

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

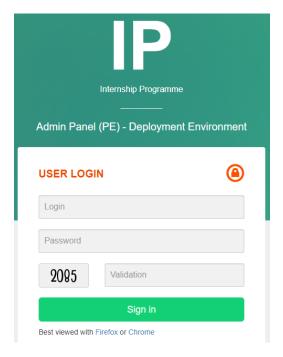
執行伙伴: 香港證券及投資學會

Implementation agent: Hong Kong Securities and Investment Institute

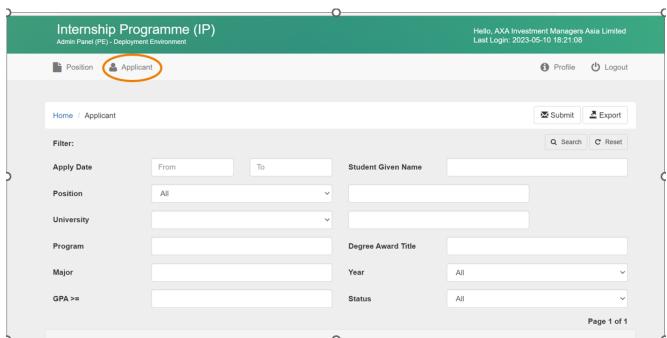
Internship Programme ("IP") 2023-24

<u>Guidance notes on online internship selection</u> <u>for Participating Employer ("PE")</u>

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.



2. Click the "Applicant" button to direct you to the "Applicant info for the candidate selection".



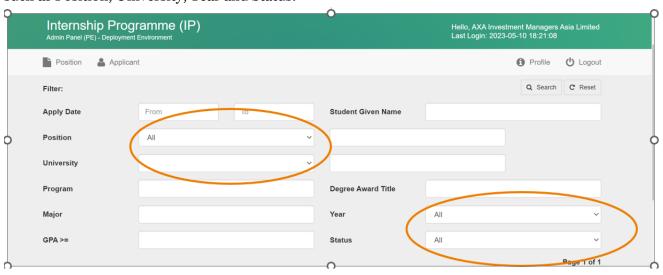


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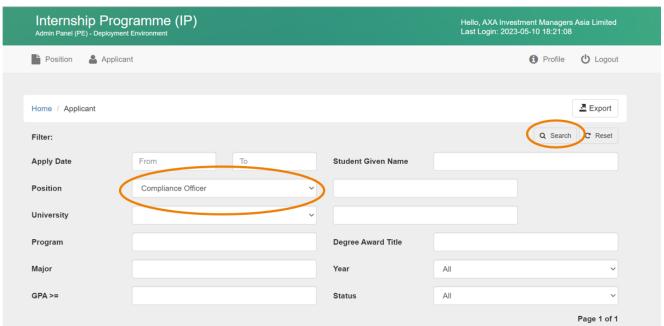
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3. On the "**Applicant section**", there are 4 fields for filtering to select your desire candidate profile such as Position, University, Year and Status.



4. On the "Applicant Page" you can filter Position, then click "Search"



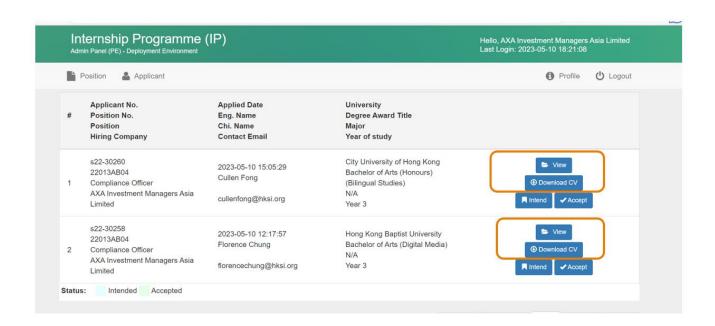
5. Applicants profile will be popped up in the screen for viewing. You can view candidate profile either online or download CV by clicking "View" or "Download CV" button.



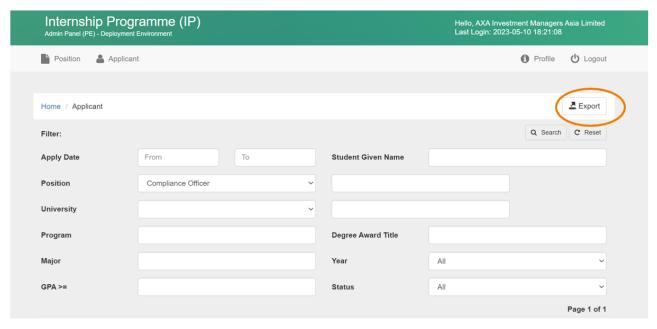
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You can also export candidate data by clicking "Export" to download candidate profile in excel format.



Candidate profile will be shown in excel as below: -



6. To save shorted list candidate, you can click "Intend" button.

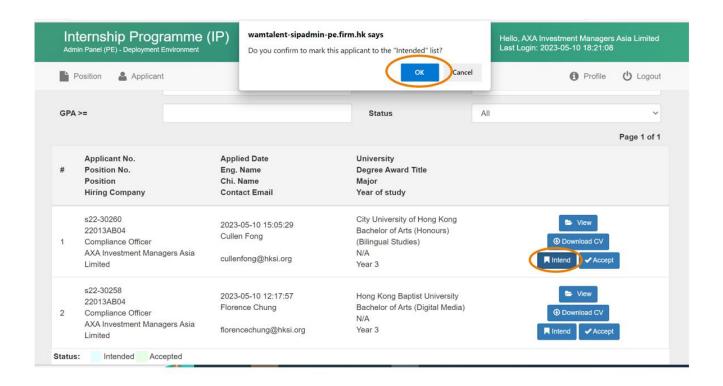
提升資產財富管理業人才培訓先導計劃 Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector

主辦單位: 香港特別行政區政府財經事務及庫務局

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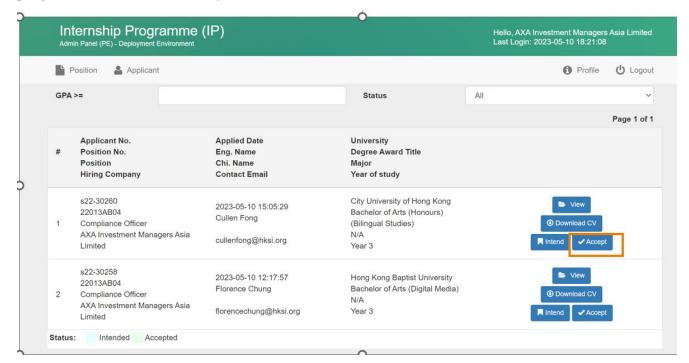


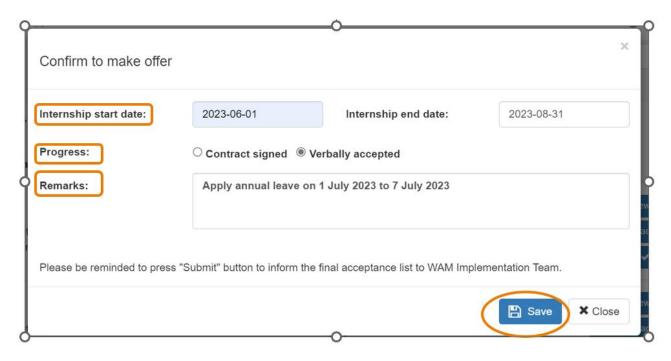
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7. Once confirm offering a position to candidate, click "Accept" button and input employment period, progress or remark, if necessary. Then Click "Save" button.





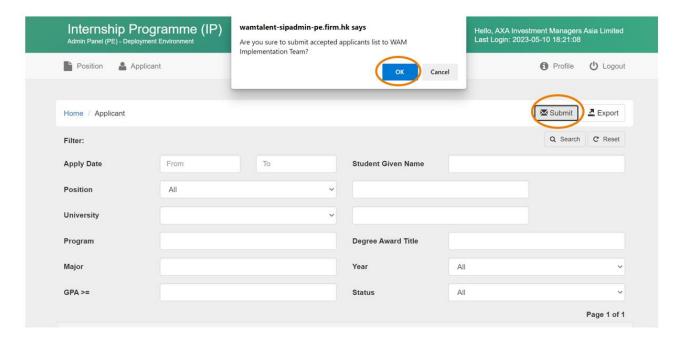


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8. Click the "Submit" button after confirming an offer to candidate.



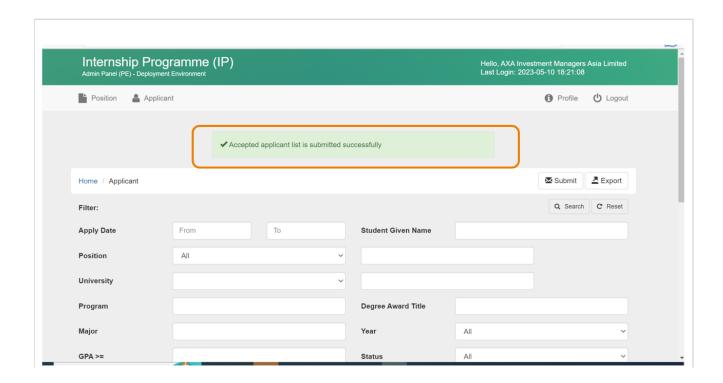
After submission, the screen will pop up "Accepted applicant list is submitted successfully". message. Please be reminded to report the Accepted Offers through the PE Admin Panel before the commencement of internship. Also, submit mentor list [Mentor-Mentee Match List] via email to internship@wamtalent.org.hk 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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