

Simple Guide for Employer Registration & Job Posting on HKMU Job Board  
香港都會大學學生網上求職平台僱主登記和刊登職位空缺簡易指南

**Browser Requirement: Google Chrome version 68.03440.84/ Firefox version 61.0.1 or above with incognito model window**  
**瀏覽器要求：Google Chrome 68.03440.84 版本/ 火狐 61.0.1 版本或以上，建議使用無痕式視窗開啟**

# 1. Employer registration 僱主登記

<https://hkmu.engage2serve.com/#/employerRegister/87>

## Step 1 步驟一:


Click the direct link to fill in the online registration form. Please be reminded to fill in all mandatory fields. Moreover, you are required to submit a valid Business Registration (BR) copy for approval. The validation of an employer account will normally tally with the expiry date of your submitted BR copy. 按下僱主登記連結並填寫網上登記表格，請謹記完成所有必須填寫部分。另外，僱主需要於平台遞交有效的商業登記證副本以供審核。僱主帳戶的有效期一般會與所遞交的商業登記證副本有效期相同。

Employer Registration Search by Name / No. x Search for user


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**Organization details**

|  |   |
|--|---|
| Name * ⓘ<br><input type="text" value="Abc LLC"/>   | Year of establishment<br><input type="text" value="Select or search year"/> |
| Website ⓘ<br><input type="text" value="Please use general recruitment email because it would be shown to students. 因為此電郵地址會於學生平台顯示，請使用一般招聘電郵。"/> | Size ⓘ<br><input type="text" value="Select or search size"/>                |
| <b>Email * ⓘ</b><br><input type="text" value="careerservices@abc.com"/>  | Phone * ⓘ<br><input type="text" value="5123 4567"/>                         |
| Industry type *<br><input type="text" value="Select or search Industry type"/>   | EIN ⓘ<br><input type="text" value="201111111"/>                             |

Email \* 

careerservices@abc.com

Phone \* 


5123 4567

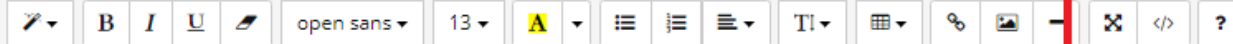
Industry type \*

Select or search Industry type

EIN 

201111111

Description \* 




Tell us about your company here

**If you do not have your own company description,  
please just type your company name in the box**  
如沒有公司簡介，請於此部分輸入公司名稱

  
Max. file size 5 MB.  
Allowed file types: .jpg, .jpeg, .png, .gif  
**Logo and video are optional**  
公司商標和影片可選擇上傳與否

  
Max. file size 2 MB.  
Allowed file types: .mp4  
 Check to upload a video from youtube

  
Max. file size: 5 MB.  
Allowed file types: .pdf, .doc, .docx, .jpg, .jpeg

Please upload your company BR here  
請於此處上傳公司商業登記證

Address line 1 \*

Address line 2

Contact person details ⓘ

Name \*

Designation \*

Email \*

Confirm email \*

Mobile number \*

Set as primary contact

Alumni details (if any) **You can add multiple contacts here but please set one person as primary contact.**

Please let us know if any of our alumni is employed by your company at this time  Yes  No 僱主可以填寫多個聯絡人但請選擇當中一個為主要聯絡人。

Alumni details (if any)

Please let us know if any of our alumni is employed by your company at this time  Yes  No

I agree to [Terms and Conditions](#)

**Please remember to read "Terms and Conditions" and agree to them**  
請謹記讀取"Terms and Conditions"訊息，然後別選同意

**Press "Register now" after completed the form**  
完成表格後請按下"Register now"

\* Mandatory Field(s)

**Step 2 步驟二:**

After submitted the registration form, a notification will be received through employer's email account. Then, you have to wait for the approval of the employer account by SAO staff.

遞交登記表格後，登記電郵將收到確認通知，然後，僱主需要等待學生事務處職員批核有關帳戶申請。



Dear \${LAST\_NAME},

We are pleased to let you know that you have registered as an employer partner with \${UNIVERSITY\_NAME}. Your account has been sent for an approval to the Student Affairs Office.

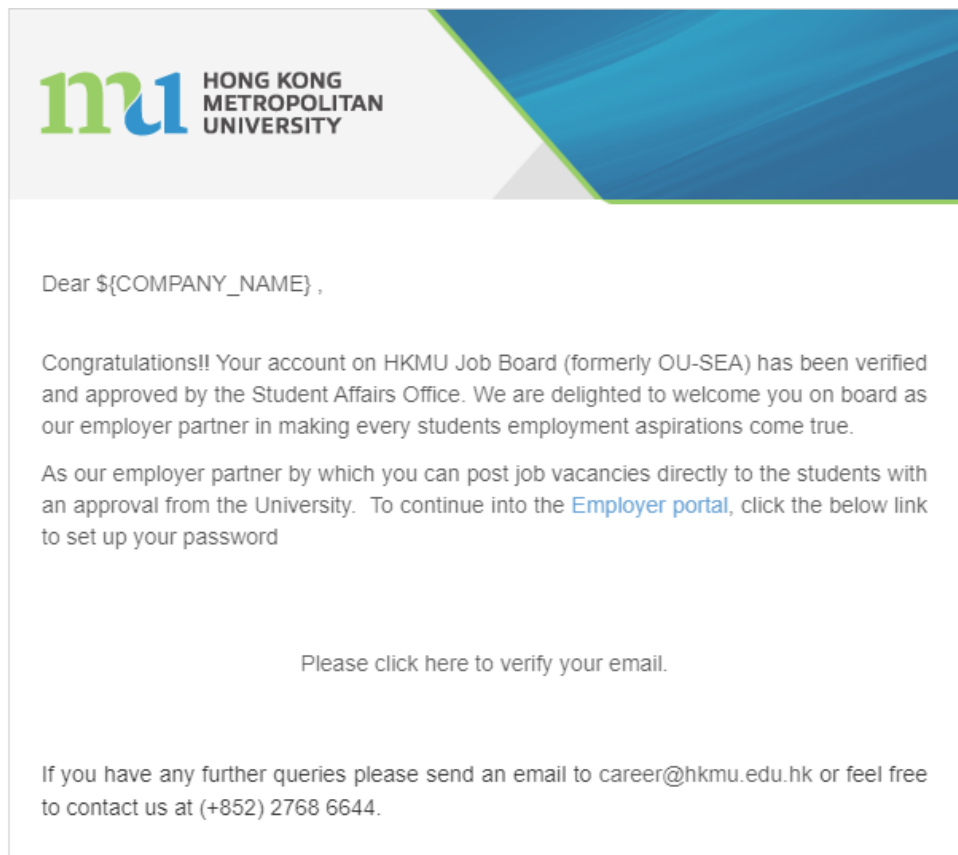
Regards,

Student Affairs Office (Student Career Services)  
Hong Kong Metropolitan University (formerly The Open University of Hong Kong)  
Tel: 2768 6644

### Step 3 步驟三:

Once our staff has approved your registration request, you will receive a successful message through email. Then, you will be required to verify your email by clicking the provided link to set-up your own password.

當職員批核僱主的帳戶申請，僱主將收到電郵通知並需要按下電郵內提供的連結以認證帳戶，然後僱主可以設定帳戶密碼。



The image shows a screenshot of the 'engage2serve' password creation interface. It features the company logo at the top, followed by the heading 'Create your password'. Below this are three input fields: one for the email address (OUHKSAOtesting7@gmail.com), one for the password, and one for confirming the password. A note specifies that passwords must contain at least eight characters. A green 'Create' button is located at the bottom of the form.

**engage2serve**

Create your password

OUHKSAOtesting7@gmail.com

Password

Confirm password

**Passwords must contain at least eight characters.**

Create

#### Step 4 步驟四:

After set-up the password, you can login your account by clicking the link “Employer portal” provided in the notification email and post job thereafter.

設定密碼後，僱主可以按下電郵提供的連結“Employer portal”登入帳戶並刊登職位空缺。



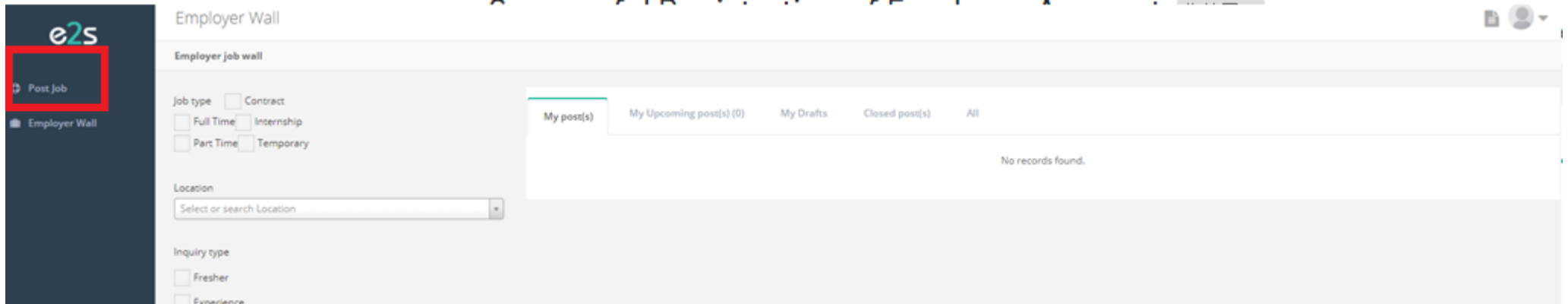
Dear \${COMPANY\_NAME} ,

Congratulations!! Your account on HKMU Job Board (formerly OU-SEA) has been verified and approved by the Student Affairs Office. We are delighted to welcome you on board as our employer partner in making every students employment aspirations come true.

As our employer partner by which you can post job vacancies directly to the students with an approval from the University. To continue into the [Employer portal](#), click the below link to set up your password

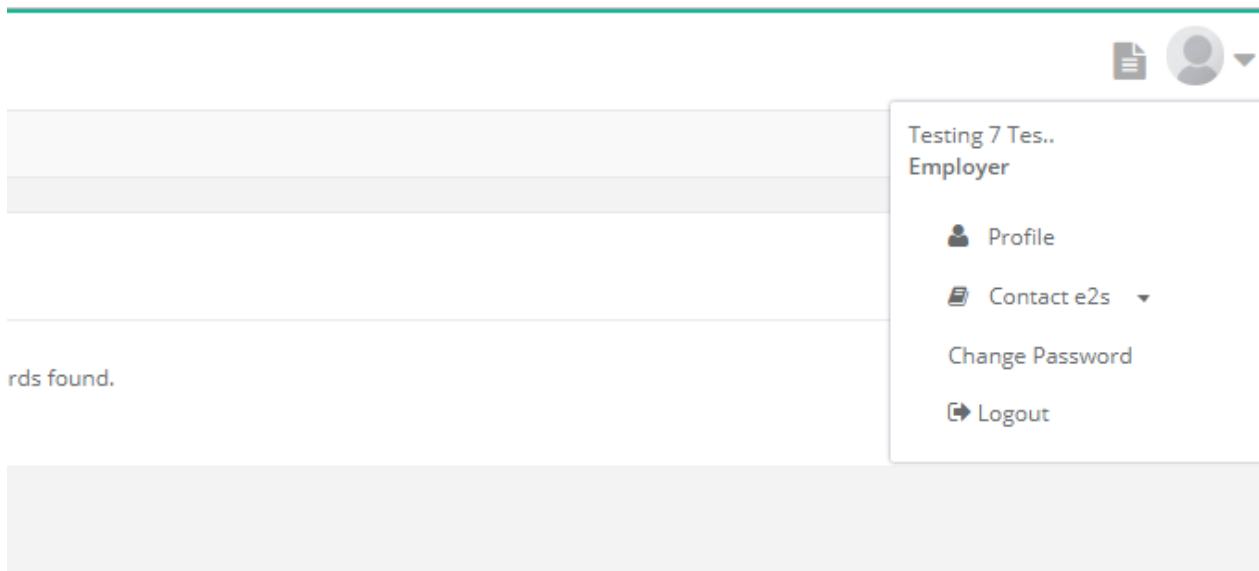
Please click here to verify your email.

If you have any further queries please send an email to [career@hkmu.edu.hk](mailto:career@hkmu.edu.hk) or feel free to contact us at (+852) 2768 6644.



Meanwhile, you can view the profile and change account password on the platform.

同時，僱主可以於平台上查閱已登記資料及修改密碼。



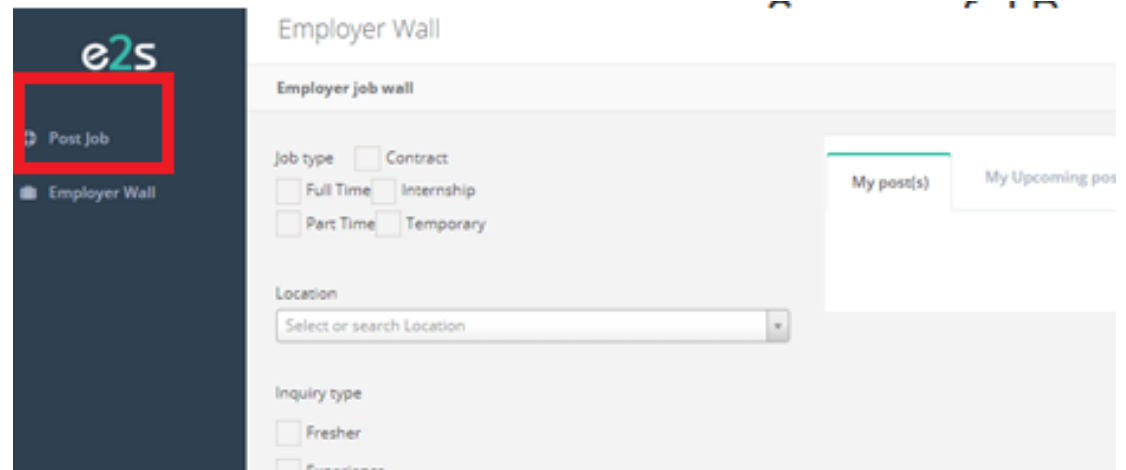
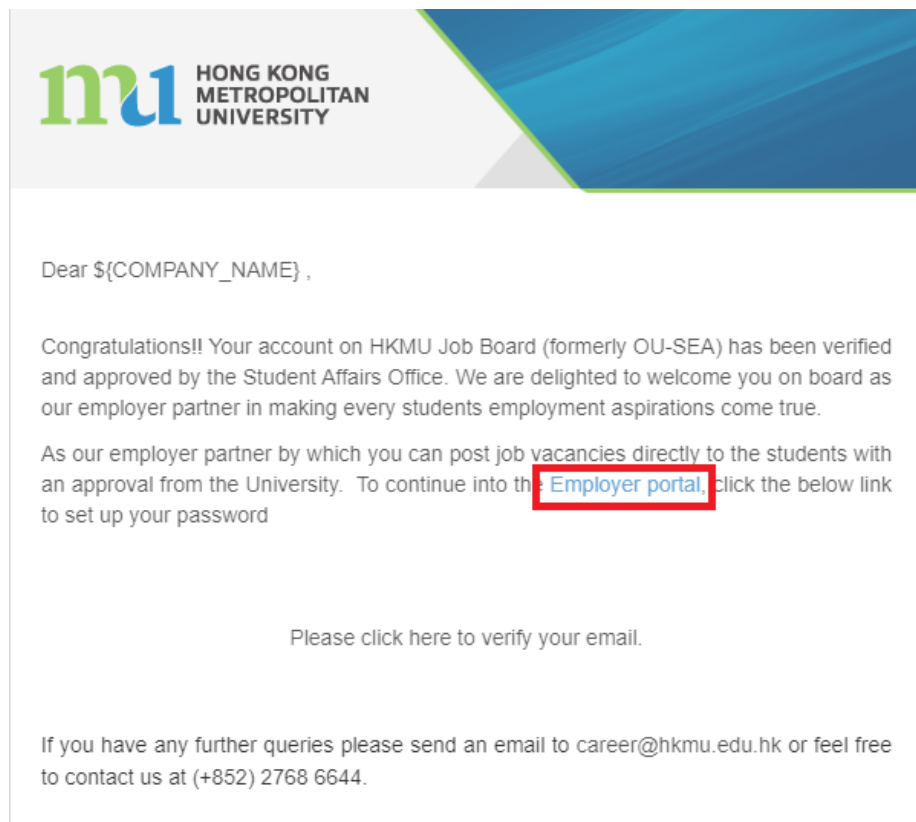
## 2. Job Posting 刊登職位空缺

Step 1 步驟一:

Login Link: <https://hkmu.engage2serve.com/#/login>

Please login your employer account and select “Post job”.

請登入僱主帳戶然後點選“Post job”。





## Step 2 步驟二:

Please fill in the online job form. Different field descriptions are listed as below:

請填寫網上職位空缺表格，不同的表格項目介紹如下：

### Job summary

|  |   |                                     |
|--|---|-------------------------------------|
| Job summary  | Clone   | Select or search job title to clone |
| Job type * ⓘ<br>Select or search Job type                | Job title* ⓘ<br>Job title                                 |                                     |
| Job category * ⓘ<br>Select or search Job category        | Job location* ⓘ<br>Select or search location              | +                                   |
| Number of positions * ⓘ<br>Number of positions           | Application deadline * ⓘ<br>Application deadline          | 📅                                   |
| Short description * ⓘ<br>Enter text up to 250 characters | Application method * ⓘ<br>Enter text up to 500 characters |                                     |

- Job type 工作模式

Please select the job mode for the position 請點選職位空缺的工作模式

- Job title 職位名稱

You may input the job title in both Eng. and Chi (limit to 100 characters) 名稱可中英對照 (最多 100 字)

- Job category 工作性質

Please select the job nature for the position 請點選職位空缺的工作性質

- Job location 工作地點

Please select Hong Kong, or other countries 請點選香港或其它城市

- Number of positions 空缺數目

Please input the number (maximum number 999) 請填寫數字 (最多 999)

- Application deadline 截止申請

Please indicate the application deadline 請列明空缺截止申請日期

- Short description 簡介

You can give a short description about the job post in here. Or, you may copy the job title here 你可以在此提供空缺非常簡短的介绍或只拷貝職位名稱


- Application method 申請方法



















Please input your suggested application method here. Your enter text is up to 500 characters but please ensure you have input a correct communication methods to applicants because they may submit their personal records to a wrong person if you input some incorrect information here.

請列明空缺申請方法，最多可填寫 500 字。請確保填寫的申請聯絡方法正確無誤，以免學生將個人資料遞交至非招聘人員手上。

## Job profile

### Job profile

Job description \* 

     open sans  13            

Enter upto 2000 characters

- Job description 工作內容

Please input the job description and duties here. Word limitation is up to 2,000 characters. In the meantime, the text editor function is opened to use here so you can make some text effect or insert the website link and picture in the box (not bigger than 500KB).

請填寫工作內容和職責，最多可填寫 2,000 字。同時，僱主可使用各種文字效果或於文中加入網站連結和圖片(不多於 500KB)。

## Candidate type

### Candidate type

Candidate type \* ⓘ

Student

Min years of experience \*

Select or search year

Max years of experience \*

Select or search year

Field \* ⓘ

Select or search field

Education Level ⓘ

Select or search education level

Experience type \* ⓘ

Entry level  Experienced

Graduating year ⓘ

Select or search year

Program ⓘ

Select or search program

- Candidate type 對象

You can only choose “Student” 請點選“Student”

- Experience type 相關經驗

If “Entry level” is selected, you will not be required to indicate the preferred work experience. If “Experienced” is selected, you have to indicate your preferred work experience for an applicant.

如點選“Entry level”，僱主並不需要進一步選擇工作經驗要求。如點選“Experienced”，則需要指明申請人工作經驗要求。

- Graduating year 畢業年份

Please leave it blank 請留空此處

- Field 學科範疇

Please select your preferred study field of students. It is only a preference system for the listing sequence for the selected field’s students so students in other study field are still able to read the job position although you may select “Arts and Social Sciences”.

請點選優先的學生就讀學科範疇。這只是系統為學生而設的優先排列選項，如果僱主點選人文和社會科學，其它學科範疇的學生仍能讀取有關職位

空缺。

- Program 學科

Please leave it blank 請留空此處


- Education Level 教育程度

Please select your preferred education level of an applicant 請點選申請人所需教育程度

### Skill sets required

#### Skill sets required

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Skill sets \* 

Select or search skills

Other requirements \*



Enter upto 2000 characters

- Skill sets 技能

It is a mandatory field. Please select the key skills that you are currently looking in an applicant. If the applicant can match the skill sets, his/ her job wall will show the position with preference. If you don't have any preferred skill sets or would like to put your requirements in "Other requirements" field, please just select "None".

這項必須填寫，請點選職位空缺所需的關鍵技能，如申請人擁有相關技能，銜合的職位空缺將於申請人的職位空缺平台優先顯示。如果僱主並無優先技能或只想於“Other requirements”一欄填寫所有要求，請於此處點選“None”。

- Other requirements 其它要求

Please input your job requirements here. Word limitation is up to 2,000 characters. In the meantime, the text editor function is opened to use here so you can


make some text effect or insert the website link and picture in the box (no bigger than 500KB).

請填寫工作要求，最多可填寫 2,000 字。同時，僱主可使用各種文字效果或於文中加入網站連結和圖片(不多於 500KB)。

## Salary

### Salary

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Salary type \* 

Fixed  Range  Negotiable

Do you wish to add commissions/bonus/OTE?

---

#### ● Salary type 薪酬

Fixed 固定: A fixed salary amount 固定薪酬

Range 範疇: A salary range 薪酬範疇

Negotiable 可協商: "Negotiable" will be shown on the job wall. However, the employers are still required to input the salary for our internal reference so as to ensure the post is in line with the Statutory Minimum Wage in Hong Kong. The input salary will not be disclosed to students.

如點選此項，職位薪酬資料將顯示“Negotiable”。然而，為了確保職位資料符合香港法定最低工資條例，僱主仍然需要填寫薪酬資料供學生事務處內部查核，有關薪酬資料並不會於學生平台顯示。

Apply Jobs

Hong Kong S.A.R.

Posted on 15 Jan, 2019

**Job Description**  
Testing

**Industry Type**  
Accounting / Audit / Taxation

**Company Name**  
Testing Account 8

**Salary scale range**  
Negotiable

**Application Method**  
Testing

**Other Requirement**  
Testing

**Skill Sets**  
Typing Skills

**Employee Email Id**  
OUHKSAOtesting8@gmail.com

- Do you wish to add commission/ bonus/ OTE? 你是否希望加上佣金/花紅/目標收入？

You are able to add commission/ bonus/ On Target Earnings here. 僱主可以加入有關佣金/花紅/目標收入的資料。

## Contact details

### Contact details

Name

LEUNG Tung Ching

Designation

HR Officer

Email

OUHKSAOtesting8@gmail.com

Phone number


+ 852 2768 6616

### External Link & Attachments

Contact details are pre-set as the primary contact point of the employer but the information will not be disclosed to students.

聯絡方法預設為僱主填寫的主要聯絡人但並不會於學生平台顯示。

## External Link & Attachments

External 'Apply for Job' Link 

Supplementary Information

Max file size: 5 MB

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You can input your job link/ company link here and attach a job promotion document which is not bigger than 5MB. 僱主可加入職位空缺/公司網站連結或附載 5MB 容量以下的單項職位空缺宣傳文件。

### Step 3 步驟三:

Press “Preview and post” for approval. If all required details have been provided, the job will normally be displayed on student job wall within 7 - 10 working days.

按下“Preview and post” 以供批核。如所需資料悉數收妥，有關職位空缺一般會於 7 至 10 個工作天內於學生平台刊登。

**External Link & Attachments**

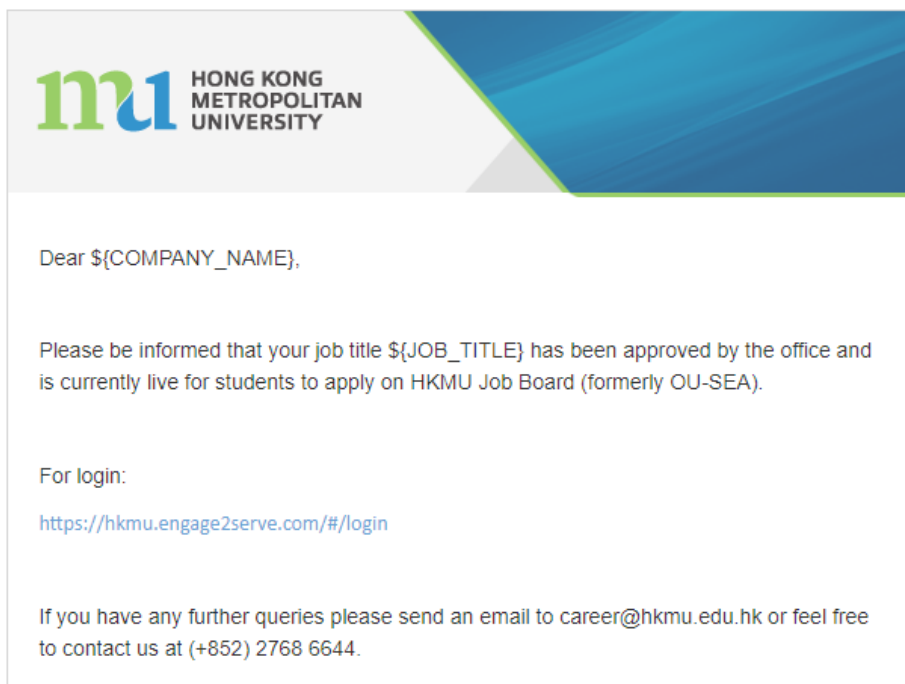
External 'Apply for Job' Link ⓘ

Supplementary Information  
   
Max. file size: 5 MB.  
Allowed file types: .pdf, .doc, .docx, .jpg, .jpeg

\* Mandatory field(s)

A job approval message will be sent to the employer email account and the job will display on student’s job wall.

僱主將收到職位空缺的批核電郵，而有關資料將於學生平台刊登。





### 3. Extending the employer account expiry date 延長僱主帳號有效期

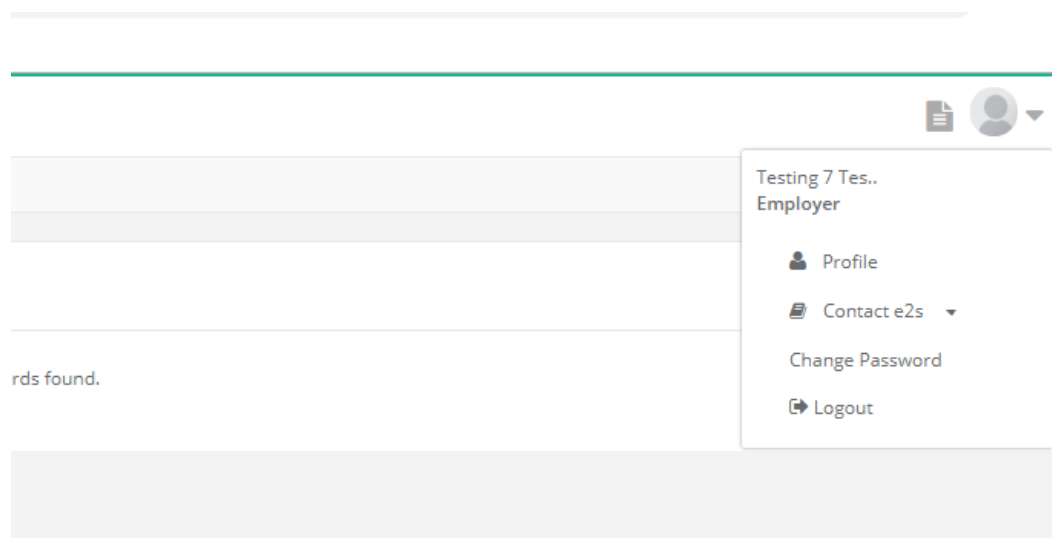
Once an employer account has expired, the employers will not be able to post job anymore. A reminder will also be sent to employer to remind the employer to submit a renewed BR onto the platform for approval before 7 days of the expiry date.

僱主帳戶一旦失效，僱主將不能於平台上刊登職位空缺，提示通知亦會早於帳戶失效前 7 日發送至僱主電郵，提醒僱主遞交更新的商業登記證副本。

#### Step 1 步驟一:

Login the employer account → Select “Profile” at top right hand corner → “Edit Profile” → Upload the BR document → Press “Update profile” button; Then, the file will be submitted onto the platform for SAO staff’s approval

登入僱主帳戶 → 點選右上角“Profile” → 點選 “Edit Profile” → 上載商業登記證副本 → 點選 “Update profile”。有關文件將傳送至學生事務處職員以供批核。





Testing 7

Testing 7

Overview

Attachment details

Alumni details

Edit profile

Organization details

Website

Industry type

Banking / Financial Services

Year of establishment

1967

EIN

Email

OUHKSAOtesting7@gmail.com

Landline

+ 852 2768 6616

Address details

Address line 1

Testing 7

Address line 2

City



Testing 7

Testing 7

Overview

Attachment details

Alumni details

Update profile

Upload organisation logo



Upload organization logo

Max. file size 5 MB.

Allowed file types: .jpg, .jpeg, .png, .gif

Upload video



Upload and preview video

Max. file size 2 MB.

Allowed file types: .mp4

Upload document



Document uploaded

Cancel

Max. file size: 5 MB.

Allowed file types: .pdf, .doc, .docx, .jpg, .jpeg

## Step 2 步驟二:

Once the renewed BR copy has been approved, a confirmation email will be sent to employer email account. The employer is not required to verify the account again but can only click the “Employer portal” link available in the confirmation email to login to the account with the current password to post job. 有關商業登記證副本一旦更新，僱主將收到確認電郵。僱主無需再次認證帳戶，只需要按下“Employer portal”的連結並以現有的密碼即可登入帳戶刊登職位空缺。



Dear \${COMPANY\_NAME} ,

Congratulations!! Your account on HKMU Job Board (formerly OU-SEA) has been verified and approved by the Student Affairs Office. We are delighted to welcome you on board as our employer partner in making every students employment aspirations come true.

As our employer partner by which you can post job vacancies directly to the students with an approval from the University. To continue into the [Employer portal](#), click the below link to set up your password

Please click [here](#) to verify your email.

If you have any further queries please send an email to [career@hkmu.edu.hk](mailto:career@hkmu.edu.hk) or feel free to contact us at (+852) 2768 6644.

### External Link & Attachments

External 'Apply for Job' Link ⓘ

Supplementary Information

Max. file size: 5 MB.

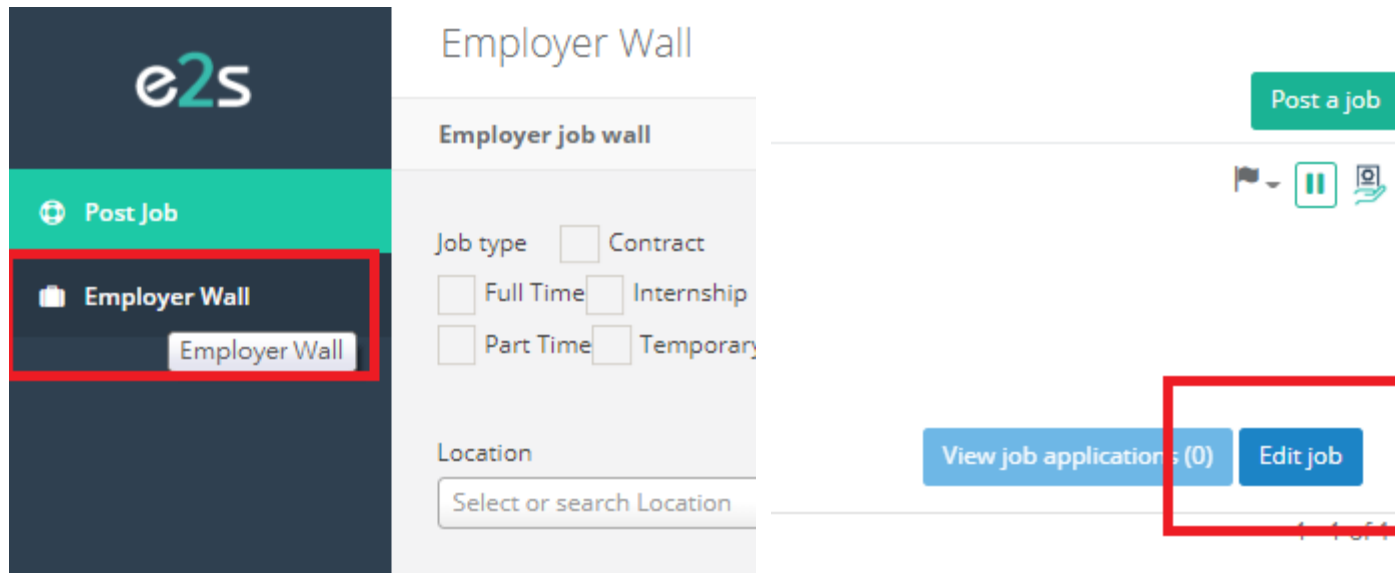
Allowed file types: .pdf, .doc, .docx, .jpg, .jpeg

\* Mandatory field(s)

## 4. Edit/ withdraw job post 修改/ 取消刊登職位空缺

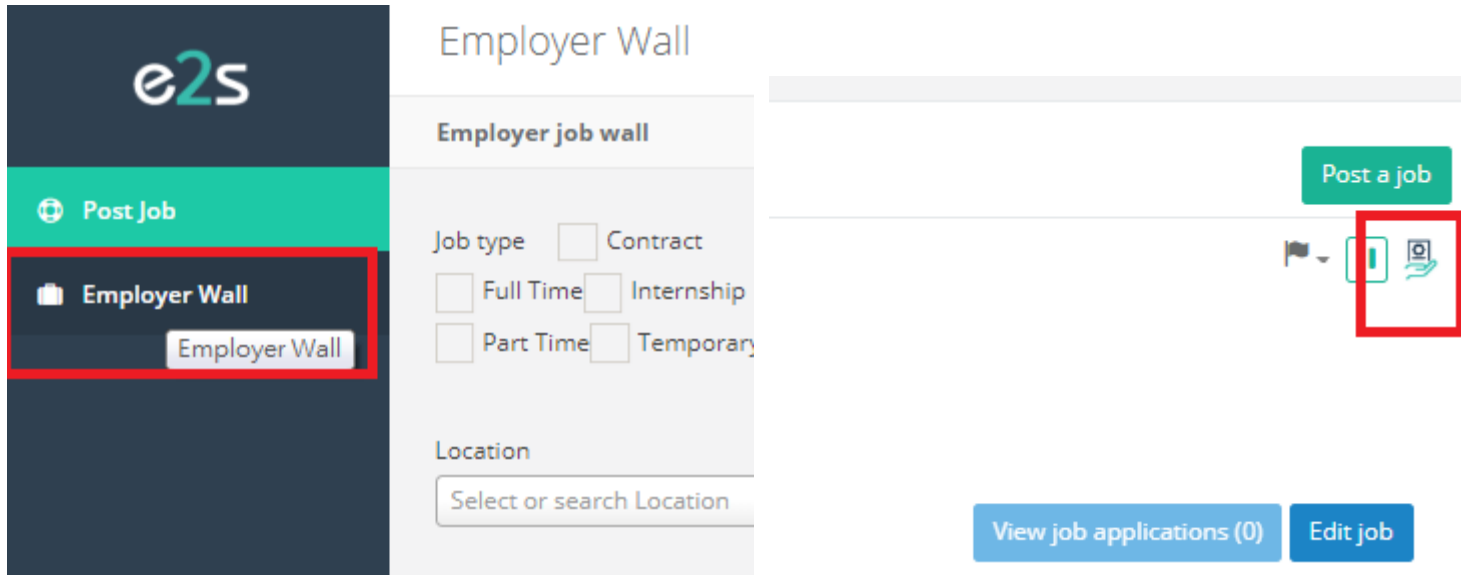
### Edit job post 修改刊登職位空缺

1. Select "Employer Wall" → Find the job → Select "Edit job" 點選"Employer Wall" → 搜尋相關職位空缺 → 點選"Edit job"
2. You are able to edit some job details and then submit for approval once again 僱主可以修改當中一些職位空缺資料並再次遞交至學生事務處批核



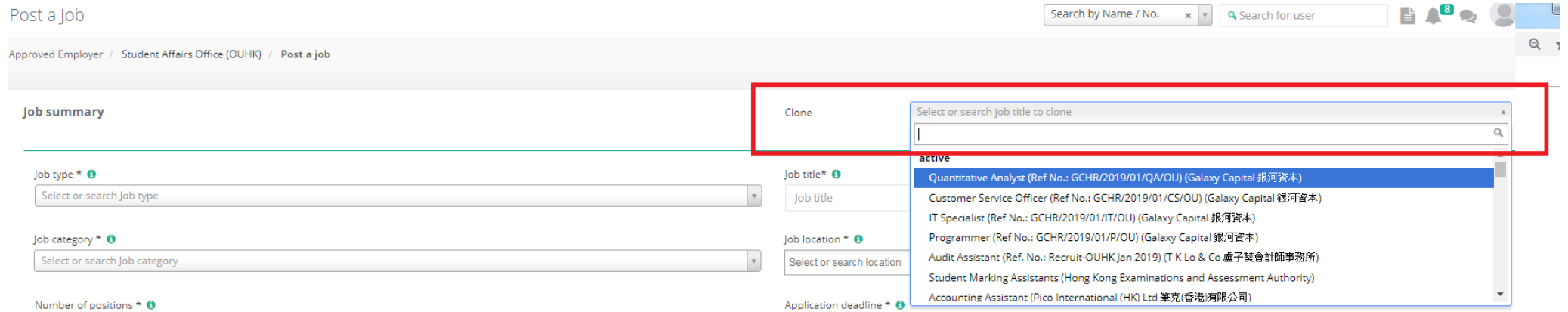
## Withdraw job post 取消刊登職位空缺

1. Select "Employer Wall" → Find the job → Select "Withdraw vacancy" icon 點選"Employer Wall" → 搜尋相關職位空缺 → 點選"Withdraw vacancy"圖標
2. You are able to withdraw the job from the job wall 僱主可以取消相關職位空缺



## 5. Clone a job template 搜尋職位空缺樣板

You are able to search a published job template for use from the database. 僱主可以搜尋自身已刊登的職位空缺樣板使用。



The screenshot shows the 'Post a Job' page for the Student Affairs Office (OUHK). The 'Clone' dropdown menu is open, displaying a search bar and a list of job titles. The search bar contains the text 'Select or search job title to clone'. The list of job titles includes:

- Quantitative Analyst (Ref No.: GCHR/2019/01/QA/OU) (Galaxy Capital 銀河資本)
- Customer Service Officer (Ref No.: GCHR/2019/01/CS/OU) (Galaxy Capital 銀河資本)
- IT Specialist (Ref No.: GCHR/2019/01/IT/OU) (Galaxy Capital 銀河資本)
- Programmer (Ref No.: GCHR/2019/01/P/OU) (Galaxy Capital 銀河資本)
- Audit Assistant (Ref. No.: Recruit-OUHK Jan 2019) (T K Lo & Co 盧子英會計師事務所)
- Student Marking Assistants (Hong Kong Examinations and Assessment Authority)
- Accounting Assistant (Pico International (HK) Ltd 筆克(香港)有限公司)

You can search for a template by keyword search in the Clone bar of “post job page”. However, please note that you can only search for the job template which you have published/ drafted/ inactivated before. You are not able to use the template which is published by other employer.

僱主可以於“post job”頁面的“Clone”搜尋欄輸入關鍵字搜尋樣板。然而，僱主只能使用一些自身刊登/草擬/取消的職位空缺作樣板，並不能使用由其他僱主刊登的職位空缺。

## 6. Contact us 聯絡我們

**Student Affairs Office (Student Career Services) of HKMU**

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