

A Job Owner's Guide To

HELLO WORK ASIA



www.hellowork-asia.com

REGISTRATION

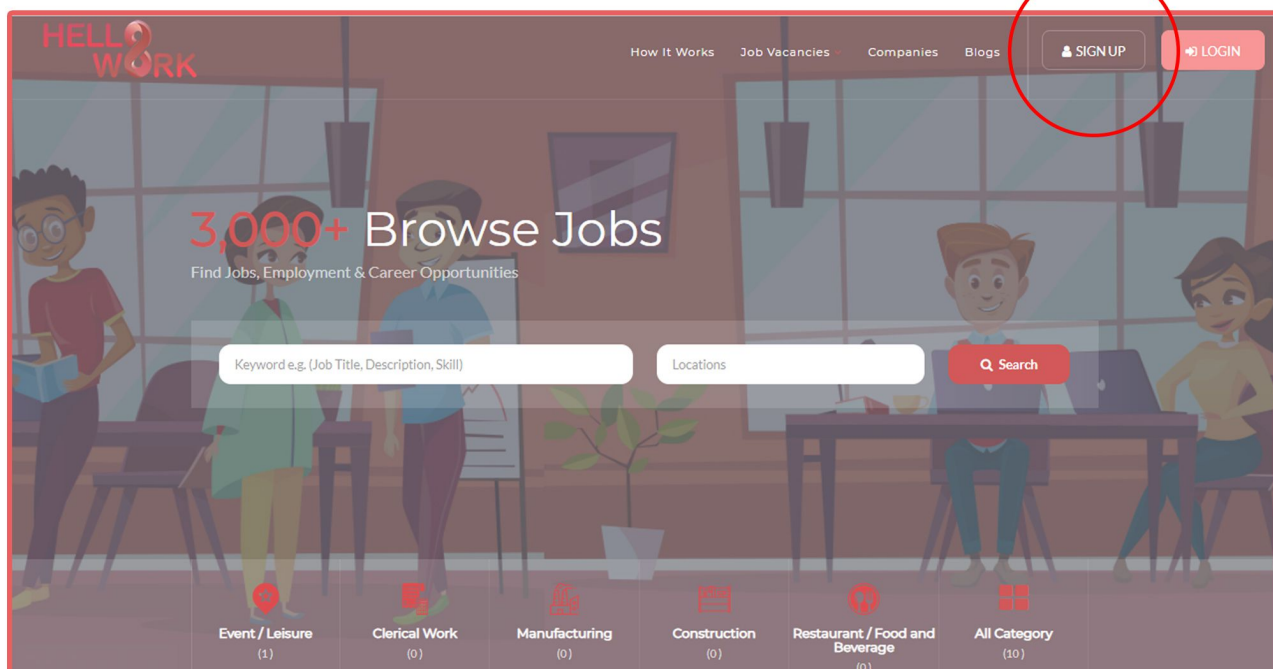
HELLO
WORK
ASIA

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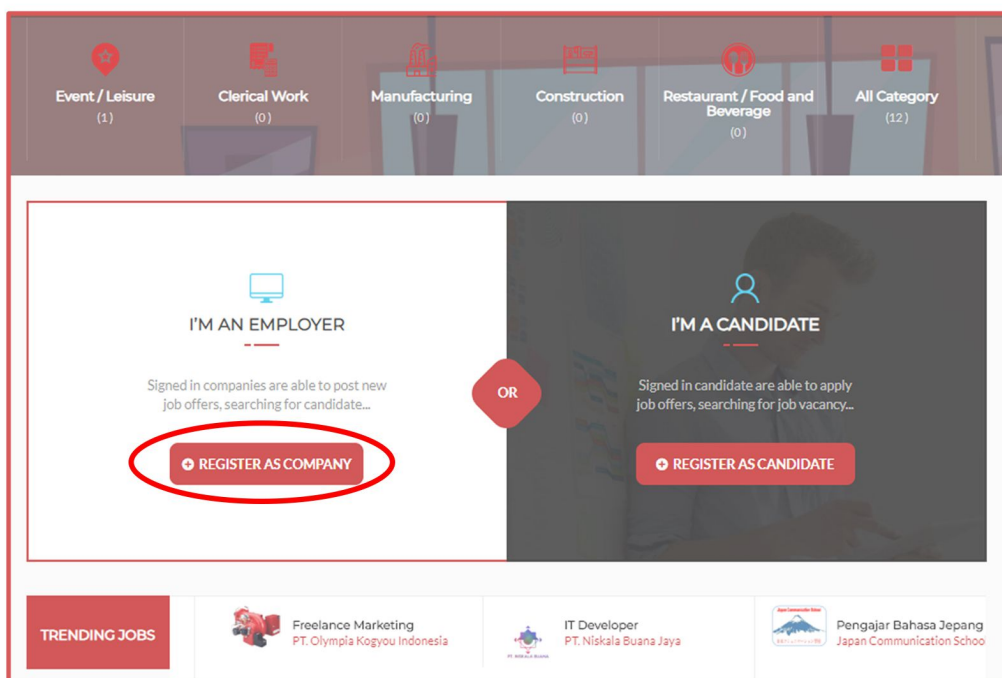
1. Visit our website by typing <https://hellowork-asia.com> in your browser.



2. Select **SIGN UP** to begin your registration process.



or you can go to the section below by selecting **REGISTER AS COMPANY**.



3. Select the **Company Account** tab and fill in the data marked with an asterisk (*)

Don't forget to tick off the **Terms and Conditions** box before continuing.

Personal Account
I Am Looking For A Job

Company Account
We Are Hiring Employees

Fields With * Are Mandatory

Username* Email*

Password* Re-confirm password*

Phone* Company name*

Website Company Address*

I agreed to the Terms and Conditions governing the use of jobportal

REGISTER

Complete your data then click **REGISTER** to display the *Registration Success* notification.

Personal Account
I Am Looking For A Job

Company Account
We Are Hiring Employees

Registration Success
We have send some email please check, for confirmation Company Super Admin Account after you confirm the account our staff will check and approve your company

Fields With * Are Mandatory

company company@email.com

password password

0217770000 PT Sukses Terus Selalu

www.company.com Jl. Bumi Baru No.1 Hypecity, Utarium

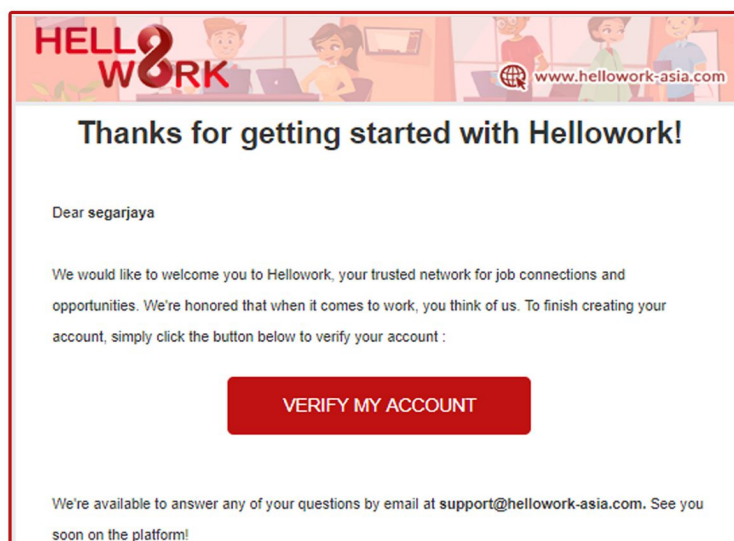
I agreed to the Terms and Conditions governing the use of jobportal

REGISTER

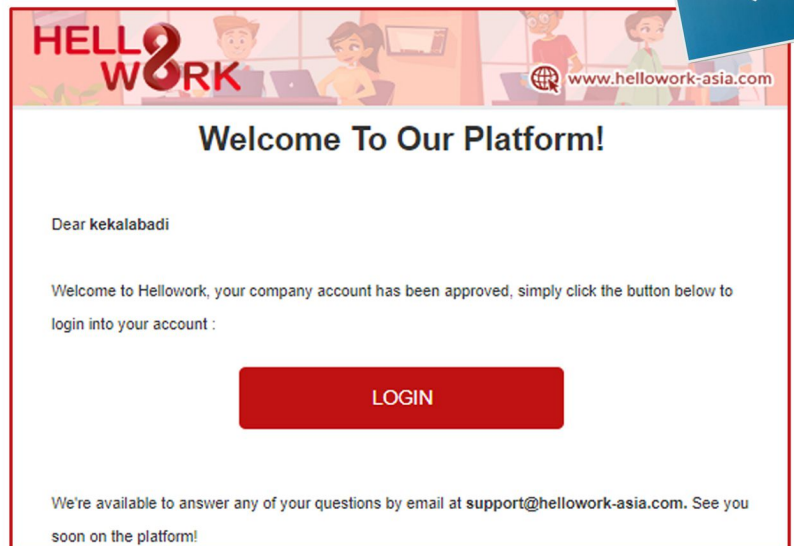
4. Please check your email with the subject **Email Verification** and click **VERIFY MY ACCOUNT** in the email body to start verifying your account.



Email subject :
Email Verification



5. Please wait for a few moments for our team to contact you by telephone, after that you will be verified and your account will be activated.



We will also notify your status by email.

6. Go to the **LOGIN** page (<https://hellowork-asia.com/login>) then retype your **Username** and **Password** in the input column.



LOGIN TO YOUR ACCOUNT

Your account has been activate

jobowner1@aun.co.id

.....

Remember me [Forgot Password](#)

LOGIN

7. Next you must complete the profile of your company, starting with *Company Details*, click **Save** to continue.

8. In the *Location* section fill in your company address. Click **Save** to continue.

9. Upload your company logo by clicking **Choose File**. Then click **Finish** to complete.

10. Here you can choose the package that suits your needs then select **GET STARTED**.

Please select the package first

TRIAL	REGULER	SILVER	GOLD	PLATINUM
FREE	1.155.000	2.062.500	2.750.000	4.675.000
<ul style="list-style-type: none"> 3 Kredit Job Posting Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 1x post advertisement (expire period following package validity period) For 3 Month 	<ul style="list-style-type: none"> 7 kredit Job Posting Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 2x post advertisement (expire period following package validity period) For 12 Month 	<ul style="list-style-type: none"> 15 kredit Job Posting Free 15 kredit Search Special Candidate Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 2x post advertisement (expire period following package validity period) For 12 Month 	<ul style="list-style-type: none"> 25 kredit Job Posting Free 25 kredit Search Special Candidate Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 3x post advertisement (expire period following package validity period) For 12 Month 	<ul style="list-style-type: none"> 50 kredit Job Posting Free 50 kredit Search Special Candidate Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 3x post advertisement (expire period following package validity period) For 12 Month
GET STARTED	GET STARTED	GET STARTED	GET STARTED	GET STARTED

11. You will be directed to the *Order Confirmation* page to correspond with your choice, if you agree select **CONFIRM** to continue.

Order Confirmation

Package Name	Job Post Credit	Search Candidate Credit	Ads Credit	Feature	Amount	Total Amount
Reguler	7	0	2	<ul style="list-style-type: none"> 7 kredit Job Posting Free ads on social media Hellowork (Instagram, Twitter, Facebook) Free 2x post advertisement (expire period following package validity period) For 12 Month 	Rp. 150.000	Rp. 1.155.000

CONFIRM

Term And Condition

1. The amount includes PPN (VAT 10%)
2. Trial Package will be non-activated after 3 month
3. The system will direct you to choose the package after more than 3 posts (if you have not chosen a paid package)
4. The package is not allowed to cancel after it has already booked
5. Extensions will not be granted on unutilized credits past the expiry date
6. The amount excludes PPH 23

12. Check your email with the subject of **Payment Process - HelloWork** which contains an Invoice from us of the total price you need to pay.

HELLO WORK www.hellowork-asia.com

IDR 1.155.000

Bank Transfer

09 August 2019 - 01:16:24

TRANSACTION PENDING

Dear PT. AUN Wahana Jaya,

You have ordered Reguler Package, For 12 Month. Please complete the payment:

Transfer to

Bank Bank Internasional Indonesia (BII) Cabang SUMMITMAS
 Account No IDR 2-145-262977
 Account No USD 2-145-017557
 Swift Code IBBKIDJA
 Attn PT AUN WAHANA JAYA
 Batas Pembayaran 10 August 2019 - 01:16:24 Asia/Jakarta

Description	Price
1 Reguler, For 12 Month. Job Post Credit : 7, Search Candidate Credit : 0, Advertisement Credit : 2	IDR 1.155.000
TOTAL	IDR 1.155.000

TERM & CONDITION !

1. The amount includes PPN (VAT 10%)
2. Trial Package will be non-activated after 3 month
3. The system will direct you to choose the package after more than 3 posts (if you have not chosen a paid package)
4. The package is not allowed to cancel after it has already booked
5. Extensions will not be granted on utilized credits past the expiry date

UPLOAD PAYMENT PROOF

We're available to answer any of your questions by email at support@hellowork-asia.com. See you soon on the platform!



After you pay, do select : **UPLOAD PAYMENT PROOF** to proceed.

13. You will be directed to the *Payment Proof* page to show proof of your payment to our system. Click **Choose File** then click **UPLOAD**.



Please wait for a few moments for our team to do further checking..

Success upload payment proof, please wait our admin approve your transaction

14. You can check your payment status on the user panel page : <https://hellowork-asia.com>HelloAdmin/package/transaction>

PACKAGE TRANSACTION Summary:

Job Post Credit	: 4	Valid Until	: 2020-07-16
Search Candidate Credit	: 0	Package Page	: Order Package
Advertisement Credit	: 1		

No	Company Name	Package Name	Transaction at	Payment Limit at	Total	Payment Proof	Status	Action
1	PT. AUN Wahana Jaya	Regular (Job Post : 7 Search Candidate : 0 Ads Credit : 2)	2019-08-09 01:16:24	2019-08-10 01:16:24	1.155.000		WAITING APPROVAL	

Zoomed-in Transaction Details:

Job Post Credit	: 11	Valid Until	: 2020-08-09
Search Candidate Credit	: 0	Package Page	: Order Package
Advertisement Credit	: 3		

Payment Proof	Status
	SUCCESS

If it turns to **SUCCESS** then your **Job Post Credit** will increase then you can post job openings.

JOB POSTING

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Once you have logged in you will be directed to the user panel page where you can monitor all your activities as a Job Owner.

The dashboard shows two charts: 'Job Post Visitors' and 'Job Post Applicants'. The 'Job Post Visitors' chart is a line graph with a y-axis from -1.0 to 1.0. The 'Job Post Applicants' chart is a horizontal bar chart with a y-axis from 0 to 3.

Job Post Title	Visitors
title 22	0.0
test2	0.0
Test 1	0.0
Event Coordinator	0.0
Test Brand	0.0
job post 1	0.0
waiters mask usia 30	0.0
Jurnalist	0.0
Fullstack	0.0
Fullstack Developer	0.0

Job Post Title	Applicants
title 22	1
test2	3
Test 1	1
Event Coordinator	1
Test Brand	1
job post 1	2
waiters mask usia 30	3
Jurnalist	3
Fullstack	3
Fullstack Developer	0

1. Select the **Job Post** tab on the Job menu then click **Create New** to publish your first job opening.

The 'JOB POST' page features a table with columns: No, Company, Title, Position, Job Type, Job Time, Created At, and Action. There are four job posts listed.

No	Company	Title	Position	Job Type	Job Time	Created At	Action
1	PT AUN WAHANA JAYA: Brand (brand name)	title 22	Security	Part Time	Hourly	2019-08-07 22:40:36	Edit Set To Inactive
2	PT AUN WAHANA JAYA	test2	Kitchen Staff	Part Time	Daily	2019-08-06 15:38:00	Edit Set To Inactive
3	PT AUN WAHANA JAYA	Test 1	Kitchen Staff	Part Time	Hourly	2019-08-06 15:17:17	Edit Set To Inactive
4	PT AUN WAHANA JAYA: Brand (aiueo)	Event Coordinator	Event Planner	Freelance	Project	2019-08-06 01:02:45	Edit Set To Inactive

CREATE JOB POST Home / Job Post / Create

Company

Company *

Company Address *

Post

Job Title *

Job Description *

Source | D | I | U | S | X | ...

B I U S X ...

Styles - | Format - | A - A - ...

Job Location Same As Company Location

Find location

Seafood Ayu, Jalan Boulevard Barat Raya, RT.15/RW.3, ...

Country * City *

Zip Code Address *

Background Education *

Skills + Add Skills

Skill Name *

Skill Name * +

Classification *

Sub Classification *

Classification Position Job *

2. In the **Company** section, click **Choose Company** and select your company name.

3. Write the job position needed in the **Job Title** column and add a detailed description in the **Job Description** column to explain how the job works.

4. Tick **Same As Company Location** if the work address is the same as your company's location or write the full address in fields provided below.

5. Select the required degree from the job seeker in the **Background Education** column and then you can also add other skills as needed by clicking **Add Skills** then fill in the **Skill Name** column.

6. Choose the job classification that suits your company's needs.

7. In the **Job Type** column, select the type of job offered:
Freelance, Part-Time or **Internship**

In the **Job Time** column, you can choose the payment term : **Daily, Weekly, Monthly, Project.**

Here is a little information of each Job Type :

FREELANCE : A person who is self-employed and is not necessarily committed to a particular employer long-term. Freelancers have a variety of reasons for freelancing, the perceived benefits differ by gender, industry, and lifestyle. To be a freelance worker, he/she must already have experience, reputation and special expertise.

PART-TIME : A part-time contract is a form of employment that carries fewer hours per week than a full-time job. They work in shifts. The shifts are often rotational. There are many reasons for working part-time, including the desire to do so, having one's hours cut back by an employer and being unable to find a full-time job.

INTERNSHIP : An internship is a period of work experience offered by an organization for a limited period of time. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field of their choice, preparing them for full-time work following graduation.

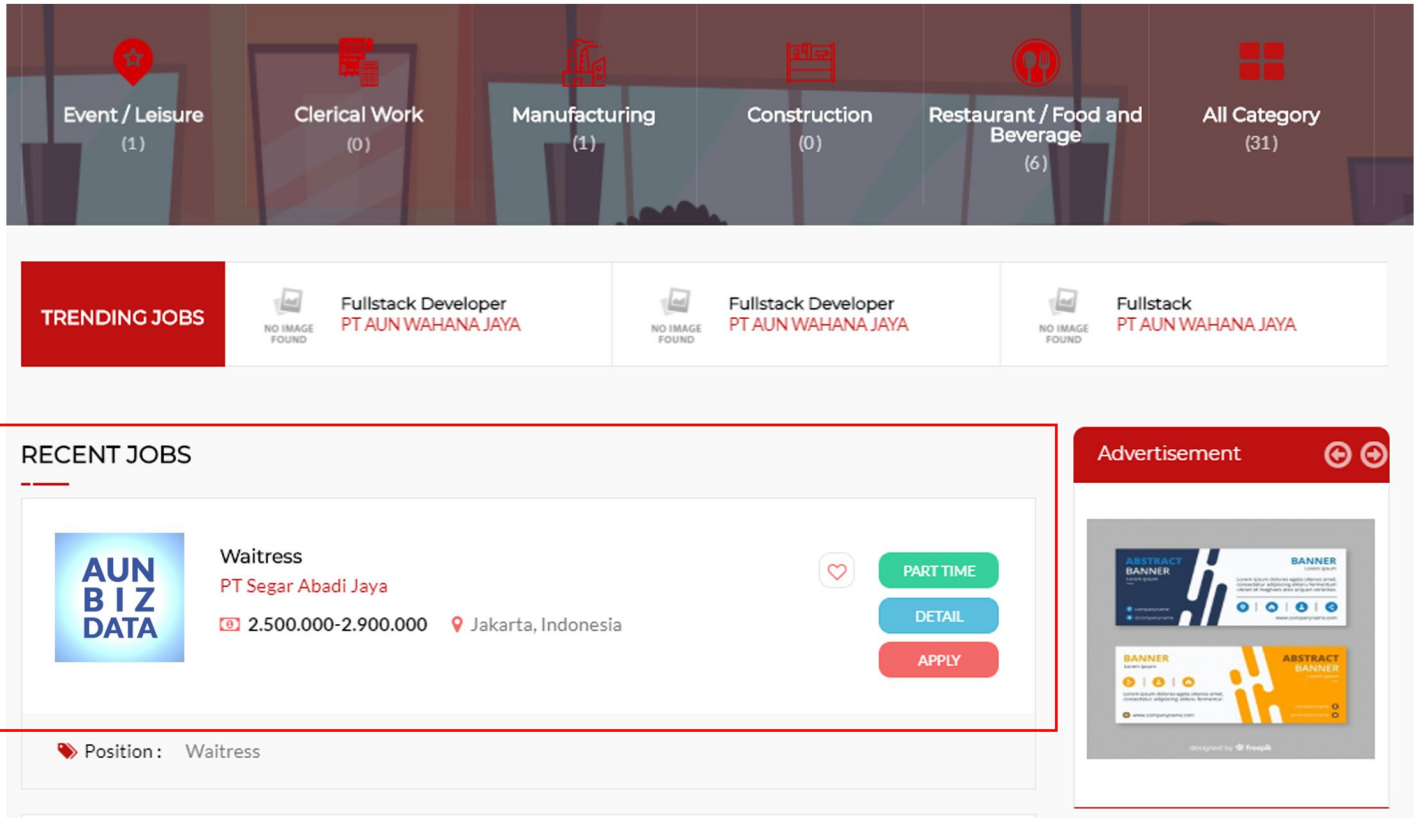
8. Next, fill in the **Job Time Description** with details of the work duration for the Job Seeker to apply for, the more detailed the better.

9. In the **Job Fee Status** column, you can choose to have the Job Seeker salary nominal to be shown, hidden or negotiated.

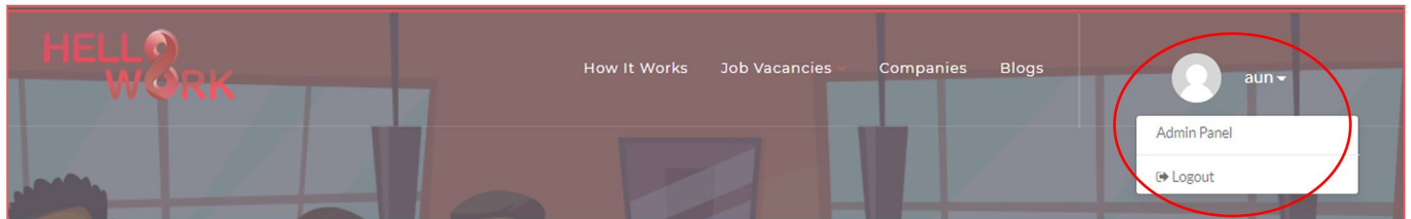
10. If you agree to be shown, you can fill the Job Seeker salary range in the **Job Fee** column.

11. Click **Submit** to publish your job vacancy.

Job posting that you just posted can be seen on our **homepage**, appearing at the top.



You can also check your Job Posting in **Admin Panel**.



12. On the **Job** menu, click **Job Post** to see a list of your job postings. Click **Edit** if you want to revise your Job Posting or click **Set To Inactive** to deactivate your job opening.

