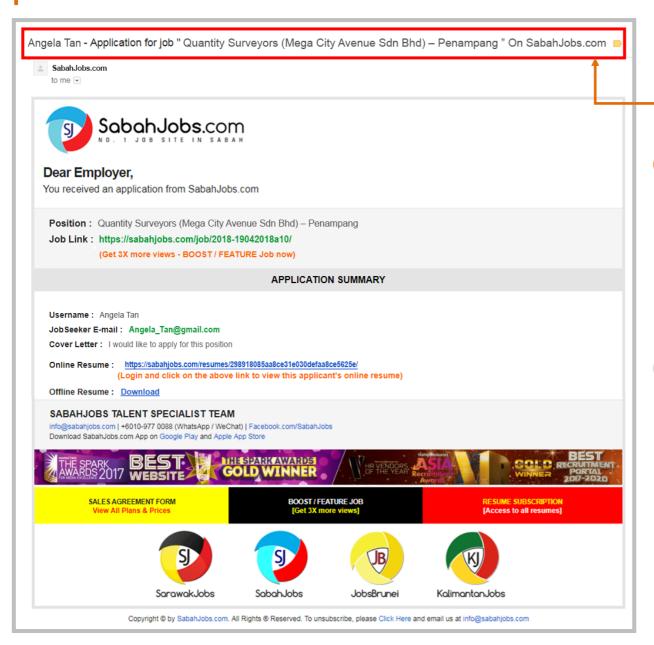


MANAGE APPLICANTS VIA EMAIL



EMAIL NOTIFICATION



When a job seeker applies to your job at SabahJobs.com, you will receive Job email notification to your registered email address from SabahJobs' email system (info@SabahJobs.com).

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@SabahJobs.com

Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

- Refer to section 'APPLICATION SUMMARY' for applicant's information which contains;
 - 1. Applicant's Username & E-mail
 - 2. Cover Letter
 - 3. Applicant's Online Resume
 - Applicant's Offline Resume
 (This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)



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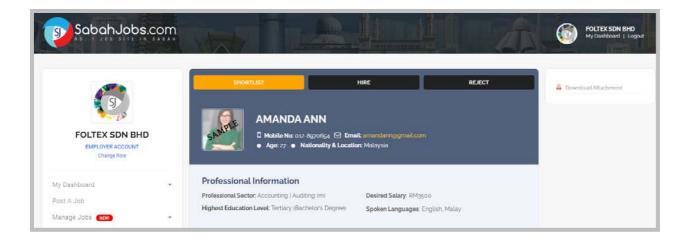
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| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL





It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

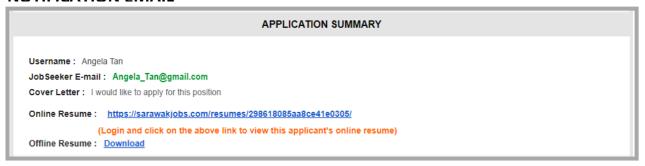
Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

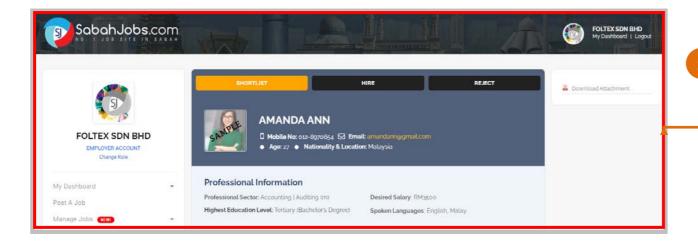
Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



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