

Guidelines for Job Posting on HKSYU Job Portal

HKSYU Job Posting Services is offered free to employers. Before registering as employers and posting jobs on our Career Services Website, please read the following guidelines:

Registration for an Employer Account

1. For the first-time user, please register an account on our Career Services Website (<https://osacareer.hksyu.edu/>) for job posting.
2. Upon registration, verification checks of all the given details will be performed. Registrants will be informed of the verification results through emails from Career Services Section. It may take 2-3 working days for vetting the application.
3. The company name registered at the job portal should be the same as the name of Business/ Corporation stated on the Business Registration Certificate.
4. The Business Registration copy submitted must be valid for at least one month from the job posting date.
5. Employers are advised to provide email contact with company domain name instead of using common email accounts (e.g. Gmail or Hotmail etc.)
6. For non-governmental organization (NGO), please submit a copy of the **registration for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112) (慈善團體證)** instead of Business Registration copy.
7. For education institution, please submit a copy of the **Certificate of Registration of a School (Cap.279) (學校註冊證明書)** instead of Business Registration copy.
8. Please note that we only welcome job posting of direct recruitment only. No postings from third-party recruiters are allowed. Third party recruiters refer to any agencies, organizations or individual that recruit candidates for employment other than for their own use.
9. HKSYU reserves the right to accept or reject any registration by any company and the right to accept, reject or remove any job information provided via the Job Portal.

Requirements on Job Postings:

1. All job postings must be appropriate for HKSYU students or fresh graduates. **The entry requirement for graduate job postings must be at degree level or above** (e.g. Graduate job postings that require only secondary/higher diploma/sub-degree education will not be considered). We are unable to accommodate requests from employers with job vacancies which are not relevant to the academic profiles of students.
2. Posting requests for private tutoring will not be processed.
3. All job postings are required to provide as much information as possible regarding the company, position, job duties, work location, requirements and application process to facilitate the vetting/ approval process, job posting with insufficient necessary information will not be processed.
4. Salary information is a required field. All postings must comply with the Minimum Wage Ordinance (CAP.

608). Employers are required to state salary/wage information for the purpose of law compliance that salary/wage for jobs posted cannot fall below the minimum wage level.

5. For those jobs or internships which students will be employed as “Work Experience Intern” or “Student Intern”, please specify in the job posting. For details on the classification of “Work Experience Intern” and “Student Intern”, please refer to (<http://www.labour.gov.hk/eng/news/mwo.htm>).
6. The job portal does not accept postings for volunteer work/ work that requires an applicant to make any form of payments or deposits for job offers or interviews.
7. Some HKSJU students are non-local residents and may require work visas to take up employment in Hong Kong. Employers are advised to check with individual job applicant when making job offers.
8. Only one position can be advertised in each posting; with the exception of learning centres and tutorial centres who are recruiting teaching or tutoring positions.
9. Duplicate postings for the same job are not allowed. Posting may be re-submitted in subsequent posting period.
10. The person(s) recruited for the position(s) advertised in job post is/are to be directly employed by the employer. Contract of employment is to be made between the employer and the employee(s) directly. No postings for third-party recruiters are allowed. Third party recruiters are referred to as any agencies, organizations or individuals that recruit candidates for employment other than for their own use. The job portal should not be used for any marketing or promotional activities or in any manner in which fees are levied or profits are made.
11. Avoid submitting requests not in compliance with the Discrimination Ordinance (<http://www.eoc.org.hk>) that may infringe or imply employment practice with discrimination against but not limited to sex, age, pregnancy, marital status, family status, disability and etc. No postings will be made for an employer who does not practise equal opportunity.
12. All activities carried out by the employer should be legal and in compliance with the Labour Laws.
13. In compliance with the Personal Data Privacy Ordinance, the information provided by the students will be used only for selection and employment-related purposes and will only be made accessible to staff involved in the recruitment process of the employer.
14. All users will not use the platform to transmit, distribute store material in violation of any applicable law or regulation, or in any manner that will infringe the copyright, trademark, trade secrets or other intellectual property rights of others or violate the privacy or publicity or other personal rights of others, or that is libellous, obscene, threatening, abusive or hateful.
15. HKSJU reserves the right to change the guidelines at any time and without prior notices.
16. In case of any dispute arising from the guidelines, the decision of HKSJU shall be final.

Please contact Career Services Section via email osa_career@hksyu.edu or call at 2806-5158, should you have any questions on the use of the job portal.