



STANDARD OPERATING PROCEDURE (SOP)

HUMAN RESOURCE MANAGEMENT

Recruitment Procedure

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Process Owner	Human Resource Department
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Verification:

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Date	: 01/03/2023	Date	: 01/03/2023

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1.0 Purpose

The HRM professionals cover a wide range of responsibilities to assist prospective candidates as well as current employees. The professionals in a company's HR department create and manage job postings, evaluate applications and resumes, schedule and conduct interviews, onboard and train new hires and more.

2.0 Scope

This procedure is applicable to all documents, forms and records which is implemented in Israk Solutions Sdn Bhd.

3.0 Definition

HRM	: Human Resource Management
MD	: Managing Director
HOD	: Head of Department
HR	: Human Resource Executive

4.0 References

- ISO 9001:2015 Quality Management System
- MS 1900:2014 Shariah Based Management System

5.0 Process Step

S/N	Process	Responsibility
5.1	<u>Vacancy / Request From HOD</u>	HOD / HR
	5.1.1 HR needs to ensure that each vacancy is assigned to a position that has been specified in the company's organization. HR needs to get approval only after discussion with the HOD regarding the vacancy.	
	5.1.2 Apart from that, if there is a shortage of staff in other departments, the HOD needs to make a request to HR and then get approval from management.	
	5.1.3 Both applications need to fill in the Staff Request Form (HR-P01/F1).	
5.2	<u>Vacancy Advertisement</u>	HR
	5.2.1 If necessary, HR needs to communicate with media department to advertise vacancies on every platform to get quality candidates. 5.2.2 HR shall advertise vacancy to: • Myfuture Job • Israk Website • Maukerja • Etc	
5.3	<u>Conduct Interview Session</u>	

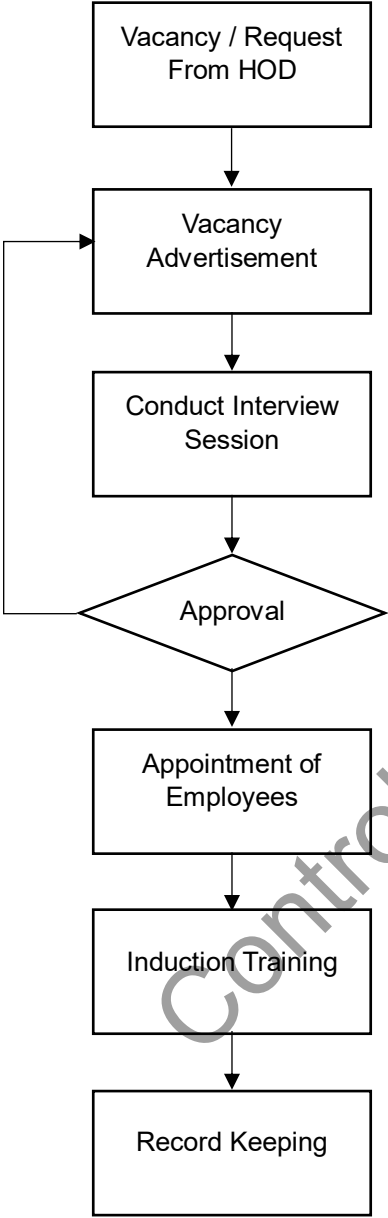
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	5.3.1 HR needs to screening and analyse the list of resumes obtained from the candidate before calling the candidate for an interview. 5.3.2 When the candidate comes for the interview session, HR needs to make sure the candidate fills out the job application form to get complete information of the applicant in <i>Borang Pendaftaran Temuduga</i>. 5.3.3 Evaluation of job applicants must be made by several interviewers such as HR, HOD and MD (If necessary) in the interview session in the interview assessment form.	HR
5.4	<u>Approval</u> 5.4.1 HR needs to make an assessment based on the scoring conducted by the HOD and MD to hire the applicant.	HR / HOD
5.5	<u>Appointment of Employees</u> 5.5.1 HR needs to make an appointment to the successful application after completing the analysis related to the application score. 5.5.2 HR needs to issue a letter of appointment to the staff before the staff report duty to the company and ensure that all information is obtained along with the qualification certificate.	HR
5.6	<u>Induction Training</u> 5.6.1 During the day the staff report, HR needs to ensure that induction training is carried out to ensure that company information is obtained on the first day. 5.6.2 HR need to fill up On Boarding Form and watching video in LMS Website.	HR
5.7	<u>Record Keeping</u> 5.7.1 HR needs to save all the records filled out by the staff and all the documents that have been prepared by the staff.	HR

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Process	Responsibilities
 <pre> graph TD A[Vacancy / Request From HOD] --> B[Vacancy Advertisement] B --> C[Conduct Interview Session] C --> D{Approval} D --> E[Appointment of Employees] E --> F[Induction Training] F --> G[Record Keeping] D --> B </pre>	HR / HOD HR HR / HOD MD HR HR HR