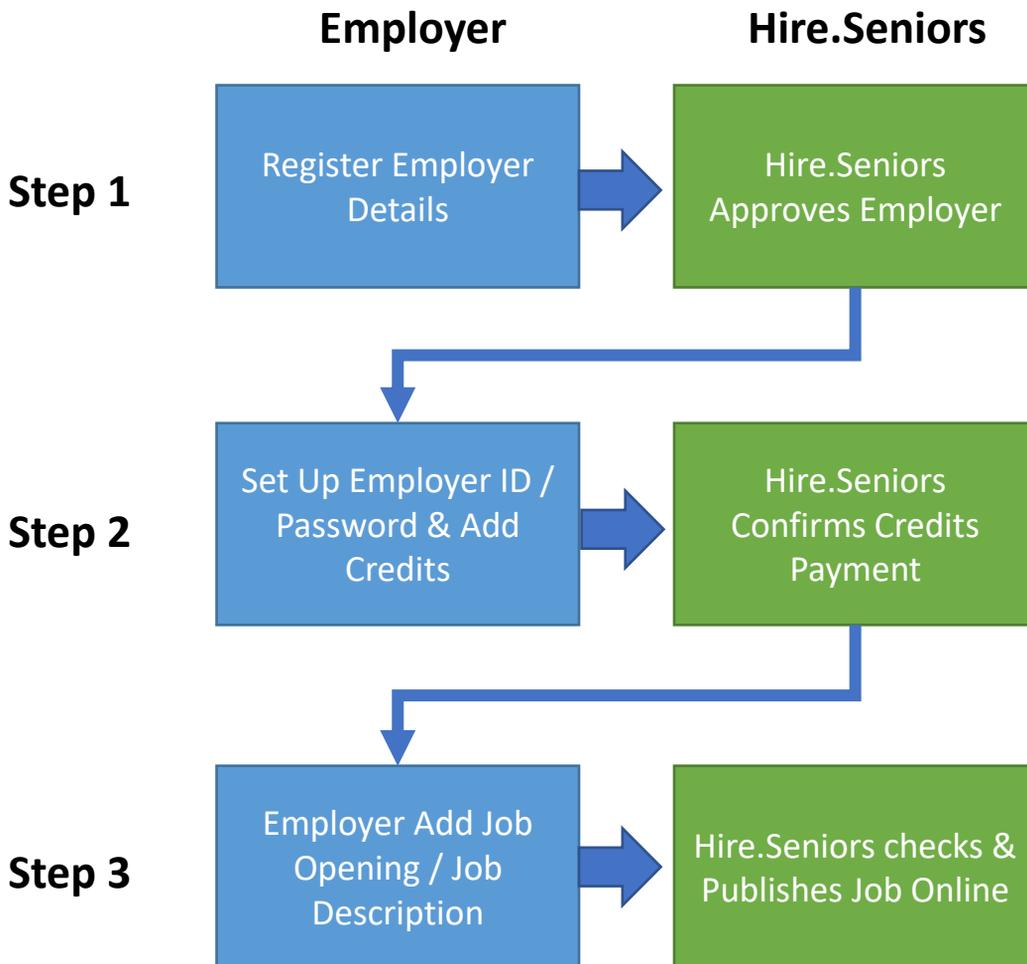




How to register as an employer with Hire.Seniors to publish jobs



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

Register as an employer with Hire.Seniors to post job openings, pay online for job postings, as well as to view and select applicants online.

New Employer Registration

Company Registration Number *

Company Name *

Industry *

-Select-

Phone Number *

+60 12-345 6789

Website

https://

Contact Name *

First Name Last Name

User Email *

Will used for login to the account

Mobile *

+60 12-345 6789

Designation

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

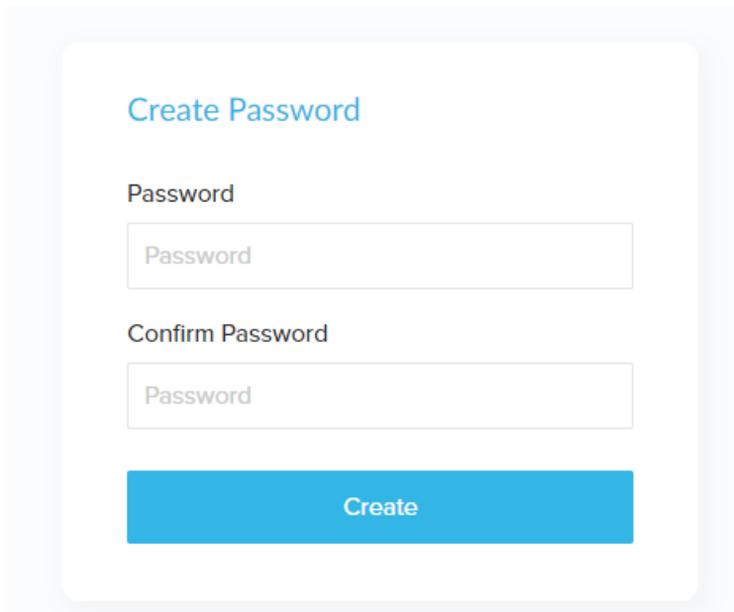
If you do not receive any email from us within 1 working day, do call or WhatsApp us at 019 477 6028

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.



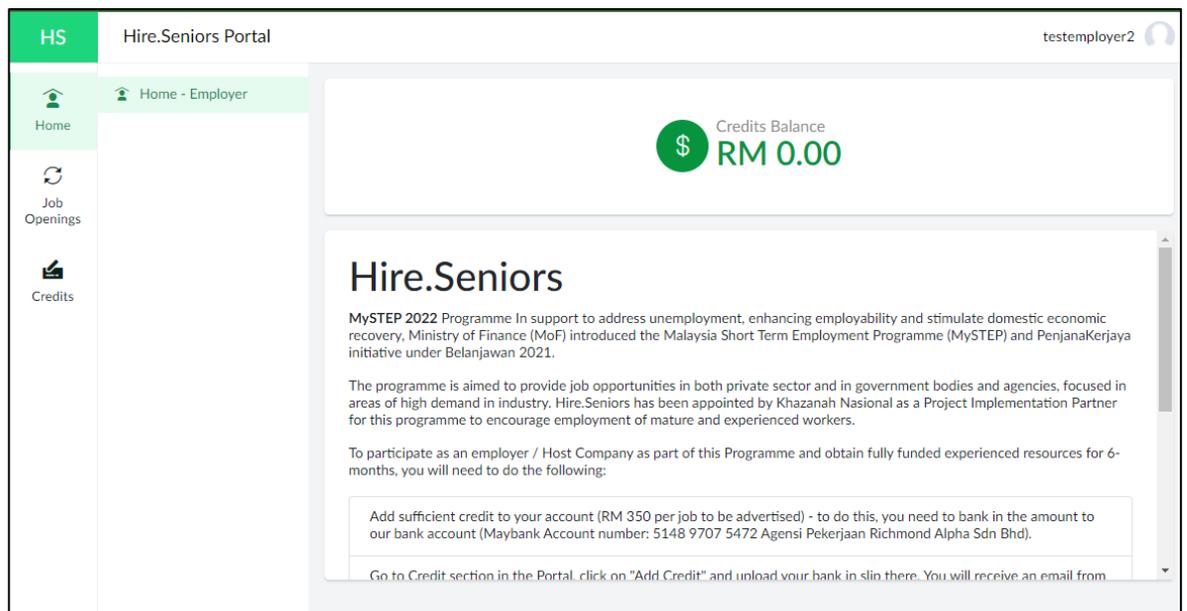
Create Password

Password

Confirm Password

Create

You will now be able to access the Employer Portal.



HS Hire.Seniors Portal testemployer2

Home - Employer

Home

Job Openings

Credits

Credits Balance
\$ RM 0.00

Hire.Seniors

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.

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.

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).

Go to Credit section in the Portal, click on "Add Credit" and upload your bank in slip there. You will receive an email from

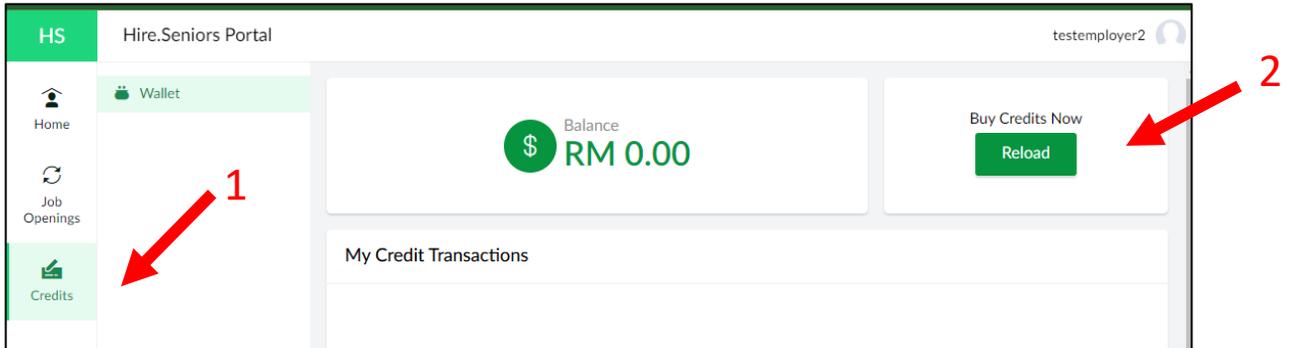
To access the Employer Portal, you can bookmark this link:

<https://portal.hireseniors.my/>

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**



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.

The screenshot shows the 'Credit Reload' form. It contains the following fields and annotations:

- Bank ***: A dropdown menu with '-Select-' selected. A red arrow points to it with the text 'Select your bank'.
- Credit Amount ***: A text input field with a placeholder '#,###,###.##' and a unit 'RM' dropdown. A red arrow points to it with the text 'Key in amount paid'.
- Date ***: A date picker showing '12-Mar-2022'. A red arrow points to it with the text 'Upload payment receipt'.
- Attach Receipt ***: A 'Select File' button with an upload icon. A red arrow points to it with the text 'Upload payment receipt'.
- Employer ***: A dropdown menu showing 'Test Employer 2'. A red arrow points to it with the text 'Click on Submit'.
- Submit For Credit Now**: A green button at the bottom of the form.

Below the form, there is a note: 'We will verify the credit and update your balance, so you will receive confirmation email.'

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.

