CAREERS ONLINE PORTAL

Guidebook for Employer

Contents
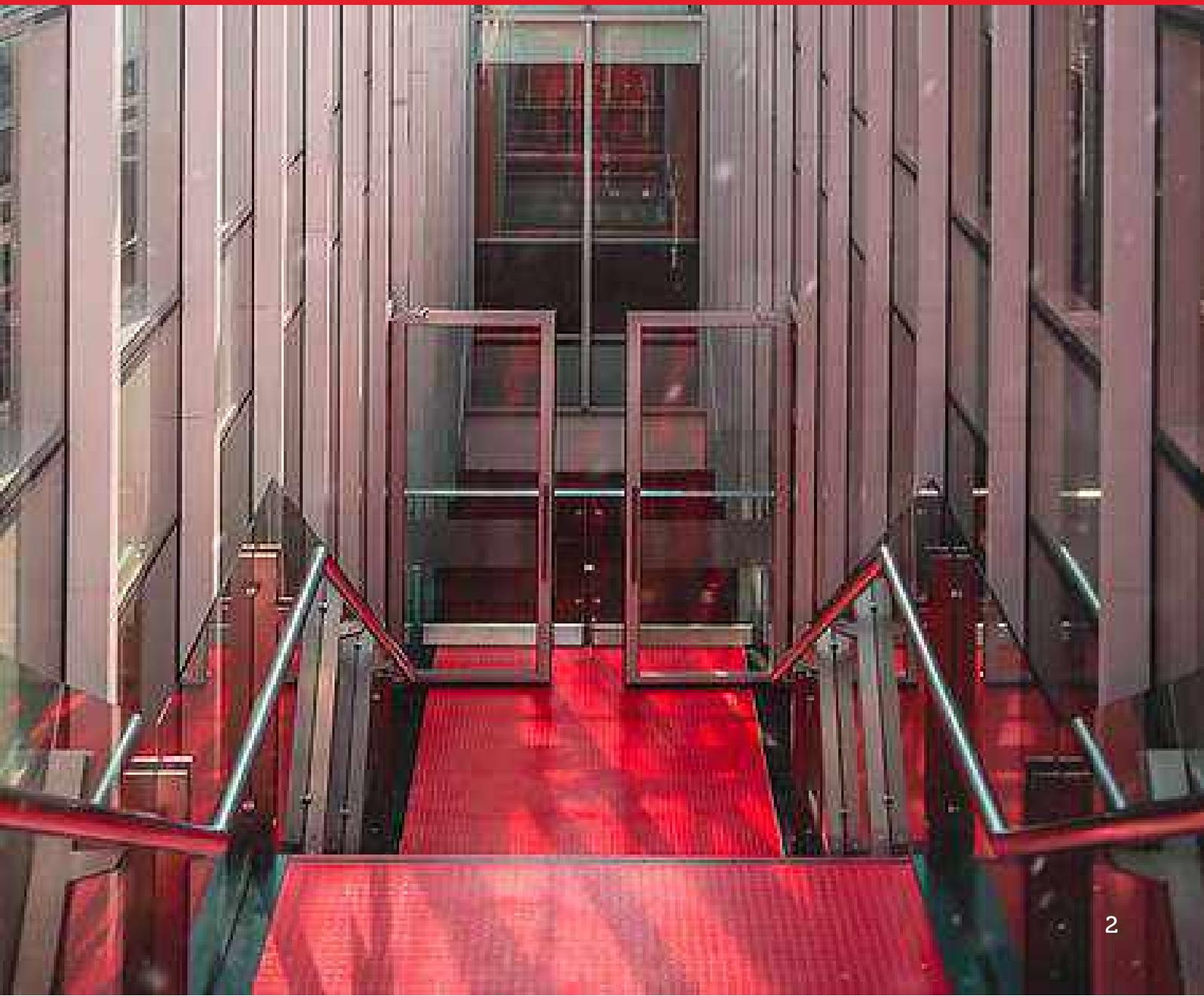
Sign Up and Login

To access the RMIT Careers Online Portal, visit the following link:
https://rmitvn.careercentre.me/employer/default/RMIT-Careers-Portal

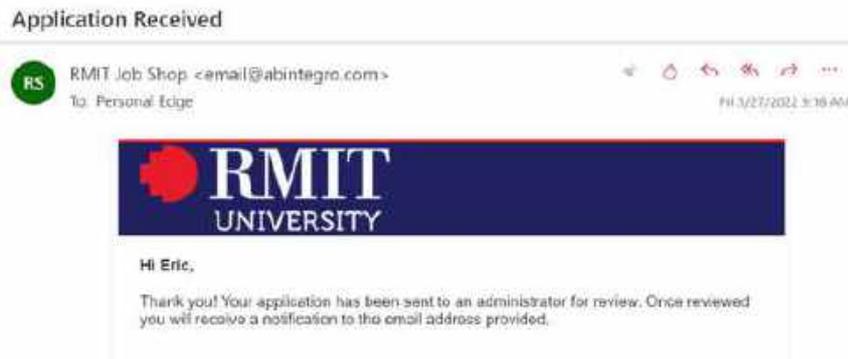For current Employers: Use your existing Username and Password to login.
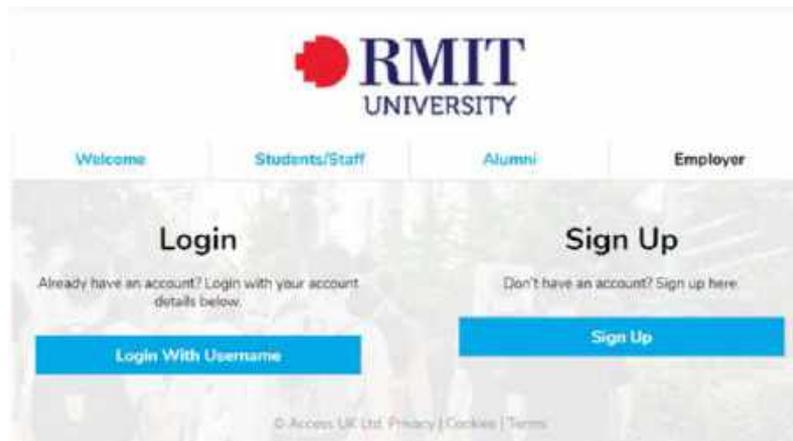
For new Employers: Click on "Sign Up" and complete the required information.

Sign up and Login

You will receive a confirmation email from **RMIT Job Shop - email@abintegro.com** to verify your application. Please note that your account will **need to be approved** before adding new jobs.

Once your application is approved by the RMIT administrator, you will receive an email notification to set up your password. After setting up your password, you can log in using your Username and Password.
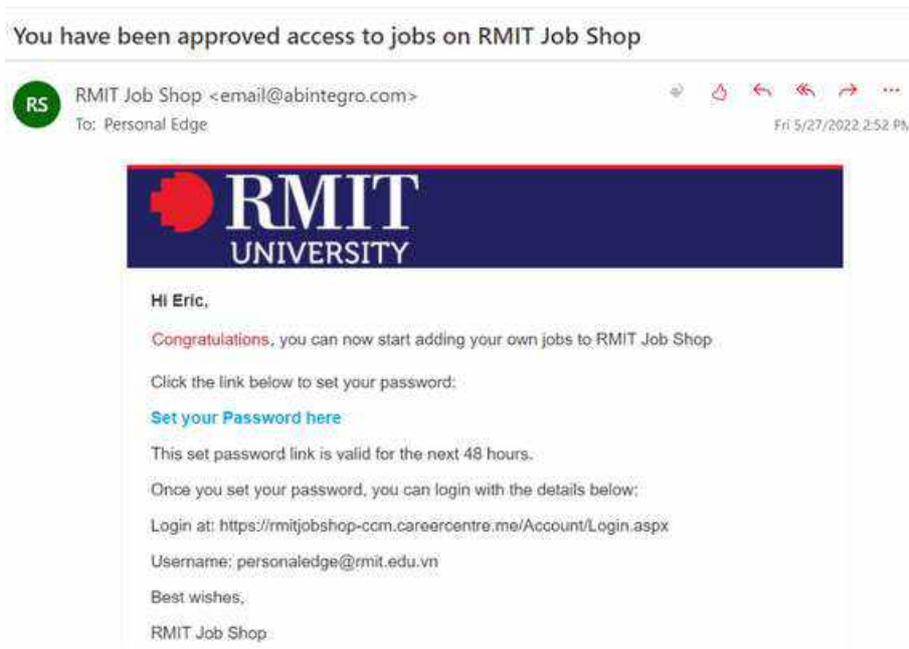
Company Profile

Go to the "Dashboard" tab and click on "Company Profile", fill in the necessary information to create a micro profile for your company.

Add Jobs

Go to the Jobs tab and click on "Add Job" to provide details about the role you are hiring for. Please ensure that all mandatory fields (marked with a *) are completed.

Add Jobs

Kindly ensure that you enter one valid email address in the "Contact Email" field for receiving job applications. If you have multiple email addresses for receiving applications, please include them in the Job Description but limit to a maximum of three emails.

+ Advanced Options

Application Details

Applications will be sent to the email address that you provide. We strongly suggest this as it will allow the candidates to apply to the job with one click in our platform and allow us to provide you accurate job analytics.

Contact Details ⓘ

Enter the name to be displayed in the job advert

Contact Email ⓘ

Enter the contact email to be used for the job application

Require a cover letter / covering note? ⓘ

NO

Alternatively you can enter a web link for applicants to apply externally. If a contact email and web link are both provided, then the contact email field will take priority.

Web Link

Enter the web link for applicants to apply externally

Warning: sending candidates to an external site may discourage them from applying

After saving your job posting, RMIT Administrator will review and approve it. This process usually takes from 2 – 3 working days.

Job Manager

Amend, preview and update this job. Provide as much detail as possible. Click on 'Advanced Options' to provide or request further information.

🎓 Jobs   + Add Job   ⬆ Upload Jobs

⊘ Job was successfully created and is pending review and approval.

Job Details

Application Submission

If there are any CVs that apply to the roles you have posted, the RMIT Careers Online Portal will collect and send those applications to your designated email address within a 24-hour period.

You can review and download the attached CVs of the applicants from the email addresses that you have provided us in the job posting steps.
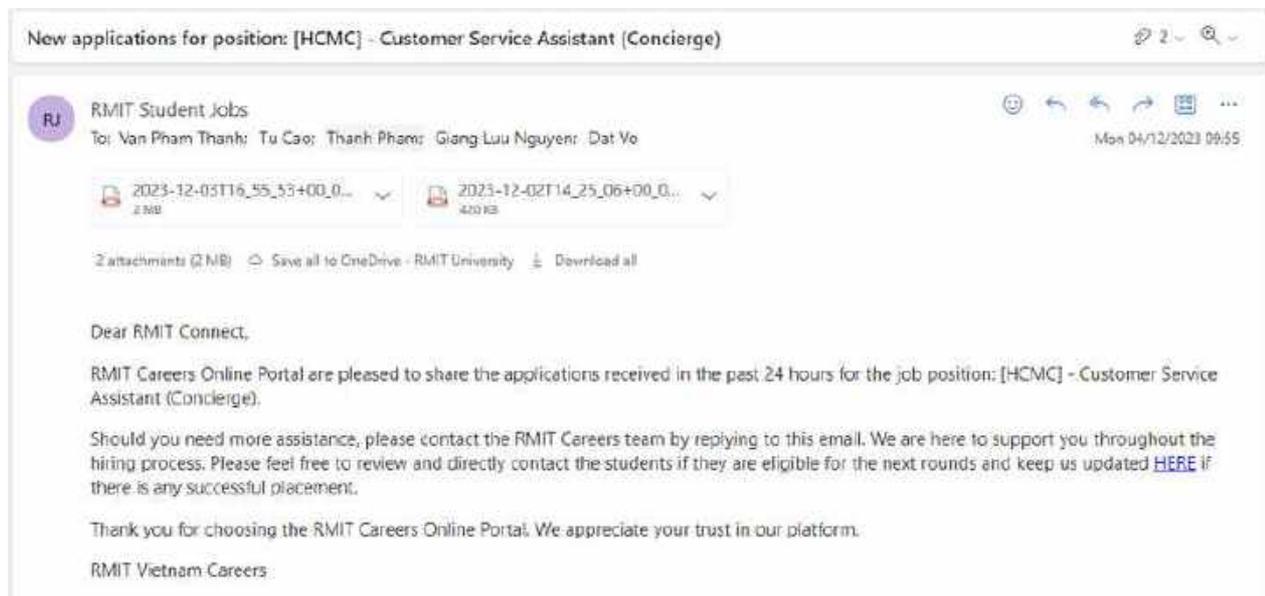
Please note that you may receive applications from two email addresses associated with the RMIT Careers team.

For Saigon South Campus:
1. RMIT Student Jobs - studentjobs.hcmc@rmit.edu.vn
2. Internship - Saigon South RMIT Vietnam - internship.hcmc@rmit.edu.vn

For Hanoi Campus:
- RMIT Student Jobs - studentjobs.hn@rmit.edu.vn
- Internship - Hanoi RMIT Vietnam - internship.hn@rmit.edu.vn

Placement Update

We appreciate your cooperation and utilization of the RMIT Careers Online Portal. In order to enhance the platform to better meet your needs and improve the quality of student applications, we kindly ask for your support in keeping us informed about the number of successful placements you have made through our platform via this Link.

If you have any further questions or need assistance, please do not hesitate to reach out to us through career.centre@rmit.edu.vn.

For more RMIT Vietnam Careers network

f RMITVNCareerCentre

in Industry-Relations-RMIT-Vietnam