

TIPS TO IMPRESS THE EMPLOYER!

The NUS Career Centre organizes many events (Recruitment Talks, Networking Sessions, Career Fairs, Industry Talks etc) to facilitate opportunities for you to meet potential employers. When you attend these events, please refer to these TIPS as it is important that you present yourself professionally. Leave a good first impression with employers – it is essential in getting that coveted job!

1. Dress Code

"Dress gives one the outward sign from which people can judge the inward state of mind." Students need to be mindful that first impressions count and the effort for dressing to impress will be lauded by employers.

ALL STUDENTS MUST BE ATTIRED IN BUSINESS ATTIRE.

Students who do not adhere to this dress code will be denied entry to these events.

| Gentlemen | Ladies |
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| STRICTLY long-sleeve shirts, business pants and business shoes ONLY | STRICTLY business shirts/blouses with skirts/pants or business dresses and court shoes ONLY |



2. Be Punctual

It is only basic courtesy to be on time for these events. Employers have taken time from their busy schedule to come on campus to meet and network with you. Be punctual and do not keep the employers waiting.

3. Be Prepared

Research ahead on the company(s) and come prepared so that you can use the opportunity to gain a better understanding of the organization and the job opportunities.

4. Ask Questions

Employers appreciate when students asks questions as this shows enthusiasm and interest. As a form of professionalism, remember to:

- Introduce yourself
- Identify your Faculty and Dept
- Address your question to the appropriate speaker
- Ask the question(s)
- Thank the speaker

5. Be Considerate

Move to the front of the Lecture Hall, Room etc when early. This allows the employer to interact and engage you better.

Silent your mobile phone to minimize any distraction.

Do not talk to fellow students when the employer is presenting or talking. It disrupts and distracts the employer.

Do not leave the room unnecessarily until the event is over. Let the employers go away feeling that they have interacted with the finest and the best.

6. Reflect Professionalism

If you have registered to attend these events but are unable to attend due to valid reasons eg illness, please inform the NUS Career Centre in advance. This reflects professionalism and responsibility, traits desired by employers. Students who repeatedly fail to attend talks without valid reasons will be barred from attending future talks and will be subjected to disciplinary actions.

NUS CAREER CENTRE

The NUS Career Centre offers a range of programmes and activities to empower you to take confident steps to plan your career!

Whether it is to attend our various career development workshops, research on companies and jobs, access VAULT, an online career resource library, enquire on Internships and recruitment activities and/or to speak with our Career Advisors, drop by the NUS Career Centre or visit our website <http://www.nus.edu.sg/osa/career/>. We look forward to be of service to you.



Connect with the NUS Career Centre and KICKSTART your career!