APPLICATION TO FILL A VACANCY PROCESS FLOW CHART

OBTAIN A REQUEST TO FILL A VACANCY FROM HRBPs

CHECK AND COMPARE THE INFORMATION AGAINST THE JOB PROFILE

SIGN OFF THE APPLICATION TO FILL A VACANCY

MAKE A COPY AND SCAN THE SIGNED OFF FORM FOR RECORD PURPOSES

RETURN THE SIGNED OFF FORM TOGETHER WITH THE JOB PROFILE TO THE HRBPs