Partnership guidelines for working with student groups

The Office of Career Services (OCS) endorses and encourages employers to work with student groups on joint events and activities because the interaction between employers and students in the pre-employment space creates many levels of mutual benefit.

Employers will appreciate in greater detail the softer skill sets of the students in terms of project management; leadership and teamwork. These are important considerations when looking for a good ‘fit’ in a candidate.

Conversely, students could potentially find out more about the breadth of functional jobs in the organisation, company culture and network with business leaders on a professional level. It gives students an opportunity to brand themselves to potential employers outside of their academic achievements.

Being an educational institution that safeguards the interest of its students, OCS seeks to ensure that all interactions with students fall within the University’s overarching ethical policies and OCS rules and regulations.

Data Confidentially

Generally, consent of the student must be obtained if the employer wishes to collect and retain personal information.

Eligible Attendees

OCS only serves full-time SMU matriculated students, as such non-matriculated students will not be able to attend events held on campus.

Event Registration

In the event that employers co-organise events with students on and off campus, it would be appreciated if employers can keep OCS updated with information relating to the event such as: nature of event; target audience; date; time; venue; electronic mailers (for broadcast) and catering.

In order to enforce OCS’s ‘event no show’ policy, employers can help by sending OCS a list of students who registered for the event and a list of actual attendees after the event.

Event Publicity

Please note that student groups have access to the same database of students as OCS. However they are limited to a maximum of 2 electronic mailers per week.

OCS will help with publicity on a needs basis.

Priority for Facility Booking on Campus

Priority for the booking of facilities will go to OCS co-organised events. In the event that an employer-student group event and an employer – OCS event requires a facility within the campus. Priority for the booking of the event will go to the employer – OCS event.

1 Personal information includes: name; NRIC/FIN number; mobile number; address, grade point average, age, specialization, date of birth, race, religion.