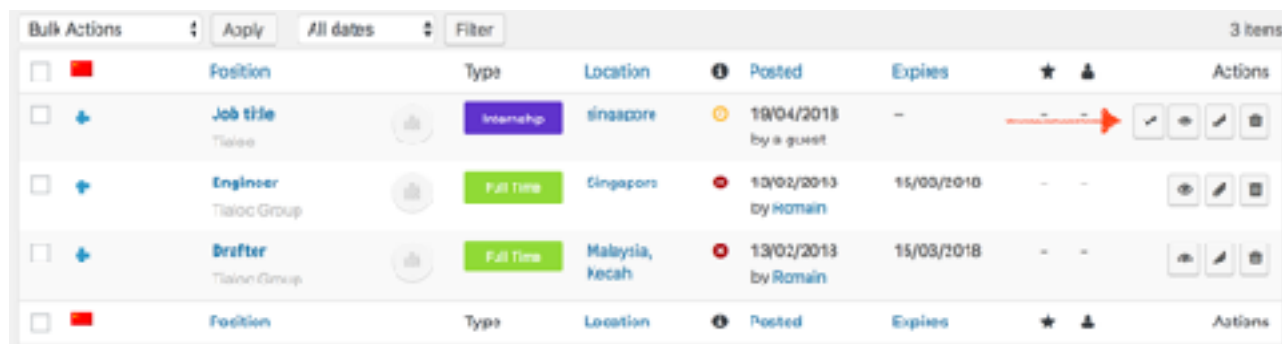


Add a new job listing

1. Go to **www.tialocgroup.com/HR**
2. Click on **Submit New Job**
3. Fill in the position details as requested
4. Click on **Submit Job**
5. Wait for a supervisor to validate the new listing

Validate a new job listing

1. Login to **www.tialocgroup.com/wp-admin** using your credentials
2. In the left sidebar, click on **Job Listings** which shall show a red notification icon, click on **All Jobs**
3. Click the **checkbox symbol** on the corresponding job line



Bulk Actions	Position	Type	Location	Posted	Expires	Actions
☐	Job title Tialoc	Internship	singapore	19/04/2018 by a guest	-	☒ ☐ ☐ ☐
☐	Engineer Tialoc Group	Full Time	Singapore	13/02/2018 by Romain	15/03/2018	☐ ☐ ☐ ☐
☐	Drafter Tialoc Group	Full Time	Malaysia, Kuching	13/02/2018 by Romain	15/03/2018	☐ ☐ ☐ ☐
Bulk Actions	Position	Type	Location	Posted	Expires	Actions

Your new job listing is **ONLINE**.

Modify or erase a job listing?

1. Login to **www.tialocgroup.com/wp-admin** using your credentials
2. In the left sidebar, click on **Job Listings**, then click on **All Jobs**
3. TO MODIFY THE LISTING: Click on its title, make your edits, then click **PUBLISH**
4. TO ERASE THE LISTING: Click on its title, then click on **MOVE TO TRASH**