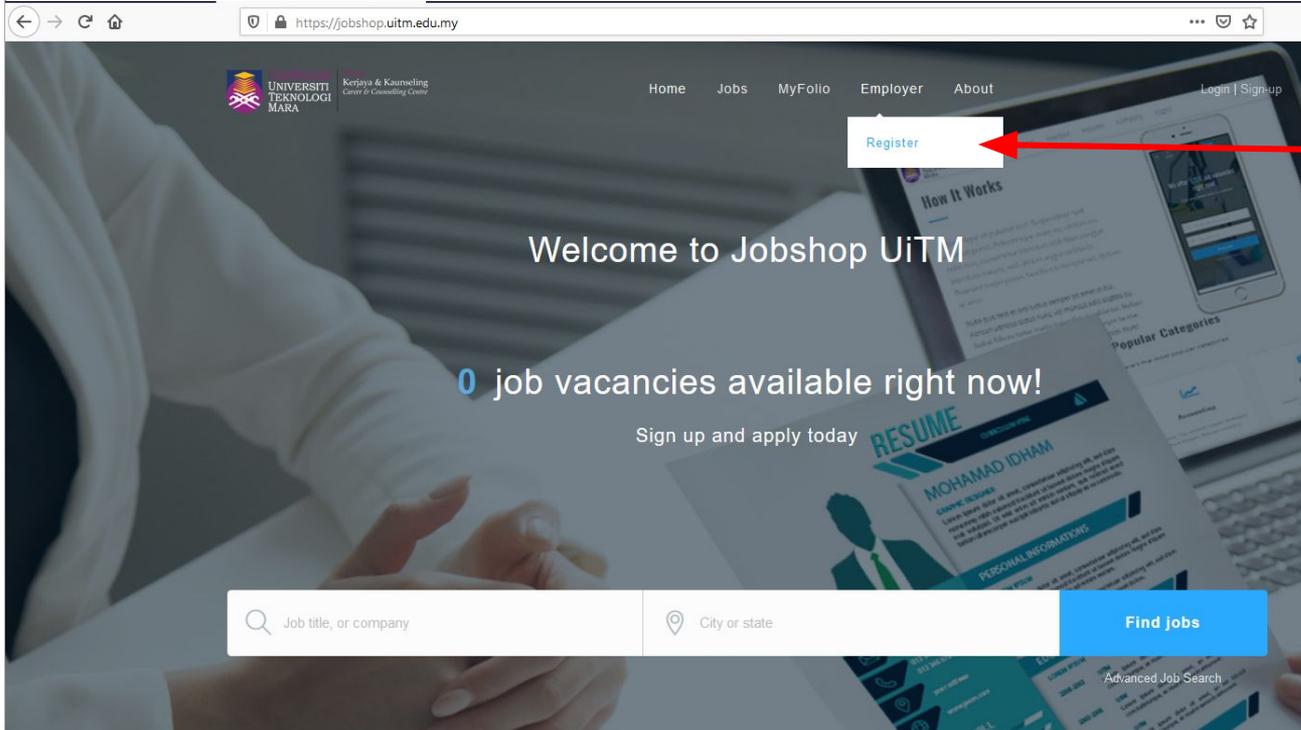


MAIN PAGE

STEP



Main Page:

<https://jobshop.uitm.edu.my>

Click Menu: Employer - Register

EMPLOYER REGISTRATION

STEP



[Register As Jobseeker »](#)

Employer Registration



Create a strong password.

Use a minimum of 8 character, by combining uppercase and lowercase letters, number and special characters (@?*\$%#).

Create new Employer account!

I have read and agree to the [Terms & Conditions](#).

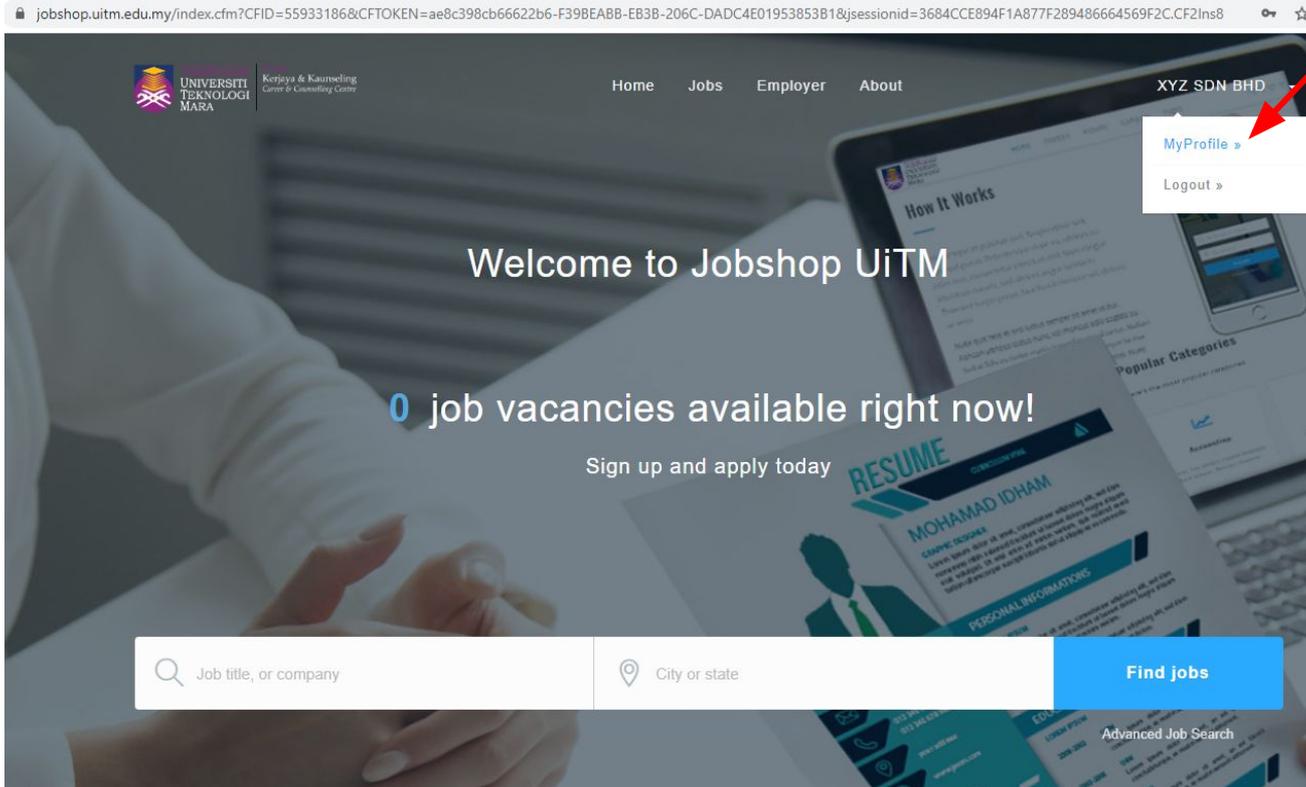
SIGN UP

[You are already registered](#)

Fill in the required information for first time sign up.

COMPANY PROFILE

STEP



The screenshot shows the Jobshop UiTM website interface. At the top left is the logo for UNIVERSITI TEKNOLOGI MARA (UiTM) and the text 'Kerjasama & Kaunseling Career & Counselling Center'. The navigation menu includes 'Home', 'Jobs', 'Employer', and 'About'. The user is logged in as 'XYZ SDN BHD'. A dropdown menu is open, showing 'MyProfile »' and 'Logout »'. A red arrow points to the 'MyProfile »' option. The main content area displays 'Welcome to Jobshop UiTM' and '0 job vacancies available right now! Sign up and apply today'. At the bottom, there is a search bar with a magnifying glass icon, a location filter with a location pin icon, and a blue 'Find jobs' button. Below the search bar, there is a link for 'Advanced Job Search'.

jobshop.uitm.edu.my/index.cfm?CFID=55933186&CFTOKEN=ae8c398cb66622b6-F39BEABB-EB3B-206C-DADC4E0195385B1&jsessionid=3684CCE894F1A877F289486664569F2C.CF2Ins8

UNIVERSITI TEKNOLOGI MARA
Kerjasama & Kaunseling Career & Counselling Center

Home Jobs Employer About

XYZ SDN BHD

MyProfile »
Logout »

Welcome to Jobshop UiTM

0 job vacancies available right now!
Sign up and apply today

RESUME
MOHAMAD IDHAM

Find jobs

Advanced Job Search

Complete your company profile in MyProfile to register.

EMPLOYER PROFILE

STEP

jobshop.uitm.edu.my/employer/

[Home](#) [Jobs](#) [Employer](#) [About](#)

XYZ SDN BHD

Employer Area

Please keep your record updated!



NAVIGATION

» [Company Home Page](#)

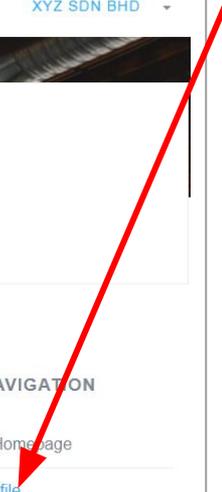
» [Update Profile](#)

» [Manage Profile](#)

» [Manage Jobs](#)

» [Post Jobs NOW](#)

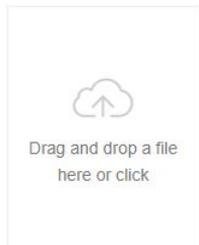
Update Your Company Profile in Update Profile field



COMPANY PROFILE

STEP

Fill in all mandatory fields



A square logo

CAREERCOUNSELLINGUITM@GMAIL.COM

Fast-Moving Consumer Good

Short description

📍 Company Registered No

📅 21/03/2020

☎ Phone number

📍 Location, e.g. Address 1

📍 Location, e.g. Address 2

📍 City

📍 Selangor

📍 Postcode

✉ Email address

Please enter company email address.

BUSINESS REG, ATTACHMENT

Business registration attachment, only pdf document is allowed

CHOOSE A COVER IMAGE

Change your company cover image, optional! Max (200 Kb)

COMPANY PROFILE

STEP

Fill in the Website and Social Media fields

GET CONNECTED

Social Media

ABOUT

COMPANY PROFILE

STEP

jobshop.uitm.edu.my/employer/updcompany.cfm?CFID=55933186&CFTOKEN=ae8c398cb66622b6-F398EABB-EB3B-206C-DADC4E01953853B1&jsessionId=3684CCE894F1A877F289486664569... ☆

[Home](#) [Jobs](#) [Employer](#) [About](#)

[XYZ SDN BHD](#) ▾

ABOUT

Company Detail

Write about your company, culture, benefits of working there, etc.

✎ B U *ABC* SANS-SERIF ▾ A ▾ ☰ ☷ ☰ ▾

Fill in the company details

SUBMISSION FOR ACCOUNT APPROVAL

STEP

Make sure to tick “send to moderator” and “submit your company”

Approval : Draft

ARE YOU DONE?

Submit It

Please review your information once more and click the below checkbox to submit your company profile to moderator.

Send to moderator

SUBMIT YOUR COMPANY

COMPANY REGISTRATION APPROVAL EMAIL

ITEM

APPROVAL STATUS Inbox x

noreply@uitm.edu.my

to me ▾

Hi, Welcome to UiTM Jobshop

Your registered company was Rejected

Remark : Please add SSM business registration file and Facebook Link

Please login to the system to see detail

Thank you

UiTM Jobshop Support Team

Registration Status Email

If your application is not approved, please update your company profile.

COMPANY REGISTRATION STATUS

STEP

Approval : Rejected

Remark : Please add SSM business registration file and Facebook Link

ARE YOU DONE?

Submit It

Please review your information once more and click the below checkbox to submit your company profile to moderator.

Send to moderator

SUBMIT YOUR COMPANY

You can re-apply after providing the needed information.

Make sure to tick “send to moderator” and “submit your company”

COMPANY PROFILE

STEP

Employer Area

Please keep your record updated!

Employer can now post a new job vacancy in “Manage Jobs - Add New Job” of “Post Jobs NOW”



NAVIGATION

- » Company Homepage
- » Update Profile
- » Manage Profile
- » Manage Jobs
- » Post Jobs NOW

ADD A NEW JOB VACANCY

[Home](#) [Jobs](#) [Employer](#) [About](#)

XYZ SDN BHD ▾

Add a new job vacancy



A square logo

CAREERCOUNSELLINGUITM@GMAIL.COM

Job Title, e.g. Junior Executive, Engineer, Human Resource Executive etc.

A delivery food and beverage company

Bachelor Degree ▾

Duration of advertisement (month) ▾

Effective Date

Job post end date

Employment Type ▾

Basic Monthly Salary

Working hours, e.g. 40

Experience, e.g. 5

All WorkField ▾

Number of vacancies, e.g. 5

No file chosen

Job advertisement attachment, only pdf document is allowed. Max(1 Mb)

STEP

Fill in the details of the job title, qualification, duration of advertisement, effective date, employer type, basic monthly salary, working hours, experience, workfield and number of the job vacancies.

DETAILS NEW JOB VACANCY

STEP

Job Location

<input type="text" value="Location, e.g. Address 1"/>	<input type="text" value="Location, e.g. Address 2"/>	<input type="text" value="City"/>
<input type="text" value="Johore"/>	<input type="text" value="Postcode"/>	<input type="text" value="Malaysia"/>

Complete all details of Job Location and Job Descriptions

Job Descriptions

Job responsibilities, additional requirements, benefits etc.

 A rich text editor toolbar containing icons for undo, redo, bold (B), italic (I), underline (U), strikethrough, font color (SANS-SERIF), background color (A), bulleted list, numbered list, and indent.

VIEW STATUS NEW JOB VACANCY

STEP

Status : Draft

Submit

I authorize Jobshop UiTM to post jobs of my company on its website. I agree to abide by the Jobshop UiTM Privacy & Terms.

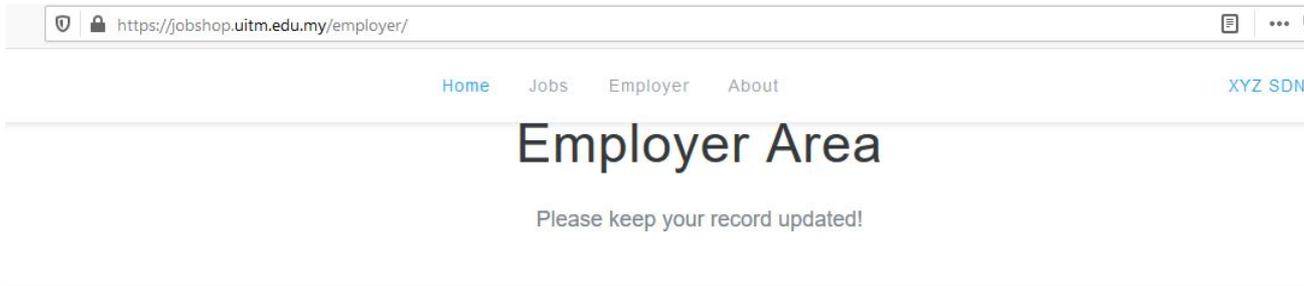
POST YOUR JOB

BACK

Submit new job vacancy for approval by tick "Privacy & Terms" and click "Post Your Job"

EMPLOYER PROFILE

STEP



Employer can Manage Jobs in Company Profile

- Choose from the menu:
- 1) Manage Jobs: To view candidates, to edit or delete job vacancies.
 - 2) Post Jobs NOW: To post new job vacancy



NAVIGATION

- » [Company Homepage](#)
- » [Update Profile](#)
- » [Manage Profile](#)
- » [Manage Jobs](#)
- » [Post Jobs NOW](#)

MANAGE JOBS

STEP

https://jobshop.uitm.edu.my/employer/job_manage.cfm?CFID=64307800&CFTOKEN=4478998cf3814a0b-E9C809FF-C883-CD4E-D7710C738F77

[Home](#) [Jobs](#) [Employer](#) [About](#)

XYZ SDN BHD

Manage Jobs

Here's the list of your submitted jobs. You can edit or delete them, or even add a new one.

ADD NEW JOB

You are on page 1 of 1.

AKAUNTAN

JALAN ALANG, SHAH ALAM

Audit company account and make payroll

Status: Approved

EDIT

DELETE

EXECUTIVE

1/5 JALAN ALANG, SHAH ALAM

A team leader to conduct the food delivery rider

Status: Approved

EDIT

DELETE

Employer can edit, delete or add new job vacancy

VIEW MANAGE JOBS

[Home](#) [Jobs](#) [Employer](#) [About](#)

XYZ SDN BHD ▾

Manage Jobs

Here's the list of your submitted jobs. You can edit or delete them, or even add a new one.

ADD NEW JOB

You are on page 1 of 1.

AKAUNTAN

📍 JALAN ALANG, SHAH ALAM

Audit company account and make payroll

Status: Approved

1 New Application

VIEW CANDIDATE

EXECUTIVE

📍 1/5 JALAN ALANG, SHAH ALAM

STEP

You have a new application and are required to take action by viewing the candidate, which will direct you to list of candidate page.

LIST OF CANDIDATE

STEP

List of Candidates

We found 1 matches, you're watching 1 of 1.



KU S

011111

NEW APPLICATION

This is my personal information

Language

Shah Alam, Selangor

saril_henry@yahoo.com

BACHELOR OF SURVEYING SCIENCE AND ..

Click jobseeker name to view jobseeker profile and make action(call for interview or decline) by viewing jobseeker profile.

VIEW LIST OF CANDIDATE

STEP



We found 1 matches, you're watching 1 of 1.

011111 **SEEN BY EMPLOYER**

This is my personal information

Language

Shah Alam, Selangor saril_henry@yahoo.com BACHELOR OF SURVEYING SCIENCE AND...

“Seen By Employer” indicates that you have viewed the profile BUT has not taken the required action (either Call For Interview or Decline the application). Click at the application’s name to proceed.

LIST OF CANDIDATE

STEP



Employer need to take action "Call For Interview or Decline"



This is my personal information

📍 Shah Alam, Selangor

🎂 26 years-old

☎ 011111

✉ saril_henry@yahoo.com

🗣 Language

CALL FOR INTERVIEW

DECLINE

LATEST DEGREES

Education

CALL FOR INTERVIEW

STEP

Send message

Subject

CALL FOR INTERVIEW : AKAUNTAN (Company: CAREERCOUNSELLINGUITM)

Message

Dear Sir/Madam,

CONGRATULATIONS! Your application for the above mentioned post has been reviewed. You are invited for an interview as detailed below

Date:

Place:

Time:

CLOSE SEND

Call For Interview

Employer have to fill in the interview Date, Place and Time.

Click Send button and an email will be sent to the candidate.

e-ADUAN UiTM

STEP

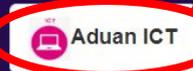
units.uitm.edu.my

Should you encounter any issues/difficulties while using Jobshop, please submit your enquiry to <https://units.uitm.edu.my/>

Select "Aduan ICT"



Universiti Teknologi MARA



e-ADUAN UiTM

STEP

→ ↻ units.uitm.edu.my/aduan_add.cfm



New ADUAN ICT

Status ADUAN ICT

New ADUAN ICT

Personal Information

ICT Service Ticket: **A20200629029187**

User Type : Staff Student Guest

Name * :

This field is required.

Handphone * :

This field is required.

Alternate Email * :

** Feedback complaint will be sent to **UiTM Email / Alternate Email**. Please make sure the email is correct. .*

Choose “New ADUAN ICT” and select “Guest” For Employer.

Fill in the details (i.e. Name, Handphone and Alternative Email.)

e-ADUAN UiTM

STEP

units.uitm.edu.my/aduan_add.cfm

Report Information

Branch* : OTHERS

Location* : OTHERS

Location Detail* : Location Detail

Category* : SISTEM - HEP

Sub Categories* : SISTEM JOBSHOP

Details* : Report Details

Attachment : No file chosen

* Format Pdf and Image (Jpeg,Jpg,Gif,Png) only.

Branch: Choose Othes
Location: Choose Others
Location Detail: Type in
your address

Category: Choose
SISTEM-HEP
Sub Categories: Choose
SISTEM JOBSHOP
Details: Fill in the report
details

Choose file for
“Attachment” if available.

Click “Submit Application”
to proceed.