



NOTICE OF JOB OPENING

Position		Department	
Job Grade	Entry Level / Executive / Managerial	Category	Temporary / Permanent / Contract
Hiring Manager		Location	HQ / Branch / Site
Qualification	Cert / Diploma / Degree / Master	Required Dt	
Experience	Fresh Grad / 1 to 2 Years / 3 to 5 Years / 5 Years and Above		

Purpose of Job Opening

☐

New Position

☐

Replacement: Resigned / Promotion / Transfer

☐

Others: _____

Remarks: _____

Justification for Job Opening (Hiring Manager must state the requirements of the vacant position and attach Job Description)

Requested by:

Request Job Opening: Approved / Not Approved

Hiring Manager

Date:

HOD / Managing Director

Date:

FOR HUMAN RESOURCE USE

Position Type:

☐

New

☐

Internal

☐

Provisional

Successful Candidate Name: _____

Join Date: _____

Processed by HR Personnel:

Job Add Budget:

Internal:

JobStreet: RM

Transfer

Webpage:

Promotion

Social Media:

Others:

Name

Date: