



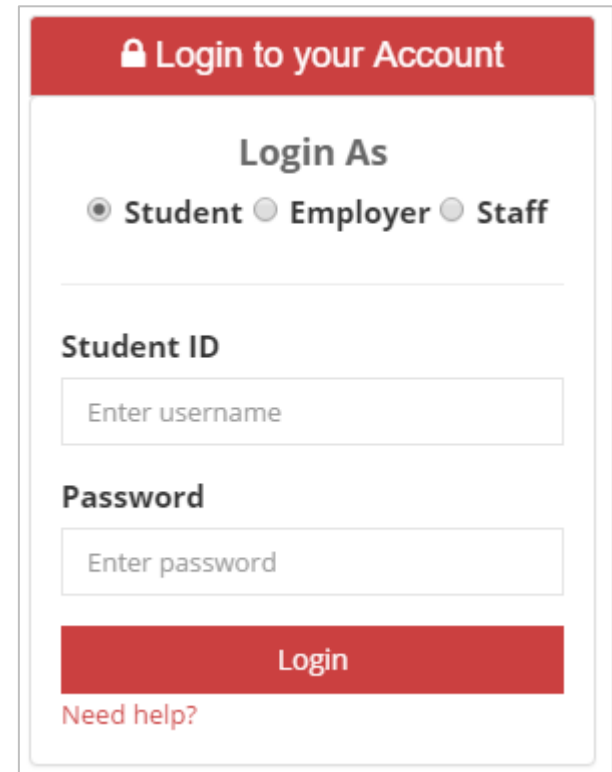
Student Employability Enhancement & Development System

## **Guidelines**

### **Student Module**

# LOGIN

- Login into seeds URL link : <https://seeds.taylors.edu.my/>
- Login As “**Student**”
- Enter your Student ID & Password
- Click **Login**



The screenshot shows a login interface with a red header bar containing a lock icon and the text "Login to your Account". Below the header, the text "Login As" is followed by three radio button options: "Student" (selected), "Employer", and "Staff". There are two input fields: "Student ID" with the placeholder text "Enter username" and "Password" with the placeholder text "Enter password". A red "Login" button is positioned below the password field. At the bottom left, there is a link labeled "Need help?".

**Login to your Account**

**Login As**

Student  Employer  Staff

**Student ID**

Enter username

**Password**

Enter password


**Login**

[Need help?](#)

# \*\*GRADUATED STUDENTS

- This only applies to **Graduated students**, you are required to **update your email address** for validation upon login for the first time
- You would receive a link via email to set your password before you can login to view and apply for jobs

Update E-Mail (Graduated Student)

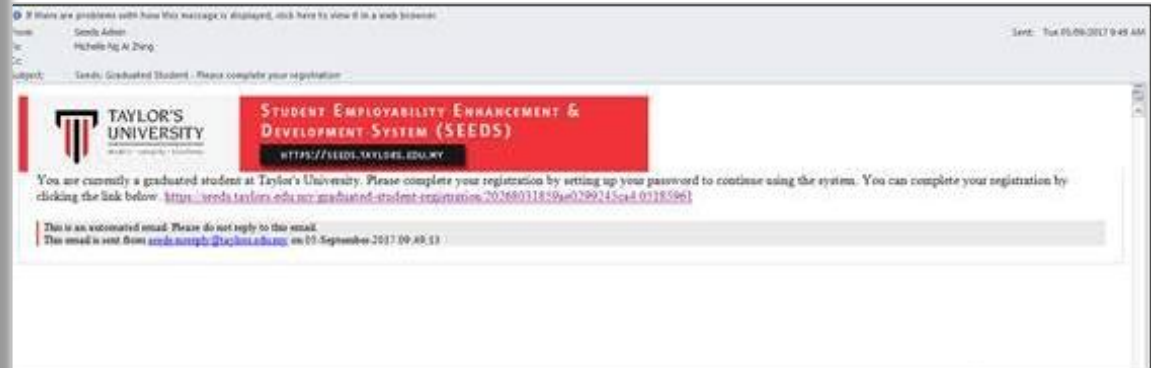


We don't have your e-mail address. Please provide your e-mail in order to continue using the system.  
You will receive an e-mail to setup your password later.

Student ID  
0312742

Type Your Email Address

Please provide a valid e-mail format abc@xyz.com.xz



# PDPA, PRIVACY SETTING & SURVEY

- After logging in, you will be prompted with a **pop-up screen** that is **mandatory** to be filled by each student on **first time login**.
- The components of this pop-up screen will be as follows:
  - **PDPA Confirmation**
  - **Privacy Setting**
  - **Student Survey on Work Culture**
- Kindly respond to the 3 sections accordingly, and after your responses have been recorded, you will be redirected to the Dashboard.

The screenshot displays the Taylor's University dashboard interface. A dark sidebar on the left contains navigation options: Dashboard, Career Library, Message, Resume, Company Profile, Jobs, and Career Events & Activities. The main content area is partially obscured by a white pop-up window titled 'Step 1 of 3 Completed: 0'. The pop-up contains a progress indicator with three steps, the first of which is active. The text within the pop-up reads: 'Please read and agree to the following Personal Data Protection Act (PDPA) (You will not be able to use the system until you agree to this )'. Below this is a scrollable text area containing the PDPA notice, followed by a checkbox for consent and 'First' and 'Next' buttons.

TAYLOR'S UNIVERSITY

DASHBOARD

Step 1 of 3 Completed: 0

1 2 3

Please read and agree to the following Personal Data Protection Act (PDPA)  
( You will not be able to use the system until you agree to this )

to you via SEEDS.

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, to request for a copy of and to request to update or correct your personal data held by us. By submitting your personal data to us, you consent to us collecting, using, disclosing and processing your personal data in accordance with this Notice. We will also take it that all personal data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update the system in the event of any change to your personal data.

Career Services Centre, Taylor's University

I consent to the collection and processing of my personal data (as defined in the Personal Data Protection Act 2010) by Taylor's University for the above mentioned purposes and to be shared from time to time with Taylor's appointed third party agents as per the privacy policy above. The consent provided is for unlimited period until revoked

First Last Previous Next

# PDPA, PRIVACY SETTING & SURVEY

- The **PDPA** Content will be displayed in the first section, and it is mandatory for you to Review it and Agree to the PDPA to be able to proceed and use the system.
- Scroll down, check the box for “I consent...” and click ‘Next’

The screenshot displays the Taylor's University dashboard interface. A modal window is open, titled "Step 1 of 3 Completed: 0", with progress indicators for steps 1, 2, and 3. The modal content includes the following text:

Please read and agree to the following Personal Data Protection Act (PDPA)  
( You will not be able to use the system until you agree to this )

to you via SEEDS.

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, to request for a copy of and to request to update or correct your personal data held by us.

By submitting your personal data to us, you consent to us collecting, using, disclosing and processing your personal data in accordance with this Notice. We will also take it that all personal data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update the system in the event of any change to your personal data.

Career Services Centre, Taylor's University

I consent to the collection and processing of my personal data (as defined in the Personal Data Protection Act 2010) by Taylor's University for the above mentioned purposes and to be shared from time to time with Taylor's appointed third party agents as per the privacy policy above. The consent provided is for unlimited period until revoked

Navigation buttons: First, Last, Previous, Next.

Background dashboard elements: TAYLOR'S UNIVERSITY, DASHBOARD, Dashboard, Career Library, Message, Resume, Company Profile, Jobs, Career Events & Activities, Messages, Inbox.

# PDPA, PRIVACY SETTING & SURVEY

- The **Privacy Setting** will be displayed in the 2<sup>nd</sup> section.
- In this setting, you can choose whether you would want your profile and details appear in Employer searches for:
  - ✓ To allow you to be **SEARCHABLE BY YOUR DREAM EMPLOYERS**
  - ✓ To provide you **ADDITIONAL PLATFORM FOR YOU TO BE HIRED**
  - ✓ To provide you **HIGHER CHANCES TO BE HIRED**

The screenshot displays the Taylor's University career portal interface. A modal window titled "PRIVACY SETTING" is open, indicating it is "Step 2 of 3" with "Completed: 1". The modal contains the following text: "NEW! Now you can set your **PRIVACY SETTING** to be **SEARCHABLE BY EMPLOYERS** to provide you with more career and job opportunities". A reminder states: "Reminder: Please update your Resume to allow Employer to contact you". There are two radio button options: "Searchable with contact details" (selected) with the subtext "Allow employers to search for my resume (including Profile)", and "Not searchable" with the subtext "Do not allow employers to search for my profile". Navigation buttons "First", "Last", "Previous", and "Next" are visible at the bottom of the modal. The background shows a sidebar with menu items like "Dashboard", "Career Library", "Message", "Resume", "Company Profile", "Jobs", and "Career Events & Activities". A main content area shows "DASHBOARD" and "Internship Application Student". A bottom right corner shows a "Message" notification with "0" and an "Inbox" button. A footer at the bottom reads "© 2012 - 2019 Taylor's University. All rights reserved."

# PDPA, PRIVACY SETTING & SURVEY

- The last (3<sup>rd</sup>) section in the pop-up will present a **Student Survey on Work Culture**
- Select your answers and click “Finish”
- *This survey helps us collect information on student preferences and what they are generally looking for when searching for internships and jobs. This data will help us in future to present opportunities better suited to your preferences.*

The screenshot shows a two-page survey interface. The left page is titled "STUDENT SURVEY ABOUT WORKING CULTURE" and is labeled "Step 3 of 3" with "Completed: 2" steps. It features three progress indicators (1, 2, 3) at the top. The form includes several sections: "Year of Studies" (dropdown menu with "3" selected), "Your School" (dropdown menu with "School of Computing and IT" selected), "Please choose 3 industries that you would like to work most, after you graduate?" (checkbox selection with "Computer/ IT", "Accounting/ Finance/ Banking", and "Admin/ Human Resources/ Psychology" selected), "Please state your expected monthly income (net) for your first job after you graduate?" (dropdown menu with "MYR 3,000 - 3,500" selected), and "Please choose 3 career goals that are most valuable to you?" (checkbox selection with "Having work/life balance" selected). The right page contains three sections: "Please select 5 best factors that you look for in a potential employer?" (checkbox selection with "A creative and dynamic work environment", "Flexible working conditions", "Commitment to diversity & inclusion", "Clear path for advancement", and "Attractive/exciting products and services" selected), "Please select the channels that you usually use to learn about potential employers?" (dropdown menu with "Career guidance websites" selected), and "Please choose 3 career skills that are important to you and that you wish to improve?" (checkbox selection with "Ethics & Etiquette at Work", "EQ at Work", and "Interview skills" selected). At the bottom of the right page, there is a section "Which of these employer career events interest you the most?" (dropdown menu with "Career talks/workshops" selected) and navigation buttons: "First", "Last", "Previous", and "Finish".

# OVERVIEW

## 1. Dashboard

## 2. Career Library

## 3. Message

## 4. Resume

- Student Profile
- Education Background
- Working Experience
- Extra Curriculum Activities
- Additional Details

## 5. Internships

- Prerequisites
- University Internship Letter
- Internship Openings
- My Placement
- Internship History

## 6. Jobs

- Job Openings
- Job History
- Headhunter Job Posting

## 7. Career Events & Activities

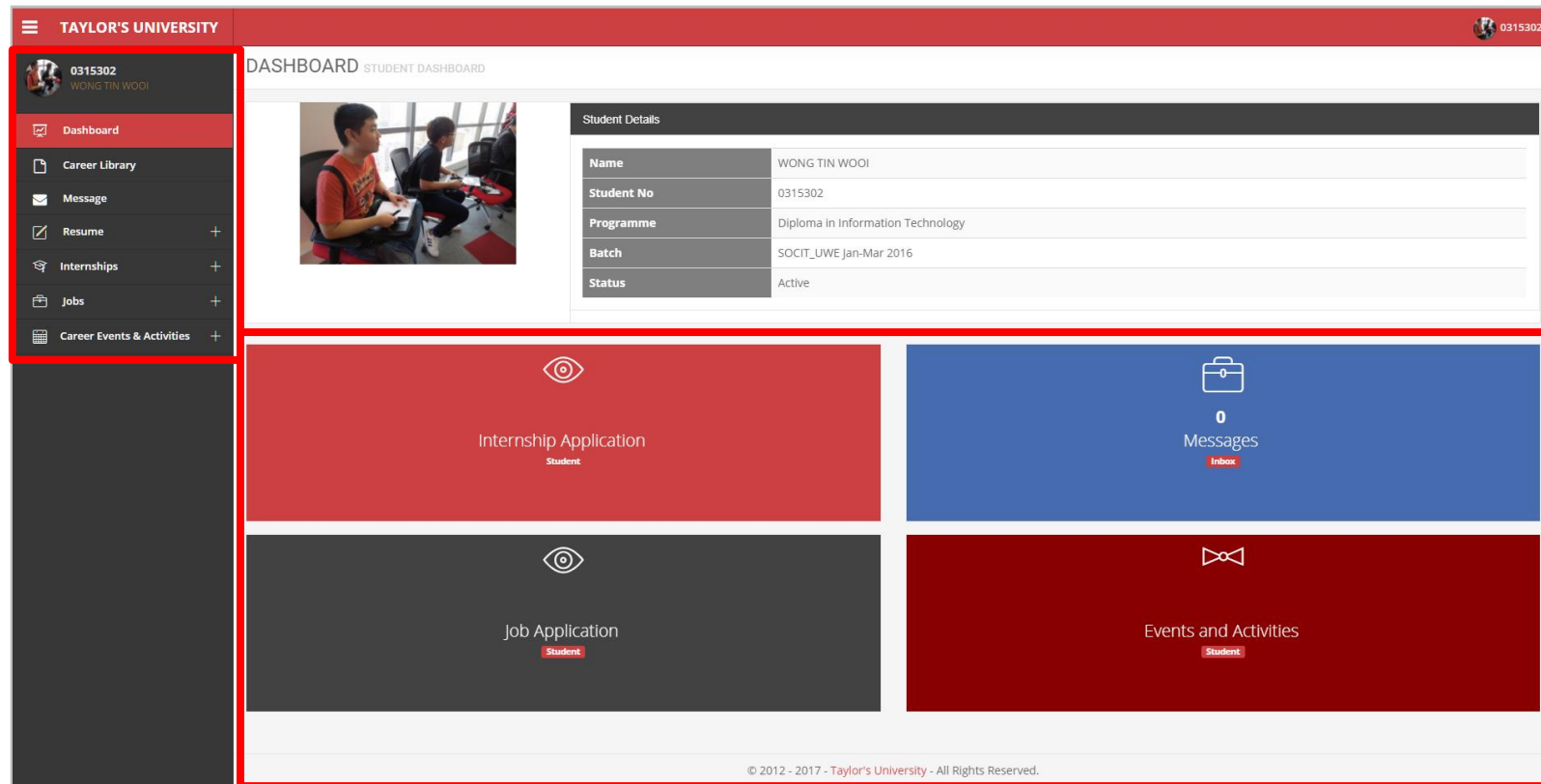
- Career Events & Activities List
- Registered Event

## 8. Company Profile



# 1. DASHBOARD

- The dashboard shows panels for specific items, for quick access.
- The dashboard also shows summary of new changes in these items



The screenshot displays the Taylor's University Student Dashboard. The interface is divided into several sections:

- Header:** TAYLOR'S UNIVERSITY logo on the left and user ID 0315302 on the right.
- Left Sidebar:** A navigation menu with the following items: Dashboard (highlighted), Career Library, Message, Resume (+), Internships (+), Jobs (+), and Career Events & Activities (+).
- Main Content Area:**
  - Top Left:** A photo of two students working at a computer.
  - Top Right:** Student Details table:

Student Details	
Name	WONG TIN WOUI
Student No	0315302
Programme	Diploma in Information Technology
Batch	SOCIT_UWE Jan-Mar 2016
Status	Active
  - Bottom Left:** Internship Application Student (red panel with eye icon).
  - Bottom Middle:** Job Application Student (dark grey panel with eye icon).
  - Bottom Right:** Messages Inbox (blue panel with briefcase icon, showing 0 messages) and Events and Activities Student (dark red panel with bowtie icon).
- Footer:** © 2012 - 2017 - Taylor's University - All Rights Reserved.

# 2. CAREER LIBRARY

- Click **Career Library**
- View and download the resources/documents/forms that are posted by Taylor's Career Services
- The list of resources can be filtered by selected one or more relevant tags, which would only display resources belonging to that tag

The screenshot shows the Career Library interface. On the left is a dark sidebar menu with the following items: Dashboard, Career Library (highlighted in red), Message, Resume, Internships, Jobs, Career Events & Activities, Career Events & Activities List, and Registered Event. The main content area has a header with the user's name '0315302 WONG TIN WOOL'. Below this is a 'Filtering Option' section containing a 'Find By Tag' dropdown menu with 'Interview' selected, and two buttons: 'Filter' and 'Show All'. Below the filtering section is a 'List of Taylor's Career Services Resources' table. The table has columns for 'No.', 'Resources', 'Tags', 'Upload Date', and 'Action'. The 'Tags' column contains tags for each resource, such as 'CareerLibrary', 'YouTube', 'ProfessionalImage', 'Interview', 'Ethics', 'Etiquette', 'CoverLetter', 'Resume', 'Internship', 'student', 'test', 'hello', and 'world'. The 'Upload Date' column shows dates from 17-Jan-2016 to 31-Jul-2017. The 'Action' column contains icons for information and download. At the bottom of the table, it says 'Showing 1 to 10 of 26 entries'. There is also a search bar and pagination controls at the bottom right.

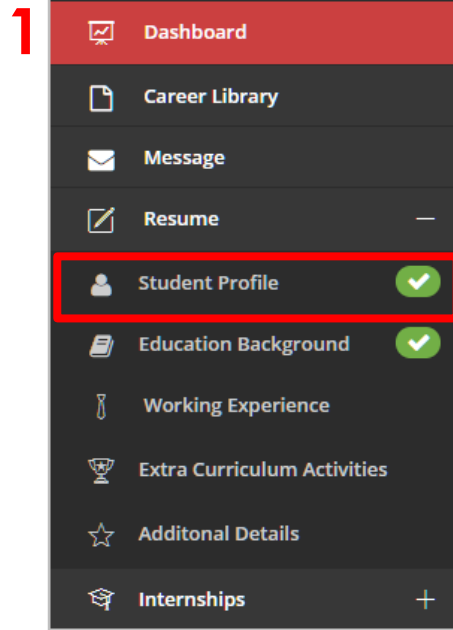
No.	Resources	Tags	Upload Date	Action
1	Career Youtube Channel: Taylor's Student Career Library	CareerLibrary YouTube	31-Jul-2017	Info Download
2	Career Library : Professional Image	CareerLibrary ProfessionalImage	31-Jul-2017	Info Download
3	Career Library : Interview Skills	CareerLibrary Interview	31-Jul-2017	Info Download
4	Career Library : Ethics & Etiquette at Work	CareerLibrary Ethics Etiquette	31-Jul-2017	Info Download
5	Career Library : Cover Letter & Resume Writing	CareerLibrary CoverLetter Resume	31-Jul-2017	Info Download
6	Career Library : Ace Your Internship	CareerLibrary Internship	31-Jul-2017	Info Download
7	Test student 2	student test hello	01-Jun-2017	Info Download
8	Test for student	hello student world	01-Jun-2017	Info Download
9	test file size bigger		12-Aug-2016	Info Download
10	Unisel		17-Jan-2016	Info Download

# 3. MESSAGE

- From the sidebar, click **Message**
  - If you have any queries on your job application/ internship, you may send a message to Career Services
  - Your message history will be stored under **Inbox Messages**

The screenshot displays the Taylor's University career portal interface. The top navigation bar is red with the university name and a user profile icon. The left sidebar contains navigation options: Dashboard, Career Library, Message (highlighted with a red box), Resume, Internships, Jobs, and Career Events & Activities. The main content area is titled 'INBOX INBOX MESSAGES' and features a profile card for Alexander Mak Chan Ho, a 'Diploma in Culinary Arts' student. Below the profile card are tabs for 'Inbox' and 'Sent', and a 'Compose New Message' button (highlighted with a red box). The 'Compose New Message' form is open, showing fields for 'To' (Career Service Department), 'Subject' (with a placeholder 'Enter subject for the message'), and 'Message' (with a placeholder 'Compose message'). A 'Send Message' button is at the bottom of the form. A footer note reads: 'If you have any enquiries, please'. The footer also contains the copyright notice: '© 2012 - 2016 - Taylor's University - All Rights Reserved.'

# 4. RESUME – STUDENT PROFILE



2

Personal Information	
Student Name	WONG TIN WOOL
Student ID	0315302
Programme	Diploma in Information Technology
IC Number / Passport	950911105225
Gender	Male
Race	Chinese
Nationality	MALAYSIA

Current Contact Information	
<i>All fields marked with an asterisk (*) are required.</i>	
Address *	sdfdsfga
Postal Code *	43000
Phone Number *	012-3456789

- From sidemenu, click **Resume > Student Profile**
- Upload your photo
- In here you can also edit other items related to your profile

# 4. RESUME – STUDENT PROFILE (CONTD.)

- Fill up your details like **current contact information & permanent contact information** which is **COMPULSORY**.
- Set job alert preference, and then **save changes**.

2

1

The screenshot displays a web form for updating contact information. It is divided into two main sections: 'Current Contact Information' and 'Permanent Contact Information'. The 'Current Contact Information' section includes fields for Address, Postal Code, Phone Number, Mobile Number, and E-mail, each with a placeholder text. The 'Permanent Contact Information' section is partially visible, showing an Address field. A red box highlights the 'Save Changes' button at the bottom of the form.

Current Contact Information

\* Address  
(Current Address)

\* Postal Code  
(Current Postal Code)

\* Phone Number  
For e.g. (123) 456-7890

\* Mobile Number  
For e.g. (123) 456-7890

\* E-mail  
(Email)

Permanent Contact Information

\* Address

Save Changes

## Notification

Do you want to be alerted or notified of any new job posting?











(The notification will be sent via email. Please ensure to put in your updated email in your profile)

Yes  No

# 4. RESUME – EDUCATION BACKGROUND

- Click on **Resume > Education Background**
- Click **Add Semester** to update each semester GPA
- Key in your **Current CGPA** and click **Save Changes**
- Please fill up this section which is **COMPULSORY**
- Resume can be reviewed and downloaded
- Once you have completed the form it will change to a **green** “√” symbol, and proceed to next category

The screenshot displays a user interface for managing a student's profile. On the left is a dark sidebar with navigation options: Career Library, Message, Resume, Student Profile (with a green checkmark), Education Background (with a green checkmark and highlighted in red), Working Experience, Extra Curricular Activities, and Additional Details. The main content area is titled 'Student Education' and includes an 'Add Semester' button. Below this is a table with columns for Semester, GPA, and Action. The table contains four rows of data. Below the table is a 'Current CGPA' section with a text input field containing '2.87' and a 'Save Changes' button. At the bottom, there is a footer for 'Education Background' with an 'Add Education' button and a note: 'Max No. of Education Backgrounds: 5'.

Semester	GPA	Action
1	2.89	 
2	2.72	 
2.5	2.83	 
3	3.04	 
4	3.5	 

Current CGPA

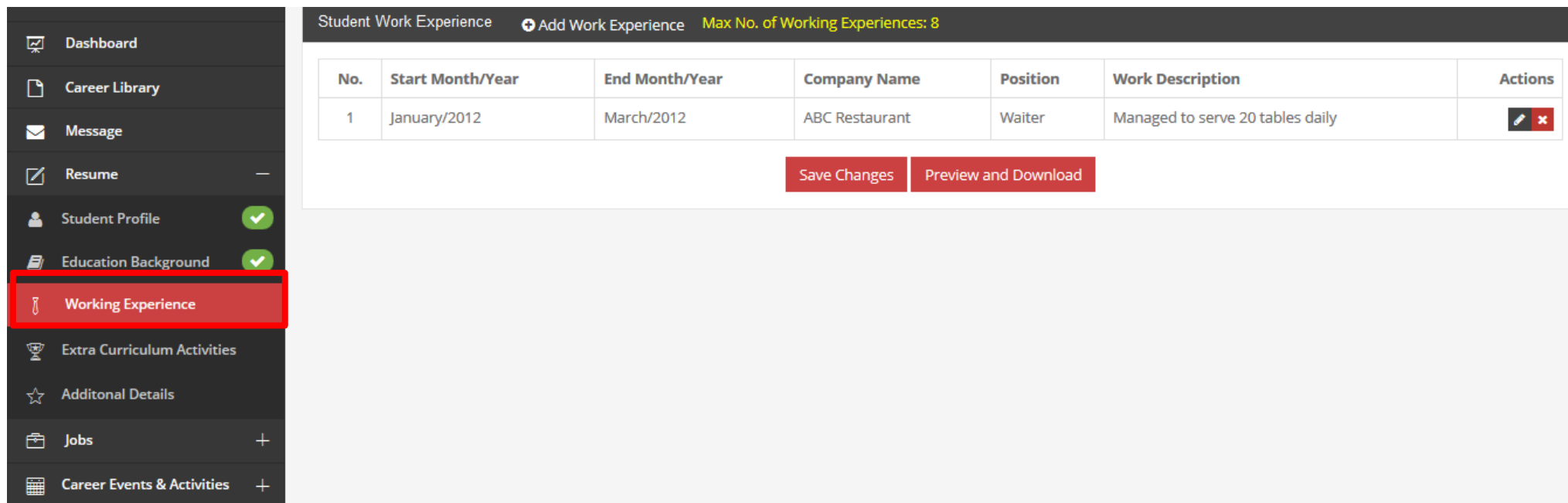
Current CGPA

2.87 Save Changes



Education Background Add Education Max No. of Education Backgrounds: 5

# 4. RESUME – WORKING EXPERIENCE

- Click on **Resume > Working Experience**
- This section is **optional**
- This section should be in **reverse chronological order**, i.e. starts with your previous experience and place your most recent one on top of this list
- Click **Add Work Experience** to update your work experience if you have any
- Highlight any part-time jobs, internships and volunteer works you have done and describe your job roles



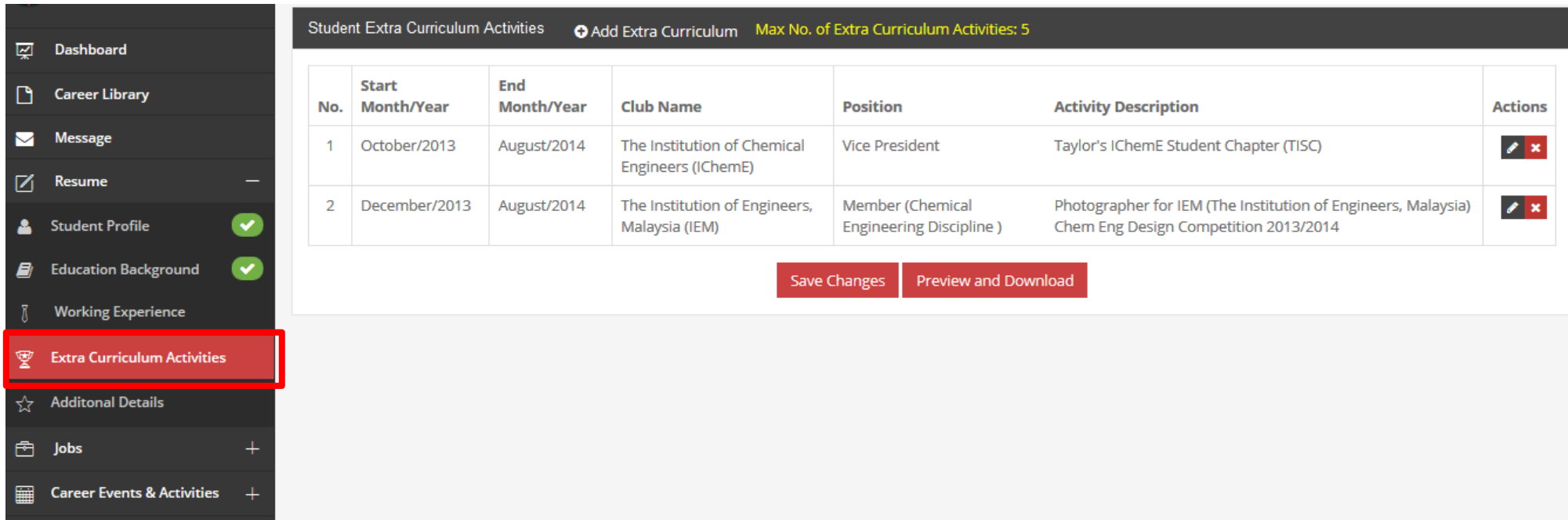
Student Work Experience [+ Add Work Experience](#) Max No. of Working Experiences: 8

No.	Start Month/Year	End Month/Year	Company Name	Position	Work Description	Actions
1	January/2012	March/2012	ABC Restaurant	Waiter	Managed to serve 20 tables daily	 





[Save Changes](#) [Preview and Download](#)

# 4. RESUME – EXTRA CURRICULUM ACTIVITIES

- Click on **Resume > Extra Curriculum Activities**
- This section is **optional**
- This section should be in **reverse chronological order**, i.e. starts with your previous experience and place your most recent one on top of this list
- Click **Add Extra Curriculum Activities** to update your work experience if you have any
- Highlight any societies, associations and sports teams where you took on a leadership or organizational role



Student Extra Curriculum Activities [+ Add Extra Curriculum](#) Max No. of Extra Curriculum Activities: 5

No.	Start Month/Year	End Month/Year	Club Name	Position	Activity Description	Actions
1	October/2013	August/2014	The Institution of Chemical Engineers (IChemE)	Vice President	Taylor's IChemE Student Chapter (TISC)	 
2	December/2013	August/2014	The Institution of Engineers, Malaysia (IEM)	Member (Chemical Engineering Discipline)	Photographer for IEM (The Institution of Engineers, Malaysia) Chem Eng Design Competition 2013/2014	 



[Save Changes](#) [Preview and Download](#)



# 4. RESUME – ADDITIONAL DETAILS

- Click on **Resume > Additional Details**
- This section is **optional**
- Click **Add Extra Curriculum Activities** to update your work experience if you have any
- Click **Edit** to update your skills, projects, awards, other information like e-portfolio
- Click Add Referee to update people who can be contacted by your potential employer to verify your employment and education history. You may list one academic referee (such as lecturer) and one professional referee (such as part-time job employer).
- In **Attachments** section, you may attach document like transcripts, portfolio, etc.

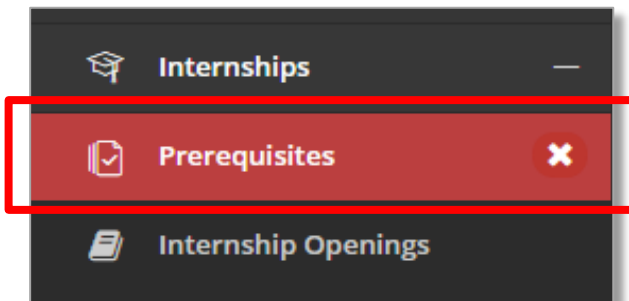
The screenshot displays the 'Student Additional Details' page. The left sidebar contains a navigation menu with the following items: Dashboard, Career Library, Message, Resume, Student Profile (checked), Education Background (checked), Working Experience, Extra Curriculum Activities, **Additional Details** (highlighted in red), Jobs (+), and Career Events & Activities (+). The main content area is titled 'Student Additional Details' and includes an 'Edit' button. It is divided into four sections: Skills, Projects, Awards, and Other Information. Below these is a 'Referees' section with an 'Add Referee' button and a table of one referee. The 'Attachments' section at the bottom has a 'Browse...' button and a 'Submit Query' button.

No.	Name	Position	Organization Name	Phone	Email	Actions
1	Dr. Chong Chin Hwa	Associate Dean	Taylor's University		ChienHwa.Chong@taylors.edu.my	 

# 5. INTERNSHIPS – PREREQUISITES

- Click **Internships** > **Prerequisites**
- This section is **COMPULSORY**
- Fill in all sections which are the **Indemnity Clauses, Insurance Coverage and Health Condition, and Emergency Details**, before proceeding with internship application.

1



2

PREREQUISITES PREREQUISITES FOR INTERNSHIP PLACEMENT

Please fill in all three sections (**Indemnity Clauses, Insurance Coverage and Health Condition, and Emergency Details**) before proceeding with internship application.  
✔ : Indicates that a section is completed ✖ : Indicates that a mandatory section has NOT been completed ✖ : Indicates that a non mandatory section has NOT been completed

**Indemnity Clauses**

I hereby agree to the **Indemnity Clauses** as specified.

**Insurance Coverage and Health Condition**

Do you have any personal insurance coverage besides Taylor's coverage?  
(If yes, please upload a copy of your policy document)  
 No  Yes

Are you on any long term medication?  
(If yes, please state)  
 No  Yes

Do you have any allergies / illness / medical history we should know about?  
(If yes, please state)  
 No  Yes

[Save Changes](#)

**Emergency Details** ↕ Add Emergency Details **Max No. of Contact: 2**

No.	Name	Relationship	Contact No.	Action
-----	------	--------------	-------------	--------

# 5. INTERNSHIPS – UNIVERSITY INTERNSHIP LETTER

- You can download the University Internship Letter from the system, in case your employer requests for it.
- Go to **Internships > University Internship Letter**
- Click on ***Download University Internship Letter***

The screenshot displays a student portal interface. On the left is a dark sidebar with a user profile at the top (ID: 0315302, Name: WONG TIN WOOL) and a list of navigation items: Dashboard, Career Library, Message, Resume (+), Internships (-), Prerequisites (with a green checkmark), University Internship Letter (highlighted in red), and Internship Openings. The main content area is titled 'UNIVERSITY INTERNSHIP LETTER' and contains a white box with the following text: 'University Internship Letter', 'This University Letter is usually requested by Employers during your internship application. It is to verify that you are Taylor's student and undergoing compulsory internship. You may attach it in your internship application when employers request.', and a red button labeled 'Download University Internship Letter'.

# 5. INTERNSHIPS – INTERNSHIP OPENINGS

- Click **Internships -> Internship Openings**
- Here you can search Internship Openings based on job specialization
- The internships that have vacancies will be displayed in the list below
- Click on **Apply**, to apply for the internship position

The screenshot shows a web application interface for Internship Openings. On the left is a dark sidebar with navigation options: Dashboard, Career Library, Message, Resume, Internships, Prerequisites, University Internship Letter, Internship Openings (highlighted in red), My Placement, Internship History, Jobs, and Career Events & Activities. The main content area is titled 'Filtering Option' and contains several search filters: 'Job Specialization' (highlighted with a red box), 'Company' (dropdown), 'Industry' (dropdown), 'Country' (dropdown), and 'Allowance [Minimum] (RM)' (text input). Below these filters are 'Filter' and 'Show All' buttons. The main content area is titled 'Internship Openings' and displays a table of internship openings. The table has columns for 'No.', 'Company', 'Advertisement', 'Posting Date', 'Application Deadline', 'Location of Training', and 'Action'. The 'Action' column contains 'Applied' buttons (highlighted with a red box) for the first four rows and 'Apply' buttons for the last three rows. The table also includes a 'per page' dropdown set to 10 and a search input field.

No.	Company	Advertisement	Posting Date	Application Deadline	Location of Training	Action
1	ABC Mediaworks Sdn. Bhd.	Michelle Testing	16 July 2017	06 January 2018	W.P Kuala Lumpur, Malaysia	Applied
2	ABB Malaysia Sdn Bhd	Michelle Intern	20 July 2017	28 October 2017	W.P Kuala Lumpur, Malaysia	Applied
3	ABB Malaysia Sdn Bhd	Intern Wanted - Michelle	20 July 2017	27 January 2018	W.P Kuala Lumpur, Malaysia	Applied
4	ABB Malaysia Sdn Bhd	SOE Intern	20 July 2017	13 October 2017	W.P Kuala Lumpur, Malaysia	Applied
5	ABC Mediaworks Sdn. Bhd.	ABC	28 July 2017	30 September 2017	W.P Kuala Lumpur, Malaysia	Apply
6	Unilever (Malaysia) Holdings Sdn Bhd	general manager	10 August 2017	03 January 2018	W.P Kuala Lumpur, Malaysia	Apply
7	ABC Mediaworks Sdn. Bhd.	Mas Intern	10 August 2017	14 September 2017	W.P Kuala Lumpur, Malaysia	Apply

# 5. INTERNSHIPS – MY PLACEMENT

- If you are going for an Internship of your own choice, then those details need to be filled in the system too
- Go to **Internships > My Placement**
- Fill up the form and click on Submit My Placement to record this into the system

**0315302**  
WONG TIN WOOL

Dashboard  
Career Library  
Message  
Resume +  
Internships -  
Prerequisites ✓  
University Internship Letter  
Internship Openings  
**My Placement**  
Internship History  
Jobs +  
Career Events & Activities +

## MY PLACEMENT

### Company Info

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

\*Company Name  
Company

\*Address  
Wangsa Maju

\*City  
KL

\*Postal Code  
53300

\*Country  
Malaysia

\*State  
W.P Kuala Lumpur

\*Industry  
IT Services/ IT Solution Provider

# 5. INTERNSHIPS – INTERNSHIP HISTORY

- Go to **Internships > Internship History**
- This menu shows the status of your internship placement applications, under the **Application Status** tab
- It also shows past records of your internship history
- For application with **Scheduled for Interview**, this will be a

link which you can click and accept the interview details or put your further comments on the interview details (For e.g. if you want your interview to be scheduled at a different time)

- This page also shows history of your own placement records, with the option to edit them

The screenshot displays a user interface for managing internship applications. On the left is a dark sidebar with navigation options: Dashboard, Career Library, Message, Resume, Internships, Prerequisites, University Internship Letter, Internship Openings, My Placement, Internship History (highlighted), Jobs, and Career Events & Activities. The main content area is divided into two sections: 'My Internship Application History' and 'My Placement Submission History'.

**My Internship Application History**

per page: 10 Search:

No.	Company	Application Date	Advertisement	Application Status	Last Responded by Company	Action
1	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship	Withdrawn by you	09 July 2017	NA
2	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 2	Withdrawn by you	09 July 2017	NA
3	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
4	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Rejected By Company	09 July 2017	NA
5	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
6	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
7	1MCC (1 Malaysia Cardiff City)	12 July 2017	Software developer with attachment	Withdrawn by you	12 July 2017	NA
8	ABC Mediaworks Sdn. Bhd.	14 July 2017	IT Manager 1	You are Hired	14 July 2017	Offer accepted
9	1MCC (1 Malaysia Cardiff City)	14 July 2017	Some position internship	Withdrawn by you	NA	NA
10	1MCC (1 Malaysia Cardiff City)	14 July 2017	Some position internship	Withdrawn by you	NA	NA

Showing 1 to 10 of 17 entries

← First ← Previous 1 2 Next → Last →

**My Placement Submission History**

per page: 10 Search:

No.	Company	Last Updated Date	Action
1	Michelle Company	16 July 2017	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

← First ← Previous 1 Next → Last →

# 5. INTERNSHIPS – INTERNSHIP HISTORY (CONTD.)

Under Application Status, the following statuses for internships will be seen:

- If the company rejects the application, the status will say **“Rejected by Company”**
- If the application is confirmed by the company, the status will say **“You are Hired”**

**Important Notice:**

If your internship application status is “You are Hired”, it means that your application has been confirmed by company. You are required to take action by clicking “Accept” or “Decline” 7 days from the date of Last Responded by Company. If you fail to respond within 7 days, the offer will be automatically considered to be declined.

Filtering Option

Application Status **Show All** ▾

**Filter**

My Internship Application History

per page 10 ▾ Search:

No.	Company	Application Date	Advertisement	Application Status	Last Responded by Company	Action
1	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship	Withdrawn by you	09 July 2017	NA
2	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 2	Withdrawn by you	09 July 2017	NA
3	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
4	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Rejected By Company	09 July 2017	NA
5	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
6	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
7	1MCC (1 Malaysia Cardiff City)	12 July 2017	Software developer with attachment	Withdrawn by you	12 July 2017	NA
8	ABC Mediaworks Sdn. Bhd.	14 July 2017	IT Manager 1	You are Hired	14 July 2017	Offer accepted

# 5. INTERNSHIPS – INTERNSHIP HISTORY (CONTD.)

If the status is **“You are Hired”**, then you are required to take action by clicking **“Accept”** or **“Decline”**

- On clicking Accept, The application status remains as You are Hired, and the Action column says **“Offer accepted”**
- On clicking Decline, the status changes to **“Withdrawn by you”**
- **Important Notice:** You are required to take action by clicking “Accept” or “Decline” 7 days from the date of Last Responded by Company. If you fail to respond within 7 days, the offer will be automatically considered to be declined.

Filtering Option

Application Status Show All

Filter

My Internship Application History

per page 10 Search:

No.	Company	Application Date	Advertisement	Application Status	Last Responded by Company	Action
1	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship	Withdrawn by you	09 July 2017	NA
2	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 2	Withdrawn by you	09 July 2017	NA
3	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
4	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Rejected By Company	09 July 2017	NA
5	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
6	1MCC (1 Malaysia Cardiff City)	03 July 2017	Some position internship 3	Withdrawn by you	09 July 2017	NA
7	1MCC (1 Malaysia Cardiff City)	12 July 2017	Software developer with attachment	Withdrawn by you	12 July 2017	NA
8	ABC Mediaworks Sdn. Bhd.	14 July 2017	IT Manager 1	You are Hired	14 July 2017	Offer accepted



# 5. INTERNSHIPS – INTERNSHIP HISTORY

- On the *Internship History* page, there is a section called **My Placement Submission History**
- This is the history of your final placement submission history, you may click “**Edit**” to update your placement details.
- Please ensure you update your final placement which is required for school submission

The screenshot displays the 'My Placement Submission History' section of a web application. On the left is a dark sidebar with navigation links: 'Internship Openings', 'My Placement', 'Internship History' (highlighted in red), 'Jobs', and 'Career Events & Activities'. The main content area has a dark header with the title 'My Placement Submission History'. Below the header, there is a 'per page' dropdown set to '10' and a 'Search:' input field. A table with the following columns is shown: 'No.', 'Company', 'Last Updated Date', and 'Action'. The table contains one row with the following data: '1', 'Michelle Company', '16 July 2017', and an 'Action' column containing a blue 'Edit' button with a pencil icon, which is highlighted by a red rectangular box. At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are pagination controls: '← First', '← Previous', '1' (highlighted in red), 'Next →', and 'Last →'.

No.	Company	Last Updated Date	Action
1	Michelle Company	16 July 2017	<a href="#">Edit</a>

# 6. JOBS

- You are allowed to view and apply jobs from the job openings after completion of your studies
- It is open to graduates who have graduated within five years from the date of completion of studies
- To apply, Click **Jobs > Job Openings** to view and apply for the position available
- Click **Jobs > Job History** to view your application history and their statuses (*The status rules are the same as in Internships*)
- Click **Jobs -> Headhunter Job Posting** to view the list of headhunter job companies

The screenshot displays the Taylor's University student portal. On the left, a dark navigation menu lists several options: Jobs, Job Openings (highlighted in red), Job History, and Headhunter Job Posting. A red arrow points from the 'Job Openings' menu item to the main content area. The main content area features a red header with 'TAYLOR'S UNIVERSITY' and a user profile for 'WONG TIN WOOL' with ID '0315302'. Below the header, the 'JOB OPENINGS LIST OF JOB ADVERTISEMENTS' section includes a 'Filtering Option' with an 'Industry' dropdown set to 'Select Industry' and 'Filter' and 'Show All' buttons. The 'List of Job Openings' section contains a table with columns for No., Closing Date, Company, Position, Location, and Salary. The table lists two job openings: one from GMC idea sdn bhd for a sample position in Kuala Lumpur, Malaysia, and another from Test Companys for IT executives in Kuala Lumpur, Malaysia.

No.	Closing Date	Company	Position	Location	Salary
1	05 Dec 2015	GMC idea sdn bhd	sample position	W.P Kuala Lumpur, Malaysia	RM8000 RM1000
2	31 Dec 2015	Test Companys	IT executives	W.P Kuala Lumpur, Malaysia	RM5000 RM697

# 7. CAREER EVENTS & ACTIVITIES

- Go to **Career Events & Activities > Career Events & Activities list**
- View the Career Events & Activities that are posted by Taylor's Career Services and Employers
- You can RSVP to the event by clicking the **Register** button
- Click **Registered Events** (from the Sidebar) to view the list of events that you have registered
- Click **Withdraw** button to cancel your attendance to the event

**TAYLOR'S UNIVERSITY** 0321471

0315302 WONG TIN WOOL

Dashboard  
Career Library  
Message  
Resume +  
Internships +  
Jobs +  
**Career Events & Activities -**  
Career Events & Activities List  
Registered Event

CAREER EVENTS AND ACTIVITIES LIST OF EVENTS AND ACTIVITIES

## Career Events and Activities

Stay informative with the latest career event and activities

Taylor's Event Company Event

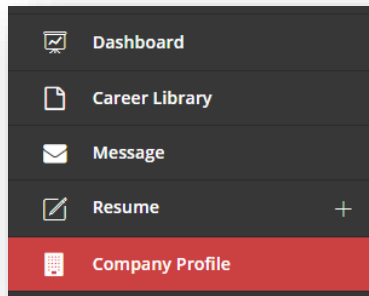
List of Taylor's Career Services Events

per page 10 Search:

No.	Event	Date	Time	Place	Avail. Vacancy	Action
6	<b>ONGOING</b> 128th IOC Session (Olympics)	28-Dec-2015 to 18-Feb-2016	04:00 PM - 04:00 PM	Kuala Lumpur Convention Centre	85 / 100	Withdraw
1	<b>ONGOING</b> NHK – Begin Japanology : WASABI	27-Nov-2015 to 26-Feb-2016	05:15 PM - 05:15 PM	Okinawa, Japan	7 / 10	Register
4	<b>ONGOING</b> SEEDS Launch Event	17-Dec-2015 to 05-Feb-2016	03:50 PM - 03:50 PM	GRAND HALL	1 / 1	Register
2	<b>ONGOING</b> Software Testing Conference	16-Dec-2015 to 12-Mar-2016	05:00 PM - 05:00 PM	ICTSS	1 / 6	Register

# 8. COMPANY PROFILE SEARCH

- The **Company Profile** feature is a new feature which will allow you to search for companies who currently have open positions for Jobs and Internships.
- To access this feature, click on the **Company Profile** side menu item.
- The resulting page will contain a series of *filters* which can be configured to search for specific company profiles
- Once you have filtered according to your preferences, click the **Filter** button.
- This will then display all companies in the system that meet the filter.
- You can use the relevant Action buttons to view the Company Profiles.



The screenshot shows a web interface for searching company profiles. It is divided into two main sections: 'Filtering Option' and 'Company Profiles'.

**Filtering Option:** This section contains several input fields for filtering search results:

- Type of Position: --Select Type-- (dropdown menu)
- Industry: (text input field)
- Job Specialization: -- Select job specialization -- (dropdown menu)
- Country: -- Select Country-- (dropdown menu)
- State: Location (text input field)

Below the filters are two buttons: 'Filter' and 'Show All'.

**Company Profiles:** This section displays a table of search results. At the top right, there is a 'per page' dropdown set to '10' and a 'Search:' input field. The table has the following columns: 'No.', 'Company Name', 'Location', and 'Action'. The 'Action' column contains blue square buttons with a magnifying glass icon, which are highlighted with a red box in the image.

No.	Company Name	Location	Action
31	A. & H. Meyer Sdn. Bhd.	Selangor, Malaysia	[Action]
32	A.CLOUET & CO (KL) SDN BHD	Selangor, Malaysia	[Action]
33	A.Clouet & Co. (KL) SDN. BHD.	Selangor, Malaysia	[Action]
34	A.H. TEE ARCHITECT	Selangor, Malaysia	[Action]
35	AA Discovery Travel & Tours Sdn Bhd	Afghanistan	[Action]

