

Interaction	Control/Activities	Records
<pre> graph TD Start([Start]) --> Step1[1. Request for staff] Step1 --> Step2[2. Check Manpower Plan/Organisation Chart] Step2 --> Step3{3. Approve?} Step3 -- No --> Step1 Step3 -- Yes --> Step4[4. Sourcing of candidates] Step4 --> Step5[5. Screening of candidates] Step5 --> Step6[Step 6] Step6 --> End([End]) </pre>	<p>1. Request for staffing is initiated through several ways:</p> <ol style="list-style-type: none"> By request from Heads of Department - HODs will identify staffing needs in individual unit/section and to raise the Staff Requisition Form (SRF), complete with minimum requirement and specification for the position. Through discussion and agreement/approval in official meetings, i.e. Board Meeting or Management Meeting. Through other directives from the Management. <p>Note: Replacement for resigned staff is deemed preapproved and no formal request document is necessary.</p>	<ul style="list-style-type: none"> Staff Requisition Form Minutes of meeting Other Document / correspondence
	<p>2. Upon receiving the request/Staff Requisition Form, HR will check against Manpower Plan and/or Organisation Chart and identify the preferred sourcing method.</p>	<ul style="list-style-type: none"> Manpower Plan Organisation Chart
	<p>3. HR forward request/Staff Requisition Form to the Management for approval.</p> <p>Upon approval, HR advises Head of Department of the decision and that sourcing of candidates shall proceed. If requisition is rejected, HR advises Head of Department accordingly.</p>	
	<p>4. HR prepares recruitment advertisement or other methods of recruitment based on the job specification and description given by the Head of Department.</p> <p>HR liaises with the advertising agency or recruitment agency for recruitment insertion in the local newspaper, internet recruitment portals, etc.</p> <p>HR may also review the applicants that had submitted their resume to HR general e-mail (previously).</p>	<ul style="list-style-type: none"> Advertisement / correspondence to recruitment agency Resume / CV
	<p>5. HR may screen applications and recommend candidates to Head of Department to be shortlisted for interview. Otherwise, Head of Department may view all resumes received for the (advertised) position and do the screening him or herself.</p>	

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<pre> graph TD S5[Step 5] --> I6[6. Interview] I6 --> D7{7. Management Review & approval} D7 -- No --> S5 D7 -- Yes --> I8[8. Informs applicant and get joining date] I8 --> I9[9. HR issue LOA] I9 --> I10[10. Applicant review the LOA] I10 --> D10{Accept} D10 -- No (negotiate) --> D7 D10 -- Yes --> I11[11. Applicant sign the JD] I11 --> End([End]) </pre>	<p>6. Interview session will be conducted by Head of Department and HR in order to recommend suitable candidates for employment.</p>	<ul style="list-style-type: none"> • Application Form • Interview Evaluation Form • Candidate's document (resume, certificate and etc.)
	<p>7. HR forwards all the documents pertaining to the candidate and Interview Evaluation Form to the Management for review/approval. If approval is not given, return to Step 5. If there is no more suitable candidate available, return to Step 4 (HR will seek Management's approval on this).</p>	
	<p>8. Once it is approved by the Management, HR will inform the successful candidate on the Management decision and gets confirmation on the joining date from candidate.</p>	
	<p>9. HR issues Letter of Appointment ("LOA") and forwards it to the candidate for their review.</p>	<ul style="list-style-type: none"> • Letter of Appointment
	<p>10. If the applicant agreed with terms and conditions of the LOA, the applicant needs to sign two copy of the LOA. If the candidate wishes to negotiate on the terms and conditions, return to step 7 for Management's review on the applicant's request.</p>	
	<p>11. The applicant will sign two copies of the Job Description (JD) upon the reporting duty.</p>	<ul style="list-style-type: none"> • Job Description

<p>Master Copy</p> <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold; font-size: 1.2em;"> MASTER COPY </div> <p>Not valid without original Red Stamp</p>	<p>Distribution Copy</p> <p>Not valid without original Red Stamp</p>	Prepared By:
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