

User Guide of PIP System

for Employers

Student Employer Recruitment Talks

Placement and Internship Programme (PIP)

The Placement and Internship Programme (PIP) is initiated by the Faculty of Engineering, The Chinese University of Hong Kong and dedicated to connecting engineering students to job opportunities and resources in order to foster their future career development. The PIP also offers a wealth of support to help students receive the latest job market information and updates by organizing career talks, workshops and job fair.

How students may benefit from PIP?

- Stay ahead in the job competition by catching up our job advertisement, seminars etc.**
PIP provides first-hand information and contacts with many established corporate and companies. Engineering students may access information on the latest job offers, seminars, etc., and make their applications or registrations directly
- Earn valuable working experience before graduation**
Students may join the work study programme or engage in internship to learn more about the working environment in their future endeavour. Such exposure helps equipping them with hands on skills and real-life experience which would increase their competitiveness and employability in the job market.
- Establish business network with your fellow colleagues**
Through engagement in the work study programme or internship lined up by the PIP, students would be able to meet more new friends and colleagues at the workplace who could provide them invaluable insights in their career choice.

<http://pip.erg.cuhk.edu.hk>

Enquiry:

Placement and Internship Programme (PIP)

Faculty of Engineering

The Chinese University of Hong Kong

Tel: 3943 8222

Fax: 2603 7327

Email: pip@erg.cuhk.edu.hk

NOTE:

- I. Please avoid pressing the “Back” or “Forward” button of your web browser, otherwise you need to press the “Refresh” button before you can continue your application.
- II. Please be reminded that each login session will be 3 hours. You will be automatically logout after 3 hours no matter you are working with the system or in ideal status.
You may check the expiry time at the upper right hand corner.

I. Create Company Account

If you are interested to provide job openings (including Graduate Jobs, Summer / Winter Inters, Work Study Programme and Part-time Jobs) to our students, please create an account and post the job details to us directly.

- A. To create account, click the “Create an Employer Account” button at the Employer page; then fill in Email, Username, Password and Password (Confirm); then click “Register” button

https://pip.erg.cuhk.edu.hk/app.php/login

PIP CUHK

Sign in

Username

Password

Keep me logged in

Sign in

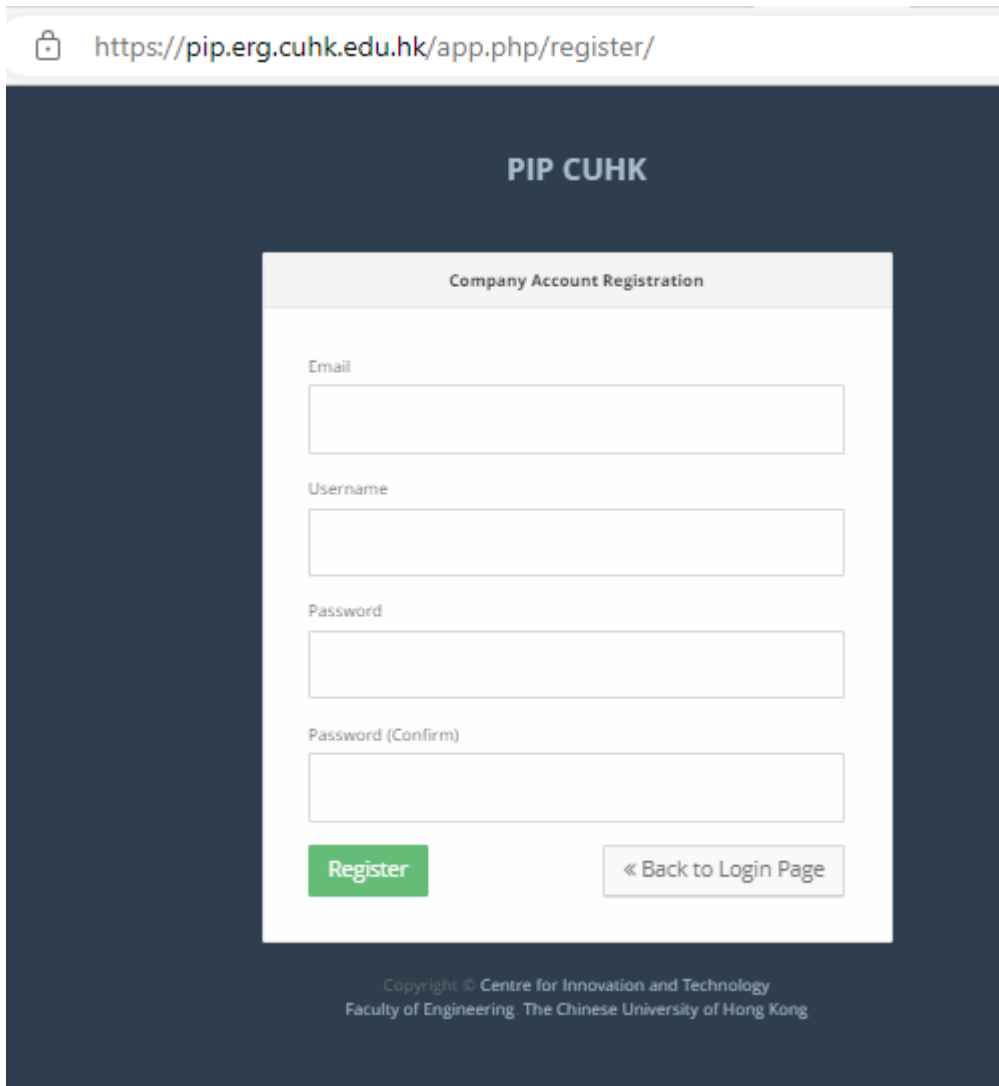
Forgot password?

Do not have an account?

Create an Employer Account

Go to PIP Website

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The screenshot shows a web browser window with the URL <https://pip.erg.cuhk.edu.hk/app.php/register/>. The page title is "PIP CUHK". The main content is a "Company Account Registration" form. The form includes the following fields and buttons:

- Email:
- Username:
- Password:
- Password (Confirm):
- Register:
- « Back to Login Page:

At the bottom of the page, there is a copyright notice: "Copyright © Centre for Innovation and Technology, Faculty of Engineering, The Chinese University of Hong Kong".

- B. After register, an email for verifying your email address is sent. Please check and click to confirm.
- C. Login your company account by your login and password and fill in your company information

Fill in the information

PIP CUHK Company Account Management Panel **Approval Pending** Company ID: XXX

Home / Company's Profile

Company's Profile

Sign-in ID: xxx

Company Information

* Company name

Website

* Mailing address

Contact Person

Salute

Last name

First name

Job title

Affiliated department

Contact tel

Contact fax

Contact email

Cancel Update

1. The fields marked with “*” are Required Fields that information must be filled in.
2. Please fill in all information in English.
3. For telephone number with extension, please use “-“ sign for the extension. For example, 26097000-123 for phone number 2609 7000 with extension 123.
4. After filling in the information, please click “Update”. You will receive an confirmation email from our system for successful registration.

II. Login

- A. Login can be done by entering the user ID and password in the Login Box at the Employer page.

III. Forgot Password

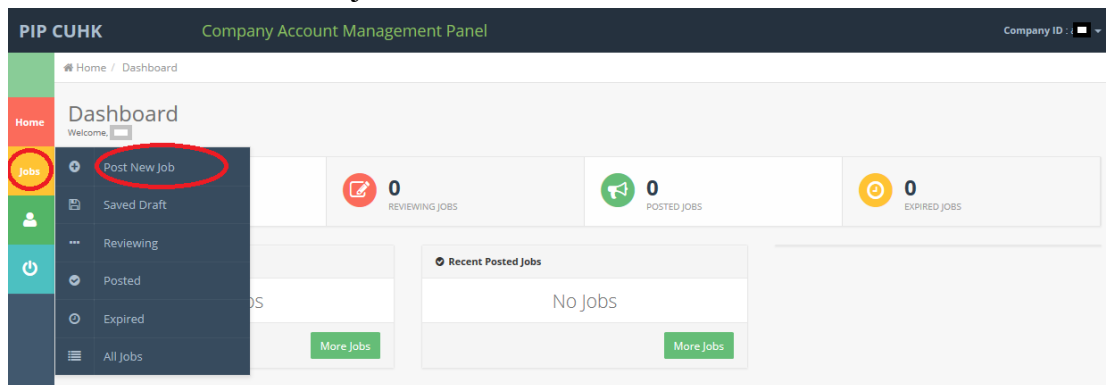
- A. If you forget the password, please click the “Forgot password” below the Login button in the Login Box.
- B. The system will then ask you to input your Login ID. Then a system email with the confirmation key will be sent to you. Please enter the confirmation key and click “Confirm” and you will be allowed to re-input your password.

IV. Jobs

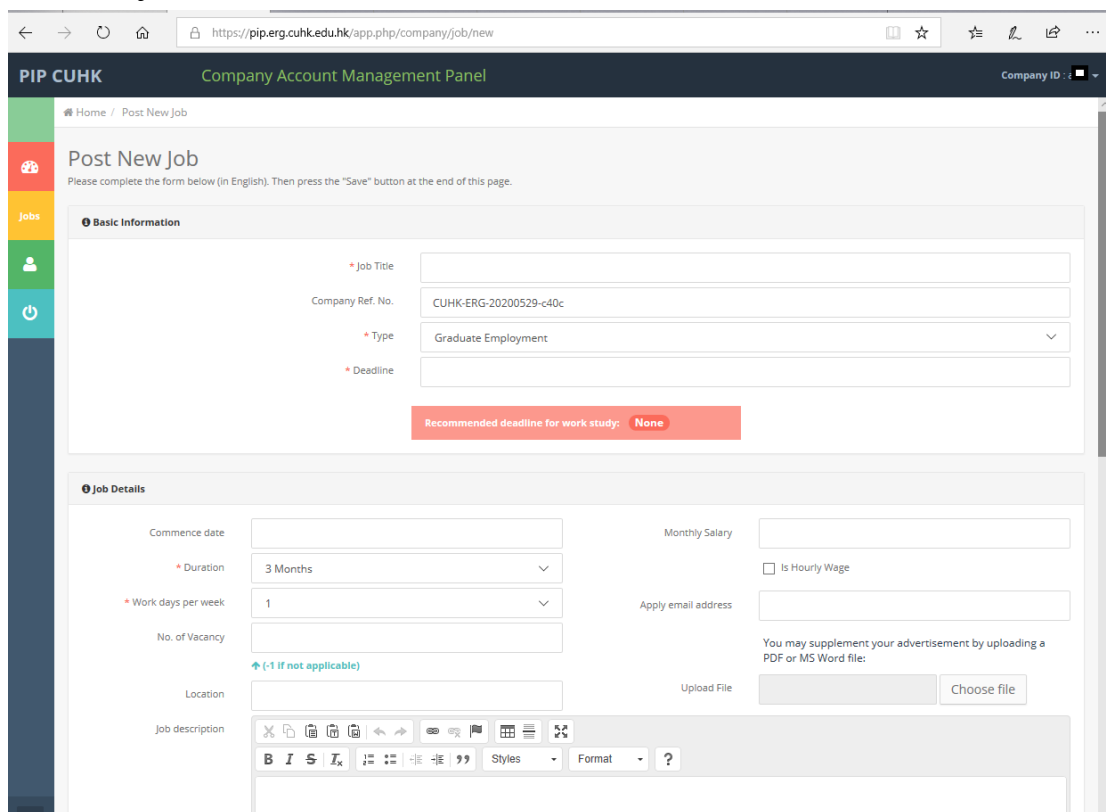
You can post the job details and view the jobs that you have posted at this page.

A. Post new job

1. Please click the “Post new job” button



2. Fill in the job details



- a. The fields marked with “*” are Required Fields that information must be filled in.
- b. Please fill in all information in English.
- c. For Job Type, please select:
 - Graduate Employment for openings for graduating students

- Part-time for openings working in part-time basis
 - Summer Interns for openings requiring students to work in the summer break
 - Winter Interns for openings requiring students to work in the winter break
 - Work Study for employing pre-final year students to work for 1-year in full time basis
- d. Please fill in the desired application deadline. The default by the PIP system will be 2 weeks from the posting date.
 - e. Please provide job details by uploading a MS Word or PDF document in part A or filling in the detail in part B.
 - f. For job types other than Work Study, students are recommended to submit their applications directly to the Employers. Please mark the Application Method at the “Remark” part.
 - g. Please click “Save as draft” after you have completed.
3. You can choose “Save as draft” for further editing or “Submit for review” to submit the job detail to us for review.

 4. Please note that the job details cannot be changed once it was “Submit for review”. If there is any change required, including extending the application deadline, please contact our staff by email to:
pipjob@erg.cuhk.edu.hk.
- B. View the jobs posted
1. To view the job posted, please click on “Job” tag at the left.
 2. You can then see the jobs at different stages:
 - Draft: the job details were saved as draft
 - Submitted: the jobs were submitted to PIP review
 - Posted: the jobs were opened to be applied by students
 - All: all the jobs at different stages were listed

V. Profile & Setting

By clicking “Profile” on the top menu, you will see the information that you have entered when you create the account. This page also contains our colleague’s contact information if you have any query please contact us.

On the right top down arrow, when you click, you can see the pulldown of setting. On My setting, you can change your password and/or contact email in the system.