

Entering the Interactive Employment Service Website

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



Employer Home Page

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



Register Now

Click "Register Now" to register.



Select employer type, and then enter information such as company details, trade and contact person.



Post a Vacancy

Employer can either (1) fill in and submit Vacancy Order Form online or (2) download the form, fill in the details and fax it to our Job Vacancy Processing Centre at 2566 3331.



Select Candidates

To search for suitable job seekers, registered employers can go to "My Home" and click the "Select Candidates" button after a vacancy is posted.



Interactive Employment Service

User Guide for Employers

Enter your "Candidate Selection Criteria", like relevant experience, education level, skills, etc. and then press "Search". Background information of the candidates matching your search criteria will be displayed.

After you have made the selection, we will inform the selected candidates of the vacancy information. Interested candidates will reach you direct through the contact means shown on the vacancy information (if any) or contact the placement officers of the Labour Department for application.

Amend / Cancel Vacancy Order

Registered employers can go to "My Home" and click "Amend Vacancy Order" or "Cancel Vacancy Order" button to amend or cancel live vacancies. You can also call our Job Vacancy Processing Centre at 2503 3377 for amendment/ cancellation of vacancies.

Re-post / Copy & Post

To save time for data input, registered employers may use the following two functions:

"Re-post" – for re-posting an expired vacancy without any amendments (except the number of vacancy).

"Copy & Post" – for posting a new vacancy by amending an expired one.

Note: As no amendment to the expired vacancy is needed, vacancies submitted using the "re-post" function will be processed faster.

Update Profile

Registered employers can go to "My Profile" to amend the registration record, including contact person and telephone number.

