

Title
New Employee Appointment/ Placement Procedure

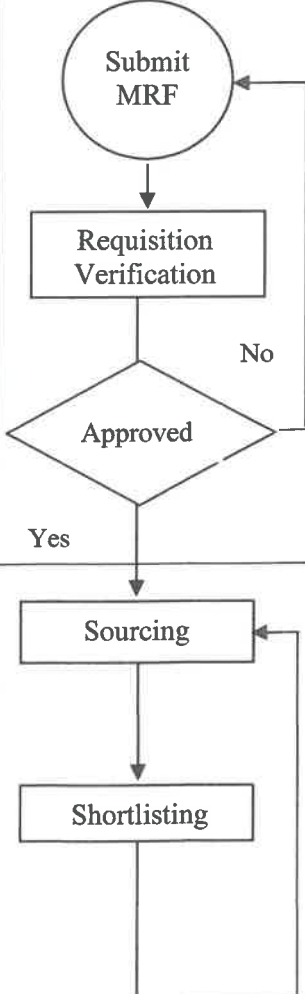
Prepared	Approved
	

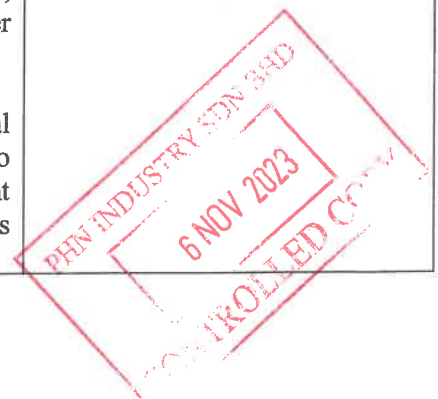
Revision	Date	Document No
3	1/11/2023	HCD/TA/WI-01/RECRUITMENT

A. PREPARATION

Man	Talent Acquisition Staff (TA), Compensation & Benefits (C&B), Head of Section, Head of Talent Management (HTM), Head of Company (HOC)
Machine	Ms Words & Excel
Method	Work Flow / Step
Material	Job Application Form, Manpower Requisition Form (MRF), Interview Score Sheet, Pre-Employment Medical Examination, Salary Proposal, Letter of Appointment (LOA).
Environment/Location	Talent Acquisition Section (TA), Compensation & Benefit Section(C&B), Learning & Development (L&D), Administration (Admin)

B. INSTRUCTIONS

PROCESS FLOW	PIC	DESCRIPTION	TIMELINE / REMARK
 <pre> graph TD A((Submit MRF)) --> B[Requisition Verification] B --> C{Approved} C -- No --> A C -- Yes --> D[Sourcing] D --> E[Shortlisting] </pre>	<p>HOS/HOD</p> <p>TA</p>	<p>a) Department initiates Manpower requisition form (MRF) and submit to Talent Acquisition (TA).</p> <p>b) TA will verify the vacant position according to department's organization chart for Head of Company (HOC) approval.</p> <p>*For Direct manpower, hiring of new manpower will be depending on the daily shortage from monthly manpower requirement.</p>	<p>Supporting Documents Required: -</p> <ol style="list-style-type: none"> 1. MRF Form 2. Approved Orga Chart 3. Job Description 4. Copy of resignation letter for replacement request <p>Approval Level: -</p> <ol style="list-style-type: none"> a) Requested by: HOS/HOD b) Recommended by: HODiv c) Reviewed by: HOS TA d) Verified by: HTM e) Approved by: HOC
<p>Sourcing</p> <p>Shortlisting</p>	<p>TA</p> <p>HOS/HOD</p>	<p>a) TA will source for candidates internally or externally by advertising the vacancy in the social media, online job portal, participate in career fair or other manpower sourcing collaboration.</p> <p>b) TA will share any potential candidate for the vacant position to the hiring manager. Department shall review shortlist candidates and propose for interview session.</p>	



	TA	<p>b) A Letter of Appointment (LOA) and salary proposal will be signed by HOC or Head of Talent Management.</p> <p>c) Candidate accepts and returns the acknowledged copy of LOA and to advise date of report duty.</p>	
	TA	<p>a) TA shall issue the bank account opening letter to the successful candidate.</p> <p>b) Candidate will be advised to open a bank account before report for duty.</p>	
	TA	<p>TA shall email the new hire notification to the respective department in-charge, 3 days before the joining date. An urgent hiring must be notified 1 day before the report duty.</p>	
 	TA & L&D	<p>a) Induction will be coordinated by L&D and TA sections.</p> <p>b) TA shall prepare the personal file and to be submitted to C&B within 3 days and 5 days for outstations plants.</p> <p>c) Candidate who fails to pass the medical check examination will be disqualified for employment.</p>	
	C&B	<p>C&B shall issue the new hire staff ID after the induction.</p>	
 	TA	<p>TA will hand over the new employee to their respective department.</p>	

C. DISPOSITION

N/A
