



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

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HUMAN RESOURCES RECRUITMENT PROCESS

Encryption : BM/QT20/TCHC

Issued for the first time : 01

Effective from date May 26, 2021

	Prepared by I. Checked by	Approver
Signature		
Full name	Bui Van Kien	Nguyen Thanh Son Nguyen Thi Thu Dung
Job title	CITY ORGANIZATION HCTH	PRINCIPAL

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

This process is established to recruit high-quality, skilled workers to meet the school's staffing needs and job requirements.

2. Scope of application

This procedure applies to the school's recruitment process, except for certain cases.
Personnel for leadership and management positions.

II. DEFINITIONS AND ABBREVIATIONS

1. Define:

- Leadership: Board of Directors of Thai Binh Medical College.
- Management staff: Heads and deputy heads of units within and affiliated with the College of Health Sciences.
Peace

2. Abbreviations:

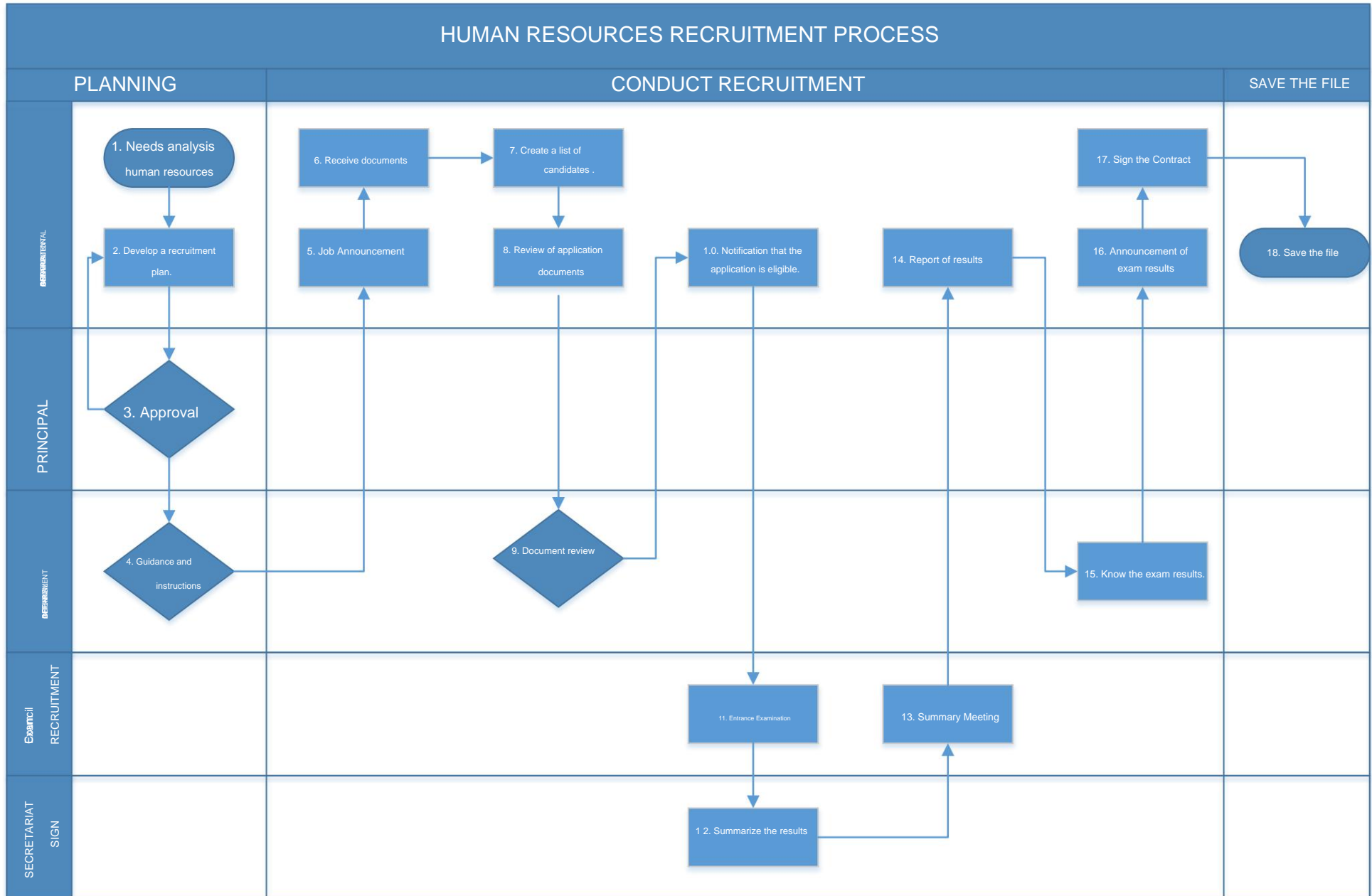
QT	Procedure	Board of Directors
BM	Form	TC-HC- Administration - Organization TH TH
QD	Decision III.	HT Principal

FLOWCHART (See page 2)

IV. SPECIFICATION (See pages 3-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

TT	Form/Document Name	Symbol
1	Job application	Documents are available for sale.
	- Application form for examination/job	
	- Birth certificate	
	- Self-written resume	
	- Medical examination certificate	
	- 4x6 photos (4 photos)	
	- Diplomas and certificates	



SPECIFICATION OF THE HUMAN RESOURCE RECRUITMENT PROCESS (QT 52)

No.	Job step name	Content	Department/ person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form
1.	Needs Analysis human resources	Review job positions in order to recruitment planning	Room TCHCTH		Expected number recruitment Job title and position to be filled		
2.	Recruitment Planning human resources	Determine the number and positions to be filled.	Room TCHCTH		Draft Plan selection plan use	January of each year	
3.	Approval of the plan by the	Board of Directors.	Effect Head		Recruitment plan	February every year	
4.	Report to the Department of Internal Affairs.	Request guidance from the Department. Interior	Room TCHCTH				
5.	Job Announcements use	Announcements will be posted on the school's website and through mass media outlets such as newspapers.	Room TCHCTH	Administration network	Job Announcement posted on vehicle information	According to the announcement	

6. Receiving applications	Receiving candidate applications (Department)	TCHCTH			20 days from the date of notification	Application documents
7. Create a list of applicants. pill	Compilation of the list of applicants who submitted applications.	Room TCHCTH		List of applicants pill	5 days after receive application initial	
8. Reviewing applications and selecting those that meet the criteria.	lawsuit	Room TCHCTH		The file is complete. lawsuit	Early April	
9. Report to the Department of Internal Affairs file review	Submit the eligible application to the Department of Internal Affairs for assessment.	Room TCHCTH				
10. Notification of eligibility for the exam.	Candidates will gain practical work experience for 2 months.	Room TCHCTH		Qualified candidates conditions for acceptance notified	Mid- April	
11 Entrance Exam	Organize recruitment exams in various forms.	Examination Board		Selected application The pill meets the requirements.	Early May	
12 Summary of results exam	Compilation of the candidates' test results	Competition Secretariat			7 days after the exam	
13. Meeting of the recruitment committee	Announce the exam results to the recruitment committee for civil servants and employees.	Recruitment committee meeting		Unified exam results	10 days after the exam	

	office, worker movement						
14. Report from the Department of Internal Affairs	recruitment results	The Department of Internal Affairs reports the recruitment results, which have been approved by the recruitment council.	Room TCHCTH		The Department of Internal Affairs has received the results. entrance exam		
15. Announcement of results admitted		The admission results will be announced on the school's website and to successful candidates.	Room TCHCTH	Administration network		Mid-May	
16. Contract Signing: Signing an employment contract.			Principal			Within 1 day of the candidate starting work.	Employment contract
11. Save the file.		Store in accordance with regulations.	Room TCHCTH		The records are properly archived. regulations		

