ERB website - Function Highlights (Employer user)

The Employees Retraining Board (ERB) has launched the ERB website to provide a one-stop training and employment platform for employers, trainees and the public. The ERB website enhances training and job-seeking functions. After registration, employers can upload job vacancies for ERB trainees to apply for and search for courses to be completed to provide more recruitment channels.

1. My Account

Employers can view and update their account information.

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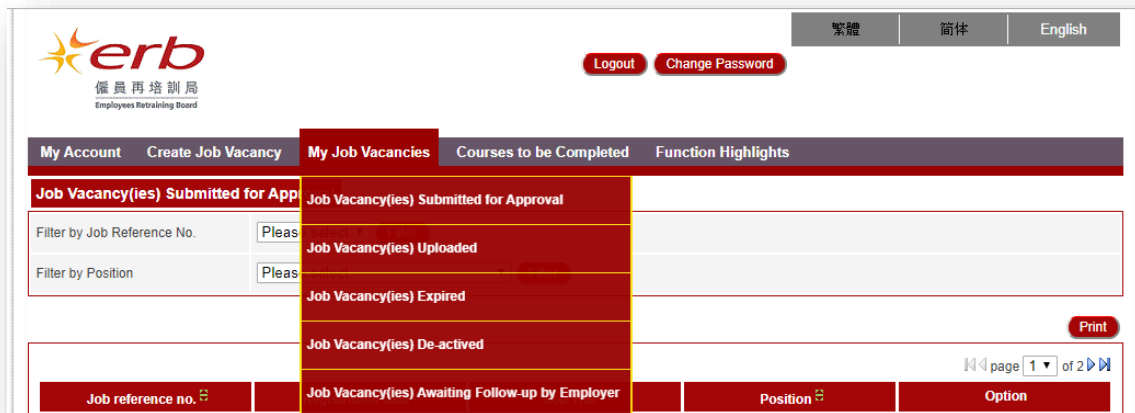
2. Create Job Vacancy

Employers can submit job vacancies registration. The job vacancies will be browsing by the registered trainees and training bodies.

2.1 Employers can submit job vacancy registration. Upon approval by the ERB, the job vacancy will be uploaded to the website for 1 month for viewing by the registered trainees and training bodies.

2.2 Employers can copy the job details from the job vacancy previously uploaded by using "Copy from existing job vacancy" function to facilitate the job vacancy registration (only available to Employers who have previously uploaded job vacancies only).

3. My Job Vacancies

Employers can edit or deactivate job vacancy previously uploaded, or post the expired or deactivated job vacancies again.

3.1 At "Job Vacancy(ies) Submitted for Approval" page, employers can search for the awaiting for approval job vacancies by applying the "Job Reference No." or "Position" filter(s), and then view the details of the selected job vacancy.

3.2 At "Job Vacancy(ies) Uploaded" page, employers can search for the uploaded job vacancies by applying the "Job Reference No." or "Position" filter(s), and then view the details, or edit or deactivate the selected job vacancy.

3.3 At "Job Vacancy(ies) Expired" page, employers can search for the expired job vacancies by applying the "Job Reference No." or "Position" filter(s), and then view the details, or repost the selected job vacancy again.

3.4 At "Job Vacancy(ies) De-actived" page, employers can search for the de-activated job vacancies by applying the "Job Reference No." or "Position" filter(s), and then view the details, or repost the selected job vacancy again.

3.5 At "Job Vacancy(ies) Awaiting Follow-up by Employer" page, employers can search for the awaiting follow-up job vacancies by applying "Job Reference No." or "Position" filter(s), and then view the details, or edit the information of the selected job vacancy.

4. Courses to be Completed

Provides information of placement-tied ERB courses to be completed shortly. Employers can directly contact the relevant training bodies for the recruitment of ERB trainees.

4.1 At "Courses to be Completed" page, employers can search information of placement-tied ERB courses to be completed shortly by applying "Industry Category" filter. In the search result, employer can apply "Email" option to contact the relevant training bodies for the recruitment of ERB trainees.