A Cut Above The Rest

The SBF-NUS Global Internship & Mentorship Programme
That’s why the SBF-NUS Global Internship & Mentorship (GIM) Programme was designed to give you on-the-job training as well as first-hand regional or overseas experience, so that you’ll have a head start in becoming a global talent sought after by employers worldwide. Mentored by CEOs or senior management, you’ll sharpen your instincts and be guided on specific career competencies required to go far in your field of expertise.

As global interns, you’ll boost your global and career competencies through networking events, business seminars and global competency workshops specially packaged by the NUS Career Centre.

As advocates for global talent development, it’s our way of investing in future leaders by making you a cut above the rest.
Why the SBF-NUS Global Internship & Mentorship Programme?

• **Your Gateway to a Global Career**
  Be the first to benefit from the only internship and mentorship programme in NUS that offers the chance of an internship with a job scope that may be technical or business focused with cross country exposure (global/regional) and/or an overseas attachment to participating companies with global/regional operations.

• **Gain Access to Exclusive SBF Business Events**
  Meet industry practitioners at business summits and high-profile events organised by SBF, the apex business chamber.

• **Learn from Experienced Business Leaders**
  Receive mentorship from CEOs or senior management, and gain strategic insights to organisational best practices.

• **Get a Head Start on Career Development**
  Enrol in preparatory global competency workshops and events specially organised by NUS Career Centre.

• **Experience the Fast Track to Global Success**
  Enhance your career mobility and gear up your competitive edge internationally.
# The SBF-NUS Global Internship & Mentorship Programme

The Global Internship & Mentorship Programme is a 12-week programme presented by the Singapore Business Federation and NUS Career Centre to equip NUS undergraduates with relevant global and career competencies.

Open to Year 2 and 3 undergraduates, it commences in May each year and offers a chance at regional or overseas attachment to help interns gain international perspectives and contribute to overseas operations. More uniquely, it offers mentorship and guidance from CEOs or senior management to give you a head start on global business orientation.

## Selection & Evaluation of Companies
- Interested companies to apply with the NUS Career Centre (NCC).
- NCC to assess companies' eligibility based on job description, learning outcomes and mentors provided.
- Companies informed of application status.

## Selection & Evaluation of Candidates
- Interested students to apply via the NCC's online portal–NUS TalentConnect.
- NCC to review applications and shortlist suitable candidates.
- NCC to conduct preliminary interviews and recommend suitable profiles to companies.

## Internship Matching
- Companies conduct follow-up interviews and internal recruitment process.
- Companies update NCC on selected interns and NCC follows-up with the selected interns on internship requirements.
- Interns and companies to finalise internship agreements.
- Interns and NCC to sign relevant agreements (student undertaking).

## Start of Internship
- Interns to participate in the activities and workshops required by the GIM programme organised by NCC, such as the Global Competency Workshops, Pre/Post-Programme Briefing Sessions, Networking Events etc.
- Interns commence their overseas and/or local internships.
- NCC to conduct periodic checks with companies and interns for updates.

## End of Internship
- Interns to present to companies on their learning outcomes from the GIM programme and internship experience towards the end of the internship. The presentation should be done within three weeks before the completion of the internship.
- NCC to compile evaluation from companies and interns.
The SBF-NUS Global Internship & Mentorship Programme complements the NUS Graduate Talent Development Framework, which is designed to nurture innovators and value creators at work and in society.

Acquire the unique i-NUS qualities of inquisitiveness, initiative, inner resilience, imagination, inclusiveness and integrity, together with the most sought-after attributes* in today's global talents:

- Global Orientation / Mindset
- Emotional Intelligence
- Ability to manage diversity at work
- Cross cultural communication skills
- Overseas exposure

*NUS Graduate Talent Development Framework

* Findings based on an employer survey conducted by the NUS Career Centre in 2012.
1. What can I expect to learn during the 12-week internship period?

Your internship could include two 6-week job rotations, during which you will be briefed on business processes and supervised on a job scope or specific projects with regional/global exposure. You will also receive guidance from the CEO or senior management staff on global business operations in your area of career interest.

2. What are the selection criteria?

Candidates are shortlisted based on academic performance, communication skills, interest in a particular industry and leadership roles in CCA involvement. To ensure a suitable fit and meaningful outcome for both companies and interns, NUS Career Centre and participating companies will be involved in the selection of candidates.

3. What sort of overseas exposures can I expect?

Overseas exposures could include attachment to projects based in a regional business unit, attendance at international conferences and dialogues with a senior member of the participating company, visits to overseas organisations and events involving co-workers from global offices.

4. What are the learning objectives?

At the end of the internship, you should acquire a deeper appreciation of business processes in a particular industry; technical and professional knowledge; practical experience in the execution of a project; and cross-cultural skills through participation and networking with global operations.

5. Will I be appraised at the end of the internship period?

Your supervisor will evaluate your performance through a designated feedback form. You will also be required to conduct a presentation to your employer on your internship experience within the last three weeks of your internship.
The SBF-NUS Global Internship & Mentorship Programme is a unique way to develop your global and technical competencies in companies with strategic markets outside Singapore.

NUS Year 2, 3 or penultimate year students (preferred) across all faculties who are able to apply appropriate visas to respective internship cities (if located overseas), and are available during the summer vacation period from May to August, are eligible to apply.

Application Process
1. To apply, please log in to NUS TalentConnect and view the opportunities. You may use the quick or advance search function and search for job titles under the GIM Programme with the key words “GIM, Global or Global Internship”.

2. Please submit your applications for the respective position(s) directly through NUS TalentConnect and closing dates will vary based on the postings. Students should also keep a lookout for weekly e-newsletters for the latest GIM opportunities and updates.

3. NUS Career Centre will conduct the first round of interviews. Selected students will be recommended to the participating companies in accordance with their disciplines, interest and recruiters’ requirements. Only shortlisted applicants will be notified via email or phone.

Interns’ Obligation
4. Students recruited by the participating companies will be admitted to the SBF-NUS Global Internship & Mentorship (GIM) Programme and are to sign a ‘student undertaking’ with NUS Career Centre.

5. Students are required to participate in official functions organised by NUS Career Centre which includes the Global Competency workshops, Pre/Post-Programme Briefing Sessions and Networking Events.

6. Students to conduct a presentation for the employer which acts as a learning reflection and sharing from the student on his/her experience. It is also encouraged if students can share suggestions on improvements in the area of work he/she is assigned to. This presentation is also a value add to the employers and is usually done within the last 3 weeks of the internship, as decided between the employer and students.

Financial Arrangements
7. Companies are encouraged to offer a stipend that commensurates with the cost of living expenses in the country where the student will be based in addition to reimbursing costs of air tickets, lodging, board, local transport and other essentials and is to be mutually agreed upon between the company and the student.

8. Please ensure to check directly with the company’s HR department on provision of travel visa and insurance prior to your overseas assignments (if any). On occasions, students will have to shoulder their own direct expenses like visa applications, insurance, local transportation, accommodation, air tickets, meals etc.

9. Students with financial difficulties who are selected to be placed overseas may consider applying for a variety of financial aids available through the faculties and departments.
About the NUS Career Centre

The NUS Career Centre offers a spectrum of career development workshops, internship opportunities and job search strategies that help NUS students identify and realise their career goals. We collaborate with employers and industry partners to develop training programmes that groom global talents highly sought after by businesses and organisations worldwide.

We also organise career and recruitment fairs that help companies and professional organisations with their graduate recruitment and employer branding efforts. Together with corporate partners, we have pioneered the NUS Graduate Talent Development Framework, which equips students with the relevant career and global competencies to become successful internationally.

About the Singapore Business Federation

The Singapore Business Federation champions the interests of the Singapore business community in trade, investment and industrial relations. It represents more than 20,000 companies as well as the local and foreign business chambers and key national and industry associations from business sectors that contribute significantly to the Singapore economy.

Formed in April 2002, SBF works with the government and businesses in Singapore to create and enhance a pro-business environment. Internationally, it represents the business community in bilateral, regional, multilateral fora for the purpose of promoting trade expansion and business networking. For more information, please visit www.sbf.org.sg.