

## FAQ for Part-Timer Recruitment and Selection with IKEA

**1. What is the recruitment and selection process with IKEA for part-timer?**

- a. Online Application
- b. Initial Interview – with Human Resources Department
- c. Experience day (OJT)
- d. Job Offer
- e. 2 days Onboarding Program

**2. How will I know if my application is successful?**

*You will receive call from the Human Resources Department to attend a face-to-face interview if you are shortlisted from the online application.*

**3. How part time employment with IKEA works?**

*Around 40% of our co-workers are part-timers. They usually start with us as a contractual part-timer for a fixed period (i.e. 3 months) and subsequently convert into permanent part-timer, subject to individual performance and business needs.*

**4. What is the difference between contractual part-timer and permanent part-timer?**

	<b>Contractual PT</b>	<b>Permanent PT</b>
<b>Contract Period</b>	<i>Yes, usually 3 months.</i>	<i>No contract period</i>
<b>Benefits</b>	<ul style="list-style-type: none"> <li><i>i. Annual leave</i></li> <li><i>ii. Sick Leave</i></li> <li><i>iii. Insurance</i></li> <li><i>iv. Co-worker discounts</i></li> <li><i>v. Birthday Gift</i></li> <li><i>vi. Basic Health Screening</i></li> <li><i>vii. Free Car Parking</i></li> </ul>	<ul style="list-style-type: none"> <li><i>i. Annual leave</i></li> <li><i>ii. Sick Leave</i></li> <li><i>iii. Insurance</i></li> <li><i>iv. Co-worker discounts</i></li> <li><i>v. Birthday Gift</i></li> <li><i>vi. Basic Health Screening</i></li> <li><i>vii. Free Car Parking</i></li> <li><i>viii. Flexible Spending Account: IKEA Purchase, Dental, Optical, Fitness Membership and etc.</i></li> <li><i>ix. Annual Wage Supplement</i></li> <li><i>x. Incentive Scheme</i></li> <li><i>xi. Salary Review</i></li> </ul>
<i>Note: Complete benefit list will be provided during contract signing.</i>		

**5. How many hours do I need to work as a part-timer?**

*Depends on the position, it can be either 15, 20 or 25 hours per week. The regular shift will be five (5) working hours a day, but it can also be longer or shorter depending on the operational needs.*

**6. How is the work schedule arrange?**

*During interview, you are to provide your availability to work with IKEA and we will arrange work shift on the days that you are available, this includes weekdays, weekend and public holidays. You will receive your work schedule 4 weeks in advance.*

**7. Can I change my availability after I join IKEA?**

*You can update your availability once a year. New availability subject to immediate manager's approval.*

**8. Are there any chances for me to work overtime?**

*Overtime is possible upon manager request. From time-to-time, there will be open shift (in the event of business needs) available in other department and you can sign up to work if you are interested.*

**9. Will uniform be provided?**

*Yes, uniform will be provided by the company and no cost will be incurred by candidate.*

**10. Is there a possibility for me to become a full time co-worker with IKEA?**

*Yes, all vacancies will be published on IKEA recruitment wall, social media and recruitment website. You may apply for the position you are interested and all our internal applicants will be guaranteed a first interview.*

**11. What happen after I attend an interview?**

*You will receive the result of the interview via Whatsapp mobile application, within two (2) weeks from the day of interview. If successful, you will also receive an invitation to attend the IKEA experience day.*

**12. What is IKEA experience day (OJT)?**

*An experience day is a day for you to meet your manager and have a glimpse into the actual working life with IKEA. You get to decide if this is the right job/place for you and we get to assess your performance at work. It is a win-win situation.*

**13. Will I get pay for attending the experience day (OJT)?**

*Yes, an RM60.00 daily allowance will be paid.*

**14. What happen after the experience day?**

*You will receive the result of the interview via Whatsapp mobile application, within one (1) week from the experience day. If successful, you will also receive an invitation to collect job offer from the Human Resources Department.*