



sains

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

KetekSaja – Digital Recruitment Platform

System Version 1.0

Sponsor 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 **Sponsors** in **KetekSaja**. As the **Sponsor**, you will be able to sign up for an account and login when you already have an existing account. Next, you will be able to apply for a job from your preferred company and withdraw the job application submitted. Finally, you will also be able to add new candidates under the **Sponsor**.

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

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

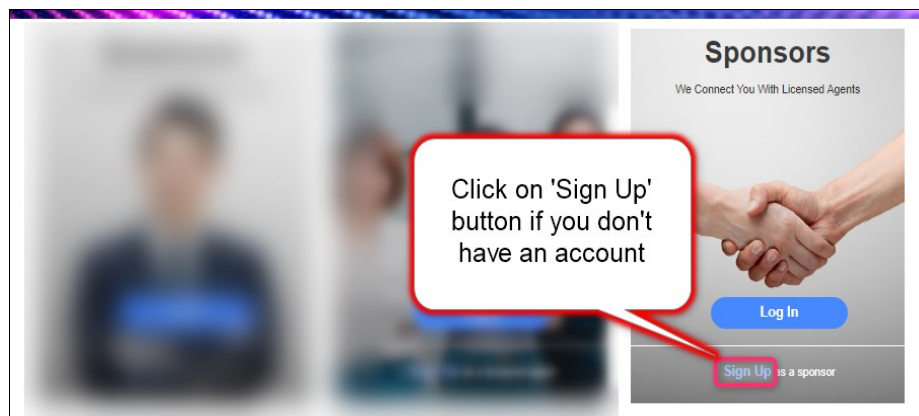


Figure : 1

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.

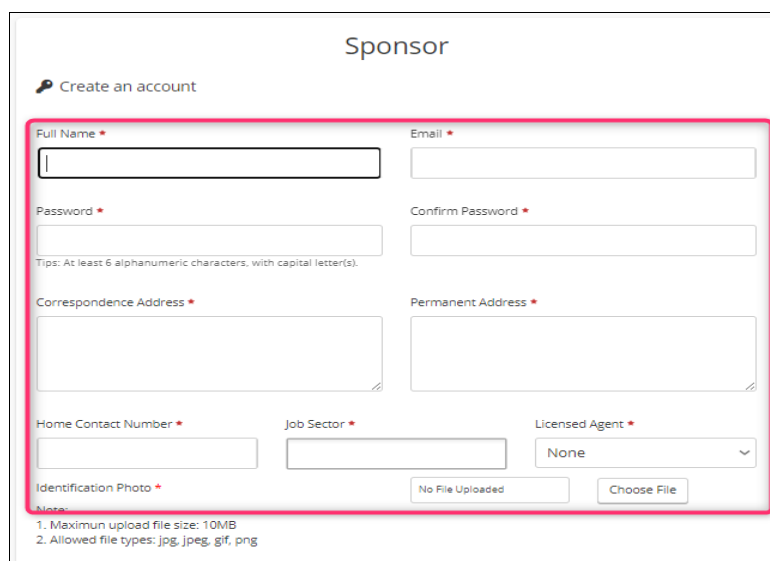
A screenshot of the 'Sponsor' registration form. The form is titled 'Sponsor' and has a sub-header 'Create an account'. The form contains several input fields, each with a red asterisk indicating it is mandatory: 'Full Name', 'Email', 'Password', 'Confirm Password', 'Correspondence Address', 'Permanent Address', 'Home Contact Number', 'Job Sector', 'Licensed Agent', and 'Identification Photo'. The 'Licensed Agent' field is a dropdown menu with 'None' selected. Below the 'Identification Photo' field, there are two buttons: 'No File Uploaded' and 'Choose File'. At the bottom of the form, there is a 'Note' section with two bullet points: '1. Maximum upload file size: 10MB' and '2. Allowed file types: jpg, jpeg, gif, png'. A red rectangular box highlights the 'Full Name', 'Email', 'Password', 'Confirm Password', 'Correspondence Address', and 'Permanent Address' fields.

Figure : 2

- 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

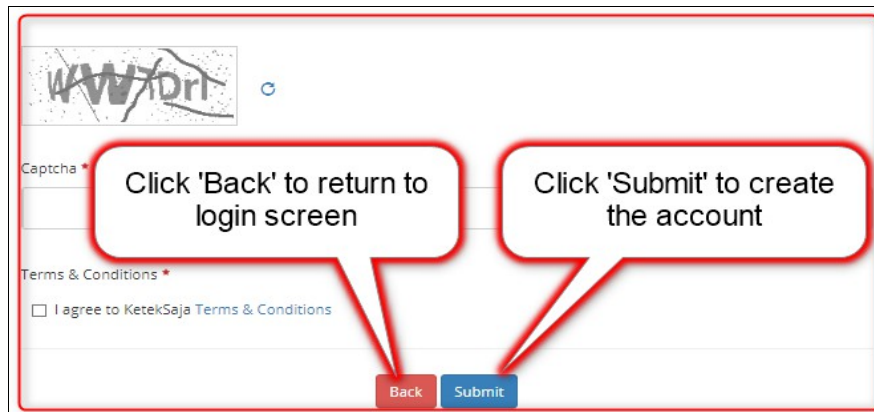


Figure : 3

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

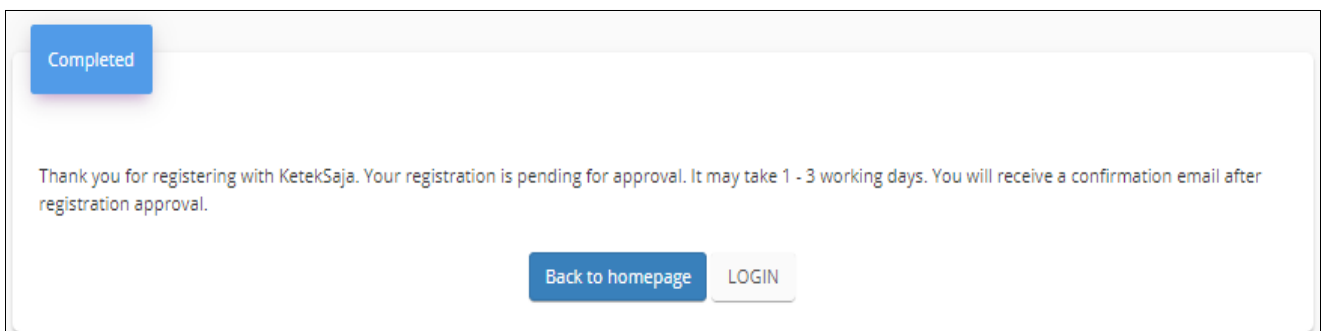


Figure : 4

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

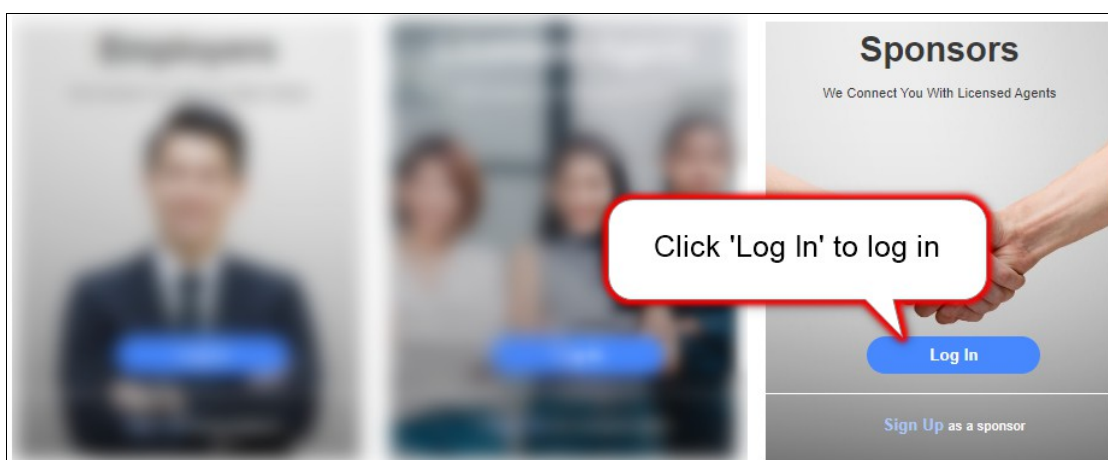


Figure : 5

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

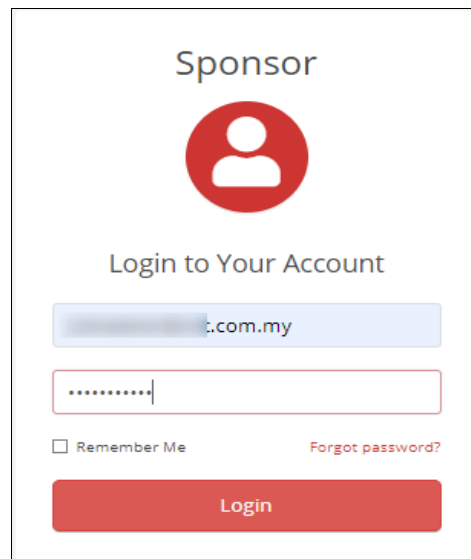


Figure : 6

2. How to Access Sponsor Dashboard?

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

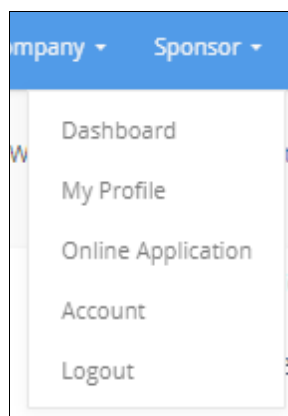


Figure : 7

2. Select on Dashboard from the drop down list. The Online Application screen will appear. You may click to see the details.

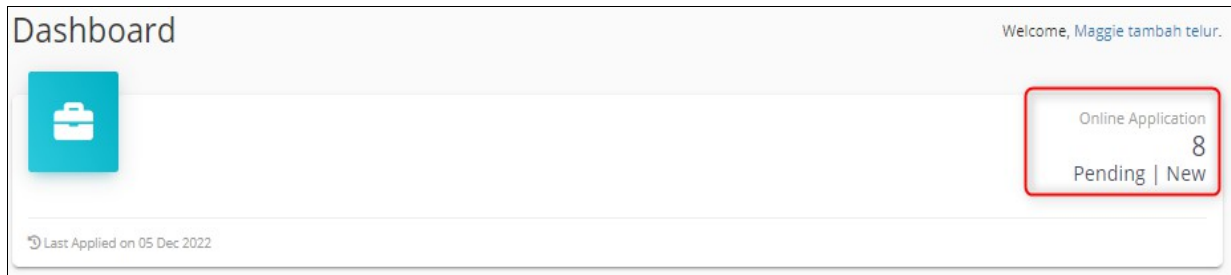


Figure : 8

3. How to Withdraw an Online Application?

1. Click on Online Application on the menu and there will be a list of online applications shown with different status. Note that the Pending Tab information is referring to application submitted by the Sponsor and is awaiting for the Licensed Agent verification. As for the New Tab information, it refers to the job application applied by the Licensed Agent.

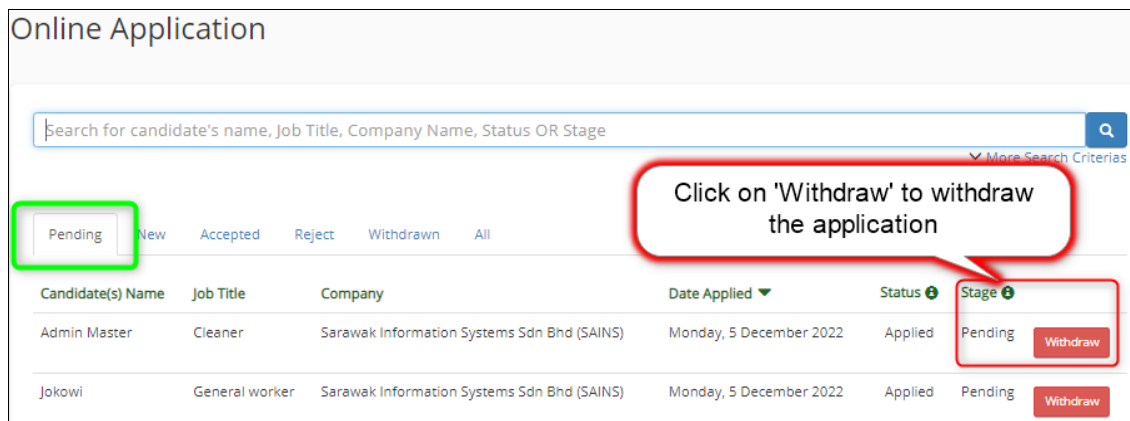


Figure : 9

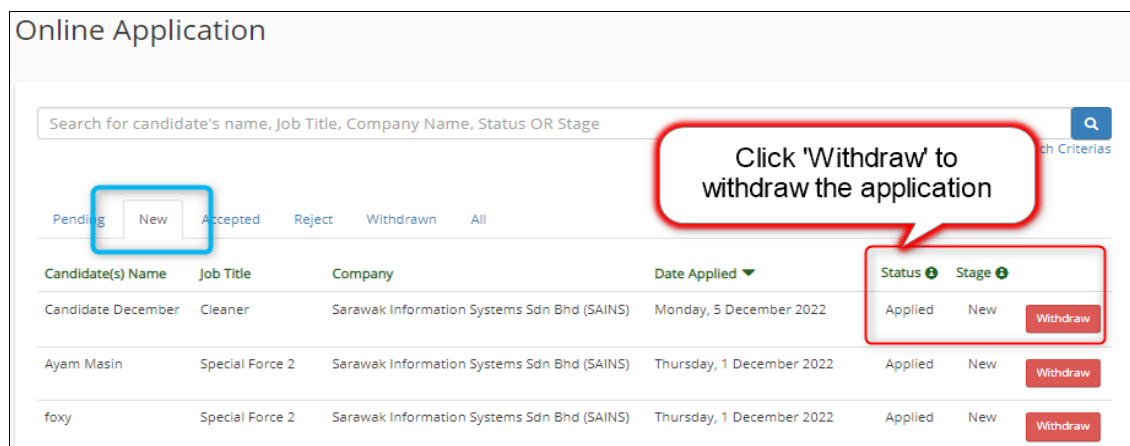


Figure : 10

4. How to Add a New Candidate under the Sponsor?

1. Click on the Add Candidate button on the dashboard to register the candidate under the Sponsor. Enter all of the candidate's details in the mandatory fields and submit the application for the Licensed Agent's approval.

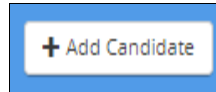


Figure : 11

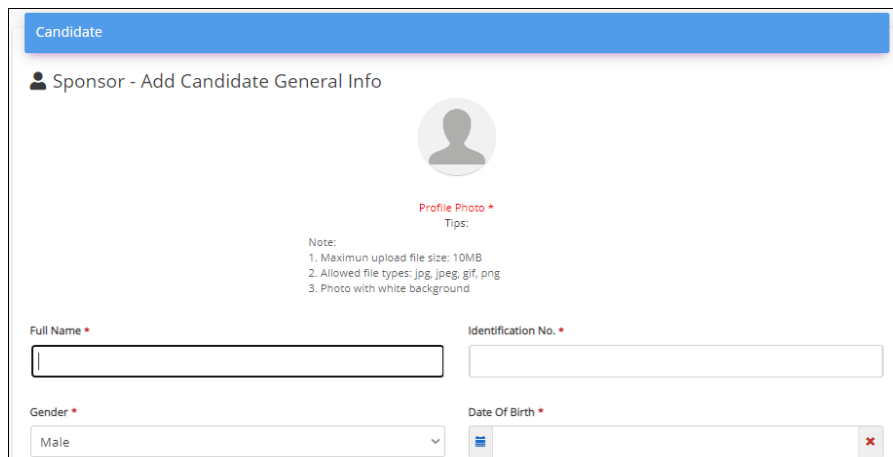
A screenshot of a web form titled 'Candidate' with a sub-header 'Sponsor - Add Candidate General Info'. It features a profile photo upload area with a note: 'Note: 1. Maximum upload file size: 10MB, 2. Allowed file types: jpg, jpeg, gif, png, 3. Photo with white background'. Below are input fields for 'Full Name *', 'Identification No. *', 'Gender *' (with a dropdown menu showing 'Male'), and 'Date Of Birth *' (with a date picker).

Figure : 12

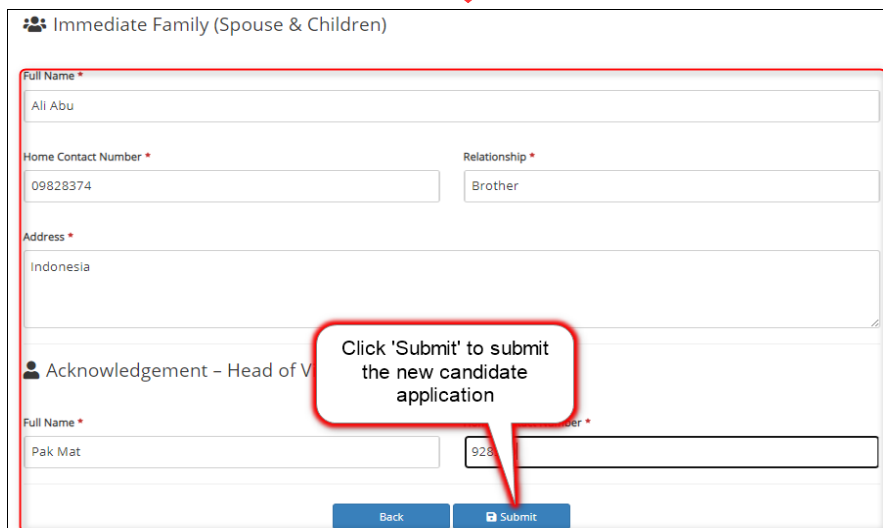
A screenshot of a web form titled 'Immediate Family (Spouse & Children)'. It contains fields for 'Full Name *' (filled with 'Ali Abu'), 'Home Contact Number *' (filled with '09828374'), and 'Relationship *' (filled with 'Brother'). There is also an 'Address *' field with 'Indonesia' entered. Below this is an 'Acknowledgement - Head of V' section with 'Full Name *' (filled with 'Pak Mat') and a partially visible 'Number *' field. A red callout box with a white background and black text says 'Click 'Submit' to submit the new candidate application' with an arrow pointing to the 'Submit' button. At the bottom are 'Back' and 'Submit' buttons.

Figure : 13

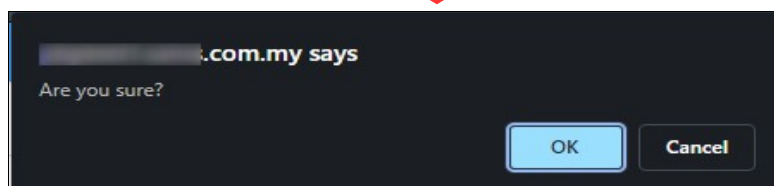


Figure : 14

5. How to Apply Jobs by Company?

1. Click on Jobs by Company button on the top right of screen and a list of Employers will be shown. Select your preferable Employer and a list of vacancies will be shown under that Employer. Tick the boxes of the candidates that you want to apply for and submit the application.

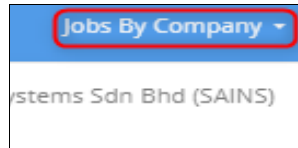
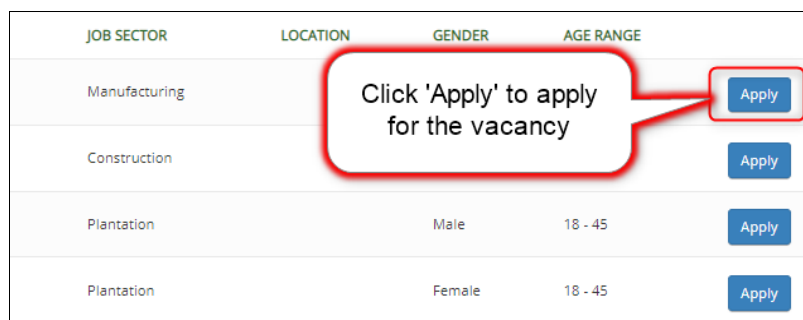


Figure : 15



JOB SECTOR	LOCATION	GENDER	AGE RANGE
Manufacturing			
Construction			
Plantation		Male	18 - 45
Plantation		Female	18 - 45

Figure : 16



Figure : 17



Figure : 18

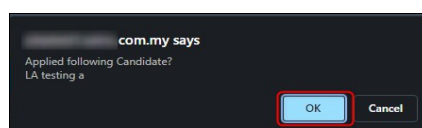
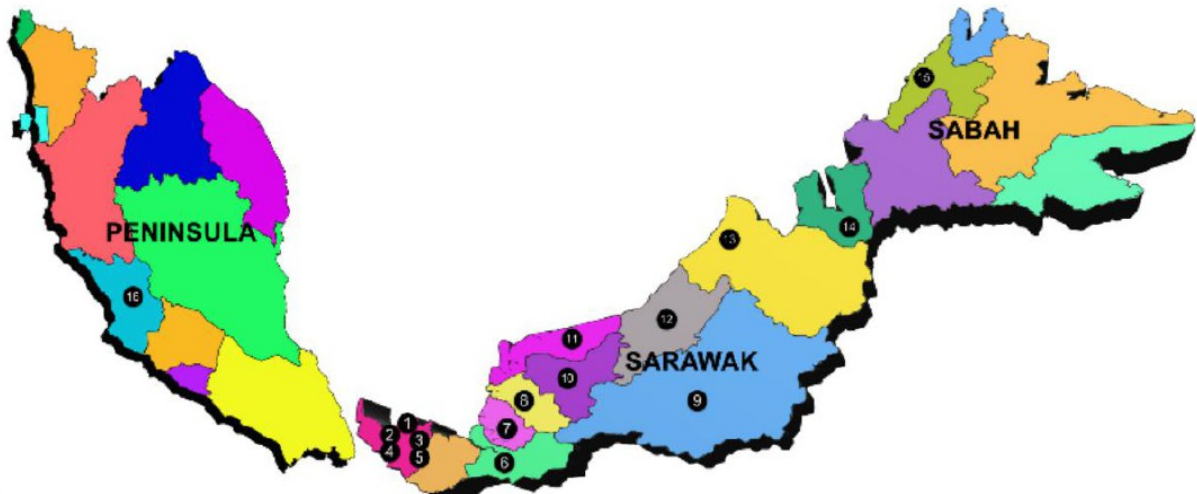


Figure : 19

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 Website: <http://callcentre.sains.com.my>



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 95000, Sri Aman

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 District, 95700 Betong

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 Mukah, Jln. Kubu 1, 96400 Mukah, Sarawak.

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 Level 5, Lot 37, Town Square Bintulu,
 Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak

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

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 Fax: (60) 85 - 211 488
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 98700 Limbang, Sarawak.

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 Jalan Lintas Kepyayan Highway, 88300 Kota
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