

PolyU Job Board — Employer Portal

User Guide

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User Guide for PolyU Job Board — Employer Portal

The Employer Portal is for **external employers** who manage non–PolyU Work-on-Campus (WOC) job openings. To access the Portal, please create an account or log in with your registered email.

For PolyU staff posting WOC vacancies, please refer to the *User Guide for PolyU Job Board – Employer (WOC) Portal*.

1 Introduction to PolyU Job Board – Employer Portal

1.1 Introduction

PolyU Job Board is an online platform that supports employers in requesting for posting jobs, managing job openings and applications, and track recruitment progress in one place. It also facilitates PolyU’s students’ and fresh graduates’ job search and application management.

Employers should refer to and comply with the latest Terms of Use and Privacy Policy available within the Portal.

1.2 Supported Languages

The Employer Portal supports three interface languages:

- English
- Traditional Chinese (繁體中文)
- Simplified Chinese (简体中文)

Switch languages please use the language options in the top header next to the profile menu.

EN 繁 簡

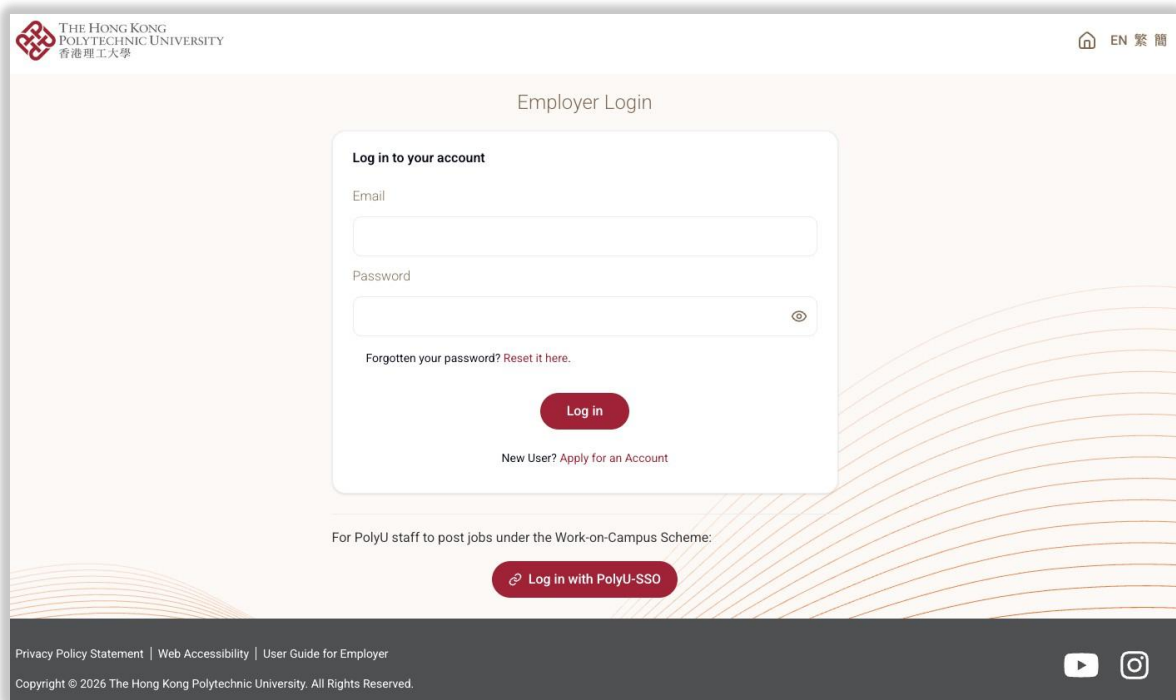
2 Getting Started



2.1 Apply for Employer Portal Account

- Go to PolyU Job Board login page (<https://jobboard-sao.polyu.edu.hk>).
- Select **Apply for an Account**.
- Complete **the required contact information and login details**.
- Provide **company / organisation** details, including **Business Registration (BR), company logo**, etc.
- Submit the form. Upon submission, you can login to submit new job post request(s).
- Please note your account registration and job post request(s) will be reviewed together in a single process, and once approved, a confirmation will be sent to your email.

2.2 Log in to PolyU Job Board



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

EN 繁體

Employer Login

Log in to your account

Email

Password

Forgotten your password? [Reset it here.](#)

Log in

[New User? Apply for an Account](#)

For PolyU staff to post jobs under the Work-on-Campus Scheme:

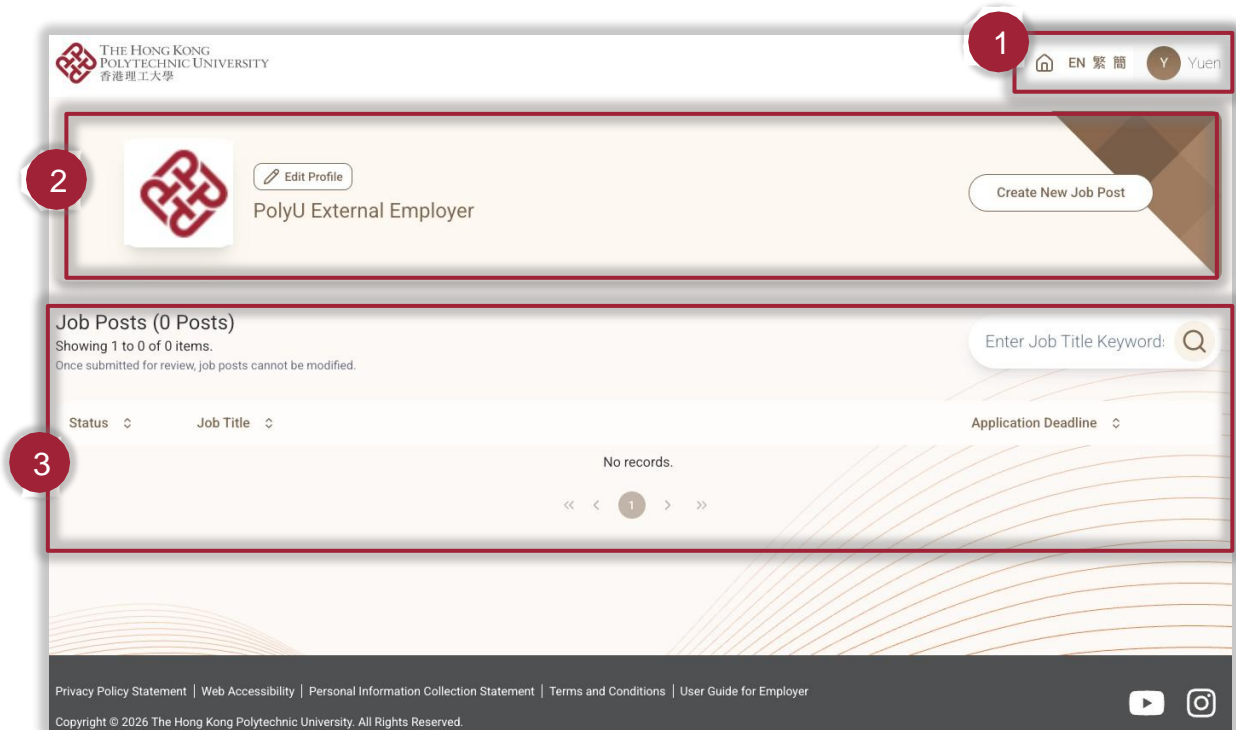
[Log in with PolyU-SSO](#)

Privacy Policy Statement | Web Accessibility | User Guide for Employer
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- Go to the **Employer Login** page.
- Enter your **registered email address** and **password**.
- After submitting your credentials, enter the **one-time passcode (OTP)** sent to your email to complete the login process.
- Select **Reset it here** if you forget, or need to reset, your password.
- **Remarks: Login with PolyU SSO** is for **PolyU staff** internal use only. External employers please log in with **registered account or sign up for new registration**.

2.3 Interface

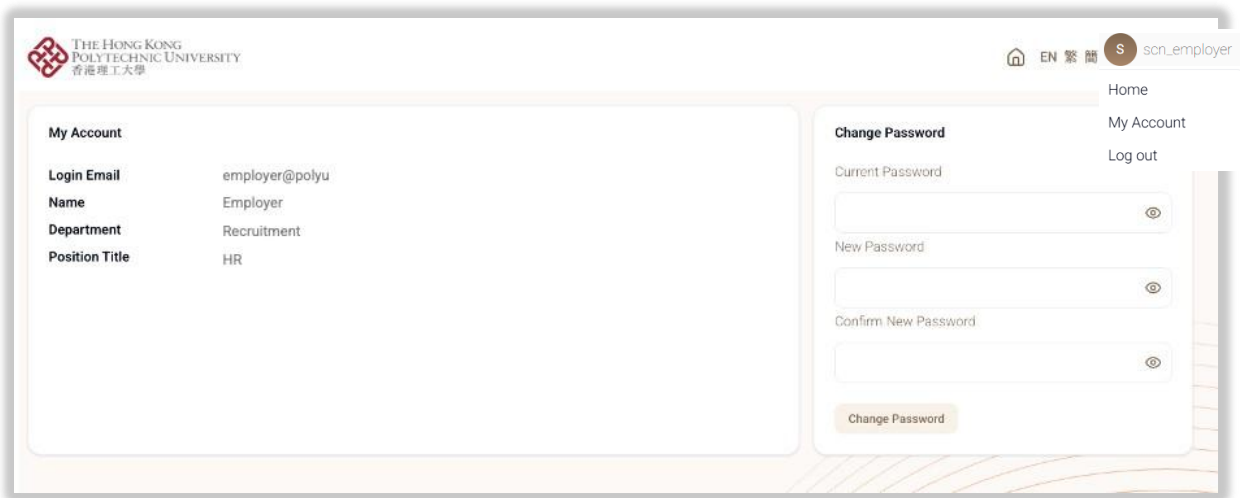
2.3.1 Main Page



- 1. Header: Language options (EN / 繁 / 簡) and User menu (Home, My Account, and Log out)**
- 2. Profile: Company logo and name (with Chinese, if applicable), with options to edit company profile and create new job post**
- 3. Job list: Keyword search bar and collapsible rows showing job details**

2.3.2 My Account

- Click **User menu > My Account**



The screenshot displays the 'My Account' interface. On the left, a table lists account details: Login Email (employer@polyu), Name (Employer), Department (Recruitment), and Position Title (HR). On the right, the 'Change Password' section contains three password input fields (Current Password, New Password, Confirm New Password) and a 'Change Password' button. The top right corner shows a user profile icon for 'scn_employer' with a dropdown menu for 'Home', 'My Account', and 'Log out'.

This section displays the following information:

- **Login Email**
- **Name**
- **Department**
- **Position Title**
- **Change password:** Provide information to change password

2.4 Create / Update Company Profile

- Go to **Main Page** > click the **company logo** area or select **Edit Profile** to open the **profile dialog**.
 - Update company details, including **company name, logo, contacts**, and **BR-related** information, as required.
 - Click **Submit** to save changes to your **company profile** (changes will apply to the new and existing job postings).
-

3 Job Posting

3.1 Create New Job Post

The screenshot shows the 'Create New Job Post' form. At the top, it says 'Create New Job Post' with a red asterisk indicating mandatory fields. Below this, there are two main sections: 'Part 1 - Company Details and Authentication' and 'Part 2 - Job Information'. Under 'Part 2 - Job Information', there is a sub-section 'Basic Information' with fields for 'Job Title *', 'Position Type *', and 'Number of Vacancies *'. The 'Number of Vacancies' field is currently set to '1'. Below this is a 'Job Requirement' section with fields for 'Working Location *', 'City', and 'Country'. The 'Working Location' is set to 'Hong Kong'. There are also fields for 'Level of Study *' and 'Year of Study *', both currently set to 'Select...'. At the bottom of the form, there is a 'Field of Study *' field and a checkbox for 'Any Disciplines'. The form is styled with a light orange background and includes the PolyU logo and name in the top left corner.

- Go to **Main Page > Create New Job Post** to open the creation page.
- Provide information and complete the form, as appropriate, in **Part 1 — Company Details and Authentication** and **Part 2 — Job Information**.
- Read and accept the Terms and Conditions, and Privacy Statement where required.
- Click **Save and Preview** to review the job post.

This section contains the legal disclaimer and consent checkboxes. It starts with a checkbox: I have read and agree to the Terms and Conditions above. Below this is the text 'Personal Information Collection Statement' and a link: 'Please refer to the [Personal Information Collection Statement of SAO of PolyU](#)'. At the bottom, there is another checkbox: I have read and agree to the Personal Information Collection Statement. A 'Create Job Post' button is on the left, and a red 'Save and Preview' button is on the right.

- Check if all information provided is correct, and click **Submit** the job post for PolyU's review.
- Upon submission, you will be redirected to the confirmation page showing the job title and reference number.
- PolyU will further verify the job post request in five working days. Once the job is approved, a confirmation will be sent to your email.

Employer

View as Job Seeker Edit Submit Delete

ⓘ This job posting is currently a draft. Please ensure all information is accurate before submitting.

Status	Reference Number
Draft	Not submitted

Company Information

Company Name (ENG)	PolyU External Employer
Company Name (CHI)	-

Employer

View as Job Seeker Edit Submit Delete

ⓘ This job posting is currently a draft. Please ensure all information is accurate before submitting.

Status	Reference Number
Draft	Not submitted

Company Information

Company Name (ENG)	PolyU External Employer
Company Name (CHI)	-

Are you sure to submit this job post?

Once submitted for review, job posts cannot be modified.

Cancel Continue

Job Post Submitted

Clerk

Reference Number: JN323942

The above job post has been submitted and is now under review by our team at PolyU.

We'll notify you via email once it has been approved and published on the job board.

Return to Home

3.2 Check Job Post Status & Manage Job Posts



On the **Main Page**, each job post is shown with its current **status**. To manage a job post, expand the row and use the available actions: View Post, Copy Job Post, and Close Job Post.

Action	When available	What it does
View Post	Always	Shows full job details. Users may: <ul style="list-style-type: none"> • Submit the job post if not yet submitted • Preview the post, if a link is present • Close the job post when it is published or submitted
Copy Job Post	Always	Creates a job post with prefilled details from a selected job
Delete Job Post	Draft only	Deletes the draft after confirmation
Cancel Job Post	Published or Submitted	Cancel a job post after job request submission, the job opening will not be proceeded and/or published.

4 Enquiries

Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University
Email: career.cps@polyu.edu.hk

The images in this user guide are mock-ups provided solely for internal reference. All content is subject to change. In the event of any disputes, PolyU reserves the final right of interpretation.

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