



# EMPLOYER HANDBOOK

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## 1

# INTRODUCTION

## Helping Our Candidates Unlock the Second Prison

Every year, about 8,000 candidates are released. Many of them find themselves stepping into a second prison where they face discrimination, mistrust and suspicion.

At Yellow Ribbon Singapore (YRSG), we believe that sustained employment and progress made at work will help these candidates reintegrate into society. With your support, we hope to provide ample career opportunities for our candidates. Hiring them is the most symbolic act of acceptance and offering of second chances. When you offer second chances, it creates a ripple effect that inspires others to act collectively.

With a stable income and supportive work environment, our candidates can become contributing members in the society.

We are, after all, each other's second chances.



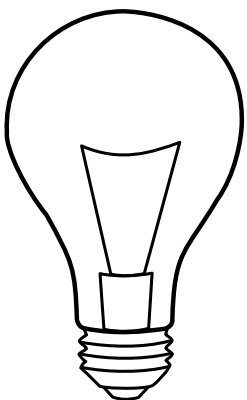
# Onboarding as a YRSG Employer Partner

[Click here](#) to check your company eligibility and register for our Employer Engagement Briefing.

## Things to Note:

Provide clear information when posting jobs so that suitable candidates can be shortlisted:

- Job description and requirements
- Total number of working hours and days per week, specific work schedule
- Location of work
- Remuneration package - It is a good practice to state the basic pay (excluding OT pay, allowance) for 44 hours of work



## Did You Know?

YRSG's job portal, the Partners' Repository and Engagement Platform (PREP), displays jobs posted by YRSG employer partners on the national job portal, MyCareersFuture (MCF). Apart from providing greater convenience and outreach, curated resources will be available to enhance the hiring experience for all users.

Check it out via:

<https://www.yellowribbon.gov.sg/prep>.

# 2 THE HIRING PROCESS

## Stage 1

### **Briefing and Job Selection**

- Candidates are briefed about available jobs.
- YRSG Career Specialist would assist them to shortlist jobs or job types based on competencies, interest and permissible working hours.

## Stage 2

### **Planning for Virtual Interview Sessions**

- Employers' calendar is soft-booked.
- Virtual interview session would only proceed if both employer and candidate(s) are keen.
- Each session will take about 20 minutes.

## Stage 3

### **Post Interview**

- Employers are encouraged to decide on hiring by the end of the day.
- Up to 12 months' job retention support will be provided by YRSG Career Coaches.



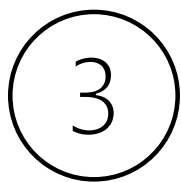
### **Did You Know?**

YRSG assists about 2,700 candidates with varying skill sets and academic qualifications annually.

### **Want to find out more?**

To view our Career Specialist in action, [click here.](#)





# SUPPORT PROVIDED TO EMPLOYERS

## Skills Training

YRSG provides different areas of skill trainings.

- 1 **General Skills Training**
- 2 **Workshop Environment**
- 3 **Industry – Specific Training in Four Areas**

## Government Support Schemes

The Government provides support via the following schemes.

- 1 **Uplifting Employment Credit**
- 2 **Career Trial**

Please refer to the FAQ for more details.

# Career Coaching

## Role Of YRSG Career Coach:

- Goal-setting and reviewing of milestones with candidates and employers
- Monthly follow-up via phone-call or site-visit to the respective workplaces
- Collaborative case intervention with SPS Reintegration Officer and Aftercare agencies
- Provide employment advisory and other relevant information pertaining to the candidates' program

View our Career Coach in action: [A day in the life of a Career Coach](#)



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## SUCCESS STORIES

## Yang Kee Logistics Pte Ltd



"Hiring logistics-trained ex-offenders is an alternative source of recruitment, and allows us to build a more inclusive society by reintegrating ex-offenders into the workplace. We have placed over three ex-offenders with our contract logistics arm, and are heartened that the program has received positive feedback from our team and the hires."

- Mr Jack Khoo, Senior Manager

For more info on  
Yang Kee, [click here](#)

## XDel Singapore Pte Ltd

"XDel accepted me and gave me a chance to turn my life around. I am treated fairly and equally, just like other employees and my past was never their concern or consideration."

- Grace Sim, Customer Service Team Leader

For more info on XDel,  
[click here](#)





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# USEFUL LINKS

Workforce  
Singapore

TAFEP

Employment  
Act

CPF Contribution  
Calculator

UEC

## Connect With Us Via The Following Channels



[www.yellowribbon.gov.sg](http://www.yellowribbon.gov.sg)



Yellow Ribbon Singapore



@yellowribbonsg



@FRIENDSOFYRSG

t.me/friendsofyrsg

For additional clarifications, please email us at  
[Employment@yellowribbon.gov.sg](mailto:Employment@yellowribbon.gov.sg)

Keen to know more about the hiring process? Please sign up [here](#)