



Student Portal User Guide

Change On:11 May 2020Change By:Lim Kock Chong



TABLE OF CONTENTS

1.	Introduction
2.	Login to ReadyTalent Student Portal
3.	Student Dashboard4
4.	View Latest Available Jobs5
5.	Search For Jobs5
6.	View, Download and Apply Job7
7.	View Applied, Shortlisted and Offered Jobs11
8.	Accept or Decline A Job Offer13
8.1	Accept a Job offer
8.2	Decline a Job offer17
9.	Update Study Plan and Specialisation in My Profile19
9.1	Update Study Plan (Applicable to IWSP for Degree in Accountancy only)20
9.2	Update Specialisation (Applicable to IWSP for Degree in Hospitality Business only)



1. INTRODUCTION

ReadyTalent (RT) is SIT's student and alumni job portal that caters to the following employment types:

Job Typ	pe	Description
1.	Full-time Jobs	Full-time positions for graduating students and Alumni.
2.	Part-time Jobs	Short-term positions for Alumni and/or students who are on their term break.
3.	Industry Attachment (IA)	Compulsory credit-bearing work attachment applicable to Hospitality Business degree programme students only.
4.	Industry Induction (II)	Optional short-term work attachment approved by SIT for Year 1 SIT students during vacation break.
5.	Integrated Work Study Programme (IWSP)	Compulsory credit-bearing 6-12 months of relevant local work attachment for all SIT programme students.
6.	SIT Student Work Scheme	Job opportunities offered to full-time matriculated students by SIT Divisions/ Clusters.
7.	Overseas Integrated Work Study Program (OIWSP)	Compulsory credit-bearing 6-12 months of relevant overseas work attachment for all SIT programme students.
8.	SkillsFuture Work Study Degree Programme (WSDP)	A Co-operative Education scheme whereby successful students will return to the same company for their Industry Attachment/Induction (IA/II), Integrated Work Study Programme (IWSP) or/and Capstone Project.

2. LOGIN TO READYTALENT STUDENT PORTAL

Step 1

Access RT Home Page using the following URL:

https://readytalent.singaporetech.edu.sg/

Note: Recommended Browsers to use are Google Chrome and Microsoft Edge

Step 2

Click 'Staff/Student/Alumni' to access the login page.





Enter Email or User ID and Password and click "Sign in" to access the portal.

SINGAPORE INSTITUTE OF TECHNOLOGY
Sign in with your organizational account SIT\Test.Student011
Staff can login using your Staff ID with @singaporetech.edu.gg as suffix (i.e A88xxx@singaporetech.edu.sg) Students and Alumni can login using your Student ID with @witsi.ingaporetech.edu.gg as suffix (i.e. 12ABC888X@sit.singaporetech.edu.sg) Reset or change your password at the Self-Service

3. STUDENT DASHBOARD

SIII SINGAPORE INSTITUTE OF TECHNOLOGY					DASHBOARD	JOBS -	MY PROFILE	Hello Test Student 01 👻
Job Title, Company or Ke	eywords	Emp	loyment Types		 Program 	nmes	v	Search
Status								
11 Applied Jobs		4 Shortlisted		6 Offer	ed Jobs			
Latest Applica	ation						Te	st Student 01
Job Title	L) Company	ţţ	Employment Type	Lt	Applied On	Status 💵		Stutent
KC - SingTel Post Positio NCS	on for Singapor Telecom	e munications	Integrated Work Study Programme (IWSP)		15/05/2020	Submitted		



4. VIEW LATEST AVAILABLE JOBS

Step 1

Scroll down to **Latest Available Jobs** section at the Dashboard to view jobs that are recently posted and approved.

Note:

Latest Available Jobs listed are job postings that are active and applicable within the Application Cycle for **Session related jobs**. Session related jobs are for specific employment type that can only be view and applied within a stipulated period of time defined by SIT facilitator. The list of Employment Types for Session related job are listed below:

- Industry Attachment (IA)
- Industry Induction (II)
- Integrated Work Study Programme (IWSP)
- Overseas Integrated Work Study Program (OIWSP)
- SkillsFuture Work Study Degree Programme (WSDP)

Jobs listed for Full-Time/Part-Time and SIT Student Work Scheme related Jobs are active jobs that are within the Application Deadline.

SIT SINGLYORE RESTURY OF TECHNOLOGY			DASHBOARD	JOBS -	MY PROFILE	Hello Test Student 01 👻	
Job Title, Company or Keywords		Employment Types	▼ Program	mes	٣	Search	
Showing 1 to 3 of 25 entries		PREVIOUS 1 2	3 4 5	9 NEXT			
Latest Available J	obs]		
Company A	Research Engine	eer	View	Details	_		
Pte. Ltd.	© Closed on 31/12/20 ➡ Integrated Work Stur	20 \$ 1000 \$ 💄 1 Vacancy dy Programme (IWSP)	y				
Company A	Robotics Engine	er	View [Details	_		
Pte. Ltd.	© Closed on 31/12/20 ■ Integrated Work Stur	20 \$ 1000 \$ 👤 1 Vacancy dy Programme (IWSP)	y				

5. SEARCH FOR JOBS

Step 1

You can search by any key words in the Job Title, Company field and/or by Employment Types and Degree Programme.

SINGAPORE INSTITUTE OF TECHNOLOGY		DASH	BOARD JOBS	S - MY PROFILE	Hello Test Student 01 👻	
Job Title, Company or Keywords	Employment Types	T	Programmes	Ţ	Search	



		DASHBOARD JOBS - MY PROFILE	Hello Test Student 01 👻
Engineer	Employment Types	• Programmes •	Search
Latest Available Jo	bs		
Company A Pte. Ltd.	Research Engineer	View Details	
	Integrated Work Study Programme (IWSP)	y	
Company A Pte. Ltd.	O Closed on 31/12/2020 \$ 1000 \$ 1 Vacancy ➡ Integrated Work Study Programme (IWSP)	View Details	
SUT SHREAPORE ASSITTOTE OF TECHNOLOGY		DASHBOARD JOBS - MY PROFILE	Hello Test Student 01 👻
Job Title, Company or Keywords	Employment Types	• Programmes •	Search
Active Jobs		Sort b	r. Sort by-
Company A	Research Engineer	[View Details
Pie. Lta.	O Closed on 31/12/2020 \$ 1000 1 Vi	acancy 💼 Integrated Work Study Programme (IWSP)	
Company A	Robotics Engineer	[View Details
Pte. Ltd.	⊙ Closed on 31/12/2020 \$1000 ₤1 Vi	acancy 🛛 🚔 Integrated Work Study Programme (IWSP)	

Search by Job Title or Company Keywords

Search by Employment Types and/or Degree Programme

Job Title, Company or Keywords		SkillsFuture Work	-Study Degree (W	BAin	Same Design	*	Search
Active Jobs						Sort by:	-Sort by-
Company B	Chief Co	nsultant					View Details
Pte. Ltd.	O Closed o	n 31/07/2020 \$ 0	2 Vacancies	🚔 SkillsFutur	e Work-Study Degree	(WSDeg)	



6. VIEW, DOWNLOAD AND APPLY JOB

Step 1

Click 'View Details' to view the details of the job postings.

SIT SINGAPORE		DASHBOARD JOBS +	MY PROFILE Hello Test Student 01 -
Job Title, Company or Keywords	Employment Types	▼ Programmes	• Search
Active Jobs Company A Pte. Ltd.	Robotics Engineer		Sort by: -Sort by-
	⊙ Closed on 31/12/2020 \$ 1000 ▮	1 Vacancy 📫 Integrated Work Study Pro	gramme (IWSP)

Step 2

Click 'Apply' to apply for the job position.

Note:

For Employment Types OIWSP, IWSP, WSDEG, IA and II, please proceed to Step 3.

For Employment Types Full Time/Part Time, Other Work Attachment and SIT Student Work Scheme, please proceed to Step 4

SITT SINGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD	JOBS -	MY PROFILE	Hello Test Student 01 👻	
Company A						
Pte. Ltd.	Robotics Engineer		poly			
		Downlo	ad Job Summa	ary	details to Word o	the Job or PDF
About A PT	E LTD					
A is a member of the presence in over 20 cou through digital transform	Singtel Group and the leading information, communicatio ntries. We deliver end-to-end ICT solutions to help governi nation and the innovative use of technology	ons and technology (ICT) service pr ments and enterprises realise busin	ovider with ness value			
Job Descriptio	n					
You will be working to platform product.	gether in a scrum team with an assigned mentor to help d	levelop the extension apps for a re	volutionary			
1. Technical skills - De 2. Learnt to learn new 3. Presentation skills -	velopment on actual physical robots things fast - Prototyping of new concepts regularly to cus Presenting during our bi-weekly sprint reviews and event:	stomer to get feedbacks s.				

Step 3

For **OIWSP, IWSP, WSDEG, IA and II** employment type, the Declaration of Affiliation pop up window will open.



a. If you are not associated or affiliated with someone in the organization that you are applying for, select "No" for both questions, upload your resume and "Submit" the application.

2. Select 'No' for both questions	Declaration of Affiliation 1. Are you associated with the organisation in any way that may give rise to conflict of interest? ▼ YES No 2. Do you have any immediate family members, close relatives or friends either working in the organisation or is/are director(s) or substantial shareholder(s) or is/are otherwise in a position that may give rise to conflict of interest? YES No
	Job Application Please upload resume and other documents. The document type should be pdf/doc and less than 10 MB. 3. Verify that the resume file is correct and click 'Submit'
1. Upload your Resume	Is correct and click Submit to apply for the position

b. If you are associated or affiliated with someone in the organization that you are applying for, select "Yes" for either or both questions and you will not be allowed to continue with the application.
 Please approach your Career Coach for further assistance if you wish to continue with the application of the position.

	Declaration of Affiliation	×				
Select 'Yes' for both	 Are you associated with the organisation in any way that may give rise to conflict of interest? 					
questions and provide details.	♥ YES ■ No					
	2. Do you have any immediate family members, close relatives or friends either working in the organisation or is/are director(s) or substantial shareholder(s) or is/are otherwise in a position that may give rise to conflict of interest?					
	♥ YES ■ No					
	Please provide details below if any of your response above is 'Yes' Cousin working in Logistics Department					
	Cancel					



SINGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD JOBS - MY PROFILE Hello Test Student 01 -
Company A Pte. Ltd.	Robotics Engineer	Approach your Career Coach for further assistance
A is a member of the presence in over 20 count through digital transform	E LTD Singtel Group and the leading information, con Intries. We deliver end-to-end ICT solutions to he mation and the innovative use of technology	Download Job Summary

For **Full Time/Part Time, Other Work Attachment and SIT Student Work Scheme** employment types, Click 'Upload' to upload resume from your computer.

Upload resume from your computer

Company C Pte. Ltd. IWSP TES 139 PRINTING	Solution X Please upload resume and other documents.	
About 139 PRINTING Firm Profile UHY LSC has grown throughout the organisation offering diversified but integrated Participate in the Vouching of Supporting doct letters and debtors/creditors circularisation. • Senior Associate. • Participate in the Extraction opening and closing balances. • Participate ar	Resume* Upload	
Participate and assist in audit observation on Requirements: - Currently pursuing a Bachelor Microsoft office – Excel and Words Benefits: - between SIT and company. This is for student- leave entitlement (entitlement starts after the o starts after the completion of 3 months of serv TO APPLY: 1. Submit your cover letter and resu 2015 https://www.139Prinintg.com	Cancel Save Submit completion of 3 months of service) • 6 days of paid medical leave (entitlement ice) • Unpaid compassionate leave will be provided • Workman compensation • me (word document in one single file) via ReadyTalent 2. Closing date: 29 May	





Click 'Submit' to complete the resume upload.

Company C Pte. Ltd. 139 PRINTING About 139 PRINTING	Job Application Please upload resume and other documents.	Verify that the resume file is correct and click 'Submit' to upload
Firm Profile UHY LSC has grown throughout th	Change	
Participate in the Vouching of versified but integrated Participate in the Vouching of supporting docu- letters and debtors/creditors circularisation. • Senior Associate. • Participate in the Extractio opening and closing balances. • Participate an	Remove	•
Participate and assist in audit observation on Requirements: - Currently pursuing a Bachelor Microsoft office – Excel and Words Benefits: - between SIT and company. This is for student leave entitlement (entitlement starts after the starts after the completion of 3 months of serv	Cancel Save	Submit Workman compensation

Note: Resume uploaded must be in either PDF or Word format and the file should not be more than 10MB in size. <u>Uploading of empty files (0MB) and video files (e.g. MP4, WMV etc.) are not allowed</u>.

Step 6

A notification message will be displayed and a confirmation email will be sent to you upon successful submission. The job status in the job detail page will also be updated as **Applied**.



Company C						
Pte. Ltd.	IWSP TEST 2 139 PRINTING, Singapore	Applied				
About 139 PRINTING						
Firm Profile UHY LSC I organisation offering o	nas grown throughout the 44 years from a local CPA firm to be diversified but integrated professional services in 9 cities in As	ecome a leading multi-disciplinary sia Pacific region. Key Responsibilities: •				

Note: Recruitment process for **Full-Time / Part-Time and Other Work Attachment** Jobs will be taken offline by the employer after the submission of the job application.

7. VIEW APPLIED, SHORTLISTED AND OFFERED JOBS

Step 1

Click on 'Applied Jobs' or 'Shortlisted' or 'Offered Jobs' from the status bar of the Student Dashboard to view your applied jobs and jobs that are shortlisted and offered by employers.



Applied Jobs – My Applications



SINGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD JOBS -	MY PROFILE	Hello, Tan Alvina
Job Title, Company or Keywords	Employment Types	▼ Programmes	v	Search
My Applications				
Job Title	Company 11	Empolyment Type	11 Applied On	lî Status I≜
IWSP TEST 2	139 PRINTING	Integrated Work Study Programme (IWSP)	30/5/2018	SUBMITTED
IWSP TEST 1	139 PRINTING	Integrated Work Study Programme (IWSP)	29/5/2018	SUBMITTED
IWSP Front Office Agent - OIWSP 2	139 PRINTING	Overseas Integrated Work Study Programme (OIWSF	°) 29/5/2018	SUBMITTED
Level2 -4	139 PRINTING	Integrated Work Study Programme (IWSP)	26/5/2018	SUBMITTED
"/> <script>alert(1)</script>	168 VICTOR LOGISTICS PTE. LTD.	Integrated Work Study Programme (IWSP)	24/5/2018	SUBMITTED
Showing 1 to 5 of 11 entries			PREVIOUS 1	2 3 NEXT

Shortlisted Jobs

SIT SINGAPORE DASHBO							MY PRO	FILE	Hello, Tan Alvir	na
Job Title, Company or Keyw	ords	Employment	Types		Programmes		٣		Search	
My Applications	5									
Job Title 👔	Company	tt.	Empolyment Typ	e		4	Applied On	It	Status	Ψ
IWSP Associate	H WAY PTE. LTD.		Integrated Wo	rk Study Progra	amme (IWSP)		26/5/2018		SHORTLISTED	
IWPS Position 2	139 PRINTING		Integrated Wo	rk Study Progra	amme (IWSP)		23/5/2018		SHORTLISTED	
Check for approval	168 VICTOR LOGISTICS PTE.	LTD.	Integrated Wo	rk Study Progra	amme (IWSP)		24/4/2018		SHORTLISTED	
Showing 1 to 3 of 3 entries								PRE	VIOUS 1 N	EXT

Offered Jobs

SIT SINGAPORE INSTITUTE O TECHNOLOG	F Y			DASHBOARI	D JOBS -	MY PROFILE	Hello, Tan Alvina	
Job Title, Company or	Keywords		Employment Types	٣	Programme	5	T	Search
My Applicati	ons							
Job Title 👘	Company	lt.	Empolyment Type		11 Applied	On 💷	Status	ŤF
IWSP TEST 2	139 PRINTING		Integrated Work Study Programme (IWSP)		30/5/2	018	OFFERED	-Action-
Showing 1 to 1 of 1 entri	es						PREV	/IOUS 1 NEXT



An email notification will be sent to you when employer shortlisted your job application or offer you the job.

From	Hemant Ampolu							
То	testAlvin.Lee_2014@SIT.SingaporeTech.edu.sg							
Cc								
Bcc								
Subject	ReadyTalent Job Application - Shortlisted							
139 PRINTING, Positic You have been shortli Please <u>click here</u> to log Thank you. Singapore Institute of This is a system gener	Dear ALVIN TAN, 139 PRINTING, Position - IWSP TEST 2. You have been shortlisted for the above opportunity by the employer. Please <u>click here</u> to log in to ReadyTalent to review the position. You should also expect to be contacted by the company soon for an interview. Thank you. Singapore Institute of Technology This is a system generated email. Please do not reply to this email.							
From	Hemant Ampolu							

From	Hemant Ampolu				
То	testAlvin.Lee_2014@SI	IT.SingaporeTech.edu.sg			
Cc					
Bcc					
Subject	ReadyTalent Job Application - Offered Position				
Dear ALVIN TAN,					
139 PRINTING, Position	- IWSP TEST 2.				
Congratulations! You ha	we been offered the job. Ple	ease <u>click here</u> to log in to ReadyTalent to review and respond to t	he offer latest by 31/5/2018.		
Thank you.					
Singapore Institute of T	echnology	Click the Hyperlink to login to th	e		
This is a system generat	ted email. Please do not re	Student Portal to respond to the of	ffer.		

8. ACCEPT OR DECLINE A JOB OFFER

8.1 ACCEPT A JOB OFFER

Step 1

Click on 'Offered Jobs' from Student Dashboard to display the offered job application.



SINGAPORE INSTITUTE OF INCLINICION				DASHBOARD	JOBS +	MY PROFILE	Hello, Tan Alvina
Job Title, Company or Keywords		Employment Types	•	Programmes		T	Search
Status 10 Applied Jobs	3 Shortliste	d	1 Offered Jo	bs			
Latest Application						lar	Alvina
				DASHBOARD	JOBS +	MY PROFILE	Hello, Tan Alvina
Job Title, Company or Keywords		Employment Types	•	Programmes		Y	Search
My Applications	.]† Emp	olyment Type		11 Applied On	II S	Status	ħ
IWSP Associate H WAY PTE. LTD. Showing 1 to 1 of 1 entries	Inte	grated Work Study Programm	e (IWSP)	26/5/2018		DFFERED	-Action-

Click 'Actions' and select **Accept** from the dropdown menu to accept the job offer.

SINGAPORE INSTITUTE C TECHNOLOG	DF				DASH	BOARD	JOBS -	MY PROFILE	Hello, Tan Alvina
Job Title, Company or	r Key	words		Employment Types 🔻	Prog	rammes		•	Search
My Applicati	ior	IS							
Job Title	lt	Company	łt	Empolyment Type	tt.	Applied On	łt	Status	τ <u>ι</u>
IWSP Associate		H WAY PTE. LTD.		Integrated Work Study Programme (IWSP)		26/5/2018		OFFERED	-Action-
Showing 1 to 1 of 1 entr	ies							PRE	VID Accept Decline



Click 'Confirm' at the Confirmation pop up window to accept the job offer.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD JOBS - MY PROFILE Hello, Tan Alvina
Job Title, Company or Keywords	Employment Types	Programmes Search
My Applications		
Job Title Company L1	Empolyment Type	11 Applied On 11 Status 14
IWSP Associate H WAY PTE. LTD.	Integrated Work Study Programme (IWSP)	26/5/2018 OFFERED Accept V
Showing 1 to 1 of 1 entries	Confirmation	PREVIOUS 1 NEXT
Copyright © 2017 Singapore Institute of Technology. All Ri	ghts Are you sure you want to Accept the offer.	About Us Contact Us Privacy Policy SIT Website
	Cancel	

Step 4

Upon confirmation of the acceptance of the job offer, the Indemnity form or Letter of Engagement (For SIT Student Work Scheme) is displayed. You are required to read and agree with the clauses listed in the Indemnity form or the Letter of Engagement.

a. For **OIWSP**, **IWSP**, **WSDEG**, **IA** and **II** employment type, check the checkbox beside 'I understand the agreement and agree with the clauses' and click 'Submit' to acknowledge the indemnity form and complete the acceptance of the job offer.

Indemnity Form
ACKNOWLEDGEMENT OF RISKS & UNDERTAKING
To: Singapore Institute of Technology (SIT)
I, Name of Student: Tan Alvina
NRIC/FIN/Passport No.: Student1
Programme of Study: B (Hons) Accountancy
Student ID: Student1
I Understand that SIT routinely organises programmes and activities (a non-exhaustive list of which is provided below) for the benefit of its students. A number of these programmes and activities may be carried out overseas. I am aware that my participation in some of these programmes/activities may involve certain amount of risks (including but not limited to sustaining personal injuries and/or loss of life should serious accidents occur).
I undertake to always cooperate fully with SIT (or third party organiser engaged by SIT) and to diligently comply with all safety and other instructions whenever I participate in any of these programmes/activities. If I have any safety concerns whatsoever regarding such programmes/activities, I shall inform the organiser so as to have such concerns addressed prior to my participation.
I undertake not to hold SIT, its staff, officers, faculty, or any of its authorised agents responsible for any damage to or loss of any personal property or personal injury or death (save for personal injury or death resulting from the negligence of SIT, its staff, officers, faculty, or any of its authorised agents) that may arise while I am enrolled in SIT or as a result of my participation in any programme/activity organised by or on behalf of SIT or otherwise incurred in connection with or as a result of any such programme/activity.
Should any act or omission of mine during, arising from or in connection with my participation in programmes/activities organized by or on behalf of SIT (including the non-completion of any programme/activity) result in an action or claim against SIT by any party, I agree to indemnify SIT from all costs incurred in defending or otherwise dealing with such action or claim.
LIST OF PROGRAMMES AND ACTIVITIES (LOCAL AND OVERSEAS)
ORGANISED BY OR ON BEHALF OF SIT**



Leadership and Team Building Programmes	
Overseas Immersion Programmes	
Student Exchange Programmes	
Study Trips	
Industry Attachments (IA)	
Industry Induction (II)	
Integrated Work Study Programmes (IWSP)	
Overseas integrated Work Study Programmes (OIWSP)	
Internantips Community Source Programmes	
Community service Flogrammes Orientation Comps	
Orientation camps All forms of water/sea sports (including sailing canceing kavaking dragon hoating etc.)	
Gym Activities	
 All forms of sporting and non-sporting activities (including mountain climbing, cycling, cross-country, rock-climbing, running, workshops, laser-tag etc.) 	
SIT Student Work Scheme	
SkillsFuture Work-Study Degree Programmes (WSDEG)	
**Please note that the above is not an exhaustive list of the programmes and activities that SIT students may participate in during their course of study at SIT.	
I understand the agreement and agree with the clauses.	
Cancel	Submit
	CODIVITO

b. For **SIT Student Work Scheme** employment type, check the checkboxes in the **Acceptance and Declaration** to complete the declaration and click 'Submit' to complete the acceptance of the job offer.

Date of Offer:							
Letter of Engagement							
We are pleased to offer you an opportunity to work at the Singapore Institute of Technology ("SIT") under SIT Student Work Scheme, on the terms and conditions set out in this Letter of Engagement: -							
SUMMARY OF JOB DETAILS							
Hiring Division/ Cluster:							
Supervisor:							
Appointment Period:							
Job Title:							
Job Duties:							
Any other details:							
¹ No Central Provident Fund contributions, benefits or other allowances will be payable to you for this job.							
Lerms and Conditions							
this offer							
Acceptance and Declaration							
1. 🔲 I accept SIT's offer on the terms and conditions stated for the above job.							
2. 🔲 I confirm that my bank details have been updated in In4SIT so that payment can be made after completion of the job.							
2 I Lam / III am net workling an and/or applying for consurrant lab/o) in ST							
o. = ram / = an not working on ano/or appring for concarrent jou(a) in on.							
Student Name: TEst Name							
Student ID: T-Student02							
Programme/Cluster: Bachelor of Hospitality Business (Hons)/Design and Specialised Businesses							
Date of Acceptance. 11/3/2020							
Cancel							



Job application status is updated as **Accepted** upon acceptance of the job offer

SIT SINGAPORE INSTITUTE OF TECHNOLOGY						DASHBOARD	JOBS	- N	IY PRO)FILE +	Hello, Tan Alv	vina
Job Title, Company or K	eywords		Employment Ty	pes 🔻		Programmes			۲		Search	
My Applicatio	ons											
Job Title	n	Company	tt	Empolyment Type			łt	Applied On	11	Status		ħ
IWSP Associate		H WAY PTE. LTD.		Integrated Work Stud	ly Pro	gramme (IWSP)		26/5/20	018	ACCEPTE	D	

Job application status **will remain** as **Offered** if the Indemnity Form or Letter of Engagement is not acknowledged

Job Title, Company or Keywords	Employment Types	Programmes	• Search
Indemnity Form	Confirmation Your job acceptance will not be processed If y	you do not acknowledge this Indemnity Form	×
To: Singapore Institute of Technology (SIT)	Please confirm if you want to proceed.	Yes	
I, Name of Student: Test Student 02			
NRIC/FIN/Passport No.: G345786456			
Programme of Study: Bachelor of Hospitality	y Business (Hons)		
Student ID: T-Student02			
I Understand that SIT routinely organises pro and activities may be carried out overseas. I sustaining personal injuries and/or loss of li	ogrammes and activities (a non-exhaustive list of am aware that my participation in some of these fe should serious accidents occur).	which is provided below) for the benefit of it programmes/activities may involve certain a	s students. A number of these programmes amount of risks (including but not limited to

8.2 DECLINE A JOB OFFER

Step 1

Click on 'Offered Jobs' from Student Dashboard to display the offered job application.

Step 2

Click 'Actions' and select **Decline** from the dropdown menu to decline the job offer.



SINGAPORE INSTITUTE OF TECHNOLOGY					DAS	HBOARD	JOBS -	MY PR	OFILE	Hello, Tan A	lvina		
Job Title, Compa	any or l	Keywords			Employment Types	•	Pro	grammes		*		Search	
My Applications													
Job Title	łt	Company	łt	Empolyme	nt Type		11	Applied On	11	Status			μ
IWSP TEST 2		139 PRINTING		Integrate	d Work Study Programme (IWSP)			30/5/2018		OFFERED		-Action-	•
Showing 1 to 1 of	1 entri	es									PREV	-Action- Accept Decline	

Click 'Confirm' at the Confirmation pop up window to decline the job offer.

SITT SINGAPORE INSTITUTE OF TECHNOLOGY	DASHBOARD JOBS - MY PROFILE Hello, Tan Alvina
Job Title, Company or Keywords Employment Types	Programmes Search
My Applications	
Job Title 👔 Company 👔 Empolyment Type	11 Applied On 111 Status 114
IWSP TEST 2 139 PRINTING Integrated Work Study Programme (IWSP)	30/5/2018 OFFERED Decline V
Showing 1 to 1 of 1 entries	× PREVIOUS 1 NEXT
Copyright © 2017 Singapore Institute of Technology. All Rights Are you sure you want to Decline the of	ffer. About Us Contact Us Privacy Policy SIT Website

Job application status is updated as **Declined**

SIL SINGAPORE	F /				DASHBO	DARD JOI	BS - M	Y PROFILE	Hello, Tan Alvina
Job Title, Company or K	Keywords		Employment Types	•	Program	nmes		v	Search
Status									
11 Applied Jobs		4 Shortlisted		O Offered J	lobs			6	
Latest Applic	ation							Tan	Alvina
Job Title	Company		Employment Type		Applied On	Status			21
Agent - Test 1	139 PRINTING		(IWSP)	rogramme	30/5/2018	Submitted			
IWSP TEST 2	139 PRINTING		Integrated Work Study Pr (IWSP)	rogramme	30/5/2018	Declined			



Note: Please note that your <u>iob application quota within this Session will be reduced</u> according to the number of jobs offers that you have declined for OIWSP, IWSP, WSDEG, IA and II employment types.

9. UPDATE STUDY PLAN AND SPECIALISATION IN MY PROFILE

Step 1

Click 'My Profile' at the top menu bar of the Student Dashboard to view your profile information.

SINGAPORE INSTITUTE OF TECHNOLOGY					DASHB	DARD JOBS	MY PROFILE	Hello, Tan Alvina
Job Title, Company or Ke	ywords		Employment Types	v	Progra	mmes	T	Search
10 Applied Jobs		3 Shortliste	d	O Offered	Jobs			
Latest Applica	tion						Tan	Alvina
Job Title	Company		Employment Type		Applied On	Status		s1
IWSP TEST 1	139 PRINTING		Integrated Work Study Pro (IWSP)	ogramme	29/5/2018	Submitted		
IWSP Front Office Agent - OIWSP 2	139 PRINTING		Overseas Integrated Work Programme (OIWSP)	< Study	29/5/2018	Submitted		
Level2 -4	139 PRINTING		Integrated Work Study Pro (IWSP)	ogramme	26/5/2018	Submitted		
Showing 1 to 3 of 33 entries	5		PREVIOUS 1	2 3 4	5	11 NEXT		

Student information is extracted from IN4SIT. Any changes are to be made via IN4SIT.

STUDENTS		DASHBOARD JOBS - MY PROFILE Hello, Tan Alvina
Full Name	NRIC/FIN	Student ID/Matric No
ALVIN TAN	Student1	Student1
Old Matric No	Personal Email	SIT Email
14SAT999U	student1@xmail.com	testAlvin.Lee_2014@SIT.SingaporeTech.edu.sg
Primary Contact Number	Secondary Contact Number	Gender
77777777	6666666	Female
Nationality	Admit Year	Degree Programme
Singapore Citizen	2014	B (Hons) Accountancy
Name of the Study Plan*	ibe	
**Please contact Registrar's Office if you wish	to update the personal details	Cancel Save



9.1 UPDATE STUDY PLAN (APPLICABLE TO IWSP FOR DEGREE IN ACCOUNTANCY ONLY)

Step 1

Click on the drop down menu of 'Name of the Study Plan' and select your study plan, i.e. **Plan A or Plan B.** Click 'Save' to complete the selection.

Note: Students are allowed to view all the jobs posted for Plan A and Plan B but only allowed to apply for jobs based on selected Study Plan.

SIT INCLODE	DASHBC	ARD JOBS - MY PROFILE Hello, WONG SOK YI SABRINA
Student Summary		
Full Name	NRIC/FIN	Student ID/Matric No
WONG SOK YI SABRINA	S4117713D	1400139
Old Matric No	Personal Email	SIT Email
14SAT153U		Test-Sabrina.Wong_2014@SIT.SingaporeTech.edu.sg
Primary Contact Number	Secondary Contact Number	Gender
85507885	43057007	Female
Nationality	Admit Year	Degree Programme
Singapore		B (Hons) Accountancy
Name of the Study Plan* V Unsubscr Plan A Plan B	ibe n to update the personal details	Cancel Save

9.2 UPDATE SPECIALISATION (APPLICABLE TO IWSP FOR DEGREE IN HOSPITALITY BUSINESS ONLY)

Step 1

Click on the drop down menu of 'Name of the Specialisation' and select your specialisation, i.e. **Hotel or MICE** (Meetings, Incentives, Conferences and Exhibitions). Click 'Save' to complete the selection.



		DASHBOARD	JOBS +	MY PROFILE	Hello, Tan Alvina				
Student Summary									
Full Name	NRIC/FIN	Stude	nt ID/Matric N	lo					
ALVIN TAN	Student1	Stud	Student1						
Old Matric No	Personal Email	SIT En	nail						
14SAT999U	student1@xmail.com	test	Alvin.Lee_201	4@SIT.SingaporeT	fech.edu.sg				
Primary Contact Number	Secondary Contact Number	Gende	r						
77777777	66666666	Fem	ale						
Nationality	Admit Year	Degre	e Programme						
Singapore Citizen	2014	B (H	lons) Hospita	lity Business					
Name of the Specialisation* Hotel	Unsubscribe								
Hotel MICE	ersonal details			_					
			Ca	ncel	Save				