



TalentVie



# HR Newsletter

JAN 2020 | Edition 2

**TalentVie wishes you a prosperous Happy Chinese New Year 2020 and smooth sailing in the Year of the Rat!**

Our HR Newsletter 2nd Edition aimed to provide more insight into Employment Background Check and "How to Implement Changes in the New Year". For those who are changing or plan to change job, read on for a successful career plan

# MISCONCEPTIONS OF EMPLOYMENT BACKGROUND CHECK

by Johnny Chan

What is Employment Background Check? It is a process of verifying the information provided by job applicant and checking for any adverse records that he/she may have. The results can help make better hiring decisions and to avoid hiring a fraud!

Yet, most companies in Malaysia do not conduct Employment Background Check because it is fairly new to the HR communities and many are not aware of the importance of it. There are also companies that have the wrong idea about Employment Background Check and it may already causing hiring issues or risks that they are not aware of. Here is the common misconceptions of Employment Background Check:

## **Just a reference check**

Reality: Employment Background Check consists of a wide range of checks to determine whether the applicant is a good one. Each check tells a different story on how the applicant behaved or the level of integrity he/she has. Different levels of job applicants have different types of checks.

## **You can do it yourself**

Reality: While this is true, it comes with limitations. An employer can conduct the check themselves by calling the previous employer or referee. However, there are other checks that a company does not have access to nor expertise to get the right information. It is also burdening to the HR team to conduct those checks while juggling with other HR work. You may also face confidentiality issues when you call up a competitor in the same industry and they are unlikely to give you any information.

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### **Time-consuming**

Reality: The common idea is Employment Background Check takes up to 2-3 weeks to complete, some may be longer. Depending on the level of checks and amount of information needed to verify, averagely it takes only 3-5 working days to complete the report. Conveniently, it is about the same time that an employer gets back to the applicant on the job offer should they choose to hire him/her.

### **Costly to hire an agency**

Reality: Many employers think that it will cost them a bomb like most recruitment agencies. The fact is Employment Background Check only costs a fraction of what recruitment agencies would charge.

### **Recruitment agency do it for me**

Reality: At most, they are only conducting reference checks, which goes back to the issue of limited access and lack of expertise to carry out other types of checks. It also begs the question of how trustable the report is because ultimately recruitment agencies want to sell you the applicant.

It takes 20 years to build a reputation  
and five minutes to ruin it. If you think  
about that, you'll do things differently

WARREN BUFFETT

It takes 20 years to build a reputation  
and a bad hire to ruin it. If you think  
about that, you'll start doing  
Employment Background Check

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# COMIC SECTION



Graphic By : John Kok

# A SUCCESSFUL CAREER PLAN MODEL

BY ANGEL TAN, LETS TRAINING & CONSULTANCY



Am I doing the job that I like?

"I am thinking to change a new job."

"I think I am going to quit my job and start my own business."

"I don't think my current company can give me further promotion or increment."

"After spending a year in this company, I don't see myself can grow in this environment."

"Should I further my study or start looking for a job?"



A brand new year, it is time to plan and review our career and life, and these are the common questions will pop-up in people mind.

In the past few weeks, I have encountered a few enquiries about career development opinions. Some of them are my friends, some of them are my clients, and some of them are my juniors from the school.

Not only fresh graduates have no direction in planning their future career, but I have also met peoples working in the industry for more than a decade who are still asking a question "Am I getting a right job?"

Therefore, it makes me think to share a few words of my opinion about career planning.

## How should I do my career plan?

It has made me think about a video clip of Jack Ma which shared an interesting topic - You don't have to be smart to be successful! I think this short video also answers a lot of career-related questions for different categories of people. Hence, I shared this video with those people who approached me.



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for Video**



I like the way of Jack Ma's thinking, he is very open to changes, and he had accepted not to follow the traditional rules if it is not working in today environment. Apart from that, he also not afraid of working on the new things which he is not familiar with. These are the key factors that made him became a very successful entrepreneur.

As he mentioned, we have different things to do in every stage of our life. I felt that the way he was planning is quite true. Just to share a few sentences about career movement in the video.

*"In you are 20-30 years old, you should follow a good boss, join a good company to learn how to do things properly."*

*"When you are 30-40 years old, if you want to do somethings yourself, just do it, you still can afford to lose, to fail."*

*"But when you are 40-50 years old, my suggestion is that you should do things that you are good at."*

*"When you are 50-60 years old, spend time training and developing young people, the next generation."*

*"When you are over 60 years old, you'd better stay with your grandchildren."*

By Jack Ma

It is all about your career movement in your whole life, and I think it is quite appropriate. How do you think?



# NEW YEAR, NEW RESOLUTIONS. HOW TO IMPLEMENT THE NEW CHANGES EFFECTIVELY

by Shirley Kok

New Year, New Resolutions – Many organizations have rollout their new initiatives, new process implementation, new targets, and even a new business model as part and partial of new year initiatives. These changes can be an uneasy to many employees, but changes are essential for organizations to move forward. Here are some tips to roll out new changes effectively

## **Start with Bad News**

People don't like bad news of course, and yes, we want to try to avoid it as much as possible. So, when you start with bad news it is much convincing that the changes were made to avoid anything bad happens soon.

If you are making a process changes, open up a situation where it possibly went wrong and what is the bad effects. At times, the employees would request to have some changes instead of you pushing for change

### **Launch a few rounds**

Avoid launching the new changes only once, the initial rollout should bring around 15% – 20% of your intended team. Identify employees who are enthusiastic about new ideas and immediately get them involved. Gather some of the positive feedback and launch again, get the initial team to spread some good vibes amount the colleague

### **Make a Great First Impression**

Human nature always falls on the emotions on what's the first impressions – it doesn't matter it is a person, process or an object. A good impression will lift everyone interest

For instance, if you are digitizing or automating an application process – make sure you start with a few easy steps and user-friendly features then gradually moving to more complex steps

If you are making changes in increasing sales target or launching a new set of the product range. Don't start with showing the annual target and achievement desire, break-down to monthly and some tips on how to make it achievable

### **Time-Line**

Offer a timeline to employees to get to know more information, build interest and familiarize the new changes, if necessary, offer training before it fully implemented. Implementation on changes without a proper timeline may create frustration especially those highly involved in the change process

### **Follow-up and Getting Feedback**

It is good to do a follow-up after the changes are made, check if they can see the improvement and getting feedback on how they feel about the changes. Constructive feedback always helps the organization to improve further.

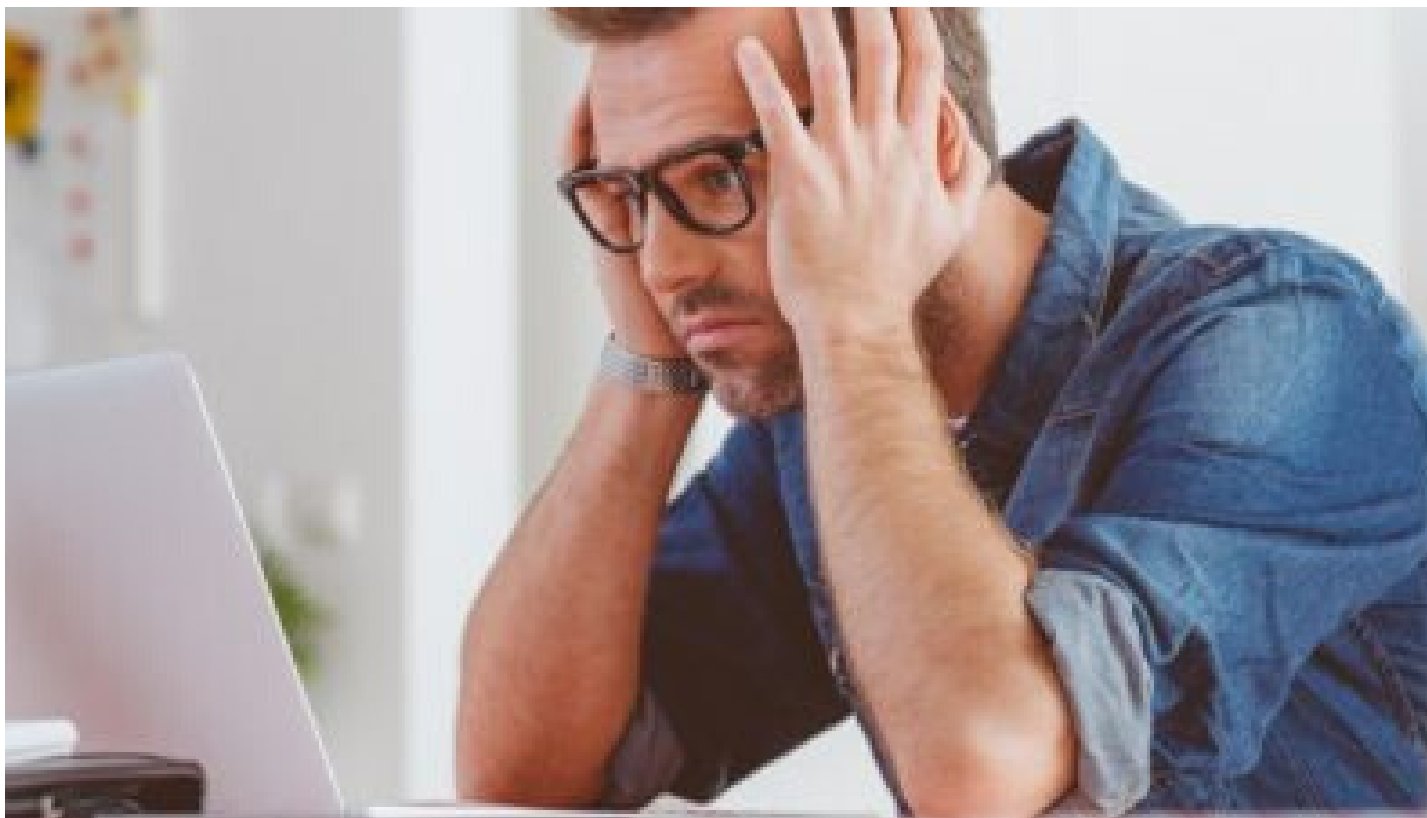
If the changes don't work as planned or having a negative impact, you need to acknowledge that it didn't work and make adjustment accordingly

### **Celebrate**

Lastly, It is important to celebrate the success changes made. Celebrate the small changes will help for bigger changes coming forward and get more employees to participate in the process



# Credit and Bankruptcy Check



What is it about?

**Credit Check:** provide an opinion on a person's credit risk or payment capability, trade experience, and any kind of adverse information.

**Bankruptcy Check:** a check with to see if the person has any insolvency records in the past or current.

These information provides an idea on a person's spending behaviour and debt commitments toward settling bad debts. High level of commitments likely to cause unnecessary stress on a person, especially when they are trying to make ends meet. A study shows that it can directly affect a person's job performance when they have something to worry about outside of the workplace.

With information on hand, an employer can mitigate the potential loss of production or performance by offering some financial education programs to employees. It is a way to manage the employees' performance and motivate them with incentives to boost productivity.

In conclusion, prevention is always better than cure. Find out early and don't let productivity get affected.



# TalentVie

Employment Background Check  
Corporate Due Diligence  
Tenant Check

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