

## Brief CV/ Online Resume/ Upload Resume

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

- (1) Brief CV - A Brief CV is automatically generated based on information of registered job seeker's profile and can be used for online application.

**Brief CV**

My Brief CV: SAMPLE  
English Name: -  
Chinese Name: Sample  
Contact Telephone: text@text.com  
E-mail: text@text.com

Education level & Qualification: Secondary 2

Recent Work Experience: -  
Language Fluency: -  
Skills: -

[Preview Brief CV](#)

- (2) Online Resume - Registered job seekers can choose "Build Resume" to build Online Resume.

**Resume Detail**

Build Resume: SAMPLE  
English Name: -  
Chinese Name: -

Contact Telephone / E-mail: [Text Field]  
(You must provide a valid contact means for employer to reach you direct.)

English Education Qualification: -

- (3) Upload Resume - Registered job seekers can upload your own resume in PDF format for online application.

**Resume list**

Resume list: No Saved Resume

Add resume: [Upload Resume] [Submit](#)

## Job Alert

Registered job seekers can save job search criteria and subscribe to Job Alert. You will then regularly receive through email 10 most recent and suitable job vacancies matched for you from our database.

**Job Alert**

Now job search is as easy as a finger click. Just save your search criteria and subscribe to Job Alert. We will regularly match jobs for you among our huge database of various positions. The matched jobs will be emailed to you.

Subscribe to Job Alert  
Chinese Version/Traditional Chinese only  
 English Version

Unsubscribe to Job Alert  
If you want to change email address, please update the email address in your profile and Job Alert will be automatically sent to your new email address.

[Confirm](#)

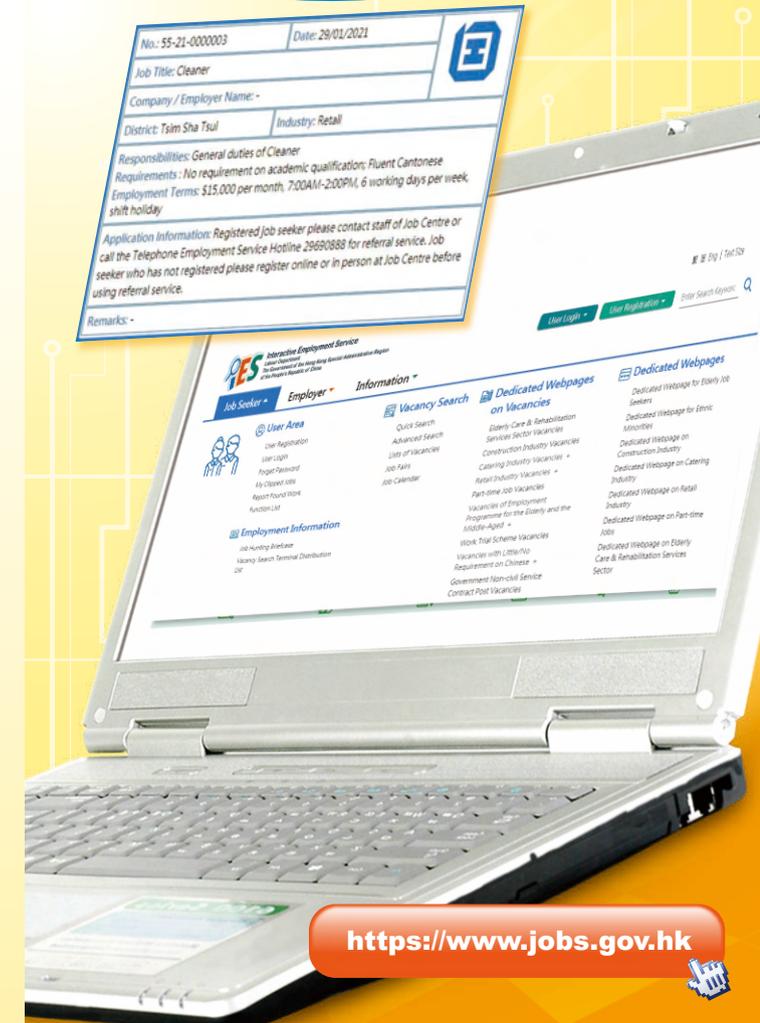
## Mobile Application

The Interactive Employment Service mobile application is available in iOS version and Android version. Please visit App Store/ Google Play/ Huawei AppGallery or use the following QR code to download the free application. For system requirements of different versions, please browse <https://www.jobs.gov.hk/en/MobileApp/> for details.



# Interactive Employment Service

## User Guide for Job Seekers



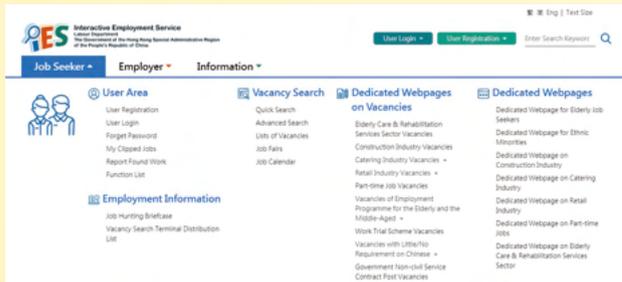
<https://www.jobs.gov.hk>



## 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.

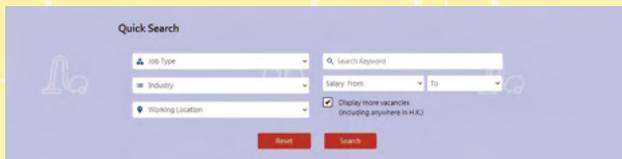
You may use different functions or view different information on our website by using the floating menu (Job Seeker, Employer and Information).



## Vacancy Search

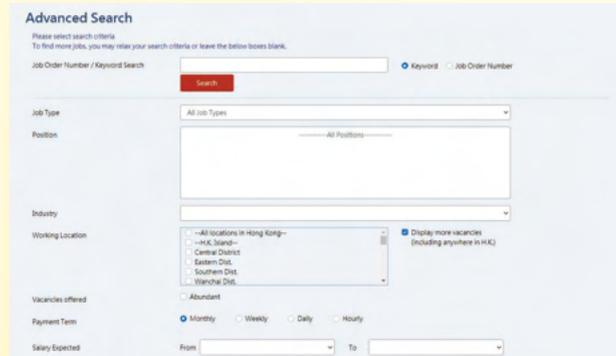
### Quick Search

You may start with clicking "Job Seeker" on the top left corner on any pages. Then, choose "Quick Search" under "Job Search". Simply type in keyword(s) and/or choose your search criteria in Job Type, Industry, Working Location and/or Salary. Click "Search" to view the list of relevant job vacancies.



### Advanced Search

You may access the "Advanced Search" function by clicking "Job Seeker" on the top left corner on any pages and choosing "Advanced Search" under "Job Search". You may make use of this function to search job vacancies by inputting a Job Order Number or keyword(s), and/or other search criteria like salary, relevant experience in the search form and then press "Search".



### Lists of Vacancies

You may make use of the three dedicated categories under "Lists of Vacancies" on the main page, i.e. the "Job Type", "Industry" and "Working Location", to search jobs.



### Job Calendar

Click on the date on the Job Calendar on the main page to view the job vacancies (NOT including Government Non-Civil Service Contract Post) posted on that date.



## User Registration

You may choose "Job Seeker" under "User Registration" on the top right corner on the main page.



Read the statement of purposes, and then complete the registration by entering personal data such as education, job preference and work experience according to the instruction.



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

- (1) Services of the Telephone Employment Service Centre (Hotline : 2969 0888);
- (2) Services of job centres across the territory;
- (3) Saving your job search criteria, building/ uploading your resume and subscribing job alert etc.; and
- (4) Keeping your job related information at our website for employers' review.

## Update Profile

Registered job seekers can go to "My Profile" to amend the registration record.

