

**Manual Pengguna
Portal PSA Job Hunting**

Politeknik Sultan Salahuddin Abdul Aziz Shah

Januari 2019

1.0 LOG MASUK



- a) Untuk log masuk, klik LOG IN

A screenshot of a login form. It has fields for 'User Name' and 'Password', both with placeholder text. Below these is a 'Remember Me' checkbox. A 'LOG IN' button is centered below the password field. To the right of the button are two red hyperlinks: 'Forgot your password?' and 'Forgot your username?'

- b) Masukkan nama pengguna dan kata laluan. Bagi pelajar masukkan no kad pengenalan pada medan nama pengguna, manakala syarikat masukkan nama pengguna yang telah diberi.
- c) Kemudian,klik butang untuk log masuk ke dalam sistem.
- d) Sekiranya anda terlupa nama pengguna, klik dan skrin seperti di bawah akan dipaparkan.

Please enter the email address associated with your User account. Your username will be emailed to the email address on file.

Email Address *

SUBMIT

- e) Masukkan alamat emel, kemudian tekan butang **SUBMIT**. Nama pengguna baru akan dihantar ke emel pengguna yang didaftarkan.
- f) Sekiranya anda terlupa kata laluan, klik **Forgot your password?** dan skrin seperti di bawah akan dipaparkan.

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address *

SUBMIT

- g) Masukkan alamat emel, kemudian tekan butang **SUBMIT**. Kata laluan baru akan dihantar ke emel pengguna yang didaftarkan.

2.0 PAPARAN PELAJAR



KEMENTERIAN
PENDIDIKAN
MALAYSIA

POLITEKNIK
MALAYSIA
SULTAN SALAHUDDIN ABDUL AZIZ SHAH

HOME

JOB SEEKER CONTROL PANEL

LOGOUT

Profile

Edit Profile

Name : NURUL FAZILAH BINTI SAMURI
Username : 840130085498
Registered Date : Monday, 23 July 2018
Last Visited Date : Wednesday, 30 January 2019

Basic Settings

Editor : No Information Entered
Time Zone : No Information Entered
Frontend Language : No Information Entered

- a) Pada paparan profil, pelajar boleh mengemaskini profil seperti menukar kata laluan dan alamat emel. Untuk mengemaskini profil, pelajar perlu tekan butang dan skrin seperti di bawah akan dipaparkan.

Edit Your Profile

Name *	NURUL FAZILAH BINTI SAMURI
Username (optional)	840130085498
Password (optional)	<input type="password"/>
Confirm Password (optional)	<input type="password"/>
Email Address *	nurufazilah@psa.edu.my
Confirm Email Address *	nurufazilah@psa.edu.my

Basic Settings

Editor (optional)	- Use Default -
Time Zone (optional)	- Use Default -
Frontend Language (optional)	- Use Default -

SUBMIT **Cancel**

- b) Pelajar boleh menukar kata laluan atau menukar alamat emel dan tekan pada butang . Skrin di bawah akan dipaparkan setelah pengemaskinian berjaya dilakukan.

Message
Profile saved.

x

Edit Your Profile

Name *	NURUL FAZILAH BINTI SAMURI
Username (optional)	840130085498
Password (optional)	
Confirm Password (optional)	
Email Address *	nurulfazilah@psa.edu.my
Confirm Email Address *	nurulfazilah@psa.edu.my

- c) Klik [HOME](#) untuk melihat berita terkini mengenai portal jobs psa

The screenshot shows the homepage of the PSA Job Hunting website. At the top, there is a navigation bar with links for HOME, JOB SEEKER CONTROL PANEL, and LOGOUT. The main header features the logos of KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA. Below the header, there is a large graphic with a magnifying glass focusing on a cartoon character running, with the text "PSA JOB HUNTING" overlaid. A tagline "Shapes the future of PSA Graduates" is also present. To the right of the graphic, there is a photograph of several workers in a industrial setting. Below the graphic, the text "NEW CAMPUS UPDATES" is displayed in a purple banner. At the bottom, there is a box containing information about PSA's Career Day 2018, including the date (6th September 2018), time (9.00 am to 5.00 pm), and day (Thursday).

Let's join PSA's Career Day 2018 to make your first career dream

Date : 6th September 2018
Time : 9.00 am to 5.00 pm
Day : Thursday

d) Klik **JOB SEEKER CONTROL PANEL** untuk ke menu khusus pelajar

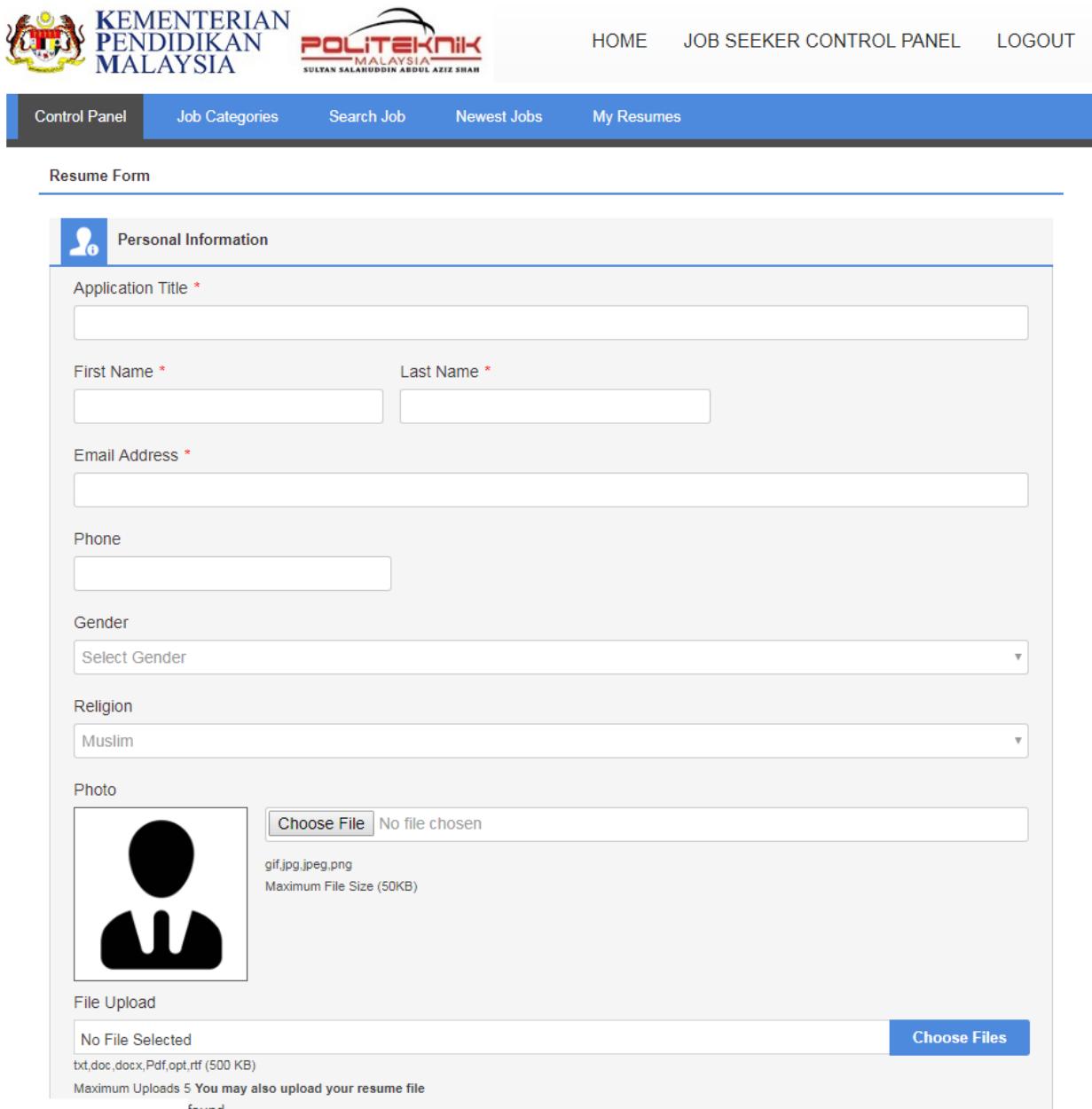
The screenshot shows the 'Job Seeker Control Panel' interface. At the top, there are logos for KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH. To the right are links for HOME, JOB SEEKER CONTROL PANEL, and LOGOUT. Below this is a blue navigation bar with links for Control Panel, Job Categories, Search Job, Newest Jobs, and My Resumes. The main area is titled 'My Stuff' and contains several icons and links: 'Newest Jobs' (pink icon), 'My Applied Job' (blue icon), 'My Resume' (purple icon), 'Search Job' (blue icon), and a 'Jobs' section with five sub-links: 'Job By Category' (green icon), 'Add Resume' (green icon), 'My Cover Letter' (purple icon), 'Add Cover Letter' (orange icon), and 'Logout' (blue icon).

e) **My Resumes** atau akan mengeluarkan paparan seperti berikut:

The screenshot shows the 'My Resumes' page. At the top, there are logos for KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH. To the right are links for HOME, JOB SEEKER CONTROL PANEL, and LOGOUT. A message box at the top left says 'Message' and 'Resume has been deleted'. Below this is a blue navigation bar with links for Control Panel, Job Categories, Search Job, Newest Jobs, and My Resumes. The main area is titled 'My Resume' and features a large red 'X' icon with a 'No' symbol. To its right, the text 'Could not find any matching results' is displayed twice.

f) Klik  Add Resume untuk mencipta resume

g) Isikan semua ruangan kosong terutama yang bertanda *



KEMENTERIAN
PENDIDIKAN
MALAYSIA

POLITEKNIK
MALAYSIA
SULTAN SALAHUDDIN ABDUL AZIZ SHAH

HOME JOB SEEKER CONTROL PANEL LOGOUT

Control Panel Job Categories Search Job Newest Jobs My Resumes

Resume Form

 Personal Information

Application Title *

First Name * Last Name *

Email Address *

Phone

Gender

Religion

Photo

Choose File No file chosen

gif.jpg.jpeg.png
Maximum File Size (50KB)

File Upload

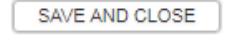
No File Selected

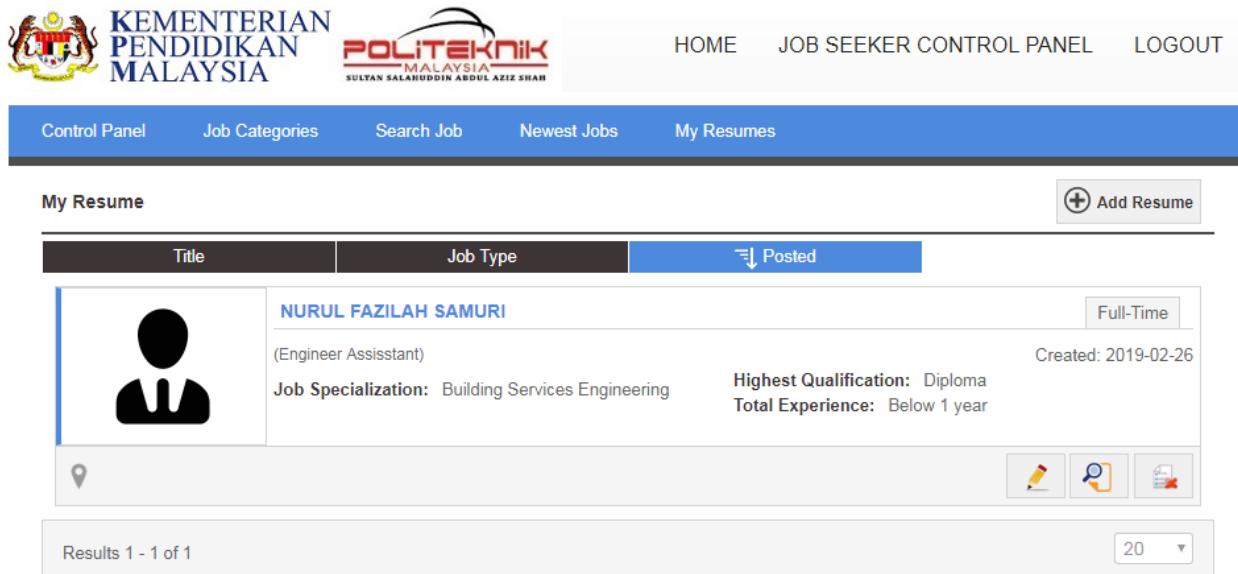
txt,doc,docx,Pdf,opt,rtf (500 KB)

Maximum Uploads 5 You may also upload your resume file

Choose Files

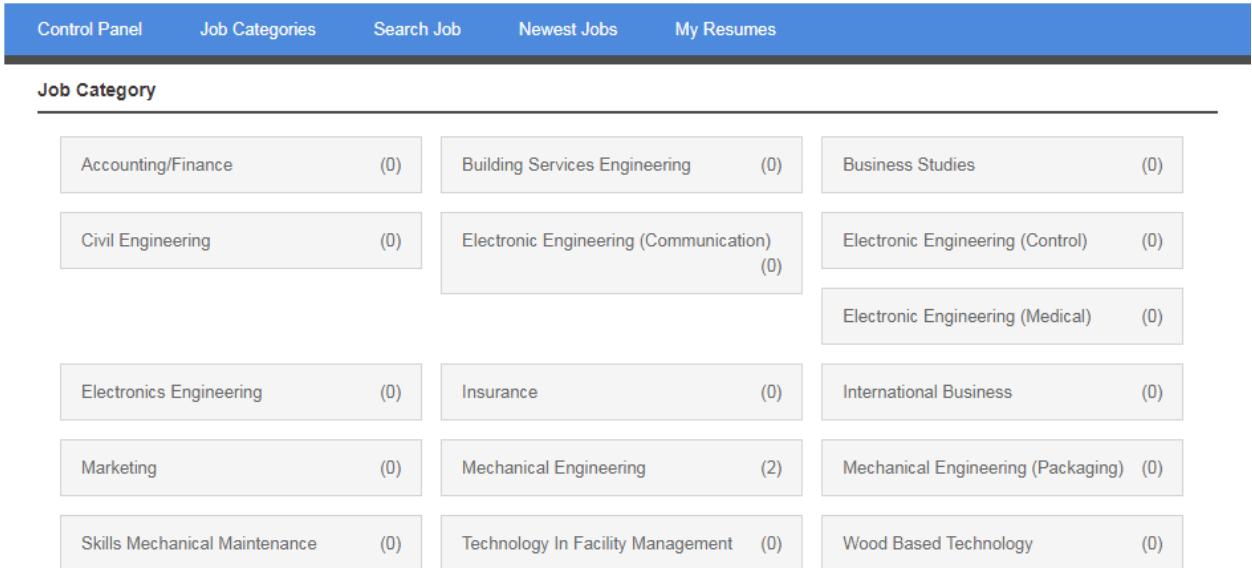
<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>
Driving License			
<input type="text"/> Select Driving License			
License No.			
<input type="text"/>			
<input type="checkbox"/> Disability			
 Address			
<input type="button" value="+ Add New Address"/>			
 Education			
<input type="button" value="+ Add New Institute"/>			
 Employer			
<input type="button" value="+ Add New Employer"/>			
 Skills			
<input type="button" value="+ Add Skills"/>			
 Reference			
<input type="button" value="+ Add New Reference"/>			
 Language			
<input type="button" value="+ Add New Language"/>			
<hr/> <input type="button" value="SAVE"/> <input type="button" value="SAVE AND CLOSE"/> <input type="button" value="Cancel"/>			

h) Klik  atau  untuk menyimpan data yang telah dimasukkan.



The screenshot shows the 'JOB SEEKER CONTROL PANEL' interface. At the top, there are logos for KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH. Navigation links include HOME, JOB SEEKER CONTROL PANEL, and LOGOUT. Below the header is a blue navigation bar with links: Control Panel, Job Categories, Search Job, Newest Jobs, and My Resumes. The main content area is titled 'My Resume'. It displays a resume for 'NURUL FAZILAH SAMURI' with the following details:
Title: NURUL FAZILAH SAMURI
Job Type: Full-Time
(Engineer Assistant)
Job Specialization: Building Services Engineering
Highest Qualification: Diploma
Total Experience: Below 1 year
Created: 2019-02-26
Actions: Edit, Delete, Preview
At the bottom, it shows 'Results 1 - 1 of 1' and a dropdown for page size (20).

i) Menu  memaparkan bidang kerja yang boleh dipilih oleh pelajar



The screenshot shows the 'Job Categories' menu. At the top, there is a blue navigation bar with links: Control Panel, Job Categories, Search Job, Newest Jobs, and My Resumes. Below the navigation bar is a section titled 'Job Category' containing a grid of job categories with their counts in parentheses:

Accounting/Finance (0)	Building Services Engineering (0)	Business Studies (0)
Civil Engineering (0)	Electronic Engineering (Communication) (0)	Electronic Engineering (Control) (0)
Electronics Engineering (0)	Insurance (0)	International Business (0)
Marketing (0)	Mechanical Engineering (2)	Mechanical Engineering (Packaging) (0)
Skills Mechanical Maintenance (0)	Technology In Facility Management (0)	Wood Based Technology (0)

- j) Menu **Search Job** memberi akses kepada pelajar membuat carian senarai kerja yang ditawarkan oleh syarikat yang terlibat.

The screenshot shows a web-based job search system. At the top, there are two logos: 'KEMENTERIAN PENDIDIKAN MALAYSIA' and 'POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH'. To the right of the logos are links for 'HOME', 'JOB SEEKER CONTROL PANEL', and 'LOGOUT'. Below the header is a blue navigation bar with links for 'Control Panel', 'Job Categories', 'Search Job', 'Newest Jobs', and 'My Resumes'. The main content area is titled 'Search Job' and contains several input fields: 'Company' (with placeholder 'Select Some Options'), 'Job Specialization' (with placeholder 'Select Some Options'), 'Job Type' (with placeholder 'Select Some Options'), and 'Location' (with placeholder 'Select Some Options'). At the bottom of the form is a 'SEARCH JOB' button.

- k) Menu **Newest Jobs** memaparkan maklumat kerja tekini yang ditawarkan

The screenshot shows a web interface for job search. At the top, there are logos for KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH. Below the header, a blue navigation bar includes links for Control Panel, Job Categories, Search Job, Newest Jobs (which is the active tab), and My Resumes. The main content area is titled 'Newest Jobs' and displays three job postings from 'JSjobs':

- Technician** (Posted: 25 Days Ago, Internship) - Job Specialization: Mechanical Engineering, Job Salary / Allowance: RM 1000 - 1500 Per Month. 0 Jobs. [Apply Now](#)
- Technician cum Driver** (Posted: 26 Days Ago, Full-Time) - Job Specialization: Mechanical Engineering, Job Salary / Allowance: RM 1000 - 2500 Per Month. 0 Jobs. [Apply Now](#)
- Geo Technologist** (Posted: 174 Days Ago, Internship) - Job Specialization: Internships/Trainees, Job Salary / Allowance: RM - Per Month. 5 Jobs. [Apply Now](#)

3.0 MENU SYARIKAT

- a) Berikut adalah paparan utama bagi syarikat

The screenshot shows a web interface for employer control. At the top, there are logos for KEMENTERIAN PENDIDIKAN MALAYSIA and POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH. Below the header, a blue navigation bar includes links for HOME, EMPLOYER CONTROL PANEL (which is the active tab), and LOGOUT. The main content area is titled 'Profile' and shows the following user information:

Name	ROZITA CHE WAN
Username	psa.maxis
Registered Date	Tuesday, 31 July 2018
Last Visited Date	Tuesday, 26 February 2019

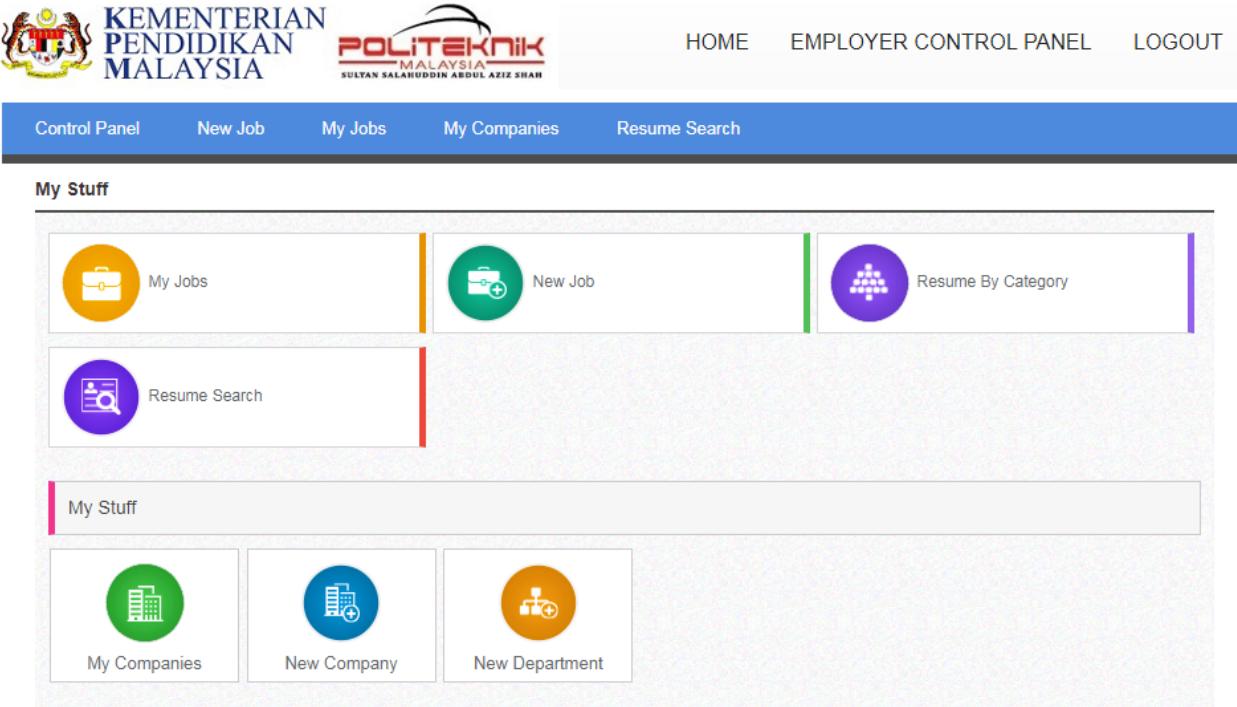
[Edit Profile](#)

The 'Basic Settings' section shows the following configuration:

Editor	No Information Entered
Time Zone	No Information Entered
Frontend Language	No Information Entered

b) Menu [HOME](#) adalah sama seperti paparan pelajar.

c) Menu [EMPLOYER CONTROL PANEL](#) akan menghasilkan paparan seperti di bawah:



The screenshot shows the homepage of the Employer Control Panel. At the top, there are logos for Kementerian Pendidikan Malaysia and Politeknik Sultan Salahuddin Abdul Aziz Shah. The top navigation bar includes links for HOME, EMPLOYER CONTROL PANEL, and LOGOUT. Below this is a blue header bar with links for Control Panel, New Job, My Jobs, My Companies, and Resume Search. The main content area is titled "My Stuff" and contains several circular icons with labels: "My Jobs" (orange), "New Job" (green), "Resume By Category" (purple), "Resume Search" (blue), and "My Companies" (green). Below this is another section titled "My Stuff" with icons for "New Company" (blue) and "New Department" (orange).

d) Menu [New Job](#) atau [New Job](#) membolehkan syarikat memasukkan maklumat kerja yang ingin ditawarkan kepada pelajar

Control Panel New Job My Jobs My Companies Resume Search

Job Information

Job Title *

Company *

Job Specialization *

Job Type *

Location

Gender

Age

Job Salary / Allowance

[Start Publishing](#) *

[Stop Publishing *](#)

Job Description *

Additional Requirements

A screenshot of a rich text editor's toolbar. The top row contains buttons for EDIT, INSERT, VIEW, FORMAT, TABLE, and TOOLS. Below this is a larger row with buttons for bold (B), italic (I), underline (U), strikethrough (S), alignment (left, center, right, justify), and a dropdown for PARAGRAPH style. Further down are buttons for font color, font size, and other styling options. At the bottom left is a text input field containing the letter 'p', and at the bottom right is a status bar showing 'Words: 0'.

e) Syarikat perlu mengisi maklumat berkenaan tawaran kerja tersebut dan klik **SAVE JOB** untuk menyimpan maklumat.

f) Menu **My Jobs** memaparkan senarai kerja yang ditawarkan oleh syarikat

KEMENTERIAN PENDIDIKAN MALAYSIA POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH

HOME EMPLOYER CONTROL PANEL LOGOUT

Control Panel New Job My Jobs My Companies Resume Search

My Jobs

Add New Job

Title	Category	Job Type	Job Status	Company	Salary Range	Created
	Assistant Engineer New		2019-02-26	Full-Time		
Company: Maxis Sdn. Bhd.		Job Salary / Allowance: RM 2000 - 2500 Per Month				
Job Specialization : Building Services Engineering						2 Jobs
						   Resume (0)
Results 1 - 1 of 1						
20 ▾						

g) Menu **My Companies** memaparkan maklumat syarikat

KEMENTERIAN PENDIDIKAN MALAYSIA POLITEKNIK MALAYSIA SULTAN SALAHUDDIN ABDUL AZIZ SHAH

HOME EMPLOYER CONTROL PANEL LOGOUT

Control Panel New Job My Jobs My Companies Resume Search

My Companies

Add New Company

	Maxis Sdn. Bhd.	Created: 2018-07-31
URL: http://www.maxis.com.my		Industry: Accounting/Finance
 Petaling Jaya, SELANGOR, MALAYSIA		
  		
Results 1 - 1 of 1		
20 ▾		

- h) Menu **Resume Search** memberi akses kepada syarikat membuat carian senarai pelajar mengikut kriteria yang disediakan seperti di bawah:



HOME EMPLOYER CONTROL PANEL LOGOUT

Control Panel

New Job

My Jobs

My Companies

Resume Search

Resume Search

Gender

Select Gender

Job Specialization

Select Category

Job Type

Select Job Type

Highest Qualification

Select Highest Education

RESUME SEARCH