



Internship Programme (“IP”) 2023-24

Guidance notes on online internship selection for Participating Employer (“PE”)

1. Go to the webpage <https://pe.wamtalent.org.hk/> and log in PE login name and password. The system will automatically log out if it is idle for 30 minutes. Click the “Save” button regularly after the changes are made.

IP
Internship Programme

Admin Panel (PE) - Deployment Environment

USER LOGIN

Login

Password

2085 Validation

Sign in

Best viewed with Firefox or Chrome

2. Click the “**Applicant**” button to direct you to the “**Applicant info for the candidate selection**”.

Internship Programme (IP)
Admin Panel (PE) - Deployment Environment

Hello, AXA Investment Managers Asia Limited
Last Login: 2023-05-10 18:21:08

Position Applicant Profile Logout

Home / Applicant

Submit Export

Filter:

Apply Date From To Student Given Name

Position All

University

Program

Major

GPA >=

Degree Award Title

Year All

Status All

Page 1 of 1



3. On the “**Applicant section**”, there are 4 fields for filtering to select your desire candidate profile such as Position, University, Year and Status.

Internship Programme (IP)
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Hello, AXA Investment Managers Asia Limited
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Position Applicant Profile Logout

Filter: Search Reset

Apply Date From To Student Given Name

Position All University Degree Award Title

Program Major Year All

GPA >= Status All

Page 1 of 1

4. On the “**Applicant Page**” you can filter Position, then click “**Search**”

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Position Applicant Profile Logout

Home / Applicant Export

Filter: Search Reset

Apply Date From To Student Given Name

Position Compliance Officer University Degree Award Title

Program Major Year All

GPA >= Status All

Page 1 of 1

5. Applicants profile will be popped up in the screen for viewing. You can view candidate profile either online or download CV by clicking “**View**” or “**Download CV**” button.



提升資產財富管理業人才培訓先導計劃
Pilot Programme to Enhance Talent Training for
the Asset and Wealth Management Sector

主辦單位：香港特別行政區政府財經事務及庫務局

Organiser: Financial Services and the Treasury Bureau of the HKSAR Government

執行伙伴：香港證券及投資學會

Implementation agent: Hong Kong Securities and Investment Institute

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Hello, AXA Investment Managers Asia Limited
Last Login: 2023-05-10 18:21:08

Position

Applicant

Profile

Logout

#	Applicant No. Position No. Position Hiring Company	Applied Date Eng. Name Chi. Name Contact Email	University Degree Award Title Major Year of study	
1	s22-30260 22013AB04 Compliance Officer AXA Investment Managers Asia Limited	2023-05-10 15:05:29 Cullen Fong cullenfong@hksi.org	City University of Hong Kong Bachelor of Arts (Honours) (Bilingual Studies) N/A Year 3	<div>View</div> <div>Download CV</div> <div>Intend</div> <div>Accept</div>
2	s22-30258 22013AB04 Compliance Officer AXA Investment Managers Asia Limited	2023-05-10 12:17:57 Florence Chung florencechung@hksi.org	Hong Kong Baptist University Bachelor of Arts (Digital Media) N/A Year 3	<div>View</div> <div>Download CV</div> <div>Intend</div> <div>Accept</div>

Status: Intended Accepted

You can also export candidate data by clicking “**Export**” to download candidate profile in excel format.

Internship Programme (IP)
Admin Panel (PE) - Deployment Environment

Hello, AXA Investment Managers Asia Limited
Last Login: 2023-05-10 18:21:08

Position

Applicant

Profile

Logout

Home / Applicant

Export

Filter:

Q Search

C Reset

Apply Date

From

To

Student Given Name

Position

Compliance Officer

University

Program

Degree Award Title

Major

Year

All

GPA >=

Status

All

Page 1 of 1

Candidate profile will be shown in excel as below: -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Applicant #	Position No.	Position Title	Apply Date	Applicant Name	Applicant ID (HKID)		Symbols or Document	Gender	Contact Email	Personal Email	Contact No.	Alternate Contact No.	University	Faculty	(Specific)	Degree Award	(Sp)
2	s22-30260	22013AB04	Compliance Officer	2023-05-10	Cullen Fong	R1234		XY	Hong Kong	f	cullenfong@hksi.org	93807355		City Univer	Faculty of Business	Ac	Bachelor of Ar	
3	s22-30258	22013AB04	Compliance Officer	2023-05-10	Florence Chung	G1608		AZ	Hong Kong	f	florencechung@hksi.org	94129995		Hong Kong	Faculty of Business	Ac	Bachelor of Ar	
4																		

- To save shorted list candidate, you can click “**Intend**” button.



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wamtalent-sipadmin-pe.firm.hk says
Do you confirm to mark this applicant to the "Intended" list?
OK Cancel

Hello, AXA Investment Managers Asia Limited
Last Login: 2023-05-10 18:21:08
Profile Logout

Position Applicant

GPA >= Status

Page 1 of 1

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Status: Intended Accepted



7. Once confirm offering a position to candidate, click “Accept” button and input employment period, progress or remark, if necessary. Then Click “Save” button.

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GPA >= Status All

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2	s22-30258 22013AB04 Compliance Officer AXA Investment Managers Asia Limited	2023-05-10 12:17:57 Florence Chung florencechung@hksi.org	Hong Kong Baptist University Bachelor of Arts (Digital Media) N/A Year 3	View Download CV Intend Accept

Status: Intended Accepted

Confirm to make offer

Internship start date: 2023-06-01 Internship end date: 2023-08-31

Progress: ☐ Contract signed ☒ Verbally accepted

Remarks: Apply annual leave on 1 July 2023 to 7 July 2023

Please be reminded to press "Submit" button to inform the final acceptance list to WAM Implementation Team.

[Save](#) [Close](#)



8. Click the “**Submit**” button after confirming an offer to candidate.

After submission, the screen will pop up “Accepted applicant list is submitted successfully”. message. **Please be reminded to report the Accepted Offers through the PE Admin Panel before the commencement of internship. Also, submit mentor list [Mentor-Mentee Match List] via email to internship@wamtalent.org.hk** as soon as possible upon you make offer to the students but no later than one week from the commencement of internship. **If you do not report any Accepted Offers to us before the commencement of internship, we will deduct your subsidy or even reject your application.**



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✓ Accepted applicant list is submitted successfully

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All

~ End ~