

Work-on-campus Scheme

Frequently Asked Questions:

1. Am I eligible for the Scheme?

All full-time sub-degree/undergraduate (excluding Associate Degree) students are eligible for the Scheme. [**Non-local students studying at PolyU with at least one academic year are also eligible*]

2. How can I apply for the Scheme?

Applications are open to all eligible students starting from July every year. Interested students can submit online registration via ePortfolio: <http://www.polyu.edu.hk/sao/special/portal> [under My Application --> Work-on-campus Scheme --> My Work-on-campus Scheme Application (fill in your personal details with skills and available timeslots) --> myResume and submit]

Quick Tips: The sooner you register, the more chances you will have!

3. How will I know when jobs are available?

Job advertisements will be sent to scheme participants via emails according to the job requirements set by individual departments as well as the information (e.g. skills, availabilities and job preference) provided by students. Interested students can apply by replying to our emails.

Quick Tips: To update personal information such as contact number and availabilities frequently, check emails from time to time and reply to our emails before application deadlines.

4. How will departments select students?

After receiving the list of applicants from SAO, authorized parties from individual recruiting departments will be able to view personal profile of the applicants. They can approach suitable candidates, take up the selection process (e.g. interviews and written tests) and notify students of the selection results direct.

5. Do I need to do anything if I am chosen by departments?

Student employees will be issued letters of appointment by recruiting departments prior to the commencement of employments. Students also have

to submit online Personnel Record Forms to facilitate the recruitment and payment procedures.

6. My availability differs greatly between term breaks and term time, what should I do?

If your schedule/time-table changes, you should update your personal information via ePortfolio as soon as possible.

7. What is the payment method?

Payment to students will be on a monthly basis via auto-pay. Individual departments are responsible to liaise with FO for payment arrangement to the students.

8. I have completed a job but still not yet paid, what should I do?

Students should contact the recruiting departments direct for matters related to the payment (e.g. amount and dates for remuneration).

Quick Tips: To avoid delayed payment, students are advised to enquire the employing departments on payment arrangements in advance. Students are reminded to fill in the online personal record forms prior to the employment.

9. Will I get fired during the employment period? Will my performance affect future employment?

Students demonstrating irresponsible behaviours will be warned and may not be given further job opportunities unless/until they are able to prove themselves trustworthy again with improved behaviours and attitudes.

10. I have financial difficulties but find no time doing jobs in the Scheme due to placements/trainings, what can I do?

Needy students who cannot participate in the Scheme due to tight placement schedule or health/personal/family reasons can approach SAO for assistance e.g. PolyU Financial Assistance Schemes.

11. Is it a guarantee that I will be offered a certain number of work hours?

Work opportunities offered to students will be on a competitive basis, subject to the availabilities, skills, knowledge and past performance of the students. Thus, there is **no** guarantee that any student will be offered certain amount of work hours.

12. What should I do to terminate the employment?

Either employing departments or student employees can terminate the employment by giving written notice well in advance.

13. What should I do if I want to withdraw from this Scheme?

Students can contact us via phone calls at 2766 6794 or emails at saetcw@polyu.edu.hk and inform us of the withdrawal.