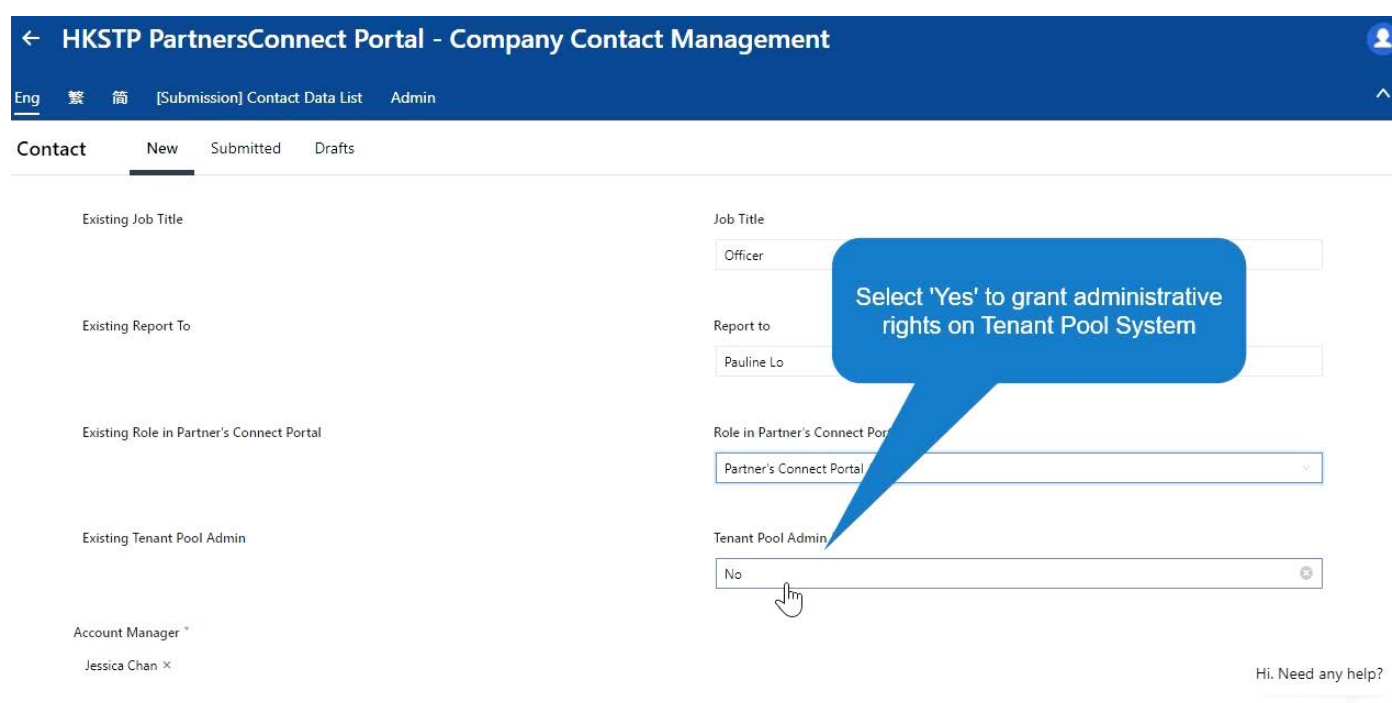


# HKSTP Talent Pool Platform – Employer User Guide

## A. Register an Employer Account via PartnersConnect Portal

1. If you do not have an Employer account in **PartnersConnect Portal**, please sign up OnePass login via <https://partnersconnect.hkstp.org> [User Guide]
2. After **PartnerConnect Portal** account is created, please login and go to **Company Contact Management** page to set up **Tenant Pool Admin** access
3. In **Company Contact Management** page, you can add New User or Edit Current User  
Click on **Tenant Pool Admin** , select **Yes** to grant the access to Talent Pool Platform  
(You may refer to below screen shot)



← HKSTP PartnersConnect Portal - Company Contact Management

Eng 繁 簡 [Submission] Contact Data List Admin

Contact New Submitted Drafts

Existing Job Title

Existing Report To

Existing Role in Partner's Connect Portal

Existing Tenant Pool Admin

Account Manager \*

Jessica Chan X

Job Title

Officer

Report to

Pauline Lo

Role in Partner's Connect Portal

Partner's Connect Portal

Tenant Pool Admin

No

Select 'Yes' to grant administrative rights on Tenant Pool System

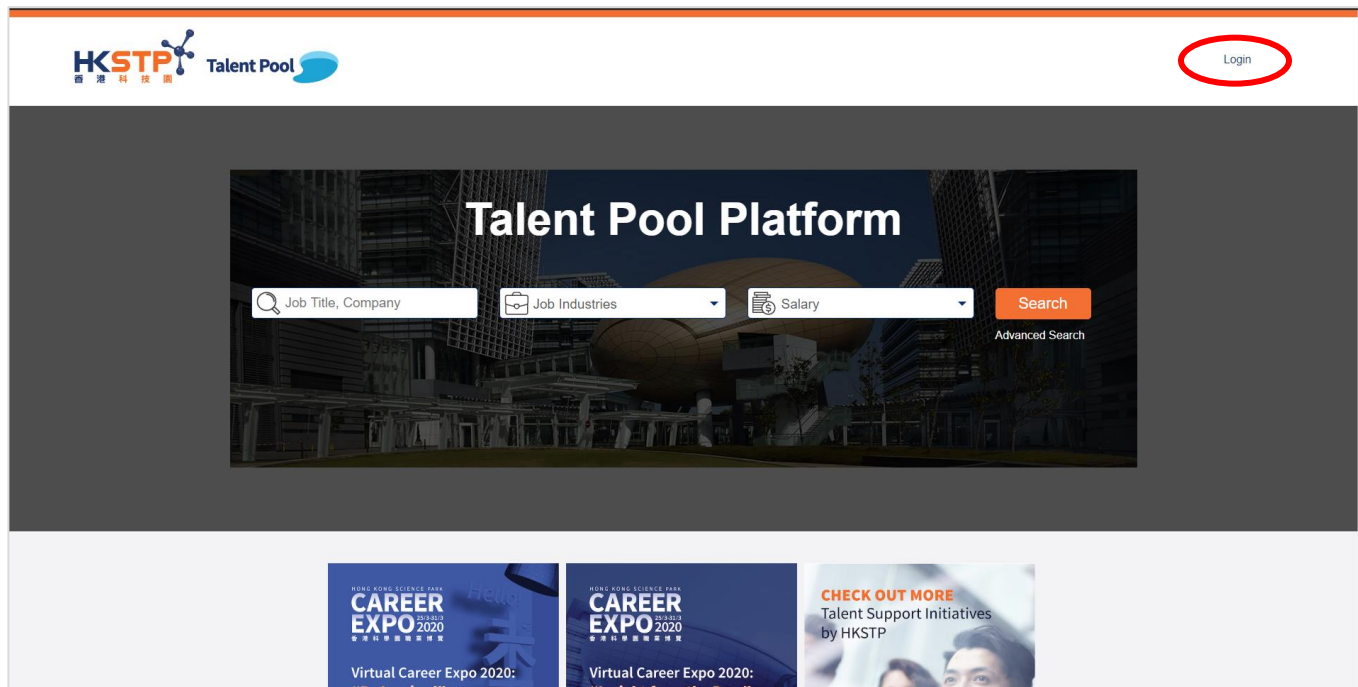
Hi. Need any help?

After that, please click on the "Yes" button for account activation

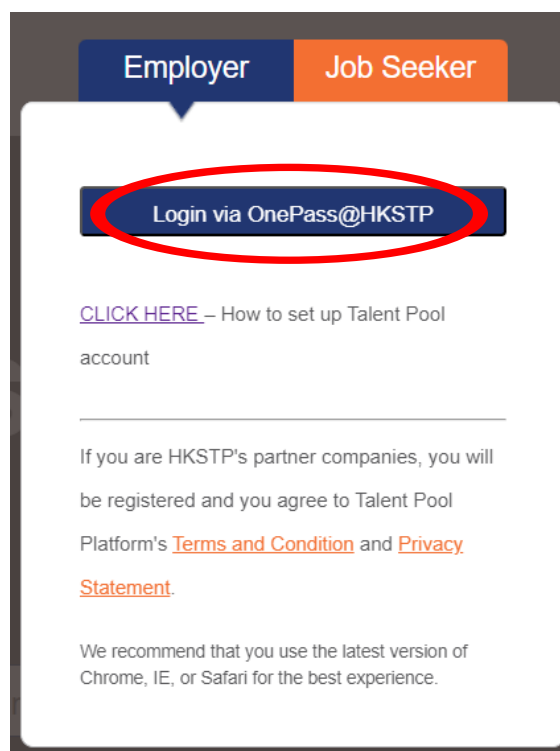
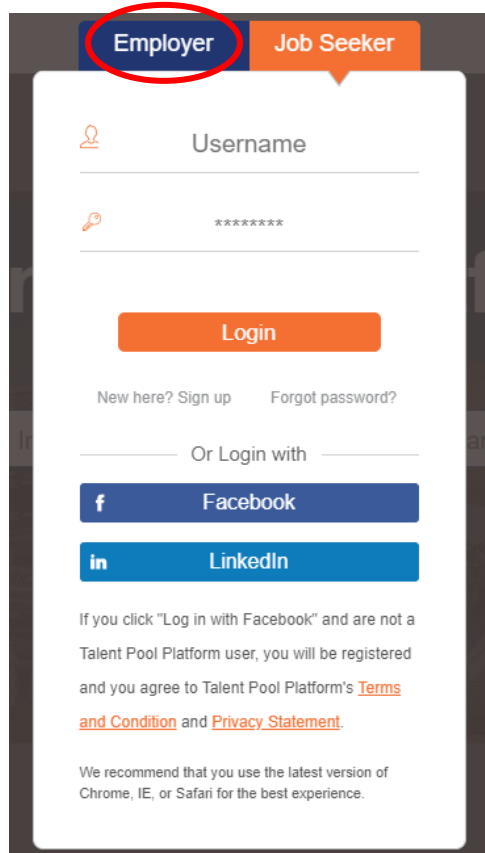
5. Now, you may use your **OnePass** to login to Talent Pool Platform (Refer to Page 2)

## B. Login to Talent Pool Platform

1. Go to **Talent Pool Platform** at <https://talent.hkstp.org> and click **Login**



2. Click **Employer** tab and login via your **OnePass**



## C. Create Job Posting

1. After login, click the  button beside **Active Job Posts**.


Company Name

Talent Pool

Reflection Biotechnoloies Limited


Dashboard

Employer's Page

Active Job Posts 

Unpublished Job Posts

Expired Job Posts






Site Details

Privacy Policy Statement

Terms of Use

Contact Us

Enquiry Email



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2. Fill in the job information.

Video Link

\*Job Title

\*Job Reference Number

\*No. of Vacancies


\*Post Start Date


\*Post Expiry Date

About This Job

 Employment Type 

 Employment Term 

 Paid Type 

Select Salary 

☐ Show as Negotiable

 Education 

 Career Level 


 Work Experience 



 Location 

 Job Function 

3. Click **Preview** to preview the job post or Click **Save & Publish** to post the job onto the platform.

***\*\*Please be reminded that the published job details cannot be modified.***



 **Company Name** 

Dashboard

Employer's Page

**Preview**

**Save & Publish**

Cancel

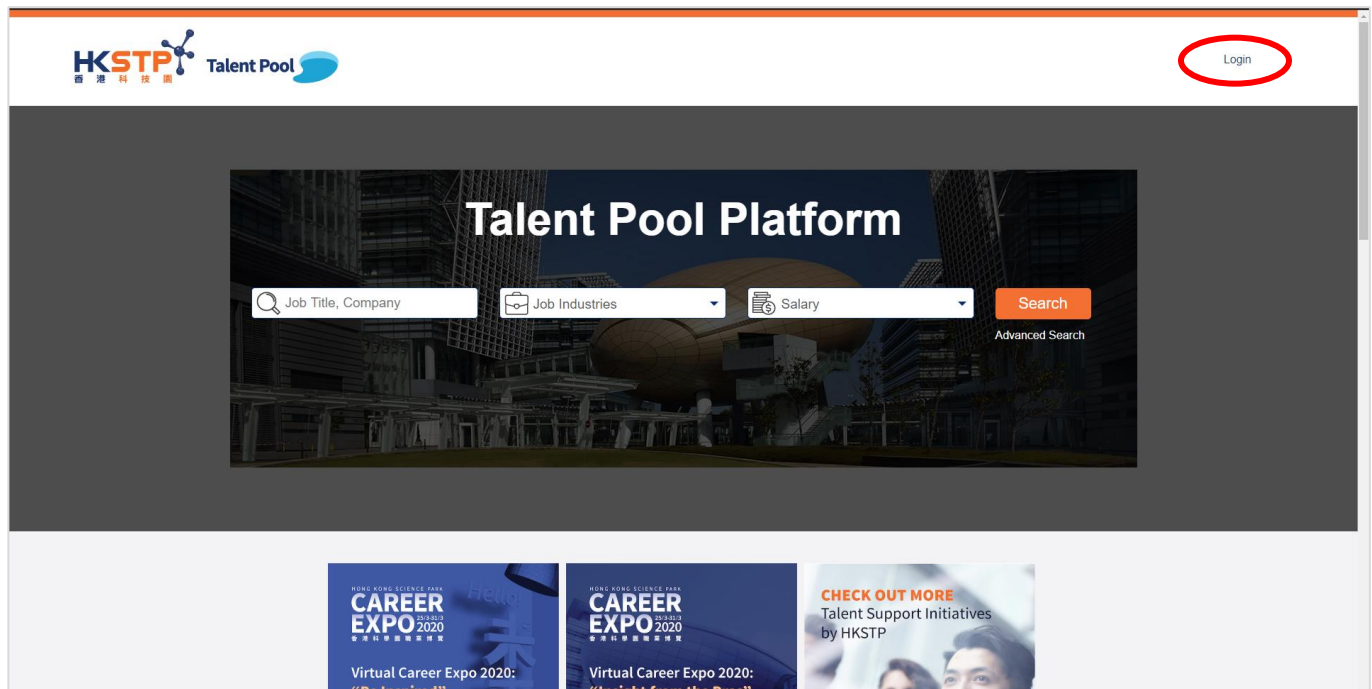
**Company Logo**  
(If appropriate)

Company Name

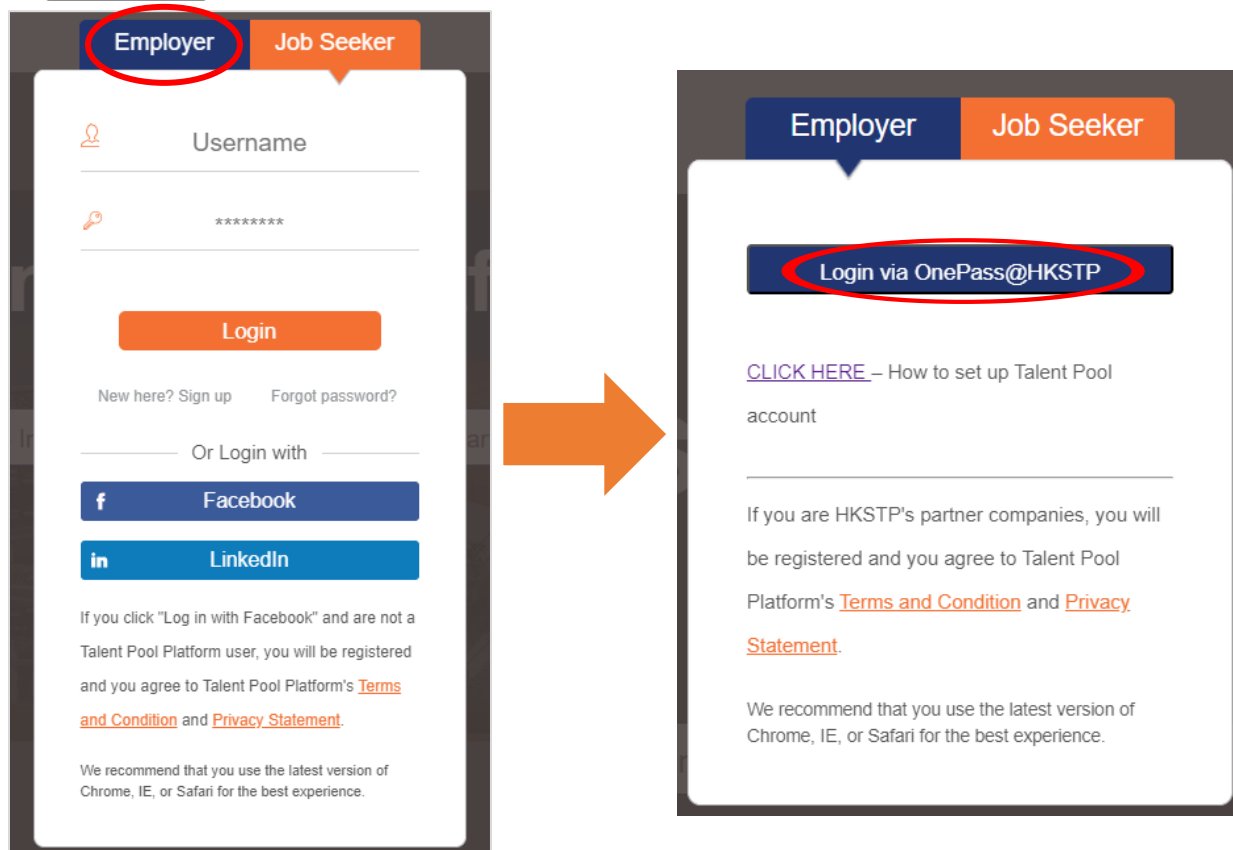
Company Description

## D. Review Applicants' CVs

1. Go to **Talent Pool Platform** at <https://talent.hkstp.org> and click **Login**



2. Click **Employer** tab and login via your OnePass



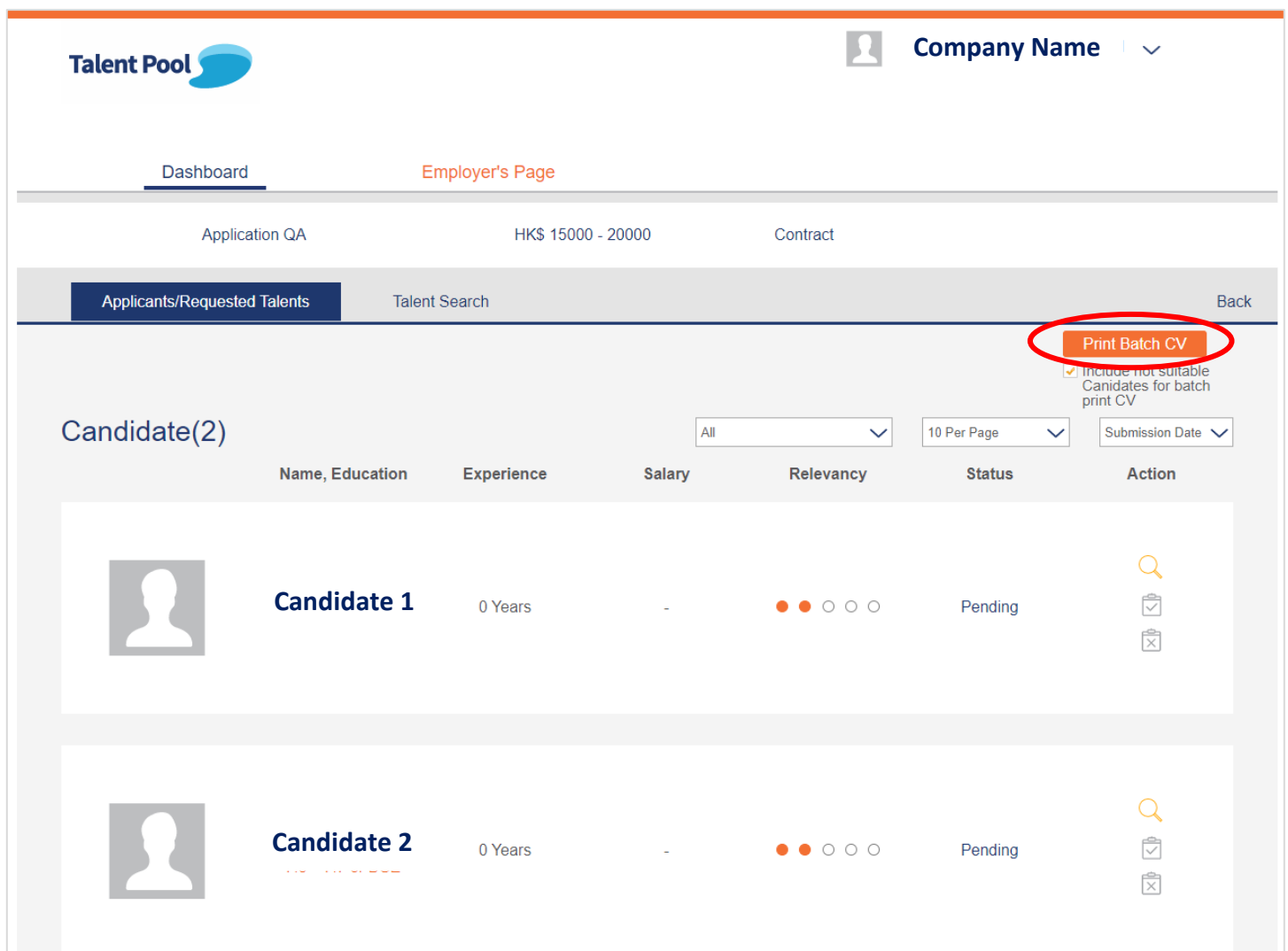
3. After login, all posted jobs are shown in the **Dashboard**. You may find the **Number of viewed** and **Number of Applicants** at the right columns. Then, click the **Number** under **No of Applicants**



The screenshot shows the Talent Pool interface. At the top, there's a header with the Talent Pool logo and a 'Company Name' dropdown. Below the header, there are tabs for 'Dashboard' and 'Employer's Page'. Under 'Dashboard', there are sub-tabs: 'Active Job Posts +', 'Unpublished Job Posts', and 'Expired Job Posts'. The 'Active Job Posts' tab is selected, displaying a table of job posts. The table has columns: Job Title, Salary, Post Start Date, Post End Date, Type, Status, People Viewed, and No. of Applicants. The 'No. of Applicants' column is highlighted with a red box.

Job Title	Salary	Post Start Date	Post End Date	Type	Status	People Viewed	No. of Applicants
IT Supporter		28-Oct-2020	26-Jan-2021	Contract	Active	1	0
IT Supporter(Trainee)		28-Oct-2020	26-Jan-2021	Contract	Active	0	0
Application QA		16-Oct-2020	15-Nov-2020	Contract	Active	3	2

4. You will see all candidates in the **Applicants/ Requested Talents** page. Click **Print Batch CV** to download all CVs in PDF format.



The screenshot shows the Talent Pool interface for the 'Applicants/Requested Talents' page. At the top, there's a header with the Talent Pool logo and a 'Company Name' dropdown. Below the header, there are tabs for 'Dashboard' and 'Employer's Page'. Under 'Employer's Page', there are sub-tabs: 'Application QA', 'HK\$ 15000 - 20000', and 'Contract'. The 'Application QA' tab is selected, displaying a table of candidates. The table has columns: Name, Education, Experience, Salary, Relevancy, Status, and Action. The 'Print Batch CV' button is highlighted with a red circle. Below the table, there are two candidate entries, 'Candidate 1' and 'Candidate 2', each with a profile picture, name, experience, salary, relevancy score, status, and action icons.









Application QA      HK\$ 15000 - 20000      Contract

Applicants/Requested Talents      Talent Search      Back

**Print Batch CV**

☒ Include not suitable Candidates for batch print CV

Candidate(2)      All      10 Per Page      Submission Date

Name, Education	Experience	Salary	Relevancy	Status	Action
 <b>Candidate 1</b>	0 Years	-	● ● ○ ○ ○	Pending	  
 <b>Candidate 2</b>	0 Years	-	● ● ○ ○ ○	Pending	  

## E. Add Company's LinkedIn Page URL on Talent Pool Platform

1. Log in your company's **Talent Pool Platform** account at <https://talent.hkstp.org>
2. Select **Employer's Page**.

The screenshot shows the Talent Pool Platform dashboard. At the top, there is a header with the 'Talent Pool' logo and a user profile icon labeled 'Company Name'. Below the header, there are two tabs: 'Dashboard' and 'Employer's Page', with 'Employer's Page' being the active tab and circled in red. Under the 'Employer's Page' tab, there are three sub-tabs: 'Active Job Posts +', 'Unpublished Job Posts', and 'Expired Job Posts'. The 'Active Job Posts +' tab is selected, displaying a table of job posts.

Job Title	Salary	Post Start Date	Post End Date	Type	Status	People Viewed	No. of Applicants
IT Supporter		28-Oct-2020	26-Jan-2021	Contract	Active	1	0
IT Supporter(Trainee)		28-Oct-2020	26-Jan-2021	Contract	Active	0	0
Application QA		16-Oct-2020	15-Nov-2020	Contract	Active	3	2

3. Input your company's **LinkedIn Page URL** and click **Update info**

The screenshot shows the 'Employer's Page' in the Talent Pool Platform. The 'Employer's Page' tab is selected. Below the tab, there is a section titled 'Company Logo (If submitted before)' with fields for 'Company Name' and 'Company description'. To the right of these fields is an 'Update Company Profile' button. Below this section, there is a paragraph of text: 'Opportunity for Talent Pool Platform users to post jobs on both Talent Pool Platform, and HKSTP's LinkedIn Page'. Below this text are two links: 'Click Here' for details and instructions, and 'Click Here' to download the "Reply Slip and LinkedIn Company Page Affiliation Acknowledgement Form". At the bottom, there is a field for 'Company LinkedIn Page URL: www.linkedin.com/company/' with an 'Update info' button next to it, which is circled in red.

Employer must input their LinkedIn URL

*\*\*Note: this is only applicable to companies that already have a LinkedIn Company page*