THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

College of Professional and Continuing Education
專業及持續教育學院
An affiliate of PolyU

WIE System User Guide

For Student

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Version 2.0

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1 Purpose

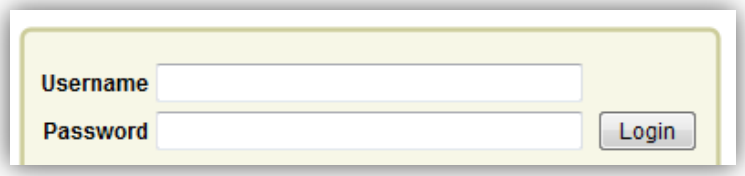
The WIE system provides interface for internship application of practicum subjects. This system has two major functions: maintaining your CV and applying for internship. This guide demonstrates system functions and to remind some particulars when using the system.

Please feel free to contact ITU at 3746-0818(HHB) / 3746-0819(WK) if you have questions about the content of this manual.

2 Home page and Login

2.1. WIE home page: https://webapp11.cpce-polyu.edu.hk/index.php

2.2. Enter your username and password to login.

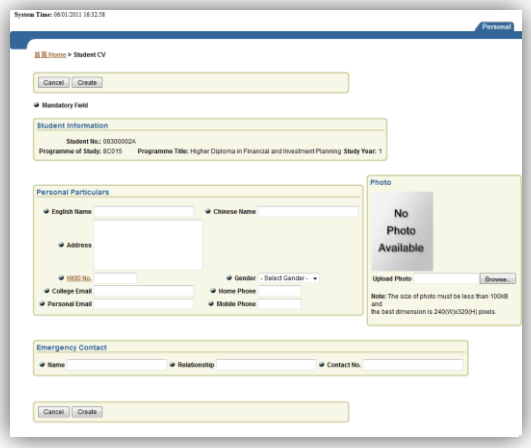


2.3. You can create/ edit your CV, apply for new job or view your job application history after login.

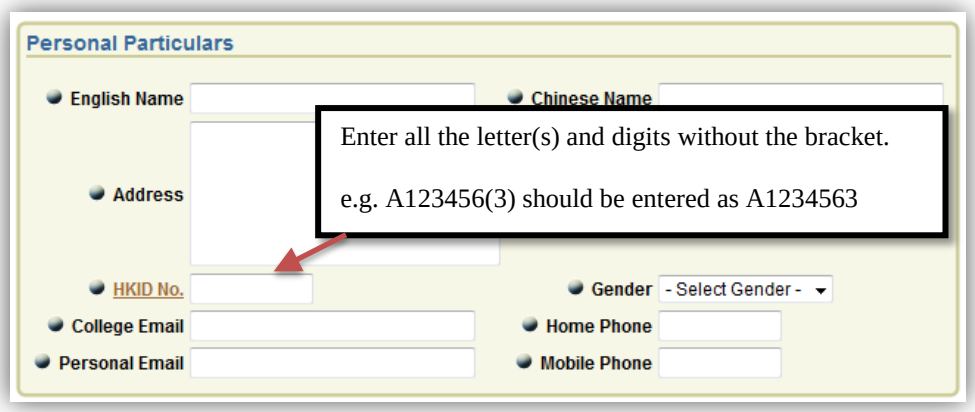
3 Create Job Application From

3.1 Personal Information

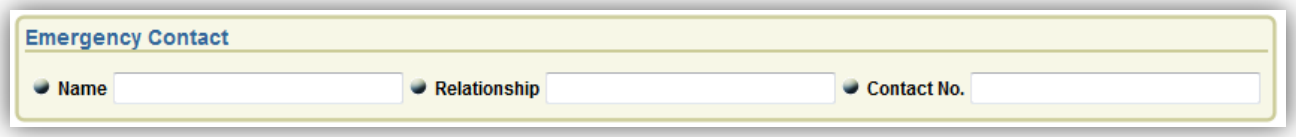
3.1.1. You have to complete three parts, namely, ***Personal Particulars***, ***Emergency Contact*** and upload ***Photo***.



3.1.2. Part 1: Personal Particulars – all fields are mandatory.



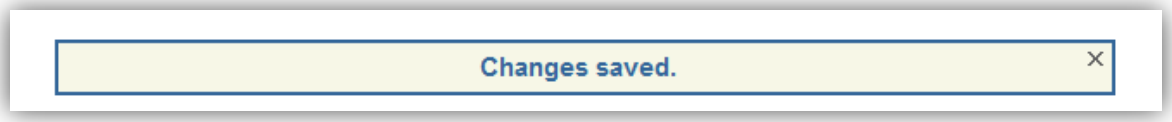
3.1.3. Part 2: Emergency Contact – all fields are mandatory.



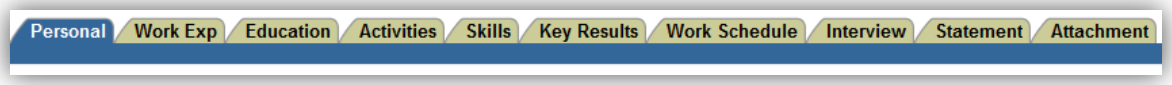
3.1.4. Part 3: Photo – upload your personal photo. *[The size of photo must be less than 100kB and the best dimension is 240(w)x320(h) pixels. Please refer to Chapter 5 for photo editing.]*

3.1.5. After entering all the information, press ***Create*** to save.

3.1.6. The system will display ***Changes saved*** on the top of page.



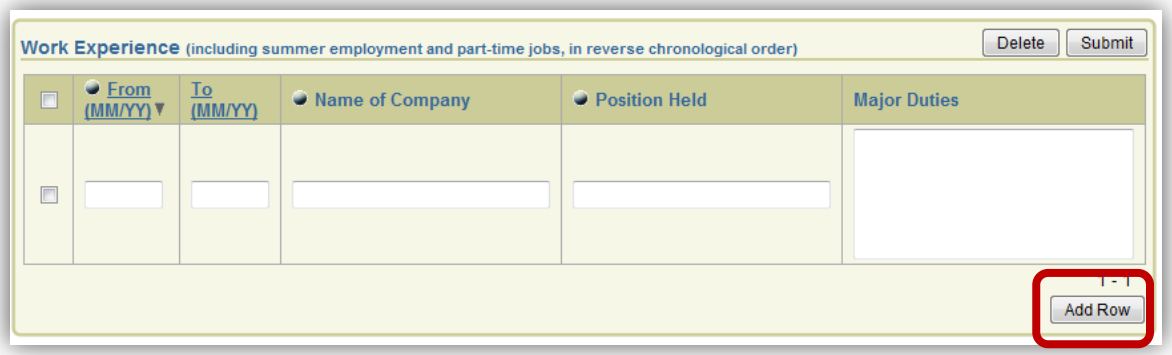
3.1.7. Other tabs will be shown on the navigation bar. You can input other information by entering the corresponding tab.



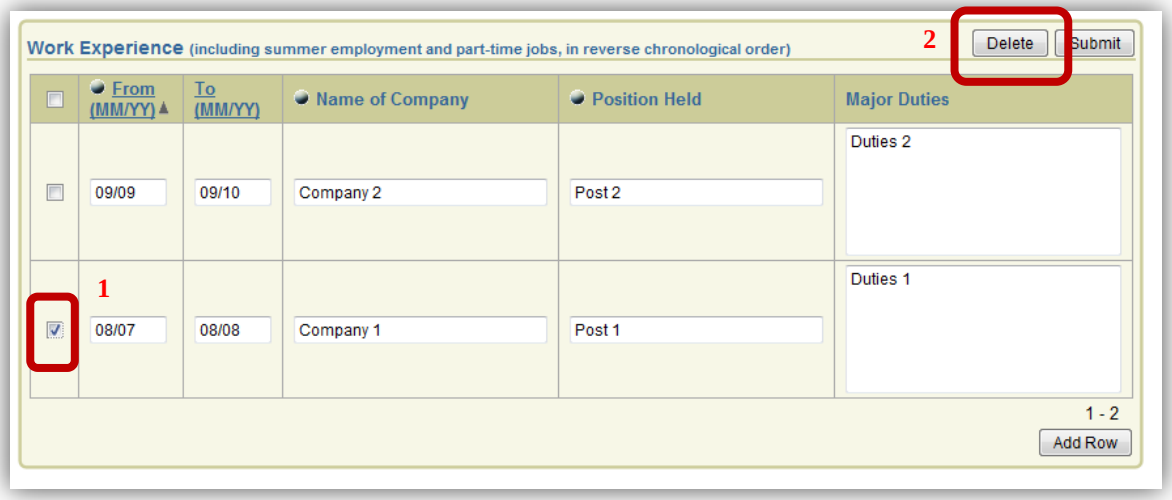
3.2. Working Experience

3.2.1. Press ***Add Row*** button to add new entry for your working experience. *[You can include summer employment and part-time jobs, in reverse chronological order]*

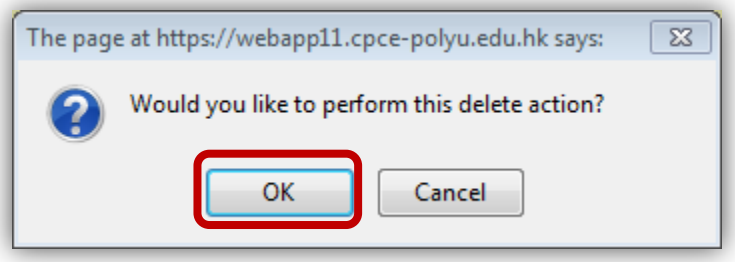
3.2.2. If necessary, you can add more rows to enter information.

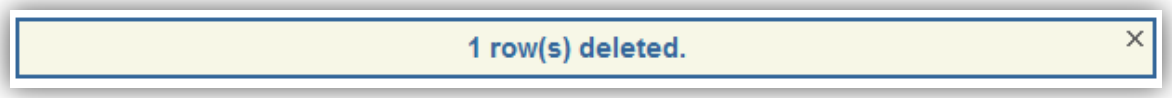


3.2.3. If you want to remove a row, check the box on the left then press ***Delete*** button



3.2.4. The system message will be shown to confirm your action. Press ***OK*** to delete the selected row(s). The number of row being deleted will be shown.





3.3. Education & Qualifications

3.3.1. The operations of Education & Qualifications are similar to ***3.2 Working Experience.***

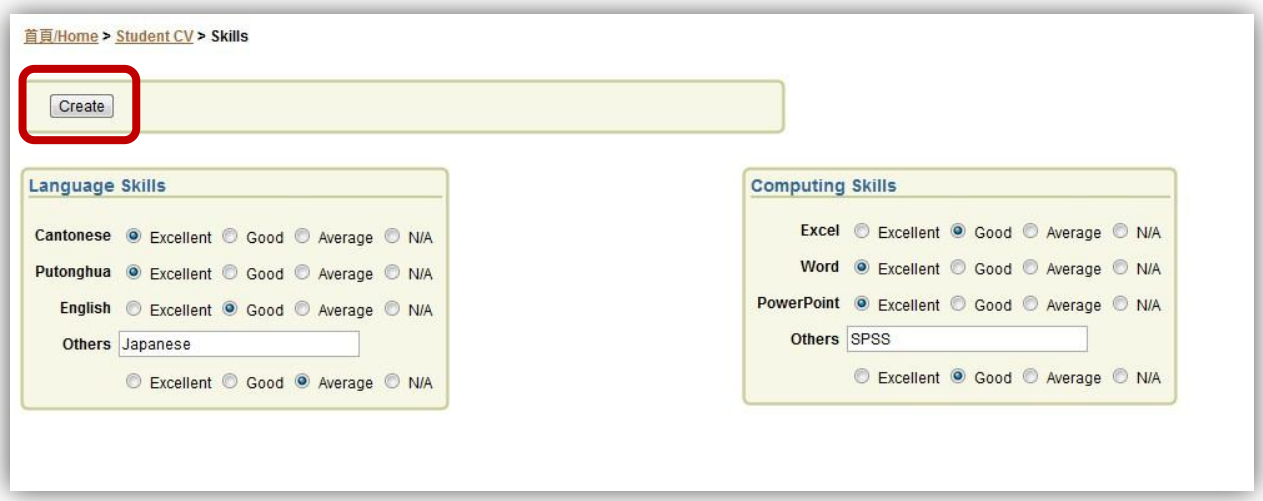
3.4. Extra-Curricular Activities

3.4.1. The operations of Extra-Curricular Activities are similar to ***3.2 Working Experience.***

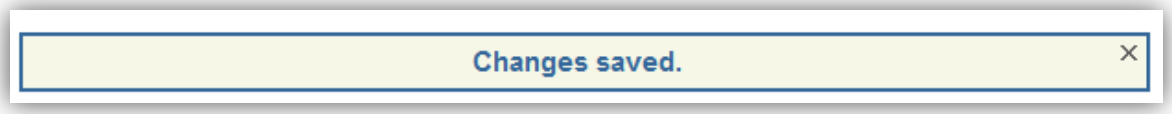
3.5. Language & Computing Skills

3.5.1. You can select one level of competency for each language and computing skill. If necessary, you can include other languages or skills in box of ***Others***.

3.5.2. After entering all the information, press ***Create*** to save.



3.5.3. The system will display ***Changes saved*** on the top of page.



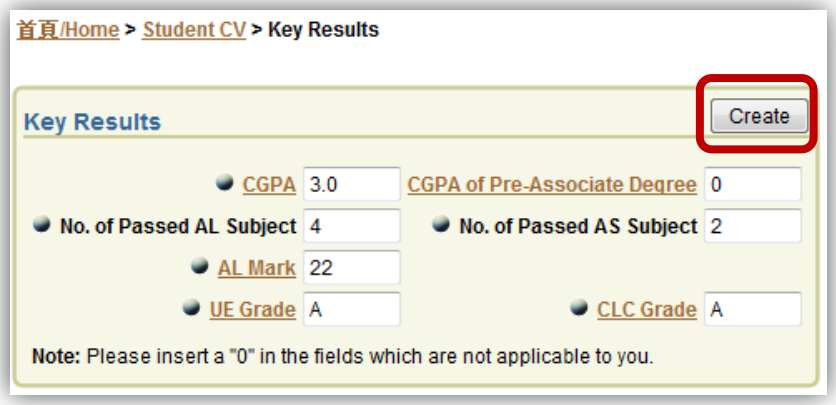
3.6. Key Results

3.6.1. You can enter your key academic results (CGPA, AL Mark, UE & CLC Grade, etc.)

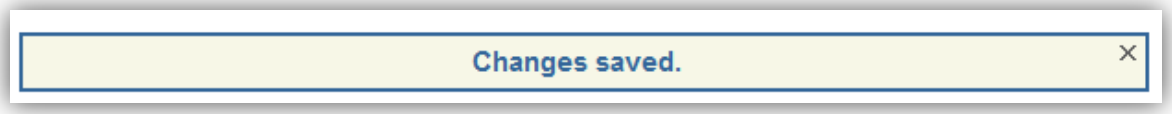
3.6.1.1. Note: ***AL Mark*** refers to summation of marks of 5 subjects using the following scale:

AL Subjects		AS Subjects	
A	5	A	3
B	4	B	2.4
C	3	C	1.8
D	2	D	1.2
E	1	E	0.6
F/U/Abs	0	F/U/Abs	0

3.6.2. After entering all the information, press ***Create*** to save.



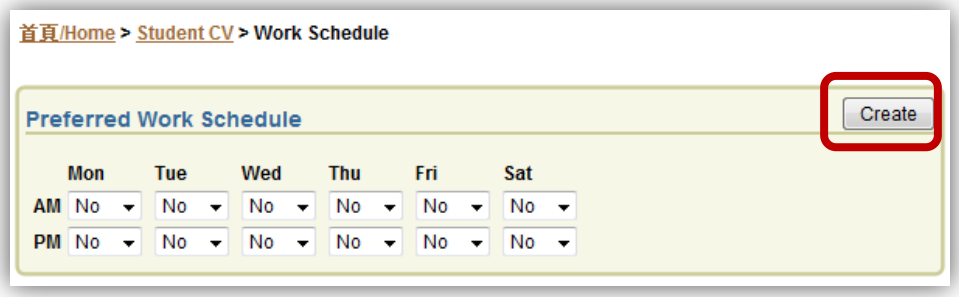
3.6.3. The system will display ***Changes saved*** on the top of page.



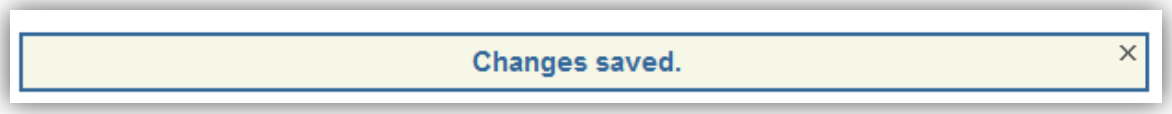
3.7. Preferred Work Schedule

3.7.1. You can enter your preferred work schedule.

3.7.2. After entering all the information, press ***Create*** to save.



3.7.3. The system will display ***Changes saved*** on the top of page.

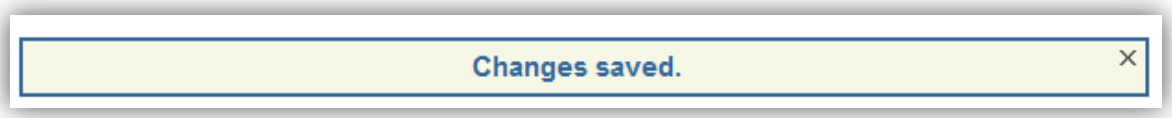


3.8. Supplementary Information for Interview Arrangement

3.8.1. You can enter supplementary information for interview arrangement (date of examination/ period fo travelling)

3.8.2. After entering all the information, press ***Create*** to save.

3.8.3. The system will display ***Changes saved*** on the top of page.



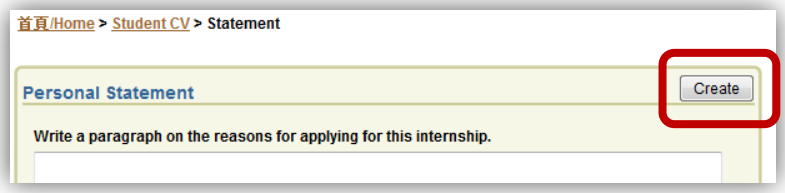
3.9. Personal Statement

3.9.1. You can enter the following information:

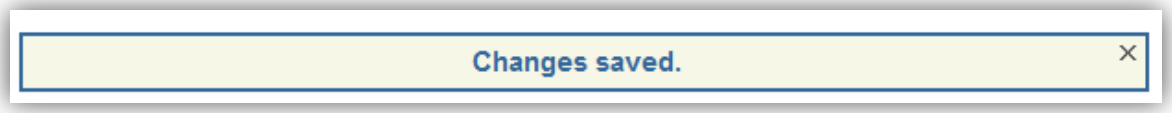
3.9.1.1. Write a paragraph on the reasons for applying for this internship.

3.9.1.2. Write a paragraph about yourself that may be helpful for interviewers to know you better.

3.9.2. After entering all the information, press ***Create*** to save.



3.9.3. The system will display ***Changes saved*** on the top of page.



3.10. Attachment

3.10.1. You can upload **<u>five</u>** attachments in **<u>pdf</u>** format with corresponding file size limits as below. [Please refer to ***Chapter 6 Manual of scanning document****(s)* (Epson scanner in Student Computer Centre)]

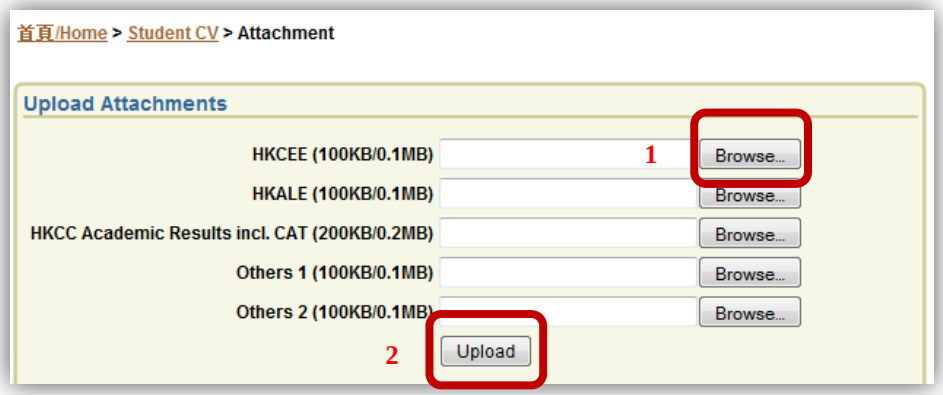
3.10.1.1. HKCEE (100KB/0.1MB)

3.10.1.2. HKALE(100KB/0.1MB)

3.10.1.3. HKCC Academic Result includes CAT (200KB/0.2MB)

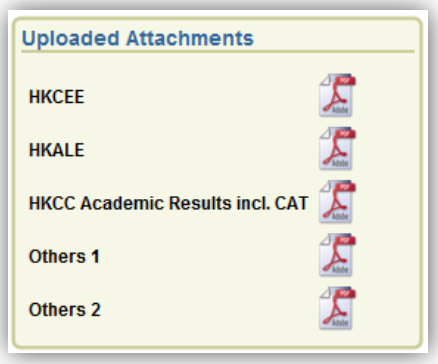
3.10.1.4. Two others certificates or examination results if necessary (100KB/0.1MB)

3.10.2. Press ***Browse*** button to add corresponding attachment then press ***Upload*** button to upload the selected file(s).



3.10.3. The system will display the following message on the top of page.

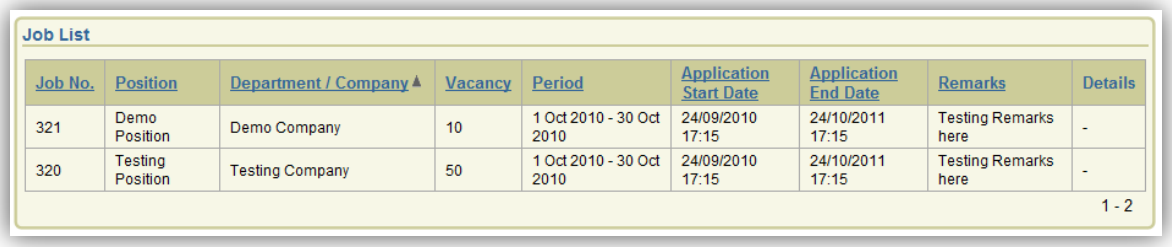
3.10.4. You can view or download the file by clicking the corresponding icon in the ***Uploaded Attachments*** region.



4 Internship Application

4.1. After you have created you CV, you can proceed to ***New Job Application*** from home page.

4.2. The job information will be shown on the ***job list*** region on the top of page.

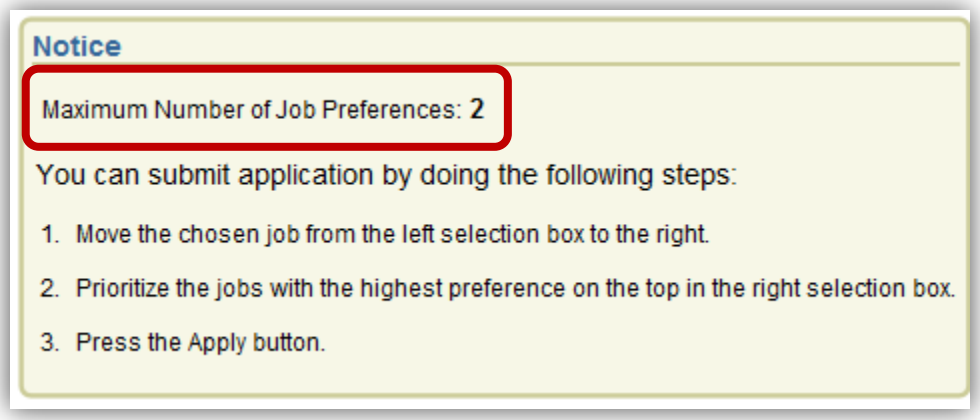


Job List

Job No.	Position	Department / Company	Vacancy	Period	Application Start Date	Application End Date	Remarks	Details
321	Demo Position	Demo Company	10	1 Oct 2010 - 30 Oct 2010	24/09/2010 17:15	24/10/2011 17:15	Testing Remarks here	-
320	Testing Position	Testing Company	50	1 Oct 2010 - 30 Oct 2010	24/09/2010 17:15	24/10/2011 17:15	Testing Remarks here	-

1 - 2

4.3. You will see a note shows the ***maximum number of job preference*** available in single application.



Notice

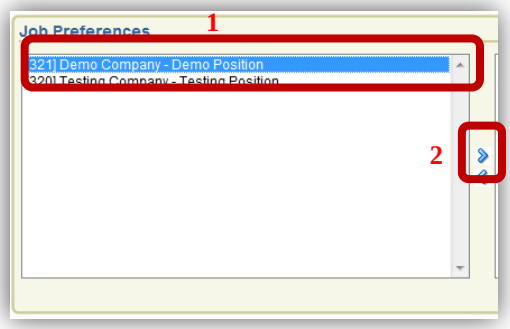
Maximum Number of Job Preferences: 2

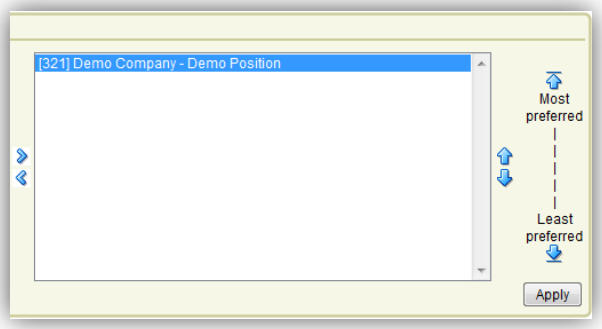
You can submit application by doing the following steps:

1. Move the chosen job from the left selection box to the right.
2. Prioritize the jobs with the highest preference on the top in the right selection box.
3. Press the Apply button.

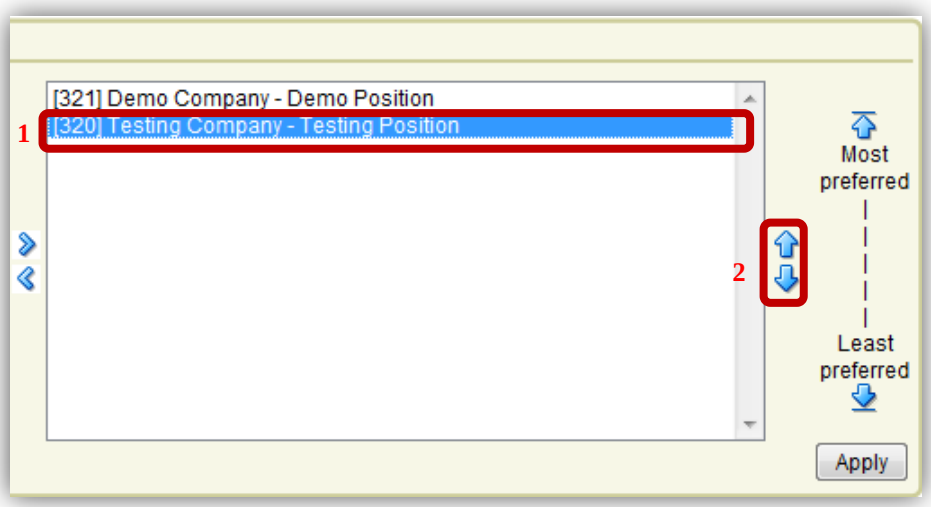
4.4. You can submit application by the following steps.

4.4.1. Select the job and move to the selection box on the right side.

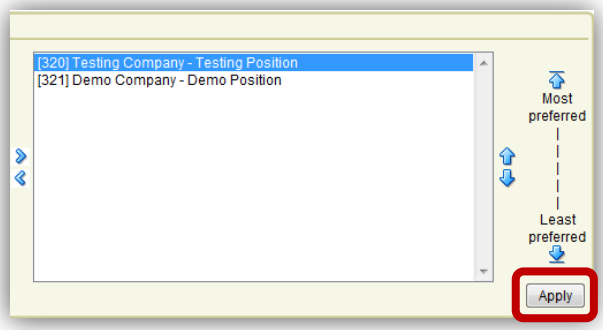




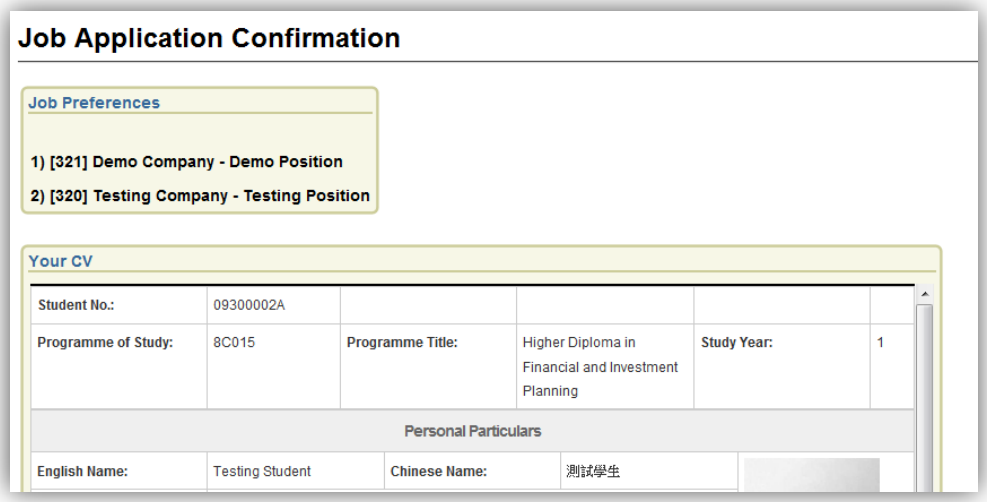
4.4.2. Prioritize the jobs with the highest preference on the top in the box.



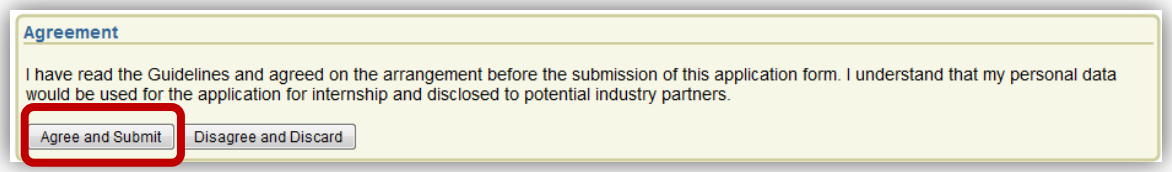
4.4.3. Press the ***apply*** button to submit your application



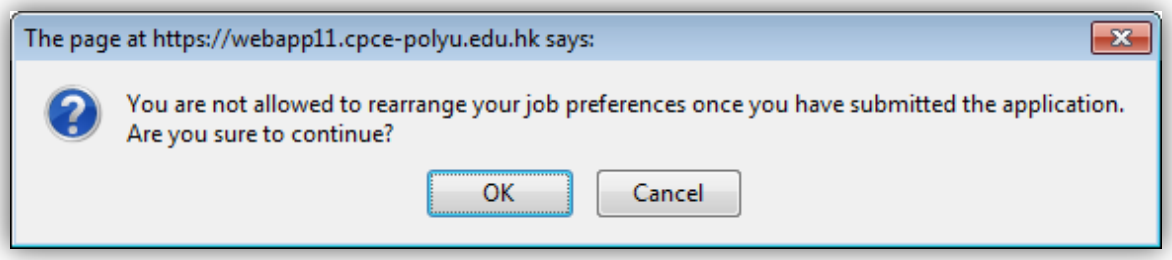
4.4.4. The ***Job Application Confirmation*** page will be displayed. Your job preferences and application form will be shown.



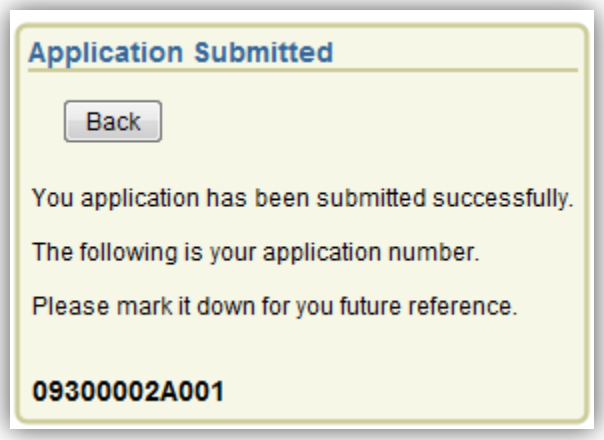
4.4.5. Press ***Agree and Submit*** button in the bottom of page to confirm your application.



4.4.6. A message box will inform you that the job preferences cannot be changed after the application is submitted. Click ***OK*** to confirm.

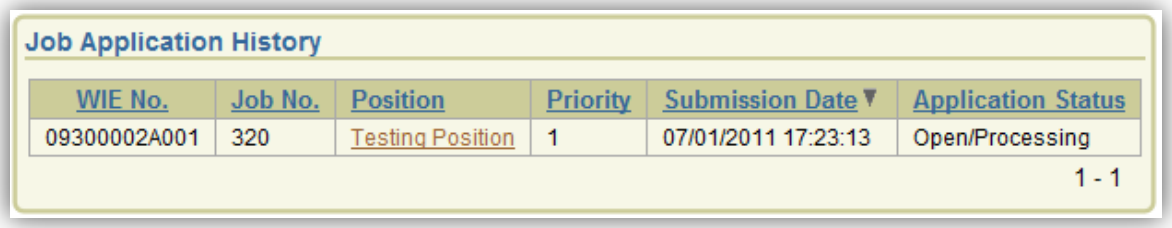


4.4.7. An application number will be displayed for future reference. The application is completed, press ***Back*** button to the home page.



4.4.8. You can view your ***Job Application History*** on the home page.

4.4.9. All history will be shown on this page



Job Application History

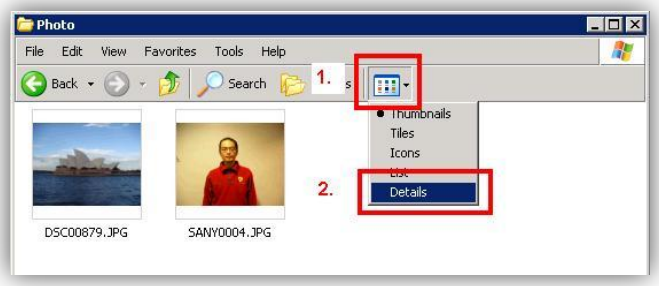
WIE No.	Job No.	Position	Priority	Submission Date	Application Status
09300002A001	320	Testing Position	1	07/01/2011 17:23:13	Open/Processing

1 - 1

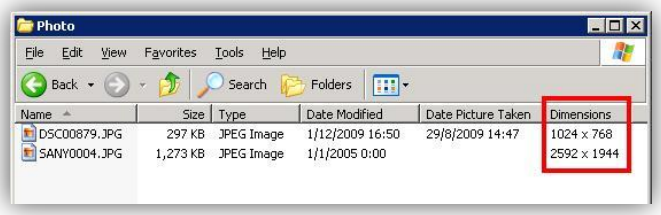
5 Manual of Microsoft Office Picture Manager

5.1 Dimensions of photos

5.1.1. Open folder and select ***Details*** under views button.



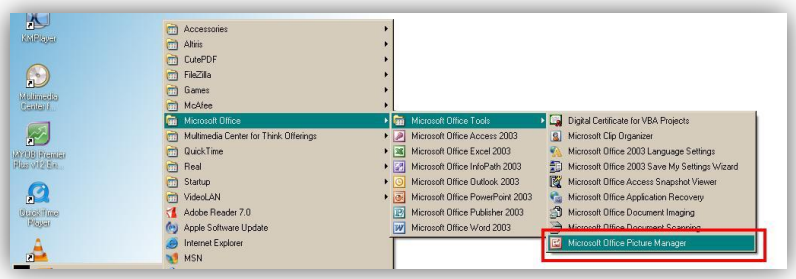
5.1.2. The image dimension is the best for ***240(w)x320(h)*** (around 60kb).



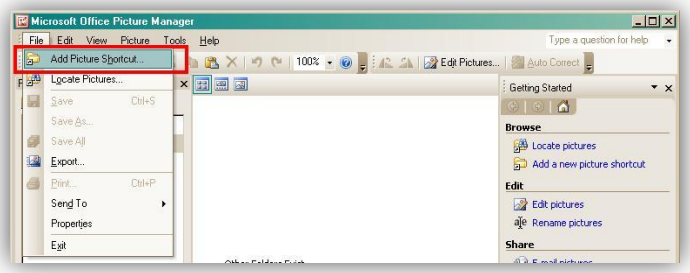
5.2. Photo dimension editing (Crop)

5.2.1. Please backup your original photo before saving the change.

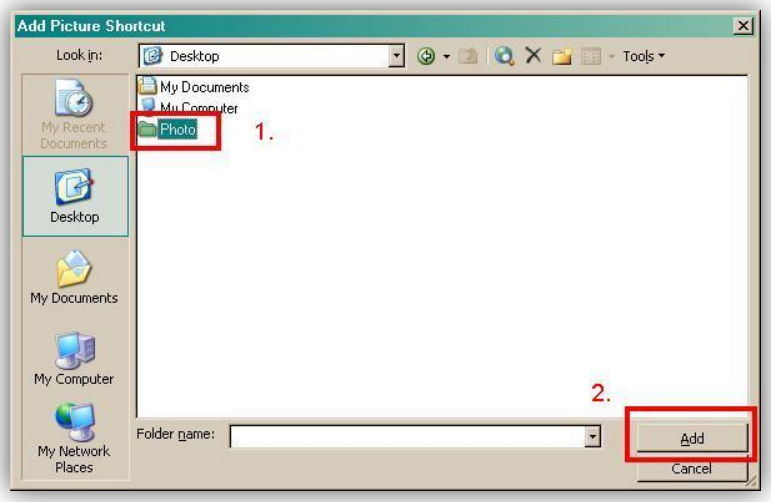
5.2.2. Open ***Microsoft Office Picture Manager*** at Start manual.



5.2.3. Click ***Add Picture Shortcut***.

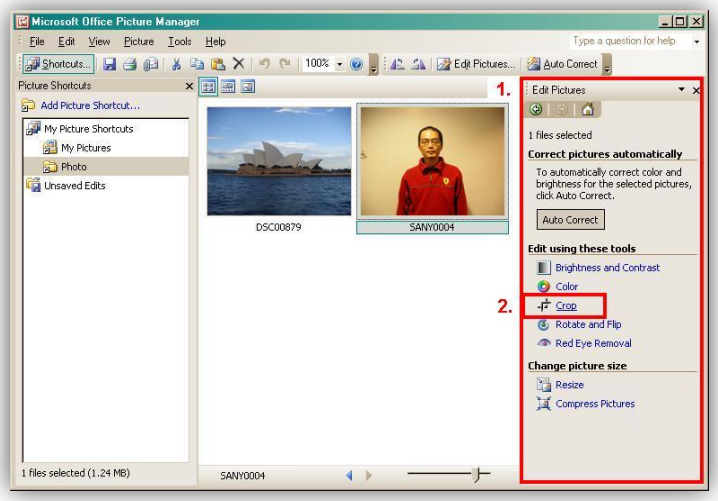


5.2.4. Select the folder contains the photos to resize, then press ***Add***.

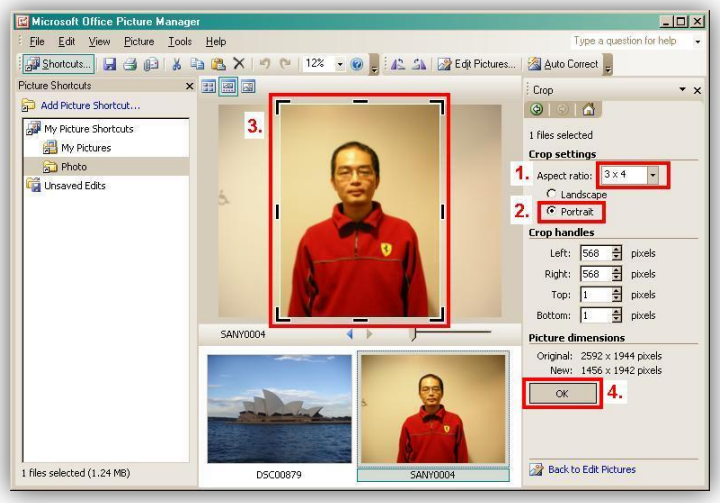


5.2.5. The folder will be added in Shortcuts, select the photo and click ***Edit Pictures***.

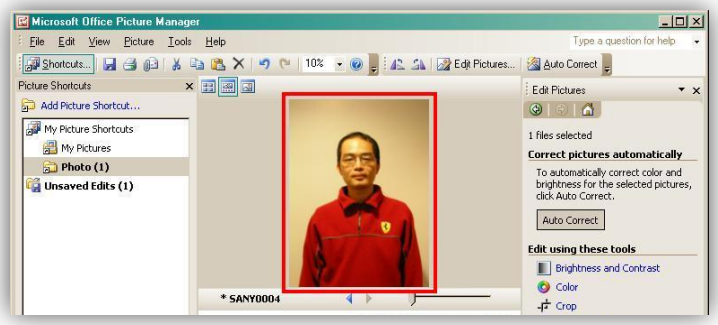
5.2.6. The Edit Pictures Panel will be displayed on the right side then press ***Crop*** function.



5.2.7. Select Aspect ratio ***3 x 4*** & ***Portrait.*** Move Crop Handle to select a retaining area. Press ***OK*** to confirm the setting.

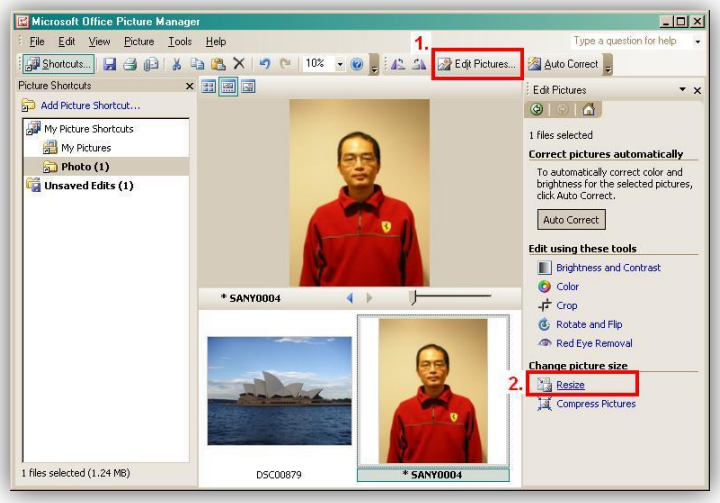


5.2.8. The unselected area will be removed.

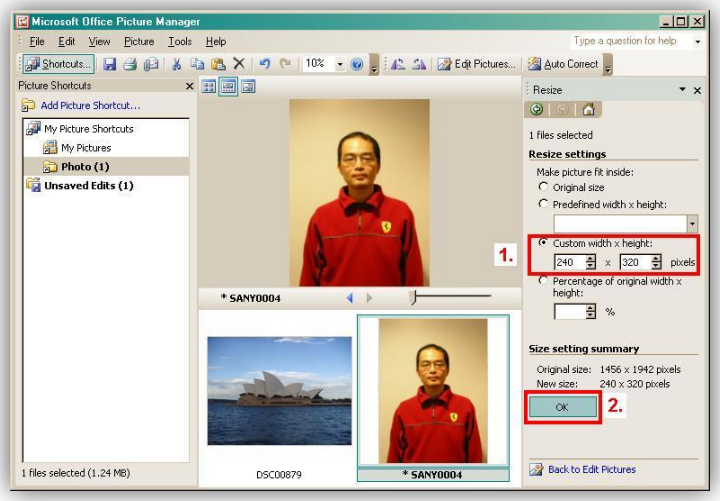


5.3. Photo dimension editing (Resize)

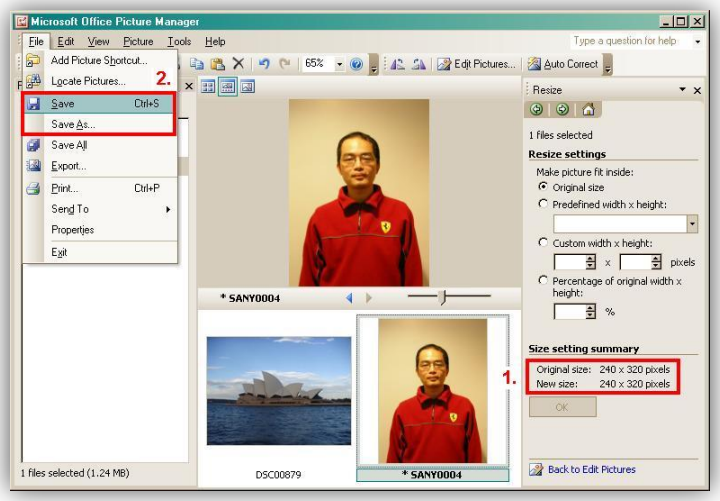
5.3.1. Press ***Edit*** Pictures and select ***Resize***.



5.3.2. Select ***Custom width x height:*** and enter ***240 x 320*** pixels. Press ***OK*** to confirm the setting.



5.3.3. The dimension of photo had been changed. Save the photo with the new dimension.



6 Manual of scanning document(s) (Epson scanner in Student Computer Centre)

6.1 Important Notice to Users

6.1.1. No need to login the PC for scanning.

6.1.2. The PC for scanning is disconnected from intranet and internet connection.

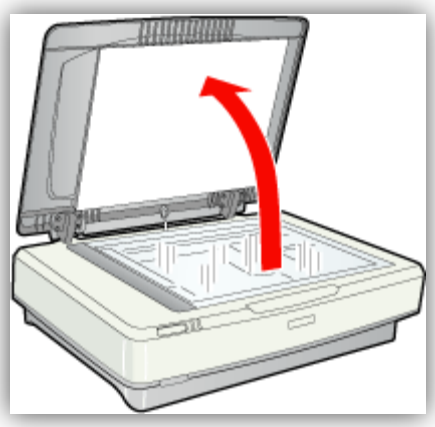
6.1.3. User is recommended to use an external USB device (e.g. USB hard drive, SD/ mini SD card, or USB flash drive) to save the scanned files.

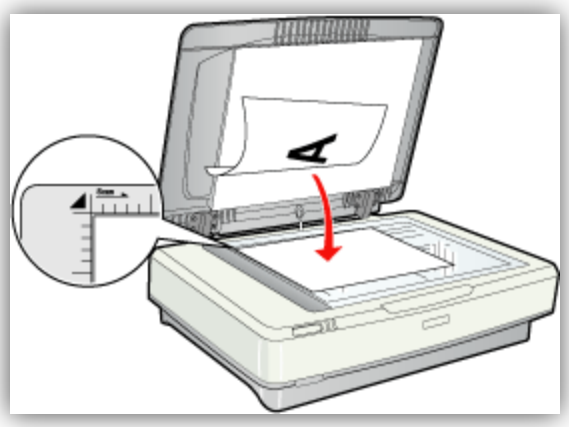
6.1.4. User is strongly recommended to remove all scanned files from the PC after use.

6.2 Scan document(s) in *Office Mode*

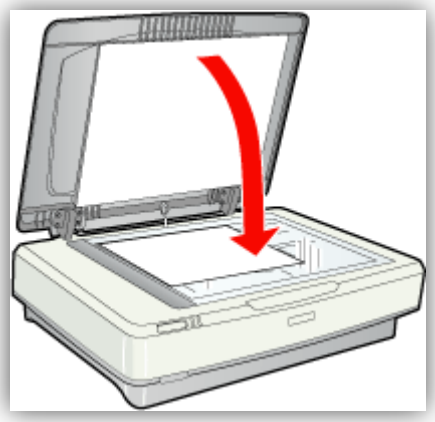
6.2.1. Double click ***EPSON GT-20000*** icon on desktop

6.2.2. Open the scanner cover and place your document or photo face-down on the document table. Make sure the upper left corner of the document or photo is against the corner of the scanner, next to the arrow mark.

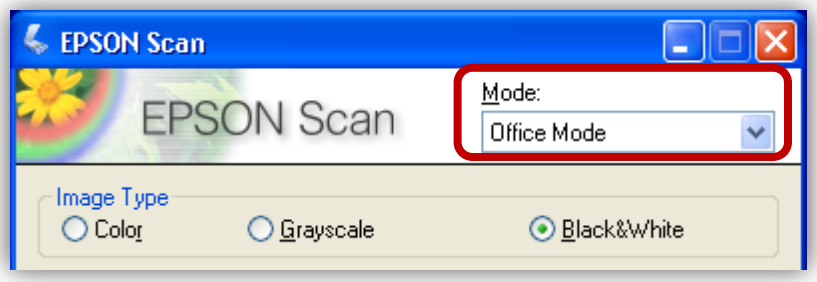




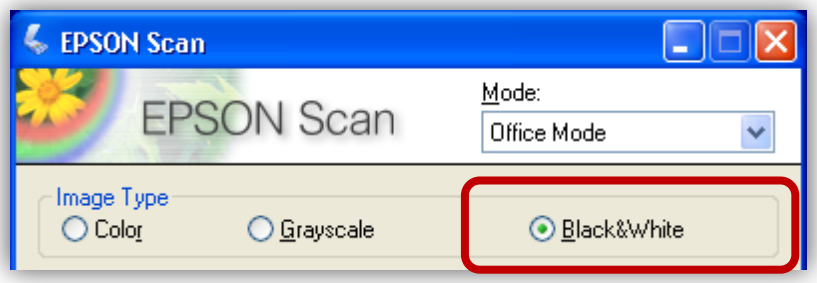
6.2.3. Close the scanner cover gently so that your original does not move.



6.2.4. Select ***Office Mode*** in the Mode list.

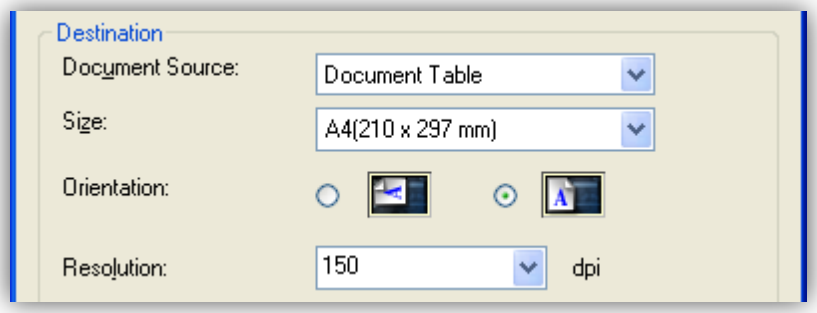


6.2.5. Select ***Black&White*** as the Image Type setting.



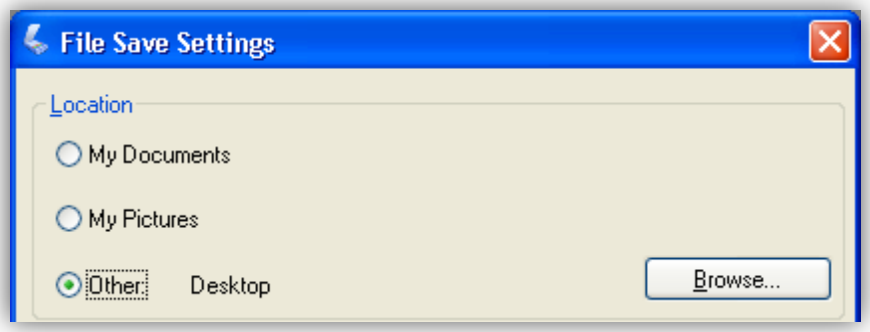
6.2.6. Select Document Table as the Document Source setting.
6.2.7. Select the size of your original document as the Size setting.

6.2.8. Click the arrow to open the Resolution list and select ***150*** dpi for your original(s).

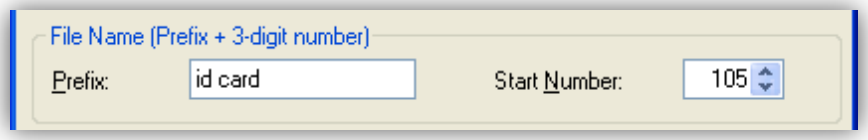


6.2.9. When you see the File Save Settings window, you can select the location, name, and format of the scanned image file. Or click the ***File Save Settings*** icon to the right of the Scan button.

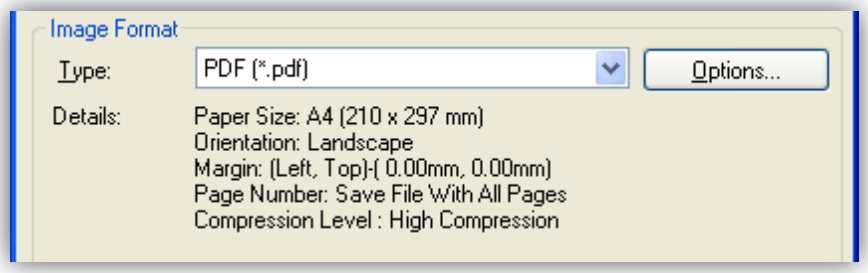
6.2.10. In the File Save Settings window, specify the file folder in which you want to save your scanned image. Click the ***My Documents*** or ***My Pictures*** radio button. If you want to select another folder, click the ***Other*** radio button, then click ***Browse*** and select the folder.



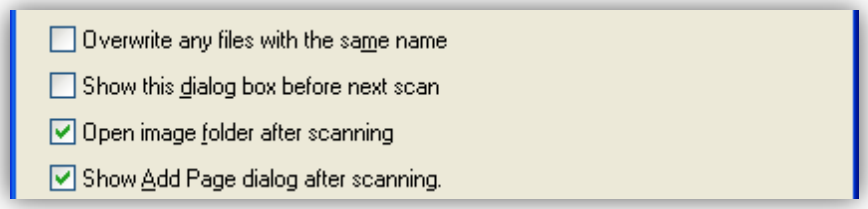
6.2.11. Specify a file name prefix with an alphanumeric character string. A 3-digit number is automatically added to the file name, but you can change the Start Number if you like. If you are scanning multiple images at once, each image will receive a different 3-digit number.



6.2.12. Click the arrow to open the ***Type*** list, and select ***PDF (*.pdf)***.

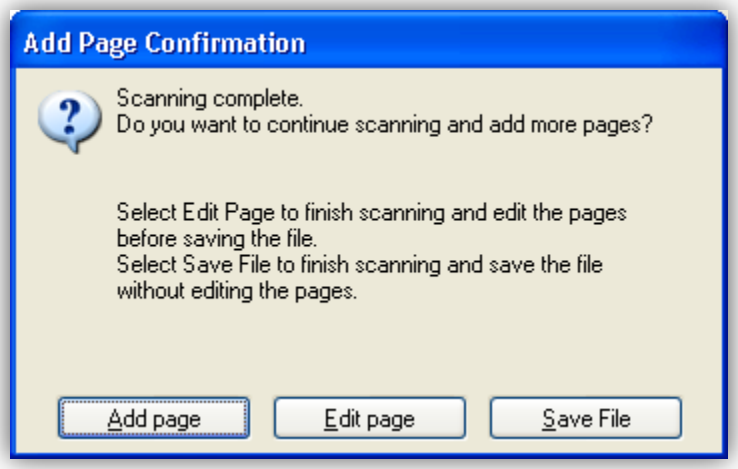


6.2.13. Select ***Show Add Page dialog after scanning*** if you want to scan multiple documents into a single file.



6.2.14. Click ***OK*** to save your settings.

6.2.15. Click ***Preview*** to preview your image(s). The Preview window appears and displays your image(s).

6.2.16. Click ***Scan***.

6.2.17. The ***Add Page Confirmation*** dialog will show up.