



**SarawakJobs.com**  
NO. 1 JOB SITE IN SARAWAK

---

# Talent Management System (TMS) Guide

---

# Talent Management System (TMS)

SarawakJobs.com  
NO.1 JOB SITE IN SARAWAK

FOLTEX SDN BHD  
EMPLOYER ACCOUNT  
Change Role

My Dashboard

Post A Job

1 Manage Jobs **NEW!**

- > Active Jobs
- > Pending Jobs
- > Ended Jobs
- > Expired Jobs

Talent Search

Shop

Employers' Guide

Learn More

Log Out

My Dashboard

Welcome, Foltex Sdn Bhd

Username : foltextsdnbd Company Name : Foltex Sdn Bhd  
Account type : Job Lister Email : foltextsdnbd@gmail.com  
Last Login :  
Member Since : April 26, 2021 - 7:19 AM

Active Jobs	Pending Jobs	Ended Jobs	Expired Jobs
1	0	0	0

**Talent Management System (TMS)** is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

# Talent Management System (TMS)

The screenshot displays the SarawakJobs.com Talent Management System (TMS) interface. The top navigation bar includes the SarawakJobs.com logo and the text "NO.1 JOB SITE IN SARAWAK". The user profile for "FOLTEX SDN BHD" is visible in the top right corner, with options for "My Dashboard" and "Logout". The main content area shows a job listing for "Account cum Administrative (Foltex Sdn Bhd) - Kuching" with a "View Applicants" button highlighted in green and circled with a red "2". The job listing also shows "22 Mar 2021", "Expires in 9 days", and "15 Views" with a "Status: Pending" label. The left sidebar contains a navigation menu with "Manage Jobs" selected, showing sub-options for "Active Jobs", "Pending Jobs", "Ended Jobs", and "Expired Jobs".

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'

# Talent Management System (TMS)

**SarawakJobs.com**  
NO.1 JOB SITE IN SARAWAK

**FOLTEX SDN BHD**  
My Dashboard | Logout

Manage Jobs > Talent Management System



## Data Entry Clerk (Foltex Sdn Bhd) - Kuching

(2 Applications)

This indicates that you are in the Talent Management System (TMS) page for the selected job.

3

All (2)    New (1)    Shortlisted (1)    Hired (0)    Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
<p>Professional sector</p> <p><input type="checkbox"/> Accounting   Auditing (m)</p>	<p> <b>Name: Pau Boon Toong</b> Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <a href="#">Cover Letter</a></p>	26 Apr 2021	<a href="#">Add Notes</a>	<p>New</p> <p><b>Shortlisted</b></p> <p>Hired</p> <p>Rejected</p>
<p>Education level</p> <p><input type="checkbox"/> Tertiary (Bachelor's Degree)</p>	<p> <b>Name: Amanda Ann</b> Email: amandanna@gmail.com Contact: 0128970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <a href="#">Cover Letter</a></p>	26 Apr 2021	<a href="#">Add Notes</a>	<p><b>New</b></p> <p>Shortlisted</p> <p>Hired</p> <p>Rejected</p>

Age: Min - Max

Nationality/Location

Malaysia

Spoken Language

English  
 Chinese Mandarin  
 Malay

[Filter](#) [Reset](#) [Export all](#)

Previous 1 Next

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'

# Talent Management System (TMS)

Manage Jobs > Talent Management System

## Data Entry Clerk (Foltex Sdn Bhd) - Kuching

(2 Applications)

All (2)    New (1)    Shortlisted (1)    Hired (0)    Rejected (0)

**Filters**

Professional sector

Accounting | Auditing (m)

Education level

Tertiary (Bachelor's Degree)

Age

Min - Max



Nationality/Location

Malaysia

Spoken Language

English  
 Chinese Mandarin  
 Malay

[Filter](#) [Reset](#)

Candidates Applied	Applied Date	Notes	Application Status
 <p><b>Name: Pau Boon Toong</b> Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m)</p> <p><a href="#">Cover Letter</a></p>	26 Apr 2021	<a href="#">Add Notes</a>	<a href="#">New</a> <a href="#">Shortlisted</a> <a href="#">Hired</a> <a href="#">Rejected</a>
 <p><b>Name: Amanda Ann</b> Email: amandanna@gmail.com Contact: 0128970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m)</p> <p><a href="#">Cover Letter</a></p>	26 Apr 2021	<a href="#">Add Notes</a>	<a href="#">New</a> <a href="#">Shortlisted</a> <a href="#">Hired</a> <a href="#">Rejected</a>

[Export all](#)

Previous 1 Next

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'

# Talent Management System (TMS)

The screenshot displays the TMS interface for managing job applicants. At the top, there is a navigation bar with the SarawakJobs.com logo and the user's name 'FOLTEX SDN BHD' with options for 'My Dashboard' and 'Logout'. Below the navigation bar, the breadcrumb trail reads 'Manage Jobs > Talent Management System'. The main heading is 'Data Entry Clerk (Foltex Sdn Bhd) - Kuching' with '(2 Applications)' below it. A filter bar at the top shows 'All (2)', 'New (1)', 'Shortlisted (1)', 'Hired (0)', and 'Rejected (0)'. On the left, there is a 'Filters' sidebar with sections for 'Professional sector', 'Education level', 'Age', and 'Nationality/Location'. The main content area is a table with columns: 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidates are listed: Pau Boon Toong and Amanda Ann. The 'Add Notes' button for Amanda Ann is highlighted with a red box and a circled number 5. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons, and an 'Export all' button.

Manage Jobs > Talent Management System

## Data Entry Clerk (Foltex Sdn Bhd) - Kuching

(2 Applications)

All (2)    New (1)    Shortlisted (1)    Hired (0)    Rejected (0)

**Filters**

Professional sector

Accounting | Auditing (m)

Education level

Tertiary (Bachelor's Degree)

Age

Min - Max



Nationality/Location

Malaysia

Spoken Language

English  
 Chinese Mandarin  
 Malay

**Export all**

Candidates Applied	Applied Date	Notes	Application Status
 <b>Name: Pau Boon Toong</b> Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <b>Cover Letter</b>	26 Apr 2021	<b>Add Notes</b>	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
 <b>Name: Amanda Ann</b> Email: amandanna@gmail.com Contact: 0128970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <b>Cover Letter</b>	26 Apr 2021	<b>Add Notes</b>	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Previous 1 Next

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'



# Talent Management System (TMS)

Manage Jobs » Talent Management System

## Data Entry Clerk (Foltex Sdn Bhd) - Kuching

(2 Applications)

All (2)    New (1)    Shortlisted (1)    Hired (0)    Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
<b>Professional sector</b> <input type="checkbox"/> Accounting   Auditing (m)	 <b>Name: Pau Boon Toong</b> Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <a href="#">Cover Letter</a>	26 Apr 2021	<a href="#">Add Notes</a>	<a href="#">New</a> <a href="#">Shortlisted</a> <a href="#">Hired</a> <a href="#">Rejected</a>
<b>Education level</b> <input type="checkbox"/> Tertiary (Bachelor's Degree)	 <b>Name: Amanda Ann</b> Contact: 0128970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting   Auditing (m) <a href="#">Cover Letter</a>	26 Apr 2021	<a href="#">Add Notes</a>	<a href="#">New</a> <a href="#">Shortlisted</a> <a href="#">Hired</a> <a href="#">Rejected</a>

Age: Min - Max

Nationality/Location:  Malaysia

Spoken Language:  English,  Chinese Mandarin,  Malay

[Filter](#) [Reset](#) [Export all](#)

- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to **View, Filter & Sort** job applicants through:
  - I. Filter function
  - II. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her 'Online Resume'

# Talent Management System (TMS)

The screenshot shows the SarawakJobs.com interface. At the top, there are logos for SarawakJobs.com and FOLTEX SDN BHD. The main content area is titled 'SHORTLIST' and features a candidate profile for Amanda Ann. The profile includes a 'Download Attachment' button. The resume content is as follows:

**AMANDA ANN**  
Mobile No: 0128970654 | Email: amandann@gmail.com  
Age: 27 | Nationality & Location: Malaysia

**Professional Information**  
Professional Sector: Accounting | Auditing (m) | Desired Salary: RM800  
Highest Education Level: Tertiary (Bachelor's Degree) | Spoken Languages: English, Malay

**Career Objective & Summary**  
Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**Experiences**  
Account Executive (January 2012 - Present)  
Amalgamated Batteries Manufacturing Pending, Sarawak  
• Managing full set of company's account  
• Finding leads, closing sales, supporting existing clients, formulating sales strategies, and communicating product value to clients.

**Educations**  
University Malaysia Sabah (June 2008 - November 2011)  
• Degree in Accountancy  
• CGPA: 3.33  
Labuan Matriculation College (Aug 2006 - Aug 2007)  
• CGPA: 3.89

**Skills & Specialities**  
**Hard Skills:**  
• UBS System  
• SST System  
**Soft Skills:**  
• Negotiation Skills  
• Excellent communication Skills  
• Organizational Skills  
• Ability to work under pressure

3 total views, 3 today

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

**'Shortlisted', 'Hired' or 'Rejected'**

- 1 Online Resume includes applicant's;
  - I. Professional Information
  - II. Career Objective & Summary
  - III. Experiences
  - IV. Educations
  - V. Skills & Specialities
  
- 2 On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on **'Download Attachment'**



# Talent Management System (TMS)

The screenshot displays the SarawakJobs.com TMS interface. At the top, there are logos for SarawakJobs.com and FOLTEX SDN BHD. The main content area shows a candidate profile for Amanda Ann with contact details and a 'Download Attachment' button highlighted by a red box and a '2' callout. The profile includes sections for Professional Information, Career Objective & Summary, Experiences, Educations, and Skills & Specialities. On the left, there is a sidebar with navigation options like 'My Dashboard', 'Post A Job', and 'Manage Jobs'. At the bottom, there are social media links and contact information.

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

**'Shortlisted', 'Hired' or 'Rejected'**

- 1 Online Resume includes applicant's;
  - I. Professional Information
  - II. Career Objective & Summary
  - III. Experiences
  - IV. Educations
  - V. Skills & Specialities

- 2 On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on '**Download Attachment**'