



User Guide for Individuals

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1. Homepage

1.1. Top Section

1.1.1. Navigation Menu (top left)

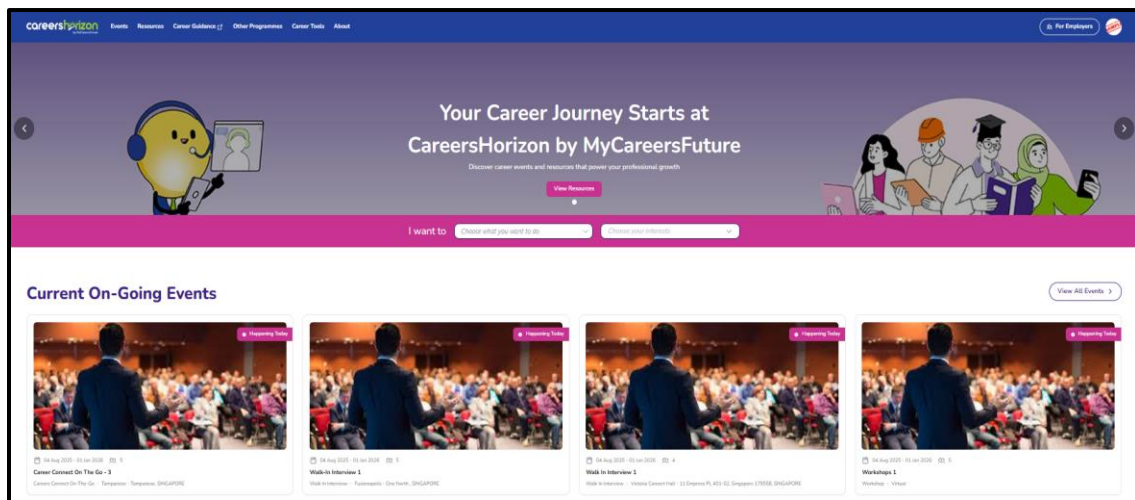
1.1.1.1. At the **top left** of the home page, you can access the following sections:

- **Events** (CareersHorizon events page)
- **Resources** (Information and learning material of Articles, Podcasts, Videos and Micro-Learning Courses)
- **Career Guidance** (Redirect to My Careers future's Career Guidance website)
- **Other Programmes** (Career support for employers (including subsidies and hiring incentives), job opportunities for senior job seekers, the Yellow Ribbon initiative, the Mid-Career Pathway Programme, Enterprise Workforce Transformation, and related grants)
- **Career Tools** (Careers Finder and Resume Builder)
- **About** (About CareersHorizon)

1.1.2. Sign in (top right) and Main Sections

1.1.2.1. At the **top right of the homepage** is the **Sign in** for individuals and employers

At the Middle of the page is the “I want to...” filter bar based on career needs, which offers a more personalised search (Career needs / Industries). At the bottom of the page, individual users can browse the “Current On-Going Events” or you choose to “View All Events” by clicking the right button



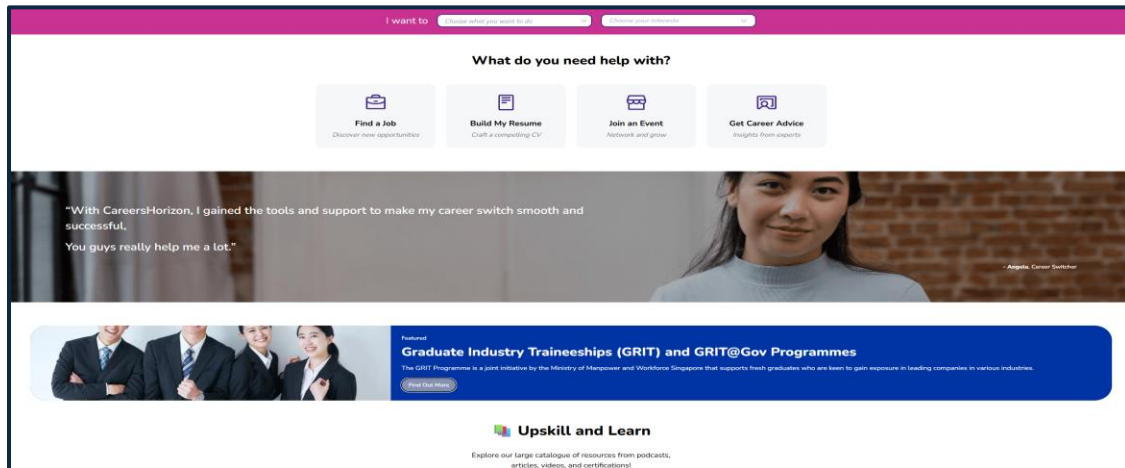
1.2. Middle Section

1.2.1. At the **top**, you can select from the options:

- Find a Job – Discover events that match your career interests
- Build My Resume

- Join an Event
- Get Career Advice

1.2.2. **At the bottom**, you can be redirected to Graduate Industry Traineeships (GRIT) and GRIT@Gov Programmes



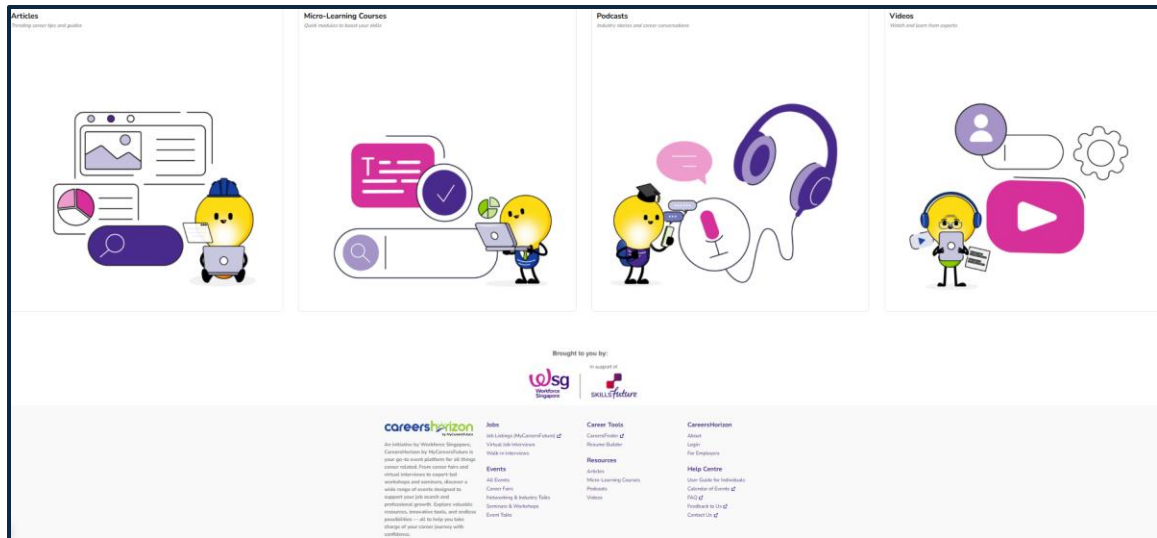
1.3. Footer

1.3.1. **At the top**, you can browse the learning materials:

- **Articles** – Trending career tips and guides
- **Micro-Learning Courses** – Quick modules to boost your skills
- **Podcasts** – Industry stories and career conversations
- **Videos** – Watch and learn from experts

1.3.2. **At the bottom**, you can browse the links to the various website categories:

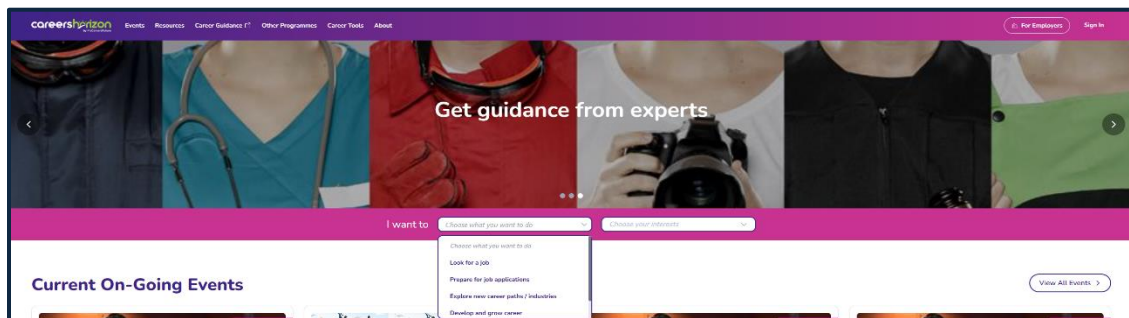
- **Jobs** - Job Listings (MyCareersFuture), Virtual Job Interviews, Walk-in Interviews
- **Career Tools** – CareersFinder, Resume Builder
- **CareersHorizon** - About, Login and For Employers
- **Events** - All Events, Career Fair, Networking & Industry Talks, Seminars & Workshops, Event Talks
- **Resources** – Articles, Micro-Learning Courses, Podcast, Videos
- **Help Centre** - User Guide for Individuals, Calendar of Events, FAQ, Feedback to Us, Contact Us



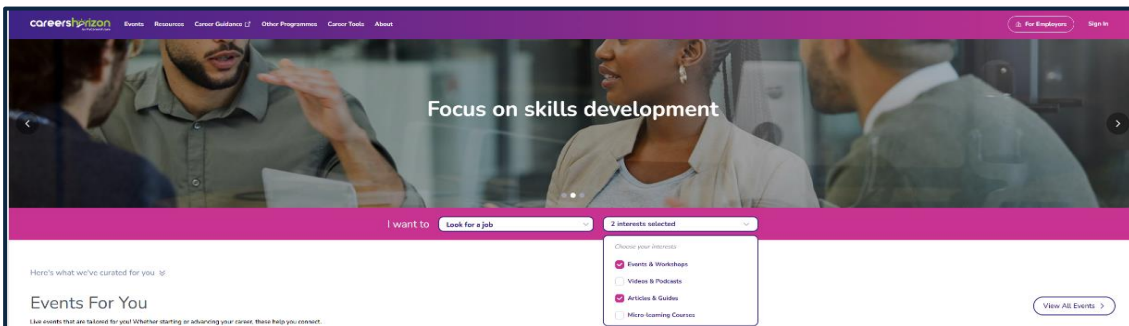
1.4. I want to

1.4.1. You can use the dropdown options to assist you in curating the career events and resources for your career needs and interests.

- Look for a job, prepare for job applications, explore new career paths/industries, Develop and grow career, Strengthen career resilience

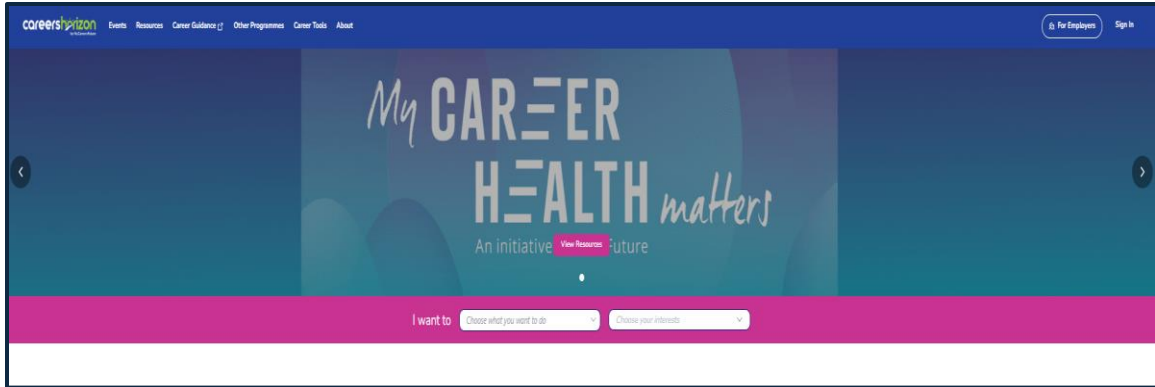


- Events & Workshops, Videos & Podcasts, Articles & Guides, Micro-learning Courses



1.5. How to sign in

1.5.1. Navigate to the top right corner of your browser and click on “sign in”



1.5.2. Sign in with your **Singpass**



1.5.3. If you're logging in for the first-time, you can complete your user profile registration by filling out the data needed. Once completed, tick the mandatory box to accept the terms of use and click the **submit** button to continue

1.5.4. Choose your preferred job function. You may choose up to **3 job functions**

Choose your preferred Sectors

Select up to 3 Sectors

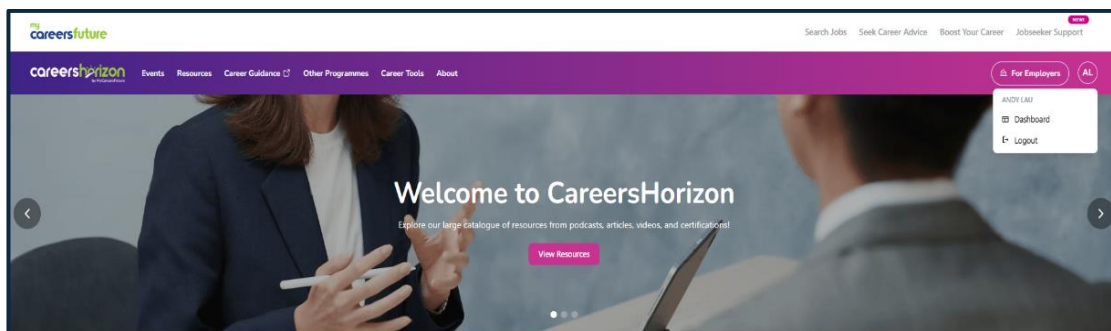
Select Sectors

- Accounting / Auditing / Taxation
- Admin / Secretarial
- Advertising / Media
- Architecture / Interior Design
- Banking And Finance
- Building And Construction
- Consulting
- Customer Service
- Design

2. Dashboard

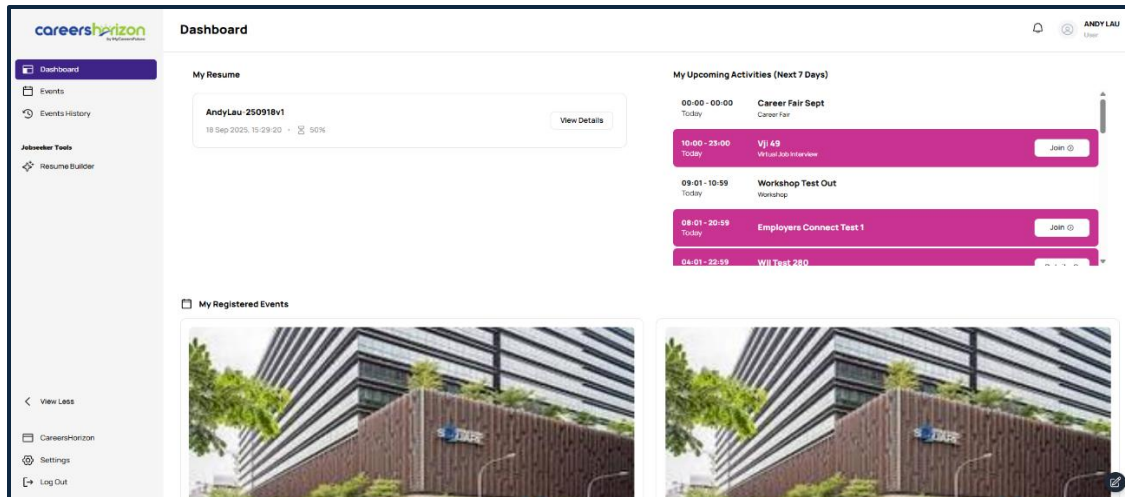
2.1. Navigate to Dashboard

2.1.1. After logging in, click on your name profile at the **top right** and select Dashboard from the drop-down



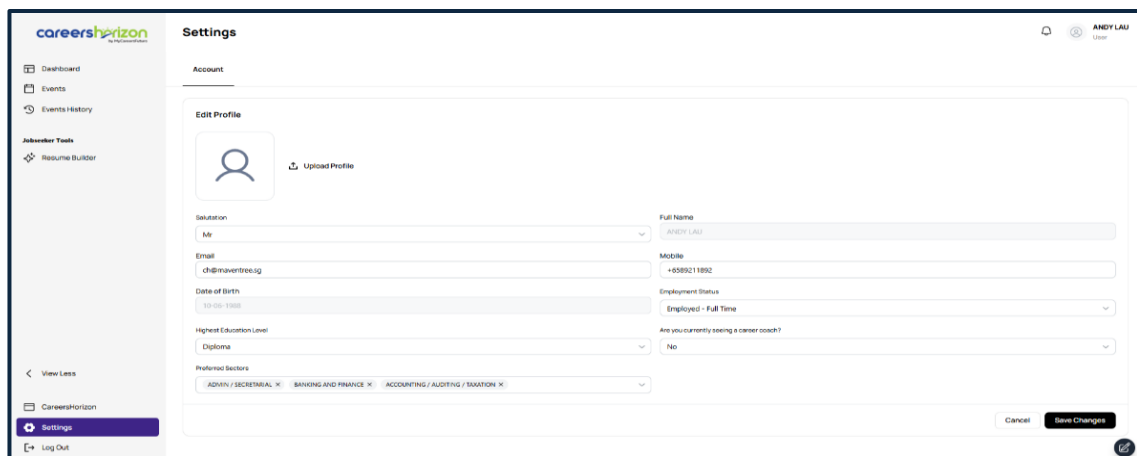
2.1.2. On your **dashboard**, you can access

- All your resumes
- Resume Builder
- All your registered events.
- Your upcoming events for the next 7 days.
- Edit your Profile



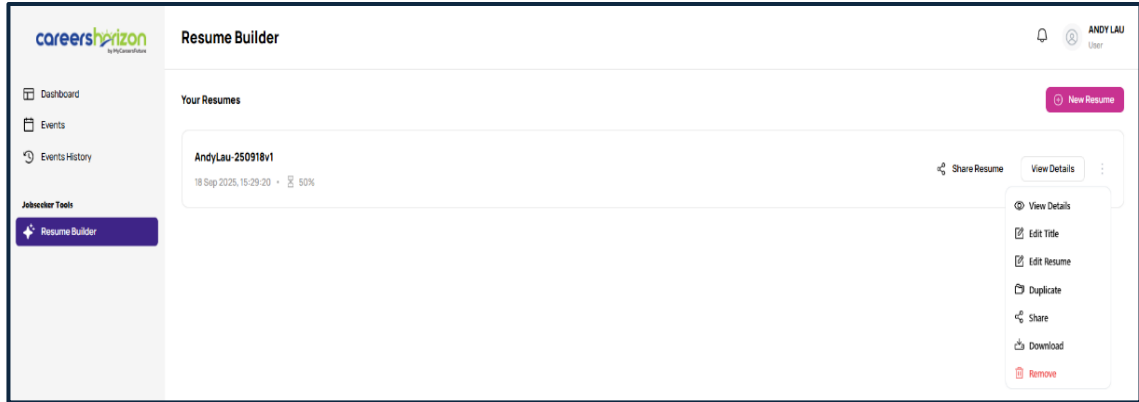
2.2. Edit your Profile

- 2.2.1. On the **bottom left** of your Dashboard, click on Settings to edit your profile. On the bottom right of the setting page, click "Save" to save your changes



2.3. Resume on the Dashboard

- 2.3.1. (2.2. Picture) On the **left** of your Dashboard, click on the **Resume Builder** to enter the resume section
- 2.3.2. On the **right** of your selected resume, click the **(3 dots)**. You can edit, duplicate, share, download, or remove your resume

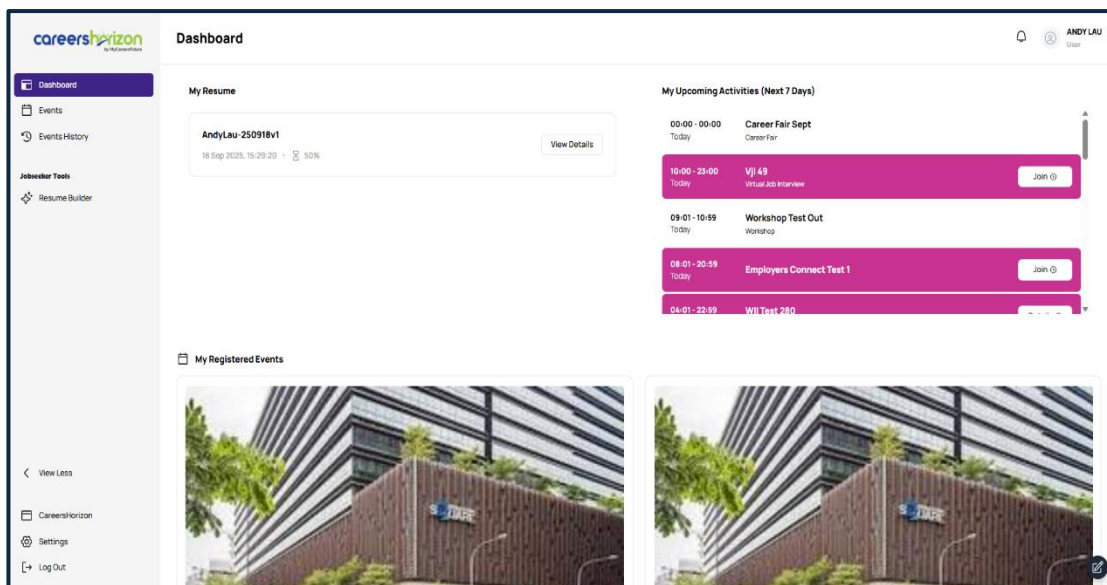


3. Events

(To explore events, you can do it from the CareersHorizon Homepage or from your dashboard.)

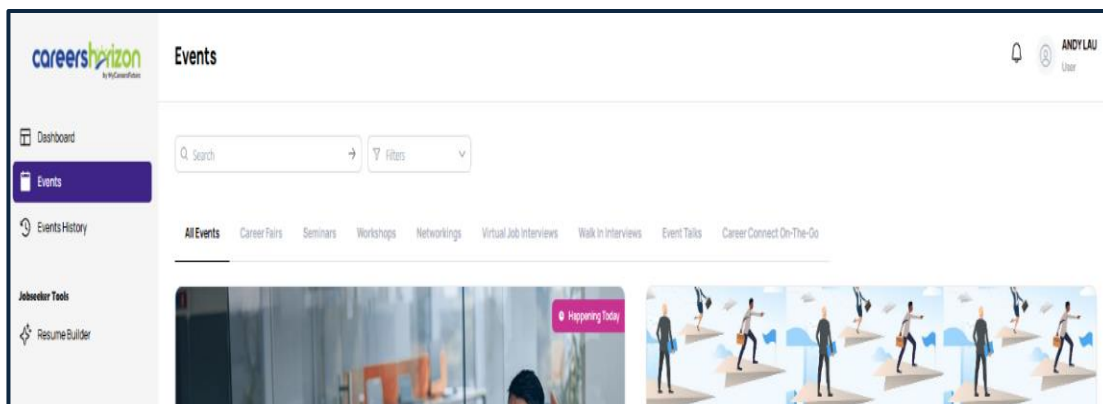
3.1. Upcoming Activities

- 3.1.1. On the **right** of your dashboard, My Upcoming Activities (Next 7 Days), you can see all your upcoming events for the next 7 days and **join** the event that is currently happening by clicking the **Join** button
- 3.1.2. On the **left** of your Dashboard, click on **Events** to enter the **Events Section**



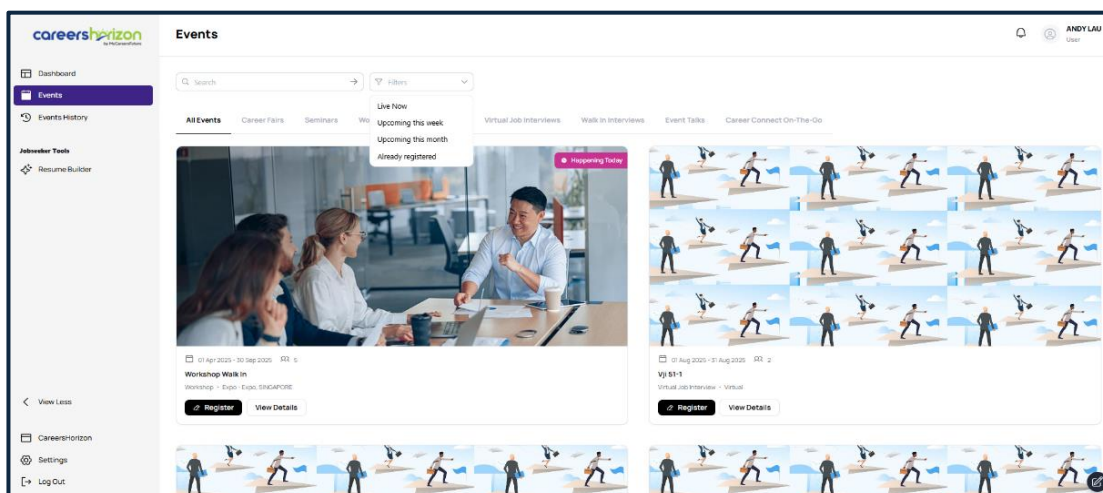
3.2. Event categories

- 3.2.1. You can click on the **event categories** on your dashboard to explore your preferred events



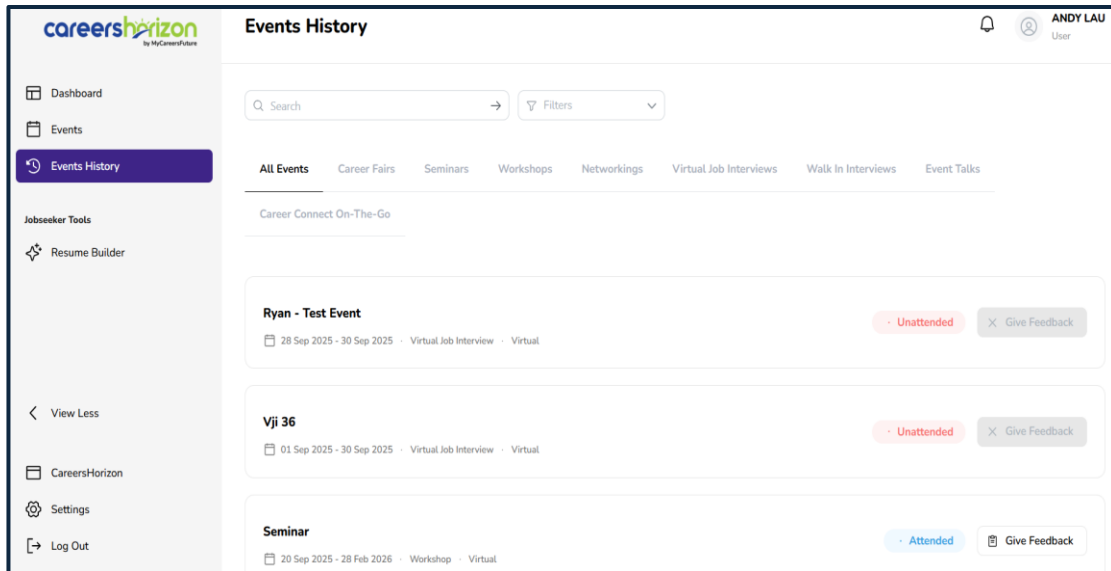
3.3. Event Search

- 3.3.1. On the Events tab, you can search for events by typing the event name in the **search bar** or using the filter feature to filter the events you are interest in
- 3.3.2. To register for an event on your selected event, click on the **register**



3.4. Events History

- 3.4.1. To see your **events history**, you can click the **Events History** Menu on the **left side** of the dashboard
- 3.4.2. On the Event History page, you can **categorise** the type of events and use the **Search** and **Filter** function to search your past attended / unattended events and provide feedback.



3.4.3. To give feedback on the events you have attended, click **Give Feedback** on your selected event and fill out your feedback. At the end of the page, click **Submit**

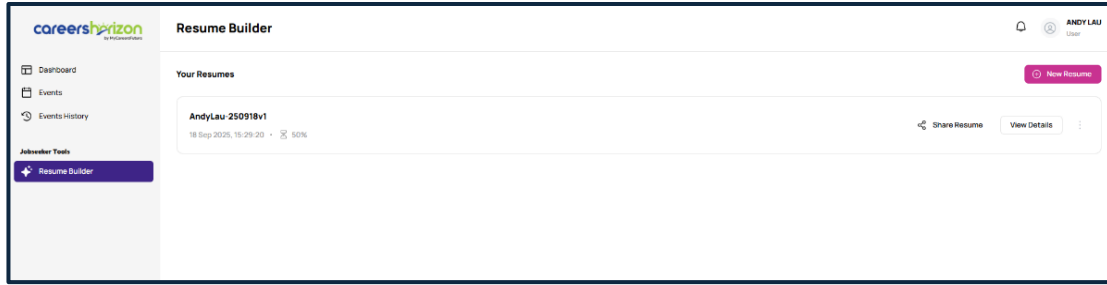
The screenshot shows the 'Rate Your Experience' feedback form. The form is titled 'Rate Your Experience' and features a 5-star rating system. The questions and their corresponding scales are as follows:

- This session was useful to me. (1 to 5)
- I have acquired new knowledge and will apply it after this session. (1 to 5)
- The mode of delivery was effective for me. (1 to 5)
- The duration of the session was acceptable for me. (1 to 5)
- If you indicated Strongly Disagree or Disagree, was the session too long or too short? (Too Short, Too Long)
- The speaker(s) was able to maintain interest of the audience with interactive tools / activities. (1 to 5)
- The speaker(s) used practical examples, case studies and techniques. (1 to 5)
- Share with us your biggest takeaway from this session. (Text input)
- Share with us what we have done well and what we can improve on. (Text input)
- Share with us which of the topics below you would be interested in for future sessions. (Topics: Growth - Explore career tips to help you plan for career growth and development, Readiness - Prepare for job search and interviews, Insights - Gain industry and hiring insights, Tenacity - Develop resilience for career well-being)
- I am interested to speak to a career coach/ Seek further assistance in my job search. (No, Yes)

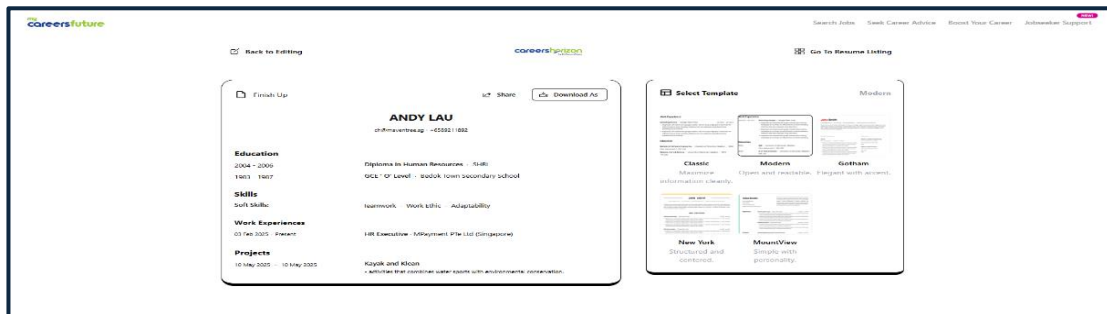
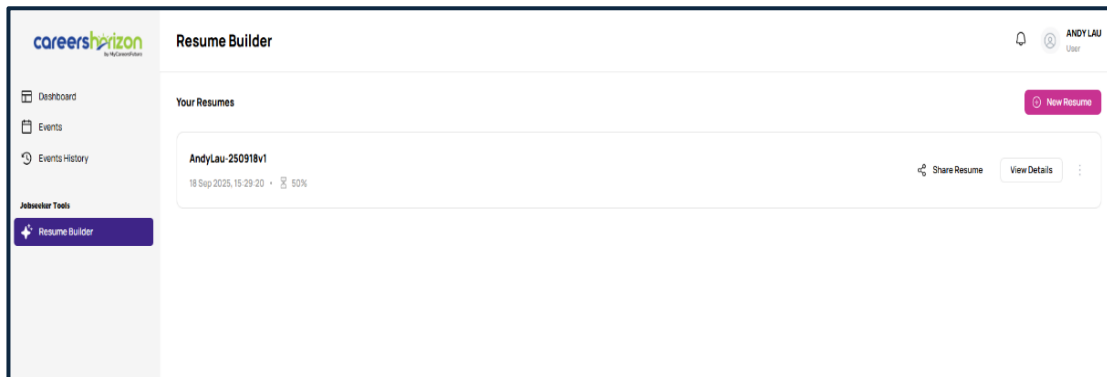
A 'Submit' button is located at the bottom right of the form.

3.5. Resume Builder

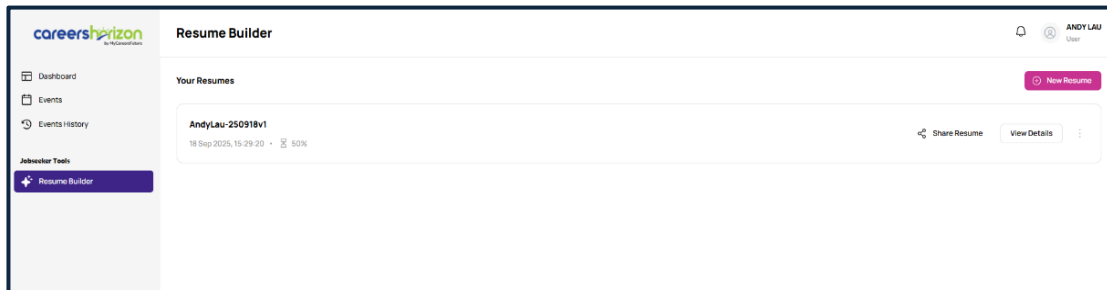
3.5.1. To build or access your resume, click the **Resume Builder** menu on the **left** side of your dashboard.

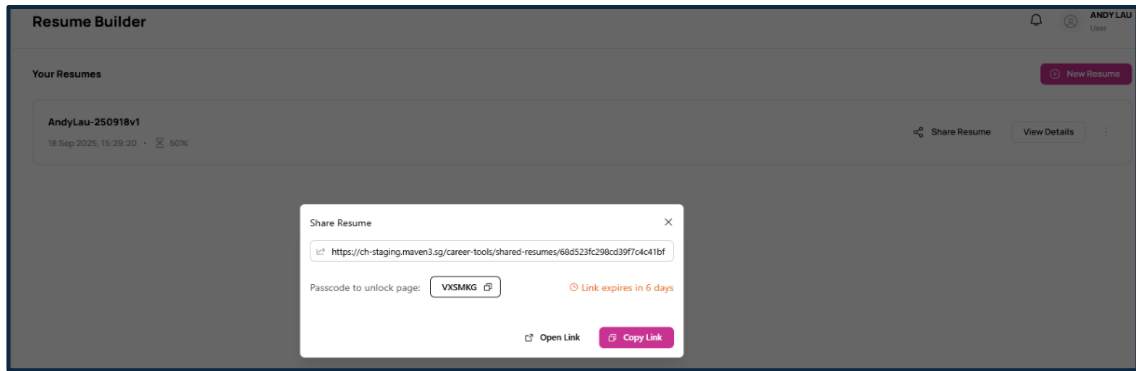


3.5.2. You can view the details of your resume by clicking the **View Details** button on your selected resume.



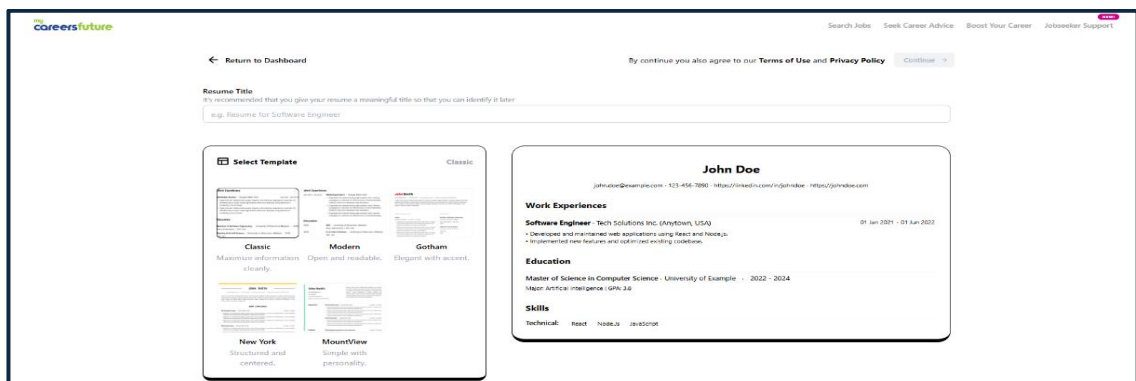
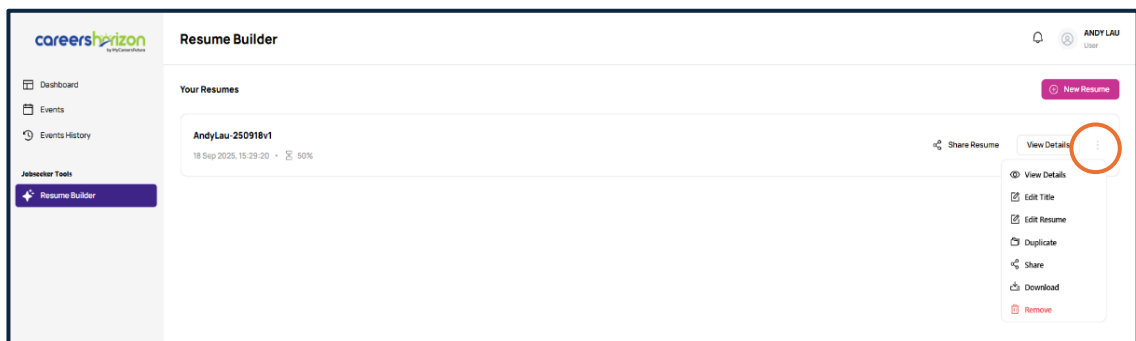
3.5.3. To share your resume, click the **Share Resume** button. Open or copy the link and input your email along with the passcode you have been given to access your resume





3.5.4. You can duplicate, share, or remove your resume by clicking the **3 dots** button on your selected resume and choosing your desired action.

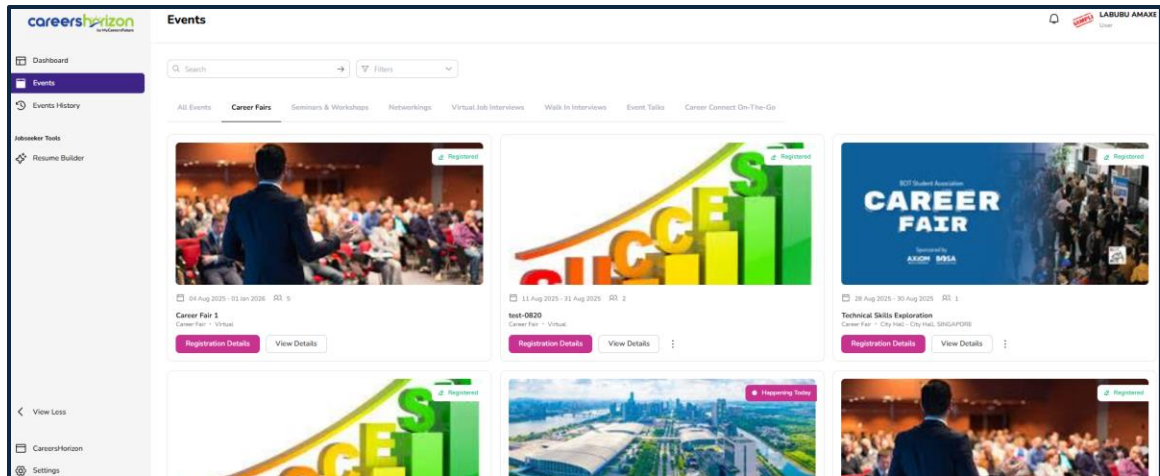
3.5.5. Click the **New Resume** button and fill out the details for your resume.



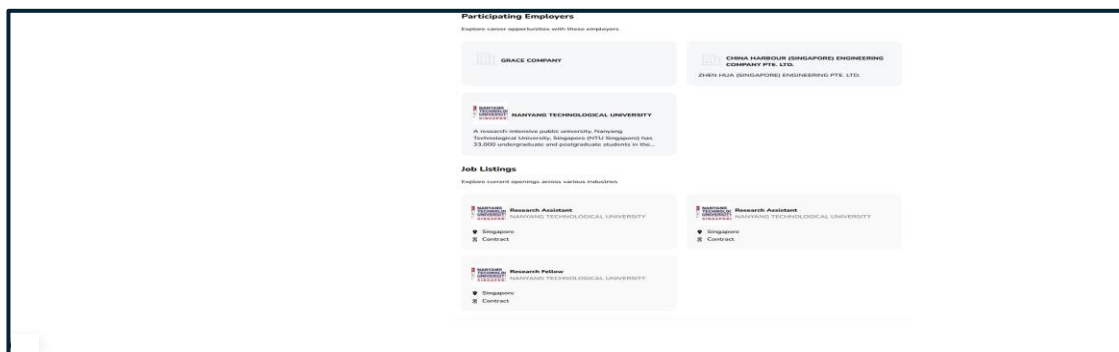
4. Career Fair

4.1. To Apply for Career Fair

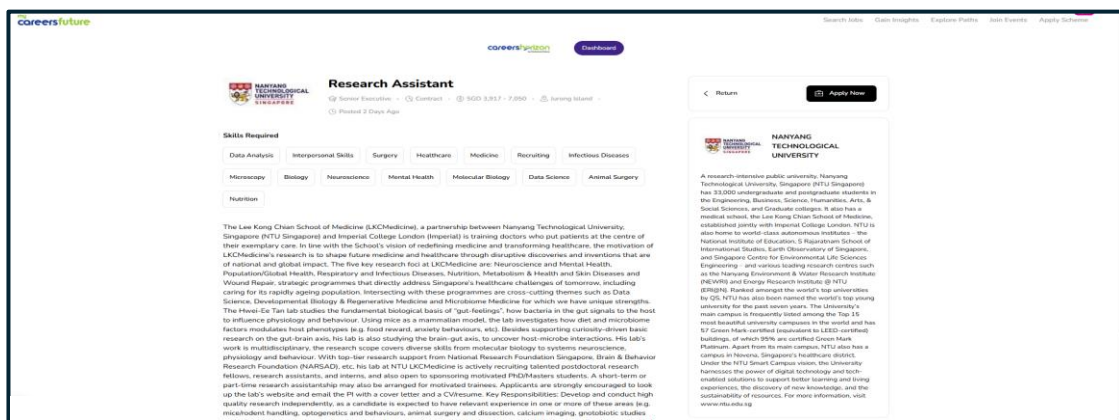
4.1.1. At your selected Career Fair, Click Browse Jobs

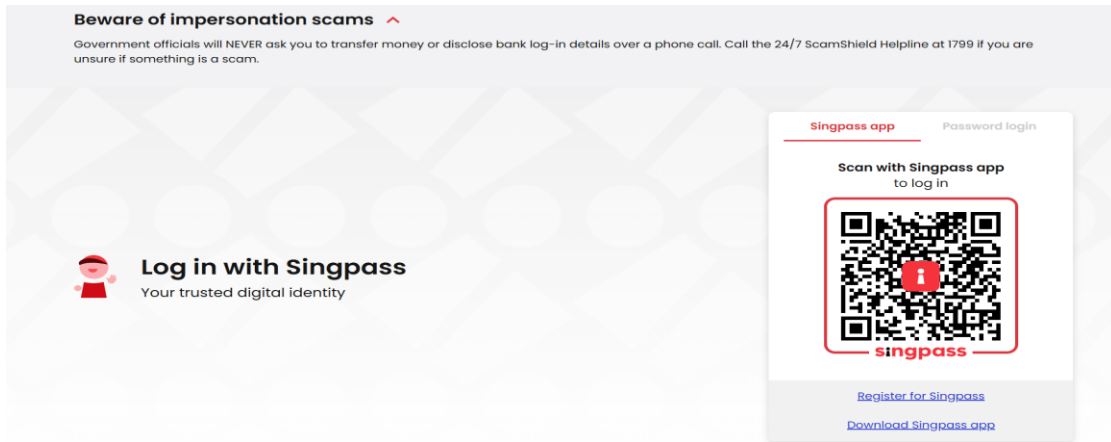


4.1.2. Click on your selected Job



4.1.3. Click **Apply Now** and you will be redirected to Singpass for login



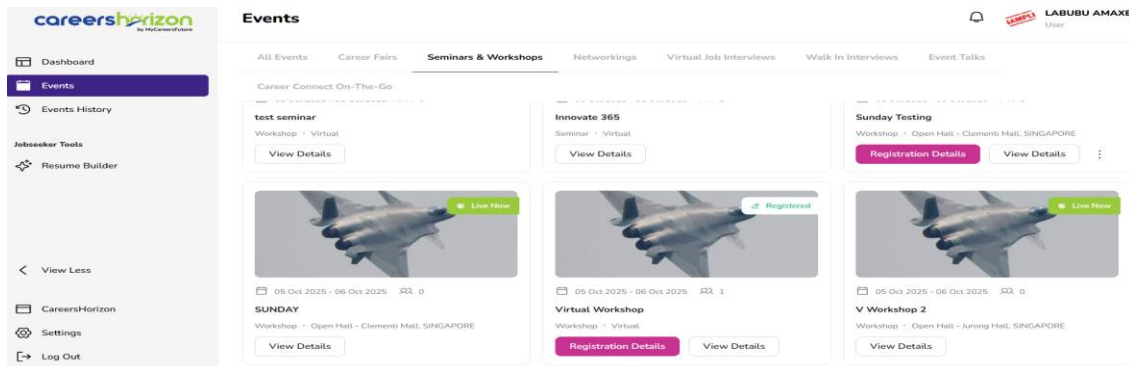


- 4.1.4. After signing into Singpass, you will be routed to MyCareersFuture, where you can complete your job application.

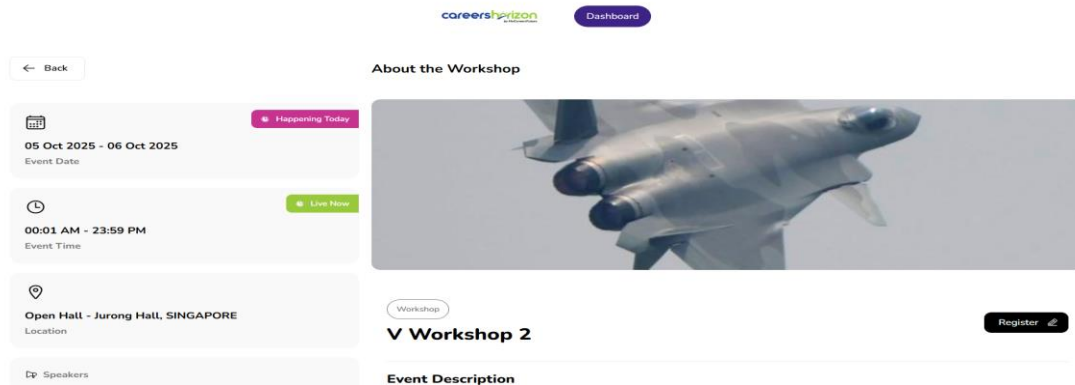
5. Seminars and workshops

5.1. How to register

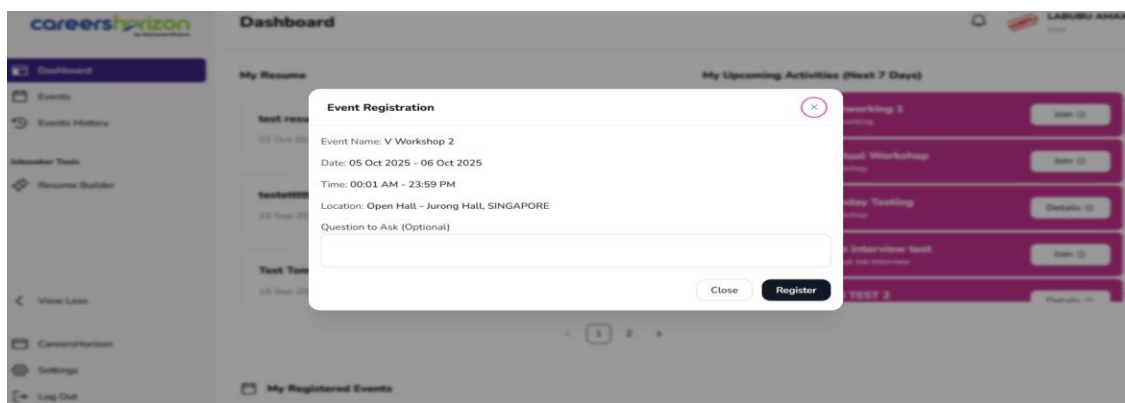
- 5.1.1. On Your Chosen Workshop or Seminar event, click the View Details button.



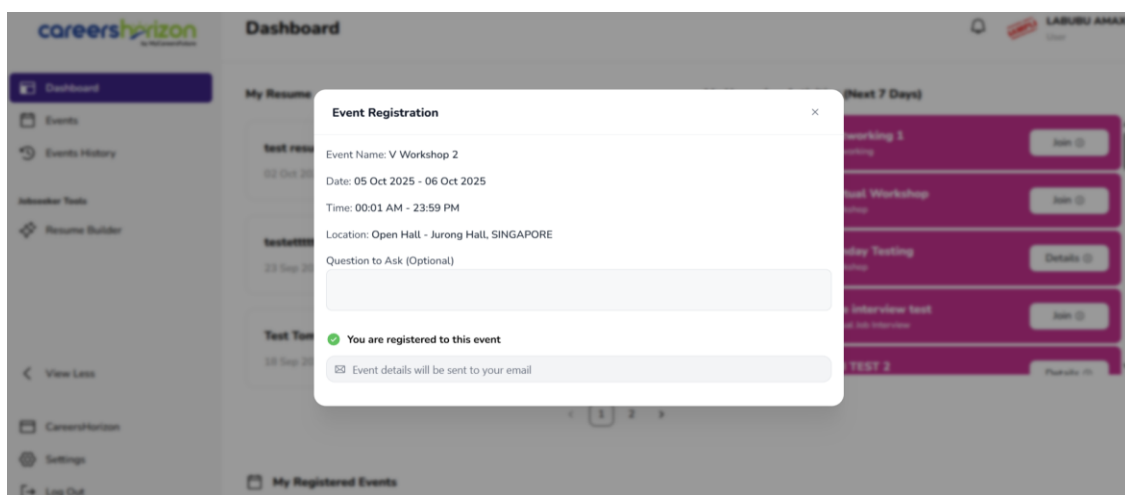
- 5.1.2. Click the **register** button. (If you're not signed in yet, you can sign in with your Singpass account) to continue with the registration



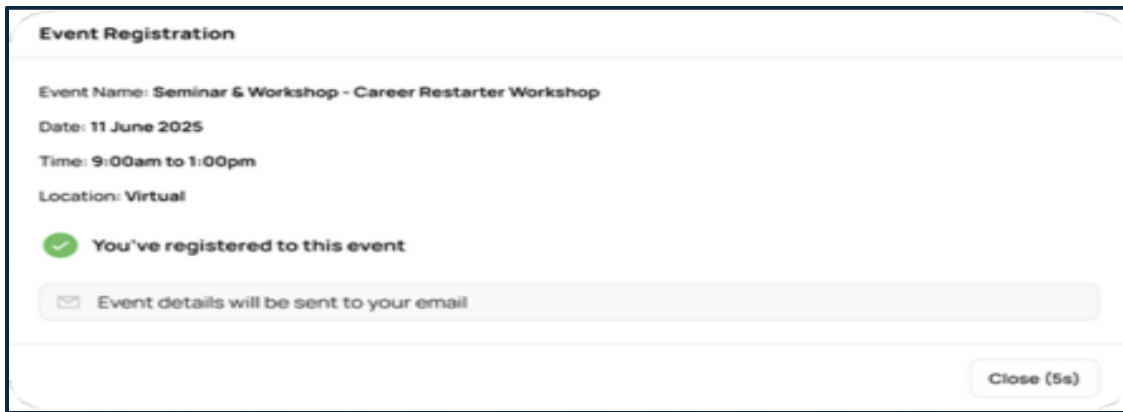
5.1.3. Click **Register** to confirm the registration



5.1.4. Once you have successfully registered, a confirmation pop-up will appear showing your event details, including Event Name, Date, Time, Location, Question to Ask (Optional). And A green indicator and message — “You are registered to this event” — will confirm your registration. You will also receive an email notification containing the event details

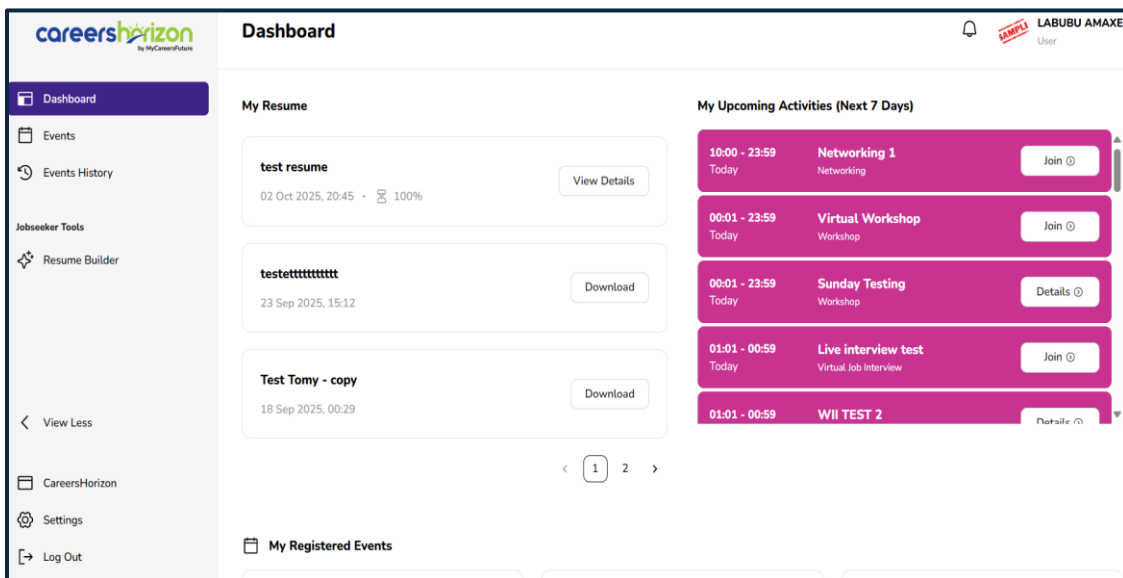


- 5.1.5. Once the registration is complete, you will be automatically redirected to your dashboard. You can see your upcoming events on the dashboard, and you will also receive an email with the details of your registered events

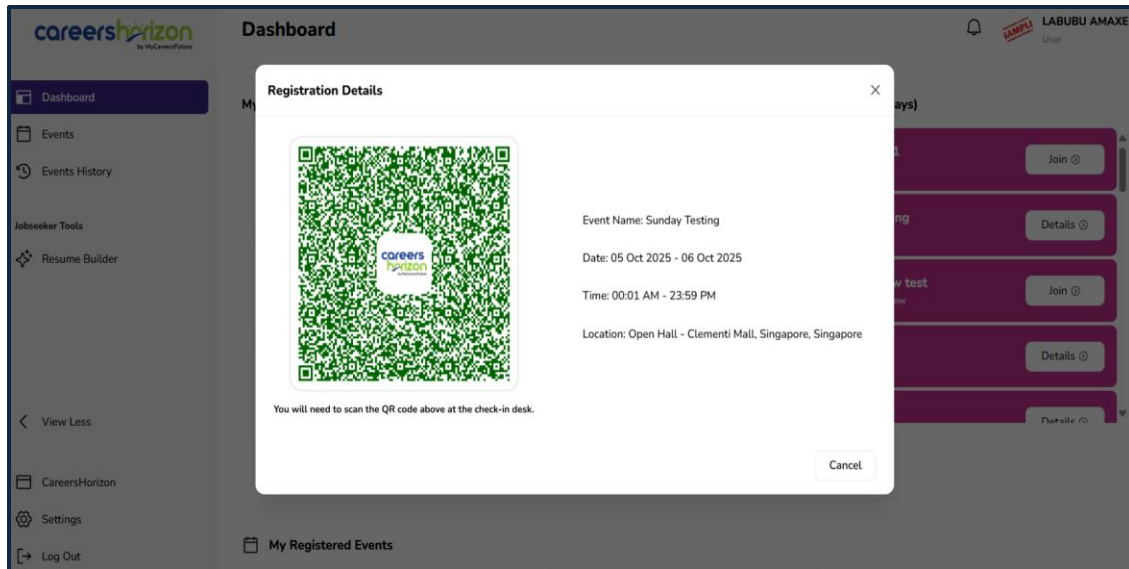


5.2. Joining the Workshop event

- 5.2.1. To join the workshop or seminar you have registered for, click the **Join** button on your upcoming activity section on your dashboard. (You can also join from the event reminder email that has been sent to your registered email address)



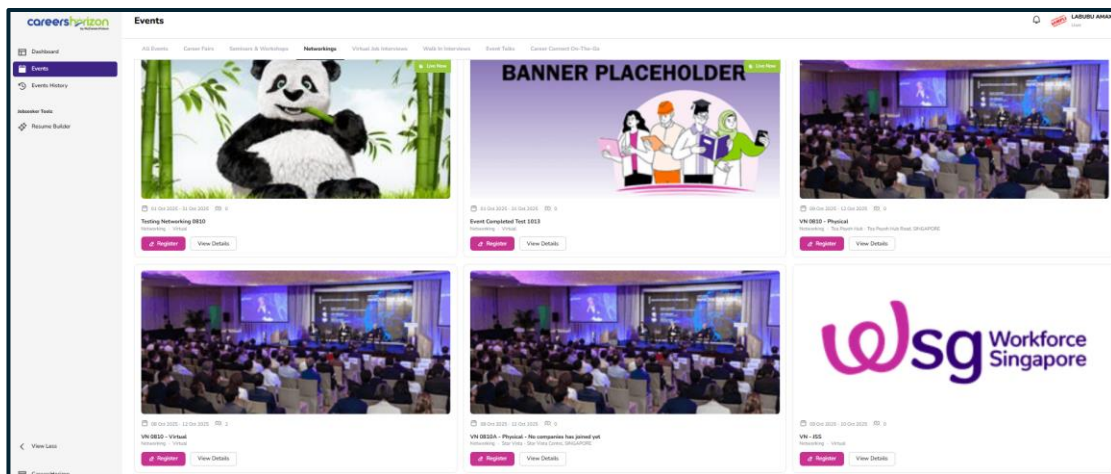
- 5.2.2. For a **physical** event, you can use the barcode to scan at the check-in desk of the event. To provide feedback during a physical event, scan the feedback barcode provided by the event administrator
- 5.2.3. For a **virtual** event, you will be redirected to the event's meeting link. Once the event is finished, you can give feedback right away or from your event history



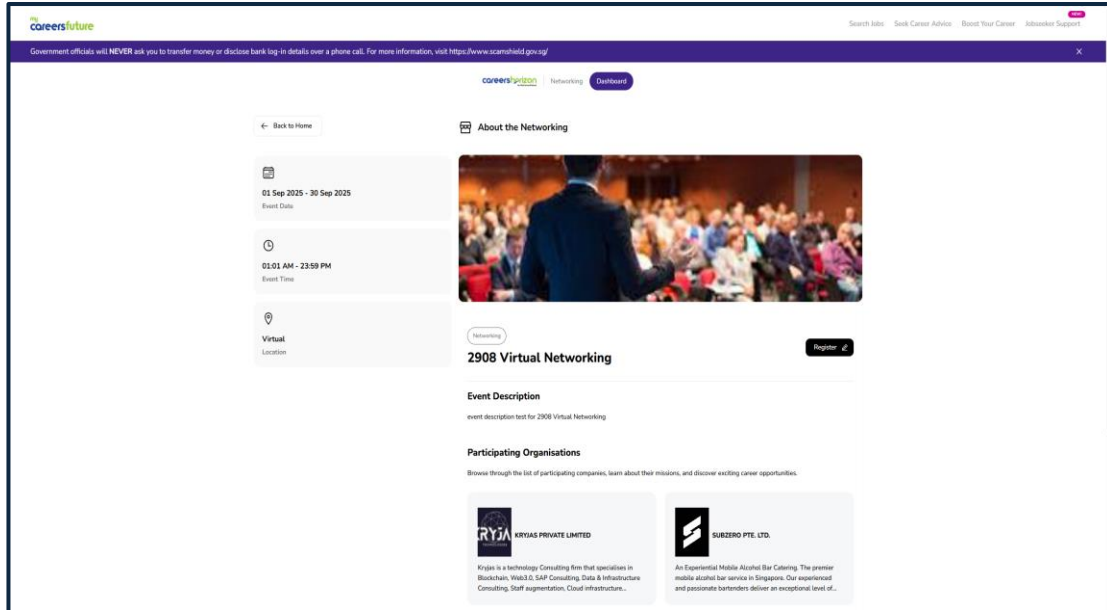
6. Virtual Networking

6.1. How to register

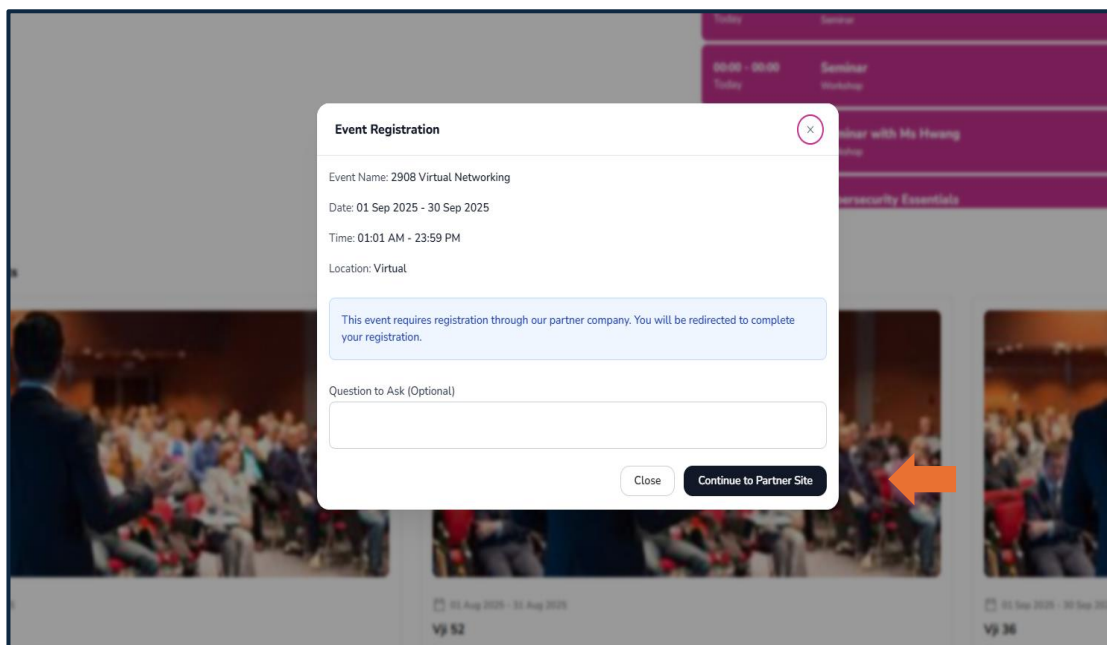
- 6.1.1. On the chosen virtual networking event, click the **View Detail** to view the event you want to attend



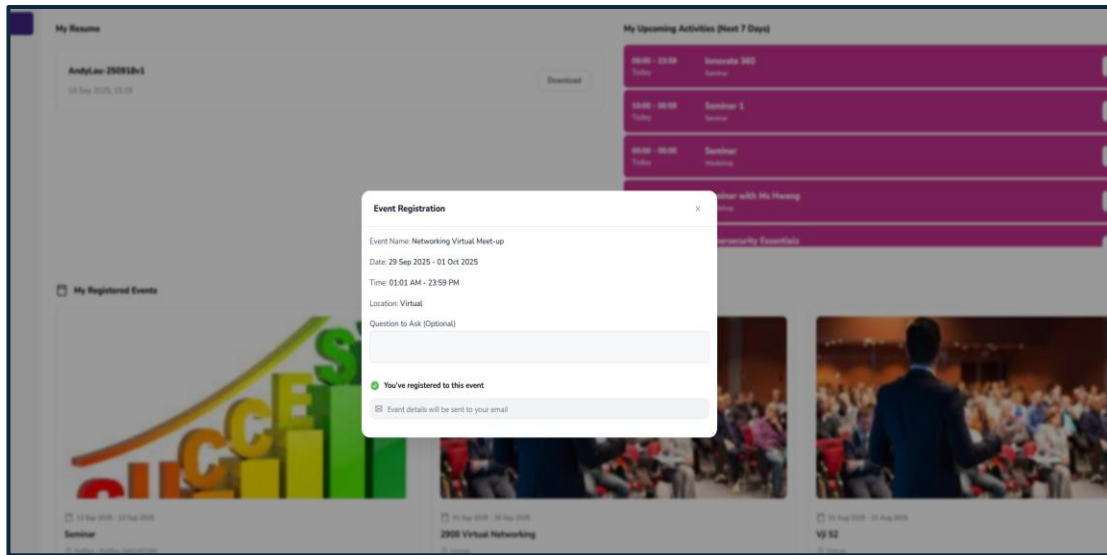
- 6.1.2. To register, click the **Register** button. (If you're not signed in yet, you can sign in with your Singpass account and continue with the registration)



6.1.3. You can submit your registration along with the questions you want to ask during the event on the pop-up screen. Review the event details once more and click **Register**



6.1.4. Once the registration is complete, you will be automatically redirected to your dashboard. You can see your upcoming events on the dashboard and you will also receive an **email** with the details of your registered events

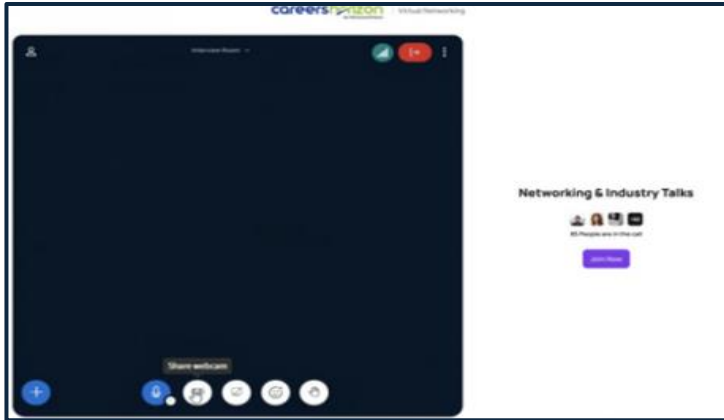


6.2. Join the Event

- 6.2.1. To join the virtual networking event you have registered for, you can click the **Join** button on your upcoming activity section on your dashboard. You can also join from the event reminder email that has been sent to your registered email address



- 6.2.2. You will be redirected to the event's meeting link. You can check your mic and video before joining the meeting. Once you're ready, click the button

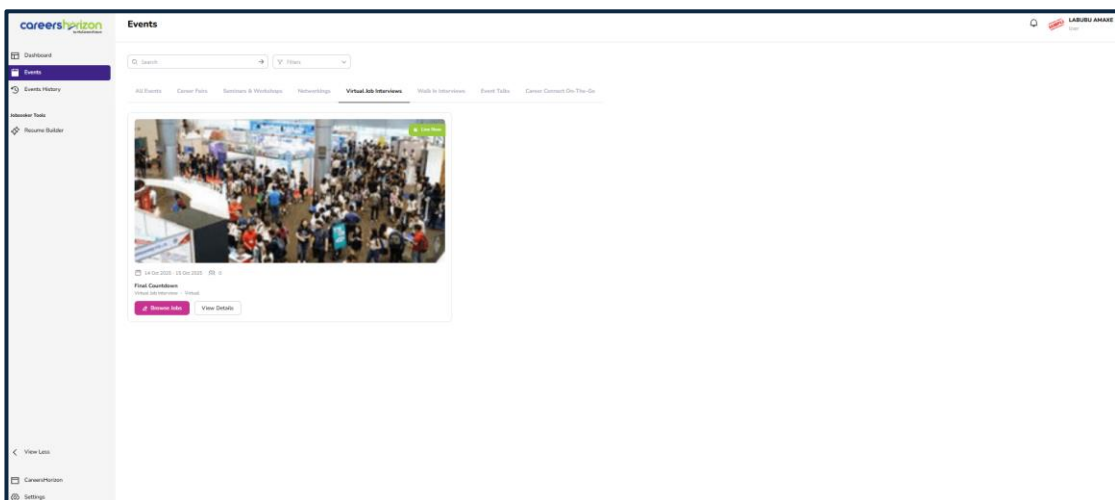


6.2.3. Once the event is finished, you can give feedback right away or from your event history

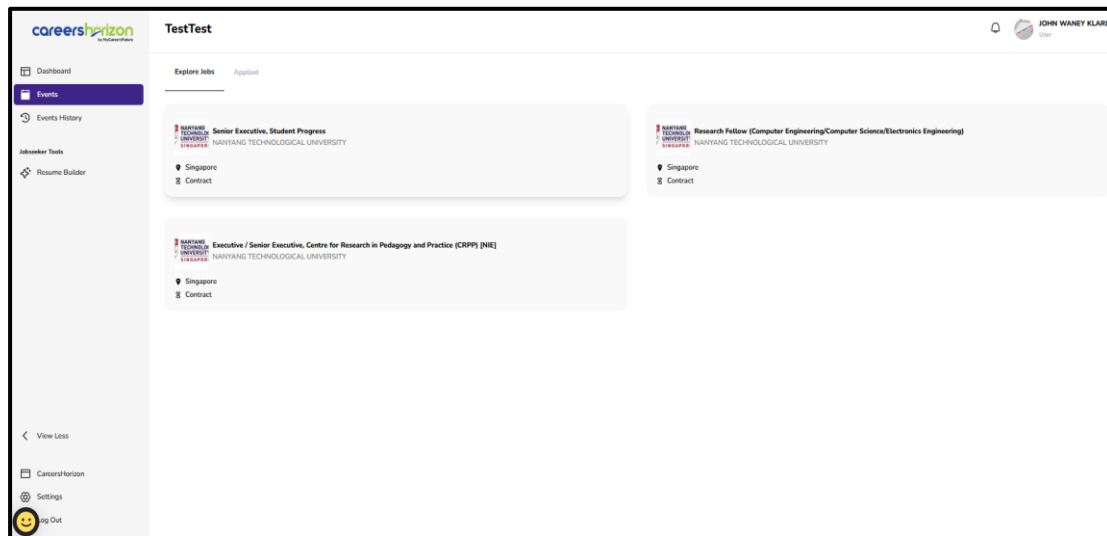
7. Virtual Job Interview

7.1. Register for Virtual Job Interview

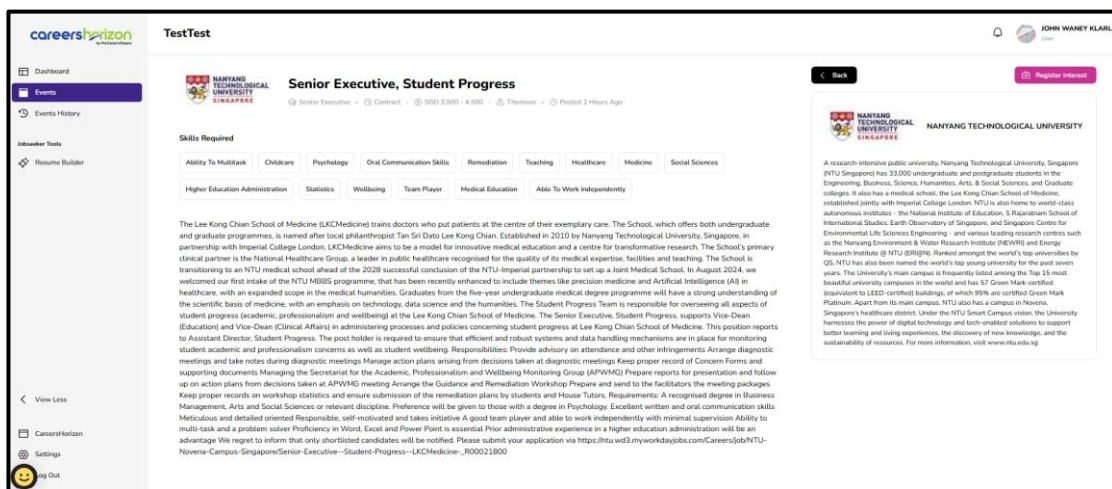
7.1.1. On the chosen Virtual Job Interview, click on **Browse Job**



7.1.2. Click on your selected job

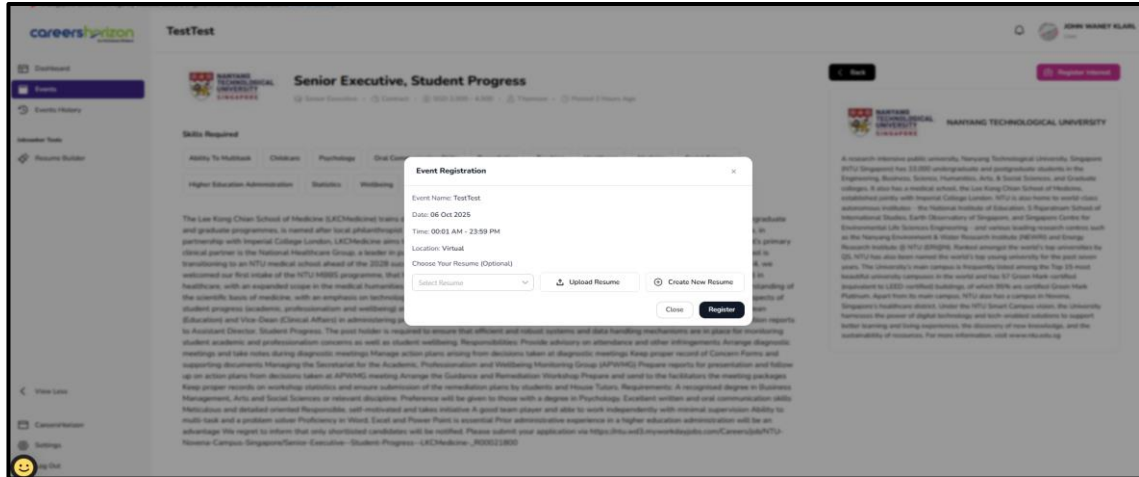


7.1.3. On the top right, click **Register** interest

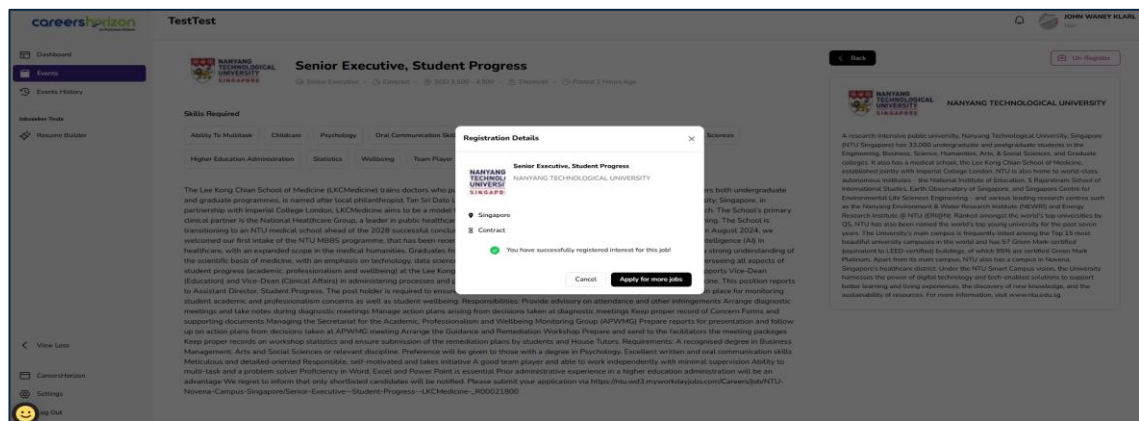


7.1.4. On the pop-up, you can create or upload your resume (Optional)

7.1.5. Click **Register**

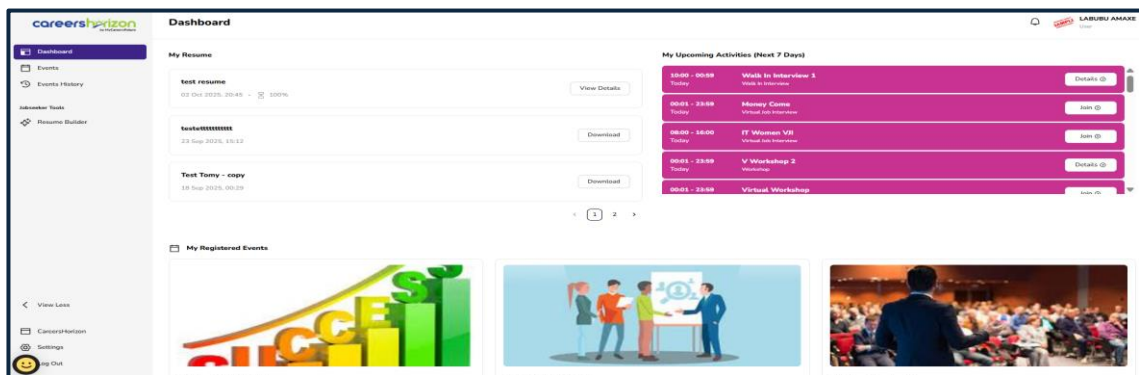


7.1.6. Registration Complete

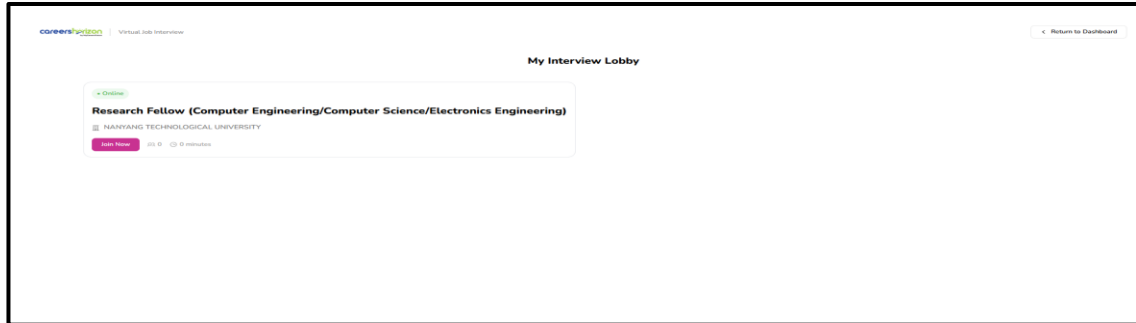


7.2. Join Virtual Job interview

7.2.1. On the Dashboard, My Upcoming Activities (Next 7 Days), your selected job, click **Join**



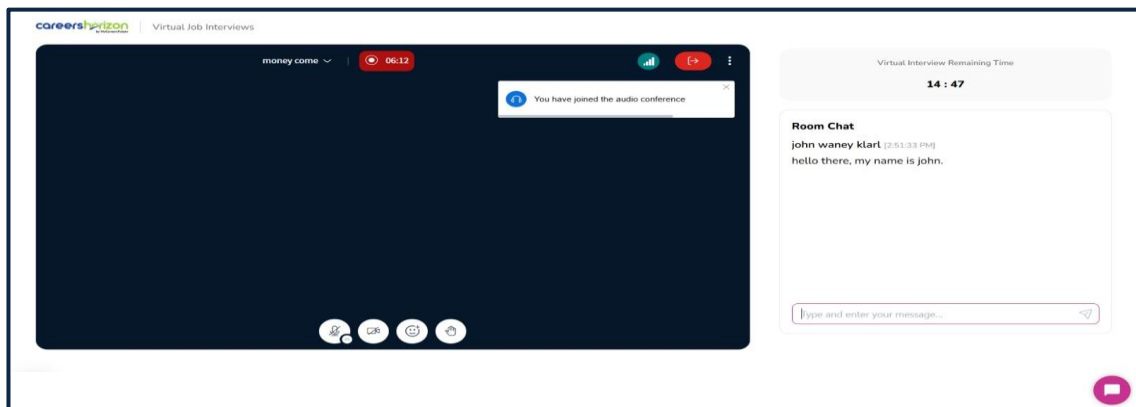
7.2.2. The **My Interview Lobby** page displays all the job listings you have registered interest in. When you are ready, click **Join Now** for the specific job of interest to enter the interview queue and wait for your turn to be connected with the employer.



7.2.3. Click **enter room** once the interviewer has started the interview and a pop up appears



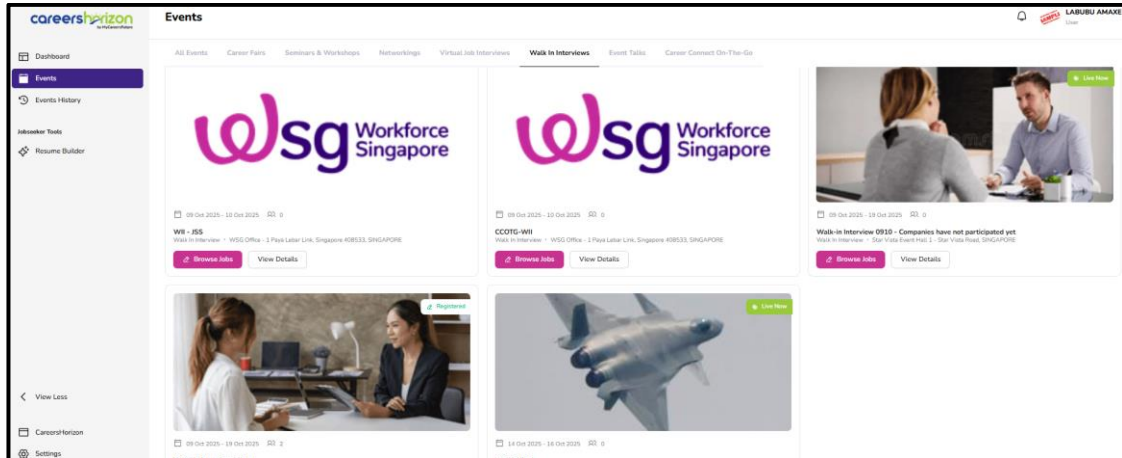
7.2.4. Proceed for your Virtual Interview



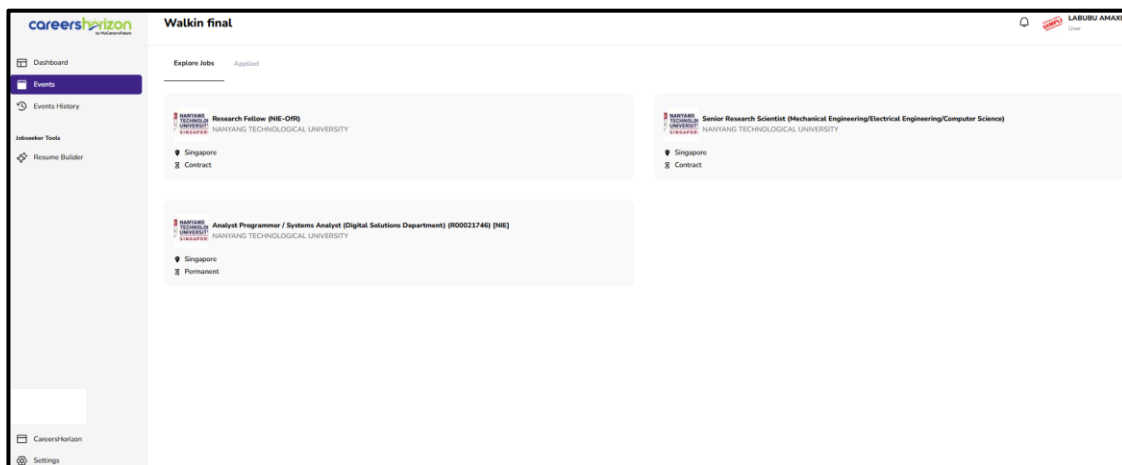
8. Walk in Interview

8.1. Register for Walk in Interview

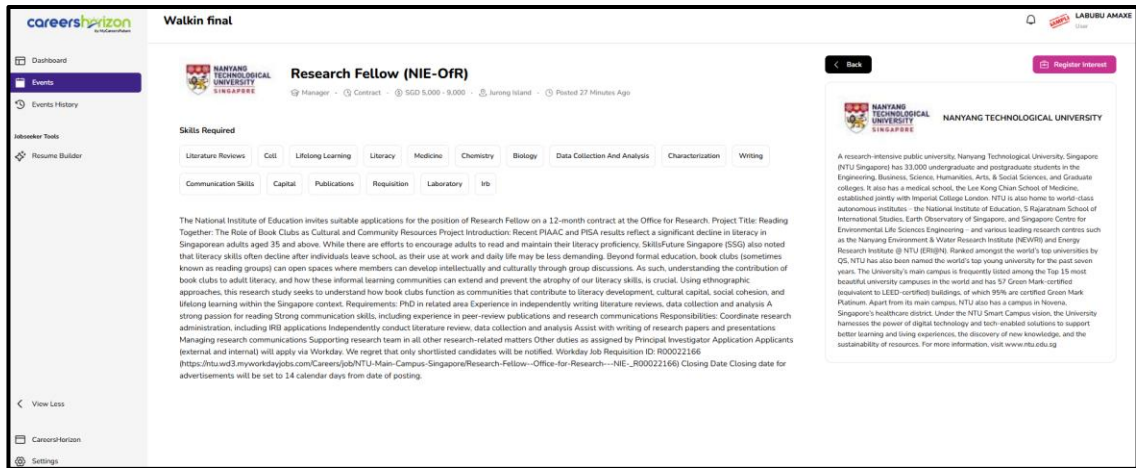
8.1.1. On the selection walk in Interview, click on the **Browse Job**



8.1.2. Click on the job you have **selected**

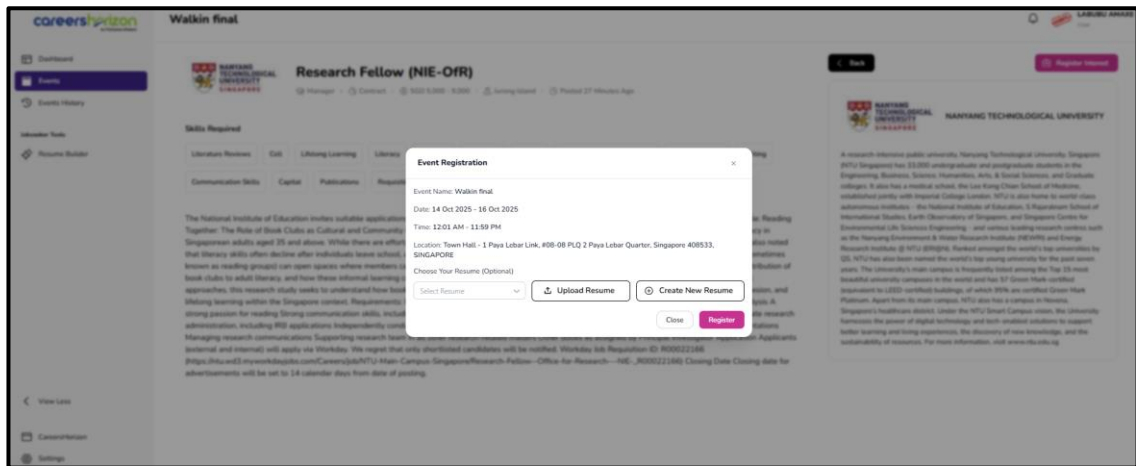


8.1.3. Click on the **Register Interest**

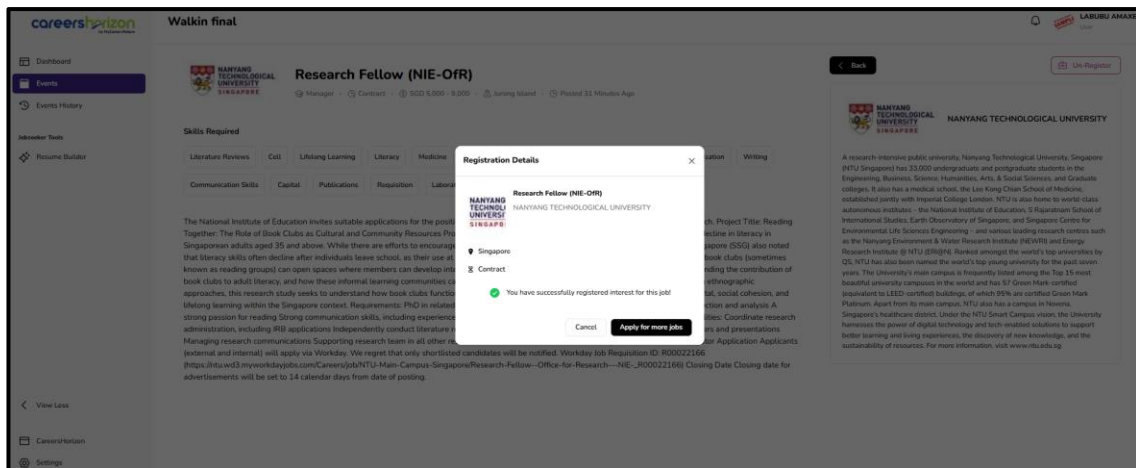


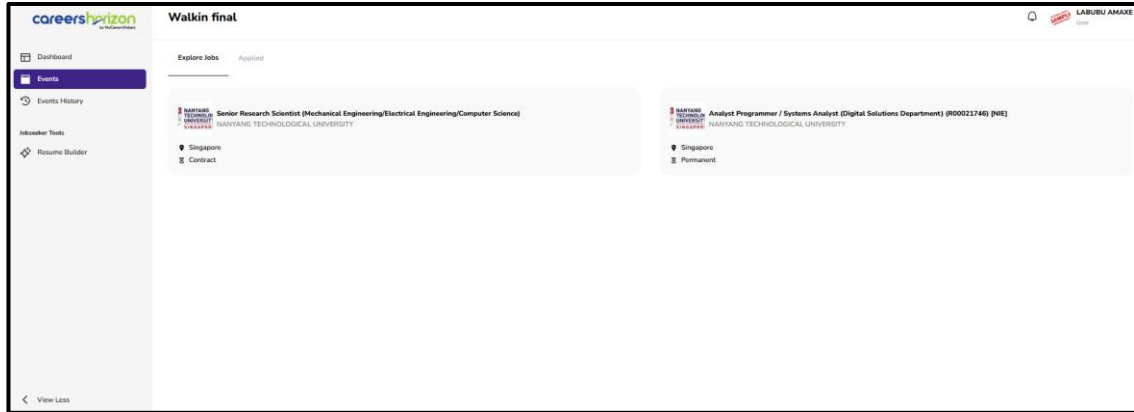
8.1.4. On the pop-up, you can create or upload your resume

8.1.5. Click on the **Register**



8.1.6. Click on the **Apply for more jobs** to return to the job selection.

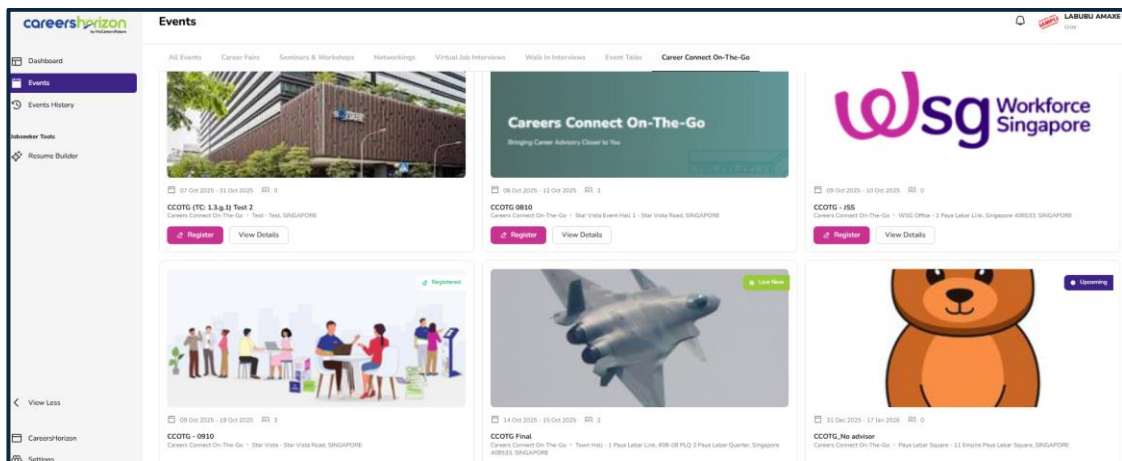




9. Career Connect On-The-Go (CCOTG)

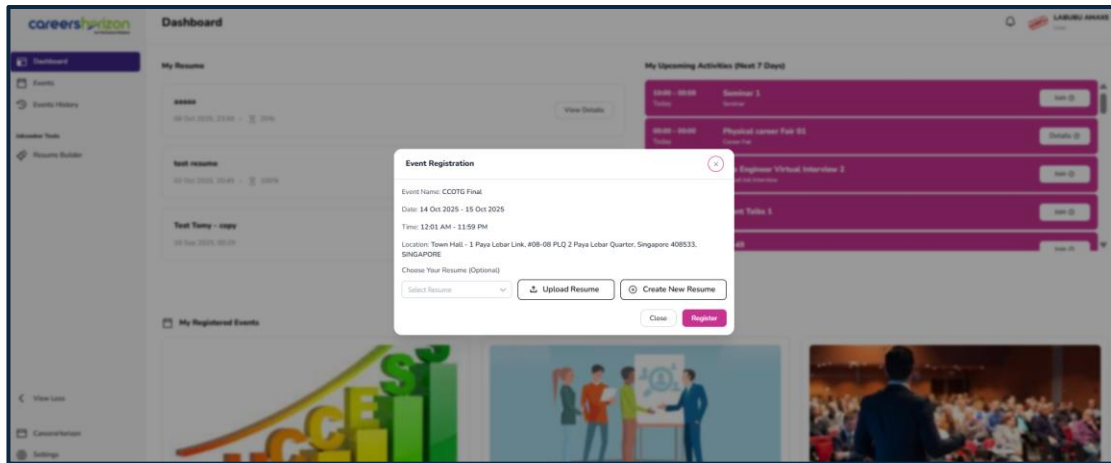
9.1. Register for CCOTG

9.1.1. On the Events page, select the CCOTG event that you are interested in and, click on **Register**



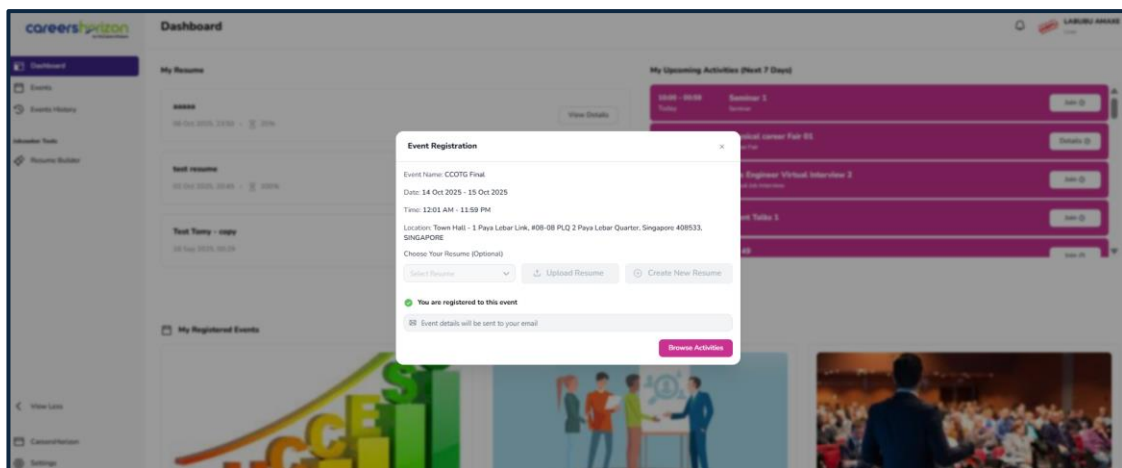
9.1.2. On the pop-up, you can create or upload your resume

9.1.3. Click on **Register**

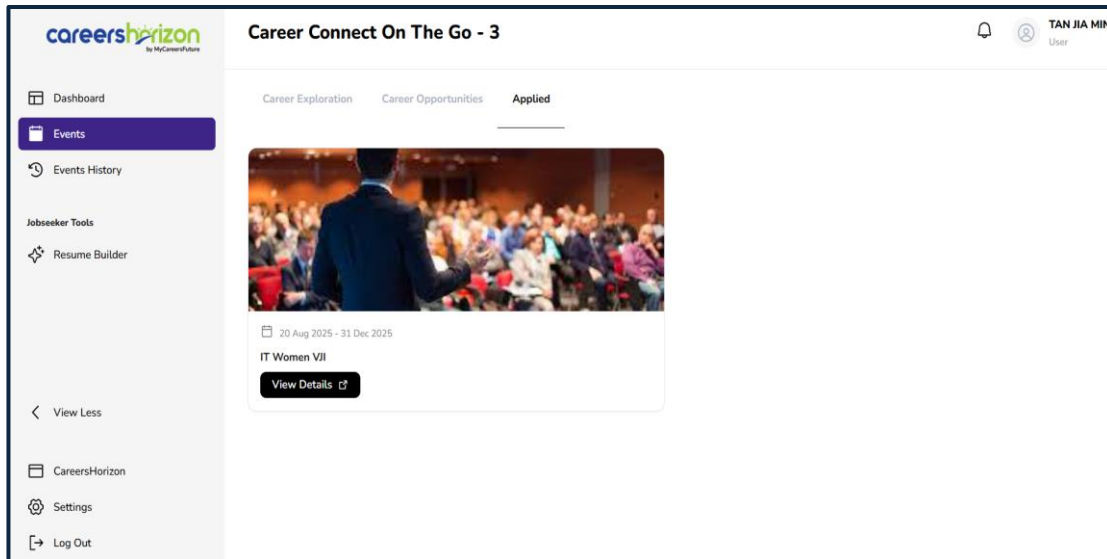


9.1.4. You have successfully registered for the CCOTG, and details will be sent to your **email**

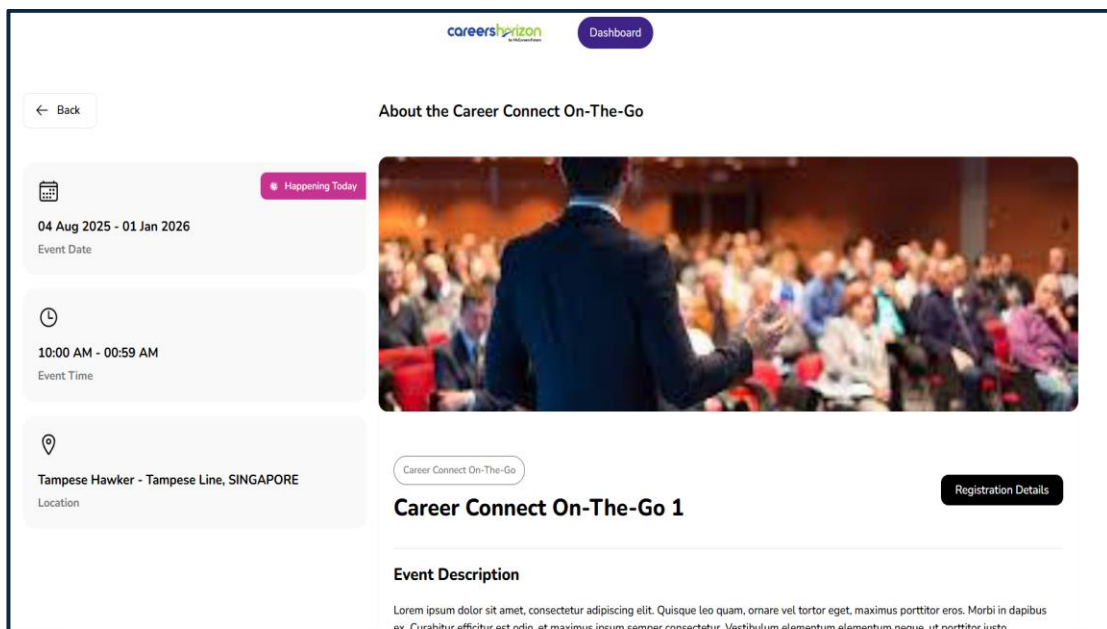
9.1.5. **Click Browse Activities**

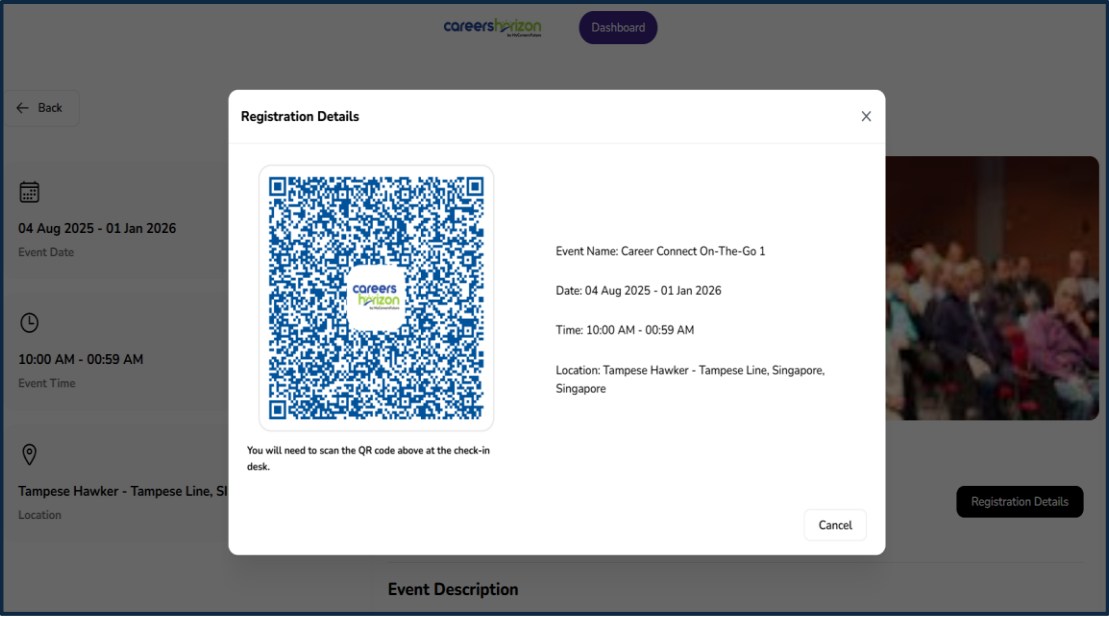


9.1.6. **Click View Detail**



9.1.7. Click Registration Details to see the event address, date, time and the QR code

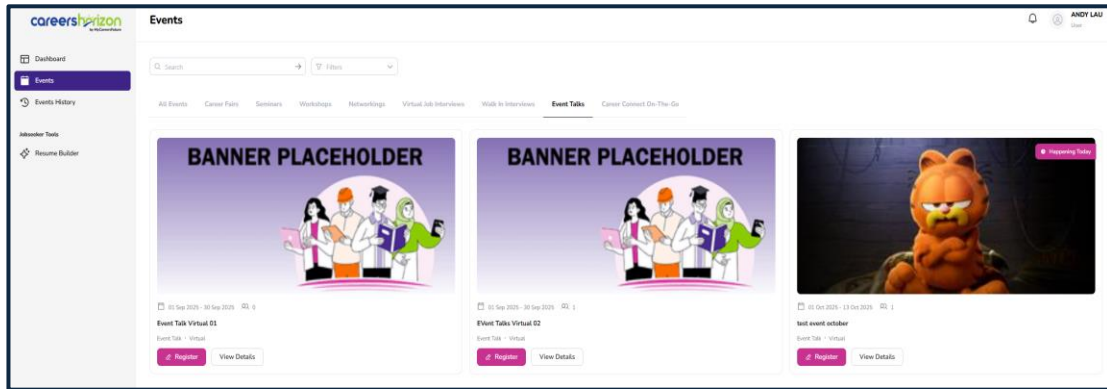




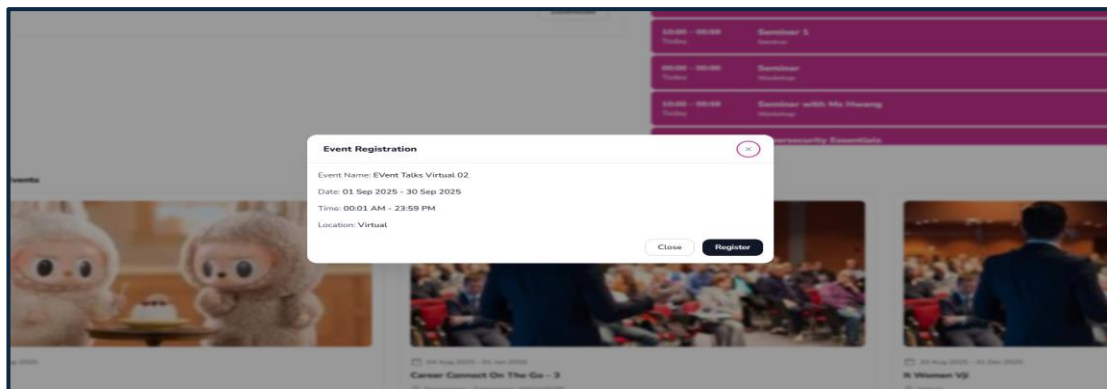
10. Event Talks

10.1. Register for Event Talks

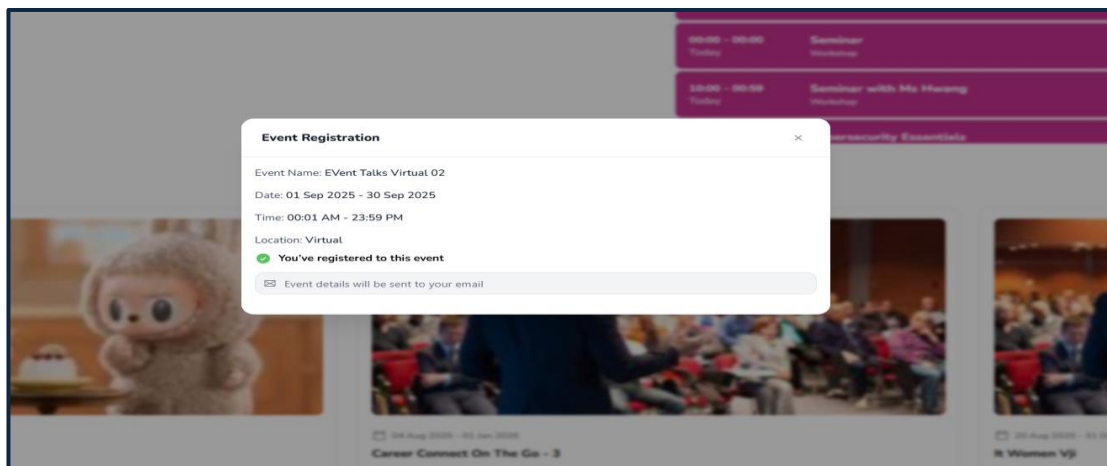
10.1.1. On the Events page, select the Event Talk that you are interested in and, click on **Register**



10.1.2. On the pop-up, click on the **register**

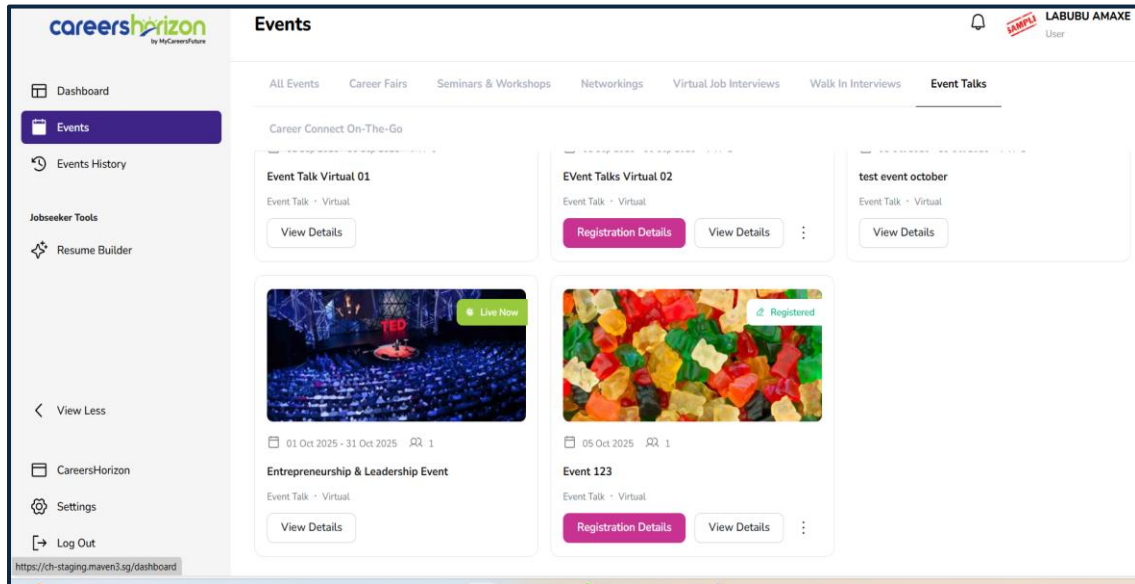


10.1.3. Registration completed



10.2. Join Virtual Event Talk

10.2.1. On the event dashboard selected event talk, click on **Registration Details**



10.2.2. You will be re-directed to the site

