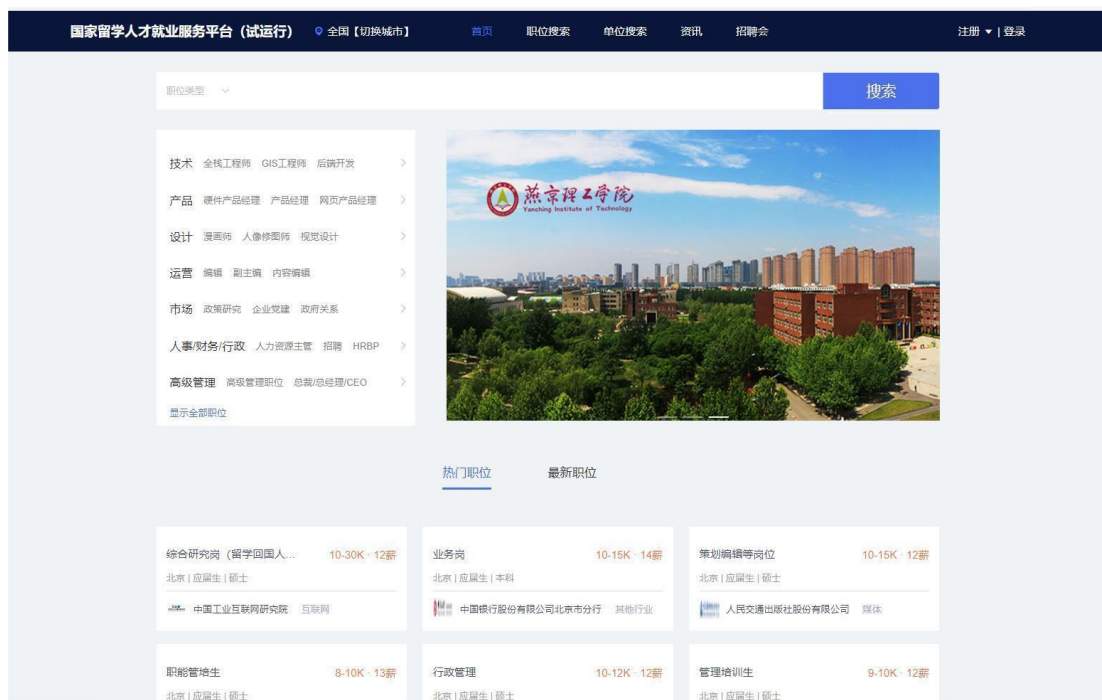


附件 2:

## 国家留学人才就业服务平台操作手册

### 1、进入国家留学人才就业服务平台网

<http://lxyc.cscse.edu.cn/job/#/home> 点击右上角注册。



### 2、填写基本信息，通过邮箱接收验证码完成注册。

The screenshot shows the '机构注册' (Institution Registration) form. The form is divided into three steps: '选择类型' (Select Type), '填写信息' (Fill in Information), and '注册成功' (Registration Successful). The '填写信息' step is currently active. The form fields include: '法人类型' (Legal Entity Type) set to '事业单位' (Public Institution); '法人性质' (Legal Entity Nature) set to '其他' (Other); '单位名称' (Unit Name) as '新加坡理工学院' (Singapore Institute of Technology); '统一社会信用代码' (Unified Social Credit Code) as '1211000070401711E'; '部门名称' (Department Name) as '人力资源相关业务部门' (Human Resources Related Business Department); '法人姓名' (Legal Representative Name) as '陈宏福'; '证件类型' (Certificate Type) as '身份证' (ID Card); '法人证件号' (Legal Representative Certificate Number) as '110108196306282311'; '联系人姓名' (Contact Name) as '吴洪祥'; '联系人手机' (Contact Mobile Number) as '13621300594'; '联系人邮箱' (Contact Email) as 'wuxp\_1@shu.edu.cn'; '验证码' (Verification Code) field with a '获取验证码' (Get Verification Code) button; '确认' (Confirm) field; and '确认邮箱' (Confirm Email) field.

发件人: bfw02@cscse.edu.cn  
发送时间: 2022-03-08 14:02  
收件人: caapplication  
主题: 统一用户注册系统信息发送

验证码为: 842990,您正在注册成为新用户,感谢您的支持! 教育部留学服务中心

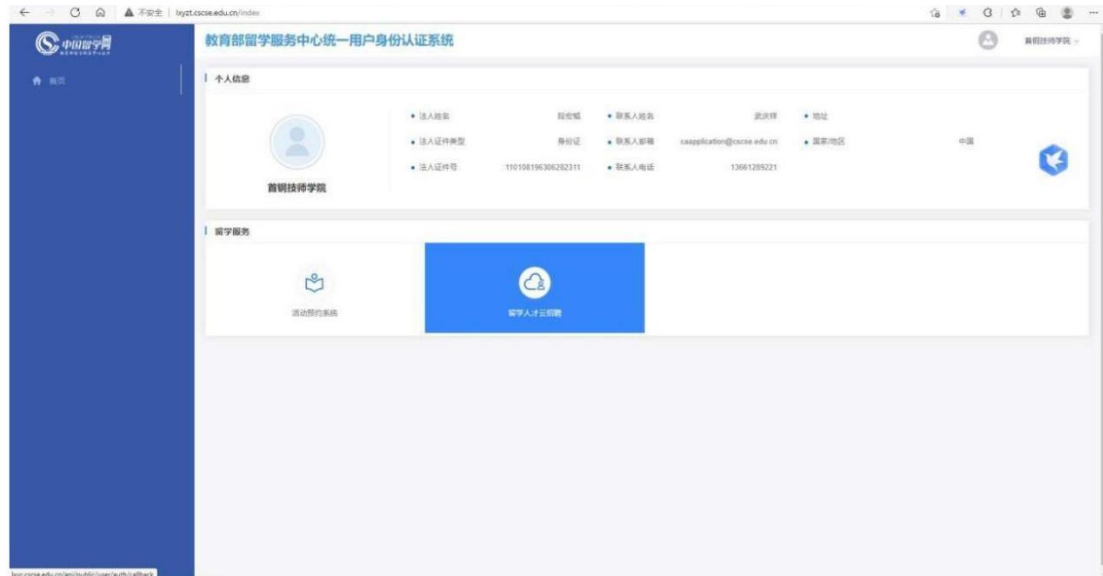
### 3、注册成功，点击返回首页。



### 4、选择机构用户登录。



## 5、选择国家留学人才就业服务平台



## 6、填写信息进行单位认证。



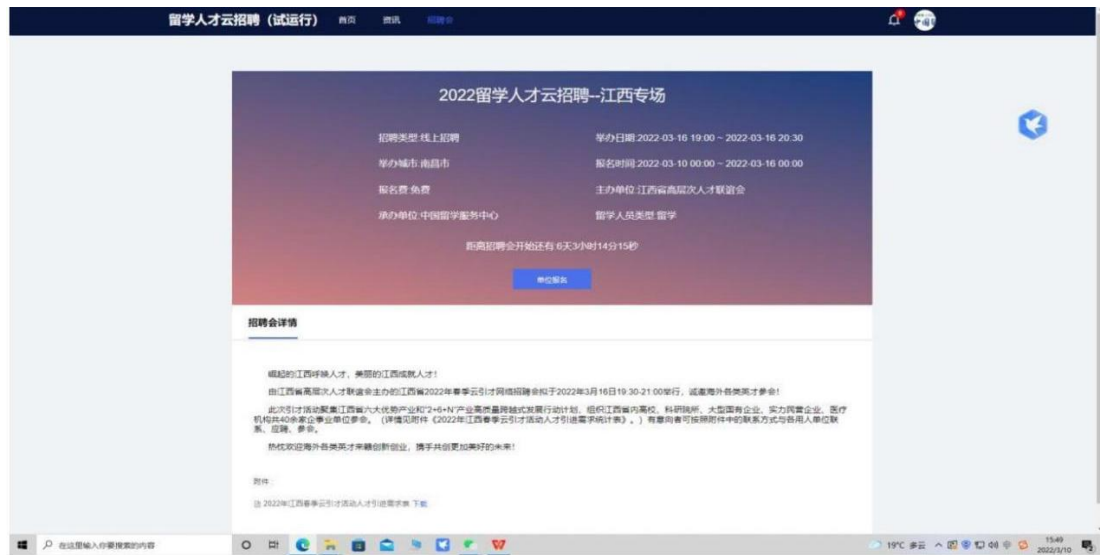
7、审核通过后填写完整单位基本信息，点击编辑可进行编辑操作，编辑完成后点击保存。

The screenshot shows a web interface for managing unit information. The left sidebar contains a menu with options like 'Unit Information', 'Unit Privileges', 'History', 'Positions', 'Recruitment Management', and 'Recruitment'. The main content area is titled 'Unit Information' and includes a 'Basic Information' section with fields for 'Unit Name', 'Unit Type', 'Registration Number', 'Registration Address', and 'Registration Date'. There is also a 'Human Resources' section with fields for 'Unified Social Credit Code', 'Legal Representative Name', 'Legal Representative ID', 'Contact Name', 'Contact Mobile Number', and 'Contact Email'. A 'Save' button is visible at the bottom right of the form.

8、选择发布职位可在线发布职位。

The screenshot shows a web interface for managing job postings. The left sidebar contains a menu with options like 'Post Management', 'Recruitment Management', 'Recruitment', and 'Recruitment'. The main content area is titled 'Post Management' and includes a 'Job Basic Information' section with fields for 'Job Type', 'Number of Positions', 'Work Location', 'Job Requirements', and 'Job Description'. There is also a 'Job Requirements' section with fields for 'Education Level', 'Work Experience', 'Professional Requirements', and 'Job Description'. A 'Publish' button is visible at the bottom right of the form.

## 9、选择对应招聘会报名



## 10、待审核通过后，选择左侧导航栏中的招聘会--发布招聘职位

