

PolyU Virtual Recruitment Platform (PVRP)

User Guide

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1 Welcome to PVRP

1.1 Introduction

Developed by The Hong Kong Polytechnic University (“PolyU”), PolyU Virtual Recruitment Platform (“PVRP”) aims at providing a one-stop online platform which assists PolyU Job Board in facilitating Employers’ virtual recruitment of PolyU students and recent graduates (“Job Seekers”) under the new normal.

1.2 Key features

- **Video Assessments**

For Employers to preset questions for a specific job opening for the invited Job Seekers to answer, which will be recorded and uploaded for Employers’ viewing and consideration

- **Pre-employment Tests**

For Employers to create verbal reasoning, deductive reasoning, or numerical tests for their evaluation of the invited Job Seekers

- **Online Interviews**

With marking and note-jotting functions, for Employers to conduct scheduled one-to-one / one-to-many online interviews with invited Job Seekers

2 Get started

2.1 Opt for PVRP in PolyU Job Board request form

When you request for posting job openings on PolyU Job Board by filling in our [job posting request form](#), you can ask Job Seekers to submit applications to you directly via PVRP.

Go to “Application Method” > “Applicants to Submit Applications to” > select “Company/Organisation Directly by” > select “apply via PolyU Virtual Recruitment Platform”.

Upon submitting the job posting request form, you can access PVRP’s landing page to create an account (see Section 2.2 – Create a PVRP account), and set up video assessments (see Section 3 – Video Assessments tool) and/or pre-employment tests (see Section 4 – Pre-employment tests tool).

Only after you have received PolyU Job Board’s confirmation email can you assign any video assessment and/or pre-employment test to that particular job opening (see Section 5 – Manage Job Applications).


2.2 Create a PVRP account

If you are new to PVRP, you need to create an account on [PVRP’s landing page](#).

On the landing page > “Employer” > “[Create one](#)”, then fill in the required fields to proceed (**email must be the same as that provided in the job posting request form**).

2.3 Change particulars and password

You can change your particulars and password any time, if you have second thoughts.



Go to  > “[My Profile](#)”, then select “Edit” or “Change Password” to proceed.



3 Video Assessments tool – Recorded answers to preset questions

The Video Assessments tool enables Employers to invite applicants for a job opening to answer a set of preset questions within the time allowed (usually around 5 preset questions, each of which to be answered within 3 to 5 minutes). The applicants' answers will be recorded and uploaded for Employers' viewing and consideration.



You must have at least one video assessment created before assigning it to any job opening.

3.1 Create a video assessment

To create a video assessment, go to  "[Video Assessments](#)" > select  > follow the onscreen instructions to proceed > select "Save and Close", then select "Publish" in order for this video assessment is available for selection (no amendments will be allowed once published).

If you want to create a new video assessment based on an original one, find the entry of that intended original version in  "[Video Assessments](#)" > select  "Copy as Draft", then select "Edit" to proceed.

3.2 Edit or delete a video assessment



If a video assessment is no longer needed and you want to unpublish it, find the entry of that particular video assessment in  "[Video Assessments](#)" > select  "View", then select "Unpublish".



4 Pre-employment Tests tool – Evaluate skills by tailored assessment

The Pre-employment Tests tool offers Employers great flexibility in tailoring a pre-employment test for a job opening by selecting any verbal reasoning, deductive reasoning, and/or numerical questions from PVRP's database for invited applicants to answer within the time allowed. Their test results will be automatically generated for Employers' consideration.



You must have at least one pre-employment test created before assigning it to any job opening.

4.1 Create a pre-employment test


To create a pre-employment test, go to  ["Pre-employment Tests"](#) > select  > assign title and time allowed as appropriate > select "Add Random Question" > choose test category in "Category" as appropriate > assign "Number of Sub-questions" to the chosen test category > select "Add" > (select "Add Random Question" again and go through the above steps to assign more questions from other test category(ies) as appropriate), select "Save and Close", then select "Publish" in order for this pre-employment test is available for selection (no amendments will be allowed once published).

If you want to create a new pre-employment test based on an original one, find the entry of that intended original version in  ["Pre-employment Tests"](#) > select  "Copy as Draft", then select "Edit" to proceed.



4.2 Edit or delete a pre-employment test


If a video assessment is no longer needed and you want to unpublish it, find the entry of that particular video assessment in  ["Pre-employment Tests"](#) > select  "View", then select "Unpublish".


5 Manage job applications

All your job openings which involve PVRP tools in the recruitment process are listed in  [“Job Applications”](#). You can manage all the job applications for your job openings here.

5.1 View applicants

To view a particular applicant for one of your job openings, select  “View”, then select  “View Application” on the next page.





In “Candidate Information”, you can view the applicant’s basic information, selection status, and his/her progress in joining the scheduled online interviews, video assessments, and/or pre-employment tests. To change the selection status of the applicant, go to “Status”, then select  “Edit Status” to proceed.


In “Documents”, you can select  “Download” / “Download all as zip” to download a particular document or all documents submitted by the applicant.

In “Progress Updates”, you can select “Add” to type in text to record progress updates.

5.2 Schedule video assessments





(You must have at least one video assessment created beforehand. If you want to know how to create one, see Section 3 – Create video assessments.)

To invite a particular candidate to take a video assessment for a job opening, find the entry of the job opening and select  “View” > find the entry of the candidate and select  “View”, then select “Schedule Video Assessment” to proceed (to edit or delete a scheduled appointment, select  “Edit” or  “Delete” to proceed).

To view the candidate’s answer(s) to the video assessment, go to the candidate’s page > “Candidate Information” > “Video Assessments”, then select  “Question [number]” as appropriate.




5.3 Schedule pre-employment tests







(You must have at least one pre-employment test created beforehand. If you want to know how to create one, see Section 4 – Create pre-employment tests.)




To invite a particular candidate to take a pre-employment test for a job opening, find the entry of the job opening and select  “View” > find the entry of the candidate and select  “View”, then select “Schedule Pre-employment Test” to proceed (to edit or delete a scheduled appointment, select  “Edit” or  “Delete” to proceed).

To view the candidate’s test result, go to the candidate’s page > “Candidate Information” > “Pre-employment Tests”, then select “View Test Result”.

5.4 Schedule online interviews




You can schedule a one-to-one / one-to-many online interview with the applicant(s) in  “[Job Applications](#)”, or in  “Online Interviews” >  “[Interview Scheduling](#)”.








- Go to  “[Job Applications](#)” > find the particular job entry > select  “View” > select  “View Application” of any applicant > “Candidate Information” >  “Schedule Interview Appointment” > select date and time slot in the calendar as appropriate > select applicant(s), assign appointment name, select marking scheme*, etc. as appropriate (to edit or delete a schedule appointment, select the particular appointment in the calendar to proceed); or
- Go to  “Online Interviews” >  “[Interview Scheduling](#)” > select date and time slot in the calendar as appropriate > select job post and applicant(s), assign appointment name, select marking scheme*, etc. as appropriate (to edit or delete a scheduled appointment, select the particular appointment in the calendar to proceed)

*You must have at least one marking scheme created beforehand. To create one, go to  “Online Interviews” >  “[Interview Marking Schemes](#)” > select  “Add”, then follow the onscreen instructions to proceed.




6 Online Interviews tool – Meet applicants online





6.1 Attend the online interview


You can attend a scheduled online interview with the invited candidates in  “[Job Applications](#)” or in  “Online Interviews” >  “[Interview Scheduling](#)”.

- Go to  “[Job Applications](#)” > find the particular job entry > select  “View” > select  “View Application” of one of the invited applicants > “Candidate Information”, then click the  [meeting link] to proceed; or
- Go to  “Online Interviews” >  “[Interview Scheduling](#)” > select the time slot of the scheduled online interview in the calendar, then click the  [meeting link] to proceed.

6.2 Use the key functions

- Background customisation
Select  “More actions” >  “Select background”, then customise the background according to your preference.
- Marking scheme
Select  “Marking scheme” to bring up the preset marking scheme (see Section 5.4 to see how to create one).



To view the marking scheme after the online interview, go to  “[Job Applications](#)” > find the particular job entry > select  “View” > select  “View Application” of one of the invited applicants > “Candidate Information” > “Online Interviews”, then select  “Marking Scheme” to proceed.

- Chat function
Select  “Chat function” to proceed.

7 Frequently asked questions

Q1: How can I track the recruitment progress of my job postings and keep track of applicants' engagement?


A notification email will be sent to you when there is any new application.

To view all the applications for your job postings, go to  "[Job Applications](#)" then select  "View".

Q2: Can I post job openings directly on PVRP?

No, you need to indicate your preference for receiving applications directly via PVRP when you fill in the [job posting request form](#) for posting job openings on PolyU Job Board.

Q3: How can I change my company contact information on PVRP?

Go to  > "[My Profile](#)", then select "Edit" to proceed (only your company/organisation name, display name, and phone number can be edited).

Q4: I forgot my user password. How can I reset it?

Go to [PVRP's landing page](#) > "Employer" > "Log in" > "Reset it", then follow the onscreen instructions to proceed.

If you forgot your PVRP login email, please contact us at career.cps@polyu.edu.hk or +852 3400 2445.

Q5: Can I conduct an online interview using a mobile device?

Yes, you may use any electronic device which has a web browser to conduct an online interview.

Q6: What can I do if I encounter any audio/visual issues during an online interview?

Make sure that your camera or microphone is connected/activated, or has been granted permission.

If the issue persists, you may select "Leave the meeting" and re-join the session.

8 Enquiries

Careers and Placement Section, Student Affairs Office

The Hong Kong Polytechnic University

Email: career.cps@polyu.edu.hk

Telephone: +852 3400 2445