

RECRUITMENT POLICY

Responsible Officer	The Dean, PIDC		
Contact Officer	Deputy Dean (Clinics & Administration)		
Associated Documents	Service Rules of VIS Professional Portfolio Sdn Bhd		
Version	Authorization by	Approval Date	Effective Date
1.1	The CEO, PIDC	31 st Dec 2022	1 st Jan 2023

1.0 PREAMBLE

The purpose of this policy is to provide the guidelines for how the PIDC find and bring on new talent. The PIDC believe that having a mix of skills and backgrounds is crucial for our success, and this policy ensures that our hiring process is fair, transparent, and based on merit. The PIDC want to attract people who not only have the right qualifications but also share our values. By following a clear and ethical hiring process, the PIDC aim to create an inclusive and supportive workplace where everyone can thrive and contribute to the success of our organization.

2.0 PURPOSE & SCOPE

This policy covers everything related to bringing in new team members — from figuring out the positions we need to filling them. It applies to everyone involved in hiring, including HR, HOD, and other team members. Whether we're hiring for full-time, part-time, permanent, or contract positions, this policy is the guide. It touches on job postings, how we evaluate candidates, the interview process, reference checks, and even how we communicate job offers. It's for everyone in every department, making sure we have a fair and consistent way of finding and welcoming new talent. This policy is here to make our hiring process smooth, fair, and in line with our goal of building a diverse and successful team.

3.0 RECRUITMENT, SELECTION AND INDUCTION POLICY

3.1 It is the policy of PIDC to recruit quality staff who are best equipped to fulfill the requirements of the job. Therefore, it is essential that the recruitment and selection procedures are consistent, fair, and effective, ensuring compliance with the laws of Malaysia and Quality Assurance procedures.

3.2 Recruitment will be based solely on the applicant's abilities and individual merit, measured against the criteria for the job. Qualifications, experience, and skills will be assessed at a level relevant to the position.

3.3 All vacancies will be advertised on Myfuturejobs and the PIDC website, allowing existing employees to apply for vacant posts if they possess the appropriate qualifications, experience, and skills.

3.4 All applicants must complete a employment application form in full prior to the interview.

3.5 The PIDC is committed to applying equality at all stages of recruitment and selection. Shortlisting, interviewing, and selection will always be carried out without bias towards gender, gender reassignment, sexual orientation, marital or civil partnership status, race, religion or belief, age, pregnancy or maternity leave, or disability. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty intrinsic to the role, even after reasonable adjustments. We will make reasonable adjustments to the recruitment process to ensure that no applicant is disadvantaged due to a disability. All disabled applicants who meet the minimum requirements of the job, as outlined in the job description and person specification, will be guaranteed an interview.

3.6 Applicants will be interviewed by at least two competent interviewers, who may be from the management committee or the Head of the Department. An interview report form must be fully completed for each interviewee.

3.7 The Human Resources Department will be responsible for issuing the letter of appointment, preparing the employee contract of employment, and managing all new starter documentation, including the request for and receipt of satisfactory references, including the most recent employer.

3.8 The Human Resources Department is responsible for maintaining a central staff record as per PDPA and monitoring specific staff data, such as teaching qualifications, practicing licenses, and teaching permits.

3.9 It is the policy of PIDC to ensure that all staff receive a comprehensive induction relevant to their role, maximizing the effectiveness of staff as soon as possible, in line with Quality Assurance procedures.

3.10 All new Academic staff will be assigned a suitable nominated link person through the Buddy System. This person, an experienced and competent member of staff, will be nominated by the Dean or Department Head. They should be familiar with PIDC work practices and procedures relevant to the post holder, and will actively participate in the post holder's initial department induction. The link person will be available to share good practices and offer advice and guidance when necessary.

The nominated link person will typically be selected from the relevant department; however, other members of staff will be considered if deemed more appropriate.

4.0 RECRUITMENT AND SELECTION PROCEDURES FOR STAFF

4.1 WHEN A VACANCY OCCURS

4.1.1 When a position becomes vacant, it provides an opportunity for PIDC to review the purpose of the job and consider the future requirements. This involves determining whether the position needs to be filled and, if so, defining the role it will play. All nonacademic positions are only open for Malaysian citizens and PR. Academic positions are first offered to Malaysian citizens and only upon not finding any suitable candidates the vacancy is opened for expatriate applicants. This will be in conformity with the prevailing rules and regulations of expatriate hiring.

4.1.2 All positions, whether salaried or part-time, must undergo a formal recruitment authorization process. Authorization is obtained from the Head of Department, The Deanary and PMB.

4.2 JOB DESCRIPTION AND PERSON SPECIFICATION

4.2.1 Before any post is filled, an up to date job description must be prepared by the Head of Department in conjunction with the Human Resources Department. It must describe fully and clearly the responsibilities and duties of the job and must not be directly or indirectly discriminatory.

4.2.2 The person specification details the essential and desirable requirements which the successful applicant must meet if the job description is to be fulfilled. These must be based on the job description, be relevant and measurable.

4.2.3 It may be helpful to consider the following when determining essential or desirable requirements:-

- I. Qualification and knowledge - general and specific, level Training and development & including non-examined courses.
- II. Experience - work related and other general interests.
- III. Skills - practical, technical, interpersonal .
- IV. Disposition and Attitude - personal presentation, dependability, adaptability to change, team leadership, motivation, stress, resilience, flexibility, ambition.

4.3 ADVERTISING THE VACANCY

4.3.1 All vacancies must be advertised internally and/or externally (MyFuturejobs & Jobstreet) according to the nature and seniority unless covered by an agreed redeployment exercise in which case positions may be ring fenced. The advertising media should be selected to target the maximum number of qualified applicants. Recruitment by word of mouth alone and unsolicited applications will not be permitted.

4.3.2 The purpose of a job advertisement is to attract the right applicant and to deter potential applicants who lack the skills or attributes essential to the position.

4.3.3 Advertisements should avoid jargon and must be written clearly. Advertisements should include the following:

- I. name and location of College
- II. title of post and salary
- III. outline of main duties and responsibilities
- IV. qualifications, experience and qualities required or desirable
- V. how to apply and the closing date

4.3.4 The objective of all advertisements is to generate action from the reader, details of how to apply are therefore critically important.

5.0 BEFORE THE INTERVIEW

5.1 Candidates must be given advance notice of the date, time and venue of the interview.

Where applicable they must also be informed of:

- interview maybe conducted face-to-face/online/telephonically
- any special interview arrangements e.g. tests, presentations, micro teaching sessions etc and some indication of how long these activities will take.
- the need to bring to the interview any examples of previous work or any materials that are required.

5.2 REFERENCES

5.2.1 Employment references should be used with caution, nevertheless they can provide valuable information if used properly.

5.2.2 The Human Resources Department may ask up two references.

5.2.3 In view of the timescales involved, references are normally taken up after the interview process and offers of employment are subject to the receipt of references satisfactory to PIDC. However, references may be taken up for shortlisted candidates by telephone before the final selection decision is made, which will be later followed up in writing.

5.2.4 Upon receipt of a reference, if the reference appears to differ from the information obtained at interview then the referee may be contacted by telephone to discuss the reference in more detail.

6.0 INTERVIEWING

6.1 The panel must consist of at least two people of suitable seniority and consisting of at least one member of management committee. No interview must be conducted by one person on their own and wherever possible panels should contain a male and female member.

6.2 The selection panel must meet in advance of the interview to plan and agree the selection process. Salaried teaching staff will be expected to carry out a micro teaching session in addition to the selection interview and, dependent on the role, a task or presentation will also be included as part of the selection process.

6.3 The panel should establish what standard questions they intend to ask all candidates at interview and any points of clarification to be addressed to particular candidates arising from their Application Form. They should also decide on the role of each interviewer. The chair of the interview panel will be agreed who will introduce and close the interview and decide on what areas each interviewer will cover at interview.

The selection panel should be clear on the following:

- What duties the candidate will be required to carry out i.e. the job description.
- The minimum skills, knowledge and experience the candidate should bring to the job i.e. the person specification.

Planning the interview in advance helps the interview to go smoothly and professionally and ensures sufficient information is gathered at interview to make an informed selection decision.

6.4 The purpose of the selection interview is to get the right person into the right job. To achieve this the interview panel has two main objectives:

- To carry out a comprehensive appraisal of the applicant as a potential employee by obtaining enough information to make an assessment.
- Convey a positive but realistic picture of the PIDC as an employer and of the job vacancy.

6.5 Selection panel will be given a copy of:

- I. the job description
- II. the person specification
- III. an interview report form (for each applicant)
- IV. the application form to include personal details for each interviewee
- V. list of agreed standard questions

6.6 Conducting the Interview

6.6.1 The interview must be controlled by the Chair of the panel. Usually this will be a senior person who has a good understanding of the vacancy and of PIDC.

6.6.2 To ensure all candidates are treated consistently and fairly they must be asked the same questions based on the job requirements, contained in the job description, and given similar amounts of time to answer.

6.6.3 It is the responsibility of the chair of the interview panel to ensure all questions are relevant and fair.

7.0 THE SELECTION DECISION

7.1 At the end of each interview the selection panel individually record their assessment of the candidate. However, the purpose of the interview is to gather information and during the interviews themselves panel members must keep an open mind if they are to conduct the interview successfully. It is wrong to make a selection decision during the course of the interview because this means that candidates interviewed after will not be given the same consideration.

7.2 When all interviews have been completed, the chair of the panel should control the selection discussion. Where there is a wide discrepancy in views about candidates among the selection panel, thorough discussion on the evidence should take place. The Chair should ensure the candidates are assessed in relation to the person specification and job requirements, and that panel members do not introduce irrelevant and subjective criteria of their own. In the case of a dispute the Chair of the interview has final decision making rights.

7.3 Once the selection decision has been reached based on the interview, further checks must be made on the recommended candidate.

7.4 After the selection

7.4.1 The Human Resources Department will process and get the management approval before sending out the offer letter and contract of employment to the successful candidate and for the verification of various documents.

7.4.2 Human Resources department will inform all candidates of the employment decision by telephone or email wherever possible within three days.

8.0 INDUCTION

8.1 All new appointees will have staff induction. This will consist of a induction by the Human Resources Department, in conjunction with the Head of the Department within the first week of employment. An induction checklist will be followed to ensure all relevant, key areas of the PIDC are covered.

REVIEW

This policy will be reviewed periodically and revised as necessary.

APPROVALS

Version	Authorization by	Approval Date	Effective Date	Sections Modified
1.0	The CEO, PIDC	Dec 2021	January 2022	--
1.1	The CEO, PIDC	31 st Dec 2022	1 st Jan 2023	8.0 Induction
1.1	The CEO, PIDC	-	1 st Jan 2024	Reviewed & no changes