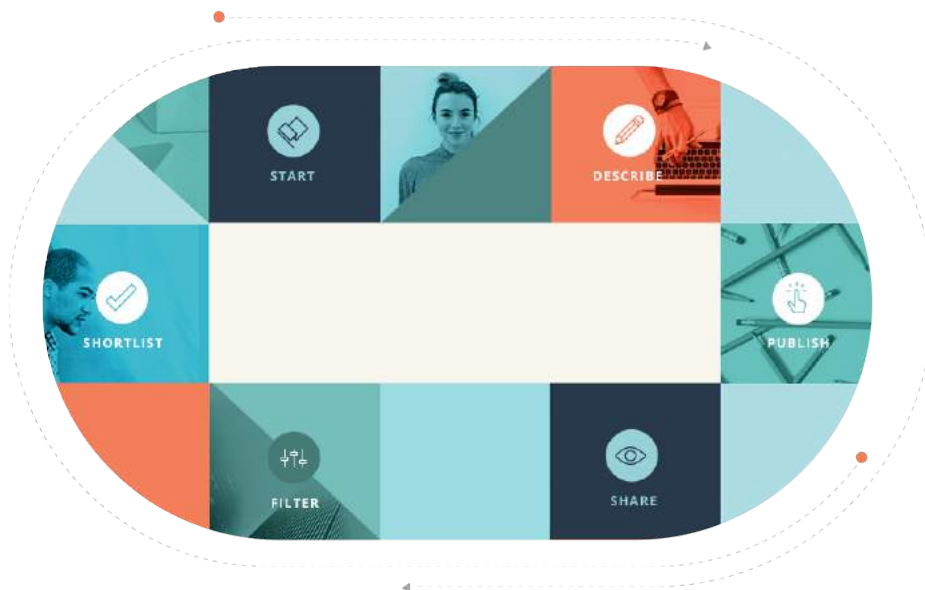
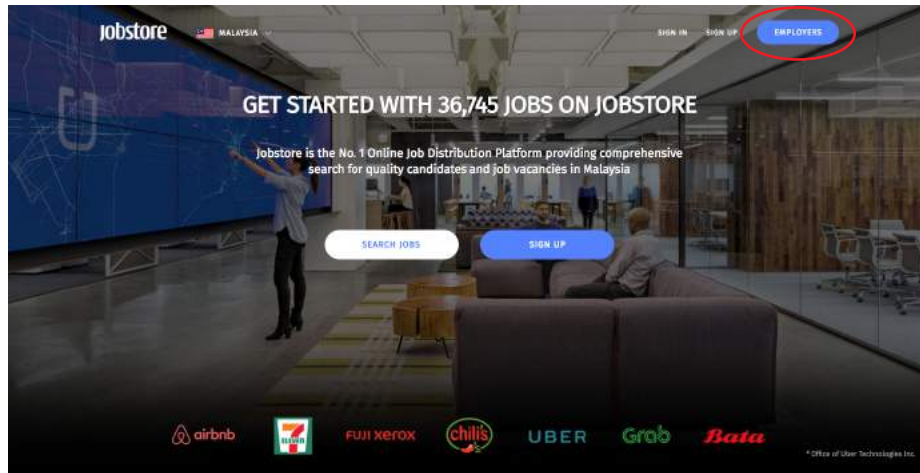




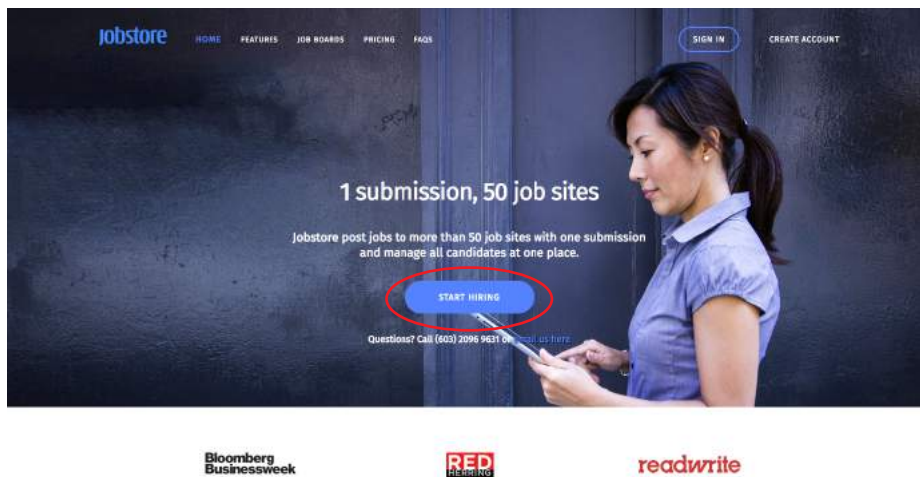
# HOW TO POST JOBS ON JOBSTORE.COM



AUGUST 2016



1. Click '**EMPLOYER**' at the top right of Jobstore's homepage.  
<http://www.jobstore.com>



2. Click '**START HIRING**' at the center of Jobstore's employer homepage.  
<http://www.jobstore.com/employer/index>

If you already have an account, please **skip step 2 & 3**

If you have any questions, please contact us at: **603-20969631**

**For employers only**

Please enter a valid email address. Verification will be sent to this email. You will receive updates through this email address. If you already have an account, please [sign in here](#).

**PERSONAL DETAILS**

<b>FULL NAME</b> Full Name	<b>CURRENT POSITION</b> Current Position
<b>EMAIL ADDRESS</b> Email address	<b>CONTACT NUMBER</b> Contact number e.g. 034567890

**COMPANY INFORMATION**

<b>COMPANY NAME</b> Company name	<b>EMPLOYER TYPE</b> Select employer type
<b>COMPANY INDUSTRY</b> Select an industry	<b>ADDRESS</b> Address
<b>CITY</b> Location	<b>POSTCODE</b> Postcode
<b>STATE</b> State	<b>COUNTRY</b> Please select a country

**LINKEDIN COMPANY PAGE URL**  
LinkedIn Company Page URL

**Linkedin Page URL**

**ABOUT THE COMPANY**  
About The Company

**CREATE PASSWORD**

<b>PASSWORD</b> Password	<b>CONFIRM PASSWORD</b> Password confirmation
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\* minimum 8 characters, case sensitive

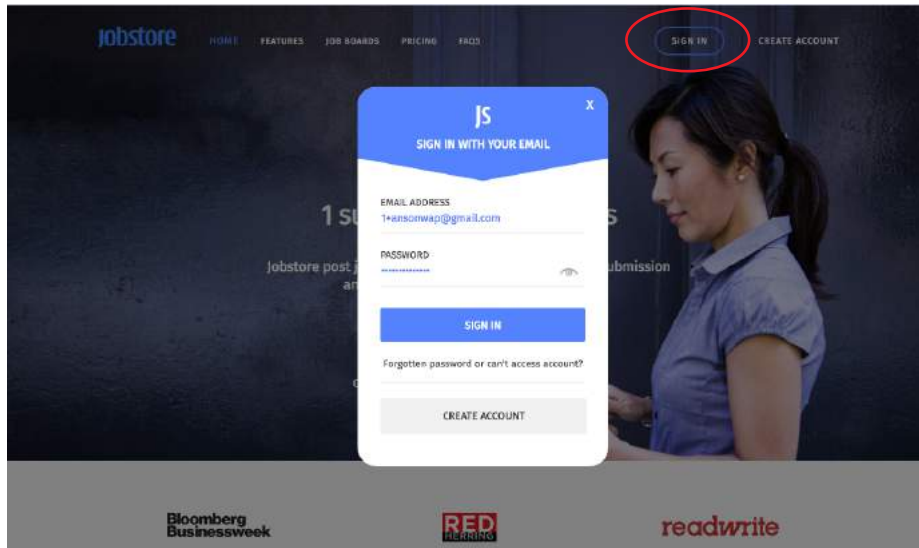
\* By signing up to jobstore, you agree to our [Privacy Policy](#) and [Terms of Service](#).

CONTINUE

3. Click '**CONTINUE**' after you fill in all the details about your company <http://www.jobstore.com/signup/employer>

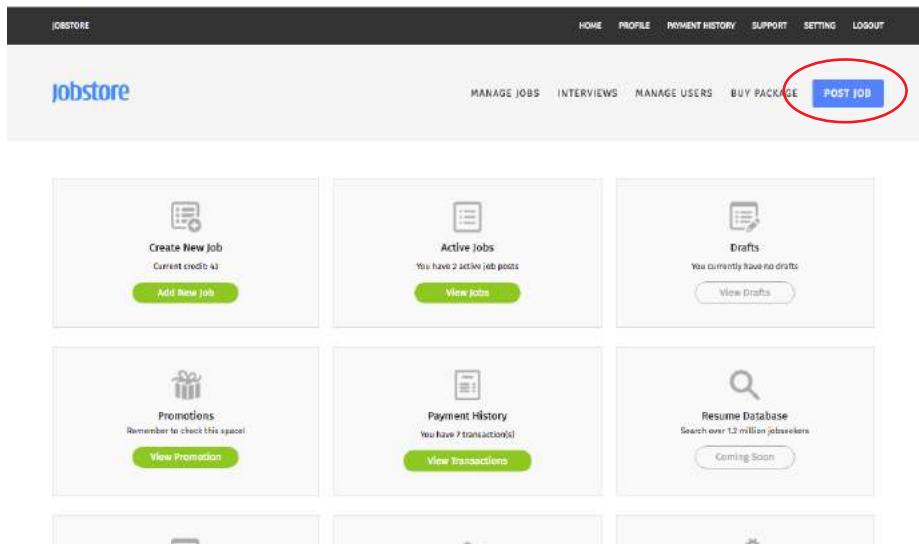
If you have any questions, please contact us at: [603-20969631](tel:603-20969631)

- \* Please provide your company linkedin page in order for us to post your jobs on LinkedIn.  
Learn how to create a LinkedIn Page: <https://goo.gl/Ye765H>



4. Click 'SIGN IN' at the top right of the employer homepage if you already have an account

<http://www.jobstore.com/employer/index>



5. Click 'POST JOB' at the top right of your account home page and start posting jobs

<http://www.jobstore.com/employer/main>

If you have any questions, please contact us at: [603-20969631](tel:603-20969631)

### POST NEW JOB

#### WHERE WOULD YOU LIKE TO POST THIS JOB?

City to post this job in Country to post this job in

City Malaysia

Company Name  Set company as 'Confidential'

jobstore

#### JOB DETAILS

Job Title

Job Title

Job Location Country

Please select a country

Job Category Position Level

Select job category Select position level

Job Type Minimum Salary (Monthly)

Select job type MYR Minimum Maximum

### 6. Please fill in all the necessary information:

① **City to post the job:** Only "City", such as Kuala Lumpur, Puchong, Ipoh, Johor Bahru, Penang, etc..

**NOT** states, such as Selangor, Perak...  
**NOT** your office address...

② **Job Location:** Only for "City", not for state or office address...

③ **Salary:** The salary only applicants can view.

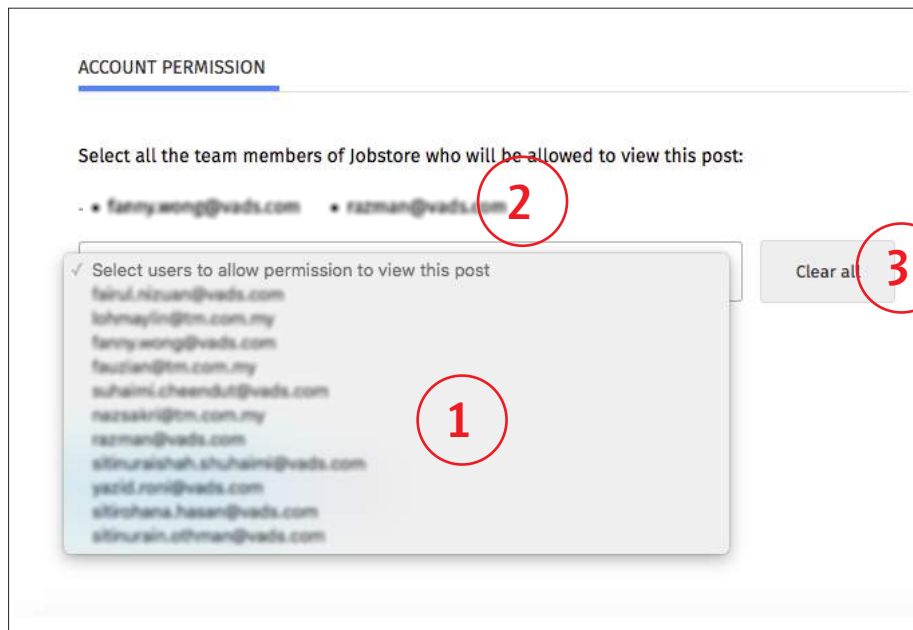


## 7. Upload Logo and Banner:

- 1). Company logo and banner **recommended**
  - a). Logo size: **150\*150 Pixels** of **.JPEG** or **.PNG** files
  - b). Banner size: **950 \* 300 Pixels** of **.JPEG** or **.PNG** files

## 8. Methods of Receiving Applications

- ① You can enter **more than 1 email address**. By separating different email address with a **comma ( , )** or **space**.  
**DO NOT use Semicolon ( ; )**.
- ② Jobstore will filter all applicants, you can choose to receive email notifications for all applicants or only qualified applicants with or without foreigners. For all **unqualified applicants**, you can view them at **“keep as reference”** tab.
- ③ If you have your own **Application Tracking System (ATS)**, you can just provide us the external link so we can **redirect all applicants to your site to apply**



**9. Account Permission (For more than 1 users in your company account):**

- ① You can select which user can **view** the job, applicants and updates each time when you are posting job by **selecting the email address from the drop list**.
- ② The **selected users** those who can **view** the job will be shown on top of the email list
- ③ If you want to **remove** users from the list of who can view the job, just click "**Clear All**".

\* If you are the "**Admin Account**", or **you are the person who post the job**, you will be able to **view** the job **automatically**, even though you are **NOT** in the view list.