

MYFutureJobs

Your National Employment Services Provider

MYFUTUREJOBS JOBSEEKER PORTAL

USER GUIDE

May 2020





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Contents

Creating Your Profile	5
Self-Registering	7
Creating a Jobseeker Profile	8
Personal Information	8
Upload CV	9
Upload Profile Picture	9
Desired Job	9
Education	14
Training	15
Skill	16
Certificate & Supporting Document	17
Completing Your Profile	18
Looking for Jobs that match your profile	19
Match Score	19
Filter Jobs	19
Manage Match Result	20
Search for Jobs	20
Filter Results	21
Apply for Jobs	22
Manage Application	23
Manage Activity Log	24
Portal Notification	25
Vocational Interest Assessment	26
Sort and Filter Activities	27
Log A New Activity	27

Introduction

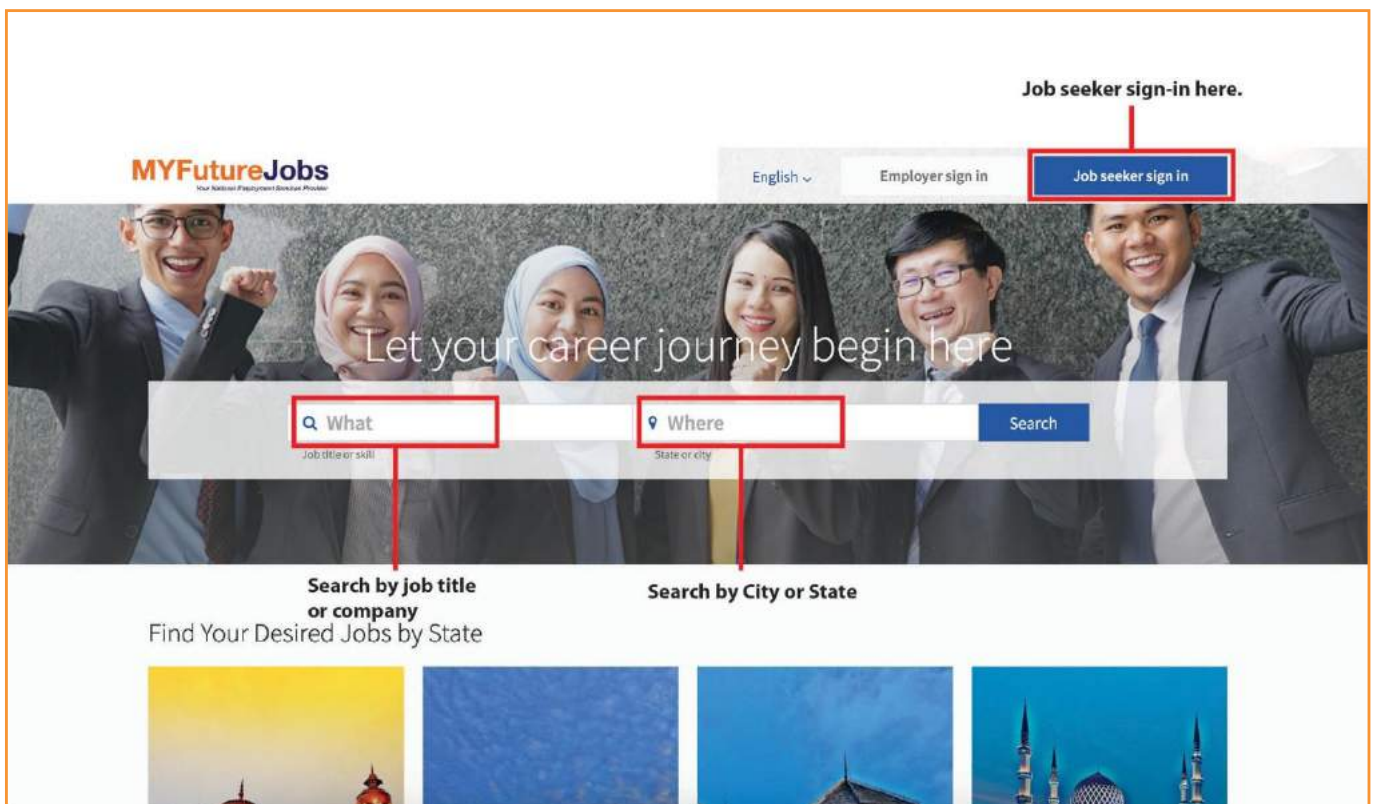


The MYFutureJobs portal is powered by advanced AI technology that matches jobseekers to suitable vacancies based on their profiles. It comprises the Candidate Portal, the Employer Portal, and the Case Management Portal. The Case Management Portal, which offers personalized support to jobseekers, is unique to MYFutureJobs.

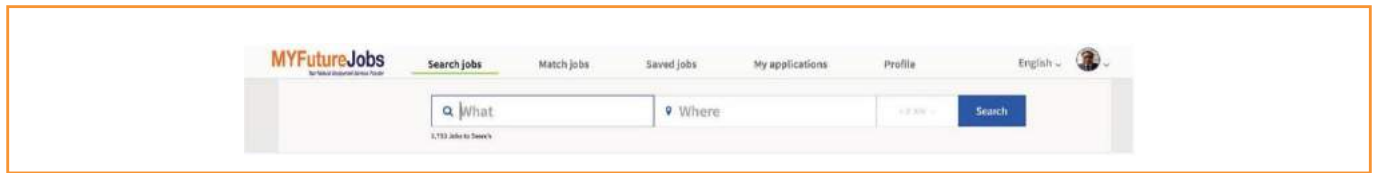
On the Candidate Portal, jobseekers will be matched with suitable vacancies based on their profile (work experience, education, and skills). They will also receive guidance on how to qualify for their desired jobs.

This publication provides instructions on:

1. Registering
2. Creating a profile
3. Searching for jobs
4. Applying for jobs
5. Managing applications
6. Managing the activity log






MAIN SECTIONS



Search jobs	Search for jobs by entering keywords.
Match jobs	List of jobs that match your profile. Comes with a daily email alert.
Saved jobs	List of saved vacancies. Active vacancies can be managed here.
My applications	Manage jobs you applied for.
Profile	Create and update your profile to ensure accurate job matching.
Profile icon	Includes My activities and Sign out functions.

Icons:

1. Asterisks (*) indicate mandatory fields.
2. Warning icons indicate () incomplete mandatory fields.
3. Edit information ().
4. Delete items ().
5. All updates will be auto-saved.
6. Character limits apply to each text field.

PROFILE CREATION

REGISTER

Users may register using their NRIC numbers.

Registering New Users

1. Click on **Jobseeker sign in** at the top right of the screen.
2. In the **Sign-in** window, click **Register**.
3. In the registration window, fill in your email address, IC number and password. Then click **Register**.
4. Accept the terms and conditions to sign in. You will be automatically directed to the **Profile** page.

SIGN IN

Signing in Registered Users

1. Click on **Jobseeker sign in** at the top right of the screen.
2. In the **Sign-in** window, enter your **NRIC** and **password**. Then click **Sign in**.
3. You will be automatically directed to the **Search jobs** page where you can start searching for jobs.



CREATE PROFILE

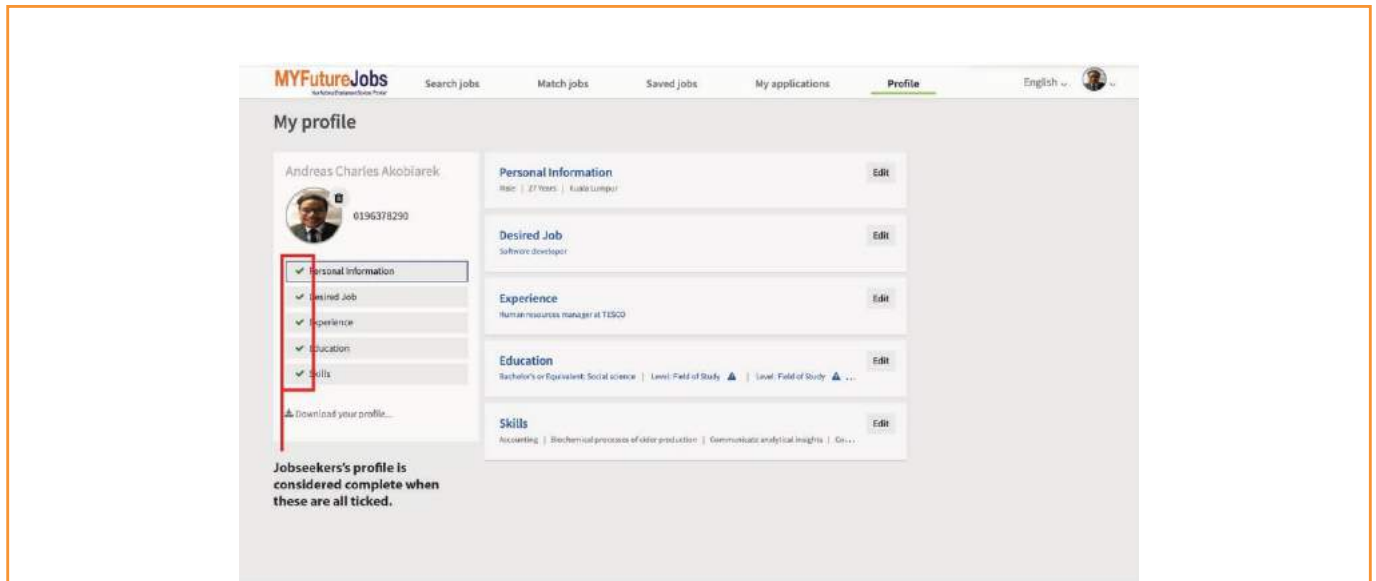
Your **Jobseeker Profile** includes the following sections: Personal Information, Desired Job, Experience, Education, and Skills.

Your completed profile allows you to:

1. Apply for jobs.
2. Be contacted by employers.
3. Obtain career guidance from case managers (applicable to EIS full-fledged benefits recipients only).

You may edit your profile by clicking the **Profile** tab.

All sections should be completed and all fields with an asterisk (*) are mandatory. Empty mandatory field(s) will be highlighted in red.



PERSONAL INFORMATION

Key in the following details:

- Name
- State
- Address
- Date of Birth
- Race (Optional)
- NRIC Number
- City
- Zip/Postal Code
- Gender
- Email: Check the box to receive email alerts.

E-mail *

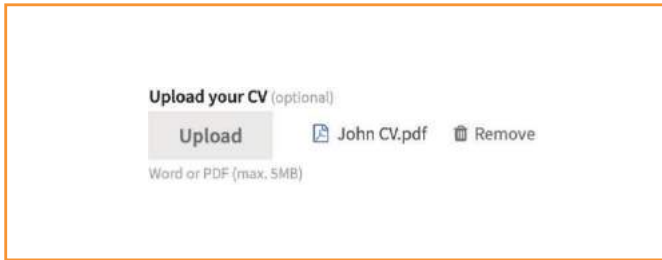
andreas.akobiarek@gmail.com

Send me a daily email notification for new matching jobs.

- Telephone Number
- Disabilities (Optional)
- Link to Social Media Accounts (Optional)

UPLOAD CV

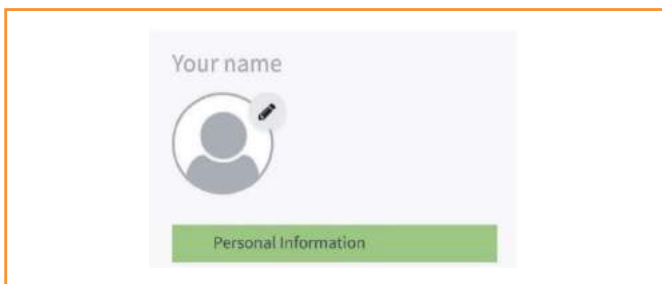
You may upload a CV in PDF or Word format in the **Personal Information** section:



The maximum file size allowed is 5MB. Note that only one CV can be uploaded at a time. If you upload another document, it will replace the existing one. To remove the existing document, click the **Remove** icon.

UPLOAD PROFILE PICTURE

You may upload your picture in JPEG or PNG format by clicking on the picture icon.



Note that only one picture can be uploaded at a time. If you upload another picture, it will replace the existing one. To remove the existing picture, click the **Remove** icon.

DESIRED JOBS

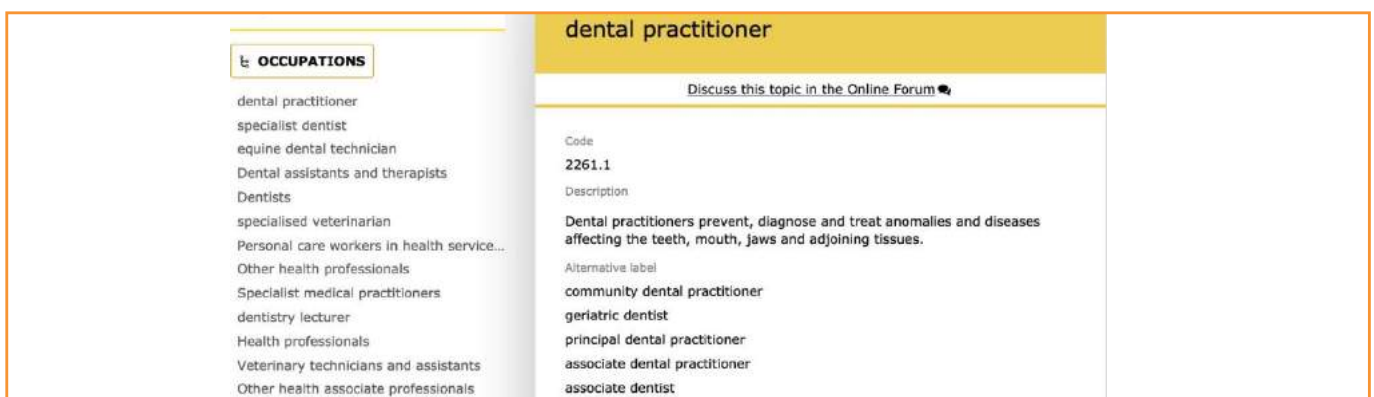
List the jobs you would like to have.

Occupation

1. Search by entering a keyword. A list of suggestions will appear.



2. Select a job title from the list of suggestions. To identify the occupation that best matches your preferences, visit <https://ec.europa.eu/esco/portal/occupation> to search for your preferred occupation.



3. If you cannot find a suitable occupation, please contact your nearest SOCSO office to obtain advice from a case manager.

Position Level

Select a position level e.g. Non-Executive, Manager.



Position Level *

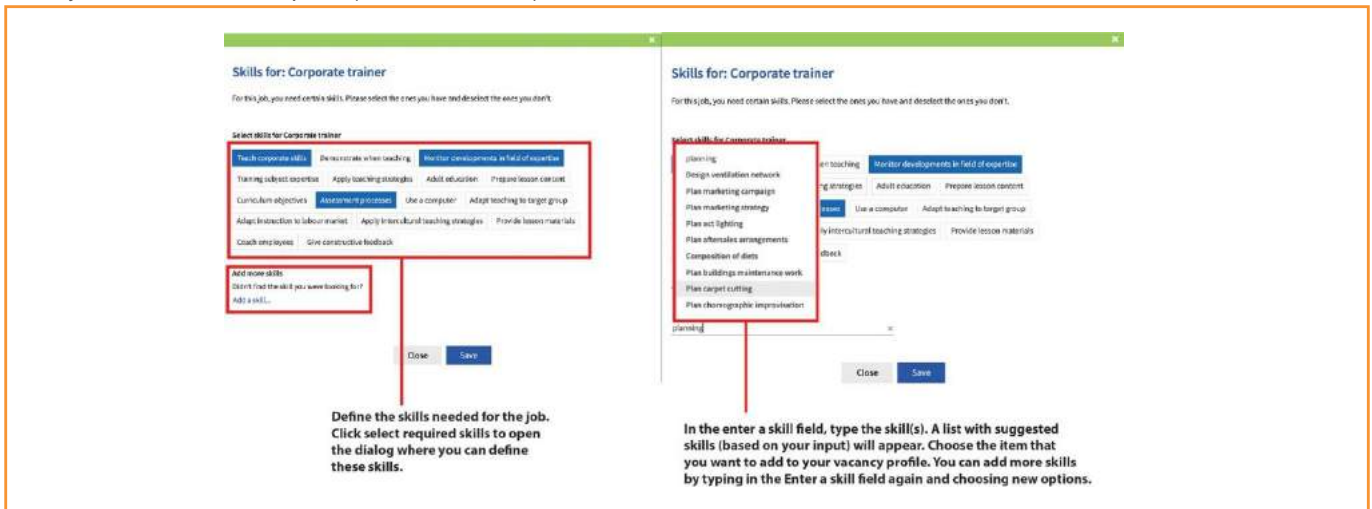
Non Executive Fresh/Entry Level **Junior Executive** Senior Executive Manager

Senior Manager Top Management

Skills

Each occupation comes with a list of suggested skills. You may either select skills from the list or add other skills.

Once your selection is complete (indicated in blue), click **Save**.

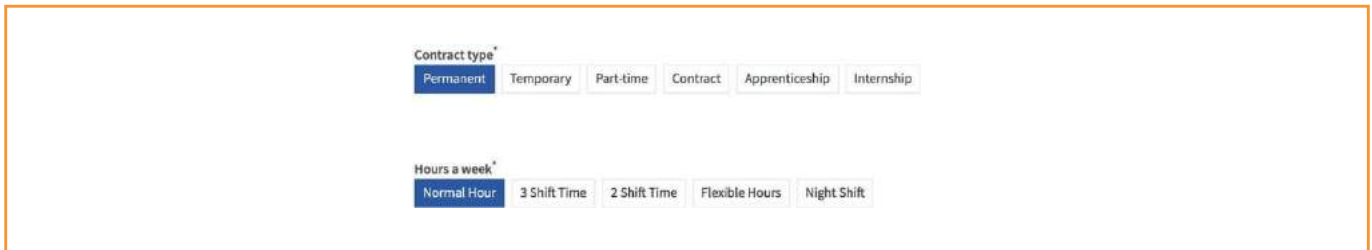


Define the skills needed for the job. Click select required skills to open the dialog where you can define these skills.

In the enter a skill field, type the skill(s). A list with suggested skills (based on your input) will appear. Choose the item that you want to add to your vacancy profile. You can add more skills by typing in the Enter a skill field again and choosing new options.

Contract Type

Specify your desired work contract and working hours. You may select multiple items in both fields.



Contract type *

Permanent Temporary Part-time Contract Apprenticeship Internship

Hours a week *

Normal Hour 3 Shift Time 2 Shift Time Flexible Hours Night Shift

Salary

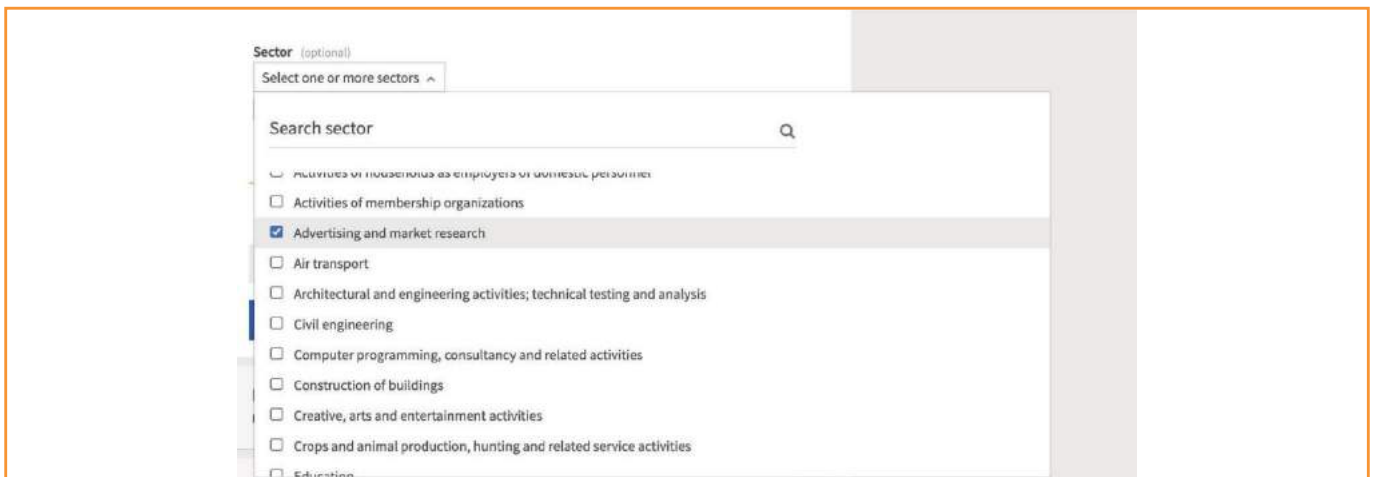
Indicate your desired salary. You may select multiple items.



The screenshot shows a 'Salary*' section with a grid of buttons representing different salary ranges. The buttons are arranged in three rows. The first row contains buttons for '<1200', '1200-1499', '1500-1999', '2000-2499', '2500-2999', and '3000-3499'. The second row contains buttons for '3500-3999', '4000-4999', '5000-5999', '6000-7999', '8000-9999', and '10000-12999'. The third row contains buttons for '13000-15999' and '>16000'. The '2500-2999' and '3000-3499' buttons are highlighted in blue.

Travel Distance From, **Company Size** and **Sector** sections are optional.

To select a sector, click **Select one or more sectors** and check the boxes next to your preferred sectors. Enter a keyword in the **Search** sector field to start searching.



The screenshot shows the 'Sector (optional)' section. At the top, there is a dropdown menu labeled 'Select one or more sectors'. Below this is a search bar with the text 'Search sector' and a magnifying glass icon. A list of sectors follows, each with a checkbox. The sectors listed are: 'Activities of industries as employers of domestic personnel', 'Activities of membership organizations', 'Advertising and market research' (which is checked), 'Air transport', 'Architectural and engineering activities; technical testing and analysis', 'Civil engineering', 'Computer programming, consultancy and related activities', 'Construction of buildings', 'Creative, arts and entertainment activities', 'Crops and animal production, hunting and related service activities', and 'Education'.

Experience

Include your past work experience. Related fields will only appear if you select 'yes' for the first question.

Experience Close

Do you have work experience?*

Yes No

Occupation *

I want to do this job in the future (optional)

Position Level *

Start date* **End date***

I currently work here

Related skills
For this job you need certain skills. Which skills do you have?
Select your skills... You have selected 0 skills

Employer *

Sector (optional)

Job description (optional)
Enter a description of this job...

Field	Description
Occupation	Type a keyword to start searching. Select a relevant occupation from the search results.
I Want to Do This Job in the Future	Include this job as a desired job.
Position Level	Indicate the position level of the job e.g. Non-Executive, Manager.
Start Date and End Date Sections	Specify the dates you started and left the job.
Related Skill	Select skills that you applied on the job from the list provided.
Employer	Name of your previous company.
Sectors	Type a keyword to start searching. Select your preferred sectors from the results.
Job Description	(optional) Brief description of your previous responsibilities.

If you have no experience (e.g. a fresh graduate), answer **No** and click **Continue to Education**.



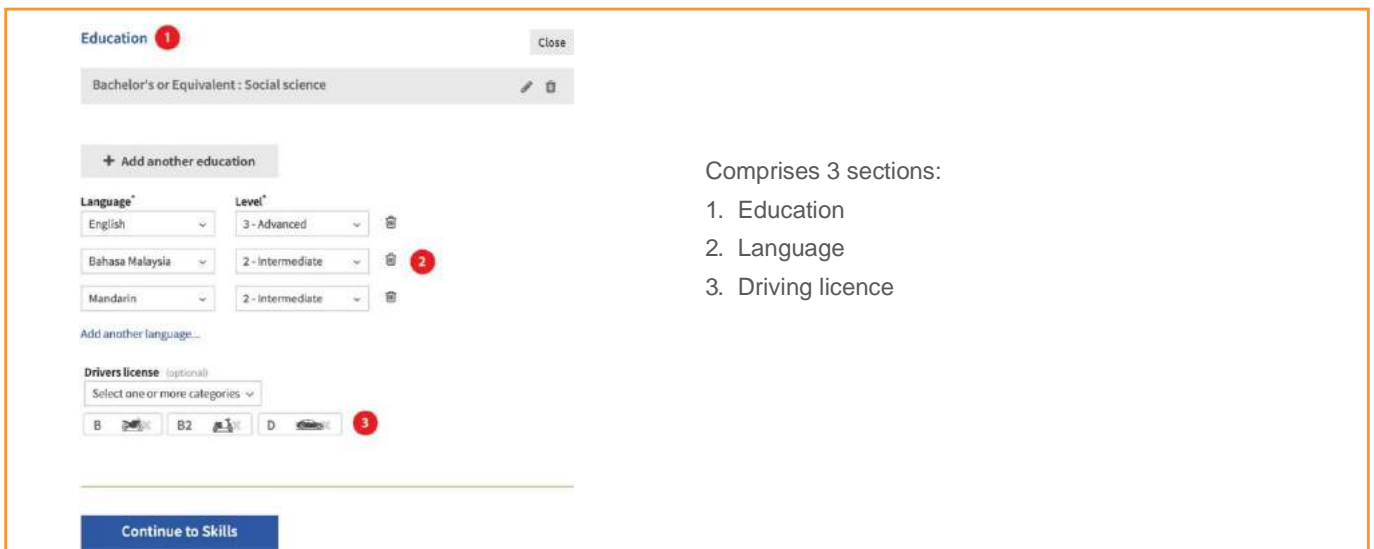
The screenshot shows a form titled "Experience" with a "Close" button in the top right corner. Below the title, it asks "Do you have work experience?*" with two radio buttons: "Yes" (which is selected) and "No".

Click **Add another experience** to add another previous job.



The screenshot shows a list of three experiences: "MAYBANK", "CIMB Bank", and "RHB Bank". Each entry has a pencil icon for editing and a trash icon for deletion. Below the list is a button labeled "+ Add another experience" and a blue button labeled "Continue to Education".

EDUCATION



The screenshot shows the "Education" form with a "Close" button. It displays a list of education entries, with the first one being "Bachelor's or Equivalent : Social science". Below this is a "+ Add another education" button. The form is divided into three sections: "Language", "Drivers license", and "Continue to Skills".

Comprises 3 sections:

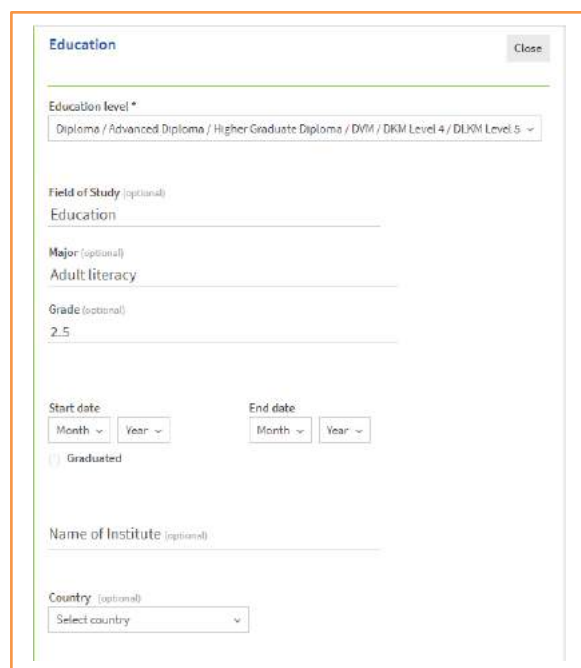
1. Education
2. Language
3. Driving licence

1. Education

List your academic qualifications.

Click on **Education Level** to choose the qualification level, e.g. "Bachelor's or Equivalent".

To select your **Field of Study**, enter a keyword and select the most relevant option from the list generated.



The screenshot shows a detailed view of the "Education" form. It includes fields for "Education level *" (with a dropdown menu), "Field of Study (optional)", "Major (optional)", "Grade (optional)", "Start date" (with "Month" and "Year" dropdowns), "End date" (with "Month" and "Year" dropdowns), "Name of Institute (optional)", and "Country (optional)". There is also a "Graduated" checkbox.

2. Language & Driving License

The screenshot shows the 'Education' section with a 'Close' button and a field for 'Bachelor's or Equivalent : Social science'. Below it is a '+ Add another education' button. A red box highlights the 'Language' and 'Level' dropdown menus. The 'Language' dropdown has options for English, Bahasa Malaysia, and Mandarin. The 'Level' dropdown has options for 3 - Advanced, 2 - Intermediate, and 2 - Intermediate. A text box to the right of the red box says: 'Specify the language(s) that you speak and the corresponding fluency (level). You have to define at least one language/level.' Below the language section is the 'Drivers License (optional)' section with a dropdown for 'Select one or more categories'. A list of license categories is shown with checkboxes: A (Invalid Carriage), B (Motorcycle exceeding 500 cc), B1 (Motorcycle not exceeding 500 cc), B2 (Motorcycle not exceeding 250 cc), C (Three-Wheeled Motorcycle), D (Motor Car unladen weight not exceeding 3500 kg), DA (Motor Car Without Clutch Pedal unladen weight not exceeding 3900 kg), and E (Heavy Motor Car unladen weight exceeding 7500 kg).

TRAINING

The screenshot shows the 'Training' section in a user profile form. On the left is a sidebar with navigation options: Education (checked), Training (highlighted in green), Skills (checked), Certificates and Documents, and References. Below the sidebar is a 'Download your profile...' button. The main content area shows the 'Education' section with 'Bachelor's or Equivalent: Computer science' and 'SPM / O Level / SKM Level 1 / SKM Level 2 / SKM Lev...'. Below this is the 'Training' section, which is highlighted with a red box. It contains a '+ Add another training (optional)' button and a large blue 'Continue to Skills' button. Below the training section is the 'Skills' section with 'Coordinate purchasing activities | Estimate costs of required supplies | Identify suppliers | Mai...'. The 'Education' and 'Skills' sections have 'Edit' buttons.

1. Training

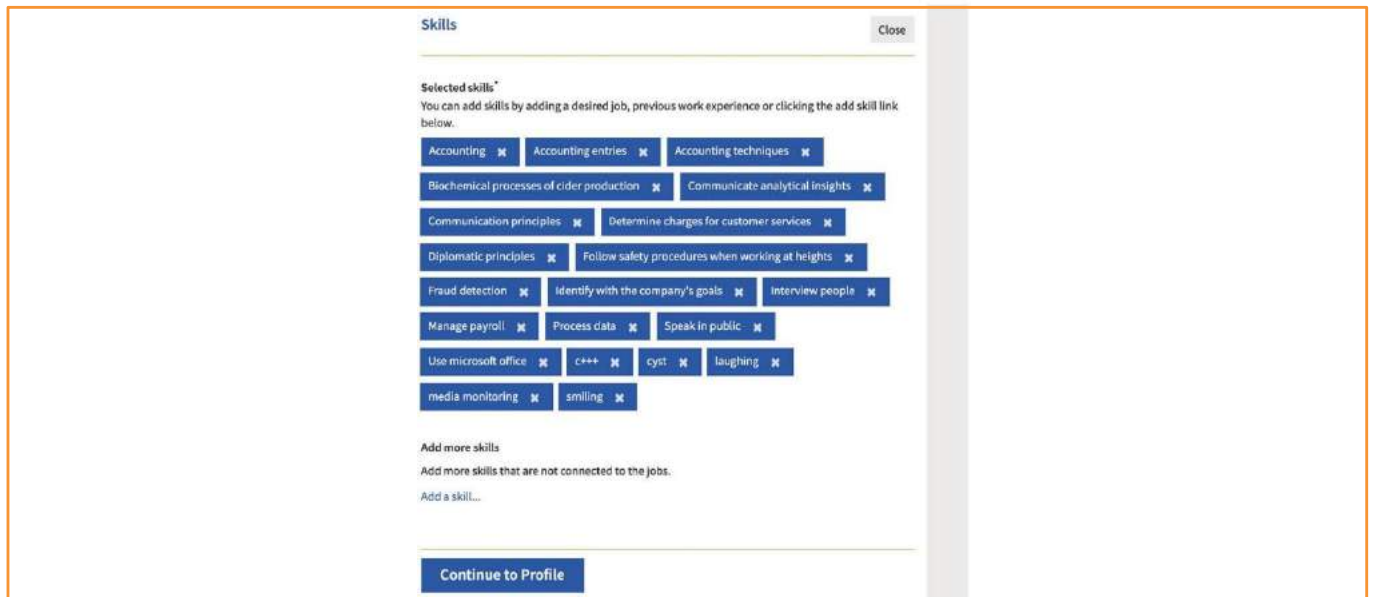
List your training qualifications.

Fill in the field accordingly.

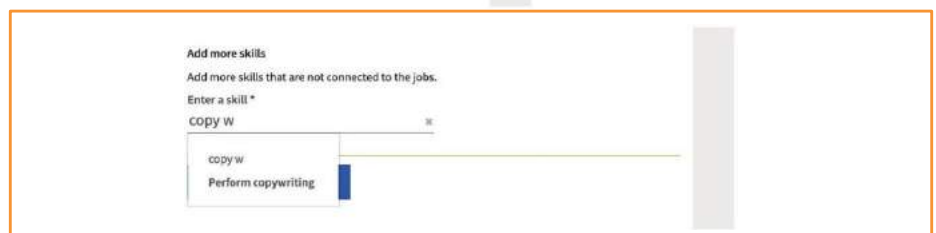
The screenshot shows the 'Training' form fields. It has a 'Close' button in the top right corner. The fields are: 'Name *' (required), 'Name is required' (error message), 'Name of Institute (optional)', 'Country (optional)' (dropdown menu with 'Select country'), 'Start date (optional)' (Month and Year dropdowns), and 'End date (optional)' (Month and Year dropdowns).

SKILLS

Add new skills in addition to reviewing and editing the skills you selected in the **Desired Job** and **Experience** sections. You must have at least one skill.



To add a skill, click **Add a skill** in the **Add more skills** section. Type a keyword in **Enter a skill *** to select a skill from the list of options.



Repeat this process to add more skills. Click **Continue to Profile** after you are done.

CERTIFICATE AND SUPPORTING DOCUMENT

Upload your related certificates and supporting documents.

Education Edit
Diploma / Advanced Diploma / Higher Graduate Diploma / DVM / DKM Level 4 / DLKM Level 3 Educat1...

Training Edit
MS Office training | PMP training | Soft skills | Training ▲

Skills Edit
Cover a variety of health conditions | HR2000

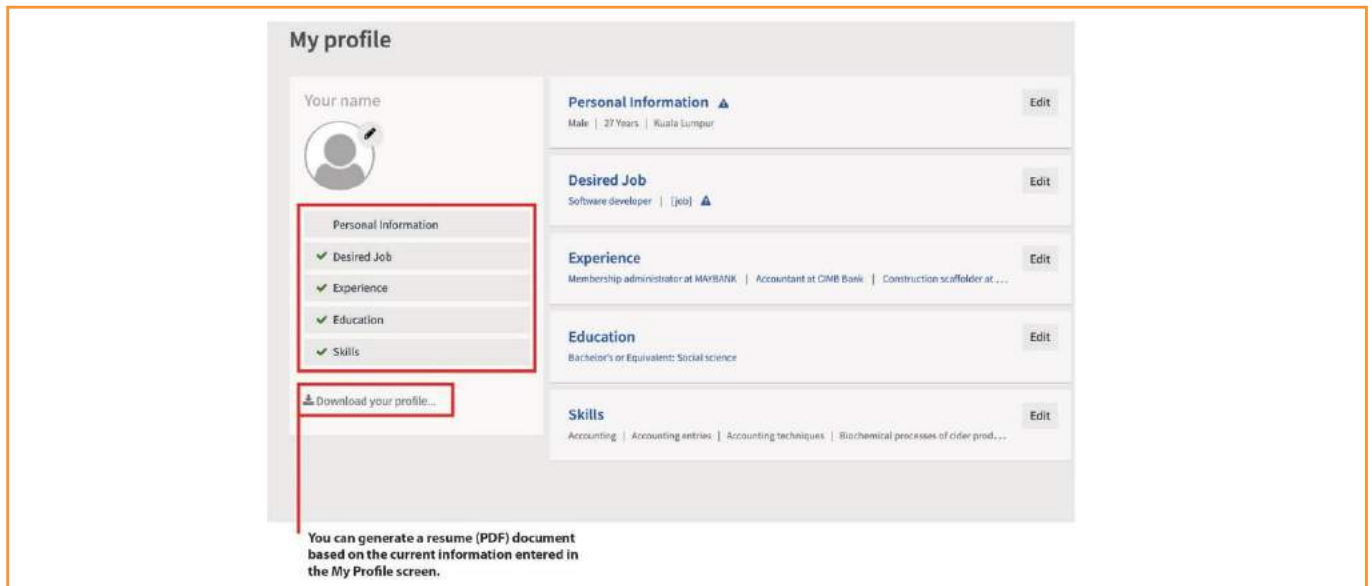
Certificates and supporting documents Close
Bachelors In Computer Science
BSC Computer Science - NI.JPG
Diploma In IT
Diploma in IT - NI.jpg
Please upload a document or certificate ⚠️
[+ Add another document](#)
[Continue to References](#)

References Edit
Abdullah | Another boss

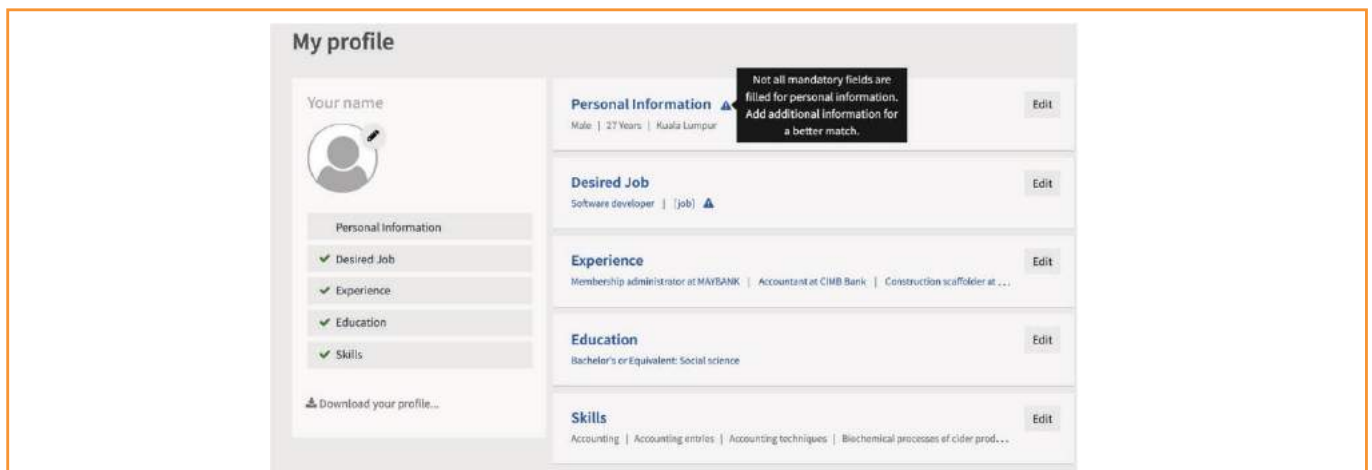
Certificates and supporting documents Close
Bachelors In Computer Science
BSC Computer Science - NI.JPG
Diploma In IT
Diploma in IT - NI.jpg
Name of document
Document*
[Upload file](#)
.jpg, .png or .pdf (max. 2MB)
Issued by (optional)
Issued on (optional)
Month Year
[+ Add another document](#)

COMPLETE PROFILE

Complete sections will have a green check mark appear next to them.



Missing information will be indicated by a warning sign.



Update your profile at any time using the **Profile** tab.

SEARCH FOR JOBS

Click on **Match jobs** to view matching jobs.

Each job description includes the **title**, **company name**, **location**, **contract type**, and useful additional information.

The screenshot shows the 'Match jobs' page on MYFutureJobs. A list of job results is on the left, and a detailed view of a 'Planning Engineer' job is on the right. Annotations include:

- A red box highlights a heart icon in the job list, with text: "The icon can be used for saving this jobs. More information about the scores and about saving jobs can be found below in this topic."
- A red circle highlights a match score indicator in the job details, with text: "The circle represents the overall match score."
- A red box highlights the job title and company name in the job details, with text: "General information about the job (title, the employer's name, its location, contract details), you will also see the full job description. Under the job description, you can find general information about the employer and its location on the map."

MATCH SCORE

The circle in the middle represents the **overall match score**, which combines the left (jobseeker requirements) and right (vacancy requirements) scores.

The diagram illustrates the Match Score calculation with three circles:

- Left circle:** "The left circle shows how well the job meets your requirements." (Green circle with a right-pointing arrow)
- Right circle:** "The right circle shows how well your profile meets the vacancy's requirements." (Orange circle with a left-pointing arrow)
- Middle circle:** "The circle in the middle represents the overall match score. It takes the requirement of both the candidate and the vacancy into account. This score combines the left and the right scores." (Green circle with a double-headed arrow)

Below the diagram, three examples of match scores are shown:

- A green circle with a right-pointing arrow: "The match score is 75% or higher"
- A green circle with a double-headed arrow: "The match score is between 50% and 75%"
- An orange circle with a left-pointing arrow: "The match score is below 50%"

FILTER JOBS

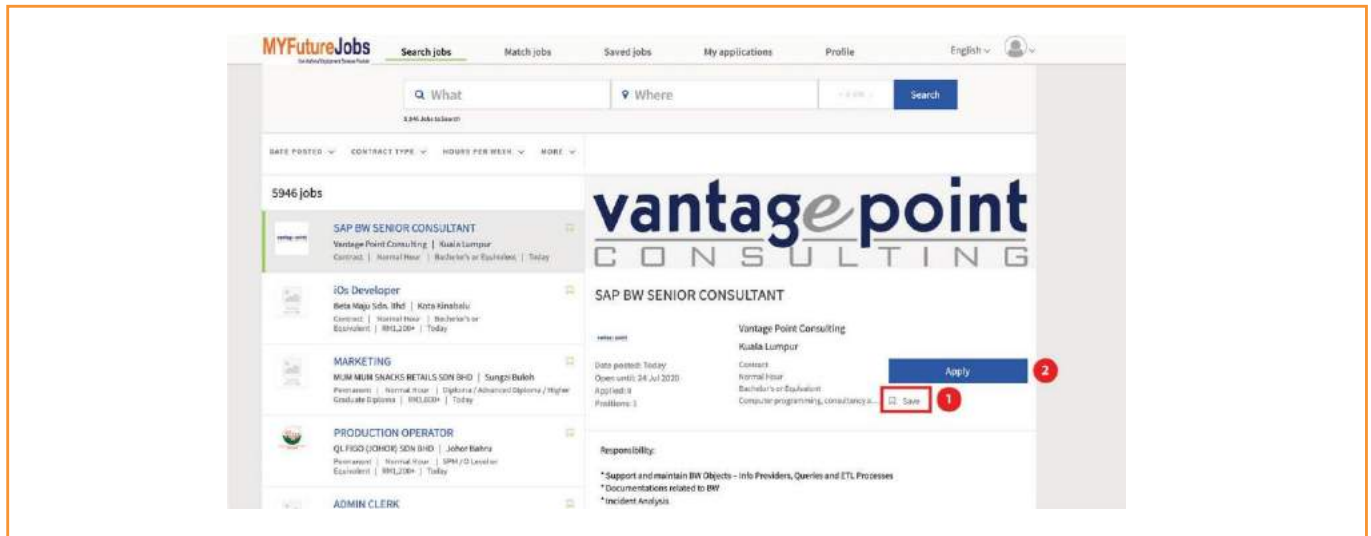
Only show vacancies that meet certain criteria i.e. date posted, contract type, working hours, sector, and education level. You may apply multiple filters at the same time.

The screenshot shows the search filters section on MYFutureJobs. The 'What' filter is set to 'Creative, arts and entertainment activities' and the 'Where' filter is set to 'Bachelor's or Equivalent'. The job list below shows results for 'Accountant Executive' at ONAIR ENTERTAINMENT in Kuala Lumpur.

MANAGE MATCH RESULTS

You may:

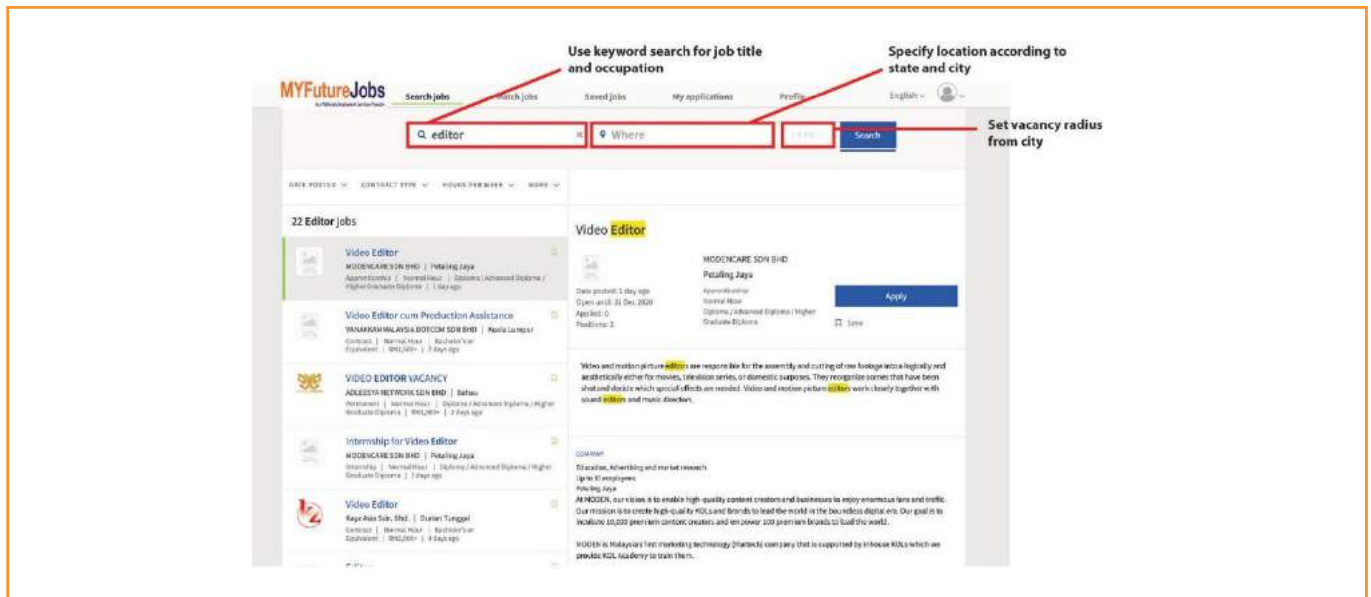
1. Save a job for further action by clicking on **Save**.
2. Apply immediately by clicking **Apply**.



SEARCH FOR JOBS

Search for jobs in the **Candidate Portal** homepage.

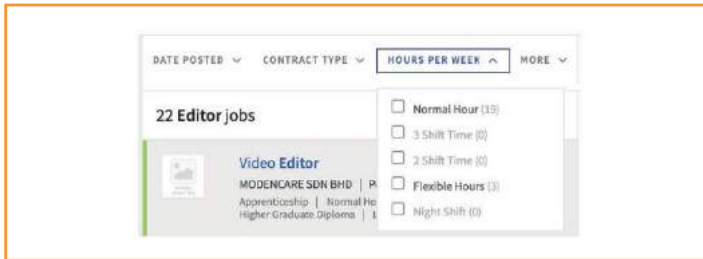
1. Enter a keyword and select an occupation from the list in the **What** field.
2. Enter your preferred location in the **Where** field and click **Search** to display results.



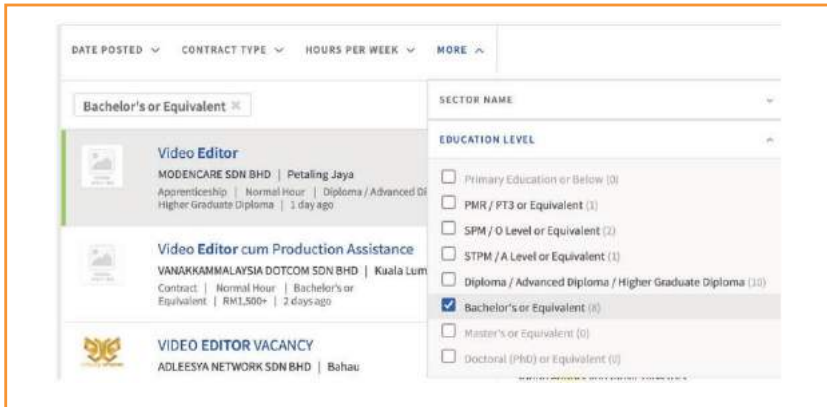
3. You may modify your search criteria at any time.

Clicking **Search** without entering any search criteria will display all vacancies sorted by date posted.

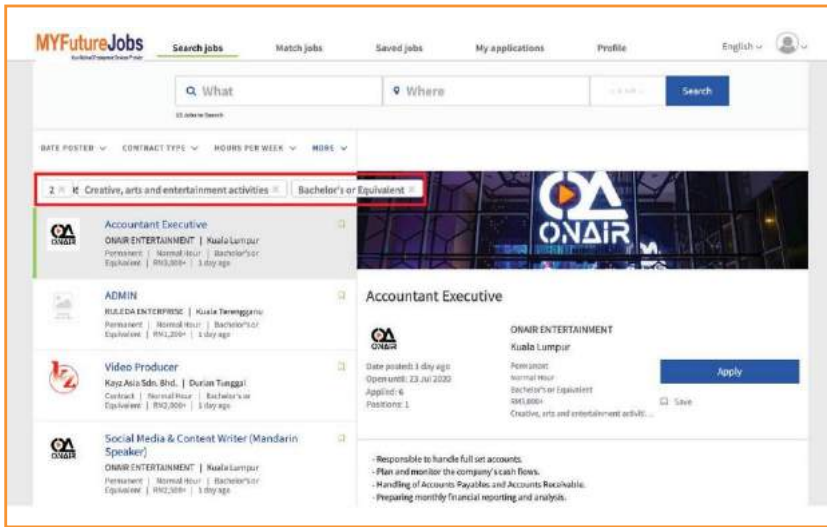
FILTER RESULTS



Apply available filters to increase the relevance of your search results.



Click **More** for more filters.



You may apply multiple filters at the same time.

APPLY FOR JOBS

Only registered users may apply for jobs. Click the **Apply** button to the right of the displayed job to apply. If you are not logged in, you will be redirected to the login page first.

Fill in all mandatory fields.

Class

Apply for Video Editor cum Production Assistance at VANAKKAMMALAYSIA DOTCOM SDN BHD

John Smith
[Edit profile](#)

E-mail *
andreas.akobiarek@perkeso.gov.my
18 characters left

Phone *
01234567890
4 characters left

Resume *

Profile
 CV from your profile
 Other CV

Upload
Word or PDF (max. 1MB)

Motivation (optional)

No motivation letter attached
 Upload a motivation letter
 Create a motivation letter

Cancel **Apply**

If you choose Profile, the information defined in your profile will be passed to the employer along with your application.

If you choose CV, the CV file saved in the profile will be used for your application.

If you choose other CV, click the Upload button and locate a (Word or PDF) file containing the CV that you want to attach.

Click upload the option to upload a motivation letter file. If you choose the Create a motivation letter option, a text field will appear where you can enter the letter text.

When all required information is defined, click Apply.

You will receive a confirmation:

Thank you for your application!

You can now:

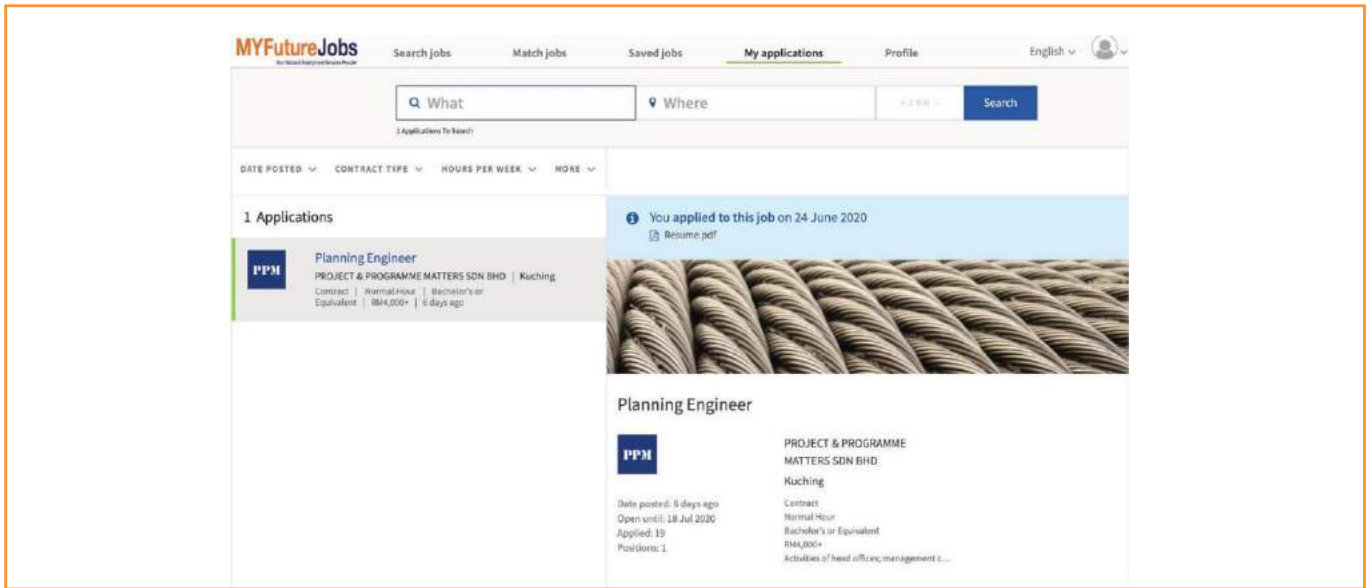
Return to the [list of job results](#)

Close

The job will now appear in **My applications**.

MANAGE APPLICATIONS

Click on **My applications** to view your applications.



A notification will appear above the vacancy details if you are invited to an interview.



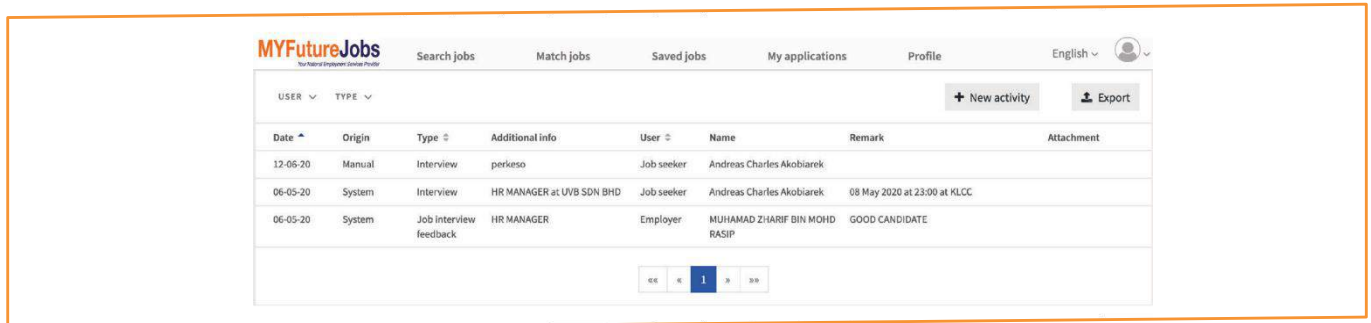
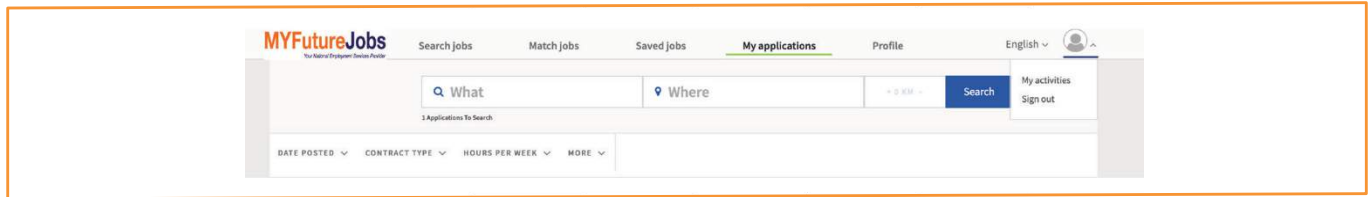
To accept an interview invitation, click **Accept**, check the information in the confirmation dialog, and click **Accept** again.

To reject an interview, click **Reject**, specify your reason(s) in the confirmation dialog, and click **Reject** again.

To reschedule the interview, contact the employer directly using the contact details provided after clicking **Reschedule**.

MANAGE ACTIVITY LOG

My activities appears after clicking on the user icon. It shows the overview of your activities.

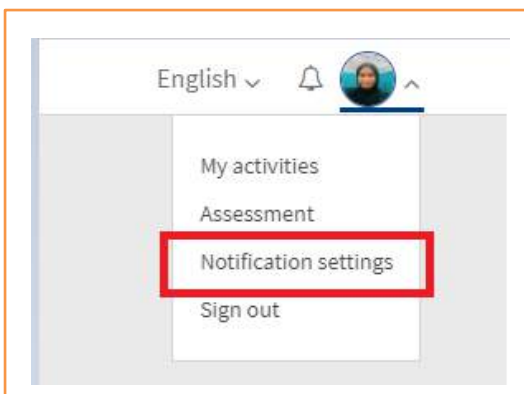
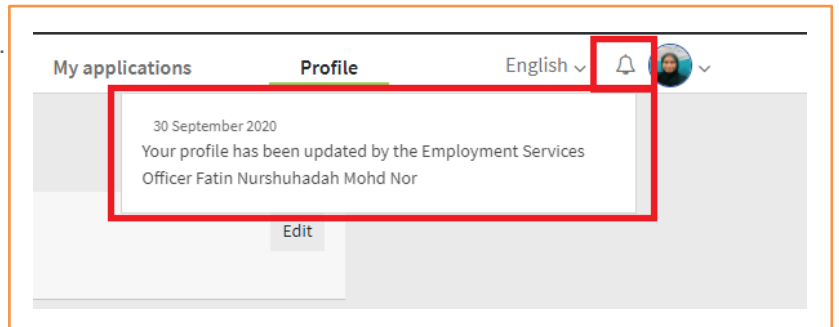


Each activity includes the following details:

Item	Description
Date	Date the activity was performed.
Origin	Manual or System (auto-generated). Activities maybe be created manually or system-generated.
Type	Activity type e.g. apply, training, interview
Additional Info	Additional information (if provided).
User	Type of user performing activity e.g. jobseeker, case manager.
Name	Name of the user.
Remark	Remarks on the activity (if provided).
Attachment	Attachments related to the activity (if uploaded).

PORTAL NOTIFICATION

Any new updates will be shown at the notification icon.
Click the notification's icon for further information.



Jobseekers can disable the portal or email notification -;

1. **Click** the portal notification's icon
2. **Select** Notification Setting.
3. **Unchecked** any checked box according jobseeker's need.
4. **Click** Close.

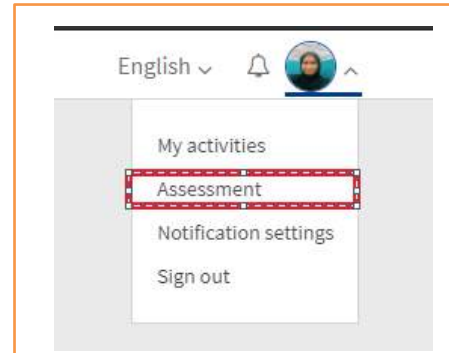
	Email	Portal notification
A caseworker applied for a job on your behalf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A caseworker has updated your ECP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A caseworker sent you a job recommendation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job interview invitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A caseworker updated your profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An employer invited you to apply for a position	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New jobs were matched to your profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

VOCATIONAL INTEREST ASSESSMENT

The Vocational Interest Assessment assesses the interest of the jobseekers and recommends the most suitable occupation based on the assessment results.

To take the assessment-;

1. **Click** the profile icon
2. **Select** Assessment.
3. **Click Start** and answer all the question.



Vocational interest assessment

1 Introduction

2 Questions

3 Results

4 Occupations

Get to know your vocational interests in 4 steps

The Vocational interest assessment can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do. The Vocational interest assessment has 60 questions about work activities that some people do on their jobs.

Read each question carefully and decide how you would feel about doing each type of work:

- Strongly dislike
- Dislike
- Unsure
- Like
- Strongly like

Try not to think about:

- If you have enough education or training to do the work.
- How much money you would make doing the work.

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. Good luck!

Start

Occupations

Select job preparation

How much education, training, and experience do you need to do the job? Different careers need different amounts of preparation. Select level of job preparation to help you identify and explore careers that might be right for you.

- Extensive job preparation
- High job preparation
- Medium job preparation
- Some or no job preparation

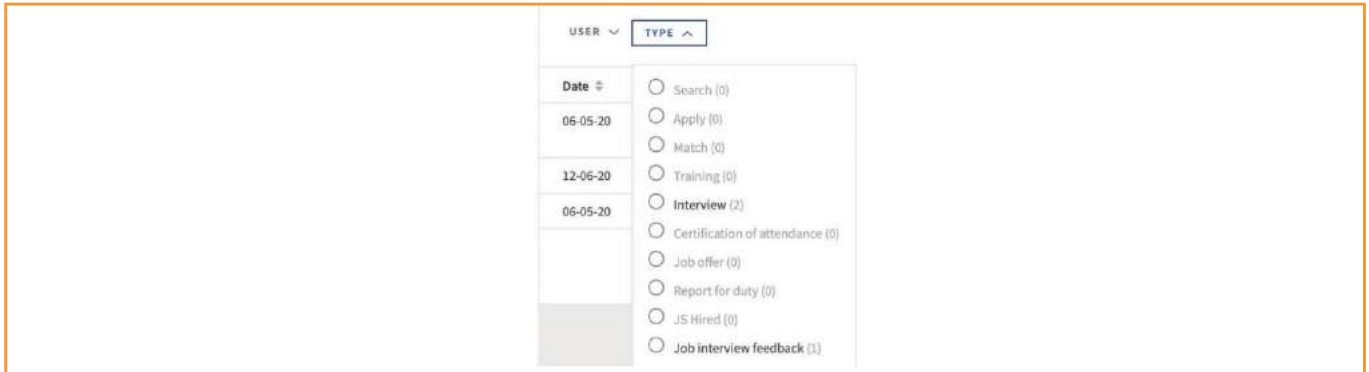
745 occupations that fit your interests

- Casting mould maker
- Dangerous goods driver
- Recycling worker
- Moving truck driver
- Private chauffeur
- Aircraft fuel system operator
- Refuse vehicle driver
- Delivery driver
- Hearse driver
- Taxi driver

SORT AND FILTER ACTIVITIES

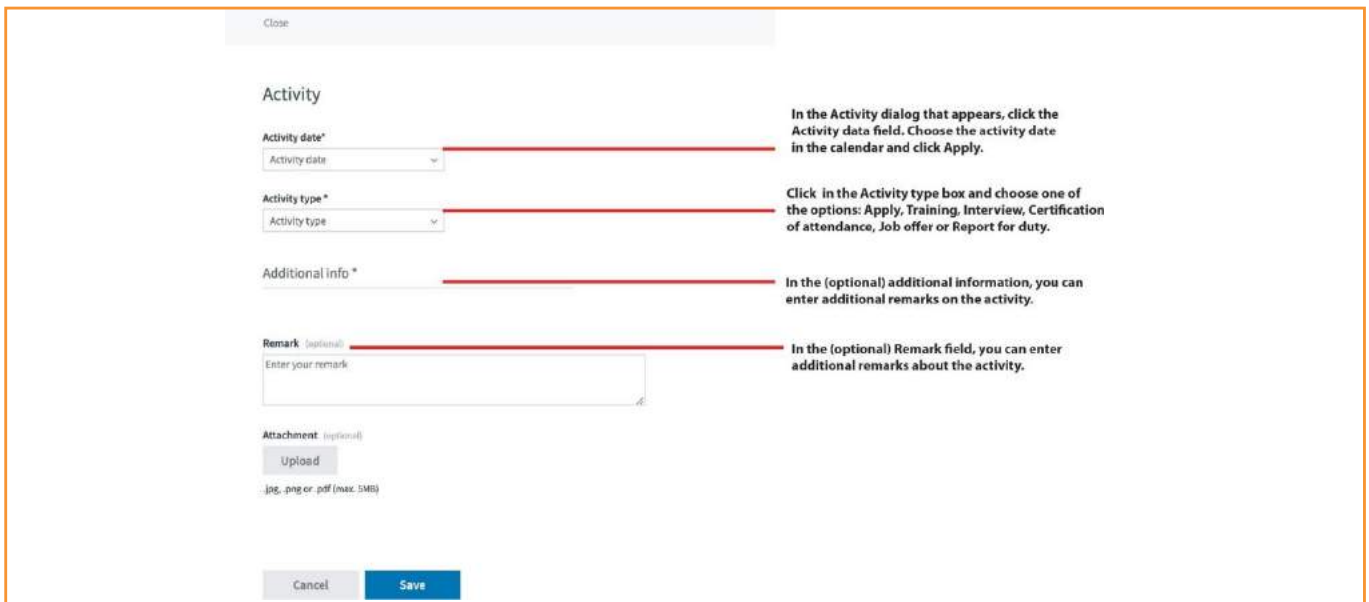
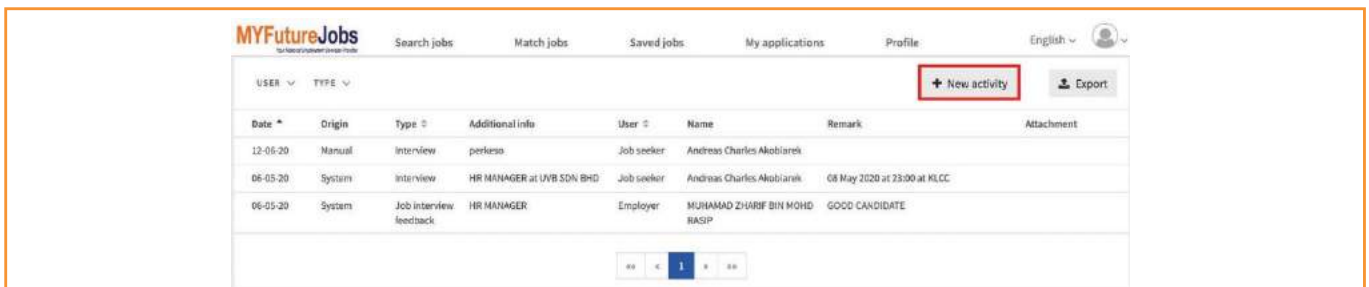
Activities may be sorted by date, type and user. Click on the relevant title to sort.

Activities may be filtered by case, type, and user. You may apply multiple filters at one time.



LOG A NEW ACTIVITY

To log a new activity, click on **New Activity** at the top right of the screen.



1. Click **Upload** to attach files and **Remove** to delete them. Uploading another file will replace the previous one.
2. Click **Save** to save the activity.



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