



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونسبرستي اسلام، انبارا ايجسا ميليسيا

MANAGEMENT SERVICES DIVISION

CHECKLIST FOR SUBMISSION OF APPLICATION FOR ACADEMIC POSITION

Name of applicant :

Department :

Post applied :

Items	Please (v)	Remarks (if any)
1. Online application from i-Recruit		
2. Assessment Form by Head of Department and Dean		
3. English Proficiency (validity 5 years) EPT \geq band 6/ IELTS \geq band 6/ MUET \geq band 4		
4. Certified True Copy of Bachelor degree		
5. Certified True Copy of Master degree		
6. Certified True Copy of PhD degree		
7. Certified True Copy of Professional Certificate (if any)		
8. Assessment Form for Candidate in Absentia		
9. Latest Payslip		
For International candidate only		
10. The candidate is a Permanent Resident? (Yes/No)		
For International candidate only		
11. Spouse is Malaysian? (Yes/No)		
12. The applicant has been interviewed by the K/C/I panel		
13. Other documents (Please specify)		
(i)		
(ii)		

Note : Employment (Academic) Unit, MSD will **ONLY** accept applications with complete documents as per the above list.

The checklist was completed by :

Signature :

Name :

Position :

Date :



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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِي بَرِيَّتِي سَلَامًا إِنَّا وَابِعُنَا مِلَّةَ سَيِّدِنَا

MANAGEMENT SERVICES DIVISION

**Note : TO BE COMPLETED BY THE DEAN / HEAD OF DEPARTMENT
DURING PRELIMINARY INTERVIEW AT K/C/I LEVEL**

Name of Applicant : _____

Post Applied : _____

Citizenship : _____

Method Of Interview : Video Conference []

Tick [√] : Face to Face []

Views of the Dean/Head of Department regarding the applicant :-

1. Academic Ability of The Applicant

(i) Please state your observation/view on the academic qualifications of the candidate :-

(ii) Please state whether the area of specialization of the candidate is relevant and in line with the academic programme of the Department/ Kulliyyah :-

- (iii) Please ascertain the language proficiency of the applicant in the medium of instruction required

English Proficiency (validity 5 years) EPT \geq band 6/ IELTS \geq band 6/ MUET \geq band 4

2. *Working Experience Of The Applicant*

- (i) Is the working experience related to the function of the post applied?

- (ii) State the number of years of related experience that can be considered for purposes of determining the starting salary after the minimum qualification for the post applied :-

3. *Academic Standing*

- (i) Please state your view on the academic standing of the candidate in terms of :-

(i) Research : _____

(ii) Publication : _____

Section II : **TO BE COMPLETED BY THE DEAN/HEAD OF DEPARTMENT**

1. Recommendation from the Dean/Head of Department :

Date : _____ Signature : _____

Official Stamp : _____

Note : The Dean/Head of Department is requested to submit this form to Management Services Division together with the copy of certified documents for further consideration of the Academic Staff Selection Committee (ASSC).