



Counselling and Career Development Services
Student Affairs Office



Employer
User Manual

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

Ed Job Plus is an online platform equipped with one-stop recruitment functions allowing employers to post job vacancies (full-time, part-time, temporary and for summer internships), receive job applications online and contact suitable candidates for further selection processes.



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

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Instructions for use

A. Click the “Employer” button to enter the Employer portal.



1. Button to change language to Cantonese

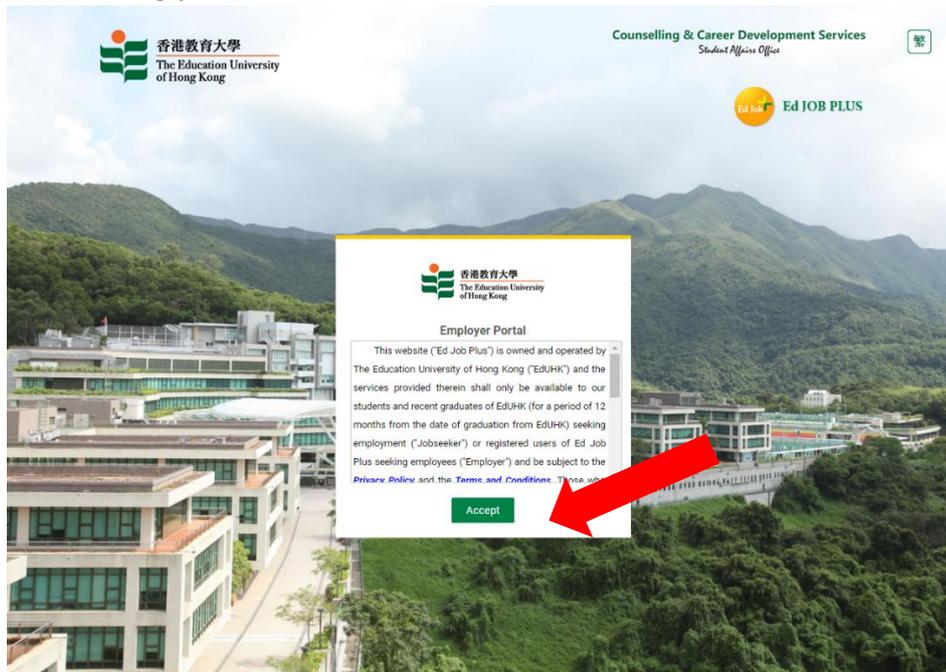
B. Create a new Employer Account (using supporting documents), or log into the system using an existing username and password.



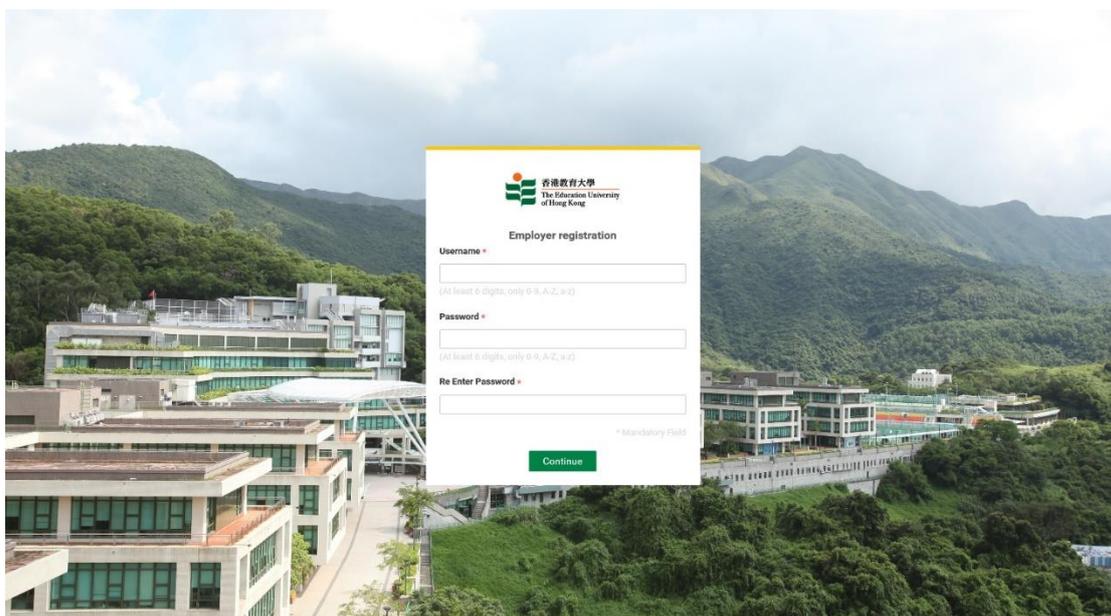
1. “New Account” link to create a new Employer Account

2. “Forget password” link: if you have forgotten your password, please click this link and fill in the

- required information. The system administrator will reset your password and send you an email with your new password.
3. “Forget username”: if you have forgotten your username, please click this link and fill in the required information. The system administrator will contact you as soon as possible.
 4. User Manual.
- C. Please read the terms and conditions carefully and click the “Accept” button to continue creating your account.



- D. 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; your username is not.



- E. 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.

The screenshot shows the 'Employer registration' form on the Ed Job Plus website. The form is titled 'Employer registration' and features the logo of The Education University of Hong Kong at the top. It contains several input fields and dropdown menus for user information and business details. A red '1' is placed over the 'Choose File' button in the 'Supporting document' section, indicating where to click to upload documents. The form includes fields for Name of school / Organization (English and Chinese), School / Company Address, School / Company Website, Email, Business Nature (with a dropdown menu), Tel, Fax, BR / School Registration Number, BR Expiry dates, Product / Services, Parent Organization, and Country of origin. A 'Submit' button is located at the bottom center of the form.

1. Button to upload supporting documents (business registration, school registration certificate, etc.) for verification
- F. Once the system administrator has approved your registration, you may log into the system with your username and password.

G. You may update company information whenever necessary in the Profile Management section of the Employer Dashboard.

EMPLOYER PORTAL

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Ed Job Ed JOB PLUS

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The Education University
of Hong Kong

Employer Dashboard

Latest News

Job Management 5 ^

My Job Ads

Create New Job Ads

Profile Management ^

Company Profile

Company Contact Info 6

Employer Dashboard

Account Management

1

Create New Job Ads

2

View Draft Job Ads

3

Company Profile

My Job Ads

Total Record : 589

1 2 3 4 5 >>

Ref. No.	Job Title	Candidates(Unread)	Job Views	Post Date	Application Deadline
000001		0	5	2016-10-19	2017-01-31

1. Create New Job Ads shortcut to create a new job advertisement
2. View Draft Job Ads shortcut to view draft job advertisements
3. Company Profile shortcut to view or edit the company profile page
4. My Job Ads section with a full list of jobs posted and the application status of each
5. Latest News link to view the latest news for employers from the EdUHK
6. Company Contact Info link to view or edit the company contact information
7. Your username
8. Button to change language to Chinese
9. Button to log out of the system

H. You may edit company information, upload supporting documents or change your password on the Company Profile page in Profile Management.

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Employer Dashboard

Latest News

Job Management

Profile Management

Company Profile

Company Status

Status : Activate

Company Information * Required Field

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Company Logo <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;"> Edit Delete </div> </div>	<p>Name of School / Organization (ENG) *</p> <div style="border: 1px solid #ccc; padding: 2px;">The Hong Kong Education University</div> <p>Name of School / Organization (CHI) *</p> <div style="border: 1px solid #ccc; padding: 2px;">香港教育大學</div>	<p>Email *</p> <div style="border: 1px solid #ccc; padding: 2px;">career@eduhk.hk</div> <p>Tel * Fax *</p> <div style="border: 1px solid #ccc; padding: 2px;">2948 6245 2948 6771</div>
<p>Supporting Document (e.g. BR, School Registration Certificate)</p> <p>Supporting Document_Ordinance stated the formation of HKIEd.pdf</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Choose File No file chosen </div> <p><small>Update Employer Supporting Document(e.g. BR Copy) Supported File Type: pdf, doc, xls, docx, xlsx, gif, jpeg, jpg, png, bmp</small></p>		<p>School / Company Address *</p> <div style="border: 1px solid #ccc; padding: 2px;">10 Lo PingRoad, Tai Po,NT</div> <p>School / Company Website</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Business Nature *</p> <div style="border: 1px solid #ccc; padding: 2px;">Education (Schools) ▼</div>		<p>Country of Origin</p> <div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>
<p>BR / School Registration Number*</p> <div style="border: 1px solid #ccc; padding: 2px;">na</div>	<p>BR Expiry Dates</p> <div style="border: 1px solid #ccc; padding: 2px;">0000-00-00</div>	<p>Parent Organization</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Product / Services</p> <div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>		<p>Company Size</p> <div style="border: 1px solid #ccc; height: 20px;"></div>

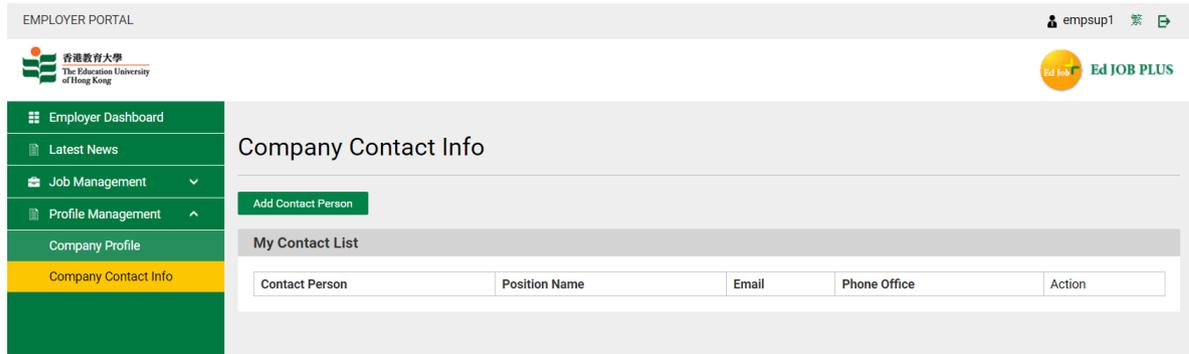
Save

Change Password

Old Password	<input style="width: 90%;" type="password"/>
New Password	<input style="width: 90%;" type="password"/>
Re Enter New Password	<input style="width: 90%;" type="password"/>

Save

- I. You may view company contact information on the Company Contact Info page in Profile Management.



EMPLOYER PORTAL empsup1

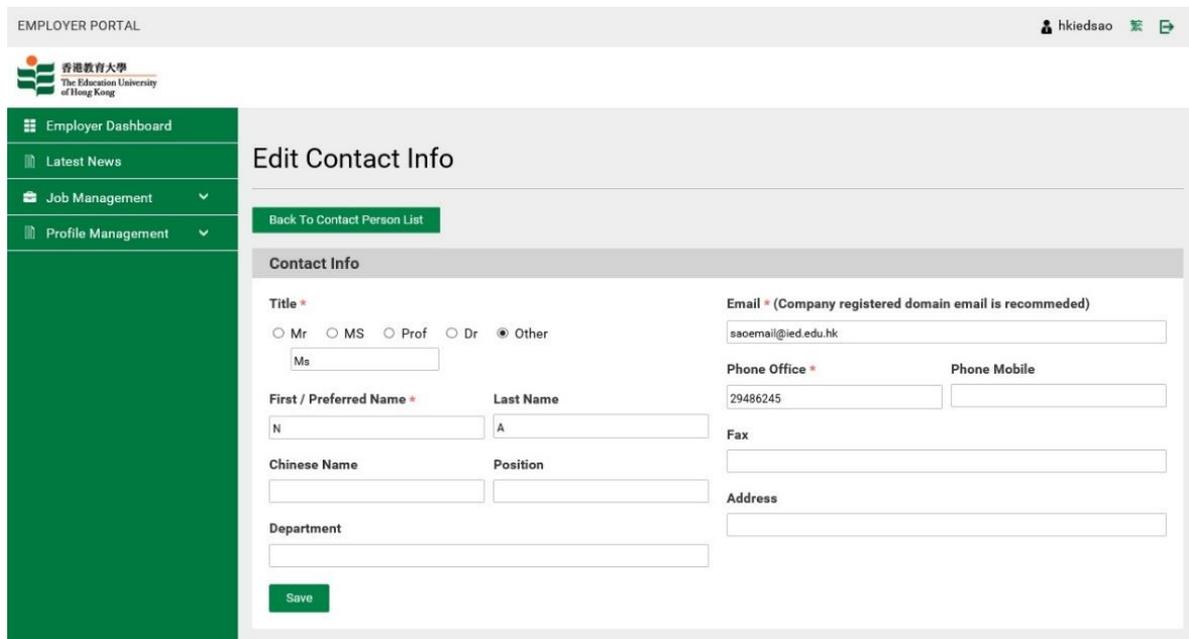



Company Contact Info
[Add Contact Person](#)

My Contact List

Contact Person	Position Name	Email	Phone Office	Action

- J. You may add, edit or delete company contact information on the Company Contact Info page in Profile Management.



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Edit Contact Info
[Back To Contact Person List](#)

Contact Info

Title *
 Mr MS Prof Dr Other

First / Preferred Name *
Last Name

Chinese Name
Position

Department

Email * (Company registered domain email is recommended)

Phone Office *
Phone Mobile

Fax
Address

[Save](#)

K. To create a new job posting, click on the Job Management link in the sidebar and then click Create New Job Ads. Your job advertisement will be reviewed and approved within two or three working days.

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☰ Employer Dashboard

📰 Latest News

📁 Job Management ^

 My Job Ads

 Create New Job Ads

 Profile Management ▾

Create New Job Ads Draft

Job Information * Required Field

Job Title * <input type="text"/>	Salary Currency * HKD ▼	Salary Offered * <input type="text"/>
Application Closing Date * <input type="text"/>	Salary Range <input type="text"/> < To > <input type="text"/>	Per Month/Hour Per Month ▼
<small>For full-time positions, please indicate the salary by 'per month' For part-time positions, please indicate the salary by 'per month' or 'per hour'</small>		
Type of Recruitment * Full-time ▼	<input type="checkbox"/> Please tick this box if you do not want to disclose salary information to public	
Employment Type * <input type="checkbox"/> Graduate <input type="checkbox"/> Student	Job Nature * Please Select ▼	
Number of Vacancy * <input type="text"/>	Minimum Education Level * Please Select ▼	
	Graduation Year * <input type="text"/> < To > <input type="text"/>	Required Working Experiences * 0-2 Years ▼

Teaching Position
 Yes No

Job Description

- L. In the “Method of Application” box, please select at least one method by which job-applicants may contact the company, such as mail, fax or email. The corresponding details for that method **must** be given in the “Application Remarks” box. For example, please give the company email address if you select email.
- M. If “Online via Ed Job Plus” is selected as the method of application, an email notification will be sent to your email whenever an applicant applies online. You may then log into Ed Job Plus and view the applicant’s details.

Job Description

Qualification

Other Requirements

Field of Study

Please Select ▼

Working Location

No. of Working Days **Working Hour** **Per week/day**

Commencement Date **Duration of Employment**

Email

Website

Address

Fax

Method of Application

Online via Ed Job Plus
 By mail
 By fax
 By email
 Other(s) - Please see remark

Application Remark

Supplementary Information Attachment Storage Used : 0 B / 40.00 MB

Document File(s)	Display Name	Upload File	File Size
	<input type="text" value="Input Display Name"/>	<input type="text" value=""/> Choose File	
	<input type="text" value="Input Display Name"/>	<input type="text" value=""/> Choose File	
	<input type="text" value="Input Display Name"/>	<input type="text" value=""/> Choose File	

Supported File Type: pdf, doc, xls, docx, xlsx, gif, jpeg, jpg, png, bmp

Create Draft

- N. You can quickly create a new job posting with details similar to that of an earlier posting by clicking on “Copy Job”. Click “Submit” to submit the job posting for approval.

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Employer Dashboard
Latest News
Job Management
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Job Details

Go Back to Job List Edit Copy Job

Job Status
Status : Pending

Job Information Ref. No. : F003991

Job Title : TEST
Name of School / Organization (ENG) : The Hong Kong Education University
Name of School / Organization (CHI) : 香港教育大學
Salary : HKD 1 Per Month
Vacancy : 1 Vacancy
Type of Recruitment : Full-time

Post Date : 2017-09-12
Application Deadline : 2017-09-20

FT Student

Job Description

- O. You can view the status of your job postings (approved, pending or rejected) by clicking on the Job Management link in the sidebar and then clicking “My Job Ads”.

- P. On this page you can also see the list of applications for job postings for which “Online via Ed Job Plus” was chosen as the method of application.

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Employer Dashboard
Latest News
Job Management
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My Job Ads

Search

Ref. No. Job Title

Post Date

Search

Job List

Total Record : 590

Ref. No.	Job Title	Post Date	Application Deadline	Status	Application (Unread)	View	Action
000001		2016-10-19	2017-01-31	Expired	0	View	

Below is a detailed explanation of the “**Status**” column in the Job List on the My Job

Ads page:

1. A newly created draft of a job posting has the status “Pending”:

The screenshot shows a 'Job Details' page with buttons for 'Go Back to Job List', 'Edit', 'Copy Job', and 'Submit'. Below these is a 'Job Status' section where the status is 'Suspended', which is highlighted with a red box.

2. You may submit the posting for approval or continue to edit it:

Application Deadline	Status	Application (Unread)	View	Action
2017-01-15	Suspended	0	View	Submit
-	Suspended	0	View	Submit
2017-04-22	Suspended	0	View	Submit

3. Once submitted, the status of the posting will change to “Pending”. Please wait for approval by the system administrator:

Application Deadline	Status	Application (Unread)	View	Action
2017-03-23	Pending	0	View	
2017-03-21	Pending	0	View	
2017-04-05	Pending	0	View	

4. If the posting is approved by the system administrator, its status will change to “Approved”. The posting will then be able to be viewed by job seekers:

The screenshot shows a 'Job Details' page with buttons for 'Go Back to Job List', 'Edit', 'Copy Job', and 'Suspend'. Below these is a 'Job Status' section where the status is 'Approved', which is highlighted with a red box.

5. You can click “Suspend” to temporarily hide a job posting that has been approved:

Application Deadline	Status	Application (Unread)	View	Action
2017-04-13	Approved	0	View	Suspend
2017-02-28	Approved	0	View	Suspend
2017-04-17	Approved	0	View	Suspend

6. You can click “Submit” to unhide a suspended job posting. If the details of the posting have not changed, re-approval is not necessary. If you have updated the details, you will need to wait for re-approval:

Application Deadline	Status	Application (Unread)	View	Action
-	Reject	0	View	
2017-04-01	Reject	0	View	
2017-04-01	Reject	0	View	

Application Deadline	Status	Application (Unread)	View	Action
2017-01-31	Expired	0	View	
2016-07-01	Expired	0	View	
2017-04-01	Expired	0	View	

Q. To view a list of the applications submitted in response to a particular job posting, click on the number in the “Application” column in the Job List table on the My Job Ads page.

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Employer Dashboard

Latest News

Job Management

Profile Management

My Job Ads

Search

Ref. No. All Records Job Title

Post Date < To >

Search

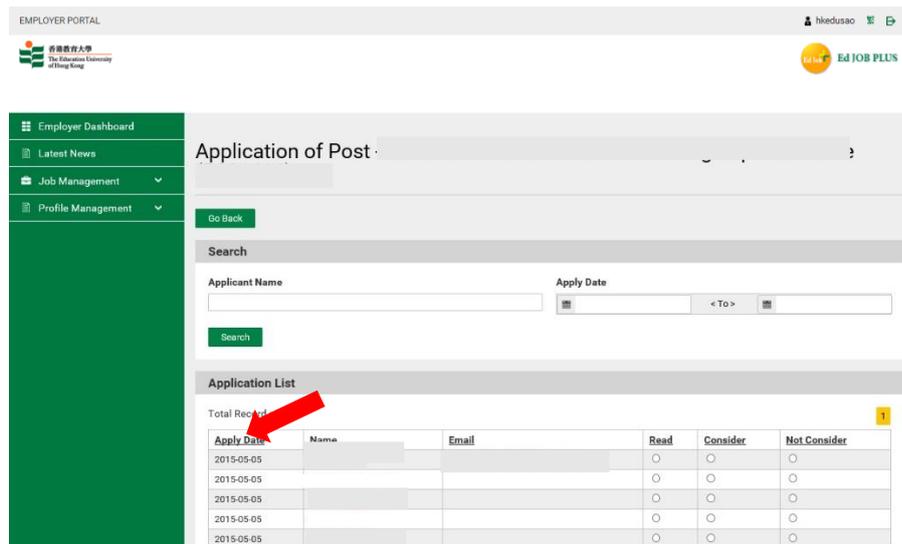
Job List

Total Record : 590 1 2 3 4 5 >>

Ref. No.	Job Title	Post Date	Application Deadline	Status	Application (Unread)	View	Action
000001		2016-10-19	2017-01-31	Expired	0	View	



R. You may view a candidates' information and the attachments they have submitted as part of their application by clicking on the name of the candidate in the "Name" column of the Application List table, taking you to the Student Information page for that candidate. Email addresses are listed directly in the "Email" column of the Application List table. Buttons are provided at the end of each row of the table to allow you to indicate for your own records which candidates are and are not to be considered for further selection processes.



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Application of Post

Go Back

Search

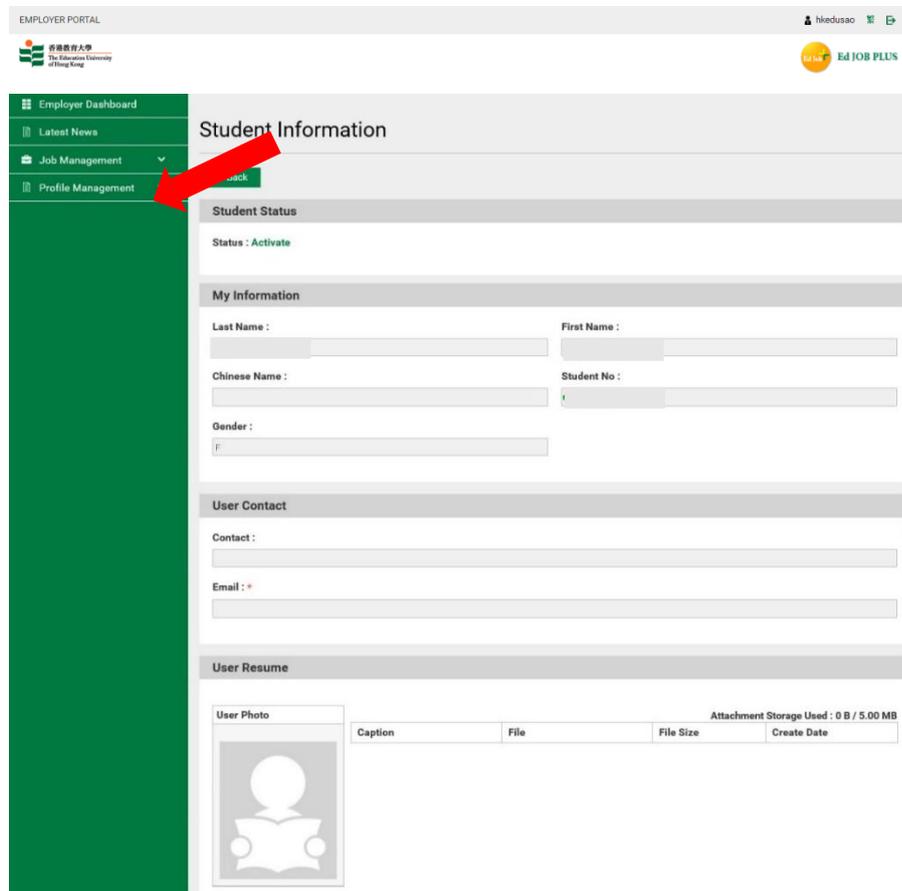
Applicant Name: Apply Date: < To >

Search

Application List

Total Record: 1

Apply Date	Name	Email	Read	Consider	Not Consider
2015-05-05			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015-05-05			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015-05-05			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015-05-05			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015-05-05			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Student Information

Go Back

Student Status

Status: Activate

My Information

Last Name: First Name:

Chinese Name: Student No:

Gender:

User Contact

Contact:

Email:

User Resume

User Photo

Attachment Storage Used: 0 B / 5.00 MB

Caption	File	File Size	Create Date
			

S. View a news article in detail by clicking on its title in the Result List table. You can view the latest news for employers from the EDUHK by clicking on the “Latest News” link in the sidebar.

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- Employer Dashboard
- Latest News
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Latest News

Result List

Total Record : 0

Title	Post Date

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Latest News

Recruitment and Education Fair 「新機遇招聘展」 (Date: Jan 18, 2017) 2016-12-23

Dear students,

Please find below information for your perusal:

新機遇招聘展

日期：1月18日(星期三)

時間：上午11時至下午4:30時

地點：佐敦逸東酒店金鑽廳

對象：大學及大專應屆畢業生、求職轉職人士

費用：免費入場

登記：www.jobmarket.com.hk/jan14

查詢熱線：3181 3322

招聘專區

- 超過30間知名企業全天候現場作即場面試及招聘
- 大量全職、兼職及短期之最新筭工
- 零售、航空、美容、餐飲、地產、金融等搶手職位
- 免費履歷表諮詢

現場講座

- 寫用專業電腦程式教學
- 警務督察及警員遴選程序
- 員工面試注意事項

T. Additional Remarks

The system will send the following emails to employers:

1. Account Registration email, confirming registration after the employer has completed the registration process online;
2. Account Activation Status email, informing the employer that a particular job posting has been approved or rejected (and why);
3. Job Post Notification email, notifying the employer that a job posting has been submitted;
4. Job Application email, notifying the employer that an applications has been received from an applicant;
5. Reminder of Business Registration Expiry email, reminding employers one month in advance of the expiry date of the business registration certificate.

Thank you for using Ed Job Plus.