

J.O.B. Job Opportunities Booster

Over the year, our **students' employability** has progressively become one our most important concern, especially when we got aware of a **latent job demand** of Italian speaking operators in many fields of the business activities, all over the country.

Therefore we have created, and we offer now, **J.O.B. (Job Opportunities Booster)**, an integrated and shareable space where offer and demand of Italian skills and competences meet each other, simply, safely, quickly and easily, for the mutual benefit of employers and employees.

J.O.B. is an **online service**, provided and supervised by the **Italian Division at the University of Malaya**, aiming at **putting in contact students of the Italian Program, in UM, with local employers** (companies, organizations and associations) **that might be in need of services in Italian language and that might be interested to offer collaborations where skills in Italian language are required and appreciated.**



Once registered, J.O.B. allows:

- **Employers** (companies, organizations and associations) to **post their job offers** in term of short collaborations, internships or permanent jobs;
- **Students** to come **to know those offers** in a very short time, being all the process completely automatic and in real time.

J.O.B. is incorporated in the Italian Division web site **Myitalian@university**.

J.O.B. takes into consideration 3 kinds of activities that students might be involved in:

ACTIVITY	DETAILS	EXAMPLE
1) Short term collaboration	Short assignment of in few hours, 1 day or 2 days	<i>To accompany a tourist in a city tour to visit Kuala Lumpur</i>
2) Internship (*)	An activity lasting 1 or to months	<i>Work on scheduled basis</i>
3) Permanent job	A permanent part-time of full time contract	<i>Work on scheduled basis</i>

() This internship might also correspond to the "Industrial Training", that is compulsory for all the students who have completed their studies at the fourth year.*

In this case, the Internship should be also approved by the University institutions and should meet specific requirements in terms of durations, schedule and timing.

HOW J.O.B. WORKS FOR EMPLOYERS

STEP 1: Registration /Log in of companies, associations and organizations

Employers (companies, associations, organizations) which are potentially interested in offering short term collaborations, internships or, in perspective, permanent jobs to Italian Program's students can register and join our database.

- 1) First, access to the Italian Division website at the URL www.myitalianatuniversity.com
- 2) Click on the option "J.O.B",

The screenshot shows the website interface for MyItalian@University. The header includes the logo and navigation menu with 'J.O.B.' highlighted. The main content area is titled 'Employability and latent job demand in Malaysia' and contains two columns: 'For employers (companies, associations, organizations)' and 'For students'. The employer section lists benefits and activities, with a yellow box highlighting 'Short term collaborations', 'Internships', and 'Permanent jobs'. The student section lists benefits and a 'Job' button. At the bottom, there are 'Log in!' and 'Register now!' buttons.

- 3) If you aren't registered yet, click on the button "Register" and fill in the form with your data:

NEW COMPANY/ORGANIZATION/ASSOCIATION

The registration form includes the following fields:

- Company code: 2
- Sector: Tipo (dropdown)
- State: Nazione (dropdown)
- Company: (text input)
- Address: (text input)
- Description: (text area)
- Contact Number 1: (text input)
- Contact Number 2: (text input)
- Email: (text input)
- Person in charge: (text input)
- Enabled:

A 'Save' button is located at the bottom right of the form.

- 4) If you are **already registered**, log in by entering the **email** and the **password**.
Once logged, you can edit the data of your profile;

STEP 2: The Italian Division enables your company to post job offers

The Italian Division is automatically notified when a new employer registers and, within few day, it can be enabled to post job offers. Usually, this procedure takes 2 or 3 days during which employers are not allowed to post job offers.

EDIT COMPANY/ORGANIZATION/ASSOCIATION

Company code	6		
Sector	Business	Country	Malaysia - Kuala Lumpur
Company	Italian Fine Food Trading Sdn Bhd		
Address	3-7, The Place - Jalan Pju 8/5g - Petaling Jaya - Selangor		
Description	Food and beverage trade		
Contact Number 1	01127834624	Contact number 2	01112365108
Email	italianfinefoodtrading@gmail.com		
Person in charge	Manuel Lupi	Password	123
Enabled	<input checked="" type="checkbox"/>		

[Save](#)

STEP 3: Posting of job offers

Once enabled, **job offers can be posted** by clicking the option “**Opportunities**” and filling in the form:

COMPANY		OPPORTUNITIES OFFERED UP TO 08/08/2019									
EDIT	DATE	DAY	PLACE 1	PLACE 2	ST	IN	PJ	REWARD	JOB CATEGORY		
<input type="checkbox"/>	22/08/2019	Thursday	Kuala Lumpur	Petaling Jaya	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1500 rm/month	Administration		
I'm looking for a secretary for administration and accountancy Working days: Monday - Friday Working hours 8am - 5pm											
Number of offers published: 1					ST = Short Term Collaboration - IN = Internship - PJ = Permanent Job						

Manuel Lupi
Food and beverage trade

Of course, job offers can be **added**, **edited** and **deleted** once they are over.

STEP 4: job offers are dispatched to students' emails and published on the website

Once confirmed, the job offer is automatically:

- **sent to all the emails of students** currently registered in our database;
- **published on the Italian Division website**, at the page “**J.O.B.**”

HOW J.O.B. WORKS FOR STUDENTS

STEP 1: Selection and registration of students

The Italian Division **interviews and selects** the students of the Italian Program who are willing to work in an Italian context. Applicants are screened according to their **skills** in Italian (which level they currently master: A1, A2, B1, B2.) and their **motivation** in putting in practice what they have learnt. Upon their approval, the Italian Division registers, in the database, those students who are deemed suitable to undertake a real work experience in an Italian context.

STUDENTS INTERESTED IN JOB OPPORTUNITIES

▼	STATUS	CODE	MATRIX	SURNAME AND NAME	YEAR	SEX	RESIDENCE	EMAIL ADDRESS	LEVEL
	<input checked="" type="checkbox"/>	1	TEL12001	Atiqah Che Ayub	3	F	Kuala Lumpur	atiqahcheayub@gmail.com	A1.1
	<input checked="" type="checkbox"/>	3	TEL12004	Moon Chong Zi	3	F	Penang	szchong96@hotmail.com	B1
	<input checked="" type="checkbox"/>	2	TEL12007	Umni Feronika Sutomo	3	F	Cherating	ummiferonika@siswa.um.edu	A2.1
	<input checked="" type="checkbox"/>	5	TEL12010	Irma Syahirah	3	F	Melaka	irmasyahirah@gmail.com	B2.1
	<input type="checkbox"/>	6							

Students: 4 ordered by: MATRIX

Save

STEP 2: The students registered in the database are informed about new job offers

Students registered in the database will be notified, through email, every time a new job offer comes up. At the same time, they can check the web site of the Italian Division at the page “J.O.B.”, button “Job”, at the lower right side of the page. They just have to:

- Enter their **password** (a student’s password given to all the students registered in “J.O.B”):
- Click on the blue button “JOB”.

MyItalian@University
The website of the Italian Division of the University of Malaya

Home Our offer Opportunities Our network J.O.B. Certification Our library Events 2019/2020 Contact us

Employability and latent job demand in Malaysia

Over the year, our students' employability has progressively become one of our most important concerns, especially when we got aware of a latent job demand of Italian speaking operators in many fields of the business activities, all over the country. Therefore we have created, and we offer now, J.O.B. (Job Opportunities Booster), an integrated and shareable space where offer and demand of Italian skills and competences meet each other, simply, safely, quickly and easily to the mutual benefit of employers and employees.

For employers (companies, associations, organizations)

- ✓ J.O.B. is a service that **puts in contact** employers in need of services in Italian language with students of the Italian Program;
- ✓ J.O.B. allows registered employers to **post their job offers** and students to come to know them in a very short time;
- ✓ J.O.B. takes into consideration **3 kinds of activities**:

Short term collaborations	Short assignment to be done in few hours, 1 day or 2 days
Internships	Work on scheduled basis
Permanent jobs	Work on scheduled basis

- ✓ There are now **1** students looking for job opportunities.

Already registered? Log in

Not registered yet? Register now

For students

- ✓ Registered students are **promptly informed about new job offers** posted by the registered employers;
- ✓ Every time a new job offer is posted, an **automatic notification** is sent to the all students' emails;
- ✓ Pending offers can also be **browsed** by clicking the picture below;
- ✓ There are now **3** registered employers offering job opportunities;
- ✓ There are now **5** opportunities for you!
- ✓ Please, contact us to be registered in J.O.B.

Looking for job opportunities? Enter your password and click below!

Job

Step 4: The offer is published on the website and students receive an email notification

OPPORTUNITIES OFFERED UP TO 03/08/2019

by J.O.B. (Job Opportunities Booster) - Italian Language@UM



Offer number: 1
Eunbos Adventures - 10, Jalan 21/11b, Sea Park, 46300 Petaling Jaya, Selangor
Contact number: 03-7865 7857 / 03-7865 7857 - Email: nico@eunbosadventures.com
Contact name: Mr. Neo Pozzetta

When: 2019-07-30 - Tuesday - **Where:** Kuala Lumpur - Batu Caves
What: Tourist guide - **Type:** N - **Reward:** 600 RM per day

Details
On 30th a family will land in Kuala Lumpur and will stay here for 2 days. We need an Italian speaking person who can accompany & to visit the city. We expect to show & the most important landmarks of the city.

Offer number: 2
Eunbos Adventures - 10, Jalan 21/11b, Sea Park, 46300 Petaling Jaya, Selangor
Contact number: 03-7865 7857 / 03-7865 7857 - Email: nico@eunbosadventures.com
Contact name: Mr. Neo Pozzetta

When: 2019-08-09 - Friday - **Where:** Kuala Lumpur - Milano
What: Shop Assistant - **Type:** N - **Reward:** 600

Details
3 people will land in Kuala Lumpur and will stay here for 2 days. We need an Italian speaking person who can spend time with them to visit the city for 2 days. We expect to show them the most important landmarks of the city.

Students who are interested in a specific job offer can **directly contact the employer** and finalize the terms of collaboration.