




Student Employability Enhancement & Development System

Guidelines

Student Module

1. LOGIN

- Login into seeds URL link : <https://seeds.taylors.edu.my/>
- Login As “**Student**”
- Enter your Student ID & Password
- Click login

 Login to your Account

Login As

Student Employer Career Services

Student ID

Enter username *

Password

Enter password *

Login


[Need help?](#)

2. STUDENT PROFILE

- From dashboard, click **Student Profile**
- Upload your photo

DASHBOARD

Dashboard

Student Profile 

Personal Information



Browse...

Allowed file types : JPEG,GIF,BMP,PNG,JPG, [Max File Size : 2 MB]

Student Name

Student ID

Programme

IC Number / Passport

Gender

Race

STUDENT PROFILE (CONTD.)

- Fill up your details like current contact information & permanent contact information
- Click **Save**

Current Contact Information

* Address
(Current Address)

* Postal Code
(Current Postal Code)

* Phone Number
For e.g. (123) 456-7890

* Mobile Number
For e.g. (123) 456-7890

* E-mail
(Email)

Permanent Contact Information

* Address
(Permanent Address)

* Postal Code
(Permanent Postal Code)

* Phone Number
For e.g. (123) 456-7890

* Mobile Number
For e.g. (123) 456-7890

Save

3. STUDENT RESUME

- Click on **Resume**
- Fill up sections in the resume
- Resume can be reviewed and downloaded

Note that

- The **“X” symbol means incomplete information.**
- Once you have completed the form it will change to a **green “√” symbol**, and proceed to next category
- The **red “X” symbol must** be completed before proceed to the next category
- The **blue “X” symbol** to be completed (if there is any)

The screenshot displays the Taylor's University student dashboard. The top navigation bar is red with the university name. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with items: Dashboard, Resume, Education Background, Working Experience, Extra Curriculum Activities, Additional Details, Jobs, Message, Career Events & Activities, and Career Resources. The 'Resume' item is highlighted with a red box. The main panel shows a 'DASHBOARD' header with a 'Student Profile' link (marked with a red 'X' and a red box labeled '1') and a 'Resume' link (marked with a blue 'X' and a red box labeled '2'). Below the links, there is a section for 'Name', 'Student No.', and 'Programme'. At the bottom, there is a section for 'Approved Application' with a '0' count.

Must complete your resume and updating your profile before applying for your internship.

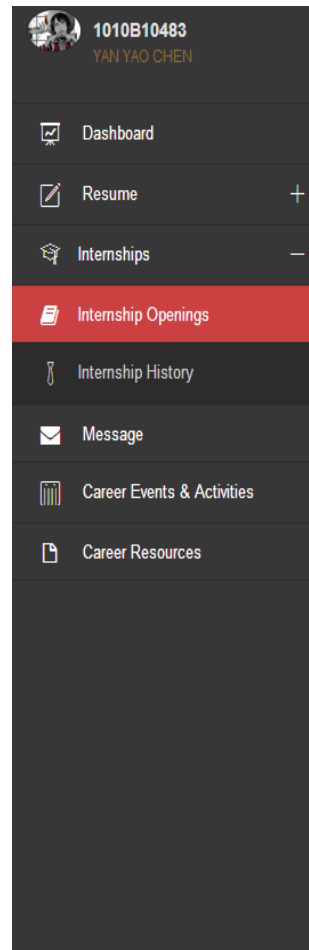
3. APPLY FOR INTERNSHIPS

- Click **Internships** -> **Internship Openings**
- There are 2 types of Internship:
 - *Own Placement (OP)*
 - *University Placement (UP)*

Important Note*

Please ensure you selected the right placement before submission.

Once you have submitted your placement, the placement cannot be changed in the system.



1010B10483
YAN YAO CHEN

- Dashboard
- Resume +
- Internships -
- Internship Openings**
- Internship History
- Message
- Career Events & Activities
- Career Resources

INTERNSHIP OPENINGS

Students need to choose either “University Placement” or “Own Placement”. University Placement means the students need to apply by themselves, and cannot apply through the system.

Important note: Once the application is submitted, no change of placement type will be allowed.

Internship

Internship Placement

University Placement

*University placement have been choosen.

Filtering Option

Country Malaysia

State Nothing selected

Filter

Show All

APPLY FOR INTERNSHIPS (CONTD.)

- If **University Placement** is selected:
 - Apply for internship positions from the company list provided by clicking **Apply**
 - Please note that the companies provided to you are matching companies' requirement
 - Re-arrange your internship priorities according to your preference
 - Click **Submit**

The screenshot displays two panels from an internship application system. The top panel, titled 'Internship Openings (Max No. of Applications: 5)', shows a table of available positions. The bottom panel, titled 'My Internship', shows a table of the user's selected preferences.

Internship Openings (Max No. of Applications: 5)

No.	Company	Posting Date	Location	Action
1	Aisyah Enterprose	22 May 2014	W.P Kuala Lumpur, Malaysia	Applied
2	KFC	22 May 2014	Johor, Malaysia	Applied
3	Asustech	22 May 2014	Johor, Malaysia	Applied
4	Rotiboy Sdn Bhd	22 May 2014	W.P Putrajaya, Malaysia	Applied
5	amjad nakal sdn bhd	22 May 2014	W.P Kuala Lumpur, Malaysia	Applied

Showing 1 to 5 of 5 entries

My Internship

Priority	Company	Location	Action
1	Asustech	Johor, Malaysia	
2	Aisyah Enterprose	W.P Kuala Lumpur, Malaysia	
3	KFC	Johor, Malaysia	
4	Rotiboy Sdn Bhd	W.P Putrajaya, Malaysia	
5	amjad nakal sdn bhd	W.P Kuala Lumpur, Malaysia	

Showing 1 to 5 of 5 entries

Important Note*

Once submitted, no changes are allowed on the priorities as the system will automatically send your application to companies of your preference

APPLY FOR INTERNSHIPS (CONTD.)

- If **Own Placement** is selected:
 - Fill up all details in the own placement form
 - Click **Submit**
 - Verification letter to employer can be obtained from Career Services

The screenshot shows a user profile on the left and an 'Internship Placement' form on the right. The user profile includes a name '1101C12664 CHIA WEI QIAN' and a navigation menu with options: Dashboard, Resume, Internships, Internship Openings (highlighted), Internship History, Message, Career Events & Activities, and Career Resources. The 'Internship Placement' form has a dropdown menu set to 'Own Placement'. Below this is a 'Company Info' section with a red asterisk indicating required fields. The form contains input fields for Company Name, Address, City, Postal Code, Country (set to Afghanistan), State (Location), Industry (set to Advertising/ Marketing/ Prom), and Year of establishment.

1101C12664
CHIA WEI QIAN

Dashboard

Resume +

Internships -

Internship Openings

Internship History

Message

Career Events & Activities

Career Resources

Internship Placement

Own Placement

Company Info

(*) must be filled in

*Company Name
Company Name

*Address
Address

*City
City

*Postal Code
Postal Code

*Country
Afghanistan

*State
Location

*Industry
Advertising/ Marketing/ Prom

* Year of establishment

4. INTERNSHIP HISTORY

- If **University Placement** is selected:
- Click **Internships -> Internship History**
- This menu shows status of your *placement* applications
- It also shows past record of your internship history
- There are four (4) types of internship status : Pending, Accepted, Unsuccessful, **Scheduled for Interview**
- In case of Scheduled for Interview, there will be a link which you can click and accept the interview or you may re-schedule your interview using the remark column to advise your date and time that you are available for interview.
- Click “ Submit” to send your interview confirmation to employer.

APPLICATION HISTORY

University Placement Application History

Filter By Nothing selected Filter

per page 10 Search:

No. ▲	Company	Application Date	Location	Saved/Submitted	Status
1	Aisyah Enterprese	22 May 2014	W.P Kuala Lumpur, Malaysia	Submitted	Pending
2	KFC	22 May 2014	Johor, Malaysia	Submitted	Pending
3	Asustech	22 May 2014	Johor, Malaysia	Submitted	Pending
4	Rotiboy Sdn Bhd	22 May 2014	W.P Putrajaya, Malaysia	Submitted	Rejected
5	amgad nakai sdn bhd	22 May 2014	W.P Kuala Lumpur, Malaysia	Submitted	Pending

Showing 1 to 5 of 5 entries

— First — Previous 1 Next — Last —

Own Placement Application History

per page 10 Search:

No. ▲	Company	Application Date	Location	Status
No data available in table				

Print | Refresh | Back | Home

Interview Confirmation

Interview Date 10-03-2014

Interview Time 2.00pm

Interview Venue Meeting Room, Level 1, Idea Engineering Sdn Bhd

Confirmation Yes No

Remark

Submit Reset

INTERNSHIP HISTORY (CONTD.)

- If **Own Placement** is selected:
- Click **Internships -> Internship History**
- This menu shows status of your *placement* applications
- It also shows past record of your internship history
- There are three (3) types of internship status : Pending, Approved, Unsuccessful
- Once the own placement application has been approved , there is action button shows '**confirm**'.
- Click "**confirm**" to confirm the company for your internship that you decide to pursue.

The screenshot displays a web application interface for viewing internship history. It is divided into two main sections:

Own Placement Application History

This section features a filter dropdown set to "Nothing selected" and a "Filter" button. Below the filter is a table with columns: No., Company, Application Date, Location, Batch, Saved/Submitted, and Status. The table currently shows "No data available in table" and "Showing 0 to 0 of 0 entries".

Past ITS internships

This section also has a filter dropdown and a "Filter" button. Below it is a table with columns: No., Company, Application Date, Location, Batch, Status, and Action. The table shows one entry:

No.	Company	Application Date	Location	Batch	Status	Action
1	TBC	28 June 2014	Penang, Malaysia	TDS/ BIA/ Sem 5/ 18Aug2014 - 20Feb2015 (6 months)	Pending	Confirm

The "Confirm" button in the Action column is highlighted with a red box. The table footer indicates "Showing 1 to 1 of 1 entries".

INTERNSHIP HISTORY

- If **Own Placement** is selected:
- Once own placement application is submitted, wait for approval from Career Services.
- Approved own placement applications will show a '**confirm**' button next to the application, under the **Action** column.
- Click **confirm** for the internship that you finally decide to pursue.

The screenshot displays the 'Own Placement Application History' section of a web application. At the top, there is a 'Filter By' dropdown menu set to 'Nothing selected' and a 'Filter' button. Below this, there are controls for 'per page' (set to 10) and a search box. The table has columns for 'No.', 'Company', 'Application Date', 'Location', 'Batch', 'Saved/Submitted', and 'Status'. The first row shows an application for 'TBC' on '28 June 2014' at 'Penang, Malaysia' with a 'Batch' of 'TDS/ BIA/ Sem 5/ 18Aug2014 - 20Feb2015 (6 months)' and a 'Status' of 'Pending'. An 'Action' column contains a green 'Confirm' button, which is highlighted with a red rectangular box. Below the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The page also shows 'Showing 1 to 1 of 1 entries' and a link to 'View ITS internship history' at the bottom.

No.	Company	Application Date	Location	Batch	Saved/Submitted	Status	Action
1	TBC	28 June 2014	Penang, Malaysia	TDS/ BIA/ Sem 5/ 18Aug2014 - 20Feb2015 (6 months)		Pending	Confirm

5. JOB APPLICATIONS

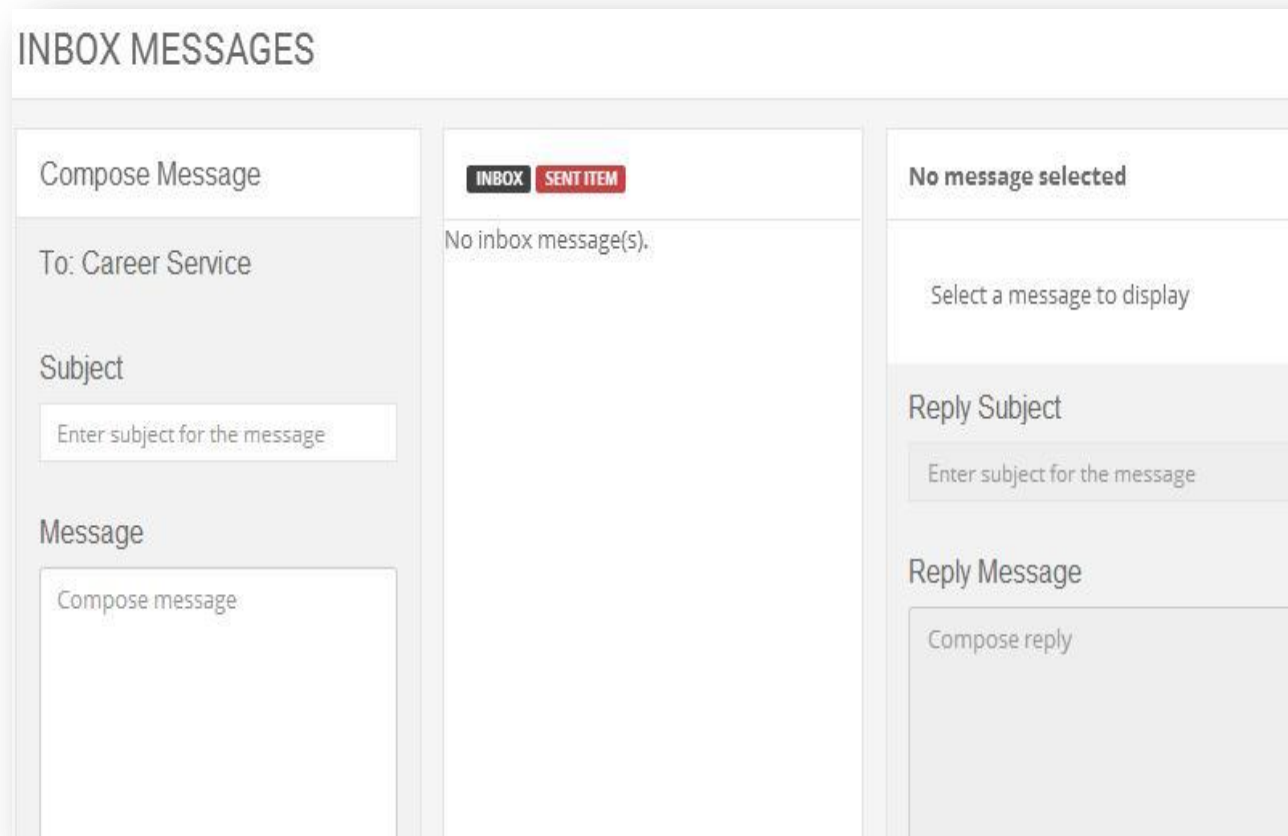
- It is open to all students in the campus especially to the final year students who will be graduating soon.
- It is also open to graduates who graduated within a year from the date of completion of studies
- To apply, Click **Jobs-> Job Openings** to view and apply for the position available
- Click **Jobs-> Job History** to view the status of your application

The screenshot shows a web application interface for job openings. On the left, a dark sidebar contains a menu with the following items: 'demo14 DEMO 14', 'Dashboard', 'Resume', 'Jobs', 'Job Openings', 'Job History', and 'Message'. The 'Jobs' item is expanded, and 'Job Openings' and 'Job History' are highlighted with a red box. A red arrow points to the 'Job Openings' link. The main content area is titled 'JOB OPENINGS' and contains a sub-header 'Job Openings'. Below this, there is a search bar and a 'per page' dropdown set to '10'. The main content is a table with the following columns: 'No.', 'Company', 'Posting Date', 'Position', 'Location', 'Salary', and 'Action'. The table is currently empty, and the text 'Showing 0 entries' is visible at the bottom.

6. MESSAGING

- Click **Message**

- If you have any queries on your job application/ internship, click send a Message to Career Services
- Receive and view messages from the Career Services



The screenshot displays an email interface with the following components:

- INBOX MESSAGES**: The main header of the inbox.
- Compose Message**: A section on the left for creating a new email, including:
 - To:** Career Service
 - Subject:** A text input field with the placeholder "Enter subject for the message".
 - Message:** A larger text area with the placeholder "Compose message".
- INBOX SENT ITEM**: A status indicator at the top of the inbox list.
- No inbox message(s).**: The main content of the inbox, indicating it is empty.
- No message selected**: A message on the right side of the interface.
- Select a message to display**: A prompt below the "No message selected" message.
- Reply Subject**: A section for replying to a message, with a text input field for the subject.
- Reply Message**: A section for replying to a message, with a text area for the reply content.

7. CAREER EVENTS

- Click **Career Events & Activities**
- View the Career Events & Activities that are posted by Taylor's Career Services or Employers

Career Events and Activities

Taylor's Event Company Event

Taylor's Career Services Events

per page 10 Search:

No. ▲	Event	Date	Time	Place
1 ▶ ONGOING	Career Fair	26-May-2014 to 28-May-2014	12:55 AM - 12:55 AM	KLCC

Showing 1 to 1 of 1 entries

← First ← Previous **1** Next → Last →

Company Events

per page 10 Search:

No. ▲	Event	Date	Time	Place
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8. CAREER RESOURCES

- Click **Career Resources**.
- View and download the resources/ documents/ forms that are posted by Taylor's Career Services

Career Resources

Stay up to date with the latest career resources!

Career Services Resources

Company Resources

Taylor's Career Services (CS) Career Resources

per page 10

Search:

No.	Resources	Upload Date	Action
1	Guidelines	26-May-2014	 

Showing 1 to 1 of 1 entries

← First ← Previous 1 Next → Last →

Company Career Resources

per page 10

Search:



**CAREER
SERVICES
CENTRE**



seeds

Student Employability Enhancement & Development System