

Waktunya **STARt** Academy

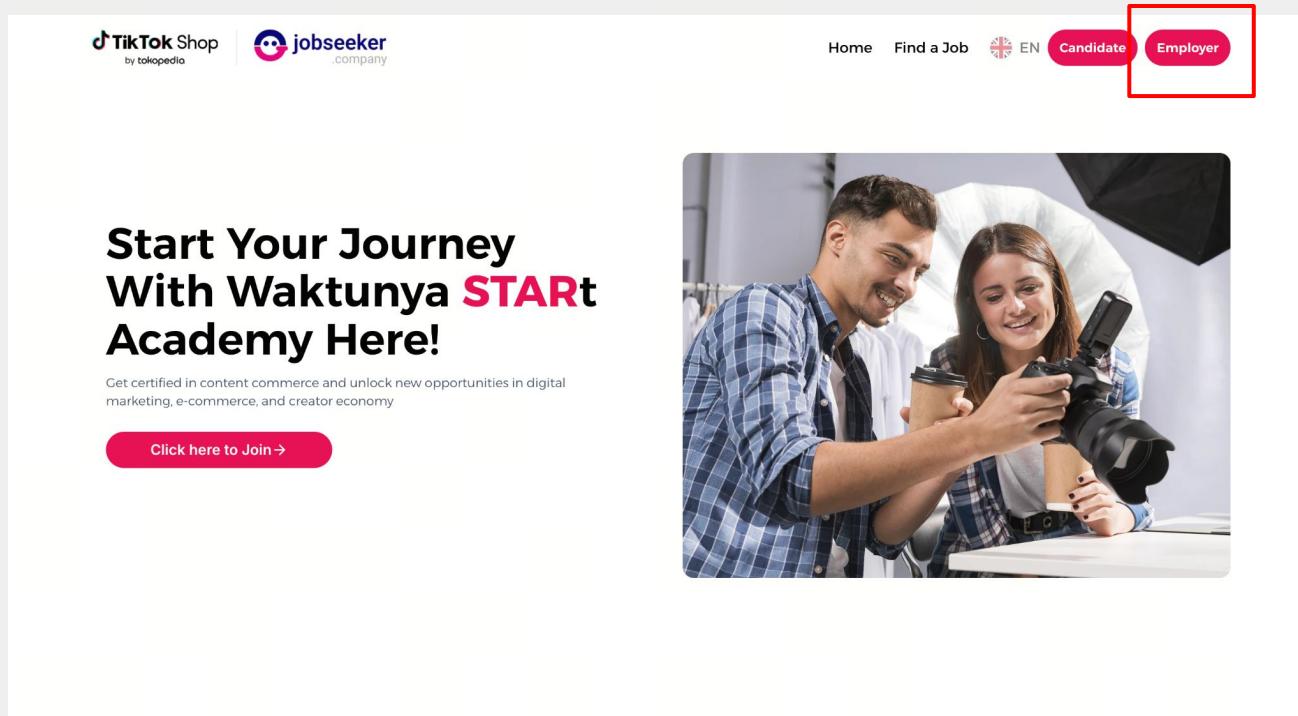
Employer Guidebook - English Ver.

Waktunya START Academy - Employer Guidebook

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Step 1: Registration

Go to <https://tiktok.jobseeker.software> and you'll arrive at **Waktunya START** Academy landing page. Click the "Employer" button on the top right corner of the screen



The screenshot shows the landing page for the Waktunya START Academy. At the top left are the TikTok Shop by Tokopedia and jobseeker company logos. The top right features a navigation bar with Home, Find a Job, a language switch (EN), and two buttons: Candidate and Employer, with the Employer button highlighted by a red box. The main content area has a large headline: "Start Your Journey With Waktunya START Academy Here!". Below it is a subtext: "Get certified in content commerce and unlock new opportunities in digital marketing, e-commerce, and creator economy". A pink "Click here to Join →" button is at the bottom of this section. To the right is a photograph of a man and a woman smiling, with the man holding a camera and a coffee cup.

Step 1: Registration



This is the employer registration page. You can enter all the required details to create your Applicant Tracking System (ATS) account.

Home Find a Job EN Candidate Employer

Register Your Account

Create your TikTok Career account and start discovering opportunities that match your talents

Company Name*
Insert your Company Name

Company Email*
Insert your Company Email

Company Type*
 Seller For brands or companies that manage their own products
 TCP/MCN (Agency) For agencies that manage multiple sellers, brands, or talents

Shop Code
Insert your shop code
Click [here](#) for guidance to find your ID

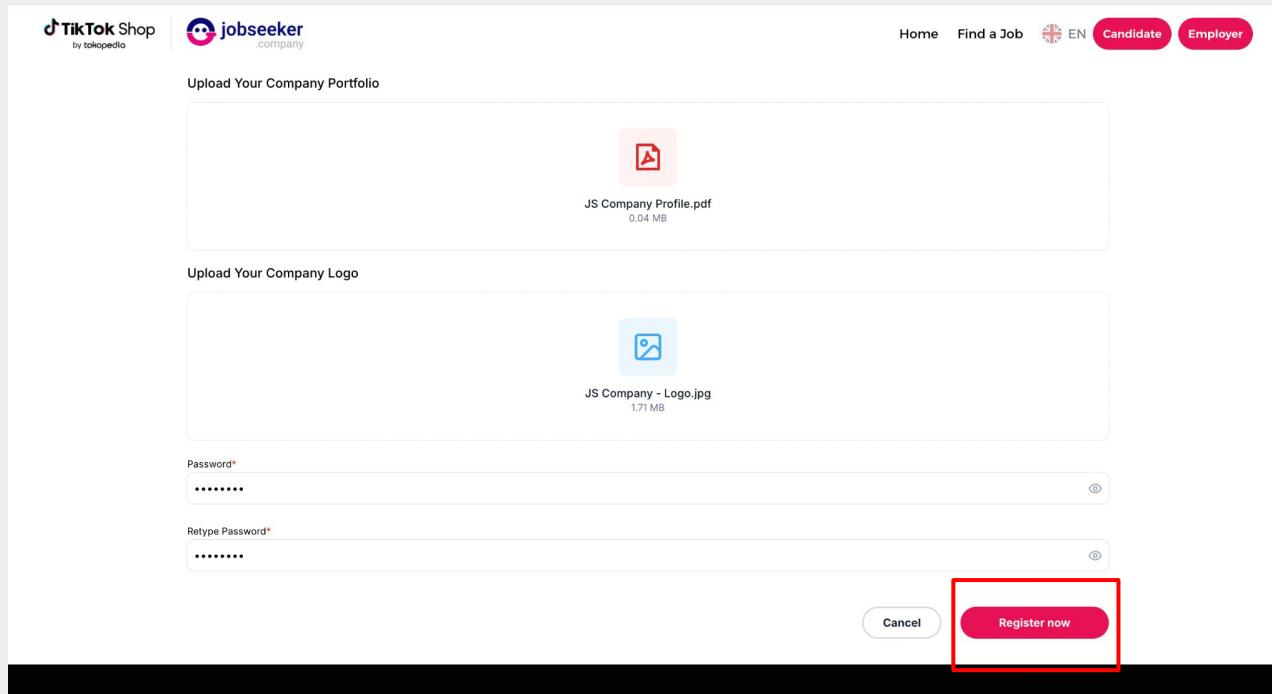
Contact Name*
Insert your contact Name

Contact Email*
Insert your email

Step 1: Registration



After you submit all the required information, click "Register Now" button on the bottom right corner of the page.



The screenshot shows the jobseeker registration page. At the top, there are navigation links for "TikTok Shop by tokopedia", the "jobseeker .company" logo, "Home", "Find a Job", a language switcher for "EN", and buttons for "Candidate" and "Employer".

The main form area contains two file upload fields:

- Upload Your Company Portfolio:** A file named "JS Company Profile.pdf" (0.04 MB) is uploaded, represented by a document icon.
- Upload Your Company Logo:** A file named "JS Company - Logo.jpg" (1.71 MB) is uploaded, represented by a camera icon.

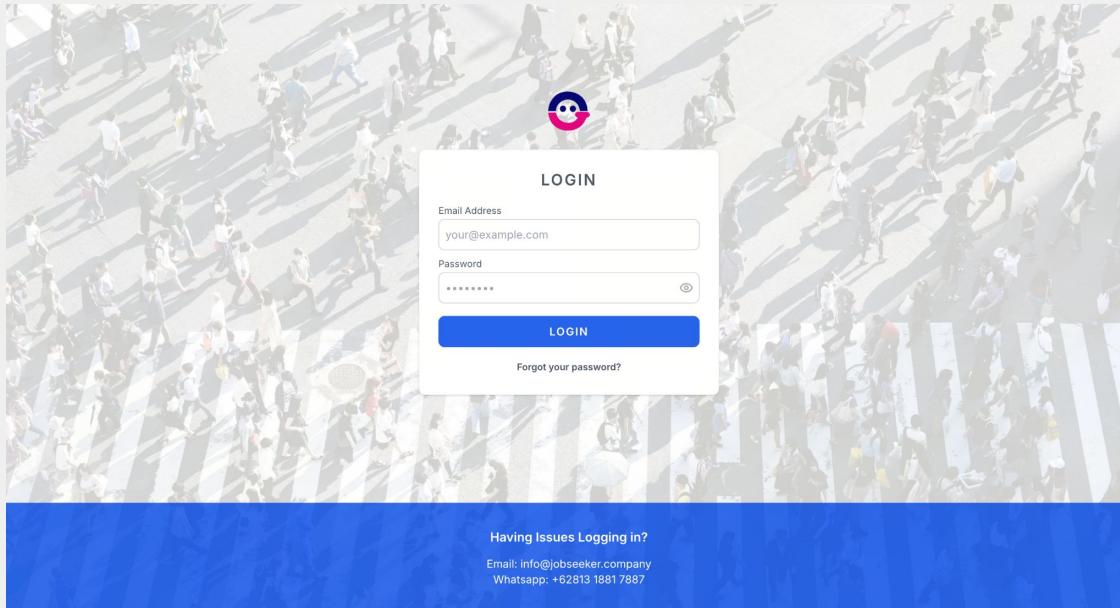
Below these fields are two password input fields:

- Password***: The input field contains "*****".
- Retype Password***: The input field contains "*****".

At the bottom right of the form, there are two buttons: "Cancel" and a large, pink, rounded rectangular button with the text "Register now". The "Register now" button is highlighted with a red rectangular box.

Step 1: Registration

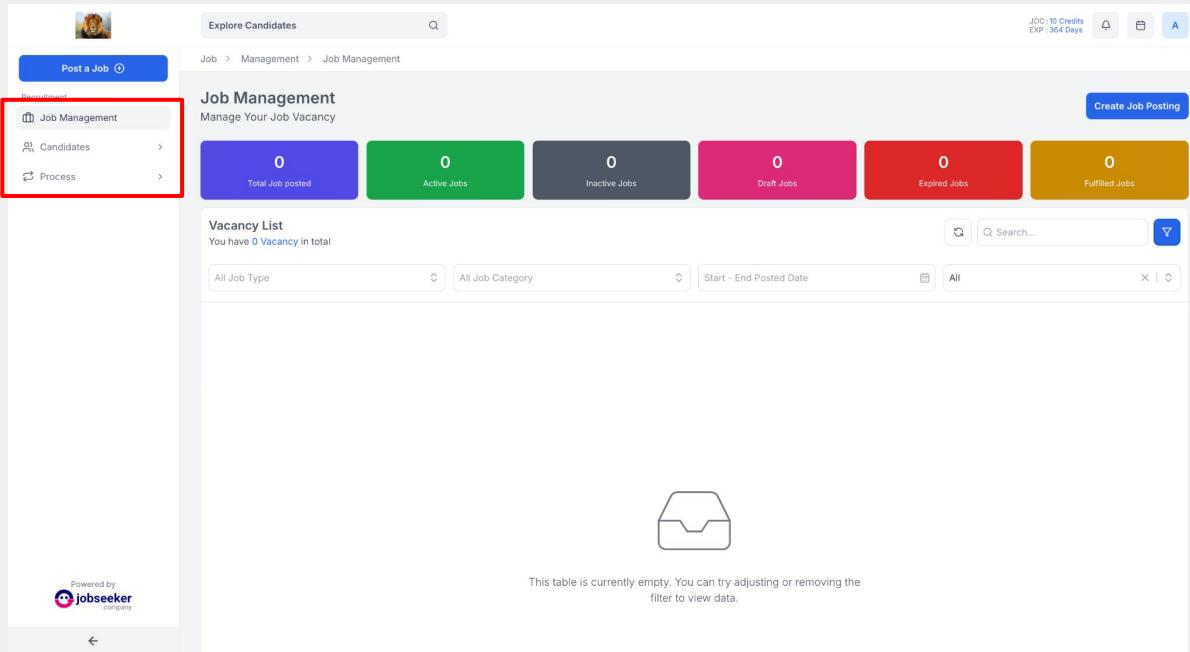
After clicking "Register now", you will receive an email from Jobseeker that contains the URL for your Applicant Tracking System (If you don't receive any email in your inbox, try checking your spam folder). Please follow the URL to find your login page. Use the credentials (email and password) that you created during registration to log into your account



Step 2: Creating Job Post

This is your ATS account. In this system you will have 3 main menu:

1. Job Management: View all job posting
2. Candidates: View candidates based on their status
3. Process: View candidates who are currently in process, according to which stage the candidate is in



Explore Candidates

Job > Management > Job Management

Job Management

Manage Your Job Vacancy

Create Job Posting

Job Management

Candidates

Process

Total Job posted: 0

Active Jobs: 0

Inactive Jobs: 0

Draft Jobs: 0

Expired Jobs: 0

Fulfilled Jobs: 0

Vacancy List

You have 0 Vacancy in total

All Job Type

All Job Category

Start - End Posted Date

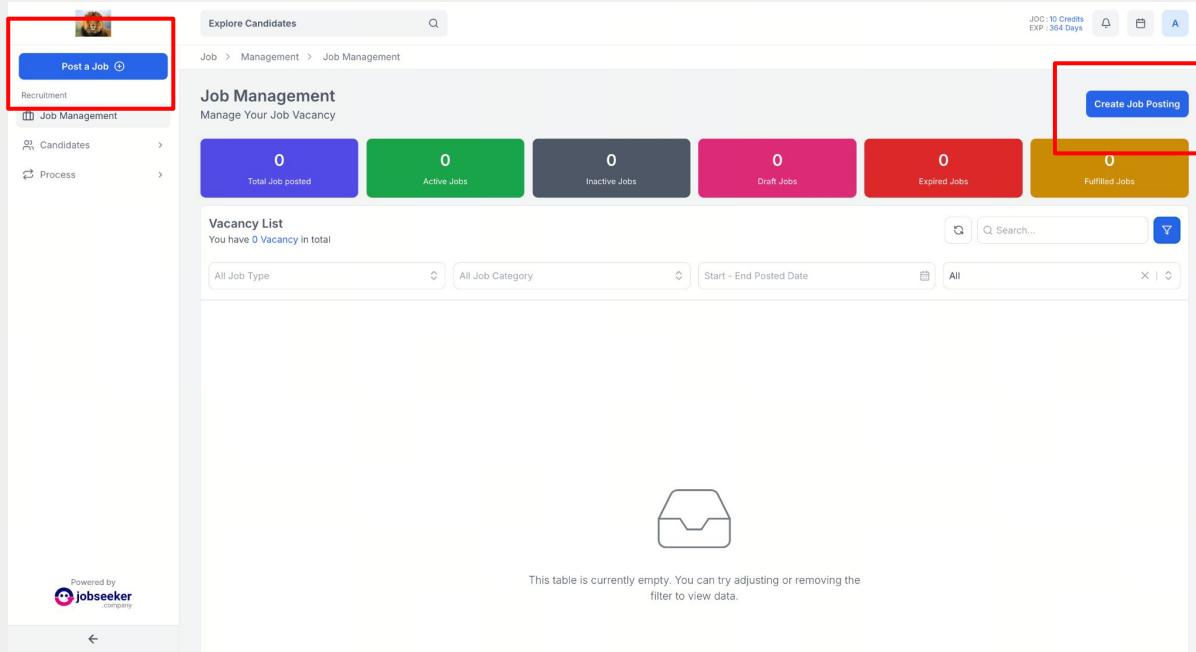
All

Powered by jobseeker

This table is currently empty. You can try adjusting or removing the filter to view data.

Step 2: Creating Job Post

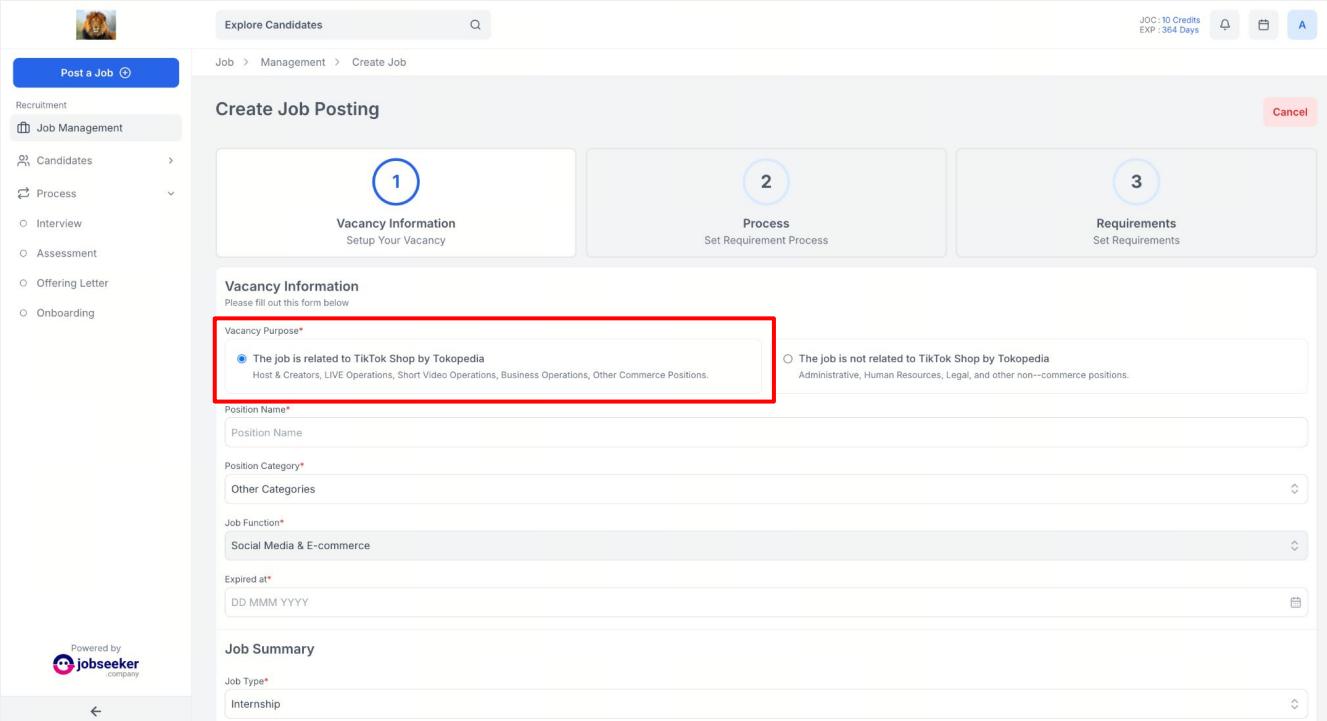
To start posting jobs, you can click the “Post a Job” blue button on the left side of the screen, or the “Create Job Posting” button on the right side of the screen.



The screenshot shows the 'Job Management' section of the software. On the left, there is a sidebar with 'Post a Job' and 'Create Job Posting' buttons, both of which are highlighted with red boxes. The main area displays a 'Job Management' dashboard with six colored boxes showing counts for 'Total Job posted', 'Active Jobs', 'Inactive Jobs', 'Draft Jobs', 'Expired Jobs', and 'Fulfilled Jobs', all of which show a count of 0. Below this is a 'Vacancy List' table, which is currently empty. The table has columns for 'All Job Type', 'All Job Category', 'Start - End Posted Date', and 'All'. A small icon of a briefcase is centered below the table. A message at the bottom of the table says, "This table is currently empty. You can try adjusting or removing the filter to view data."

Step 2: Creating Job Post

First step of creating job post is to enter all the information needed. Here, you need to define whether or not the job is related to TikTok Shop's **Waktunya START** program. If yes, then choose the left box. If not, choose the right box



Explore Candidates Q

Job > Management > Create Job

Post a Job

Recruitment

Job Management

Candidates

Process

Interview

Assessment

Offering Letter

Onboarding

1 Vacancy Information Setup Your Vacancy

2 Process Set Requirement Process

3 Requirements Set Requirements

Vacancy Information
Please fill out this form below

Vacancy Purpose*

The job is related to TikTok Shop by Tokopedia
Host & Creators, LIVE Operations, Short Video Operations, Business Operations, Other Commerce Positions.

The job is not related to TikTok Shop by Tokopedia
Administrative, Human Resources, Legal, and other non-commerce positions.

Position Name* Position Name

Position Category* Other Categories

Job Function* Social Media & E-commerce

Expired at* DD MMM YYYY

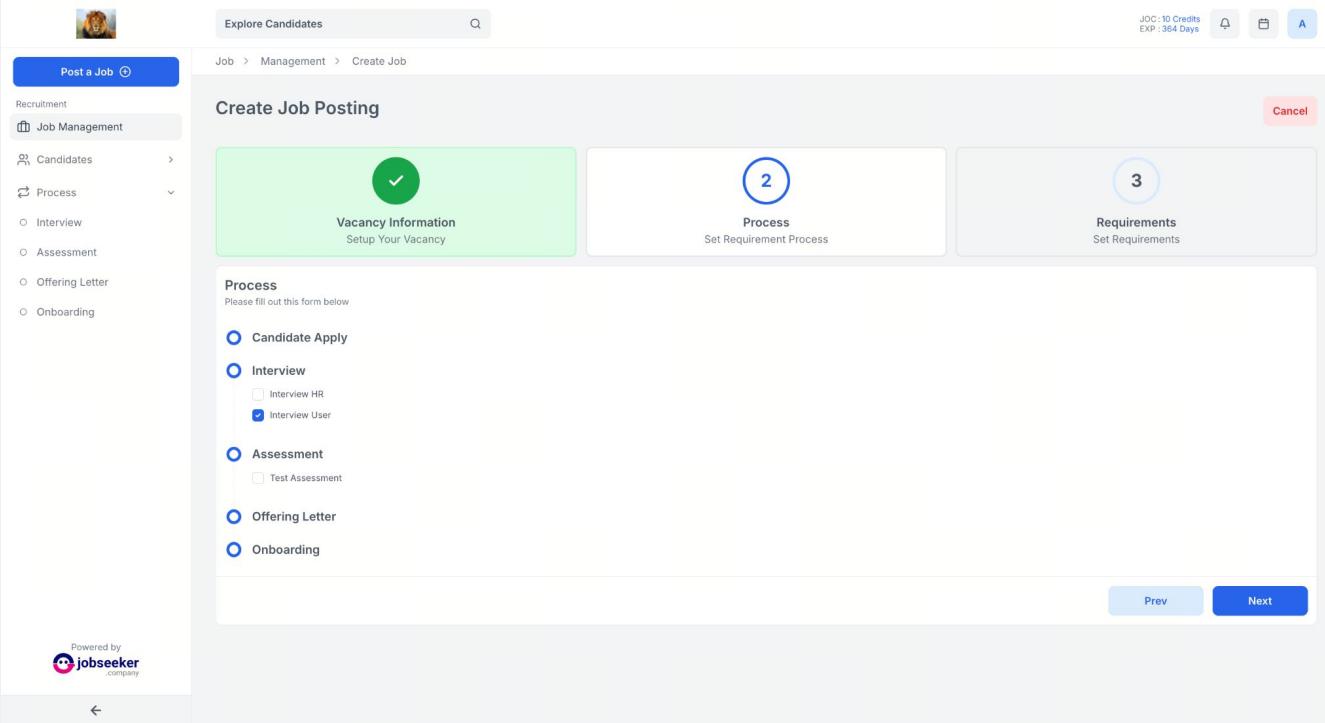
Job Summary

Job Type* Internship

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Step 2: Creating Job Post

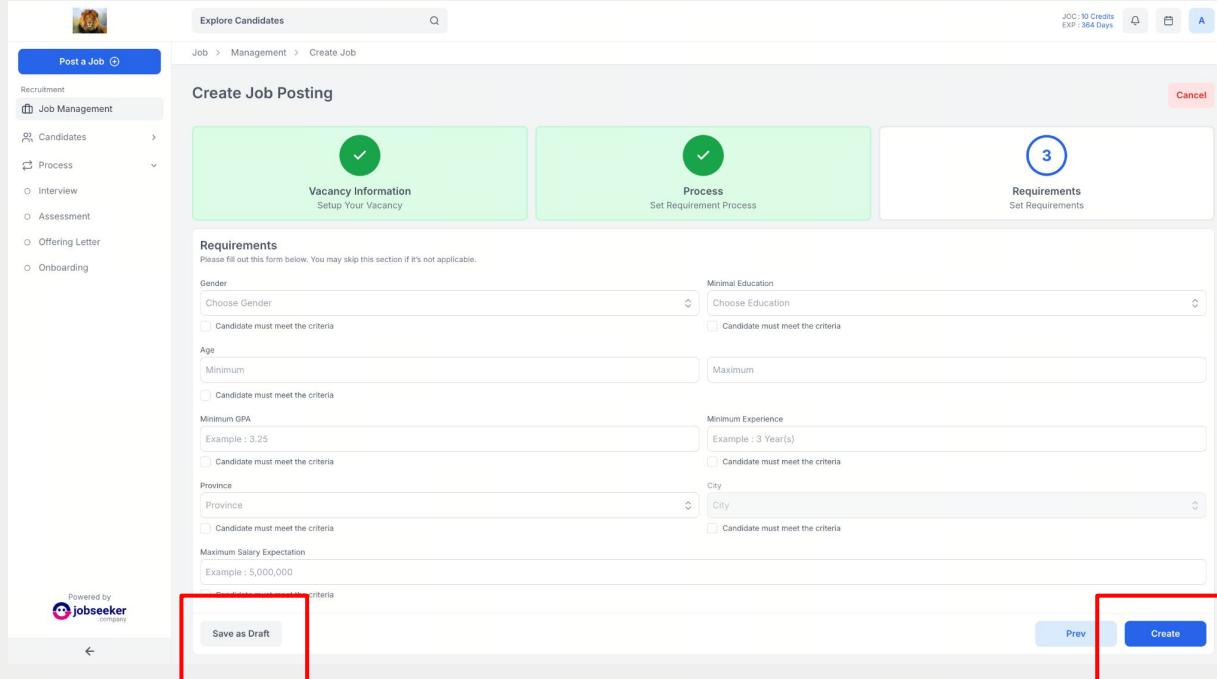
Second step is to choose the recruitment process. Tick the stages needed, and then click "Next" button.



The screenshot shows the 'Create Job Posting' page. At the top, there is a navigation bar with 'Explore Candidates' and a search bar. On the right, there are buttons for 'Post a Job', 'Job Management', and 'Management'. The main title 'Create Job Posting' is displayed. On the left, a sidebar shows a profile picture and a 'Post a Job' button. Below it, under 'Recruitment', are several options: 'Job Management' (selected), 'Candidates', 'Process', 'Interview', 'Assessment', 'Offering Letter', and 'Onboarding'. The main content area is titled 'Create Job Posting' and shows three steps: 'Vacancy Information' (Setup Your Vacancy), 'Process' (Set Requirement Process), and 'Requirements' (Set Requirements). The 'Process' step is currently active, showing a list of recruitment stages: 'Candidate Apply' (selected), 'Interview' (with 'Interview HR' and 'Interview User' checkboxes), 'Assessment' (with 'Test Assessment' checkbox), 'Offering Letter', and 'Onboarding'. At the bottom, there are 'Prev' and 'Next' buttons, and a 'Powered by jobseeker' logo.

Step 2: Creating Job Post

The last step is to setup requirement. Please note that these fields are **not mandatory**. If you fill in the requirement and tick the box, it means candidate must meet that criteria. If you don't have any mandatory requirement, you can leave the section blank. Click "Create" button on the bottom right corner of the screen when you've finished. Or if you want to finish the job post later, you can also click the "Save as Draft" button on the bottom left side of the screen.



The screenshot shows the 'Create Job Posting' page. On the left, a sidebar lists 'Recruitment' and 'Job Management' sections. The main area is titled 'Create Job Posting' and shows three green boxes: 'Vacancy Information' (Setup Your Vacancy), 'Process' (Set Requirement Process), and 'Requirements' (Set Requirements). The 'Requirements' box is currently active. It contains fields for 'Gender' (Choose Gender, Candidate must meet the criteria), 'Age' (Minimum and Maximum fields, Candidate must meet the criteria), 'Minimal Education' (Choose Education, Candidate must meet the criteria), 'Minimal GPA' (Example: 3.25, Candidate must meet the criteria), 'Minimum Experience' (Example: 3 Year(s), Candidate must meet the criteria), 'Province' (Province, Candidate must meet the criteria), 'City' (City, Candidate must meet the criteria), 'Maximum Salary Expectation' (Example: 5,000,000, Candidate must meet the criteria), and 'Additional Criteria' (Save as Draft, Create). The 'Save as Draft' and 'Create' buttons are highlighted with red boxes.

Step 3: Job Management

Posted jobs will be shown in the Job Management menu with these status:

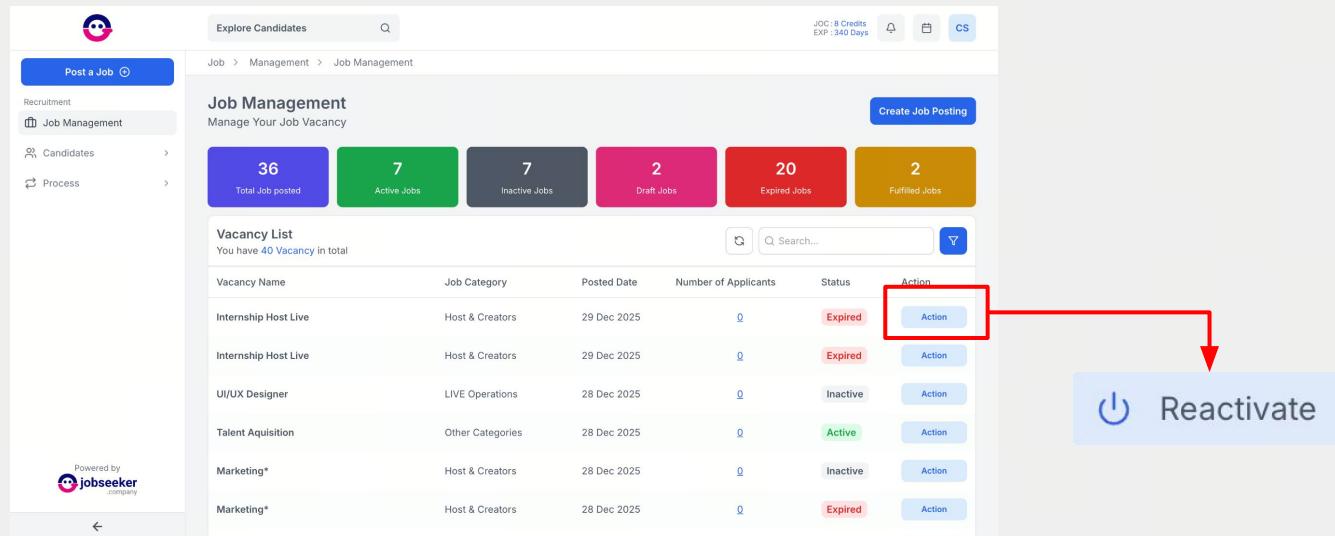
Draft: Jobs that hasn't been posted yet

Active: Jobs that are open to applicant

Fulfilled: Jobs that already filled in

Inactive: Jobs that are deactivated (Can be re-activated by clicking the "Action" button on the right side of the screen, and choose "Reactivate")

Expired: Jobs that already passed the expiration date (Can be re-activated by clicking the "Action" button on the right side of the screen, and choose "Reactivate")



The screenshot shows the 'Job Management' section of the jobseeker software. At the top, there are six status indicators: 'Total Job posted' (36), 'Active Jobs' (7), 'Inactive Jobs' (7), 'Draft Jobs' (2), 'Expired Jobs' (20), and 'Fulfilled Jobs' (2). Below this is a 'Vacancy List' table with columns: Vacancy Name, Job Category, Posted Date, Number of Applicants, Status, and Action. The 'Action' column contains blue buttons. A red box highlights the 'Action' button for the first 'Expired' job listed. A red arrow points from this highlighted button to a large blue button at the bottom right labeled 'Reactivate' with a power icon.

Vacancy Name	Job Category	Posted Date	Number of Applicants	Status	Action
Internship Host Live	Host & Creators	29 Dec 2025	0	Expired	Action
Internship Host Live	Host & Creators	29 Dec 2025	0	Expired	Action
UI/UX Designer	LIVE Operations	28 Dec 2025	0	Inactive	Action
Talent Aquisition	Other Categories	28 Dec 2025	0	Active	Action
Marketing*	Host & Creators	28 Dec 2025	0	Inactive	Action
Marketing*	Host & Creators	28 Dec 2025	0	Expired	Action

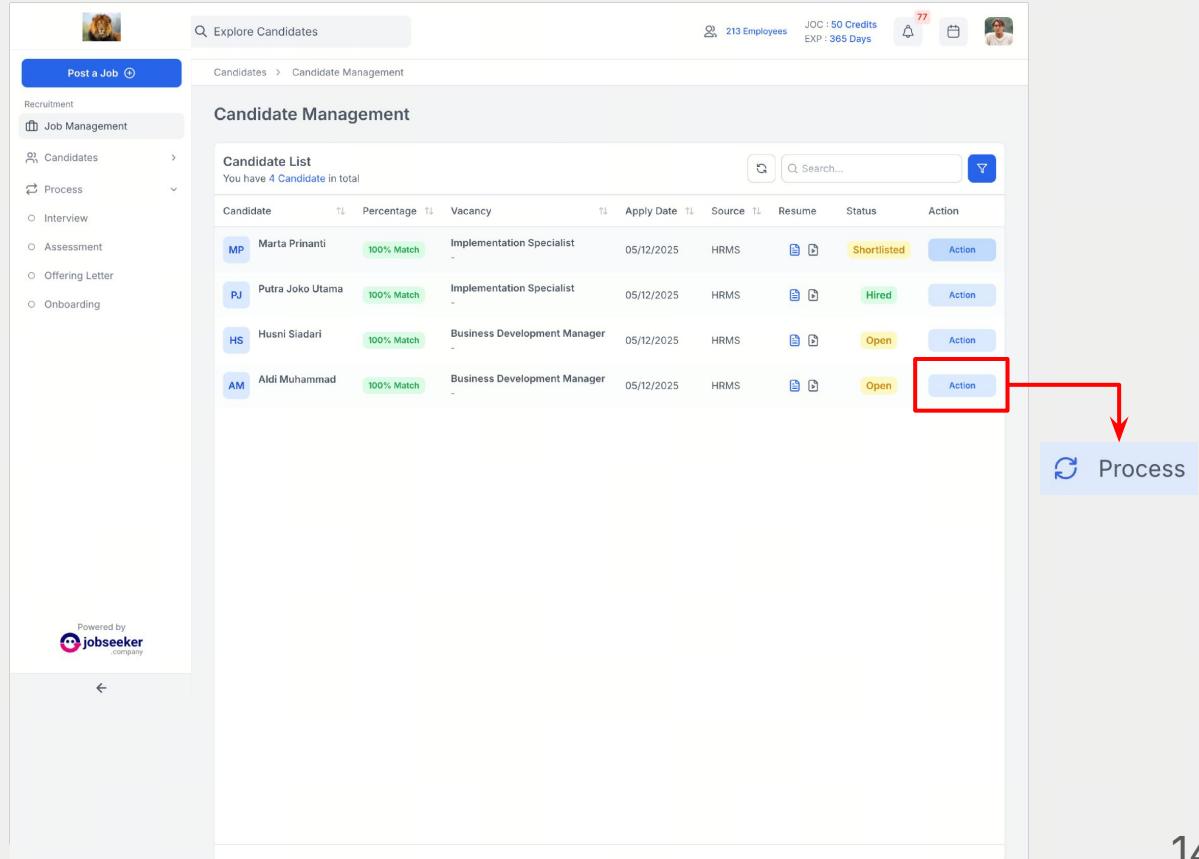
Step 4: Candidate

Employers can browse all candidates registered in Jobseeker database, and can invite them to apply to the available vacancies through the Explore Candidates feature. The “Offer Job” button is used if you want to invite a candidate to apply to a job post that you have. **Doing this will consume 1 coin/1 credit**

The screenshot shows the Jobseeker software interface. The top navigation bar includes a logo, a search bar labeled 'Explore Candidates', and user information like '213 Employees', 'JOC : 50 Credits', and 'EXP : 365 Days'. The left sidebar has sections for 'Recruitment' (Job Management, Candidates, Process, Interview, Assessment, Offering Letter, Onboarding) and 'Job Management'. The main area is titled 'Explore Candidate' with a sub-instruction 'Try searching by position or name'. It features a search bar and filters for Industry, City, Gender, Current Education, and Education Major. Below these are 16 candidate profiles arranged in a 4x4 grid. Each profile includes a video thumbnail, the candidate's name, their location (e.g., '12 km Live in Kemayoran, Jakarta Pusat, DKI Jakarta'), their job title ('Social Media Content Creator'), and a blue 'Offer Job' button.

Step 4: Candidate

In this page employers can see all the applicants, which vacancy they're applying to, and what's the hiring status. To start processing a candidate, you can click 'Action' button on the right, and select "Process"



Candidate Management

Candidate	Percentage	Vacancy	Apply Date	Source	Resume	Status	Action
MP Marta Prinanti	100% Match	Implementation Specialist	05/12/2025	HRMS			Action
PJ Putra Joko Utama	100% Match	Implementation Specialist	05/12/2025	HRMS			Action
HS Husni Siadari	100% Match	Business Development Manager	05/12/2025	HRMS			Action
AM Aldi Muhammad	100% Match	Business Development Manager	05/12/2025	HRMS			Action

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.company

Process

Step 4: Candidate



If a candidate is considered not fit for the job, employers can reject candidate, and have to input reject reason

