



cedars

Centre of Development and Resources for Students
學生發展及資源中心



HKU ITC STEM INTERNSHIP SCHEME

NETjobs User Guide For Employers

Register an account



NETjobs

1. Visit NETjobs.
<https://web2.cedars.hku.hk/jobs/main.php>
2. Choose “**Employer to post a full-time/part-time/internship/temporary position**”, then a new page will pop up.
 - a) If you do not have an account, please click “**Sign Up Here**”.
 - b) If you have an account, please enter the log in details.

NETjobs is an exclusive internet job information system for HKU students and graduates. It advertises vacancies for:

- Full-time jobs
- Part-time jobs
- Internship positions (e.g. Summer, Winter or other terms)
- Temporary jobs

SIGN IN AS:

HKU Student
(login via HKU Portal)

HKU Graduate
(for fresh graduates only)

Employer

To post a full-time / part-time / Internship / temporary position

Employer Sign in

For new account, please [SIGN UP HERE](#)

Please enter your login email and password:

Login Email:

Password:

Login

[Forget Password?](#)

Register an account

1. Fill in your company details
2. Submit required documents
 - a) **Private companies:** Business Registration Certificate
 - b) **NGOs or other charities:** Section 88
3. **CEDARS** verifies applications, accounts shall be activated once approved.

Employer Account Registration

Please complete this registration form (* indicates a required field):

* Email Address for NETjobs Login:
(Only accept company registered domain email)

NOTE: All system notification emails will be sent to this email address. This email cannot be changed once approved.

By checking this box, we declare that the login email is the designated company / organization email, which serves the purpose of direct recruitment for our company / organization.

The following information will be accessed by students/graduates

* Name of Company/Organization:
(The name of Company/Organization MUST match with the provided valid Business Registration Copy or equivalent)

公司中文名稱:

* Nature of Business:

* Company Address:

* Company Email:

* Phone (General Office):

Fax (General Office):

Website:
(Start with http:// or https://)

* Company/Organization Description:

* No. of Employees:

* Origin of Company Ownership:

For Others, please specify:

Parent Company:

The following information will be used for NETJobs Internal Reference only

* Company/Organization Type:

Post a job

1. Click "Post a Job" and read the guidelines carefully.
2. Tick the box of declaration if appropriate.

cedars
Centre of Development and Resources for Students
The University of Hong Kong
香港大學學生發展及資源中心

NETjobs

Post a Job

Guidelines for Job Posting

1. The Business Registration (or equivalent) Certificate submitted must be valid for AT LEAST ONE MONTH from the job posting date.
2. Each employer is allowed to submit a maximum of 12 postings every 12 months, from 1st July of the current year to 30th June of the following year. Re-posting for the same particular within 3 months will NOT be processed.
3. The closing date for application is maximum 1 month after the job posting date. If necessary, employer can extend the closing date of each job posting for **maximum 1 month ONCE**.
4. Only one position can be advertised in each posting. If more than one position is to be posted, employer should submit separate posting for each position. **Duplicate postings for the same position are NOT allowed.**
5. This recruitment notice will be advertised at HKU and **only accessible by HKU students, graduates and staff**. Employers are advised to check with the applicants for their University Student ID Card to verify their identity.
6. Some HKU 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.
7. This platform is for job posting only, please discuss the terms of employment with the applicants DIRECTLY.

Declaration

1. In compliance with the [discrimination law ordinances](#), job postings that may infringe or imply employment practice with discrimination against but not limited to sex, pregnancy, marital status, family status, disability, race, etc. will not be processed.
2. In compliance with the [Personal Data \(Privacy\) Ordinance](#), information provided by the students will be used only for selection and recruitment-related purposes and should only be made accessible to staff involved in the recruitment process of the employer.
3. The person(s) being recruited for the position 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 refer to agencies, organizations or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than their own needs, for profit or not for profit.
4. CEDARS has full jurisdiction over the admission of users and any other matters relating to NETjobs, and reserves the right to refuse any request for displaying recruitment information on NETjobs and deny or terminate any services to any users in case of any actual or potential breach of the terms and conditions and guidelines, determined at the sole and absolute discretion of CEDARS.

I declare that I have read, understand and agree to the Terms and Conditions, Guidelines for Job Posting, and the clauses above

Back Agree

Post a job

4. Fill in job information.

Special note:

a. **Employment Type**

- **“Internship”** : For non-graduate students; non-summer period.
- **“Summer”** : For job period during summer break.

b. **Employment Mode**

- **“Full-time”** : STEM internship must be full-time position

c. **No. of working hours**

The minimum requirement is 35 hours / week

Post a Job

UPDATE: The Innovation and Technology Commission (ITC) has set up the STEM Internship Scheme (“the Scheme”) to encourage STEM students to gain I&T-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool. For details of the Scheme, please see <http://cedars.hku.hk/stem>.

Job Information

* Employment Type:

Employment Mode:

* Job Title:

* No. of Vacancies:

* Job Nature:

* Job Description:

The job description will be shown in the same text format as the style in the job advertisement

Paragraph Verdana 11pt

0 WORDS POWERED BY TINYMCE

* Employment Type:
--- Please Select --
Graduate
Internship
Temporary

* Employment Mode:
--- Please Select --
Full-time
Part-time

* No. of working hours per day:

* No. of working days per week:

Post a job

5. Select your preference of joining STEM Internship Scheme.
6. Check the box to confirm the statement.
7. Click "Preview" to preview and submit your job posting.

STEM Internship Scheme

UPDATE: The Innovation and Technology Commission (ITC) has set up the STEM Internship Scheme ("the Scheme") to encourage STEM students to gain I&T-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool. For details of the Scheme, please see <http://cedars.hku.hk/stem>.

* Please indicate your preference of joining the Scheme:

- NO**, I do not want to post this job under the Scheme
- YES**, I would like to post this job under the Scheme. However, if this job does not fulfill the requirement of the Scheme, I would like to withdraw this job posting.
- YES**, I would like to post this job under the Scheme. If this job does not fulfill the requirement of the Scheme, I would still like to post this job in NETjobs (NOT under the Scheme) and accept applications from HKU

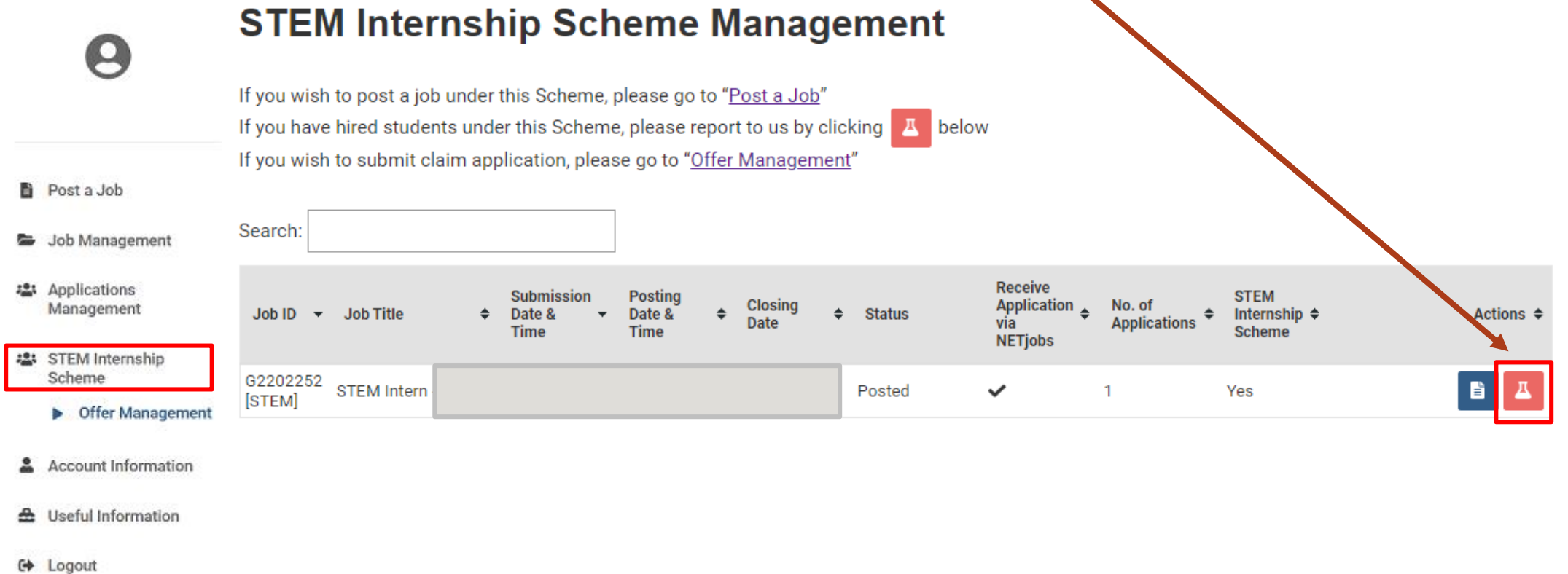
By checking this box, we declare that the recruited person(s) for the position advertised in this job post is/are to be **DIRECTLY EMPLOYED** by our company / organization. Contract of employment is to be made between our company / organization and the employee(s) **DIRECTLY**. Personal data collected will be used for our company's / organization's recruitment purpose only.

Cancel Preview


Report Intended Offer on NETjobs

Report Intended Offer



1. Click "STEM Internship Scheme".
2. Choose the job you wish to report, click the pink colour button.



STEM Internship Scheme Management

If you wish to post a job under this Scheme, please go to ["Post a Job"](#)
If you have hired students under this Scheme, please report to us by clicking  below
If you wish to submit claim application, please go to ["Offer Management"](#)

Search:

Job ID	Job Title	Submission Date & Time	Posting Date & Time	Closing Date	Status	Receive Application via NETjobs	No. of Applications	STEM Internship Scheme	Actions
G2202252 [STEM]	STEM Intern				Posted	✓	1	Yes	 

Navigation menu:

- Post a Job
- Job Management
- Applications Management
- STEM Internship Scheme**
- Offer Management
- Account Information
- Useful Information
- Logout

Report Intended Offer

3. Read the details and click the box if appropriate.

Report Offer to STEM Internship Scheme

Report Offer to STEM Internship Scheme

Once the offer is made to our student, you should inform CEDARS by filling in the offer details and submitting below documents:

1. Annex A – Declaration Form, to be completed by the student (can be downloaded from [here](#))
2. Copy of student's HKU Student Card
3. Copy of student's No Objection Letter (applicable for non-local students only)
4. Other relevant supporting documents if applicable (e.g., exam schedule or Leave of Absence)

CEDARS will check and confirm whether the student is eligible for the Scheme based on the student status and academic program in which the student is enrolled.

Once the student is confirmed to be eligible, you shall sign an official employment contract with the student with an internship employment period of not less than four consecutive weeks, and monthly basic salary no less than the amount as stipulated in the Minimum Wage Ordinance in Hong Kong.

Please visit our [website](#) for full details of this Scheme.
Please refer to [FAQ](#) of this Scheme for more information.

[IMPORTANT]

This internship **should not be a compulsory requirement** of the degree programme to which the student is admitted. Please check and confirm with the student before submitting this form. The internship period in excess of that required for fulfilling the graduation requirements could, however, be funded by the Scheme and this period should not less than four consecutive weeks.

I declare that I have read, understand and agree to the [HKU ITC Guidelines for Employers and Students](#)

Back

Agree

Report Intended Offer

4. Fill in the job details and candidate's details
5. **Following documents are required:**
 - a) HKU student card copy
 - b) Annex A form completed by student (downloadable by employer at NETjobs)
 - c) Copy of NOL (for non-local students only)
 - d) Other supporting documents (if applicable) e.g.
 - i. Exam Timetable (for internships start within HKU official assessment period)
 - ii. Leave of Absence (for internships during term time)
 - iii. Class Schedule (for internships during term time)

Report Offer to STEM Internship Scheme

Job information

* Position Title: STEM Intern - test

* Employment Type: Internship

* Employment Mode: Full-time

* Does this student concurrently benefit from other internship subsidies offered by the HKSAR Government? No Yes, please specify:

Supporting Documents

* Annex A:
(Max 5MB, in JPG/PNG/PDF/DOC/XLS format in 1 single file)

Choose file

* Copy of student's HKU Student Card:
(Max 5MB, in JPG/PNG/PDF format in 1 single file)

Choose file

Copy of student's No Objection Letter
(for non-local students only):
(Max 5MB, in JPG/PNG/PDF/DOC/XLS format in 1 single file)

Choose file

Other Supporting Documents
(if applicable):
(Max 5MB, in JPG/PNG/PDF/DOC/XLS format in 1 single file)

Choose file



Useful Information

Interview Questions

- [Personal Questions](#)
- [Motivational Questions](#)
- [Technical Questions](#)
- [Behavioural Questions](#)
- [Situational Questions](#)
- [Others](#)

Downloadable Forms

- [Annex A - Declaration form for Student Intern](#)
- [Work Hours & Leave Record](#)

Post a Job

Job Management

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STEM Internship Scheme

Offer Management

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Logout

By checking this box, we confirm that the internship with the student DOES NOT create any direct or indirect conflicts with the personal, business, or financial interests of either party. I further affirm that I will promptly disclose any potential or actual conflict of interest that may arise during the internship to HKU CEDARS. And we also confirm the student DOES NOT do this internship to fulfil the graduation compulsory requirement.

By checking this box, we declare that the recruited person(s) for the position advertised in this job post is/are to be DIRECTLY EMPLOYED by our company / organization. Contract of employment is to be made between our company / organization and the employee(s) DIRECTLY. Personal data collected will be used for our company's / organization's recruitment purpose only.

Cancel

Preview

Report Intended Offer

6. Submission completed
7. **CEDARS** will check and confirm with the employers whether the student is eligible under the Scheme based on the student status and programme/major in which he/she is enrolled.
8. If any clarification on documents or internship information is required, **CEDARS** will notify employers and students via email.

Success!

Thank you for reporting offer to STEM Internship Scheme and it will be processed in 5 working days.


Should you have any enquiries, please contact us at stem@cedars.hku.hk.

Check reported offer status

1. Employers can check status at "Offer Management"
2. Choose the job and click "View reported offer".
3. The status of specific job will be shown.




STEM Internship Scheme Management

If you wish to post a job under this Scheme, please go to "[Post a Job](#)"

If you have hired students under this Scheme, please report to us by clicking  below



If you wish to submit claim application, please go to "[Offer Management](#)"

Search:

Job ID	Job Title	Submission Date & Time	Posting Date & Time	Closing Date	Status	Receive Application via NETjobs	No. of Applications	STEM Internship Scheme	Actions
G2202252 [STEM]	STEM Intern	2022-10-26 18:24:49	2022-11-17 15:42:58	2022-11-30	Posted	✓	1	Yes	   View reported offer

STEM Internship Scheme - Offer Management

Search:

STEM ID	Job ID	Position	Full Name of Intern	Status	Submission Date	Actions
S0001524	G2202252	STEM Intern		Offer Application Submitted	2022-11-17 15:54:54	 

Submit Claim Allowance

Submit Claim Allowance



1. Employers click “Offer Management” on the left-side menu bar.
2. Click “Claim Allowance” to start submission.

Please prepare these documents for submission:

1. Signed employment contract
2. Payment proofs
(e.g. transaction advice, monthly payslips)
3. Work Hours & Leave Record *(downloadable on NETjobs)*
4. Online HKU assessment form
- filled by both employers and students separately
- links can also be found in allowance claim email sent to employer after reported offer is approved
5. Other Supporting Documents *(if applicable)*
- e.g. resignation letter

STEM Internship Scheme - Offer Management

Search:

STEM ID	Job ID	Position	Full Name of Intern	Status	Submission Date	Actions
S0001524	G2202252	STEM Intern - test	Kelly Lau (N/A)	Offer Application Submitted	2022-11-17 15:54:54	  Claim Allowance

Document Upload

* Finalised Employment Contract:
(Max 5MB, in pdf/doc/docx format in 1 single file)

This field is required.

* Payment Proofs:
(Max 5MB, in pdf/doc/docx/jpg/png format in 1 single file)

This field is required.

* Attendance Record:
(Max 5MB, in pdf/doc/docx format in 1 single file)

This field is required.

(Optional) Other Supporting Documents:
(Max 5MB, pdf/doc/docx/jpg/png format in 1 single file)

(Please submit here for any supporting documents other than types submitted in Submission 1-4)

Annex E - Assessment/Evaluation Form
(for winter internship 2022-23 only):
(Max 5MB, in pdf/doc/docx format in 1 single file)

Note:

*Annex F - Online Assessment Form can be completed online.









Employer's assessment form (Summer internship 2023): [HKU ITC STEM Internship Scheme - Annex E Assessment Form \(qualtrics.com\)](#)

Student's assessment form (Summer internship 2023): [HKU ITC STEM Internship Scheme - Annex E Assessment Form \(qualtrics.com\)](#)

Useful Information

- Download required forms on NETjobs



-  Post a Job
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-  STEM Internship Scheme
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Useful Information

Interview Questions

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- [Others](#)

Downloadable Forms

- [Annex A – Declaration form for Student Intern](#)
- [Work Hours & Leave Record](#)



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Thank you