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

HKU ITC
STEM INTERNSHIP SCHEME

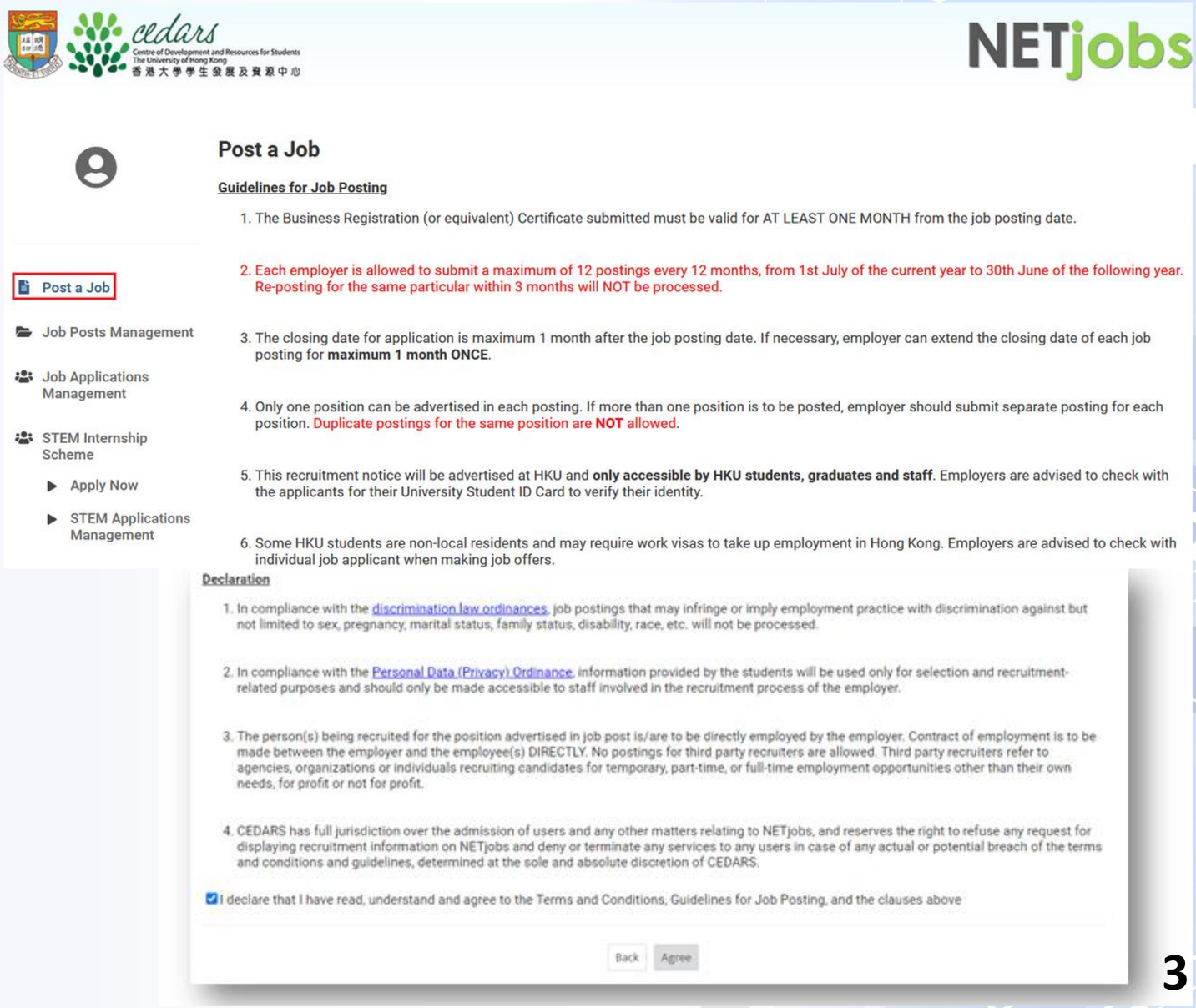
NETjobs User Guides for Employers

Post Job

Post Job: NETjobs Guidelines

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

2. Tick the box of declaration if appropriate.



Post Job: NETjobs Guidelines (Cont.)

3. Fill the below information:

a) Employment Type: *Internship*

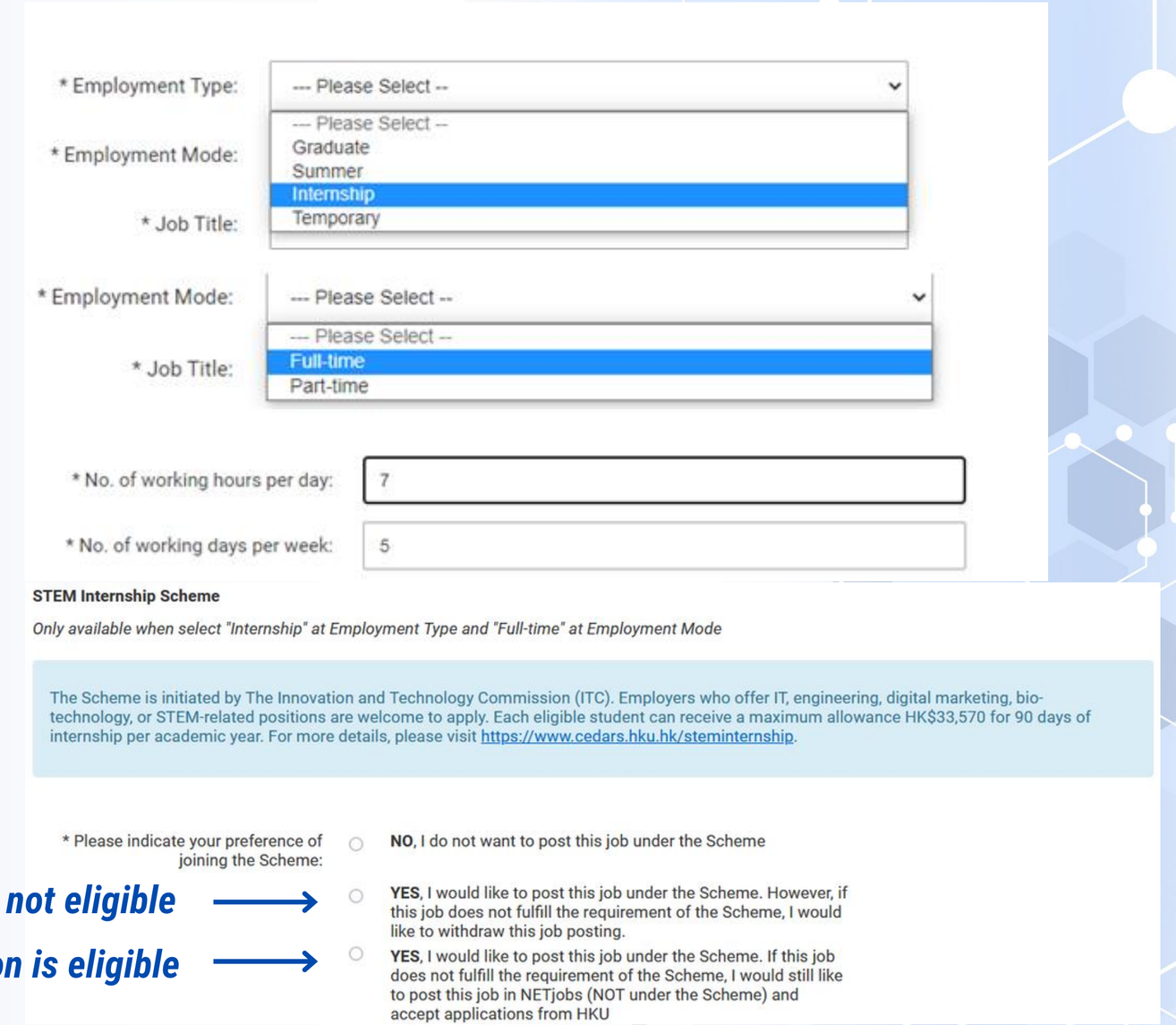
b) Employment Mode: *Full-time*

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.



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	

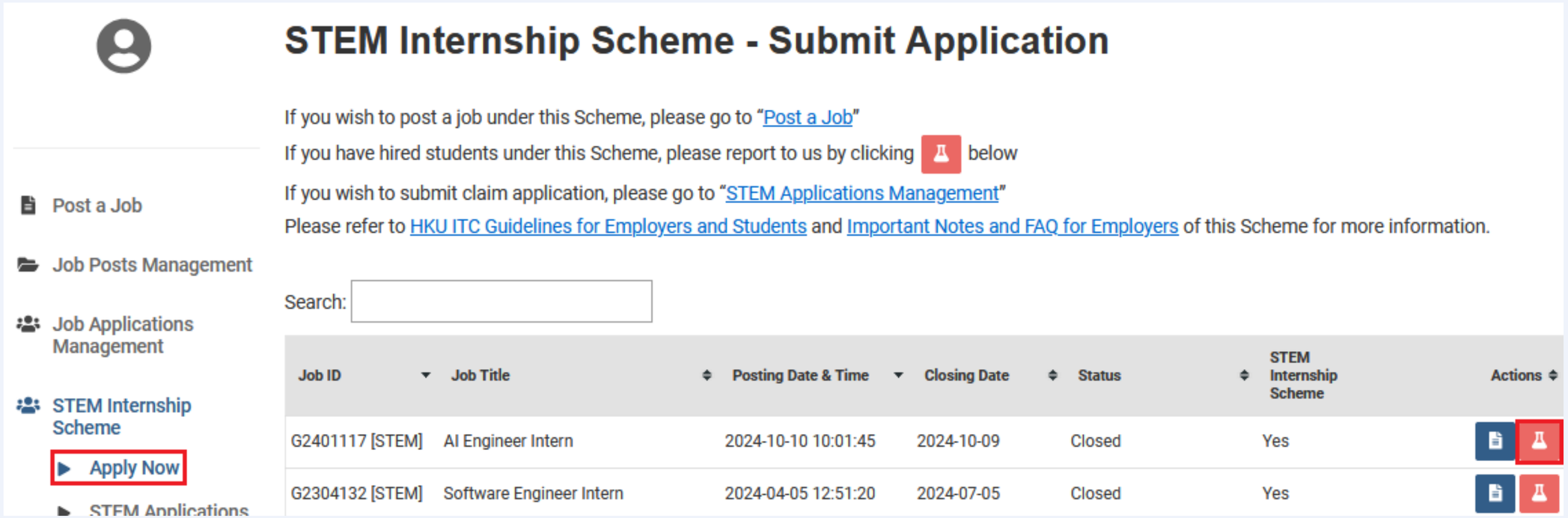
Submit Intended Offer

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.***



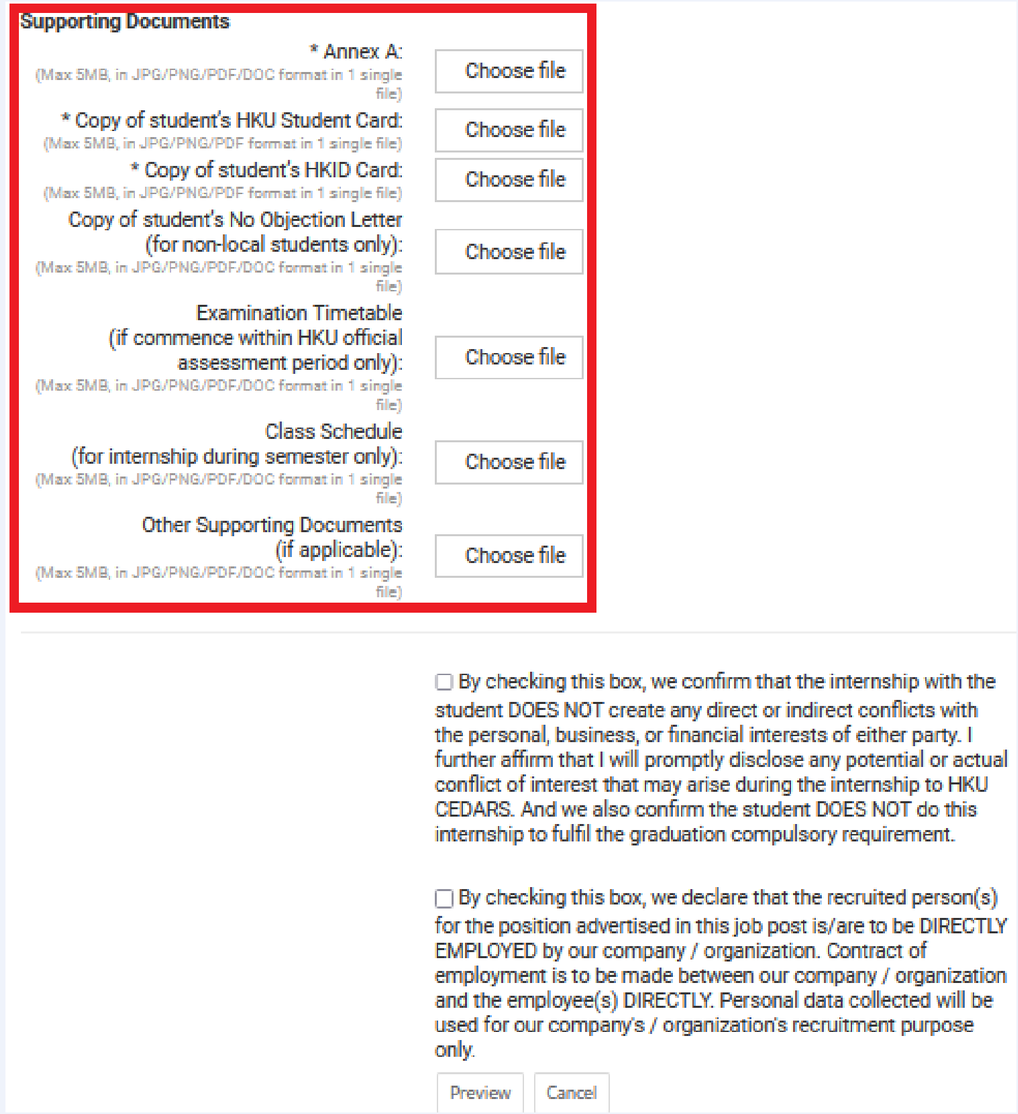
Submit Intended Offer: NETjobs Guidelines (Cont.)

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.

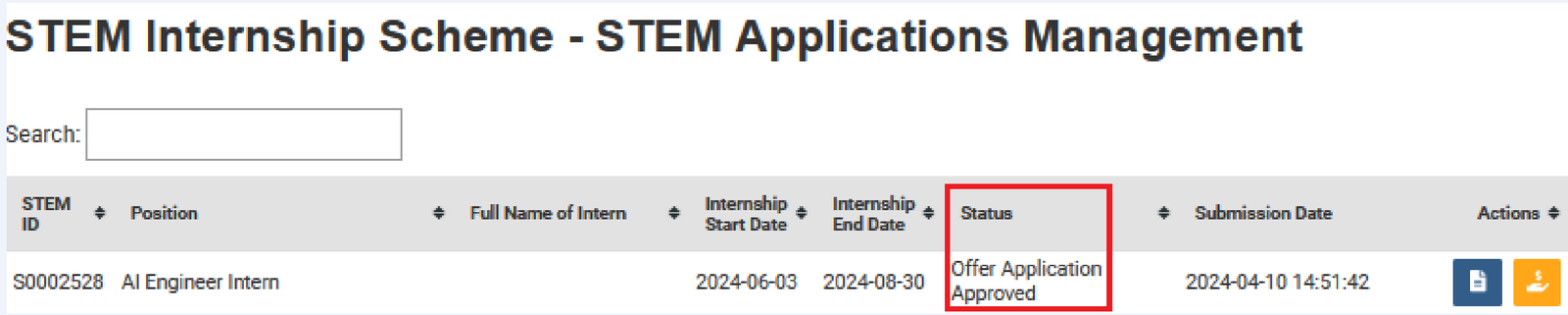
6. The submission will be reviewed within 5 working days.



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

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

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

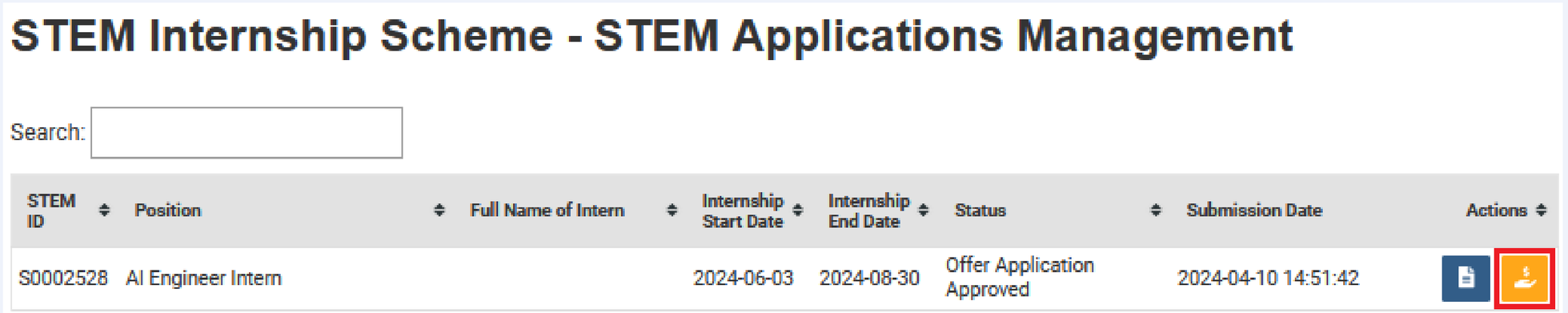
***Please only complete the online assessment form within the last week of internship or after the completion of internship.*

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.



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.

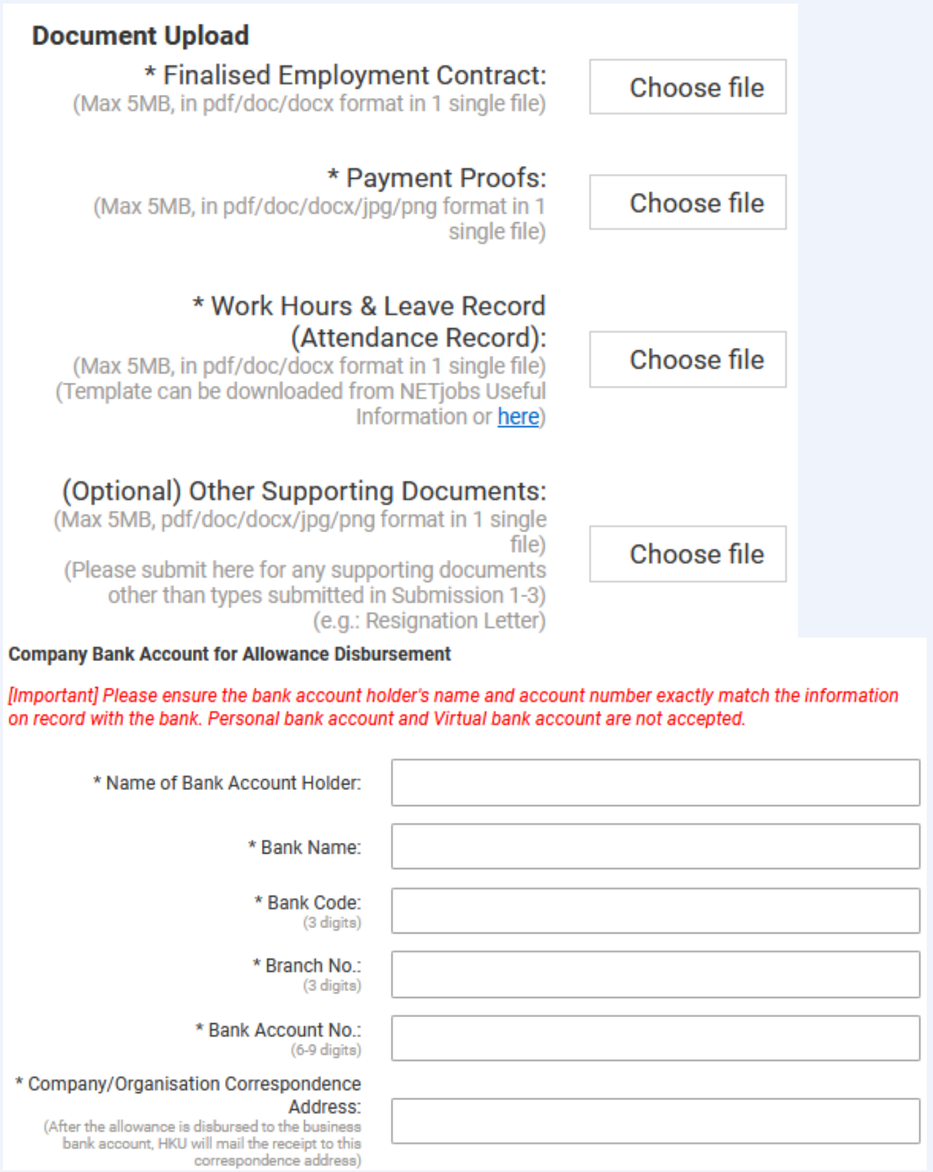
***Please ensure the bank account information is 100% matched to the bank record, including the bank account holder (case sensitive).**

****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.*



ENQUIRY

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