

FLOWCHART A
TALENT SOURCING PROCESS - INTERNAL CANDIDATE
Part I

RESPONSIBILITY	(a) STAFF REQUISITION PROCESS	TIMELINE (DURATION)	REFERENCE
Hiring Manager (Requestor)		In accordance to Time To Fill Table	7.1 7.2
Respective HOD			7.3
Talent Sourcing Unit, GHCD			7.4
Head, GHCD			7.5
COO, Executive Director			7.6
Talent Sourcing Unit, GHCD			
Talent Sourcing Unit, GHCD			8
RESPONSIBILITY	(b) SOURCING PROCESS	TIMELINE (DURATION)	REFERENCE
TSU HOD		In accordance to Time To Fill Table	8.1.1
Hiring Manager (Requestor) Talent Sourcing Unit, GHCD			8.1.2
Talent Sourcing Unit, GHCD			8.1.5
HOD, Hiring Manager			8.2

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RESPONSIBILITY	(c) INTERVIEW	TIMELINE (DURATION)	REFERENCE
Hiring Manager	<div style="border: 1px solid black; padding: 5px; text-align: center;">Select candidate for interview</div>	In accordance to Time To Fill Table	8.2
Talent Sourcing Unit, GHCD	<div style="border: 1px solid black; padding: 5px; text-align: center;">Arrange for Interview</div>		8.2.1
Hiring Manager	<div style="border: 1px solid black; padding: 5px; text-align: center;">Select and accept the Internal Candidate</div>		8.2.6
Talent Sourcing Unit, GHCD	<div style="border: 1px solid black; padding: 5px;"> Filling in / Appointment Process / Notification to the Internal Candidate 1. Lateral Transfer [Appendix d)], ref : 8.3.1 (a) 2. Reappointment [Appendix A(II)] ref : 8.3.1 (b) 3. Promotion, ref : 8.3.1 (c) </div>		8.3

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RESPONSIBILITY	(d) LATERAL TRANSFER	TIMELINE (DURATION)	REFERENCE
Hiring Manager (Requestor), GHCD	Grade identification Lateral Transfer	In accordance to Time To Fill Table	8.3.1 (a)
Compliance Unit, GHCD	Issue Letter of Transfer		8.4
The Staff, Hiring Manager (Requestor)	Staff to report duty to new Superior		8.5
	END		
RESPONSIBILITY	(e) RE- APPOINTMENT	TIMELINE (DURATION)	REFERENCE
Hiring Manager, Talent Sourcing Unit	Grade identification Reappointment	In accordance to Time To Fill Table	8.3.1 (b)
Talent Sourcing Unit, GHCD	Prepare the Recruitment Proposal		8.3.1 (b) (i) 8.3.1 (b) (ii)
Talent Sourcing Unit, GHCD Hiring Manager	To obtain the recommendation from the Head of the Division/ Company that will reappoint the staff and agreement to release from the existing HOD/Company		
Talent Sourcing Unit, GHCD HOD of HM	To obtain the approval from the Chief Operating Officer/ Executive Director of the Company that will reappoint		8.3.1 (b) (iii)
COO, ED	Approved?		8.4.1
Talent Sourcing Unit, GHCD	Yes: GHCD will issue a new Letter of Offer/Contract No: TSU to Inform HOD. Repeat the Sourcing process		
Reappointed Staff	Report for Duty END		8.5

Note :

The time line is derived as the basis of Time to Fill as tabulated in clause 5.0; Time To Fill. No of days may differ subject to the circumstances that related to the external parties involved in the process, availability of the suitable candidate/s and respond time of each parties involve in each process.

JOB LEVEL	TIME TO FILL	REMARKS
Assistant Manager and above	110 days and above	The said period is calculated from the date the SRF is approved to the acceptance of offer by the selected candidate.
Executive	90 days	
Non- Executive	70 days	