

JobNet: Free Channels to Recruit CityU Talent

Alumni Relations Office (ARO) is pleased to invite companies to promote job openings for *free*. This service aims to facilitate their recruitment process while offering job opportunities to CityU alumni and students. Free channels to promote your job openings include:

- **Website of Alumni Relations Office**
- **AlumExpress** (a bi-weekly e-newsletter reaching CityU alumni)
- **Facebook**

For more information, please contact Ms Monique CHU, Alumni Relations Officer at 3442 6839 or email monique.chu@cityu.edu.hk.

Registration Form (Fax: 3442 0115)

I _____ (full name) wish to post job openings of my company through communication channels of the Alumni Relations Office.

Identity (Please tick if applicable):

Alumnus (Student ID/First 3 digits of HKID: _____) Non-alumnus

Company information:

Company name: _____

Company website: _____

Business nature: _____

Your personal information:

Job title: _____

Contact no.: _____ Email address: _____

(Please turn over)

Delegation (If any):

Please contact the following person who is responsible for recruitment matter:

Name: _____

Job title: _____

Contact no.: _____ Email address: _____

Opening(s):

	Position	Work location (e.g. mainland)	No. of vacancy
1.			
2.			
3.			
4.			
5.			

Others (Please tick if applicable):

My company offers internship opportunity for University students

(For alumni) I am willing to offer assistance to alumni liaison in my company

Signature: _____ Date: _____

Please send the completed form to Alumni Relations Office via email at aro@cityu.edu.hk or fax at 3442 0115, together with the following information:

- Name card of the contact person*
- Business Registration Certificate of the company
- Job advertisement file(s) in MS Word format, including brief introduction of company, job title, description and requirements, application method and other related information as necessary

** For CityU alumni, the data you provided will be updated in the University's alumni data system for developing alumni relations and will be kept confidential. Data update would normally be completed in around two weeks' time.*

Remark: The Alumni Relations Office holds the final discretion to publish information of job opening