

User Manual MYFutureJobs

(Employer)

Create Vacancy for Foreign/Expatriate

Upload Hiring Outcome Report (HOR)

Vacancy Link

Acknowledgement Letter

Create Foreign/Expatriate Vacancy

1. To add a new vacancy, the employer should go to **My Vacancies** and select **New Vacancy**.

Employers must ensure that the job advertisement is posted under either the "Foreign Workers" or "Expatriates" category to enable the uploading of the Hiring Outcome Report (HOR).

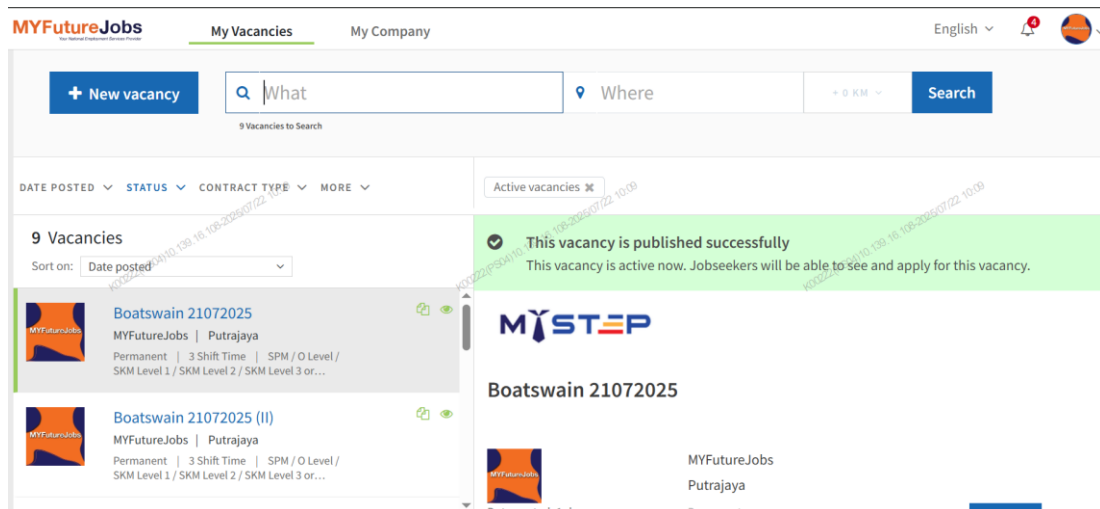
Note :

- The vacancy title must match the submitted title in the application to the Agensi Pelulus / JIM.
- Provide a detailed and well-defined of job description (e.g : required specific skills, additional language requirements such as Bahasa Indonesia).
- Ensure the employer enters the correct number of positions required based on the selected categories.
- Make sure the required language(s) are specified in the Language section

2. Please ensure that the employer has filled in all the required information to proceed with the job posting. A **green indicator** should appear for the **Vacancy, Terms of Employment and Settings** sections. The Job Category section is optional.

3. Once published, the vacancy will appear in the **My Vacancies** list.

Note : Please be aware that once the vacancy is published, **it cannot be modified**. Ensure all details are correct before publishing as no amendments are permitted afterwards.

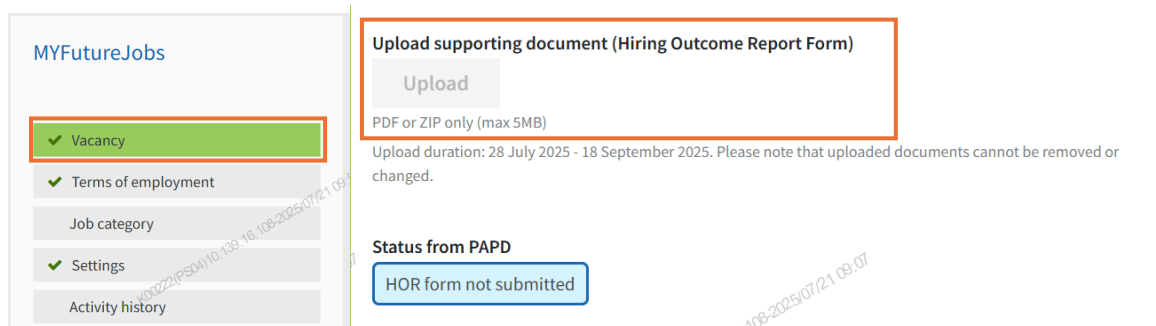


Upload Hiring Outcome Report (HOR)

- After successfully posting a vacancy, employers are required to **upload the Hiring Outcome Report (HOR)** through the MYFutureJobs portal.

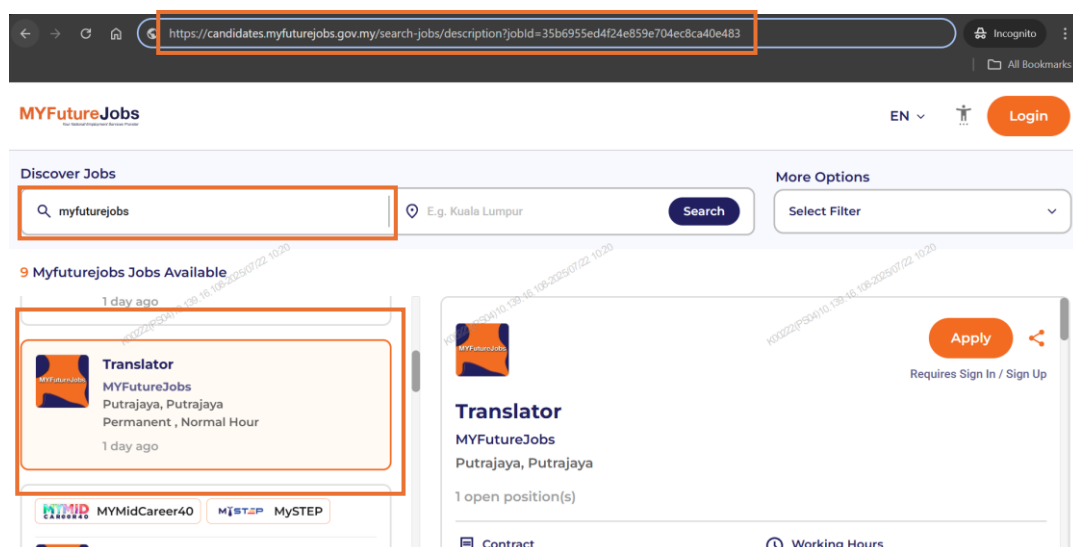
Go to **Vacancy > Upload Supporting Document**.

Note: The HOR document can only be uploaded **after the 7th day** of the job advertisement period. The upload is permitted within **30 days from the job advertisement's closing date**. Kindly note that the HOR document is only allowed to be uploaded **one time**.



Vacancy Link

- To retrieve the URL for submission in the Xpats Gateway system, the employer should visit the Candidates Portal and search by company name.



Candidates Portal: <https://candidates.myfuturejobs.gov.my/>

Then, the employer should select the relevant listing, copy the URL and paste it into the Xpats Gateway system.

Xpats Gateway

Investors / Shareholders / Company Owners
Corporate Transfers / Placements / Trade Agreements
International Organisations
Sport Sector (Athletes)
Release of the Employment Pass

Vacancy Link: <https://candidates-uat.myfuturejobs.gov.my/search-jobs/description?jobid=f625ba95> [Go to MYFutureJobs](#)

Vacancy ID: f625ba952c5844a5971fa209e34477 [CHECK](#)

Vacancy Title: (PAPD) Accountant 2

Employer Name: MYFutureJobs

Occupation: Accountant

ESCO Code: 2411.1

Number of Positions: 3

Vacancy Start Date: 2025-06-26

Vacancy Actual End Date: 2025-07-26

HOR Upload Date: 2025-06-26

Status: Completed - Rejected

Acknowledgement Letter [Download Acknowledgement Letter](#)

Log Out [Previous](#) [Save & Close](#) [Save & Next](#)

Application Status and Acknowledgement letter

- Employers may also check the **application status and acknowledgement letter** on both the MYFutureJobs and Xpats Gateway portals.

Note: The status will only be accessible after action has been taken on the application review process by PERKESO.

MYFutureJobs	Xpats Gateway
<p>Upload supporting document (Hiring Outcome Report Form)</p> <p>Upload Translator_35b69...</p> <p>PDF or ZIP only (max 5MB)</p> <p>Upload duration: 21 July 2025 - 18 September 2025. Please note that uploaded documents cannot be removed or changed.</p> <p>Status from PAPD</p> <p>Completed - Rejected</p> <p>View recommendation letter →</p>	<p>Xpats Gateway</p> <p>Vacancy Title: (PAPD) Accountant 2</p> <p>Employer Name: MYFutureJobs</p> <p>Occupation: Accountant</p> <p>ESCO Code: 2411.1</p> <p>Number of Positions: 3</p> <p>Vacancy Start Date: 2025-06-26</p> <p>Vacancy Actual End Date: 2025-07-26</p> <p>HOR Upload Date: 2025-06-26</p> <p>Status: Completed - Rejected</p> <p>Acknowledgement Letter Download Acknowledgement Letter</p>