|  |  |
| --- | --- |
| Field name | Description |
| **Applicants** |  |
| Job\_id | Applied Job (s) (2 choices) |
| Work history | Previous Employment history |
|  |  |
| **Employee** |  |
| competency | Skills (language, computing, finance, mechanic, electronic, welding...etc) |
| working year | Length of service |
| Test results | DISC /PPA profiling /other test’s score |
| Resignation | Date of resign/ dismissal/ termination |
| Job title | Job title |
| Education | Degree of Profession, Name of University / or school etc  Field of specialization |
| Qualification | Certifications, |
| Benefits | Telephone/ meal/ transportation/medical/movement/ accommodation/other |
| Performance | Performance evaluation record/bonus |
| Grievance | Grievance record |
| Participation rate | Participation rate in activities |
| Interest | Sport/art/ others |
| Rewards | Rewards/recognition |
| Progress Discipline | Disciplinary actions |
| contacts | Contact number in emergency cases |
| training | Completed training profile |
| **Labor contract** |  |
| Probationary | Extension of probationary |
|  | The date of Confirmation |
| Extension of Employment Contract | Start date  The end date |
|  |  |
| **Job** |  |
| classification | Senior management /management/confidential/rank& file/part-time/temporary/foreign/ expatriate/ trainee |
| Job grade | Job grade & level |
| Salary | Salary grade & level |