

FMM BUSINESS BEST PRACTICES

JobStreet and Kelly Services: Recruitment, Interview and Selection

September 8, 2015 (Tuesday) • Wisma FMM, Kuala Lumpur

PROGRAMME *

8.30 am Registration of Participants

8.55 am Welcome Remarks
FMM

JobStreet.Com Sdn Bhd

- **Ms. Jasmin Yoong**
HR Director
SEEK Asia (JobStreet.com & JobsDB.com)
- **Pn. Rohayah Ahmad**
Head of Operations, Search and Select

Recruitment

- 9.00 am
- The most common hiring mistakes and how to avoid them
 - Innovative recruiting methods to set your organisation apart from the competition in attracting talent
 - How to write job descriptions that do the recruiting for you
 - How to keep track of your recruiting efforts with a checklist for success
- 10.30 am Networking Coffee Break
- 10.50 am
- Social media
 - How to use social media advertising platform to hire talent
 - Explain the components of a social media policy
 - Identify the legal concerns regarding hiring through social media
 - Legal factors
 - Employment Act
 - Record keeping and retention requirements
 - Questions to avoid
 - Handle discrimination charges
- 12.30 pm Networking Lunch

Pn. Nor Azizah
Senior Consulting Manager

Interview and Selection

- 1.30 pm
- Shortlisting candidates - Applications and résumés
 - Learn how to effectively use telephone screening and other methods to filter out the wrong applicants
 - Interviewing techniques
 - Select the most productive type of interview
 - How to open and close the meeting
 - Ask the right questions to find out the information you need to know
 - Psychometric testing and validity
 - Legal concerns regarding questioning techniques
 - Importance of active listening and body language
- 3.00 pm Networking Coffee Break
- 3.20 pm
- References and background checks
 - Reference check options
 - Releasing and obtaining reference information
 - Background checks: Compliance and procedures
 - Develop final selection guidelines
 - Discuss the advantages and disadvantages of selection considerations
 - Examine legal concerns about the final selection
- 5.00 pm Seminar Concludes

The organiser reserves the right to alter the content and timing of the programme in the best interests of the Seminar.

Registration form (with details on participation fee) – **Refer to page 3**

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Wisma FMM, Kuala Lumpur

WHO SHOULD ATTEND

- CEOs, MDs, GMs
- Newly hired HR practitioners
- HR practitioners who need formal training
- Non-HR practitioners who recruit, interview and/or hire as part of their jobs
- Experienced HR practitioners who want to reinforce or update their skills

PARTICIPATION FEES

(Figures in RM)	Fee per pax	GST	Total per pax
FMM member	450	27	477
Non-member	600	36	636

- 10% group discount for 3 persons & more from the same company.
- Member's rate applies for Malaysian government officials.
- All fees are inclusive of course materials, lunch and refreshments.
- Seminar materials are available for sale at half price of full registration fee after September 8, 2015.
- **This Seminar is claimable from HRDF SBL Scheme.**

VENUE

Wisma FMM
No. 3, Persiaran Dagang PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur
Tel: 03-6286 7200 Fax: 03-6274 1266 / 7288
Website: www.fmm.org.my

ENQUIRIES & REGISTRATION

Contact FMM: Ms. Ida Tan / Ms. Kwai Kaun
Tel: 03-6286 7200 Fax: 03-6274 1266 / 7288
E-mail: ida@fmm.org.my / kwai_kaun@fmm.org.my

PAYMENT

Registration form must be returned to FMM by **Sept 1, 2015**. All confirmed participants **must pay** the full fee **before the event**, otherwise registration will be cancelled. Walk-in participants with payment will be admitted on space availability basis.

Payment methods

Payee name: **Federation of Malaysian Manufacturers**

- 1) Cheque or bank draft crossed **Account Payee Only**.
- 2) Bank-in payment. To email or fax bank-in slip to FMM to issue receipt (ida@fmm.org.my / fax: 03-6274 1266).
 - Bank name: Malayan Banking Bhd
 - Account no: **5-14208-33076-8**
 - SWIFT Code: MBBEMYKL

Please write the **event name** on the reverse side of the cheque or on the bank-in slip.

REFUND OF FEES

Cancellation must be in writing to FMM. If cancellation is received:

- More than 14 days prior to event - full refund
- Between 7 – 14 days - 50% refund
- Less than 7 days of event - no refund

REPLACEMENT / CANCELLATION / NO-SHOW

Replacement at no additional cost. FMM reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. If FMM decides to cancel or postpone the conference, FMM will not be responsible for covering airfare, hotel or other travel costs incurred by participants. Participants who do not turn up at the event are liable for the full fee.

CLOSING DATE FOR REGISTRATION: Sept 1, 2015

This Seminar is claimable from HRDF SBL Scheme

Please register the following participant(s): [Attach separate list if space is insufficient. Please tick (✓) appropriate box.]

- 1) Name: _____ Designation: _____
Email: _____ Is vegetarian meal required? Yes No
- 2) Name: _____ Designation: _____
Email: _____ Is vegetarian meal required? Yes No
- 3) Name: _____ Designation: _____
Email: _____ Is vegetarian meal required? Yes No

Payment:

- **Full payment** of RM _____ will be made by September 1, 2015 via Cheque/bank draft Bank-in payment
- **Invoice** will be issued upon request. Do you require an invoice? Yes No

Submitted by: [Please complete this section in capital letters.]

Name: _____ Designation: _____
Company: _____ FMM Membership No: _____
Address: _____
Tel: _____ Fax: _____ Email: _____