



User Guide for Employers

Powered By



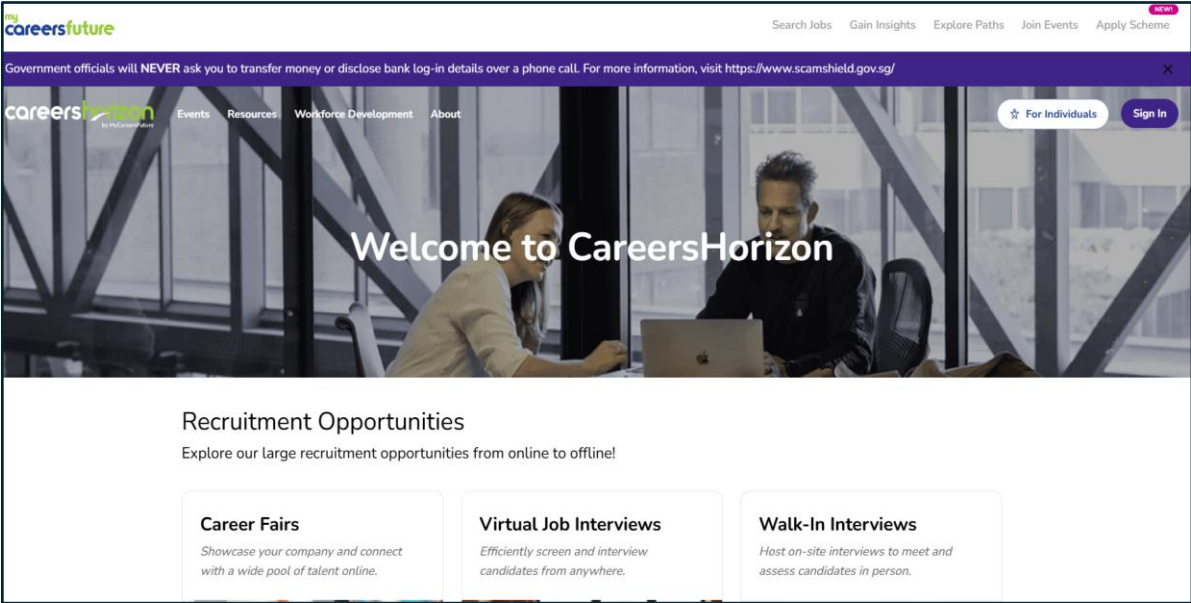
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1. Homepage

Enter URL <https://careershorizon.mycareersfuture.gov.sg> to open CareersHorizon by MyCareersFuture’s Employers Portal homepage.

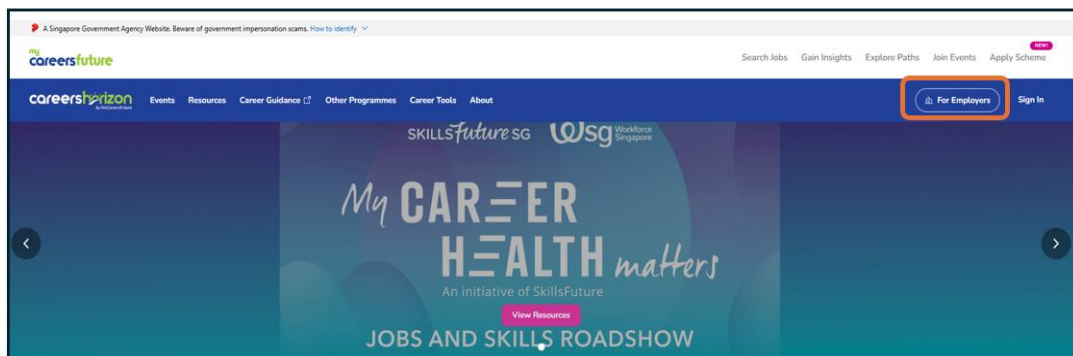


2. Login Credential and Responsibilities

Login Credential	Task & Responsibilities
Employers Admin (Corppass)	<ul style="list-style-type: none"> • Create and manage company profile upon first sign in • Manage access for Employers Manager and Rep • Access dashboard metrics for company • Register for company events • Conduct interviews • Update candidate's outcomes • Attend Event Talks (Employers Connect)
Employers Manager (Singpass)	<ul style="list-style-type: none"> • Access dashboard metrics for company • Register for company events • Conduct interviews • Update candidate's outcomes • Attend Event Talks (Employers Connect)
Employers Representative (Email)	<ul style="list-style-type: none"> • Attend Event Talks (Employers Connect)

3. Login

Step 1 At the CareersHorizon by MyCareersFuture homepage (www.careershorizon.gov.sg), click on **‘For Employers’**.



Step 2 Click on **‘Sign In’**.

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3.1.A Login for the First Time

- Step 1** Register by completing your company profile.
- Step 2** Click on **‘Submit’** once completed. You will be redirected to your dashboard.

The screenshot shows the 'Complete Your Employer's Profile' registration form. The form includes the following fields and annotations:

- Salutation:** A dropdown menu with 'Please choose' selected.
- Full Name:** A text input field containing 'USER S3250497C'. An annotation 'Your full name as per NRIC/FIN number' points to this field.
- Email Address:** A text input field with the placeholder 'Please enter your email'. An annotation 'Enter your contact details' points to this field.
- Mobile Number:** A text input field with a dropdown menu showing '+65' and a placeholder 'Please enter'. An annotation 'Enter your contact details' points to this field.
- Job Title:** A text input field with the placeholder 'Please enter your job title'.
- Agreement:** A checked checkbox followed by the text 'By registering an account, I agree to these [terms of use](#)'.
- Submit:** A black button with the text 'Submit'.

3.1.B Existing User

Sign in using Singpass and you will be directed to your Dashboard.

3.2 Sign in as Employer Manager

Log in with your Singpass or enter with your Password.

← Back to CareersHorizon

careers

horizon

by MyCareersFuture

Login as an Employer User

Log in with singpass

Select

▼

Login

OR

Email

Enter your email address

Password

Enter password

👁

Forgot Password

Login

Are you an administrator?

Login with CorpPass

Sign in for user with two or more employer equities

Click on the company that you are working for, for this session.

Choose a company for this session:

CHINA HARBOUR (SINGAPORE)
ENGINEERING COMPANY PTE. LTD.
198600104W
Select

NANYANG TECHNOLOGICAL
UNIVERSITY
200604393R
Select

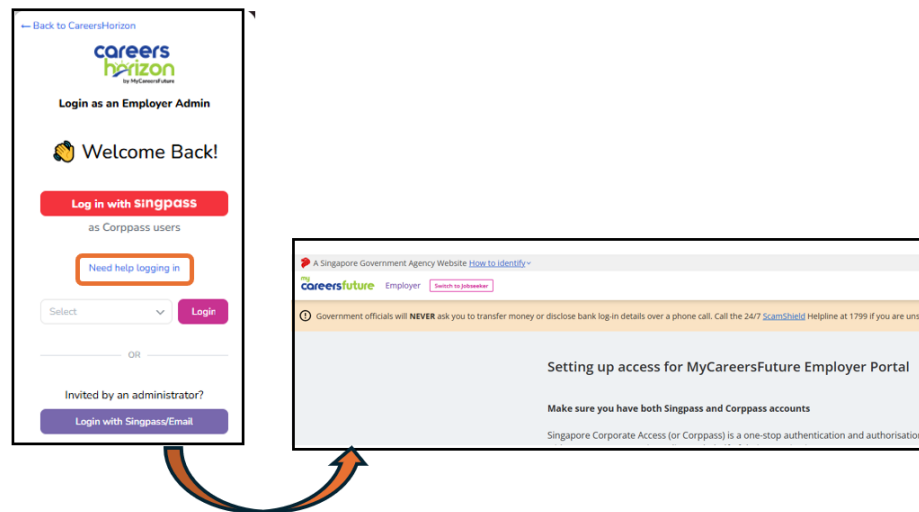
3.3 Sign in as Employer Representative

Log in with your Email Address and Password.

3.4 Need help logging in

Step 1 Click on the 'Need help logging in' button if you need help for Singpass login.

Step 2 You will be directed to MyCareersFuture website with comprehensive instructions to follow.



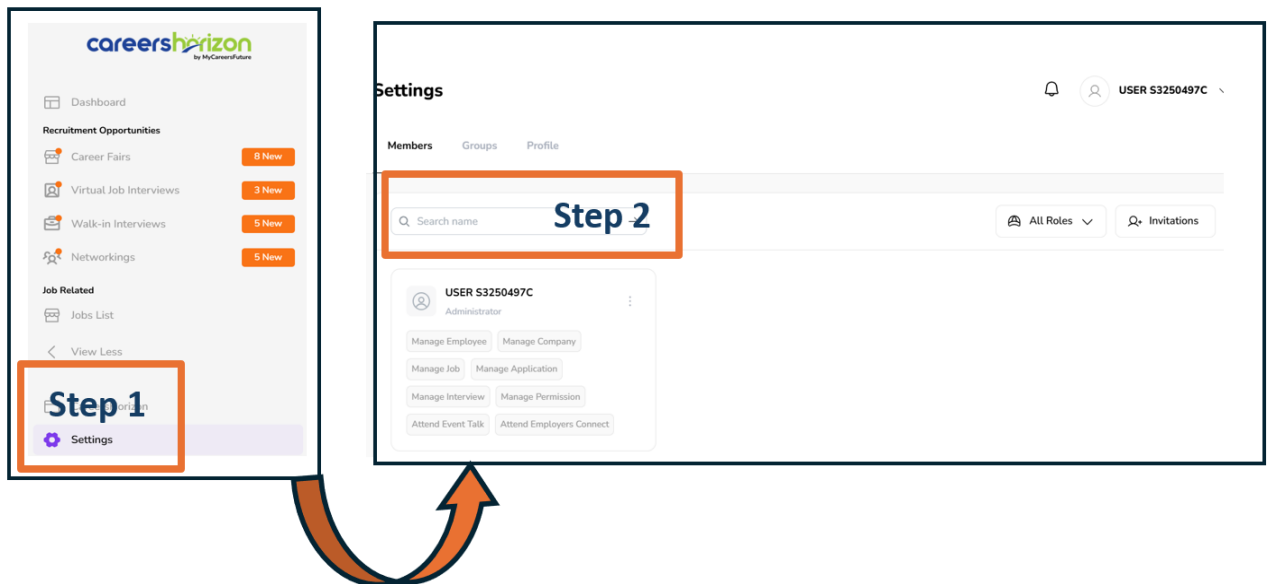
4 Settings

4.1 Search Members by Names

Step 1 Click 'Setting' menu to manage your members and organisation's profile.

Step 2 Input member's name to search for their roles.

Step 3 Press 'Enter' key.



4.2 Invite new company Member

- Step 1** Click **'Invitations'** button to invite new company members.
- Step 2** You will have to input name or email to search. Click on **'Invite Member'**.
- Step 3** You will be redirected to **'Invite Member'** page to key in the invite member's email address, select login method and role.
- Step 4** Click on **'Send Invite'** button.

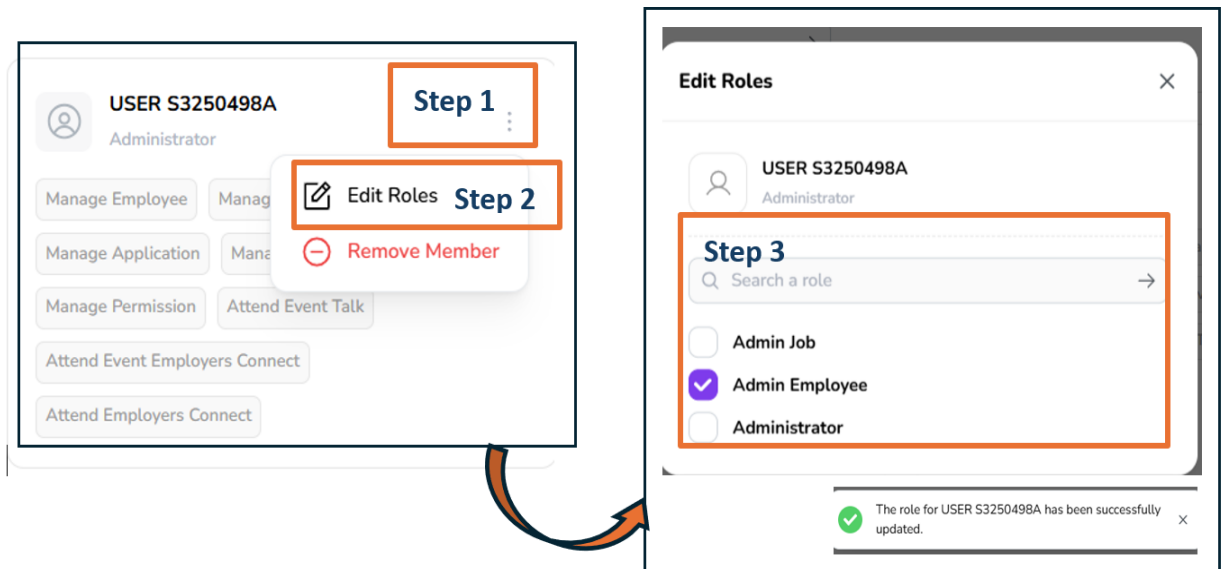
The first screenshot shows the main dashboard. In the top right corner, the 'Invitations' button is highlighted with an orange box and labeled 'Step 1'. Below the search bar, there is a user profile for 'USER S3250497C' with the role 'Administrator'. Several management buttons are visible, including 'Manage Employee', 'Manage Company', 'Manage Job', 'Manage Application', 'Manage Interview', 'Manage Permission', 'Attend Event Talk', and 'Attend Employers Connect'.

The second screenshot shows the 'Invitations' modal. The 'Fill name or email' search bar is highlighted with an orange box and labeled 'Step 2'. Below the search bar, there is a list of invited members, including 'koh_kah_hui@gov.sg' with a green checkmark and the role 'Representative'. The 'Invite Member' button is also highlighted with an orange box.

The third screenshot shows the 'Invite Member' form. The 'Email Address' field is highlighted with an orange box. Below it, there are two login method options: 'Login via Singpass' and 'Login via Email and Password'. The 'Role' dropdown is also highlighted. The 'Send Invite' button is highlighted with an orange box and labeled 'Step 4'. An orange arrow points from the 'Invitations' button in the first screenshot to the 'Invite Member' form in the third screenshot.

4.3 Edit member's role

- Step 1** Click on '**3 dots button menu**' on the top right corner to edit the member's role or remove member.
- Step 2** Select and click on '**Edit Roles**' tab.
- Step 3** A pop-up box for you to choose a role from the list. Tick on the new role.
Once you made a change, there is a pop-up message stated that the role for the user has been successfully updated.



4.4 Remove member

- Step 1** Click on '**3 dots button menu**' on the top right corner to edit the member's role or remove member.
- Step 2** Select and click on '**Remove**' tab.
- Step 3** A warning pop-up box. Click '**Continue**' button if you are confirmed or click '**Cancel**'.

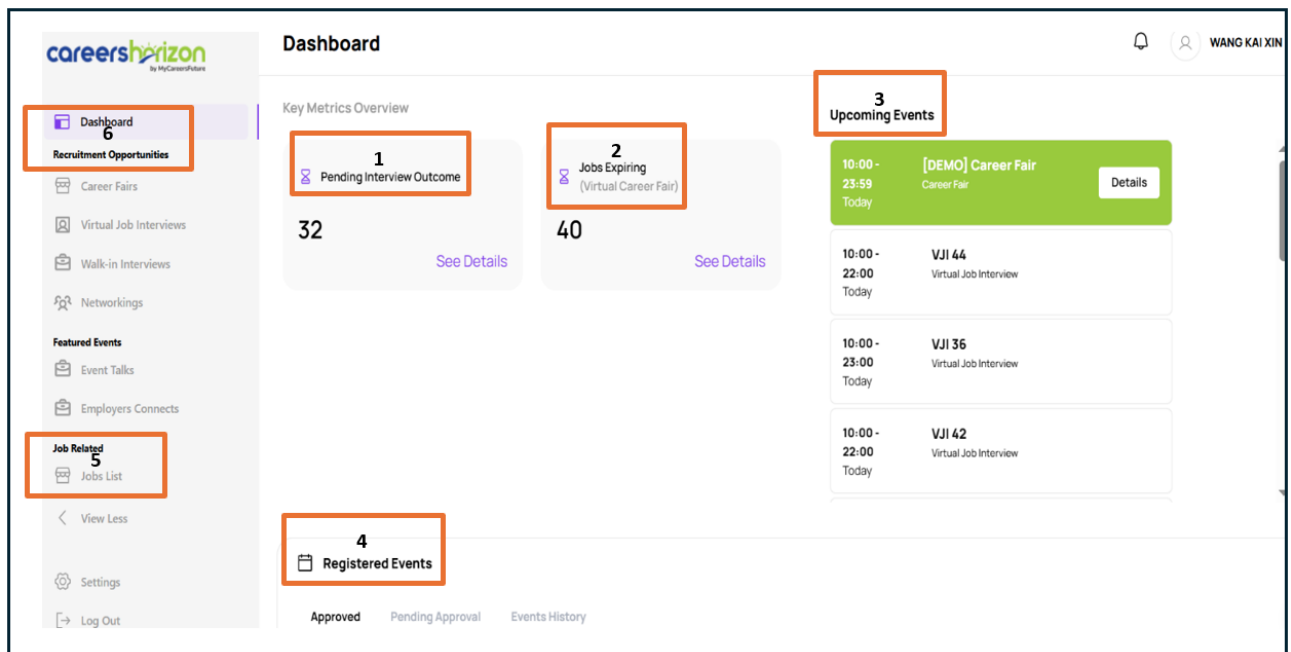


5. Dashboard

Once you have signed in, you will be directed to your company Dashboard. From here, you can view the Key Metrics and Registered Events.

On the Dashboard, you can access:

1. Pending interview outcome
2. Jobs Expiring
3. Upcoming Events
4. Registered Events
5. Job List
6. Recruitment opportunities



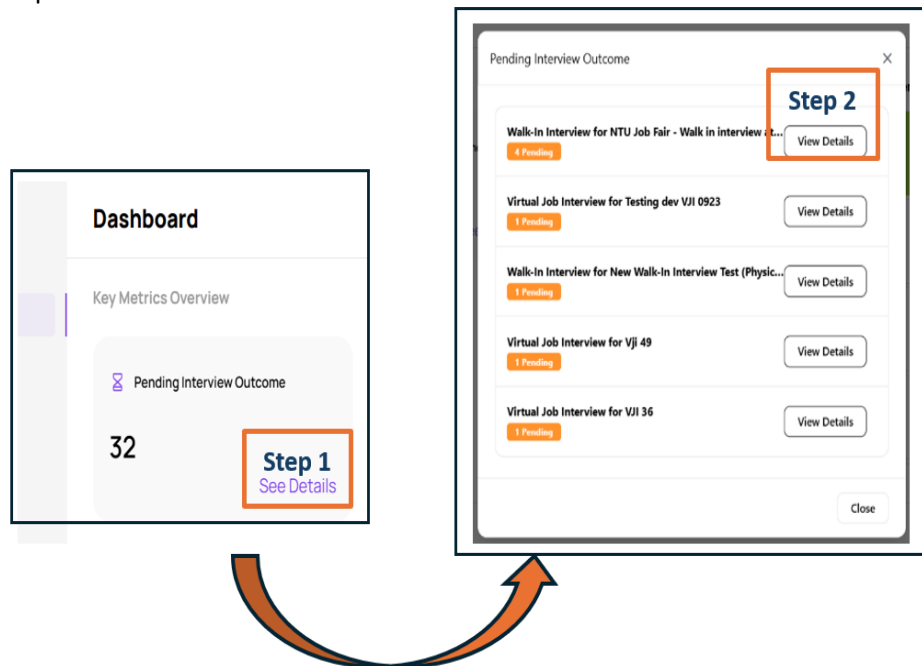
Note:

All the jobs listed on CareersHorizon by MyCareersFuture are open jobs taken from 'MyCareersFuture' (MCF) job portal. In order to manage new job postings or to extend expiry date of job, you have to login to this job portal.

5.1 Pending interview outcome

Step 1 Click on **'See Details'** under pending interview outcome.

Step 2 Click on **'View Details'** to find out more about your pending interview outcomes from the past interviews.

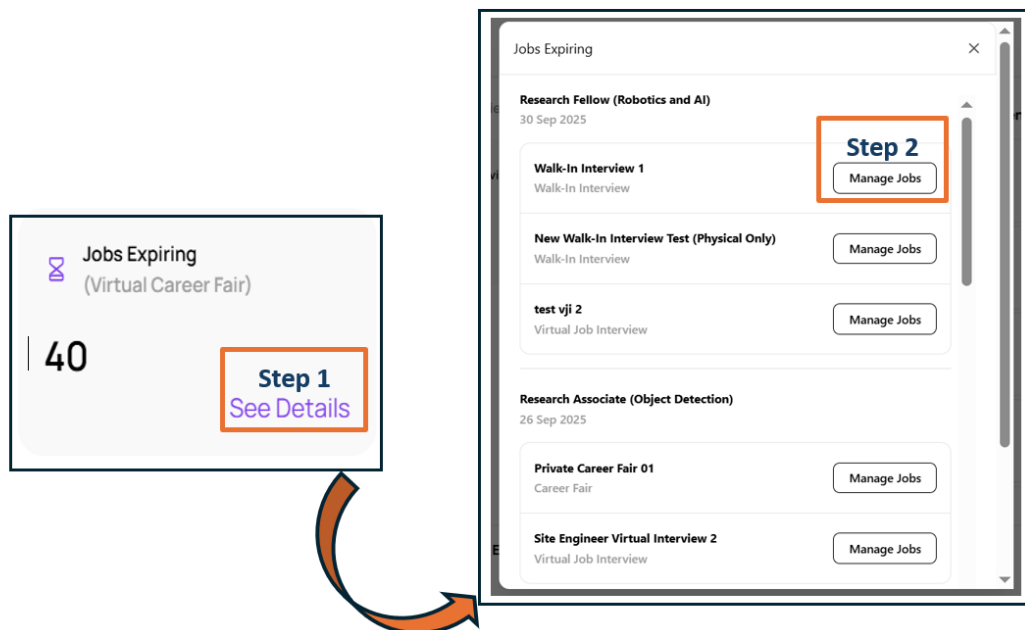


Note:

If you do not change the interview outcome **within 30 days**, the system will **automatically** set the interview outcome as **'Reject'**.

5.2 Jobs Expiring

- Step 1** Click on '**See Details**' to view the details on jobs expiring for Virtual Career Fair (VCF).
- Step 2** Click on '**Manage Jobs**' under the different events to view the list of jobs that have already been added or can be added.



Note:

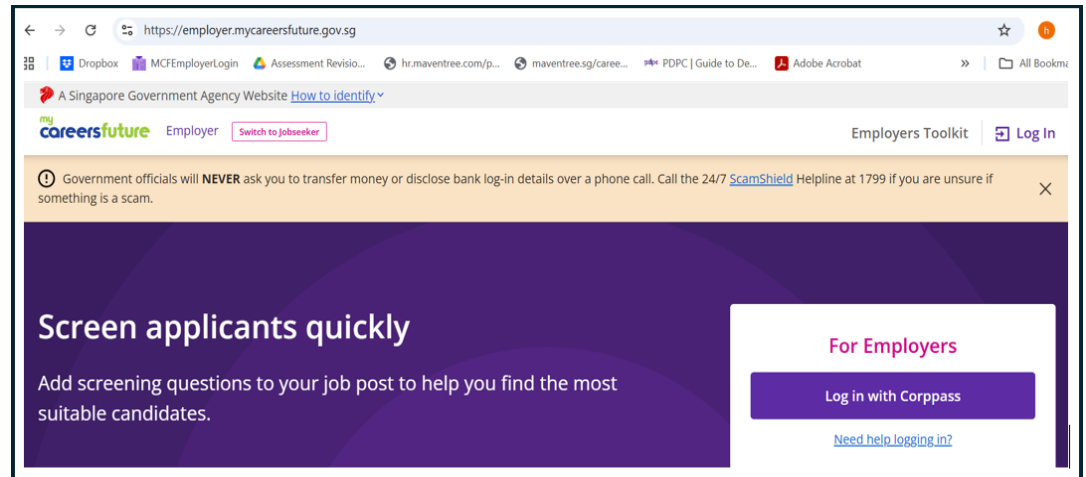
1. For jobs that have **expired**, the job title will be shown in **red** along with the MCF job expiry date.

<p>Notification</p> <p>7 added job(s) have expired. Please extend the expiry date or remove them before participate.</p>				
<p>Browse Jobs Added Jobs 9</p>				
Job Posts	Experience Level	MCF Job ID	MCF Job Expiry Date	Approval Status
Executive, Outreach, Publicity and Planning (Office of Graduate Studies & Professional Learning) [NIE] Nanyang Technological University	Executive	MCF-2025-1415466	18 October 2025	Approved
Assistant Manager, Research Administration Nanyang Technological University	Senior Executive	MCF-2025-1415388	18 October 2025	Approved
Lecturer (Teaching Track) for Nanyang Centre for Public Administration Nanyang Technological University	Professional	MCF-2025-1413496	2 October 2025 ①	Approved ②

2. For jobs that are **expiring in 7days**, job title will be shown in **yellow**.

<p>Job Listings</p> <p>Notification</p> <p>2 added job(s) will expire within a week. Please extend the expiry date before participate.</p>			
<p>Browse Jobs Added Jobs 2</p>			
Job Posts	Experience Level	MCF Job ID	Expiry Job Date
Research Assistant (Ecology/ Geography/ Biology) Nanyang Technological University	Professional	MCF-2025-1429987	6 October 2025 ①
Senior / Research Engineer I (Solar panel) Nanyang Technological University	Professional	MCF-2025-1428963	6 October 2025 ②

3. To **extend the expiry date of jobs**, the **admin** can do so through the **MyCareersFuture (MCF) job portal**.



The screenshot shows a 'Repost Job' modal window. At the top, it displays the job ID 'MCF-2025-1203424' and the job title 'Full Stack Software Developer'. Below this, a section titled 'Repost this job for the duration of:' contains a dropdown menu currently set to '30 days'. A message states: 'The auto-close date will be 04 Nov 2025. After submitting this repost, you will have 1 repost left.' At the bottom, there is a text field for email communication, followed by 'Cancel' and 'Repost' buttons.

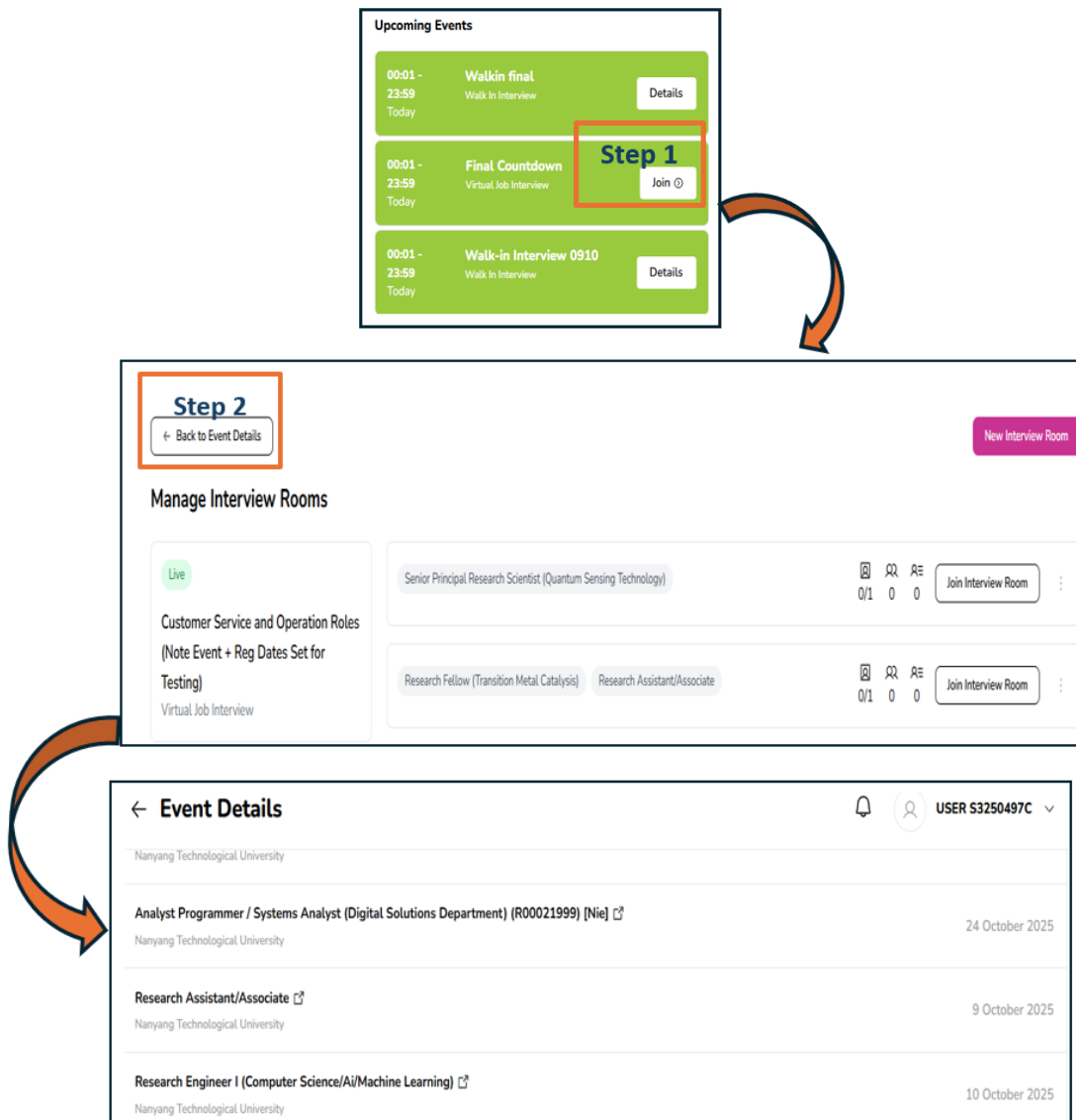
You will be informed that there are some jobs that are near to expiry and if you wish to add the jobs to the specific events, you will have to extend the expiry date on MCF before participation.

If the job that is expiring in 7 days, you will not be allowed to add the job in the event. However, if you add a job that is expiring on and after 8 days, the job posting will automatically disappeared from the Career Fair event page on the day of expiry.

5.3 Upcoming Events

- Step 1** Click 'Join' button to be directed to room for virtual event when it is live.
'Join' will only be for virtual events with video conferencing needs, and 'Details' for physical events.
- Step 2** Click 'Back to Event Details'.
You will be able to view the event summary, the jobs available, and the candidates' applications for these two specific type events: Virtual Job Interview (Fig 1) and Walk-in Interview (Fig 2).

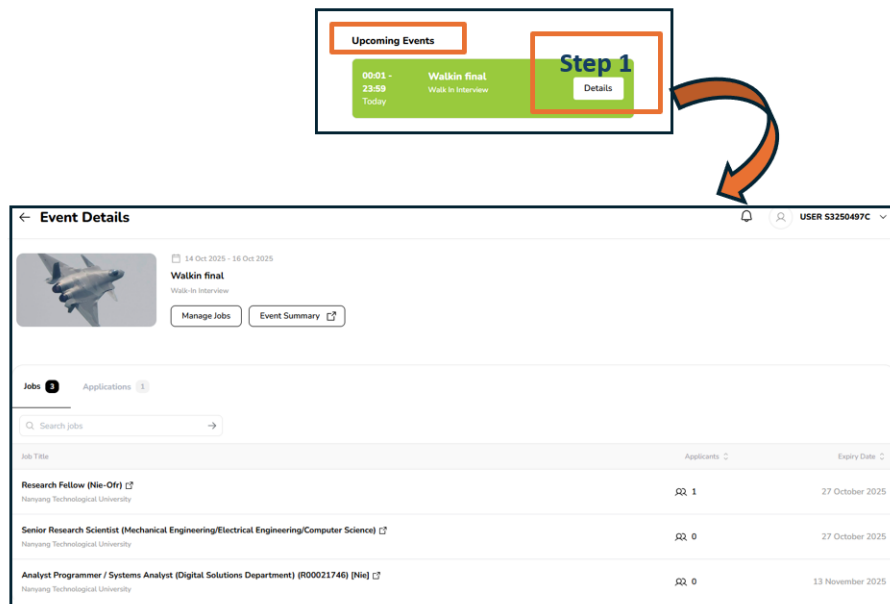
Fig 1: Virtual Job Interview



Step 1 Click ‘**Details**’ button on ‘**Upcoming Events**’ to view for walk-in interview (Fig 2).

You will be redirected to ‘**Event Details**’ page.

Figure 2: Walk-In Interview



5.4 Registered Events

From the Dashboard, you will be able to view details of the registered events.

Step 1 Click '**View Details**' button and then on the '**Approved**' tab, you will be able to view the details of the jobs posted, the number of applications and the expiry date of the job posting.

Step 2 Click '**Applications**' tab to view the details of the candidates, the job they have applied for, interview status and outcome.

Registered Events

Approved Pending Approval Events History

Events	Event Date	Applicants	Actions
Customer Service and Operation Roles (Note Event + Reg Dates Set for Testing) Virtual Job Interview	28 Sep - 07 Oct 2025	7	Step 1 View Details
VCF test 30 Sept Career Fair	30 Sep - 31 Oct 2025	0	View Details

Jobs 3 **Applications** 7

Search jobs →

Job Title	Applicants	Expiry Date
Senior Principal Research Scientist (Quantum Sensing Technology)	3	9 October 2025
Research Fellow (Transition Metal Catalysis)	1	9 October 2025
Research Assistant/Associate	3	9 October 2025

Jobs 3 **Applications** 7

Search applications → Reject Selected

Candidates	Job Title	Interview Status	Actions
<input type="checkbox"/> HOWARD CHEN YU SHENG samuel.chen@maventree.sg	Senior Principal Research Scientist (Quantum Sensing Technology)	Not Interviewed	Resume Preliminary Outcome
<input type="checkbox"/> XIA YIN CHOW thomas.ho@maventree.sg	Senior Principal Research Scientist (Quantum Sensing Technology)	Not Interviewed	Preliminary Outcome
<input type="checkbox"/> PATRICIA TAN XIAO HUI zephyryzyon@gmail.com	Research Fellow (Transition Metal Catalysis)	Not Interviewed	Resume Preliminary Outcome
<input type="checkbox"/> PATRICIA TAN XIAO HUI zephyryzyon@gmail.com	Senior Principal Research Scientist (Quantum Sensing Technology)	Not Interviewed	Resume Preliminary Outcome

Note on Candidate Preliminary Outcome:

The preliminary outcome status can be changed by employers for **up to 30 days** following the **Virtual Job Interview** and **Walk-in interview** session.

Candidate Preliminary Outcome

XIA YIN CHOW
Senior Principal Research Scientist (Quantum Sensing Technology)

xychow@yahoo.com.sg
+6598765432

Preliminary Outcome
Pending

Reason
Fill by employer within 30 days after the VJI session
Select Reason

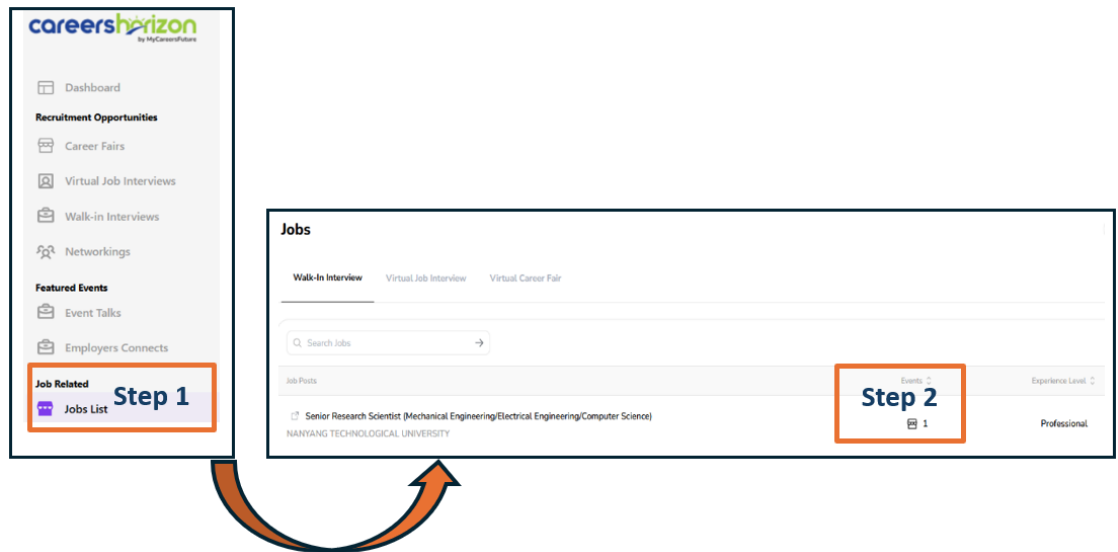
Write Notes *
Write your notes here...

Note
The preliminary outcome status can be changed by employers for up to **30 days** following the Virtual Job Interview session.

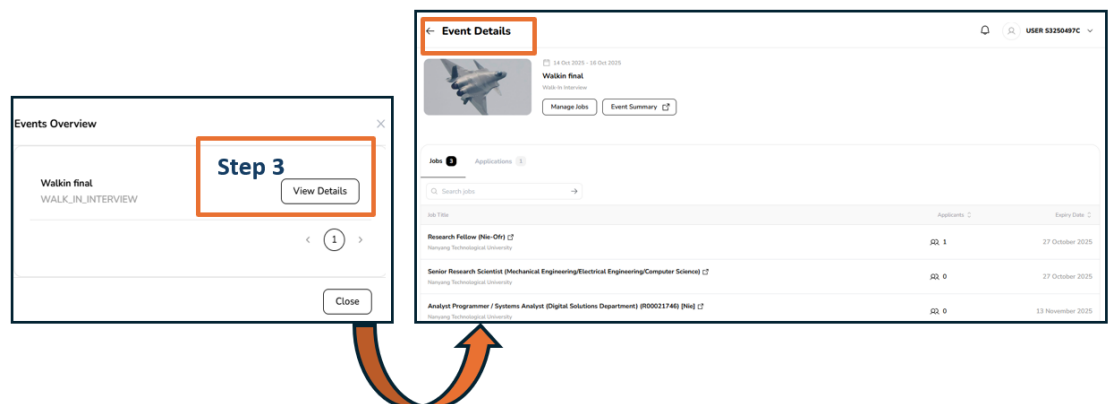
Cancel **Save**

5.5 Jobs List

- Step 1** Click on 'Job List' menu under Job related section on the dashboard. You will be able to access the list of jobs that is currently available.
- Step 2** Click on 'number' button on the events column for your selected event, you will be redirected to Event Overview.

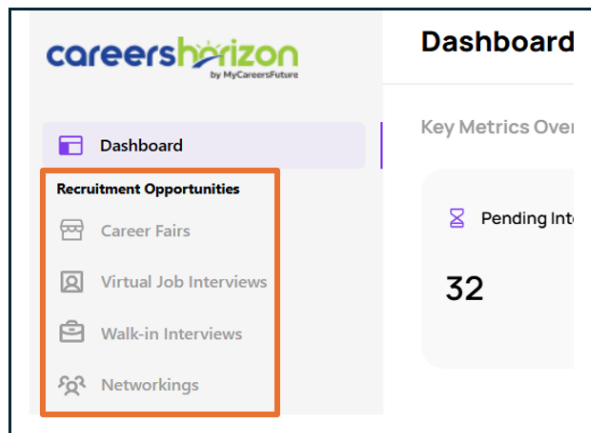


- Step 3** Click on 'View Details' button and you will be redirected to 'Event Details' to view details of the job.



5.6 Recruitment opportunities

From the Dashboard, you will be able to access any recruitment opportunities available from the left side of the menu.



From here, you can access:

- Career Fairs
- Virtual Job Interviews
- Walk-in Interviews
- Networkings

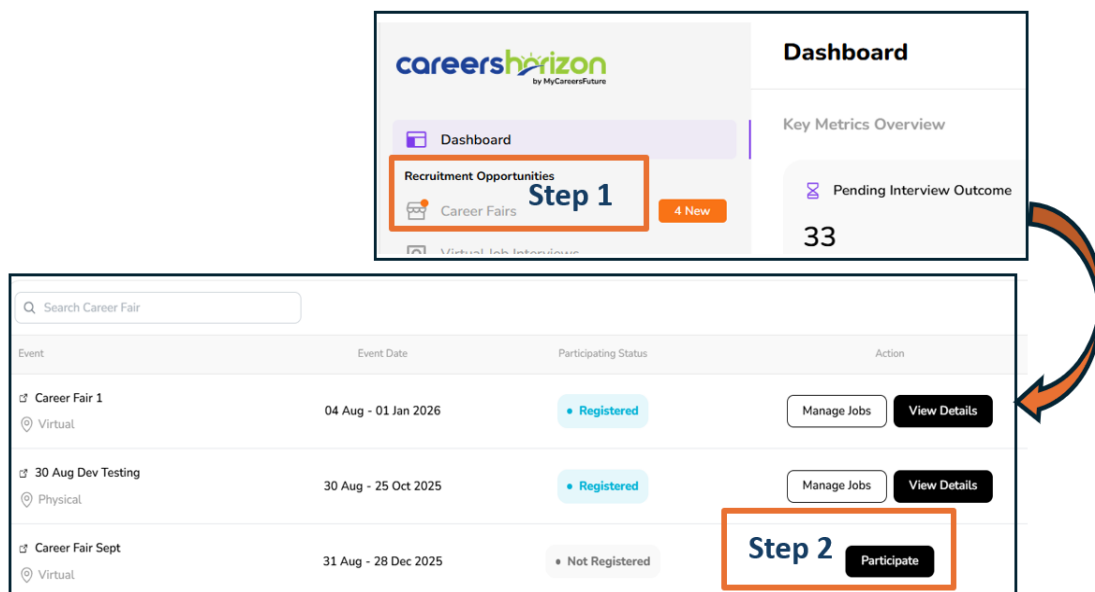
6. Online and Offline Recruitment Opportunities

6.1 Career Fairs

6.1.1 Register to participate in Career Fairs

Step 1 Select 'Career Fairs' on the Dashboard.

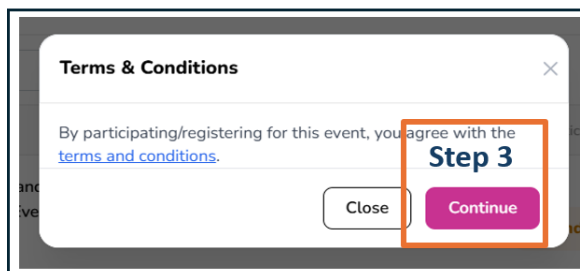
Step 2 You will be directed to 'Career Fairs menu'. Click 'Participate' button.



The screenshot shows the careershorizon dashboard. The 'Recruitment Opportunities' section is highlighted with a red box and labeled 'Step 1'. Below it, the 'Career Fairs' menu is shown with a table of events. The 'Career Fair Sept' row is highlighted with a red box and labeled 'Step 2', with a 'Participate' button. An arrow points from the 'Participate' button to the 'Terms & Conditions' modal, which is also highlighted with a red box and labeled 'Step 3'.

Event	Event Date	Participating Status	Action
Career Fair 1 Virtual	04 Aug - 01 Jan 2026	Registered	Manage Jobs View Details
30 Aug Dev Testing Physical	30 Aug - 25 Oct 2025	Registered	Manage Jobs View Details
Career Fair Sept Virtual	31 Aug - 28 Dec 2025	Not Registered	Participate

Step 3 Click 'Continue' to agree with the terms and conditions for employer participation in career events.



The screenshot shows the 'Terms & Conditions' modal. The text reads: 'By participating/registering for this event, you agree with the [terms and conditions](#).' The 'Continue' button is highlighted with a red box and labeled 'Step 3'.

6.1.2 Select and Post jobs on Career Fair

Step 1 You will be directed to 'Job Listings' page. Select the jobs from the list that you want to feature in the career fair.

Step 2 Then click on 'Add Selected' button. A pop out box will appear at the bottom stating that the jobs are added.

Job Listings

Browse Jobs **2** Added Jobs

Search jobs →

Import Jobs Add Selected

Job Posts	MCF Job ID	Expiry Job Date
<input checked="" type="checkbox"/> Research Fellow Nanyang Technological University	MCF-2025-1501626	17 October 2025
<input checked="" type="checkbox"/> Research Assistant Nanyang Technological University	MCF-2025-1501578	17 October 2025

2 Jobs Added 18 OCTOBER 2023

Alternatively, you also can import your jobs from by clicking 'Import Jobs' button.

Job Listings

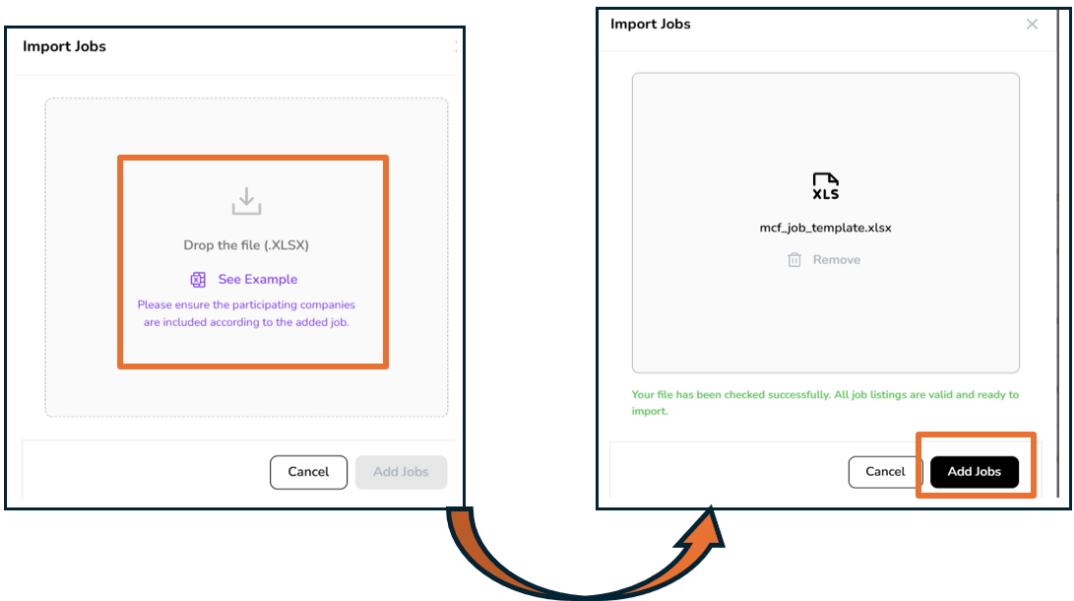
Browse Jobs **2** Added Jobs

Search jobs →

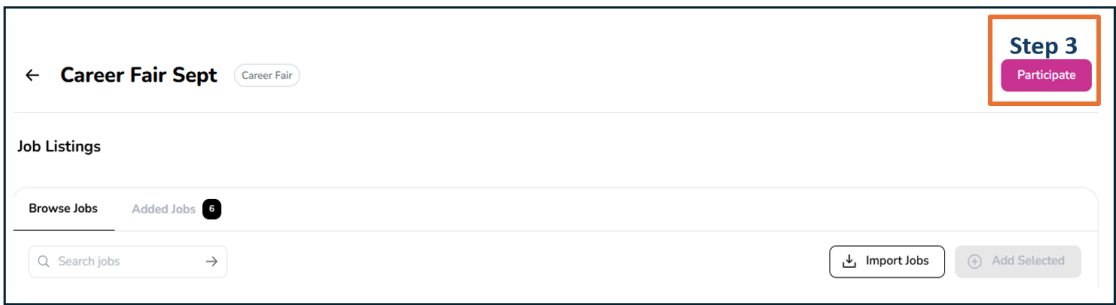
Import Jobs Add Selected

Job Posts	MCF Job ID	Expiry Job Date
<input checked="" type="checkbox"/> Research Fellow Nanyang Technological University	MCF-2025-1501626	17 October 2025
<input checked="" type="checkbox"/> Research Assistant Nanyang Technological University	MCF-2025-1501578	17 October 2025

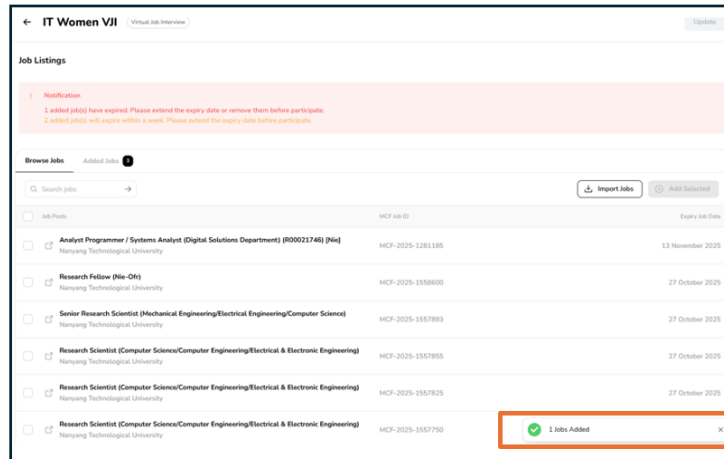
A pop-up screen will appear to request you to upload the file containing your jobs (in XLSX format). Click **'See Example'** to download the template to import jobs. Click **'Add Jobs'** button to finalise the uploading of your jobs.



Step 3 Once the jobs are added from the jobs listing or uploaded from file, click on **'Participate'** button on the top right of the screen.

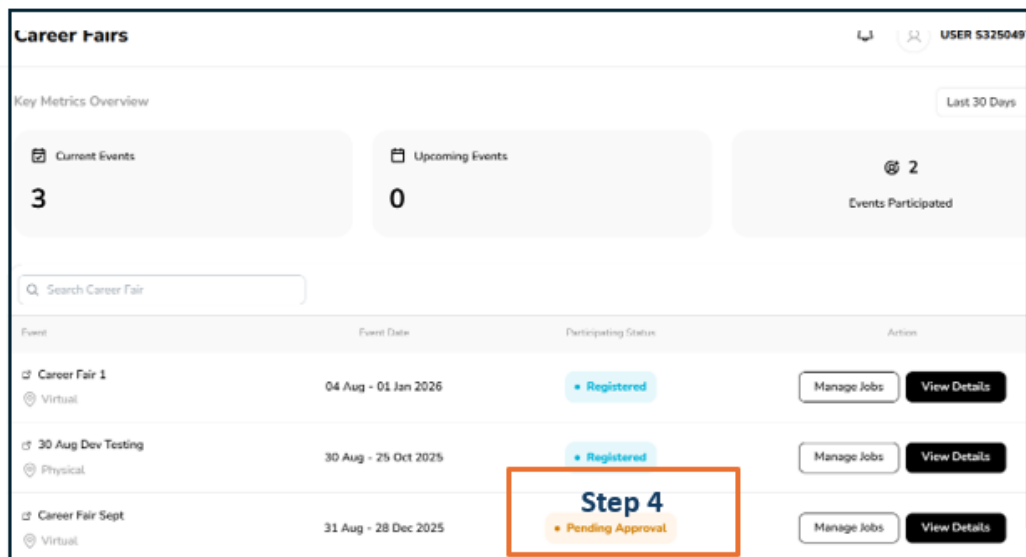


A pop-out message will appear at the bottom confirming your upload is successful.



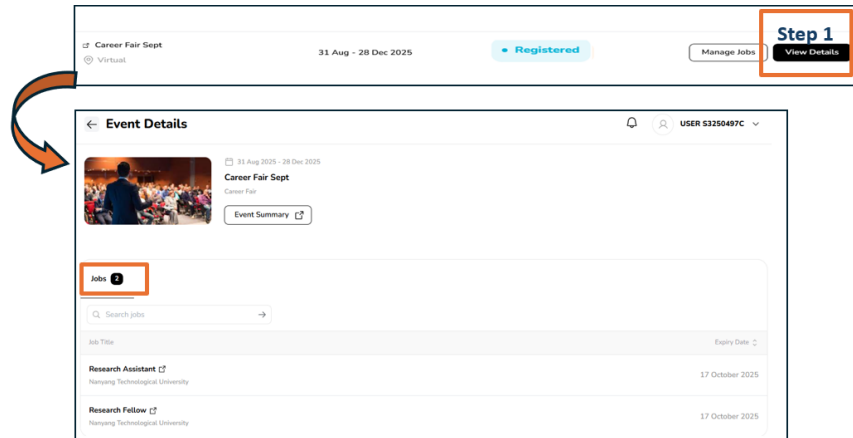
Step 4 You will be directed to the Career Fairs page. Your participating status will be stated as **'Pending Approval'**. The WSG admins will then review the jobs submission before confirming your participation in the Career Fair.

Once it is approved, the participating status will change to **'Registered'**.



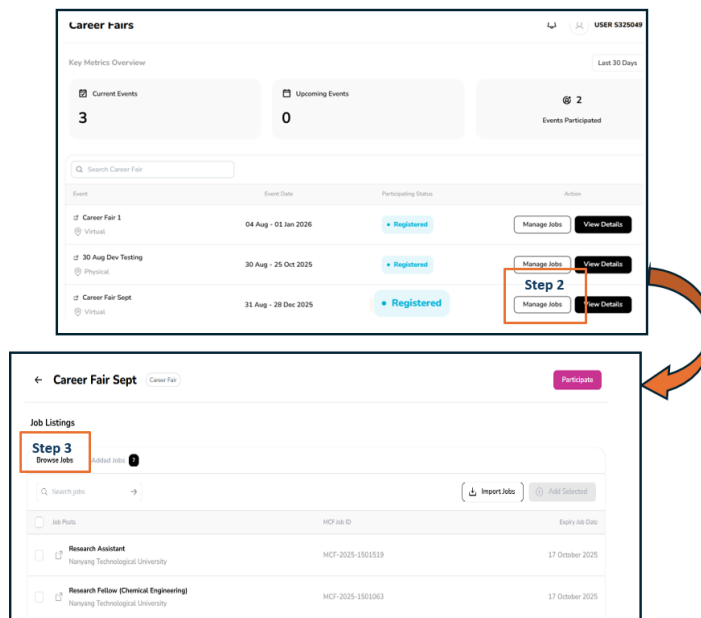
6.1.3 Managing the jobs after initial posting

Step 1 You can view the jobs and the expiry date by clicking 'View Details' button.



Step 2 You can add more job posts by clicking on 'Manage Jobs' button.

Step 3 Then click on 'Browse Jobs' tab.



Note:

For jobs that are expired, the words will be in **red** to inform the user to extend the expiry date.

6.2 Virtual Job Interviews (VJIs)

To participate in the Virtual Job Interview (VJI) event, you must be Employer Admin (CorpPass User) and Employer Manager (Singpass User).

6.2.1 Register to participate in the VJIs

Step 1 Click 'Virtual Job Interview' on the Dashboard.

You will be directed to Virtual Job Interview menu to view Current Events, Upcoming Events, Average Registrants and Event Participated in Key Metrics Overview.

Step 2 Click on 'Participate' button on the selected event.

The image shows two screenshots from the careershorizon system. The top screenshot is the 'Dashboard' page. It features a sidebar with 'Dashboard' and 'Recruitment Opportunities' (including 'Career Fairs' and 'Virtual Job Interviews'). The 'Virtual Job Interviews' link is highlighted with an orange box and labeled 'Step 1'. The main content area shows 'Key Metrics Overview' with a 'Pending Interview Outcome' of 33. An orange arrow points from this section to the bottom screenshot. The bottom screenshot is the 'Virtual Job Interview' page. It shows a 'Key Metrics Overview' with 'Current Events' (3), 'Upcoming Events' (0), 'Avg. Applicants' (1), and 'Events Participated' (2). Below this is a search bar and a table of events. The first event, 'IT Women VJI', is highlighted with an orange box and labeled 'Step 2'. The 'Participate' button for this event is also highlighted with an orange box.

Dashboard

Key Metrics Overview

Pending Interview Outcome

33

Virtual Job Interview

USER S3250497C

Key Metrics Overview

Last 30 Days

Current Events: 3

Upcoming Events: 0

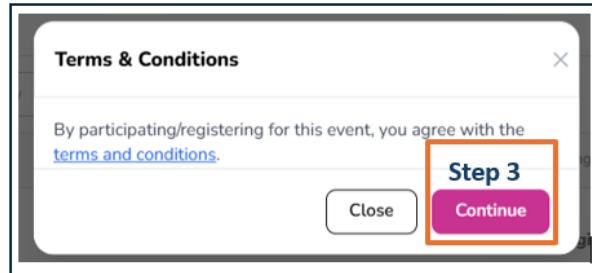
Avg. Applicants: 1

Events Participated: 2

Search Virtual Job Interview

Event	Event Date	Participating Status	Applicants	Action
IT Women VJI	20 Aug - 31 Dec 2025	Not Registered	0	Participate

- Step 3** Click '**Continue**' to agree with the terms and conditions for employer participation in career events.

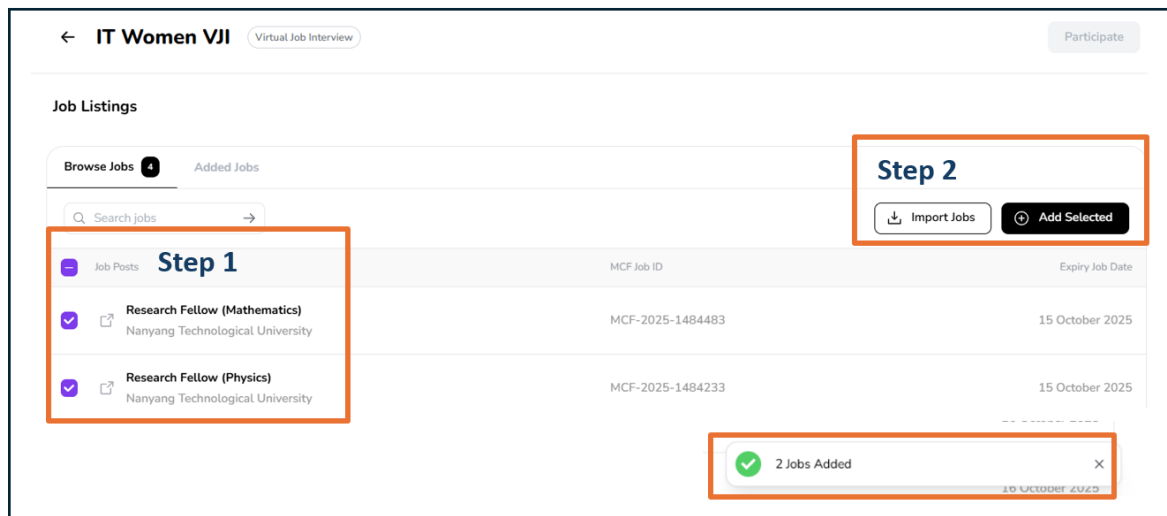


6.2.2 Select and Post jobs for the Virtual Job-Interview

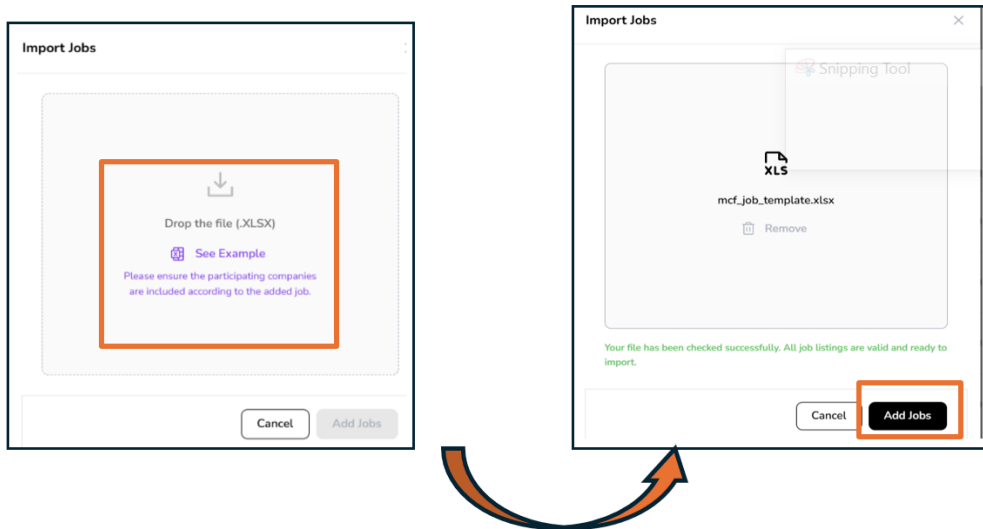
- Step 1** You will be directed to '**Job Listings**' page. Select the jobs from the list that you want to feature for this Virtual Job Interview.

- Step 2** Then click on '**Add Selected**' button. A pop-out box will appear at the bottom confirming that the selected jobs have been added.

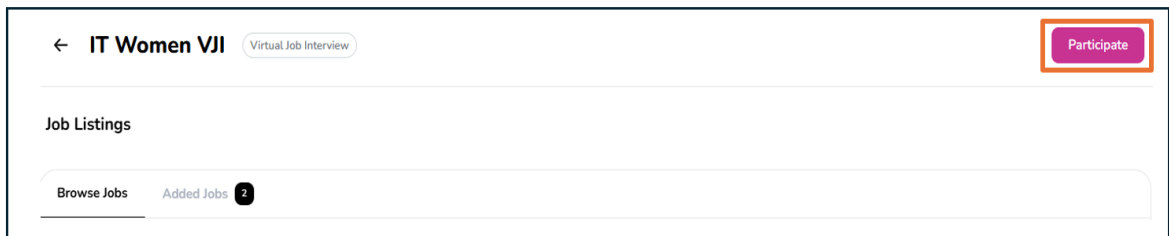
Alternatively, you also can import the jobs from the listing by clicking '**Import Jobs**' button.



A pop-up screen, will indicate for you to upload the list of jobs (in XLSX format). Click '**See Example**' to download the template to import jobs. Click '**Add Jobs**' button to finalise the uploading of your jobs.



Once you click '**Add Selection**', the '**Participate**' button will be enabled to confirm your participation.



Step 3 Click on **'Added Jobs'** tab to review the job(s) that you would like to participate in and post on the Virtual Job Interview.

Step 4 Click on **'Participate'** button.

← IT Women VJI Virtual Job Interview

Participate

Step 4

Job Listings

Browse Jobs Added Jobs 2

Job Posts	Experience Level	MCF Job ID	Expiry Job Date
Research Fellow (Mathematics) Nanyang Technological University	Professional	MCF-2025-1484483	15 October 2025
Research Fellow (Physics) Nanyang Technological University	Professional	MCF-2025-1484233	15 October 2025

6.2.3 Pending for approval and approved by WSG

You will be redirected to the Virtual Job Interview menu. From here, you can view your application status. For events 'Pending Approval', the WSG admins will review the job submissions before confirming your participation in the Virtual Job Interview.

Virtual Job Interview

USER S32504976

Key Metrics Overview

Last 30 Days

Current Events: 2

Upcoming Events: 0

Avg. Applicants: 1

Events Participated: 1

Search Virtual Job Interview

Event	Event Date	Participating Status	Applicants	Action
IT Women VJI Virtual	20 Aug - 31 Dec 2025	Pending Approval	0	Manage Jobs View Details

Once your application for the event is approved, you will be able to view event details by clicking **'View Details'**.

Virtual Job Interview				
Event	Event Date	Participating Status	Applicants	Action
IT Women VII Virtual	20 Aug - 31 Dec 2025	Registered	0	Manage Jobs View Details
Virtual Job Interview August Virtual	22 Aug - 22 Nov 2025	Not Registered	0	Participate

6.2.4 Virtual Job Interview Pre-Live

Once you click **'View Detail'** button, you will be directed to **'Event Details'** page. You will be able to view the events details, job title, applicants and expiry date.

Step 1 Click on **'Applicants'** tab and you will be able to see candidates' name and the role they applied for.

Event Details

22 Aug 2025 - 28 Nov 2025

Vji 49

Virtual Job Interview

Event Summary

Manage Interview Rooms

Jobs

Applications

Search jobs

Job Title

Applicants

Expiry Date

Executive, Outreach, Publicity And Planning (Office Of Graduate Studies & Professional Learning) [Nte]

Nanyang Technological University

0

18 October 2025

Assistant Manager, Research Administration

Nanyang Technological University

1

18 October 2025

Applications				
Search applications				
Candidates	Job Title	Interview Status	Actions	
<input type="checkbox"/> FELICIA LIN	Assistant Manager, Research Administration	Not Interviewed	Preliminary Outcome	
<input type="checkbox"/> JOHN WANEE KLARL ch@maventree.sg	Research Fellow (Physics)	PENDING	Edit Preliminary Outcome	
<input type="checkbox"/> LABUBU AMAXE	Research Fellow (Physics)	Not Interviewed	Preliminary Outcome	

6.2.5 Virtual Job Interview Live

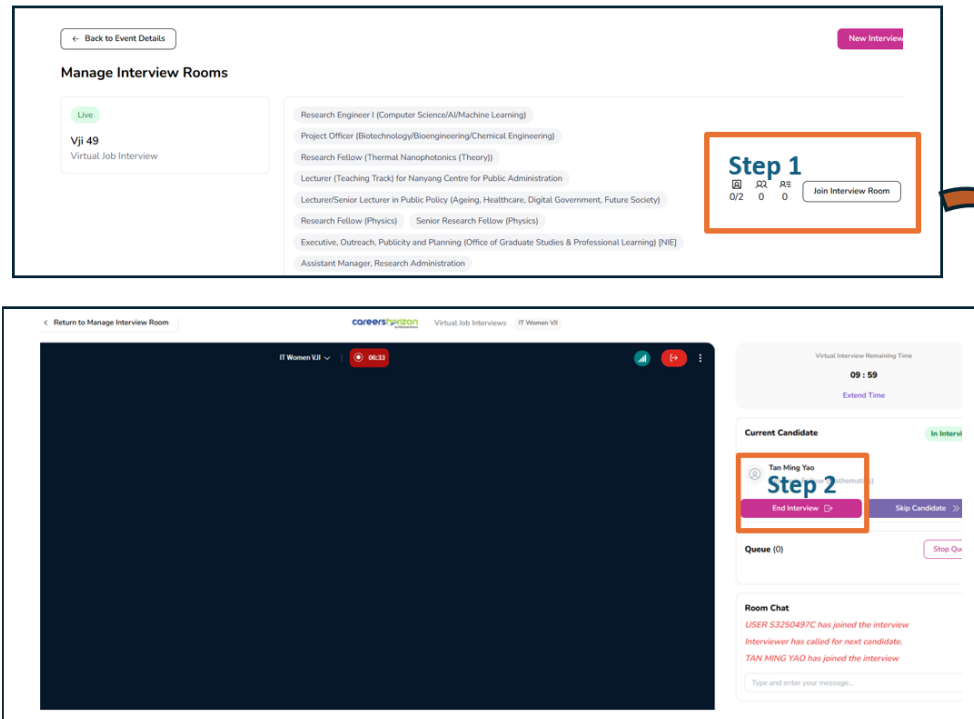
- Step 1** Upon approval of your participation, you will be able to create interview rooms by clicking on **'Manage Interview Rooms'** button, which can be done prior to the start of the event.
- Step 2** You will be directed to **'Manage Interview Rooms'** page. From the **3 dots button menu**, click on **'Manage Room'** to name the room(s), assign job role(s) and interviewer(s) accordingly.
- Step 3** Click **'Save'** button.



6.2.6 Join Interview Room

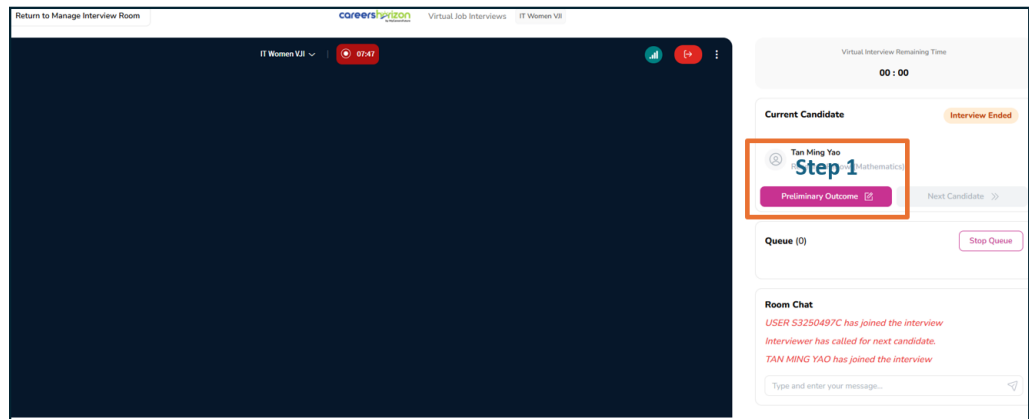
Step 1 Click 'Join Interview Room'. You will be directed to an interview room.

Step 2 Click 'End Interview' button to end the interview session.



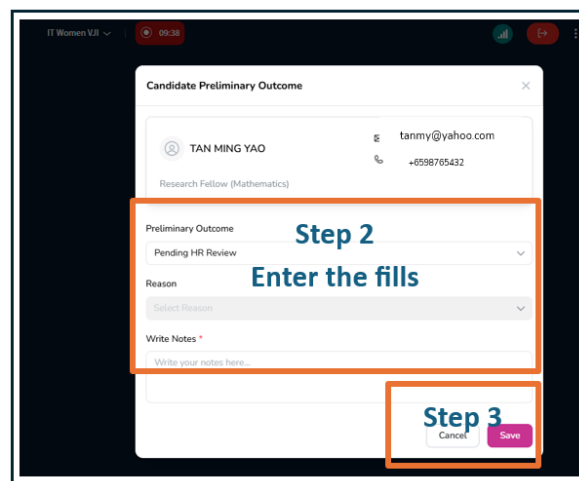
6.2.6 Update Preliminary Outcome of the participants at the end of interview

Step 1 Click 'Preliminary Outcome' tab to update the status of the selected candidate after the interview.

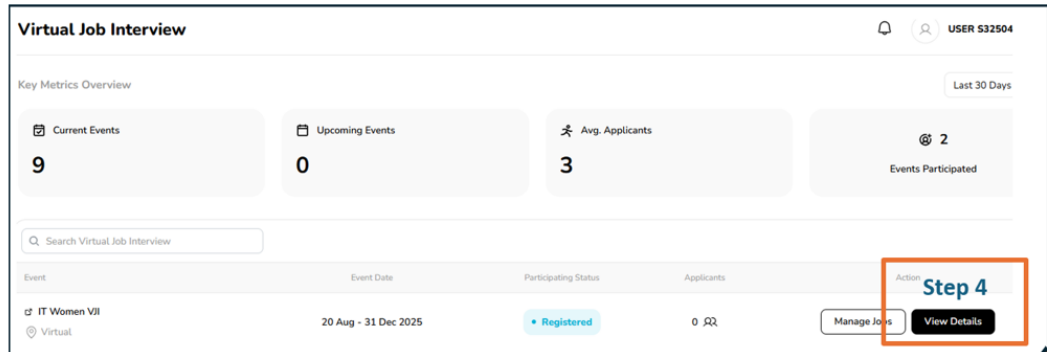


Step 2 You input the fills on the preliminary outcome.

Step 3 Click 'Save' button once you have completed your input on the interview status.



Step 4 Click on '**View Details**' to view the interview status and 'preliminary outcome' after you have completed and saved the Candidate Preliminary Outcome.



Virtual Job Interview

Key Metrics Overview

Current Events: 9

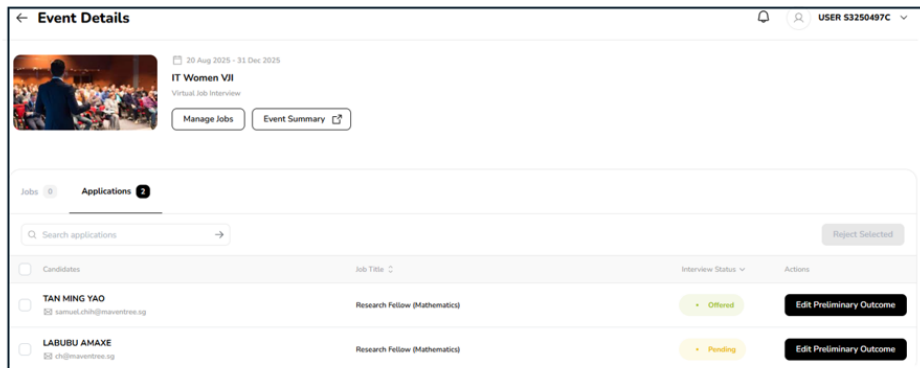
Upcoming Events: 0

Avg. Applicants: 3

Events Participated: 2

Search Virtual Job Interview

Event	Event Date	Participating Status	Applicants	Action
IT Women VII	20 Aug - 31 Dec 2025	Registered	0	View Details



Event Details

IT Women VII

Applications (2)

Candidates	Job Title	Interview Status	Actions
TAN MING YAO samuel.ch@myventures.sg	Research Fellow (Mathematics)	Offered	Edit Preliminary Outcome
LABUBU AMAXE ch@myventures.sg	Research Fellow (Mathematics)	Pending	Edit Preliminary Outcome

You are allowed **30 days from the event end date** to change the final outcome status of the candidate. If you do not update the outcome within 30 days, the candidate will be automatically treated as '**Rejected**' by the system.

Step 5 You will then be asked to give feedback on the event. Click on the **3 dots button menu** for **'Feedback'** on **'Event History'** section to complete the feedback.



6.3 Walk-In Interviews

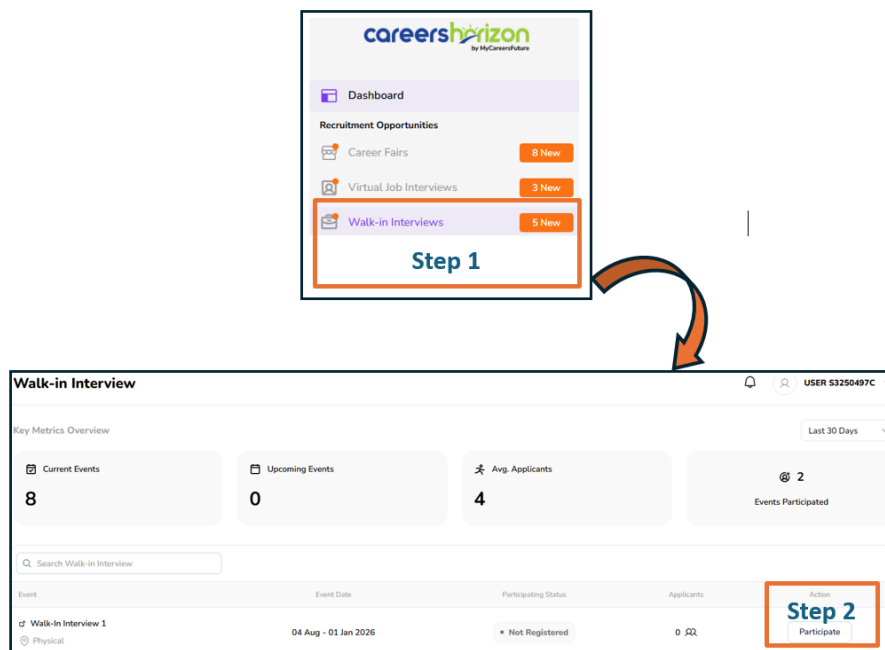
To participate in the Walk-In Interviews event, you must be Employer Admin (CorpPass User) and Employer Manager (Singpass User).

6.3.1 Register to participate in the Walk-in Interview

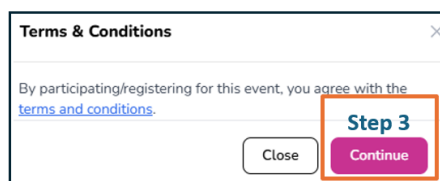
Step 1 Click 'Walk-In Interviews' on the Dashboard.

You will be directed to 'Walk-In Interview' menu to view Current Events, Upcoming Events, Average Registrants and Event Participated in Key Metrics Overview.

Step 2 Click on 'Participate' button on the selected event.



Step 3 Click 'Continue' to agree with the terms and conditions for employer participation in career events.

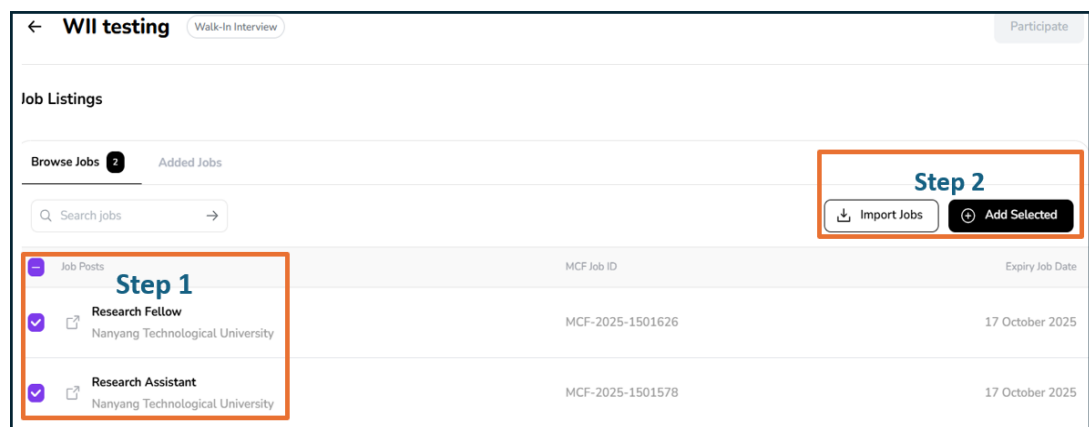


6.3.2 Select and Post jobs on the 'Walk-In Interview' event

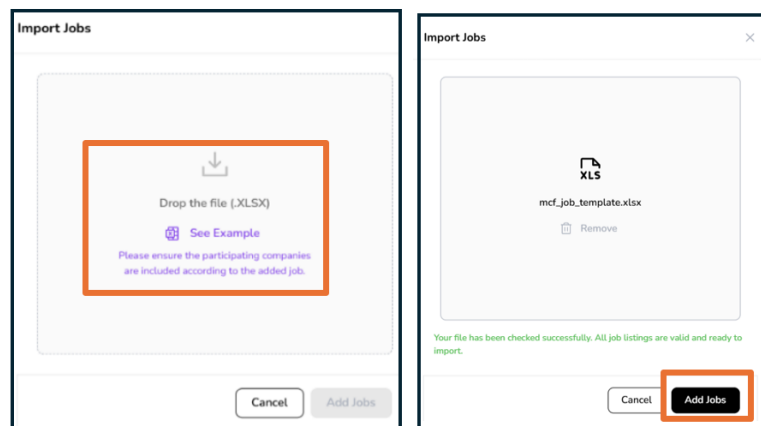
Step 1 You will be directed to 'Job Listings' page. Select the jobs from the list that you want to feature in the Walk-In Interview.

Step 2 Then click on 'Add Selected' button. A pop-out box will appear at the bottom confirming that the selected jobs have been added.

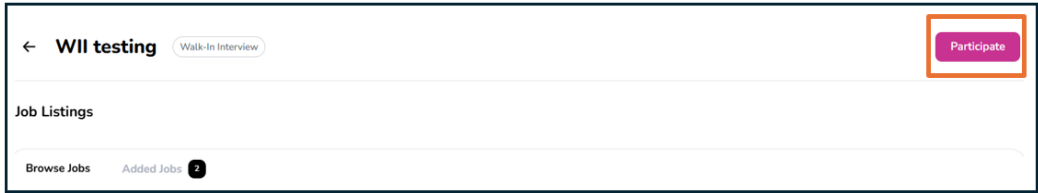
Alternatively, you also can import the jobs from the listing by clicking 'Import Jobs' button.



A pop-up screen will indicate for you to upload the list of jobs (in XLSX format). Click 'See Example' to download the template to import jobs. Click 'Add Jobs' button to finalise the uploading of your jobs. Please ensure that you fill in the valid MCF ID in the template. For example, MCF-2025-1114426.

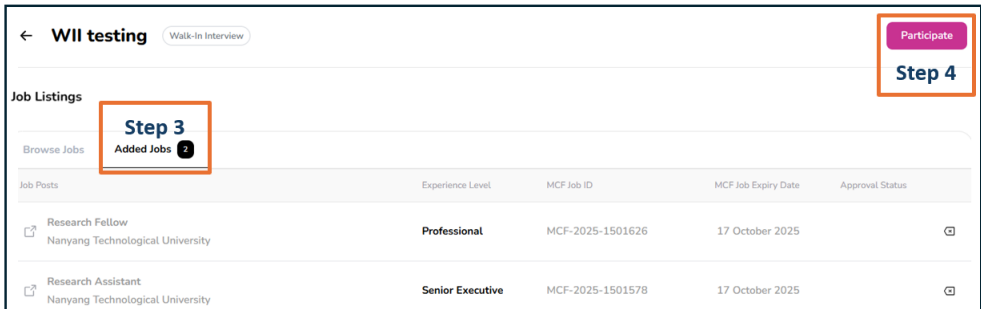


Once you click 'Add Selection', the 'Participate' button turns colored.



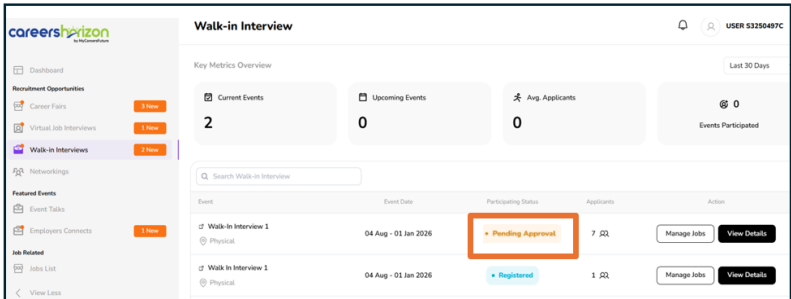
Step 3 Click on 'Added Jobs' tab to review the job(s) that you would like to participate in and post on the Walk-In Interview.

Step 4 Click on 'Participate' button.



6.3.3 Pending for approval and approved by WSG

You will be redirected to the Walk-In Interview menu. From here, you can view your application status. For events 'Pending Approval', the WSG admins will review the job submissions before confirming your participation in the Walk-In Interview.



Once it is approved, the participating status will change to **Registered**. You can view the jobs and the expiry date by clicking **View Details** button.

careershorizon

by MyCareersFuture

Dashboard

Recruitment Opportunities

Career Fairs

3 Now

Virtual Job Interviews

1 Now

Walk-in Interviews

2 Now

Networkings

Featured Events

Event Talks

1 Now

Employers Connects

1 Now

Job Related

Walk-in Interview

USER 53250497C

Key Metrics Overview

Current Events

2

Upcoming Events

0

Avg. Applicants

0

Events Participated

0

Last 30 Days

Search Walk-in Interview

Event	Event Date	Participating Status	Applicants	Action
<div>Walk-In Interview 1</div> <div>Physical</div>	04 Aug - 01 Jan 2026	<div>Registered</div>	7	<div>Manage Jobs</div> <div>View Details</div>

6.3.4 Update Preliminary Outcome of the participants

- Step 1** Click on **'View Details'** button on the **'Walk-In Interview'** menu. You will be directed to **'Event Details'** page to view the details of the event, job list and application of applicants.
- Step 2** Click **Application'** tab. You will see the details of the candidates, the job they applied for, interview status and the Preliminary Outcome status.
- Step 3** Click **'Preliminary Outcome'** tab to update the status of the selected candidate after the interview.

Walk-in Interview USER S3250497C

Key Metrics Overview Last 30 Days

- Current Events: **10**
- Upcoming Events: **0**
- Avg. Applicants: **3**
- Events Participated: **@ 2**

Search Walk-in Interview

Event	Event Date	Participating Status	Applicants	Action
Walk In Interview 1 Physical	04 Aug - 01 Jan 2026	Registered	1	Manage Jobs View Details
Walk-In Interview 1 Physical	04 Aug - 01 Jan 2026	Registered	8	Manage Jobs View Details

Event Details USER S3250497C

04 Aug 2025 - 01 Jan 2026

Walk-In Interview 1

Manage Jobs Event Summary

Jobs 0 **Step 2**
Applications 8

Search applications → Report Selected

Candidate	Job Title	Interview Status	Actions
JOHN WANFY KLARL	Research Fellow (Robotics And AI)	Not Interviewed	Preliminary Outcome
LABUBU AMAXE	Research Fellow/Senior Research Fellow	Rejected	Final Preliminary Outcome
LABUBU AMAXE	Research Associate (Artificial Intelligence)	Not Interviewed	Step 3 Edit Preliminary Outcome
FELICIA LIN	Research Engineer II (Computer Science/Electronics Engineering)	Rejected	

Step 4 You have to input the preliminary outcome of the candidate after the interview session.

Step 5 Click '**Save**' button once you have completed your input on the interview status. The interview status will be updated once there is an edit on the preliminary outcome.

You are allowed 30 days from the event end date to change the final outcome status of the candidate. If you do not update the outcome within 30 days, the candidate will be automatically treated as '**Rejected**' by the system.

Candidate Preliminary Outcome

FELICIA LIN
Research Engineer II (Computer Science/Electronics Engineering)

tanmy@yahoo.com
+6598765432

Step 4

Preliminary Outcome: Pending HR Review **Fill up this section**

Reason: Select Reason

Write Notes *
Write your notes here...

Step 5

Cancel Save

Step 6 You will be asked to give feedback on the event. Click on the **3 dots button menu** for '**Feedback**' on '**Event History**' section to complete the feedback.

Registered Events

Approved Pending Approval **Events History**

Events	Event Date	Status	Applicants
WII testing Physical	01 Oct - 01 Nov 2025	Approved	0

Step 6

View Details Feedback

7. Featured Events

7.1 Networkings

To participate in the Networkings event, you must be Employer Admin (CorpPass User) and Employer Manager (Singpass User).

7.1.1 Register to participate and join in Networking

Step 1 Click 'Networkings' on the Dashboard.

You will be directed to 'Networkings' menu to view Current Events, Upcoming Events, Average Registrants and Events Participated in Key Metrics Overview.

Step 2 Click on 'Participate' button on the selected networking.

Networkings

Key Metrics Overview

Current Events: 8, Upcoming Events: 0, Avg. Registrants: 1, Events Participated: 1

Search Networking

Event	Event Date	Status	Registrants	Action
Networking 1 Virtual	04 Aug - 01 Jan 2026	Rejected	4	Participate
Moderators Event Test 0710 Virtual	01 Oct - 31 Oct 2025	Pending Approval	0	Participate
Testing Networking 0810 Virtual	01 Oct - 31 Oct 2025	Registered	0	Join
Event Completed Test 1013 Virtual	01 Oct - 31 Oct 2025	Not Registered	0	Participate

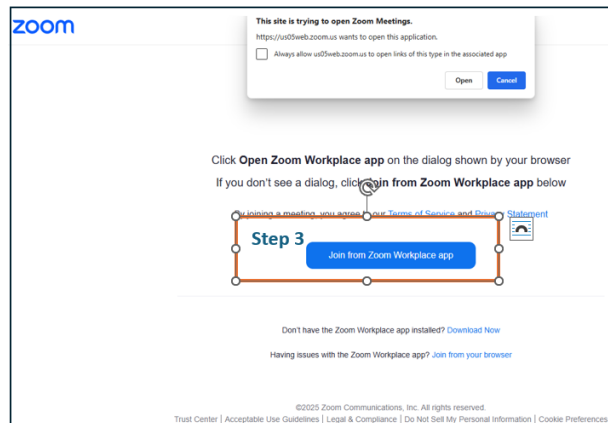
A pop-out message to inform that WSG will inform you once they approved your participation.

Networking 1 Virtual	04 Aug - 01 Jan 2026	Rejected	4	Participate
Moderators Event Test 0710 Virtual	01 Oct - 31 Oct 2025	Pending Approval	0	Participate
Testing Networking 0810 Virtual	01 Oct - 31 Oct 2025	Registered	0	Join
Event Completed Test 1013 Virtual	01 Oct - 31 Oct 2025	Pending Approval	0	Participate
Networking Virtual 0910 Virtual	09 Oct - 19 Oct 2025	Registered	3	Join
Networking Virtual 0910 - Companies have not participated yet Virtual	09 Oct - 19 Oct 2025	Pending Approval		<div> <p>Thank you for your interest! We will inform you once WSG approved your participation.</p> </div>

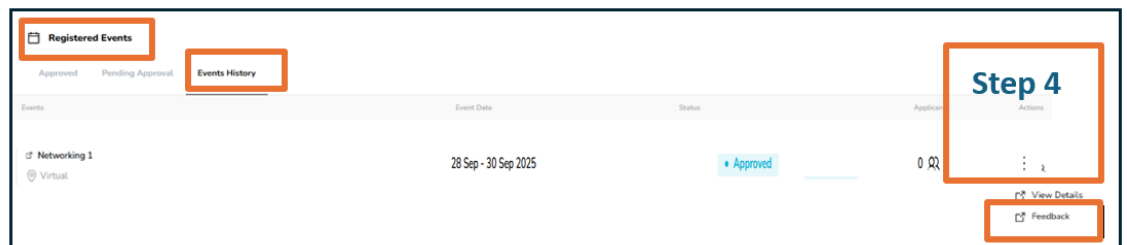
Step 3 You will be directed to a meeting room. You will see the Meeting Screen with Event Title and a **‘Join Now’** button.



Alternatively, you will be directed to an **‘Open Zoom Workplace’** link. You will see the Meeting Screen with Event Title and a **‘Join from Zoom Workplace app’** button.

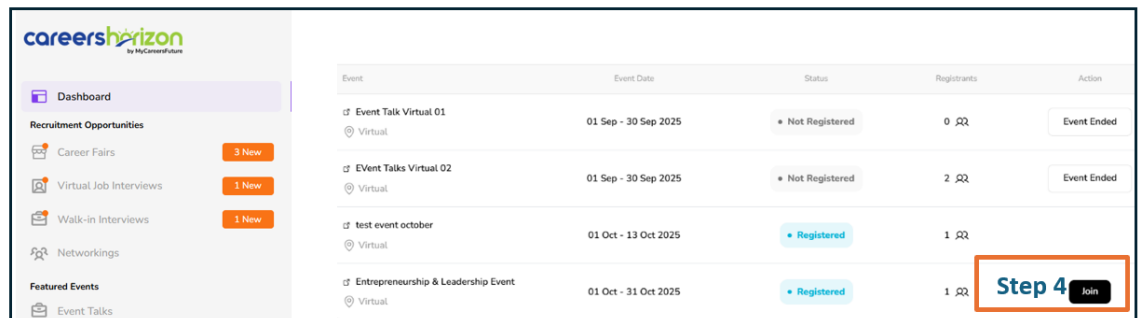


Step 4 You will be asked to give feedback on the event. Click on the **3 dots button menu** for **‘Feedback’** on **‘Event History’** section to complete the feedback.

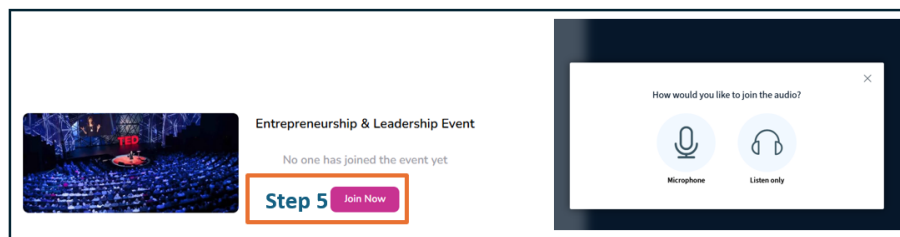


7.2 Event Talks

- Step 1** Click **'Event Talks'** on the Dashboard.
You will be directed to **'Event Talks'** menu to view Current Events, Upcoming Events and Events Participated in Key Metrics Overview.
- Step 2** Click **'Register'** button.
- Step 3** Click **'Continue'** if you agree with the terms and conditions for employer participation in career events.
A pop-up message box states that you have successfully participated.
- Step 4** Click **'Join'** button



- Step 5** You will be directed to the event. Click **'Join Now'** to participate.

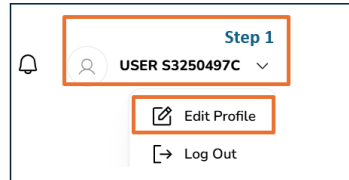


- Step 6** You will be directed to the dashboard after leaving the event.

8 Edit User's Profile and Log out

8.1 Edit User's Profile

Step 1 Click on **drop-down arrow** on the top right corner of your name and select '**Edit Profile**'.



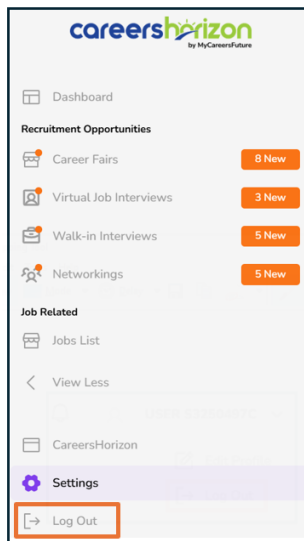
Step 2 Upload the profile photo and update the necessary details.

Step 3 Click '**Save Changes**' button to save the updated field(s).

A screenshot of the "Edit Profile" form. The title "Edit Profile" is at the top left, and "Step 2" is at the top right. The form contains several fields: "Name" with the placeholder "Your full name as per NRIC/FIN", "Salutation" with a dropdown menu and placeholder "Choose most appropriate salutation", "Email Address" with placeholder "Enter your contact details", "Mobile Number" with placeholder "Enter your contact details", and "Job Title" with placeholder "Enter your job title". On the left side, there is a circular profile picture placeholder with the text "Edit photo" and a pencil icon. At the bottom right, there are two buttons: "Cancel" and "Save Changes". The "Save Changes" button is highlighted with an orange box and labeled "Step 3" in blue.

8.2 Log out

Step 1 Click '**Log out**' button to exit. You will be directed to the CareersHorizon by MyCareersFuture Employer homepage.



Alternatively, you can click '**Log Out**' from the drop-down button next to the User's name [top right corner].

