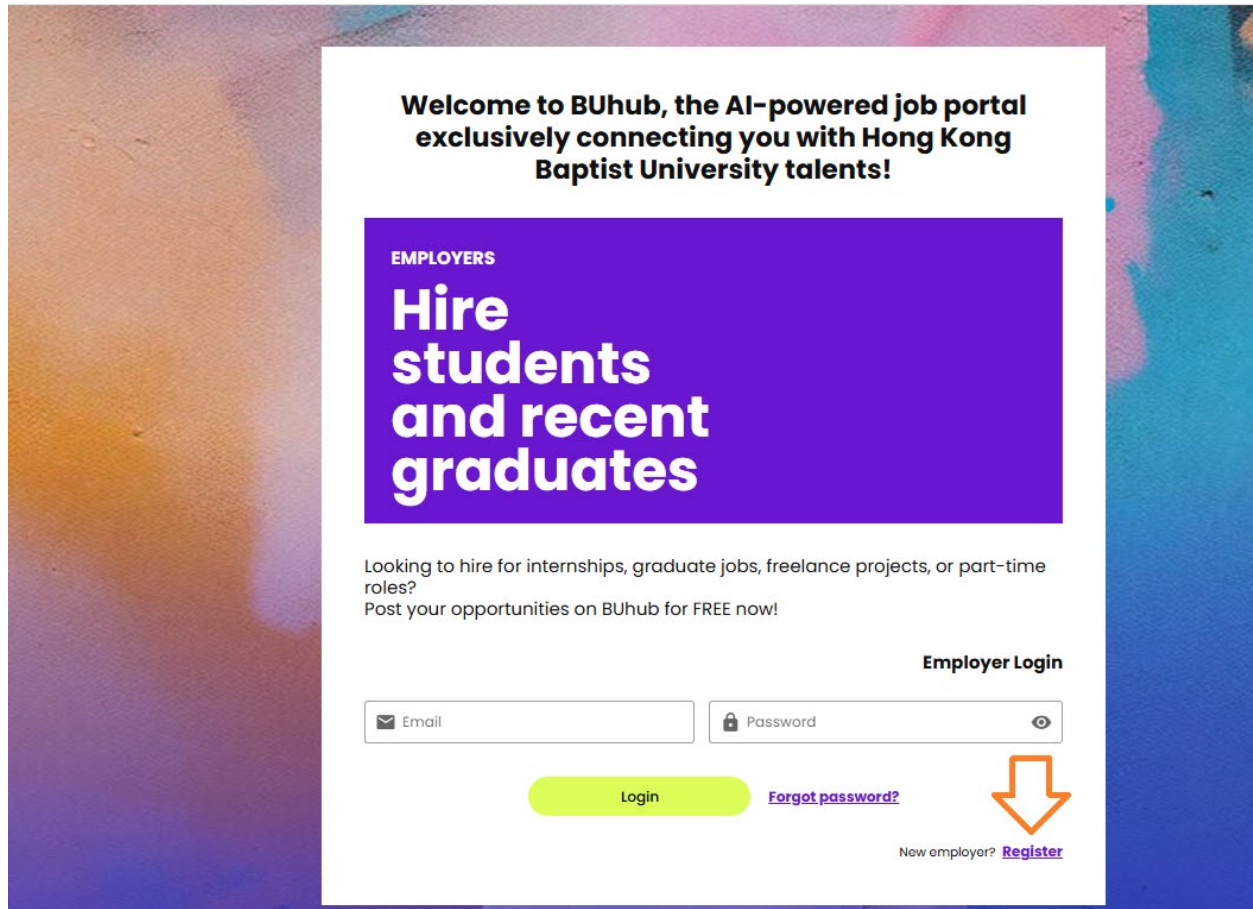


BUhub User Guide for Employers

For inquiries, please contact the HKBU Career Centre

Email: bucareer@hkbu.edu.hk / Tel: (852) 3411-7440

1. Visit the BUhub Employer Portal URL: <https://buhub.hkbu.edu.hk/employer/> and click “Register”



2. Enter your company information and upload your Business Registration (BR) or equivalent certificate(s).

Register as an Employer to post job and manage applications from HKBU!

Create an Employer Account Already have account? [Log In](#)

Company name (as on BR) Identity verification is needed	Brand name If differs from the company name
Company name (Chi)	Brand name (Chi)
Industry	HQ location
Company size	Company website
Contact no.	Job title

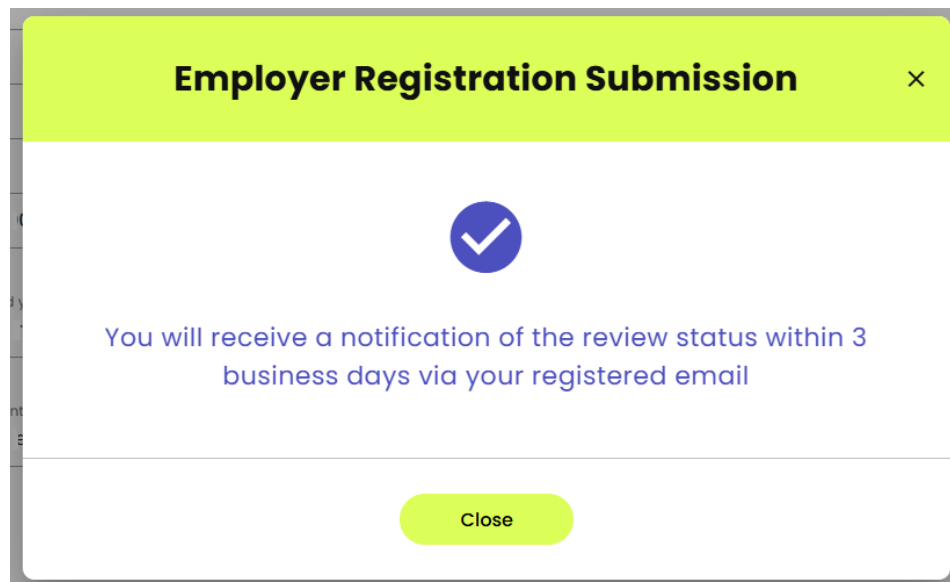
BR / equivalent certificate type Business Registration (HK)	BR / equivalent certificate number	BR / equivalent certificate expiry date dd/mm/yyyy 
--	---	---

By clicking Create Account:

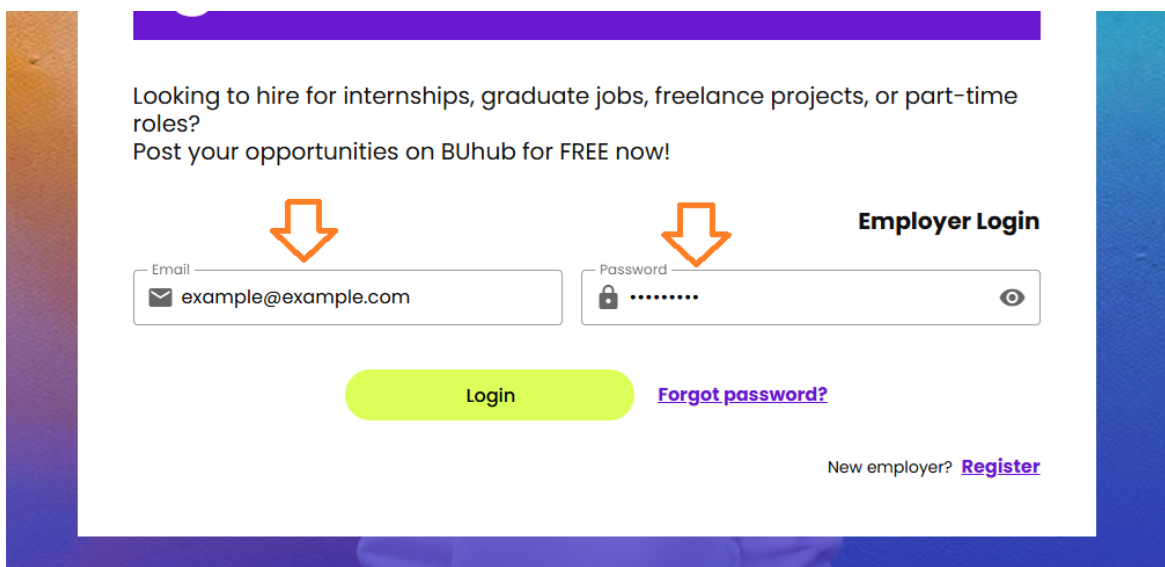
☐ I agree to accept BUhub's [Privacy Policy](#) and [Terms of Use](#). You can unsubscribe at any time.

☐ I agree to receive communications supporting my hiring process, and messages about hiring advice, career events, surveys, and other communications from HKBU. You can unsubscribe from these communications at any time.

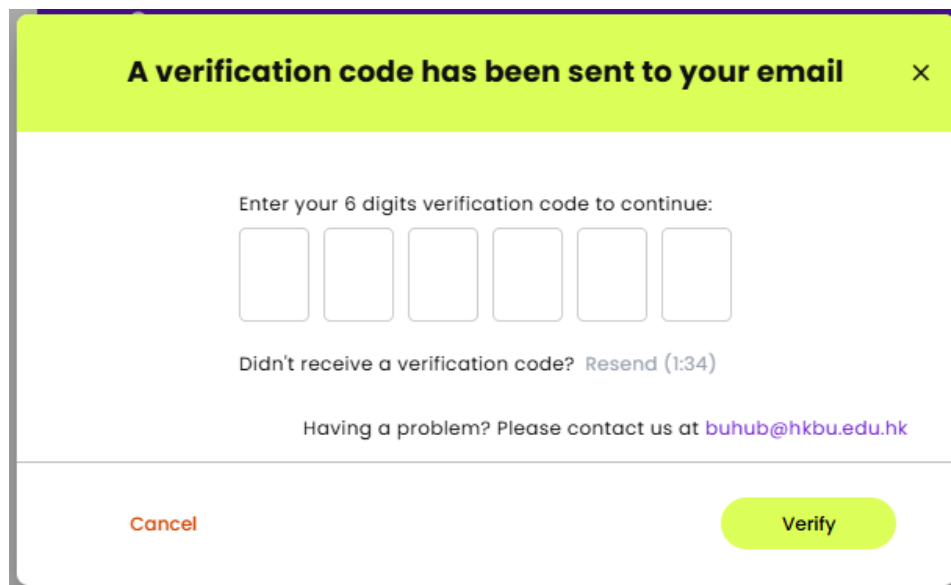
3. After submission, please wait for the HKBU Career Centre to review your application. This is usually completed within 3 working days.



4. Once you receive the approval email, sign in using the email address and password you created during registration.



5. Enter the verification code sent to your email.



A verification code has been sent to your email ×

Enter your 6 digits verification code to continue:

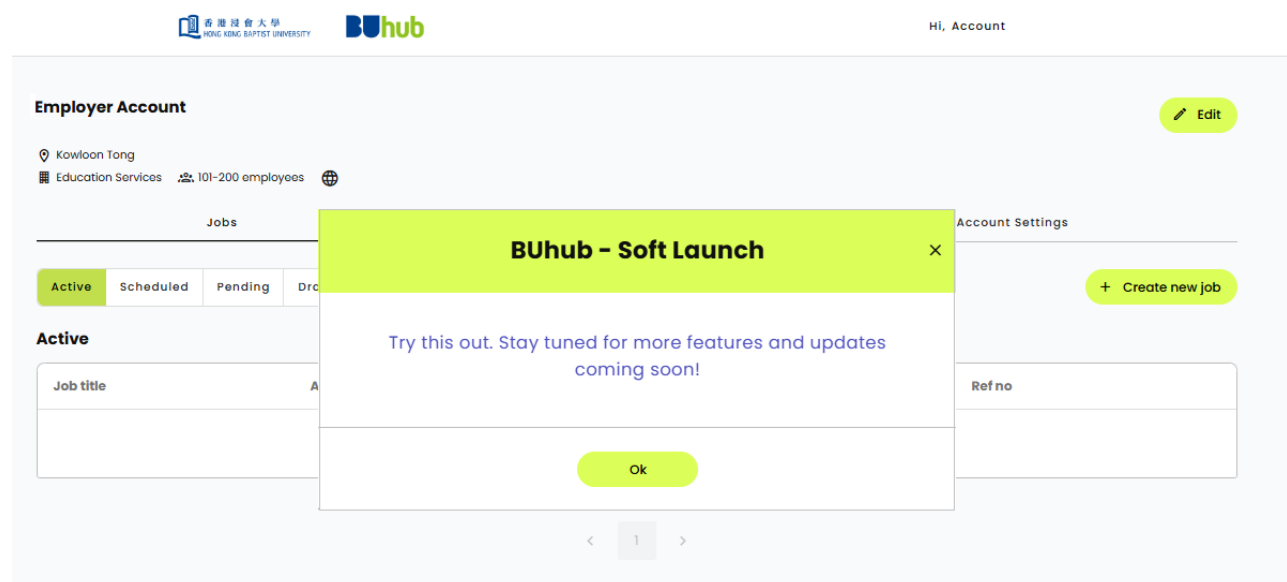
□ □ □ □ □ □

Didn't receive a verification code? [Resend \(1:34\)](#)

Having a problem? Please contact us at buhub@hkbu.edu.hk

[Cancel](#) [Verify](#)

6. After logging in, you will see your employer portal.



香港浸會大學 HONG KONG BAPTIST UNIVERSITY BUhub Hi, Account

Employer Account [Edit](#)

Kowloon Tong Education Services 101-200 employees

Jobs

Active Scheduled Pending Draft

Active

Job title	A

BUhub – Soft Launch ×

Try this out. Stay tuned for more features and updates coming soon!

[Ok](#)

Account Settings

[+ Create new job](#)

Ref no

< 1 >

7. Click “Edit” to update your company profile, including your company logo/banner and the “About Us” section. You can also indicate whether you are interested in inclusive hiring, including candidates with disabilities and/or special educational needs.



Hi, Account

Company profile

Upload your company logo 60x60px

Drag or upload from your device

Support file type: .png, .jpg

Upload your banner 1080x300px

Drag or upload from your device

Support file type: .png, .jpg

Company address

Renfrew Road, Kowloon Tong

☐ **We are an Inclusive Employer**

Ticking this box indicates that you are an inclusive employer who actively supports inclusive hiring for diverse talents, including HKBU students and graduates with disabilities and/or Special Educational Needs (SEN).

About us

B I U G   Normal

8. To post a job, click "Create New Job." Enter the Job Title, Job Function, Job Description, and Requirements, and other relevant details, and indicate if the role is for inclusive hiring. Click "Submit" to send your posting for administrator review; reviews are usually completed within three working days.

Hi, Account

[< Back](#)

New Job

Company details [Edit](#)
Industry: Education Services
Company size: 101-200 employees
About us

B I U G   Normal 

22 / 10000

Job details

Job title

Minimum requirements / preferences

Education 

Field of study (Optional)

Minimum experience 

☐ **Inclusive Hire** Ticking this box indicates this job welcomes applications from talents with disabilities and/or Special Educational Needs (SEN).

Job expiry date

☐ Till application deadline

dd/mm/2025 

☒ Till job expires in 60 days

Target post date incl. 3 business days for admin's approval

☒ Now

☐

dd/mm/2025 

Your job reference number

Application method:

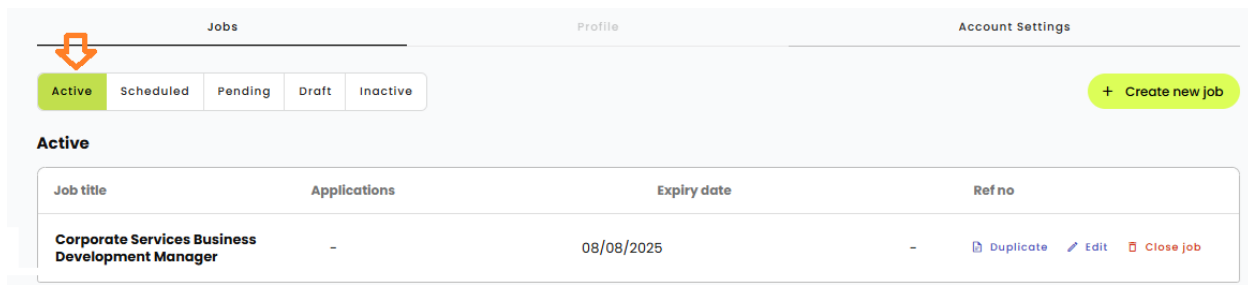
☒ All applications will be submitted through BUhub.

☐ If you'd like to receive applications via your company website, please insert your link here for approval.

[Cancel](#)[Preview post](#)[Save as draft](#)[Submit](#)



9. Once approved, your job postings will be listed in the “Active” tab.



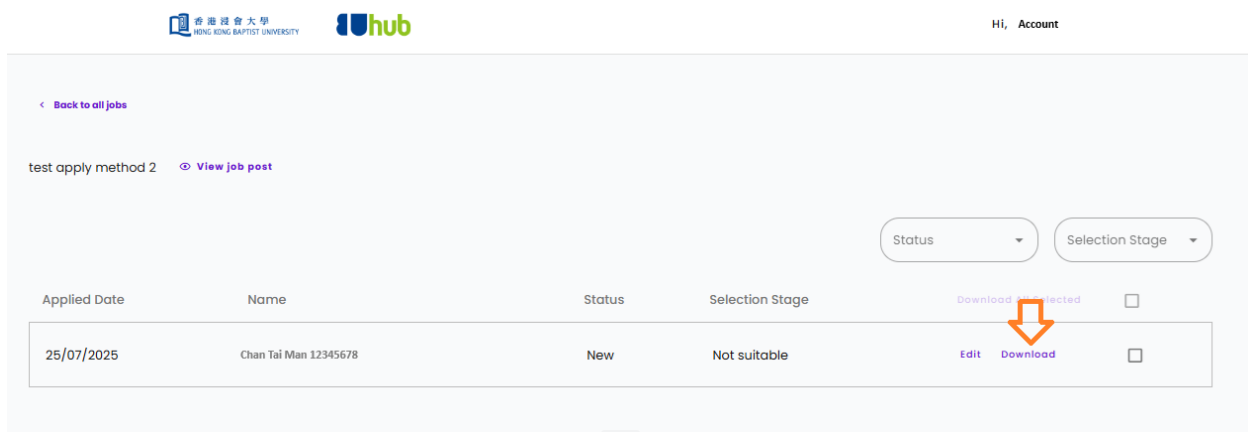
Jobs Profile Account Settings

Active Scheduled Pending Draft Inactive + Create new job

Active

Job title	Applications	Expiry date	Ref no
Corporate Services Business Development Manager	-	08/08/2025	- Duplicate Edit Close job

10. Click a job title to view applicants and download their CVs.



香港浸會大學 HONG KONG BAPTIST UNIVERSITY hub Hi, Account

< Back to all jobs

test apply method 2 View job post

Status Selection Stage

Applied Date	Name	Status	Selection Stage	Download CV
25/07/2025	Chan Tai Man 12345678	New	Not suitable	Edit Download