

HEXATECH	HUMAN RESOURCES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Recruitment Procedure	Revision No.: 0		Document Ref: HRA-PRO-02

Purpose:	To outline a process for requisition and orientation of competent staff.
Scope:	This procedure covers the requisition and evaluation process for recruitment of competent staff. It also outline the requirement to orientate a new recruit to the Company's working environment and requirement.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.2

Step	Activity	Responsibility	Reference
1	Upon determination of requirement for staff, seek or source for applicants based on skill, experience and education level required from agencies, advertising or recommendations.	HRM	
2	Invite the potential candidate to fill up the Job Application Form and request potential candidate to provide relevant resume or CV and copies of certificates. Evaluate applications and conduct interview for selected candidate.	HRE	Job Application Form
3	Conduct second interview for short listed candidates, if required. If appropriate, approve and obtain agreement of the selected candidate on the Job Application Form. Forward the duly completed Job Application Form to HRM and make a copy of it for HRE filing.	HRE	Job Application Form
4	Liaise with HRM to prepare the Appointment Letter in three copies and MD to sign the Appointment Letter. Obtain the new employee's acknowledgment on the Appointment Letter. After signatures of both MD and the new employee, forward original Appointment Letter to new employee and copies of the Appointment Letter to HRM and HRE for filing.	HRE	Appointment Letter
5	Conduct orientation or induction brief to new employee and if required, prepare training plan for new employee and execute training accordingly once the new employee joins the organization. Forward the completed Employee Induction Checklist to HRE for filing.	HRE	Employee Induction Checklist

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6	<p>The Employee Induction Checklist also requires the ISO Manager (IM) to brief the new employee on the following:</p> <ul style="list-style-type: none"> a. Quality management system adopted by the company. b. Employee participation in quality management system. c. Understanding of the importance of each employee's job and how each employee contributes to the company identified quality objectives. d. Other matters related to quality issues. 	IM	Employee Induction Checklist
7	Create an Employee Personnel File for the new employee to maintain and update records of skill, education and training. Such file shall be kept by HRE that contains copies of Job Application Form, Appointment Letter, new employee resume, identity card, driving license, school leaving certificate, exam certificates, activities certificates, tertiary certificates, training certificates, award certificates, job description, etc.	HRE	Employee Personnel File
8	Subject the new employee to the quality system awareness and upgrading of competency through skills training in accordance to the Awareness, Training & Competency Procedure.	HRM	Awareness, Training & Competency Procedure

End