 <p style="text-align: center;">IMS Procedure Manual</p>	<u>Document Title</u>	Document No.: PM-IMS-009	
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1.0 Purpose

- 1.1. To define the actions and responsibilities regarding the employment of suitable qualified and experienced employees in line with the business's needs.

2.0 Scope

- 2.1 This procedure is applicable to Human Resources & Administration, Head of department (HOD) and respective Managers in Comfort Rubber Gloves Industries Sdn. Bhd. (CRG).

3.0 Definitions

- 3.1 CRG – Comfort Rubber Gloves Industries Sdn. Bhd.
3.2 HR – Human Resources
3.3 HRF – Human Resources Function
3.4 HRFH – Human Resources Function Head
3.5 HOD – Head of Department
3.6 Recruitment – process of sourcing, identifying, screening, interviewing, and hiring a qualified candidate for a specific job vacancy

4.0 Requirements, Process, Procedure and Responsibilities


4.1 Responsibilities

- 4.1.1 Human Resources Function Head (HRFH) shall be overall responsible for the control and execution of the recruitment procedures.
4.1.2 Head of department (HOD) and respective Managers are responsible to assist HRFH in the selection process based on the following criteria:
4.1.2.1 Qualification and experiences
4.1.2.2 Medical condition
4.1.2.3 Internal and external equity

4.2 Selection Process

- 4.2.1 The selection process shall be carried out in the following manner:
4.2.1.1 HOD shall submit Manpower Requisition Form (FM-HR-01) together with Job Description and department's organizational chart to HRF for approval as per the approved Manpower Planning (FM-HR-05).
4.2.1.2 Job vacancies may be sourced internally or externally.

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(i) Internal Job Vacancies – HRF shall arrange, from within the company, for suitable candidates based on the following:

- ❖ Qualification
- ❖ Relevant experiences
- ❖ Performance records
- ❖ Relevant training

(ii) External Job Vacancies – HRF shall source and arrange for suitable candidates through:

- ❖ Advertisements
- ❖ Word of mouth and recommendations
- ❖ Government and private employment agencies
- ❖ Training and educational institutes etc.

4.2.1.3 Based on the selection criteria, HRF and HOD or representative shall review and finalize the shortlisted applicants.

4.2.1.4 HRF shall arrange the interview for the shortlisted applicants.

4.2.1.5 Prior the interview, applicants are requested to fill in the Application Form (FM-HR-02) and submit relevant documents for HRF verification.

4.2.1.6 The interview shall be jointly conducted by the HOD or representative with HRF using the Interview Assessment Form (FM-HR-04).

4.2.1.7 The interviewers shall decide whether the applicant is suitable based on the interview assessment rating as stated in the Interview Assessment Form (FM-HR-04).

4.2.1.8 Reference check will be carried out on the applicants for the department of Warehouse, Packing, Shipping, IT and HR before proceed for further hiring process, in line with the CTPAT requirements.

4.2.1.9 Management and HRFH will be the final approver of the selection process.


4.3 Employment Appointment

4.3.1 Successful applicants will be notified via Letter of Appointment.

4.3.2 Upon reporting to duty, the new hire is required to attend the on-boarding session. HRF will update the employee information and maintain the personnel file.

4.3.3 All Non-Executive category and above must fill up and sign the Non-Disclosure Agreement (NDA) immediately.

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5.0 Records

	Form Index	Record Title	Responsible
5.1	FM-HR-01	Manpower Requisition Form	HRF
5.2	FM-HR-02	Application Form	HRF
5.3	FM-HR-04	Interview Assessment Form	HRF
5.4	FM-HR-05	Manpower Planning	HRF



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