



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يَوْمَ بَرَسِيْتِي سَلَامًا، اِنْتَابَارِ اِيْحَسْنَا بِمِلْدَسِيَا

MANAGEMENT SERVICES DIVISION

DUE DILIGENCE CHECKLIST FOR RECRUITMENT OF NEW ACADEMIC STAFF TO BE COMPLETED BY KULLIYAH/CENTRE/INSTITUTE

Name of applicant :

Department :

Post applied :

Part A: Process Flow

No.	Item	Please (v)	Remarks (if any)
1.	Request to MSD for new warrant (permanent post) or replacement of staff (contract post)		
2.	Prepare advertisement for the post to be uploaded in iRecruit.		
3.	Check and verify the identity /information of the candidate as follows: a. IC/Passport b. Photo c. Address d. Qualifications e. Experience related to the post applied		
4.	Shortlist candidates and conduct preliminary interview (by requirement-based committee).		
5.	Update status "Rejected/Unsuccessful" in iRecruit to unsuccessful candidates.		

Part B: Documents to be submitted.

No.	Items	Please (v)	Remarks (if any)
1.	Online application from i-Recruit		
2.	Assessment Form by Head of Department and Dean		
3.	English Proficiency (validity 5 years) EPT \geq band 6/ IELTS \geq band 6/ MUET \geq band 4		
4.	Certified True Copy of Bachelor degree		
5.	Certified True Copy of Master degree		
6.	Certified True Copy of PhD degree		
7.	Certified True Copy of Professional Certificate (if any)		
8.	Assessment Form for Candidate in Absentia		
9.	Latest Payslip		
10.	For International candidate only The candidate is a Permanent Resident? (Yes/No)		
11.	For International candidate only Spouse is Malaysian? (Yes/No)		
12.	Minutes of Meeting/Notes of Discussion of the pre-interview		
13.	Other documents (Please specify)		
	(i)		
	(ii)		

Note : Employment (Academic) Unit, MSD will **ONLY** accept applications with complete documents as per the above list.

The checklist was completed by:

Signature :

Name :

Position :

Date :



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يونسبرستي اسلام، انبار ابعثنا ميلدينا

MANAGEMENT SERVICES DIVISION

**Note : TO BE COMPLETED BY THE DEAN / HEAD OF DEPARTMENT
DURING PRELIMINARY INTERVIEW AT K/C/I LEVEL**

Name of Applicant : _____

Post Applied : _____

Citizenship : _____

Method Of Interview : Video Conference []

Tick [√] : Face to Face []

Views of the Dean/Head of Department regarding the applicant :-

1. Academic Ability of The Applicant

- (i) Please state your observation/view on the academic qualifications of the candidate :-

- (ii) Please state whether the area of specialization of the candidate is relevant and in line with the academic programme of the Department/ Kulliyah :-

- (iii) Please ascertain the language proficiency of the applicant in the medium of instruction required

English Proficiency (validity 5 years) EPT \geq band 6/ IELTS \geq band 6/ MUET \geq band 4

2. *Working Experience of the Applicant*

- (i) Is the working experience related to the function of the post applied?

- (ii) State the number of years of related experience that can be considered for purposes of determining the starting salary after the minimum qualification for the post applied :-

3. *Academic Standing*

- (i) Please state your view on the academic standing of the candidate in terms of :-

(i) Research : _____

(ii) Publication : _____

(iii) Teaching : _____

4. *Status of the University Conferring The Degrees/Certificates*

University : _____

Please state whether the Degrees/Certificates/Qualifications obtained by the candidate are from good Universities :-

5. *Status of the University / Organization where the applicant is being employed ?*

Please tick [] : Excellent [] Fair [
Good [] Poor [

Date : _____ Signature : _____
Assessor's Name : _____
Designation : _____
Kulliyyah/Dept. : _____
Official Stamp : _____

Section II : ***TO BE COMPLETED BY THE DEAN/HEAD OF DEPARTMENT***

1. Recommendation from the Dean/Head of Department :

Date : _____ Signature : _____

Official Stamp : _____

Note : The Dean/Head of Department is requested to submit this form to Management Services Division together with the copy of certified documents for further consideration of the Academic Staff Selection Committee (ASSC).



**DUE DILIGENCE CHECKLIST FOR RECRUITMENT OF NEW ACADEMIC STAFF
TO BE COMPLETED BY EMPLOYMENT (ACADEMIC) UNIT, MSD**

No.	Description	Please (v)	Remarks (if any)
1.	Upload advertisement in iRecruit		
2.	Receive shortlisted applications for the advertised post from KCDIO		
3.	Background checking with e-Tapis for the status of bankruptcy and civil litigation		
4.	Invite shortlisted candidates for an interview by Academic Staff Selection Committee (ASSC)		
5.	During the interview session, the Panel Members are responsible for maintaining applicant confidentiality and not sharing any application materials or interview notes		
6.	Record decisions in an instant minute		
7.	Secretariats prepare minutes of the meeting		
8.	Issue offer letters to successful candidates		
9.	Submit immigration-related documents for newly offered international staff to the Office of International Affairs		
10.	Collecting acceptance form		
11.	Check relevant documents submitted by new staff as required		
12.	Report for duty briefing and simple onboarding		

The checklist was completed by:

Signature :

Name :

Position :

Date :