

TUTORIAL JOBSEEKER MODULE

1) Go to <https://www.workshire.com.my>

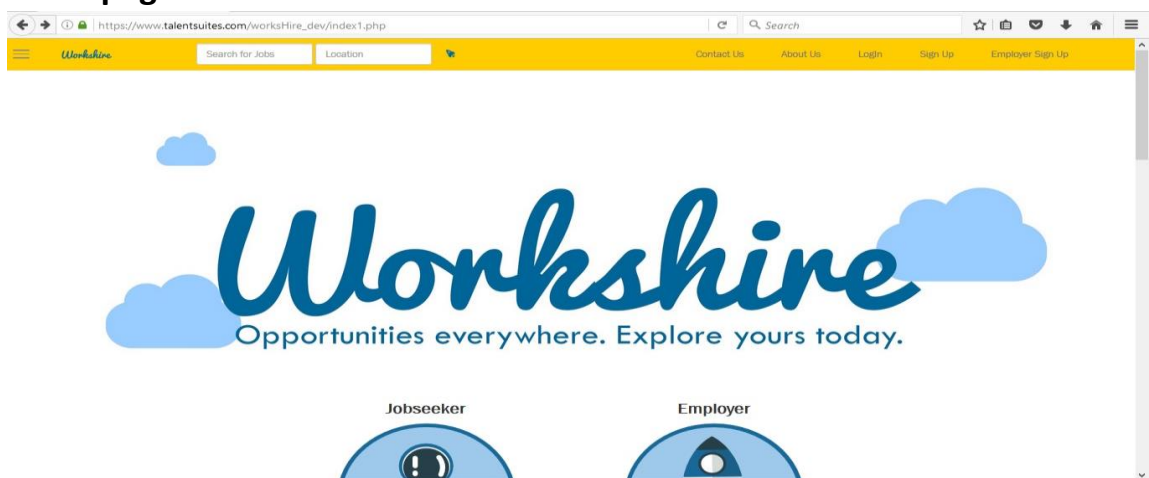
2) Click Staff Login button, type:

Username: talentstaff

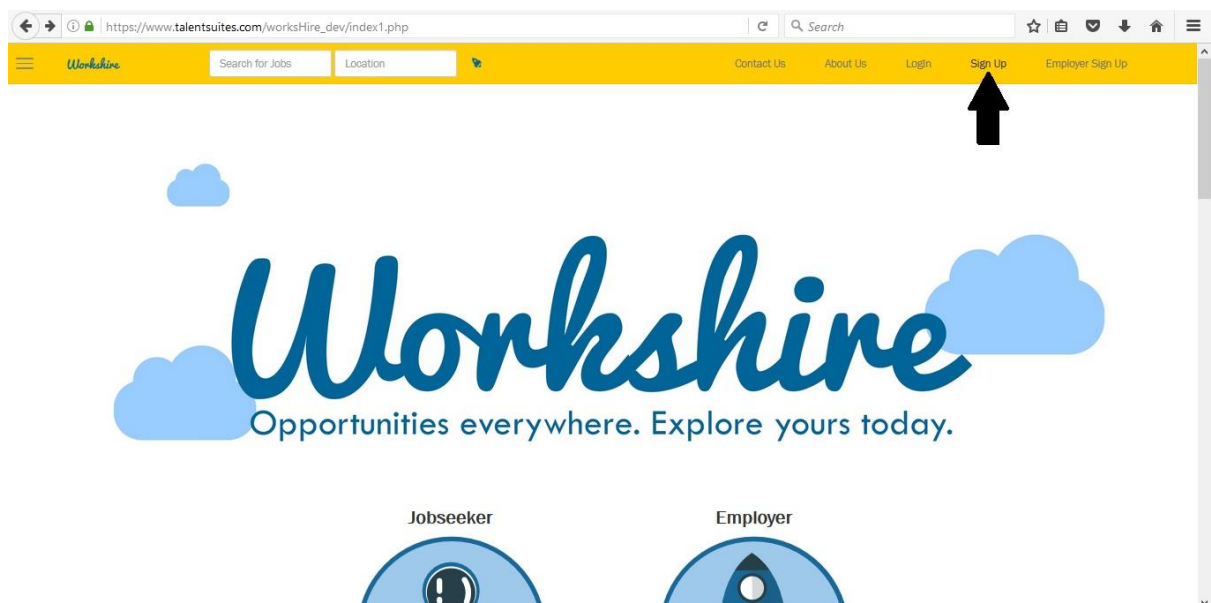
Password: test1234

Then click submit

3) Homepage WorkShire



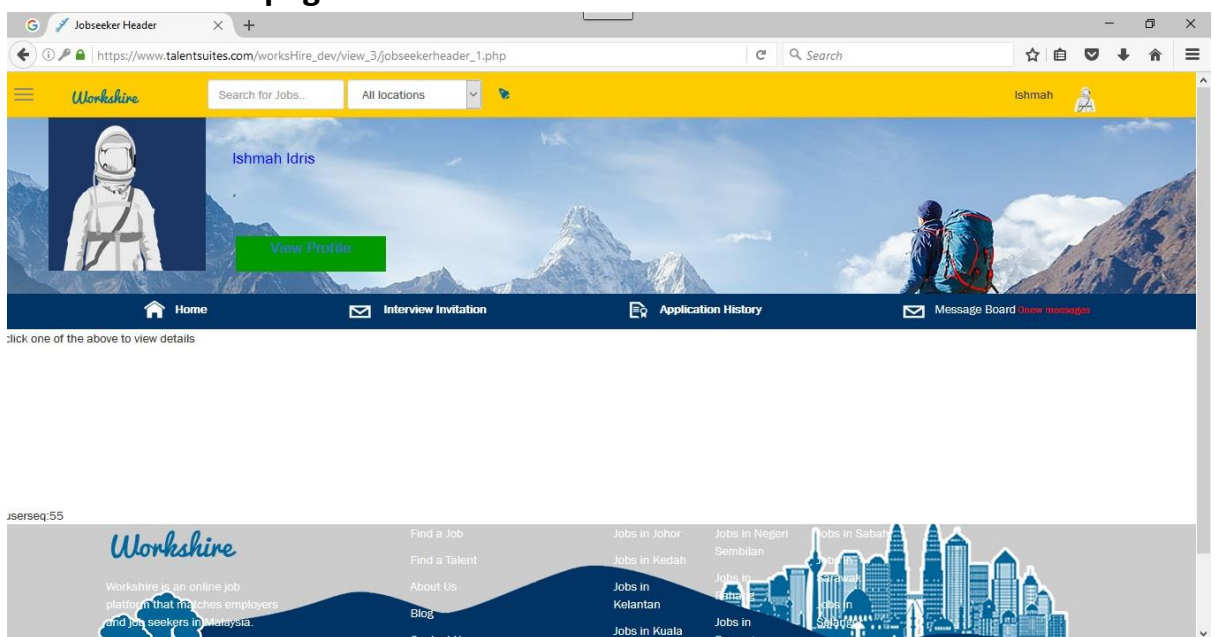
4) Click button Sign Up



5) Fill in Sign Up form. Then click Sign Up button.

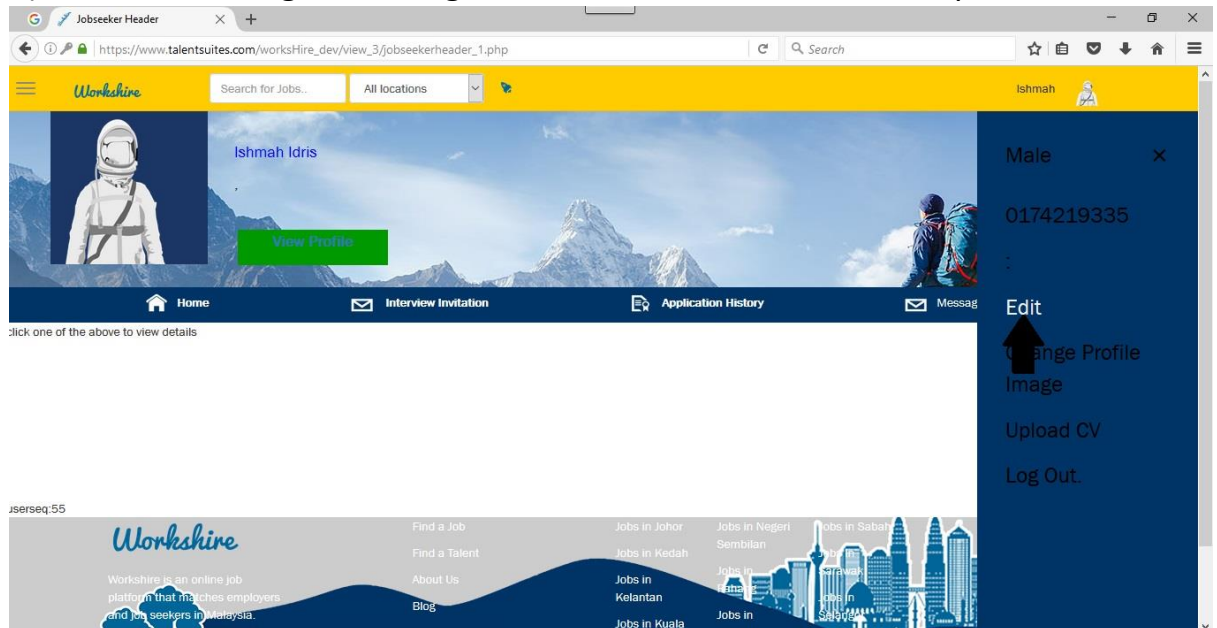
The screenshot shows a web browser window with the URL https://www.talentsuites.com/workshHire_dev/view_3/app_jobseeker-signup.php. The page features a 'Sign Up' form on the left and a 'JOBSEEKER Sign Up For FREE Now' banner on the right. The form includes fields for 'First Name' (Ishmah), 'Last Name' (Idris), 'Email' (ishmah@talentsuites@gmail.com), and 'Phone Number' (0174219335). It also has checkboxes for 'I agree to Terms Of Use and Privacy Policy' and 'Get notifications from Workshire.com.my'. A CAPTCHA image with the code '23839' is displayed. The 'Sign Up' button is highlighted with a black arrow. The banner on the right shows a smiling woman and the text 'Workshire' and 'Employer'.

6) Jobseeker Homepage



7) Edit Profile

1) Click small image at the right corner. Then click Edit to edit profile.



2) Fill in edit profile form. Then, click button submit

The screenshot shows the 'app_jobseeker_edit_profile_4.php' form. The form contains the following fields and options:

- Username: ishmah91
- First Name: ishmah
- Last Name: Idris
- Email: ishmahtalentsuites@gmail.com
- Phone Number: 910605125758
- Gender: Female (dropdown menu)
- Birth Date: 5/6/1991
- Address: 457 guar kepayang
- Postcode: 13200

A 'Submit' button is located at the bottom right of the form.

Highest Achievement

☐ Grade :

☐ CGPA:

☐ Class :

Education Main Category

Education Sub Category

adobe illustrator

Job Experience(Years)

List of Experiences

	From	To	Position	JD
1.	2016-10	2016-10	director	

I have more than 3 years experience in design webpage


8) Upload Resume

- 1) Click small image at the right corner. Then click Upload CV to Upload Resume

https://www.talentsuites.com/workshire_dev/view_3/jobseekerheader_1.php

Search for Jobs... All locations

Ishmah

 Ishmah Idris
457 guar kepayang, Kepala Batas

Home Interview Invitation Application History Message

click one of the above to view details

Female x

457 guar kepayang

0174219335

no :

Edit

Change Profile Image

Upload CV

Logout

userseq:55

Workshire

Workshire is an online job platform that matches employers and job seekers in Malaysia.

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Find a Talent
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Blog

Jobs in Johor
Jobs in Kedah
Jobs in Kelantan
Jobs in Kuala

Jobs in Negeri Sembilan
Jobs in Pahang
Jobs in Perak
Jobs in Perlis

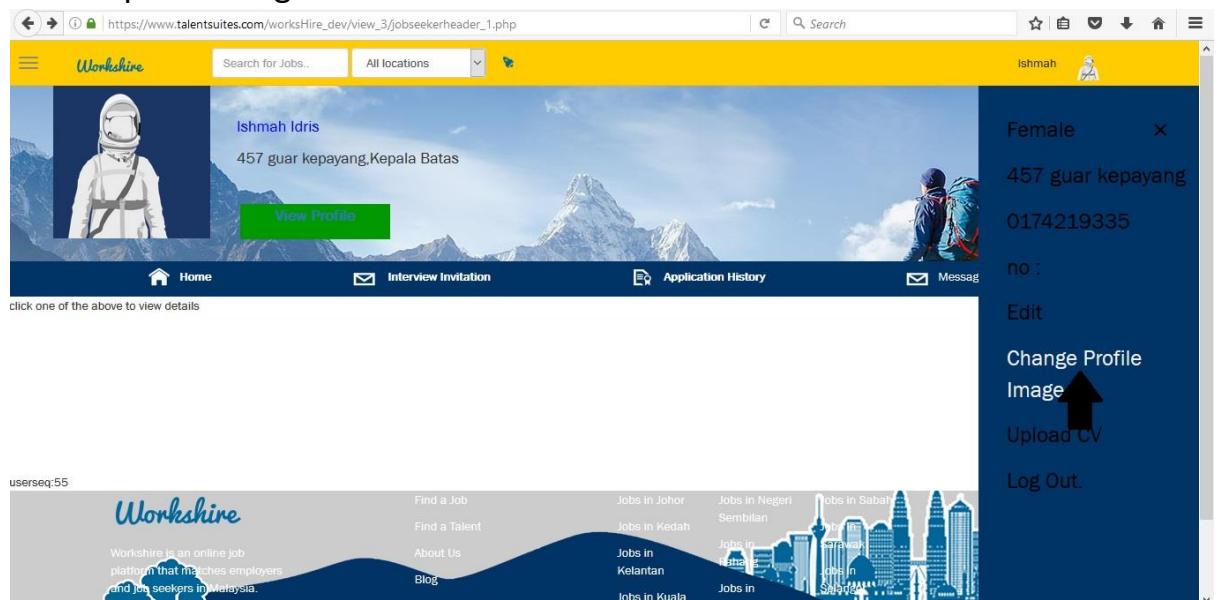
Jobs in Sabah
Jobs in Sarawak
Jobs in Selangor
Jobs in Terengganu

- 2) Click button Change CV to upload Resume. Choose .pdf and .doc file. Then wait until 100%. Then click “Click here to go to previous page”.

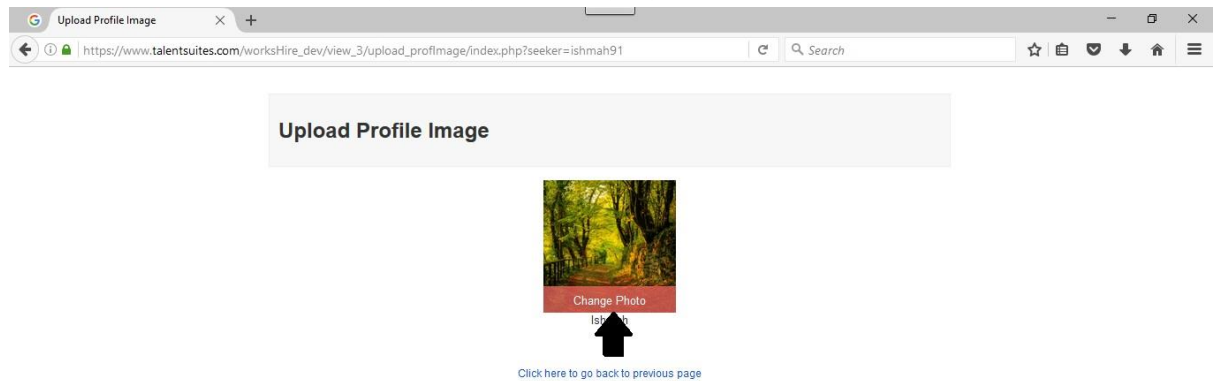


9) Upload Profile Image

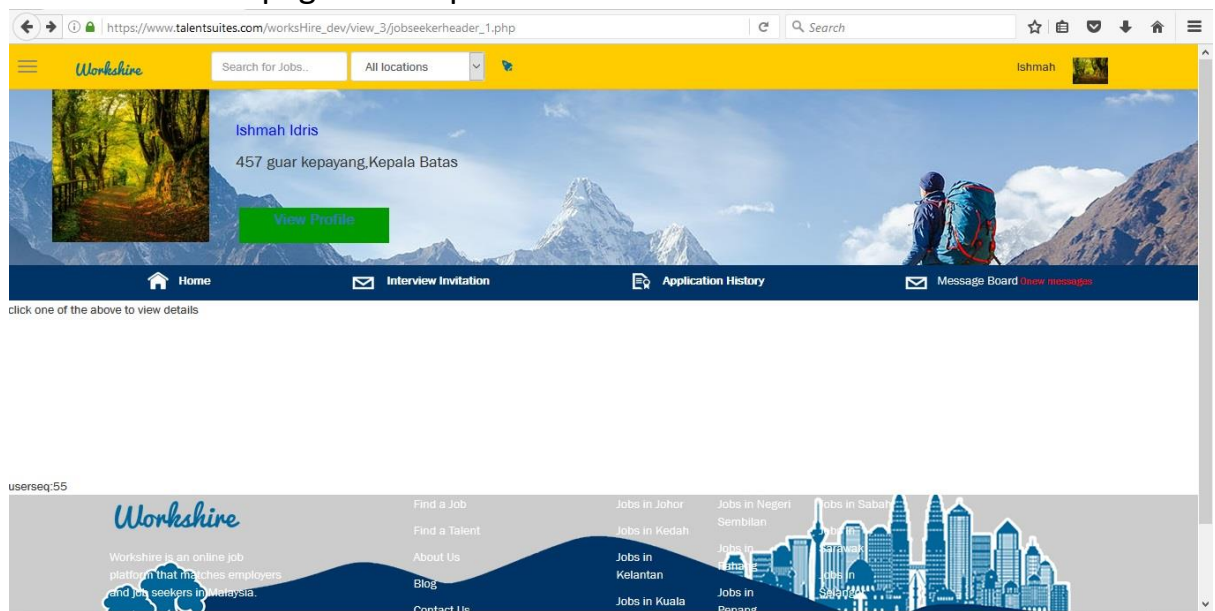
- 1) Click small image at the right corner. Then click Change Profile Image to Upload Image



- 2) Click button Change Profile. Then choose image and wait until 100%. Then click “Click here to go to previous page”.

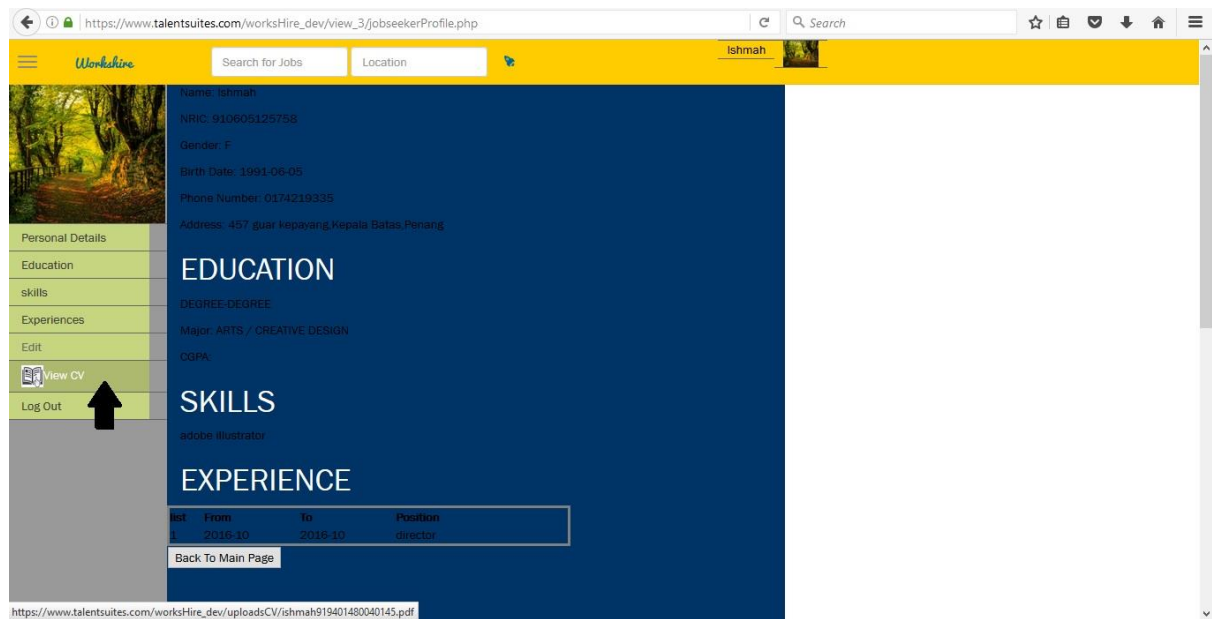
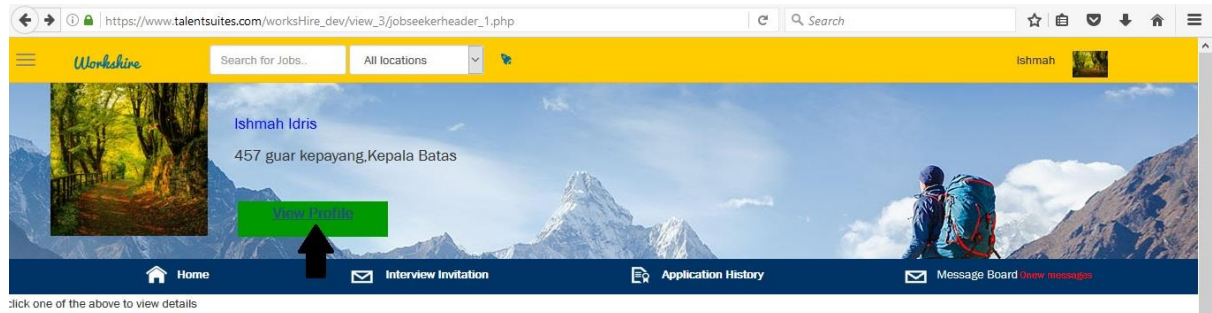


- 3) Jobseeker Homepage after Upload Resume

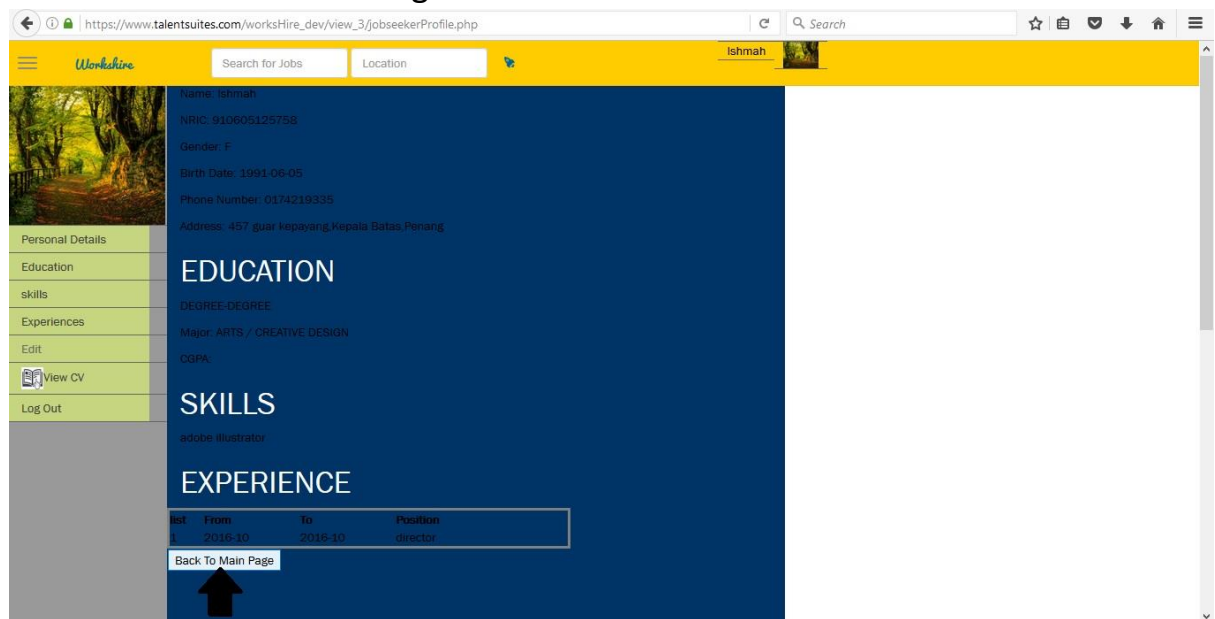


10) View Profile

1) Click View Profile Button. Then click View CV button to view Resume.



2) Then click Back to Main Page button



11) Log Out

- 1) Click small image at the right corner. Then click Log Out. Then, it will go back to WorkHire Homepage.

