



Accounting Students' Society, HKUSTSU, Session 2009-2010

Proposal for Interviewing Program of High Flyers 2009

Proposal Cover

To:	Mr. Louis Leung
From:	Accounting Students' Society, HKUSTSU
Contact Person:	Lam Hoi Yan, Fanny Organizing Committee of High Flyers 2009 Financial Secretary
Phone No:	9728 6011
Fax:	3013 6472
Date:	June, 2009

Total number of pages: 5 (including this page)

- Invitation letter
- Proposal in full details
- Reply slip

Remark:

Urgent For your review Reply ASAP Please Comment



Dear Mr. Leung,

**Sincere Invitation for participating in
Interviewing Program of High Flyers 2009**

On behalf of Accounting Students' Society of the Hong Kong University of Science and Technology Students' Union (HKUSTSU), I would like to invite your organization to participate in one of our highlighted programs this year – **High Flyers 2009**.

To further equip our students with better job-hunting skills, we are going to launch a series of sub-functions in High Flyers 2009 which is held from **mid-September to mid-November**. Sub-functions include **Aptitude Test Workshops, Mock English Test, Business Intelligence Workshop, Interviewing Program, Closing Ceremony with certificate presentation and Internship Program**. With the commitment of our organizing committee members to the program, we strongly believe High Flyers 2009 will be the focus among all HKUST students and staff.

I will be grateful if your company can participate in Interviewing Program. **We will help promoting your company by incorporating your brand into the promotion strategy of our program**. Enclosed is the proposal of Interviewing Program.

We sincerely hope that you could take our invitation into serious consideration. Should a decision about participation in the program has been reached, please kindly fax the Reply Slip to **3013 6472** or email to **accthf2009@gmail.com** at your earliest convenience. Please visit our website: **http://ihome.ust.hk/~su_acct/highflyers** to know more about our Program. You may also contact **Person-In-Charge, Mr. Alan Tung at 95877093 or Vice Persons-In-Charge, Mr. Ken Tsui at 9657 8402 or Mr. Sam Chong at 6841 1148** to obtain more details about the event. Whilst in anticipation of your prompt reply, please accept our sincerest gratitude for considering our invitation and may we wish your company every success in the future.

Yours faithfully,

Tung Ka Lun, Alan
Person-In-Charge of High Flyers 2009
Internal Vice-Chairperson
Accounting Students' Society, HKUSTSU,
Session 2009-2010

Encl. the Proposal of Interviewing Program 2009 and Reply Slip



HIGH FLYERS 2009

Business Insight Series

High Flyers 2009 is the highlighted career-oriented program to be launched this year. We aim to show our members, mainly year 2 and 3 students, the real recruitment process in business firms nowadays. It has several stages of promotion including the online application, workshops, English Test, Mock Interviews and Internship. Through this program, we provide them the opportunity to them to experience the crucial components, and to equip them with practical job-hunting skills which can prepare them for their future career in this ever-changing business world.

Objectives

- To equip our members with practical job hunting skills which can prepare them for their future career.
- To provide opportunities for members to experience and practise the most updated recruitment process.
- To provide members a chance for formal networking.

Specification of Interviewing Program

Target: Students from HKUST Business School (around 2000 students)

Period: Late-September to Late-October

Venue: HKUST Campus

Time: 7:30-10:00pm

The Interviewing Program is the core component of our program this year. It will be divided into 2 phases, the **group interview** and the **one-to-one interview**. Outstanding participants will be promoted from group to one-to-one interviewing stage. All participants entering the mock interview stage have been carefully selected from the stages of online application, workshop and English Test.

Resume and two short essay questions will be included in the **online application** at the beginning. All relevant information of the participants will be emailed to your company a week before the interviews take place.

Each **interview** is suggested to last for around **30 minutes**, whereas the last final 5 minutes are advised for giving feedback to our participants.

Refreshment Session will be held at the end of the day to allow opportunity for the sharing of your valuable recruitment experience with our business students.

A **comment sheet** will be provided for interviewers to give suggestions to our students. This comment will then be distributed to them at the **Closing Ceremony** in early November.

After careful screening and evaluation, students with outstanding performance in the mock interviewing stage can get internship opportunities from **Internship Program 2009**.

We would like to sincerely invite your company to help us by sending representatives to be the interviewers of Interviewing Program.



Benefits of being our partner:

1. HELP DEVELOP FUTURE LEADERS IN HONG KONG

Your support to our program is not only providing valuable interviewing opportunities to our students, it also helps our Society to grow further in return more students will be benefited. Your support helps building a very good image of your company by showing your company's philanthropic motives.

2. RECRUIT POTENTIAL INTERNS

All our applicants would undergo series of rigid selection process including online application, workshop, English test and mock interviews. By being our Interviewing Program and Internship Program 2008 partner, we could provide your company with student interns who have been carefully selected in every screening stage.

3. PROMOTION EFFECTS

Your company's name and logo will be printed on all of our promotion items. During September and October, application forms and booklets will be distributed to all UST students, UST professors and staff and guests from external companies. Also posters and banner will be posted and hung in some eye-catching places in the campus.



REPLY SLIP

Please fill in the reply slip and mail or fax to us at

Mail Box #21, Student Center HKUST,

Clear Water Bay, Hong Kong

Fax: 3013 6472

Email: *accthf2009@gmail.com*

Attn: *Person-In-Charge, High Flyers 2009*

I would like to inform you that I am interested in participating in the Interviewing Program of High Flyers 2009.

Name of Interviewer: _____

Company Name: _____

Position Title: _____

Telephone : _____ Fax No.: _____

I regret to tell you that I am not interested in participating in the Interviewing Program.

Signature: _____

Date: _____