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NUS TalentConnect Account Home Page after you log in

**Home Page**

**Jobs & Internships**
Search for jobs and internship positions here.

**Profile**

**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.
[Step 4] Click ‘Attend’ and you will be prompted to complete or update your Chat Profile prior to the actual event date.
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.
[Step 3] Under the ‘Academic’ page, update the following fields:

- Graduation Date
- Applicant Type
- Degree Level

Click ‘Save’ after you are done.
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.
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.
[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.

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’.
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.
[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.

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

[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

**Busy**

If you need to step away for a short break, set your Status to ‘Busy’.

When you are on busy mode, employers will not be able to invite you to video chat.

**Offline**

If you need to leave the fair, set your Status to ‘Offline’.

You will be removed from any queues that you are currently in.
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