



Introduction

With better health and education nowadays, many elders are willing to extend their working life, or to find new jobs after retirement.

This leaflet, “Useful Employment Tips for Elderly Job Seekers” aims to provide elderly job seekers with employment information on different job hunting channels, employment support services, training and other points that warrant attention during job hunting, with a view to helping them find suitable jobs so that they could continue to shine in the workplace.

Quick Access to Information through the Web

In an era that emphasises efficiency, a lot of first-hand information is disseminated through the internet. Apart from those traditional job hunting methods like reading newspapers and magazines, referrals by employment agencies and attending job fairs, elderly job seekers can try using various online platforms and mobile devices to obtain the latest vacancy information, for example, browsing employment websites, and websites of companies that they wish to join, or using related mobile applications to get more new vacancy information so as to broaden their choices.

Labour Department's Dedicated Webpage for Elderly Job Seekers

Labour Department's Interactive Employment Service (“iES”) website (<https://www.jobs.gov.hk>) provides job seekers with the latest vacancy information of various industries. The “Dedicated Webpage for Elderly Job Seekers” is now available on the iES to facilitate the elders to search for suitable vacancies. Job seekers can also use the iES mobile application to browse vacancies anytime and anywhere with their mobile communication devices. The application can be downloaded at

For Android

<https://play.google.com/store/apps/details?id=com.labour.ies>



For iOS

<https://itunes.apple.com/hk/app/ies/id486727935?l=zh&ls=1&mt=8>



Other Employment Websites and Mobile Applications

Some non-government organisations have also set up employment websites targeted at elders. The “Elder-Friendly Employment Practice” project run by the Hong Kong Society for the Aged, for example, has established an employment website “e72”(<https://www.e72.hk>) to provide elders with information on job vacancies as well as tutor and volunteer work opportunities with a view to realising their potential. A corresponding mobile application (Chinese version only) has been developed for elderly job seekers. The application can be downloaded at

For Android

<https://play.google.com/store/apps/details?id=com.rsl.e72>



For iOS

<https://itunes.apple.com/hk/app/e72-yi-pai-zhi-he/id1038936169?mt=8>



Understand the Market and Gauge the Pulse

Having worked in the same industry for a long time, or left the job market for a certain period of time, elders may need more time in gauging the pulse of the market when they change jobs or re-enter the job market. To get information on the latest trend and changes of the labour market, elderly job seekers can visit the Labour Department's Job Centres, various employment websites, or job fairs. They can also make use of connections established in their previous employments to gather vacancy information.

Labour Department's Job Centres

A Special Counter is made available at all the 13 Job Centres of the Labour Department where elderly job seekers can get priority registration service, job referral service as well as personalised employment advisory service. Job Centres are equipped with facilities including Vacancy Search Terminals, computers, fax machines, etc. To facilitate job search and applications by job seekers. There is also an Employment Resources Corner in each Job Centre providing job seekers with reference books, multi-media materials, newspapers, magazines, etc. Job fairs offering vacancies from various industries are organised from time to time at Job Centres where job seekers can make immediate applications, and job interviews may be conducted on the spot. Elderly job seekers who use the resources at the Job Centres and recruitment activities to obtain more employment information may find jobs more easily.

Other Means to Collect Employment Information

The Service Centres of the Employees Retraining Board are equipped with multi-media computer facilities and reading corners. A large variety of workshops and seminars are organised to familiarise job seekers with the latest labour market situation. Some non-government organisations also provide employment support service to elders. The Hong Kong Employment Development Service, for example, organises under their “Elderly Employment Support Programme” workshops for those elders who are 55 or above with employment needs to help them understand post-retirement changes in life, financial arrangements and re-employment situations. Elders can make use of these resources to enhance their understanding of the job market.

Keep the Pace and Keep Learning

With the ever-changing technology and market needs, elderly job seekers must keep their pace with the changes over time to stay competitive. They can acquire new knowledge and skills through continuous learning to cope with the market development in order to be successful in every endeavour of job change or re-employment. Organisations such as the Employees Retraining Board and “Elder Academy” offer courses suitable for elders.

Employees Retraining Board

The Employees Retraining Board (“ERB”) now provides a diverse range of courses with market potential. Job seekers can improve their vocational skills to enhance their competitiveness through "Placement-tied Courses" on vocational skills training, "Generic Skills Courses" on training of transferable skills applicable in different industries and “Skills Upgrading Courses” which assist serving employees to raise their skill level. For course details, please visit the ERB website (<https://www.erb.org>).

Elder Academy

To encourage elders to lead an active and flourishing life through continuous learning, the Labour and Welfare Bureau and the Elderly Commission jointly launched a school-based Elder Academy (“EA”) Scheme taking into consideration of the unique situation of Hong Kong in 2007. There are now over 100 “Elder Academies” (including 8 tertiary institutions) throughout the territory offering courses to help elders acquire new knowledge and techniques. For scheme details, please visit the EA website (<https://www.elderacademy.org.hk>).



Change your Mindset and Have a New Start



New Expectations for a New Career

Elders may have to adjust their expectations on the rank and salary in the course of job hunting, especially when they are switching from one industry or occupation to another. Some elders might have already been at management level with a substantial salary before the job change or re-employment, and it is unavoidable for them to start all over again and they have to adapt to the changes when it comes to a new post. As freshmen in an industry or organization, elders should be well-prepared psychologically and be ready to accept a job of a lower rank or salary. They should also be prepared to put aside their ego, and to ask for advice and to learn from their colleagues when needed.

Be confident and Find the Right Job

In the course of job hunting, some elders are worried that employers would reject their applications because of their age. In fact, many employers nowadays are very open-minded, and support the “count on talent, not age” recruitment principle. Elders should not lose confidence because of their age. The working experience and wisdom in life of elders are priceless. A more mature and stable personality also give elders an advantage over youngsters in job hunting and at work.

So long as the elders understand themselves fully, and select jobs they could manage based on their experience, skills and health conditions, the chances of securing an employment would be increased.

Dress up to Give a Good Impression



Don't assume only youngsters would dress up or want to look good. It is always important to dress tidily. Elders can spend some time dressing themselves up for job interviews in order to leave a good first impression on the employers for higher chances of successful employment.

Be Cautious and Beware of Employment Traps



Employment traps emerge from time to time in various forms and victims are not confined to a particular age group. Elders should stay alert in job hunting and keep themselves abreast of current affairs to uncover the tricks of swindlers. On the other hand, they should not offer any advantages like referral fees to company staff or foremen when seeking for jobs, or they might be liable to offences under the Prevention of Bribery Ordinance. In case of doubt, they should consult their family members or friends. Seek advice or assistance from related government departments/organisations when necessary.

Other Useful Information



Employment Programme for the Elderly and Middle-aged

The Labour Department's Employment Programme for the Elderly and Middle-aged (EPEM) aims at encouraging employers to engage unemployed elderly and middle-aged job seekers in full-time or part-time permanent jobs and to provide the job seekers with on-the-job training (OJT), through the provision of training allowance to employers. This will enable job seekers to adapt to a new working environment and acquire essential job-specific skills with a view to securing stable employment.

In general, OJT lasts for 3 months for employees aged 40 to below 60 or 6 months if employees are aged 60 or above. Subject to approval, OJT period will be extended to a maximum of 6 months for employees aged 40 to below 60 or 12 months for employees aged 60 or above, for deserving cases.

All job seekers aged 40 or above and have an unemployment period of not less than 1 month within 1 year prior to the commencement date of employment are eligible for EPEM. For enquiries, please contact EPEM Hotline: 2150 6398.



Mandatory Provident Fund Schemes

Employees aged between 18 and 64 and have been employed in any industry for a continuous period of 60 days or more are required to join a Mandatory Provident Fund (“MPF”) scheme. Employees in the construction and catering industries, including those employed on a day-to-day basis are required to join an MPF scheme regardless of the duration of the employment period.

Job seekers should not forget to take care of their MPF benefits accrued from their previous jobs when they change jobs. When an employee leaves a job, his former employer should inform the MPF trustee about this change. The trustee will then send the employee a written notice asking for the instruction on how to handle the benefits accrued from the previous job. An employee may choose to:

1. transfer his accrued benefits to his contribution account under the MPF scheme of his new employer;
2. retain his accrued benefits in a personal account under the scheme of his former employer; or
3. transfer his accrued benefits to any other existing MPF personal account that he holds.

For detailed arrangements of MPF benefits upon change of jobs, please visit the MPF website (http://www.mpfa.org.hk/eng/main/employee/what_to_do_when_changing_jobs.jsp).



Employees' Compensation Insurance Residual Scheme

Under the Employees' Compensation Ordinance, employers are required to take out employees' compensation insurance policies for their employees (including full-time and part-time employees of any age). Some elders are worried that employers would reject their job applications due to the difficulties in taking out an employees' compensation insurance policy that covers them. In fact, if an employer encounters any difficulty in taking out an employees' compensation insurance policy for their elderly employees, he may apply to join the Employees' Compensation Insurance Residual Scheme. For scheme details, please visit the Employees' Compensation Insurance Residual Scheme Bureau website (<https://www.ecirsb.com.hk/en/index.html>).



Useful Telephone Numbers, Addresses and Website

Elders may have various questions on job vacancies, “Employment Ordinance”, “Employees' Compensation Ordinance”, etc., when looking for jobs. Here are some useful telephone numbers, addresses and website:

Labour Department's Interactive Employment Service Website:

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

Labour Department's Telephone Employment Service Hotline: **2969 0888**

Labour Department's Telephone Enquiry Service (handled by “1823”): **2717 1771**

Addresses and Telephone Numbers of the Labour Department's Job Centres:

Admiralty Job Centre **2591 1318**
9/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong (Exit C1, Admiralty MTR Station)

North Point Job Centre **2114 6868**
12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Exit C, Quarry Bay MTR Station)

Kowloon East Job Centre **2338 9787**
1/F, Trade and Industry Tower, 3 Concorde Road, Kowloon (Exit C, Kai Tak MTR Station, opposite to Mikiki Shopping Mall)

Kowloon West Job Centre **2150 6397**
9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Exit C1, Shamshuipo MTR Station)

Kwun Tong Job Centre **2342 0486**
10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon (Exit D4, Kwun Tong MTR Station)

Shatin Job Centre **2158 5553**
2/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, New Territories (Exit B, Shatin MTR Station)



Sheung Shui Job Centre **3692 4532**
Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories (Exit A4, Sheung Shui MTR Station)



Tsuen Wan Job Centre **2417 6197**
2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories (Exit A, Tsuen Wan MTR Station)



New Territories West Job Centre **2463 9967**
G/F, Victory Building, 3 Tsing Min Path, Tuen Mun, New Territories (Near Light Rail Prime View Station)



Tung Chung Job Centre **3428 2943**
Unit 211A, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung, Lantau Island, New Territories (Near Yat Tung Estate Bus Terminus)

Addresses and Telephone Numbers of the Labour Department's Recruitment Centres:

Recruitment Centre for the Catering Industry **3847 7600**
2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon (Exit A, MTR Nam Cheong Station)



Recruitment Centre for the Retail Industry **3847 7611**
2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon (Exit A, MTR Nam Cheong Station)



Construction Industry Recruitment Centre **3428 3303**
Units 3507-3512, 35/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon (Exit A, Ngau Tau Kok MTR Station)