

## **Profiling Based Recruitment (MyRecruitment)**

### **Overview**

1. In an effort to enhance the effectiveness and efficiency of recruitment exercise, Public Service Commission Malaysia has introduced Profiling Based Recruitment through MyRecruitment to produce a quality workforce whereby a perfect fit between a candidate profile with a job profile is likely to be obtained. Job profiling identifies the most important competencies and candidates profiling uncover education, experience, skills, desired jobs and qualifications. It is a model that consists of processes of appointing the most suitable candidate for the right job that would help the public service get the most appropriate persons and the best talents.

### **Implementation of MyRecruitment**

2. MyRecruitment requires candidate to undergo four stages of shortlisting successfully before being appointed. Those stages are structured as follows:-

#### **(i) Initial Screening**

It is the very first stage of shortlisting where candidate`s online application will be screened in accordance to the scheme of service for the applied post.

#### **(ii) Examination**

The screened candidates will then be called for written examination which consist of general knowledge, problem solving and language proficiency. Candidates are required to take on personality and aptitude test too.

#### **(iii) Competency Assessment**

Candidates who have passed the examination will then be called for competency assessment. Specific competencies will be assesses from the aspects of Attitude-Skill-Knowledge that a candidate possess to match the job and it`s responsibilities of a respective job. Candidates skills in multiple languages, social orienteering skills and as such.

#### **(iv) Interview**

It is a further assessment session and the final stage of shortlisting from the previous stages, in which a potential candidate is evaluated for a prospective employment. An interview would be the final instrument to evaluate and validate a candidate`s overall performance in the aspects of knowledge, skills

and personality. The interview hopes to determine whether or not the applicant is suitable for the job.

3. This model starts with the profiling process of a candidate. Candidates who have submitted their online application through Continuous Registration and Recruitment System (CRRS) will be screened in accordance to the prerequisites of the service scheme. Upon successful screening, candidates will be called to attend further stages of shortlisting which is examination, assessment centre and interview. The ideal profile of a candidate which focuses on psychology, aptitude, personality testing and competencies assessment through evaluation from examination and assessment centre will land on an interview. The number of potential candidates are reduced to a more promising number to be appointed.

### **Phases of Implementation**

The implementation is carried out in four stages as follows :

#### **(i) Phase 1 (2009)**

The first phase of PRM involves the following posts :

- (a) Administrative and Diplomatic Officer Grade M41
- (b) Islamic Officer Grade S41
- (c) Accountant Grade W41
- (d) Youth and Sports Officer Grade S41

#### **(ii) Phase II (2010)**

The second phase of PRM involves the following posts :

- (a) Civil Defence Officer Grade KP41
- (b) Investigative Officer Grade P41
- (c) Fire Brigade Officer Grade KB41
- (d) Security Officer Grade KP41
- (e) Superintendent of Prison Grade KX41
- (f) Enforcement Officer Grade N41
- (g) Customs Officer Grade W41
- (h) Administrative Officer Grade N41
- (i) Archive Officer Grade S41
- (j) Community and Development Officer Grade S41
- (k) Industrial Relation Officer Grade S41
- (l) Psychology Officer Grade S41

(m) Information Officer Grade S41

(n) All posts that is categorized as performing arts and talent scheme

**(iii) Phase III (2011)**

The third phase of PRM will focus on the Management & Professional Group that has yet to be implemented in the first and second phase.

**(iv) Phase IV (2012)**

The fourth phase of PRM is due to commence on January 2012 which will involve the Support Group posts according to suitability.

**Summary**

It is the PSC's hope that the government transformation from traditional recruitment process towards MyRecruitment would gain the public's trust, thus enhancing positive perception on the government's integrity towards supplying a dynamic workforce for the public service sector. A comprehensive structure of evaluation is used to measure a candidate's worth by not limiting the evaluation to academic achievement alone. As many has come to understand, search for talent is a real war and we are now moving towards creating a first class work culture. To achieve that, it all has to start with getting the right person with the right background, the right experience and the right competencies for the right job.