

## Work-on-Campus Scheme (WoC)

### Registration & Application Procedures for Students

**Application** through **On-line Registration** at the **ePortfolio** with the path:

My Application --> Work-on-campus Scheme --> My Work-on-campus Scheme Application (fill in your personal details with skills and available timeslots) --> myResume and click the "Submit" button

**Briefing Sessions** may be arranged for Scheme participants

**Job Advertisements** are posted and sent to Scheme participants via emails (and phone calls) according to the job requirements listed by the recruiting departments as well as the skills/knowledge of the students. Interested students can apply via emails

**Selection** - individual recruiting departments view the applications and contact students direct for interviews/tests

Each successful applicant is issued a **letter of appointment**; he/she is required to complete all recruitment procedures (e.g. submitting **copy of HKID card** and complete **online Personal Record Form**)

**Remuneration** is usually paid via auto-pay on a monthly basis (MPF is applicable for employments longer than 59 calendar days)