



	Manual Title:			
	ADMINISTRATION MANUAL			
	Document Number: ADM-HRD-002	Revision Number: 00	Effective Date: DEC 16 2022	Page Number: Page 1 of 5
Document Title: Recruitment and Selection				

Document History:


- Revision Number 00 always means Official Release
- For Revision Number 01 onwards, Description of Change must indicate which Section Numbers have been revised.

Version Number	Revision Number	Description of Change	Author (Signature over printed name)	Effective Date
01	00	Official Release	 Marichu Cabili	DEC 16 2022

Reviewed by:

Department	Name	Signature	Date
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Approved by:

Designation	Name	Signature	Date
Chairman	Wee Lee Hiong		

12/16/22

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1.0 OBJECTIVE

To **Recruitment** – the process of attracting, identifying, evaluating the best applicant for the position required. establish the policy, regulations and guidelines governing the sourcing, evaluation, and selection of prospective employees of the W Group.

2.0 SCOPE

This policy shall apply to the effective planning of recruitment and selection of employees of W Group Inc. and its affiliates.

3.0 DEFINITION

- 3.1 **Manpower Requisition Form (MRF)** – Form used to notify HR of the need to fill up vacant positions in the organization.
- 3.2 **Online Recruitment Portals** – internet sites that offer services for recruitment (e.g. Jobstreet, Indeed, Facebook, LinkedIn, etc.).
- 3.3 **Job Description (JD)** – document that describes a position's job responsibilities and the necessary qualifications and experience required to do the job.
- 3.4 **Interview Assessment Form (IAF)** – document wherein the interviewer's evaluations are written.
- 3.5 **Job Offer (JO)** – official document inviting qualified applicants to join W Group company. It contains essential terms of employment as basis for applicants' decision to fill up certain positions of the company.
- 3.6 **Employment Agreement (EA)** – contract between employee and management signifying the formality of the employer-employee relationship.


4.0 RESPONSIBILITIES

- 4.1 **Department Manager/ Immediate Head** – serves as requesting party and submits duly accomplished MRF to notify HR of the intention to fill up vacancy within the Department.
- 4.2 **Division Manager/ Business Unit Manager** – reviews and endorses Department Manager's request for endorsement for final approval.
- 4.3 **HR Manager/Chief of Staff** – approves MRF for replacement of separated employee or endorses MRF for newly created position or additional manpower for the Chairman's approval.
- 4.4 **Chairman** – approves MFR for newly created position or additional manpower not included in the plantilla or not covered by approved Projects' manpower requisites.
- 4.5 **HR Department** – acts on approved MRF and assist the requesting party in search for qualified personnel. Serves as consultant to the Department / Division Manager in writing and evaluating the job. Regularly review position, conduct job evaluation and modify level, when necessary.

5.0 POLICIES

5.1 Request for Personnel

- 5.1.1 All request for personnel shall be communicated by submitting MRF.
- 5.1.2 MRF are approved by:
 - HR Manager and Chief of Staff for replacements or separated employees; or
 - Chairman for newly created positions or additional manpower request.
- 5.1.3 Approved MRF shall be forwarded to HR. Notification should include whether the existing job description shall be used or a new job description (JD) is recommended for use.
 - Should the old JD is to be used, HR shall refer to the existing JD included in the roster of JDs under its custody.
 - Should a different or new JD is recommended, requesting party should submit the draft Task List (TL) or JD to HR for Job Evaluation.
- 5.1.4 Recruitment may be done either through:
 - Probable movement of qualified staff within W Group;
 - Selection from the active file of applicants.
 - Advertisement in any widely circulated newspaper or multi-media ;
 - Placement agencies, academic institutions, consulting firms, professional organizations;

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- Direct contact with qualified persons known to the officers or staff of W Group; or
- Walk-in applications.

5.1.5 Need for Internal Advertising:

5.1.5.1 All vacant positions shall be advertised internally (i.e., e-mail, bulletin board, etc.)

5.1.6 Employees are encouraged to apply and be evaluated as personnel movement and promotion is made on the basis of merit.

5.1.6.1 Interested employee shall submit a copy of his/her resume to Human Resources Department– (Employment Section) through e-mail or hardcopy along with a letter of intent noted and approved by the Immediate Supervisor and Head of Business Unit.

5.1.6.2 Employee shall undergo the recruitment process to ascertain fitness to the vacancy on hand.

5.2 Pre-screening

5.2.1 All applicants must meet the minimum requirement of the position in consideration. Applicants are required to submit the following:

- Curriculum Vitae or Resume
- Transcript of Records (Tertiary Education)
- Identification Picture/s
- National Bureau of Investigation (NBI) Clearance
- Social Security System (SSS) Number supported by E1 or E4 Form
- Tax Identification Number (TIN)
- Clearance from previous employer/s (If applicable)
- Other document / licensure relevant to the position applied for

5.2.2 Pre-screened applicants shall be asked to undergo further screening and referred to requesting party after passing HR processing.

5.2.3 As part of pre-qualification, interview and testing may be conducted at the HR level to determine strength, weaknesses and applicant's suitability to the job vacancy.

5.2.4 Applicants for managerial positions may not be required to take any written examinations.

5.2.5 Only successfully pre-qualified applicants shall be referred to requesting party.

5.2.6 Applicants shall be given ample opportunity and may be allowed rescheduling of interview/examination, only once Applicant who previously failed to qualify in the previous application may re-apply and be evaluated once again only after a six-month period.

5.3 Referral and Selection


5.3.1 HR shall refer pre-qualified applicants to be interviewed by the following:

5.3.1.1 Division Head or the Head of the Business Unit for senior positions.

5.3.1.2 Rank and File will be interviewed by the Department Immediate Head or Department Manager.

5.3.2 Requesting party shall refer back all department screened applicants with corresponding feedback as to the perceived fitness to the job vacancy.

5.3.3 Documents of successful applicants are marked with instruction to proceed processing as basis of HR to prepare the job offer. Otherwise, recruitment shall continue.

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5.3.4 Further screening of prospective applicants recommended for JO shall include Pre- Employment Physical Examination (PPE). Only applicants who have successfully passed their PPE shall be issued appointment papers.

5.4 JOB OFFER (JO)

5.4.1 All JO are signed by the HR Manager, Department Manager, and Chief of staff for LI and the President for HI.

5.4.2 HR discusses approved JO with prospective employee and secure applicant's signature to signify acceptance.

5.4.3 JO is not a contract of employment. Such is a proposal or expression of intent on the par to the company. Acceptance of JO signifies the closure of the recruitment process.

6.0 PROCEDURE


Responsible Party	Activity
HR Analyst – Recruitment (TAT: days)	1. Receives the complete and approved MRF. TAT for the whole process is 45 days. 2. Posts the vacancy internally through bulletin boards, e-mail, and advertisements. 3. Posts the vacancy on Online Recruitment Portals, encourages referrals, and explores partnerships with Accredited Schools. 4. Screens the applicants through their resumes and CVs. 5. Screens the applicants through phone call and schedules them for interview if initially qualified.
HR Analyst – Recruitment (TAT: days)	6. Provides the applicant with the forms and examinations to accomplish on the set interview date. Refer to annex 1 for the list of forms and examinations. 7. Checks the examinations and conducts the initial interview. If the applicant is qualified, endorses the applicant to the next interviewer.
HR Department Head Immediate Head/s (TAT: days)	8. Conducts the interview and endorses the applicant's Interview Assessment Form (IAF) and accomplished forms to the next interviewer if qualified.
HR Analyst – Recruitment (TAT: days)	9. If a supervisory or managerial applicant has passed, conducts an initial background check. 10. If the applicant has passed the initial background check, schedules the applicant for interview with the Chief of Staff.
HR Analyst – Recruitment (TAT: days)	10. Prepares the Job Offer (JO) according to the approved IAF. 11. Routes the JO to the signatories.
HR Department Head & Immediate Head (TAT: days)	14. Reviews and signs the JO. 15. Returns the JO to the HR Analyst – Recruitment.

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HR Analyst – Recruitment (TAT: days)	16. Discusses the JO and Employment Agreement to the applicant. Upon acceptance, discusses the pre-employment requirements. 17. Once signed, conducts the background check and decides accordingly due to the findings. If not passed, informs the applicant that the JO is withdrawn. 18. Creates the Monthly Recruitment Report by the end of the month and routes it.
HR Officer HR Department Head Head of Business Units (HBUs) (TAT: days)	19. Reviews and signs the report. 20. Returns it to the HR Analyst – Recruitment.

7.0 LIST OF FORMS AND TEMPLATES

Forms/Templates Title	Forms/Templates Number
Manpower Requisition Form	FR-HRD-001
Application Form	FR-HRD-002
Interview Assessment Form	FR-HRD-003
List of Pre-employment Requirements	FR-HRD-004
Employee Referral Form	FR-HRD-005
Background Check Report	FR-HRD-007
Sentence Completion Test	TP-HRD-001
WLI Employment Agreement	TP-HRD-002
FMTCC Employment Agreement	TP-HRD-003
PRI Employment Agreement	TP-HRD-004
Job Offer (Head Office) – Monthly	TP-HRD-005
Job Offer (Head Office) – Daily	TP-HRD-006

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