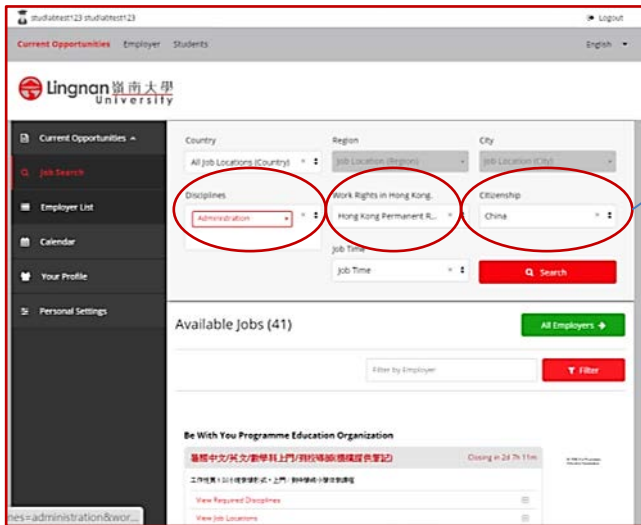


How to conduct Job Search in the new JIP?

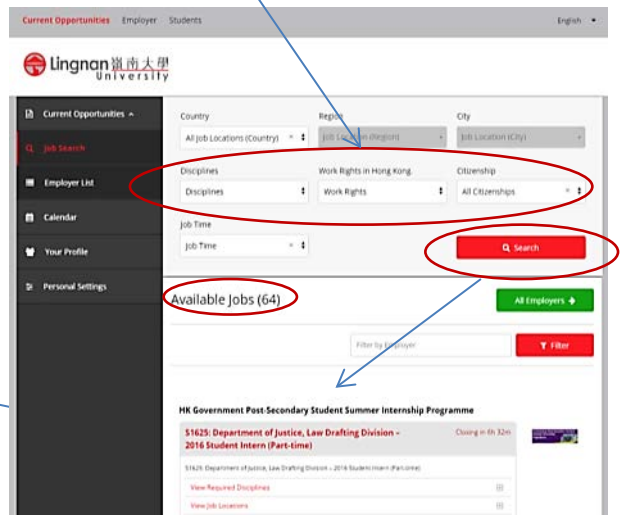
Step 1: Login first using your Lingnan portal ID and password by clicking any of the “Login” button: <https://jobs.ln.edu.hk>

Step 2: After login, you will see the Student portal page. Click “Current Opportunities” > “Job Search” on the left-hand menu to reach the following:

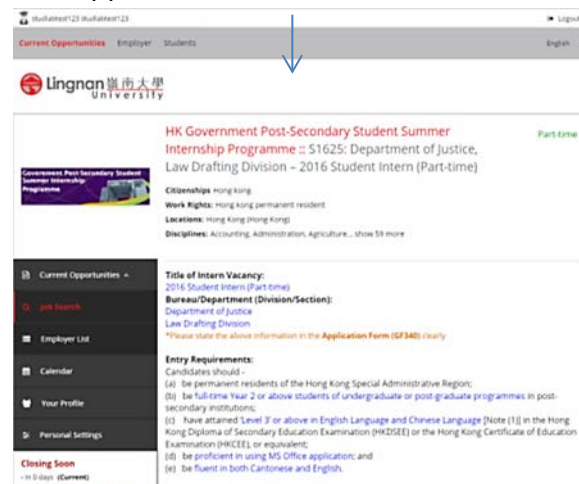


These criteria are preset by JIP according to your profile during registration. Simply CROSS OUT the text box under “Disciplines”, “Work Rights in Hong Kong” & “Citizenship”.

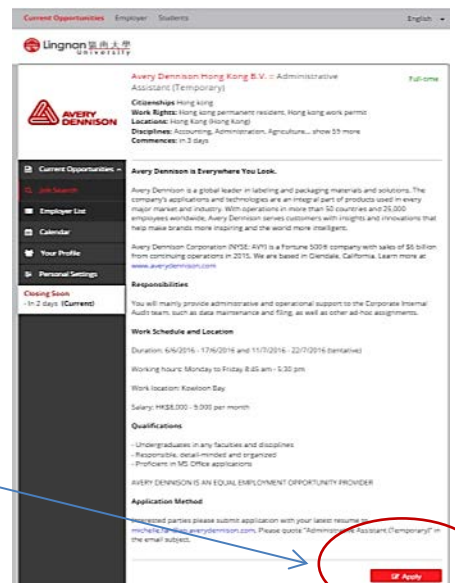
By crossing out all these search criteria, click the red button “Search”, then it will produce all jobs that are still open for application. In this case, 64 jobs are available.



Step 3: Mouse over the job title or posts, click and read the job notice and its application method.



Step 3a: Some job ads will carry a red “Apply” at the bottom right corner. Click “Apply”, and you can make use of the on-line application feature to upload CV, transcript and type your cover letter and forward to the employer directly.



If you have a specific job you wish to search, or a specific company that you know is recruiting:

Step 1: Repeat the same steps in setting your search criteria as follows. Then in the text box next to the red “Filter” button, type in the company that you wish to search. For example, you wish to search government jobs. Type “government” and then click the red “Filter” button. You will then see there is 11 job openings related to an organization with Government in the company name.

The screenshot shows the Lingnan University job search interface. The top navigation bar includes the user name 'studlabtest123', a 'Logout' link, and menu options for 'Current Opportunities', 'Employer', and 'Students'. The Lingnan University logo is prominently displayed. A left-hand sidebar contains navigation links: 'Current Opportunities', 'Job Search' (highlighted in red), 'Employer List', 'Calendar', 'Your Profile', and 'Personal Settings'. The main search area features several filter categories: 'Country' (set to 'All Job Locations (Country)'), 'Region' (set to 'Job Location (Region)'), and 'City' (set to 'Job Location (City)'). Below these are 'Disciplines', 'Work Rights in Hong Kong', and 'Citizenship' filters. A 'Job Time' filter is also present. A red 'Search' button is located to the right of the filters. Below the search filters, a box indicates 'Available Jobs (11)'. A search input field contains the text 'government', and a red 'Filter' button is positioned to its right. Blue arrows point from the text in the first paragraph to the search input field and the 'Filter' button. Below the search results, a job listing is shown for 'HK Government Post-Secondary Student Summer Internship Programme'. The listing title is 'S1625: Department of Justice, Law Drafting Division - 2016 Student Intern (Part-time)', with a note that it is 'Closing in 6h 13m'. A 'View Required Disciplines' link is provided at the bottom of the listing.