

River Electronics (Ipoh) Sdn. Bhd. Recruitment Methods

Muhamad Hafizd Ahmad, Mohd Jamil Zaifani Ja'amin, Mohd Sahizan Abdul
Rahim, Mohd Azizul Abd Wahab & Mohd Izzarie Shafei

Students Masterof Management, Sultan Azlan Shah University, Kuala Kangsar, Perak, Malaysia
Corresponding Author: S20100751 Muhamad Hafizd Bin Ahmad

ABSTRACT: A study conducted with River Electronics (Ipoh) Sdn. Bhd. on recruitment methods they are practicing. River Electronics (Ipoh) Sdn. Bhd. (River) located at Tasek Industrial Estate, Ipoh, Perak. River established on 14 September 1989. Full operation starts on 17 October 1990. The company is specializing in one of computer parts which is resistor. The type of resistors produce are 1/4 W Non Flammable Carbon Fixed Film Resistor (RDU 25), 1/2W Fixed Carbon Film Resistor (Small Type) (RDS 50) & 1/2W Discharge Path Fixed Carbon Film Resistor (RD1/2SPH).

KEY WORD: River, Recruitment, Informal Methods

Date of Submission: 08-11-2020

Date of Acceptance: 23-11-2020

I. INTRODUCTION AND LITERATURE REVIEW

Since its establishment, River Group Company have entered 5 countries in Asia including Japan, China, Taiwan, Singapore and Malaysia. Their company policy is providing high quality products and services that meet market and customer needs through continually improving systems, methods, people and environment in compliance with requirement of customers, society and state. Continually enhance their environmental performance, prevent pollution and comply with all national and required international law and regulation. River Group with River Eletec Corporation as its Head Office dividing the group into DOMESTIC (Japan) and ASIA (Singapore, Malaysia, Taiwan and China). In this study we are focusing on recruitment methods applied by River (Ipoh) to meet their future employee. The term recruitment itself means the methods or strategies applied by an organization to attract and engage in increasing number of applicants under minimum costing hence gives opportunities to employer to recruit new qualified assets in a short amount of time. In Human Resource Department of River Electronics (Ipoh), they choose to an informal methods of approach to gain engagement from community during their career opening.

II. STUDY OBJECTIVES

The objective of this study is to identify and discuss the recruitment methods in River Electronic (Ipoh) Sdn. Bhd. with current Malaysian recruitment trends.

III. LOCAL RECRUITMENT

Since its opening, River Electronics Sdn. Bhd. (River) approaches many methods in recruiting new candidates. River also use most common medium to recruit new staffs from Labour Office Department. In this method, River will fill a form then submitted to Labour Office Department (Ratinah, 2020). They also will pick a suitable candidate and inform River Human Resource Department. Advertising in newspaper. The advantages of this method are it targets more experienced candidates, effective method to hire local candidates, offers offer greater flexibility and very convenient for job seekers (Chris Leitch, 2020). Conduct career talk in schools and Institutes of Higher Education (Ratinah, 2020). This method is also known as open interview. Career talk in exhibition provides networking opportunities, sharpen interpersonal skills, gain industry insights and boost chances of call back (CareerBuilder, 2020). Banner displayed in front of factory/office (Ratinah, 2020). Introduction programmes for internal staff. Recommend new recruits to Human Resource Department and get RM300 after the person is confirmed within 3 months. According to Shanmuga Pillaiyan in *changedynamics.biz* (2020), the most common recruitment steps for small medium company are:

- 1) Referral from current staff
- 2) Face-to-face Interview
- 3) Online recruitment portals (e.g. Jobstreet.com)

IV. FOREIGN WORKER RECRUITMENT

An employer must obtain confirmation from ManPower Department of Peninsular Malaysia confirmed that they has used the services Job Clearing (JCS)/jobs Malaysia to recruit local workers in the foreign worker admission application. Within 48 hours' levy payment must made after the employer application has been approved and will be awarded with certification of approval. A conditional letter of approval will be issued to employer after the levy payment was cleared (Chart 1 & Table 2):

Chart 1:(Malaysian Employers Federation, Act 1955)



Table 2: Application Procedures for Foreign Worker (Malaysian Employers Federation, Act 1955)

<ol style="list-style-type: none">1. Application Procedures for Foreign Worker<ol style="list-style-type: none">i. Obtain approval and pay levy at the Local Centre of Approval, Ministry of Home Affairs.ii. Employers apply for Visa With Reference (VDR) 2. Documents required on submission of applicants:-<ol style="list-style-type: none">i. An application letter from employerii. Visa applications by reference formiii. Letter of approval from Ministry of Home Affairsiv. Original receipts of payment of levyv. Form IMM.12vi. Payment formvii. VDR Application form for new foreign workersviii. Bank draft (payment PLKS, PROCESS AND VISA)ix. Deposit / Insurance Guarantee / Bank Guarantee (valid for at least 18 months)x. Copy of worker's passportxi. Stamped personal bondxii. Medical report from the country of origin approved by Ministry of Health 3. Additional documents Copies of the employer registration form (Form 49 / Form B & D) Representative Company Card (Yellow Card) for Foreign Workers Application VDR (Employer / Company Representative). The original approval letter for outsourced foreign workers, and certified copies of VDR application for outsourced foreign workers (outsourcing company). Foreign workers should remain outside the country while application is being processed. Foreign workers will only be allowed to enter Malaysia after the application for VDR has been approved. The permitted entry points are:<ol style="list-style-type: none">i. Through the Kuala Lumpur International Airport and 2 (KLIA 1&2). Foreign workers must obtain a visa from Malaysian Representative Office overseas.ii. Other entry points: Foreign workers from Thailand and Indonesia must obtain a visa from the Malaysian Representative Office in that country.iii. Conduct medical examinations at FOMEMA registered clinics to obtain a clean bill of health.iv. Obtain the visitors Pass (Temporary Employment) sticker at the State Immigration Office of the Malaysian Immigration Headquarters, Putrajaya. 4. Documents required:<ol style="list-style-type: none">i. The original approval letter from the Local Centre of Approval, Ministry of Home Affairs.ii. Original receipts of payment madeiii. Worker's passport
--

V. CONCLUSION

By all the experience, the most effective way for general worker is banner advertisement in front of company whereas the most effective way to recruit Executive and higher is by newspaper advertising (Ratinah, 2020). The study is needed to understand more the culture and practices of River Electronics (Ipoh) Sdn. Bhd. in order to have the overview of Human Resource Management. River Electronics uses a formal method such as career talk, newspaper advertisement and Labour Office also an informal way which are displaying banner in front of company and introduction programme from internal staff. By all counts, River Electronics (Ipoh) Sdn. Bhd. was considered a very simple type of Human Resource Management.

BIBLIOGRAPHY

- [1]. Careerbuilder (Singapore) (2020), benefits of career fair, <https://tp.jobscentral.com.sg/articles/?title=benefits-of-a-career-fair>

- [2]. Shanmunga Pillaiyan (2020),recruitment practices in Malaysia knowledge Intensive Startups <http://www.changedynamics.biz/joomla30/index.php/rec>
- [3]. Chris Leitch (2020) The Advantages and Disadvantages of Newspaper Recruitment <https://www.careeraddict.com/disadvantages-of-posting-a-vacancy-in-a-newspaper>
- [4]. Ratinah Ishak,QA Manager/General Manager River Electronics (Ipoh) Sdn Bhd“River Electronics (Ipoh) Sdn .Bhd Recruitment Methods” (Nov 8th,2020)
- [5]. Amarjit, K. 2010. “Labour migration in Southeast Asia: migration policies,labour exploitation and regulation,” *Journal of the Asia Pacific Economy*, Vol.15,No.1, pp.6-19
- [6]. Amarjit, K. 2007. “Migration matters in the Asia-Pacific region: immigration frameworks, knowledge workers and national policies,” *International Journal onMulticultural Societies*, Vol.9, No.2, pp.135-157
- [7]. Amarjit, K. 2004. “Mobility, labour mobilization and border controls: Indonesian labour migration to Malaysia since 1900,” accessed from: <http://coombs.anu.edu.au/SpecialProj/ASAA/biennial-conference/2004/Kaur-AASAA2004.pdf>
- [8]. Amnesty International 2010.*Trapped: The Exploitation of Migration Workers in Malaysia*, Amnesty International, London.Asian Migrant Centre 2004.*Asian Migrant Yearbook 2004*, Asian Migrant Centre, Hong Kong
- [9]. Athukorala, P. 2006. “International labour migration in East Asia: trends,patterns and policy issues,”*Asian Pacific Economic Literature*, Vol.20, No.1, pp.18-39

Muhamad Hafizd Ahmad, et. al. “River Electronics (Ipoh) Sdn. Bhd. Recruitment Methods.” *International Journal of Business and Management Invention (IJBMI)*, vol. 09(11), 2020, pp. 34-37. Journal DOI- 10.35629/8028