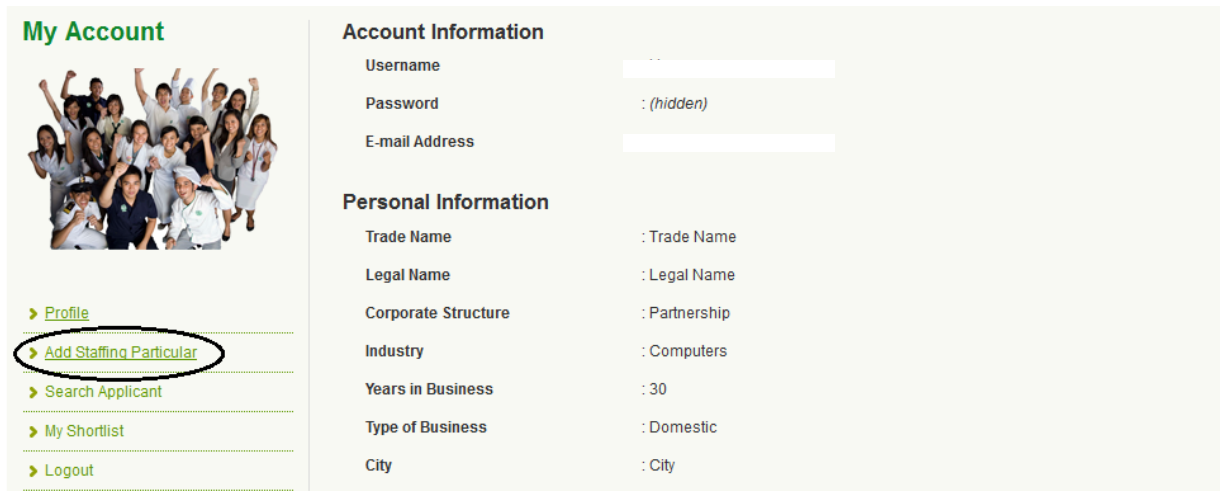


INSTRUCTIONS IN ADDING STAFFING PARTICULAR/JOB VACANCY/IES

Dear Industry Partners,

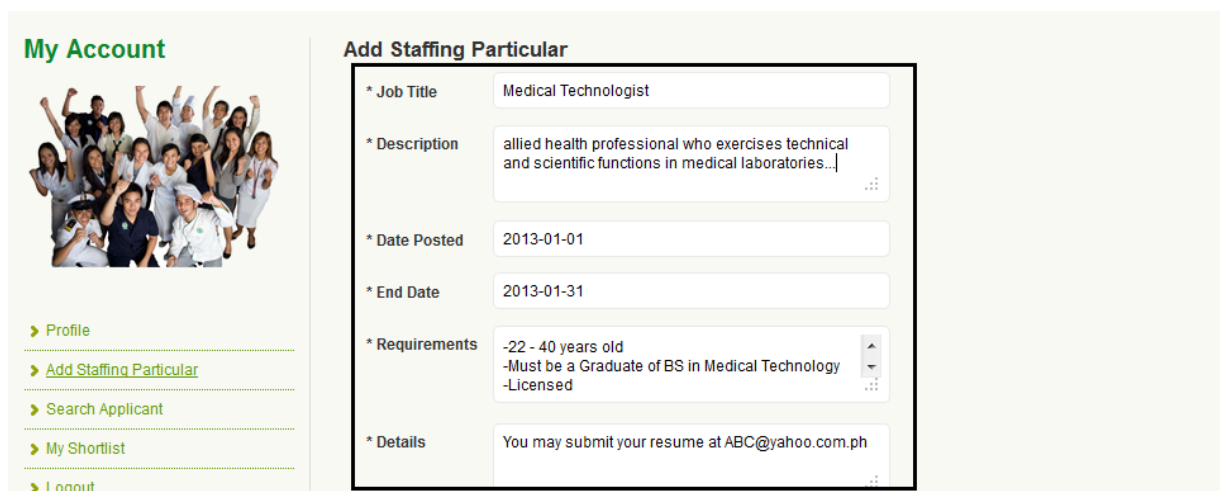
Please observe the following steps for a successful addition of job vacancy/ies. Please inform us if you encounter problems during the process.

1. Upon logging in, click on “Add staffing particular” that will be found on your dashboard.



The screenshot shows the 'My Account' dashboard. On the left, there is a navigation menu with the following links: Profile, Add Staffing Particular (circled in red), Search Applicant, My Shortlist, and Logout. On the right, there are two sections: 'Account Information' and 'Personal Information'. The 'Account Information' section includes fields for Username, Password (marked as hidden), and E-mail Address. The 'Personal Information' section includes fields for Trade Name, Legal Name, Corporate Structure, Industry, Years in Business, Type of Business, and City.

2. Fill in the necessary information.



The screenshot shows the 'Add Staffing Particular' form. The form is divided into several sections, each with a field for input. The fields are: Job Title (Medical Technologist), Description (allied health professional who exercises technical and scientific functions in medical laboratories...), Date Posted (2013-01-01), End Date (2013-01-31), Requirements (-22 - 40 years old, -Must be a Graduate of BS in Medical Technology, -Licensed), and Details (You may submit your resume at ABC@yahoo.com.ph). The fields for Job Title, Date Posted, End Date, and Requirements are marked with an asterisk (*).

3. Fields with (*) asterisk are essential.
4. After reviewing the whole content, click “Submit”

*** Description** allied health professional who exercises technical and scientific functions in medical laboratories..

*** Date Posted** 2013-01-01

*** End Date** 2013-01-31

*** Requirements** -22 - 40 years old
-Must be a Graduate of BS in Medical Technology
-Licensed

*** Details** You may submit your resume at ABC@yahoo.com.ph

Submit

5. A message appears that you have successfully added your staffing particular.

My Account

Add Staffing Particular

✓ Your staffing particular has been successfully added to administrator's moderation list. Your review will be posted on public as soon as it is approved by the administrator.

*** Job Title**

*** Description**

*** Date Posted**

*** End Date**

*** Requirements**

*** Details**

Submit

6. Your request will be checked and validated by the Administrator. Once the information was checked it will be posted on the OLFU-CPS
7. Updating of the system will take 2 – 3 working days after the submission of the job vacancy information.

Should you have concerns, feel free to reach us through these nos.

291-6538 loc 864

291-6538 loc 410

Stay connected and build sustainable, lifelong and valued relationships with Our Lady of Fatima University. Thank you!

-The Center for Guidance Services – Central Placement Office