

Panduan ITHB Fastmover – Job Owner



Selamat Datang di ITHB Fastmover

ITHB FastMover adalah sebuah portal lowongan kerja yang disediakan untuk mahasiswa maupun alumni ITHB. FastMover menampilkan lowongan pekerjaan dan magang yang dibuka oleh ITHB maupun perusahaan rekanan ITHB. Menggunakan FastMover, mahasiswa dan alumni bisa dengan lebih mudah menemukan lowongan magang, dan para alumni mendapatkan kesempatan untuk meningkatkan karier mereka.

[Read More](#)

Jobs

New job vacancies for ITHB Students and Alumni

Filter

Date

Job Type

Results 11 Jobs - Page 1 of 3

19 Oktober 2021

PHP Laravel Developer - Senior

Accenture Malaysia Online

Design, build and configure web applications to meet business process and application requirements

19 Oktober 2021

React-Native Developer - Senior

ITHB Fastmover adalah portal lowongan kerja untuk membantu Mahasiswa dan Alumni ITHB dalam mencari pekerjaan dan peluang karir yang lebih baik sesuai dengan pendidikan dan keahlian masing-masing.

Portal ITHB Fastmover dapat diakses di alamat : <https://fastmover.ithb.ac.id>

1. Registrasi

- Inputkan nama lengkap, no telp, email, nama perusahaan
- Pilih dari internal -> ITHB dan external -> perusahaan luar
- Inputkan password dan ulangi
- Submit

← Register Job Owner

Nama Lengkap

Nomor Telepon

Email

Nama Perusahaan

Kategori Employee

☒ Internal ☐ External

Password

Confirm Password

Register

2. Dashboard

Job Owner

Dashboard

Supervisor Manage...

Job Management

Taufik Hidayat Available

Dashboard

A

2 Job Posting

No	Job Name	Recruiting Type	Status
1	IT Suppor...	ITHB	Recruiting
2	Lab Asist...	ITHB	Done

See more

B

0 Job On Progress

No	Job Name	Recruiting Type	Status
No data Available			

See more

C

1 Job Complete

No	Job Name	Recruiting Type	Status
1	Lab Asist...	ITHB	Done

See more

A : Job yang sudah diposting oleh job owner

B : Job internal sedang on progress

C: Job internal dengan status selesai

3. Supervisor Management

Untuk pekerjaan internal memerlukan supervisor untuk verifikasi hasil pekerjaan. Job owner dapat menjadi supervisor atau mendelegasikan kepada teamnya untuk menjadi supervisor.

Tambahkan data supervisor :

- Input nama , email , notelp
- Input password dan ulangi
- Submit

The screenshot shows a web browser window with the URL `fastmover.ithb.ac.id/jobs-owner/supervisor/add`. The page is titled "Supervisor Management" and includes a breadcrumb trail: "» List Supervisor » Add Supervisor". On the left, a sidebar for "Job Owner" contains links to "Dashboard", "Supervisor Manage...", and "Job Management". The main form contains the following fields: "Name Lengkap", "Email", "Number Telepon", "Password", and "Confirm Password". Each field has a small eye icon for toggling visibility. An "Add" button is located at the bottom right of the form. The top right of the page shows the user "Taufik Hidayat" with the status "Available".

4. Job Management

a. Tambah job

Dari menu job management -> klik add job

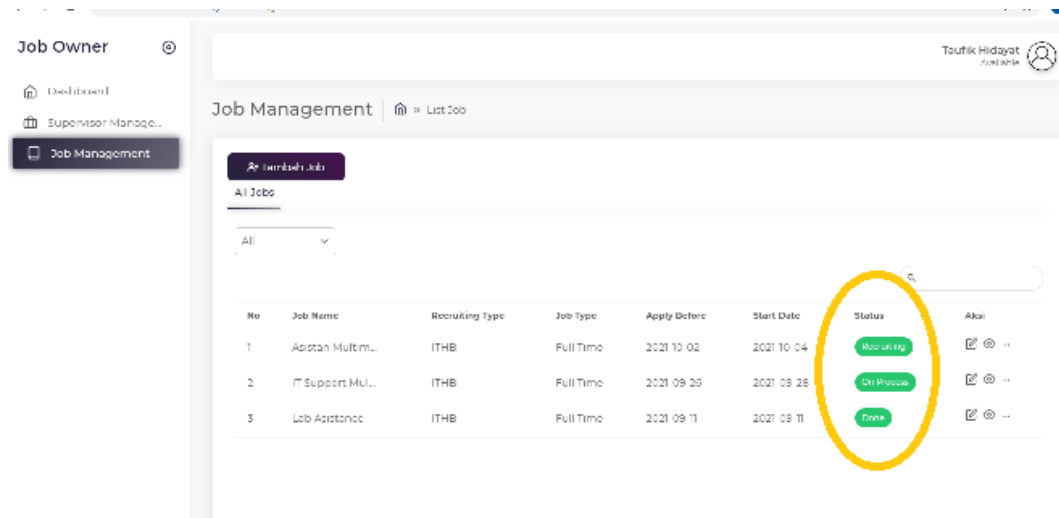
The screenshot shows a web browser window with the URL `fastmover.ithb.ac.id/job-owner/job/add`. The page is titled "Job Management" and includes a breadcrumb trail: "» List Job » Tambah Job". The left sidebar is identical to the previous screenshot. The main form contains the following fields: "Job Name*", "Job Description*" (with a rich text editor toolbar and "Insert text here ..." placeholder), "Recruiting Company*" (a dropdown menu currently showing "ITHB"), "Apakah anda ingin menggunakan supervisor?" (radio buttons for "No" and "Yes", with "No" selected), and "Job Duration (Week)*". The top right of the page shows the user "Taufik Hidayat" with the status "Available".

Inputkan data pekerjaan , yg perlu diperhatikan :

- Supervisor : untuk job internal , pilih 'no' jika job owner sebagai Supervisor
- Job Description : uraian pekerjaan
- Job duration : lama pekerjaan berapa minggu
- Weekly allocation : alokasi jam setiap minggu
- Weekly schedule : jadwal setiap minggu , contoh , Senin Rabu, Senin-Jumat
- Career point : nilai karirnya
- Job type : full, partime, project, internship
- Start date : mulai aktif bekerja

b. List job yg telah dipost , dengan status : waiting for approval, recruiting, on progress, done

- Untuk job yg baru diinput oleh job owner akan muncul status waiting for approval , harus diapprove oleh admin
- Setelah diapprove maka proses status menjadi recruiting sampai tgl apply before

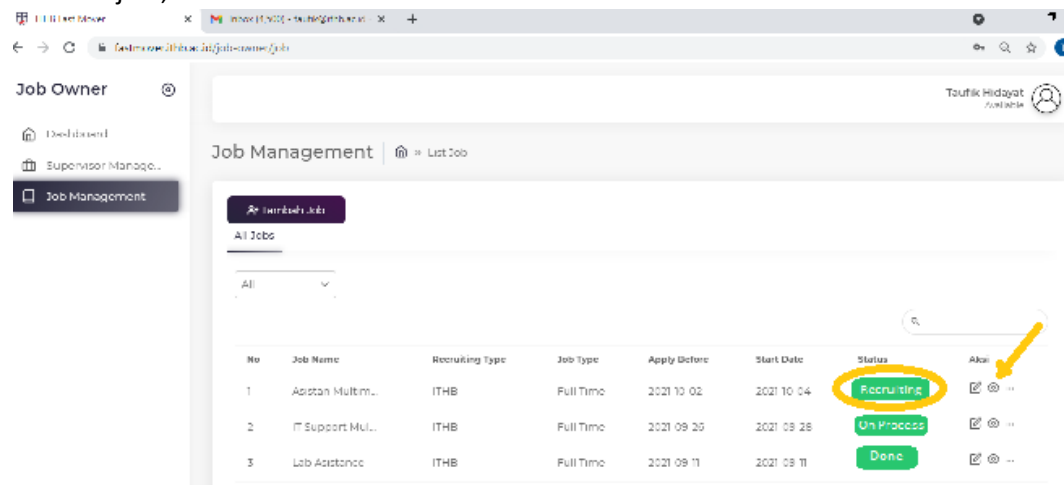


The screenshot shows the 'Job Management' interface. On the left is a sidebar with 'Job Owner' and navigation links: 'Dashboard', 'Supervisor Manage...', and 'Job Management'. The main area is titled 'Job Management' and 'List Job'. Below this is a button 'Tambah Job' and a dropdown menu 'All Jobs'. A table lists three jobs. The 'Status' column for each job has a button: 'Waiting' for job 1, 'On Process' for job 2, and 'Done' for job 3. These buttons are circled in yellow.

No	Job Name	Recruiting Type	Job Type	Apply Before	Start Date	Status	Aksi
1	Asisten Multim...	ITHB	Full Time	2021 10 02	2021 10 04	Waiting	[icon] [icon] [icon]
2	IT Support Mul...	ITHB	Full Time	2021 09 20	2021 09 28	On Process	[icon] [icon] [icon]
3	Lab Assistance	ITHB	Full Time	2021 09 11	2021 09 11	Done	[icon] [icon] [icon]

c. Proses recruiting untuk job internal:

- Dari list job , klik tombol aksi lihat



The screenshot shows the same 'Job Management' interface. In this view, the 'Status' for job 1 is 'Recruiting', which is circled in yellow. A yellow arrow points to the 'Aksi' column for job 1, specifically to the 'view' icon (an eye inside a circle).

No	Job Name	Recruiting Type	Job Type	Apply Before	Start Date	Status	Aksi
1	Asisten Multim...	ITHB	Full Time	2021 10 02	2021 10 04	Recruiting	[icon] [icon] [icon]
2	IT Support Mul...	ITHB	Full Time	2021 09 20	2021 09 28	On Process	[icon] [icon] [icon]
3	Lab Assistance	ITHB	Full Time	2021 09 11	2021 09 11	Done	[icon] [icon] [icon]

- Dari page detail job , klik tab applicant list kemudian klik tombol detail

Job Owner: Dashboard, Supervisor Manage..., Job Management

Job Management | List Job | Detail Job

Asistan Multimedia Recruiting

Taufik Hidayat

Job Descriptions
Multimedia Operator

Requirements
Multimedia

Keterangan
-

Job Type
Full Time

Number of Vacancy
1

Start Date
2021-10-04

Apply Before
2021-10-02

Job Location
Offline

Recruiting Company
ITHB

Supervisor
Ilham Nugroho

Job Duration
4 (week)

Weekly Allocation
4 (hours)

Weekly Schedule
Jumat

Certificate
No

Career Point
0

Job Progress Employee: Applicant List

Filter: All

Download

No	Applicant Type	Applicant Name	IDK	Status	Aksi
1	Mahasiswa Aktif	DIONISIUS PRAT...	3.93	Waiting For Approval	<u>Detail</u>

- Dar page recruit, klik tombol recruit / reject , bisa dilihat juga detail cv dan transkrip

fastmover.ithb.ac.id/job-owner/job/97

Detail Employee

Recruit Reject

Nama Lengkap
DIONISIUS PRATAMA

Email
if-17002@students.ithb.ac.id

Status
Aktif

NIM
1117002

Fakultas
TEKNIK

Jurusan
Teknik Informatika

IDK
3.93

CV

Transkrip Nilai

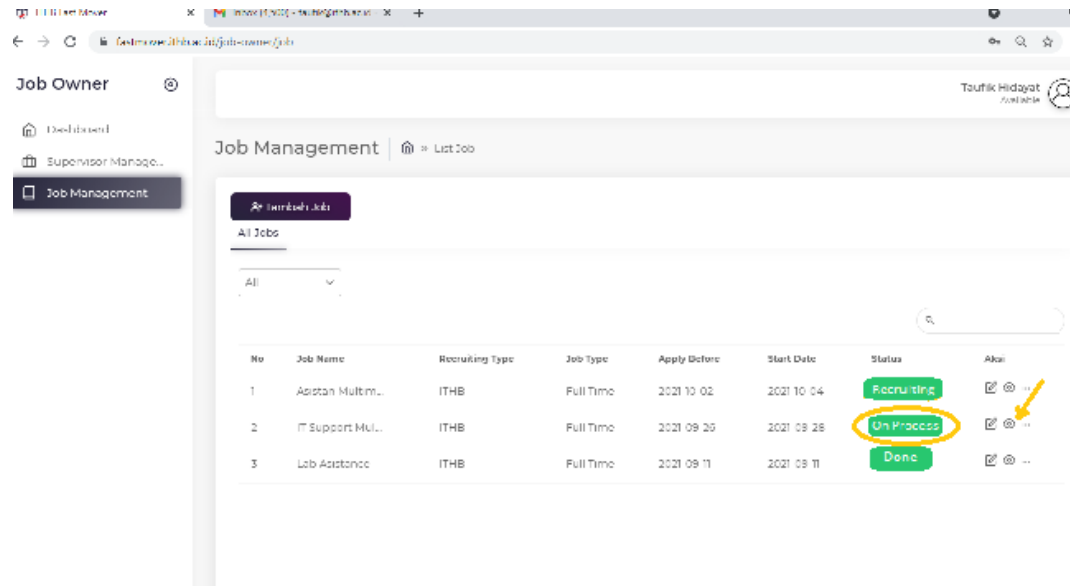
Pendidikan
INSTITUT TEKNOLOGI HARAPAN BANGSA, Bandung, Indonesia
Fakultas Informatika, Departemen Informatika, Jurusan Informatika

28 Agustus 2021

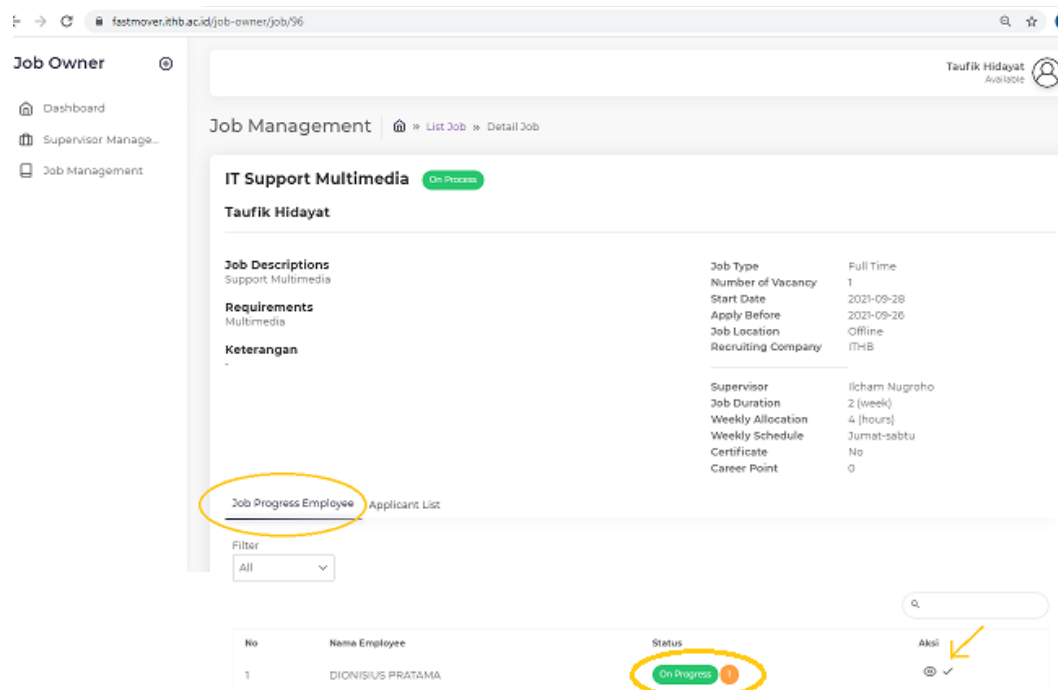
d. Proses approve progress job internal

Setelah job dimulai dan employee mengisi progress , maka untuk job owner merangkap Supervisor harus approve progress tersebut , sbb :

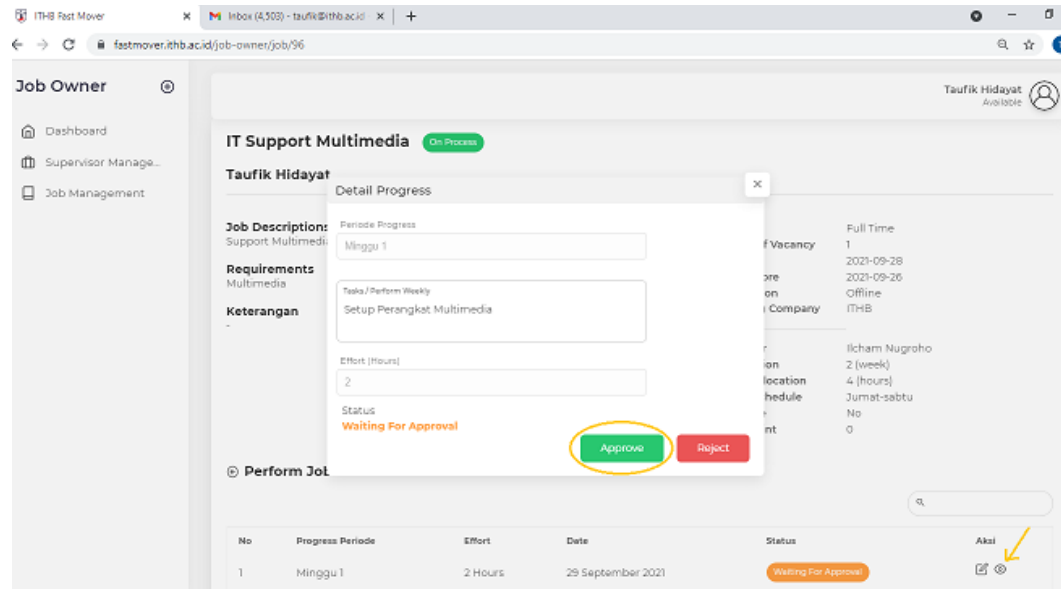
- Dari job management -> list job, klik tombol aksi lihat untuk job dengan status on process



- Pada page detail Job, klik tab job progress , dan pilih progress job dengan angka status < 0



- Kemudian klik tombol aksi lihat, akan muncul box untuk approval/reject progress



- e. Process untuk job selesai / done

Untuk job yg telah diselesaikan sesuai dengan jumlah waktu dan pekerjaan , maka job tersebut harus ditutup

- Dari job management -> listjob-> status on process-> job detail->tab job progress , klik tombol aksi ceklist , akan tampil box rating popup

