

Amend / Cancel Vacancy Order

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

Posted Vacancy Records				
Live Vacancies				
Job Order No.	Posted Date / Job Fair Date and Location	Job Title	Accept Online Application	Receive Notification for Online Application
55-26-0000415	07/12/2020	會計助理 Accounting Assistant	✓	✓
55-26-0000331	07/12/2020	中區餐館服務助理(食物房/食物房) Production Assistant(Helping in Food Factory)	✗	✗

Select Candidates Amend Vacancy Order Cancel Vacancy Order

Update Profile

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

Update Profile

*Mandatory Fields

Please select the Employer Type: Employer Recruiting in the Name of Company/Organisation (except Private Educational Institute and Employment Agency)

Email Address:

Company Name: (English)
 (Chinese)

Re-post / Copy & Post

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

“Re-post” – re-post an expired vacancy without any amendments (except the number of vacancies)

“Copy & Post” – post a new vacancy by amending an expired one.

Expired vacancies posted in the past 3 months (At most 20 vacancies can be shown)		
Job Order No.	Posted Date	Job Title
88-20-0000028	10/12/2020	畜欄飼養員 Animal Breeder

Re-post Copy & Post

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

Interactive Employment Service

User Guide for Employers

No.: 55-21-0000003 Date: 29/01/2021

Job Title: Cleaner

Company / Employer Name: -

District: Tsim Sha Tsui Industry: Retail

Responsibilities: General duties of Cleaner
Requirements: No requirement on academic qualification; Fluent Cantonese
Employment Terms: \$15,000 per month, 7:00AM-2:00PM, 6 working days per week, shift holiday

Application Information: Registered job seeker please contact staff of Job Centre or call the Telephone Employment Service Hotline 29690888 for referral service. Job seeker who has not registered please register online or in person at Job Centre before using referral service.

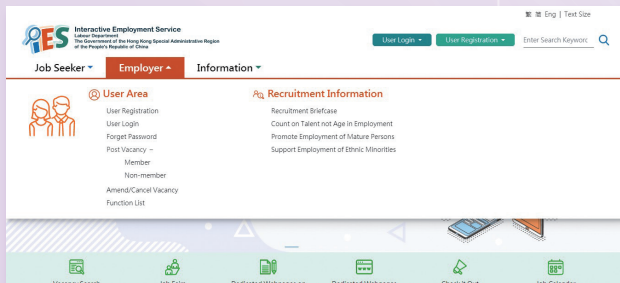
Remarks: -



Entering the Interactive Employment Service Website

Type <https://www.jobs.gov.hk> in the URL address bar to enter the Interactive Employment Service website. Select language at the top right corner.

You may use different functions or view different information on our website by using the floating menu (Job Seeker, Employer and Information).

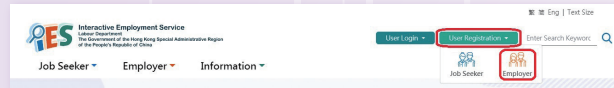


Post Vacancy

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

User Registration

You may choose “Employer” under “User Registration” on the top right corner on the main page.



Select Employer Type, and then enter information such as company details, trade and contact person.

Select Candidates

Registered employers can go to “My Home” and click “Select Candidates” to search for suitable job seekers after a vacancy is posted.

Job Order No.	Posted Date / Job Fair Date and Location	Job Title	Accept Online Application	Receive Notification for Online Application
55-20-0000415	07/12/2020	會計師樓 Accounting Assistant	✓	✓
55-20-0000311	07/12/2020	中級廚-餐館廚師(餐館工)(中級/廚師) Production Assistant/Helper(P/T)(Food Factory)	✗	✗

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

After you have made a selection, we will inform the selected candidates of the vacancy information. Interested candidates can apply for the job by reaching you direct through the contact means you have provided (if applicable), or contacting placement officers of the Labour Department.

	Candidate Ref. No.	Relevant Experience	Salary	Education Level
1	xxxxxxx	3 Year(s)	\$15,000 (Monthly)	Post-secondary (Bachelor Degree)
2	yyyyyyy		\$15,000 (Monthly)	Post-secondary (Diploma/Certificate)