

The Chinese University of Hong Kong
Office of Student Affairs
Career Planning & Development Centre
CU Job Link User Guide

Welcome! Launched by the Office of Student Affairs (OSA), the Chinese University of Hong Kong (CUHK), CU Job Link (the Site) is a free service assisting employers in the recruitment process and CUHK students in exploring potential career opportunities. Employers and students may also establish a direct connection for the purpose of assessing the suitability of employment through the Talent Search function. All full-time undergraduate and postgraduate students as well as full-time fresh graduates within 2 years are eligible to access the Site.

A) Terms & Conditions

1. All users of the Site should only use the platform and its contents for lawful purposes. They are expected to provide accurate and complete information as well as uphold the principles of [personal data protection](#) and [equal opportunities](#). All activities carried out by the users should be legal and in compliance with [the Employment Ordinance](#) stipulated by the HKSAR Government or the Labour Laws of the respective work location.
2. OSA will use its reasonable endeavours to ensure that it will exercise prudence and due diligence in handling the personal data submitted by the users and the access to and processing of the personal data by such persons are on a “need-to-know” and “need-to-use” basis. All users should observe [the University’s Policy in Protection of Personal Data \(Privacy\)](#) to understand the requirements in compliance with the [Personal Data \(Privacy\) Ordinance](#), [EU GDPR](#), and [PIPL of the Mainland](#). OSA will take all practical steps to protect the personal data against any unauthorized or accidental access, processing, or erasure of the personal data.
3. All information posted on CU Job Link, including but not limited to graphics, images, editorial content, HTML, etc. is the intellectual property of the OSA. They are protected by copyright and trademark laws and may not be downloaded or otherwise duplicated without the written permission of OSA.
4. All users shall not print, download, duplicate or otherwise copy or use any personally identifiable information about other users save and except the database or/and resume accessed by the Employers pursuant to this user guide. Using screen scraping, data mining, robots or similar data gathering and extraction tools on the Site for establishing, maintaining, advancing, or reproducing information contained on the Site on any other website or in any other publication would be subject to legal actions. OSA reserves all rights.
5. All users of CU Job Link shall acknowledge and agree that they are fully responsible for the form, content, and accuracy of any resume, advertisement, website page, or material contained therein placed by them (as the case may be). Users shall also be responsible for their own communications and the consequences of their posting. OSA does not represent or guarantee the truthfulness, accuracy or reliability of any of the communications posted or endorse any opinions expressed by other users. Any reliance by users on materials posted by other users shall be at their own risk.

6. The Site may contain links to third-party websites which are provided as internet navigation tools only. OSA shall not be responsible for the content of any other website linked to the CU Job Link and shall not be responsible in any way for any decision, for whatever reason, made by any party seeking or posting job on the CU Job Link.
7. To the fullest permitted by law, OSA makes no warranty, representation, or undertaking (whether express or implied) about the accuracy, reliability, completeness, timeliness, suitability, merchantability, non-infringement of third party right, fitness for any or a particular purpose or use of the platform and its contents.
8. All users of CU Job Link are prohibited from violating or attempting to violate the security of the Site including, without limitation to, accessing data not intended for them or logging into a server or account which they are not authorized to access, attending to probe, scan or test the vulnerability of a system or network to attempting to breach security or authentication measures without proper authorization, attempting to interfere with service to any users, host or network, or sending unsolicited email, including promotions and/or advertising of products or services. Violations of system or network security may result in civil and/or criminal liabilities.
9. While OSA is committed to providing a quality service to both employers and students, it does not warrant that the website will operate error-free or that the website and its server are free of viruses or other harmful mechanisms. OSA shall not be liable in any events for any losses or damages suffered by any users whatsoever directly or indirectly arising or resulting from their use or inability to use the platform and its contents. If the use of the platform or the contents results in the need for servicing or replacing equipment, server or data for any uses, OSA should not be held liable or responsible for those costs or damages of whatsoever nature.
10. Employers shall not respond to any student other than in connection with his/her application for a job. Student/Fresh Graduate users shall not respond to any employment opportunity for any reason other than to apply for the job advertised. Any communications or use of the Site for any purposes other than recruitment purposes are strictly prohibited.
11. OSA reserves the right to amend, add to, delete or revise the User Guide and Privacy Statement at any time without prior notice. In case of any dispute arising from the guidelines, the decision of OSA shall be final.
12. OSA has full jurisdiction over the admission of users and any other matters related to CU Job Link and reserves the right to refuse any request or display any information on CU Job Link 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 OSA.

B) Guideline for Employer Users

Employers Registration

1. When signing up for a user account, employers are suggested to provide email address with a company domain name, if appropriate. If a free email account is being used as the login email by an employer, the email address for application collection in their job postings shall be exactly the same as the login email.
2. Every valid email address could only be used to register for one Employer account.
3. Employers are required to submit a valid Business Registration Certificate Copy (or equivalent) and input the expiry date for verification. If the companies/organizations located outside Hong Kong, the new registrants shall provide a valid Business Registration of the respective city that the office is located. If the document submitted is not written in English or Chinese, the employers shall also attach an English or Chinese translation certified as a true translation by a sworn translator, court translator, authorized public translator, or translator with certified qualification.
4. Non-governmental organizations (NGOs) shall submit a copy of the registration for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap. 112) and select “no expiry date” for verification.
5. Education institutions shall submit a copy of the Certificate of Registration of a School (Cap. 279) and select “no expiry date” for verification.
6. For registering a personal account, the registrants shall submit a copy of Hong Kong Identity Card for verification. Personal account is allowed to post private tutor job only.
7. For CUHK Staff Users, you are advised to register with the office email address of your Faculty/Department/College/Unit.
8. New registrants shall provide additional documents, e.g. utility bills/ rental agreement to prove the validity of the office address if it is different from that shown on the Business Registration Certificate (or equivalent).
9. Verification of a new account registration will take around 7 working days upon receiving sufficient information. Employers are not able to post job during the review process. Successful registration will be notified by email.
10. Change of corporate information including company name, office address, expiry date of Business Registration, and related attachments requires verification by OSA. During the verification process, the employers are not able to create new job postings. The process lead time will take around 7 working days.
11. Employers should update the Business Registration Certificate information if it is expired. The account will be suspended if the information is not updated after expiring for 3 months.
12. Employers are responsible for any activity conducted through the user account. If that business indicates that the User is no longer authorized to place ads on its behalf, (e.g. if the User leaves that entity or changes the roles within that business), he/she shall inform CU Job Link within 7 working days and agree that the User may be removed from accounts associated with that business.

Job Posting

1. Employers shall provide as much information as possible regarding the position to facilitate the job vetting. The process lead time for vetting each new job or request for editing job requires around 7 working days.
2. The application period for each job opening should not be less than 14 working days and not more than 2 months.
3. Each job posting must advertise one job opportunity. It is not allowed to post a job posting that solicits applications for more than one position.
4. During the effective period of each job posting, the employer (with the same Business Registration) is not allowed to post job posting of the same position.
5. Each Employer (with the same Business Registration) could submit a maximum of 10 job postings per day.
6. All job postings must be appropriate for university students or fresh graduates at degree level or above. The maximum number of work experience required should be no more than 2 years.
7. With effect from 1 May 2023, the SMW rate is raised to \$40 per hour. All job postings must comply with [the Minimum Wage Ordinance](#).
 - a. Basic monthly salary for full-time graduate openings should be HK\$11,200 or above.
 - b. Basic monthly salary for internship openings should be HK\$6,930 or above.
 - c. Hourly rate for part-time openings should not be less than \$40 per hour.
8. For job/internship requiring students to get exemption from the Statutory Minimum Wage, the employers shall contact OSA by email to cpdc@cuhk.edu.hk for further arrangement.
9. All job postings must be the direct employment of the company/organization. No postings by third-party recruiters are allowed. Third-party recruiters refer to agencies, organizations or individuals recruiting candidates for employment opportunities other than their own needs.
10. Employers shall not create a job posting that requires payments, training fee or recruitment of others or that resembles franchises, multi-level marketing, club membership, distributorships, or is almost entirely commission-based.
11. Employers are able to browse the basic profile of students/fresh graduate user (without their personal and contact information) through the Talent Search function. With the consent of student/fresh graduate users, employers may obtain the resume and related information directly from the users. All personal data obtained is solely used for recruitment and selection purposes and not for any commercial purposes.
12. All employers have to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate, securely kept and used only for the recruitment purposes.
13. All employers have to follow the Codes of Practice on employment relating to the Sex Discrimination Ordinance, Disability Discrimination Ordinance and Family Status or Race Discrimination Ordinance.

14. OSA reserves the right to reject, edit or delete job posting at any time and without prior notices. In case of any dispute, the decision of OSA shall be final.

C) Guideline for Student/Fresh Graduate Users

1. Student/Fresh Graduate Users shall only use the CU Job Link for lawful purposes and seeking employment.
2. Student/Fresh Graduate Users are solely responsible for maintaining the confidentiality, safekeeping and security of personal login information and shall inform OSA immediately of any unauthorized use.
3. Student/Fresh Graduate Users shall not post any non-resume related information or data and/or incomplete, false or inaccurate resume related information or data on CU Job Link.
4. Student/Fresh Graduate Users acknowledge and agree the disclosure of their personal information and all other information to any Employers who advertise and/or OSA of their own volition when the users apply for available job posting on or through CU Job Link for the sole purpose of obtaining and assessing the suitability of students concerning employment.
5. Student/Fresh Graduate Users may send their resumes and the related information or data to any Employers who advertise through CU Job Link. He/she may also send the resume and related information to OSA through CU Job Link in reply to any job advertisement or resume request. In such event, their profiles will also remain active on the Site and be stored in CU Job Link's database at their own risk unless and until the users choose to delete it.
6. OSA will not release student/fresh graduates' personal data to any Employers without their permission unless required by any authorized institution or obliged under the prevailing laws and regulations.
7. Student/Fresh Graduate Users acknowledge and agree the OSA will, if he/she authorizes, release their basic profile (without their personal and contact information) to the Employers through the use of the Talent Search function or any other means for the sole purpose of enabling the Employers to recruit and assess the suitability of the users in relation to any job opening.
8. OSA will not be responsible or held liable in any way if any Employers, in breach of the User Guide, whether in Hong Kong or elsewhere, use the student's personal data for any use other than for obtaining potential employees. Student/Fresh Graduate users accept that all personal data given to Employers or other users, or submitted on or through CU Job Link is given entirely at their own risk.
9. Students taking semester internship on full-time basis are required to apply for suspension of study. Official documents should be obtained from the authorized department prior to the internship commencement date. Students are advised to consult Faculty/Department prior to job application.
10. For non-local students, please refer to the "[Key Reminder for Non-local Students Working in Hong Kong](#)" and check out the Employment Policy regularly.