

**TYPICAL SAMPLE OF RECRUITMENT, TRAINING AND  
EVALUATION/DEVELOPMENT PROGRAM  
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Process	Action/Responsibility	Reference/Forms/Checklist
<pre> graph TD     A[Manpower Requisition] --&gt; B[Advertising]     B --&gt; C[Interview]     C --&gt; D[Recruitment]     D --&gt; E[Training]     E --&gt; F[Feedback, Follow-up &amp; Verify Action]     F --&gt; G[Evaluation]     G --&gt; H[Staff Confirmed – promoted and upgraded or rotated.]     G --&gt; E                     </pre>	<p>Expected competencies be specified by requesting HOD and the HR</p> <p>Expected competencies now transferred here besides than the personal traits, qualifications and experience required - HR</p> <p>Expected competencies now transferred here as part of criterions besides than personal traits, qualification, experience, strength, weakness &amp; other qualities - HR and HOD</p> <p>"Expected Ability" (competency – before interview) Minus "Current Ability" (after interview) = "Needs of Training"</p> <p>Train only what is required &amp; as a result of preliminary analysis</p> <ul style="list-style-type: none"> <li>Internal/In-House, External/ Public Programme and Legislative</li> </ul> <p>Feedback from both trainers and participants, follow-up and take approved corrective action and preventive action w/a</p> <p>In the performance evaluation, take into account final results of training(s)</p> <p>"Expected Ability" (competency – before training) Minus "Current Ability" (After Training) = "Needs of Training"</p> <p>- Is further training (s) required? Upgrade/Maintain?</p>	<p>Personnel Requisition Form</p> <p>Internal/External Ads – signages, tabloids/ newspapers, electronic media – Internet Ad, etc. etc.</p> <ul style="list-style-type: none"> <li>Interview Evaluation Form</li> <li>Psychometric Test</li> <li>Job Application Form</li> </ul> <p>Expected Competencies now become part (s) of his/her Job Description, MBO/Balance Scorecard Programs, Skill Flexibility Matrix etc. – also to tie back to ISO procedure responsibilities - generic</p> <ol style="list-style-type: none"> <li>Training Application</li> <li>Training Notification</li> <li>List of Names/ Designation/Dept</li> </ol> <p>After being trained consider Trainees become in-house trainers</p> <p>Analyse compatibility of both trainers VS participant feedbacks.</p> <ul style="list-style-type: none"> <li>Performance Assessment</li> <li>Skills Flexibility Matrix</li> <li>Achievement of Balance Scorecard, MBO or Structural Tree</li> <li>Staff Satisfaction Survey</li> </ul>