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1. Sign in to Your NUS TalentConnect Account

[Step 1] Go to NUS TalentConnect Log-in page

[Step 2] Click the ‘SIGN IN HERE’ button.

You will be redirected to the next web page to enter your NUSNET login credential

[Step 3] Enter your NUSNET ID and password, followed by clicking on the ‘SIGN IN’ button.

You will be redirected to your NUS TalentConnect account.
2. Welcome to TalentConnect Home Page

- **Home Page**
- **Jobs & Internships**
  - You can find full-time, part-time or internship positions here.
- **Documents**
  - This is the section where you need to upload your resume, cover letter etc. before you can make job/internship application on the portal.
- **Resources**
  - This is the section where you can find useful documents, such as quick guides on how to use this job portal etc.
- **What’s New**
  - You can view the latest announcements that are shared by NUS Centre for Future-ready Graduates.
- **Calendar > Career Advisory**
  - You can view your Career Advisor’s availability and book a career coaching with them here.
- **Feedback**
  - You can share your feedback with us here.
- **My Account**
  - You can view and update your account setting preferences here.
3. Getting Started: Update your Profile & Account Settings

‘My Account’ is the section where you can view your personal and academic information that are synced from the Student Information System (SIS). Over here, you also can update your account setting preferences, such as receiving job related notification emails from NUS TalentConnect job portal.

[Step 1] Get started by completing your Profile! (At the left navigation menu, go to ‘My Account > Personal’ and ‘My Account > Academic’)

Some of the information on the ‘Personal’ and ‘Academic’ are synced from the Student Information System (SIS). Hence, you will not be able to make any updates to these information.

[Step 2] Customised your NUS TalentConnect account settings (At the left navigation menu, go to ‘My Account > Privacy’)

By selecting ‘Yes’ options will mean that you have chose to receive email notification from the NUS TalentConnect job portal.
4. Upload your documents for job/ internship application(s)

The “Documents’ section is where you need to upload/ deposit your resume, cover letter etc. here before you can start to apply for any job/ internship opportunities on TalentConnect job portal.

[Step 1] At the left navigation menu, click on ‘Documents > Approved’.

[Step 2] Click ‘ADD NEW’ button.

Label your document, select the document type, choose your file to upload and click on the ‘SUBMIT’ button.
5. Search & apply for Job/Internship Opportunities

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

[Step 1] At the left navigation menu, click on ‘Jobs & Internship > Jobs & Internships Listing’

[Step 2] To apply for a job/internship opportunity, click on the job title, followed by clicking the ‘APPLY’ button.

Make sure you have uploaded your Resume to your Documents.
6. Book an appointment with your Careers Advisors

The ‘Calendar > Career Advisory’ section is where you can search the availabilities of your Careers Advisor and book an appointment with them.

[Step 1] At the left menu, click on ‘Calendar > Career Advisory’.

[Step 2] At the calendar page, click ‘Request New Appointment’.

[Step 3] Set your desired search criteria and click on ‘Check Availability’.

- Type
- Date Range
- Time Range
- Days of the Week
Your Careers Advisor’s availabilities will be displayed based on your search criteria.

[Step 4] Click on the time slot that you want, and you will be prompted to fill up the ‘Career Advisory Intake Form’ to confirm your appointment with your Careers Advisor.

You will receive an email confirmation of your appointment once your Careers Advisor approved your booking.