

Job Posting Procedure

3 Simple Steps

1. Registration

- Register as an employer



2. Choose a Plan

- Choose a job posting plan



3. Post Job Adv.

- Post job advertisement(s)

Step 1: Registration

- 1) Employer account registration
 - Registration URL:
 - <http://www.hkgoodjob.com/employers/signup.php>



- 2) Send Business Registration Copy

- 1) Email to: br@hkgoodjob.com, or
- 2) Fax to: 3011 1167

* Please state your registered login name



Step 2A: Choose a Plan

- Choose job posting plan
 - URL: <http://www.hkgoodjob.com/content.php?p=post>
- Special Offer:**
For new employer, 1st job posting is Free.

- Regular Package

| 收費組合 | 刊登數目 | 每份工作刊登日數 | 需於此限期內刊登 | 價錢 |
|------------|------|----------|----------|--------------------------------|
| Trial Plan | 1 | 60天 | 1個月 | HK \$0 *首次登記可免費刊登 1個招聘廣告 |
| Plan A | 1 | 60天 | 1個月 | HK \$180 |
| Plan B | 3 | 60天 | 6個月 | HK \$450 |
| Plan C | 5 | 60天 | 12個月 | HK \$600 |
| Plan D1 | 10 | 60天 | 12個月 | HK \$1,000 |
| Plan D2 | 20 | 60天 | 12個月 | HK \$1,800 |
| Plan E | 50 | 60天 | 24個月 | HK \$4,000 |

Step 2B: Payment

Payment Methods:

1

Bank transfer

2

Cheque

3

Credit Card (Visa / Master)

4

Paypal



Step 3: Post Job Adv.

- Post job advertisement

– URL:

<http://www.hkgoodjob.com/employers/post.php>



The screenshot shows the 'Post Job Advertisement' form on the HKGoodJob.com website. The form is titled 'Facebook 粉絲團' and is for a '大幫Part-Time及Freelance招聘 on Facebook'. The form includes the following fields and options:

- 帳戶資料**: 招聘廣告, 求職信管理, 求助
- 選擇廣告位置**: 刊登最高量, 刊登最先曝光的招聘廣告, 刊登最高的積分...
- 在標題刊登新招聘廣告**: * 代表必須填寫
- 申請工作方法**:
 - Allow Online Applications via 香港好工網 - 專業招聘平台 (HKGoodJob.com) (recommended)
 - Re-direct to a custom URL:
 - Disable / Specify instructions in the description
- 職位名稱**:
- 職位詳情**:
 - 公司名稱**: (Your company name Or fill "-")
 - 電郵地址**:
 - 聯絡電話**:
 - Fax**:
 - 薪金**: 請填寫薪金 / Neg./ 可議
 - 支薪方式**: [請選擇]
 - 工作詳情**:
- 分類詳情**:
 - 工作地區**: [請選擇]
 - 工作性質**:
 - 兼職
 - 暑期工
 - Freelance
 - 短期合約
 - 臨時工作
 - 工作分類**: [請選擇] (Posts in the wrong category will be removed)
 - 工作時期**: [請選擇]
 - 工作日**: [請選擇]
 - 所屬學歷**: [請選擇]
- Terms and Conditions**: I agree to the [Terms and Conditions](#).
- 儲存**: