Scholarship Talent Attraction & Retention (STAR)

Procedures for Companies to Follow

1 RECRUIT SCHOLARS

1.1 Access your account on the STAR Portal (www.star.talentcorp.com.my)

1.2 Update profile with the latest job offers/links

1.3 Filter resumes to find ideal candidates

1.4 Contact and recruit scholars directly

2 INFORM TALENTCORP OF OFFERS

2.1 Inform TalentCorp of confirmed employments via the STAR Portal

3 EMPLOY & REGULARISE SCHOLARS

3.1 Employ scholars as you would with any other employee

3.2 Submit scholar's Letter of Offer (LOO) with signed Letter of Acceptance (LOA) on the STAR Portal *[if applicable]*

3.3 Sign the Surat Pemindahan Ikatan Kontrak (SPIK) when received by the scholar

3.4 Regularise scholar's employment status when required

4 REPORT ON SCHOLAR PROGRESS

4.1 **Upon request,** the company should furnish TalentCorp with scholar reports

4.2 Reports can be in the format practiced by the company as long as the required information has been included

5 ALERT TALENTCORP OF RESIGNATION/TERMINATION

5.1 Inform TalentCorp of scholars who plan to resign/have resigned **OR** have been terminated/ absconded (scholar is prohibited from violating a contract that has been signed with the company)

5.1.1   7 working days from date of notice

5.1.2   24 hours for abrupt cases