



ReadyTalent Employer User Guide

Change On: 23 June 2022
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1. INTRODUCTION

ReadyTalent (RT) is SIT's student and alumni job portal that caters to the following employment types:

Job Type	Description
i. Full-time Jobs	Full-time positions for graduating students and Alumni.
ii. Part-time Jobs	Short-term positions for Alumni and/or students who are on their term break.
iii. Industry Attachment (IA)	Compulsory credit-bearing work attachment applicable to Hospitality Business degree programme students only.
iv. Industry Induction (II)	Optional short-term work attachment approved by SIT for Year 1 SIT students during vacation break.
v. Integrated Work Study Programme (IWSP)	Compulsory credit-bearing 6-12 months of relevant local work attachment for all SIT programme students.
vi. SIT Student Work Scheme	Job opportunities offered to full-time matriculated students by SIT Divisions/ Clusters.
vii. Overseas Integrated Work Study Program (OIWSP)	Compulsory credit-bearing 6-12 months of relevant overseas work attachment for all SIT programme students.
viii. SkillsFuture Work Study Degree Programme (WSDP)	A Co-operative Education scheme whereby successful students will return to the same company for their Industry Attachment/Induction (IA/II), Integrated Work Study Programme (IWSP) or/and Capstone Project.

2. EMPLOYER SIGN UP IN RT PORTAL

Step 1

Access RT at <https://readytalent.singaporetech.edu.sg/>

Note: Recommended Browsers to use are **Google Chrome** and **Microsoft Edge**


Step 2

Click on 'Sign Up' to request for a new account.



Step 3

Enter the following details. Fields marked with (*) are mandatory. Click 'Sign Up' upon completion.



Sign Up

Company Summary

1. Enter Company Summary Info.

Company Name*
GIS Group Pte Ltd

Company ACRA no*
2286012011

Session ID ⓘ

Industry Cluster*
Services

Ownership*
Agencies / Intermediaries

Company Size
100

Employment Type Interested In*
Integrated Work Study Programme (IWSP)

Authorised Training Organisation (B.Acct only)?* ⓘ
Y

Company Profile

Generating insight through synergy Founded in 1991, GIS is an architect of innovative meeting services. Our comprehensive capabilities integrate strategic meeting management, congress organization, destination management services, and corporate meeting and event management, all with audiovisual technologies and language services. Rapidity, flexibility, and reliability are our bedrock. Partner with GIS. Every moment inspires! Insight: actively building a deep understanding of our clients' vision so that we can anticipate their needs and defuse potential problems in advance Innovation: fluidly adapting to change, learning from experience, transforming our game plan to stay ahead of the curve Integrity: saying what we mean, keeping our word, living up to our promise Inspiration: turning an everyday function into an event that inspires

Company Website

http://www.gisgroup.com

Company Contact Info

2. Enter Company Main Address Info

Main Address*
2F, No.316, Wenchang St., Xinyi District, Taipei 110 R.O.C.

Postal Code*

Country*
Singapore

Country Code*
+65

Area Code

Main Telephone*
64495652

Main Fax
64495694

Company Staff

4. Enter Company Staff Info

Salutation*

Mr

First Name*

James Tong

Last Name*

Full Name

James Tong

Role*

Employer

Designation*

HR Manager

Department/Division*

HR

Location Name*

Main Office

Address*

600 NORTH BRIDGE ROAD #05-01 PARKVIEW SQUARE

Postal Code*

21212

Country*

Singapore

Country Code*

+65

Area Code

DID*

62136491

Fax

63390438

Mobile

Email*

amaravathi.p@3psolutions.com

Add More

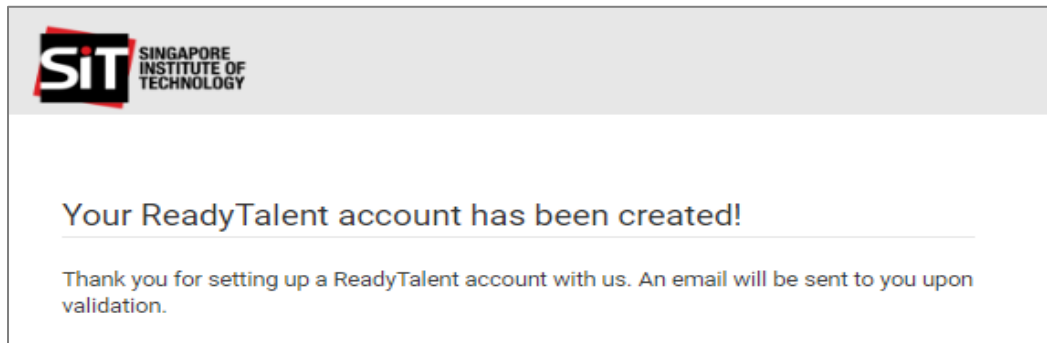
3. Add Multiple Company Staff Info

Cancel

Sign Up

Step 4

An acknowledgment message will be displayed upon successful creation of account in RT. You will also receive an email notification upon successful sign up.



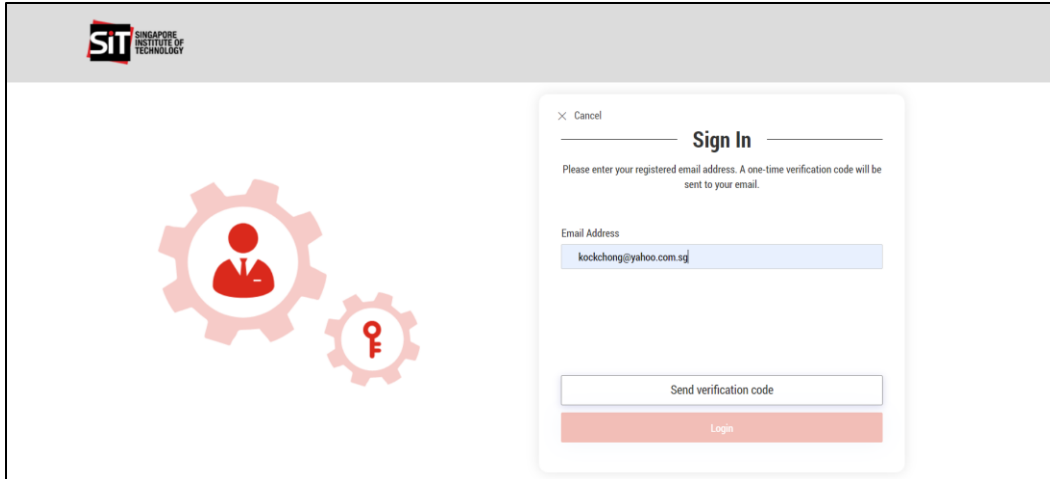
Step 5

Once the account creation request is approved, you will receive an email notification with your login credentials. Click the hyperlink in the email to login to RT.

Step 6

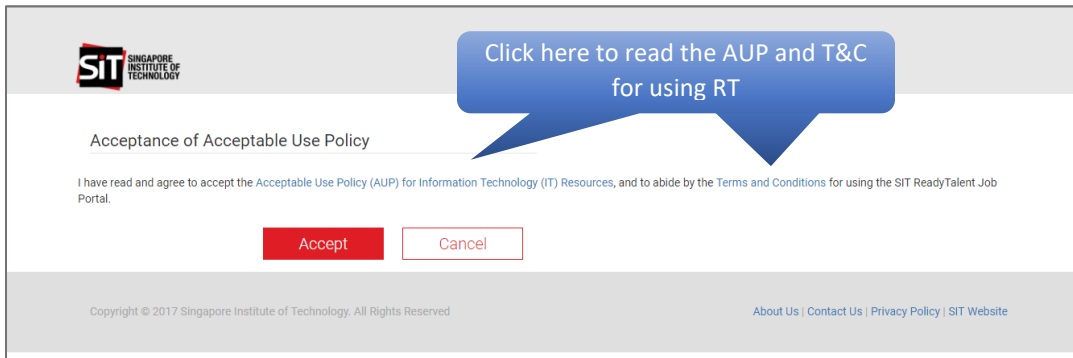
Enter your **Email Address** and use the One Time Pin to login to RT Employer Portal.

Refer to the [Azure AD B2C One Time Pin Login Guide](#) for the detailed steps on how to sign in via the OTP

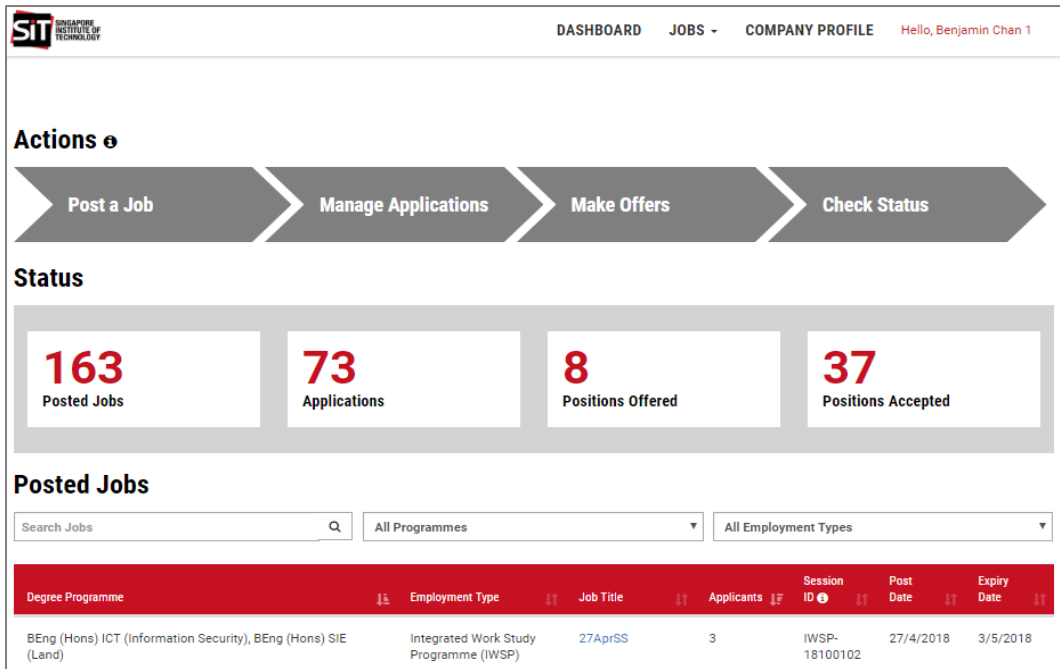


Step 7

You are required to read and accept the **Acceptable Use Policy (AUP)** and the **Terms and Conditions (T&C)** for Using RT when you login to the RT Employer's portal for the first time.



3. EMPLOYER DASHBOARD



The Employer Dashboard shows the following components:

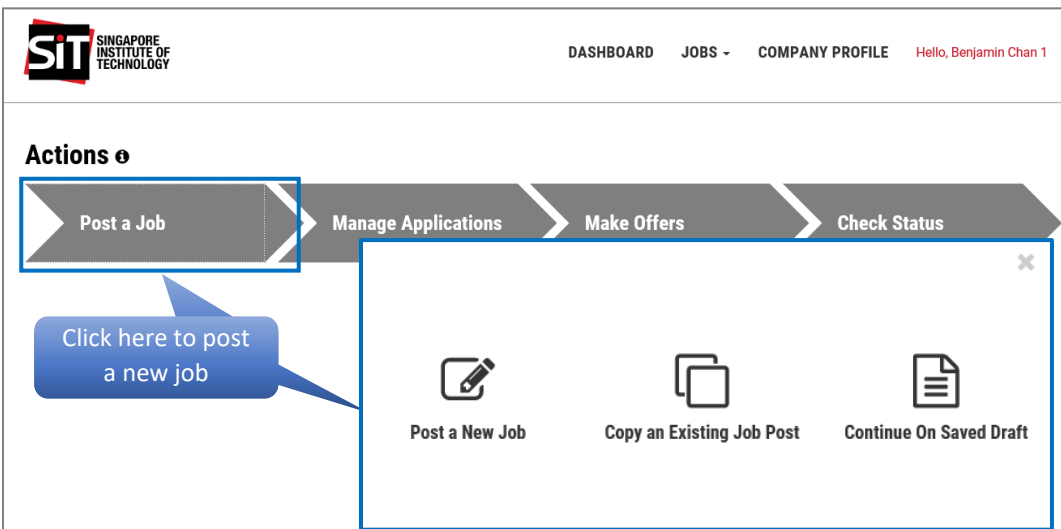
- Navigation Bar:** DASHBOARD, JOBS, COMPANY PROFILE, Hello, Benjamin Chan 1
- Actions:** Post a Job, Manage Applications, Make Offers, Check Status
- Status:**
 - 163 Posted Jobs
 - 73 Applications
 - 8 Positions Offered
 - 37 Positions Accepted
- Posted Jobs:**
 - Search Jobs: [Search]
 - All Programmes: [Dropdown]
 - All Employment Types: [Dropdown]

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) SIE (Land)	Integrated Work Study Programme (IWSP)	27AprSS	3	IWSP-18100102	27/4/2018	3/5/2018

4. POST A JOB

Step 1

Click 'Post a Job' and select any of the 3 options below.



The 'Post a Job' modal is shown with the following options:

- Post a New Job
- Copy an Existing Job Post
- Continue On Saved Draft

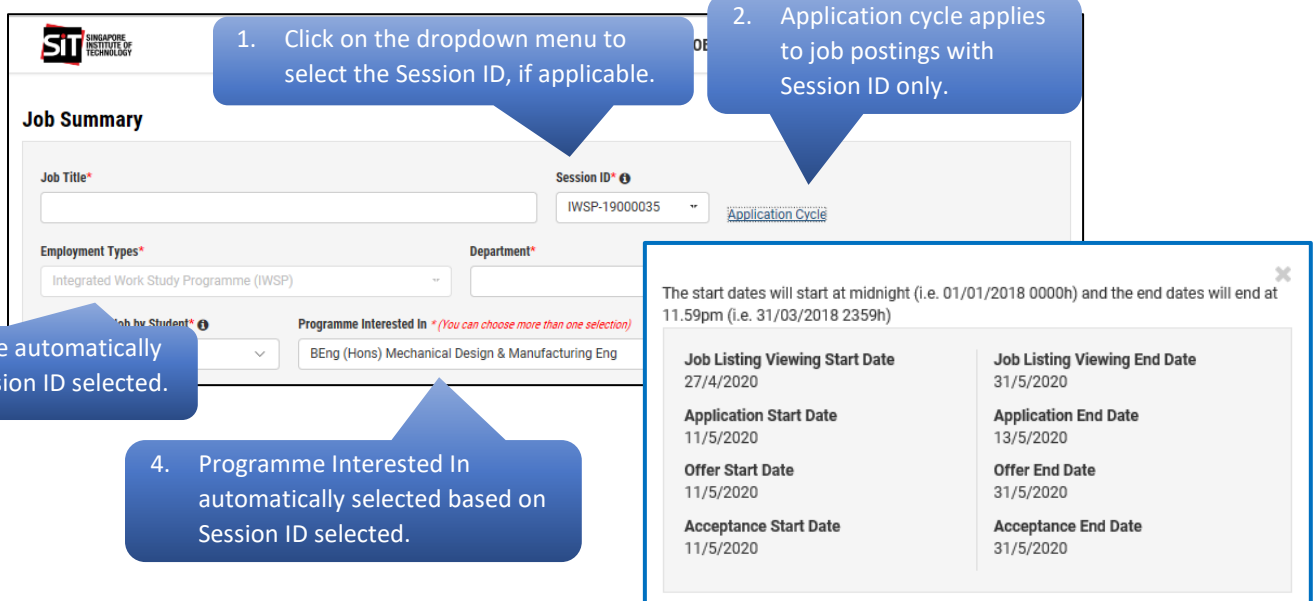
A callout box points to the 'Post a Job' button in the Actions bar, stating: "Click here to post a new job".

Step 2

Session ID will be provided by SIT Facilitator for job postings under the following Employment Types:

- Industry Attachment (IA)
- Industry Induction (II)
- Integrated Work Study Programme (IWSP)

- Overseas Integrated Work Study Program (OIWSP)
- SkillsFuture Work Study Degree Programme (WSDP)



1. Click on the dropdown menu to select the Session ID, if applicable.

2. Application cycle applies to job postings with Session ID only.

3. Employment Type automatically set based on Session ID selected.

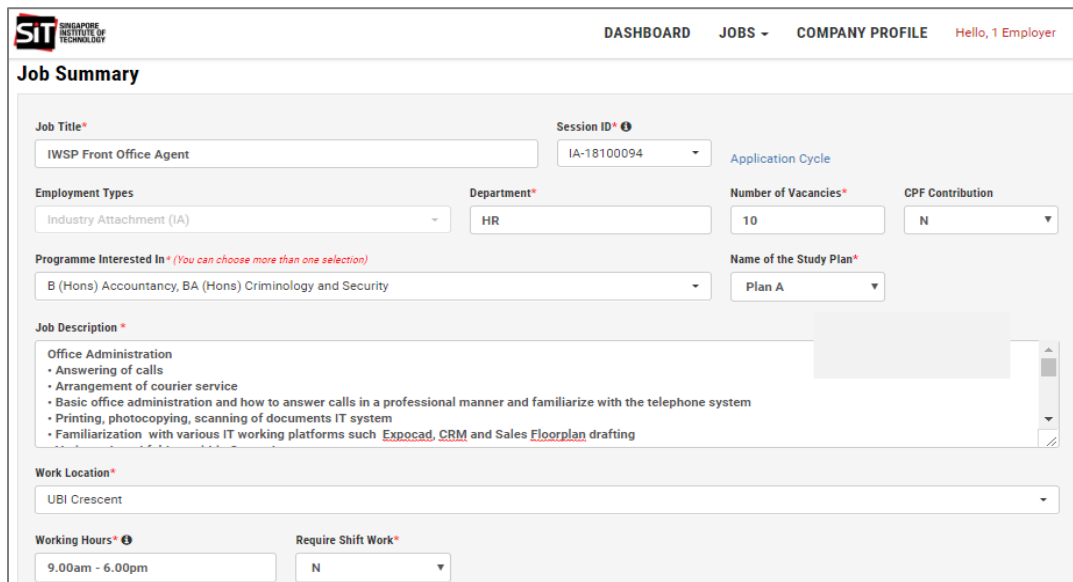
4. Programme Interested In automatically selected based on Session ID selected.

Application Cycle Dates:
 The start dates will start at midnight (i.e. 01/01/2018 0000h) and the end dates will end at 11.59pm (i.e. 31/03/2018 2359h)

Job Listing Viewing Start Date	Job Listing Viewing End Date
27/4/2020	31/5/2020
Application Start Date	Application End Date
11/5/2020	13/5/2020
Offer Start Date	Offer End Date
11/5/2020	31/5/2020
Acceptance Start Date	Acceptance End Date
11/5/2020	31/5/2020

Step 3

Enter the job posting information. All fields marked with (*) are mandatory. Click the 'Submit' button upon completion.



Job Summary

Job Title* : IWSP Front Office Agent Session ID* : IA-18100094 [Application Cycle](#)

Employment Types : Industry Attachment (IA) Department* : HR Number of Vacancies* : 10 CPF Contribution : N

Programme Interested In* (You can choose more than one selection) : B (Hons) Accountancy, BA (Hons) Criminology and Security Name of the Study Plan* : Plan A

Job Description* :
 Office Administration
 • Answering of calls
 • Arrangement of courier service
 • Basic office administration and how to answer calls in a professional manner and familiarize with the telephone system
 • Printing, photocopying, scanning of documents IT system
 • Familiarization with various IT working platforms such as Expocad, CRM and Sales Floorplan drafting

Work Location* : UBI Crescent

Working Hours* : 9.00am - 6.00pm Require Shift Work* : N

Job Start Date 1/7/2018	Job End Date 31/7/2018
Actual Start Date * 1/7/2018	Actual End Date * 31/7/2018

Benefits

Currency SGD \$	Allowance* 700 .00	Benefits* Y
Annual Leave* 5 day(s)	Medical Leave* 5 day(s)	Compassionate Leave* 5 day(s)
Other Benefits NA		

Staff Contact Info

Name* 1 Employer	
Designation ep1	
Department/ Division	
DID (optional) did	Fax (optional)
Email employer1@xmail.com	
Address Ang Mo Kio 1	Postal Code 56757575

Step 4

An email notification will be sent to you upon successful job posting. The job posting will be routed to SIT Facilitator for approval.

Step 5

An email notification will be sent to you once the job posting is approved or declined.

From: SIT ReadyTalent [mailto:readytalent@singaporetech.edu.sg]
Sent: Tuesday, 22 May 2018 10:13 AM
To: Amaravathi Panneer Selvam <james.tong@kk.com>
Subject: ReadyTalent Job Posting - Approved

Dear James Tong,

Thank you for your interest in hiring SIT students. The job posting for IWSP Front Office Agent, Job ID:18102382 has been approved.

Please [click here](#) to log in, if you wish to check your job status and messages.

Please contact us at sa**h@xxx.onmicrosoft.com if you have any questions.

Thank you.

Singapore Institute of Technology

This is a system generated email. Please do not reply to this email.

From: SIT ReadyTalent [mailto:readytalent@singaporetech.edu.sg]
Sent: Tuesday, 22 May 2018 10:13 AM
To: Amaravathi Panneer Selvam <james.tong@kk.com>
Subject: ReadyTalent Job Posting - Declined

Dear James Tong,

Thank you for your interest in hiring SIT students. The job posting for IWSP Front Office Agent, Job ID:18102382 has been declined.

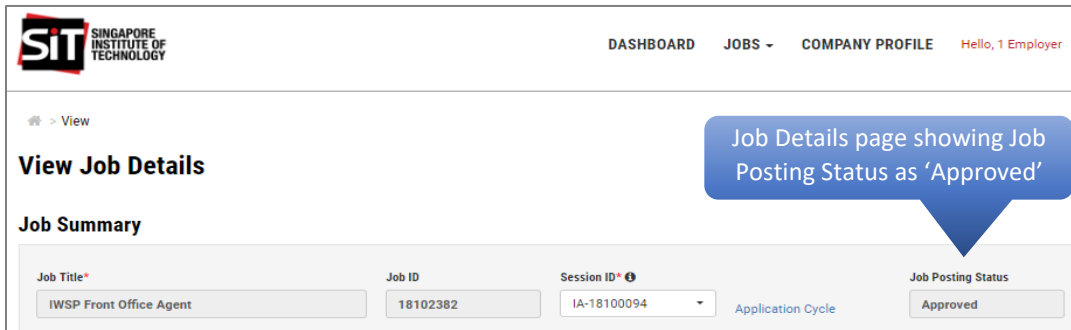
Please contact us at sah@xxx.onmicrosoft.com if you have any questions.


Thank you.


Singapore Institute of Technology

This is a system generated email. Please do not reply to this email.

View Job Posting Status




 DASHBOARD JOBS - COMPANY PROFILE Hello, 1 Employer

 View

View Job Details


Job Summary

Job Title*	Job ID	Session ID* ⓘ	Application Cycle	Job Posting Status
IWSP Front Office Agent	18102382	IA-18100094		Approved

4.1 POST A JOB FOR STUDY PLAN (APPLICABLE TO IWSP FOR DEGREE IN ACCOUNTANCY ONLY)

Step 1

Select the **Session ID** (E.g. IWSP-18100103) and the **Name of the Study Plan** as 'Plan A' or 'Plan B' from the dropdown menu



[DASHBOARD](#)
[JOBS](#)
[COMPANY PROFILE](#)
Hello, 1 Employer

[Home](#) > [Post a New Job](#)

Post a New Job

Job Summary

Job Title*

Session ID* ⓘ

Application Cycle

Employment Types

Department*

Number of Vacancies*

CPF Contribution


Self-Sourced Job by Student* ⓘ

Programme Interested In* (You can choose more than one selection)

Name of the Study Plan*

Step 2

Enter all the job information and click 'Submit' to complete the Job Posting.



[DASHBOARD](#)
[JOBS](#)
[COMPANY PROFILE](#)
Hello, 1 Employer

[Home](#) > [Post a New Job](#)

Post a New Job

Job Summary

Job Title*

Session ID* ⓘ

Application Cycle

Employment Types

Department*

Number of Vacancies*

CPF Contribution

Self-Sourced Job by Student* ⓘ

Programme Interested In* (You can choose more than one selection)

Name of the Study Plan*

Work Location*

Working Hours* ⓘ

Require Shift Work*

Job Start Date B1

Job End Date B1

Job Start Date B2

Job End Date B2

Actual Start Date B1

Actual End Date B1

Actual Start Date B2

Actual End Date B2

Staff Contact Info

Name*
1 Employer

Designation
ep1

Department/ Division

DID (optional)
did

Fax (optional)

Email
employer1@xmail.com

Address
Ang Mo Kio 1

Postal Code
56757575

Cancel
Save
Submit

4.2 POST A JOB FOR SPECIALISATION (APPLICABLE TO IWSP FOR DEGREE IN HOSPITALITY BUSINESS ONLY)

Step 1

Click 'Post a Job' at the Employer Dashboard and select Post a New Job on the pop-up menu to access to the Post a New Job page.

Step 2

Select the **Session ID** (E.g. IWSP-18100103) and the **Name of the Specialisation** as 'Hotel' or 'MICE' (Meetings, Incentives, Conferences and Exhibitions) from the dropdown menu. Enter all the job information and click 'Submit' to complete the Job Posting.

> Post a New Job

Post a New Job

Job Summary

Job Title*
IWSP Specialisation Job 1

Session ID*
IWSP-18100103

Application Cycle

Employment Types
Integrated Work Study Programme (IWSP)

Department*
HR

Number of Vacancies*
10

CPF Contribution
N

Self-Sourced Job by Student*
N

Programme Interested In* (You can choose more than one selection)
B (Hons) Accountancy, B (Hons) Hospitality Business

Name of the Specialisation*
Hotel

Select the Name of the Specialisation. (E.g. Hotel)

Staff Contact Info

Name*

1 Employer

Designation

ep1

Department/ Division

DID (optional)

did

Fax (optional)

Email

employer1@xmail.com

Address

Ang Mo Kio 1

Postal Code

56757575

Cancel

Save

Submit

4.3 POST A JOB FOR SELF-SOURCE OPTION

Step 1

Select the **Session ID** (E.g. IWSP-18100105) from the dropdown menu and select 'Y' from the dropdown menu of the **Self-Sourced Job by Student**.

> Post a New Job

Post a New Job

Job Summary

Job Title*

Session ID*

IWSP-18100104

Application Cycle

Employment Types

Integrated Work Study Programme (IWSP)

Department*

Number of Vacancies*

CPF Contribution

N


Self-Sourced Job by Student*

N
Y

Programme Interested In* (You can choose more than one selection)

BEng (Hons) ICT (Software Engineering), BEng (Hons) ICT (Information Security), B (Hons) Hospitality Business

Step 2

Enter the **Student ID** and **Student Name** for the Self-Sourced job. Click the  icon at the Student ID field to add multiple students for Self-Sourced job.

Post a New Job

Post a New Job

Job Summary

Job Title*

IWSP Self Source Job 1

Session ID* ⓘ

IWSP-18100105

Application Cycle

Employment Types

Integrated Work Study Programme (IWSP)

Department*

HR

Number of Vacancies*

10

CPF Contribution

N

Self-Sourced Job by Student* ⓘ

Y

Programme Interested In* (You can choose more than one selection)

BEng (Hons) ICT (Software Engineering), BEng (Hons) ICT (Information Security)

Student ID*

Student1

Student ID*

Add More Student Name*

Student Name*

Alvin Tan

Student Name*

Note: A pop-up message will be displayed if the Student ID or Name entered does not exist in the employment session. Please contact SIT Facilitator for further assistance if you encounter this error.

Step 7

Enter the student details and job position information. Click 'Submit' to complete the Job Posting.

Post a New Job

Post a New Job

Job Summary

Job Title*

IWSP Self Source Job 1

Session ID* ⓘ

IWSP-18100105

Application Cycle

Employment Types

Integrated Work Study Programme (IWSP)

Department*

HR

Number of Vacancies*

10

CPF Contribution

N

Self-Sourced Job by Student* ⓘ

Y

Programme Interested In* (You can choose more than one selection)

BEng (Hons) ICT (Software Engineering), BEng (Hons) ICT (Information Security)

Student ID*

Student1

Student ID*

Add More Student Name*

Student Name*

Alvin Tan

Student Name*

Staff Contact Info

Name*
1 Employer

Designation
ep1

Department/ Division

DID (optional) did **Fax (optional)**

Email
employer1@xmail.com

Address Ang Mo Kio 1 **Postal Code** 56757575

Cancel Save **Submit**

5. WITHDRAW A JOB POSTING

Step 1

Search for the job that you want to withdraw by entering the Job Title in the search bar. Click the hyperlink under Job Title to open the View Job Details page.

Posted Jobs

IWSP self sour Q All Programmes All Employment Types

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) ICT (Software Engineering)	Integrated Work Study Programme (IWSP)	IWSP Self Source Job 1	2	IWSP-18100105	30/5/2018	2/6/2018

Step 2

In the View Job Details page, click 'Withdraw' to withdraw the job posting.

View Job Details

Job Summary

Job Title* IWSP Self Source Job 1 **Job ID** 18102429 **Session ID*** IWSP-18100105 **Application Cycle** Submitted

Employment Types Integrated Work Study Programme (IWSP) **Department*** HR **Number of Vacancies*** 10 **CPF Contribution** N

Self-Sourced Job by Student* Y **Programme Interested In*** (You can choose more than one selection) BEng (Hons) ICT (Information Security), BEng (Hons) ICT (Software Engineering)

Staff Contact Info

Name*
1 Employer

Designation
ep1

Department/ Division

DID (optional)
did

Fax (optional)

Email
employer1@xmail.com

Address
Ang Mo Kio 1

Postal Code
56757575

Cancel


Withdraw

Step 3

A pop-up notification on successful job withdrawal will be displayed upon withdrawal completion.

6. SEARCH & SORT FUNCTION

Scroll down to the **Posted Jobs** section at the Employer Dashboard. You can search by any key words in the Search Jobs field (E.g. Job Title, Session ID etc.) and/or by Degree Programme and Employment Types.




DASHBOARD
JOBS
COMPANY PROFILE
Hello, Benjamin Chan 1

Posted Jobs

Search Jobs
All Programmes
All Employment Types

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
BEng (Hons) ICT (Information Security), BEng (Hons) SIE (Land)	Integrated Work Study Programme (IWSP)	27AprSS	3	IWSP-18100102	27/4/2018	3/5/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Associate Plan B	2	IWSP-18100076	16/4/2018	19/4/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Study Plan A	2	IWSP-18100061	16/4/2018	20/4/2018
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	Test Specilised	2	IWSP-18100057	15/4/2018	19/4/2018
B (Hons) Hospitality Business	Industry Attachment (IA)	16Apr Hotel1	2	IA-18100073	16/4/2018	19/4/2018

Showing 1 to 5 of 163 entries
PREVIOUS
1
2
3
4
5
...
33
NEXT

You may also click the sort button () beside each field to sort the job posting in ascending or descending order.

Posted Jobs

Search: Filter: Sort:

Click sort button to sort in ascending or descending order

Degree Programme	Employment Type	Job Title	Applicants	Session ID	Post Date	Expiry Date
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP Audit Associate	1	IWSP-18100065	16/4/2018	19/4/2018

Showing 1 to 1 of 1 entries (filtered from 163 total entries)

7. MANAGE APPLICATIONS

Step 1

An email notification as shown below will be sent to you when the student submits a job application.

Step 2

Click 'Manage Applications' from the **Actions** bar.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY **DASHBOARD** **JOBS** **COMPANY PROFILE** Hello, Benjamin Chan 1

Actions

Post a Job **Manage Applications** Make Offers Check Status

Status

163 Posted Jobs **73** Applications **8** Positions Offered **37** Positions Accepted

Step 3

The list of Student Applications and its status are displayed.


Manage Applications

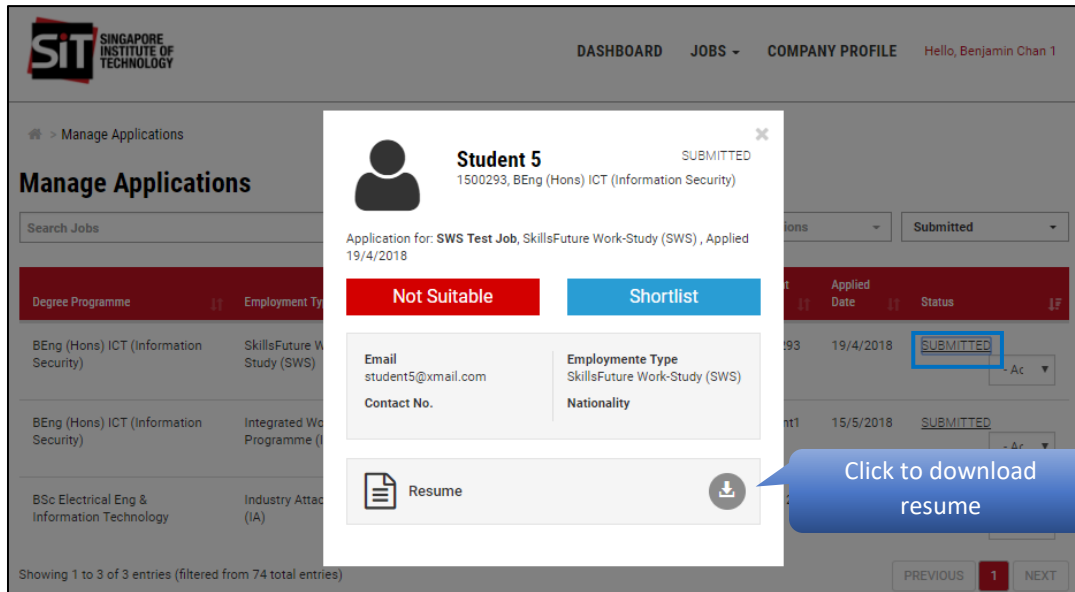
Search Jobs All Programmes All Employment Types All Sessions All Status

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	16Apr Hotel1	IA-18100073	Student 16	1400124	18/4/2018	UNSUCCESSFUL
B (Hons) Hospitality Business	Industry Attachment (IA)	grd	IA-18100059	Student 3	1400146	16/4/2018	UNSUCCESSFUL
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	SUBMITTED <input type="button" value="- Ac"/>
BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	TES Company Ratio 2	IWSP-18100100	Student 1	student1	15/5/2018	SUBMITTED <input type="button" value="- Ac"/>
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	ZZZ	IA-18100074	Student 16	1400124	18/4/2018	SUBMITTED <input type="button" value="- Ac"/>

Step 4

Click on the 'Status' field to view student information such as Student Name, Student Id, Degree Programme, Job Title, Email, Contact No, Employment Type and Nationality along with the Resume attached.

Click  to download the resume and other attachments. After downloading of the resume, system will update the status of the job application to **Pending**.





Student 5
1500293, BEng (Hons) ICT (Information Security)

Application for: SWS Test Job, SkillsFuture Work-Study (SWS), Applied 19/4/2018

Not Suitable **Shortlist**

Email: student5@gmail.com
Contact No.
Employment Type: SkillsFuture Work-Study (SWS)
Nationality

 Resume 

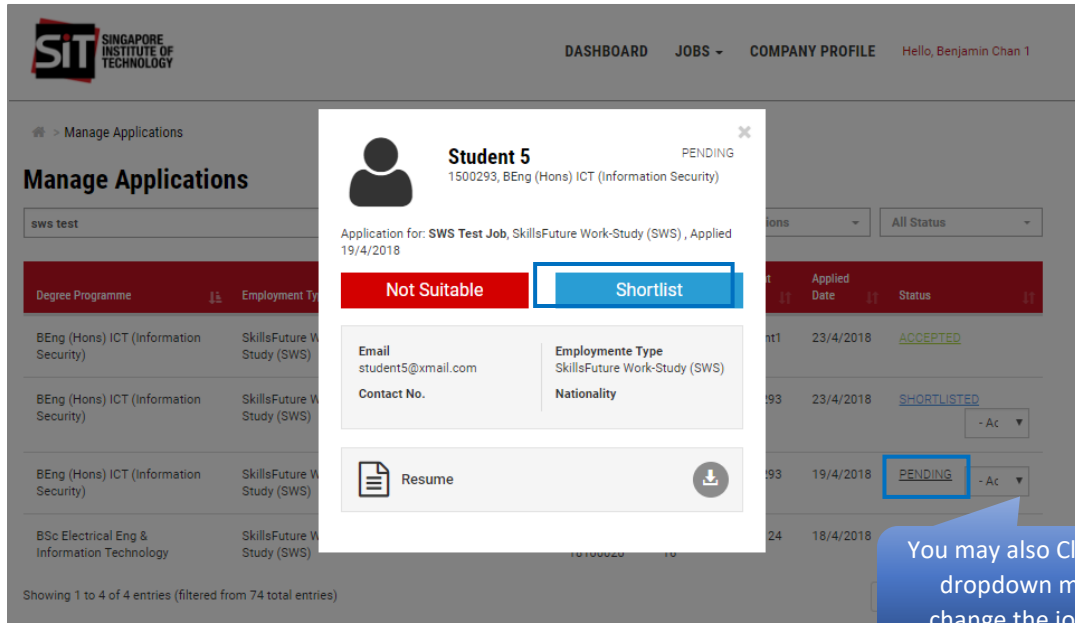
Click to download resume

Step 5

<input type="text" value="sws test"/> <input type="button" value="Q"/> <input type="button" value="All Programmes"/> <input type="button" value="All Employment Types"/> <input type="button" value="All Sessions"/> <input type="button" value="All Status"/>									
Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status		
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	Student 1	student1	23/4/2018	ACCEPTED		
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	Student 5	1500293	23/4/2018	SHORTLISTED	<input type="button" value="- Ac"/>	
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	PENDING	<input type="button" value="- Ac"/>	

Step 6

Click the 'Status' field to change the status from **Pending** to **Shortlist** to shortlist the student for the position.



Student 5 PENDING
1500293, BEng (Hons) ICT (Information Security)

Application for: SWS Test Job, SkillsFuture Work-Study (SWS), Applied 19/4/2018

Not Suitable **Shortlist**

Email: student5@xmail.com
Contact No.
Employment Type: SkillsFuture Work-Study (SWS)
Nationality

Resume

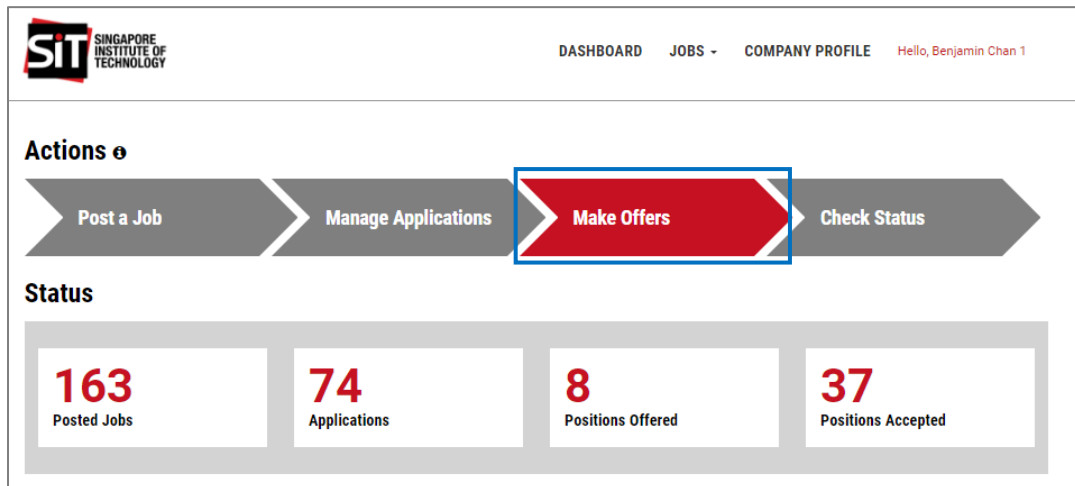
Showing 1 to 4 of 4 entries (filtered from 74 total entries)

You may also Click on the dropdown menu to change the job status

8. MAKE OR REJECT OFFERS – SHORTLISTED APPLICATIONS

Step 1

Click 'Make Offers' from the **Actions** bar.



Actions

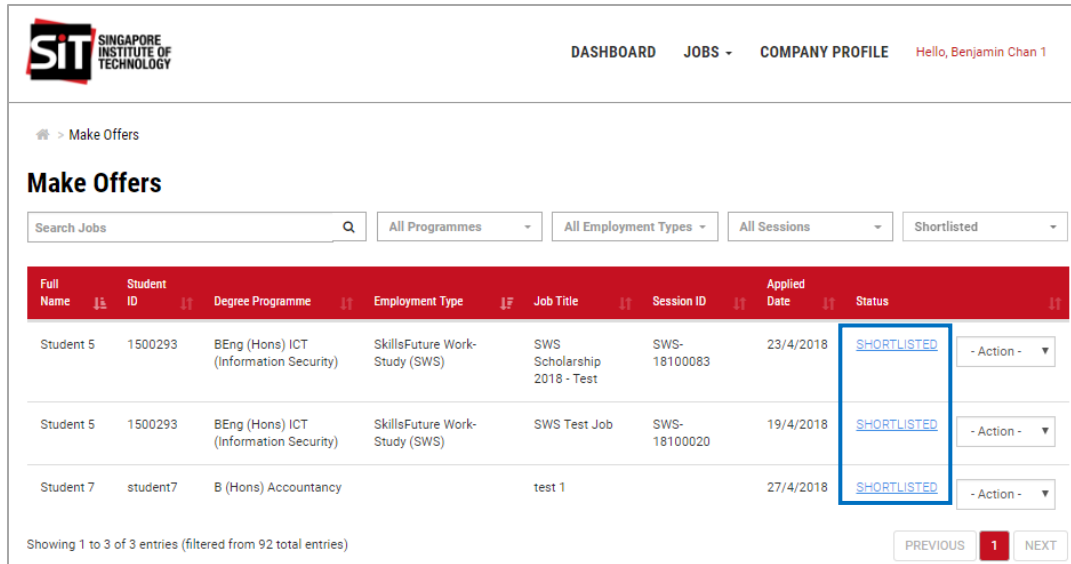
Post a Job Manage Applications **Make Offers** Check Status

Status

163 Posted Jobs 74 Applications 8 Positions Offered 37 Positions Accepted

Step 2

The list of student applications with the **shortlisted** status are displayed.



Make Offers

Search Jobs All Programmes All Employment Types All Sessions Shortlisted

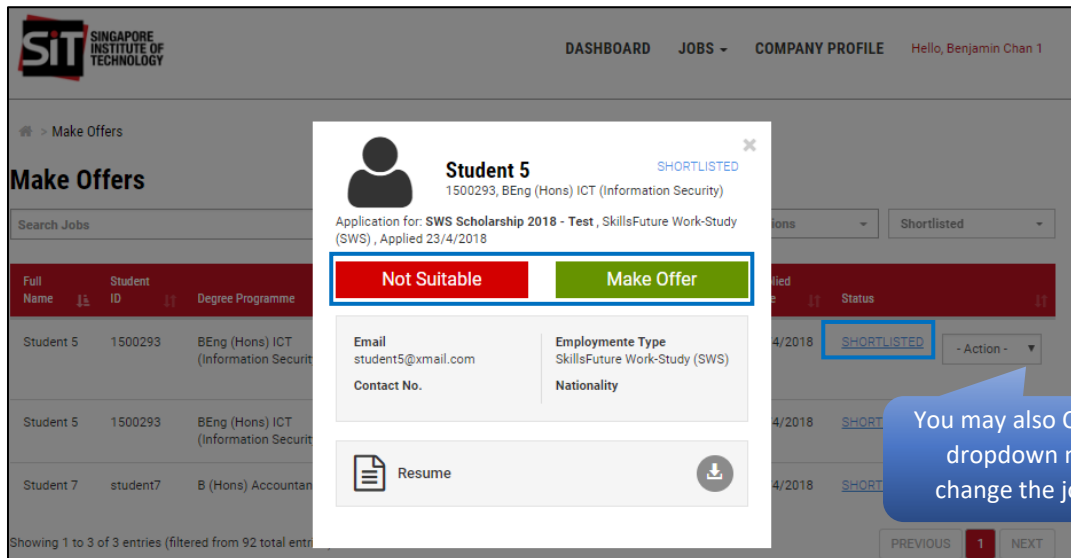
Full Name	Student ID	Degree Programme	Employment Type	Job Title	Session ID	Applied Date	Status	Action
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	23/4/2018	SHORTLISTED	- Action -
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	19/4/2018	SHORTLISTED	- Action -
Student 7	student7	B (Hons) Accountancy		test 1		27/4/2018	SHORTLISTED	- Action -

Showing 1 to 3 of 3 entries (filtered from 92 total entries)

PREVIOUS 1 NEXT

Step 3

Click on the **Shortlisted** status and Click 'Make Offer' to accept the student's application or 'Not Suitable' to reject the student application.



Make Offers

Search Jobs All Programmes All Employment Types All Sessions Shortlisted

Full Name	Student ID	Degree Programme	Employment Type	Job Title	Session ID	Applied Date	Status	Action
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	23/4/2018	SHORTLISTED	- Action -
Student 5	1500293	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	19/4/2018	SHORTLISTED	- Action -
Student 7	student7	B (Hons) Accountancy		test 1		27/4/2018	SHORTLISTED	- Action -

Showing 1 to 3 of 3 entries (filtered from 92 total entries)

PREVIOUS 1 NEXT

Student 5 SHORTLISTED

Application for: SWS Scholarship 2018 - Test, SkillsFuture Work-Study (SWS), Applied 23/4/2018

Not Suitable **Make Offer**

Email: student5@gmail.com
Contact No.:
Employment Type: SkillsFuture Work-Study (SWS)
Nationality:

Resume

You may also Click on the dropdown menu to change the job status

Step 4

Student Application is updated as **Offered** or **Unsuccessful**.

9. CHECK APPLICATION STATUS

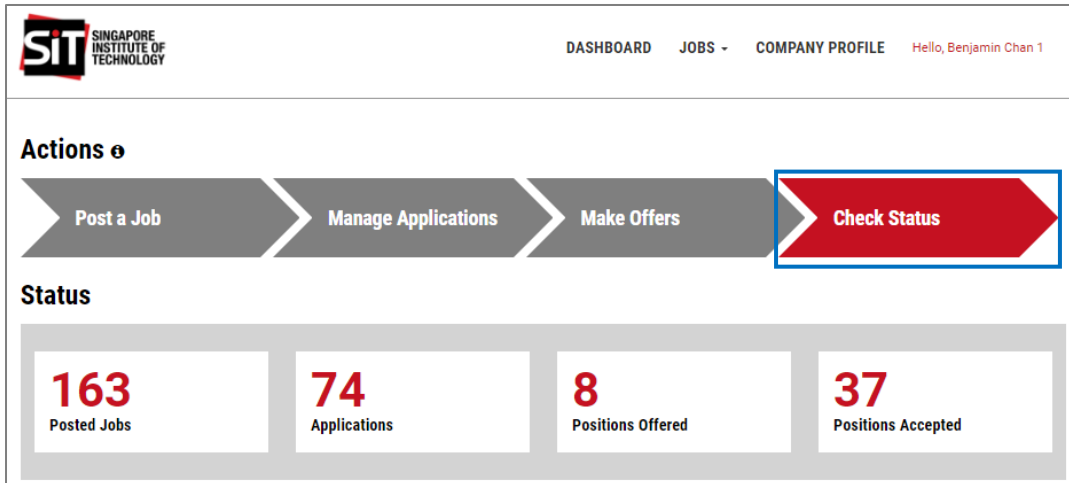
9.1 JOB APPLICATIONS ACCEPTED BY STUDENT

Step 1

An email notification will be sent to you when the student accepts a job offer.

Step 2

Click 'Check Status' from the **Action** bar to list student's applications that are accepted.



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DASHBOARD JOBS - COMPANY PROFILE Hello, Benjamin Chan 1

Actions

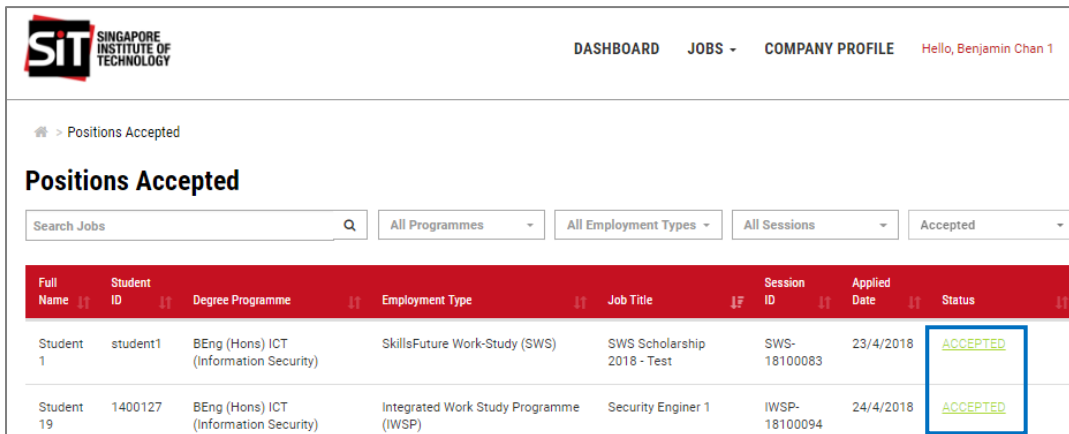
Post a Job Manage Applications Make Offers **Check Status**

Status

163 Posted Jobs	74 Applications	8 Positions Offered	37 Positions Accepted
---------------------------	---------------------------	-------------------------------	---------------------------------

Step 3

List of student applications are displayed with the status as **Accepted**.



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DASHBOARD JOBS - COMPANY PROFILE Hello, Benjamin Chan 1

> Positions Accepted

Positions Accepted

Search Jobs All Programmes All Employment Types All Sessions Accepted

Full Name	Student ID	Degree Programme	Employment Type	Job Title	Session ID	Applied Date	Status
Student 1	student1	BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Scholarship 2018 - Test	SWS-18100083	23/4/2018	ACCEPTED
Student 19	1400127	BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	Security Engineer 1	IWSP-18100094	24/4/2018	ACCEPTED


9.2 JOB APPLICATIONS DECLINED BY STUDENT

Step 1

An email notification will be sent to you when the student declines a job offer.

Step 2

Click 'Manage Applications' from the **Actions** bar.



[DASHBOARD](#)
[JOBS -](#)
[COMPANY PROFILE](#)
Hello, Benjamin Chan 1

Actions

[Post a Job](#)
[Manage Applications](#)
[Make Offers](#)
[Check Status](#)

Status

163
Posted Jobs


73
Applications

8
Positions Offered

37
Positions Accepted

Step 3

List of student applications and its status are displayed.


 > Manage Applications

Manage Applications

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	16Apr Hotel1	IA-18100073	Student 16	1400124	18/4/2018	UNSUCCESSFUL
B (Hons) Hospitality Business	Industry Attachment (IA)	grd	IA-18100059	Student 3	1400146	16/4/2018	UNSUCCESSFUL
BEng (Hons) ICT (Information Security)	SkillsFuture Work-Study (SWS)	SWS Test Job	SWS-18100020	Student 5	1500293	19/4/2018	SUBMITTED - Ac
BEng (Hons) ICT (Information Security)	Integrated Work Study Programme (IWSP)	TEst Company Ratio 2	IWSP-18100100	Student 1	student1	15/5/2018	SUBMITTED - Ac
BSc Electrical Eng & Information Technology	Industry Attachment (IA)	ZZZ	IA-18100074	Student 16	1400124	18/4/2018	SUBMITTED - Ac

Step 4

Click 'All Status' field and select **Declined** to filter and list all declined student applications.

 > Manage Applications

Manage Applications

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
B (Hons) Accountancy	Overseas Integrated Work Study Programme (OIWSP)	IWSP Front Office Agent - OIWSP 2	OIWSP-18100100	Tan Alvina	Student1	29/5/2018	Submitted
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP 6	IWSP_0081A	2 Student	1400141	6/4/2018	Declined

Manage Applications

Search Jobs All Programmes All Employment Types All Sessions Declined

Degree Programme	Employment Type	Job Title	Session ID	Full Name	Student ID	Applied Date	Status
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	Bins self job 3	IWSP_0080A	Tan Alvina	Student1	10/4/2018	DECLINED
B (Hons) Accountancy	Integrated Work Study Programme (IWSP)	IWSP TEST 2	IWSP-18100104	Tan Alvina	Student1	30/5/2018	DECLINED

10. MANAGEMENT OF COMPANY PROFILE AND STAFF ACCOUNT

10.1 COMPANY PROFILE

Step 1

Click 'Company Profile' at the top menu bar of the Employer Dashboard to access to the Company Profile page.

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DASHBOARD JOBS **COMPANY PROFILE**

Actions

Post a Job Manage Applications Make Offers Check Status

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DASHBOARD JOBS **COMPANY PROFILE**

Company Banner

Company Logo

Company Profile

Company Information

Company Summary


Company Name: PSA CORPORATION LIMITED Company ACRA no*: 199706229Z

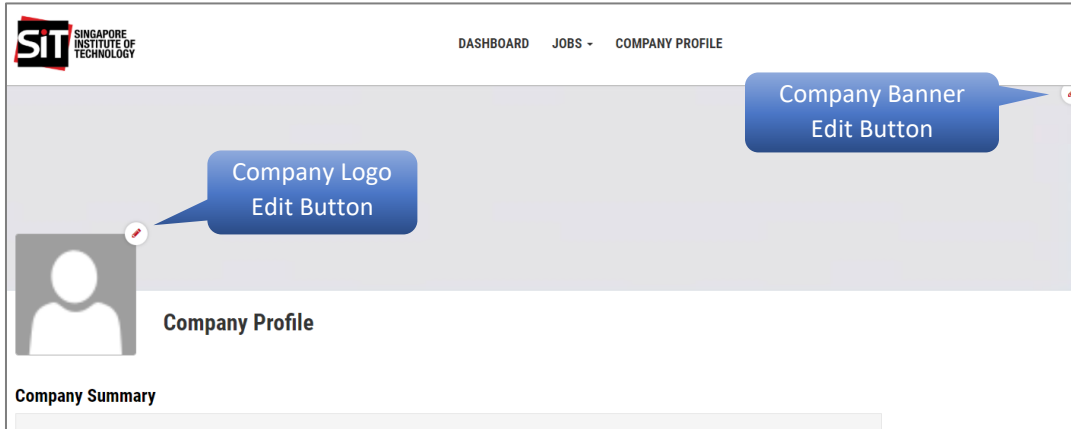
Industry Cluster*: Ownership*: Government-Linked Companies (GLCs) Company Size:

Employment Type Interested In*: Integrated Work Study Programme (IWSP) Authorised Training Organisation (B.Acct only)?*: No

10.2 UPLOAD THE COMPANY BANNER

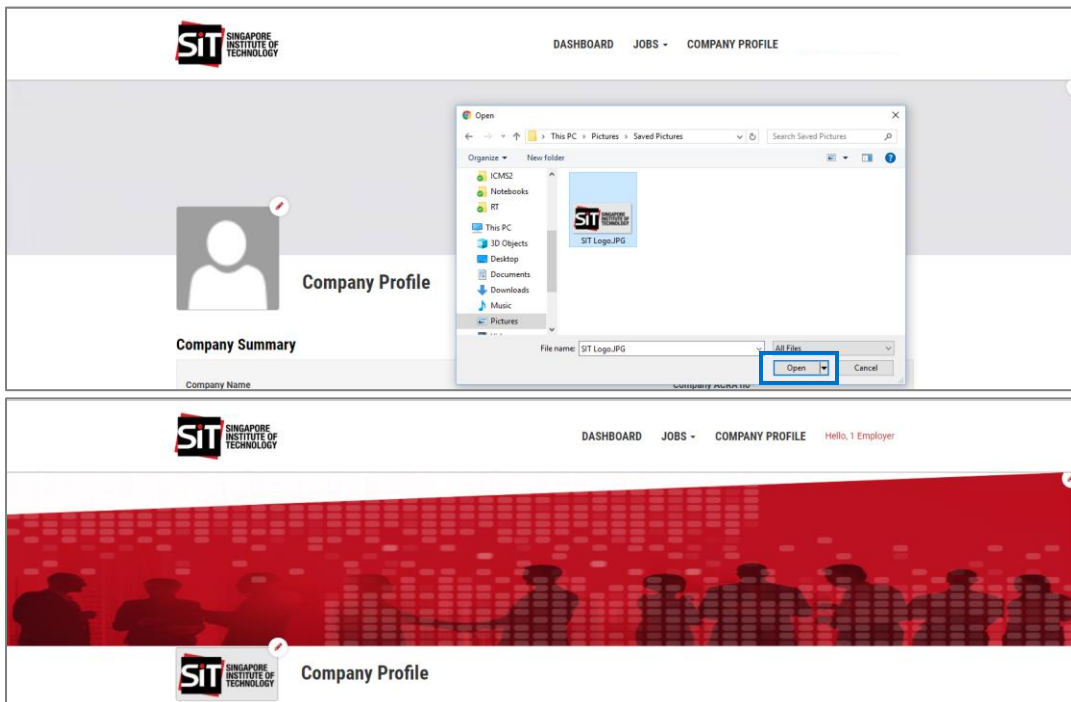
Step 1

Click on the edit icon () at the top right corner of the Company Banner or Logo in the **Company Profile** page.



Step 2

Browse and select the banner or logo that you want to use and click 'Open' to upload.



10.3 ADD NEW COMPANY STAFF ACCOUNT

10.3.1 ADD NEW STAFF AT EMPLOYER SIGN UP – FOR NEW SIGN UP

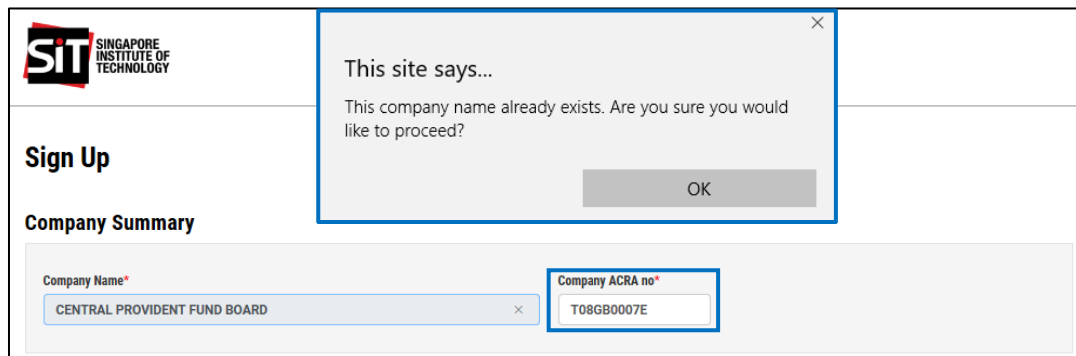
Step 1

Click on 'Sign Up' to request for a new account.



Step 2

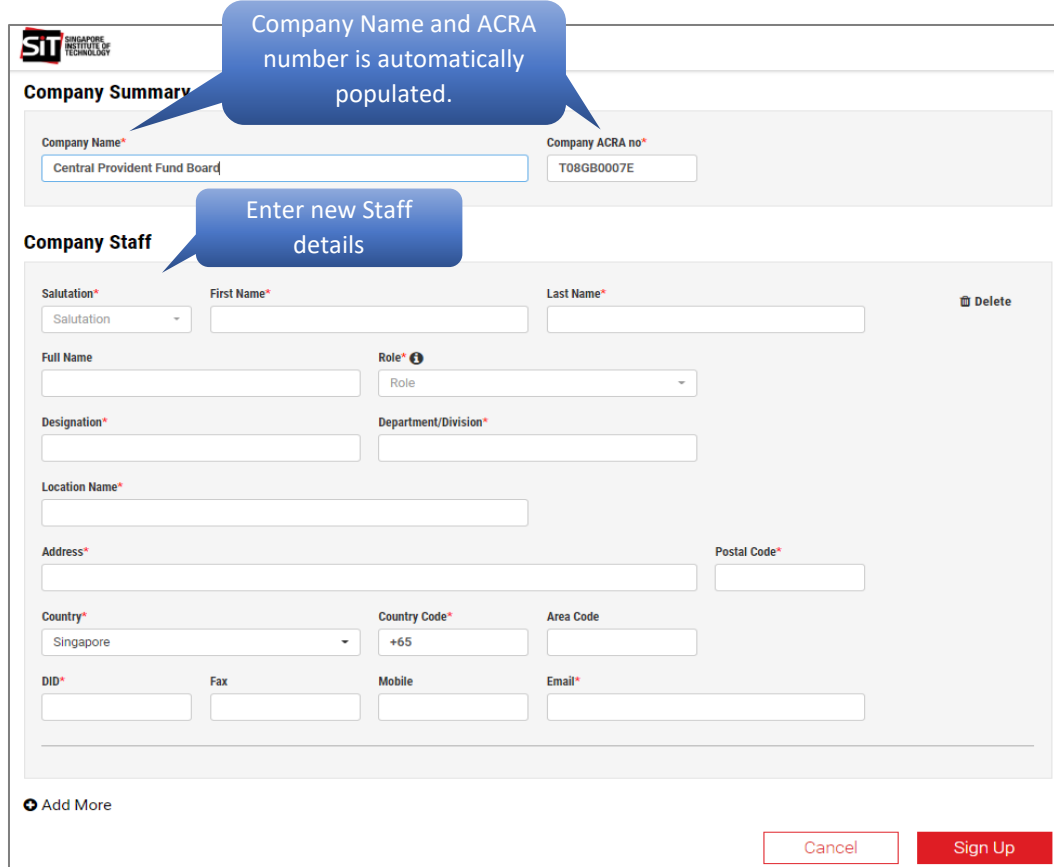
Enter your Company ARCA Number and you will be prompted that the company already exists.



Step 3

Add details of the new staff in the 'Company Staff' section and click 'Save' to add the staff.

Note: Upon approval of the new account request, you may login using your email address or issued User ID and Password. You may also deactivate staff account(s) that are no longer in use by following the steps in section 10.4 of this guide.



Company Summary

Company Name* Central Provident Fund Board

Company ACRA no* T08GB0007E

Company Staff

Salutation* First Name* Last Name* Delete

Full Name* Role* Role

Designation* Department/Division*

Location Name*

Address* Postal Code*

Country* Country Code* Area Code

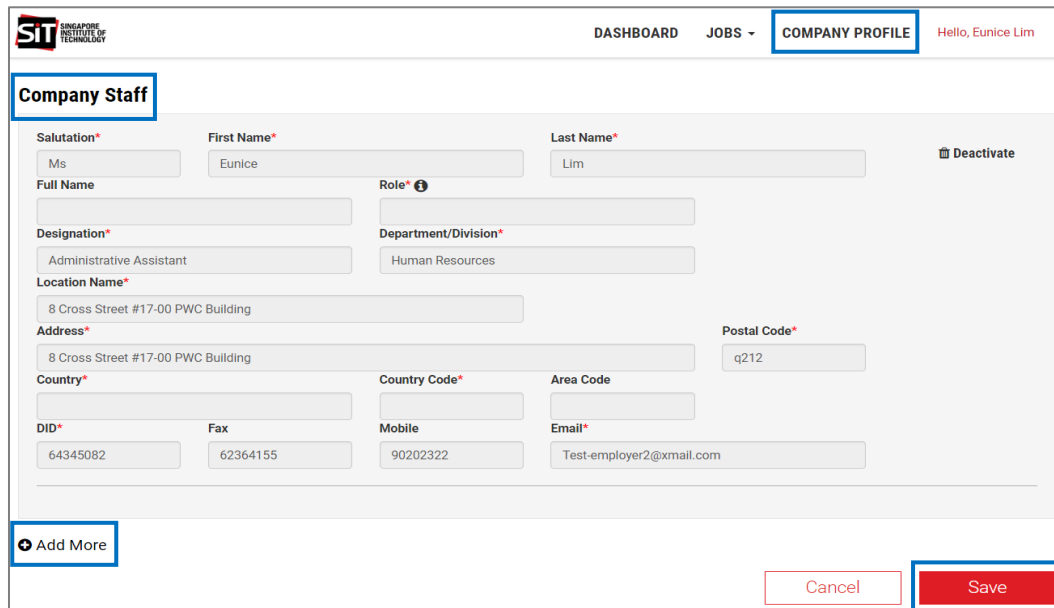
DID* Fax Mobile Email*

Add More Cancel Sign Up

10.3.2 ADD NEW STAFF IN COMPANY PROFILE - FOR EXISTING ACCOUNT / EMPLOYER

Step 1

Login to ReadyTalent and click 'Company Profile'. Scroll down to Company Staff section, click 'Add More' to add details of new staff and 'Save' changes.



Company Staff

Salutation* First Name* Last Name* Deactivate

Full Name* Role* Role

Designation* Department/Division*

Location Name*

Address* Postal Code*

Country* Country Code* Area Code

DID* Fax Mobile Email*

Add More Cancel Save

Step 2

A pop-up message will be displayed upon successful adding of the new staff account.

10.4 DEACTIVATE EXISTING COMPANY STAFF ACCOUNT

Step 1

Scroll down to Company Staff section in Company Profile page. Search for the company staff that you want to deactivate and click the 'Deactivate' button beside the staff information to deactivate the staff account.

Salutation*	First Name*	Last Name*	Deactivate
Mr	David	Tan	
Full Name	Role*		
David Tan	Employer		
Designation*	Department/Division*		
HR Manager	HR		
Location Name*			
Main			
Address*	Postal Code*		
10 UBI	98121		
Country*	Country Code*	Area Code	
Singapore	+65		
DID*	Fax	Mobile	Email*
6782 2332	6782 2222	8992 3233	david.tan@VCC.com

Step 2

A pop-up message will be displayed upon successful deactivation of the staff account.