



**"Jump-start your career planning
in the new academic year!"**

New Homepage of Careers and Placement Services (CPS)

Explore the Job Opportunities
and Career Services We Offered
Throughout the Year! ▶
Catch the Latest News and Events
from CPS at a simple click! ▶

News and Update

Schedule of Recruitment Talks
now available ▶
Career Education and Training –
for better preparation for your
job search ▶
Launch of Career Preparation
Programme ▶

Work-Integrated Education (WIE)

Seek your WIE Approval for
Summer Internship 2009 –
Showcase your Internship
Experience on WIE Transcript! ▶

PolyU's WIE-Reaching Out to
the Real World -
Photo Competition &
Internship Journal
Competition 2009 ▶

Post-Internship Training ▶

Graduate Employment

Career Preparation Programme in
Accounting Industry ▶
Exclusive Package for Final Year
Students:

- Effective Preparation for "Big Four" Application ▶
 - Recruitment Talks hosted by CPA Firms ▶
 - Drop-in Resume Clinic- Seek Professional Advice ▶
- Job Search Skills Workshop:
- Knowing Your Strengths ▶
 - Cover Letter & Resume Writing ▶
 - Mastering Aptitude Test in Job Application ▶
 - Effective Interviewing Skills ▶
 - Practice for Group Assessment ▶

Highlights and Sidelights of Summer Internship 2009

Join PGDP, Fulfill WIE ▶

"Our Students On Overseas
Newspaper!" ▶

"PGDP Students Met the
President in Hangzhou!" ▶

Submission deadline of OPS
required documents: 7 Sep 09 ▶

New Homepage of Careers and Placement Services (CPS)

Careers and Placement Services (CPS) | Work-Integrated Education (WIE) | Graduate Employment | Highlights and Sidelights of Summer Internship 2009

Come to us for one-stop career services that help facilitate your career planning and job hunt in the new academic year

Simply visit our CPS' new homepage (www.polyu.edu.hk/careers) and you can access to everything about jobs and careers under one roof!

Careers and Placement Services (CPS)

We strive to provide you with a full range of support in planning and developing your career as well as searching for graduate employments or internships. To make it easy for you to access to the information and services you need, you can now browse our new homepage and enjoy one-stop career training and placement services at once!



New Homepage of Careers and Placement Services (CPS)

Careers and Placement Services (CPS) | Work-Integrated Education (WIE) | Graduate Employment | Highlights and Sidelights of Summer Internship 2009

Find out more about –

CareerNet of Career Information

An all-in-one website which keeps you updated of our career services and guides you through your career development, including planning and preparation for your career, finding opportunities for internship/full-time/part time employment, and seeking information and support through recruitment talks, resume clinic, career consultation and different kinds of career education programmes designed for students of all stages. Go to the website to find out how we facilitate your career exploration and development...

Work-Integrated Education (WIE)

Whether you are a freshman or a senior form student, you are strongly advised to pay a visit to this website. From the website, you would know more about WIE, a mandatory component in your



curriculum requirements, and the support you can get from SAO. Know more about WIE Transcript, an official document issued by us that shows your work experience including records of clinical or industrial placements, summer internship, part-time jobs and other work-based learning activities. Present your WIE Transcript to prospective employers to facilitate your job-search...

'Preferred Graduate' Development Programme

Summer internship programme organised by SAO which provides valuable offshore opportunities where students learn by taking on responsible roles working in organisations in major cities in the Chinese mainland and overseas countries such as Canada, US, Australia, etc. Students enhance their global outlook and cultural awareness through observation, active engagement and reflecting on their experiences...

More hot topics about jobs, career events and training programmes could be found in the column of
"LATEST NEWS AND EVENTS"!!

Bookmark and browse our **CPS homepage** today,
and you would find how easy it is to make your steps in planning and developing your future career!

We welcome your suggestion and input to make our homepage more user-friendly and useful to you.
Contact us at sacareer@polyu.edu.hk.

Careers and Placement Services Section
Student Affairs Office

PolyU's Work-integrated Education – Reaching Out to the Real World!

Do you want to share your WIE internship experience with your fellow schoolmates and win a Grand Prize at the same time?

Here comes your chance!

Our **WIE Photo Competition** AND **WIE Journal Competition 2009** invite your participation starting from 13 September!

WIE Photo Competition 2009

You must have taken some photos during your internship. Showcase your creativity and artistic traits, demonstrate how you have captured your special learning moments and share with us your memories/achievements!

WIE Journal Competition 2009

You can take this opportunity to describe and reflect on what you have gained from your internship experience and how the internship experience makes you better prepared for your future career. A quality internship journal helps document your learning achievements which can be showcased to your future employers!

Who are eligible to join the competitions?

If you are registered full-time undergraduates at The Hong Kong Polytechnic University, and have undertaken WIE activities during the academic year 2008/09, you should **TAKE ACTION** now!

Exhibition on the Podium

Winning photos and the internship journals will be exhibited from 17 to 21 November 2009 while the prizewinners will be invited to the Prize Giving Ceremony on 20 November.

Want to know more about rules and regulations for joining the competitions? Go to our webpage at www.polyu.edu.hk/wieinfo/2009 in early September to find out more.



WIE Transcript for 2010 Graduates - Remember to seek WIE approval for your WIE activities including your 2009 summer internship for collection of your WIE Transcript upon your graduation! (1 of 2)

PolyU students who have satisfactorily completed mandatory WIE (Work-integrated Education) requirements as specified by your academic departments will be provided with a WIE Transcript upon your graduation.

00140

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

WORK-INTEGRATED EDUCATION TRANSCRIPT

Page 1 of 1

Student Name: CHAN TAI MAN (陳太文)
Programme Title: BSc (HONS) COMPUTING
BBA (HONS) MANAGEMENT

Student No:

Graduation Year: 2008/09

GRADUATION REQUIREMENT - WORK-INTEGRATED EDUCATION (WIE)

Completed an approved programme of Work-integrated Education activities

Detail of Mandatory WIE Activities:

Period	Description
09-2006 to 06-2007 43 Week(s)	IAESTE Trainee The LFV Group Location: Sweden

Accumulative Total: 43 Week(s) **** End of Record ****

Date of Issue: 06 July 2009

Issued by: STUDENT AFFAIRS OFFICE

* This record is supplementary to information shown in the Academic Transcript.

What is a WIE Transcript?

- An official transcript issued by SAO that supplements your Academic Transcript for display of details of WIE activities (including name of company/organization, location, duration and position etc.). You can find samples of WIE Transcript [here](#).
- Being endorsed by PolyU, WIE Transcript with the listing of your workplace experience and/or work-based learning can add value in your job-searching process.
- Please note that records of WIE-related placements such as summer internship, part-time jobs and/or participation in 'Preferred Graduate' Development Programme will now be shown in the WIE Transcript and not the Co-curricular Activity Transcript (CAT).

Action required from YOU -

If you have taken a summer internship in 2009 and want to have the experience included in your WIE Transcript, it is important that you take initiative to ensure you have all related information and documents passed onto your academic department for endorsement and approval.

In most cases, you need to submit to your departments the following documents:

- An appraisal or feedback form completed by the placement organisation giving details about duration of your placement or summer job.
- A report or journal as required by your academic department.
- Other documents as required by your academic department. Please contact your department for more detailed information.

WIE Transcript for 2010 Graduates - Remember to seek WIE approval for your WIE activities including your 2009 summer internship for collection of your WIE Transcript upon your graduation! (2 of 2)

For SAO-arranged local internship

In order to verify your WIE status with your Department, you are required to complete an [Online Self-declaration Form](#) (together with the [online self-assessment questionnaire](#) and report your work status to SAO by **10 September 2009**.

For offshore internship

- SAO-arranged PGDP Offshore Internship
- Department-arranged Internship
- Self-sourced Internship

In order to fulfill the requirements for claiming Offshore Placement Subsidy, you need to return to us the following documents and official receipts (if applicable):

- **Completed online self-assessment questionnaire** for us to learn more about your WIE experience at https://www2.polyu.edu.hk/saoit/wie_eval09/
- Declaration by Employer and WIE workplace Supervisor Evaluation Form
- All official receipts of the expenses on passage, accommodation and travel insurance (if applicable)
- PGDP Learning Journal

How and when can I get the WIE Certificate?

WIE Transcript, as an endorsement of your fulfillment of WIE requirements, will only be issued after you are being granted with the graduate status. For graduates of spring 2010, you can expect to have your WIE Transcript ready for collection in February 2010. For those graduating in semester two, you can collect your WIE Transcript in July 2010. More details will be available in www.polyu.edu.hk/sao/wie in due course.

Please note that before printing the WIE Transcript, you will get the chance to view details of the listing and request for addition or amendment of information. Hence, it is very important that you have related information passed onto your department for processing once you have a placement or a WIE activity completed.

For more details about WIE Transcript, please visit http://www.polyu.edu.hk/sao/wie/en/faq/wie_cert.htm.

Post-Internship Training

Having completed your summer internship and thinking of consolidating your experience gained last summer?

Come to join our Post-Internship Training and learn how to market yourself with internship experience as well as build your portfolio for job hunt!



Market yourself with internship experience

If you have just completed your internship this summer, it is the perfect time to start building your name and establish yourself as an active member of your area of expertise!

Join **ONE of the sessions** below and you will be given tips on building your personal brand with your work experience throughout the university life!

Date	Time	Venue
10 Sept 2009	16:30 – 18:30	ST313
16 Sept 2009	12:30 – 14:30	ST313

Build your portfolio for job hunt

You may have gained a better perspective on the world and exposure that benefits your personal brand through your summer internship. However, are you ready to show others your unique combination of strengths, talents and vitality? Don't wait until you are invited to a job interview, just start building your Career Portfolio for your job hunt TODAY!

Join **ONE of the sessions below** and you would know how you can benefit from building your portfolio and what to go into it including the techniques of writing a good learning journal.

Date	Time	Venue
8 Oct 2009	12:30 – 14:30	ST313
14 Oct 2009	16:30 – 18:30	ST313

All full-time students who have completed their internship in or before 2009 summer are welcome to join!

To have a thorough picture on our upcoming career-related events, simply check it out from our [Events and Activities Calendar](#) and register the training sessions via SAMS at www.polyu.edu.hk/sams at ONCE!

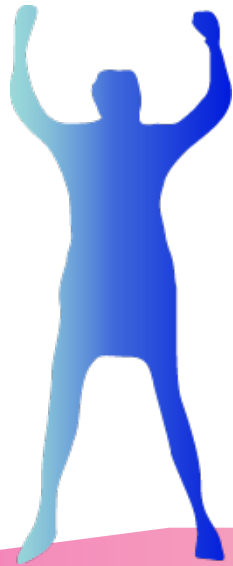
On-campus Recruitment Talks start in September...

GET prepared NOW if you are interested in joining the 'BIG FOUR'!!

If you are final year students who are planning to start your career in Account Industry...

Joining our Career Preparation Programme in Accounting Industry could be your first step to grasp the up-to-date information and enhance your competitiveness during your job search!

Let's PREVIEW the outline of Programme:



Recruitment Talks
hosted by BIG4 /
CPA firms ▶

A series of job search skills
workshop:

- Knowing your Strengths
- Cover Letter & Resume Writing
- Mastering Aptitude Test in Job Application
- Effective Interviewing Skills
- Practice for Group Assessment ▶

Career Preparation Programme

Effective Preparation for “Big Four” Application

Before you send in an application, you should try collecting as much information about the industry as you can through different sources or channels!

Here is one of the sources of information you can't afford to miss!

Our guest speaker, Ms. Winnie Tam, a HR & Training professional with over 18 years of experience obtained from local listed company, multinational organisations and Big4s including Deloitte Touche Tohmatsu and Ernst & Young, will give you valuable tips and advice in the following aspects through a two-hour workshop:

- What is the typical recruitment process of BIG 4?
- What types of skill and background employers are trying to find?
- How to get through the online application stage in order to move forward to the next stages?
- And more...

Simply register **either one session of the workshops** below if you want to get prepared to develop a career in the accounting industry!

Workshop	Date	Time	Venue	Registration
Effective Preparation for 'BIG4' Application	8 September (Tuesday)	16:30 – 18:30	S208	Go to SAMS at www.polyu.edu.hk/sams
	24 September (Thursday)	12:30 – 14:30	ST313	

Priority will be given to final year students. Should the response be overwhelming, more sessions will be offered.



Career Preparation Programme

Recruitment Talks

To have a better grasp of market trend and job opportunities being offered in the Accounting Industry, attending the recruitment talks hosted by CPA firms no doubt will be your next step!

After attending the talks, you are expected to have obtained the first-hand information on:

- the hosting companies
- the vacant positions currently on offer
- the recruitment procedures of the different CPA firms
- CPA firms' selection criteria
- And more...

All of the above information can be valuable tips for you to prepare your application later on!
Check the talk schedule below and register through SAMS at www.polyu.edu.hk/sams.

[Remember to go to www.polyu.edu.hk/sao/recruitment_talks to find out the latest recruitment talk schedule. Registration will open ONE week before the event date]



Company	Date	Time	Venue
PricewaterhouseCoopers	9 Sept 09 (Wed)	15:30 -17:30	ST111 Lecture Theatre
RSM Nelson Wheeler	14 Sept 09 (Mon)	16:45 - 18:15	TU103 Lecture Theatre
Deloitte Touche Tohmatsu	16 Sept 09 (Wed)	15:30 -17:30	Chiang Chen Studio Theatre
KPMG	23 Sept 09 (Wed)	15:30 -17:30	ST111 Lecture Theatre
Mazars CPA Ltd.	28 Sept 09 (Mon)	16:45 - 18:15	TU103 Lecture Theatre
Ernst & Young	30 Sept 09 (Wed)	15:30 -17:30	ST111 Lecture Theatre
Shinewing (HK) CPA Ltd.	12 Oct 09 (Mon)	16:45 - 18:15	PQ303 Lecture Theatre
BDO Ltd.	19 Oct 09 (Mon)	16:45 - 18:15	PQ303 Lecture Theatre

Career Preparation Programme

Drop-in Resume Clinic

Still puzzling if the resume you have prepared could get your foot in the door for the interviews?

Come to our Resume Clinic and seek some advice!

The Careers and Placement Services (CPS) team offers service to help you polish your resume. You will be guided towards a professional resume that reflects your knowledge, education, skills and internship experience relevant to the job you are seeking.

Pre-requisite: You should have attended our “Effective Preparation for BIG Four Application” and any previous cover letter and resume writing workshops organised by CPS.

Now available for booking – 3pm–6 pm on 24 September (Thurs).

Please contact Miss Bowie Mok at 3400-3766 for booking or enquiries.



Career Preparation Programme

Join Our Career Training To Polish Your Job Search Skills! (1 of 2)

KNOWING YOUR STRENGTHS can be the first step towards successful job applications! Through completing the online self-assessment tool --- StrengthsQuest --- and joining the workshop, you will discover your top five themes of talent for articulation of yourself when being interviewed. **Register via SAMS** at www.polyu.edu.hk/sams!

Date	Time	Knowing Your Strengths	Venue
24 Sept (Thu)	16:30 - 18:30	The workshop helps you learn about your strengths for presentation of yourself in job applications!	ST313

To pass the '1st level of the game', how you could miss our COVER LETTER & RESUME WRITING WORKSHOP we offer to you?

Register **ONE of the sessions** via SAMS at www.polyu.edu.hk/sams.

Date	Time	Cover Letter & Resume Writing Workshop	Venue
17 Sept (Thu)	14:30 - 16:30	The workshop provides you with guidelines in developing and completing a tailor-make resume for marketing your skills to prospective employers!	ST313
14 Oct (Wed)	12:30 - 14:30		ST313
22 Oct (Thu)	14:30 - 16:30	Note: Students are required to provide with us their letters and resumes via sacareer@inet.polyu.edu.hk at least 3 working days before the training.	ST313

APTITUDE TESTS have become a common assessment tool in today's selection and screening process. In other word, you have to pass an Aptitude Test before you could make a step further toward generating a potential job offer!

To master aptitude tests, register **ONE of the training sessions** via SAMS at www.polyu.edu.hk/sams below!

Date	Time	Mastering Aptitude Tests in Job Application	Venue
7 Oct (Wed)	14:30 - 16:30	The workshop helps you understand the components of an aptitude test and its role in the employment process and give you a chance to practice your test-taking skills through continuous learning!	ST313
8 Oct (Thu)	15:00 - 17:00		ST313

Career Preparation Programme

Join Our Career Training To Polish Your Job Search Skills! (2 of 2)

Market yourself to employers with **EFFECTIVE INTERVIEWING SKILLS** and win the job offer!

To get yourself prepared for job interview(s), simply register **ONE of the training workshops below** via SAMS at www.polyu.edu.hk/sams we have specially designed for you!

Datew	Time	Effective Interview Skills	Venue
21 Oct (Wed)	16:30 - 18:30	The workshop assists you in learning the skills of effective interviewing as well as winning the job!	ST313
28 Oct (Wed)	14:30 - 16:30		ST313

Note: **Students are required to provide with us their 5 most difficult questions to us via sacareer@polyu.edu.hk at least 3 working days before the training.**

PRACTICE FOR GROUP ASSESSMENT!

Through this two-part workshop, you learn about your usual role within a team environment and gain valuable practice for effective use of your team role to impress examiners in group interview or assessment exercise! Simply register **BOTH training workshops below** via SAMS at www.polyu.edu.hk/sams we have specially designed for you!

Datew	Time	Practice For Group Assessment	Venue
15 Oct (Thu)	12:30 - 14:30	This two-part workshop offers you tips and practice to impress examiners in group interview or assessment exercise!	ST313
29 Oct (Thu)	12:30 - 14:30		ST313

Be fast! The best prepared candidates more often get the job before the most qualified!

Highlights and Sidelights of Summer Internship 2009

Careers and Placement Services (CPS) | Work-Integrated Education (WIE) | Graduate Employment | Highlights and Sidelights of Summer Internship 2009

Join PGDP, Fulfill WIE!

Following a grand launching ceremony in late May, about 500 PolyU students started off their offshore internship through the 'Preferred Graduate' Development Programme (PGDP) this summer. In spite of the threat of H1N1 outbreak early this year, all participants have successfully completed their internship and returned PolyU in September from over 30 cities worldwide.

Hope to be one of the PGDP buddies? Don't hesitate to visit our website at www.polyu.edu.hk/sao/pgdp. You can also check out Excel@PolyU to find out more student's stories. Let's have a glimpse of the following pictures to learn more their experience.



Our Students on Overseas Newspaper

Students in Toronto

Ten PolyU students have had a meaningful summer working in various organizations and serving in community centers in Toronto. Their enriching experience was reported by media in Canada.

- [Singtao Toronto 2009-07-23](#)
- [Singtao Toronto 2009-07-23](#)
- [Ming Pao Toronto](#)

Beijing Hospital

It has been the 6th year, PGDP sending FHSS students to Beijing Hospital for clinical placement. The programme has bridged the co-operation of the professions in medical and nursing of the two cities.

- [Beijing Hospital Web](#)

Nanjing Museum

5 PolyU students had been placed at Nanjing Museum as Docent for 6 weeks. Let's share their experience here:

- [Nanjing Museum Web](#)



Interns in Toronto were interviewed in a gathering arranged by HKETO, Toronto. They were excited to meet their old friends in a foreign country.

Met the President in Hangzhou

President, Prof. Timothy W. Tong met students who had internship in Shanghai on 4 July in Hangzhou. Being overwhelmed by student's passion and excitement, Prof. Tong spent his precious time to take photos with every student as requested. On top of precious learning experience, the moment meeting President Tong must be an extra bonus to the students.



Submission deadline of OPS required documents: 7 September, 2009

For approval of Offshore Placement Subsidy (OPS) 2009/10, you are required to submit the following documents and official receipts to SAO upon the completion of your offshore placement:

1. Declaration by Student
2. Declaration by Employer
3. WIE workplace Supervisor Evaluation Form (For students taking Department-arranged / self-sourced placement, please submit a copy of department's form)
4. Online Student Feedback on Learning Experience in WIE
5. All official receipts of the expenses on passage, accommodation and travel insurance (if applicable)
6. WIE Report or Learning Journal (For students taking Department-arranged / self-sourced placement, please submit a copy of WIE report to be submitted to department)

Related forms can be downloaded in the [PGDP website](#).

Please note that the deadline of submission is **7 September, 2009**.

OPS will not be approved if we cannot receive all your required documents and receipts by the deadline.

Contact Information

Careers and Placement Services (CPS) | Work-Integrated Education (WIE) | Graduate Employment | Highlights and Sidelights of Summer Internship 2009

Understand your Needs, Satisfy your Needs!



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