<b>1</b> 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	<b>17 Published Job</b> + 10 in the last 28 day			<b>5</b> 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 <sup>®</sup> 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	<b>97 All Jobs</b> ① + 88 in the last 28 days	<b>17 Published Jobs</b> (1) + 10 in the last 28 days	<b>2</b> 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 <sup>①</sup>	5 Unique User Applicant	s 🛈			
+ 5 in the last 28 days	+ 5 in the last 28 days				
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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 🗸						
<b>5</b> 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	<b>5</b> Unique User Applicant + 5 in the last 28 days	ts 🛈			
<b>Q</b> 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 👻					
<b>17</b> Applications ① + 7 in the last 28 days	<b>13 Unique User Applica</b> + 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	<b>1</b> 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						
Jobs     Applied To Kank ©     Applied To Kank ©     Applied To Kank ©     Applied To Kank ©       Jobs List       Job Applied To Applied To Set Rank ©     Applied To Kank ©	Shared Files	Q Search by name, company	וץ name or job name	Ŧ.F	FILTER		
EkvUnit Mentor     Accounting Staff     Set Rank     Applied       Job Applications       Job Offers	Companies	Applicants Name ③	Applied Job 🕕	Rank 🛈	Status 🛈	Attachment Documents ①	Res
Job Applications				Set Rank 🔮	Applied ~		
Job Offers							
Events							
	Events						
				_			•

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	÷
<ul> <li>Companies</li> <li>Jobs</li> <li>Jobs List</li> <li>Job Applications</li> <li>Job Offers</li> <li>Events</li> </ul>	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 <ul> <li>Enter salary per month</li> <li>Choose the expired date</li> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> </ul> <ul> <li>Your offer will copine</li> <li>Your offer will copine</li> <li>Your offer will copine</li> </ul>
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
<ul> <li>Jobs List</li> <li>Job Applications</li> </ul>	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.