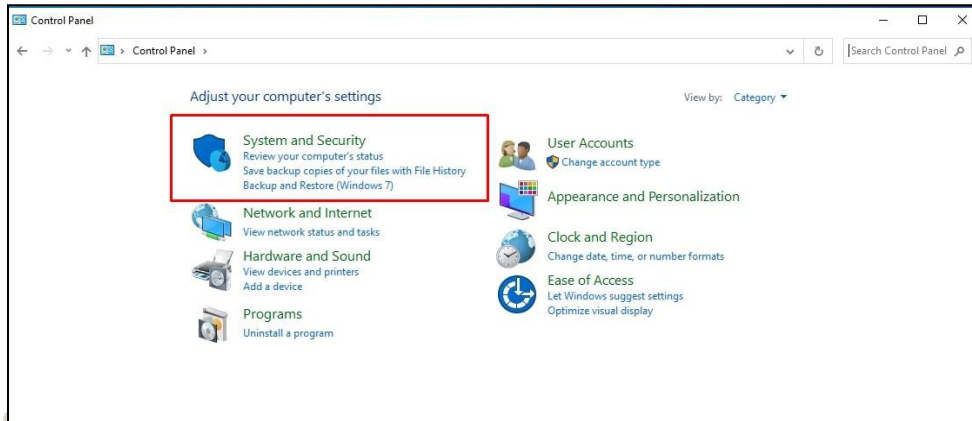


Manual Pengguna Sistem eJOB Majlis Perbandaran Kluang

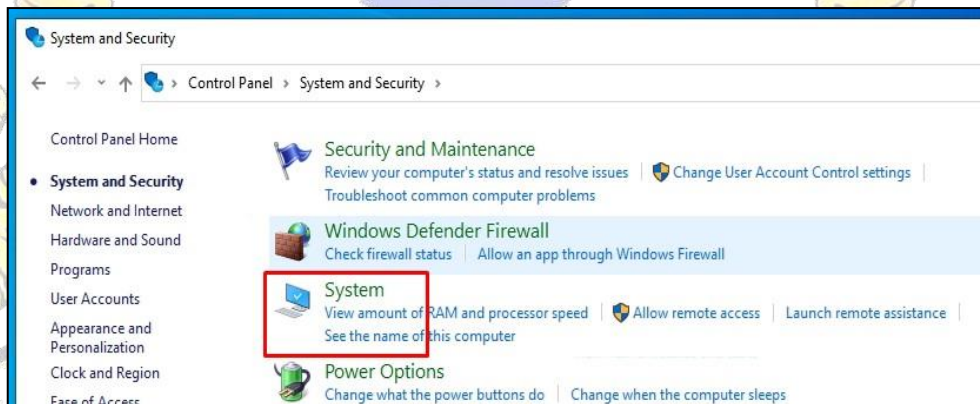
1. Anda perlu tetapkan paparan skrin di komputer dan laptop seperti berikut:

a. Cari **Control Panel**

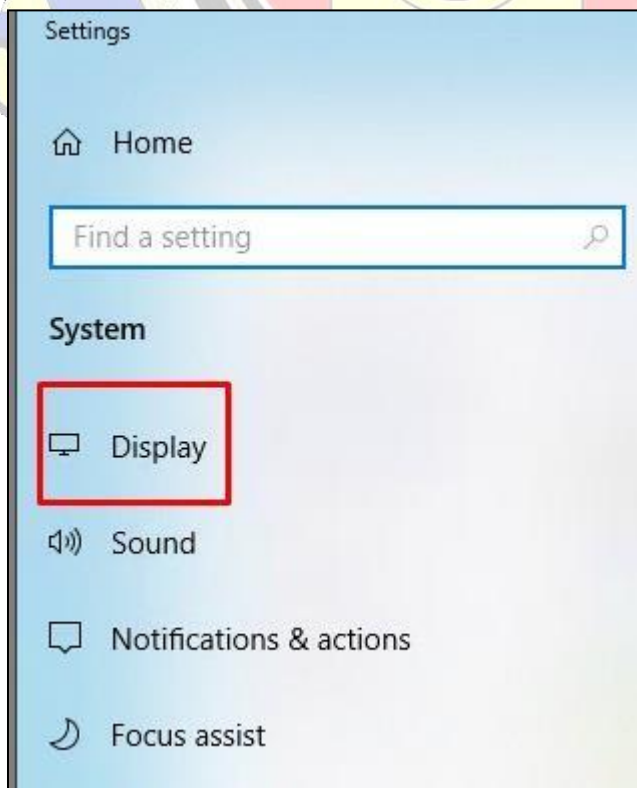
b. Pilih ikon **System and Security**



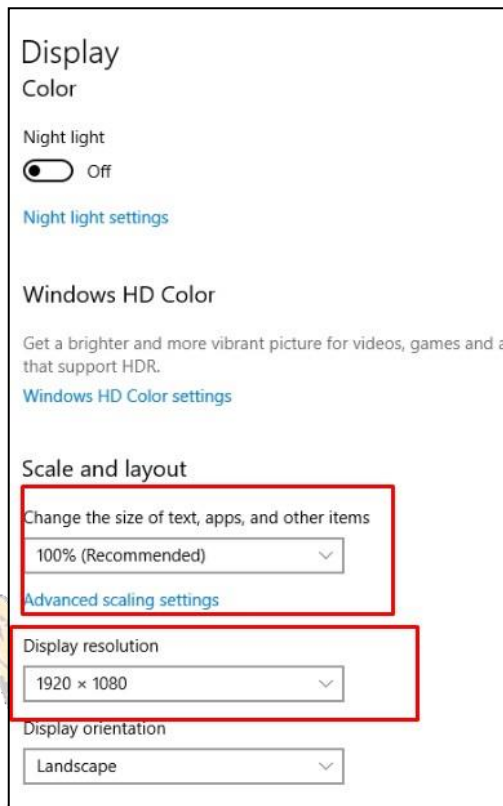
c. Pilih System



d. Pilih Display



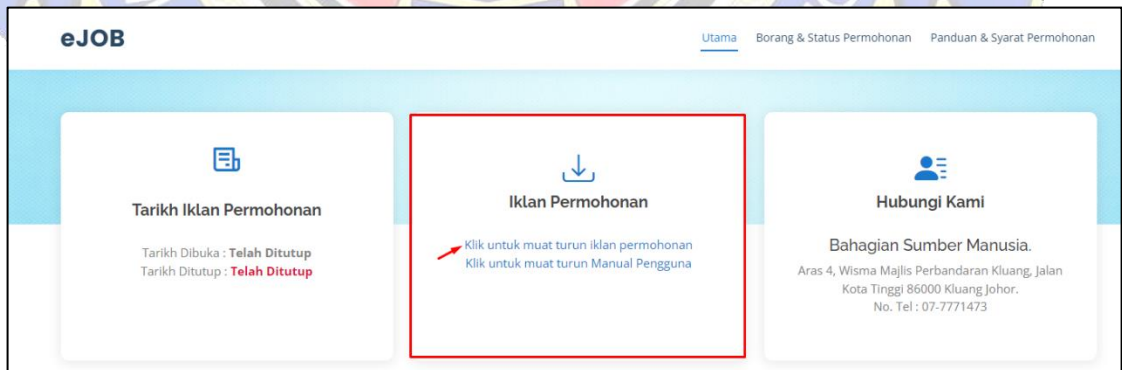
Manual Pengguna Sistem eJOB Majlis Perbandaran Kluang



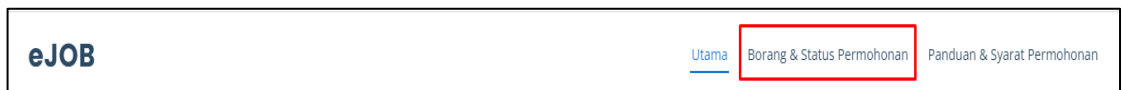
e. *Tetapkan Display Resolution: 1920 x 1080*

f. *Tetapkan Scale: 100%*

2. Anda perlu menggunakan pelayar (*browser*) Google Chrome dan Mozilla Firefox untuk paparan sistem yang cantik.
3. Sila ke url http://esistem.mpkluang.gov.my/eJOB_MPCLUANG/
4. Muat Turun Iklan Permohonan

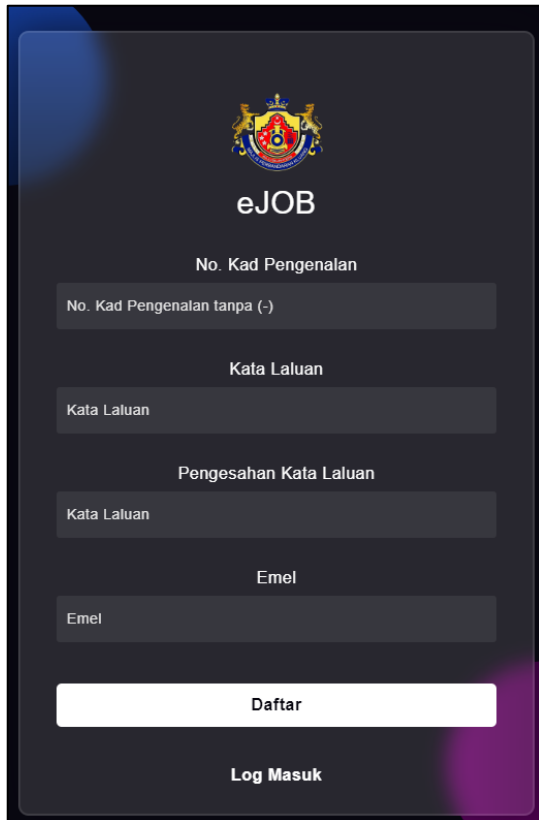


5. Untuk mengisi jawatan kosong, sila klik menu Borang & Status permohonan.



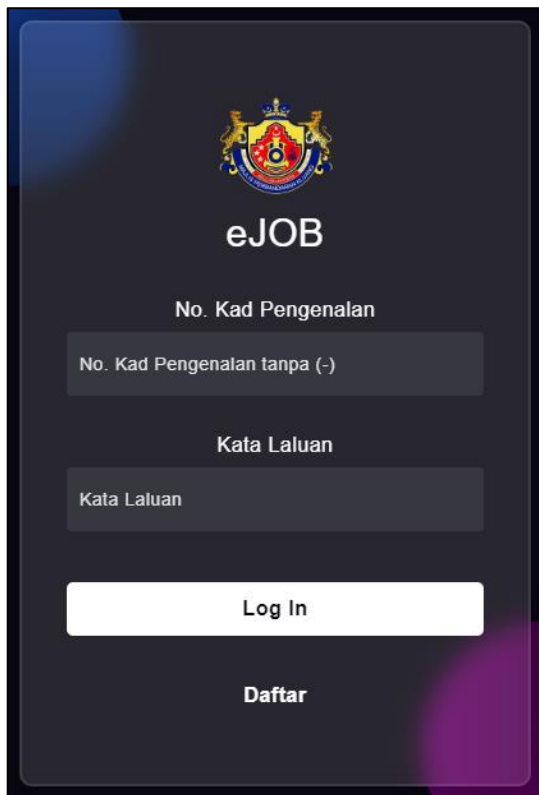
Manual Pengguna Sistem eJOB Majlis Perbandaran Kluang

6. Sila daftar sebagai pengguna dalam halaman daftar.



The screenshot shows the registration page of the eJOB system. At the top center is the official crest of the Majlis Perbandaran Kluang. Below the crest, the text "eJOB" is displayed in a large, bold, white font. The page contains several input fields for registration: "No. Kad Pengenalan" with a sub-label "No. Kad Pengenalan tanpa (-)", "Kata Laluan" with a sub-label "Kata Laluan", and "Pengesahan Kata Laluan" with a sub-label "Kata Laluan". Below these is an "Emel" field with a sub-label "Emel". At the bottom, there are two buttons: a white "Daftar" button and a smaller "Log Masuk" link below it.

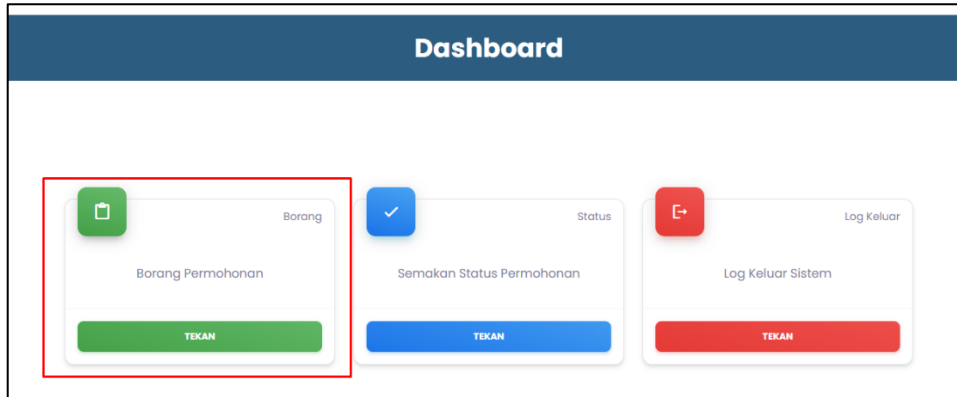
7. Sila log masuk ke sistem selepas pendaftaran pengguna.



The screenshot shows the login page of the eJOB system. At the top center is the official crest of the Majlis Perbandaran Kluang. Below the crest, the text "eJOB" is displayed in a large, bold, white font. The page contains two input fields for login: "No. Kad Pengenalan" with a sub-label "No. Kad Pengenalan tanpa (-)" and "Kata Laluan" with a sub-label "Kata Laluan". Below these fields is a white "Log In" button. At the bottom, there is a "Daftar" link.

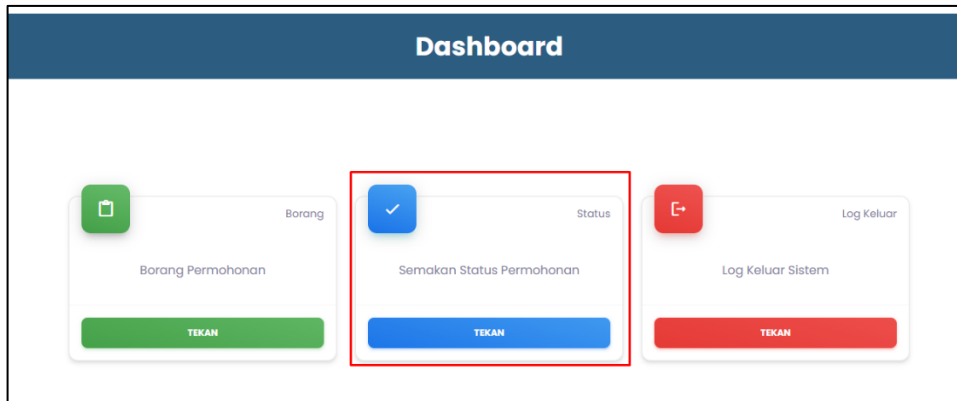
Manual Pengguna Sistem eJOB Majlis Perbandaran Kluang

8. Sila pilih menu Borang Permohonan untuk isi jawatan kosong.



9. Sila isi maklumat di dalam borang permohonan beserta lampiran dokumen yang diperlukan.

10. Untuk menyemak status permohonan, sila pilih menu Semakan Status Permohonan.



11. Masukkan nombor kad pengenalan pemohon dan klik butang cari.

The screenshot shows a page titled 'Status Permohonan' with a dark blue header. Below the header, there is a search form with the text 'Sila masukan No. Kad Pengenalan atau No. Tentera'. The input field contains the text 'cth: 630101011234'. Below the input field is a blue button labeled 'Cari'. Below the search form is a table with the following data:

| Bil | Nama | No. K/P | Nama Jawatan | Status Permohonan | Cetak |
|-----|----------------|--------------|------------------------------------|-------------------|-------|
| 1 | ALI BIN AHNMAD | 851212010123 | PEGAWAI KESIHATAN PERSEKITARAN U41 | TELAH DITERIMA | |

12. Klik ikon pencetak untuk mencetak borang permohonan untuk simpanan dan rujukan anda.

13. Sebarang pertanyaan dan masalah, sila berhubung dengan pihak Bahagian Sumber Manusia di talian 07-7771473.