

<b>JS CONTRACTOR, INC.</b>	<b>RECRUITMENT PROCEDURE</b>
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RESPONSIBLE ENTITY	PROCEDURE [ Recruitment Period ]	ACTION TAKEN / REQUIRED DOCUMENTS
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><b>RECEIPT OF MANPOWER DEMAND</b></p> <p style="text-align: center;">[ One (1) day ]</p> </div>	<p>Receipt of Manpower Demand / Job Order from PRINCIPAL thru fax with total number required, salary scheme, and job description.</p>
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><b>SOURCING OF QUALIFIED CANDIDATES</b></p> <p style="text-align: center;">[ 10 - 20 working days ]</p> </div>	<ul style="list-style-type: none"> <li>JSCI Data Bank</li> <li>Place the approved advertisement to widely circulated newspaper</li> <li>Field Recruitment</li> </ul>
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><b>PRELIMINARY INTERVIEW</b></p> <p style="text-align: center;">[ 10 - 20 working days ]</p> </div>	<ul style="list-style-type: none"> <li>Checks/verifies applicants documents</li> <li>Pre-qualifies applicants skills and qualifications</li> <li>Commends selected candidates for line-up</li> <li>Prepares list of pre-selected Qualified candidates to be Forwarded to the Principal for final selection</li> </ul>
PRINCIPAL, JS CONTRACTOR INC., & WORKER	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><b>TRADE TEST</b></p> </div>	<p>Principal's option to determine actual skills and proficiency.</p>
	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 100px;"> <p style="text-align: center; font-size: 24px;"><b>A</b></p> </div>	

