Workforce Readiness Assessment

Company User Guidance Deck

A focused walk-through for company users: sign-in, dashboard access, landing page, assessment completion, result report, assessment history and FAQ.

Company User Focus **Version 1.0**

Deck purpose: Company User guidance

Who should use this deck

Registered Company Users completing the Workforce Readiness Assessment on behalf of their organisation.

What this deck helps with

Access the assessment, prepare required company data, complete all sections, save draft, submit, download the PDF report and view assessment history.

Company User journey at a glance

Follow this sequence from initial access until report retrieval.

01 - Sign In

Use registered Company User account

02 - My Dashboard

Find Workforce Readiness Assessment

03 - Landing Page

Review purpose and start

04 - Company Profile

Confirm sector and total employees

05 - Role Breakdown

Enter counts by role category

06 - AI Readiness

Answer reskilling and AI questions

07 - Submit

Validate and submit assessment

08 - Results & History

Download PDF and track progress

Operational rule: the assessment form is only available to signed-in Company Users.

Before you sign in: readiness checklist

1 **Account readiness**

Registered MyMahir account with Company User access.

2 **Company information**

Company name, company type, sector/industry and total employee count.

3 **Workforce data**

Employee counts by role/category based on the selected sector.

4 **Internal alignment**

Confirm with HR / business owner before final submission.

Supported browser

Use Chrome, Edge Chromium, Firefox or Safari on a desktop/laptop device for easier data entry.

Data entry principle

The total number of role counts entered across the assessment must not exceed the total employees declared in Company Profile.

Recommended owner

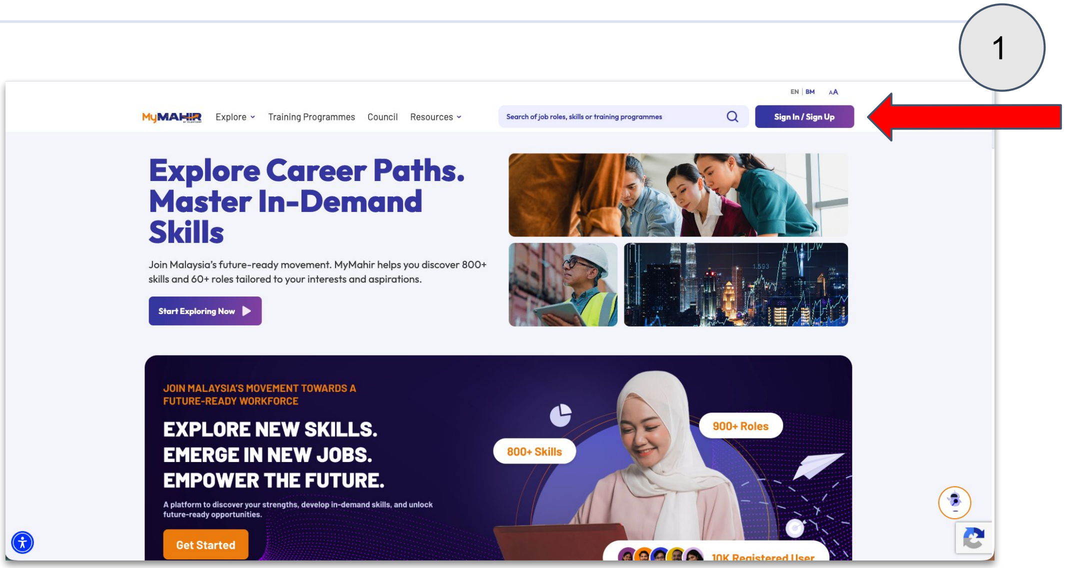
Assign one responsible person to complete the submission and one reviewer to validate the figures before clicking Submit.

Access & Start

Sign in, dashboard access and landing page navigation.

ACCESS

Sign-Up Process for Company Users



1 ## Open MyMahir - https://www.mymahir.my/home

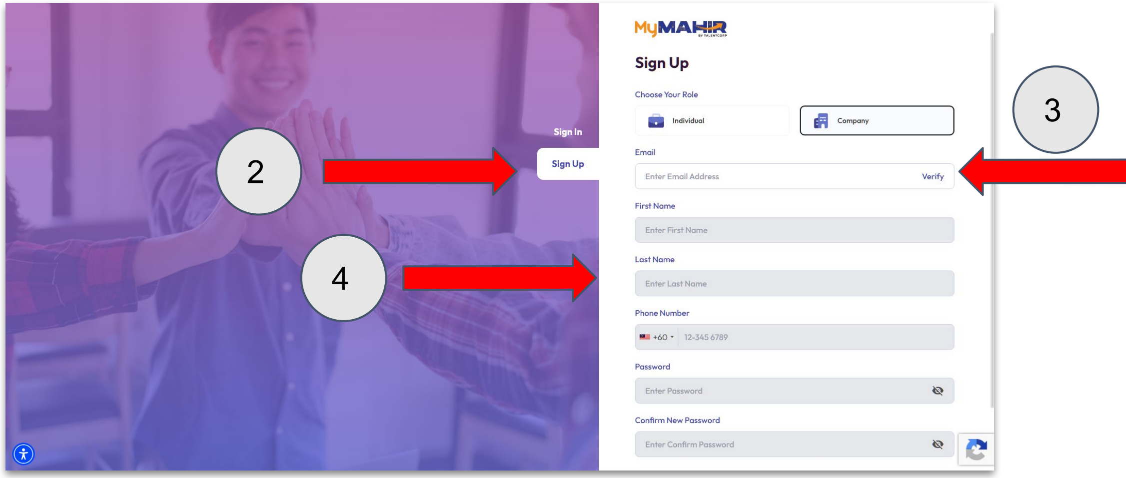
Go to the MyMahir website and select Sign In / Sign Up.

2 ## Click on Sign Up

Use the registered company user email and password to sign-up

3 ## Complete verification

Complete any security verification if prompted by the system



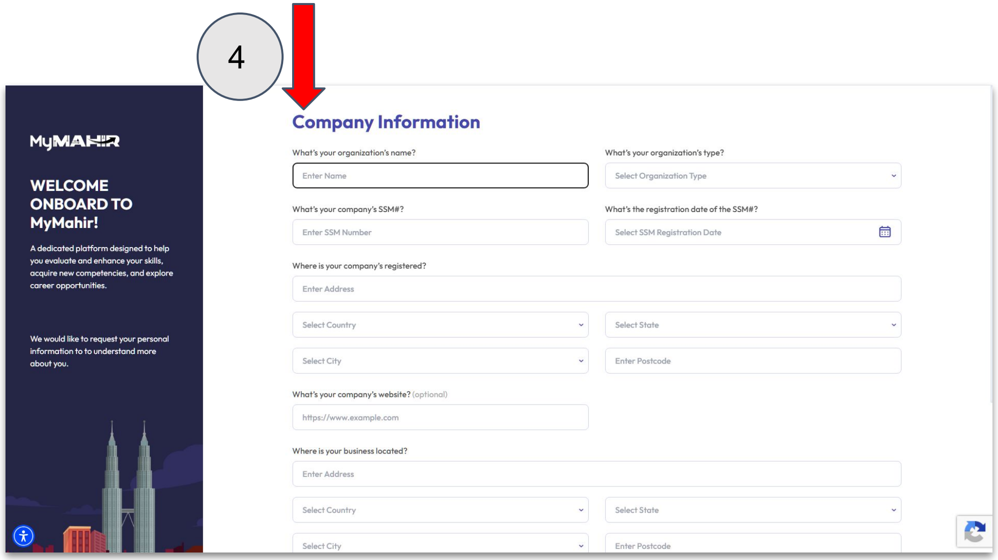
Sign-Up Process for Company Users - Cont..

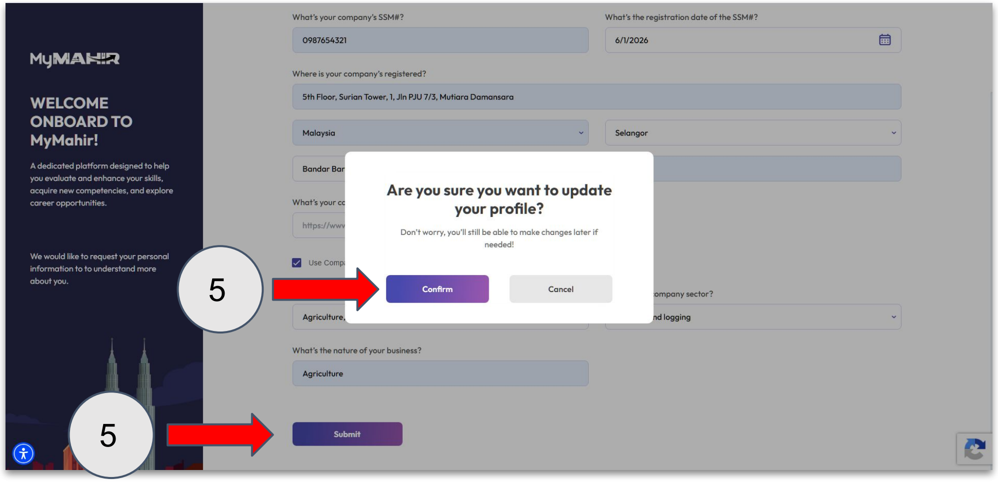
4 **Fill up Company Information**

Fill up company information details

5 **Click Submit and Confirm**

To complete company registration profile, click on the confirm button





Sign-in process for Company Users

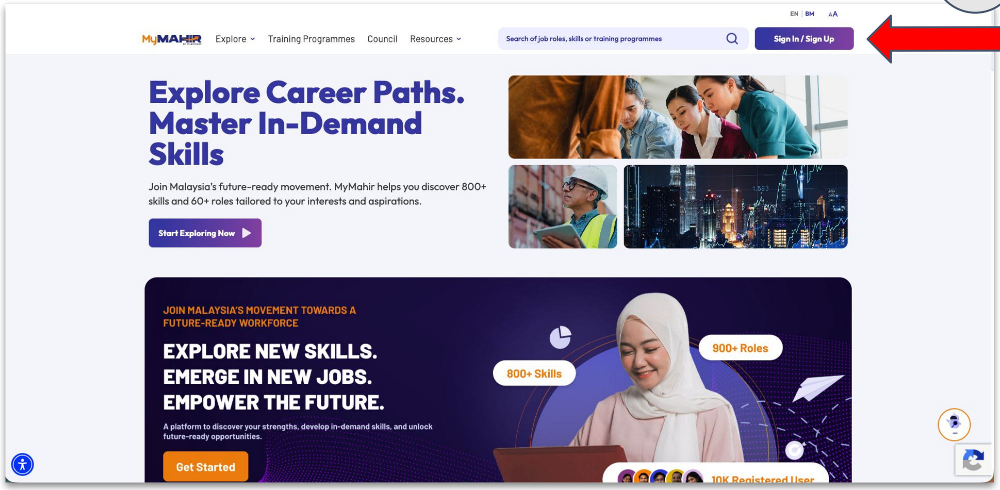
1
Open MyMahir - https://www.mymahir.my/home

Go to the MyMahir website and select Sign In / Sign Up.

2
Enter credentials

Use the registered company user email and password.

1



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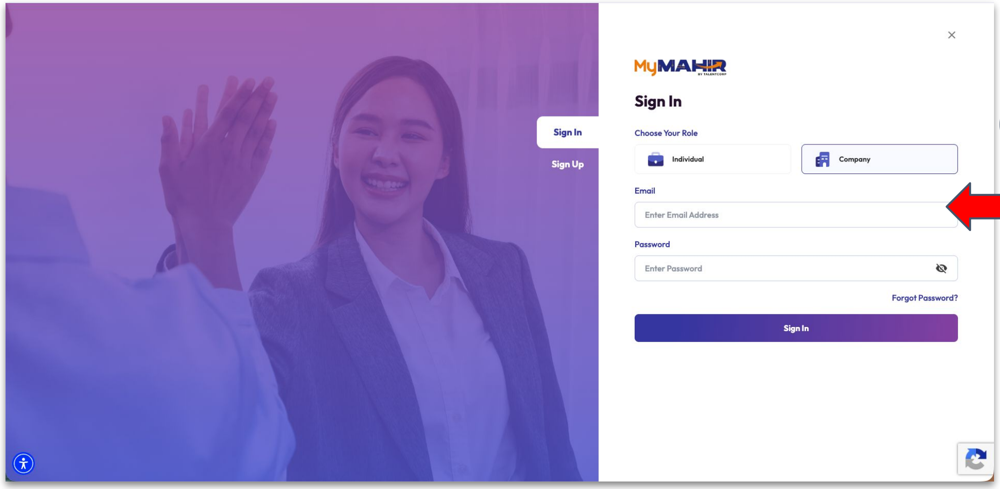


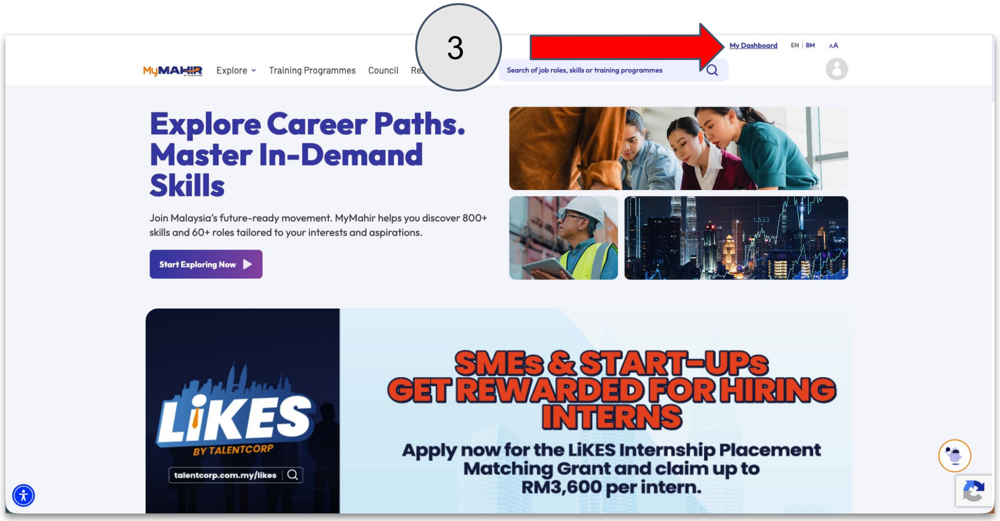
Sign-in process for Company Users - Cont..

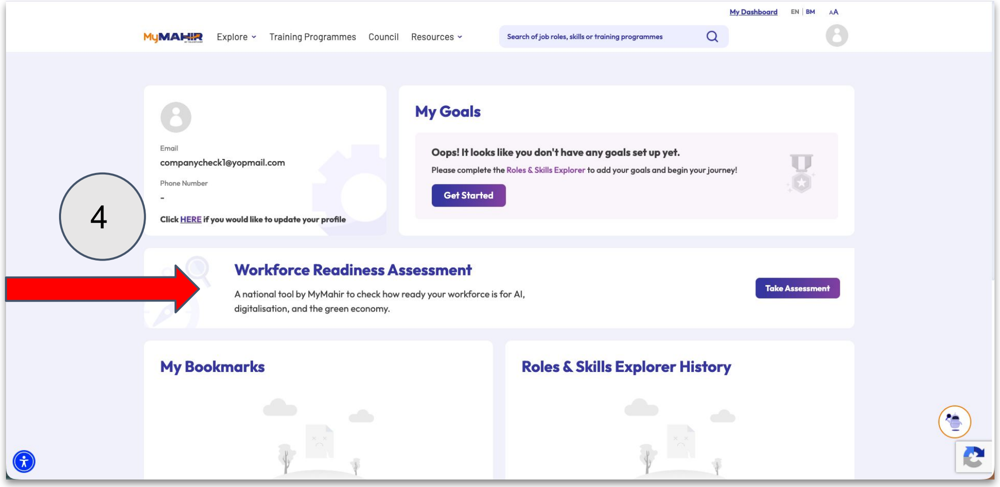
3 Access My Dashboard

After successful login, the system redirects the user to My Dashboard.

4 Locate the module

Find the Workforce Readiness Assessment section on My Dashboard.





My Dashboard: Actions Available to Company Users

My Dashboard is the operating area for starting, resuming and retrieving assessments.

Take Assessment	Starts a new assessment or opens the landing page when no draft exists.
Continue Assessment	Appears when a draft has been saved; resumes from the last saved section.
Past Score	Shows previous assessment score when at least one completed submission exists.
Assessment History	Lists past submissions by date and allows report viewing/export.
Comparator Graph	Compares the first and latest available assessment score.

Do not start a new assessment if you only need to continue a saved draft.

Landing Page: What Company Users Should Review

Review the landing page before clicking Start Assessment / Take Assessment.

Hero banner

Confirms the assessment title and purpose.

Who should take this?

Business leaders, HR/talent managers, transformation teams, SMEs and large enterprises.

Key dimensions

Highly Impacted, Medium, Low, In-Demand and Emerging roles.

What will be asked?

Approx. 10 minutes covering company profile, role breakdown and reskilling intent.

What you receive

Scorecard, diagnostics, recommendations and downloadable PDF report.

Data protection

Company data is used to provide workforce readiness insights.

URL Link: https://www.mymahir.my/workforce-readiness-assessment

CTA behaviour: unauthenticated users are redirected to login when clicking Start Assessment.

Complete Assessment

Company profile, Role Breakdown, AI readiness and validation.

Section 01: Company Profile

Company Profile determines which sector-based role lists will be displayed in later sections.

Field 1: Company Name

Enter the official organisation name to be displayed in the results and report.

Field 2: Company Type

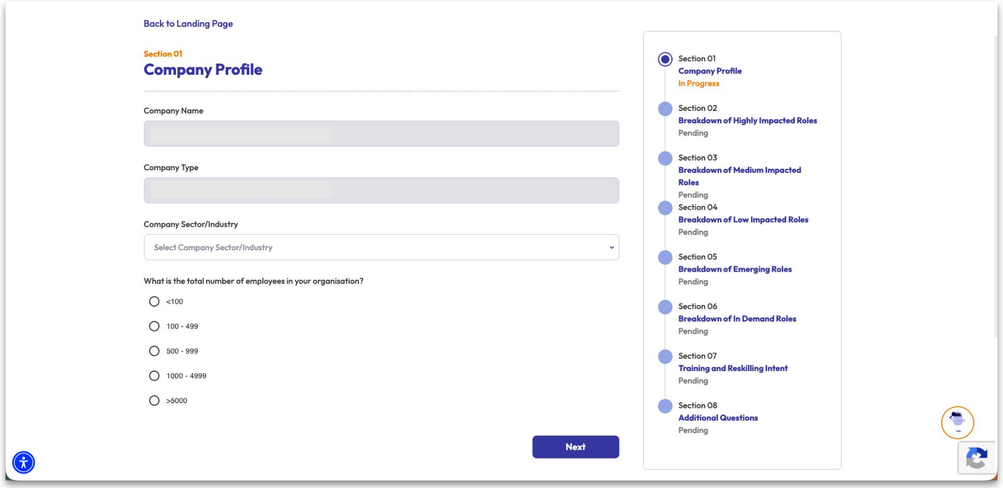
Select one: GLC, MNC, LLC, PLC, SME or Association.

Field 3: Sector / Industry

Select the most accurate sector. Role lists are generated based on this selection.

Field 4: Total Employees

Enter a numeric value of total employees currently in the company



Important sector-change warning

If the user changes sector after entering later sections, the system prompts confirmation. If confirmed, previous progress is cleared and the assessment restarts.

Best practice: confirm company sector before entering role counts.

Available Sector / Industry Selections

Select the sector that best represents the company's primary workforce context.

- 01 **Aerospace**
- 02 **Chemicals**
- 03 **Pharmaceutical Manufacturing**
- 04 **Food Manufacturing and Services**
- 05 **Information and Communication Technology (ICT)**
- 06 **Electrical & Electronics (E&E)**
- 07 **Wholesale and Retail Trade**
- 08 **Medical Devices**
- 09 **Global Business Services**
- 10 **Energy and Power**

Why this matters
The selected sector controls which role categories and sector-specific roles are displayed for data entry and comparison.

Sections 02–06: Role Breakdown by Category

Enter employee counts for each displayed role/category. Numeric fields are pre-filled with 0 where applicable.

Highly Impacted Roles
Displayed only if selected sector contains highly impacted roles. Roles may be at high risk of automation, displacement or major change.

Medium Impacted Roles
Roles remain relevant but require transformation, upskilling or partial automation readiness.

Low Impacted Roles
Roles are relatively stable and resilient despite AI, Digitalisation and Green Economy transitions.

Emerging Roles
New roles created due to AI, Digitalisation or Green Economy developments.

In-Demand Roles
Roles currently in national or sectoral skills shortage, including MyCOL-aligned demand where applicable.

Use role tooltips and role-detail links to classify employees accurately.

How To Enter Role Counts Correctly

1 **Use whole numbers**
Enter employee headcount as numeric values only. Avoid text, decimals or symbols.

2 **Check role meaning**
Open tooltip for role information. Use the role page link if more context is needed.

3 **Do not double count**
Allocate the same employee to the most relevant category/role only unless business rules define otherwise.

4 **Close tooltip correctly**
Click empty space or the X button to close a pop-up tooltip.

Reviewer checkpoint
Before submission, validate role totals with HRIS / manpower report / department headcount summary.

Training, Reskilling Intent and AI Readiness Questions

Section 07: Training and Reskilling Intent

Shown if the selected sector contains Highly Impacted Roles. Answer whether the company has plans to reskill affected employees. If Yes, select relevant reskilling/upskilling areas and add other priority training areas if required.

Section 08: Additional Questions

Mandatory single-choice questions covering AI awareness/literacy training, approach to AI-related reskilling, barriers to acquiring AI talent and alignment of workforce strategy with AI roadmap.

Examples of answer areas

AI awareness
Yes / No / Planning within 12 months

Reskilling approach
Ad hoc, department-led, centralised or no current plan

AI talent barriers
Lack of local talent, salary expectations, unclear job definitions, retention or other

Roadmap alignment
Not aligned, somewhat aligned, fully aligned or no AI roadmap

Save Draft, Validation and Submit

Save as Draft
Available in each section. Use it to store progress and resume later.

Next
Enabled only when mandatory fields in the current section pass validation.

Submit
Enabled after all sections are complete with valid inputs.

Result Redirect
After submission, the system validates all data and opens Result Assessment.

Common validation messages

Missing / invalid field
The system highlights problematic fields and displays inline error messages.

Result & History

How Company User Read, Download and revisit assessment results.

Results page: What Company Users Will See

The Results page is generated immediately after successful submission and can also be accessed from history.

Company name & Executive Summary
Confirms the submitted organisation and summarises the readiness position.

Five-tier role categorisation
Highly Impacted, Medium, Low, In-Demand and Emerging roles.

Assessment Summary
Summarises inputs and key result indicators.

Dataset Overview
Company ratio pie chart and sector-average comparison.

Readiness Score
Score, readiness level, score range and interpretation.

Recommended Next Steps
Practical actions based on score and workforce scenario.

The result report helps companies act on workforce risks, talent gaps and reskilling priorities.

Download PDF Report and Email Copy

Use the generated PDF for internal review, leadership discussion and workforce planning follow-up.

1. **Open Results**

   Open immediately after submission or through Assessment History.

2. **Click Download PDF**

   The server generates a PDF matching the on-screen results.

3. **Save and share internally**

   Share with approved internal stakeholders or leadership team.

Expected system behaviour
Upon complete result generation, the same results are sent to the user email.

If session expires during export
The system prompts the user to sign in again. After login, reopen the report from history.

If generation fails
Retry the download. If the issue persists, capture the error message and escalate to support.

Assessment History: Retrieve and Compare Submissions

1
Past submissions

Past assessments are listed by date.

2
Score display

Each available completed assessment displays its score.

3
View Full Report

Redirects the user to the selected previous report page.

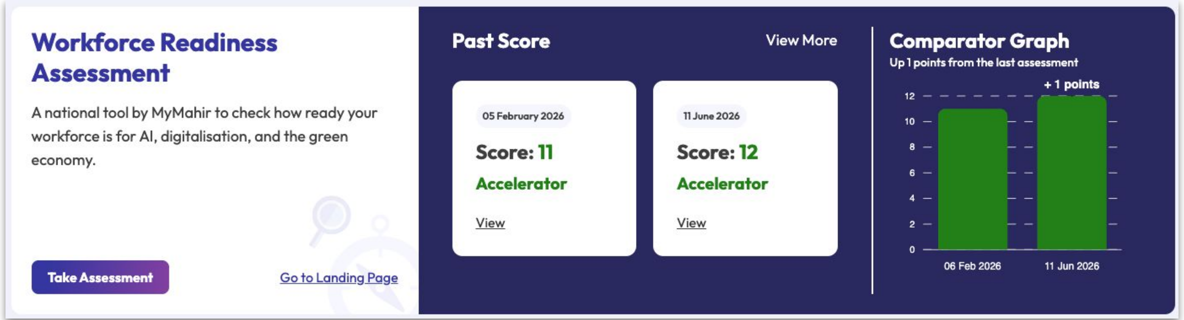
4
Export PDF

Previous reports can be exported to PDF where available.

Comparator Graph

11 → **12**

First score | Latest score



Exception handling
No history: the system shows “There are no past assessment scores available”. Only one score: comparator graph displays only available score reports.

Best Practices for Company Users

Do

Confirm company sector before entering role counts.

Avoid

Do not guess role counts without business/HR validation.

Do

Use official headcount data to avoid inconsistent totals.

Avoid

Do not change sector midway unless restarting is intended.

Do

Save as Draft if data collection is still in progress.

Avoid

Do not submit if role counts exceed total employees.

Do

Download the PDF after submission for internal record.

Avoid

Do not share reports externally without proper approval.

Good input quality produces a more reliable workforce readiness report.

What is Workforce Readiness Assessment (WRA) FAQ

Common questions and Answers

FAQ: Access and Starting The Assessment

Q1. Who can complete the assessment?

A registered Company User with access to the Workforce Readiness Assessment module.

Q2. Why can't I see the module?

Your account may not be set up as a Company User. Confirm access rights with administrator/support.

Q3. What happens if I use a direct link?

If you are not logged in or the session is invalid, the system redirects you to login.

Q4. Can public users view the landing page?

Yes, but starting the assessment requires sign-in.

Q5. How long does it take?

The landing page indicates approximately 10 minutes, subject to data readiness.

Q6. What should I prepare first?

Company profile, sector, total employees and role breakdown figures.

FAQ: Drafts, validation and submission

Q7. Can I pause and continue later?

Yes. Click Save as Draft. Continue Assessment will appear on My Dashboard when a draft exists.

Q8. Why is Next disabled?

One or more mandatory fields in the current section has not passed validation.

Q9. Why is Submit disabled?

All sections must be completed with valid inputs before Submit is enabled.

Q10. What if my draft is missing?

If the session expired or draft was deleted without saving, start a new assessment.

Q11. What if I change sector halfway?

The system warns that progress will be removed. Confirm only if restarting is intended.

FAQ: Results, history and support

Q13. Where do I see the result?

Immediately after submission or later through Assessment History.

Q14. Can I download the report?

Yes. Use Download PDF on the Results page or previous report page.

Q15. Will I receive the result by email?

After complete result generation, the same results are sent to the user email.

Q16. What does comparator graph show?

It compares the first and latest assessment score when sufficient history exists.

Q17. What if no history exists?

The system shows “There are no past assessment scores available”.

Q18. What should I send to support?

Company name, user email, sector, screenshot, date/time, browser/device and last action taken.

Quick Reference for Company Users

User need	Where to go	Action
Start assessment	My Dashboard / Landing Page	Take Assessment / Start Assessment
Save progress	Assessment form	Save as Draft
Resume progress	My Dashboard	Continue Assessment
Move to next section	Current section	Next
Complete submission	Final assessment section	Submit
View prior result	Assessment History	View Full Report
Export report	Results / History report page	Download PDF

The assessment is complete when the Results page is generated and the PDF report is available.