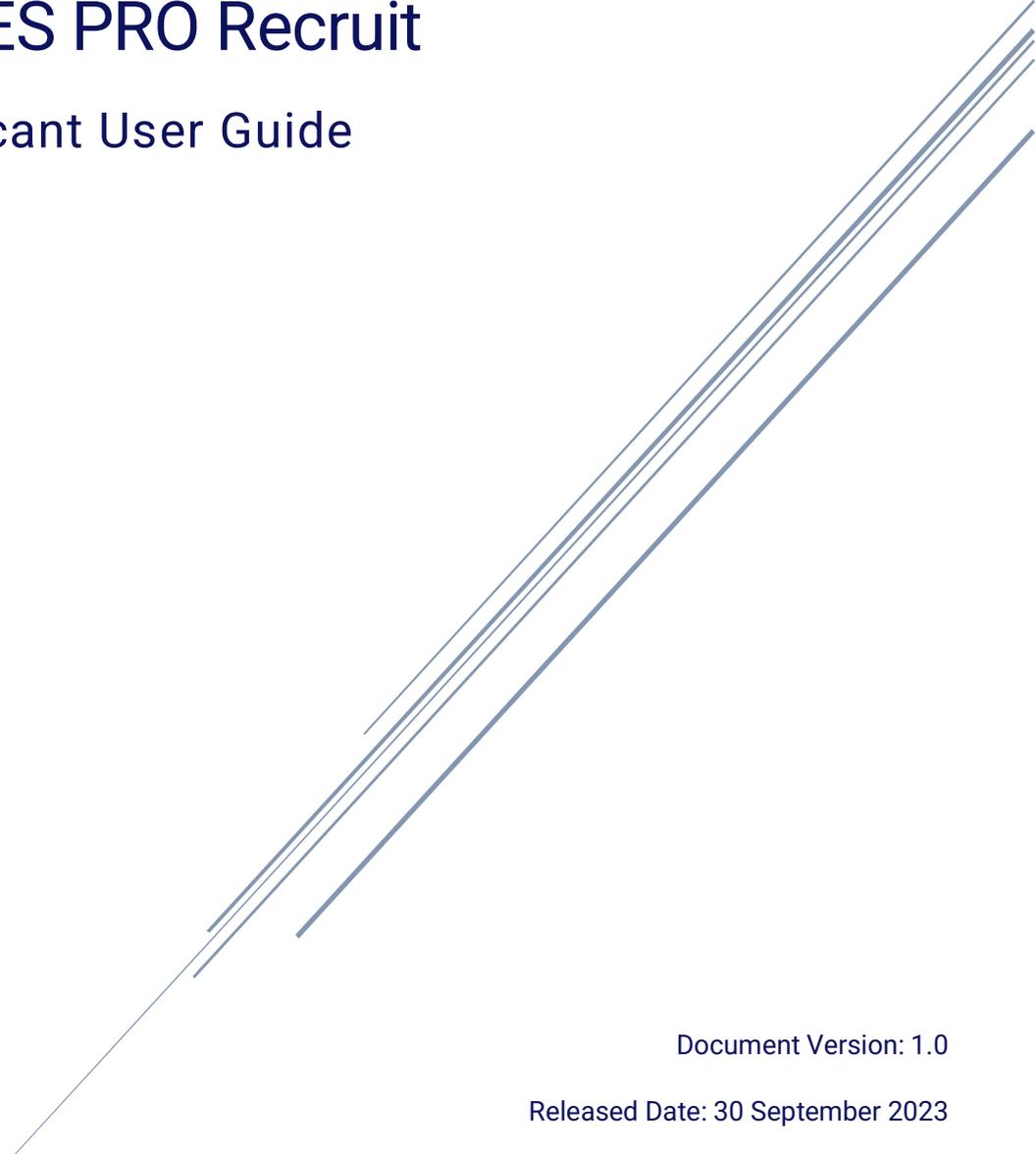


TIMES SOFTWARE

TIMES PRO Recruit

Applicant User Guide



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1. Introduction

<< Company introduction write-up >> Example:

Times Software Pte Ltd offer a range of integrated products -Times Pay/HR software and web based solutions that can be used to streamline payroll and HR processes and to provide a more cost effective total solution.

This user guide explains how applicants can apply for vacancies through the << Company Name >> TIMES PRO Recruit system.

If you have any queries about using TIMES PRO Recruit system, please contact the << Company Name >> recruitment team on << tel no >> or email them on << email address >>.



Figure 1-1 Welcome to << Company Name >>

2. Accessing << Company Name >> TIMES PRO Recruit

To access << Company Name >> current vacancies, please click on the current vacancies' icon on the << Company Name >> careers website, found at www.myportal.com.

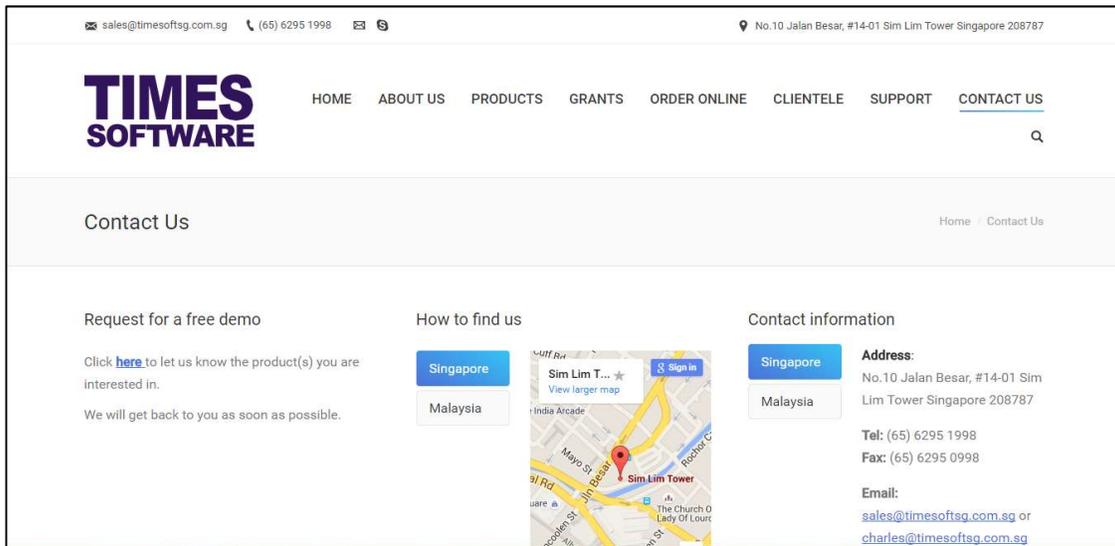


Figure 2-1 Accessing << Company Name >> Career Website

Once user click on the link, the following screen should appear:

Job Title	Employment Type	Posted Date
Application Support	Full Time	26/07/2019
Business Analyst	Full Time	11/09/2019
Project Consultant	Full Time	29/10/2019
Project Consultant	Full Time	30/10/2019
Sale Manager (Malaysia)	Full Time	29/01/2019
Sales Executive	Full Time	31/10/2019

Figure 2-2 Sample of available job vacancies at << Company Name >> Career Website

User can find the list of available job vacancies at the << Company Name >> Career Website

by input keyword then click on  button.

System will show the list of job vacancies that matches the selection criteria.

Click on a job vacancy to see details of the job offering.

The screenshot shows a job vacancy page with the following details:

- Job Title:** Application Support
- Position:** ADMIN ASSISTANT - SUPERVISORY
- Job Description:** We are seeking a driven and talented Technical Customer Support Engineer to join our team. You will have the opportunity to work with leading technologies and key players within the industry. As a subject matter expert and evangelist on our technology, you will provide post-sales technical support and advice to new and existing customers. We're looking for a team player who enjoys interacting with people and has a can-do personality. You should also be passionate about technology, detail-oriented and possess a knack for solving complex technical problems. A career in ABC Company offers challenging work and various opportunities to develop your skills and grow to your fullest potential. Established technical support engineers can expect to advance their career in technical consulting, solutions architecture, or even transition into pre-sales and technical account management roles.
- Job Qualification:** University degree in Computer Science, Computer Engineering, Information Systems or related discipline. Must have experience in a customer-facing Technical Support or Help Desk role, preferably within a high-tech industry. Strong knowledge of Linux (Operating System) and Internet Protocols (TCP/IP, HTTP). Proficiency in English is a must. Proficiency in Mandarin, Cantonese or a Southeast Asian language would be a plus to liaise with associates. Strong communication skills so as to act as a bridge between customers and the service delivery team. Willing to work beyond business hours as and when required.
- Employment Type:** Full Time
- Qualification:** DEGREE
- Posted Date:** Posted Date

At the bottom of the page, there is a QR code and two buttons: 'Apply' and 'Cancel'.

Figure 2-3 Sample of a job vacancy details

To apply for the job, click on the  button.

User will be directed to the TIMES PRO Recruit login page.

The screenshot shows the login page with the following elements:

- Header:** TIMES SOFTWARE logo.
- Form:** Input fields for Email and Password, followed by a Login button.
- Links:** Forget Password and New Registration.
- Footer:** A dark blue footer containing navigation menus: HOME (About Us, Open Account, Career, Privacy Policy), LEGAL (Disclaimer, Account Usage Terms & Conditions, Personal Data Protection Act, Corporate Policies), USEFUL LINKS (Email Us, Forgot Password, Frequently Asked Questions, Search), TIMES MOBILE APP (Google Play, Download on the App Store), and QR CODE (QR code for mobile app).
- Copyright:** Copyright © 2020 Times Software Pte Ltd. All Rights Reserved.
- Social Media:** Icons for Facebook, LinkedIn, YouTube, and other social media platforms.

Figure 2-4 TIMES PRO Recruit login page.

3. Creating a TIMES PRO Recruit Account

Before applicant can begin submitting job applications on TIMES PRO Recruit, he will need a TIMES PRO Recruit Account. To create an account, click on the [New Registration](#) hyperlink.

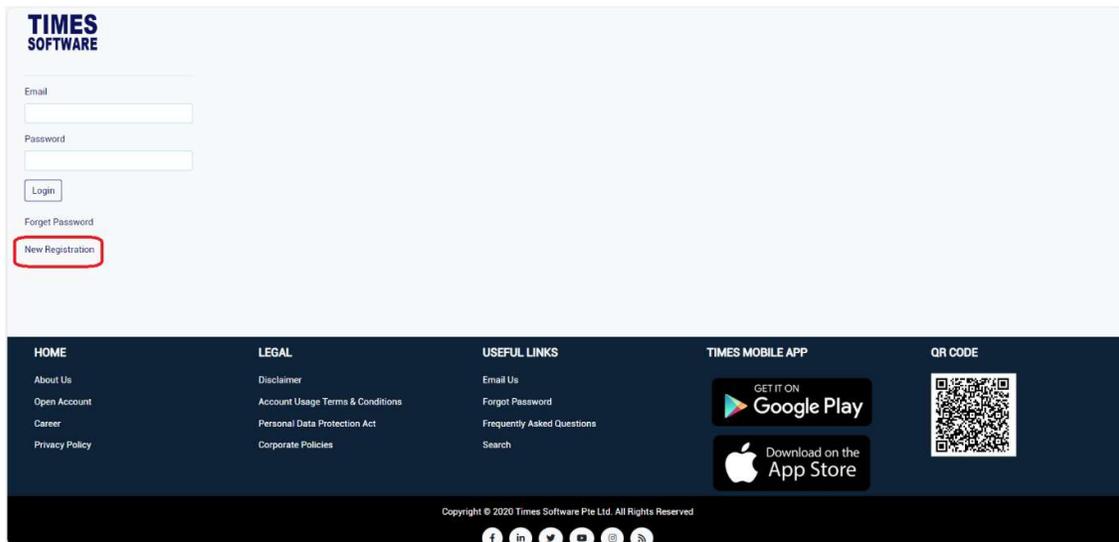


Figure 3-1 Click [New Registration](#) hyperlink to sign up a new account

The 'New Registration' form is displayed within a light blue border. It contains the following elements:

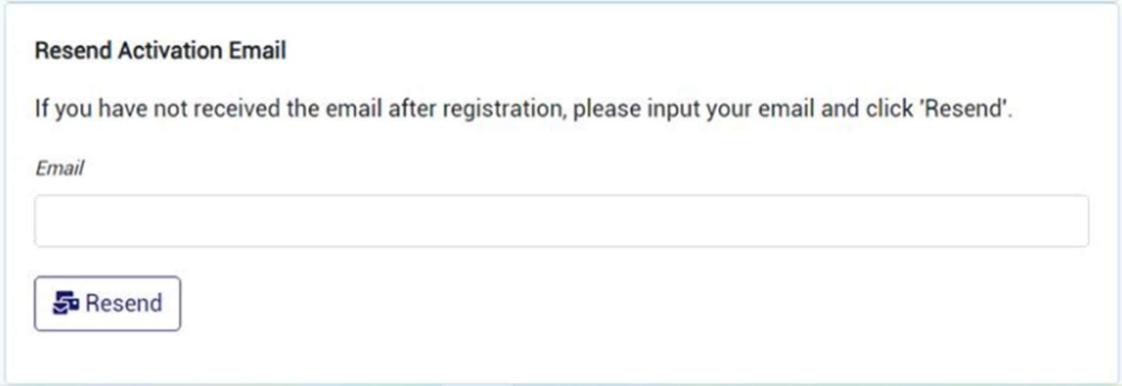
- Name**: A text input field.
- Email**: A text input field.
- Mobile No**: A text input field.
- Password**: A text input field.
- Confirm Password**: A text input field.
- Consent**: A checkbox followed by the text: "I hereby give consent to the collection, use and disclosure of my personal data by Times Software Pte. Ltd. ("Organisation") for the purpose of creating user access account."
- Buttons**: A 'Submit' button with a lock icon and a red 'Home' button with a left arrow icon.

Figure 3-2 TIMES PRO Recruit Sign Up page

User will be asked to provide a small amount of personal information, including login details. All fields are mandatory and must be filled.

Upon successful creation of an account, user will receive an email for account activation purpose.

In case the user did not receive the account activation email, he can re-send the email at the following screen.



Resend Activation Email

If you have not received the email after registration, please input your email and click 'Resend'.

Email

 Resend

Figure 3-3 Re-send Sign Up Confirmation Email

Account and Password Policy

Users are strongly encouraged to use a secure password to reduce the risk of unauthorized access to TIMES PRO Recruit account. Recommend user to follow guidelines below when choosing a password:

- Change password regularly (e.g. every 3 months).
- Do not share password or leave on view.
- Do not re-use old passwords.
- Include different character types (e.g. upper and lower case letters, numbers and non-alphanumeric characters such as !, ", £, \$ etc.).

4. Login to TIMES PRO Recruit

Login to TIMES PRO Recruit using the email address and password entered during the registration.

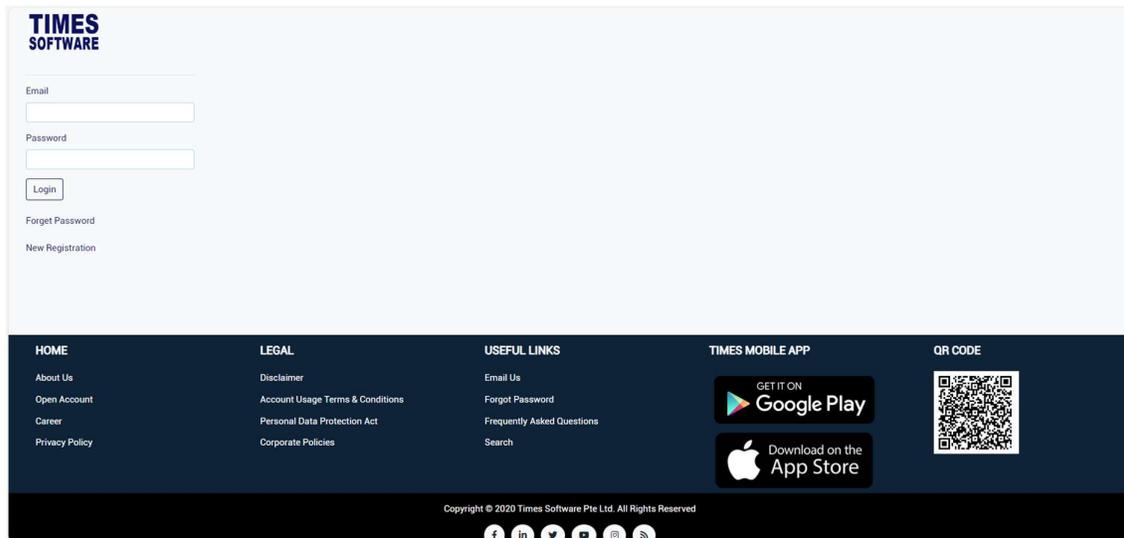


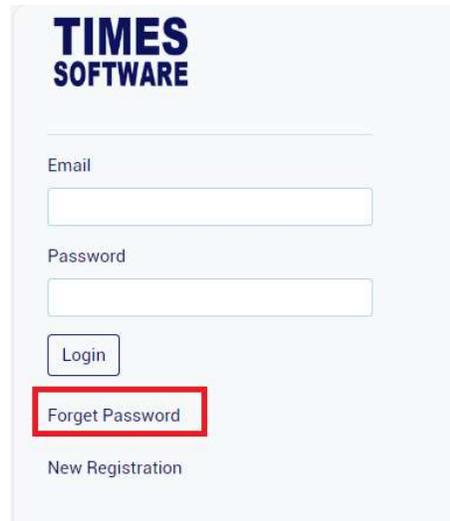
Figure 4-1 TIMES PRO Recruit Login page

Enter email address and password.

Click  button to sign-in.

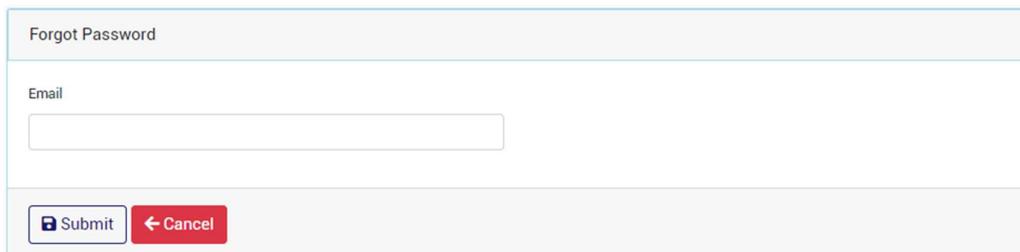
4.1 Forgotten Your Password?

If user have forgotten their password, use the [Forget Password](#) hyperlink located below the  button.



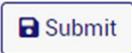
The screenshot shows the login interface for TIMES SOFTWARE. It includes a header with the logo, an email input field, a password input field, a 'Login' button, a 'Forget Password' link (highlighted with a red box), and a 'New Registration' link.

Figure 4.1-1 Forgot Password? hyperlink



The screenshot shows the 'Forgot Password' form. It has a title bar 'Forgot Password', an email input field, and two buttons at the bottom: a 'Submit' button (highlighted with a red box) and a 'Cancel' button.

Figure 4.1-2 Retrieve user registered password from the Forgot Password page

Enter email address and click  button.

If the email address entered is already registered on the system, an email containing user's login details will be sent.

If user did not receive the email within 5 minutes, please check in spam/junk mail folders. If still not found, please contact the technical support team at xxx@xxx.com

5. Understanding your Dashboard

After login, user will be taken to his applicant Dashboard.

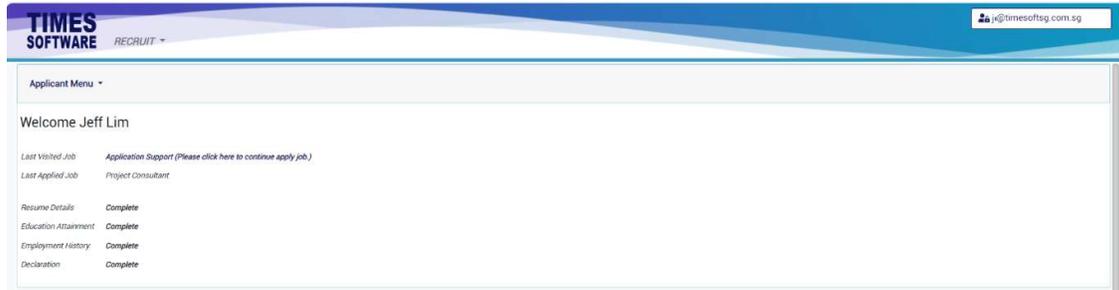


Figure 5-1 Applicant Dashboard

The main menu  is available so that user can access their resume details, job vacancies and change password.

The Dashboard shows to user the checklist of items that he need to complete before he can apply for a job, last visited job vacancy and latest job applied.

On the Dashboard, user can find 6 menu items.

1. Status

- This is the Dashboard. User can return to the Dashboard at any point by clicking on this menu provided user are signed in.

2. Resume Details

- This forms the first portion of resume details. User need to fill in his personal particulars, and contact details.

3. Education Attainment

- This forms the second portion of resume details. User need to fill in his qualification details, skills and language proficiencies.

4. Employment History

- This forms the final portion of resume details. User need to fill in his work experiences, availability for hire and expected salary if any.



5. Declaration

- User will need to declare all statutory and policy declaration.

6. Applied Job

- The Applied Job lists all applied job vacancies including all vacancies that << **Company Name** >> Human Resource had recommended for the user.

6. Applicant Resume and Completeness Check

The applicant resume registration form consists of the following sections:

1. **Resume Details**
2. **Education Attainment**
3. **Employment History**

User need to fill in at least all of the mandatory fields that are marked with an asterisk.

He also need to complete the **Declaration** section.

The Dashboard will show to user the progress of his registration. Do note that user cannot apply for a job without completing all four of the sections mentioned.

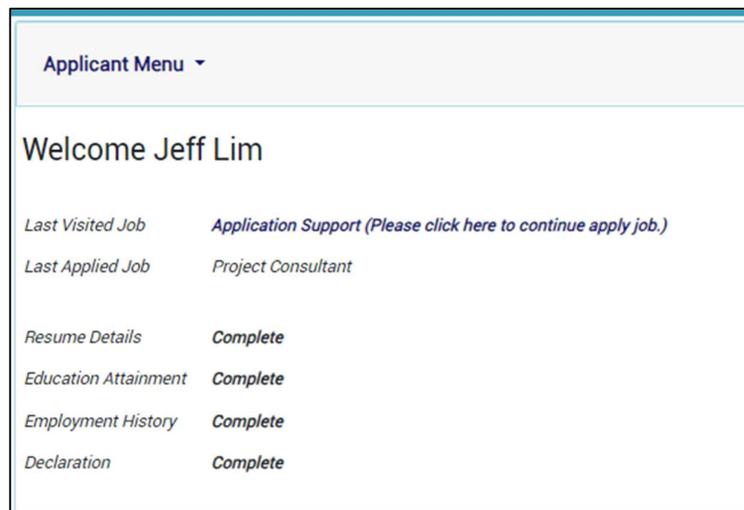


Figure 6-1 All resume details and declarations are completed

Once all of the sections are completed, user can begin to apply for a vacancy.

User can quickly access his last visited vacancy by clicking on the *Last Visited Job* hyperlink.

User can also access the job board to look for available job vacancies within his account. To

do this, click on the  main menu and click on *Search Job menu*.

7. Searching for a Vacancy at the Job Board

To access the Job Board within user's account, click on the  main menu and click on *Search Job menu*.



The screenshot shows a search bar at the top with a 'Position' label and a '→ Search' button. Below it is a table with three columns: Job Title, Employment Type, and Posted Date. The table contains six rows of job listings. At the bottom, there are navigation controls including 'Show Page 1 of 1 Pages' and 'Display 50 Records Per Page'.

Job Title	Employment Type	Posted Date
Application Support	Full Time	26/07/2019
Business Analyst	Full Time	11/09/2019
Project Consultant	Full Time	29/10/2019
Project Consultant	Full Time	30/10/2019
Sale Manager (Malaysia)	Full Time	29/01/2019
Sales Executive	Full Time	31/10/2019

Figure 7-1 The Job Board

Search for a specific vacancy by input keyword then click on  button.

The vacancy list shows key information about each vacancy, such as Job Title, *Employment Type*, and *Posted Date*.

User can manage and navigate the list of vacancies by using the web page controls located at the bottom of the web page.



Figure 7-2 The Job Board web page navigation and filter controls

Click on a vacancy to view the vacancy advertisement.

8. Applying for a Vacancy

Click on the vacancy from either user Dashboard's *Last Visited Job* hyperlink or the Job Board to view the vacancy advertisement.



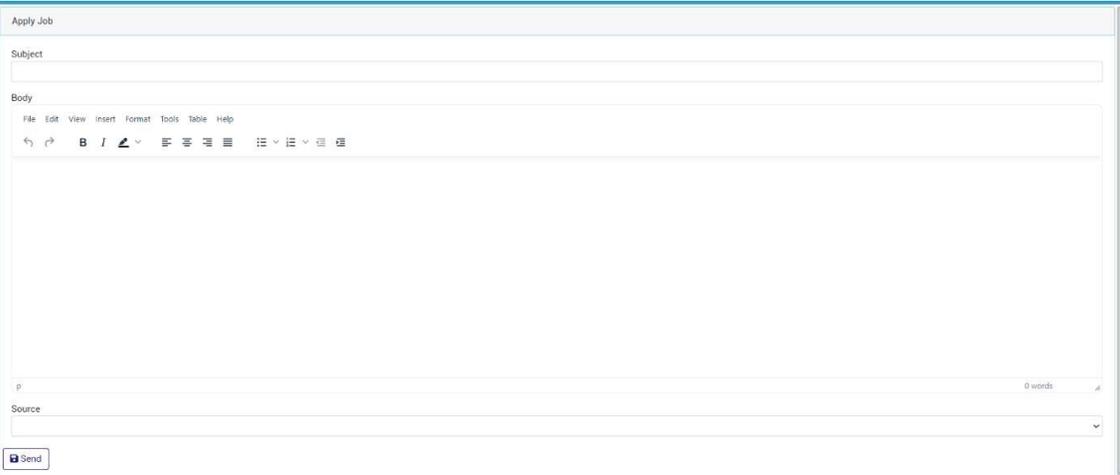
The screenshot shows a job advertisement for a Sales Executive. The details are as follows:

- Job Title:** Sales Executive
- Position:** SALES EXECUTIVE - SUPERVISORY
- Job Description:** Builds business by identifying and selling prospects; maintaining relationships with clients
- Job Qualification:** Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales
- Employment Type:** Full Time
- Qualification:** (None listed)
- Posted Date:** 31/10/2019

At the bottom of the advertisement, there is a QR code and two buttons: "Apply" and "Cancel".

Figure 8-1 Sample Vacancy Advertisement

Click on the [Apply](#) button to begin applying for the vacancy and the following screen should appear on your web browser.



The screenshot shows the "Apply Job" page, which is an email composition form. It includes the following fields and features:

- Subject:** A text input field.
- Body:** A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and various formatting options like bold, italic, underline, and text color.
- Word Count:** A small indicator showing "0 words".
- Source:** A dropdown menu.
- Send Button:** A button with a paper plane icon and the text "Send".

Figure 8-2 Vacancy Application Email at Apply Job page

Enter email details on the vacancy application email.

Click on *Source* to specify the advertising lead that user have followed to find the vacancy.

Once user is ready, click  button to send the vacancy application email and resume to << Company Name >> recruitment team.



Job Title	Applied Date
Project Consultant	25/09/2023

Figure 8-3 All jobs applied and recommended by recruitment team are shown in Applied Job page

All applied vacancies were listed at the Applied Job page.

Should << Company Name >> recruitment team recommends user a vacancy, he will be notified by email and the recommended vacancy will be displayed here.

- End of Document -