

## A. Employer Registration at BUhub

### 1. Visit [BUhub](#).



### Alumni, Employers & Mentors

\* Email  
  
Complete this field.

\* Password  
  
Complete this field.

Remember me

[Forgot your password?](#)

or Log in with your

If you are a UIC student, please sign in using your email address.

For alumni account registration, please [click here](#).

For employer account registration, please [click here](#).

Encounter a sign-in problem?

For alumni, please contact [Alumni Affairs Office](#).

For students and staff, please contact [Office of Information Technology](#).

For employers, please contact [Career Centre](#).

For mentors, please contact [Office of Student Affairs](#).

### Students & Academic/ Teaching Staff

English ▼

For first-time user, please register here

Note: To ensure data security, you will be required to verify your identity via email for future logins.

2. Fill in the below information and then click 'Register as Employer'.



Join BUhub now!

\* First Name

\* Last Name

\* Email

Complete this field.  
\* Password

Complete this field.  
\* Confirm Password

[Register as Employer](#)

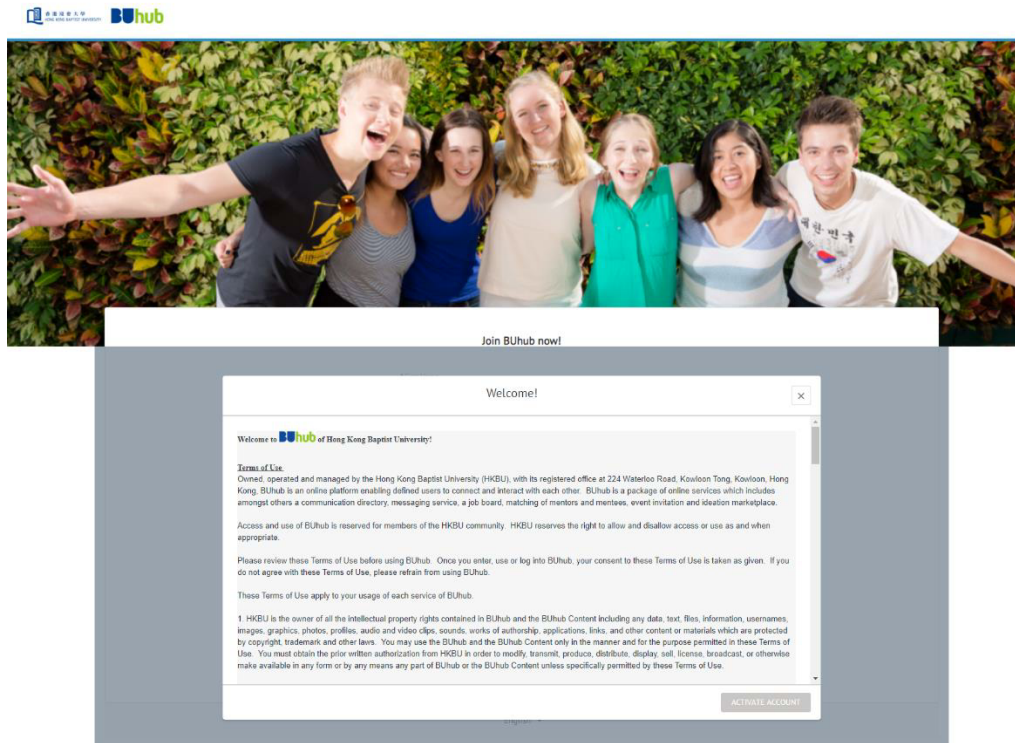
or Log in with your

[f](#) [in](#) [t](#) [G](#)

English ▾

Please fill in your first name, last name, email and password

3. Read through the Terms of Use and then click 'Activate Account'.



4. Please prepare a softcopy of your Company Business Registration Certificate and fill in your company details.

5. After you have filled in the registration form, the Career Centre (CC) of HKBU will review the information. An email will be sent to you once your employer account is approved and you will be able to post your job vacancies at BUhub. Usually, it takes two working days to process your registration request.

## B. Post Your Job Vacancies at BUhub

### 1. Input your login details.



#### Alumni, Employers & Mentors

\* Email

Complete this field.

\* Password

Complete this field.

Remember me

[Forgot your password?](#)

LOG IN

or Log In with your



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#### Students & Academic/ Teaching Staff

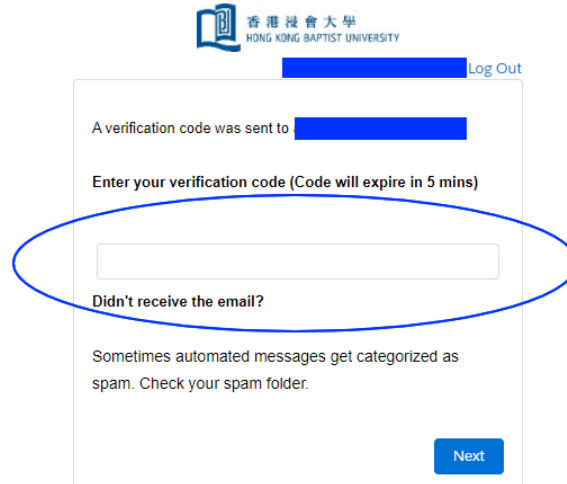
LOG IN WITH SSOid

Entre your username (email) and password

English ▼



2. A verification code will be sent to your registered email account. Please enter the code in the space provided.



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

Log Out

A verification code was sent to [REDACTED]

Enter your verification code (Code will expire in 5 mins)

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

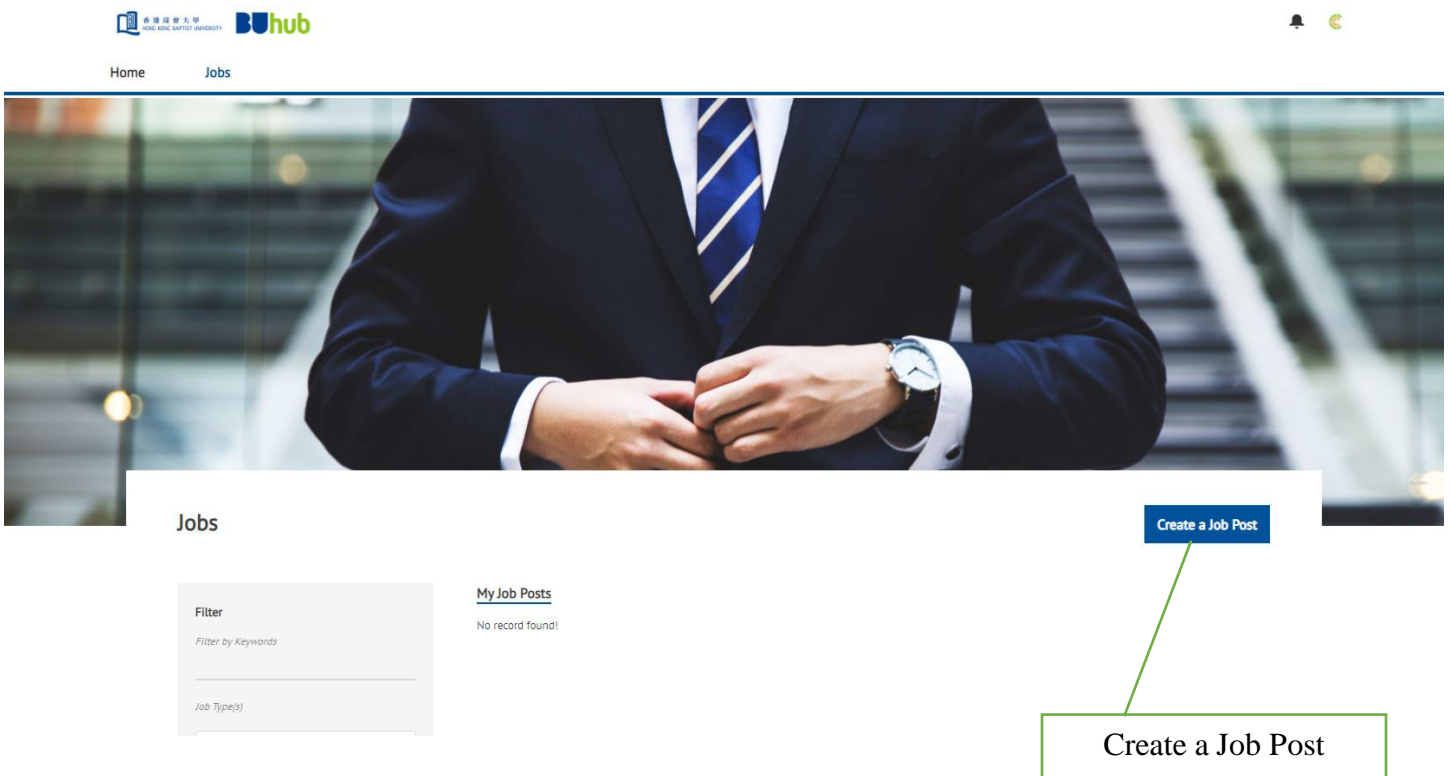
Next

3. Please choose the 'Job' module.

Choose 'Job'



4. Click 'Create a Job Post'.



5. Choose 'General Jobs' under 'Job Type'.



Jobs

Job Type(s)  
General Jobs

\* Job Title

Job Reference Number

Choose 'General Jobs'

6. Enter all the job information and then press 'Submit'.

\* Application End Date

Company Website

Preferred Faculties / Schools

Available

- Academy of Visual Arts
- Faculty of Arts
- Faculty of Science
- Faculty of Social Sciences

Chosen

Preferred Departments

Available

- Academy of Film
- Academy of Visual Arts
- Chinese Medicine - Teaching and ...
- Department of Accountancy and ...

Chosen

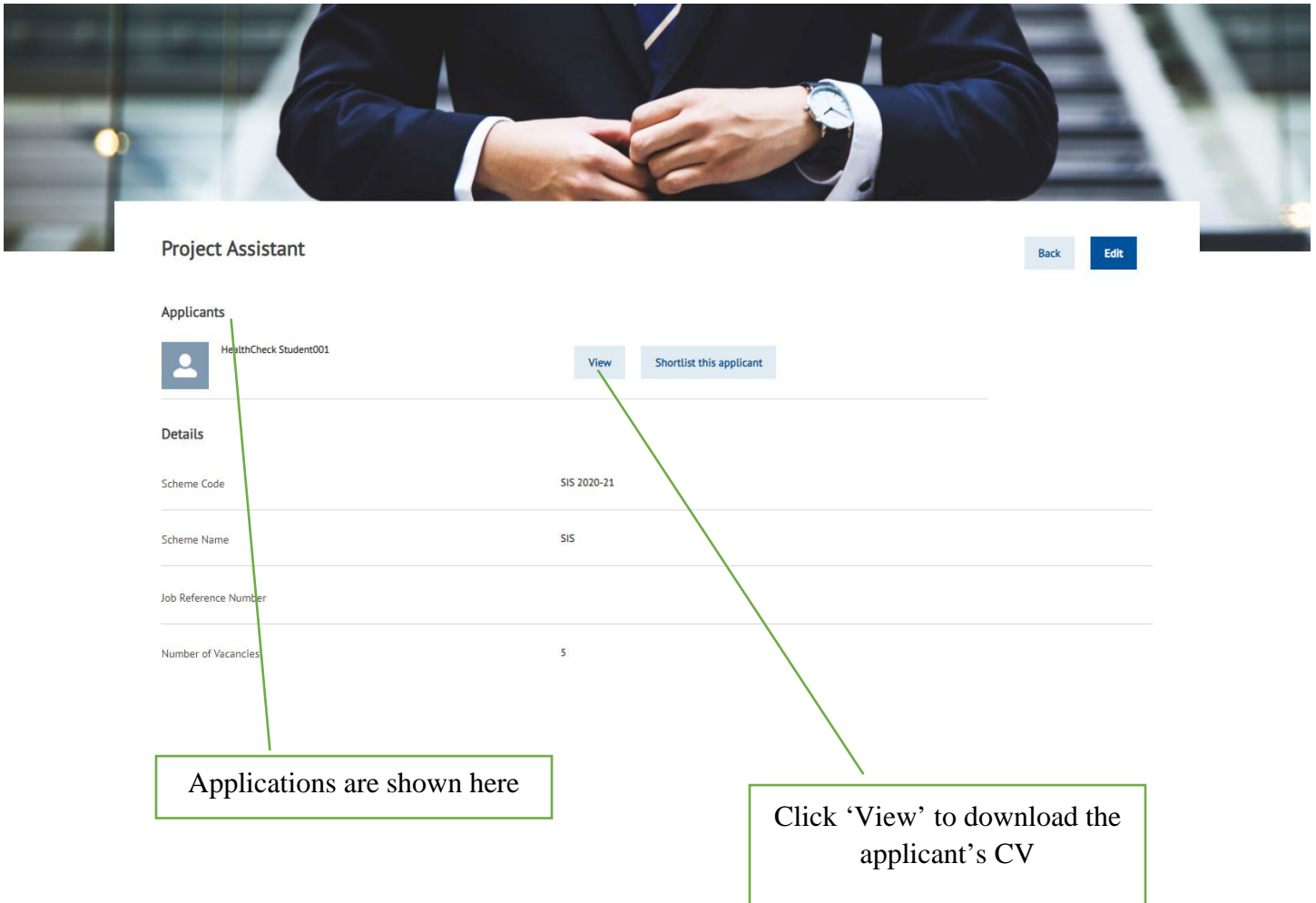
Cancel Submit

Press 'Submit'

7. It usually takes two working days to process your job posting request. An email will be sent to you once the job request is approved and your job vacancies will be posted at BUhub.

### C. View Applicants at BUhub (if you choose to receive job application at BUhub)

1. Login to BUhub and choose the 'Job' module.
2. Click the job title.
3. A list of applicants will be shown.



The screenshot displays the 'Project Assistant' job page on BUhub. At the top, there are 'Back' and 'Edit' buttons. Below the job title, the 'Applicants' section shows a list of applicants. The first applicant is 'HealthCheck Student001', with a 'View' button and a 'Shortlist this applicant' button. A green box with a line pointing to the 'View' button contains the text: 'Click 'View' to download the applicant's CV'. Below the applicant list is the 'Details' section, which includes the following information:

Details	
Scheme Code	SIS 2020-21
Scheme Name	SIS
Job Reference Number	
Number of Vacancies	5

A green box with a line pointing to the applicant list contains the text: 'Applications are shown here'.

4. You can then contact the applicants directly for interview by phone or email.