

	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent Management	
SR.HR.P.02.001	Policy : Recruitment	
Supersedes Policy No : <u>n/a</u>	Issued on: 24 July 2017	Effective Date: 24 July 2017

Purpose:

This document serves to ensure the effective recruitment process, starting from the employment planning to the placement of the best qualified person in a particular job in order fill the vacancies as quickly and efficiently as possible.

Procedure:

1. Requisition Process

- 1.1 Department Head firstly analyzes the manpower demand and must refer to the approved manning budget, together with the business need, to ensure the productivity.
- 1.2 Once manpower is needed, Department Head will raise the **Manpower Requisition Form** to Human Resources Director/Manager for approval processing. Enclosing the Job Description and Job Specification is compulsory.


2. Search Process

- 2.1 Human Resources post the job advertisement in all available channels after the requisition process completed
- 2.2 The Internal transfer is possible and Department Head would support their career growth. The cross training is preferred in order to ensure the movement when the normal interview process will be in place as same as other applicants.

3. Application of Employment


- 3.1 All applicants who are to be interviewed must complete an Application Form.
- 3.2 In case of the applicant applies through electronic channels, submitting cv or resume can be counted. Anyways, the applicant will submit the form and application reference documents latest on the first day.
- 3.3 The company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the company's exclusion of the individual from further consideration for

Initiated By



Director of Human Resources

Approved By

 27-7-17

Chief Operating Officer

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employment or, if the person has been hired, termination of employment, regardless of when such information is discovered.

- 3.4 For this reason, it is important that prospective employees duly complete and sign the **Application Form**, which will render the applicant liable for any such misrepresentation, falsifications or material omission of information.

4. Interview Process

- 4.1 Human Resources conduct the first screen, interview and summarize the comment in written in **Interview Evaluation Form**. Some required tests could be in this stage, for instance: the English Test, Computer Skill Test, depending on each required job specification.
- 4.2 Human Resources summarize the first interview to Department Head and arrange the interview appointment
- 4.3 Human Resources and Department Head may conduct Interview together once it found most appropriated.
- 4.4 Department Head send the comment and recommendation in Interview Form to Human Resources

5. Selection and Offer Process

- 5.1 Human Resources conducts the reference check (if applicable) by call and/or email and shares to Department Head.
- 5.2 Once the selection is finalized, Human Resources works on the offer package, propose the shortlisted candidate to Chief Operation for consideration and approval
- 5.3 Human Resources contacts to the candidate regarding the offer when the other failed applicants are replied of regret professionally.
- 5.4 **Offer Letter** is required to send especially the key position to ensure the first agreement before issuing the **Employment Contract**

6. Reimbursement of Travel Expenses for Employment Interviews

- 6.1 Candidates who are to be reimbursed for travel expenses will be advised of this prior to coming to interview and only by Human Resources. In general, travel expenses are only reimbursed for

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key positions whereby the candidate must purchase the ticket in order to come to the interview.

6.2 Travel expenses must be reimbursed immediately following the interview upon presentation of receipts

6.3 Human Resources may consider to book room, included meal (buffet only) during the interview stay period.

7. Re-instatement of Former Team Members

7.1 Former Employees are eligible to be re-employed if they left the employment of company in good standing. All former Employees who left the company for at least 6 months will be given the same opportunities and will need to comply with the same requirements as other applicants.

7.2 As a general rule, Savan Legend Resorts Sole Company Limited does not re-employ an individual who was dismissed.

7.3 If hired, benefits based on length of service will be calculated using the re-hire start date as the first date of employment.

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