

The Handy SME Guide to: RECRUITMENT IN SINGAPORE

Understanding the Singapore employment landscape, visa types and recruitment channels will help SMEs in their search for staff. Despite a low unemployment rate, SMEs face labour shortages and over 48% of SMEs plan on increasing staff strength.¹

Find out relevant details in order to understand what and how to go about recruiting staff in Singapore.

The State of Employment in Singapore



52,000 job vacancies

Average 46.3 hours per week worked

(Jun 2013)⁵

All you Need to Know about Work Visas

Singapore's robust economy and high demand for jobs means that employers are constantly on the lookout for staff. As such, it's crucial to understand more about work visas.

The Ministry of Manpower (www.mom.gov.sg) lists at least six different visas. Understanding the various visas will help you engage the right staff for your company. Here are the most relevant ones.

★ For Professionals

Employment Pass (EP):

Allows foreign professionals to work in Singapore.

P1 Pass

- Fixed monthly salary = S\$8000
- Possesses acceptable qualifications

Personalised Employment Pass (PEP)

Premium visa for top-tier foreign talent.

- Last drawn fixed monthly salary overseas was at least S\$18,000.

EntrePass

For entrepreneurs who would like to start businesses in Singapore.



P2 Pass

- Fixed monthly salary = S\$4500
- Possesses acceptable qualifications

Q1 Pass

- Fixed monthly salary = S\$3000
- For fresh university graduates

- Visa isn't tied to specific employer.

- Can remain in Singapore for up to six months between jobs to evaluate new employment opportunities.

★ For Mid-level Skilled Workers

S Pass

- Foreigners who earn a fixed monthly salary of at least \$2,200.
- Employers must make S Pass applications on behalf of candidate.
- Assessed on multiple criteria including salary, education qualification, skills, job type and work experience.

- Number of S Pass holders a company can employ is capped at a sub-dependency ceiling, of 15% of the company's total workforce in the Services sector and 20% in the remaining sectors.

- A sliding scale of employer levies applies and ranges from \$250 to \$600. Check the MoM website for details.



★ For Skilled, Semi-Skilled Workers

Work Permit (WP)

- For unskilled workers.
- Worker only allowed to work for the employer and in the specified occupation.

- Duration is generally two years, subject to the validity of the worker's passport, the Banker's/Insurance Guarantee, and the worker's employment period, whichever is shorter.



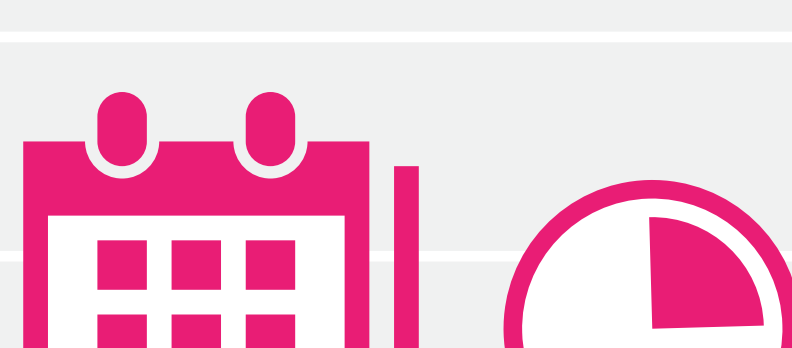
★ Short-Term Passes

Miscellaneous work pass

- For short-term assignments (up to 60 days). Specific restrictions apply.

Work permit for performing artistes

- For artistes performing at any Public Entertainment Licensed bar, discotheque, lounge, night club, pub, hotel, private club or restaurant.
- Maximum of six months.

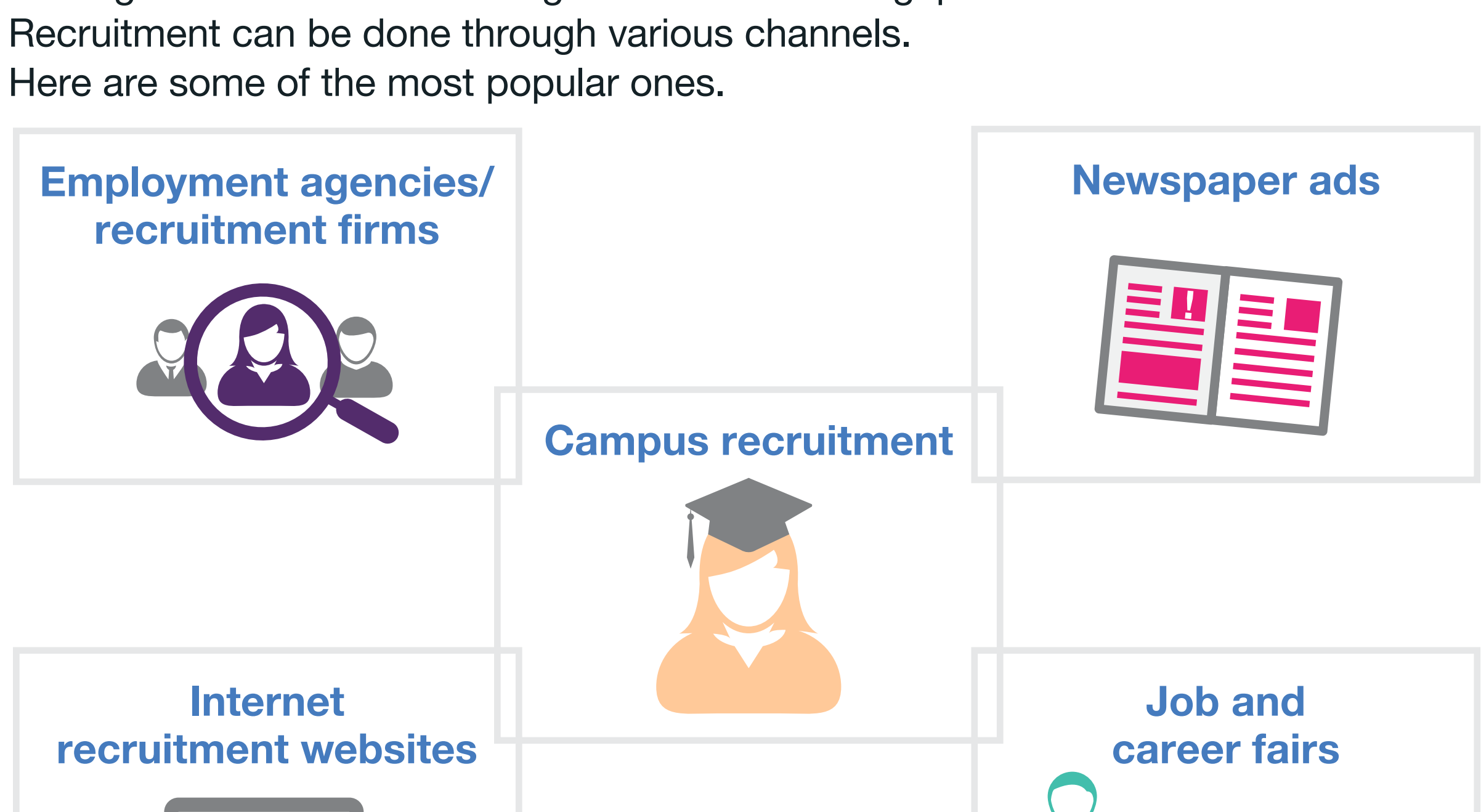


Foreign worker levies

Companies hiring foreign workers should note that a levy is payable. The amount varies depending on Sector, Worker Category and Dependency Ceiling. Please consult the MoM website (www.mom.gov.sg) for full details.

Where SMEs can Recruit Staff

Finding staff is another challenge SMEs face in Singapore. Recruitment can be done through various channels. Here are some of the most popular ones.



Don't Forget: Fair consideration framework

With effect from 1 August 2014:

- MOM expects all firms to consider Singaporeans fairly for jobs, based on merit.
- All firms are strongly encouraged to advertise their job vacancies and must ensure that jobs advertised are open to Singaporeans.
- Firms making new EP applications must advertise the job vacancy on a new jobs bank administered by the Singapore Workforce Development Agency (WDA). These requirements must be met before an EP application is submitted to MOM.
 - 1 The advertisement must be open to Singaporeans;
 - 2 comply with the Tripartite Guidelines on Fair Employment Practices;
 - 3 and run for at least 14 calendar days.

If you need more information, check out these articles on myBusiness Insights

[Capitalise on the Wage Credit Scheme](#)

[Changes to the Foreign Employment Criteria](#)

[How to Retain your Staff](#)

[HR Matters for SMEs](#)