

# **QUICK REFERENCE GUIDE**

**HOW TO APPLY AT CHIP MONG CAREER PAGE**

# STEPS

**1** After searching for a job you are interested in and would like to submit your application, click on "Apply" button.

**2** Click on "Create an account" if you don't have an account in our career portal before.

**Note:** If you already have an account, please go to step 10 on page 5.

## Career Opportunities: Training Supervisor (1516)

Req ID 1516 - Posted 02/01/2019 - Chip Mong Land - Phnom Penh - Human Resources - First-Mid Management

1

Apply

Save Job

Email Job to Friend

Return to List

[Job Description Print Preview](#)

### Key Responsibilities

- Identify the Training Needs Assessment (TNA) in the construction function to ensure that training solutions are proactive and support the strategic direction of CMLD
- Design and delivery of all systems learning and development solutions in conjunction with the relevant subject matter experts and key stakeholders both internally and externally
- Prepare the annual technical training calendar aligned with the budget plan
- Lead the Induction Program for the construction function, including delivery, to ensure it is operating effectively on a regularly basis and is joined-up with all of the onboarding activities for all new technical staff
- Own the management and ongoing development of the Technical Learning Management System (TLMS)
- Develop the technical E-Learning solutions through 'Storyline' or other eLearning authoring software to support all technical learning program
- Lead and motivate the technical participants to ensure their performance is maximized
- Manage the Junior Engineer Training (JET) Program and ensure its effectiveness and efficiency
- Work closely with the technical training institutions to ensure CMLD has a good technical and educational partner
- Do training survey through the four 4L and make the reports including the impact survey to present to the management for a decision making
- Perform other duties as assigned.

## Career Opportunities: Sign In

### Have an account?

Please enter your login information below. Both your username and password are case-sensitive.

\* Email Address:

\* Password:

[Sign In](#) [Forgot your password?](#)

### Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

2

[Go Back](#)

3 Fill in your email address, create new password, type your first name and last name.

4 Tick in the box of “Hear more about career opportunities” (optional)

5 Click on “Read and accept the data privacy statement”

6 Click on “Accept”

7 Click on “Create Account”

**Note:** Information with ( \* ) is required to fill in.

## Career Opportunities: Create an Account

The screenshot shows a registration form titled "Career Opportunities: Create an Account". At the top left is a "Go Back" button. Below it, the text reads "Already a registered user? Please sign in" and "Login credentials are case-sensitive". A yellow circle with the number 3 is placed next to the "Please sign in" link. The form contains several input fields, each with a red asterisk indicating it is required: "Email Address", "Retype Email Address", "Choose Password" (with a "Password Policy" link), "Retype Password", "First Name", "Last Name", "Country Code" (a dropdown menu), "Phone Number", and "Country of Residence" (a dropdown menu). There is an optional checkbox labeled "Hear more about career opportunities" with a yellow circle 4 next to it. Below the checkbox is a link "Read and accept the data privacy statement." with a yellow circle 5 next to it. At the bottom of the form is a "Create Account" button with a yellow circle 7 next to it.

## Career Opportunities: Create an A

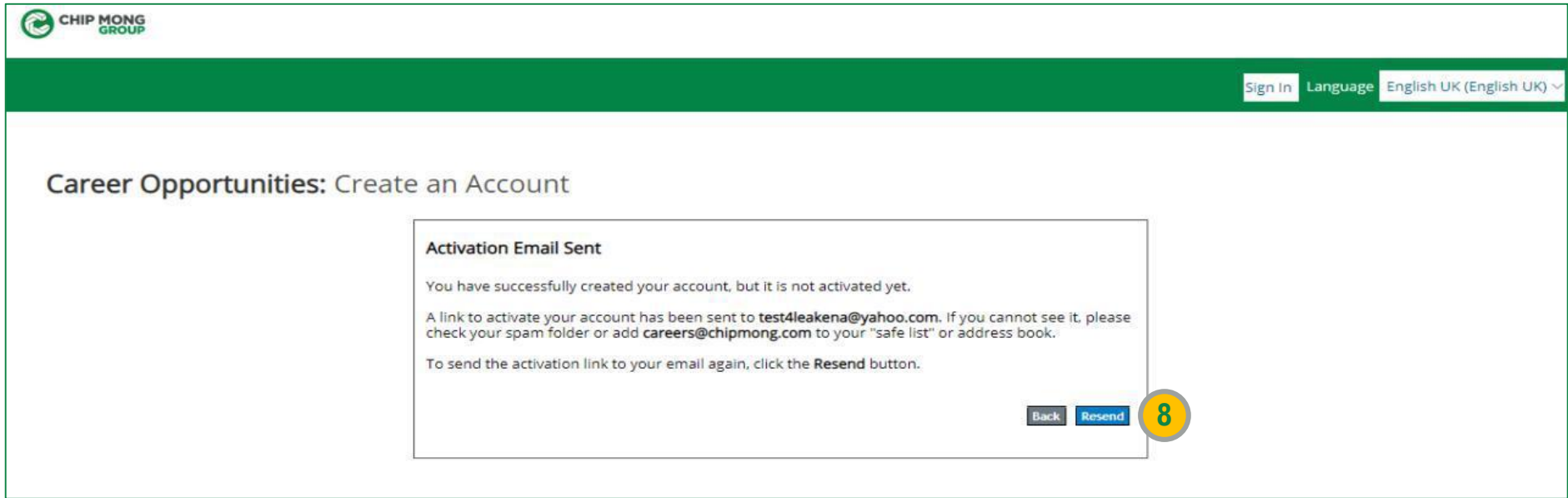
The screenshot shows a "Data Privacy Consent Statement" dialog box overlaid on the registration form. The dialog box has a title bar with a close button (X). The main heading is "External Data Privacy Consent". Below the heading, it says "Please accept the terms of the agreement to create an account." and "I understand that my data will be visible to internal Company recruiters and members of the Human Resources team. I agree that my data may be shared internally, at the company's discretion, with hiring manager considering me for potential positions. To maintain your privacy any profile and associated data inactive for 365 days will be deleted." At the bottom right of the dialog box is a yellow circle with the number 6. Below the text are three buttons: "Print", "Decline", and "Accept".

8

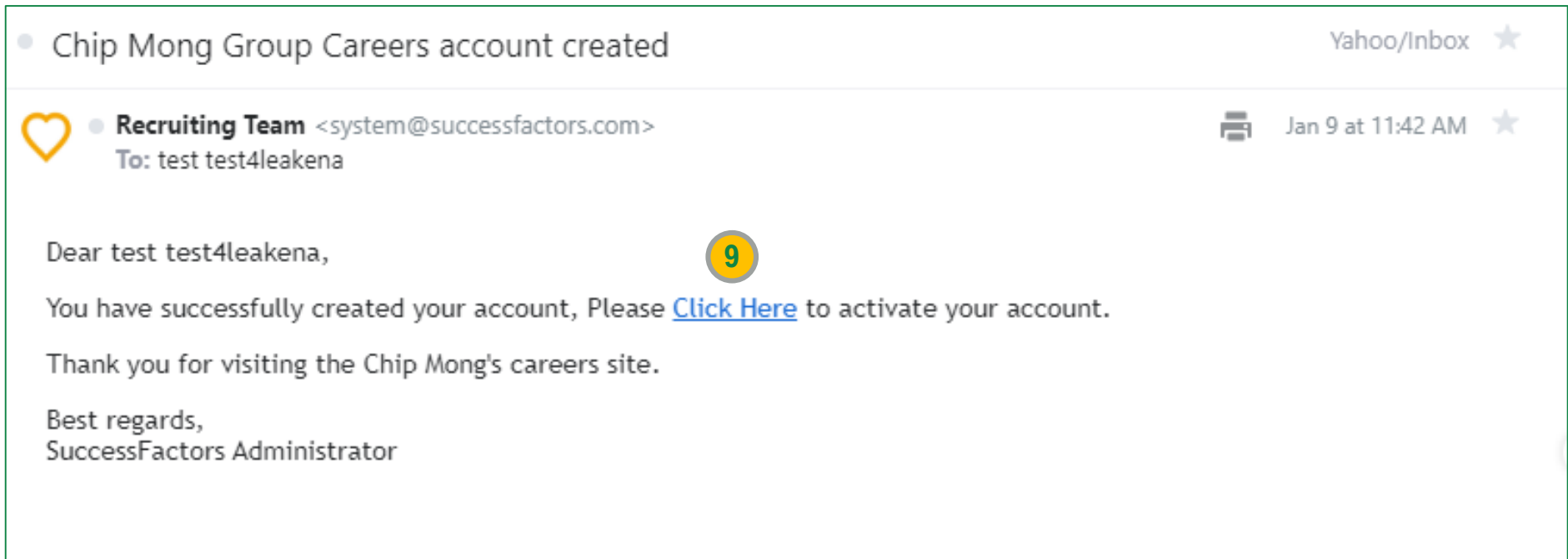
Check your email whether you have received a verification email from Chip Mong or not. If you don't receive any emails, please click on "Resend".

9

Open the email and click on "Click Here" to activate your candidate account in Chip Mong Career Page.



The screenshot shows the top of the Chip Mong Group website. The logo is in the top left. In the top right, there are links for 'Sign In', 'Language', and 'English UK (English UK)'. The main heading is 'Career Opportunities: Create an Account'. Below this is a white box with a black border containing the following text: 'Activation Email Sent', 'You have successfully created your account, but it is not activated yet.', 'A link to activate your account has been sent to test4leakena@yahoo.com. If you cannot see it, please check your spam folder or add careers@chipmong.com to your "safe list" or address book.', and 'To send the activation link to your email again, click the Resend button.' At the bottom right of this box are two buttons: 'Back' and 'Resend'. A yellow circle with the number '8' is overlaid on the 'Resend' button.



The screenshot shows an email interface. At the top, it says 'Chip Mong Group Careers account created' with 'Yahoo/Inbox' and a star icon on the right. Below this is the sender information: a heart icon, 'Recruiting Team <system@successfactors.com>', and 'To: test test4leakena'. On the right, there is a printer icon, the date 'Jan 9 at 11:42 AM', and a star icon. The main body of the email contains the following text: 'Dear test test4leakena,', 'You have successfully created your account, Please [Click Here](#) to activate your account.', 'Thank you for visiting the Chip Mong's careers site.', and 'Best regards, SuccessFactors Administrator'. A yellow circle with the number '9' is overlaid on the word 'Please' in the second line.

10 Once you have verified your account, please sign in with your email address & password.

11 Then, click on "Sign In"

12 Click on "JOB SEARCH" to search for the preferred position

13 click on "Apply"

### Career Opportunities: Sign In

Have an account?  
Please enter your login information below. Both your username and password are case-sensitive.

\* Email Address:  10

\* Password:

[Sign In](#) [Forgot your password?](#)

11

Not a registered user yet?  
[Create an account](#) to apply for our career opportunities.

[Go Back](#)

HOME **JOB SEARCH** 12 JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE

Welcome, Test Test [Sign](#)

### Career Opportunities

Search for Openings

Keywords  ?

Exact Match

in job title

in job title or description

99 Jobs matched your search

Items per page 10 ▾ « < Page 1 of 10 > »

[Cost and Control Officer](#)  
Req ID 1075 - Posted 10/08/2018 - Chip Mong Land - Phnom Penh - Engineering - Individual Professionals

### Career Opportunities: Training Supervisor (1516)

Req ID 1516 - Posted 02/01/2019 - Chip Mong Land - Phnom Penh - Human Resources - First-Mid Management

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[Apply](#) [Save Job](#) [Email Job to Friend](#) [Return to List](#) [Job Description Print Preview](#)

14 Upload your CV and then click on "Upload"

15 Fill in your personal information (Employment History, Formal Education, etc.)

16 Click on "Add" or "Add Another" to include more details. If you don't have any information to write, please click on "Remove".

17 Click on "Next"

### My Candidate Profile

**TEST TEST**

First Name:\* Test  
Last Name:\* Test  
Candidate ID: 2111  
Phone:\* 123456789  
Email:\* lunaboran@yahoo.com

Data Privacy Statement

Upload CV

The first step in creating your profile is to upload your CV. We will automatically organise it to make it searchable by our recruiters and maximise your chance of finding a match.  
Accepted File types: DOCX, PDF, Image and Text

Choose File:

Save Undo Cancel Delete Profile Print Preview

+ Add Documents

### My Candidate Profile

**TEST TEST**

Save Undo Cancel Delete Profile Print Preview

Changes pending. You must save your changes in order to keep them.

Employment History + Add Another Remove

>Details

Formal Education + Add Another Remove

>Details

Start Date*	DD/MM/YYYY	📅
End Date*	DD/MM/YYYY	📅
School	<input type="text"/>	
Major	<input type="text"/>	
Degree	No Selection ▼	

Documents

Upload Additional Document/Photo ID [Attach a document](#)

More Information

Country of Residence\* Cambodia ▼

Next

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Attach additional documents such as your current photo, certificates, etc.

19

Click on “Apply”.

20

Once you have applied, you will see this message to confirm that your application has been successfully submitted.

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE

Welcome, Test Test [Sign Out](#) Language [English UK \(English U](#)

### Career Opportunities: Paid Graduate Internships (1328)

* First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="Test"/>
* Cell Phone	<input type="text" value="123456789"/>
* Country of Residence	<input type="text" value="Cambodia"/>
<b>Employment Information</b>	
* How did you hear about this position?	<input type="text" value="No Selection"/> <b>18</b>
Specific Source	<input type="text"/>
* Resume/CV	Test Test's CV
	Last Updated: 09/08/2018
Cover Letter	Your Cover Letter is not on file. <a href="#">Click here to attach your Cover Letter</a>
Additional Documents	<a href="#">Attach a document</a>

**19**

[Apply](#) [Back](#) [Save](#) [Cancel](#)

### Career Opportunities: Paid Graduate Internships (1328)

Dear Candidate,

Your application has been sent successfully. Thank you!

Best regards,

Talent Acquisition Team

[Return to Job search page](#)

[Return to Jobs applied](#)