



EVENT GUIDE

FOR CANDIDATES

14 & 15 September 2019

Singapore EXPO

DISCO

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 careerforum®

produced by **DISCO**

Table of Contents

What is Singapore Career Forum_____	01
Event Preparation (1) To Do List_____	02
Event Preparation (2) Flight, Hotel_____	03
Event Preparation (3) About Singapore_____	04
What to do on Event Day_____	05
Resume Sample_____	06
Interview tips (1)_____	07
Interview tips (2)_____	08
What to do after Event ends_____	09
Working in Japan_____	10
Salary & Tax in Japan_____	11
Living cost in Japan_____	12
Exhibiting Companies_____	13

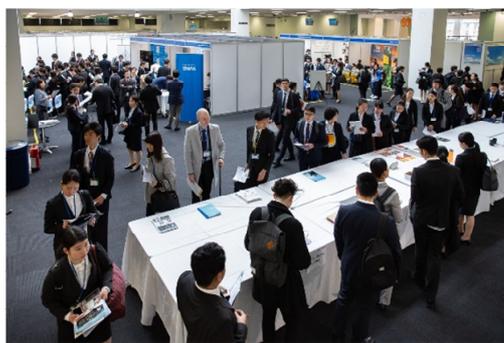
What is Singapore Career Forum

Singapore Career Forum is your chance to meet and receive job offer from Japanese companies for positions in Japan.

Date : September 14th (Sat.) & 15th (Sun.)

Venue : Singapore EXPO

Target : current and graduated students from colleges in ASEAN countries
candidate who could speak Japanese language



This event is

- Hosted by DISCO Inc.
- Job fair that you have opportunity for interview with Japanese companies
- Most job posts are for full-time employment
- Anticipated working location : Japan and/or ASEAN countries
- **FREE** registration and admission
- Opportunity to meet with various companies
- Dress code for business formal

Things you could do through Career Forum Net (CFN)

- Create online resume
- Register for event
- Check to see which companies exhibit
- Apply for desired companies prior to the event
- Schedule the interview

Event Preparation (1) To Do List

- You will only see participating companies ONCE a year, at the event Apply and book interviews with as many companies to maximize your chances.
- You could attend the event if you don't have scheduled interview with companies
- Make sure to apply at least 3 weeks before the event to those positions you find interest (Japanese companies often hire for generalist position. Position doesn't have to be same or related to your major)
- If you apply prior to the event, pre-event screening will start
- Prepare for possible interview for 2nd screening and/or final interview

[July]

Create online resume on CFN

- Make sure to put relevant details about yourself
- Detailed resume will increase your chance to be selected as scholarship candidate

Check your passport and visa

- Passport and visa is REQUIRED for your entrance to Singapore
- Passport should be valid with at least 6 month by the event. If it expires within 5 month or less, please renew your passport
- Depends on country of your origin, it may require visa upon entrance to Singapore
 - * ASEAN passport holders do not need visa to enter Singapore

[August]

Apply

- Check company information and position details, and then apply through CFN

[September]

Go through pre-event screening

- Go through online exam and/or pre-event interview before the event

Schedule the interview

If you pass pre-event screening, you will be invited to on-site interview during the event

[Event Day]

Download the CFN app.

You will need official CFN application in order to enter the event.

Please download the application on your smartphone before the event.

Android : http://bit.ly/CFN_android

iOS: http://bit.ly/CFN_app



Event Preparation (2) Flight, Hotel

[Flight]

- Book low cost flight through LCC (Low-Cost Carrier)
(* e.g. Air Asia, Scoot, Jetstar, etc)
- Make sure to purchase “round trip” ticket
- In case of LCC, carry-on baggage weight need to be less than 7 kg, check-in baggage will be charged based on its weight
- Arrive at airport at least 2 hours before the departure time

[Hotel]

- Hotel availability is limited, make sure to reserve the hotel as early as possible
- You could find hotels with free cancellation fee through Expedia and Booking.com
- See recommended area for the stay on next page
- Not much choice of hotels near airport or venue
- You may also consider staying in downtown area
- Make sure to know the route from your hotel to the event venue
- Not to leave important personal belongings in your hotel room (e.g. passport, cash, etc.)
- Recommended to stay with your friends for security reason and for convenience going to the event

[Sample Schedule]

-Pattern A- staying for 2 nights 3 days

9/13 (Fri.) Arrive Singapore

9/14 (Sat.) Event Day 1

9/15 (Sun.) Event Day 2 → take a flight back home (night flight)

-Patter B- staying for 3 nights 4 days

9/13 (Fri.) Arrive in Singapore

9/14 (Sat.) Event Day 1

9/15 (Sun.) Event Day 2

9/16 (Mon.) take a flight back home

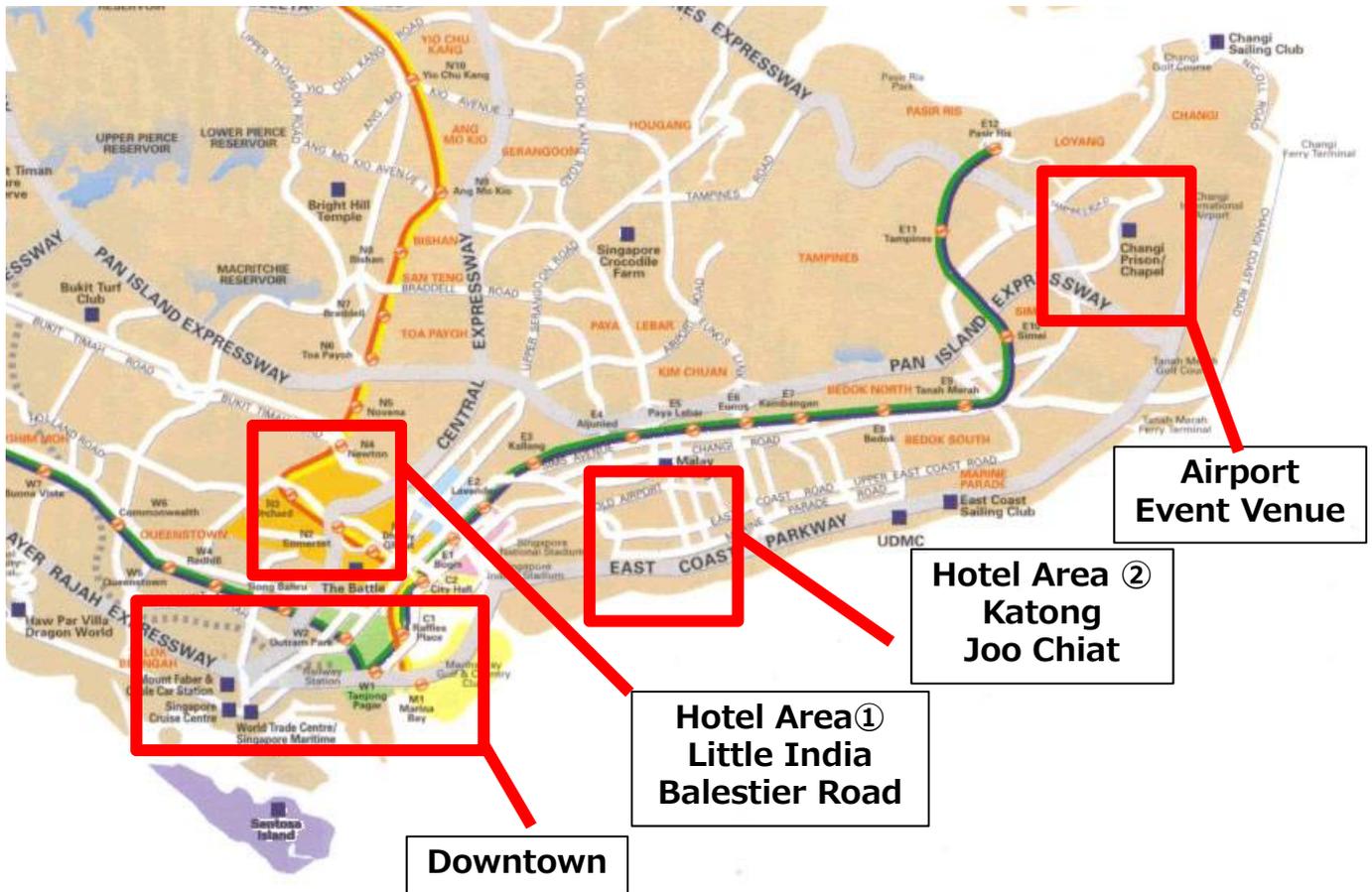
-Patter C- staying for 1 night 2 days

9/14 (Sat.) Arrive Singapore (early morning flight)→ Event Day 1

9/15 (Sun.) Event Day 2 → take a flight back home (night flight)

* Make sure to take enough time getting to the airport on the way and on the way back home

Event Preparation (3) About Singapore



[About Singapore]

- Event venue is at next stop from airport by train (MRT)
- You can get to most places in Singapore by MRT
- Check the location of your country's embassy
- In case of trouble or emergency, please request assistance from the embassy
- You can exchange cash to local Singapore Dollar at the airport

[Things to be aware in Singapore]

You will be fined by local police for these offences.

- Do not litter
- Avoid chewing gum
- Avoid vandalism/ damaging public facilities
- Avoid Smoking outside of designated area
- Avoid eating in public transport

What to do on Event day

- Arrive at the venue early (before 10:00AM)
- Wear business suit (for interviews)
- Download CFN app on your smartphone to enter into the venue
Android : http://bit.ly/CFN_android
iOS : http://bit.ly/CFN_app



- Prioritize interview appointment
Invitation for interview will be sent through CFN website. If you know you will be late for your interview, contact the company as soon as possible!



- Visit as many booths as possible
Look for companies you are interested in.
Visit their booths and get as many information as possible.



- Take your lunch at the event venue
Free lunch will be provided at the venue (Halal food available).
You can also use food court in shopping mall nearby the venue

- Prayer room are available inside the venue
Please ask event staff for its location

- Travel Scholarship
Eligible only for those candidates passed screening, and attend both 2 days of the event. Scholarship will be awarded by cash on the afternoon of Day 2. Please make sure to have award email sent by Singapore Career Forum Team.

* If you have any issues or trouble at the event venue, please find event staff and ask for assistance.

※) This guide will be updated weekly