



Student Portal User Guide

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



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1. INTRODUCTION

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

Job Ty	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.sg as suffix (i.e A88xxx@singaporetech.edu.sg) Students and Alumni can login using your Student ID with @sit.singaporetech.edu.sg as suffix (i.e. 12ABC888X@sit.singaporetech.edu.sg) Reset or change your password at the Self-Service

3. STUDENT DASHBOARD

SIT SINGAPORE INSTITUTE OF TECHNOLOGY			DASHBOARD	JOBS - MY PROFILE	Hello Test Student 01 👻
Job Title, Company or Keywords		Employment Types	• Programm	nes 🔻	Search
Status				_	
11 Applied Jobs	4 Shortlisted		6 Offered Jobs		
Latest Application			Applied	Tes	st Student 01
Job Title	Company	LT Employment Type	Applied ↓† On ↓≣ St	atus 🕼	
KC - SingTel Post Position for NCS	Singapore Telecommunications	Integrated Work Study Programme (IWSP)	15/05/2020 S	ubmitted	



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 D	Details			
Pte. Ltd.	© Closed on 31/12/20 ➡ Integrated Work Stur	20 \$ 1000 \$ 💄 1 Vacancy dy Programme (IWSP)	1				
Company A	Robotics Engine	er	View D	Details			
Pte. Ltd.	© Closed on 31/12/20 ■ Integrated Work Stur		1				

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.

Job Title, Company or Keywords		
Sob rite, company or regiment as	Programmes	• Search



		DASHBOARD JOBS - MY PROFILE	Hello Test Student 01 👻
Engineer	Employment Types	• Programmes •	Search
Latest Available Jo	bs		
Company A Pte. Ltd.	Research Engineer O Closed on 31/12/2020 \$ 1000	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 Pte. Ltd.	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 🔹 BA in Game Design 🔹 Search
Active Jobs	Sort by: -Sort by-
Company B	Chief Consultant View Details
Pte. Ltd.	⊙ Closed on 31/07/2020 \$ 0



6. VIEW, DOWNLOAD AND APPLY JOB

Step 1

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

SIT SINGAPORE TECHNOLOGY		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-
		1 Vacancy	granne (iwse)

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

SIT INGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD	JOBS -	MY PROFILE	Hello Test Student 01 👻]
Company A						
Pte. Ltd.	Robotics Engineer		\pply			the tak
			ad Job Summa		Click to download details to Word of	
About A PT	E LTD					
presence in over 20 cou	Singtel Group and the leading information, communication tries. We deliver end-to-end ICT solutions to help governm nation and the innovative use of technology					
Job Descriptio	n					
You will be working to platform product.	gether in a scrum team with an assigned mentor to help de	velop the extension apps for a re	volutionary			
2. Learnt to learn new	velopment on actual physical robots things fast - Prototyping of new concepts regularly to cust Presenting during our bi-weekly sprint reviews and events.	omer to get feedbacks				

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? Image: PES 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 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	Resumet Test Resume docx Upload

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 the organisation or is/are director(s) or substantial shareholder(s) or is/are otherwise in 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
presence in over 20 cou	Singtel Group and the leading information, con	approach your Career Coach for assistance. Thank you. <u>Download Job Summary</u> nmunications and technology (ICT) service provider with elp governments and enterprises realise business value

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	Sob Application 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	
starts after the completion of 3 months of serv	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	Job Application Please upload resume and other documents.	× Verify that the resume file is
About 139 PRINTING	Resume* Resume.docx	correct and click 'Submit' to upload
Firm Profile UHY LSC has grown throughout the organisation offering diversified but integrated	Change	
Participate in the Vouching of supporting docu letters and debtors/creditors circularisation.	Remove	
Senior Associate. • Participate in the Extractio opening and closing balances. • Participate an Participate and assist in audit observation on Requirements: • Currently pursuing a Bachelor Microsoft office – Excel and Words Benefits: •	Canad	- Cubarit
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 PR	INTING	
	has grown throughout the 44 years from a local CPA firm to be diversified but integrated professional services in 9 cities in As	2 I I I I I I I I I I I I I I I I I I I

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



SIII SINGAPORE INSTITUTE OF TECHNOLOGY		DASHBOARD JOBS - I	MY PROFILE	Hello, Tan Alvina
Job Title, Company or Keywords	Employment Types	▼ Programmes	T	Search
My Applications				
Job Title 👔	Company	Empolyment Type	Applied On	j↑ Status 斗 🛓
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 (OIWSP)	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		PI	REVIOUS 1	2 3 NEXT

Shortlisted Jobs

SIT SINGAPORE INSTITUTE OF TECHNOLOGY					DASHBOARD	JOBS -	MY PROFIL	E Hello, Tan Alvi	na
Job Title, Company or Key	words	Employment	t Types	•	Programmes		٣	Search	
My Application	IS Company	tt	Empolyment Ty	pe		∐† Ar	plied On	Status	ц
IWSP Associate	H WAY PTE. LTD.		Integrated Wo	rk Study Progra	amme (IWSP)	26	6/5/2018	SHORTLISTED	
IWPS Position 2	139 PRINTING		Integrated Wo	rk Study Progra	amme (IWSP)	23	8/5/2018	SHORTLISTED	
Check for approval	168 VICTOR LOGISTICS PTE	i. LTD.	Integrated Wo	rk Study Progra	amme (IWSP)	24	4/4/2018	SHORTLISTED	
Showing 1 to 3 of 3 entries							PR	EVIOUS 1 N	EXT

Offered Jobs

	APORE TUTE OI NOLOGY	F				DASHBOARD	JOBS -	MY PROFILE	Hello, Tan Alvina
Job Title, Comp	any or I	Keywords		Employment Types	•	Programmes		T	Search
My Applic	cati	ons							
Job Title	It	Company	11	Empolyment Type		Applied On	tt.	Status	Ťī
Job Title IWSP TEST 2	11	Company 139 PRINTING	11	Empolyment Type Integrated Work Study Programme (IWSP)		Applied On 30/5/2018		Status OFFERED	-Action-



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						
Please <u>click here</u> to lo Thank you. Singapore Institute of	sted for the above opportunity by the employer. g in to ReadyTalent to review the position. You should also expect to be contacted by the company soon for an interview.						
From	Hemant Ampolu						

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

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.



SIII SINGAPORE INSTITUTE O TECHNOLOGY	F		DASHBOA	RD JOBS -	MY PROFILE	Hello, Tan Alvina
Job Title, Company or	Keywords	Employment Types	▼ Programm	es	T	Search
Status						
10 Applied Jobs		3 Shortlisted	1 Offered Jobs			
Latest Applic	cation				Tan	Alvina
	IF Y		DASHBOARI) JOBS -	MY PROFILE	Hello, Tan Alvina
Job Title, Company or	Keywords	Employment Types	▼ Programme:	3	v	Search
My Applicati	ons					
Job Title	L† Company	11 Empolyment Type	1† Appli	ed On 💷	Status	ħ
IWSP Associate	H WAY PTE. LTD.	Integrated Work Study Progra	mme (IWSP) 26/5	/2018	OFFERED	-Action-
Showing 1 to 1 of 1 entri	ies				PREVIO	DUS 1 NEXT

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

	ore Ite of Logy				DASH	BOARD J	obs -	MY PROFILE	Hello, Tan Al	vina
Job Title, Compan	words		Employment Types 🔻	Prog	rammes		Ŧ	Search		
My Applica	atio									
	ativi	15								
Job Title	atioi lt	1S Company	11	Empolyment Type	ţţ.	Applied On	lt	Status		ħ
			łt	Empolyment Type Integrated Work Study Programme (IWSP)	tt.	Applied On 26/5/2018	tt	Status OFFERED	-Action-	t T



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 👔	Empolyment Type	1) 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 Confirm	

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) Internships
Internation Community Service Programmes
Orimitality source regulations Orientation Camps
 All forms of water/sea sports (including sailing, canoeing, kayaking, dragon boating 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.
Canad
Cancel Submit

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.
Terms 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.
3. 🗉 I am / 🔲 am not working on and/or applying for concurrent job(s) in SIT.
$\sigma_{\rm e}$ = t an $\gamma_{\rm e}$ and not working on ana/or appying for concurrency so(a) in or.
Student Name: TEst Name
Student ID: T-Student02
Programme/Cluster: Bachelor of Hospitality Business (Hons)/Design and Specialised Businesses Date of Acceptance: 11/5/2020
Date of Acceptance. 11/5/2020
Cancel Submit



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 Typ	pes • Pro	grammes	•	Search
Indemnity Form	Confirmation Your job acceptance will not be pro	ncessed if you do not acknowledge	*		
To: Singapore Institute of Technology (SIT	Please confirm if you want to proc	eed.			
I, Name of Student: Test Student 02					
NRIC/FIN/Passport No.: G345786456					
Programme of Study: Bachelor of Hospitali	ty Business (Hons)				
Student ID: T-Student02					
I Understand that SIT routinely organises pr and activities may be carried out overseas. sustaining personal injuries and/or loss of	I am aware that my participation in sor				

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.



SIII SINGAP	'ORE JTE OF DLOGY					DAS	HBOARD	JOBS -	MY PRO	OFILE	Hello, Tan A	lvina
Job Title, Compan	ny or K	eywords		Employment Types	Ŧ	Pro	ogrammes		•		Search	
Ay Applica	atio	ons										
My Applica	atio)NS Company	lt	Empolyment Type		11	Applied On	It	Status			ħ

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

SINGAPORE INCLUSION		DASHBOARD .	JOBS - MY PROFILE	Hello, Tan Alvina	
Job Title, Company or Keywords	Employment Types 🔻	Programmes	v	Search	
My Applications					
Job Title 11 Company 11 Empolyme	ent Type	11 Applied On		μ	
IWSP TEST 2 139 PRINTING Integrate	d Work Study Programme (IWSP)	30/5/2018	OFFERED	Decline 🔻	
Showing 1 to 1 of 1 entries		×		EVIOUS 1 NEXT	
	Confirmation				
Copyright © 2017 Singapore Institute of Technology. All Rights			About Us Contact Us Pr	ivacy Policy SIT Website	
	Cancel				

Job application status is updated as **Declined**

SINGAPORE INSTITUTE OF TECHNOLOGY					DASHBO	JARD JOBS	- MY PROFILE	Hello, Tan Alvina
Job Title, Company or K	(eywords		Employment Types	Ŧ	Program	nmes	T	Search
Status								
11 Applied Jobs		4 Shortliste	d	O Offered	Jobs			
Latest Applic	ation						Tar	Alvina
Job Title	Company		Employment Type		Applied On	Status		SI
IWSP Front Office Agent - Test 1	139 PRINTING		Integrated Work Study Pr (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 Key	words		Employment Types	•	Progra	mmes	T	Search
10 Applied Jobs		3 Shortlisted		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	3		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*		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	lent1		
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	iale		
Nationality	Admit Year	Degre	e Programme	•	
Singapore Citizen	2014	B (H	lons) Hospita	lity Business	
Name of the Specialisation* Hotel	Unsubscribe				
Hotel MICE * Inclase contact registrar s once in you wan to update the p	ersonal details			_	
			Ca	ncel	Save