



香港教育大學

The Education University
of Hong Kong

Counselling and Career Development Services
Student Affairs Office



Ed JOB PLUS

Student/Graduate
User Manual

About Ed Job Plus – Online Job Search and Information System

The Student Affairs Office has launched the exclusive job site **Ed Job Plus**, including online job application, career information, articles, seminars and videos in the Job Search Training Series (Note 1), in order to aid students and graduates (Note 2) in the process of finding employment.



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

Student User : Please view part A, B, D, F to S

Graduate User : Please view part A, C to S

Note 1: The Job Search Training Series is a program of career and recruitment talks organized by the Student Affairs Office with the aim of preparing students to be able to secure employment in the competitive job market.

Note 2: Graduates – Ed Job Plus is available to graduates until the end of the first year after graduation.

Table of Content:

A. Entering the right portal	3
B. Student Portal – Log in	3
C. Graduate Portal – Log in	4
D. Terms, conditions & latest news	4
E. Graduate Portal – Registering for a new account	5
F. Student/Graduate Dashboard – Changing Personal Information	6
G. Job Search Section	7
H. Applying for a job	8
I. Advance Search	9
J. Company Search	10
K. Viewing bookmarked job postings	10
L. Editing your resume	11
M. Adding attachments to your resume	11
N. Viewing applied jobs	12
O. Latest career news	12
P. Useful career resources	13
Q. Information about consultation sessions	16
R. Viewing or canceling an existing booking	17
S. Additional remarks	17

A. Click the “Student” button or the “Graduate” button to enter the appropriate portal.



1. Button to log into Student Portal; (please view part B, D, H to V)
2. Button to log into Graduate Portal; (please view part B to V)
3. Button to change language to Chinese

B. Student Portal – Log into the Student Portal with the same username and password you use to sign into webmail.



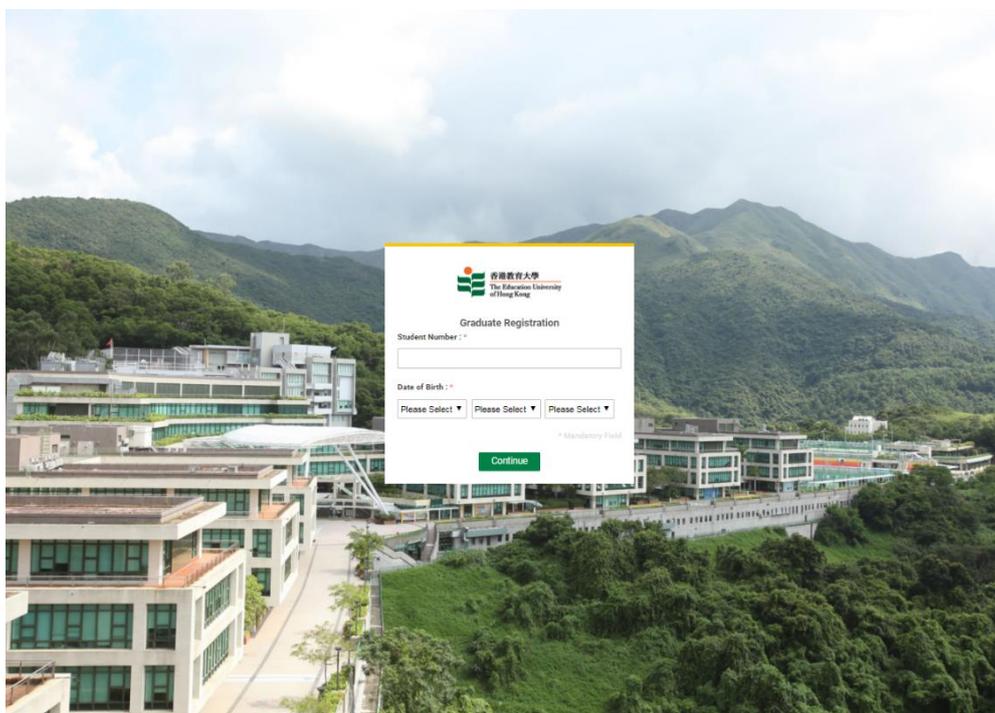
- C. Graduate Portal – Log into the Graduate Portal with a username and password. If you do not have a Graduate account, click the “New Account” link to register for one. If you have forgotten your password, click the “Forget Password” link to reset it.



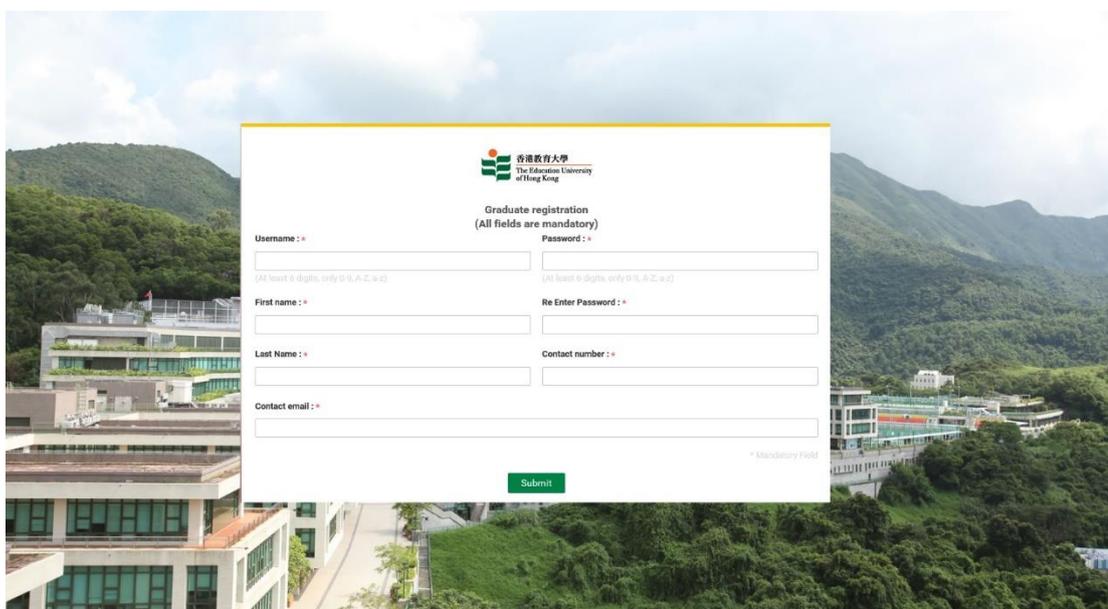
- D. Student/Graduate Portal – Please read the terms and conditions carefully and click the “Accept” button to continue creating your account. You can also view the latest career news from the EdUHK in the Latest News box.



- E. Graduate Portal – Continue creating a new account by inputting your student number and date of birth for verification.

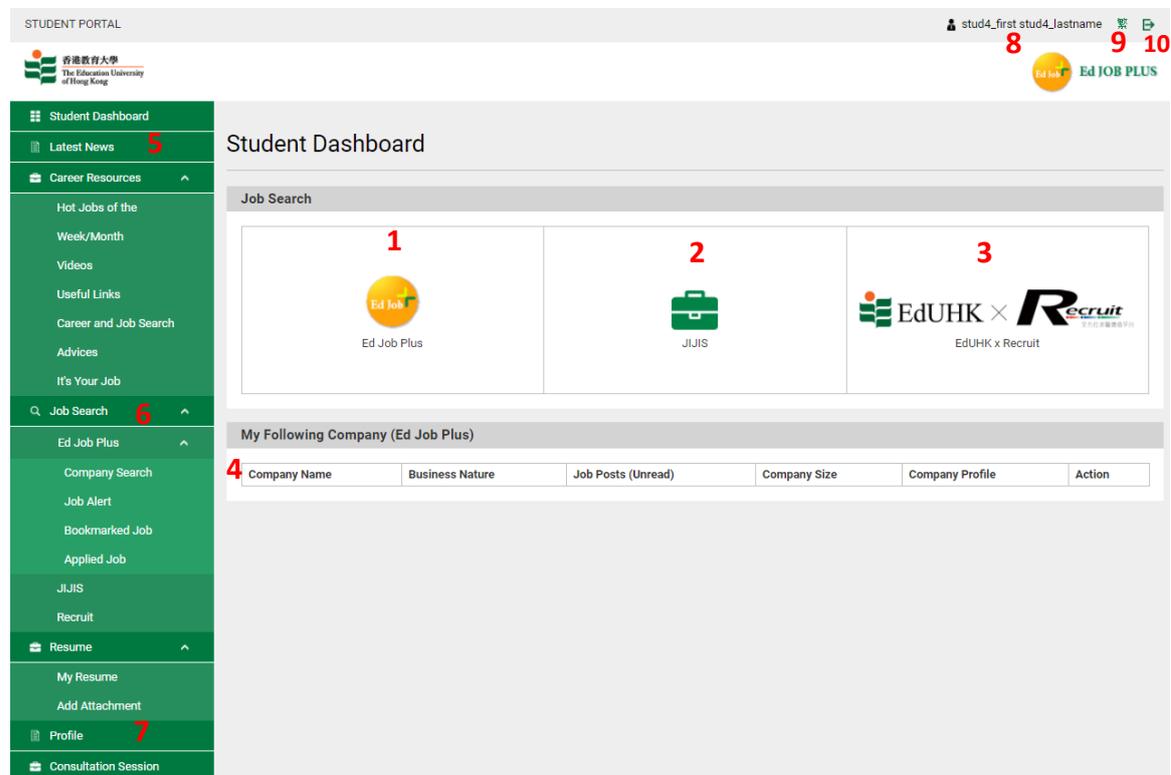


Graduate Portal – Continue creating a new account by inputting your personal information and setting a username, and a password with at least 6 digits using only the characters 0-9, A-Z and a-z.



Graduate Portal – Your new account is now registered.

F. Student/Graduate Portal – You can update your personal information and resume information whenever necessary in the Profile and My Resume sections of the Student/Graduate Dashboard.



The screenshot shows the Student Portal interface. At the top right, there is a user profile section with a username 'stud4_first stud4_lastname', a language selector (English/Chinese), and a log out button. Below this is the 'Ed JOB PLUS' logo. The main navigation menu on the left includes: Student Dashboard, Latest News (5), Career Resources (with sub-links for Hot Jobs, Videos, Useful Links, Career and Job Search, Advices, and It's Your Job), Job Search (6), Ed Job Plus (with sub-links for Company Search, Job Alert, Bookmarked Job, and Applied Job), JIJS, Recruit, Resume (with sub-links for My Resume and Add Attachment), Profile (7), and Consultation Session. The main content area is titled 'Student Dashboard' and contains a 'Job Search' section with three shortcuts: 'Ed Job Plus' (1), 'JIJS' (2), and 'EdUHK x Recruit' (3). Below this is a 'My Following Company (Ed Job Plus)' section with a table of companies.

4	Company Name	Business Nature	Job Posts (Unread)	Company Size	Company Profile	Action

1. Job Search shortcut to access the job search service
2. Job Alert shortcut to view job alerts
3. My Resume shortcut to view or edit your resume
4. My Following Company section with a list of the companies on Ed Job Plus that you are following
5. Latest News link to view the latest career news from the EdUHK
6. Jobs link to view job alerts, bookmarked jobs and jobs for which you have submitted applications
7. Profile link to view or edit your profile (Note 3)
8. Your username
9. Button to change language to Chinese
10. Button to log out of the system

Note 3: Student users can view their personal information and edit their contact details on the Profile page. Graduate users can edit their personal information, contact details and login information.

STUDENT PORTAL stud4_first stud4_lastname

香港教育大學 The Education University of Hong Kong Ed JOB PLUS

Profile

My Information

Last Name : stud4_lastname First Name : stud4_first

Chinese Name : Student No : stud4

Gender : s Year : stud4_year

User Contact * Mandatory Field

Contact :

Email : *

G. In the Job Search section you may use Simple Search or Advance Search to search job postings according to your needs. In the Latest Jobs Opening table, you may bookmark a job by clicking on the icon in the “Bookmark” column in the appropriate row. You may also click “View” to see more information about the job.

STUDENT PORTAL stud4_first stud4_lastname

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Ed Job Plus

Job Search

Ref. No. Commencement Date

Company Name Nature of Business

Keyword Field of Study

Post Date To Application Deadline To

Type of Recruitment Full-time Part-time Temporary Summer Job

Currency Salary Range

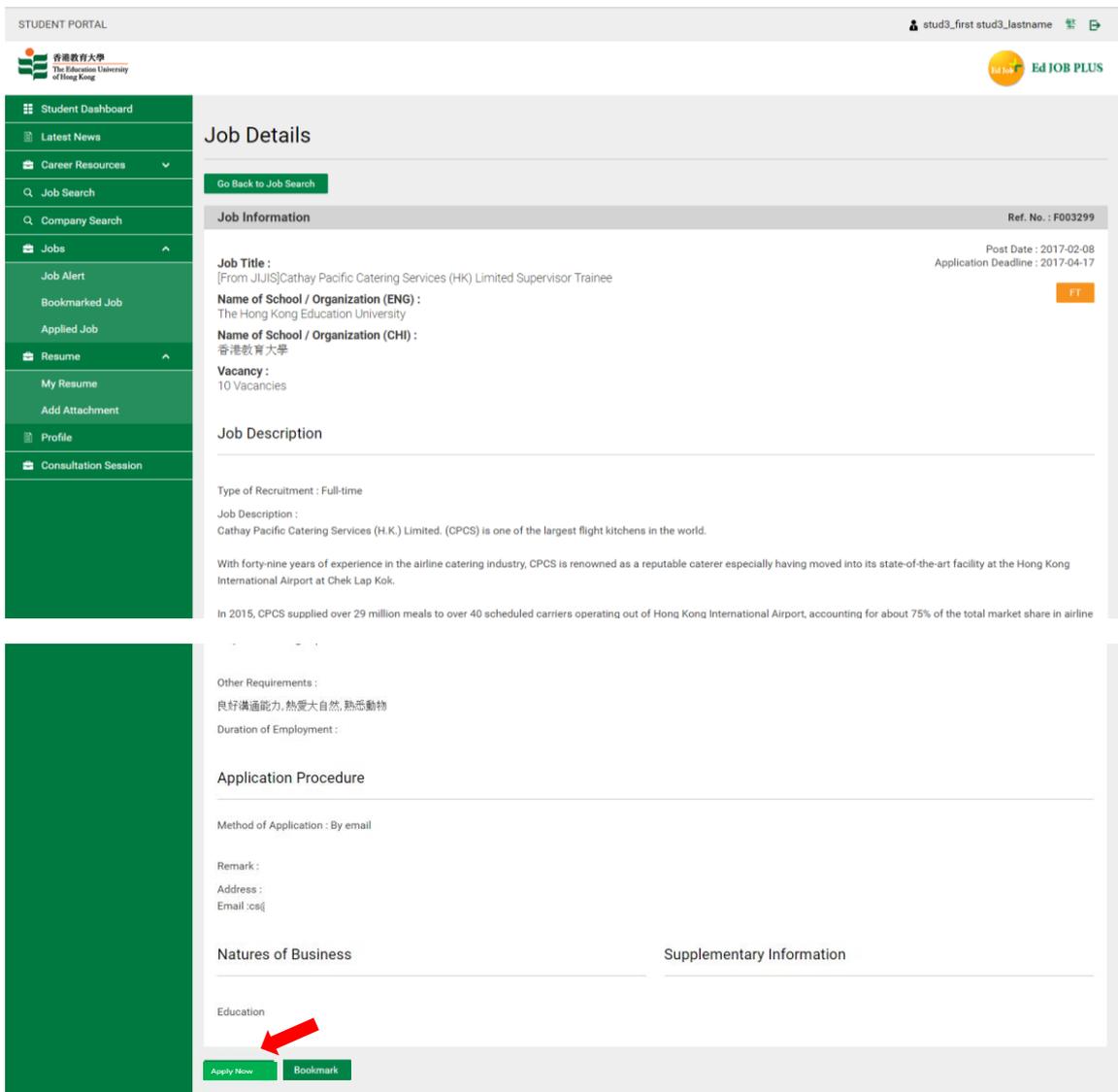
Per Month/Hour

Latest Jobs Opening (Click Search Above For More Openings)

Total Record : 80

Post Date	Ref. No.	Company Name	Job Title	Application Deadline	Bookmark	View
2017-09-12	P002301	Sage World Tuition Limited (Ma On Shan Centre) (思銳世界補習中心(馬鞍山中心))	Part-time Tutor (Math)	2017-09-30	<input type="checkbox"/>	<input type="button" value="View"/>

- H. To apply for a job in which you are interested, click “View” in the Latest Jobs Opening table, taking you to the Job Details page, and then click “Apply Now” at the bottom of the page. You will need to attach at least one of the documents you have uploaded to My Resume.



STUDENT PORTAL stud3_first stud3_lastname




Job Details

[Go Back to Job Search](#)

Job Information Ref. No. : F003299

Job Title :
 [From JUIS]Cathay Pacific Catering Services (HK) Limited Supervisor Trainee Post Date : 2017-02-08
Application Deadline : 2017-04-17

Name of School / Organization (ENG) :
 The Hong Kong Education University **FT**

Name of School / Organization (CHI) :
 香港教育大學

Vacancy :
 10 Vacancies

Job Description

Type of Recruitment : Full-time

Job Description :
 Cathay Pacific Catering Services (H.K.) Limited. (CPCS) is one of the largest flight kitchens in the world.

With forty-nine years of experience in the airline catering industry, CPCS is renowned as a reputable caterer especially having moved into its state-of-the-art facility at the Hong Kong International Airport at Chek Lap Kok.

In 2015, CPCS supplied over 29 million meals to over 40 scheduled carriers operating out of Hong Kong International Airport, accounting for about 75% of the total market share in airline

Other Requirements :
 良好溝通能力,熱愛大自然,熟悉動物

Duration of Employment :

Application Procedure

Method of Application : By email

Remark :

Address :

Email :ca@

Natures of Business **Supplementary Information**

Education

[Apply Now](#) [Bookmark](#)

I. The “Advance Search” service offers you more options when searching for jobs.

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

香港教育大學 The Education University of Hong Kong Ed JOB PLUS

Student Dashboard
Latest News
Career Resources
Job Search
Ed Job Plus
Company Search
Job Alert
Bookmarked Job
Applied Job
JIJIS
Recruit
Resume
My Resume
Add Attachment
Profile
Consultation Session

Ed Job Plus

Simple Search **Advance Search**

Job Search

Ref. No.

Company Name

Keyword

Post Date To

Type of Recruitment
 Full-time Part-time Temporary Summer Job

Commencement Date

Job Nature

Nature of Business

Field of Study

Application Deadline To

Currency Salary Range

Per Month/Hour

Teaching Position

Level of School

Subject(s) to Teach

Teaching Session

J. You may search for companies on the “Company Search” page. To view a company’s details, click “View Details” in the appropriate row of the List of Company table; to view the jobs that company has posted, click “View Job”. Click “Follow” in the “Action” column of the table in order to be notified by email when the company posts new vacancies.

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

香港教育大學 The Education University of Hong Kong Ed JOB PLUS

Student Dashboard
Latest News
Career Resources
Job Search
Ed Job Plus
Company Search
Job Alert
Bookmarked Job
Applied Job
JIJIS
Recruit
Resume
My Resume
Add Attachment
Profile
Consultation Session

Company Search

Search Company

Company Name

Nature of Business

Company Size Date Added

Keywords

List of Company

Total Record : 2112

Date Added	Company Name	Business Nature	Company Size	View Details	View Job	Action
2017-09-08	Hong Kong Evangelical Church School Service Team 香港宣道會學校服務隊	Education (Schools)		View Details	View Job	Follow
2017-09-08	Youth New World 青年新世界	Quasi-government / Non-profit Organization		View Details	View Job	Follow
2017-09-07	EVI Services Limited EVI Services Limited	Education (Schools)		View Details	View Job	Follow

To set up email notifications for job postings in a field in which you are interested, click the Job Alert link in the sidebar, enter your email address and select the appropriate fields. You will be notified by email whenever new jobs in those fields are posted.

Job Alert

Alert Function Settings

Notification Method: Email

Interested Job Nature:

- Accounting
- Admin/ Secretarial
- Advertising
- Banking & Finance
- Building / Architectural
- Business Analysis
- Business Development
- Catering
- Clerk
- Company Secretary
- Customer Service
- Design
- Education
- Engineering
- Government
- Insurance
- Legal
- Logistics
- Management
- Manufacturing
- Marketing
- Media
- Merchandising
- Property / Real Estate
- Public Relations
- Purchasing / Procurement
- Quality Control
- Retail & Chain Stores
- R & D
- Sales
- Social Service
- Trading
- Translation
- Transportation / Shipping
- Others

Interested New Jobs

Total Record : 0

Post Date	Ref. No.	Company Name	Job Title	Application Deadline	Job Status	Bookmark	Action
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K. You may view bookmarked job postings on the “Bookmarked Jobs” page. If the application deadline of a bookmarked job is within three days or fewer, the date of the deadline in the “Application Deadline” column of the Result List table will appear in red.

Bookmarked Job

Search

Post Date: [] Company Name: []

Application Deadline: [] < To > [] Job Title: []

Search Reset

Result List

Total Record : 2

Post Date	Ref. No.	Company Name	Job Title	Application Deadline	Job Status	Bookmark	Action
2017-08-31	P002263		Part-time Tutor (Math)	2017-09-09	Expired	🔖	View
2017-08-28	P002237		兼職小學功課班導師	2017-09-04	Expired	🔖	View

L. You may view, edit or delete your profile picture and your files on the “My Resume” page in the “Resume” section.

STUDENT PORTAL stud4_first stud4_lastname

香港教育大學 The Education University of Hong Kong Ed Job Ed JOB PLUS

Student Dashboard
Latest News
Career Resources
Job Search
Ed Job Plus
Company Search
Job Alert
Bookmarked Job
Applied Job
JIJIS
Recruit
Resume
My Resume
Add Attachment
Profile
Consultation Session

My Resume

My Resume Management

Attachment Storage Used : 79.34 KB / 5.00 MB

Caption	File	File Size	Create Date	Action
test	test.pdf	79.34 KB	2017-08-31	Delete

My Photo
Edit Delete

M. You may upload files for job applications on the “Add Attachment” page in the “Resume” section.

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香港教育大學 The Education University of Hong Kong Ed Job Ed JOB PLUS

Student Dashboard
Latest News
Career Resources
Job Search
Ed Job Plus
Company Search
Job Alert
Bookmarked Job
Applied Job
JIJIS
Recruit
Resume
My Resume
Add Attachment
Profile
Consultation Session

Add Attachment

Document File(s)	Caption	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"/>	
	<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

Upload

N. You may view the jobs for which you have applied on the “Applied Jobs” page in the “Jobs” section.

O. You can view the latest career news from the EdUHK by clicking on the “Latest News” link in the sidebar.

Title	Post Date
旺角青年就業起點(Y.E.S.)招聘日 (日期: 9月13及27日)	2017-09-12
香港僑界家長學聯主辦「傑出培青計劃」介紹會 (日期: 20/09/2017 (三))	2017-09-11
成就良師 - 名師教學實習計劃2017 (截止日期: 2017年9月30日)	2017-09-11
Recruit 第四屆聯興通行招聘及升學博覽 (日期: 2017年9月13及14日)	2017-09-07
賽馬會領導家長子女學習與成長支援服務計劃: 「社區天使」 招募 (截止日期: 2017年9月30日)	2017-09-06
「聯校電商創業比賽」 (截止報名日期: 2017/09/30)	2017-09-04
教師求職訓練系列 撰寫履歷表、求職信及教育理想講述	2017-09-01
「中華大地, 走進京哈 探索東北, 文化之旅」 (報名截止日期: 2017年10月11日)	2017-08-29

View a news article in more detail by clicking on its title in the result list table.

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

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Student Dashboard Latest News Career Resources Job Search Ed Job Plus Company Search Job Alert Bookmarked Job Applied Job JIJIS Recruit Resume My Resume Add Attachment Profile Consultation Session

Latest News

Attachment: [招聘日20170913.pdf](#) [招聘日20170927.pdf](#)

旺角青年就業起點(Y.E.S.)招聘日 (日期: 9月13及27日) 2017-09-12

旺角青年就業起點(Y.E.S.)將於**9月13及27日(星期三)**舉行招聘日。

招聘日服務予合適的15-29歲的青少年，有關招聘日參與公司及職位如下：

9月13日 (2:00p.m. - 5:00p.m.)

時間	公司名稱	推介職位 (請按此瀏覽詳細資料)
2:00p.m. - 5:00p.m.	馬哥孛羅香港酒店	客關關係員 侍應生
	怡中航空服務有限公司	禮賓款待員 地勤服務員
	AD-Linkage Limited	網頁設計師 平面設計師 營銷主任

P. Useful career resources provided by the EdUHK are organized in five different sections in the “Career Resources” area. Click on the name of each section to view the resources available.

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

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Student Dashboard Latest News Career Resources Job Search Ed Job Plus Company Search Job Alert Bookmarked Job Applied Job JIJIS Recruit Resume My Resume Add Attachment Profile Consultation Session

Career Resources

Hot Jobs of the Week/Month

Total Record : 214 1 2 3 4 5 >>

Title	Post Date	Action
Hot Jobs of the Week 2017 Issue 34	2017-08-30	View
Hot Jobs of the Week 2017 Issue 33	2017-08-22	View
[For Postgraduates] Hot Jobs of the Month (Aug)	2017-08-18	View
Hot Jobs of the Week 2017 Issue 32	2017-08-16	View
Hot Jobs of the Week 2017 Issue 31	2017-08-09	View
Hot Jobs of the Week 2017 Issue 30	2017-08-02	View
Hot Jobs of the Week 2017 Issue 29	2017-07-26	View
[For Postgraduates] Hot Jobs of the Month (July)	2017-07-19	View
Hot Jobs of the Week 2017 Issue 28	2017-07-19	View
Hot Jobs of the Week 2017 Issue 27	2017-07-12	View
Hot Jobs of the Week 2017 Issue 26	2017-07-05	View
Hot Jobs of the Week 2017 Issue 25	2017-06-28	View
Hot Jobs of the Week 2017 Issue 24	2017-06-21	View
[For Postgraduates] Hot Jobs of the Month (June)	2017-06-21	View
Hot Jobs of the Week 2017 Issue 23	2017-06-14	View
Hot Jobs of the Week 2017 Issue 22	2017-06-07	View
[For Postgraduates] Hot Jobs of the Month (May)	2017-05-31	View
Hot Jobs of the Week 2017 Issue 21	2017-05-31	View
Hot Jobs of the Week 2017 Issue 20	2017-05-24	View
Hot Jobs of the Week 2017 Issue 19	2017-05-17	View
Hot Jobs of the Week 2017 Issue 18	2017-05-10	View
Hot Jobs of the Week 2017 Issue 17	2017-05-02	View
Hot Jobs of the Week 2017 Issue 16	2017-04-26	View

- Student Dashboard
- Latest News
- Career Resources
 - Hot Jobs of the Week/Month
 - Videos
 - Useful Links
 - Career and Job Search
 - Advices
 - It's Your Job
 - Job Search
 - Ed Job Plus
 - Company Search
 - Job Alert
 - Bookmarked Job
 - Applied Job
 - JUJIS
 - Recruit
 - Resume
 - My Resume
 - Add Attachment
 - Profile
 - Consultation Session

Career Resources

Videos

Total Record : 37

1 2 3 4



CDIP 2017 - Training (20170427) (Part 1)

Upload Date: 2017-04-28



CDIP 2017 - Training (20170427) (Part 2)

Upload Date: 2017-04-28



CDIP 2017 - Training (20170427) (Part 3)

Upload Date: 2017-04-28



CDIP 2017 - Training (20170427) (Part 4)

Upload Date: 2017-04-28



AT03

Upload Date: 2016-11-14



Talk on writing Resume, Covering letter and Teaching Aspiration

Upload Date: 2016-03-31



Talk on Job Interviewing Skills for Teaching Posts

Upload Date: 2016-03-31



【由現職校長主講】準教師面試求職講座

Upload Date: 2016-03-31



Mock Examination Debriefing Session for CRE Workshop (Use of English)

Upload Date: 2015-09-30



First Encounter (Session 1) of Career Development Internship 2015 (Overseas)

Upload Date: 2015-03-25



First Encounter (Session 1) of Career Development Internship 2015 (Greater China)

Upload Date: 2015-03-25



Internship2015WritingResumeAndCoveringLetters

Upload Date: 2015-01-08

- Student Dashboard
- Latest News
- Career Resources
 - Hot Jobs of the Week/Month
 - Videos
 - Useful Links
 - Career and Job Search
 - Advices
 - It's Your Job
 - Job Search
 - Ed Job Plus
 - Company Search
 - Job Alert
 - Bookmarked Job
 - Applied Job
 - JUJIS
 - Recruit
 - Resume
 - My Resume
 - Add Attachment
 - Profile
 - Consultation Session

Career Resources

Useful Links

Total Record : 18

1

Title	Date	View
Applying for Government Jobs 政府職位空缺查詢系統	2013-09-24	View
Education Bureau - Teachers Related Information 教育局 - 教師相關資訊	2013-09-25	View
Education Commission - Documents related to Education Reform 教育統籌委員會 - 教育改革資料	2009-10-28	View
Hong Kong Arts Administrators Association - Career 香港藝術行政人員協會 - 藝術職位空缺	2013-09-25	View
Hong Kong Federation of Education Workers 香港教育工作者聯會	2017-04-27	View
Hong Kong Professional Teachers' Union - Teacher job vacancies 香港教育專業人員協會 - 教育職位空缺	2017-04-27	View
Job Search - cpjobs.com	2013-09-25	View
Job Search - CTgoodjobs for NGOs	2017-04-27	View
Job Search - GradConnection	2017-04-27	View
Job Search - Job Market	2017-04-27	View
Job Search - JobsDB.com	2013-09-24	View
Job Search - jWALL	2017-04-27	View
Job Search - LinkedIn	2017-04-27	View
Job Search - Mingpao Jump	2013-09-25	View
Job Search - Recruit	2017-04-27	View
Job Search - Times Higher Education	2017-04-27	View
Joint Institutions Job Information System (JUJIS)	2009-10-28	View
中環辦館人才網	2017-04-27	View

- Student Dashboard
- Latest News
- Career Resources ^
 - Hot Jobs of the Week/Month
 - Videos
 - Useful Links
 - Career and Job Search Advices**
 - It's Your Job
- Job Search ^
 - Ed Job Plus ^
 - Company Search
 - Job Alert
 - Bookmarked Job
 - Applied Job
 - JJIS
 - Recruit
- Resume ^
 - My Resume
 - Add Attachment
- Profile
- Consultation Session

Career Resources

Career and Job Search Advices

Total Record : 0

Title	Post Date	Action
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- Student Dashboard
- Latest News
- Career Resources ^
 - Hot Jobs of the Week/Month
 - Videos
 - Useful Links
 - Career and Job Search Advices
 - It's Your Job**
- Job Search ^
 - Ed Job Plus ^
 - Company Search
 - Job Alert
 - Bookmarked Job
 - Applied Job
 - JJIS
 - Recruit
- Resume ^
 - My Resume
 - Add Attachment
- Profile
- Consultation Session

Career Resources



It's Your Job is an online course which will equip you with all the job search skills you need. It contains 10 units, each focusing on an aspect of the job-seeking process: resumes and cover letters, interview strategies, body language, salary negotiation and much more. It will equip you with all the knowledge and skills you need to find the job you want.

- **eBook** provides comprehensive information on every stage of the job-seeking process.
- **Interactive quizzes and activities** will help you test and enhance your job-seeking skills.
- **Stories** from job-seekers will steer you away from common mistakes.
- **Videos** of top HR professional help you understand what employers are really looking for.

Q. You can view information about consultation sessions in the “Consultation Session” section. Click on the title of a consultation session in the “Registration” table to view its details, and click “Book” to book a place at the session (in a specific timeslot if necessary), taking you to the “Book” page.

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

香港教育大學 The Education University of Hong Kong Ed Job Ed JOB PLUS

Student Dashboard Latest News Career Resources Job Search Ed Job Plus Company Search Job Alert Bookmarked Job Applied Job JUIS Recruit Resume My Resume Add Attachment Profile Consultation Session

Consultation Session

Registration

Total Record : 2

Title	From	To	Registered
[教師求職訓練系列2017] 撰寫履歷表、求職信及教育理想小組指導(加開) Group Consultation for Writing Resume, Covering Letter and Teaching Aspiration	2017-06-01	2017-06-30	
[教師求職訓練系列2017] 撰寫履歷表、求職信及教育理想小組指導 Group Consultation for Writing Resume, Covering Letter and Teaching Aspiration	2017-03-17	2017-05-02	

STUDENT PORTAL stud4_first stud4_lastname 繁 𠄎

香港教育大學 The Education University of Hong Kong Ed Job Ed JOB PLUS

Student Dashboard Latest News Career Resources Job Search Ed Job Plus Company Search Job Alert Bookmarked Job Applied Job JUIS Recruit Resume My Resume Add Attachment Profile Consultation Session

Consultation Session

[教師求職訓練系列2017] 撰寫履歷表、求職信及教育理想小組指導(加開) Group Consultation for Writing Resume, Covering Letter and Teaching Aspiration

Date : 2017-06-01 To 2017-06-30
Venue : B1-LP-07

Language to be used in sessions: 1 Jun Putonghua, 2 Jun Cantonese Please contact Yama Lau at 2948 6381 for any enquiries.

Date	Session	Action
2017-06-01 (Thu)	1530-1700	Book
2017-06-02 (Fri)	1600-1730	
2017-06-03 (Sat)		
2017-06-04 (Sun)		
2017-06-05 (Mon)		
2017-06-06 (Tue)		
2017-06-07 (Wed)		
2017-06-08 (Thu)		
2017-06-09 (Fri)		
2017-06-10 (Sat)		
2017-06-11 (Sun)		
2017-06-12 (Mon)		
2017-06-13 (Tue)		
2017-06-14 (Wed)		
2017-06-15 (Thu)		

- R. On the Book page you may also view or cancel an existing booking or update your booking details. A reminder email will be sent to the email address submitted during the booking process one day in advance of an upcoming session.

STUDENT PORTAL stud3_first stud3_lastname Ed JOB PLUS

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Student Dashboard Latest News Career Resources Job Search Company Search Jobs Job Alert Bookmarked Job Applied Job Resume My Resume Add Attachment Profile Consultation Session

Consultation Session - Book

Go Back

[教師求職訓練系列2017] 撰寫履歷表、求職信及教育理想小組指導 Group Consultation for Writing Resume, Covering Letter and Teaching Aspiration

Date : 2017-03-17 To 2017-05-02

Venue : *****Attention***** Venue for 17/3/2017: B3-LP-08 Venue for other session: A-1/F-05

Registration Session : 2017-04-24, 1800-1930

Email* :

Contact Number* :

Student ID :

Student Name :

Study Programs :

Book

S. Remarks:

The system will send the following emails to students and graduates:

1. Notification of a bookmarked job nearing its closing date;
2. Notification of a new job posted by a company the student or graduate is following;
3. Notification of a new job posting in a field in which the student or graduate has recorded interest.
4. Reminder one day in advance of an upcoming consultation session.

Thank you for using Ed Job Plus.