


	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b> <b>PEOPLE MANAGEMENT &amp; TEAM CULTURE</b> <b>DEPARTMENT</b>  <b>RECRUITMENT AND SELECTION</b>	Doc. No:	UniKL/RCMP/ PMTc/MPR-01
		Revision No:	01
		Date	01 July 2017
		Page No:	1 of 7

Prepared by:   Name : Rafiqah Abdullah Position: Executive Date : 20 June 2017	Approved by:   Name : Marina Abd Kadir Position: Assistant Manager Date : 20 June 2017
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	HOD
2	01 July 2017	Upgrading of ISO 9001:2015	01	HOD

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		Revision No:	01
		Date	01 July 2017
		Page No:	2 of 7

## 1.0 OBJECTIVE

- 1.1 The objective of this SOP is to define the method for recruitment of suitable candidates to fill the available position in the UniKL RCMP.

## 2.0 SCOPE


- 2.1 This procedure covers the method for recruitment of suitable candidates fill available position in the UniKL RCMP.

## 3.0 REFERENCES

- 3.1 Policy on UniKL RCMP Recruitment  
3.2 Policy on Recruitment of Expatriate  
3.3 Policy on Recruitment of Contract Staff

## 4.0 DEFINITIONS/ABBREVIATIONS

- 4.1 Recruitment is the process of employing or engaging the most suitable candidate for an identified position after he has successfully met all the company's procedure on employing employees.
- 4.2 The term recruitment shall mean any form of appointment (which can be on permanent or contract basis) of any person, at all level of position.
- 4.3 Abbreviations
- |       |       |   |   |
|-------|-------|---|---|
| 4.3.1 | MPU   | - | Manpower & Planning Unit                    |
| 4.3.2 | Dept  | - | Department                                  |
| 4.3.3 | PMTCD | - | People Management & Team Culture Department |
| 4.3.4 | CEO   | - | Chief Executive Officer                     |
| 4.3.5 | HOP   | - | Head of Programme                           |
| 4.3.6 | HOD   | - | Head of Department                          |
| 4.3.7 | HCB   | - | Human Capital Board Meeting                 |
| 4.3.8 | LO    | - | Letter of Offer / Letter of Appointment     |

	<p style="text-align: center;"><b>UNIVERSITI KUALA LUMPUR</b>  <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>PEOPLE MANAGEMENT &amp; TEAM CULTURE</b>  <b>DEPARTMENT</b></p> <p style="text-align: center;"><b>RECRUITMENT AND SELECTION</b></p>	Doc. No:	UniKL/RCMP/ PMTCD/MPR-01
		Revision No:	01
		Date	01 July 2017
		Page No:	3 of 7

## 5.0 RESPONSIBILITY

- 5.1 The HOD of PMTCD is responsible to ensure that this SOP is adhered to at University
- 5.2 Dean/HOP/HOD are responsible to ensure that this SOP is adhered with the assistance of PMTCD.
- 5.3 PMTCD are responsible to assist in compiling related documentation.

## 6.0 PROCEDURE

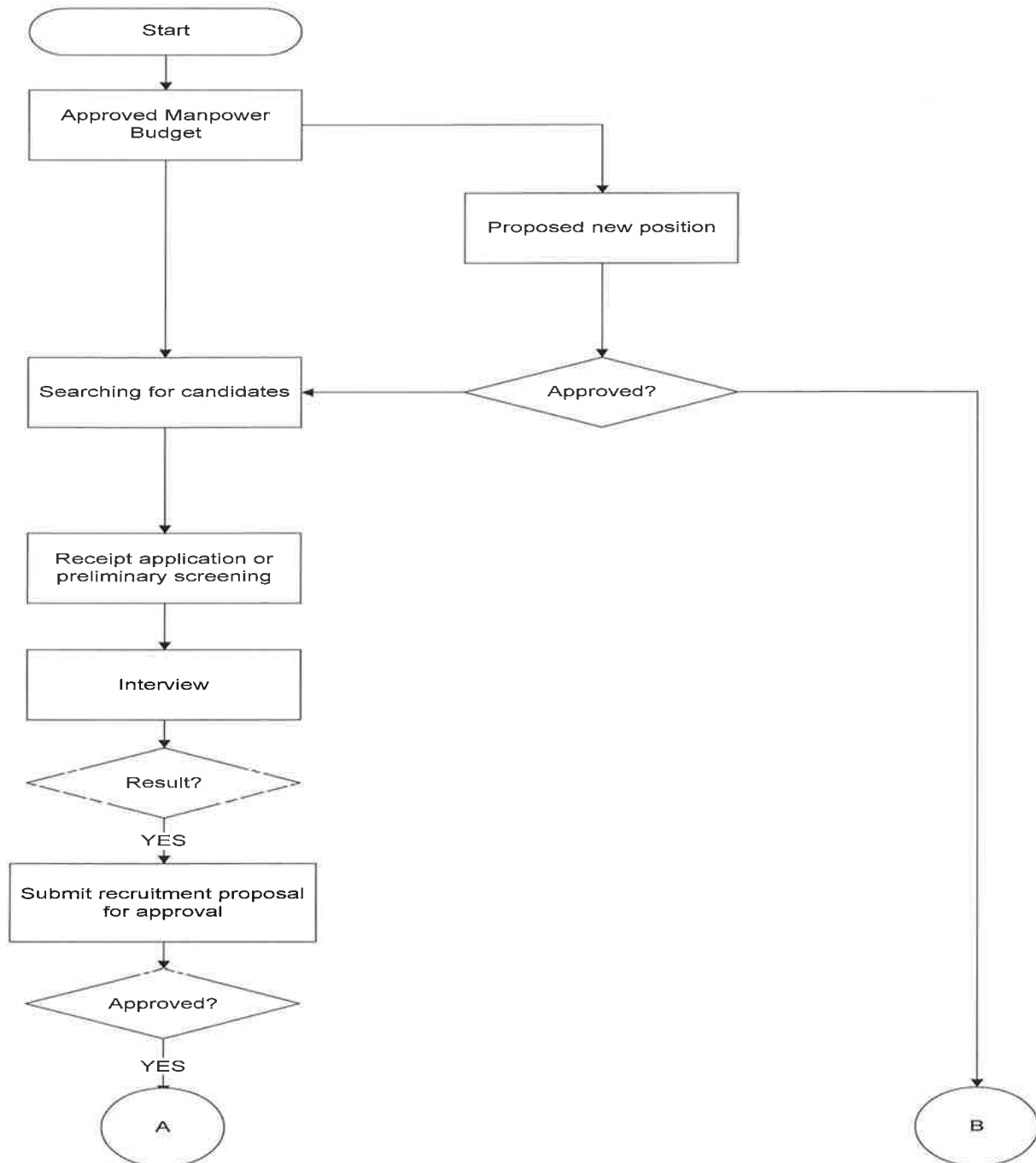
- 6.1 Refer to the process flow chart as in the next page.



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DEPARTMENT**

**RECRUITMENT AND SELECTION**

Doc. No:	UniKL/RCMP/ PMTC/MPR-01
Revision No:	01
Date	01 July 2017
Page No:	4 of 7

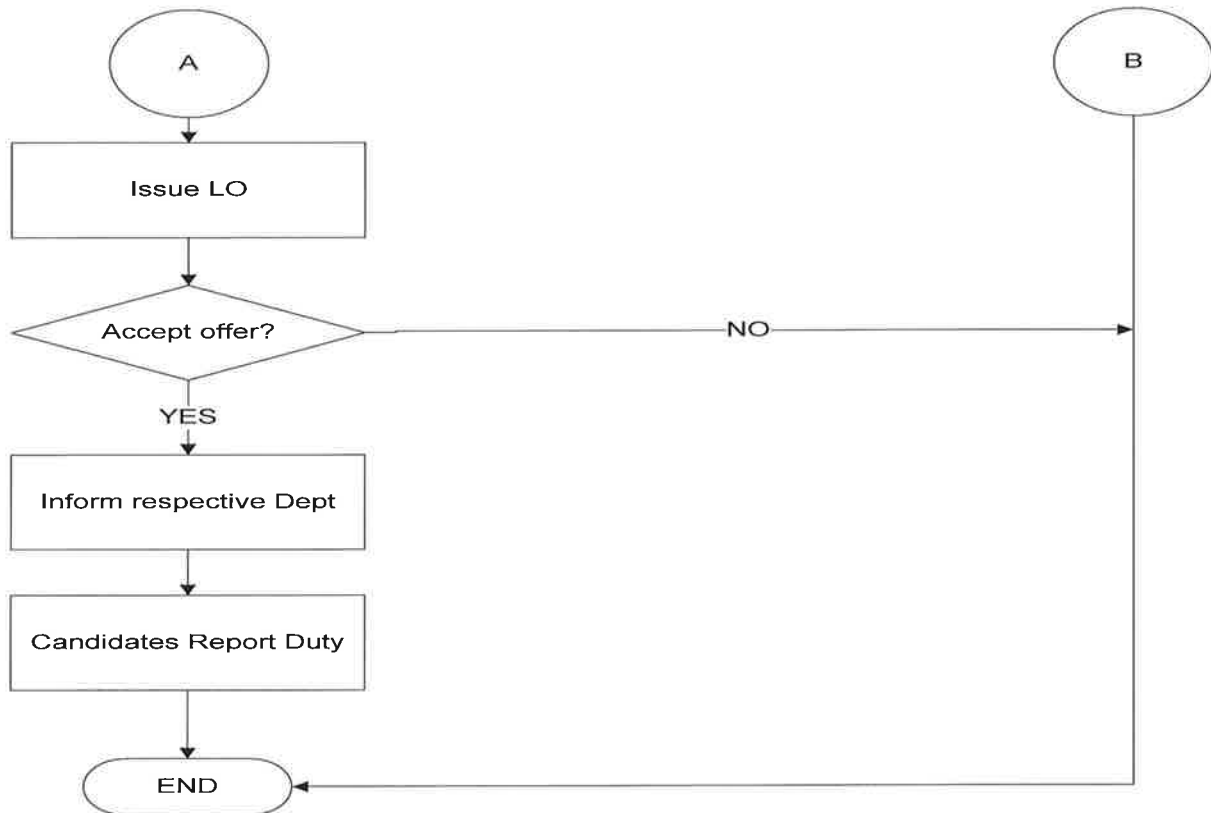





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Doc. No:	UniKL/RCMP/ PMTC/MPR-01
Revision No:	01
Date	01 July 2017
Page No:	5 of 7



	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b> <b>PEOPLE MANAGEMENT &amp; TEAM CULTURE</b> <b>DEPARTMENT</b>  <b>RECRUITMENT AND SELECTION</b>	Doc. No:	UniKL/RCMP/ PMTC/MPR-01
		Revision No:	01
		Date	01 July 2017
		Page No:	6 of 7

## 7.0 DESCRIPTION

No	Description	Duration	Person in Charge	Document
1	Approved Manpower Budget	On going	HOD, PMTCD	Minute Meeting PMTC Board Meeting
2	Searching for candidates	On going	MPU	N/A
3	Receipt application or preliminary screening	A week after advertisement deadline	MPU	N/A
4	Interview	A week after sorting candidates	MPU	Interview Evaluation Sheet
5	Submit recruitment proposal for approval	Two (2) weeks after interview	CEO, HCB	Summary For Appointment
6	Issue Letter Offer to successful candidate	A week after received approval	MPU, PMTCD Executive	PCMSB/UNIKLRCMP/HC/LO/9001/..MM/YY Letter of Appointment
7	Inform respective department	One (1) month before candidates join	MPU	Reporting Duty through email to respective faculty/department

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		Revision No:	01
		Date	01 July 2017
		Page No:	7 of 7

## 8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Interview File	PMTCD	A year
2	Interview Evaluation Sheet	PMTCD	3 years

