# REFERENCE GUIDE FOR CAREER TRIAL PORTAL – For Companies (G2C0047)





## **Cessation of Career Trial**

Please take note of the following cut-off dates for CT:

## 15 Feb 2025

 Last day for companies to apply for new CT positions

## 15 Apr 2025

 Last day for jobseekers to submit jobseeker applications (via acceptance of CT invite\*)









## 1 Apr 2025

 Last day for companies to send new CT invites\* to jobseekers (for approved CT positions)

## 31 May 2025

 Last day for approved CT iobseekers to commence CT^

<sup>\*</sup> Please check that your MyCareersFuture (MCF) posting is still valid as the validity of the approved Career Trial position is based on the validity of the tagged MCF job posting.

<sup>^</sup> Or within 1 month from jobseeker application approval, whichever is earlier.



## **Cessation of Career Trial**

Please take note that the usual claims deadline will apply (provided that the approved CT jobseeker commences CT by 31 May 2025^):

- Training Allowance claim(s)\*: 6 months from jobseeker application approval date
- Retention Incentive claim: 9 months from CT end date
- Additional Retention Incentive claim\*: 12 months from CT end date

<sup>\*</sup> There will be no reminder notification. Host company/individual should exercise due diligence to submit the claims on time.

<sup>^</sup> Or within 1 month from jobseeker application approval, whichever is earlier.



# Overview of Company's CT Journey

1. Apply for new CT position by 15 Feb 2025



careersfuture.sq

2. Post CT position on MCF portal



careersfuture.sg

3a. Select jobseekers for CT on MCF portal and interview



3b. Send CT invitation to jobseekers by 1 Apr 2025



Happens in CT portal



Happens in MyCareersFuture



Company is not involved

6. Submit Training Allowance claim



5. CT must commence by 31 May 2025^

^ Or within 1 month from jobseeker application approval, whichever is earlier.



4. Jobseekers acknowledge and submit CT applications by 15 Apr 2025



## **New CorpPass Users (start from step 1)**

## **Corppass Admin**



Access Corppass Portal and create CorpPass account for new Corppass users

## **Company Authorised Representative**



Activate Corppass account upon receiving email verification

## **Existing Corppass Users (start from step 3)**

- Access Corppass Portal and select e-Services for entity.
  Search & select entity's e-Services
  - = WSG G2B Employer Portal
- Assign selected e-Services for entity's user
  - Select user account you wish to assign. Select e-Services = WSG G2B Employer Portal
  - Enter additional details required by selecting Role =
     G2B Employer

You can now log in with Singpass to access CT applications



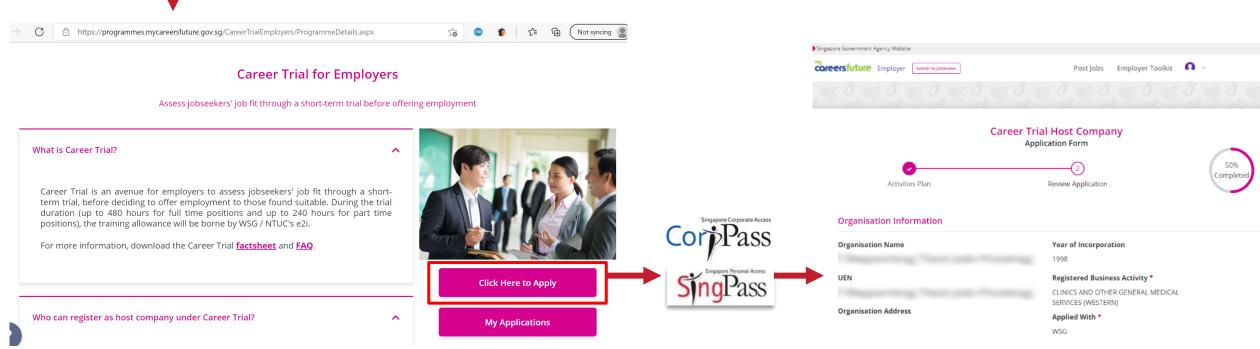
Quick tip

Click <u>here</u> to find out who your CorpPass Administrator is.

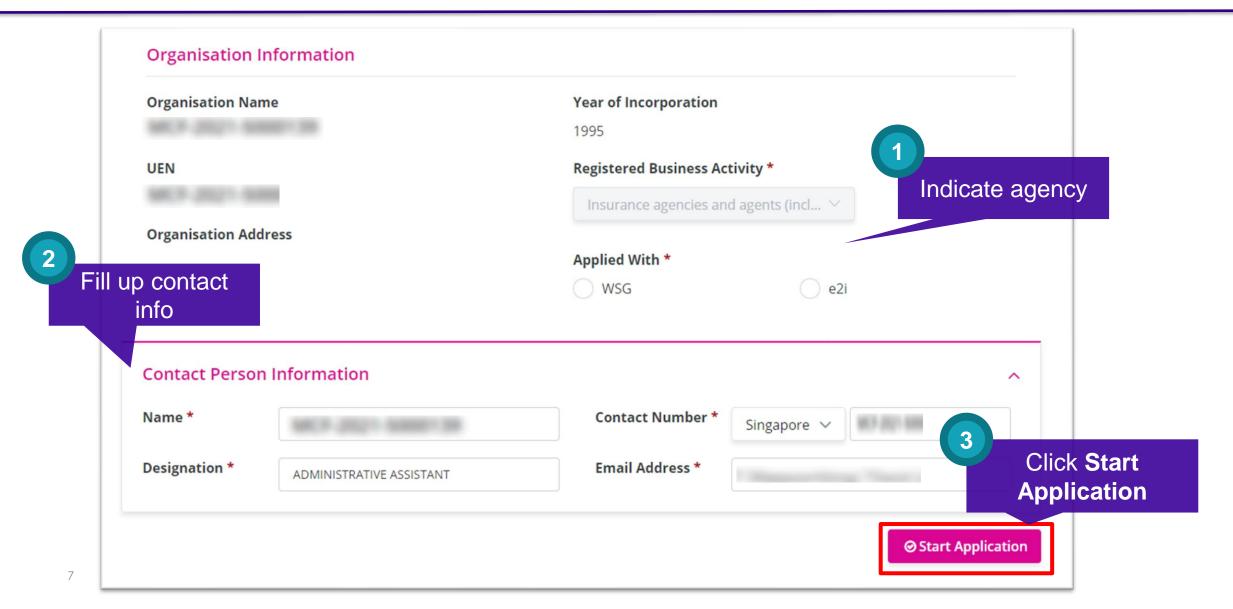


## **Go to Career Trial Portal**

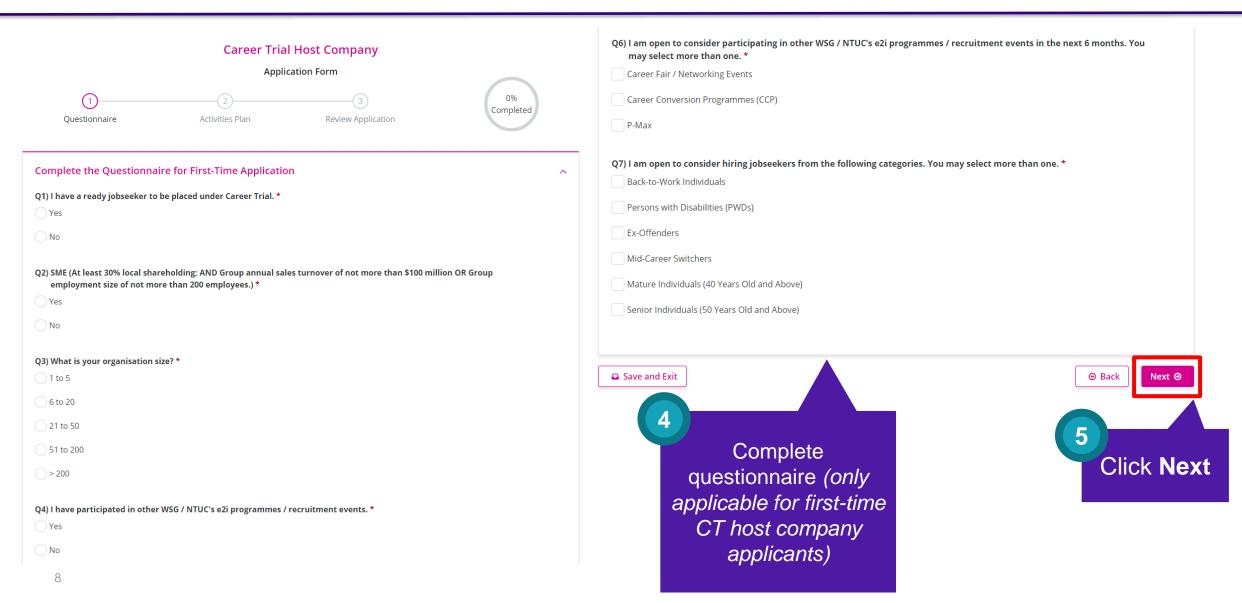




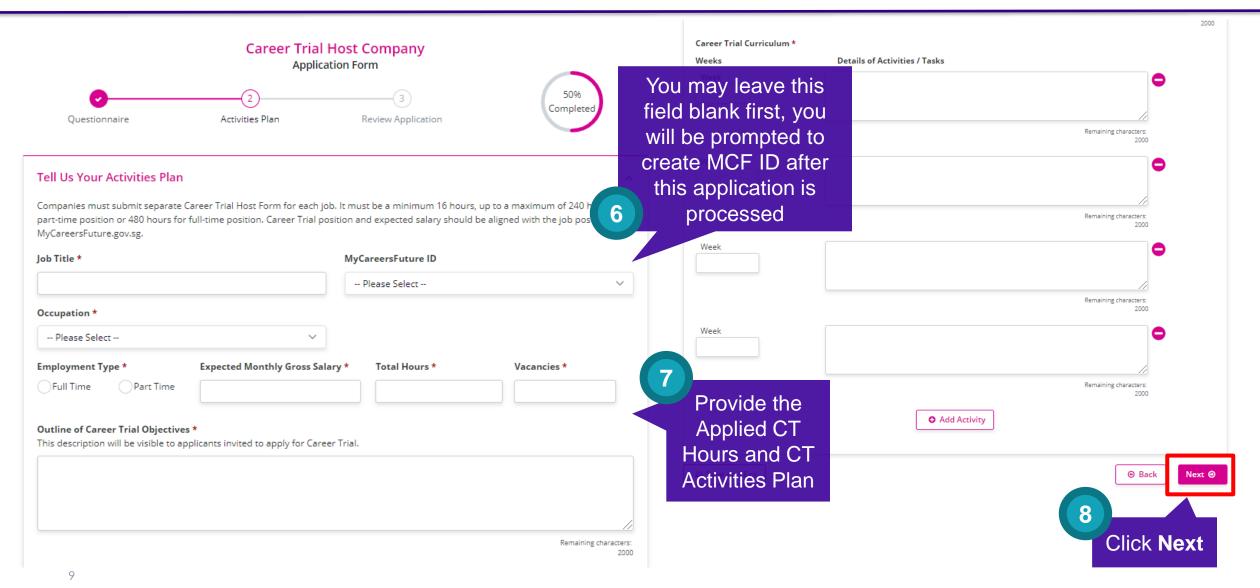












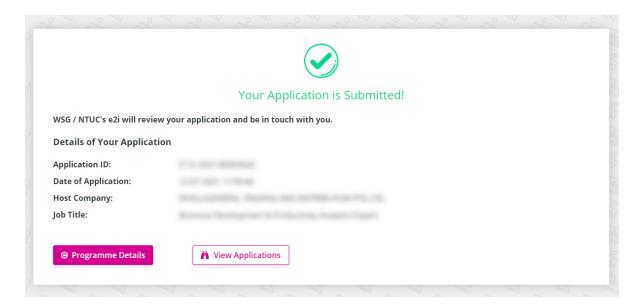
<sup>\*</sup> The training duration eligible for funding will be determined based on the CT activities plan submitted, subjected to approval.



#### Declaration

- 1. You shall be deemed to have successfully registered for the Career Trial only if you have received a written acknowledgement from WSG or NTUC's e2i informing you of your successful registration.
- 2. You are aware that the Career Trial is to allow employers to assess a potential jobseeker's suitability for vacancies available. The Career Trial cannot be offered to jobseekers who have been offered an employment contract, or who are on probation, internship or any other similar employment arrangement. Jobseeker must not have any form of employment during Career Trial, and / or be receiving other grants from Workforce Singapore / SkillsFuture Singapore / NTUC's e2i for the same funding period as Career Trial.
- 3. You undertake to perform the following obligations as a registered host organisation under the Career Trial ("Host Employer"):
  - 1. source and screen for eligible individuals (each a "Jobseeker") who are either unemployed Singapore Citizens or Singapore Permanent Residents at the time of entering into the Career Trial;
  - 2. execute the Career Trial Activities for each Jobseeker who undertakes the Career Trial;
- 3. provide insurance coverage if the job position is excluded under the Exclusion List of Occupation under Career Trial:
- 4. d. before commencement of Career Trial, must obtain WSG/NTUC's e2i's approval email to commence jobseeker on
- 5. in the event that a Jobseeker suffers an accident or serious injury during the Career Trial, render immediate assistance to the Jobseeker and promptly notify WSG or NTUC's e2i;
- 6. inform the Jobseeker as to whether he/she is offered employment by your organisation within five working days after completion of the Career Trial. The employment must be a full-time/part-time permanent position or a minimum of 1-year employment contract and pay a monthly gross salary of at least \$1,500 (full-time) or \$750 (parttime) or based on the expected salary as indicated in the Career Trial Activities Form. Failure to comply with requirements may result in Host Employer's suspension from the programme.
- 4. You further acknowledge that WSG and NTUC's e2i shall not be liable or accountable to the Host Employer for any loss, damage or expense suffered by the Host Employer arising from the Career Trial, and WSG and NTUC's e2i shall not be held responsible or accountable in any way for the conduct of the Jobseeker. WSG does not endorse and is not liable for any services rendered by any company which market and charge consultancy fees in relation to any Career Trial application or other submissions.
- 5. You agree that WSG or NTUC's e2i is entitled from time to time, through its audit agents, to conduct ad-hoc on-site audits. The Host Employer ("Grantee") shall ensure that WSG/NTUC's e2i's audit agents are given full access to all accounts, records, documents, assets and premises in connection with the grants, and shall provide reasonable cooperation and assistance. Parties shall bear their own respective costs, unless audit identifies a material breach, in which the Grantee shall reimburse WSG or NTUC's e2i.
- 6. You have not suppressed any material information, and all information provided or to be provided by you is or will be true to the best of your knowledge. Any false information provided may constitute an offence under the Penal Code (Chapter 224).
- 7. You undertake not to give to any Jobseeker any monies, loans, rebates, discounts, refunds, liquidated damages or any other unauthorised payment, whether in cash or in kind, without obtaining the approval of WSG or NTUC's e2i.
- 8. You agree that your Career Trial position and contact person's email address may also be publicised on WSG's various publicity platforms, at WSG's discretion.
- 9. You agree to submit the completed training hours for each jobseeker for WSG/NTUC's e2i to disburse training allowance to each jobseeker within 6 months from approval date of jobseeker application, failing which, you will be liable for the training allowance to the jobseeker.
- 10. If you fail to comply with any part of this declaration, you acknowledge that WSG or NTUC's e2i is entitled to recover from you all grants disbursed under Career Trial, suspend or terminate you from WSG / NTUC's e2i funding as WSG or NTUC's e2i may (in its absolute discretion) deem fit.

I accept the contents of the above declaration by submitting this application form. \*





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Review and

acknowledge

T&Cs







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3a. Select jobseekers for CT on MCF portal and interview



3b. Send CT invitation to jobseekers by 1 **Apr 2025** 



portal



Happens in CT

Happens in MyCareersFuture



**6. Submit Training** Allowance claim



5. CT must commence by 31 May 2025<sup>^</sup>

^ Or within 1 month from jobseeker application approval, whichever is earlier.



4. Jobseekers acknowledge and submit CT applications by 15 **Apr 2025** 



# After you application is processed, you will receive an email notification to create and submit your MCF ID:

From: SSG-WSG Support <donotreply@ssg-wsg.gov.sg>

To: XXXXX

Subject: [Action Required] Career Trial Application CT-E-2023-XXXXXX - XXX

Dear XXX,

With reference to your Career Trial application CT-E-2023-XXXXXX - XXX, please complete the following before you can invite your jobseekers to apply for Career Trial via MyCareersFuture (MCF) portal:

- 1) Post your Career Trial position on MCF:
  - a. Go to <a href="https://employer.mycareersfuture.gov.sg">https://employer.mycareersfuture.gov.sg</a> and log in with Singpass
  - b. Click on "Create job posting"
  - c. Key in the information needed
  - d. Review job posting
  - e. Click Submit
- 2) Submit your MCF Job ID:
  - a. Go to My Applications and log in with Singpass
  - b. Under "CT Employer Applications", go to CT-E-2023-XXXXXX to submit your MCF Job ID

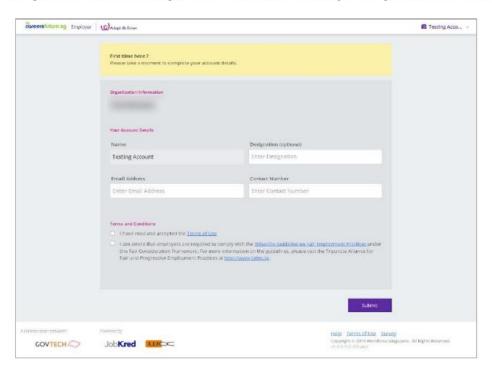
Please provide the MCF Job ID within 1 month for us to process your application. Otherwise, your application will be closed and you will need to submit a new application if you wish to apply for Career Trial.



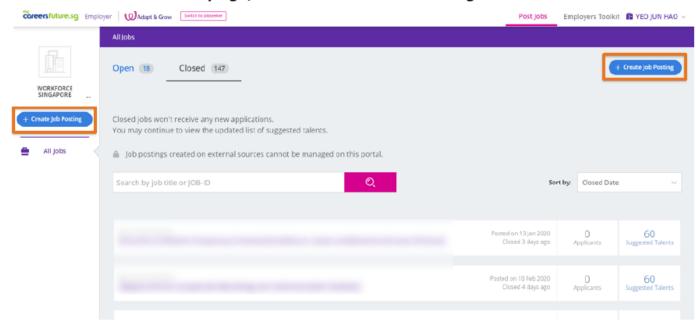
## Go to MyCareersFuture portal



## For first-time users, you will need to complete your account details.



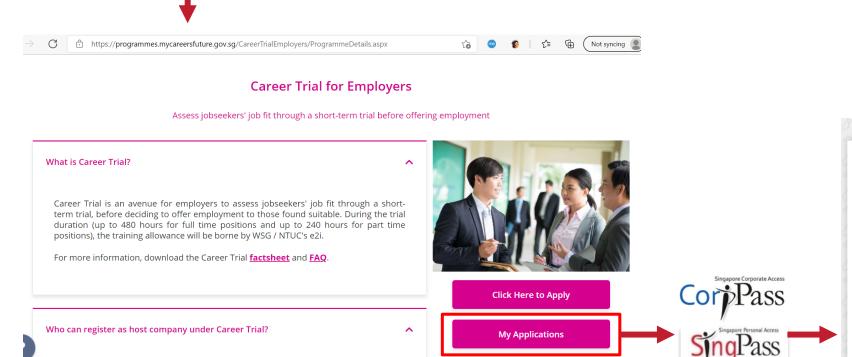
## Within the 'All Jobs' page, click on 'Create Job Posting'.

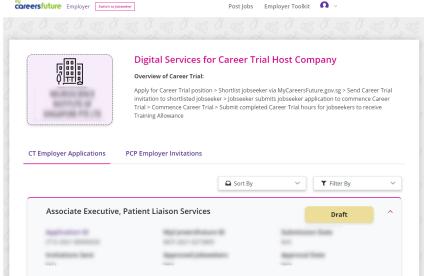




## **Go to Career Trial Portal**









## Ouestionnaire Activities Plan Review Application Tell Us Your Activities Plan Companies must submit separate Career Trial Host Form for each job, It must be a minimum 16 hours, up to a maximum of 240 hours for part-time position or 480 hours for full-time position. Career Trial position and expected salary should be aligned with the job posting on MyCareersFuture.gov.sg. Job Title \* MyCareersFuture ID -- Please Select --Occupation \* -- Please Select --Expected Monthly Gross Salary \* Employment Type \* Total Hours \* Vacancies \* Part Time Outline of Career Trial Objectives \* This description will be visible to applicants invited to apply for Career Trial. Remaining characters: 15

Career Trial Host Company

Application Form

# Is your MyCareersFuture (MCF) ID is not showing under this drop-down list?

Please check that your MCF posting is still valid and is tagged as either "Full-Time" or "Part-Time" (depending on your Career Trial position).

You may refer to Section C (Q15 and Q16) of the following MCF guide on how you can extend the validity period of your MCF posting and edit your MCF posting:

Go to <u>Employer (mycareersfuture.gov.sg)</u> > Scroll to bottom and click on "FAQ"

<Note: Depending on server traffic, edits to the MCF postings may take some time to be cross-updated to our CT portal. Please try again after a few hours if are still unable to select your MCF ID after an edit is made.>



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3b. Send CT invitation to jobseekers by 1 Apr 2025



Happens in CT portal



Happens in MyCareersFuture



Company is not involved





5. CT must commence by 31 May 2025^

^ Or within 1 month from jobseeker application approval, whichever is earlier.

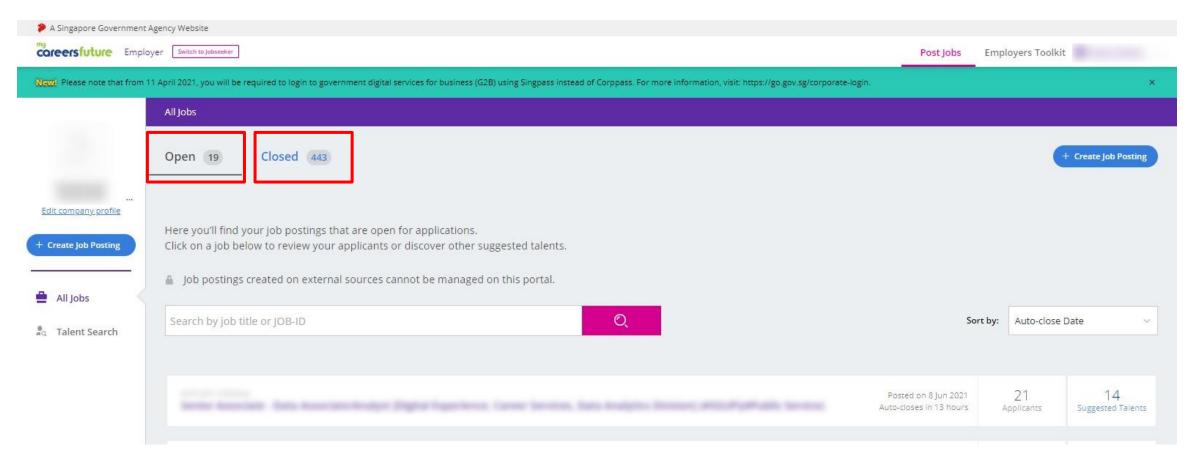


4. Jobseekers
acknowledge and
submit CT
applications by 15
Apr 2025



# 3a. Select jobseekers for CT on MCF portal and interview

Go to MyCareersFuture portal, and look for the specific Career Trial position under "Open" or "Closed" tabs

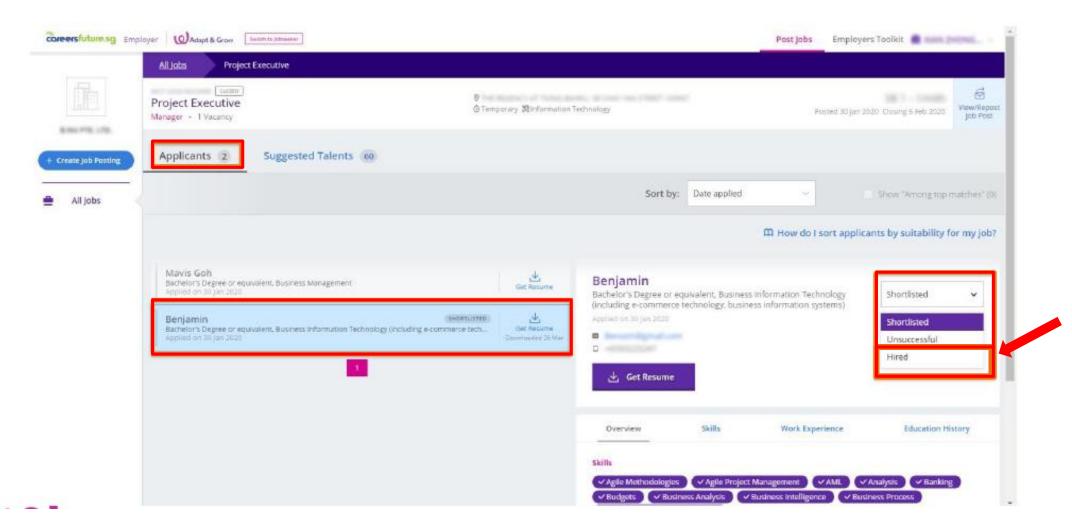




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# 3a. Select jobseekers for CT on MCF portal and interview

Under "Applicants" tab, select the jobseeker who you wish to put on Career Trial and update status to "Hired"





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Happens in CT portal



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Company is not involved

6. Submit Training Allowance claim



5. CT must commence by 31 May 2025^

^ Or within 1 month from jobseeker application approval, whichever is earlier.



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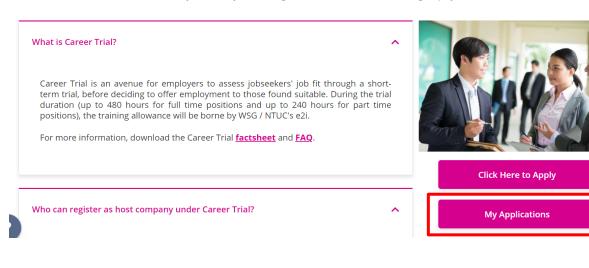


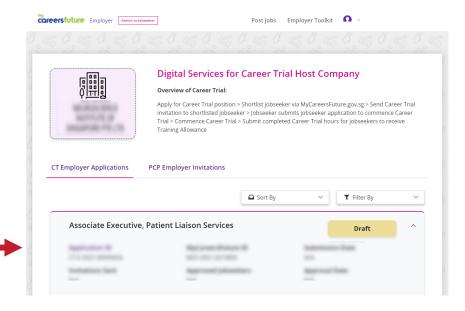
## **Go to Career Trial Portal**



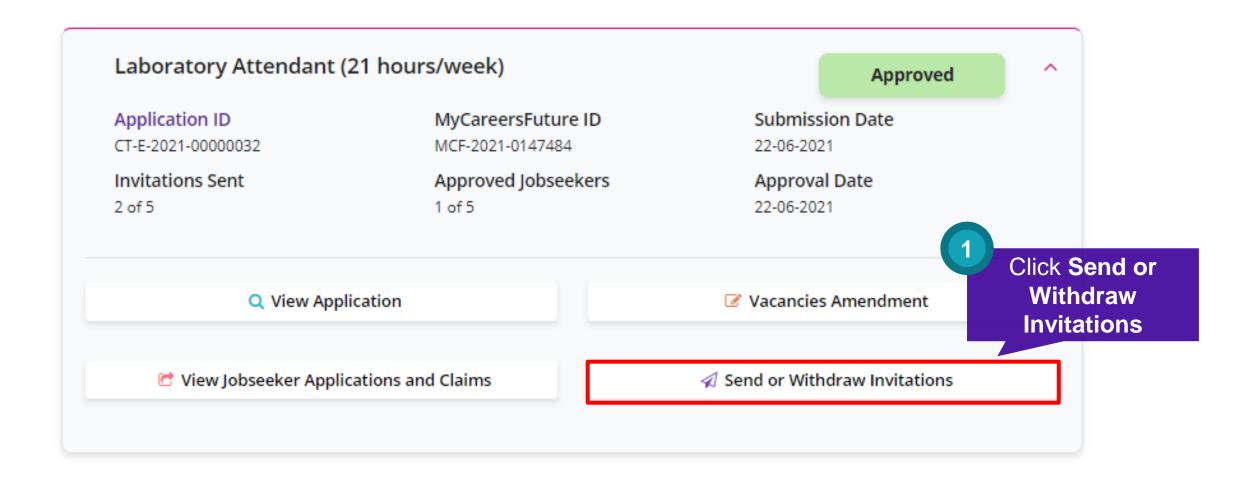
#### **Career Trial for Employers**

Assess jobseekers' job fit through a short-term trial before offering employment

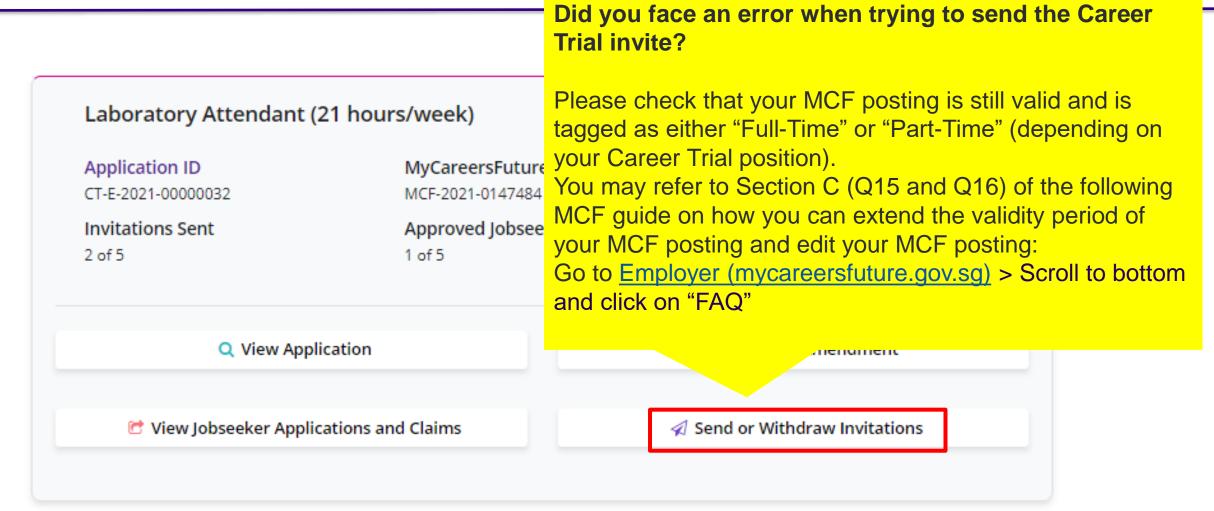














## Digital Services for Career Trial Host Company



Job Title : G2C - CT Reporting Test Job Posting

MyCareersFuture ID: MCF-2021-5000139

Click Send Invitation

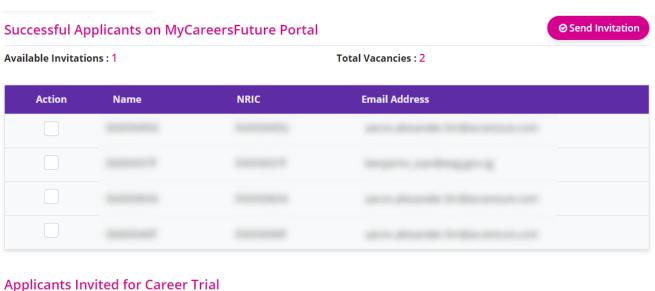
Successful Applicants on MyCareersFuture Portal

Available Invitations : 1 Total Vacancies : 2

Select applicant

Action	Name	NRIC	Email Address





Invited Applicants will be listed here

Applicant Name	NRIC	Email Address	Invited On	Status	Action
			Fri, 28 May 2021	<ul><li>Application Submitted</li></ul>	
			Fri, 28 May 2021	<ul><li>Revoked</li></ul>	
			Fri, 28 May 2021	Sent	4 0

Resent invitation

Withdraw invitation



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Company is not involved

6. Submit Training Allowance claim



5. CT must commence by 31 May 2025^

^ Or within 1 month from jobseeker application approval, whichever is earlier.

CT host companies may commence CT after receiving email approval for jobseeker application(s).



4. Jobseekers
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CT host companies are not involved.



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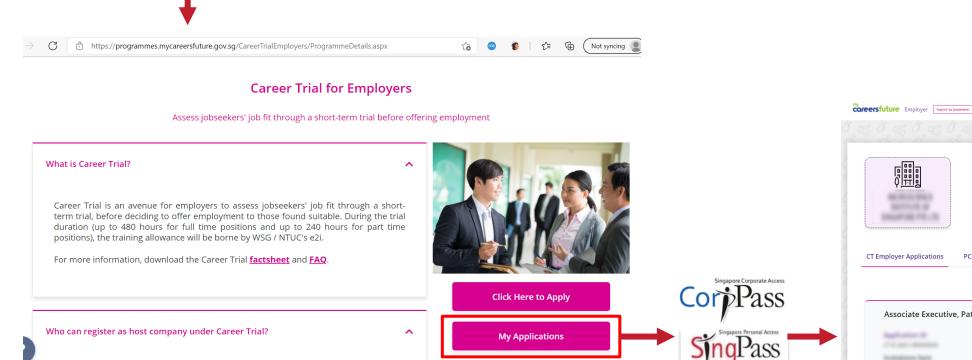
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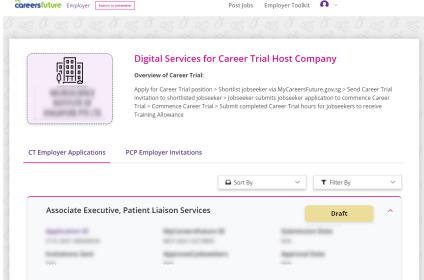
In order to submit Career Trial (CT) claims after the CT programme expires, please ensure that the approved CT jobseeker(s) has commenced CT by 31 May 2025 or within 1 month from jobseeker application approval (whichever is earlier). Please take note that the usual claims timeline will apply.



## **Go to Career Trial Portal**

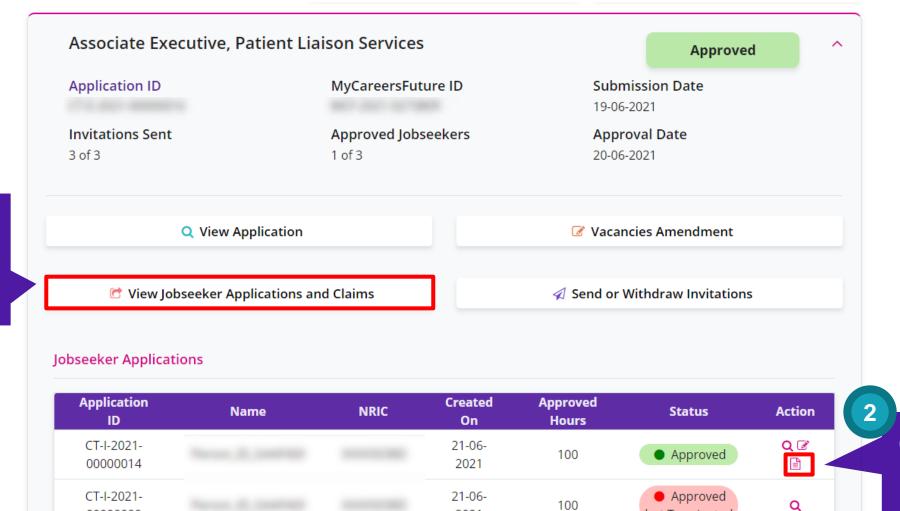








Click View
Jobseeker
Applications
and Claims



2021

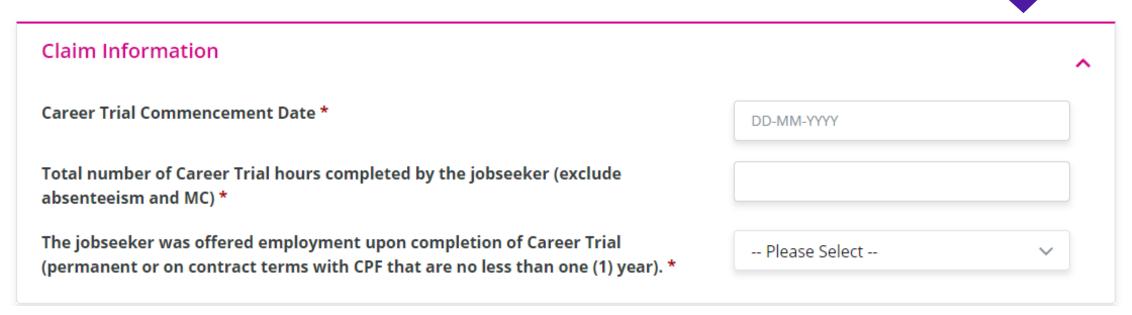
Click Submit
Training
Allowance
Claim

but Terminated

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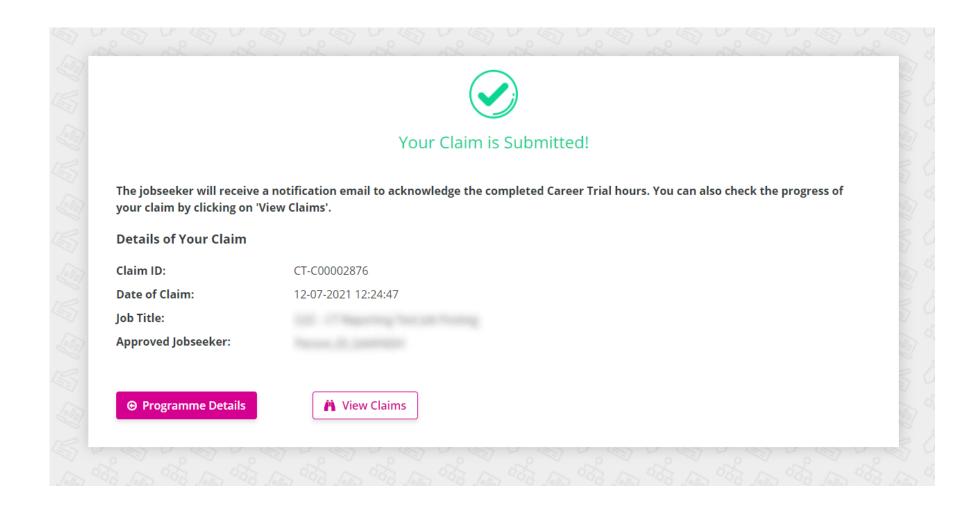
Enter in claim information





**Upload Supporting Documents** For jobseekers who were offered employment by host company after completion of Career Trial at final Training Allowance Claim: Please upload a copy of jobseeker's employment contract. For Part-time Career Trial only: Please complete and upload the Timesheet under FAQ Annex D. Accepted file formats: PDF, DOC, DOCX, JPG/JPEG, PNG Uploaded file size 0.00 / 15MB Upload supporting documents (if Drop Files or Click to Upload required) Declaration 1. You acknowledge that the Jobseeker whom you have submitted claim for, does not have any financial interest, hold any company shares or directorship with the Career Trial host company. 2. You have not suppressed any material information, and all information provided or to be provided by you is or will be true Review and to the best of your knowledge. Any false information provided may constitute an offence under the Penal Code (Chapter 224). acknowledge T&Cs I accept the contents of the above declaration by submitting this claim form. \* 6 Click Submit Save and Exit 🛭 Submit 30







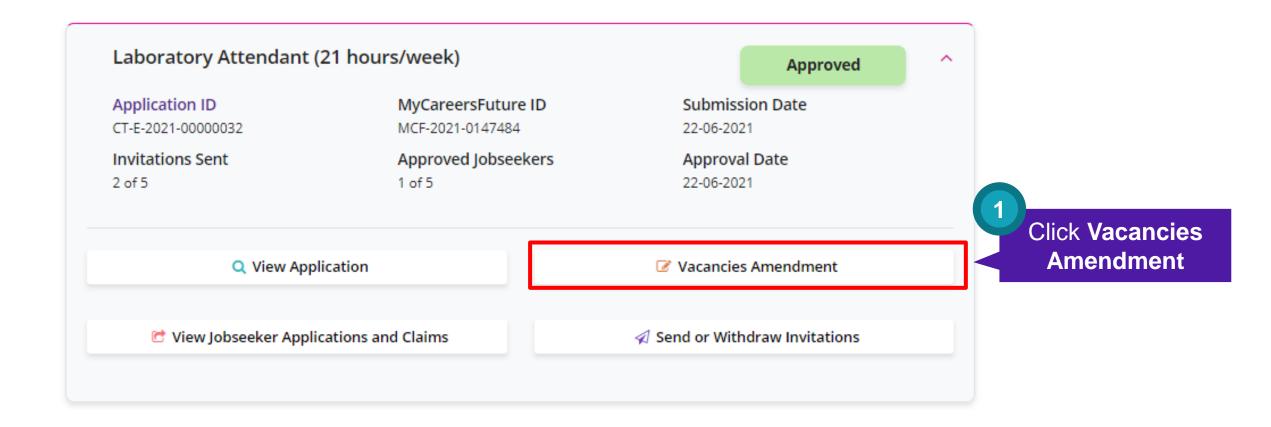
Applicable for companies who have fully utilised all approved vacancies. Please ensure that your job posting can still be reposted, or else, you will need to submit a new CT application instead.

## Go to Career Trial Portal

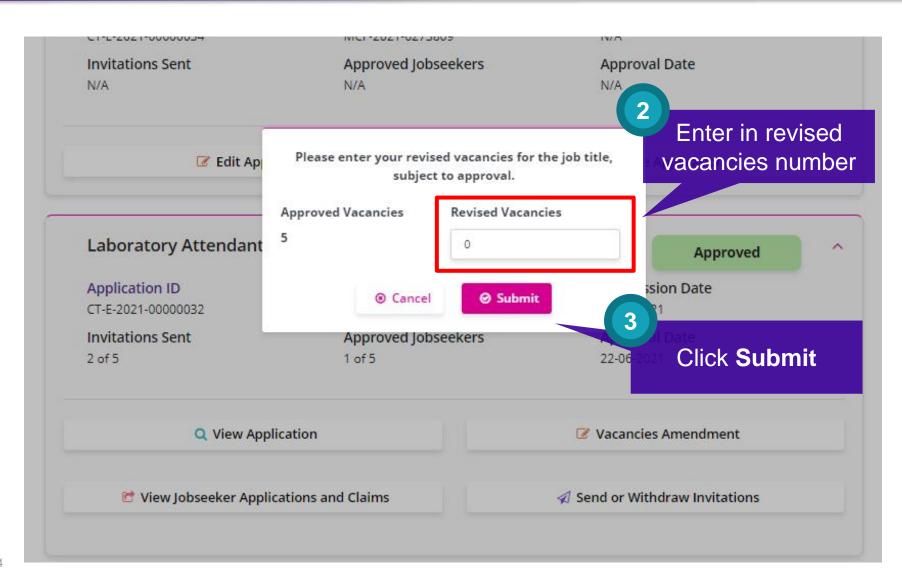














Application status will be updated as follows. Your request will be reviewed

