



東華學院 TUNG WAH COLLEGE

TUNG WAH COLLEGE

LIFE PLANNING CENTRE PORTAL GUIDEBOOK

For Student



Table of Contents

Table of Contents	2
Overview	3
1. Account Setting	3
1a. Login (Sign In With Microsoft)	3
1b. Accessible Feature	4
2. Resume Builder	5
2a. Creating a Resume from Blank	5
2ai. Entering Your Personal Information	6
2aii. Adding Your Work Experience	7
2aiii. Adding Your Education Level	8
2aiv. Adding Your Organisational Experiences	9
2av. Adding Your Skill, Achievements, and Other Experiences	10
2avi. Scoring Your Resume	11
2avii. Completing Your Resume	12
2b. Creating a Resume from Available Templates	13
3. Job Portal	14
3a. Using the "Search" Feature	14
3b. Using the "Filters" Feature	15
3c. Two Types of Job Application Method	16
3d. Viewing Your Job Progress (Via Profile Page)	18
4. Events	19
4a. Registering for an Event Without Prerequisites	19
4b. Registering for an Event with Prerequisites	21
4c. Registering for A Paid Event	22
4d. Submitting Assignment During the Event	25
4e. Submitting the Assignment Post-event	27
4f. Entering the Waiting List for an Event	27
4g. Withdrawing from an Event	28
5. Book a Coach [Personal Coaching]	30
5a. Book with Unconnected Coaches	30
5b. Book withConnected Coaches	31
6. Book a Coach [Group Coaching]	32
6a. Book with Unconnected Coaches	32
6b. Book with Connected Coaches	33
7. Mock Interview	33
7a. Select Mock Interview Template	33
7b. Take a Mock Interview with Video Response	34
7c. Take a Mock Interview with Text Response	34
7d. Skip a question in a mock interview	35
7e. View Mock Interview Submission and Feedback	35
8. Logging Out	36
9. Technical Support	37



Overview

The Tung Wah College (TWC) Life Planning Centre Portal is a platform that facilitates resume creation and career improvement for TWC students.

1. Account Setting

1a. Login (Sign In With Microsoft)

1. Visit this login page: <u>https://twclpc.app.kinobi.asia/login</u>

東華學院 Tung Wak College		EN - LOGIN SIGN UP
	ung Wah College pur Future: Maximize Your Journey. Dob Portal Our Job Portal	
GET STARTED	Welcome Back to Tung Wah Colleg Sign in now to explore our events & resources	Se
powered by 😿 Kinobi		© 2024 Kinobi. All rights reserved.

Illustration: Successful Log-In

- 2. On the top right corner, please click "LOGIN".
- 3. You will need to click "SIGN IN WITH MICROSOFT".
- 4. Choose your student email and enter your password if asked.
- 5. You will see the below picture if you successfully log in.



囊 東華學院 TUNG WAH COLLEGE	Home	
Eky User	Welcome Back, Eky User	
EN 🗸	Manage Your Work and Career	^
	Your Job Offers View your job offers View don't have any active job offers View ALL YOUR JOB OFFERS >	
Output Coaches		
Mock Interview	Your Resume Let's see how you can improve your resume scores Image: Exercise Upload Last optimizer 2024 05-34715:1208-0700	Create your brand new resume Start your resume from the beginning
	VIEW ALL MY RESUMES	Explore available resume templates Choose a resume template to start with EXPLORE RESUME TEMPLATES
powered b	v 🐯 Kinobi	© 2024 Kinobi, All rights reserved.

Illustration: Successful Log-In

1b. Accessible Feature

- File Depository
- Companies
- Resume Builder
- Job Portal
- Events
- University Coach
- Mock Interview



2. Resume Builder

There are three options for creating your resume, such as starting from scratch, choosing from available templates, or importing from an existing PDF.

2a. Creating a Resume from Blank

- 1. Click on "Resume Builder" on the left tab under My Tools.
- 2. Click on "New Resume".

東華學院 TUNG WAH COLLEGE	Resume Builde			
Eky User **		te or create your own		ALL TEMPLATES \rightarrow
EN ~				
Home File Depository E Companies		Resume Sample - Medical Science (TWC) Crosen by 11 uses	Resume Sample - Nursing [TWC] Chosen by 2 users	
My Tools	My Resumes	-		
Resume Builder	Drafts (1)			
Job Portal	10% score			
Oniversity Coaches	Eky Upload			
Mock Interview	Last updated: 2024-05- 30T03:04:31+07:00 @ Tung Wah Coll			
0	Completed (1)			
powered	y 😿 Kinobi	•		© 2024 Kinobi. All rights reserved

Illustration: Resume Builder Page

- 3. Enter your resume title.
- 4. Fill in all the required information on your resume.



2ai. Entering Your Personal Information

- 1. Fill in your personal information.
 - a. Name.
 - b. Phone Number (Optional).
 - c. Email Address (Required).
 - d. LinkedIn Profile (Recommended).
 - e. Short description of yourself.
 - f. Photo (Optional with JPG, JPEG, or PNG format).
- 2. You can click the **Tips** button to view the Resume Builder Guide video and other tips to help you achieve the maximum score on your resume.
- 3. Click "Save & Continue".

≜	Pressional Professional Cognitisticanal Colores Review	R _A Arial - Tr Small - IΞ 14 ± DOWNLOAD - Headerand Line - Ξ Left -
ŵ	Fill In Your Personal Information Heprenders to get in tooch with you.	Eky User, your overall resume score is 10% C UPDATE MY SCORE
D	Name Eky User	This score was generated a few seconds ago You have unlimited resume scoring. SEE MORE DETAILS >
	Phone Number (Mobile) Email Address	EKY USER
	Enter phone number, e.g. 91234567 ekyusermentee@kinobi.asia	Work Experiences
L	Lisiado Poña UR,	Konoli Singupsen, Australia, Kong Kong, and Indenesia Air 2024 - Present Ingeneration Manage Education Sectodage Software
Ô	Enter linkedin profile URL, e.g. https://www.linkedin.com/company/kinobiasia	
	Particio Websta (JRI, Cyptona)	
(<u>)</u>	Enter portfolio/website URL, e.g. https://github.com/xox	
	Address (Optional)	
	Enter address, e.g. 53 Ang Mo Kio Avenue 3. Singapore	
0	Stort description about yourself Enter short description about yourself, e.g. A fresh graduate in Business Management, who always expand experiences and knowledge. A welf- rounded person who has an interest in the Sales and Marketing field, such as Business Development and Digital Marketing Reconversiont 1006 150 chevaters Preconversiont 1006 150 chevaters Drag or upload your photo here. Dimension: 240x240 px; Format: .jpg, jpeg, .png; Max Size: 2MB CANCEL SAVE & CONTINUE	
	powered by 🔯 Kinobi	© 2024 Kinobi. All rights reserved.

Illustration: Resume Builder Page (Personal Information)



2aii. Adding Your Work Experience

- 1. Click on the pencil icon to edit the section name "Work Experience" if needed.
- 2. Click on "Add Experience".
- 3. Enter your professional experience:
 - a. Company name.
 - b. Job/Internship/Role Title.
 - c. Company Location (City, Country).
 - d. Company Description (Optional).
 - e. Start and End Date (Check the "I am currently working here" box to see if it is your current job).
 - f. Work Portfolio and Achievements
- 4. Click "Add Experience" to add other professional experiences.
- 5. Click "Save & Continue".

Personal Information Professional	3 Education	Organisational	5 Others Review	R _A Arial ▼ Tr Small ▼ IΞ 14 ± DOWNLOAD Header and Line ▼ E Left ▼
Work Experiences	es.		🌞 TIPS	Eky User, your overall resume score is 10% C UPDATE MY SCO This score was generated a few seconds ago You have unimited resume scoring. SEE MORE DETAILS
Implementation Manager i	n Kinobi		ā ^	EKY USER
Company Name Kinobi		Job/Internship/Role Title		Work Experiences Kitodi: Singapore, Annhala, Hong Kong, and Indonesia Apr 2024 - P Ingeneration longer Education Honology Statese
Company Location (City, Country) Singapore, Australia, Hong Kor	ng, and Indonesia			
Company Description (Optional) Education Technology Softwar	e			
			li	
Start Date (Month)	Start Date (Year)	End Date (Month) Select end date (month)	End Date (Year) Select end date (year)	
I am currently working here Work Portfolio and Achievements (?)	2		Click to See Suggestions 🕀	
c.g. Led a mentoring cohort spanning more	<u>than 200 individuals</u> in span of less than		Cristic to bee Suggestions 😍	
Add experience				
			BACK SAVE & CONTINUE	
powered by 😿 Kinobi				© 2024 Kinobi. All rights reserv

Illustration: Resume Builder Page (Work Experience)



2aiii. Adding Your Education Level

- 1. Click on the "**pencil**" icon to edit the section name **Education Level** if needed.
- 2. Click on "Add Education".
- 3. Enter your education history:
 - a. School (University) Name.
 - b. School Location (City, Country).
 - c. Start Date (Month) and Start Date (Year).
 - d. Graduation Date (Month) and Graduation Date (Year).
 - e. Education Level and Description.
 - f. GPA (Optional but Strongly Recommended) and Max GPA.
 - g. Activities and Achievements.
- 4. Click on "Add Document/Certificate" if you want to add your diploma or certificate.
- 5. Click on "Add Education" to add another education history.
- 6. Click on "Save & Continue".

6m.			Sisteral	3 Education	Organisational		5 Others	6 Review	$\mathbb{H}_{\mathcal{A}}$ Arial \checkmark \mathbb{T}_{T} Small \checkmark Ξ Header and Line \checkmark Ξ Left		
ŵ		Education Level 🖍 Start with your most recent education.						🕴 TIPS	Eky User, your overall resume score is 10% This score was generated a few seconds ago	C UPDATE MY SCORE	
□		Switch to first section						۵ م	You have unlimited resume scoring. EKY USER Introduced to the score of the score o		
<u>م</u>		School (University) Name	of Singapore					•	Work Experiences Real-1 Support, Andreiks, Roeg Kong, and Indonesia Inglementation Manage Education Technology Buthase Education Level	Apr 2024 - Present	
		School Location (City; Country) Singapore							Rational University of Singapore - Singapore	Jan 2015 - Jan 2019	
ø		Start Date (Month) Jan	* 2015	x) *	Graduation Date (Month)	*	Graduation Date (Vear)	•			
		Education Level Select education level		¥	Description Enter description, e.g. Info	ormatio	on Systems				
		GPA (Optional but Strongly Recon Enter GPA, e.g. 3.6	amended)		Max GPA Enter max GPA, e.g. 4.0						
		Activities and Achievements ③									
		e.g. <u>Appointed</u> the head of AIESEC	Business Immersion Progr		INT.						
		Add education									
0							BACK SAVE &	CONTINUE			
	powered by 🌂	Kinobi								© 2024 Kinobi. All rights reserved	

Illustration: Resume Builder Page (Education Level)



2aiv. Adding Your Organisational Experiences

- 1. Click the "**pencil**" icon to edit the section name **Organisational Experiences** if needed.
- 2. Click on "Add Experience".
- 3. Enter your organisational experience:
 - a. Organisation/Event name.
 - b. Your Role/Position Title.
 - c. Organisation Description (Optional).
 - d. Activity/Event/Organisation Location (City, Country).
 - e. Start Date (Month) and Start Date (Year).
 - f. End Date (Month) and End Date (Year).
 - g. Check the "I am currently active here" box to see if you are still active in the organisation.
 - h. Role Description.
- 4. Click "Save & Continue".

&m		6	R _{/I} Arial - Tr Small - IΞ 14 ± DOWNLOAD -
•	Personal Professional Education Organisational Information	Others Rev	Header and Line 🗸 🖹 Left 🔹
*			
<u>ش</u>	Organisational Experience ^O ^O ^{Start} with your most recent (newest) experiences.	🔶 тір	O OPDATE MT SCORE
•	Head of Mobility Team - Marketing and Communication	ā ^	This score was generated a few seconds ago You have unlimited resume scoring. SEE MORE DETAILS >
	1 Freed of Provinty Fears - Hear Ketting and Communication		EKY USER
	Organisation/Event Name Your Role/Position Title		siyusermentee@tinobi.asis Work Experiences
ய	Marketing and Communication Head of Mobility 1	eam	Kinsbi - Singapore, Rushralin, Heng Kong, and Indenesia Apr 2024 - Pesset Inglementation Manager Escatedon Technology Software
	Organisation Description (Optional)		Education Level
	Campaigner and Promotor of the University		National University of Singapore Jan 2016 - Jan 2019 Organisational Experience
11			Marketing and Communication - Present Need of Nobly Texn
P	Activity/Event/Organisation Location (City, Country)	lè	G
	Enter activity/event/organisation location, e.g. Singapore		
	Start Date (Month) Start Date (Year) End Date (Month)	End Date (Year)	
	Select start date (month) 🔹 Select start date (year) 🔹 Select end date (n	nonth) Select end date (year)	
	☑ I am currently	active here	
	Role Description ③		
	•		
	e.g. Supervised the club's first undergraduate mentoring initiative, <u>Impacting 30+</u> students		
	Add experience		
		BACK SAVE & CONTINUE	
0			
powered by	😿 Kinobi		© 2024 Kinobi. All rights reserved.

Illustration: Resume Builder Page (Organisational Level)



2av. Adding Your Skill, Achievements, and Other Experiences

- 1. Click the "pencil" icon to edit the section name Skill, Achievements, and Other Experiences if needed.
- 2. Click "Add Experience".
- 3. Enter relevant experience, skills, or other achievements:
 - a. Category/Project/Activity.
 - b. Year.
 - c. Elaboration.
- 4. Click on "Add document/certificate" if you want to add your certificate or portfolio.
- 5. Click Save & Continue.

\$12	B Personal Information Professional Education Crganizational Others Review	B_{II} Arial \sim Tr Small \sim 1 \equiv 14 \pm DOWNLOAD \sim Header and Line \sim \equiv Left \sim
□	Skills, Achievements & Other Experience 🖍	Eky User, your overall resume score is 10% C UPDATE MV SCORE This score was generated a few seconds ago You have unlimited resume scoring. SEE MORE DETAILS >
	Category/Project/Activity Projects With down the name/title if it indicates project/activity Wer	EKY USER Experimentagenets as <u>Work Experiments</u> Katel: Suggers, Astratic, Ying Kog, and Judinesis and antimention (Anger Experimention (Anger Experi
	Vaar Calls Vaar Calls Value indicate projects Elaboration (*) Singapore Coaching Lab is a program to blablabla	Education Level Attinual University of Stragegers - Stragegers Ann 2015 - Jan 2017 - J
	ADD DOCUMENT/CERTIFICATE	
	BACK SAVE & CONTINUE	
0	powered by 🤯 Kinobi	© 2024 Kinobi. All rights reserved.

Illustration: Resume Builder Page (Others)



2avi. Scoring Your Resume

1. When you have completed your resume, click the "**Update My Score**" button to your right to have your resume scored.

•					
Help	II In Your Personal Information precruiters to get in touch with you. ne ky User		🌞 TIPS	Eky User, your overall resume score is 10% This score was generated a few seconds ago You have unlimited resume scoring.	C UPDATE MY SCORE
	ne Number (Mobile)	Email Address		EKY USER	10
1	nter phone number, e.g. 91234567	ekyusermentee@kinobi.asia		Education Level Organisational Experience	
	nter linkedin profile URL, e.g. https://www.linkedin.com/company/	kinobiasia		Skills, Achievements & Other Experience	- Present

Illustration: Creating a Resume Page

2. Click "See More Details" to see more explanations on the scoring factors under ATS Resume Score.

\$15 ©	Personal Professional	3 Education Organisational	5 6 Others Review	R_{f1} Arial \sim Tr Small \sim 1 \equiv 14 Header and Line \sim \equiv Left \sim	
	Fill In Your Personal Information Help recruiters to get in touch with you. Name		🔶 TIPS	Eky User, your overall resume score is 10% This score was generated a few seconds ago You have unlimited resume scoring.	C UPDATE MY SCORE
	Eky User Phone Number (Mobile) Enter phone number, e.g. 91234567	Email Address ekyusermentee@kinobi.asia		EKY USER I disparamentariage order and Work Experiences	
1	Linkedin Profile URL Enter linkedin profile URL, e.g. https://www.linkedin.cc			Education Level Organisational Experience Skills, Achievements & Other Experience	- Present

Illustration: Creating a Resume Page

3. Click on "See More Details" to see ATS Resume Score and Job Similarity.



2avii. Completing Your Resume

1. Click on "**Save as Draft**" if you want to save your resume without downloading the resume.

Personal P Information	Professional	Education	Organisational	Others	6 Review	R _A Arial ▼ Tr Small ▼ IΞ 14 ± DOWNLO Header and Line ↓ ≣ Left ▼
10% Your score is b	ne pur overall resume scoi below 70% and it needs so can improve it by clicking l	me improvement!		۹	Tung Wah Colleg	Eky User, your overall resume score is 10% This score was generated a few seconds ago You have unimited resume scoring. SEE MORE DETAIL
		IMPROVE YO	UR RESUME			EKY USER I elisystemetine@bindLaeis
Top 3 recommended	d jobs based on yo	our resume			Ý	Education Level Organisational Experience Skills, Achievements & Other Experience
SAVE AS DRAFT				BACK COMPLETE &	DOWNLOAD	

Illustration: Resume Builder Page (Review)

- \mathbf{H}_{A} Arial \mathbf{v} \mathbf{Tr} Small \mathbf{v} $\mathbf{I} \equiv$ 14 ▲ DOWNLOAD * Personal Drofessional 0 0 9 Header and Line 🗸 🔄 Left 👻 -Eky User, your overall resume score is 10% Review your Resume C UPD 俞 This score was generated a few seconds ago You have unlimited resume scoring. Eky User, your overall resume score is 10% Your score is below 70% and it needs some improveme See how you can improve it by clicking Improve Your R SEE MORE DETAILS 10% nent! EKY USER IMPROVE YOUR RESUM Work Experience 血 Education Level Organisational Experience Top 3 recommended jobs based on your resume ۵ Skills, Achievements & Other Exp SAVE AS DRAFT BACK COMPLETE & D **?** powered by 😿 Kinobi © 2024 Kinobi. All rights reserved.
- 2. Click on "Complete & Download" to download your resume in PDF format.

Illustration: Resume Builder Page (Review)



2b. Creating a Resume from Available Templates

- 1. Click on "**Resume Builder**" on the left tab under **My Tools**.
- 2. Click on "**All Templates**" in the top right corner, then click on the template you want to use.

東華學院 TUNG WAH COLLEGE	«	Resume Builder	
Eky User		Choose a template or create your own	ALL TEMPLATES \rightarrow
EN Y			
☆ Home		Compared and the second and the	
File Depository		NEW RESUME Resume sample - Medical Science [TWC] Resume sample - Result (TWC] Result (TWC) Result (TWC) NEW RESUME Chosen by 1 users Chosen by 3 users Chosen by 2 users Chosen by 1 user	
Companies		1	
My Tools		My Resumes Drafts (2)	
Resume Builder		20% score 10% score	
Job Portal			
Oniversity Coaches		Eky User Eky Upload	
Mock Interview		Resume Control Last updated: 2024-05- 2011-03.01107:00 30103.04.31407.00 @* Tung Wah Coll. @* Tung Wah Coll.	
0		Completed (1)	
bowe	ered by 1	Vinobi	© 2024 Kinobi. All rights reserved.

Illustration: Resume Builder Page

- 3. Click on "Unlock Template & Create".
- 4. Continue by filling in the needed information by following the same steps as creating your resume from blank.



3. Job Portal

3a. Using the "Search" Feature

1. Click on "Job Portal" on the left tab.

東華學院 TUNG WAR COLLEGE	« Job P	Portal					
Eky User •		♀ Search by title, company, or in ving 6 job openings	ndustry				
EN - Home File Depository Companies	UP U	Enable new jobs alerts MANAGE ALERTS FILTERS Reset Saved Jobs Yes	Eerv Awr Singapore Hydrid - Fuil Time Sto 2000 - 1000 Yourd May 00, 2024 357 PM	Ever Adulty Orig Kong Work From Office - Full Time Bi HKD 3000 - 31,000	ŵ W	nng Kong ork From Office - Full Time KD 24.725 - 32.215	Consultant Consu
My Tools A Resume Builder Mob Rortal E Events C University Coaches Mock Interview		Employment Types A	Kinobi Pts.Ltd Counts Receivable (Credit) (an Aga) Singapore Sing	Ginebi Administrative Assistant (tensory) G togotog, frog Aroog Aoo Wardsong Atogotog Wardsong Atogotog HKD 12,000-15,000	п		
P) Easy Apply) External Link					© 2024 Kinobi. All rights re

Illustration: Job Portal Page

- 2. Click on the "search bar" at the top and enter the job keyword you are looking for.
- 3. Click on the "job vacancy".
 - a. Click on "Save" to save the job vacancy.
 - b. Click on "Easy Apply" and enter your information, then click "Submit Application" or click "Apply Now" to be redirected to the company website.



3b. Using the "Filters" Feature

夏華學院 TING WAR COLLEGE	Job Portal		
Eky User ···	Q. Search by title, compan Showing 6 Job openings		
Home Home File Depository Companies My Tools My Tools Mice Resume Builder Mode Interview Mode Interview	MANAGE ALERTS // MANAGE ALERTS // Mainternet // Seed // See	♥ Hong Kong Work From Office - Full Time BI HKD 24/725-35.215	Image: starting participation Consultant: ■ Cathay Cbp, Hong Kong ■ Participation Image: starting partimage: starting
powe	red by 😿 Kinobi		© 2024 Kinobi. All rights

Illustration: Job Portal Page

- 1. Click on "Job Portal" on the left tab under My Tools.
- 2. Check Cities, Employment Type, Work Arrangement (Hybrid, Remote, or Work from Office), Industries, or Company List.
- 3. Click on the suitable job vacancy.
 - a. Click "Save" to save the job vacancy.
 - b. Click "Easy Apply" and enter your information, then click "Submit Application" or click "Apply Now" to be redirected to the company website.



3c. Two Types of Job Application Method

1. Easy Apply: Applicant Tracking Systems

- a. You can apply directly by clicking the "Easy Apply" button on the job vacancy page.
- b. You can use a system-made resume to apply to this job vacancy and your application will be sent directly to the HR of the company.
- c. Your application status can be tracked by clicking on the "**three dots**" to the right of your avatar/name on the left tab and selecting **Your Jobs**.

文章 学院 TUNG WAR COLLEGE	← Bi	BACK		
Eky User		Accounts Receivable (Credit)		Related Jobs
📰 EN 👻		Kinobi Pte. Ltd Eull Time • Internship	Singapore, Singapore Remote	Some Cathay Pacific
☆ Home		B SGD 1,000 - 1,200	- Remote	Consultant
File Depository		SAVE EASY APPLY <		Cathay City, Hong Kong Work From Office - Student Helper (Paid) HKD 123 - 125
Companies	01	OVERVIEW		
My Tools		As an Executive in Accounts Receivable (Credit), you'll oversee the mai collection of payments from clients or customers. Your responsibilities		
Resume Builder	pa	payment patterns, and resolving any billing discrepancies or issues.		
Job Portal		ROLES & RESPONSIBILITIES		
Dob Portai		Responsible in managing the collection of customers' outstanding		
Events		 Administration of credit control tasks including applying receipt t outstanding balances. 	to customer invoices and maintaining an up-to-date customers'	
University Coaches		Perform credit risk review on all credit application.		
Mock Interview		REQUIREMENTS		
Mock Interview		 To assist manager in improving the financial business processes. 		
		Responsible of month end closing including preparing of monthly,		
		Preparation and reconciliation of schedules on balance sheet acco	unts on monthly basis.	
		APPLY FOR ACCOUNTS RECEIVABLE (CREDIT)		
0		Eky	Last Name * User	
power	ed by 😿 Kinobi			© 2024 Kinobi. All rights reserved.

Illustration: Easy Apply: Applicant Tracking System



2. Apply Now: Redirect to the external job link.

- a. When you click the "**Apply Now**" button, you will be redirected to an external job application website.
- b. You can continue applying for the job by following the instructions on the company website.
- c. This application cannot be tracked from your profile.

支事学院 TUNG WAN COLLEGE	← BACK			
Eky User		Consultant Expires on 11 May 2025		Related Jobs
📕 EN 👻	> CATHAY	Cathay Pacific	© Cathay City, Hong Kong	• Kinobi Pte. Ltd
fair Home		Student Helper (Paid) • Entry Level HKD 123 - 125	Work From Office	Accounts Receivable (Credit)
File Depository		SAVE APPLY NOW		Singapore, Singapore Remote - Full Time SGD 2000 - 1200
Companies	ROLES & RESPON	SIBILITIES		B 560 1000- 1200
My Tools		n managing the collection of customers' outstanding debts, inclue on of credit control tasks including applying receipt to customer in		
Di Resume Builder	outstanding		rvoices and maintaining an up-to-date customers'	
Events				
② University Coaches				
MockInterview				
0				
powered b	y 😿 Kinobi			© 2024 Kinobi. All rights reserved.

Illustration: Apply Now: Redirect to the external job link



3d. Viewing Your Job Progress (Via Profile Page)

1. Click on the "three dots" on the left sidebar and next to your profile avatar.

😿 Kinobi 🛛 🔍	*	Jobs	
	2	Eky Fas / Your Profile / Jobs	
Eky Fas	GENERAL	Your Jobs	Q, Search your jobs
EN 👻		Saved (0)	nue Kinobi
☆ Home	CAREER	Applied (0)	Job testing mega software engineer
File Depository	Ċ	🞦 Withdrawn (0)	(law Aady) • Jalarta, Indonesia
Companies	CAMPUS	C Interviewing (1)	Work From Office - Full Time Value UDR 4,000,000 - 6,000,000
2. Student Clubs	ā	Declined/Ignored (0)	Posted May 21, 2024 11:13 AM
A Communities	<u>,2</u> ,	匠 Accepted (0)	
universities	8	Active Jobs	
My Tools	Ê	© Offered (0)	
🔟 Resume Builder	MENTOR	స్తి Currently Working (0)	
Dob Portal		ビ Work History (0)	
II. Career Assessment	1916. 	🔀 Rejected (0)	
🔄 Courses	OTHERS	Self-Sourced Job	
🖄 Cover Letter Builder	Q	Request History	
Events	騘	REQUEST JOB CREATION	
🛱 Scholarships		Apply for your self-sourced job here	
Mentors			
powered	Iby 😿Ki	nobi	© 2024 Kinobi All rights reserved.

Illustration: Your Jobs Progress

- 2. Click on "Your Jobs".
- 3. You will be able to see the jobs you have applied for.

😿 Kinobi 🛛 🔍	>	Jobs	
🙂 Eky Fas 🛛 …	2	Eky Fas / Your Profile / Jobs	
Eky Fas	GENERAL	Your Jobs	Q. Search your jobs
EN *		Saved (0)	•••• Kinobi
☆ Home	CAREER	Applied (0)	Job testing mega software engineer
File Depository	ð	🞦 Withdrawn (0)	Balarda, Indonesia
E Companies	CAMPUS	[] Interviewing (1)	Work From Office - Full Time III DR 4,000,000 - 6,000,000
Student Clubs	ā	Declined/Ignored (0)	Posted May 21, 2024 11:13 AM
A Communities	2	E Accepted (0)	
universities	S	Active Jobs	
My Tools	Ê	(Offered (0)	
🔟 Resume Builder	MENTOR	숫고 Currently Working (0)	
Dob Portal		ビ Work History (0)	
II. Career Assessment	200	🔀 Rejected (0)	
🔄 Courses	OTHERS	Self-Sourced Job	
Cover Letter Builder	Q	Request History	
Events	-	REQUEST JOB CREATION	
Scholarships		Apply for your self-sourced job here	
Mentors			
powered	by 😿 K	inobi	© 2024 Kinobi. All rights reserved.

Illustration: Your Jobs Progress



4. Events

4a. Registering for an Event Without Prerequisites

- 1. Click "Events" on the left sidebar.
- 2. Find a certain event using **Filter** on the left side or Search Box.

Events				
Q. Search by name of event, organizer Showing 5 events V FILTERS & Category Alumni Leadership development Student Development	C Reset	Empower Youth: Mentoring Day Fest	Paid/Volunteer Training Practices	Aumi Gathering
Status	~	 19 September 2024 17:30 - 20:40 Asia/Hong_Kong 	 30 May 2024 09:31 - 11:31 Asia/Jakarta 	 14 June 2024 12:15 - 22:08 Hongkong
Event Type Event Audience Event Mode Academic Programme	*	How to Level up Your Resume Workshop	Likedin Workshop: Build Your Personal Branding	

Illustration: Events Page

3. Click on a certain ongoing or upcoming event. Then you will find the event details on this page:

	Empower Youth: Mentoring	; Day Fest	REGISTER NOW (j)
	 ▲ Student Development ◆ Campus A ◆ 17:30 - 20:40 Asia/Hong_Kong 	Seminar 19 September 2024 S Free	
INVITE LINK			
	/events/65e04329a51e11001c63b321		õ

Illustration: Events Page



4. Click "Register Now", and you will be registered for the event.

	Empower Youth: Mentorin, Student Development Campus A () 17:30 - 20:40 Asia/Hong_Kong	g Day Fest Seminar 19 September 2024 \$ Free	REGISTER NOW ()
INVITE LINK			
https://twclpc-staging.app.kinobi.as	ia/events/65e04329a51e11001c63b321		ū
ABOUT			
engaging activities, insightful worksho	ower Youth: Mentoring Day Fest! This exciting event ops, and meaningful connections. Discover opportunit ng, or personal growth, this fest is designed to empow outh empowerment!	ies, gain valuable skills, and be inspired by motiva	tional speakers. Whether

Illustration: Events Page

5. You can easily share the event link with your friends by copying the link provided under **Invite Link** and sending it to them.

ents / Empower Youth: Mentoring Day Fest			
	Empower Youth: Mentoring	s Day Fest Seminar 19 September 2024 \$ Free	(i)
INVITE LINK https://twclpc-staging.app.kinobi.asia/	events/65e04329a51e11001c63b321		Ē
engaging activities, insightful workshops	er Youth: Mentoring Day Fest! This exciting event b , and meaningful connections. Discover opportuniti or personal growth, this fest is designed to empowe th empowerment!	es, gain valuable skills, and be inspired by moti	vational speakers. Whether

Illustration: Events Page



4b. Registering for an Event with Prerequisites

- 1. Click "Events" on the left sidebar.
- 2. Find a certain event using **Filter** or **Search Box**.
- 3. Click on a certain ongoing or upcoming event. Then you will see this page:

Please note that there	are prerequisites that need to be completed before attend	ng this event.	
Ó	Empower Youth: Mentoring Day & Campus Project & All Students © Jakarta © 13:00 - 16:30 Asia/Jakarta	Fest	
INVITE LINK		SPEAKERS	
https://demo.app.kinobi.asia/	/events/655eedddb744fb001c2b11b5	C Raina Lim © Singapore	
		Sue Er ⊗ Indonesia	
		Cto At Mixpanel () Indonesia	
ABOUT Empower Youth: Mentoring Da and skills to navigate their pers	ay Fest is a dynamic event aimed at connecting experienced onal and professional journeys.	nentors with eager young minds. Through a series of engaging webinars and interactive workshops, participants will gain valuable insights, gu	idance,
		REGISTER NOW Registration closes in O day 13 minutes	s 21 hours

Illustration: Events Page

- 4. Click "Register Now".
- 5. You will be redirected to Your Events page under the Pending Info tab.

Events				
vinara Safina / Your Profile / Events				
Registered (1) Waiting List Pending	Info (1)			
Q Search by event name		- FILTER		
Event Name	Event Progress ①		Company 🛈	Prerequisite Status
Empower Youth: Mentoring Day Fest Expired on 5th March 2024 16:30 (+07)	0/1 Prerequisites Completed	:	•	Pending

Illustration: Your Events Page



- 6. Click the Event Name.
- 7. Go to the Prerequisite tab.
- You may have to upload a document, fill in a form, or tick "I have read and agree to the [X] given above" in order to register for the event.
- 9. After you submit the assignment, you will receive an email notifying you whether the admin has accepted or rejected it.

4c. Registering for A Paid Event

- 1. Click "Events" on the left sidebar.
- 2. Find a certain event using Filter or Search Box.
- 3. Click on a certain ongoing or upcoming event. Then you will see this page:

	 [Paid] Volunteer Training ▲ Leadership development All Students F2F O9:31-11:31 Asia/Jakarta 	Youth Camp Face to face Model of the face Model of the face Known	REGISTER NOW ()
IVITE LINK			
https://twclpc-staging.app.kinobi.asia/	/events/65f8f943a51e11001c696c48		ē

Illustration: Events Page



4. Click Register Now. Then click "See Prerequisites"

	[Paid] Volunteer Training Practice	es	
	×		
ANK		Youth Camp	
		 Face to face 30 May 2024 	
	Event Registration Successful!		
INVITE LINK	Get ready to register by completing all required prerequisites in advance. Check your email for important details and payment links.		
			Ō
https://twclpc-staging.app.kinobi.a	SEE PREREQUISITES		

Illustration: Events Page

5. You will be redirected to this page. Then click the blue text of Event Name to complete payment prerequisites.

Events					
Angela Mentee 3 / Your Profile / Events					
Registered Waiting List Pending In	fo (1)				
Q Search by event name		₩ FILTER			
Event Name ③	Event Progress ③		Company 🛈	Prerequisite Status (i)	C
[Paid] Volunteer Training Practices Expired on 30th May 2024 11:31 (+07)	0/2 Prerequisites Completed		-	Pending	3 1
4					Þ

Illustration: Your Events Page



6. Click on "**Payment Link**" Then, continue the payment process on the redirected external link page.

	Event Registration [Paid] Volunteer Training Practices Leadership development 30 May 2024 0 09:31-11:31 Asia/Jakarta \$ HKD 50 * Payment Link			Pending Prerequisite
i Please complete all reg	zistration prerequisite before 30 May 2024, 09:31 AM			
Prerequisite				
	ayment Receipt Submission Available now	»	Form Task Available now	

Illustration: Event Registration Page

7. Upload your payment receipt by clicking "Upload Document".

	Event Registration [Paid] Volunteer Training Practices	Pending Prerequisite
	≜ Leadership development	
AN RU	30 May 2024	
ALT	 09:31 - 11:31 Asia/Jakarta HKD 50 • Payment Link 	
	\$ HKD 50 • Payment Link	
	load Document ×	
	load Document	
(i) Please complet	,	
Prerequisite	Drag or <u>upload</u> your file here	
	Upload in maximum size 2MB.	
		Form Task Available now
×		Avanable now
Payment Receipt	CANCEL	
Please upload your payment re	CAINCEL	
Required Resources		
Guide on Payment Proces	s.pdf	
Upload the completed documer		A
Please upload before the deadline at 3 5 days remaining	30 May 2024, 09:31 AM	பு UPLOAD DOCUMENT

Illustration: Event Registration Page



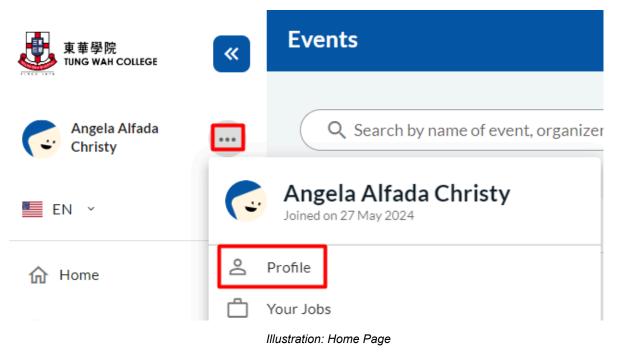
8. Wait for the administrator to validate your payment receipt. Once validated, you will see the status change to 'Registered'.

Events					
Angela Mentee 3 / Your Profile / Events					
Registered (1) Waiting List Pending Info					
Q Search by event name		÷ FILTER			
Event Name 🛈	Status (j)	Attendance Status ①	Company	Date & Time	с
[Paid] Volunteer Training Practices Expired on 30th May 2024 11:31 (+07)	Registered			30th May 2024 09:31 - 11:31 (GMT+07)	

Illustration: Your Events Page

4d. Submitting Assignment During the Event

- 1. Click the "three dots" next to your profile name.
- 2. Click "Profile".





- 3. Click "Events" under Campus.
- 4. Click the event name.
- 5. Go to the "During Event" tab.
- 6. You may have to upload a document or fill in a form.

X	Event Registration [Paid] Volunteer Training Practices Leadership development 26 May 2024 0 99:31 - 11:31 Asia/Jakarta 8 HKD 50	Registered
(i) Please complete all re	gistration workflow before 26 May 2024, 09:32 AM	
Prerequisite During Even	t Post Event	
Prerequisite During Even	t Post Event Upload Resume Overdue △	
Upload Resume	Upload Resume	
Upload Resume Upload your resume so we can review Required Resources	Upload Resume Overdue ∆	
Upload Resume	Upload Resume Overdue A	

Illustration: Event Registration Page



4e. Submitting the Assignment Post-event

- 1. Click the "three dots" next to your profile name.
- 2. Click "Profile".

← BAC

- 3. Click "Events" under Campus.
- 4. Click the event name.
- 5. Go to the **Post Event** tab.
- 6. You may have to upload a document or fill in a form.

	Event Registration [Paid] Volunteer Training Practices	Registered
	Leadership development	
	 25 May 2024 09:31 - 11:31 Asia/Jakarta 	
	\$ HKD 50	
i Please complete all reg	istration post stage before 01 June 2024, 11:31 AM	
Prerequisite During Event	Post Event	
	Upload Reflection Journal Available now	
Upload Reflection Jour	nal	
-	ning, please upload your reflection journal	
Required Resources		
Required Resources		
Required Resources Reflection Journal.pdf Upload the completed document Please upload before the deadline at 01		

Illustration: Event Registration Page

4f. Entering the Waiting List for an Event

When the participant limit for the event is reached, attendees will be placed on a waiting list. While being on the waiting list does not guarantee participation, administrators will promptly notify students if a spot becomes available.

- 1. Click "Events" on the left sidebar.
- 2. Find a certain event using **Filter** on the left side or **Search Box**.
- 3. Click on the event, and you will see the "Enter Waiting List" button.



 c c · · c · ·	整章原 TUNG WAR COLLEGE	← ВАСК			
 In Comparison In Construction Internet Construction		Events / Alumni Fellowship Evening 2024			
 And the starting of t	🕑 Eky User 🔹			F	
 More Rebrooklow Companies A forme Companies Rebrooklow Second Buildare Rober B	EN -		Alumni Fellowship Evening 2024		ENTER WAITING LIST
 Field Population Field Population Companies Field Read Builder Field Read Builder Builder Read Builder Read Builder Read Buil	命 Home				
Comparise In train In knowne Builder I	File Depository			14 June 2024	
In radia <th>Companies</th> <th></th> <th>① 12:15 - 22:08 Hongkong</th> <th>\$ Free</th> <th></th>	Companies		① 12:15 - 22:08 Hongkong	\$ Free	
Rourse Buildar In Recent Buildar In NTE LINK University Coaches Inty://www.coaches.abs///wwww.coaches.abs///www					
Image: Start Start Image: Start Start Image: Start Start Start Start Image: Start Sta					
Interview In		INVITE LINK			
When the Caches Mack Interview Record Interview Recor			/events/660f87e103897d001ce86385		0
ABOUT Wack Interview We are pleased in infery ou to the Alumni Gathering on June 14, 2024. This event offers a unique opportunity to reconnect with fellow alumni, expand your professional network, and reflect on the shared experiences that and begin make this event even more enjoyable:					
		We are pleased to invite you to the Alum shaped our community. The evening will	I feature engaging activities, insightful speeches, and elegant refreshments.		
•					
0					
0					
	0				
powered by 😿 Kinobi 🔍 2024 Kinobi. All rights reserved.	pow	rred by 🕡 Kinobi		© 2024	Kinobi. All rights reserved.

Illustration: Events Page

- 4. Upon entering the waiting list, you will receive an email notification with the subject "[Event Name] - You are on the Waiting List!".
- You will then be moved to the "Waiting Lists" section on your event page. To see this, you can click the "three dots" next to your profile name > click "Profile" > click "Events" > click the "Waiting List" tab.

Registered Waiting List (1) Pending Ir	nfo				
Q Search by event name			÷ FILTER		
Event Name 🕠		Status 🛈	Company 💮	Date & Time 💮	Contacts (i)
[Paid] Volunteer Training Practices Expired on 27th May 2024 11:31 (+07)	:	In queue 0 Person Ahead	-	27th May 2024 09:31 - 11:31 (GMT+07)	

Illustration: Your Events Page

4g. Withdrawing from an Event

- 1. Click the "three dots" next to your profile name.
- 2. Click "Profile".
- 3. Click "Events".
- 4. Go to the **Registered/Waiting List/Pending Info** tab.
- 5. Click the "three dots" next to the event name.
- 6. Click "Withdraw".



Event Name 💮	Status 🛈	Attendance Status ()	Company 访	Date & Time ①	c
[Paid] Volunteer Training Practices Expired on 27th May 2024 11:31 (+07)	Registered X Withdraw			27th May 2024 09:31 - 11:31 (GMT+07)	

Illustration: Your Events Page

- 7. Fill in the reason for withdrawal.
- 8. Once filled, click "Submit".
- 9. If you receive a notification "You cannot withdraw this event", it means that you have passed the cancellation deadline for this event. You need to contact the administrator to withdraw.

arch by event name	×	FILTER	
Name 🕕	بليلة	atus 🛈	Company 🚯
<u><i>Volunteer Training Practices</i></u> on 27th May 2024 11:31 (+07)	You cannot withdraw this event		-
	You have passed the cancellation deadline for this event. Please contact admin to withdraw.		

Illustration: You Cannot Withdraw this Event Notification



5. Book a Coach [Personal Coaching]

Connected coaches are automatically assigned to you, fostering an initial connection. However, if you're interested in exploring additional coaching opportunities beyond your connected coaches, you have the flexibility to do so.

5a. Book with Unconnected Coaches

1. Click "University Coaches" on the left tab under My Tools.

東華學院 TUNG WAH COLLEGE	University Coaches			
	Highlighted Mentors			
Angela Alfada Christy				
EN Y				
☆ Home	Eky Staff Admin May Fung Teja Pradipta			
File Depository				
Companies				
My Tools	Q Search by name, industry, company			
🔟 Resume Builder	& YOUR CONNECTION			
📋 Job Portal	V FILTERS D Reset			
Events	EkyStaff Admin May Fung Ismi TWC Normal Admin			
University Coaches	Accounting & Auditing			
Mock Interview	Allied Heath			

Illustration: University Coaches Page

2. Click on the coach you want to book.



 \times

Then you will see this page:

Book Your Coaching Session

Personal & Group Coaching	You are about to book a personal coaching session with	
What do you want to do during the coaching session?*		
□ Sharing session		
Resume review		
Mock interview		
□ Industry overview		
Personal Coaching Group Coaching	May Fung	
Available Session Date and Time	CANCEL	REQUEST CONNECTION
When do you want to do the coaching session?*		
Preferred Date		
Additional Details *		
Share your meeting link and burning questions.		

Illustration: Book Your Coaching Session (Personal Coaching)

- 3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Personal Coaching).
 - c. Additional Details.
- 4. Once completed, click on "Request Connections".

5b. Book with Connected Coaches

- 1. Click "University Coaches" on the left tab under My Tools.
- 2. Click on the coach you want to book.
- 3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Personal Coaching)
 - c. Additional Details
- 4. Click "Book Now".



 \times

6. Book a Coach [Group Coaching]

6a. Book with Unconnected Coaches

- 1. Click "University Coaches" on the left tab under My Tools.
- 2. Click on the coach you want to book.

Then you will see this page:

Book Your Coaching Session

Personal & Group Coaching
What do you want to do during the coaching session? *
□ Sharing session
Resume review
Mock interview
□ Industry overview
Personal Coaching Group Coaching
Available Session Date and Time
☑ 31 May 2024
③ 16:00 Hongkong 1 Requested ③ 10 - 30 Students 29 Stot Lefts
a 10-50 students
Additional Details *

Illustration: Book Your Coaching Session (Group Coaching)

- 3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Group Coaching).
 - c. Additional Details.
- 4. Click "Request Connections".
- 5. You will not be able to join the coaching session if the session does not reach the minimum member.



6b. Book with Connected Coaches

- 1. Click "University Coaches" on the left tab under My Tools.
- 2. Click on the coach you want to book.
- 3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Group Coaching).
 - c. Additional Details.
- 4. Click "Book Now".
- 5. You will not be able to join the coaching session if the session has not reached the minimum member.

7. Mock Interview

7a. Select Mock Interview Template

- 1. Click "Mock Interview" on the left tab under My Tools.
- 2. Click "All Samples" to view all Mock Interview Templates.

Mock Interview			
Mock Interview Template			ALL SAMPLES >
Business & Marketing	Communication	Communication	Business & Marketing
Tax & Accounting Specialist	Community Engagement Officer	Public Relations	Talent Acquisition
Finance	Public Relations	Public Relations	Human Resource
4 Questions	4 Questions	4 Questions	6 Questions
① 12 Minutes	① 11 Minutes	③ 8 Minutes	① 13 Minutes
START SIMULATION	START SIMULATION	START SIMULATION	START SIMULATION
Completed (0)		_	Avg Completion: 0%
	×	+	
	Sorry, currently there are no relate	d mock interview participant templates	

Illustration: Mock Interview Page

3. Select the Mock Interview Template that you would like to try and click "Start Simulation".



7b. Take a Mock Interview with Video Response

Once you encounter interview questions that require you to record yourself, you can click "**Start Recording**" to respond in video form.

Tax & Accounting Specialist	
← BACK TO MOCK INTERVIEW	Question Completion 0% (0/4)
Ime Left 03:50	Questions 2 / 4
Can you discuss a complex tax issue you've encountered in your previous role? How did you analyze and resolve it?	
Your Response	
START RECORDING	
SKIP QUESTION	

Illustration: Mock Interview Simulation

7c. Take a Mock Interview with Text Response

Once you encounter interview questions that require you to type your answer, you can type your response within the allotted time and click "**Next Question**".

Tax & Accounting Specialist	
← BACK TO MOCK INTERVIEW	Question Completion 0% (0/4)
 Time Left 00:38 Tell me about yourself 	Questions 1 / 4
Your Response	
Hi, I'm Angela	
SKIP QUESTION NEXT QUESTION	

Illustration: Mock Interview Simulation



7d. Skip a question in a mock interview

You can skip any question during the mock interview session by clicking "Skip Question".

Public Relations	
← BACK TO MOCK INTERVIEW	Question Completion 0% (0/4)
 Time Left 00:50 Tell me about yourself 	Questions 1/4
Your Response	
Enter your response	
SKIP QUESTION	

Illustration: Mock Interview Simulation

7e. View Mock Interview Submission and Feedback

1. Upon completion of a mock interview session, you can click "**Review Your Responses**".

mpletion

Illustration: Mock Interview Simulation

2. You will be redirected to this page. Here, you can view your responses and feedback provided by your coach, if any.



Mock Interview		
← BACK TO MOCK INTERVIEW		
Tax & Accounting Specialist Completion Time: 13 minutes 41 seconds		Question Completion 100% (4/4)
List of Question	Question 1	
Question 1	Tell me about yourself	
Tell me about yourself Completed	Your Response	
L ¹ 0 Feedback Available	Hi, I'm Angela	
Question 2	Completion Time : 13:24 (Time Exceed: 12:24)	
Can you discuss a complex tax issue you've encountered in your previous role? How did you analyze and resolve it?	Feedback	
Completed	There is no feedback.	
Question 3		
How do you stay updated with changes in tax laws and accounting regulations?		

Illustration: Mock Interview Review

8. Logging Out

1. Click on the "three dots" on the left sidebar and next to your profile avatar.

東華学院 TUNG WAH COLLEGE	«		Home		
Eky User		١	Velcome Back, Eky User		
🖿 EN 👻	e !	Eky User Joined on 24 May 2024	e Your Work and Career		^
	≗ Pro transformed Prove transformed Prove trans	ur Jobs ur Connections	bb Offers wrjob offers		
 University Coaches Mock Interview 				Create your brand new resume Start your resume from the beginning NEW BLANK RESUME	× × • ×
				Explore available resume templates Choose a resume template to start with EXPLORE RESUME TEMPLATES >	
P	owered by	😿 Kinobi			© 2024 Kinobi. All rights reserved.

Illustration: Logout

2. 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>sao@twc.edu.hk</u>.

Please provide a screenshot of the error message so we can assist you promptly.