Recruitment Management Flow

1. Yearly recruitment plan
2. Temporary recruitment plan

- Decide the need to recruit based on business situation
- Yes
- Decide the need to recruit based on personnel allocation
- Yes
- Decide the need to recruit based on company strategy
- Yes

- Suspend recruitment when any one of the three reviewers disagrees

- Start to recruit:
  1. Choose recruitment channel to publish recruitment information (Internet, ads & job fair)
  2. Screen resumes and call to send interview invitation
  3. Test & recommend candidates

- Confirm/recommend candidates:
  1. Leaders at or below level of director test again.
  2. Manager from relevant department test once more

- Confirm/recommend candidates:
  1. Leaders at the level of manager test again.
  2. Leaders at the level of director test again.

- Confirm/recruit candidates: occupation, salary, requirement and duty time

- Send out recruitment notice: Notify the occupation information, duty time and necessary materials

- Yes

Departments with deputy manager/director

Departments without deputy manager/director