

## **FAQs (for Hiring Companies)**

### **Eligibility**

**Q: Is the programme exclusive to MNCs under InvestKL care?**

A: No, it is not exclusive. We invite all companies; SMEs, local companies, GLCs and multinational companies to participate in this programme.

### **Benefits**

**Q: What are the benefits for the hiring company to join this programme?**

A: The benefits are as follows:

- i. Access to trainees that have undergone a reskilling and upskilling programme.
- ii. Access to a candidate pool which is diverse both in terms of gender and race.
- iii. An opportunity to brand yourself with the universities.
- iv. Having InvestKL as an active partner to assist in building your talent pipeline.
- v. Ease your hiring process as we work with you to facilitate your recruitment.
- vi. Provide an invaluable contribution to the local ecosystem by growing the young local talent.
- vii. Assistance in the form of a hiring incentive (addressed in the section below)

### **Hiring incentive**

**Q: How is the disbursement of funds for the hiring incentive done by PERKESO?**

A: The disbursement is managed by PERKESO. Please find the link to the Apprenticeship Programme FAQ by PERKESO here;

Bahasa Malaysia:

<https://www.perkeso.gov.my/images/bajet2022/jaminkerja/180122-%20FAQ%20JaminKerja.pdf>

### **Registration**

**Q: How can the hiring company register interest of hiring and the candidate(s) profession requirement?**

A: Please find the registration link here: [FIT4WORK Employers Registration Form \(google.com\)](#)

**Q: What is the hiring process flow?**

A: The interested company can register with the link available in the FAQ. Once we receive the form, we will map out the hiring companies' preferences into our programme and guide you accordingly. InvestKL will share the database to the hiring company.

**Q: Before registration, can the hiring company have access to the trainer's profile?**

A: The hiring company must register before they can get the access to the trainer's profile.

**Q: Is there closing date for registration?**

A: There is no closing date.

## Responsibilities of the hiring company

### **Q: When can the hiring company have access to the database and when can the hiring company start hiring?**

A: The hiring company will be given access to the database starting from month 2 once the respective cohort begins training. InvestKL will share the profiles of the database. The hiring company can also have access to the candidates via the virtual/hybrid career fairs that InvestKL will organise in the Fit4Work programme.

### **Q: What is the minimum salary hiring companies should offer to trainees and is there a minimum duration for employment?**

A: The minimum salary required is RM2000 per trainee and the minimum duration would be 1 year in your company.

### **Q: Is there an obligation for me hire a trainee once the company registers for the programme?**

A: There is no obligation to be a hiring company. However, we recommend companies to hire a minimum of 3 – 5 trainees.

### **Q: Does the hiring company need to set a probation period?**

A: There is no requirement to set a probation period. However, we recommend hiring companies to give a minimum probation of 3 months to candidates.

### **Q: What if the candidate we hire is under performing? Can we terminate him/her?**

A: There is no obligation under the programme to keep an under-performing trainee. Please follow your company human resources policy and employment laws of Malaysia for the process of termination. We require that you inform InvestKL and update your monthly report.

### **Q: What if the trainees drop out in the middle of the programme due to unforeseen circumstances?**

A: We understand that despite the best laid plans some unforeseeable may take place. In these circumstances, the hiring company may request for a replacement from InvestKL. Please reach out to InvestKL for further assistance.

### **Q: How does the hiring company report to InvestKL?**

A: Hiring company can inform us on the hiring action of our trainees i.e., candidates' name and position offered via email.

### **For further questions, please reach out to us at:**

*Tel: 03 2260 2270*

*Email:*

[info@investkl.gov.my](mailto:info@investkl.gov.my)

[talent@investkl.gov.my](mailto:talent@investkl.gov.my)

(For existing InvestKL MNC, please reach out to your respective account manager.)