

## **MDIS CAREER ASSISTANCE UNIT (CAU) JOB PLACEMENT SERVICE**

### **1. INTRODUCTION**

The Career Assistance Unit (CAU) at MDIS was established to provide value-added career advice and placement services to our students, members and affiliated organisations. Through CAU, we aim to provide links and channels to enhance our students and members in their job search, whilst simultaneously supporting our corporate members and affiliated organisations in their recruitment of well-qualified candidates.

In addition, the goal of our CAU Internship/Attachment Training Programme (IATP) is to enable our students to gain valuable exposure in industrial and commercial environments. As a direct benefit to companies proactive in their recruitment processes, the internship opportunities available through CAU offer preselection (“shortlisting”) of suitable candidates and the chance to “test the waters” in an extended interview process.

### **2. JOB PLACEMENT SERVICE**

As a complimentary service to all of our MDIS Corporate Members and partnering organisations, CAU invites your submission of advertisements for job openings in your organisations for posting to our 14,000 prospects via our website (<http://www.mdis.edu.sg/CAU>).

CAU will conduct a thorough job matching assessment of all applications, and act as an initial liaison between the companies and applicants - so that your time is most effectively utilised in the final selection process.

### **3. OBJECTIVES OF THE MDIS CAU JOB PLACEMENT SERVICE**



- To facilitate the job search of our MDIS students and members, acting as an employability skills trainer and as a link to potential employers.
- To serve the recruitment needs of our corporate members and partnering organisations in job placements, and to thereby enable the most effective utilisation of time and resources by providing a pre-selection of the candidates most suited to their needs.

### **4. APPLICATIONS**

Organisations keen to maximize their recruitment efforts are welcomed to place their job openings with MDIS. Please complete the attached “*Job Placement Registration Form (Corporate)*” and submit it to the MDIS Career Assistance Unit via the address listed on the form.