

## SATURN PROGRAM\_FAQs

Topic	Question	Answer
Application & Selection	How do I apply?	You can access the registration link here: <a href="https://bit.ly/36yohcY">https://bit.ly/36yohcY</a> , fill out all the questions and attached your resume.
	What is the selection process?	Round 1: Apply and submit updated CV Round 2: Online Assessment Round 3: Shortlisted candidates will be invited to face-to-face interviews Round 4: Final candidates will be invited to a panel Interview with leadership teams Round 5: Offer
	When do I know if I am invited for the 2 <sup>nd</sup> round after application?	Within 5 working days after you send your application to us.
	What is the Online Assessment?	If you are selected, you will be invited to do an aptitude test – assessment on numerical, verbal and abstract reasoning (expected score is above 50%) and provide a video self-introduction.
	How long should my video self-introduction last?	Minimum 3 minutes.
	How can I prepare for the test?	<ul style="list-style-type: none"> <li>• Find a silent space where you can focus and a stable wifi or Internet</li> <li>• Consider turning off any notification to avoid distraction</li> <li>• Read the instructions carefully before doing your test</li> </ul>
	If I am unsuccessful in my application, can I re-apply next year?	You can only submit one application per year. You can re-apply next year. Please follow us at <a href="https://www.sunlife.com.vn/vn/ve-chung-toi/tro-thanh-nhan-vien/vi-tri-tuyen-dung/">https://www.sunlife.com.vn/vn/ve-chung-toi/tro-thanh-nhan-vien/vi-tri-tuyen-dung/</a> to explore other career opportunities next year.
	Will I be notified about my application progress? If yes, how, and when will I be notified?	Yes. You will be contacted within 2 weeks through your email after passing each recruitment step. If you do not receive email from us, please contact <a href="mailto:VN_careers@sunlife.com">VN_careers@sunlife.com</a>
	How many students will Saturn take on this year?	For the year 2022, we will select from 25 to 30 students.
If my application is successful, when will I start the journey?	The internship starts in July every year and could be flexible depending on your school year	

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Saturn Program	What are key benefits of joining this program?	<ul style="list-style-type: none"> <li>• International work environment and flat organization</li> <li>• Great career development opportunities in a growing company</li> <li>• Many internal learning &amp; development possibilities to grow into a true professional</li> <li>• Fully support and guidance from your Leader and</li> <li>• Very competitive salary</li> <li>• Excellent working environment where you can shine and be your best</li> </ul>
	How do I develop and grow during Saturn program?	<p>In addition to on-the-job experiences, you'll build your skills and business acumen through various dynamic development programs. We will support you at every step of your development journey with us. You also have a network of young and bright talents who join with you in this exciting journey, who you can learn what make them stand out from others.</p> <p>More importantly, chances to work directly with our top-notch leaders and benefit from personal coaching from experienced leaders in insurance industry. We will help you to polish your skillsets, build a good foundation and prepare yourselves for the career you wish to have in future.</p>
	What should I expect from an internship?	<p>Expect to gain a greater understanding of the organization and industry through direct participation in its mission. Successful interns demonstrate that they're team players and willing to contribute to an organization in any and all capacities. Interns are encouraged to get the most out of the internship experience.</p>
	Do I need to be at the office full-time?	<p>Most of our internships are full-time. How long and how often you work in the office depends on the agreement you make with your supervisor and the project and office you are assigned to. Some internships can be carried out on a part-time basis, or even remotely.</p>


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<b>Saturn program</b>	Can I choose which department to work for at the end of my internship?	We will try our best to match you to the function based on your interests and your strengths.
	Will I be invited to sign a labor contract with SunLife when I complete the internship program?	If you successfully complete the internship and meet the required performance standards, you will receive a contract at the completion of your last internship.
	Am I given a laptop to work?	You can use your own laptop in your 3-month internship. In Year 3, when your internship lasts for 1 year, we will provide our company laptop.
	Where is work location?	We have several offices in Hochiminh City and both are located in District 1 and also in Hanoi
	If I have an unexpected exam during my internship, can I take leave?	Definitely, you can but you need to discuss and inform your line manager in advance.
	How many leave days do I have during the internship?	One leave day/month.
	How many days do I work for this internship?	You are expected to work 5 days a week during your internship like an official employee.
	What will be my job level upon my completion of this internship?	Specialist level.
	If I have any difficulties or problems during my internship, who should I contact to ask for advice?	Feel free to contact our Talent Development Manager.
	Who will assess my performance in each year?	Your line manager in each function that you are working for will assess your performance.
Do I receive feedback at the end of each internship in each year?	We organize a performance review at the end of your internship to share our feedback. Also, during the internship, you will often get feedback from your line manager.	

You want to make your mark, join us to shine brighter under the sun!

## **SATURN 2022**

 Application deadline: 25 April to 16 May

 Program details (select Saturn – Well-rounded talents): <https://www.sunlife.com.vn/vn/ve-chung-toi/tro-thanh-nhan-vien/co-hoi-cho-sinh-vien/>

 Application via: scan QR | access this link: <https://bit.ly/36yohcY>

 Contact [VN\\_careers@sunlife.com](mailto:VN_careers@sunlife.com) with subject "SATURN 2022"