

ReadyTalent Employer User Guide

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1. INTRODUCTION

ReadyTalent 2 (RT2) is SIT’s student and alumni job portal that caters to the following employment types:

Job Type	Description
i. Full-time Jobs	Full-time positions for graduating students and Alumni.
ii. Part-time Jobs	Short-term positions for Alumni and/or students who are on their term break.
iii. Industry Attachment (IA)	Compulsory credit-bearing work attachment applicable to Hospitality Business degree programme students only.
iv. Industry Induction (II)	Optional short-term work attachment approved by SIT for Year 1 SIT students during vacation break.
v. Integrated Work Study Programme (IWSP)	Compulsory credit-bearing 6-12 months of relevant local work attachment for all SIT programme students.
vi. SIT Student Work Scheme	Job opportunities offered to full-time matriculated students by SIT Divisions/ Clusters.
vii. Overseas Integrated Work Study Program (OIWSP)	Compulsory credit-bearing 6-12 months of relevant overseas work attachment for all SIT programme students.
viii. SkillsFuture Work Study Degree Programme (WSDP)	A Co-operative Education scheme whereby successful students will return to the same company for their Industry Attachment/Induction (IA/II), Integrated Work Study Programme (IWSP) or/and Capstone Project.

2. EMPLOYER SIGNUP IN RT2 PORTAL

Step 1

Access RT2 at <https://readytalent2.singaporetech.edu.sg/>


Step 2

Click on ‘Sign Up’ to request for a new account.



Step 3

Enter the following details. Fields marked with (*) are mandatory. Click 'Sign Up' upon completion.



Sign Up

Company Summary 1. Enter Company Summary Info.

Company Name* <input type="text" value="GIS Group Pte Ltd"/>	Company ACRA no* <input type="text" value="2286012011"/>	Session ID ⓘ <input type="text"/>
Industry Cluster* <input type="text" value="Services"/>	Ownership* <input type="text" value="Agencies / Intermediaries"/>	Company Size <input type="text" value="100"/>
Employment Type Interested In* <input type="text" value="Integrated Work Study Programme (IWSP)"/>	Authorised Training Organisation (B.Acct only)?* ⓘ <input type="text" value="Y"/>	

Company Profile

Generating insight through synergy Founded in 1991, GIS is an architect of innovative meeting services. Our comprehensive capabilities integrate strategic meeting management, congress organization, destination management services, and corporate meeting and event management, all with audiovisual technologies and language services. Rapidity, flexibility, and reliability are our bedrock. Partner with GIS. Every moment inspires! Insight: actively building a deep understanding of our clients' vision so that we can anticipate their needs and defuse potential problems in advance Innovation: fluidly adapting to change, learning from experience, transforming our game plan to stay ahead of the curve Integrity: saying what we mean, keeping our word, living up to our promise Inspiration: turning an everyday function into an event that inspires

Company Website

Company Contact Info 2. Enter Company Main Address Info

Main Address* <input type="text" value="2F, No.316, Wenchang St., Xinyi District, Taipei 110 R.O.C."/>		Postal Code* <input type="text"/>
Country* <input type="text" value="Singapore"/>	Country Code* <input type="text" value="+65"/>	Area Code <input type="text"/>
Main Telephone* <input type="text" value="64495652"/>	Main Fax <input type="text" value="64495694"/>	

Company Staff 3. Enter Company Staff Info

Salutation*	First Name*	Last Name*	Delete
Mr	James Tong		
Full Name		Role*	
James Tong		Employer	
Designation*		Department/Division*	
HR Manager		HR	
Location Name*			
Main Office			
Address*			Postal Code*
600 NORTH BRIDGE ROAD #05-01 PARKVIEW SQUARE			21212
Country*	Country Code*	Area Code	
Singapore	+65		

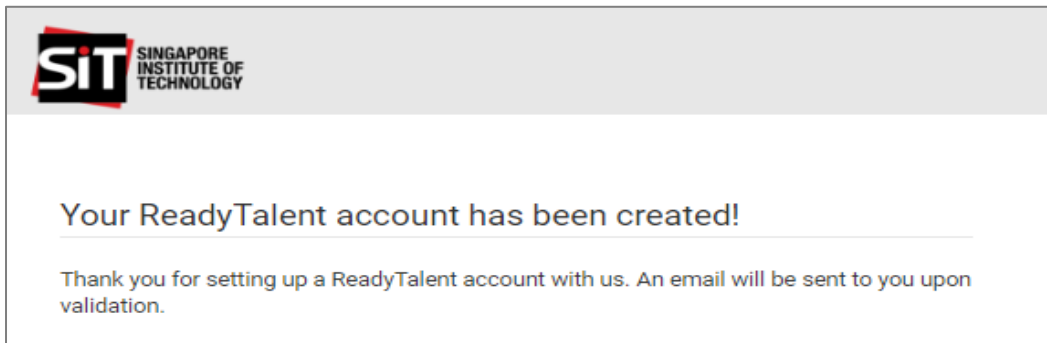
DID*	Fax	Mobile	Email*
62136491	63390438		amaravathi.p@3psolutions.com

Cancel
Sign Up

[Add More](#)

Step 4

An acknowledgment message will be displayed upon successful creation of account in RT2. You will also receive an email notification upon successful signup.



Step 5

Once the account creation request is approved, you will receive an email notification with your sign in credentials. Click the hyperlink in the email to sign in to RT2.

Step 7

Enter **User Id** or **Email Address** and Password to sign in to RT2 Employer Portal.

Step 8

You are required to read and accept the **Acceptable Use Policy (AUP)** and the **Terms and Conditions (T&C)** for Using RT2 when you sign in to the RT2 Employer’s portal for the first time.

3. EMPLOYER DASHBOARD

Actions

Post a Job → Manage Applications → Make Offers → Check Status

Status

- 163 Posted Jobs
- 73 Applications
- 8 Positions Offered
- 37 Positions Accepted

Posted Jobs

Search Jobs [] All Programmes [v] All Employment Types [v]

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) SIE (Land)	Integrated Work Study Programme (IWSP)	27AprSS	3	IWSP-18100102	27/4/2018	3/5/2018

4. POST A JOB

Step 1

Click 'Post a Job' and select any of the 3 options below.

Actions

Post a Job → Manage Applications → Make Offers → Check Status

Click here to post a new job

- Post a New Job
- Copy an Existing Job Post
- Continue On as Saved Draft

Step 2

Session ID will be provided by SIT Facilitator for job postings under the following Employment Types:

- Industry Attachment (IA)
- Industry Induction (II)
- Integrated Work Study Programme (IWSP)
- Overseas Integrated Work Study Program (OIWSP)
- SkillsFuture Work Study Degree Programme (WSDP)

Post a New Job

1. Click on the drop down menu to select the Session ID, if applicable.

2. Application cycle applies to job postings with

Job Summary

Job Title* Session ID* Application Cycle

Employment Types CPF Contribution

Self-Sourced Job by Student*

Job Description*

The start dates will start at midnight (i.e. 01/01/2018 0000h) and the end dates will end at 11.59pm (i.e. 31/03/2018 2359h)

Job Listing Viewing Start Date 31/5/2018	Job Listing Viewing End Date 2/6/2018
Application Start Date 31/5/2018	Application End Date 2/6/2018
Offer Start Date 31/5/2018	Offer End Date 2/6/2018
Acceptance Start Date 31/5/2018	Acceptance End Date 2/6/2018

Step 3

Enter the job posting information. All fields marked with (*) are mandatory. Click the 'Submit' button upon completion.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY DASHBOARD JOBS COMPANY PROFILE Hello, 1 Employer

Job Summary

Job Title* Session ID* Application Cycle

Employment Types Department* Number of Vacancies* CPF Contribution

Programme Interested In* (You can choose more than one selection) Name of the Study Plan*

Job Description*

Work Location*

Working Hours* Require Shift Work*

Job Start Date 1/7/2018	Job End Date 31/7/2018
Actual Start Date * 1/7/2018	Actual End Date * 31/7/2018

Benefits

Currency SGD \$	Allowance* 700 .00	Benefits* Y	
Annual Leave* 5 day(s)	Medical Leave* 5 day(s)	Compassionate Leave* 5 day(s)	Other Benefits NA

Staff Contact Info

Name* 1 Employer	
Designation ep1	
Department/ Division	
DID (optional) did	Fax (optional)
Email employer1@xmail.com	
Address Ang Mo Kio 1	Postal Code 56757575

Step 4

An email notification will be sent to you upon successful job posting. The job posting will be routed to SIT Facilitator for approval.

Step 5

An email notification will be sent to you once the job posting is approved or declined.

From: SIT ReadyTalent [mailto:readytalent@singaporetech.edu.sg]
Sent: Tuesday, 22 May 2018 10:13 AM
To: Amaravathi Panneer Selvam <james.tong@kk.com>
Subject: ReadyTalent Job Posting - Approved

Dear James Tong,

Thank you for your interest in hiring SIT students. The job posting for IWSP Front Office Agent, Job ID:18102382 has been approved.

Please [click here](#) to log in, if you wish to check your job status and messages.

Please contact us at sa**h@xxx.onmicrosoft.com if you have any questions.

Thank you.

Singapore Institute of Technology

This is a system generated email. Please do not reply to this email.

From: SIT ReadyTalent [mailto:readytalent@singaporetech.edu.sg]
Sent: Tuesday, 22 May 2018 10:13 AM
To: Amaravathi Panneer Selvam <james.tong@kk.com>
Subject: ReadyTalent Job Posting - Declined

Dear James Tong,

Thank you for your interest in hiring SIT students. The job posting for IWSP Front Office Agent, Job ID:18102382 has been declined.

Please contact us at sa**h@xxx.onmicrosoft.com if you have any questions.

Thank you.

Singapore Institute of Technology

This is a system generated email. Please do not reply to this email.

View Job Posting Status

4.1 POST A JOB FOR STUDY PLAN (APPLICABLE TO IWSP FOR DEGREE IN ACCOUNTANCY ONLY)

Step 1

Select the **Session ID** (E.g. IWSP-18100103) and the **Name of the Study Plan** as 'Plan A' or 'Plan B' from the drop down menu

Step 2

Enter all the job information and click 'Submit' to complete the Job Posting.

> Post a New Job

Post a New Job

Job Summary

Job Title* IWSP Study Plan 1 **Session ID*** IWSP-18100103 Application Cycle
Employment Types Integrated Work Study Programme (IWSP) **Department*** HR **Number of Vacancies*** 10 **CPF Contribution** N
Self-Sourced Job by Student* N **Programme Interested In*** (You can choose more than one selection) B (Hons) Accountancy
Name of the Study Plan* Plan B

Select the Name of the Study Plan. (E.g. Plan B)

Work Location* Work Location

Working Hours* 9am-6pm **Require Shift Work*** N
Job Start Date B1 1/7/2018 **Job End Date B1** 16/7/2018 **Job Start Date B2** 19/7/2018 **Job End Date B2** 31/7/2018
Actual Start Date B1 1/7/2018 **Actual End Date B1** 16/7/2018 **Actual Start Date B2** 19/7/2018 **Actual End Date B2** 31/7/2018

The dates of the Study Plan selected are displayed

Staff Contact Info

Name* 1 Employer
Designation ep1
Department/ Division
DID (optional) did **Fax (optional)**
Email employer1@xmail.com
Address Ang Mo Kio 1 **Postal Code** 56757575

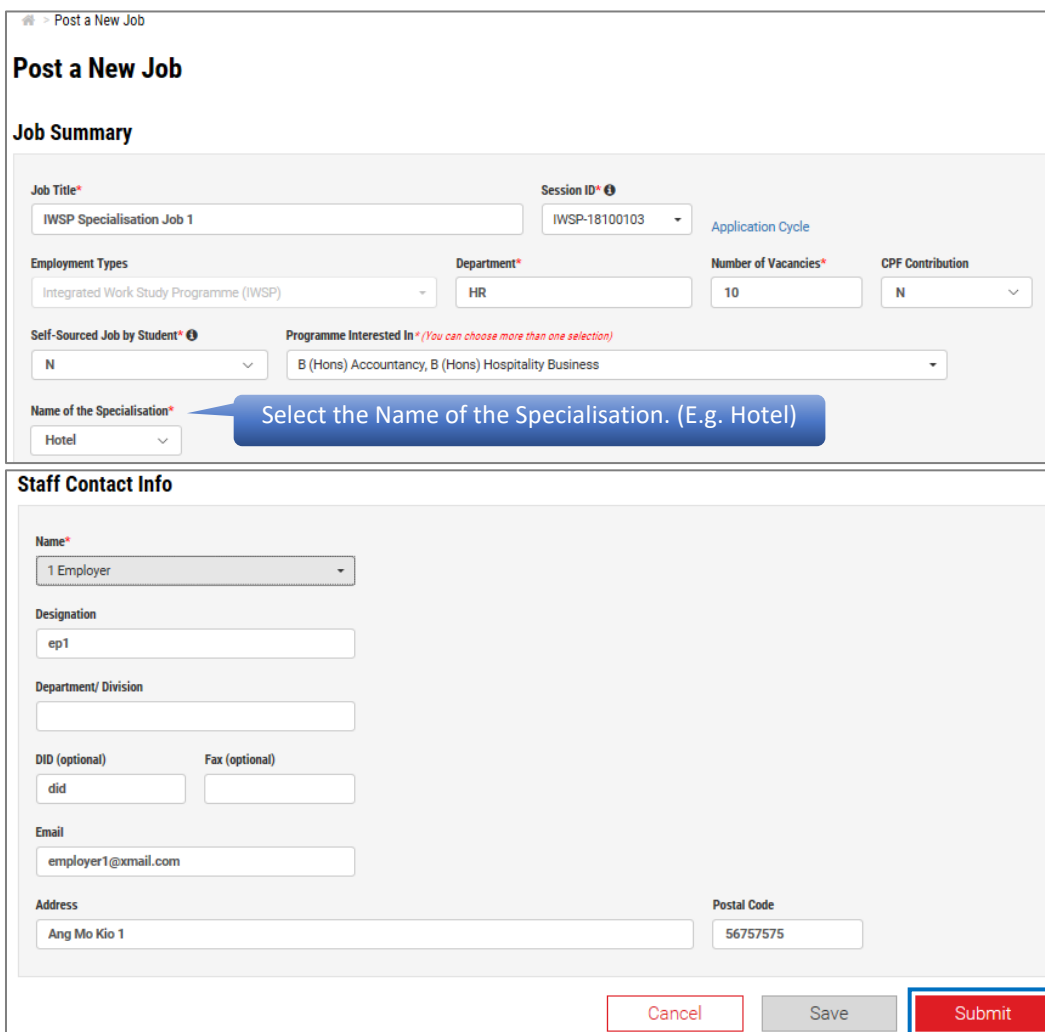
4.2 POST A JOB FOR SPECIALISATION (APPLICABLE TO IWSP FOR DEGREE IN HOSPITALITY BUSINESS ONLY)

Step 1

Click 'Post a Job' at the Employer Dashboard and select Post a New Job on the pop up menu to access to the Post a New Job page.

Step 2

Select the **Session ID** (E.g. IWSP-18100103) and the **Name of the Specialisation** as 'Hotel' or 'MICE' (Meetings, Incentives, Conferences and Exhibitions) from the drop down menu. Enter all the job information and click 'Submit' to complete the Job Posting.



Post a New Job

Job Summary

Job Title* IWSP Specialisation Job 1 Session ID* IWSP-18100103 Application Cycle

Employment Types Integrated Work Study Programme (IWSP) Department* HR Number of Vacancies* 10 CPF Contribution N

Self-Sourced Job by Student* N Programme Interested In* (You can choose more than one selection) B (Hons) Accountancy, B (Hons) Hospitality Business

Name of the Specialisation* **Select the Name of the Specialisation. (E.g. Hotel)** Hotel

Staff Contact Info

Name* 1 Employer

Designation ep1

Department/ Division

DID (optional) did Fax (optional)

Email employer1@xmail.com

Address Ang Mo Kio 1 Postal Code 56757575

Cancel Save **Submit**

4.3 POST A JOB FOR SELF-SOURCE OPTION

Step 1

Select the **Session ID** (E.g. IWSP-18100105) from the drop down menu and select 'Y' from the drop down menu of the **Self-Sourced Job by Student**.

The screenshot shows the 'Post a New Job' form. Under 'Job Summary', the 'Session ID' dropdown is highlighted with a blue box and contains 'IWSP-18100104'. The 'Self-Sourced Job by Student' dropdown is also highlighted with a blue box and contains 'Y'. Other fields include 'Job Title', 'Employment Types' (Integrated Work Study Programme (IWSP)), 'Department', 'Number of Vacancies', 'CPF Contribution' (N), and 'Programme Interested In' (BEng (Hons) ICT (Software Engineering), BEng (Hons) ICT (Information Security), B (Hons) Hospitality Business).

Step 2

Enter the **Student ID** and **Student Name** for the Self-Sourced job. Click the **+** icon at the Student ID field to add multiple students for Self-Sourced job.

The screenshot shows the 'Post a New Job' form. Under 'Job Summary', the 'Session ID' dropdown is set to 'IWSP-18100105'. The 'Self-Sourced Job by Student' dropdown is set to 'Y'. The 'Student ID' field contains 'Student1' and the 'Student Name' field contains 'Alvin Tan'. The 'Add More Student Name' button is highlighted with a blue box. Other fields include 'Job Title' (IWSP Self Source Job 1), 'Employment Types' (Integrated Work Study Programme (IWSP)), 'Department' (HR), 'Number of Vacancies' (10), 'CPF Contribution' (N), and 'Programme Interested In' (BEng (Hons) ICT (Software Engineering), BEng (Hons) ICT (Information Security)).

Note: A pop up message will be displayed if the Student ID or Name entered does not exist in the employment session. Please contact SIT Facilitator for further assistance if you encounter this error.

Step 7

Enter the student details and job position information. Click 'Submit' to complete the Job Posting.

Post a New Job

Post a New Job

Job Summary

Job Title* Session ID* [Application Cycle](#)

Employment Types Department* Number of Vacancies* CPF Contribution

Self-Sourced Job by Student* Programme Interested In*

Student ID* Add More Student ID*

Student Name* Account Name*

Staff Contact Info

Name*

Designation

Department/ Division

DID (optional) Fax (optional)

Email

Address Postal Code

5. WITHDRAW A JOB POSTING

Step 1

Search for the job that you want to withdraw by entering the Job Title in the search bar. Click the hyperlink under Job Title to open the View Job Details page.

Posted Jobs

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) ICT (Software Engineering)	Integrated Work Study Programme (IWSP)	IWSP Self Source Job 1	2	IWSP-18100105	30/5/2018	2/6/2018

Step 2

In the View Job Details page, click 'Withdraw' to withdraw the job posting.

View Job Details

Job Summary

Job Title*	Job ID	Session ID*	Application Cycle	Job Posting Status
<input type="text" value="IWSP Self Source Job 1"/>	<input type="text" value="18102429"/>	<input type="text" value="IWSP-18100105"/>		<input type="text" value="Submitted"/>
Employment Types	Department*	Number of Vacancies*	CPF Contribution	
<input type="text" value="Integrated Work Study Programme (IWSP)"/>	<input type="text" value="HR"/>	<input type="text" value="10"/>	<input type="text" value="N"/>	
Self-Sourced Job by Student*	Programme Interested In <i>(You can choose more than one selection)</i>			
<input type="text" value="Y"/>	<input type="text" value="BEng (Hons) ICT (Information Security), BEng (Hons) ICT (Software Engineering)"/>			

Staff Contact Info

Name*

Designation

Department/ Division

DID (optional) Fax (optional)

Email

Address Postal Code

Step 3

A pop up notification on successful job withdrawal will be displayed upon withdrawal completion.

6. SEARCH & SORT FUNCTION

Scroll down to the **Posted Jobs** section at the Employer Dashboard. You can search by any key words in the Search Jobs field (E.g. Job Title, Session ID etc.) and/or by Degree Programme and Employment Types.

Posted Jobs

Search Jobs All Programmes All Employment Types

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) SIE (Land)	Integrated Work Study Programme (IWSP)	27AprSS	3	IWSP-18100102	27/4/2018	3/5/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Associate Plan B	2	IWSP-18100076	16/4/2018	19/4/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Study Plan A	2	IWSP-18100061	16/4/2018	20/4/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	Test Specilised	2	IWSP-18100057	15/4/2018	19/4/2018
B (Hons) Hospitality Business	Industry Attachment (IA)	16Apr Hotel1	2	IA-18100073	16/4/2018	19/4/2018

Showing 1 to 5 of 163 entries

PREVIOUS 1 2 3 4 5 ... 33 NEXT

You may also click the sort button () beside each field to sort the job posting in ascending or descending order.

Posted Jobs

Audit B (Hons) Accountancy amme (IWSP)

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Audit Associate	1	IWSP-18100065	16/4/2018	19/4/2018

Showing 1 to 1 of 1 entries (filtered from 163 total entries)

PREVIOUS 1 NEXT

7. MANAGE APPLICATIONS

Step 1

An email notification as shown below will be sent to you when the student submits a job application.

Step 2

Click 'Manage Applications' from the **Actions** bar.

Actions

Post a Job **Manage Applications** Make Offers Check Status

Status

163 Posted Jobs	73 Applications	8 Positions Offered	37 Positions Accepted
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Step 3

The list of Student Applications and its status are displayed.


Manage Applications

Search Jobs All Programmes All Employment Types All Sessions All Status

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	16Apr Hotel1	IA-18100073	Student 16	1400124	18/4/2018	UNSUCCESSFUL
B (Hons) Hospitality Business	Industry Attachment (IA)	grd	IA-18100059	Student 3	1400146	16/4/2018	UNSUCCESSFUL
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	SUBMITTED <input type="button" value="- Ac"/>
BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	TEst Company Ratio 2	IWSP-18100100	Student 1	student1	15/5/2018	SUBMITTED <input type="button" value="- Ac"/>
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	ZZZ	IA-18100074	Student 16	1400124	18/4/2018	SUBMITTED <input type="button" value="- Ac"/>

Step 4

Click on the 'Status' field to view student information such as Student Name, Student Id, Degree Programme, Job Title, Email, Contact No, Employment Type and Nationality along with the Resume attached.

Click  to download the resume and other attachments. After downloading of the resume, system will update the status of the job application to **Pending**.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

DASHBOARD JOBS COMPANY PROFILE Hello, Benjamin Chan 1

Manage Applications

Search Jobs

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	SUBMITTED <input type="button" value="- Ac"/>
BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	TEst Company Ratio 2	IWSP-18100100	Student 1	student1	15/5/2018	SUBMITTED <input type="button" value="- Ac"/>
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	ZZZ	IA-18100074	Student 16	1400124	18/4/2018	SUBMITTED <input type="button" value="- Ac"/>

Student 5 SUBMITTED

1500293, BEng (Hons) ICT (Information Security)

Application for: SWS Test Job, SkillsFuture Work-Study (SWS), Applied 19/4/2018

Email: student5@xmail.com Employment Type: SkillsFuture Work-Study (SWS)

Contact No. Nationality

Showing 1 to 3 of 3 entries (filtered from 74 total entries)

PREVIOUS 1 NEXT

Step 5

Manage Applications

sws test | [Search] | All Programmes | All Employment Types | All Sessions | All Status

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	Student 1	student1	23/4/2018	ACCEPTED
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	Student 5	1500293	23/4/2018	SHORTLISTED
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	PENDING

Step 6

Click the 'Status' field to change the status from **Pending** to **Shortlist** to shortlist the student for the position.

Student 5 (PENDING)
1500293, BEng (Hons) ICT (Information Security)

Application for: SWS Test Job, SkillsFuture Work-Study (SWS), Applied 19/4/2018

Buttons: **Not Suitable** | **Shortlist**

Fields: Email (student5@xmail.com), Contact No., Employment Type (SkillsFuture Work-Study (SWS)), Nationality

Resume Download: [Resume] [Download]

8. MAKE OR REJECT OFFERS – SHORTLISTED APPLICATIONS

Step 1

Click 'Make Offers' from the **Actions** bar.

The dashboard shows the following navigation options: **Post a Job**, **Manage Applications**, **Make Offers** (highlighted with a red box), and **Check Status**. Below this, the **Status** section displays four metrics:

- 163** Posted Jobs
- 74** Applications
- 8** Positions Offered
- 37** Positions Accepted

Step 2

The list of student applications with the **shortlisted** status are displayed.

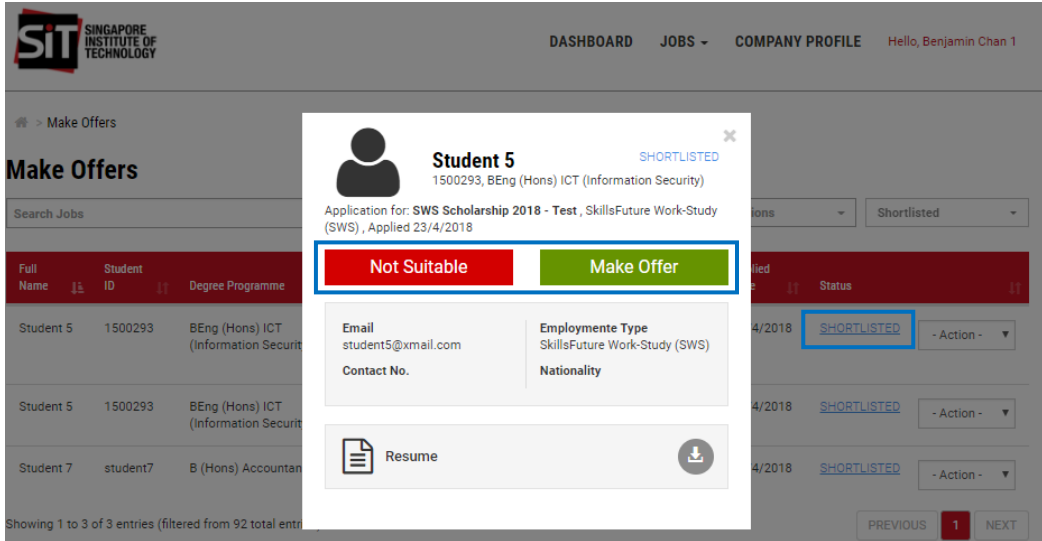
The 'Make Offers' page includes a search bar and filters for 'All Programmes', 'All Employment Types', 'All Sessions', and 'Shortlisted'. The table below lists the shortlisted applications:

Full Name	Student ID	Degree Programme	Employment Type	Job Title	Session ID	Applied Date	Status	Action
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	23/4/2018	SHORTLISTED	- Action -
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	19/4/2018	SHORTLISTED	- Action -
Student 7	student7	B (Hons) Accountancy		test 1		27/4/2018	SHORTLISTED	- Action -

Showing 1 to 3 of 3 entries (filtered from 92 total entries)

Step 3

Click on the **Shortlisted** status and Click 'Make Offer' to accept the student's application or 'Not Suitable' to reject the student application.



Step 4

Student Application is updated as **Offered** or **Unsuccessful**.

9. CHECK APPLICATION STATUS

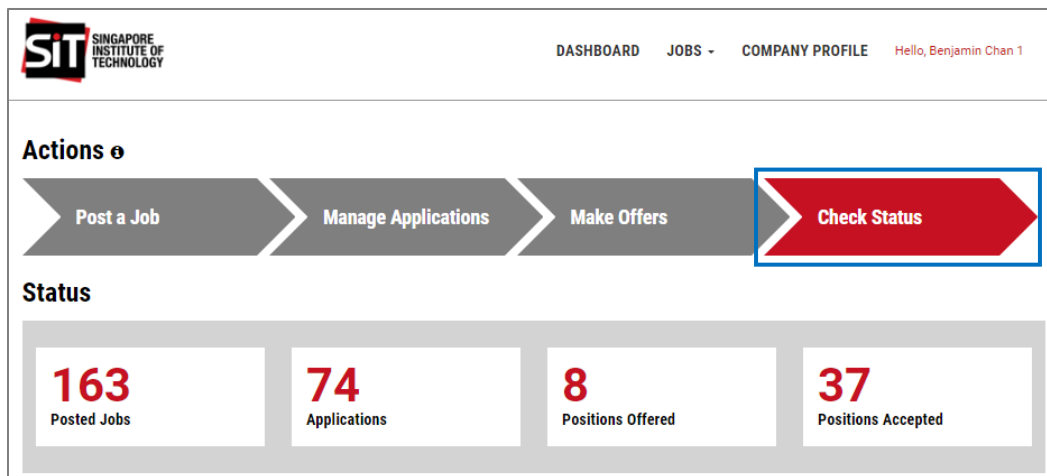
9.1 JOB APPLICATIONS ACCEPTED BY STUDENT

Step 1

An email notification will be sent to you when the student accepts a job offer.

Step 2

Click 'Check Status' from the **Action** bar to list student's applications that are accepted.



Step 3

List of student applications are displayed with the status as **Accepted**.

Full Name	Student ID	Degree Programme	Employment Type	Job Title	Session ID	Applied Date	Status
Student 1	student1	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	23/4/2018	ACCEPTED
Student 19	1400127	BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	Security Engineer 1	IWSP-18100094	24/4/2018	ACCEPTED

9.2 JOB APPLICATIONS DECLINED BY STUDENT

Step 1

An email notification will be sent to you when the student declines a job offer.

Step 2

Click 'Manage Applications' from the **Actions** bar.

Actions

Post a Job | **Manage Applications** | Make Offers | Check Status

Status

163 Posted Jobs	73 Applications	8 Positions Offered	37 Positions Accepted
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Step 3

List of student applications and its status are displayed.

Manage Applications

Search Jobs All Programmes All Employment Types All Sessions All Status

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	16Apr Hotel1	IA-18100073	Student 16	1400124	18/4/2018	UNSUCCESSFUL
B (Hons) Hospitality Business	Industry Attachment (IA)	grd	IA-18100059	Student 3	1400146	16/4/2018	UNSUCCESSFUL
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	SUBMITTED <input type="text" value="- Ac"/>
BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	TEst Company Ratio 2	IWSP-18100100	Student 1	student1	15/5/2018	SUBMITTED <input type="text" value="- Ac"/>
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	ZZZ	IA-18100074	Student 16	1400124	18/4/2018	SUBMITTED <input type="text" value="- Ac"/>

Step 4

Click 'All Status' field and select **Declined** to filter and list all declined student applications.

Manage Applications

Search Jobs All Programmes All Employment Types All Sessions All Status

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
B (Hons) Accountancy	Overseas Integrated Work Study Programme (OIWSP)	IWSP Front Office Agent - OIWSP 2	OIWSP-18100100	Tan Alvina	Student1	29/5/2018	UNSUCCESSFUL
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP 6	IWSP_0081A	2 Student	1400141	6/4/2018	UNSUCCESSFUL

All Status dropdown menu options: All Status, Submitted, Shortlisted, Offered, Accepted, **Declined**, Unsuccessful, Pending

Manage Applications

Search Jobs All Programmes All Employment Types All Sessions Declined

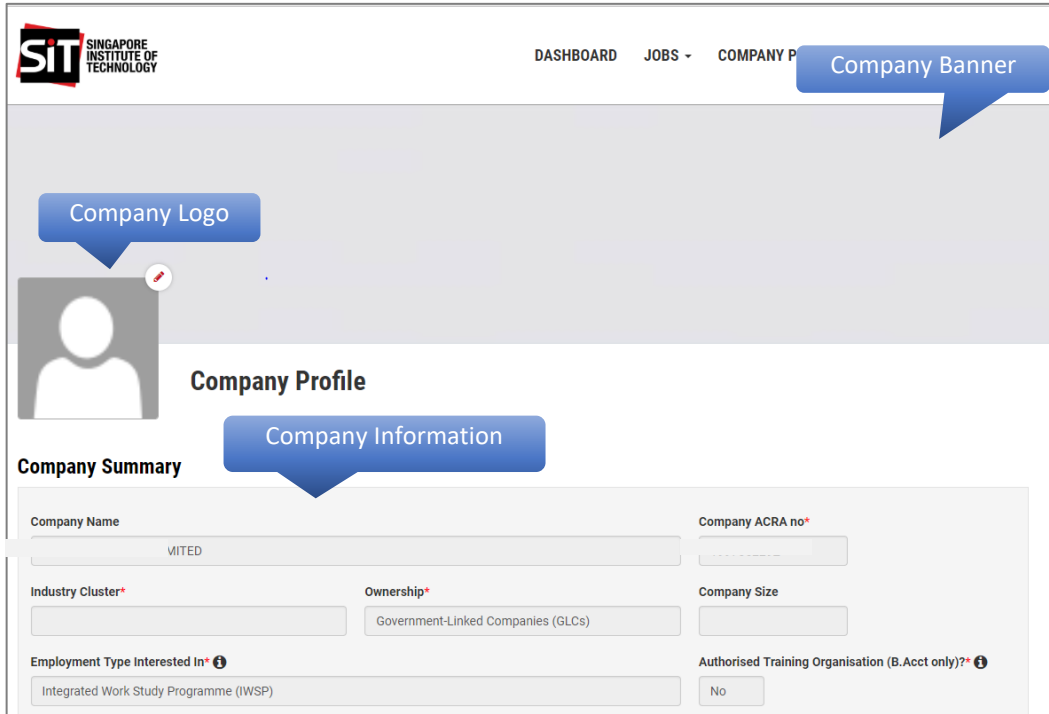
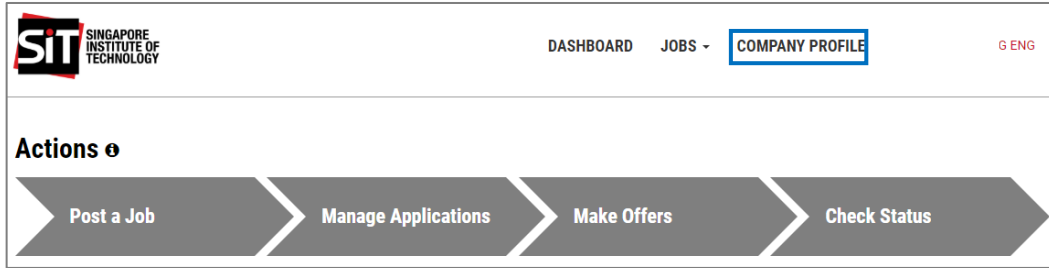
Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	Bins self job 3	IWSP_0080A	Tan Alvina	Student1	10/4/2018	DECLINED
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP TEST 2	IWSP-	Tan Alvina	Student1	30/5/2018	DECLINED

10. MANAGEMENT OF COMPANY PROFILE AND STAFF ACCOUNT

10.1 COMPANY PROFILE


Step 1

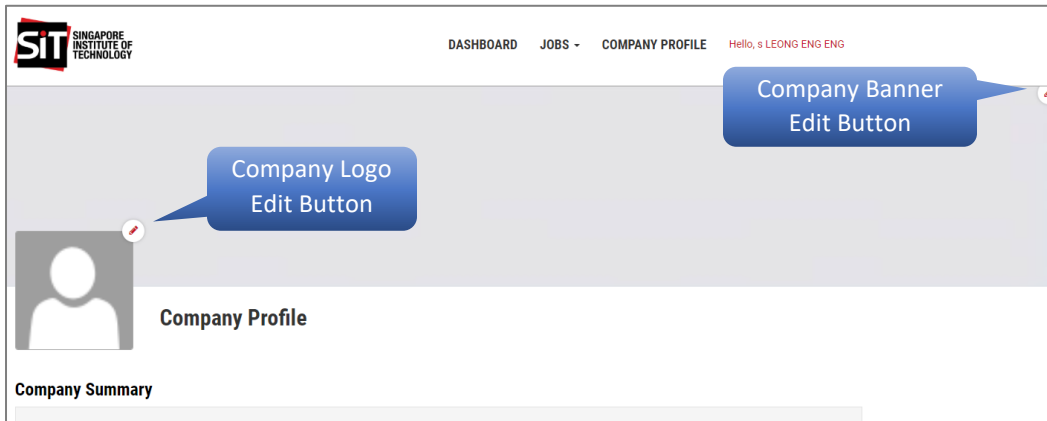
Click 'Company Profile' at the top menu bar of the Employer Dashboard to access to the Company Profile page.



10.2 UPLOAD THE COMPANY BANNER

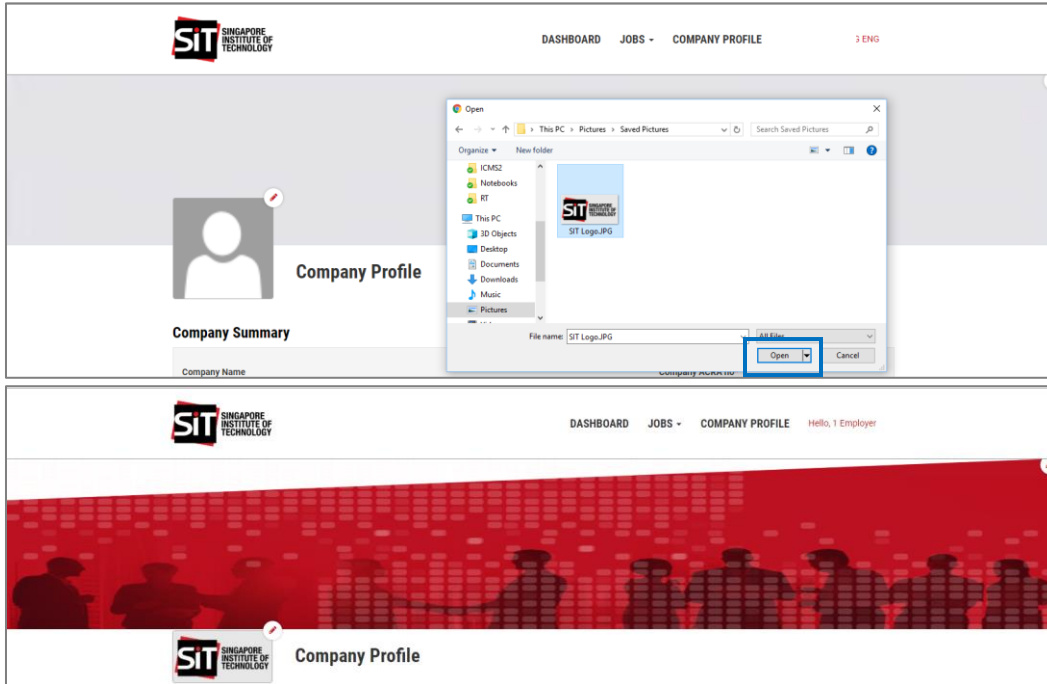
Step 1

Click on the edit icon () at the top right corner of the Company Banner or Logo in the **Company Profile** page.



Step 2

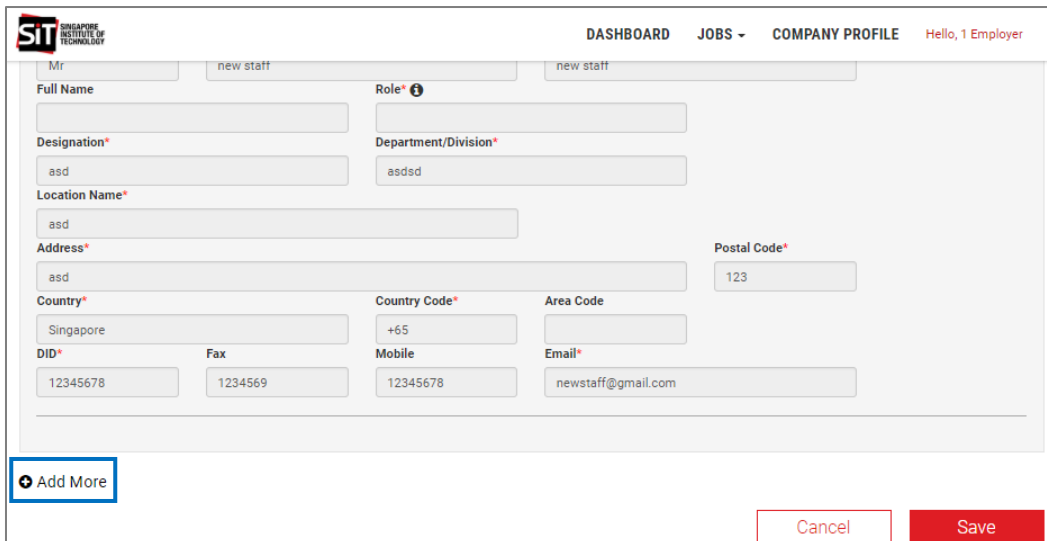
Browse and select the banner or logo that you want to use and click 'Open' to upload.



10.3 ADD NEW COMPANY STAFF ACCOUNT

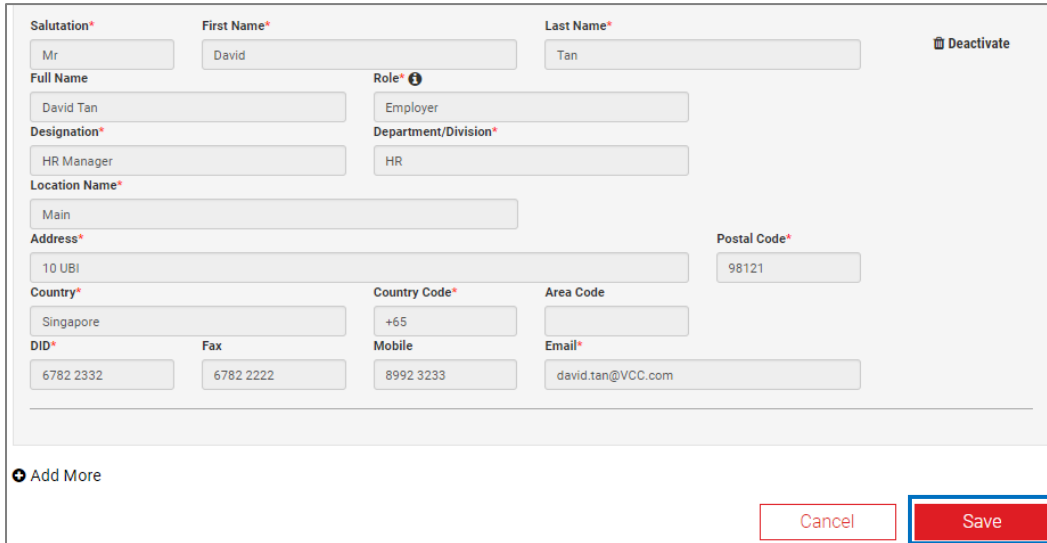
Step 1

Click 'Add More' at the Company Staff section in the Company Profile page to add a new staff account.



Step 2

Enter the information of the new company staff in the section opened and click ‘Save’ to add the staff as a new contact of the company.



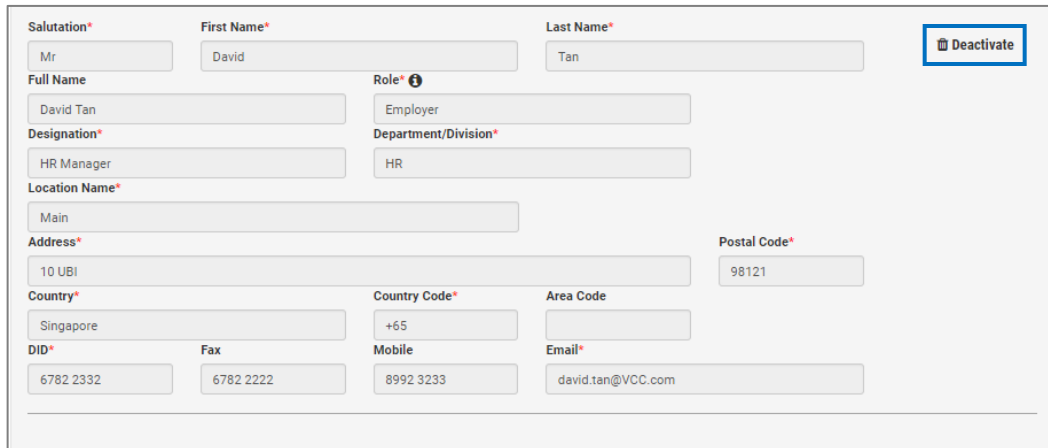
Step 3

A pop up message will be displayed upon successful adding of the new staff account.

10.4 DEACTIVATE EXISTING COMPANY STAFF ACCOUNT

Step 1

Scroll down to Company Staff section in Company Profile page. Search for the company staff that you want to deactivate and click the ‘Deactivate’ button beside the staff information to deactivate the staff account.



Step 2

A pop up message will be displayed upon successful deactivation of the staff account.