



Student Employability Enhancement & Development System

## Guidelines

### Employer Module

# NOTES

- Login into seeds URL link: <https://seeds.taylors.edu.my>
- seeds is best viewed on the following web Browsers:
  - **Google Chrome**
  - **Mozilla Firefox**
  - **Opera**

*\*Kindly ensure that the above browsers are updated to latest respective versions on your computers*

*\*Note that, to access full features of this system, JavaScript needs to be enabled in your respective browser. The following pages give instructions on how to enable JavaScript in your browsers.*

# ENABLING JAVASCRIPT

## Enabling JavaScript in Internet Explorer

- Under **Tools**, click **Internet Options**
- Click **Security** Tab
- Click **Internet** Zone
- Click **Default Level**, or make sure **Default Level** is selected
- Click **Ok**
- *Restart* the browser to ensure JavaScript is enabled.



# ENABLING JAVASCRIPT

## Enabling JavaScript in Mozilla Firefox (Older Versions)

- On the **Tools** menu, click **Options**
- Go to **Content** Tab
- Click to select the **Enable JavaScript** Checkbox
- *Restart* the browser to ensure JavaScript is enabled.

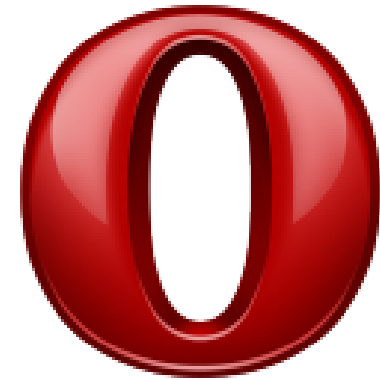


*Note: In the latest versions of Firefox, JavaScript is enabled by default.*

# ENABLING JAVASCRIPT

## Enabling JavaScript in Opera (Older Versions)

- On the **Tools** menu, click **Preferences**.
- On the **Advanced** tab, click **Content**.
- Click to select the **Enable JavaScript** check box, and then click **OK**.
- *Restart* the browser to ensure JavaScript is enabled.



*Note: In the latest versions of Opera, JavaScript is enabled by default.*

# ENABLING JAVASCRIPT

## Enabling JavaScript in Chrome (Older Versions)

- Click the menu icon on the browser toolbar.
- Select **Settings**.
- Click the **Show advanced settings...** link.
- Click **Content Settings** in the 'Privacy section.'
- Select **Allow all sites to run JavaScript** in the 'JavaScript' section.



*Note: In the latest versions of Chrome, JavaScript is enabled by default.*



# OVERVIEW

1. SEEDS Main Site Navigation
2. New Employer Registration & Subscription
3. First Time Login
4. Forgot Password
5. Existing Employer Subscription
6. Subscription Benefits
7. Accepting the MOU
8. Access Subscription Info + Renew Subscription
9. Updating Profile
10. Employer Settings
11. Internship Advertisements
12. Internship Postings History
13. Viewing & Responding to Internship Applications
14. Job Advertisements
15. Job Postings History
16. Viewing & Responding to Job Applications
17. Talent Search
18. Additional Accounts Management
19. Career Events & Activities

# 1. SEEDS MAIN SITE NAVIGATION

The SEEDS website/system has undergone a few enhancements compared to the previous version. These enhancements are:

1. Featured Job section on landing page
2. Employer and Student Benefits Overview
3. Subscription Packages

These enhancements are further highlighted in the next few slides.

**To access SEEDS go to the URL link: <https://seeds.taylors.edu.my>**



# SEEDS MAIN SITE NAVIGATION

## Featured Jobs

- There is a new '**Featured Jobs**' section on the landing page, which shows all the latest Job Advertisements to prospective student candidates
- This section is updated weekly, with the latest job advertisements appearing on the top
- A job advertisement will stay for up to 30 days in this section before it is taken off
- Quick access to this section on the landing page, allows students to easily look into and explore job opportunities, and apply to them
- As an employer, this feature gives your job advertisement posting more exposure, as every visitor to the website will be able to see it.

The screenshot displays a 'Featured Jobs' section on a website. The section is titled 'Featured Jobs' in a red header. Below the header, there are eight job listings arranged in a 2x4 grid. Each listing includes the job title, the employer's name, and the location. The listings are:

Job Title	Employer	Location
Assistant Quantity Surveyor	PCM Kos Perunding Sdn Bhd	
Internship / Practical Training	eOneNet.com Sdn Bhd	
Admin Assistant	Scan Track Asia Sdn Bhd	
PHP Software Developer	My Aone Learning Sdn Bhd	
Junior Web Developer	Pixl8 interactive Sdn Bhd	
Technical Consultant cum Software Developer	Kollect Systems Sdn Bhd	
Web Developer	Pixl8 interactive Sdn Bhd	
Travel Consultant	CHIU TRAVEL SDN BHD Chiu Travel	

# SEEDS MAIN SITE NAVIGATION

## Employer and Student Benefits

- This section is available on the landing page
- It highlights the various benefits that the Employers can enjoy when they subscribe to SEEDS
- It also highlights the benefits enjoyed by the students, by being users of the system

Benefit For Employer			Benefit For Student		
Your Company Brand Awareness	FREE Talent Search	Unlimited Job Ads Postings	Your One Stop Career Portal	Searchable by Your Dream Employers	Higher Chances To Get Hired
	2858 students				
Unlimited Internship Ads Postings	Unlimited Events & Activities Postings	FREE Report of Student Survey	Free Resume Template	Job & Internship Opportunities	Career Library
					

# SEEDS MAIN SITE NAVIGATION

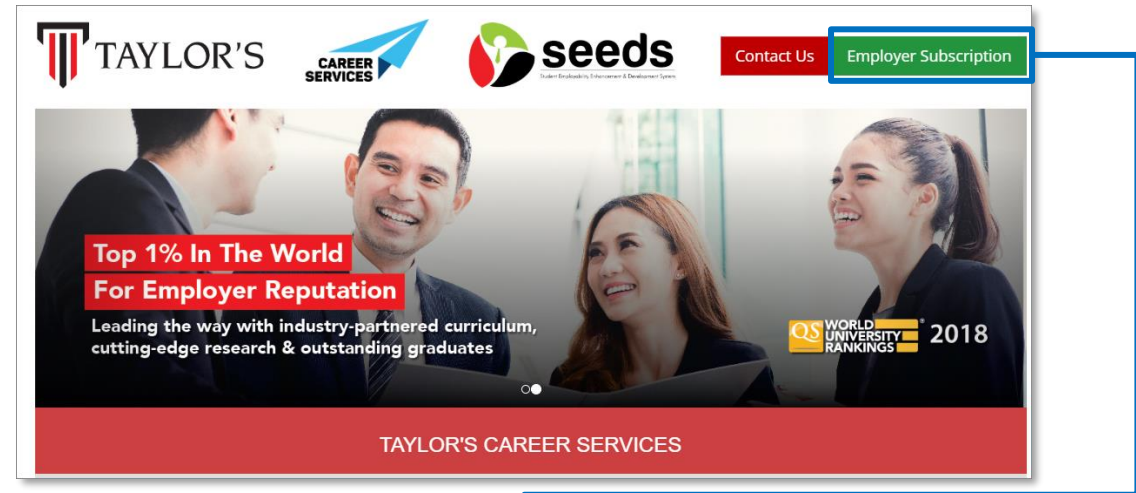
## Featured Companies

- This section is available on the landing page
- It highlights featured companies that have newly registered/subscribed into the portal.
- The slider will automatically update on a timely basis.

The screenshot displays the SEEDS main site navigation interface. It is divided into three main sections:

- Login to your Account:** A red header with a lock icon. Below it, the text "Login As" is followed by radio buttons for "Student", "Employer", and "Staff". There are input fields for "Student ID" (with a sub-label "Enter username") and "Password" (with a sub-label "Enter password"). A red "Login" button is at the bottom, with a "Need help?" link below it.
- Featured Jobs:** A red header. Below it, a grid of job listings is shown. The jobs include:
  - Software Tester at Deriv Services Sdn Bhd
  - Front-end Developer at Deriv Services Sdn Bhd
  - Talentbank Apprenticeship Program at HRINCampus Sdn Bhd
  - Associate (Financial Risk Services Management) at Ernst & Young Malaysia
  - Portfolio Analytics at Opus Asset Management Sdn Bhd
  - Investment Analyst at Opus Asset Management Sdn Bhd
  - Senior Executive or Executive Compliance & Legal at Opus Asset Management Sdn Bhd
  - Senior Executive, Fund Accounting / Investment Operations at Opus Asset Management Sdn Bhd
- Featured Companies:** A green-bordered section with a red underline. It features a slider with logos for DERIV, TALENTBANK, WORTHY BOOK™ (with the tagline "INSTANT DEALS ALL-YEAR-LONG!" and website "www.worthabook.my"), and C&C CREATIVE CONSULTANCY.

# SEEDS MAIN SITE NAVIGATION



## Subscription Packages (UPDATE)

- SEEDS is now subscription based, where employers will have to subscribe to one of the available packages in order to be able to login and post advertisements.
- However, currently, as an ongoing promotion, All SEEDS Subscriptions for employers will be **FREE OF CHARGE**. Regardless of the subscription chosen, it will be priced at 0 RM, as shown.
- Using subscriptions, employers are able to enjoy additional benefits in SEEDS
- To access and view the current Subscription Packages:
  - Go to **SEEDS landing page**
  - Click on **Employer Subscription** button on the top right of the page as shown
  - This will open a page which shows the current available subscription packages and their relevant details

### 2 YEARS @ MYR 0

- ✓ 2 YEARS SUBSCRIPTION
- ✓ Company branding on SEEDS
- ✓ Unlimited talent search
- ✓ Unlimited job ads postings
- ✓ Unlimited internship ads postings
- ✓ Unlimited events & activities postings
- ✓ FREE reports of student survey
- ✓ 4 login accounts ( 1 company admin + 3 employee )

Register & Subscribe Now!

### 1 YEAR @ MYR 0

- ✓ 1 YEAR SUBSCRIPTION
- ✓ Company branding on SEEDS
- ✓ Unlimited talent search
- ✓ Unlimited job ads postings
- ✓ Unlimited internship ads postings
- ✓ Unlimited events & activities postings
- ✓ FREE reports of student survey
- ✓ 4 login accounts ( 1 company admin + 3 employee )

Register & Subscribe Now!

## 2. NEW COMPANY REGISTRATION & SUBSCRIPTION

*(This option is only applicable for new company registrations)*

- Login into seeds URL link: <https://seeds.taylors.edu.my>
- Login As “Employer”
- Click **Register & Subscribe Now!** Button
- In the resulting form page, click to select “New Registration” option
- Fill in all details in the employer registration form
- Please ensure the email you enter is a valid & active email address of the company
- Make sure to enter correct and confirmed details for the **Company Contact Person**. These are the details which will be displayed in the subscription documents, and these cannot be edited later

*(Contd. On next slide)*

**1**

**Login to your Account**

**Login As**

Student  Employer  Staff

**Employer Login**

Enter username

**Password**

Enter password

Login

Register & Subscribe Now!

[Forgot Username or Password? Need help?](#)

**2**

Employer Registration Form

[Return to Login](#)

Please complete all the compulsory fields as marked (\*).

**Type of Registration**

(Please click on "Existing Company" to check if your company has previously registered)

Existing Company  New Registration

**Company Information**

\* Company Name

Company Name

\* Company Registration No.

Company Registration No.

\* Brief Description of the company

1000 character left

\* Company Industry

Please select industry



## 2. NEW COMPANY REGISTRATION & SUBSCRIPTION (CONTD.)

- At the end of the registration form, you will be required to choose a subscription package
- Choose from one of the given subscription packages (**Note:** Both subscription packages will be priced at the current promotional rate of **MYR 0**)
- Click on **Register**
- On successful registration, a subscription confirmation page is displayed as shown here. Click on **Confirm Subscription**.
- Once a successful confirmation process is completed, a SEEDS confirmation page is displayed as shown. This page will have a shortcut to the home page.
- **Note:** No payment happens at this stage, nor are invoices and receipts available, as currently all subscriptions are **free (0 RM)**.
- With this, your new employer registration with free subscription is successful and complete.
- You can now follow the SEEDS login procedure to login to employer module and begin using ALL features available.

**1**

### Subscription Fee

I would like to choose package

2-Year Package: MYR 0

1-Year Package: MYR 0


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### Terms & Conditions

I hereby agree to the **MOU Content** specified

Yes  No

I hereby agree to the **Terms & Conditions** specified

I'm not a robot 

[Privacy](#) [Terms](#)

**Register**

**2**

### SEEDS Company Subscription

Please verify the following details and click on the "Confirm Subscription" to subscribe

Package	2 year package @ MYR 0
Company Name	ABC Company
Company Registration No.	112233
Company Address	ABC Road, Selangor, 53300, Malaysia. Cyberjaya 53300 Selangor Malaysia
Company Phone No.	0134455667
Company Email	email@company.com

You have successfully registered in our platform. Please click confirm subscription to complete the process. ✕

**Confirm Subscription**

**3**

### SEEDS Company Subscription

Your subscription details are as follows

Invoice No.	SEEDSINW/000153 ( 15-October-2020 )
Receipt No.	SEEDSRCP/000153 ( 15-October-2020 )
Package	2 years package @ MYR 0
Company Name	ABC Company
Company Registration No	112233
Company Address	ABC Road, Selangor, 53300, Malaysia. , Cyberjaya, 53300 Selangor, Malaysia
Company Phone No	0134455667
Company Email	email@company.com

Your subscription is successful. Thank you. ✕

**Go to Homepage**




# 3. FIRST TIME LOGIN

1

### First Time Login

Welcome, abc



Username

Password

✔ Password must be at least 6 character.  
✔ Password must contain at least **one number** and **one uppercase letter**

Confirm Password

✔ Password match

[Complete My Registration](#)

- You will receive a URL link via email which you can use to set your **login password**.
- Once the password has been created, you will be able to login to the system

2



### 🔒 Login to your Account

Login As

Student  Employer  Staff

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**Employer Login**

**Password**

[Login](#)

[Register & Subscribe Now!](#)

[Forgot Username or Password? Need help?](#)

# 4. RECOVER USERNAME & PASSWORD

- In case a username or password is forgotten, click on **Forgot Username or Password** link under the login box.
- If you want to recover for Existing Employee Account, Please enter your registered email address and a new password creation link will be sent to you, along with your username.
- If instead you want to make a New Employee Account (in case you do not have access to existing registered email), then click on New Employee Account radio button, and enter the required info. An email will be sent to the email address entered, to create new login

1

**Login to your Account**

**Login As**

Student  Employer  Staff

**Employer Login**

Enter username

**Password**

Enter password

Login

Register & Subscribe Now!

**Recover Username & Password? Need help?**

2



Existing Employee Account  New Employee Account

**Type Your Email Address**

Enter E-mail Address

Reset My Password

or

Existing Employee Account  New Employee Account

Please complete all the compulsory fields as marked (\*).

\* Company

-- Please select a company --

\* Login Username

Enter username for Login.

\* Employee Name

Name

\* Contact Email address

Email Address

Create Account Reset

# 5. EXISTING COMPANY SUBSCRIPTION

- Login into seeds URL link: <https://seeds.taylors.edu.my>
- Login As “Employer”
- Click **Register & Subscribe Now!** Button
- In the resulting form page, click to select “Existing Company” option
- Search for your company name and select the company; A form appears on selection of company
- Fill in the form fields of the resulting form
- Make sure to enter correct and confirmed details for the **Company Contact Person**. These are the details which will be displayed in the subscription documents, and these cannot be edited later

(Contd. On next slide)

1

**Login to your Account**

**Login As**

Student  Employer  Staff

---

**Employer Login**

Enter username

**Password**

Enter password

**Login**

**Register & Subscribe Now!**

[Forgot Username or Password? Need help?](#)

2

[Return to Login](#)

Please complete all the compulsory fields as marked (\*).

**Type of Registration**

(Please click on "Existing Company" to check if your company has previously registered)

Existing Company  New Registration

**Please enter your company name.**  
Your informations will be prefilled upon selection of your company

Golden Arches Restaurants Sdn Bhd (McD)

**Subscription Status**

Inactive

---

**Company Information**

You may login to edit your company profiles after subscription

**Company Name**  
Golden Arches Restaurants Sdn Bhd (McD)

**Company Registration No.**

---

**\* Address**

Level 6, Bangunan TH, Damansara Uptown 3, No 3, Jalan SS21/39, 47400 Petaling Jaya, Selangor

**\* City**

# 5. EXISTING COMPANY SUBSCRIPTION (CONTD.)

- At the end of the registration form, you will be required to choose a subscription package
- Choose from one of the given subscription packages (**Note:** Both subscription packages will be priced at the current promotional rate of **MYR 0**)
- Click on **Register**
- On successful registration, a subscription confirmation page is displayed as shown here. Click on **Confirm Subscription**.
- Once a successful confirmation process is completed, a SEEDS confirmation page is displayed as shown. This page will have a shortcut to the home page.
- **Note:** No payment happens at this stage, nor are invoices and receipts available, as currently all subscriptions are **free (0 RM)**.
- With this, your existing employer registration with free subscription is successful and complete.
- You can now follow the SEEDS login procedure to login to employer module and begin using ALL features available.

1

Subscription Fee


I would like to choose package

2-Year Package: MYR 0  
 1-Year Package: MYR 0

Terms & Conditions

I hereby agree to the **MOU Content** specified  
 Yes  No

I hereby agree to the **Terms & Conditions** specified

I'm not a robot 

Register

2

SEEDS Company Subscription

Please verify the following details and click on the "Confirm Subscription" to subscribe

Package	2 year package @ MYR 0
Company Name	CIMB Group
Company Registration No.	50841-W
Company Address	Menara CIMB Jalan Stesen Sentral 2 Kuala Lumpur Sentral 50470 Kuala Lumpur Kuala Lumpur 50470 W.P Kuala Lumpur Malaysia
Company Phone No.	1300823838
Company Email	user@cimb.com

You are renewing your subscription in Taylor's SEEDS.

Confirm Subscription

3

SEEDS Company Subscription

Your subscription details are as follows

Invoice No.	SEEDSINW/000153 ( 15-October-2020 )
Receipt No.	SEEDSRCP/000153 ( 15-October-2020 )
Package	2 years package @ MYR 0
Company Name	ABC Company
Company Registration No	112233
Company Address	ABC Road, Selangor, 53300, Malaysia. , Cyberjaya, 53300 Selangor, Malaysia
Company Phone No	0134455667
Company Email	email@company.com

Your subscription is successful. Thank you.

Go to Homepage

# 6. SUBSCRIPTION BENEFITS

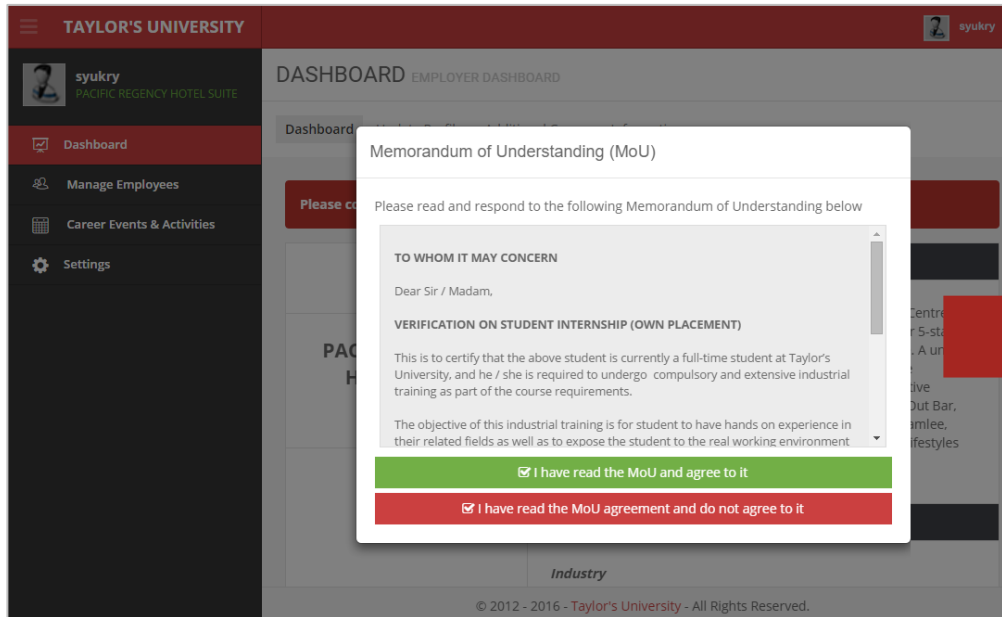
Once your subscription is Active, the following features/modules can be accessed in the company account:

1. **Advertisement Postings** – This feature allows postage of unlimited job and internship advertisements. It also allows viewing and responding to applications, and accessing postage history.
2. **Career Events & Activities** – This feature allows posting of unlimited career events and activities
3. **Student Feedback Results** – This section displays collective data retrieved from a survey conducted on the students of Taylor's University
4. **Talent Search** – This feature allows you to search for students based on various criteria. It allows to view and download student profiles and contact information, so that they may be approached directly for job or internship opportunities.

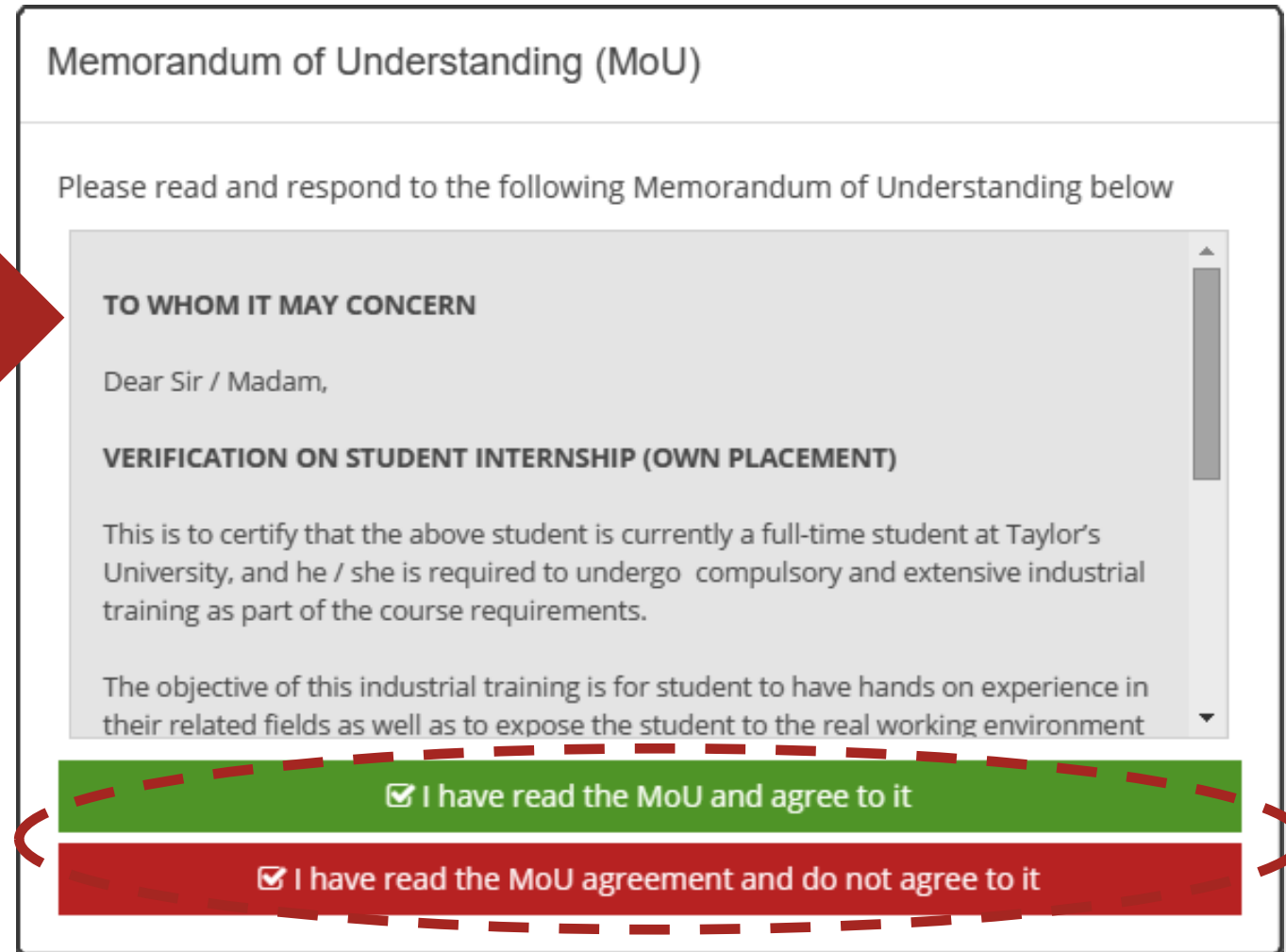


# 7. ACCEPTING TO MEMORANDUM OF UNDERSTANDING (MOU)

*(ONLY for NEW Registered Employers)*

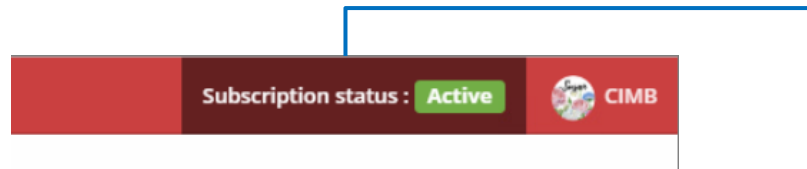


- After logging in, you will be prompted with the Memorandum of Understanding (MoU) pop-up screen.
- Kindly read and respond to the MoU accordingly. If you choose to disagree, you will be asked to provide your reason.
- After responding to the MoU, you will be redirected to the Dashboard.

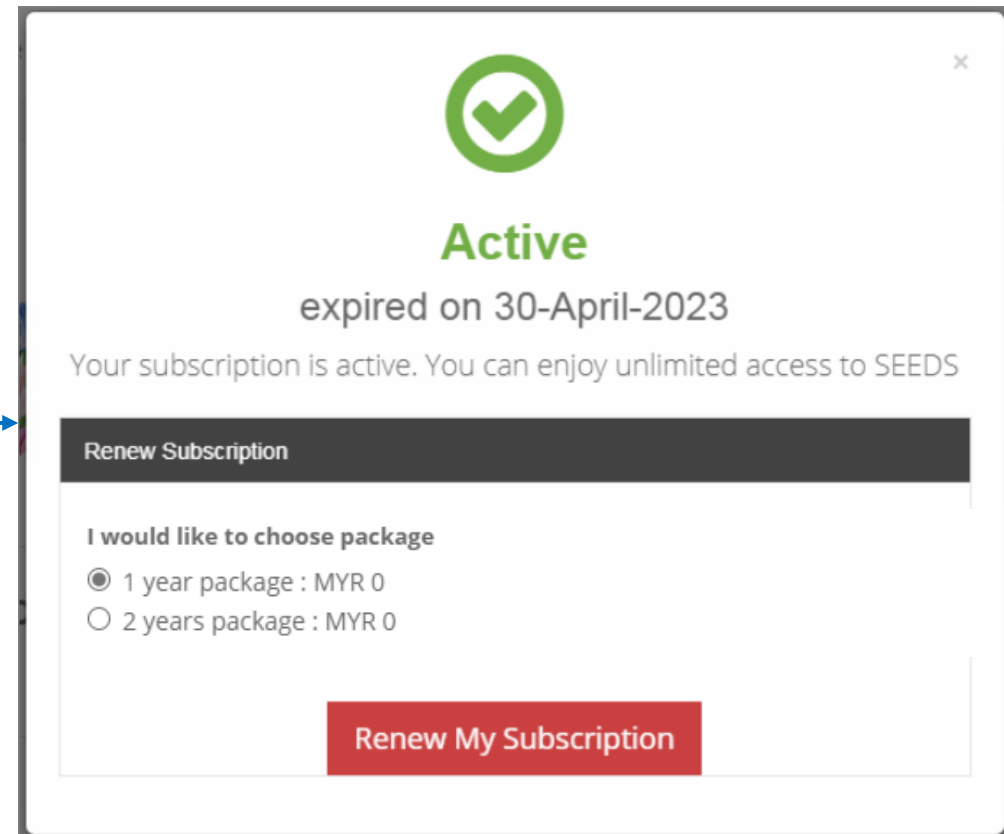




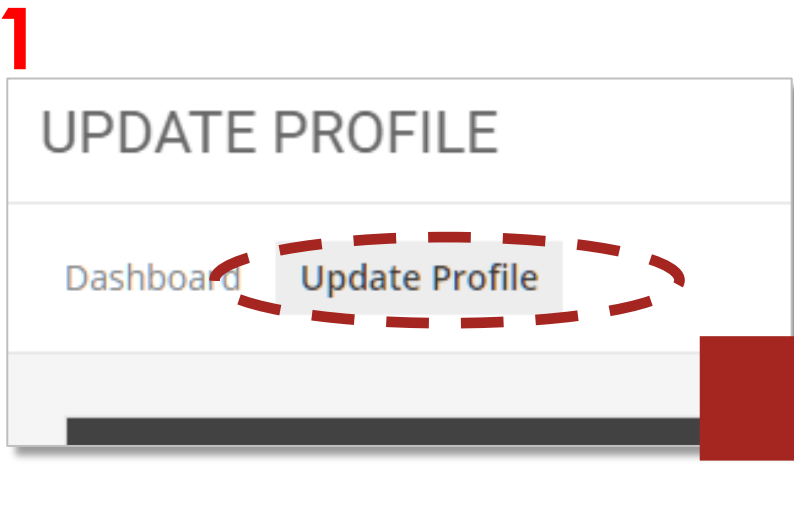
# 8. ACCESS SUBSCRIPTION INFO IN PROFILE + RENEW SUBSCRIPTION



- Once logged in, you will also be able to see the **Subscription status** on the top-right of the screen.
- Clicking on this will display a pop-up window showing the current subscription details, as well as allowing for renewal of subscription
- Renewal of Subscription follows the same flow as subscribing for the first time
- Any renewed subscriptions will be added on top of the current subscription (*i.e. The new subscription will start after the current subscription end date*)



# 9. UPDATING PROFILE



- From the Dashboard, click **Update Profile** tab. You can edit your company information here.
- This page also allows you to change your logo, as well as **change your password**.
- You can also add in up to **6** secondary contacts for the company.

2

*Update Profile* tab also allows for **changing of password**

Once a subscription is Active, the Company Name **cannot** be edited

UPDATE PROFILE

Dashboard Update Profile

Company Info Change Password

\*Company Name  
1MCC (1 Malaysia Cardiff City)

\*Company Registration No  
[REDACTED]

\*Address  
[REDACTED]

\*City  
Kuala Lumpur

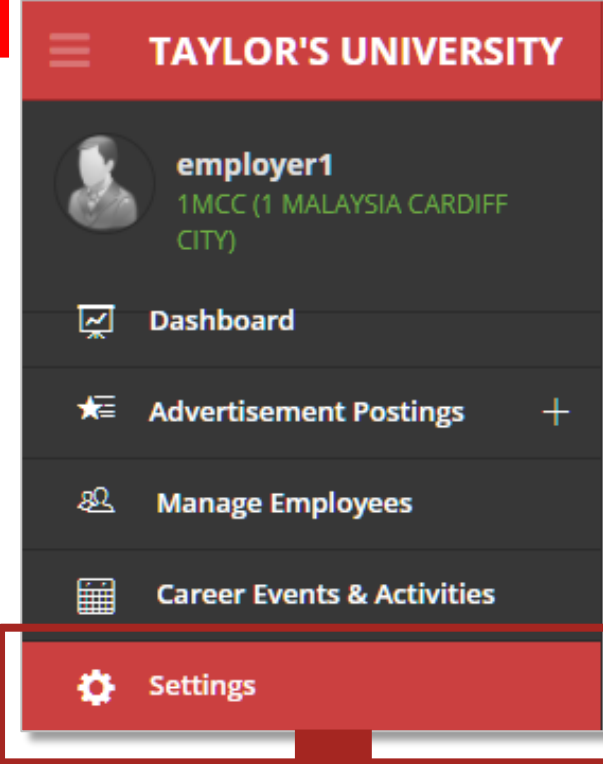
\*Postal Code  
53300

\*Country

# 10. EMPLOYER SETTINGS

- From the Dashboard, click **Settings**.
- These settings allow you to set default values for internship/job requests.
- You may choose to set to include or exclude student photo in downloaded resume. This setting shall apply to every downloaded resume made afterwards.
- On setting your desired values, click **Save Preferences**.

1



TAYLOR'S UNIVERSITY

employer1  
1MCC (1 MALAYSIA CARDIFF CITY)

Dashboard

Advertisement Postings

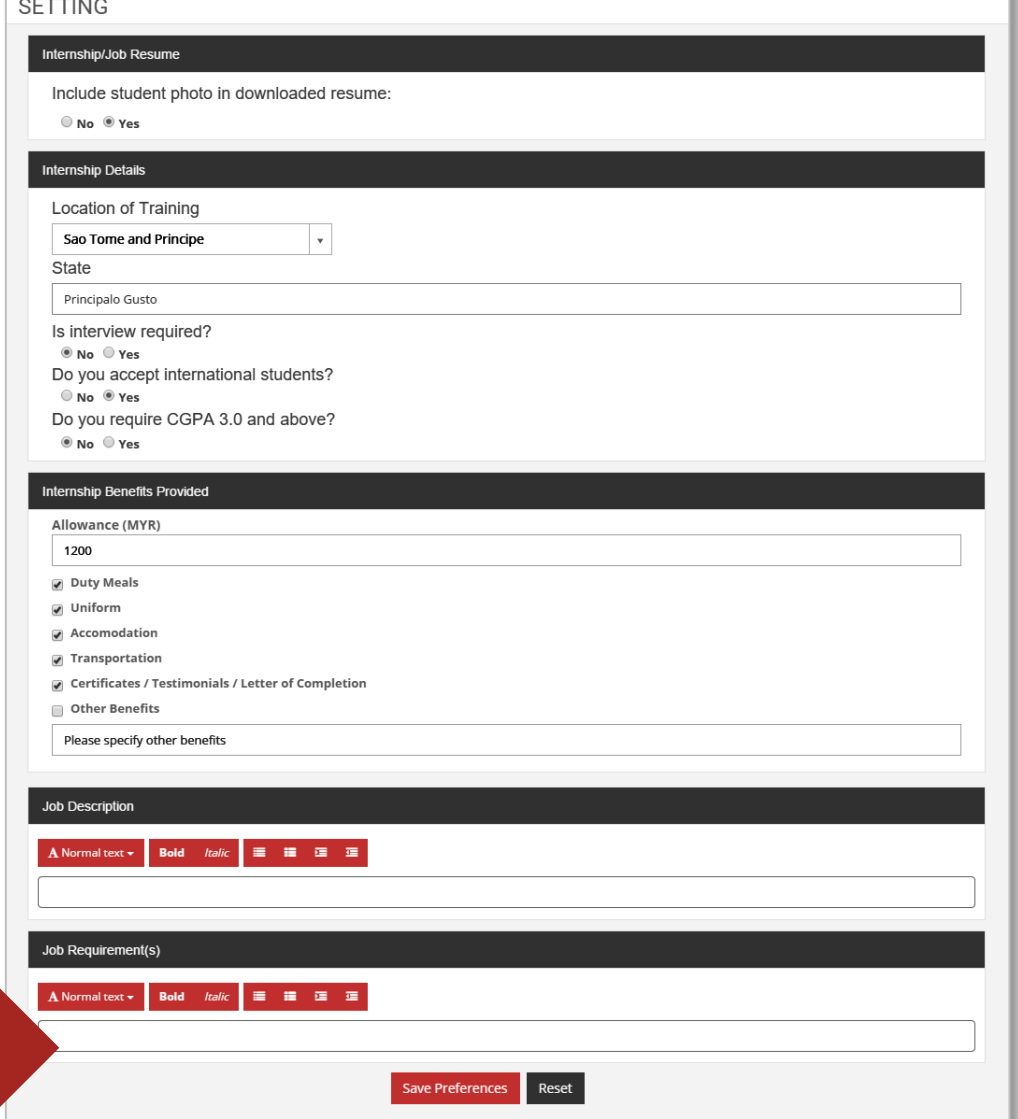
Manage Employees

Career Events & Activities

Settings

Settings

2



SETTING

Internship/Job Resume

Include student photo in downloaded resume:  
 No  Yes

Internship Details

Location of Training  
Sao Tome and Principe

State  
Principalo Gusto

Is interview required?  
 No  Yes

Do you accept international students?  
 No  Yes

Do you require CGPA 3.0 and above?  
 No  Yes

Internship Benefits Provided

Allowance (MYR)  
1200

Duty Meals  
 Uniform  
 Accomodation  
 Transportation  
 Certificates / Testimonials / Letter of Completion  
 Other Benefits  
Please specify other benefits

Job Description

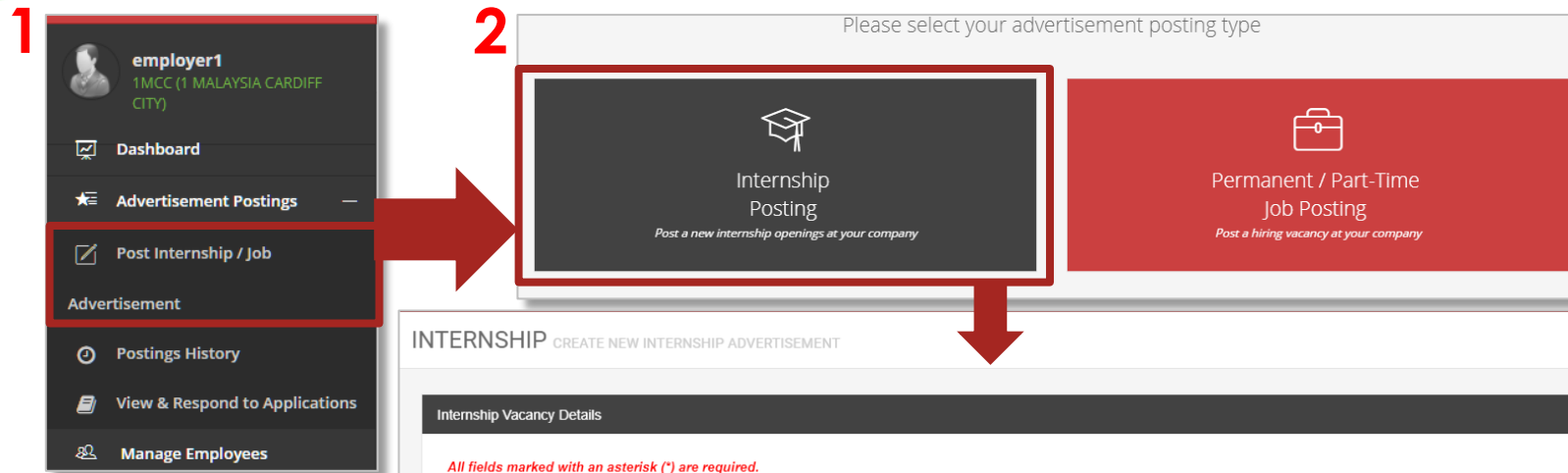
Normal text Bold Italic

Job Requirement(s)

Normal text Bold Italic

Save Preferences Reset

# 11. INTERNSHIP ADVERTISEMENTS



- Click **Advertisement Postings > Post Internship/Job Advertisement**
- Select **Internship Posting** option in the resulting page
- Fill up the form with the Internship details
- After completing the form, you can opt to **Save**, or **Submit Request**:
  - **Save** allows you to edit this request at a later time
  - **Submit Request** will forward your request to the system

INTERNSHIP CREATE NEW INTERNSHIP ADVERTISEMENT

Internship Vacancy Details

*All fields marked with an asterisk (\*) are required.*

Position Title *	<input type="text" value="Position Title"/>
Job Specialization *	<input type="text" value="-- Please select job specialization --"/> <input type="checkbox"/> All Job Specialization
Working Days and Working Hours	<input type="text" value="Working Days and Working Hours (e.g. Monday-Friday 9am-5pm)"/>
Country *	<input type="text" value="Afghanistan"/>
State *	<input type="text" value="LLLL"/>
Posting Date *	<input type="text" value="e.g. 13 February 2017"/>
Application Deadline*	<input type="text" value="e.g. 13 February 2017"/>
No. of vacancy*	<input type="text" value="e.g. 5 (Numeric only)"/>
Attachment	<input type="button" value="Choose File"/> No file chosen <small>Allowed file type : JPEG,GIF,BMP,PNG,PDF,JPG,DOC,DOCX, (Max Attachment Size : 3MB)</small>

Benefits Provided

Allowance (MYR) *	<input type="text" value="400"/>
<input checked="" type="checkbox"/> Duty Meals	

# 12. INTERNSHIP POSTINGS HISTORY





















- Click **Postings History**
- Click on the **Internship Advertisement Posting** tab
- This section displays a history of all your internship postings
- The **Status** column displays 4 types of status messages:
  - **Saved** – This means the posting is saved and can be edited and submitted
  - **Pending** – The posting is submitted and is pending decision from Taylor's Career Services
  - **Successful** – The posting is approved by Taylor's and will appear on student side
  - **Unsuccessful** – The posting is rejected by Taylor's
- You can use the action buttons to edit or close the internship postings

MANAGE INTERNSHIP ADVERTISEMENT LIST OF INTERNSHIP ADVERTISEMENT BY COMPANY

Internship Advertisement Posting

Job Advertisement Posting

per page 10 Search:

No. ▲	Posting Date	Application Deadline	Position Title	Vacancy	Applications	Status	Action
1	31 Jul 2017	03 August 2017	sadasd	4	0	Saved	 
2	20 Jul 2017	26 July 2017	Test	1	0	Pending	 
3	21 Jul 2017	28 July 2017	Big Position Here	4	1	Successful	 
4	21 Jul 2017	22 July 2017	By admin	1	0	Successful	 
5	13 Jul 2017	14 July 2017	Save for edit 2 final edited	1	0	Successful	 
6	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
7	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
8	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
9	12 Jul 2017	26 July 2017	Software developer with attachment	N/A	2	Closed	 
10	12 Jul 2017	31 July 2017	Software Developer	2	0	Unsuccessful	 

Showing 1 to 10 of 13 entries

← First ← Previous 1 2 Next → Last →

# 13. VIEWING & RESPONDING TO INTERNSHIP APPLICATIONS

- Click **Advertisement Postings > View & Respond to Applications**
- Click **List of Internship Applicants** tab
- This section displays the internship applications by the students for your posting
- Under **'Action'** column, you will have the following options:

- **Accept** the internship application (Accepts the application and informs the student)
- **Reject** the application (Rejects the application and informs the student)
- **Schedule an Interview** with the student (Gives the student a notification about the interview, where they can get back to you on the status of the interview)
- **Shortlist** the applicant
- **Download** student's profile and resume.

The screenshot displays a web application interface for managing internship applications. On the left is a dark sidebar with navigation options: Postings History, View & Respond to Applications (highlighted in red), Manage Employees, Career Events & Activities, and Settings. The main content area has two tabs: 'List of Internship Applicants' (highlighted with a red box) and 'List of Job Applicants'. Below the tabs, there is a search bar and a 'per page' dropdown set to 10. A table lists 10 application entries with columns for No., Submission Date, Application Deadline, Name, Programme, Applied Position, Status, and Action. The Action column contains icons for Accept, Reject, Shortlist, Download, and Schedule Interview. At the bottom, it shows 'Showing 1 to 10 of 10 entries' and pagination controls.

No.	Submission Date	Application Deadline	Name	Programme	Applied Position	Status	Action
1	14 Jul 2017	16 Jul 2017	WONG TIN WOOL	Diploma in Information Technology	IT Manager 1	Approved By Company	
2	20 Jul 2017	27 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Intern in Tu	Rejected By Company	
3	20 Jul 2017	06 Jan 2018	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Michelle Testing	Withdrawn by Applicant	
4	20 Jul 2017	27 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	asdf	Withdrawn by Applicant	
5	25 Jul 2017	06 Jan 2018	TEH XUE KAI	Bachelor of Science (Honours) in Architecture	Michelle Testing	Pending	
6	25 Jul 2017	27 Jul 2017	YANG JOHN HO	Diploma in Information Technology	Intern in Tu	Approved By Company	
7	03 Aug 2017	30 Sep 2017	NISHFA ZAHID	Bachelor of Culinary Arts and Foodservice Management (Honours)	ABC	Withdrawn by Applicant	
8	18 Aug 2017	06 Jan 2018	WONG TIN WOOL	Diploma in Information Technology	Michelle Testing	Pending	
9	21 Aug 2017	06 Jan 2018	NISHFA ZAHID	Bachelor of Culinary Arts and Foodservice Management (Honours)	Michelle Testing	Withdrawn by Applicant	
10	05 Sep 2017	30 Sep 2017	WONG TIN WOOL	Diploma in Information Technology	ABC	Pending	

Showing 1 to 10 of 10 entries

← First ← Previous 1 Next → Last →



# VIEWING & RESPONDING TO INTERNSHIP APPLICATIONS (CONTD.)

- Under the **Status** column, there will be 4 kinds of statuses:

- Pending** – This means the student has applied to the posting, and decision is pending
- Rejected by Company** – This means the student's application has been rejected

- Approved by Company** – This means the student's application has been approved
- Withdrawn by Applicant** – In this case, on approval by company, a grace period of 7 days is given to students to confirm the offer. If action is not taken by applicant, the application is considered withdrawn by applicant

**Important Notice:**  
For List of Internship Applicants, please note that once you have approved the applicant, an auto email notification is sent to applicant to check his/ her application status. He/ She is given 7 days from your approved date to confirm his/ her acceptance of offer. If action is not taken by the applicant within 7 days, the offer will be automatically considered to be withdrawn by applicant.

Filtering Option

Applied Position:

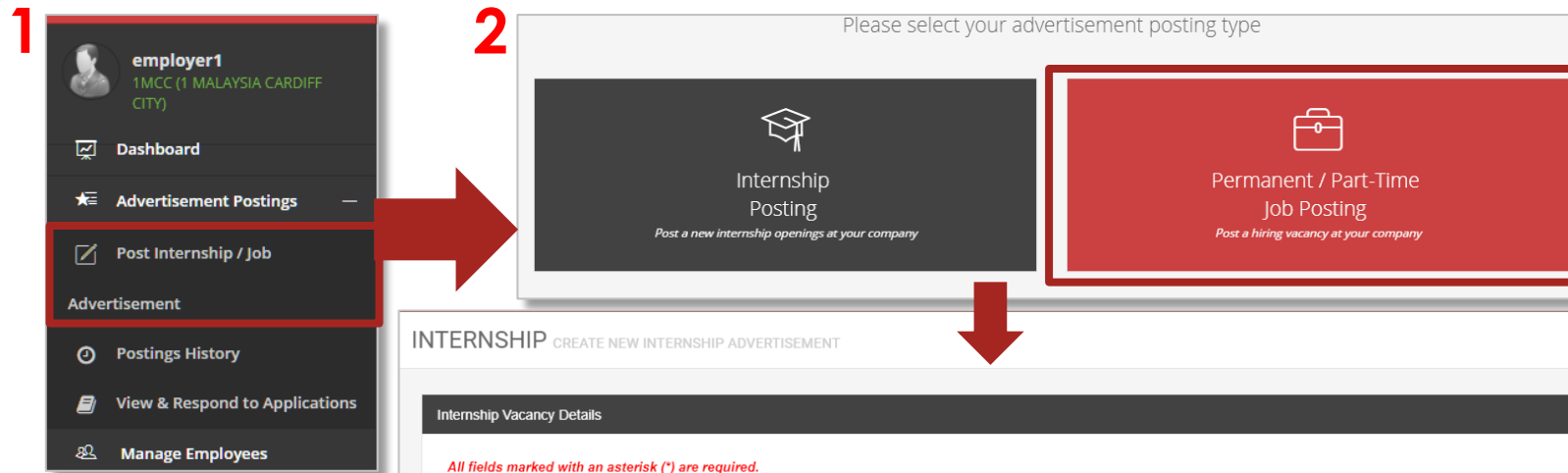
[Filter](#) [Show All](#)

**List of Internship Applicants** | [List of Job Applicants](#)

per page: 10 | Search:

No.	Submission Date	Application Deadline	Name	Programme	Applied Position	Status	Action
1	14 Jul 2017	16 Jul 2017	WONG TIN WOOL	Diploma in Information Technology	IT Manager 1	Approved By Company	
2	20 Jul 2017	27 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Intern in Tu	Rejected By Company	
3	20 Jul 2017	06 Jan 2018	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Michelle Testing	Withdrawn by Applicant	
4	20 Jul 2017	27 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	asdf	Withdrawn by Applicant	
5	25 Jul 2017	06 Jan 2018	TEH XUE KAI	Bachelor of Science (Honours) in Architecture	Michelle Testing	Pending	

# 14. JOB ADVERTISEMENTS



- Click **Advertisement Postings > Post Internship/Job Advertisement**
- Select **Permanent/Part-Time Job Posting** option in the resulting page
- Fill up the form with the job details
- After completing the form, you can opt to **Save**, or **Submit Request**:
  - **Save** allows you to edit this request at a later time
  - **Submit Request** will forward your request to the system

INTERNSHIP CREATE NEW INTERNSHIP ADVERTISEMENT

Internship Vacancy Details

*All fields marked with an asterisk (\*) are required.*

Position Title *	<input type="text" value="Position Title"/>
Job Specialization *	<input type="text" value="-- Please select job specialization --"/> <input type="checkbox"/> All Job Specialization
Working Days and Working Hours	<input type="text" value="Working Days and Working Hours (e.g. Monday-Friday 9am-5pm)"/>
Country *	<input type="text" value="Afghanistan"/>
State *	<input type="text" value="LLLL"/>
Posting Date *	<input type="text" value="e.g. 13 February 2017"/>
Application Deadline*	<input type="text" value="e.g. 13 February 2017"/>
No. of vacancy*	<input type="text" value="e.g. 5 (Numeric only)"/>
Attachment	<input type="button" value="Choose File"/> No file chosen <small>Allowed file type : JPEG,GIF,BMP,PNG,PDF,JPG,DOC,DOCX, (Max Attachment Size : 3MB)</small>

Benefits Provided

Allowance (MYR) *	<input type="text" value="400"/>
<input checked="" type="checkbox"/> Duty Meals	

# 15. JOB POSTINGS HISTORY





















- Click **Postings History**
- Click on the **Job Advertisement Posting** tab
- This section displays a history of all your job postings
- The **Status** column displays 4 types of status messages:
  - **Saved** – This means the posting is saved and can be edited and submitted
  - **Pending** – The posting is submitted and is pending decision from Taylor's Career Services
  - **Successful** – The posting is approved by Taylor's and will appear on student side
  - **Unsuccessful** – The posting is rejected by Taylor's
- You can use the action buttons to edit or close the job postings

MANAGE INTERNSHIP ADVERTISEMENT LIST OF INTERNSHIP ADVERTISEMENT BY COMPANY

Internship Advertisement Posting

Job Advertisement Posting

per page 10 Search:

No. ▲	Posting Date	Application Deadline	Position Title	Vacancy	Applications	Status	Action
1	31 Jul 2017	03 August 2017	sadasd	4	0	Saved	 
2	20 Jul 2017	26 July 2017	Test	1	0	Pending	 
3	21 Jul 2017	28 July 2017	Big Position Here	4	1	Successful	 
4	21 Jul 2017	22 July 2017	By admin	1	0	Successful	 
5	13 Jul 2017	14 July 2017	Save for edit 2 final edited	1	0	Successful	 
6	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
7	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
8	13 Jul 2017	14 July 2017	Save for edit	1	0	Saved	 
9	12 Jul 2017	26 July 2017	Software developer with attachment	N/A	2	Closed	 
10	12 Jul 2017	31 July 2017	Software Developer	2	0	Unsuccessful	 

Showing 1 to 10 of 13 entries

← First ← Previous 1 2 Next → Last →

# 16. VIEWING & RESPONDING TO JOB APPLICATIONS

- Click **Advertisement Postings > View & Respond to Applications**
- Click **List of Job Applicants** tab
- This section displays the internship applications by the students for your posting
- Under **'Action'** column, you will have the following options:
  - **Accept** the internship application (Accepts the application and informs the student)
  - **Reject** the application (Rejects the application and informs the student)
  - **Schedule an Interview** with the student (Gives the student a notification about the interview, where they can get back to you on the status of the interview)
  - **Shortlist** the applicant
  - **Download** student's profile and resume
- The **Status** column displays the different statuses of the application as per your action

JOB APPLICATIONS LIST OF JOB APPLICATIONS

Filtering Option

Applied Position: - Position -

Filter Show All

List of Internship Applicants

List of Job Applicants

per page: 10 Search:

No.	Submission Date	Application Deadline	Name	Programme	Applied Position	Status	Action
1	14 Jul 2017	18 Jul 2017	WONG TIN WOUI	Diploma in Information Technology	IT Manager Permanent	Rejected By Company	
2	20 Jul 2017	21 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Death Star commander	Approved By Company	
3	20 Jul 2017	21 Jul 2017	WONG TIN WOUI	Diploma in Information Technology	Death Star commander	Rejected By Company	
4	20 Jul 2017	31 Aug 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	Management Trainee	Withdrawn by Applicant	
5	20 Jul 2017	21 Jul 2017	MUHAMMAD AMIRUL HAZIQ BIN MUSA	Bachelor of Information Technology (Honours) (Internet Technologies)	CEO	Pending	
6	29 Jul 2017	03 Aug 2017	DAUD TANRI	Bachelor of Information Technology (Honours) (Internet Technologies)	Death Star commander	Scheduled for Interview	
7	31 Jul 2017	03 Aug 2017	YANG JOHN HO	Diploma in Information Technology	Death Star commander	Pending	
8	31 Jul 2017	03 Aug 2017	WONG TIN WOUI	Diploma in Information Technology	Death Star commander	Withdrawn by Applicant	

# 17. TALENT SEARCH

- Click on **Talent Search**
- This feature allows you to search for students based on various criteria. It allows to view and download student profiles and contact information, so that they may be approached directly for job or internship opportunities.
- Students can be filtered by **Programmes, CGPA, Nationality** and **Graduation Status**.

- From the list of displayed students, click on the Action button for any student to show their profile information.
- The profile information is shown in a pop-up, and it also displays student contact information.
- This module also allows you to download the full resume of the student

The screenshot displays the 'Talent Search' interface. At the top, there is a 'Filtering Option' section with four dropdown menus: 'Programme' (Select Programme), 'CGPA' (Select CGPA), 'Nationality' (Select Country), and 'Graduated Student?' (Graduated Student?). Below these are 'Filter' and 'Show All' buttons. An arrow points from the 'Filtering Option' section to the 'Action' button in the student list below.

The 'Active Students List' section shows a table with the following data:

No.	Student Name	Student ID	Programme	CGPA	Nationality	Action
1	[REDACTED]	0331184	15008 - Bachelor of Software Engineering (Honours)	0	MALAYSIA	[Action Icon]
2	[REDACTED]	0328572	34001 - Bachelor of Business (Honours) (Business Administration)	2	MALAYSIA	[Action Icon]

Below the table, there are pagination controls: 'Showing 1 to 2 of 2 entries', '← First', '← Previous', '1', 'Next →', and 'Last →'. A search bar is also present above the table.

The 'STUDENT PROFILE' pop-up window displays the following information:

**Personal Information**

[Profile Picture Placeholder]

Student Name	[REDACTED]
Student ID	[REDACTED]
Programme	Bachelor of Software Engineering (Honours)
Nationality	MALAYSIA

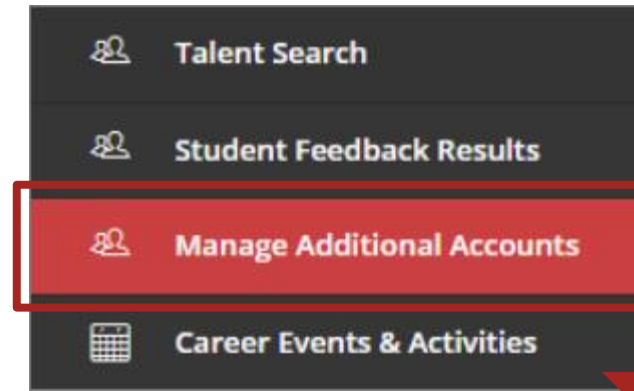
The 'Student Attachment' pop-up window displays a table with the following data:

No.	Attachment Name	Actions
		[Download Resume] [Close]

# 18. ADDITIONAL ACCOUNTS MANAGEMENT

- This feature allows you to manage other employees/accounts within the company.
- Click **Manage Additional Accounts**.
- You can add a maximum of **3 additional accounts** on top of the existing accounts.
- Additional Accounts can also be deleted from the list

1



- Talent Search
- Student Feedback Results
- Manage Additional Accounts**
- Career Events & Activities

2

### MANAGE EMPLOYEES ACCOUNT

Registered Employees [Add additional accounts](#)

per page 10 Search:

No.	Username	Email	Creation Date	Role	Status	Action
1	CIMB	[REDACTED]	24-Sep-2014	Admin	Active	<a href="#">x</a>
2	CIMBTest	[REDACTED]	10-May-2019	Admin	Active	<a href="#">x</a>

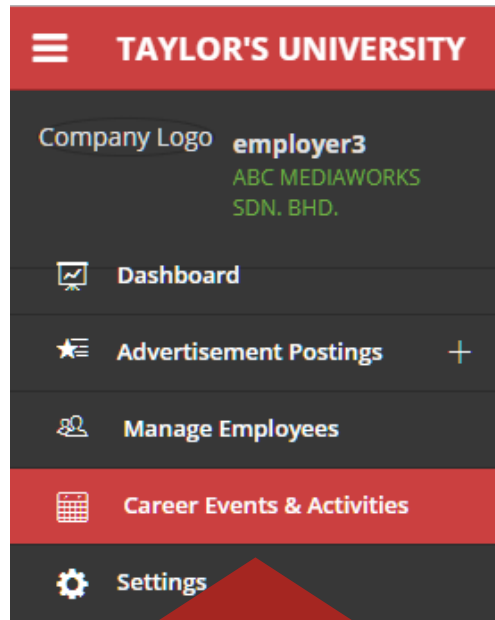
Showing 1 to 2 of 2 entries

← First ← Previous **1** Next → Last →



# 19. CAREER EVENTS & ACTIVITIES

- Employers can upload **career events** for students to view

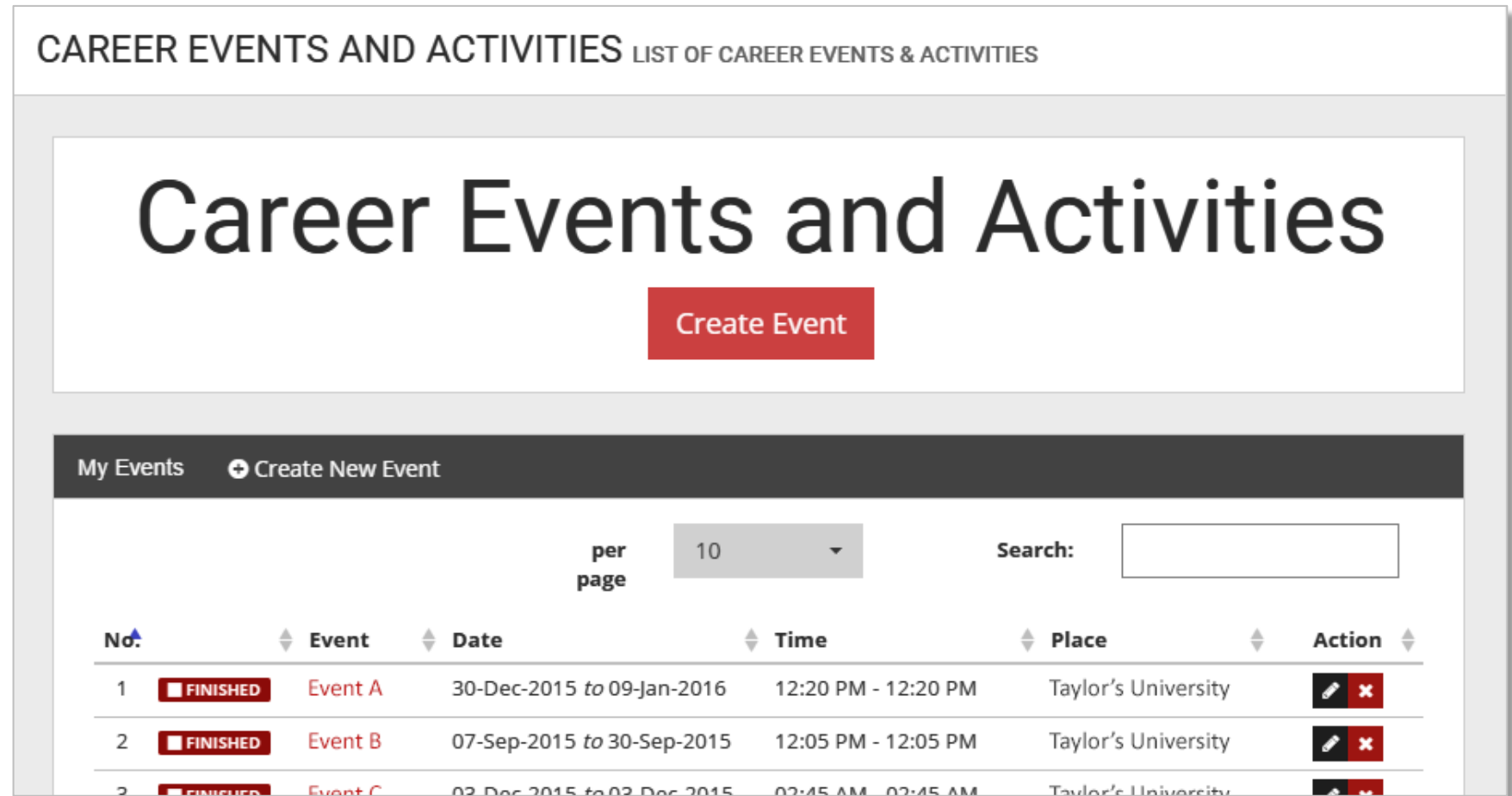


TAYLOR'S UNIVERSITY

Company Logo **employer3**  
ABC MEDIAWORKS  
SDN. BHD.

- Dashboard
- Advertisement Postings +
- Manage Employees
- Career Events & Activities**
- Settings

2



CAREER EVENTS AND ACTIVITIES LIST OF CAREER EVENTS & ACTIVITIES

## Career Events and Activities

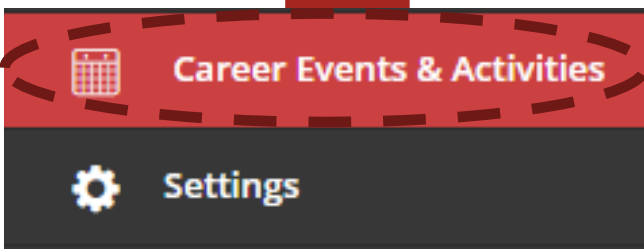
Create Event

My Events [+ Create New Event](#)

per page 10 Search:

No.	Event	Date	Time	Place	Action
1	<b>FINISHED</b> Event A	30-Dec-2015 to 09-Jan-2016	12:20 PM - 12:20 PM	Taylor's University	
2	<b>FINISHED</b> Event B	07-Sep-2015 to 30-Sep-2015	12:05 PM - 12:05 PM	Taylor's University	
3	<b>FINISHED</b> Event C	02-Dec-2015 to 02-Dec-2015	02:45 AM - 02:45 AM	Taylor's University	

1



**Career Events & Activities**

Settings

# CAREER EVENTS & ACTIVITIES (CONTD.)

- Click **Career Events & Activities**.
- Click **Create Event** to post new events
- View information on events by clicking the event name.
- You can view Taylor's events or events that you have posted

1

CAREER EVENTS AND ACTIVITIES LIST OF CAREER EVENTS & ACTIVITIES

## Career Events and Activities

Create Event

My Events [Create New Event](#)

per page 10 Search:

No.	Event	Date	Time	Place	Action
1	<span>FINISHED</span> Event A	30-Dec-2015 to 09-Jan-2016	12:20 PM - 12:20 PM	Taylor's University	
2	<span>FINISHED</span> Event B	07-Sep-2015 to 30-Sep-2015	12:05 PM - 12:05 PM	Taylor's University	
3	<span>FINISHED</span> Event C	03-Dec-2015 to 03-Dec-2015	02:45 AM - 02:45 AM	Taylor's University	

2

### Create Event

Name of Event

Start Date and Time  05:50 PM

End Date and Time  05:50 PM

Venue

Description of event

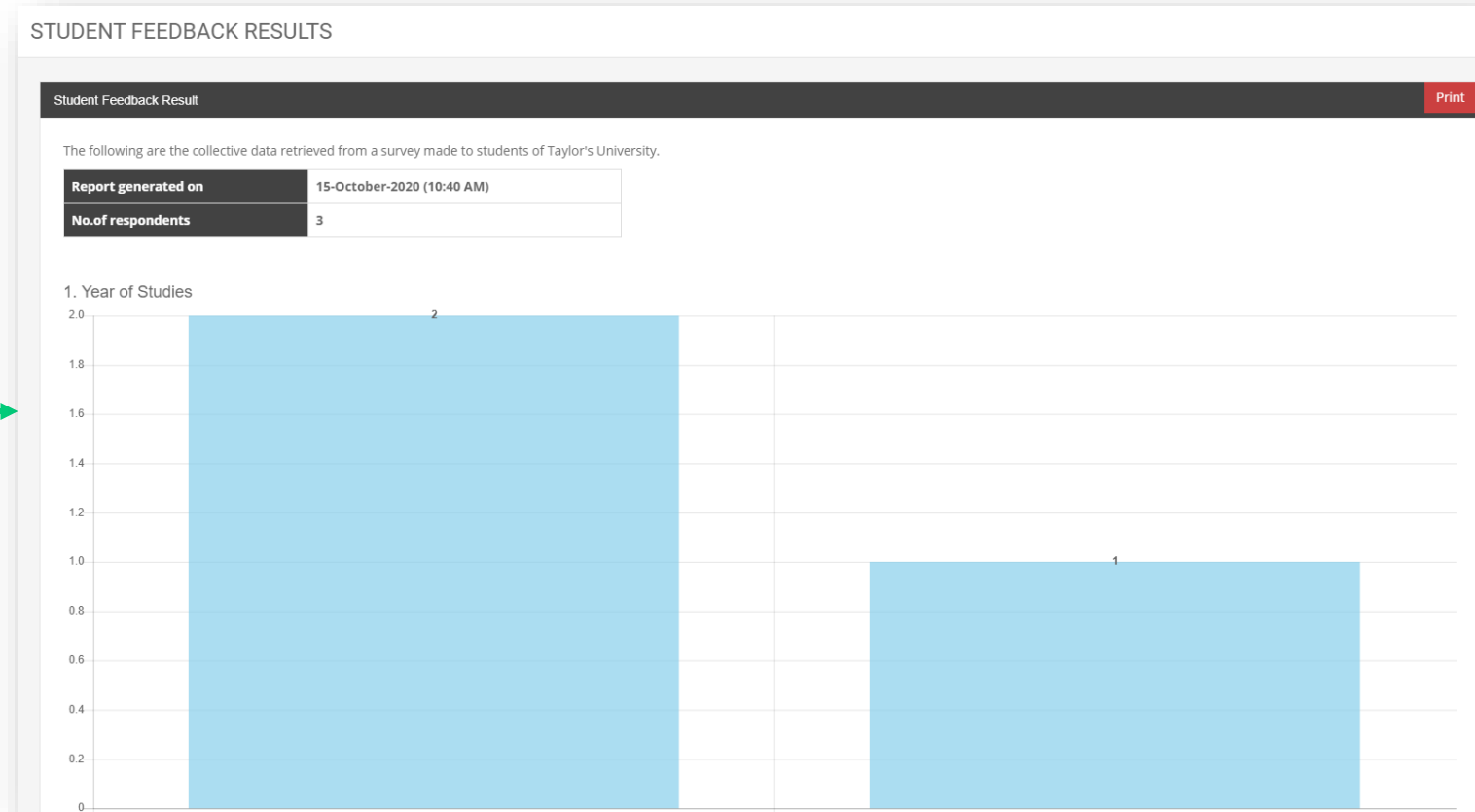
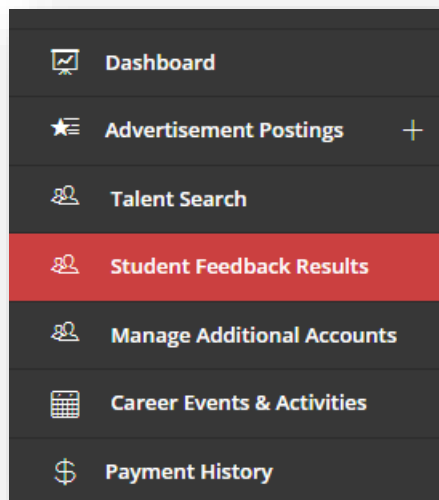
Upload File  No file chosen  
[Attach More Files](#)  
Allowed file type : **JPEG,GIF,BMP,PNG,PDF,JPG,DOCX,DOC,**  
Max Attachment Size : **5MB**

Embed Video Code

# STUDENT FEEDBACK RESULTS

## Student Feedback Results

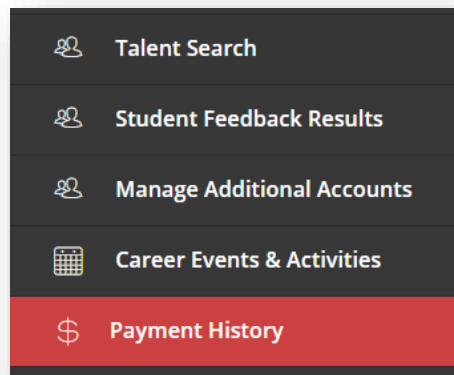
- As part of additions to the new version of SEEDS, the students were also given a survey to collect some valuable information that might give insights into what graduates and internship seekers are looking for, and other applicant preferences and profile info
- The results of this survey are also available to employers
- You can access the results by clicking **Student Feedback Results** menu item
- The results can also be *printed* using the **Print** button on this page.



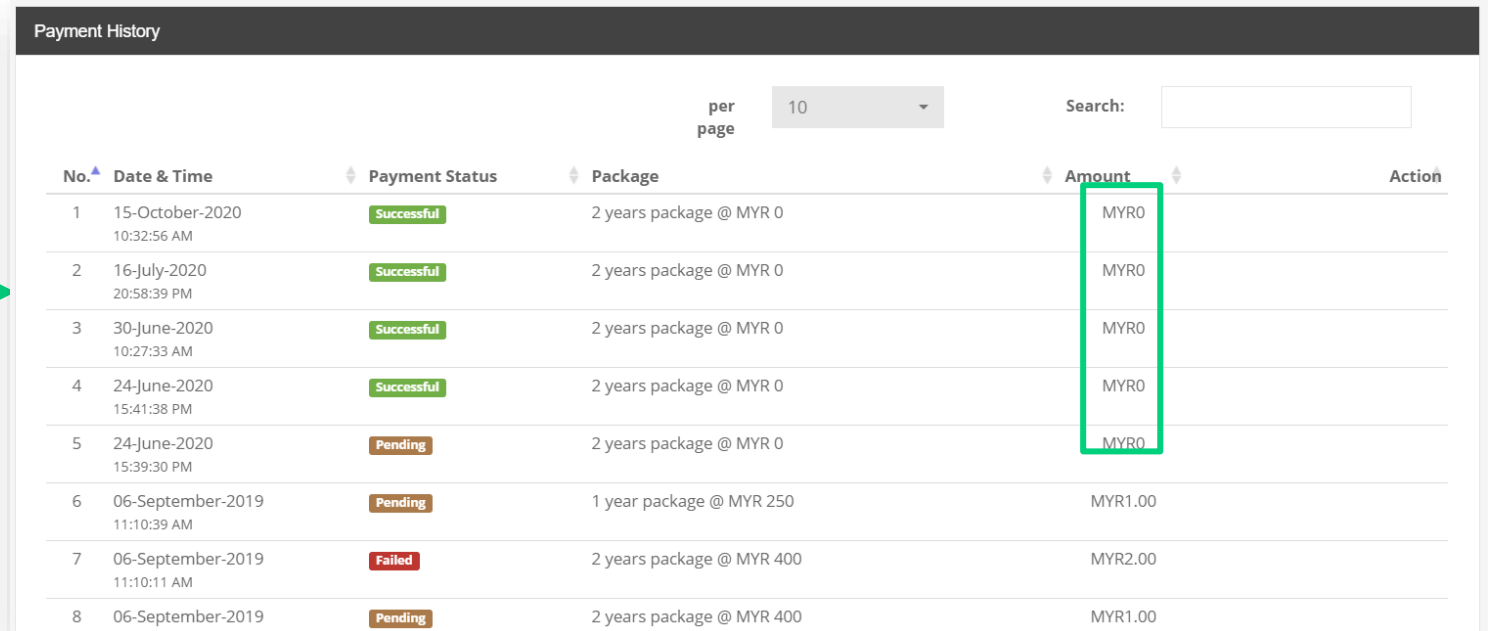
# PAYMENT HISTORY

## Payment History

- As an employer, you will also have access to all your previous payments made for subscriptions on this portal (up till the most recent one)
- This can be accessed by clicking **Payment History** menu item
- Notice that all recent renewals/subscriptions will be marked as **MYR 0**, due to all new subscriptions being **free of charge**.



A vertical navigation menu with five items: 'Talent Search', 'Student Feedback Results', 'Manage Additional Accounts', 'Career Events & Activities', and 'Payment History'. The 'Payment History' item is highlighted with a red background and a white dollar sign icon.



A screenshot of the 'Payment History' interface. It features a table with columns for 'No.', 'Date & Time', 'Payment Status', 'Package', 'Amount', and 'Action'. The table contains 8 rows of payment records. A green box highlights the 'Amount' column for the first five rows, which all show 'MYR0'. A green arrow points from the 'Payment History' menu item in the navigation bar to the table.

No.	Date & Time	Payment Status	Package	Amount	Action
1	15-October-2020 10:32:56 AM	Successful	2 years package @ MYR 0	MYR0	
2	16-July-2020 20:58:39 PM	Successful	2 years package @ MYR 0	MYR0	
3	30-June-2020 10:27:33 AM	Successful	2 years package @ MYR 0	MYR0	
4	24-June-2020 15:41:38 PM	Successful	2 years package @ MYR 0	MYR0	
5	24-June-2020 15:39:30 PM	Pending	2 years package @ MYR 0	MYR0	
6	06-September-2019 11:10:39 AM	Pending	1 year package @ MYR 250	MYR1.00	
7	06-September-2019 11:10:11 AM	Failed	2 years package @ MYR 400	MYR2.00	
8	06-September-2019 10:15:18 AM	Pending	2 years package @ MYR 400	MYR1.00	

