



cedars

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

HKU ITC STEM INTERNSHIP SCHEME

NETjobs User Guides for Employers

Post Job

The background features a light blue gradient with decorative elements. In the top-left and bottom-left corners, there are blue circuit-like lines with small circles at their ends. A central horizontal band contains a series of white hexagons connected by thin white lines, some with larger white circles at their vertices. To the right of this band, there are clusters of semi-transparent blue and grey hexagons, some with white circles and lines, creating a network-like appearance.

Post Job: NETjobs Guidelines

1. Click “**Post a Job**” and read the guidelines carefully.

2. Tick the box of declaration if appropriate.

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.

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 Job: NETjobs Guidelines (Cont.)

3. Fill the below information:

a) *Employment Type: Internship*

b) *Employment Mode: Full-time*

c) *Working hours: at least 35 hours per week*

4. Select your preference of joining STEM Internship Scheme.

**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.

* Employment Type:

* Employment Mode:
Graduate
Summer
Internship
Temporary

* Job Title:

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

* Job Title:

* No. of working hours per day:

* No. of working days per week:

STEM Internship Scheme

Only available when select "Internship" at Employment Type and "Full-time" at Employment Mode

The Scheme is initiated by The Innovation and Technology Commission (ITC). Employers who offer IT, engineering, digital marketing, bio-technology, 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/steminternship>.

* 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

Publish even the position is not eligible →

Publish only if the position is eligible →

Post Job: NETjobs Guidelines (Cont.)

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

7. Employer may check the job post status at “[Job Posts Management](#)”.

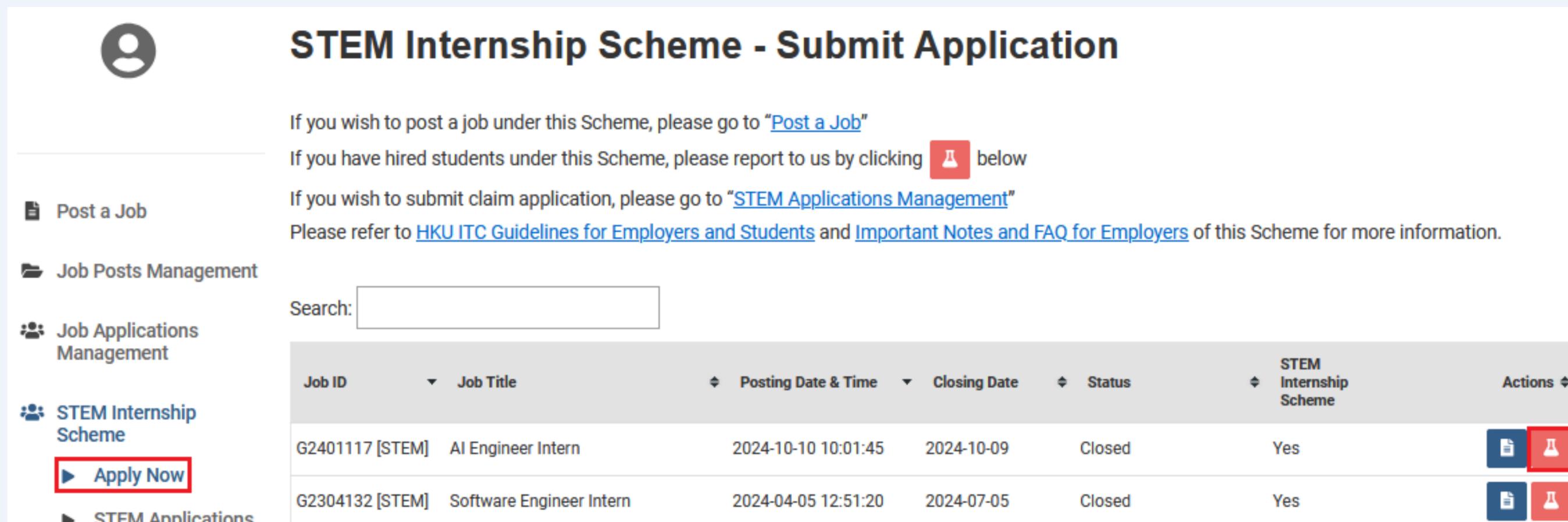
Note: Newly submitted job post will show as “No” under STEM Internship Scheme until the job is approved by CEDARS.

Job ID	Job Title	Submission Date & Time	Posting Date & Time	Closing Date	Status	Receive Application via NETjobs	No. of Applications	STEM Internship Scheme	Actions
G2304132 [STEM]	Software Engineer Intern	2024-04-05 12:50:54	2024-04-05 12:51:20	2024-07-05	Posted	✓	1	Yes	   

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 intended offer.
- * Employer can still submit intended offer after the job post is expired/closed.*



STEM Internship Scheme - Submit Application

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 [“STEM Applications Management”](#)

Please refer to [HKU ITC Guidelines for Employers and Students](#) and [Important Notes and FAQ for Employers](#) of this Scheme for more information.

Search:

Job ID	Job Title	Posting Date & Time	Closing Date	Status	STEM Internship Scheme	Actions
G2401117 [STEM]	AI Engineer Intern	2024-10-10 10:01:45	2024-10-09	Closed	Yes	 
G2304132 [STEM]	Software Engineer Intern	2024-04-05 12:51:20	2024-07-05	Closed	Yes	 

Submit Intended Offer: NETjobs Guidelines (Cont.)

3. Fill the information of student and internship.

4. Upload the supporting documents.

(refer to page [22-23](#) for the required documents)

5. Tick the box of declaration if appropriate and click “Preview” to preview then submit the intended offer.

6. The submission will be reviewed within [5 working days](#).



Please refer to [Important Notes and FAQ for Employers](#) (Page 22-23) for more details on the required documents.

Supporting Documents

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

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

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

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

Examination Timetable
(if commence within HKU official
assessment period only):
(Max 5MB, in JPG/PNG/PDF/DOC format in 1 single file)

Class Schedule
(for internship during semester only):
(Max 5MB, in JPG/PNG/PDF/DOC format in 1 single file)

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

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.

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 our email regarding the application](#)

- **Offer Application Approved:**

Approved by CEDARS

STEM Internship Scheme - STEM Applications Management

Search:

STEM ID	Position	Full Name of Intern	Internship Start Date	Internship End Date	Status	Submission Date	Actions
S0002528	AI 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

****Please only complete the online assessment form within the last week of internship or after the completion of internship.**

Submit Allowance Claim

Allowance Claim: NETjobs Guidelines

1. Click **“STEM Applications Management”** under STEM Internship Scheme after log in NETjobs.
2. Select  button under the corresponding application.

STEM Internship Scheme - STEM Applications Management

Search:

STEM ID	Position	Full Name of Intern	Internship Start Date	Internship End Date	Status	Submission Date	Actions
S0002528	AI Engineer Intern		2024-06-03	2024-08-30	Offer Application Approved	2024-04-10 14:51:42	 

Allowance Claim: NETjobs Guidelines (Cont.)

3. Upload the supporting documents for allowance claim.

**Assessment forms should be completed before submitting claim application.*

4. Input the company bank account information.

***Please ensure the bank account information is 100% matched to the bank record, including the bank account holder (case sensitive).**

***Virtual bank account and personal bank account are not accepted.**

5. Tick the box of declaration if appropriate and click “Preview” to preview, then submit the claim application.

6. The submission will be reviewed within 5 working days in general.



Please refer to [Important Notes and FAQ for Employers](#) (Page 39-40) for more details on the required documents.

Document 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

* Work Hours & Leave Record
(Attendance Record):
(Max 5MB, in pdf/doc/docx format in 1 single file)
(Template can be downloaded from NETjobs Useful Information or [here](#))

Choose file

(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 1-3) (e.g.: Resignation Letter)

Choose file

Company Bank Account for Allowance Disbursement

[Important] Please ensure the bank account holder's name and account number exactly match the information on record with the bank. Personal bank account and Virtual bank account are not accepted.

* 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



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<https://www.cedars.hku.hk/steminternship>



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