



Title
REHIRING PROCESS (Executive)

Prepared	Approved
	

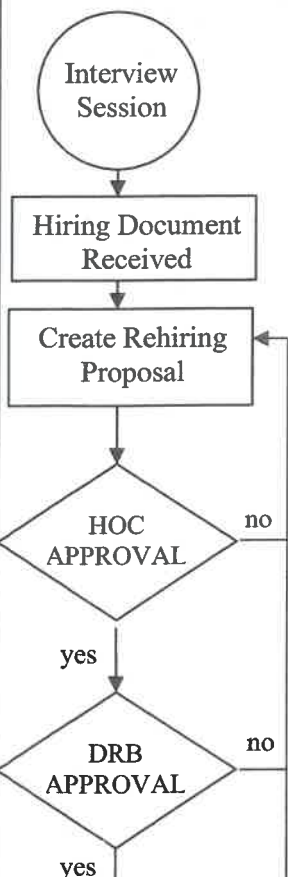
Revision	Date	Document No
01	1/11/2023	HCD/TA/WI-03/REHIRING

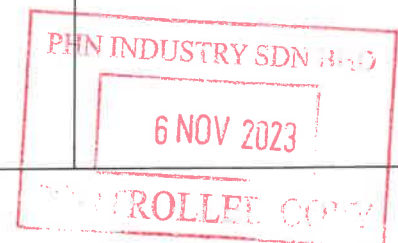
A. PREPARATION

Man	Talent Acquisition (TA), Head of Talent & Culture Management (HTCM). Group Human Capital (GHC), The Hiring Department, Head of Company (HOC)
Machine	MS Words & Excel
Method	Work Flow / Step
Material	Rehiring proposal, Letter of Appointment (LOA)
Environment/Location	TA & GHC

B. INSTRUCTIONS

- The rehiring process flow outlines the steps involved in bringing back a former employee of DRB Hicom/ Subsidiaries/ Group company to PHN Industry Sdn. Bhd.
- HOD of the hiring department shall determine the reasons for considering the rehiring of a former employee from previous company within DRB Hicom/ Subsidiaries/ Group company.

PROCESS FLOW	PIC	DESCRIPTION	TIMELINE/ REMARK
	TA, HOC, GHC	<ol style="list-style-type: none"> TA Shall arrange for an interview session for the shortlisted candidate. TA shall prepare the Rehiring Proposal for the successful candidate from interview session. The hiring manager required to provide justification on the intention of rehiring the candidate in item No.5 (Employment Justification) in Rehiring Proposal format. TA shall submit the Rehiring Proposal for DRB-Hicom approval upon receiving recommendation from HOC. 	<ol style="list-style-type: none"> Proposal Check list: <ul style="list-style-type: none"> - Candidate Resume - Application Form - Pay Slip - Others related certificate - Background check with Candidate's former employer. Level of approval from DRB-Hicom: <ul style="list-style-type: none"> - Senior Manager and above: GHC and GMD. - Managers and below : GHC.



PHN

<pre> graph TD Start(()) --> ME[Medical Examination] ME --> Pass{Pass} Pass -- no --> End1(()) Pass -- yes --> LOA[LOA Issued] LOA --> End2((End)) </pre>	<p>TA</p>	<p>a) Upon receiving the approval of the proposal, TA shall advise candidate to present himself for medical examination in order to ascertain whether he is medically fit for employment.</p> <p>b) A standard form for medical examination shall be issued to the candidate.</p> <p>c) Complete medical examination form shall be returned by candidate to TA.</p>	
<pre> graph TD LOA[LOA Issued] --> End((End)) </pre>	<p>TA</p>	<p>a) TA shall prepare Letter of Appointment (LOA) for approved candidate, LOA will be signed by HTCM or HOC.</p> <p>b) Candidate accepts and returns the acknowledged copy of LOA and to advise date of report duty.</p>	

C. DISPOSITION

N/A