

# **HKU ITC STEM INTERNSHIP SCHEME NETjobs User Guides for Employers**

(Updated as of March 2025)









# Post Job & Interview Candidates







### **Post Job: NETjobs Guidelines**

1. Click "Post a Job" and read the guidelines for job posting carefully.

2. Tick the box of the declaration to proceed

	0	Post a Job
	0	Guidelines for Job Posting
		1. The Business Registration
ß	Post a Job	2. Each employer is allowed Re-posting for the same p
1	Job Posts Management	3. The closing date for applic posting for <b>maximum 1 m</b>
***	Job Applications Management	4. Only one position can be a position. Duplicate posting
-	STEM Internship Scheme	
	Apply Now	<ol><li>This recruitment notice wi the applicants for their Un</li></ol>
	<ul> <li>STEM Applications Management</li> </ul>	<ol> <li>Some HKU students are n individual job applicant wl</li> </ol>
	Declaration     1. In compliance with     not limited to sex, p     2. In compliance with     related purposes an	the <u>discrimination law ordinances</u> , job regnancy, marital status, family status the <u>Personal Data (Privacy) Ordinance</u> id should only be made accessible to s
	<ol> <li>The person(s) being made between the agencies, organizat needs, for profit or r</li> </ol>	precruited for the position advertised i employer and the employee(s) DIRECT ions or individuals recruiting candidate not for profit.
	1.0001001-0.0	isdiction over the admission of users a
	<ol> <li>GEDARS has full jur displaying recruitme and conditions and</li> </ol>	ent information on NETjobs and deny o guidelines, determined at the sole and

### **NETjobs**

on (or equivalent) Certificate submitted must be valid for AT LEAST ONE MONTH from the job posting date.

to submit a maximum of 12 postings every 12 months, from 1st July of the current year to 30th June of the following year. particular within 3 months will NOT be processed.

ication is maximum 1 month after the job posting date. If necessary, employer can extend the closing date of each job **nonth ONCE**.

advertised in each posting. If more than one position is to be posted, employer should submit separate posting for each ngs for the same position are **NOT** allowed.

vill be advertised at HKU and **only accessible by HKU students, graduates and staff**. Employers are advised to check with niversity Student ID Card to verify their identity.

non-local residents and may require work visas to take up employment in Hong Kong. Employers are advised to check with /hen making job offers.

b postings that may infringe or imply employment practice with discrimination against but s, disability, race, etc. will not be processed.

e, information provided by the students will be used only for selection and recruitmentstaff involved in the recruitment process of the employer.

in job post is/are to be directly employed by the employer. Contract of employment is to be FLY. No postings for third party recruiters are allowed. Third party recruiters refer to es for temporary, part-time, or full-time employment opportunities other than their own

and any other matters relating to NETjobs, and reserves the right to refuse any request for or terminate any services to any users in case of any actual or potential breach of the terms d absolute discretion of CEDARS.

s and Conditions, Guidelines for Job Posting, and the clauses above

Back Agree

## **Post Job: NETjobs Guidelines (Cont.)**

3. Fill in the below information:
<b>a) Employment Type:</b> Internship
b) Employment Mode: Full-time
<b>c) Working hours:</b> at least 7 hours per day
<b>d) No. of working days per week:</b> at least 5 days (Mon to Fri)
e) Work Mode: Hybrid work / Fully on-site work

### 4. Select your preference of joining STEM Internship Scheme.

**Note:** The question for the preference of joining the Scheme will only be available if fill out the above information correctly.

5. Click "Preview" to preview then submit the job post.



Publish even if the position is not eligible for STEM

\* No. of working days per week:

* Employment Type:	* Employment Type: Please Select			
	Please Select			
* Employment Mode:	Graduate			
employment mode.	Summer			
	Internship			
* Job Title:	Temporary			
Employment Mode:	Please Select			
	Please Select			
* Job Title:	Full-time			
Job Hue.	Part-time			
* Work	Mode: Fully remote work			
	Fully on-site work			
<mark>، No. of working hours ب</mark>	per day: 8			

Only available when select "Internship" at Employment Type , "Full-time" at Employment Mode and "Fully on-site work" or "Hybrid work" (maximum of two

The Scheme is initiated by The Innovation and Technology Commission (ITC). Employers who offer IT, engineering, digital marketing, biotechnology, or STEM-related positions are welcome to apply. Each eligible student can receive a maximum allowance HK\$33,570 for 90 days of internship per academic year. For more details, please visit https://www.cedars.hku.hk/steminternshi

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

5

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

## **Post Job: NETjobs Guidelines (Cont.)**

6. Submitted job post will be reviewed within 5 to 10 working days.

7. Employer may check the job post status and the eligibility under HKU ITC STEM **Internship Scheme at "Job Posts Management".** 

**Note:** Newly submitted job post will show as "To Be Verified" under STEM Internship Scheme.

Job ID 🔻	Job Title	Submissio Date & Time	n ▼	Posting Date & Time	¢	Closing Date	¢	Status	Receive Application via NETjobs	No. of Applications
G2304132 [STEM]	Software Engineer Intern	2024-04-0 12:50:54	5	2024-04-05 12:51:20		2024-07-05		Posted	~	1



## Post Job: NETjobs Guidelines (Cont.)

## 8. After the job post is approved under the Scheme, employer may click "Apply Now" and view the assigned quota.

\*Related companies, including affiliates, subsidiaries, companies held in common control, or those that have significant management or operational ties, will be considered as the same participating employer. If there are any related companies, the assigned quota will be shared among them.

## 9. Job post will remain eligible for intended offer application submission for 90 calendar days after closing date of job post.

6

	Job Posts Management	Application must be submitted before the application deadline and at least 10 calendar days before the planned internship start date. For more					
		information on the timeline and requirements, please refer to HKU ITC Guidelines for Employers and Students and Important Notes and FAQ for Employers					
La Job Applications of this Scheme.							
	Management	Job post will remain eligible for intended offer application submission for 90 calendar days after the closing date of job post. Once the period has passed,					
:•:	STEM Internshin	please go to " <u>Post a Job</u> " and re-submit the job post.					
	Scheme Apply Now	The application is currently open. Please refer to the HKU ITC STEM Internship Scheme website for the application deadline.					
	<ul> <li>STEM Applications Management</li> </ul>	The remaining quota of intended offer submission: 2 (The quota will be reset in every winter and summer)					
•	Account Information	Search:					
Ē	Useful Information						
•	vPortfolio	Job ID					
•	Logout	G2402687 [STEM] Software Engineer Intern 2025-02-28 17:42:07 2025-03-04 Closed 89					



# Submit Intended Offer







## Submit Intended Offer: NETjobs Guidelines

- **1. Click "Apply Now" under STEM Internship Scheme.**
- 2. Select **button under the corresponding job post to submit the intended offer**.
- Employer can still submit intended offer within 90 calendar days after the job post is expired/closed.
- Only available before the application deadline

9	STEM Internship Scheme - Su
	If you wish to post a job under this Scheme, please go to "Post If you have selected candidates under this Scheme, please sub
🖹 Post a Job	If you wish to submit claim application, please go to " <u>STEM Ap</u>
🕿 Job Posts Management	Application must be submitted before the application deadline information on the timeline and requirements please refer to H
Job Applications Management	of this Scheme. Job post will remain eligible for intended offer application subr
Scheme	please go to " <u>Post a Job</u> " and re-submit the job post.
Apply Now	The application is currently open. Please refer to the <u>HKU ITC</u>
<ul> <li>STEM Applications Management</li> </ul>	The remaining quota of intended offer submission: 2 (The quota will be reset in every winter and summer)
Account Information	Search:
Useful Information	
■ vPortfolio	Job ID - Job Title + Posting Dat
🕞 Logout	G2401812 [STEM] Software Engineer Intern 2024-11-21

### ed offer. expired/closed

#### ubmit Application

a Job" mit the intended offer by clicking  $[ \underline{ \mathcal{A}} ]$  below. (only available when the application is open) plications Management and at least 10 calendar days before the planned internship start date. For more KU ITC Guidelines for Employers and Students and Important Notes and FAQ for Employers nission for 90 calendar days after the closing date of job post. Once the period has passed, STEM Internship Scheme website for the application deadline. Days Remaining Closing Date Status Actions 🗢 for Offer 🖹 📕 89 17:53:25 2025-03-04 Closed

## Submit Intended Offer: NETjobs Guidelines (Cont.)

3. Fill in the information of the student and internship.

4. Upload the supporting documents.

(For more details, please refer to <u>Guidelines</u> or <u>Important Notes and</u> <u>FAQ for employers</u> for more)

5. Tick the boxes of the declaration and click "Preview" to preview, then submit the intended offer.

6. The submission will normally be reviewed within <u>5-10</u> working days. Supporting Docun \* Declaration f (Max 5MB, in JPG/PI

\* Annex A – De

(Max 5MB, in JPG/PM

\* Copy of stud (Max 5MB, in JPG/P

\* Copy (Max 5MB, in JPG/F Copy of stud (for (Max 5MB, in JPG/P)

\* (Max 5MB, in JPG/PN

(Max 5MB, in JPG/PM

Othe

(Max 5MB, in JPG/PM

nents		
from Applicant Employer: NG/PDF/DOC format in 1 single file)	Choose file	
eclaration from Applicant Student Intern: NG/PDF/DOC format in 1 single file)	Choose file	
dent's HKU Student Card: PNG/PDF format in 1 single file)	Choose file	
y of student's HKID Card: PNG/PDF format in 1 single file)	Choose file	
lent's No Objection Letter non-local students only): NG/PDF/DOC format in 1 single file)	Choose file	
* Examination Timetable NG/PDF/DOC format in 1 single file)	Choose file	
Landing Slip: NG/PDF/DOC format in 1 single file)	Choose file	
er Supporting Documents (if applicable): NG/PDF/DOC format in 1 single file)	Choose file	
	By checking the student DOES N(	his box, we confirm that the internship with the

the personal, business, or financial interests of either party. We further affirm that we will promptly disclose any potential or

## Submit Intended Offer: NETjobs Guidelines (Cont.)

#### Employer may log in NETjobs and check current status of applications at "STEM Applications Management".

#### Status:

#### Submitted

Pending review by CEDARS

**Offer Application Received and Processing** 

Processing, please check if you have received email about the application

**Offer Application Approved**  $\bullet$ 

Approved by CEDARS

#### STEM Internship Scheme Apply Now **STEM Applications** Management

#### STEM Internship Scheme - STEM Applications Management

Search:						
STEM <b>\$</b> Position ID	Full Name of Intern	<ul> <li>Internship</li> <li>Start Date</li> </ul>	Internship End Date	Status	Submission Date	Actions \$
S0002528 Al Engineer Intern		2024-06-03	2024-08-30	Offer Application Approved	2024-04-10 14:51:42	🖹 🕹

#### **Once approved, Employer and student will receive:**

(1) an approval email from CEDARS and;

(2) an email about allowance claim with online assessment form link

Reminder: Please complete the online assessment form within the last two weeks before the end of the internship.





# Submit Allowance Claim







## **Allowance Claim: NETjobs Guidelines**

- **1. Click "STEM Applications Management" under STEM Internship Scheme after logging in to** NETjobs.
- 2.Select *button under the corresponding application*.

STEM Internship S	cheme - ST	ЕМ Арр	olicatio	ons Man	ager
Search:					
STEM + Position ID	Full Name of Intern	<ul> <li>Internship Start Date</li> </ul>	Internship End Date	Status	\$ Si
S0002528 Al Engineer Intern		2024-06-03	2024-08-30	Offer Application Approved	20





## Allowance Claim: NETjobs Guidelines (Cont.)

**3. Upload the supporting documents for the allowance claim.** *Note: Assessment forms must be completed before submitting the claim application.* 

4. Input the company bank account information.

*Note:* Please ensure the bank account information is 100% matched to the bank record, including the bank account holder (case sensitive). Virtual bank accounts and personal bank accounts are not accepted.

- 5. Tick the boxes of declaration if appropriate and click "Preview" to preview, then submit the claim application.
- 6. Submissions are typically reviewed within <u>5-10 working days</u>.

ocument Upload		
* Finalised Employment Contract: (Max 5MB, in pdf/doc/docx format in 1 single file)	Choose file	
* Payment Proofs:		
(Max 5MB, in pdf/doc/docx/jpg/png format in 1 single file)	Choose file	
* HKU Work Hours & Leave Record Form:		
(Max 5MB, in pdf/doc/docx format in 1 single file) (Template can be downloaded from NETjobs Useful	Choose file	
Information or <u>here</u> )		
MPF Remittance Statement:	[]	
(Max 5MB, in pdf/doc/docx format in 1 single file) (Mandatory for internship lasts for 60 days or more, applicable for both local and non-local students)	Choose file	
Other Supporting Documents:		
(Max 5MB, pdf/doc/docx/jpg/png format in 1 single file)	Choose file	
(e.g., Resignation Letter, Medical Certificate)		1
mportant] Please ensure the bank account holder's name n record with the bank. Personal bank account and Virtu	e and account number al bank account are no	exactly match the information the comparison of the second s
* Name of Bank Account Holder:		

\* Bank Name:

\* Bank Code: (3 digits)

\* Branch No.: (3 digits)

\* Bank Account No.: (6-9 digits)

#### \* Company/Organisation Correspondence Address

(After the allowance is disbursed to the business bank account, HKU will mail the receipt to this correspondence address)



### **ENQUIRY**

3917 4055



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





stem@cedars.hku.hk

Disclaimer: The information provided in this document is for general informational purposes only. The provisions, requirements, and terms and conditions stated in this Guideline may be subject to change as they are periodically reviewed and updated, without additional notification. HKU and CEDARS retain the right to exercise final discretion in these matters. Any modifications or updates will be made available on HKU ITC STEM Internship Scheme Guidelines for Employers and Students and HKU ITC STEM Internship Scheme website.

### **STEM** INTERNSHIP SCHEME @ HKU

# https://www.cedars.hku.hk/steminternship