

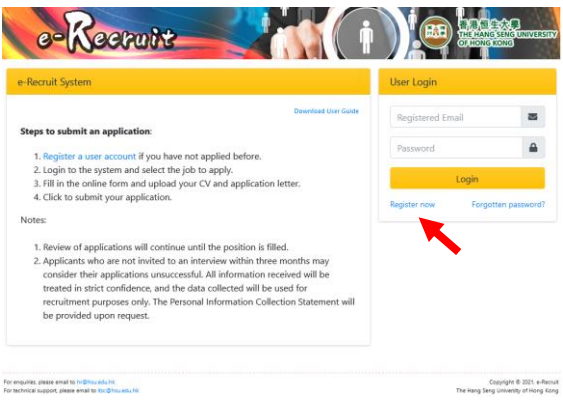
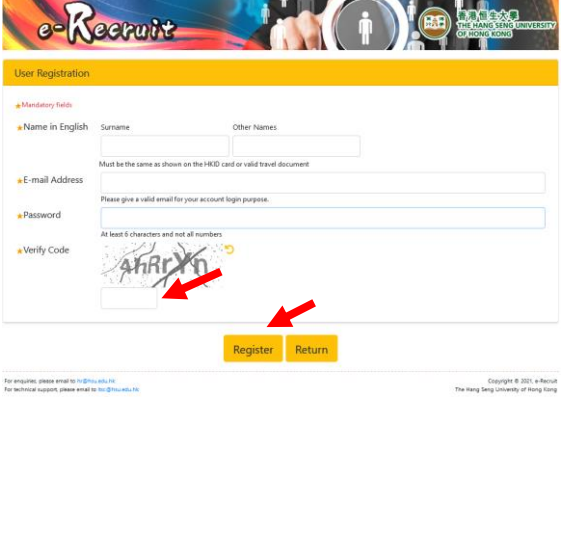
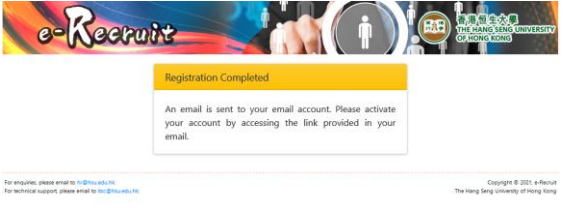
# The Hang Seng University of Hong Kong

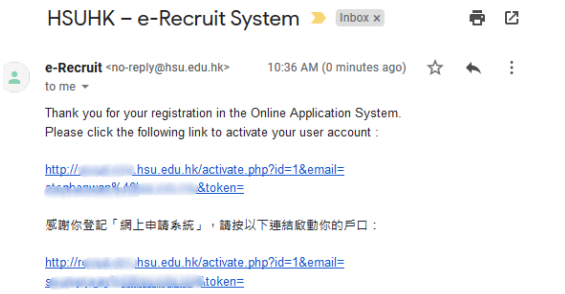
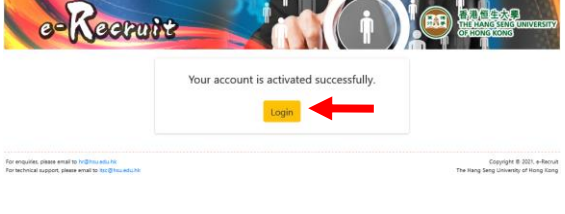
e-Recruit System Version 1.0.1

## User Guide

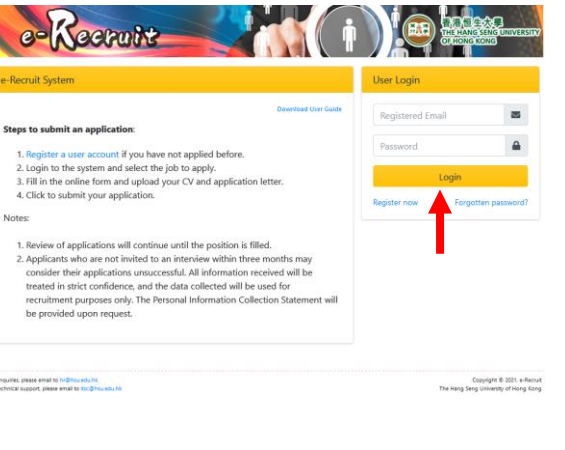
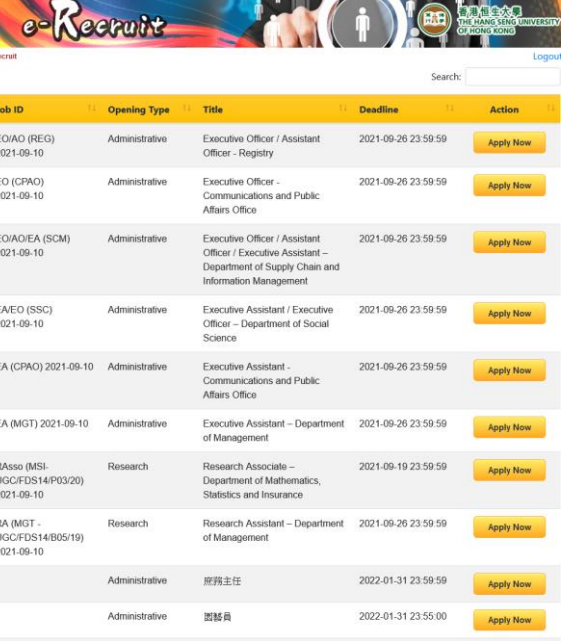
Welcome to the e-Recruit System. You are most welcome to submit your job application to The Hang Seng University of Hong Kong. If you have any questions or difficulties, you are most welcome to contact us (application: [hro@hsu.edu.hk](mailto:hro@hsu.edu.hk), technical: [itsc@hsu.edu.hk](mailto:itsc@hsu.edu.hk)).

### Step 1 - Registration

Steps	Diagram
<p>1. Open an Internet browser, and type the following address: <a href="https://recruit.hsu.edu.hk">https://recruit.hsu.edu.hk</a></p> <p>You will see the e-Recruit System as shown in the right. Read the instruction. Click the "Register now" button to register.</p>	
<p>2. You see the User Registration page.</p> <p>Fill in the information, type in the verification code, and then click the "Register" button.</p>	
<p>3. Congratulations! You have successfully registered to use the system. An email is sent to your account. Check your email account for the activation message.</p>	

<p>Click the "activation" link to confirm your registration.</p>	
<p>4. The browser will be opened, and a web page confirms that you have activated your account successfully. Click "Login" to fill in the Online Application Form.</p>	

**Step 2 - Fill in the Application**

<p>5. In the front page, login with your "Email" and "Password".</p> <p>Click the "Login" button.</p>																																																								
<p>6. After login successfully, you will see a list of job opening. You may click "Apply Now" to apply the opening.</p>	 <table border="1"> <thead> <tr> <th>Job ID</th> <th>Opening Type</th> <th>Title</th> <th>Deadline</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EO/AD (REG) 2021-09-10</td> <td>Administrative</td> <td>Executive Officer / Assistant Officer - Registry</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>EO (CPAO) 2021-09-10</td> <td>Administrative</td> <td>Executive Officer - Communications and Public Affairs Office</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>EO/AD/EA (SCM) 2021-09-10</td> <td>Administrative</td> <td>Executive Officer / Assistant Officer / Executive Assistant - Department of Supply Chain and Information Management</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>EA/EO (SSC) 2021-09-10</td> <td>Administrative</td> <td>Executive Assistant / Executive Officer - Department of Social Science</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>EA (CPAO) 2021-09-10</td> <td>Administrative</td> <td>Executive Assistant - Communications and Public Affairs Office</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>EA (MGT) 2021-09-10</td> <td>Administrative</td> <td>Executive Assistant - Department of Management</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>R/Asso (MSI-UGC/FDS14/P03/20) 2021-09-10</td> <td>Research</td> <td>Research Associate - Department of Mathematics, Statistics and Insurance</td> <td>2021-09-19 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td>RA (MGT - UGC/FDS14/B05/19) 2021-09-10</td> <td>Research</td> <td>Research Assistant - Department of Management</td> <td>2021-09-26 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td></td> <td>Administrative</td> <td>服務主任</td> <td>2022-01-31 23:59:59</td> <td>Apply Now</td> </tr> <tr> <td></td> <td>Administrative</td> <td>圖書館員</td> <td>2022-01-31 23:55:00</td> <td>Apply Now</td> </tr> </tbody> </table>	Job ID	Opening Type	Title	Deadline	Action	EO/AD (REG) 2021-09-10	Administrative	Executive Officer / Assistant Officer - Registry	2021-09-26 23:59:59	Apply Now	EO (CPAO) 2021-09-10	Administrative	Executive Officer - Communications and Public Affairs Office	2021-09-26 23:59:59	Apply Now	EO/AD/EA (SCM) 2021-09-10	Administrative	Executive Officer / Assistant Officer / Executive Assistant - Department of Supply Chain and Information Management	2021-09-26 23:59:59	Apply Now	EA/EO (SSC) 2021-09-10	Administrative	Executive Assistant / Executive Officer - Department of Social Science	2021-09-26 23:59:59	Apply Now	EA (CPAO) 2021-09-10	Administrative	Executive Assistant - Communications and Public Affairs Office	2021-09-26 23:59:59	Apply Now	EA (MGT) 2021-09-10	Administrative	Executive Assistant - Department of Management	2021-09-26 23:59:59	Apply Now	R/Asso (MSI-UGC/FDS14/P03/20) 2021-09-10	Research	Research Associate - Department of Mathematics, Statistics and Insurance	2021-09-19 23:59:59	Apply Now	RA (MGT - UGC/FDS14/B05/19) 2021-09-10	Research	Research Assistant - Department of Management	2021-09-26 23:59:59	Apply Now		Administrative	服務主任	2022-01-31 23:59:59	Apply Now		Administrative	圖書館員	2022-01-31 23:55:00	Apply Now
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7. You see the Online Application Form.

It is divided into two parts:

✧ Personal particulars

✧ Application Details

Fill in the personal information accordingly.

Click "Save" to continue.

Personal Particulars

Welcome to HSUHK e-Recruit System.

Please fill in the following fields and click <Save> to continue.

Personal Particulars

Salutation: Dr

Name in English: Surname: CHAN, Given Names: Tai Man, Alias: [blank]

Name in Chinese (If any): 陳太文

HKID / Valid Travel Document No.: Hong Kong Identity Card: A12324 (1st five characters)

Date of Birth (Optional): 1 1 1998 Format: DD-MM-YYYY

Nationality / Region:  Hong Kong SAR  China  Others

Contact Information

Correspondence Address: [blank]

Mobile Phone No.: [blank]

E-mail Address: [blank]

Save

8. You can now fill in the Application Details.

When finish, click "Next" to continue.

Application Details

Please enter all the following fields and click "Next" to continue.

Job Information

Job ID: A2021-02152

School/Department: Registry

Employment Mode: -

Position Applied For: Executive Officer / Assistant Officer - Registry

Education Level

Highest Education: Please select

Year of Award (YYYY): [blank]

Institution: [blank]

Working Experiences

Number of Years: [blank]

Current Job

Company/Organisation: [blank]

Post: [blank]

Salary: [blank]

Job-Related Information

Are you closely related to any employee of HSUHK (e.g., relative, friend, ...): Please select

Expected Salary: [blank]

How do you learn this opening?: Please select

Have you previously been employed at HSSCHSMCHSUHK?: Please select

Would you be interested in other openings with HSUHK?: Please select

Remark

You may provide additional information related to the following questions, which you think may support your application:

- Your core strengths and skills for this job
- Your character and personalities for this job
- When you can report for duty

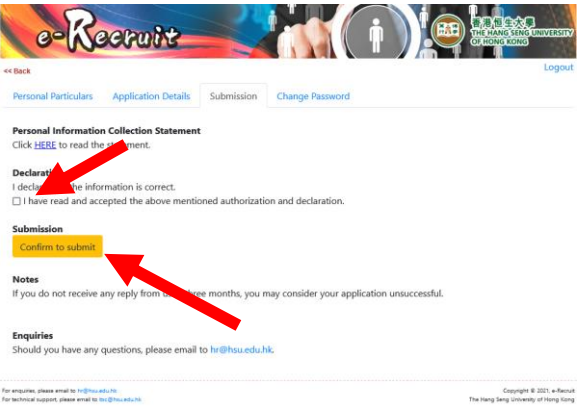
Application Letter and CV Upload

Please upload your application letter and CV in a single file. It may be in PDF format.

Upload Max. file: 1 Mta, file size: 2 MB

Next

### Step 3 - Verify and Submit Application

<p>9. Please read personal information collection in detail. Click "Agreement Box" and then click "Confirm to submit" to continue.</p>	
<p>10. Congratulations! You have submitted your application. Please keep your Application Number for future reference. Click "Logout" to leave.</p>	