UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Student's Manual

JOB ON CAMPUS (JOC)

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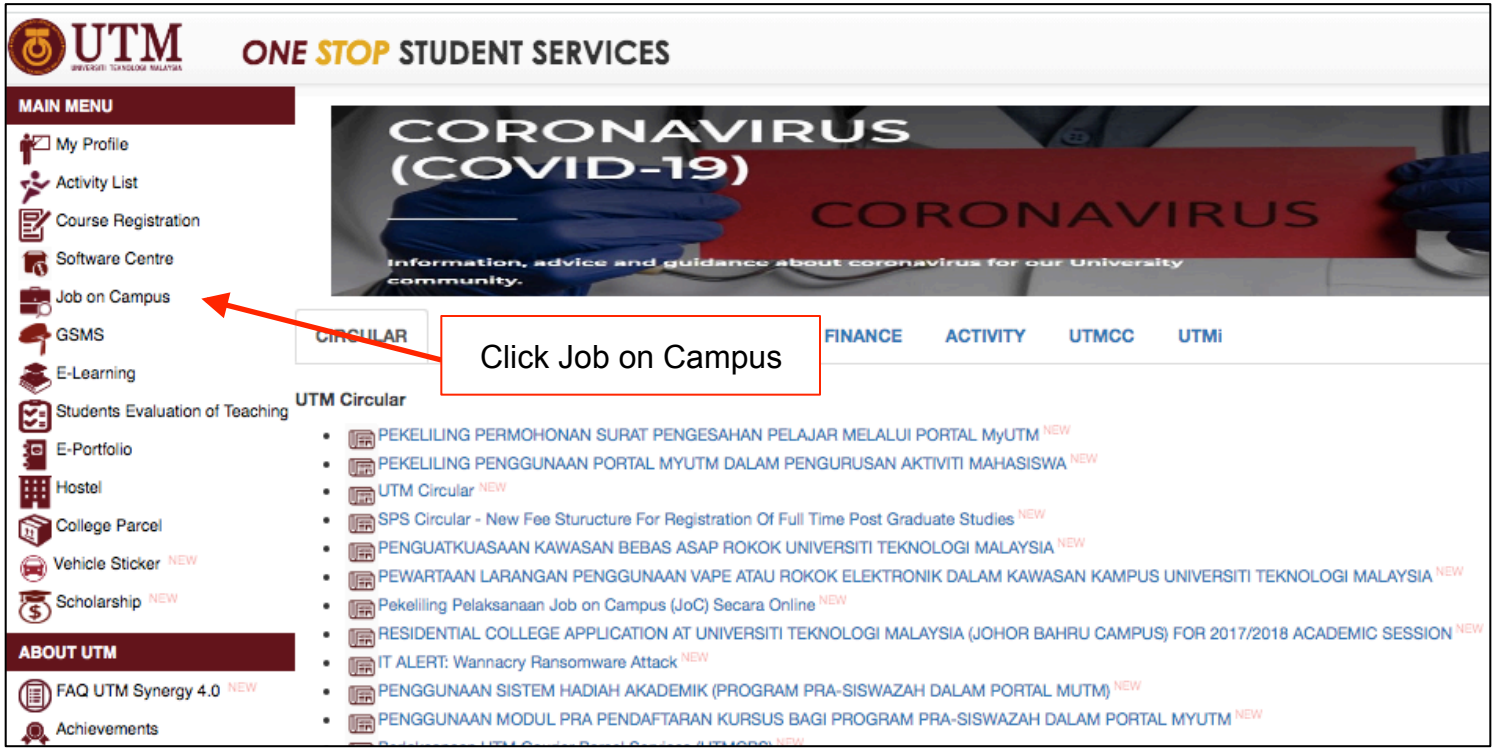
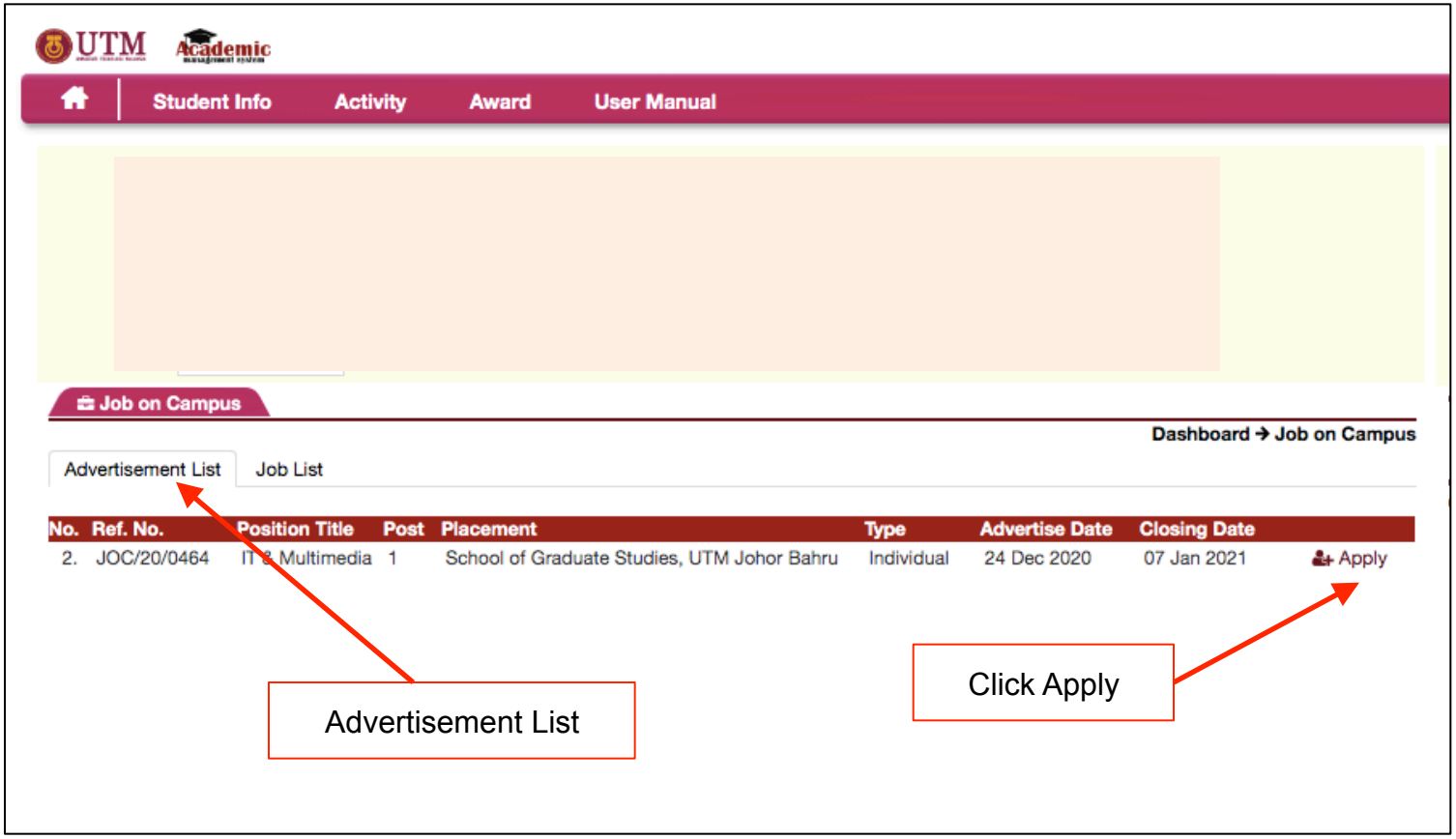
UTM Career Centre | ecareer@utm.my

1. Open your UTMAcad.
2. Click on **Job on Campus menu.**

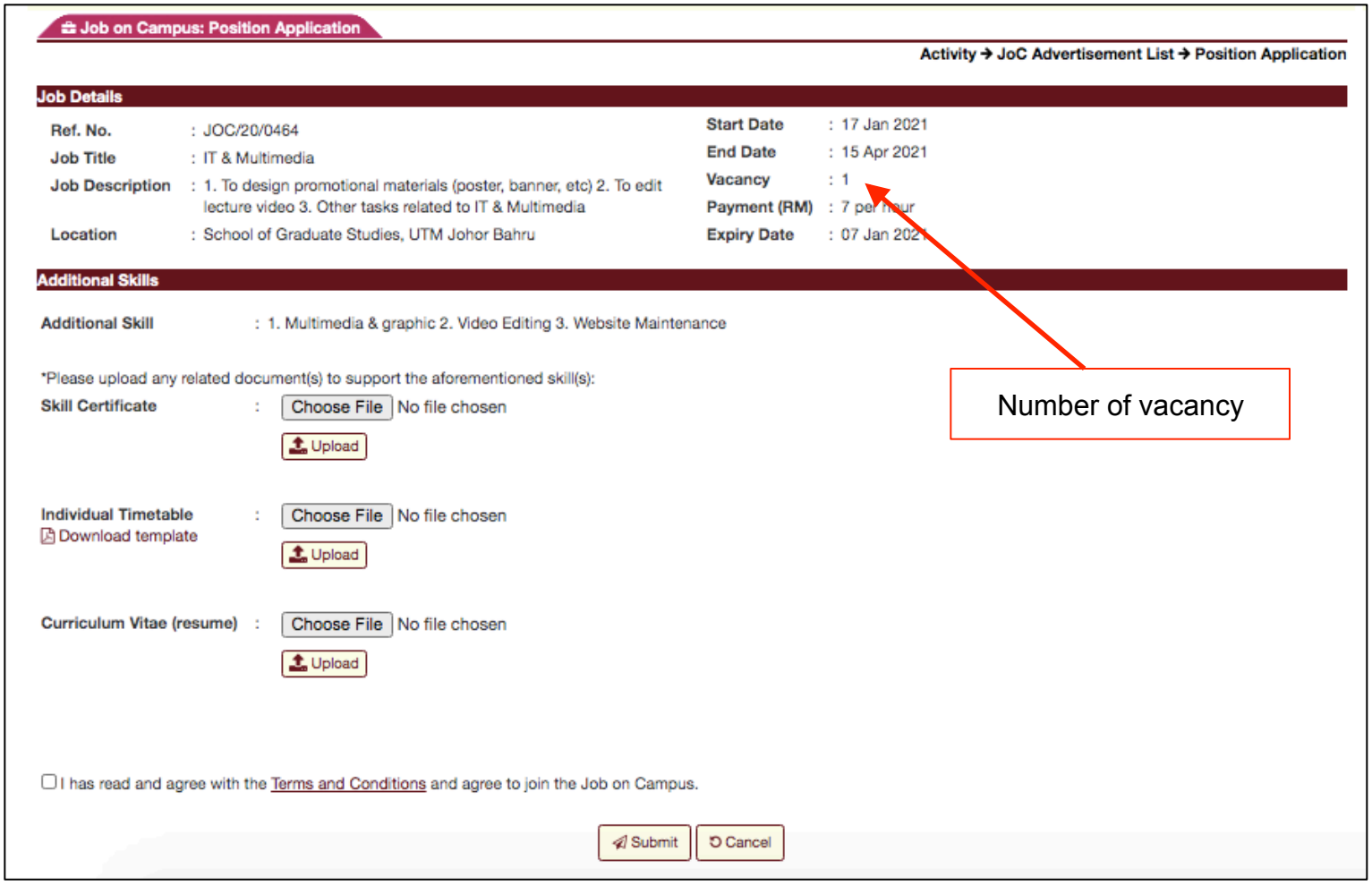


3. From the advertisement list, click **Apply.**

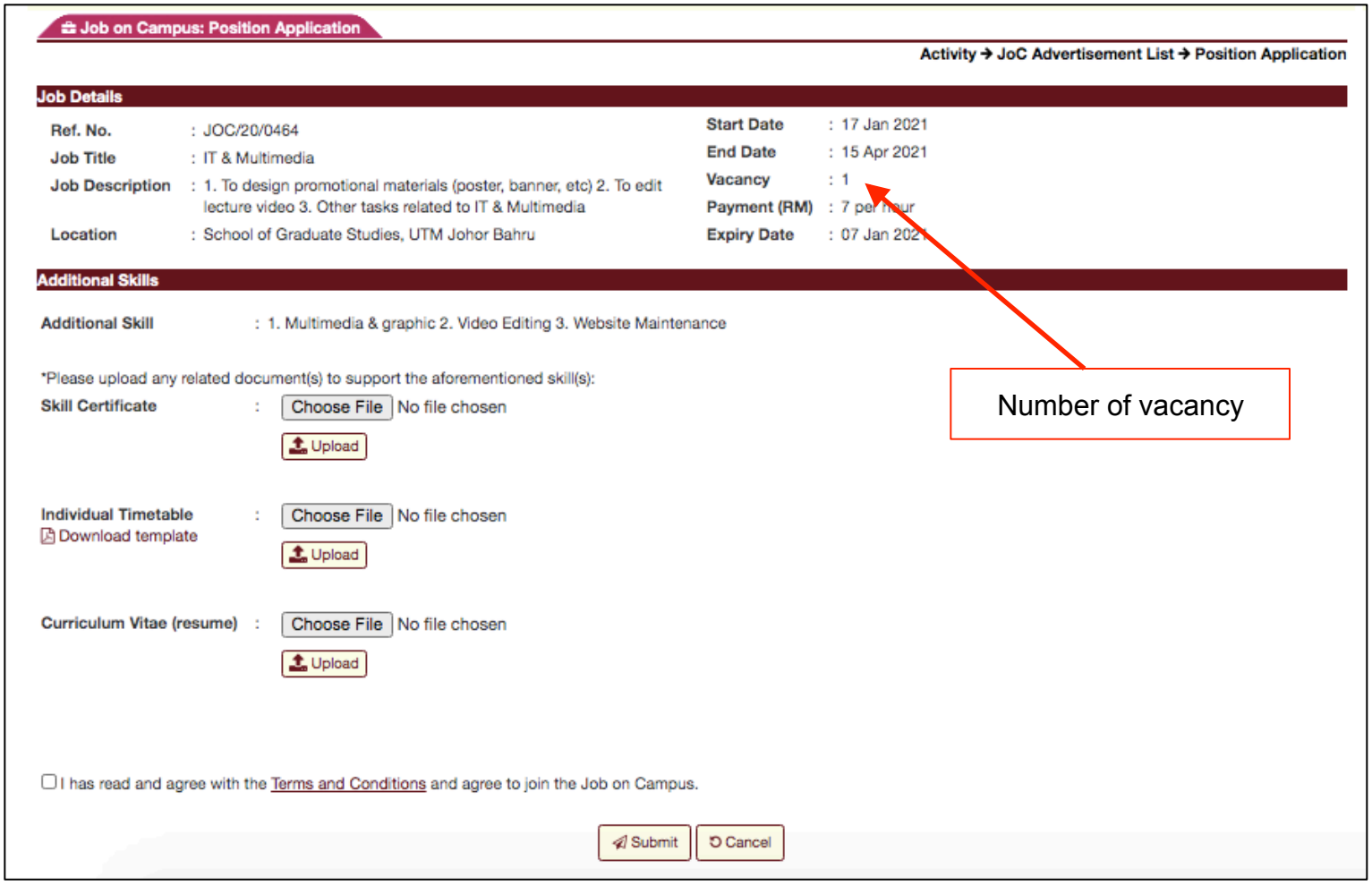


4. Fill up the JoC application form, check the number of vacancy then click **Submit.**

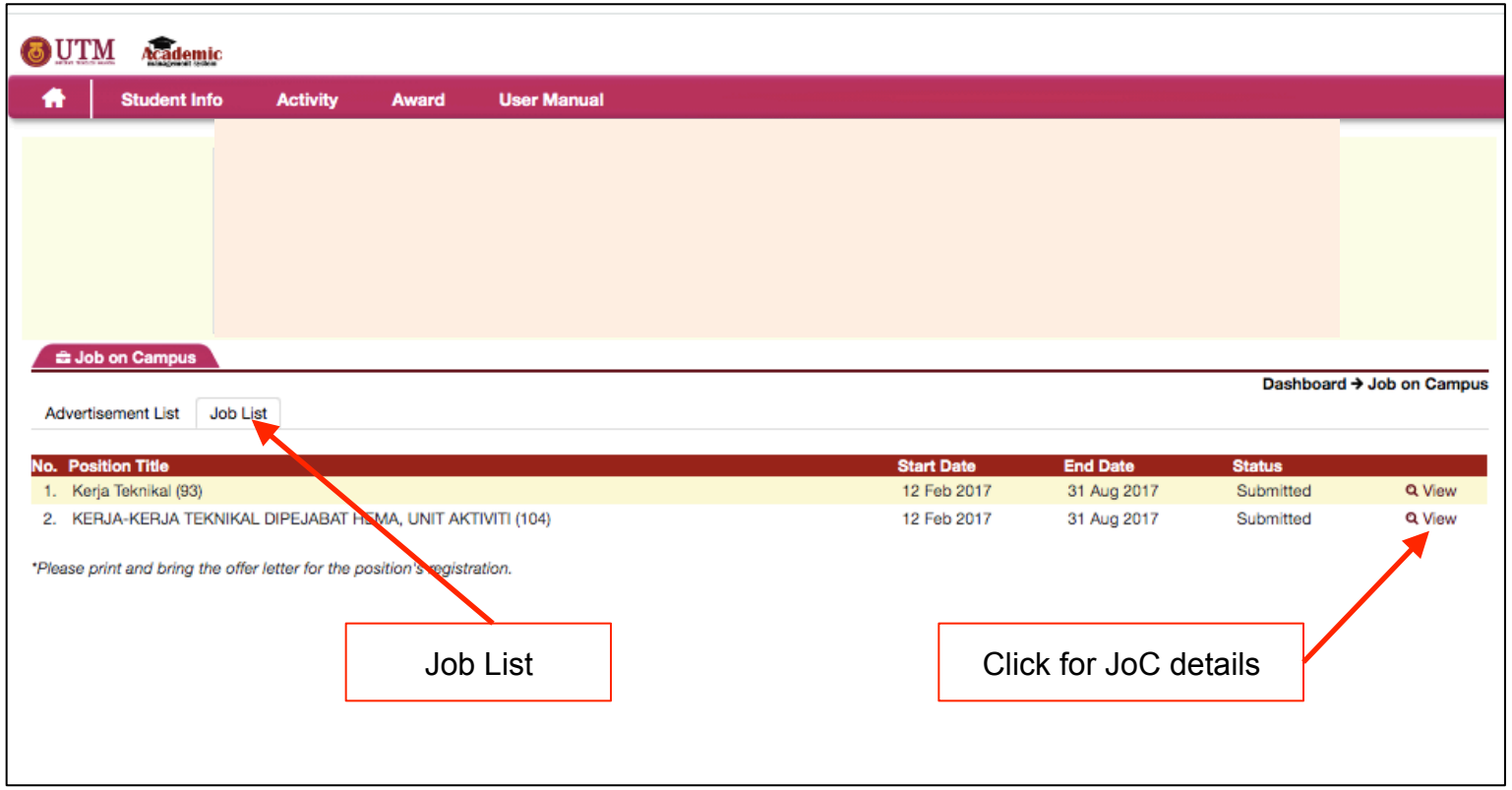
If number of vacancy is 1, your academic advisor will get email notification to approve your application. You are advised to follow up with your academic advisor.



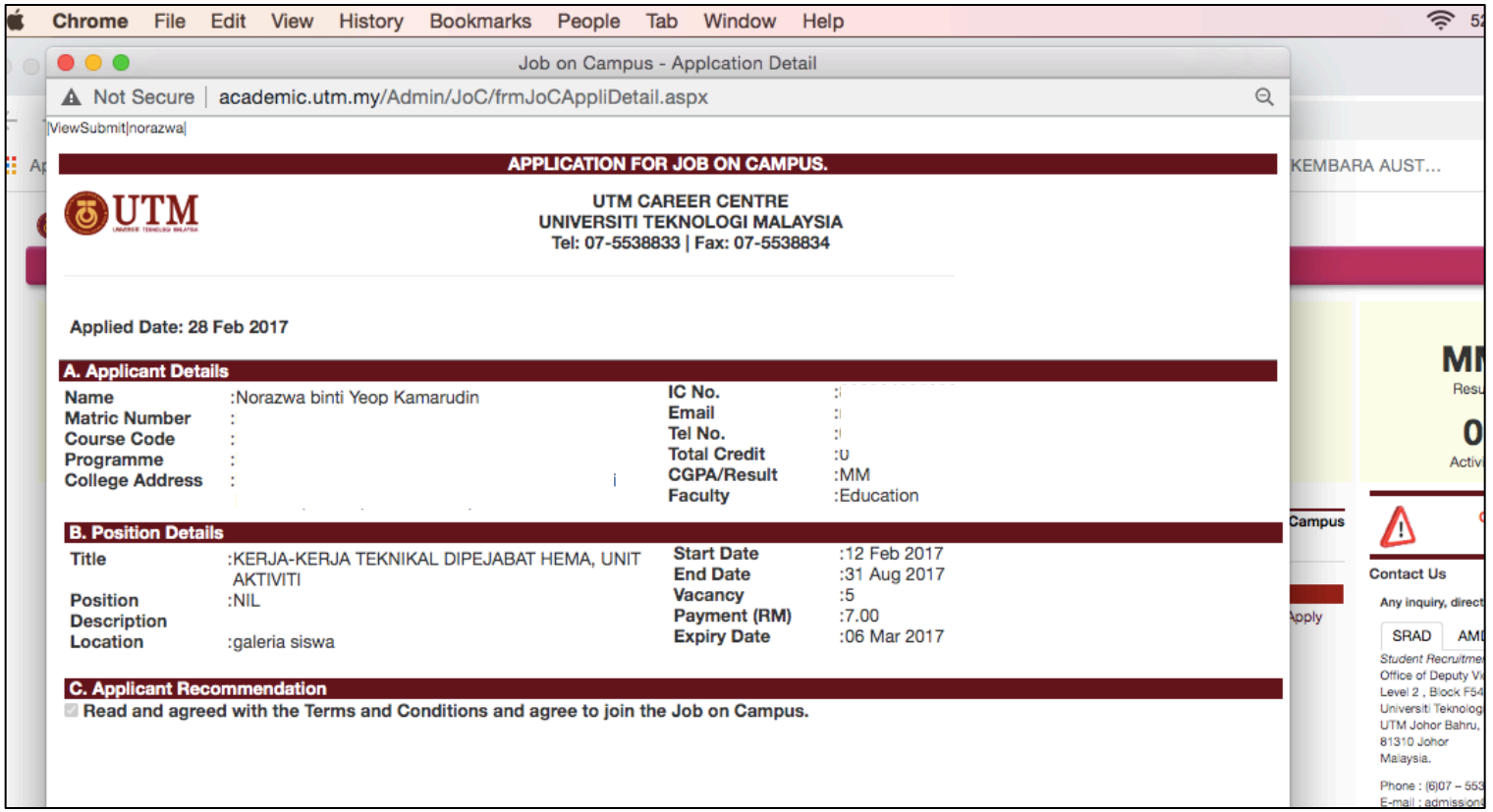
5. If number of vacancy is more than 1, your application will be approved by the job provider.



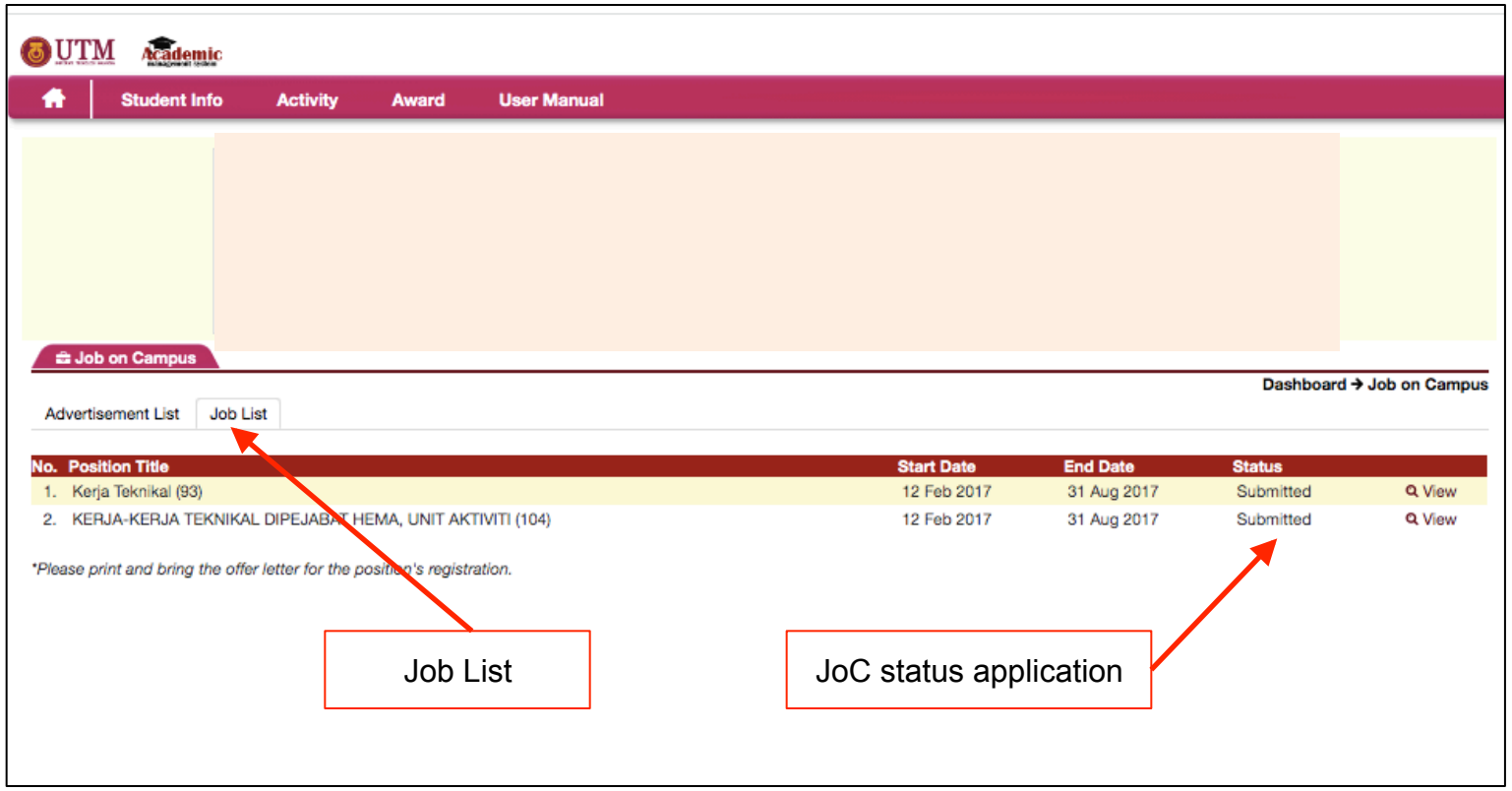
6. From the **Job List** menu, click view for the details of JoC position that you have applied.



7. Details of JoC position that you have applied.



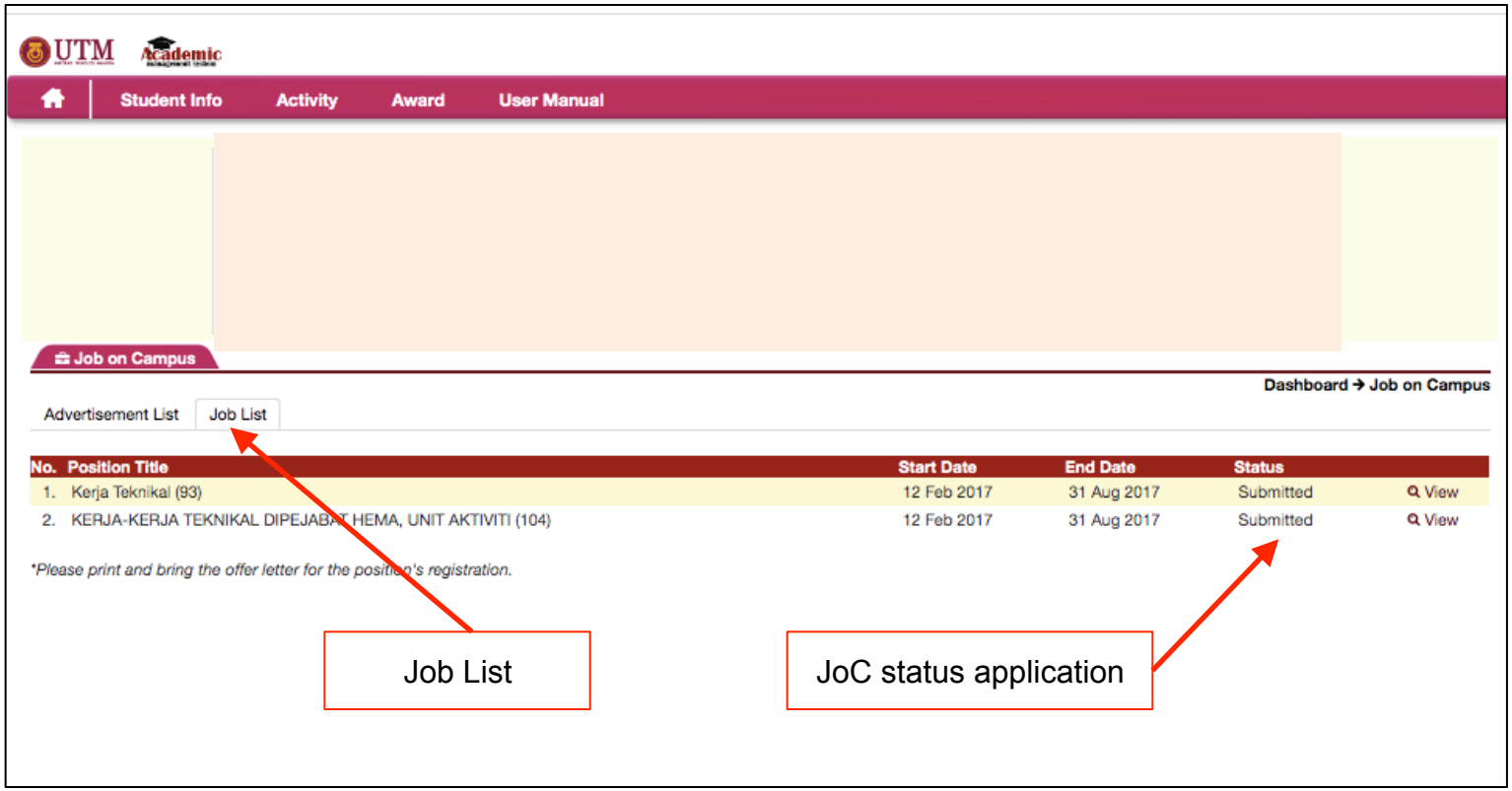
8. Check your status application at the **Job List** menu.
   Submitted : Your JoC application successfully submitted. Need be approved by academic advisor/job provider.



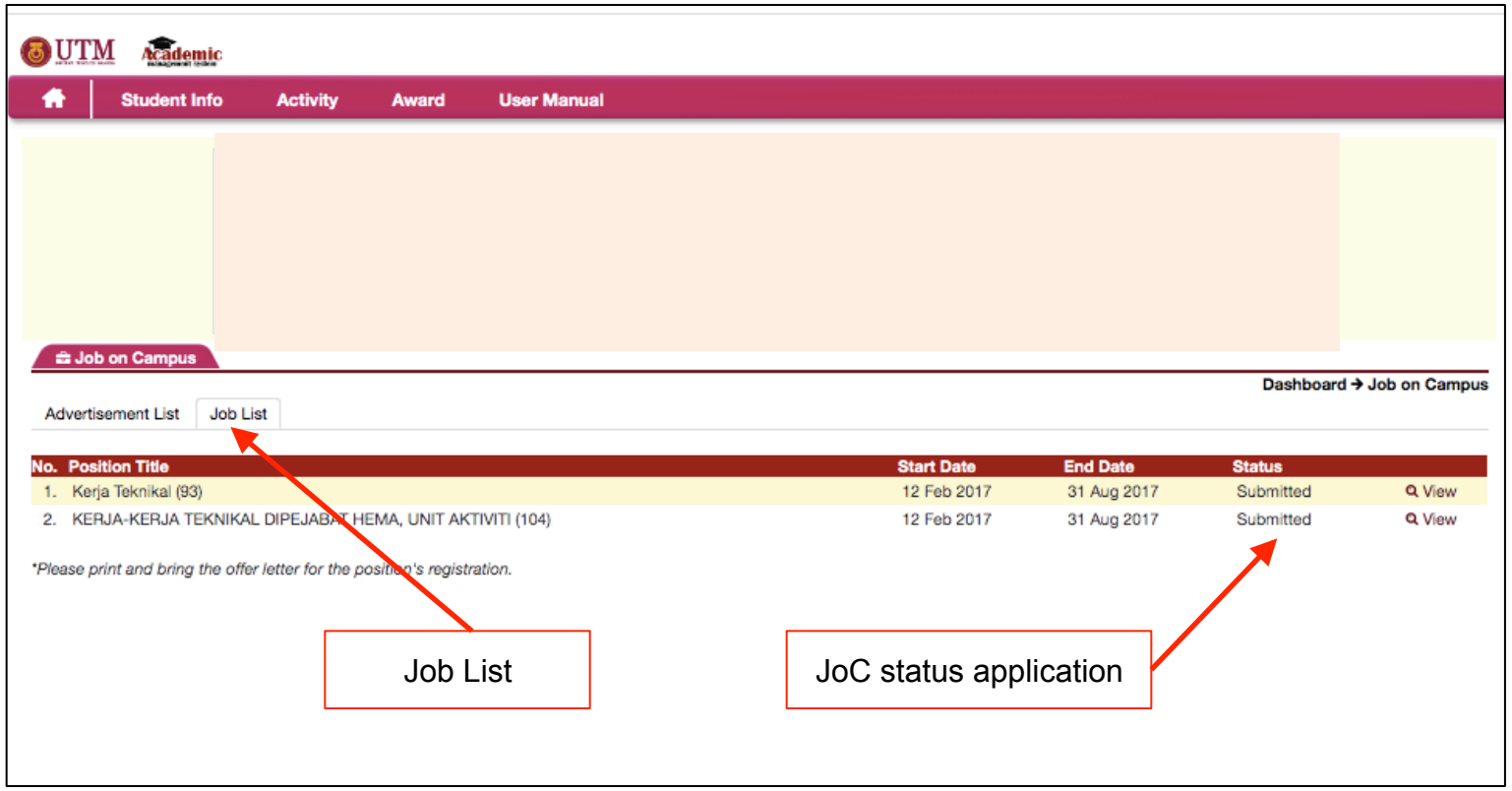
9. Check your status application at the **Job List** menu.

Approved : Your JoC application has been approved by academic advisor or job provider. Then, wait your status until has been verified by UTM Career Centre.

Not Approved : Your academic advisor or job provider not allowed you to join JoC.



10. Check your status application at the **Job List** menu.
    Verified : Your JoC application form has been verified by UTM Career Centre. Print the offer letter, bring to the job provider and start JoC.
    Not verified : UTM Career Centre not verified you to join JoC.



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THANK YOU

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