



No. :

MANPOWER REQUISITION FORM

PART 1 – THE POSITION

JOB TITLE / DESIGNATION : Sale & Marketing COMPANY : UMW (Vietnam)
 REPORTING TO (POSITION) : Team leader / Sale Manager DIVISION / DEPARTMENT : Sale Dept
 GRADE / SALARY RANGE : _____ BASE : Binh Duong
 PROPOSED BASIC SALARY : _____ DATE REQUIRED : _____
 DATE OF MR : _____

REASON FOR REQUEST (Tick the appropriate box)

NEW REQUIREMENT – BUDGETED AS PER APPROVED BUSINESS PLAN
 REPLACEMENT DUE TO :
 Promotion Retirement For : _____
 Transfer Termination (State person to be replaced)
 Resignation Effective Date : _____
 TEMPORARY / CONTRACT BASIS
 Due to : _____
 (State reason)
 Period : _____

Note : Please attach organization chart with vacant position highlighted



PART 2 – THE PERSON

AGE RANGE : _____
 SEX : Male Female Either or RACE : Malay Chinese Indian Others : _____
 (Please specify)
 QUALIFICATION (S) : SPM / SPM(V) Degree / Advanced Diploma Master Others : _____
 (Please specify)
 STPM Certificate
 Field of study : _____
 (Please specify)

PROFESSIONAL MEMBERSHIP (S) : _____
 (If any)

WORKING EXPERIENCE (S) : _____

OTHER REQUIREMENT (S) : Can speak English or any other language

PART 3 - THE JOB

BRIEF JOB SCOPE : To explore more customers in order to increase market coverage & to get more sales

KEY RESPONSIBILITIES

Weightage (%)

i)	_____	<input type="text"/>
ii)	_____	<input type="text"/>
iii)	_____	<input type="text"/>
iv)	_____	<input type="text"/>
v)	_____	<input type="text"/>
	TOTAL :	<input type="text" value="100"/>

MANAGEMENT SKILLS (Please circle the appropriate level)

* Not applicable for non-management position

ANALYTICAL THINKING & PROBLEM SOLVING



INTERPERSONAL RELATIONS



No. of staff to be supervised

DECISION MAKING



INNOVATION IN JOB



COMMUNICATION



CUSTOMER FOCUS



TEAMWORK



168-C
B TY
H
THIE
W
NAN
-T.BV

PART 3 – THE JOB (continue)

WHY NOT CONSIDER INTERNAL PROMOTION / TRANSFER?

PART 4 – THE APPROVAL

REMARKS :



[Handwritten signature]

LOH CHEN CHIN

NAME & SIGNATURE OF AGM / GM / DIRECTOR / ED

(_____)
NAME & SIGNATURE OF IMMEDIATE SUPERIOR

[Handwritten signature]

DATE 29/12/22

DATE



PART 5 – FOR GROUP HUMAN CAPITAL DIVISION USE ONLY

DATE RECEIVED : _____ UPDATE MANPOWER RECORD : _____

DATE OF ADVERTISEMENT : _____ DATE OF INTERVIEW : 1. _____
SIGNATURE / DATE

1. External : _____ 2. _____
2. Internal : _____ 3. _____

NAME OF SUCCESSFUL CANDIDATE : _____ COMMENCEMENT DATE : _____

DATE OF OFFER LETTER : _____ POSITION / JOB GRADE OFFERED : _____
(Other than requested)

SUCCESSFUL CANDIDATE IS SOURCED VIA :
* Please tick (✓)

- | | | |
|---|--|---|
| <input type="checkbox"/> Write-in / Walk-in | <input type="checkbox"/> Executive Search | <input type="checkbox"/> Printed Media (e.g. The Star, NST) |
| <input type="checkbox"/> Internal Advertisement | <input type="checkbox"/> College / Higher Institution | <input type="checkbox"/> Electronic Media (e.g. Jobstreet.com) |
| <input type="checkbox"/> VIP Candidate | <input type="checkbox"/> Recommendation from UMW staff | <input type="checkbox"/> Practical Trainee / Scholarship Holder |