CAREER SERVICES HANDBOOK

YOUR PROFESSIONAL GUIDE TO CAREER-READINESS

BROUGHT TO YOU BY CAREER SERVICES & ENGAGEMENT TEAM

career.services@psb-academy.edu.sg

Career Services and Engagement

Stay Ahead!

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FOREWORD

Dear FUTUREMAKER,

On behalf of the Student Success Office (SSO) team, I am delighted to present to you PSB Academy Career Services Handbook.

PSB Academy, as a trusted education provider, is committed to providing you accessible education that nurtures and shapes you to achieve your personal and professional best. And SSO is here to help you achieve lifelong success through our career services and in offering our industry experiences and connections with potential employers.

In my frequent meetings with students, I always share that they can get more out of their campus experience if they plan early. Regardless of your career aspirations, it is important to get the right training at an early stage to develop skills which could get you hired by the time you graduate, in addition to getting good grades.

This handbook is a quick-start guide to keep you informed so you can plan and seize the opportunities to acquire career ready skills at this early stage of your learning journey with PSB Academy. This handbook also provides an overview of all that SSO has to offer you during your studies, and beyond. In fact, we are the right team to offer expert advice and opportunities to help you every step of the way, and we encourage you to participate in all our career-related activities held throughout the year.

Our goal is to engage you in learning experiences that will help you to stay future-ready and relevant to your industry for today's global economy.

Let SSO, and PSB Academy be your partners for success!

Sincerely,
Pearly Wong
Director
Student Success Office

OUR VISION, MISSION AND VALUES

Vision

To be the premier tertiary education provider nurturing future talents with global orientation.

Mission

PSB Academy is a trusted education provider, committed to providing accessible quality education that nurtures and shapes individuals to enable them to achieve their personal and professional best.

Core Values

Forward Thinking
We are agile, innovative and proactive to be future-ready.

Passion
We deliver our best to help everyone achieve their best.

Excellence
We provide holistic, best-in-class education and development for all.

Nurturing
We foster a caring learning environment by supporting students, staff and partners.

Quality Commitment

Our Core Values drive us in our pursuit of excellence and quality:

- **Delivering high-quality education services that provide values to students and meet the needs of the future economy**
- **Ensuring our policies, processes and standards continually drive innovation and productivity through continuous improvement**
- **Engaging every employee and stakeholder to achieve high-quality standards for our students**

GETTING STARTED

An Introduction to Career Services and Engagement (CSE)

Career Services and Engagement (CSE) prepares PSB Academy students and alumni for career readiness by creating platforms to connect with employers for networking and recruitment opportunities. CSE is also dedicated to building and fostering a network of long-term relationships with industry partners who can offer sharing sessions and industry visits for students/alumni.

Services and Resources

Recruitment Talks

At these events, students can network with industry experts and learn more about the various companies and potential job prospects.

Career Coaching

One-to-one coaching for students seeking advice from our team of career consultants.

Talk to our career coaches here: https://bit.ly/psbacareercoach

(Open PSB Academy students and alumni)

Career Workshops/Career Preparation Series

Our professional trainers can coach you in areas such as career management, resume writing, job interview techniques, networking skills and other areas crucial to your career development.

Career Fairs

Our Career Fairs are organised twice a year for students to meet prospective employers with the purpose of networking and recruitment.

Industry Visits

Industry visits provide learning opportunities beyond the classroom that allow students to understand how the different sectors function. Students may also network with a company representative to explore recruitment or internship opportunities.

GETTING STARTED

Match Your Personality To The Right Job with IDENTI3 Personality Assessment Tool

Have you ever wondered why some people seem to thrive and succeed in their job, while others leave after a short period of time? Or maybe you might be facing some challenges in your career search and don't know how to proceed? It's all in your personality!

The Identi3 Personality Profiling test is the psychometric assessment tool that we use to help determine if you are on track in your Career Pathways & how you can work on your strengths and weaknesses to better prepare yourself for the challenges ahead, based on YOUR personality!

IDENTI3®
Discover your potential

Take the FREE Identi3

https://bit.ly/

Watch Bite-sized Career Related Videos on Career Cookies

CSE team brought to you "Career Cookies", a series of bite-sized videos featuring practical tips on career employability and career readiness. Simply visit our YouTube Channel at **PSB Academy Student Success Office**

GETTING STARTED

Your Pathway From Student Life to Graduation

Join These 3 Onboarding Programmes

Break The Ice
For new intake of Certificate in English Proficiency (CEP) students

Connect+
For new intake of Diploma students

G Net
This programme develops your networking skills that will help you succeed in your relationships in school and eventually, the corporate world

Attend New Student Orientation

Required for all first-year students, this orientation will help you prepare for your transition into campus life and to learn about PSB Academy's resources, Student Life activities and career services

Attend Career Fairs, Workshops, Industry Visits and more!

Develop Your Career Readiness Skills

Meet a Career Coach from the Career Services team and receive the right mentoring for your overall development as a student, and eventually as a career seeker and working professional

Graduation
Be Connected as an Alumni. Give back as a Mentor

CAREER PLAN CHECKLIST

A career plan is essential for achieving career goals and navigating your career paths. It offers a guide, outlining the steps necessary to get to the roles you desire. CSE Team provides a Career Plan Checklist for you, whether you are starting a career or looking for a change.

- [ ] Research the job market, identify your interest and focus on what you want to achieve
- [ ] Know your personality traits by taking an IDENTI3 Profiling Test and reviewing it with a Career Coach
- [ ] Explore opportunities by joining a student club, career workshops, and industry visit
- [ ] Build your resume and cover letter through our Career Portal
- [ ] Set up a LinkedIn profile to build your network with professionals in your desired field
- [ ] Utilise our Career Portal and any other recruitment platformsl to seek relevant job openings
- [ ] Prepare for interviews with one of our Career Coaches
- [ ] Evaluate job offers based on factors that are important to you such as salary and benefits
- [ ] Take time to settle into your new role and establish your goal for the position

(Optional) Sign up for our Mentoring Programme for better career exploration

INTERNSHIP

Requirements for Internship Attachment (IA) that is part of your programme

1) Completion of modules and pass in all subjects

2) Be able to complete the entire duration of internship with a company as per the internship requirement

3) Successful completion of mock interview conducted by PSB Academy *

4) Understand the internship company's workplace culture and terms and conditions

5) Successful completion of interview conducted by internship company*

6) Upon successful selection, proceed to do internship

(* Where applicable)

> Don't judge each day by the harvest you reap but by the seeds that you plant.
>
> ~ Robert Louis Stevenson, novelist

INTERNSHIP

Tips to be a Star Intern!

1

Put in the Hard Work

The experience gained helps you learn more about yourself professionally and puts you in better stead for future work, including potential conversion to a full-time hire.

2

Take On Challenges

Keep a look out for areas where you can contribute and take the initiative to propose new assignments with your manager.

3

Solve and Minimise Problems

If you encounter a roadblock in your work, you can come up with a few solutions to present to your manager, who can help you decide on the best course of action.

4

Learn from your Mistakes

Accepting your errors and learning from them shows Responsibility, a crucial skill that is valued in the workforce.

5

Bond Well with your Team

The ability to mingle and interact with people of different dynamics across a team is key to your professional growth.

6

Seek Feedback

Asking for feedback is the easiest way to find out if you are doing well in your role, and how else you can improve professionally.

Source: ***gradsingapore Internship Guide 2025***

OUR INDUSTRY PARTNERS

We believe in building a long term relationship with a network of industry partners who can tap on our students' talents and qualifications. By engaging with them, we built a link for our students to network and learn from these industry practitioners. Here are just some of our partners who have offered networking, learning and employment opportunities for our students and alumni — and the list is still growing!

BISA Business Indonesia Singapore Association

Changi General Hospital SingHealth

EMPIRE CODE

Fitness First

gradsingapore.com Graduate jobs, internships & careers advice

HUAWEI

IDENTI3® Discover your potential

innoquest In pursuit of science, innovating for life

Kinobi

KEYENCE

PURE

ST Engineering

tokopedia

Wantedly

Other useful online resources

Free career guides from gradsingapore.com Graduate jobs, internships & careers advice

Singapore's 100 Leading Graduate Employers 2025

How to Get Hired 2026

Internship Guide 2025

Finance Career Guide 2025

STEM Career Guide 2025

More resources available at : https://gradsingapore.com/career-guides

Free online CV checker: www.jobscan.co

Free online career resources : www.jobhero.com/resources

https://sg.indeed.com/career-advice

Resume samples : https://psb-academy.app.kinobi.asia/resume

PSB ACADEMY CAREER SERVICES

Talk to Our Career Coaches!

Book a 30 minutes session and get advice on your career preparation.

General Career Consultation

Resume Coaching

Interview Techniques

LinkedIn Review

Meet Our Coaches

Jim Lim

Kennet Teoh

Kartika Handayani

Freddy Thar

Book an Appointment

For Enquiry

career.services@psb-academy.edu.sg

PSB ACADEMY CAREER SERVICES

TalentConnect

Connecting Student Talent to Industry Needs

APPLY NOW

WHY JOIN?

- Gain Real-world Experience Before Graduation
- Develop In-demand Industry Skills
- Strengthen Your Professional Profile
- Grow Your Professional Network & Confidence
- Short-term Commitment - Long-term Career Value

ELIGIBILITY

- International & Local Students
- Diploma & Degree Level

Scan Here for Enquiries
or Email to career.services@psb-academy.edu.sg

2026 Graduate Trainee Programme

WHY YOU SHOULD JOIN

- Connect with Leading Employers
- Receive Industry-Relevant Training
- Personalised Career Guidance
- Build Professional Network
- Opportunity for Employment (based on performance)

PROGRAMME DURATION

- 3 - 6 months

ELIGIBILITY

- Graduates who have completed their studies within the last 12 months
- Local full-time students

APPLY NOW

bit.ly/psbatrainee

For Enquiries:
Scan Here
or Email to career.services@psb-academy.edu.sg

Supported by

CGP GROUP
Unleashing Global Talent

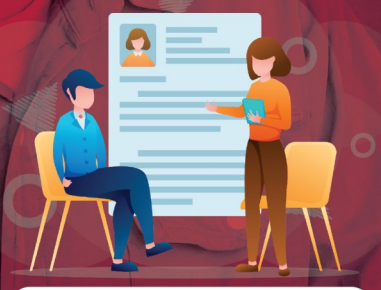
Organised by

psb ACADEMY
CAREER SERVICES

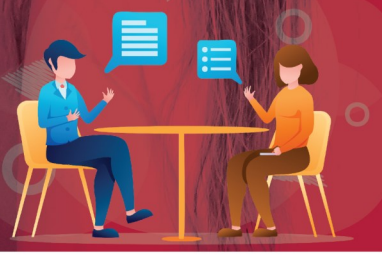
PSB ACADEMY CAREER SERVICES

PSB Academy Career Clinic

Resume review and interview preparation by HR professionals



Resume Review



Interview Preparation

Book a 1-to-1 consultation with experienced HR professionals to get personalised feedback on your resume and practical tips on how to make your resume more impactful and effective.

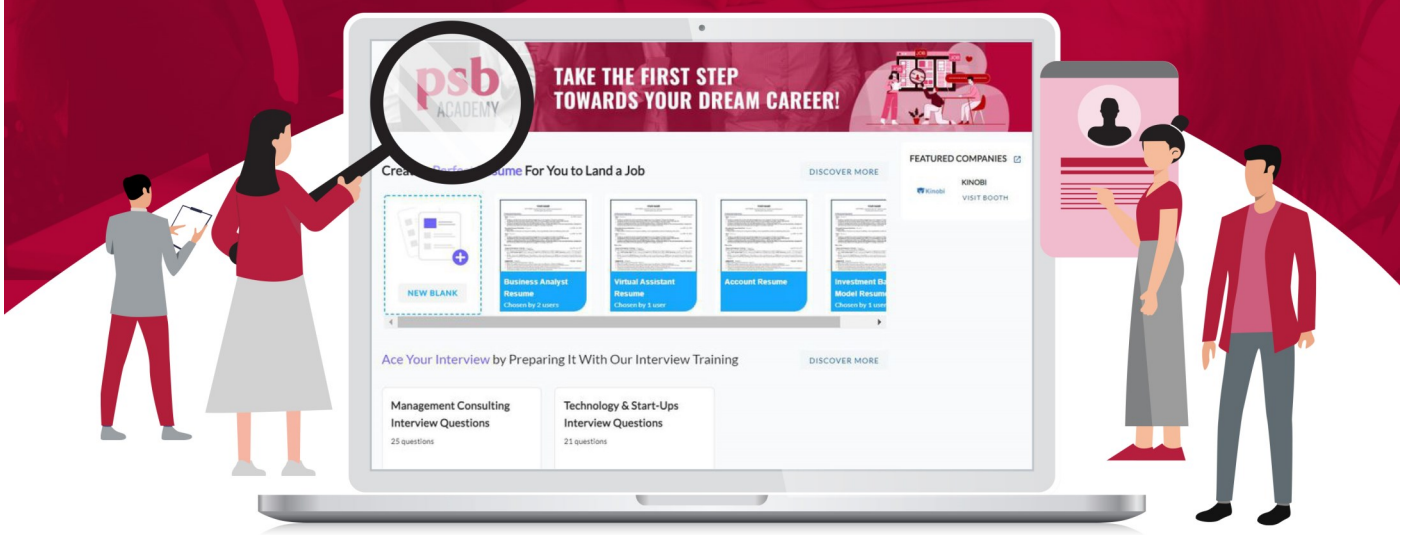
You will also receive invaluable tips from them on how to prepare for an interview and how to research the company, anticipate the questions you might be asked, and present yourself in the best possible light.

Scan to Register

https://bit.ly/psbacchr

Enquiry: career.services@psb-academy.edu.sg

PSB Academy Career Portal



PSB Academy Career Portal is a platform that connects our students and graduates with job and internship opportunities. The portal also features Resume/Cover letter Builder and Interview Training to help graduates craft winning resumes and ace their interviews.

Features on PSB Academy Career Portal

- Resume Builder
- Cover Letter Builder
- Job Portal
- Interview Training

How To Create Your Account

1. Go to our website: https://psb-academy.app.kinobi.asia/
2. Click “Sign Up For Free” and fill in details to create your account.
3. Start using the career resources online!

Powered By Kinobi

Visit Our Portal Here

PSB Academy Mentoring Programme

Feeling lost about working towards your dream job?

Having uncertainties about the working world?

Need guidance in charting your career path?

Sign-up for PSB Academy Mentoring Programme and get matched with industry practitioner! You will receive 6 months, 1 to 1 mentorship on career advice and surviving the working world.

Visit **https://www.psb-academy.edu.sg/campus-life/mentoring-programme/** or email **alumni@psb-academy.edu.sg** for more information.

http://bit.ly/MENTEESIGNUP

PSB ACADEMY ALUMNI FAMILY

How to reach out to Career Services and Engagement Team

Where to Get Career Services and Engagement Support?

You can seek support from our Career Services and Engagement Team at Main Wing, City Campus in Marina Square via HIVE counter 5.

HIVE COUNTER OPERATIONAL HOURS

MON TO THU: 9:00 AM - 6.00 PM
FRI: 9.00 AM - 5.30 PM
EXCEPT WEEKEND & PUBLIC HOLIDAYS

For enquiries, you may also reach us at the following:

career.services@psb-academy.edu.sg

+6390 9210 | +65 6390 9211 | +6390 9215

CHECK OUT OUR CAREER SERVICES SECTION IN OUR WEBSITE HERE:

https://www.psb-academy.edu.sg/campus-life/career-services#overview

FOLLOW US ON

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