

IT Assistant Documents

HR FAQs

1. What are the working hours?

Standard working hours are 9:00 AM - 6:00 PM, Monday to Friday.

2. How do I apply for leave?

Leave requests must be submitted through the Employee Self-Service Portal and approved by your reporting manager.

3. What is the dress code?

Smart casuals from Monday to Thursday. Friday is casual day.

4. How is performance reviewed?

Annual performance appraisals occur in March, with mid-year reviews in September.

5. Who should I contact for HR-related queries?

Email hr@company.com or visit the HR desk on the 2nd floor.

6. What is the probation period?

Typically 6 months, after which performance is reviewed for confirmation.

7. Are there learning and development programs?

Yes. Employees can enroll in internal workshops, certifications, and online training platforms.