

# MyNe>xt Company



USER GUIDE



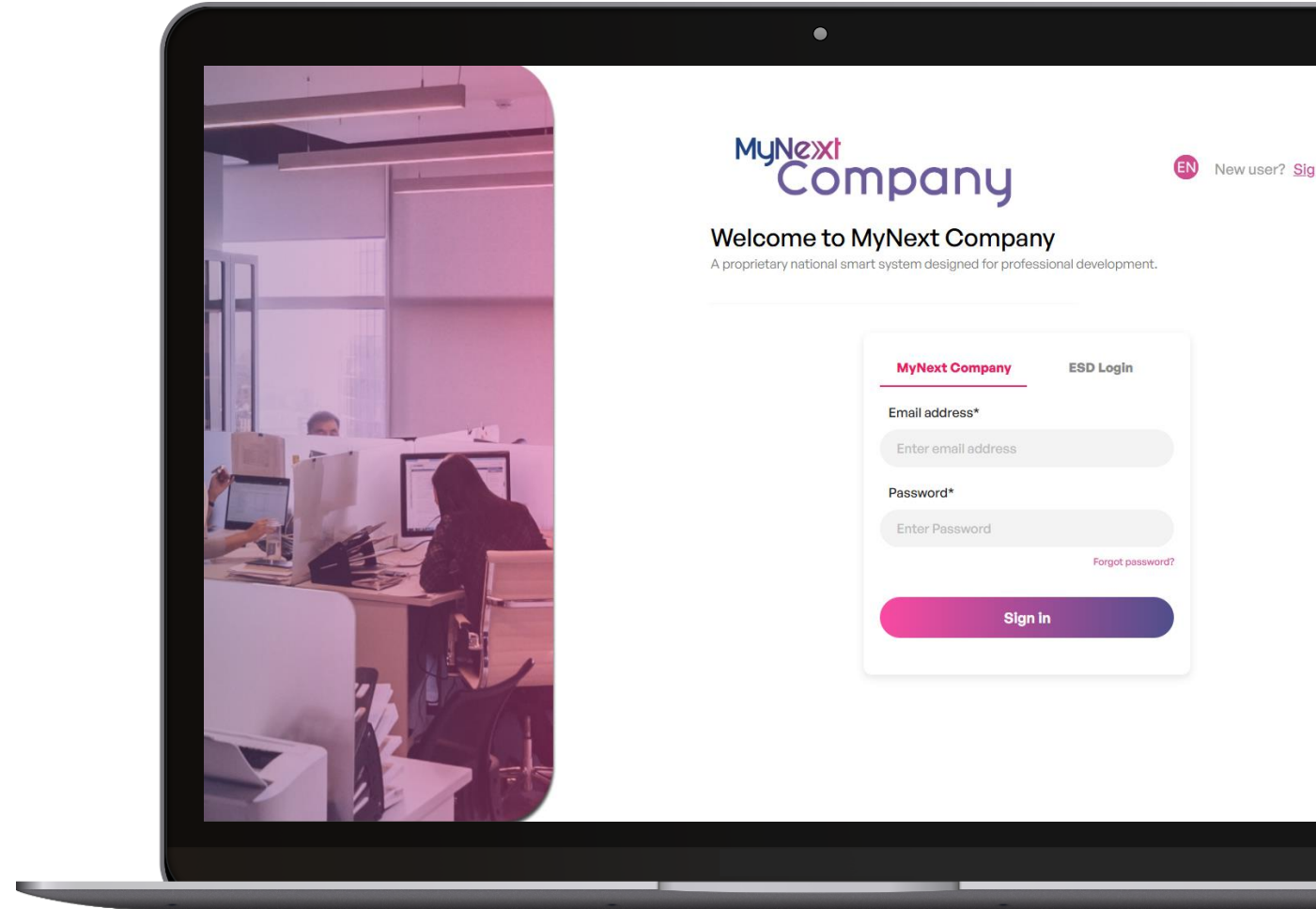
## Eligibility

# 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.

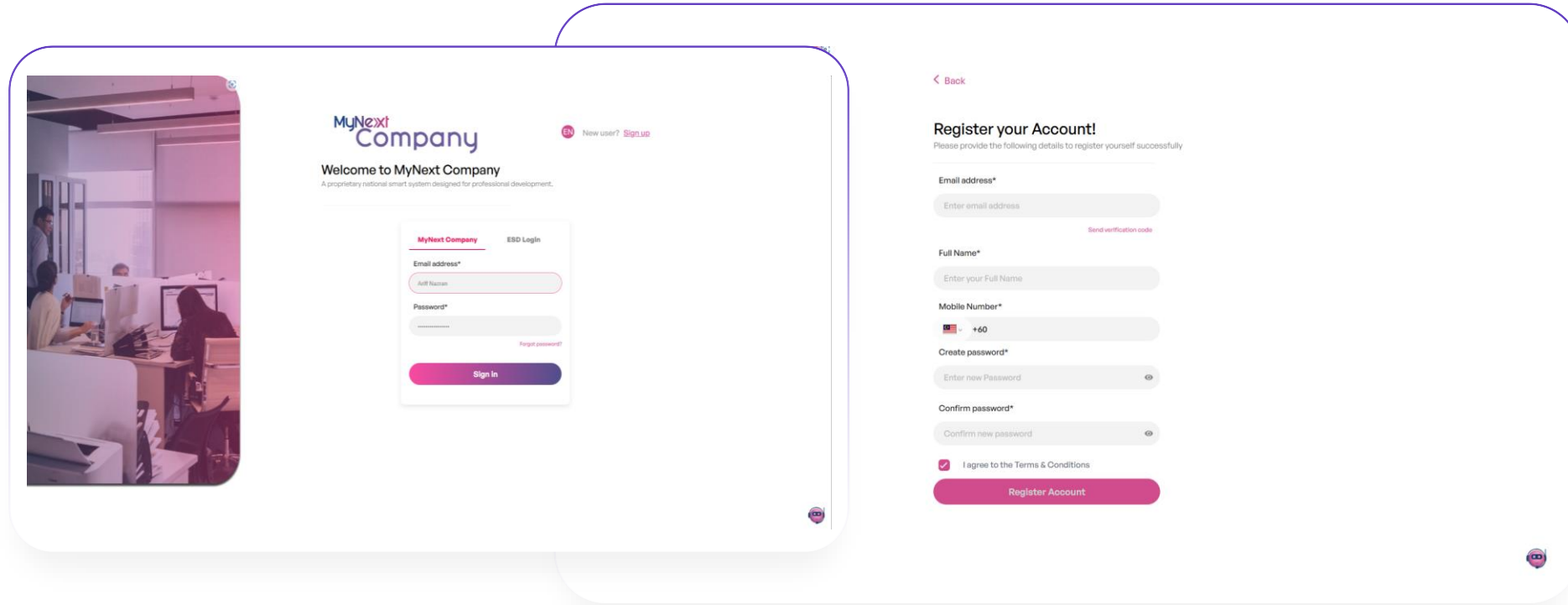
Read More

Learn More



[company.mynext.my](https://company.mynext.my)

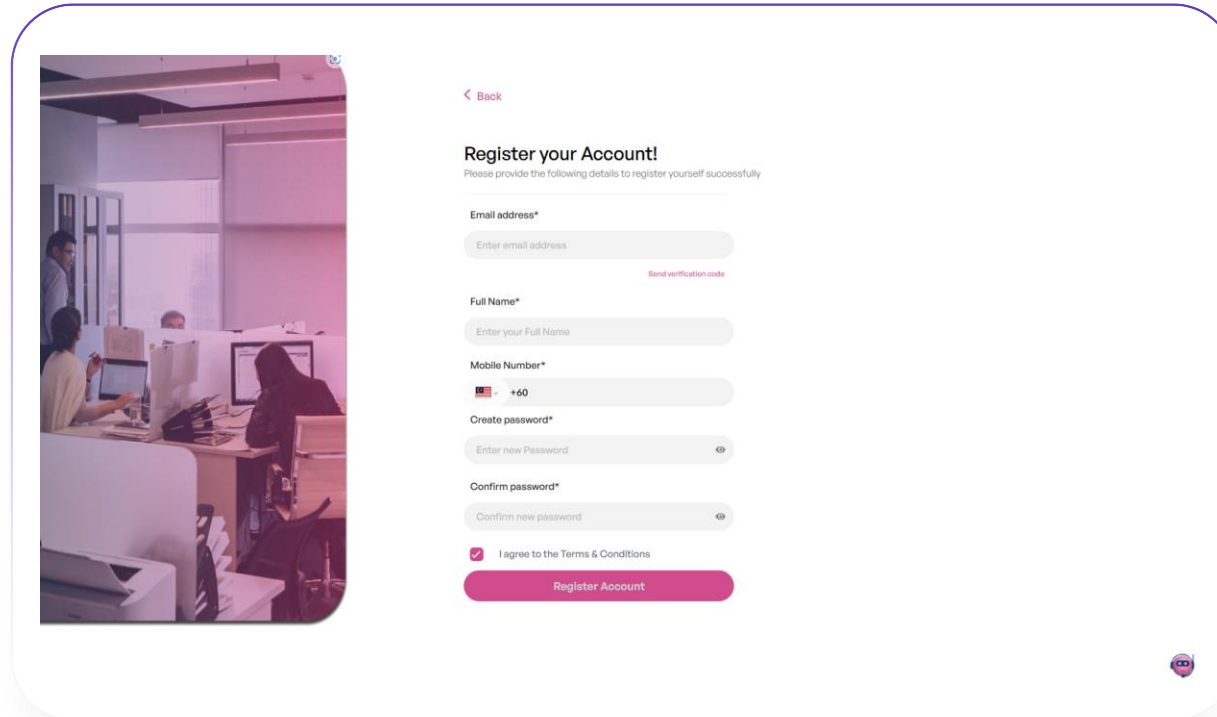
## Reach the platform!



Go to [company.mynext.my](https://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.

[company.mynext.my](https://company.mynext.my)

## Register your account!



The screenshot shows a registration form titled "Register your Account!" with the instruction "Please provide the following details to register yourself successfully". The form includes the following fields and options:

- Back**: A link to return to the previous page.
- Email address\***: A text input field with a placeholder "Enter email address" and a "Send verification code" link.
- Full Name\***: A text input field with a placeholder "Enter your Full Name".
- Mobile Number\***: A text input field with a country code dropdown (showing "+60") and a placeholder "Enter your Mobile Number".
- Create password\***: A text input field with a placeholder "Enter new Password" and a strength indicator.
- Confirm password\***: A text input field with a placeholder "Confirm new password" and a strength indicator.
- I agree to the Terms & Conditions**: A checked checkbox.
- Register Account**: A pink button to submit the registration.

### Fill in your details to register!

Enter your email, name, phone number, and create a secure password.

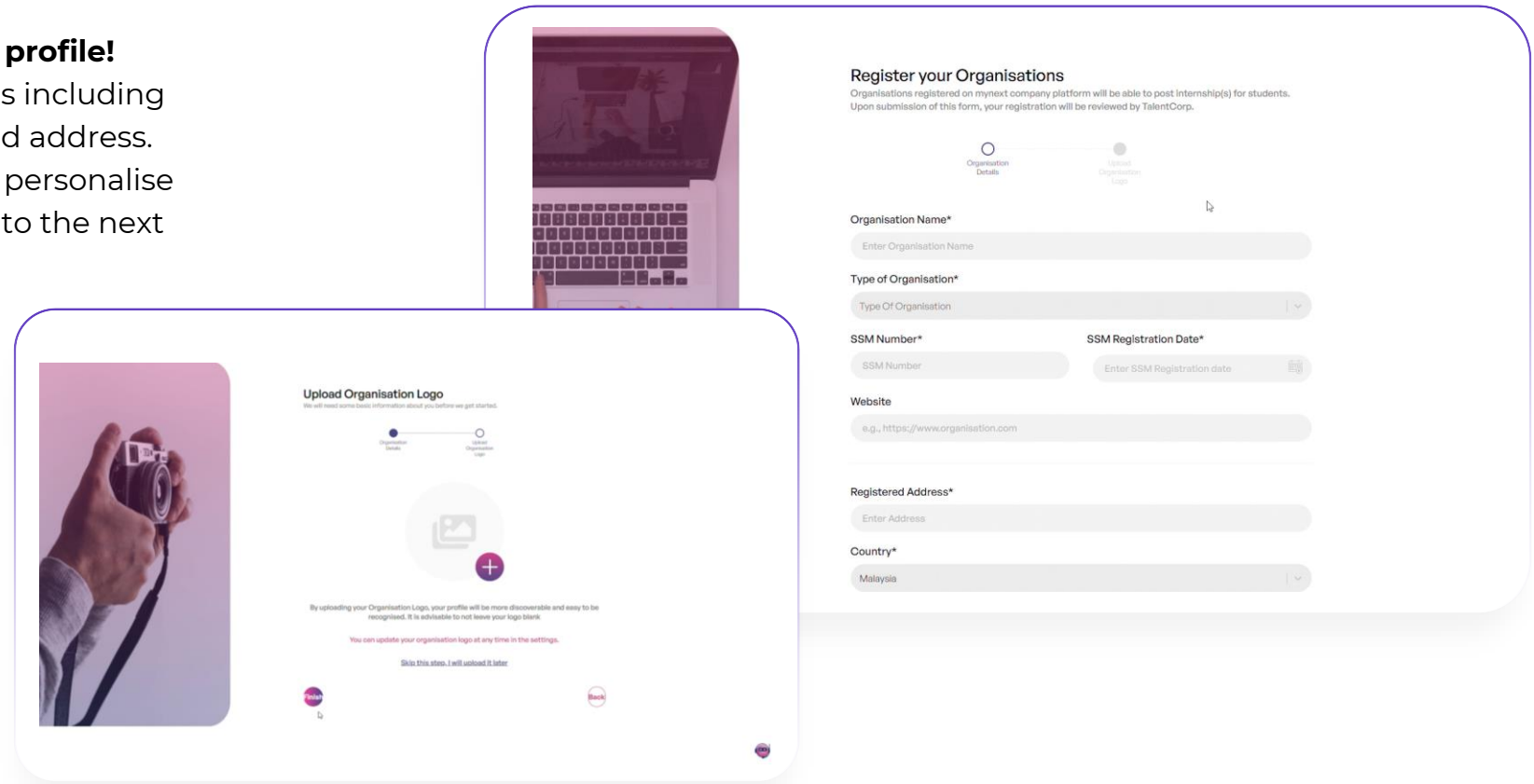
Agree to the terms and click **“Register Account”** to get started on MyNext

[company.mynext.my](https://company.mynext.my)

## 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.



The image shows a sequence of three screenshots from the MyNext registration process. The top screenshot shows a laptop displaying the 'Register your Organisations' page. The middle screenshot shows the 'Upload Organisation Logo' page, which includes a camera icon and instructions. The bottom screenshot shows the 'Register your Organisations' form with the following fields: Organisation Name\*, Type of Organisation\*, SSM Number\*, SSM Registration Date\*, Website, Registered Address\*, and Country\* (set to Malaysia).

**Register your Organisations**  
Organisations registered on mynext company platform will be able to post internship(s) for students. Upon submission of this form, your registration will be reviewed by TalentCorp.

Organisation Details | Upload Organisation Logo

Organisation Name\*  
Enter Organisation Name

Type of Organisation\*  
Type Of Organisation

SSM Number\* | SSM Registration Date\*  
SSM Number | Enter SSM Registration date

Website  
e.g., <https://www.organisation.com>

Registered Address\*  
Enter Address

Country\*  
Malaysia

**Upload Organisation Logo**  
We will need some basic information about you before we get started.

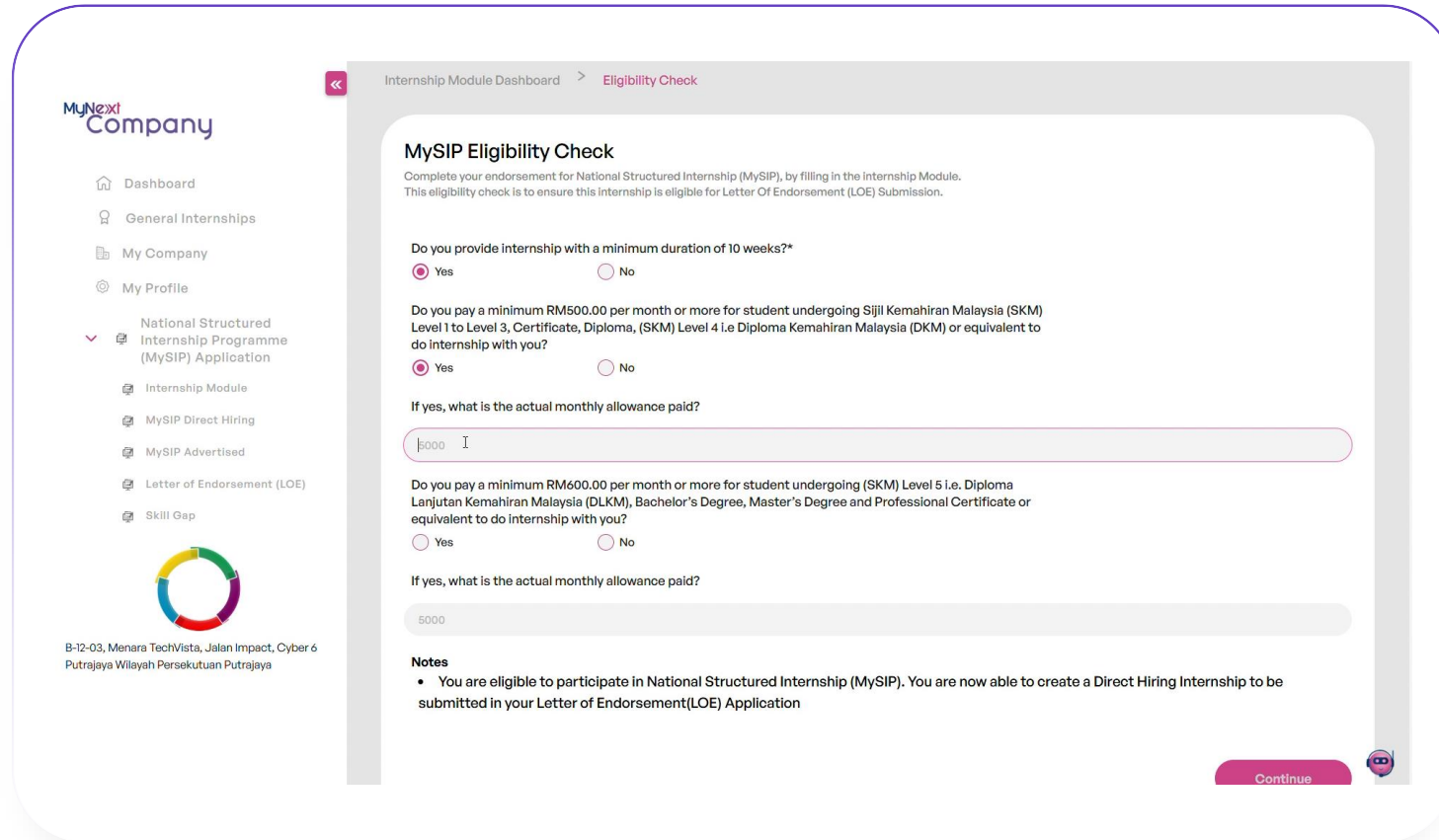
By uploading your Organisation Logo, your profile will be more discoverable and easy to be recognised. It is advisable to not leave your logo blank.  
\*You can update your organisation logo at any time in the settings.  
Skip this step. I will upload it later.

[company.mynext.my](https://company.mynext.my)

## 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.



The screenshot shows the 'MySIP Eligibility Check' page within the 'MyNext Company' dashboard. The page title is 'MySIP Eligibility Check' and the subtitle is 'Complete your endorsement for National Structured Internship (MySIP), by filling in the Internship Module. This eligibility check is to ensure this Internship is eligible for Letter Of Endorsement (LOE) Submission.'

The form contains three questions with radio button options for 'Yes' and 'No':

- Question 1: 'Do you provide internship with a minimum duration of 10 weeks?\*' (Yes selected)
- Question 2: 'Do you pay a minimum RM500.00 per month or more for student undergoing Sijil Kemahiran Malaysia (SKM) Level 1 to Level 3, Certificate, Diploma, (SKM) Level 4 i.e Diploma Kemahiran Malaysia (DKM) or equivalent to do internship with you?' (Yes selected)
- Question 3: 'If yes, what is the actual monthly allowance paid?' (Input field contains '5000')

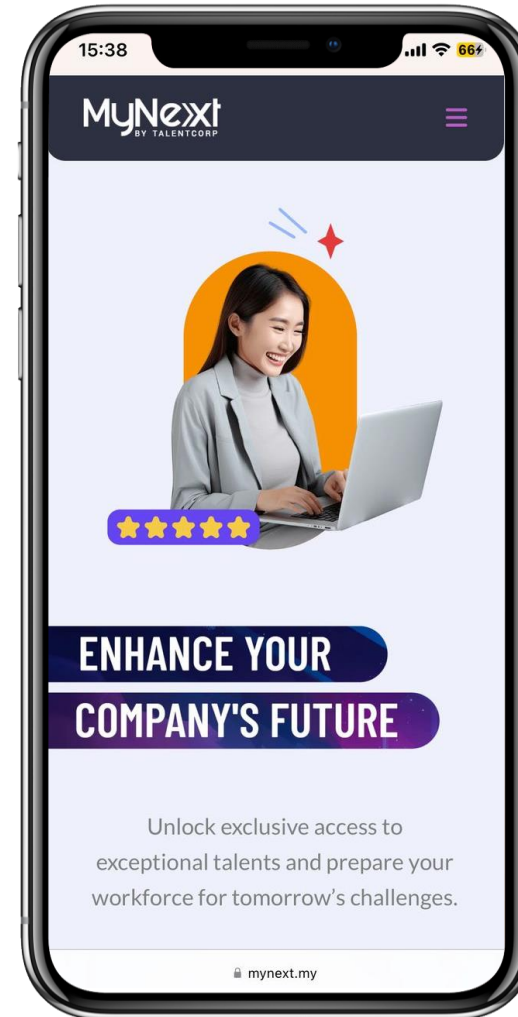
Below these, there are two more questions:

- Question 4: 'Do you pay a minimum RM600.00 per month or more for student undergoing (SKM) Level 5 i.e. Diploma Lanjutan Kemahiran Malaysia (DLKM), Bachelor's Degree, Master's Degree and Professional Certificate or equivalent to do internship with you?' (No selected)
- Question 5: 'If yes, what is the actual monthly allowance paid?' (Input field contains '5000')

A 'Notes' section at the bottom states: 'You are eligible to participate in National Structured Internship (MySIP). You are now able to create a Direct Hiring Internship to be submitted in your Letter of Endorsement(LOE) Application'. A 'Continue' button is located at the bottom right of the form.

**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?



Declare MySIP internship

# 2 Options

## Option 1

### Advertised hiring

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

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

## Option 2

### Direct hiring

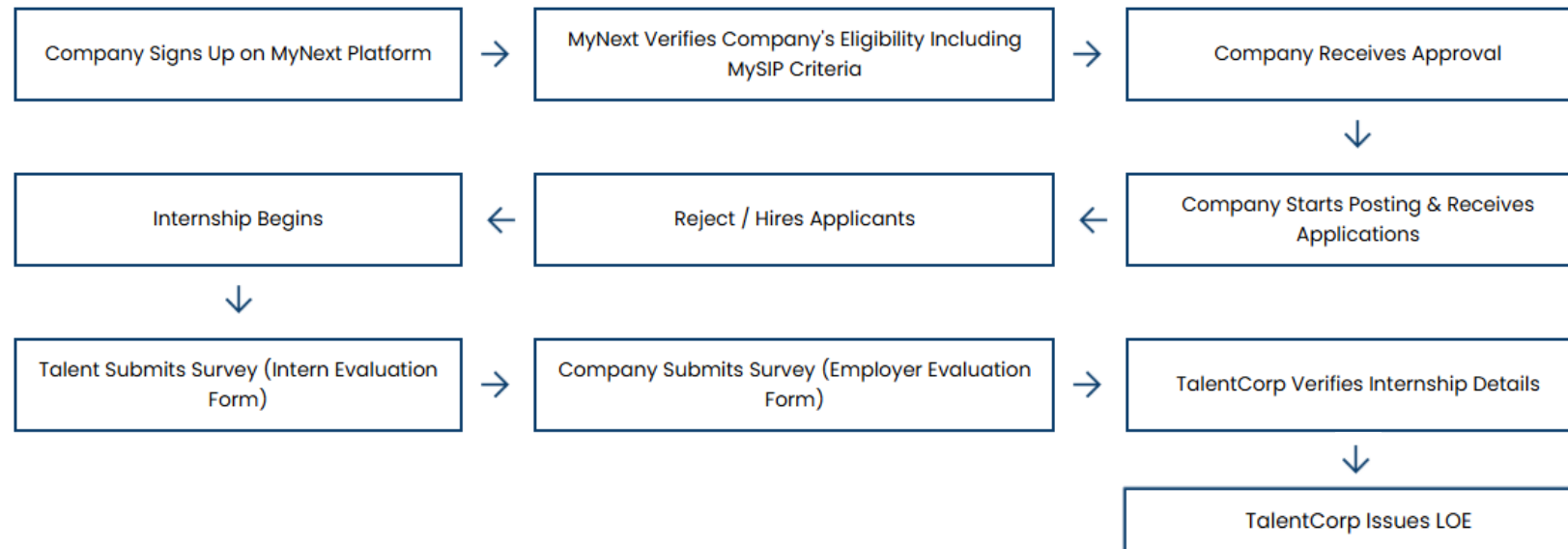
Company may have interns recruited by their own outside of MyNext but to declare the internship programme under MySIP.



# Advertised Hiring

(Process Overview)

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



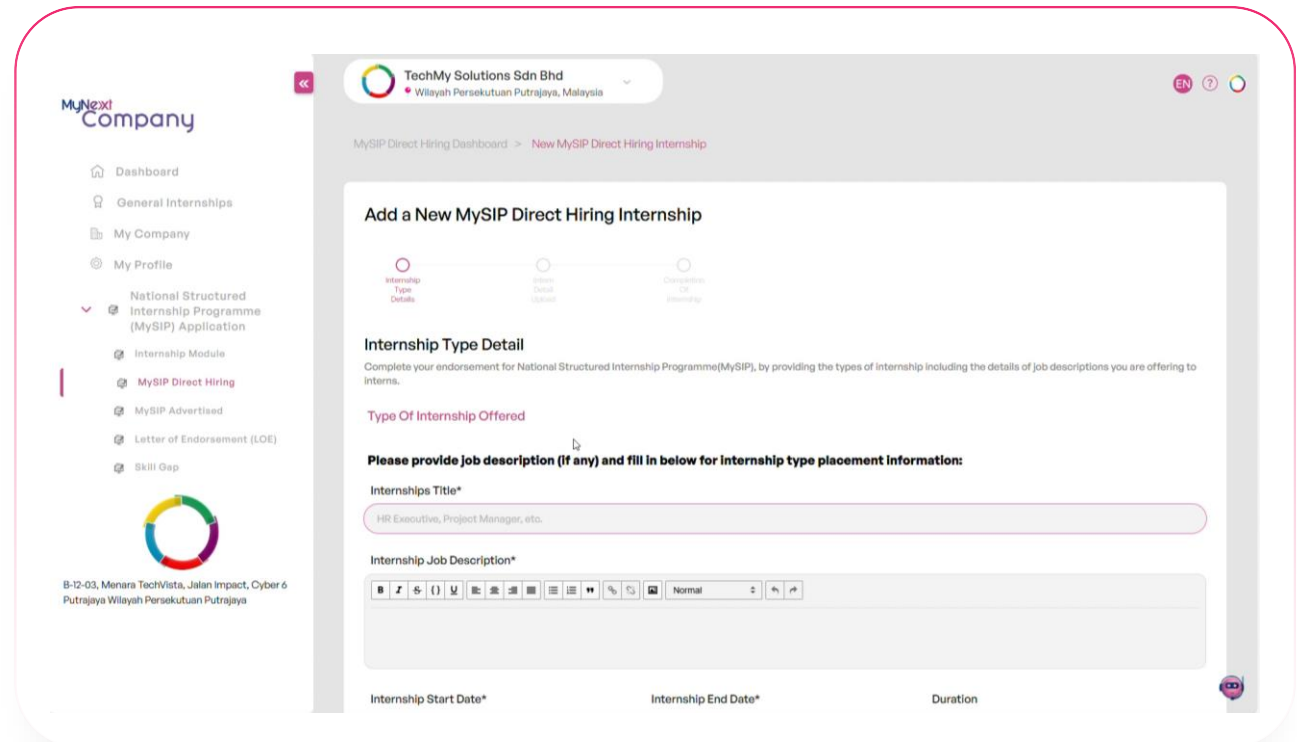
[company.mynext.my](https://company.mynext.my)

## 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.



The screenshot displays the 'Add a New MySIP Direct Hiring Internship' form within the MyNext Company dashboard. The dashboard includes a sidebar with navigation options: Dashboard, General Internships, My Company, My Profile, National Structured Internship Programme (MySIP) Application, Internship Module, MySIP Direct Hiring, MySIP Advertiaed, Letter of Endorsement (LOE), and Skill Gap. The main content area shows the form with a progress indicator at the top: 'Internship Type Details' (active), 'Intern Detail', and 'Company of Internship'. The form title is 'Add a New MySIP Direct Hiring Internship'. Below the progress indicator, there is a section for 'Internship Type Detail' with a sub-heading 'Type Of Internship Offered'. A prompt asks the user to 'Please provide job description (if any) and fill in below for internship type placement information:'. The form includes a text input field for 'Internships Title\*' with the value 'HR Executive, Project Manager, etc.', a rich text editor for 'Internship Job Description\*', and three input fields for 'Internship Start Date\*', 'Internship End Date\*', and 'Duration'. The company name 'TechMy Solutions Sdn Bhd' and location 'Wilayah Persekutuan Putrajaya, Malaysia' are visible at the top of the form.

## Advertised Hiring 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  < **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.

Approved

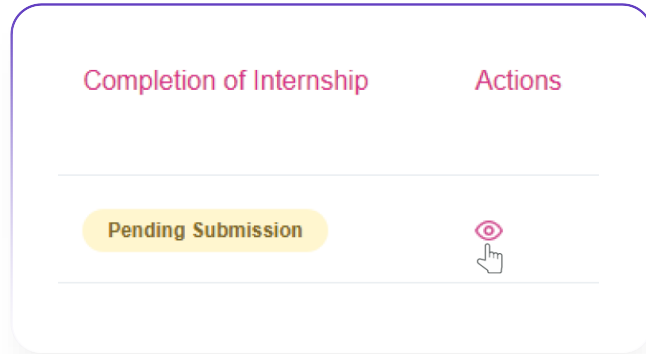
In-Review

[company.mynext.my](https://company.mynext.my)

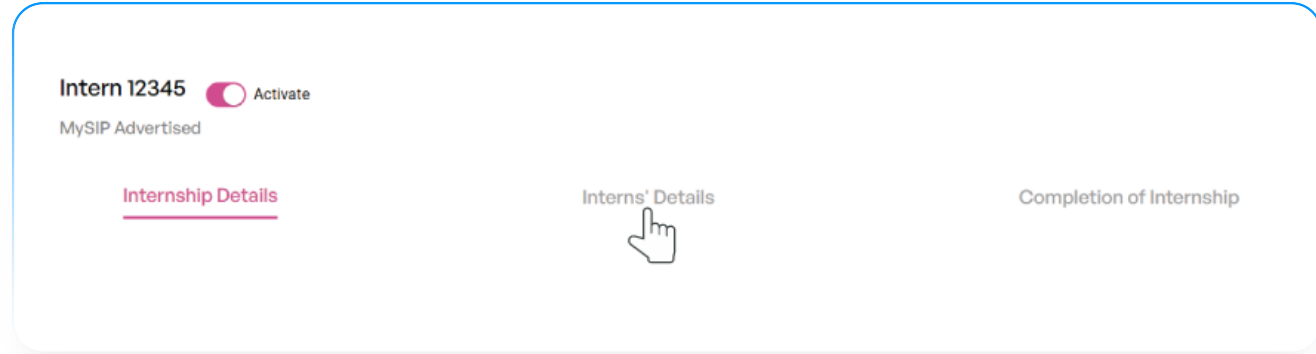
# Advertise Hiring

## Approved Form

1

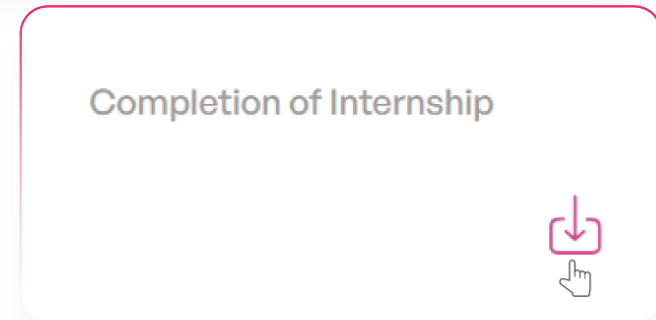


2



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






company.mynext.my  
**Advertise Hiring**  
Approved Form

4

HR Intern  Activate  
MySIP Advertised

Internship Details      Interns' Details      Completion of Internship


[View Apploants](#) 1 Applications 

Full Name/ Email/ IC Number/ Academic Qualification	Start Date	End Date	Duration	Monthly Allowance	Total Allowance in programme	MyNext Talent Registration	Action
Test01 talenttest_wat01@yopmail.com 673247-63-4782 Bachelor's Degree	01/01/2025	31/01/2025	4 Weeks 2 Days	600	1908		



Rows per page: 10    1 of 1    < > >>





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

5

HR Intern  1 views

Posted: 23 January 2025      Expires: 29

Vacancies: 1       Advertise       1000 MYR - 1000 MYR

Applicants	Joining Date	Leaving Date	Status
 <p>Test01 Applied Sciences   Bachelor's Degree</p> <p><a href="#">View Profile</a> <a href="#">View Assessments</a> <a href="#">Cover letter</a> <a href="#">CV</a> <a href="#">Transcript</a> <a href="#">Writing sample</a></p>	dd/mm/yyyy 	dd/mm/yyyy 	<p><a href="#">Approve</a></p> <p><a href="#">Deny</a></p> <p></p>

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

company.mynext.my  
**Advertise Hiring**  
**Approved Form**

**HR Intern** 🔘 Activate

MySIP Advertised

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

Internship Details

Full Name/ Email/ IC Number/ Academic Qualification	Start Date	End Date	Duration	Me All
<p><b>Test01</b> talenttest_wat01@yopmail.com 673247-63-4782 Bachelor's Degree</p>	01/01/2025	31/01/2025	4 Weeks 2 Days	

**HR Intern** 👁️ 1 views

Posted: 23 January 2025 Expires: 29

Vacancies: 1 👤 Advertise 💰 1000 MYR - 1000 MYR

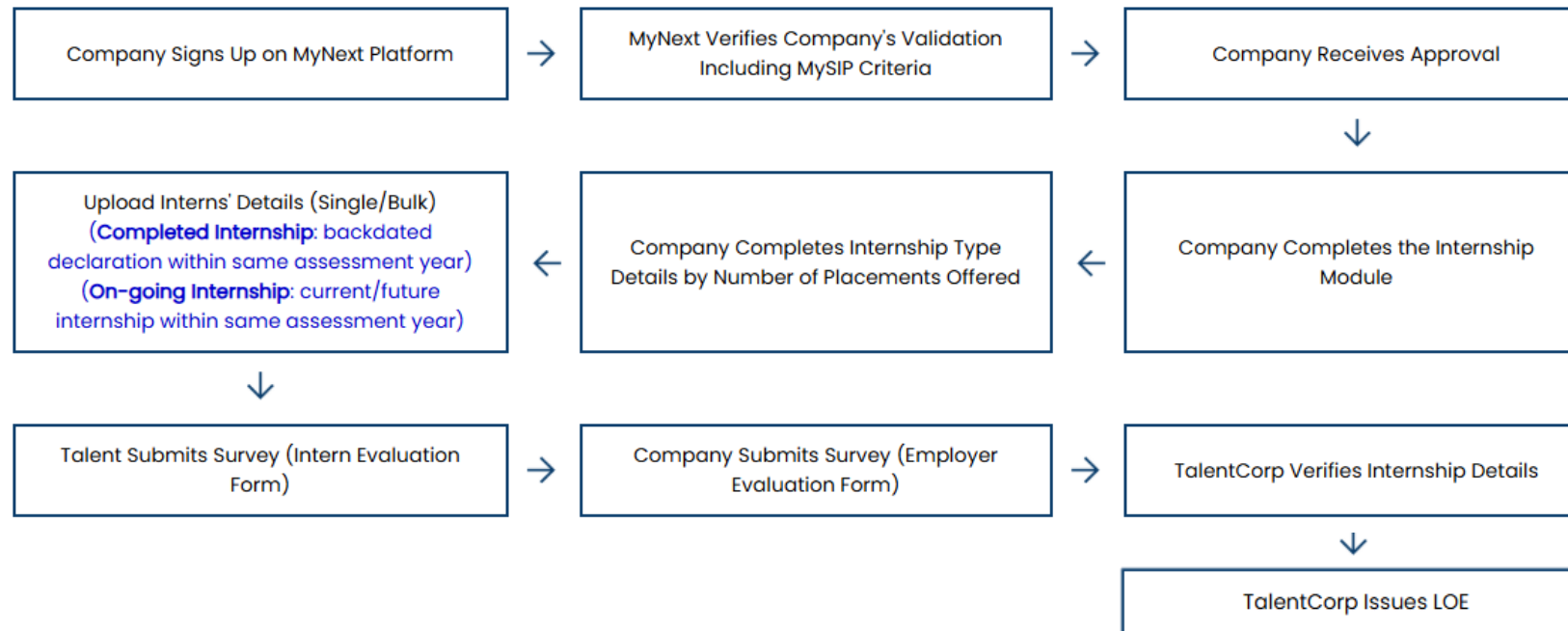
Applicants	Joining Date	Leaving Date	Status
<div style="display: flex; align-items: center;"> <div> <p><b>Test01</b> Applied Sciences   Bachelor's Degree</p> <p><a href="#">View Profile</a></p> <p><a href="#">View Assessments</a></p> <p><a href="#">Cover letter</a></p> <p><a href="#">CV</a></p> <p><a href="#">Transcript</a></p> <p><a href="#">Writing sample</a></p> </div> </div>	dd/mm/yyyy <span style="font-size: 0.8em;">📅</span>	dd/mm/yyyy <span style="font-size: 0.8em;">📅</span>	<p><span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block;">Approve</span></p> <p><span style="border: 1px solid #007bff; border-radius: 5px; padding: 5px 10px; display: inline-block;">Deny</span></p> <p><span style="background-color: #007bff; color: white; border-radius: 50%; width: 20px; height: 20px; display: inline-block; text-align: center; line-height: 20px; margin-top: 10px;">+</span></p>

- 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)

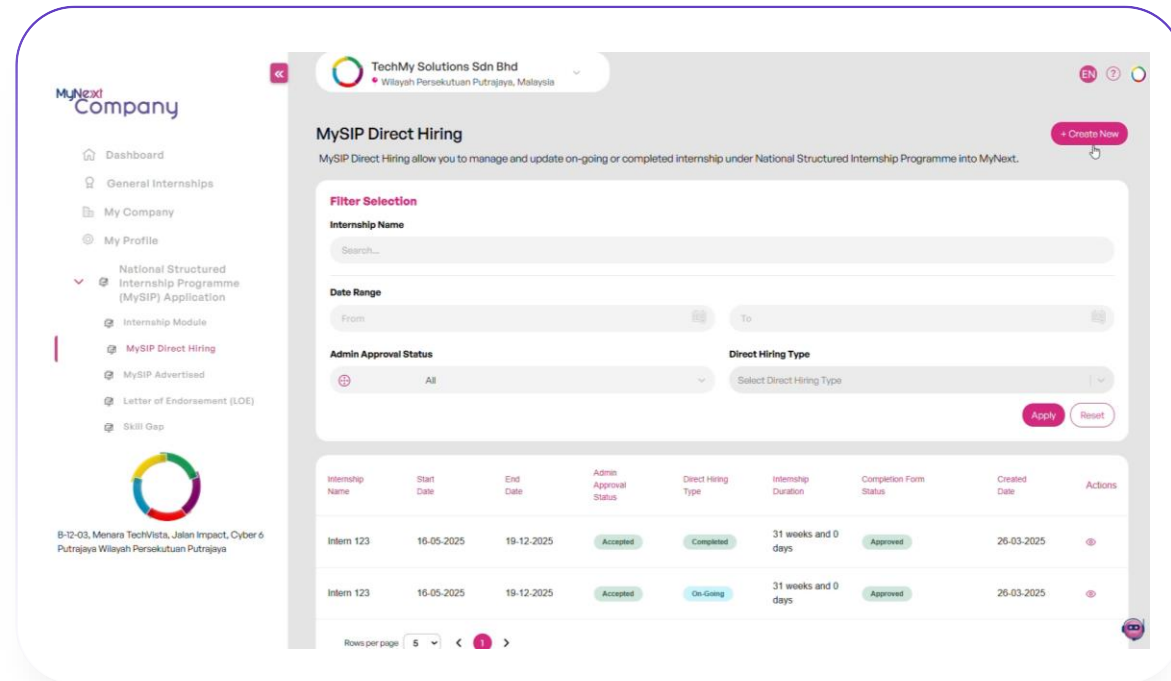
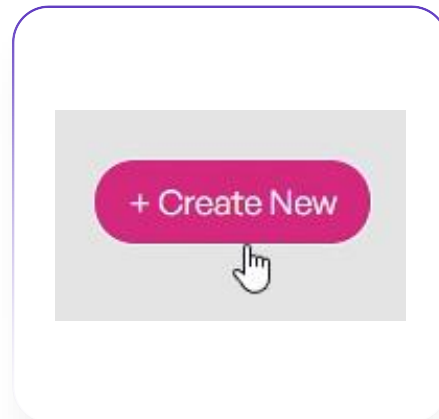
Company may have interns recruited by their own outside of mynext but to declare the internship programme under MySIP.



[company.mynext.my](https://company.mynext.my)

## 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.



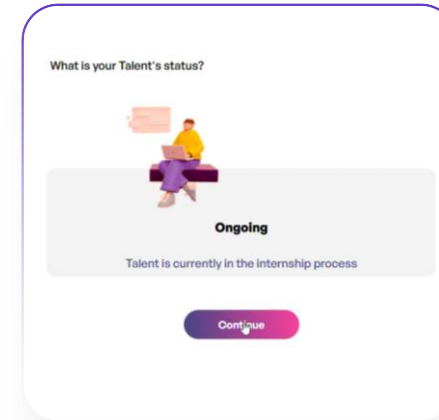
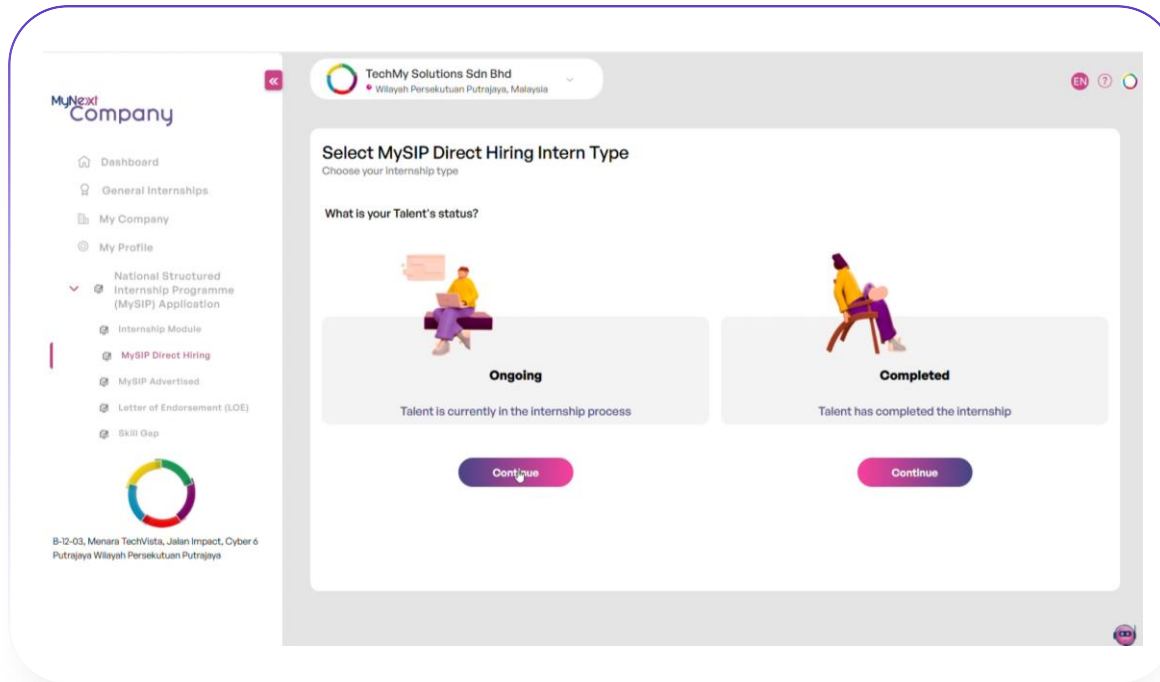
The screenshot shows the MySIP Direct Hiring dashboard for TechMy Solutions Sdn Bhd. The dashboard includes a sidebar with navigation options like Dashboard, General Internships, My Company, My Profile, and National Structured Internship Programme (MySIP) Application. The main content area features a "Filter Selection" section with search and date range filters, and a table of Direct Hiring records. A "+ Create New" button is visible in the top right corner.

Internship Name	Start Date	End Date	Admin Approval Status	Direct Hiring Type	Internship Duration	Completion Form Status	Created Date	Actions
Intern 123	16-05-2025	19-12-2025	Accepted	Completed	31 weeks and 0 days	Approved	26-03-2025	
Intern 123	16-05-2025	19-12-2025	Accepted	On-Going	31 weeks and 0 days	Approved	26-03-2025	



[company.mynext.my](https://company.mynext.my)

## 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.

[company.mynext.my](http://company.mynext.my)

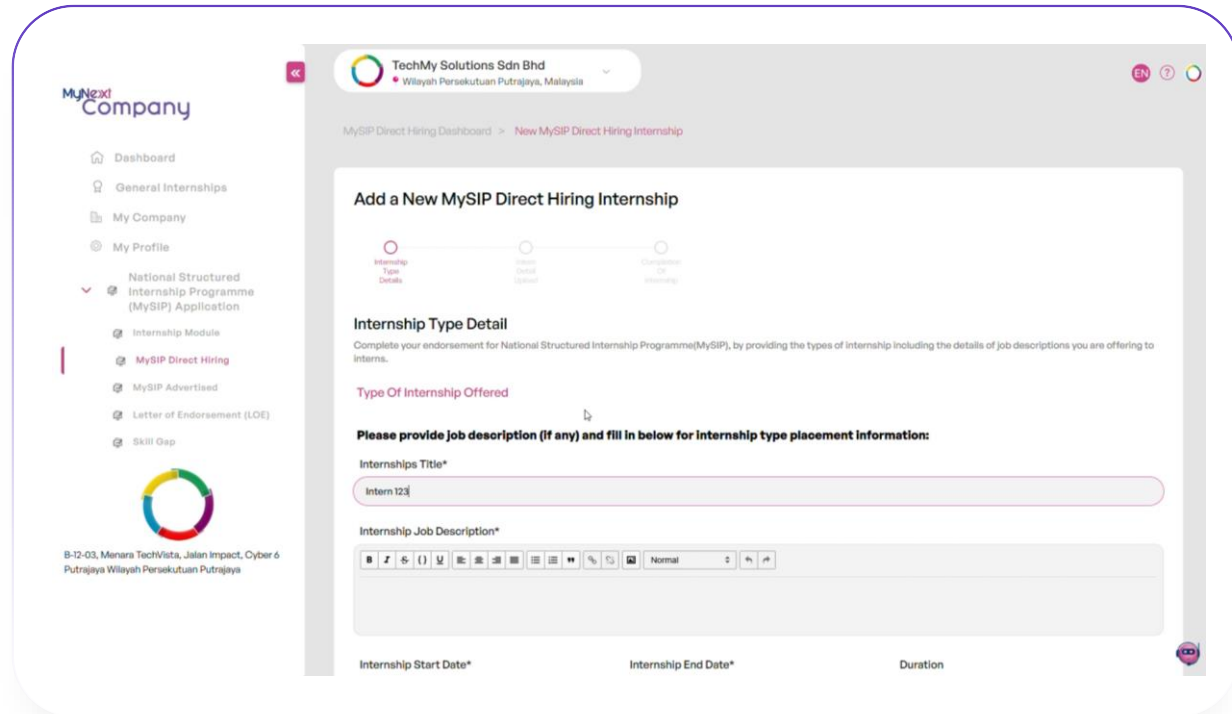
## Direct Hiring Single Upload

### 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.



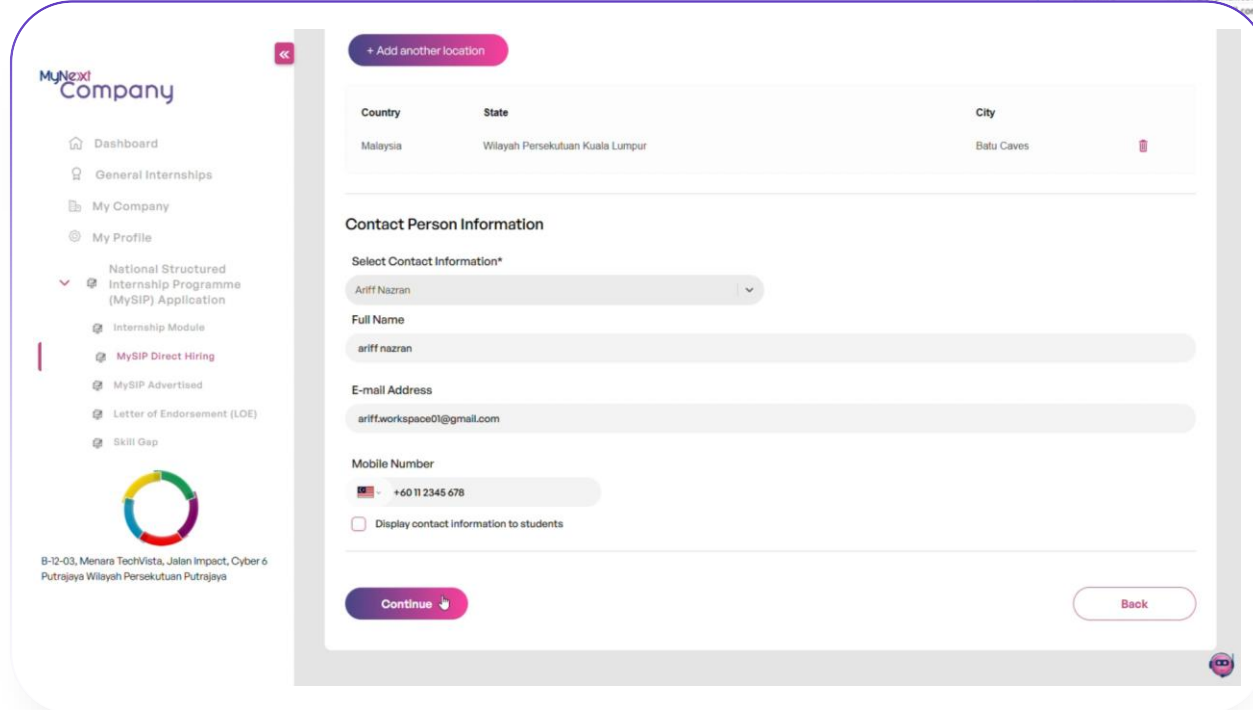
The screenshot displays the 'Add a New MySIP Direct Hiring Internship' form within the MySIP Direct Hiring Dashboard. The dashboard header shows the user is logged in as 'TechMy Solutions Sdn Bhd' from 'Wilayah Persekutuan Putrajaya, Malaysia'. The left sidebar contains navigation options: Dashboard, General Internships, My Company, My Profile, National Structured Internship Programme (MySIP) Application (expanded), Internship Module, MySIP Direct Hiring (selected), MySIP Advertised, Letter of Endorsement (LOE), and Skill Gap. The main form area includes a progress indicator with three steps: 'Internship Type Details' (active), 'Create Draft Internship', and 'Complete MySIP Internship'. The 'Internship Type Detail' section requires the user to complete their endorsement for the National Structured Internship Programme (MySIP) by providing details of the job descriptions. A specific instruction states: 'Please provide job description (if any) and fill in below for internship type placement information:'. The form contains the following fields: 'Internships Title\*' with the value 'Intern 123', 'Internship Job Description\*' with a rich text editor, 'Internship Start Date\*', 'Internship End Date\*', and 'Duration'. The footer of the page contains the address: '8-12-03, Menara TechVista, Jalan Impact, Cyber 6 Putrajaya Wilayah Persekutuan Putrajaya'.

company.mynext.my

# Direct Hiring

## Bulk Upload

1



**Company**

- Dashboard
- General Internships
- My Company
- My Profile
- National Structured Internship Programme (MySIP) Application
  - Internship Module
  - MySIP Direct Hiring
  - MySIP Advertised
  - Letter of Endorsement (LOE)
  - Skill Gap

**+ Add another location**

Country: Malaysia | State: Wilayah Persekutuan Kuala Lumpur | City: Batu Caves

**Contact Person Information**

Select Contact Information\*  
Ariff Nazran

Full Name  
ariff nazran

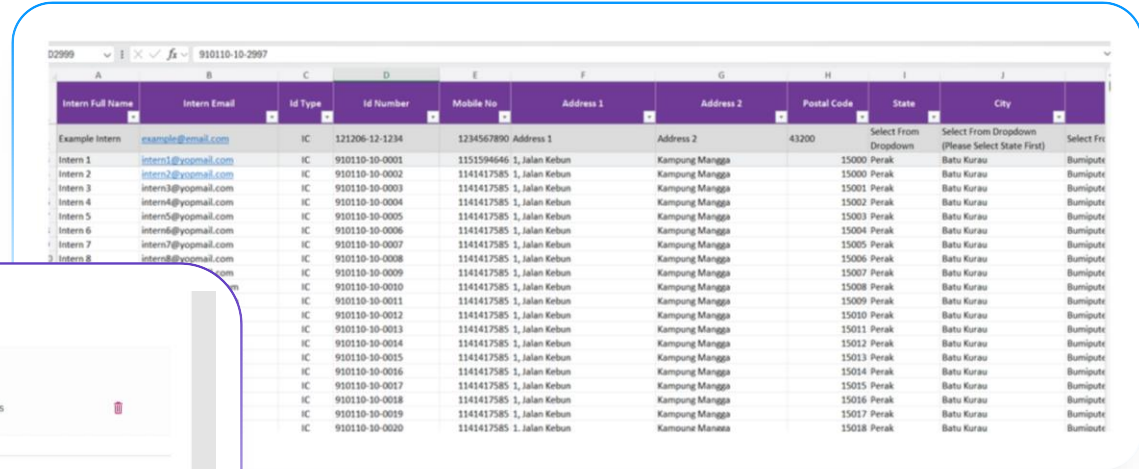
E-mail Address  
ariff.workspace01@gmail.com

Mobile Number  
+60 11 2345 678

Display contact information to students

**Continue** **Back**

2



Intern Full Name	Intern Email	Id Type	Id Number	Mobile No.	Address 1	Address 2	Postal Code	State	City
Example Intern	example@email.com	IC	121206-12-1234	1234567890	Address 1	Address 2	43200	Select From Dropdown	Select From Dropdown (Please Select State First)
Intern 1	intern1@yopmail.com	IC	910110-10-0001	1151594646	1, Jalan Kebun	Kampung Mangga	15000	Perak	Batu Kurau
Intern 2	intern2@yopmail.com	IC	910110-10-0002	1141417585	1, Jalan Kebun	Kampung Mangga	15000	Perak	Batu Kurau
Intern 3	intern3@yopmail.com	IC	910110-10-0003	1141417585	1, Jalan Kebun	Kampung Mangga	15001	Perak	Batu Kurau
Intern 4	intern4@yopmail.com	IC	910110-10-0004	1141417585	1, Jalan Kebun	Kampung Mangga	15002	Perak	Batu Kurau
Intern 5	intern5@yopmail.com	IC	910110-10-0005	1141417585	1, Jalan Kebun	Kampung Mangga	15003	Perak	Batu Kurau
Intern 6	intern6@yopmail.com	IC	910110-10-0006	1141417585	1, Jalan Kebun	Kampung Mangga	15004	Perak	Batu Kurau
Intern 7	intern7@yopmail.com	IC	910110-10-0007	1141417585	1, Jalan Kebun	Kampung Mangga	15005	Perak	Batu Kurau
Intern 8	intern8@yopmail.com	IC	910110-10-0008	1141417585	1, Jalan Kebun	Kampung Mangga	15006	Perak	Batu Kurau
Intern 9	intern9@yopmail.com	IC	910110-10-0009	1141417585	1, Jalan Kebun	Kampung Mangga	15007	Perak	Batu Kurau
Intern 10	intern10@yopmail.com	IC	910110-10-0010	1141417585	1, Jalan Kebun	Kampung Mangga	15008	Perak	Batu Kurau
Intern 11	intern11@yopmail.com	IC	910110-10-0011	1141417585	1, Jalan Kebun	Kampung Mangga	15009	Perak	Batu Kurau
Intern 12	intern12@yopmail.com	IC	910110-10-0012	1141417585	1, Jalan Kebun	Kampung Mangga	15010	Perak	Batu Kurau
Intern 13	intern13@yopmail.com	IC	910110-10-0013	1141417585	1, Jalan Kebun	Kampung Mangga	15011	Perak	Batu Kurau
Intern 14	intern14@yopmail.com	IC	910110-10-0014	1141417585	1, Jalan Kebun	Kampung Mangga	15012	Perak	Batu Kurau
Intern 15	intern15@yopmail.com	IC	910110-10-0015	1141417585	1, Jalan Kebun	Kampung Mangga	15013	Perak	Batu Kurau
Intern 16	intern16@yopmail.com	IC	910110-10-0016	1141417585	1, Jalan Kebun	Kampung Mangga	15014	Perak	Batu Kurau
Intern 17	intern17@yopmail.com	IC	910110-10-0017	1141417585	1, Jalan Kebun	Kampung Mangga	15015	Perak	Batu Kurau
Intern 18	intern18@yopmail.com	IC	910110-10-0018	1141417585	1, Jalan Kebun	Kampung Mangga	15016	Perak	Batu Kurau
Intern 19	intern19@yopmail.com	IC	910110-10-0019	1141417585	1, Jalan Kebun	Kampung Mangga	15017	Perak	Batu Kurau
Intern 20	intern20@yopmail.com	IC	910110-10-0020	1141417585	1, Jalan Kebun	Kampung Mangga	15018	Perak	Batu Kurau

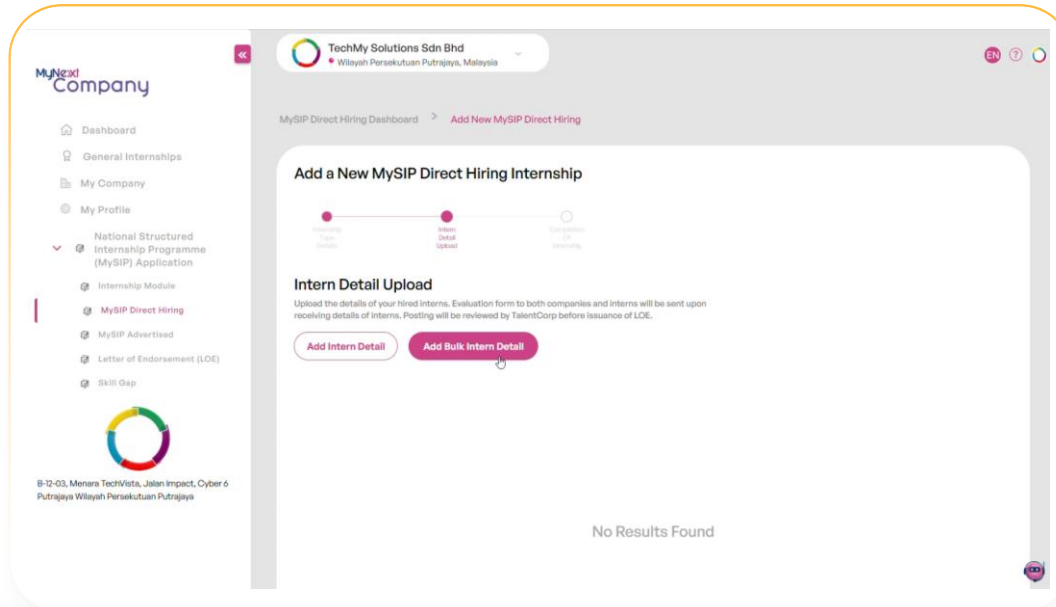
### Upload intern details in bulk

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.

[company.mynext.my](https://company.mynext.my)

## Direct Hiring Bulk Upload

3



4

### UPLOAD FILE

Upload a file with intern details

Please download the template and fill in the interns details. Ensure all details are accurate before uploading.

[Choose File](#)

No file chosen X

[Download Template](#)

Upload

Cancel

**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.

company.mynext.my

## 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.

#### Add a New MySIP Direct Hiring Internship



#### Intern Detail Upload

Upload the details of your hired interns. Evaluation form to both companies and interns will be sent upon receiving details of interns. Posting will be reviewed by TalentCorp before issuance of LOE.

Add Intern Detail

Add Bulk Intern Detail

Name (NRIC)	Start Date	End Date	Duration	Monthly Allowance	Total Allowance in Programme	MyNext Talent Registration	MySIP Eligibility	Actions
Mimi (040804-04-0901) Bachelor's Degree	01/01/2025	12/03/2025	10 weeks	600	2000	✗	✓	✎ 🗑

Rows per page: 10 | 1 of 1 | < > >>

Continue

Back

### Validate before submission

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

company.mynext.my

## Direct Hiring



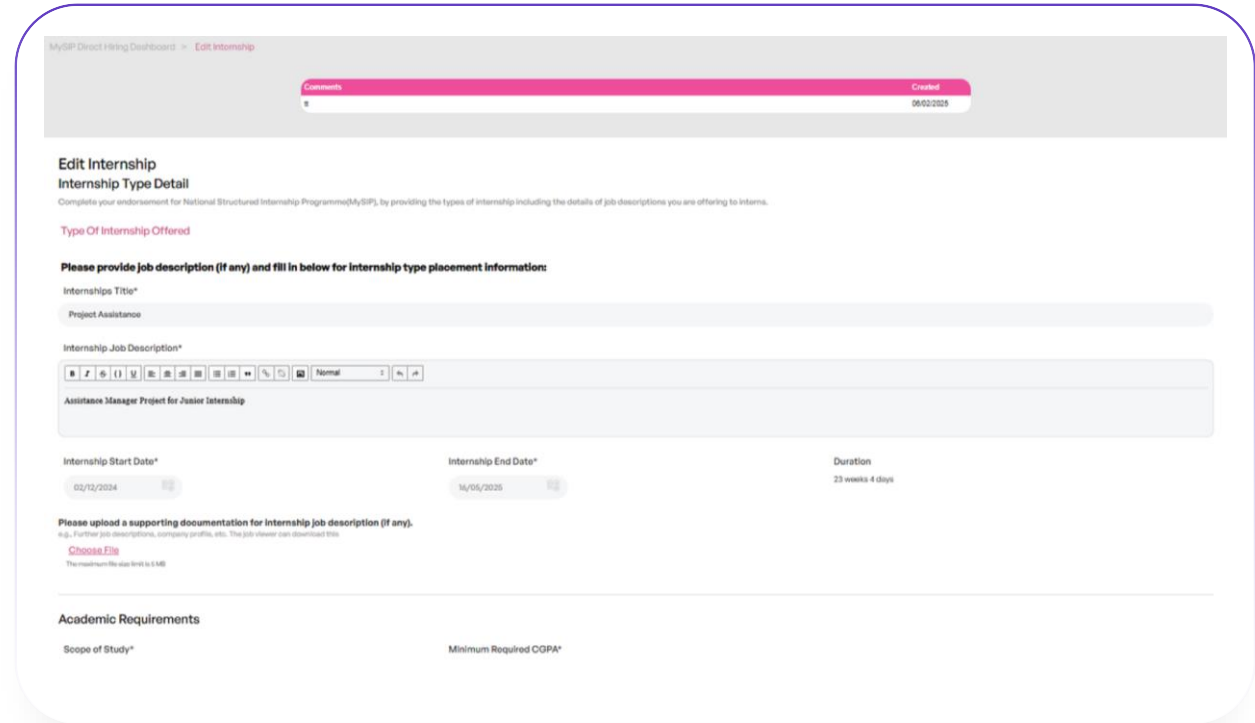
For the completed internship, user are required to fill out the Intern Evaluation Form.



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



The screenshot shows the 'Edit Internship' form in the MySIP Direct Hiring Dashboard. The form is titled 'Edit Internship' and 'Internship Type Detail'. It includes a breadcrumb trail: 'MySIP Direct Hiring Dashboard > Edit Internship'. A progress bar at the top indicates 'Comments' and 'Created' (06/02/2025). The form contains the following sections:

- Type Of Internship Offered**: A dropdown menu.
- Please provide job description (if any) and fill in below for internship type placement information:**
  - Internship Title\***: A text input field.
  - Project Assistance**: A text input field.
  - Internship Job Description\***: A rich text editor with a toolbar and a text area containing 'Assistance Manager Project for Junior Internship'.
- Internship Start Date\***: A date picker set to 02/12/2024.
- Internship End Date\***: A date picker set to 14/05/2025.
- Duration**: A text field showing '23 weeks 4 days'.
- Please upload a supporting documentation for internship job description (if any).**: A file upload section with a 'Choose File' button and a note 'The maximum file size limit is 5 MB'.
- Academic Requirements**: A section with a 'Scope of Study\*' field and a 'Minimum Required COPA\*' field.

National Structured Internship Programme (MySIP) Application

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




1

Interns' Details

2

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

3

4

[company.mynext.my](https://company.mynext.my)

## Button



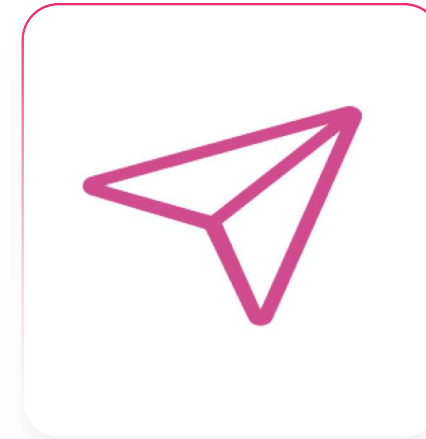
### Send Registration Reminder

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.



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

### 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.

<https://talentcorp.my/InternEvaluationForm2025>

[company.mynext.my](https://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

## 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
<input type="checkbox"/> Intern 12345 <i>MySIP Advertised</i>	18-04-2025	21-11-2025	0 / 0	0 / 0	Pending Submission	Pending	
<input type="checkbox"/> Intern 123 <i>MySIP Direct Hiring (On-Going)</i>	16-05-2025	19-12-2025	1 / 1	0 / 1	Submitted	Approved	
<input type="checkbox"/> Intern 123 <i>MySIP Direct Hiring (Completed)</i>	16-05-2025	19-12-2025	1 / 1	0 / 1	Submitted	Approved	 

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

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

[company.mynext.my](https://company.mynext.my)

## 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.**

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.

[company.mynext.my](https://company.mynext.my)

# Letter of Endorsement LOE

### MySIP Submission

**Filter Selection**

**Internship Name**

**Date Range**

From  To

[Apply](#) [Reset](#)

Internship Name	Start Date	End Date	Elig... Info...	Internship Evaluation	Completion of Internship	Review Status
Intern - Accounts <small>MySIP Direct Hiring (Completed)</small>	01-01-2024	30-06-2024	1/1	0/1	<a href="#">Submitted</a>	<a href="#">Approved</a>

Rows per page:  < 1 >

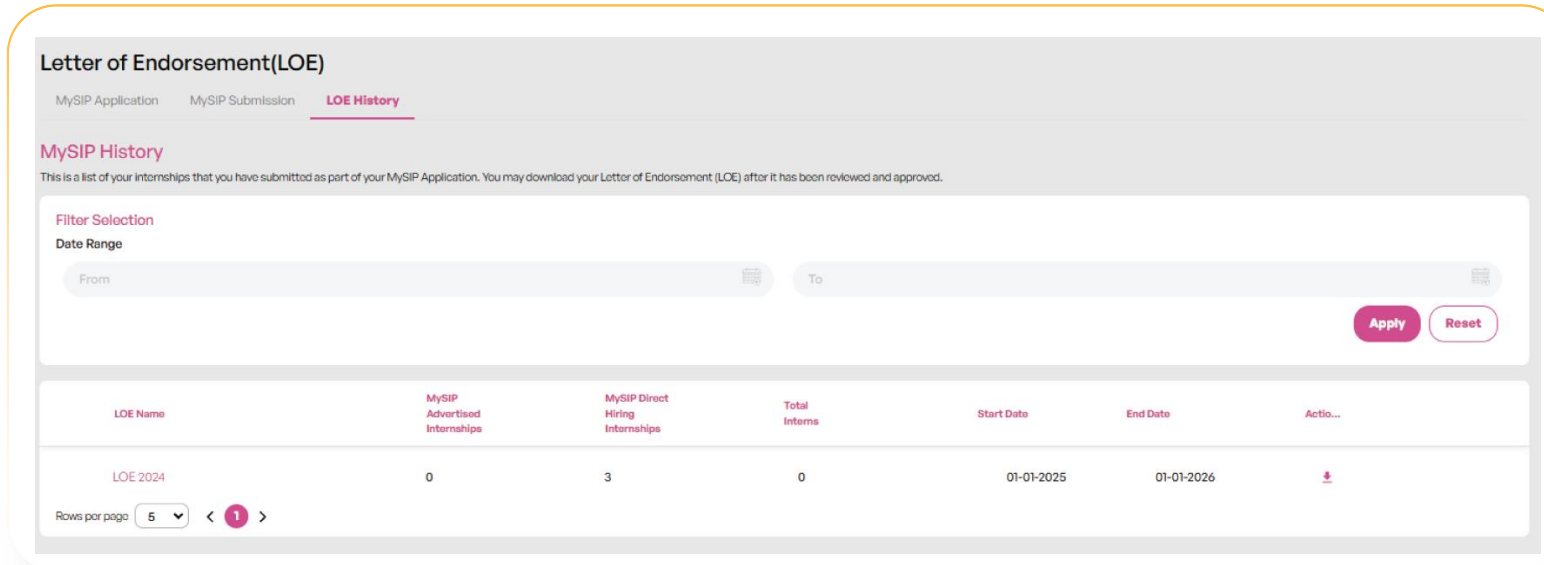
Users can view their MySIP application under the 'MySIP Submission' tab, where the application will be listed. The application will then be sent to the admin for approval before the LOE can be generated

[company.mynext.my](https://company.mynext.my)

# 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	Action
LOE 2024	0	3	0	01-01-2025	01-01-2026	

Rows per page: 5 < 1 >



User can download LOE generated by the system

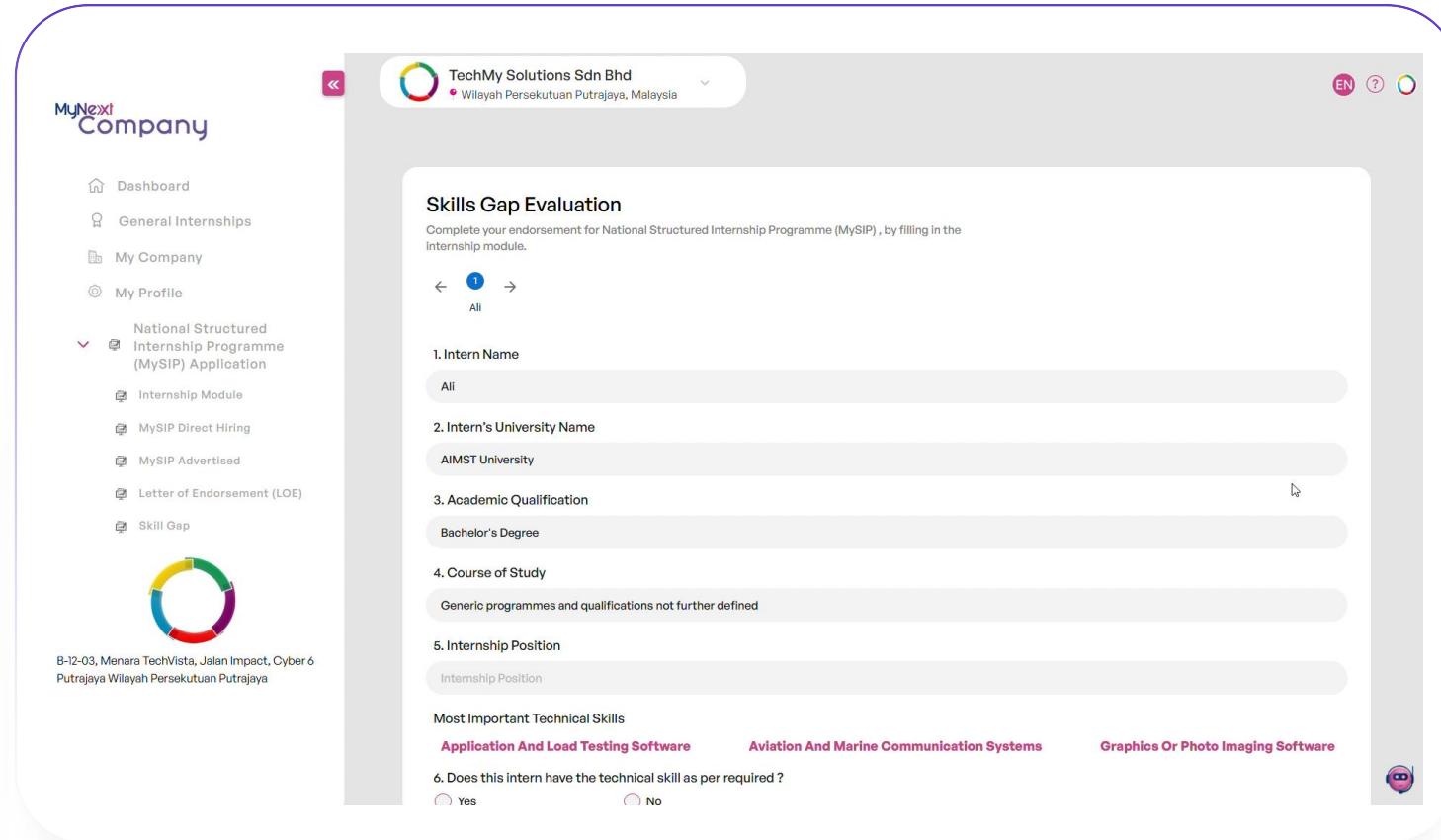
Once the admin approves the LOE for the company, it will be listed in the 'LOE History' tab within the table

company.mynext.my

## 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



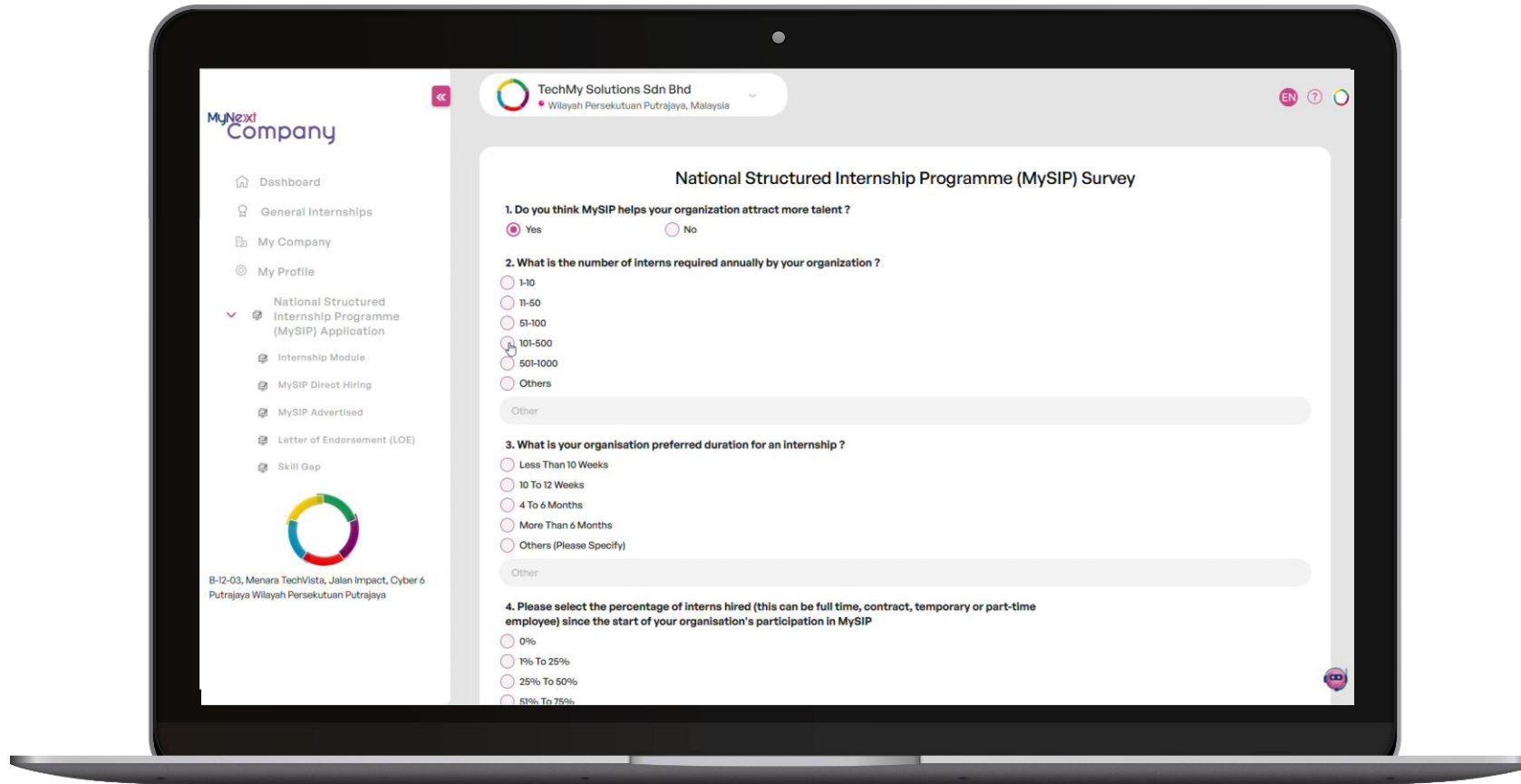
The screenshot shows the MyNext Company interface for TechMy Solutions Sdn Bhd. The left sidebar contains navigation options: Dashboard, General Internships, My Company, My Profile, National Structured Internship Programme (MySIP) Application, Internship Module, MySIP Direct Hiring, MySIP Advertised, Letter of Endorsement (LOE), and Skill Gap. The main content area is titled 'Skills Gap Evaluation' and includes instructions to complete the endorsement for the National Structured Internship Programme (MySIP). The form contains the following fields:

- 1. Intern Name: All
- 2. Intern's University Name: AIMST University
- 3. Academic Qualification: Bachelor's Degree
- 4. Course of Study: Generic programmes and qualifications not further defined
- 5. Internship Position: Internship Position

Below the form, there are three buttons for 'Most Important Technical Skills': Application And Load Testing Software, Aviation And Marine Communication Systems, and Graphics Or Photo Imaging Software. The final question is 'Does this intern have the technical skill as per required?' with radio buttons for Yes and No.

[company.mynext.my](https://company.mynext.my)

# Company Survey Form





MINISTRY OF HUMAN RESOURCES

**TalentCorp**  
GROUP OF COMPANIES

**MYXpats** **TalentCorp** **MYNext**  
ATTRACT • NURTURE • RETAIN

# THANK YOU

## GET IN TOUCH

**Talent Corporation Malaysia Berhad** 201001035653

E-mail [info@talentcorp.com.my](mailto:info@talentcorp.com.my)  
Website [www.talentcorp.com.my](http://www.talentcorp.com.my)

**Malaysia Expatriate Services Centre Sdn Bhd** 201301004330

E-mail [helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)  
Website [www.myxpats.com.my](http://www.myxpats.com.my)

**MYNext Sdn Bhd** 200901017217

E-mail [hello@mynext.my](mailto:hello@mynext.my)  
Website [company.mynext.my](http://company.mynext.my)



**TalentCorpMsia**