



勞工處
Labour Department

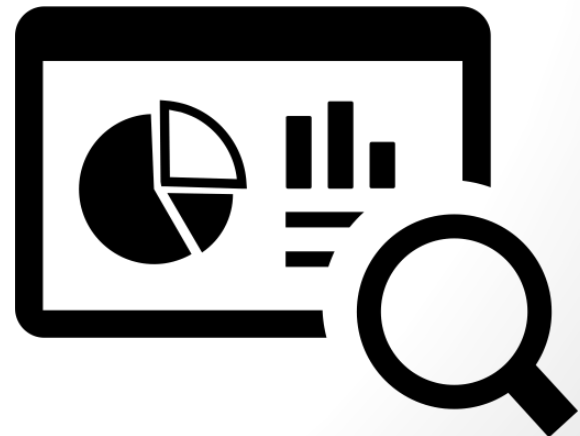
Employment Service

for Students with Special Educational Needs

Selective Placement Division of the Labour Department

Content

1. Introduction of Services of the Selective Placement Division (SPD)
2. Application for government posts
3. Tips on Job Hunting



Services of SPD

- **Free** recruiting service to employers
- **Free** employment services to job seekers who are people with disabilities including students with special educational needs (SENs)



Job seekers we serve:

- Visually impaired
- Hearing impaired
- Physically handicapped
- Chronically ill
- Autism Spectrum Disorder
- Intellectually disability
- Ex-mentally ill
- Specific learning difficulties and attention deficit/ hyperactivity disorder

What do we offer to our registrants?



Registration

Job Consultancy

Follow Up



- **In-depth Career Consultation & Professional Advice**

Job Preferences | Career Progression Plan | Current Job Hunting Practices | Market Trend & Opportunities



- **CV Polishing / Cover Letter Writing**

Tips to make your CV & Cover letter effective, clear & concise

Registration

Job Consultancy

Follow Up



- **Mock Interview**

- Appropriate self-introduction
- Dos and Don'ts
- Typical questions vs. Behavioral questions / competency-based questions



- **Obtain Latest Labour Market Information**

& Advice on application through other channels

“Aim-Higher” Service Package:
dedicated to PWDs with higher educational background



Registration

Job Consultancy

Follow Up



- Registration is valid for **1 year** and renewable

- Follow up service for at least **6 months** after commencement of employment



Application for government posts



Application for Government posts by people with disabilities



Appointments to the Civil Service are based on the principle of **open and fair competition**. All applicants in an open recruitment exercise are assessed on the basis of their character, ability and performance having regard to the stipulated entry requirements set according to the job requirements of the civil service grades concerned.

□ the application process

Indicate the type of disabilities in the application forms

If there is a selection test/interview, the recruiting department / grade (D/G) is required to proactively ascertain from the applicant any assistance or accommodation needed

The test/interview process would also be suitably adjusted to cater for his/her special needs.
An applicant with disability may also suggest other arrangements in view of his/her disability

Application for Government posts by people with disabilities

□ the recruiting process

Meet the basic entry requirements

Will not be subject to shortlisting criteria, if any

Automatically invited to attend selection test/ interview

After selection, if found suitable

an appropriate degree of preference for appointment over other applicants (preferential recruitment policy)

After the selection test/interview, if an applicant with disability is found **suitable** by the recruitment board to carry out the duties of certain posts in a specific rank, he/she **may be recommended** for appointment **even though he/she may not be able, due to his/her disability, to perform the full range of duties of every post** in the concerned rank.



Preparation

- **Summer Internship Scheme**
- **Common Recruitment Examination (CRE)**
- **Basic Law Test (BLT)**
- **Joint Recruitment Examination (JRE)**

A Few Tips on Job Hunting

- Social recruiting
- Self-introduction
- Impromptu talk
- Resume and covering letter
- Job interview
 - Eye contact
 - Gesture
 - Knowledge to the organisation / company
 - Punctuality



You are welcome to make an appointment with our Employment Consultant for an **One-to-One Career Consultation!**

<https://forms.gle/JV7UssnddAXn5Yw6A>



➤ Where are we?

Office	Location	Tel
Hong Kong office	G/F, East Wing, Harbour Building, 38 Pier Road, Central, Hong Kong. (near Sheung Wan MTR Station)	2852-4801
Kowloon office	G/F, Ngau Tau Kok Government Offices, 21 On Wah Street, Ngau Tau Kok, Kowloon. (near Kowloon Bay MTR Station)	2755-4835
New Territories office	2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories. (near Tseun Wan MTR Station)	2417-6190