MAIN PAGE	**STEP**
	Main Page: https://jobshop.uitm.edu.my

FIRST TIME SIGN-UP PAGE	**STEP**
	Jobseeker(First Year to Final Year Student are eligible to Sign-up) First time Sign-up can go to menu (MyFolio - Manage MyFolio) and (Sign-up)
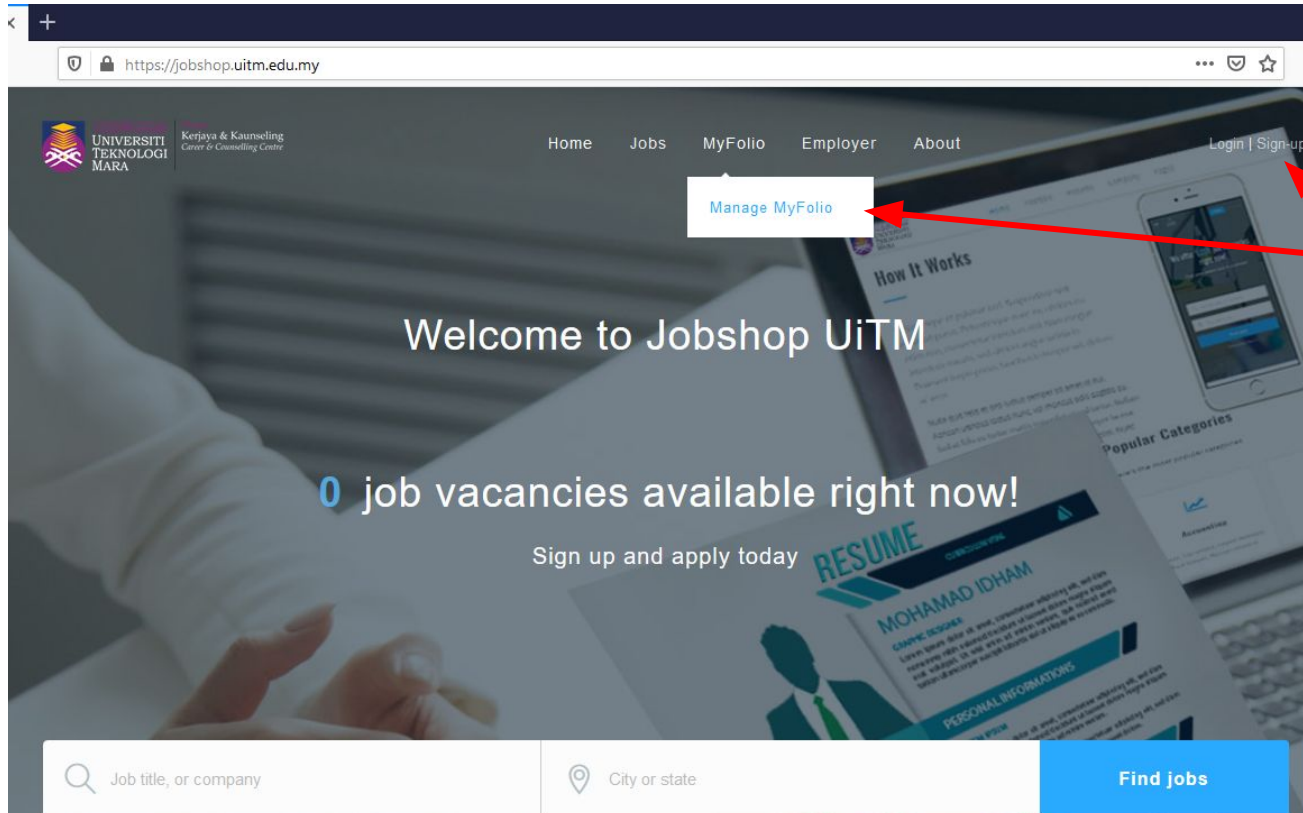
LOG IN PAGE	STEP
	Click create account for first time login

JOBSEEKER REGISTRATION	STEP
	Complete all required information and click sign up
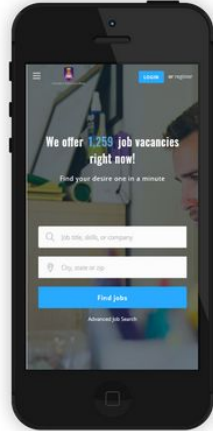
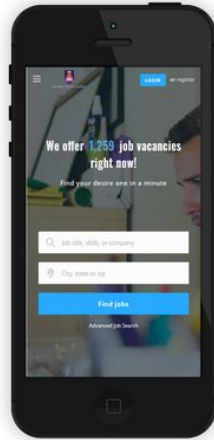| EMAIL VERIFICATION FOR FIRST TIME SIGN UP	STEP
noreply@uitm.edu.my <noreply@uitm.edu.my> To: ████@yahoo.com　　　　　　　　　　🖨 Thu, Ju Dear ████████ You have successfully registered in JobShop, Click the link to verify your account. You may access to your account using registered username and password afterwards. You can also update resume/folio and start using our services. Thank you Regards, UiTM Jobshop Support Team www.jobshop.uitm.edu.my	Open your registration email and click the link to verify account. Please check at Spam folder should you didn't get the email.

EMAIL VERIFICATION FOR FIRST TIME SIGN UP	STEP
	Once your email is verified, you can now login into your account.

Inside the image:

Jobshop

Need an account? Create account »

Welcome Jobseeker & Employer

Please login to proceed

Go to Homepage

We offer 1,259 job vacancies right now!
Find your desire one in a minute

Find jobs
Advanced Job Search

Your e-mail is already verified. You can now login..

Log in to start your session

Email Address

Password

Remember Me

LOGIN

Forgot Password?

JOBSEEKER MAIN PAGE	**STEP**
	After successfully registered, you can now update your account at MyProfile menu by click "MyProfile-Manage MyFolio" or "MyFolio-Manage MyFolio"

No	Email	Status	Action
1	saril_henry@yahoo.com	Primary Email	

» Update MyProfile

» Update Work field

» Job Application Status

Secondary Email	Secondary Email

ADD EMAIL

New Password

New Password	Password
Confirm Password	Confirm Password

SAVE NEW PASSWORD

You can now view your account at MyProfile and make amendments (and new email, new password, etc)

MANAGE MYFOLIO PAGE	STEP
	Manage your MyFolio, choose from the menu to create or update MyFolio

Home   Jobs   MyFolio   About

Manage your MyFolio

Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the item that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job.

WE FIND OUT, YOU DON'T HAVE ANY FOLIO YET. PLEASE ENTER YOUR FOLIO.

Updated on: 11/06/2020   CUSTOMIZE TO PRINT   PRINT   EDIT

MYFOLIO MENU

» Manage MyFolio

» Create MyFolio

» Update MyProfile

» Job Application Status

UPDATE MYFOLIO JOBSEEKER	STEP
	Update MyFolio by filling in the mandatory field

Home   Jobs   MyFolio   About

Basic information

SYED MUHAMMAD FAHMI BIN SYED ABU BAKAR

950217115693

saril6100@gmail.com

011-11112222

Seksyen1

Shah Alam

40450

Shah Alam

Selangor

My passion, my strong personality and approachable character is the greatest strength that suits me to your company. With experience in coordinating, organizing and managing big group of people toward a chain of successful events that I ever handle makes me confident and be a good teammate. I am willing to learn something new which can gives me some knowledge and more exciting experience. Outdoor

Please upload your photo size not exceed than 40kb.

SAVE

UPDATE MYFOLIO JOBSEEKER	STEP

UPDATE MYFOLIO JOBSEEKER

Home   Jobs   MyFolio   About

SAVE

Education

—

Institution, e.g. Universiti Teknologi MARA

Programme, e.g. Diploma in Computer Science

Select Programme Level

| RESULT | e.g. 3.41 | Graduation Year | 01 / 01 / 2019 | |

ADD EDUCATION   SAVE

STEP

Update your education background (e.g. SPM, Diploma, Degree) At least 2 education background.

UPDATE MYFOLIO JOBSEEKER	STEP
	Fill in the Work Experience field

UPDATE MYFOLIO JOBSEEKER	STEP
	Fill in the Extracurricular & Volunteer Activities field

UPDATE MYFOLIO JOBSEEKER	STEP
	Fill in the Awards & Achievements field

UPDATE MYFOLIO JOBSEEKER	STEP
	Fill in the Computer Skills field

UPDATE MYFOLIO JOBSEEKER	PERKARA
	Fill in the Language Skills field

UPDATE MYFOLIO JOBSEEKER	STEP
	Fill in the information and provide the link for Document Collections field (e.g. Video Resume, Artwork, FYP, Competition, Events, Activities, Career Profile etc.)

UPDATE MYFOLIO JOBSEEKER	PERKARA
	Fill in the Reference field

CUSTOMIZE TO PRINT	STEP
	To Print Resume. Click at Manage MyFolio and Customize To Print

Manage your MyFolio

Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the item that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job.

Shah Alam

Updated on: 11/06/2020

CUSTOMIZE TO PRINT   PRINT   EDIT

MYFOLIO MENU

» Manage MyFolio

» Update MyFolio

» Update MyProfile

» Update Work field

» Job Application Status

CUSTOMIZE TO PRINT	STEP
	Customize to print your resume

CUSTOMIZE TO PRINT	STEP

Title	Link URL	To Print
Video Resume	https://www.youtube.com/watch?v=7IGkgqOVl94	☑

Click "Submit To Print" to proceed printing.

Reference
___

Name	Position	Institution	Contact	To Print
Rosdi Ali	Lecturer	Uitm	0355443488	☑
Shahril	Internship Supervisor	Juruukur Utama	0355443488	☑

SUBMIT TO PRINT

CUSTOMIZE TO PRINT	STEP
# Manage your MyFolio Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the item that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job. ◉ Shah Alam Updated on: 11/06/2020 CUSTOMIZE TO PRINT PRINT EDIT **MYFOLIO MENU** » Manage MyFolio » Update MyFolio » Update MyProfile » Update Work field » Job Application Status	Click "Print" to print your resume

RESUME LAYOUT	STEP
	Choose either to print or save the resume

Print
Download |

RESUME LAYOUT	ITEM
	This is how your resume will look like

SKILLS

spss
Intermediate (> 3 Years)

EXPERIENCES

Mahkamah Shah Alam
practical
01/11/2018 - 01/11/2019
Responsbility : internship jer

EXTRA-CURRICULAR ACTIVITIES

Pengarah Projek, Uitm Legal Day
menjalankan aktiviti dengan komuniti
01/01/2019 - 01/01/2019

AWARD & ACHIEVEMENT INFORMATION

Pelajar Terbaik Fakulti Undang-Undang UiTM Shah Alam 2019
Faculty/Campus
2019

DOCUMENT COLLECTIONS

Video Resume : https://www.youtube.com/channel/UCDUbznaOPE6rq1rKyjnwygw

REFERENCES

Name : **Khairudin Mohd Thani**
Position : Supervisor
Institution : Mahmakah Shah Alam
Contact Number : 0355442394

UPDATE WORK FIELD IN MYFOLIO PAGE	STEP
User Email	Choose workfield before applying for a job

MYFOLIO MENU

» Manage MyFolio

» Update MyFolio

» Update MyProfile

» Update Work field

» Job Application Status

No	Email	Status	Action
1	saril_henry@yahoo.com	Primary Email	

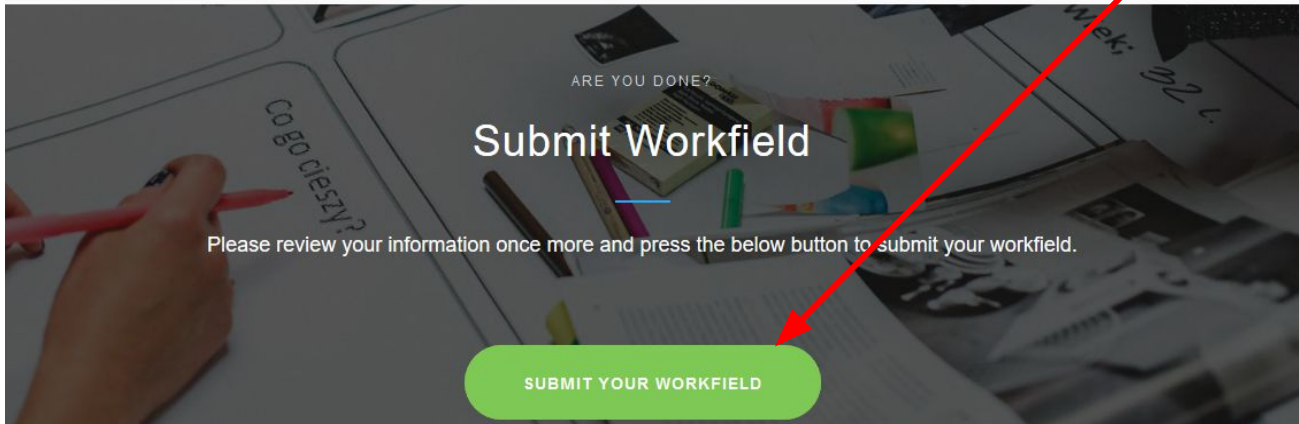| WORK FIELD SELECTION	STEP
Workfield Select Workfield **Select Workfield** Administration & Office Communication & Media Customer Service & Call Centre Engineering & Manufacturing ARE YOU DONE? Submit Workfield Please review your information once more and press the below button to submit your workfield.	Select workfield that is related to your background

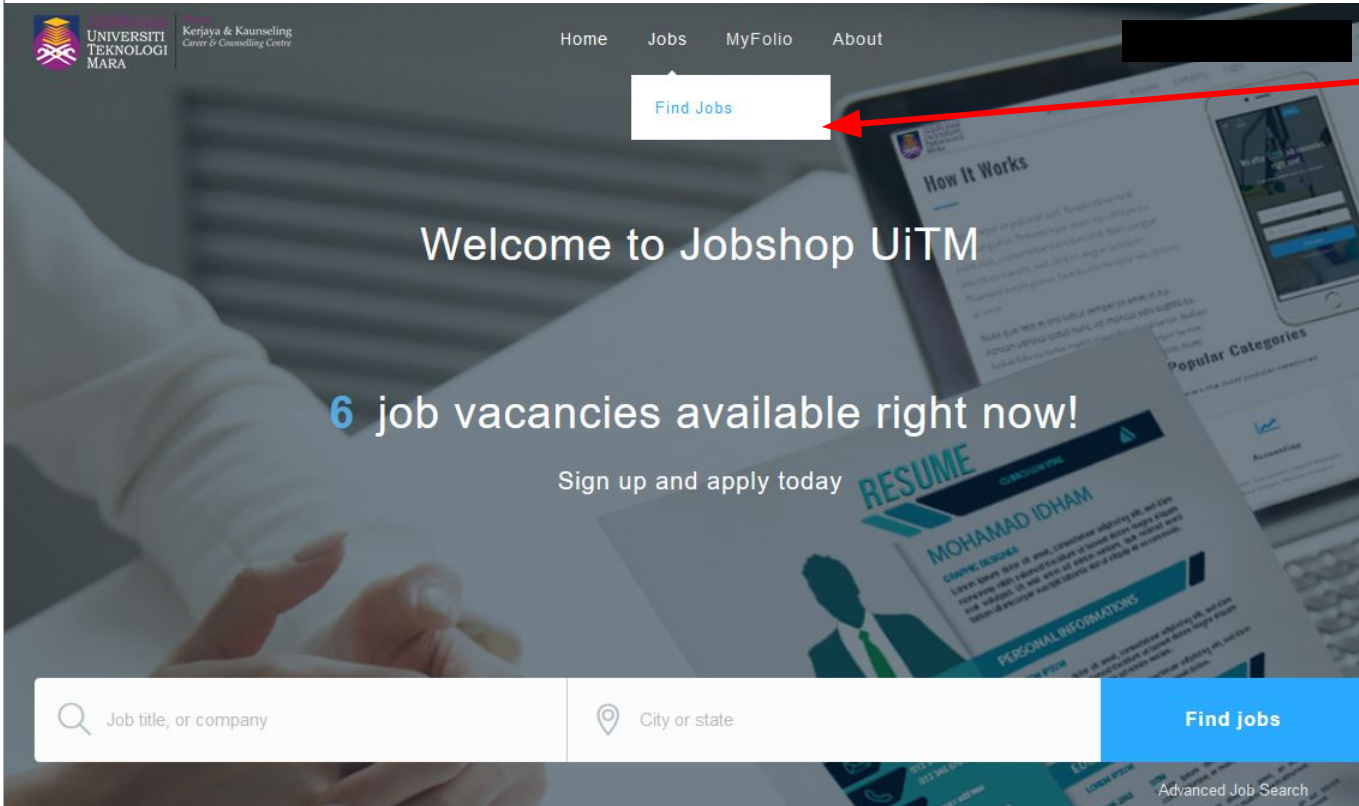| WORK FIELD SELECTION	STEP
Administration & Office ✕ Administration & Office **ADD WORKFIELD** ARE YOU DONE? ## Submit Workfield Please review your information once more and press the below button to submit your workfield. **SUBMIT YOUR WORKFIELD**	Jobseeker can select more than one workfield Click Submit Your Workfield to add your workfield options.

BROWSE JOBS VACANCIES	STEP
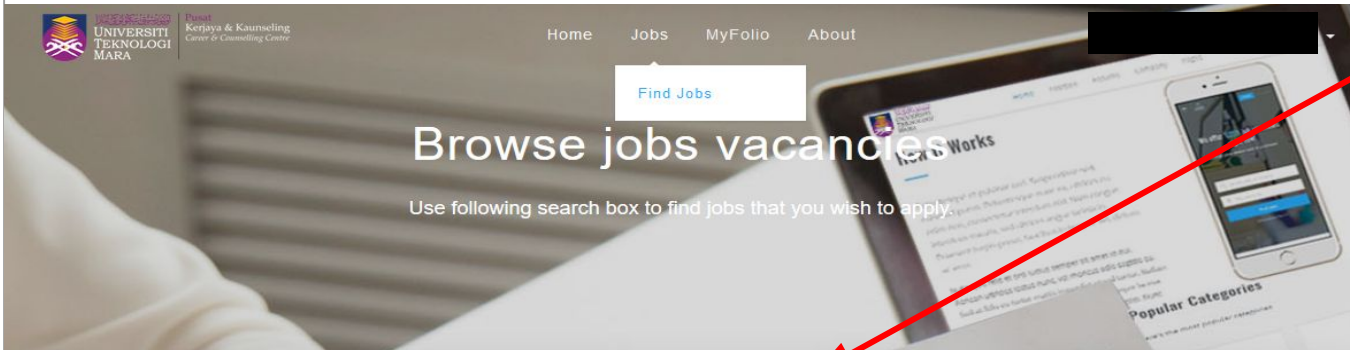| | Jobseeker can browse job vacancies by click "Jobs-Find Jobs" and Apply Job

*Jobseeker are eligible to apply job vacancies:
a) Semester 3 or Final Year Degree Student
b) Semester 5 of Final Year Diploma Student
c) Master & PhD student
d) Active Status Only |

BROWSE JOBS VACANCIES	STEP
	Use search box to find job matching

JOB MATCH VACANCIES	STEP
	List of vacancies that match with jobseeker workfield Click Job Title to review Job vacancies

6 matches.

CUSTOMER SERVICE
99999

⊙ BANDAR SAUJANA PUTRA, JENJAROM   ⊙ RM 3,000.00 / month   ✱ Bachelor Degree

▬ Full Time   🗓 Job Expired Date : 02-Sep-2020

INSURANCE AGENT
99999

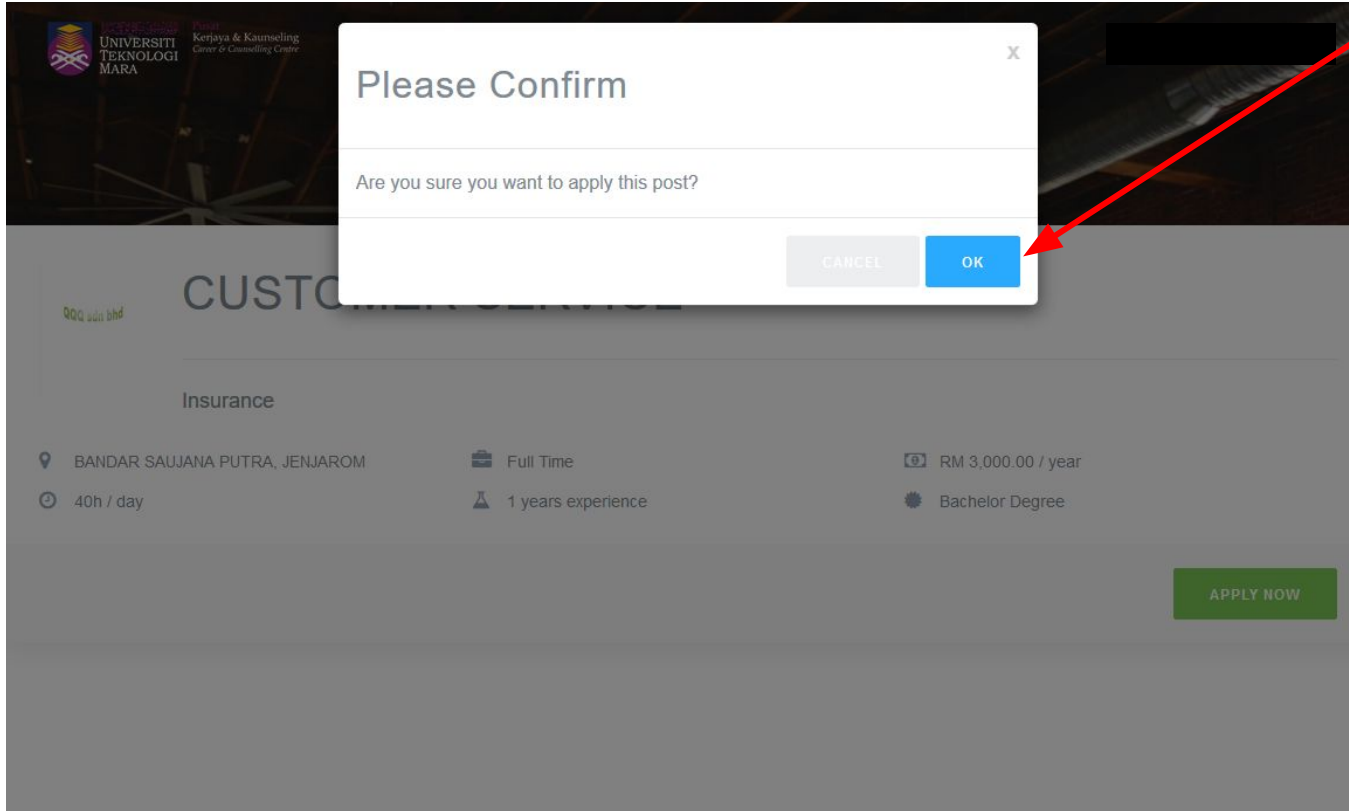⊙ BANDAR SAUJANA PUTRA, JENJAROM   ⊙ RM 3,000.00 / month   ✱ Diploma

▬ Part Time   🗓 Job Expired Date : 02-Oct-2020

FREELANCE EDITOR
11111

JOB APPLICATION	STEP
	Confirm your job application by click "OK"

VIEW JOB APPLICATION STATUS	ITEM
	Your Job Application has Successfully Sent To The Company!

JOB APPLICATION STATUS	STEP
User Email MYFOLIO MENU » Manage MyFolio » Update MyFolio » Update MyProfile » Update Work field » Job Application Status 	No	Email	Status	Action	 1	saril_henry@yahoo.com	Primary Email			Click Job Application Status to view all jobs application

JOB APPLICATIONS STATUS	STEP

You have **2** active job applications

CUSTOMER SERVICE

99999   APPLICATION STATUS : KINDLY CHECK YOUR EMAIL

📍 BANDAR SAUJANA PUTRA, JENJAROM   💰 RM 3,000.00 / year   ✱ Bachelor Degree

📊 Full Time   📅 Job Expired Date : 02-Sep-2020

AKAUNTAN

CAREERCOUNSELLINGUITM@GMAIL.COM   APPLICATION STATUS : DECLINED

Audit company account and make payrol

📍 JALAN ALANG, SHAH ALAM   💰 RM 2,500.00 / year   ✱ Bachelor Degree

📊 Full Time   📅 Job Expired Date : 25-Sep-2020

Please check your email to get update on your job application and the details of the interview

VIEW EMAIL STATUS CALL FOR INTERVIEW	STEP
CALL FOR INTERVIEW : CUSTOMER SERVICE (Company: 99999) **noreply@uitm.edu.my** To: ████████ @yahoo.com **Dear Sir/Madam,** CONGRATULATIONS! Your application for the above mentioned post has been reviewed. You are invited for an interview as detailed below Date: Venue: Time: Contact Number: ↩ ⪻ ➡ ⋯ Reply, Reply All or Forward	Please check your email for interview details. Check your spam folder should you did not receive any email. You can contact the company for more details. GOOD LUCK AND PLEASE PREPARE FOR THE JOB INTERVIEW!

e-ADUAN UiTM	STEP
	Should you encounter any issues/difficulties while using Jobshop, please submit your enquiry to https://units.uitm.edu.my/ Select "Aduan ICT"

e-ADUAN UiTM	STEP
	Choose "New ADUAN ICT" and select "Student or Guest" For Jobseeker. Fill in the details (i.e. Name, Handphone and Alternative Email.)

e-ADUAN UiTM	STEP
	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.