

Jobscentral BrightMinds – Employer Guide

Thank you for your interest in posting with Jobscentral BrightMinds. This guide serves to brief you on the following.

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3 Types of Job Postings on Jobscentral and BrightMinds

BrightMinds (<https://brightminds.jobscentral.com.sg/>) is a fresh graduate portal that is specially catered for graduates from local and selected overseas institutions, under the Careerbuilder umbrella. The portal serves to help employers reach the graduating cohorts from Singapore's tertiary institutions.

You can post your jobs on Jobscentral or BrightMinds under one of the following credit type.

- a. BrightMinds Premium Job
- b. Jobscentral Paid Job
- c. Jobscentral (BrightMinds) Free Job

This table is a quick summary of the different type of packages/postings and entitlements.

Entitlements	BrightMinds Premium	Jobscentral Paid Package	Jobscentral Free Package (BrightMinds)
Job posting fees	Y	Y	Free
No. of Job Listings	Unlimited	Depending on Package	5 credits
Tier Selection	Y	N	Only 1 tier
Company Registration / Verification	Y	Y	Y
Duration per job posting	365 days	30 days	30 days
Priority listing	Y	N	N
Logo listings	Y	Y	N
Job Refreshes	Y	Y	N
Job Posting Support	Y	Y	N
Customised Emailer	Y	Depending on Package	N
Application Filtering Engine	Y	Y	Y
Job Posting Template	Y	Y	N
Application redirection to external URL	Y	Y	N
Branding via campus collaterals	Y	N	N

BrightMinds Premium Package

BrightMinds Premium Package aim to help employers create employer branding and reach out to graduates from all local institutions and selected overseas institutions. Employer branding outreach is done through online job listings and banner listings on the BrightMinds portal, as well as offline campus activities such as roadshows, sponsorships to student activity groups etc.

Jobscentral Paid Package

Jobscentral Paid Package aims to help employer reach out to not only the fresh graduates but also the mass market. The postings are advertised on the Jobscentral portal.

Jobscentral (BrightMinds) Free Package

Jobscentral Free Package is only offered to employers who enquire through the BrightMinds portal in honour of our school partners. The free package serves as a trial for new employers and SMEs to reach out to fresh graduates from local institutions and selected overseas institutions.

Frequently Asked Questions

How do I enquire for a package or register for an account?

For new employers who have not used Jobscentral or BrightMinds before, you may go to one of the school portals under BrightMinds and you will see a registration form such as this (<https://bm.jobscentral.com.sg/employer/register>). Fill in the necessary information and submit your request, and our BrightMinds customer service team will get back to you in 5 working days.

For current Jobscentral or BrightMinds employer, you may either fill in the form and enquire or call your account manager who will assist you.

How do I start posting jobs?

Once the job posting credits have been added to your account, you can log in with your email address and password to start posting jobs.

Are there costs involved?

All account registration with Jobscentral is free. There is no cost or commitment involved should you take up the Jobscentral Free Package. Fees will only apply should you take up a package to post premium or paid jobs. An account manager will follow up with you to understand your recruitment needs so as to better customise a package for you.

Employer Registration

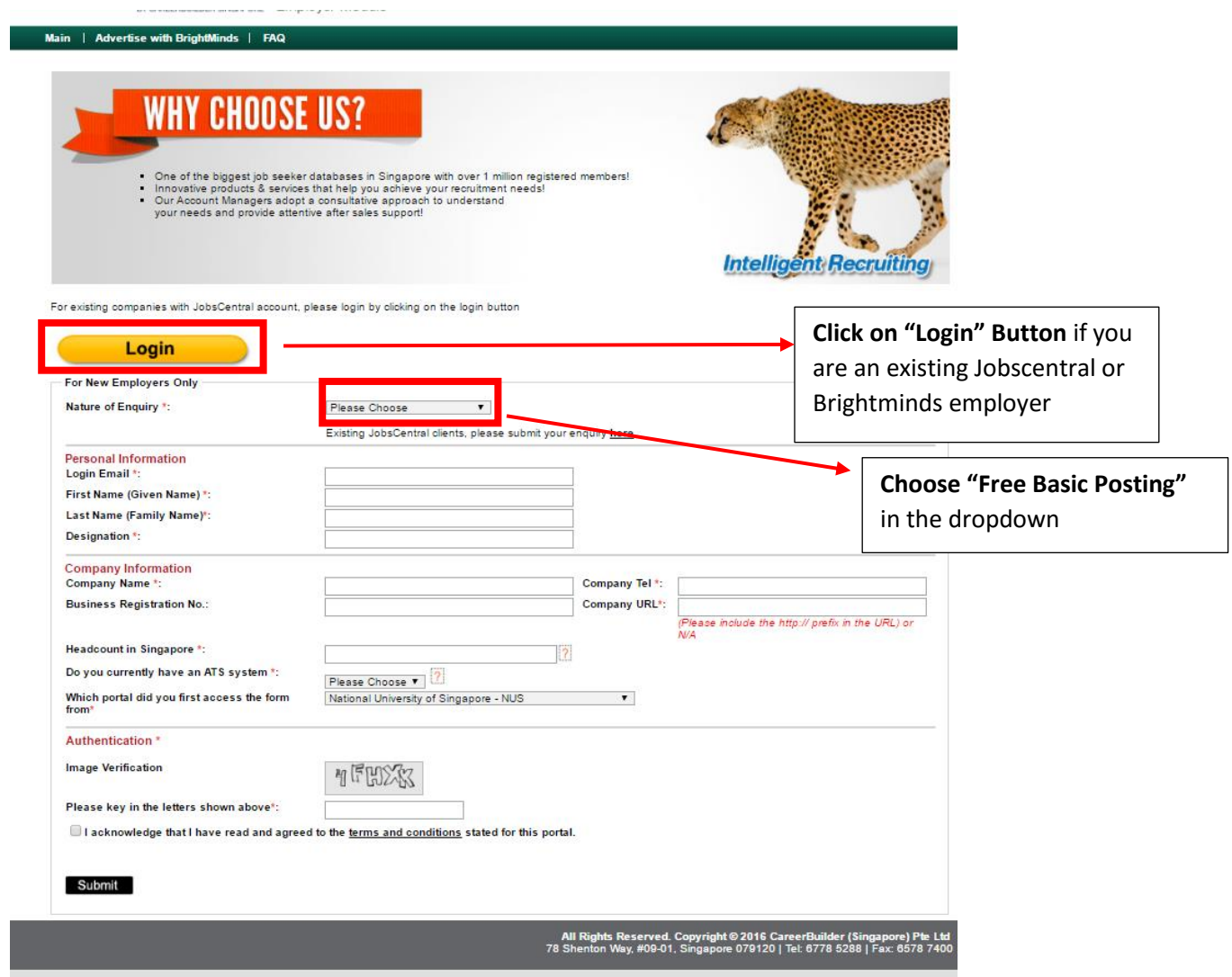
To access the registration page, you will need to visit <https://bm.jobscentral.com.sg/employer/login> or click on the “Employer” button from the desired campus portal. A BrightMinds customer service representative will get in touch with you within 5 working days.

If you have an account with us (either Jobscentral or BrightMinds), you may log in with your email and password. Otherwise you will need to register for one.

All account registration is free and no cost or commitment is required. Fees are applicable when you take up the premium or paid posts.

If you are an **existing Jobscentral or BrightMinds client**, click on the login button and sign in with your login email and password. If you need to reset your password, you may call or email the BrightMinds team.

If you are **registering for a free account**, please fill in the fields in the form showed in the image below.



The image shows a screenshot of the CareerBuilder Employer Registration form. The form is titled "WHY CHOOSE US?" and features a cheetah logo for "Intelligent Recruiting". The form is divided into several sections: "For Existing Companies with JobsCentral account", "For New Employers Only", "Personal Information", "Company Information", and "Authentication".

Annotations on the form include:

- A red box around the "Login" button with an arrow pointing to a text box that says: "Click on 'Login' Button if you are an existing Jobscentral or Brightminds employer".
- A red box around the "Nature of Enquiry" dropdown menu with an arrow pointing to a text box that says: "Choose 'Free Basic Posting' in the dropdown".

The form fields include:

- For Existing Companies with JobsCentral account: Login button.
- For New Employers Only: Nature of Enquiry (Please Choose), Existing JobsCentral clients, please submit your enquiry here.
- Personal Information: Login Email, First Name (Given Name), Last Name (Family Name), Designation.
- Company Information: Company Name, Business Registration No., Company Tel, Company URL (Please include the http:// prefix in the URL) or N/A, Headcount in Singapore, Do you currently have an ATS system (Please Choose), Which portal did you first access the form from (National University of Singapore - NUS).
- Authentication: Image Verification (4 F W X K), Please key in the letters shown above, I acknowledge that I have read and agreed to the terms and conditions stated for this portal.


Submit button.

All Rights Reserved. Copyright © 2016 CareerBuilder (Singapore) Pte Ltd
78 Shenton Way, #09-01, Singapore 079120 | Tel: 6778 5288 | Fax: 6578 7400

Upon clicking on the Login button, you will be led to the following page for login.

JOBSCENTRAL
BY CAREERBUILDER SINGAPORE

Sign In

 Careerbuilder will never post content to your social pages.

Email

Password

Remember Me

Sign In

Create an Account

[Forgot Password?](#)

Sign in with your login email and password

Frequently Asked Questions

Why is Business Registration Number necessary?

All businesses registered as employers must have already registered with the Accounting & Corporate Regulatory Authority in Singapore (ACRA) with a valid business registration number.

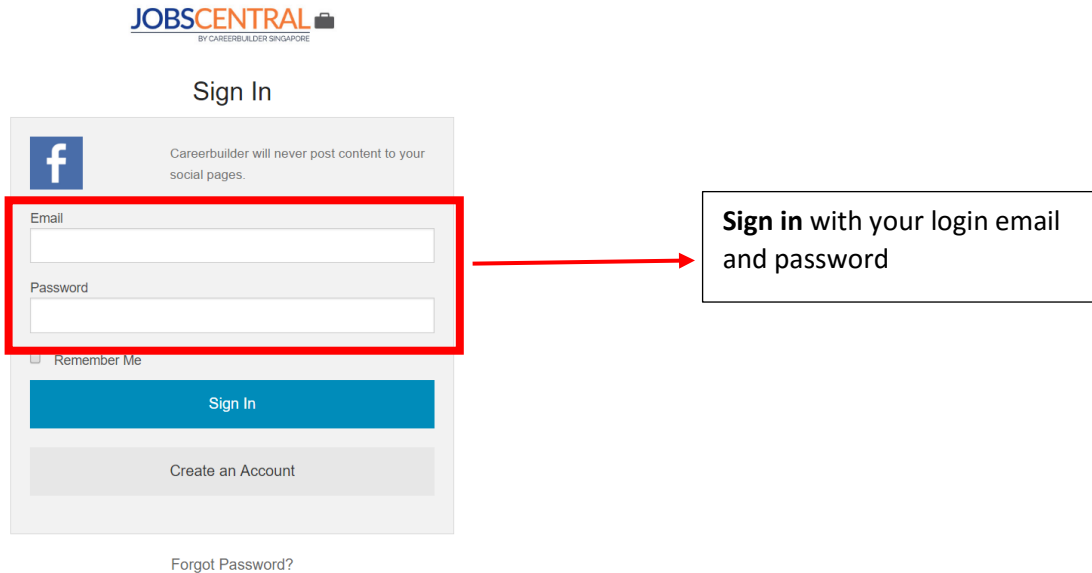
What happens after my online registration?

For all new registration, our customer service staff will contact you within 5 working days. An account manager will then get in touch with you to assist you in activating the account.

Employer Module – Dashboard


Regardless of which module you log in to (Jobscentral or BrightMinds), you will be led to this page.

You will be able to post jobs to the campus portal from either module. The only difference is the level of priority which the jobs are displayed. From the dashboard you will be able to locate the breakdown of your credits usage and posting status.



JOBSCENTRAL
BY CAREERBUILDER SINGAPORE

Sign In

 Careerbuilder will never post content to your social pages.

Email

Password

Remember Me

Sign In

Create an Account

Forgot Password?

Sign in with your login email and password

Employer Module – Job Posting

You will be able to choose from the job posting credits that have been credited to your account. On the employer module, there will not be any differences. The only difference is reflected on the priority level of the job posting to the jobseekers.

Paid and premium postings will have higher priority over the free basic postings.

In the images below, we will show a step-by-step guide to help you navigate around the job posting module.

Employer Job Posting Module



My JobsCentral Release RDB License

Jobs & Applications
Resume Search
Account Tools
Manage Resumes

RESUME SEARCH

Keyword (Search Examples)

Location City, State, or Zip

Last Activity Last Modified

Search Resumes

[Advanced Search](#)

- SEARCH HISTORY [View All](#)
 No searches found.

+ SAVED SEARCHES [View All](#)

JOBS

Select a Product

- BrightMinds Priority Jobs (ITE) (Unlimited) ▼
- BrightMinds Priority Jobs (ITE) (Unlimited)
- BrightMinds Priority Jobs (Polytechnic) (Unlimited)
- BrightMinds Priority Jobs (University) (Unlimited)
- JobsCentral Priority (DE) Jobs (Unlimited)
- JobsCentral Top Jobs (5 remaining)

Create New Job Posting

+ MOST RECENT POSTINGS [View All](#)

ACCOUNT INFORMATION

CURRENT ACCOUNT

[User Maintenance](#) [Purchased Items](#)

ACCOUNT MANAGER **SUPPORT**
 Gail Tay Customer Support
 (000) 000-0000 +1 (800) 891-8880

- ACCOUNT ACTIVITY FOR THE PAST 7 DAYS

21

Active Job Postings

2,922

Job Posting Views

161

Applications Received

Choose a product code and click on "Create New Job Posting"

[Help](#) | Tel: +65 6778-5288 | Email: enquiry@jobscentral.com.sg

JobsCentral Info Company Info	Employers Employer Register	JobsCentral Network JobsCentral BrightMinds	International Network CareerBuilder US
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Product Type:

Product Type	Cost	Product Code Name
BrightMinds Premium Posting	Payable	BrightMinds Priority Jobs (ITE) (Unlimited) BrightMinds Priority Jobs (Polytechnic) (Unlimited) BrightMinds Priority Jobs (University) (Unlimited)
Jobscentral Paid Posting	Payable	Jobscentral Priority (DE) Jobs Jobscentral Top Jobs
Jobscentral (BrightMinds) Free Posting	Free	Jobscentral Basic Jobs

Once you have chosen your product code type and clicked on “Create New Job Posting”, you will be led to the job posting page.

You are signed in as recruitment@rgei.com | [Purchase Credit](#) | [Learning Deals](#)

JOBSCENTRAL
BY CAREERBUILDER SINGAPORE


My JobsCentral | [Release RDB License](#)

[Jobs & Applications](#) | [Resume Search](#) | [Account Tools](#) | [Manage Resumes](#)

Jobs & Applications > Post a Job > **Post a Job**

[Home](#)
[Post a Job](#)
[View My Jobs](#)
[Applications](#)

Post a Job on JobsCentral

JobsCentral supports the  **Tripartite Guidelines on Non-Discriminatory Job Advertisements**.
Please ensure all job descriptions posted meet the standards recommended.

Job Type: JobsCentral Basic Jobs
Location: Singapore

All fields marked with an asterisk (*) are required.

Job Details

* Enter the job title: *Use complete words*

* Select Job Categories: *Describes job duties or areas of responsibility.*
Select a Job Category (required)

* Select Industry: *Describes business areas of specialization.*
Select an Industry (required)

Company Name

Company Name:

Click on the above buttons to perform an action:

- Post a job
- View your job advertisements
- View applications

Fill in the fields marked with an asterisk (*). These are compulsory fields. You will not be able to proceed if any of the compulsory fields are not logged in.

Branding Type:

Job Skin None

Detailed Job Location

* Select the job location by entering the City and Postal Code:

City:

Singapore

Metro City Name: *(if applicable)*

Singapore


*Postal Code:

Job Description & Requirements

* Enter the job description:

Upload a job description: No file chosen

Accepted formats: .docx, .doc, .txt and .rtf. Max size: 1mb.



Tips

The Job Description field has a maximum length of 15,000 characters.

Should you insert an email within the job description, clicking it will route the jobseekers to the application path that you will be setting under "Online Application Options".

***Position Level:** ? (Pick up to 2)

- Student Job Entry Level Experienced
 Manager Senior Manager Top Management

***Employment Type:** ? (Pick up to 2)

- Permanent Contract Part Time
 Temporary Project Basis Internship

***Required Qualification:** ?

(Pick up to 2)

- 'N' Levels / 'O' Levels ITE/ NITEC/ Higher NITEC 'A' Levels
 Diploma Bachelor's / Honours Masters / PhD

***Post Job on the selected JobsCentral Network portals:** ? (Please tick all portals that are relevant to this recruitment ad.)

JobsCentral

- JobsCentral.com.sg

University

- SIM University Singapore Management University
 Singapore University of Technology and Design National University of Singapore
 Singapore Institute of Technology Nanyang Technological University

Polytechnic/Equivalent

- Nanyang Academy of Fine Arts Republic Polytechnic
 Temasek Polytechnic Nanyang Polytechnic
 Singapore Polytechnic Ngee Ann Polytechnic

Private Education Institution

- PSB Academy Singapore Institute of Management
 Management Development Institute of Singapore

Institute of Technical Education

- Institute of Technical Education

Overseas University

- Overseas Universities

You can choose which of the partnering school portals you want to post to depending on your target audience.

The availability of school portals will only appear to employers with Jobscentral job posting credits.

The job postings posted to these school portals will be displayed at a lower priority on BrightMinds portals as compared to job postings with the BrightMinds credits.

Preview This Job

Before submitting your job, check out what your JobSeekers will see. This will allow you to make changes to your job prior to submitting it.

Preview Job

By clicking on "Preview Job", you will be able to preview the job description that is being displayed to the jobseekers.

Online Application Options

Allow Job Seekers to Apply via JobsCentral

All JobsCentral applications will be forwarded to the following email address(es):

Select an Account Member:

recruitment@rgei.com

OR Enter an Email Address:

CC (Carbon Copy) Email Addresses:

(Use a comma separated list i.e. jim@company.com, joe@company.com)

You can choose to direct the applications you are receiving to yourself or other email addresses

Compensation

Currency:

SGD

Pay Type:

Per Hour Per Month Per Year

Base Pay

Between:

0.00 and

0.00

Hidden Filter

Please leave the fields unchecked should you do not need to set any filtering criteria.

Citizenship:

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Singapore Citizen | <input type="checkbox"/> Singapore PR | <input type="checkbox"/> Malaysian |
| <input type="checkbox"/> Indian | <input type="checkbox"/> China PRC | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Indonesian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Myanmar | <input type="checkbox"/> Australian | <input type="checkbox"/> American |
| <input type="checkbox"/> European | <input type="checkbox"/> Others | |

Country of Residence:

Select Country

+ Add another Country

Minimum Education Level:

Not Specified

Minimum Years of Working Experience:

Min: 0

The hidden filter option is **only available for employers who have paid job postings** (Jobscentral or BrightMinds).

Employers can filter applications based on citizenship, country of residence, minimum education level and minimum years of working experience.

Employers will receive only applications that have passed these filters. Should there be no filter criteria set to the job posting, all applications will be regarded as pass.

Annual Salary

Amount:
(Not displayed to job seekers)

Average Bonus:

Average Commission:

Other Compensation:

Posting Options

Client Tracking Codes
Use the following fields to reference your job e.g. via department, company registration code or agency number if desired. The data will be shown on the job description page to the jobseeker.

Job Reference No:

Company Reference No:

You may fill in the job reference number (if any) and it will be reflected in the job advertisement for the employers' easy reference.

Contact Info

Please confirm your contact point in case of issues with posting. This will not be shown or released to jobseekers.

Contact(s)

Contact Name:

Phone:

Fax:

Tips
This contact information provided is for JobsCentral to reach you should there be any issues with the posting. No jobseeker or applicant will see this information.

Click on "Continue" and your job advertisement will be saved. The job description will be displayed on the job portal in the next 15 minutes. Should there be any changes made to the job advertisement, it will require 15 minutes for the system to reflect the changes.

- Home
- Post a Job
- View My Jobs**
- Applications

✔ Thank you. Your edit will be reflected on the site within 15 mins. Your kind patience is greatly appreciated.

Account Management Executive (Education Media)

Job Posting | View Applications | About This Job

New ▾ | Edit | More ▾

Archived ▾

Job Details:

[Visit homepage](#) | **Account Management Executive (Education Media)** | CareerBuilder Singapore | [Apply Now](#)



CareerBuilder Singapore

Account Management Executive (Education Media)

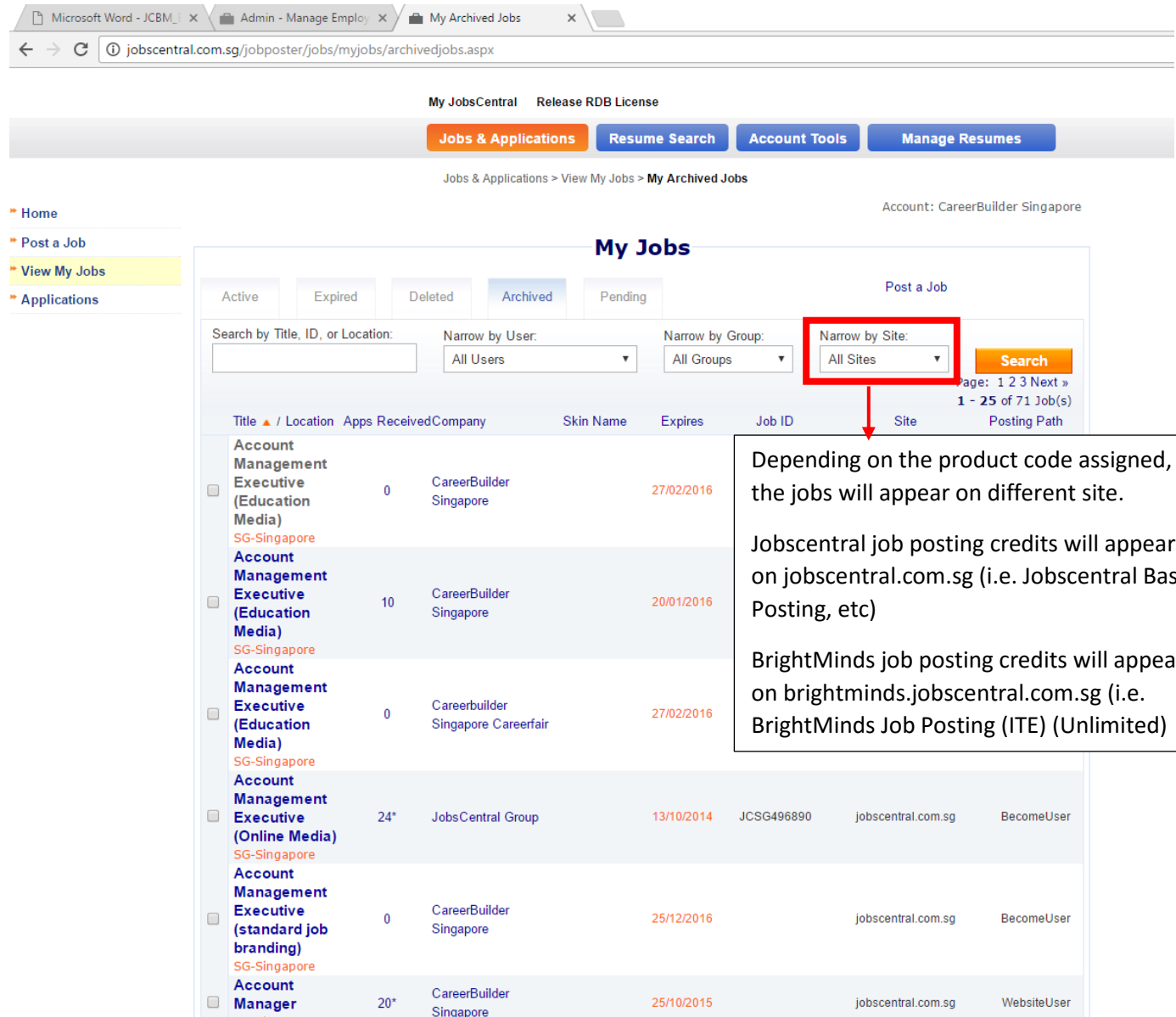
JobsCentral Education Media is Singapore's first dedicated multi-channel advertising platform for scholarship, higher education and training providers! Reaching out to more than 3 million working professionals and 60,000 students annually, we firmly believe that our multi-platform approach coupled with our diverse database can help you achieve your objectives!

Sales and Marketing Executive (Education Media)

The saved job posting will be reflected in the image above.

Employer Job Posting Module – View All Job Advertisements

All jobs that have been posted previously will be reflected in this page



Microsoft Word - JCBM_ x Admin - Manage Employ x My Archived Jobs x

jobscentral.com.sg/jobposter/jobs/myjobs/archivedjobs.aspx

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Jobs & Applications Resume Search Account Tools Manage Resumes

Jobs & Applications > View My Jobs > My Archived Jobs Account: CareerBuilder Singapore

My Jobs

Active Expired Deleted Archived Pending Post a Job

Search by Title, ID, or Location: Narrow by User: All Users Narrow by Group: All Groups **Narrow by Site: All Sites** Search

Page: 1 2 3 Next »
1 - 25 of 71 Job(s)

Title / Location	Apps Received	Company	Skin Name	Expires	Job ID	Site	Posting Path
Account Management Executive (Education Media) SG-Singapore	0	CareerBuilder Singapore		27/02/2016			
Account Management Executive (Education Media) SG-Singapore	10	CareerBuilder Singapore		20/01/2016			
Account Management Executive (Education Media) SG-Singapore	0	Careerbuilder Singapore Careerfair		27/02/2016			
Account Management Executive (Online Media) SG-Singapore	24*	JobsCentral Group		13/10/2014	JCSG496890	jobscentral.com.sg	BecomeUser
Account Management Executive (standard job branding) SG-Singapore	0	CareerBuilder Singapore		25/12/2016		jobscentral.com.sg	BecomeUser
Account Manager	20*	CareerBuilder Singapore		25/10/2015		jobscentral.com.sg	WebsiteUser

Depending on the product code assigned, the jobs will appear on different site.

Jobscentral job posting credits will appear on jobscentral.com.sg (i.e. Jobscentral Basic Posting, etc)

BrightMinds job posting credits will appear on brightminds.jobscentral.com.sg (i.e. BrightMinds Job Posting (ITE) (Unlimited)

Employer Job Posting Module – View Applications

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[Jobs & Applications](#) [Resume Search](#) [Account Tools](#) [Manage Resumes](#)


Jobs & Applications > Applications > Application Search

Account: CareerBuilder Singapore

Home
Post a Job
View My Jobs
Applications

✓ MyApplications

Refine your search:
Narrow by User: All Users Received within: Last Login [Refine Search](#)

 **new applications**
applications that have arrived since you last logged in

974 application(s) submitted since your last login

Page: 1 2 3 4 ... 39 Next »
1-25 of 974

Location	Name	Job	Date ▲	Screeener Score ⓘ
<input type="checkbox"/> SG-Singapore-Singapore	Chee Keong Lim	Accountant	10/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	10/08/2016	100
<input type="checkbox"/>		Customer Service Officer	10/08/2016	50
<input type="checkbox"/> SG-Singapore		Accountant	10/08/2016	100
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	10/08/2016	100
<input type="checkbox"/>		Accountant	10/08/2016	50
<input type="checkbox"/> SG-Singapore-Singapore		IT Engineer	10/08/2016	100
<input type="checkbox"/>		Accountant	10/08/2016	50
<input type="checkbox"/> MY-Itam		Customer Service Officer	10/08/2016	50
<input type="checkbox"/> SG-Singapore		Accountant	10/08/2016	50
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	50
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/>		Sales Manager	11/08/2016	50
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	11/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	11/08/2016	50
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	12/08/2016	100
<input type="checkbox"/> SG-Singapore		Accountant	12/08/2016	100
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	13/08/2016	100
<input type="checkbox"/> SG-Singapore-Singapore		Accountant	14/08/2016	100

Click on the applicant's name to view his or her resume.

You will be able to see the applicants who have applied for your jobs. Applicants who have passed the filter (feature only available for paid postings) will appear on this page. User will not be able to access deleted applications.