



Quick Manual

Version 1.0

Employer Login

Employer login

Login ID

1

Password

2

Login

3

Forgot password

- 1

Login ID

Login ID provided by JobMarket
- 2

Password

Login password
- 3

Forgot password

Reset login password

Overview

1

Dashboard

2

Instant post

3

Job listing

4

Candidate match

5

Recruitment day

6

Account setting

Dashboard

Account start date [16 Jan 2006]

Account end date [30 Apr 2021]

Instant post balance [105]

Candidate match balance [0]

Order History (showing latest 5 records, for complete history, go to Account setting)

Items	Order date	No. of units purchased	Valid until	Used units	Balance
Instant Post	23 Jul 2020	120	31 Dec 2020	15	105
Priority Job	12 May 2020	20	12 Sep 2020	8	12
Instant Post	28 Apr 2020	120	28 Oct 2020	120	0
Instant Post	16 Jan 2019	120	28 Feb 2019	87	33
Instant Post	23 Sep 2018	90	31 Dec 2018	69	21

7

- 1

Instant post
- 2

Job listing
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Candidate match
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Account setting
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Account balance
- 7

Sales history

Job List

Dashboard Instant post **Job listing** Candidate match Recruitment day Account setting

Job Listing Folder Unspe... Sort by Sort by Search Jobs 2020/06/05 To 2020/08/05 Keywords Table display setting

Ref no.	Job title	Posting date	Apply	Action
OL01800914	Net Analyst Programmer (Job Ref no.: HR_TYeung, TeamB_Lcheng)	04 Aug 2020	47 (13)	2
OL01800912	Mobile app developer (Job Ref no.: HR_TYeung, TeamD_Slui)	04 Aug 2020	68 (16)	3
OL01800901	Java Analyst Programmer (Job Ref no.: HR_TYeung, TeamC_Jcheung)	04 Aug 2020	30 (10)	4
OL01800818	Cloud Architect (Job Ref: ASL_Infra_RayNg)	03 Aug 2020	76 (24)	5
OL01800711	Senior System Specialist (Job Ref no.: Infra_RayNg)	31 Jul 2020	30 (17)	6
OL01800583	Healthcare Team – Mobile App Developer (Job Ref no.: Sol_TeamC_jcheung21)	30 Jul 2020	102 (18)	7
OL01800582	Senior Analyst Programmer (C# Developer) (Job Ref no.: HR_TYeung, TeamB_LCheng)	30 Jul 2020	115 (28)	
OL01800581	Urgent Opening!! MSSQL Database Administrator (DBA) **Work Location: Shatin (Ref :Sol_mwong)	30 Jul 2020	26 (12)	
OL01800580	IT Support Specialist **Various Locations to choose** (Ref :Infra- General 02/2020)	30 Jul 2020	134 (25)	

Dashboard Instant post **Job listing** Candidate match Recruitment day Account setting

Job Listing Folder Unspe... Sort by Sort by Search Jobs 2020/06/05 To 2020/08/05 Keywords Table display setting

Ref no.	Job title	Posting date	Apply	
OL01800914	Net Analyst Programmer (Job Ref no.: HR_TYeung, TeamB_Lcheng)	04 Aug 2020	47 (13)	
OL01800912	Mobile app developer (Job Ref no.: HR_TYeung, TeamD_Slui)	04 Aug 2020	68 (16)	
OL01800901	Java Analyst Programmer (Job Ref no.: HR_TYeung, TeamC_Jcheung)	04 Aug 2020	30 (10)	
OL01800818	Cloud Architect (Job Ref: ASL_Infra_RayNg)	03 Aug 2020	76 (24)	
OL01800711	Senior System Specialist (Job Ref no.: Infra_RayNg)	31 Jul 2020	30 (17)	
OL01800582	Senior Analyst Programmer (C# Developer) (Job Ref no.: HR_TYeung, TeamB_LCheng)	30 Jul 2020	115 (28)	

☒ Ref no.
☒ Job title
☒ Posting date
☒ Apply
☐ Match
☐ Status
 Save

1 Table display setting
Edit display column for job listing

2 Deactivate
Deactivate job post

3 Re-post
Re-post job

4 Prioritize
Prioritize job position

5 Edit
Edit job

6 Copy
Copy job post

7 Delete
Delete job

8 Edit display column
Edit display criteria

Options

The screenshot shows the 'Confirm' step of a four-step process (1. Create, 2. Set Criteria, 3. Preview, 4. Confirm). The 'Instant post' section shows 'Unit used: 1' and 'Unit left: 122'. The 'Priority job' section shows 'Unit used: 0' and 'Unit left: 0'. Below these, there is a checkbox for 'Upgrade to Priority Job' which is currently unchecked. At the bottom, there are three buttons: 'Back', 'Publish', and 'Publish and match candidate'. Numbered callouts point to the 'Upgrade to Priority Job' checkbox (1), the 'Publish' button (2), and the 'Publish and match candidate' button (3).

- 1 Upgrade to Priority Job**
Upgrade your job post to priority job
- 2 Publish**
Publish your job post
- 3 Publish and match candidate**
Publish your job post and match candidate from our membership