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Version No.	00
Date Revised	

## **LOCAL EMPLOYEES RECRUITMENT PROCEDURE**

### **1.0 Purpose**

1.1 To describe the general process of staff recruitment in the Company.

### **2.0 Scope**

2.1 This SOP applies to the staff recruitment procedures.

### **3.0 Responsibility and Authority**

3.1 The Human Resource Department (HR) shall ensure that the process of staff recruitment is done accordingly.

3.2 This policy will be subject to review on an annual basis.

### **4.0 Reference**

4.1 Guidelines on Employment Act 1955 and Employee Provident Fund Act.

### **5.0 Attachment / Page(s)**

5.1 Nil.

### **6.0 Procedures**

6.1 For new headcount, the Director will provide verbal or e-mail approval before proceeding with advertisement for eg. newspaper, on line etc. HR Dept to conduct interview after the advertisement. Advertisements will be posted without requiring Director's approval for replacement roles.

6.2 During the Interview, the applicant to fill in Employment Application Form and interviewer to fill in the Office Use Section during the interview.

6.3 HR Dept to check the age on Application Form and do reference check on applicant if necessary.

#### **ETH Holdings Sdn Bhd**

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- 6.4 HR Dept to discuss with the Management for the selection of candidate. Call for 2nd interview if necessary and finalized the candidate.
- 6.5 HR Dept to discuss with the Management and confirm the candidate. HR Dept to inform the selected candidate for the acceptance of offer and prepare the Letter of Appointment.
- 6.6 HR Dept to obtain the following information on the first of working day:
  - 6.6.1 Personal bank account number
  - 6.6.2 1 copy of identity card (HR to check age in accordance to Child Labour and Young Worker Policy)
  - 6.6.3 EPF & SOCSO number  
(To prepare a Company letter for new employees if they need to open a new account with EPF).
- 6.7 HR to update Employee Record.
- 6.8 Keep Employee's Letter of Appointment in their respective Personnel File.

**7.0 Record**

- 7.1 Employment Application Form
- 7.2 Employee Record

End

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