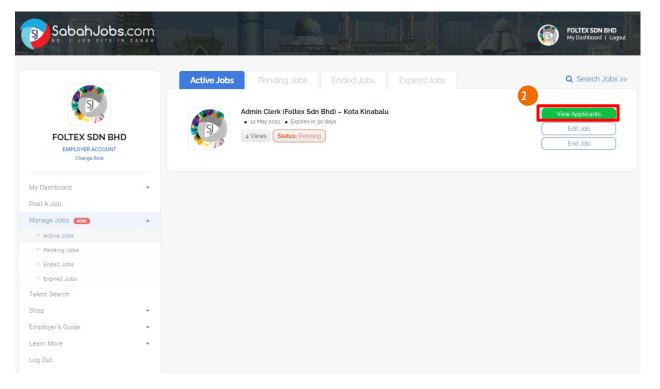
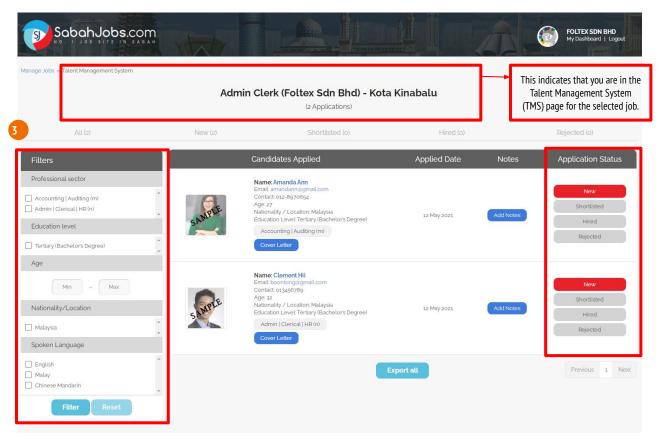


Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on 'My Dashboard' to navigate.

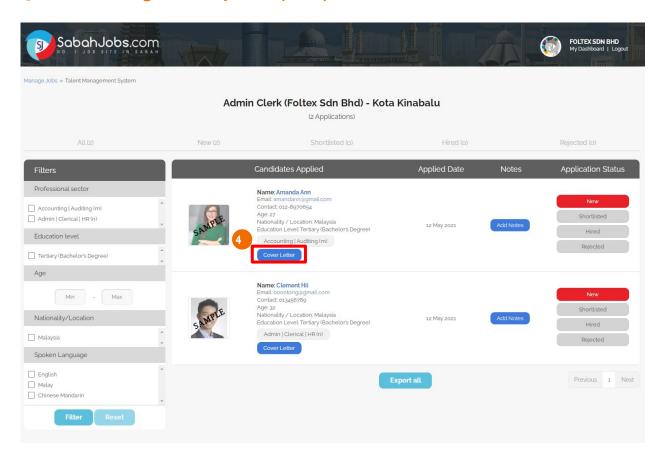
- Under 'Manage Jobs', Click and Choose 'Active Jobs'
- Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- Start to **View**, **Filter** & **Sort** job applicants through:
 - Filter function
 - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected
- Click 'Cover Letter', to view the candidate's cover letter.
- Click on 'Add Notes' to key-in details of each candidate.
- Click on Applicant's NAME to view his or her 'Online Resume'



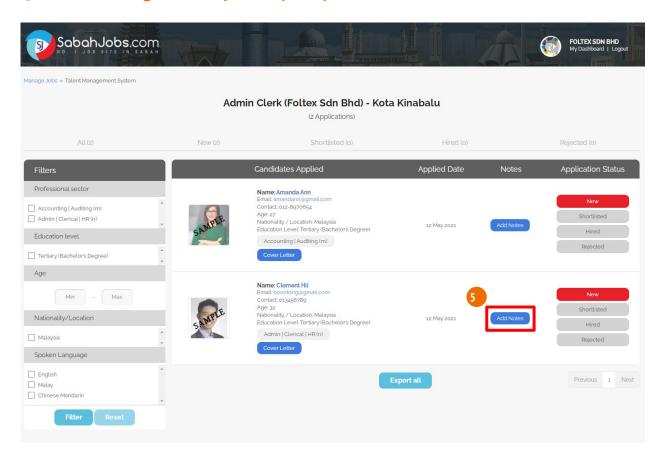
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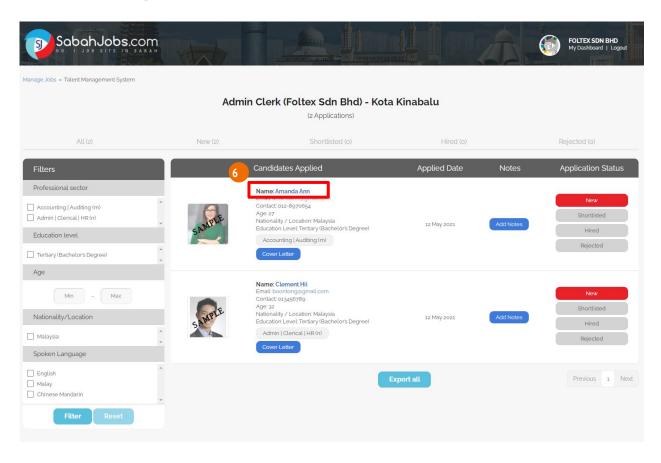
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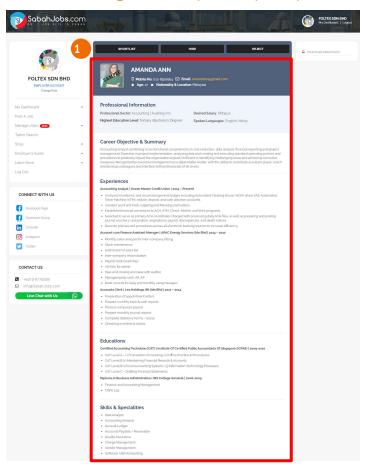
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- Click on 'Add Notes' to key-in details of each candidate.
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 - Filter function
 - Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected'
- Click 'Cover Letter', to view the candidate's cover
- Click on 'Add Notes' to key-in details of each candidate.
- Click on Applicant's NAME to view his or her 'Online Resume'



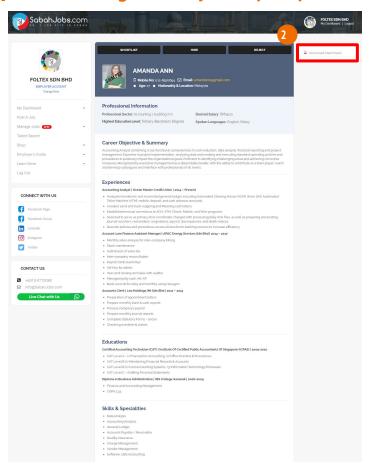
- Under 'Manage Jobs', Click and Choose 'Active Jobs'
- Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- Start to View, Filter & Sort job applicants through:
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 - Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected'
- Click 'Cover Letter', to view the candidate's cover letter
- Click on 'Add Notes' to key-in details of each candidate.
- Click on Applicant's NAME to view his or her 'Online Resume'



This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

- Online Resume includes applicant's;
 - Professional Information
 - II. Career Objective & Summary
 - III. Experiences
 - V. Educations
 - V. Skills & Specialities
- On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'



This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

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