
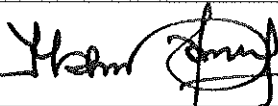

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	<b>REVISION NO : 00</b>
<b>RECRUITMENT OF NEW ADMINISTRATIVE AND TECHNICAL STAFF</b>	<b>EFFECTIVE DATE : 02/01/2019</b>
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## RECRUITMENT OF NEW ADMINISTRATIVE AND TECHNICAL STAFF

<b>Prepared By :-</b>	<b>Approved By :-</b>
Signature : 	Signature : 
Name : Norsuriyati Abdullah	Name : Dato' Abdul Rahim Ahmad
Position : Senior Assistant Director Employment (Non-Academic) Unit Management Services Division	Position : Executive Director Management Services Division
Date : 02 January 2019	Date : 02 January 2019

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## 1. OBJECTIVE

This procedure is prepared to ensure the recruitment process of new administrative and technical staff is carried out efficiently and managed effectively according to the terms and references (Item no. 4).


## 2. SCOPE

This procedure is implemented by the Employment (Non-Academic) Unit, Management Services Division of IIUM for recruiting of administrative and technical staff.

## 3. DEFINITION/ ABBREVIATION

### Definitions:

- 3.1 Administrative Staff Selection Committee : The selection Committee for administrative and technical staff comprise of the following:-
- Professional and Management Group
- (i) The Rector – Chairman
  - (ii) The Executive Director of MSD or representative
  - (iii) The Executive Director of Finance Division or representative
  - (iv) Two officers in the relevant scheme holding a position of the same level or higher than the post being considered
  - (v) The Director of MSD or representative
  - (vi) Staff in charge of the HRM - Secretary

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Support Group

- (i) The Executive Director of MSD - Chairman
- (ii) The Director of MSD or representative
- (iii) The Director of Finance Division or representative
- (iv) Two officers in the relevant scheme holding a position of the same level or higher than the post being considered
- (v) Staff in charge of the HRM - Secretary


3.2 Instant Minutes : A set of document used by the Secretariat to minute the decisions during the AGSSC meeting.

3.3 Minute of Meeting : A set of document prepared by the Secretariat to minute the decisions after the AGSSC meeting.

3.4 Central Agencies : Refer to any of the following government agencies i.e. Public Service Department, Ministry of Education and Ministry of Finance.


Abbreviations:

- 3.5 AGSSC : Administrative Staff Selection Committee
- 3.6 MSD : Management Services Division
- 3.7 ENAU : Employment (Non- Academic) Unit
- 3.8 DD, HRM : Deputy Director, Human Resource Management
- 3.9 SAD : Senior Assistant Director
- 3.10 SAA : Senior Administrative Assistant
- 3.11 iRecruit : IIUM Online Recruitment Portal
- 3.12 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
- 3.13 IO : Office of International Affairs

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#### **4. REFERENCE**

- 4.1 MSD's General / Service Circulars
- 4.2 IIUM's Policies
- 4.3 Relevant Government Circular adopted by IIUM
- 4.4 Guidelines on Immigration matters as published by Malaysian Immigration Department
- 4.5 Administrative Staff Selection Committee Regulations 2015


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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
SAD / SAA	<p><b>5.1 Stage 1 : Advertisement of vacancies</b></p> <p>5.1.1 Plan and prepare the advertisements for the posts approved by the Central Agencies.</p> <p>5.1.2 Upload advertisement in iRecruit.</p>
SAA	<p><b>5.2 Stage 2 : Applications</b></p> <p>5.2.1 Receive applications for the advertised posts.</p>
SAD / K/C/D/I/O	<p><b>5.3 Stage 3 : Shortlisting of candidates</b></p> <p>5.3.1 Screening of the shortlisted candidates based on the requirement needed.</p>
SAD	<p><b>5.4 Stage 4 : Consideration of the AGSSC</b></p> <p>5.4.1 Shortlisted candidates will be invited for interview in the AGSSC meeting.</p> <p>5.4.2 All decisions during the meeting will be initially recorded in an instant minutes and later will be prepared by the Secretariat in a Minutes of Meeting format.</p>


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<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
<p>SAA</p> <p>SAD</p> <p>SAA</p>	<p><b>5.5 Stage 5: Offer of Appointment</b></p> <p>5.5.1 To draft offer letter to all successful candidates.</p> <p>5.5.2 To check and issue offer letter to all successful candidates.</p> <p>5.5.3 To update status “Rejected/Unsuccessful” in iRecruit to unsuccessful candidates</p> <p>5.5.4 Submission of all immigration related documents for newly offered International staff to Office of International Affairs.</p>
<p>SAA</p>	<p><b>5.6 Stage 6: New staff reporting for duty</b></p> <p>5.6.1 Check all relevant documents submitted by the new staff before and during reporting for duty as per required in the acceptance form.</p>
<p>SAA</p> <p>SAD</p>	<p><b>5.7 Stage 7 : Updating HURIS</b></p> <p>5.7.1 Key-in the details in the HURIS for all new staff who have reported for duty.</p> <p>5.7.2 Check and verify the key-in data.</p>
<p>SAA</p>	<p><b>5.8 Stage 8 : File Documents</b></p> <p>5.8.1 File all relevant documents in the respective files.</p>

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## 6. QUALITY RECORDS

<b>NO</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1	Resume and supporting documents	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
2	Instant minutes and Minutes of Meeting of the AGSSC	7 years after staff ceased employment	Staff personal file AGSSC file MSD filing cabinet	SAA
3	Offer of appointment letter	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
4	Copy of Identification Card (Malaysian/PR)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
5	Copy of passport (international staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
6	Copy of DP10 (Visa) approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
7	Checklist for newly appointed staff	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA

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**7. FLOWCHART**

