



IJN COLLEGE

WORK INSTRUCTION

TITLE: **ACADEMIC STAFF RECRUITMENT**

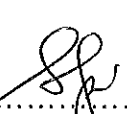
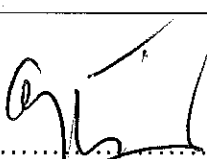
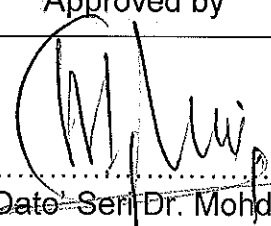
DOCUMENT IDENTIFICATION: **IJNC-ACA-01**

UNIT / DEPARTMENT / DIVISION: **IJN COLLEGE**

EFFECTIVE DATE: **1 APRIL 2017**

VERSION: **1**

REVISION: **0**

Prepared by	Reviewed by	Approved by
 Safarina Mohd Salleh Executive	 Abd Latif Mohamed Senior Manager	 Date: Seri Dr. Mohd Azhari Yakub Chief Executive
Date: 12/7/2017	Date: 12/7/2017	Date: 12/7/2017

Work Instruction Title	Academic Staff Recruitment	Effective Date : 1 March 2017
Document Identification	IJNC-ACA-01	Next Version Review : 1 March 2020
Unit / Department / Division	IJN College	Version : 1 Revision : 0

Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

Work Instruction Title	Academic Staff Recruitment	Effective Date : 1 March 2017
Document Identification	IJNC-ACA-01	Next Version Review : 1 March 2020
Unit / Department / Division	IJN College	Version : 1 Revision : 0

1.0 Flow Chart

Process Flow	Responsibility	Document / Record
<pre> graph TD Start([Start]) --> Type{Type} Type --> FullTime[Full Time] Type --> PartTime[Part Time] FullTime --> SendForm[Send Employee Requisition Form] SendForm --> Advertise[Advertise the vacancy] Advertise --> Sort[Sort applications] Sort --> Interview[Conduct Interview & selection] Interview --> SBU[Prepare Salary Built Up (SBU)] PartTime --> Identify[Identify candidate] SBU --> Offer[Provide Offer Letter] Identify --> Offer Offer --> Accept[Candidate acceptance] Accept --> Permit[Apply for Teaching Permit] Permit --> End([End]) </pre>	<p>Senior Manager/ Programme Leader</p> <p>Senior Manager/ Programme Leader</p> <p>Recruitment Officer, HCOD</p> <p>Senior Manager/ Programme Leader</p> <p>Senior Manager/ Executive, HCOD</p> <p>Senior Manager/ Executive, HCOD</p> <p>General Manager HCOD/ Senior Manager</p> <p>Candidate</p> <p>Executive</p>	<p>List of topics / Schedule</p> <p>Employee Requisition Form List of candidates</p> <p>Advertisement</p> <p>Resume</p> <p>Interview Rating Form</p> <p>Salary built up</p> <p>Offer letter</p> <p>Offer Letter</p> <p>Personal file</p> <p>Teaching Permit File</p>

Work Instruction Title	Academic Staff Recruitment	Effective Date : 1 March 2017
Document Identification	IJNC-ACA-01	Next Version Review : 1 March 2020
Unit / Department / Division	IJN College	Version : 1 Revision : 0

2.0 Work Instruction

2.1 Full Time staff

2.1.1 Senior Manager submits Employee Requisition Form to HCOD.

2.1.2 Executive HCOD will assist with the advertisement for the vacant post

2.1.3 Senior Manager will then sort the application according to position applied and shortlist the candidates.

2.1.4 Executive HCOD prepares Interview Rating Form for panel to conduct the Interview.

2.1.5 Interview session to be conducted by IJNC and HCOD

2.1.4 Executive HCOD Prepare Salary Built-Up (SBU) for successful candidates to be signed by Senior Manager.

2.1.5 Executive HCOD to prepare Offer Letter and to be signed by GM HCOD.

2.2 Part Time Staff

2.2.1 Program Leader recognized the necessity of recruitment.

2.2.2 Program Leader identified the suitable candidate

2.2.2 College will provide the offer letter

2.3 Received acceptance from candidate and safe keep the copy of acceptance.

2.4 IJNC's Executive will apply teaching permit if necessary

Related documents:

1.