

Project Personnel Employment Procedures for OBA Projects

1. The Project Leader (PL) should make sure that the project account has sufficient funding for appointment of project staff.
2. For appointments of Professorial Project Fellow and Principal Project Fellow, or if the appointee is or over 60 years old, the approval of Chairman of WGOBE is also required.
3. Open recruitment of project personnel (please refer to [Project Personnel—Ranks, Qualifications and Guidelines for Determining Commencing Salary and Main Duties](#)) must be done via advertising in local newspapers or on PolyU website followed by formal selection and employment procedures.
4. If placing of local advertisement for project personnel is required, the PL is required to complete and submit [Form 8](#) (Requisition for Placing Local Advertisement for Project Personnel) to the Human Resources Office (HRO) via D/SLTC*. The type of project personnel and the duration of appointment should be as those given in the approved proposal. Any variations about appointments of project personnel from the proposal have to be approved by D/SLTC.
5. The completed [Form 8](#) (Requisition for Placing Local Advertisement for Project Personnel) will be forwarded to HRO for placing advertisements in major local newspapers and/or on PolyU website. Advertisement costs, if any, will be charged against the project account.
6. All applications received will be forwarded to the PL for shortlisting.
7. The PL should conduct an interview with shortlisted candidates before making an appointment. Members of the interview panel have to be approved by D/SLTC. The PL can be the Chairperson of the interview panel. (Interviews are not required for appointment of Student Assistants.)
8. At the interview, the panel chairperson should (a) check the original identification documents and certificates pertaining to the shortlisted candidates' relevant academic/ professional qualifications, and (b) inform the candidates of the duties and normal terms and conditions of appointment. (Please refer to the [Terms of Service of Full-time Project Personnel](#) and [Guidelines for PLs in Supervising Project Staff Working on a Part-time Basis](#).)

9. A brief interview report ([Form 16](#) - Interview Report for Appointment of Project Personnel) should be completed, commenting on each applicant's suitability and giving justifications for the recommended candidate. A reserve candidate for appointment should also be nominated if possible. The interview report should be signed by all panel members.
10. The PL is responsible for notifying all applicants of the results of their applications.
11. If the PL considers that interviews are not required for a particular post/appointee, he/she should indicate so and give justifications in [Form 7](#) (Appointment/Extension of Appointment of Project Personnel). Such cases include the following:
 - (a) Recruitment of project personnel (including student assistants) on an hourly basis, or for short periods of time, or
 - (b) The appointee is or has been employed by PolyU and who has an excellent work record.
12. The PL should send the interview report along with the successful applicant's Application Form ([HR Form 7A](#) for Project staff or [HR Form 7](#) for Student Assistants), any relevant documents such as certificates, copies of HK ID card (and student ID card for appointment of Student Assistants), and [Form 7](#) (Appointment/ Extension of Appointment of Project Personnel) to D/SLTC for approval. After approval, D/SLTC will submit the completed Form 7 and relevant documents to the Department Head for issuing of the appointment letter with copies to HRO for record. Copies of the letter of appointment should reach HRO and the Finance Office (FO) to facilitate the processing of other administrative tasks such as issuing staff card and MPF enrolment, etc. two weeks before the commencement of the appointment period. The letter of appointment must be issued before the project staff member starts work.
13. For extensions of appointments, the PL should fill in [Form 7](#) (Appointment/Extension of Appointment of Project Personnel) and send it to the D/SLTC for approval. After approval, the original application form will be sent to the Department Head for issuing of the letter of extension of appointment. Copies of the letter of extension of appointment should reach HRO and FO to facilitate the processing of other administrative tasks such as issuing staff card and MPF enrolment, etc. two weeks before the commencement of the extension period. The letter of appointment must be issued before the project staff member starts work.
14. The PL should be aware of the immigration requirement on lawful employment in Hong Kong. If the appointee is a non-local candidate, the PL should ensure that he/she has obtained the necessary visa for work in Hong Kong with PolyU before he/she starts working. Persons who are permitted to remain on visitor, student or employment condition

are not lawfully employable without first obtaining approval from the Director of Immigration. The PL should also note that an employment visa allows the possessor to work only for the employer as approved by the Director of Immigration, but not other employers without prior permission of the Director of Immigration. The PL is advised to contact HRO if he/she is in doubt of the above or needs further information.

Note:

* In any application that requires D/SLTC's approval, approval from FLTC/Director of School is needed if the Chairperson of D/SLTC is also the PL.

(October 2007)