CFG AI-Xplore Chatbot User Guide

Getting the Best Results from CFG AI-Xplore Chatbot

Scope:

This chatbot serves as a virtual career assistant that provides students with career guidance. Available 24/7, it provides quick and easy access to career information and relevant resources.

The chatbot is designed to:
- Enhance student engagement by responding directly and interactively to your prompts.
- Recommend useful resources aligned with student interests and goals.
- Support students in exploring career options, enhancing job readiness, and navigating available tools and services.
- Direct students to relevant workshops, events, and resources within the university.

Conversing with AI-Xplore Chatbot:

- Use conversational, clear sentences in the same way as you would speak to a career advisor in a professional conversation.
- Be specific when describing and articulate your main objective clearly at the beginning of your prompt.
- Include relevant details to help tailor responses more accurately.
- Take time to read the chatbot's responses carefully.
- Reply the chatbot's questions for optimum results.
- If something isn't clear, feel free to ask follow-up questions.

Special Instructions:

To receive more accurate and tailored responses from CFG AI-Xplore, consider the following tips:

- Formulate specific questions to receive more targeted guidance.
- Mention your current career stage (e.g., student, fresh graduate) to receive more relevant guidance.
- Inquire about specific career paths or sectors to refine the response.
- Ask for actionable advice rather than general information.
- Specify a relevant time frame to focus the chatbot's suggestions.

Important Notes:

- While the chatbot is designed to provide instant career information, please review its suggestions carefully before applying them.
- For in-depth or complex queries, we recommend reaching out to your career advisor for personalised guidance.
- To provide feedback or report an issue, simply hover over the chatbot's response and click the thumbs up or thumbs down icon.
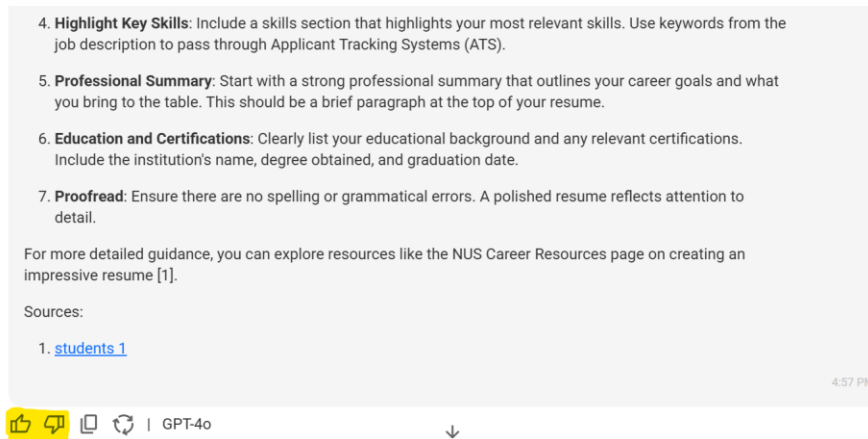
Limitations

CFG AI-Xplore is designed to support general career guidance and does not:

- Provide personal counselling or mental health support.
- Guarantee job placement or successful application outcomes.
- Replace in-depth personalised consultations with specialised career advisors.
- Access your personal academic records without proper authorisation.
- Provide legal or financial advice requiring professional certification.

Technical Support

If you experience any issues with CFG AI-Xplore:

- Try refreshing your browser.
- If the chatbot is responding slowly, consider clearing your browser cache.
- For persistent problems, contact technical support at careers@nus.edu.sg.