Student Volunteer & Development Program Workflow

Inputs	Responsible Department	Outputs	Average Timeline
Student Volunteer Job demand	HR	Identified Job Openings	2 weeks
Develop Job Profiles and Requirements	Hr/Hiring Departments	Job Profiles and Requirements for each vacancy	2 weeks
Student Job Posting	Student Affairs	CVs Received and shortlisted by Student volunteer requirements	2 weeks
Selection	Hiring Department /Student Affairs	Shortlisted Candidates and organize interview Schedule	1 week
Final stage	Student Affair/ Hiring Department	Feedback to students	1 week
Induction	Student affairs/ Hiring department	Paperwork (Volunteer letter) + onboarding (business+ department) for probation)	1 week
Successful probation period & ID Card in hand	Student affairs / HR	Paperwork (employment licence)	1 week

Last reviewed by the Director of Student Affairs & AUM HR - Feb, 2024.