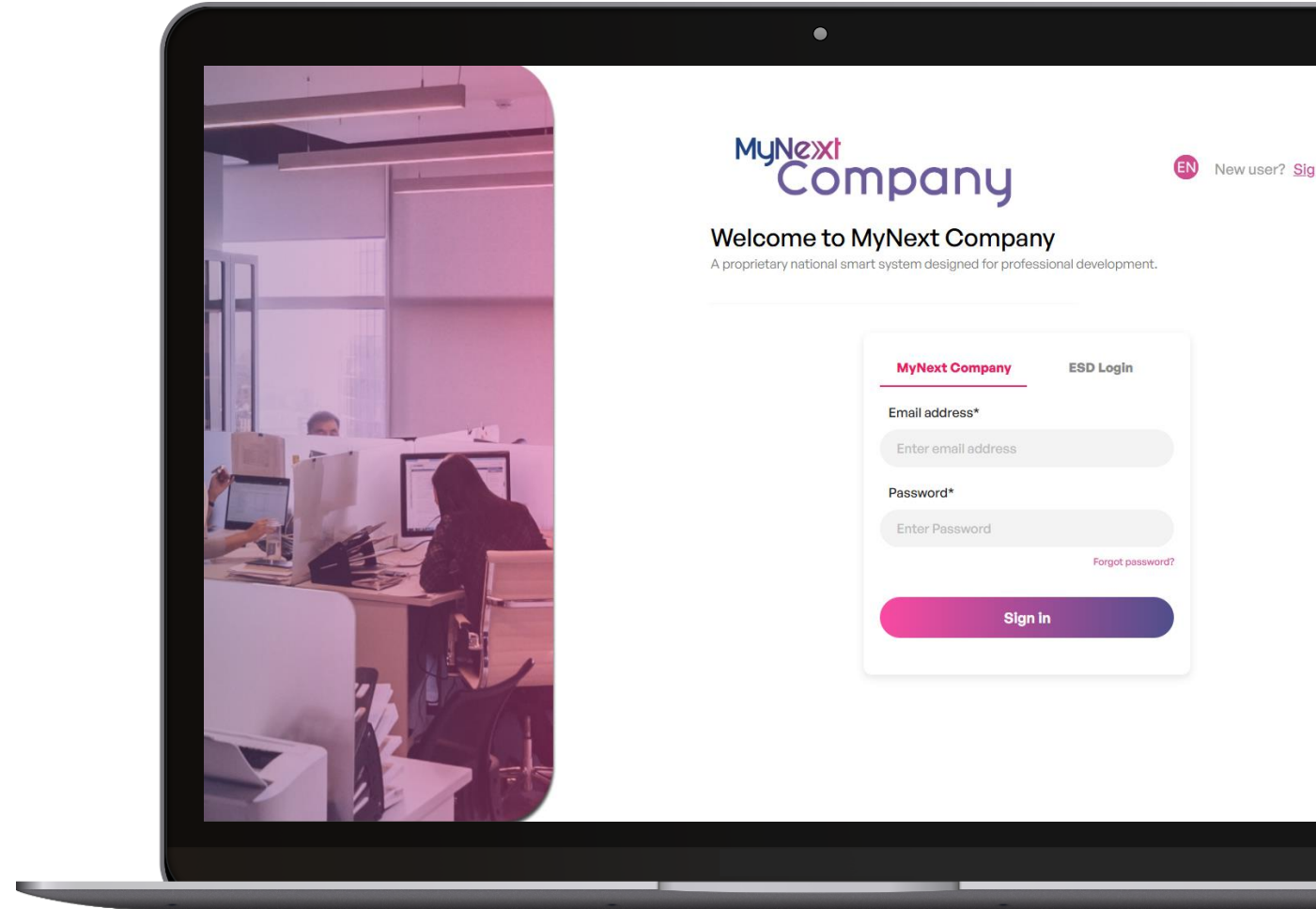# MyNext Company

USER GUIDE

Eligibility

Are your company eligible for MySIP ?

To join MySIP, companies must offer at least 10 weeks of practical internship, be SSM-registered, pay RM500–RM600 minimum allowance, and complete the Internship Module yearly.
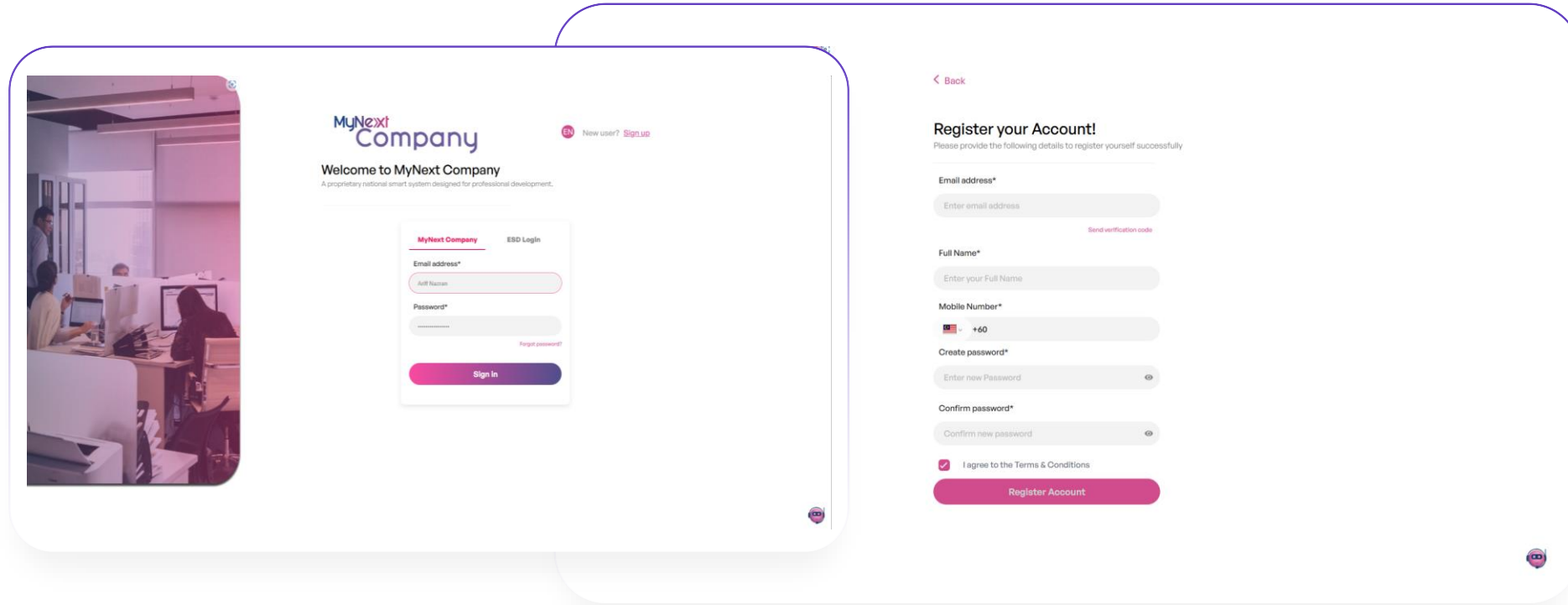
Read More   **Learn More**

MyNext Company

Welcome to MyNext Company

A proprietary national smart system designed for professional development.

EN   New user? Sig

| MyNext Company | ESD Login |

Email address*

Enter email address
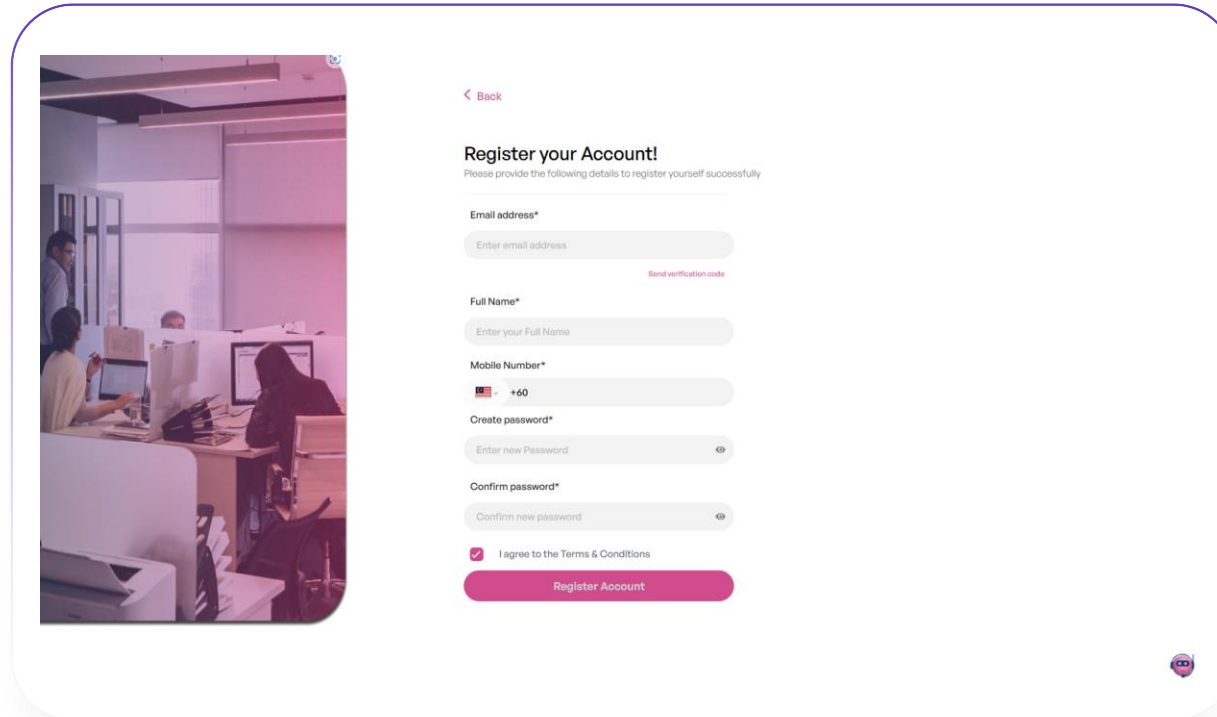
Password*

Enter Password

Forgot password?

Sign in

company.mynext.my

Reach the platform!

Go to company.mynext.my and sign up on the MyNext Company portal. Fill in your company and user details to create your account and access the MySIP platform.

Register your account!

Fill in your details to register!
Enter your email, name, phone number, and create a secure password.
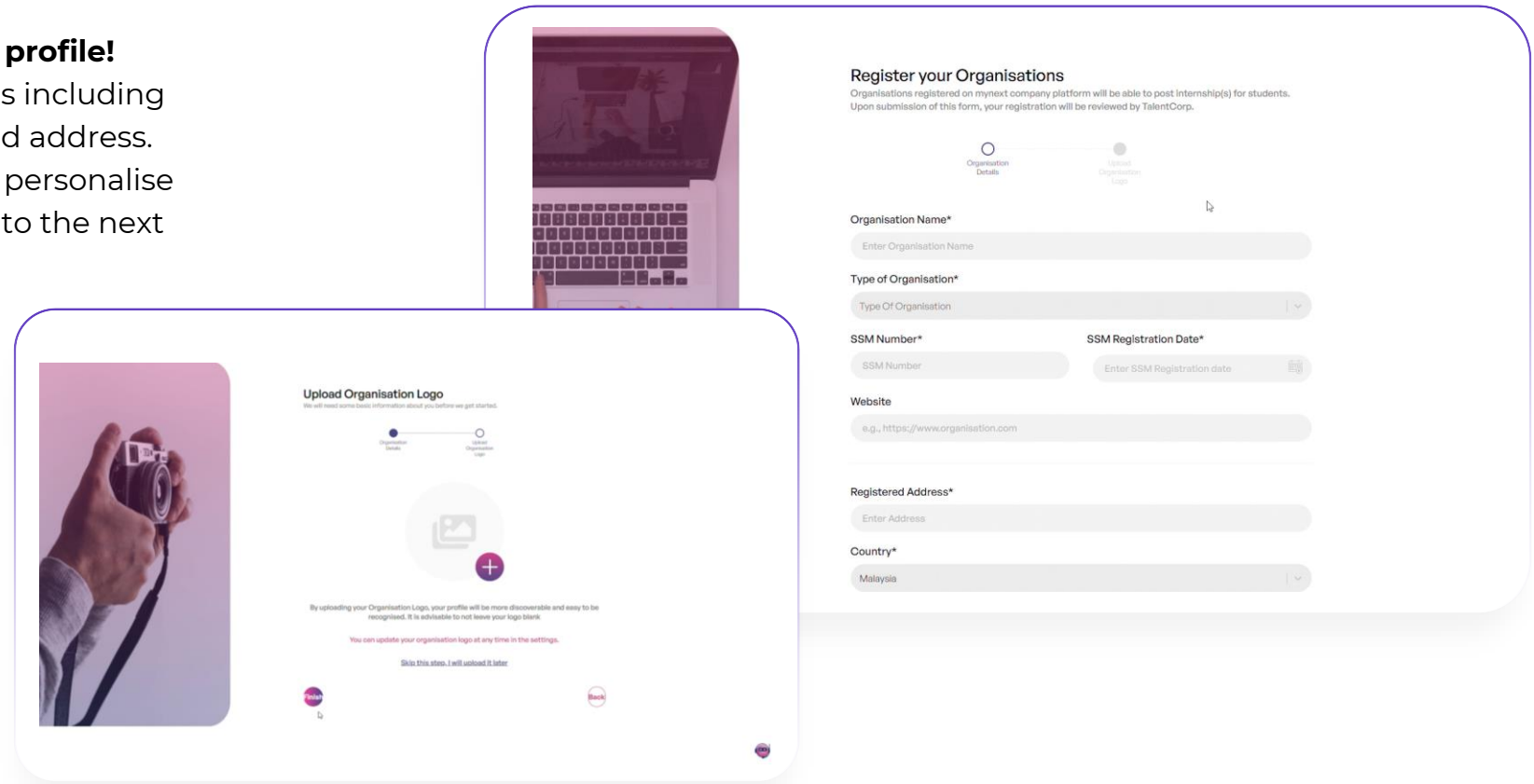
Agree to the terms and click **"Register Account"** to get started on MyNext

Register your company!

Complete your company profile!
Fill in your organisation details including name, type, SSM number, and address. Upload your company logo to personalise your dashboard and proceed to the next step.

Eligibility Check & Internship Module

Check your eligibility!
Fill in the required details to confirm your internship meets MySIP criteria—minimum 10 weeks and allowance of RM500/RM600.

Proceed to the Internship Module
Once eligible, you can start creating your Internship Module to declare your structured internship under MySIP.

How to start hiring?

company.mynext.my
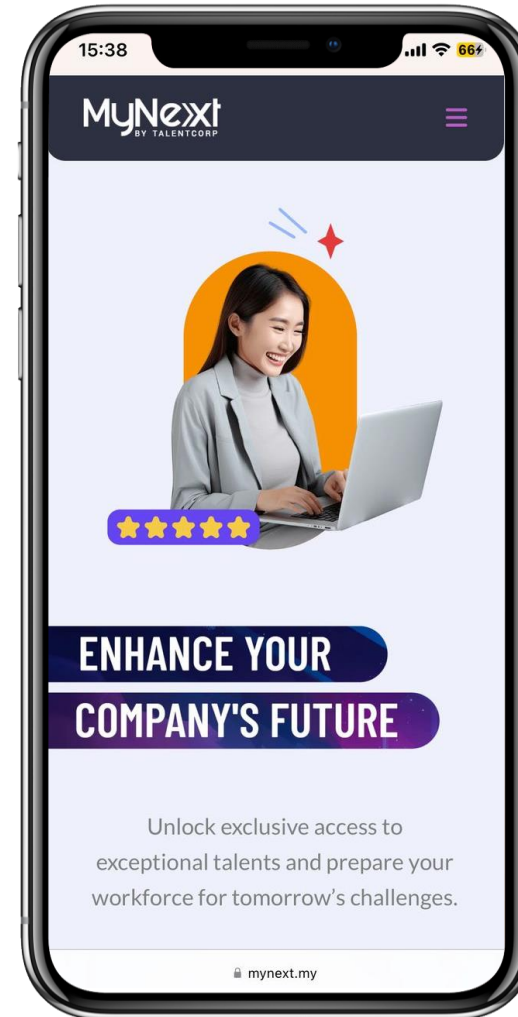
Declare MySIP internship

2 Options

This flexibility ensures all eligible internships can be registered under the MySIP, regardless of how interns a programmere recruited.

Option 1

Advertised hiring

Company to post internship offers via MyNext for interns to apply to the advertised internship posting.

Option 2

Direct hiring

Company may have interns recruited by their own outside of MyNext but to declare the internship programme under MySIP.
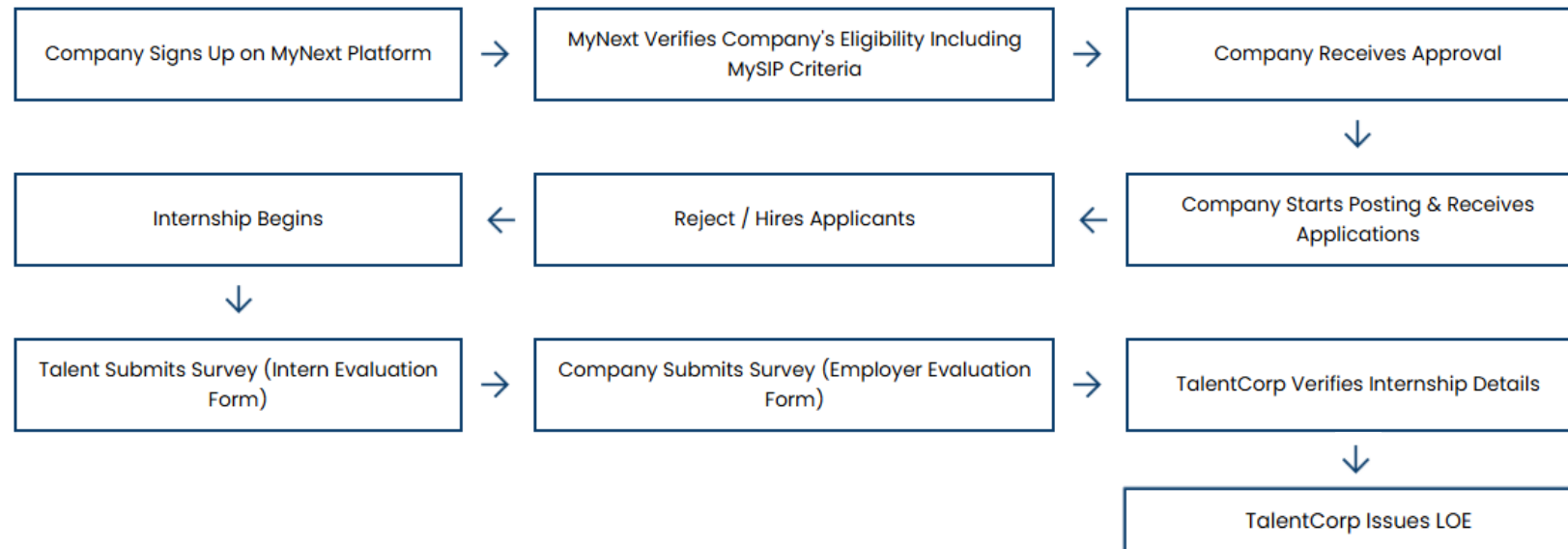
company.mynext.my

Advertised Hiring
(Process Overview)

Company to post internship offers via MyNext for interns to apply to the advertised internship posting.

| Company Signs Up on MyNext Platform | → | MyNext Verifies Company's Eligibility Including MySIP Criteria | → | Company Receives Approval |

| Internship Begins | ← | Reject / Hires Applicants | ← | Company Starts Posting & Receives Applications |

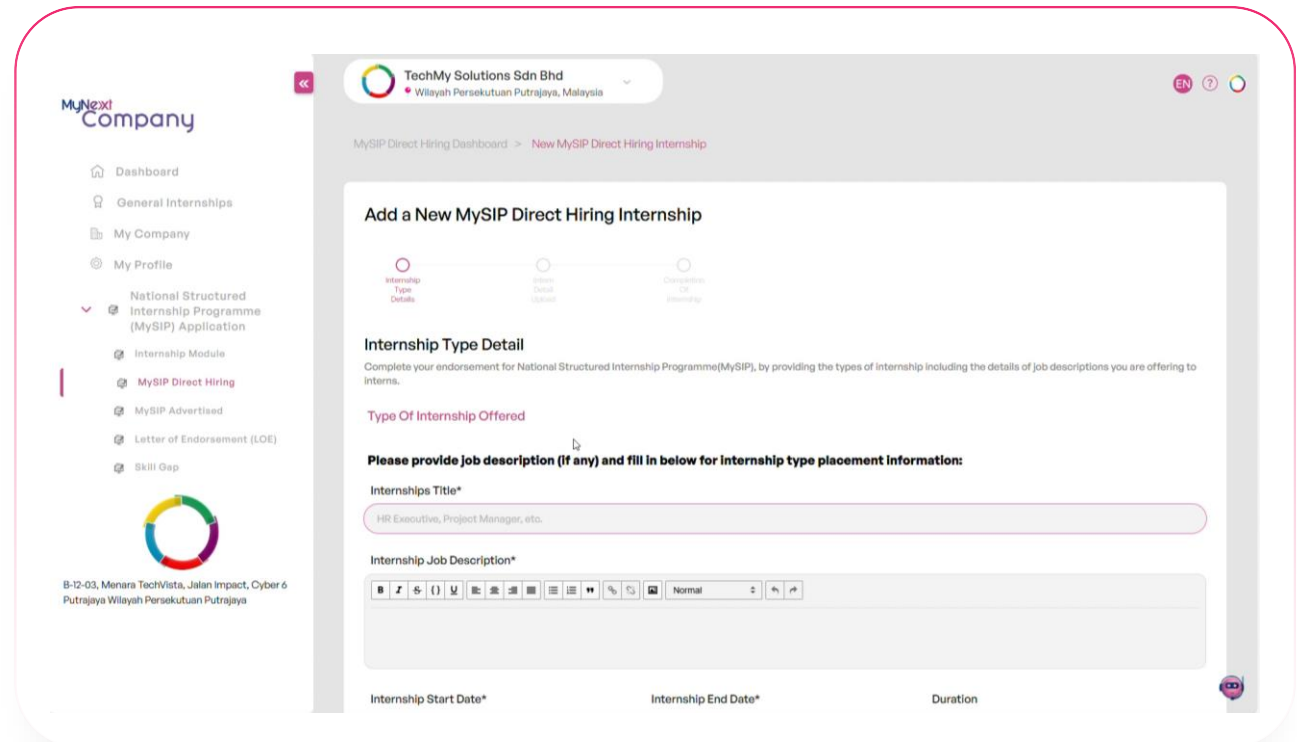| Talent Submits Survey (Intern Evaluation Form) | → | Company Submits Survey (Employer Evaluation Form) | → | TalentCorp Verifies Internship Details |

| TalentCorp Issues LOE |

company.mynext.my

company.mynext.my

Advertise Internship!

Advertise your internship on MyNext!
Complete the internship details and submit your post. Once in "Pending" status, it will be reviewed by the admin before going live for student applications.

The Internship form in pending status will be sent to Admin to be review or approved.

company.mynext.my

Review Status

Internship Name	Admin Approval Status	Posting Visibility	Range Compensation (in RM)	Vacancies	Internship Duration	Completion of Internship	Actions
Hr Intern	In-Review	Inactive	700-1000	1	31 weeks	Pending Submission	👁 ✏ 🗑

Rows per page 5 ⌄ ‹ **1** ›

Pending

Accepted

Once the company submits the Internship Details form, it will be marked as 'In Review'. The company must make changes if needed and resubmit it until the admin approves it.
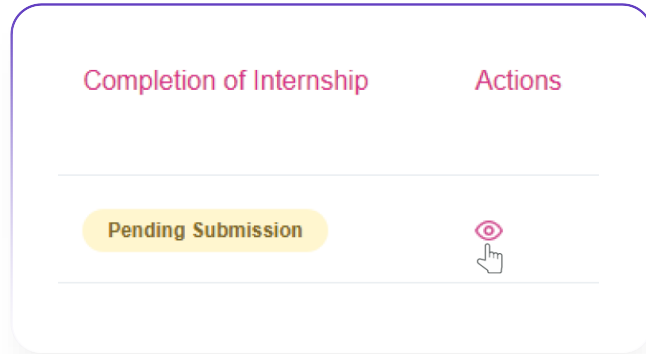
In-Review

Approved

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11

Advertise Hiring

Approved Form

1

Completion of Internship	Actions
Pending Submission	👁

2

Intern 12345 ⬤ Activate

MySIP Advertised

Internship Details   Interns' Details   Completion of Internship
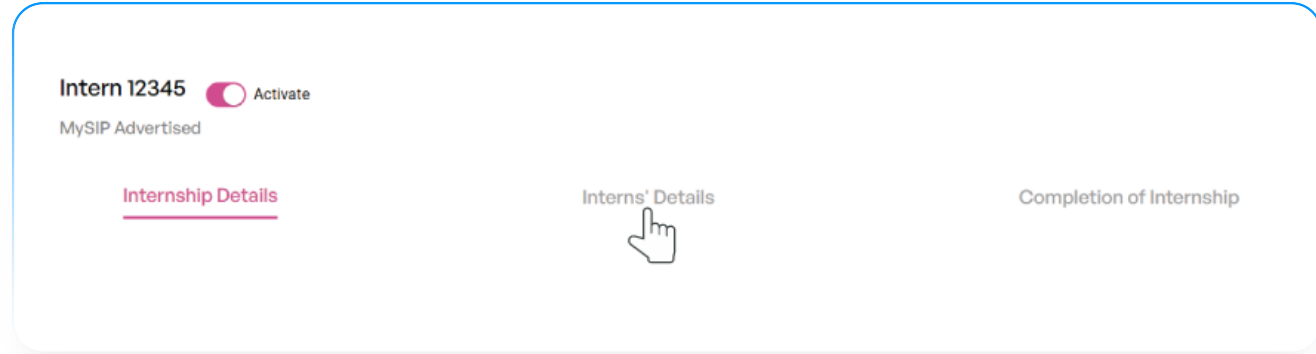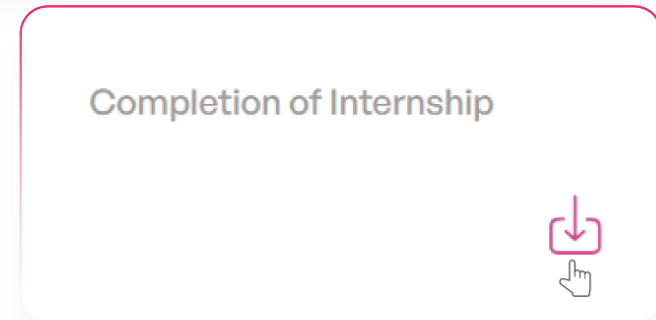
Once the internship form has been approved by the admin, talent can view the internship advertisement and apply the internship through MyNext Talent platform

3

Completion of Internship

Advertise Hiring

Approved Form

4

5

Click on "**View Applicant**" icon, user can view the list of talent that has applied for the internship and waiting for an action.

Select Joining and Leaving Date and click on "**Approve**" button to approve application and talent will be listed in intern details table.

Advertise Hiring

Approved Form

- User can view or download all the details that has been submitted by the talent.

- Users can review the talent and take the following actions:
- Approve to offer the internship
- Deny to reject the application
- Click the "+" button to send notes to the talent
- Users can recall the status after making an approval or rejection when the recall button appears.

Direct Hiring

(Process Overview)

Company may have interns recruited by their own outside of mynext but to declare the internship programme under MySIP.

Company Signs Up on MyNext Platform	→	MyNext Verifies Company's Validation Including MySIP Criteria	→	Company Receives Approval

↓

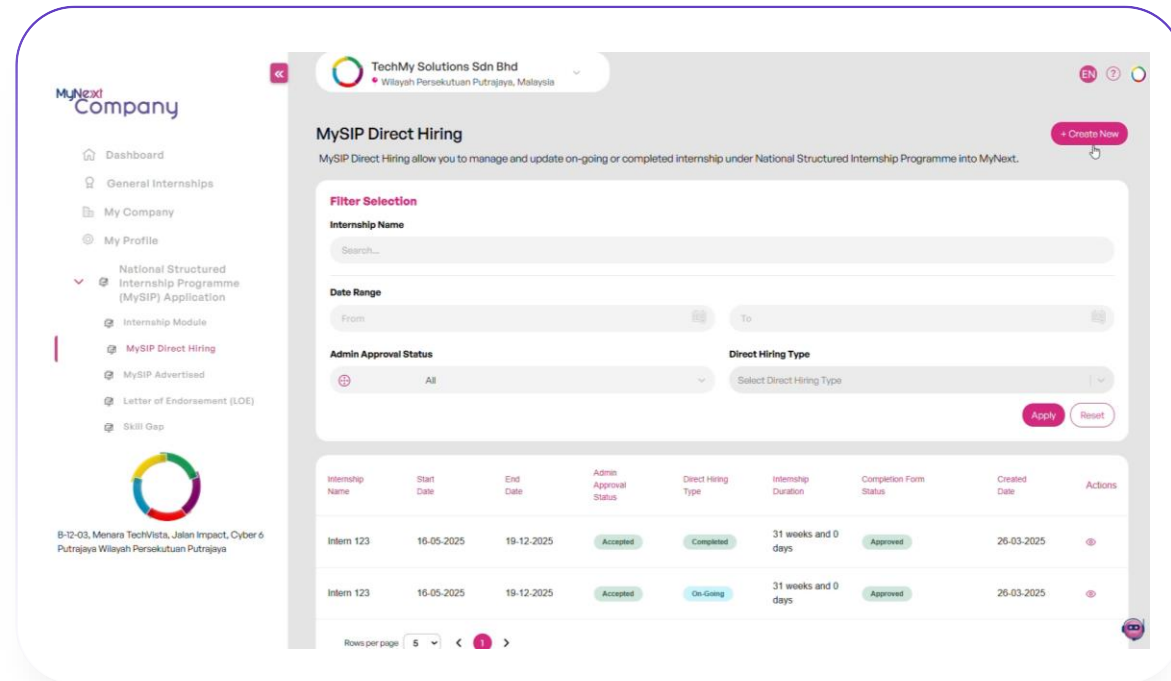| Upload Interns' Details (Single/Bulk) (**Completed Internship**: backdated declaration within same assessment year) (**On-going Internship**: current/future internship within same assessment year)	←	Company Completes Internship Type Details by Number of Placements Offered	←	Company Completes the Internship Module

↓

Talent Submits Survey (Intern Evaluation Form)	→	Company Submits Survey (Employer Evaluation Form)	→	TalentCorp Verifies Internship Details

↓

TalentCorp Issues LOE

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Direct Hiring
Single Upload

Start a new Direct Hiring record
Click the **"+ Create New"** button to declare an intern who has been hired outside of MyNext. You can track and manage each intern's status from this dashboard.
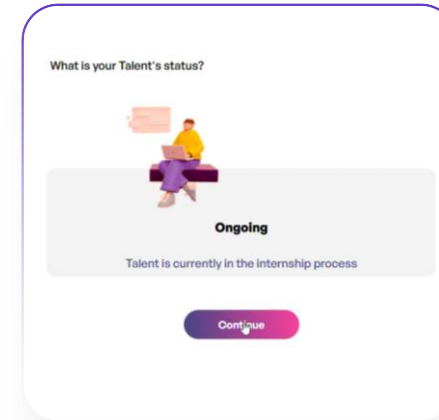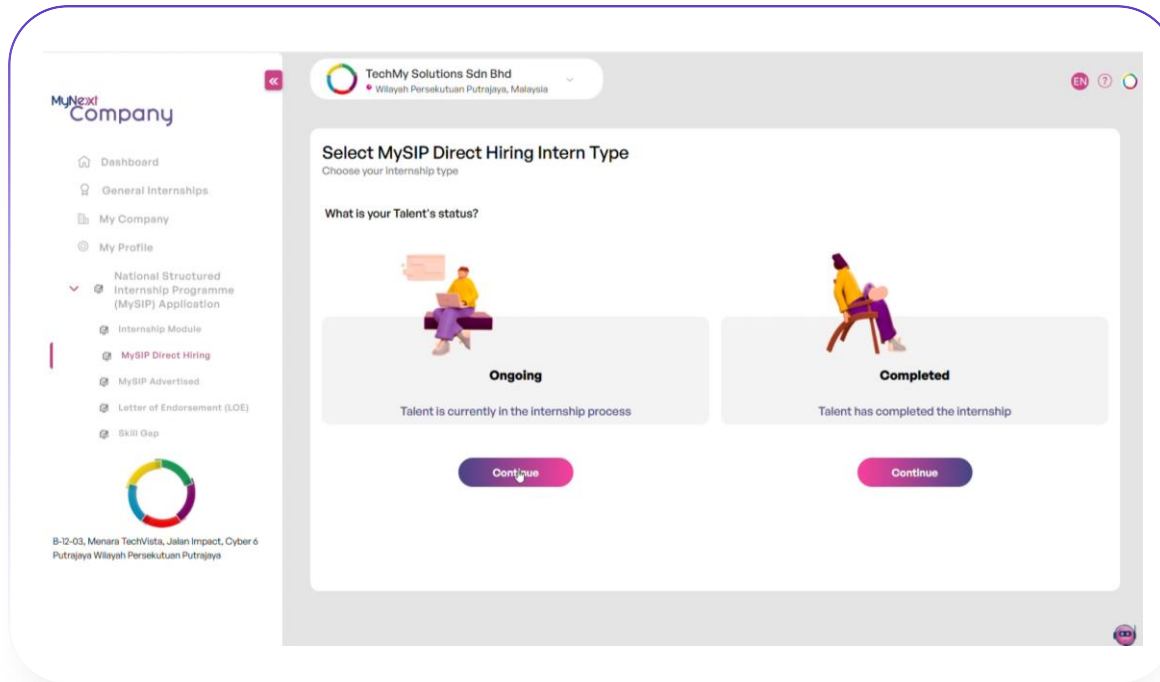
Direct Hiring
Single Upload

Declare your intern's status
Select whether the intern is currently undergoing or has completed their internship. Then proceed to submit their details via single upload.
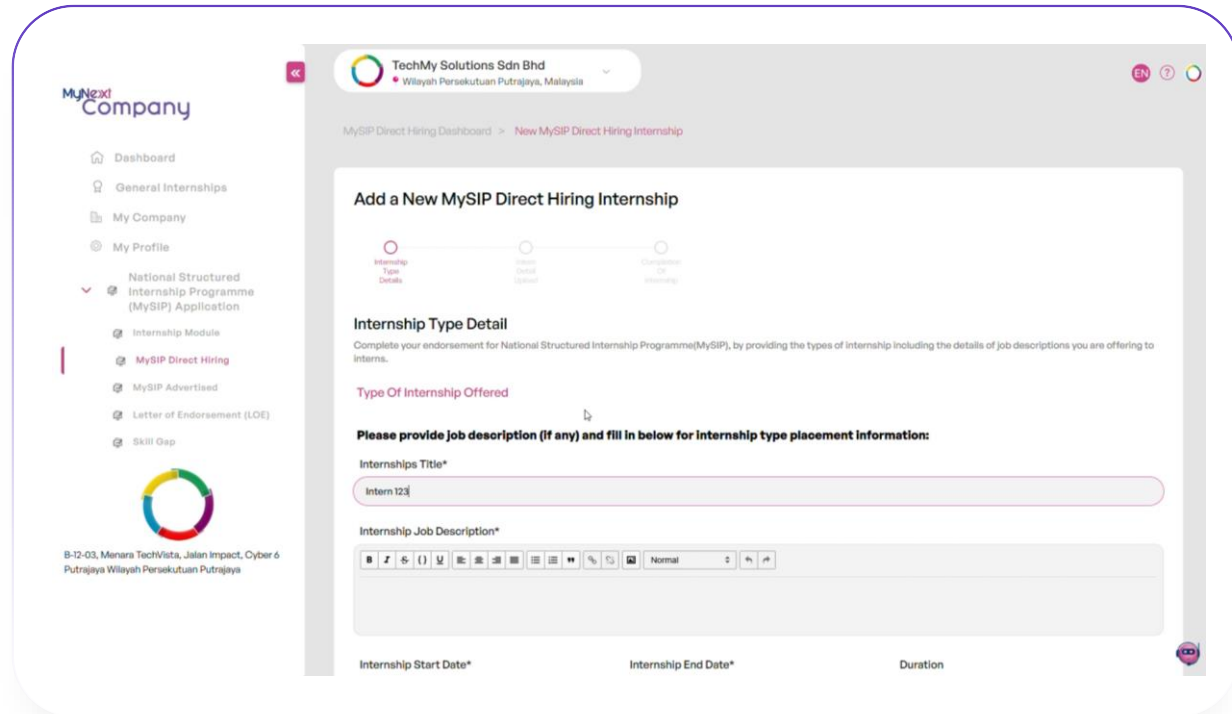
Direct Hiring
Single Upload

Enter Internship Details
Provide information such as internship title, description, and placement info to begin the declaration process.

Ensure Accuracy
Double-check all information before submitting, as this data will be reviewed by the admin for MySIP approval.
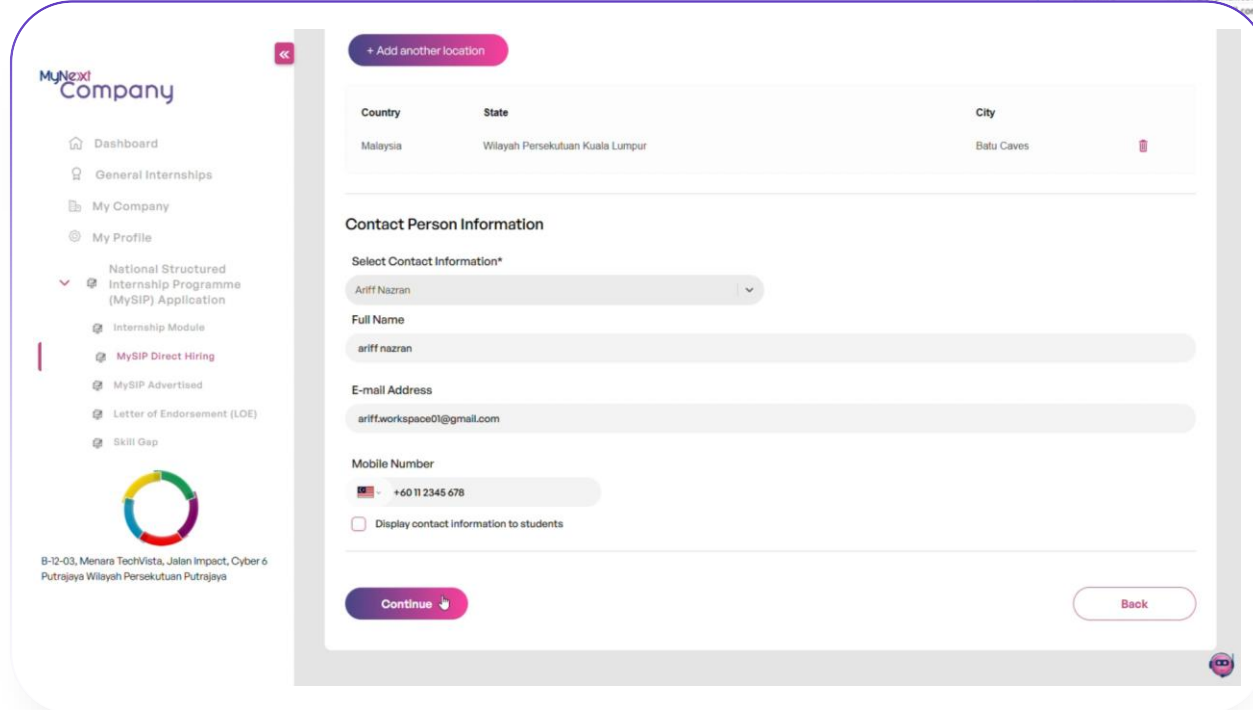
Direct Hiring

Bulk Upload

Upload intern details in bulk

Download the Excel template from the system, fill in the required intern information, and upload it back. Ensure the format is correct for smooth validation and approval.

Direct Hiring

Bulk Upload

3
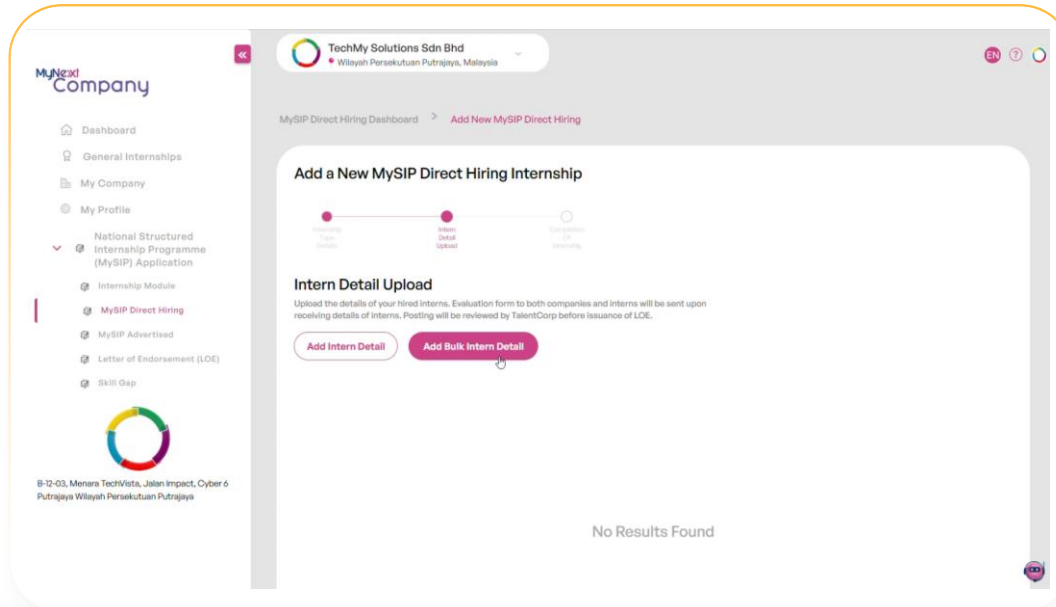
4

Upload the completed intern list
Click **"Add Bulk Intern Detail"**,
download the Excel template, and fill
in all required intern information.
Once ready, choose your file and click
Upload to proceed with the
submission.

Direct Hiring
Bulk Upload

Review uploaded data

Once uploaded, all intern records will appear in a table. You can review names, dates, and MySIP eligibility status at a glance.

Validate before submission

Ensure all records are complete and valid. Edit or remove entries if needed before clicking **Continue** to proceed with admin review.

Direct Hiring

For the completed internship, user are required to fill out the Intern Evaluation Form.

For ongoing internships, the reminder notification to complete the form will be sent after completion.

The Internship type detail submitted for review by the admin will be marked as 'In Review' status. The company must make the necessary refinements and resubmit it to the admin until it receives approval

1

National Structured Internship Programme (MySIP) Application

- Internship Module
- MySIP Direct Hiring
- MySIP Advertised
- Letter of Endorsement (LOE)
- Skill Gap

2

Interns' Details

3

Created Date	Actions
26-03-2025	👁
26-03-2025	👁

4

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company.mynext.my

Button

Send Registration Reminder

Notifies unregistered interns to complete their MyNext account setup.

Download Intern List

Exports intern data in Excel format for your records.
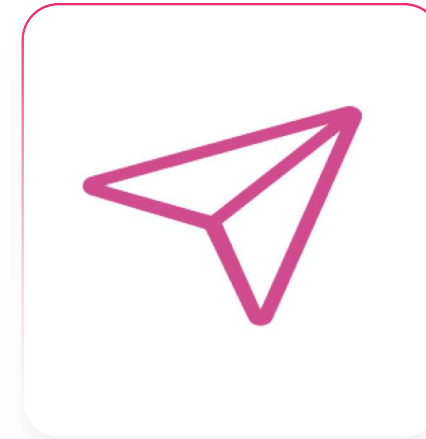
Send Assessment Reminder

Reminds interns to complete the required MyNext Talent assessment.

Intern Evaluation Form

The evaluation form will be provided 2 weeks before the internship ends.

Intern Evaluation Form - National Structured Internship Programme (MySIP) 2025

Congratulations on your MySIP internship completion!

We hope that you have gained professional experience and work skills throughout your internship journey to be industry ready graduates.

In making sure that you have the right exposure and meaningful internship, please fill in this evaluation survey.

Your feedback is very much appreciated to ensure MySIP can be improved and provide a meaningful internship experience for the local students better internship programme for the nation.

It can be accessed either through the MyNext system or via a direct link shared with the intern.

https://talentcorp.my/InternEvaluationForm2025

company.mynext.my

Letter of Endorsement
LOE

To submit the LOE application, the following conditions must be met:

Each application made must be completed and approved by the admin.

The completion of internship form must be completed and approved by the admin

The internship duration must be within the current year; LOE applications are only applicable for internships within the current year.

1

select internship that have met all the requirement and click on submit button

Letter of Endorsement(LOE)

MySIP Application   MySIP Submission   LOE History

MySIP Application

This is a list of your MySIP internships that you can submit as part of your MySIP Completion of Internship. You can start submitting the MySIP Completion of Internship from 1st November 2024 to 30th june 2025 Your application will be reviewed, and you will be able to download your Letter of Endorsement (LOE) in the history section above UPON APPROVAL. Please ensure all the necessary details are provided and the internship completion form is completed for each internship. You may click on the ⊕ icon to view your internship details and completion form.

Filter Selection

Internship Name

Search...

Date Range

From | To

Apply   **Reset**

	Internship Name	Start Date	End Date	Eligible Interns	Internship Evaluation	Completion of Internship	Review Status	Actions
☐	Intern 12345 *MySIP Advertised*	18-04-2025	21-11-2025	0 / 0	0 / 0	Pending Submission	Pending	⊚
☐	Intern 123 *MySIP Direct Hiring (On-Going)*	16-05-2025	19-12-2025	1 / 1	0 / 1	Submitted	Approved	⊚
☐	Intern 123 *MySIP Direct Hiring (Completed)*	16-05-2025	19-12-2025	1 / 1	0 / 1	Submitted	Approved	⊚

Letter of Endorsement
LOE

2

MANAGE MYSIP (NATIONAL STRUCTURED INTERNSHIP PROGRAM)

Submit National Structured Internship Programme (MySIP) Application 2025

You are now submitting for MySIP LOE Approval. Your application will be reviewed short after and a notification will be sent upon approval for the availability to download.

*Note: Once submitted, you will not be able to add any other internships into this application.

Submit   Cancel

The system will prompt the user to review the application before proceeding with the submission

Reminder: User can submit the Letter of Employment (LOE) application only once for each internship application. Ensure that your internship application is finalized before proceeding with the LOE submission.
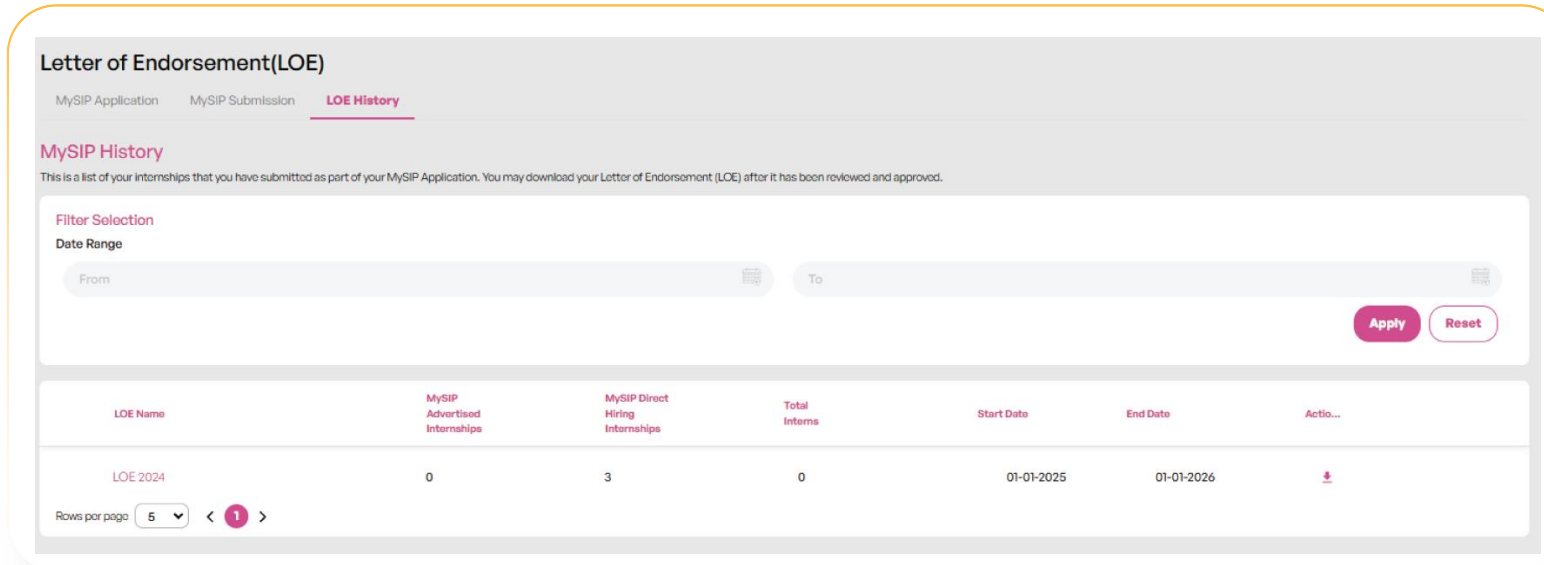
Letter of Endorsement
LOE

Users can view their MySIP application under the 'MySIP Submission' tab, where the application will be listed. The application will then be sent to the admin for approval before the LOE can be generated

Letter of Endorsement
LOE

Filter Selection

Users can filter LOE based on date range using calendar function

Letter of Endorsement(LOE)

MySIP Application   MySIP Submission   **LOE History**

MySIP History

This is a list of your internships that you have submitted as part of your MySIP Application. You may download your Letter of Endorsement (LOE) after it has been reviewed and approved.

Filter Selection
Date Range

From	To

Apply   Reset

LOE Name	MySIP Advertised Internships	MySIP Direct Hiring Internships	Total Interns	Start Date	End Date	Actio...
LOE 2024	0	3	0	01-01-2025	01-01-2026	⬇

Rows per page 5 ‹ 1 ›

User can download LOE generated by the system
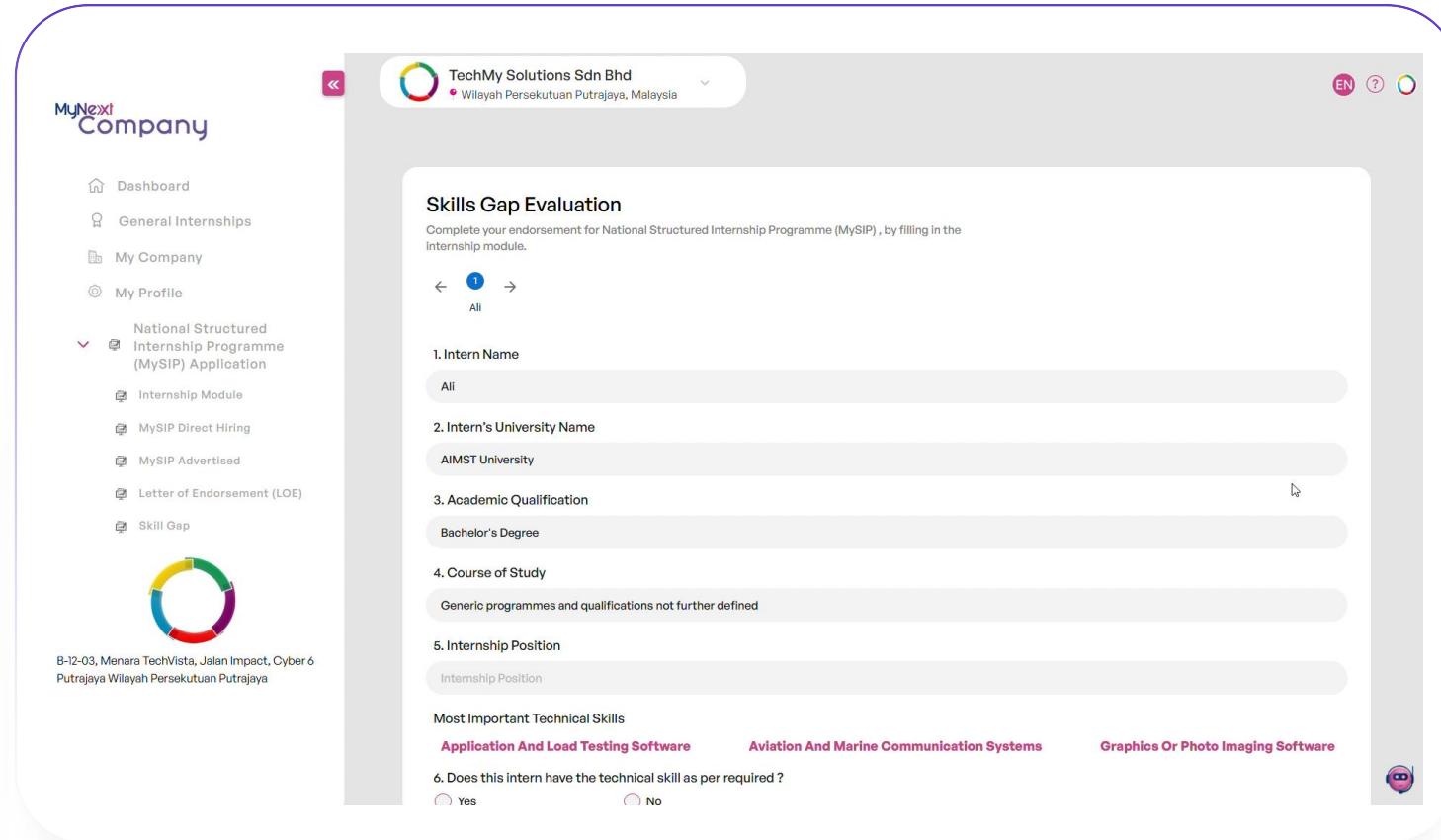
Once the admin approves the LOE for the company, it will be listed in the 'LOE History' tab within the table

Skill Gap

Users will be prompted to fill out the skill gap evaluation form for each intern in the internship program.

This is important because it helps to assess the interns' current skill levels, identify areas for improvement, and tailor their training and development to meet the program's goals
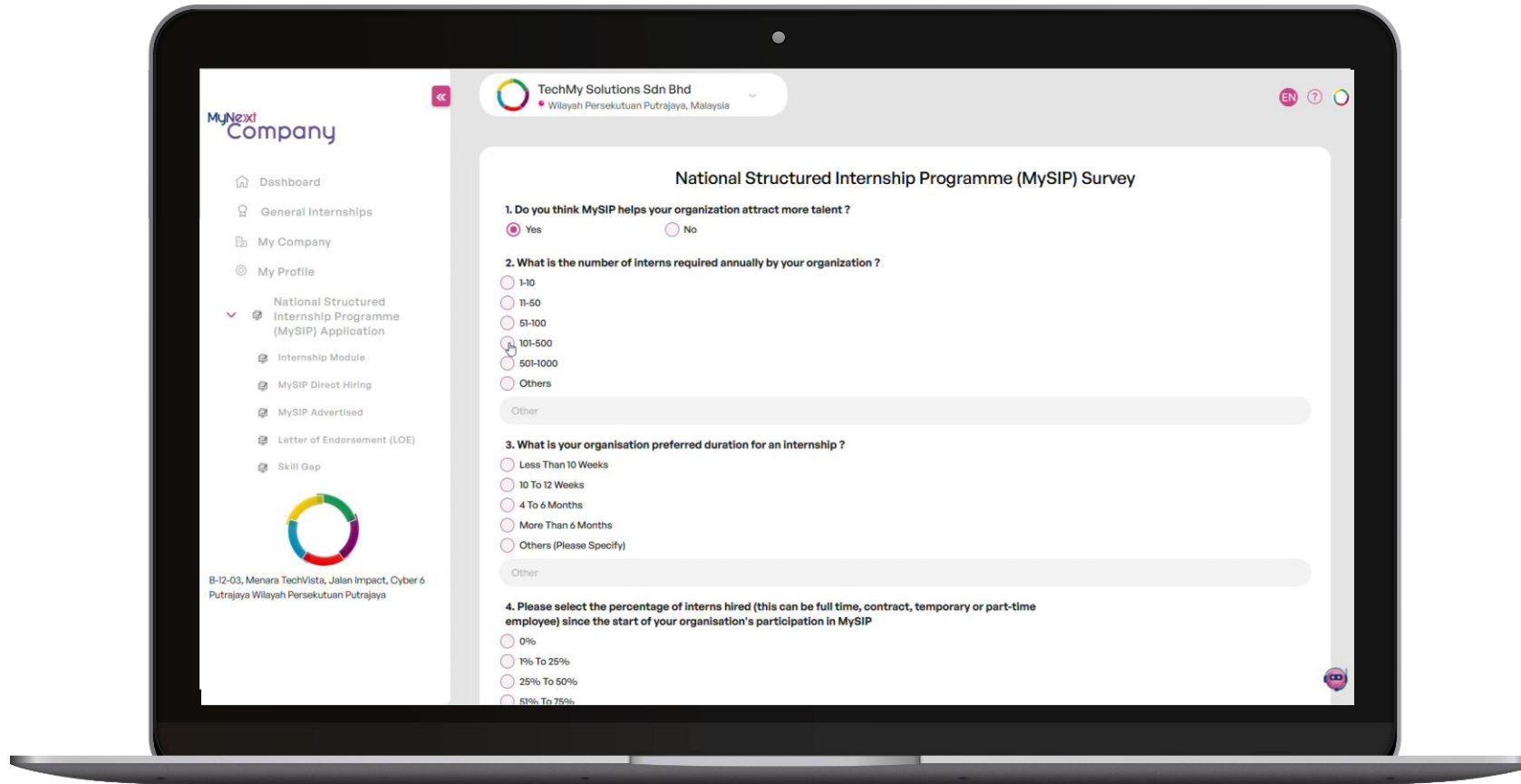
Company Survey Form

THANK YOU

GET IN TOUCH

TalentCorpMsia