



PART 6: On-The-Job Training

6.1. Employment Terms

6.1.1. Employment Applications

6.1.1.1. The company depends on the accuracy of information through employment application and the data provided by the candidates during the hiring process thus, any falsifications or misrepresentations may result in prohibiting the candidate from entering the company. If the candidate has been employed, termination of employment may be considered.

6.1.2. Types of On-The-Job Trainees

6.1.2.1. OJT / Intern under the OJT Program

6.1.2.1.1. Perform hours are based on their scheduled time, Monday to Friday.

6.1.2.2. OJT under the OJT Crossover/Part-time Position

6.1.2.2.1. Performs at least 4-8 hours a day or 20-30 hours per week, Monday to Friday.

6.1.3. Recruitment

6.1.3.1. The recruitment team gathers OJT applicants by sending an email request for an Internship to Schools.

6.1.3.2. OJT Application emails are reviewed and collected.

6.1.3.3. A Demo presentation to Schools will be conducted based on request.

6.1.3.4. HR will send an email to the school coordinator for the form to be filled out by the OJT.

6.1.3.6. Qualified OJT applicants who will proceed to the OJT Program will receive the following emails:

6.1.3.6.1. OJT Getting Started

6.1.3.6.2. Once the HR department received the OJT Details from the OJT Applicant, they will send the OJT - Onboarding Training email invitation.

6.1.4. Types of OJT Training Plan – InterlinkIQ Training

6.1.4.1. Onboarding OJT / Intern - Training Category Type

6.1.4.1.1. Training topics are Company Onboarding, Service Log Training (My PRO), Email Etiquette, Document Control, InterlinkIQ Dashboard Navigation, and PCQI Conversion.

6.1.4.2. Onboarding OJT Crossover - Training Category Type

6.1.4.1.1. Training topics are Company Onboarding, Service Log Training (My PRO), Account Specific PF Bundle Customization, Drafting, and Updating files, Email Management, Uploading of Documents to InterlinkIQ Dashboard.

6.1.5. Training records

6.1.5.1. Comprehension Quiz records are collected and uploaded to Interlink Employee Files.

6.1.6. Trainee

6.1.6.1. Evaluation – they will be evaluated based on performance and output on their assigned Account when they reach 250 hours.

6.1.6.2. Retraining – they will be re-train on some topics that need improvement.



6.1.7. Attendance and Punctuality

6.1.7.1. Attendance and punctuality are important factors for your success within our Company. We perform as a team, and this requires that each person is in the right place at the right time.

6.1.7.1.1. OJT / Intern will Login to OJT Main Virtual Office and to the assigned department office.

6.1.7.1.2. OJT Crossover will Login to VA Main Virtual Office 1 or VO 1 and to the assigned department office.

6.1.7.2. If you are going to be late for performance or absent, notify your supervisor and copy hr@consultarein.com as far in advance as is feasible under the circumstances, but before the start of your workday.

6.1.7.3. Personal issues requiring time away from your performance, such as doctor's appointments or other matters, should be scheduled during your non-performing hours if possible.

6.1.7.4. If you are absent for three consecutive days without notifying the Company, it is assumed that you have voluntarily abandoned your position with the Company, and you will be removed from the OJT Program.

6.1.7.5. Consultare Inc. regular performance schedule:

6.1.7.5.1. Any changes in the schedule are subject to approval by the immediate head.

Trainee Signature: [Enter Signature]

Trainee Name: [Enter Complete Name]

Date: [YYYYMMDD]