

NUS TalentConnect Employers' Guide NUS Business School

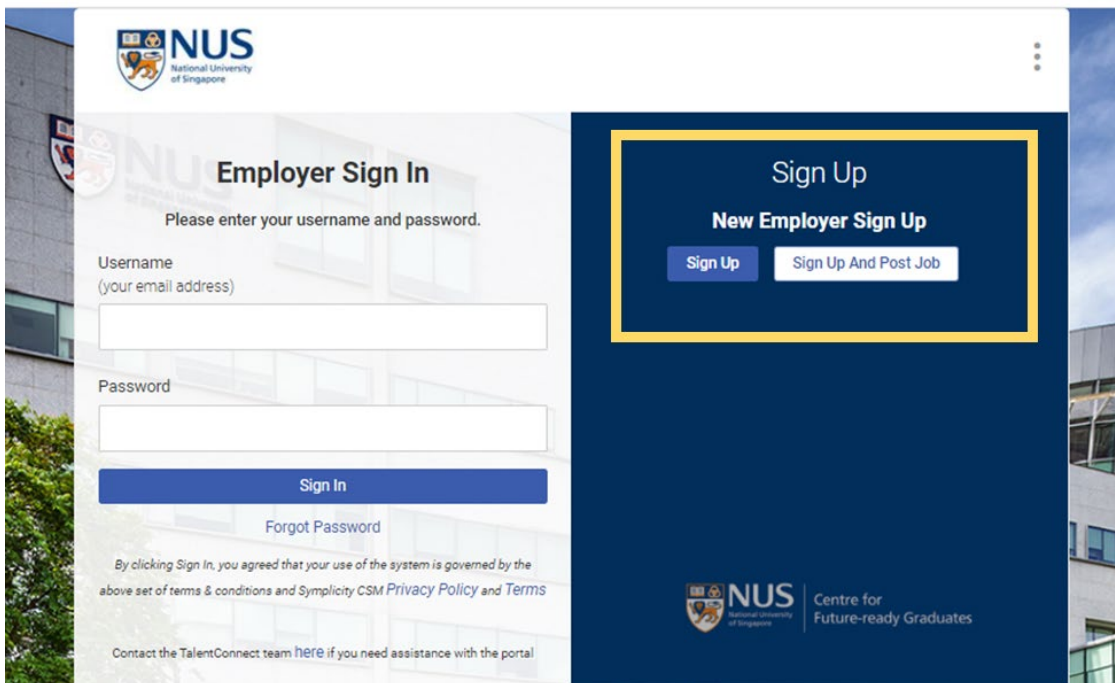
(Version 2.2)

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1. Getting Started

1. Open a new web browser window and go to the following web URL: <https://nus-csm.symplicity.com/employers/>
2. For new users, please register for an account by clicking on ‘Sign Up or ‘Sign Up and Post Job’.



3. Fill up and submit your account registration form.

You will receive an acknowledgement email with email subject title: ‘NUS TalentConnect – New Employer Registration Acknowledgment.’

NUS TalentConnect â€” New Employer Registration Acknowledgement

 nustalentconnect@csm.symplicity.com <nustalentconnect@csm.symplicity.com>
To:  Ang Yin Sher, Sharon

External Email -

Dear Sharon Ang,

Thank you for your online registration to access the [NUS TalentConnect](#) job portal.

You will be notified of your account registration status once your request is reviewed by the Industry Relations team.

Meanwhile, have a good day ahead!

Warmest regards,
TalentConnect team
NUS Centre for Future-ready Graduates

Once account registration is approved, you will receive an acknowledgement email with email subject title: 'NUS TalentConnect – New Employer Registration Acknowledgment.'

Welcome to NUS TalentConnect Job Portal!

 nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>
To: 

Today at 14:34

External Email -

Hi Sharon,

Welcome to NUS TalentConnect Job Portal!

We are pleased to inform you that your account registration has been created successfully and you can now login to the job portal to:

- Post jobs and internships
- Retrieve and manage your applications

Simply create your password
[Set Your Password](#)

Get started today by completing your company profile and start posting opportunities for our students and alumni.

For future logins use:
Portal Login Page: <https://nus-csm.symlicity.com/employers>

Welcome to NUS TalentConnect Job Portal!

 nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>
To:  Ang Yin Sher, Sharon

Today

External Email -

Hi Sharon,

Welcome to NUS TalentConnect Job Portal!


We are pleased to inform you that your account registration has been created successfully and you can now login to the job portal to:

- Post jobs and internships
- Retrieve and manage your applications

Simply create your password to login for the first time:
[Set Your Password](#)

Get started today by completing your company profile and start posting opportunities for our students and alumni.

For future logins use:
Portal Login Page: <https://nus-csm.symlicity.com/employers>

Your Username: 
Password: <This will be the password that you created upon your initial login>

For steps on how to create job and internship opportunities, you can refer to the user guide from your account (Go to *Account Management* > *Document Library*).

We wish you the best of luck with your recruiting efforts!

If you need further assistance with the job portal, please feel free to contact us at talentconnect@nus.edu.sg. For enquiries on graduate recruitment/ hiring matters, kindly contact your respective Account Managers or email us at hire@nus.edu.sg

Warmest regards,
NUS TalentConnect team,
Centre for Future-ready Graduates

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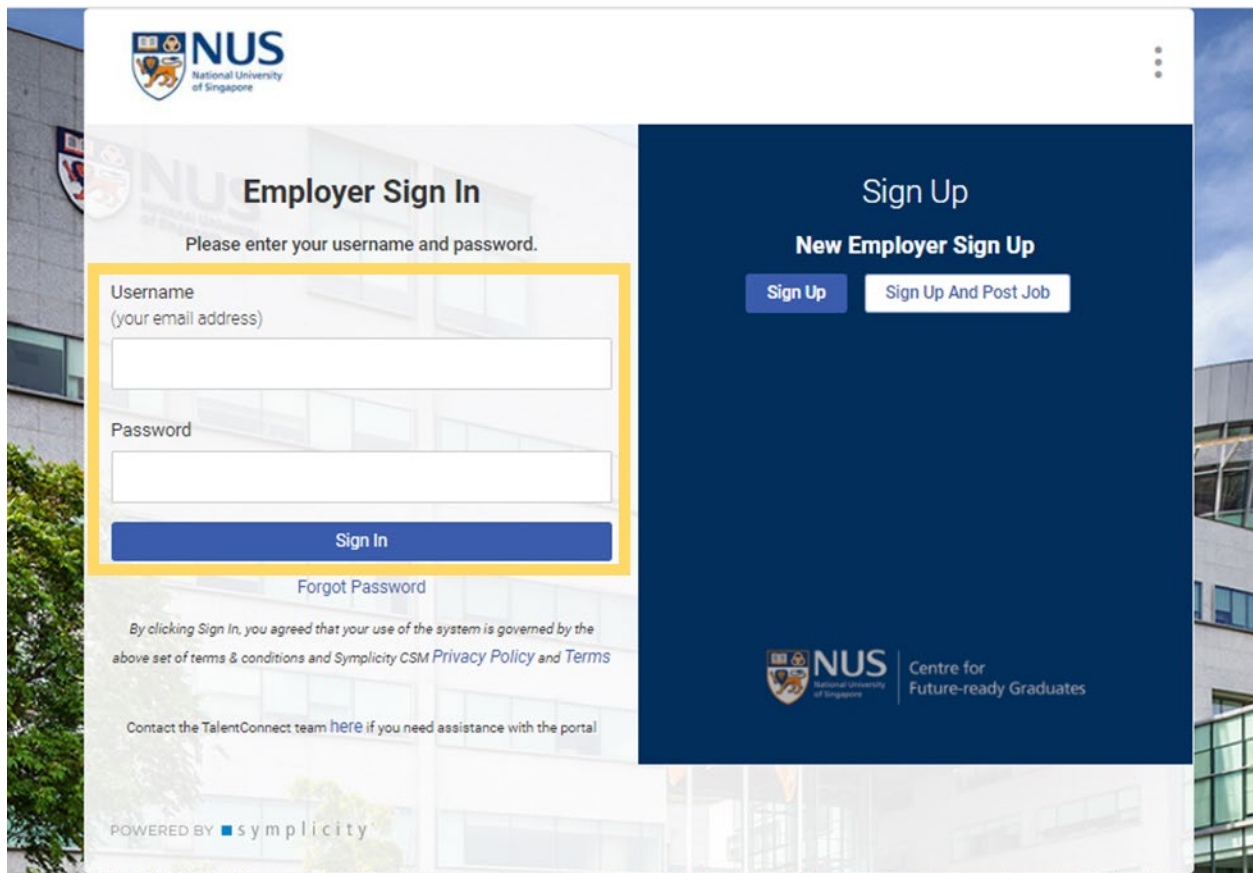
Create your password by clicking on this hyperlink

This is the login page of TalentConnect job portal

Your registered email address will be your login ID

2. Account Login

1. Open a new web browser window and go to the following web URL: <https://nus-csm.symplicity.com/employers/>
2. Enter your username (your registered email address) and password, followed by clicking the **'Sign In'** button.



Employer Sign In
Please enter your username and password.

Username
(your email address)


Password

Sign In

[Forgot Password](#)


By clicking Sign In, you agreed that your use of the system is governed by the above set of terms & conditions and Symplicity CSM Privacy Policy and Terms

Contact the TalentConnect team [here](#) if you need assistance with the portal

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Sign Up
New Employer Sign Up

Sign Up **Sign Up And Post Job**

 **NUS** National University of Singapore | Centre for Future-ready Graduates

You will be redirected to the 'Home' page of your TalentConnect account.

3. Home Page

The screenshot shows the TalentConnect Home Page interface. A sidebar on the left contains navigation links: Home, Employer Profile, Jobs & Internships, Events, Experiential Learning, Surveys, Calendar, and Account Management. The main content area features an 'Announcements' section with a message from the National University of Singapore regarding contact information for employers. On the right, there is a 'Jobs & Internships' section with links for creating and viewing job postings, and an 'Attend Events' section with a notification for REACH 2021. A feedback message is also visible at the bottom right.

Home Page
 Complete your company profile to showcase your organization to students and alumni

Shortcuts
 You can view latest updates here

Announcement
 You can view latest updates here

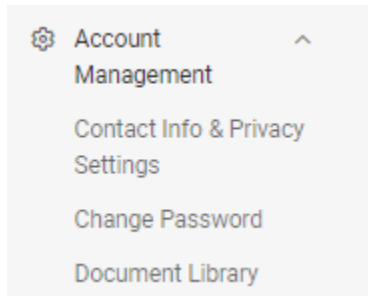
Account Management
 You can edit your contact information, account setting preferences and password here

Jobs & Internships
 You can create full-time, part-time or internship positions here

Feedback
 You can share your feedback with us here

4. Account Management

The account management is the section where you can edit your contact details, change your password and update your account setting preferences, such as notification emails from system.



Contact Info & Privacy Setting

Here, you can do the following:

Your Account Details

Title / Salutation
(Mr, Mrs, Ms, Dr, etc)

Picture
Choose Image

Full Name *

First Name *

Last Name (Surname) *

Job Title/ Designation *

Email *

nus.talentconnect@gmail.com

Update contact details such as:

- Title/ Salutation
- Full Name
- First Name
- Last Name
- Designation
- Work Phone
- Mobile Phone
- Fax
- Office Address

Note: If you need to update your email address, kindly email your account manager. Alternatively, you can also contact the TalentConnect team at talentconnect@nus.edu.sg for assistance

Acknowledgment of Terms & Conditions

Terms & Conditions

By signing up for an account, I acknowledged that I have read and agreed to this Terms & Conditions on the usage of this portal.

If you have any questions or require further information about the above terms and conditions, please contact the Centre for Future-ready Graduates team at 65161385 or hire@nus.edu.sg.

NUS reserves the right to amend these terms and conditions at any time. Amendments take effect immediately upon NUS posting it on the NUS TALENCONNECT portal. It is your responsibility to check for any amendments before using the NUS TALENCONNECT. By continuing to access or use the NUS TALENCONNECT, you are deemed to have agreed to be bound by the terms and conditions as amended.



Click on the 'Terms & Conditions' hyperlink to view the T&C agreement that you have acknowledged before you started to use the portal.

Account Privacy Settings

Block Alert & Notification Emails

If 'yes', you will not receive alert or notification emails such as "Job Posting Approval".

Yes No

Block Campaign & Newsletter Emails

If 'yes', you will not receive alert or notification emails from CFG such as "Invitation to NUS Career Fair".

Yes No

Hide Contact Information on Job Form *

If 'yes', your contact information will not be visible to students on job form.

Yes No



If you choose 'Yes' to block any alert and notification emails triggered from system, this means that you will not be able to receive any alert or system-generated email notification such as 'Job Posting Approval'.



If you choose 'Yes' to block any campaign and newsletter emails triggered from system, this means that you will not be able to receive any alert or system-generated email notification such as NUS Career Fair invitation from Centre for Future-ready Graduates (CFG)



If you choose 'Yes' to hide contact information on job form, this means that your contact information will not be made visible on the job form.

Change Password

- Home
- Employer Profile
- Jobs & Internships
- Events
- Experiential Learning
- Surveys
- Calendar
- Account Management**
- Contact Info & Privacy Settings
- Change Password**
- Document Library

* indicates a required field

Old Password
Please enter your current password.

Password
Assign Password: Enter a new password here.

✗ At least 6 total characters

✗ Strength **Weak**

Verify Password
Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

Document Library

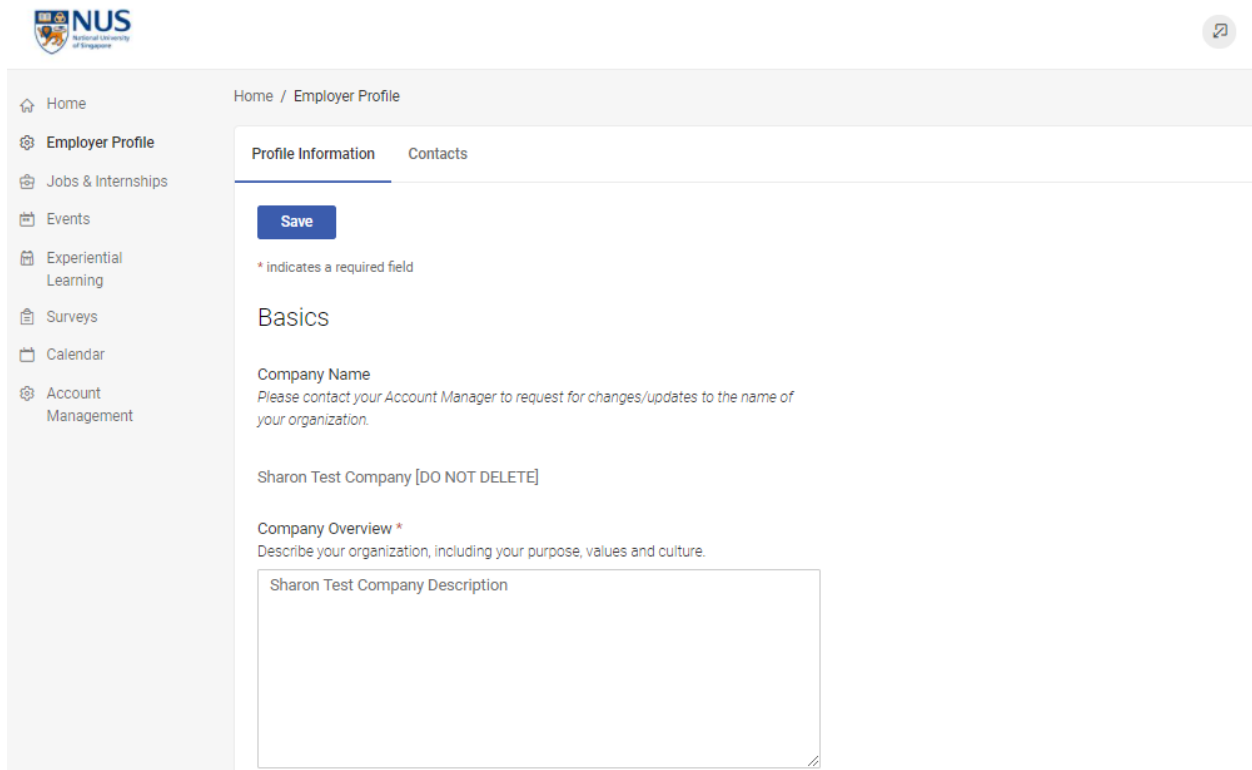
This is the document repository where you can view/download all the available e-online documents such as user guides uploaded.

- Home
- Employer Profile
- Jobs & Internships
- Events
- Experiential Learning
- Surveys
- Calendar
- Account Management**
- Contact Info & Privacy Settings
- Change Password
- Document Library**

	<p>[BIZ] Employer Policy Guidelines for Internship on Aug 10, 2021 Employer Policy Guidelines for Internship</p>
	<p>[BIZ] NUS BIZ Events Calendar AY 2020/2021 on Aug 10, 2021 NUS BIZ Events Calendar AY 2020/2021</p>
	<p>[BIZ] BI Module Guidelines for Recruiters on Aug 10, 2021 BI Module Guidelines for Recruiters</p>

5. Employer Profile

The employer profile is the section where you can share a brief overview of your organization.



The screenshot shows the 'Employer Profile' page in the TalentConnect system. On the left is a navigation menu with options: Home, Employer Profile (selected), Jobs & Internships, Events, Experiential Learning, Surveys, Calendar, and Account Management. The main content area is titled 'Home / Employer Profile' and has two tabs: 'Profile Information' (active) and 'Contacts'. A blue 'Save' button is at the top. Below it, a note states '* indicates a required field'. The 'Basics' section includes a 'Company Name' field with the value 'Sharon Test Company [DO NOT DELETE]' and a note: 'Please contact your Account Manager to request for changes/updates to the name of your organization.' Below this is a 'Company Overview *' section with a text area containing 'Sharon Test Company Description'.

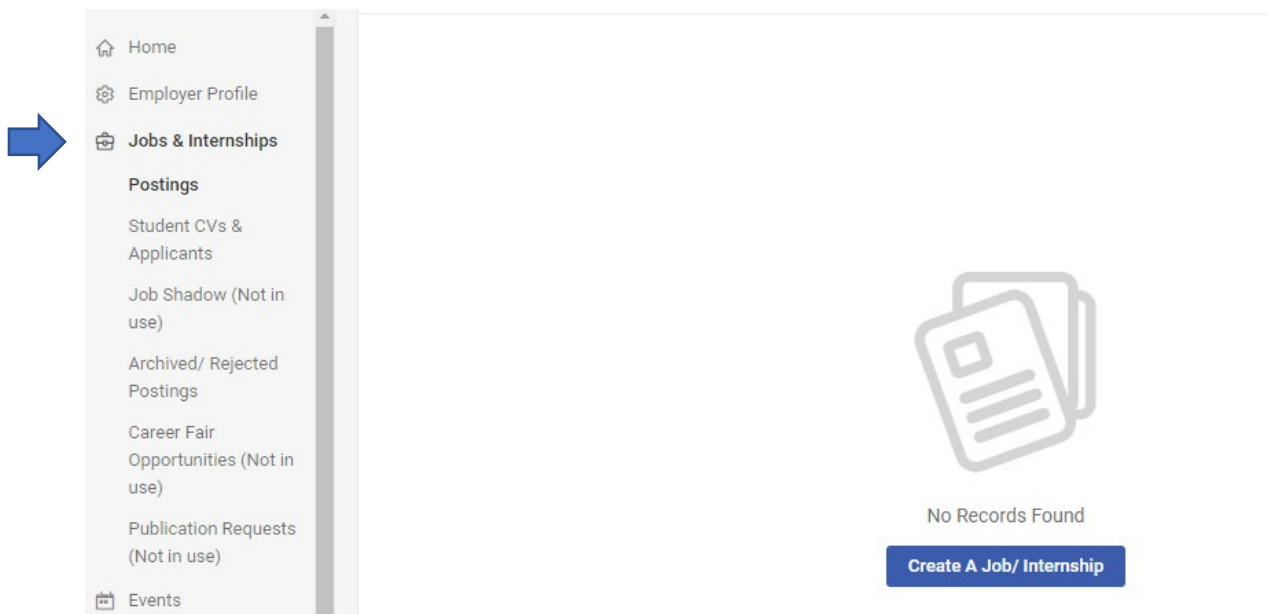
6. Jobs and Non-Credit Bearing Internships Opportunities

The jobs and internships management is the section where you can create full-time and part-time employment opportunities to NUS students and alumnus.

6.1 Creating and Submitting Jobs/Non-Credit Bearing Internships

1. At the left menu, click '**Jobs & Internships**'
2. Click '**Postings**'
3. Click '**Create A Job/Internship**' button.

If this is your first time posting an opportunity on the portal, you will see the 'No Records Found' message.



4. Fill up the mandatory field(s) on the job form and click 'Submit' button

There are different position types on the job form.

- Full time Job
- Contract Full-time Job
- Vacation Internships - Local (Open to all Faculties)
- Internships - College of Design and Engineering (Engineering)
- Internships - College of Design and Engineering (Architecture)
- Internships - Faculty of Arts & Social Sciences
- Internships - Faculty of Law
- Internships - Faculty of Science
- Internships - School of Business
- Internships - School of Computing
- Internships - Lee Kuan Yew School of Public Policy
- Internships - NUS-ISS (launching soon)
- Law Practice Training Contract
- NUS Law Pro Bono Programme

For Job opportunities (Open to ALL Faculties)

For semester-long (LOA) Non-Credit Bearing internship opportunities

For Internship opportunities open to ALL Faculties

For **Credit-Bearing** internship opportunities applicable only to students from NUS Business School

Note: If you selected this position type, please choose the 'Yes' option at the **Restrict Applications/ Activate Screening** field, so that the BIZCareers team from NUS Business School will know that you would like to target your postings to their relevant students.

Restrict Applications/ Activate Screening *

Note:

Choosing 'Yes' will only allow students who meet your screening criteria, to submit applications. This may significantly decrease the number of applications you receive.

Yes No

Please refer to Page 13, 14 and 15 for a detailed posting guide.

TalentConnect – Job/Internship Posting Guide (Targeting Business/Accountancy/Real Estate UG Students)

Section	Field in TalentConnect	Recruiters' Most Popular Choice for Job Posting	Recruiters' Most Popular Choice for Internship Posting		Internship postings can only be viewed by students from NUS Business School only
		Job (e.g. FTE, MA, Graduate Program)	Internship open as either Non-Credit Bearing (LOA) or Credit-Bearing	Internship open as Non-Credit Bearing (LOA) Only	Internship open as Credit-Bearing <u>Only</u>
Job/Internship Posting Details	Position Type	Full Time Job	Contract Full-Time	Contract Full-Time	Internship – School of Business
	Restrict Applications / Activate Screening	Yes			
	Experiential Learning Placement Type (Multi-Select)	N.A.			BI 3704 (min. 8-10 weeks) BI 3708 (min.16 weeks) BI 3712 (min. 24 weeks) BI 3003 (Non-BIZ or Real Estate related work scope)
	Work Term	Choose the internship period (Summer or Semester)			
	Internship Geography	N.A.			Local
	Job/Internship/Project Title	As per the JD (customizable input)			
	Number of Openings	As per the JD (customizable input)			
	Estimated Start Date of Internship	N.A.	As per the JD (customizable input)		
	Estimated End Date of Internship	N.A.	As per the JD (customizable input)		
	Job/Internship Function	As per the JD (customizable input)			
	Job/Internship Description	As per the JD (customizable input)	As per the JD (customizable input) (Optional to state for clarity) This internship is open to all students as either non-credit bearing (LOA) or credit-bearing .	As per the JD (customizable input) (Optional to state for clarity) This internship is open to only students applying as non-credit bearing (LOA) .	As per the JD (customizable input) (Optional to state for clarity) This internship is open to only students applying as credit-bearing .
	Job Location	As per the JD (select option)			
	Monthly Salary/Stipend Range	As per the JD (select option)			
	Job/Internship Posting Start Date	As per the JD (customizable input)			
	Job/Internship Posting End Date	As per the JD (customizable input)			
Annually Recurring Posting	No				
Application Processing Details	CV Submission Method	As per your preference			
	Automatic Application Packet Generation	As per your preference			
Internship Programme/Project Proposed By	N.A.			As per the JD (customizable input)	
Screening Criteria	Academic Programme or Course / Desired Academic Programme(s) / Major(s)	Bachelor of Business Admin (BIZ) Bachelor of Science (BIZ) – Real Estate (Hons), if applicable			N.A.
	Degree Level	Bachelor			
	Year of Study	3 & 4			
	Applicant Type	Current Student & Recent Graduate	Current Student		

TalentConnect – Job/Internship Posting Guide (Targeting Business Master Students/Graduates only)

Section	Field in TalentConnect	Most Popular Choice for Job Posting		Most Popular Choice for Internship Posting	
		Job (eg. FTE, MA, Graduate Program)	Internship Open as Non-Credit Bearing (LOA)	Internship open as Credit Bearing Only	
Job/Internship Posting Details	Position Type	Full Time Job		Internships – School of Business	
	Restrict Applications / Activate Screening	Yes		N.A.	
	Experiential Learning Placement Type (Multi-Selection)	N.A.	BIZ – CCM5003 (min. 8 weeks) – All MSc students (Summer Only)	BIZ – Modular Credit BMH5301 (min. 12 weeks) – MSc HCMA BIZ – Modular Credit BMK5300A (min. 12 weeks) – MSc MAI BIZ – Modular Credit BMT5301A (min. 12 weeks) – MSc ACC BIZ – Modular Credit BMF5391A (min. 8 weeks) – MSc FIN BIZ – Modular Credit BMF5393A (min. 8 weeks) – MSc FIN BIZ – Modular Credit CCM5003 (min. 8 weeks) – All MSc students	
	Work Term	N.A.	Choose the desired internship period (Summer or Semester)		
	Internship Geography	N.A.	Choose Local or Overseas		
	Job/Internship/Project Title	As per the JD (Customised input)			
	Number of Openings				
	Estimated Start Date of Internship	N.A.	As per requirement (Customised input)		
	Estimated End Date of Internship	N.A.			
	Job/Internship Function	As per the JD (Customised input)			
	Job/Internship Description	As per the JD (Customised input)	As per the JD (customizable input) (Optional to state for clarity) This internship is open to all students as either non-credit bearing (LOA) or credit-bearing.	As per the JD (customizable input) (Optional to state for clarity) This internship is open to only students applying as credit-bearing.	
	Job Location	As per JD (Select Option)			
	Remote Work	(Select option)			
	Monthly Salary/Stipend Range	As per requirement (Customised input)			
	Job/Internship Posting Start Date	As per requirement (Customised input)			
	Job/Internship Posting Expiration Date	As per requirement (Customised input)			
	Internship Programme / Project special requirement	Select "All students"			
	Annually Recurring Posting	(Select option)			
Resume Submission Method	As per your preference				
Application Processing Details	Automatic Application Packet Generation	As per your preference			
	Location of Attachment, Name & Designation of Reporting Manager, etc.	N.A.	As per requirement (Customised input)		
Screening Criteria	Academic Programme or Course / Desired Academic Programme(s) / Major(s)	Master of Science (Accounting) Master of Science (BZA) Master of Science (Finance) Master of Science (Mgt) Master of Science (SDE) Real Estate MSc (Sus. and Green Finance) MSc Human Capital Mgmt & Analytics MSc Mktng Analytics & Insights Strategic Analysis & Innovation (Do not select All Academic Programmes)		N.A.	
	Degree Level	Master	N.A.		
	Year of Study	N.A.			
	Applicant Type	Current Student Recent Graduate	Current Student		

TalentConnect – Job/Internship Posting Guide (Targeting Business MBA Students)

Section	Field in TalentConnect	Recruiters' Most Popular Choice for Job Posting	Recruiters' Most Popular Choice for Internship Posting
		Job (e.g. FTE, MA, Graduate Program)	Internship - Targeting Business school students only
Job/Internship Posting Details	Position Type	Full Time Job	Internship – School of Business
	Restrict Applications / Activate Screening	Yes	N.A.
	Experiential Learning Placement Type	N.A.	BIZ - Modular Credit BMA 5903 (min. 16 weeks for MBAs Only)
	Work Term		Choose the preferred internship period (Summer / Semester)
	Internship Geography	N.A.	Local or Overseas
	Job/Internship/Project Title	As per the JD (customizable input) • Please add – "(MBA)" to the job title	
	Job Level	As per the JD (select option)	
	Number of Openings	As per the JD (customizable input)	
	Estimated Start Date of Internship	N.A.	As per the JD (customizable input)
	Estimated End Date of Internship	N.A.	As per the JD (customizable input)
	Job/Internship Function	As per the JD (customizable input)	
	Job/Internship Description	As per the JD (customizable input)	As per the JD (customizable input) (Optional to state if necessary) This internship is open to only students applying as credit-bearing.
	Job Location	As per JD (customizable input)	
	Remote Work	(select option)	
	Monthly Salary/Stipend Range	As per the JD (select option)	
	Job/Internship Posting Start Date	As per the JD (customizable input)	
	Job/Internship Posting Expiration Date	As per the JD (customizable input)	
	Internship Programme / Project special requirement	Select "All students"	
Annually Recurring Posting	No		
Resume Submission Method	As per your preference		
Application Processing Details	Automatic Application Packet Generation	As per your preference. Clicking Yes will allow you to receive an applicant packet at the end of the application deadline	
	Location of Attachment, Name & Designation of Reporting Manager, etc.	N.A.	Optional to complete
Internship Programme/Project Proposed By	Academic Programme or Course / Desired Academic Programme(s) / Major(s)	Master of Business Admin NUS-Yale Master of Business Admin NUS-PKU Master of Business Admin NUS-HEC Master of Business Admin (Do not select All Academic Programmes)	
Screening Criteria	Degree Level	MBA	
	Year of Study	Please leave it blank	N.A.
	Applicant Type	Current Student & Recent Graduate	Current Student only


5. Submit your job/internship posting for review and approval. Once successful, the posting status will be reflected as 'Pending Approval'.

Intern - Human Resources **PENDING APPROVAL** 0 Applicants

Faculty Internships - Business

ID: 000000

Posted On Sep 16, 2021 Expiring on Oct 16, 2021

 Withdraw

At the same time, you will also receive an acknowledgement email with email subject title: 'NUS TalentConnect – Job/ Internship Posting Pending Approval'.

NUS TalentConnect - Job/ Internship Posting Pending Approval



 nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>

Today at 16:44

To:  Ang Yin Sher, Sharon

- External Email -

Dear Sharon:

Thank you for submitting your new "**Test Job XYZ**" job/ internship posting request.

Your request has been received, and is currently being reviewed by your account manager. A confirmation email will be sent to you when this posting request is approved. Until the request is approved, you may review your request and make changes as necessary.

You have elected to receive resumes via: **online**.

If you have any questions about your job posting or need further assistance with the job portal, please feel free to contact us at talentconnect@nus.edu.sg.

For assistance on other graduate recruitment matters, kindly contact your respective Account Managers or email us at hire@nus.edu.sg.

Thank you for your interest in recruiting our students!

Warmest regards,
Centre for Future-ready Graduates

POWERED BY  **s y m p l i c i t y**

When your job/ internship posting is approved, you will receive an approved email with email subject title: 'NUS TalentConnect - Job/ Internship Posting Approved'

NUS TalentConnect - Job/ Internship Posting Approved

nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>

Today at 16:49

To: ● Ang Yin Sher, Sharon

- External Email -

Dear Sharon Ang:

The following position has been approved:

Test Job XYZ

If students are interested in applying for this position, they will submit their applications to you directly, unless you selected to have applications accumulated on-line in your NUS TalentConnect account.

If you have any questions about your job posting or need further assistance with the job portal, please feel free to contact us at talentconnect@nus.edu.sg.

For assistance on other graduate recruitment matters, kindly contact your respective Account Managers or email us at hire@nus.edu.sg.

For NUS BIZCareers, kindly contact us at bizcareers@nus.edu.sg.

Thank you for your interest in recruiting our students!

Warmest regards,
Centre for Future-ready Graduates

POWERED BY  symlicity

When your job/ internship posting is rejected, you will receive a rejected email with email subject title: 'NUS TalentConnect - Job/ Internship Posting Rejected'

NUS TalentConnect - Job/ Internship Posting Rejected

nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>

Today at 16:53

To: ● Ang Yin Sher, Sharon

- External Email -

Dear Sharon Ang:

Thank you for listing your opportunity with us. Unfortunately, your position titled: **Test Job ABC**, has been rejected by your account manager.

Kindly login to your [NUS TalentConnect](#) account to view the rejection reason.

- Step 1: Login to your [NUS TalentConnect](#) account
- Step 2: At the left menu, click 'Jobs & Internships', followed by 'Archived/ Rejected Postings'
- Step 3: Click into your job posting to view the rejection reason.

If you have any questions about your job posting, kindly contact your respective Account Manager.

Thank you very much!

Warmest regards,
Centre for Future-ready Graduates

POWERED BY  symlicity

6.2 Reviewing Applicants/Generating Job Applicants Packet

1. At the left menu, go to 'Jobs & Internships' > 'Postings'
2. Click on the Green button indicating the total number of applicants

The screenshot shows a sidebar menu on the left with 'Jobs & Internships' selected, and 'Postings' as the active sub-section. The main content area displays two job listings for 'Finance and Accounting Intern'. Each listing includes the job title, 'Part-time Job', an ID, and dates 'Posted On Aug 25, 2021 Expiring on Sep 24, 2021'. A green button in the top right of each listing shows the number of applicants: '9 Applicants' for the first and '11 Applicants' for the second. A 'Withdraw' button is visible below each listing. At the bottom, it says 'POWERED BY ■ simplicity' and 'Privacy Policy | Terms of Use'.

3. You can either view/download student's CV individually or by batch.

The screenshot shows a list of student resumes. At the top, a 'Batch Options' dropdown menu is open, showing '9 selected'. The menu options are 'Mail to Checked', 'Save As Excel', 'Generate Book' (highlighted with a yellow box), and 'Set Status...'. A blue arrow points to the 'Batch Options' dropdown, and another blue arrow points to the 'Resume' download icon for 'STUDENT 1'. The interface also shows a 'Rank' dropdown menu and a 'Resume' download icon for 'STUDENT 2'.

4. If you have chosen to download by batch, in the Publication Request window, select the documents type to be included.

Publication Request

3 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:
Job Applicants Packet - Biz Analyst

CC this packet, use comma to separate email addresses:
hr@company.com

Which document types to include in the packet?
 CV Cover Letter Unofficial Transcript Other Documents

To decrease PDF generation time, please select one of the following Table of Contents options:
 Include in front of publication (without page numbers) Include in back of publication (without page numbers) Separate PDF (with page numbers)

To avoid overly large files publications are split after certain number of pages. You may modify that number here:
100

SUBMIT REQUEST CANCEL

Job Postings

Your request has been submitted.
You will receive notification via email at recruitersym@gmail.com when the generated book is ready for download.

DONE

The generated packet can be retrieved from Publication Requests.

Job Shadow (Not in use)

Archived/ Rejected Postings

Career Fair Opportunities (Not in use)

Publication Requests (Not in use)

Auto Generated for XXX Pte Ltd.: Finance and Accounting Intern **COMPLETE**

Resume Packet

Expiring on Oct 16, 2021

Table of Contents Delete

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Privacy Policy | Terms

7. Experiential Learning

Experiential Learning (EL) is where students engage employers in a work environment and learn on the job. An employer can publicize a credit bearing internship where students will be awarded units.

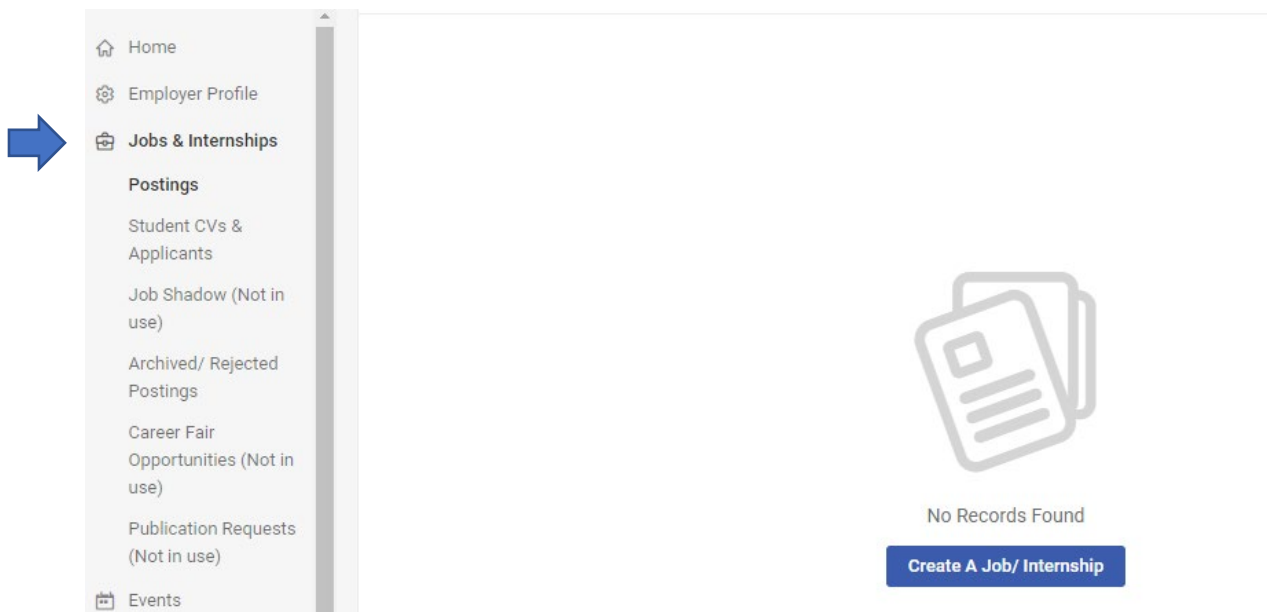
For detail information, please refer to our internship guidelines uploaded in Document Library for Employers.

A complete process of Experiential Learning involves the following parties:

- Contact (a representative from the company)
- Students (to apply for the EL)
- Career Services Manager (to approve the job scope)
- Faculty Member (to approve the EL)
- Workplace Supervisor (to fill out an Intern Performance Review form)
- NUS Supervisor (an adviser to the student and grade reports)

7.1 Creating and Submitting Credit Bearing Internship

1. At the left menu, click '**Jobs & Internships**'
2. Click '**Postings**'
3. Click '**Create A Job/Internship**' button.



The screenshot shows the TalentConnect interface. On the left, a vertical navigation menu is visible with the following items: Home, Employer Profile, **Jobs & Internships** (highlighted with a blue arrow), Postings, Student CVs & Applicants, Job Shadow (Not in use), Archived/ Rejected Postings, Career Fair Opportunities (Not in use), Publication Requests (Not in use), and Events. The main content area on the right displays a 'No Records Found' message with a blue button labeled 'Create A Job/ Internship'.

4. Fill up the mandatory field(s) on the job form.

- Under Position Type, choose 'Internships – School of Business'

- Full time Job
- Contract Full-time Job
- Vacation Internships - Local (Open to all Faculties)
- Internships - College of Design and Engineering (Engineering)
- Internships - College of Design and Engineering (Architecture, PFI)
- Internships - Faculty of Arts & Social Sciences
- Internships - Faculty of Law
- Internships - Faculty of Science
- Internships - School of Business
- Internships - School of Computing
- Internships - Lee Kuan Yew School of Public Policy
- Internships - NUS-ISS (launching soon)
- Law Practice Training Contract
- NUS Law Pro Bono Programme
- Office of Student Affairs - Seeds of Good Programme (SOGP)
- Office of Student Affairs - Teach Singapore (TeachSG)

For **Credit-Bearing** Internship opportunities applicable only to students from NUS Business School

Note: If you selected this position type, please choose the 'Yes' option at the **Restrict Applications/ Activate Screening** field, so that the Internship team from NUS Business School will know that you would like to target your posting to their relevant students.

Restrict Applications/ Activate Screening *

Note:

Choosing 'Yes' will only allow students who meet your screening criteria, to submit applications. This may significantly decrease the number of applications you receive.

Yes No

- Under CV Submission Method:

APPLICATION PROCESSING DETAILS

CV Submission Method *
How would you like to receive students' application materials? Please select one or more of the options below.

E-mail: Each time a student submits an application, you will receive an email with the application materials as an attachment.

Accumulate Online: Students' application materials will be deposited in your NUS TalentConnect account. You may log in to review all submitted applications at any point in time.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Note: If you are selecting 'Email' or 'Other' methods, please remember to select 'Accumulate Online' as well. This is to ensure that the system capture a record of the student applications

Email
 Accumulate Online
 Other (enter below)

Check 'Email' to receive CV via email once a student applies

Check 'Accumulate Online' to view CVs uploaded by applicants on the portal anytime and to receive all CVs in a packet after the application deadline


5. Submit your posting for review and approval. Once successful, the posting status will be reflected as 'Pending Approval'.

Intern - Human Resources PENDING APPROVAL

Faculty Internships - Business 0
Applicants

ID: 000000

Posted On Sep 16, 2021 Expiring on Oct 16, 2021

 Withdraw

At the same time, you will also receive an acknowledgement email with email subject title: 'NUS TalentConnect – Job/ Internship Posting Pending Approval'.

NUS TalentConnect - Job/ Internship Posting Pending Approval



nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>

Today at 16:44

To: **Ang Yin Sher, Sharon**

- External Email -

Dear Sharon:

Thank you for submitting your new "**Test Job XYZ**" job/ internship posting request.

Your request has been received, and is currently being reviewed by your account manager. A confirmation email will be sent to you when this posting request is approved. Until the request is approved, you may review your request and make changes as necessary.

You have elected to receive resumes via: **online**.

If you have any questions about your job posting or need further assistance with the job portal, please feel free to contact us at talentconnect@nus.edu.sg.

For assistance on other graduate recruitment matters, kindly contact your respective Account Managers or email us at hire@nus.edu.sg.

Thank you for your interest in recruiting our students!

Warmest regards,
Centre for Future-ready Graduates

POWERED BY  symlicity

When your job/ internship posting is approved, you will receive an approved email with email subject title: 'NUS TalentConnect - Job/ Internship Posting Approved'

NUS TalentConnect - Job/ Internship Posting Approved



nustalentconnect@csm.symlicity.com <nustalentconnect@csm.symlicity.com>

Today at 16:49

To: **Ang Yin Sher, Sharon**

- External Email -

Dear Sharon Ang:

The following position has been approved:

Test Job XYZ

If students are interested in applying for this position, they will submit their applications to you directly, unless you selected to have applications accumulated on-line in your NUS TalentConnect account.

If you have any questions about your job posting or need further assistance with the job portal, please feel free to contact us at talentconnect@nus.edu.sg.

For assistance on other graduate recruitment matters, kindly contact your respective Account Managers or email us at hire@nus.edu.sg.

For NUS BIZCareers, kindly contact us at bizcareers@nus.edu.sg.

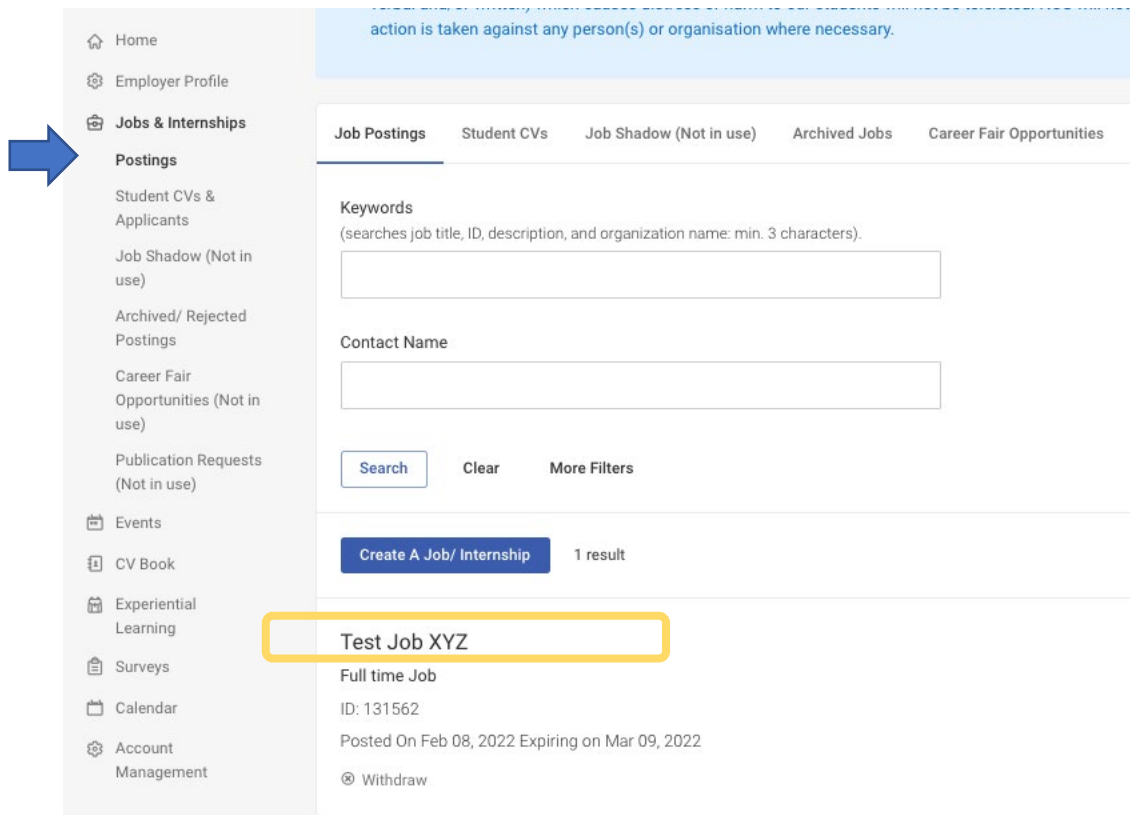
Thank you for your interest in recruiting our students!

Warmest regards,
Centre for Future-ready Graduates

POWERED BY  symlicity

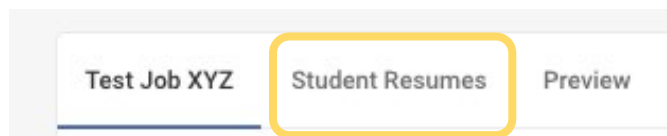
7.2 Updating Student Application Status and Making an Offer to Student

1. At the left menu, go to 'Jobs & Internships' > 'Postings'
2. Click on the posting title/ name.



The screenshot shows the TalentConnect Employer's Guide interface. On the left, a navigation menu is visible with a blue arrow pointing to the 'Jobs & Internships' section, specifically the 'Postings' sub-section. The main content area displays a search results page for 'Test Job XYZ'. The page includes a search bar with the text 'Keywords (searches job title, ID, description, and organization name: min. 3 characters.)' and a 'Contact Name' field. Below the search bar are buttons for 'Search', 'Clear', and 'More Filters'. A blue button labeled 'Create A Job/ Internship' is visible, followed by '1 result'. The search result is 'Test Job XYZ', which is highlighted with a yellow box. Below the job title, it indicates 'Full time Job', 'ID: 131562', 'Posted On Feb 08, 2022 Expiring on Mar 09, 2022', and a 'Withdraw' button.

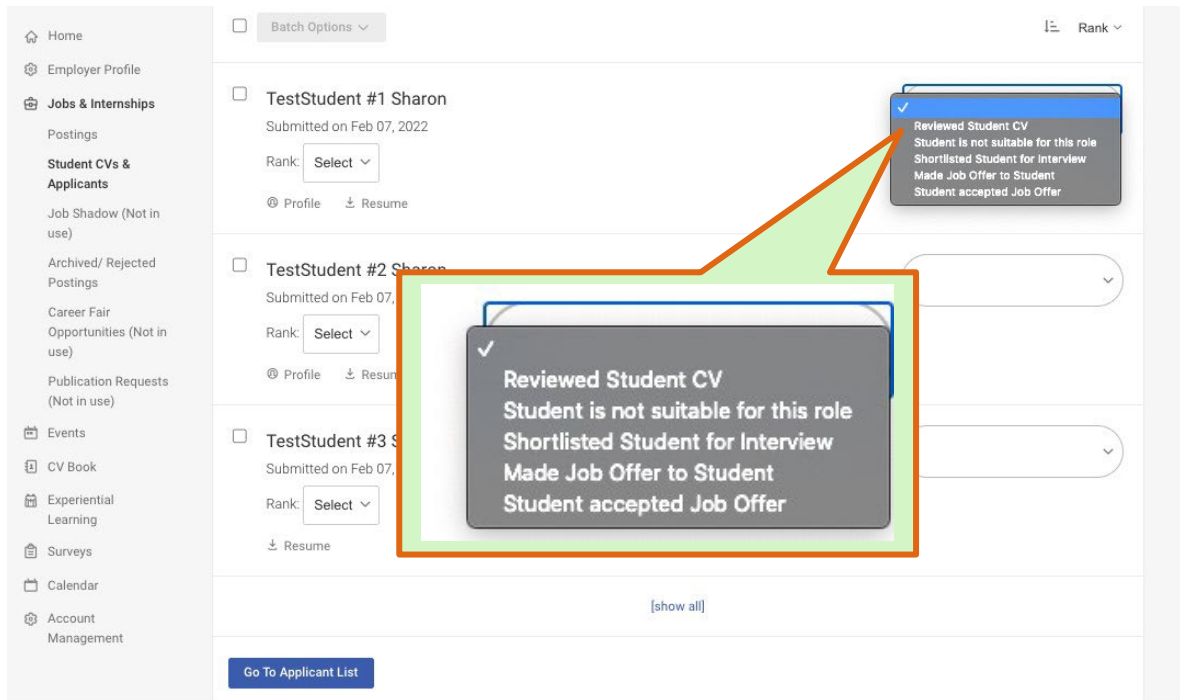
3. At the posting page, click on 'Student Resumes'



The screenshot shows the navigation tabs at the top of the posting page. The tabs are 'Test Job XYZ', 'Student Resumes', and 'Preview'. The 'Student Resumes' tab is highlighted with a yellow box.

4. Update student application status accordingly.

Status	Description
Reviewed Student CV	You have reviewed this student application.
Not suitable for this role	Student is not qualified for this position.
Shortlisted for Interview	You have reviewed this student application and would like to shortlist him/ her for interview.
Made Job Offer to Student	You have made a job offer to the student offline TalentConnect portal.
Student accepted Job Offer	Student has accepted your job offer offline TalentConnect portal



5. **Important Note:** To complete the process of making an **internship** offer, rank and make an offer to student.

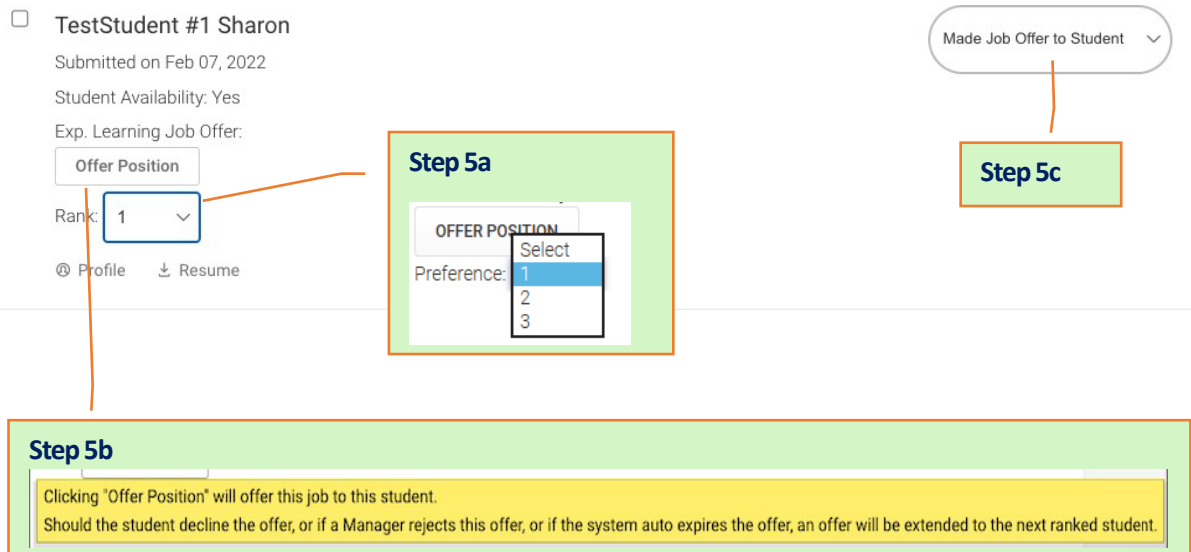
a. At the 'Rank' dropdown list, select the ranking of the student.

By indicating the students' rank will allow the system to auto extend your internship offer to the next ranked student if any offers are declined. You will be notified of any auto extend

b. Click the 'Offer Position' button

Clicking 'Offer Position' will offer this internship opportunity to the student. You should only click the 'Offer Position' at the student whom you would like to make an offer or have ranked 1st. Should the 1st student declines/ rejects the offer, the system will extend your internship offer automatically to the next ranked student. Hence you do not need to click the 'Offer Position' at the student you have ranked 2nd.

c. At the right side, make sure 'Made Job Offer to Student' is selected from the dropdown list.



The screenshot displays a student profile for 'TestStudent #1 Sharon' with details: Submitted on Feb 07, 2022; Student Availability: Yes; Exp. Learning Job Offer: Offer Position; Rank: 1 (dropdown); Profile and Resume links. A 'Made Job Offer to Student' dropdown menu is shown on the right. Three callout boxes highlight key steps: Step 5a points to the 'Offer Position' button; Step 5b points to a yellow text box explaining that clicking 'Offer Position' offers the job to the student and that offers will be extended to the next ranked student if declined; Step 5c points to the 'Made Job Offer to Student' dropdown menu.

Step 5a

OFFER POSITION

Select

Preference: 1
2
3

Step 5b

Clicking "Offer Position" will offer this job to this student.
Should the student decline the offer, or if a Manager rejects this offer, or if the system auto expires the offer, an offer will be extended to the next ranked student.

Step 5c

Made Job Offer to Student

6. Once student accepts the offer, the contact will receive email notification. Student's status under 'Student CVs and Applicants' will also reflect 'Accepted'
7. Contact may follow up with student directly via email.

[7.3 Workplace Supervisor to submit Intern Performance Review](#)

At the end of the internship, the Workplace Supervisor will receive an email to fill out an Intern Performance Review form via a link. Please click the link, complete and submit the form within 1 week.

8. CV Books

CV Books are publications of students' resumes made available to employers.

[View student's resume in CV Book](#)

1. Go to 'CV Book' > 'CV Book'
2. Select a CV Book by clicking on the title

CV Book

Resume Book Publication Requests (Not in use)

12 results

Business & Accountancy Graduates (Dec '19 & May '20)
Expiring on Dec 31, 2021 Created on May 24, 2019
Opt-In: Yes
[UG-CVB4] Bachelor of Business Administration, Bachelor of Business Administration (Honours), Bachelor of

Business & Accountancy Graduates (Dec '20 & May '21)
Expiring on Dec 31, 2022 Created on Jul 02, 2020

3. To view a student's resume from the list, click "View Resume"

Home Employer Profile Jobs & Internships Events CV Book Publication Requests (Not in use) Experiential Learning Surveys Calendar Account Management

Batch Options ▾ | Grad Date ▾ Show 20 ▾

STUDENT 1
BBA (Hons)
Resume Modified: Sep 24, 2020, 12:05 PM
[View Resume](#)

STUDENT 2
BBA (Hons)
Resume Modified: Sep 21, 2020, 8:32 PM
[Profile](#) [View Resume](#)

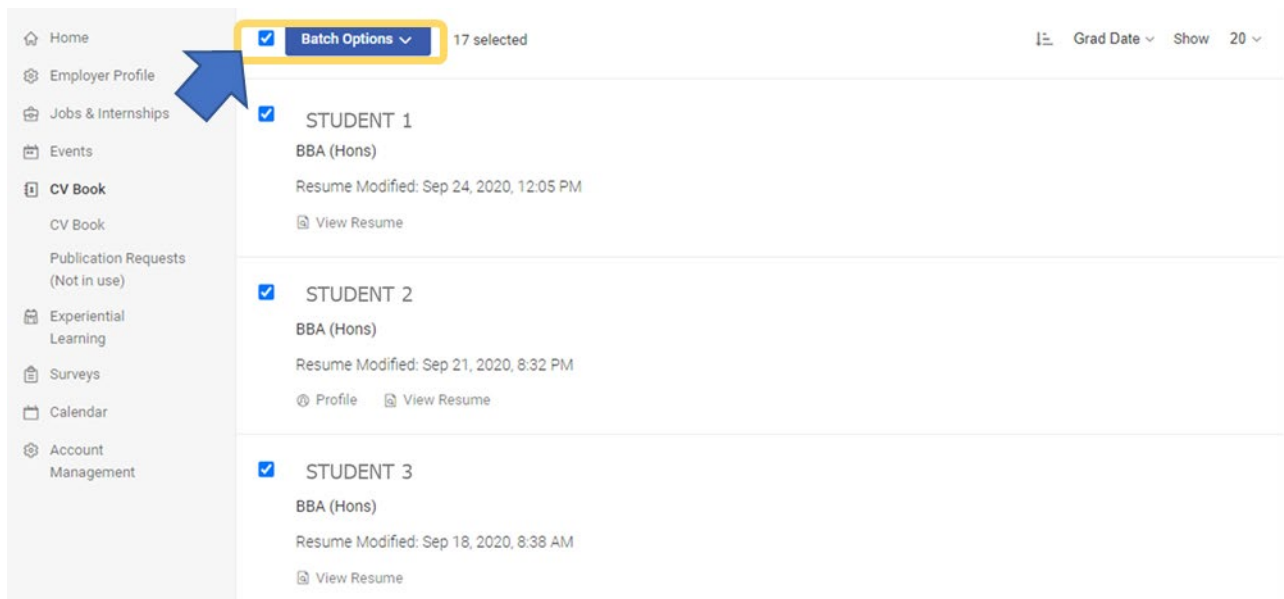
STUDENT 3
BBA (Hons)

Search or filter for CVs in a CV Book

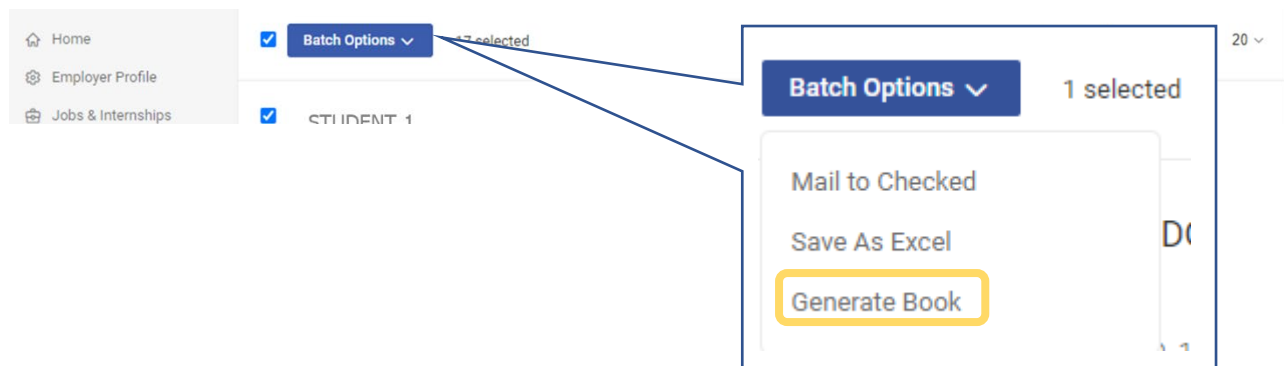
- Under “Resume Text Search”: Enter a keyword and CVs containing the keyword will be displayed
- Under “More Filters”, you can also filter by Class Level, Applicant type and Degree Level

Download a CV Book

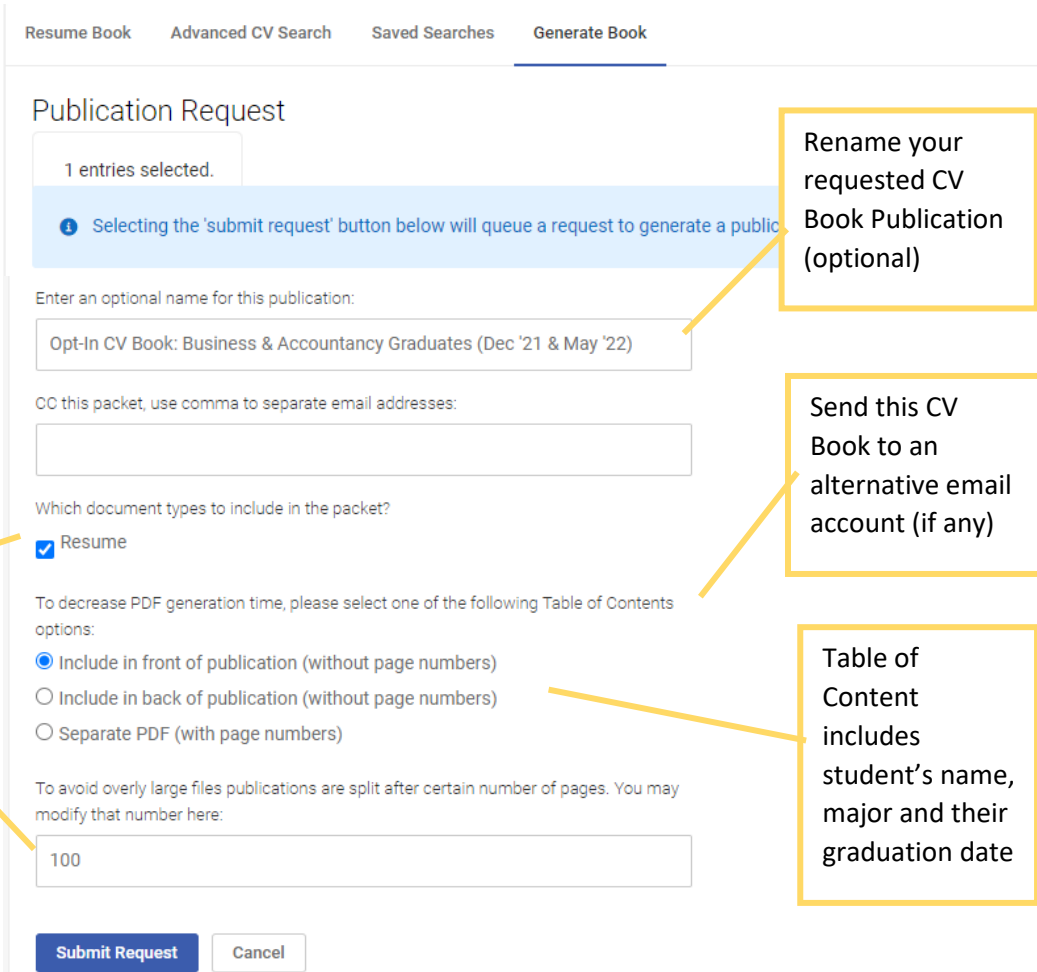
1. Select the resumes you wish to download by checking the box next to the student's names. *You may also use the 'Select All' to check all the students in the list by clicking on the box next to the 'Batch options' button.*



2. Click on Batch Options > Generate Book



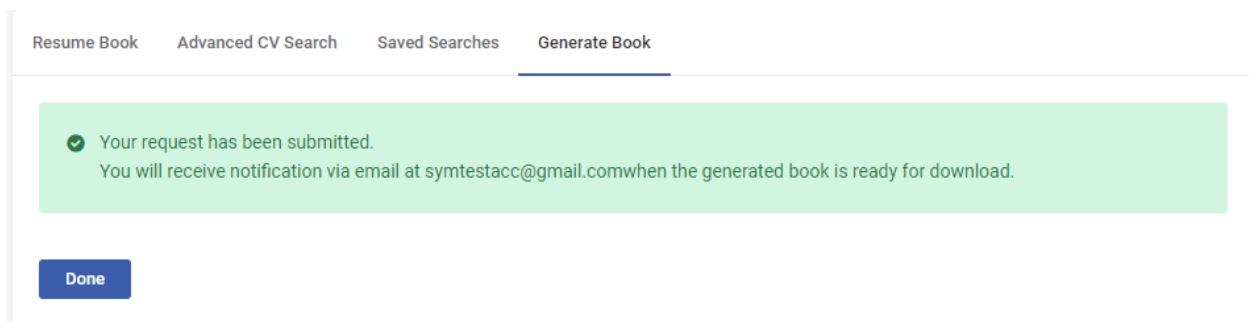
3. You will be directed to the "Publication Request" page.



The screenshot shows the 'Publication Request' form with the following fields and callouts:

- Resume Book** | **Advanced CV Search** | **Saved Searches** | **Generate Book**
- Publication Request**
- 1 entries selected.
- Selecting the 'submit request' button below will queue a request to generate a publication.
- Enter an optional name for this publication:
 - Opt-In CV Book: Business & Accountancy Graduates (Dec '21 & May '22)
 - Callout: Rename your requested CV Book Publication (optional)
- CC this packet, use comma to separate email addresses:
 - Empty text box
 - Callout: Send this CV Book to an alternative email account (if any)
- Which document types to include in the packet?
 - Resume
 - Callout: Ensure 'Resume' is checked
- To decrease PDF generation time, please select one of the following Table of Contents options:
 - Include in front of publication (without page numbers)
 - Include in back of publication (without page numbers)
 - Separate PDF (with page numbers)
 - Callout: Table of Content includes student's name, major and their graduation date
- To avoid overly large files publications are split after certain number of pages. You may modify that number here:
 - 100
 - Callout: To have all CVs compiled into a single PDF, indicate a number larger than the number of CVs selected
- Submit Request** | **Cancel**

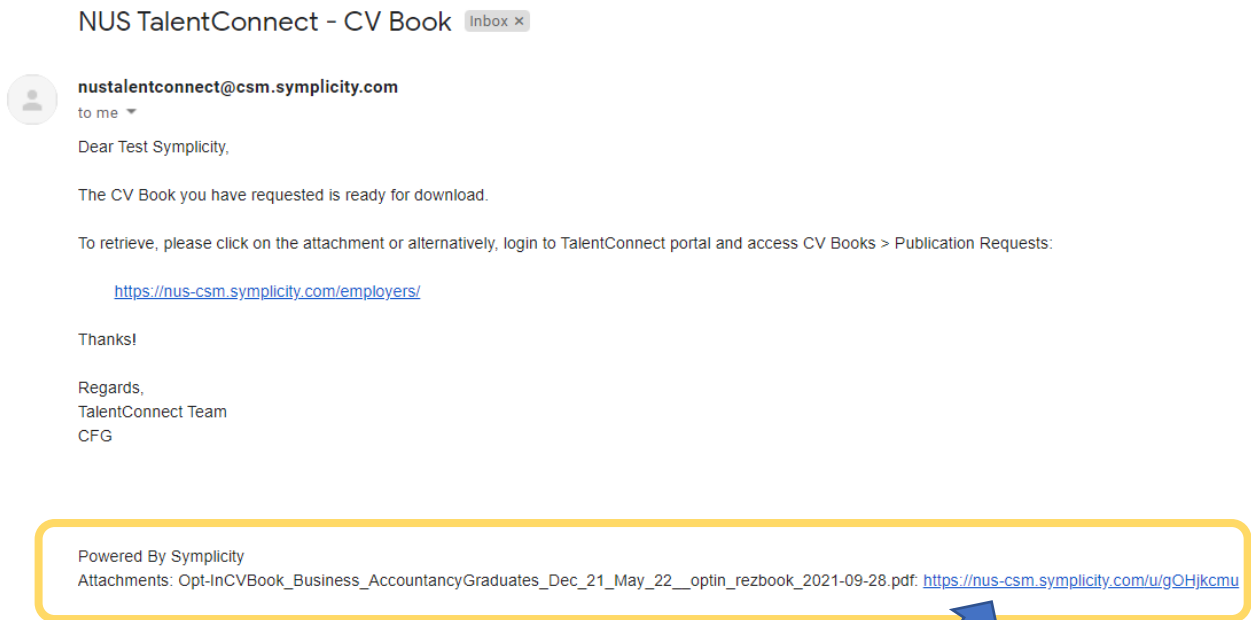
4. Click on Submit Request and you will see the confirmation notification below (*your email address will be displayed*).



The screenshot shows the confirmation notification with the following text:

- Resume Book** | **Advanced CV Search** | **Saved Searches** | **Generate Book**
- ✔ Your request has been submitted.
- You will receive notification via email at symtestacc@gmail.com when the generated book is ready for download.
- Done**

- Once the CV Book has been generated, you will receive an email notification with a link to download the document.



Click to download CV Book

- You may also find the generated CV Book in TalentConnect. To retrieve it, go to CV Books > Publication Request > Click on 'Table of Contents' and save the document.

