

## Steps to Place a Recruitment Advertisement

### Step 1

Register/Login your company account

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**CHARTERED  
GOVERNANCE**  
Hong Kong

Better Governance. Better Future.

LOGIN

About Us

Membership

Studentship

Professional Development

Thought Leadership

Resources

News & Events

FAQs

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Home > Login

### Login to your account


Company

Member/Graduate/Student/Other

**Company**

Password

Remember me

I'm not a robot 

Login

[Forgot password?](#)

If you do not have HKCGI account, [join here](#)

No Company Account? [Register company account](#)

Please visit our [FAQs](#) if you have difficulties logging in.

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## Step 2

Click 'Career Classified Submission' and fill in the job details, preview and submit

The screenshot shows the 'Career Classified Submission Form' on the Chartered Governance Hong Kong website. The header includes the logo and tagline 'Better Governance. Better Future.', a 'LOGOUT' button, and a navigation menu with links: About Us, Membership, Studentship, Professional Development, Thought Leadership, Resources, News & Events, and FAQs. The main content area is titled 'Career Classified Submission Form'. On the left, there is a sidebar with 'Company's Profile' (Inbox (0), View Profile (edit), Change Password) and 'Job Opening' (Career Classified Submission, Job List). The 'Career Classified Submission' link is highlighted with a red box. The main form area is titled 'Job Advertiser Details' and contains several input fields: Company Name, Company Description, Name of Contact Person, Title of Contact Person (with a dropdown arrow), Contact Person Email Address, and Contact Person Phone Number.

If you are not routed to the 'Career Classified Submission Form' page after login, please scroll down to the bottom of the page, click 'Job Openings For Governance Professionals', and then 'Post a Job'.

The screenshot shows the footer area of the Chartered Governance Hong Kong website. It features the logo and tagline 'CHARTERED GOVERNANCE Hong Kong'. There are links for 'Contact Us', 'Work For Us', and 'Job Openings For Governance Professionals', with the latter highlighted by a red box. Other links include 'HKCGI China' and 'Sign up for newsletter'. A newsletter sign-up form is present with the text 'Enter your email address' and a 'Submit' button. Social media icons for Instagram, Twitter, LinkedIn, Facebook, and YouTube are also visible. At the bottom, there are links for 'Sitemap', 'Disclaimer', and 'Statement On Data Protection'.

## Step 3

HKCGI will confirm your submission in two working days

Enquiries For enquiries, please contact the Marketing Section on: 2881 6177 or email: [marketing@hkcgi.org.hk](mailto:marketing@hkcgi.org.hk).