



## Tan Kin Lian & Associates Pte Ltd

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**[www.c-jobportal.com/](http://www.c-jobportal.com/)**



## 1. Introduction

### Job Portal

This software aims to make it easy for employers of the company to post jobs in order to find suitable candidates and for job seekers to register and find suitable jobs. It makes it easy to match jobs and seekers using the "first level" screening to find each other.

### Functions

- Employers can post jobs to look for applicants that are interested, view the details of the applicants and shortlist the suitable applicants.
- Job seekers can see the available jobs and find jobs by registering. They will receive an email for each job that matches their expected salary to tell them that employers are looking for applicants like them. They can then view the details of the job and apply the job if they find it suitable. They will also receive an email if they were shortlisted by the employers.
- Subsequent processing will be done outside the Job Portal. The employer can contact the applicants by email or telephone to ask for additional documents, arrange an interview and etc. Therefore, this job portal is designed to handle only the "first level" screening.

## 2. Employer

As an employer, clicks on 'Post Job' to post your jobs. (You have to provide all fields)

The screenshot shows the 'Post Job' form with the following fields and annotations:

- Post Job** (with a link to 'Copy from previous job')
- Name of employer** (text input)
- About the employer** (text area)
- Job Title** (text input)
- Description** (rich text editor with font and size options)
- Compensation** (text input with placeholder 'Salary and benefits')
- Qualification** (rich text editor with font and size options)
- Job Type** (dropdown menu, currently set to '--Select--')
- Salary from** (text input with placeholder 'To invite applicants')
- Salary to** (text input)
- Email** (text input)
- Password** (text input)
- Submit** (button) and **Cancel** (button)

Annotations:

- A red arrow points to the **Post Job** link in the navigation menu.
- A red arrow points to the **Job Type** dropdown menu, with a callout box stating: "Job Type: looking for candidates who are interested to do this job type."
- A red bracket highlights the **Salary from** and **Salary to** fields, with a callout box stating: "Expected salary range."
- A red arrow points to the **Submit** button.

After creating one or more job postings, you will receive emails, giving details that your job has been posted and provides a *link* where you can view or make changes (if necessary) to the job posting you have submitted previously.

Dear Tan Kin Lian & Associates

### JOBS PORTAL

You have posted this job

Employer	Tan Kin Lian & Associates
Email	<a href="#">[redacted]@gmail.com</a>
Job Title	Web developer
Date of Posting	27 Oct 2016

[Click here to view/update your job posting](#)

At the end of each day, the employer will receive an email for each job posting that is active, showing the number of applications that have been submitted.

Dear Tan Kin Lian & Associates

## JOBS PORTAL

There are 2 application(s) to your job posting

Employer	Tan Kin Lian & Associates
Email	z@gmail.com
Job Title	Web developer
Date of Posting	2016

[Click here to view application\(s\)](#) ←

They can click on the link to view the details of the applicants that have applied for that job.

[Export appls](#) [Close Job](#)

Employer	Job Title	Compensation	Date of Posting	Job Type	From	To	Invite	Apply	Decline	Status
Tan Kin Lian & Associates	Web developer	\$1400 to \$2000 depen	27 Oct 2016	Software Development	1400	2000	3	1	0	Invite

Name	Email	Telephone	Age	Salary	Qualification	Experience	Status	Reply	SL
<a href="#">Eunice</a>	z-hilei@hotmail.com		19	2000	Diploma	2 years	Apply		Y

They can shortlist the suitable applicants by clicking on the Name of the applicant. They can also export the applications and download the details of the applicants into an excel sheet for processing outside of this portal. They can “Close Job” to stop receiving applications.

### 3. Job Seeker

Job Seekers may first see what are the available jobs at the 'Active Job' page.

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JobType	Count	Avg Salary	Invite	Apply
Accounting Supervisor	1	2,300	0	0
Administration	1	1,800	3	0
Direct Sales	1	1,600	1	0
Food & Beverage	1	1,300	0	0
HR Officer	1	2,000	2	0
IT Support	1	2,250	3	1
Receptionist	1	1,650	1	0
Sales - Sales Management	1	2,200	0	0
Software Development	1	2,200	2	0
Store keeper	1	1,400	1	0
Tele-Sales	1	1,700	0	0
Waiter	2	300	4	1

[To apply for a job click here](#)

To register, click on the *link* or the 'Register' Tab. You can register for one or more jobs.

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#### Register a new account

Your Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Job Type	--Select--
Expected Salary p Month	<input type="text"/>
Experience in this Job	<input type="radio"/> Over 5 years <input type="radio"/> 3 to 5 years <input type="radio"/> 2 years <input type="radio"/> 1 year <input type="radio"/> None
Qualification	<input type="radio"/> Degree <input type="radio"/> Diploma <input type="radio"/> Secondary <input type="radio"/> None
Current Age	<input type="text"/>
Citizen	<input type="radio"/> Citizen <input type="radio"/> PR <input type="radio"/> Foreigner
Status	<input type="radio"/> Active <input type="radio"/> Inactive
Password	<input type="text"/>

The job seeker will receive an email to inform him that he has registered in the portal and can click on the link to view what he has submitted previously and update if necessary. (They can set the status as "inactive" to stop receiving emails of that job.)

Dear Eunice

#### JOBS PORTAL

You have registered in this portal

Name	Eunice
Email	@hotmail.com
Telephone	
Job Type	Software Development

[Click here to view/update your record](#)

The job seeker will also receive an email for each job that matches his expected salary and the job type, to invite and tell him that the employer are looking for applicants like him.

Dear Eunice

## JOBS PORTAL

You are invited to apply for this job.

Employer	Tan Kin Lian & Associates
Job Title	Web developer
Date of Posting	27 Oct 2016

[Click here to view the job and give your reply](#) 

He can then view the details of the job and apply if he finds the job is suitable.

### Employer Details:

Name of Employer	Tan Kin Lian & Associates
About the employer	We develop web applications and provide consultancy in insurance. Our office is at Midview City, Sin Ming Lane, Singapore 573970
Job Title	Web developer
Job Description	To develop web applications on the Microsoft .NET platform
Compensation	\$1400 to \$2000 depending on experience
Qualification	Diploma in info technology. One year experience on the platform. Candidates without relevant experience can start on a lower salary. Training will be provided
Date of posting	27 Oct 2016

### Your reply:

Status  Apply  Decline

Reply



The job seeker will receive an email to inform them that they have been shortlisted by the employer.

Dear Eunice

## JOBS PORTAL

You are shortlisted for this job. The employer will contact you separately.

Employer	Tan Kin Lian & Associates
Job Title	Web developer
Date of Posting	27 Oct 2016

The subsequent processing of the application is carried outside this portal. The employer can contact the applicants by email or telephone to ask for additional documents, arrange an interview and etc.

## 4. Feedback

Home Video Guide **Feedback** Active Seeker Register Active Job Post Job FAQ Privacy

Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Detail	<input type="text"/>

Users can provide their feedback on this portal, to share on how they find or feel about this new way of matching jobs with the seekers.

## 5. Sign in as Admin (Role A)

Welcome Advertise Dashboard View Invite Find Seeker Find Job Feedback User Menu Info

Code	Admin
Name	Admin
Email	
Telephone	
Role	A

[Edit Profile](#)

Users can edit their profile and can carry out the following activity:

Advertise – Search or add advertising companies.

Dashboard – Daily summary of the job seekers and jobs.

View Invite – To view the details of the applicants for particular job and shortlist the suitable applicants.

Find Seeker – Search for job seeker by their ID or update their records.

Find Job – Search for jobs by Job ID or update (or delete) their records.

Feedback – View the feedbacks given by the users.