



**KAYAKU**  
SAFETY SYSTEMS  
MALAYSIA



UNIVERSITI  
TEKNOLOGI  
MARA

# INDUSTRIAL TRAINING REPORT



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## PREPARED BY:

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2020828202

Bachelor of Business

Administration (Hons.) Human

Resources Management

(BA243)

1st March 2023 - 15th August 2023

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# EXECUTIVE SUMMARY

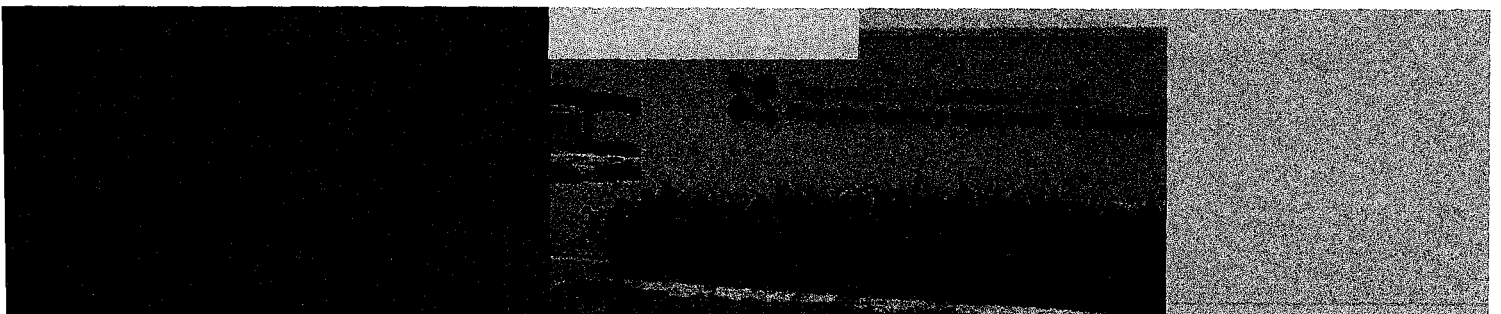
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Being an intern at Kayaku Safety Systems Malaysia Sdn Bhd (KMY) for a full six months exposed me to the professional world. On the first day, I was filled with excitement, nervousness, curiosity, and other mixed feelings. As time goes by, I grow closer to my surroundings of tasks, which makes me eager to explore more on this remarkable journey to gain additional insights in this line of work.

KMY is a Japanese company that operates in the ASEAN region as a subsidiary of Nippon Kayaku Co., Ltd. They produce and export automotive safety devices and supplies. In this journey, I am assigned to the recruitment and selection section, where I was required to handle the entire process on my own for three months with minimal supervision from my supervisor. Not only that, I also support simple tasks of training and the general affairs section. This gives me an understanding of how HR functions work within an organisation.

As I focus mainly on the recruitment and selection process, my supervisor believes I can highlight this area for the SWOT Analysis during my internship. This report describes the flexible working hours, excellent communication with the recruiting department, and numerous job vacancy platforms that make the KMY visible to potential candidates that can be retained by advertising on larger platforms and by providing formal training for new employees. In addition, KMY's weaknesses in the recruitment process, such as inadequate facilities, excessive paper usage, and low basic salary, must be solved by supplying PCs for long-term use, fully utilising the system, and increasing the basic salary.

Focus on the opportunities that KMY can take advantage of such as collaboration with PERKESO, external recruitment agencies, and a talent pool, to ensure a seamless recruitment process. While there are always threats associated with the recruitment process, such as electricity disruptions, background checks of successful candidates and rivals has safer workplace, KMY might reduce these risks by installing solar energy, requesting numerous references, and providing free PPE to employees.





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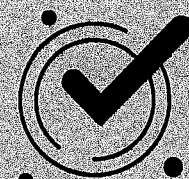
# ACKNOWLEDGEMENT

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First and foremost, praises and thanks to God, the Almighty, for His showers of blessings throughout my internship. I would like to express my gratitude to my advisor during the internship period, Pn. Suraya Hamimi binti Mastor for providing guidance and offering countless ideas to the industrial report. Without her assistance, I could not have completed the report on time.

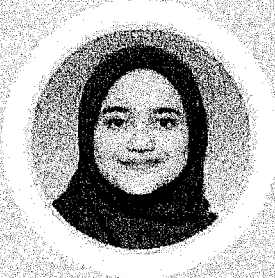
I would also like to appreciate my supervisor and senior colleagues at Kayaku Safety Systems Malaysia Sdn Bhd for his significant contribution to the success of my internship. Throughout the internship process, they provided me with a lot of helpful advice and insights. I am also thankful for my friends, without their support, this report could not have been completed.

Also, I did like to express my sincere appreciation to my family members for their concern and blessings. Lastly, my thanks are extended to all individuals who guided me in writing this report whether it is directly or indirectly





# STUDENT'S PROFILE



**NUR AQILAH BALQIS  
BINTI ROSLE**



## ABOUT ME

A fresh graduate that has experience in HR matter who can contribute to the productivity and profitability of the organization to the best of my ability.

## SOFTWARE

- MS Word, MS PowerPoint, MS Excel
- MS Office 365
- MS Teams
- Canva

## SKILLS

- Self-motivated
- Passionate
- Teamwork
- Time Management

## REFERENCE

En. Mohd Shahrul Nizam bin Abd Malek  
Assistant Manager  
Kayaku Safety Systems Malaysia Sdn Bhd

## EDUCATION BACKGROUND

**UiTM Campus Bandaraya Melaka (Bachelor's Degree in Human Resources Management)**  
(2020 - 2023)

**Negeri Sembilan Matriculation College**  
(2019 - 2020)

## ACHIEVEMENT

**VIRTUAL-MELAKA INTERNATIONAL INTELLECTUAL EXPOSITION 2022 (V-MIIE X 2022)**

**Bronze medal**

- Created AUTOMATED PERFORMANCE APPRAISAL FORM (EXCEL) in Innovation category

## CURRICULUM

- Program Service-Learning Malaysia - University for Society (SULAM) HBU132 (Project Director)
- Human Resource Development Virtual Upskill Program (HRD VUP) 2020 (Treasurer & Trainer)

## WORKING EXPERIENCE

**Kayaku Safety Systems Malaysia Sdn Bhd (Internship)**

**March 2023 - August 2023**

- Assist the interview session from interview arrangement to documentation with the shortlisted candidates.
- Deal with recruitment agencies from receiving the resume until onboarding for successful candidates.
- Prepare Purchase Request (PR) of pre-employment medical checkup.
- Executed the full cycle of the recruitment process from receiving MRF from top management till the onboarding of the candidates)
- Manage 33 new joiners successfully.
- Communicate with hiring department throughout the recruitment & selection process.
- Filing the MRF and some other documentation
- Prepare Pre-Offer Letter and Letter of Employment for selected candidates.
- Manage the background checking of the selected candidates.
- Answer incoming calls from outsider.
- Deal with unattended new joiner during report to duty.
- Prepare the poster for job vacancies.
- Advertise the job vacancies on the website and MyFutureJobs.



# ABOUT OUR COMPANY

## NAME OF COMPANY

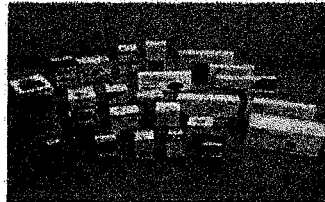
Kayaku Safety Systems Malaysia Sdn. Bhd. or KMY, is a subsidiary of Nippon Kayaku Co., Ltd..

## BUSINESSES

### Pharmaceuticals Business

**Aiming at contributing to medical treatments focusing on cancer related fields**

In preparation for aging society, Nippon Kayaku makes an effort to contribute to the medical treatment, in a good field of cancer treatment, to help patients in various phases of diagnosis, treatment and palliative care etc.



### Functional Chemicals Business

**Supporting the information/communications field**

Nippon Kayaku has been developing, manufacturing, and selling products indispensable to our highly networked information society, such as epoxy resins for the encapsulation of semiconductors, sealants for liquid crystals, optical functional films for PDPs (plasma display panels), and resists for semiconductors and MEMS.

Moreover, we have also been making efforts to develop products in the fields of environmentally friendly and energy conservation.

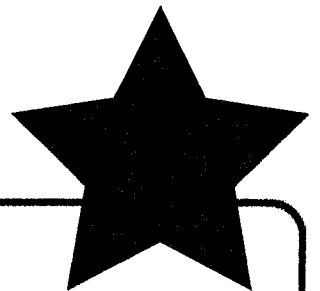
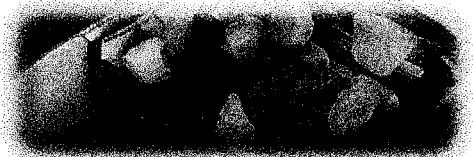


### Safety Systems Business

**Saving lives from automobile accidents**

By harnessing the potential of our novel technologies in industrial explosives,

Nippon Kayaku has been supplying auto safety parts such as gas generators to inflate airbags and to reel in seatbelts.



### Agrochemicals Business and others

**Supporting agricultural development and production of high-quality food.**

Nippon Kayaku has been developing, manufacturing, and selling the agrochemicals chemicals (pesticides, herbicides, and soil fumigants)

that are essential for maintaining a stable supply of food, the pesticides for killing insanitary insects, etc.

Nippon Kayaku also manufactures dynamite for industrial use.





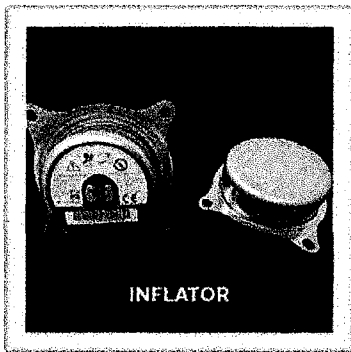
# ABOUT OUR COMPANY

## » PRODUCTS



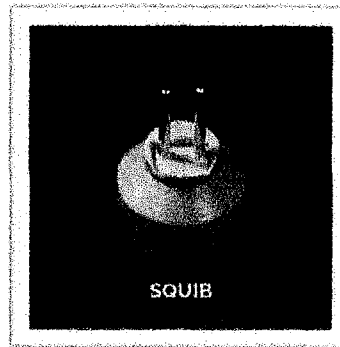
seatbelt pretensioners

MICRO GAS GENERATOR



INFLATOR

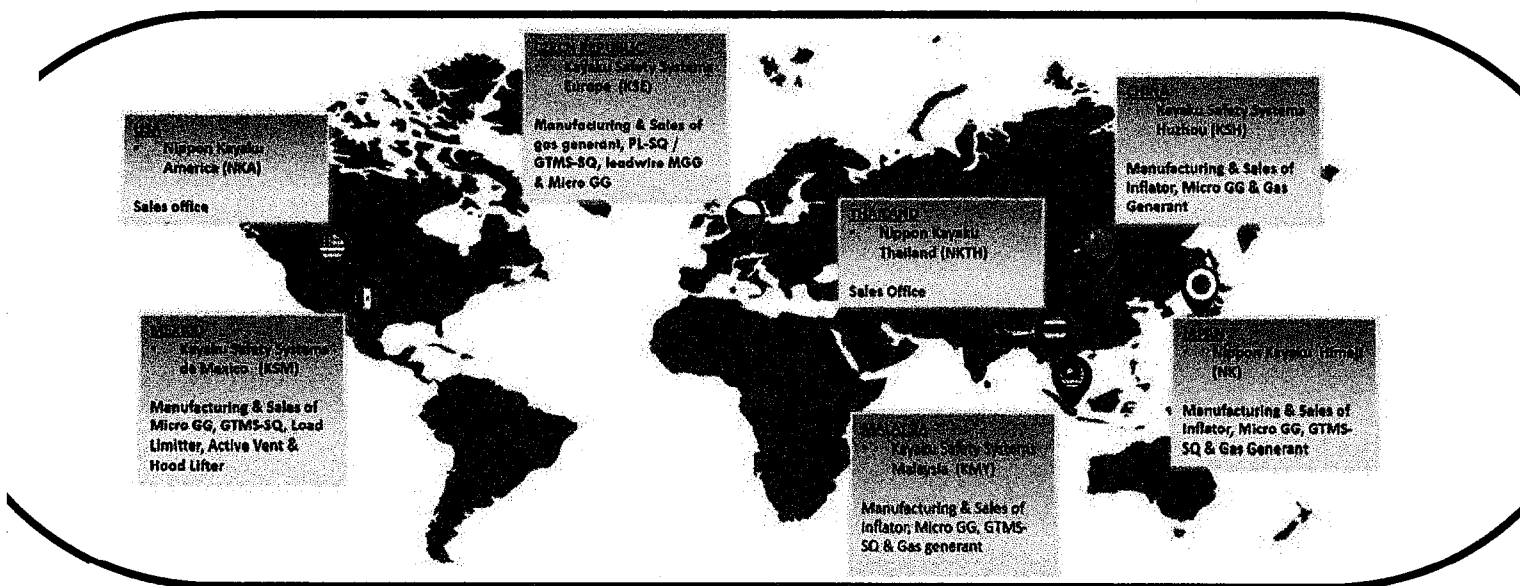
generate gas pressure to quickly inflate an airbag



SQUIB

small ignition devices built into Micro Gas Generators and Inflators

## » GLOBAL OPERATIONS





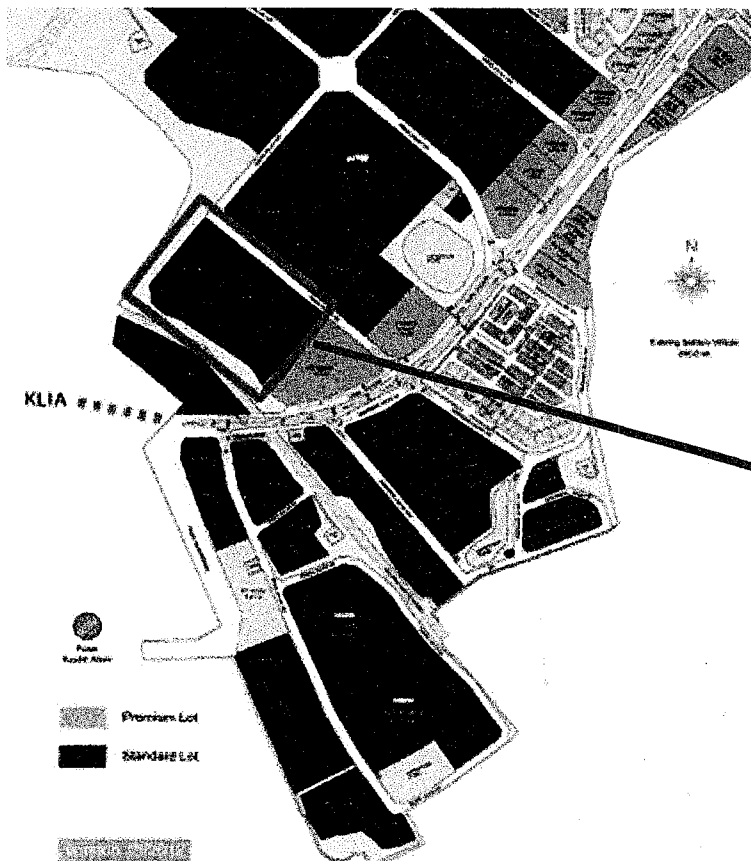
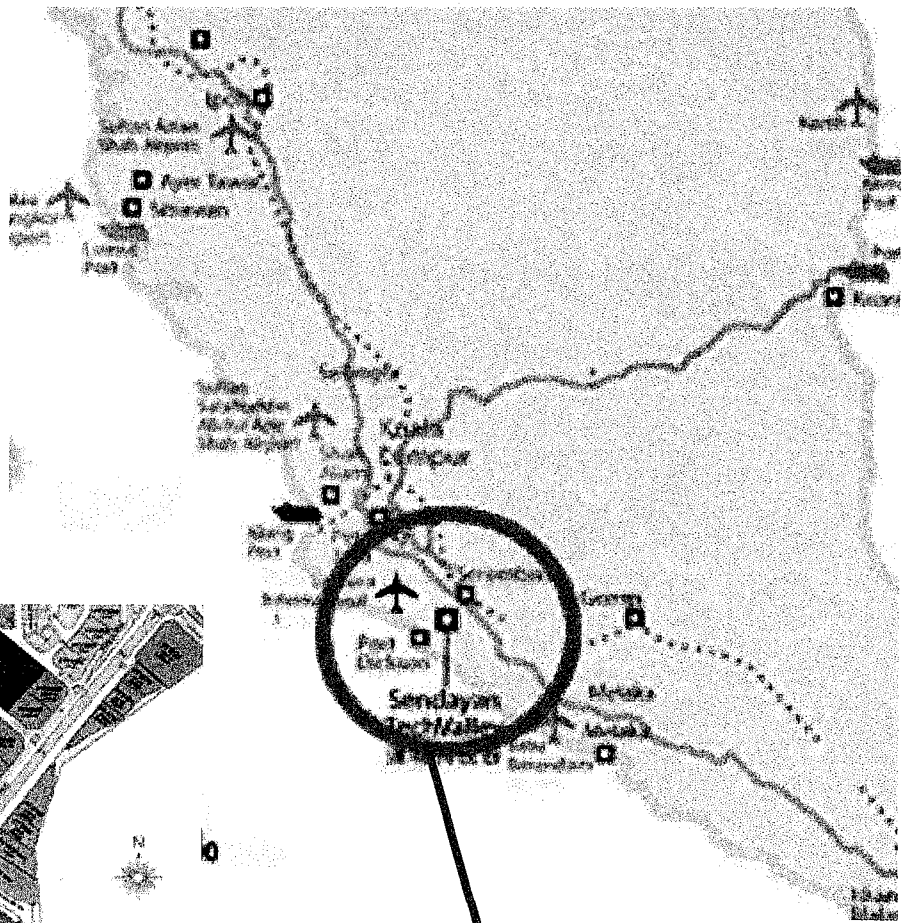
# ABOUT OUR COMPANY

## WORKING HOUR

Monday to Thursday - 8:30 a.m. to 5:00 p.m.  
Friday - 8:30 a.m. to 6:00 p.m.

## LOCATION

located at **Sendayan Techvalley, Negeri Sembilan** for almost 11 years

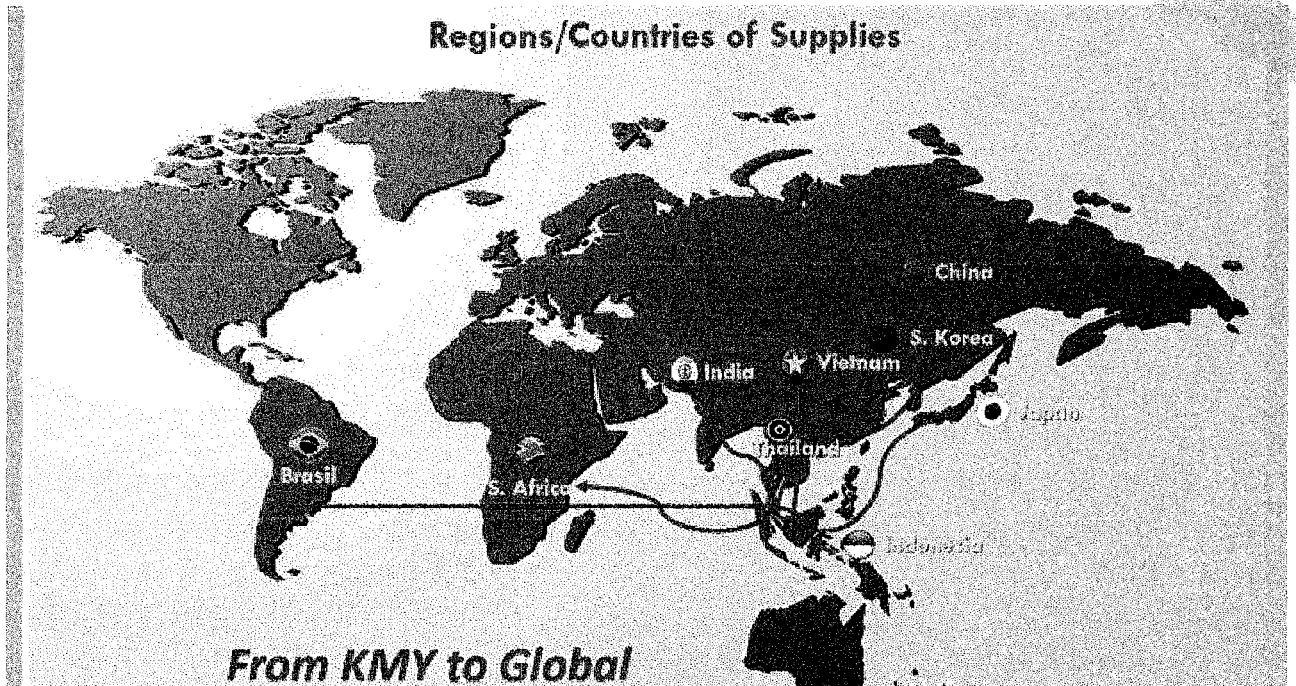


**I'M HERE!**

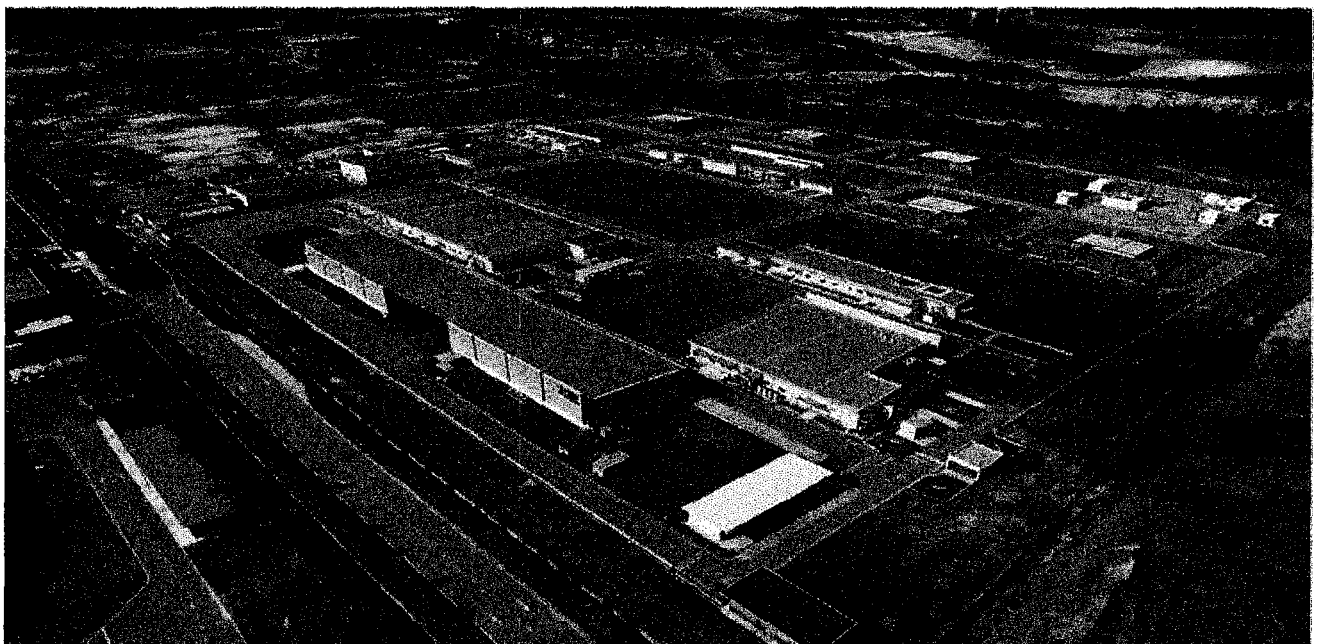


# ABOUT OUR COMPANY

## ➤ SUPPLIES TO



## ➤ OVERVIEW

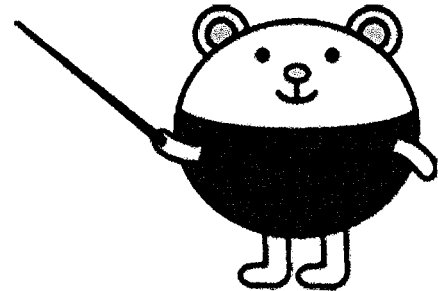




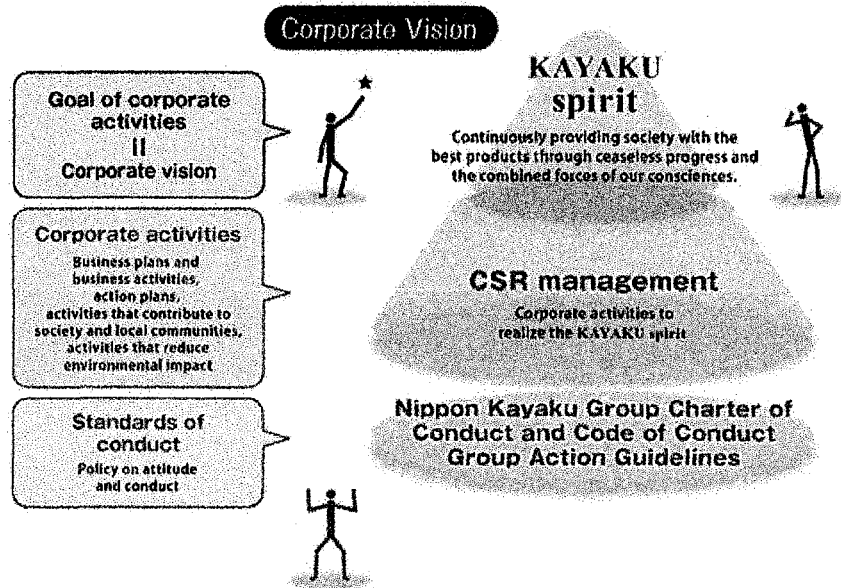
# ABOUT OUR COMPANY

## VISION

"continuously providing society with the best products through ceaseless progress and the combined forces of our consciences"



## MISSION

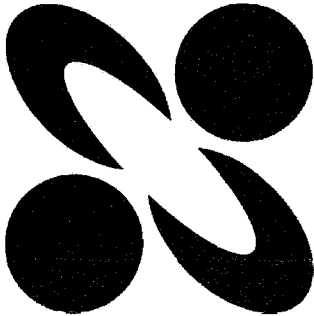


- 01 The Nippon Kayaku Group established the Nippon Kayaku Group Charter of Conduct and Code of Conduct to implement CSR management that is aligned with management strategy while maintaining a high level of ethical standards.
- 02 CSR-based management for the Nippon Kayaku Group means striving to realise the KAYAKU spirit and being a "good and strong company" in order to meet their social, economic, and environmental responsibilities. As part of their corporate initiatives to bring about the KAYAKU spirit, they maintain their social responsibilities.
- 03 Despite the fact that the Nippon Kayaku Group operates various businesses in many countries and regions, the Kayaku Spirit represents a common goal and corporate vision for all Nippon Kayaku employees.



# ABOUT OUR COMPANY

## » LOGO



the centre space represents the world, the universe, and the enormity of the Earth



the two rising ellipses represent creativity and courage, while the two circles represent the public's confidence in Nippon Kayaku's goals for public space

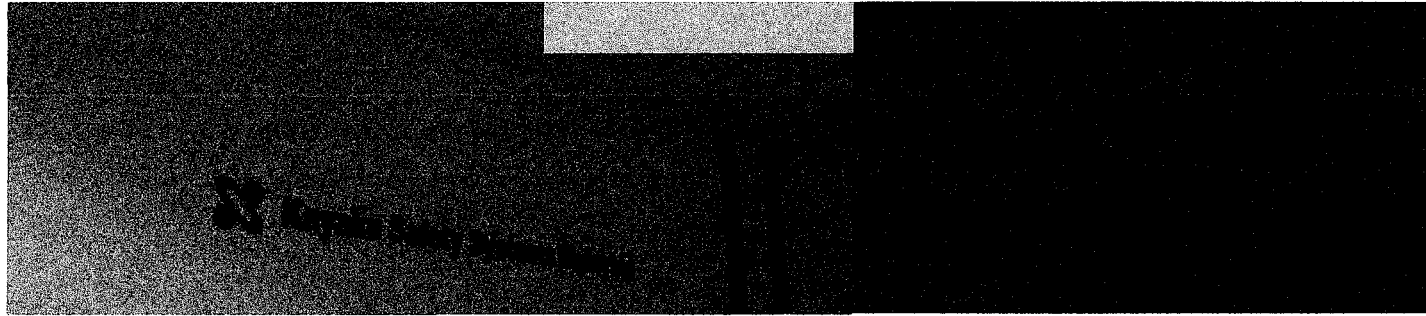
## » GLOBAL SLOGAN

Global "sukima" ideas

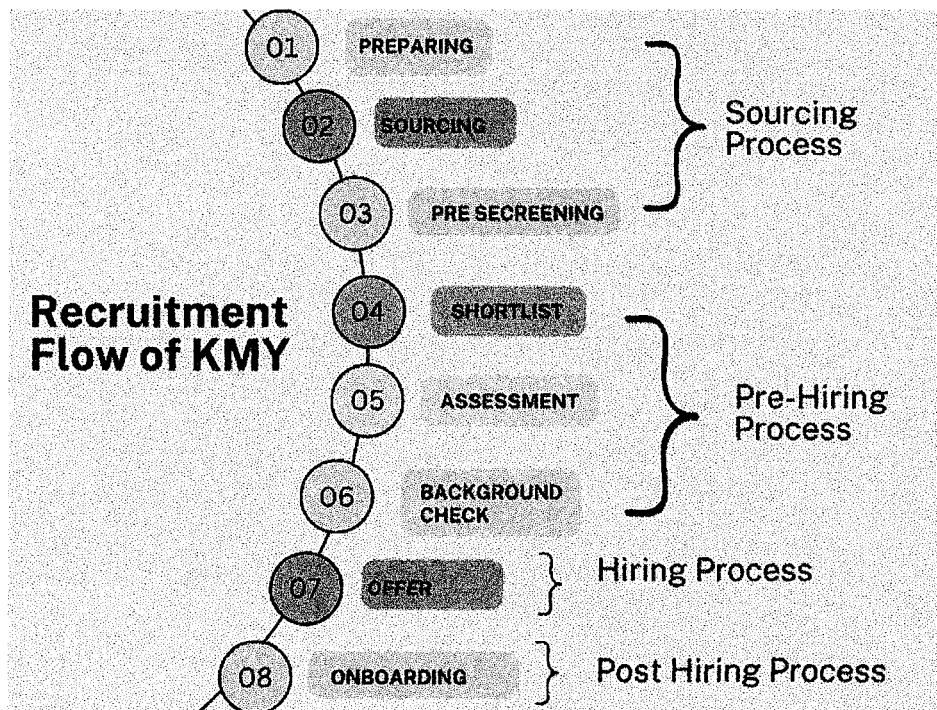


Instead of depending on quantity, Nippon Kayaku Group aims to provide value by seeking originality. To achieve this goal, each employee must try to enhance his or her skills while continuing to produce products with added value. By gathering uncommon technology that stands out in niche markets and elsewhere, the company is transforming Nippon Kayaku into a company that the world genuinely needs.





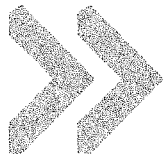
# TRAINING'S REFLECTION



Nearly six months have gone by since I began my internship. I have been assigned to the HR section of the HRGA department. There, I was in charge of the **recruitment and selection process**. I never imagined that I would handle this matter on my own for three months with little supervision from my supervisor and lots of guidance from senior colleagues. This is because I am required to take over my senior colleague's responsibilities during her maternity leave.

I have been tasked with managing the entire recruitment process and assisting with simple tasks for the general affairs and training section. My primary daily responsibility is to **respond to incoming calls from outside parties**, that I went from fear to acceptance as day goes by. My most important responsibilities at KMY are to **execute the full recruitment process**, beginning with receiving the Manpower Request Form (MRF) from the top management and ending with the on-boarding of the selected candidates.

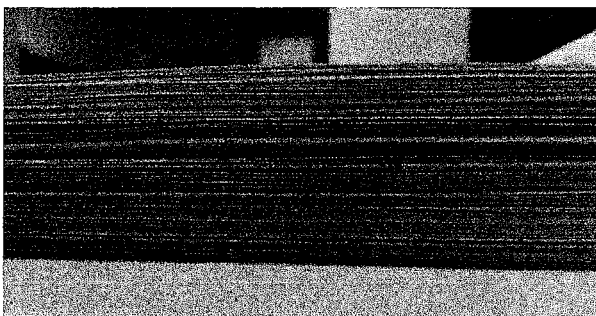




# RECRUITMENT PROCESS

- SOURCING PROCESS

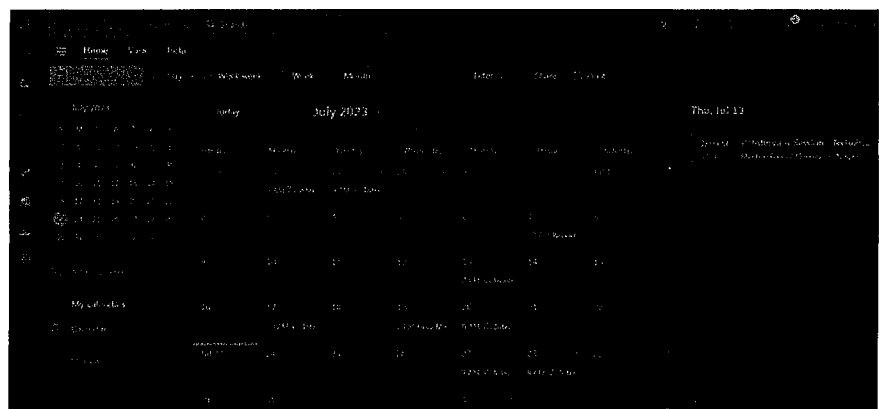
After receiving the MRF, I must **advertise job openings** on the website and MyFutureJobs as these are the only platforms that I can access. Then, I have to perform a screening process by **reviewing the resumes of applicants** through the platforms such as company's website, MyFutureJobs or JobStreet and resumes that have been sent to the guardhouse before forwarding them to the hiring department so that they can select the candidates in whom they are interested to interview for. In between, I must **book the meeting room** through my HR training email's calendar and send an invitation to the hiring department so they can be alert when the interview session will be conducted. Before that, I need to **ensure the availability of the hiring department** so the interview session can run smoothly with little distraction. Alongside the process, I must **communicate directly with the upper management** about the recruitment process via Microsoft Teams, email, and extension number. In some cases, I may **engage with the services of recruiting agencies** to help us find qualified applicants, at which point I will have to interact with that agency by email or telephone.

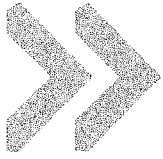


Resumes that have been received from the guardhouse



Calendar for booking the meeting room for interview session





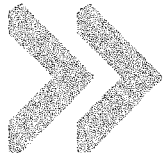
# RECRUITMENT PROCESS

- **PRE-HIRING PROCESS**

During the interview session, I assist the hiring department by **administering the documents of shortlisted candidates** prior to the interview. As I also attended the interview session to learn how the process works, I was able to **conduct interviews** when my supervisor was faced with an urgent situation. After the hiring department selects their desired candidate, I must **contact the successful candidates** to inform them about the decision and explain in detail regarding the recruitment process after they are selected. In addition, I must **conduct a background check** on the selected candidates before offering them the position for which they interviewed by contacting their previous employer's references. After conducting the successful candidates' background checks, I must **email the hiring department** with all the details that I gathered from the references in order for them to decide whether or not the successful candidates' characteristics fit for the position.

- **HIRING PROCESS**

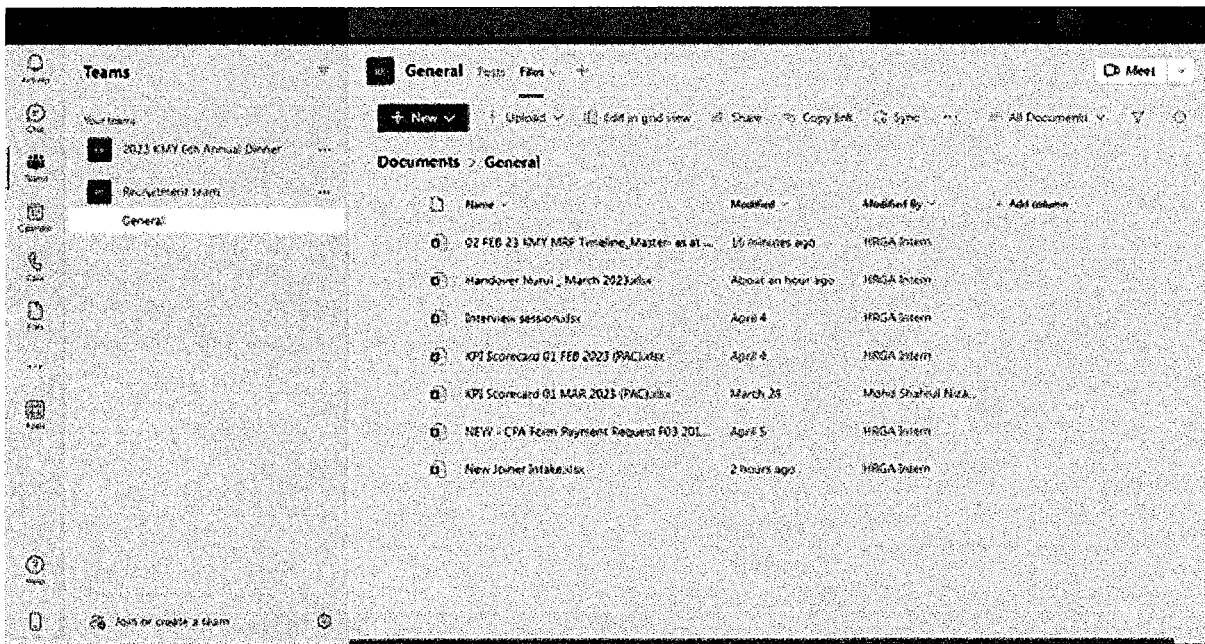
I am also responsible for **preparing the Pre-Offer Letter and Letter of Employment** for selected candidates, as well as communicating directly with them throughout the selection process. First, I must create a pre-offer letter that includes salary packages and a medical checkup letter. For getting free of charge (FOC) medical checkup, they are only eligible to undergo at panel clinics. Once they are fit to work, I have to create a Letter of Employment (LOE) that details the job's level, the company's policies, the salary and benefits, and so on. All of the process are crucial because I need to **always communicate with the successful candidates** by using emails and telephone.



# RECRUITMENT PROCESS

- POST HIRING PROCESS

Before the selected candidates report for duty, I must ensure that they have **received the new joiner document**, which they are required to bring with them on the day they report for duty. Regarding this matter, I must **manage the problem of new joiners who did not show up** by calling them or their emergency contact number to determine the reason before reporting to the Person in Charge (PIC) of the new joiners. Regarding this procedure, I also need to **prepare Payment Request (PR)** for the pre-employment medical checkup.



Files that I use during the recruitment process

# »» EXPERIENCES

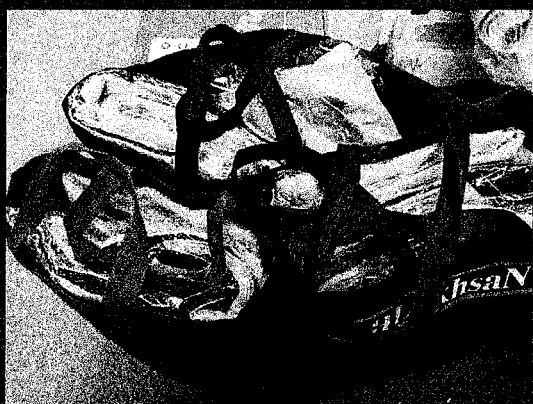
In order to acquire experience in a real workplace, I additionally **help with the training and general affairs section**. For training purposes, I need to **prepare documents for each month's boarding session for new joiners**. I was also responsible for **distributing the Kayaku Spirit carry card and the Kayaku Vision Booklet 2025** to all KMY employees. I must communicate with each department to ensure that they receive it well and need to return back the list names after they acknowledge it. Also, I have to **prepare the room for in-house training** by arranging the tables in classroom mode and preparing sweets for the trainees as a means of maintaining their focus throughout the training. I also **administer the contact numbers** of new employees and former employees by deleting, removing from the company's Whatsapp broadcast, and adding new numbers. By performing some simple tasks assigned to me by my senior colleagues, I am able to understand the function of each division



## »» COMMITTEES

Besides, I am part of the **gift committee** for the company's annual dinner and 10th anniversary. As a member of the gift committee, my responsibility is **to discuss the gifts** for the lucky draw, the doorgift, the king and queen, KMY Got Talent, and the game, which are handled by event management. Together with other committees, I searched for the gifts. As a token of appreciation for KMY employees who do their utmost to sustain the business, we decided to award them with SenQ household appliances via a random drawing. As door prizes, we provide traditional fans, purses of varying sizes, pencil cases, and key holders. They must select at random from the mysterious boxes. We decided to offer the king and queen a cash prize, a flower bouquet, and a sash. As a gift for KMY Got Talent, we ordered a plaque and a hamper while we ordered homemade cookies for the game winner. This really gives me the whole new experience as I need to work together with people from different departments and have more experience regarding this matter. It was such a great opportunity to experience before I finish my internship.

Several duties were assigned to me in order to ensure the event's success. I am **responsible for the jackets that must be donned by the VVIP** during the event's launch and must prepare the jackets that need to be put in paper bags for other expatriates. Additionally, I **manage the lucky draw section** for employees who are eligible based on their attendance. I also must **assist the VIP at the opening event** by handing him the jacket. Besides that, I am **responsible for handling the mockup grand prize of the lucky draw** by handing it to the VIP in charge of delivering it to the lucky winner.



Jacket that must be  
laundered for launching  
event



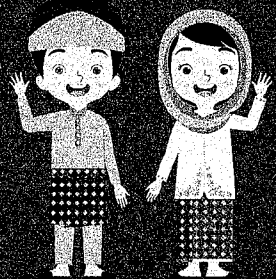
Paper bags that decorated  
by me



# COMMITTEES

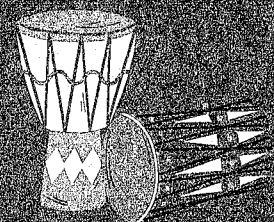


Some sneak peak of the event





# COMMITTEES

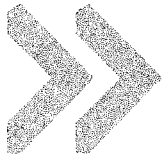


# COMMITTEES

Furthermore, I became a **committee member during the company badminton tournament** conducted at XPark Sendayan. My responsibilities there include **overseeing registration and serving as a referee for the women's category**. As I am not a professional, I do my best to be a fair referee by asking other referees and the players themselves about the regulations. By completing this **ad hoc task**, I increase my knowledge of sports and become familiar with KMY employees.

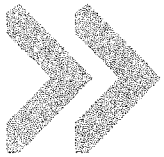






## BENEFITS

During my internship, I received a monthly allowance of RM500 based on the number of days I attended work. I also received a meal subsidy applicable for breakfast and lunch at the KMY café for RM5 per meal. They also provided me with a laptop for HR training to use for my internship tasks, which is a huge benefit as it allows me to separate my academic and working responsibilities.



## SKILLS

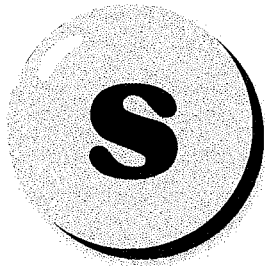
In addition, I gained new knowledge of the new software that I'm learning, which is Microsoft Teams. It is a great platform for communicating with other employees because we can chat with anyone in KMY along with contacting them directly, as it would be difficult if we relied solely on phone calls. Also, we can create groups and files that everyone in the group is able to edit and view the changes made by others. The most valuable thing I gained from the internship was exposure to the actual working environment, which I will apply to future positions. By participating in an internship, I can gain real-world experience, enhance my knowledge, and determine whether I'm in the right career field. Internships not only provide me with practical experience in the workplace, but also provide me with insight into the career path for my desired job title.

On top of that, I learn endlessly about personal development. I acquire the ability to multitask due to the fact that I must manage quite a few selected candidates at the same time, as I must fill multiple job positions simultaneously. As I discovered during my internship at a Japanese company, punctuality is important for everything we do, including attendance, the project, the duties, and so on. Furthermore, I obtained interpersonal skills through the phone calls and face-to-face interactions. This is the most important factor to me, as I am someone who lacks confidence in everything I do. Consequently, as the learning process went on, I gained confidence in performing my duties as they became routine. It also improves my critical thinking, as I must think quickly about how to respond to others throughout multiple platforms. In addition, I became highly motivated when I completed all of my responsibilities because they gave me the authority to manage the whole recruitment and selection process with less supervision from my supervisor.

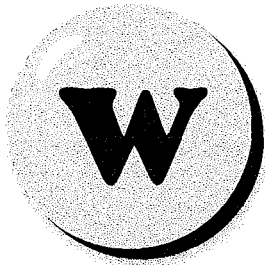


# SWOT ANALYSIS

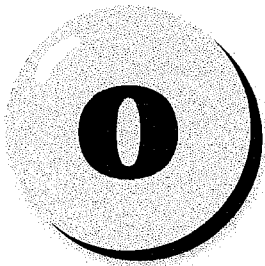
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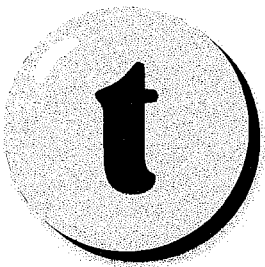
- Job Vacancy Platforms
- Better Working Hour
- Communication With Hiring Department



- Low Basic Salary Offer
- Paper Usage
- Inadequate Facility



- External Recruitment Agencies
- Collaboration With PERKESO
- Pool Of Talent



- Background Checking Of Successful Candidates
- Electricity Disruptions
- Rival Has Safer Workplace



# DISCUSSION AND RECOMMENDATION

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## ➤ STRENGTHS

### 1. Job vacancy platform

Job advertisement is important in order to search for potential candidates. The majority of applicants have easy access to job advertisements on the Internet. They can understand well the requirements for the job opening. Without proper advertising, we will receive no applications for the open position at KMY. In order to get a pool of potential candidates, we keep on posting on multiple job platforms such as the company's website, MyFutureJobs, JobStreet and Whatsapp company's broadcast. Not only that, we also receive resumes from the guardhouse that were sent by the applicants after finding out about the job opening from the advertisement online. By doing this, we have a greater chance of attracting more applicants if we advertise on multiple platforms. This will boost our company's exposure since a significant amount of candidates visit job advertisements. As a result, the probability that the vacant position will be filled sooner increases. (Barretto, 2020)

## RECOMMENDATION

### 1. Post on social media platforms

Social media are not simply for socialising. It can also be an effective recruitment tool, given that it is a place where people spend time and work. Nowadays, many job seekers utilise the benefits of social media by searching for job vacancies in any possible media. To bring KMY open positions to the attention of potential candidates, we must go where they are. This includes the three most commonly used social networking sites which are LinkedIn and Twitter. By posting jobs on these websites, we can increase the visibility of our job advertisements among qualified candidates. As more people become aware of the significance of LinkedIn, an increasing number of them create an account in order to search for a job, acquire knowledge from experienced individuals, or to research about the desired company. So, LinkedIn is the ideal platform for networking with both passive and active job candidates. We can publicise our available positions or share them with our network in order to reach out to potential candidates, and target our desired audience. (employers, n.d.)



## » STRENGTHS

### 2. Better working hours

As we all know, the common normal working hours for any company in Malaysia is from 8.00am to 5.00pm. from Monday to Friday. Unlike at KMY, normal working hours here are starting from 8.30am to 5.00pm. for Monday to Thursday and ending at 6.00pm only for Friday. Besides, KMY gives its employees 10 minutes break time for shift employees. It has been proven that this initiative, also known as work-life balance, improves employees' productivity, time management, and general satisfaction, resulting in a more successful and profitable business. Not only that, fewer working hours motivate employees to plan their timetables according to specific deadlines, allowing them to maximise their time and meet all deadlines on time. KMY employees also will feel energized with short work hours as they have more time to be well-prepared and it can lead to higher energy levels and be more efficient at work. Thus, many candidates were interested in applying, as the working hours were considered to be quite flexible. (indeed, 2023)

## RECOMMENDATION

### 2. Compressed workweek

KMY can implement compressed workweek in order to give flexible working to the employees. This alternative plan reduces the number of days an employee works per week, compared to the usual five-day workweek. The average compressed workweek consists of four 10-hour days. This affords employees an additional day off, promoting a healthier work-life balance. For instance, employees may take off Sunday, Monday, and Tuesday, or any other combination of three days that meets their requirements or preferences. KMY can enables this flexibility as long as the task is completed.



## ➤ STRENGTHS

### 3. Communication with hiring department

Good communication in the workplace is the key to ensure the information about works or tasks are received well by both parties in order to perform well, creates a positive work environment, and avoids ineffectiveness. Effective communication delivers information accurately while maintaining or enhancing human relationships. Microsoft Teams is utilised at KMY as an alternative to extension numbers and email for communicating with employees in the same or different departments. As I need to communicate with the hiring department regarding the recruitment process, Teams makes it simple for me to do so. This is extremely useful given that not all departments are located in the same building and not all employees work at the same time. If KMY relies solely on extension numbers, it is difficult to determine whether the person we wish to speak with is present or not. Using Teams, I can communicate with the hiring department or any employees at any moment if something is unclear. (Coursera, 2023)

## RECOMMENDATION

### 3. Provide training to the new employees

We cannot expect everyone to have knowledge of how to use the software implemented by companies. Some of the new employees may or may not be familiar with Microsoft Teams, the software used by KMY. Maintaining this software makes it possible for KMY to provide formal training on the Microsoft Teams to all new employees who will be using Microsoft Teams in their tasks. For employees to successfully adjust to new software, KMY must provide the content in a variety of formats, as each individual learns in a unique way. Furthermore, repetition is essential. So, we need to implement multiple strategies, including online and in-person training, on-demand how-to videos, skilled employees serving as tutors for other employees, and a help desk that is available for queries after training. This is because I learned on my own when this software was introduced to me. Although it is similar to Microsoft 365 or any software that I had used before, it has features that are new to me. So, it requires time to master the software, and I am still lacking in certain areas. Therefore, by taking this action, new employees will have no issues with the software, as they have already been trained on how to use it and have no complaints regarding its operation. Perhaps some of them will assume that training is unnecessary because the software is widely used, but training can make employees more productive and efficient in completing their tasks. (Coursera, 2023)



## WEAKNESSES

### 1. Low basic salary offer

The candidates' level of interest in applying for the position, as well as their willingness to accept an offer of employment, are both strongly influenced by the salary that is being offered. KMY offers candidates a lower base salary compared to its rivals. This may cause a dilemma for candidates when we are informed of the base salary. The reason for this is because they have previously worked for a company that offered them a greater payment, and as a result, they are looking for new job opportunities that would provide them with a larger salary. As a consequence of their rejection of our offer, the position will remain vacant for an extended period of time as we search for other qualified candidates. In addition, KMY also has our own internal equity that serves as an indicator when determining salary packages for candidates, as we want to pay similar positions with a fair salary. In doing so, we look into the educational background and length of service in the candidates' previous positions that are similar to the position they interviewed for at our company.

## RECOMMENDATION

### 1. Increase the basic salary

KMY can increase the basic salary offer in order to attract the most qualified candidates. Be sure to conduct regular salary benchmarking by assessing the pay standards of our organisation. Additionally, we can conduct research frequently on how competitive salaries are in the market in order to be aware of any industry or market-related changes. In addition, knowing what other companies offer can help us ensure that our compensation package is competitive and appealing to job candidates. This not only attracts the potential candidates but also prevents employees from leaving the company. Our Talent Trends 2023 survey report, titled 'The Invisible Revolution,' discovered that salary remains at the top of Asia Pacific's list of job motivators. 45% of respondents in Malaysia are willing to reject a job offer if they believe it will negatively impact their well-being. So, KMY need to increase the basic salary offer in order to complementary with other benefit that can make potential candidates accept the job offer with feeling secureness in their pay. (MichaelPage, n.d.)



## WEAKNESSES

### 2. Paper usage

Beginning with receiving the Manpower Request Form (MRF) from the different employment departments to the onboarding of new employees, the recruitment process has involving in paper usage. For the interview session, we use physical document for the application form, the interview test, the interview evaluation form, and the resumes of the finalists. After that, we must prepare the Pre Offer Letter and Letter of Employment (LOE) and print them out for the HOD's handwritten signature in order to acknowledge the letter. Then, we must print the letter indicating that the successful candidates have accepted the employment offer in order to update the database. In addition, during the onboarding process, we also use paper documents such as the company's policy, checklist form, and other confidential documents, based on the number of new hires. All of this process need to have in physical documents in order to keep as database. So, retrieving a specific paper record from a huge paper filing system is time-consuming when we need to access candidate documents in a traditional paper storage system. Moreover, as HR professionals, we must maintain the privacy and confidentiality of candidate information. With printed documents, it is challenging to protect against unauthorised access, loss, or damage, as physical records are one of the greatest information security risks for businesses.

### RECOMMENDATION

#### 2. Automated recruitment process

KMY can use automated for recruitment process such as utilise features such as reports, dashboards, analytics, evaluate forms and so on to compare and evaluate candidates based on a variety of criteria in order to make informed and objective recruiting decisions. We can utilise collaboration tools such as remarks, chats, and votes in the decision-making procedure that involve the hiring department. Not only that, a recruitment system facilitates the smooth and efficient onboarding of new employees by providing them with all the necessary information and resources. We can use features such as checklists, forms, documents, and videos to orient your new recruits to the culture, policies, and expectations of your organisation. To assign roles, responsibilities, and objectives to new hires, you can also use automation tools such as workflows, tasks, and emails. (Forbes, 2021)



## WEAKNESSES

### 3. Inadequate facility

As a student completing an internship, I was given a laptop for training as a means of separating work and personal matters. The disadvantage is that the laptop still runs Windows 7 which is considered as the outdated one. In my case, after a few months of use, the laptop has developed daily poor performance. This is because I have received numerous recruitment-related data, files, and documents, which will cause the laptop to store a large amount of information and impact its storage capacity. In order to resolve the issue, I must shut down my laptop multiple times per day. When this occurs, the recruitment process will be delayed because it requires time for the laptop to return to normal operation. Since I cannot run too many programmes at once without negatively impacting the performance of my laptop, this can also have an effect on my productivity.

## RECOMMENDATION

### 3. Upgrade to new facility

KMY can provide their internship students with PCs for long-term use. The PC offers greater overall value than the laptop due to its better reliability and larger storage capacity, allowing for the storage of a bigger amount of data. Consequently, with this improvement, all the recruitment-related documents I received can be stored on the computer and used as a reference for future interns who are unclear or having difficulties with recruitment. As a result of its rapid data processing, the recruitment process can proceed without delay, and we will become more productive as a result of our upgraded facility.





## » OPPORTUNITIES

### **1. External recruitment agencies**

Many recruitment agencies have been established nowadays to help companies find the potential candidates, we will not have to attract and shortlist candidates. The recruitment agency manages the entire procedure, saving us a great deal of time and effort. Once we have offered them the vacant position, they will present us with the best candidates for consideration. These agencies already keep an extensive talent database, so we will gain access to this network. Utilising recruitment agencies can reduce the amount of time required searching for new employees. When dealing with recruitment agencies, we must provide them with information about the position, including the salary offer, job descriptions, candidate requirements, as well as the recruiting time frame. Additionally, it can be difficult to find candidates due to varied requirements from the hiring department. With the professional experience of a recruiter, we can quickly find qualified candidates without wasting too much time.

### **RECOMMENDATION**

#### **1. Collaborate with recruitment agencies**

By collaborating with multiple recruitment agencies, KMY will be able to locate qualified candidates in a timely manner. Because in KMY right now, many new projects, lines and tasks are being established due to increased demand in products. Hence, we must seek for new manpower quickly. However, HR teams have limited manpower to manage recruitment, which can result in delays if the request exceeds their capacity to recruit and onboard new employees. This is because they must consider recruiting new employees to replace workers who have resigned, been terminated, transferred to a different department, or been promoted to a higher position other than to fulfill the new additional manpower. Not only that, recruitment agencies also can search for the potential candidates that have special requirements as KMY needs several Japanese Speakers for certain positions. By using their service, it is easy to allocate the right candidates without consuming much time. (skillwork, n.d.)



## » OPPORTUNITIES

### **2. Collaboration with PERKESO**

Many companies regardless of different industries or organizations already team up with PERKESO in order to conduct open interviews. Usually, large companies generally rely on this sort of recruitment when there are hundreds or thousands of jobs that need to be filled at the same time since it saves time and money by allowing numerous candidates to be interviewed simultaneously. This collaboration has already been seen with UNITAR collaborating with PERKESO to establish a physical MyFutureJobs Satellite Centre to develop and increase graduates' employability. The collaboration between the two organisations aims to encourage job placements, establish employment initiatives, and enhance the employment rate of UNITAR's students and alumni. In addition, PERKESO will provide career consultations to students, which will include career advice to assist them in identifying their talents and planning for appropriate career paths, based on planned engagement sessions. (International, 2021)

## **RECOMMENDATION**

### **2. Partnership with PERKESO**

KMY can utilise this opportunity to collaborate with PERKESO to efficiently seek qualified candidates. As the company will conduct an open interview, many potential candidates will submit their resumes, regardless of their educational background or professional experience. As in the case of KMY, there are numerous job openings due to the development of new projects and the need to replace employees who have resigned, transferred to other departments, or been promoted to higher positions. By doing so, we can quickly fill the position and save time to search for the individuals that fit the position one by one, as we will receive a large number of applicants who are actively seeking employment. This can be proven when SOCSO successfully generated 180,449 job placements between Jan 1 and July 5 via the MyFutureJobs portal and the Recruitment Incentive Programme. In addition, we can retain the remaining resumes in KIV as resume banks that we can use in the future when KMY has a vacancy in the position for which candidates are applying and for another position that fits their background. (Ying, 2021)



## ➤ OPPORTUNITIES

### 3. Pool of talent

Nowadays, many recruitment agencies or companies team up with universities, colleges or any high-tertiary education schools to sustain the pool of talent. As to getting the fresh graduates placement after they graduated, this is a good advantage as it will save time searching for candidates for job vacancies in the company. For example, Tunku Abdul Rahman University College (TAR UC) and Mindshare Group have recently signed a memorandum of understanding (MoU) intended at preparing graduates for employment. The partnership between TAR UC and Mindshare Group is an important step in preparing students for careers in the media and advertising industries, as it serves as a learning environment that is part of a global media agency network. This collaboration will advantage the fresh graduates for entering the workforce. (Times, 2022)

## RECOMMENDATION

### 3. Collaborate with higher institutions

KMY may partner with polytechnics or universities or any other institutions to recruit students and recent graduates in order to build a strong talent pool. As for KMY, we require Japanese speakers for certain positions, such as communicating with the headquarters in Japan regarding fresh projects, product improvements, and writing reports using Japanese alphabets or commonly known as kanji. It is difficult to discover Japanese speakers who are qualified for the position because we must evaluate their education and work experience also. Therefore, KMY can collaborate with Malaysian-Japanese universities that organize career fairs in order to benefit both the company and the students. KMY can set up a booth there and recruit Japanese speakers who are qualified for the available position, or create a talent pool for future vacancies. In addition, they can collaborate with other institutions that offer students courses relevant to the positions that exist at KMY in order to maintain an effective pool of talent.



## ➤ THREATS

### **1. Background checking of successful candidates**

Before we want to offer the job to the successful candidates, we need to do background checks on the candidates for securing information by which we need to obtain information about selected candidates from sources other than the applicants themselves. It helps to verify previous employment of the candidates regarding their character, employment history, also candidates' knowledge, skills and abilities by contacting candidates' previous employers, superior or co-workers. If the references do not contribute teamwork because they believe it will waste their time or disrupt their work, resistance is bound to arise. In addition, if the reference requests to be contacted again at a later time because they are occupied with their work, this will become time consuming and reduce the efficiency of the recruitment process.

## **RECOMMENDATION**

### **1. Request for many references' contact number or email**

When communicating with successful candidates about their references' contact details, we may request multiple alternative numbers so that, in case that one reference does not respond or fails to show teamwork, we can contact the other reference immediately. In addition, we may also request the email addresses of the references, so that if they are busy with work, we can email them the questions we want to ask, allowing them to respond whenever they are free within the specified time frame.



## » THREATS

### **2. Electricity disruptions**

There has been power outage at KMY due to unexpected situation in close proximity of our factories. This issue affects every factory in Sendayan Techvalley. In order to turn on the power supply, we must await the arrival of the TNB in order to turn on the generators set. This can disrupt the recruitment process, as we are conducting interviews on that day but we must cancel and reschedule for another day. This interrupts the recruitment timeline, as we are already delayed in conducting interviews with the shortlisted candidates.

## **RECOMMENDATION**

### **2. Install solar panel**

KMY can install solar panel around the factory as they will continue to generate electricity during blackouts because they continue to absorb sunlight and solar energy. The only method to reduce the chance of experiencing a blackout is to store the solar energy generated by company's system on-site. In order to accomplish this, a solar battery backup system must be installed. It ensures that our factory will have access to electricity even if the rest of the factories is cannot. (solarenergyworld, n.d.)



## ➤ THREATS

### 3. Rival has safer workplace

As we all know, there are many industries that manufacture products that less dangerous like F&B, cosmetics, sportswear and so on. This makes them have safer workplace than KMY. With this cons, candidates will feel their safety is not secured when working with explosive powder which is raw materials of the finished products. As this case, the candidates need to think twice as it involves their safety. (Unversity, n.d.)

## RECOMMENDATION

### 3. Give free PPE to the employees

KMY can provide free head-to-toe PPE for protecting its employees. This can be included in the benefits packages in recognition of their willingness to work in a hazardous environment. Therefore, employees can save money by not purchasing uniforms on their own. In addition, KMY can create a new policy by assigning the SHE department the duty of constantly monitoring the production line to prevent errors.

# CONCLUSION

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In conclusion, industrial training provides me with an in-depth knowledge of actual work experience. The natures of work experience and classroom theory are different. I realise that I am gaining new and amazing knowledge on this journey, which makes me grateful for the internship opportunity. I never anticipated that I would be responsible for the recruitment process alone for three months. There will be real-world uses for this knowledge in the long run.

This experience progressively improves my interpersonal skills, and I gain confidence in my abilities. In addition, my critical thinking has improved as a result of my familiarity with the working environment, which requires me to respond to all inquiries from other employees, candidates, and so on. Besides, the experience became one of the committee of annual dinner really make this journey become extraordinary that will remain in my heart eternally.

With the assistance of my advisor, I was able to complete the internship report's SWOT analysis, which was extremely challenging. The strengths of the recruitment process of company that need to be sustain in order to make business sustain in a long term by provide better working hour, easy to communicate with hiring department and many job vacancy platforms. While for the weaknesses that need to be improves are in terms of paper usage low basic salary offers and inadequate facility.

Regarding the opportunities for KMY can take advantage of are collaborating with PERKESO, many external recruitment agencies and pool of talent in order to gain more potential candidates. While for the threats that company can overcome are electricity disruptions, background checks of successful candidates and rivals has safer workplace.

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# APPENDICES

**KAYAKU SAFETY SYSTEMS MALAYSIA**

## WE'RE HIRING

Let's Join Our Team!

**POSITION INCLUDE:**

**PRODUCTION TECHNICIAN (SPECIALIST)**

- To lead in the operation of the production machine, maintain machine performance and ensure production meets daily output.
- To ensure all the tools, jigs and fixture are maintain in good condition.
- To ensure that all machine records and documentation are completed according to procedures after repairs/maintenance have been carried out.
- To lead major and minor troubleshooting in production area.
- Maintain proper housekeeping practices in production operations.

**GENERAL REQUIREMENTS:**

- Diploma in Mechanical/Mechatronic Engineering
- At least 1 year of relevant experience
- Self-motivated, team player & leader
- Good track record in troubleshooting

**APPLY NOW!**

- Send your resume [hr@intern@kayaku.com.my](mailto:hr@intern@kayaku.com.my)
- Contact Us (+603) 781 7000
- Visit Our Website [www.kayaku.com.my](http://www.kayaku.com.my)

**Our Location:** Sentoyon Technology, Negeri Sembilan

**KAYAKU SAFETY SYSTEMS MALAYSIA**

## WE ARE NOW HIRING

- QA Engineer
- QA Specialist
- Mikron Specialist
- Technician (Mechanical)
- Technician (Electrical)
- Assistant Engineer

Send your resume to [hr@intern@kayaku.com.my](mailto:hr@intern@kayaku.com.my)

**KAYAKU SAFETY SYSTEMS MALAYSIA**

## NOW HIRING

We want your talent!

**Responsibilities:**

- Repair & maintenance of oil facility and equipment related.
- Implementing daily & periodical check and calibration of measurement equipment of production facility in order to maintain stable production.
- Implementing improvement activity to production facility to upgrading of productivity & safety.
- Carry out the facility maintenance by yourself or by using sub-contractor, to fit into its schedule.
- Manage the ducting and piping work of the project of instalment, relocation, modification or removal of production facility.
- Manage the utility related work of the project of new building construction, renovation or demolition.

**POSITION AVAILABLE**

- Technician (Mechanical)

**GENERAL REQUIREMENTS:**

- Diploma in Mechanical/Mechatronic Engineering
- Experience in Manufacturing Industry
- Fresh graduate is encouraged to apply
- Able to read and understand Mechanical schematic diagram

**APPLY NOW**

- Send your resume [hr@intern@kayaku.com.my](mailto:hr@intern@kayaku.com.my)
- Contact us (+806) 781 7000
- More Information [www.kayaku.com.my](http://www.kayaku.com.my)
- Our location: Sentoyon Technology, Negeri Sembilan

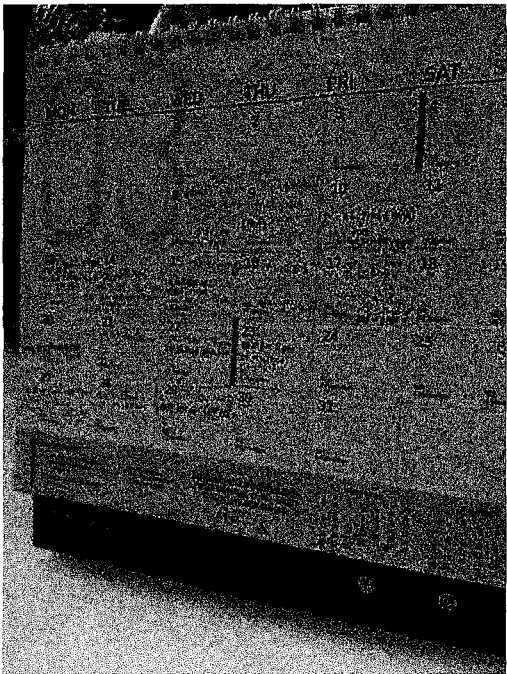
Job posters that created by me



# APPENDICES



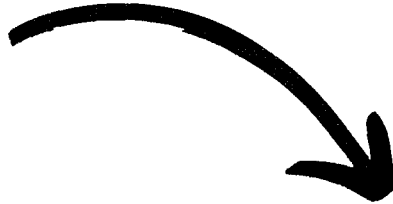
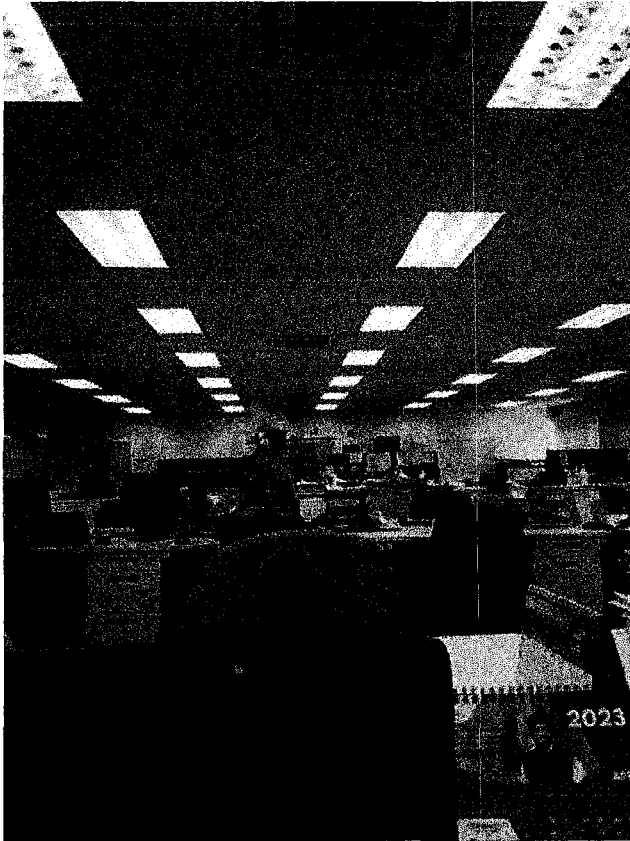
Facebook homepage



Calendar for remarks the interview session



# APPENDICES



Office surrounding

Resumes from website

