



# FAQS

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# HIRING ENQUIRIES

## What are the criteria to register and become an eligible partner employer?

Before hiring, ensure you meet the criteria as listed:

- Company is a legal entity registered with ACRA/SFA
- Company complies with the Employment Act and CPF Act
- Company should have at least 6 months in operation (except for subsidiary/affiliated companies)
- Candidates are employed under the company's direct payroll and supervision
- Company should offer market relevant salaries for the job positions
- Job role does not require candidates to work within restricted areas (e.g. Cargo Complex, Terminals, Jurong Island)
- Company attends YRSG's onboarding session for new employers

You may register for the onboarding session here:

<https://form.gov.sg/6558c03e8bdd970011f5a6af>

## How long does it take me to find a candidate?

Upon posting of a job, the average time taken to find a candidate is between 4-8 weeks. However, the duration of time also depends on factors such as:

- Interest level of the position
- Location
- Remuneration

Please re-post the job once the job posting expires to ensure it remains viewable to potential job applicants.

YRSG is unable to guarantee that an employee can be found as candidates are given chances to select their preferred jobs. We will try our best to source for candidates.

## What if I would like to hire a specific ex-offender or inmate?

YRSG needs to check on the ex-offender/inmate's status before advising you further. Please provide the candidate's details (name, NRIC or inmate ID) to: [career\\_services@yellowribbon.gov.sg](mailto:career_services@yellowribbon.gov.sg).

## Who has access to the job portal?

The portal can be viewed by the public ([click here](#)) and assists two groups of applicants:

- *Ex-offenders in the community* -- They can apply for the job via the MyCareersFuture (MCF) job portal. For this group, you may liaise with them directly without going through YRSG.
- *Inmates who are about to be released from prison* -- YRSG assists about 2,700 of them a year to find a full-time job upon release.

Inmates assisted by YRSG do not have direct access to the portal. As such, YRSG's Career Specialists will brief them on the available jobs. They will be advised on the selection based on their interest, competencies and job requirements.

## How do I know what is the "market relevant salary" of the position?

YRSG benchmarks the salary offered by your company against that offered by other companies as well as Ministry of Manpower's (MOM) data on [occupational wages](#). We seek your consideration to review the salary if it is lower than the benchmark. This would allow all companies to offer competitive salaries and attract potential job applicants.

Our benchmark is aligned to the Progressive Wage Model (PWM) set by MOM. You may refer to this link for more information: [Progressive Wage Model \(mom.gov.sg\)](#).

## Can I exclude ex-offenders who have committed certain offences?

We advise against this. Unless past offences pose a compelling concern to sensitive job roles, we hope employers will hire the ex-offender based on existing merits rather than past mistakes.

## **Can I speak to the candidate directly?**

Once a suitable candidate has been matched, YRSG will contact you to arrange for either a physical or virtual interview session. A brief profile of the candidate will be made known to you prior to the interview session.

Upon successful conclusion of the interview, we hope to receive your hiring decision within the day, if not, as soon as possible. YRSG can then commence the administrative process to allow the ex-offender to start work. In most cases, a YRSG Career Coach will be attached to the ex-offender for up to a period of 12 months after hire.

## **Can I post part-time work positions?**

YRSG provides job matching services for candidates to full-time CPF paying positions. This would allow our candidates to have financial stability as they reintegrate to society.

Notwithstanding the above, you may post part-time work positions. From time to time, there might be ex-offenders in the community that would be interested in these jobs.

## **Can YRSG appeal on my company's behalf to allow an ex-offender to work in restricted areas/obtain a BDVL?**

YRSG is aware that there is a security framework that governs this, which we are not privy to the details. To work around this issue, other companies who face similar issues normally redeploy the affected employee to work in non-restricted areas.

## **Must we provide regular reports on the performance of ex-offenders at work?**

No, this is not necessary.



# SUPPORT FOR PARTNER EMPLOYERS

## What sort of skills training is provided for inmates?

YRSG provides training which are aligned to Singapore's Skills Framework. Inmates are provided with critical core skills training on topics such as effective communications and personal effectiveness, as well as digital skills training (for example, MS Office). This is subject to their availability and suitability for the course.

Industry-specific training is also provided for four sectors: F&B, Logistics, Media and Precision Engineering.

Work programmes for eligible inmates are administered through commercially run workshops inside Prisons. It aims to cultivate positive work ethics, impart market-relevant skills and develop teamwork and communication skills.



## What government support is available for hiring ex-offenders?

The **Uplifting Employment Credit (UEC)** provides time-limited wage offsets to employers of ex-offenders. This scheme is applicable only if ex-offenders earn below \$4,000 per month, released within three years prior to employment. Eligible employers will receive a yearly payout by IRAS.

- The payout will account for 20% of the ex-offender's salary, with a \$600 per month cap for a period of 9 months.
- Ex-offenders earning between \$3,001 to \$3,999 will receive a stepped down support of less than \$600, as there is no support for those earning \$4000 and above.
- You may read more about the scheme here:  
[https://www.iras.gov.sg/schemes/disbursement-schemes/uplifting-employment-credit-\(uec\)](https://www.iras.gov.sg/schemes/disbursement-schemes/uplifting-employment-credit-(uec))

The **Career Trial (CT) Scheme** is an initiative, in partnership with Workforce Singapore (WSG), for employers and employees to embark on a short stint to see if it is a good job fit. This scheme is applicable only if employers offer a minimum of \$1,500 as the monthly salary for this job position. They must also submit a training plan of between 8 and 480 hours and have it approved by YRSG.

- Usually for non-PMET jobs, the training plan is about 40 to 80 hours long.
- Upon approval, the company would hire the employee as a trainee during the trial period. The employee would be paid a training allowance in lieu of the full-time salary.
- The employer can choose to convert the trial into full-time employment at any time during the trial or once the trial is completed. The employee would receive a retention bonus if he or she stays in the job for at least 6 months.
- You may read more about the scheme here:  
<https://www.wsg.gov.sg/programmes-and-initiatives/career-trial-jobseekers.html>

# MANAGING EX-OFFENDERS

## Does YRSG have any guidelines on managing ex-offenders at work?

There are no specific guidelines on managing the candidate at workplace, ex-offenders should be treated as any other employees. Please refer to some advice from employers who have managed ex-offenders:

- Employers can be more accommodating to ex-offenders and manage their expectations as ex-offenders may require more time in the re-integration process.
- Mentoring and a supportive work environment will help to facilitate a smooth transition. Setting micro-targets is a good starting point, enabling ex-offenders to have a sense of achievement when the target has been attained.
- Employers should focus on the merits and strength of ex-offenders and their work experiences.

The Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP) promotes the adoption of fair, responsible and progressive employment practices at workplaces. TAFEP's guidelines on fair work practices is a good starting point if you do need some reference material. You may refer to the following for more details: [Fair Employment Practices in Singapore | TAFEP \(tal.sg\)](https://www.tal.sg).

## Do they have restricted working hours?

Candidates on Community Based Programmes (CBP) would have to serve curfew hours. Hence, it is important to list the working hours in the job description so that job applicants and YRSG can find compatible candidates. If the employment requires regular working hours beyond the stated timing, the employers can discuss with YRSG for consideration.

- For those on strict curfew hours, the permissible working hours range from 10 working hours per weekday, until about 3pm on Saturdays.
- For those on less strict curfew hours, the permissible working hours are 7am to 11pm every day.