TUTORIAL JOBSEEKER MODULE

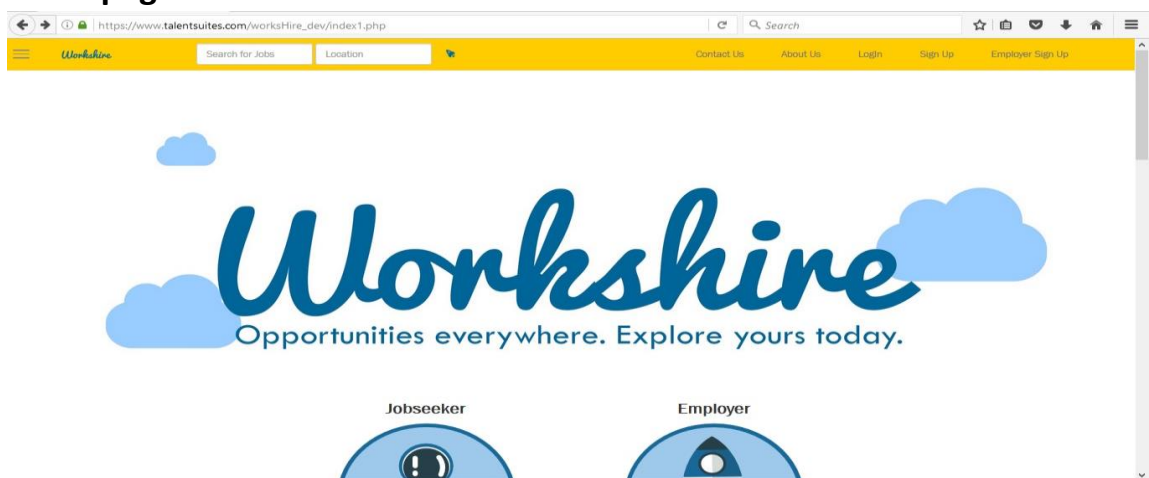1) Go to https://www.workshire.com.my

2) Click Staff Login button, type:
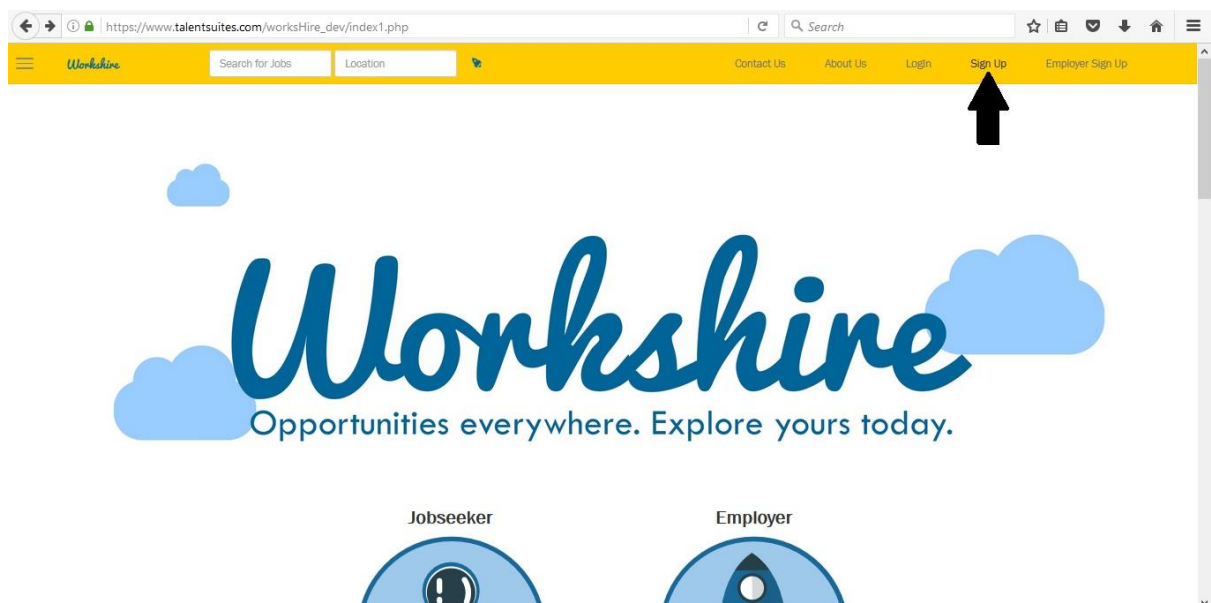   **Username: talentstaff**
   Password: test1234

   Then click submit

3) **Homepage WorksHire**

4) **Click button Sign Up**
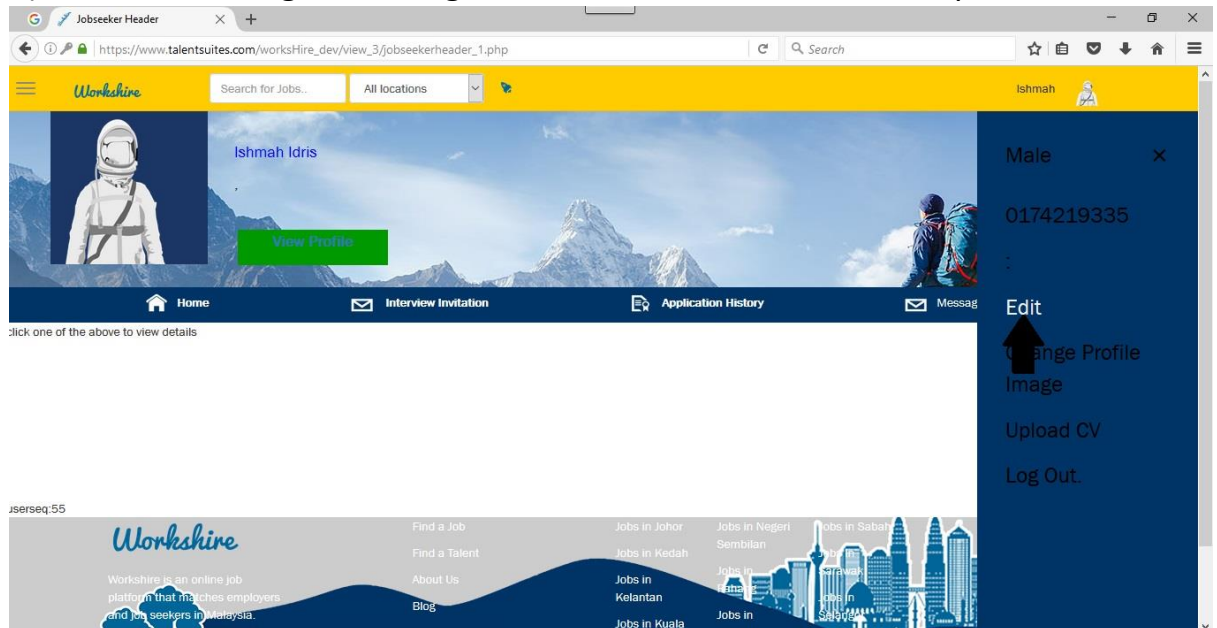
5) Fill in Sign Up form. Then click Sign Up button.

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

Highest Achievement

○ **Grade :** [Fill your Grade]

○ **CGPA:** [3.5]

○ **Class :** [Fill your Class]

Education Main Category [ART / MEDIA / COMMUNICATION ⌄]

Education Sub Category [ARTS / CREATIVE DESIGN ⌄]

[adobe illustrator]

Job Experience(Years) [3 ⌄]

List of Experiences

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

[+]

[i have more than 3 years experience in design webpage]

➤ [Submit] [Reset] [Cancel]

8) Upload Resume

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

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".
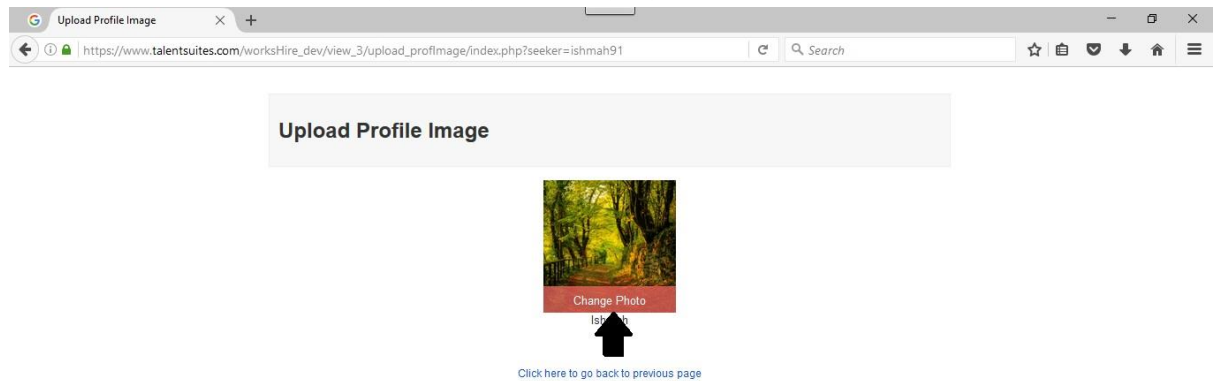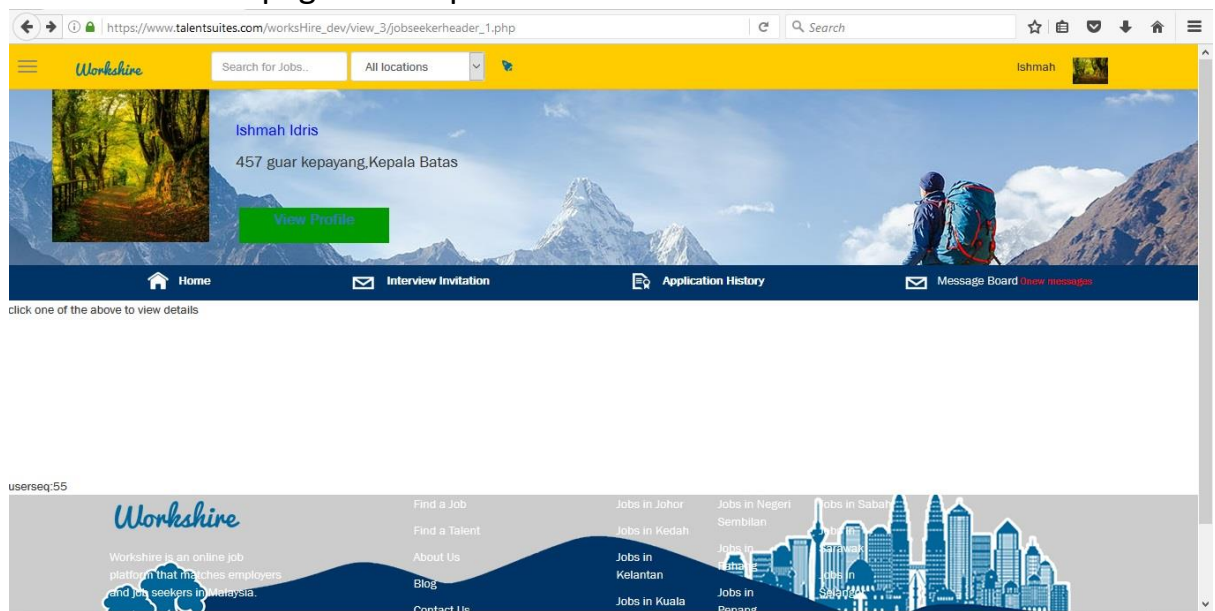

9) **Upload Profile Image**
   1) Click small image at the right corner. Then click Change Profile Image to Upload Image
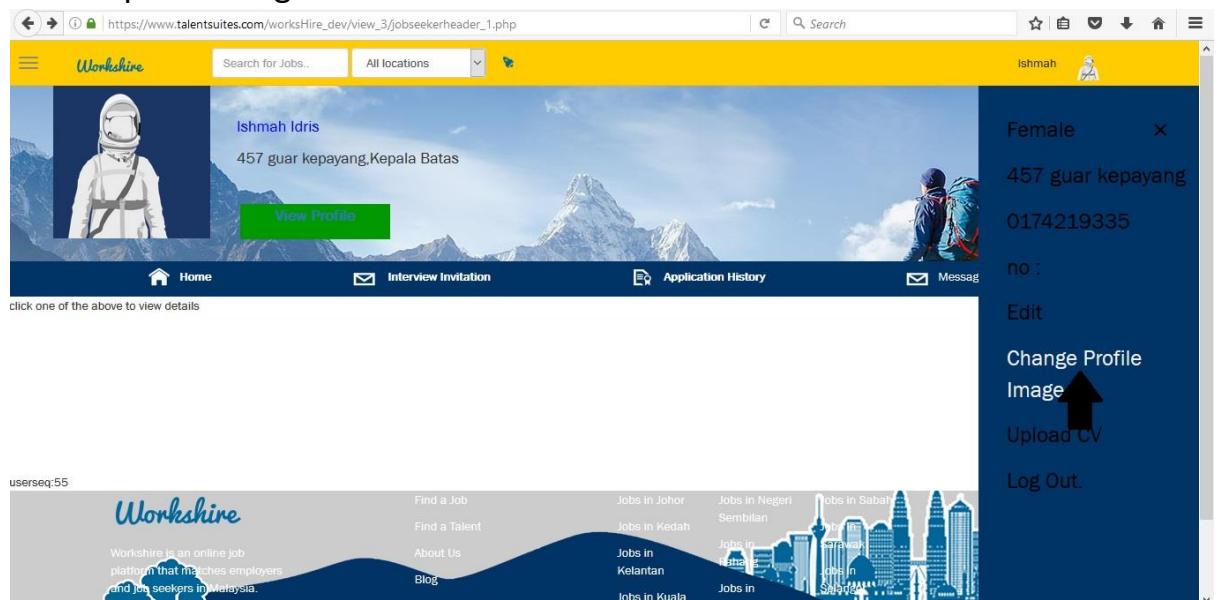
2) Click button Change Profile. Then choose image and wait until 100%. Then click "Click here to go to previous page".
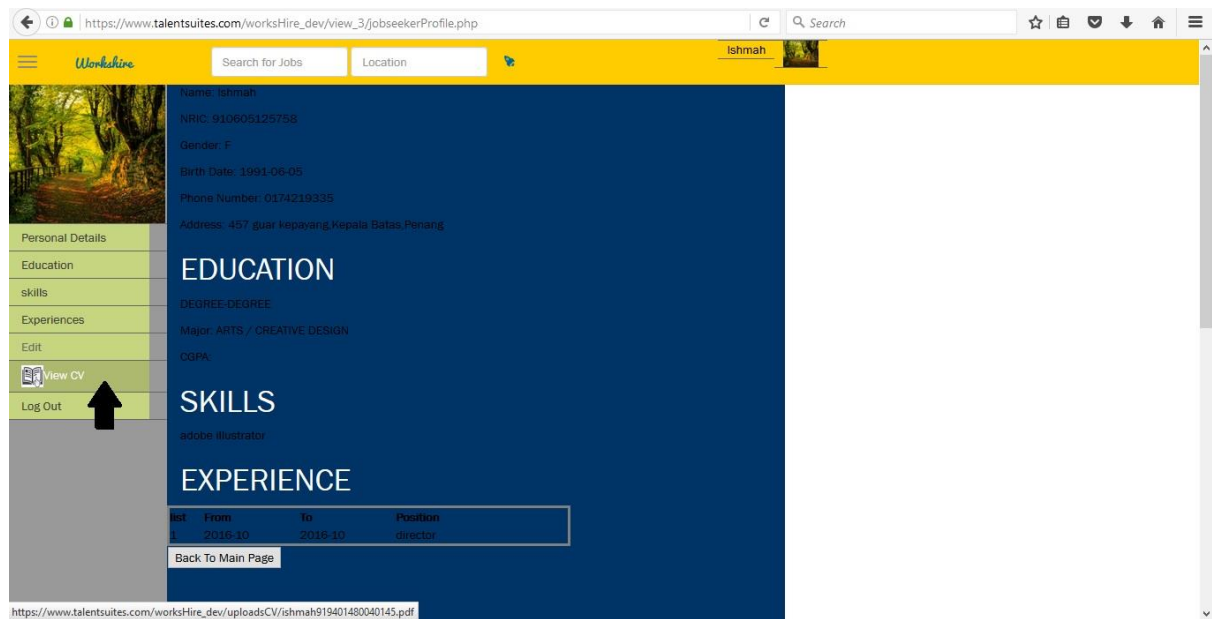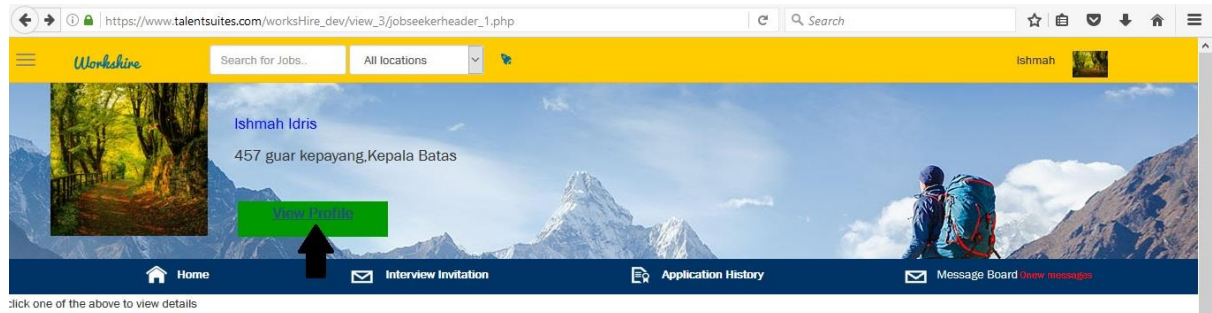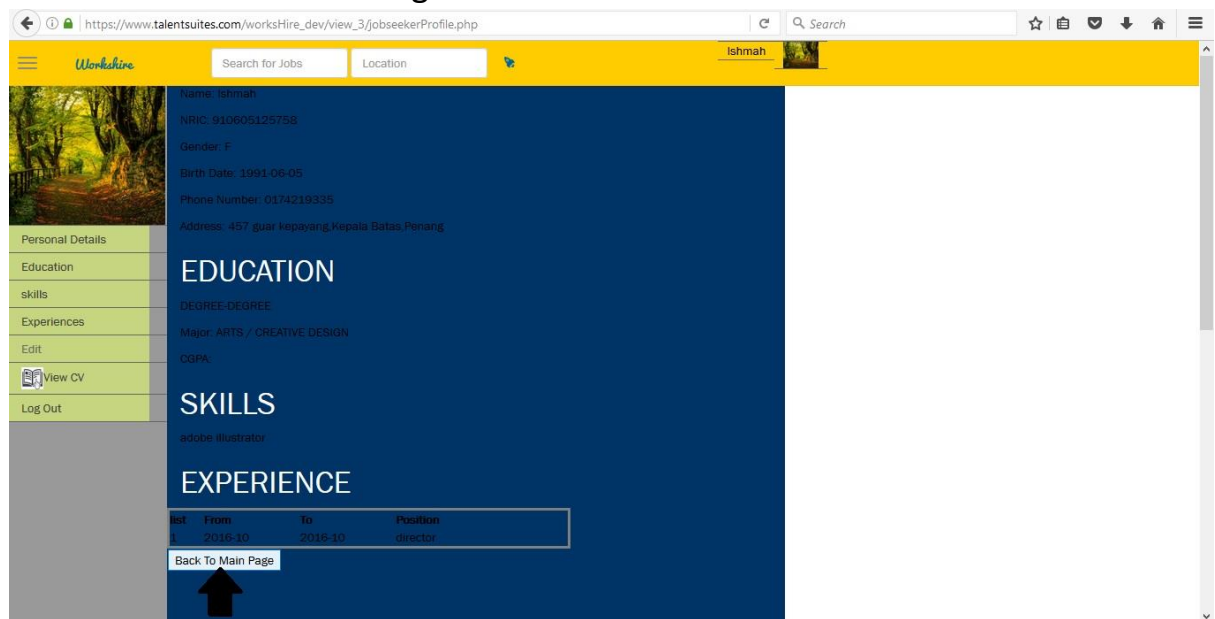

3) Jobseeker Homepage after Upload Resume

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 WorksHire Homepage.