

# Manual Book for TYSP System

## I. Introduction to TYSP Website

(i) Visiting the Website in English on the Program for Talented Young Scientists from Developing Countries to Work in China at <http://tysp.cstec.org.cn> ( Fig. 1.1 )



**Fig.1.1. Home Page of the Website in English for the TYSP**

(ii) In order to know the details, please visit the home page of the website -- a column introducing the program for talented young scientists from developing countries to work in China.

(iii) If you want to learn about job-related applications and hiring procedures, please access the column “Working Guide”.

(iv) If you want to check for the updates of job opportunities, please view the column “Jobs” for newly published job openings.

## II. How to View Jobs

If you want to learn how to scan for a post, please click on the column Jobs to view the newly released jobs (as shown in Fig.2.1).



**TALENTED YOUNG SCIENTIST PROGRAM**

[Candidates Login](#) [Authorized Login](#)

[ABOUT THE PROGRAMM](#) | [JOBS](#) | [WORKING GUIDE](#)

## JOBS

<input type="button" value="--Research Field--"/> <input type="button" value="--Location--"/> <input type="button" value="--Working Period--"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>							
No.	Position	Research Field	Organization	Location	Working Period	Posted On	View Detail
1	Assistant Research Fellow	Economic Science	Southeast University	Jiangsu	12 Mon.	2017-02-24	<a href="#">Details</a>
2	Associate Research Fellow	Geology	Peking University	Beijing	6 Mon.	2017-02-23	<a href="#">Details</a>
3	Research Intern	Respiratory System	Peking University	Beijing	6 Mon.	2017-02-23	<a href="#">Details</a>
4	Associate Research Fellow	Sports Management	Southeast University	Jiangsu	6 Mon.	2017-02-23	<a href="#">Details</a>
5	Lab Assistant	Mathematics	Peking University	Beijing	6 Mon.	2017-02-23	<a href="#">Details</a>
6	Assistant Research Fellow	Computer Science	Peking University	Beijing	12 Mon.	2017-02-23	<a href="#">Details</a>
7	Researcher	Inorganic Chemistry	Peking University	Beijing	6 Mon.	2017-02-19	<a href="#">Details</a>
8	Associate Research Fellow	Inorganic Non-metallic Materials	Southeast University	Jiangsu	6 Mon.	2017-02-19	<a href="#">Details</a>

**Fig.2.1 List of Job Openings for the TYSP**

You are able to search for relevant records through fields of research, job locations and working terms or you are able to find records on names of relevant job openings or positions and those of host institutes by logging in key words through a fuzzy search.

If some of the positions get you interested, you may click [Details](#) on the right-hand side to view the detailed info (Fig. 2.2).

## JOBS - View Details

[Jobs](#) > View Details

Position :	Lab Assistant
Research Field :	Mathematics
Organization :	Peking University
Location :	Beijing
Working period :	6 months
Description of the organization :	Description of the organization Description of the organization Description of the organization Description of the organization
Responsibilities and description of the position :	Responsibilities and description of the position Responsibilities and description of the position Responsibilities and description of the position Responsibilities and description of the position
Requirements for applicants :	Requirements for applicants Requirements for applicants Requirements for applicants Requirements for applicants
Company website :	<a href="http://www.pku.edu.cn">http://www.pku.edu.cn</a>

[Apply Now](#) [Back](#)

**Fig. 2.2 Details of Positions for the TYSP**

If you are interested in such a position and submit your job application, please click on “Apply Now” to enter your job application resume into the page.

### III. How to Register your Account

#### CANDIDATES LOGIN

To log in, please enter your email address and password.

Email Address	<input type="text"/>
Password	<input type="password"/>
Pincode	<input type="text"/> <b>6788</b>
<input type="button" value="Login"/>	

First-time users: [Create an account](#) to start an application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account using your registered email and self-selected password.

**Fig. 3.1 Login System for Candidates**

You can access the login page shown in the above Fig by clicking on Candidates Login on the upper right corner on each and every page.

If you are a first-time user applying for a post without a valid login account, you need to register for a valid login account (Fig. 3.2) with your E-mail by clicking on Create an account link as illustrated in the Fig.

#### CANDIDATES REGISTER

To register for an account, please enter the information below. (\*\*) indicates requested.

Email Address	<input type="text"/> <b>**</b>	
Your Name	<input type="text"/> <input type="text"/> <input type="text"/>	
First Name**	Middle Name	Last Name
(Note: To ensure a successful application, please enter your name in line with your passport.)		
Password	<input type="text"/> <b>**</b>	
Re-enter Password	<input type="text"/> <b>**</b>	
Pincode	<input type="text"/> <b>3910</b>	
<input type="button" value="Register"/>		

**Fig. 3.2 Candidates Registering for the Login Account**

You need to use a valid Email address as username to register for a login account. The registering process is completed after you key in the same user name as shown on your passport and set up a login password with over 8 digits. Password Reset: If you are hired by a host institute in China, your password can be reset through your host institute if you forget it. However, if you forget your password and you are not hired by a host institute in China, you will have to re-register for your account.

## IV. How to Apply for a Post

If you have currently logged in as user, you can click on the “Apply Now” button as shown in Fig 2.2, which will enable you to enter the application process (as shown in Fig. 3.3). After you are done reading, click on the “Continue” button. On the subsequent pages, click “Continue” or “Save & Continue” to go on to the next list. You may also click on the navigation link to randomly enter into relevant form filling.

### JOBS - Application

[Jobs](#) > [View Details](#) > Application

<a href="#">Job Detail</a> <a href="#">Basic Information</a> <a href="#">Education Background</a> <a href="#">Working Experience</a> <a href="#">Language</a> <a href="#">Previous visits to China</a> <a href="#">Accompanying Family</a> <a href="#">Research Experience</a> <a href="#">Research Plan in China</a> <a href="#">Upload Photo</a> <a href="#">Upload Attachment</a> <a href="#">Review and Submit</a> <a href="#">Exit</a>		<b>Basic Information</b> <small>(**) indicates requested.</small>			
		Your Name: <input type="text" value="XXXXX"/> <input type="text" value="XXXXX"/> <input type="text" value="XXX"/>	First Name <small>**</small> <input type="text" value="First Name"/>	Middle Name <input type="text" value="Middle Name"/>	Last Name <input type="text" value="Last Name"/>
		Nationality: <input type="text" value="-- Select --"/>			
		Gender: <input type="text" value="Male"/>			
		Date of birth: <input type="text" value="-- yyyy --"/> <input type="text" value="-- mm --"/> <input type="text" value="-- dd --"/>			
		Passport Number: <input type="text" value="XXXXXX"/>			
		Current Position: <input type="text" value="Position"/>			
		Current Organization: <input type="text" value="Organization"/>			
		Highest Academic Qualification: <input type="text" value="-- Select --"/>			
		Research Field: <input type="text" value="--Select--"/> <input type="text" value="-- Select --"/>			
		Telephone: <input type="text" value="XXXXXX"/> - <input type="text" value="XXXXXX"/>			
		Mobile: <input type="text" value="XXXXXX"/> - <input type="text" value="XXXXXX"/>			
		Email: <input type="text" value="Email"/>			
		Contact Address: <input type="text" value="Address"/>			
		Marital status: <input type="text" value="-- Select --"/>			
<input type="button" value="Save &amp; Continue"/>					

**Fig. 3.3 Candidates Filling Up Application Forms**

As a first-time candidate filing for a post, you will have to fill up 8 separate forms. Each single form presents limited information and it is easy to fill out as illustrated in the following:

- Basic Personal Info, mandatory (filling)
- Education Background, starting with Undergraduate Education, mandatory
- Working Experience, mandatory
- Chinese and English, mandatory; other languages, optional
- Previous Visits to China, optional
- Accompanying Family, optional
- Research Experience Related to the Current Post, mandatory
- Plan Related to Current Post, mandatory

In addition, the candidate is supposed to upload a recent photo with two scanned documentations:

- Certificate of Highest Academic Qualification
- Incumbency Certification

Lastly, by clicking on “Reviewed and Submit”, you will be able to view the complete application form as shown in Fig. 3.4:

[Submit this application](#) [Print](#) [Page1](#) [Page2](#) [Page3](#) [Attachment](#)

**Application Form**  
**Talented Young Scientist Program**

Position: Mathematics - Lab Assistant  
Organization: Peking University

Basic Information				
Applicant Name	SHIJIAN (first name)	(middle name)	JIANG (last name)	
Nationality	Thailand	Gender	Male	
Date of birth (yyyy/mm/dd)	1985-03-02	Passport No.	E352223329	
Current Position	Professor			

**Fig. 3.4 Showing a Filled Out Application Form**

Submission is done after clicking on the top of the page “Submit this application”.

If the candidate re-applies for another post, most of what he/she has filled out does not need to be repeated such as: Basic Information, Education Background, Working Experience, Language, Previous Visits to China, Uploaded Photo, and Uploaded Attachment.

## V. Acceptance Flow for Post-Seeking Candidates and Necessary Operation

Post-seeking application starts with the creation of application forms, namely, it is entered into a record list called “My Application” as shown in 3.1. Here in under, a record of job-seeking application is listed from all current users including applications that have not been submitted.

After logging in onto the site, the post-seeking user can view the link of My Application on the upper right corner of every single page.

## My Applications

No.	Position	Organization	Status	Submission	Admission	Approval	Information	Operation
1	Geology - Associate Research Fellow	Peking University	Not Submitted	--	--	--	Please review your application and submit it.	<a href="#">Details</a>
2	Mathematics - Lab Assistant	Peking University	Not Submitted	--	--	--	Please review your application and submit it.	<a href="#">Details</a>
3	Economic Science - Assistant Research Fellow	Southeast University	Retained	2017-02-26	--	--	This application is retained for future consideration, because either you have been admitted by another organization or this position has been fulfilled by another candidate.	<a href="#">Details</a>
4	Inorganic Non-metallic Materials - Associate Research Fellow	Southeast University	Admission Approved	2017-02-20	2017-02-20	2017-02-21	<b>Congratulation again!</b> Your application has been approved by CSTE and the organization will apply a working permission for you to obtain visa. If there is any change of your contact info, please update it online.	<a href="#">Details</a>
5	Inorganic Chemistry - Researcher	Peking University	Submitted	2017-02-20	--	--	The organization will review your application and update the result.	<a href="#">Details</a>

page 1 of 1, 5 records in total. display  records

**Fig. 3.5 My Applications List**

In the following list, the “Status” column shows the current state of the application and the “information” column defines the current status and shows what the user needs to do next. All status and relevant message have been listed and prompted in the following (Table 3.1).

Status	Information
Not Submitted	Please review your application and submit it.
Submitted	The host institute will review your application and update the result.
Admitted	Congratulations! Your application has been admitted by the organization and a "Letter of Consent" has been granted. <b>Please acquire the Letter of Recommendation prompted in the system.</b>
Admission Approved	Congratulation again! Your application has been approved by CSTE. Please contact your host institute to start the relevant procedures. If there is any change of your contact info, please update it online.
Retained	This application is retained for future consideration, because either you have been admitted by another organization or this position has been fulfilled by another candidate.

Rejected	Unfortunately, this application has been rejected by organization. Thank you for your interested in this job opportunity and wish you good luck in other applying endeavors.
Candidate Reject the Adminission	You have rejected the admission. Wish you good luck in other applying endeavors.
Admission not approved	We are sorry that your admission is not approved by CSTECC. Thank you for your interested in the programm and wish you good luck in other applying endeavors.

**Table. 3.1 Showing the Status and Prompt message in the list of “My Application”**

After the candidate gets the Letter of Consent, he/she needs to come into the page as shown in Fig 3.6 by clicking on the operation link “Details” as shown in Table 3.1.

The screenshot shows a web page titled 'My Applications - Details'. On the left, there is a sidebar with links: 'Application Form', 'Letter of Consent' (which is highlighted in grey), 'Recommendation', 'Organization Contact', and 'Exit'. On the right, the main content area is titled 'Letter of Consent' and 'Talented Young Scientist Program'. It contains a table with the following data:

Organization	Peking University		
Contact person	Qin Xiaowen	Phone No.	62756463
Email address	jim.jiang@bjol.com		

Below the table, the text reads:

This Letter is to affirm that  
*Peking University*  
 is willing to accept  
*David Han Ruang*  
 to work in the organization mentioned above  
 during *01/17* to *06/17*  
 The position will be

**.Fig. 3.6 Application Details**

On this page, the link on the left has offered the following executable operation:

- (i) Letter of Consent: Please view “Work Agreement” printed out and stamped with the seal of the host institute.
- (ii) Recommendation: Please view and print out the “Letter of Recommendation”.

Here the candidate is able to view qualified staffing agencies with the following two ways of acquiring the needed letter of Recommendation. The details of execution are prompted by the system.

- A.** Waiting on line for the staffing agency to issue the Letter of Recommendation through the system.
- B.** Contacting the staffing agency by himself/herself, the candidate has the Letter of Recommendation handed over to the host institute after he/she gets it, which is eventually uploaded through the host institute through the system.

[END]