

How to register as an employer with Hire.Seniors to publish jobs



Click on each Blue Box to see How to Guide

If you require further clarification, you can contact us at 019 477 6028 during normal business hours.

Step 1: Employer Registration

Go to

https://hireseniors.my/new-employer-registration/ And fill up your company details and click Submit

New Employer Registration			
Company Registration Number *			
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After submitting – your application will be vetted by our team. Once approved, you will receive a confirmation email to login and set your password.

If you do not receive any email from us within 1 working day, do call or WhatsApp us at 019 477 6028

Step 2: Employer ID Set Up & Add Credits

After we have approved your registration, you will receive an email confirming that your Employer ID has been approved.

You will also receive an email inviting you to access the Hire. Seniors Employer Portal

Click on the link and set you preferred password.

Create Pass	word	
Password		
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Confirm Passwo	ord	
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You will now be able to access the Employer Portal.

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1 Home	Home - Employer	Credits Balance	
C Job Openings		^o RM 0.00	
Credits		Hire.Seniors	1
		MySTEP 2022 Programme In support to address unemployment, enhancing employability and stimulate domestic economic recovery, Ministry of Finance (MoF) introduced the Malaysia Short Term Employment Programme (MySTEP) and PenjanaKerjaya initiative under Belanjawan 2021.	I
		The programme is aimed to provide job opportunities in both private sector and in government bodies and agencies, focused in areas of high demand in industry. Hire Seniors has been appointed by Khazanah Nasional as a Project Implementation Partner for this programme to encourage employment of mature and experienced workers.	1
		To participate as an employer / Host Company as part of this Programme and obtain fully funded experienced resources for 6- months, you will need to do the following:	
		Add sufficient credit to your account (RM 350 per job to be advertised) - to do this, you need to bank in the amount to our bank account (Maybank Account number: 5148 9707 5472 Agensi Pekerjaan Richmond Alpha Sdn Bhd).	Ŧ
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To access the Employer Portal, you can bookmark this link: <u>https://portal.hireseniors.my/</u>

How to Add Credits

Before you can post a job, you will need to add credits. You will need to add RM 371 of credits for each job you wish to post (RM 350 + 6% SST = RM 371)

To add credits, click on **Credits** on the left side of the Employer Portal. Then click on **Reload**

HS	Hire.Seniors Portal		testemployer2
Lome	iii Wallet	S Balance RM 0.00	Buy Credits Now Reload
Openings Credits		My Credit Transactions	

Transfer the required amount for credits via internet banking to: Maybank 5148 9707 5472 (Agensi Pekerjaan Richmond Alpha Sdn Bhd)

Upload the payment receipt to the portal.

Credit Reload					
Bank *	-Select-		•		 Select your bank
Credit Amount *	#,###,###.##	RM		_	Key in amount paid
Date *	12-Mar-2022	Ê			
Attach Receipt *	Select File	1			 Upload payment receipt
We will verify the credit a	and update your balance, so	o you will receive conf	irmation email.	- L	
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	Submit For Credit Now				Click on Submit

Once you have submitted, our team will verify your payment.

You will receive an email confirming that your Top Up has been approved, once payment has been verified within 1 working day. Please contact us at 019 477 6028 if you do not hear from us within 1 working day.

Once your Credit Value has been received and confirmed by us, you will be able to see your credit reflected in the Employer Portal.

Step 3: Create Job Opening

Now that you have added credit, you can proceed to create a job opening.

- 1. Click on Job Openings on the left menu
- 2. Click on New Job Opening
- 3. Click on "I Agree" to acknowledge that each job posted will deduct RM 371 credit

HS	Hire.Seniors Portal	• 2
) Home	 Job Openings List New Job Opening 	New Job Opening
C Job Openings	— 1	New Opening Job rate is RM371.00 This amount will be deduct it from your wallet balance.
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You can now key in job opening information. When complete, click on "Add Job Description"

Posting Title *				Date Opened	12-Mar-2022	ť
Target Date	dd-MMM-yyyy	m		Job Closing Date	dd-MMM-yyyy	ŕ
Industry	Agriculture	× v		Job Type	-Select-	,
Salary	8,888,888.88	RM		Work Experience	-Select-	,
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Once submitted, our team will review the job opening and you will be notified once it is published. We will send you shortlisted candidates for your review and selection.