

SGUNITED JOBS INITIATIVE FREQUENTLY ASKED QUESTIONS (FAQS)
FOR COMPANIES
[FOR PUBLIC INFORMATION]

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Section A: Overview of SGUnited Jobs Initiative

Overview	
1	What is SGUnited Jobs Initiative?
	<p>With borders closing and travel restrictions due to COVID-19, it has resulted in certain sectors having excess manpower and some sectors facing manpower shortage (both short-term and long-term).</p> <p>The Ministry of Manpower (MOM) and Workforce Singapore (WSG), in collaboration with the Public Service Division (PSD) and various governmental agencies, have launched the SGUnited Jobs Initiative to create more than 40,000 jobs in 2020.</p> <p>As part of the SGUnited Jobs and Skills Package, the main aim of the SGUnited Jobs Initiative is to create employment opportunities for locals through matching workers to employers with current available jobs (which can include short-term jobs to handle COVID-19 related operations as well as longer-term jobs) and to help employers recruit for the eventual recovery.</p>
2	What is the duration of the SGUnited Jobs Initiative?
	<p>The SGUnited Jobs Initiative was announced on 26 Mar 2020 by DPM Heng. It started off with the first SGUnited Jobs Virtual Career Fair held on 27 Mar 2020 and aims to create more than 40,000 jobs in 2020.</p>

Section B: Company Related Questions


Company Related Questions	
3	How will SGUnited Jobs Initiative help companies and workers?
	<p>The Government will be working closely with the Singapore Business Federation (SBF) and Trade Association and Chambers (TACs) to identify private sector job opportunities, especially for companies that have immediate short-term temporary manpower needs, including second job arrangements.</p> <p>The job vacancies will be matched to the manpower supply from other companies as well as individual jobseekers. By participating in the SGUnited Jobs Initiative, companies can gain access to a wider pool of local talents and be able to tap on TACs' assistance in job matching.</p>
4	Can my company participate in the SGUnited Jobs Initiative?
	<p>All companies registered or incorporated in Singapore are eligible. This includes Small and Medium-sized Enterprises (SMEs), Multi-National Corporations (MNCs), Trade Associations and Chambers (TACs), Non-Governmental Organisations (NGOs), Non-Profit Organisations, and the public sector.</p>
5	Is there funding for SGUnited Jobs Initiative?

	The SGUnited Jobs Initiative is intended to assist in employment facilitation efforts, which encompass job demand and supply aggregation and job matching. There is no additional funding support for the initiative.
6	My company is recruiting. How can I tap on the SGUnited Jobs Initiative? What is the process?
	<p>Companies with manpower in demand can approach their Trade Association and Chamber (TAC) or the Singapore Business Federation (SBF) for job matching and post their current available vacancies on MyCareersFuture.sg with the hashtag #SGUnitedJobs after the job title.</p> <p>The process is as follows:</p> <ol style="list-style-type: none"> Reach out to your TAC or SBF to get a Job Order Template. Fill it up with details of the job vacancies (including short term and long term) and submit to your TAC or SBF Concurrently post the vacancies on MyCareersFuture.sg (MCF) and include the hashtag #SGUnitedJobs after the job title (e.g. Driver #SGUnitedJobs) WSG officers will extend invitation for companies to participate in suitable Virtual Career Fairs (VCFs) based on the positions posted on MCF Review and assess the applicants channelled through MCF or referred by TAC or SBF and take on suitable jobseekers Update the final status on MCF Onboard the new hires Close the vacancy posting in MCF and report the details of successful applicants/jobseekers to your TAC or SBF on a weekly basis.
7	My company has excess manpower. How can I tap on the SGUnited Jobs Initiative? What is the process?
	<p>Companies with manpower in excess can approach their Trade Association and Chamber (TAC) or the Singapore Business Federation (SBF) on job matching for outplacement opportunities e.g. long-term and short-term (including second job arrangement).</p> <p>The process is as follows:</p> <ol style="list-style-type: none"> Reach out to your TAC or SBF to get a Job Order Template. Fill it up with details of the outplacement and submit to your TAC or SBF Check the job postings on MyCareersFuture.sg (MCF) portal and direct your employees to MCF for application of jobs Concurrently work with your TAC or SBF to look out for intra-sector and cross-sector job matching opportunities (including company-to-company matching and individual-to-company matching) Report to your TAC or SBF if your outplaced employees are successfully hired by other companies
8	What is the role of Singapore Business Federation (SBF)?

	<p>Singapore Business Federation is the central coordinator for the SGUnited Jobs Initiative which involves Business-to-Business (B2B) matching. SBF is:</p> <ol style="list-style-type: none"> Default go-to TAC for intra-sector and cross-sector job matching Centrally collating manpower demand and supply information from other TACs and companies for the purpose of (a)
9	What is the role of a Trade Association and Chamber (TACs) for SGUnited Jobs Initiative?
	<p>TACs' roles may include, but are not limited to the following:</p> <ol style="list-style-type: none"> Collate manpower demand and supply information from member companies via a Jobs Order Template Advise member companies to post job vacancies in the MyCareersFuture.sg portal Match jobs intra-sector or among member companies Track jobs submitted via the Jobs Order Template and posted on MCF Follow up with job matching for closure
10	My company is not a member of any TAC. What should I do?
	Companies who are not a member of any TAC can approach any TACs or work through SBF.

Section C: General Questions

MyCareersFuture.sg Portal	
11	What is MyCareersFuture.sg?
	<p>MyCareersFuture.sg (MCF) is a portal that aims to provide Singapore Citizens and Permanent Residents with a fast and smart job search service to match them with relevant jobs, based on their skills and competencies. The portal was developed by Workforce Singapore (WSG), in partnership with Government Technology Agency.</p> <p>MCF enables jobseekers to be more aware of the skills they possess and connects them to relevant jobs based on their current skills and competencies. It also highlights jobs which are eligible for Government support through WSG's Adapt and Grow Initiative.</p> <p>For employers, MCF has unique features such as 'Applicant Listing' that uses an intelligent job-matching algorithm to sort through applications, identifying candidates that are best suited based on their skills and experience. It also has an 'Suggested Talent' function that allows employers to reach out to expanded pool of candidates, based on the job requirements.</p> <p>Companies would be required to log in with CorpPass.</p> <p>For more information, please visit https://employer.mycareersfuture.sg</p>

12	My company does not have a CorpPass account. What should I do?
	<p>For companies that do not have a CorpPass account, you can register at https://www.corppass.gov.sg/cpauth/login/homepage. You can refer to the video for a Quick Introduction to CorpPass.</p> <p>If you need further assistance on CorpPass, check out the online user guides at https://www.corppass.gov.sg/common/userguides</p>
13	How do I post and manage the vacancies in MyCareersFuture.sg portal?
	<p>Please refer to guide for posting of #SGUnitedJobs in MCF:</p>  <p>StepbyStep_MC...</p>
SGUnited Virtual Career Fair	
14	What is SGUnited Virtual Career Fair?
	<p>To make SGUnited Jobs opportunities easily accessible for jobseekers, WSG will launch a series of SGUnited Jobs Virtual Career Fairs (VCFs). Through this, jobseekers will be able to access thematic VCFs, career-related resources and insights to assist them in their job search. Interested jobseekers can access the SGUnited Jobs VCF at SGUnitedJobs.gov.sg.</p> <p>For more information on Virtual Career Fairs, please refer to https://content.mycareersfuture.sg/job-seekers-toolkit/virtual-career-fairs/</p>
Second Job Arrangement	
15	What is the Second Job Arrangement?
	<p>When there is no work, companies should support employees with reduced work hours to take on a second job (i.e. part-time, temporary work) to make up for lost income. This will help them mitigate the impact of COVID-19 on their livelihood.</p> <p>Employees are permitted to take on a second job as long as the key principles on sharing responsibilities between companies are adhered to. For more information on Second Job Arrangement, please visit https://www.mom.gov.sg/covid-19/second-job-arrangements</p>
16	Under the Second Job Arrangement, do employees need to first get consent from the primary employer and does the primary employer have a say in which company their employees can join?
	<p>No, unless the employment contract prohibits moonlighting or there is a conflict of interest.</p> <p>Companies should be considerate and supportive towards employees' circumstances during this period. Companies are encouraged to waive contractual prohibitions against taking on a second job and help employees resolve conflicts of interest where</p>

	<p>possible given that they initiated the reduced work hours and reduced salaries to save costs.</p> <p>For more information on second job arrangements, you may refer to https://www.mom.gov.sg/covid-19/second-job-arrangements</p>
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Section D: For more assistance and feedback

17	Who can I contact if I have more queries on SGUnited Jobs Initiative?
	<p>If there are further queries on SGUnited Jobs Initiative, submit your query to: SGUJobs@sbf.org.sg</p> <p>If you would like to contact WSG, submit your query to: Christopher_NG@wsg.gov.sg</p>