

Standard Operating Procedures GHCD

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TITLE

Confirmation Interview

1.0 Abbreviation

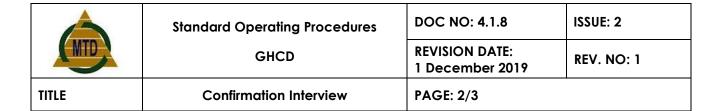
1.1	GHCD	Group Human Capital Division		
1.2	PAF	Performance Appraisal Form		
1.3	IAF	Interview Assessment Form		
1.4	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/Executive Director		
1.5	HOD	Head of Company/Division/Department		
1.6	BOD	Board of Directors		
1.7	GEC	Group Executive Chairman		

2.0 Confirmation Interview

- 2.1 This procedure explains the interview process for the staff confirmation, promotions and conversion of contract status to permanent status.
- 2.2 Applies to:
 - a) Newly hired staff who is required to undergo probationary period.
 - b) Staff who is promoted to a new or higher position and required to serve a probationary period.
 - c) Contract staff who has been identified to be converted to permanent status.
- 2.3 GHCD is responsible to:
 - a) Notify respective staff and selected panel on the interview.
 - b) Arrange for an interview session.
 - c) Distribute the **PAF** and **IAF** to be used by the panel members during the interview.
 - d) Submit the proposal of confirmation to CEO/COO/ED if confirmation is recommended by respective HOD and by the panel of interviewers.
 - e) Issue letter to the staff informing the outcome of the interview.

3.0 Procedures

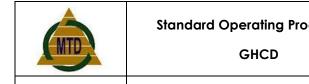
- 3.1 The GHCD will send to the HOD the **PAF** one (1) month prior to the completion of the probationary period.
- 3.2 The **PAF** should be returned to the GHCD three (3) weeks prior to the end of the probationary period.



- 3.3 If confirmation of employment is recommended by the HOD, GHCD will arrange for a confirmation interview. Staff and panel of interviewers will be notified prior to the interview session through a memorandum.
- 3.4 The panel of interviewers will be selected according to the job grade of the staff as per the guideline below:

Job Category	Interview Panel		
	1. BOD		
Top Management	2. GEC		
	3. Head, GHCD		
Senior	1. CEO/COO/ED		
Management	2. Head, GHCD		
	1. HOD		
Management	2. Other HOD or Assistant GM and above		
	3. HOD/Deputy Head/Senior Manager, GHCD		
	HOD/Manager/Assistant Manager		
Executive	Assistant Manager and above from other Company/Division/Department		
	3. Assistant Manager and above, GHCD		

- 3.5 On the interview day, GHCD shall distribute the **PAF** and **IAF**, to the panel of interviewers.
- 3.6 Panel of interviewers will assess the staff based on:
 - Understanding of current job scope and responsibilities
 - Knowledge and skills
 - Evaluation remarks given by the immediate superior in the PAF.
 - Other factors listed in the IAF.
- 3.7 Panel members are required to comment and provide recommendations in the **IAF** and submit the completed form to GHCD. For Executive level and above, GHCD shall then prepare the confirmation proposal and submit to CEO/COO/ED for approval.
- 3.8 Upon obtaining approval from the CEO/COO/ED, GHCD will inform the staff in writing on the status.



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3.9 For Non-Executive level, GHCD shall issue a confirmation letter to the staff based on the evaluation and performance ratings by the HOD.

4.0 Appendices

No.	Form Title	Appendix
4.1	Performance Appraisal Form (Executive & Above)	Appendix 1.1
	Performance Appraisal Form (Non-Executive)	Appendix 1.2
4.2	Interview Assessment Form	Appendix 2