

Mechanical, Marine, Naval Architecture & Chemical Division
機械、輪機、造船及化工分部

(SYEA)MOCK INTERVIEW

15th October, 2018

Dear Students,

Mock Interview Programme

On behalf of The Hong Kong Institution of Engineers, Mechanical, Marine, Naval Architecture & Chemical (MMNC) Division, we would like to invite third and final year students to attend the Mock Interview programme.

The programme aims at helping Mechanical Engineering students to equip themselves to attend job interviews in relevant industries. Attending students will be interviewed by professional engineers in real office environment. Comment and feedback on individual's interview performance will be given by the professionals.

Students are required to submit an application form, an application letter and a resume for MMNC's consideration. Applications will be considered on first-come-first-served basis. Priority will be given to HKIE MMNC student members (Non-HKIE MMNC student members are also welcomed). Students will be arranged to have interviews with professional engineers to be held in their offices.

Programme information and application form can be downloaded from web site (<http://mc.hkie.org.hk/>). Application will be closed on 30th November 2018.

We look forward to your active participation and wish you a fruitful academic year in 2018-2019.

Yours sincerely,
MMNC-SYEA

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Application Form for Mock Interview Programme

Post: _____	
PERSONAL PARTICULARS	
Surname	Given Name (in full)
Name in Chinese (if applicable)	Sex
Curriculum/Year/Major	University.
Email Address	Contact Number:
Remarks	
<input type="checkbox"/> I confirm that I read and accept the liability release statement.	
NOTES TO APPLICANTS:	
<ul style="list-style-type: none"> - This application form should be clearly written in block letters. Please use separate sheets for details or explanations if necessary. The completed application form should be attached with the application letter and resume. - You are requested to attach an COVER LETTER and RESUME to your application form. - You should select a post in attached sample jobs list and entry in this application form. - All information given in this form will be treated as CONFIDENTIAL documents and for the purpose of the mock interview programme ONLY. - Application will be considered on first come first served basis. HKIE MMNC student members will have a priority on this selection, however, non HKIE MMNC student members are also welcomed. - Provision of full and complete information in application and completion of all items on the application form are obligatory for selection purposes. - Selected students will be announced, and interviewer will be assigned to the students. Students will be arranged to have interviews at professional engineers' offices. Feedback will be sent back to applicants after interview. - Completed application forms, application letters and resumes should be returned to hkiemmncsyea1819@gmail.com on or before 30th November 2018. Late applications will not be accepted. Hardcopy of applications will also not be accepted. - You have to confirm your ACCEPTANCE OF THE LIABILITY RELEASE STATEMENT in your application. 	
Liability release	
<p>I acknowledge that the mock interview is a volunteer program. I expressly assume all risk associated with the programme in any way affiliated with The Hong Kong Institution of Engineers, Mechanical, Marine, Naval Architecture & Chemical Division (HKIE MMNC). Moreover, I hereby release and hold HKIE MMNC harmless for any and all negligent acts in any way related to the mock interview activities. I agree that I shall be responsible for my safety, and any injuries I may sustain. I agree that I will not hold liable or responsible HKIE MMNC or any personnel associated with any of the above, whether employees, agents, independent contractors, team leaders or other volunteers.</p>	

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Job Specification

Mechanical Engineer trainee

● **Entry Requirements:**

A degree in Mechanical Engineering or a related subject or a qualification, which satisfies the academic requirements for corporate membership of the Mechanical discipline of the HKIE and for admission into the HKIE Training Scheme 'A' in the Mechanical discipline;

Job 1-- Government

■ **Duties:**

Successful candidates will receive practical training under professional guidance meeting the training requirements of the relevant professional institutions. The training period is two years for the above posts.

Job 2-- Contractor

Assistant Engineers

◆ **Entry Requirements:**

(a) A university degree in an engineering discipline or holder of higher certificate in relevant discipline plus at least 1 year of working experience.

Relevant working experience preferred but not mandatory;

(b) A good team player with strong analytical skills and self-initiative; and

(c) Proficient in both written and spoken English and Chinese

● **Duties:**

Responsible for assisting Engineers to prepare documents monitoring site progress, project billing, equipment and materials procurement, and liaising with various parties on site.

(SYEA)MOCK INTERVIEW

JOB 3-- Consultant

Assistant Engineers

● **Entry Requirements:**

To qualify for the above vacancies, you should also possess the following requirements:-

- (a) Honours Degree in Mechanical Engineering;
- (b) Fluent in spoken and written English is a must.
Fluent in written Chinese is an advantage.
- (c) Willingness to work at sites outside of Hong Kong, including Mainland China. Fluency in Putonghua is an advantage
- (d) Proficiency in AutoCAD and BIM softwares is an advantage.

Duties:

- (a) Execute project coordination;
- (b) Carry out design, analyze and project supervision; and
- (c) General drafting.

Job 4-- Sale and Marketing

Sales Engineer

■ **Entry Requirements:**

College/university graduates of elec. or Mechanical Engineering with proficiency in both written and spoken, Chinese

◆ **Duties:**

To promote sales of commercial refrigeration equipment, including walk-in coolers, blast freezing system, ice making machines, etc. to catering institutions and food factories.

Administration and sales coordination work with customers and overseas equipment manufacturers.

(SYEA)MOCK INTERVIEW

Job 5-- Public Utility

Graduate Trainee

- **Entry Requirements:**

- (a) The Right of Abode in Hong Kong;
- (b) A recognized university degree in Electrical / Electronic / Mechanical Engineering;
- (c) Excellent academic performance; and
- (d) Good communication skills and good command of both written and spoken English and Chinese/Cantonese

- **Duties:**

- (a) Maintenance Activities in our Maintenance Department, which include reviewing engineering documentation, writing maintenance procedures, setting up computer based maintenance systems and establishing cost effective maintenance strategies etc.;
- (b) Operation Activities in our Operation Department, which include providing technical and engineering support for the shift operation team, acting as Authorized Person or Senior Authorized person to carry out Electrical and Mechanical isolation and issuing safety documents, performing first line maintenance or emergency maintenance for the operating plants, etc.; and
- (c) You will be required to perform shift duties.

(SYEA)MOCK INTERVIEW



Programme

 **30th November 2018 Deadline of Application**

An electronic application in format of MSWord or pdf should consist of the following documents. Completed application should be sent to hkiemmncsyea1819@gmail.com

- Application Form
- Resume
- Cover Letter

(Note: Hardcopy application will NOT be accepted.)

 **January 2019 Interview Period**

Email will be sent to successful applicants and interview appointment will also be made during the period.