

## Online Job Interview Service

Job Centres are equipped with designated computers for online job interviews. Employers having their computers connected to the internet, webcam, SKYPE software, etc., may conduct preliminary interviews with job seekers online, and then shortlist suitable candidates for direct face-to-face interviews. Interested employers may fill in the form “Online Job Interview” when submitting a job vacancy order on the iES website. Please call our Job Centres for detailed arrangements.



## Job Fairs

Job fairs are organised to help employers who are ready to conduct on the spot interviews for filling their bulk vacancies. Employers may contact the Employment Information and Promotion Programme Office, Job Centres and the three industry-specific Recruitment Centres to enrol in the large-scale, district based and thematic job fairs.

## Employment Information and Promotion Programme Office

Tel : 2153 3982

## Telephone Numbers of Job Centres

Hong Kong East Job Centre	(Tel: 2591 1318)
Hong Kong West Job Centre	(Tel: 2552 0131)
North Point Job Centre	(Tel: 2114 6868)
Kowloon East Job Centre	(Tel: 2338 9787)
Kowloon West Job Centre	(Tel: 2150 6397)
Kwun Tong Job Centre	(Tel: 2342 0486)
Shatin Job Centre	(Tel: 2158 5553)
Tai Po Job Centre	(Tel: 2654 1429)
Sheung Shui Job Centre	(Tel: 3692 4532)
Tsuen Wan Job Centre	(Tel: 2417 6197)
Tuen Mun Job Centre	(Tel: 2463 9967)
Tung Chung Job Centre	(Tel: 3428 2943)
Employment in One-stop (located in Tin Shui Wai)	(Tel: 3692 5750)

## Employer Hotlines of Industry-specific Recruitment Centres

Recruitment Centre for the Catering Industry	(Tel: 2594 7803)
Recruitment Centre for the Retail Industry	(Tel: 2594 7838)
Construction Industry Recruitment Centre	(Tel: 3428 3303)

## Labour Department Interactive Employment Service Website

<http://www.jobs.gov.hk>

## Free Recruitment Services

## of the Labour Department

## Responsive, Simple, Modern



## Free and Diversified Recruitment Services

Employers are welcome to place recruitment advertisements on our Interactive Employment Service (iES) website to attract direct applications from job seekers. They may opt to use our job referral service, and online job interview service to arrange interviews with job seekers. When participating in job fairs, employers may conduct job interviews on the spot.

Over 100,000 job seekers register with us for our employment services each year. Many more job seekers visit our iES website and use the mobile application online in their job search. A lot of employers have recruited suitable staff through our recruitment services.

## Practical Recruitment Tips

Employers should set the entry requirements (e.g. education attainment, experience and language proficiency) based on the genuine occupational need of their vacancies. Excessively high entry requirements often turn away job seekers. Flexible job arrangement would attract applications from retirees and home-makers. A more relaxed Chinese language requirement helps attract applications from ethnic minorities. These measures would enlarge the candidate pool and help filling the vacancies more speedily.



## Broad and Targeted Publicity Network

We connect with job seekers through the following channels:



- ◆ Job advertisements uploaded online can be found on iES website (<http://www.jobs.gov.hk>) and through iES mobile application (iOS and Android versions);

- ◆ Job advertisements can also be found on over 250 “Job Easy” touch-screen Vacancy Search Terminals over the territory; and



- ◆ Job cards are posted at 13 Job Centres, the Catering Industry, Retail Industry and Construction Industry Recruitment Centres.

## Simple Vacancy Submission Procedure

### Internet Submission

- ◆ Employers can register as a member to place their vacancy orders direct at our iES website (<http://www.jobs.gov.hk>) and to enjoy the exclusive services for registered members.
- ◆ A bilingual job duty list for specific posts (e.g. cleaner, waiter/waitress, security guard, clerical assistant, etc.) is available. Employers may select applicable items to save the time on data input when completing the Vacancy Order Form.



### Fax Submission

- ◆ Employers may download a Vacancy Order Form from the iES website, or call the Recruitment Service Hotline at 2503 3377 to obtain the Form by fax. The completed Form shall be faxed to the Job Vacancy Processing Centre (Fax no.: 2566 3331).

For enquiries, please call our Recruitment Service Hotline: 2503 3377.