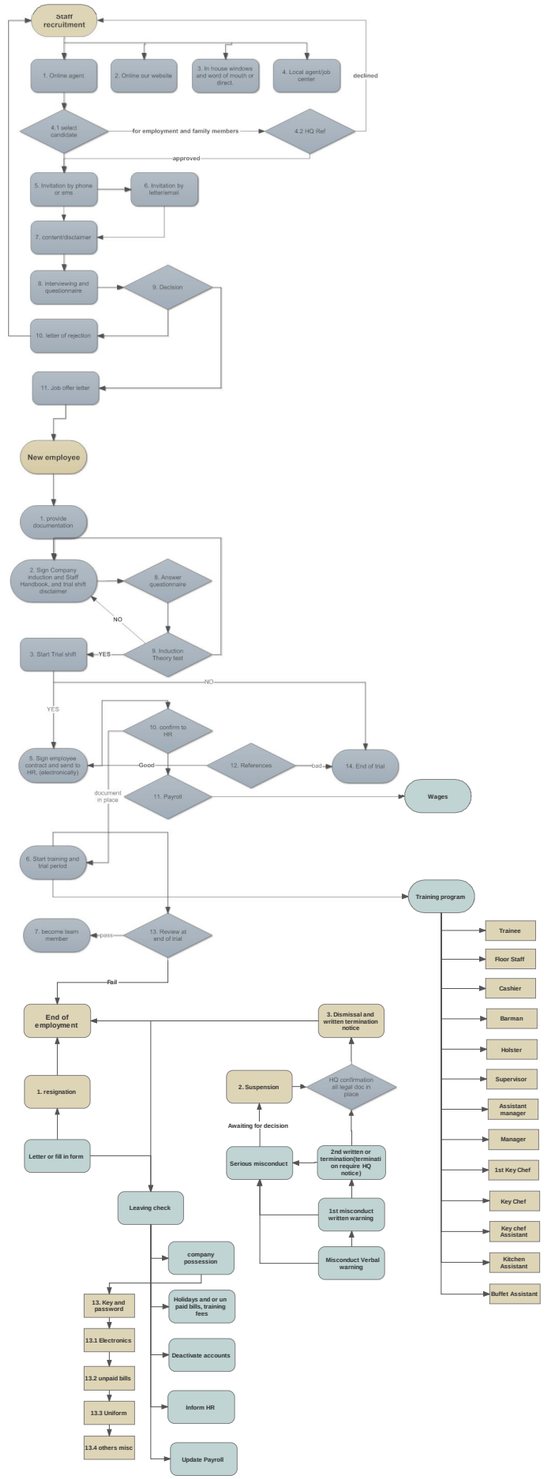
Staff recruitment
1. Online agent
2. Online our website
3. In house windows and word of mouth or direct
4. Local agent/job center
declined
4.1 select candidate
for employment and family members
4.2 HQ Ref
approved
5. Invitation by phone or sms
6. Invitation by letter/email
7. content/disclaimer
8. interviewing and questionnaire
9. Decision
10. letter of rejection
11. Job offer letter
New employee
1. provide documentation
2. Sign Company induction and Staff Handbook, and trial shift disclaimer
8. Answer questionnaire
NO
3. Start Trial shift
YES
9. Induction Theory test
NO
YES
10. confirm to HR
5. Sign employee contract and send to HR. (electronically)
Good
12. References
Lost
14. End of trial
document in place
11. Payroll
Wages
6. Start training and trial period
Training program
7. become team member
pass
13. Review at end of trial
Fail
Trainee
Floor Staff
Cashier
Barman
Holster
Supervisor
Assistant manager
Manager
1st Key Chef
Key Chef
Key chef Assistant
Kitchen Assistant
Buffet Assistant
End of employment
3. Dismissal and written termination notice
1. resignation
2. Suspension
HQ confirmation all legal doc in place
Awaiting for decision
Letter or fill in form
Serious misconduct
2nd written or termination(termination require HQ notice)
1st misconduct written warning
Misconduct Verbal warning
Leaving check
company possession
13. Key and password
13.1 Electronics
13.2 unpaid bills
13.3 Uniform
13.4 others misc
Holidays and or un paid bills, training fees
Deactivate accounts
Inform HR
Update Payroll