香港教育大學
The Education University of Hong Kong

Career Development Service

Student Affairs Office

Ed Job **Ed JOB PLUS**

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

Entering Employer Portal

Click the "Employer" button to enter the 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 (using supporting documents), or log into the system using an existing username and password.

1. Click "**New Account**" link to create a new Employer Account
2. Click "**Forget Password**" link 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.
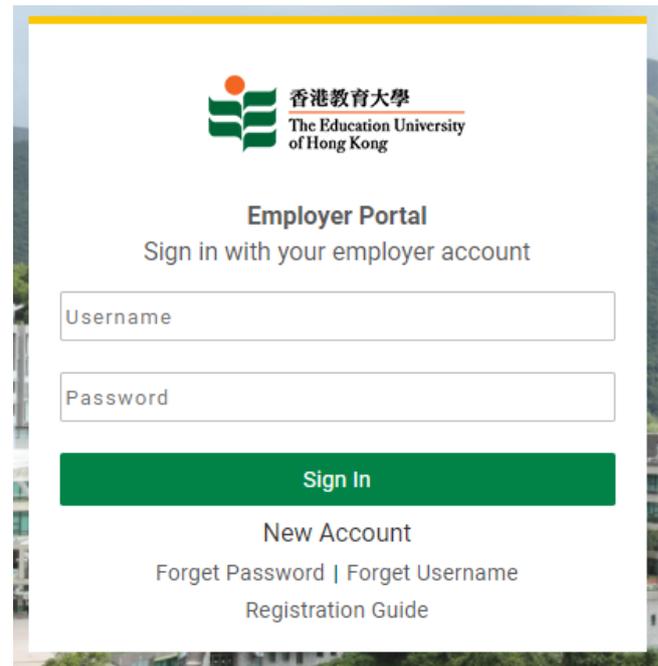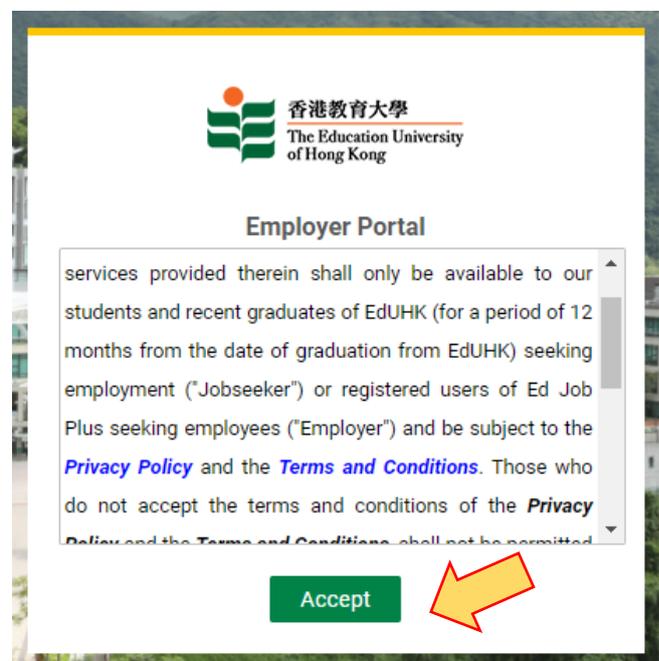
Employer Portal Registration

Please read the **Privacy Policy** and the **Terms and Conditions** carefully and click the "Accept" button 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.

1. Please upload valid supporting documents (business registration, school registration certificate, etc.) for verification
2. Please click the "Declaration" button to declare that the email you have used to login is also the email used by your organization for direct recruitment purposes.

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.

Please Register and Log into Ed Job Plus.

For enquiries, please call (+852) 2948 6246, fax (+852) 2948 6771 or email careerservice@eduhk.hk.