STT	Người ký	Đơn vị	Thời gian ký	Ý kiến
	PHẠM ANH ĐỨC	Tổng Giám đốc - Viettel Peru S.A.C - Tổng công ty CP Đầu tư Quốc tế Viettel	17/01/2023 00:10:16	
2	NGUYÊN ĐỨC TIÊN	Phó Tổng giám đốc Kỹ thuật - Viettel Peru S.A.C - Tổng công ty CP Đầu tư Quốc tế Viettel	13/01/2023 08:37:13	
	RAUL FELIPE GALDO MARIN	BOD - Board of Directors - Viettel Peru S.A.C	13/01/2023 02:31:22	7/10/202
	ĐẶNG TRUNG ANH	Phó Tổng Giám đốc Công nghệ thông tin - Board of Directors - Viettel Peru S.A.C	13/01/2023 00:03:47	
E	SOFIA INES BEDON BURGOS	Head Of Hr Department - HR Department - Management & Support Division - Viettel Peru - Viettel Peru S.A.C	10/01/2023 11:56:06	
	NGUYỄN HỮU THUẬN	Head Of Business Process Department - Department Head - Process Department - IT Division - Viettel Peru - Viettel Peru S.A.C	09/01/2023 20:38:57	
	QUAN MINH VU'O'NG	Head Of Administration Department - Managers of Department - Administration Department - Management & Support Division - Viettel Peru - Viettel Peru S.A.C	08/01/2023 12:34:25	

Số và ký hiệu: PROCESS.VTP.ADM.01.1 Ngày ban hành: 17/01/2023



VIETTEL PERU S.A.C

Code: PROCESS.VTP.ADM.01

PROCESS FOR RECEIVING NEW EMPLOYEE(S)

Effective date: 05/01/2023

Times issue: 01

TRACKING TABLE

No	Page	Amendments Effective date
		First issued 05/01/2023
		69 ¹ 1110

Editor Review Approve CTO Deputy Director of CIO CEO Legal & HR NGUYEN DUC TIEN Signature ig Trung Anh Process Admin HK Department Department Department Manie Phạm Anh Đức Nguyễn Hữu Thuận Quan Minh Vuong



VIETTEL PERU S.A.C

Code: PROCESS.VTP.ADM.01

PROCESS FOR RECEIVING NEW EMPLOYEE(S)

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SUMMARY

1. Purpose

Describe the steps how to prepare to receive new employee(s), ensure work conditions for new members of Bitel family.

2. Applied object

Apply as a part of recruitment process in all Bitel national-wide.

3. Responsibility

All Departments are responsible to follow and implement correctly the steps in the

4. Related document

No	Document	Effective date
1	Program de induccion (462/QT-VTP-HR)	28/12/2023

5. Related Units/Departments:

5.1 Human Resource department:

- Coordinate with Units/department and prepare a recruitment plan.
 - + Send the plan to admin via email: admin.planning@bitel.com.pe
- Prepare Essential stuffs for new employee(s) such as:
- + A box with Office supplies (pen, note book, color pen, note paper, bitel's cup, etc).
 - + Welcome letter.
 - + Fotocheck.
 - + Timekeeping account.
 - + Email, voffice, Gnoc account (using VESS system).
- + Create SR for Admin to prepare work conditions: computer, connections, domain, seat, and table.
 - Create SR for IT Ops to create internal domain account.

Sign contract with Employee(s):

- Solve + Need to coordinate with Customer Care to Migrate Chip of new employee to Bitel.
 - There are 2 periods to sign contract with new employee:

Period 1: From 1-5th.

Period 2: From 15-20th.

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bite process for receiving new EMPLOYEE(S)

Effective date: 05/01/2023

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- Introduce the employee(s) to the related departments:
 - + Get to know each other, so that they can feel more comfortable at work place.
- Train for the new employee(s):
 - + follow the document PROGRAM DE INDUCCIÓN (462/QT-VTP-HR).
 - + Training how to use voffice, Gnoc, ERP 2.0.
 - + Show the Video about Bitel (Made by Marketing)
 - + Train about Organization and culture of Bitel.
- + Invite CE (or BoD) join first meeting with new employees and introduce them.

5.2 Administration Department

- Ensure work conditions for new employee(s) in advance:
 - + PC or Laptop with essential enclosed thing (Mouse, cable, etc).
 - + Internet connection.
 - + Create account and Join domain.
 - + Place to work (table, chair).

5.3 IT Operation Department

Coordinate with Administration to create Domain account for the new employee(s).

5.4 Customer Care Center

Coordinate with HR to migrate/Ported in Chip of the new employee(s) to Bitel. At the day of signing contract, CC will support to migrate Chip for employees.

5.5 Investment, Access departments

- **Investment**: Ensure purchased produces will be delivered on time.
- Access: Coordinate and support admin in case of preparing office furniture (computers, chairs, tables, printers, etc).

5.6 Transmission department

- Coordinate and support admin in case of internet connectivity.

5.7 New employee's department

• Welcome the new member(s) warmly

O V V SOLVE Train the new members(s) so they can handle their tasks in the position.

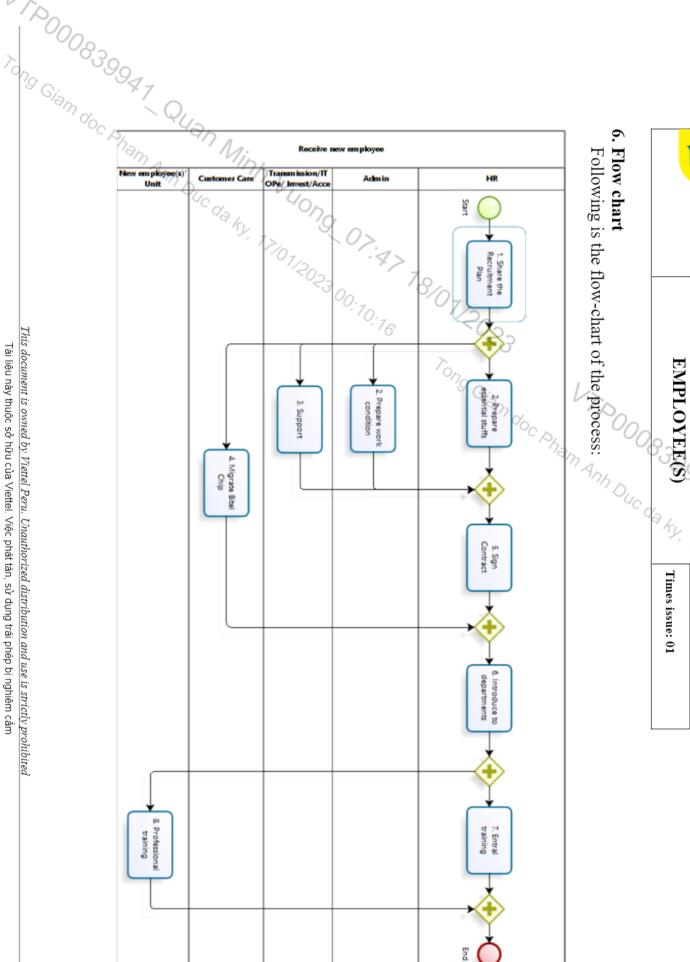
bite PROCESS FOR RECEIVING NEW

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6. Flow chart



Số và ký hiệu: PROCESS.VTP.ADM.01.1 Ngày ban hành: 17/01/2023

More information about the flowchart, detailed description of each Step, Input, Output of this

Process at:

http://process.bitel.com.pe/bizagi/HR%20Process%20receive%20employee/index.html#list
7. Description

Step	Description	Input	Output	Responsible	Coordinate with	OLA	KPI
	HR Share their plan of recruitment to Admin, IT	<i>b</i>	37 An				
	Operation, CC and Related	Recruitment	Operation, CC and			During day 1-10th of	
Recruitment	prepare resources.	plan according	related Units know	HR	emplovee's	month N, share	100% on
Plan	- Share information officially	io Headcount	mranara for the new		Unit	month N+1	time
	by email, it is recommended	O Jan Sign	employees to come.			HIVHUI IVI I.	
	and whatsapp as well.	7g (
	Essential stuffs are thing that	70					
	cannot be missed, basic						
	condition for employee to						
	-9	6					
	1. A box with Office supplies	- /					
	(pen, note book, color pen,						
	2. Welcome letter		New employees get				
2. Prepare	3. Fotocheck		their essential stuffs			5 davs from the dav	100% get
essential	I imekeeping account Email, voffice, gnoc	New employee approval	to work, feel comfortable with	HR	Admin, CC	BoD approve the new	essential
stuffs	account using VESS system.		work conditions in			empioyee (step 1)	SIIIIS
	6. Create SR for Admin to		Bitel				
<u></u>	computer, connections,						
/12	domain, seat, table						
Q	Create Internal domain						
77	account						
	700						
30							
% C							
20							
Ola Sia							
200							
70		Tài liệu này thuộc	Tài liệu này thuộc sở hữu của Viettel. Việc phát tán, sử dụng trái phép bị nghiêm cấm	tán, sử dụng trái ph	∌p bị nghiêm cấm		

Before day 5th month N: receive requirements for employees enter between 15-20th of month N. Before day 20th month N: receive requirements for employees enter between 1st-5th of month N+1.	Before day 5 N: receive requirements employees e between 15- month N. Human Resource Resource Resource requirements employees e between 1st- month N+1.	Call Center	100% use Bitel number to work	Call Center	employee(s). HR coordinate with CC to ported in their number to Bitel, or provide them a new Chip of Bitel for work with the accordingly benefit	4. Migrate Bitel Chip
Investment: Follow regulation of purchase new product Asset: Follow regulation stock in- Stock out product Transmission: Follow the OLA of SR solving internet connection	Investment: I regulation of new product Asset: Follov regulation strength Stock out pro Transmission the OLA of Sinternet conn		New employee(s) get their work condition on time	Requirement to prepare work conditions for the new employee(s)	- Access: Coordinate with Admin to do in stock, out stock on time, follow the regulation Investment: Ensure purchased products arrive on time IP Operation: Support Admin issue related to domain account for new	3. Support
N: receive day 5th month N: receive requirements of work conditions for employees enter between 15-20th of month N. Before day 20th month N: receive requirements of work conditions for employees enter between 1st-5th of month N+1.	N: receive requirement conditions for employees e between 15-month N. Asset, IP Operation Operation N: receive requirement conditions for employees e between 1st-month N+1.	Admin	New employees get their essential stuffs to work, feel comfortable with the work condition in Bitel	A list of new employee(s)	Ngày ban hành: 17/01/2023 - PC or Laptop with essential enclosed thing (Mouse, cable, etc) - Internet connection - Join domain - Place to work (table, chair)	Ngày ban hành: 17/01/2023 - PC (enclo cable vork - Inte condition - Plac

Sign contract with new employee contract vith new new employee leaves of the reaction vith new employee leaves vith new new new vith new new new vith new new vith new new new vith new new new vith new new new vith new new vith new new new vith new new vith new new new vith new new n	Sổ và ký hiệu: PROCESS.V Ngày ban hành: 17/01/2023	Sổ và ký hiệu: PROCESS.VTP.ADM.01.1 Ngày ban hành: 17/01/2023		$Q_{U_{a_{l}}}$	2023		support to migrate Chip for employees.	
Ithere are 2 periods to sign. Period 1: From 15-20th Introduce the new employee comployee comployee to work place employee(s) to related the each other, so that they can each other, so that they can each other, so that they can be the confortable at the vock place. From 15-20th Introduce the new employee of the each other, so that they can each other, so that they can be the vock place. From 15-20th Introduce the new employee of the each other, so that they can the vock place of the employee of the empl		Sign contract with new employees.		Contract signed with			Period 1: From 1-5th	
cuttact with new employee contract with new employee in Period 2: From 1-50th Period 2: Fr		There are 2 periods to sign	Promising	enough conditions	Human	Call Center	Period 1: From 1-5th Period 2: From 15-	100% on
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