

PolyU Job Board

Frequently Asked Questions

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A. About PolyU Job Board

Q1: What is PolyU Job Board?

PolyU Job Board serves as an easy access to jobs and internships exclusive to PolyU students.

To have a better understanding of the new PolyU Job Board, please read the FAQ carefully.

B. Login

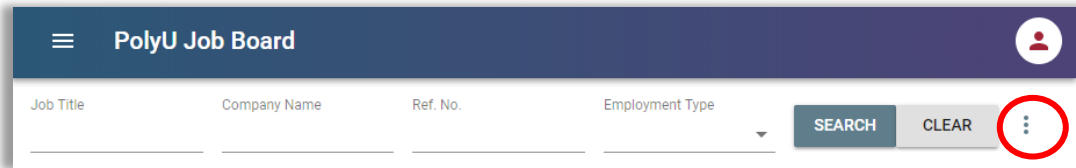
Q1: How do I access my student account?

Please refer to the instructions provided by Polyu ITS at <https://www.polyu.edu.hk/its/pusecure/faq.php>

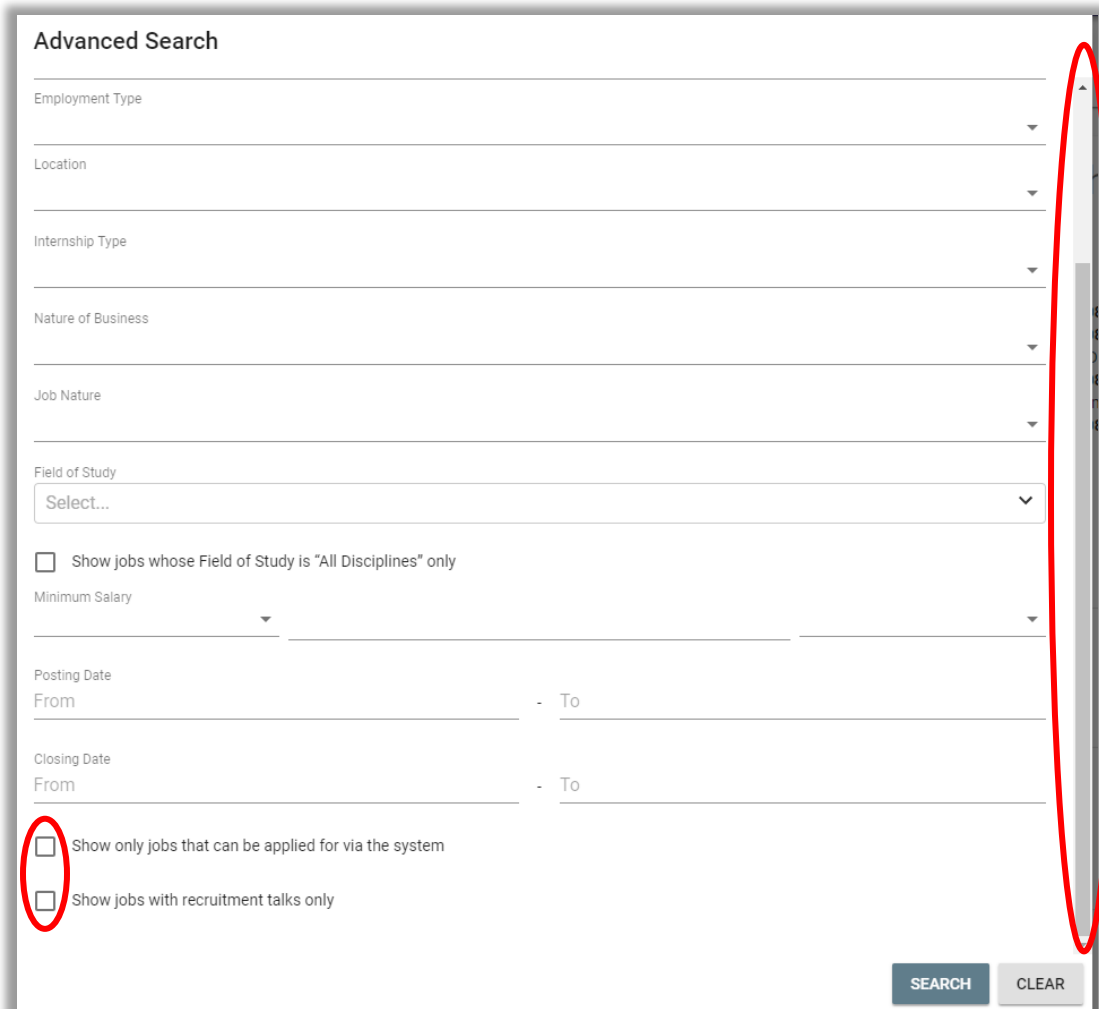
C. Browse Jobs

Q1: How to use Advanced Search to search for jobs that are with recruitment talks or can be applied for via the system?

1. Click the “Advanced Search” button ().



2. Scroll to the bottom. You may click the box with check mark for “Show only jobs that can be applied for via the system” or “Show jobs with recruitment talks only”.



3. Click the “SEARCH” button.

D. Job Application

Q1: How do I apply for a job via the system?

1. Click “APPLY NOW” in the top-right corner or “APPLY VIA SYSTEM” at the bottom (under the Application Methods section) of the page.

The screenshot shows a job application page for a company. At the top right, there are two buttons: "REMOVE FAVOURITE" and "APPLY NOW". The "APPLY NOW" button is circled in red. Below the company name and job title, there is a green button that says "Internship Position - Half or One Year Internship". In the top right corner, the posting date is 2018-08-07 and the closing date is 2018-08-31. The page includes sections for "Information of Recruitment Talk", "About Name of Company", "Job Description", "Skills & Requirements", "Application Methods", "Nature of Business", "Job Nature", and "Remarks". In the "Application Methods" section, there is a button labeled "APPLY VIA SYSTEM" which is also circled in red. Below this button, there is a list of items to apply with: Resume, Cover Letter, and Application Form (with a download link).

Name of Company ★ REMOVE FAVOURITE **APPLY NOW**

Company LOGO **Job Title** Ref: JN002934 Posting Date : 2018-08-07
Closing Date : 2018-08-31

Internship Position - Half or One Year Internship

HKD 8500 - 9000 (Monthly) 1 Vacancy Hong Kong, Country, City

Information of Recruitment Talk

Date : 31 Aug,2018
Time : 09:00 to 18:00
Venue : Venue
Registration :

Recruitment Talk Details

Please click [here](#) to view the Recruitment Talk Schedule.

About Name of Company

[Company Introduction]

Job Description

[Job Description]

Skills & Requirements

Field of Study : **All Disciplines**
Year of Study : **Final Year**
Education Level (pursuing / obtained) : **Doctorate, Bachelor**
Spoken Languages : **English**
Written Languages : **English**

[Skills & Requirements]

Supplementary Document [Supplementary Document-1.png](#)

Application Methods

APPLY VIA SYSTEM

Please apply with:

- Resume
- Cover Letter
- Application Form : [Download](#)

Nature of Business

- Others

Job Nature

- Others

Remarks

Other Information - Remarks

If you want to get professional career advice for your job applications, please register Career Advising / Mock Interview session through [POSS](#).

2. Click the box of Required Documents with check mark for "Resume".

← My Application : JA00000015

Job Ref. No.	JN002934
Job Title	Job Title
Company Name	Name of Company
Required Documents	<input type="checkbox"/> Resume
Closing Date	2018-08-31
Status	Draft
Created At	2018-08-23 13:37:07
Submitted At	Not Submitted yet.

↑ SUBMIT APPLICATION

Uploaded Documents

Resume	UPLOAD
Cover Letter	UPLOAD
Application Form	UPLOAD
Others	+ Upload File Select from "My Resume"

3. Click "UPLOAD" for uploading a resume.
4. Click "Upload File" or "Select from 'My Resume'" in the pop-up box.
5. Select your attachment.
6. Click the "SUBMIT APPLICATION" button.

← My Application : JA00000015

Job Ref. No.	JN002934
Job Title	Job Title
Company Name	Name of Company
Required Documents	<input checked="" type="checkbox"/> Resume
Closing Date	2018-08-31
Status	Draft
Created At	2018-08-23 13:37:07
Submitted At	Not Submitted yet.

↑ SUBMIT APPLICATION

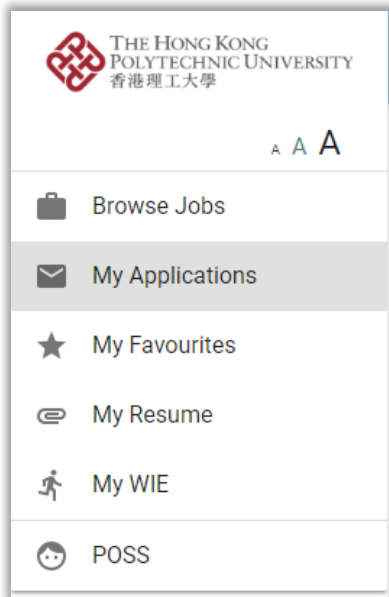
Uploaded Documents

Resume	Resume.png (707.3 KB) [2018-08-23 13:51:12]
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E. My Applications

Q1: How can I find my job applications record?

Click “My Applications” on the left-hand side of the page.



You can view your application history in the Status column to see if the job is Submitted, Withdrawn or Nominated. You can only upload or replace attachment(s) when it is in Draft status.





My Applications						
Ref. No.	Job Title	Company Name	Required Documents	Closing Date	Status	
JN002941	Job Title	Name of Company	<input checked="" type="checkbox"/> Resume	2018-08-30	Draft	
JN000042	Job Title	Name of Company	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter		Submitted	
JN000112	Job Title	Name of Company	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter	2018-02-28 Closed	Submitted	
JN000166	Job Title	Name of Company	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter	2018-03-28 Closed	Withdrawn	

Q2: Can I change my information or replace the attachment(s) after submission?

No. Please contact career.caps@polyu.edu.hk should you have any enquiries.

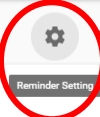
Q3: How do I know the job is closed for application?

When a job application is in Draft status, you will be alerted via your student email three days before the application's closing date, which can also be seen on the list in the system.

My Applications						
Ref. No.	Job Title	Company Name	Required Documents	Closing Date	Status	
JN002941	Job Title	Name of Company	<input checked="" type="checkbox"/> Resume	2018-08-30	Draft	  
JN000112	Job Title	Name of Company	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter	2018-02-28 Closed	Submitted	

Q4: How do I deactivate the alerts?

Click the "Reminder Setting" button (⚙️) in the top-right corner.

PolyU Job Board						
My Applications						
Ref. No.	Job Title	Company Name	Required Documents	Closing Date	Status	Reminder Setting
						

Click the box with check mark for "DO NOT send me email reminders regarding application closing date of jobs in 'My Applications'", then save.

← Reminder Setting

If you DO NOT want to receive any of the email reminders, please click the box(es) below with check mark (you can update your preferences anytime on this page):

DO NOT send me email reminders regarding application closing date of jobs in "My Favourites".

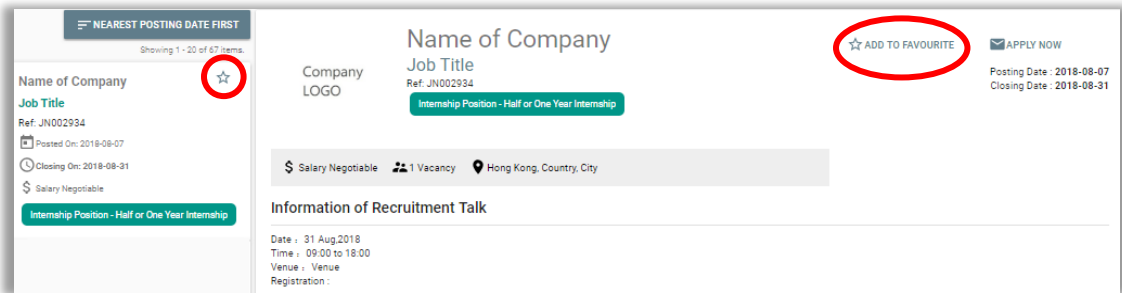
DO NOT send me email reminders regarding application closing date of jobs in "My Applications".

SAVE

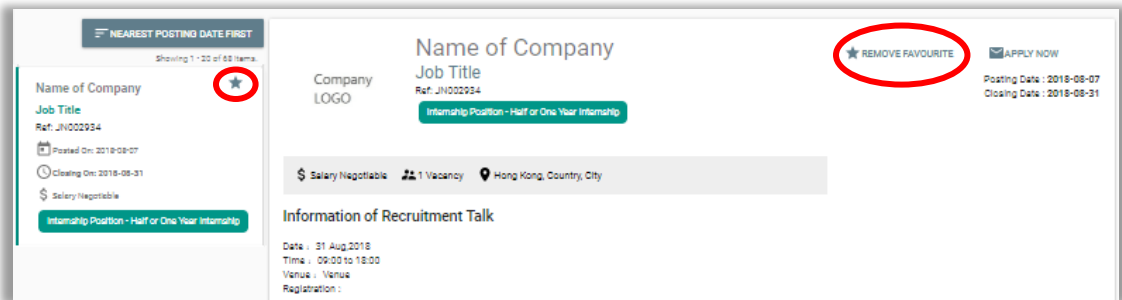
F. My Favourites

Q1: How do I bookmark a job?

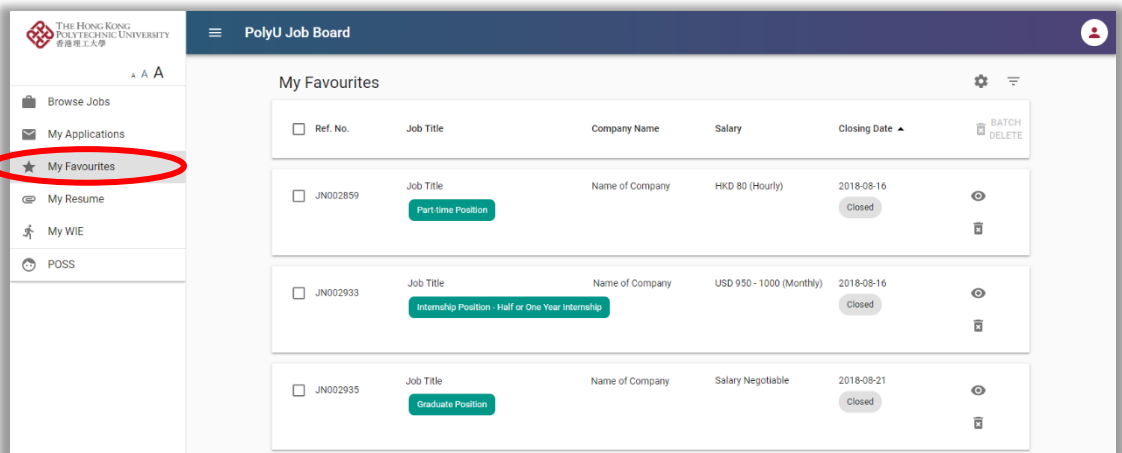
1. Click the “ADD TO FAVOURITE” button in the top-right corner or the star icon (★) on the left-hand side of the page.



2. Both the button and the icon will then be in green-grey.



3. A list of the bookmarked jobs can be found by clicking “My Favourites” on the left-hand side of the page.

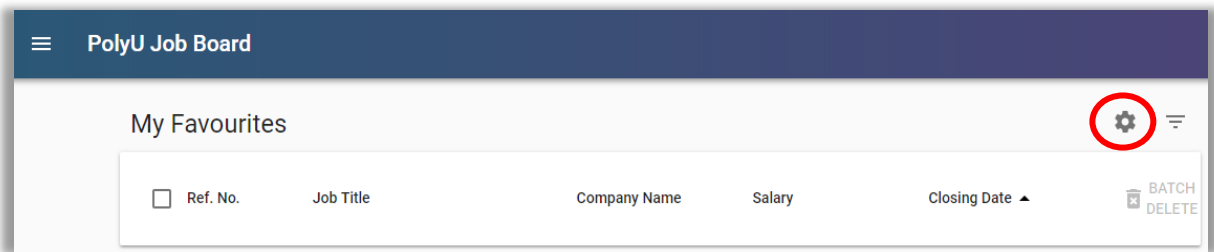


Q2: How do I know a bookmarked job is closed for application?

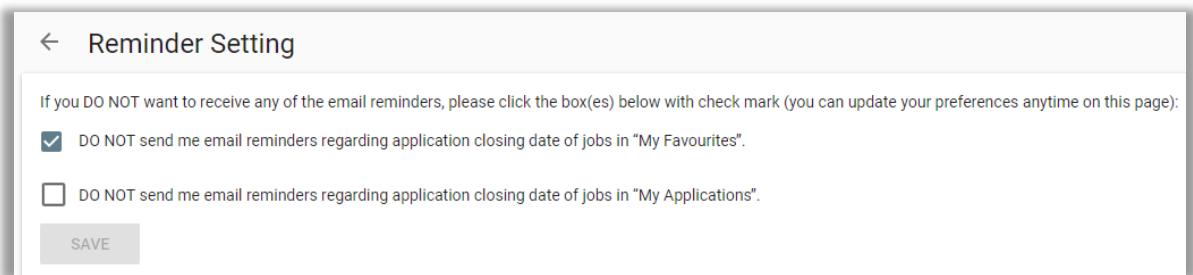
You will be alerted via your student email three days before the application closing date of the bookmarked job.

Q3: How do I deactivate the alerts?

Click the “Reminder Setting” button (⚙️) in the top-right corner.



Click the box with check mark for “DO NOT send me email reminder regarding application closing date of jobs in ‘My Favourites’”, then save.

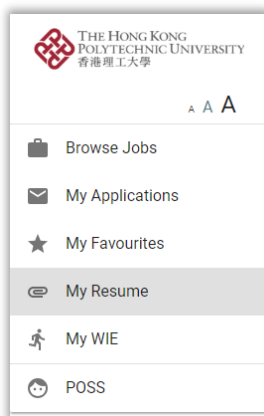


G. My Resume

Q1: How do I change my student account details?

You can add and edit your account details in the sections including Contact Information, Personal Profile, Education, Working Experience, Professional Qualifications, Extracurricular Activities, Languages and Other Information in “My Resume”. You may also add new sections, or upload your own resume and other related documents in the Attachments section.

1. Click “My Resume” on the left-hand side of the page.



2. You may also download the PDF file of your resume for further action.



H. Others

Q1: Why can't I access the PolyU Job Board via my MS Internet Explorer browser ?

The new Job Board supports MS Internet Explorer 11 or above. You may also access the system via other browsers like Google Chrome or Mozilla Firefox.

If the problem persists, please contact career.caps@polyu.edu.hk with the following information:

- a screenshot of the failure;
- your OS version (e.g. MS Windows 8.1); and
- your browser version (e.g. MS Internet Explorer 11).

Q2: I cannot find the answer to my question, what should I do now?

Please contact career.caps@polyu.edu.hk with the following information:

- your full name;
- your Student NetID; and
- your contact number and email address.