

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	<b>APPLICANT SOURCING</b>	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-002
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	JANUARY 05, 2016

#### OBJECTIVE:

1. To provide standard guidelines in sourcing of external applicants.
2. To ensure quality sourcing of applicants and maintain pooling for future manpower needs.

#### POLICIES:

1. A recruitment activity may be conducted when deemed necessary to increase applicant pooling provided it is properly coordinated to HR Recruitment for needed support and documentation.
2. Hiring of immediate family member is highly discouraged, in the event that an immediate family member of an existing employee wish to apply, the employee must seek management's approval and shall strictly observe the standard recruitment process.
  - 2.1 Sourcing of immediate family member of existing employee should be disclosed to the management and undergo the standard recruitment process.
  - 2.2 Deployment of employee's immediate family must not be served within the same branch or area or any department which may have an influence or fraternization on relevant work process/requirements.
3. Employees who resigned within 6 months period will not be allowed to re-apply.
  - 3.1 All resigned employee who will reapply to any vacant position will be subject for review by HRD.
  - 3.2 Resigned employee who will reapply shall undergo the standard recruitment procedures provided he/she will pass the required reapplication period.
  - 3.3 Terminated employees or any employee with records of major company violations that would warrant suspension up to but not limited to Permanent Written Warning will not be allowed to reapply.
4. It is the Branch Manager's responsibility to ensure that sourcing procedures are strictly followed and relevant progress should be duly reported to HRD.
  - 4.1 Recruitment Budget should be duly approved by HR Manager, should there be recruitment expenses to deploy sourcing activity, request must be made prior conducting any sourcing activity
  - 4.2 Approved Recruitment Budget must be liquidated within 3 days after the activity.

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5. External Applicant's General Qualifications
  - 5.1 Applicants must be a degree holder of any business related course excluding Branch Mechanic Position.
  - 5.2 Must have a pleasing personality and of good character.
    - 5.2.1 Tattoos, extra body piercing is strictly prohibited.
    - 5.2.2 Preferably 20-30 yrs old
  - 5.3 Fresh graduates are highly encouraged to apply.
6. The management has the right to disapprove processing of any external applicant as deemed necessary for more efficient manpower distribution.

## PROCEDURES:

### 1. Job Fairs

#### 1.1 Branch Manager

- 1.1.1 Secure approval to Area Manager to conduct job fair hiring in the area through request letter.
- 1.1.2 Once approved, visit local PESO Office or <http://www.phil-jobnet.dole.gov.ph/schedule.aspx> to check on local job fair schedules and secure requirements to job fair coordinator.
- 1.1.3 Coordinate necessary requirements to the assigned Recruitment Specialist.
- 1.1.4 Submit Requirements to the Local Peso and secure confirmation of participation/registration to the said event.
- 1.1.5 Schedule employee who will participate in the program and prepare necessary recruitment materials:
  - 1.1.5.1 Leaflets
  - 1.1.5.2 Recruitment Tarpaulin
  - 1.1.5.3 List of Applicants
  - 1.1.5.4 Freebies (candies, calendars, keychains etc.)
  - 1.1.5.5 Folders/Brown Envelope for Resume Filing
- 1.1.6 On the actual Jobfair, ensure to be at the venue at least one hour before the event to register, conduct ocular inspection and prepare the assigned recruitment area.
- 1.1.7 Ensure that the applicant will be recorded and gather resume as much as possible. In case that the applicant doesn't have any resume, Recruitment Application Form may be given instead.
- 1.1.8 Invite qualified applicants to register via online application and examination: <http://www.surveygizmo.com/s3/2257102/ONLINE-APPLICATION>
- 1.1.9 At the end of the job fair, submit list of applicants to the assigned HR Recruitment Associate through email copy furnished Area Manager for documentation and pooling purpose.
  - 1.1.9.1 Ensure that recruitment expense like transportation, photocopy of applicant list should be liquidated immediately upon return to branch.
- 1.1.10 HR Recruitment Associate will provide feedback for those applicants who passed the online application and exam.

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- 1.1.11 Applicants who passed the online application/examination will then be scheduled for interview when there will be an approved headcount request in the area.

## **1.2 Area Manager**

- 1.2.1 Review request for Job Fair Activity (schedule, budget, assigned personnel)
- 1.2.2 On the scheduled event, conduct ocular visit to support the recruitment sourcing initiative.
- 1.2.3 Monitor applicant pooling and schedule interview for qualified candidates endorsed by HR Recruitment Associate

## **2. School Tie Ups**

### **2.1 Branch Manager**

- 2.1.1 Secure approval to Area Manager to conduct School Tie up/partnership
  - 2.1.1.1 HRD may assign specific school to partner.
- 2.1.2 Inquire to the School Registrar/ University Placement Office for necessary requirements for tie ups.
- 2.1.3 Coordinate to HR Recruitment Associate on necessary documents needed for partnership.
- 2.1.4 Submit requirements to the school registrar and secure copy of List of Graduates.
- 2.1.5 Submit List of Graduates to the assigned HR Recruitment Associate for applicant pooling and processing.

## **3. Online Posting**

### **3.1 Branch Manager**

- 3.1.1 Inform Branch Personnel to post online application and examination link: <http://www.surveygizmo.com/s3/2257102/ONLINEAPPLICATION> on employee's social media account after office hours.
- 3.1.1 HR Recruitment will monitor referrals and applicants who passed online exam will be notified and published weekly to all branches.
- 3.1.2 Gather applicable applicant in the area for pooling.
- 3.1.3 Schedule interview if there is an approved HRF in the area.

## **4. Local Job Posting**

### **4.1 Branch Manager**

- 4.1.1 Identify local barangay for available job posting.
- 4.1.2 Seek approval to the local barangay to post vacant positions.
- 4.1.3 Advise the assigned HR Recruitment Associate for posting and necessary materials needed like job ads announcement/poster.
- 4.1.4 Assigned HR Recruitment Associate will published qualified applicants that may be scheduled for interview in case that there will be an approved HRF.

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## 5. Walk-in

### 5.1 Branch Manager

- 5.1.1 Get resume as of the applicant and let him/her fill-out the Recruitment Application Form.
- 5.1.2 Conduct initial interview and invite qualified applicants to register via online application and examination:  
<http://www.surveygizmo.com/s3/2257102/ONLINE-APPLICATION>
- 5.1.3 HR Recruitment Associate will provide feedback for those applicants who passed the online application and exam.
- 5.1.4 Applicants who passed the online application/examination will then be scheduled for final interview when there will be an approved headcount request in the area.

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