

**FLOWCHART B**  
**TALENT SOURCING PROCESS - EXTERNAL CANDIDATE**  
**Part I**

RESPONSIBILITY	(a) STAFF REQUISITION PROCESS	TIMELINE (DURATION)	REFERENCE
Hiring Manager (Requestor)	<pre> graph TD     START([START]) --&gt; SRF[Fill-in the Staff Requisition Form (SRF) and submit with the following :- 1) Organizational Chart 2) Job Description 3) Justification (If required)]     SRF --&gt; RECOMMEND[Recommend the SRF.]     RECOMMEND --&gt; REVIEW[Review the SRF and submit to Head, GHCD for verification.]     REVIEW -- Complete --&gt; VERIFY[Verifies and submit for approval.]     REVIEW -- Not complete (Ref 7.7) --&gt; SRF     VERIFY --&gt; APPROVED{Approved?}     APPROVED -- No --&gt; INFORM[Inform HOD.]     APPROVED -- Yes --&gt; SOURCING[To start Sourcing Process.]     INFORM --&gt; SRF           </pre>	In accordance to Time To Fill Table	7.1 7.2
Respective HOD	Recommend the SRF.		7.3
Talent Sourcing Unit, GHCD	Review the SRF and submit to Head, GHCD for verification.		7.4
Head, GHCD	Verifies and submit for approval.		7.5
COO, Executive Director	Approved?		7.6
Talent Sourcing Unit, GHCD	Inform HOD.		
Talent Sourcing Unit, GHCD	To start Sourcing Process.		9
RESPONSIBILITY	(b) SOURCING PROCESS	TIMELINE (DURATION)	REFERENCE
Talent Sourcing Unit, GHCD	<pre> graph TD     DEC1{Suitable resumes available from resume databank, etc?}     DEC1 -- Yes --&gt; REVIEW[Review resumes and shortlist resumes for HM selection]     DEC1 -- No --&gt; SOURCE[Source the candidates externally]     SOURCE --&gt; DRAFT[Draft job advertisement and submit to HM for verification.]     DRAFT --&gt; CONFIRM[Confirm and verify the draft of the advertisement and revert the draft to TSU]     CONFIRM --&gt; AD[Put up the advertisement into Jobstreet, Company Website and other Social Media]     AD --&gt; TSU[TSU review resumes, shortlist and forward to HM]     TSU --&gt; HM[HM to review]     HM --&gt; SELECT[Select for interview.]     REVIEW --&gt; DEC1           </pre>	In accordance to Time To Fill Table	9.1.1
Talent Sourcing Unit, GHCD	Source the candidates externally		
Talent Sourcing Unit, GHCD	Draft job advertisement and submit to HM for verification.		9.1.2
Hiring Manager	Confirm and verify the draft of the advertisement and revert the draft to TSU		
Talent Sourcing Unit, GHCD	Put up the advertisement into Jobstreet, Company Website and other Social Media		9.1.3
Talent Sourcing Unit, GHCD	Review resumes and shortlist resumes for HM selection		9.1.4
Talent Sourcing Unit, GHCD	TSU review resumes, shortlist and forward to HM		9.2.1
Hiring Manager	HM to review		
Hiring Manager	Select for interview.		9.2.2

**FLOWCHART B**  
**TALENT SOURCING PROCESS - EXTERNAL CANDIDATE**  
**Part II**

RESPONSIBILITY	(b) INTERVIEW & SELECTION	TIMELINE (DURATION)	REFERENCE
Talent Sourcing Unit, GHCD	Arrange the interview.	In accordance to Time To Fill Table	9.3
Talent Sourcing Unit, GHCD	Arrange the Interview/s with members of the Interview Panel and selected candidate/s		9.3.2
Talent Sourcing Unit, GHCD	Conduct Interview		9.3.3
Members of Interview Panel Selected Candidate	Member/s of Interview Panel are to complete the IAF		10.1
Talent Sourcing Unit, GHCD Hiring Manager, Interview Panel	Finalise the most suitable candidate		10.2
Hiring Manager	Select the most suitable candidate and propose to the HOD of HM.		10.3
RESPONSIBILITY	(c) APPROVAL	TIMELINE (DURATION)	REFERENCE
Talent Sourcing Unit Rewards and Remuneration Unit GHCD	Liase with payroll to prepare the Recruitment Comparison Table and negotiate with candidate on the benefit package.	In accordance to Time To Fill Table	10.4
Talent Sourcing Unit, GHCD	Prepare the RP		10.5
Head, GHCD	Review and sign and submit the RP to HOD of HM for recommendation		10.6
Head of Company/Division/ Department of HM	To confirm and recommend the RP		10.7
TSU	Submit the RP for Management approval		10.7
Management	Approved?		
Talent Sourcing Unit, GHCD	Yes Inform HOD.		10.8
Hiring Manager Head of Company/Division/ Department	Decide on KIV Candidate or start again the Sourcing Process		
Talent Sourcing Unit, GHCD	Proceed with offering		10.9

**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	In accordance to Time To Fill Table	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.		11.2
Approved Candidate	Sign the employment contract.		
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 acceptance of offer by the selected candidate.
Executive	90 days	
Non- Executive	70 days	