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|---|---|
| Prepared by:  Name: Asha Hazryn Binti Hol Position: Admin Assistant, Human Capital and Administration Department | Approved by:  Name: Nurfaezah Binti Sharif Position: Manager, Human Capital and Administration Department |
|---|---|

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|--------------------------|--------------|---|
| 1 | 1/07/18 | Establishment | 00 | Senior Manager Human Capital Department |
| 2 | 10/07/24 | Review the whole content | 01 | Manager, HCAD |

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1.0 OBJECTIVE

The objective of this SOP is to ensure that high-quality candidates who culturally fulfil the job criteria

2.0 SCOPE

The scope of this SOP applies to all employees who are involved in the hiring process. It refers to all potential job candidates.

3.0 REFERENCES


UTS HR Policy Manual & UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
 SOP : Standard Operating Procedure
 HOD : Head of Department
 HOP : Head of Programme
 HCAD : Human Capital and Administration Department
 VC : Vice Chancellor
 DVC : Deputy Vice Chancellor

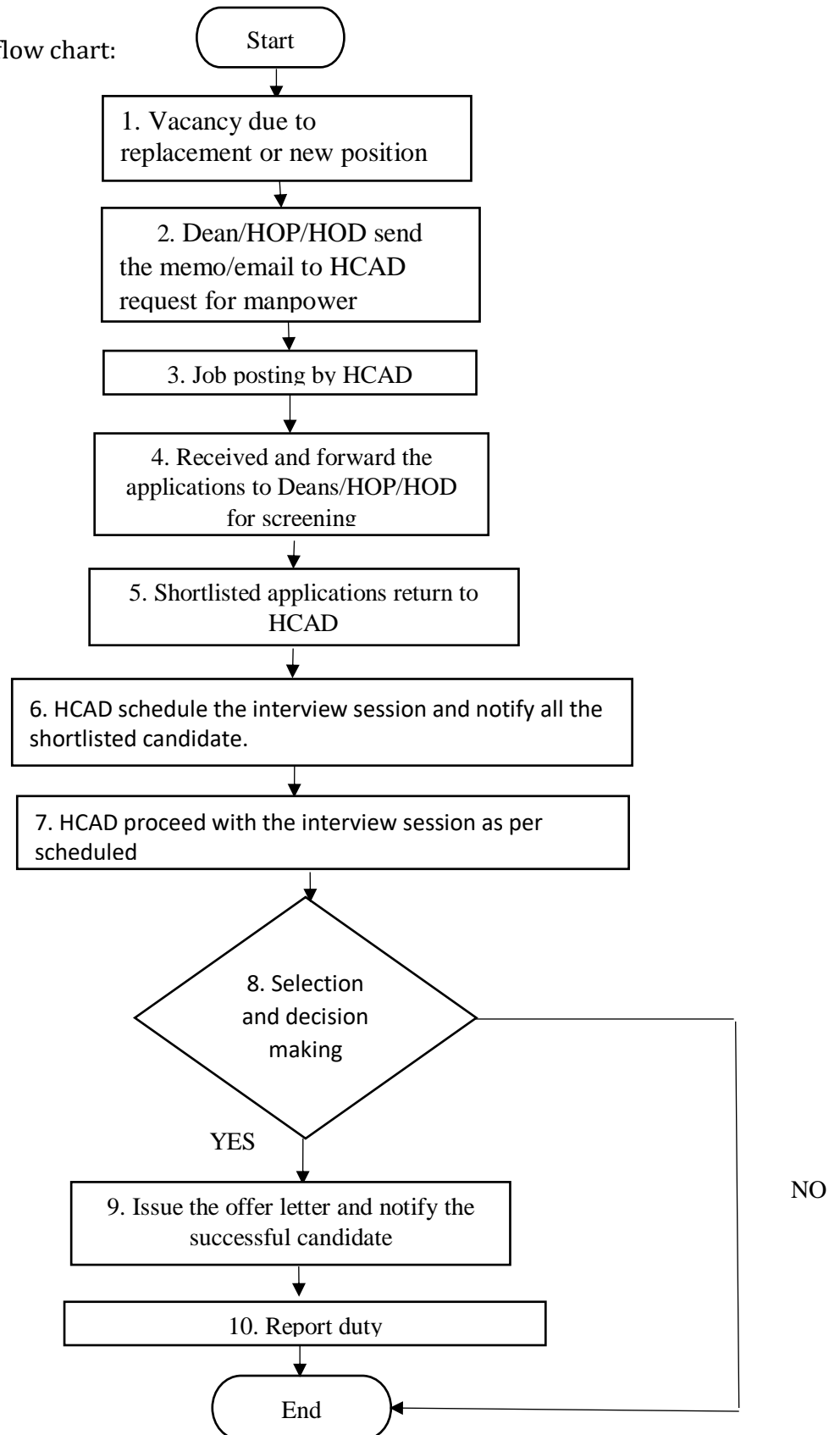
5.0 RESPONSIBILITY


- 5.1 The HCAD is responsible to ensure that this SOP is adhered to.
- 5.2 Dean of School is responsible to follow and adhere to this SOP.
- 5.3 HOD is responsible to follow and adhere to this SOP
- 5.4 HOP is responsible to follow and adhere to this SOP
- 5.5 Administrative staff is responsible to follow and adhere to this SOP

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6.0 PROCEDURE


6.1 Refer to the process flow chart:




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7.0 DESCRIPTION

| No | Description | Person in Charge | Document |
|----|---|----------------------------|---|
| 1 | Dean/HOD realize vacant position due to staff promotion or requirement of new position | Deans HOD | |
| 2 | HOD/Deans will send a memo or email to request the manpower to replace the vacant position. | HCAD Dean HOP HOD | Email/Memo |
| 3 | HCAD will proceed with the job posting | HCAD | Website Social Media |
| 4 | HCAD will receive the applications and forward them to Deans/HOD/HOP for their review and recommendation | HCAD Dean HOP HOD | Candidates resume |
| 5 | Dean/HOD/HOP will confirm and recommend the candidates to be called for an interview session after reviewing the candidate's resume received from HCAD. | HCAD Dean HOP HOD | Candidates resume |
| 6 | HCAD will arrange for the interview sessions. 6.1 HCAD will inform the shortlisted candidates of the details for the interview session. 6.2 For those candidates who can attend the interview session, the interview will be conducted face-to-face or through Skype | HCAD Dean HOP HOD | Candidates resume Job Application Form (UTS-HCAD-P01-JAF) Interview evaluation form (UTS-HCAD-P01-IEF) Interview Selection Form (UTS-HCAD-P01-SDF) |
| 7 | HCAD proceeded with the interview session | HCAD Dean | Job Application Form (UTS-HCAD-P01-JAF) |

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| | | HOP | Interview Evaluation Form (UTS-HCAD-P01-IEF) |
| | | HOD | Interview Selection Form (UTS-HCAD-P01-SDF) |
| 8 | Selection and decision-making <ul style="list-style-type: none"> - If yes, proceed to No.9 - If not, HCAD to send email to candidates who are not successful | | Job Application Form (UTS-HCAD-P01-JAF) Interview Evaluation Form (UTS-HCAD-P01-IEF) Interview Selection Form (UTS-HCAD-P01-SDF) |
| 9 | The successful candidates will be issued the offer letter. The candidates will be given time to accept the offer letter accordingly | HCAD | Candidates resume Interview evaluation form (UTS-HCAD-P01-IEF) Interview Selection Form (UTS-HCAD-P01-SDF) |
| 10 | New staff are to report for duty by filling in the forms listed below and submitting them to HCAD. <ul style="list-style-type: none"> - Report Duty Form - Medical Examination Form - Staff ID Form - Uniform Application Form HCAD to perform the following process : <ul style="list-style-type: none"> - Prepare the new staff's ID card - Forward email that has been created by the IT Department - Distribute UTS HR Policies Manual, UTS Terms and Conditions of Service, & Code of Ethics & Conduct - Welcoming briefing for new staff | HCAD New Staff | Candidates resume Interview Evaluation Form (UTS-HCAD-P01-IEF) Interview Selection Form (UTS-HCAD-P01-SDF) Report Duty Form (UTS-HCAD-P01-RDF) Medical Examination Form (UTS-HCAD-P01-MEF) Staff ID Application (UTS-HCAD-P01-SIA) Uniform Application Form (UTS-HCAD-P01-UAF) |

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8.0 RECORDS

| No | Title / Records | Location / Responsibility | Retention Period |
|-----------|---|----------------------------------|-------------------------|
| 1 | Copy of candidate's resume | HCAD | 3 Years |
| 2 | Job Application Form (UTS-HCAD-P01-JAF) | HCAD | 3 Years |
| 3 | Interview Evaluation form (UTS-HCAD-P01-IEF) | HCAD | 3 Years |
| 4 | Interview Selection Form (UTS-HCAD-P01-SDF) | HCAD | Permanent |
| 5 | Report Duty Form (UTS-HCAD-P01-RDF) | HCAD | Permanent |
| 6 | Medical Examination Form (UTS-HCAD-P01-MEF) | HCAD | Permanent |
| 7 | Staff ID Application (UTS-HCAD-P01-SIA) | HCAD | Permanent |
| 8 | Uniform Application Form (UTS-HCAD-P01-UAF) | HCAD | Permanent |
| 9 | Offer Letter | HCAD | Permanent |