

# RECRUITMENT PROCEDURE

STEPS	PROCEDURE	REMARKS
Step 1	Enquiry from Client	Enquiry sent to JAC via telephone, fax or email to be reviewed by JAC.
Step 2	JAC Visit	The JAC consultant visits clients for detailed discussions regarding client's requirements, position(s) to be filled and qualifications of required candidate(s). The Service Agreement is presented to client for signed approval.
Step 3	Short-Listed Candidates	Client receives names of short-listed candidates for review through email or hand-carried delivery. Client feedback given to JAC within 3 (three) working days.
Step 4	Client Interview	Client contacts JAC for interview arrangement with selected candidates at client's premises or at a pre-agreed place. JAC consultant will accompany candidate if preferred.
Step 5	Client Feed-Back	Client reports on his/her decision regarding interviewed candidates. If no candidate is deemed suitable and should other arrangements and/or interviews be required, JAC will repeat the process from step 3.
Step 6	Client's Offer to Candidate	Client makes an offer to appointed candidate and negotiates on remuneration and benefits. Subject to client's approval, JAC will assist in the negotiation process with candidate and will inform client of the progress.
Step 7	Offering Letter	Client gives an Offering Letter to candidates with details agreed by both clients and candidates to be signed. Client will provide copy of the Offering Letter to JAC for confirmation and invoicing purposes.
Step 8	Invoice	Client receives invoice from JAC for payment process. 10% VAT, PPh-23, bank charge and stamp duty will be applied.
Step 9	Payment	Payment by client shall be made within fourteen (14) days after the commencement date of employment
Step 10	Guarantee Period	If client terminates the employment or the candidate resigns during the three (3) months probation period a single replacement is guaranteed. JAC will start the process from step 3.