

VIRTUAL CAREER FAIR

NUS Careers Abound

NUS TalentConnect Career Fair Guide for Students

Version 2.1, dated 20 October 2020





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NUS TalentConnect Account Home Page

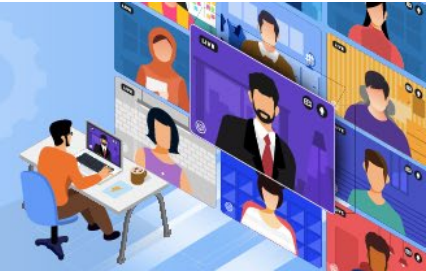
BEFORE THE EVENT

1. Register
2. Update Profile
3. Upload Resume
4. View List of Participating Employers
5. Jobs and Internships Postings

DURING THE EVENT

1. Join Video Chat
2. Video Chat Status

Helpline



NUS TalentConnect Account Home Page after you log in

Home Page

Jobs & Internships

Search for jobs and internship positions here.

Profile

Check Back for Jobs For You.

Documents

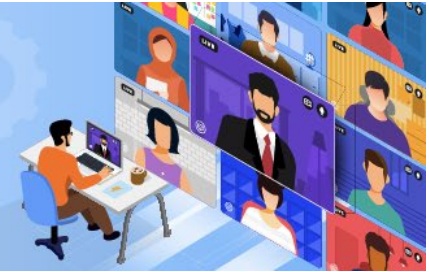
Upload your resume, cover letter etc. to submit job/ internship applications via the portal.

Events

Access Careers Abound and reach out to employers who are attending the fair

My Account

View and update your profile and account setting.



BEFORE THE EVENT

1. Register

Register to view the list of participating employers and speak to company representatives on the day of the event. Companies can also view your resumes in advance and invite you to speak to them on event day.

[Step 1] At the left menu, Click 'Event'.

[Step 2] Click 'Career Fairs'. You will see the 'NUS Careers Abound' event.

[Step 3] Click on the event banner to view more information.

Home / Career Fairs

Career Fairs

Upcoming Past

VIRTUAL CAREER FAIR
NUS Careers Abound
22 October 2020

OCT 22 11:00 AM - 5:00 PM
NUS Careers Abound 2020 **VIRTUAL**
0 Employers

POWERED BY sym plicity



[Step 4] Click '**Attend**' and you will be prompted to complete or update your Chat Profile prior to the actual event date.

Note: By selecting 'attend' for NUS Careers Abound, your resume may be shared with participating employers.

Home / Career Fairs / NUS Careers Abound 2020

NUS Careers Abound

22 October 2020

NUS Careers Abound 2020 **VIRTUAL**

Oct 22 11:00 AM - 5:00 PM

Chat Profile **Attend**

Overview Employers

About

NUS Internship Day and NUS Postgraduate Career Fair have been combined and are now NUS Careers Abound: A Virtual Career Fair!

NUS Careers Abound will feature the same opportunities from the two fairs, and so much more! From internships and jobs to remote work opportunities, get ready to meet employers from a wide number of industries.

Join us on 10 October 2020

Networking: 11:00am - 5:00pm

Chat Profile Edit

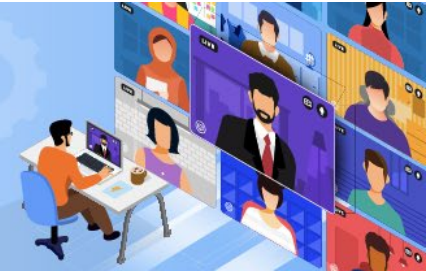
AS

ANG YIN SHER SHARON

Graduated in December, 2010

Bachelor

+ Share Resume



2. Update Profile

Having a completed profile make you visible to the employers. Do provide information about your internship/employment status and accomplishments.

[Step 1] At the left menu after you log in to NUS TalentConnect, click 'My Account' to view and update your personal and academic information.

Note: For information synced from your Education Records System (EduRec) account, you will not be able to edit them on NUS TalentConnect. If you need to make any changes to these fields, please update them at EduRec before the changes can be reflected on this platform.

[Step 2] Under the 'Personal' page, update the fields in 'MY INTERNSHIP/EMPLOYMENT STATUS & INFORMATION' section.

Click 'Save' after you are done.

Note: Your picture will not be visible to employers.

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NUS Careers Abound

22 October 2020



[Step 3] Under the 'Academic' page, update the following fields:

- Graduation Date
- Applicant Type
- Degree Level

Click 'Save' after you are done.

Home / My Account / Academic

My Account

Personal **Academic** Privacy Emails & Notifications Password

[Save](#) [Cancel](#)

* indicates a required field

YOUR ACADEMIC INFORMATION

NOTICE: Information that you can't edit is synced from your Education Records System (EduRec) account.

Graduation Date
Enter the expected date of your graduation

December 2010

Applicant Type

Current Student
Recent Graduate
Experienced Alumnus

Degree Level
Select the type of degree you are currently pursuing or received from NUS.

Bachelor

Completion Status

Personal Information

Academic Information

- ✓ Graduation Date
- ✓ Applicant Type
- ✓ Degree Level
- Work Authorization
- ✓ Career Interests
- ✓ Job Types
- ✓ Job Functions
- ✓ Industries
- ✓ Employer Types
- ✓ Employer Culture
- ✓ Employer Supports

Privacy

documents



3. Upload Resume

Participating employers will be able to view and download your resume on day of event and in advance. You need to upload your resume, cover letter etc. before you can start applying for any job/ internship opportunities on NUS TalentConnect.

[Step 1] At the left menu, click 'Documents > My Documents'.

[Step 2] Click 'Add New' button.

Note: Label your documents clearly, select the document type, choose your file to upload and click on the 'Submit' button.

Tip: Do not forget to use your name as the file name. This helps employers know whose resume it is at a glance, e.g. *SharonResume.doc* or *SharonCoverLetter.pdf*.

The screenshot shows the 'Documents' page in the NUS TalentConnect system. The left sidebar contains a menu with items: Home, Jobs & Internships, Profile, Documents, My Documents, Events, Employers, Credentials, Surveys, Resources, Career Services, and My Account. A red dashed box labeled '1' highlights the 'Documents' and 'My Documents' links. The main content area shows a list of documents. At the top right of this area is an 'Add New' button, which is highlighted by a red arrow labeled '2'. Below the button, there are two documents listed: '1 Page Resume' (marked as DEFAULT) and 'CV - For Testing Purposes'. Each document entry includes its title, type (Resume), last modified date, and a set of action icons (Remove QR Code, QR Code, View as PDF, Delete).



[Step 3] At the left menu, click 'Account > Privacy'.

[Step 4] Under the 'Opt-in to Resume Books', click 'Yes' to give the consent for your uploaded resume to be included in the Resume Book which will be consolidated and shared with participating employers

Click 'Save' after you are done.

My Account

Personal Academic **Privacy** Emails & Notifications Password

Save Cancel

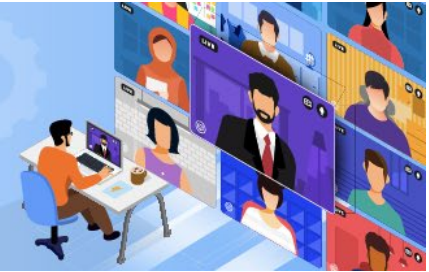
* indicates a required field

Opt-in to Resume Books *

By choosing the 'Yes' option, this will mean that you have acknowledged and given the consent for your uploaded resume at [Document > Opt into Resume Book](#) to be included in the Resume Book which will be consolidated and shared with employers.

☒ Yes ☐ No

Save Cancel



4. View List of Participating Employers

[Step 1] On the event page, you can browse and view the list of participating employers. Click 'Employer' tab, search and filter to find employers that you are interested in.

Home / Career Fairs / NUS Careers Abound 2020

NUS Careers Abound

22 October 2020

NUS Careers Abound 2020 **VIRTUAL**

Oct 22 11:00 AM - 5:00 PM

[Chat Profile](#) [Attend](#)

Overview **Employers**

About

NUS Internship Day and NUS Postgraduate Career Fair have been combined and are now NUS Careers Abound: A Virtual Career Fair!

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Chat Profile [Edit](#)

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ANG YIN SHER SHARON

Graduated in December, 2010

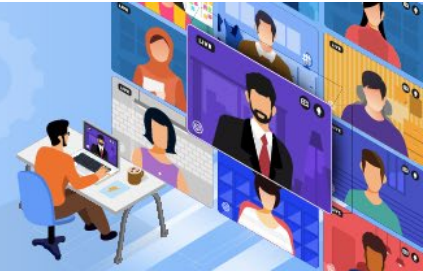
Bachelor

[+ Share Resume](#)

VIRTUAL CAREER FAIR

NUS Careers Abound

22 October 2020



[Step 2] Click on the respective employer to view the company profile and the available positions.

You can indicate interest in the company by clicking on their star (★) icon. Employers can filter students and alumni based on their expression of interest.

NUS Careers Abound 2020 **VIRTUAL**

Now until 9:00 AM


[Chat Profile](#)

✓ You're Attending.


Overview **Employers** Video Chats

Keywords Search

2 results Show 20 ▾



Test Employer #1
1 representative online
Estimated wait: 15 minutes




Test Employer #2
No representatives online
Not accepting chats

[★](#) [↻](#)


[★](#)

Upcoming Video Chats (0/3)



You have not joined any queues yet.

Chat Profile [Edit](#)



Test Student #1 Sharon
Graduated in August, 2020
Bachelor
Bachelor of Computing /Information S...
Singapore
[Resume \(17 Sep 2020\)](#)

You can express interest in an employer by clicking on this star icon, which will bring them to the top of your list. Employers can filter students and alumni based on this expression of interest.



5. Jobs and Internships Postings

The 'Jobs & Internships' section is where you can search for internships, full-time, contract or part-time employment opportunities posted by employers.

[Step 1] At the left menu, click on 'Jobs & Internships > Search Opportunities'.

[Step 2] In the search bar, type "**Careers Abound**" to view opportunities offered by participating employers.

You can filter the opportunities by 'Position Type', 'Industry' and 'Job Functions'. For more advanced search, you can click on 'More Filters'.

Home / Jobs & Internships / Search opportunities

1 Jobs & Internships

Search opportunities

My applications

Full-time job opportunities

Contract/ Part-time job opportunities

Profile

Documents

Events

Employers

Credentials

Surveys

Resources

Career Services

My Account

2 Search

Favourites Applications

Keywords

Location 50km Search

Show Me Position Type Industry Job Function More Filters

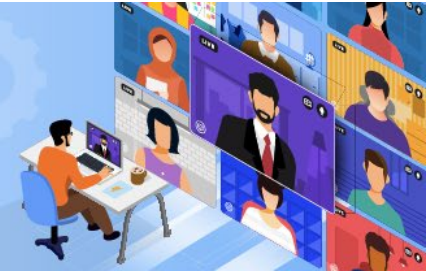
Job Alerts (0) All Jobs

Latest Jobs

- NanoBio Lab**
Lab Officer (Nanocomposites Ref.: NBL310820/R/AA)
 Full-time job
 1d ago
- Montrachet Capital Pri...**
 SINGAPORE Singapore
Technology Analyst/Webmaster
 Contract or Part-time Job
 1d ago
- This Is Synthesis Pte. ...**
Software Engineer
 Full-time job
 6d ago

VIRTUAL CAREER FAIR NUS Careers Abound

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DURING THE EVENT

1. Join Video Chat

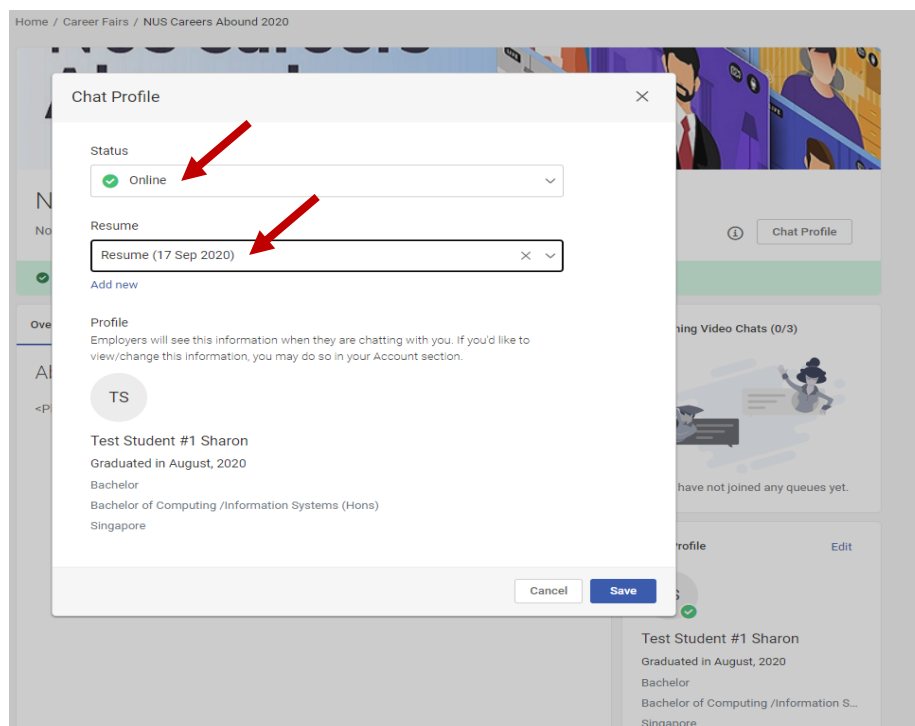
[Step 1] Log on to your NUS TalentConnect account

[Step 2] Go to 'Events > Career Fairs'

[Step 3] Enter the 'NUS Careers Abound' event page

[Step 4] Go to 'Chat Profile' and set your Status to Online.

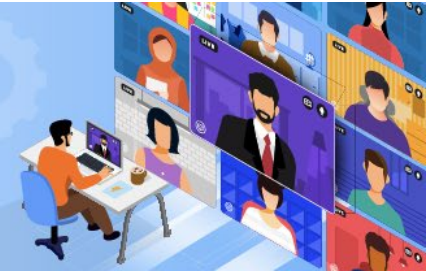
Upload your resume if you have not done so prior to the event. By uploading your resume, participating employers will be able to view and download your resume.




VIRTUAL CAREER FAIR

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[Step 5] Click 'Employer' tab, search and filter to find employers that you are interested in.

[Step 6] Click 'Join Queue' () icon to speak to employers who are online for 1-on-1 video chats.

NUS Careers Abound 2020 **VIRTUAL**


Now until 9:00 AM Chat Profile

✓ You're Attending.


Overview **Employers** Video Chats


Keywords Search

2 results Show 20




Test Employer #1
1 representative online
Estimated wait: 15 minutes





Test Employer #2
No representatives online
Not accepting chats



You can speak to online employers in 1-on-1 video chats by clicking on this 'Join Queue' icon.

Upcoming Video Chats (0/3)

You have not joined any queues yet.

Chat Profile Edit

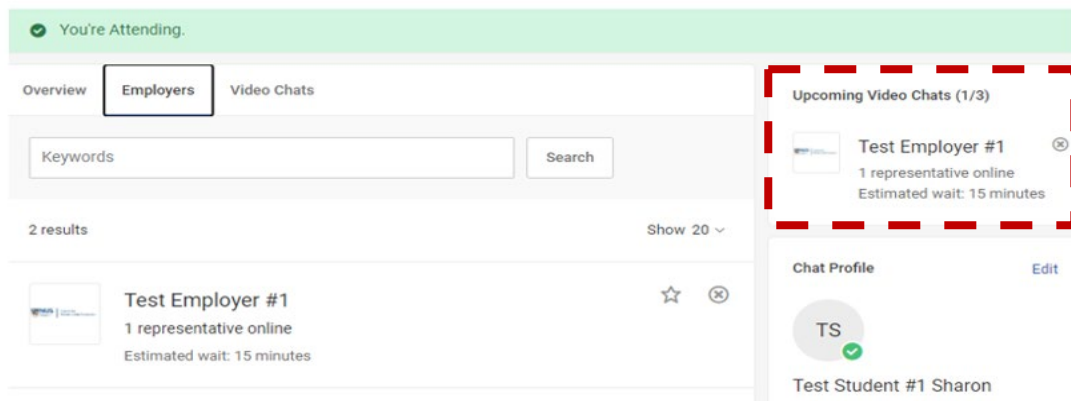
TS

Test Student #1 Sharon
Graduated in August, 2020
Bachelor
Bachelor of Computing /Information S...
Singapore
[Resume \(17 Sep 2020\)](#)



[Step 7] Under the Upcoming Video Chats section, you can see the employers who you are waiting to speak to, along with the estimated wait times.

You can stand in multiple queues **(no more than 3)** at one time to maximize your number of video chats.



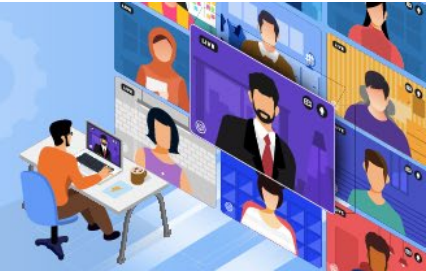
[Step 8] When you are waiting in employer queues, make sure to stay within the virtual career fair. If you navigate away to other pages within NUS TalentConnect, you may miss invitations from employers to video chat.

Tip: Look for a quiet place as you wait for your turn to chat with the employer so they can hear you clearly. Do be prepared to turn on your camera during the chat and make sure you are dressed appropriately.

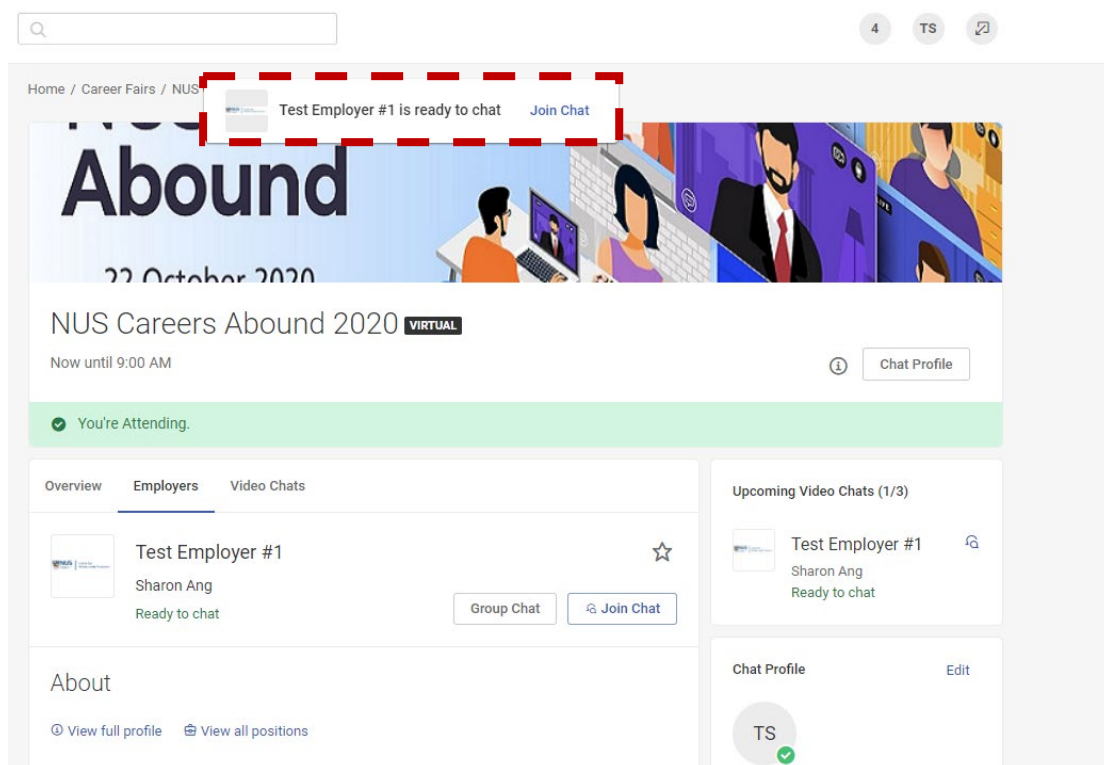
VIRTUAL CAREER FAIR

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22 October 2020

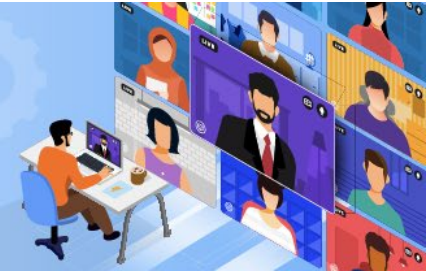


[Step 9] When it's your turn to video chat with an employer, you will see an alert pop up on the screen and hear a 'Ding' sound. (If you are using Safari browser, you will need to allow Auto Play via Preferences/ Websites/ Allow Auto Play to hear the sound). Click on the 'Join Chat' alert to see the instructions and details of your video chat with the employer.



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[Step 10] At the Video Chat Instructions, click on the meeting link provided by the employer. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero.

Tip: In the interest of time, you may wish to join the meeting from your browser directly instead of opening/ installing the application which may take up some time.

The image shows two screenshots. The top screenshot is from the NUS Careers Abound platform, displaying a chat window for 'Test Employer #1' (Sharon Ang). It includes a timer for 14:13 and an 'End Chat' button. Below this is a 'Video Chat Instructions' section with the meeting link: <https://nus-sg.zoom.us/j/93204658960?pwd=WFkzZDF0K0hjKzVsMU1tTTI3QjNUUT09>, Meeting ID: 932 0465 8960, and Password: 234024. A line points from this link to the bottom screenshot. The bottom screenshot is of the Zoom website, showing a system dialog box asking to open Zoom Meetings. Below the dialog, instructions state: 'When system dialog prompts, click **Open Zoom Meetings**.' and 'If you cannot download or run the application, [join from your browser](#)'. A red arrow points to the 'join from your browser' link.

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[Step 11] After your video chat, click 'End Chat'. You can write notes and use it for follow-up after the fair. These notes will only be visible to you.

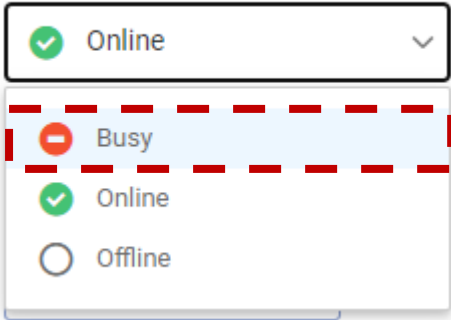
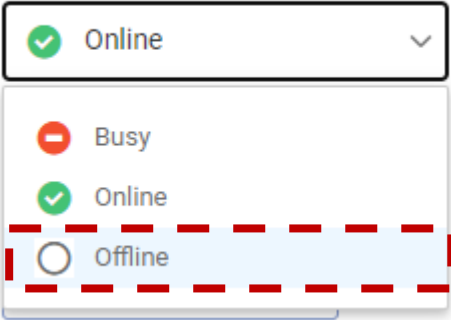
The screenshot shows the 'NUS Careers Abound 2020 VIRTUAL' interface. The 'Video Chats' tab is active, displaying a chat summary for 'Test Employer #1 Sharon Ang'. The chat concluded on Sep 21 at 3:13 AM. The summary includes the start time (Sep 21, 2020 at 3:12 AM), duration (1 minutes), and representative information for Sharon Ang, a Business Analyst. Below the summary is a 'Notes' section with a red dashed border, containing the text 'These will only be visible to you' and a large empty text box. At the bottom of the notes section are 'Submit' and 'Cancel' buttons. On the right side, there is a 'Chat Profile' section for 'Test Student #1 Sharon', showing her graduation date, degree, and a resume link.

[Step 12] While you are waiting for your 1-on-1 chat, you can join in the group video chat with an employer by clicking on 'Group Chat'. When you are in a group video chat, employers can still contact you for 1-on-1 video chat when it's your turn.

Tip: The employer you wish to speak to is offline? Click on 'Group Chat' to find out what time the employer will be online and be sure to log in to the fair during that time to join the queue to speak to them.



2. Video Status

<p>Status</p> 	<p>Busy</p> <p>If you need to step away for a short break, set your Status to 'Busy'.</p> <p>When you are on busy mode, employers will not be able to invite you to video chat.</p>
<p>Status</p> 	<p>Offline</p> <p>If you need to leave the fair, set your Status to 'Offline'.</p> <p>You will be removed from any queues that you are currently in.</p>

VIRTUAL CAREER FAIR

NUS Careers Abound

22 October 2020



Helpline

Our team will be on standby on 22 October 2020, 9am – 5pm.

Give us a call if you need assistance.

- General Queries: 6601 8484
- Technical Support: 6601 8383 – talentconnect@nus.edu.sg