

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 in their job search. A lot of employers have recruited suitable staff through our recruitment services.

Practical Recruitment Tips

Employers should pragmatically set the entry requirements (e.g. education attainment, experience and language proficiency) based on their genuine need. Excessively high entry requirements often turn job seekers away. Flexible job arrangements would attract applications from retirees and home-makers. On the other hand, a more relaxed Chinese language requirement helps attract applications from ethnic minorities. These measures would enlarge the candidate pool and help fill 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 (<https://www.jobs.gov.hk>) and through iES mobile application (iOS and Android versions);

- ◆ Job advertisements can also be found on over 200 “Job Easy” touch-screen Vacancy Search Terminals over the territory; and



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

Simple Vacancy Submission Procedure

Online Submission

- ◆ Employers can register as a member to place their vacancy orders direct on our iES website (<https://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) is available. Employers may select applicable terms 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.