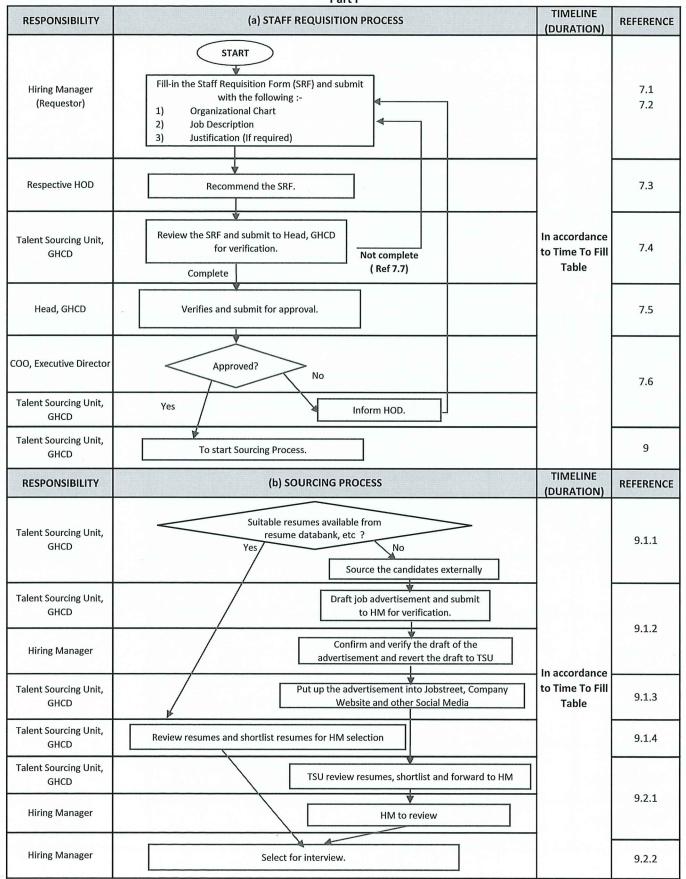
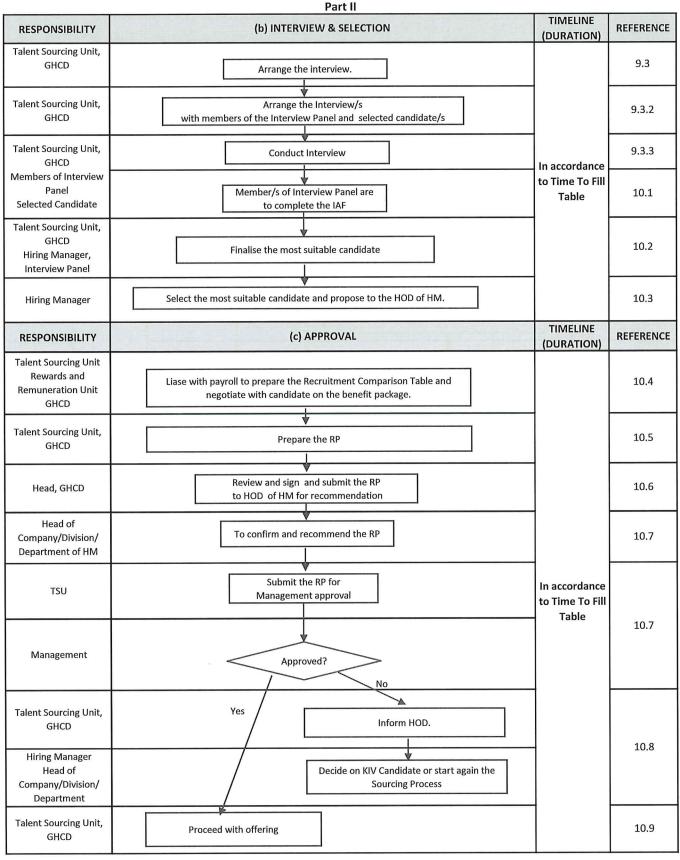
FLOWCHART B
TALENT SOURCING PROCESS - EXTERNAL CANDIDATE
Part I



FLOWCHART B TALENT SOURCING PROCESS - EXTERNAL CANDIDATE



FLOWCHART B TALENT SOURCING PROCESS - EXTERNAL CANDIDATE Part III

RESPONSIBILITY	(d) OFFERING	TIMELINE (DURATION)	REFERENCE
Talent Sourcing Unit, GHCD	Contact the Approved Candidate and confirm the offer		11
Talent Sourcing Unit, GHCD	Prepare employment contract, miscellaneous letters & forms.		11.1
Talent Sourcing Unit, GHCD Approved Candidate	Schedule for employment contract to be signed by the successful candidate.	signed by the successful candidate. In accordance	
Approved Candidate	Sign the employment contract.	to Time To Fill Table	11.2
Talent Sourcing Unit, GHCD Hiring Manager	Issue notification memorandum to the relevant divisions/departments		11.3
The New Staff	Report for Duty END		

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	
Executive	90 days	acceptance of offer by the selected candidate.	
Non- Executive	70 days		