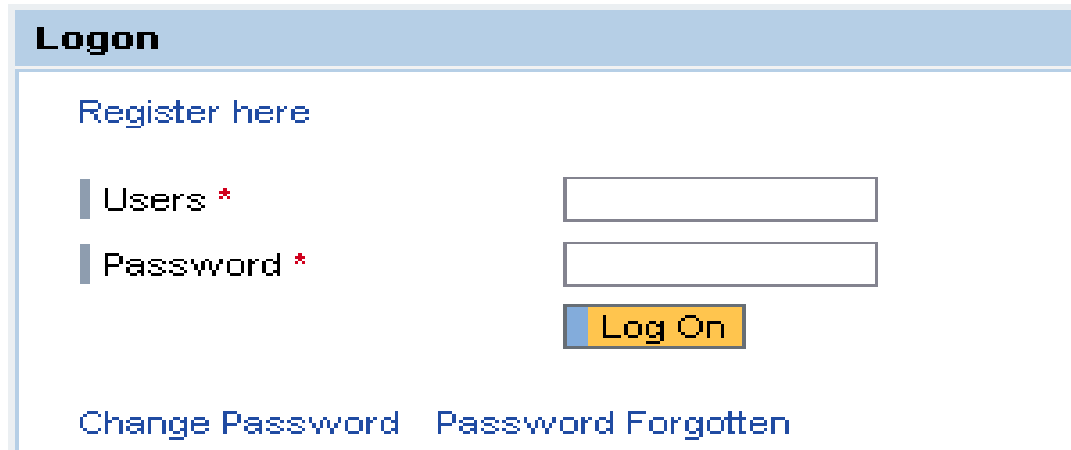


Maybank *myCareer* User Guide

- ❖ Register to *myCareer*.
- ❖ Click '**Register here**' in the screen below and proceed to fill in your personal particulars as instructed.



Logon

[Register here](#)

Users *

Password *

[Change Password](#) [Password Forgotten](#)

- ❖ **NOTE:** Please ensure your e-mail address is active and valid. All correspondences will be sent to the registered e-mail address given.

Navigating within the 'Personal Page' in *myCareer*

- ❖ Once you are successfully logged-in to the *myCareer* system, **DO NOT** click on your Internet browser to go to the previous page, instead click on the previous link as illustrated in the following example: **Click on Personal Pages link to go to previous page of this screen**

Change User Data

[Personal Pages](#) > Change User Data

Specify your new user name and save. Your current user name is then no longer valid. Enter your new user name when you next log on.


User Name

Release of your Profile

In the 'Candidate Profile' page, by clicking on 'Profile Release', recruiters will be able to view your personal profile and data for shortlisting purposes. You may also choose to lock your profile at any time in the event that you are no more actively looking for a job opportunity.

Personal Pages


These are your personal pages. You can enter and update your data here. You are given support during the job search and can save interesting vacancies in your favorites list.



Candidate Profile

The candidate profile contains your resume and your job preferences. If you do not release this data, only you have access to it.


[Candidate Profile](#)
[Data Overview](#)
[Profile Release](#)



Personal Settings

You want to modify your pages to suit your own requirements. You can specify your preferred date format, the decimal format, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)



Jobs

The system assists you in your job search. You can add employment opportunities that interest you to your favorites. You can also apply for jobs directly online.

[Apply Directly](#)
[Available Vacancies](#)
[Favorites](#)
[Applications](#)

Click on **Profile Release** link to release or lock your profile

Profile Release

[Personal Pages](#) > Profile Release

Do you want to be considered for any vacant jobs?

Release your profile to enable recruiters to access your data (see data privacy statement). You can lock your profile again at any time and this prevents anyone from accessing your data.

Release Profile
 Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. [Data Privacy Statement](#)

Yes, I have read the data privacy statement and accept it

Applying for job(s) posted in *myCareer*

- ❖ Take note of the job posting reference code in the job advertisement and follow the steps below:
 - In the Personal Pages -> Jobs page, click on Apply Directly.
 - Enter the '**Reference Code**' and click '**Start Search**' button.
 - Then select the job posting (position) and click **Apply / Display Application** button

Apply Directly

[Personal Pages](#) > [Apply Directly](#)

Are you interested in a new challenge?
Use the reference code search if you already know the job posting for which you want to apply and you know the reference code for it.

Reference Code Search

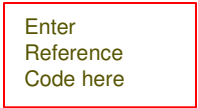
Do you know the reference code (display code) of the job posting? Enter the corresponding character string, ignoring upper and lower case. You can replace unknown character strings with an asterisk (*), and individual characters with a plus sign (+).

Reference Code

Search Result: 1 Hits

N	Reference Code	Job Posting	Published	Posting Channel	Application Of
1	EXHROFF	Required Immediately for HR Analyst	01.01.2008	For External Candidates	

Page 1 of 1



Cont.

- ❖ If you missed or are not able to locate the job posting reference code, follow the steps below:
 - In the Personal Pages -> Jobs page, click on Available Vacancies link.
 - Enter the search criteria by typing in common key words/phrases for your intended job search and click the **'Start Search'** button.
 - Alternatively, you may click on the **Start Search** button directly without completing the search criteria.
 - A list of current Job Posting(s) will appear for you to browse and consider.
 - Finally, select the job posting (position) that interests you and click **Apply / Display Application** button.

Available Vacancies
Personal Pages > Available Vacancies

Are you looking for a new challenge at our company?
You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Start Search Reset Save Search

Search Queries
Search Query -- No search query saved --

Full Text Search
Search for
Search Method One word (OR)

Search Criteria for Employment Opportunities
Functional Area -- Select --
Accounting Services & Treasury Back Office
Aseambankers (Investment)
Audit
Country -- Select --
Bahrain
Malaysia

Work Contract Type -- Select --
Contingent
Contract
Permanent

Hierarchy Level -- Select --
Clerical
Executive
Manager

General Search Settings

Start Search Reset Save Search

Status of your job application

- ❖ In the Personal Pages -> Jobs page, click on Applications link.
- ❖ You will see a list of job(s) that you have applied to and the status of the application

Applications

[Personal Pages](#) > [Applications](#)

Do you want to obtain an overview of your previous applications?

These are your applications up to now. You can check the status and withdraw or delete applications. You can apply for withdrawn or deleted applications again.

Number of Applications: 4

N	Job Posting	Application Of	Status
<input type="checkbox"/>	Fresh Graduate Application		Draft
<input type="checkbox"/>	Etiga - Reinsurance Executive		Draft
<input type="checkbox"/>	Required Immediately for HR Analyst		Draft
<input type="checkbox"/>	Etiga - Financial Planner Executive	24.09.2008	To Be Hired

Page 1 of 1

[Continue / Display Application](#)

[Delete / Withdraw](#)