

Organisation Development

FAQs



Q: **Can I apply for an Internal Transfer?**
A: Staff can apply for an internal transfer only when there is an internal vacancy, which is advertised through a posting on the PX Webmaster or on the Intranet on HR's Page.

When a staff member applies for an internal transfer, it is his/her responsibility to notify his/her immediate manager/supervisor of his/her intention to transfer. This is for courtesy and release purposes; HR will not facilitate a formal transfer until the immediate manager concerned is able to release the staff concerned.

Q: **How do I apply for an Internal Transfer?**
A: When a position becomes vacant and it is advertised on the PX Webmaster or on the Intranet on HR's Page, then interested staff can submit their application(s).

Applications are to be accompanied with a copy of their current CV, copies of relevant certificates/qualifications and three (3) referees.

Q: **Can staff apply for an externally advertised position?**
A: Yes. Staff can apply for a position advertised in our local newspapers or online. All applications will go through the normal screening processes and only if you meet the entry requirements for the position, will you be notified for the next recruitment and selection phase.

Q: **What is the difference between Performance Appraisal and Performance Evaluation?**

A: **Performance Appraisal** is conducted every 12 months (or yearly). It is the company's appraisal system in monitoring performance against the set Key Performance Indicators (KPIs) for staff. It is the responsibility of departmental heads to submit to HR completed Staff Appraisal Forms for their staff every 12 months.

Performance Evaluation on the other hand, is conducted after a staff member has completed serving his/her probation period – that is, 6 months for new staff and 3 months for internal transfers. Performance evaluations are usually conducted to confirm the probationary staff either as fulltime/permanent staff or to the position as transferred staff.

It is the responsibility of the departmental manager to fill out the correct Performance Evaluation Form for Probationary Workers and not the Staff Appraisal form.

O.D. Forms

1. **Staff Requisition (SR) Form**

A Staff Requisition (SR) Form is to be completed as part of the vacancy approval process for all external recruitment of staff.

It is the responsibility of the department concerned to raise the SR. As this form is to be completed by departmental heads, concerned departments are to liaise with the OD Team members for guidance on how to complete the form.

2. **Staff Performance Appraisal Form**

Staff appraisal is completed every 12 months. The Staff Performance Appraisal Form is to be completed by respective managers and departmental heads and forwarded to HR for correct application of the appraisal results.