

## Contents

Signing Up / In .....	2
Creating Posting.....	3
Reviewing Applications .....	6
Making An Offer To Shortlisted Candidate(s).....	8
After Offer Acceptance.....	11

## Signing Up / In

1. Go to <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' to submit your account registration form.

For existing TalentConnect users, please sign in with your credentials.

The screenshot displays the CSM Career Services Manager interface, which is divided into two main sections: a sign-in area on the left and a sign-up area on the right.

**Sign In Section (Left):**

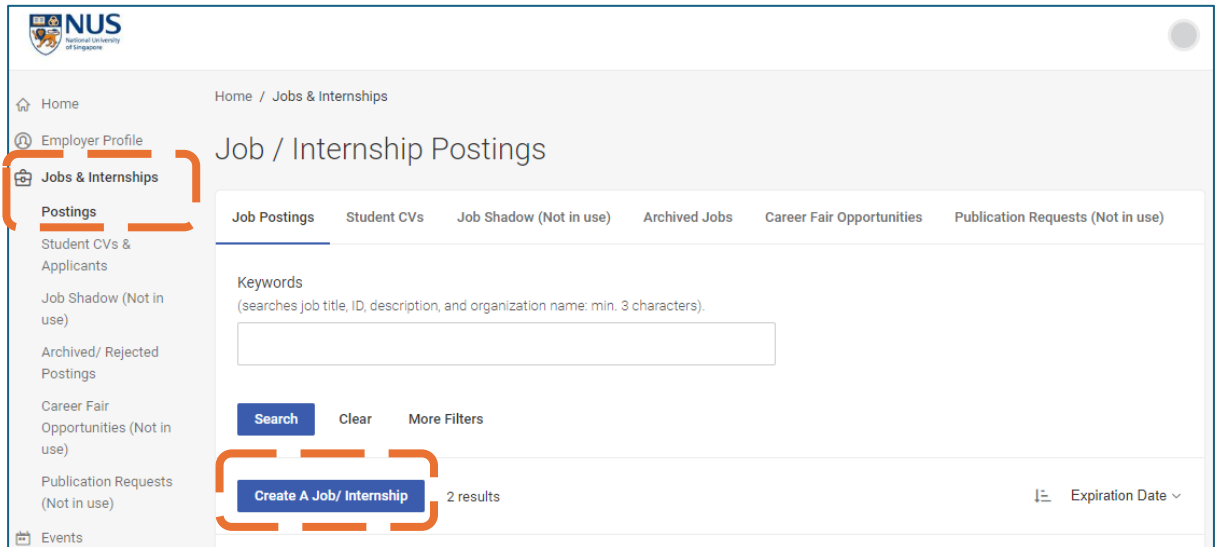
- Header:** CSM CAREER SERVICES MANAGER BY SYMPPLICITY
- Title:** Employer/ Partner Sign In
- Instruction:** Please enter your username and password.
- Username Field:** Labeled "Username (your email address)", with an input box.
- Password Field:** Labeled "Password", with an input box.
- Sign In Button:** A blue button labeled "Sign In".
- Forgot Password Link:** A link labeled "Forgot Password".
- Disclaimer:** "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".
- Support Link:** "Contact the TalentConnect team [here](#) if you need assistance with the portal".

**Sign Up Section (Right):**

- Header:** Sign Up
- Title:** New Employer/ Partner Sign Up
- Buttons:** Two buttons are present: "Sign Up" (blue) and "Sign Up And Post Job" (white with blue border).
- Footer:** NUS National University of Singapore logo and "Centre for Future-ready Graduates".

## Creating Posting

1. On the home page's left panel, select Jobs & Internships → Postings → Create A Job/Internship



2. Create your posting

- a. Under “Position Type”, select the following to load the required fields for an IAAS Internship.

Field Name	Selection
Position Type	Internship-As-A-Service (IAAS)
Restrict Applications/ Activate Screening	No

**Position Type \***

For more details on the internship programmes, do check out the links below.

**[Internships - Asian Institute of Digital Finance]** *Industry-linked professional consulting Capstone Projects*

**[Internships - College of Design and Engineering (Engineering)]** *Industrial Attachment (IA) & Vacation Industrial Attachment (VIA) , Maritime Industrial Attachment*

**[Internships - College of Design and Engineering (Architecture, PFM)]** *Architecture Internship Programme, Practical Training Scheme*

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Internships - NUS-ISS

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)

**Internship-As-A-Service (IAAS)**

**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**

- b. Please select the following for the below mentioned fields and complete the fields where required.

Field Name	Selection
Work Term	[Internship-As-A-Service (IAAS)] Not bounded by Academic Semester.
Internship Category	Please select up to 2 categories and 3 required skills.
Internship/ Project Posting Start Date	No earlier than date of posting submission.
Internship/Project Posting Expiration Date	No more than 30 days from “Internship/Project Posting Start Date”. System will automatically adjust to 30 days (maximum allowed posting period).
Resume/ Documents Submission Method	Please select “Accumulate Online” to allow for hiring via the platform. <sup>1</sup>
Automatic Application Packet Generation	If “No” is selected, you will not receive any application(s) via email(s).
Estimated Project Start Date	Please ensure the internship period stated is after the internship posting (advertising) period.
Estimated Project End Date	
Milestone Details	For IAAS opportunities, the payment of stipend mirrors the indicated milestone(s); at the completion of each milestone, the student should receive the corresponding percentage of the “Fee to Student” as specified in the “Breakdown (%)”.
	For monthly stipends, please have one milestone for each payout.

(<sup>1</sup> Internship Support Letters are only available to internships with application, offer and offer acceptance made via the platform.)

It is recommended to include and display your contact details on the posting for easier communication with the students.

Display Contact Information To Students  
If checked, please provide information in 'Contact Information' field

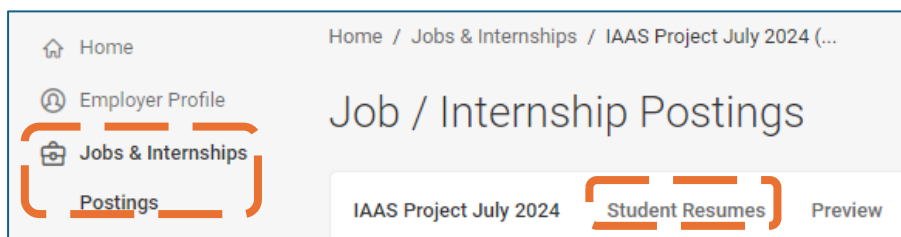
**Contact Information**  
Contact information visible to students.

Ms Jane Tan  
janetan@abcorg.com.sg  
HR Manager

After submission, please allow up to 5 working days for the approval of your posting.

## Reviewing Applications

1. After your posting has been approved, you can review applications by going to Job & Internship → Postings → select your posting → Student Resumes.



2. Update the status of the application using the drop-down box on the right of the page.

**CFG Test Student #1 DoNotDelete**  
Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:  
[Offer Position](#)  
Rank: [Select](#) ▼  
[Profile](#) [Resume](#) [Cover Letter](#)

**CFG Test Student #2 DoNotDelete**  
Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:  
[Offer Position](#)  
Rank: [Select](#) ▼  
[Profile](#) [Resume](#)

[show all]

[Go To Applicant List](#)

## Making An Offer To Shortlisted Candidate(s)

1. At the 'Rank' dropdown list, select the ranking of the candidates.  
By indicating the candidates' rank will allow the system to auto extend your internship offer to the next ranked candidate if any offers are declined. You will be notified of any auto extension.

The screenshot displays a list of two candidates, both marked as 'Shortlisted for Interview'. Each candidate entry includes a checkbox, name, submission date, availability status, and an 'Offer Position' button. The 'Rank' dropdown menu for the first candidate is open, showing options '1' and '2', and is highlighted with an orange box. The second candidate's 'Rank' dropdown is also highlighted with an orange box. At the bottom of the list, there is a '[show all]' link and a 'Go To Applicant List' button.

CFG Test Student #1 DoNotDelete Shortlisted for Interview ▼  
Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:  
Offer Position  
Rank: Select ▼  
Profile Resume Cover Letter

CFG Test Student #2 DoNotDelete Shortlisted for Interview ▼  
Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:  
Offer Position  
Rank: Select ▼  
Profile Resume

[\[show all\]](#)

[Go To Applicant List](#)



2. Click the 'Offer Position' button.

Clicking 'Offer Position' will offer this internship opportunity to the candidate. You SHOULD ONLY click the 'Offer Position' of the candidate whom you would like to make an offer or have ranked "1".

Should the first candidate declines / rejects the offer, the system will extend your internship offer automatically to the next ranked candidate.

CFG Test Student #1 DoNotDelete Shortlisted for Interview

Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:

**Offer Position**

Rank: 1

[Profile](#) [Resume](#) [Cover Letter](#)

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CFG Test Student #2 DoNotDelete Shortlisted for Interview

Submitted on Jul 31, 2024  
Student Availability: Yes  
Exp. Learning Job Offer:

**Offer Position**

Rank: 2

[Profile](#) [Resume](#)

[\[show all\]](#)

[Go To Applicant List](#)

- When your offer is accepted or declined, you will receive an automated email with the student and internship details.

**CFG Test Student #1 DoNotDelete** Student accepted job offer

Submitted on Jul 31, 2024

Student Availability: Yes

Exp. Learning Job Offer: **Offer Accepted**

Rank: 1

[Profile](#) [Resume](#) [Cover Letter](#)

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**CFG Test Student #2 DoNotDelete** Shortlisted for Interview

Submitted on Jul 31, 2024

Student Availability: Yes

Exp. Learning Job Offer: Limit Reached

Rank: 2

[Profile](#) [Resume](#)

[\[show all\]](#)

[Go To Applicant List](#)

## After Offer Acceptance

1. Internship to start on the internship start date indicated on the platform.
2. At each milestone completion, the student will be sending you an email to request for milestone acceptance, upon which they should receive the pay-out as stated in the “Milestone Details”.
3. At the end of the internship, you will be required to complete an Employer Evaluation Form. The link will be sent to you via email.