

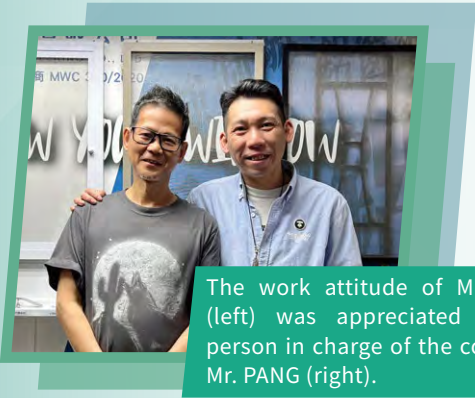
# Success Stories

## Case 1: Help Technician to Carve out Second Career

Mr. PANG is the person in charge of an aluminum window engineering company. He got to know the “Work Trial Scheme” on the Interactive Employment Service website of the Labour Department and registered to provide work trial vacancies. He is pleased to have successfully hired a good employee, Mr. FUNG, under the Scheme.

Mr. PANG recalled that, although Mr. FUNG had no experience in aluminum window repairing, he treasured the good work attitude and sense of responsibility of Mr. FUNG and found that Mr. FUNG completed his job duties neat and tidy. Mr. PANG was very satisfied with Mr. FUNG’s performance, so he decided to hire Mr. FUNG as a regular employee after the one-month work trial.

Mr. PANG is very supportive of the “Work Trial Scheme”, he is of the view that companies can observe whether job seekers are suitable for the relevant job positions during the work trial period. Mr. PANG is glad to continue staying in the Scheme and expects to recruit more suitable staff under the Scheme.



The work attitude of Mr. FUNG (left) was appreciated by the person in charge of the company, Mr. PANG (right).

## Case 2: Discover and Employ Potential Talents from Work Trials

Ms. LO is the Assistant Business Development Director of a publishing company. Her company knew the “Work Trial Scheme” through the introduction of a training body. The company decided to participate in the Scheme as it had several part-time job vacancies.

As referred by the Employment Officer of the Scheme, job seeker Ms. LAW was arranged to participate in a one-month work trial in the company as a part-time customer service assistant. Ms. LAW was mainly responsible for handling customer enquiries and general administrative work, as well as assisting to organise various promotional activities. Ms. LO commented that Ms. LAW had a positive attitude towards work and performed well. Therefore, after the work trial period, the company hired Ms. LAW as a regular employee.

Ms. LO agrees that the “Work Trial Scheme” provides an effective channel to identify potential talents. The company will continue to support the Scheme and create more opportunities for job seekers to enrich their work experience.



The representative of the company, Ms. LO (right) commented that Ms. LAW (left) performed well.

### Opinions from Participating Organisations:

Work Trial Scheme helps find good employees!

“Work trial before hire”, recruitment more assured!

# Work Trial Scheme



To offer work trial places  
To discover potential talents

Interactive Employment Service Website:

[www.jobs.gov.hk](http://www.jobs.gov.hk)

Scheme Hotline:

**2152 2090**

Dedicated Webpage:





## Work Trial Scheme



- To enhance the employability of job seekers who have difficulties in finding jobs through one-month (30 days) full-time or part-time work trial.\*
- During the work trial period, there will be no employment relationship between the participant and the participating organisation.
- On completion of the one-month (30 days) full-time work trial, each participant will receive an allowance of up to \$9,600, while the allowance for part-time work trial participant will be calculated at \$57 per hour, of which \$500 is contributed by the participating organisation.
- The Labour Department will take out insurance for Scheme participants.
- Participating organisations are encouraged to offer employment to participants after the participants' completion of the work trial. Participating organisations who employ participants aged 40 or above and provide them with on-the-job training may also consider applying for training allowance under the "Employment Programme for the Elderly and Middle-aged".

## Rules for Participating Organisations

- Participating organisations should hold valid Business Registration Certificate (BRC), Certificate of Registration of a School or other recognized licence.
- Participating organisations are required to offer genuine full-time or part-time vacancies for work trial which have been approved by the Labour Department (LD).
- Participating organisations should undertake not to displace existing staff of the same position by the Scheme participant.
- Participating organisations should arrange participants undertaking full-time work trial to have at least one rest day in every period of seven days and to work not more than 8 hours per day.
- Participants for work trial vacancies should be referred and arranged by LD.
- Scheme participants should not be the former employees of the participating organisations or relatives of the management.
- There should be at least 2 employees working at the workplace where the work trial takes place.
- LD will take out insurance for Scheme participants. However, work trial outside the territory of Hong Kong and that of high risk will not be accepted and covered under such insurance.
- Participating organisations have to pay an allowance of \$500 to LD before taking on each Scheme participant.
- Participating organisations should not collect any fees or deposits from Scheme participants nor ask participants to pay for any fees.

## Rules for Participating Organisations

- Participating organisations should provide on-the-job training to Scheme participants and appoint a mentor to coach the participants during the work trial period.
- Participating organisations should keep full attendance records of Scheme participants during the work trial period (the attendance record form is provided by LD).
- Participating organisations undertake that the information provided is true and correct.
- LD will conduct on-site inspection to the workplace of Scheme participants, and require the participating organisations to produce relevant documents, such as the BRC and the attendance record of the respective participants during the work trial period.
- LD reserves the final right to approve applications for work trial vacancies.
- The rules for participating organisations of the Scheme will be updated at times and the terms should be subject to the latest version. For enquiries, please contact us at **2152 2090**, or visit our Interactive Employment Service website: [www.jobs.gov.hk](http://www.jobs.gov.hk)



(continue next page)