



sains

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

KetekSaja – Digital Recruitment Platform

System Version 1.0

Employer User Guide

Version 1.0



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Introduction

KetekSaja is a digital recruitment platform to monitor and manage the recruitment of foreign workers among related parties, agencies and employers in the recruitment process. This user guide is specifically for the role of **Employers** in **KetekSaja**. As the **Employer**, you will be able to sign up for an account and login when you already have an existing account as well as editing the Employer's Profile screen. Next, you will be able to add a new place of employment (POE) and add a new job vacancy. Finally, you will also able to offer or reject the candidates for the job they added.

1. How to Sign Up/ Login for Employers Account?

1. Go to either URL: <https://keteksaja.com> or <https://keteksaja.asia>. The URL will bring you to the KetekSaja homepage.



Figure : 1

2. Once you click on the **'Sign Up'** button, enter all the mandatory fields. Note that your Email and Password will be your login account once approved by the Administrator.

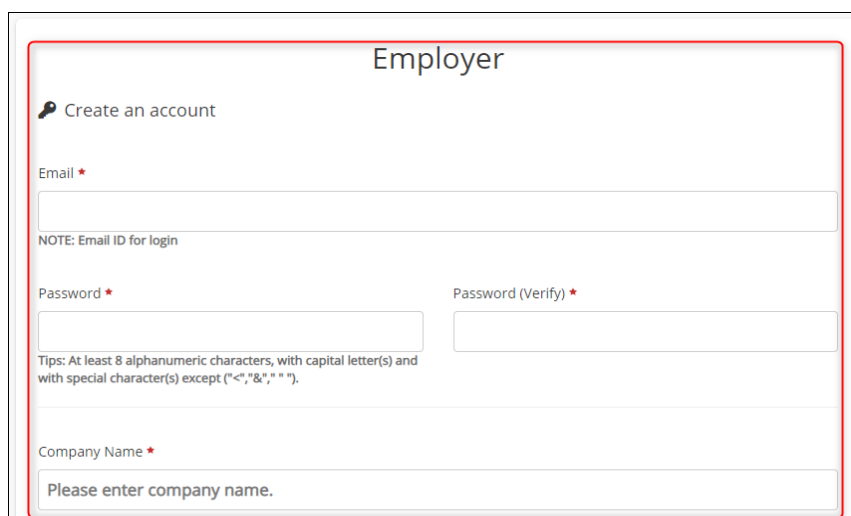
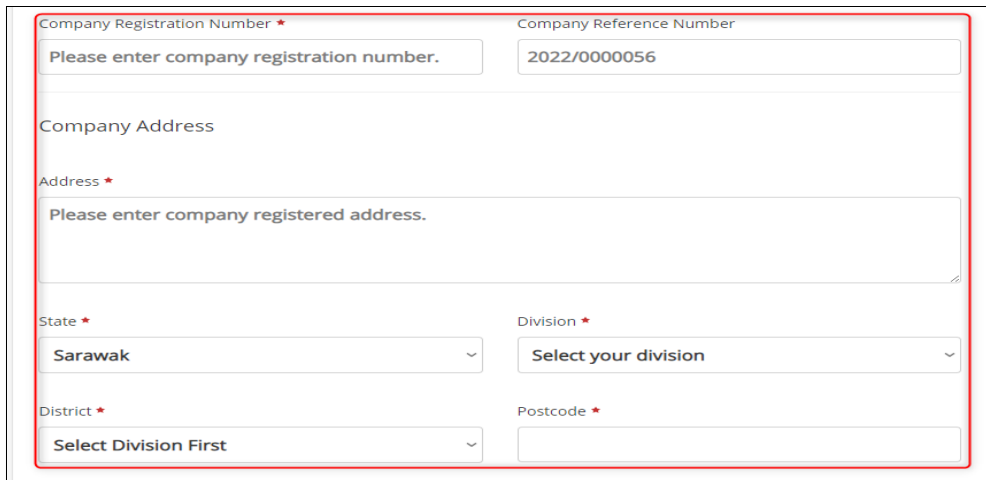


Figure : 2



Company Registration Number * Company Reference Number

Please enter company registration number. 2022/0000056

Company Address

Address *

Please enter company registered address.

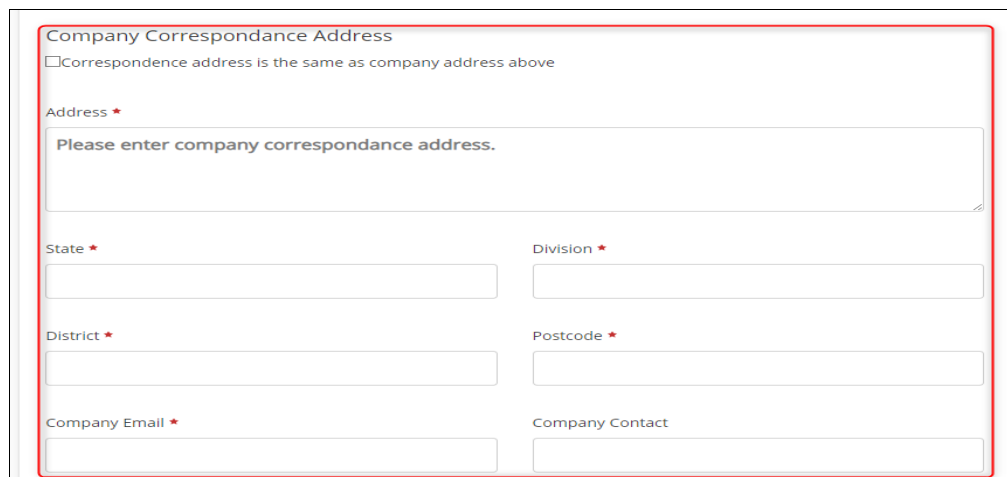
State * Division *

Sarawak Select your division

District * Postcode *

Select Division First

Figure : 3



Company Correspondance Address

Correspondence address is the same as company address above

Address *

Please enter company correspondance address.

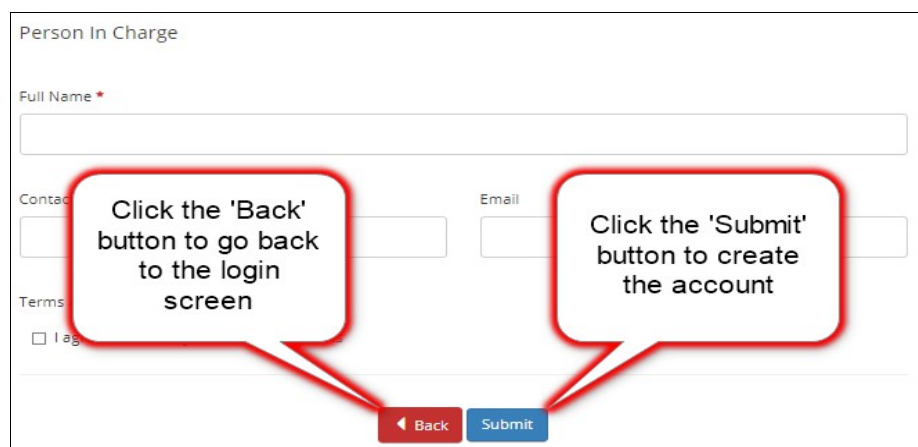
State * Division *

District * Postcode *

Company Email * Company Contact

Figure : 4

3. Once you have entered all the necessary details in the fields, you can either click the **'Back'** button to return to the login screen or you can click on the **'Submit'** button to create the account.



Person In Charge

Full Name *

Contact *

Email

Terms

I agree

◀ Back Submit

Click the 'Back' button to go back to the login screen

Click the 'Submit' button to create the account

Figure : 5

4. After clicking the '**Submit**' button, your registration is now pending for approval by the Administrator.

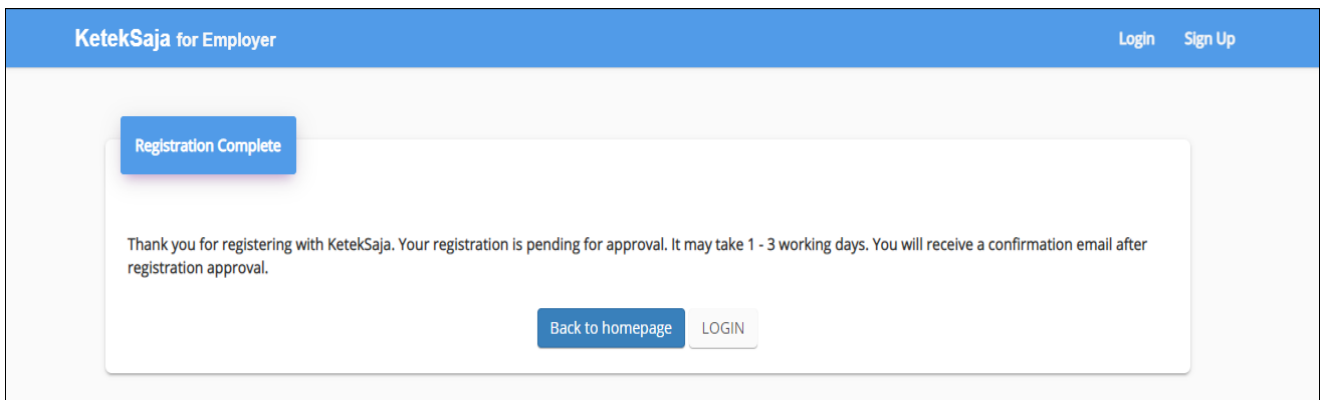


Figure : 6

5. Once approved by the Administrator, you can now click on the '**Login**' button.

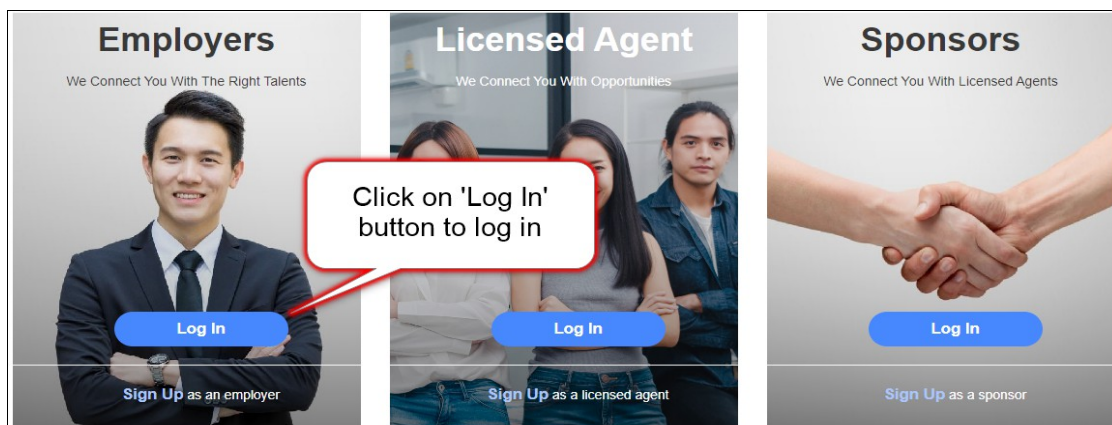


Figure : 7

6. The button will prompt you to the login page. Enter your email and password which you have registered with and click on '**Login**'.

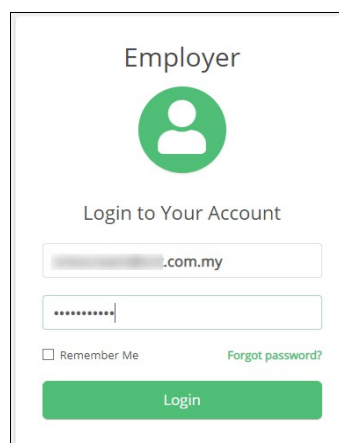


Figure : 8

2. How to Access Employers Dashboard?

1. Once you have logged in, there will be an '**Employers**' button on the top right of the screen. Click on 'Employers' and the menu will be in the drop down list.

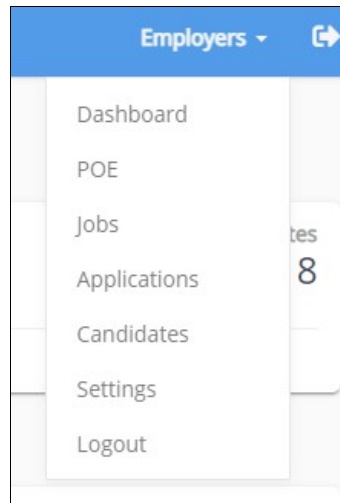


Figure : 9

2. Select on Dashboard from the drop down list. The Published Job and Candidates screen will appear. You may click to see the details.

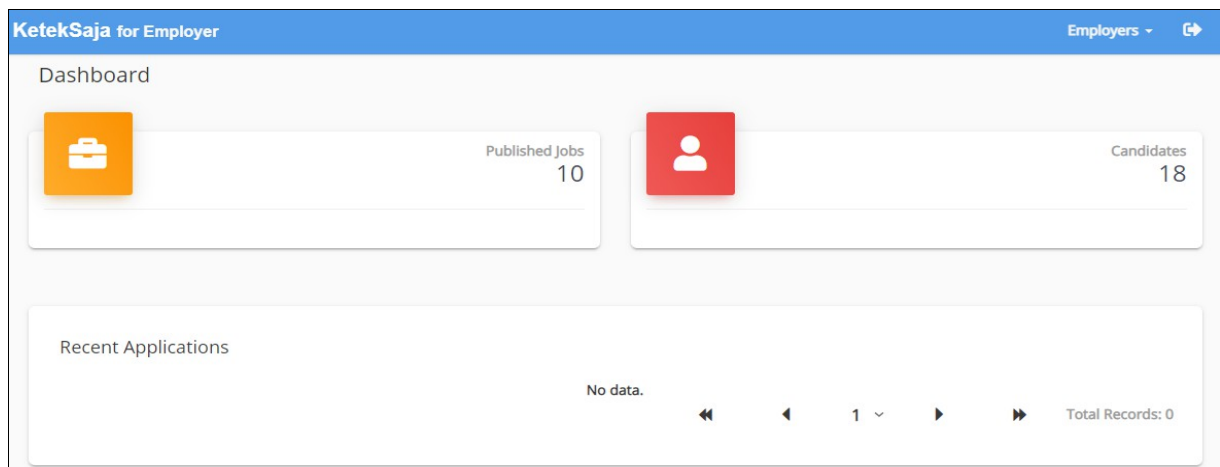


Figure : 10

3. How to Add new POE?

1. Select on POE from the drop down list. (**Note: POE = Place Of Employment**). Click on the add New POE button to add a new place of employment. The add new POE Profile screen entry will appear. Enter all the details in the mandatory fields information. Click on the Save button to save the record or click on the Cancel button to return to the main page.

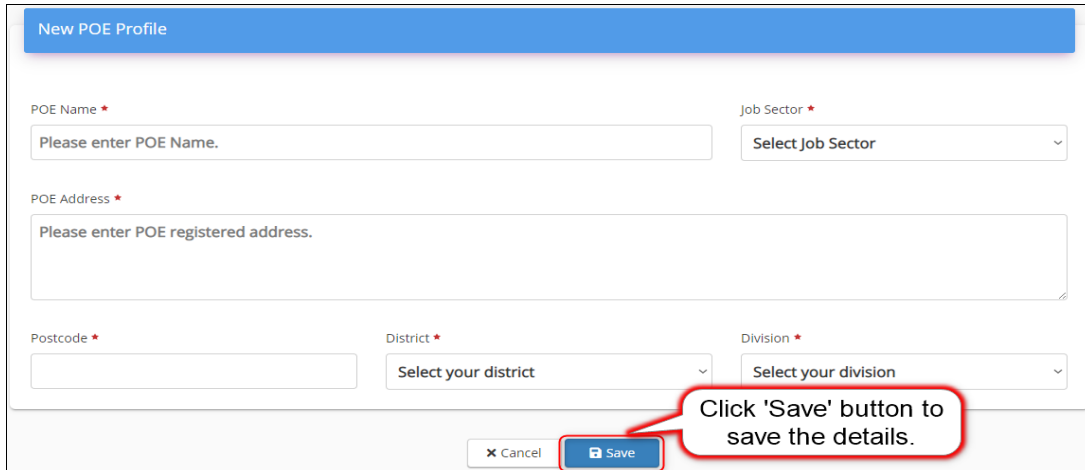


Figure : 11

4. How to Add a New Job Vacancy?

1. Select on Jobs from the drop down list and click on the add New Vacancy button. A new add vacancy screen entry will appear. Enter all relevant details applicable for the new vacancy. Click on the Save button to save the record or click on the Cancel button to return to the main page.

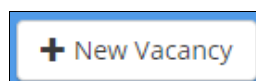


Figure : 12

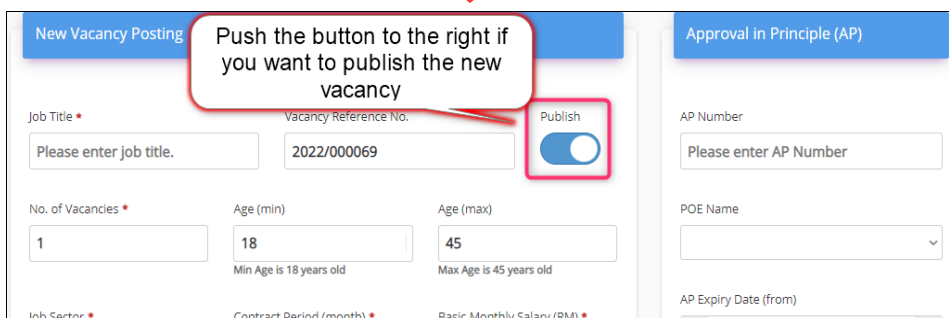


Figure : 13



Figure : 14

- Note that if the vacancy posting status is **Active Publish Pending**, this means that it is waiting for the Administrator approval. If the status is **Active Publish Approved**, it is ready for candidates to apply. Lastly, if it is **Active Unpublished Approved**, this means that the vacancy post is not yet published to the public.

5. How to View Candidate Application of the vacancy?

1. Select on Application from the drop down list. This will show a list of candidates that has applied for the vacancy.

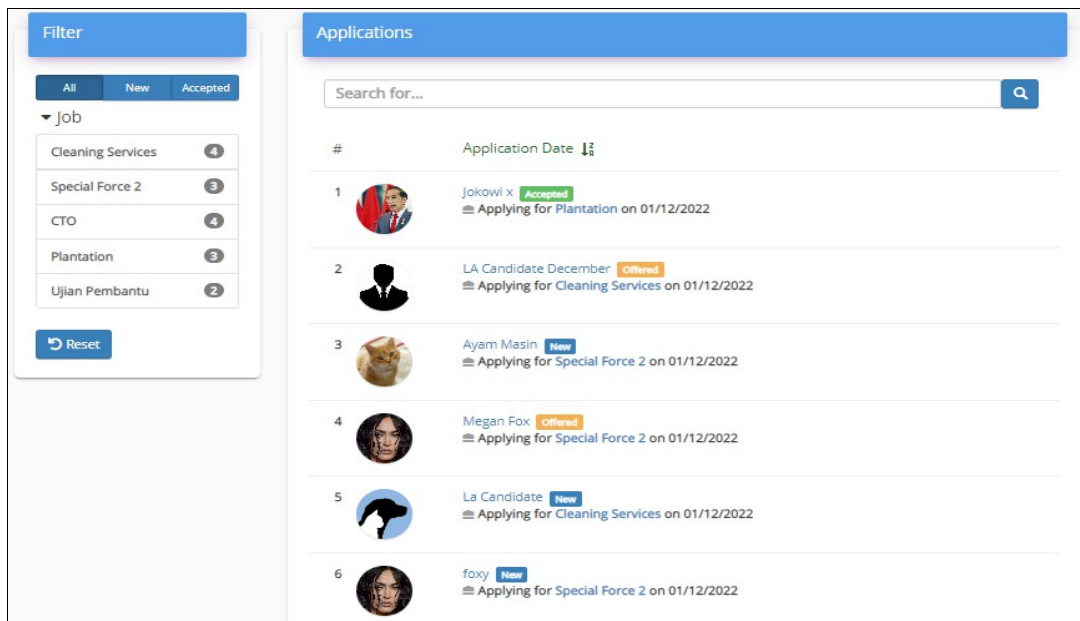


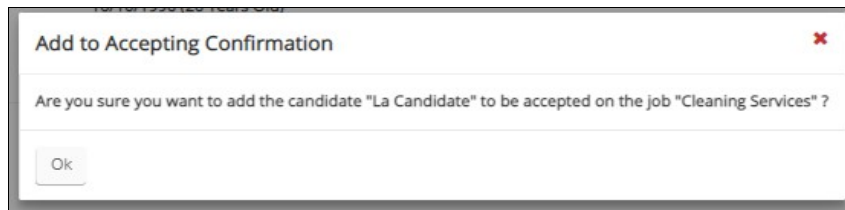
Figure : 15

2. Click on the Candidate name. The details of the candidate profile will be shown.



Figure : 16

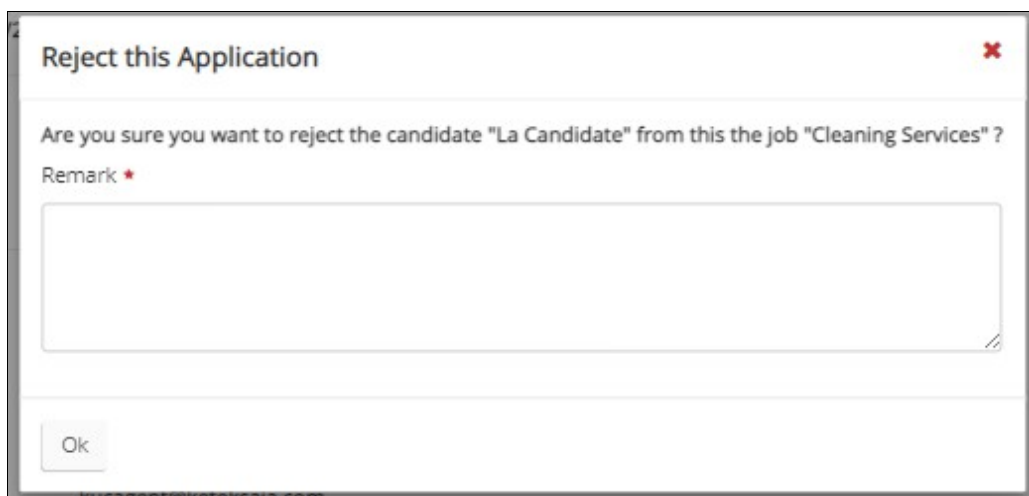
3. Click on '**OK**' button if you agree to offer or click on the '**X**' button to cancel.



The screenshot shows a dialog box titled "Add to Accepting Confirmation" with a red close button (X) in the top right corner. The main text asks, "Are you sure you want to add the candidate 'La Candidate' to be accepted on the job 'Cleaning Services' ?". At the bottom left, there is an "Ok" button.

Figure : 17

4. If you click on the '**Reject**' button, a remark needs to be entered. Click on '**OK**' button to agree on the rejection or click on the '**X**' button to cancel the rejection.

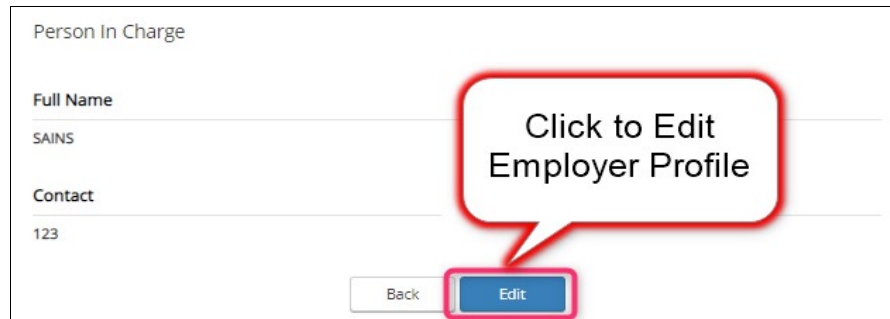


The screenshot shows a dialog box titled "Reject this Application" with a red close button (X) in the top right corner. The main text asks, "Are you sure you want to reject the candidate 'La Candidate' from this the job 'Cleaning Services' ?". Below this is a label "Remark *" followed by a large empty text input area. At the bottom left, there is an "Ok" button.

Figure : 18

6. How to Access Settings for Employers Account?

1. Select on Settings from the drop down list. The Employer Profile Screen will appear. You are able to edit the Employer Profile.



Person In Charge

Full Name

SAINS

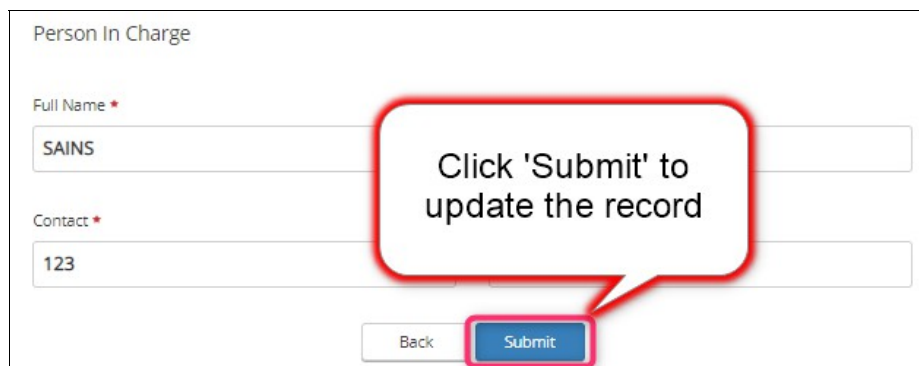
Contact

123

Back Edit

Click to Edit Employer Profile

Figure : 19



Person In Charge

Full Name *

SAINS

Contact *

123

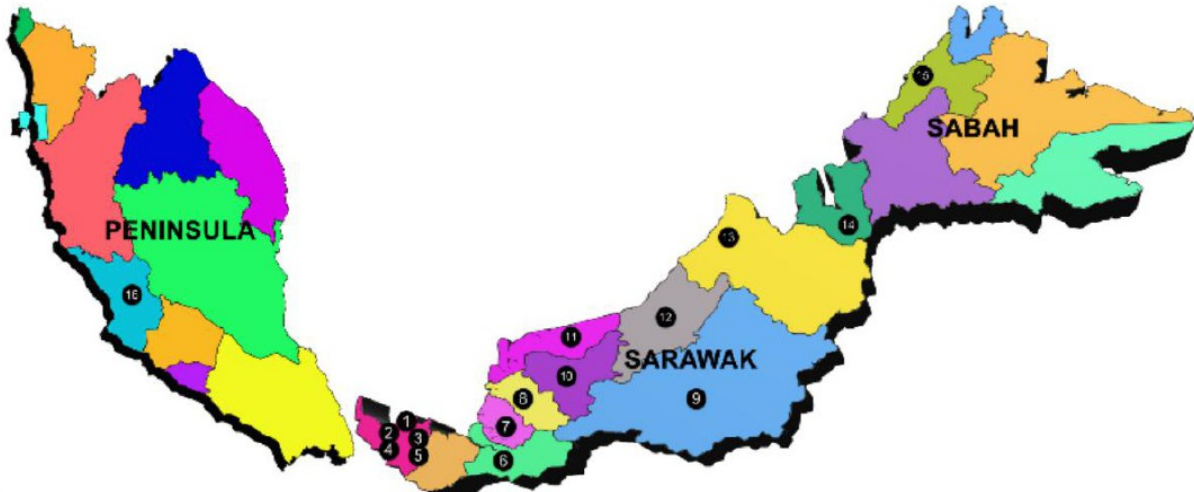
Back Submit

Click 'Submit' to update the record

Figure : 20

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Fax: (60) 82-444211
Level 3, Wisma Bapa Malaysia
Petra Jaya, 93502 Kuching Sarawak, Malaysia

2 SAINS Contact Centre
Tel : 1300-88-7246
Fax: (60) 82-442522
Email : callcentre@sains.com.my
Website: <http://callcentre.sains.com.my>



3 SAINS Samarahan Office
Tel: (60) 82-668668
Fax: (60) 82-668669
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4 SAINS Training Centre
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Fax: (60) 82-668669
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Fax: (06) 82-266255
LG 12, Lower Ground Floor, Mall 2, CityOne Megamall, Jalan Song, 93350 Kuching, Sarawak

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Fax: (60) 83 - 324 423
Pejabat Residen Sri Aman, Jln Abang Aing, 95000, Sri Aman

7 SAINS Betong
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Fax: (60) 83-472 811
Lot 611, 1st Floor, Jln Ah Wee, Betong Town District, 95700 Betong

8 SAINS Sarikei
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Fax: (60) 84-873 987
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Level 5, Lot 37, Town Square Bintulu, Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak

13 SAINS Miri
Tel: (60) 85-431
Fax: (60) 85-431 213 /426 117
A-3A-31B, Miri Time Square, Marina Parkcity, 98000 Miri, Sarawak

14 SAINS Limbang
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Fax: (60) 85 - 211 488
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