



**Career Development Service  
Student Affairs Office**



**Registration Guide  
for  
Employers**

## Ed Job Plus – An Online Job Search and Information System

Ed Job Plus is an online platform aimed at connecting students and graduates of the EdUHK with their future employers. It is equipped with one-stop recruitment functions allowing employers to post job vacancies (whether these are full-time, part-time, temporary or internship opportunities), receive job applications and contact suitable candidates for further selection processes.



Website: <https://edjobplus.eduhk.hk/EdJobPlus/eng/login/index>

### Employer Portal Access

Click the “Employer” to enter the Employer Portal.

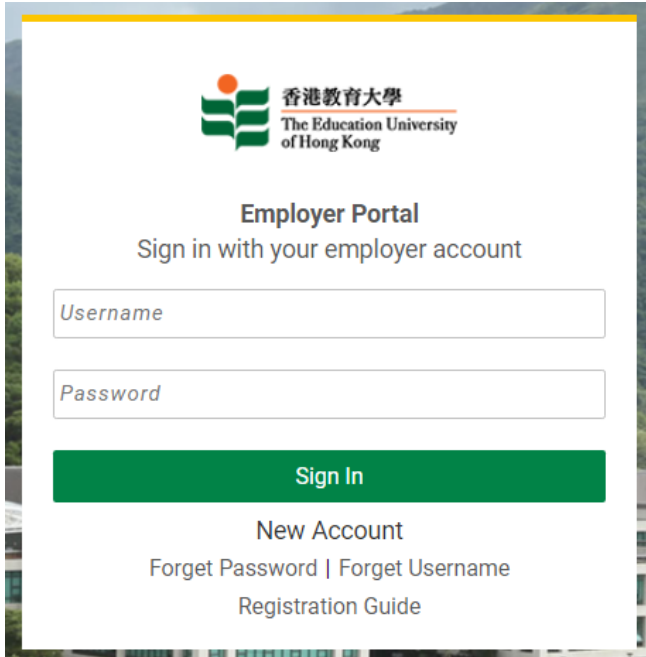


1. Button to log into **Employer Portal**
2. Rolling banner for highlighted career information
3. Button to change language

## Employer Portal Login

Create a new Employer Account (with attaching supporting documents), or log into the system using an existing username and password.

1. Click “**New Account**” to create a new Employer Account
2. Click “**Forget Password**” and fill in the required information if you have forgotten your password. The system administrator will reset your password and send you an email with your new password.
3. Click “**Forget Username**” and fill in the required information if you have forgotten your username. The system administrator will contact you as soon as possible.

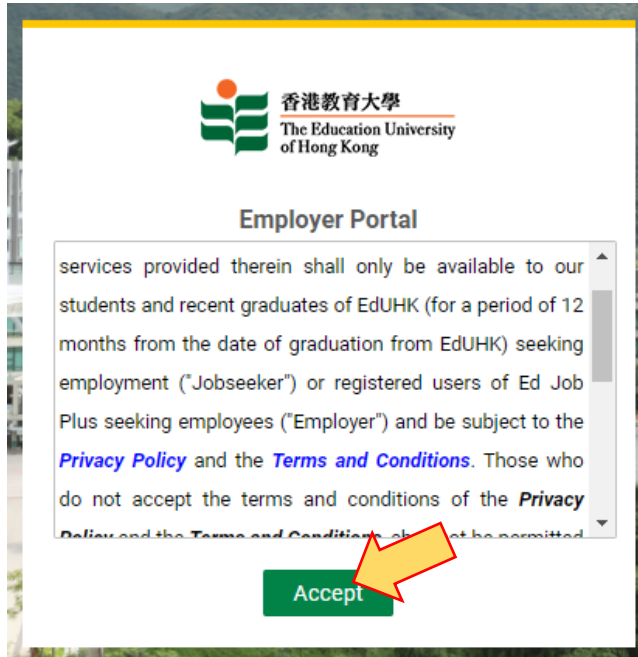


## Employer Portal Registration

Please read the *Privacy Policy* and *Terms & Conditions* carefully and click the “**Accept**” to continue creating your account.


### Create a Secure Password

Set a username and a password with at least 6 digits using only the characters 0-9, A-Z and a-z. Your password is case-sensitive, whereas your username is not case-sensitive.



## Provide Company Info for Registration

Fill in your company information and click “**Submit**”. Contact information (*Address, Email, Telephone and Fax*) will be shown in job postings according to the method of application you select.

  
 Employer Registration

Name of School / Organization ENG * <input type="text"/>	School / Organization Address* <input type="text"/>
Name of School / Organization CHI * <input type="text"/> <small>Please enter the name in English or Chinese or both.</small>	School / Organization Website <input type="text"/>
Email * <input type="text"/>	Business Nature * Please Select <input type="button" value="v"/>
Tel * <input type="text"/> Fax * <input type="text"/>	Parent Organization <input type="text"/>
Product / Services Please Select <input type="button" value="v"/>	Type of School / Organization Registration Document* (Please upload a copy of document according to the selection type) <input checked="" type="radio"/> Business Registration <input type="radio"/> School Registration Certificate <input type="radio"/> Tax exemption letter issued by Inland Revenue Department (IRD) <input type="radio"/> Others <input type="text"/>
Country of Origin Please Select <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen <small>File Format : jpg, gif, doc, xls, pdf, xlsx, docx Max File SizeMax File Size : 1MB</small>
Company video link for showing in employer booth (Optional) <input type="text"/>	Facebook <input type="text"/>
Instagram <input type="text"/>	Organization Registration Number* <input type="text"/>
LinkedIn <input type="text"/>	Expiry Date* (Mandatory field for employer who has Business Registration document) <input type="text"/>
Youtube <input type="text"/>	
Description <input type="text"/>	

Declaration \* - The login email is declared to be the email of the designated school / organization which is used for the purpose of direct recruitment.

1. Please upload valid supporting documents (e.g. business registration, school registration certificate, etc.) for verification
2. Please tick the “**Declaration**” to declare that the email you have used to login is also the email used by your organisation for direct recruitment purposes.

## Administrator Approval

An approval notice will be sent to your registered email account within 3 working days from the time that your supporting documents have been submitted and verified. You may then log into the system with your username and password.

# Register Now!

No part of Ed Job Plus and the information therein may be reproduced in any forms or by any means, without the written consent of the Student Affairs Office of EdUHK.

For enquiries, please call (+852) 2948 6246, fax (+852) 2948 6240 or email [careerservice@eduhk.hk](mailto:careerservice@eduhk.hk).