

## ERB website - Function Highlights (Employer user)

The Employees Retraining Board (ERB) has launched the ERB website to provide a one-stop training and employment platform for employers, trainees and the public. The ERB website enhances training and job-seeking functions. After registration, employers can upload job vacancies for ERB trainees to apply for and search for courses to be completed to provide more recruitment channels.

### 1. My Account

Employers can view and update their account information.

- 1.1 Employers can view and update their account information, including address, contact person and correspondences, etc.

### 2. Create Job Vacancy

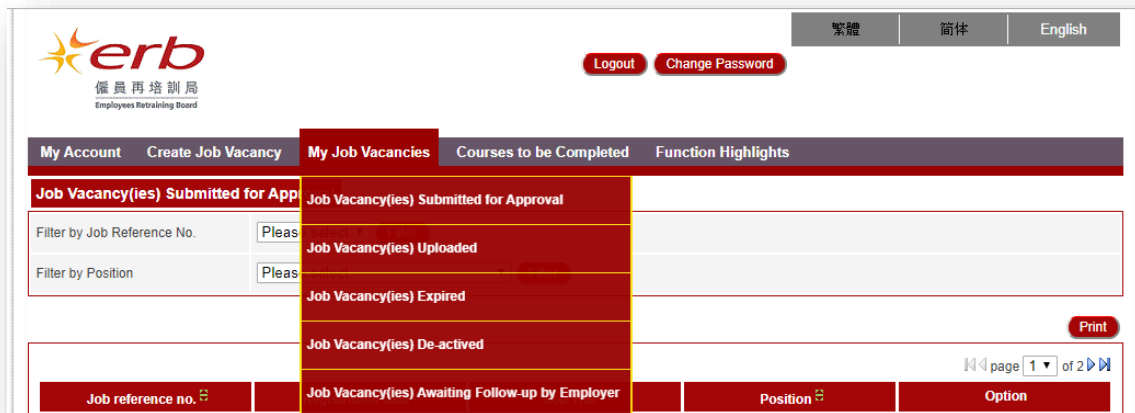
Employers can submit job vacancies registration. The job vacancies will be browsing by the registered trainees and training bodies.

- 2.1 Employers can submit job vacancy registration. Upon approval by the ERB, the job vacancy will be uploaded to the website for 1 month for viewing by the registered trainees and training bodies.
- 2.2 Employers can copy the job details from the job vacancy previously uploaded by using “Copy from existing job vacancy” function to facilitate the job vacancy registration (only available to Employers who have previously uploaded job vacancies only).

The screenshot shows the ERB website interface for creating a job vacancy. At the top, there is a logo for the Employees Retraining Board (ERB) and navigation links for 'Logout' and 'Change Password'. The main navigation bar includes 'My Account', 'Create Job Vacancy' (highlighted with a mouse cursor), 'My Job Vacancies', 'Courses to be Completed', and 'Function Highlights'. The 'Create Job Vacancy' form includes a dropdown menu for 'Copy from existing job vacancy' (set to 'Please Select'), and input fields for 'Industry' (Financing, Insurance, Real Estate and Business Services) and 'Sub-Industry' (Security services). Below these is a 'Job Details' section with fields for 'Position\*' (Please Select), 'Sub-position\*' (Please Select), 'Job title (English)\*', and 'Job title (Chinese)\*'.

### 3. My Job Vacancies

Employers can edit or deactivate job vacancy previously uploaded, or post the expired or deactivated job vacancies again.



- 3.1 At “Job Vacancy(ies) Submitted for Approval” page, employers can search for the awaiting for approval job vacancies by applying the “Job Reference No.” or “Position” filter(s), and then view the details of the selected job vacancy.
- 3.2 At “Job Vacancy(ies) Uploaded” page, employers can search for the uploaded job vacancies by applying the “Job Reference No.” or “Position” filter(s), and then view the details, or edit or deactivate the selected job vacancy.
- 3.3 At “Job Vacancy(ies) Expired” page, employers can search for the expired job vacancies by applying the “Job Reference No.” or “Position” filter(s), and then view the details, or repost the selected job vacancy again.
- 3.4 At “Job Vacancy(ies) De-activated” page, employers can search for the deactivated job vacancies by applying the “Job Reference No.” or “Position” filter(s), and then view the details, or repost the selected job vacancy again.
- 3.5 At “Job Vacancy(ies) Awaiting Follow-up by Employer” page, employers can search for the awaiting follow-up job vacancies by applying “Job Reference No.” or “Position” filter(s), and then view the details, or edit the information of the selected job vacancy.

#### 4. Courses to be Completed

Provides information of placement-tied ERB courses to be completed shortly. Employers can directly contact the relevant training bodies for the recruitment of ERB trainees.

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At “Courses to be Completed” page, employers can search information of placement-tied ERB courses to be completed shortly by applying “Industry Category” filter. In the search result, employer can apply “Email” option to contact the relevant training bodies for the recruitment of ERB trainees.

The screenshot displays the ERB website interface. At the top left is the ERB logo with the text '僱員再培訓局 Employees Retraining Board'. To the right are language options: 繁體, 簡體, and English. Below these are 'Logout' and 'Change Password' buttons. A navigation menu contains 'My Account', 'Create Job Vacancy', 'My Job Vacancies', 'Courses to be Completed' (highlighted with a mouse cursor), and 'Function Highlights'. Under the 'Courses to be completed' section, there is a search bar with 'Industry category' and a dropdown menu currently set to 'All'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar, it indicates '0 to 0 of 0 record(s)' and a pagination control showing 'page 1 of 0'. A table with the following columns is visible: Industry category, Course title, Location, Tentative date, Training body, Enquiry tel. no, Enquiry Email, and Option. The footer contains the text '©2015 Employees Retraining Board. All Rights Reserved.'