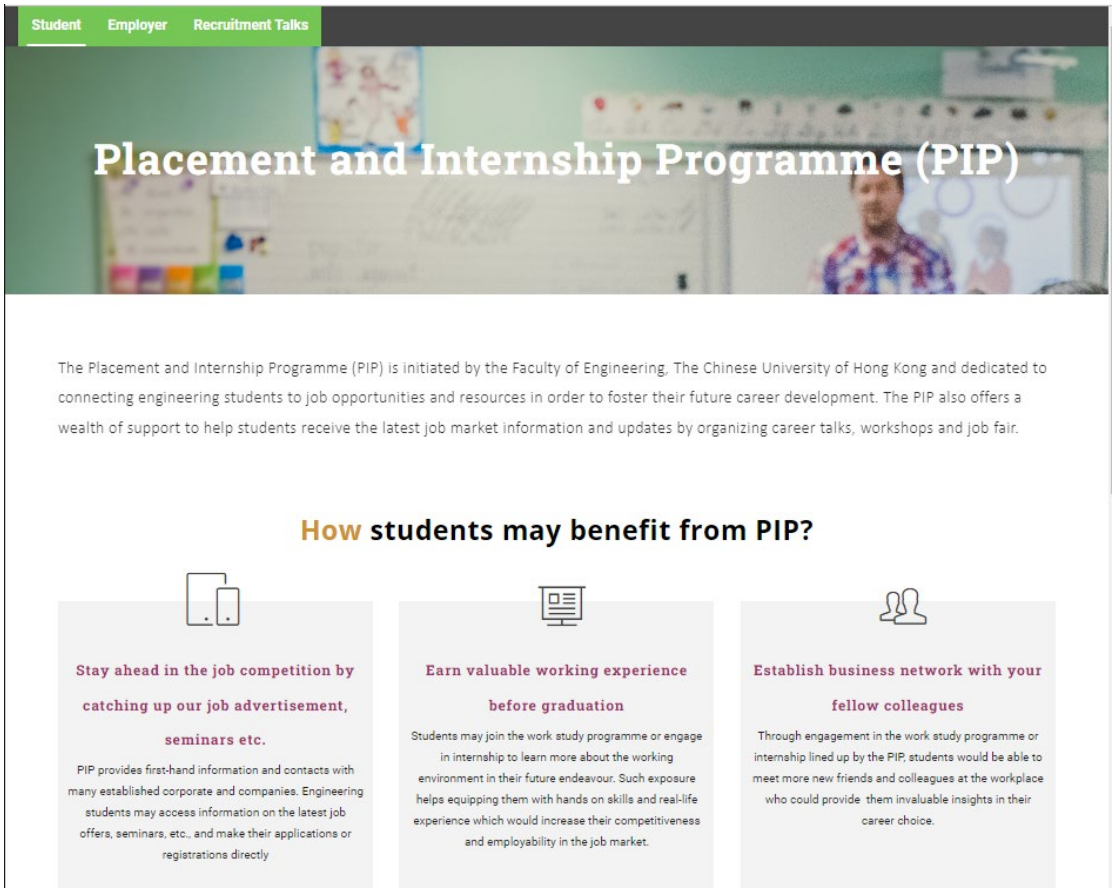
User Guide of PIP System

for Employers



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:

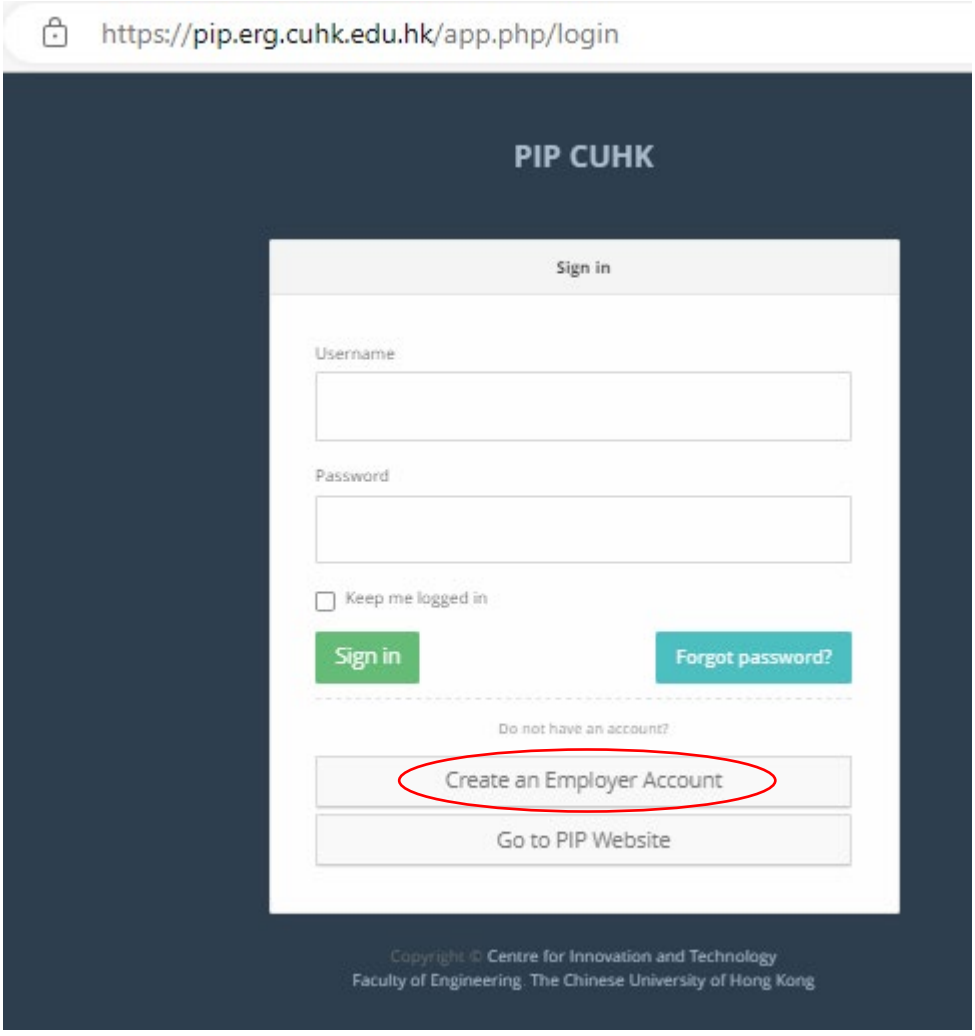
I. Please avoid pressing the “Back” or “Forward” button of your web browser, otherwise you need to press the “Refresh” button before you can continue your application.

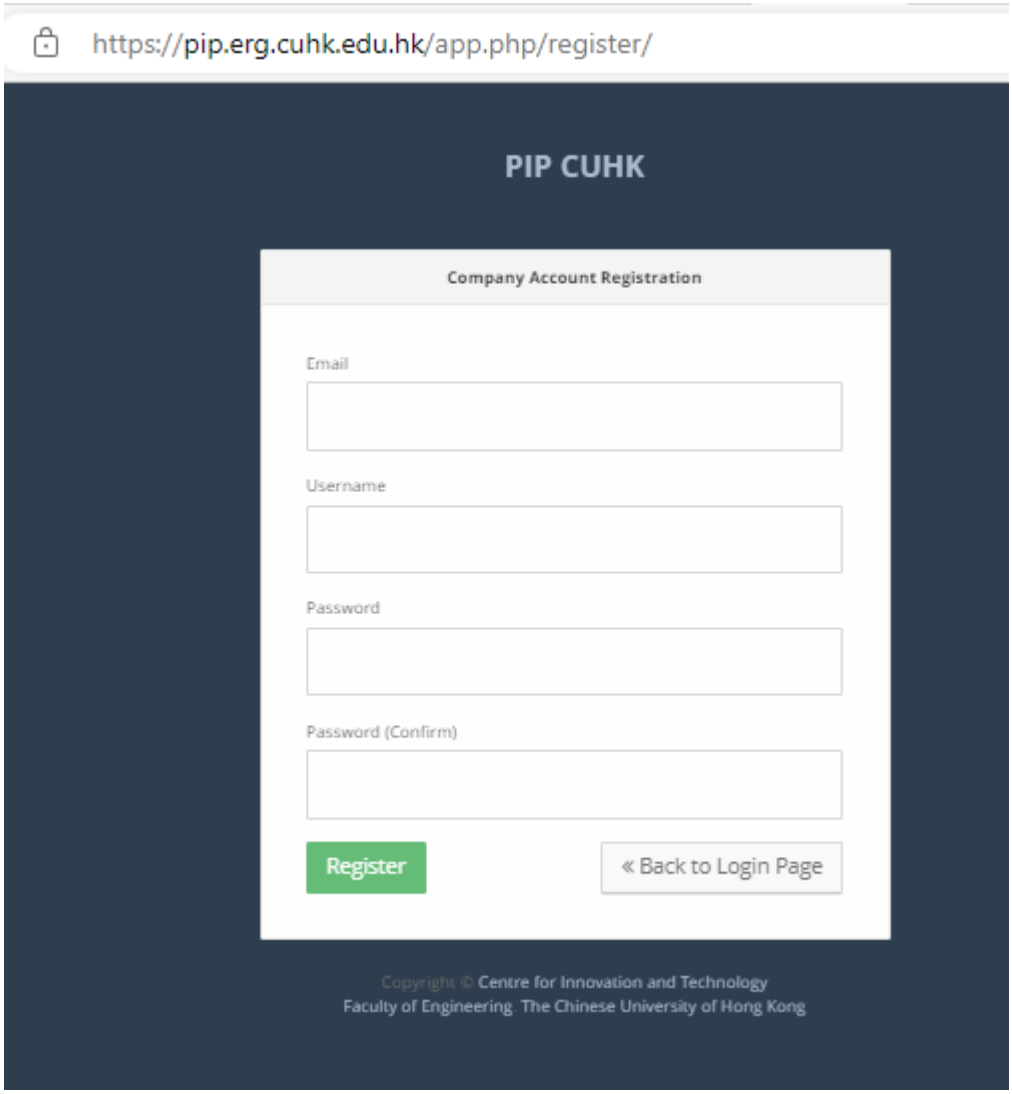
II. Please be reminded that each login session will be 3 hours. You will be automatically logout after 3 hours no matter you are working with the system or in ideal status.
You may check the expiry time at the upper right hand corner.

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.

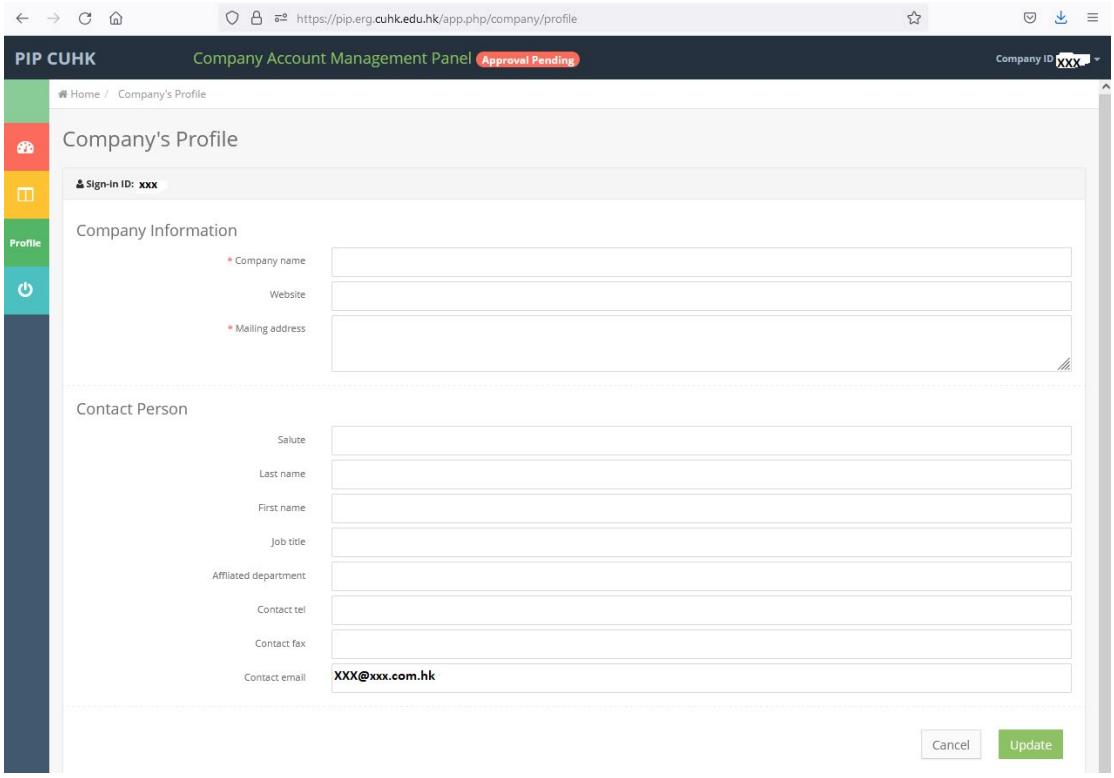
A. To create account, click the "Create an Employer Account" button at the Employer page; then fill in Email, Username, Password and Password (Confirm); then click "Register" button





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



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.

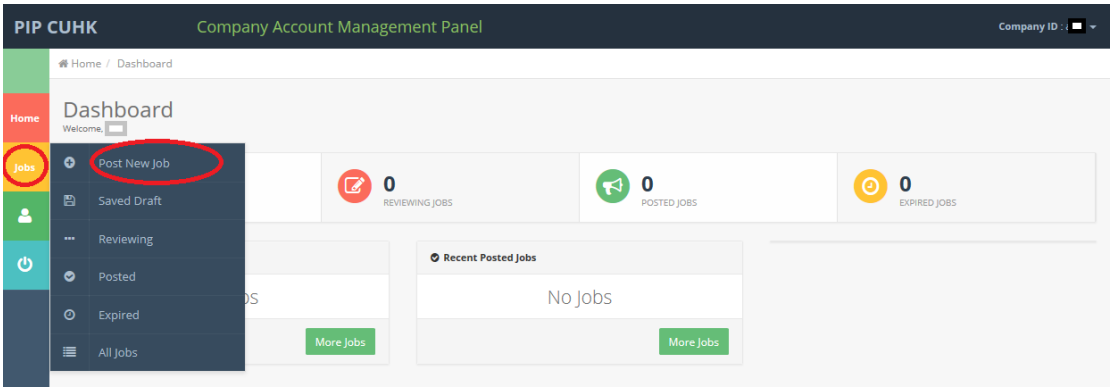
B. The system will then ask you to input your Login ID. Then a system email with the confirmation key will be sent to you. Please enter the confirmation key and click "Confirm" and you will be allowed to re-input your password.

IV. Jobs

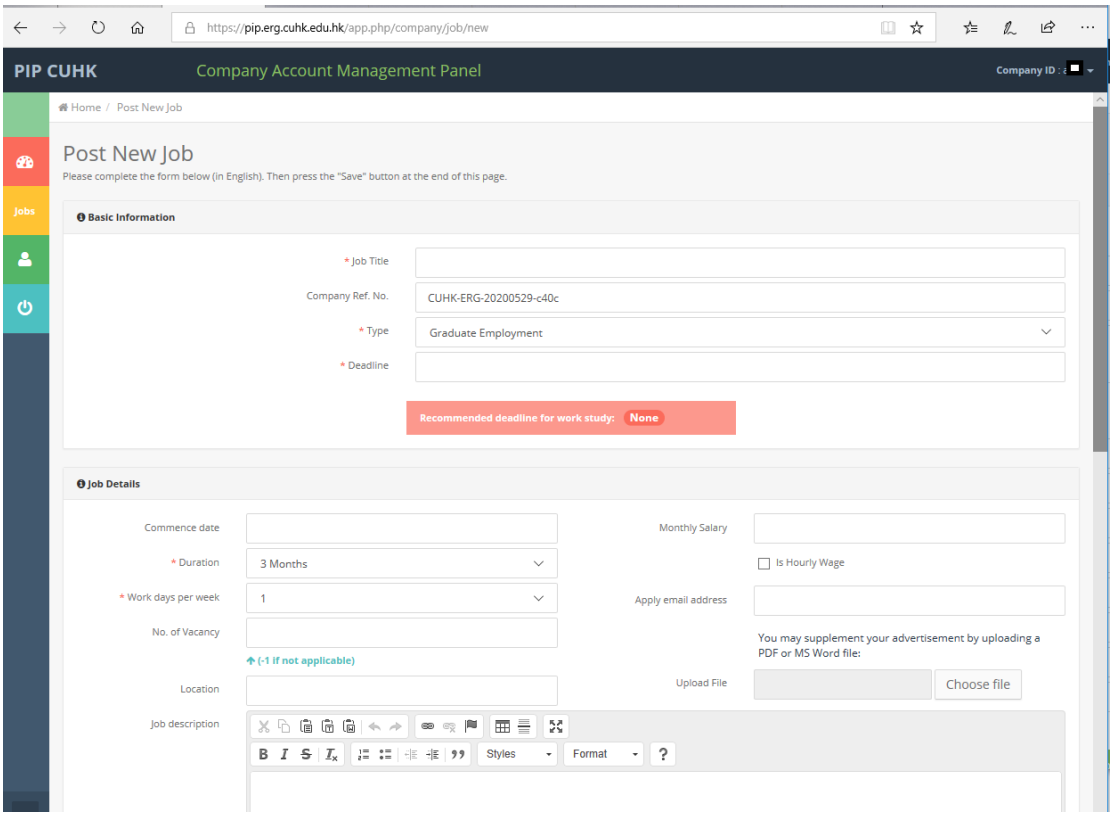
You can post the job details and view the jobs that you have posted at this page.

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 Inters 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.