# JOB SEEKER'S GUIDE

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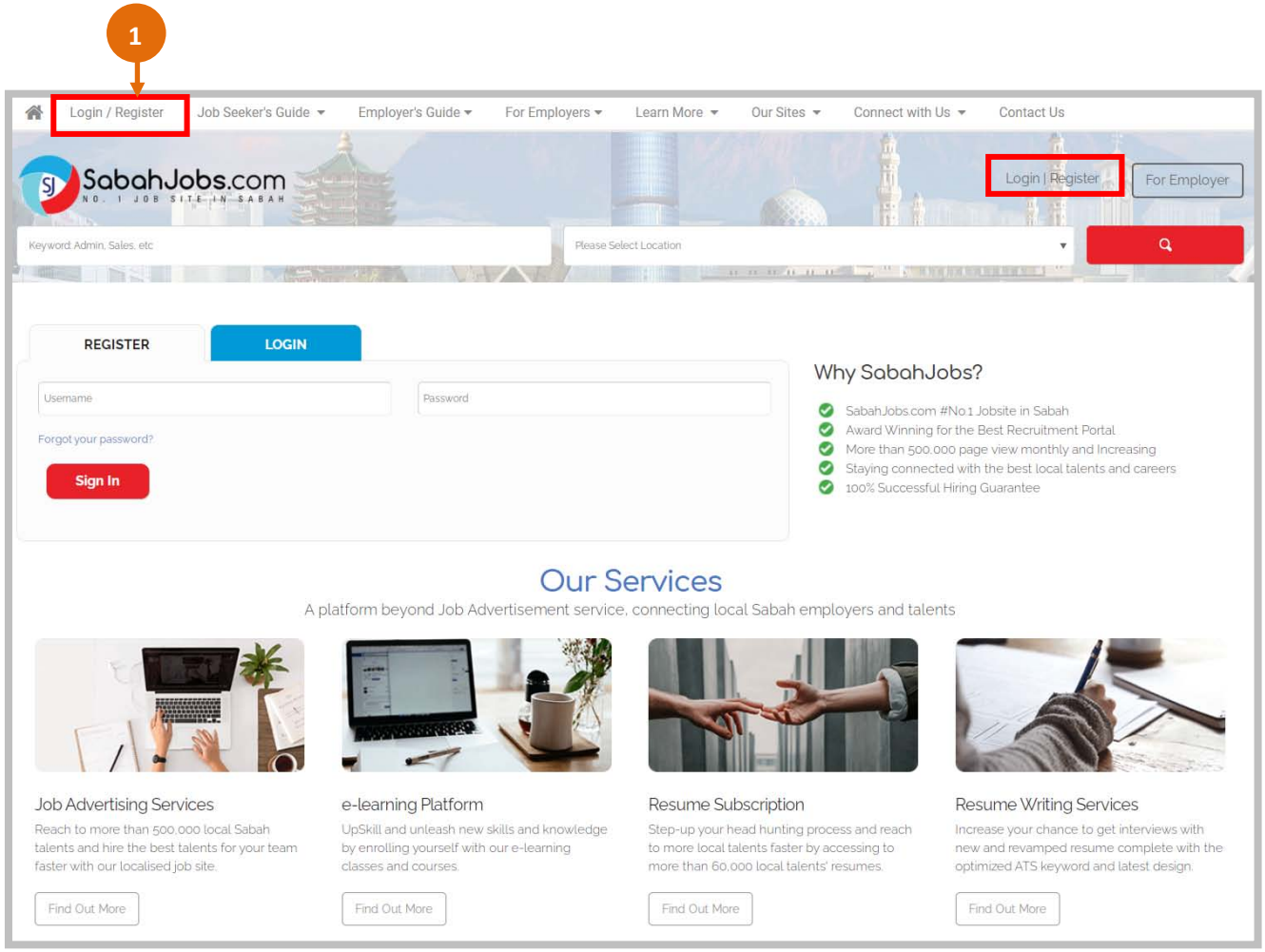
# | JOB SEEKER'S LOGIN: *Where to sign-in?*




1. Click **'Login/Register'** to access https://www.SabahJobs.com/login

2. Select **'LOGIN'** to sign-in to your Job Seeker's account

3. Key-in your **Username** & **Password**

4. Click '**Sign In**' to proceed

5. Click **'Forgot your password?'** to reset your password

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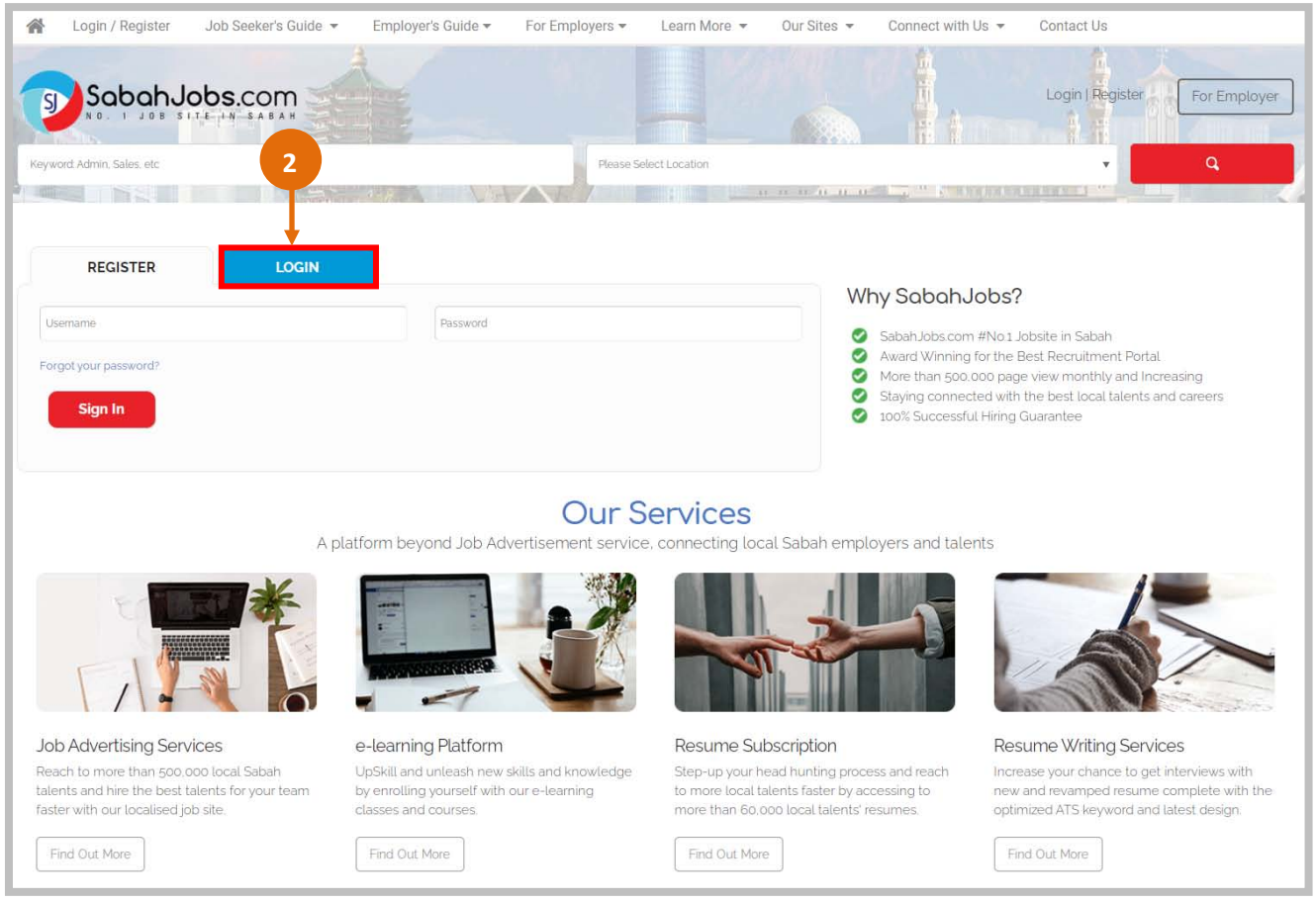


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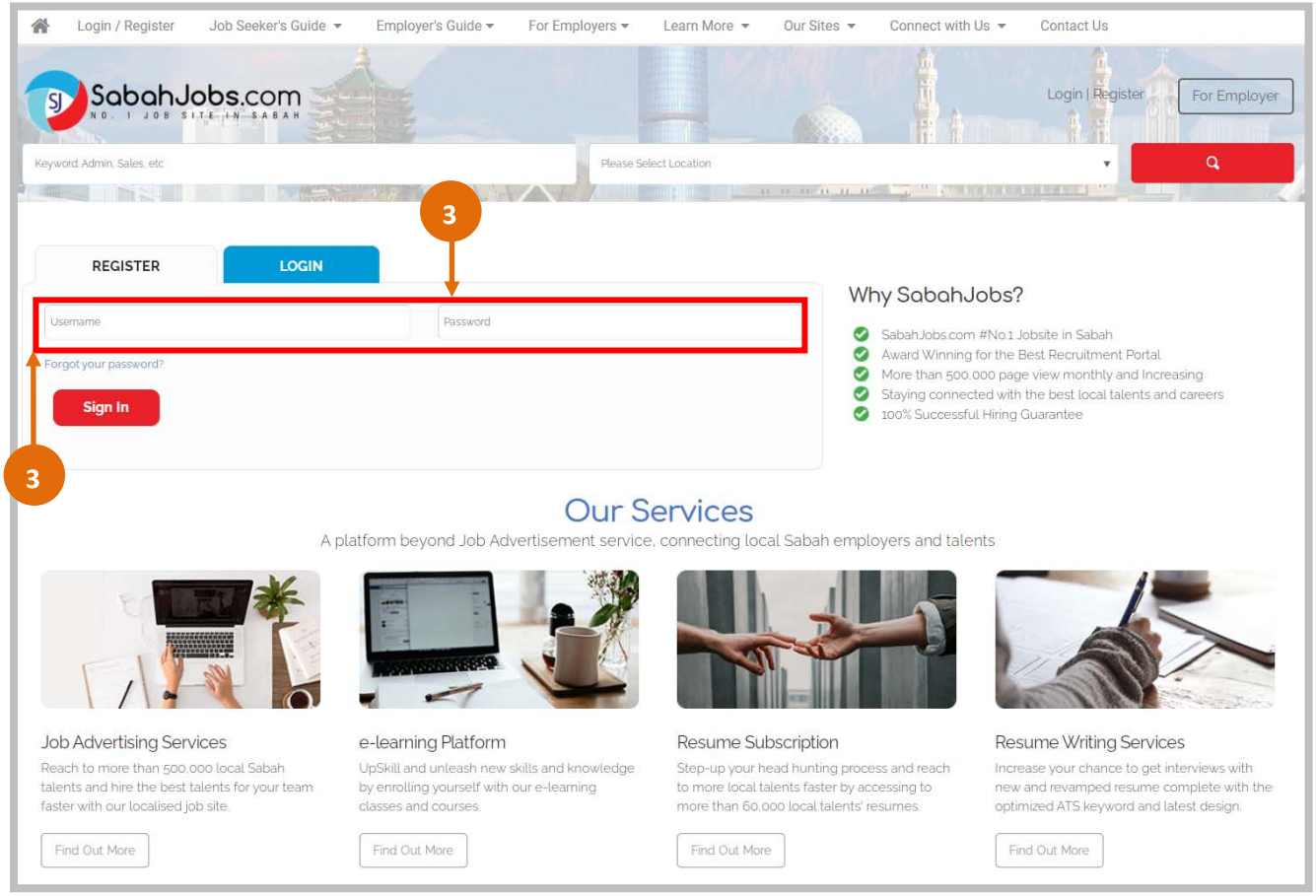


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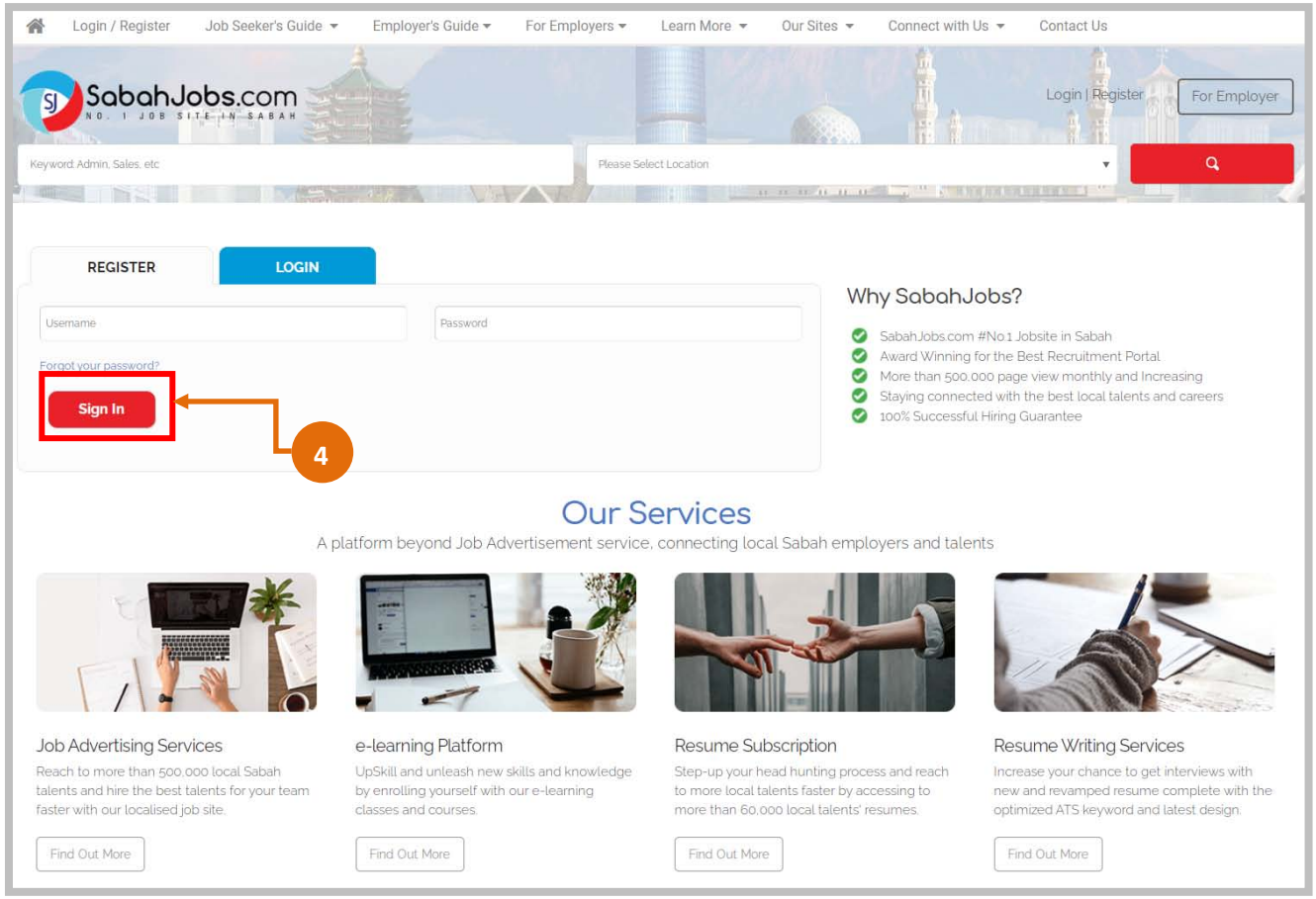


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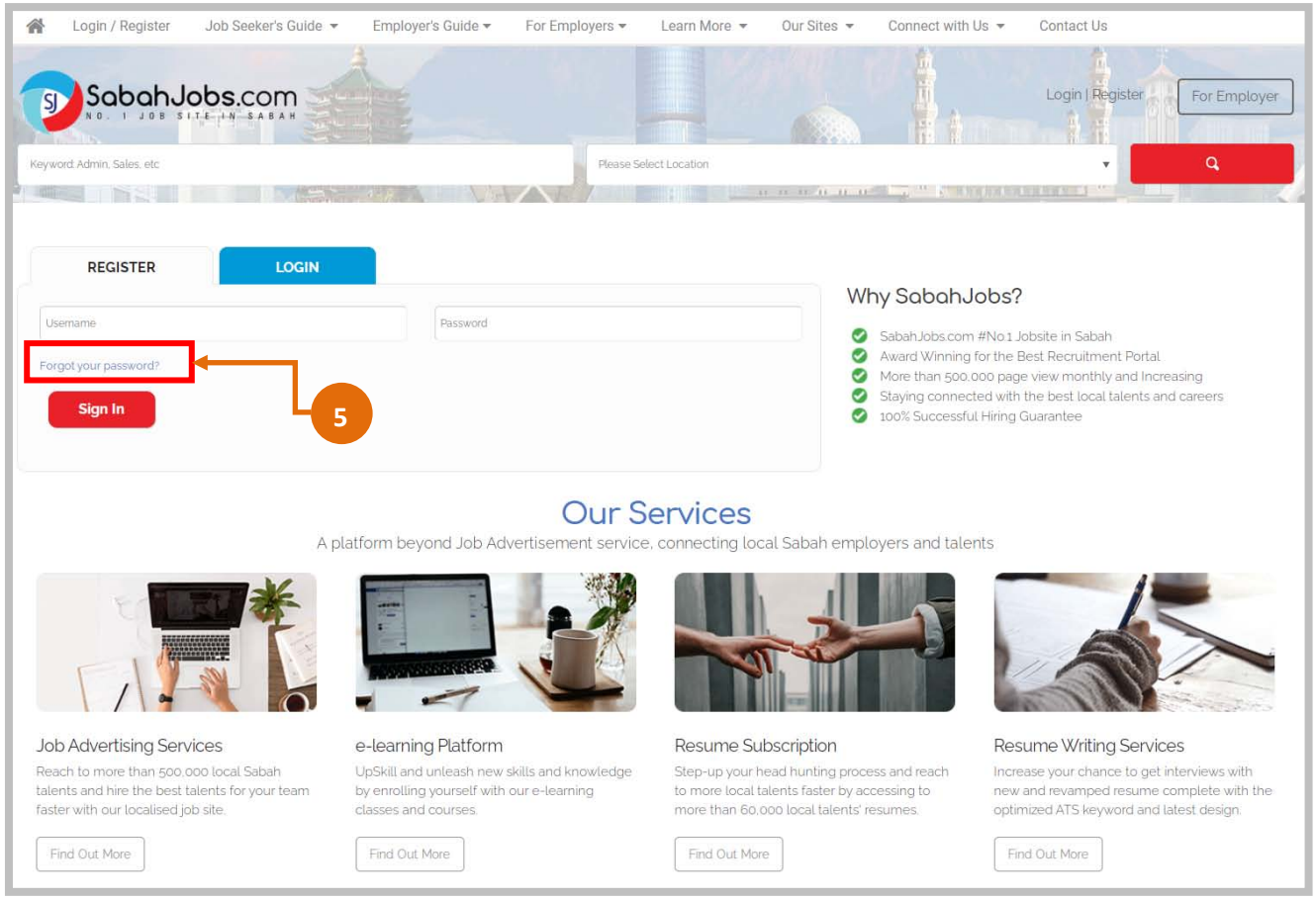


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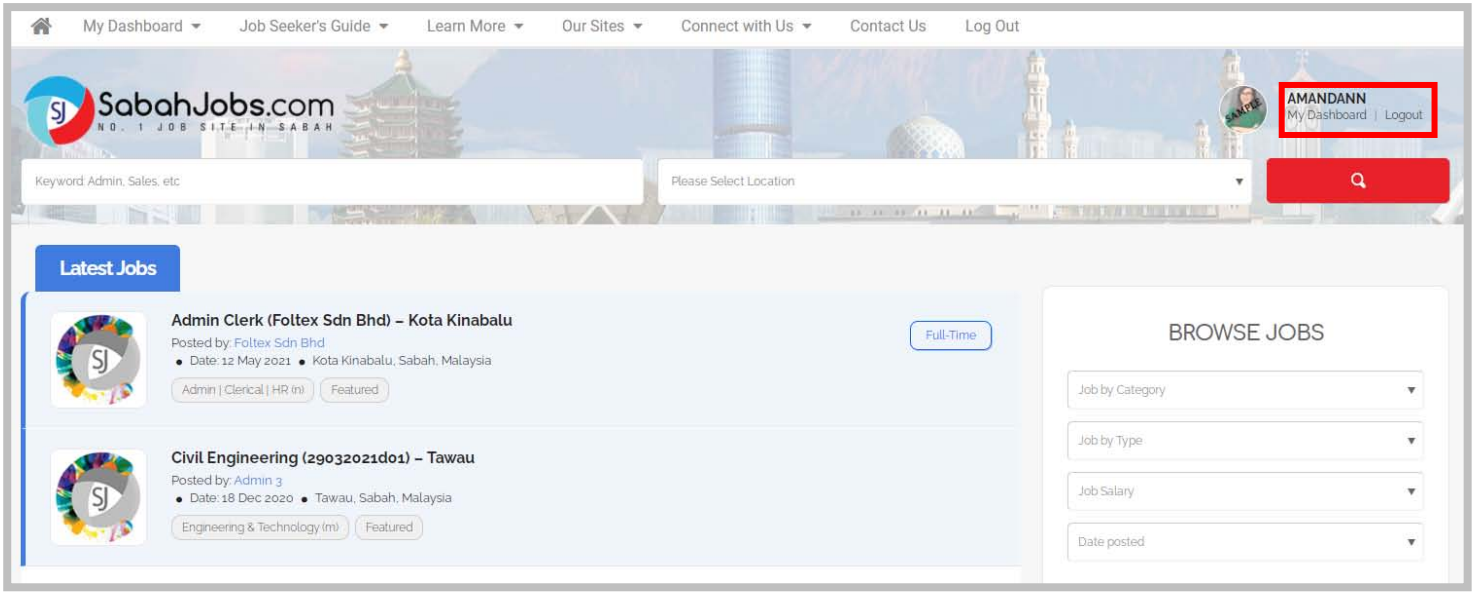
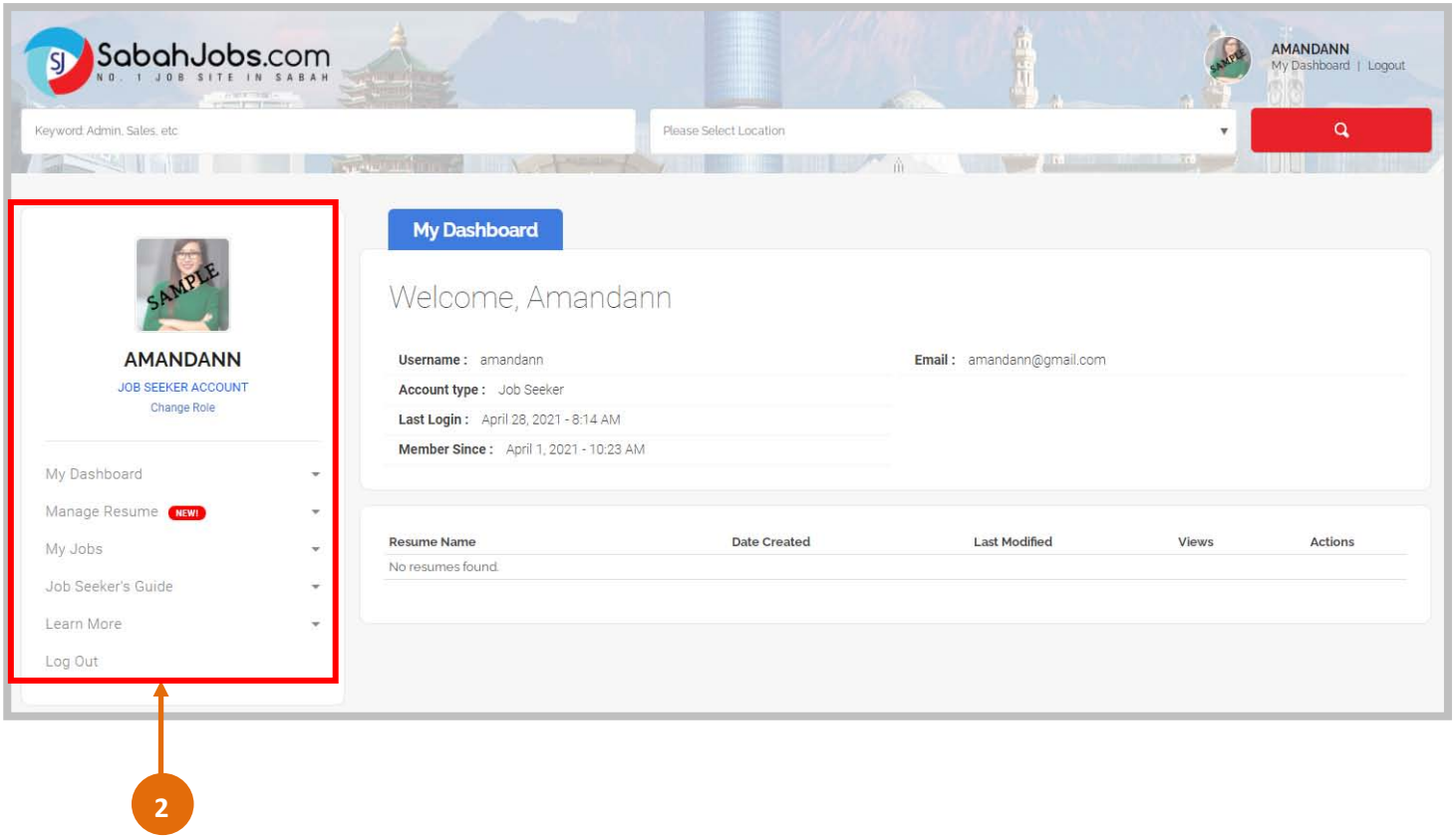
# | JOB SEEKER'S DASHBOARD: *Where is My Dashboard?*




Once you are signed-in to your job seeker's account, you will notice your **User Name** appearing on the top right corner.

1. Click **'My Dashboard'** to proceed to access your **Dashboard**.

# | JOB SEEKER'S DASHBOARD: *What's in My Dashboard?*

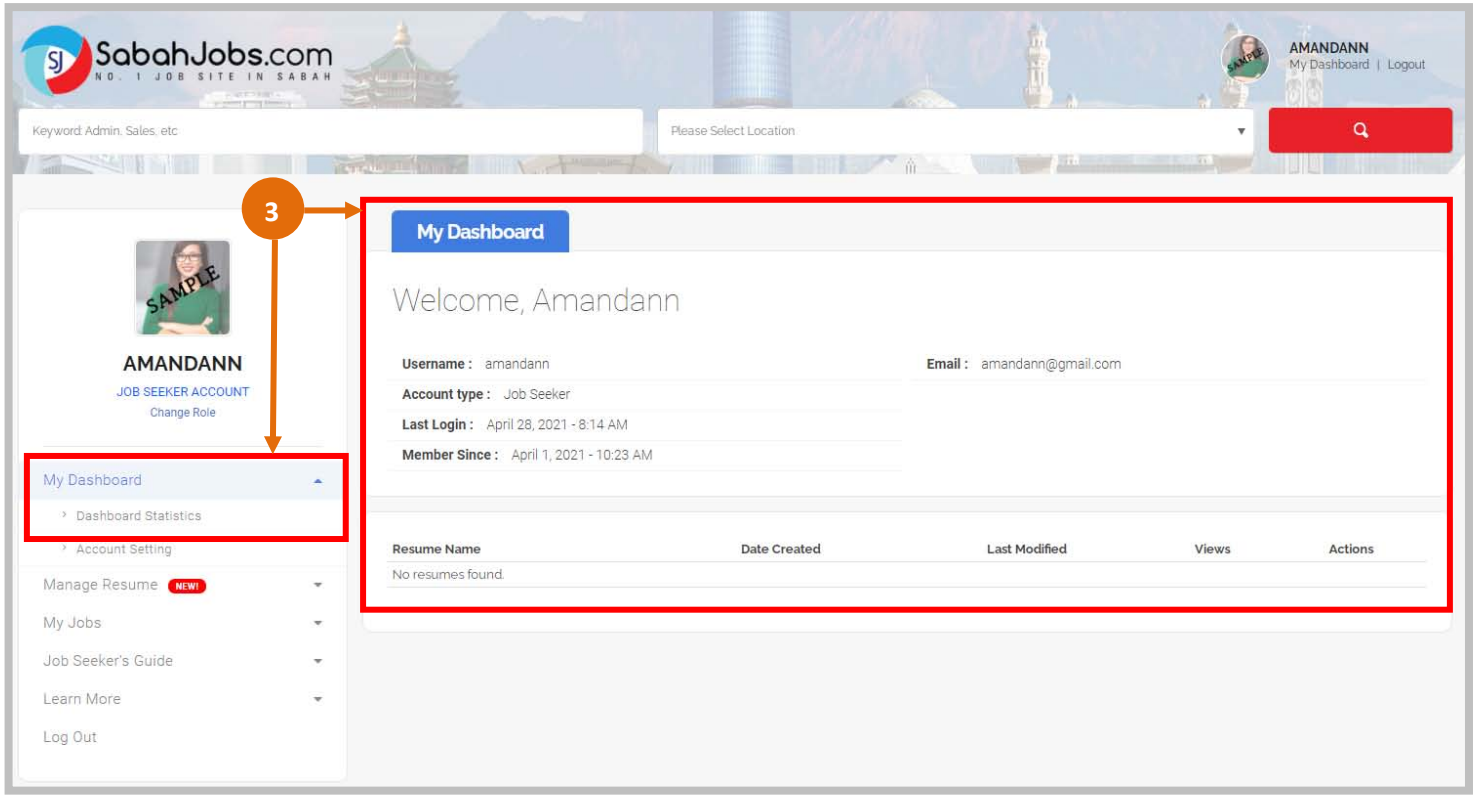



Welcome, you have now entered '**My Dashboard'**.

2 **Side Navigation Bar**

- Refer and use this **Side Navigation Bar** to help guide you through all job seeker-related pages that you'll like to access quickly.

# | JOB SEEKER'S DASHBOARD: *Dashboard Statistics*




**My Dashboard** displays your job seeker account details as well as the access to view;

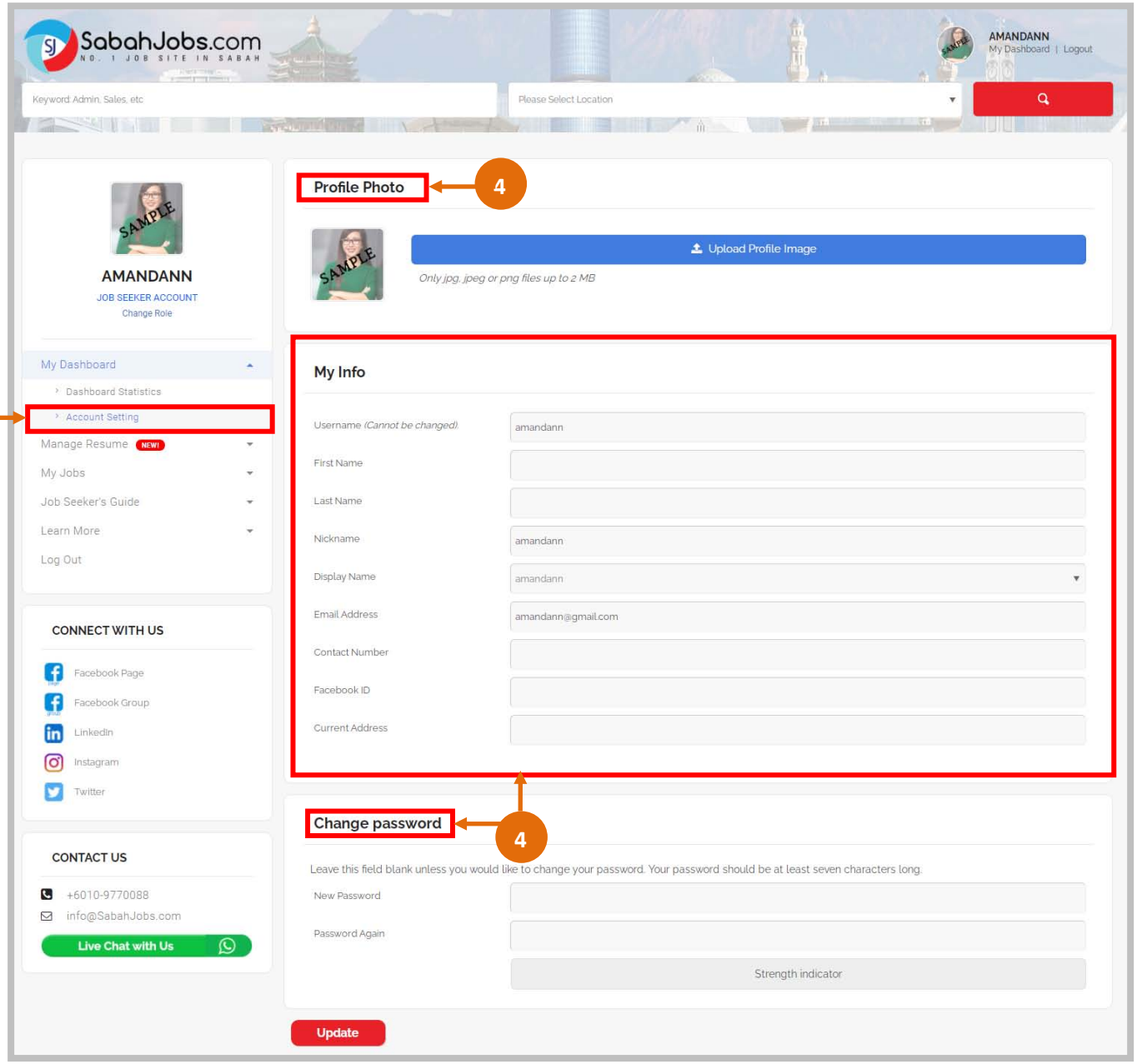
3 **Dashboard Statistics**

Your registered Email Address, Username, Account Type & Online Resume created

4 **Account Setting**

- Ensure to upload your **'Profile Photo'**
- Update your Email Address under the **My Info** section
- Change your Password

# | JOB SEEKER'S DASHBOARD: *Account Setting*

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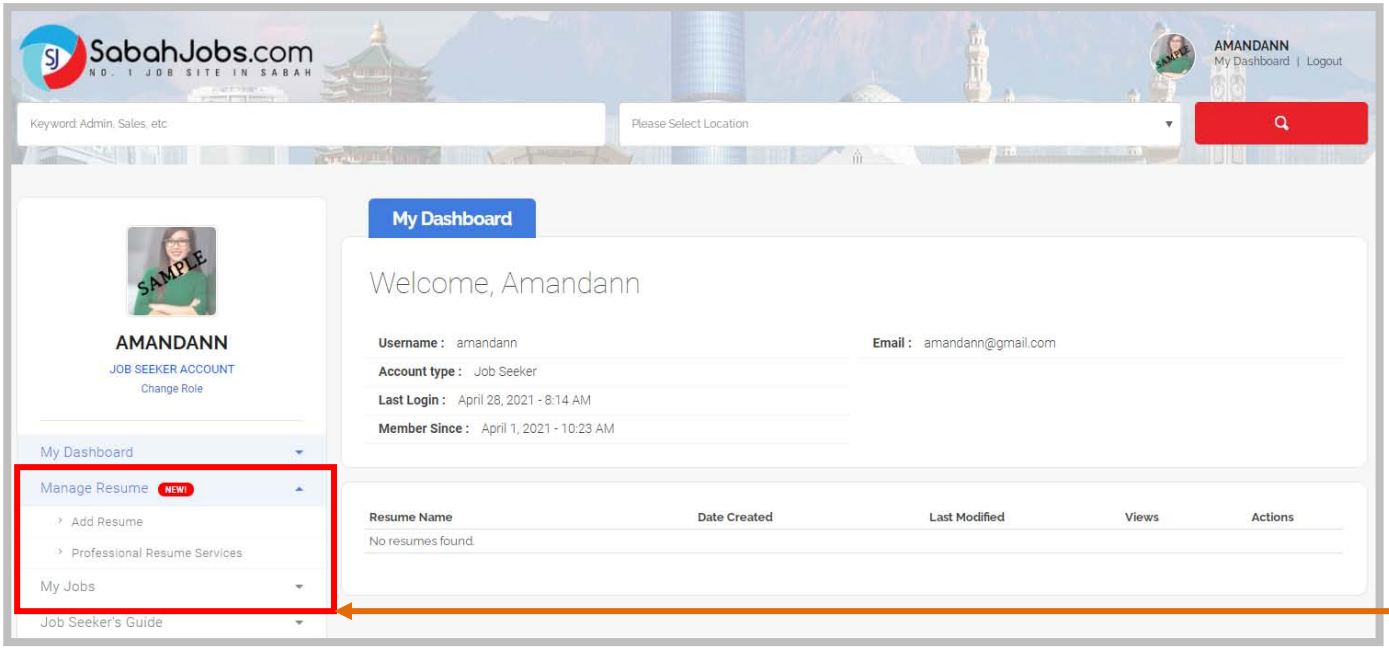
# | ADD RESUME: *How to Create Online Resume?*

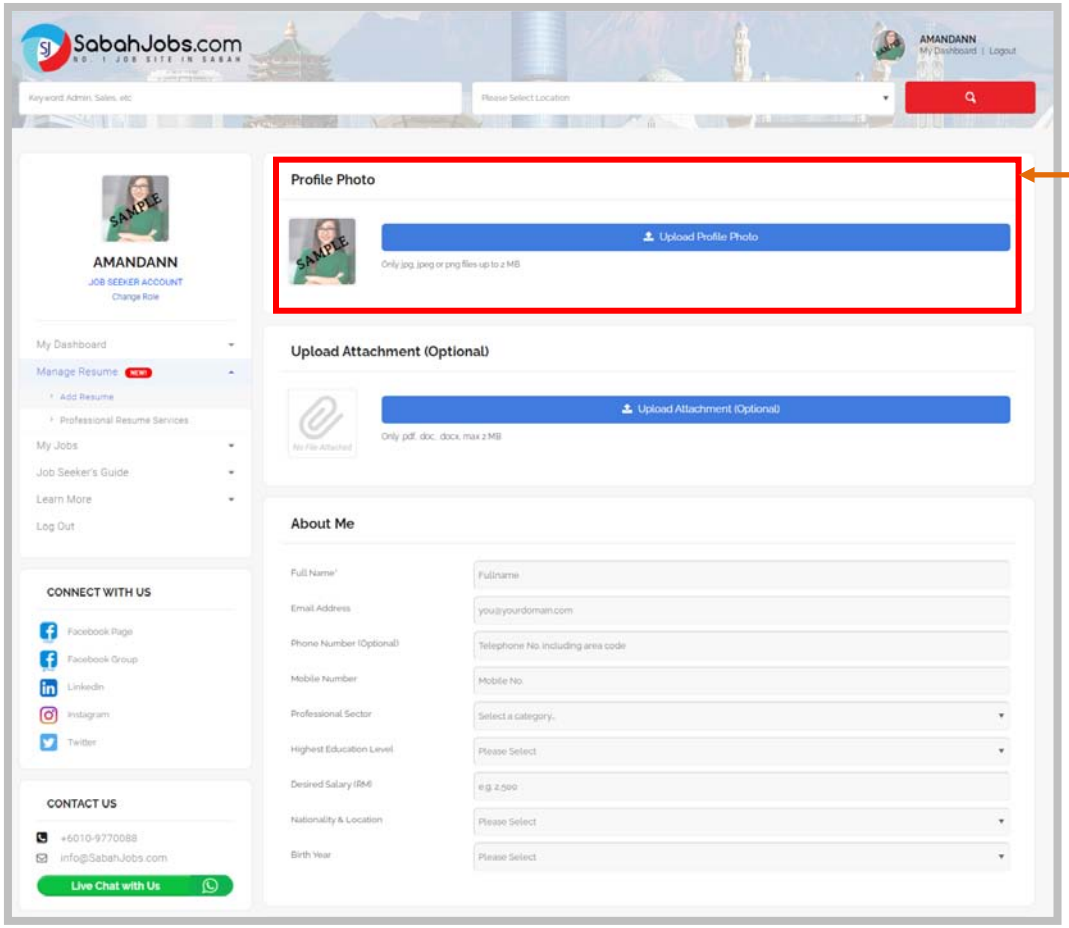



Remember to always use the **Side Navigation Bar** on the left.

> Go to **'Manage Resume'**

> Click **'Add Resume'**
You will be directed to **'Add Resume'** page to begin creating your Online Resume.

# | ADD RESUME: ***How to Create Online Resume?***




**How to <u>Add Resume</u>?**
Follow the steps to complete the input of all essential information;

1. **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
2. **Upload Attachment (Optional):** Upload your supporting document *(in Word doc or pdf)*
3. About Me section: Key-in all basic information
4. Spoken Language section: Choose and tick which language skill that you possess
5. Career Objective & Summary section
6. Experience section: Include complete details of your working experience.
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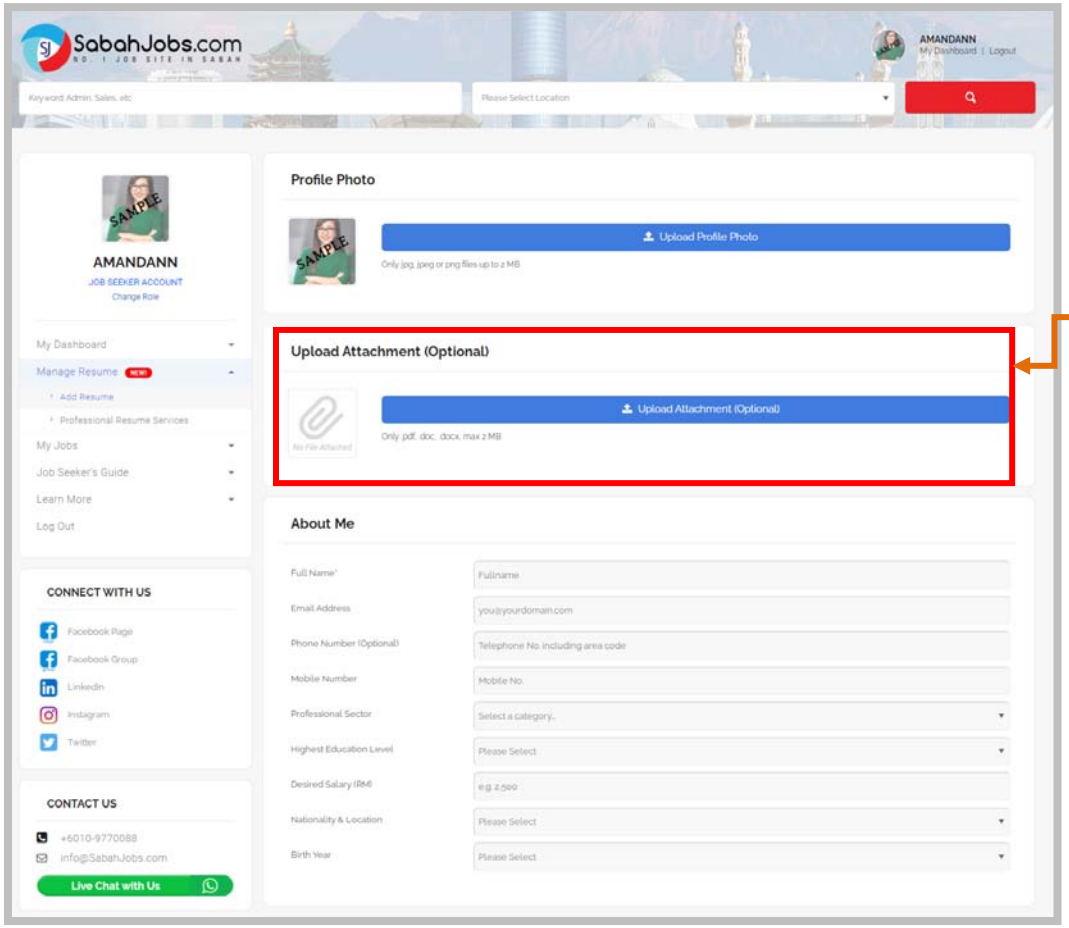


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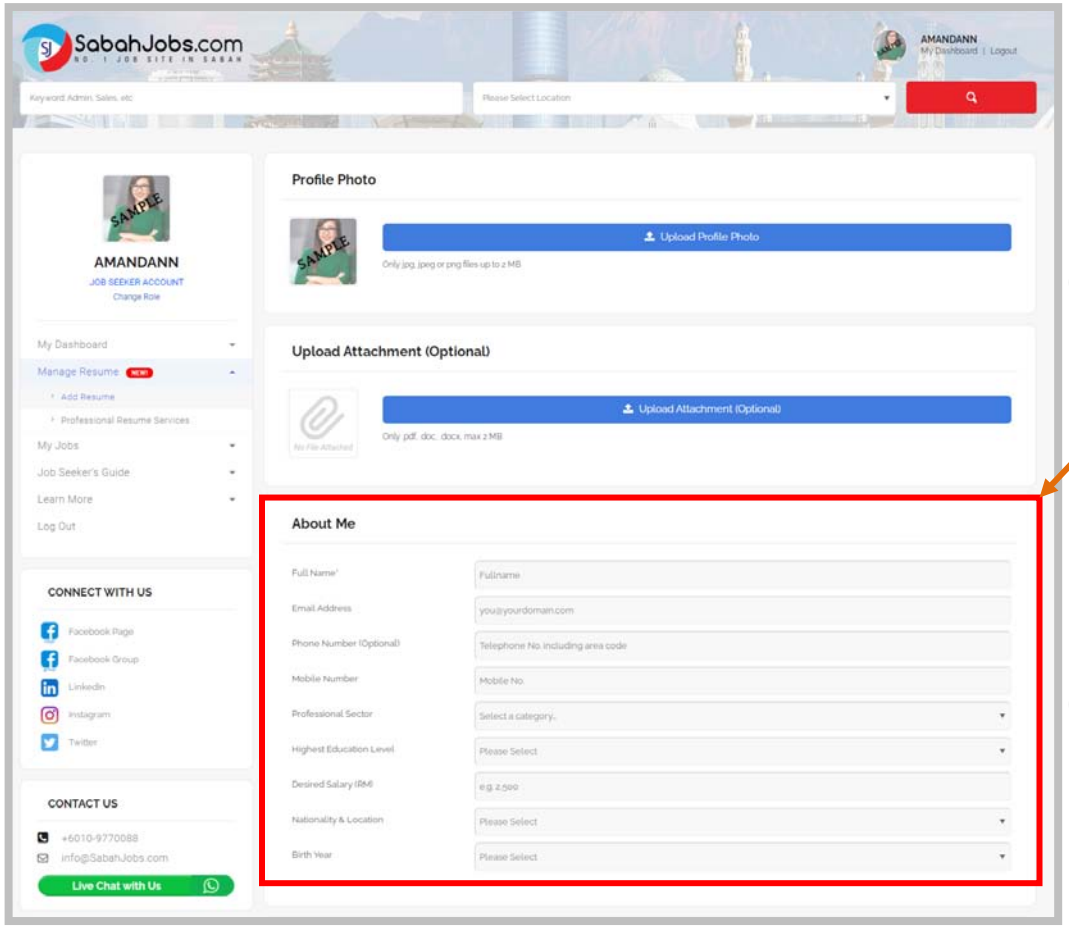


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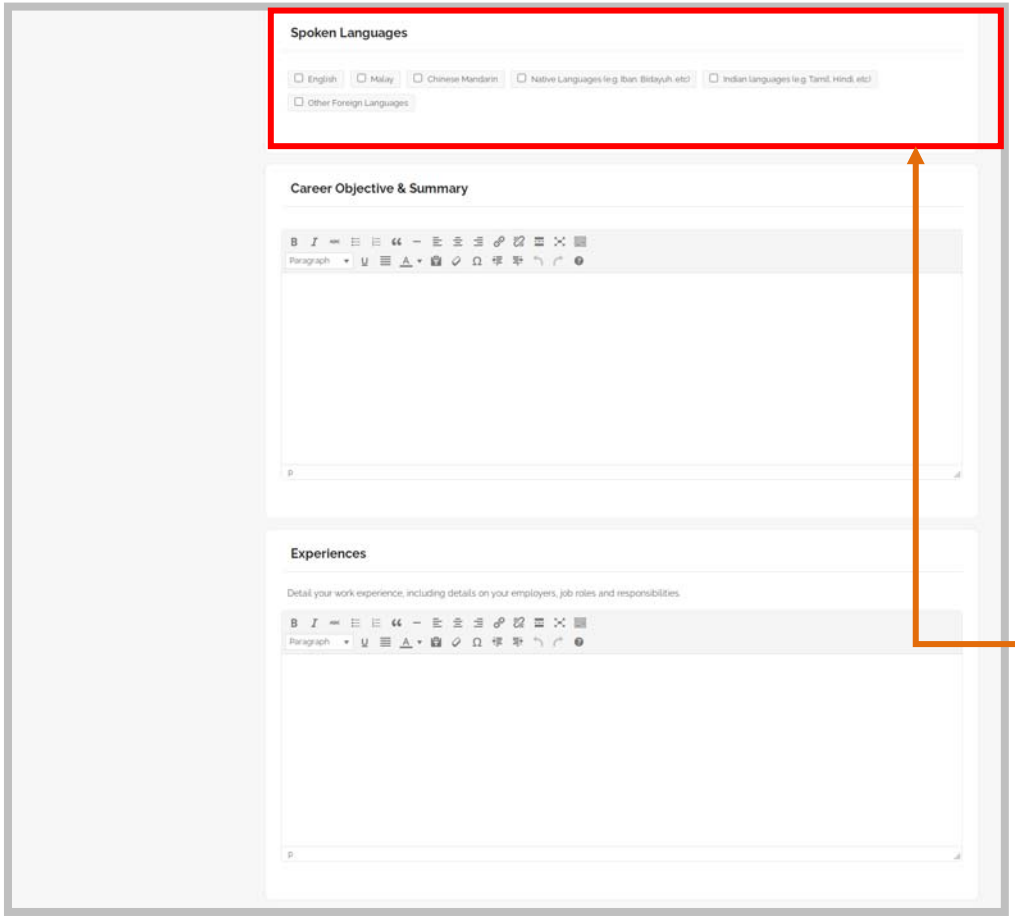


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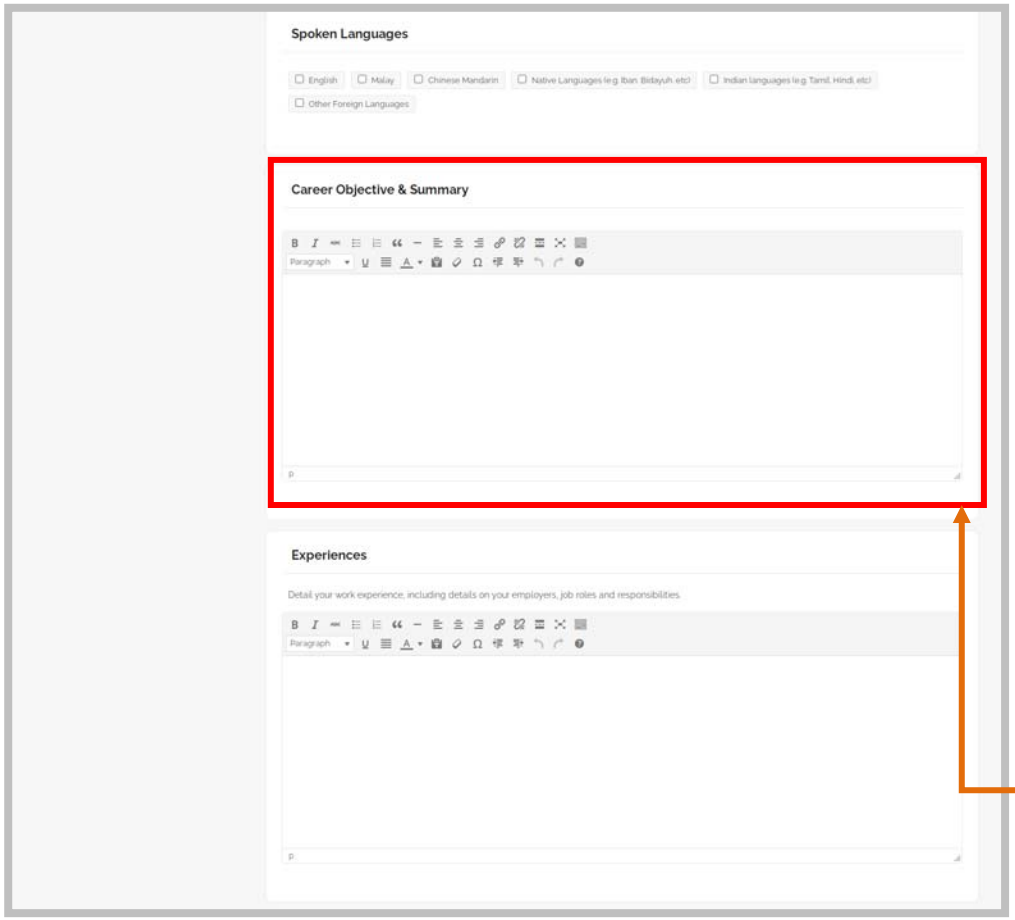


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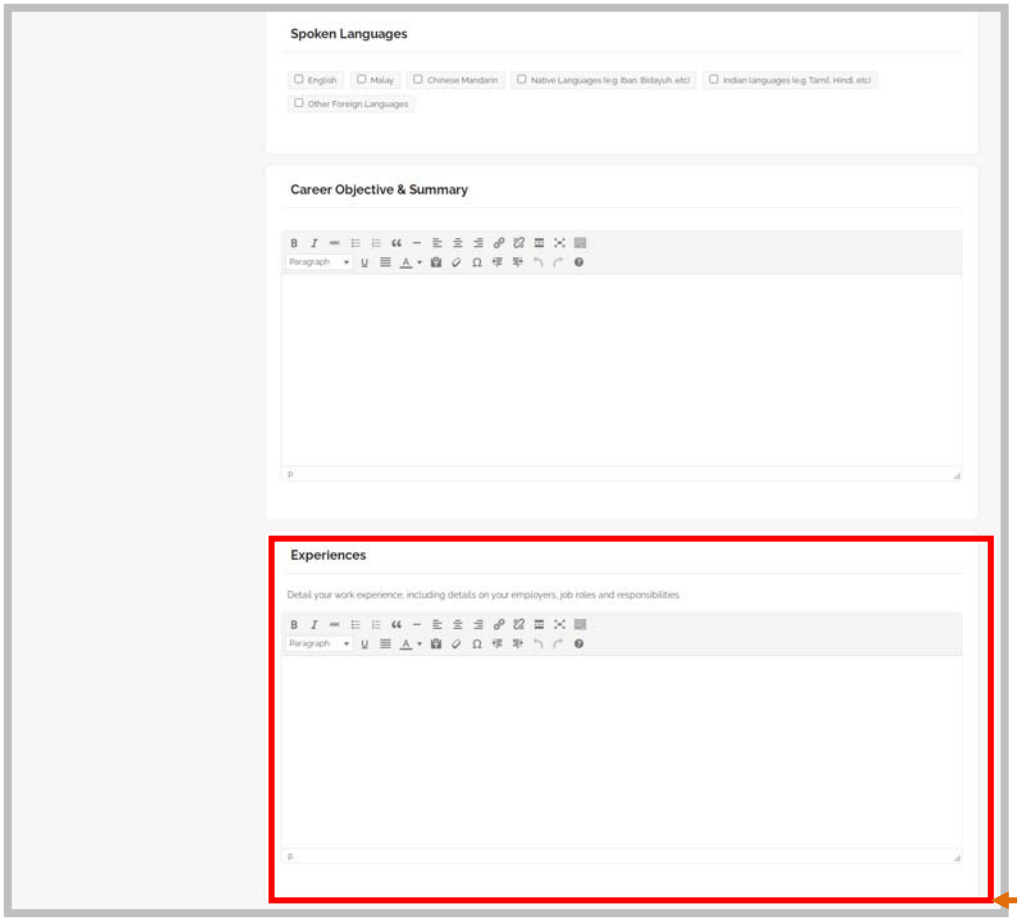


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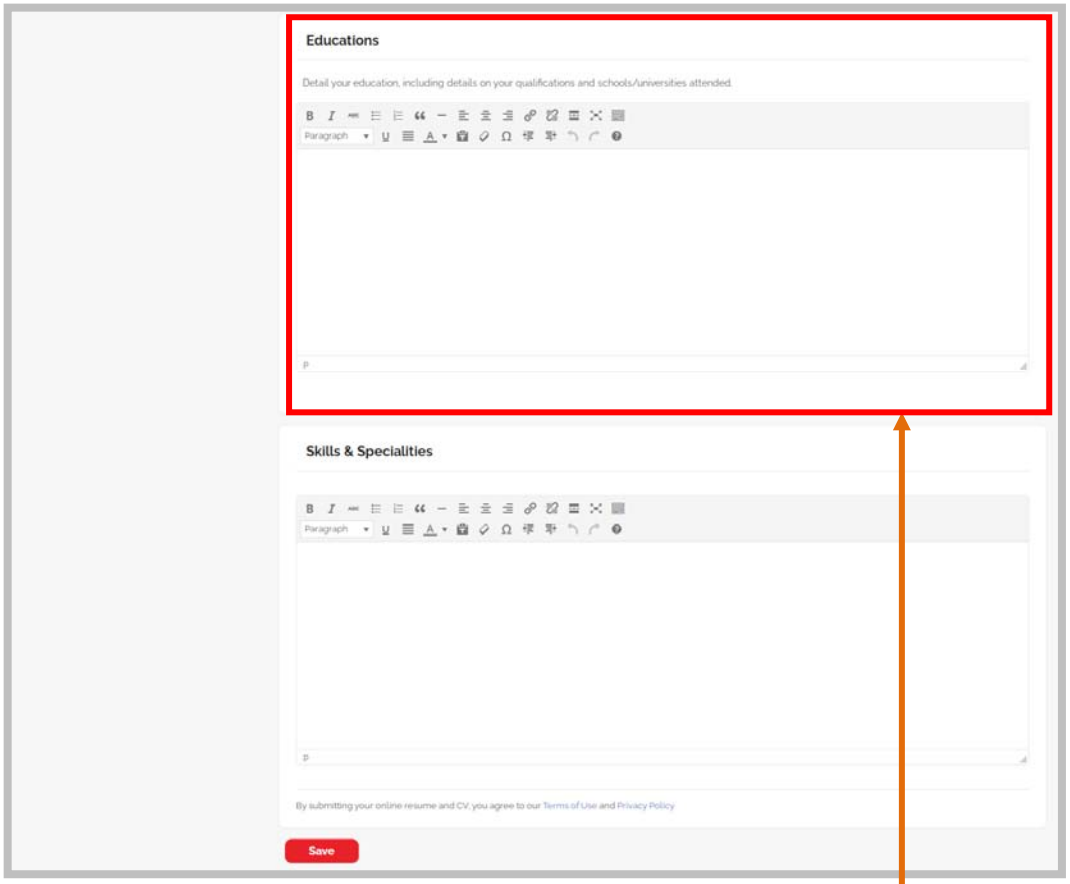


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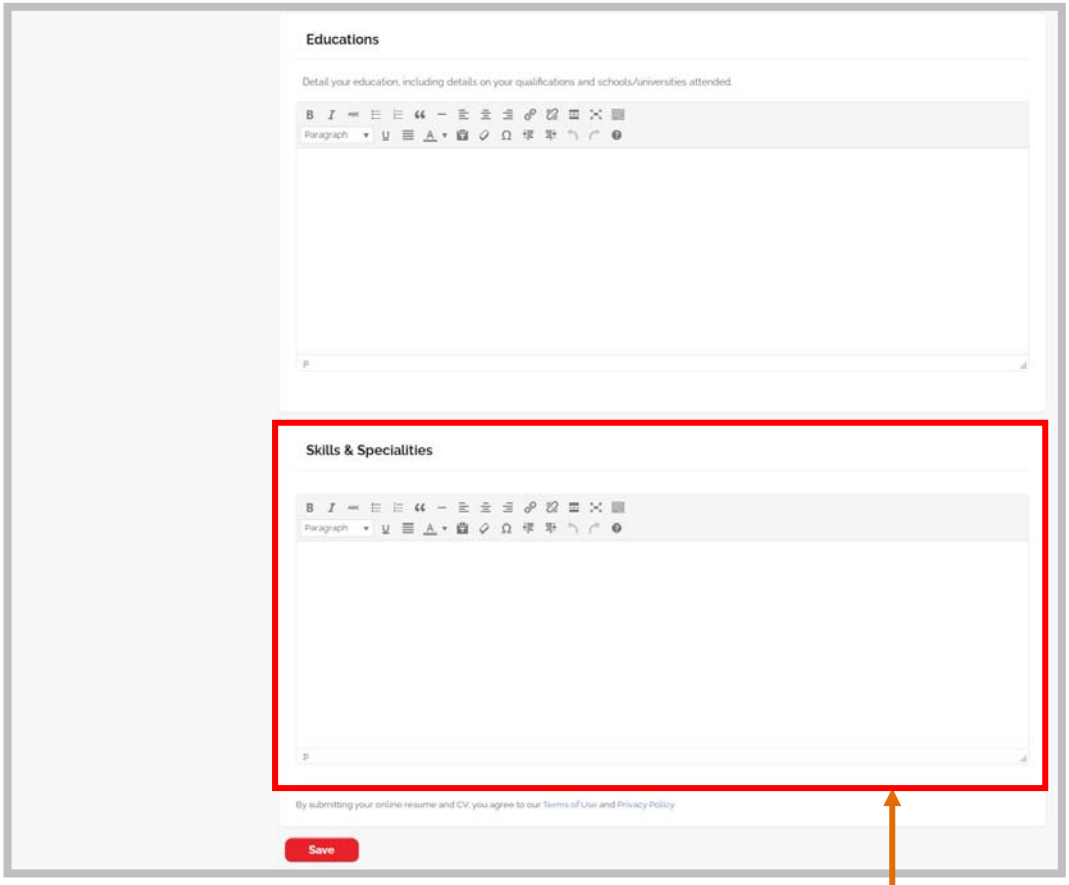


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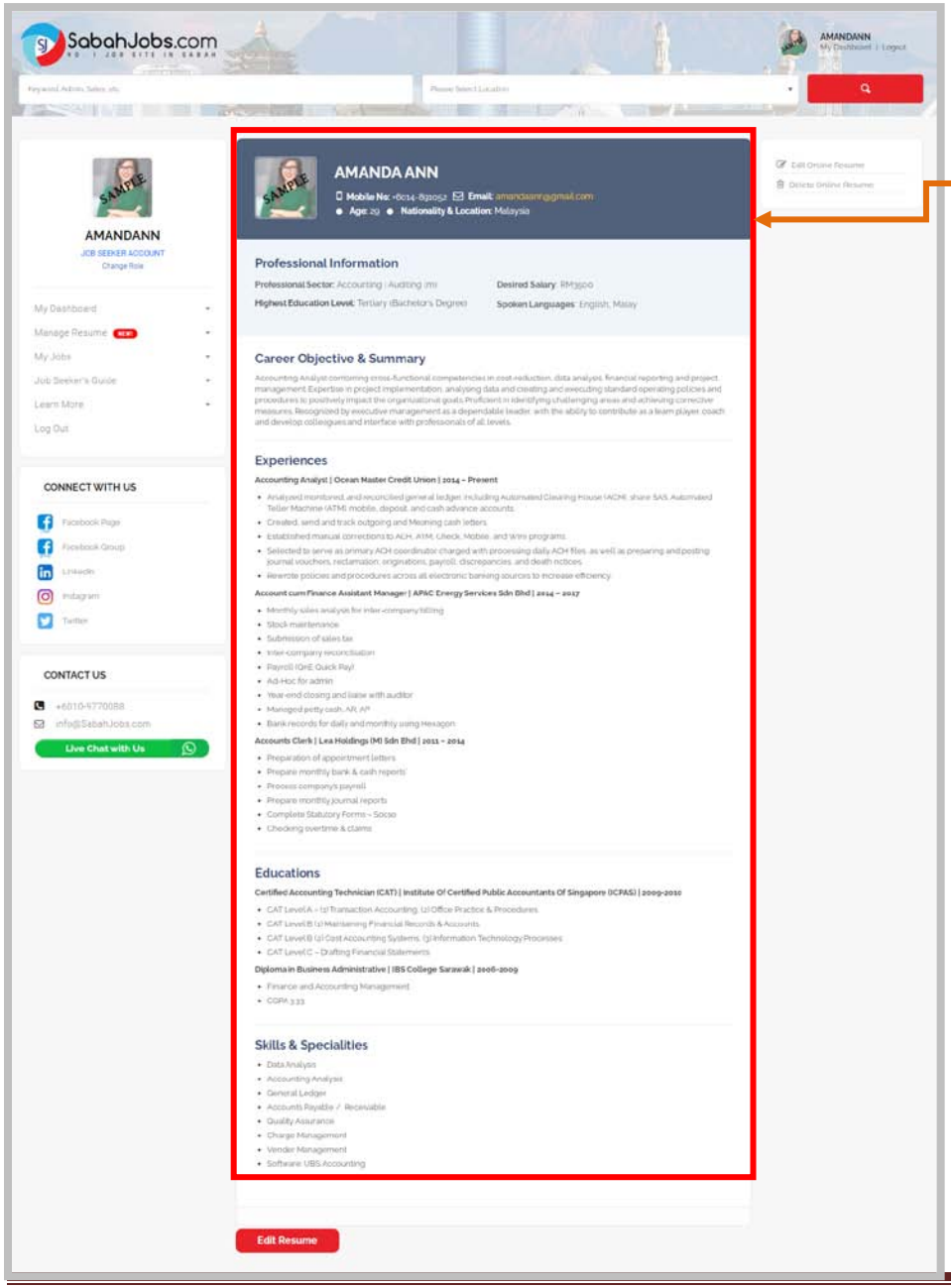


Upon submission of all Resume details, you will be directed to your completed **Online Resume page**.

1. Review your Online Resume; ensure all information are accurate
2. Edit Online Resume to make amendment on your resume
3. Delete Online Resume to delete your resume

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***Refer to page 10 to 18 to re-create your online resume.***

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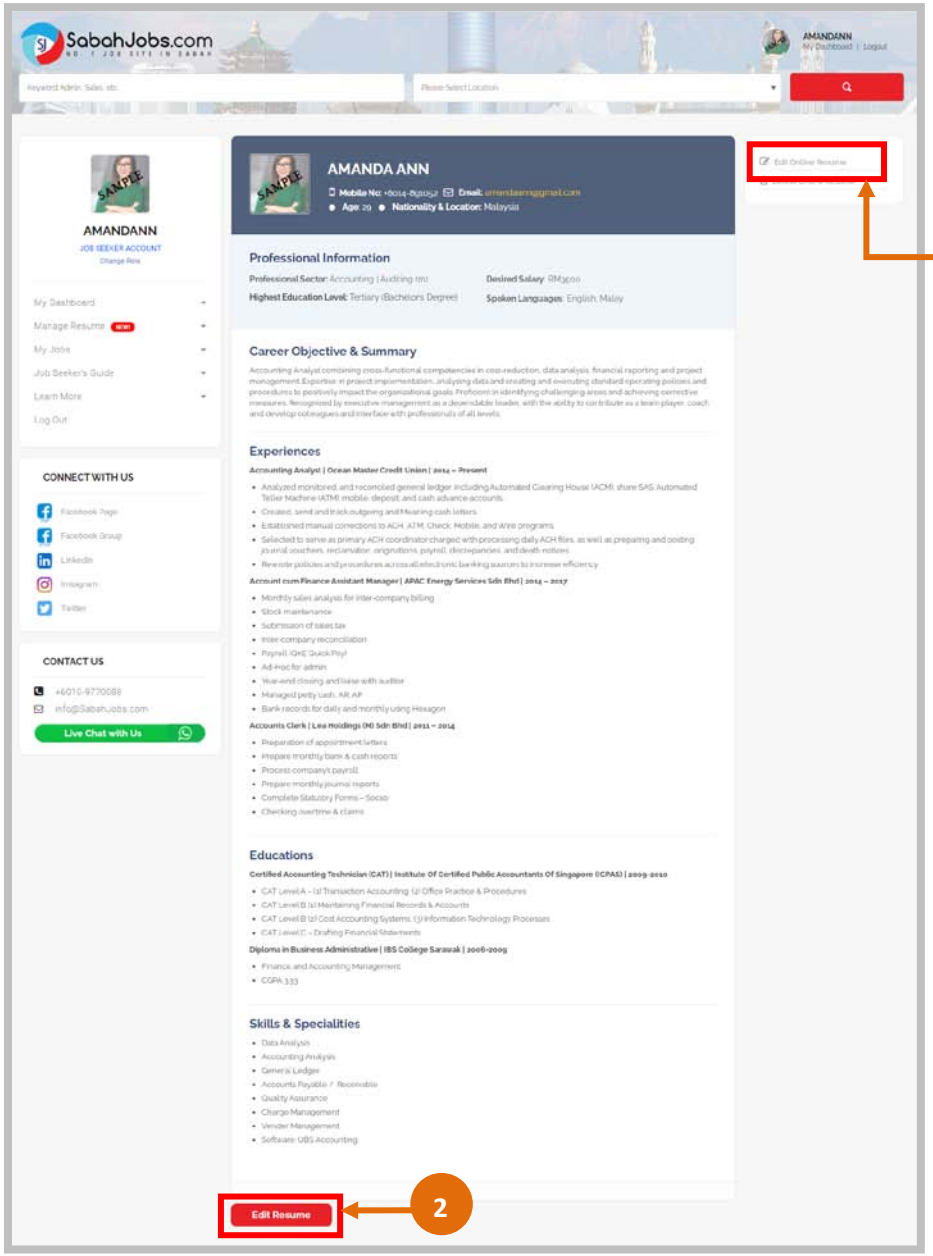


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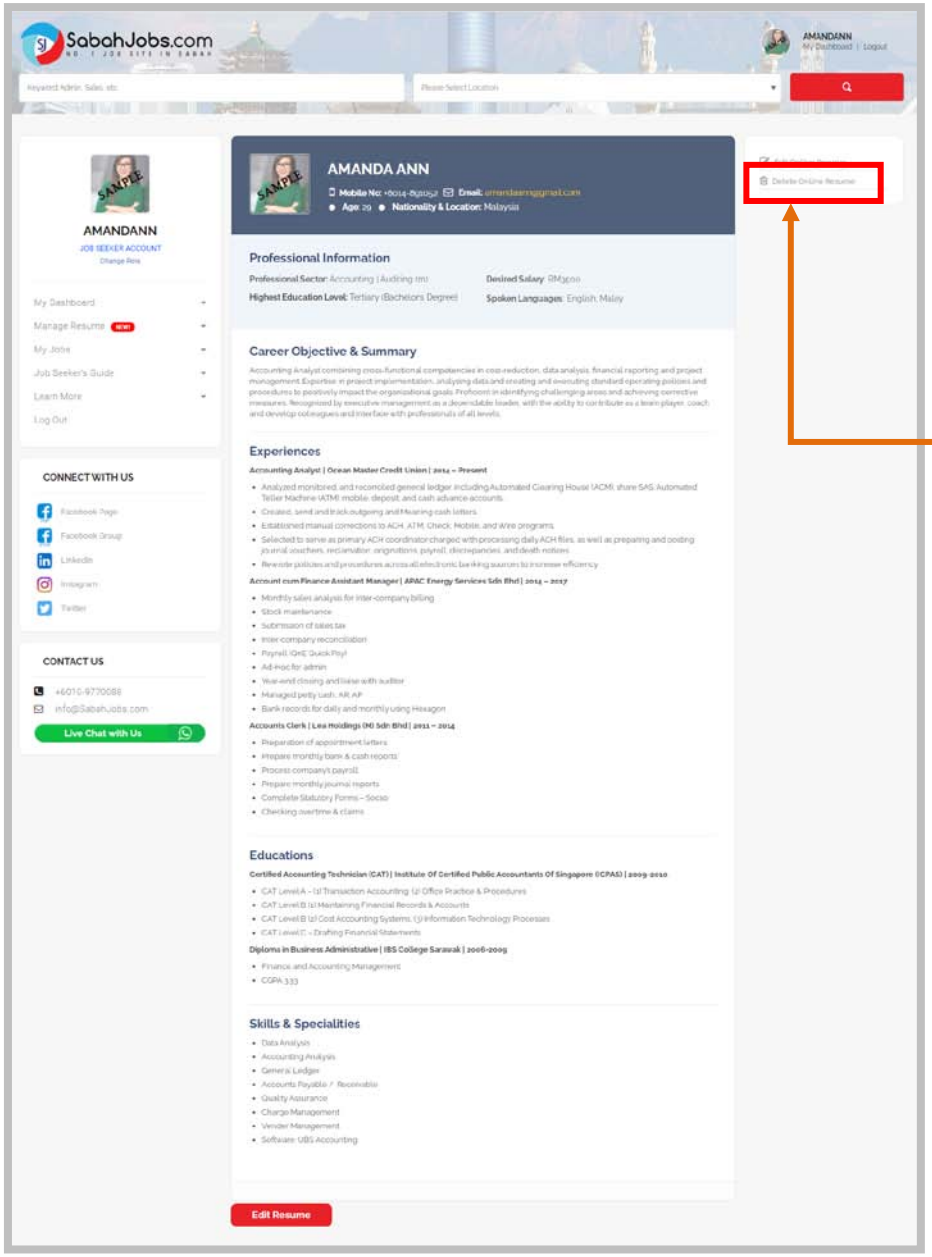


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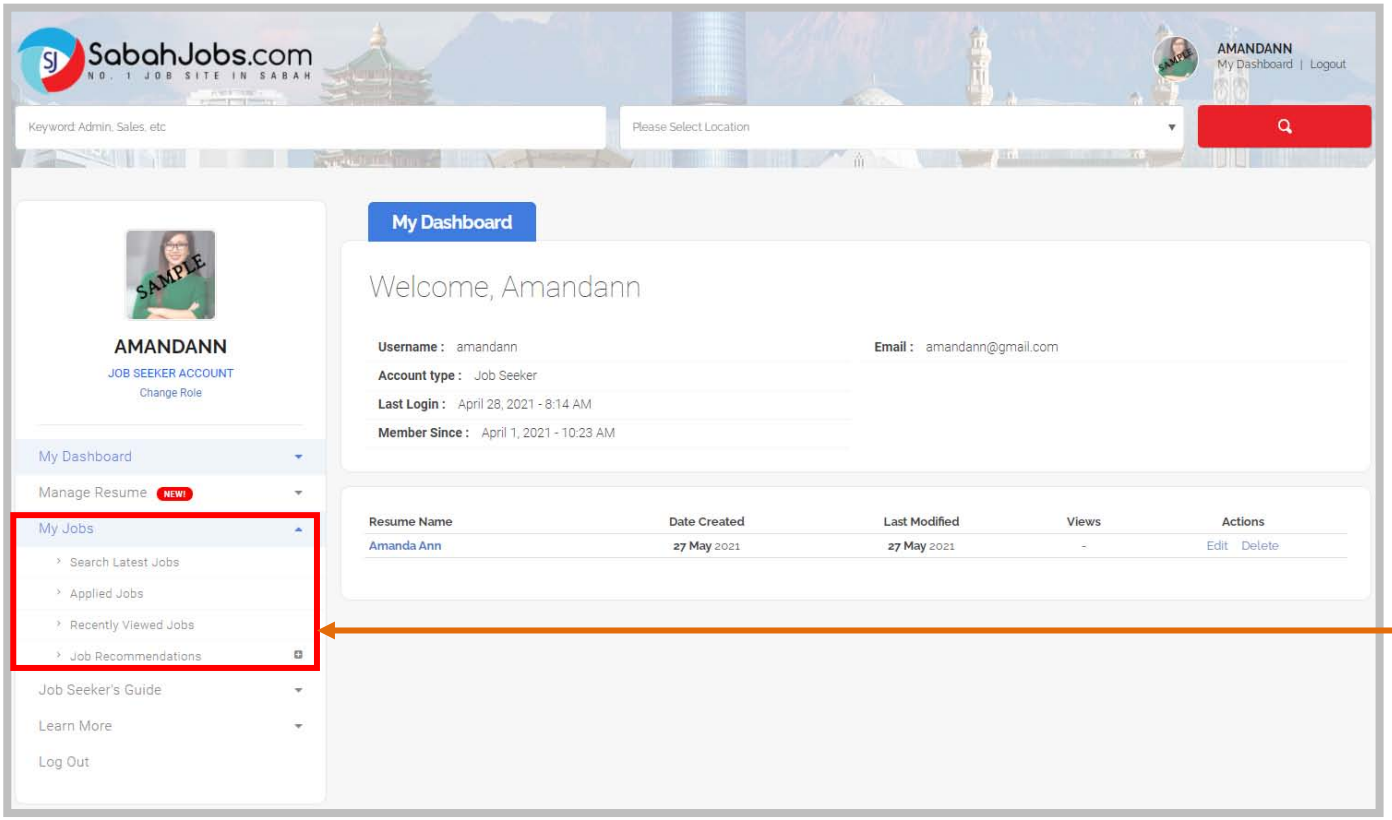


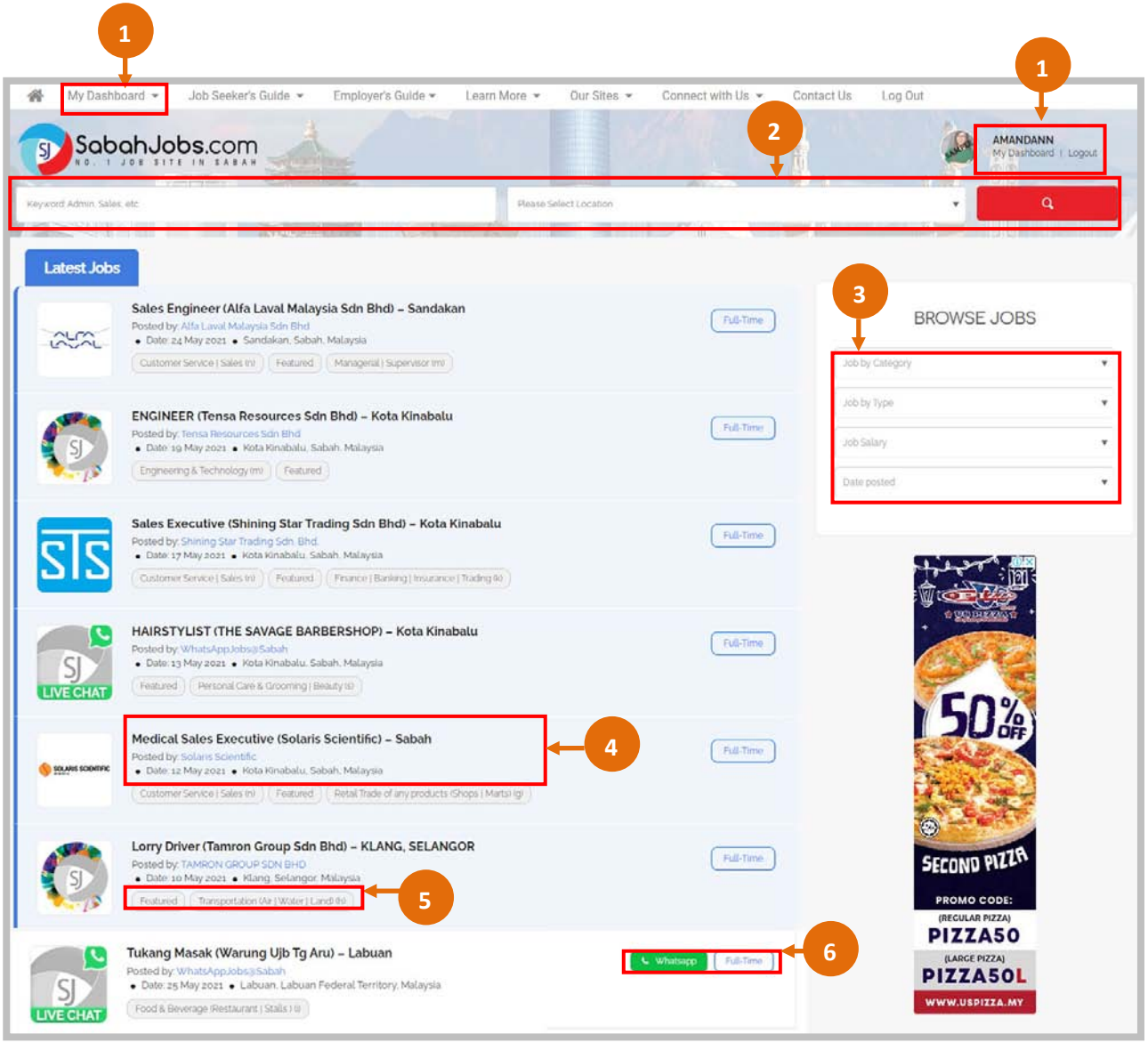

Remember to always use the **Side Navigation Bar** on the left.

> Go to **'My Jobs'**

> Click **'Search Latest Jobs'** You will be directed to the **Latest Jobs** page to begin your job search.

Or go to the **Latest Jobs** page: https://www.SabahJobs.com/latest-jobs/

# | MY JOBS: *How to Search Latest Jobs?*




On the Latest Jobs Page, it will display all available jobs. Below is an overview guide.

1 **My Dashboard** button:
Click to go back to your Dashboard

2 **Search Function** section:
Search jobs via Key words & Location
See more tips on page 24

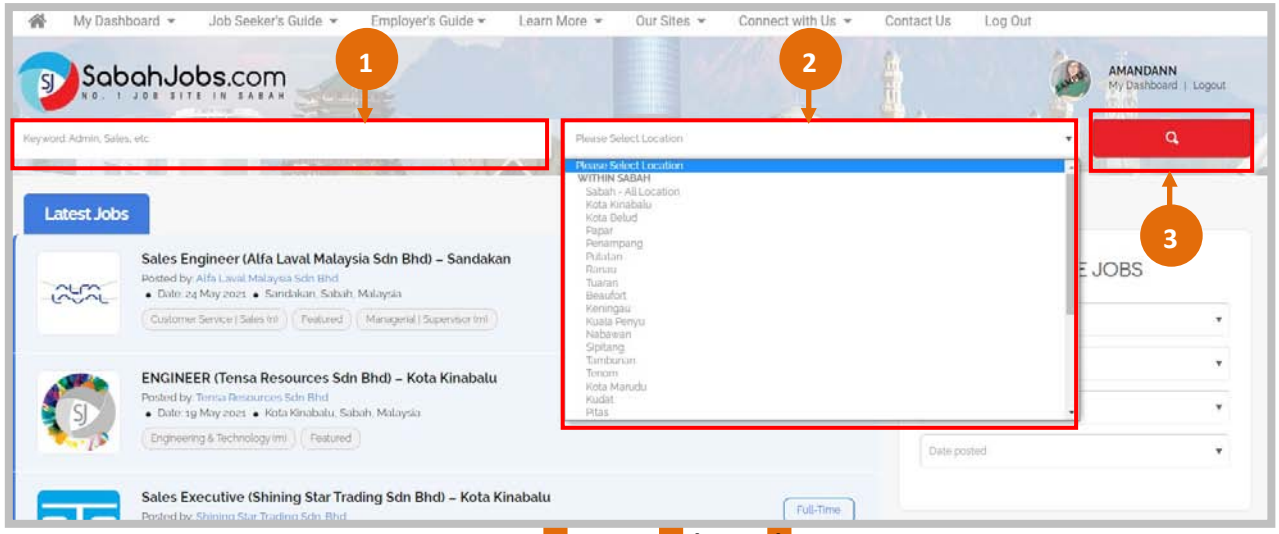
3 **Browse Jobs** section:
Search jobs via Job Category, Job Type, etc.
See more tips on page 25

4 **Each Job Ad displays information such as:**
> Job Title & Location
> Company Name
> Date posted
Click on **Job Title** to see more job information

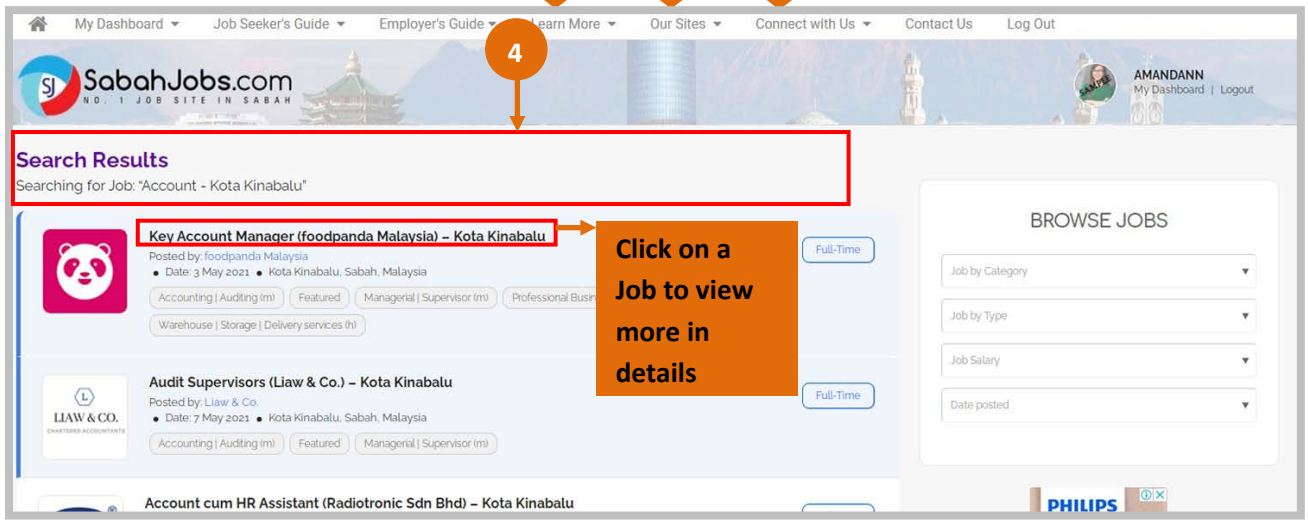
5 **Job Category for each Job:**
*Clickable Button that directs you to relevant jobs*
*ie: Accounting | Auditing (m) / General Work (s)*

6 **Job Type** button display:
*ie: Full Time / Part Time / Whatsapp / Contract and etc.*
NOTE: 'Whatsapp' button indicates the job ad can be applied via WhatsApp

# | MY JOBS: *How to Search Latest Jobs*




**Instant Search Results**




On the Latest Jobs Page, simply begin to search for jobs through **Keywords** & **Location**:

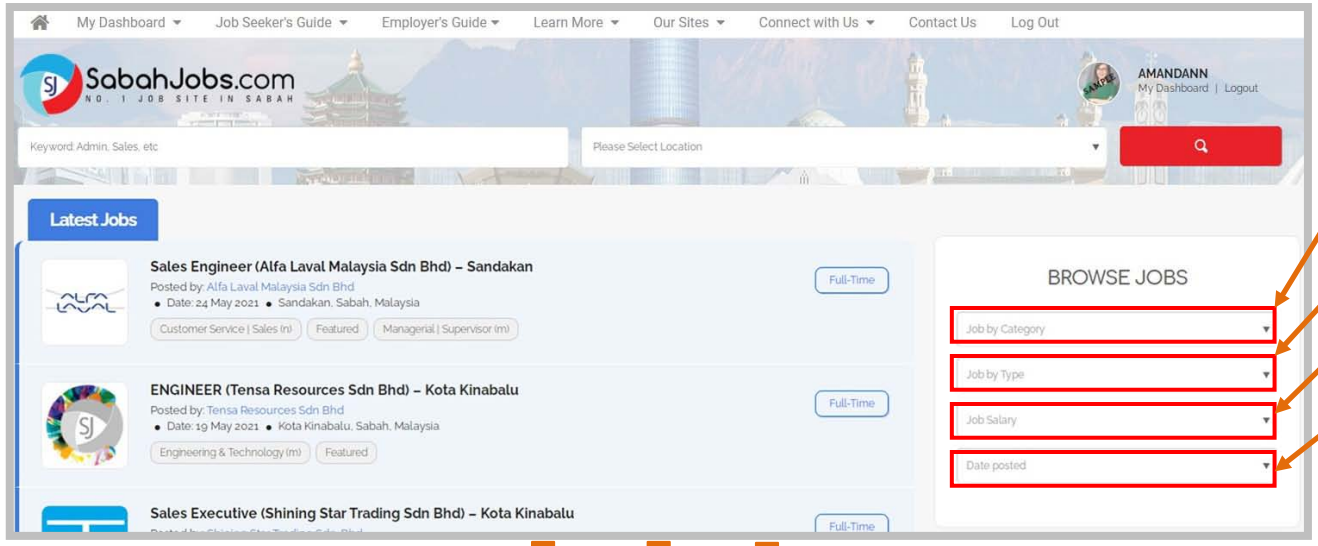
1. **Keywords** section:
   Key-in the Job Category/ Company Name that you wish search for
   i.e. Account

2. **Location** section:
   Search jobs based on your preferred location
   i.e. Kota Kinabalu

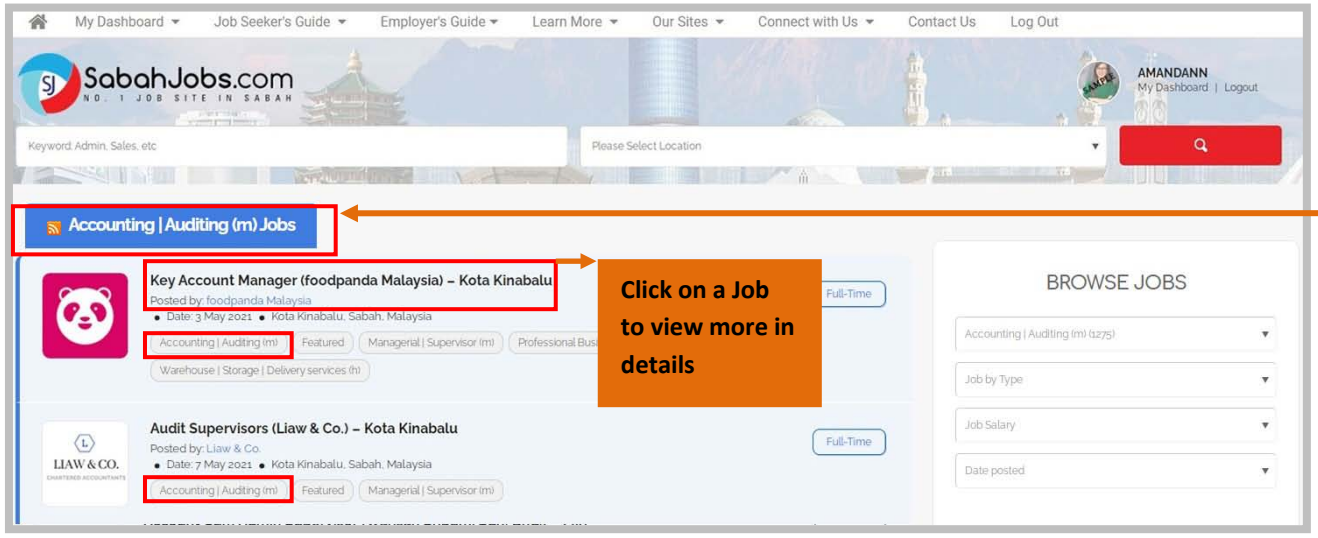
3. Click on the **'RED'** button to generate the Search result

4. **'Instant Search Results'**
   Related job ads based on your 'keyword' used and 'Location' selected are displayed instantly

# | MY JOBS: *Search Jobs using 'Browse Jobs' function*




**Instant Search Results**




**Click on a Job to view more in details**

On the 'Latest Jobs' page, **BROWSE** and filter jobs based on any 4 selections;

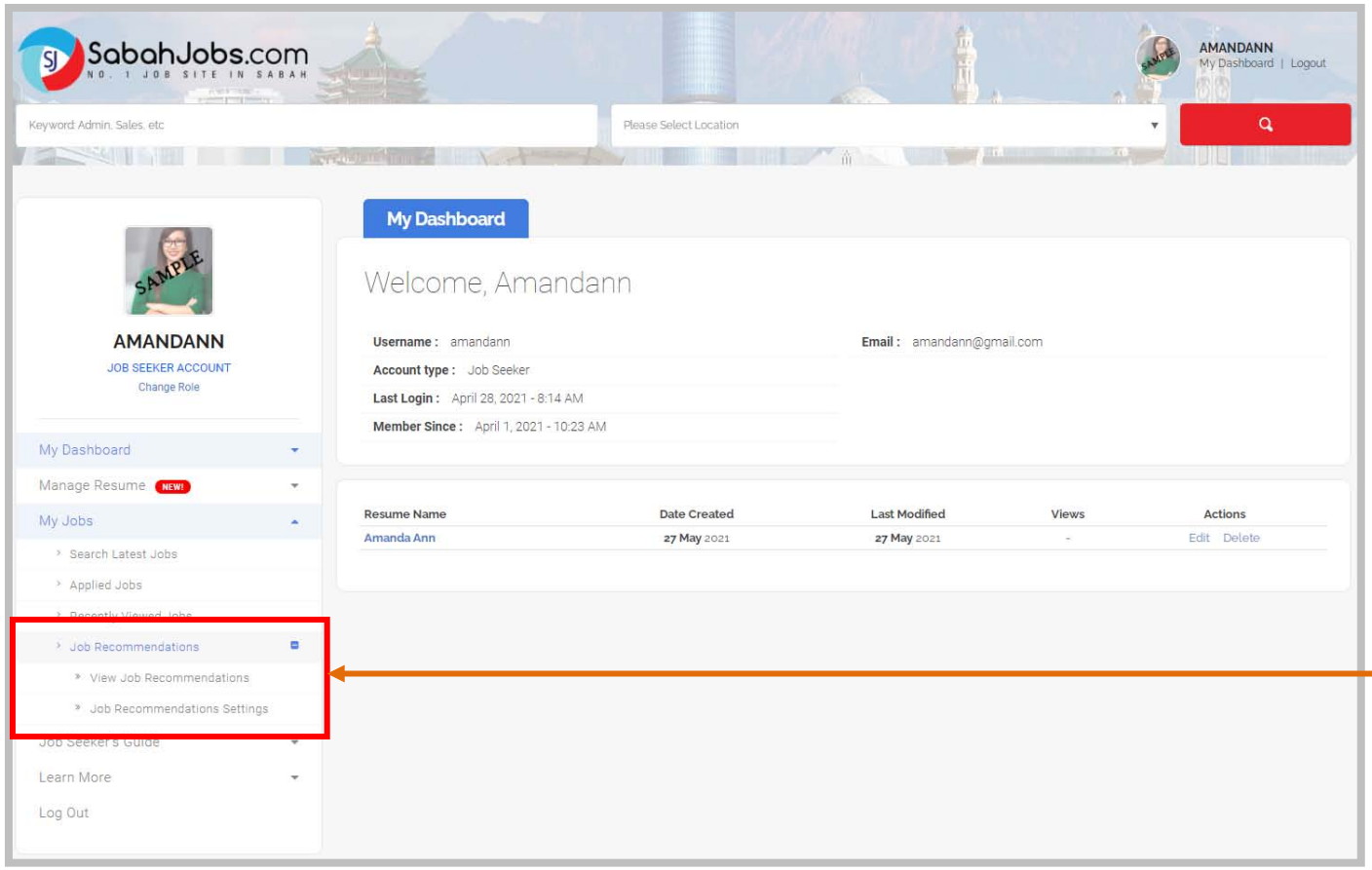
1. **Job Category** (ie: Accounting | Auditing (m) / Admin |Clerical | HR (n), etc)
2. **Job Type** (full time, internship, part-time, etc)
3. **Job Salary**
4. **Date posted**

Once a selection is chosen, it will instantly generate the search results

*Left Image shows the example when you browse jobs using* ***JOB BY CATEGORY***

***Accounting | Auditing (m) Jobs are displayed***

# | MY JOBS: ***Job Recommendations***



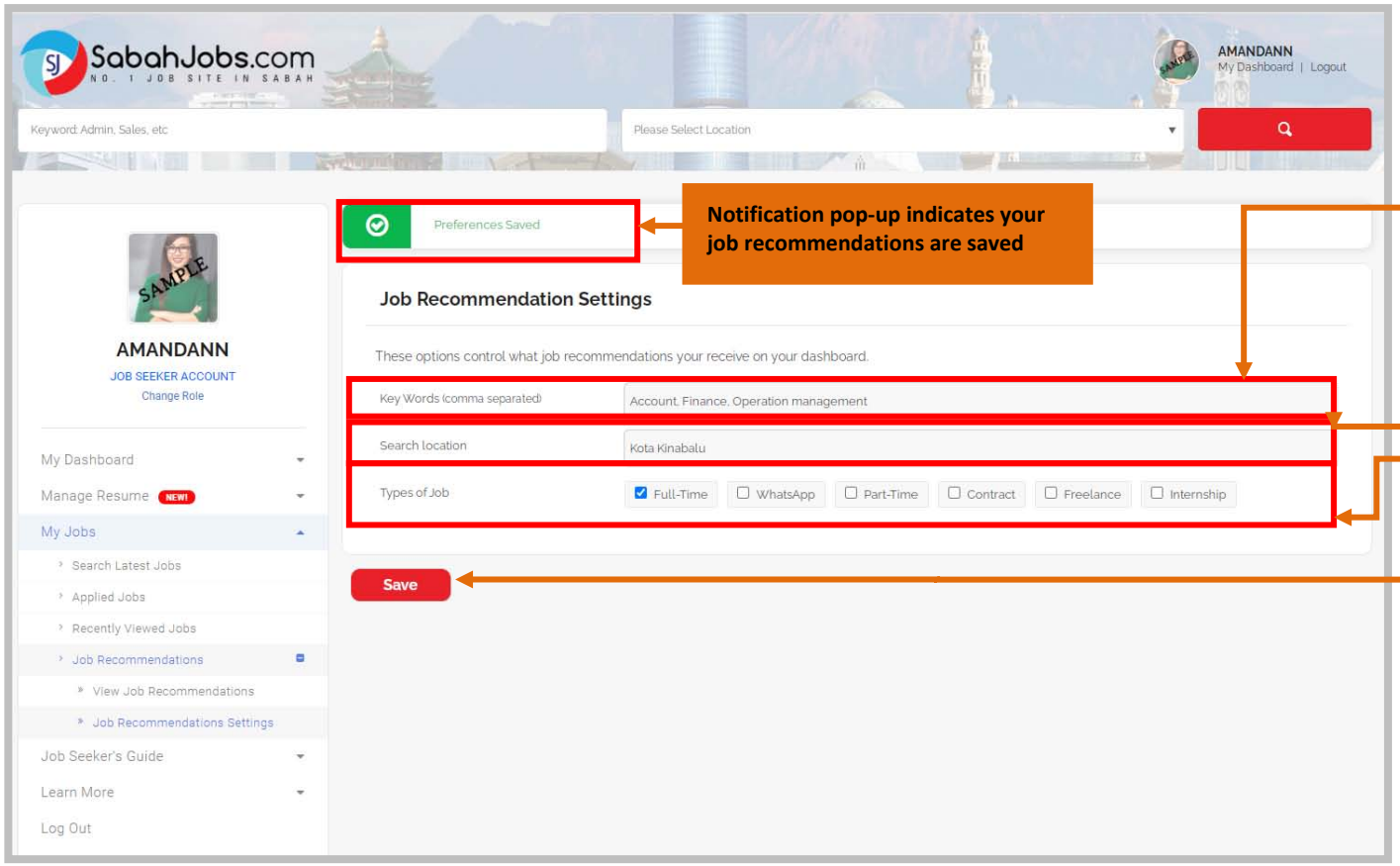

Update your **Job Recommendations** settings **(Job Category, Job Type and Preferred Location)** and you'll get to select the best jobs accordance to your preference

1 On your **DASHBOARD**,

- Go to '**Job Recommendations**'

- Click '**Job Recommendations Settings**'

# | MY JOBS: *Job Recommendations Settings*




Update your **Job Recommendations** settings **(Job Category, Job Type and Preferred Location)** and you'll get to select the best jobs accordance to your preference

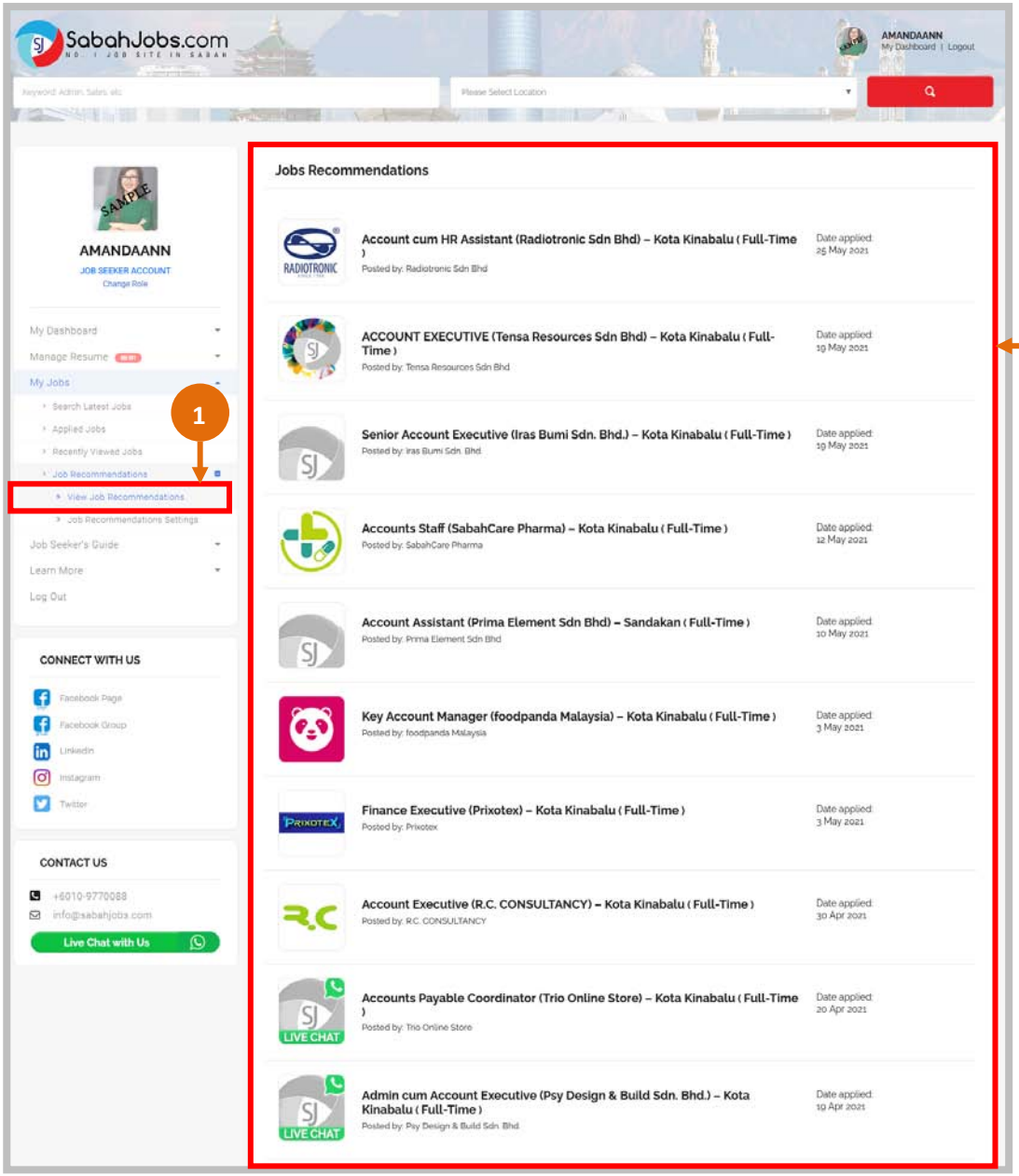
2 **Key Words** section: Key-in the **'Job Category'** keywords (i.e. Admin, Account, Engineering)

3 **Search Location** section: Include your preferred **Location** (i.e. Kuching, Miri, etc)

4 **Job Type** section:
Select the preferred **Job Type**
(i.e. Full Time, Part Time, Contract etc).

5 Click **Save** to save your changes

# | MY JOBS: *View Job Recommendations*




1 On the Side Navigation Bar,

- Select '**Job Recommendations**'

- Go to '**View Job Recommendations**' to view all filtered jobs based on your preferences.

**Job Recommendations Result displaying jobs under**

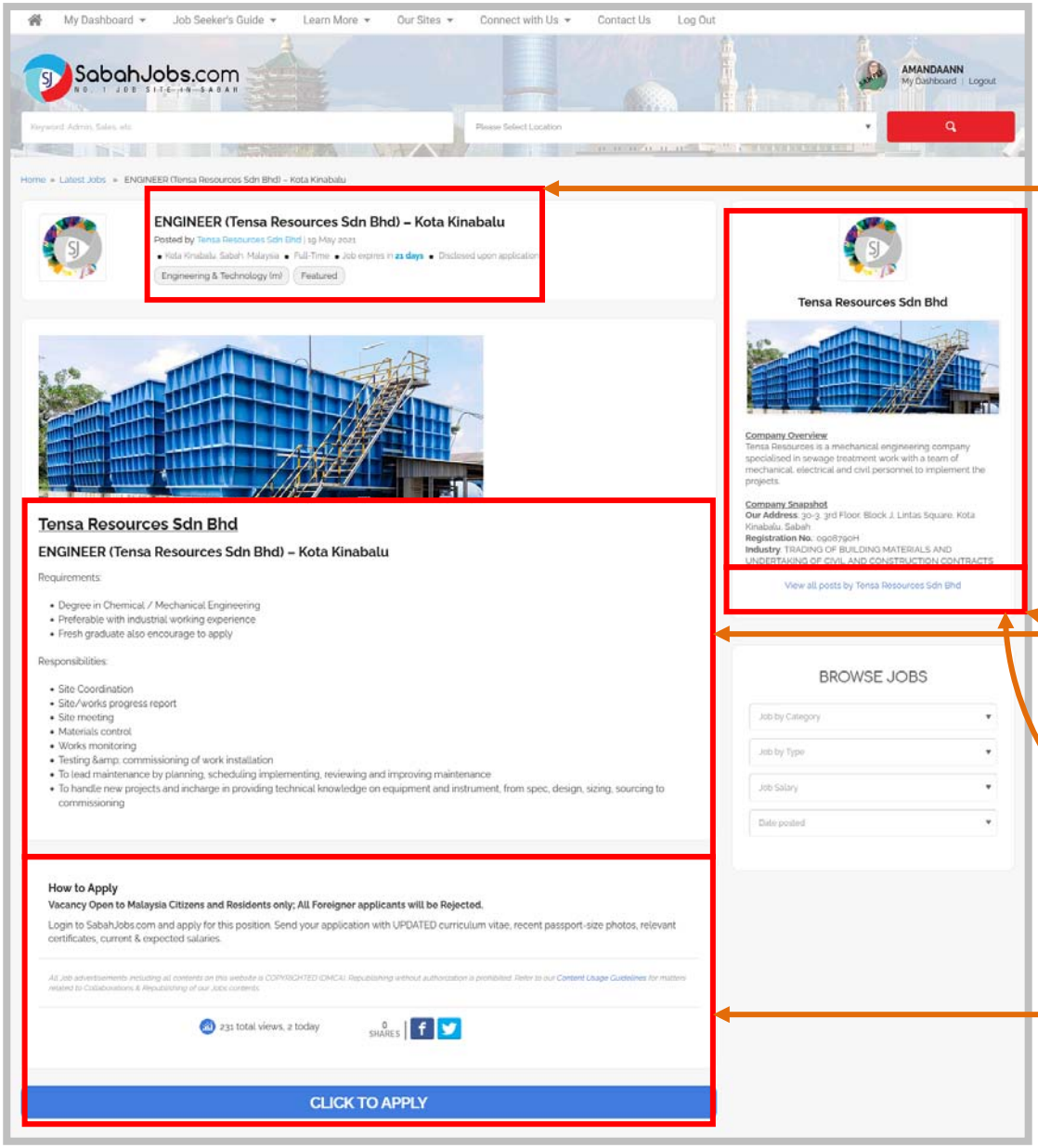
**i.e.**

**'Account'**

**'Kota Kinabalu'**

**'Full Time'**

# | MY JOBS: *Understanding Job Ad*




When reading a **Job Ad**, ensure to read thoroughly of all the information displayed and understanding of the overall job advertisement. Below are the overview tips on where to pay attention when reading a Job Ad:

1. Job Title, Company Name, Location, Job Category, Job Type & Date Posted

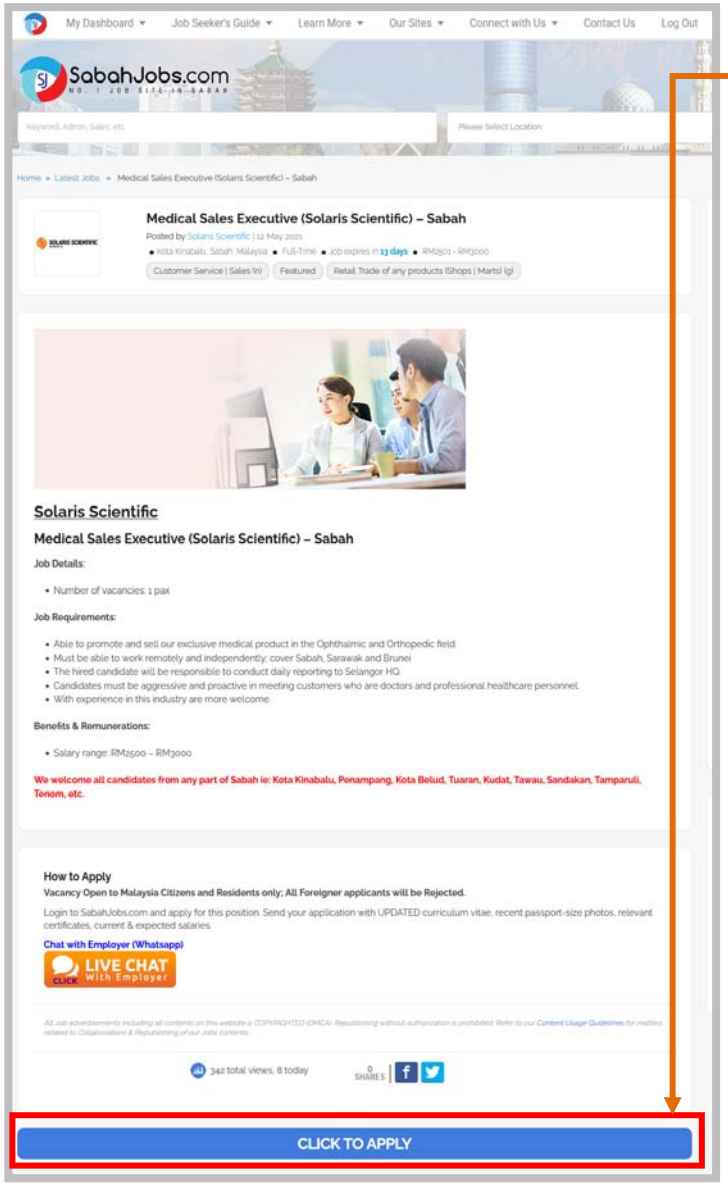
2. **Job Details** section:
Job Requirements, Job Scopes, Benefits & Remunerations
**Tips:** Read carefully on the job details to fully understand the job vacancy

3. **How to Apply** section:
Instruction on how you can apply to the position
**Note:** To proceed with you job application, click on the button 'CLICK TO APPLY'. See page 30 to 33 for more information

4. **Company Profile** section:
More information about the Company
**Tips**: click the link 'View all post by _*Company Name*_' to see other job advertisements under the company

**Click to view all jobs posted by the company**

# | MY JOBS: *How to Apply for Jobs?*

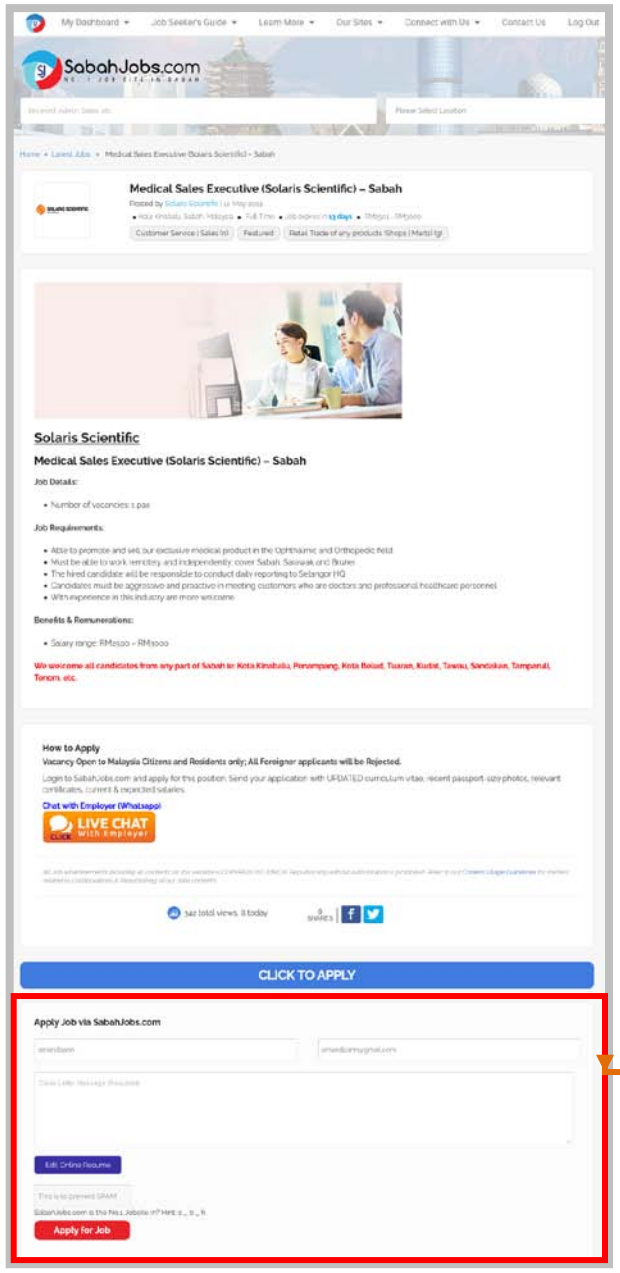



1. Click on the Job Ad that you wished to apply.
   On the Job Ad, click on the **'CLICK TO APPLY'** button

2. **'Apply Job via SabahJobs.com'** section will appear and Fill in the information required

   - Key-in your Full Name & Valid Email Address
   - Include your Introduction / Cover letter message
   - You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on 'Upload CV'
   - You can also 'Edit Online Resume' submitted
   - Key-in 'sabah' on the security message
   - Click 'Apply for Job' to submit your job application

# | MY JOBS: *How to Apply for Jobs?*

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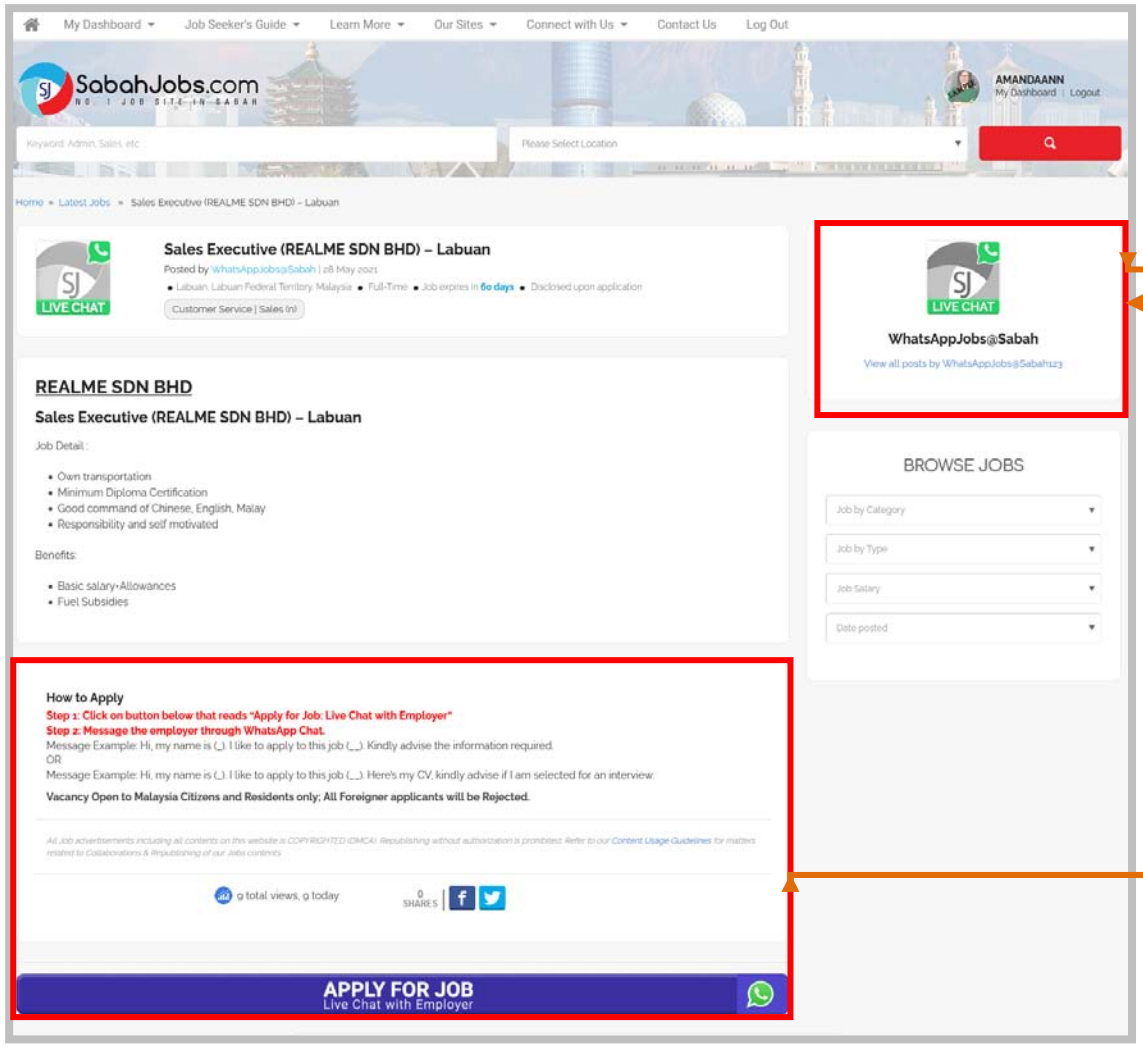
# | MY JOBS: *How to Apply for WhatsApp Jobs?*




1 **Tips:** Refer to the Company Profile section, the **'Live Chat'** logo and **'Whatsapp Jobs'** sentence indicate that the job is listed under Whatsapp Job

**This logo and the sentence 'Whatsapp Jobs' indicates that this is a Whatsapp Job**

2 Some Jobs require you to contact the employer directly **via WhatsApp**.

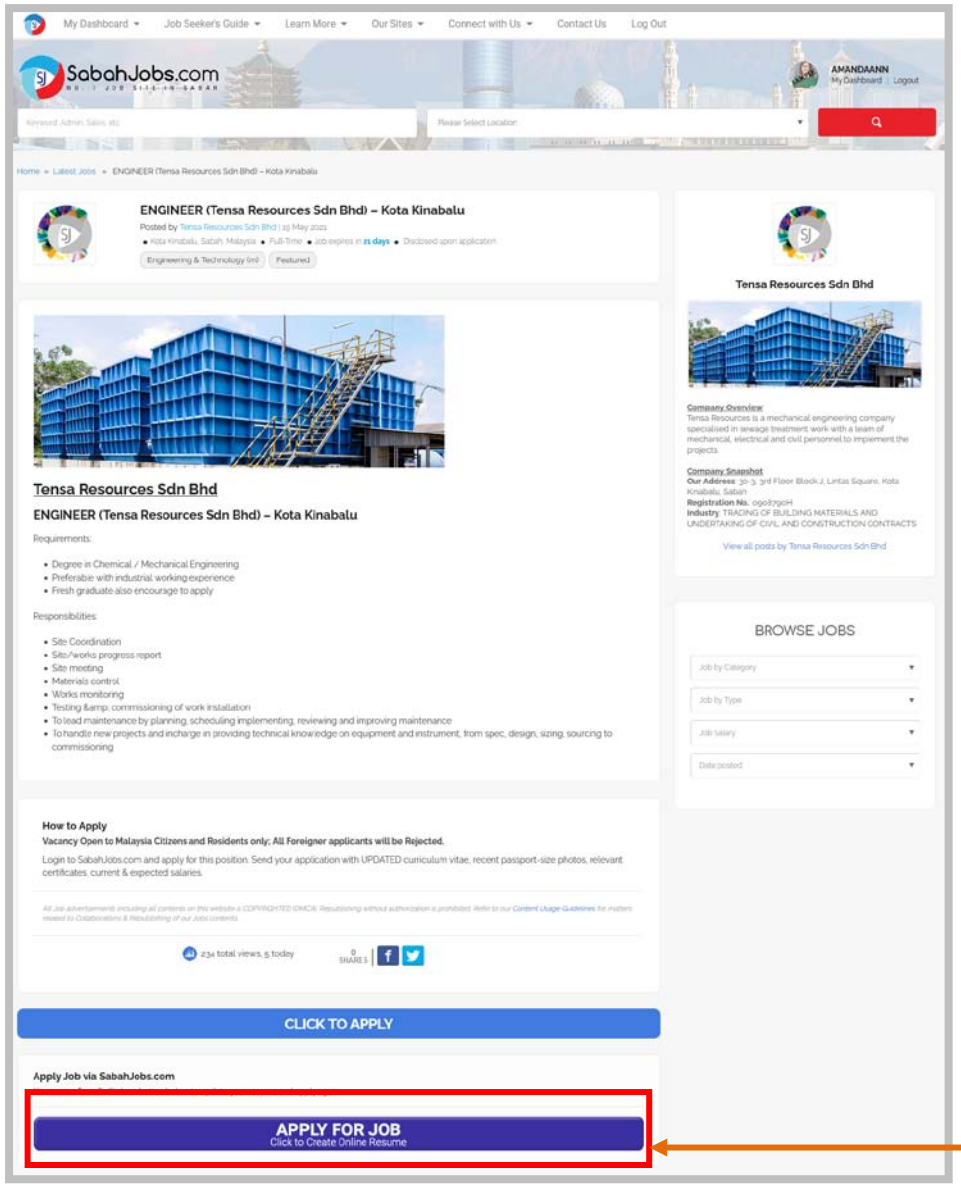
- Read the information under the **'How to Apply'** section
- Click on button below that reads "**APPLY FOR JOB: Live Chat with Employer**"
- Message the employer through WhatsApp Chat

Message Example:

- Hi, my name is (_). I like to apply to this job (__). Here's my CV, kindly advise if I am selected for an interview. *OR;*

- Hi, my name is (_). I like to apply to this job (__). Here's my CV, kindly advise if I am selected for an interview.

# | MY JOBS: *Why I Can't Apply to a Job?*



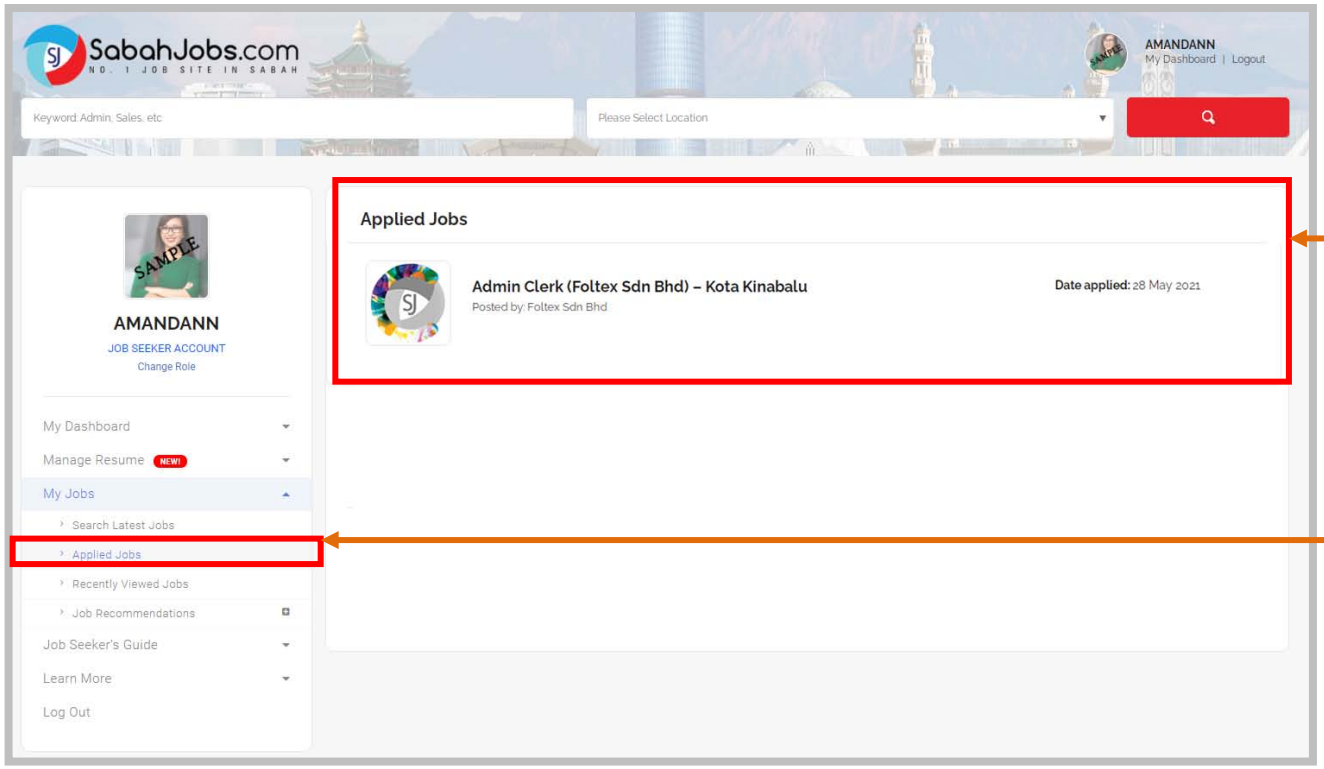

**NO RESUME FOUND!**

**What does this mean?**

- It means that you currently do not have an online resume.
- To apply to a job, you are required to create an online resume first.
- Click on **'APPLY FOR JOB Click to Create Online Resume'**.
- Follow through to Add Resume. This entire process can also be found on page 10 to page 18

**Click to proceed to Create your Resume and apply for the job**

# | MY JOBS: ***How can I know that I have successfully applied to the job?***




1 On your Dashboard, click **'My Jobs'** and go to **'Applied Jobs'**

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@SabahJobs.com to your registered email (*i.e. Gmail, Yahoo, Hotmail, Outlook, etc*).

A **Email Subject** indicates the exact Job/Position that you have applied to.

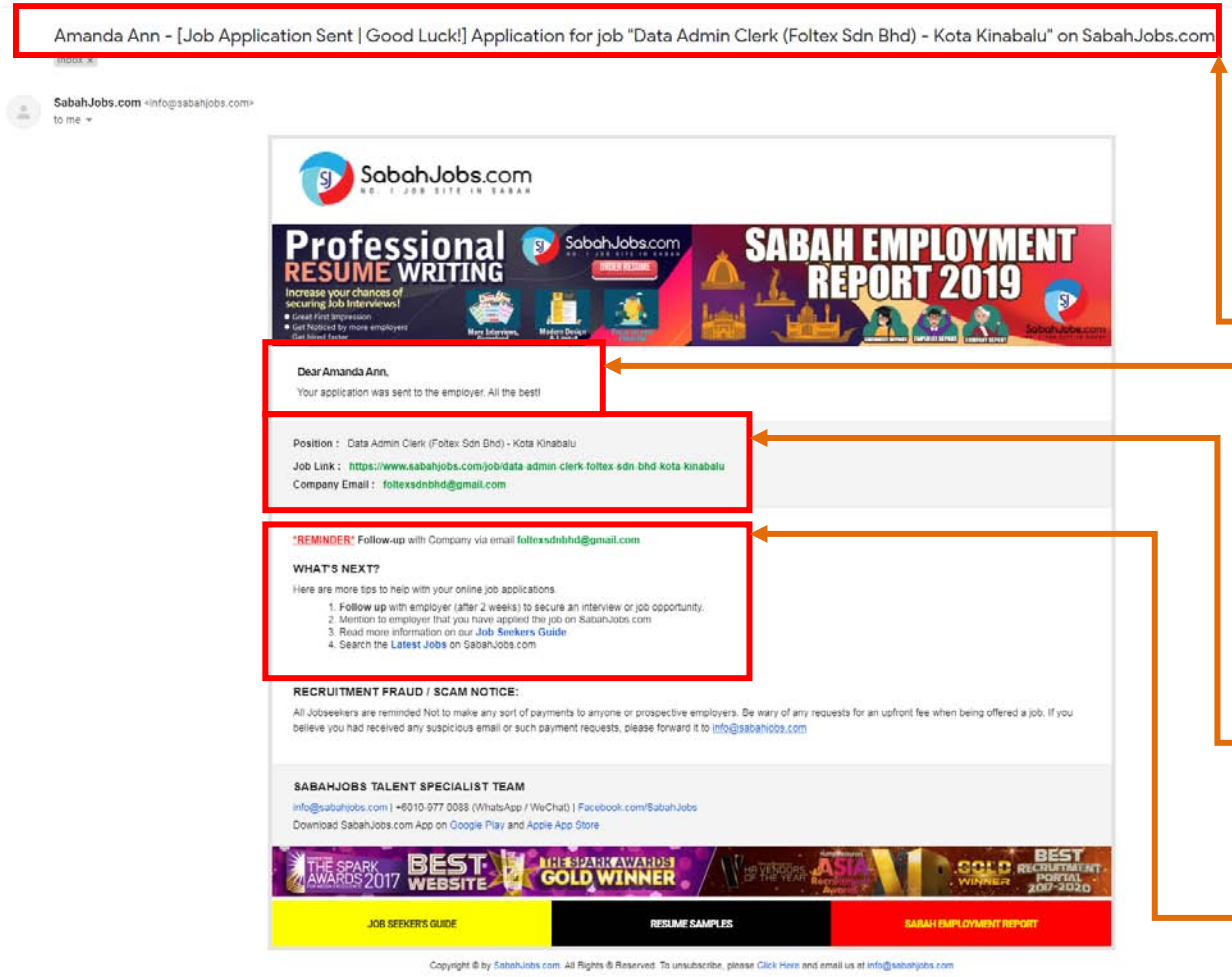
B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company

C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company

D **Tips** on how to follow up and improve your applications

# | MY JOBS: *How can I know that I have successfully applied to the job?*

**EXAMPLE OF EMAIL NOTIFICATION RECEIVED *(i.e. GMAIL)***

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