

Master List/Matrix/Table

Reviewed by:

Suria Sonia Ahip Abdullah

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Approved by:

Laurena Aloh

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Division	:	HUMAN RESOURCE
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Process	Internal	External
Staff recruitment & selection	Negative 1. Longer time taken in recruiting new staff 2. No new posts	Negative 1. The existing pool of graduates in the market may not meet the specialized nature of job in Pustaka; 2. Job requirement in the scheme of service limits our ability to recruit the required people; 3. Restriction of the state government's human resource policy on the Statutory Bodies in hiring people.
	Positive 1. Strong budget for staffing every year 2. Good teamwork among staff	Positive 1. High demand - to be employed at Pustaka 2. Strong brand name

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Process	Internal	External
Training	Negative 1. Negative perception for people to attend training which may not be relate to their current job scope. • E.g.: Training given for the purpose of knowledge enrichment and to prepare the staff to future career advancement 2. Annual training budget constraint	Negative 1. Expensive courses/conferences 2. Unavailability of courses for library and information science locally
	Positive 1. Training program includes generic and specific training for most scheme of service in Pustaka	Positive 1. Selected state government's training programs/conferences (eg: quality training, state- organized international conferences) are also extended to Pustaka's staff for free; 2. Strong network eg MOUs with local and international organizations for training 3. Stakeholders support in sending staff for overseas training

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