



Myanma Awba Group

RECRUITMENT POLICY



1.0 Purpose

The purpose of this procedure is; -

- To ensure that the qualification of employee meet the company expectations.
(e.g Recruitment time, skills, etc.,)
- To prepare manpower plan in order to fill up vacancies in timely manner
- To ensure provision of “competent people in “right position at right time” for all recruitment
- To ensure that nonconforming applicants are identified, evaluated, disqualified and reject

2.0 Scope

This procedure is applicable to recruitment and selection of employee at Myanmar Awba Group.

3.0 Responsibilities

- 3.1 The Managing Director, through the recommendation of the HR GM approves or disapproves applicants.
- 3.2 HODs are responsible for ensuring that all new recruitments (i.e. below manager level) are competent to perform the job.
- 3.3 The HR General Manager assumes the following responsibilities.
 - 3.3.1 Recruit, screen, conducts initial interview the applicants
 - 3.3.2 Conducts background investigation
 - 3.3.3 Endorses documents of accepted applicants to the MD for further review and approval.
 - 3.3.4 Disqualifies or rejects applicants who do not meet the standards set by the Company
 - 3.3.5 Ensure that all new recruitments (i.e. Manager level and BOD request) are competent to perform the job.



3.4 HR Manager assumes the following responsibilities

3.4.1 Prepares Man-Power Plan

3.4.2 Arrange Interview

3.4.3 Initial Screening of new applicants

3.4.4 Identifies, evaluates, segregates or rejects nonconforming applicants

3.4.5 Updates the SPF of crew

4.0 PROCEDURES

4.1 Requirement for Application

HR department make sure the following recruitment checklists

- Application Form (CV)
- Educational documents of and certificates of vocational school
- 2 color photos
- National identity card copy
- Labor card copy
- Recommendation letter of two referrals from previous work (if necessary)
- Reference checking (if necessary)
- Recommendation letter of police station and residential
- Skill tests & written tests(if necessary)
- Not allow to appoint under 18 years old

4.2 Recruitment Process

- Manpower requirement usually occur due to the following factors
 - a) Replacement due to transfer of Employee.
 - b) Replacement due to resignation or termination.
 - c) New function expansion or creation of addition position.



- Getting the Manpower Requisition from the concerned department/line managers/BOD
- The first process in recruitment is obtaining the job requirements from the concerned department/line managers.
- Different Business Units will have different requirement. Each BU will have own specifications for their job requirements (i.e. age, gender, education background, subject knowledge, experience etc.)

4.3 Analysing the job requirements and Make recruitment plan

Based on recruitment requests, HR department make manpower plan and send to HR General Manager for approval.

Recruitment plan including the:

- Number of employees need to recruit
- Job descriptions and Job specifications
- Recruitment Sources
- Budget of recruitment

4.4 Sourcing the candidates

After receiving the manpower requisition from respective HOD's for recruiting, HR searches the required applicants from various sources such as,

- Local recruitment agencies
- Universities/ Agricultural Colleges
- vocational schools
- job advertising websites
- advertisements in newspapers, journals
- Employee Referrals
- Local/ International Job Fairs



4.5 Screening of CV's

HR manager screen CV's as per job description and job specification and the selected CV's shall be sent to respective HOD's for further short listing.

Selected candidates in short list are to be informed via email or telephone by HR department.

4.6 Selection Process

4.6.1 When applicant submit the application form to MAG HR Office, the HR staff initially checks the qualifications provided in personal data form and also checks the services and reference

4.6.2 The applicants who are underage (or) not holding relevant certificate of required for the applied posts will be rejected.

4.6.3 The candidates must have medical tests (For Factory only) carried out (

4.6.4 The selection process consists of initial interview and written test. The applicants accepted will be given a date for initial interview by HR Manager.

4.6.5 Interview Schedule

HR department shall confirm the candidate for interview date and time. The interview process involves first and second interview.

a) First Interview - HR Manager conducts initial interview for the staff to be recruited. The evaluation sheet for candidate shall be recorded in Selection Interview Form. In case the candidate is found satisfactory, he should be forwarded to MD and HOD for approval. After the first interview is over, the comment of HR Head and HOD interviewers will review the first interview result. At this stage, the candidate will be rejected if the performance and qualification of the candidate don't meet criteria. If the candidate pass the first interview, then HR department inform the selected candidate to second interview accordingly.

b) Second Interview - A final round of interview with the concerned manager is



compulsory. After second interview, HR informs the applicant of appointment if the employment is confirmed.

- 4.6.6 The interview results will be recorded on a formatted “[Interview Record Form or Log](#)”, with the verdict on whether the applicant is selected for employment or not and duly signed by interviewer.

4.7 Appointment Information

HR department sends the new employee information (i.e join date, salary, position) to concerned HOD.

Before joining to the respective department, the new employee shall sign the Probation Employment Contract with HR and submit the duty report to HR on the joining date.

The employment contract and duty report are attached in the employee profile and keeps as record at the HR department.

4.8 Introduction & Orientation

Once selected, the candidate shall attend a comprehensive Orientation Training and HSE Induction programme (only employee who will be assigned for factory duty) to facilitate his understanding of the Company policies and statements as detailed in procedure.

4.9 Appointment on probation and permanent appointment

- (a) The probation period for new staff is three months from the day they signed probation employment contract.
- (b) If superior of the new staff recommend that the performance of the staff is satisfactory in the probation period, the staff will be hired as permanent staff and proceeding to permanent contract.
- (c) If supervisor recommends that the new staff has no potential to be able to



discharge assigned duty or his/her performance is unsatisfactory, the company can deny the staff to be hired as permanent staff or can extend the probation period to another three months, when the probation period is over.

Reference/ Forms

- Employee Requisition (Email)
- Employment Application Form
- Duty Report
- Probation Contract
- Permanent Contract
- Orientation Training List
- Employee Handbook