Career Development Services

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

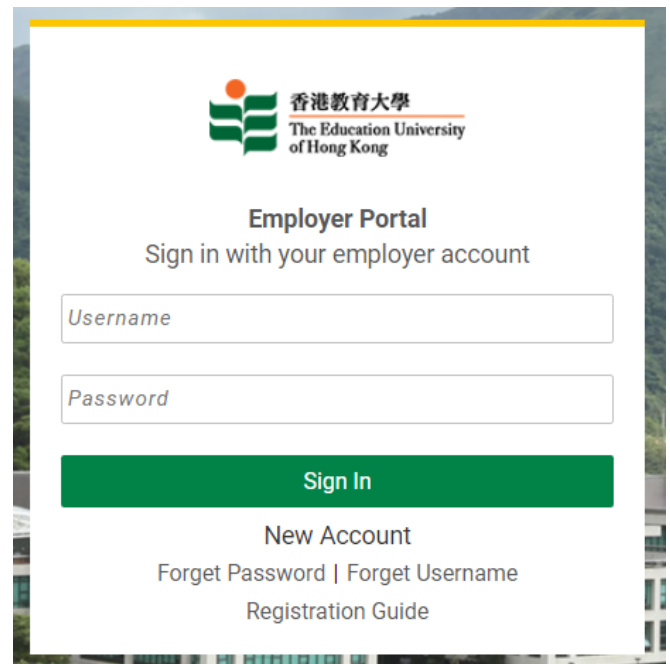Click the "**Employer**" to enter the Employer Portal.

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.
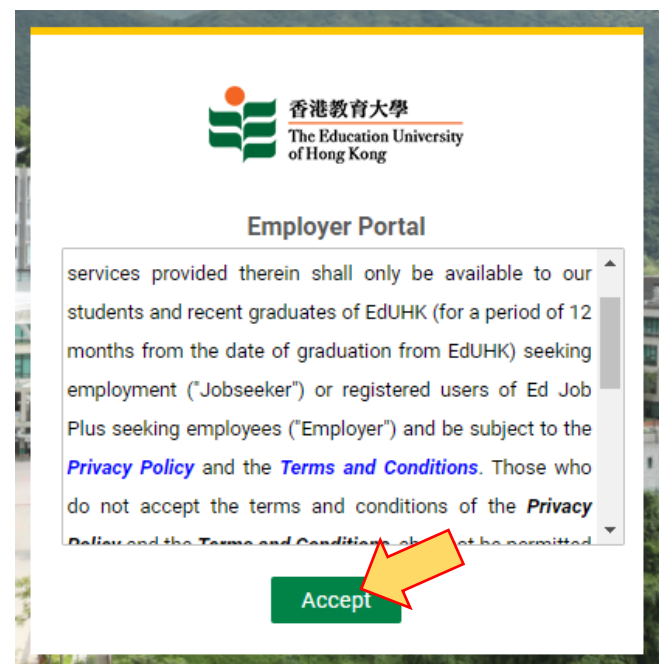
香港教育大學
The Education University
of Hong Kong

Employer Portal
Sign in with your employer account

Username

Password

Sign In

New Account
Forget Password | Forget Username
Registration Guide

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.

香港教育大學
The Education University
of Hong Kong

Employer Portal

services provided therein shall only be available to our students and recent graduates of EdUHK (for a period of 12 months from the date of graduation from EdUHK) seeking employment ("Jobseeker") or registered users of Ed Job Plus seeking employees ("Employer") and be subject to the *Privacy Policy* and the *Terms and Conditions*. Those who do not accept the terms and conditions of the *Privacy Policy* and the *Terms and Conditions* shall not be permitted

Accept

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.

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.