User Guide of PIP System

for Employers

https://pip.erg.cuhk.edu.hk

Enquiry:
Placement and Internship Programme (PIP)
Faculty of Engineering
The Chinese University of Hong Kong
Tel: 3943 1883
Fax: 2603 5701
Email: enf-pip@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 to our students including:

- Graduate Jobs
- Summer Inters
- Work Study Programme
- Part-time Jobs
- Others Jobs

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 retype to confirm your Password; 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”.

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
   - Others for openings for the other options of recruitments
   - Work Study for employing pre-final year students to work for 1-year or more in full time basis
d. Please fill in the desired application deadline
e. Please provide job details by uploading a MS Word or PDF document or filling in the fields.
f. 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: enf-pip@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:
      - Save 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
      - Expired: the jobs expired upon reaching the deadline
      - All: all the jobs at different stages were listed

V. Review Company Profile & Setting

By clicking “Profile” on the left side menu, you will review the information that you have entered when you create the account. You can update your information in the “Profile” accordingly.
On the right top down arrow, when you click, you can see the pulldown of setting. On setting, you can change your password and/or contact email in the system.