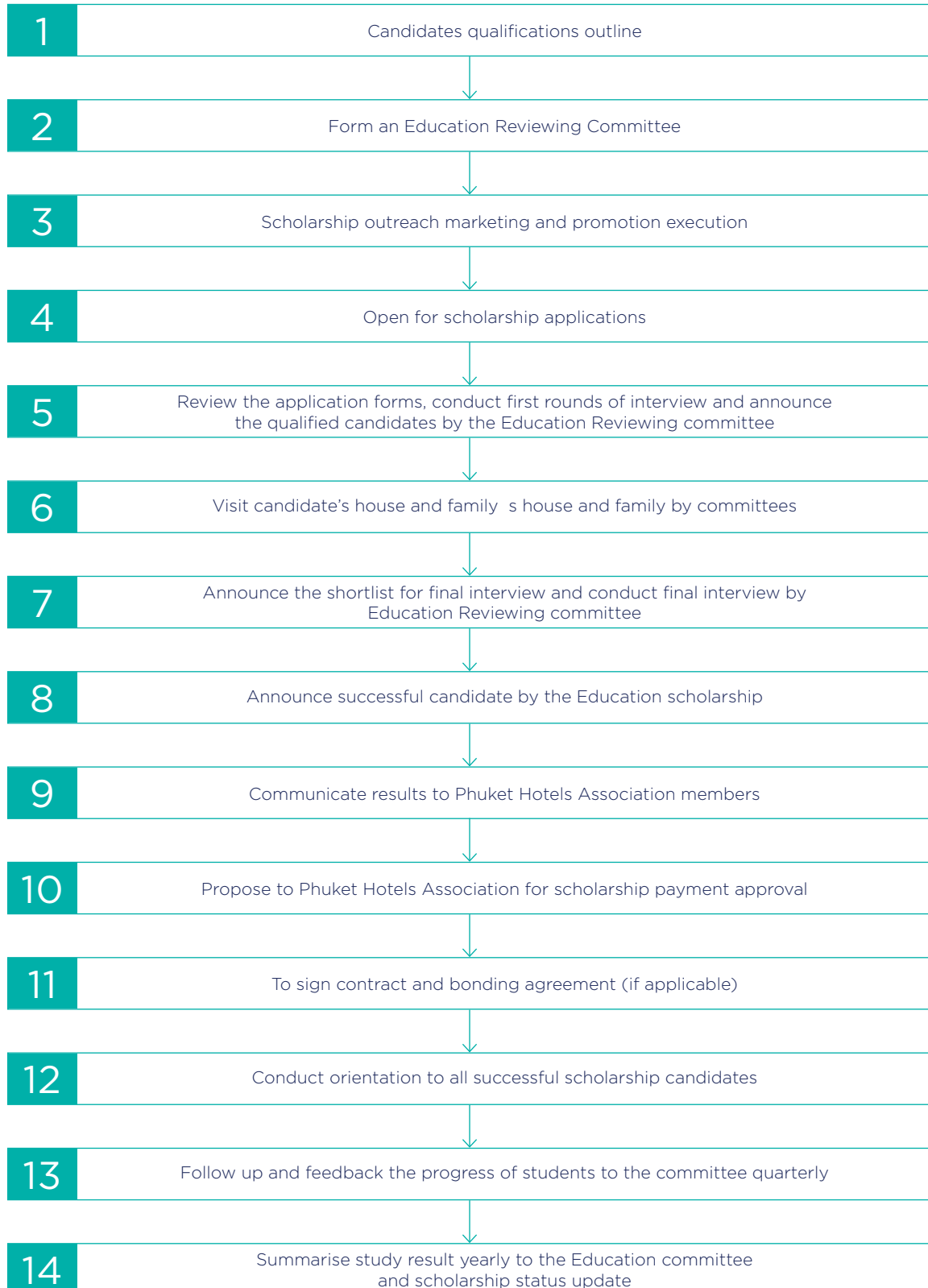




PHUKET HOTELS ASSOCIATION SCHOLARSHIP RECRUITMENT PROCESS



DETAILS OF PHAB'S SCHOLARSHIP PROCESS

STEP 1:

Outline candidate's qualifications

- 1.1 Refer to university/ college's requirement for the qualifications
 - 1.2 Refer to PHAB's requirement for the qualifications
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STEP 2:

Form Education Reviewing committee

- 2.1 PHAB members nominate Education Reviewing committee head and members
 - 2.1.1 from PHAB members; 5-7 people
 - 2.1.2 from university/ college; 1-2 people
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STEP 3:

Outreach: Education scholarship marketing and promotion

- 3.1 Communicate to targeted applicants (hotel staff of Phuket Hotels Association members) by circulating the poster at the hotel's notice board and within property by internal e-mail
 - 3.2 Provide information of the scholarship recruitment process and define the criteria for assessment
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STEP 4:

Open for applications

- 4.1 Candidates are able to receive the application form at their hotel's HR Department or download from the PHAB's website/Facebook.
 - 4.2 Hotel's HR leader verifies the required documents and approved by hotel's General Manager.
 - 4.3 Candidates submits the application form to PHAB (committee's representative)
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STEP 5:

Review the application forms, conduct first interview and announce the qualified candidates by the Education Reviewing committee

- 5.1 Committee review and verify the submitted application forms
 - 5.2 All qualified candidates are invited to conduct first interview with committee
 - 5.3 Committee sends out the qualified candidates list to all PHAB's members and the hotel's HR leader to inform the candidate (staff). The qualified candidates list is also available in the PHAB's website/Facebook.
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STEP 6:

Visit candidates' house and family by committee

- 6.1 To schedule committee to visit candidates' house and family
 - 6.2 Committee set criteria and assessment for visiting house and family
 - 6.3 Candidates provide map, locations and contact details
 - 6.4 Summarize the visiting result to all committee for considerations
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STEP 7:

Announce the shortlist for final interview and conduct a final interview by committee

- 7.1 Committee announce the final shortlist candidates to all PHAB's members and the hotel's HR leader to inform the candidate (staff). The final shortlist candidates are also announce and available on the PHAB's website/Facebook.
 - 7.2 Committees conduct final interview and finalize successful candidates.
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STEP 8:

Announce successful candidate for scholarship

- 8.1 Committees announce the successful candidates to all PHAB's members and the hotel's HR leader to inform the candidate (staff). The successful candidates are also announce and available on the PHAB's website/Facebook.
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STEP 9:

Communicate to PHAB members

- 9.1 Committee conduct presentation and introduce the successful candidates to PHAB's members during the PHAB's monthly meeting.
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STEP 10:

Propose to PHAB for scholarship payment approval

- 10.1 Committees propose individual scholarship expenses for each successful candidate to PHAB's member for future payment approval process.
 - 10.2 Committees present payment plan for individual successful candidates to university/ college. Committee and university/ college agree to the presented payment schedule and terms of payment.
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STEP 11:

To sign contract and bonding agreement (if applicable)

- 11.1 Successful candidate signs contract of agreement and bonding agreement for the level of Bachelor's degree and above, including of Oversea Trip Programs and Oversea Special Courses. Courses lower than Bachelor's degrees are not eligible for bonding agreement.
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STEP 12:

Conduct orientation to all successful scholarship candidates

- 12.1 All successful candidates must undergo introduction and presentation to PHAB's members during PHAB's monthly meeting.
 - 12.2 Attend the orientation program conducted by committee's representative together with university/ college representative.
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STEP 13:

Follow up and feedback the progress of the students to PHAB quarterly

- 13.1 Scholar students share feedback to the PHAB's scholarship committee on quarterly basis.
 - 13.2 Committee share feedback of the students to PHAB's members.
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STEP 14:

Summarize study result yearly to PHAB and scholarship status update

- 14.1 Committee together with all scholar students to present the study feedback and result to PHAB members.
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