

# Guidelines

**Reviewed by:**

*Suria Sonia Ahip Abdullah*

14 June 2023

**Approved by:**

*Laurena Aloh*

14 June 2023

**Online copy of this documented information is the latest**

Document No. : GL-HR-01  
Revision No. : 6  
Effective Date : 14 June 2023

**Online copy of this documented information is the latest**

Document No. : GL-HR-01  
Revision No. : 6  
Effective Date : 14 June 2023

**A. BEFORE INTERVIEW DAY****1.0 Notify Candidates for interview****1.1 DO/AA notify shortlisted candidates for interview through mail and telephone.**

- a. DO/AA prepares candidates' data and for interview session(s):
  - assign numbers to candidate
  - details of candidate for reference
- b. DO/AA prepares online Interview Forms for the interviewers

**B INTERVIEW & ASSESMENT DAY****1.0 Questions on Integrity to be included in the Interview Questions (For P&P Group & W scheme of service from grade 29 and above)**

Ensure Assessment room is ready and copies of assessment are sufficient before executing the tests.

**2.0 Interview**

Ready sufficient set of laptops for all interviewers preloaded with the soft copies of the interview forms and candidates' personal information and background for the interviewers to give their assessments.

Prepare the logistics and equipment needed.

**3.0 Check their original certificates to ensure**

While the interview is in session, AA/DO will check the original certificates to ensure validity.

**4.0 AA/DO prepares to execute written test****5.0 Assessment for Professional & Management Groups (P&P) (1 hour 15 minutes)**

- **Written Test :**
  - Paper 1 ( Essay questions ) ( 30 minutes )
  - Paper 2 ( Objective questions ) ( 15 minutes )
- **Assessment for Support Group I (b) & (c) ( 45 minutes )**
- **Written Test ( Paper 2 : Objective questions ) ( 15 minutes )**

**Online copy of this documented information is the latest**

**6.0 Collect and compile all test papers to be printed, sorted out and ready to be assigned for markings.**

**C AFTER INTERVIEW & ASSESSEMENT**

- 1.0 DO/AA tabulates marks of all candidates into excel format and list out according to highest total marks for further evaluation based on marks derived from both written tests and interview performance for all candidates.
- 2.0 DO/AA will email the information to HR Manager.
- 3.0 HR Manager draft proposal to be tabled to Establishment Committee meeting for endorsement and then later for approval to the Board of Management.
- 4.0 Upon Board of Management approval, DO/AA shall issue letter of offer to the successful candidates.
- 5.0 DO/AA to contact and inform candidates on acceptance of offer and when to report for duty.

**Online copy of this documented information is the latest**

Document No. : GL-HR-01  
Revision No. : 6  
Effective Date : 14 June 2023