



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

NTU CAREER FAIR 2024

STUDENTS' GUIDE



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What exactly is a hybrid fair?

A hybrid fair is an event that combines both in-person and virtual elements to connect students with potential employers and job opportunities. In this NTU Career Fair 2024, participating companies will have physical booths where students can interact with company representatives in-person. Simultaneously, there is an online platform where students can explore virtual booths, view job postings, and engage in live chats with company representatives.

This format allows students to have the flexibility of attending either in-person or virtually, catering to individual preferences and circumstances. Students can approach physical booths to network and hand out resumes, while also having the convenience of connecting with companies online from anywhere with internet access. It provides a valuable opportunity for students to showcase their skills, learn more about potential employers, and explore various career paths, all in a dynamic and interactive environment.

How can I effectively prepare for it?

Pre-Virtual Event

- **Test Technical Equipment:** Test your audio and video settings to ensure they are working correctly, especially if you are planning to engage in video chats with employers and avoid any technical issues.
- **Optimise Virtual Profile:** Customize your virtual platform profile with a professional photo, an attention-grabbing headline, and a comprehensive summary of your skills and experiences. A well-optimised profile will make you stand out to employers browsing through the platform.
- **Practice Virtual Etiquette:** During virtual interactions, maintain a professional demeanor. Avoid distractions, interruptions, or multi-tasking, and actively listen to the recruiters when engaging in online conversations.

Pre-Physical Event

- **Charge Your Devices:** Ensure that your phone or tablet is fully charged before attending the event so that you can navigate the online platform seamlessly without any interruptions.
- **Test your QR code:** Ensure your QR code works so that when you are physically at the fair, you can show your QR code to employers to give them direct access to your profile.
- **Connect with Employers Beforehand:** If you have a list of companies you're interested in, reach out to their representatives before the event virtually, especially if you're attending the physical fair. Introducing yourself in advance can help you stand out and facilitate more meaningful conversations and avoid crowded booths during the event.

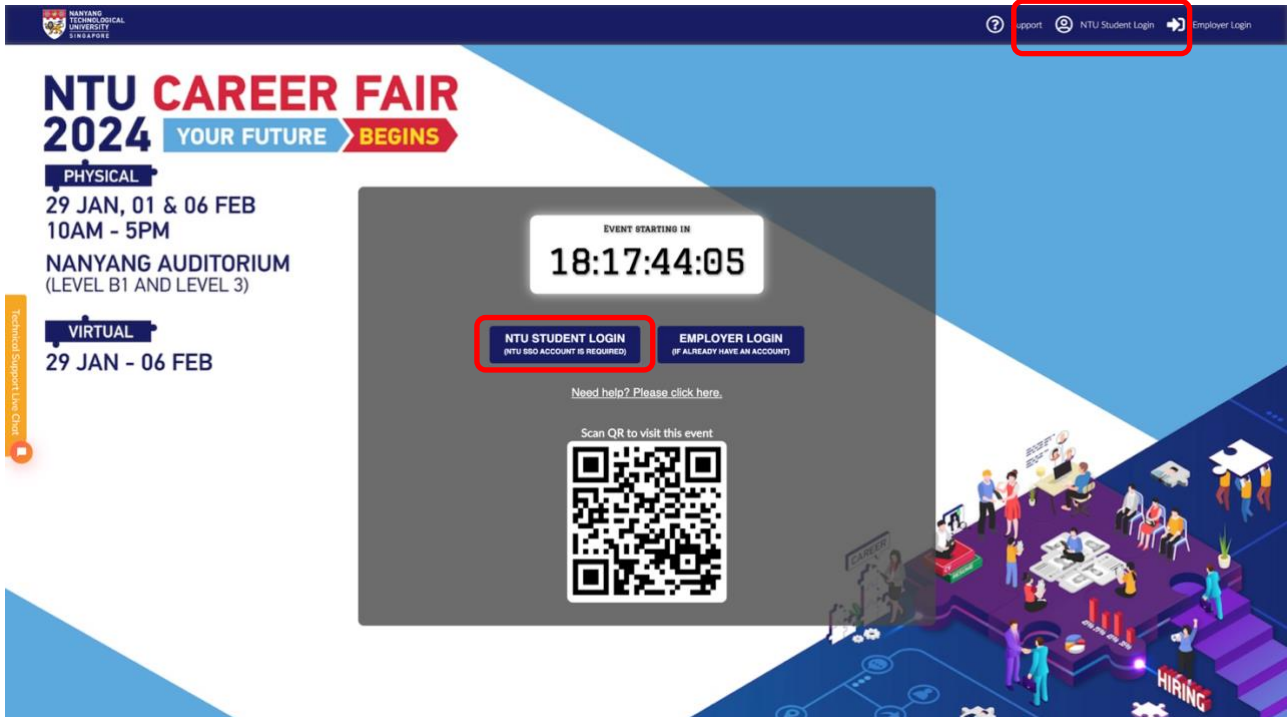
General

- **Be Punctual:** Whether attending the physical or virtual part of the fair, punctuality is essential. Arriving on time for meetings or virtual chats with recruiters demonstrates professionalism and respect for their time.
- **Follow Up Promptly:** After the career fair, send personalized thank-you notes or emails to the recruiters you connected with, whether in-person or virtually. Express gratitude for their time and reiterate your interest in their company and available positions.

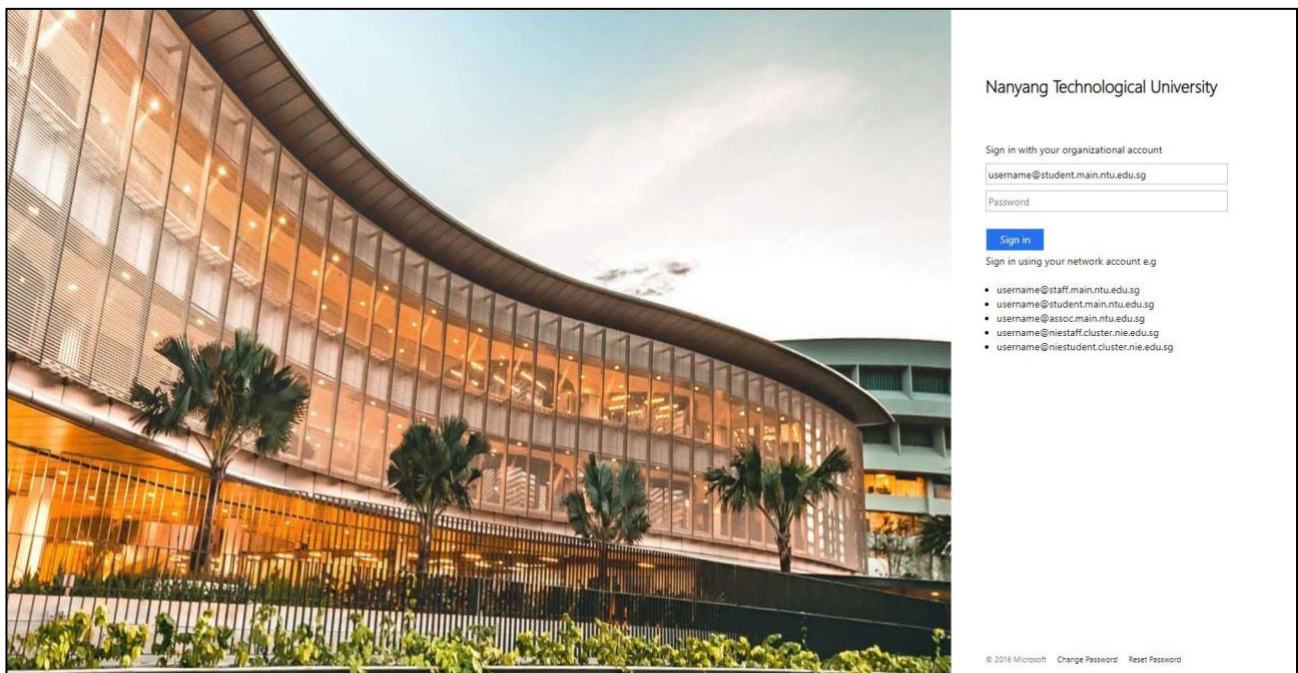
How to login to your account

To prevent unauthorised access, please ensure that you do not share your account or password with anyone.

1. Proceed to the landing page of [NTU Career Fair 2024](#) and click on “NTU STUDENT LOGIN”.



2. Login with your SSO account.
NTU students – username@student.main.ntu.edu.sg
NIE student – username@niestudent.cluster.nie.edu.sg









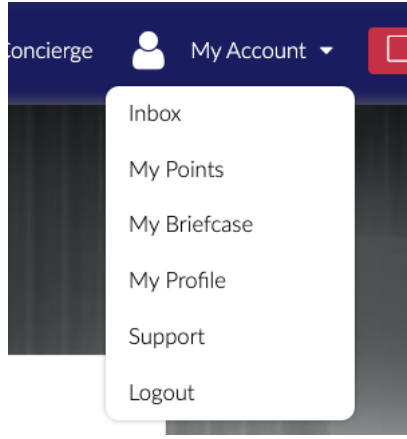

Completing your profile

It is advisable for all students to complete your profile so that employers can search for you and to **increase your chances of landing a job**. You will need the following documents and complete the steps listed below:

1. Complete all the information in the required fields under “Profile”, “Education”, “Experience”, “Skills”, “Languages.”
2. Under “Photos”, upload a professional photo of yourself (though it is optional, but it is still advisable to upload it)
 - a. Please make sure that you **DO NOT** screenshot and upload your full passport or IC as it contains sensitive information.
 - b. Please ensure that the photo orientation is correct.
3. Under “CV”, upload your latest resume.
4. Under “Video CV”, you can record a short video to introduce yourself to the employers.
5. Under “QR code”, keep this QR code to later present to Employers at the fair that will lead them to your Profile.
6. Once you are done, check the box and click update/submit.
(** you can edit and update your info at any time before and/or during the event)
7. You are ready for your job hunt.

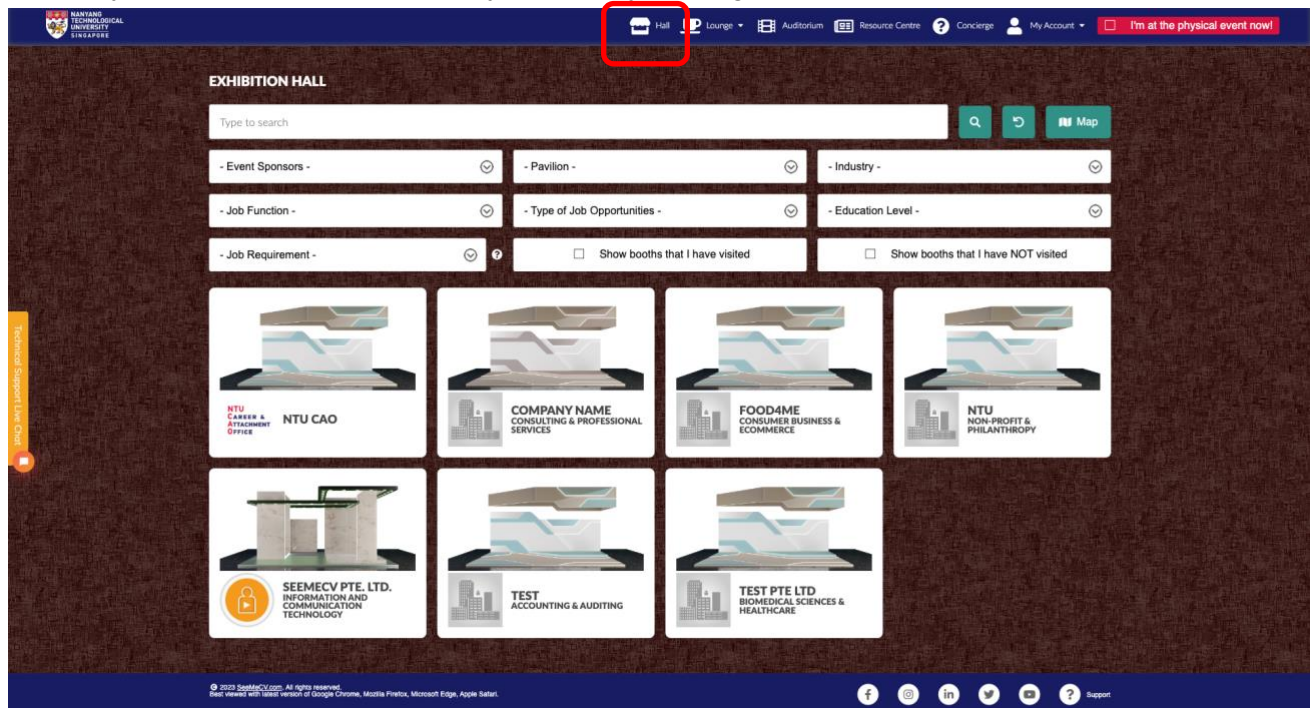
Overview of functions at NTU Career Fair 2024

Icon	Description
 Hall	Booths of the participating companies.
 Lounge	Overview of the online chatrooms and respective companies' availabilities.
 Auditorium	Consolidated list of videos uploaded by our event sponsors.
 Resource Centre	Consolidated booth listing, posted jobs and publicity materials uploaded by the participating companies.
 Concierge	Booth of NTU Career & Attachment Office.
 My Account	
<input type="checkbox"/> I'm at the physical event now!	Tick the box when you are at the physical fair in NTU so that participating companies know that you are present and can engage with you (e.g., invite you to their physical booth, for an interview).

<p>My Account</p>	
<p>Inbox</p>	<p>Your messages and notifications such as profile views by employers, interview statuses and invitations to booths.</p>
<p>My Points</p>	<p>View your current points and find out how you can increase it.</p>
<p>My Briefcase</p>	<p>View the jobs that you have “starred” and exhibitors’ brochures that you have viewed. You may click on “Download Briefcase” to download the list of jobs you have liked, applied and brochures you have viewed in excel format.</p>
<p>My Profile</p>	<p>Update your account details and profile details (e.g., education, experience, skills, languages, upload CV, record video intro, and retrieve your QR code to share to employers at the physical fair)</p>
<p>Support</p>	<p>View the Frequently Asked Questions (FAQs) of this event, video guides on using the platform, data privacy statements and the list of web browsers supported for the live chat function. You can also contact NTU Career & Attachment Office via the ‘Contact’ tab if you require any assistance.</p>
<p>Logout</p>	<p>Logout of your account and exit from NTU Career Fair 2024.</p>
<p>Technical Support Live Chat (10am – 5pm)</p> 	<p>Reach out to our Technical Support team via the live chat if you require any technical assistance.</p>

Exhibition Hall

You may visit the respective company's booth by clicking on their booth at the Exhibition Hall.



You may also search for a particular company's booth by using the search/filter function at the top.

When visiting the physical event that's happening at the NTU Auditorium, you can track the companies you've visited and their job listings by scanning the **QR code** located on their booths.

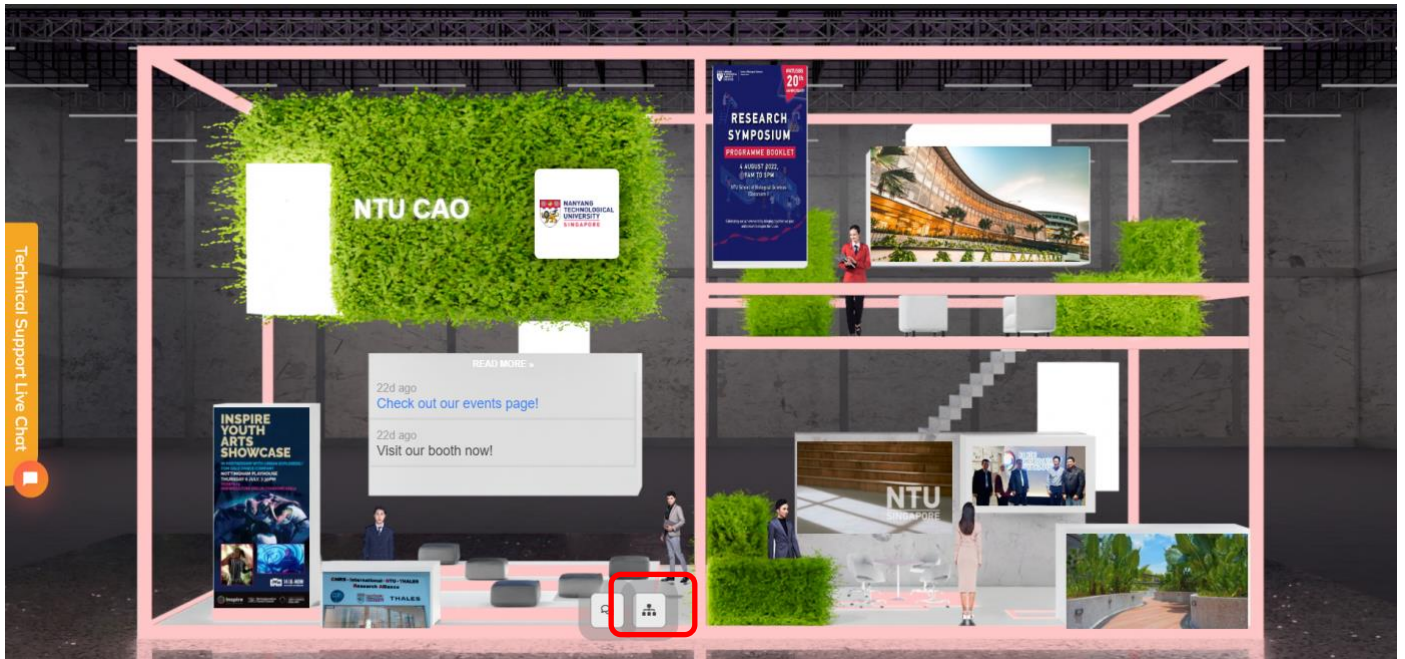
Flatten Graphic:




Other search filters include:

- Event Sponsors
 - List of companies who have sponsored for this event.
- Pavilion
 - List of companies according to their pavilion at the physical event.
- Industry
 - List of companies under the various industry sectors.
- Job Function
 - List of companies offering positions in the various job functions.
- Type of Opportunities
 - List of companies offering the different type of opportunities (Graduate, Internship, Scholarship and Special Needs).
- Education Level
 - List of companies recruiting for Bachelor, Masters or PhD students.
- Job Requirement
 - List of companies offering positions requiring STEM/SHAPE skillsets (Mouse-over the icon “?” for the definition of STEM/SHAPE).

Understanding the virtual booth's features




Click on the  icon at the booth and you will see a pop-up with various tabs opened. You will not see the tabs if they are empty (the exhibitor has left it blank).



Tab	Description
Profile	Company name, profile, staff strength, general contact information (if provided).
Announcement	Latest updates from the company that may include fair highlights and/or company related announcements.
Meet the Team	View information of the representatives manning the booth or the management team of the company. Such as their names, job titles, departments, profiles, and photos.
Brochures	Brochures uploaded by the company
Jobs	Jobs posted by the company
Videos	Videos uploaded by the company
Links	Links uploaded by the company (e.g., social media, company's job portal)
FAQs	Answers to some frequently asked questions about the company
Contact	If there are no booth representatives online to chat with you, you may leave an offline message for them here, employers will be notified and will respond when they are available. All the fields will need to be completed – your full name, email, contact number and the message.
Chat	You can view the chat schedule of the booth and know the timeslots that the representative(s) will be available for online chat. You can also view the chatrooms available currently and join in if you are keen.

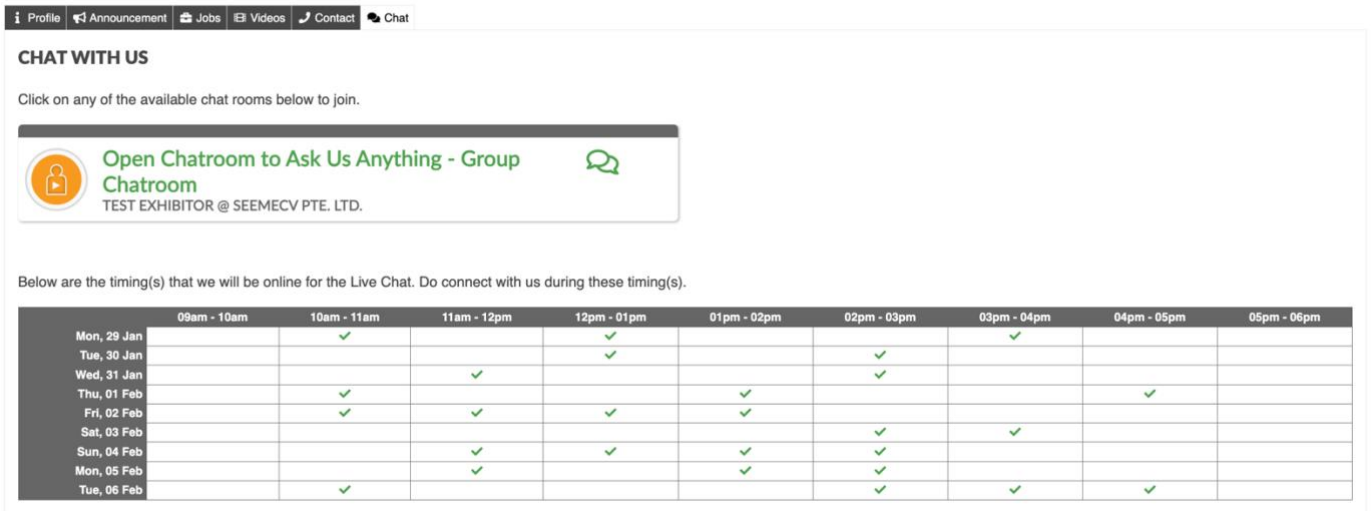
Online Chat via Chat Tab

Click on the  icon to see the availability of chatrooms under the “Chat” tab. Besides the chatrooms, this is also the place for you to view the schedule of when the employer representatives will be coming online.

You will be able to view from here:

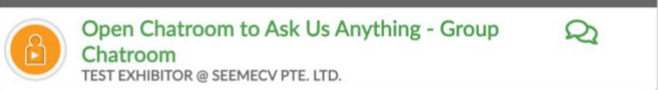
- The various chat rooms open (if any)
- The name of the company representative in the chatroom (with an open chat room)
- The company’s online chat schedule

SEEMECV PTE. LTD. ×



CHAT WITH US

Click on any of the available chat rooms below to join.

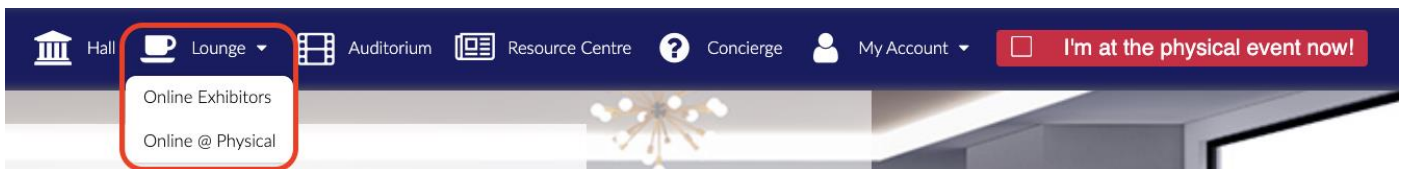


Below are the timing(s) that we will be online for the Live Chat. Do connect with us during these timing(s).

	09am - 10am	10am - 11am	11am - 12pm	12pm - 01pm	01pm - 02pm	02pm - 03pm	03pm - 04pm	04pm - 05pm	05pm - 06pm
Mon, 29 Jan		✓		✓			✓		
Tue, 30 Jan				✓		✓			
Wed, 31 Jan			✓			✓			
Thu, 01 Feb		✓			✓			✓	
Fri, 02 Feb		✓	✓	✓	✓				
Sat, 03 Feb						✓	✓		
Sun, 04 Feb			✓	✓	✓	✓			
Mon, 05 Feb			✓		✓	✓			
Tue, 06 Feb		✓				✓	✓	✓	

Online Chat via Lounge

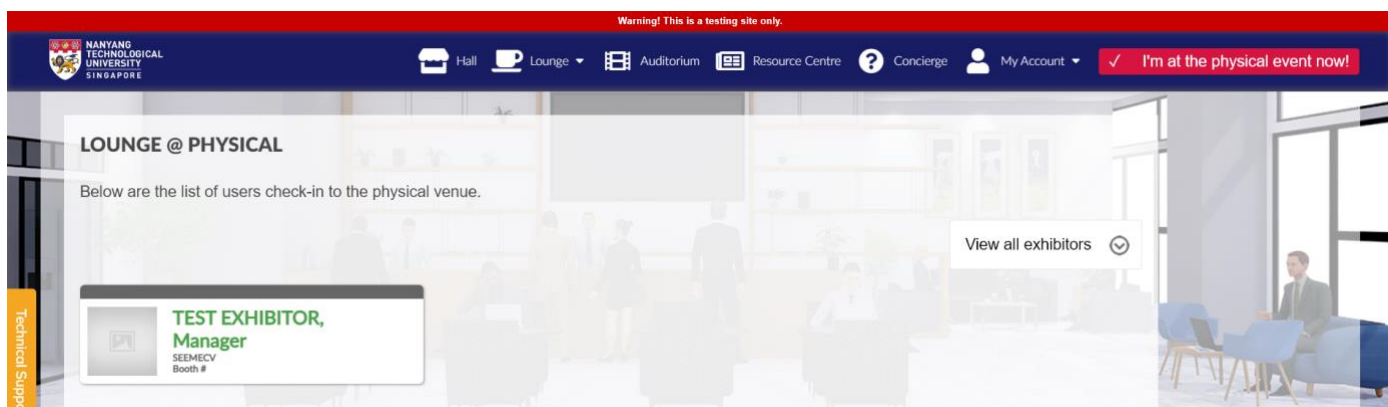
Alternatively, you will be able to see the full list of online chatrooms and the respective availabilities in the Lounge (Online Exhibitors)



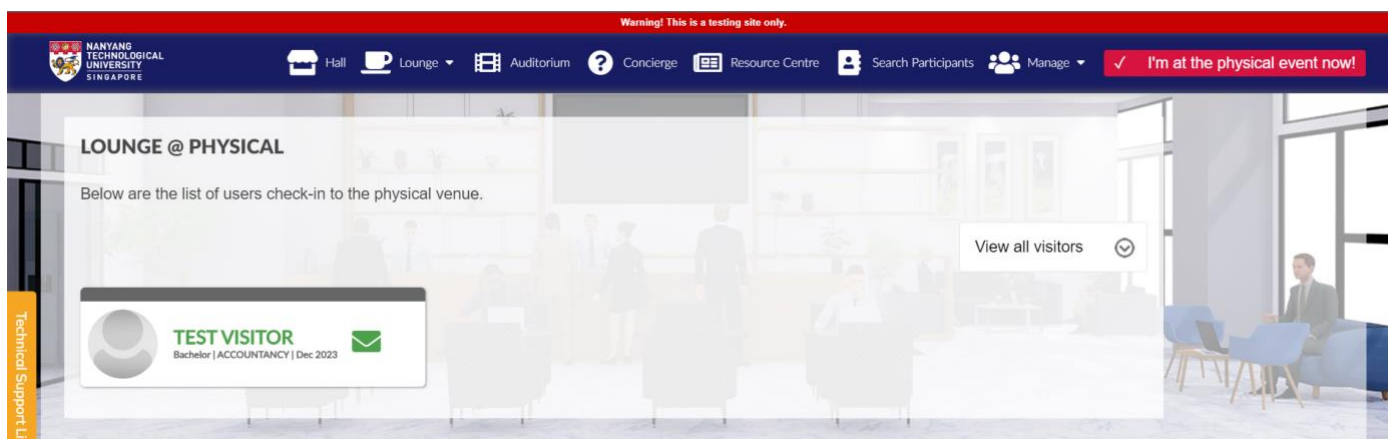
You will be able to view from here:

- List of chatrooms
- The company name and name of the company representative.
- The list of chat rooms which are currently available.
- Choose a company name or view all exhibitors.

Networking Lounge from students' view:

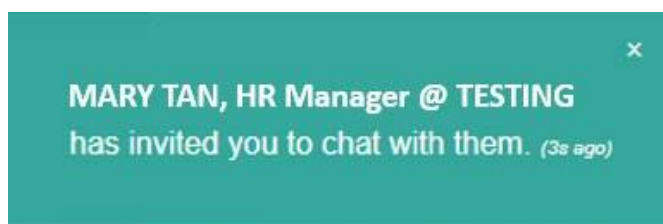


Networking Lounge from companies' view:



***Important:** Employers will also be able to view students who are online and invite them to chat, therefore it is very important to provide your details accurately and upload your resume.

When employers invite you for a chat, you will see a pop-up notification at the bottom right of your screen. By clicking on the notification (example as shown below), you will be brought to the chat tab, and you may join in the representative's chatroom accordingly.



Joining a Chat Room

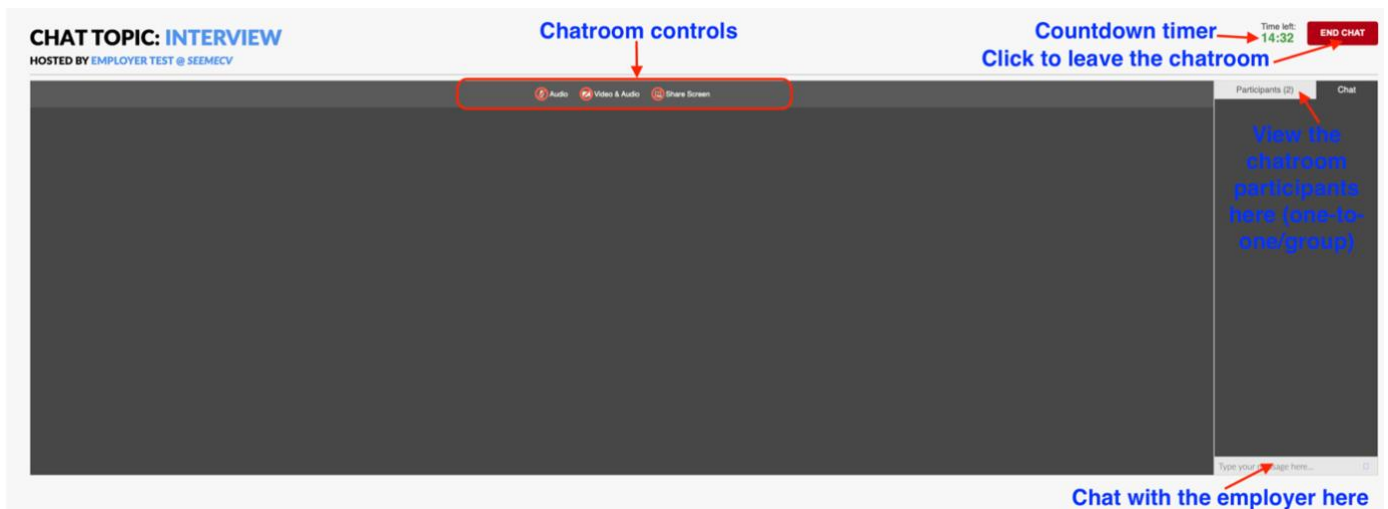
If you click on any of the available exhibitor’s chat session, you will see the pop-out notification below.

The screenshot shows a chat room interface with a red header bar containing the Nanyang Technological University logo and a warning: "Warning! This is a testing site only." Below the header, the chat topic is "CHAT TOPIC: INTERVIEW FOR OPEN POSITIONS" hosted by "TEST EXHIBITOR @ SEEMECV". A message from "TEST VISITOR!" says "Hi TEST VISITOR!". On the left, a video player is shown with a black screen and a "0:34" timer. On the right, a form prompts the user to "Please select and test your camera & microphone." with two options: "Integrated Webcam (0c45:6a1b)" and "Default - Microphone Array (Intel® Smart Sound Technology for Digital Microphones)". A green button at the bottom of the form says "I'M READY. CONNECT TO CHAT NOW".

Once you click “Join”, please allow the use of mic and camera, as well as notifications. You will then be placed in queue before entering the chat.

The screenshot shows a chat room interface with a red header bar. The chat topic is "CHAT TOPIC: OPEN CHATROOM TO ASK US ANYTHING - GROUP CHATROOM" hosted by "TEST EXHIBITOR @ SEEMECV PTE. LTD.". In the top right corner, it says "Time left: 00:00" and "END CHAT". A message states "You are currently in the waiting room." and "Your wait time is estimated to be <15 minute(s)". On the left, a vertical orange bar contains the text "Technical Support Live Chat".

Important to note: All participants are muted by default, please remember to unmute before you start the conversation.



Take note that each session is limited to a **maximum of 15 minutes** duration, thereafter your chat session will end automatically. You can view the countdown timer on your screen. This will help you to better manage your time with the representative and be informed of when the chat session will be ending. Though the maximum time allocated is 15 minutes, either party may end the chat earlier.

How to leave an offline message

If the company representatives are offline and you would like to reach out to them, you may leave an offline message for them via the “Contact” tab at the respective booth.

SEEMECV



Profile **Jobs** **Contact** **Chat**

DROP US A MESSAGE

* denotes mandatory fields.

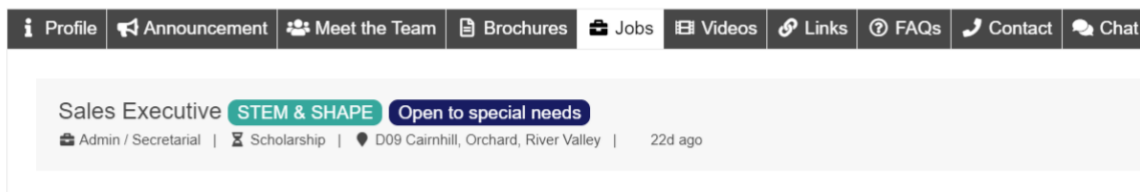
Attach file(s):

Allowed File Formats: pdf, doc, docx
Maximum File Size: 20MB

Applying for jobs

If you are interested in finding out what are the available opportunities at each booth, click on the “Jobs” tab at the company’s booth and you will see a list of jobs available and an indication of the job requirements.

NTU CAO



The screenshot shows a navigation bar with tabs: Profile, Announcement, Meet the Team, Brochures, Jobs, Videos, Links, FAQs, Contact, and Chat. The 'Jobs' tab is active. Below the navigation bar, a job listing is displayed for 'Sales Executive' with tags 'STEM & SHAPE' and 'Open to special needs'. The listing includes details: Admin / Secretarial, Scholarship, D09 Cairnhill, Orchard, River Valley, and was posted 22d ago.

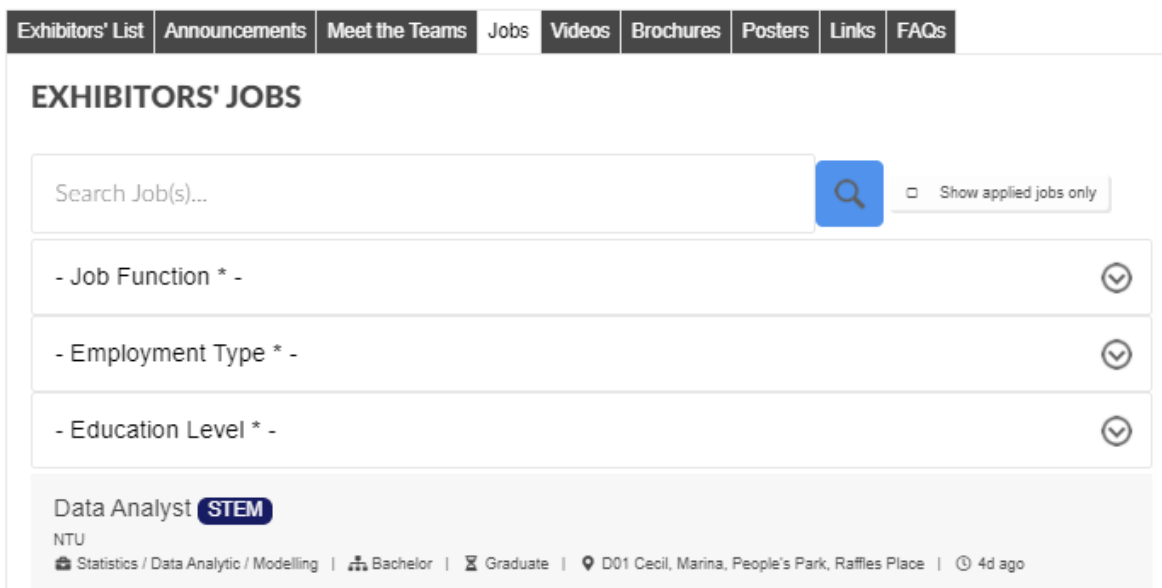
1. To apply for a job, click on the listing.
2. There are 3 ways you can submit your application (depending on the company’s preference):
 - Via the NTU Career Fair 2024 portal
 - Via an external link
 - Via an email address
3. You may apply for as many job opportunities as you are interested in.

You may also view the full list of jobs available by all participating companies by clicking on the “Jobs” tab at the Resource Centre. You may check the ‘show applied jobs only’ box to view those that you have applied for.



The screenshot shows a dark blue navigation bar with icons and labels for Hall, Lounge, Auditorium, Resource Centre (highlighted with a red circle), Concierge, My Account, and a red button labeled 'I'm at the physical event now!'.

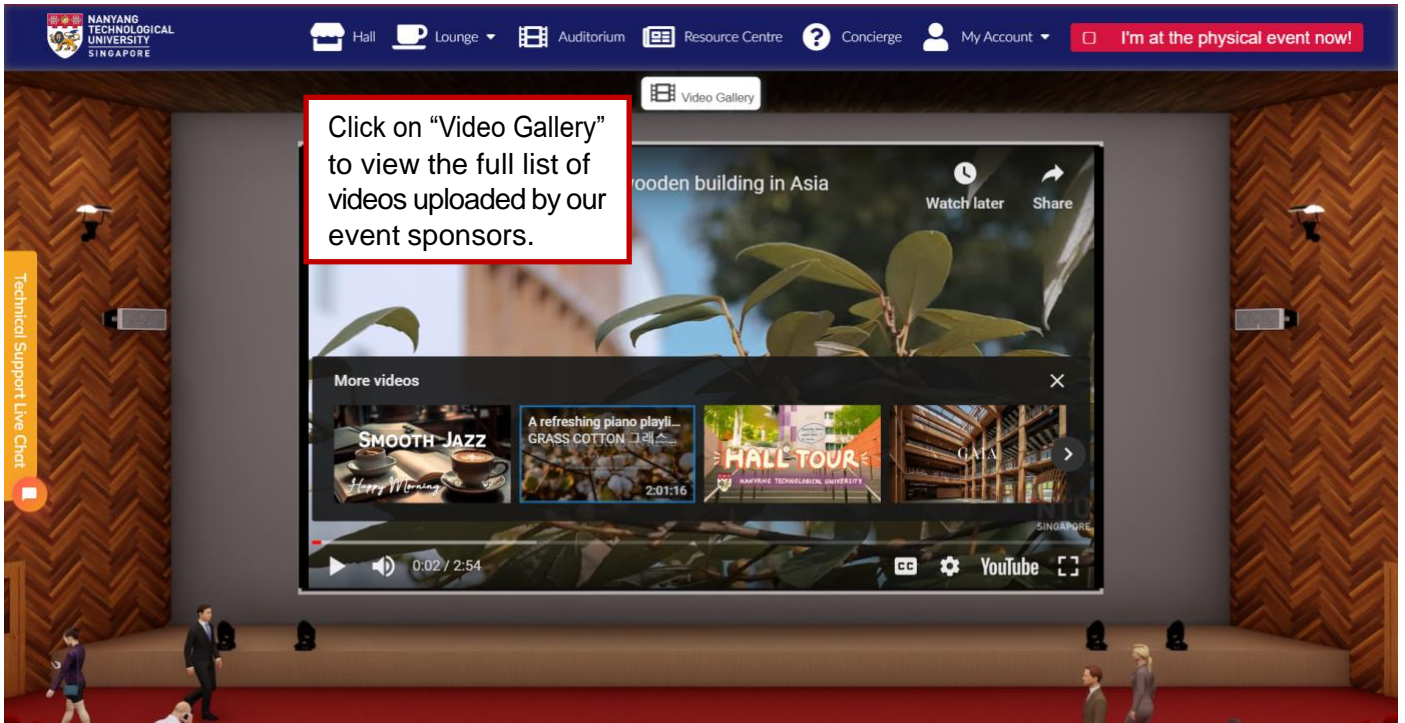
RESOURCE CENTRE



The screenshot shows the 'RESOURCE CENTRE' page with a navigation bar containing: Exhibitors' List, Announcements, Meet the Teams, Jobs, Videos, Brochures, Posters, Links, and FAQs. The 'Jobs' tab is active. Below the navigation bar, the section is titled 'EXHIBITORS' JOBS'. There is a search bar with the placeholder text 'Search Job(s)...' and a blue search icon. To the right of the search bar is a checkbox labeled 'Show applied jobs only'. Below the search bar are three filter sections: '- Job Function * -', '- Employment Type * -', and '- Education Level * -', each with a dropdown arrow. At the bottom, a job listing is shown for 'Data Analyst' with a 'STEM' tag. The listing includes details: NTU, Statistics / Data Analytic / Modelling, Bachelor, Graduate, D01 Cecil, Marina, People's Park, Raffles Place, and was posted 4d ago.

Auditorium

Through the auditorium, you will be able to view the videos uploaded by our event sponsors.



Resource Centre

The consolidated list of resources uploaded by all the participating employers can be found in the resource centre. You will be able to see the full booth listing, booth representatives' profile, job postings, videos, brochures, posters, and links uploaded.




RESOURCE CENTRE

Exhibitors' List | Announcements | Meet the Teams | Jobs | Videos | Brochures | Posters | Links | FAQs

EXHIBITORS' LIST

Search Exhibitor(s)...

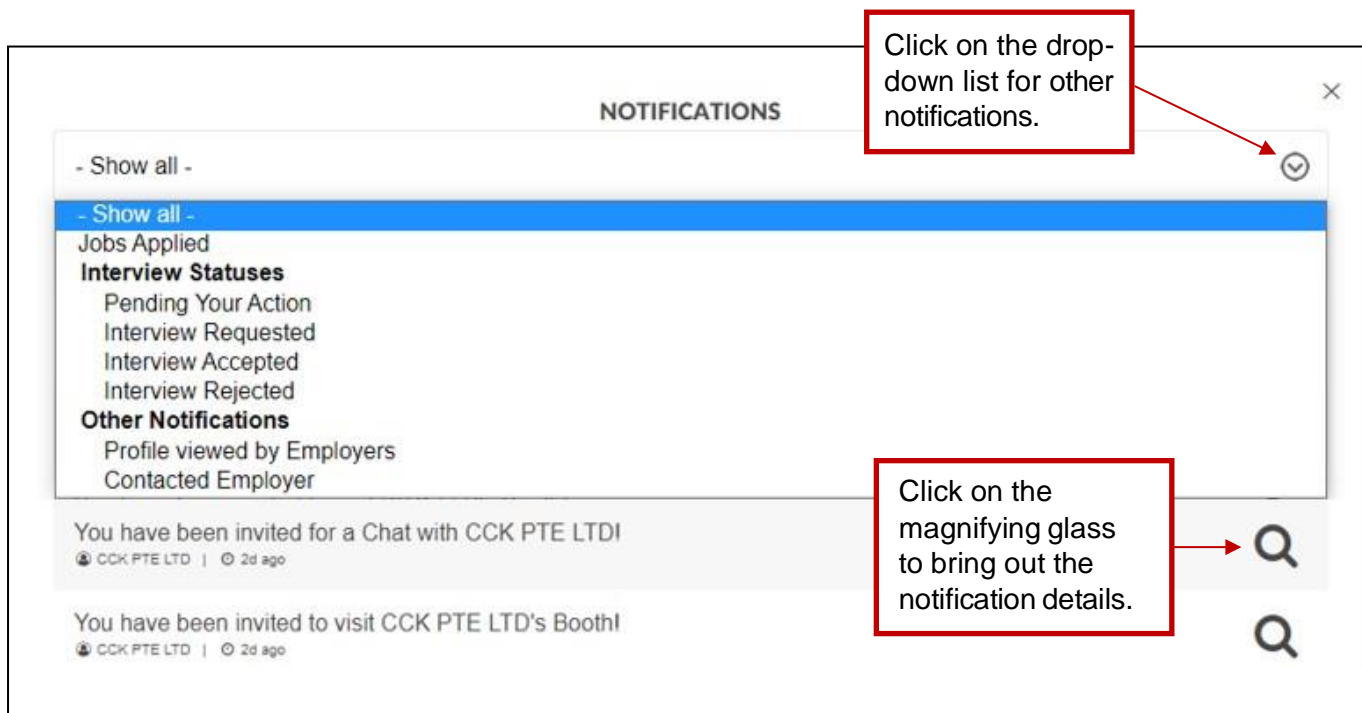
 **NTU CAO**
Public Service | 23d ago

Inbox

Click on the 'My Account' icon on the top panel to expand the options and choose 'Inbox' to view your notifications (e.g., invitations to booths, employers who have viewed your profile.)



Employers may also invite you for a chat. When an employer sends you a chat request, you will receive a notification in your inbox as shown below. Click on the magnifying glass to bring out the details for each message to proceed to the next step. You can also view other notifications by clicking on the drop-down button.



My Briefcase

Through “My Briefcase”, you may view the jobs that you have “starred”, applied and exhibitors’ brochures that you have viewed.



MY BRIEFCASE

Click here to download the list in excel format.

[DOWNLOAD BRIEFCASE](#)

SAMPLE-COY-PROFILE2.PDF by SEEMECV PTE. LTD. Exhibitor Brochure 4d ago	🔍
WORKING WITH US.PDF by SEEMECV PTE. LTD. Exhibitor Brochure 4d ago	🔍
DATA ANALYST by NTU CAO BOOTH Job Apply 4d ago	🔍

Frequently Asked Questions (FAQs)

1. When and where will NTU Career Fair 2024 be held?

The physical event will be held on 29 January, 1 and 6 February 2024 at Nanyang Auditorium, NTU. Whereas the virtual event will be held from **29 January to 6 February 2024**.

2. Are students required to register before the event? When can students start to log in to the virtual fair?

Pre-registration for students is not required for this event. Students may log in to <https://ifair.ntu.edu.sg/> from 16 January 2024 using your NTU network account to access your profile and update your details accordingly.

3. How are chat sessions scheduled and is there a limit to how long a student can chat?

The date and time of live chats varies from organisation to organisation - depending on their availability. Each live chat session is limited to a maximum of 15 minutes. Alternatively, students may also choose to leave an offline message via the "Contact" tab at the respective booth and the company's representative will respond when available.

4. Can students view the live chat timetable scheduled by all organisations in advance?

Yes. Organisations are advised to schedule their preferred date(s) and timeslot(s) for live chat sessions at least 1 day in advance and students can view the full chat timetable at the respective booths. Do note that the live chat timetable is subject to change as there may be ad-hoc updates by individual organisations.

5. What kind of live chats are available in the virtual fair?

Live chats can be in text, video and audio, or audio only. For video chat, both the student and the organisation must have webcam/microphone installed, while audio chat needs only a microphone. By default, text chat is always enabled and easy to operate.

6. How can a student start a chat?

Go to the respective booth and click on the 'Chat' icon. You will see the list of online chatrooms which may be either 'Available' or 'Occupied', as well as the list of timings that the organisation will be coming online. If the chat room is available, you may click to join and start chatting.

You may also view the available chatrooms in the Networking Lounge and join the chats.

7. Are students allowed to participate in NTU Career Fair 2024 even if they are not in Singapore?

Yes. Students can register and participate in the virtual event without having to be in Singapore. However, please be mindful of the different time zones if you would like to have live chats.

8. Why should students prepare before attending the event?

It always pays to prepare for a recruitment event, so you can show employers your best when it really counts. For **NTU Career Fair 2024**, this is particularly important because you get to interact with the recruiters via live chat and the quality of your questions will strongly influence the impression that you make.

9. What should students focus on when doing research of companies?

Start by having a look at the list of companies participating and when looking up on them, pay close attention to the way they present themselves as an employer not just on their website, but also their corporate social media accounts. This can provide insights into their working environment and values, and even the key areas they are currently advocating, so as to help you assess if they align with your own aspirations and work style. Remember, the more insights you gain about the company in advance, the more in-depth your chats with the company representatives can be on the day.

10. Should students prepare questions in advance?

It is always a good idea to prepare questions in advance, but it's more important to think about thoughtful questions to ask. **DO NOT** just approach a company and ask, "What have you got for me?" You should use your research to prepare more concrete questions. This approach allows you to show employers your competitive advantage, confidence, and genuine interest in the company. For example, about the application process, what are the skills they are looking for in a successful candidate? Asking such questions can help start a two-way conversation, and you should also be prepared to showcase your background and profile that matches the skills they are searching for.

11. Is it expected of students to be ready to apply for a job at the event?

Yes, if you are looking for a job or internship, we would strongly encourage you to get your resume ready and apply for the positions that you are interested in. You might just land yourself in a job or internship right after this event. For year 1 and 2 students, you may like to use this virtual fair to explore and have a look into the different opportunities available. Even if you are not in search for an immediate opening, you can start honing skills that organisations are looking for in candidates for the jobs that you are keen in. It is never too early to start your job/internship search.

12. What are the documents/information students should prepare during the profile set-up?

You are required to provide your skills, relevant experiences and/or certificates acquired in the profile page.

13. Can students still update profile after registering?

Yes, you may click on the "My Account" tab on the top right of your screen to update your profile after you have logged in. You are strongly encouraged to have completed your profile set-up before connecting with any employer representative. That way, your information can be conveniently captured by prospective employers.

14. Do students need to cancel my registration if I find myself unable to attend the event?

No, you do not have to cancel. You can still visit the virtual fair whenever you can. It is available 24 hours daily from **29 January - 6 February 2024**.

15. If a student missed the NTU Career Fair 2024 on the live dates, is there a way to access it at a later date?

No, this virtual fair is only held from **29 January - 6 February 2024**. You will not be able to visit the employers' booth after **6 February 2024, 11:59pm**.

16. Who may I contact if I encounter technical problems?

Please click on the orange tab “Technical Support Live Chat” and indicate the technical issue encountered. We will investigate it and get back to you as soon as possible.

17. Who may I contact if I would like to seek further clarifications or provide feedback?

Click on the “Contact” tab under “Support”.