

**Career Conversion Programme
Employer FAQ**

S/N	Category
A	Accessing the “My Invitations” Page
B	Navigating the Application Dashboard
C	Vacancy Management

S/N	Category
A	ACCESSING THE “MY INVITATIONS” PAGE
1.	<p>What is the role of an Employer?</p> <p>Employers will be able to add Vacancies, manage Invitations (to be sent to Applicants) as well as endorse/reject their Applications.</p>
2.	<p>How do I login to the platform as an Employer?</p> <p>You will receive an email from Workforce Singapore with a unique URL to the Career Conversion Programme. There is an “Employer Login” button on the page. Click on the button to log in with Singpass and access the “My Invitations” page to manage Invitations.</p> <p><i>Note: From 11 Apr 2021, you will be required to login to government digital services for businesses (G2B) using Singpass instead of Corppass. Find out more: https://go.gov.sg/corporate-login.</i></p>
3	<p>What role should I be assigned in Corppass to access the system?</p> <p>You will need to be assigned with the “WSG G2B Employer Portal” e-service and “G2B Employer” role.</p> <p>You can click here to find out who is your organisation’s Corppass Admin.</p>
4.	<p>How do I remove access for a colleague who has left my organisation?</p> <p>You will need to inform your organisation’s Corppass Admin to remove access to the “WSG G2B Employer Portal” and remove the “G2B Employer” role.</p> <p>You can click here to find out who is your organisation’s Corppass Admin.</p>
B	INVITING/ENDORISING APPLICANTS
1.	<p>How do I search for a specific invited Applicant?</p>

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	<p>There is a search feature located at the “Career Conversion Programme Invitations” section. You can search via the Applicant’s Name or NRIC.</p>
2.	<p>I input the wrong email address in my invitation and sent it out to the wrong person. Can I recall the invitation email?</p> <p>No, you cannot recall the invitation email. However, you can edit the email address and resend the invitation to the correct email address.</p>
3.	<p>I input the wrong NRIC in my invitation and sent it out to the wrong person. Can I recall the invitation email?</p> <p>No, you cannot recall the invitation email. However, you can delete/rescind the invitation by selecting ‘Delete’ under the Action column for the record. This would expire the invitation and prevent the wrong person from applying for the CCP even if they have the invitation email.</p>
4.	<p>Can I make edits to applications submitted by Applicants?</p> <p>No, you cannot edit the details in an application form. You can only update the status of a submitted application.</p>
5.	<p>I indicated “Endorsement Rejected” for an application when I meant to “Endorse” it, can I amend this status?</p> <p>No, you cannot amend the status after rejection. You would have to resend a new invitation and inform the individual to re-apply.</p>
6.	<p>How will I know if when an application has been sent in?</p> <p>There is a system generated email that will be sent to your email address when an Application has been submitted. You can go to the CCP Employer Portal and log in with Singpass to endorse the application. The Application will then be released to the Processing Officer for processing.</p> <p><i>Note: From 11 Apr 2021, you will be required to login to government digital services for businesses (G2B) using Singpass instead of Corppass. Find out more: https://go.gov.sg/corporate-login.</i></p>
7.	<p>How do I endorse an application?</p>

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	<p>You should receive an email to inform you that an application is pending your endorsement. The email will contain a link to the CCP Employer Portal where you can log in with Singpass to access the “My Invitations” page. You can click on the “Endorse” button for the application.</p> <p>Note: From 11 Apr 2021, you will be required to login to government digital services for businesses (G2B) using Singpass instead of Corppass. Find out more: https://go.gov.sg/corporate-login.</p>
C	VACANCY MANAGEMENT
1.	<p>Can I update multiple Career Conversion Programme details at the same time?</p> <p>You will be able to see the full listing of all the CCPs linked to your organisation in the “Vacancy Management” section. You will also be able to update the vacancies and their corresponding expiry date at the same time.</p>
2.	<p>If I put zero vacancy for a CCP, will this prevent placement?</p> <p>No, you will still be able to place Applicants even if you have put zero for vacancies.</p>
D.	OTHERS
1.	<p>The applicant that I wish to invite does not have an email address. How should I proceed with the invitation?</p> <p>You may send the invitation to the email address of your Human Resource representative, or an officer who is able to guide the applicant to apply for the programme.</p>
2.	<p>I would like to invite an applicant for the programme, but he/she does not remember his/her Singpass password. How should I proceed with the invitation?</p> <p>You can inform the applicant to reset his/her Singpass password here.</p>
3.	<p>I would like to invite an applicant for the programme, but he/she does not have a Singpass account. How should I proceed with the invitation?</p> <p>You may guide the applicant to register for a Singpass account via this guide. The applicant can then use this link to register for his/her account.</p>