Familiarization Training for Recruitment Staff (New Hire)

RECRUITMENT PROCESS

RECRUITMENT SECTION

is one of the section under Crewing Operations Department that is in-charge in **end-to-end process of hiring seafarers (** from sourcing of candidates until the collection of documents once approved by Principal)

Recruitment Staff/ Officer

The **Recruitment Staff/ Officer** plays a critical role in Crewing Department in ensuring that we can provide competent and medically fit seafarers by sourcing and conducting thorough interview/ assessment of the applicants, to meet the **requirements of our Principal & Shipowners**.

OVERVIEW



Type of Vessels Enrolled:

- Bulk
  - Handymax
  - Panamax
  - Kamsarmax
  - Gearbulk
- Container
- General Cargo
- Asphalt Tanker
- Product Tanker

Please refer to vessel guide for the vessel information (GRT, Engine Type, Type of Ecdis, No. of Current Crew onboard, etc)

ECDIS Type (Deck)

- FURUNO - FMD 3300
- FURUNO - FEA 3300/ 2107
- JRC - 9201/ 901
- CHARTWORLD E-GLOBE
- TOKYO KEIKI - EC-9024H (BCB) / EC-9019HS (CLB)

Trading Area

❑ Worldwide

- Valid US Visa is required for the prospect candidates for the Bulk and Container Vessels.

Non- holding of US Visa can be considered if;

- The Principal approved the candidate without US Visa
- For future vessel assignment

❑ Fareast

Type of Inspection (Common)

- ❏ PSC Inspection
- ❏ Class Inspection
- ❏ AMSA Inspection
- ❏ US Inspection
- ❏ Sire 2.0 Inspection (Tanker)

Vessel Ranks

DECK	ENGINE	GALLEY
Master	Chief Engineer	Chief Cook
Chief Officer	1st Asst. Engineer	Messman
2nd Officer	2nd Asst. Engineer	
3rd Officer	3rd Asst. Engineer	
Bosun	Oiler	
Able Bodied	Wiper	
Ordinary Seaman	Engine Cadet	
Deck Cadet	Asst. Elect / Electrician (for Container vessels)	

SOURCE OF APPLICANTS

- Company Social Media & Email Accounts
- List of Transferred Crew
- List of previous applicants
- Cadetship Program
- Promotable Crew
- Referrals and Endorsement
- Industry connection

WHEN TO RECRUIT

Check the following company files to identify if there is a need of new applicants for each vessel type from short to long term requirements.

RED Google File
https://docs.google.com/spreadsheets/d/1xdQ_0dl9O61c4heRAIn6ocDuypegOIi6CjiiUo2IGpg/edit?usp=sharing)

- Monthly schedule of Crew Change
- Crew Collective Sheet
- List of On vacation Crew

Crewlist Alpha Google File

https://docs.google.com/spreadsheets/d/1tlDrLmxcuoVLXI1qEpjWWpQnJT3ynj0lHyKE80i1zF8/edit?usp=sharing

WHO TO RECRUIT

Once the required position is identified for particular type of vessel, refer to the Principal Requirements & Criteria Comparison;

Check if the prospect candidate matches with the following;

- **Vessel Type**
- **Year of Experience for the required position**
- **Age requirements**
- **Health Condition**

How to Recruit (Your Step-by- Step Guide)

1. Check the Red (Google File) to see the upcoming crew change schedule and pending requirements for the next 3 months.
2. Coordinate with the Crewing Officers and/or to CE Alilin, VP for Crewing Operations to confirm the pending requirements.
3. Once the requirements has been identified, coordinate with the IT Staff for the preparation of job posting.
4. Prior the posting, ask the IT Staff to send the copy of for posting to re-check. (check the spelling, number of crew requirements, vessel type, rank, etc)
5. Once posted, ensure to re-share it in group pages.

How to Recruit (Your Step-by- Step Guide)

6. From time to time, check the comment box in the posting and messages if there are inquiries from interested applicants. Ensure that all inquiries has been attended whether the applicant is qualified or not qualified.

7. Check the email join.topever@topeverphil.com.ph as there could be interested applicants who sent their resume/ application directly to the provided email.

8. If found any qualified applicants, ensure to immediately make a contact to the crew and request to initially interview them via a phone call.

9. After the initial interview, advise the applicant that you will send to them the required forms or better, if we can convince the crew to visit our office to endorsed them to the technical section for further assessment.

How to Recruit (Your Step-by- Step Guide)

9.1 Forms to be provided;

- ❏ Crew Application Form - Uncontrolled (if thru online submission)
- ❏ Crew Application Form - if crew reported in the office
- ❏ Health Declaration
- ❏ Consent Form

10. Once the forms has been received, ensure that all required information has been completed and filled up.

11. Based on the application submitted, assess if the applicant is qualified

For the required position and vessel type.

How to Recruit (Your Step-by- Step Guide)

12. If qualified, proceed in conducting thorough assessment/ interview based on the submitted application.

- Verify the sea service (if noticed any unfinished contract or short duration ask the crew for its reason.)
- Principals of the declared company
- Any inspection experience during onboard and deficiencies
- Cargoes of the vessels boarded
- Type of Ecdis vessels boarded
- Engine Type
- Reason why the crew transferred from one company to another
- Any medical history and medication
- Inquire if there is any issue from previous company

Note: Seek for confirmation with the crew that the declared information during the interview and written

On all forms are correct as they may take against with crew for any false information given.

How to Recruit (Your Step-by- Step Guide)

13. After the assessment, present the applicant to the Crewing Officer if there is any additional questions that you may need to confirm. If none, proceed in presenting the prospect applicant to CE Alilin and discuss the result of the interview/ assessment.

14. Once received approval from CE Alilin to proceed in endorsing the applicant to the technical section, coordinate with Mr. Alex for the schedule.

15. Ensure to keep your communication with the prospect applicant until he haven't completed the technical assessment.

16. Always follow up to the technical section for the schedule of the assessment especially if the required position is urgent. Please note, that not all applicant can wait for us as there are also many manning agency who may trying to communicate and recruit them, especially for the Management positions

How to Recruit (Your Step-by- Step Guide)

17. It is highly recommended that you establish a good communication with the applicant and try to convince them if possible to have a copy of their all documents for you to check, especially if the position is urgent or let the crew leave their documents to us. However, ensure that no documents will be misplaced and have a checklist of their documents. Any documents received, keep safe it in the steel cabinets and not in your drawer or desk.

18. If the technical assessment has been completed and the applicant has passed, immediately inform the crew and let them know that the Crewing Officer will proposed them to the Principal. Advise them to standby, as they may require to report to the office for interview with the Principal's Representative.

How to Recruit (Your Step-by- Step Guide)

18. Once finally received the approval of Principal, advise the crew to report to office to start their documentation processing and bring their original documents.

19. Upon reporting, turnover the applicant to the crewing officer for the next process.

20. Do not forget to create the biodata of the crew in the Cerebro and ensure that all information are correct basing on the submitted documents.

How to Recruit (Your Step-by- Step Guide)

If any case that the applicant is **not qualified or failed the assessment**, inform that crew the result and always give your appreciation to the applicant for their interest to apply in our company. If any case that there is a requirements in the future, we may review again their application and communicate with them.

REMEMBER:

Always maintain a list of all applicants that you have received as you may use this in the future as reference.

Ex. Currently, the applicant is applying for Chief Officer position, but haven't given a chance to use his license with the other company. Probably, 2 to 3 years from now, there were able to look for a company who can give them an opportunity to be promoted for the next rank.

REMEMBER:

There is no direct promotion as we have a procedure that needs to follow as per our principal criteria.

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If possible, ensure to have a posting every M-W-F or to re-share it everyday, irregardless if the pending requirements are still the same.

REMEMBER:

Always seek for guidance or clarifications from your Crewing Officer or directly to your Department Head when need arises.

THANK YOU

