HKMU Student Job Board

Quick Tips For Employers

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Introduction

1. These Quick Tips are designed to help employers familiarize themselves with the major functions of the HKMU Student Job Board.

2. Some screenshots in this book are for reference only. They may not exactly match what is displayed on your screen.

Content

1. From Registration To Activation

2. Edit/Preview Company Profile

3. Upload/Preview Document(s)

4. Post/Manage A Job

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1. From Registration To Activation

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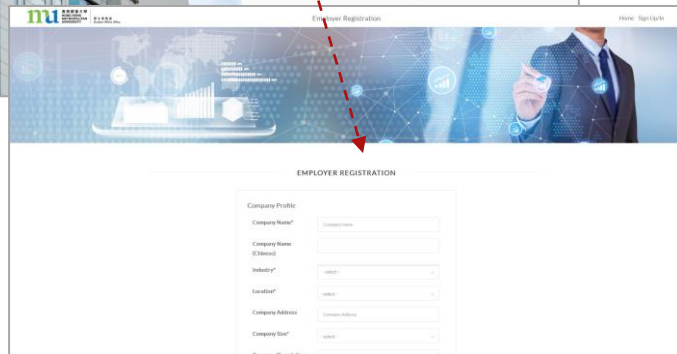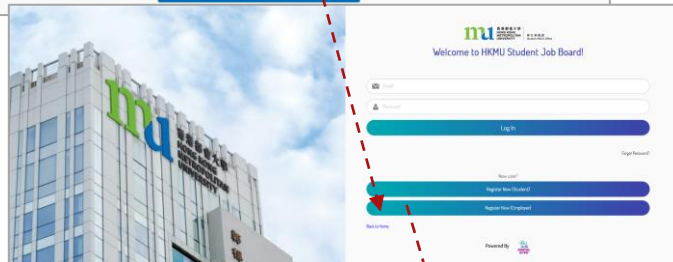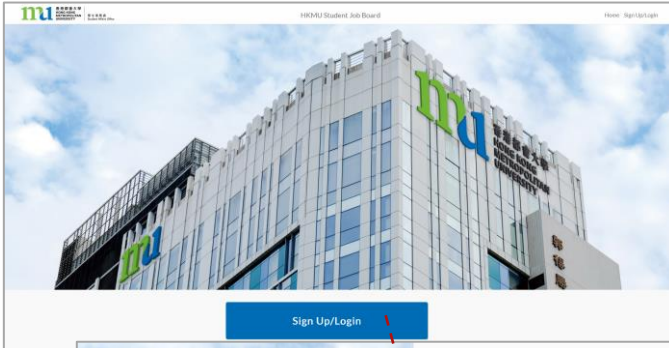# 1. Complete Online Registration & Activation

Via https://saojobs.hkmu.edu.hk

https://saojobs.hkmu.edu.hk (Homepage)

On the page of Employer Registration, provide the necessary information AND supporting document:

- Company Profile
- Contact Person Details
- A valid Business Registration Certificate
  – with at least 7 calendar days before the expiry of the certificate
  – <5M .jpg/.jpeg/.png/.gif/.pdf

Click the Submit button at the bottom of the page to submit your registration.

A notification will be displayed when the registration is submitted successfully .
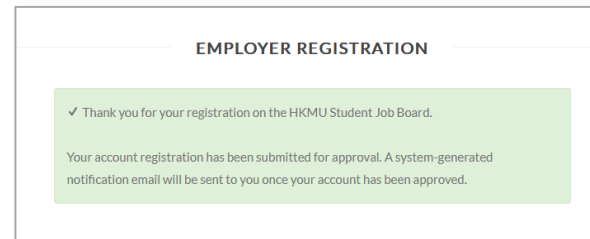
1. Complete Online Registration & Activation
The Registration Approval Process

[HKMU Student Job Board] Account registration is submitted for approval

Dear ▨▨▨▨▨▨▨

Thank you for your registration on the HKMU Student Job Board.

Your account registration has been submitted for approval. A system-generated notification email will be sent to you once your account has been approved.

Enquiries:
Should you have any enquiries, please feel free to contact us at 2768 6644 or via email to career@hkmu.edu.hk.

Best regards,

Student Affairs Office (Career Development and Entrepreneurship)
Hong Kong Metropolitan University
Tel: (+852) 2768 6644
Email: career@hkmu.edu.hk
Website: http://www.hkmu.edu.hk/sao

香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

When the registration is submitted successfully, email notification will be sent to your registered email address.

Once the registration is approved, a system-generated email notification will be sent to you.

1. Complete Online Registration & Activation

Congratulations! Your Account Is Ready.

[HKMU Student Job Board] Congratulations! Your employer account is now ready.

Dear ▨▨▨▨▨▨

Congratulations! Your account on the HKMU Student Job Board is now ready.

To continue into the HKMU Student Job Board, please login to the platform to set up your employer account.

Activate my account

This account activation link is valid for 48 hours.

Enquiries:
Should you have any enquiries, please feel free to contact us at 2768 6644 or via email to career@hkmu.edu.hk.

Best regards,

Student Affairs Office (Career Development and Entrepreneurship)
Hong Kong Metropolitan University
Tel: (+852) 2768 6644
Email: career@hkmu.edu.hk
Website: http://www.hkmu.edu.hk/sao

香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

When your registration is approved, a system–generated email notification will be sent to your registered email address.

Click Activate my account button, and you will be redirected to the Job Board to continue with the activation process.
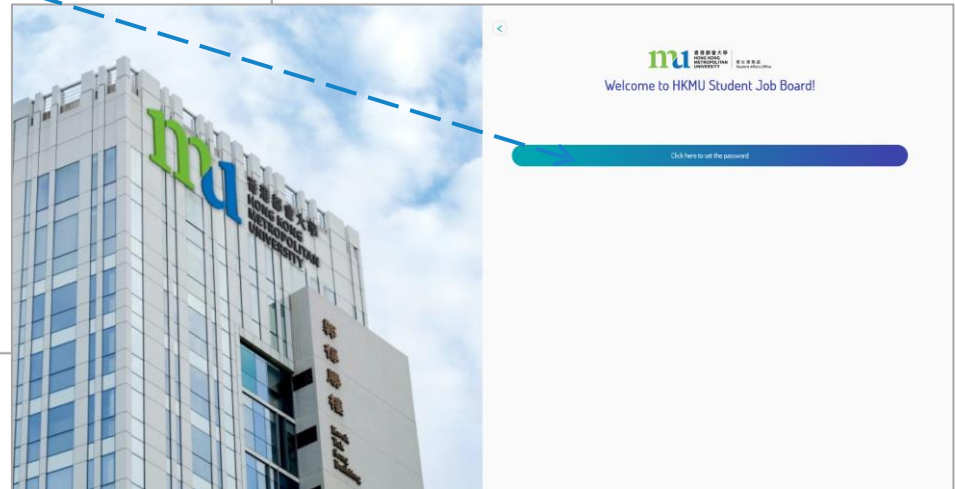
Welcome to HKMU Student Job Board!

Click here to set the password

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Setup Password

Welcome to HKMU Student Job Board!

Click here to set the password

⚠ Please create a strong password below to activate your account.

Update password

The password must contain
- At least 1 upper case character
- 1 lower case character
- 1 special character
- 1 digit and
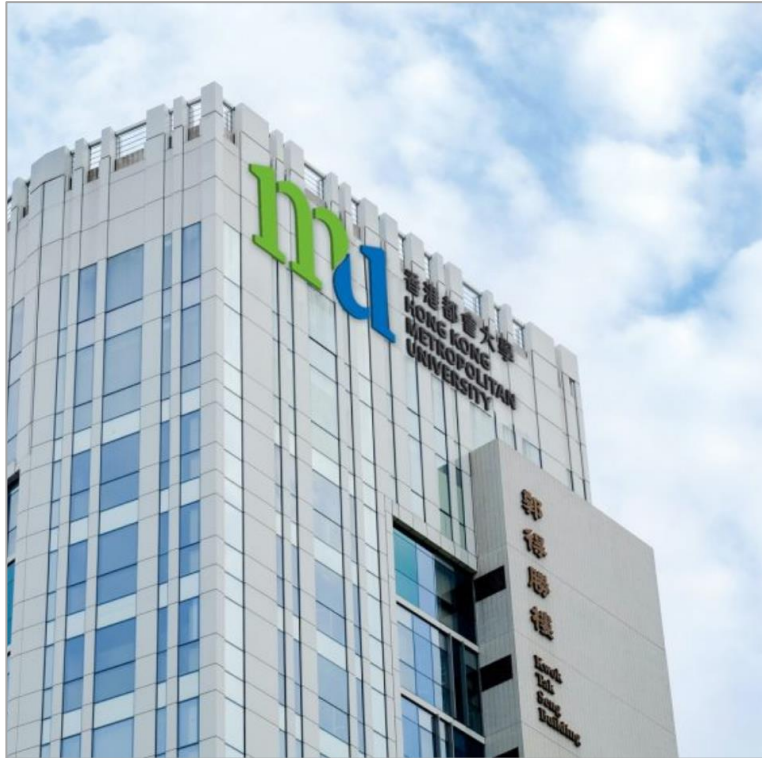- between 8 to 20 characters

New Password

Confirm Password

Submit

Your account has been updated.

« Back to Login

2. Edit/Preview Company Profile

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2. Company Profile
Edit Company Profile and Contact Information
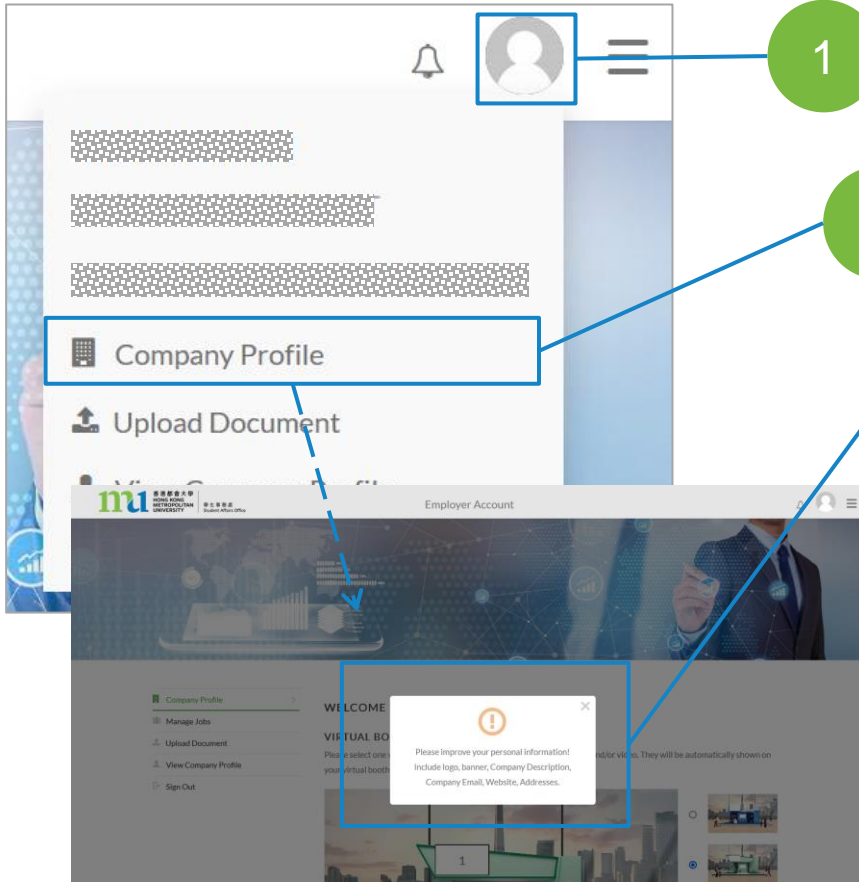
1 Click the profile icon.

2 Select "Company Profile" to start editing

3 You may edit the items which Include logo, banner, Company Description, Company Email, Website, Addresses, etc.

Make sure you click the **Update** button on the bottom of the page to confirm any changes you have made.

Remark: if the profile editing isn't completed, you will be redirected to the Company Profile page directly upon logging in.

2. Company Profile
Preview on Virtual Booth and Tab
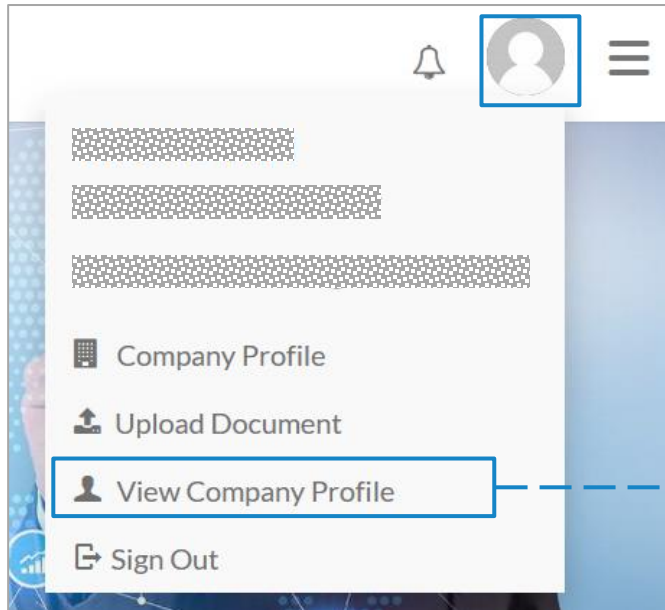
4 Click the profile icon. Select "View Company Profile" to preview how the information will be displayed to students when they visit the "Information" tab of your virtual booth.

3. Upload/Preview Document(s)

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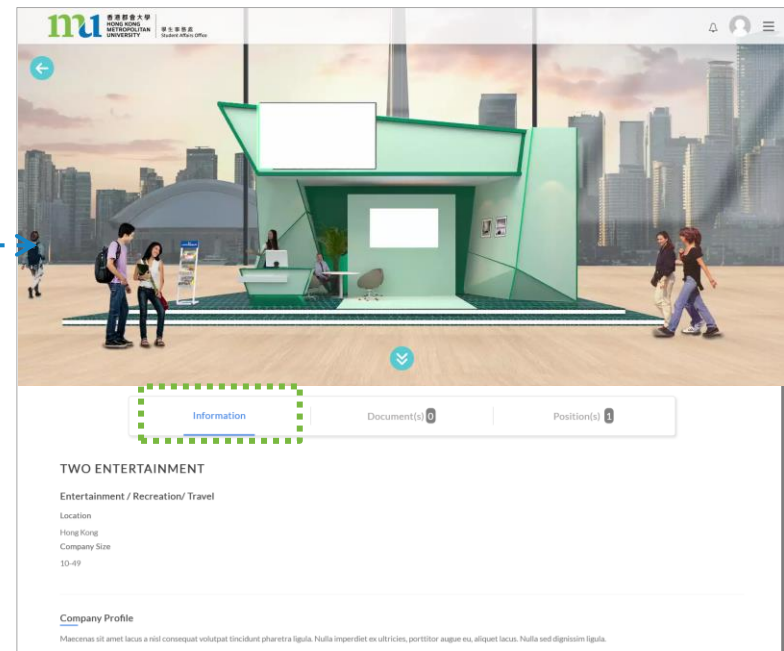
3. Upload Document(s)
Upload and Preview the Document(s)
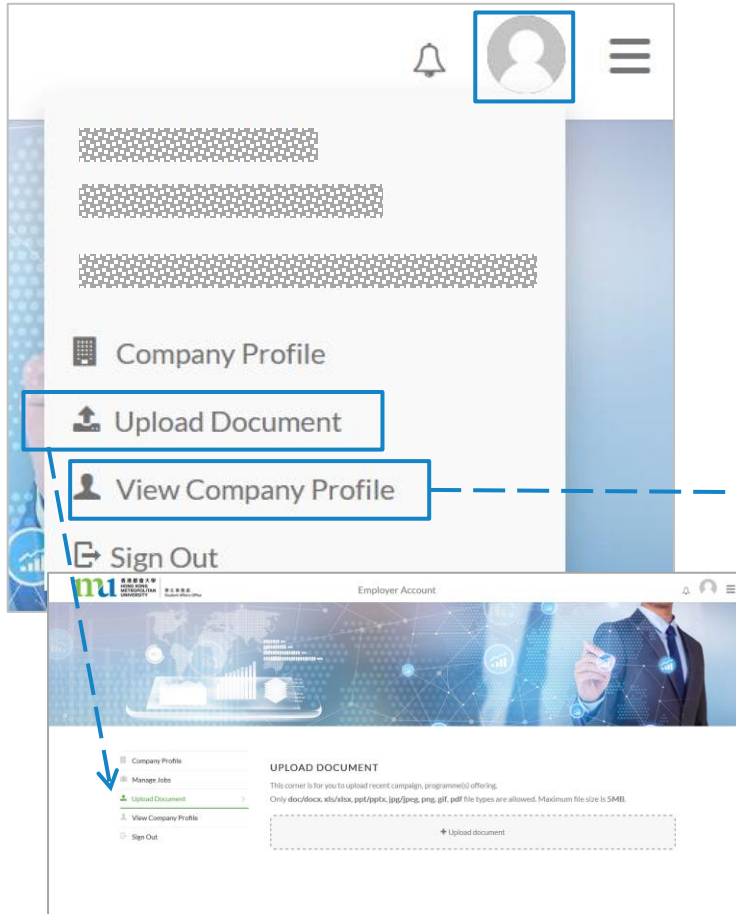
1 Click the profile icon, select Upload Document to add material(s) of which you want to share with students to preview or download.

2 Click the profile icon, select View Company Profile, then the Document(s) tab to preview the display of uploaded material(s).

4. Post/Manage A Job

Make It Now | Make It Easy
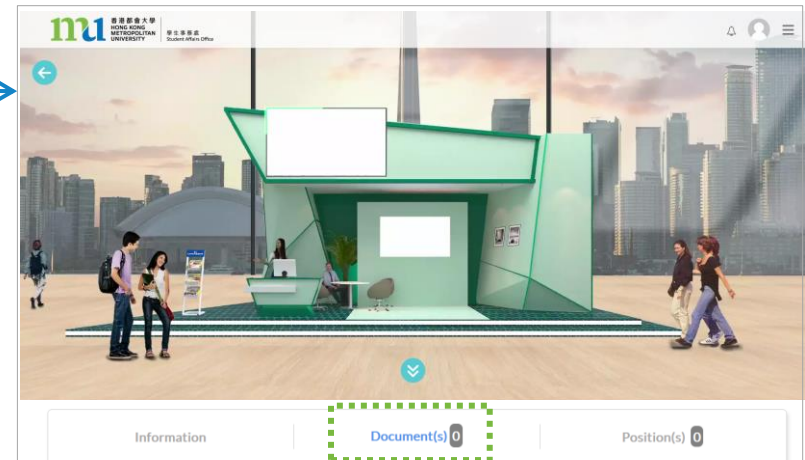
4. Post/Manage A Job
Post A New Job For Approval

1 Click the Main Menu at top right corner.

2 Click Post a New Job.

3 Provide the job details. Click the **Post Job** button at the bottom of the page, to create and submit the job for approval.

Notification will be displayed when the job has been created successfully.
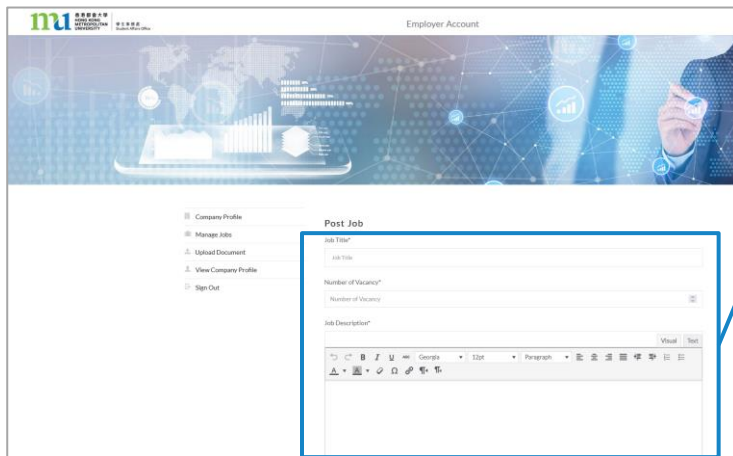
POST JOB

Job has been created successfully.

4. Post/Manage A Job
The Job Submitted, Published, Or Rejected

Different notifications will be sent out under different situations.

[HKMU Student Job Board] Job is submitted for approval

Dear ▨▨▨▨▨▨▨▨▨▨

Please be informed that the below job posting has been submitted for review and approval.

Once the job posting is approved, a system-generated notification email will be sent to you.

Company Name: ▨▨▨▨▨▨▨▨▨▨

Job Title: ▨▨▨▨▨▨▨▨▨▨

Enquiries:
Should you have any enquiries, please feel free to contact us at 2768 6644 or via email to career@hkmu.edu.hk.

Best regards,

Student Affairs Office (Career Development and Entrepreneurship)
Hong Kong Metropolitan University
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Email: career@hkmu.edu.hk
Website: http://www.hkmu.edu.hk/sao

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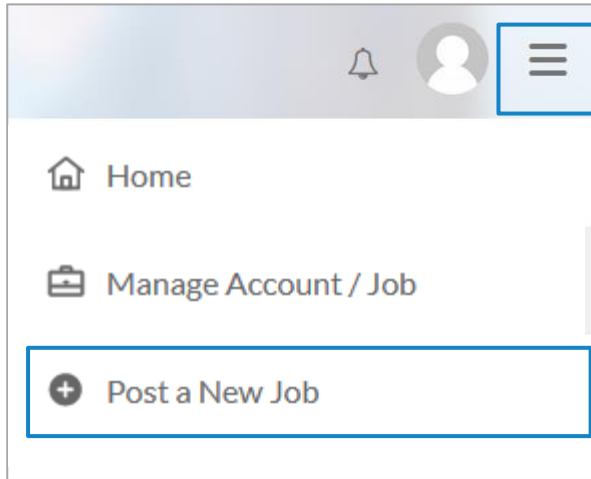**[HKMU Student Job Board] Job is successfully published**

Dear ▨▨▨▨▨▨▨▨▨▨

Please be informed that the below job posting has been approved and successfully published on the HKMU Student Job Board.

Company Name: ▨▨▨▨▨▨▨▨▨▨

Job Title: ▨▨▨▨▨▨▨▨▨▨

Enquiries:
Should you have any enquiries, please feel free to contact us at 2768 6644 or via email to

[HKMU Student Job Board] Job is rejected

Dear ▨▨▨▨▨▨▨▨▨▨

Please be informed that the below job posting has been rejected on the HKMU Student Job Board.

Company Name: ▨▨▨▨▨▨▨▨▨▨

Job Title: ▨▨▨▨▨▨▨▨▨▨

Enquiries:
Should you have any enquiries, please feel free to contact us at 2768 6644 or via email to career@hkmu.edu.hk.

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4. Post/Manage A Job
Find The List Of Posted Job(s)
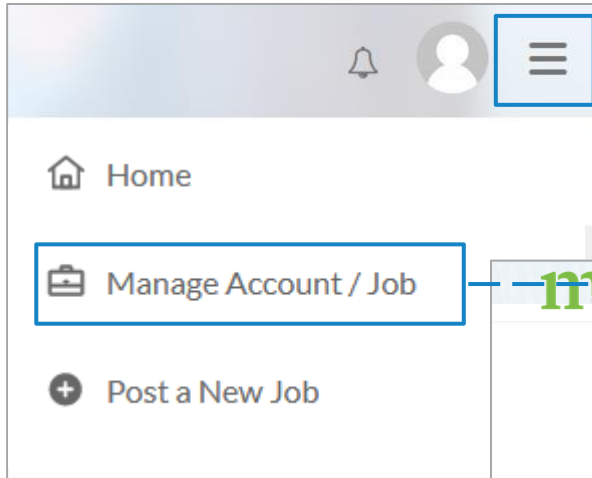
When job post(s) is/are submitted, you may find the job list via
Left Sidebar Menu > Manage Jobs

Home

Manage Account / Job

Post a New Job

香港都會大學
HONG KONG METROPOLITAN UNIVERSITY
學生事務處
Student Affairs Office

Employer Account

Company Profile

Manage Jobs

Upload Document

View Company Profile

Sign Out

MANAGE JOBS

4 Job(s) Posted   1 Active Job(s)

SYSTEM TESTER (PART TIME)
Application Deadline 2023-12-31
Last Update: 2023-11-21   Pending

ASSISTANT MARKETING MANAGER
Application Deadline 2023-12-31
Last Update: 2023-11-21   Active

PROJECT ASSISTANT
Application Deadline 2023-12-31
Last Update: 2023-11-21   Reject

UI/UX DESIGNER
Application Deadline 2023-11-21
Last Update: 2023-11-21   Inactive

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4. Post/Manage A Job
Explanation Of Job Status

MANAGE JOBS

4 Job(s) Posted 📑   1 Active Job(s) 📊

SYSTEM TESTER (PART TIME)
Application Deadline 2023-12-31
Last Update: 2023-11-21

Pending — The submitted post is under review by HKMU SAO.

ASSISTANT MARKETING MANAGER
Application Deadline 2023-12-31
Last Update: 2023-11-21

Active — The submitted post has been published by HKMU SAO.

PROJECT ASSISTANT
Application Deadline 2023-12-31
Last Update: 2023-11-21

Reject — The submitted post has been rejected by HKMU SAO.

UI/UX DESIGNER
Application Deadline 2023-11-21
Last Update: 2023-11-21

Inactive — When the application has been expired.

4. Post/Manage A Job
Job Status and Account Extension

The account validity may affect the status of job post(s):

MANAGE JOBS

4 Job(s) Posted 💼

1 Normal

2 Account Expired^ (Inactive)

3 Account Extended

SYSTEM TESTER (PART TIME)
Application Deadline **2023-12-31**
Last Update: **2023-11-21**

Pending | Pending | Pending

ASSISTANT MARKETING MANAGER
Application Deadline **2023-12-31**
Last Update: **2023-11-21**

Active → Inactive → Active

PROJECT ASSISTANT
Application Deadline **2023-12-31**
Last Update: **2023-11-21**

Reject | Reject | Reject

UI/UX DESIGNER
Application Deadline **2023-11-21**
Last Update: **2023-11-21**

Inactive | Inactive | Inactive

^Attention!

Employer will receive an email notification 7 days prior to the account expiration (the date will vary respectively). Employer is required to submit a renewed Business Registration (or equivalent) Certificate copy for approval of the account extension. Otherwise, both your account and active job post(s) will be changed to "Inactive" status.

Company Profile

📤 Upload Business Registration (or equivalent) Certificate

👤 View Company Profile

↪ Sign Out

Your Business Registration (or equivalent) Certificate

Your Document

Browse

Please use file < 5MB, with format in .jpg, .jpeg, .png, .gif, and .pdf. Please do not use any special characters in file name.

Update

4. Post/Manage A Job
Job Status and Visibility
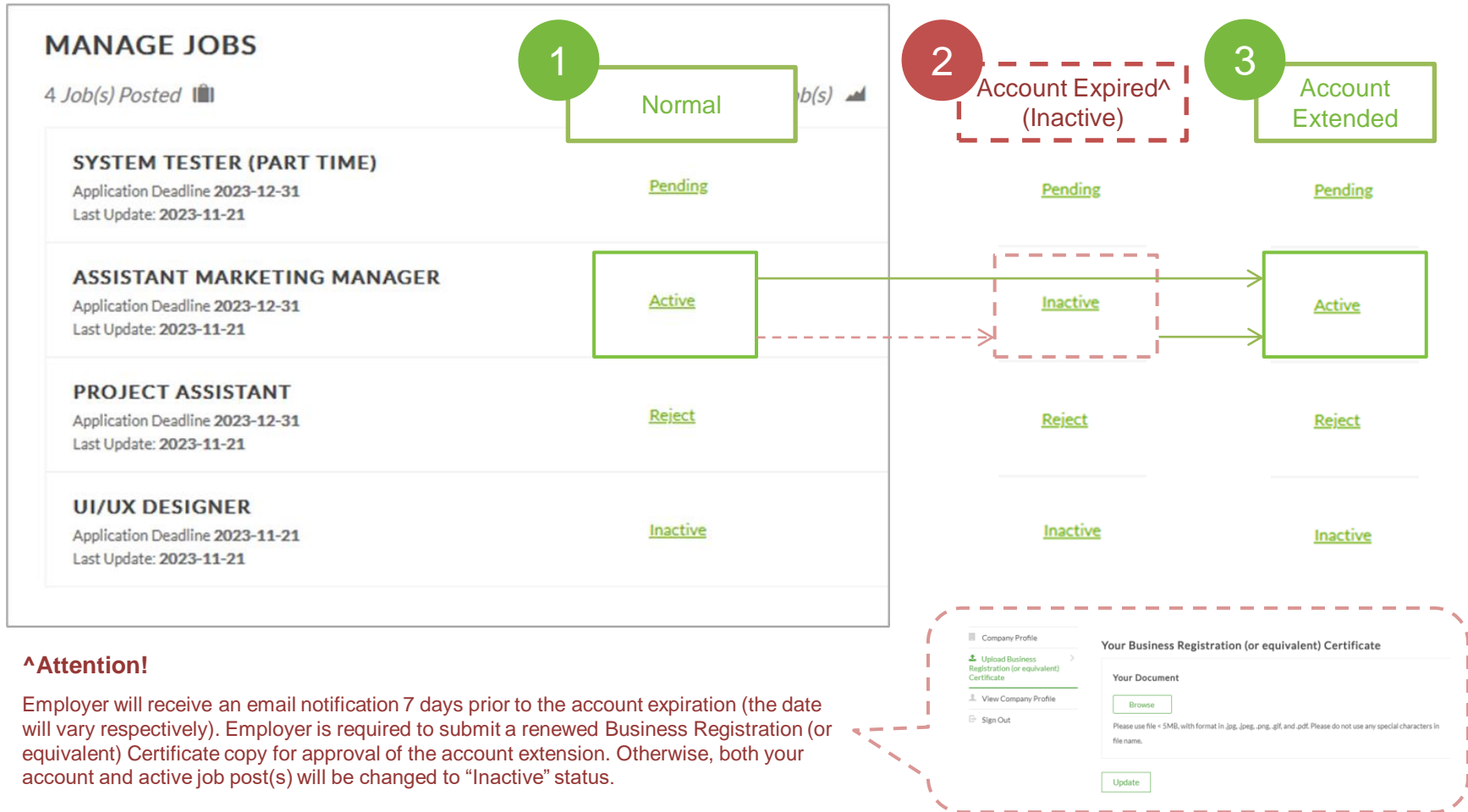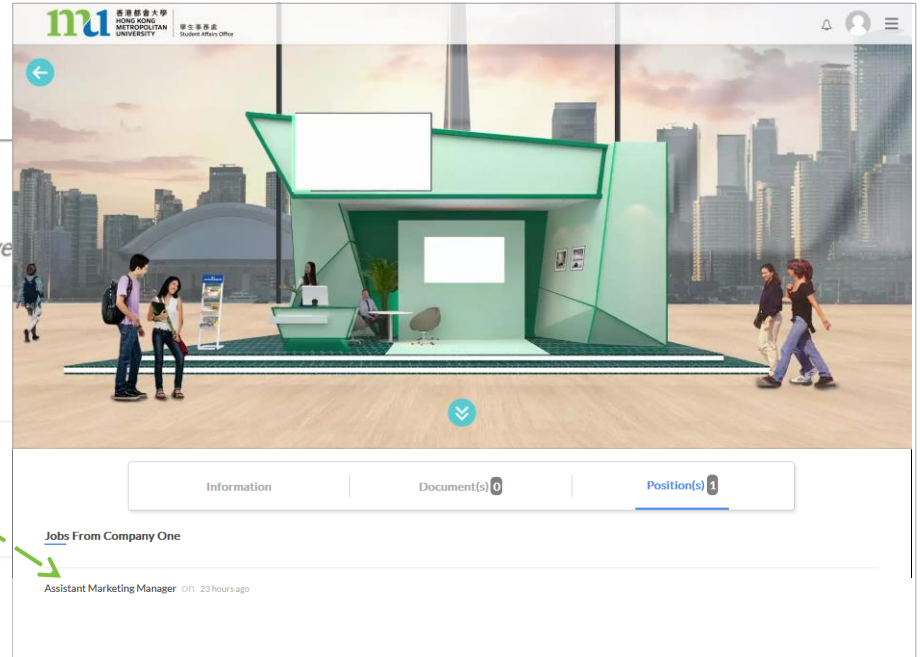

MANAGE JOBS

4 Job(s) Posted 💼   1 Active

SYSTEM TESTER (PART TIME)
Application Deadline 2023-12-31   Pending
Last Update: 2023-11-21

ASSISTANT MARKETING MANAGER
Application Deadline 2023-12-31   Active
Last Update: 2023-11-21

PROJECT ASSISTANT
Application Deadline 2023-12-31   Reject
Last Update: 2023-11-21

UI/UX DESIGNER
Application Deadline 2023-11-21   Inactive
Last Update: 2023-11-21

Only the Active Job(s) is/are visible to the employer via Profile Menu > View My Profile >> Position(s) Tab

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4. Post/Manage A Job
Edit/Remove Job(s)

1 *Active Job(s)*

Pending

Active

Edit Job

Reject

Remove Job

Inactive

Employer Account

Company Profile
Upload Document
View Company Profile
Sign Out

EDIT JOB -> PROJECT ASSISTANT

Job Title*

Project Assistant

Number of Vacancy*

1

Job Description

Visual Text

Are you sure to delete ?

Yes, delete it   **Cancel**

That's It. You Are All Set!