

Case Study

Policy Formulation on “Re-Hire Former Employee”

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☞ PSI had Re-Hire Former Employee policy and Form:

- Have good performance
- Set clear timeframe to re-hire staff
- Have knowledge
- Set clear criteria (qualification, personal quality, attitude, skill fit to new position,
- Provide recommendation to HR
- Line supervisor have make recommendation
- The same as salary before but review based on the real situation of staff is based on the budget available and flexible increasing policy with approval by ED.



⚠ **Note:** *PSI did not call back if the former staff who was not fully completed probation period.*

☞ What is the advantage of this policy?

- Staff motivation
- Save time
- Known for their good performance
- Line supervisor is important (let line supervisor appoint the satisfaction staff)

☞ The process of recruitment (PSI has Recruitment Request Form)

⚠ **Shared by Participants:** *They recruited the same process but did not announce, it based on requested and recommended by the manager to HR and Finance team, and let staff update their CV.*

☞ Leadership

- HR is legal compliance
- Managing people
- How to manage 120 people in the organization
- HR played role the ears and eyes of the management team
- HR has to know policies and relevant laws on the top, have to read and remember all chapters in the policy
- HR has to know the trend of the organization
- Walk to the talk (do not say funny or promise anything to staff, if we do not clear information)

☞ The disadvantage of Re-Hire Employee:

- The speaker commented that HR Director or Manager must be faired such as no blood employee
- New experience
- Poor performance