



<b>Document Title :</b>  <b>招募暨任用管理程序</b>  <b>Recruitment and Selection Management Procedure</b>	<b>Document No :</b> <b>P-AD-005</b>
	<b>Version:</b> <b>2</b>

**1. 目的 Purpose**

使本公司新進人員之增補申請、任用及核敘作業有所遵循，透過公開之招募管道於成本及人力之考量下，及時晉用優秀人才，特訂定本辦法。

This procedure is prepared for the following purpose: for regulating the process of recruiting new staffs and new employees through public channels, by lean management in cost and manpower.

**2. 範圍 Scope**

本規定適用於經權責主管核准之人力需求申請。

The regulation applies to the application of manpower requirement under authority approval.

**3. 權責 Responsibility**

3.1. 用人單位：負責所在部門之人力預算編製，並於核准人力需求下負責所在部門之人員面試及其它甄選活動。

Department of employer: responsible for preparing departmental manpower budgeting, and responsible for the interview and other selection activities of approved departmental manpower requirements.

3.2. 人力資源暨行政：負責人事招募之計畫、評估、面試及其它測驗甄選之掌握與進行。

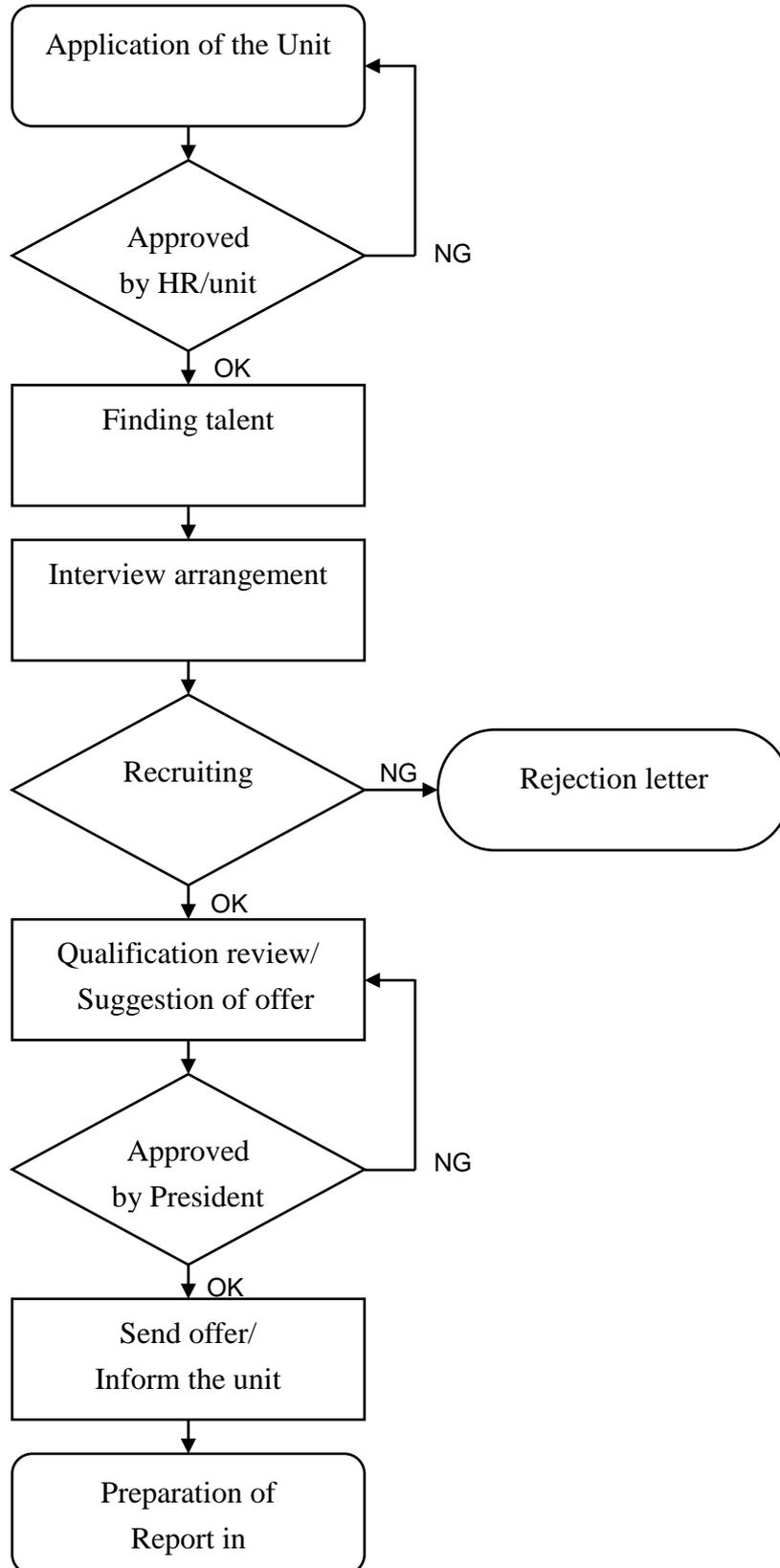
Human Resources and Administration (HRA): responsible for mastering and for conducting the selection, evaluation, interview and other tests/selections of personnel recruitment.

**4. 名詞定義 Definition**

無 None

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5. 作業流程 Process Flow



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## 6. 作業內容 Process Description

### 6.1. 人力預算 Manpower budget :

各單位每年度依業務需要擬定下年度之人力需求，並編列下年度人力預算，經權責主管核准後作為人員增補之依據。若逢組織調整異動或特殊需求，得依調整後之需要重新修訂員額預算，經總經理核准後作為調整後之人員增補依據。

Each department should plan the manpower requirement and manpower budget for the next year according to business needs. The authority-approved plan will be used as the basis for adjusting departmental human resource. The manpower budget should be revised when organization amendment or special mission needs occur. After approving by the general manager, the revised budget will be used as the basis of manpower adjustment.

#### 6.1.1. 用人申請 Application

6.1.1.1. 各單位依人力計畫預算，由直屬主管填寫『人力增補申請表』(P-AD-005-01)，經總經理核准後，三個月內有效，逾期需重新提出。

According to the approved manpower budget, the direct supervisor of each department should fill in the “Manpower application form” (P-AD-005-01). The form is effective in three months since the approval by the general manager, and it should be reapplied when overdue.

6.1.1.2. 屬離職補缺、新增編制內/編制外、短期約聘等原因者皆必須填寫。

The cause of human requirements must be filled out if due to resignation vacancies, newly established inside/outside preparations, short-term appointments, etc..

6.1.1.3. 人員報到後該申請單即完成，如因離職、調動等因素欲再行遞補需重新提出申請。

The application form of recruiting is completed after staff report-in. A new procedure will be needed to initiate if a staff would be resigned or reallocated.

#### 6.1.2. 審核 HR review

人力資源暨行政審核用人單位之用人申請是否為預算內人力，需求資格條件有無異常。

HRA is responsible to verify the following terms: Has the budget of recruiting being approved? Has the prerequisite of recruiting being qualified?

#### 6.1.3. 徵才 Recruiting

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6.1.3.1. 人力資源暨行政人力資源暨行政透過內部轉任、網路徵才、同仁推薦..等各項徵才管道徵募人力。

HRA is responsible to recruit human resource through the following channels: internal transfer, website recruitment, peer recommendation, etc..

6.1.3.2. 評估各廣告媒體及徵才活動之實際效益進行招募作業。

The recruitment should process with evaluation to actual efficacy of each advertising media and recruitment activities.

6.1.3.3. 徵才條件內容依用人主管提供之申請資訊為依據。

The terms of recruitment should base on the application information provided by the supervisor of the employer department.

#### 6.1.4. 甄選 Selection

6.1.4.1. 應徵者篩選：需求單位主管及人力資源暨行政挑選適當人選安排面談。

Filtering of candidates: The supervisor of the request department and HRA select the appropriate candidates to arrange interview.

6.1.4.2. 面談通知：由單位主管安排後通知人力資源暨行政，或由人力資源暨行政負責安排。

Interview notification: the interview should be arranged in either ways: by the departmental supervisor and inform HRA to attend, or by HRA to assist the departmental supervisor.

6.1.4.3. 面談：主管於指定時間內進行面談並完成『面談記錄表 (P-AD-005-02)』，簽註面談結果、評語及可報到日期。

Interview: The supervisor should conduct an interview before a specified date, and the "Interview Record Form (P-AD-005-02)" should be completed, including the endorsement of the interview result, supervisor's comment, and the registration date.

6.1.4.4. 人員甄選與任用禁止種族、民族、宗教信仰、政治立場、年齡、性別、性傾向、家庭責任、婚姻、身體心理殘障、工會成員之歧視及不公平對待。

The selection and appointment should prohibit discrimination and unfair treatment due to race, ethnicity, religious belief, political position, age, gender, sexual orientation, family responsibility, marriage, physical and mental disability, and to members of trade union.

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6.1.5. 任用 Appointment

6.1.5.1. 核薪：經甄選合格後進行錄用，需求單位及人力資源暨行政填寫『應徵人員甄試表任用表 (P-AD-005-03)』，由人力資源暨行政核審核應徵者之資格條件並依學經歷標準進行核薪，經總經理核決。

Salary approval: the applicant will be employed after qualifying the selection process. The requesting department and HRA should fill out the “Applicant's Examination Table Appointment Form (P-AD-005-03)”. Applicant’s salary will be suggested by HRA, based on the evaluated qualification and the education and experience of the applicant. The applicant’s salary will be finalized by the general manager.

6.1.5.2. 通知：人力資源暨行政確認錄用人員之報到日期寄發錄取通知書，並通知其主管。

Notification: The acceptance date of the HR and administrative confirmation hiring personnel shall be sent to the supervisor and notified to the supervisor

Notice: HRA should confirm the report-in date of the new staff, to send notification to the new staff, and to inform the supervisor of requesting department.

6.1.6. 報到 Report-in

人力資源暨行政辦理報到手續，辦理新人訓練課程。公司不採用或支持強迫性勞動。禁止要求員工在受雇起始時交納“保證金”或寄存身份證件，也不隨意扣留同仁薪資、福利、財產或檔案。

HRA will handle the registration procedures and the training courses for new staff.

Compulsive work is unadopted and unsupported by the company. Requesting employees to pay “guarantee” or to deposit identity documents since employment are also inhabited.

Employee’s salary, benefits, properties, or files will be protected, and any detainment or restraint should conform with formal regulations.

6.1.7. 試用考核：Trial of probationary period

新進人員於三個月試用期滿前由人力資源暨行政通知其直屬單位主管進行試用考核，經考核合格者予以正式任用；考核不合格者，予以辭退。

New employee will be assessed during the probation period of three months. HRA will notify the departmental supervisor for evaluating the trial. For those who passed the

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assessment shall be formally appointed, and for those who failed it will be dismissed.

6.2. 曾於公司服務人員僱用處理原則：Regulation of hiring former employee

6.2.1. 留職停薪人員，依留職停薪相關規定辦理。

For employees on leave of absence, a recruitment should conform with relevant provision.

6.2.2. 自願辭職、離職或因為其他原因與公司停止聘僱契約人員，須從自願辭職、離職或聘僱契約停止日起算三個月後，再做出是否予以僱用的決定，且其自願辭職、離職或停止聘僱契約前年資，於再次僱用後，不予合併計算。

For employees whose employment contract are formally terminated due to their voluntary resignation, dismissal or for other reasons, a decision of their recruitment should be inhibited in the period of three months since the termination of previous contract. The seniority of the previous employment should not be combined in new recruitment.

6.3. 童工：Child Labor

6.3.1. 為保障兒童健康及完整的受教育權利，不會放任或蓄意地僱用任何未滿 15 歲、或未達義務教育年齡、或該國家/地區最低就業年齡的人士（三項中取其指定年齡最大的一項）。符合所有法例與法規的合法職場學習計劃則不在此列。

To protect children's health and the right to education, the company does not hire employ anyone under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported.

6.3.2. 一旦發現童工，需立即將該名童工撤離工作崗位，並將童工送至職業勞動健康檢查機構進行體檢，確認其在工作過程中未受到身體健康影響，如有受到影響，產生的醫療和生活費用由公司全額負擔。

If child labor is found in the workplace, the company must immediately remove the child from the workplace. The company where the child labor was found must send the child to have special labor health check to make sure his/her health is not affected by the work. If affected, all the fees, including medical treatment cost and living cost, must be covered by the company.

6.4. 強迫勞動：Forced Labor

6.4.1. 公司不會採取剝削的手段強迫員工加班。除了標準的工作合約，公司不會利用財務或

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其他方式來限制員工的僱用關係，包括扣留存款或身分證明文件。在符合法令規範下，員工擁有自由解除勞動契約的權利。

The company will not use exploitative practices, including the use of compulsory overtime. Beyond standard work contracts, the company will not utilize any employment methods that financially or otherwise bond the employee to the company, including lodging of deposits or identity papers with the company. In compliance with laws and regulations, employees have the right to freely terminate the labor contract.

- 6.4.2. 公司遵守有關工作時間之法令及政策，如遇特殊情況而須員工加班，亦會徵得員工同意並進行補償，確保員工得到法定的加班補貼。

The company complies with laws and policies of working hours. When using overtime, the company ensures to obtain employees' permission and fully compensate employees according to local law.

6.5. 員工溝通：Employee Communication

- 6.5.1. 公司所有政策儘量以透明化方便員工了解，並致力於提供安全的工作環境來達成公司與員工間有效且具建設性的溝通。員工們得以在保密、不用擔心受到報復的情況下，來表達他們對於公司的建議、要求或提出問題。公司針對職場暴力諮詢、申訴管道提供專線電話：03-6008999#333及專用電子信箱：hr@richwave.com.tw。同時，公司尊重員工組織團體來行使溝通權利。

All company policies should be made accessible to employees in a transparent manner, and where are committed to providing a safe working space to achieve effective and constructive communication between the company and employees. The employees will have the opportunity to present their suggestions and problems to management in confidential methods, without fear of retaliation against employees in any way. The company provides a dedicated telephone line and mail for workplace violence consultation. The company will respect the right of employees to freedom of association.

7. 相關文件 **Related Document**

無 NA

8. 表單 **Form**

- 8.1. 人員增補申請表 Manpower application form (P-AD-005-01)  
8.2. 面談記錄表 Candidate evaluation form (P-AD-005-02)  
8.3. 應徵人員甄試表任用表 Recruiting form (P-AD-005-03)