

Waktunya **STARt** Academy

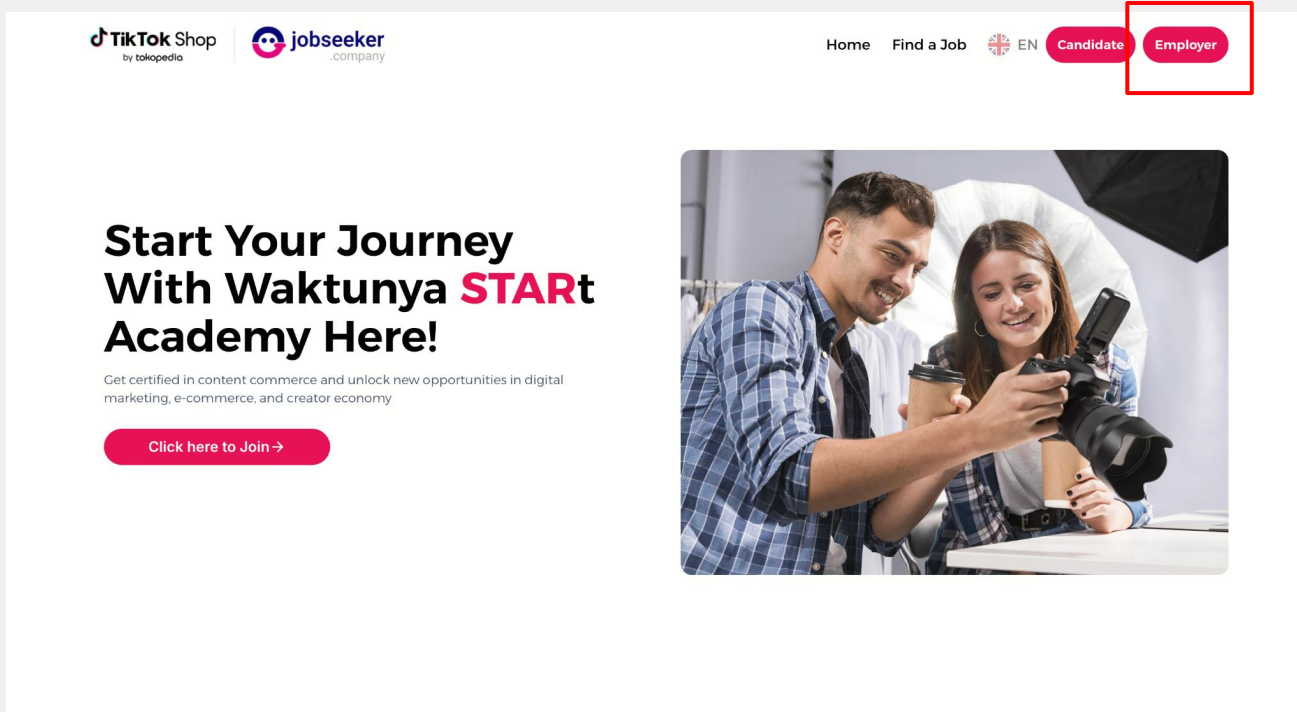
Employer Guidebook - English Ver.

Waktunya **STARt** Academy - Employer Guidebook

Guidance	Page
Registration	3-6
Creating Job Post	7-11
Job Management	12
Candidate	13-15

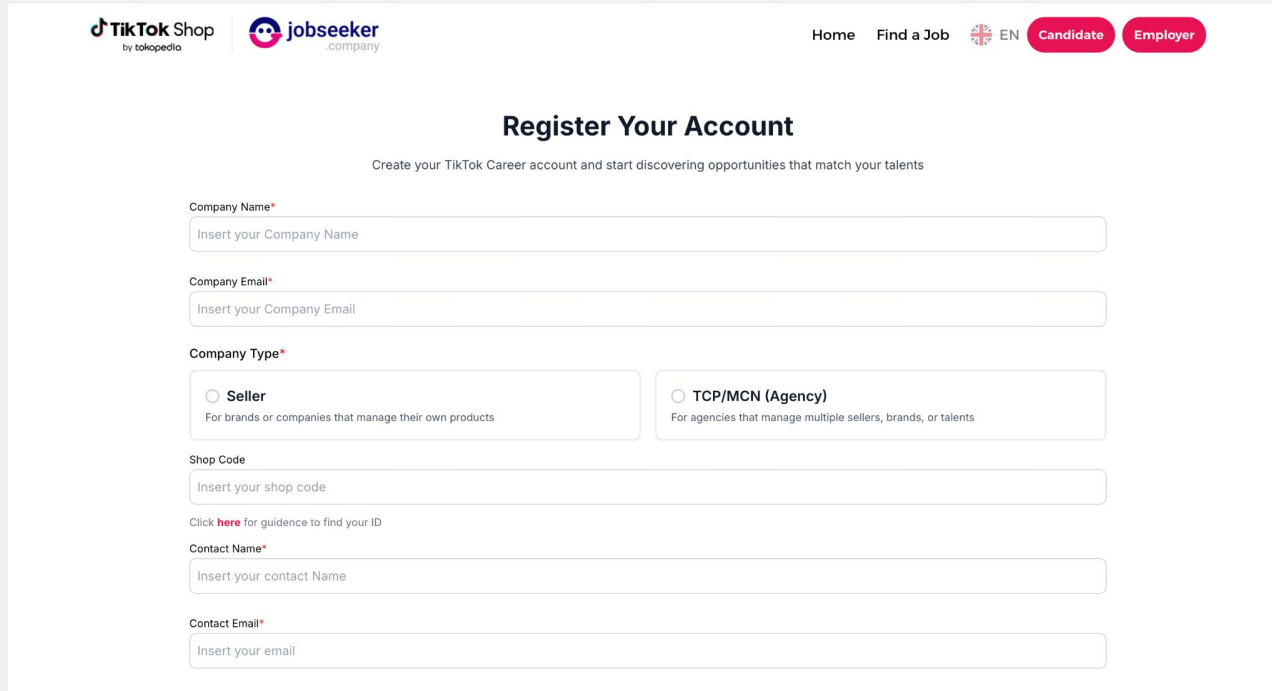
Step 1: Registration

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




Step 1: Registration

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



TikTok Shop by tokopedia | **jobseeker** .company

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.






HomeFind a Job ENCandidateEmployer

Upload Your Company Portfolio





JS Company Profile.pdf
0.04 MB

Upload Your Company Logo



JS Company - Logo.jpg
1.71 MB

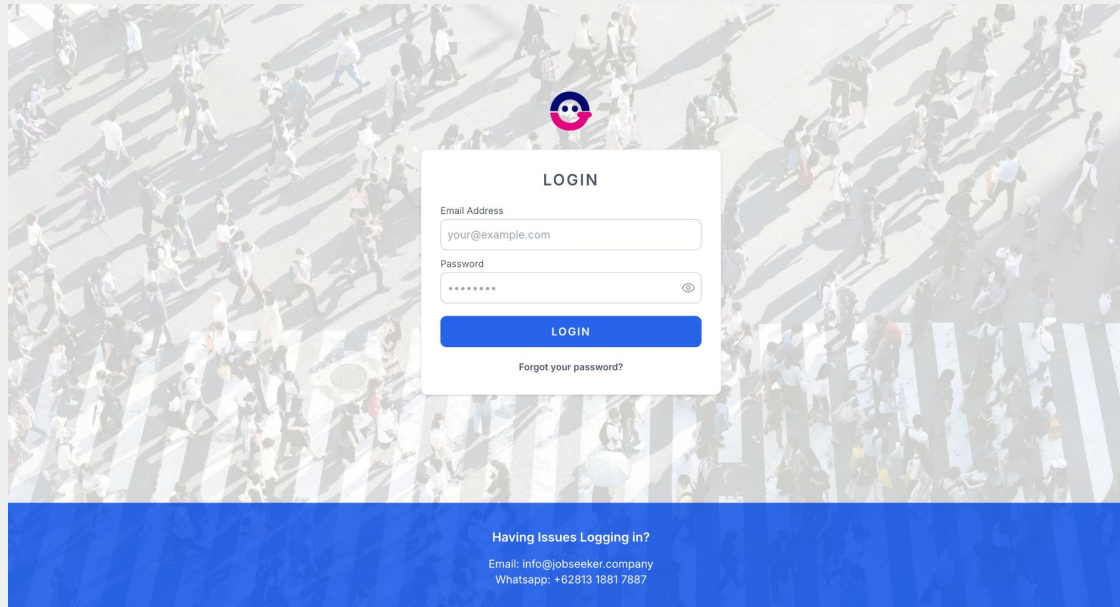
Password*
.....

Retype Password*
.....

CancelRegister now

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



The image shows a login form for Jobseeker. The form is centered on a background image of a large crowd of people walking on a city street. The form has a white background and a blue border. At the top of the form is the Jobseeker logo. Below the logo is the word "LOGIN" in bold. There are two input fields: "Email Address" with the placeholder text "your@example.com" and "Password" with a masked password "*****" and an eye icon to toggle visibility. Below the input fields is a blue "LOGIN" button. Under the button is a link that says "Forgot your password?". At the bottom of the form, there is a blue footer bar with white text that reads: "Having Issues Logging in?", "Email: info@jobseeker.company", and "Whatsapp: +62813 1881 7887".

LOGIN

Email Address
your@example.com

Password

LOGIN

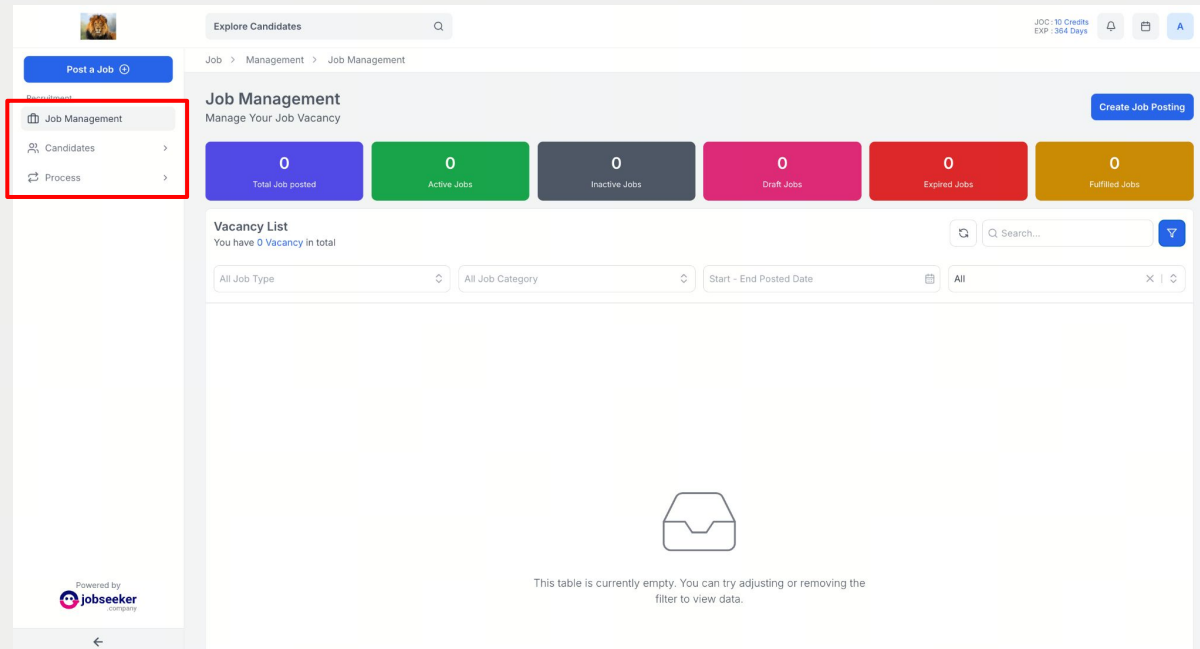
[Forgot your password?](#)

Having Issues Logging in?
Email: info@jobseeker.company
Whatsapp: +62813 1881 7887

Step 2: Creating Job Post

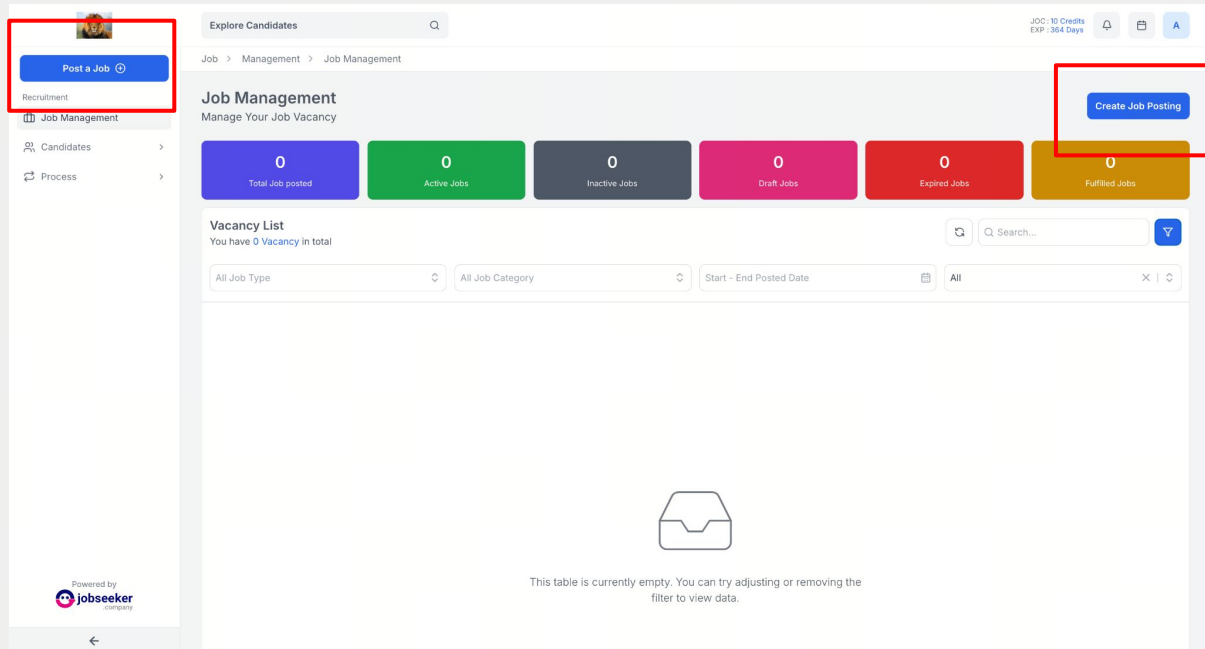
This is your ATS account. In this system you will have 3 main menu:

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



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.

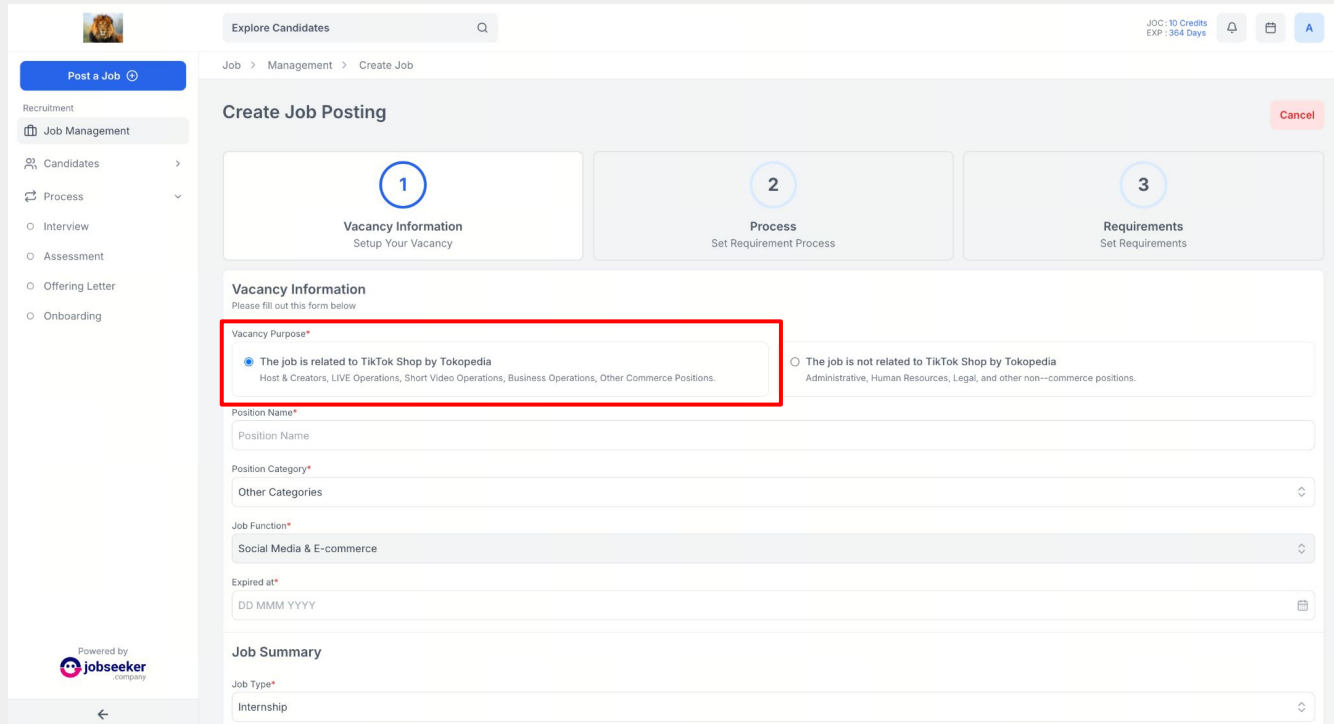


The screenshot displays the Jobseeker Job Management dashboard. On the left sidebar, the 'Post a Job' button is highlighted with a red box. The main content area features a 'Job Management' section with a 'Manage Your Job Vacancy' header. Below this, there are six colored cards showing job statistics: Total Job posted (0), Active Jobs (0), Inactive Jobs (0), Draft Jobs (0), Expired Jobs (0), and Fulfilled Jobs (0). The 'Create Job Posting' button is highlighted with a red box. Below the statistics is a 'Vacancy List' section with a search bar and filters. The table is currently empty, and a message at the bottom states: 'This table is currently empty. You can try adjusting or removing the filter to view data.'

Job Type	Job Category	Start - End Posted Date	Filter
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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

JOC: 10 Credits
EXP: 364 Days

Job > Management > Create Job

Create Job Posting Cancel

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

Powered by


Step 2: Creating Job Post



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



Jobseeker Company

Recruitment

Job Management

Candidates

Process

Interview

Assessment

Offering Letter

Onboarding

Explore Candidates

Job > Management > Create Job

Create Job Posting

Vacancy Information
Setup Your Vacancy

2
Process
Set Requirement Process

3
Requirements
Set Requirements

Cancel

Process

Please fill out this form below

Candidate Apply

Interview

Assessment

Offering Letter

Onboarding

☐ Interview HR


☒ Interview User

☐ Test Assessment

Prev

Next

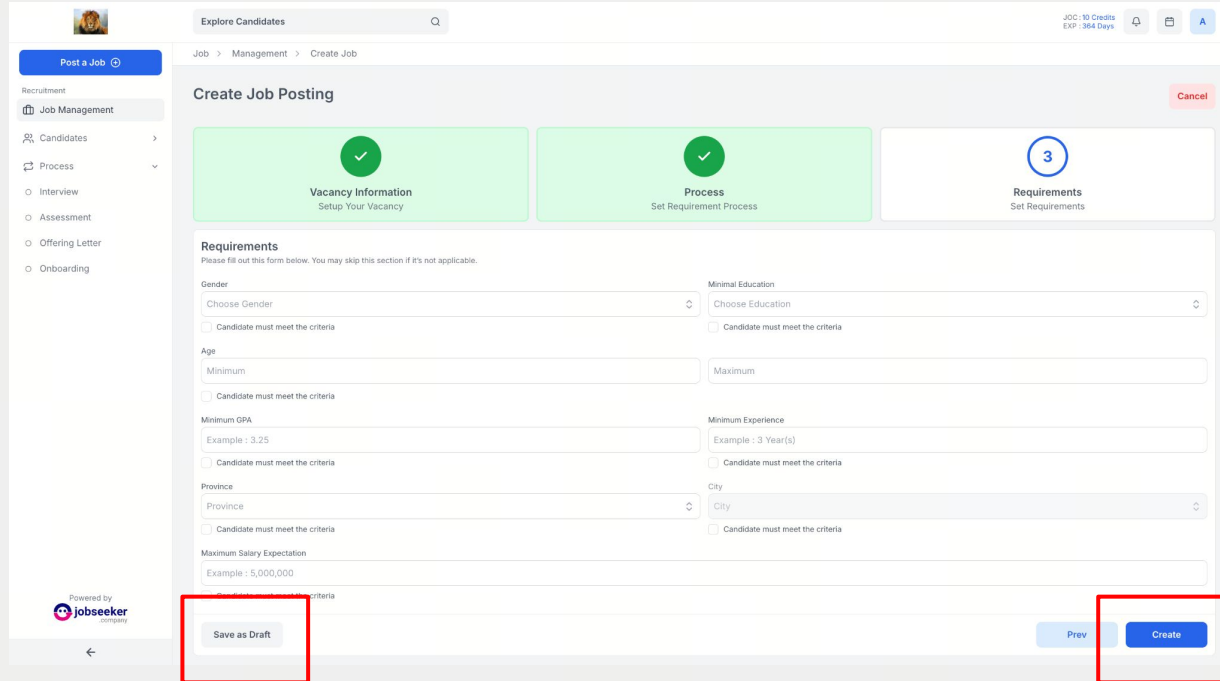
Powered by



Jobseeker Company

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.



Job > Management > Create Job

Create Job Posting

Cancel

✓

Vacancy Information

Setup Your Vacancy

✓

Process

Set Requirement Process

3

Requirements

Set Requirements

Requirements

Please fill out this form below. You may skip this section if it's not applicable.

Gender

Choose Gender

☐ Candidate must meet the criteria

Age

Minimum

☐ Candidate must meet the criteria

Minimum GPA

Example : 3.25

☐ Candidate must meet the criteria

Province

Province

☐ Candidate must meet the criteria

Maximum Salary Expectation

Example : 5,000,000

☐ Candidate must meet the criteria

Minimal Education

Choose Education

☐ Candidate must meet the criteria

Minimum Experience

Example : 3 Year(s)

☐ Candidate must meet the criteria

City

City

☐ Candidate must meet the criteria

Save as Draft

Prev

Create

Step 3: Job Management

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

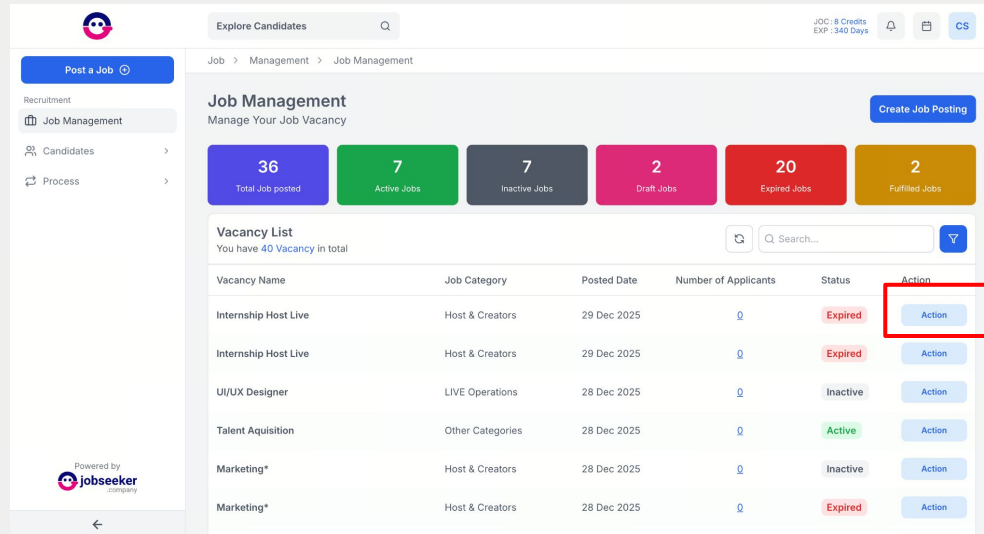
Draft: Jobs that hasn't been posted yet

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")



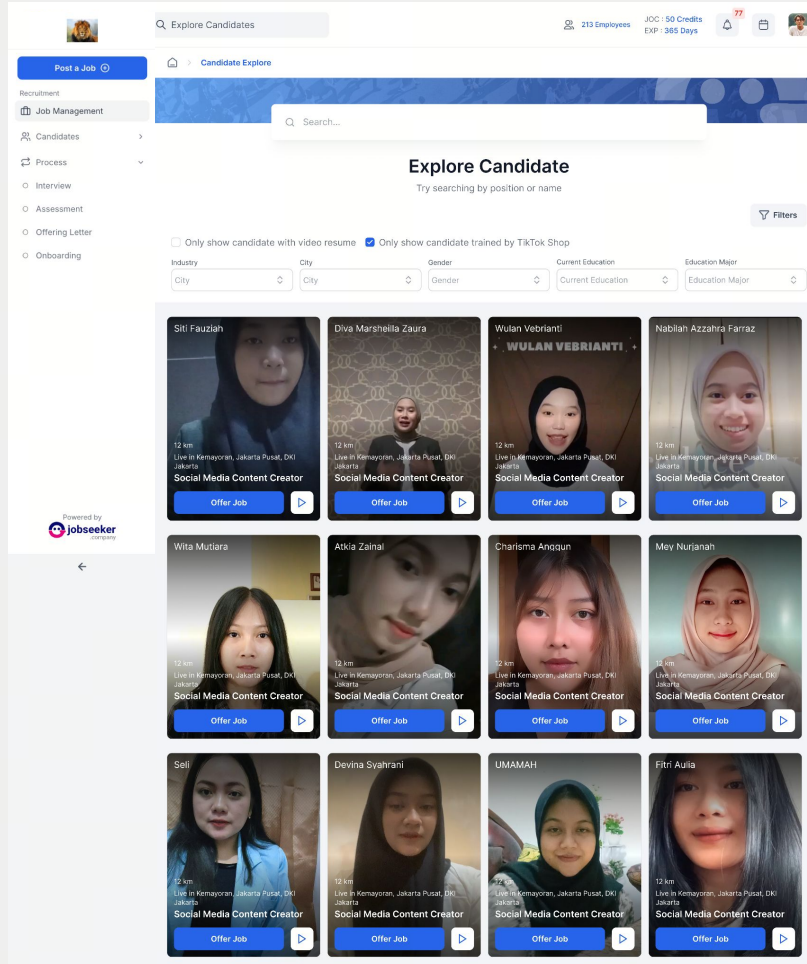
The screenshot displays the Job Management interface. At the top, there's a search bar for 'Explore Candidates' and user information: 'JOC: 8 Credits', 'EXP: 340 Days', and a 'CS' button. The left sidebar contains navigation options: 'Post a Job', 'Recruitment', 'Job Management' (selected), 'Candidates', and 'Process'. The main content area is titled 'Job Management' with the subtitle 'Manage Your Job Vacancy' and a 'Create Job Posting' button. Below this, a summary bar shows counts for various job statuses: 36 Total Job posted, 7 Active Jobs, 7 Inactive Jobs, 2 Draft Jobs, 20 Expired Jobs, and 2 Fulfilled Jobs. A 'Vacancy List' section follows, indicating 'You have 40 Vacancy in total' and providing a search bar. The table below lists job vacancies with columns for Vacancy Name, Job Category, Posted Date, Number of Applicants, Status, and Action. The first two rows are 'Expired' and the last two are 'Expired'. A red box highlights the 'Action' button for the first 'Expired' job, with a red arrow pointing to a 'Reactivate' button in a separate box.

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 Acquisition	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

 Reactivate

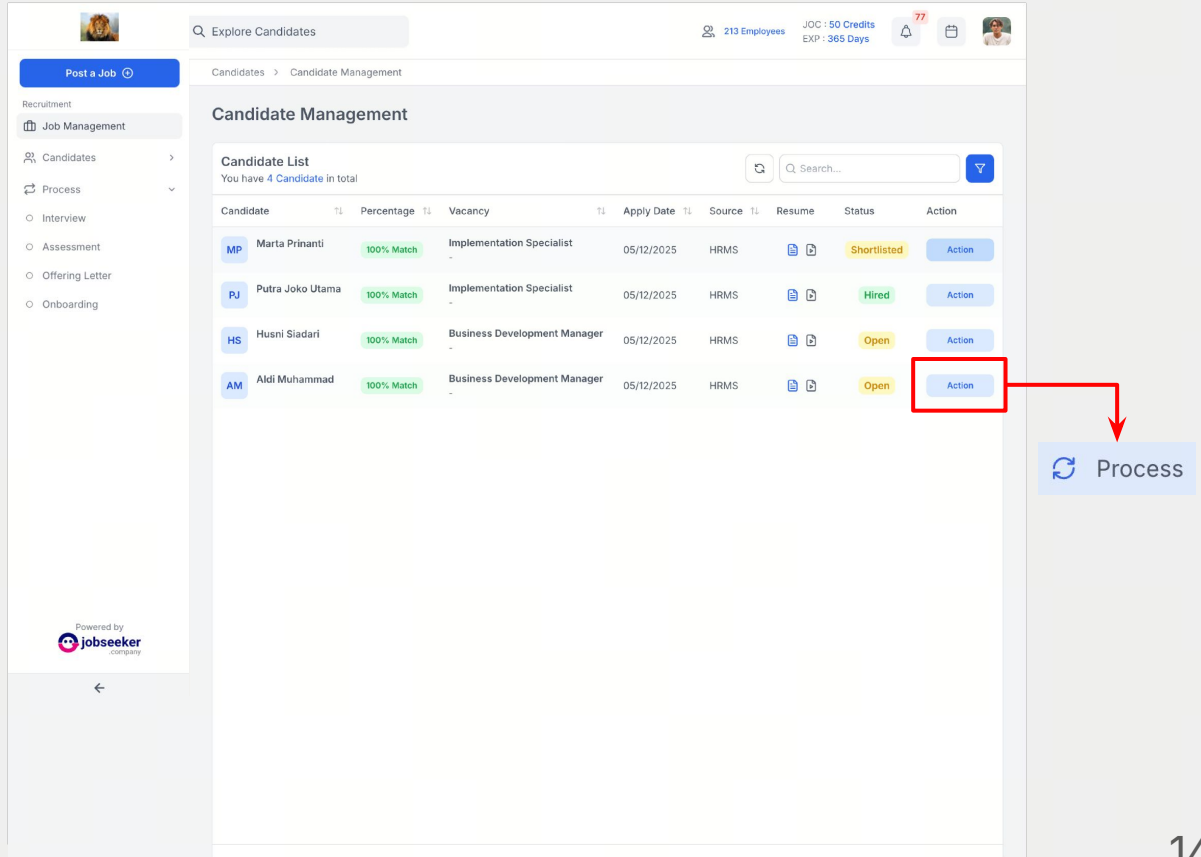
Step 4: Candidate

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**



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"



The screenshot shows the 'Candidate Management' page in the Jobseeker software. The page displays a list of four candidates, all with a 100% match percentage. The candidates are: Marta Prinanti (Implementation Specialist), Putra Joko Utama (Implementation Specialist), Husni Siadari (Business Development Manager), and Aldi Muhammad (Business Development Manager). Each candidate has an 'Action' button next to their status. A red box highlights the 'Action' button for Aldi Muhammad, and a red arrow points from it to a 'Process' button in a separate box on the right.

Candidate Management

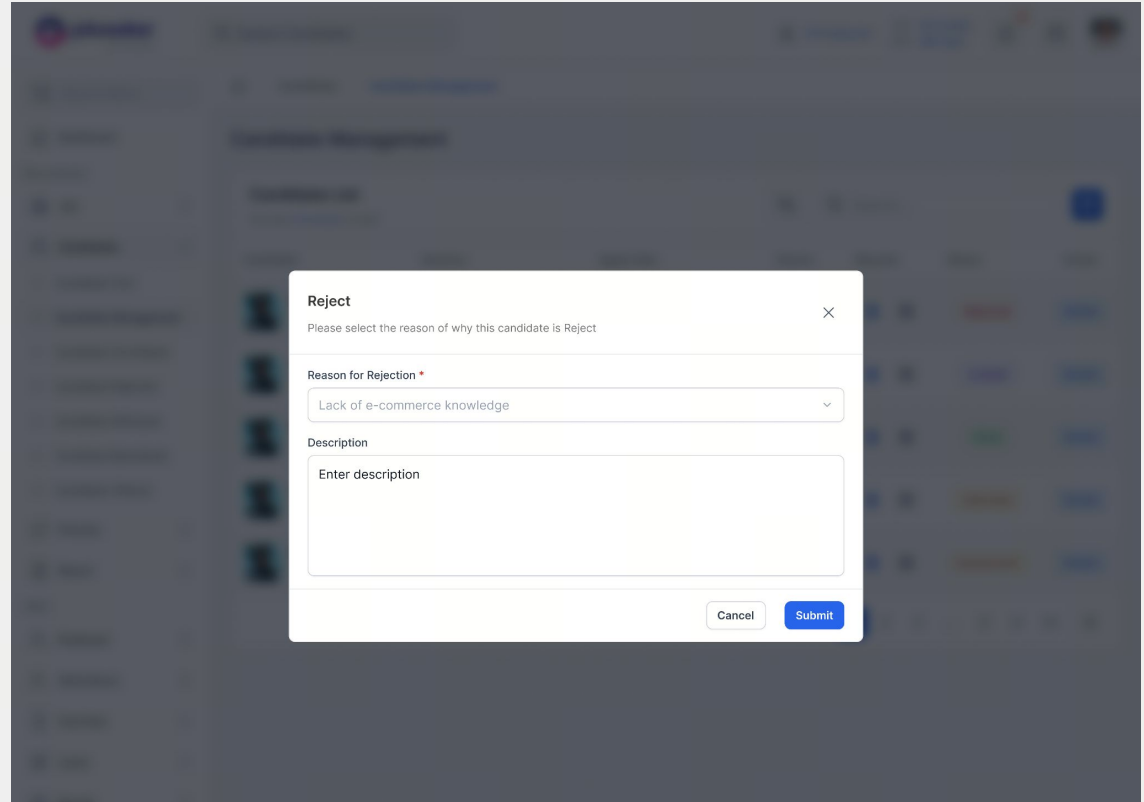
Candidate List
You have 4 Candidate in total

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

Process

Step 4: Candidate

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



The screenshot shows a 'Reject' modal form overlaid on a blurred background of a candidate management interface. The modal has a title 'Reject' and a close button (X) in the top right corner. Below the title, it says 'Please select the reason of why this candidate is Reject'. The form contains two main sections: 'Reason for Rejection' with a dropdown menu showing 'Lack of e-commerce knowledge', and 'Description' with a text area labeled 'Enter description'. At the bottom right of the modal are 'Cancel' and 'Submit' buttons.