



# Interactive Employment Service

## User Guide for Job Seekers



### Register Now

Click "Register Now" to register.



Read the statement of purposes, and then enter personal data including education, job preference and work experience.



After registration, you can enjoy the employment services offered by the Labour Department including:

- (1) Services of the Telephone Employment Service Centre [Telephone Hotline : 2969 0888] ;
- (2) Employment services of district job centres;
- (3) Save your job search criteria, build/ upload your resume and subscribe to job alert etc.; and
- (4) Keep your job related information at our website for employers' review.

### Update Profile

Registered job seekers can go to "My Profile" to amend your registration record by clicking the "Update Profile" button.



### Brief CV/Online Resume/ Upload Resume

In "My Resume", registered job seekers may save the following three resumes and send any one of them to employers whose vacancies accept "Online Application".

Brief CV - A Brief CV will be automatically generated based on information of member's profile.



Online Resume - Registered job seekers can choose Build Resume tool to build your Online Resume.



Upload Resume - Registered job seekers can upload your own resume in PDF format.



### Job Alert

Registered job seekers can save job search criteria and subscribe to Job Alert and will then regularly receive through email the most recent and suitable job vacancies matched for you from our database.



## Enter the Interactive Employment Service Website

Type <http://www.jobs.gov.hk> in the URL address bar to enter the Interactive Employment Service website. Select language.



## Search Jobs

### Dedicated Category Search

You may make use of the three pre-set dedicated categories at the Job Seeker Home Page, the "Job Type", "Industry" and "Working Location", to search for jobs. Click on any type under relevant dedicated category to show the list of relevant job vacancies.

Job vacancy information is pre-set to be shown in "Quick View" mode.



### Advanced Search

You may make use of the Advanced Search function at the upper right hand corner of the Job Seeker Home Page to search for job vacancies by inputting a Job Order Number, keyword(s) and/or other search criteria like salary, relevant experience, etc. in the search form and then press "Search" button.



## Job Seeker Home Page

The Job Seeker Home Page will be shown after selecting language.



You may also view job vacancy information by choosing the "Job List" mode.



### Job Calendar

Click on the date with indication of job vacancies on the Job Calendar at the Job Seeker Home Page to show the job vacancies (NOT including Government Non-civil Service Contract Post) posted on that date. Job vacancies shown in this case would be listed in chronological order of release time. In other words, the first-released job vacancy would be placed No. 1, the job vacancy released next would be placed No. 2, and so on.



### Quick Search

The Quick Search at the upper part of the Job Seeker Home Page provides a speedy way for searching your target jobs. Simply type in keyword(s) and/or choose your search criteria in Job Type, Industry and/or Location to show the list of relevant job vacancies.

