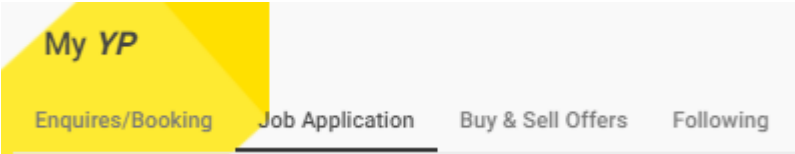


Frequently Asked Questions (FAQ) for JOB

ADVERTISER (HIRING)	
1.	<p>What is new about job?</p> <p>Company is now able to post job vacancies in Yellow Pages for FREE and allow candidate to start applying their dream job.</p> <ol style="list-style-type: none">1. Easy creation and update of online profile2. Instant online application to local job opportunities3. Tracking of job applications and application status
2.	<p>How do Company publish their job advertisement?</p> <p>Sign up for an account if have not done so and click on post ad.</p> <p>Log in to 'Advertiser Manager' or activate advertiser profile if logging in for the first time.</p> <p>Select JOB in post type and fill in the information.</p>
3.	<p>Does advertiser need to pay or utilise an extra token to advertise their job?</p> <p>Currently all job post is free. There is no charges or token to be deducted from your advertising package.</p>
4.	<p>Can advertiser edit the JOB post after published it?</p> <p>Advertiser may edit their post within 24 hours at no cost upon publishing their post. After 24 hours, charges may apply.</p>
5.	<p>Why advertisement is not published after submission?</p> <ul style="list-style-type: none">▪ Probably the advertisement is pending at checking by Yellow Pages team. <p>or</p> <ul style="list-style-type: none">▪ The advertisement is not approved because it did not adhere to our Rules of Advertising. Please check email sent by Yellow Pages. Instructions is sent to you on how to re-post the advertisement.
6.	<p>How much do Yellow Pages charge when a candidate is hired?</p> <p>Yellow Pages do not take any commission when candidate is hired, we are only providing a platform for company to execute search of the best talent.</p>

JOB APPLICANT	
1.	<p>What is new about job?</p> <p>Simply create a free user account on Yellow Pages and start applying to your dream job!</p> <p>We provide</p> <ol style="list-style-type: none"> 1. Easy creation and update of your online profile 2. Instant online application to local job opportunities
2.	<p>How do I upload my job profile?</p> <ol style="list-style-type: none"> 1. You must register an user account with Yellow Pages. 2. Log in to Yellow Pages profile page and select “edit resume” 3. Fill in all personal info and upload the latest resume/CV. 4. Then Submit.
3.	<p>How do I apply for Yellow Pages JOB?</p> <p>To apply:</p> <ol style="list-style-type: none"> 1. Log on to your Yellow Pages account. 2. Search for relevant jobs and click on the Position Title to view the job advertisement. 3. Click on the ‘Apply Now’ button located at the bottom of the job advertisement to submit your application. 4. Your Profile and the uploaded resume (if available) will be sent to the employer for processing.
4.	<p>What do Employers see on my profile?</p> <p>The information Employers have access to when you create an account on Yellow Pages. Name, Email Address, Contact Number, Application Date.</p> <p>If you are using your Yellow Pages generated resume, the Employer will be able to see any information that you provided.</p> <p>If you have uploaded your resume, the Employer will have access to the document and all information that you have written on the resume.</p> <p>Employers are not able to see other jobs you have applied for or any notes that you may have in your account.</p>
5.	<p>What happen if I’m shortlisted, will I be notified by Yellow Pages on success application?</p> <p>The employer will contact you directly if you are shortlisted for an interview. Before you apply, ensure that your Profile is completed and ready for job application.</p> <p>Do approach the employer directly if you wish to follow up on your application.</p>
6.	<p>Can I view application history?</p> <p>You will be able to view all applications in MyYP dashboard.</p>  <p>The image shows a navigation bar with a yellow background on the left. It contains four items: 'My YP' (with a yellow triangle icon), 'Enquires/Booking', 'Job Application' (which is underlined and has a white background), 'Buy & Sell Offers', and 'Following'.</p>

To check your application status:

1. Login to your account
2. Go to MyYP
3. Select "Job Application"